

User Guide

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Release Notes Summary

9.6.0

9.6.0 Improvements

• WordCounter | Korean | Option to count as words

Added a new configuration just for Korean to be counted with character-based and the ability to count as word-based like other languages except Chinese/Japanese.

9.6.0

Fixed Issues

- Fixed issue with word count configuration having the wrong attribute in the content XML file.
- Fixed issue with TM not being visible under the Select TM to Update section.

9.6.0 Known Issues

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

1. Get started

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

About Wordfast Pro

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

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

Installation

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

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

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

To install Wordfast Pro:

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

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

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

Activation

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

To activate Wordfast Pro:

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

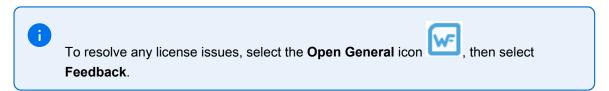
Wordfast Pro 5		×
About	Please enter your activation key and follow the instructions	
Online Registration		
Manual Registration Update Wordfast Pro	License Type: Full, your license is activated Activation Key: License will expire in 324 days	
Feedback		Activate
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Description			
Enter the Activation Key, then select Activate.			
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 Browse 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.

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.

At	oout Wordfast Pro 5	
Product Name:	Wordfast Pro	
Version:	5.15.0.	
Build ID:	20200124-1654	
JVM info:	11.0.5 (amd64) WIN 10.0	
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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.			

Option	Description				
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 Feedback . For software usage questions, select the Help icon to review the online help. If you still have questions after reviewing the online help, sign in to your user account at https://www.wordfast.com/myaccount and submit a Hotline request.				

Start Wordfast Pro

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

To start Wordfast Pro:

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

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_	Another Test I	C:\Users\Desł	English	German Spanish (Latin Am	2019/ et	2019/	N/A	
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36	Wordfast3	C:\Users\Wor	English	German	2019/		N/A	
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Wordfast Pro opens to the Project List view.

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

2. Wordfast user interface overview

TransStudio Online allows users to coordinate and manage the translation process through an intuitive user interface. Once you open the submission in Project Director (PD), you can open the files using TransStudio Online and begin translation.

TransStudio Review allows users to coordinate and manage the review process through an intuitive user interface. Once you open the submission in Project Director (PD), you can open the files using TransStudio Review and begin your review.

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

Select icons on the **Sidebar** to move among views.

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

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	7	This document provides users with essential tasks associated with TransStudio Review (TSR) and assumes you are already familiar with the interface and basic software functions.	Ce document fournit à des utilisateurs essentiel charge associé à la revue de TransStudio (TSR) et le suppose que vous êtes déjà au courant de l'interface et des fonctions de base de logiciel.	MT	~
	8	Use the online help for more details.	Employez l'aide en ligne pour plus de détails.	MT	~
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	10	Before you can access and work on your files, you must log in to Project Director (PD) and use the PD dashboard.	Avant que vous puissiez accéder et travailler à vos dossiers, vous devez ouvrir une session pour projeter le directeur (palladium) et pour employer	MT	~
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Sidebar Icon

Action

<i>€</i>	Select to open the General view. The General view includes general product information, as well as a form to provide product Feedback . In Wordfast Pro, you will also find product registration and software update information here. See Activation on page 9 or Licensure on page 10 for more information.
♠	Select to open the Project List view.
	Select to open the Current Project view.

Sidebar Icon	Action
U	Select to open the TXLF Editor view.
*	Select to open the Quick Tools view.
	Select to open the Preferences view.
«	Select to collapse the Sidebar . This action hides the icons and increases the workspace.
	Select ≫ to expand the Sidebar .

The view that TransStudio Online opens with depends on your selection in PD.

The view that TransStudio Review opens with depends on your selection in PD.

- If you select a submission with multiple files, TransStudio opens in the Current Project view.
- If you select a single submission file, TransStudio opens in the TXLF Editor view.

The default view is the Project List view.

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

Project list view

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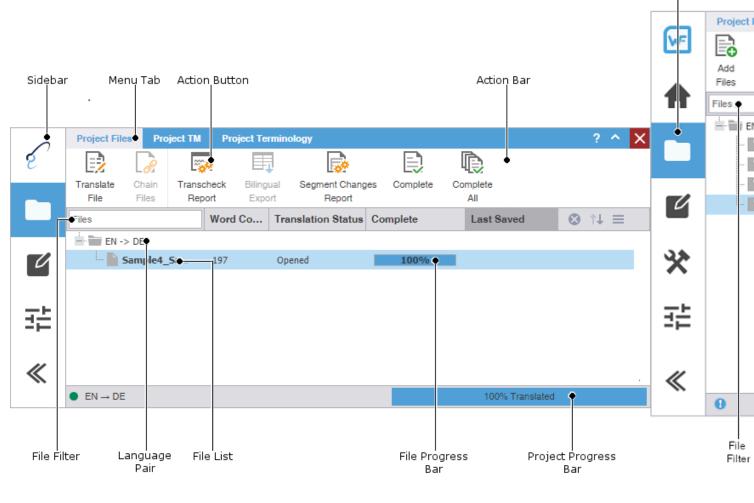
The **Project List** view displays a list of your active projects.

Sidebar	Action But	ton	Action	Bar		Projec	ct List	t				
	Projects											? ^
₩ E		1	E 🔁	.	±			**	⊵	4		
•	Open Critate TXLF Project		Close Project	Add Project	Modify Project	Remove Project		liculate gress	Imp Pack		mport SDL Package	Export Package
	Projects	Location	Source	Language	▼ Targ	et Language	•	Date C	r La	ast Sa	Complete	${\scriptstyle } \uparrow \downarrow {\scriptstyle \blacksquare}$
	Quick Project	C:\Users\Wc.	English		Gen	man		2019/0.	2	019/1	15%	
	Wordfast Test	C:\Users\Wc.	English		Gen	man		2019/0.	2	019/1	8%	
_	Another Test	C:\Users\De.	English			man nish (Latin Ame		2019/1.	2	019/1	N/A	
\mathcal{U}	Wordfast1	C:\Users\Wc.	English			man man (Germany)		2019/0.	2	019/0	N/A	
	Wordfast_test	C:\Users\Wc.	English		Gen	man (Germany))	2019/0.			N/A	
35	Wordfast3	C:\Users\Wt.	English		Gen	man		2019/0.			N/A	
*												
盐												
2₽												
«												
Item		Ac	tion									

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

Current project view

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



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

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

Sidebar

Files Word Count	TXLF File LocationCreation DateLast SavedCompleteImage: Complete
Files Word Count	Translation Status Complete Last Saved 😒 📬 =
Item	Action
Files	Lists the files available in the current project. Type a file name in the box to locate a file in the project list.
Word Count	Displays the total word count of each file in the project.
Last Saved	Displays the date and time of the most recently saved the file.
Complete	Displays the file progress bar with completion percentage.
8	Clears filter criteria.
t↓	Sorts filter criteria in ascending or descending order.
	Changes the sort order, the sort options are: Files, Word Count, Translations Status, Complete, and Last Saved.
Item	Action
Files	Lists the files available in the current project. Type a file name in the box to locate a file in the project list.
Word Count	Displays the total word count of each file in the project.
TXLF File Location	Displays the directory path to the stored file location. Type a path name in the box to locate a file or to group files in a particular path.
Creation Date	Displays the date and time the file was created based on the user's system settings.
Last Saved	Displays the date and time of the most recently saved the file.
Complete	Displays the file progress bar with completion percentage.
8	Clears filter criteria.
1↓	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.

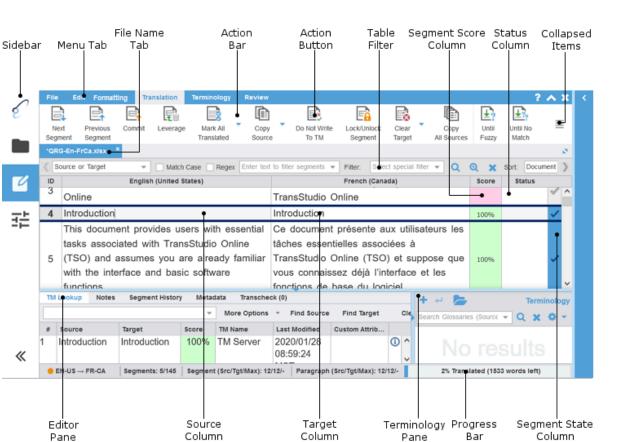
TXLF editor view

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

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

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

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



Item	Action
Sidebar	Select icons to switch between user views, including the Current Project or TXLF Editor views and user preferences.
Menu Tab	Access a specific function and its action buttons.
File Name Tab	View an open or chained file.
Action Bar	Access all action buttons associated with a specific tab.
	If the action bar is not large enough to display all the action buttons, an
	additional Collapsed Items button appears and acts as a drop-down to show the remaining action buttons.
Action Button	Perform a task.
Table Filter	Create filter criteria and or search in the open file.

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Item	Action
Comments & Ratings Column	Use for evaluating the quality of translation.
View Selector	Toggle between the TXLF Editor Advanced and Simple views. The Advanced View displays all Action Buttons and options required to complete a file. The Simple View displays the minimum Action Buttons to complete file review.
Editor Pane	Access editor tab content or interact with it using menus and sub-menus.
Source Column	View numbered, color-coded segments after source file analysis.
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, add terms to terminology glossaries if enabled, or open a remote glossary.Search the source or target glossaries, or add terms to terminology glossaries, if enabled.
Score Column	View the TM match score represented as a percentage.
Progress Bar	View the progress of the total review based on the number of translated, reviewed, and signed-off segments. If you have chained files, the percentage includes all the segments in the chained file.
Status Column	View the status of a segment.
Segment State Column	View the state of the reviewed segment. Toggle between Reviewed and Signed Off.
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.
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).

Item	Action
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.
Item	Action
Sidebar	Select the icons to switch among user views.
Menu Tab	Access a specific function and its Action Buttons.
File Name Tab	View an open or chained file.
Action Bar	Access all Action Buttons associated with a specific tab.
Action Button	Perform a task.
Table Filter	Create filter criteria for searching in the open file.
Segment Score Column	View the TM match score represented as a percentage.
Status Column	View the status of a segment by its status icon.
Collapsed Items	Access any remaining tools that do not fit in the window.
Editor Pane	Access editor tab content or interact with it using menus and sub-menus.
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.
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.
Segment State Column	View the state of the translated segment. Toggle between Needs Translation and Translated.

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

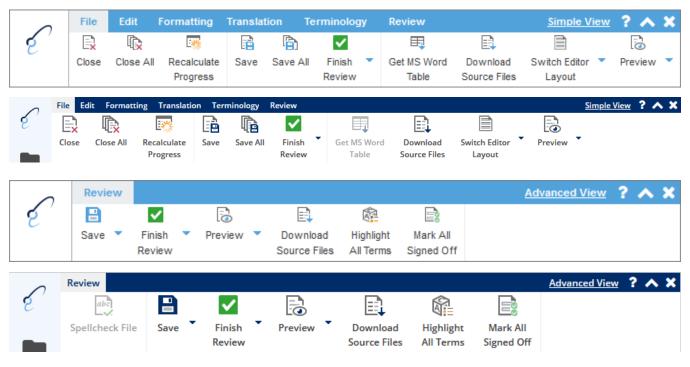
When the Editor or Terminology panes are resized, TSO will remember the settings the next time you sign in.

When the Editor or Terminology panes are resized, TSR will remember the settings the next time you sign in.

In addition to the Table View and Stacked View layouts, you can choose from two views which affect the Menu tabs:

- Advanced View—This view displays all Action Buttons and options.
- **Simple View**—This view combines Action Buttons from multiple Menu tabs, as shown in the following table, and places them onto a single Review tab. This view displays only the minimum Action Buttons and options required to complete a file review.

Simple View Action Button	Advanced View Action Button Location
Save	File tab > Save
Finish Review	File tab > Finish Review
Preview	File tab > Preview
Download Source Files	File tab > Download Source Files
Highlight All Terms	Terminology tab > Highlight All Terms
Mark All Signed Off	Translation tab > Mark All Signed Off



Either the **Advanced View** or **Simple View** is set as the default by a system administrator when they create a project.

Filter criteria

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)... 💌 🔎 🂢 🗙 Sort: Document 🖷 🔅

Source or Target Match Case R	egex Enter text to filter segments Filter: Select special filter(s - Q 🔍 🗙 Document - 🔅
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. Type or paste text into the text filter box and press Enter or select the Filter a button.
Special Filters	Select the drop-down list for more search filter criteria (listed below).
Q	Activate the filter action.
ୁମ ତ୍	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
- Requires rating: segments with no ratings
- **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 grade and score comments: segments with grade and score comments with or without ratings
- Segments with changes: segments with modified target content
- 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 find/replace highlight all: segments containing text highlighted by Highlight All from the Find/replace dialog.
- Segments with ratings comments: segments with grade and score ratings with comments
- Segments with ratings: segments with grade and score ratings with or without 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

Segment status

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

Status Icon	Segment Status
θ	A non-linguistic error occurred in the segment during a Transcheck test.
8	The segment is locked, so you cannot edit it.
° 6	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.
1	The content of the source segment was edited.
ч	The segment was split.
Â	The segment was merged.
∕≂n	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 Translated completed percentage on the Progress Bar.

The Segment State allows you to view, set, or change the state of a review segment in the **TXLF Editor** view. Changes to the Segment State will also change the Translated completed percentage on the Progress Bar.

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.

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

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

Needs Translation — This state indicates that the segment is not translated, and therefore not included in the calculated translation progress shown on the Progress Bar.

All segments with machine translated content, empty segments, fuzzy, exact, and no matches are set to **Needs Translation** by default. During the review process, if a segment does not need changes, or comments, or ratings added, select the icon to set to **Signed Off**.

- If you commit a segment to the translation memory, or select Mark All Translated, this state will automatically change to Translated.
- As you translate, you can commit the active segment to the TM by selecting the Next Needs Translation Segment shortcut key (CTRL + Enter), and the segment state will change to Translated and then moves to the next segment whose status is set to Needs Translation.

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

- 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.**

Translated — This state indicates that the segment has been translated, the appropriate changes were made, and were checked by a linguist. Segments that are committed to the TM prior to review are automatically set to **Translated**, and are counted in the translation progress shown on the Progress Bar.

Translated — This state indicates that the segment has been translated, the appropriate changes were made, and were checked by a linguist. Segments that are committed to the TM prior to review are automatically set to **Translated**, and are counted in the translation progress shown on the Progress Bar.

During the review process, if a segment does not need changes, or comments, or ratings added, select the icon to set to **Signed Off.**





Segment State Icon	Segment State Description
~	Reviewed — This state indicates the segment was reviewed. The state cannot be modified in TSO.
~	Reviewed — This state indicates the segment was edited, or comments, or ratings were added. This is set automatically and indicates the segment needs further review or corrections before being set to Signed Off .
1	Signed Off — This state indicates that the segment has gone through the entire translation and review life cycle and is considered ready to deliver. Signed Off segments are counted in the review progress shown on the Progress Bar. The state cannot be modified.
1	Signed Off — This state indicates that the segment has gone through the entire translation and review life cycle and is considered ready to deliver. Signed Off segments are counted in the review progress shown on the Progress Bar. When a Signed Off segment is modified, or a comment, or rating is added, the segment state changes to Reviewed automatically. This state can be reverted to Reviewed state if the Signed Off segment is modified by the reviewer.
	 The Signed Off state can be toggled to the Translated state when the previous state of the segment was the Translated state and never had the Reviewed state for that segment in history. The Signed Off state cannot be toggled back to the Translated state when any previous state of the segment had the Reviewed state.
ļ	* 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

Select **Translation Memory** in the **Current Project Preferences** section. Clear or check the preferred check boxes in the **Segment state** section.

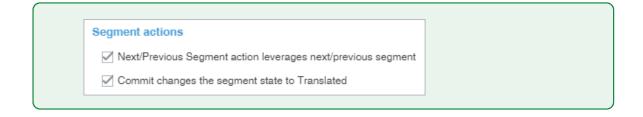
Segment state

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.



Progress bar

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

● EN-U8 → DE-DE	Filtered Segments Total:	6 Translated: 84% (22 word s done) 8egments: 4/13 8egment (8rc/Tgt/Max): N/A Paragraph (8rc/Tgt/Max): N/A 52% Translated (20 word s left)
 € EN-U8 → FR-FR 	Filtered Segments Total: 46	37% Translated 37% Reviewed 36% Signed Off 5 Reviewed/Signed Off: 3% (1076 words done) 8egments: 134/253 Segment (Src/Tgt/Max): N/A 37% Reviewed
Item		Description
Source and T Languages	arget	View the source and the target languages in the open translation file.
Filtered Segn	nents Total	View the number of filtered segments in the open translation file. When filter criteria is cleared the Filtered Segments Total is removed from the status.
Translated		View the percentage of filtered segments that are translated versus the total number of filtered segments in the open translation file. The words done total is calculated from all the translated segments from the filtered table. When filter criteria is cleared, the Translated % is removed from the status.
Reviewed/Sig	ned Off	View the percentage of filtered segments that are reviewed and signed off versus the total number of filtered segments in the open translation file. The words done total is calculated from all the reviewed and signed off segments from the filtered table. When filter criteria is cleared, the Reviewed/Signed Off % is removed from the status.
Segments		View the number of segments completed versus the total number of segments in the open translation file.
Segment (Sro	:/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 Max segment value if the number of characters exceeds the maximum allowed.
		Segment (Src/Tgt/Max): 6/46/31 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 part

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 128 for more information.

Item	Description
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 Max 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.
	View the total progress of the translation and review in a file or in a group of chained files. If you have chained files, the percentages complete will be the totals for all the files as if they were one. Hover over this portion of the toolbar to see the progress in a larger display window. The window displays the percent translated, the percent reviewed, and the percent signed-off, with color-coding that matches the Segment States.

Help and feedback

Select the **Help** icon **I** 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.

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.

To send feedback about a software issue, select the **Open General** icon 2^{-1} , 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.

3. Manage projects

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

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

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

ð 🖬				Reports	neierene	e Files				? ^	××
		8	R	F	E	E .	Ħ		.	B	_
dd Add es Folders	Translate File	Chain Files	Open Source File	Close Project	Save Project	Modify Project	Bilingual Export	Analyze	Transcheck Report	Segment Changes Report	₅ ≡
5		Word	TXLF File Locatio	n	Creation	Date	Last Save	. C	Complete	⊗ ↑↓ ≡	=
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%		
📄 Adapt	iveTrans	193	C:\Users\Public\W	FP\Proje	2019/11/	13 10:	2019/11/13	10:	0%		
- 📄 Samp	le2_5a	193	C:\Users\Public\W	FP\Proje	2019/11/	13 10;	2019/11/13	10:	18%		
	e-File_en	7	C:\Users\Public\W	FP\Proje	2019/11/	13 10:			57%		
Samp	le4_5a	197	C:\Users\Public\W	FP\Proje	2019/11/	13 10:			19%		
										1 Territori	
										24	24% Translated

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 32.

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										? ^
		F	F	.	E	E _	E **			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.

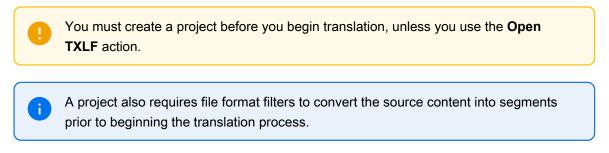
Save Project		×
	is dialog to change the project name and set the loc t will be saved.	ation where the
Project Name:*	Quick Project	
Save Project To:*	C:\Users\Documents\WFP\Resources	Browse
	Save	Cancel

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.



To create a project:

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

Project	ts										? ^
	.	F	F	E•	E	E _	E <u>**</u>			SDL	S
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:*	Wordfast6				Source Files	Reference Files				
					_	_			Pb -	
Reuse Project:	None			~	Add File	Add Folde	er 🌱	Create Filter	Remove	Files
Save Project To:*	C:\Users\raf\Wordfas	tPro\projects		Browse	Name		Туре		Path	
Source Language:*	English (United State	es)		~						
Target Language(s):*	Spanish (Mexico)	×		×□						
Translation Memory	Glossary Blo	cklist								
🛼 Create 🛛 😽	Add 👻 📑 Impo	ort 🔜 Modify	F R	Remove						
Name	Priority	Read O Type	Path	ı						
Name	Priority	_		ı						
Name	Priority	_		ı						
Name	Priority	_		1						
Name	Priority	_		1						
Name	Priority	_		1						
Name	Priority	_		1						
Name	Priority	_		1	— Options — ✓ Run analysi	is report on docume	nts			
Name	Priority	_		1			nts			

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

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

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

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

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

Translation Memory	Glossary Bloc	klist:		
😪 Create 😽 Add 👻 🚔 Import 🔩 Modify 🌄 Remove				
Nomo	Priority	Read	Type	Path
Name	Fliolity	Reau	Type	raun
Mane	Phoney	Reau	1360	T dti

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



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

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

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

- a) Add Local Select a location on your local disk.
- b) Add Remote Enter the TM Server, WF Server, or WFA Server details on the Connect to Remote TM dialog. Refer to Connect to a remote TM on page 159.
- c) Add Project TMs Enter the details on the Add Project TMs dialog by selecting the project.

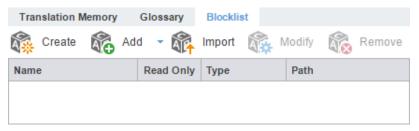
The source language, target languages, and list of TMs auto-populate, based on the project you select. Remove the target languages or TMs that you do not want to import from the target languages and list of TM fields.

- 10. (Optional) To import an existing TM to your project, click Import.
 - a) On the **Import Translation Memory** dialog, select the import **File Type**: TMX or WF TXT TM format from the **File Type** drop-down list.
 - b) Click Browse to locate and select the project file that contains the TM that you want to import.
 - c) Select either the **Create a new TM** or **Import into existing TM** option. Refer to **Import a local TM** on page 174.
 - 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 projectspecific 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 179.
 - 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 189.
 - 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 194.
- 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 198.
 - 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	r 🌱	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 I	iles		
Add File	Add F	older	Re Re	emove 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 Reports tab, after opening the project.
Pre-translate TXLF files	Populates TM leveraged segments when TXLF files are open.
Use primary MT on no match segments	Leverages primary machine translation (MT) when there are no matches with the local and remote TMs. This option is only available if you selected Pre-translate TXLF files .

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

Wordfa	t1		×
W		an see the number of the files added, TMs, nd glossaries along with any errors that might rred.	
	Bilingual (TXLF)) Files	
	Created: 1		
	Failed: 0		
	Translation Mem	nories	
	Added: 1		
D.	Glossaries		
	Added: 2		
_ _	Reference Files		
	Added: 0		
	Blocklists		
	Added: 2		
V Or	en created project		
		OF	

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

The project is created.

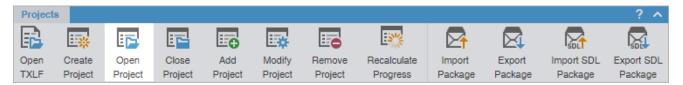
Open a project

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-	E.	Ē	B	ß		F		1				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 Cl Repor	-	
T	Files			Word	TXLF File Locatio	n	Creation	Date	Last Save	d	Complete	8	1↓ =	
		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_5a	193	C:\Users\Public\W	/FP\Proje	2019/11/	13 10:	2019/11/13	10;	18%			
			e-File_en	7	C:\Users\Public\W	/FP\Proje	2019/11/	13 10:			57%			
35	i	Samp	le4_5a	197	C:\Users\Public\W	/FP\Proje	2019/11/	13 10:			19%			
*														
랆														
«														
	$EN \rightarrow D$	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										? ^
	.	F	F	E	.	E _	13%				
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:

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.



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

Þ.
el

Remove from the list only

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

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

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

4. Click OK.

The project is no longer in the Projects List.

Package files

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

A package file generally includes:

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

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

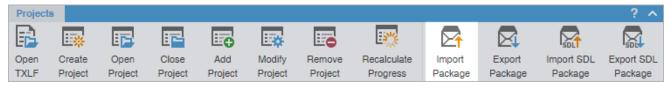
To share a completed project with other users, export it as a package file.

Import package files

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

To import package files:

- 1. Click the Project List icon **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.

		an drop a package file into the white import process.	space o	n the Impor	Package	
Import Package				×		
Import Pa Select options		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	Bro	wse		
 Update an existing pr Select project to update Only update the project to update 	ate:*	Wordfast3	¥			
 Update the project Create a new project 	_	TXLF files and add new files				
Project Name:* Location:*		1_TS_Test GLP ect in projects folder	- Bro			
Open project after im	porting					
			Import	Cancel		

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

The package file is imported.

Export package files

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

To export package files:

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

Project	8										? ^
	.	F	F	E	E	E	B				S
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 either Entire Project or Specific target languages and resources.

Export Package			×					
Export Pac Select options t	kage o prepare a project export fo	or distribution or archiv	ing					
Project Info								
Project Name:	Project 1							
Project Location:	C:\Users\WordfastPro\projects\Project 1							
Source Language:	English	English						
Export								
 Entire Project 								
 Specific target language 	s and resources							
Target Language:*	German (Germany) X	×						
Resources to Include in Expo	ort		· · ·					
Source Files	Glossaries	🗹 Reference Files						
TXLF Files	Translation Memories	Ilacklists						
Package Name								
Select Naming Convention:	Project Name		-					
Custom Name:*								
Preview:	Project 1.glp							
Select Location to Save								
C:\Users\Documents\Source	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.

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										? ^
	.	F	E	E•	E	E _	E <u>**</u>			SDL	SD.
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**.

mport 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	it-IT,de-DE							
Project Name:*	Project Name:* Project 5							
Location:*	C:\Users\Wordfast4\projects	Browse						
Open project afte	r importing							
	Import	t 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.

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										? ^
	.	F	F	E•	E	E _	E <u>**</u>		\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 **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.

Export Package			×
Export SDL Pack Select options to export	cage SDL return package for projects containing SDL	_XLIFF files	
Select original package:*	C:\Users\WordfastPro\projects\Project 1		Browse
Select return package location:*	C:\Users\Documents\Source\WFP Export		Browse
		Export	Cancel

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

4. Manage project files

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

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Add files

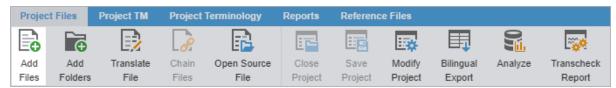
You can add files to an existing project using the Add Files option on the Project Files tab.

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

To add files to a project:

- 1. Click the Project List icon **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 **Current Project** view.

4. Click Add Files on the Project Files tab.



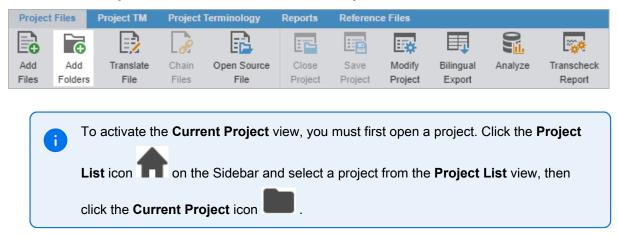
- 5. Browse to and select one or more source files on the Open dialog.
- 6. Click Open.
- 7. On the Files Report dialog, click OK.

Add a folder

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

To add a folder to a project:

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



- 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.

Projec	t Files	Project TM	Project 1	Ferminology	Reports	Referenc	e Files	
	Ē		8		F	E	E	Ħ
Add Files	Add Folders	Translate File	Chain Files	Open Source File	Close Project	Save Project	Modify Project	Bilingual Export

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

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

Close a project

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



You can only have one project open at a time.

• In the Current Project view, click Close Project.

Project	ts				
R	.	I	F	E _	
Open TXLF	Create Project	Open Project	Close Project	Add Project	Modify 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:

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

Project Files	Project	TM Project	t Terminolo	ax						
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Review File	Chain Files	Transcheck Report	Bilingual Export	Segment Ch Report	<u> </u>					
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	dd Tr ders		hain Ol iles	pen Source File	Close Project		-	ingual xport	Analyze	Transcheck Report

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

There are two entities that result from this action: a session log and the actual report. The bilingual exported report is downloaded to your default download folder. For any glossary terms, the exported report contains highlighted source and target terms with related comments.

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.

og session start time Thu Sep 23 09:40:56 MDT 2021						
Number of TXLF file	Number of TXLF files exported successfully: 1					
Number of TXLF file	es exported with warnings 0					
Number of TXLF file	exports failed: 0					
Level	Message					
INFO	ToReviewMultiTxlf v1.17.0					
INFO	IFO Bilingual Review Export					
INFO	NFO Processing <u>C:\Users\Downloads\315_Batch1_TR_demQRG-En-FrCa_fr-CA-Training_Excel-fr-CA#TR_XE#.xlsx.txlf</u>					
INFO	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%			
	Quick Reference Guide for TransStudio	Cuile de référence anniés norm	97%		OFRT:GIo	
	Online	Guide de référence rapide pour TransStudio Online 5	9776		OFRT:GIo	
	Introduction	Introduction	100%		OFRT:GIo	
					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 l'aide en ligne pour obtenir plus de détails.	100%		OFRT:Glo	
	Claim a Submission	Demander une soumission	100%	Í	OFRT:Glo OFRT:Glo	
	Defers you and sould an your		100%		OFRT:GIo	
	Before you can access and work on your files, you must log in to Project	Avant de pouvoir accéder à vos fichiers et les traiter, vous devez vous connecter à	100%		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.

Projec	t Files	Project TM	Project	Terminology	Reports	Referenc	e Files			
	Ē		8	R			E	Ħ	0)	
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 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.

Project Analyze			×				
Project Files (1)		Analysis Options					
Project Languages/Files	Word Count	Pretranslate 100 🌲 % matches and	Copy all tags on segments when t $\ {\bf v}$				
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 r	matches				
		Lock segments with 100% matches from be	eing 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 repo	ort				
		Report Settings					
		 Show only analysis report summary 					
		C Export Report					
		Report Name:* Adapt_Project_EN	-DE analysis report				
		Report Type: html 💌					
		Report Location:*	Browse				
		Translation Memory (2)					
		TM Name	Location				
		EN -> DE DE	A				
		German_DE	C:\Users\Documents\So				
		AdantiveTranscheck-G	C·\LIsers\Documents\So				
			Analyze Cancel				

3. Select options below the Analysis Options heading.

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

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

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

Run a transcheck report

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



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

To run a Transcheck Report:

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

Project	Files	Project	r M Pro	oject Tern	ninology	Reports	Ref	erence F	iles			
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Add	Add	Trans	late Ch	ain Op	oen Source	Close	Sa	ve N	/lodify	Bilingual	Analyze	Transcheck
Files	Folders	File	e Fi	les	File	Project	t Pro	ject F	Project	Export		Report
Project	Filea	Project TM	Projec	t Terminol	ogy							
				Ħ	B			r	5			
Translate	Chair			Bilingual	Segment Cha	inges (Complete	Comp	lete			
File	Files	Re		Export	Report	-		All				
Project	Files	Project TM	Projec	t Terminol	oav							
		▶	_		~8) 							
E	L	Pa -		₽₽	4	¥	Ð	ЦĘ	2			
Review P			nscheck	Bilingual	Segment C	-	Finish	Finish				
	FI	les F	Report	Export	Repo	n	Review	Revie	W			
Project I	Files Pro	oject TM	Project T	erminolog	<u>sy</u>					•	? ^ X	
		R			1				l	È		
Review		Chain T	ranscheck	Biling	gual Segr	nent Cha	nges	Finish	Fini	sh All		
		Files	Report	Exp	ort	Report	0	Review	Rev	view		
Project I	Files Pr	oject TM	Project T	erminolog	TV.							
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		8	~~ <u>~</u> ~		Ţ	**						
Review			ranscheck	Biling	gual Segr	nent Cha	nges					
		Files	Report	Exp	ort	Report						

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

Project Transcheck				×
Project Files (1)		Transcheck	Tests	
Project Languages/Files EN US -> DE DE Sample2_Sample-en-de-txml-de Sample3_Sample-en-de-txml-de Sample4_Sample-en-de-txml-de	180	Glossary (0) Glossary	Check in <u>Prefere</u> Blocklist (0) US -> DE DE	nces > Transcheck
Project Transcheck			Run Transchec	k Cancel
Project Files (1)	Trans	check Tests		
Project Languages/Files Word Control EN -> DE DE Sample-File_en-de.docx.txlf BiLingual-Table.doc.txlf 1051	Configur Glossa	re desired check in <u>Prefer</u> ry (1) Blocklist (1) lossary EN -> DE DE Glossary EN-D	Location	
			Run Tra	anscheck Cancel

Project Transcheck				×	
Project Files (1)		Transcheck T	ests		
Project Languages/Files	Configure desired check in <u>Preferences > Transcheck</u>				
EN -> DE DE		Report Settin	gs		
Transcheck.docx.txlf	532	Report Name:*	Adapt_Project_EN-I	DE_Transch	
		Report Location:*	C:\Users\Document	s\Source Browse	
		Glossary (1)	Blocklist (1)		
		Glossary		Location	
		EN -	-> DE DE		
			de-DE-TechDoc	C:\Users\Documents	
			Run Tra	anscheck Cancel	

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

Consistency checks are accessible through the **Project Transcheck** dialog. Or click the **Preferences** icon **The** on the Sidebar, then click **Transcheck** under **Current Project Preferences**.

- a. **Source Consistency** Use to search for segments with the same target translation, but with different source segments.
- b. **Target Consistency** Use to search for segments with same source segments, but with different target translations.

Select the appropriate 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.

Report is optimized for Google Chrome, som	e features might not work w	ell 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 Cor	ndition	Instances
Highlight: 🛛 Exact Match 🖓 Fuzzy Match 🖓 Ex	act (No Match) 🛛 Fuzzy (No	Match)
Toggle Global Search Filters Global search filter is Ol	FF	
Project TransCheck Report - Wol Report Summary (1 file) TransCheck ran successfully on 1 file and found 39 e Target Consistency Check ran successfully with 0 er Source Consistency Check ran successfully with 0 er	rrors.	
File Name		Total Number of Errors
PD_en-de.docx.txlf PD_en-de.docx.txlf		39
✓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

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.

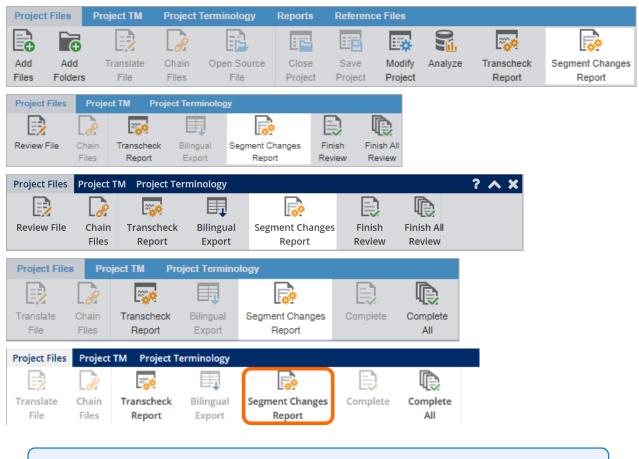
A Report Summary opens in a new browser tab. Once complete, a **Transcheck report finished** message displays with the number of segment errors found, if any.

Generate a segment changes report

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

To generate a segment changes report:

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



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

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

Segment Changes Report		×				
Project Files (1)		Report Settings				
Project Languages/Files Project Languages Project Languages	Word Count	Show Columns: Notes Comments Ratings Post Edit Distance Segment State Enable Diff Highlight Include 'State' only change segments in report Show all segments (includes unmodified) Show latest changes in each phase Filter Phase-name(s): Filter Process-name(s): Include all phases before selected phase-name(s)				
		Export Cancel				

Segment Changes Report		۰ ،
Project Files (3)		Report Settings
Project Languages/Files Project Languages/Files Project Lang	Word Count 1571 360 70	Show Columns: Notes Comments Ratings Post Edit Distance Segment State Enable Diff Highlight Include 'State' only change segments in report Show all segments (includes unmodified) Show latest changes in each phase Open report after export Filter Phase-name(s): Filter Process-name(s): Include all phases before selected phase-name(s) Custom report name: Wordfast3_SegmentChangesReport_20230808T1527 Report Location:* Browse
		Export Cancel

Segment Changes Report	×				
Project Files (1)	Report Settings				
Project Languages/Files EN -> FR CA TSR_5.12.0_Essentials_QRG.do 1773	Show Columns: Notes Comments Ratings Post Edit Distance Segment State Segment State Finable Diff Highlight Include 'State' only change segments in report Show all segments (includes unmodified) Show latest changes in each phase Filter Phase-name(s): Filter Process-name(s): Include all phases before selected phase-name(s)				
	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. 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.
	 Notes, Comments, and Ratings—Translators and reviewers each have their own notes column. Only reviewers can add comments and ratings. Post Edit Distance—Compares new target content to prior target content and determines how different they are, down to character additions and deletions. Segment State—Displays the current and previous states of the segment across linguistic and review phases.
Enable Diff Highlight	Select to compare differences between new target content to prior target content. Red strike-through highlights indicate deletions and green highlights indicate new content.
Include 'State' only change segments in report	Select to show segments that have state only modifications in the Target Revisions table.

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

Option	Action
Filter Process-name(s)	Filter content in the report by a specific process, such as No Review or Review from the drop-down list. This option can be inclusive, so you can select several processes. You will need to select this option or the one previous prior to export.
Include all phases before selected phase- name(s)	(Optional) Select this option to include all phases prior to the selected phase name.
Custom Report Name	(Optional) Enter a unique name for the report if it requires customization.
Report Location	Browse and select the file location for saving the segment changes report.

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

Segment Change	es Summary			د
Filename	8	egments	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
Segment Changes	Summary		×	
	Summary Segmen	Source segme	X Target segments c	
Segment Changes Filename Sample-File_en		Source segme		

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					-
Add Files	Add Folders	Translate File	Chain Files	Open Source File	Analyze	Transcheck Report	Segment Changes Report	Export Notes Report

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

Export Notes Report X						
Pro	oject Files (4)		Report Settings			
\checkmark	Project Languages/Files	Word Count	Export notes as:			
\checkmark			Word			
\checkmark	PD_en-de.docx.txlf	175	 Html 			
\checkmark	📄 PD_en-de3.docx.txlf	214	Report Location:*	C:\Users\Desktop\\WF_Test_reports	Browse	
\checkmark	📄 PD_en-de31.docx.txlf	214				
\checkmark	PD_en-de2.docx1.txlf_de_notes.doc.txlf	10				
				Export	Cancel	

- 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

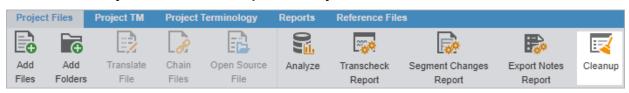
The notes report saves to the specified location.

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 X								
Project Clean Up Select the options that you would like to use to write translated segments to TM and create translated files								
Select languages to cleanup		Translated	Translated File Settings					
All Language Pairs		Place tra	Place translated files in the original path of source file					
O Specific Language Pairs			Browse					
		X Create	e subfolders by langu	lage				
			Add language suffix to the translated file name					
Single Language Pair		TM Overw	rite Options		_			
		Overwrite	existing TU		r			
		Add at	ttribute	Add attribute				
		Add fil	e name as attribute					
		Overw	Overwrite private TUs (WFServer 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	٦.			
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.

Confidential

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.

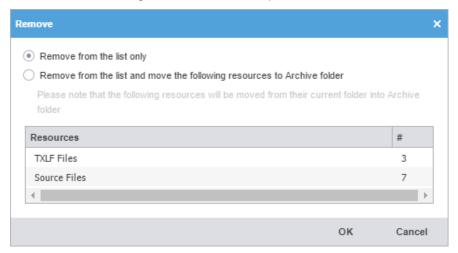
You can add a removed file back into a current project. Retrieve removed files from the project folder on your computer using the **Add Files** action.

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.

Projec	t Files	Project TM	Project	Terminology Rep	orts Referen	ce Files				
	→	B	8			I	E <u>**</u> *			
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 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.

5. Manage submission files

After completing the initial steps of claiming a submission in Project Director (PD), you can open the file for translation in PD. This action opens TransStudio Online in a browser window to the **TXLF Editor** view. After you complete your translation, save the file and complete the file to return it directly to PD. This updates the translation memory (TM).

Once the translator has completed the translation, you can review the translated file in the **TXLF Editor** view. After completing the review, save the file directly to Project Director (PD). This updates the translation memory (TM).

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.

As you work on a file, frequently save your changes to Project Director (PD).

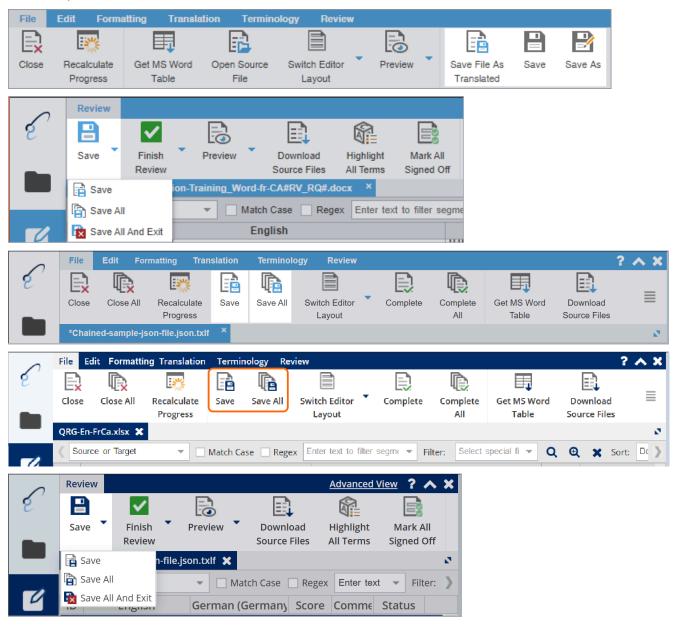


Saving the file does not complete the translation.

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. Click the **File** tab, if you are not already on it, and then click the **Save** or **Save All** button. From the

Simple View, click the **Save** button and select an option. From the Advanced View, click the **File** tab, if you are not already on it, and then click the **Save** or **Save All** 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.			
Save	Select to save the .TXLF file to PD.			
Save All	Select to save all open files to PD.			
Save All And Exit	Select to save all open files to PD and exit TransStudio Review.			
Save	Select to save the .TXLF file to PD.			

Save All Select to save all open files to PD.

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

A progress bar is displayed. After successful completion, the file is updated in Project Director.

2. (Optional) If you need to come back to the file, save it and then click **Close** to close the active file and the browser window.



Close does not complete the file or move the file to the next workflow phase.

3. (Optional) If you need to come back to the file, save it and then, from the Advanced View, click **Close** to close the active file and the browser window.



Close does not complete the file or move the file to the next workflow phase.

4. (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 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.

To combine multiple files and view them as a single file, use **Chain Files**. For example, if you are 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.

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



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

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

To chain files:

- Use Shift+Click to select sequential files or Ctrl+Click to select individual files. Project Terminology ? ^ X Project Files 6 D 200 , Chain Complete Translate Transcheck Bilingual Segment Changes Complete File Files Report Export Report All Files Word Co Translation Stat Complete Last Saved EN US -> FR FR Apple review SampleD... 259 Pending 0% U 0% LivePreview.Upload_em. 183 Pending 랿 ~ EN-US → FR-FR 0% Translated Project Files Project TM Project Terminology ? 🔨 ø D Ð , Post 200 e Bilingual Segment Changes Complete Translate Chain Transcheck Complete File Files Report Export Report All Files Word C Translation Complete Last Saved ⊗ ↑↓ ≡ 🖶 🚞 EN US -> DE DE \mathcal{U} Sample-Docume... 191 Pending 0% LivePreview.Uplo... 183 Pending 0% 륲 « ● EN-US → DE-DE 0% Translated **Project Files** ? ^ X é ¢ B B Ð ~~<u>~</u>~ L2 Review File Chain Transcheck Bilingual Segment Changes Finish Finish All Files Report Export Report Review Review Last Saved ⊜ †∔ ≡ Word Count Translation Status Complete Files EN US -> DE DE Sample-Document_de-DE.docx.txlf 452 Pending 0% \mathcal{U} LivePreview.Upload_1_de-DE.do. 183 Pending 럁 ~
- 1. In the Current Project view, on the **Project Files** tab, select a set of files, then click **Chain Files**.

EN-US → DE-DE

0% Reviewed

	Project	Files F	Project TM	Project Te	erminology	Reports Refe	rence Files						? ^	x
w-	E.	Ē	Ð		R.	F I			0)-					
	Add Files	Add Folders	Translate File	Chain Files	Open Source File	Close Sav Project Proje		Bilingual	Analyze	Transcheck Report	K Segment Changes Report	Export Notes Report		
	Files	Folders	File	Word C	TXLF File Loo		Creation		Last Saved		complete		†∔ ≡	
	<u> </u>	N US -> DE	DE			2001		Duito	Luor ou rou			w w	+ -	
			-Docume	452	C:\Users\bgra	f\Documents\W	2024/01/2	25 12:49:	2024/01/25 1	2:49	0%			
		LivePre	view.Upl	183	C:\Users\bgra	f\Documents\W	2024/01/2	25 12:49:	2024/01/25 1	2:49	0%			
U														
*														
Η														
«														
	EN-US -	→ DE-DE									0% Tra	inslated		
	-													
0	Projec	Files	Project TN	1 Project	Terminology	/							? ^	×
É		. 7					3		R				? ^	×
É	Projec	2	Project TM	Project			t Changes	Finish	Finish Al	I			? ^	× .
	E	2	8	~~	ck Bilingu	al Segmen	t Changes port			1			? ^	× .
E	E	2	Chain	Transche	ck Bilingu	al Segmen t Re	t Changes port	Finish	Finish Al	1	Last Saved	8	• `	*
	Review	w File	Chain	Transche	ck Bilingu Expor	al Segmen t Re	t Changes port	Finish Review	Finish Al	1	Last Saved	0		×
	Files	w File	Chain Files	Transche Report	ck Bilingu Expor	al Segmen t Re Translatio	t Changes port	Finish Review	Finish Al Review	1	Last Saved	8		×
2	Review Files	w File EN US -	Chain Files	Transche Report	ck Bilingu Expor	aal Segmen t Re Translatio Opened	t Changes port	Finish Review	Finish Al Review		Last Saved	8		×
2	Review Files	w File EN US -	Chain Files	Transche Report	ck Bilingu Expor	al Segmen t Re Translatio	t Changes port	Finish Review	Finish Al Review		Last Saved	8		× ×
	Review Files	w File EN US -	Chain Files	Transche Report	ck Bilingu Expor	aal Segmen t Re Translatio Opened	t Changes port	Finish Review	Finish Al Review		Last Saved	8		× ×
2	Review Files	w File EN US -	Chain Files	Transche Report	ck Bilingu Expor	aal Segmen t Re Translatio Opened	t Changes port	Finish Review	Finish Al Review		Last Saved	8		×
2	Review Files	w File EN US -	Chain Files	Transche Report	ck Bilingu Expor	aal Segmen t Re Translatio Opened	t Changes port	Finish Review	Finish Al Review		Last Saved	8		×

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

Chained-Sample-Docu Source or Target Match Case Regex Enter text to filter segment ID English (United States) For example, there is an image of the web accessibility 21 symbol to the left of this paragraph. 22 Its alternate text is "Web Access Symbol". Alt text should communicate what an image means, 23 not how it looks. 1 TRANSLATION MANAGEMENT. 2 AMADE SIMPLE. 3 S LivePreview.Upload_1-MSWORD_TXLF-fr-FR#TR_VBWP#.docx 4 INTEGRATE WITH MANY SYSTEMS 5 WORK WITH MULTIPLE VENDORS 6 QUICK PROCESSING TIME

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

*Ch	ained-Sample-Document-2-MSWORD_TXLF-de-DE#TR_VBWM#.docx.txlf 🗶										
Sou	rce or Target Match Case Regex Enter text to filter segments Filter:										
ID	English (United States) ហាទ paragraph.										
22	ts alternate text is "Web Access Symbol".										
23	Alt text should communicate what an image means, not how it looks.										
1	TRANSLATION MANAGEMENT.										
2	MADE SIMPLE.										
3											
4	LivePreview.Upload_1-MSWORD_TXLF-de-DE#TR_VBWO#.docx										
5	WORK WITH MULTIPLE VENDORS										
-	OUROR DEOOCOORING TIME										

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.

Cha	ained-LivePreview.Uploed_1-MSWORD_TXLF-fr-FR#TR_VBWP#.docx.txff ×
Sou	rce or Target Match Case Regex Enter text to filter segments
	English (United States)
23	Alt text should communicate what an image means, not how it looks.
1	TRANSLATION MANAGEMENT.
2	MADE SIMPLE.
3	STREAMLINE PROJECT MANAGEMENT
4	INTEGRATE WITH MANY SYSTEMS
5	WORK WITH MULTIPLE VENDORS
6	QUICK PROCESSING TIME
7	CUSTOMIZE WORKFLOWS
8	ACCESS REAL-TIME DATA
	GlobalLink Project Director saves millions of dollars
*0	ained-LivePreview.Upload 1-MSWORD TXLF-de-DE#TR VBWO#.docx.txlf 🗶
	rce or Target Match Case Regex Enter text to filter segments Filter:
ID	English (United States)
22	Its alternate text is "Web Access Symbol".
22	Alt text should communicate what an image means, not how it looks.
23	All text should communicate what an image means, not now it looks.
1	TRANSLATION MANAGEMENT.
2	MADE SIMPLE.
3	STREAMLINE PROJECT MANAGEMENT
4	INTEGRATE WITH MANY SYSTEMS
5	WORK WITH MULTIPLE VENDORS
6	QUICK PROCESSING TIME

3. From the **Review** tab in Simple View or the **File** tab in Advanced View, click **Save**.

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

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

4. From the File tab, click Save.

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

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

Translate a file

This task begins in Project Director (PD), then after you open the file, a new browser window opens in TransStudio Online (TSO).

After you open a project in TSO, access project files from the **Project Files** tab. If the project has numerous files, you can chain them together into one continuous file. Refer to Chain files on page 71.

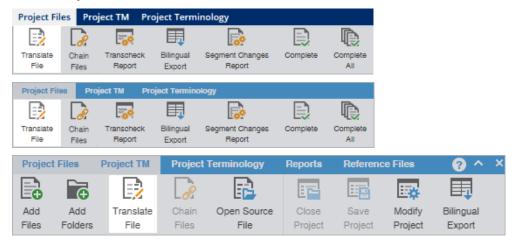
For users who interact with Captive TransStudio, the translation process is different. For more information, review the most recent Captive TransStudio Quick Reference Guide.



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

To translate a file:

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



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

*QR(G-En-FrCa.xlsx ×					ø
K So	ource or Target 🔹 🗌 Match C	case Regex Enter text to filter -	Filter: S	elect sr 👻	Q	>
ID	English (United States)	French (Canada)	Score	Status		
3	TransStudio Online	pour TransStudio Online 5	97%		~	î
4	Introduction	Introduction	100%		~	
	This document provides	Ce document présente				
	users with essential tasks	aux utilisateurs les tâches				
	associated with	essentielles associées à				
5	TransStudio Online (TSO)	TransStudio Online (TSO)				
5	and assumes you are	et suppose <u>que vous</u>			1	
	already familiar with the	connaissez déjà l'interface				
	interface and basic	et les fonctions de base				
	software functions.				~	
OPC	En-FrCa.xlsx 🗶					2
		ase Regex Enter text to filter - F		oloof or -	0	
ID	English (United States)	French (Canada)	Filter: So Score	elect sr 👻	Q	1
3			97%	Status	1	^
	TransStudio Online	pour TransStudio Online 5				
4	Introduction	Introduction	100%		\checkmark	
	This document provides	Ce document présente				
	users with essential tasks	aux utilisateurs les tâches				
	associated with	essentielles associées à				
5	TransStudio Online (TSO)	TransStudio Online (TSO)				
5	and assumes you are	et suppose <u>que vous</u>			~	
	already familiar with the	connaissez déjà l'interface				
	already familiar with the interface and basic	connaissez déià l'interface et les fonctions de base				

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)

As you translate, you can also commit the active segment to the TM by selecting

the Next Needs Translation Segment shortcut key (CTRL + Enter), and the active

segment state will change to Translated and then moves to the next segment whose status is set to **Needs Translation**.

4. When you have completed your work on the files in TSO, mark them as completed. Refer to Complete a file.

The TSO browser tab closes and a dialog indicates that the files have uploaded successfully.

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

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

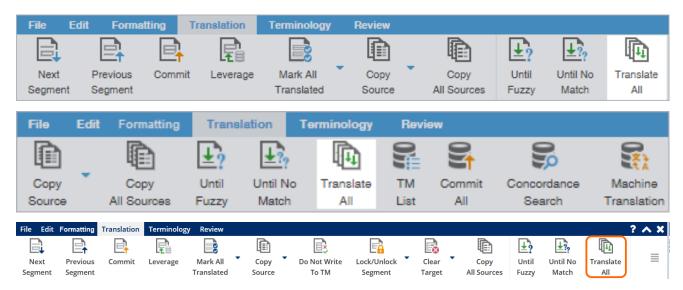
ID	English (United States) -> French (Canada)	Score	Status		
2	TSO Essentials Tag1 Quick Reference Guide for TransStudio Online Rudiments de TSO Tag1 Guide de référence rapide		ħ	~	
	pour TransStudio Online				
3	Introduction	МТ			
5	pour TransStudio Online Introduction Introduction This document provides users with essential tasks	MI		~	
			ᅻ		
	associated with TransStudio Online (TSO)				
	Ce document présente aux utilisateurs les tâches				•

Translate all segments

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

To translate a project file using Translate All:

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



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

EN → DE Segments: 2/2 Segment (Src/Tgt/Max): N/A Paragraph (Src/Tgt/Max): N/A 100% Translated (0 words left)		$EN\toDE$	Segments: 2/2	Segment (Src/Tgt/Max): N/A	Paragraph (Src/Tgt/Max): N/A	100% Translated (0 words left)
--	--	-----------	---------------	----------------------------	------------------------------	--------------------------------

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 Met	adata Transched	:k (0)	
Туре	Value		Score	Modificati
Target	Avant de travailler sur u soumission, vous devez demander.		100+%	2018/0 A 8/27 08:57:0 3 MDT
Target	Avant de travailler sur u soumission, vous devez demander.			2018/0 2/19 13:25:2 4 MST
•				•
$EN\toDE$		Segments: 99/100	Segment (Src/Tgt/N	Max): 76/103/-
TM Lookup	Notes Segment History Metadata	Transcheck (0)		
Туре	Value		Score	Modificati
Target	Avant de travailler sur u soumission, vous devez demander.		100+%	2018/0 8/27 08:57:0 3 MDT
Target	Avant de travailler sur u soumission, vous devez demander.			2018/0 2/19 13:25:2 4 MST
•				•
$EN \rightarrow DE$		Segments: 99/100	Segment (Src/Tgt	/Max): 76/103/-

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 B	Edit Forma	atting Tr	anslation	Terminology	Review				
			R				05		
Next Segment	Previous Segment	Commit	Leverage	Mark All Translated	Copy Source	Commit All	Concordance Search	Machine Translation	Analyze
File Ed	it Formatting	Translatio	n Terminolo	ogy Review				<u>Simple View</u>	? ^ X
Next Segment	Previous C Segment		arage Mark / Signed			ck/Unlock Segment	Clear Copy Target All Source	тм с	ommit All
File Edi	t Formatting	g Translati	on Termin	ology Review	v			?	××
			P					R	
Next Segment	Previous Segment	Commit L		ark All Cop ned Off Sour	y 👗 Do Not W		LANDER Clear gment Target		; ≣
Next	Segment	Commit L	everage M	ark All Cop	y 👗 Do Not W		//Unlock Clear gment Target	Copy All Sour	; ≣

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

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

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

Copy source content

To copy source content to the target:

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

3. Select a copy action from the resulting drop-down menu.

File Edit Formatting Translation		Review	B			
Next Previous Commit Leverage Segment Segment	Mark All C	- <u> </u>	Do Not Write To TM	Lock/Unlock Segment	Clear Target	Copy All Sources
File Edit Formatting Translation Terminolog Next Previous Commit Leverage Mark Segment Segment Signed	All Copy Me	rge Split	Do Not Write L To TM	ock/Unlock C	Simple View	py ≡
File Edit Formatting Translation Terminolog Next Previous Commit Leverage Mark 2 Segment Segment Segment Signed	All Copy Me	rge Split	Do Not Write L To TM	ock/Unlock C	lear Co arget All So	ру ≣
File Edit Formatting Translation		Review				
Next Previous Commit Leverage Segment Segment	Mark All C	iopy purce	Do Not Write To TM	Lock/Unlock Segment	Clear Target	Copy All Sources
File Edit Formatting Translation	Terminology	Review				
) 上?	<u>±?</u> ?	I
Next Previous Commit Leverage Segment Segment	e Mark All Translated	Copy Source	Copy All Sour	·	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 and Term Translations	Select to copy from source to target all content text and translated concordance glossary terms.					
Option	Action					
Copy Source	Select to copy from source all content and tags to the target.					
Copy Source Text	Select to copy only content from source to the target.					
Copy Source, Tags and Term Translations	Select to copy from source to target all content text, its tags, and translated concordance glossary terms.					
Copy Source and Term Translations	Select to copy from source to target all content text and translated concordance glossary terms.					
Copy Source, Tags, Source and Target Terms	Select to copy from source to target all content text, its tags, and both source and translated concordance glossary terms.					
Copy Source with Source and Target Terms	Select to copy all source and translated concordance glossary terms to the target.					

The specified source content is copied to the selected target.

Copy all source segments

To copy all source segments to all target segments:

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

File E	dit Fo	rmatting	Translation	Terminolog	y Review					
E	Ē		R				Ð	± ?	<u>↓?</u> ?	I
Next Segment	Previou Segme		nit Leverage	Mark All Translated	Copy Sourc		Copy All Sources	Until Fuzzy	Until No Match	Translate All
File Ed	lit For	matting	Translation	Terminology	Review					
Next Segment	Previous Segmen		Leverage	Mark All Translated	Copy Source	Do Not W To TM	rite Lock/	Unlock ment	Clear Target	Copy All Sources
File Ed Next Segment	dit Form Previou Segmer	s Comm	it Leverage	Terminology Mark All Signed Off	Review Copy Source	Do Not To 1	Write Lock	/Unlock gment	Clear Target	Copy All Sources
E		e <mark>,</mark>	n Terminology Verage Mark Al Signed O		Merge Split	Do Not W To TM		nlock Cl	ear 🔪 O	? × opy Image: Comparison of the second sec
File Edit	Formatting	Translatio	n Terminology	Review					Simple View	? ^ X
Next F Segment S		Commit Le	verage Mark Al Signed O		Merge Split	Do Not W To TM		nlock Cl	ear 🔪 o	opy 🔳

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

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

Split or merge a segment

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

To split or merge a segment:

1. In the **TXLF Editor** view, select the segment to split or merge.

2. On the Translation tab, select Merge or Split.

File Edit	Formattin	g Tran	slation	Terminology	Review	Help		^				
Next Segment	Previous Segment	Commit	Leverage	Copy Source	Merge	Segment	Und	confirm /				
File Edit	Formatting	Transla	ation Terr	minology F	Review						?	^ X
Next Segment	Previous Segment	Commit	Leverage	Mark All Signed Off	Copy Source	Rerge	P Split	Do Not Write To TM	Lock/Unlock Segment	Clear Target	Copy All Source	s
File Edit	Formattin	g Transla	ation Terr	minology F	Review					<u>Simple</u>	e View ?	^ X
Next Segment	Previous Segment	Commit	Leverage	Mark All Signed Off	Copy Source	Rerge	Split	Do Not Write To TM	Lock/Unlock Segment	Clear Target	Copy All Source	5
File E	dit Forr	natting	Translatio	n Termi	nology	Review						
Next	Previous	Comn	nit Lever		k All	Сору	•	Merge Sp	-	_	_	lear

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

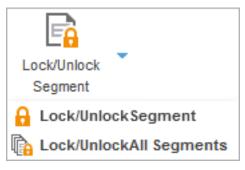
ID	English (United States) -> French (Canada)	Score	Status		
					•
	TSO Essentials Tag1 Quick Reference Guide for		λ _n		_
2	TransStudio Online				
2	Rudiments de TSO Tag1 Guide de référence rapide			1	
	pour TransStudio Online				
3	Introduction	NT			
	Introduction	MT		~	
	This document provides users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

Lock a segment

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

To lock a segment:

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



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

Clear target segments

To clear target segments:

1. In the TXLF Editor view, select a target segment.

2. On the Translation tab, select Clear Target.

File Edit Formatting Translation Terminology Review Image: Next Segment Image: Next Segment <td< th=""></td<>
File Edit Formatting Translation Terminology Review Next Previous Commit Leverage Mark All Copy Do Not Write Lock/Unlock Clear Segment Segment Segment Translated Source To TM Segment Target
File Edit Formatting Translation Terminology Review ? ^ * Next Previous Commit Leverage Mark All Copy Do Not Write Lock/Unlock Clear Copy Copy All Sources Segment Segment Segment Segment Segment Segment Segment Segment All Sources
File Edit Formatting Translation Terminology Review Next Previous Commit Leverage Mark All Copy Merge Split Do Not Write Lock/Unlock Clear Segment Segment Signed Off Source Formatting To TM Segment Target
File Edit Formatting Translation Terminology Review Simple View ? ^ * * Next Previous Commit Leverage Mark All Copy Merge Split Do Not Write Lock/Unlock Clear Copy Copy All Sources

- 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. From the drop-down menu, select Clear Target.
- 5. On the Clear Current Segment Target dialog, select Yes to agree to the target content removal.

The target content is removed.

Do not write To TM

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

To prevent a segment from being added to the TM:

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

	· · ·	
File Edit Formatting Translation	Terminology Review	
		▓▐▓▕▕▓▕▕▓▕
Next Previous Commit Leverage		erge Split Do Not Write Lock/Unlock Clear
Segment Segment	Translated Source	To TM Segment Target
File Edit Formatting Translat	tion Terminology Revie	ew .
Next Previous Commit Lev	erage Mark All Copy	Do Not Write Lock/Unlock Clear
Segment Segment	Translated Source	To TM Segment Target
File Edit Formatting Translation Terminolo	ogy Review	? ^ X
Next Previous Commit Leverage Marl		o Not Write Lock/Unlock Clear Copy
Segment Segment Signe		To TM Segment Target All Sources
		Simple View ? ^ 🗙
	inology Review	
		ock/Unlock Clear Copy TM Commit
Segment Segment Sig	ned Off Source To TM	Segment Target All Sources List All
File Edit Formatting Translation Terminolo	ogv Review	Simple View 📍 🖈 🗙
Next Previous Commit Leverage Marl	and and a short of the	o Not Write Lock/Unlock Clear Copy
Segment Segment Signe	d Off Source	To TM Segment Target All Sources

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 ⁹ 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	Formatt	ing 1	Franslation	Term	inology	Revie	w				
+		Ж		Ď						E.	1	
Undo	Redo	Cut	Сору	Paste	Find / Replace	Copy All Tags	•	Clear All Tags	Edit Source	Revert Source	Show Whitespace Characters	
File	Edit	Formatting	j Transl	ation Te	rminology	Review						
4		<u>ि</u>		[2	1						
Undo	Redo	Find / Replace	Copy A Tags		ar All 🌷	Show White Characte	- C					
File E	dit Form	atting Trar	slation	Terminolog	y Review	/		-				
•	_ ⊢				T							
Undo	Redo	Find / Replace	Clear A Tags		ow Whitesp Characters							

3. 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		~
*	Reading Highlight	 Find Next 	Close
Direction	Options		
 Backward Forward 		Search Source	
Oronward	Whole Words Only	_	
		Search Open File	es
	Use Regex		
Find/Replace			×
C Find what:	translation		Ŧ
-			
*	Reading Highlight 🔹	Find Next	Close
Direction —	Options		Close
Direction — Oirection — Oirect	Options	Search Source	Close
Direction —	Options	Search Source	Close
Direction — Oirection — Oirect	Options Ignore Case Whole Words Only	Search Source	

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



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

Find/Replace		×
Q Find what:	translation	Ŧ
 Direction Backward Forward 	Reading Highlight Find Next Highlight All Search Source Clear Highlighting Search Source Whole Words Only Search Target Ignore NBSP Search Open I Use Regex Search Open I	
Find/Replace		×
Q Find what:	translation	Ŧ
	Reading Highlight Find Next Highlight All	Close
BackwardForward	Clear Highlighting Search Source	
	 □ Ignore NBSP ☑ Use Regex 	n Files

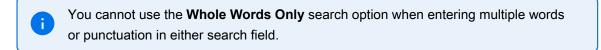
(Optional) You can filter table segments using the **Segments with find/replace highlight all** table filter to see all segments containing text highlighted by **Highlight All**.

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

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

Fin	d/Replace		×
Q N	Find Next: Replace with:	translation	*
\$	Direction	Replace Replace All Find Next	Close
	Backward	✓ Ignore Case ✓ Search Source	
	Forward	🗌 Whole Words Only 🛛 Search Target	
		Ignore NBSP Search Open Fil	es
		Use Regex	
Fi	nd/Replace		×
Fi	nd/Replace	translation	×
		translation	× •
	Find Next:	translation	× •
	Find Next: Replace with:	translation Replace Replace All Find Next	× • Close
Q 	Find Next: Replace with:		× • Close
Q 	Find Next: Replace with:	Replace Replace All Find Next	
Q 	Find Next: Replace with: Direction	Replace Replace All Find Next	
Q 	Find Next: Replace with: Direction Backward	Replace Replace All Find Next Options Ignore Case Search Source	

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.

Edit or revert source segments

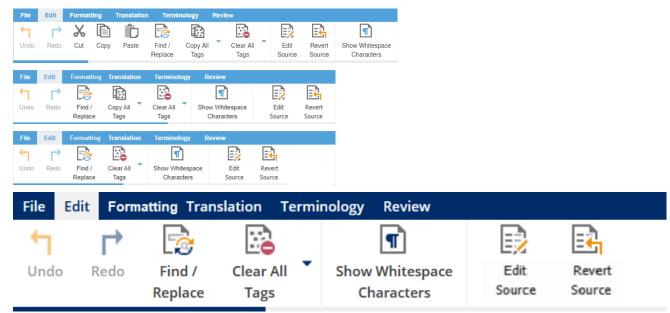
Use Edit Source or Revert Source to edit or revert content in the Source column.

Depending on configuration settings, these buttons may not be present.

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

To edit content in the source segments:

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



3. Make edits to the source segment.

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

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

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

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

Spell check a file

You can use a spellchecker to verify translated content aligns with configured spell checking preferences. Refer to Configure and enable spellchecker on page 291. You must verify that your Hunspell spelling dictionaries have the latest updates. Refer to Licensure on page 10.

To spell check a file:

1. On the Review tab, click Spellcheck File.

	File	Edit	Formatting	Translation	Terminology	Review			
₩F	Γ	abc	abc				E)		<u>~~</u>
	Spe	ellcheck File	Mark Spelling Errors	Add Note	Edit Note	Delete Note	Export Notes	Transcheck Segment	Transcheck All
	Tra	nscheck tab	le_is.docx ×						
	۲.	Source or Ta	irget	Match	Case Reg	ex Enter text t	to filter segments	s 🔻 Filter:	Select spec
	ID		E	nglish (United	States)				Icelandic
	1	Introduc	ction						
	2 INTRODUCTION								
	3	This do	cument pro	vides					
			- 1 - 11-	12.5					

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	

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

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

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

Apply formatting

To apply formatting to the target:

- 1. Select text you want formatted in the target.
- 2. On the **Formatting** tab, select a formatting option or use the equivalent shortcut.

File	Edit	Formatting	Translat	ion Termino	ology Review							
В	Ι	$\underline{\mathbf{U}}$	X2	X ²	ABC	≡	10-10- 10-10 10-10-		۱	¶٩	Ø	
Bold	Italic	Underline	Subscript	Superscript	Strikethrough	Formatting Tag Mode	Non-Formatting Tag Mode	Non-Breaking Space	Left To Right Marker	Right To Left Marker	Attach / Detach	
ile E	idit For	matting Tra	nslation Te	rminology Re	view							
В	Ι	$\underline{\mathbf{U}}$	X2	X 2	ABC	\equiv			►¶	¶٩	Ø	
Bold	Italic	Underline	Subscript	Superscript	Strikethrough	Formatting Tag Mode	Non-Formatting Tag Mode	Non-Breaking Space	Left To Right Marker	Right To Left Marker	Attach Detach	
Butt	on			Keyboar	d Shortcut	D	escription					
B Ctrl+B					F	ormat the se	lected text	as bold.				
Во												
1	T			Ctrl+l		F	ormat the se	lected text	as italic.			
Ita	alic											
	U			Ctrl+U		F	ormat the se	lected text	as underlir	ned.		
Un	nderline											
	X2			Ctrl+=		F	Format the selected text as subscript.					
Su	ubscript											
	X 2			Ctrl+Shi	ft+=	F	Format the selected text as superscript.					
Su	iperscrip	ot										
A	BC			Ctrl+K			Format the selected text to display as strikethrough					
St	rike					(c	leleted), with	out actually	/ deleting t	he text.		
	\equiv			No short	cut	Display actual formatting associated with tags for the						
Fo	Tag ormatting	I				a	ctive segmer	nt (when su	pported.)			
				No short	cut	Display the content of the formatting tags for the						
N.	Tag	atting				a	ctive segmer	nt.				
NO	on-Form	atting		Ctrl+Chi	ft+Space		isert a non-b	reaking and	and at the d		tion	
No	on-Break Space	-		Suitoill	n ropace	I		reaking spa			uun.	
	►¶			No short	cut	In	sert a marke	er to indicate	e left-to-rig	ht reading		
	ft To Rig Marker	ıht				di	direction.					

Button	Keyboard Shortcut	Description				
¶∙	No shortcut	Insert a marker to indicate right-to-left reading				
Right To Left Marker		direction.				
Ø	No shortcutCtrl+D	Attach and detach the Formatting 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.				

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

Leverage auto-propagation

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

To leverage repetitive content:

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

< :	Source or Target Match Case Regex Enter text to filter segme Filter: Duplicate segments	J	o ¢ ;	🗙 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	100476		×
	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%		~
	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			

2. Enter the translation for the first target segment.

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

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

۲.	Source or Target Match Case Regex Enter text to filter segme Filter: Duplicate segments	–	ρ¢	× 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+%		ľ.	
	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+%		~	
	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

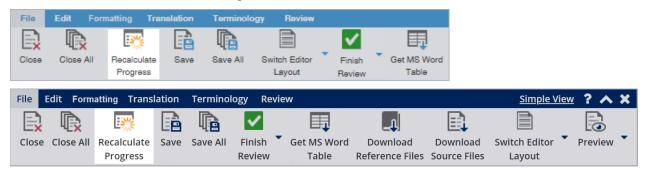
Use **Recalculate Progress** to calculate and update the progress of translated files and word count, especially files created or edited in legacy versions. When you open a legacy file, the progress bar contains the N/A flag to denote that it will not calculate progress.



Refer to Chain files on page 71 to recalculate progress of multiple files.

To recalculate the progress of a file:

1. On the File tab, click Recalculate Progress.



2. Review the progress bar for current file status.

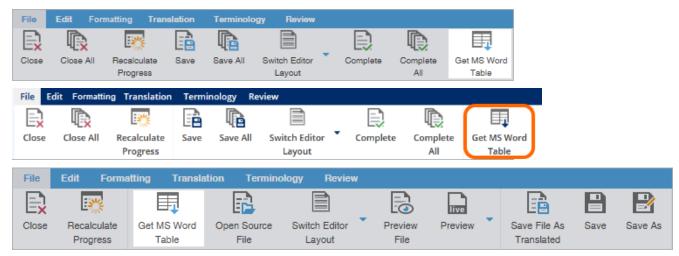
The progress bar is updated to display the % Complete status of the file.

Get an MS Word table

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

To get an MS Word table:

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



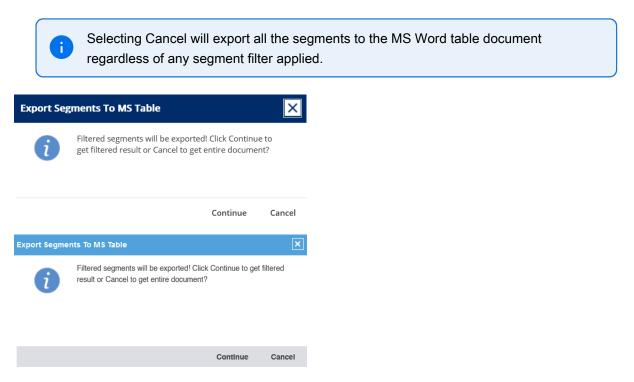
4. On the Get MS Word Table dialog, select Get MS Word Table.

You can configure MS Word Table settings by clicking the hyperlink to the **Preferences** location. If you want to disable the dialog, select **Don't show this**

dialog anymore. If you need to re-enable the warning dialog, select **Show dialog to configure MS Word Table Preferences** from **General Preferences > Warnings**.

Get MS Word Table X
Configure MS Word Table in: Preferences > General > Get MS Word Table Options
Don't show this dialog anymore
Get MS Word Table Cancel
Get MS Word Table
Configure MS Word Table in: <u>Preferences > General > Get MS Word Table</u> <u>Options</u>
Don't show this dialog anymore
Get MS Word Table Cancel
Get MS Word Table
Configure MS Word Table in: Preferences > General > Get MS Word Table Options
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. The target locale code is added to the file name for the generated word document.

	OME INSERT DESIGN PAGE LAYOUT		VIEW	
aste v v v v v v v v v v v v v v v v v v v	Image: New Roman 12 Image: Imag	T Styles Editing Manual Classification		
board 🕞		💈 Styles 💈 🔹 Data Protection	1	
WARN	ING: Modifications done to this docun	aent cannot be imported back int	o Wordfast	
	ING: Modifications done to this docun n-FrCa.xlsx.txlf English (United States)	nent cannot be imported back int French (Canada)	o Wordfast Score	
QRG-Er	n-FrCa.xlsx.txlf	-		
QRG-Er ID	n-FrCa.xlsx.txlf English (United States)	-		
QRG-Er ID	n-FrCa.xlsx.txlf English (United States) Sheet1	French (Canada)	Score	
QRG-Er 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	

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.

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

Use Live preview

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

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

Preview is disabled for multilingual target Excel files.

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

If, when opening a live preview, the live preview action hasn't finished after a configurable time, that file is marked as forbidden for live preview. No one will be able to initiate a live preview for the file with that name anymore.

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

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

To generate a Live Preview:

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

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

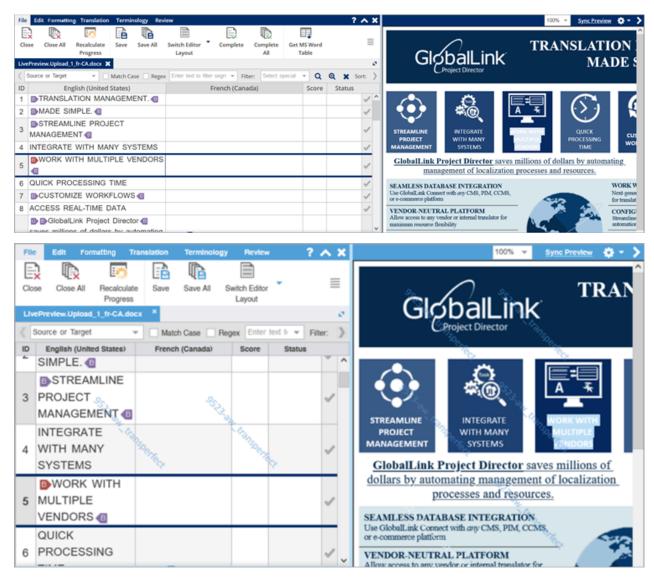
3. (Optional) Interact with the Live Preview of the file.

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.





For MS Excel files

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

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

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For MS PowerPoint files

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

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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.

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For JSON files

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.

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

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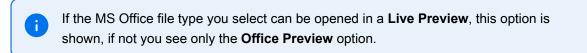
- 4. (Optional) Enter the translation or leverage the TM for any segment.
- 5. (Optional) On the **Translation** tab, click **Next Segment** or press **Alt+Down Arrow** to update the TM, move down one segment, and leverage the next segment from the TM.

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.



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.

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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.

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

6. Translation memory

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

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

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

Leverage a TM

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

To leverage a TM:

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

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

Conduct a translation memory lookup

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

To conduct a TM lookup or concordance search:

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

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

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



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

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2	Submission Template	Modèle de soumission	-	TM Srvr 1	2019/12/17 07:16:22 MST		1
3	Save Submission	Enregistrez la soumission.	-	TM Srvr 1	2019/12/17 07:16:22 MST		1
тм	Lookup Notes	Segment History	Metac	iata Transche	ck (0)		
sub	mission		~	More Options	- Find Source	Find Target	С

#	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	2019/12/17	~
<						>

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 GlobalLink TM Server TM.

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

View TM leverage results

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

To view TM leverage results:

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

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

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

Т	M Lookup Notes Segment History Met	adata Transcheck (0)				
		 More Options Find Source 	Find Ta	irget Clear		
#	Source	Target	Score	TM Name	Last Modi	
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2	BENTERPRISE REPORTING	BERICHTERSTELLUNG FÜR UNTERNEHMEN	100+%*	EN_DE-de	2018/02/06 14:42:09 MST	()
3	Enterprise D Enterprise <mark>reporting</mark> repo Rting D	BERICHTERSTELLUNG FÜR UNTERNEHMEN	99%*	German_DE	2018/02/19 13:44:09 MST	()

● EN → DE-DE Segments: 0/34 Segment (Src/Tgt/Max): 20/33/- Paragraph (Src/Tgt/Max): 20/33/- 0% Reviewed

ТМ	TM Lookup Notes Review History Metadata Transcheck (0)						
			More Op	tions 👻 Find	Source Find Ta	arget Clear	
#	Source	Target	Score	TM Name	Last Modified	Custom Attribute	
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2	SIMPLIFIED <mark>im</mark> plified	mit minimalstem Aufwand	99%	Doc_TM2	2013/04/26		i
3	SIMPLIFIED. Simplified.	Vereinfacht.	99%	Doc_TM2	2014/03/14		i
4	SIMPLIFIED. Simplified.	Vereinfacht.	99%	Doc_TM2	2014/11/07		i
5	SIMPLIFIED.	VEREINFACHT.	100+%*	Doc_TM1	2017/04/04		í

Т	M Lookup Notes Review History Meta	adata Transcheck (0)						
	 More Options Find Source Find Target Clear 							
#	Source	Target	Score	TM Name	Last Modi			
1	BENTERPRISE REPORTING	BERICHTERSTELLUNG FÜR UNTERNEHMEN	100+%	ENus-DEde	2018/02/06 14:42:09 MST	(
2	BENTERPRISE REPORTING	BERICHTERSTELLUNG FÜR UNTERNEHMEN	100+%*	EN_DE-de	2018/02/06 14:42:09 MST	(
3	Enterprise D Enterprise <mark>reporting</mark> repo Rting (B	BERICHTERSTELLUNG FÜR UNTERNEHMEN	99%*	German_DE	2018/02/19 13:44:09 MST	1		
0	● EN → DE-DE Segments: 0/34 Segment (Src/Tgt/Max): 20/33/- Paragraph (Src/Tgt/Max): 20/33/- 0% Reviewed							

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

Item	Behavior					
Source	Displays source segments provided by the TM. Any difference between the submitted segment and the TM source segment is highlighted.					
Target	Displays target segments already in the TM.					
Score	Displays a TM leverage score.					
	Percent (%) — 100% and fuzzy matches					
	Plus (+) — Context matches					
	Asterisk (*) — Secondary TM match					
	 Red outline — TM has assessed a penalty to the segment 					
	 Align — TM Aligner tool was used to leverage the segment 					
	 Client — Client content was used to leverage the target segment 					
	Refer to Translation memory on page 109 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.					
()						

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	Lookup	Notes	Segment Hi	story	/ Metadat	а	Transche	ck (0)					
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							🖌 Acti	ons					
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•				\checkmark	Custom Attribute			

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.

File	Edit	Fo	rmatting	j Tr	anslation	Termin	ology	Review									
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	Previous Segment	Commit	Leverage	Mark All Translated	Copy Source	Do Not Write To TM	Lock/Unlock Segment	Clear Target	Co All So		Until Fuzzy	Until No Match	Translate All	TM List	Commit All	Concordand Search	e Machine Translation
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	Previous Segment	Commit	Leverage	Mark All Translated	Copy Source	Do Not Write To TM	Lock/Unlock Segment	Clear Target	Cop All Sou	ру	Until Fuzzy	Until No Match	Translate All	TM List	Commit All	Concordan Search	e Machine Translation

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

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

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

7. Terminology lists

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).

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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

Add a term

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

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.

Source.* INTEGRATE WITH Target.* INTEGRATION MIT Description:	Add Term					×
Target: Interest and interest in the selected glossary: Doc_Term1 OK Cancel Add Term Source:* INTEGRATE WITH Target:* INTEGRATE WITH Target:* INTEGRATION MIT Description: Glossary: Doc_Term1 Voc Cancel Add Term Voc Cancel Add Term Voc Cancel Add Term Voc Cancel OK Cancel Add Term Voc Coc_Term1 Voc Coc_Term1 Voc Cancel OK Cancel OK Cancel OK Cancel Voc V	Ø	Use this page to add a t	term to the	selected g	lossary.	
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- 3. Select the proper **Glossary** from the drop-down list.
- 4. Click OK.

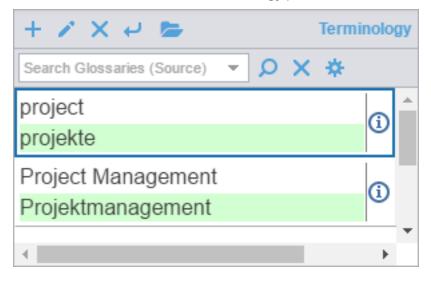
The new term is added to the glossary.

Edit a term

You can only edit terms in the local glossary.

To edit a term:

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



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

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

4. Click Modify.

The term is edited.

Insert a term

To insert a term into the current target segment:

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

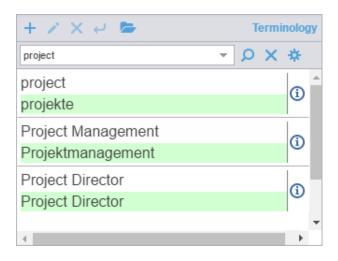
The term is inserted into the target segment.

Search for a term

To search for a term:

- 1. On the **Terminology** pane, enter a term in the terminology filter field.
- 2. Click the Search for Term icon \mathcal{P} .

The search results from the connected glossaries are displayed.



Copy a term

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

1. In the **TXLF Editor** view, click a segment that contains glossary terms.

2. On the Terminology tab, click Previous Term or Next Term to select a source term.

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

4. Click Copy Term.

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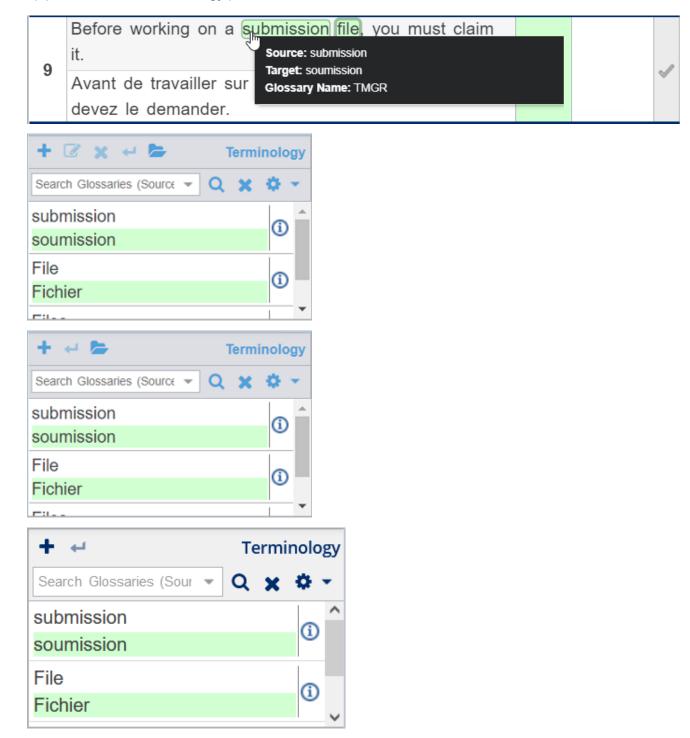
The glossary term is copied to the target segment.

Copy a synonym

To copy a synonym for a term:

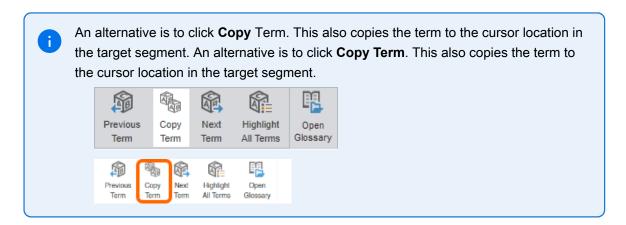
1. In the **TXLF Editor** view, select a source term in a segment that has a glossary term.

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



2. Click within the target segment at the location where you want to copy the term.

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.

Remove a term

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

To remove a term:

- 1. In the TXLF Editor view, go to the Terminology pane.
- 2. Select a term, then click \bowtie .



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

3. Click Yes.

The term is removed from the local glossary.

8. Manage tags

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

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

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

TRANSLATION MANAGEMENT.
 ContFormat color="255#255#255" highlight="0#0#0#0" name="Gotham Medium" size="26.0" backgroundColor="0#0#0#0" foregroundColor="0#0#0#0" biName="Gotham Medium" hidden="false">

Tags contain numerals to indicate their order in the segment.

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

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
&	&	"	"	≥	2
<	<	'	٤	& # 8804;	\leq
>	>	—	—	±	±
"	"		0	±	±
'	•		0	´	,
'	•	–	-	µ	μ
•	•	»	»	μ	μ
©	©	"	"	·	
°	o	®	®	º	o
½	1/2	'	,	­	(soft hyphen)
¼	1⁄4	™	ТМ	²	2
¾	3/4	٧	•	³	3

Entity	Tag Image	Entity	Tag Image	Entity	Tag Image
…		\"	"		
«	«	&# 8805;	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).

Copy a tag

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

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

To copy a tag:

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



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

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

File Edit	Formatting	Transla	tion	Terminolo	gy Rev	view						? /	^ X
		<u>}</u> [[Ò	R	P	Į.			\Box	
Next P	revious Con	nmit Lev	/erage	Mark All	- C	ору 🎽	Merge	Split	Prev	ious I	Vext	Сору	Edit
Segment Se	egment			Translate	d So	ource			Ta	g	Tag	Tag	Tag
File Edit Fr Next Previ Segment Segment	ous Commit	Leverage	Termino TM List	logy Re Commit All	oview Concordar Search		chine Islation	Previous Tag	Next Tag	Copy Tag			
File Edit Formatti	ng Translation	Terminology	Review							<u>Simple</u>	View ?	~ X	
	e e			R R	E,	Ē	E <u>o</u>	Ē	0			Ŀ	
Next Previous Segment Segment	Commit Leverage	Mark All Signed Off		lerge Split	Do Not Write To TM	Lock/Unlock Segment	Clear Target	Copy All Sources		nmit Previ II Ta			

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

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

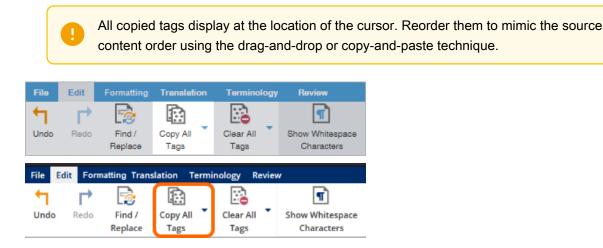
Copy all tags

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

To copy all tags:

1. In the TXLF Editor view, open a file.

2. On the Edit tab, click Copy All Tags.



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

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

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

All tags are copied to the segment or document.

Edit a tag

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



Do not edit tags in the source segment.

To edit a tag:

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

File	Edit	Formatting	Translation	Terminology	Revi	ew					? /	× ×
							R	P			Ŀ	\mathbf{E}
Next	Prev	ious Com	mit Leverage	Mark All	Co	ру 🌷	Merge	Split	Previous	Next	Copy	Edit
Segmer	nt Segr	ment		Translated	Sou	irce			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.

	Verify that all tag edits are valid. C	Otherwise, the file could become corrupt
dit Tag		×
W-	You can edit tag content below. Note invalid edits can corrupt the file on cl	
<td>t></td> <td></td>	t>	
	ОК	Cancel

5. Click **OK**.

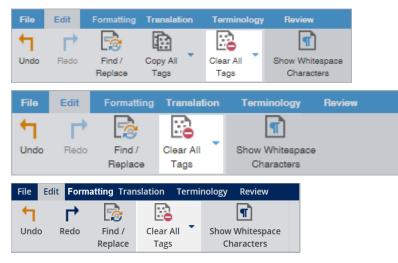
Edits to the tag are saved.

Clear all tags

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

To clear all tags:

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



3. Select Segment or Document.

Segment 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.

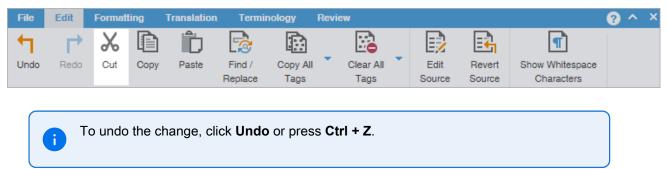
All tags are cleared for the target segment or for all target segments in the document.

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.

9. Manage project notes

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

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

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

View notes

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

i Segments with notes include the **Notes** icon ¹ in the **Status** column.

To view notes:

1. Open a translation file.

approve
ph (Src/Tg
n for this

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

Notes for all file segments are displayed.

Add a note

To add a note:

1. Open a translation file.

2. In the **TXLF Editor** view, select a segment.

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

тм	TM Lookup Notes		es Segme	ent History Metada	ta Transcheck (0)		
Add Note Edit Note		dit Note	Delete Note				
ID	CreatorID	reatorID Type		Date	Details		
13			Review	2018/06/04 13:19:02 MDT	Check for correctness.		
13	3 Submitter Ques		Question	2018/06/04 13:19:21 MDT	Are you treating "internal translator" as a single phrase for DE?		
4							

EN -	• DE-DE		Segi	ments: 29/33 Segment (Src/Tgt/Max): 83/83/- Par			
тм	Lookup Note	s Segment	History Metadata	Transcheck (0)			
A	dd Note E	dit Note	Delete Note				
ID	CreatorID Type		Date	Details			
13	13 Submitter Re		2018/06/04 13:19:02 MDT	Check for correctness.			
13	Submitter	Question	2018/06/04 13:19:21 MDT	Are you treating "internal translator" as a single phrase for DE?			

•							•
EN -	→ DE-DE				Segr	ments: 29/33	Segment (Src/Tgt/Max): 83/83/- Pa
							•
TM	Lookup	Not	es Revie	w History	Metada	ta Transcl	heck (0)
A	dd Note	E	dit Note	Delete Note			
ID	CreatorID)	Туре	Date		Details	
13			Review	2018/06/04	1	Check for	correctness.
15				13:19:02 N	1DT		
13	Submit	ter	Question	2018/06/04	1	Are you tr	eating "internal translator"
15				13:19:21 N	1DT	as a singl	e phrase for DE?
				·			
•							۱.
EN -	→ DE-DE				Segr	ments: 29/33	Segment (Src/Tgt/Max): 83/83/- Pa

ТМ	TM Lookup Notes		ent History Metada	ta Transcheck (0)		
Add Note Edit Note		Delete Note Exp	ort Notes			
ID	CreatorID	Туре	Date	Details		
13	3 Submitter Review		2018/06/04 13:19:02 MDT	Check for correctness.		
13	Submitter	Question	2018/06/04 13:19:21 MDT	Are you treating "internal translator" as a single phrase for DE?		

					►
EN	→ DE-DE			Segments: 29/33 Segment (Src/Tgt/Max): 83/83/-	Pa
	Lookup Notes dd Note Edit N	Review History ote Delete	Metadata Transcheck Note	(0)	
I	CreatorID	Туре	Date	Details	
1	Admin	Translation	2018/01/31 12:16:12 MST	Use Verwaltung as the correct term for this project.	
0	• EN $ ightarrow$ DE-DE $\big $ Seg	gments: 2/34	Segment (Src/Tgt/Max): 23	/23/- Paragraph (Src/Tgt/Max): 23/23/- 10% Reviewed	

• 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	Edi	t Formattir	ng Translat	tion Ter	minology	Review			
	0	E>			**	1			
Add I	Note	Edit Note	Delete Note	Transche Segmen		eck			
File	Edit	Formatting	Translation	Termino	ology Revie	ew	? /	~ ×	
:	ò				<u></u>	***			
Add	Note	Edit Note	Delete N		anscheck egment	Transcheck All			
File	Edit	Formatting	Translation	Termino	ology Revie	ew <u>Sir</u>	nple View ? 🖌	~ ×	
	ò				* *	331	**		
Add	Note	Edit Note	Delete N	lote Co	mments & Ratings	Transcheck Segment	Transcheck All		
File	Ed	lit Forma	atting Tra	anslation	Terminol	ogy Review	1		
	abc	;	abc		B	E	E	III 381	<u>88</u>
Spel	lcheck		Spelling Errors	Add Note	Edit Note	Delete Note	Export Notes	s Transche Segmer	

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

Add/Edit Notes	×
Use	this 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
Add/Edit Notes	
VF Us	e this 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 Cance

Add/Edit Notes	×
Ø Use	this page to add or edit a note.
Segment ID:	19
Source:	The translated (or localized) languages or content.
Creator:*	Admin
Date:	2021/04/05 15:22:19 MDT
Туре:	Translation
	Review
	Question
	Important
	Translation
	OK Cancel

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

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.

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:

4

• Click the Notes tab on the Editor pane, then click Edit Note. Editor pane Note tab showing edit note button

l ⊢

тм	Lookup	Notes	Segme	nt History Me	etadata	Transcheck (0)
A	dd Note	Edit	Note	Delete Note		
ID	CreatorID	Ту	уре	Date	D	etails
13	Submitte	er R	leview	2018/06/04 13:19:02 ME	-	heck for correctness.
13	Submitte	er Q	uestion	2018/06/04 13:19:21 ME		re you treating "internal translator" s a single phrase for DE?

EN -	• DE-DE		Seg	ments: 29/33	Segment (Src/Tgt/Max): 83/83/- Par
тм	Lookup Notes	s Segment	History Metadata	Transcheck	< (0)
Α	dd Note E	dit Note	Delete Note		
ID	CreatorID	Туре	Date	Details	
13	Submitter	Review	2018/06/04 13:19:02 MDT	Check for	correctness.
13	Submitter	Question	2018/06/04 13:19:21 MDT		eating "internal translator" e phrase for DE?

•							•
EN -	• DE-DE				Segr	ments: 29/33	Segment (Src/Tgt/Max): 83/83/- Pa
							-
TM	Lookup	Note	es Revie	w History	Metada	ta Transch	neck (0)
A	dd Note	E	dit Note	Delete Note			
ID	CreatorID		Туре	Date		Details	
40	Submitt	ter	Review	2018/06/04	1	Check for	correctness.
13				13:19:02 N	1DT		
40	Submitt	ter	Question	2018/06/04	1	Are you tr	eating "internal translator"
13				13:19:21 N	1DT	as a single	e phrase for DE?
•							•
EN -	• DE-DE				Segr	ments: 29/33	Segment (Src/Tgt/Max): 83/83/- Par

TM	Lookup Not	es Segme	ent History Metada	ta Transcheck (0)
A	dd Note E	dit Note	Delete Note Exp	ort Notes
ID	CreatorID	Туре	Date	Details
13	Submitter	Review	2018/06/04 13:19:02 MDT	Check for correctness.
13	Submitter	Question	2018/06/04 13:19:21 MDT	Are you treating "internal translator" as a single phrase for DE?

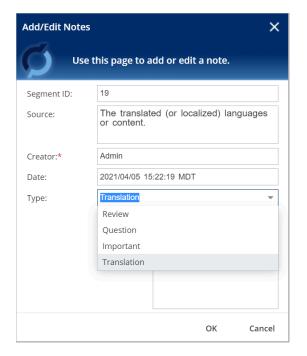
•						۶
EN	\rightarrow DE-DE			•	Begments: 29/33 Segment (Src/Tgt/Max): 83/83/- I	Par
тм	Lookup Note	es R	eview History	Metadata Transcheck	(0)	
A	dd Note E	dit No	te Delete	Note		
I	CreatorID		Туре	Date	Details	
1	Admin		Translation	2018/01/31 12:16:12 MST	Use Verwaltung as the correct term for this project.	
	• EN \rightarrow DE-DE	Segr	ments: 2/34 9	Segment (Src/Tgt/Max): 23	/23/- Paragraph (Src/Tgt/Max): 23/23/- 10% Reviewed	

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

File Ed	it Formatti	ng Transl	ation	Terminol	logy l	Review		
		F			**			
Add Note	Edit Note	Delete Note		scheck gment	Transche All	ck		
File Edit	Formatting	Translatio	n Tor	minology	Revie	A/		? ^ X
		- C	5			***		
Add Note	Edit Note	Delete	Note	Transch		Transcheck		
				Segme	ent	All		
File Edit	Formatting	Translatio	n Ter	minology	Revie	w	Simple View	? ^ X
		7	2	* 1				1
				75.7	c		~~~~	
Add Noto	_,_				-	Transchor	k Transch	ock
Add Note	Edit Note			للے Comme	uents &	Transched	لیست k Transch:	eck
Add Note	_,_				uents &		لیست k Transch:	eck
	Edit Note	Delete		Comme Ratir	uents &	Transched Segment	لیست k Transch:	eck
	Edit Note	Delete	Note	Comme Ratir tion T	Lents & ngs	Transched Segment	k Transch All	eck

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

Add/Edit Notes	•		×
Ø	Use tł	nis 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 15:13:14 MDT	
Туре:		Translation -	
		OK Cancel	
Add/Edit Notes		nis page to add or edit a note.	×
		nis page to add or edit a note.	×
w-			×]
Segment ID:		13 Allow access to any vendor or internal translator	×]]]
Segment ID: Source:		13 Allow access to any vendor or internal translator for maximum resource flexibility.	×]]]]
Segment ID: Source: Creator:*		13 Allow access to any vendor or internal translator for maximum resource flexibility. Submitter	×]]]]]
Segment ID: Source: Creator:* Date:	Use th	13 Allow access to any vendor or internal translator for maximum resource flexibility. Submitter 2018/06/04 13:19:02 MDT Review	×



5. Click OK.

The modified note is saved and associated with the segment.

Delete a note

To delete a note:

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

3. Choose one of the following actions:

4

• Click the **Notes** tab on the **Editor** pane, then click **Delete Note**. Editor pane Note tab selected showing delete note button

TM Lookup		Note	es Segme	ent History Me	etadata	Transcheck (0)
Add Note		E	dit Note	Delete Note		
ID	CreatorID		Туре	Date	D	etails
13	Submitt	ter	Review	2018/06/04 13:19:02 ME		heck for correctness.
13	13 Submitter		Question	2018/06/04 13:19:21 ME		re you treating "internal translator" s a single phrase for DE?

$EN \rightarrow DE-DE$			Segments: 29/33 Segment (Src/Tgt/Max): 83/83/- Pa			
тм	Lookup Note	s Segment	History Metadata	Transcheck (0)		
A	dd Note E	dit Note	Delete Note			
ID	CreatorID	Туре	Date	Details		
13	Submitter	Review	2018/06/04 13:19:02 MDT	Check for correctness.		
13	Submitter	Question	2018/06/04 13:19:21 MDT	Are you treating "internal translator" as a single phrase for DE?		

•	4									
EN -	→ DE-DE				Seg	ments: 29/33	Segment (Src/Tgt/Max): 83/83/- Pa			
TM	Lookup	Not	es Revie	w History M	letada	ta Transch	neck (0)			
Add Note		E	dit Note	Delete Note						
ID	ID CreatorID		Туре	Date		Details				
13	Submit	ter	Review	2018/06/04 13:19:02 M		Check for	correctness.			
13	3 Submitter		Question	2018/06/04 13:19:21 M			eating "internal translator" e phrase for DE?			
4							•			
EN -	→ DE-DE				Seg	ments: 29/33	Segment (Src/Tgt/Max): 83/83/- Pa			

l F

TM	Lookup N	otes Segm	ent History Metada	ta Transcheck (0)
Add Note Edit Note			Delete Note Exp	ort Notes
ID	CreatorID	Туре	Date	Details
13	Submitter	Review	2018/06/04 13:19:02 MDT	Check for correctness.
13	Submitter	Question	2018/06/04 13:19:21 MDT	Are you treating "internal translator" as a single phrase for DE?

					۱.								
EN	EN → DE-DE Segments: 29/33 Segment (Src/Tgt/Max): 83/83/-												
	TM Lookup Notes Review History Metadata Transcheck (0) Add Note Edit Note Delete Note												
I.,	CreatorID	Туре	Date	Details									
1	Admin Translati		2018/01/31 12:16:12 MST	Use Verwaltung as the correct term for this project.									
0	• EN \rightarrow DE-DE \mid Seg	ments: 2/34	Segment (Src/Tgt/Max): 23	/23/- Paragraph (Src/Tgt/Max): 23/23/- 10% Reviewed									

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

File Ed	lit Formattir	ng Translati	ion Termino	ology Re	view			
				22 22				
Add Note	Edit Note	Delete Note	Transcheck Segment	Transcheck All				
			oegment	0				
File Edit	Formatting	Translation	Terminolog	y Review		? 🔨	×	
		1			**			
Add Note	Edit Note	Delete No			anscheck			
			Segm	ent	All			
File Edit	Formatting	Translation	Terminolog	y Review	Sim	iple View ? ㅅ	×	
		B	*	*		22		
Add Note	Edit Note	Delete No			Franscheck	Transcheck		
			Rati	ings	Segment	All		
File E	dit Forma	tting Tra	nslation 1	Terminology	Review			
abc	6	abc				E)		***
Spellcheck		Spelling A	Add Note E	Edit Note	Delete Note	Export Notes	Transcheck Segment	Transcheck All

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

Export notes

To export notes:

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

TM Lookup Notes Segme			Segme	nt History M	etada	ta Transch	neck (0)	
		Edit	Note	Delete Note	Ехро	ort Notes		
ID CreatorID Type		Date		Details				
13 Submitter		er R	leview	2018/06/04 13:19:02 M	DT	Check for	correctness.	
13 Submitter		er Q	uestion	2018/06/04 13:19:21 M		-	eating "internal translator e phrase for DE?	"
4								
EN → DE-DE Segments: 29						nents: 29/33	Segment (Src/Tgt/Max): 83/83/-	Par

• On the Review tab, click Export Notes. Export Notes button

F	File	Edit	Formatting	Translation	Terminology	Review			
s		neck File	abc 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.

10. 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**.

If you have specific terms you want Transcheck to ignore, you can mark those segments for exclusion in the Transcheck Report. Taking this action, this will reduce false positives during Transcheck error detection.

With Captive TransStudio, users can only use Transcheck and review Transcheck Summary results. There is no option for running a Transcheck Report.

Use transcheck

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

To use Transcheck during translation:

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

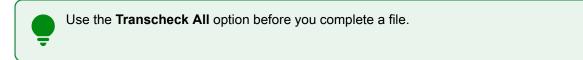
If you choose to correct the error, the Error Status icon 🕛 is removed from the Status column and from the Transcheck tab.

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

Use Transcheck All

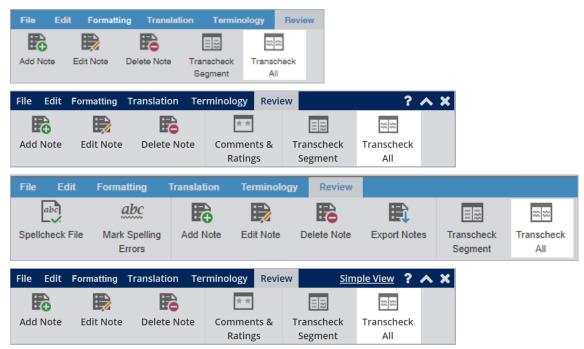
Use **Transcheck All** to scan all segments of a file for non-linguistic errors in the target segments and issue warnings for missing and incorrect text. Configure and enable your Transcheck preferences under **Preferences > Current Project Preferences > Transcheck**.

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



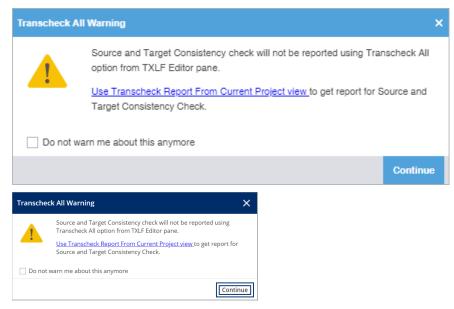
To use Transcheck All:

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



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

3. Click Continue.



A Transcheck report and summary results.

A Transcheck summary results.

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

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

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

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

Toggle Global Search Filters Global search filter is OFF

Project TransCheck Report - Wordfast1 - English - German

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

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

PD_en-de.docx.txlf

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

ſ	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 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					
0	Source string: When term is:	translation process (Übersetzungsprozess)	> ~ ~			
۲	When Target Contains:	Übersetzungsprozess				
Ignore	Ignore All (3)	Previous	Next			

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

File N	ame				Errors	in file			
trans	transcheckReport5481583249647184112.html 16								
	-Ignore	d Termiı	nology	/ Errors					
X	Error		Action	Condition			Instances		
X	translatio	on process	was ignore when term is	d (Übersetzung	translation process (Übersetzungsprozess)				
X	enterpris	se	was ignore when term is		ENTERPRISE (BERICHTERSTELLUNG)				
X	VENDOR		was ignore when term is	d	VENDOR(ANBIETER)				
High	ight: 🛛 🖪	xact Match	<mark>⊡ Fuz</mark> z	<mark>zy Match</mark> 🗹 Exac	t (No Ma	itch) 🗹 Fuz	zy(No Match)		
Hide	Terminology Check: transcheckReport5481583249647184112.html Hide this report								
Seg. ID	Block ID	Sourc	e	Target	Target Cor				
3	1-3-1	STREAML PROJECT MANAGEI		EFFEKTIVES PROJEKTMANAGE	MENT	streamline	nform geben), NE		

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	Transcheck (3)						
Prev	Previous error Next error Refresh Ignore warning								
#	Warning	Explanation	Cause						
1	Tag Check	Source contains formatting missing the target.	in Source contains "1, 2, 3" which is missing in target.						
2	Unedited Fuzzy Check	Target contains a fuzzy match that ha 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.						

TM L	ookup Notes Review	w History Metadata Trans	scheck (3)					
Previ	Previous error Next error Refresh Ignore warning							
#	Warning	Explanation	Cause					
1	Tag Check	Source contains formatting missing in the target.	Source contains "1, 2, 3" which is missing in target.					
2	Unedited Fuzzy Check	Target contains a fuzzy match that has not been modified.	Target contains a 98% match that has not been modified.					
3	Untranslated Text Check	Source text is not translated in the target.	"in" should be translated in target.					

TM L	ookup Notes Review History Metadata	Transcheck (3)						
Prev	Previous error Next error Refresh Ignore warning							
#	Warning 🕇	Explanation	Cause					
		edited.	Source text has been modified.					
3	Terminology Check	Translation for the term in the source	Incorrect terminology:					
		is not in the target.	TRANSLATION (ÜBERSETZUNG) -					
•			•					

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 ¹ is removed from the **Status** column.

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

11. Leverage project TMs

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

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

Local TMLocated on your local computer system and only you can access it.Remote TMLocated on a server that other translators can access. This allows multiple

translators to leverage the available content and update the TM with new reusable content.

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

Create a local TM

Create a local translation memory (TM) for quick, local access. If it is possible you may need to share your TM with other users, connect to a hosted service: Wordfast Anywhere (WFA). Refer to Connect to a remote glossary on page 179.

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.

i Requir	ed fields are marked with a red a	sterisk.	
Translation Memory			×
Create	e Translation Memory		
Name:*			
Source Language:*	English		
Target Language:*	German		-
Location:*		Browse	
Priority:*	Secondary		-
Selected			
Read-only			
		OK Ca	ncel

Field	Action
Name	Enter a unique TM name that includes the client or organization name and the TM's language for easy identification.
Target Language	Select target languages. Target languages are limited to those languages configured in the project.
Location	Select the destination where the application saves the new TM.
Priority	Set the TM sequence used during translation, using the Primary TM first, followed by any Secondary TMs. 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 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	Proje	ct TM	Project Termir	ology					
	0								
Connect	Modify	Remove							
To Remote	ТМ	TM							
Project Files	Projec	t TM P	roject Termin	ology	Reports	Refere	nce Files		
0		1	R	0	0,*	d))			
Create A	dd	Add	Connect	Open	Modify	Сору	Import	Export	Remove
Local Lo	cal Proj	ject TMs	To Remote	TM	TM	TM	TM	TM	TM
Project Files	Project T	M Projec	t Terminology	?	∧ X				
S	S								
Connect	Modify	Remove							
To Remote	TM	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.

Connect to Re	emote TM		×
Ø	Use this pa	ge to connect to remote TM.	
TM Server	WF Server	WFA Server	
Symbolic Nar	ne:*	Sample_TM	
URL Setting]8		
URL:*		tms:///?tm=/EN-US&usr=Sample_User&p	Test
Address:*			
Port:			
TMS Folde	r. *		
Cluster Sho	ort Code:*		
TM Short C	ode:*	EN-US	
User:*		Sample_User	
Password:*	r	Sample_Password	
Workgroup	ID:	0123	
- TM Update	Settings		
	p Passcode:	ABCD1234	
Priority:		Primary	
Selected			
Read-only	y		
		ОК	Cancel

onnect to Re	mote TM		
W-	Use this pa	ge to connect to remote TM.	
TM Server	WF Server	WFA Server	
Symbolic Nam	e:*		
— URL Settings			
URL:*		example: tm://address:port/TMS?tm=LE(Test
Address:*			
Port:			
TMS Folder:	x		
Cluster Shor	t Code:*		
TM Short Co	ode:*		
User:*			
Password:*			
Workgroup I	D:		
— TM Update S	ettings		
TM Cleanup	Passcode:		
Priority:		Primary	
Selected			
Read-only			
Connect to	Remote TI	ок	Cancel
Ø	Use this pa	и	Cancel
M Server	Use this pa WF Server	M age to connect to remote TM	
Ø	Use this pa WF Server ne:*	M age to connect to remote TM	
TM Server	Use this pa WF Server ne:*	M age to connect to remote TM	
TM Server	Use this pa WF Server ne:*	M age to connect to remote TM WFA Server	×
FM Server	Use this pa WF Server ne:*	M age to connect to remote TM WFA Server	×
TM Server 1 Symbolic Nar – URL Setting: URL:* Address:*	Use this pa WF Server ne:*	M age to connect to remote TM WFA Server	×
Symbolic Nar – URL Settings URL:* Address:* Port:	Use this pa WF Server ne:* s	M age to connect to remote TM WFA Server	×
Symbolic Nar – URL Setting: URL:* Address:* Port: TMS Folder	Use this pa WF Server ne:* s :* rt Code:*	M age to connect to remote TM WFA Server	×
M Server Symbolic Nar – URL Setting URL:* Address:* Port: TMS Folder Cluster Sho	Use this pa WF Server ne:* s :* rt Code:*	M age to connect to remote TM WFA Server	×
IM Server T Symbolic Nar – URL Settings URL:* Address:* Port: TMS Folder Cluster Sho TM Short C	Use this pa WF Server ne:* s .* rt Code:* ode:*	M age to connect to remote TM WFA Server	×
TM Server 1 Symbolic Nar – URL Setting URL:* Address:* Port: TMS Folder Cluster Sho TM Short Cu User:*	Use this pa WF Server ne:* s 	M age to connect to remote TM WFA Server	×
M Server 1 Symbolic Nar – URL Setting: URL:* Address:* Port: TMS Folder Cluster Sho TM Short Cr User:* Password:* Workgroup	Use this pa WF Server ne:* s * rt Code:* ode:*	M age to connect to remote TM WFA Server	×
Symbolic Nar - URL Settings URL:* Address:* Port: TMS Folder Cluster Sho TM Short C User:* Password:* Workgroup - TM Update	Use this pa WF Server ne:* s 	M age to connect to remote TM WFA Server	×
M Server 1 Symbolic Nar – URL Setting: URL:* Address:* Port: TMS Folder Cluster Sho TM Short Cr User:* Password:* Workgroup	Use this pa WF Server ne:* s 	M age to connect to remote TM WFA Server	×
Symbolic Nar - URL Settings URL:* Address:* Port: TMS Folder Cluster Sho TM Short C User:* Password:* Workgroup - TM Update	Use this pa WF Server ne:* s 	M age to connect to remote TM WFA Server	×
TM Server 1 Symbolic Nar URL Settings URL:* Address:* Port: TMS Folder Cluster Sho TM Short Ct User:* Password:* Workgroup TM Update 3 TM Update 3 TM Cleanup	Use this pa WF Server ne:* s 	M Age to connect to remote TM WFA Server example: tm://address:port/TMS?tm=1	×
IM Server 1 Symbolic Nar URL Setting: URL:* Address:* Port: TMS Folder Cluster Sho TM Short Cr User:* Password:* Workgroup TM Update: TM Cleanup Priority:	Use this pa WF Server ne:* s 	M Age to connect to remote TM WFA Server example: tm://address:port/TMS?tm=1	×
IM Server 1 Symbolic Nar URL Settings URL:* Address:* Port: TMS Folder Cluster Sho TM Short C User:* Password:* Workgroup TM Update TM Update TM Cleanup Priority: Selected	Use this pa WF Server ne:* s 	M Age to connect to remote TM WFA Server example: tm://address:port/TMS?tm=1	×

Field or Option	Action
Symbolic Name	Enter a unique name for the TM. The symbolic name can be automatically populated from the URL String for remote TM connections.
URL	Enter the remote TM URL using the following format: tms://address:port/ TMS?. The remaining URL Settings automatically populate when you enter the URL string. Click Test to validate the connection. The symbolic name can also be automatically populated from the URL String for remote TM connections.
TM Cleanup Passcode	Enter the password to update the TM for the project.
Priority	Select a priority from the drop-down list. The priority determines the sequence of reference during translation, first referencing the primary TM, then any secondary TMs. You can only designate one TM as primary.
Selected	(Optional) Select to use the current TM for the project.
Read-only	(Optional) Select to leverage the TM without updating it with the new translation.

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

Connect to R	emote TM		×
Ø	Use this pag	ge to connect to remote TM.	
TM Server	WF Server	WFA Server	
Symbolic Nar	ne:*	Sample_TM	
URL Setting]8		
URL:*		example: wf://jsmith:password@address	Test
Address:*			
Port:*			
Account Na	ame:*		
Account Pa	assword:		
Workgroup	ID:		
- PM and TM	admin		
Use TN	I (Write) Passwor	d	
TM (Write)	Password:		
Priority:		Primary	*
Selected			
Read-only	у		
		ок	Cancel

Connect to Remote TM		×
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		
C	ок	Cancel
Connect to Remote T		Cancel
a.	м	Cancel
Use this p TM Server WF Server	M age to connect to remote TM WFA Server	Cancel
Use this p	M age to connect to remote TM	Cancel
Use this p TM Server WF Server Symbolic Name:*	M age to connect to remote TM WFA Server	Cancel
Use this p TM Server WF Server Symbolic Name:*	M age to connect to remote TM WFA Server	×
Use this p TM Server WF Server Symbolic Name:* URL Settings URL:*	M age to connect to remote TM WFA Server	×
Use this p TM Server WF Server Symbolic Name:* URL Settings URL:* Address:*	M age to connect to remote TM WFA Server	×
Use this p TM Server WF Server Symbolic Name:* URL Settings URL:* Address:* Port:*	M age to connect to remote TM WFA Server	×
Use this p TM Server WF Server Symbolic Name:* URL Settings URL:* Address:* Port:* Account Name:*	M age to connect to remote TM WFA Server	×
Use this p TM Server WF Server Symbolic Name:* URL Settings URL:* Address:* Port:* Account Name:* Account Password: Workgroup ID:	M age to connect to remote TM WFA Server	×
Use this p TM Server WF Server Symbolic Name:* URL Settings URL:* Address:* Port:* Account Name:* Account Password: Workgroup ID:	M age to connect to remote TM WFA Server	×
Use this p TM Server WF Server Symbolic Name:* URL Settings URL:* Address:* Port:* Account Name:* Account Password: Workgroup ID:	M age to connect to remote TM WFA Server	×
Use this p TM Server WF Server Symbolic Name:* URL Settings URL:* Address:* Port:* Account Name:* Account Password: Workgroup ID: PM and TM admin	M age to connect to remote TM WFA Server	×
Use this p TM Server WF Server Symbolic Name:* URL Settings URL:* Address:* Port:* Account Name:* Account Password: Workgroup ID: PM and TM admin Use TM (Write) Password: TM (Write) Password:	M age to connect to remote TM WFA Server	×
Use this p TM Server WF Server Symbolic Name:* URL Settings URL Settings URL:* Address:* Port:* Account Name:* Account Password: Workgroup ID: PM and TM admin Use TM (Write) Password: TM (Write) Password: Priority: Image: Note that the set of the s	M age to connect to remote TM WFA Server	×

Field or Option	Action
Symbolic Name	Enter a unique name for the TM. The symbolic name can be automatically populated from the URL String for remote TM connections.
URL	Enter the remote TM URL using the following format: wf:// jsmith.password@address:port/TMS?. The remaining URL Settings automatically populate when you enter the URL string. The symbolic name can also be automatically populated from the URL String for remote TM connections. (Optional) The Password and Workgroup ID fields depend on server settings. Click Test to validate the connection.
Address	Enter the address associated with the URL.
Port	Enter the port associated with the URL.
Account Name	Enter the username associated with the URL sign in.
Account Password	(Optional) Enter the password associated with the username.
Workgroup ID	(Optional) Enter the workgroup ID for the project.
Use TM (Write) Password	Enable, if you are a PM or TM Administrator, to require a password to overwrite the existing TM with new translations.
TM (Write) Password	If enabled, enter the password to overwrite the existing TM with new translations.
Selected	(Optional) Select to use the current TM for the project.
Read-only	(Optional) Select to leverage the TM without updating it with the new translation.

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

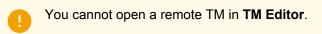
Connect to Re	emote TM					
Ø	Use this pag	ge to connect	t to rei	mote T	M.	
TM Server	WF Server	WFA Server				
Symbolic Nar	ne:*	Sample_TM				
API key:*						Test
Priority:		Primary				Ŧ
Selected						
Read-only	v					
	·					
					ОК	Cancel
Connect to Remote T	м			×		
Use t	this page to connect	to remote TM.				
TM Server WF S	Berver WFA Server					
Symbolic Name:*	WordFast Any	where Adaptive Test				
API key:*				Test		
Priority:	Primary			Ŧ		
Selected						
Read-only						
		0	к	Cancel		
Connect to Rem	iote TM			×		
C						
\mathbf{P}	this page to connec	tt to remote TM				
TM Server WF Se	erver WFA Server					
Symbolic Name:*						
API key:*				Test		
Priority:	Primary			*		
Selected						
Read-only						
		0	K	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. Sign in to your WFA account at https://www.wordfast.com/ myaccount.
	b. Click TMs & Glossaries, then Setup.
	c. On the TMs and glossaries management dialog, select a TM or glossary.
	d. Click Manage Sharing.
	 e. On the TMs and glossaries shares dialog, click the API key and copy the text string.
	f. Paste the API key into the Connect to Remote TM dialog using the following format: username@1234567, then click Test to validate the connection.
Priority	Select a priority from the drop-down list.
	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	Reference Files			
0)**	0,6	5		0	05	(f)		0))	
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.

TM Editor				.ھ	-							?
Next Update	Previous Update	Cut	Сору	Paste	_	e TU Export Previ Filtered Ta	ous Copy Next					
Filters				٠	ID	Source	Target	Creation Use	Creation Date	Modification	Modification Date	†‡
Search: Source an	d target			¥			à la somme de contrôle du fichier source.					
TU Text: Enter TU Match Exact I TU Creation TU Creation	Case Match NUser: Creation Us	er			4	Another version was already uploaded earlie in this upload session.	version a déjà	Project Directo rTDC	2019/03/12 11:53:43 MDT	Project Directo rTDC	2019/03/12 11:53:43 MDT	
From: To: TU Modifie:					5	Please translate the blank segments and t again.	traduire puis	Project Directo rTDC	2019/03/12 11:53:43 MDT	Project Directo rTDC	2019/03/12 11:53:43 MDT	
	Modification				6	It contains inva characters.	lid II contient des caractères non valides.	Project Directo rTDC	2019/03/12 11:53:43 MDT	Project Directo rTDC	2019/03/12 11:53:43 MDT	
To:					7	Change the language codes match the submission and upload again.		s Project Directo rTDC	2019/03/12 11:53:43 MDT	Project Directo rTDC	2019/03/12 11:53:43 MDT	
	Q	Find	× ci	ear	8	Upload contains Inative Inter (aligned file) the is not a part of	file téléchargement at contient un	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

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

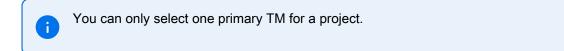
To modify a local or remote TM:

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

4. Click Modify TM.

Project File	es Proj	ject TM	Project Termin	ology					
Connect	Modify	Remov	/e						
To Remote	TM	TM							
Project Files	Project	TM Proj	ect Terminology	?	^ X				
R	8								
Connect	Modify	/ Remo	ve						
To Remote	TM	TM							
Project File	s Proj	ject TM	Project Termin	ology	Reports	Refere	nce Files		
0	2	\$	5	0	0	9	2	01	
	Add	Add	Connect	Open	Modify	Сору	Import	Export	Rem
Local l	Local P	Project TMs	To Remote	TM	ТМ	TM	TM	TM	τN

5. 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 159.



Connect to Remote TM		×
Use this pag	e to connect to remote TM.	
TM Server WF Server	WFA Server	
Symbolic Name:*	TMS Connect	
URL Settings		
URL:*	tms:// Test	
Address:*		
Port:		
TMS Folder:*	TMS	
Cluster Short Code:*	GR0000003	
TM Short Code:*	LTM000005	
User:*	LTM-en-de	
Password:*		
Workgroup ID:		
- TM Update Settings		
TM Cleanup Passcode:		
Priority:	Primary	*
Selected		
Read-only		
	OK Ca	ancel

Connect to Remote TM							
W-	Use this pag	e to connect to remote TM.					
TM Server	WF Server	WFA Server					
Symbolic Nar	ne:*	Sample_TMS_DE-de					
URL Setting	js						
URL:*		tms://					
Address:*		sty technics: translations.com					
Port:							
TMS Folde	r.*	TMS					
Cluster Sho	ort Code:*	GR0000003					
TM Short C	ode:*	LTM000005					
User:*		LTM-en-de					
Password:*	t	passworth					
Workgroup	ID:						
- TM Update	Settings		_				
	p Passcode:						
	p 1 00000001		_				
Priority:		Primary	Ŧ				
Selected							
Read-only	у						
		OK Cance	el				

Connect to Remote TM					
Use this pa	ge to connect to remote TM				
TM Server WF Server	WFA Server				
Symbolic Name:*					
URL Settings	-				
URL:*	example: tm://address:port/TMS?tm=l Test				
Address:*					
Port:					
TMS Folder:*					
Cluster Short Code:*					
TM Short Code:*					
User:*					
Password:*					
Workgroup ID:					
TM Update Settings					
TM Cleanup Passcode:					
Priority:	Primary	-			
Selected					
Read-only					
	OK Car	ncel			

- 6. (Optional) Select the TM identified in the Name field for the current project using Selected.
- 7. (Optional) Select Read-only to allow users to leverage the TM but not update it with new translation.
- 8. 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 F	iles	Project TM	Project Termin	ology	Reports	Refere	nce Files		
03	0.6	5	R	05	0\$	((Q		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.

i Requ	uired fields are marked with a red asterisk.
Copy Translation Me	mory X
	ate a copy of the selected translation memory. Please enter a name for copy, location, and decide if you want to flip the TM languages.
Source TM:	Doc_TM1
Name:*	
Location:*	Browse
Flip Language	ês
	Copy Cancel

- 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 I	Files	Project TM	Project Termin	ology	Reports	Refere	nce Files		
)			ş	05	05	d))			
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 **Import Translation Memory** dialog, select the import **File Type** from the drop-down list.

Required fields are marked with a red asterisk.

Import Translation Memory					
	ranslation Memory				
File Type:*	TMX	•			
Import File:*	C:\Users\Desktop\de-DE TM\TranscheckDE.tmx	Browse			
◯ Create New TM					
 Import Into Existin 	g TM				
Existing TM:*		*			
If TU already exists:*	Add as a new TU	*			
Delete all TUs fro	m existing TM				
		OK Can	cel		

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

4. Select OK.

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

Export a local TM

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

To export a local TM:

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

Project I	Files	Project TM	Project Termine	ology	Reports	Refere	nce Files		
0)*	0,6	<u></u>		05	0,*	(f)	S	0))	
Create Local	Add Local	Add Project TMs	Connect To Remote	Open TM	Modify TM	Copy TM	Import TM	Export TM	Remove TM

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

	Require	ed fields are	marked wit	h a red aste	erisk.
Export Transla	ation Memo	ory			×
W-		existing Trans a location and			t, and
Translation Memory:*		EN_DE-de			Ŧ
Export Type:*		TMX			Ŧ
File Location:*					Browse
				ок	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.

12. Leverage project terminology lists

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

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

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

Create a local glossary

To create a local glossary:

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

Project I	Files	Project TM	Project Tern	ninology	Reports	Reference Files
₿ <mark>\$</mark>		ES.	E <mark>r</mark>		ЦĮ	R.
Create Local	Add Local	Connect To Remote	Open Glossarv	Import Glossarv	Export Glossarv	Add Project Glossaries

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

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

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

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

4. Click **OK**.

The new glossary is displayed in the project glossary.

Add a local glossary

You can only add glossaries created by Wordfast Pro 4 or 5. For glossaries from Wordfast Classic or Wordfast Pro 3, use the **Import Glossary** action. Refer to Import a local glossary on page 189.

To add a local glossary:

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



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

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

Add project glossaries

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

To add project glossaries:

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

Project I	Files	Project TM	Project Term	ninology	Reports	Reference Files
∎ <mark>₽</mark>	₽.	B	P2		Щ.	1
Create Local	Add Local	Connect To Remote	Open Glossary	Import Glossary	Export Glossary	Add Project 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.

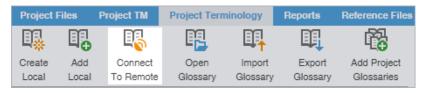
Connect to a remote glossary

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

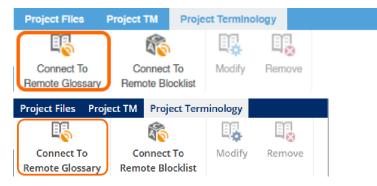
WFA allows translators to connect to a shared server and interact with a private, remote translation memory (TM) and glossary.

To connect to a remote glossary:

- 1. On the **Projects** tab, double-click a project from the projects list.
- 2. On the Project Terminology tab, click Connect To Remote.



3. On the Current Project view, and on the Project Terminology tab, click Connect To Remote.



- 4. On the **Connect to Remote Glossary** dialog, select the appropriate tab, based on your server options.
 - TMGR Server
 - WF Server
 - WFA Server

5. (Optional) Add a Term Manager (TMGR) Server on the TMGR Server tab and complete the required fields.

Required fields are marked with a red asterisk.							
Connect to Remote Glossary		×					
Connect To	Remote Glossary						
TMGR Server WF Serve	r WFA Server						
Name:*	Sample_Glossary						
Source Language:*	English (United States)	v					
Target Language:*	German (Germany)	~					
URL Settings							
URL:*	tmgr://?prj=&usr=&pwd=password1!	Test					
Address:*							
Username:*							
Password:*	•••••						
Project Short Code:*	example: ABC0000001, ABC0000002						
Selected							
Read-only							
Create Blocklist Connect	ion						
	MT .						
	ОК	Cancel					

Connect to Remote Glossary	×
Connect To	Remote Glossary
TMGR Server WF Serve	r WFA Server
Name:*	
Source Language:*	English
Target Language:*	German (Germany) 💌
URL Settings	
URL:*	example: tmgr://address:port/tmgr? Test
Address:*	
Username:*	
Password:*	
Project Short Code:*	example: ABC0000001, ABC0000002
Selected	
Read-only	
Create Blocklist Connect	ion
	OK Cancel

Connect to Remote Glossary				
Connect T	o Remote Glossary			
TMGR Server WF Serve	r WFA Server			
Name:*				
Source Language:*	English (United States)	-		
Target Language:*	German (Germany)	*		
URL Settings				
URL:*	example: tmgr://address:port/tmg Test			
Address:*				
Account Name:*				
Account Password:*				
Project Short Code: *	example: ABC0000001, ABC0000002			
Selected				
Read-only				
🗹 Create Blocklist Conn	ection			
	OK Car	ncel		

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

6. (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 Remo	te Glossary	y .	>
	onnect To	o Remote Glossary	
	WF Serve	er WFA Server	
Name:*		Sample_Glossary	
URL Settings		example: wf://jsmith:password@ad(Test
Address:*			
Port:*			
Account Name			
Account Passv	word:		
Workgroup ID:			
Selected			
Read-only			
- Head-only			
Connect to Remo	te Glossary	ок	Cancel
Connect to Remo			
VF 0	onnect To	o Remote Glossary	
	onnect To	o Remote Glossary er WFA 8erver	
TMGR Server Name:*	onnect To	o Remote Glossary	
TMGR Server	onnect To	o Remote Glossary er WFA 8erver	
TMGR Server Name:"	onnect To	o Remote Glossary er WFA 8erver Sample_Glossary	>
TMGR Server Name:" URL Settings – URL:"	onnect To	o Remote Glossary er WFA 8erver Sample_Glossary	>
VARE: URL Settings – URL Settings – URL:* Address:*	onnect To WF Serve	o Remote Glossary er WFA 8erver Sample_Glossary	>
TMGR Server Name:" URL Settings – URL:" Address:" Port."	onnect To WF Serve	o Remote Glossary er WFA 8erver Sample_Glossary	>
TMGR Server Name:" URL Settings – URL:" Address:" Port:" Account Name	ONNECT TO WF Serve	o Remote Glossary er WFA 8erver Sample_Glossary	>
TMGR Server Name:" URL Settings – URL Settings – URL:" Address:" Port:" Account Name Account Passy	ONNECT TO WF Serve	o Remote Glossary er WFA 8erver Sample_Glossary	>
MGR Server Name:" URL Settings – URL:" Address:" Port:" Account Name Account Name Account Passy Workgroup ID:	ONNECT TO WF Serve	o Remote Glossary er WFA 8erver Sample_Glossary	>
VGR Server Name:" URL Settings – URL:" Address:" Port:" Account Name Account Passe Workgroup ID:	ONNECT TO WF Serve	o Remote Glossary er WFA 8erver Sample_Glossary	>
MGR Server Name:" URL Settings – URL:" Address:" Port:" Account Name Account Name Account Passy Workgroup ID:	ONNECT TO WF Serve	o Remote Glossary er WFA 8erver Sample_Glossary	>
MGR Server Name:" URL Settings – URL:" Address:" Port:" Account Name Account Name Account Passy Workgroup ID:	ONNECT TO WF Serve	o Remote Glossary er WFA 8erver Sample_Glossary	>
MGR Server Name:" URL Settings – URL:" Address:" Port:" Account Name Account Name Account Passy Workgroup ID:	ONNECT TO WF Serve	o Remote Glossary er WFA 8erver Sample_Glossary	>
MGR Server Name:" URL Settings – URL:" Address:" Port:" Account Name Account Name Account Passy Workgroup ID:	ONNECT TO WF Serve	o Remote Glossary er WFA 8erver Sample_Glossary	>

Connect to Remote Glossary						
Connect To Remote Glossary						
TMGR Server WF Server	WFA Server					
Name:*						
URL Settings						
URL:*	example: wf://jsmith:password@a	Test				
Address:*						
Port:*						
Account Name:*						
Account						
Password:						
Workgroup ID:						
Selected						
🗹 Read-only						
	ОК	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.
URL	Enter the remote glossary URL using the following format: wf:// jsmith:password@address:port/tmgr?. The remaining URL Settings automatically populate when you enter the URL string. Click Test to validate the connection. The name can be automatically populated from the URL String for remote glossary connections.
Address	Enter the address associated with the URL.
Port	Enter the port associated with the URL.
Account Name	Enter the username associated with the URL sign in.
Account Password	(Optional) Enter the password associated with the username.
Workgroup ID	(Optional) Enter the workgroup ID for the project.
Selected	(Optional) Select to use the current glossary for the project.
Read-only	(Optional) Select to leverage the glossary without updating new terms.

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

Connect to Re	mote Glossary	,				>
Q	Connect To	o Remote	Gloss	sary		
TMGR Server	WF Serve	er WFA	Server			
Name:*		Sample_G	Blossary	,		
Source Langu	iade.*	English (L				
Target Langu	age:*	German (Germar	iy)		*
API KEY:*		username	@1234	567		Test
Selected						
Read-only	/					
					ок	Cancel
					1	
TMGR Server WF Name:*	Server WFA Server WordFast Anym	ver where Adaptive Te	est			
Source Language:*	English			-		
Target Language:*	German (Germ	iany)		~		
API KEY:*	username@12	34567		Test		
Selected						
Read-only						
		C	Ж	Cancel		
Connect to Remote	Glossary		×			
6						
Connect	To Remote Glossa	ry				
MGR Server WF Serv	ver WFA Server					
Source	English (United Sta		~			
Language:* Target	German (Germany)		~			
Language:* API KEY:*	username@123456		Test			
Selected	3.22.00					
Read-only						
		ОК	Cancel			

Field or Option Action Name Enter a unique name for the glossary.

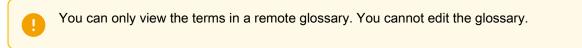
Field or Option	Action
Target Language	Select a language from the drop-down list. This list is constrained by the available target languages for your project.
ΑΡΙ ΚΕΥ	Enter the API key you obtain from WFA.
	a. Sign in to your WFA account at https://www.wordfast.com/ myaccount.
	b. Click on TMs & Glossaries,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

8. 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.



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 con the Terminology pane.

The remote glossary will open in your default browser.

2. In the TXLF Editor view, click Terminology List on the Terminology tab.

- 3. (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**.

			>
Туре	Location	Read-o	Active
http	tmgrs://stg-tmgr1.translations.com/TM	×	×
	Manage Project Glossaries	Open	Close
		http tmgrs://stg-tmgr1.translations.com/TM	http tmgrs://stg-tmgr1.translations.com/TM ✓

- 4. In 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	Rea	Sele
Glossary EN-DE	Local	/home/glpd/transstudio-re		× -
		Manage Project Glossaries)pen	Close

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

The remote glossary will open in your default browser.

Open and edit a local glossary

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

To open and edit a local glossary:

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

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

Project	Files	Project TM	Project Terminology		Reports	Reference Files
₽ ₽	□_	E	P		<u>I</u>	r de la companya de l
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	y Editor												? ^	\sim
C Next Jpdate	Previous Update	Cut	Сору	Paste	Add Term	Remove Term	Import Glossary	Export Glossary	,					
ilters			ID	Source		Target	Desc	ription	Creation	Creation	Modifica	Modificati	t↓	\equiv
Ferm Tex	and target kt: erm 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		
chier le	am lext		2	845312 77f9-40 930a- 96f316		Access Protectio		proved	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	proved	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		technolo	gy App	proved	ds	2019/0 8/26 09:31:2 2 MDT	ds	2019/08/ 26 09:31:22 MDT		
,O Fii	nd 🗙	Clear	5	a5f729 89bb-4 ab44- 8702c3 2		Worms	App	proved	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.

Import a local glossary

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

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

To import a local glossary:

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



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

Required fields are marked with a red asterisk.

Import Glossary			×
Import Glose	ary		
File Type:*	sers\Documents\Source\de-DE Term\de-DE_TechDo	TBrowse	-
 Import into existing glos 	sary		
Existing Glossary:*	de-DE-TechDoc		r
If the term already exists	* Add as new term		r
Delete all terms from	existing glossary		
		ок с	ancel
	tion		
Eila Tuna C	leat a file format for importing row toxt files		

File Type

Select a file format for importing raw text files.

Term Base eXchange (TBX) — Use with other CAT tool glossaries

Field	 Action Tab delimited text file (TXT) — Use with Wordfast Classic and Wordfast Pro glossaries
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.
	• Add as a new term — Add the term to the existing glossary file.
	 Do not overwrite — Ignore the term and retain the term already in the glossary file.
	• Overwrite existing term — Use the new term to replace the term already in the glossary file.
Delete all terms from existing glossary	Select to delete the existing term and replace it with the new glossary term.

4. Select OK.

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

Export a local glossary

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

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

To export a local glossary:

i

- 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 I	Files	Project TM	Project Tern	ninology	Reports	Reference Files
₽ <mark>₽</mark>	0	BS	E <mark>r</mark>		Ц.	r de la companya de l
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			×
V- E	xport Glossary		
Glossary:*	Doc_Term1		Ŧ
Export Type:*	ТВХ		Ŧ
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.

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.

Project	Files	Project TM	Project Tern	ninology	Reports	Reference Files					
₽ <mark>₽</mark>	0	E	R.		ЦĮ,	Ř	a 🐘	A Co	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 **Create Blocklist** dialog, enter the required blocklist information.

Required	fields are marked with a red asterisk.	
reate Blocklist		×
~ •	reate a New Blocklist	
Name:*		
Language:*	German	•
Location:*		Browse
Selected		
Read-only		
	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.

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	Project TM	Project Term	ninology	Reports	Reference Files	3				
D.		ES.	R	∎ <mark>₽</mark>	ШĮ	Ŕ	A	AC.	A	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.

Connect to a remote blocklist

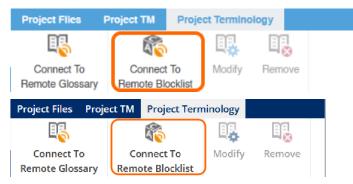
You can connect to one or more blocklists on another computer or server.

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.		E	R		Ц.	Ē.	R.		a to	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. In the Current Project view, on the Project Terminology tab, click Connect To Remote.



4. 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:*	Sample_Blocklist	
Target Language:*	German (Germany)	*
- URL Settings		
URL:*	example: tmgr://address:port/tmgr?project=	Test
Address:*		
Username:*		
Password:*		
Project Short Code:*	example: ABC0000001, ABC0000002	
Selected		
	ОК	Cancel
Connect to Term Mana	ger	×
	ger ect to Remote Blocklist	×
		×
Conne		×
Name:*	ect to Remote Blocklist	×
Name:* Target Language:*	ect to Remote Blocklist	× Test
Name:* Target Language:*	ect to Remote Blocklist German	
Name:* Target Language:* URL Settings	ect to Remote Blocklist German	
Name:* Target Language:* URL Settings URL:* Address:*	ect to Remote Blocklist German	
Name:* Target Language:* URL Settings URL:* Address:* Username:*	ect to Remote Blocklist German	
Conne Name:* Target Language:* URL Settings URL:* Address:* Username:* Password:*	ect to Remote Blocklist German example: tmgr://address:port/tmgr?project=	

Connect to Remote Blocklist						
Conne	ect to Remote Blocklist					
Name:*						
Target Language: *	German (Germany)	*				
URL Settings						
URL:*	example: tmgr://address:port/tmgr?proje Test					
Address:*						
Username:*						
Password:*						
Project Short Code:*	example: ABC0000001, ABC0000002					
Selected						
	OK Can	cel				

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

5. Click OK.

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

Open and edit a local blocklist

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



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.

Project Terminol	logy Report	s Refe	erence Files	Help				^	×
	R	8 7	A	A		ar <mark>t</mark>	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.

Wordf.	ast Pro - Blo	ocklist Editor										-		×
	Blocklist	Editor											8	^ ×
w-	0	2	X	ľ	Î		A	6	R.	AR.				
	Next Update	Previous Update	Cut	Сору	Paste	A	dd Term	Remove Term	Import Blocklist	Export Blocklist				
	Filters					ID	Forbid	den Term		Suggeste	ed Term		t↓	=
	Search:					1	Pleas	se click		Click				Î
	Forbidde	n			Ŧ	2	Orac	nicotion		Organi	rotion			
	Term Tex	t				2	Orga	nisation		Organi	zation			- 1
	Enter Te	rm Text												_
0						3	Warn	ing popup		Warnin	ig message			
*														
~		Q	Find	X CI	ear									-

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

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

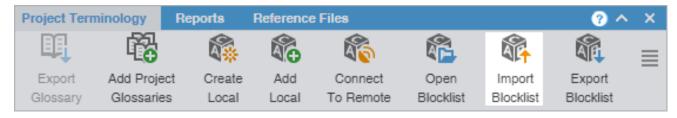
- 5. (Optional) To reset your search criteria, select Clear.
- 6. (Optional) Use the **Edit Options** actions, such as **Cut**, **Copy**, and **Paste** to edit entries within the forbidden and suggested term columns.

Import a local blocklist

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

To import a local blocklist:

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



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

Required fields are marked with a red asterisk.

ort Blocklist			
Import Bloc	klist		
File Type:*	Txt		-
Import File:*	C:\Users\Documents\Source\de-DE Term\de-DE_Te	Brow	wse
 Create a new blocklist 			
O Import into existing blo	cklist		
Existing Blocklist:*			-
If the term already exists:*			-
Delete all terms from e	xisting Blocklist		
		ОК	Canc

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

Field	Action					
Create a new blocklist	Select to use the imported blocklist to create a new blocklist, rather than add terms to an existing blocklist.					
Import into existing blocklist	elect 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.					
	 Do not overwrite — Ignore the term and retain the term already in the blocklist file. 					
	• Overwrite existing term — Use the new term to replace the term already in the blocklist file.					
Delete all terms from existing Blocklist	Select to delete the existing term and replace it with the new blocklist term.					

4. Select OK.

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

Export a local blocklist

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

To export a local blocklist:

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

Project Termi	nology Rep	orts Re	eference F	Files			? ^	×
	R	A		R	R .	R.	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 fields are marked with a red asterisk.						
Export Blocklist			×			
Export	a blocklist					
Blocklist:*	Blocklist		Ŧ			
Export Type:*	Txt		Ŧ			
File Location:*			Browse			
		ок	Cancel			
Blocklist	Select a blocklist from the drop-down list.					

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

5. Select OK.

The selected blocklist exports to the selected folder location.

Modify a glossary or blocklist

To modify a glossary or blocklist:

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

4. Select Modify.

Project Files	Co	TM Project Terr	1						
Project Files	Project TM	Project Termine	ology Modify Remove	e					
Project F	iles	Project TM	Project Terr	minology	Reports	Referen	ce Files	? ^	×
	A	R.	R			D.			
Create Local	Add Local	Connect To Remote	Open Blocklist	Import Blocklist	Export Blocklist	Modify	Remove		

 On the Connect to Remote Glossary or Connect to Remote Blocklist dialog, modify the details as required. Based on your selection, other fields auto-populate. Refer to Connect to a remote glossary on page 179 or Connect to a remote blocklist on page 194 for more details.

Required fields are marked with a red asterisk.

Connect to Remote Glossary X					
Connect To	Remote Glossary				
TMGR Server WF Serve	r WFA Server				
Name:*	TMGR Connect DE				
Source Language:*	English (United States)				
Target Language:*	German (Germany)	-			
URL Settings					
URL:*	tmgrs: the head of the com/TMGF Test				
Address:*	Included. Remetation &.com/TMGR]			
Username:*	Discissions]			
Password:*]			
Project Short Code:"	DOC000003				
Selected					
Read-only					
Create Blocklist Connect	ion				
I Oreate Diochist Connect					
	OK Cance	el			

Connect to I	Remote Glossary
--------------	-----------------

Connec	t To Remote Glossary
TMGR Server WF Se	rver WFA Server
Name:*	
Source Language:*	English (United States)
Target Language:*	German (Germany)
URL Settings URL:* Address:* Account Name:* Account Password:* Project Short Code:*	example: tmgr://address:port/tmc Test
Selected Image: Code. Image: Selected Image: Read-only Image: Create Blocklist Column: Selected	onnection
	OK Cancel

×

Connect to Term Manag	r X
Conne	t to Remote Blocklist
Name:*	IMGR Connect DE
Target Language:*	German (Germany)
- URL Settings	
URL:*	mgrs:// Igneschiles. In and Ideal.com/TMGF Test
Username:*	00C000003
Password:*	
Project Short Code:*	DOC000003
Selected	
	OK Cancel
	onnect to Remote Blocklist
Name:*	I
Target Language: *	German (Germany)
URL Settings -	
URL:*	example: tmgr://address:port/tmgr?proje Test
Address:*	
Username:*	
Password:*	
Project Short Code: *	example: ABC0000001, ABC0000002
☑ Selected	
	OK 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.
Create Blocklist Connection	(Optional) Select to link the selected glossary to a blocklist.

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

		sk.
Modify Glossary		×
Modify	/ Glossary	
Name:*	German Glossary	
Source Language:*	English	
Target Language:*	German	
Location:*	C:\Users\Documents\W/FP_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.

7. Select OK.

Your modifications are saved.

Remove a glossary or blocklist

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

To remove a glossary or blocklist:

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

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



A warning message asks you to agree to the removal.

4. Select Yes.

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

13. Monitor reports

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

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					
-12					
«					
	$EN\toDE$		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.

de&pwd=***** Secondary TM: file://C:\Users\Lak testing\Doc_TM1	s\Desktop\LN	K\WF\WF		
Summary Match Types	Segments	Words P	ercent	Tags
Leveraged	70	372	99	6
Repetitions	2	2	1	õ
TM Matches	-	-	-	Ŭ
Context	6	60	16	6
100%	64	312	83	0
95%-99%	0	0	0	0
85%-94%	0	0	0	0
75%-84%	0	0	0	0
50%-74%	0	0	0	0
No Match	2	2	1	0
Ignored	0	0	0	0
Total	74	376	100	6
Chars/Word	6.46			
Chars Total	2430			
C:\Users\Laka ation2\de\txlf\S C:\Users\Laka ation2\de\txlf\S	Sample_1.do s\Wordfast4	ocx1.txm +\projec	l.txlf ts\Docu	

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

Export a report

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

To export a report:

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



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

The report is saved to the designated location.

14. Manage project reference files

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

! Use	rs cannot mo	dify reference file	s once you att	ach them to the	project.				
Project File	es Project TI	M Project Terminok	ogy Reports	Reference Files			?	^	×
-	pen Remove								
Files F	ile File(s)		1			_			
File Name		File Type	Location			\otimes	t↓	≡	
📔 Adap	ptiveTranschec	reference-files	C:\Users\Public\V	VFP\AdaptiveTransche	ck.docx.txlf.docx				
···· 📄 BiLin	igual-Table.doc	reference-files	C:\Users\Public\V	WFP\BiLingual-Table.do	oc				
··· 📔 Sam	ple_File_Trans	reference-files	C:\Users\Public\V	WFP\Sample_File_Tran	scheck.docx.txlf.docx				
uniq	ues-Glossary1.t	reference-files	C:\Users\Public\V	WFP\uniques-Glossary1	l.txt.txlf				
$EN\toDE$					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	Files	Project TM	Project Terminology	Reports	Reference Files	? ^ ×
_ _		1	E 💫			
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.

Projec	t Files	Project TM	Project Terminology	Reports	Reference Files	? ^ X
	r,	T o				
Add Files	Open File	Show Instructions	Remove File(s)			

The selected file is opened.

View submission instructions

A translation submission created in Project Director (PD) may include specific instructions related to the submission, depending on the project configuration.

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

To view instructions:

- 1. Open a file in the **TXLF Editor** view.
- 2. On the **Projects** tab, double-click a project from the projects list to open it.
- 3. On the Reference Files tab, select Show Instructions.



4. On the Files tab, select Show Instructions.

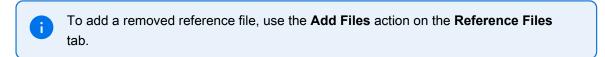
File Edit	R	Save All Switch E Layou	ditor Finish	eview Help Get MS Word Table	Download Reference Files	Download	Constructions	
File Edit	Formatting Trar	nslation Termi	nology Revie	W			<u>Simple Viev</u>	¥ ? ∧ X
	2 📖		\checkmark	II	_ 1	E.		
Close Close	All Recalculate	Save Save Al			Download	Download	Switch Editor	Show
	Progress		Review	Table Ref	ference Files	Source Files	Layout	Instructions
File Edit	Formatting Trar	slation Termi	nology Revie	w				? ^ X
	2 📑	r i	~	I II	_l	E.		
Close Close		Save Save Al			Download	Download	Switch Editor	Show
	Progress		Review	Table Ref	ference Files	Source Files	Layout	Instructions

- 5. 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.
- 6. 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 remove a reference file:

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



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

move		
Remove from the list only		
Remove from the list and move the following resources to Archi	ve folder	
Please note that the following resources will be moved from their folder	current folder i	nto Archive
Resources		#
Reference Files		1
€		Þ

Remove from the list only

Removes the reference file from the files list, but retains the reference files resources in the project folder on your computer

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

Removes the reference file from the files list and moves them to the archive folder inside the project folder on your local computer

5. Select OK.

15. Use quick tools

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

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

	Analysis Extract U	Iniques Po	pulate Uniques	Transcheck	TM Update	Pacudo Transl	lation E	illingual Expor	t Bilingual Im	port Segm	ont Chan 🔪
w=	Files (1/1 Selected)					Translation Me	emories (0/5 Selected			
•	🗟 🖬 🚯				Q	Sin 19 - 1	7 F	₿ ₽	9 8		Q
		Туре	Source Langu	Target Langua	Size	TM Name	Sourc	Target Ty	vpe Workg	Location	Re
	🗹 🦾 📔 Wordf MS	Word 200			1	Translati	Englis	Germ L	ocal	C:\Users	^
						Sample	English		temote	tms://st	_
_						WFP14	English		temote	tms://st	
						WFP Pro	Enalish	German P	lemote	tms://st	
U						Analysis Optic					
						Create TXLF files:*		reate TXLF			*
3.5						- Analyze without Th Source Language		`			
*						Target Language					-
						Target Language	S;" English	1			Ŧ
낦						Analyze Optiona -					
						Pretranslate	75 \$ 9	% matches and	on no match Cop	by Source (clea	irs ex 🔻
						Lock leverage	ed 100% ma	Iches			
						Lock leverage	ed context m	atches			
						Ignore transla	ated segmen	ts from report			
						Ignore transla	ated exact se	egments from re	port		
						Set segments	s to Translat	ed with leverage	ed 100% Matches		
						Set segments	s to Translat	ed with leverage	ed Context Matches		
						- Report Settings -					
						Calculate analysis	s report perc	centage by:*	Words		-
						Calculate inte	emal fuzzy m	alches 75	\$ % matches an	đ	
						Include in	itemal fuzzy	matches as TN	Imatches		
						Include white:	space in tota	al character cou	nt (excludes CJK la	nguages)	
						Report type:	report	summary	Ŧ		
						Report Location:					
						Next to source					
						Custom local				Bro	wse
									_		
~										Analyze F	iles

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 Import Begment Chan
W-	Files (1/1 Selected) Translation Memories (0/5 Selected)
	Sile Name File Type Source Langu Target Langua 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
U	Analysis Options
-	Create TXLF files." Do not create TXLF
	- Analyze without TM
×	Source Languages:" English w
※ ∓	Target Languages." English 💌
규는	- Analyze Options
	Pretranslate 75 🌲 % matches and on no match Copy Source (clears ex 💌
	Lock leveraged 100% matches
	Lock leveraged context matches
	Isok is veraged context machines
	Ignore translated segments from report
	gnore 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 languages)
	Report type: report summary
	Report Location:
	Next to source
	Contom 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:
 - To search the **TM Name** column for a particular string, enter the search string in the available search field next to \mathcal{P} on the **Translation Memories** panel.
 - If you do not select a TM, the analysis report displays the word count without TM leverage and the **Language Selection** option is not available.

Item	Action
Create Local	Select to open the Create TM dialog and create a local TM for quick, local access. Refer to Create a local TM on page 156.
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 157 and Add project TMs on page 158.
Connect to Remote	Select to open the Connect to Remote TM dialog and complete the appropriate information to connect to a remote TM for the project. Refer to Connect to a remote TM on page 159 for entering information into the TM Server and WF Server tabs. The symbolic name can be automatically populated from the URL String for remote TM connections.
Import TM	Select to open the Import Translation Memory dialog and complete the appropriate information to import a TM for the project. Refer to Import a local TM on page 174.
Open TM	Select to open and edit the selected TM. Refer to Open and edit a local TM on page 168.
Modify TM	Depending on the TM you select, select to open either the Modify a Local TM dialog or the Modify a Remote TM dialog, then complete the appropriate information to rename, write-protect, or change the priority of a TM for the project. Refer to Connect to a remote glossary on page 179.
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.

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

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

Item	Action
Calculate internal fuzzy matches	 (Optional) Select according to the match percentage you set or select an alternate percentage. (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.

- 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.



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

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

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

Extract uniques

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

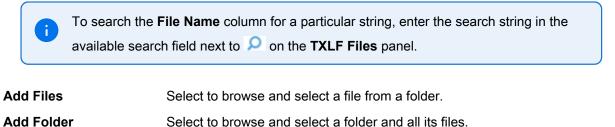
You can set the number of occurrences of a segment to be extracted to two or higher to create a file containing only repeated segments. If you exclude context TM matches, 100% TM matches, and locked segments from the extract, it further reduces the number of extracted segments.

To extract unique segments:

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

<	Analysis	Extract Uniques	Populate Uniques	Transcheck	Т	M Update	Pseudo Translation	Bilingual Export	Bilingual Import		
TXLF Files (1/1 Selected)						Extrac	Extract Unique Segments Options				
		2			Q	- Extract					
		2		-		• Ma	ake one uniques file per	TXLF			
	File Name	Source Lange				○ Ne	w uniques file after 25	0 segments			
	-U4 -	e English	German	32 segmer	nts	- Extract	location				
							ce uniques files next to	TVIE			
								TALF	Browse		
							ce in subfolder:		browse	_	
						File pr	efix:	uniques			
						Extract	Uniques Options				
						Extrac	t segments that occur a	t least 1 🌲 time	e(s)		
						Ex	clude context TM match				
						Ex	clude 100% TM matche	35			
							clude locked segments				
							ondo ioonoo coginante				
						- Report	Options				
						Report r	ame prefix: uniques-ex	dracted			
						Report I	ocation				
						Ne	xt to Original TXLF				
						⊖ Cu	atom Location:		Browse		
									Extract Uniques		

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



- **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.

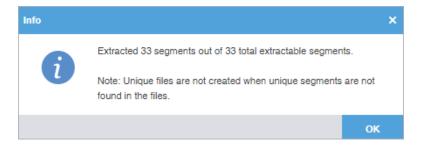
Progress bar			
Analyzing document(s)			
79% completed			
Always run in background			
Run in Background	Cancel		

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

Background Actions

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

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



Populate uniques

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

To populate unique segments:

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

Wordfa:	st Pro - Quick Tools								-		\times
	Analysis Extract	Uniques Populate	Uniques Transch	ieck T	M Update	Pseudo Tra	nslation	Bilingual Export	Bilingu	al Import	
w-	Uniques Files (1/1 Se	lected)				ate Unique	Segment	s Options			
	🗟 🗟 🚯			Q	Options	oulate TXLF in	new folder				
	File Name	Source Language	Target Language	Size	On On	ly report non-p	opulated se	gments			
	uniques-P	English	German	3	Report	name prefix:	uniques-po	pulated			
• •					Ne Ne	Location ext to Original istom Location			Popul	Browse	
	Original TXLF Files (1	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.

	 To search the File Name column for a particular string, enter the search string in the available search field next to on the Uniques Files and Original TXLF Files panels. If you do not choose a new folder for this action, the populated files are placed in a separate folder. 	
 d Files d Folder	Select to browse and select a file from a folder. Select to browse and select a folder and all its files.	

- **Remove Files** Select to remove a folder and all its files or all selected files from the list.
- 3. (Optional) Select from the following Populate Unique Segments Options:
 - Populate TXLF in new folder
 - Only report non-populated segments
- 4. (Optional) Add a report name prefix or use the default **uniques-populated** prefix you used for the Extract Uniques report.

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

The uniques from the translated uniques file are populated into the original .TXLF file.

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

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

Quick tools transcheck

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



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

To run Quick Tools Transcheck:

- 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 📑 🖬 🚯 O Transcheck Capitalization Segment Content Checks All Caps Mismatch File Name Size Source Language Target Language 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 Di IIa 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.

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

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

Option	Action
Add Local	Select and choose from the drop-down list to add to a local or project glossary or blocklist.
Connect to Remote	Select to connect a remote glossary or blocklist to the project. Refer to Connect to a remote glossary on page 179 for entering information into the TMGR Server and WF Server tabs. The symbolic name can be automatically populated from the URL String for remote glossary connections.
Import Glossary or Import Blocklist	Select to import .TBX or tab-delimited files to a glossary or blocklist assigned to the project.
Open	Select to open a glossary or blocklist in the Editor view.
Modify	Select to modify a glossary or blocklist assigned to the project.
Remove	Select to remove a glossary or blocklist assigned to the project.

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

• To search for an option, enter text in the search field above the options column list. To select all, select the checkbox, and to clear all options, deselect the checkbox. Use the **Up** or **Down Arrow** keys to move among the options, then the **Spacebar** to enable or disable.

- The Sub-options panel to the right of the Transcheck Options panel contains any sub-options related to the selected category. Use the Tab key to enter and move among sub-options, then the Spacebar to enable or disable. To enter the Sub-options panel, press Tab. To exit the Sub-options panel, press Shift + Tab.
- a) Select items for the **Segment Content Checks** category.

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

Option	Action
Repeated Word	Select to identify any repetitions of words or subwords in target segments within the edited file. Repeated subwords are found using a regular expression.
Segment Length	Select to compare source and target segment length in the edited file, then identify any discrepancies.
Smart Punctuation	Select to confirm the punctuation in the target segment is correct for that language.
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 Reference Checks category.

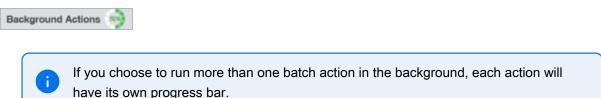
Option	Action
Blocklist	Select to cross-reference the available blocklist with the edited file.
Forbidden Character	Select to identify any provided forbidden characters remaining within the edited file.
Mistranslated Text	Select to identify any mistranslated or inaccurate translation in segments within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

5. Create your **Report Settings**.

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

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.

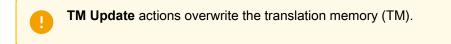


9. After successful completion, view the report, then close the report browser window.

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 77.



To use TM Update:

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

- Wordfast Pro Quick Tools \times _ 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) 🗟 🖬 🚯 ρ Ω 5. 5. 5 5 3 File Name A.. Source Language Target Language Work... Location Size Re... TM Name Sourc... Target... Туре - PD_enlocal English German 3. English Germ.. C:\User. German. \mathcal{U} TM Update Options Overwrite existing TU Update Option: Add attribute audience X Add file name as an attribute Overwrite private TUs (WFServer TM only) Write 'unedited fuzzy' to TM 럁 Write 'context' matches to TM Write 'exact' matches to TM Write 'unedited MT' to TM Translated File Settings Create translated files:* Next to source with target language suffix Ŧ report summary Ŧ Browse... late & Create **Create Translated Files** Update TM «
- 2. Select the TM Update tab, if it is not already selected.

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

To search the **File Name** column for a particular string, enter the search string in the available search field next to \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.

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 \mathcal{P} on the **Translation Memory** panel.

• To better understand context matches or the TM, refer to Leverage project TMs on page 156.

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 159 for entering information into the TM Server and WF Server tabs. The symbolic name can be automatically populated from the URL String for remote TM connections.
Import TM	Select to import .TMX or .TXT files to a TM assigned to the project.
Open TM	Select to open a TM in the TM Editor view.
Modify TM	Select to modify a TM assigned to the project.
Remove TM	Select to remove a TM assigned to the project.

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

	i	Use the search field next to a TM action to search that column above the search field location.				
lten	n	Action				

	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.

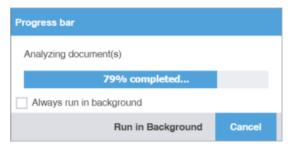
6. Select a Translated File Settings option for translation file creation from the drop-down list.

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 📑

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

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

Pseudo translation

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

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

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

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

To pseudo-translate files:

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

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
•••	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				
_						 Place 	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 \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 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.



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	Bilin	gual Export	Biling	gual Import Segr	ment Changes Adv	anced		? ^ X
WF.	TXLF Files (1/2 Selected)						Glossaries	(1/5 Se	lected)				
	🗟 🖬 🔂				Q	[n, n , -	- 📭	ng ng ng	07 <mark>0</mark> 0			Q
	File Name	Source Language		Target Language	Size		Glossary	Name	Source Langua	Target Language	Туре 🕆		Location
	QRG-En-FrCa.xlsx.bd		ates)	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
_							Local FR	ca	English (Unite	French (Canada)	Local		C:\Users\bg
						1	https://s	tg-doc	English	French (Canada)	Remote		https://stg
0							GLT0000	04_en	English	French (Canada)	Remote		tmgrs://stg
-							Bilingual E	xport O	ptions				
*						1	Options						
\sim							Select expo	at type fro	om drop down:	Bilingual Review Expo	d	*	
									fler export	and generative and a			
							Exclu	ude the n	otes column				
							Track	k changer	8				
							Prote	ect docum	tent (Word 2003+)				
							Expo	ort as Doc	x				
							Ever	et all TXI	F files as one bilingu	al file			
								1.00 1.00	Thes as one billingu				
							Custom i	instruction	ns:				Browse
							App	Name [Instructions L	egend 🗌 This docum	ent		
							O Place ex	ported file	es in the original files I	location			
							Choose I	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:

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

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

To search the **File Name** column for a particular string, enter the search string in the available search field next to **O** 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.
Connect to Remote	Select to connect a remote glossary to the project. Refer to Connect to a remote glossary on page 179.
Open	Select to open a glossary in the Glossary Editor view.

Item	Action
Modify	Select to modify a glossary assigned to the project.
Remove	Select to remove a glossary assigned to the project.

4. On the Bilingual Export Options panel, choose your export options.

Option	Action					
Select export type from drop-	Select an export type option from the drop-down list:					
down	 Bilingual Review Export — Creates a bilingual Word document. WFC Bilingual Export (Export only) — Creates a Wordfast Classic compatible document solely for export. MS-Word Table — Creates a Word document with the source and target in a two-column table. Bilingual Review Export - WFC (allows import) — Creates a bilingual Word document for import by Wordfast Classic users. 					
Open report after export	Select to automatically display the Export Report after action completion.					
Exclude the notes column	Select to remove the Notes column from the exported Word document. Instead, the export includes the notes from the TXLF file as Comments in the Word document.					
Track changes	Select to track changes in the exported Word document.					
Protect document (Word 2003+)	Select to only allow content edits in the available table space. 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**.

Progress bar	
Analyzing document(s)	
79% completed	
Always run in background	
Run in Background	Cancel

9. If you chose to run Export Bilingual Files in the background, you can monitor its progress.

Background Actions

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.

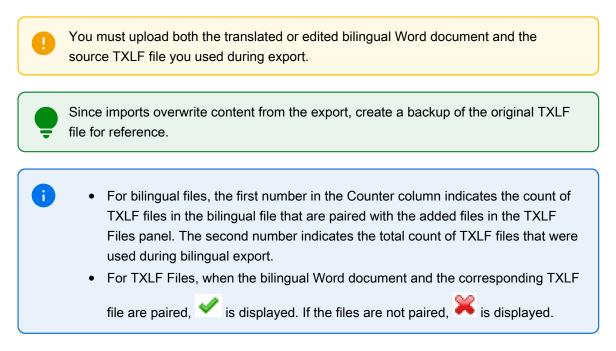
D	Source (en)	Target (fr-ca)	Score			
	Sheet1		-			
,	TSO Essentials	Rudiments de TSO	100%			
	Ouick Reference Guide for TransStudio		97%		OFRT:GIo	
	Online	Guide de référence rapide pour TransStudio Online 5	9776		OFRT:GIo	
	Introduction	Introduction	100%		OFRT:Glo	
					OFRT:GIo	
	This document provides 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:GIo	
	Claim a Submission	Demander une soumission	100%	ĺ	OFRT:GIo OFRT:GIo	
	Before you can access and work on your	A 4.3 1 1 1 3 0 1 1 4	100%		OFRT:GIo	
	files, you must log in to Project	Avant de pouvoir accéder à vos fichiers et les traiter, vous devez vous connecter à	10076		OFRT:GIo	
	Director (PD) and use the PD	Project Director (PD) et utiliser le tableau			OFRT:GIo	

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.

Wordf	ast Pro - Quick	Tools							-		×
_	Iniques	Transcheck	TM Update	Pseudo Translation	Bilingual	Export	Bilingual Import	Segment Changes	Advanced	? ^	× >
w-	Bilingual	Files (1/1 Sele	cted)			Bilin	gual Import Opti	ons			
	🖪 🕞				Q	- Optic	ona Open report after imp	ort			
	File Na	me	File	Гуре	Size		Accept Tracked Chan				
		Bilingual_PD_en-	de MS	Word Document (*.doc)	16KB		Create merged file	-			
							F files location:			Browse	
									Import B	ilingual Fi	iles
U											
*											
낦											
«											

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 \mathcal{P} on the **Bilingual Files** panel.

Add Files	Select to browse and select a TXLF file from a bilingual export folder, such as Sample.txlf.doc, and add it to the Bilingual Files list. You must select the correct file format from the drop-down list. Select MS Word Document when uploading the bilingual Word document and WF TXLF Document when uploading the TXLF file.
Add Folder	Select to browse and select a folder and all its files from a bilingual export folder to add to the available TXLF Files list.
Remove Files	Select to remove a folder and all its files or all selected files from the list.

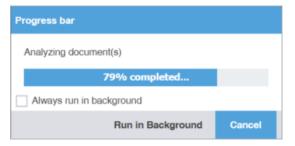
3. On the **Bilingual Import Options** panel, choose your import options.

Open report after import	Select to automatically open a report after bilingual import.
Accept Tracked Changes	Select to accept tracked changes in a bilingual Word document.
Create merged file	Select to create a single merged file as a bilingual Word document.

- 4. Browse to and select a TXLF files import location.
- 5. Select Import Bilingual Files.

Files excluded during export are ignored during import.

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



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

Background Actions

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

The translations and edits in the bilingual export Word document are imported into the specified TXLF file on your local computer.



The import overwrites the TXLF file content with the imported bilingual Word document content.

Segment changes

You can run a Segment Changes Report on one or more project files to view the history of changes to a segment. The report includes the segment ID, TM score, source and target content with the highlighted changes, username, time stamp, and translator notes. This is particularly useful in workflows that involve multiple people.

To generate a segment changes report:

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

Wordf	ast Pro - Quick Tools							_		×
	Iniques Trans	scheck TM Up	odate Pseudo	Translation	Bilingual E	xport Bilingual Imp	ort Segment Changes	Advanced	? ^	× >
w-	TXLF Files (1/1 S	Selected)				Segment Change	s Report Options			
	🗟 🗟 🖏				Q	Options Show Columna				
	File Name	File Type	Source Lang	Target Lang.	Size	Notes				
	PD	WF TXLF Do	English	German	3	Comments				
						Ratings				
						Post Edit Distar	ce			
						Enable Difference	highlighting			
U						Show all segment	s (including unmodified)			
						Show latest chan	ges in each phase			
						Open report after	export			
*						Filter Phase-name	b(S):			~
						O Filter Process-nar	nes(s):			-
랿						Include all phases	before selected phase-Nam	e(s)		
						Report name prefix:	segmentchanges			
						Report Location:				
						Next to Original 1	XLF			
						O Custom location			Browse	
								Run Segn	ent Chan	ges
≪										

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.

Segment C	hanges Report							
Phase	Weighted Edit Distance ¹	м	T T	Tot	al	Total Segme	nts Modified	Estimated
FlidSe	weighted Eult Distance	Words ²	Segments	Words	Segments	Modified %	Segments	Time ³
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

¹Weighted Edit Distance = Average PED (Post Edit Distance) of all MT segments

²*MT* word count = All *MT* Segments including modified and un-modified ³*Only includes time actively spent on modifying segments.* (Note: does not include time spent in open segments which are not modified) *Time spent reading segments if the segment was not opened in the Editor is not included. Time spent researching concepts or topics is not included, this is known and taken into account.*

File Summary

	МТ		Tot	al	Total Segmer	Estimated	
File	Words ²	Segments	Words	Segments	Modified %	Segments	Time ³
□ Quality Month Mailer v4 Bilingual- MS Word_TXLF-es- US#PR_BHMXVS#.docx.txlf	669	57	742	73	78.08%	57	00:14:34

Phase	Weighted Edit Distance ¹	м	т	Tot	al	Total Segme	Estimated		
Flidse	weighted Eult Distance	Words ²	Segments	Words	Segments	Modified %	Segments	Time ³	
FE-1	0.00%	669	57	742	73	0.00%	0	00:00:00	
Proof-1	1.99%	669	57	742	73	15.07%	11	00:07:57	
PostEdit-1	20.21%	642	53	742	73	72.60%	53	00:06:37	

16. Advanced quick tools

The **Advanced** tab gives you access to several advanced features, each with its own independent action or set of actions.

Lock or unlock segments

You can quickly lock or unlock segments in the .TXLF files you select. You can lock 100% or context matches to prevent translators or editors from making changes to them.

To lock or unlock segments:

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

<	Populate Uniques	Transcheck T	M Update	Pscudo Translati	ion	Bili	ngual Export	Bilingual Imp	port Segmen	t Changes	Advanced	? ^	×>
TX	LF Files (1/1 Selecte	d)					Advanced	Options					
E	6 🗟				2)	Lock/Unlock 8						
		Source Language	a Targ	get Language	Size		Lock 100						
	Wordfast w	English (United St		rman (Germany)	41		M LOCK CON	text matches					
									Unlock Seg	ments	Lock S	egments	
							- Swap source	and target					
							Clear targ	get					
							Remove	notes					
											8	wap	
							- Split/Merge T	XLF					
							Split TXI	LF in new folder					
							Place sp	blit files in the ori	ginal files location	1			
							O Choose	location for the s	split files			Browse	.
							Split File Opt	lions:					
							 Split after 	er 2 🌲	TUs (approx.)				
							O Split to	2 \$	-				
							O Split afte		-				
							Merge File O		words (approx.	,			
							Original files		Users\Public\Docu	ments		Browse	
							O Update e						
								new merged file					
								e TXLF in new fo	older				
								se location for th				Browse	
									Split TX	LF	Merg	e TXLF	

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 Lock/Unlock Segments area, select one or both of the Lock/Unlock Segments options:
 - Lock 100% matches
 - Lock context matches
- 4. Select either Unlock Segments or Lock Segments.

The segments you selected are locked or unlocked.

Swap the source and target

You can swap the source and target in translation files to create a back translation that validates the translated content.

To swap the source and target:

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

<	Populate Uniques	Transcheck	TM Update	e Pseudo Translat	ion	Bilingual Export	Bilingual Impor	t Segment Changes	Advanced ? ^ ×	>
TX	LF Files (1/1 Selecte	ed)				Advanced	Options			
	s 🗟 🗟				Q	- Lock/Unlock S	-			٦
	File Name	Source Langua	1	Farget Language	Size	Lock 100				
	Wordfast w	English (United	-	German (Germany)	41	Lock cont	ext matches			
	Tronsies III.	English (entree	, acaces)	deman (demany)						
								Unlock Segments	Lock Segments	
						- Swap source s	-			٦
						Clear targ	jet			
						Remove r	notes			
									Swap	
						Split/Merge TO	(LF			-
						Split TXL	.F in new folder			
						Place spl	lit files in the origina	al files location		
						Choose I	location for the split	files	Browse	
						Split File Opti	ons:			
						 Split after 	r 2 🌲 1	'Us (approx.)		
						Split to		arts (approx.)		
						O Split afte		vords (approx.)		
						Merge File Op		vords (approx.)		
						Original files		rs\Public\Documents	Browse	
						Original files	location: C.tose	supublicioocuments	Drowse	
						O Update e	existing file			
						Create no	ew merged file			
						Merge	e TXLF in new folde	f		
						C Choos	se location for the r	nerged files	Browse	
								Split TXLF	Merge TXLF	

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 \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 Advanced Options panel in the Swap source and target area, select Swap.
- 4. (Optional) Select either or both of the following options before selecting Swap.

Clear target	Select to clear target language when Swap is selected. For example, swapping
	an English to German translation, German will be the source language and the
	target language column will be empty.
Remove notes	Select to remove all notes from each segment when Swap is selected.

The source and target content is swapped.

Split or merge a TXLF file

You can split files to break a large file into smaller files. You can set a specific number of translation units (TUs), parts, or words the translated content for each file. For example, you can break a file of 1,000 TUs into four files of 250 TUs each. If there is a remainder, the last file contains the remnant.

You can use a file merge to either update the original file or create a new merged file.

With either option, you designate a specific location to split or merge the files to.

To split or merge a TXLF file:

- Transcheck TM Update Pseudo Translation Bilingual Export Bilingual Import Segment Changes Advanced ? 🔨 🗙 Iniques 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 3. German Unlock Segments Lock Segments Swap source and targe Clear target U Remove notes × Swap Split/Merge TXLF O Split TXLF in new folder 랿 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 Folder Select to browse and select a folder and all its files.

- **Remove Files** Select to remove a folder and all its files, or all selected files from the list.
- 3. On the Advanced Options panel in the Split/Merge TXLF area, select one of the following:
 - Split TXLF in new folder
 - Place split files in the original files location
 - To Choose location for the split files, select Browse... to select a folder.

- 4. Select one of the following **Split File Options**:
 - Split after x TUs (approx.)
 - Split to x parts (approx.)
 - Split after x words (approx.)
- 5. If you have already split files, you can merge them back into a single TXLF file. To do so, on the **TXLF Files** panel, **Add Files** to be merged, then choose one of the following **Merge File Options**:

Original files location:	Select Browse to select the folder the original files are in.
Update existing file	Select to browse and select a folder and all its files.
Create new merged file	The new file will be created in the original file location.
Merge TXLF in new folder	The merge TXLF file will be in a new folder in the original files location.
Choose location for the merged files	Select Browse to select a folder you want the merged file to be create.

6. Select either Split TXLF or Merge TXLF.

The files you selected are split into multiple .TXLF files or are merged into a single .TXLF file format.

17. Configure preferences

Preference options control the functions available to you in the user interface. Configure preferences at either the project level or the file level.

• General Preferences

Use these to configure the user interface and **TXLF Editor** view preferences.

• Current Project Preferences

Use these to control settings unique to individual projects. Either you or your Project Manager can set project preferences.



New Project Preferences displays if a project is not opened in the Project List view.

• User Preferences

Use these to manage your user preferences, including restoring them to the default state and exporting or importing them.

Configure color settings

The Colors preferences control color customization for specific types of content in TXLF Editor view.

When you change preferences from the default options, select **OK** to activate your selection. If you wish to return to the defaults, select **Restore Defaults** in **Advanced Settings**.

To configure colors used in the translation table:

1. On the Sidebar, select the Preferences icon ቹ.

2. On the **Preferences** dialog, select **Colors** under **General Preferences**.

General Preferences			
Colors	Customize the colors used in	the translation table	
General	Colors		
Icons	Item Name ↑	View	Color
Layout	Active Segment	Editor View	
Segment	Auto-Propagated	Editor View	
Shortcuts	Committed into TM	Editor View	
Warnings	Context Match	Editor View	
Tags	Exact TM Match	Editor View	
Auto-Propagation	Exact Term Match	Editor View	
Auto-Suggestion	Fuzzy TM Match	Editor View	
Spelichecker	Fuzzy Term Match	Editor View	
	Machine Translated	Editor View	
Current Project Preferences Translation Memory	Missing Exact Term Match	Editor View	
Terminology	Missing Fuzzy Term Match	Editor View	
Penalties	Modified Target	Editor View	
Transcheck	No TM Match	Editor View	
	Selected Term	Editor View	
Preferences General Preferences	Customize the colors u	sed in the translation table	OK Cance
Preferences General Preferences Colors	Customize the colors u	used in the translation table	_
General Preferences	Customize the colors u	ised in the translation table	_
General Preferences Colors		used in the translation table View	_
General Preferences Colors General	Colors		×
General Preferences Colors General Icons	Colors Item Name ↑	View	×
General Preferences Colors General Icons Layout	Colors Item Name ↑ Active Segment	View Editor View	×
General Preferences Colors General Icons Layout Segment	Colors Item Name ↑ Active Segment Auto-Propagated	View Editor View Editor View	×
General Preferences Colors General Icons Layout Segment Shortcuts	Colors Item Name ↑ Active Segment Auto-Propagated Committed into TM	View Editor View Editor View Editor View	×
General Preferences Colors General Icons Layout Segment Shortcuts Warnings	Colors Item Name ↑ Active Segment Auto-Propagated Committed into TM Context Match Exact TM Match	View Editor View Editor View Editor View Editor View Editor View	×
General Preferences Colors General Icons Layout Segment Shortcuts Warnings Tags	Colors Item Name Active Segment Auto-Propagated Committed into TM Context Match Exact TM Match Exact Term Match	View Editor View	×
General Preferences Colors General Icons Layout Segment Shortcuts Warnings Tags Auto-Propagation	Colors Item Name Active Segment Active Segment Auto-Propagated Committed into TM Context Match Exact TM Match Exact Term Match Fuzzy TM Match	View Editor View	×
General Preferences Colors General Icons Layout Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion	Colors Item Name Active Segment Auto-Propagated Committed into TM Context Match Exact TM Match Exact Term Match Fuzzy TM Match Fuzzy Term Match	View Editor View	×
General Preferences Colors General Icons Layout Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion Spellchecker	Colors Item Name Active Segment Active Segment Auto-Propagated Committed into TM Context Match Exact TM Match Exact Term Match Fuzzy TM Match	View Editor View	×
General Preferences Colors General Icons Layout Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion Spellchecker	Colors Item Name Active Segment Auto-Propagated Committed into TM Context Match Exact TM Match Exact Term Match Fuzzy TM Match Fuzzy Term Match	View Editor View	×
General Preferences Colors General Icons Layout Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion Spelichecker Machine Translation	Colors Item Name Active Segment Active Segment Auto-Propagated Committed into TM Context Match Exact TM Match Exact Term Match Fuzzy TM Match Fuzzy Term Match Machine Translated	View Editor View	×
General Preferences Colors General Icons Layout Segment Shortcuts Warnings Tags Auto-Propagation Auto-Propagation Spelichecker Machine Translation	Colors Item Name Active Segment Auto-Propagated Committed into TM Context Match Exact TM Match Exact Term Match Fuzzy TM Match Fuzzy Term Match Machine Translated Missing Exact Term Match	View Editor View	×
General Preferences Colors General Icons Layout Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion Spelichecker Machine Translation Current Project Preferences Translation Memory	Colors teem Name Active Segment Active Segment Auto-Propagated Committed into TM Context Match Exact TM Match Exact Term Match Fuzzy TM Match Fuzzy Term Match Machine Translated Missing Exact Term Match Missing Fuzzy Term Match	View Editor View	×
General Preferences Colors General Icons Layout Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion Spelichecker Machine Translation Current Project Preferences Translation Memory Terminology	Colors Item Name Active Segment Active Segment Auto-Propagated Committed into TM Context Match Exact TM Match Exact Term Match Fuzzy TM Match Fuzzy Term Match Mashine Translated Missing Exact Term Match Missing Fuzzy Term Match	View Editor View	×

neral Preferences	Customize the colors used in	the translation table	
Colors			
General	Colors		
Icons	Item Name †	• View •	Color
Layout	Active Segment	Editor View	
Segment	Aligned	Editor View	
	Auto-Propagated	Editor View	
Shortcuts	Client-Provided - Score 0	Editor View	
Warnings	Client-Provided - Score 100	Editor View	
Tags	Client-Provided - Score 75	Editor View	
Auto-Propagation	Committed into TM	Editor View	
Auto-Suggestion	Context Match	Editor View	
Spellchecker	Exact TM Match	Editor View	
	Exact Term Match	Editor View	
Machine Translation	Fuzzy TM Match	Editor View	
rrent Project	Fuzzy Term Match	Editor View	
eferences	Machine Translated	Editor View	
Translation Memory	Missing Exact Term Match	Editor View	
srences		ок	Cancel Cancel
erences	Customize the colors used	ок	
erences neral Preferences	Customize the colors used	ок	
erences neral Preferences Colors	Customize the colors used	ок	
erences neral Preferences Colors General		ок	
erences neral Preferences Colors General Fonts	Colors	OK	
erences neral Preferences Colors General Fonts Icons	Colors Item Name ↑	OK d in the translation table View	
erences neral Preferences Colors General Fonts Icons Layout Segment	Colors Item Name ↑ Active Segment	d in the translation table View Editor View	
erences neral Preferences Colors General Fonts Icons Layout Segment Shortcuts	Colors Item Name ↑ Active Segment Auto-Propagated	OK d in the translation table View Editor View Editor View	
erences neral Preferences Colors General Fonts Icons Layout Segment Shortcuts Warnings	Colors Item Name ↑ Active Segment Auto-Propagated Committed into TM	OK d in the translation table View Editor View Editor View Editor View	
erences neral Preferences Colors General Fonts Icons Layout Segment Shortcuts Warnings Tags	Colors Item Name ↑ Active Segment Auto-Propagated Committed into TM Context Match	OK d in the translation table Editor View Editor View Editor View Editor View	
erences neral Preferences Colors General Fonts Icons Layout Segment Shortcuts Warnings Tags Auto-Propagation	Colors Item Name ↑ Active Segment Auto-Propagated Committed into TM Context Match Exact TM Match	OK d in the translation table Editor View Editor View Editor View Editor View Editor View Editor View	
erences neral Preferences Colors General Fonts Icons Layout Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion	Colors Item Name ↑ Active Segment Auto-Propagated Committed into TM Context Match Exact TM Match Exact Term Match	OK d in the translation table Editor View Editor View Editor View Editor View Editor View Editor View Editor View	
erences neral Preferences Colors General Fonts Icons Layout Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion Spellchecker	Colors Rem Name Active Segment Auto-Propagated Committed into TM Context Match Exact TM Match Exact Term Match Fuzzy TM Match	OK d in the translation table View Editor View Editor View Editor View Editor View Editor View Editor View Editor View Editor View	
erences neral Preferences Colors General Fonts Icons Layout Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion Spellchecker	Colors Item Name ↑ Active Segment Auto-Propagated Committed into TM Context Match Exact TM Match Exact Term Match Fuzzy TM Match Fuzzy Term Match	OK O	
erences neral Preferences Colors General Fonts Icons Layout Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion Spelichecker Machine Translation	Colors Item Name ↑ Active Segment Auto-Propagated Committed into TM Context Match Exact TM Match Exact Term Match Fuzzy TM Match Fuzzy Term Match Machine Translated	OK	
erences neral Preferences Colors General Fonts Icons Layout Segment Shortcuts Warnings Tags Auto-Propagation Auto-Propagation Spelichecker Machine Translation w Project Preferences	Colors Rem Name ↑ Active Segment Auto-Propagated Committed into TM Context Match Exact TM Match Exact Term Match Fuzzy TM Match Fuzzy Term Match Machine Translated Missing Exact Term Match	OK O	
erences neral Preferences Colors General Fonts Icons Layout Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion Spelichecker Machine Translation w Project Preferences Replacement Translation Memory	Colors Item Name ↑ Active Segment Auto-Propagated Committed into TM Context Match Exact TM Match Exact Term Match Fuzzy Term Match Fuzzy Term Match Machine Translated Missing Exact Term Match Missing Fuzzy Term Match	OK	

Page 247 of 362

Preferences			×
General Preferences	Customize the colors used in th	e translation table	
Colors	~		
General	Colors		
Icons	Item Name 🕇	View	Color
Layout	Active Segment	Editor View	
Segment	Aligned	Editor View	
Shortcuts	Auto-Propagated	Editor View	
Warnings	Client-Provided - Score 0	Editor View	
-	Client-Provided - Score 100	Editor View	
Tags	Client-Provided - Score 75	Editor View	
Auto-Propagation	Committed into TM	Editor View	
Auto-Suggestion	Context Match	Editor View	
Spellchecker	Exact TM Match	Editor View	
	Exact Term Match	Editor View	
Current Project Preferences	Fuzzy TM Match	Editor View	
Translation Memory	Fuzzy Term Match	Editor View	
Terminology	Machine Translated	Editor View	
Penalties	Missing Exact Term Match	Editor View	
			OK Cancel

- 3. Select the color box for any **Item Name**, then select another color from the color palette on the **Color Picker** dialog.
- 4. Select **OK** to close the dialog.
- 5. Select OK.

Configure general settings

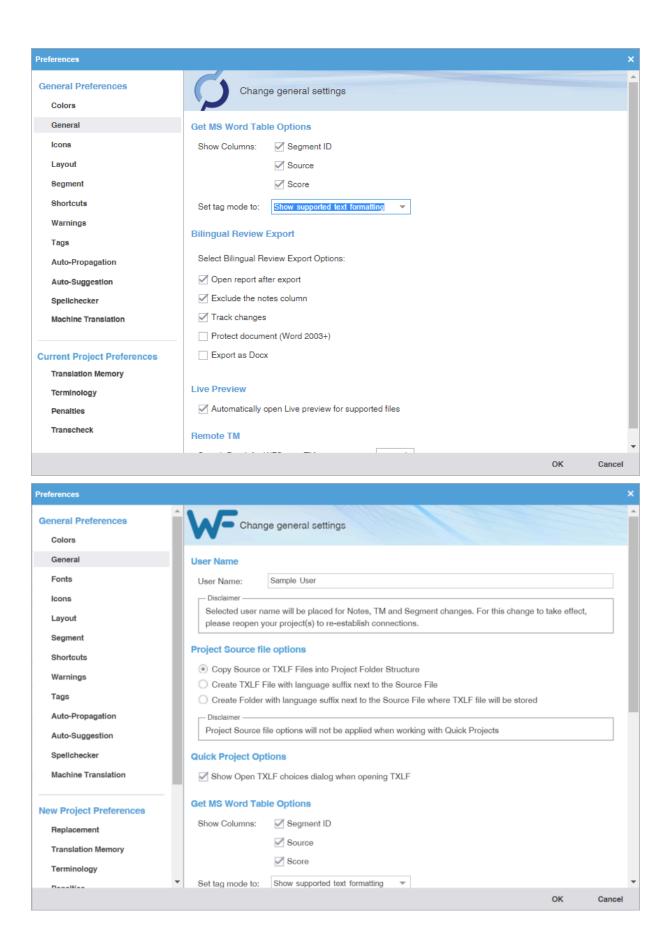
General preferences link a specific username to project-related content changes.

To customize general settings:

1. On the **Sidebar**, select the **Preferences** icon =:

2. On the Preferences dialog, select General under General Preferences.

Preferences	×
General Preferences	Change general settings
Colors	
General	Get MS Word Table Options
Icons	Show Columns: 🗹 Segment ID
Layout	Source
Segment	Score
Shortcuts	Set tag mode to: Show supported text formatting
Warnings	Bilingual Review Export
Tags	
Auto-Propagation	Select Bilingual Review Export Options:
Auto-Suggestion	Open report after export
Spellchecker	Exclude the notes column
Machine Translation	✓ Track changes ○ Protect document (Word 2003+)
Current Project Preferences	Export as Docx
Translation Memory	
Terminology	Live Preview
Penalties	Automatically open Live preview for supported files
Transcheck	Remote TM
	OK Cancel
Preferences	×
General Preferences	
Colors	Change general settings
General G	et MS Word Table Options
	Show Columns: 🗹 Segment ID
Icons	Source
Layout	Score
Segment	Set tag mode to: Show supported text formatting -
Shortcuts	ilingual Review Export
Warnings	Select Bilingual Review Export Options:
Tags	☑ Open report after export
Auto-Propagation	☑ Exclude the notes column
Auto-Suggestion	Track changes
Spellchecker	Protect document (Word 2003+)
	Export as Docx
	ve Preview
Contraction (Automatically open Live preview for supported files
	emote TM
	Search Depth for WFServer TM: 200 🌩
	OK Cancel



Preferences		×
General Preferences Colors	Change general settings	
General	Get MS Word Table Options	
lcons	Show Columns: Segment ID	
Layout	Score	
Segment	Set tag mode to: Show supported text formatting 💌	
Shortcuts	Bilingual Review Export	
Warnings	Select Bilingual Review Export Options:	
Tags	Ø Open report after export	
Auto-Propagation	Exclude the notes column	
Auto-Suggestion	Track changes Protect document (Word 2003+)	
Spellchecker	Export as Docx	
Current Project Preferences	Live Preview	
Terminology	Automatically open Live preview for supported files	
Penalties	Remote TM	
Transcheck	Search Depth for WFServer TM:	
	ок с	ancel

- 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 30.

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. Show supported text formatting Show formatting as Tags Do not show Tags

7. Select the **Bilingual Review Export** options to export a file with highlighted glossary terms in a Microsoft Word .DOC or .DOCX format.

Option	Action
Open report after export	Select to automatically open the Bilingual Report after the export completes.
Exclude the notes column	Select to exclude the notes column from the exported MS Word document.
Track changes	Select to enable track changes in the exported MS Word document.
Protect document (Word 2003+)	Select to write-protect the document. This allows users to edit only the target segment content and add notes.
Export as Docx	Select to export the bilingual report in the Word .DOCX file format.
Export all TXLF files as one bilingual file	Select to export all submission files as a single bilingual file.
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.

Option	Action
Export as Docx	Select to export the bilingual report in the
	Word .DOCX file format.

- 8. Select the option to display the dialog for running **Quick Tools** analysis and cleanup as batch actions that run in the background.
- 9. To automatically provide a live preview of the translated file when working in the **TXLF Editor** enable the **Live Preview** option. This option supports MS Word .DOC and .DOCX or MS Powerpoint .PPT and .PPTX 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.
- 11. 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.
- 12. Set the search depth when using the remote TM for your connected TM server type. The search depth is the number of segment results that can be viewed for a particular search within a remote TM.

Configure fonts

Fonts preferences control customization of font type and size for application-wide functions, such as notes.

To configure fonts:

2. Select Fonts under General Preferences.

Preferences					×
General Preferences Colors	Customize the f	onts used throughout the application			
General	Fonts				
Fonts	Item Name	Font	Size		Change
Icons	TXLF Editor Font	Arial			Griange
Layout			12		
Segment	TM Lookup Font Term Lookup Font	Arial	12		
	Blacklist Editor Font	Arial	12	-	
Shortcuts	Discuss contrain	Anui		_	
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	*	
Terminology	- Disclaimer				
Penalties	Language Specific Font select	ed applies for Editor only SX) are not supported by the editor			
Transcheck	For otypes (Typerade on O	ony are not supported by the editor			
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.

Configure icon settings

Icons preferences control the relative size of the icon and include or exclude the icon title.

To configure icon settings:

2. On the Preferences dialog, select Icons under General Preferences.

Preferences		×	
General Preferences	Customize the appearance of the icons the application ribbon		
Colors			
General	Icons		
Fonts	Set icons size:		
Icons	Large icons Medium icons		
Layout	Small icons		
Segment	☑ Display text		
Shortcuts			
Warnings			
Tags			
Auto-Propagation			
Auto-Suggestion			
Spellchecker			
Machine Translation			
New Project Preferences			
Replacement			
Translation Memory			
Terminology			
	ок с	Cancel	
General Preferences Colors	Customize the appearence of the icons the application ribbon		
General	Icons		
lcons	Set icons size:		
Layout	O Large icons		
Segment	Medium icons		
	O Small icons		
Shortcuts	☑ Display text		
Warnings			
Tags			
Auto-Propagation			
Auto-Suggestion			
Machine Translation			
Current Project Preferences	—		
Terminology			
Penalties			
Transcheck			
		ОК	Car

Preferences	×
General Preferences	Customize the appearance of the icons the application ribbon
Colors	
General	Icons Set loons size:
lcons	C Large icons
Layout	Medium icons
Segment	Small icons
Shortcuts	
Warnings	
Tags	
Auto-Propagation	
Auto-Suggestion	
Spellchecker	
Machine Translation	
Current Project Preferences	
Translation Memory	
x >	¥
General Preferences	Customize the appearence of the icons the application ribbon
General	lcons
lcons	Set icons size:
Layout	C Large icons
Segment	Medium icons Small icons
Shortcuts	✓ Display text
Warnings	
Tags	
Auto-Propagation	
Auto-Suggestion	
Current Project Preferences	S
Terminology	
Penalties Transcheck	
Hanscheck	
	OK

Preferences		×
General Preferences Colors General	Customize the appearance of the icons the application ribbon	
lcons	Set icons size:	
Layout Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion	 Medium icons Small icons ✓ Display text 	
Current Project Preferences Terminology Penalties Transcheck	ОК Саг	ncel

- 3. Select a size for application icons.
- 4. (Optional) Clear Display text to exclude icon description text.
- 5. Select OK.

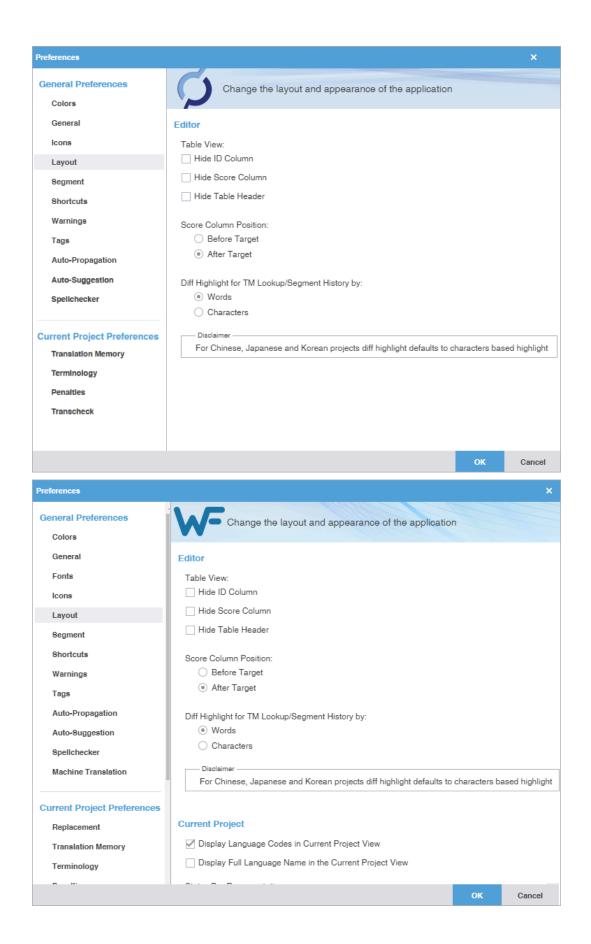
Configure layout options

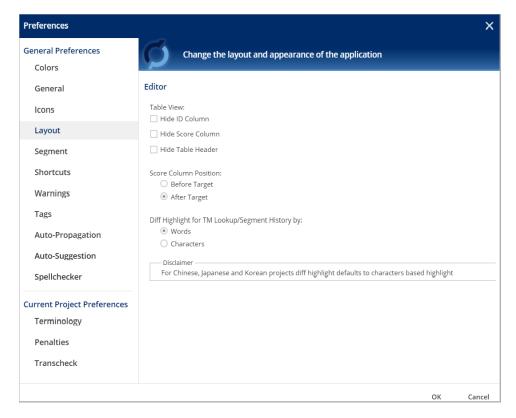
Layout preferences control the arrangement of user interface views.

To configure layout options:

2. Select Layout under General Preferences.

General Preferences	Change the layout and appearance of the application
Colors	
General	Editor
Icons	Table View:
Layout	Hide ID Column
Segment	Hide Score Column
Shortcuts	Hide Table Header
Warnings	Score Column Position:
Tags	○ Before Target
Auto-Propagation	 After Target
Auto-Suggestion	Diff Highlight for TM Lookup/Segment History by:
Spelichecker	Words
Machine Translation	◯ Characters
	Diaclaimer
Current Project Preferences	For Chinese, Japanese and Korean projects diff highlight defaults to characters based highlight
Translation Memory	
Terminology	
Penalties	
Transcheck	
Proforances	ок с
Seneral Preferences	ок с Х Change the layout and appearance of the application
Seneral Preferences	Change the layout and appearance of the application
Seneral Preferences	×
Seneral Preferences	Change the layout and appearance of the application
ieneral Preferences Colors General	Change the layout and appearance of the application Editor Table View:
General Preferences Colors General Icons Layout	Change the layout and appearance of the application Editor Table View: D Hide ID Column
Colors General Icons Layout Segment	Change the layout and appearance of the application Editor Table View: Hide ID Column Hide Score Column Hide Table Header
Colors General Icons Layout Segment Shortcuts	Change the layout and appearance of the application Editor Table View: Hide ID Column Hide Score Column
General Preferences Colors General Icons Layout Segment	Change the layout and appearance of the application Editor Table View: Hide ID Column Hide Score Column Hide Table Header Score Column Position:
Colors General Icons Layout Segment Shortcuts	Change the layout and appearance of the application Editor Table View: Hide ID Column Hide Score Column Hide Score Column Score Column Position: Before Target After Target
General Preferences Colors General Icons Colors Col	Change the layout and appearance of the application Editor Table View: Hide ID Column Hide Score Column Hide Table Header Score Column Position: Before Target
Colors Colors General Icons Layout Segment Shortcuts Warnings Tags Auto-Propagation	Change the layout and appearance of the application Editor Table View: Hide ID Column Cloumn Gloum Glo
Colors General Preferences General Icons Layout Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion	Change the layout and appearance of the application Editor Table View: Hide ID Column Hide Score Column Hide Score Column Score Column Position: Before Target After Target Diff Highlight for TM Lookup/Segment History by: Words
General Preferences Colors General Icons Layout Segment Shortcuts Warnings Tags Auto-Propagation	Change the layout and appearance of the application Editor Table View: Hide ID Column Hide Score Column Hide Score Column Hide Table Header Score Column Position: Before Target Oliff Highlight for TM Lookup/Segment History by: Words Characters
Colors General Preferences General Icons Layout Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion	Change the layout and appearance of the application Editor Table View: Hide ID Column Hide Score Column Hide Score Column Score Column Position: Before Target After Target Mater Target Diff Highlight for TM Lookup/Segment History by: Words Characters Disclaimer
Seneral Preferences Colors General Icons Layout Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion Spellchecker Machine Translation	Change the layout and appearance of the application Editor Table View: Hide ID Column Hide Score Column Hide Score Column Score Column Position: Before Target After Target Mater Target Diff Highlight for TM Lookup/Segment History by: Words Characters Disclaimer
General Icons Layout Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion Spellchecker	Change the layout and appearance of the application Editor Table View: Hide ID Column Hide Score Column Hide Score Column Score Column Position: Before Target After Target Mater Target Diff Highlight for TM Lookup/Segment History by: Words Characters Disclaimer





- 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.

Configure segment actions

Segment Actions preferences control segment action behaviors, such as Smart Quotes or Smart Punctuation.

To configure segment actions:

2. On the Preferences dialog, select Segment under General Preferences.

Preferences		×
General Preferences Colors	Configure how segment will work in the text editor	
General Icons Layout Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion Spelichecker Machine Translation	Segment actions Next/Previous Segment action leverages next/previous segment Commit changes the segment state to Translated Open the last edited segment when opening a file Leverage the first opened segment on click Capitalize the first letter of the target segment (Except Asian languages) Enable Smart Quotes Copy source with number conversion Skip locked segments Skip Unedited 100% Matches	
Current Project Preferences Translation Memory Terminology Penalties Transcheck	 Skip Unedited Context Matches Commit changes the state of empty segments to Translated Cursor position on segment opening: Start End Number conversion character selection (overrides default): Digit Grouping Character:* Comma Period Enable digit grouping for numbers having less than five digits 	

Preferences		×	
General Preferences Colors	Configure how segment will work in the text editor	Â	
General	Segment actions		
lcons	 Next/Previous Segment action leverages next/previous segment 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	C Enable Smart Quotes		
Tags	Copy source with number conversion		
-	Skip locked segments		
Auto-Propagation	Skip Unedited 100% Matches		
Auto-Suggestion	Skip Unedited Context Matches		
Spellchecker	Commit changes the state of empty segments to Translated		
Machine Translation	Cursor position on segment opening:		
	 Start 		
Current Project	O End		
Preferences	Number conversion character selection (overrides default):		
Translation Memory	Digit Grouping Character:* Comma 💌		
< >	Decimal Character:* Period 💌	~	
	ОК Сап	icel	

Preferences		x		
General Preferences Colors	Configure how segment will work in the text editor			
General	egment actions			
lcons	Mark segment signed off and move to next segment without commit			
Layout	Next/Previous Segment action leverages next/previous segment			
Segment	Open the last edited segment when opening a file			
Shortcuts	Leverage the first opened segment on click			
Warnings	Capitalize the first letter of the target segment (Except Asian languages)			
Tags	Z Enable Smart Quotes			
Auto-Propagation	Copy source with number conversion			
Auto-Suggestion	Skip locked segments			
Spellchecker	Skip Unedited 100% Matches			
	Skip Unedited Context Matches			
Current Project Preferences	Cursor position on segment opening:			
Translation Memory	 Start 			
Terminology	○ End			
Penalties	Number conversion character selection (overrides default):			
Transcheck	Digit Grouping Character:* Comma			
	Decimal Character:* Period			
	Enable digit grouping for numbers having less than five digits			

Preferences						×
General Preferences Colors	Configure how segr	nent will work in	the text editor			
General	Segment actions					
Fonts	Next/Previous Segment action	leverages next/pre	evious segment			
Icons	Commit changes the segment	state to Translated	i			
Layout	Open the last edited segment v	when opening a file	9			
Segment	Leverage the first opened segr	nent on click				
Shortcuts	Capitalize the first letter of the	target segment (E:	xcept Asian langua	ages)		
Warnings	Enable Smart Quotes					
Tags	Copy source with number conv	rsion				
Auto-Propagation	Skip locked segments					
Auto-Suggestion	Skip Unedited 100% Matches					
Spelichecker	Skip Unedited Context Matcher	e				
Machine Translation	Commit changes the state of e		Translated			
	Cursor position on segment openin		Tanolatou			
New Project Preferences	 Start 					
Replacement	O End					
Translation Memory	Number conversion character	coloction (override	s default):			
Terminology	Digit Grouping Character:*	Comma	s delault).			
Penalties	Digit Grouping Character:*	Period				
Transcheck			The stress disits			
Segmentation	Enable digit grouping for	numbers naving le	iss man tive digits			
Filters						
	·				ОК	Cancel

Preferences		×
General Preferences Colors	Configure how segment will work in the text editor	Í
General	Segment actions	
lcons	Mark segment signed off and move to next segment without commit	
Layout	 Next/Previous Segment action leverages next/previous segment 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	Z Enable Smart Quotes	
Tags	Copy source with number conversion	
Auto-Propagation	 Skip locked segments Skip Unedited 100% Matches 	
Auto-Suggestion	Skip Unedited Context Matches	
Spellchecker	Cursor position on segment opening:	
Current Project Preferences	 Start 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	
	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 Commit. You can toggle back to Needs Translation by selecting the segment state.
Open the last edited segment when opening a file	Select to go to the last segment edited after reopening a file.
Leverage the first opened segment on click	Select to automatically leverage the TM for the first open segment you click after opening a file for translation.
Capitalize the first letter of the target segment (Except Asian Languages)	Select to convert translated segments to sentence case. Not applicable for Asian languages.
Enable Smart Quotes	Select to activate both Smart Quote and Smart Punctuation features.

Option	Action
	 Smart Quotes: Changes the quotation marks to smart quotes, depending on the target language. 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. The white space group includes spaces, non-breaking spaces, and white space representations: the middot and overring. The white space group also includes cases where an exclamation point or question mark exists in isolation at the beginning of the segment, sentence, or paragraph.
Copy source with number conversions	Select to enable suggesting the correct number conversion as the top suggestion and copy source numbers into the target with the correctly converted numbers for the language.
Skip locked segments	Select to enable skipping locked segments when the next segment or previous segment action is used.
Skip Unedited 100% Matches	Select to ignore 100% matched segments.
Skip Unedited Context Matches	Select to ignore segments with context matches.
Commit changes of the state of empty segments to Translated	Select to have all empty segments in the source show as Translated
Cursor position on segment opening	 Select to place the cursor at the beginning or end of the active segment. Start: The default places the cursor at the beginning of the segment on segment selection. End: Places the cursor at the end of the segment on segment selection.
Number conversion character selection (overrides default):	 Select to override the default number conversion character for all languages in the project. Digit Grouping Character: Space, Period, Comma, Nonbreaking Space, Apostrophe, or Blank Decimal Character: Period, or Comma 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
Option	Action
Mark segment signed off and move to next segment without commit	Select to automatically mark the segment as signed off and move to the next segment (without commit) by pressing Ctrl + Down Arrow.
Next/Previous Segment action leverages next/previous segment	Select to automatically leverage the TM for the segment as you make the segment active.

Option	Action
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.
	 Smart Quotes: Changes the quotation marks to smart quotes, depending on the target language. 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. The white space group includes spaces, non-breaking spaces, and white space representations: the middot and overring. The white space group also includes cases where an exclamation point or question mark exists in isolation at the beginning of the segment, sentence, or paragraph.
Copy source with number conversions	Select to enable suggesting the correct number conversion as the top suggestion and copy source numbers into the target with the correctly converted numbers for the language.
Skip locked segments	Select to enable skipping locked segments when the next segment or previous segment action is used.
Skip Unedited 100% Matches	Select to ignore 100% matched segments.
Skip Unedited Context Matches	Select to ignore segments with context matches.
Cursor position on segment opening	 Select to place the cursor at the beginning or end of the active segment. Start: The default places the cursor at the beginning of the segment on segment selection. End: Places the cursor at the end of the segment on segment selection.
Number conversion character selection (overrides default):	 Select to override the default number conversion character for all languages in the project. Digit Grouping Character: Space, Period, Comma, Nonbreaking Space, Apostrophe, or Blank Decimal Character: Period, or Comma

• Decimal Character: Period, or Comma

 Enable digit grouping for numbers having less than five digits: will not group numbers less than five digits, for example 9999.00 instead of 9,999.00

Customize keyboard shortcuts

Shortcuts preferences control keyboard shortcuts for the commands that you frequently use.

To customize keyboard shortcuts:

2. On the Preferences dialog, select Shortcuts under General Preferences.

eneral Preferences	Customize a	and define your keybo	pard shortcuts for the	application		
Colors	Customize a	ind denne your keyb		= application		
General						
	Shortcuts					
lcons	Scheme: Word	fast Pro style 🔍				
Layout	Include Unbound Com	mands				
Segment	Search:					
Shortcuts						
Warnings	Select command by single	e clicking to assign new	-		10	
Tags	Commands ↑		Shortcut		View	
_	About Add Note		Choose Binding Alt+Shift+N		Editor, Project Editor	
Auto-Propagation	Add Note		Ctrl+F11		Editor	
Auto-Suggestion	Attach/Detach Toolbar		Choose Binding		Editor	
Machine Translation	Bilingual Export		Choose Binding		Project	
	Bold		Ctrl+B		Editor	
rrent Project Preferences	Chain Files		Choose Binding		Project	
Terminology	Clear Target Document		Choose Binding		Editor	
	Clear Target Segment		Choose Binding		Editor	
Penalties	Clear all tags (Document)		Choose Binding		Editor	
Transcheck	Clear all taos (Segment)		Ctrl+Shift+V		Editor	
eferences					ок	Car
neral Preferences	Customize and defi	ine your keyboard sh	ortcuts for the applica	ation		Car
neral Preferences		ine your keyboard sh	ortcuts for the applic	ation		Car
neral Preferences	Shortcuts		ortcuts for the applic	ation		Car
neral Preferences Colors General			ortcuts for the applica	ation		Car
neral Preferences Colors General Icons	Shortcuts		ortcuts for the applic	ation		Car
neral Preferences Colors General Icons Layout	Scherne: Wordfast Pro st		ortcuts for the applica	ation		Car
neral Preferences Colors General Icons Layout Segment	Shortcuts Scheme: <u>Wordfast Pro_st</u> ✓ Include Unbound Commands Search:	Vie –		ation		Car
neral Preferences Colors General Icons Layout Segment	Shortcuts Scheme: Wordfast Pro str ✓ Include Unbound Commands Search: Select command by single clicking to	vie 🔹	ition			Car
neral Preferences Colors General Icons Layout Segment Shortcuts	Shortcuts Scheme: <u>Wordfast Pro_st</u> ✓ Include Unbound Commands Search:	Vie –	ition	ation		Car
neral Preferences Colors General Icons Layout Segment Shortcuts	Shortcuts Scheme: Wordfast Pro str ✓ Include Unbound Commands Search: Select command by single clicking to	vie 👻 o assign new key combina 👻 Shc	ition			Car
neral Preferences Colors General Icons Layout Segment Shortcuts Warnings	Shortcuts Scheme: Wordfast Pro st ✓ Include Unbound Commands Search: Select command by single clicking to Commands ↑	o assign new key combina	ition	View		Car
neral Preferences Colors General Icons Layout Segment Shortcuts Warnings Tags	Shortcuts Scheme: Wordfast Pro str ✓ Include Unbound Commands Search: Select command by single clicking to Commands ↑ Add Note	o assign new key combina Sho Alt+ Ctri	ition ortcut •Shift+N	View Editor		Car
neral Preferences ^ Colors	Shortcuts Scheme: Wordfast Pro st ✓ Include Unbound Commands Search: Select command by single clicking to Commands ↑ Add Note Add Term	o assign new key combina Sho Alt+ Ctri Cho	ition prtcut •Shift+N +F11	View Editor Editor		Car
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Penalties	Clear Target Segment	Choose Binding	Editor	
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Customize and define your key	/board shortcuts for the app	plication	
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	ey combination		
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Add Term	Ctrl+F11	Editor	
Attach/Detach Toolbar	Choose Binding	Editor	
Bilingual Export	Choose Binding	Project	
Chain Files	Choose Binding	Project	
Clear All Tags (Document)	Choose Binding	Editor	
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- 3. Select a style Scheme from the drop-down list.
- 4. Select a **Command** from the command list and enter a new sequence of keys in the **Shortcut** column, then select **OK**.

You cannot change the standard Windows keyboard shortcuts such as copy, paste, bold, or italic. When changing or creating new shortcut key sequences, the sequence must either begin with a **Ctrl**, **Alt**, or **Shift**, must use a function key, or use a combination of these.

5. (Optional) If you choose a shortcut key sequence already in use, a warning message notifies you that it will override the prior key sequence. Click **Yes** to save the new shortcut for a command.

The new shortcut key sequence is saved.

Configure warning messages

Warnings preferences control the type of warning notifications you receive.

To configure warning messages:

2. On the **Preferences** dialog, select **Warnings** under **General Preferences**.

eferences	
General Preferences Colors	Configure which warning messages you want to see in the application
General	Warnings
Fonts	Velcome message
Icons	No TM available warning
Layout	Transcheck warnings
Segment	✓ Overwrite target warning
Shortcuts	Copy all sources warning
Warnings	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	TM, glossary, blocklist location change warning
	Remove Term warning
ew 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
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Preferences		×
General Preferences Colors	Configure which warning messages you want to see in the application	Â
General	Warnings	
Icons	Transcheck warnings	
Layout	✓ Overwrite target warning	I
Segment	Copy all sources warning	I
Shortcuts	End of document warning	I
Warnings	Remove segment tags warning	I
Tags	Remove all tags warning	I
Auto-Propagation	Remove Target warning	I
Auto-Suggestion	Remove all target warning	I
	Show duplicate shortcuts warning	
Current Project Preferences	Show target with tags warning	I
Translation Memory	Terminology highlighting info message	I
Terminology	Transcheck All Warnings	I
Penalties	Remove TM warning	I
Transcheck	Remove glossary warning	ĩ
	Remove blacklist warning	
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	OK Cancel	

Preferences		×
General Preferences	Configure which warning messages you want to see in the application	
Colors	~	
General	Warnings	
lcons	Transcheck warnings	
Layout	Overwrite target warning	
Segment	Copy all sources warning	
Shortcuts	Remove segment tags warning	
Warnings	Remove all tags warning	
_	Remove Target warning	
Tags	Remove all target warning	
Auto-Propagation	Show duplicate shortcuts warning	
Auto-Suggestion	Show target with tags warning	
Spellchecker	Terminology highlighting info message	
Machine Translation	Transcheck All Warnings	
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Translation Memory	Remove blocklist warning	
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Preferences		×
General Preferences Colors	Configure which warning messages you want to see in the application	
General	Warnings	
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Layout	Overwrite target warning	
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Shortcuts	End of document warning	
Warnings	Remove segment tags warning	
Tags	Remove all tags warning	
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	Show duplicate shortcuts warning	
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Terminology	Terminology highlighting info message	I
Penalties	Transcheck All Warnings	I
Transcheck	Remove TM warning	I
	Remove glossary warning	ľ
	Remove blacklist warning	
	Segment unlock warning	
	Show dialog to configure Get MS Word Table Preferences	-
	OK Cancel	

Preferences		
General Preferences	Configure which warning messages you want to see in the application	
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General	Warnings	
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Layout	☑ Overwrite target warning	
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Segment	☑ End of document warning	
Shortcuts	Remove segment tags warning	
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Tags	Remove all target warning	
Auto-Propagation	Show duplicate shortcuts warning	
	Show target with tags warning	
Auto-Suggestion	Terminology highlighting info message	
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Terminology	Remove glossary warning	
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	Show missing spellcheck dictionary warning	
	ОК Са	and

- 3. Select your warning notifications.
- 4. Select OK.

Configure tags and formatting

Tags and Formatting preferences control the tag mode, representation, and font size in the TXLF Editor view.



To configure tag and formatting options:

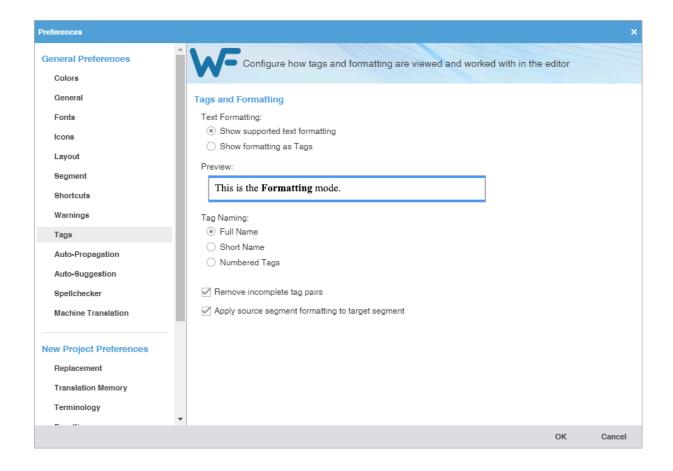
2. On the Preferences dialog, select Tags under General Preferences.

Ceneral Preferences Colors Configure how tags and formatting are viewed and worked with in the editor Colors Tags and Formatting Icons Tags and Formatting Layout Show supported text formatting Segment Show formatting as Tags Shortcuts Preview: Varnings Tag Naming: Auto-Propagation Full Name Auto-Suggestion Short Name Spelichecker Numbered Tags Machine Translation Remove incomplete tag pairs Translation Memory Apply source segment formatting to target segment	
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Cancel

Preferences		×
General Preferences	Configure how tags and formatting are viewed and worked with in the editor	
Colors		
General	Tags and Formatting Text Formatting:	
lcons	 Show supported text formatting 	
Layout	Show formatting as Tags	
Segment	Preview: This is the Formatting mode.	
Shortcuts	This is the Formatting mode.	
Warnings	Tag Naming: O Full Name	
Tags	O Short Name	
Auto-Propagation	Numbered Tags	
Auto-Suggestion	Remove incomplete tag pairs	
Spellchecker	Apply source segment formatting to target segment	
Machine Translation		
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Translation Memory		
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Preferences	
General Preferences Colors	Configure how tags and formatting are viewed and worked with in the editor
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Auto-Suggestion Spelichecker	 Short Name Numbered Tags
Current Project Preferences Translation Memory Terminology Penalties Transcheck	 Remove incomplete tag pairs Apply source segment formatting to target segment



Preferences		×
General Preferences Colors	Configure how tags and formatting are viewed and worked with in the editor	
General	Tags and Formatting	
Icons	Text Formatting: Show supported text formatting 	
Layout	○ Show formatting as Tags	
Segment	Preview:	
Shortcuts	This is the Formatting mode.	
Warnings	Tag Naming: O Full Name	
Tags	○ Short Name	
Auto-Propagation	Numbered Tags	
Auto-Suggestion	Remove incomplete tag pairs	
Spellchecker	Apply source segment formatting to target segment	
Current Project Preferences		
Translation Memory		
Terminology		
Penalties		
Transcheck		

OK Cancel

3. Modify Text Formatting options.

Option	Action
Show supported textSelect to display formatted content in the TXLF Editor viewformattingsample of the formatted content in Preview.	
Show formatting as Tags	Select to display content with formatting tags in the TXLF Editor view, along with a sample of the formatted content and tags in Preview .

4. Modify Tag Naming options.

Option	Action
Full Name	Select to view the tag's full name, for example Font.
Short Name	Select to view the tag's short name, for example F.
Numbered Tags	Select to view the tag's number, for example 3.
Remove incomplete tag pairs	Select to delete incomplete or incorrect tags from the file.
Apply source segment formatting to target segment	Select to apply segment formatting within a tag from the source segment to the target segment.

Configure auto-propagation

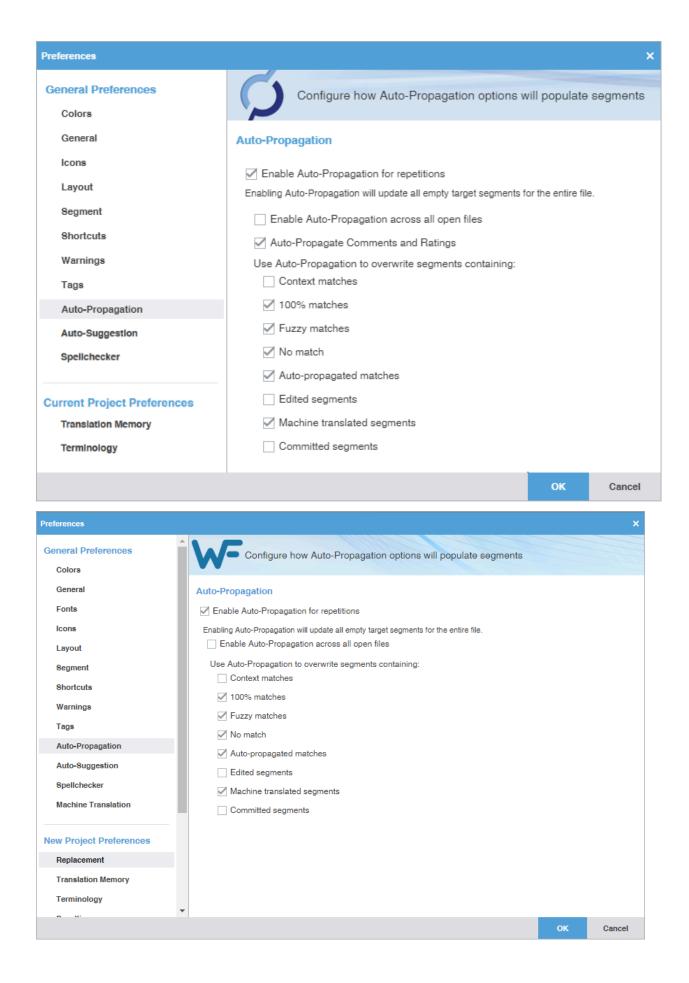
Auto-Propagation preferences control the automatic update of TXLF segments with specific segment status and scores.

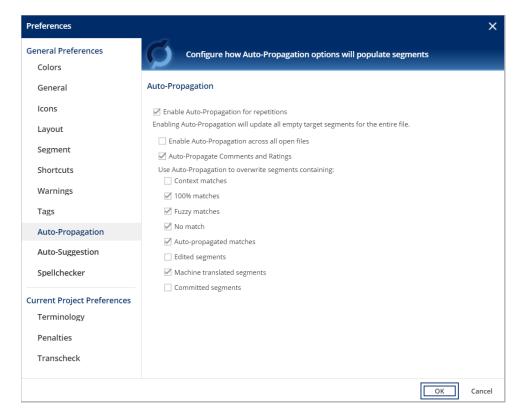
To configure auto-propagation:

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
Icons	Enable Auto-Propagation for repetitions
Layout	Enabling Auto-Propagation will update all empty target segments for the entire file.
Segment	Enable Auto-Propagation across all open files
Shortcuts	Use Auto-Propagation to overwrite segments containing:
Warnings	Context matches
Tags	✓ 100% matches
Auto-Propagation	Fuzzy matches
Auto-Suggestion	No match
Spellchecker	Auto-propagated matches Edited segments
Machine Translation	Edited segments Machine translated segments
	Committed segments
Current Project Preferences Translation Memory	
Terminology	
Penalties	
	OK Cancel

General Preferences	Configure how Auto-Propagation options will populate segments
Colors	Compare now Auto-Propagation options will populate segments
General	Auto-Propagation
lcons	Enable Auto-Propagation for repetitions
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	Context matches
Warnings	☑ 100% matches
i anna	✓ Fuzzy matches
Tags	No match
Auto-Propagation	Auto-propagated matches
Auto-Suggestion	Edited segments
Spellchecker	Machine translated segments
Machine Translation	Committed segments
Current Project Preferences	
Translation Memory	
()	





- 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 Auto-Propagate Comments and Ratings to populate all repeated segment comments and ratings.
- 6. Select any of the Auto-Propagation overwrite options.

Option	Action
Context matches	Select to auto-propagate unedited context match segments that are leveraged from the translation memory (TM).
100% matches	Select to auto-propagate unedited 100% match segments that are leveraged from the translation memory (TM). Enabled by default.
Fuzzy matches	Select to auto-propagate unedited partial match segments that are leveraged from the translation memory (TM). Enabled by default.
No match	Select to auto-propagate the target segment for segments that have no match. Enabled by default.
Auto-propagated matches	Select to auto-propagate all auto-propagated matches. Enabled by default. If there are multiple segments with the same content, editing a segment auto- propagates the change to all matching segments.
Edited segments	Select to auto-propagate edited segments.
Machine translated segments	Select to auto-propagate machine translated segments. Enabled by default.
Committed segments	Select to auto-propagate all translated segments that are committed to the TM.

Configure auto-suggestion

Auto-Suggestion preferences control automatic recommendations for source content, such as numbers, URLs, and proper names. It can also recommend terms for the glossary, Translation Memory (TM) matches, and machine translation (MT) matches.

To configure auto-suggestion:

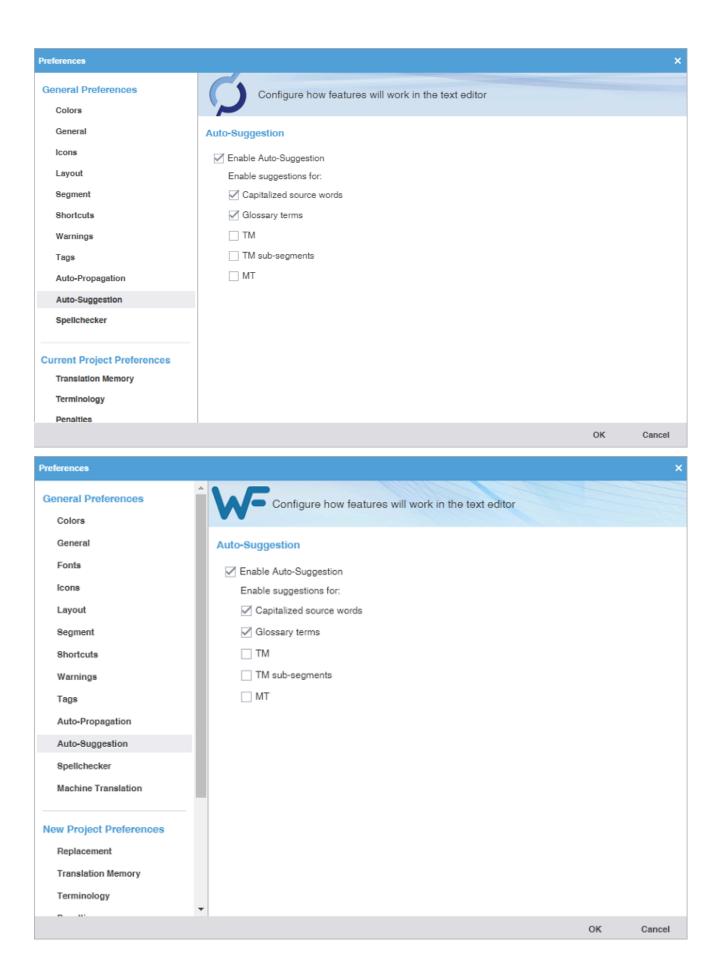
2. On the Preferences dialog, select Auto-Suggestion under General Preferences.

Preferences			×
General Preferences Colors	Configure how features will work in the text editor		
General	Auto-Suggestion		
Icons	Enable Auto-Suggestion		
Layout	Enable suggestions for:		
Segment	Capitalized source words		
Shortcuts	Glossary terms		
Warnings	TM		
Tags	TM sub-segments		
Auto-Propagation	□ MT		
Auto-Suggestion			
Spellchecker			
Machine Translation			
Current Project Preferences			
Translation Memory			
Terminology			
Penalties			
Transcheck			
		ОК	Cancel

Preferences		×
Icons	Configure how features will work in the text editor	
Layout	P	
Segment	Auto-Suggestion	
Shortcuts	Enable Auto-Suggestion Enable suggestions for:	
Warnings	Capitalized source words	
Tags	Glossary terms	
Auto-Propagation	TM TM sub-segments	
Auto-Suggestion		
Spellchecker		
Machine Translation		
Current Project Preferences		
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Cancel



Preferences		×
General Preferences	Configure how features will work in the text editor	
Colors		
General	Auto-Suggestion	
lcons	C Enable Auto-Suggestion	
Layout	Enable suggestions for: Capitalized source words	
Segment	Glossary terms	
Shortcuts		
Warnings	 TM sub-segments MT 	
Tags		
Auto-Propagation		
Auto-Suggestion		
Spellchecker		
Current Project Preferences		
Terminology		
Penalties		
Transcheck		
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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.

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	Spellchecking Check for spelling errors as you type Choose spellchecker Microsoft Office (PC-only and if installed) Hunspell Bing API Key*: 'You need an active Bing Spell Check subscription to use this service.		
Spellchecker Machine Translation New Project Preferences Replacement	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.		
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.

3 1 1 1

To install additional Hunspell languages, select on the **Sidebar**, then select **Update Wordfast Pro**. Select **Check For Updates**. Select the languages to update, then select **Update**. You will then need to restart the application. Hunspell is available for the following languages.

Language	Code	Language	Code
Arabic	AR	Korean (South Korea)	KO-KR

Language	Code	Language	Code
Basque (Basque)	EU-ES	Latvian (Latvia)	LV-LV
Bosnian (Bosnia)	BS-BA	Lithuanian (Lithuania)	LT-LT
Bulgarian (Bulgaria)	BG-BG	Malaysian (Malaysia)	MS-MY
Catalan (Catalan)	CA-ES	Norwegian (Bokmål Norway)	NB-NO
Croatian (Croatia)	HR-HR	Norwegian (Nynorsk Norway)	NN-NO
Czech (Czech Republic)	CS-CZ	Polish (Poland)	PL-PL
Danish (Denmark)	DA-DK	Portuguese (Brazil)	PT-BR
Dutch (Netherlands)	NL-NL	Portuguese (Portugal)	PT-PT
English (Canada)	EN-CA	Romanian (Romania)	RO-RO
English (United Kingdom)	EN-GB	Russian (Russia)	RU-RU
English (United States)	EN-US	Scottish Gaelic (United Kingdom)	GD-GB
Estonian (Estonia)	ET-EE	Serbian (Serbia)	SR-RS
Farsi (Iran)	FA-IR	Slovak (Slovakia)	SK-SK
Finnish (Finland)	FI-FI	Slovenian (Slovenia)	SL-SI
French (Canada)	FR-CA	Spanish (Mexico)	ES-MX
French (France)	FR-FR	Spanish (Spain)	ES-ES
Galician (Spain)	GL-ES	Swedish (Sweden)	SV-SE
German (Germany)	DE-DE	Swahili (Kenya)	SW-KE
Greek (Greece)	EL-GR	Tagalog (Philippines)	TL-PH
Hebrew (Israel)	HB-IL	Thai (Thailand)	TH-TH
Hindi (India)	HI-IN	Turkish (Turkey)	TR-TR
Hungarian (Hungary)	HU-HU	Ukrainian (Ukraine)	UK-UA
Indonesian (Indonesia)	ID-ID	Urdu	UR
Irish (Ireland)	GA-IE	Vietnamese (Vietnam)	VI-VN
Italian (Italy)	IT-IT	Welsh (United Kingdom)	CY-GB
Japanese (Japan)	JA-JP	Zulu (South Africa)	ZU-ZA
Kazakh (Kazakhstan)	KK-KZ		

- 4. Select Check for spelling errors as you type to auto-check text as you type it into TXLF Editor.
- 5. Select **OK** to save your spellchecker configuration.

Configure machine translation

Machine Translation (MT) preferences control automatic population of target segments with translations that have no translation memory (TM) segment matches using a machine translation engine.

To configure machine translation:

1. On the **Sidebar**, select the **Preferences** icon **I**.

2. On the Preferences dialog, select Machine Translation under General Preferences.

Preferences	×
General Preferences Colors	Configure how machine translation engines work while you are translating
General	Machine Translation
Icons	Machine Translation Behavior
Layout	Show MT results in TM Lookup when there is no TM match
Segment	 Always show MT results in TM Lookup
Shortcuts	Allow all unedited segments in active document to be leveraged with MT
Warnings	Remove MT score from score column when a segment is edited
Tags	
Auto-Propagation	Enable DeepL Pro
Auto-Suggestion	Enable Google Translator
Spellchecker	
Machine Translation	Enable SYSTRAN Pure Neural Server
	Enable WorldLingo
Current Project Preferences	Enable Custom MT
Translation Memory	Disclaimer for public providers Source segments are submitted to Machine Translation providers. Make sure this is compatible with your
Terminology	confidentiality requirements. Note that target segments (your translation) are not fed into MT providers,
Penalties	they remain confidential.
	OK Cancel

Preferences	×
lcons	Configure how machine translation engines work while you are translating
Layout	
Segment	Machine Translation
Shortcuts	Show MT results in TM Lookup when there is no TM match
Warnings	 Always show MT results in TM Lookup
Tags	Allow all unedited segments in active document to be leveraged with MT
Auto-Propagation	Remove MT score from score column when a segment is edited
Auto-Suggestion	Enable DeepL Pro
Spellchecker	Enable Google Translator
Machine Translation	Enable Microsoft Translator
	Enable SYSTRAN Pure Neural Server
Current Project	Enable WorldLingo
Preferences	Enable Custom MT
Translation Memory	Disclaimer for public providers
Terminology	Source segments are submitted to Machine Translation providers. Make sure this is compatible with your confidentiality requirements. Note that target segments (your translation) are not fed into MT providers, they remain confidential.
Penalties	
Transcheck	
< >	
	OK Cancel

Preferences	×
General Preferences Colors	Configure how machine translation engines work while you are translating
General	Machine Translation
Fonts	Machine Translation Behavior
Icons	 Show MT results in TM Lookup when there is no TM match
Layout	 Always show MT results in TM Lookup
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 Microsoft Translator
Spellchecker	Enable SYSTRAN Pure Neural Server
Machine Translation	Enable WorldLingo
	Enable Custom MT
New Project Preferences	Disclaimer for public providers 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.

i	WorldLingo has a limited set of source languages for MT.			
	Arabic	French	Korean	
	Chinese Simplified	German	Portuguese	
	Chinese Traditional	Greek	Russian	
	Dutch	Italian	Spanish	
	1		I	<u>'</u>

٠	Engl	ish
	L' '9'	1011

• Japanese

	Options
Enable DeepL Pro	Enable DeepL Pro
	You need to subscribe to DeepL Pro in order to use this machine translation service. After subscribing, enter your API key below (if left blank, DeepL Pro will be disabled).
	API :
	Formality: Default 👻
	Use DeepL Pro as primary Test
	To subscribe, please go to the <u>DeepL Pro website</u> . For the list of available languages and other FAQ, please check out <u>DeepLs FAQ</u> .
Enable Google Translator	Enable Google Translator
	Google Translator is a paid service, you need to register for it and get an API key to enter below (if left blank, Google engine will be disabled).
	API :
	Use Google Premium Edition (using Neural MT for limited language pairs)
	Use Google Translator as primary Test
	To register, please check <u>Google Translate API</u> . To access and enable Google Premium edition please check <u>Google Translate Premium Edition API</u> . Premium Edition using Neural MT is only available for limited language pairs listed below. If unsupported languages are used with Premium, Google might provide you with standard edition translations.
	Available language for Google Translate
	Available language for Premium Google Translate
Enable Microsoft Tra nslator	Enable Microsoft Translator
	Microsoft Translator API is now available in the <u>Azure portal</u> under the Cognitive Services category. You need to subscribe to the new service and enter the new key in the field below (if left blank, MS Translator will be disabled). Also, you can broaden your search by entering a category as one of the parameters.
	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 credit card is now required for identification. <u>How to sign up for Microsoft Translator on Azure</u> <u>Available language for Azure Search Service REST API</u>

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 : Image: Use SYSTRAN Pure Neural Server as primary To subscribe, please go to the SYSTRAN Pure Neural Server
	List of available languages

Enable WorldLingo

🗹 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.

Configure replacement

Replacement preferences allow you to select certain types of content in the source translation units (TUs) that will be replaced with the correct target language format in the translation memory (TM). These replacements provide better TM matches when the files are analyzed.

To enable replacements:

- 1. On the Sidebar, select the Preferences icon =:
- 2. Select Replacement in the Current Project Preferences group.

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
lcons	✓ 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.

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		_
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

Preterences		×
General Preferences Colors	Configure how translation memories are used in your project	
General	Segment state	
Icons	Set segments to Translated with leveraged Context Matches	
Layout	Set segments to Translated with leveraged 100% Matches	
Segment	Set segments to Translated for Auto-propagated segments	
Shortcuts		
Warnings	Translation Memory	
Tags	Write 'context' matches to TM	
Auto-Propagation	Write 'exact' matches to TM	
Auto-Suggestion	Write 'unedited MT' to TM	
Spelichecker	Write 'unedited fuzzy' to TM	
Machine Translation	Write 'unedited autopropagated fuzzy' to TM	
	Copy Source to Target on no match	
Current Project Preferences	Copy Source 👻	
Translation Memory		
Terminology		
	OK Can	cel

Preferences		×
lcons	Configure how translation memories are used in your project	
Layout	P	
Segment	Segment state	
Shortcuts	Set segments to Translated with leveraged Context Matches	
Shortcuts	Set segments to Translated with leveraged 100% Matches	
Warnings	Set segments to Translated for Auto-propagated segments	
Tags		
Auto-Propagation	Translation Memory	
Auto-Suggestion	Write 'context' matches to TM	
	Write 'exact' matches to TM	
Spellchecker	Write 'unedited MT' to TM	
Machine Translation	Write 'unedited fuzzy' to TM	
	Write 'unedited autopropagated fuzzy' to TM	
Current Project Preferences	Copy Source to Target on no match	
Translation Memory	Copy Source -	
Terminology		
Penalties		
Transcheck		
٢		

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Cancel

ок

Preferences		×
General Preferences Colors	Configure how translation memories are used in your project	
General	Translation Memory	
lcons	Write 'context' matches to TM	
Layout	Write 'exact' matches to TM	
Segment	Write 'unedited MT' to TM	
Shortcuts	Write 'unedited fuzzy' to TM	
Warnings	Write 'unedited autopropagated fuzzy' to TM	
Tags		
Auto-Propagation		
Auto-Suggestion		
Spellchecker		
Current Project Preferences		
Translation Memory		
Terminology		
Penalties		
	OK Cano	cel

3. Configure how TMs are used in your project. After all segment and TM options are selected, select **OK** to activate them.

Option	Action
Segment State	Use these options to tell TXLF Editor how to handle segments that have high leverage from the TM. The default setting has the following options selected.
	Set segments to Translated with leveraged Context Matches — When a translated segment has a context match from the TM, this option sets the segment state to Translated.
	Set segments to Translated with leveraged 100% Matches — When a translated segment has a 100% Match from the TM, this option sets the segment state to Translated.
	Set segments to Translated for Auto-propagated segments — When segment is auto-propagated, this option sets the segment state to Translated.
Translation Memory	Use these options to determine TM behavior during translation in TXLF Editor .
	Write 'context' matches to TM — Automatically add context matched segments to the TM. This action changes the segment state to Translated.
	Write 'exact' matches to TM — Automatically add exact matched segments to the TM. This action changes the segment state to Translated.

Option	Action
	Write 'unedited MT' to TM — Automatically add unedited machine translated segments to the TM. This action changes the segment state to Translated.
	Write 'unedited fuzzy' to TM — Automatically add unedited fuzzy matched segments to the TM. This action changes the segment state to Translated.
	Write 'unedited autopropagated fuzzy' to TM — Automatically add unedited autopropagated fuzzy matched segments to the TM. This option is only available when the Write 'unedited fuzzy' to TM option is selected.
	Copy source to Target on no match — Automatically copy the source content into the target translation field when there is no matching from the TM. This option allows the translators to replace the source text as they translate in the target language. Select an option from the drop-down list to specify which elements from the source segments will be copied to the target fields:
	Copy Source
	Copy Source Text
	Copy Source, Tags And Term Translations
	Copy Source And Term Translations
	 Copy Source, Tags, Source And Target Terms
	Copy Source with Source And Target Terms
	Set Fuzzy match threshold (%): — Select or type the baseline percentage for fuzzy TM matches in the percentage box. The default is 75%. This percentage specifies the TM leverage limit for a fuzzy match. For example, with a threshold of 75%, all segment translations between 75 to 99% match with the TM are considered Fuzzy Match segments. Any segment matches below 75% are considered No Match segments.
	Report Settings — The settings in this box are used for narrowing the calculations in TM analysis reports.
	 Calculate analysis report percentage by: — Select either Words or Segments. Words is the default setting. 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%. The will be included in a separate report category unless the next option is selected as well.
	 Include internal fuzzy matches as TM matches — Select this option to include internal fuzzy matches as fuzzy matches in the project TM analysis. This option is only available when the previous option is

Option	Action
	When Updating an existing TU — The settings in the box determine how you want the TM to behave when editing an existing translation unit (TU).
	 Add to TM by overwriting the existing TU — This option overwrites the previous translation in the TM.
	 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. 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.
	• 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.
	 Do not add to TM — Edits to existing TUs are not committed to the TM. The segment state will remain as Needs Translation.
	TM Lookup Settings — Select or type the total number of TUs to be shown in the TM Lookup pane during translation.
Option	Action
Segment State	Use these options to tell TXLF Editor how to handle segments that have high leverage from the TM. The default setting has the following options selected.
	Set segments to Translated with leveraged Context Matches — When a translated segment has a context match from the TM, this option sets the segment state to Translated.
	Set segments to Translated with leveraged 100% Matches — When a translated segment has a 100% Match from the TM, this option sets the segment state to Translated.
	Set segments to Translated for Auto-propagated segments — When segment is auto-propagated, this option sets the segment state to Translated.
Translation Memory	Use these options to determine TM behavior during translation in TXLF Editor .
	Write 'context' matches to TM — Automatically add context matched segments to the TM. This action changes the segment state to Translated.
	Write 'exact' matches to TM — Automatically add exact matched segments to the TM. This action changes the segment state to Translated.
	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.

Option	Action
	Write 'unedited autopropagated fuzzy' to TM — Automatically add unedited autopropagated fuzzy matched segments to the TM. This option is only available when the Write 'unedited fuzzy' to TM option is selected.
	 Copy source to Target on no match — Automatically copy the source content into the target translation field when there is no matching from the TM. This option allows the translators to replace the source text as they translate in the target language. Select an option from the drop-down list to specify which elements from the source segments will be copied to the target fields: Copy Source Copy Source Text Copy Source, Tags And Term Translations Copy Source And Term Translations
	Copy Source, Tags, Source And Target TermsCopy Source with Source And Target Terms
Option	Action
Translation Memory	Use these options to determine TM behavior during translation in TXLF Editor .
	Write 'context' matches to TM — Automatically add context matched segments to the TM. This action changes the segment state to Translated.
	Write 'exact' matches to TM — Automatically add exact matched segments to the TM. This action changes the segment state to Translated.
	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.

Configure terminology

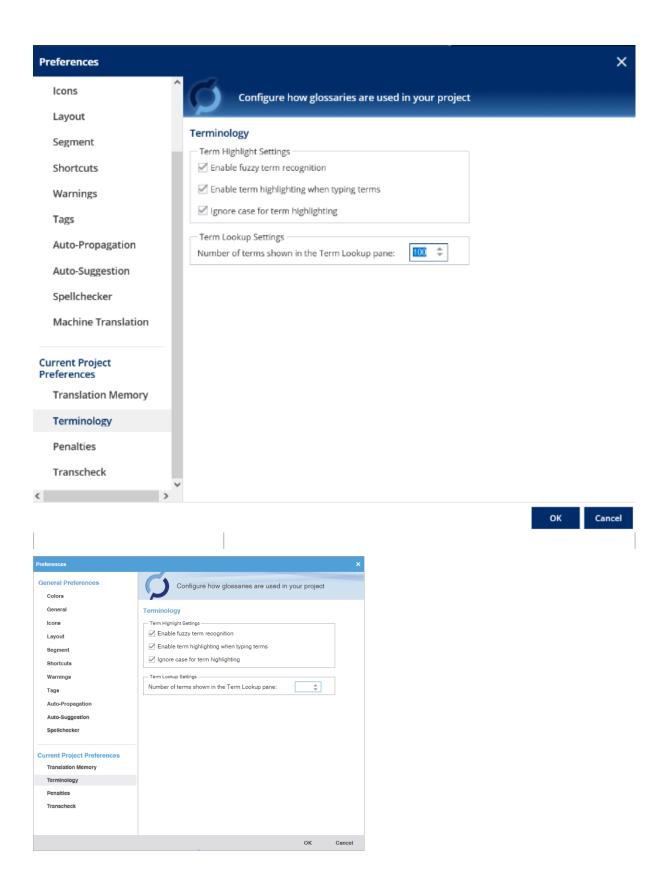
Terminology preferences control terminology lists for leveraging previously translated content.

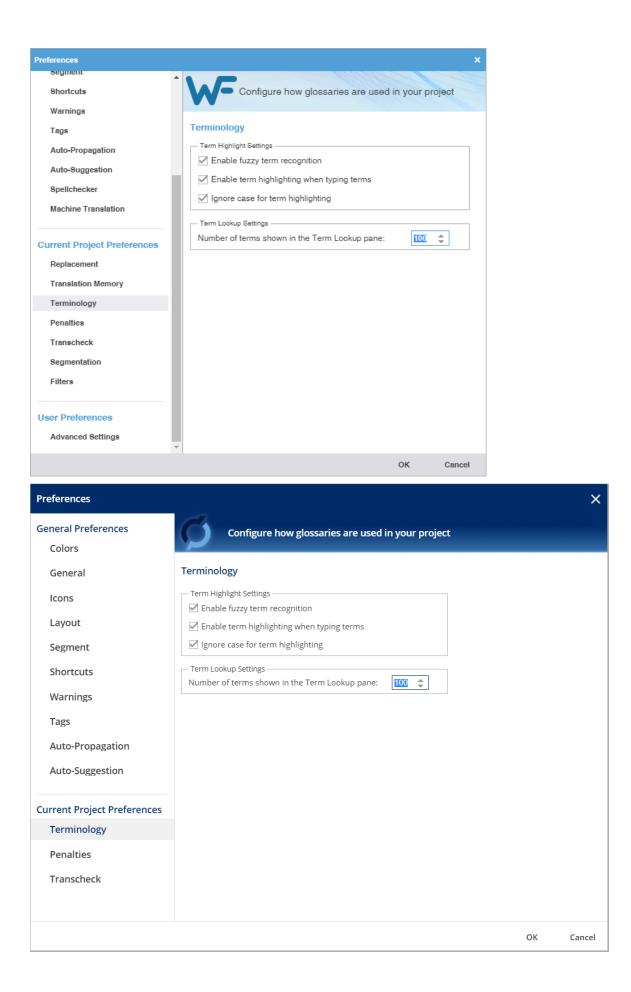
To select terminology options:

1. On the Sidebar, select the Preferences icon =

2. Select Terminology under Current Project Preferences. All options are enabled by default.

Preferences		×
General Preferences Colors	Configure how glossaries are used in your project	
General	Terminology	
Icons	Term Highlight Settings	
Layout	Enable fuzzy term recognition	
Segment	Enable term highlighting when typing terms	
Shortcuts	✓ Ignore case for term highlighting	
Warnings	- Term Lookup Settings	
Tags	Number of terms shown in the Term Lookup pane:	
Auto-Propagation		
Auto-Suggestion		
Spelichecker		
Machine Translation		
Current Project Preferences		
Translation Memory		
Terminology		
Penalties		
Transcheck		
	ок	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**.

Configure TM penalties

Penalties preferences help maintain a high quality of content leveraged from a translation memory (TM). This involves assessing a penalty to TM matches to provide a relative score for those TM matches. You can assign a relative value to each penalty type when calculating the translation score. This score helps users differentiate between 100% match, fuzzy match, and no match content.

To configure penalties for TM matches:

1. On the Sidebar, select the Preferences icon ቹ.

2. On the Preferences dialog, select Penalties under Current Project PreferencesNew Project Preferences.

Preferences					×
General Preferences	Configure how trans	lation memory ma	atches are penalized		^
Colors					
General	Penalties				
Icons		Value:	Min:	Max:	
Layout	Case	1 🌲			
Segment	🗹 Non Literal	0.5 🌲	1 \$	10 🌲	
Shortcuts	🗹 Tag	0.5 🌲	1 🌲	10 🌲	
Warnings Tags	Whitespace	0 🌲	0 🗘	0 🗘	
Auto-Propagation	🗹 Align	3 🌲			
Auto-Suggestion	Machine Translation	15 🌲			
Machine Translation	Multiple Translation	0 🌲			
	Local TM	0 🌲			
Current Project Preferences Translation Memory	Remote TM	0 🌲			
Terminology	Private TU	0 🌲			
Penalties	Public TU	0 🌲			
Transcheck	Secondary TM	0 🌲			
	Attribute	1 🌲			\checkmark
				ОК	Cancel
Preferences					×
Preferences					×
Preferences Icons	Configure how tr	ranslation mem	ory matches are pe	nalized	×
/	Configure how tr	ranslation mem	ory matches are pe	nalized	×
lcons	Configure how tr Penalties				×
lcons Layout Segment	Penalties	Value:	ory matches are per Min:	nalized Max:	×
Icons Layout Segment Shortcuts	~				×
lcons Layout Segment	Penalties	Value:			×
Icons Layout Segment Shortcuts	Penalties	Value:	Min:	Max:	×
Icons	Penalties Case Non Literal	Value:	Min:	Мах: 10 — 🗘	×
Icons	Penalties Case Non Literal Tag	Value: 0.5 0.	Min: 1 ‡ 1 ‡	Max:	×
Icons function for the segment	Penalties Case Non Literal Tag Whitespace	Value: 0.5 \$ 0.5 \$ 0.5 \$ 0.5 \$	Min: 1 ‡ 1 ‡	Max:	×
Icons for the segment shortcuts Warnings Tags Auto-Propagation Auto-Suggestion for the sector of the	Penalties Case Case Non Literal Tag Whitespace Align	Value: 0.5 \$ 0.5 \$ 0 \$ 3 \$	Min: 1 ‡ 1 ‡	Max:	×
IconsLayoutSegmentShortcutsWarningsTagsAuto-PropagationAuto-SuggestionSpellchecker	Penalties Case Case Non Literal Tag Whitespace Align Machine Translation	Value: 0.5 \$ 0.5 \$ 0 \$ 3 \$ 15 \$	Min: 1 ‡ 1 ‡	Max:	×
IconsLayoutSegmentShortcutsWarningsTagsAuto-PropagationAuto-SuggestionSpellchecker	Penalties Case Case Non Literal Tag Vhitespace Align Machine Translation Multiple Translation	Value: 0.5 \$ 0.5 \$ 0.5 \$ 0 \$ 15 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0 \$ 0	Min: 1 ‡ 1 ‡	Max:	×
IconsLayoutSegmentShortcutsWarningsTagsAuto-PropagationAuto-SuggestionSpellcheckerMachine Translation	Penalties Case Case Non Literal Tag Whitespace Align Machine Translation Local TM	Value: 0.5 ↓ 0.5 ↓ 0.5 ↓ 0 ↓ 3 ↓ 15 ↓ 0 ↓ 0 ↓ 0 ↓ 0 ↓ 0 ↓	Min: 1 ‡ 1 ‡	Max:	×
IconsLayoutSegmentShortcutsWarningsTagsAuto-PropagationAuto-SuggestionSpelIcheckerMachine TranslationCurrent ProjectPreferences	Penalties Case Case Non Literal Tag Whitespace Align Align Machine Translation Local TM Remote TM	Value: 0.5 0.5 0 3 15 0	Min: 1 ‡ 1 ‡	Max:	×
IconsLayoutSegmentShortcutsWarningsTagsAuto-PropagationAuto-SuggestionSpelIcheckerMachine TranslationCurrent ProjectPreferencesTranslation Memory	Penalties Case Non Literal Tag Whitespace Align Machine Translation Local TM Remote TM Private TU	Value: 0.5 0.5 0 3 15 0	Min: 1 ‡ 1 ‡	Max:	×

OK Cancel

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If attribute is not

Preferences					×
General Preferences	Configure how tra	nslation memory ma	tches are penalized		^
Colors		instation memory ma	tones are penalized		
General	Penalties				
lcons		Value:	Min:	Max:	
Layout	Case	1 🐥			
Segment	Mon Literal	0.5 🌲	1 🌲	10 🌲	
Shortcuts	🗹 Tag	0.5 🌲	1 🌐 🌩	10 🌲	
Warnings Tags	Whitespace	0 🌲	0 🌲	0 🐥	
Auto-Propagation	✓ Align	3 🌲			
Auto-Suggestion	Machine Translation	15 🌲			
	Multiple Translation	0			
	Local TM	0 \$			
Current Project Preferences	Remote TM	0 \$			
Translation Memory Terminology	Private TU	0 🜲			
Penalties	Public TU	0			
Transcheck	Secondary TM	0			
	Attribute	1 ‡			~
	Aunoute	1 v		ОК	Cancel
Preferences Segment Shortcuts	Configure how	translation memory	r matches are pena	lized	
segment		translation memory	r matches are pena	lizəd	
segment Shortcuts	Configure how Penalties				
Segment Shortcuts Warnings	Penalties	Value:	r matches are pena	lized Max:	
Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion	Penalties	Value:	Min:	Max:	
Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion Spellchecker	Penalties Case Non Literal	Value:	Min:	Max: 10	
Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion	Penalties Case Non Literal Tag	Value: 0.5 \$ 0.5 \$	Min: 1 \$ 1 \$	Max: 10 ♣ 10 ♣	
Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion Spellchecker	Penalties Case Non Literal Tag Whitespace	Value: 1	Min:	Max: 10	
Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion Spellchecker Machine Translation	Penalties Case Non Literal Tag	Value: 0.5 0.5 0.5 3	Min: 1 \$ 1 \$	Max: 10 ♣ 10 ♣	
Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion Spellchecker Machine Translation New Project Preferences	Penalties Case Non Literal Tag Whitespace	Value: 1	Min: 1 \$ 1 \$	Max: 10 ♣ 10 ♣	
Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion Spellchecker Machine Translation New Project Preferences Replacement	Penalties Case Case Non Literal Tag Whitespace Align	Value: 0.5 0.5 0.5 3	Min: 1 \$ 1 \$	Max: 10 ♣ 10 ♣	
Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion Spellchecker Machine Translation New Project Preferences Replacement Translation Memory	Penalties Case Case Non Literal Tag Whitespace Align Machine Translation	Value: 0.5 \$ 0.5 \$ 0.5 \$ 3 \$ 15 \$	Min: 1 \$ 1 \$	Max: 10 ♣ 10 ♣	
Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion Spellchecker Machine Translation New Project Preferences Replacement Translation Memory Terminology	Penalties Case Case Non Literal Tag Whitespace Align Machine Translation Multiple Translation	Value: 0.5 \$ 0.5 \$ 0.5 \$ 15 \$ 1 \$	Min: 1 \$ 1 \$	Max: 10 ♣ 10 ♣	
Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion Spellchecker Machine Translation New Project Preferences Replacement Translation Memory Terminology Penalties	Penalties Case Case Non Literal Tag Whitespace Align Machine Translation Multiple Translation Local TM	Value: 0.5	Min: 1 \$ 1 \$	Max: 10 ♣ 10 ♣	
Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion Spellchecker Machine Translation New Project Preferences Replacement Translation Memory Terminology Penalties Transcheck	Penalties Case Case Non Literal Tag Whitespace Align Align Machine Translation Local TM Remote TM	Value: 1	Min: 1 \$ 1 \$	Max: 10 ♣ 10 ♣	
Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion Spellchecker Machine Translation New Project Preferences Replacement Translation Memory Terminology Penalties Transcheck Segmentation Filters	Penalties Case Case Non Literal Tag Whitespace Align Align Multiple Translation Local TM Remote TM Private TU	Value: 0.5 \$ 0.5 \$ 0.5 \$ 15 \$ 1 \$ 1 \$ 1 \$ 2 \$	Min: 1 \$ 1 \$	Max: 10 ♣ 10 ♣	
Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion Spellchecker Machine Translation New Project Preferences Replacement Translation Memory Terminology Penalties Transcheck Segmentation	Penalties Case Case Case Cag Non Literal Tag Whitespace Align Align Machine Translation Case Local TM Remote TM Private TU Private TU Public TU	Value: 0.5	Min: 1 \$ 1 \$	Max: 10 ♣ 10 ♣	

Cancel

Preferences					×
General Preferences	Configure how tra	nslation me	emory matches are	e penalized	^
Colors	~				
General	Penalties	Value:	Min:	Max:	
Icons	Case	1 ‡]		
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Segment	🗹 Tag	0.5 ‡	1 ‡	10 🌲	
Shortcuts	Whitespace	0.5 🌲	1 ‡	10 🌲	
Warnings	Align	0 \$			
Tags	Machine Translation	15 🌲]		
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Auto-Suggestion	Local TM	0 \$			
Current Project Preferences	Remote TM	0 🔷 🌻			
Terminology	Private TU	2 🌲]		
Penalties	Dublic TU	0 \$			
Transcheck	Secondary TM	0 \$			
	Attribute	0 - ‡			
	If attribute is not				~
				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. TransStudio Online cannot access a local TM. TransStudio Review cannot access a local TM.
Remote TM	Select to consider differences in TUs from a remote TM.

Penalty	Action
Private TU	Select to consider differences in work-group TUs from a remote TM.
Public TU	Select to consider differences in non-work-group TUs from a remote TM.
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.

If attribute penalization is passed via GLP from PD to TSO, then Penalties will be disabled for the project. The following message displays: "Penalties are provided in the package for the project, manual penalization in Preferences is disabled."

Configure transcheck

Transcheck preferences control how Transcheck verifies target segments and issues warnings about common translation errors within a project. For example, if a translated term conflicts with the designated glossary, the

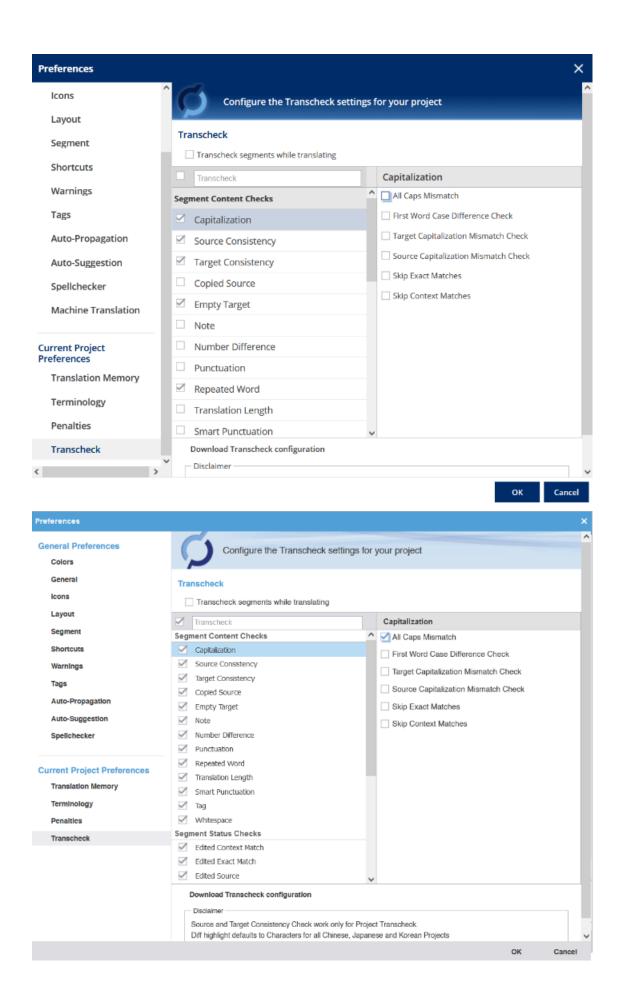
Error Status icon 🕕 displays in the Status column in the TXLF Editor view.

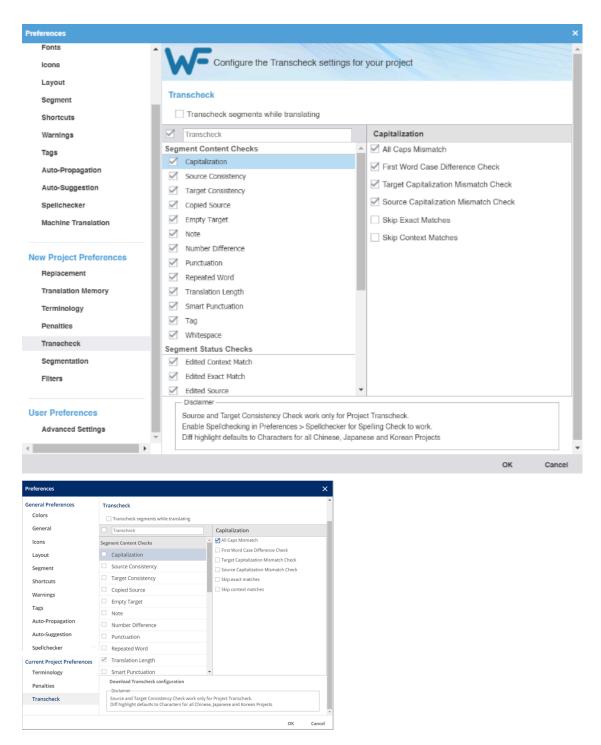
To configure Transcheck:

- 1. On the Sidebar, select the Preferences icon =:
- 2. On the **Preferences** dialog, select **Transcheck** under **Current Project PreferencesNew 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**.

General Preferences Colors Colors Transcheck Icona Transcheck segments while translating Layout Transcheck Segment Segment Content Checks Shortcuts Capitalization Warnings Source Consistency Tags Copied Source Auto-Propagation Empty Target Auto-Suggestion Note Spelichecker Number Difference Machine Translation Punctuation Repeated Word Translation Length Translation Memory Tag Current Project Preferences Smart Punctuation Smart Punctuation Edited Context Match Edited Source Segment Status Checks Download Transcheck configuration Edited Source	
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Transcheck Edited Context Match Image: Edited Exact Match Edited Exact Match Image: Edited Source Image: Edited Source Download Transcheck configuration Image: Edited Source	
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Download Transcheck configuration	
Disclaimer	
Source and Target Consistency Check work only for Project Transcheck.	
Diff highlight defaults to Characters for all Chinese, Japanese and Korean Projects	





- 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.

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

Option	Action
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.
Untranslatable Text	Select to identify all target segments that contain content that cannot be translated in the edited file.
Untranslated Text	Select to identify all target segments that contain untranslated content in the edited file.

5. Select OK.

Transcheck is configured for the current project.

Configure segmentation

Segmentation preferences control how the TXLF editor separates file content into logical segments for a project.

To select segmentation options:

1. On the **Sidebar**, select the **Preferences** icon

2. Select Segmentation under Current Project Preferences.

Segment Shortculs Warnings Tags Auto-Propagation Auto-Propagation Auto-Suggestion Spelichecker Machine Translation Current Project Preferences Replacement Transcheck Begmentation Transcheck Begmentation Filters User Preferences Advanced Settings Torse Preferences Advanced Settings Current Project Preferences Advanced Settings Setting Preferences Advanced Settings Termical Current Project Preferences Replacement Transcheck Bergenentation The Project Preferences Advanced Settings Terminology Parabilities Transcheck Segmentation that should not be segmented of Setting Berger, Drafe, Setting, Berger,	Preferences	×
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Current Project Preferences Replacement Translation Memory Terminology Penalties Transcheck Begmentation Filters User Preferences Ady.aced Settings Value Value Define rules for ending segments Define rules for ending segments An LSM without a trailing space should end a segment An ESM without a trailing space and a lower-case letter should end a segment Select a language: English (United States) * Adj.,Adm.,Adv. Apr.,Art.,Asst.,Aug.,Ave., Bart.,Bidg,Bivd.,Brig.,Bros.,Capt.,Condr., Con.,Corp.,Col.,Cont * NBS., MS., Maj, Mar., May, Messrs., Minneapolis/St., Mile., Mme., Mpis/St., Mr., No., Nos., Nov., Nr., O Very Segmentation Preview	Machine Translation	Select segmentation type APPLICATION -
Terminology A number followed by an ESM Penalties A n ESM without a trailing space should end a segment Transcheck A n 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) * Adj.,Adm.,Adv.,Apr.,Art.,Asst.,Aug.,Ave.,Bart.,Bldg.,Blvd.,Brig.,Bros.,Capt.,Cmdr.,Co.,Col.,Comdr.,Con.,Corp.,Cpl.,Crl * Ner. Preferences Adj.,Adm.,Adv.,Apr.,Art.,Asst.,Aug.,Ave.,Bart.,Bldg.,Blvd.,Brig.,Bros.,Capt.,Cmdr.,Co.,Col.,Comdr.,Con.,Corp.,Cpl.,Crl * Advanced Settings Segmentation Preview	-	
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Filters Select a language: English (United States) • User Preferences Adj. Adm. Adv. Apr. Art. Asst. Aug. Ave., Bart. Bldg., Blvd., Brig., Bros., Capt., Cmdr., Co., Col., Comdr., Con., Corp., Cpl., Crt • Advanced Settings • Segmentation Preview •	Transcheck	An ESM followed by a space and a lower-case letter should end a segment
User Preferences Adj.,Adm.,Adv.,Apr.,Art.,Asst.,Aug.,Ave.,Bart.,Bldg.,Blvd.,Brig.,Bros.,Capt.,Cmdr.,Co.,Col.,Comdr.,Con.,Corp.,Cpl.,Crt Advanced Settings	Segmentation	Select abbreviations that should not be segmented on
User Preferences .,DR.,Dec.,Dr.,Drs.,Ens.,Feb.,Fig.,Gen.,Gov.,Hon.,Hosp.,Hr.,Hwy.,Inc.,Insp.,Intl.,Jan.,Jr.,Jul.,Jun.,Ln.,Lt,M.D.,MM.,M Advanced Settings .,OR.,Oc.,Or.,Drs.,Ens.,Feb.,Fig.,Gen.,Gov.,Hon.,Hosp.,Hr.,Hwy.,Inc.,Insp.,Intl.,Jan.,Jr.,Jul.,Jun.,Ln.,Lt,M.D.,MM.,M , OR., Dec.,Dr.,Drs.,Ens.,Feb.,Fig.,Gen.,Gov.,Hon.,Hosp.,Hr.,Hwy.,Inc.,Insp.,Intl.,Jan.,Jr.,Jul.,Jun.,Ln.,Lt,M.D.,MM.,M , OR., Dec.,Dr.,Drs.,Ens.,Feb.,Fig.,Gen.,Gov.,Hon.,Hosp.,Hr.,Hwy.,Inc.,Insp.,Intl.,Jan.,Jr.,Jul.,Jun.,Ln.,Lt,M.D.,MM.,M , OR., Dec.,Dr.,Drs.,Ens.,Feb.,Fig.,Gen.,Gov.,Hon.,Hosp.,Hr.,Hwy.,Inc.,Insp.,Intl.,Jan.,Jr.,Jul.,Jun.,Ln.,Lt,M.D.,MM.,M , OR., Dec.,Dr.,Drs.,Ens.,Feb.,Fig.,Gen.,Gov.,Hon.,Hosp.,Hr.,Hwy.,Inc.,Insp.,Intl.,Jan.,Jr.,Jul.,Jun.,Ln.,Lt,M.D.,MM.,M , OR., Ord., Pfc., Ph. Prof. Pvt. Rd., Rep., Reps., Res., Rev., Rt., Sen., Sens., Sep., Sent., Sfc., Sott, Sr., St., Ste., Sunt., Surn , Segmentation Preview	Filters	Select a language: English (United States) 💌
OK Cancel		"DR.,Dec.,Dr.,Drs.,Ens.,Feb.,Fig.,Gen.,Gov.,Hon.,Hosp.,Hr.,Hwy.,Inc.,Insp.,Intl.,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. Rep. Res. Rev. Rt. Sen. Sen. Sen. Sen. Sci. Srt. St. St. Ste. Sunt. Surn
		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 APPLICATION from the drop-down list to use application-specific segmentation rules. Select SRX from the drop-down list to use SRX segmentation rules.
Define end-of-segment markers (ESM)	Enter specific characters into the ESM field to specify custom segment end characters, such as .?! 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	Select the rules you want for ending segments. Select as many or as few as you

Define rules for endingSelect the rules you want for ending segments. Select as many or as few as yousegmentsprefer.

Option	Description	
	Options include:	
	A number followed by an ESM	
	 An ESM without a trailing space should end a segment 	
	 An ESM followed by a space and a lower-case letter should end a segment 	
Select abbreviations that should not be segmented on	This area allows you to define which abbreviations should not be considered as end-of-segment markers (ESM). To do so, first select a language from the Select a language the drop-down list. 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 Segmentation Preview box, type a few lines of text that contain abbreviations or an ESM.	
	Select Check it out to view how the text will be segmented in the bilingual files for translation.	

Configure a file format filter

Filters preferences control the file format filters for importing source content to Wordfast Pro.

To configure a file format filter:

- 1. On the **Sidebar**, select the **Preferences** icon =:
- 2. On the Preferences dialog, select Filters under Current Project Preferences.

references Segment			
Shortcuts	Configure how translatable content is parsed from	m source files	
Tags	Filters		
Auto-Propagation	- Configuration		
Auto-Suggestion	Extract numbers:* time_date_measure		
Spellchecker			
Machine Translation	Available filters	Default	
	 Active Server Page (^x.asp) 	<u>^</u>	Add
Current Project Preferences	Active Server Page (*.asp)	•	Remove
Replacement	 Adobe FrameMaker Interchange Format (^x.mif) 		
Translation Memory	Adobe FrameMaker Interchange Format (*.mif)	۲	
Terminology	 Adobe InCopy Markup Language (^x.icml) 		
Penalties	Adobe InCopy Markup Language (*.icml)	۲	
Transcheck	 Adobe InDesign Interchange (r.inx) 		
Segmentation	Adobe InDesign Interchange (*.inx)	• •	
Filters	- Format Settings		
User Preferences Advanced Settings	- Furnal Gelungs		
-			OK Canc

3. Select a file format filter configuration from the **Extract numbers** drop-down list to define the filter action on source segments that contain only numbers.

all	Select to extract all segments with only numbers for translation.	
time_date_measure	Select to extract only segments with a measurement value or the time and date.	
none	Select to ignore any segments that contain only numeric values during extract.	

4. To select the file filter settings for the open project, select a filter to list the current settings on the **Format Settings** pane.



To search the filters, enter the search string in the Available filters search field.

- 5. (Optional) Highlight a filter name and change settings on the **Format Settings** pane. The available options are specific to the file filter you select.
- 6. (Optional) Add a custom file filter for a filter you need that is not already in the list by selecting **Add** or **Remove**.
- 7. On the **New Filter** dialog, select a format from the **Choose file format** drop-down list to use as a template for the new filter.

The **Format Settings** options vary, depending on the file format you choose.

New Filter		×
Choose a file display.	e format and enter the filter name to	
Choose file format:"	Adobe InDesign Interchange (*.inx) 💌	
Filter Name:*	Sample INX File Filter	
- Format Settings		
Fontmapping file:	Browse	
	OK Cance	el

- 8. Enter a filter name in the **Filter Name** field, then verify your configuration is correct on the **Format Settings** pane.
- 9. (Optional) Browse for and select any of the related Format Settings for that file format.

10. Select OK.

The file format filter you selected is configured.

Configure advanced settings

Advanced Settings preferences allow you to restore a Wordfast Pro installation to factory or default settings, migrate preferences between computers, and customize strings.

To configure advanced settings:

- 1. On the Sidebar, select the Preferences icon =
- 2. Select Advanced Settings under User Preferences.

Preferences		×
segment 🔺		
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	ences 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	1 liet
Advanced Settings	Disclaimer	ş Erox
	1 1	OK Cancel

3. Change Advanced Settings based on your preferences.

Option	Description
Default Settings	 Restore Original reverts all the preferences to their original factory settings. Once you select this option, all general preferences and custom new project preferences will be lost. Restore Defaults reverts the preferences only for the current project to the default new project preferences. You must have a project open for this option to take effect.
Export/Import Preferences Settings	Export allows you to export the settings values that you currently have applied in Preferences for general settings and for a current project. You can select specific

Option	Description
	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.
	Import allows you to browse to a saved .pref file and import it. When the file is
	selected, a dialog displays the preferences that will be imported. The imported
	settings will not be activated in Preferences until you select OK .
Customization String List	This field is primarily for developer's use. Select the Plus icon 🔂, type an option in the Customization String List field, then select OK . Highlight an option and
	select the Minus icon 🗢 to delete it from the list.
	You must restart the application for the customized strings to be applied or removed.

18. Keyboard shortcuts

This topic includes the keyboard shortcuts that are available for PC and Apple users for Wordfast Pro, Wordfast Classic, SDLX, and Trados.

PC scheme:

- PC scheme Wordfast Pro style on page 327
- PC scheme Wordfast Classic style on page 331
- PC scheme SDLX style on page 334
- PC scheme Trados style on page 338

Mac scheme:

- Mac scheme Wordfast Pro style on page 341
- Mac scheme Wordfast Classic style on page 346
- Mac scheme SDLX style on page 349
- Mac scheme Trados style on page 353

PC scheme - Wordfast Pro 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
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

Commands	Shortcut	View
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
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
Сору Тад	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

Commands	Shortcut	View
Insert a cent sign	Ctrl+;	Editor
Insert Copyright Symbol	Ctrl+Alt+C	Editor
Insert Ellipsis	Ctrl+Alt+.	Editor
Insert em dash	Alt+Shift+-	Editor
Insert en dash	F10	Editor
Insert non-breaking hyphen	Ctrl+Shift+-	Editor
Insert non-breaking space	Ctrl+Shift+Space	Editor
Insert Registered Trademark symbol	Ctrl+Alt+R	Editor
Italic	Ctrl+I	Editor
Key Assist Panel	Ctrl+Shift+L	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Last Modified Segment	Shift+F5	Editor
Leverage 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

Commands	Shortcut	View
Move the cursor between the source and the target	Shift+Tab	Editor
Next Needs Translation Segment	Ctrl+Enter	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+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

Commands	Shortcut	View
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
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 +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 - 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

Commands	Shortcut	View
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 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
Сору Тад	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

Commands	Shortcut	View
Import Glossary	Alt+I	Project
Import TM	Ctrl+Shift+I	Project
Insert non-breaking space	Ctrl+Shift+Space	Editor
Italic	Ctrl+I	Editor
Key Assist Panel	Ctrl+Shift+L	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Last Modified Segment	Shift+F5	Editor
Leverage 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

Commands	Shortcut	View
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
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
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
Copy Tag	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

Commands	Shortcut	View
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
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

Commands	Shortcut	View
Leverage the fifth TM Lookup match	Alt+5	Editor
Leverage the 6th TM Lookup match	Alt+6	Editor
Leverage the 7th TM Lookup match	Alt+7	Editor
Leverage the 8th TM Lookup match	Alt+8	Editor
Leverage 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

Commands	Shortcut	View
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
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
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 BlocklistAlt+KProjectExport GlossaryAlt+EProjectExport PackageCtrl+EHomeExport Report as PDF formatAlt+UProjectExport TMCtrl+Shift+EProjectGo To SegmentCtrl+Alt+HBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeHelpCtrl+Alt+HProjectImport BlocklistAlt+JProjectImport GlossaryAlt+IProjectImport SlossaryAlt+IProjectImport SlossaryCtrl+Shift+IProjectInsert en dashF10EditorItalicCtrl+Shift+SpaceEditorKey Asist PanelCtrl+Shift+SpaceEditorKey Asist PanelShift+F5EditorModified SegmentShift+F5EditorModify ThojectCtrl+Shift+IProjectModify ProjectCtrl+Shift+TProjectModify ThojectCtrl+Shift+TProjectModify ThojectShift+TabEditorModify ThojectCtrl+Shift+TProjectModify ThoigetCtrl+Shift+TProjectNext Segment (No Commit)EnterEditorNext Segment (No Commit)Ctrl+DownEditorNext Segment (No Commit)Ctrl+NiftMeditorNext Segment (No Commit)Ctrl+NiftMeditorNext Segment (No Commit)Ctrl+DownEditorNext Segment (No Commit)Ctrl+DownEditorNext Segment (No Commit)Ctrl+NiftMeditor<	Commands	Shortcut	View
Export PackageCtrl+EHomeExport Report as PDF formatAlt+UProjectExport TMCtrl+Shift+EProjectGo To SegmentCtrl+LEditorHelpCtrl+Alt+HBlocklist Editor, TM Editor, Glossary Editor, Quick Tools. Editor, Project, HomeImport BlocklistAlt+JProjectImport GlossaryAlt+IProjectImport TMCtrl+Shift+IProjectInsert en dashF10EditorIssert on-breaking spaceCtrl+Shift+SpaceEditorItalicCtrl+Shift+IBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, TM Editor, Glossary Editor, Quick Tools, Editor, TM Editor, Glossary Editor, Quick Tools, EditorKey Assist PanelCtrl+Shift+LBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeLast Modified SegmentShift+F5EditorMachine TranslateCtrl+Shift+R8EditorModifyAlt+MProjectModify TMCtrl+Shift+TProjectModify TMCtrl+Shift+TProjectModify TMCtrl+Shift+TProjectNext Segment (No Commit to TM)EnterEditorNext Segment (No Commit to TM)EnterEditorNext ViewAlt+DownBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeOpen BlocklistAlt+DownBlocklist EditorNext ViewAlt+DownBlocklist EditorNext ViewAlt+DownBlocklist EditorOpen GlossaryAlt+G <td< td=""><td>Export Blocklist</td><td>Alt+K</td><td>Project</td></td<>	Export Blocklist	Alt+K	Project
Alt+UProjectExport Report as PDF formatAlt+UProjectGo To SegmentCtrl+Shift+EProjectHelpCtrl+Alt+HBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeImport BlocklistAlt+JProjectImport GlossaryAlt+IProjectImport GlossaryAlt+IProjectImport GlossaryAlt+IProjectInsert en dashF10EditorInsert en dashF10EditorItalicCtrl+Shift+IEditorKey Assist PanelCtrl+Shift+LBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, EditorLast Modified SegmentShift+F5EditorMachine TranslateCtrl+Shift+IEditorModifyAlt+MProjectModify TMCtrl+Shift+TProjectModify TMCtrl+Shift+TProjectModify TMCtrl+Shift+TProjectNext Segment (No Commit)Ctrl+DownEditorNext Segment (No Commit)Ctrl+DownEditorNext Segment (No Commit)Ctrl+DownEditorNext ViewAlt+DownBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeOpen BlocklistAlt+HProjectOpen GlossaryAlt+GProjectOpen GlossaryAlt+GProjectOpen ProjectCtrl+Shift+PHome	Export Glossary	Alt+E	Project
Export TMCtrl+Shift+EProjectGo To SegmentCtrl+LEditorHelpCtrl+Alt+HBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeImport BlocklistAlt+JProjectImport GlossaryAlt+IProjectImport TMCtrl+Shift+IProjectInsert en dashF10EditorInsert non-breaking spaceCtrl+Shift+SpaceEditorItalicCtrl+Shift+LBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, EditorClossary Editor, Quick Tools, EditorKey Assist PanelCtrl+Shift+LBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, EditorClossary Editor, Quick Tools, EditorMachine TranslateCtrl+Shift+F8EditorMadified SegmentShift+F5EditorModifyAlt+MProjectModify TMCtrl+Shift+MHomeModify TMCtrl+Shift+TProjectModify TMCtrl+Shift+TProjectNext Segment (No Commit)Ctrl+DownEditorNext Segment (No Commit)Ctrl+DownEditorNext Segment (No Commit)Ctrl+Alt+RightTM EditorNext UpdateAlt+DownBlocklist Editor, FM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeOpen BlocklistAlt+HProjectOpen GlossaryAlt+GProjectOpen ClossaryAlt+GProjectOpen ProjectCtrl+Shift+PHome	Export Package	Ctrl+E	Home
Go To SegmentCtrl+LEditorHelpCtrl+Alt+HBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeImport BlocklistAlt+JProjectImport BlocklistAlt+IProjectImport BlocklistAlt+IProjectImport TMCtrl+Shift+IProjectInsert en dashF10EditorInsert on-breaking spaceCtrl+Shift+SpaceEditorItalicCtrl+Shift+SpaceEditorKey Assist PanelCtrl+Shift+EBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeLast Modified SegmentShift+F5EditorMachine TranslateCtrl+Shift+KEditorModifyAlt+MProjectModifyAlt+MProjectModify TMCtrl+Shift+TProjectModify TMCtrl+Shift+TProjectMove the cursor between the source and the targetShift+TabEditorNext Segment (No Commit)Ctrl+DownEditorNext Segment (No Commit)Ctrl+NiftTM EditorNext UpdateAlt+DownBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeOpen BlocklistAlt+HProjectOpen BlocklistAlt+HProjectOpen ProjectCtrl+Shift+PHome	Export Report as PDF format	Alt+U	Project
AHelpCtrl+Alt+HBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeImport BlocklistAlt+JProjectImport BlocklistAlt+IProjectImport TMCtrl+Shift+IProjectInsert en dashF10EditorInsert en dashF10EditorInsert on-breaking spaceCtrl+Shift+SpaceEditorItalicCtrl+Shift+SpaceEditorKey Assist PanelCtrl+Shift+EBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeLast Modified SegmentShift+F5EditorMachine TranslateCtrl+Shift+BEditorModifyAlt+MProjectModifyAlt+MProjectModify TMCtrl+Shift+TProjectModify TMCtrl+Shift+TProjectMove the cursor between the source and the targetShift+TabEditorNext Segment (No Commit)Ctrl+DownEditorNext Segment (No Commit)Ctrl+Alt+RightTM EditorNext TagCtrl+Alt+RightTM EditorNext UpdateAlt+DownBlocklist EditorNext ViewAlt+HProjectOpen BlocklistAlt+HProjectOpen BlocklistAlt+HProjectOpen ProjectCtrl+Shift+PHome	Export TM	Ctrl+Shift+E	Project
Tools, Editor, Project, HomeImport BlocklistAlt+JProjectImport GlossaryAlt+IProjectImport TMCtrl+Shift+IProjectInsert en dashF10EditorInsert en dashF10EditorInsert on-breaking spaceCtrl+Shift+SpaceEditorItalicCtrl+Shift+SpaceEditorKey Assist PanelCtrl+Shift+EBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeLast Modified SegmentShift+F5EditorMachine TranslateCtrl+Shift+R8EditorModifyAlt+MProjectModify ProjectCtrl+Shift+TProjectModify TMCtrl+Shift+TProjectModify TMCtrl+Shift+TProjectMovet he cursor between the source and the targetShift+TabEditorNext Segment (No Commit)Ctrl+DownEditorNext Segment (No Commit)Ctrl+RightTM EditorNext TagCtrl+Alt+RightTM EditorNext UpdateAlt+DBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeOpen BlocklistAlt+HProjectOpen BlocklistAlt+HProjectOpen ProjectCtrl+Shift+PHome	Go To Segment	Ctrl+L	Editor
Import GlossaryAlt+IProjectImport TMCtrl+Shift+IProjectInsert en dashF10EditorInsert en dashF10EditorInsert en dashCtrl+Shift+SpaceEditorItalicCtrl+IEditorKey Assist PanelCtrl+Shift+LBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, EditorLast Modified SegmentShift+F5EditorMachine TranslateCtrl+Shift+F8EditorModifyAlt+MProjectModify ProjectCtrl+Shift+F7EditorModify ProjectCtrl+Shift+TProjectModify TMCtrl+Shift+TProjectMove the cursor between the source and the targetShift+TabEditorNext Segment (No Commit)EnterEditorNext Segment (No Commit)Ctrl+Alt+RightTM EditorNext UpdateAlt+DownBlocklist EditorNext ViewAlt+DownBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeOpen BlocklistAlt+HProjectOpen BlocklistAlt+GProjectOpen ProjectCtrl+Shift+PHome	Help	Ctrl+Alt+H	-
Import TMCtrl+Shift+IProjectInsert en dashF10EditorInsert en dashF10EditorInsert non-breaking spaceCtrl+Shift+SpaceEditorItalicCtrl+IEditorKey Assist PanelCtrl+Shift+LBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeLast Modified SegmentShift+F5EditorMachine TranslateCtrl+Shift+F8EditorModifyAlt+MProjectModifyAlt+MProjectModify ProjectCtrl+Shift+TProjectModify TMCtrl+Shift+TProjectMove the cursor between the source and the targetShift+TabEditorNext Segment (No Commit)Ctrl+Alt+RightTM EditorNext UpdateAlt+DownElocklist EditorNext ViewAlt+WBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeOpen BlocklistAlt+HProjectOpen GlossaryAlt+GProjectOpen ProjectCtrl+Shift+PHome	Import Blocklist	Alt+J	Project
Insert en dashF10EditorInsert non-breaking spaceCtrl+Shift+SpaceEditorItalicCtrl+IEditorKey Assist PanelCtrl+Shift+LBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeLast Modified SegmentShift+F5EditorMachine TranslateCtrl+Shift+F8EditorModifyAlt+MProjectModify ProjectCtrl+Shift+T1ProjectModify TMCtrl+Shift+TProjectMove the cursor between the source and the targetShift+TabEditorNext Segment (No Commit)Ctrl+DownEditorNext TagCtrl+Alt+RightTM EditorNext ViewAlt+WBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, EditorNext ViewAlt+HProjectOpen BlocklistAlt+GProjectOpen ProjectCtrl+Shift+PHome	Import Glossary	Alt+I	Project
Insert non-breaking spaceCtrl+Shift+SpaceEditorItalicCtrl+IEditorKey Assist PanelCtrl+Shift+LBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeLast Modified SegmentShift+F5EditorMachine TranslateCtrl+Shift+F8EditorMerge SegmentsCtrl+JEditorModifyAlt+MProjectModify ProjectCtrl+Shift+TProjectModify TMCtrl+Shift+TProjectMove the cursor between the source and the targetShift+TabEditorNext Segment (No Commit)Ctrl+DownEditorNext TagCtrl+Alt+RightTM EditorNext ViewAlt+DownBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeOpen BlocklistAlt+HProjectOpen GlossaryAlt+GProjectOpen ProjectCtrl+Shift+PHome	Import TM	Ctrl+Shift+I	Project
ItalicCtrl+IEditorKey Assist PanelCtrl+Shift+LBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeLast Modified SegmentShift+F5EditorMachine TranslateCtrl+Shift+F8EditorMerge SegmentsCtrl+JEditorModifyAlt+MProjectModify ProjectCtrl+Shift+TProjectModify TMCtrl+Shift+TProjectModify TMCtrl+Shift+TProjectMove the cursor between the source and the targetShift+TabEditorNext Segment (No Commit)Ctrl+DownEditorNext TagCtrl+Alt+RightTM EditorNext UpdateAlt+DownBlocklist Editor, Glossary Editor, Quick Tools, Editor, Project, HomeOpen BlocklistAlt+HProjectOpen GlossaryAlt+GProjectOpen ProjectCtrl+Shift+PHome	Insert en dash	F10	Editor
Key Assist PanelCtrl+Shift+LBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeLast Modified SegmentShift+F5EditorMachine TranslateCtrl+Shift+F8EditorMerge SegmentsCtrl+JEditorModifyAlt+MProjectModify ProjectCtrl+Shift+TProjectModify TMCtrl+Shift+TProjectMove the cursor between the source and the targetShift+TabEditorNext Segment (No Commit)EnterEditorNext Segment (No Commit)Ctrl+Alt+RightTM EditorNext TagCtrl+Alt+RightTM EditorNext ViewAlt+DownBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeOpen BlocklistAlt+HProjectOpen GlossaryAlt+GProject	Insert non-breaking space	Ctrl+Shift+Space	Editor
Last Modified SegmentShift+F5EditorMachine TranslateCtrl+Shift+F8EditorMerge SegmentsCtrl+JEditorModifyAlt+MProjectModify ProjectCtrl+Shift+TProjectModify TMCtrl+Shift+TProjectMove the cursor between the source and the targetShift+TabEditorNext Segment (No Commit)EnterEditorNext Segment (No Commit)Ctrl+DownEditorNext TagCtrl+Alt+RightTM EditorNext ViewAlt+DownBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeOpen BlocklistAlt+HProjectOpen GlossaryAlt+GProjectOpen ProjectCtrl+Shift+PHome	Italic	Ctrl+I	Editor
Machine TranslateCtrl+Shift+F8EditorMarge SegmentsCtrl+JEditorModifyAlt+MProjectModify ProjectCtrl+Shift+MHomeModify TMCtrl+Shift+TProjectMove the cursor between the source and the targetShift+TabEditorNext Segment (Commit to TM)EnterEditorNext Segment (No Commit)Ctrl+DownEditorNext TagCtrl+Alt+RightTM EditorNext UpdateAlt+DownBlocklist Editor, Glossary Editor, Quick Tools, Editor, Project, HomeOpen BlocklistAlt+HProjectOpen GlossaryAlt+GProjectOpen ProjectCtrl+Shift+PHome	Key Assist Panel	Ctrl+Shift+L	-
Merge SegmentsCtrl+JEditorModifyAlt+MProjectModify ProjectCtrl+Shift+MHomeModify TMCtrl+Shift+TProjectMove the cursor between the source and the targetShift+TabEditorNext Segment (Commit to TM)EnterEditorNext Segment (No Commit)Ctrl+DownEditorNext TagCtrl+Alt+RightTM EditorNext ViewAlt+DownBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeOpen BlocklistAlt+HProjectOpen GlossaryAlt+GProjectOpen ProjectCtrl+Shift+PHome	Last Modified Segment	Shift+F5	Editor
ModifyAlt+MProjectModify ProjectCtrl+Shift+MHomeModify TMCtrl+Shift+TProjectMove the cursor between the source and the targetShift+TabEditorNext Segment (Commit to TM)EnterEditorNext Segment (No Commit)Ctrl+DownEditorNext TagCtrl+Alt+RightTM EditorNext ViewAlt+DownBlocklist Editor, Glossary Editor, Quick Tools, Editor, Project, HomeOpen BlocklistAlt+GProjectOpen ProjectCtrl+Shift+PHome	Machine Translate	Ctrl+Shift+F8	Editor
Modify ProjectCtrl+Shift+MHomeModify TMCtrl+Shift+TProjectMove the cursor between the source and the targetShift+TabEditorNext Segment (Commit to TM)EnterEditorNext Segment (No Commit)Ctrl+DownEditorNext TagCtrl+Alt+RightTM EditorNext UpdateAlt+DownBlocklist EditorNext ViewAlt+WBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeOpen BlocklistAlt+HProjectOpen ProjectCtrl+Shift+PHome	Merge Segments	Ctrl+J	Editor
Modify TMCtrl+Shift+TProjectMove the cursor between the source and the targetShift+TabEditorNext Segment (Commit to TM)EnterEditorNext Segment (No Commit)Ctrl+DownEditorNext TagCtrl+Alt+RightTM EditorNext UpdateAlt+DownBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeOpen BlocklistAlt+HProjectOpen GlossaryAlt+GProjectOpen ProjectCtrl+Shift+PHome	Modify	Alt+M	Project
Move the cursor between the source and the targetShift+TabEditorNext Segment (Commit to TM)EnterEditorNext Segment (No Commit)Ctrl+DownEditorNext Segment (No Commit)Ctrl+Alt+RightTM EditorNext TagCtrl+Alt+RightTM EditorNext UpdateAlt+DownBlocklist EditorNext ViewAlt+WBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeOpen BlocklistAlt+HProjectOpen GlossaryAlt+GProjectOpen ProjectCtrl+Shift+PHome	Modify Project	Ctrl+Shift+M	Home
source and the targetNext Segment (Commit to TM)EnterEditorNext Segment (No Commit)Ctrl+DownEditorNext TagCtrl+Alt+RightTM EditorNext UpdateAlt+DownBlocklist EditorNext ViewAlt+WBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeOpen BlocklistAlt+HProjectOpen ProjectCtrl+Shift+PHome	Modify TM	Ctrl+Shift+T	Project
Next Segment (No Commit)Ctrl+DownEditorNext TagCtrl+Alt+RightTM EditorNext UpdateAlt+DownBlocklist EditorNext ViewAlt+WBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeOpen BlocklistAlt+HProjectOpen GlossaryAlt+GProjectOpen ProjectCtrl+Shift+PHome		Shift+Tab	Editor
Next TagCtrl+Alt+RightTM EditorNext UpdateAlt+DownBlocklist EditorNext ViewAlt+WBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeOpen BlocklistAlt+HProjectOpen GlossaryAlt+GProjectOpen ProjectCtrl+Shift+PHome	Next Segment (Commit to TM)	Enter	Editor
Next UpdateAlt+DownBlocklist EditorNext ViewAlt+WBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeOpen BlocklistAlt+HProjectOpen GlossaryAlt+GProjectOpen ProjectCtrl+Shift+PHome	Next Segment (No Commit)	Ctrl+Down	Editor
Next ViewAlt+WBlocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, HomeOpen BlocklistAlt+HProjectOpen GlossaryAlt+GProjectOpen ProjectCtrl+Shift+PHome	Next Tag	Ctrl+Alt+Right	TM Editor
Tools, Editor, Project, Home Open Blocklist Alt+H Project Open Glossary Alt+G Project Open Project Ctrl+Shift+P Home	Next Update	Alt+Down	Blocklist Editor
Open Glossary Alt+G Project Open Project Ctrl+Shift+P Home	Next View	Alt+W	
Open Project Ctrl+Shift+P Home	Open Blocklist	Alt+H	Project
	Open Glossary	Alt+G	Project
Open Reference Files Alt+2 Project	Open Project	Ctrl+Shift+P	Home
	Open Reference Files	Alt+2	Project

Commands	Shortcut	View
Open TM	Ctrl+Shift+G	Project
Paste	Ctrl+V	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Preferences	F9	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Previous Tag	Ctrl+Alt+Left	Editor
Previous Update	Alt+Up	Blocklist Editor
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	~ ⊡C	Project
Add Glossary	~:0	Project
Add Note	~ ⊂û N	Editor
Add Project	∺ûA	Home
Add Project TMs	₩ûB	Quick Tools
Add Term	೫ ¬_T	Editor
Add TM	жN	Project
Analyze	жSpace	Editor
Attach/Detach Toolbar	жD	Editor
Bold	жB	Editor
Clear all tags (Segment)	អ ា V	Editor
Clear Target Document	_Û ⊠	Editor
Clear Target Segment	^X	Editor
Close	жW	Editor
Close project from home window	∺ûX	Home
Close segment	Ø	Editor
Commit All Segments to TM	#~ <i>_</i> ~	Editor
Commit Current Segment	17 1	Editor
Confirm/Unconfirm Segment	774	Editor
Confirm All Segments	₩û↔	Editor
Сору	жC	Blocklist Editor, TM Editor, Glossary Editor, Editor
Copy All Sources	ืื≝า∕ ∃Insert	Editor
Copy All Tags (Document)	_îP	Editor
Copy All Tags (Segment)	¬A	Editor
Copy selected text to target	~:F12	Editor
Copy Source	~ ∵ S	Editor
Сору Тад	ਸ਼∕∵↓	Editor
Copy Term	ж0	Editor
Сору ТМ	អជិC	Project

Commands	Shortcut	View
Create Blocklist	~ ⊡B	Project
Create Glossary	~ ∷N	Project
Create TM	ж û N	Project
Current Segment Leverage	~_ ⊇ Q	Editor
Cut	жX	Blocklist Editor, TM Editor, Glossary Editor, Editor
Delete Note	∼ ⊂û D	Editor
Edit Note	Ċ₽Ê	Editor
Edit Term	жE	Editor
Export Blocklist	~ _K	Project
Export Glossary	~:E	Project
Export Report as PDF format	~ _ U	Project
Export TM	₩ûE	Project
Find/Replace	жF	Editor
Get Bilingual Table	ื่∺~:P	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	~	Project
Import TM	₩ û 	Project
Insert a cent sign	¥;	Editor
Insert copyright symbol	∷≘C	Editor
Insert ellipsis	ਛ ~∠.	Editor
Insert em dash	~	Editor
Insert en dash	∼∵ΰ-	Editor
Insert non-breaking hyphen	ዤ û -	Editor
Insert non-breaking space	жû Space	Editor
Insert Registered Trademark symbol	ж∼₌R	Editor
Italic	яI	Editor
Key Assist Panel	ℋΩ⅃	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Last Modified Segment	û F5	Editor
Leverage Previous TU	#←	Editor

Commands Sh	ortcut	View
Leverage the first TM Lookup ~1 match	1	Editor
Leverage the second TM \sim 2 Lookup match	2	Editor
Leverage the third TM Lookup ~3 match	3	Editor
Leverage the fourth TM Lookup ~4 match	4	Editor
Leverage the fifth TM Lookup ~5 match	5	Editor
Leverage the sixth TM Lookup ~:6 match	3	Editor
Leverage the seventh TM ~7 Lookup match	7	Editor
Leverage the eighth TM Lookup ~:8 match	3	Editor
Leverage the Next TU	>	Editor
Machine Translate #0	M	Editor
Merge Segments	ŧ	Editor
Modify $\neg \neg N$	М	Project
Modify TM %បំ	T	Project
Move the cursor between the $\widehat{u} \rightarrow $ source and the target	4	Editor
Next Needs Translation	3	Editor
Next Segment (Commit to TM)	Ļ	Editor
Next Segment (No Commit)	·	Editor
Next Tag #~	_→	Editor
Next Term #9		Editor
Next View ~_/		Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Open Blocklist	4	Project
Open Glossary	3	Project
	<u></u>	Home
Open Project #û	F	

Commands	Shortcut	View
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 (No Commit)) ∺↑	Editor
Previous Segment (TM Commit) ∖_↑	Editor
Previous Tag	ਖ਼∿∠←	Editor
Previous Term	ж8	Editor
Pseudo Translate	೫ûY	Quick Tools
Redo	жY	Blocklist Editor, TM Editor, Glossary Editor, Editor
Remove Glossary	~ R	Project
Remove Reference Files	~_0	Project
Remove Report	¬Ζ	Project
Remove TM	#û R	Project
Replace/Find	жH	Editor
Run Transcheck	^Q	Editor
Save	жS	Editor
Save As	F12	Editor
Save File As Translated	ଅ∼ ∷S	Editor
Show White Space Characters	ដ ា 8	Editor
Simple Project Creator	жР	Home
Source TM Lookup	ដû F	Editor
Spell Check	F7	Editor
Split Segment	~_‡	Editor
Strikethrough	жK	Editor
Subscript	ж=	Editor
Superscript	ස û=	Editor
Term Info	~:T	Editor
Terminology Highlight	жF5	Editor
TM Concordance	F8	Editor
Toggle uppercase/lowercase	압F3	Editor
Translate All	೫ û \	Editor
Translate File	жO	Project
Translate Until Fuzzy	ื่∺า∕ะF	Editor

Commands	Shortcut	View
Translate Until No Match	発☆ ŧ	Editor
Unconfirm All Segments	╲╴ᡎᡬ	Editor
Underline	жU	Editor
Undo	жZ	Blocklist Editor, TM Editor, Glossary Editor, Editor
Verify Segment	ж¬_гV	Editor

Mac scheme - Wordfast Classic style

Commands	Shortcut	View
Add Blocklist	~ : C	Project
Add Glossary	~:0	Project
Add Note	∼tû N	Editor
Add Project	第û A	Home
Add Project TMs	₩û B	Quick Tools
Add Reference Files	∼1	Project
Add Term	ื่∺ุ_T	Editor
Add TM	жN	Project
Analyze	жSpace	Quick Tools
Attach/Detach Toolbar	жD	Editor
Bold	жB	Editor
Clear Target Document	<u>∕</u> tû ⊠>	Editor
Clear Target Segment	^X	Editor
Close project from home window	₩û X	Home
Commit All Segments to TM	まノーレ	Editor
Confirm/Unconfirm Segment	~_↔	Editor
Confirm All Segments	₩û↩	Editor
Сору	жC	Blocklist Editor, TM Editor, Glossary Editor, Editor
Copy All Sources	∼∵î Insert	Editor
Copy All Tags (Segment)	∼z₽	Editor
Copy Source	∼lnsert	Editor
Сору Тад	ื#~⊂↓	TM Editor

Commands	Shortcut	View
Сору Тад	~î↓	Editor
Copy Term	₩¬0	Editor
Сору ТМ	₩ûC	Project
Create Blocklist	~_ B	Project
Create Glossary	~ ∷N	Project
Create TM	¥ûN	Project
Current Segment Leverage	~_⊇Q	Editor
Cut	жX	Blocklist Editor, TM Editor, Glossary Editor, Editor
Delete Note		Editor
Edit Note	_ ℃û E	Editor
Edit Term	жE	Editor
Export Blocklist	~ _ K	Project
Export Glossary	νΞΕ	Project
Export Package	жE	Home
Export Report as PDF format	~ _ U	Project
Export TM	₩ûE	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	~ .]	Project
Import TM	¥ûI	Project
Insert non-breaking space	೫ûSpace	Editor
Italic	жI	Editor
Key Assist Panel	₩ûL	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Last Modified Segment	û F5	Editor
Leverage Previous TU	£←	Editor
Leverage the Next TU	Ж→	Editor
Merge Segments	~⊂‡	Editor
Modify	~ ⊂ M	Project
Modify Project	ж û M	Home
Modify TM	₩ûT	Project

Commands	Shortcut	View
Next Segment (No Commit)	£↓	Editor
Next Tag	╲╧Ѽ→	Editor
Next Term	∺~ :9	Editor
Next Update	~~+	Blocklist Editor
Next View	~_W	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Open Blocklist	~ ∠ H	Project
Open Glossary	∼ΞG	Project
Open Project	₩ûP	Home
Open Reference Files	∼ ⊒	Project
Open TM	₩û G	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	∺∕∠←	Editor
Previous Term	# ~ :8	Editor
Pseudo Translate	₩ûY	Quick Tools
Redo	жY	Blocklist Editor, TM Editor, Glossary Editor, Editor
Remove Glossary	∼zR	Project
Remove Project	ื่∺√_R	Home
Remove Reference Files	~:0	Project
Remove Report	¬Ζ	Project
Remove tag	୫∼ニ↑	
Remove TM	₩û R	Project
Replace/Find	жH	Editor
Save	жS	Editor
Save As	F12	Editor
Save File As Translated	∺∽_S	Editor
Show White Space Characters	₩û 8	Editor
Simple Project Creator	жP	Home
Spell Check	F7	Editor
Split Segment	~_‡	Editor

Commands	Shortcut	View
Strikethrough	жК	Editor
Subscript	#=	Editor
Superscript	¥û =	Editor
Term Info	~:T	Editor
Terminology Highlight	жF5	Editor
TM Concordance	∺∂F	Editor
Translate File	жО	Project
Translate Until Fuzzy	ี่ ม า∕_:F	Editor
Translate Until No Match	₩û‡	Editor
Unconfirm All Segments	<u>`</u> Cû⇔	Editor
Underline	жU	Editor
Undo	жZ	Blocklist Editor, TM Editor, Glossary Editor, Editor
Verify Segment	₩√ニV	Editor

Mac scheme - SDLX style

Commands	Shortcut	View
Add Blocklist	~_C	Project
Add Glossary	~_0	Project
Add Note	∕⊂ûN	Editor
Add Project	₩ûA	Home
Add Project TMs	₩ûB	Quick Tools
Add Term	жT	Editor
Add Term	ж¬_т	Glossary Editor
Add TM	жN	Project
Analyze	жSpace	Editor
Attach/Detach Toolbar	жD	Editor
Bold	жB	Editor
Clear Target Document	<u>∕</u> î⊠	Editor
Clear Target Segment	^X	Editor
Close	₩ûW	Editor

Commands	Shortcut	View
Close project from home window	жW	Home
Commit All Segments to TM	7-7	Editor
Confirm/Unconfirm Segment	7_4	Editor
Confirm All Segments	₩û⇔	Editor
Сору	жC	Blocklist Editor, TM Editor, Glossary Editor, Editor
Copy All Sources	ืื⊮า∕ ∶Insert	Editor
Copy All Tags (Document)	_ î₽	Editor
Copy All Tags (Segment)	∼z₽	Editor
Copy selected text to target	-∕_F12	Editor
Copy Source	F4	Editor
Сору Тад	ਖ਼∼⊂↓	Editor
Copy Term	೫¬∕=0	Editor
Сору ТМ	∺ûC	Project
Create Blocklist	~ ∠ B	Project
Create Glossary	~ ∠ N	Project
Create TM	೫ û N	Project
Current Segment Leverage	~ _ Q	Editor
Cut	жX	Blocklist Editor, TM Editor, Glossary Editor, Editor
Delete Note	¬⊂û D	Editor
Edit Note	_ ℃û E	Editor
Edit Term	жE	Editor
Export Blocklist	~ _K	Project
Export Glossary	τΞΕ	Project
Export Report as PDF format	~ <u></u> U	Project
Export TM	₩ûE	Project
Find/Replace	жF	Editor
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	¥ûI	Project
Insert copyright symbol	∺C	Editor

Commands	Shortcut	View
Insert ellipsis	F11	Editor
Insert em dash	~ -	Editor
Insert en dash	<u>∼</u> û-	Editor
Insert non-breaking hyphen	≋F9	Editor
Insert non-breaking space	೫ûSpace	Editor
Insert Registered Trademark symbol	ж¬∴R	Editor
Italic	яI	Editor
Key Assist Panel	₩ûL	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Last Modified Segment	û F5	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	7_8	Editor
Leverage the Next TU	Ж→	Editor
Machine Translate	₩û F8	Editor
Merge Segments	~_J	Editor
Modify	Ν	Project
Modify Project	₩û M	Home
Modify TM	₩û T	Project
Move the cursor between the source and the target	∁→	Editor

Commands	Shortcut	View
Next Segment (Commit to TM)	$\sim \downarrow$	Editor
Next Segment (No Commit)	£↓	Editor
Next Tag	ᢡ᠆ᡔ᠋ᠴᢣ	Editor
Next Term	∺~ _9	Editor
Next View	~ _ W	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Open Blocklist	~_H	Project
Open Glossary	∼⊂G	Project
Open Project	₩ûP	Home
Open TM	₩ûG	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 (No Commit)	ዤ↑	Editor
Previous Segment (TM Commit)	\sim t	Editor
Previous Tag	ж∕⊂←	Editor
Previous Term	#∼ :8	Editor
Pseudo Translate	₩ûY	Quick Tools
Redo	жY	Blocklist Editor, TM Editor, Glossary Editor, Editor
Remove Glossary	∼R	Project
Remove Reference Files	~:0	Project
Remove Report	~ -Ζ	Project
Remove tag	ୖୖ୫∼⊂↑	Editor
Remove TM	₩ûR	Project
Replace/Find	жH	Editor
Run Transcheck	F12	Editor
Save	жS	Editor
Save File As Translated	#∖_:S	Editor
Show White Space Characters	₩û 8	Editor
Simple Project Creator	жP	Home
Source TM Lookup	₩ûF	Editor
Spell Check	F6	Editor
Split Segment	7742	Editor

Commands	Shortcut	View
Strikethrough	жK	Editor
Subscript	#=	Editor
Superscript	₩û =	Editor
Term Info	~_T	Editor
Terminology Highlight	೫F5	Editor
TM Concordance	F7	Editor
Toggle uppercase/lowercase	û F3	Editor
Translate All	¥û ↘	Editor
Translate File	жO	Project
Translate Until Fuzzy	∺~_F	Editor
Translate Until No Match	#û‡	Editor
Unconfirm All Segments	╲╴╠╺┙	Editor
Underline	жU	Editor
Undo	жZ	Blocklist Editor, TM Editor, Glossary Editor, Editor
Verify Segment	₩¬V	Editor

Mac scheme - Trados style

Commands	Shortcut	View
Add Blocklist		Project
Add Glossary	~_0	Project
Add Project TMs	#û B	Quick Tools
Add Reference Files	~:1	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

Commands	Shortcut	View
Close	жW	Editor
Close project from home window	ដΩੇX	Home
Commit All Segments to TM	₩ûU	Editor
Confirm/Unconfirm Segment	7_4	Editor
Confirm All Segments	₩û↩	Editor
Сору	жC	Blocklist Editor, TM Editor, Glossary Editor, Editor
Copy All Tags (Segment)	~_P	Editor
Copy selected text to target	-∕_F12	Editor
Copy Source	F4	Editor
Сору Тад	жF4	Editor
Copy Term	ੜ∼≂↓	Editor
Сору ТМ	ដ ា C	Project
Create Blocklist	~ ∃ B	Project
Create Glossary	~ . N	Project
Create TM	ដΩ អា	Project
Current Segment Leverage	~ _ Q	Editor
Cut	жX	Blocklist Editor, TM Editor, Glossary Editor, Editor
Export Blocklist	~ ∃ K	Project
Export Glossary	~-E	Project
Export Package	жE	Home
Export Report as PDF format	~ <u></u> U	Project
Export TM	ដûE	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		Project
Import TM	¥ûI	Project
Insert en dash	<u>\</u> î-	Editor
Insert non-breaking space	#û Space	Editor
Italic	жI	Editor
Key Assist Panel	ℋΩ⅃	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Last Modified Segment	û F5	Editor

Commands	Shortcut	View
Machine Translate	೫û F8	Editor
Merge Segments	жJ	Editor
Modify	~ ⊂M	Project
Modify Project	ℋΩℳ	Home
Modify TM	₩û T	Project
Move the cursor between the source and the target	û →	Editor
Next Segment (Commit to TM)	$\boldsymbol{\leftarrow}$	Editor
Next Segment (No Commit)	£↓	Editor
Next Tag	≇∖_ੋ→	TM Editor
Next Update	$\sim \downarrow$	Blocklist Editor
Next View	~ -₩	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Open Blocklist	~:H	Project
Open Glossary	~: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	#∖_+	Editor
Previous Update	$\sim \uparrow$	Blocklist Editor
Pseudo Translate	₿ûY	Quick Tools
Redo	жY	Blocklist Editor, TM Editor, Glossary Editor, Editor
Remove Glossary	ר⊂R	Project
Remove Project	ื่∺า∠R	Home
Remove Reference Files	~_0	Project
Remove Report	~- Z	Project
Remove TM	₩ûR	Project
Save	жS	Editor
Save File As Translated	ж¬ ⊵S	Editor
Show White Space Characters	₩û 8	Editor

Commands	Shortcut	View
Simple Project Creator	жР	Home
Source TM Lookup	₩ûF	Editor
Spell Check	F6	Editor
Split Segment	~ : S	Editor
Strikethrough	жK	Editor
Subscript	#=	Editor
Superscript	ዤ û =	Editor
Term Info	~_T	Editor
Terminology Highlight	₩F5	Editor
TM Concordance	F7	Editor
Translate All	₩ûA	Editor
Translate File	жO	Project
Unconfirm All Segments	∕∵û⇔	Editor
Underline	жU	Editor
Undo	жZ	Blocklist Editor, TM Editor, Glossary Editor, Editor
Verify Segment	ж¬_тV	Editor

19. Appendix

System Requirements

This section contains hardware and software requirements for using Wordfast.

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

Formatting tools

The Formatting tab in the TXLF Editor includes formatting tools you can use to edit the target content format.

Formatting tools fall into three categories: format, tags, and options.



Format category options are only available for MS Office source file formats.

Format Buttons

Button	Keyboard Shortcut	Description
В	Ctrl+B	Format the selected text as bold.
Bold		
Ι	Ctrl+l	Format the selected text as italic.
Italic		
U	Ctrl+U	Format the selected text as underlined.
Underline		
X2	Ctrl+=	Format the selected text as subscript.
Subscript		
X ²	Ctrl+Shift+=	Format the selected text as superscript.
Superscript		
ABC	Ctrl+K	Format the selected text to display as strikethrough
Strike		(deleted), without actually deleting the text.

Tags Buttons

Button	Keyboard Shortcut	Description
Tag Formatting	No shortcut	Display actual formatting associated with tags for the active segment (when supported.)
	No shortcut	Display the content of the formatting tags for the active
Tag Non-Formatting		segment.

Options Buttons

Button	Keyboard Shortcut	Description
L Non-Breaking Space	Ctrl+Shift+Space	Insert a non-breaking space at the cursor location.
▶¶ Left To Right	No shortcut	Insert a marker to indicate left-to-right reading direction.
Marker		
¶∢	No shortcut	Insert a marker to indicate right-to-left reading direction.
Right To Left Marker		
Ø	Ctrl+D	Attach and detach the Formatting 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 and Extension
Active Server Page (*.asp)
Adobe FrameMaker Interchange Format (*.mif)
Adobe InCopy Markup language (*.icml)
Adobe InDesign Interchange (*.inx)
Adobe InDesign Markup Language (*.idml)
Flat OPC XML Word Document Format (*.xml)
Hypertext Markup Language (*.htm)
Hypertext Markup Language (*.html)
JSON files (*.json)

Format and Extension

Java Server Page (*.jsp)

MS Excel 2007 Spreadsheet (*.xlsx)

MS Excel Open XML Macro-Enabled Spreadsheet (*.xlsm)

MS Excel Open XML Spreadsheet Template (*.xltx)

MS Excel Open Spreadsheet (*.xls)

MS Excel Spreadsheet template (*.xlt)

MS PowerPoint 2007 Presentation (*.pptx)

MS PowerPoint 97-2003 Template (*.pot)

MS PowerPoint Macro-Enabled Presentation (*.pptm)

MS PowerPoint Macro-Enabled Show (*.ppsm)

MS PowerPoint Macro-Enabled Template (*.potm)

MS PowerPoint Presentations (*.ppt)

MS PowerPoint Show (*.ppsx)

MS PowerPoint Template (*.potx)

MS Visio Document (*.vdx)

MS Visio Document (*.vsd)

MS Visio Document (*.vsdx)

MS Word 2007 Document (*.docx)

MS Word Document (*.doc)

MS Word Open XML Macro-Enabled Document (*.docm)

MS Word Open XML Macro-Enabled Template (*.dotm)

MS Word Open XML Template (*.dox)

MS Word Template (*.dot)

Markdown file (*.md)

MemoQ XLIFF (*.mqxliff)

Microsoft Word 2003 WordprocessingML document (*.xml)

PO files (*.po)

Plain Text (*.txt)

Portable Document Format (*.pdf)

Quark Documents (*.tag)

Rich Text Format (*.rtf)

SDL XLIFF (*.sdlxliff)

SubRip (*.srt)

Format and Extension

TXML (*.txml)
Trados TTX (*.ttx)
WF TXLF Document (*.txlf)
XLIFF (*.xlf)
XLIFF 2.0 (*.xlf)
XLIFF 2.0 (*.xliff)

FAQs

How do I obtain a Wordfast Pro License and install the application?

Wordfast products are try-before-you-buy. You can download a free 30-day Demo mode of Wordfast Pro from http://www.wordfast.com/. Demo mode has limited functionality until you enter the activation key. When you purchase a Wordfast license, you can generate an activation key at https:// www.wordfast.com/myaccount by signing in with your sign in email and password. Copy and save the activation key.

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To activate Wordfast Pro, click Impon the Sidebar. Click either Online Registration or Manual
Registration and follow the instructions to activate your product using the activation key. Once
activated, Wordfast Pro changes from Demo mode to the full unlocked version.

What does Wordfast Pro Demo mode mean?

When in **Demo** mode, you are limited to creating bilingual projects and storing up to 500 translation units in your Translation Memory. To get a full version, you must upload a license. Refer to Activation on page 9.

Why is my completed project now showing as less than 100% complete in my Projects List?

The latest version of Wordfast Pro contains a new segment state feature and an improved Progress Bar. As a result, projects from legacy versions of Wordfast Pro might register as less than 100% complete or N/A in the Projects List. To resolve the issue, open the project, then open the translation file. If you have multiple translation files, chain them together. In the TXLF Editor view, click Mark All Translated. Save and close the project. In the Project List view, click Recalculate Progress. The project should now register as 100% complete.

What happens if I upload a corrupt file for translation when creating a project?

If one of the files is corrupt or invalid, you can still create a project with clean files. The corrupt or invalid file will not upload and you receive a warning message.

How do I chain individual files?

Instead of opening files one-by-one to display in individual tabs, you can chain files to open in a single tab as long as these files are in the same batch. You cannot chain files across batches. Chaining files has the following main advantages:

Open hundreds of files within seconds.

• Filter or search and replace in one pass as opposed to once per individual file.

Why is the Analyze button inactive when I open a chained file for translation?

The **Analyze** action you can normally access in **TXLF Editor** view is inactive when you open a chained file because the translation memory cannot provide the best results.

What are the different ways to analyze files?

The analysis process converts source files into TXLF, leverages the content against existing translation memories, and generates a report listing matches, non-matches, word count, character count, and segment count. You can analyze source files in the following ways:

- Analyze files within a project in the Current Projects view.
- Analyze any files outside of the project files on the **Analysis** tab in the **Quick Tools** view.
- Analyze a file open for translation in **TXLF Editor** view by clicking the **Analyze** button on the **Translation** tab.

Refer to Analysis on page 213.

How do I use Skip 100% and 100%+ Segments when using TXLF Editor view?

To skip 100% and 100%+ segments when moving to a segment that requires linguistic changes, you have two options:

- (Preferred) Set preferences to Skip 100% and 100%+ segments. This allows you to view the 100% and 100%+ segments for context while editing adjacent No Match and Fuzzy match or MT pre-translations.
- Filter for All except 100% and Context match segments.

How do I update a TM with my translations?

To update a TM after you finish translating or editing a segment in **TXLF Editor** view, you must commit it to the TM. Committing a segment will turn the color highlight from pink to purple. You can commit a segment to the TM as follows:

- Move to the next segment clicking the **Next Segment** button, or by using **Alt + Down Arrow**.
- While your cursor is in a segment, click **Commit** on the **Translation** tab.
- Click **Commit All** on the **Translation** tab to add all the segments in the file to the TM.

If a segment does not require any changes, for example, if the 99% match or the MT match is linguistically correct, you can change the Translation Memory settings in **Preferences** to add these items to the TM. To change the TM settings:

- Click ==.
- Click Translation Memory in the Current Project Preferences section.
- Select the items you would like to have committed to the TM when working in your project:
 - Write 'exact' matches to TM
 - Write 'unedited MT' to TM
 - Write 'unedited fuzzy' to TM

How do I keep translations from updating the master TM?

To prevent a segment from updating the TM:

1. Open the file for translation and click on the segment that you do not want to write to the TM.

2. In the TXLF Editor view, click Do Not Write To TM on the Translation tab. The Status column

displays ⁹, and does not update the TM.

3.

To write the segment to the TM, select the segment and click **Do Not Write To TM** again. The is removed from the **Status** column, and the segment may then be updated to the TM.

How do I correctly apply inline formatting?

You can apply inline formatting to the target segment in two ways:

- You can enter tag(s) from the source language segment for basic styles such as bold and italic using the buttons on the **Formatting** tab. However, these formatting buttons could introduce tags in the target that do not match the source. Unless the linguist identifies these mismatched tags using Transcheck and corrects them, they will prevent affected TXLF files from converting into monolingual files at the align stage.
- 2. To avoid the mismatched tags, after opening a file for translation, go to **Preferences** > **Tags** and select **Show Formatting as Tags**.

Since this preference persists from one WFP session to another, you only have to set it once. This preference enables you to reuse tags from the source using the **Copy** button under the **Translation** tab. If the tag preference is set to **Show Text Formatting (when supported)**, you must apply formatting using the buttons in the **Formatting** tab, unless you toggled segment-by-segment from **Tag Formatting** to **Tag Non-Formatting**.

Why is the Whole Words Only check box inactive on the Find/Replace dialog?

In the **Find and Replace** dialog, the **Whole Words Only** check box is inactive if you added multiple words or punctuation to the **Find** field.

What are Preferences and how do I access them?

You can customize all user interface options and features in the preferences section.

To access preferences, on the **Sidebar** click **=**.

- Configure preferences that will apply to all projects in the General Preferences section.
- Configure preferences that apply only to the currently active project in the Current Project Preferences section.
- Configure advanced settings in the User Preferences section.

Refer to Current project preferences.

How can I preview a file during translation?

In **TXLF Editor**, on the **File** tab, click **Preview**, then select **Live Preview**, **Office Preview**, or **Html Preview** from the drop-down menu. **Live Preview** works with Word, PowerPoint, or Markdown files. It opens a preview of the target content for comparison to your source content. If you click on a line of text in the preview document, your cursor will move to that segment in the TXLF file. **Office Preview** will open a PDF preview of the current translation file. **Html Preview** will open a preview as an HTML file, only if the source file was HTML.

Another option is to click **Preview File**, and a translated file will open if the source is available.