Introduction

This document provides users with essential tasks associated with Wordfast Pro (WFP) and assumes you are already familiar with the interface and basic software functions. Use the online help for more details.

Save a file

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

To save a file:

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

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

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

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

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Chain files

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

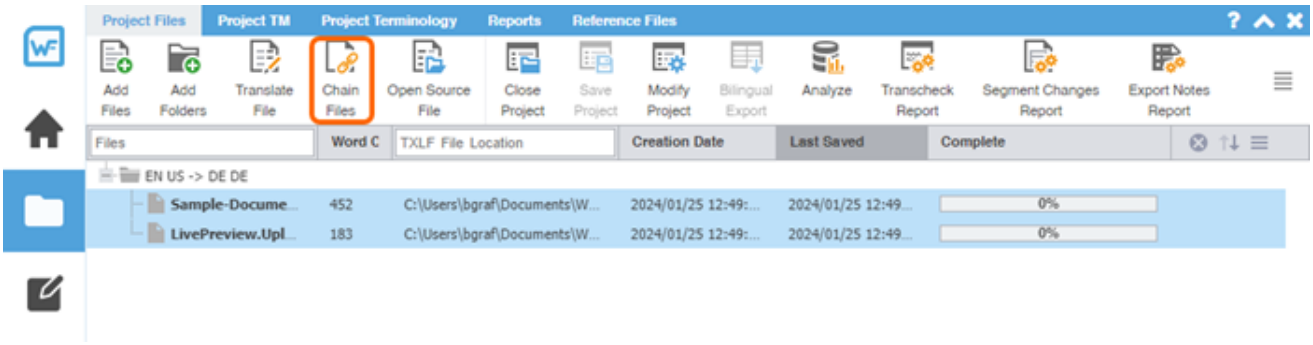
> You cannot export or save chained files as a single TXLF file.

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

To chain files:

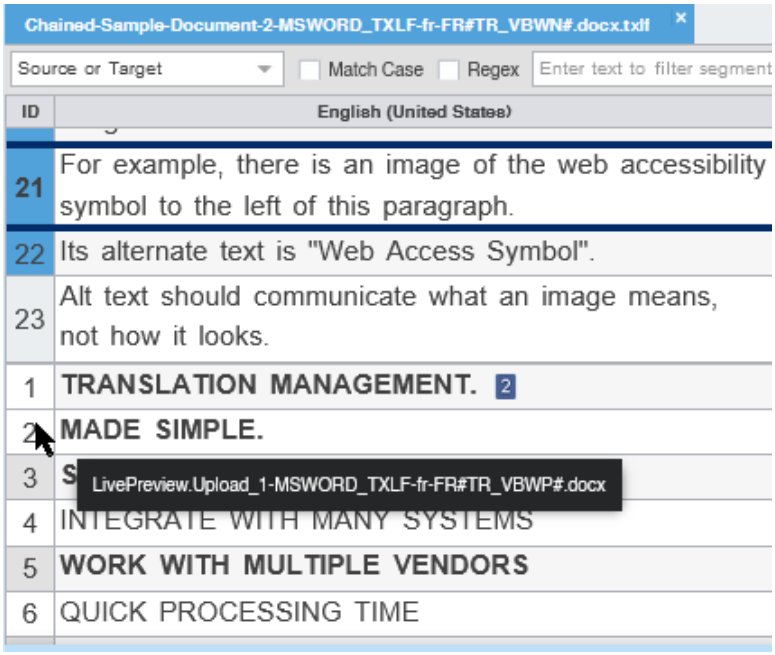
1. In the Current Project view, on the **Project Files** tab, select a set of files, then click **Chain Files**.

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



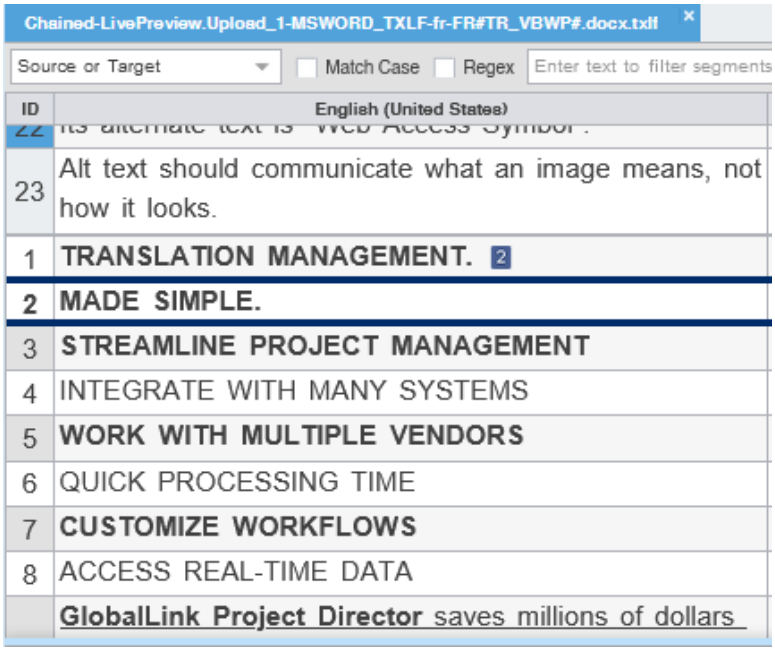
The chained file opens in the **TXLF Editor**.

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



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

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



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

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

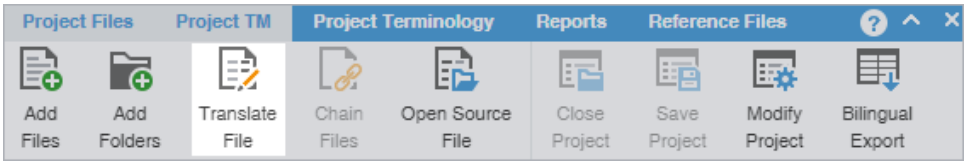
The segments are saved in the chained file and restored to their original files without the chained format. The progress for each individual file will show on the Progress tab.

Translate a file

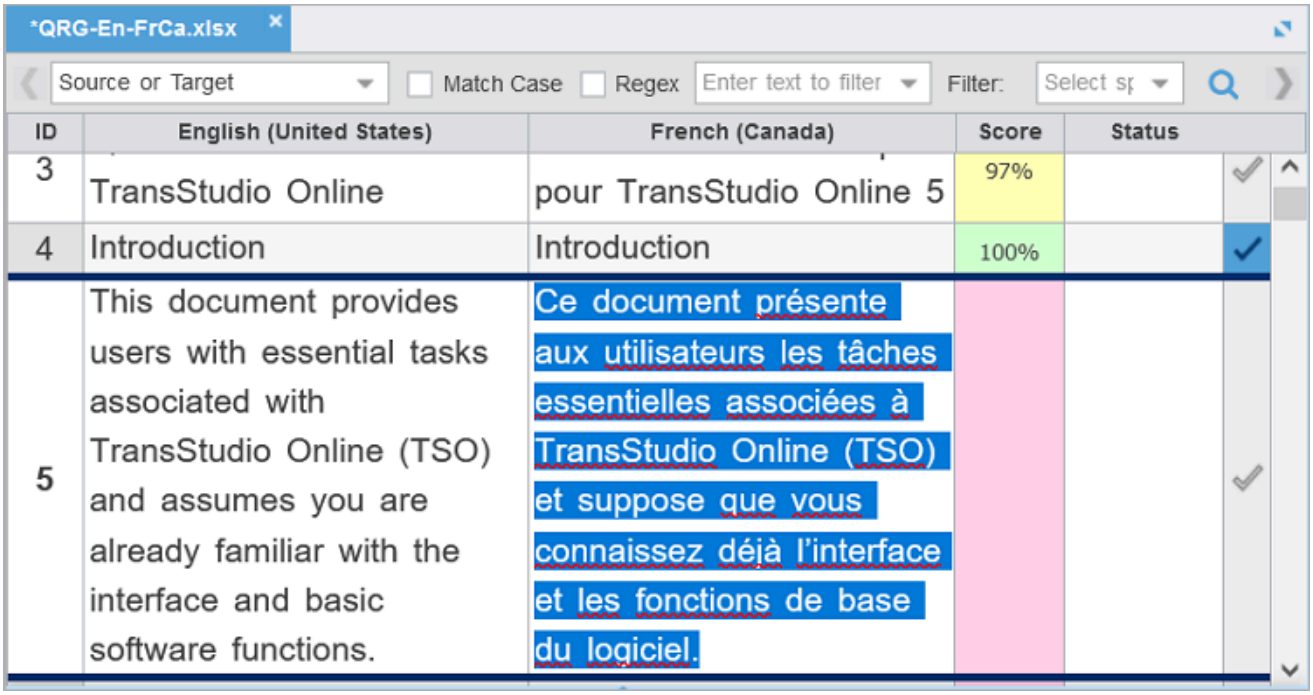
> Save your work often by clicking **Save** on the **File** tab or by pressing **Ctrl+S**.

To translate a file:

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



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



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

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

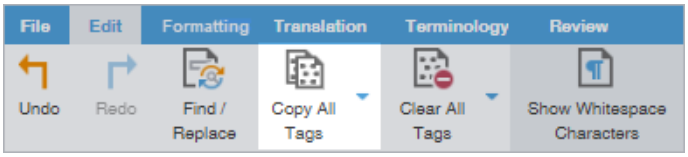
Copy all tags

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

To copy all tags:

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

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



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

Segment or **Alt+A**	Select to copy only the tags for the selected segment to the target.
Document or **Alt-Shift+P**	Select to copy all tags for the entire document.

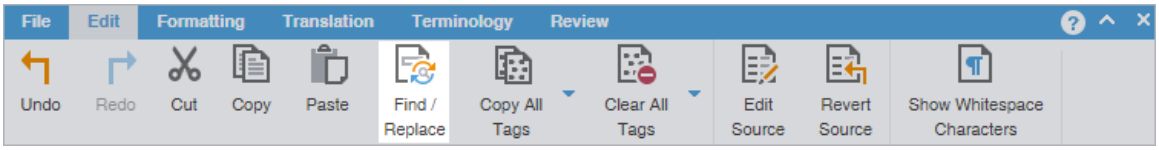
All tags are copied to the segment or document.

Find and replace content

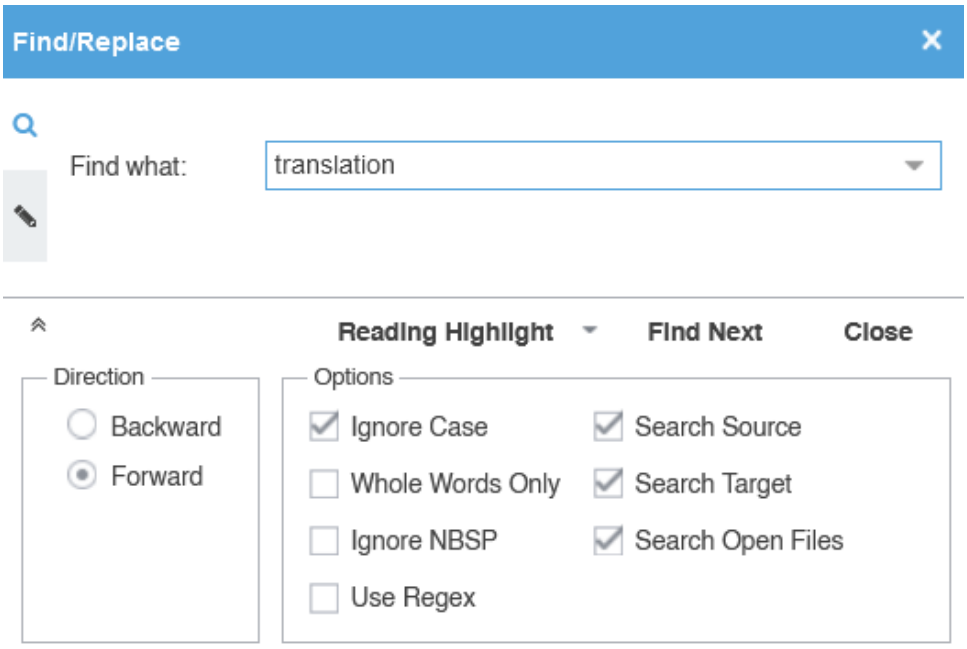
Use **Find/Replace** to search for and replace text in translated content.

To find and replace content in a file:

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



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

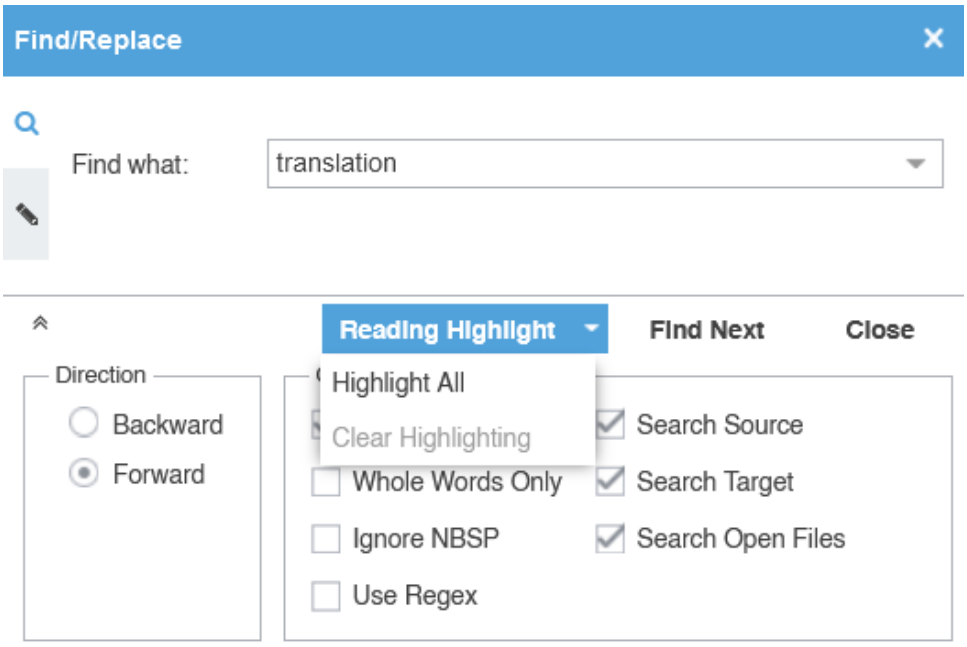


4. (Optional) Click the **Expand** icon to expand the panel for additional options, or click the **Collapse** icon to collapse the additional options.

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

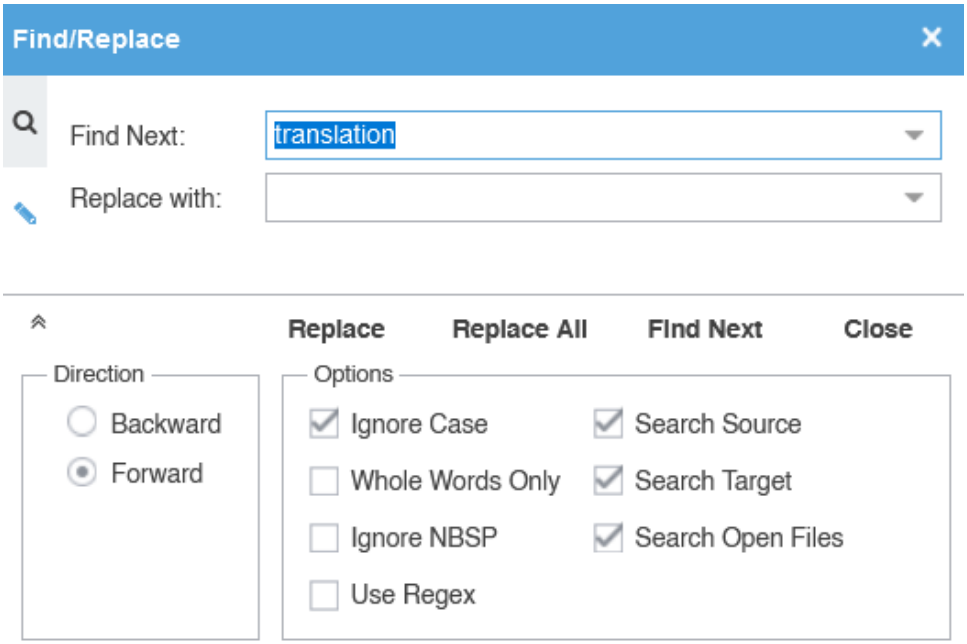
5. Click **Find Next** to move through all instances of the content.

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



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

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



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

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

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

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

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

Transcheck overview

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

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

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

Use Transcheck

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

To use Transcheck during translation:

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

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

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

Use Transcheck All

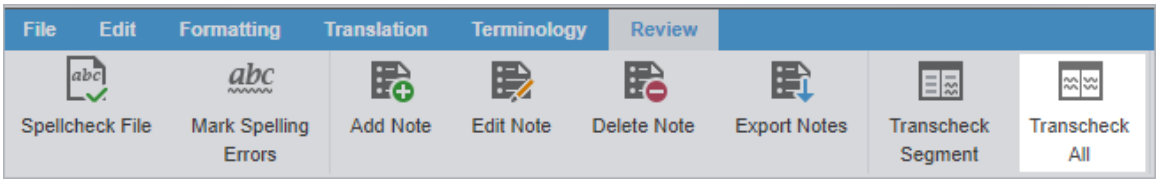
Use **Transcheck All** to scan all segments of a file for non-linguistic errors in the target segments and issue warnings for missing and incorrect text. Configure and enable your Transcheck preferences under **Preferences** > **Current Project Preferences** > **Transcheck**.

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

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

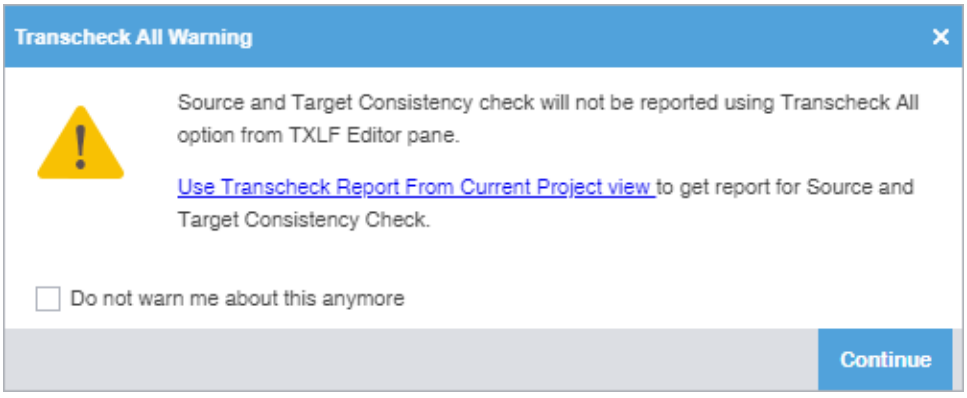
To use **Transcheck All**:

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



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

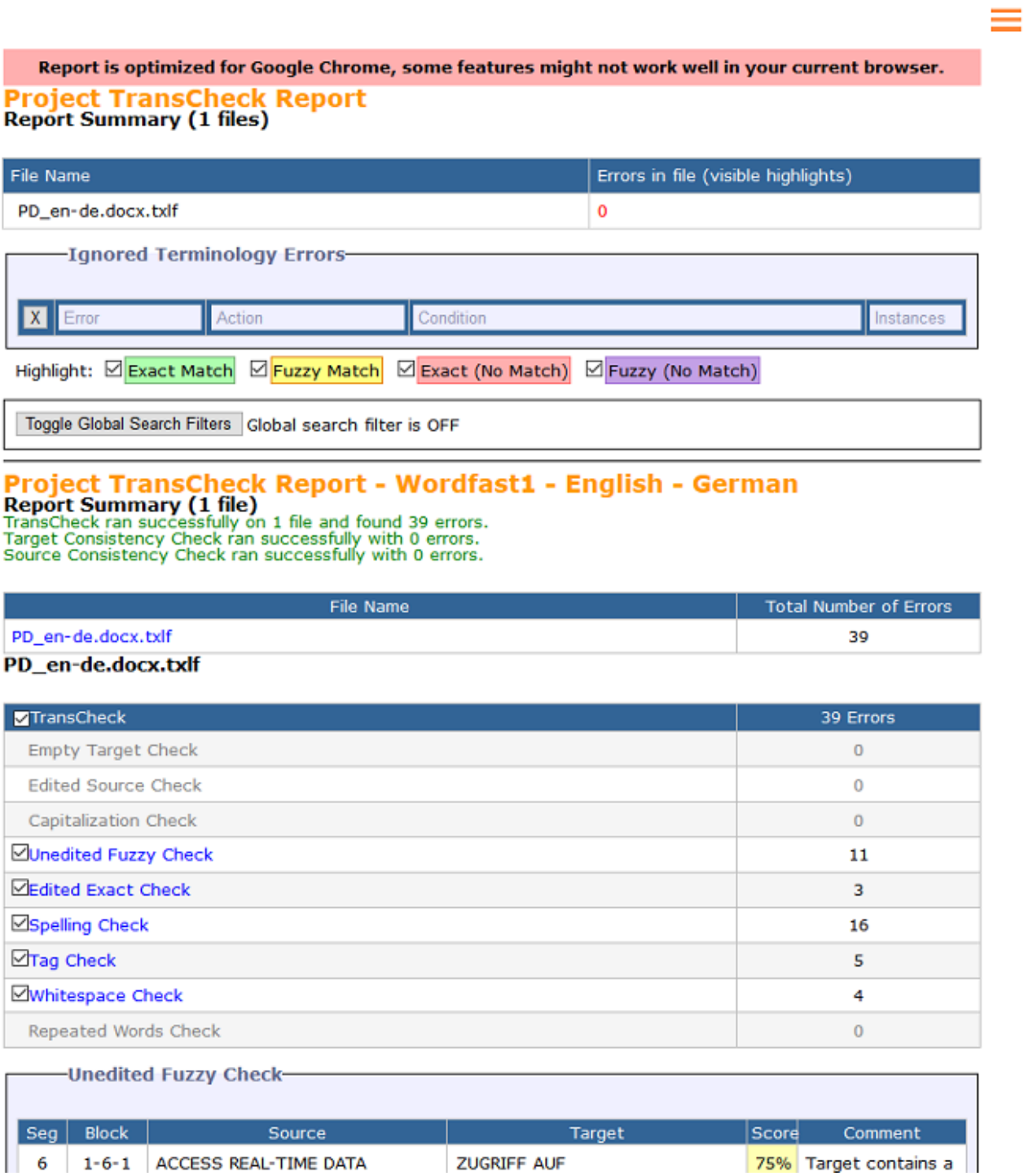
3. Click **Continue**.



A Transcheck report and summary results.

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

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



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

Project TransCheck Report

Report Summary (1 files)

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

Ignored Terminology Errors

X	Error	Action	Condition	Instances

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

Toggle Global Search Filters | Global search filter is OFF

Project TransCheck Report - Wordfast1 - English - German

Report Summary (1 file)

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

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

PD_en-de.docx.txlf

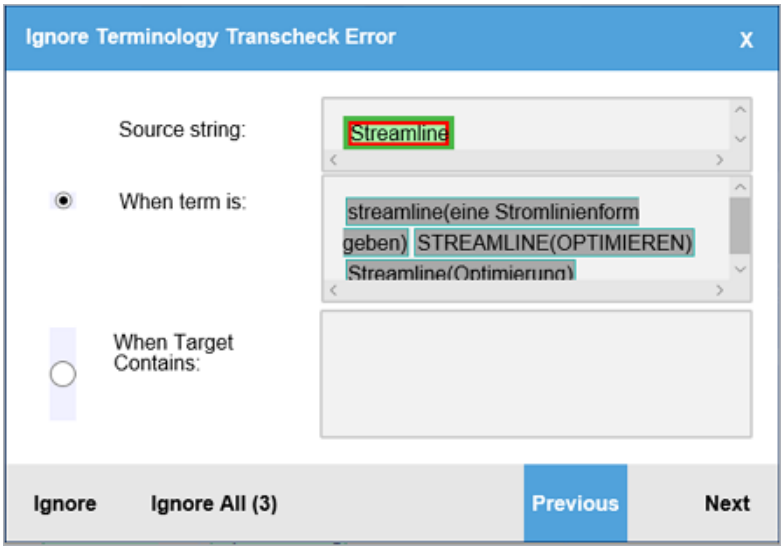
☑TransCheck	39 Errors
Empty Target Check	0
Edited Source Check	0
Capitalization Check	0
☑Unedited Fuzzy Check	11
☑Edited Exact Check	3
☑Spelling Check	16
☑Tag Check	5
☑Whitespace Check	4
Repeated Words Check	0

Unedited Fuzzy Check

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

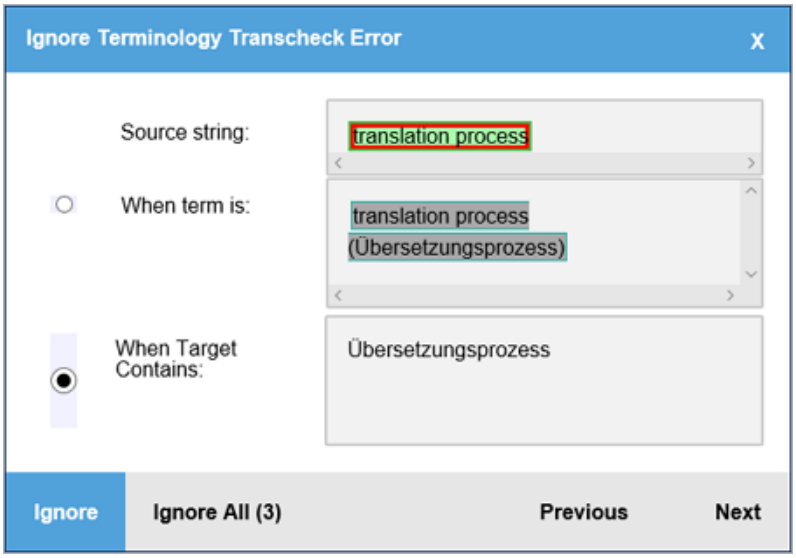
5. (Optional) Click a highlighted term.

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



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

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



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

File Name	Errors in file
transcheckReport5481583249647184112.html	16

Ignored Terminology Errors

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

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

Terminology Check: transcheckReport5481583249647184112.html

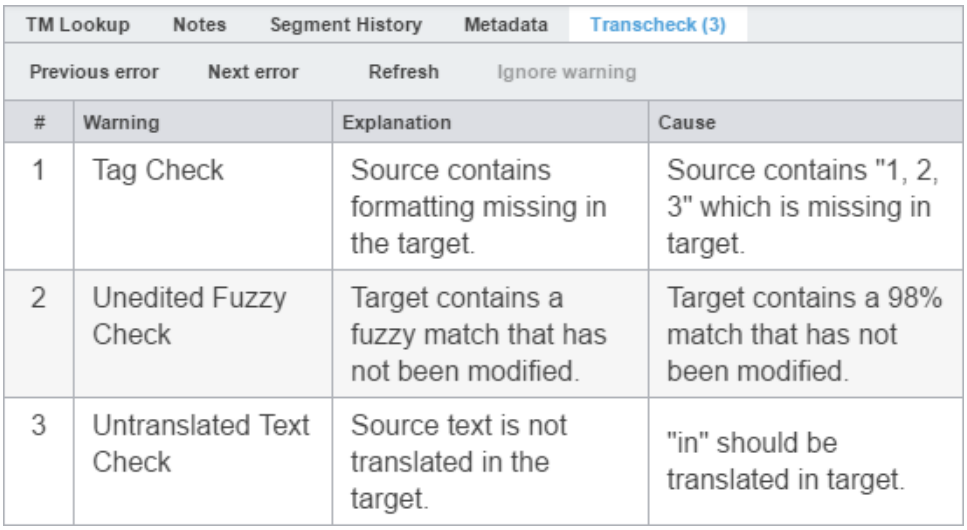
Hide this report

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

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

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

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



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

Previous error | Next error | Refresh | Ignore warning

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

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

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

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