

User Guide

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Release Notes Summary

The following is a summary of new features, improvements, and issues fixed for Version 4.9.0.

New Features

- Added ability to connect to Wordfast Server for remote terminology
- Added Hunspell Dictionary for Thai
- Added Hunspell Dictionary for Turkish

Improvements

- Moved More Options TM Lookup to the immediate left of Find Source
- Added Chain Files shortcut key to Shortcut Preferences
- Changed Transcheck Warning pop-up message to be clearer when reporting an issue
- Added the option to ignore alphanumeric codes during the Copy Source Check in Transcheck Preferences
- Added shortcut key in Shortcut Preferences to navigate between open files (unbound)
- Changed label from "Keys" to "Shortcuts" throughout
- Moved Project Cleanup icon to the right on Project Files tab
- Updated Segment Changes report

Fixed Issues

- Issue causing slowness in the editor when Show Whitespace is enabled
- Issue where Cleanup could be performed without a Cleanup password
- Issue where Replace All did not change the status of a segment to Modified
- Issue where Transcheck Report sometimes opens with a 500 error
- Issue where certain DOCX Word files could not be converted to TXLF files
- Issue causing TM Lookup and Term Lookup panes to disappear when large Microsoft Windows text scaling is set
- Issue causing update reminder to fail
- Issue that made application unresponsive when clicking in Google Translate links
- · Issue causing application to not find its license file
- Issue where last word in a segment is showing up as misspelled even though it was corrected
- Issue where Spellcheck jumps to the beginning of the document before pop-up response
- Issue causing Auto-Propagation to work incorrectly for merged segments
- Issue causing **Transcheck** to fail on chained files
- Issue causing the application to freeze when filtering chained file segments

- Issue causing the last modified segment action to fail on chained files
- Issue where term description was not included in a glossary exported as TBX
- · Issue causing GLTM connection to disconnect after opening several segments quickly
- Issue where an attribute was added by Cleanup when Add Attribute was unchecked
- Issue preventing a user from pasting text in other dialogs when focus was on a locked segment
- · Issue of not requiring user name and password when connecting to remote glossaries
- Issues of various user interface glitches
- Issue of unclear cause indication and explanation for White space in Transcheck

Tickets

The following table lists the new features, improvements, and issues by ticket.

Ticket	Summary	Issue Type	Priority	Resolution
TRA-19859	Letter is doubled if SWSC is turned on	Bug	Major	Fixed by another ticket
TRA-19799	TM Lookup: source concordance search fails if tu user contains backslash	Bug	Major	Fixed
TRA-19728	Shortcut list isn't rendered on scroll after preferences settings are restored on factory	Bug	Trivial	Fixed
TRA-19660	CLONE - There is white space under records in Segment History grid	Bug	Minor	Fixed
TRA-19611	TSR Preferences dialog is opened after 20 seconds if segment is cleared	Bug	Critical	Fixed
TRA-19610	Shortcuts There is no description if shortcut is already selected	Bug	Minor	Fixed
TRA-19594	WF4.8.2 unable to find license file (license file being searched in different folder than it's stored)	Bug	Critical	Fixed by another ticket
TRA-19586	Different Transcheck Warning in desktop and Online Apps	Bug	Minor	Fixed
TRA-19553	There is white space under TUs in TM Lookup (screenshot)	Bug	Minor	Fixed
TRA-19551	TSO/TSR Can't perform transcheck/segment changes on chained files	Bug	Major	Fixed
TRA-19545	Server: Include WFPO feedback dialog on other apps	Improvement	Minor	Implemented
TRA-19544	UI: Include WFPO feedback dialog on other apps	Improvement	Minor	Implemented

Ticket	Summary	Issue Type	Priority	Resolution
TRA-19538	Segment status isn't changed after NBSP is added using ALT code	Bug	Minor	Fixed
TRA-19533	Remote TM copied with HTTP URL fails with connection unsuccessful	Bug	Minor	Fixed
TRA-19525	Clicking in Google and Microsoft Translator links in Preferences make the app unresponsive	Bug	Critical	Fixed
TRA-19498	Button for Application Close should not close application if dialog is visible	Bug	Major	Fixed
TRA-19474	Spell Check last word in a segment is still offered as misspelled although is "changed"	Bug	Major	Fixed
TRA-19472	No segment can be opened after G and S is added on scrolled file	Bug	Major	Fixed
TRA-19467	Change Keys to Shortcuts	Improvement	Minor	Implemented
TRA-19436	MAC Transcheck All, Get Bilingual Table and Preview File are not working	Bug	Critical	Fixed
TRA-19431	Letter "W" is inserted into symbolic name when user enters tmgr url by typing	Bug	Minor	Fixed
TRA-19428	UI: Add IDML Preview to TSO and TSR	New Feature	Impleme	ntheoplemented
TRA-19425	Umlaut characters added at beginning of segment adds two letters	Bug	Minor	Fixed
TRA-19419	TSO/TSR Transcheck Spellcheck > Dictionary Management by Admin	New Feature	Minor	Implemented
TRA-19418	Transcheck Spellcheck > TXLF Editor Transcheck	Task	Minor	Implemented
TRA-19417	Transcheck Spellcheck > Project Transcheck	Task	Minor	Implemented
TRA-19416	Edge User can type only one letter in a segment	Bug	Blocker	Fixed

Wordfast

Ticket	Summary	Issue Type	Priority	Resolution
TRA-19413	TM Lookup and Terminology panes aren't visible for some display settings	Bug	Major	Fixed
TRA-19405	Content of WF is lost when user DnD txt file into opened iframe	Bug	Major	Fixed
TRA-19393	OPE: Initiate communication with OPE	New Feature	Minor	Implemented
TRA-19392	OPE: Create basic layout for editor	New Feature	Minor	Implemented
TRA-19388	DnD file: Drop file dialog remains if user cancel droping	Bug	Minor	Fixed by another ticket
TRA-19381	MAC WF crashes on DnD	Bug	Major	Fixed by another ticket
TRA-19379	Mask will blink when user holds file over Projects list view	Bug	Major	Fixed
TRA-19373	Table Header Sorting by TM Type is wrong (reverse sorting)	Bug	Minor	Fixed
TRA-19372	Username and password input field are not mandatory in Connect to remote terminology dialog	Bug	Major	Fixed
TRA-19353	WFP desktop app gets selected during drag and drop action	Bug	Major	Fixed
TRA-19333	Drag and Drop Text from split actions can be dragged and dropped in any input field	Bug	Minor	Fixed
TRA-19332	Table Header Drag and Drop shouldn't be enabled for Source/Target Language combo box	Bug	Minor	Fixed
TRA-19330	UI - Image of tag shows tag content for split segments	Bug	Minor	Fixed

Ticket	Summary	Issue Type	Priority	Resolution
TRA-19326	Paste Action Disabled In TM Lookup When Cursor Is In Locked Segment	Bug	Major	Fixed
TRA-19310	TXLF Editor : Column header should display source and target language label	Improvement	Minor	Implemented
TRA-19305	MAC - Cannot close Recovery dialog	Bug	Critical	Fixed
TRA-19301	Segments get wrongly autopropagated after using Merge or split option more than twice for same segment	Bug	Critical	Fixed
TRA-19285	Docx file fails to create XLIFF document	Bug	Major	Fixed by another ticket
TRA-19278	Result of previous segment is visible when user opens segment after killing session in GLTM	Bug	Major	Fixed
TRA-19265	Add option for using UI dev resources in the build application	Task	Minor	Implemented
TRA-19250	Chain files: Automatically open last modify segment option in preferences causing no file can be opened	Bug	Critical	Fixed
TRA-19242	Add shortcut in shortcut list for Chain Files action	Improvement	Trivial	Implemented
TRA-19236	ID numbers disappear after Split action in Editor	Bub	Major	Fixed
TRA-19229	Timestamp does not displays under last saved column in the current project view	Bug	Minor	Fixed
TRA-19223	No Tm Dialog doesn't have focus	Bug	Trivial	Fixed by another ticket
TRA-19221	MAC App size isn't retained after closing app	Bug	Minor	Fixed
TRA-19220	UI Localization update for 4.8	Task	Minor	Fixed

Ticket	Summary	Issue Type	Priority	Resolution
TRA-19218	Grid filter: Wrong option name in order by menu	Bug	Minor	Fixed
TRA-19216	JSP file isn't segmented as it expected	Bug	Critical	Fixed
TRA-19212	UI: Support for WFServer Glossary across the whole application	Task	Minor	Implemented
TRA-19209	Support for WF Server glossary in Current Project View	Task	Minor	Implemented
TRA-19207	Create action controllers for shortcuts	Task	Minor	Implemented
TRA-19204	Files Chaining: Last modified segment action(Shift +F5) doesn't work	Bug	Major	Fixed
TRA-19201	WF4 blocks - form too large if trying to preselect 100+ files	Bug	Critical	Fixed
TRA-19200	Right click doesn't open for file tab	Bug	Minor	Fixed
TRA-19195	[TSO/TSR] - current project is not updated	Bug	Minor	Fixed
TRA-19193	Files Chaining - Application is frozen after filtering table with no results	Bug	Critical	Fixed
TRA-19190	Files Chaining - Blue color is changed after opening segment	Bug	Major	Fixed
TRA-19188	Files Chaining - Chain Files action stays enabled after closing chained files	Bug	Minor	Fixed
TRA-19185	Preferences: Selection of checkbox "Include unbound Commands" isn't applied	Bug	Minor	Fixed
TRA-19172	Replace All doesn't change status of active segment	Bug	Critical	Fixed
TRA-19165	[Desktop]Gltm is disconnected after quickly opening 10 segments and leaving it for a while	Bug	Fixed by another ticket	Fixed by another ticket

Ticket	Summary	Issue Type	Priority	Resolution
TRA-19160	Error in browser console appears during closing project	Bug	Minor	Fixed by another ticket
TRA-19154	Grid filter: Missing collapse and expand folder option	Bug	Major	Fixed
TRA-19152	MAC bad Application name in App Menu	Bug	Minor	Fixed
TRA-19151	User is able to edit active segment although txlf x- mask is visible	Bug	Minor	Fixed
TRA-19145	Cursor is visible at the end and after that it will be positioned at the desired position	Bug	Minor	Fixed
TRA-19138	Warm start Application is staring slower	Bug	Minor	Fixed
TRA-19136	TM connection is broken after opening segment using CTRL + down	Bub	Major	Fixed by another ticket
TRA-19135	TSO/TSR Terms aren't rendered on segment opening	Bug	Major	Fixed
TRA-19121	CLONE - TU editor Undo/Redo actions error	Bug	Major	Fixed
TRA-19111	Server: Selected functionality should be applied for Blacklists	Bug	Major	Fixed
TRA-19085	Current Project View: HTTP error 500 when transcheck is ran with all project files selected	Bug	Critical	Fixed by another ticket
TRA-19078	Merging two grids due to similar behavior	Task	Minor	Implemented
TRA-19060	Kitchen Sink - Action Bar	Task	Minor	Implemented
TRA-19057	Kitchen Sink - Grid Filters	Task	Minor	Implemented
TRA-19056	Kitchen Sink - Virtual Table	Task	Minor	Implemented

Ticket	Summary	Issue Type	Priority	Resolution
TRA-19045	WF: editor: table filter: add text with explanation	Improvement	Minor	Implemented
TRA-19042	In project view, move Project Cleanup icon to the right	Improvement	Minor	Fixed
TRA-19027	Segment opening is slower when Show White Space is active	Bug	Major	Fixed
TRA-19006	Table Header - Sorting Menu values are not matching the ones from the header	Bug	Minor	Fixed
TRA-18997	[jxbrowser] Linux/Mac version WF opens in a smaller window	Bug	Critical	Fixed
TRA-18984	Move "More Options" in TM lookup to the left of "Find Source"	New Feature	Minor	Implemented
TRA-18976	Linebreaks should be pasted as whitespaces	Improvement	Major	Reimplemente
TRA-18906	Solling through the file is very slow when Show White Space Action is on	Bug	Critical	Fixed
TRA-18902	Transcheck Whitespace - wrong explanation and cause	Bug	Major	Fixed by another ticket
TRA-18867	Transcheck: Need proper segment Warning popup	Improvement	Major	Implemented
TRA-18862	Transcheck: Warning Explanation missing	Bug	Minor	Fixed by another ticket
TRA-18761	Terms aren't rendered for active segment when user turns off Terminology highlight all	Bug	Major	Fixed
TRA-18738	CLONE - Build WF with updated SOLR	Task	Major	Fixed by another ticket
TRA-18709	Testing message dialog parameters	Task	Minor	Implemented

Ticket	Summary	Issue Type	Priority	Resolution
TRA-18663	Kickoff Application Action to have configurable check period	Task	Minor	Implemented
TRA-18527	Add option to ignore alpha numerics in copy source check	Improvement	Critical	Fixed by another ticket
TRA-18498	TSR: Ribbon Layout to have Simple and Advanced option	Improvement	Critical	Implemented
TRA-18459	Investigate EMC log error: null pointer during startup	Task	Major	Fixed by another ticket
TRA-18451	Show Whitespace character option slows down segment opening, file scrolling etc.	Bug	Minor	Fixed
TRA-18414	App blocks after modifying remote TM [spec case]	Bug	Major	Fixed
TRA-18377	New Tm/Terminology/Blacklist Admin opening should close already opened one	Task	Major	Implemented
TRA-18330	Action from context menu is enabled although no segment is opened	Bug	Minor	Fixed
TRA-18309	Remove source locale from BlacklistConnectionDescriptor	Task	Major	Fixed by another ticket
TRA-17942	Update Segment Changes report for Review Steps	Improvement	Critical	Implemented
TRA-17801	Spellcheck doesn't work on Eclipse (Windows 10)	Bug	Major	Fixed
TRA-17405	When Japanese is the target language, an extra space is being inserted after punctuation.	Bug	Minor	Fixed by another ticket
TRA-17362	Spellcheck does not make changes to the last word of each segment	Bug	Critical	Fixed by another ticket

Ticket	Summary	Issue Type	Priority	Resolution
TRA-17334	Spellcheck jumps to beginning of document before answering pop up	Bug	Critical	Fixed
TRA-17203	Seginfo attribute for leveraged segment from TM with TU user	Improvement	Major	Fixed
TRA-17097	Segment Change Report Wrong user listed for pre-populated segment	Bug	Minor	Fixed
TRA-17058	Quick Tools: Attribute Added To TM When "Add Attribute" Unchecked	Bug	Major	Fixed
TRA-17024	Decoupling Tm lookup and Term lookup display timing	Improvement Minor		Implemented
TRA-16865	Empty file is added during project creation	Bug	Major	Fixed by another ticket
TRA-16554	WFP4: Add WFServer Glossary connection tab to Remote Glossary	New Feature	Critical	Implemented
TRA-16312	Simple Project Creator change tabular order	Improvement	Trivial	Implemented
TRA-16264	Description Not Included in Glossary Exported As TBX	Bug	Major	Fixed by another ticket
TRA-15850	Cleaned TUs with gltm(gltm has clean up password) cannot be seen from editor	Bug	Critical	Fixed
TRA-15754	Add shortcut to navigate between all opened files	Improvement	Minor	Implemented
TRA-14305	Change example in connect to remote Glossary/ TM dialogs	Improvement	Trivial	Implemented
TRA-7818	WEB: Cannot export Analysis report	Bug	Critical	Fixed

About Wordfast Pro

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

Reference: TXLF Editor Unlabeled Icons

Getting Started

This chapter provides the basic information to get started in Wordfast Professional (Wordfast Pro).

Wordfast Pro is installed and accessed on a local computer (refer to <u>Installing and Activating Wordfast</u> <u>Pro</u>).

Requirements

Wordfast Pro requires the following:

- Java JRE installed; if Java JRE is not present, it is installed automatically during Wordfast Pro installation
- Activation of the full Wordfast Pro installation requires a license and registration
- Minimum RAM of 2GB
- Minimum resolution of 1366 x 768 is recommended
- Operating systems: Microsoft Windows 7 and 8, OSX 10.9+

Installing and Activating Wordfast Pro

Wordfast Pro is installed on a local computer as described here.

To install and activate Wordfast Pro:

- 1. Download the Wordfast Pro installer from the website <u>http://www.wordfast.com/</u> to a local hard drive.
- 2. Run the installer.

Wordfast Pro opens in Demo Mode.

To activate Wordfast Pro, a license must be obtained and registered either online or offline.



Note:

Wordfast Pro demo mode provides an opportunity to view and try out the functions with limitations.

With a non-licensed Wordfast Pro, you are limited to creating bilingual projects and storing up to 500 translation units in your Translation Memory.

 Purchase a Wordfast Pro license through the website <u>http://www.wordfast.com/</u> and the Activation Key is returned by email.

Refer to:

- Online Activation
- Offline Activation

Online Activation

When you activate Wordfast Pro online you are emailed an **Activation Key** that you need to complete an online activation.

To begin:

- 1. Double-click the **Wordfast Pro** icon on your desktop.
- 2. Click the **Help** tab.

Wordfast 4	-							x
Wordfast 4	• Projects Help							8
	Options							
	2 🔎 🖙							
Feedback Wor	rdfast 4 License Abou pdate Management Wordfa:	t Help						
Projects	Location	Source Language 💌	Target Language 💌	Date Created	% Complete	\otimes	t↓ :	=
Project-2	C:\Users\tldara\Wordfa	English (United States)	German (Germany)	2015/03/31 12:53:21 M	15.38%			
Project-4	C:\Users\tldara\Wordfa	English (United States)	German (Germany)	2015/03/31 13:18:25 M	100.00%			
Project_2	C:\Users\Public\Wordfa	English (United States)	German (Germany)	2015/05/29 11:08:06 M	92.35%			
Project_5	C:\Users\Public\Wordfa	English (United States)	German (Germany)	2015/07/30 10:35:24 M	43.11%			
Project_6	C:\Users\tldara\Wordfa	English (United States)	German (Germany)	2015/07/30 12:02:48 M	0.00%			
Project_7	C:\Users\Public\Wordfa	English (United States)	German (Germany)	2015/07/30 13:22:18 M	0.00%			
Project_8	C:\Users\tldara\Wordfa	English (United States)	German (Germany)	2015/08/03 09:32:35 M	100.00%			
Project_9	C:\Users\Public\Wordfa	. English	Spanish (Latin America)	2015/08/26 16:08:01 M	7.06%			
MC_Proj-1	C:\Users\Public\Wordfa	English (United States)	German	2015/12/04 14:59:11 M	87.50%			
Project_4-6	C:\Users\Public\Wordfa	. English (United States)	German (Germany)	2015/12/14 15:10:20 M	0.00%			•

- 3. Click License Management.
- 4. Click Online Registration.

License Manager	×
Online Registration Manual Registration	Please enter your activation key and follow the instructions
	License Type: Full Activation Key:*
	OK Cancel

- 5. Enter the returned activation key into the Activation Key field.
- 6. Click **OK**.
- 7. Restart Wordfast Pro.

Your Wordfast Pro installation is now activated.



Note:

To resolve any license issues, log in to Wordfast Pro and select **Support > Hotline**.

Offline Activation

If you need to activate **Wordfast Pro** offline a **License** file is sent to you attached to an email after providing your **Activation Key**. Save this license file to a known location on the computer where Wordfast Pro is installed (preferably the Wordfast program folder).

To activate Wordfast Pro offline:

- 1. Open Wordfast Pro.
- 2. Click Help.
- 3. Click License Management.
- 4. Click Manual Registration.

License Manager	×
Online Registration	Please enter your activation key and follow the instructions
	License Type: Full
	Activation Key: Generate
	Copy the string below this information bar and send the string to the following email address: activation@wordfast.com.
	You will receive an email with the license file that you can download and save to your computer. Browse the license file and press the OK button. License File: Browse
	OK Cancel

- 5. Insert the returned activation key into the **Activation Key** field.
- 6. Click Generate on the Manual Registration dialog box.

The text string "Copy the string below..." is returned in the text box below the instruction text.

- 7. Copy this text string into an email and send it to the email address provided on the **Manual Registration** dialog box below the **Activation Key** input field (shown above).
- 8. Copy the license file that is returned in an email from Wordfast to the computer containing Wordfast Pro.
- 9. From within the Manual Registration dialog box, browse to the license file.
- 10. Click OK.
- 11. Restart Wordfast Pro.

The license is now active.



Note:

To resolve any license issues, log in to Wordfast Pro and select **Support > Hotline**.

Managing Licenses

Below are the procedures for managing Wordfast Pro licenses:

<u>Re-installing Licenses</u>
 <u>Verifying Current License</u>
 <u>Update Notification</u>



Note:

Upon opening Wordfast Pro, an update notification appears when there are newer versions available (see <u>Project Help</u>).

Re-installing Licenses

You can reinstate your Wordfast license by re-activating Wordfast Pro as described below:

- 1. Obtain a new activation code for Wordfast Pro through the website http://www.wordfast.com/.
- 2. Follow the instructions for:
 - Online Activation

Offline Activation

Verifying Current License

To verify the current Wordfast Pro license:

- 1. Open Wordfast Pro.
- 2. Select Help.
- 3. Click License Management.

The License Manager activation	n dialog box appears.
--------------------------------	-----------------------

License Manager		×
Online Registration Manual Registration	Please enter your activation key and follow the instructions	
	License Type: Full Activation Key:* License will expire in 254 day(s)]
	OK Cancel	

4. Verify the license expiration date in the text below the Activation Key field.

The license status, as shown below, appears just below the Activation Key.

License will expire in 254 day(s)

Update Notification

Upon opening Wordfast Pro, an update notification appears when there are newer versions available.

Alternatively, check for updates as follows:

- 1. Click Help.
- 2. Click Wordfast 4 Update.

A list of available updates appears (as shown).

	Updates for Wordfast 4 are available.		
	se the items you wish to update e note that major updates will require application rest	tart	
V	Item	Version	
∃ m	inor		-
V	org.gs4tr.editor.spellcheck.hunspell.ar	1.0.0	
V	org.gs4tr.editor.spellcheck.hunspell.bg.bg	1.0.0	
V	org.gs4tr.editor.spellcheck.hunspell.ca.es	1.0.0	
V	org.gs4tr.editor.spellcheck.hunspell.cs.cz	1.0.0	
V	org.gs4tr.editor.spellcheck.hunspell.da.dk	1.0.0	
V	org.gs4tr.editor.spellcheck.hunspell.de.de	1.0.0	
V	org.gs4tr.editor.spellcheck.hunspell.el.gr	1.0.0	
V	org.gs4tr.editor.spellcheck.hunspell.en.ca	1.0.0	
V	org.gs4tr.editor.spellcheck.hunspell.en.gb	1.0.0	
V	ora.as4tr.editor.spellcheck.hunspell.en.us	1.0.0	•
		Update	ancel

Starting Wordfast Pro

After Wordfast Pro has been installed and activated on your computer it is ready to use.

To start Wordfast Pro:

• Double-click the **Wordfast Pro** icon on your desktop.

When Wordfast Pro opens, you are on the **Projects** tab. This view shows a list of all of your projects and includes the **Wordfast 4** drop-down menu of a number of basic functions.

w w	ordfast 4						- • ×
	Wordfast 4 🔹	Projects Help					۲
	Project List	Project	Package	Tools Options			
	Current Project	🖻 📑 📑 🛒		2			
	TXLF Editor	Close Add Modify Remove	Import Export	Quick Preferences			
a	TM Editor	Project Project Project Project	Package Package	Tools			
l o	Glossary Editor	Location Source	Language 💌 Tar	get Language 🛛 👻 Da	ate Created	% Complete	⊗ ↑↓ ≡
l P	Blacklist Editor	C:\Users\tldara\Wordfas English	(United States) Ger	man (Germany) 20	15/03/31 12:53:21 MDT	15.38%	<u>^</u>
×	Quick Tools	C:\Users\tldara\Wordfas English	(United States) Gerr	man (Germany) 20	15/03/31 13:18:25 MDT	100.00%	
-	Preferences	C:\Users\Public\Wordfas English	(United States) Ger	man (Germany) 20	15/05/29 11:08:06 MDT	92.35%	
Ō	Exit Wordfast 4	C:\Users\Public\Wordfas English	(United States) Ger	man (Germany) 20	15/07/30 10:35:24 MDT	48.11%	
TTOJO		C:\Users\tldara\Wordfas English	(United States) Ger	man (Germany) 20	15/07/30 12:02:48 MDT	0.00%	
Proje	ect_7	C:\Users\Public\Wordfas English	(United States) Ger	man (Germany) 20	15/07/30 13:22:18 MDT	0.00%	
Proje	ect_8	C:\Users\tldara\Wordfas English	(United States) Ger	man (Germany) 20	15/08/03 09:32:35 MDT	100.00%	
Proje	ect_9	C:\Users\Public\Wordfas English	Spa	nish (Latin America) 20	15/08/26 16:08:01 MDT	7.06%	_
MC_	Proj-1	C:\Users\Public\Wordfas English	(United States) Gerr	man 20	15/12/04 14:59:11 MST	87.50%	
Proje	ect_4-6	C:\Users\Public\Wordfas English	(United States) Gerr	man (Germany) 20	15/12/14 15:10:20 MST	0.00%	
New	_Project	C:\Users\Public\Wordfas English	(United States) Ger	man 20	16/03/31 14:07:08 MDT	96.88%	
New	Droi-7	C:\Lleere\Dublic\\Mordfae English	(United States) Gen	man 20	16/03/31 14-47-30 MDT	54 60%	*

Here is the Wordfast 4 drop-down in detail.



Reference: Projects Search and Sort.

Project Files Perspective

When a project is opened from the **Project List** tab, Wordfast Pro automatically presents the **Project Files** tab where your translation files are listed.

The following shows the tools available on the **Tools Ribbon** of the **Project Files** tab and introduces search and sort.

Wordfast 4								
E Wordfast 4 Project Files Project TM Project Terminology Reports Reference Files Help								
Files			Project			Package	Options	
Add Add Translate Files Folders File	Chain Files	Close Modify Analyze Proj Project Project	ect Transcheck Seg Report	ment Changes Expo	rt Notes Project eport Clean Up	Import Export Package Package	Remove Preferences File(s)	
Files	Word C.	TXLF File Location	Creation Date	Last Saved	Translation C	omplete	⊗ t↓ ≡	
🖃 🔄 EN US -> DE								
Translations com_Pro	187	C:\Users\Public\Wordfast4\pro	2016/03/31 14:47:	2016/03/31 14:47:		0.00%		
Translations com_Pro	187	C:\Users\Public\Wordfast4\pro	2016/03/31 15:15:	2016/03/31 15:15:		0.00%		
EN-US -> DE						0.00%	/o	

The **Files** and **TXLF File Location** columns can be ordered by typing the first letter or two of the item to head the list then clicking the **Sort Order** arrow to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon.

Project Files Unlabeled Icons:

lcon	Description	lcon	Description
\otimes	Clear Filters resets the search filters	t↓	Sort Order arrows, ascending and descending
≡	Order By sort options drop-down menu		

The sort options are available through the **Order By** drop-down menu.



Project Help

Wordfast	4													x
🔳 Wordfa	st 4 💌	Projects He	P											۲
		Options												
27	2	S	₩-	2										
Feedback	Wordfast 4 Update	License Management	About Wordfast	Help 4										
Projects		Location		Source Lang	juage 🔻	Target Language	~	Date Created	% Con	nplete	\otimes	t↓	=	
Project-2		C:\Users\tldara\	Wordfa	English (Unite	ed States)	German (Germany)		2015/03/31 12:53:21 M		15.38%				*
Project-4		C:\Users\tldara\	Wordfa	English (Unite	ed States)	German (Germany)		2015/03/31 13:18:25 M		100.00%				
Project_2		C:\Users\Public\	Wordfa	English (Unite	ed States)	German (Germany)		2015/05/29 11:08:06 M		92.35%				
Project_5		C:\Users\Public\	Wordfa	English (Unite	ed States)	German (Germany)		2015/07/30 10:35:24 M		4 <mark>3</mark> .11%				
Project_6		C:\Users\tldara\	Wordfa	English (Unite	ed States)	German (Germany)		2015/07/30 12:02:48 M		0.00%				
Project_7		C:\Users\Public\	Wordfa	English (Unite	ed States)	German (Germany)		2015/07/30 13:22:18 M		0.00%				
Project_8		C:\Users\tldara\	Wordfa	English (Unite	ed States)	German (Germany)		2015/08/03 09:32:35 M		100.00%				
Project_9		C:\Users\Public\	Wordfa	English		Spanish (Latin Amer	ica)	2015/08/26 16:08:01 M		7.06%				
MC_Proj-1		C:\Users\Public\	Wordfa	English (Unite	ed States)	German		2015/12/04 14:59:11 M		87.50%				
Project_4-6		C:\Users\Public\	Wordfa	English (Unite	ed States)	German (Germany)		2015/12/14 15:10:20 M		0.00%				-

You can obtain guidance on any application tool through the Help tab.

From this tab you can:

- Provide comments to Translations.com
- View a list of the latest Wordfast Pro updates
- Manage your Wordfast Pro license
- Display the version of Wordfast Pro that you have installed
- Access online help

TXLF Editor Perspective

When you open a file for translation or review, you are in the **TXLF Editor**. The **TXLF Editor** user interface **Translation** tab with some options is presented below to familiarize you with the interface layout.

Function Tabs	Tools Ribbon	File Name Tab(s)	Table Filt	ers			
Wordfast 4							
Edit	Formatting Translation	Terminology Review Help		× ×			
Next Previous Commit Lever Segment Segment	age Copy Source	it Unconfirm / Unccnfirm / Lo Confirm Confirm All Segr					
Source or Target 🛛 🖌 🕅 Match	Case	Y Filter:	✓ Q C ⊗ [●] Sort	Commit All			
10 English Tag1 ® Tag2 TRANSLATIO	N MANAGEMENT.	erman 201® 1202 ÜBERSETZUNGS ANAGEMENT.	Sco	Concordance Search Machine Translation			
2 SIMPLIFIED 3 STREAMLINE PROJEC	T MANAGEMENT EF	EREINFACHT. FFEKTIVES PROJEKTE MA	-	Previous Tag			
TM Lookup Notes Segment H	iistory Metadata Transo More Optio	check (0) ⊕ × × ← ns • Find Sc Search Glossaries (Sour	ce) 🔽 🔍	Image: Copy All Tags Image: Edit Tag Image: Edit Tag Image: Clear All Tags			
1 @TRANSLATION MANAGEMENT.	ÜBERSETZUNGSN EMENT.		No Results				
EN -> DE		SC: 24 TC: 25 Segment	s: 32 / 32	100.00%			
Source Segment Column	Ta Editor Tabs	arget Segment Column Term	A	dditional Tools			
Function Tabs	This bar lists all tabs the various tools of	s that fit in your display and this application.	l are used to acc	cess			
Tools Ribbon		is for the available tools of the active tab (that fit in your display).					
File Name Tab(s)	File Name Tab(s)This bar lists all open files or chained file. Each open file shows as a separate tab across this bar.						
Table Filters	Use this row of fields to provide the filter criteria and other controls for your searches in the open file.						
Source Segment Column		ollection of numbered source I from sectioning the source		lor			
Editor Tabs		number of functions are available	ailable, including	1:			
	TM Lookup						
	 Notes 						

• Segment History

- Metadata
 - Transcheck (x) where x is the count of errors in segment

Target Segment Column This is the translation work area that includes:

- Target column (right column) where the translation is entered or leveraged
 - Segment Score column contains the percentage of match found in the TM
 - · Status column indicates the status of that segment
- TerminologyUse this work area for searching and adding terms to terminology
lists (glossaries), if enabled.Additional ToolsThis Drop-down lists additional tools that do not fit in your display

Translation Edit Drop-down Menu

area.

This drop-down menu is the **TXLF Editor Context Menu** that you can access by right-clicking anywhere in the **Source** or **Target** segments.



TXLF Editor Unlabeled Icons

Translation files are **TXLF** files and you can edit these files using the **TXLF Editor** tool. The unlabeled icons used throughout **TXLF Editor** are shown in the following table.

lcon	Description	lcon	Description
0	Transcheck error. A non-linguistic error has occurred in the segment.	Ð	A note has been added to the segment.
อ	The segment has been repeated.		The segment is locked and cannot be edited.
۲	The segment is marked unconfirmed and cannot be committed to the TM.		Information is available.
Q	Apply the selected table filter.	¢	Accumulate the selected table filters.
œ	Reset the Terminology search Filter criteria.	\otimes	Clear the search filters.
礅	Select the term search target for Terminology and Table Filters.	8	Expand or collapse the options ribbon.
•	Expand or collapse the lower panel.		Click to add a term to the Terminology list.
1	The segment has been modified.		

Project Management

Project management includes creating projects, preparing files for translation, and managing the translation process. Translation-related files and the rules for a given translation must be set up before anyone can begin a translation.

Wordfast 4						- 0 ×
E Wordfast 4 Projects Help						
	Project	Package	Tools	Options		
	🦻 🔂 🔜 🙀		×			
Create Open Clo Project Project Proj		Import Export Package Package	Quick Tools	Preferences		
Projects L	ocation Source Lar	nguage 💌 🛛 Target La	nguage 💌	Date Created	% Complete	⊗ ↑↓ ≡
New_Proj-2 C	:\Users\Public\Wordf English (Uni	ted States) German		2016/03/31 14:47	.:39 0.00%	*
MC_Proj-2 C	:\Users\Public\Wordf English (Uni	ted States) German		2016/05/13 09:11	:34 96.88%	
Submission_021516_0 C	:\Users\Public\Wordf English	German		2016/05/24 08:31	:27 100.00%	
Submission_021516_0 C	:\Users\Public\Wordf English	German		2016/05/31 13:46	:48 100.00%	-

Projects Search and Sort

The **Projects**, **Location**, **Source Language**, and **Target Language** columns can be ordered by typing the first letter or two of the item to head the list then clicking the **Sort Order** arrows on the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon. (Reference <u>Project Files Perspective</u>.)

Projects Tasks

The tasks directly related to managing a project are:

- <u>Creating Projects</u>
- Opening Projects
- <u>Removing Projects</u>

Creating Projects

In Wordfast Pro, it is necessary to create a project before any file translation can take place. A TXLF file can only be opened for translation after the project is created or opened. The project is a working environment that identifies the settings for the source and target language, Translation Memory (TM), glossary, and other user information. The following tools are provided for creating projects:

Simple Project Creation

Advanced Project Creation

Simple Project Creation

To create a project using the standard (simple) interface:

1. Click the **Create Project Drop-down Symbol** (downward pointing triangle) as shown below and the menu opens.

E Wordfast 4 ▼ Projects Help														
		Proj	ect			Pa	ckage	Tools	Options					
==	₽	-	0			1		\gg	0					
Create Project	Open Project	Close Project	Add Project	Modify Project	Remove Project	Import Package	Export Package	Quick Tools	Preferences					
		d project v		S	ource Langi	Jagi 👻	Target Lang	uage 💌	Date Created	%	Complete	\otimes	t↓	≡
😼 Use th	e simple p	oroject crea	ator (V	Vord En	glish (United	d States)	German (Gerr	many)	2015/03/31 12:53	3:21	15.38%			
Project-4		C:\User	rs\tldara\V	Vord En	glish (United	d States)	German (Gerr	many)	2015/03/31 13:18	8:25	100.00%			
Project_2		C:\User	s\Public\V	Vord En	glish (United	d States)	German (Gerr	many)	2015/05/29 11:08	8:06	92.35%			

Reference: Projects Search and Sort

2. Click Use the simple project creator from the Create Project drop-down menu.

The Simple Project Creation dialog box appears.

mple pro	ject creati Proje Please	on ect Details specify all the nece	essary data fo	r the project	creation	
Project Ni Language		Wordfast				
	United Stat	tes)	× 2	German (G	Germany)	
- Files	dd Files 🎖	K Remove				
Valid	Name		Size	Туре	Path	
- Translat	ion Memory					Browse
© Use					~	a onac
Crea	-					
🔘 Do n	iot use TM	for this project				

- 3. Enter a project name in the **Project Name** field.
- 4. Select the source language from the left Languages drop-down list.
- 5. Select the target language from the right Languages drop-down list.

- 6. To browse to project files:
 - Click Add Files
 - Or, drag the file(s) from a folder into the **Files** list area

The selected files are listed in the Files list.



Note:

A green check-mark in the **Valid** column indicates the file is acceptable. A red **X** in the Valid column indicates that the file type is not supported by Wordfast Pro filters.

7. Select Translation Memory for this project using one of the following options (radio buttons):

Radio Button	Description
Add TM	Connect to an existing local Translation Memory (TM) database.
Use Existing	Connect to an existing Translation Memory database from another project.
Create New	Build a new Translation Memory database.
Do not use TM for this project	No Translation Memory is to be used for this project.

8. Click Finish.

Wordfast Pro analyzes the file(s), then presents the summary pop-up.

MC_Pro	j-2	×
W	Here you can see the number of the files added, TMs and glossaries along with any errors that might have occurred.	
	Bilingual (TXLF) Files	
	Created: 1	
œ	Failed: 0 Translation Memories	
H	Translation wemones	
	Added: 1	_
	Glossaries	
	Added: 0	
R	Reference Files	
	Added: 0	
	OK	

Advanced Project Creation

In Advanced Project Creation you have the additional options to add Translation Memory, Glossaries, and Reference files,

To create a project using the advanced project creation tool:

- 1. Click the **Create Project Drop-down Symbol** (downward pointing triangle) as shown below and the menu opens.
- 2. Select Use the advanced project wizard from the Create Project drop-down menu.

Wordfast 4							×
E Wordfast 4 • Projects Help							
Project	Package	Tools	Options				
	🔁 🖻	\gg					
Create Open Close Add Modify Remove Project Project Project Project Project Project	Import Export Package Package	Quick Tools	Preferences				
	uagi 🕶 🛛 Target Lang	uage 💌	Date Created	% Complete	\otimes	t↓ ≡	
Use the simple project creator Word English (United	d States) German (Gern	nany)	2015/03/31 12:53:2	15.38%			^
Project-4 C:\Users\tldara\Word English (United	d States) German (Gern	nany)	2015/03/31 13:18:2	100.00%			
Project_2 C:\Users\Public\Word English (United	d States) German (Gern	nany)	2015/05/29 11:08:0	92.35%			-

Reference: Projects Search and Sort

3. Select an option for this project. The options are listed in the following table.

Project Creation	ion Wizard	×
W-	Project Details Specify the project name, creation details and location where the project of	will be saved Step 1 of 6
_	ne:* new project project based on a project not on the project list	Browse
Create a	project based on one from the project list \checkmark	
Save Project	c:\Users\Public\Wordfast4\projects	Browse
	< Back Next > Finish	Cancel

Option	Description
Create New Project	Begin from nothing in creating this project.
Create Project based on the previous Project	Begin with the profile of some previously created, local project.
Create a Project based on a Project from the list	Build a new project with initial content from a selected project found in the project list.
Location	Browse to a location where the new project is to be stored.

4. Enter a project name in the **Project Name** field.

5. Click Next.
The Language Selection dialog box appears.

New_Project	×
Language Selection Select the project source and target language(s)	Step 2 of 6
Source Language:* English (United States)	~
Target Language(s):* German 💌	×□
< Back Next > Finish	Cancel

- 6. Select the source and target languages:
 - a) To change the selected originating language, select a different language from the **Source** Language drop-down list.
 - b) To change the selected translated language or add another language (multiple target languages are supported), select a different language from the **Target Language** drop-down list.
 - c) Click Next.

The Add Source Files dialog box appears.

- 7. Add files using one of the following methods:
 - Drag the file(s) into the file list area.
 - Click Add File and select the file(s).

New_Project					×
Add Sour	rce Files s or folders you want to trans	late (you	can leave this e	empty) Step 3 of 6	5
🚡 Add File 🛛 🔂 Ad	l Folder 🛛 🌱 Create Filter Type	2 🗙 R	emove		
Name	Туре	Size	Date Modified	Path	1
	MS Word 2007 Documen MS Word 2007 Documen V	647KB	2016/02/15	C:\Users\Public\	
Run analysis report of Run analysis report	n documents	ack	Next >	Finish Cancel	

8. Click Next.

The Translation Memory dialog box appears.

9. In the Translation Memory dialog box, select:

Nev	v_Project				×
١	Translation Select the TMs	Memory you would like to ad	id to your pr	oject	Step 4 of 6
	Create 🚯 Add Loca	al 🔣 Add Remote	. ♦	Red Modify	🗙 Remove
	Name	Priority	Read-only	TM Type	Path
	ia Ca en-US -> de Lisa New_TM	Primary 💌		LOCAL	C:\Users\Public\Wordfa
	Pre-translate TXLF files				
			< Back	Next >	Finish Cancel

- a) Create a TM.
 - Enter unique name for the new project
 - Select the languages
 - Provide location for the project files
 - Select TM Priority

- Select whether TM is to be Read-only
- b) Add Local
 - Select the TM folder.
 - Click Next.
- c) Add Remote.
 - Select the TM Server or WF Server
 - Refer to <u>Connecting Remote TMs</u>
- 10. Click Next.

The Terminology dialog box appears.

11. In the **Terminology** dialog box provide the required information.

New,	_Project			×
V	Terminol Select the		e to add to your project	Step 5 of 6
l	Create 🚺 Add	i Local Add Remote	e 👆 👚 🗽 Modify 🗙 F	lemove
1	Name	Languages	Path	Read-only
	General_Glossary	en-US - de-DE	C:\Users\Public\Documents\Wordf	
			< Back Next > Fini	sh Cancel

- a) Create: initiate a new, local Terminology database (Termbase).
- b) Add Local: select an existing local Termbase to be selected through browsing.
- c) Add Remote: select an existing Term Manager connection.
- d) Modify: edit selected Terminology (local or remote).
- e) Remove to delete a selected terminology.
- 12. Click Next.

The References dialog box appears.

13. Select a set of files using one of the following options:

New_Projec	t						×
W-	References Add files you wan	t to use as refer	rence files	for th	e project		Step 6 of 6
Re 🐻	i File 🔂 Add Folde	Remove					
Name		File Type		Locati	ion		
			< Bad	¢	Next >	Finish	Cancel

- Add File: select an existing reference file
- Add Folder: select an existing folder for reference files
- Remove: delete selected reference files from the list
- 14. Click Finish.

New_Pr	oject	×
W	Here you can see the number of the files added, TMs and glossaries along with any errors that might have occurred.	
	Bilingual (TXLF) Files	
E	Created: 1 Failed: 0 Translation Memories	
E		
	Added: 1	
	Glossaries	
	Added: 1 Reference Files	
R	Reference Files	
	Added: 0	
<u> </u>		
	OK	

The document files are analyzed. A Progress bar shows the progress as percent complete.

The Project Creation Summary appears upon completion.

Opening Projects

Projects must be opened before any files can be opened for translation and related operations can take place.

Submissions being assigned from Project Director are downloaded from Project Director by running a **Get Translation Files Offline**. If you choose the **GlobalLink**© **Package** (GLP) format the GLP files are then packed into a ZIP file. Take these GLP-ZIP files and import them into Wordfast. Refer to <u>Using GLP</u> <u>Files</u>.

	Project		Package	Tools	Options					
Create Open	Close Add Modify	Remove Impo	rt Export	No. Cuick	Preferences					
Project Project	Project Project Project			Tools						
Projects	Location	Source Language	▼ Target Li	anguage	Date Create	d	% Complete	\otimes	t↓	≡
New_Proj-2	C:\Users\Public\Wordf	English (United State	es) German		2016/03/31	14:47:39	0.00%			
MC_Proj-2	C:\Users\Public\Wordf	English (United State	es) German		2016/05/13	09:11:34	96.88%			
Submission_021516_0.	C:\Users\Public\Wordf	English	German		2016/05/24	08:31:27	100.00%			
	C:\Users\Public\Wordf		German		2016/05/31		100.00%			

Reference: Projects Search and Sort

To open a project from the Wordfast Pro Projects tab:

- 1. Select a project.
- 2. Click Open Project or double-click the project.

The **Project Files** tab appears as shown.

Wordfast 4								
Wordfast 4 Project Files Project TM Project Terminology Reports Reference Files Help								
Files	Project		Package	Options				
Add Add Translate Chain Files Folders File Files	Close Modify Analyze Project Project Project	egment Changes Export Notes Pr	oject Import Export nan Up Package	Remove Preferences File(s)				
Files Word C	TXLF File Location Creation Date	Last Saved Translation	n Complete	⊗ t↓ ≡				
🖮 🔄 EN US -> DE								
Translations com_Pro 187	C:\Users\Public\Wordfast4\pro 2016/03/31 14:47:	. 2016/03/31 14:47:	0.00%					
Translations com_Pro 187	C:\Users\Public\Wordfast4\pro 2016/03/31 15:15:	2016/03/31 15:15:	0.00%					
EN-US -> DE			0.00%	6				

References for details of the Wordfast Pro Project tabs:

- Working with Projects
- <u>Working With Terminology</u>
- Project Reference Files

- Working with Project Translation Memory
- <u>Reports</u>
- Project Help

Using GLP Files

A GlobalLink Package (GLP) enables a project to be passed around in a coherent structure. The GLP comprises everything required to send a project to a team member permitting that member to work on the project. Using this option, projects can be transferred between Wordfast Pro installations without requiring a manual setup on the importing Wordfast Pro installation. A GLP can contain both complete and incomplete projects. **GLPs** can include:

- Project files: Bilingual SDL XLIFF files and reference files
- Local and remote project Translation Memory
- Local and remote main Translation Memory references
- Local and remote termbases references
- Auto-Suggest dictionaries
- Automated translation provider connection details
- The Analyze and Word Count reports (generated during package creation)
- Project settings



Note:

GLP files do not include the project source files but they can be added as reference files when you create a the package on the **Export Package** dialog box under the **Resources To Include In Export**

A completed package can be sent by email, posted on an FTP site, or some other method to make the project files available to another person.

Importing Packages

Exporting Packages

Removing Projects

To remove a project from the resident projects list:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select the project to remove.

wordfast 4														X
≡ Wordfas	E Wordfast 4 • Projects Help													
Project					Paci	age	Tools	Options						
	R	-	0					\gg						
Create Project	Open Project	Close Project	Add Project	Modify Project	Remove Project	Import Package	Export Package	Quick Tools	Preferences					
Projects		Locat	ion		Source La	nguage 💌	Target La	anguage	 Date Creat 	ed	% Complete	\otimes	t↓	=
New_Proj-2		C:\Use	ers\Public\	Wordf	English (Uni	ted States)	German		2016/03/3	L 14:47:39	0.00%			-
MC_Proj-2		C:\Use	ers\Public\	Wordf	English (Uni	ted States)	German		2016/05/13	3 09:11:34	96.88%			
Submission_02	1516_0	. C:\Use	ers\Public\	Wordf	English		German		2016/05/24	+08:31:27	100.00%			
Submission_02	1516_0	. C:\Use	ers\Public\	Wordf	English		German		2016/05/3	13:46:48	100.00%			-

Reference: Projects Search and Sort

3. Click Remove Project.

The Projects List reappears with the selected project no longer in the list.



Note:

After a project is removed it can no longer be retrieved without adding it back into the project. Removed projects are not erased and can be retrieved from the original folder using **Add**.

Working with Projects

When Wordfast Pro is started, the **Projects** tab lists all resident projects from which one (and only one) can be selected and opened. Refer to <u>Opening and Translating Files</u>.

wordfast 4						
Wordfast 4 Project Files Project TM Project Terminology Reports Reference Files Help						
Files	Project	Package Options				
Add Add Translate Chain Files Folders File	Close Modify Analyze Project Transcheck Segment Changes Export Notes Pro	Import Export Remove Preferences an Up Package Package File(s) File(s)				
Files Word	C TXLF File Location Creation Date Last Saved Translation	Complete 🙁 🔿 📬				
🖃 🚞 EN US -> DE						
Translations com_Pro 187	C:\Users\Public\Wordfast4\pro 2016/03/31 14:47: 2016/03/31 14:47:	0.00%				
Translations com_Pro 187	C:\Users\Public\Wordfast4\pro 2016/03/31 15:15: 2016/03/31 15:15:	0.00%				
EN-US -> DE	[0.00%				

Project Files Search and Sort

The **Files** and **TXLF File Location** columns can be ordered by typing the first letter or two of the item to head the list then clicking the **Sort Order** arrows on the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon. (Reference <u>Project Files Perspective</u>.)

Project Files Tasks

With a project selected, the following tasks are available:

- Adding Files
- <u>Cleanup</u>
- Modifying Projects
- Analyzing Projects
- Running Export Notes Report
- Exporting Packages

References:

• Translating Files

- Adding Folders
- <u>Closing Projects</u>
- <u>Cleaning Up Files</u>
- Running Segment Changes Report
- Importing Packages
- <u>Removing Files</u>
- Using Transcheck

Adding Files

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

To add files to a project:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Open the project.

E Wordfast 4 • Project Files Project TM Project Terminology Reports Reference Files Help											
Files				Projec	t			Pack	age	0	ptions
Add Files	Chain Files	Close Modify Ar Project Project	nalyze Project	Transcheck Report	Segment Changes Report	Export N Repo	lotes Project	Import Package	Export Package	Remove File(s)	Preference
iles	Word C.	. TXLF File Location	C	eation Date	Last Saved	•	Translation	Complete		\otimes	$\uparrow \downarrow \equiv$
😑 EN US -> DE											
Translations com_Pro	187	C:\Users\Public\Wordf	fast4\pro 20	016/03/31 14:43	7: 2016/03/31 14	:47:		0.	00%		
Translations com_Pro	187	C:\Users\Public\Wordf	fast4\pro 20	016/03/31 15:1	5: 2016/03/31 15	:15:		0.	00%		
N-US -> DE									0.009	/o	

3. Click Add Files.



- 4. In the file Open navigation dialog box, browse to the file and select it.
- 5. Click Open.

The file is analyzed and a Files Report appears.

Files Re	port	×
W	In this dialog you can see the statistics of added files.	
	Source Files	
	Created: 1	
	Failed: 0	
	ОК	

6. Click **OK**.

The Report File dialog box closes and the added files are then listed.

Adding Folders

You can add a group of files to an existing project using the Add Folders tool on the Project Files tab.

To add files for translation from a folder to a project:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Open the project.

🗏 Wordfast 4 🔻 🛛 Projec	t Files	Project TM Project Terminol	ogy Reports	Reference Files	Help		8
Files			Project			Package	Options
Add Files	Chain Files	Close Modify Analyze Proje Project Project	ct Transcheck Sey Report		xort Notes Project Report Clean Up	Import Export Package Package	Remove Preferences File(s)
les	Word C.	. TXLF File Location	Creation Date	Last Saved	Translation O	omplete	⊗ ↑↓ ≡
📥 EN US -> DE							
Translations com_Pro	187	C:\Users\Public\Wordfast4\pro	2016/03/31 14:47:	2016/03/31 14:47:		0.00%	_
Translations com_Pro	187	C:\Users\Public\Wordfast4\pro	2016/03/31 15:15:	2016/03/31 15:15:		0.00%	_

Reference: Project Files Search and Sort.

3. Click Add Folders.

The Add Folder dialog box appears.

Select Folder			X
🔾 🗢 📕 « Use	rs > Public > Wordfast4 >	Search Wordfast4	Q
Organize 🔻 Nev	folder	: :=:	• 🕐
🔶 Favorites	Name	Date modified	Туре
	🗉 🌗 de	5/24/2016 10:14 AM	File folder
📄 Libraries	🌗 de-DE	5/18/2016 12:24 PM	File folder
Documents	JFrom_PD	5/31/2016 1:43 PM	File folder
J Music	🌗 projects	6/14/2016 8:22 AM	File folder
Pictures	Reference_Files	5/26/2016 8:20 AM	File folder
Videos	🌗 Source Files	3/31/2016 3:15 PM	File folder
	🍌 Submsn_021516_02_PD	5/23/2016 2:33 PM	File folder
🖳 Computer	J TM	12/14/2015 3:48 PM	File folder
👗 WINDOWS (C:	Io_PD	6/13/2016 1:29 PM	File folder
🛍 Network	▼		•
	Folder: Wordfast4		
	5	Select Folder C	ancel

- 4. Select:
 - A folder
 - Make New Folder

5. Click **OK**.

Modifying Projects

You can change a project's name, source language, and target language using the Modify Project tool.

To modify a project from the **Projects** tab:

1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).

≡ Wordfast 4 • Project	t Files	Project TM Project Terminol	ogy Reports I	Reference Files	Help		۲
Files			Project			Package	Options
Add Add Translate Files Folders File	Chain Files	Close Project Project	ct Transcheck Seg Report	gment Changes Exp Report	port Notes Proj Report Clear	ect Import Export	Remove Preferences
iles	Word C	TXLF File Location	Creation Date	Last Saved	Translation .	Complete	⊗ ↑↓ ≡
) 🔄 EN US -> DE							
Translations com_Pro	187	C:\Users\Public\Wordfast4\pro	2016/03/31 14:47:	2016/03/31 14:47:		0.00%	_
Translations com_Pro	187	C:\Users\Public\Wordfast4\pro	2016/03/31 15:15:	2016/03/31 15:15:		0.00%	
N-US -> DE					Γ	0.00	%

Reference: Project Files Search and Sort

- 2. Select a project.
- 3. Click Modify Project.

The Modify Project dialog box appears.

Modify Project		×
Use this of target lar	dialog to change the project name and either add or remov nguages.	/e
Project Name:*	New_Project	
Source Language:	English (United States)	·
Target Language(s):*	German 🗷	
	Georgian (Georgia)	
	German (Austria)	
	German (Belgium)	
	German (Germany)	
	German (Greece)	
	OK	ncel

- 4. Change the project name as necessary.
- 5. Modify the source language as necessary if this option is available.
- 6. Make the target language changes as necessary by selecting from the drop-down list.
- 7. Click OK.

Closing Projects

When you are through working with a project, you can close it using the Close Project tool.

To close a project on the Project Files tab:

• Click Close Project.

	t Files P	Project TM Proj	ect Terminolog	y Reports	Reference Files	5 Help			۲
Files				Project	t			Package	Options
Add Add Translate Files Folders File		Close Modify Project Project	Analyze Project	Transcheck Report	Segment Changes Report	Export Notes Report	Project Clean Up	Import Export Package Package	Remove Preferences
iles	Word C	TXLF File Location	· · · · · ·	reation Date	Last Saved	Trans	alation O	omplete	⊗ ↑↓ ≡
🗀 EN US -> DE									
Translations com_Pro	187	C:\Users\Public\Wo	rdfast4\pro 2	016/03/31 14:47	7: 2016/03/31 14	:47:		0.00%	_
Translations com_Pro	187	C:\Users\Public\Wo	rdfast4\pro 2	016/03/31 15:15	5: 2016/03/31 15	:15:		0.00%	

Reference: Project Files Search and Sort.

The project is closed and the **Projects** list tab is reopened (as shown).

Wordfast 4								X
E Wordfast 4 Projects Help								۲
Project	Package	Tools	Options					
		×						
Create Open Close Add Modify Remove Project Project Project Project Project Project	Import Export Package Package	Quick Tools	Preferences					
Projects Location Source La	nguage 💌 🛛 Target La	inguage 💌	Date Create	d	% Complete	\otimes	t↓	=
New_Proj-2 C:\Users\Public\Wordf English (Uni	ited States) German		2016/03/31	14:47:39	0.00%			
MC_Proj-2 C:\Users\Public\Wordf English (Uni	ited States) German		2016/05/13	09:11:34	96.88%			
Submission_021516_0 C:\Users\Public\Wordf English	German		2016/05/24	08:31:27	100.00%			
Submission_021516_0 C:\Users\Public\Wordf English	German		2016/05/31	13:46:48	100.00%			-

Reference: Projects Search and Sort

Cleaning Up Projects

After files are translated, the translation project is ready for a clean up and an update to the Translation Memory (TM) files. The project clean-up process requires a manual initiation. Following this clean-up an automated process removes the source segments and restores the files to their original format.

To clean up and update the Translation Memory from the **Project Files** tab:

1. Click Project Clean Up.



The Project Clean Up dialog box appears.

elect languages to	Translated File Settings
eanup) All Language Pairs	Place translated files in the project folder
y All Language Pails	Dhat translated fire is the existent with a forward fire
) Specific Language Pairs	Place translated files in the original path of source files
	\bigcirc Enter the location to put translated files
Single Language Pair	
	Create subfolders by language
	Create subroliters by language
	Create subfolders by language Add language suffix to the translated file name
	Create subroliters by language
	Create subroliters by language
	Add language suffix to the translated file name TM Overwrite Options
	Add language suffix to the translated file name TM Overwrite Options
Select TM(s) to Update	Add language suffix to the translated file name TM Overwrite Options
Select TM(s) to Update	Add language suffix to the translated file name TM Overwrite Options
	Create subfolders by language Add language suffix to the translated file name TM Overwrite Options Overwrite existing TU
Symbolic Name Type	Create subfolders by language Add language suffix to the translated file name TM Overwrite Options Overwrite existing TU Source Target Path
Symbolic Name Type Tran_Mem_New LOCAL	Create subfolders by language Add language suffix to the translated file name TM Overwrite Options Overwrite existing TU Source Target Path en-US de-DE C:\Users\Public\Wordfast4\project
Symbolic Name Type Tran_Mem_New LOCAL TM_2 LOCAL	Cleate subfolders by language Add language suffix to the translated file name TM Overwrite Options Overwrite existing TU Source Target Path en-US de-DE C:\Users\Public\Wordfast4\project en-US de-DE C:\Users\Fublic\Wordfast4\project

- 2. Select the languages to clean up:
 - All Language Pairs
 - Specific Language Pairs
 - Single Language Pair

- 3. Select where the translated files are to be placed:
 - Place translated files in the project folder
 - Place translated files in the original path of source files
 - Enter the location to put translated files
- 4. Select Create subfolders by language as appropriate.
- 5. Select Add language suffix to the translated file name as appropriate.
- 6. Select TM Overwrite Options.
- 7. Select the TM(s) to Update.
- 8. Click Clean Up.

Cleaning Up Files

The Project Manager is responsible for the cleaning up of translated files and selecting the TM update options. To initiate this manual process refer to <u>Cleanup</u>.

Analyzing Projects

In Analyzing Projects, files for translation are analyzed against a Translation Memory to leverage reusable content and initiate a pre-translation.

To analyze files from the Project Files tab:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select the project and click Open Project.



The **Project Files** tab appears listing the files for translation.

Wordfast 4							
≡ Wordfast 4 • Project	Files Pi	Project TM Project Terminol	logy Reports F	Reference Files He	elp		× ×
Files			Project			Package	Options
Add Add Translate Files Folders File	Chain Files	Close Modify Analyze Project Project	ect Transcheck Seg Report	ment Changes Expor	t Notes Project port Clean Up	Import Export Package Package	Remove Preferences File(s)
Files	Word C	TXLF File Location	Creation Date	Last Saved	Translation (Complete	⊗ ↑↓ ≡
🖃 📥 EN US -> DE							
Translations com_Pro	187	C:\Users\Public\Wordfast4\pro	2016/03/31 14:47:	2016/03/31 14:47:		0.00%	
Translations com_Pro	187	C:\Users\Public\Wordfast4\pro	2016/03/31 15:15:	2016/03/31 15:15:		0.00%	
EN-US -> DE						0.00	%

3. Click Analyze Project on the Project Files tab.



The Project Analyze dialog box appears.

Project Files (1)		Analysis Options					
	Word Count 187	Configure options to analyze project files. TXLF files will be recreated. Pretranslate 100					
		Report Type: Report Location: Translation Memory I TM Name I G C EN US -> DE I New_TM	html v y (1)	Location C:\Users\Public\Wordfast	Browse 4\projects\		

- 4. Select the file(s) to be analyzed.
- 5. Select the appropriate Analysis Options as follows (refer to Configuring Translation Memory):
 - a) Select **Pretranslate** to create translated TXLF files, including the options:
 - Match percentage criteria
 - Copy all tags on segments when there is no TM match
 - Copy segment source to target when there is no TM match

• Do nothing

b) Select Report Settings:

- Show only analysis report summary
- Export Report
 - Report Name
 - Report Type

MC_Proj-	2 analysis report	
html	~	
		Browse

- Report Location
- c) Translation Memory, select one or more TM to use during this analysis.
- 6. Click Analyze.

A pop-up appears showing the report percentage progress.

The analysis completes and the **Report File** summary appears.

Primary TM: file://C:\Users\Pub Secondary TM: no		1\TM\Nev	v_TM	
🗆 Summary				
Match Types	Segments			Tags
Leveraged	26	128	81	19
Repetitions	0	0	0	0
TM Matches				
Context	1	4	3	3
100%	25	124	78	16
95%-99%	0	0	0	0
85%-94%	2	13	6	5
75%-84%	3	44	9	7
50%-74%	0	0	0	0
No Match	1	2	3	4
Ignored	0	0	0	0
Total	32	187	100	35
Chars/Word	6.50			
Chars Total	1216			

Running Segment Changes Report

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.



3. Click Segment Changes Report.

Wordfast 4		
	Project TM Project Terminology Reports Reference Files Help	× ×
Files	Project	Package Options
Add Add Translate Cha Files Folders File File	Close Modify Analyze Project Transcheck Segment Changes Export Notes Project	Import Export Package Package
Files Wor	d C TXLF File Location Creation Date Last Saved Translation Co	omplete 🛞 ᡝ 🗮
🖃 🔄 EN US -> DE		
Translations com_Pro 187	C:\Users\Public\Wordfast4\pro 2016/03/31 14:47: 2016/03/31 14:47:	0.00%
Translations com_Pro 187	C:\Users\Public\Wordfast4\pro 2016/03/31 15:15: 2016/03/31 15:15:	0.00%
EN-US -> DE		0.00%

The Segment Changes Report dialog box appears.

-	Segment Changes Report							
	Pro	ject Files (1)		Export Options				
		Project Languages/Files	Word Count	🔽 Add Notes colu	mn for export			
	V	☐ G EN -> DE ☐ ☐ Translations com_ProductBrief_ProjectDirect	187					
				Report Settings				
				Report Location:*	C:\Users\Public\Wordfast4\projects\Repor			
ľ					Export Cancel			

- 4. Make the required selections.
- 5. Click **Export**.

The following example shows an exported Segment Changes report.

Segment Changes Report

Translations com_ProductBrief_ProjectDirector2-Word Docsde#TR_K#.docx.txml.txlf

Η	Target	Revisions
_		

ID	Scor	eSource	Target	User	Date	Notes
1	90	${1}{R{2}TRANSLATION M$	{1}ÜBERSETZUNGSMANA GEMENT.	ELUNA	Wed Nov 04 11:43:51 MST 2015	
Ţ	50	ANAGEMENT.	<mark>{1}ÜBERSETZUNGSMANA</mark> GEMENT{1}®{2}ÜBERSE TZUNGS∙MANAGEMENT.	tldara	Tue May 31 13:47:56 MDT 2016	
3	100	STREAMLINE PROJECT MA	EFFEKTIVES PROJEKTMAN AGEMENT	ELUNA	Wed Nov 04 11:43:51 MST 2015	
5	100	NAGEMENT	EFFEKTIVES <mark>PROJEKTMAN</mark> A <mark>GEMENT</mark> PROJEKTE·MANA GEMENT	tldara	Tue May 31 14:12:22 MDT 2016	
		{1}SEAMLESS DATABASE INTEGRATION {2}Use Glo balLink Connect with any C MS, PIM, CCMS, or e-com merce platform{3}	GlobalLink Connect funktio niert mit jeder CMS-, PIM-, CCMS- oder E-Commerce- Plattform	ELUNA	Wed Nov 04 11:43:53 MST 2015	
10	80		GlobalLink{1}·{2}GlobalLi nk Connect funktioniert mi t jeder CMS-, PIM-, CCMS- oder E-Commerce-Plattfor mE-Commerce-Plattform {3}	tldara	Tue May 31 13:48:55 MDT 2016	
			{1}{1}NAHTLOS·DATENB ANK·INTEGRATION {2}Glo balLink Connect funktionie rt mit jeder CMS-, PIM-, C CMS- oder E-Commerce-Pl attform{3}	tldara	Tue May 31 14:00:52 MDT 2016	
		{1}VENDOR-NEUTRAL PLA TFORM {2}Allow access to	136(26)	ELUNA	Wed Nov 04 11:43:53 MST 2015	
11	84	any vendor or internal tran slator for maximum resour ce flexibility{3}		tldara	Tue May 31 14:03:40 MDT 2016	

Running a Segment Changes Report also presents a **Segment Changes Summary** pop-up as shown.

Segment Changes Summary		×
Filename	Segments	Segments with changes
Translations com_ProductBrief_ProjectDir	32	6
		ОК

6. Click OK.

Running Export Notes Report

You can determine how many notes are attached to a project's files and view them in a report by running an **Export Notes Report**.

To export notes into an HTML file format:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.

You are presented with the Project Files tab.

E Wordfast 4 ▼ Pro	ject Files Project TM	Project Terminology	Reports Refe	erence Files Help		8		
Files			Project					
Add Add Translat Files Folders File	e Chain Close	Modify Analyze Project Project	-	t Changes eport Notes Report	Project Clean Up			
Files	Word TXLF File Locati	on Creation Date	Last Saved	Translatio Complete	6	⊚ ↑↓ ≡		
□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □								

3. Click Export Notes under the Project Files tab.



The Export Notes Report dialog box appears.

Ехро	rt Notes Report				×
Pr	oject Files (2)		Report Settings		
	Project Languages/Files	Word Count	Report Location:*	C:\Users\Public\Wordfast4\projects\Rep	Browse
 ✓ ✓ 	EN US -> DE EN US -> DE Translations com_ProductBrief_ProjectDirecto Translations com_ProductBrief_ProjectDirecto				
				Export	Cancel

4. Click Export.

The export summary appears.

Export Notes Summary		×
Filename	Segments	Segments with Notes
Translations com_ProductBrief_Projec	32	1
Translations com_ProductBrief_Projec	32	0
		OK

5. Click **OK**.

The Notes export HTML file is created in the folder you selected and is available for viewing.

Importing Packages

Using the **Import Package** option, a GLP project file can be imported from another Wordfast Pro installation fully and not require any setup.

To import project files:

1. Click Import Package (or drag and drop a GLP file).

≡ Wordfas	t4 • Pr	ojects H	elp										
		Project			Pac	kage	Tools	Options					
	r e	1					\gg						
	Open Clo Project Proj				Import Package	Export Package	Quick Tools	Preferences					
Projects	Loc	ation	So	urce Langu	age 💌 T	arget Langi	uage 💌	Date Created		% Complete	\otimes	t↓	=
Project-2	C:\	Jsers\tldara\\	Nord En	glish (United	States) G	erman (Gern	nany)	2015/03/31 12:5	3:21	15.38%			
Project-4	C:\	Jsers\tldara\	Nord En	glish (United	States) G	erman (Gern	nany)	2015/03/31 13:1	8:25	100.00%			
Project 2	C:\	Jsers\Public\	Nord. En	alish (United	States) G	erman (Gern	nanv)	2015/05/29 11:0	8:06	92.35%			

Reference: Projects Search and Sort.

The Import Package dialog box appears.

2. Use **Browse** to locate and select the GLP file.

The Import Package dialog box is populated with the selected file name and a drop-down list of available projects in the GLP.

Import Package			×
	Package	port a GLP file to the project list	
Select a GLP file:*		C:\Users\Public\Wordfast4\MC_Proj_GLP.glp Browse	
Source Language	:	en-US	
Target Language	(s):	de	
O Update A Current	Project		
Select project to	update:"	MC_Proj-1 ~	
Only upd	late existing) project TXLF files	
🔘 Update e	existing and	add new files	
Create New Proje	ct		
Project Name:*	New_Pro	ý-2	
Location:*	C:\Users	Public\Wordfast4\projects Browse	
🗹 Open Project Afte	er Import		
		Import Cano	el

- 3. Select a GLP file.
- 4. Click one of the following options:
 - Update A Current Project for an existing project and provide the project name, then select:
 - Only update existing project TXLF files

- Update existing and add new files
- Create New Project for a new project and provide a project name and location, then provide:
 - The new Project Name
 - The new project Location
- 5. Optional: Select **Open Project After Import** to open the updated or new project when the import completes.
- 6. Click Import.

If **Open Project After Import** was checked, the current project view opens in the **Project Files** tab listing the TXLF files for translation.

Wordfast 4						
	Wordfast 4 Project Files Project TM Project Terminology Reports Reference Files Help					
Files	Project	Package Options				
Add Add Translate Chain Files Folders File Files	Close Modify Analyze Project Transcheck Segment Changes Export Notes Project Report Report Report Clean Up	Import Export File(s)				
Files Word	C. TXLF File Location Creation Date Last Saved Translation C	Complete 🛞 📬 🗮				
EN US -> DE						
Translations com_Pro 187	C:\Users\Public\Wordfast4\pro 2016/03/31 14:47: 2016/03/31 14:47:	0.00%				
Translations com_Pro 187	C:\Users\Public\Wordfast4\pro 2016/03/31 15:15: 2016/03/31 15:15:	0.00%				
EN-US -> DE		0.00%				

Exporting Packages

A GlobalLink Package (GLP) of project files comprises everything required for a project. Using the **Export Package** option, a complete project package can be shared with other Wordfast Pro installations without requiring a manual setup of the project on the receiving Wordfast Pro.

To export a project package (GLP):

1. On the **Projects** tab, select the project.

Wordfast 4		
	Project TM Project Terminology Reports Reference Files Help	× ×
Files	Project	Package
Add Add Translate Files	Close Modify Project Clean Up Project Analyze Project Report Report Report Report Report Project Clean Up Project Clean Up Project Report Report Report Report Report Report Report Project Report Report Report Report Report Report Project Report Report Report Project Report Report Report Project Report Report Report Report Report Project Report Report Report Report Report Project Report Report Report Project Report Report Report Report Report Report Report Report Project Report	ort Export
Files Word	XLF File Location Date Last Saved Translation Complete	⊗ ↑↓ ≡
🔄 EN US -> DE		A
Translations com 187 C	:\Users\Public\Wordfast4\ 2016/03/31 14:4 2016/03/31 14:4 0.00%	_
Translations com 187 C	:\Users\Public\Wordfast4\ 2016/03/31 15:1 2016/03/31 15:1 0.00%	· ·
EN-US -> DE	0.00%	>

Reference: Project Files Search and Sort.

2. Click Export Package.

The Export Package dialog box appears.

Export Package X							
	Package tions to prepare a project export for distribution or archiving						
Project Info							
Project Name:	New_Proj-2						
Project Location:	C:\Users\Public\Wordfast4\projects\New_Proj-2						
Source Language:	English (United States)						
Export Entire Project Specific target languages and resources 							
Target Language:"	German 🙁 🔀						
Resources To Include In B	xport						
☑ Source Files	☑ Glossaries ☑ Reference Files						
🔽 TXLF Files	🗹 Translation Memories 🖉 Blacklists						
GLP Name							
Select Naming Convention:	GLP Name						
Custom Name:*							
Preview:	New_Proj-2						
Select Location to Save							
C:\Users\Public\Word	fast4\projects Browse						
	Export Cancel						

- 3. Select export type:
 - Entire Project
 - Specific target languages and resources selectively, including:
 - Source Files
 - TXLF Files
 - Glossaries
 - Translation Memories
 - Reference Files

- Blacklists
- 4. Select a naming convention.
 - GLP Name to have the export process name the file
 - Custom Name to specify the name to be used

Custom Name	~
GLP Name	
Custom Name	

- 5. Select a location to receive the GLP file.
- 6. Click Export.

The exported GLP is built and saved to the selected folder. This GLP file can now be passed on to a different Wordfast Pro installation.

Removing Files

Files can be removed from a project through the **Project Files** tab.

To remove a file or files:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u> for more information).
- 2. Select and open the project.
- 3. Select the file to be removed.

Wordfast 4 • Project	Files	Project TM Project Terminol	logy Reports R	eference Files He	lp		8			
Files				Package Options						
Add Add Translate Files Folders File	Chain Files	Close Modify Analyze Proje Project Project	ect Transcheck Segr Report	ment Changes Export Report Rep	Notes Project	Import Export Package Package	Remove File(s)			
les	Word C.	. TXLF File Location	Creation Date	Last Saved	Translation	Complete	⊗ ↑↓ ≡			
😑 EN US -> DE										
Translations com_Pro	187	C:\Users\Public\Wordfast4\proj	2016/03/31 14:47:	2016/07/26 13:08:		96.88%				
Translations com_Pro	187	C:\Users\Public\Wordfast4\proj	2016/03/31 15:15:	2016/03/31 15:15:		0.00%				

Reference: Project Files Search and Sort.

4. Click Remove File(s).

The file is removed from the current project.

Working with Project Translation Memory

Working with Translation Memory (TM) provides maximum content re-use and facilitates collaboration between globally distributed localization resources.

Translation Memory (TM) can be managed both by project managers and translators. Translation Memory management is accessed from the **Project TM** tab.

	lfast 4	- Project	Files	Project TI	1 Proj	ject Term	inolog	y I	Reports	Reference	Files	Help				8	e 🗙
		Translation	Memory		_	Import				ptions							
	Ho	H	P				₿										
Create Local	Add Local	Connect To Remote	Open TM	Modify TM	Сору ТМ	Import TM	Ехро ТМ		Remove TM	Preferences							
Translatio	n Memo	ry		Location				Selec	ted Pr	iority		TM	Гуре	Read-only	\otimes	t↓	=
😑 EN U	S -> DE																
🐻 N	ew_TM			C:\Users\P	Public\Wo	rdfast4\TM	\Ne	4	/ Pr	imary		LOC	AL				
🗄 La	ocal_TM_0	Сору		C:\Users\I	Public\Wo	rdfast4\pro	jec	4	/ Se	econdary		LOC	AL.				
11 🚼	M_2			C:\Users\I	Public\Wo	rdfast4\pro	jec	4	/ Se	econdary		LOC	AL				
EN-US ->	DE												96	.88%			

Project TM Search and Sort

The **Files** column of the **Project TM** tab can be ordered by typing the first letter or two of the item to head the list then clicking the **Sort Order** arrows on the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon. (Reference <u>Project Files Perspective</u>.)

Project TM Tasks

The Project TM tab includes the following tasks:

- <u>Creating Local Translation Memory</u>
- <u>Connecting Remote TMs</u>
- <u>Modifying Local TMs</u>
- Importing Translation Memory
- <u>Removing Translation Memory</u>

References:

- <u>Configuring Translation Memory</u>
- <u>Customizing Colors</u>

- Adding Local TMs
- Opening Local Translation Memory
- <u>Copying Translation Memory</u>
- Exporting Local Translation Memory
- <u>Configuring Penalties</u>

Creating Local Translation Memory

A new local Translation Memory can be created for an existing project as described below.

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. On the **Project TM** tab, click **Create Local**.

Wordfast 4	 Project 	Files	Project TM	Proj	ect Termi	nology	Report	s Reference	Files He	lp			8	2
]	Translation	Memory			Import /	/ Export		Options						
Create Add		Open		Сору	Import	Export	Remov							
Local Loca	To Remote	ΤM	TM	ТМ	TM	TM	TM							
ranslation Mer	nory		Location			Se	ected	Priority		ТМ Туре	Read-only	\otimes	t↓	-
🗀 EN US -> D														
B New_TM			C:\Users\Pul	blic\Wor	dfast4\TM\	Ne	~	Primary		LOCAL				
🔠 Local_TI	1_Copy		C:\Users\Pul	blic\Wor	dfast4\proj	jec	v	Secondary		LOCAL				
🗄 TM_2			C:\Users\Pu	blic\Wor	dfast4\proj	jec	v	Secondary		LOCAL				

Reference: Project TM Search and Sort.

The Translation Memory Create dialog box appears.

Translation Memory		×
Create	Translation Memory	
Name:*	Local_TM_Copy	
Source Language:*	English (United States)	
Target Language:*	German	*
Location:*	C:\Users\Public\Wordfast4\projects\Ult	Browse
Priority:*	Secondary	*
Selected		
Read-only		
	OK	Cancel

4. Enter the Translation Memory information as described in the following table.

Option	Description
Name	Enter a TM name. A good practice is to enter a name that includes a client or organization name and the TM's language.
Target Language	The target language selection is limited to those declared in the project.
Location	The location where the new TM is to be saved.
Priority	This relative priority determines the sequence of reference during translation where the Primary TM is first to be referenced and only one TM can be designated as primary.
Selected	Checking Selected indicates that this TM is to be used for the current project.
Read Only	Selecting this option prevents any write action to the TM.

5. Click **OK**.

The new Translation Memory is created and reflected in the project Translation Memory list.

Adding Local TMs

Adding a local Translation Memory is for WFP-4 format (different from WFP-3) Translation Memory only. To add local Translation Memory to an existing project from the **Project TM** tab:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. Click the **Project TM** tab.

	lfast 4 🔻	Project	Files	Project	TM	Project Te	rmino	olog	y Reports	Ref	erence Files	Help		8
		Translation	Memory	w (Openir	ng TM								×
	E			6		~ ₩ ₩	ordfa	st4	 projects 	Ultimat	te 🕨	- 4	Search Ultimate	\$
Create Local	Add Local	Connect To Remote		0	Organiz	ze 🔻 Ne	w fol	der					:==	- 0
Translatio	n Memory	1			👉 Fav	vorites	^	N	ame				Date modified	Туре
🖨 EN U	S -> DE DE]		_	esktop	Ξ		conf				3/31/2015 1:25 PM	File folder
_	roject-2			C:	🐌 C	ownloads			data				4/4/2016 9:03 AM	File folder
E TI	-			2	💝 D	ropbox			Local_Gloss	ary			8/6/2015 11:12 AM	File folder
	ltimate			C:	💯 R	lecent Places			LocalTM1				4/1/2016 9:26 AM	File folder
				-					TM_2				6/6/2016 4:06 PM	File folder
EN-US ->	DE-DE				📜 Lib	raries								
					📑 D	ocuments)								
					J 1	Ausic								
					📔 P	lictures								
					🛃 V	ideos		_						
							Ŧ	•		_				
							Fold	ler:	LocalTM1					

Reference: Project TM Search and Sort

4. Click Add Local.

The Browse For Folder dialog box appears.

- 5. Select a Translation Memory.
- 6. Click OK.

The selected local Translation Memory is added to the project and listed in the project **Translation Memory** tab.

Connecting Remote TMs

While Wordfast Pro is a locally run program, it can access remote Translation Memory (TM). The types of remote TMs that can be connected are: GLTM/WFTM and TM Server 4.

To connect to a remote TM:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. Click the **Project TM** tab.

w Wordfast 4	
E Wordfast 4 Project Files Project TM Project	Terminology Reports Reference Files Help
Translation Memory I	Connect to Remote TM
Create Add Local Local Local Connect To Remote Time Time Time Time Time Time Time Tim	Use this page to connect to remote TM.
Translation Memory Location	TM Server WF Server
EN US -> DE DE Project-2 C:\Users\tldara\Wordfast TM_2 Ultimate C:\Users\tldara\Wordfast EN-US -> DE-DE	URL settings
	Priority: Primary
	☑ Selected
	Read-only
	OK Cancel

Reference: Project TM Search and Sort

4. Click **Connect To Remote** on the **Project TM** tab as shown.

The **Connect to Remote TM** dialog box appears).

Adding Translation Memory Connections

To add a remote Translation Memory using a TM or WF server:

1. Go to the Connect to Remote TM dialog box.

Connect to Remote TM		×
Use this page	e to connect to remote TM.	
TM Server WF Server		
Symbolic Name:*	Remote Server	
URL:*	example: tm://address:port/TMS Test	
Address:* Port:		
TMS Folder:* Cluster Short Code:*		
TM Short Code:*		
User:*		
Password:*		
Priority:	Primary	*
Selected		
🕅 Read-only		
	OK Cancel	

- 2. To Add a TM Server:
 - a) Click the TM Server tab.
 - b) Enter a unique name in the Symbolic Name field.
 - c) Enter the remote Translation Memory URL (provided by PM) in the **URL** field following the example template shown in that field.



Note:

The URL settings are populated automatically as provided within the URL string.

- d) Select a **Priority** from the drop-down.
- e) Click **Selected** to enable this Translation Memory.
- f) Click **Read Only** to prevent modifications.
- 3. To Add a WF Server:

Connect to Remote TM		×
Use this pag	e to connect to remote TM.	
TM Server WF Server		
Symbolic Name:* URL Settings		
URL:" Address:"	example: wf://jsmith:password@ Test	
Port:* UserName:*		
Password:" Workgroup ID:		
PM and TM admin		
Cleanup Password:*		
Priority:	Primary	•
Selected Read-only		
	OK Cancel	

- a) Click the **WF Server** tab.
- b) Enter a unique name in the Symbolic Name field.
- c) Enter the remote Translation Memory URL (provided by PM) in the **URL** field following the example template shown in that field.



Note:

The URL settings are populated automatically as provided within the URL string.

- d) Click Use TM Write Password if appropriate and supply the password.
- e) Select a Priority from the drop-down.
- f) Click **Selected** to enable this Translation Memory.
- g) Click Read Only to prevent modifications.
- 4. Click OK.

Opening Local Translation Memory

Current Translation Memory can be opened and edited if and only if it is local.

To open the current projects Translation Memory from the **Project TM** tab:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. Select a Translation Memory file.

≡ Wor	dfast 4	 Project 	Files	Project TM	1 Proj	ject Term	inology	Repo	rts	Reference	Files H	lelp			2	2
		Translation	Memory			Import	/ Export		Op	otions						
Create Local	Add Local	Connect To Remote	Open TM	Modify TM	Copy TM	Import TM	Expor TM	t Remo	ove	Preferences						
Translatio	on Memo	ry		Location				Selected	Pric	ority		TM Type	Read-only	\otimes	t↓	1
😑 en u	IS -> DE															
10 N	lew_TM			C:\Users\P	ublic\Wor	rdfast4\TM	\Ne	1	Prir	mary		LOCAL				
🗄 L	ocal_TM_	Сору		C:\Users\P	ublic\Wor	rdfast4\pro	ojec	1	Sec	condary		LOCAL				
т 🔠	M_2			C:\Users\P	ublic\Wo	rdfast4\pro	ojec	1	Sec	condary		LOCAL				
EN-US ->				C: (USEIS (P	ublictwo	iuiast-tipio		*	Sec	condary			6.88%			

Reference: Project TM Search and Sort

4. Click Open TM.

Wordfast 4	
E Wordfast 4 • TM Editor Help	* ×
Navigation Edit Options TU Options Tags Options	
Image: Next Previous Cut Copy Paste Delete Export Previous Copy Next Preferences Update Update <td></td>	
Filters	Modification Date
Search: Source and target TU Text: Enter TU Text: TU Creation User: TU Creation User: TU Creation Date: From: To: To: To: To: To: To: To: To	
	Translation Units: 0

The Translation Memory dialog box appears.



Note:

Only local Translation Memory can be opened and edited through this function.

Modifying Local TMs

Local Translation Memory can be edited from the **Project TM** tab as follows:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. Click the **Project TM** tab.

= Wordf	ast 4	Project	Files	Project TM	Proj	ject Term	inolog	iy Re	ports	Reference	Files	Help				2	8
		Translation	Memory			Import	/ Expo	rt	0	ptions							
		H															
Create	Add	Connect	Open		Сору	Import	Expo	_	emove	Preferences							
	Local	To Remote	ТМ	TM	TM	TM	TM		TM	There is a new second							
Franslation	Memor	γ.		Location				Selecte	d Pri	ority		TM 1	Гуре	Read-only	\otimes	t↓	
😑 EN US	-> DE																
🗄 Nev	w_TM			C:\Users\Pu	ublic\Wor	rdfast4\TM	Ne	-	Pr	imary		LOC	AL				
🔠 Loc	al_TM_0	Сору		C:\Users\Pu	ublic\Wor	rdfast4\pro	jec	-	Se	condary		LOC	AL				
🖪 тм	2			C:\Users\Pu	ublic\Wor	rdfast4\pro	jec	1	Se	condary		LOC	AL				

Reference: Project TM Search and Sort

4. Click Modify TM (shown above).

The modify **Translation Memory** dialog box appears.

In this example the Read Only option was selected to protect the Primary TM.

	English (United States)
Target Language:* 0	German
Location:*	C:\Users\Public\Wordfast4\TM Browse
Priority:* P	Primary 👻

5. Click **OK** to save changes.

Copying Translation Memory

Local Translation Memory can be copied to a local file. The file copy is in the Wordfast Pro 4 format and cannot be used with Wordfast Pro 3.

To copy a Translation Memory:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. Click the Project TM tab.
- 4. Select a translation memory.

E Wordfast 4 ▼ Pr	oject Files Project TM	Project Terminology	Reports	Reference File	s Help		
		Import / Export		etions			
Create Add Conn Local Local To Ren Translation Memory		Copy Import Export TM TM TM	Remove TM ected Prio	Preferences	ТМ Туре	Read-only	⊗ ↑↓ ≋
EN US -> DE	Lucauon	36	ecteu Pli	UTICY	тмтуре	Read-only	⊗ ↑↓ ⊧
B New_TM	C:\Users\P	ublic\Wordfast4\TM\Ne	V Pri	mary	LOCAL		
Local_TM_Copy	C:\Users\P	ublic\Wordfast4\projec	🖌 Sec	condary	LOCAL		
™_2	C:\Users\P	ublic\Wordfast4\projec	🖌 Sec	condary	LOCAL		
EN-US -> DE					a	6.88%	

Reference: Project TM Search and Sort

5. Click Copy TM.

The Copy TM dialog box appears.

py Translation Memory	×
Create a copy of the selected translation memory. Please enter a name for the copy, location, and decide if you want to fip the TM langauges.	
ource TM: Local_TM_Copy ame:* Local_TM_AnotherCopy ocation:* C:\Users\Public\Wordfast4\projects\Ultimate Browse Flip Languages Copy Cancel	



Note:

If **Flip Languages** is selected, the source TM and target TM languages are reversed.

- 6. Enter a name for the copy and its destination folder.
- 7. Click Copy.

Importing Translation Memory

You can import Translation Memory into an existing project through the Project TM tab.

To import a translation memory profile:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. Click the **Project TM** tab.

🗏 Wordfast 4 🔹 🛛 Proj	ect Files Project TM	Project Termino	ology R	Reports	Reference F	iles Help		2
Translat	ion Memory	Import / E	xport	Op	otions			
			B		000			
Create Add Connec	t Open Modify	Copy Import 8	Export	Remove	Preferences			
Local Local To Remo	te TM TM	тм тм	ТМ	ТМ				
ranslation Memory	Location		Select	ted Pric	ority	ТМ Тур	e Read-only	⊗ ↑↓ ≡
😑 EN US -> DE								
🗄 New_TM	C:\Users\P	ublic\Wordfast4\TM\Ne	🗸	Prir	mary	LOCAL		
Local_TM_Copy	C:\Users\P	ublic\Wordfast4\projec		/ Sec	condary	LOCAL		
🗄 TM_2	C:\Users\P	ublic\Wordfast4\projec		/ Sec	condary	LOCAL		

Reference: Project TM Search and Sort

4. Click Import TM.

The Import Translation Memory dialog box appears.

Import Translation Me	emory	×					
	t Translation Memory						
File Type:*	TMX						
Import File:"	C:\Users\Public\Documents\Wordfast\Das_Spoken\Wordfast-4\ Bro	owse					
Create New TM							
Import Into Exis	ting TM						
Existing TM:*	тм_2	~					
If TU already exists	* Add as a new TU	*					
	OK	Cancel					
	OK	Cancel					

5. Make selections.
The file formats supported for import are:

- WF Classic TM: The format supported by Wordfast Classic and Wordfast Pro 3.
- TMX: The standard format supported by all translation tools.
- 6. Use the Browse For Folder to identify a folder to receive the TM copy.
- 7. Click Browse.
 - a) Select the TM file.
 - b) Click Open.
- 8. Click OK.

The Create Translation Memory dialog box returns with all fields populated.

9. Click **OK**.

The new TM is created in the specified folder.

Exporting Local Translation Memory

Local Translation Memor can be exported through the **Project TM** tab.

To export a local Translation Memory from the **Project TM** tab:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. Click the **Project TM** tab.

The Translation Memory tab appears.

Wordfast 4																	x
Wordfast	Project	t Files	Project TM	Proj	ject Termi	inolog	gy	Report	s	Reference	Files	Help				8	
	Translation	Memory			Import	/ Expo	vrt		Opt	tions							
Create Add Local Loca	Connect	Open TM		Copy TM	Import TM	Expo Th	ort	Remov TM	•	Preferences							
Translation Mer	nory		Location				Sele	ected	Prio	rity		TM	Туре	Read-only	\otimes	t↓	≡
🗀 EN US -> D	E																
B New_TN	1		C:\Users\Pu	ublic\Wo	rdfast4\TM	Ne		v	Prin	nary		LO	CAL				
🗄 Local_T	М_Сору		C:\Users\Pu	ublic\Wo	rdfast4\pro	jec		v	Seco	ondary		LO	CAL				
🗄 TM_2			C:\Users\Pu	ublic\Wo	rdfast4\pro	jec		√	Seco	ondary		LO	CAL				
EN-US -> DE													96	5 .88 %			

Reference: Project TM Search and Sort

- 4. Select the Translation Memory file to export.
- 5. Click Export TM.

The Export Translation Memory dialog box appears.

Export Translation M	emory		×
Speci expo	fy existing Translation Memory for export, and cho rt type for the TM	ose a lo	cation and
Translation Memory:"	Local_TM_Copy		*
Export Type:*	TMX	Browse	·
		OK	Cancel

6. Select a Translation Memory.



Note:

The selected Translation Memory file and export type can be changed using their respective dropdown lists.

- 7. Select the export file type.
- 8. Browse and select the save File path.
- 9. Click **OK**.

A confirmation appears upon completion.

Removing Translation Memory

Translation Memory can be removed from a project without erasing the file through the **Project TM** tab.

To remove Translation Memory from the current project:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Click the **Project TM** tab.

≡ Wordfa	st 4	Project	Files	Project TM	Pro	ject Term	inolog	JY	Report	s	Reference I	Files	Help				8	80
		Translation	Memory			Import	/ Expo	rt		Opt	tions							
Create	Add Local	Connect To Remote	Open TM		Copy TM	Import TM	Exp TN	ort	Remov		Preferences							
Translation	Memor	Ŷ		Location				Selec	ted	Prio	rity		TM	Туре	Read-only	\otimes	↑↓	
😑 EN US -	> DE																	
🗄 New	_TM			C:\Users\Pu	ublic\Wo	rdfast4\TM	Ne		1	Prin	nary		LOC	AL				
🗄 Loca	al_TM_C	Сору		C:\Users\Pu	ublic\Wo	rdfast4\pro	jec		1	Seco	ondary		LOC	AL				
🔠 тм_	2			C:\Users\Pu	ublic\Wo	rdfast4\pro	jec		1	Seco	ondary		LOC	AL				
		<i>.</i> ору							/									
EN-US -> DE	E													9	6.88%			

Reference: Project TM Search and Sort

- 3. Select the TM to delete.
- 4. Click Remove TM (as shown in the preceding example).
 - A TM removal confirmation pop-up appears.



5. Click **Yes** to complete the removal.

Working With Terminology

Project Terminology is used to manage the related glossary and blacklist terms. Projects utilize a collection of terms used in previous translations to facilitate new translations. These terms consist of both preferred (Glossary) and rejected (Blacklist) terms.

E Wordfast 4 Project Files Project TM Project Terminology Reports Reference Files Help X <lix< li=""> X <lix< li=""> <lix< th=""></lix<></lix<></lix<>															
		Termi	nology					Blac	klist				Options	;	
Create	Add	Connect	Open	Import	Export	Create	Add	Connect	Open	Import	Export	Modify	Remove	Preferences	
Local	Local	To Remote	Glossary	Glossary	Glossary	Local	Local	To Remote		Blacklist					
ilossary M	lame					Locat	ion					Selected	Read-only	⊗ ↑↓	=
EN	> DE lossaries														
Remote_Glossary_01 tmgrs://qa-tpt7.translations.com/TMGR?prj=TRA000075&u 🗸															

Project Terminology Search and Sort

The **Glossary Name** or **Blacklist Name**, and **Location** columns can be ordered by typing the first letter or two of the item to head the list then clicking the **Sort Order** arrows on the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon. (Reference <u>Project Files Perspective</u>.)

Project Terminology Tasks

Below is a list of Terminology related activities and useful references:

- <u>Working with</u>
 Glossaries
- Working With Blacklists
- <u>Modifying and Removing</u> <u>Glossaries, Blacklists</u>

References:

<u>Configuring Terminology</u>

<u>Customizing Colors</u>

Working with Glossaries

A glossary is a list of source terms and their preferred translations. For example, a list could include information as shown in the table below.

Source	Target
Translation Memory	mémoire de traduction
Translation Unit	unité de traduction
Data Transfer Rate	taux de transfert de données
International Translators Federation	Fédération Internationale des Traducteurs

See the following:

- <u>Creating Local Glossary</u>
 <u>Opening Local Glossaries</u>
- <u>Adding Local Glossaries</u>
 <u>Importing Local Glossary</u>
- <u>Connecting Remote</u>
 <u>Glossary</u>
- Exporting Local Glossaries

Creating Local Glossary

You can add a new local glossary by creating one through the Project Terminology tab

To create a local glossary:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. Click the **Project Terminology** tab.

The **Project Terminology** tab appears.

Wordfast 4 Project Tiles Project Terminology Reports Reference Files Help X Image: Second Second										
Te	minology			Blac	klist			Options		
Add Connect Local To Remot	Open	Import Export Glossary Glossary	Create	Add Connect Local To Remote	Open Imp Blacklist Black	ort Export	Modify	Remove	Preferences	
ry Name			Location	n			Selected	Read-only	⊗ ↑↓ ≡	=
N -> DE Glossaries	01		tmars://o	qa-tpt7.translations.c	om/TMGR?prj=TR/	۵000758u	4			
	01		tmgrs://o	qa-tpt7.translations.c	om/TMGR?prj=TR/	A000075&u	v			

Reference: Project Terminology Search and Sort.

4. Click Create Local.

The Create Glossary dialog box appears.

Create Glossary		×
Create	e/Modify Glossary	
Name:*		
Source Language:*	English (United States)	~
Target Language:*	German (Germany)	
Location:*	Browse	
Selected		
Read-only		
	OK Can	el

- 5. Enter a unique name for this new glossary.
- 6. Select the Target Language.
- 7. Browse to a folder where the new glossary is to be saved.
- 8. Optional: Select Read Only to prevent changes to the glossary.
- 9. Click **OK**.

Adding Local Glossaries

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. On the Project Files tab, click the Project Terminology tab.

The **Project Terminology** tab appears.

Wordfast 4			
🗧 Wordfast 4 🔻 Project Files 🛛 F	Project TM Project Terminology Reports Reference Files Help		× ×
Create Add Connect Open	Creating glossary	Search glossary	<u>ح</u>
Local Local To Remote Glossary	Organize New folder	:== :==	• 🔞
Glossary Name	Stropbox Name	Date modified	Туре
EN US -> DE DE	💹 Recent Places 📕 🍑 Local_Glossary	6/8/2016 1:35 PM	File folder
Glossaries	🥽 Libraries		
Project-2_Gloss	Documents		
Thos_BlackList2			
Local_Blacklist	E Pictures		
EN-US -> DE-DE	Computer		
	Apple iPhone + (III		Þ
	Folder: glossary		
	Se	lect Folder Ca	ancel

Reference: Project Terminology Search and Sort.

4. Click Add Local.

The Browse For Folder dialog box appears.

- 5. Select the glossary folder.
- 6. Click OK.

The glossary is added and the **Project Terminology** tab reloaded with the added glossary showing.

Connecting Remote Glossary

You can use a remote glossary by connecting it through the Project Terminology tab.

To connect to a remote glossary:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. On the Project Files tab, click the Project Terminology tab.

The Project Terminology tab appears.

Wordfast 4			• X
E Wordfast 4 • Project Files Project TM Project Termi	nology Reports Refe	rence Files Help	× ×
Terminology	Blackli	st	
	Connect to Term Manage	r	×
Create Add Connect Open Import Export Creat Local Local To Remote Glossary Glossary Glossary Loca	Connect T	To Remote Glossary	
Glossary Name	TMGR Server WF Ser		
Glossaries	Name:*	My_Remote_Glossary_Conctn	-
Gossaries Project-2_Gloss C:\Users'	Source Language:*	English	~
Blacklists	Target Language:*	German	~
Thos_BlackList2 C:\Users	- URL Settings		
Local_Blacklist C:\Users	URL:*	tmgrs://tpt7.translations.com/TM(Test	
EN-US -> DE-DE	Address:*	tpt7.translations.com/TMGR	
	Username:*	Training	
	Password:*	•••••	
	Project Short Code:*	TRA000005	
	Selected		
	Read-only		
	☑ Create Blacklist Connec	tion	
		OK Cance	-

Reference: Project Terminology Search and Sort.

4. Click Connect To Remote.

The Connect to Term Manager dialog box appears.

- 5. Click the TMGR Server tab.
- 6. Enter a unique name in the **Name** field.
- 7. Select a target language from the drop-down list.
- 8. Enter the URL (provided by the PM) in the **URL** field following the example template shown in that field.



Note:

The URL settings are populated automatically as provided within the URL string.

- 9. Click Read Only to prevent modifications.
- 10. Click Create Blacklist Connection to include a blacklist.
- 11. Click OK.

To connect to a remote **WF Server** click the **WF Server** tab and supply the information as described above.

Opening Local Glossaries

To open a local glossary from the **Project Terminology** tab:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. Click the Project Terminology tab.

The **Project Terminology** tab appears.

Wordfast 4			
	Project TM Project Terminology	Reports Reference Files Help	× ×
Terminology		Blacklist	Options
Create Add Connect Connect Local To Remote Glossar		d Connect Open Import Export	Modify Remove Preferences
Glossary Name	Location	Se	lected Read-only 🛞 ᡝ 🗮
🔄 EN US -> DE DE			<u>^</u>
🔄 Glossaries			
Project-2_Gloss	C:\Users\tld	ara\Documents\Wordfast\Project-2_Gloss	✓
General_Glossary	C:\Users\Pu	olic\Documents\Wordfast\General_Glossary	✓
🔁 Blacklists			-
EN-US -> DE-DE			100.00%

Reference: Project Terminology Search and Sort.

4. Click Open Glossary.

The **Glossary Editor** tab appears.

Wordfast 4									x
Wordfast 4 Glossary Editor H	elp							2	×
Navigation Edit Options	a ite	Term Options Lerm Add Remove Term Term	Terminology Opt	ort Preference	5				
Filters	Index	Source	Target	Description	Creation	Creation Date	Modification User	Modification Date	
Search: Source and target	1	Apologies	Apology		tidara	2015/08/06 14:09:50 MDT		2015/08/06 14:09:50 MDT	Â
Term Text: Enter Term Text	2	contain	cnthalten		tidara	2015/08/06 14:09:50 MDT	tidara	2015/08/06 14:09:50 MDT	
	3	fuzzy	Flaum		tidara	2015/08/06 14:09:50 MDT	tidara	2015/08/06 14:09:50 MDT	
Q. Find 🛞 Clear	4	country	country		tidara	2015/08/06 14:09:50 MDT	tidara	2015/08/06 14:09:50 MDT	
Cear Ocea						2015/08/06		2015/08/06	*

Importing Local Glossary

You can add a glossary or add to an existing glossary in a project through the Project Terminology tab.

To import a glossary or to add to an existing glossary:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. Click the **Project Terminology** tab.

The **Project Terminology** tab appears.

Wordfast 4			
	Project TM Project Terminology	Reports Reference Files Help	× ×
Terminology		Blacklist	Options
Create Add Connect Open Local To Remote Glossary	Import Glossary Glossary	ld Connect Open Import Expo	ort Modify Remove Preferences
Glossary Name	Location		Selected Read-only 🛞 📬 🗮
EN US -> DE DE			<u> </u>
🖂 Glossaries			
Project-2_Gloss	C:\Users\tlda	ara\Documents\Wordfast\Project-2_Gloss	✓
General_Glossary	C:\Users\Pub	olic\Documents\Wordfast\General_Glossary	✓
🔄 Blacklists			*
EN-US -> DE-DE			100.00%

Reference: Project Terminology Search and Sort.

- 4. Select the glossary to import.
- 5. Click **Import Glossary** (shown above).

The Import Glossary dialog box appears.

port Glossary			
Jmp	ort Glos	sary	
File Type:*	TBX		~
Import File:*			Browse
Oreate a new	glossary		
Import into e	xisting g	ossary	
Existing Glossa	ry:*	General_Glossary	~
If the term alr exists:*	eady	Add as new term	~
Clear before	e import		
			OK Cancel
			UK Cancel

- 6. Select a file type from the two options:
 - Tab delimited text file (.txt)—Wordfast Classic and Wordfast Pro 3 format

File Type:*	Tab delimited	v
Import File:*	Tab delimited	

• Term Base eXchange (.tbx)

File Type:*	TEX	~
Import File:*	TBX	

- 7. Enter or browse and select a glossary.
- 8. Select one of the following options:
 - Create New Glossary to import the first terminology file for the project
 - Import Into Existing Glossary to add terms to the existing glossary
- 9. Click **OK** to save the glossary changes.

Exporting Local Glossaries

To export a local glossary from the **Project Terminology** tab:

1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).

- 2. Select and open the project.
- 3. Click the **Project Terminology** tab.

The **Project Terminology** tab appears.

w	Wordfa	ast 4														x		
	≡ Wor	dfast 4	Project	Files	Project TM	Project	Terminolo	erminology Reports Reference Files Help							 X 			
	Terminology								Bla	ocklist				Options	;			
	Create Local	Add Local	Connect To Remote	Open Glossary	Import Glossary	Export Glossary	Create Local	Add Local	Connect To Remote	Open Blacklist	Import Blacklist	Export Blacklist	Modify I	Remove	Preference	es		
	Local	Local	To Remote	Glossary	Glossary	Glossary	Local	Local	To Remote		DIACKIIST							
0	Blossary	Name					Locatio	n				Select	ed Read-o	only 😣) ↑↓ ≡			
	😑 EN U	JS -> DE														-		
	i 🔁 🖸	Glossaries																
	Ĺ	📔 General	_Glossary				C:\Users	\Public\D	ocuments\Wo	ordfast\Gener	al_Glossar	/ 🖌	•					
	Ĺ	📴 Custom	_Glossary				C:\Users	\Public\D	ocuments\Wo	ordfast\Custo	m_Glossary	, 🖌	•					
	😑 E	Blacklists																
	t:	New Bl	acklist				C+\Ilsers	\Public\W	/ordfast4\nro	iects\Proiect	5\de-DE\bl	a 🏑	•			-		
E	N-US ->	> DE											96.88%	o				

Reference: Project Terminology Search and Sort.

- 4. Select a glossary.
- 5. Click Export Glossary.

The Export Glossary dialog box appears.

xport Glossary			
Expo	t Glossary		
Glossary:	General_Glossary		~
Export Type:*	ТВХ		~
File:*	C:\Users\Public\Wordfast4\projects\New_Proj	Browse	
		OK	Cancel

6. Re-select the Glossary name (if necessary).

- 7. Select one of the following export types:
 - Tab delimited text file (.txt)—Wordfast Classic and Wordfast Pro 3 format

Tab delimited	~
Tab delimited	

• Term Base eXchange (.tbx)

E			
	File Type:*	TBX	~
	Import File:*	TBX	
1		1	

- 8. Enter the new file name and/or browse for a location to receive the glossary.
- 9. Click OK.

The glossary is exported and saved at the specified location.

Working With Blacklists

A blacklist is a list of terms used in conjunction with Transcheck to ensure that unwanted terms are not used in translation. Refer to the following tasks for adding and editing a blacklist.

- <u>Creating Local Blacklists</u>
- Adding Blacklists
- Opening Local Blacklists

- Importing Local Blacklists
- Exporting Local Blacklists

References:

Modifying and Removing Glossaries, Blacklists

Creating Local Blacklists

You can create a local blacklist by adding it through the **Project Terminology** tab.

To create a local blacklist:

- 1. Go to the Projects list tab (refer to Opening Projects).
- 2. Select and open the project.
- 3. On the **Project Files** tab, click the **Project Terminology** tab.

The **Project Terminology** tab appears.

w w	ordfa	st 4													• X	
	Word	lfast 4	Project	Files F	Project TM	Project	Terminol	ogy R	eports	Reference	Files He	elp				<
			Termi	nology					E	Blacklist						
	eate cal	Add Local	Connect To Remote	Open Glossary	Import Glossary	Export Glossary	Create Local	Add Local	Connec To Remo		Import Blacklist	Export Blacklist			**	•
Glos	ssary I	Name				L	ocation				Se	elected	Read-only	\otimes	↑↓ ≡	
6	EN U	S -> DE D	E													
	🔁 G	lossaries														
	- Q	Project-	2_Gloss			C	:\Users\tlda	ara\Docun	nents\Word	fast\Project-2	_Gloss	×				
	😑 B	lacklists														
	te	Thos_Bl	ackList2			C	:\Users\tlda	ara\Docun	nents\Word	fast\Thos_Bla	ckList	 Image: A second s				
	te	Local_B	lacklist			C	:\Users\Pub	lic\Wordf	ast4\projec	ts\Project_5\c	le-DE∖	A				
EN-U	US ->	DE-DE										9	92.35%			כ

Reference: Project Terminology Search and Sort.

4. Click Create Local in the Blacklist group of the Project Terminology tab.

The Create Blacklist dialog box appears.

Create Blackli	st	×
W-	Create a New Blacklist	
Name:*	New_Blacklist	
Language:*	German (Germany)	
Selected		
Read-only		
	OK Cancel	

- 5. Enter a unique name for this blacklist.
- 6. Select a language.
- 7. Browse to the destination folder.
- 8. Select Read Only if the list is to be locked to prevent changes to the blacklist.
- 9. Click **OK**.

Adding Blacklists

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

To add a blacklist from the **Project Terminology** tab:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. On the **Project Files** tab, click the **Project Terminology** tab.

The **Project Terminology** tab appears.

Wordfast 4		x
E Wordfast 4 Project Files Proj	ect TM Project Terminology Reports Reference Files Help 😤	X
Terminology	Blacklist Options	
Create Add Connect Open	Import Export Create Add Connect Open Import Export Deport Modify Remove Preference	s
Glossary Name	ossary Local To Remote Blacklist Blacklist Image: Creating blacklist Creating blacklist Image: Creating blacklist Image: Creating blacklist Image: Creating blacklist Image: Creating blacklist Image: Creating blacklist Image: Creating blacklist Image: Creating blacklist Image: Creating blacklist Image: Creating blacklist Image: Creating blacklist Image: Creating blacklist Image: Creating blacklist Image: Creating blacklist Image: Creating blacklist	
Glossaries	Organize ▼ New folder	
EN -> DE	Topbox Name Date modified Type Recent Places Conf 7/30/2015 10:35 AM File folder	
	Ibraries Ibraries Image: Documents Image: Documents Image: Documents Image:	

Reference: Project Terminology Search and Sort.

4. Click Add Local.

The Creating Blacklist browse dialog box appears.

- 5. Browse for and select the blacklist folder to be added.
- 6. Click Select Folder.

The newly created or selected blacklist is listed under **Blacklists**.

Opening Local Blacklists

To open a local blacklist from the **Project Terminology** tab:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. On the **Project Files** tab, click the **Project Terminology** tab.

The Project Terminology tab appears.

≡ Wordfa	ast 4	Project	Files	Project TM	Project	Terminol	ogy R	eports Re	eference Fi	les Hel	P			3	*
		Termi	inology					Blac	klist				Optio	ns	
Create Local	Add Local	Connect To Remote	Open Glossary	Import Glossary	Export Glossary	Create Local	Add Local	Connect To Remote	Open Blacklist	Import Blacklist	Export Blacklist	Modif	y Remove	Preferences	
Blossary Na	ame					Locati	on				Sele	cted	Read-only	⊗ ↑↓ ≡	=
	Project-	2_Gloss				C:\Use	C:\Users\tldara\Documents\Wordfast\Project-2_Gloss								
	General	_Glossary				C:\Use	C:\Users\Public\Documents\Wordfast\General_Glossary								
😑 Bla	cklists														
ce <u>r</u>	Thos_Bl	ackList				C:\Use	rs\Public\/	Documents\Wo	rdfast\Proj_	BlackList		 Image: A second s			
	Local_B	lacklist				C:\Use	rs\Public\	Wordfast4\proj	ects\Project	5\de-DE\b	lac	1			

Reference: Project Terminology Search and Sort.

- 4. Select a blacklist.
- 5. Click Open Blacklist (shown above).

The **Blacklist Admin** dialog box appears.



Note:

To resize a column, point to the right edge of the column's header with the mouse and a pair of opposing arrows appear separated by two vertical bars. Drag to increase or decrease the column.

To modify a given blacklist's Read Only status refer to Modifying Local Blacklists.

Importing Local Blacklists

You can add a local blacklist to a project by importing it through the Project Terminology tab.

To import a local blacklist:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. On the **Project Files** tab, click the **Project Terminology** tab.

The **Project Terminology** tab appears.

W	Wordfa	ist 4															×
	≡ Wor	dfast 4	• Project	Files	Project TM	Project	Terminolo	gy F	Reports R		۲						
			Termi	inology					Blac	cklist		_		Optic	ns		
	Create	Add	Connect	Open	Import	Export	Create	Add	Connect	Open	Import	Export		lify Remove		rences	
l	Local	Local	To Remote		Glossary		Local	Local	To Remote	Blacklist	Blacklist	Blacklist	t				
	Glossary	Name					Locati	on				Se	elected	Read-only	⊗ '	t↓ ≡	
Ľ	L.	🔁 Project-	2_Gloss				C:\User	C:\Users\tldara\Documents\Wordfast\Project-2_Gloss									-
	L,	📔 General	_Glossary				C:\Users\Public\Documents\Wordfast\General_Glossary										
	😑 🔁 E	Blacklists															
	te	👌 Thos_Bl	ackList				C:\User	s\Public	\Documents\Wo	ordfast\Proj_	BlackList		1				
	CC	Local_B	lacklist				C:\User	s\Public	\Wordfast4\pro	jects\Project	t_5\de-DE\b	olac	√				-
	EN-US ->	DE-DE												100.00%			

Reference: Project Terminology Search and Sort.

4. Click Import Blacklist (shown above).

The Import Blacklist dialog box appears.

File Type:"	Txt	~
mport File:" Create a new black Import into existing		Browse
Existing Blacklist:*	New_Blackist	*
f the term already	Add as new term	~

- 5. Select the **File Type**.
- 6. Browse and select the **Import File**.
- 7. Select to create a new blacklist or add to a blacklist.
- 8. If adding, select the existing blacklist from the drop-down list.
- 9. Select how to handle duplicate terms.
- 10. Select to Clear before import replace the existing blacklist.
- 11. Click **OK**.

Exporting Local Blacklists

You can export a local blacklist through the Project Terminology tab.

To export a blacklist:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. On the **Project Files** tab, click the **Project Terminology** tab.

The **Project Terminology** tab appears.

■ Wordfast 4	Project	Files	Project TM	Project	Terminolog	y Re	ports R	eference F	iles He	lp				× >
	Termir	nology					Bla	cklist				Option	ns	
Create Add Local Local	Connect To Remote	Open Glossary	Import Glossary	Export Glossary	Create Local	Add Local	Connect To Remote	Open Blacklist	Import Blacklist	Export Blacklist	Modify	Remove	Preference	es
Glossary Name					Locatio	n				Sele	cted R	ead-only	⊗ ↑↓	=
😑 EN US -> DE D	E													
😑 Glossaries														
📗 Project-	2_Gloss				C:\Users	\tldara\Do	cuments\W	ordfast\Proje	ct-2_Gloss		 Image: A second s			
[General	Glossary				C:\Users	\Public\Do	cuments\W	ordfast\Gene	eral_Glossa	ry	 Image: A second s			
렄 Blacklists														
🐴 Thos_Bl	ackList2				C:\Users	\tldara\Do	cuments\W	ordfast\Thos	_BlackList		√			
🗟 Local_B	acklist				C:\Users	\Public\W	ordfast4\pro	jects\Project	t_5\de-DE\	blac	~			
EN-US -> DE-DE											10	.38%		

Reference: Project Terminology Search and Sort.

4. Click Export Blacklist (shown above).

The **Export Blacklist** dialog box appears.

port Blacklist		
Export	a blacklist	
Blackist:*	New_BlackIst	~
Export Type:*	Txt	*
File:*	C:\Users\Public\Documents\Wordfast\Proj_BlackList\N+	Browse

- 5. Browse to or enter the path and file name of the blacklist to export.
- 6. Click **OK**.

A confirmation pop-up appears at completion.

Modifying and Removing Glossaries, Blacklists

The **Options** group of the **Project Terminology** tab includes the tools to modify and remove glossaries and blacklists. These tools are:

- Modifying Local Blacklists
- Modifying Local Glossary

- <u>Removing Local Blacklists</u>
- <u>Removing Local Glossary</u>

Modifying Local Blacklists

You can change the Read Only status of a blacklist from the Project Terminology tab.

To change the **Read Only** status of a blacklist:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. On the Project Files tab, click the Project Terminology tab.

The **Project Terminology** tab appears.

Wordfast 4	4													- 0 X
🔳 Wordfa	st 4 🔻	Project	Files	Project TM	Project	Terminolog	gy R	eports	Reference I	Files	Help			× ×
		Termir	nology					1	Blacklist				Option	s
		Connect o Remote	Open Glossar	Import Glossary	Export Glossary	Create Local	Add Local	Connec To Remo		Impo Blacki	rt Export	Modify	Remove	Preferences
Glossary Nar						Location					Selecte	d Read-	only 🔇) ↑↓ ≡
EN US -:														
Glos Glos Black	roject-2	_Gloss				C:\Users\t	ldara\Do	ocuments\V	/ordfast\Proje	t-2_Glos	55 🗸			
	hos_Black	List2				C:\Users\t	:ldara\Do	ocuments\V	/ordfast\Thos	BlackList	t 🖌			
	ocal_Black								ojects\Project					
🔨 N	lew_Black	list				C:\Users\F	Public\W	ordfast4\pr	ojects\Project	_5\de-DE	E\bla 🛷			
EN-US -> DE	E-DE											92.35%	6	

Reference: Project Terminology Search and Sort.

- 4. Select a blacklist.
- 5. Click **Modify**.

The Modify Blacklist dialog box appears.

Create Blackli	st	×
W-	Modify a Blacklist	
Name:*	New Blacklist	
Language:*	German (Germany)	~
Location:*	C:\Users\Public\Wordfast4\projects\Proje	Browse
Selected		
Read-only		
	ОК	Cancel

- 6. Select Read Only to prevent changing the blacklist.
- 7. Click OK

Removing Local Blacklists

Local blacklists can be removed from a project through the Project Terminology tab.

To remove a selected blacklist from a project:

- 1. Go to the Projects list tab (refer to Opening Projects)
- 2. Select and open the project.
- 3. On the Project Files tab, click the Project Terminology tab.

The **Project Terminology** tab appears.

Wordfast 4		
🗧 Wordfast 4 🔻 Project Files 🛛 Project TM 🛛 Pro	ct Terminology Reports Reference Files Help	 X
Terminology	Blacklist	Options
	💼 📼 💼 💼	
Create Add Connect Open Import Export	Create Add Connect Open Import Export	Modify Remove Preferences
Local Local To Remote Glossary Glossary Glossa	V Local Local To Remote Blacklist Blacklist Blacklist	
Glossary Name	Location	Selected Read-only 🛞 📬 🗮
EN US -> DE		<u> </u>
🔁 Glossaries		
General_Glossary	C:\Users\Public\Documents\Wordfast\General_Glossary	✓
Custom_Glossary	C:\Users\Public\Documents\Wordfast\Custom_Glossary	✓
😑 Blacklists		
📴 New_Blacklist	C:\Users\Public\Wordfast4\projects\Project_5\de-DE\blacklis	st\L 💌
EN-US -> DE		96.88%

Reference: Project Terminology Search and Sort.

- 4. Select a blacklist.
- 5. Click Remove.

A remove confirmation pop-up appears.



Optionally: This warning can be turned off by:

- Select **Do not warn me...** to avoid this pop-up in the future.
- Click **Yes** to complete the removal.

Modifying Local Glossary

To change a local glossary's Read Only status from the Project Terminology tab:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. On the **Project Files** tab, click the **Project Terminology** tab.

The Project Terminology tab opens.

Wordfast 4				
🗧 Wordfast 4 🔻 Project Files 🛛 Project TM	Project Terminology	Reports Reference Files	Help	× ×
Terminology		Blacklist		Options
Create Add Connect Open Import			nport Export Modify	Remove Preferences
			cklist Blacklist	
Glossary Name	Location		Selected Read	i-only ⊗ ↑↓ ≡
EN US -> DE DE	1			
Glossaries	Create Glossary			×
Project-2_Gloss		e/Modify Glossary		
Blacklists		e/Modify Glossary		
Thos_BlackList2				
Local_Blacklist	Name:*	Project-2_Gloss		
EN-US -> DE-DE	Source Language:*	English (United States)		ī
	Target Language:*	German (Germany)		
	Location:*	C:\Users\tldara\Documents\Wor	dfast	Browse
	Selected			
	Read-only			
				OK Cancel

Reference: Project Terminology Search and Sort.

- 4. Select the glossary to modify.
- 5. Click Modify.

The Create/Modify Glossary dialog box appears.

- 6. Select Read Only to prevent further modifications.
- 7. Click **OK** to complete the removal.

Removing Local Glossary

A local glossary can be removed from a project through the **Project Terminology** tab.

To remove a local glossary:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. On the Project Files tab, click the Project Terminology tab.

The **Project Terminology** tab appears.

Wordfast 4		
🗧 Wordfast 4 🔹 Project Files Project TI	Project Terminology Reports Reference Files Help	× ×
Terminology	Blacklist	Options
Create Add Connect Open Import Local Local To Remote Glossary Glossary	Export Glossary Local Local To Remote Blacklist Black	ort Modify Remove Preferences
Glossary Name	Location	Selected Read-only 🛞 📬 🚍
Project-2_Gloss	C:\Users\tldara\Documents\Wordfast\Project-2_Gloss	✓
General_Glossary	C:\Users\Public\Documents\Wordfast\General_Glossary	 Image: A second s
😑 Blacklists		
Thos_BlackList	C:\Users\Public\Documents\Wordfast\Proj_BlackList	✓
🔄 Local_Blacklist	C:\Users\Public\Wordfast4\projects\Project_5\de-DE\blac	✓
EN-US -> DE-DE		100.00%

Reference: Project Terminology Search and Sort.

- 4. Select the glossary to be removed.
- 5. Click Remove.

A remove confirmation pop-up appears.



Optionally: You can turn off this warning pop-up by:

- Select **Do not warn me...** to avoid this pop-up in the future.
- Click **Yes** to complete the removal.

Reports

The **Reports** tab provides the lists existing reports for access and management.

Wordfast 4					x
E Wordfast 4 ▼ Project Files Proj	ect TM Project Terminology	Reports Reference Fi	iles Help	۲	×
Options					
Remove Export					
Report					
Report Name	Location	Cr	eation Date	⊗t↓	=
🔁 EN US -> DE				-	
🔄 Analysis					
🐼 Analysis Report.rpt	C:\Users\Public\Wordfa	st4\projects\MC_Proj-1\d 20	016/03/31 14:07:14 MDT		
🐼 Analysis Report1.rpt	C:\Users\Public\Wordfa	st4\projects\MC_Proj-1\d 20	016/03/31 16:39:39 MDT		
🐼 Analysis Report2.rpt	C:\Users\Public\Wordfa	st4\projects\MC_Proj-1\d 20	016/04/11 14:57:40 MDT		
🔄 Cleanup					
🐼 Clean Up Report.rpt	C:\Users\Public\Wordfa	st4\projects\MC_Proj-1\d 20	016/05/18 12:25:21 MDT		
EN-US -> DE			96.88%		

Project Reports Search and Sort

The **Report Name** and **Location** columns can be ordered by typing the first letter or two of the item to head the list then clicking the **Sort Order** arrows on the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon. (Reference <u>Project Files Perspective</u>.)

Project Reports Tasks

The tasks to view and manage project analysis and clean up reports are:

- Opening Reports
- Exporting Reports
- Removing Reports

Opening Reports

To open a report from the **Reports** tab:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. On the Project Files tab, click the Reports tab.

The Reports tab appears.

Wordfast 4			- 0 X
E Wordfast 4 - Project Files Project TM	Project Terminology Reports Reference	e Files Help	× ×
Options			
🗙 🚣			
Remove Export			
Report			
Report Name	Location	Creation Date	⊗ ↑↓ ≡
EN US -> DE		1	
🔂 Analysis			
🀼 Analysis Report.rpt	C:\Users\Public\Wordfast4\projects\MC_Proj-1\d	2016/03/31 14:07:14 MDT	
🐼 Analysis Report1.rpt	C:\Users\Public\Wordfast4\projects\MC_Proj-1\d	2016/03/31 16:39:39 MDT	
🐼 Analysis Report2.rpt	C:\Users\Public\Wordfast4\projects\MC_Proj-1\d	2016/04/11 14:57:40 MDT	
🔄 Cleanup			
🐼 Clean Up Report.rpt	$\label{eq:c:Users} C: \label{eq:c:Users} C: \label{eq:c:C:Users} C: \label{eq:c:C:Users}$	2016/05/18 12:25:21 MDT	
EN-US -> DE		96.88%	

Reference: Project Reports Search and Sort.

- 4. Select a report to open.
- 5. Double-click the selected report file.

The report file summary appears (as shown).

Report File					×
Primary TM: file://C:\Users\Publ	ic\Wordfast4	I\TM\Nev	v_TM		
Summary	C			Ŧ	
Match Types	Segments			Tags	
Leveraged	26	128	81	19	
Repetitions	0	0	0	0	
TM Matches			2	-	
Context	1	4	3	3	
100% 95%-99%	25	124	78	16	
95%-99% 85%-94%	0	0 13	0	0	
75%-84%	2	13 44	9	5 7	
75%-84% 50%-74%	3	44	9	0	
No Match	1	2	3	4	
	1	2	0	4	
Ignored Total	32	187	100	35	
Chars/Word	6.50	107	100	33	
Chars Total	1216				
Chars Total	1216				
				ОК	

Exporting Reports

The **Reports** tab includes an option to **Export** reports in a given project to a number of formats.

To export reports from the **Reports** tab:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. Select the Reports tab.

The Reports tab appears listing all reports found in the selected project.

Wordfast 4			
	M Project Terminology Reports	Reference Files Help	
Coptions Remove Export			
Report Name	Location	Creation Date	⊗ ↑↓ ≡
🔁 EN US -> DE			
🔄 Analysis			
Analysis Report.rpt	C:\Users\Public\Wordfast4\projects\M	C_Proj-1\d 2016/03/31 14:07:14 MDT	
Analysis Report1.rpt	C:\Users\Public\Wordfast4\projects\M	C_Proj-1\d 2016/03/31 16:39:39 MDT	
🐼 Analysis Report2.rpt	C:\Users\Public\Wordfast4\projects\M	C_Proj-1\d 2016/04/11 14:57:40 MDT	
😋 Cleanup			
🐼 Clean Up Report.rpt	C:\Users\Public\Wordfast4\projects\M	C_Proj-1\d 2016/05/18 12:25:21 MDT	
EN-US -> DE		96.88%	/o

Reference: Project Reports Search and Sort.

4. Select a format from the drop-down menu (shown in the preceding example).

The export formats available are:

- Export report as CSV format
- Export report as HTML format
- Export report as XLS format
- Export report as PDF format



The Save As dialog box appears.

5. Provide a folder path and file name for the report.

6. Click Save.

The report is saved in the identified folder under that file name provided.

Removing Reports

The Reports tab includes an option to remove unwanted reports from a given project.

To remove unwanted reports from the Reports tab:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. Select the **Reports** tab.

The **Reports** tab opens listing any reports found in the selected project as shown.

	ct TM Project Terminology	Reports Reference	e Files Help	۲
Coptions Remove Report				
Report Name	Location		Creation Date	⊗t↓
😑 EN US -> DE				
Ġ Analysis				
🐼 Analysis Report.rpt	C:\Users\Public\Word	fast4\projects\MC_Proj-1\d	2016/03/31 14:07:14 MDT	
Analysis Report1.rpt	C:\Users\Public\Word	fast4\projects\MC_Proj-1\d	2016/03/31 16:39:39 MDT	
🐼 Analysis Report2.rpt	C:\Users\Public\Word	fast4\projects\MC_Proj-1\d	2016/04/11 14:57:40 MDT	
😋 Cleanup				
🐼 Clean Up Report.rpt	C:\Users\Public\Word	fast4\projects\MC_Proj-1\d	2016/05/18 12:25:21 MDT	

Reference: Project Reports Search and Sort.

- 4. Select a report to delete.
- 5. Click Remove Report.

Project Reference Files

Reference files can be included with a project to provide context to the translation effort or to include additional information that is not to be translated.

Wordfast 4			- • · ×
E Wordfast 4 - Project Files Project TM	Project Terminology Reports R	Reference Files Help	× ×
Options			
💫 🖺 🔜 🗙			
Add Open Show Remove Files File Instructions File(s)			
File Name	File Type	Location	⊗ ↑↓ ≡
Project_de-DE_notes.html	reference-files	C:\Users\Public\Wordfast4\projects\Submission	
EN -> DE		100.00%	

Project Reference Files Search and Sort

The **File Name** and **Location** columns can be ordered by typing the first letter or two of the item to head the list then clicking the **Sort Order** arrows on the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon. (Reference <u>Project Files Perspective</u>.)

Project Reference Files Tasks

The Reference Files tab includes the following tasks:

- Adding Reference Files
- Opening Reference Files

- <u>Showing Instructions</u>
- <u>Removing Reference Files</u>

Adding Reference Files

To add reference files from the Reference Files tab:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. Click the Reference Files tab.

🐭 Wordfast 4			- 0 ×
E Wordfast 4 Project Files Project TM	Project Terminology Reports Ref	erence Files Help	× ×
Add Open Show Remove File Instructions File(s)			
File Name	File Type	Location	⊗ ↑↓ ≡
Project_de-DE_notes.html	reference-files	C:\Users\Public\Wordfast4\projects\Submission_0	
EN -> DE		100.00%	

Reference: Project Reference Files Search and Sort.

4. Click Add Files.

The **Open** file dialog box appears.

🐷 Open			X
😋 🕞 🗢 🕌 « Wordfa	st ▶ Proj_BlackList ▶ 👻 🍫	Search Proj_BlackList	Q
Organize 👻 New fol	lder	≡ •	
Stopbox 4	Name	Date modified	Туре
📃 Recent Places	📔 🍌 conf	4/3/2015 11:56 AM	File folder
Libraries	🗉 🍌 data	6/1/2015 12:15 PM	File folder
	core.properties.unloaded	4/24/2015 10:51 AM UNLOADE	
J Music			
Pictures			
Videos			
📜 Computer			
WINDOWS (C:)			
			,
File	name:	All	•
		Open	Cancel

- 5. Select the file to add.
- 6. Click **Open**.

Opening Reference Files

1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).

- 2. Select a project.
- 3. Click Open Project.
- 4. Click the **Reference Files** tab.

Wordfast 4							
	Project Terminology Reports	Reference Files Help					
Add Open Files File Instructions File(s)							
File Name	File Type	Location) ↑↓ =				
Docx.docx	reference-files	C:\Users\Public\Wordfast4\Reference_Files\Do					
EN-US -> DE-DE		100.00%					

Reference: Project Reference Files Search and Sort.

- 5. Select a file.
- 6. Click Open File.

The selected file opens in Microsoft Word.

W → O + O + Docx [Compatibility Mode] - Microsoft Word	x
File Home Insert Page Layout References Mailings Review View	~ ?
$\begin{array}{c c c c c c c c c c c c c c c c c c c $	
Ultimate Docx file	=
· ·	
Name	
Transperfect Translations	
Points of Contact Contact person needed Contact telephone number	
Job Product Manager	
Autosuggest The following paragraph will contain many Autosuggest candidates. My email address is transperfect@translations.com. The website for the company I work for is <u>http://www.translations.com</u> . My full name is Transperfect Translations, I go by TPT. I was born in Queens, New York. I work on a MacBook Air. I paid \$1250 for the Ultimate Edition 13".	
Auto Propagation Test Below test will test Auto-Propagation. Enabling auto-propagation by itself will update	* *
empty target segments. Test each options below Enable auto-propagation for the	¥
▲ III Page: 1 of 6 Words: 879	,

Showing Instructions

When a submission is created in **Project Director** using **Add Submission** on the **Submit** tab, specific instructions can be attached to the submission for the translator and reviewer. These instructions are then available for viewing through the **Reference Files** tab **Options** group.

To show the opened project instructions from the Reference Files tab:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. Click the Reference Files tab.

The Reference Files tab appears.

Wordfast 4							
🗧 Wordfast 4 🔹 Project Files 🛛 Project TM 🗌 Pr	roject Terminology Reports Refe	erence Files Help	× ×				
Options Add Open Files File Instructions File(s) File Name Project_de-DE_notes.html EN -> DE							
File Name	File Type	Location	⊗ ↑↓ ≡				
Project_de-DE_notes.html	reference-files	C:\Users\Public\Wordfast4\projects\Submission_0					
EN -> DE		100.00%					

Reference: Project Reference Files Search and Sort.

4. Click Show Instructions.

Instructions are optional and frequently there are no instructions and No instructions appears.



Note:

Instructions can only be added from within Project Director.

The instructions file list appears.

Instructions	×
Instructions	
Instructions Background Instructions	
Pleas take great care in this translation.	•
	•
	ОК

5. Click OK.

Removing Reference Files

To remove files from the opened project through the Reference Files tab:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. Click the Reference Files tab.

The Project Reference Files tab appears.

	TM Project Terminology Rep	orts Reference Files Help	
Add Open Show Files File Instructions			
File Name	File Type	Location	⊗ ↑↓ ≡
Project_de-DE_notes.html	reference-files	C:\Users\Public\Wordfast4\projects\Submissi	on

Reference: Project Reference Files Search and Sort.

- 4. Select the reference file to remove.
- 5. Click Remove File(s).

The selected file is removed from the project and the reference file list.

Translating Files

After completing the initial steps of creating a project, opening Translation Memory, and importing a glossary the project is ready for translation.

w Wordfast 4					
	ormatting Translation Terminol	ogy Review H	elp	× ×	
	Segment				
			. 🔒 🔒 . 🗈	**	
Next Previous Commit Leverage Segment Segment	e Copy Merge Split Uncon Source Cont		Lock Clear Copy Segment Target All Source	25	
Translations com_ProductBrief_ProjectDirector2-Word Docs-de#TR_K#.docx.txml					
Source or Target 🛛 💌 🗖 Match Cas	e Filt	ter:	🖌 Q Ct 🛞 Sor	t: Document 👻	
ID English	German			Score Status	
3 STREAMLINE PROJECT	MANAGEMENT EFFEK	TIVES PROJE	KTE MANAGEMENT	100%	
TM Lookup Notes Segment Histo	ory Metadata Transcheck (0)	÷ /	X H	Terminology	
	More Options - Find	d Source	Glossaries (Source)	Q Q @	
# Source	Target	score projec	:t	(I)	
1 STREAMLINE PROJECT	EFFEKTIVES	100% projek	de	v	
EN -> DE		SC: 29 TC:	30 Segments: 32 / 32	100.00%	

Translation Tasks

The translation process includes the following tasks:

- Opening and Translating a File
- Using Glossaries
- Finding and Replacing Content
- Using Notes
- Using Transcheck
- Enabling Auto-Propagation
- Leveraging Repetitive Content

- Using Translation Memory
- Working with Tags
- Using Table Filter
- Working with Segments
- Enabling Machine Translation
- Using Auto-Suggest
- Saving Files

Opening and Translating a File

Translation involves opening the file to be translated and then submitting it to translation.

• Opening and Translating Files

Pseudo Translation

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- <u>Translation Preferences</u>
 <u>Accented Characters</u>
 - <u>Configuring Whitespace</u>
 <u>Check</u>

Opening and Translating Files

After a given project is opened, the various files that comprise the project are accessible from the **Project Files** tab. When the project has numerous files, the files can be chained together into one contiguous file, refer to <u>Chaining Files</u>.

To open a file for translation from the **Project Files** tab:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.

Wordfast 4											
E Wordfast 4 - Project	t Files	Project TM	Project Termino	logy Reports	Reference File	s Help					× ×
Files				Project				Packa	ge	0	ptions
Add Add Files Folders File	Chain Files	Close M	odify Analyze Proje	ect Transcheck Se Report	gment Changes Report	Export Notes Report	Project Clean Up	Import Package	Export Package	Remove File(s)	Preferences
Files	Word C.	. TXLF File Lo	ocation	Creation Date	Last Saved	Trans	lation Co	mplete		\otimes	↑↓ ≡
🖃 🔂 EN US -> DE					Progress ba	ir			×		
Translations com_Pro	187	C:\Users\Pul	blic\Wordfast4\pro	2016/03/31 14:47:							
Translations com_Pro	187	C:\Users\Pul	blic\Wordfast4\pro	2016/03/31 15:15:	Initializing	blacklist conf	iguration		_		
EN-US -> DE						72% co	ompleted).004	%	
								Cancel			

Reference: Project Files Search and Sort.

- 3. On the **Project Files** tab, select the file to translate.
- 4. Click Translate File.

The file open progress is shown and, upon completion, the **TXLF Editor** tab appears. The file content is shown in the **Source** column.

Wordfast 4								٢
Edit For File Edit For E	rmatting Translation	Terminology	Review Help				۵ (×
	Segr	ment						
			.	a	. 🗈		I	>>
Next Previous Commit Leverage Segment Segment	Copy Merge Spl Source	it Unconfirm / Confirm	Unconfirm / Confirm All S	Lock Clear iegment Target	Copy All Source	s	Until Fuzzy	
Translations com_ProductBrief_Project	Director2-Word Docs-de#	TR_K#.docx.txml	×				Until No Match	
Source or Target 🛛 🖌 Match Case	•	✓ Filter:		Y Q	⊄ 🛞 Sor	t: Do	Commit All	
ID English		German				Sco	Concordance Sear	rch
3 STREAMLINE PROJECT N	IANAGEMENT	EFFEKTIVE	S PROJEKT	EMANAGE	MENT	1(8	Machine Translati	
4 INTEGRATE WITH ANY SY	STEM	INTEGRATIO	ON MIT JEDI	EM SYSTEN	1	1(0.	
5 WORK WITH ANY VENDO	R	ZUSAMMENARBEIT MIT JEDEM ANBIETER				1(Previous Tag	
TM Lookup Notes Segment Histo	ry Metadata Transc	heck (0)	⊕ / ×	↓		4	Next Tag	
	✓ More Option	ns • Find Source	Search Glos	saries (Source)	~	Q	Сору	
# Source	Target	Score	project			R.	🚡 Copy All Tags	•
1 STREAMLINE PROJECT	FFFFKTIVES	100%	projekte			6	👌 Edit Tag	
	FFFFKIIVES	100%	•			2	Clear All Tags	•
EN -> DE			SC: 29 TC: 30	Segments: 32	2 / 32	1	100.00%	

- 5. Select a Target segment.
- 6. Enter the translation for this segment.

All tags in the **Source** segment should be either copied or entered manually into the **Target** segment.

- 7. Click Next Segment to move down one Target segment.
- 8. To save your work:
 - a) Click the File tab.
 - b) Click Save.

When the translation is complete, the file should be saved as described in <u>Saving Files</u>.

Chaining Files

Multiple files can be combined and viewed as one file using **Chain Files**. For example, if you are assigned ten files with ten segments each, these files can be chained into one large file of 100 segments and opened as one file.

To chain a group of files into one file from the Project Files tab:
Wordfast 4 Project Files Project TM Project Terminology Reports Reference Files Help															
	F	iles					Proj	ect			Packag	ge			
Add Files	Add Folders	Translate File	Chain Files	Close Project	Modify Project	Project Clean Up	Analyze Project	Transcheck Report	Segment Changes Report	Export Notes Report		Export Package			,
iles			Word	TXLF File	Location		Creation Date	Last Save	d Translati	on Complete	9		\otimes	†↓ =	=
😑 en u	S -> DE DE	E													
💼 R	eplaceable	es_testfil	289	C:\Users\P	ublic\Word	dfast4\pr	2015/07/30 10:35.	. 2015/08/1	4 13:16		71.79%				
c 🔂 c	entralizati	on of Loc	432	C:\Users\P	ublic\Word	dfast4\pr	2015/07/30 10:35.	. 2015/08/2	26 15:27		5.00%				
D D	ocx1.docx.	txlf	907	C:\Users\P	ublic\Word	dfast4\pr	2015/07/31 12:29.	. 2015/12/1	17 13:57		40.96%				

Reference: Project Files Search and Sort.

- 1. Select the files to be chained.
- 2. Click Chain Files.

The chained file opens in the **TXLF Editor Translation** tab under the name "Chained Files 1" (in this example). In the **Source Segment Column**, the segments are numbered as they were in the source file. The source ID for each segment from a given file is sequentially numbered and the ID is given a unique background color. Subsequent file segments are numbered in the same manner with a unique background color.

Cha	Chained Files 1 (8)									
Sour	Source or Target 🗸 🗖 Match Case 🗸 Filter: 🗸 Q C 🛞 Sort: Document 🗸 🏟									
ID	English (United States)	German (Germany)	Score	Status						
	segment Tag1 Tag2 Tag3 http://www.blahblah.com	Replaceables in ein einzelnes Segment Tag4		^						
39	Tag4 Tag3 Tag2 and email Tag5 Tag6 Tag7	Tag3 Tag2 http://www.blahblah.com Tag5 Tag6	100%	_						
	blahblah@blah.com 🔤 💶 🕬 for period	Tag7 und Email Tag8 Tag7 Tag6								
		blahblah@blah.com Zeitraum								
1	Centralized Localization									
	The main objective for most of our austemans is									
Add	Additional Tools									
EN-U	EN-US -> DE-DE Segments: 97 / 225 43.11%									

3. Click in segment three (3).

Notice the file name changes to the name of the first file in the chain.

	*Replaceables_testfile.doc.txlf ®										
So	Source or Target 🗸 🖸 Match Case 🗸 Filter: 🗸 Q C 🛠 Sort: Document										
ID	English (United States)	German (Germany)	Score	Status							
1	Number Replacement	Rufnummernersetzung	MT	*							
2	There are 12 rooms										
3	3 This tests numbers with placeables has 7 words. Damit können Zahleh mit Placeables hat 7 Wörter.										
A	Additional Tools										
EN	EN-US -> DE-DE SC: 47 TC: 48 Segments: 98 / 225 43.56%										

- 4. Scan down the segments until segment ID-1 appears again and the ID background color changes.
- 5. Click in segment one (1).

Notice the file name changes to the name of the second file in the chain.

*	entralization of Localization1.doc.txlf 🛞				0	
Sou	rce or Target 📉 🦳 Match Case	✓ Filter:	✓ Q ⊄ Ø) Sort: Docu	ument	
ID	English (United States) Diambian@Diam.com reservest reservoir period	German (Germany) DianiDian@Dian.com Zeitra	um	Score	Status	^
1	Centralized Localization					
2	The main objective for most of our customers is to gain control over cost.					+
Ad	litional Tools				(*
EN-	US -> DE-DE	SC: 24 TC: 0 Segn	nents: 98 / 225	4 3.56	i%	

- 6. Scan down the segments until segment ID-1 appears again and the ID background color changes again.
- 7. Click in segment one (1).

Notice the file name changes to the name of the third (last) file in the chain.

*Do	cx1.docx.txlf 🛞			(
Sour	Source or Target 🗸 🖻 Match Case 🔹 Filter: 🗸 Q C 🛠 🛞 Sort: Document									
ID	English (United States)	German (Germany)	Score	Status						
	our customers to establish measurable results.			Ð	^					
1	Ultimate Docx file	Ultimative Docx-Datei	MT							
2	Tag1 Fopter of document Tag2 Tag3 Page Tag1 Tag2 Tag3 Tag4 Tag5									
Addi	Additional Tools									
EN-U	EN-US -> DE-DE SC: 25 TC: 0 Segments: 98 / 225 43.56%									

8. Save the chained file.

When the chained file is saved, the segments are restored to their original files and the chained format is not retained.

Note:



Chaining files is only for the editor view and they cannot saved as TXLF export documents.

The Jump To A Segment and Last Modified Segment shortcuts are disabled on chained files.

Translate All

To translate a project file from the Translation tab using Translate All:

1. Click in the first source segment.

w	Wordfas	t 4															x
	≡ Word	fast 4 🔻	File	Edit	Formatting	Translatio	on Te	erminology	Review	Help							×
							Segment							ļ	Automated A	ctions	
														2	3	40	**
	Next Segment	Previous Segment	Commit	t Leveraç	ge Copy Source	Merge	Split	Unconfirm / Confirm	Unconfirm Confirm A		Lock iegment	Clear Target	Copy All Sources	Until Fuzzy	Until No Match	Translate All	
	*Transla	tions com_	Product	Brief_Proj	jectDirector:	3.docx											
9	Source or	Target	-	Match Ca	ase			✓ Filter:				~ C	λ ⊄⊗s	ort: Docu	ument	~	礅
10		h (United Sta						German							Score	Status	
	2 Slivir																
	3 STR	EAMLIN	IE PR	OJECT	MANAG	EMENT											
	4 Tan1	NTECD		л/ITU Л	NV ever	E M											Ψ.
	Additiona	Tools															8
E	N-US -> DE									SC	: 24 TC:	23 Seg	gments: 1 / 3	2	3.1	3%	

2. Click Translate All.

The translation proceeds and upon completion the screen is refreshed with the results and the green bar at the bottom indicates the percentage translated.

w	Wordfast	: 4													_ 0	X
	≡ Wordf	ast 4 🔻	File	Edit	Formatting	Translation	Terminology	Review	Help							×
						Seç	ment						A	utomated Ac	tions	
	Next	Previous	Commi	t Leverad		Merge St	lit Unconfirm	Unconfirm		Lock	Clear	Copy	Until	Until No	Translate	**
	Segment	Segment		c Lorony	Source	, norge - Sy	Confirm	Confirm A		gment	Target	All Sources	Fuzzy	Match	All	
	Translati	ons com_P	roductB	rief_Proje	ctDirector2.	docx 🙁										
S	Source or 1	Farget	~	Match Ca	ase		✓ Filter	:			~ (λ⊄⊗sα	ort: Docu	ment	~	礅
10	English						German							Score	Status	
ŀ	R Tag Tag2	Tag2	RANS	SLATIO	N MANAG	GEMENT.	🕲 Tag1 Tag		SETZU	JNGS	MAN	AGEMENT.	Tag2	90%		*
-	Additional	Tools														8
E	N -> DE								SC: 2	4 TC: 2	6 Seg	ments: 32 / 3	2	100.0	00%	

Using Translation Memory

Translation memory (TM) is designed to provide maximum content re-use and facilitate collaboration between globally distributed localization resources. The following is a list of those tasks and associated procedures:

- Leveraging Translation Memory
- Using TM Lookup

Leveraging Translation Memory

To leverage Translation Memory from the **Translation** tab:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. Select the file to translate.
- 4. Click Translate File on the Project Files tab.

we 1	Wordfast	: 4														x
	Wordf	ast 4 🔻	File	Edit F	ormatting	Translati	ion Te	rminology	Review	Help						× ×
							Segment							Automated A	ctions	
	Ł												V	3	40	»
s	Next egment	Previous Segment	Commit	Leverage		Merge	Split	Unconfirm / Confirm	Unconfirm / Confirm All	Lock	Clear	Copy All Sources	Until	Until No	Translate All	
*	Translat	ions com_	ProductB	rief_Proje	ectDirector3	3.docx 🗵										
So	urce or 1	Target	-	Match Ca	se			← Filter:			~ (λ⊄⊗s	ort: Doc	ument	~	ø
ID	English	(United Sta	tes)					German						Score	Status	
1	₿ Tagʻ	1 Tag2	RANSL	ATION	MANAG	BEMENT	Tag2	ÜBERS	ETZUNG	SMANA	GEMEN	Γ.		90%		-
2	SIMP	LIFIED						VEREIN	NFACHT.					100%		
3	STRE	EAMLIN	E PRC	JECT	MANAG	EMENT		EFFEK	TIVES PI	ROJEKT	MANAG	EMENT		100%		
4	Tag1	NTEGR	ATE W	ITH A	NY SYST	ЕМ										
5	Tag1	NORK V	NITH A	NY VE	NDOR											
6	Tag1	ACCELE	RATE	TIME	TO MAR	KET										
7	Tag1 (CUSTO			IOWS											•
Ac	lditional	Tools							•							8
EN	I-US -> [DE								SC: 25	TC:0 Se	gments: 3 / 3	2	9.3	8%	

The file is leveraged against the Translation Memory and the results displayed in the **Target Segment** column, segment by segment.

5. Select the segment to leverage from the **Source** column.

- Leverage to retrieve suggestions from the active TM for the selected source segment
- Until Fuzzy to retrieve suggestions from the active TM until the next Fuzzy match
- Until No Match to retrieve suggestions that from the active TM for the all source segments until no exact match is found
- Translate All to automatically translate all segments.

The leveraged content appears in the **Target** column when a match is found. When Machine Translation is enabled, the Machine Translation match is populated.

In the following example, source segment ID-4 is selected and after clicking **Leverage** the adjacent target segment is populated with leveraged translation.

	minology Review Help		* ×
Segment		Automated Action	s
			»
Next Previous Commit Leverage Copy Merge Split Segment Segment Source	Unconfirm / Unconfirm / Lock Clear Copy Un Confirm Confirm All Segment Target All Sources Fuz		anslate All
*Translations com_ProductBrief_ProjectDirector3.docx			
ource or Target 🛛 💌 🖾 Match Case	✓ Filter: ✓ Q, C ⁺ ⊗ Sort: DC	ocument	~ 尊
English (United States)	German	Score S	tatus
Tag1 Tag2 TRANSLATION MANAGEMENT. Tag2	ÜBERSETZUNGSMANAGEMENT.	90%	
2 SIMPLIFIED.	VEREINFACHT.	100%	
STREAMLINE PROJECT MANAGEMENT	EFFEKTIVES PROJEKTMANAGEMENT	100%	
INTEGRATE WITH ANY SYSTEM	IIIIIINTEGRATION MIT JEDEM SYSTEM	100%	
WORK WITH ANY VENDOR			
ACCELERATE TIME TO MARKET			
In CUSTOMIZE WORKELOWS			
dditional Tools			*

Using TM Lookup

The Translation Memory lookup is used to view TM leverage results and concordance search results. This search looks for specific source segment text in the translation memory. The results show source and target segments.

Translation Memory leverage search occurs automatically, as a user navigates through the segments, to provide the users with the best possible full segment matches from the TM. It is also the only search that uses scoring to decide which match is the best.

To perform concordance search from the Translation tab:

1. Enter a word or phrase in the **TM Lookup** text box as shown in the following example.

TM Lookup Notes Segment History Context	t Transcheck (0)							
vendor	More Options - Find Sou	rce Find Ta	rget Clear					
vendor		Score	TM Name	Creation User	Creation Date	Modificatio		
No Results								

Using the string "*vendor*" searches segments ignoring case and includes matches containing any of the specified words.

2. Click Find Source or Find Target.

Without using a case sensitive search there are numerous hits.

тм	Lookup Notes Segment History	Context Transcheck (0)									
ven	endor V More Options Find Source Find Target Clear										
#	Source	Target	Score	TM Name	Creation User	Creation D	Modificatio				
1	WORK WITH ANY <mark>VENDOR</mark>	ZUSAMMENARBEIT MIT JEDEM ANBIETER		MC_DE	ELUNA	2015/11/ 04 11:43:52 MST	ELUNA				
2	Allow access to any vendor or internal translator for maximum resource flexibility	Maximale Ressourcenflexibilität durch Zugriff auf alle Anbieter und internen Übersetzer		MC_DE	ELUNA	2015/11/ 04 11:43:53 MST	ELUNA				
3	VENDOR-NEUTRAL	ANBIETERNEUTRAL		MC_DE	ELUNA	2015/11/	ELUNA	,			

3. To further refine the search, using the string VENDOR, select Case Sensitive under More Options.

More Options drop-down.



Option	Description						
Automatic Leverage	Filter for TUs that are matched in the TM.						
Diff Highlight	Highlight the difference between source and TM source as well as differences between target and TM target.						
Include Private TU (GLTMS)	Include private Translation Units in the search for remote GLTMS TMs.						

Rerunning the search with **Case Sensitive** selected returns only one hit as shown in the following example.

ТМ	TM Lookup Notes Segment History Context Transcheck (0)								
VENDOR More Options Find Source Find Target Clear									
#	Source	Target	Score	TM Name	Creation User	Creation Date	Modificatio		
1	WORK WITH ANY VENDOR	ZUSAMMENARBEIT MIT JEDEM ANBIETER		MC_DE	ELUNA	2015/11/ 04 11:43:52 MST	ELUNA		
2	VENDOR-NEUTRAL	ANBIETERNEUTRAL		MC_DE	ELUNA	2015/11/ 04 11:44:09 MST	ELUNA		
3	VENDOR-NEUTRAL	ANBIETERNEUTRALE		MC_DE	ELUNA	2015/11/	ELUNA	+	

Using Glossaries

Glossaries are lists of source terms and their preferred translations. To set up a glossary refer to <u>Working</u> <u>With Terminology</u>.

When a segment, under the **Terminology** tab, is selected all terms within that segment that are in the glossary are highlighted and shown with their translation word in the **Terminology** pane. Using the **Next Term** and **Previous Term** buttons moves the focus through all terms within that segment that are found in the glossary.

Wordfast 4								
Edit Formatting	Translation Terminology	teview Help			× ×			
Term term term Previous Copy Term Terms								
Translations com_ProductBrief_ProjectDirector2.docx								
Source or Target 📉 🕅 Match Case	➤ Filter:		<u>-</u> ५ ୯ 🛛	Sort: Docu	ment			
ID English	German			Score	Status			
MANAGEMENT.	MANAGEMENT.	Tag2		90.70	^			
2 SIMPLIFIED.	VEREINFACHT.	/ereinfacht		100%				
3 STREAMLINE PROJECT MANA	GEMENT EFFEKTIVES PF	ROJEKTE		1000/	-			
TM Lookup Notes Segment History Me	etadata Transcheck (0)	× ↔			Terminology			
	✓ More Options - Find Sc Search Glossaries (Source) ✓ Q Q 体							
# Source Target		plified einfacht			Ĵ			
EN -> DE		C: 23 Segments	: 32 / 32	100.00	0%			

Editing the glossary from the Terminology pane:

- Add a term to the glossary, refer to Adding Glossary Terms
- Edit a term in the glossary, refer to Editing Glossary Terms
- Remove a term from the glossary, refer to Removing Glossary Terms
- Insert a term into the the target segment, refer to Inserting Glossary Terms

Adding Glossary Terms

Adding terms to a glossary from the **Terminology** tab:

- 1. Do one of the following:
 - Select a word in the source segment and the translation in the target segment

Source or Target 🛛 👻 📃 Ma	atch Case	✓ Filter:		✓ Q C ⊗ Sort:	Document	*
D English (United States)		German (Germany)			Score	Status
4 Transperfect Translat						
5 Address		Adresse			100% *	
TM Lookup Notes Segme	nt History Metadata Trans	check (0)	Ð	/×↓		Termino
	✓ More Option	ns • Find Source F	ind Tr Sea	rch Glossaries (Source)	- 🤇 🤇 🖗	F
# Source	Target	Score	TM,			
	Adresses	100%*	u No Results			
1 Address						

• Click the Add Icon, in the **Terminology** pane.



W- U	e this page to add a term to the selected g	glossary.
Source:*	Address	
Target:*	Adresse	
Description:		
Glossary:	Project-2_Gloss	~

- The Add Term dialog box appears.
- Or, select a term in the source segment
 - Click the Add Icon, in the **Terminology** pane.



Add Term	se this page to add a term to the selected glossary.
Source:* Target:* Description:	candidates kandidaten
Glossary:	Project-2_Gloss
	OK Cancel

- The Add Term dialog box appears.
 - Enter the translation for the term in the Target field

2. Click OK.

Editing Glossary Terms

Editing terms in a glossary from the Terminology tab:

- 1. Select the term to edit.
- 2. Click the Edit Icon in the Terminology pane.

Terminology pane:



Edit icon:

1

The Edit Term dialog box appears.

Edit term		×
W-	Use this page to edit a term in the selected glossary.	
Source:		
contain		
Target: enthalten		
Description	:	
L		
	Modify Can	cel

- 3. Make the editorial changes.
- 4. Click Modify.

Removing Glossary Terms

Deleting terms in a glossary from the Terminology tab:

- 1. Select the term to delete.
- 2. Click the Remove Icon in the Terminology pane.

Terminology pane:





A Remove confirmation pop-up appears.



3. Click Yes.

Inserting Glossary Terms

Inserting a term into the current target from the Terminology tab:

- 1. Click in the target segment where the insertion is to take place.
- 2. Select the term to insert from the Terminology tab.
- 3. Click the Insert Icon, 📥 in the **Terminology** pane.

Wordfast 4 File Edit Formatting Translation Terminology Review Help							
Term term term Previous Copy Next Highlight Term Term							
*Docx.docx (8)							
Source or Target 🔽 🗖 Match Case	Y Filter:	Document 💉 🔅					
ID English (United States)	German (Germany)	Score Status					
4 Transperfect Translations		. /					
5 Address	Adresses	100% *					
6 900 Pearl Street, Ste 4	90001 Pearl Street, Suite 4 100% *						
7 Boulder, CO 80302							
8 Phone Number	Telefon						
0 (202) 507 0640	Telefon->Telefon						
TM Lookup Notes Segment History Metadata Transche	ck (0) (⊕ 🗶 ⊷	Terminology					
V More Options •	Find Source Find Tr Search Glossaries (Source)	Q Q Ø					
# Source Target	Score · Phone	(î)					
	Telefon	Ŭ.					
N	o Results	(i)					
	Nummer	U					
<	*						
EN-US -> DE-DE	SC: 12 TC: 7 Segments: 25 / 169	14.79%					

The selected term is inserted into the target segment at the selected point.

Working with Tags

A tag is inline text that is wrapped in a special character pair and is not translatable. For example, HTML code tags within a sentence. Target segments should have the same tags as the source segment. However, depending on the language, sometimes a tag is not needed. If an attempt is made to save a target segment with missing tags, a warning message appears.

Below is a list of the tag related tasks:

- <u>Viewing Tags</u>
- <u>Copying Tags</u>
- <u>Clearing All Tags</u>
 <u>Deleting Tags</u>
- Editing Tags

Viewing Tags

To view tags from the **Translation** tab:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.

- 3. Select a file for translation.
- 4. Click Translate File.
- 5. Click the **Translation** tab.

The file appears under the **Translation** tab. If tags exist in the source segment, they appear in purple if they are formatting tags and gray for non-formatting tags. The first tag in a selected segment appears in red.

The tags in the source segment are highlighted. For example, the numeral one in highlighted in red to indicate selected () is a tag and should be copied into the target segment.

6. Mouse over a tag to view the tool-tip information as shown in the following example.

Wordfast 4		- • • ×
E Wordfast 4 • File Edit Formatting Translation Terminology Review Help		× ×
Segment		
		39
Next Previous Commit Leverage Copy Merge Split Unconfirm / Unconfirm / Lock Clear Copy Segment Segment Source Confirm Confirm All Segment Target All Sources		
*Translations com_ProductBrief_ProjectDirector2.docx		
Source or Target 💌 🗖 Match Case 🔍 Filter: 🔍 Q. Ct. 🛞 So	ort: Document	~ ĝ
D English (United States) German	Score	Status
1 ® 1002 TRANSLATION MANAGEMENT. 1002 ÜBERSETZUNGSMANAGEMENT.	90%	<u>^</u>
2 SIMPLIFIED.		
3 STREAMLINE PROJECT MANAGEMENT		
4 🔟 <f backgroundcolor="0#0#0#0" color="255#255#255#255" foregroundcolor<="" fortformat="" highlight="0#0#0#0" name="Arial" size="7.5" td=""><td>or="0#0#0#0" biNan</td><td>me="Arial" hidder</td></f>	or="0#0#0#0" biNan	me="Arial" hidder
5 101 102 WORK WITH ANY VENDOR 102		-
Additional Tools		
EN-US -> DE SC: 25 TC: 0 Segments: 1 / 32	3.13%	

The text as it appears in the tag is shown in the following tool-tip snippet.

<fontFormat color="255#255#255#255" highlight="0#0#0#0" name="Arial" size="7.5" backgroundColor="0#0#0#0" foregrour

Copying Tags

Tags can be selected and copied individually (Copy).

1. Click Translate File on the Project Files tab.

•	Translations com_ProductBrief_ProjectDirector2.docx			۰
So	urce or Target 📉 🖂 Match Case	🖌 Filter: 🔽 🔍 Q, Ct 🛞 Sort:	Document	~ 道
D	English (United States)	German	Score	Status
1	(8) 1002 TRANSLATION MANAGEMENT. 4002	ÜBERSETZUNGSMANAGEMENT.	90%	A
2	SIMPLIFIED.	VEREINFACHT.	100%	
3	STREAMLINE PROJECT MANAGEMENT	EFFEKTIVES PROJEKTMANAGEMENT	100%	
4	ID1 ID2 INTEGRATE WITH ANY SYSTEM	1001 1002 INTEGRATION MIT JEDEM SYSTEM	100%	
5	IN MORK WITH ANY VENDOR	ANBIETER 1002	100%	
6	ACCELERATE TIME TO MARKET	1001 1000 KÜRZERE BEARBEITUNGSZEITEN	100%	
7	IST IST CUSTOMIZE WORKFLOWS	INDIVIDUELLE WORKFLOWS 452	100%	
8	ACCESS REAL-TIME KPI DATA	ZUGRIFF AUF	100%	-
Т	Lookup Notes Segment History Context Transche	dk (0) ⊕ 🖌 🛏		Terminology
	✓ More Option	Find Source Search Glossaries (Source)	くくゆ	
EN	US -> DE	SC: 48 TC: 0 Segments: 31 / 32	96.88	%

2. To copy tags from the **Translation** tab, select the tag to be copied.

Source or T	Target 👻	Match Cas	e		~	Filter:		*	Q	α ⊗	Sort:	Document		~
D English	(United States)				Germa	n						Score	Status	
1 ® Tag1	TRAN	ISLATION I	MANAG	EMENT. 🕼	22 ÜBER	RSETZUNG	SMANAGE	MENT.				90%		
2 SIMPI	LIFIED.				VER	EINFACHT.						100%		
3 STRE	AMLINE P	ROJECTN	ANAGE	MENT	EFFE	EKTIVES P	ROJEKTM	ANAGE	EMEN	Т		100%		
1 Tag1 1	B INTEG	RATE WIT	H ANY	SYSTEM 🕊	592 Tag1 (Tag2		RATION M	IT JEC	DEM \$	SYSTE	EM	100%		
5 5	BB WORK	WITH AN	Y VEND	OR 1552		ISTE ZUSAI	MMENARB	EIT MI	T JEC	DEM		100%		
6 Tag1 T	ACCE	LERATE TI	МЕ ТО	MARKET	Tag1 Tag2		ERE BEAR	BEITU	NGS	ZEITE	N	100%		
7 Tagi T	D CUST	OMIZE WO	RKFLO	WS 1002	Tag1	INDIVI	DUELLE W	ORK	FLOV	vs 📧	92	100%		
Tag1 T	ACCE	SS REAL-T	IME KP	I DATA 💷	2 Tag1	2UGR	IFF AUF					100%		
TM Lookup Notes Review History Context Transcheck (0)														
				✓ More Op	tions - F	ind Source	Search Glo	ssaries (S	Source)		~	Q & #	F	

3. Drag the selected tag into the target segment or click **Copy**.



The source and target segments are highlighted. Once the tag is copied, the next tag is automatically selected.

Т	Translations com_ProductBrief_ProjectDirector2.docx							
So	Source or Target 💌 🗖 Match Case Enter text to filter segments. 💌 Filter: Select special filter(s) 💌 Q CC 🛞 Sort: Document 💌 🤹							
ID	English (United States)	German	Score	Status				
1	® Tag1 Tag2>TRANSLATION MANAGEMENT. Tag2	Tag1 Tag2) ÜBERSETZUNGSMANAGEMENT.	90%	^				
2	SIMPLIFIED.	VEREINFACHT.	100%					
3	STREAMLINE PROJECT MANAGEMENT	EFFEKTIVES PROJEKTMANAGEMENT	100%					
4	Tag1 Tag2 INTEGRATE WITH ANY SYSTEM	Tag1 Tag2 INTEGRATION MIT JEDEM SYSTEM	100%					
5	Tag1 Tag2 WORK WITH ANY VENDOR Tag2	Teo1 Teo2 ZUSAMMENARBEIT MIT JEDEM	100%	-				
Т	TM Lookup Notes Segment History Metadata Transcheck (0) 🕀 🗸 🗙 🖵 Terminology							
	・ Search Glossaries (Source) 🗸 Q 傑 僚							
EN	-US -> DE	Segments: 31 / 32	96.88	%				

The tag is highlighted in red and selected as shown in the following example.

4	Tag1 Tag2 TRANSLATION MANAGEMENT.	Tag1 Tag2 ÜBERSETZUNGSMANAGEMENT.
1	Tag2	Tag2

4. Click **Copy All Tags** in the **Tags** group of the **Translation** tab to expand the drop-down menu.

The Copy All Tags menu appears as one of the two shown.

Copy All			
Tags	🛁 Segment 📖	Copy All	
E Segment	Document	Tags	
Document	-03		

- a) Select one:
 - Segment to copy only the tags for the selected segment to the target

- **Document** to copy all tags for the entire document
- b) Enter the translation between the copied tags, if necessary.

Copied tags appear at the location of the cursor. They must be reordered to appear correctly.

c) Drag and drop the translated text, or cut and paste the translation between the tags.

Editing Tags

To edit tags from the Translation tab:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. Select a file for translation.
- 4. Click Translate File.

The file appears under the **Translation** tab.

5. Select a segment to edit.

If tags exist in the source segment they are shown.

6. Highlight the tag to be edited in the target segment as shown in the following example.

Tr	anslations com_ProductBrief_ProjectDirector2.docx			
Sou	urce or Target 🛛 🔽 Match Case Enter text to filter segmen	nts. 🕶 Filter: Select special filter(s) 💌 Q C 🛠 🛞 Sort:	Document	× 4
ID	English (United States)	German	Score	Status
1	(8) Tag1 Tag2 TRANSLATION MANAGEMENT. Tag2	Tag1 Tag2 ÜBERSETZUNGSMANAGEMENT.	90%	
2	SIMPLIFIED.	VEREINFACHT.	100%	
3	STREAMLINE PROJECT MANAGEMENT	EFFEKTIVES PROJEKTMANAGEMENT	100%	
4	Teg1 Teg2 INTEGRATE WITH ANY SYSTEM	Tag1 Tag2 INTEGRATION MIT JEDEM SYSTEM	100%	
5	Tag1 Tag2 WORK WITH ANY VENDOR 1892	Tag1 Tag2 ZUSAMMENARBEIT MIT JEDEM	100%	•
T	1 Lookup Notes Segment History Metadata Transch			Terminology
•	Led (Search Glossaries (Source)	Q (X @	E
EN	-US -> DE	SC: 24 TC: 23 Segments: 31 / 32	96.88	3%

7. To open the Edit Tag dialog box, right-click on the tag and select Edit Tag from the drop-down menu.

Reference: Translation Edit Drop-down Menu



Note:

Tags in the source segment should not be edited.

Ensure that all tag edits are valid, otherwise the TXLF file could become corrupt.

The Edit Tag dialog box appears.



- 8. Make the tag modifications.
- 9. Click **OK**.

Deleting Tags

The tag can be deleted only in the target segment.

To delete tags:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open a project.
- 3. Select a file.
- 4. Click Translate File.
- 5. Click the Edit tab.

The file content appears in the **Translation** workspace. If tags exist in the source segment, they appear in purple if they are paired tags and gray for non-paired tags. The first tag in a selected segment appears in red.



- 6. In the target segment of the **Translation** dialog box, select the tag for deletion.
- 7. Select the tag to delete with a cursor scan.
- 8. Delete the tag by doing one of the following:
 - Press Delete
 - Click **Cut** on the Options ribbon
 - Press Backspace

Reference: Translation Edit Drop-down Menu

The **Undo** option is available on the Options ribbon.

Clearing All Tags

Tags can be cleared only from a target and either the current segment or from the entire document.

To clear all tags from the current target segment through the Translation tab:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. Select a file.
- 4. Click Translate File.
- 5. Click the **Translation** tab.
- 6. Place the cursor within the target segment.

Wordfast 4 • File Edit Formatting Translat	ion Terminology Re	view Help			Until Fuzzy
	Segment			2	
🖻 🖻 🔒 💼 🗎	🖹 🔝 🛛		a 🗈	S	Translate All
Next Previous Commit Leverage Copy Merge			Clear Copy		Commit All
Segment Segment Source			arget All Sources	8	Concordance
*Translations com ProductBrief ProjectDirector2.docx					Machine Translati
ource or Target 📉 🕅 Match Case	Y Fiter:		🗸 Q Q 🛛 Sort: I	Docum	Analyze
English (United States)	German				Previous Tag
BEEN BEEN WORK WITH ANT VENDOR WEE		SAMMENARDEN	MITJEDEM	40	Next Tag
	ANBIETER 4	Tag2		10	Сору
ACCELERATE TIME TO MARKE	r 🖙 2 Tagi Tagi KÜ	RZERE BEARBE	ITUNGSZEITEN	1. 63	Copy All Tags
,	Tag2			10	Edit Tag
UST UST CUSTOMIZE WORKFLOWS	Tag1 Tag2 NC	VIDUELLE WO	RKFLO 🛼 Segment	2	Clear All Tags
IN IN ACCESS REAL TIME KPI DATA	त्वत्र तिवा तिवस्ते र । 1		Document		
Additional Tools				_	

- 7. Click Clear All Tags.
- 8. Select one of the following:
 - Segment from the drop-down menu to clear all tags from the segment
 - Document from the drop-down menu to clear all tags from the document



A warning pop-up appears.



9. Click **Yes** to complete the removal.

Finding and Replacing Content

Text in translated content can be searched for and replaced using the Find / Replace option.

To find and replace text in a file from the **Translation** tab:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. Click the Edit tab.

The **Edit** tab appears.

Clipboard	Source Actions	Options			
🥱 🎓 💥 🗋 🖺 👰	D 🕑	¶ 0%			
Undo Redo Cut Copy Paste Find / Replace		/hite Space Preferences aracter			
*Translations com_ProductBrief_ProjectDirector2.doc	x ⁽⁸⁾				
Source or Target Match Case	Y Fiter:		🔽 Q. Ct 🛞 Sort:	Document	~ 積
D English (United States)	German			Score	Status
1 ® 100 TRANSLATION MANAGEME	NT. 102 ÜBERSET	ZUNGSMANAGEME	NT	90%	
2 SIMPLIFIED.	VEREINF	ACHT.		100%	_
3 STREAMLINE PROJECT MANAGEME		ES PROJEKTMAN	AGEMENT	100%	-
TM Lookup Notes Segment History Context		⊕ / × +	-		Terminology
×	More Options Find Source	Find To, Search Glossar	ies (Source) 💌	の父母	
# Source Target		Score T		to	÷
EN-US -> DE		SC: 24 TC: 22 S	egments: 27 / 32	84.38	%

4. Click Find/Replace.

The Find/Replace dialog box appears.

Find/Replace	×
Q Find what:	fuzzy 👻
N	
*	Reading Highlight
Direction	Options
Backward	☑ Ignore Case ☑ Search Source
Forward	I Whole Words Only 🗹 Search Target
	Ignore NBSP V Search Open Files

5. Under the Find tab, enter the search text in the Find What: field.



Note:

Search arguments can include non-breaking spaces.

- 6. Click **Find Next** repeatedly to move through all occurrences of the term.
- 7. Select Reading Highlight to toggle the highlighted term in the submission.

Find/Replace dialog box.

Find/Replace		×	
Q Find what:	fuzzy		
N			
*	Reading Highlight Find Next Close	e	
Direction	Highlight All		
Backward	Clear Highlighting Search Source		
Forward	Whole Words Only V Search Target		
	Ignore NBSP Version Search Open Files		

Replace Tab Option:

- 8. Select the **Replace** tab to replace terms.
- 9. Enter the find text and replacement text.
- 10. Click one of the following:
 - **Replace**, to replace the found content only
 - Replace All, to replace the found content and all other instances of that content
 - Find Next, to move to the next instance of the term

Replacing text in Find/Replace dialog box.

Find/Replace		×
Q Find Next:	customize	*
Replace with:	custom	*
Direction	Replace Replace All Find Next Close	
Backward	☑ Ignore Case ☑ Search Source	
Forward	🔲 Whole Words Only 🗹 Search Target	
	Ignore NBSP Search Open Files	

More Options:

Option	Description
Backward	Search from cursor location to file beginning.
Forward	Search from cursor location to file end.
Ignore Case	Search for all instances of a word or phrase ignoring case.
Whole Words Only	Search for all instances of only whole word matches.
Ignore Non-breaking Space	Search for all instances of a word or phrase including non-breaking spaces.
Search Source	Search for all instances of a word or phrase in the source only.
Search Target	Search for all instances of a word or phrase in the target only.
Search Through Open Files	Search for all instances of a word or phrase in all open files.

Using Table Filter

The **Table Filter** option provides the means to search for specific text using a number of filter criteria. The **Translation** tab is shown with the search bar bordered in red.

w= V	Vordfast	t 4														x
	Wordf	ast 4 💌	File	Edit Fo	rmatting	Translati	on T	erminology	Review	lelp						* ×
							Segmen	t								
	J.															>>
	Next	Previous	Commi	t Leverage	Сору	Merge	Split	Unconfirm /	Unconfirm /	Lock	Clear	Сору				"
Se	egment	Segment							Confirm All		Target	All Sources				
Т	anslatio	ons com_P	roductB	rief_Projec	tDirector2	docx 🗵										
So	urce or 1	Target	~	Match Cas	e Enter te	ext to filter s	egments	S. 👻 Filter:	Select special fi	ilter(s)	Y Q	⊄ ⊗ so	ort: D	ocument		✓ ☆
ID	English	(United Sta	ites)					German						Score	Status	
1	₿ Tagʻ	1 Tag2	RANS	SLATION	MANAG	GEMENT		R Tag1 Tag	2 TRÄNSL	.ÄTÏÖN I	MÄNÄG	ËMËNT.			۲	<u>^</u>
l'	Tag2							Tag2							1 🖉	
2	SIMP	LIFIED						SÎMPLÎF	ÎÊD.							
3	STRE	EAMLIN	IE PR	OJECTI	MANAG	EMENT		STRÊÂN	ILÎNÊ PRÖ	ĴĴÊCT M	ÂNÂGÊ	ÊMÊNT			Ð	-
Т	4 Looku	p Note	s Se	gment Histo	ry Met	adata Tr	ansche	ck (0)		€∕×	<u>ل</u>				Termi	nology
						✓ More 0	Options •	Find Sour	ce Find	Search Gloss	aries (Sour	rce)	~	Q (X #	F	
									•					-		÷
EN	-US -> [DE									Segment	ts: 32 / 32		100.0	0%	
													_			
Sou	irce or	Target		✓ □ M	atch Case	Enter	text to	filter sear	nents 🗸	Filter: Se	ect spec	ial filter(s).		~	o d	\otimes
500		ranget			atten Case	Lancer	cont to	inter bogi		intern oo	occ opec	an meer(o)			~ ~	0

Item	Description
Source Source Target Source and Target Source or Target	 The Source/Target filter menu options are: Source restricts the search to the source language segments. Target restricts the search to the target language segments. Source and Target directs the search to both source and target. Source or Target directs the search to either source or target (default).
Match Case	Directs search to be case-sensitive.
Drop-down list field	Specify the text that is the object of this search.

An explanation of the Table Filter toolbar (shown above) is presented in the following table.

Item	Description
	Drop-down list of all available search filter criteria:
Select special filter(s) 100% match segments	 100% match segments- segments matching completely in TM All except 100% and In Context match segments- segments with partial TM match, no match, or modified segments Auto-propagated segments- all auto-propagated matches
All except 100% and Context match segments	 Committed segments – segments with translated content committed to the TM
Auto-propagated segments Committed segments	 Context match segments- all segments matching context Duplicate segments- segments being duplicated in the file
Context match segments Duplicate segments	 Edited source segments – source segments that have changed
Edited source segments Empty target segments Fuzzy match segments	 Empty target segments – segments without a translated target Fuzzy match segments – segments with partial TM match
Machine translated segments Modified segments	 Machine translated segments – segments translated by machine—Note: requires Machine Translation be enabled in the project.
No match segments Segments with Transcheck	 Modified segments – segments modified through auto- propagation
warnings Segments with history Segments with notes Segments with repetitions	 No match segments – segments with no match in the TM Segments with transcheck warnings – segments with non- linguistic errors or repeated words
Short segments Unconfirmed segments	 Segments with history– segments with a change list Segments with notes– segments containing comments Segments with repetitions– segments with repeated text
	 strings Short segments – segments of fewer than {#} words, paragraphs or other blocks Unconfirmed segments – segments marked unconfirmed
Q	Apply the selected filter.
¢	Accumulate a selection of filters to apply in order of selection
\otimes	Clear all fields in Table Filter tool bar

Item	Description
Document 🗸	
Document	
Source (A>Z)	
Source (Z>A)	Sort the filtered results by selected criteria where Document is
Target (A>Z)	selected by Default
Target (Z>A)	
By score (lower first)	
By score (higher first)	

Configure options for the Table Filter using the dialog box (shown in the following graphic*) to enter a maximum word count

* The Table Filter pop-up dialog box.

Filter Configuration		×
Additional table filte	er options	
Short Segment Filter Settings	Max Word Count: 🖻	•
	ОК	Cancel

Using Notes

While translating or reviewing translated content, notes specific to each segment can be added as described here.

Wordfast Pro opens in the **Projects** tab. Double-clicking a project opens the **Project Files** tab. For additional information refer to <u>Opening Projects</u>.

A project's notes are accessible through the **Review** tab after a project file is opened.

	≡ Wordfa	st 4 🔹 🛛 File	Edit Form	natting Tran	slation	[erminolo	gy Review	Help					* X
		Options			Notes								
		abç			2 6	14							
1	Transcheck All	Spelicheck File	Mark Speling Errors	Add Edi		Export							
Ē	Translation	is com_Product	tBrief_ProjectD	irector2.docx	Edit								۰
S	ource or T	arget 💌	Match Case			ected note hift+E)	er:		~ Q	⊄ ⊗ Sort:	Document		~ 4
Ð	English (United States)			-	German					Score	Status	
1	Tag1	TRANS	SLATION M/	ANAGEMEN	IT. 1 892	ÜBERS	SETZUNGS	MANAGEN	IENT		90%		-
2	SIMPL	IFIED.				VEREI	NFACHT.				100%		
3	STRE	AMLINE PR	OJECT MA	NAGEMEN	т	EFFE	TIVES PR	OJEKTMA	NAGEM	ENT	100%		
4		IN TEGR	ATE WITH	ANY SYST	EM 1992	Tag1 Ta Tag2		ATION MI	T JEDEN	I SYSTEM	100%		
L	Tag1 Ta	2 WORK	WITH ANY	VENDOR 4	Tag2	Tag1 Ta	ZUSAM	MENARBE	EIT MIT J	EDEM			+
	TM Lookup	Notes S	egment History	Context	Transchee	k (0)		⊕ / ×	4			Term	inology
C				~ 3	fore Options •	Find So	urce Find Ta	Search Glos	saries (Sourc	:e) 💌	の众尊	ł	
Đ	N-US -> DE						so	: 24 TC: 22	Segments	s: 27 / 32	84.38	8%	

Begin with the **Review** tab where the following **Notes** options are available:

- <u>Viewing Notes</u>
- Editing Notes
- Exporting Notes

- Adding Notes
- Deleting Notes

Viewing Notes

To view notes from the **Review** tab:

- 1. Select the file where notes are to be viewed.
- 2. Double-click a file or click **Review File**.

The file appears under the **Translation** tab.

Translations com_ProductBrief_ProjectDirector2.docx		•
Source or Target 💌 🕅 Match Case 🔍 🖌 Filter: 🔍 Q. Ct. 😒 Sort: 🕻	Document	~ 章
D English (United States) German 2 STIVIT CLI ILC. VERCHIV ACTL.	Score 100%	Status
3 STREAMLINE PROJECT MANAGEMENT EFFEKTIVES PROJEKTMANAGEMENT	100%	R
4 INTEGRATE WITH ANY SYSTEM INTEGRATION MIT JEDEM SYSTEM	100%	Note
TM Lookup Notes Segment History Context Transcheck (0)		Terminology
Add Edit Delete Export Search Glossaries (Source)	くくゆ	
D Creator/D Type Date Details 3 tidara translation 2015/12/08 15:26 This is a note. Itidara Itidara Itidara Itidara Itidara No Result	llts	
EN-US -> DE SC: 29 TC: 28 Segments: 27 / 32	84.38	196

Notice the Note icon in the status column of the third segment.

3. Click the **Notes** tab in the lower-left portion of the screen, **Editor Tabs** work area.

The attached notes are listed in this work area as shown in the following segment of the TXLF Editor.

Т	M Lookup Notes Segment	History Metadata	Transcheck (0)		~
	Add Edit	Delete			
ID	CreatorID	Туре	Date	Details	
3	Thos	translation 2	2016/05/12 13:44:42 MDT	This is the first note.	

Adding Notes

You can add notes as needed from the **Review** tab.

Wordfast 4		x		
🗧 Wordfast 4 🔻 🛛 File 🛛 Edit 🖉 Form	atting Translation Terminology Review Help	* X		
Options	Notes			
Transcheck Spellcheck File Mark Spelling All Errors	Add Edit Delete Export			
Translations com_ProductBrief_ProjectDi	rector2-Word Docs-de#TR_K#.docx.txml			
Source or Target	✓ Filter: ✓ Q C ⊗ Sort: Document			
ID English	German Score Status			
abs a				
Additional Tools		8		
EN -> DE	SC: 24 TC: 25 Segments: 32 / 32 100.00%			

To add a note from the **Review** tab:

- 1. Place the cursor in the segment where the note is to be added.
- 2. Use one of the following methods to open the Notes dialog box:
 - Click Add in the Notes group of the Review tab.



• Click Add under Notes tab of the Editor.



The Add/Edit Notes dialog box appears.



- Right-click the segment and click Add.
- 3. Select the note Type.
- 4. Enter the note text.
- 5. Click OK.

The note appears in the **Editor Tabs** work area under the **Notes** tab while the **Notes** icon appears in the **Status** column.

Editing Notes

You can edit existing notes through the **Review** tab.

Wordfast 4		- • ×
E Wordfast 4 - File Edit Formatting Translation Terminology Review Help		× ×
Options Notes		
Transcheck Spellcheck File Mark Spelling Add Edit Delete Export		
All Errors		
Translations com_ProductBrief_ProjectDirector2-Word Docs-de#TR_K#.docx.txml		
Source or Target 🗸 🗖 Match Case 🔽 Filter: 🔽 🔍 Q. Ct. 😒	Sort: Docum	ient
ID English German	Score	Status
9 automating the management or localization automatischen verwaltung von	100%	
nrocesses and resources Lokalisierungsprozessen und -ressourcen		•
Additional Tools		*
EN -> DE SC: 24 TC: 25 Segments: 32 / 32	100.00	9%

To edit a note:

- 1. Place the cursor in the segment where the note is to be edited.
- 2. Select the note to be edited.
- 3. Use one of the following methods to edit the note:
 - Click Edit in the Notes group of the Review tab.



• Click Edit under Notes tab of the Editor Tabs section.

TM	Lookup	Notes Segn	nent History	Context Transcheck (0)
	Add	Edit	Delete	Export
D	CreatoriD	Туре 🗸	Edit	Details
3	tldara	translation		his is a note. This is the added text.
6	tldara	translation	015/12/09	This is a new note.

• Right-click the segment and click Add.

The Add/Edit Notes dialog box appears.

Add/Edit Notes		×
W- "	ise this page to add or edit a note.	
Segment ID:	4	
Source:	INTEGRATE WITH ANY SYSTEM	
Creator:*	tidara	
Date:	2016/04/04 15:57:38 MDT	
Type:	Translation	*
Define the syst	ems?	
	OK Cancel	

- 4. Edit the note.
- 5. Click OK.

The modified note appears in the lower left of the screen in the **Editor Tabs** section under the **Notes** tab.

Deleting Notes

You can delete notes through the **Review** tab.

🚾 Wordfast 4		x
🗧 Wordfast 4 🔹 🛛 File 🛛 Edit 🗍 Formattin	ng Translation Terminology Review Help	
Options	Notes	
abç abç		
Transcheck Spellcheck File Mark Spelling A All Errors	Add Edit Delete Export	
Translations com_ProductBrief_ProjectDirecto	pr2-Word Docs-de#TR_K#.docx.txml	
Source or Target 🛛 🖌 Match Case	✓ Filter: ✓ Q C ⊗ Sort: Document	
ID English	German Score Status	
9 automating the management on processes and resources	Lokalisierungsprozessen und -ressourcen	÷
Additional Tools		۲
EN -> DE	SC: 24 TC: 25 Segments: 32 / 32 100.00%	

To delete notes:

- 1. Select the segment where the note is to be deleted.
- 2. Select the note to be deleted.

- 3. Use one of the following methods to delete the note:
 - Click Delete in the Notes group of the Review tab.



• Click **Delete** under **Notes** tab of the Editor.

T	1 Lookup	Notes S	iegment History	Metadata	Transcheck (0)
	Add	Edit	Delete	Export	
ID	CreatorID	Туре	Date	Details	
3	tldara	translat ion	2016/07/26 11:48:54 MDT	Care must I	be taken in
•					Þ

• Right-click the segment and click **Delete**.

Exporting Notes

You can exports notes in Microsoft Word format through the Review tab.

Wordfast 4											x
🔳 Wordfast 4 🔹 🛛 File	Edit Fo	ormatting	Translation	Terminology	Review	Help					×
Options			Notes								
Transcheck Spellcheck File	Aark Spellin Errors	ng Add	Edit D	Delete Export							
Translations com_Product	Brief_Projec	tDirector2-	Word Docs-de	e#TR_K#.docx.tx	ml 🗵						
Source or Target 👻	🔲 Match Cas	se		✓ Filter:			v Q	¢ (🛞 Sort: Docu	ment	
D English 9 automating the m processes and re	-		alization a	German Iutomatische Iokalisjerung		-		rcen	Score 100%	Status	*
Additional Tools											8
EN -> DE				SC:	24 TC: 25	Segmen	its: 32 / 3	32	100.0	10%	

To export notes:

- 1. Click the **Review** tab.
- 2. Select the note(s) to export.
- 3. Click Export.

X Export Notes « Public + Wordfast4 + projects + **▼** 4₂ Search projects م Organize 🔻 New folder 2 📃 Recent Places ٠ Name Date modified Type Project_5 Ξ 8/26/2015 11:19 AM File fol 清 Libraries Project_7 7/30/2015 1:22 PM File fol Documents Project_9 11/12/2015 2:41 PM File fol 🎝 Music Project-1 5/29/2015 11:01 AM File fol Pictures Project-2 4/15/2015 12:12 PM File fol H Videos Project-4 5/29/2015 11:01 AM File fol Reports 7/25/2016 3:28 PM File fol 💻 Computer Submission_021516_02_PD 5/31/2016 1:46 PM File fol, 🌇 WINDOWS (C:) ш Þ File name: Save as type: MS Word Document (*.doc) Ŧ Open Cancel Hide Folders

The Export Notes dialog box appears.

- 4. Verify or change the save folder.
- 5. Enter a name for the file.
- 6. Select the Microsoft Word file type.
- 7. Click Save.

The file is saved in the specified location and can be reviewed by browsing to the note file and opening it.

Working with Segments

Segments are parts of the file that are divided by formatting or punctuation. Typically, segments are sentences, but may be words or numbers, depending on the formatting of the source file. When a file is converted to a translatable TXLF format, all complete sentences become separate segments. Once these segments are translated, they are saved and committed to the Translation memory and leveraged in future translations. Translation Memory leveraging reduces the time and expense of future translations by automatically and consistently translating reoccurring words and phrases.

Refer to the following tasks:

- <u>Viewing Segment History</u>
- <u>Committing to Translation Memory</u>
- <u>Unconfirming and Confirming</u>
 <u>Segments</u>

References:

Leveraging Translation Memory

Viewing Segment History

The **Segment History** tab is used to view the segment changes in the currently open file. In the following example, the segment was modified twice on the same day.

Translations com_ProductBrief_ProjectDirector2.docx					
Source or Target 🔽 Match Case	✓ Filter:	✓ Q ⊄ ⊗	Sort: Docur	ment	
ID English (United States)	German		Score	Status	
1 1 1992 TRANSLATION	Tag1 Tag2 ÜBERSETZUNGSMANAG	EMENT. Tag2	90%		÷
TM Lookup Notes Segment History Metadata	Transcheck (0)				«
Location Value		User	Modification	Date	
Target Tag1 Tag2 ÜBERSETZUNGSMANAGE	tldara	2016/06/ 09:40:37			
Target ÜBERSETZUNGSMANAGEMENT.		tldara	2016/05/ 11:22:49		
4				F	

Committing to Translation Memory

After translating all the source segments, Translation Memory should be updated. The changes must be committed to the Translation Memory. The **Commit All** tool should be used to update all target segments from TM. The **Commit** tool only updates the current target segment from TM.

To update Translation Memory use **Commit All** as follows:

- <u>Copying All Sources</u>
- Locking Segment
- Clear Target
- <u>Copying Source</u>
- <u>Clear All Targets</u>
- Editing Source
 Segments

Wordfast 4 • File Edit Formatting Translat	Terminology Review Help		8) (×						
	🗎 📭 🕞 📑 🗎									
Next Previous Commit Leverage Copy Merge	split Unconfirm / Unconfirm / Look Clear Copy		Until Fuzzy	-						
Segment Segment Source	Confirm Confirm All Segment Target All Sources									
*Translations com ProductBrief ProjectDirector2.docx										
Source or Target 📉 🕅 Match Case	✓ Filter: ✓ Q, Ct ⊗ Sort	_	Translate All							
D English (United States)	German	Scor	Commit All							
- /	2 2		Concordance							
26 Term Manager	Term Manager	10	Machine Transla	stio						
27 TM Server	TM Server	10	Analyze							
28 TransStudio	TransStudio	10 8	Previous Tag							
29 Translation & Review Portal	Translation & Review Portal	10	Next Tag							
		- 84	Сору							
30 Portal	Portal	10 52	Copy All Tags							
31 OneLink	OneLink		Edit Tag							
1591 www.translations.com 1592 1593			Clear All Tags							
32 globallink@translations.com										

• Click Commit All in the Translation Memory section.

The Translation Memory is updated for the current segment (**Commit**) or the entire document (**Commit All**).

Copying Source

Source can be copied to targets from the TXLF Editor Translation tab using Copy Source.

To copy segment source text to the segment target:

1. Select a source segment.

The associated target segment is highlighted based on that color selected within **Preferences** > **Colors**.

- 2. Expand **Copy Source** options.
 - Click a **Copy Source** option:

Cop	
Sour	rce
	Copy Source
Þ	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

The source segment is copied to the target.

Copying All Sources

All source content can be copied into all targets from the **TXLF Editor Translation** tab (as shown) using **Copy All Sources**.

To copy all source segments to the all target segments:

• Click Copy All Sources.

Locking Segment

Confirmed, proofed, and translated segments can be locked to ensure that they are not changed.

To lock a segment:

1. Open the **TXLF Editor Translation** tab as shown.

Wordfast 4											- 0	×				
	Wordfast 4 🔹	File	Edit F	ormatting	Translati	on Ter	rminology	Review	Help						* ×	
Segment																
														20		
	Next Previous	Commit	Leverage	Сору	Merge	Split L	Unconfirm /	Unconfirm /	Lock	Clear	Сору					
S	sgment Segment						Confirm	Confirm All	Segment	Target	All Sources					
Т	Translations com_ProductBrief_ProjectDirector2.docx															
So	urce or Target	-	Match Ca	ase			Y Filter:			~ Q	. ⊄ ⊗	Sort: C	locument		~ 壺	
Ð	English (United Sta	tes)					German						Score	Status		
1	1 ® TOTAL TRANSLATION MANAGEMENT.							ÜBERSETZUNGSMANAGEMENT							Î	
2	2 SIMPLIFIED.						VEREINFACHT. 10									
3 STREAMLINE PROJECT MANAGEMENT						E	EFFEKTIVES PROJEKTMANAGEMENT							5		
4 INTEGRATE WITH ANY SYSTEM							INTEGRATION MIT JEDEM SYSTEM							/		
п	M Lookup Note	s Seg	ment His	tory Attr	ibutes T	ransched	k (0)		⊕ / ×	(Termi	nology	
					More Option	e • Find Sou	unce Find Targ	et Clear	Search Glo	ssaries (Sou	rce)	~	QQ@	ł.		
	Source			Target	Target			TI								
1	1 OTRANSLATION ÜBERSETZUNGSMAN MANAGEMENT. EMENT.						AG 909	6 N	No Results							
EN-US -> DE SC: 24 TC: 22 Segments: 31 / 32 96.88%																

- 2. Select the segment to lock.
- 3. Click Lock Segment.

The Locked Segment icon appears in the Status column of the selected segment.

Clear Target

You can clear selected target segments through the Clear Target tab.
Wordfast 4		
E Wordfast 4 • File Edit Formatting Translation	Terminology Review Help	× ×
Seg	ment	
		»
Next Previous Commit Leverage Copy Merge Sp Segment Segment Source	lit Unconfirm / Unconfirm / Lock Clear Copy Confirm Confirm All Segment Target All Sources	Until Fuzzy
Translations com_ProductBrief_ProjectDirector2.docx		Until No Match
Source or Target 🛛 💌 Match Case Enter text to filter segm	ents 🕶 Filter: Select special filter(s) 💌 Q. C. 🛞 Sort:	
ID English (United States)	German	Sco
26 Term Manager	Term Manager	1 Machine Translation
27 TM Server	TM Server	1(Analyze
28 TransStudio	TransStudio	1 Previous Tag
29 Translation & Review Portal	Translation & Review Portal	1(💁 Next Tag
30 Portal	Portal	1(Copy
31 OneLink	OneLink	1 Copy All Tags
Tag1 www.translations.com Tag2 Tag3		Edit Tag
32 globallink@translations.com Tag4		Clear All Tags 🕨
Additional Tools		8
EN-US -> DE	SC: 24 TC: 23 Segments: 31 / 32	96.88%

To clear the selected target content:

- 1. Select the target segment.
- 2. Click Clear Target.

A confirmation warning appears.

Clear Current !	Segment Target	×
	Are you sure you want to remove all the content from the target?	
📃 Do not wa	rn me about this anymore.	
	Yes No	

3. Click **Yes** to complete the target clearing.

Clear All Targets

All target content in a file can be cleared from the TXLF Editor Translation tab using Clear all Targets.

Wordfast 4			x
Wordfast 4 File Edit Formatting Translation	Terminology Review Help	8	e x
Segm	ent		
🖻 🖻 💼 💼 🗎 🗎			>>
Next Previous Commit Leverage Copy Merge Split Segment Segment Source	t Unconfirm / Unconfirm / Lock Clear Copy Confirm Confirm All Segment Target All Sources	Until Fuzzy	
Translations com_ProductBrief_ProjectDirector2.docx		Until No Match	
Source or Target	nts 💌 Filter: Select special filter(s) 💌 Q C 🛠 🛞 Sort: D		
ID English (United States)	German	Sco Concordance Se	earch
26 Term Manager	Term Manager	1 Machine Transla	
27 TM Server	TM Server	1 Analyze	
28 TransStudio	TransStudio	1 Previous Tag	
29 Translation & Review Portal	Translation & Review Portal	1 Next Tag	
30 Portal	Portal	1 Copy	
31 OneLink	OneLink	Copy All Tags	Þ
Tag1 www.translations.com Tag2 Tag3		Edit Tag	
32 globallink@translations.com		Clear All Tags	Þ
Additional Tools			*
EN-US -> DE	SC: 24 TC: 23 Segments: 31 / 32	96.88%	

1. Click Clear All Targets.



A confirmation warning appears.



2. Click **Yes** to complete the clearing.

Unconfirming and Confirming Segments

The Unconfirm/Confirm Segment option allows the translator to mark a segment for future reference. For example, if the translator wants to check and confirm a segment after referring to some resources, the segment can be marked unconfirmed.

Unconfirmed segments cannot be committed to the TM.

Individual segments can be unconfirmed or confirmed in separate actions through the **TXLF Editor Translation** tab (refer to <u>Opening Projects</u>). All segments can be confirmed in one action. See the following:

- Unconfirming or Confirming a Segment
- Unconfirming or Confirming All Segments

Unconfirming or Confirming a Segment

To unconfirm or confirm a segment from the **Translation** tab:

- 1. Select and open the project.
- 2. From the **Project Files** tab, double-click the file.
- 3. Click the Translation tab.
- 4. Enter a translation, or leverage the target segment from the Translation Memory by clicking the **TM Lookup** tab in the lower left portion of the screen.

The target segment appears.

Wordfast 4				
	tting Translation Terminology	Review Help		* ×
	Segment			
主 🗟 📄 🙀 🛛	È 🗎 🗎 🔝	- 📭 🔒 🛛	à 🗈	
	opy Merge Split Unconfirm	Unconfirm / Lock Cle		39
Segment Segment Sou	ource Confirm	Confirm All Segment Tar	get All Sources	
*Translations com_ProductBrief_ProjectDir	irector2.docx			•
Source or Target 🛛 💌 🖾 Match Case	✓ Fite	n	Q Ct 🛞 Sort: Doci	ument 👻 🧔
D English (United States)	German			tore Status
26 Term Manager	Term M	anager		100%
27 TM Server	TM Serv	ver		100% Unconfirmed
TM Lookup Notes Segment History	Attributes Transcheck (0)	• × × ←		Terminology
	 More Options Find Sour 	ce Find Ta integrate	~ Q	夜夜
# Source Targ				
	-	00% N	No Results	S
A Territmanager	in manager in	*		
EN-US -> DE		SC: 12 TC: 12 Seg	ments: 31 / 32	96.88%

5. Click Unconfirm / Confirm on the tab.

The Unconfirmed icon appears next to the segment in the Status column (shown above).

6. To confirm the segment, click Unconfirm/Confirm on the tab.

The Unconfirm icon is removed from the Status column.

Unconfirming or Confirming All Segments

To unconfirm or confirm all segments from the **Translation** tab:

- 1. Select and open the project.
- 2. From the **Project Files** tab, double-click the file.
- 3. Click the **Translation** tab.

The file appears in the Translation workspace. The first translatable segment appears in a blue background and the cursor is placed in the target segment.

₩ ۱	Nordfast	4													x
	Wordf	ast 4 🔻	File	Edit For	matting	Translatio	on Te	rminology	Review	Help	•				× ×
							Segment								
s	Next egment	Previous Segment	Commit	Leverage	Copy Source	Merge	Split	Unconfirm / Confirm	Unconfirm Confirm	m /	Lock Segment	Clear Target	Copy All Sources		»
*	Translat	ions com_	ProductB	rief_Projec	Director2.	docx 🙁									
So	urce or 1	Farget	-	Match Case			~	Filter:			~	Q C	Sort: Doc	ument	
ID	English	(United Sta	tes)						German	n			Score	Status	
1	₿ Tag	1 Tag2 T	RANSL	ATION I	MANAGI	EMENT	Tag2		ÜBEF GEME		ZUNG	SMANA	90%		^
2	SIMF	LIFIED.							VERE	INFA	CHT.		100%		
	STRE		F PRO	JECTM		MENT			FFFF	KTIV	FS				-
Т	M Looku	p Note:	s Segr	nent Histor	y Metad	lata Tr	anschecl	k (0) 🕀	/×	4				Tern	ninology
					~	More O	ptions •	Find Se	arch Gloss	saries (S	iource)		<mark>∽</mark> Q (X ¢	Ł	
#	Source				Target			\$			N	Res	sulte		
1		Tag2 IN H ANY S			Tag1 Tag2 MIT JED			DN				51768	buito		
EN	-US -> [DE						SC: 137	TC: 146	Segn	ents: 31	/ 32	96.8	8%	

- 4. Enter a translation for each segment, or leverage the target segments from the Translation Memory.
- 5. Click the Unconfirm / Confirm All drop-down menu.
- 6. Click one of the following:
 - Unconfirm All
 - Confirm All

The **Unconfirm** icon appears next to the segments in the Status column when **Unconfirm All** is selected in the previous step, as shown in the following example.

Wordfast 4		
Edit Formatting Translation	Ferminology Review Help	× ×
Segmen	t	
		**
Next Previous Commit Leverage Copy Merge Split	Unconfirm / Unconfirm / Lock Clear Copy	"
Segment Segment Source	Confirm Confirm All Segment Target All Sources	
*Translations com_ProductBrief_ProjectDirector2.docx		
Source or Target 🔽 🗖 Match Case	💌 Filter: 🔍 🔍 📿 🔇 Sort: D	ocument 👻 🧔
ID English (United States)	German	Score Status
25 Project Director	Project Director	100% •
26 Term Manager	Term Manager	100%
27 TM Server	TM Server	100% Ourconfirmed
28 TransStudio	TransStudio	100%
29 Translation & Review Portal	Translation & Review Portal	100%
30 Portal	Portal	100% •
Additional Tools		*
EN-US -> DE	SC: 12 TC: 12 Segments: 31 / 32	96.88%

7. Click Confirm All to reverse the Unconfirm All.

Editing Source Segments

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

To edit the source segment from the Edit tab:

1. Double-click the file.

The file appears on the **TXLF Editor Translation** tab.

- 2. Select a segment.
- 3. Click the Edit tab.

The TXLF Editor Edit tab appears.

	Word	fast 4	File	e Edit	Forma	tting Tr	anslation	Term	inology Review	Help							* ×
			Clip	pboard			Source Ac	tions	Optio	ns							
		A	\mathbf{x}		Ē.	\mathbf{P}		R		000							
	Indo	Redo	Cut	Copy	Paste	Find /		levert	Show White Space								
						Replace	Source S	iource	Character								
Tr	ranslat	ions com	_Produ	ctBrief_Pr	ojectDin	ector2.doc	 O 										
Sou	urce or	Target	~	Match	Case			~	Filter:		~	Q	¢ Ø) Sort:	Document		¥ .
D	Englisi	h (United S	States)					Ger	man						Score	Status	
1	® 🐻	1 Tag2	TRAN	ISLATIC	IAM N	NAGEME	ENT. 1892	ÜB	ERSETZUNGS	MANAGEM	ENT				90%		-
2	SIMF	PLIFIE	D.					VE	REINFACHT.						100%		
3	STR	EAMLI	NE P	ROJEC	T MAN	IAGEME	NT	EFI	FEKTIVES PR	OJEKTMA	NAGE	EME	NT		100%	B	
4	Tag1	1572	NTEG	RATE V	VITH A	NY SYS	TEM 🜆	2 152	1 1552 INTEGR	RATION MI	T JEC	DEM	SYST	ΈM	100%		
6	Tag1	Tag2 V	VORK	WITH	ANY V	ENDOR	Tag2	Tag	1 💷 ZUSAM	MENARBE	IT MI	T JE	DEM				-
	M Look	up No	otes	Segment	History	Context	Transch	eck (0)		⊕⁄×	4					Terr	ninology
	Value						Us	er	Modification Date	Search Gloss	aries (S	ource)	~	0.00	ŀ	
+									\$				_				÷
EN-	US ->	DE							so	: 24 TC: 22	Segme	ents:	27 / 32	2	84.3	8%	

- 4. Place the cursor within the segment source.
- 5. Click Edit Source in the Source Actions section.
- 6. Edit the source content as needed.
- 7. Click off the edited segment.

The screen segment highlights the symbol used to indicate an edit took place and an **Edited Source** icon appears in the Status column.



To revert to original source, click Revert Source in the Source Actions section.

Accented Characters

The table below lists the letters with supported accents.

Accent	Sample	Key Combination	Notes
Acute	Óó	Ctrl+', V	'= apostrophe key
			V= any vowel
Circumflex	Ôô	Shift+Ctrl+^, V	
Grave	Òò	Ctrl+`, V	
Tilde	Ññ	Shift+Ctrl+~, V	Only works with "n, N, o, O, a, A"
Umlaut	Öö	Shift+Ctrl+:, V	:= colon key

Some examples follow:

- 1. To enter the character "ó", (**Ctrl+',o**) hold down the Control key and press the apostrophe key. Release both keys and press "o". The accented letter appears.
- To enter the character "Ó", (Ctrl+',O) hold down the Control key and press the apostrophe key. Release both keys and press "O". The accented letter appears.
- 3. To enter character "ñ", (**Shift+Ctrl+~,n**) hold down the Shift key and press the Control key, then press the tilde (~) key. Release all three keys and press "n".

The following table lists other supported foreign characters.

Character	Name	Key Combination	Notes
i	Upside-down exclamation point	Alt+Shift+Ctrl+!	Press and hold Alt+Shift+Ctrl+!
ć	Upside-down question mark	Alt+Shift+Ctrl+?	
Ç, ç	French C cedille (caps/ lowercase)	Ctrl+, ,c Ctrl+, ,C	For ç, press Control, then the comma key. Release then press c.
Œ,œ	OE ligature (caps/ lowercase)	Shift+Ctrl+&,o Shift+Ctrl+&,O	Press and hold Shift+Ctrl+& , release the keys and press o
ß	German Sharp/Double S	Shift+Ctrl+&,S	
Ø, ø	Nordic O slash (caps/ lowercase)	Ctrl+/,o Ctrl+/,O	

Character	Name	Key Combination	Notes
Å, å	Nordic A-ring, Angstrom sign (caps/lowercase)	Shift+Ctrl+@,a Shift+Ctrl+@,A	A with ring/Angstrom Sign
Æ,æ	Old English AE ligature (caps/lowercase)	Shift+Ctrl+&,a Shift+Ctrl+&,A	
Ð, ð	Old English eth (caps/ lowercase)	Ctrl+',d Ctrl+',D	Icelandic/Old English eth ' = apostrophe key

Using Transcheck

The Transcheck option verifies certain elements in the target segments and warns about missing or

incorrect text or variables. For example, if a tag or type text is incorrectly entered, a warning icon ($^{(1)}$) appears before the target segment. When you mouse over the warning, details appear.

The following are the related tasks:

Enabling Transcheck

<u>Viewing Transcheck Warnings</u>

• Running Transcheck All

Enabling Transcheck

Transcheck options are tied to a specific project. To enable Transcheck and customize the options for a project refer to <u>Configuring Transcheck</u>.

Running Transcheck All

The **Transcheck All Segments** scans all segments of a file for non-linguistic errors in the target segments and warns about missing and/or incorrect text. This should be done before completing a file.

To check all segments of a file from the TXLF Editor Review tab:

- 1. Select the file to be checked.
- 2. Click the Review tab.

The Review tab of the TXLF Editor appears.

E Wordfast 4 - File Edit Formatting Translation	Terminology Review Help	× ×
Options Notes	Export	
*Translations com_ProductBrief_ProjectDirector2.docx		•
Source or Target 📉 Match Case	✓ Filter: ✓ Q C ⊗ Sort: I	Document 👻 🤞
ID English (United States)	German	Score Status
1 I TRANSLATION MANAGEMENT.	ÜBERSETZUNGSMANAGEMENT	90%
2 SIMPLIFIED.	VEREINFACHT.	100%
3 STREAMLINE PROJECT MANAGEMENT	EFFEKTIVES PROJEKTMANAGEMENT	100%
4	IST IST INTEGRATION MIT JEDEM SYSTEM	100%
E B B WORK WITH ANY VENDOR	ZUSAMMENARBEIT MIT JEDEM	
TM Lookup Notes Segment History Context Transche	eck (0) ⊕ 🗡 🗙 ←	Terminology
Value Use	er Modification Date , Search Glossaries (Source)	Q. Q. &
<u>د</u>	, ²	÷
EN-US -> DE	SC: 11 TC: 12 Segments: 27 / 32	84.38%

3. Click Transcheck All.

All segments of the file are checked and a Transcheck report is generated.

Transcheck All Reports

After Transcheck is run on all segments, two reports are generated. The detailed Transcheck report opens in a separate Web page and the summary is shown in a **Transcheck Report** pop-up.

The detailed Web report opens as shown in the following example, as long as pop-ups are not blocked by the browser.

Detailed Transcheck Report (page 1)

Project TransCheck Report - C:\Users\Public\Wordfast4\Source Files\Translations com_ProductBrief_ProjectDirector2.docx -English (United States) - German

Report Summary (1 file)

TransCheck ran successfully on 1 file and found 16 errors.

File Name		Total Number of Errors				
anslations com ProductBrief ProjectDirector2.doc	<u>×</u> 16					
ranslations com ProductBrief Project	Director2.docx					
TransCheck		16 Errors				
Capitalization Check		0				
Edited Exact Check		1				
Edited Source Check		1				
Empty Target Check		1				
Repeated Words Check		0				
Tag Check		6				
Terminology Check		0				
Unedited Fuzzy Check		5				
I <u>Whitespace Check</u>		2				
dited Exact Check						
Seg Block Source	Target	Comment				
4 1-4-1 {1}{2}{3}INTEGRATE WITH ANY SYSTEM{4}{5}	<pre>{1}{2}{3}INTEGRATION MIT JEDEN SYSTEM{4}{5}</pre>	Exact match in target was modified.				
Go to File Summary ^Go to Report Summary						
dited Source Check						
Seg Block Source	Target	Comment				
1 1-1-1 @{1}{2}TRANSLATION	ÜBERSETZUNGSMANAGEMENT	Source text has				

^^Go to Report Sun			
Empty Target Che	ck		
Sea Block	Source	Target	Comment

Detailed Transcheck Report (page 2)

Seg	Block	Source	Target	Comment
32	3-2-1	{1}www.translations.com{2}{3} globallink@translations.com{4}		Target of segment contains no content.
	to File St			
·^Go	o to Repo	ort Summary		
Fag (Check			
_	Block	Source	Target	Comment
1	1-1-1		ÜBERSETZUNGSMANAGEMENT	Source contains "1, 2, 3" which is missing in target.
10	1-10-1	SEAMLESS DATABASE INTEGRATION (1) Use GlobalLink Connect with any CMS, PIM, CCMS, or e-commerce platform(2)	Globall ink Connect funktioniert mi	t Source contains "1, 2" which is missing in target.
11	1-11-1	VENDOR-NEUTRAL PLATFORM [1] Allow access to any vendor or intern translator for maximum resource flexibility [2]	al Maximale Ressourcenflexibilität du Zugriff auf alle Anbieter und intern Übersetzer	
14	1-14-1	CONFIGURABLE WORKFLOW [1] Streamline your translation process through automation of manual tasks [2]	Optimierung des Übersetzungsprozesses durch Automatisierung manueller Aufgab	Source contains "1, 2" which is missing in target.
21	2-6-1	{1}{2}FLEXIBLE DEPLOYMENT MODELS {3}{4}Install on-premise of deploy in the cloud without sacrificin functionality {5}		Source contains "1, 2, 3, 4, 5" which is missing in target.
32	3-2-1	<pre>{1}www.translations.com{2}{3} globallink@translations.com{4}</pre>		Source contains "1, 2, 3, 4" which is missing in target.
Go t	to File S	ummary		10.301
<u>^G</u>	o to Repo	ort Summary		
	En d Eu	and Charle		
	Block	zzy Check Source	Target	Score Comment
1	1-1-1	@{1}{2}TRANSLATION	Target	90 Target contains a 90 match that has not been modified.
10	1-10-1	INTEGRATION {1}Use GlobalLink	GlobalLink Connect funktioniert mit jeder CMS-, PIM-, CCMS- oder E-Commerce-Plattform	80 Target contains a 80% match that has not been modified.
11	1-11-1	{1}Allow access to any vendor or internal translator for maximum resource flexibility{2}	Maximale Ressourcenflexibilität durch Zugriff auf alle Anbieter und internen Übersetzer	84% match that has not been modified.
		CONFIGURABLE WORKELOW	Optimiorung doc	Targot contains a

Detailed Transcheck Report (page 3)

14	1-14-1	{1}Streamline your translation process through automation of	Optimierung des Übersetzungsprozesses durch Automatisierung manueller Aufgaben	85	Target contains a 85% match that has not been modified.
21	2-0-1	MODELS {3}{4}Install on-premise	Vor-Ort-Installation oder Cloud- Bereitstellung mit vollem Funktionsumfang	83	Target contains a 83% match that has not been modified.
	to File Su to Repo	<u>ummary</u> ort Summary			
	espace	Check			
Vhit	espace Block		Target		Comment
Vhit			Target {1}{2}{3}INTEGRATION MIT JED SYSTEM{4}{5}	EM	Comment Target contains an extra whitespace at the beginning of the segment.

Created by Wordfast Pro 4.6.0.RC1 on Thu Dec 10 09:55:15 MST 2015.

Summary Transcheck Report

	ck Summary			
C:\Users\Public\Wo	rdfast4\Source Files\T	14 V	Varnings '	Tot
Warning	Explanation		Total	
Capitalization Check	Lists capitalization problems.		0	1
Edited Exact Match C	Lists edited exact matches.		1	
Edited Source Check	Lists edited source segments.		0	
Empty Target Check	Lists segments with empty translation.		1	
Repeated Word Check	Lists segments with repeated words.		0	
Tag Check	Lists tag problems.		6	
Terminology Check	Lists terminology problems.		0	1
Unedited Fuzzy Check	Lists unedited fuzzy matches.		5	1

Viewing Transcheck Warnings

Warnings generated when running **Transcheck** can be viewed under the **Transcheck** tab in the lowerleft area if **Transcheck during translation** is selected in Transcheck Preferences (refer to <u>Configuring</u> <u>Transcheck</u>).

To view Transcheck warnings from the TXLF Editor Files tab:

- 1. Select a file.
- 2. Click Translate File.

The file is validated and displayed in a TXLF Editor Files tab.

Wordfast 4			x
E Wordfast 4 • File Edit Formatting Translation Terminology Review Help		(* X
Segment			
			~
Next Previous Commit Leverage Copy Merge Split Unconfirm / Unconfirm / Lock Clear Copy			"
Segment Segment Source Confirm Confirm All Segment Target All Sources			
*Translations com_ProductBrief_ProjectDirector2.docx			
Source or Target 🔍 🕅 Match Case Enter text to filter segments. 🗸 Filter: Select special filter(s) 🔽 Q C 🛠 🛞 Sort	: Document		~ 4
ID English (United States) German	Score	Status	
® Tag1 Tag2 TRANSLATION MANAGEMENT. Tag2 ÜBERSETZUNGSMANAGEMENT. 1 Tag2	90%	0	
2 SIMPLIFIED. VEREINFACHT.	100%		
3 STREAMLINE PROJECT MANAGEMENT EFFEKTIVES PROJEKTMANAGEMENT	100%		
4 Tag1 Tag2 INTEGRATE WITH ANY SYSTEM Tag1 Tag2 INTEGRATION MIT JEDEM SYSTEM Tag2	100%		
5 Tag1 Tag2 WORK WITH ANY VENDOR Tag2 Tag1 Tag2 ZUSAMMENARBEIT MIT JEDEM ANBIETER Tag2	100%		
Additional Tools			8
EN-US -> DE SC: 24 TC: 23 Segments: 31 / 32	96.8	8%	

3. Click the **Review** tab.

w= 1	Wordfast 4																_ 0	X
	Wordfas	t 4 🔻	File	Edit	Form	atting	Translatio	n 1	[erminology	Review	Help							* ×
		Op	tions				Not	es										
		aţ	29	ab														
	Transcheck All	Spellche	eck File	Mark Sp Erro	elling	Add		Delete	Export									
*	Translatio	ns com_	Produc	tBrief_P	rojectD	irector2	2.docx											
So	ource or Tar	get	✓ [Match	Case	Enter te	xt to filter se	gment	s 🕶 Filter:	Select specia	al filter(s) 🗸	Q	¢ (Sort:	Document		~ 4
ID	English (U	United Sta	ates)						German							Score	Status	
1	R Tag1	Tag2	RAN	SLATIO	DN M	ANAG	BEMENT.		Tag1 Tag2	ÜBERSE	ETZUN	IGSMAI	NAG	EME	NT.	90%	0	Î
2	SIMPL	IFIED							VEREIN	ACHT.						100%		
3	STREA		IE PF	OJEC	TMA	NAG	EMENT		EFFEKT	VES PR	OJEK	TMANA	GEN	IENT		100%		
4	Tag1 Tag Tag2	2) IN 1	regr	ATE V	VITH	ANY	SYSTEM	I	Tag1 Tag2 Tag2	INTEGR	ATION	N MIT JE	EDEI	MSY	STEM	100%		
5	Tag1 Tag	2 WC	ORK \	WITH /	ANY	VEND	OR Tag2		Tag1 Tag2 ANBIET	ZUSAMI ER 1892	MENA	RBEIT	МΙΤ	JEDE	M	100%		
								-		KÜBBE								
	dditional To	ools													_			8
EN	1-US -> DE									SC:	24 TC: 2	23 Segn	nents:	31 / 3	2	96.8	8%	

4. Click Transcheck All.

A summary of errors found is presented in a pop-up.

Tra	nscheck Summary				×
١	Transcheck	c Summary			
		24	Warnings T	Fotal	
	Warning	Explanation	Total		
	Capitalization Check	Lists capitalization problems.	0	-	
	Edited Exact Match Ch	Lists edited exact matches.	0		
	Edited Source Check	Lists edited source segments.	0		
	Empty Target Check	Lists segments with empty translation.	1		
	Repeated Word Check	Lists segments with repeated words.	0		
	Spelling Check	Lists spelling problems.	12		
	Tag Check	Lists tag problems.	5		
	Terminology Check	Lists terminology problems.	0	-	
				OK	

- 5. Click in the first target segment.
- 6. Click the **Transcheck (1)** tab in the lower left area of the screen, referred to as the **Editor Tabs** work area.

The "(1)" indicates the number of errors found in the selected segment.

The **Transcheck** warnings are shown there as the segments are stepped through.

7. Navigate to next segment by clicking Next error under the Transcheck tab.

As each segment is clicked, any warnings for that segment appear in the **Editor Tabs** work area under the **Transcheck** tab

- 8. Do one of the following:
 - Correct the error and click Refresh
 - Click **Ignore warning** to continue reviewing the warnings without changes

If the error is not corrected, the Transcheck error icon remains in the Status column and under the **Transcheck** tab in the **Editor** tabs area.

Enabling Machine Translation

Wordfast Pro includes an automated machine translation feature that populates translations whenever a file is open or when there are no Translation Memory segment matches. To enable specific Machine Translation options, refer to <u>Configuring Machine Translation</u>.

Enabling Auto-Propagation

Translations for segments can be set to propagate in the document automatically when a segment is committed to Translation Memory. Enabling the Auto-Propagation option permits the leveraging of repetitive content from previous translations. For more information, refer to <u>Configuring Auto-Propagation</u>.

Using Auto-Suggest

The Auto-Suggest option populates suggestions based on source content, such as numbers, URLs and proper names. It can also suggest terms for the glossary, Translation Memory (TM) matches, and sub-segment TM matches. To enable this option see <u>Configuring Text Tools</u>.

Leveraging Repetitive Content

Leveraging repetitive content re-uses segments that are repeated in a file. In the following example there are multiple instances of the phrase **Seamless Database Integration...**, so when the translator enters the translation the duplicate segment is likewise translated. So for duplicate segments you only enter the translation once and the duplicate segments are leveraged, updated automatically when Auto Propagation is enabled (refer to <u>Configuring Auto-Propagation</u>).

To leverage repetitive content from the TXLF Editor Translation tab:

1. Select a file.

2. Click Translate File.

The file appears in the Translation workspace of the Translation tab.

=	Wordf	ast 4 💌	File	Edit Fo	ormatting	Translat	tion 1	Terminology	Review	Help					* ×
	Next sgment	Previous Segment	Commit	Leverage	Copy Source	Merge	Segment Split	Unconfirm / Confirm	Unconfirm / Confirm All	Lock Segment	Clear Target	Copy Al Sources			33
•	Translat	ions com	Producti	Brief_Proje	ctDirector	2.docx 🛞									•
So	urce or	Target	-	Match Ca	se			Y Fiter:			~ Q	⊄ ⊗ s	ort: Document		~ 1
D	English	(United Sta	tes)					German					Score	Status	
1	® Tag	Tag2	RANSL	ATION	MANAG	EMENT.	Tag2	ÜBERSE	TZUNGSM	ANAGEN	IENT.		90%	® 0	Í
2	SIMP	LIFIED						VEREINF	ACHT.				100%	۲	
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Ad	ditional	Tools													8
EN	-US -> 0	Æ							SC: 3	24 TC: 23	Segment	s: 31 / 32	96.8	8%	

3. Select the first translatable segment. It changes to a blue background with the cursor in the target segment.

In this example, the duplicate segments have been located with a filtered search.

w V	Vordfast	: 4													- 0	x
	Wordf	ast 4 🔻	File	Edit F	ormatting	Transla	tion	Ferminology	Review	Help						× ×
							Segme	nt								
	2											Į 🗊	1			»
	Next gment	Previous Segment			e Copy Source		Split		Unconfirm / Confirm All	Lock Segmen	Clear Target	Copy All Source				
*1	ranslat	ions com_	Product	Brief_Proj	ectDirecto	rModified.	locx 🙁									
Sou	urce or 1	Farget	v	Match Ca	se Enter	text to filte	segmen	ts. 🕶 Filter: 🕻	Duplicate segr	nents	~ Q	⊄⊗ :	Sort: D	ocument		~ 4
ID	English	(United Sta	ates)					German						Score	Status	
	SEA	MLESS	DATA	BASE II	NTEGR	ation I	Tag1									
10	Use (GlobalL	ink Co	nnect w	ith any	CMS, P	IM,									
	CCM	S, or e-	comm	erce pla	atform 🕻	Tag1										
	SEA	MLESS	DATA	BASE II	NTEGR	ATION	Tag1									
14	Use (GlobalL	ink Co	nnect w	ith any	CMS, P	IM,									
	ССМ	S, or e-	comm	erce pla	atform 4	Tag1										
								_								
Ad	ditional	Tools														8
EN	-US -> [DE							SC:	24 TC: 23	Segment	is: 1 / 30		3.33	%	

4. Enter the translation into the first segment.

Wordfast 4		
Edit Formatting Tr	anslation Terminology Review Help	× ×
Clipboard	Source Actions Options	
🥱 🎓 😹 🗈 🖺 🦻		
Undo Redo Cut Copy Paste Find /	Edit Revert Show Whitespace Preferences	
Replace	Source Source Characters	
*Translations com_ProductBrief_ProjectDirectorMod	ied.docx 🛞	
Source or Target 🔽 Match Case Enter text to	filter segments. 🔽 Filter: Duplicate segments 💽 🔍 🔍 🗘 🛞 Sort: Document	✓ ¾
ID English (United States)	German Score	Status
SEAMLESS DATABASE INTEGRATIO	N III NAHTLOS DATENBANK INTGRATION III	
10 Use GlobalLink Connect with any CMS	6, PIM, GlobalLink Connect funktioniert mit jeder CMS-,	
CCMS, or e-commerce platform Tag1	PIM-, CCMS- oder E-Commerce-Plattform	
SEAMLESS DATABASE INTEGRATIO	N Tag1	
14 Use GlobalLink Connect with any CM	5, PIM,	
CCMS, or e-commerce platform 🔤		
Additional Tools		*
EN-US -> DE	SC: 100 TC: 114 Segments: 2 / 30 6.6	7%

- 5. Commit the term by using one of the following methods:
 - Click Commit
 - Click Next

The entered target segment is saved to the TM and automatically propagates this target segment for all repeats of the source segment throughout the file.

we \	Nordfast	: 4																X	
	Wordf	ast 4 🔻	File	Edit	Format	tting	Translatio	on	Terminology	Review	Help							8	3
Se	Next egment	Previous Segment	Commit	Lever	age C	Copy Dource	Merge	Segme Split		Unconfirm Confirm Al	/		Clear Target	↓ All	Copy Sources			×	>
	Translat urce or 1				-		odified.doo tt to filter se		its. 🗸 Filter: 🕻)uplicate seg	ments		~ Q	¢	🛞 Sort:	Document		•	ų.
10 10	SEAI Use (DATA ink Co	nnect	with a	any C	⊓ON <mark>™</mark> MS, PIM		German NAHTLOS GlobalLini PIM-, CCI	k Conne	et funktio	onie	rt mit j	eder	CMS-	·	Status		
14	Use (ink Co	nnect	with a	any C	TION Ta MS, PIN 1		NAHTLOS GlobalLini PIM-, CCI	S DATEN k Connec	IBANK I ct funktio	NT(onie	GRATI rt mit j	ON I eder	Tag1 CMS-	,			
Ad	Iditional	Tools																\$	5
EN	-US -> [DE								SC: 10	00 TC: 114	l S	egment	s: 3 /	30	10.0	0%		

Saving Files

It is a good practice to save your work occasionally to prevent a loss before completion, options to save files are available on the **Files** tab.

Wordfa:	st 4															•	x
E Word	lfast 4 🔹 🛛 F	ile Edit	Formattir	ng Translati	on T	erminology	Review	Help								*	×
Fie Close	Get Blingual Table	Options Preview File	Show Instructions	Save Save File As Translated	Coptions	Save As											
Translat Source or	tions com_Prod	luctBrief_I	-	or2.docx 🙁		▼ Fiter:				v	a c	t⊗	Sort: D	ocument		~	
ID English	h (United States)					German								Score	Stat		
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2 SIMF	PLIFIED.					VEREIN	ACHT.							100%			÷
Additiona	al Tools																*
EN-US ->	DE						S	C: 24 TC:	22	Segme	ents: 3	1/32	2	96.8	8%		

To save your work use one the options below:

- In the Save Options group of the TXLF Editor File tab, click one of the following:
 - Save to save the active file to a local drive manually



• Save to save the active file to a local drive manually under a different name



• Save File As Translated to save the translated file to a local drive



A pop-up progress bar appears and upon completion, you will find the saved file on a local drive.

Quick Tools

Quick Tools provides a collection of tools for users to create and work with files outside of projects. These tools are primarily used by Project Managers before sending the files to translators.

1. Open Wordfast Pro.

w 10	ordfast 4													X
≡	Wordfast 4 🔹	Project	ts He	elp										8
	Project List	Proje	ect			Pac	:kage	Tools	Options					
	Current Project					2	R	\gg						
_	TXLF Editor		Add	Modify	Remove	Import	Export	Quick	Preferences					
₽	TM Editor	Project	Project	Project	Project	Package	Package	Tools						
T	Glossary Editor			Location		Source Lar	ngu 🕶 🛛 Ta	rget Langu	✓ Date Cre	eated	% Complete	\otimes	t↓	=
P	Blacklist Editor			C:\Users\P	Public\W	English (Uni	ted St Ge	rman (Germa	iny) 2015/07	/30 13:22	0.00%			
×	Quick Tools			C:\Users\t	ldara\W	English (Uni	ted St Ge	rman (Germa	iny) 2015/08	/03 09:32	100.00%			
÷	Preferences			C:\Users\P	Public\W	English	Sp	anish (Latin A	Am 2015/08	/26 16:08	7.06%			
0	Exit Wordfast 4			C:\Users\P	Public\W	English (Uni	ted St Ge	rman	2015/12	/04 14:59	87.50%			
Proje	ct_4-6			C:\Users\P	Public\W	English (Uni	ted St Ge	rman (Germa	any) 2015/12	/14 15:10	0.00%			



Note:

The **Projects**, **Location**, **Source Language**, and **Target Language** columns can be ordered by

typing the first letter or two of the item to head the list then clicking \uparrow or \downarrow to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore

the list, click the Clear Filters icon

2. Click the **Wordfast 4** tab to expand the drop-down menu.

Refer to Starting Wordfast Pro for more information.

3. Click Quick Tools.

Wordfast 4								x
🗧 Wordfast 4 🔹 🖌 Analysi	s Cleanup Pseudo	Translation Help						* X
	Actions	Translation Memory		Options				
			👌 🗙 🛛					
Add Add Remove File Folder Files	Analyze Create Ado Files Local Loca		dd Remove ct TMs TM	Preferences				
	Local Eocal	in ronanoto rroje						
Source Files			Translation	Memory				
File Name	File Type	Size	TM Name	Project S	ource Lan 1	Target Lang	Location	^
			- Options					
			E Fuzzy ma	atch threshold	75 🔷 %	6 Matches		
			Copy all	tags				
			Copy sou	irce on no ma	atch			
			🔲 Create T	XLF files				
			TXLF files lo	cation:			Browse	
			- Report Settin	-				\leq
			Calculate ar Words	nalysis report	percentage b	by:		
			© Segmen	ts				
			Calculate	e internal fuzz	y matches 7	5 🔷 %	Matches	
			📃 Includ	le internal fuz	zy matches a	s TM match	es	
			report summ	n v			Browse	-

Refer to the following sections for more information on **Quick Tools**:

- To run a project file analysis, refer to Analyzing Project Files
- To clean up and update the Translation Memory, refer to <u>Cleanup</u>
- To preview what is translatable and the complexity of formatting in the target, refer to <u>Pseudo</u> <u>Translation</u>

Analyzing Project Files

In analyzing a project's files for translation, the source files are analyzed against Translation Memory and generates a report listing matches, non-matches, word count, and character count as well as the total number of segments. This process can greatly improve efficiency while reducing the time and effort spent by the translator.

The file **Analysis** can also create TXLF files from the source files that can then be sent to linguists for translation.

Another use of the file Analysis is in generating quotes based on the word and character count.

Analysis can be accomplished in either of the following ways:

- Analyzing an entire project from the Project Files tab, refer to Analyzing Projects
- Analyzing individual files of a project from the Quick Tools tab, refer to Analyzing Files

Analyzing Files

You can use **Analyze Files** from the **Analyze** tab of **Quick Tools** to analyze the selected file(s) against Translation Memory, leveraging reusable content and performing a pre-translation.

To analyze files:

1. Click the Analysis tab.

6	Wor	dfast 4													×
	= w	ordfast 4	• Analy	sis Clea	nup Pse	udo Tr	anslation	Help							×
		File	_	Actions			Translation Me	emory		Op	otions				
		5				B	H		×	C	444				
	Add	Add Folder	Remove	Analyze Files	Create	Add	Connect	Add	Remove	Prefe	erences				
	File	Folder	Files	Files	Local	Local	To Remote	Project TMs	TM						
	Sou	rce Files							Transla	ation I	Memory				
	V F	ile Name		File Type			Size		TM N	lam	Project	Source Lang	Target Lang	Location	_
	V 1	ranslations o	om_Produc	WF TXLF (Document (*.	.txlf)	26KB		🔽 Proje	ect-2	MC_Pro	English (Unit	German (Ge	C:\Users\tldara\Wor	
									Options		ch thresh	old 75 🔶 9	% Matches		
									Cop						
											e on no r	match			
									Crea						
									TXLF file	es loca	tion:			Browse	
									Calcula	_		rt percentage l	by:		
									Wo						
									© Seg						
												zzy matches 7			
									Ir	iclude	internal fi	uzzy matches a	IS I M matches		
									report	summa	• •			Browse	Ţ

- 2. Add the file(s) to be analyzed.
- Select the appropriate settings and provide export report information (refer to <u>Configuring Translation</u> <u>Memory</u>).
 - a) Select the Translation Memory to use.
 - b) Select the Options:
 - Fuzzy match threshold with the percent match
 - Copy all tags

- Copy source on no match
- Create TXLF files
- Enter a **TXLF file location**
- 4. Select the Report Settings:
 - a) Calculate analysis report percentage by:
 - Words
 - Segments
 - b) Select to Calculate internal fuzzy matches with the percent match.
 - Select Include internal fuzzy matches as TM matches
 - c) Select the report format from the drop-down list, in this case report summary.
- 5. Click Analyze Files.

A pop-up appears showing the report percentage progress.

The analysis completes and the **Report File** summary appears (shown below).

eport File				
Primary TM: tms:// tm=DOC000003/N de&pwd=***** Secondary TM: nor	1AR000003&1			I/TMS?
Summary				
Match Types	Segments	Words F		Tags
Leveraged	26	128	68	19
Repetitions	0	0	0	0
TM Matches	-	_		
Context	0	0	0	0
100%	26	128	68	19
95%-99%	0	0	0	0
85%-94%	2	13	7	5
75%-84%	3	44	24	7
50%-74%	0	0	0	0
No Match	1	2	1	4
Ignored Total	32	187	100	35
Chars/Word	6.50	187	100	35
Chars Total	1216			
Chars Total	1216			
				OK
				UK

Cleanup

The Project Manager is responsible for the cleaning up of translated files and selecting the TM update options. The file cleanup process requires a manual initiation.

Cleanup processes bilingual files (TXML files containing source and target). The source files are returned to their original format and the bilingual files are converted to files in the target language using the original format. (Refer to <u>Working with Segments</u>.)

Optionally, the TM can be updated during cleanup.

As a final step, a report is generated indicating the number of segments processed, errors encountered, and TM update results.

To clean up and update the Translation Memory using Quick Tools:

- 1. Select Quick Tools from the Wordfast 4 drop-down menu.
- 2. Click the Cleanup tab.

Wordfast 4	
E Wordfast 4 • Analysis Cleanup Pseudo Translation Help	
File Actions Translation Memory Add Add Remove File Folder	Options Remove Preferences
TXLF Files	Translation Memory
V File Name Source Language Target Language Size V Translations com English (United St German 26KB	TM Nam* Project Source Lang Target Lang Location
	TM Update Options Update Option: Overwrite existing TU Add attribute Add file name as an attribute Write unedited fuzzy matches to the TM Write 100% matches to the TM
	Translated File Settings Create translated files Place translated files in TXLF location Choose location for translated files Add language suffix for filename report summ Browse

3. Click Add File.

The file **Open** dialog box appears.

🔛 Open		×
🔾 🗢 📕 « projects)	New_Project > de > txlf 🔹 🍫	Search txlf 🔎
Organize 🔻 New folder	r	iii 🔹 🔟 🔞
🔄 Recent Places 🔺	Name	Date modified Type
🔚 Libraries 🗉	Translations com_ProductBrief_ProjectDi	3/31/2016 2:07 PM TXLF File
Documents Music Pictures Videos Computer MINDOWS (C:)		
🖣 Network 👻	<[
File na	me: Translations com_ProductBrief_Project 👻	WF TXLF Document (*.txlf) Open Cancel

4. Select a file.

5. Click Open.

The **Cleanup** tab reappears with the selected files.

- 6. Optionally,
 - select an Update Option for updating files to a Translation Memory
 - The TM Update Options pull-down list.

Overwrite existing TU	*
Append	
Do not add to TM	
Do not overwrite TU	
Overwrite existing TU	
Overwrite if attributes are identical	

• Select the Translation Memory to use.



Note:

At least one Translation Memory is needed before file clean up can be initiated (refer to <u>Working with</u> <u>Project Translation Memory</u>). To add a local or remote Translation Memory, refer to <u>Creating Local</u> <u>Translation Memory</u> for more information.

7. Click Clean Up.

A pop-up appears showing the percentage progress.

Upon completion, the CleanUp Report summary appears.



Pseudo Translation

Pseudo translation copies the source content to a target where the content has accented characters and the text is expanded by twenty percent. The pseudo translation provides a preview of what content will be selected as translatable and how complex formatting appears in the target. Both source files and TXLF files can be pseudo translated.

To pseudo translate files:

1. Click Quick Tools in the Wordfast 4 drop-down menu.

The Quick Tools tab appears.

2. Click the **Pseudo Translation** tab.

v 1	Vordfast 4	-					- • • × •
	Wordfast 4 🔹	Analysis Clean	Pseudo Transla	tion Help			× ×
	File Add Add Rem File Folder Fil		Options 0 99 Preferences				
	TILF Source				Pseudo translation		
V	File Name	Source Language	Target Language	Size	Select Source Language:	English (United States)	~
V	Translations com	English (United St	German	26KB	Select Target Language:		~
					Pseudo translation Options Create pseudo translate Add pseudo suffix to th	e file name files in the original files location	Browse

- 3. Select the file format for pseudo translation, to pseudo:
 - Translate a TXLF file, select and add a TXLF file
 - Translate a source file, select Source, and select the Pseudo translation Options
- 4. To browse and select files from a folder, click Add File under File.
- 5. To browse and select a folder click Add Folder under File.
- 6. Select the files to be pseudo translated.



Note:

Only one format can be selected at a time.

7. Click Pseudo Translate.

A confirmation pop-up appears upon completion.

Pseudo Trans	late	×
i	Pseudo translation is finished.	ОК



Note:

Up to 20 files can be processed at a time using Wordfast Pro in Demo mode. To pseudo translate more than 20 files, a Wordfast Pro license is required.

The pseudo translated files are placed in the same folder as the source file. An example of a pseudo translated TXLF file is shown below.

w v	Vordfast 4			X
	Wordfast 4 File Edit Formatting Translation Terminology Review Help			× ×
	Options Notes			
Т	All Errors Add Edit Delete Export			
Τ	anslations com_ProductBrief_ProjectDirector2.docx			
So	urce or Target 🛛 🗸 🕅 Match Case Enter text to filter segments. 🗸 Filter: Select special filter(s) 🔽 Q C 🛠 🛞 Sort: 🛙	Document		→ ‡
ID	English (United States) German	Score	Status	
1	Image: Tage:	90%		^
2	SIMPLIFIED. VEREINFACHT.	100%		
3	STREAMLINE PROJECT MANAGEMENT EFFEKTIVES PROJEKTMANAGEMENT	100%		
4	Teg2 INTEGRATE WITH ANY SYSTEM Teg2 Integration Mit Jedem System	100%		
5	Test Test <thtest< th=""> Test Test <tht< th=""><th>100%</th><th></th><th></th></tht<></thtest<>	100%		
6	Image ACCELERATE TIME TO MARKET Image KÜRZERE BEARBEITUNGSZEITEN	1000/		-
Ad	ditional Tools			*
EN	-US -> DE Segments: 31 / 32	96.8	8%	

Preferences

Much of the **Wordfast Pro** user interface is controlled by the preference options. You can tailor these through **Preferences** and by pressing **F9**.

Wordfa	ist 4 🔻	Projec	ts He	lp												6
		Proj	ect			Paci	kage	Tools		Options						
	R		6				R	×								
Create Project	Open Project	Close Project	Add Project	Modify Project	Remove Project	Import Package	Export Package	Quick Tools		ferences						
Projects		Locat	tion		Source La	nguage 💌	Target	Language	~	Date Crea	ited	% Con	nplete	\otimes	t↓	=
Project-2		C:\Use	ers\tldara\	Wordf	English (Ur	ited States)	German	(Germany)		2015/03/3	31 12:53:21 M		15.38%			
Project-4		C:\Use	ers\tldara\	Wordf	English (Ur	nited States)	German	(Germany)		2015/03/3	1 13:18:25 M		100.00%			
Project_2		C:\Use	ers\Public\	Wordf	English (Ur	nited States)	German	(Germany)		2015/05/2	9 11:08:06 M		92.35%			
Project_5		C:\Use	ers\Public\	Wordf	English (Ur	nited States)	German	(Germany)		2015/07/3	0 10:35:24 M		43.11%			
Project_6		C:\Use	ers\tldara\	Wordf	English (Ur	nited States)	German	(Germany)		2015/07/3	0 12:02:48 M		0.00%			
Project_7		C:\Use	ers\Public\	Wordf	English (Ur	nited States)	German	(Germany)		2015/07/3	0 13:22:18 M		0.00%			
Project_8		C:\Use	ers\tldara\	Wordf	English (Ur	nited States)	German	(Germany)		2015/08/0	3 09:32:35 M		100.00%			
Project_9		C:\Use	ers\Public\	Wordf	English		Spanish	(Latin Ameri	ca)	2015/08/2	26 16:08:01 M		7.06%			
MC_Proj-1		C:\Use	ers\Public\	Wordf	English (Ur	nited States)	German			2015/12/0	04 14:59:11 M		87.50%			
Project_4-6		C:\Use	ers\Public\	Wordf	English (Ur	nited States)	German	(Germany)		2015/12/1	4 15:10:20 M		0.00%			

The preferences categories and sub-categories are listed below.

- 1. General Preferences:
 - <u>Customizing Colors</u>
 - Customizing Icon Appearance
 - <u>Customizing Shortcuts</u>
- 2. Translation Preferences:
 - <u>Configuring Tags</u>
 - Configuring Text Tools
 - Configuring Machine Translation
- 3. Current/New Project Preferences:
 - <u>Configuring Translation Memory</u>
 - Configuring Penalties
 - Configuring Segmentation

- <u>Customizing Fonts</u>
- <u>Customizing Application Layout</u>
- <u>Customizing Warnings</u>
- Configuring Auto-Propagation
- <u>Configuring Spell Check</u>
- <u>Configuring Terminology</u>
- <u>Configuring Transcheck</u>
- <u>Configuring Filters</u>
- 4. User Preferences are the Advanced Settings as follows:
 - Default Preferences Settings
- Export/Import Preferences Settings

General Preferences

General preferences cover the following topics:

- <u>Customizing Colors</u>
- <u>Customizing Fonts</u>
- <u>Customizing Icon Appearance</u>

- <u>Customizing Application Layout</u>
- <u>Customizing Shortcuts</u>
- <u>Customizing Warnings</u>

Customizing Colors

Varying colors are used to differentiate between types of content in the TXLF editor. This color usage can be customized through **Preferences**—**General Preferences**.

To customize the color usage for translation from Preferences:

1. Click Colors in the General Preferences group.

The current translation color settings appear.

2. To change the color for any Item Name, click the colored image in the Color column.

For example, click the colored image in the **Color** column for item **No Match** and the color palette appears.

- Select purple.
- Click OK.



Seneral Preferences	Customize the colors used	in the translation table	
Colors			
Fonts			
Icons	Colors		
Layout	Item Name A	View	Color
Shortcuts	Fuzzy Term Match	Editor View	
Warnings	Gold Match	Editor View	
ranslation Preferences	Machine Translated	Editor View	
Tags	No Match	Editor View	
Auto Propagation	Selected Term Color	Editor View	
Text Tools	Target Changed	Editor View	
Spelichecker	Term No Match	Editor View	
Machine Translation		EDITOR VIEW	
Current Project Preferences			
Translation Memory			
Terminology			
Penalties			
Transcheck			
Segmentation			

The color code for the selected item is changed to purple.

3. Click **OK** to save the change(s) and close the **Preferences**.

Customizing Fonts

The fonts for the various application tools can be customized in the **Preferences—Fonts** section.

ferences				
eneral Preferences	Customize the	fonts used throughout the appl	lication	
Colors		ionio doba ini odgnosi inio app.		
Fonts				
Icons	Fonts			
Layout	Item Name	Font	Size	Change
Shortcuts	TXLF Editor Font	Arial	13	A
Warnings	TM Lookup Font	Arial	12	
	Term Lookup Font	Arial	12	
ranslation Preferences	Blacklist Editor Font	Arial	13 .	•
Auto Propagation		The quick brown for jumps over	er the lazy dog	
Auto Propagation Text Tools Spelichecker		The quick brown fox jumps ove	er the lazy dog.	
Text Tools Spellchecker Machine Translation	- Language Specific Font	The quick brown fox jumps ove	er the lazy dog.	
Text Tools Spellchecker		· · · ·		
Text Tools Spellchecker Machine Translation	Item Name	Font	Size	Add
Text Tools Spellchecker Machine Translation urrent Project Preferences Translation Memory	Item Name Chinese	Font SimSun	Size	Add Remove
Text Tools Spelichecker Machine Translation urrent Project Preferences Translation Memory Terminology	Item Name Chinese Japanese	Font SimSun MS Mincho	Size 13 13	Remove Change
Text Tools Spellchecker Machine Translation urrent Project Preferences Translation Memory	Item Name Chinese	Font SimSun	Size 13 13	Remove
Text Tools Spelichecker Machine Translation urrent Project Preferences Translation Memory Terminology	Item Name Chinese Japanese Korean	Font SimSun MS Mincho	Size 13 13	Remove Change
Text Tools Spellchecker Machine Translation urrent Project Preferences Translation Memory Terminology Penalties	Item Name Chinese Japanese Korean	Font SimSun MS Mincho	Size 13 13 13	Remove Change

The following tables list the standard fonts and associated sizes.

Application Specific Fonts

Application	Font Name	Font Size
TXLF (TXML) Editor Font	Arial	13
TM Lookup Font	Arial	12
Glossary Lookup Font	Arial	12
Blacklist Editor Font	Arial	13
Translation Memory Editor Font	Arial	13
Terminology Editor Font	Arial	13
Notes View Font	Arial	12
Segment History Font	Arial	12

Application	Font Name	Font Size
Transcheck Font	Arial	12

Adding Language Specific Fonts

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

Language	Font
Vietnamese: Arial	Arial
Vietnamese (Vietnam): Arial	Arial

Customizing Icon Appearance

The icons appearance on the various tabs can be modified to the extent of relative size and the inclusion or exclusion of the icon title by navigating to **Preferences** then **Icons** as described below.

To customize the icon appearance from Preferences:

1. Click **Icons**.

The two icon appearance options (relative size and title) appear.



- 2. Select a preferred icon size.
- 3. Select **Display text** to enable or disable the inclusion of description text with the icons.

Customizing Application Layout

The layout preferences provide some control of the Editor view. Customize the general layout options by navigating to **Preferences** then:

1. Click Layout.

The layout preferences appear.



2. Modify the layout options in the following criteria table.

Table View

Option	Description
Hide ID Column	Hide the segment ID column.
Hide Score Column	Hide the Translation Memory score column.
Hide Table Header	Hide the editor table header.

Score Column Position

Option	Description
Before Target	Place the Translation Memory score column before the target segment column.
After Target	Place the Translation Memory score column after the target segment column.

Segment

Option	Description
Automatically leverage first segment	View the Translation Memory leverage of the first open segment when you open a TXLF file for translation.
Automatically open last edited segment when opening a file	Go to the last segment edited when a file is opened.
Next/Previous Segment (TM Commit) action leverages next/ previous segment	Enable or disable the writing and leveraging action of the Next/Previous Segment command.
Skip Unedited 100% Matches	Enable or disable skipping over those segments with perfect matches.
Skip Unedited Context Matches	Enable or disable skipping over those segments with context matching.

Layout

Option	Description
Keep the last layout open	Always keep the previous edit view open.

Layout—Current Project

Option	Description
Display Locale Codes in Current Project View	Always include locale information in the view for current projects.
Option	Description
-----------------------------------	---
Display Full Language Name in the	Always include the complete language name in the view for
Current Project View	current projects.

Status Bar—Current Project

Option	Description
Language Codes	Include the language codes on the Status Bar.
Full Language Name	Include the complete language name on the Status Bar.

Customizing Shortcuts

Many of the tools of **Wordfast** can be associated with keyboard shortcuts.

To view the list of available shortcuts and select keyboard shortcuts, navigate to **Preferences** and then:

1. Click Shortcuts in the General Preferences group.

The options list to customize keyboard shortcuts appears for the **Application** scheme.

2. Select a scheme from the **Scheme** drop-down list.



3. Select a **Command** from the command list.

In the example below, the Terminology Highlight shortcut is selected.

eferences				
General Preferences		Mark Contract		
Colors	Customize and de	efine your keyboard shortcuts for the app	lication	
Fonts				
Icons	Shortcuts			
Layout				
Shortcuts	Scheme: Wordfast Pr	ro style 👻		
Shortcuts	Include Unbound Comman	ds		
Warnings	Search:			
ranslation Preferences	Select command by single clic	king to assign new key combination		
Tags	, ,	<u> </u>		
	Commands A	Shortcut	View	
Auto-Propagation	Subscript	Ctrl+=	Editor	^
Text Tools	Superscript	Ctrl+Shift+=	Editor	
Spellchecker	TM Concordance	F8	Editor	
	Term Info	Alt+T	Editor	
Machine Translation	Terminology Highlight	Ctrl+F5	Editor	
Current Project Preferences	Toggle uppercase/lowercase	Shift+F3	Editor	
Translation Memory	Transcheck Report	Choose Binding	Project	
Terminology	- 1.1.40	out of the second	e la	•
	Description:			
Penalties	Run/Stop Terminology Highlig	hting		
Transcheck				
Segmentation				
¥				

- 4. Select that command to access edit mode.
- 5. Press the new sequence of keys Ctrl+Shift+F7 in the Shortcut column.

In the event that the shortcut key sequence is in use a warning pop-up appears.



The shortcut key is modified to that specified.



Note:

When changing or creating new shortcut key sequences, the sequence must begin with a **Ctrl**, **Alt**, or **Shift**, or must be a Function key (F1), a combination of these.

6. Click **OK**.

Customizing Warnings

The messages that are presented to the user can be limited to some extent. Most of the messages —referred to here as warnings—are selected by default. To modify the warning inclusion list, select or deselect the check box for a given warning to enable or disable that warning. To customize the messages presented, navigate to **Preferences**.

To select warnings:

1. Click Warnings.

The Warnings dialog box appears.

references		
General Preferences	Configure which warning messages you want to see in the application	
Colors	Conligure which warning messages you want to see in the application	
Fonts		
Icons	Warnings	
Layout	Welcome message	
Shortcuts	🕑 No TM available warning	
Warnings Translation Preferences	Transcheck warnings	
Tags	Overwrite target warning	
Auto Propagation Text Tools	Copy all sources warning	
Spelichecker	End of document warning	
Machine Translation	Remove segment tags warning	
Current Project Preferences Translation Memory	Remove all tags warning	
Terminology	Remove Target warning	
Penalties	Remove all target warning	
Transcheck Spelichecker	Remove Term warning	
Machine Translation	Show duplicate shortcuts warning	
Current Project Preferences	Show target with tags warning	
Translation Memory Terminology	I Terminology highlighting info message	
Penalties	Remove TM dialog	
Transcheck	Remove glossary warning	
Segmentation	Remove blacklist warning	
User Preferences	Segment unlock warning	
Advanced Settings	☑ Ucence expiration message	
	ox I	Cancel

2. Select the warnings to be displayed in the application.

Translation Preferences

The Translation Preference categories are:

- <u>Configuring Tags</u>
- <u>Configuring Text Tools</u>
- <u>Configuring Spell Check</u>

- <u>Configuring Auto-Propagation</u>
- <u>Configuring Machine Translation</u>

Configuring Tags

Configure the tag mode, representation, and font size by navigating to **Preferences** then **Tags** as described below.



Note:

The project as configured in Project Director (PD) may not support formatting tags.

To modify tag settings from the Preferences option:

1. Click Tags under Translation Preferences.

The Tags options list appears.

Preferences			×
Icons	*		
Layout		Configure how tags and fo	rmatting are viewed and worked with in the editor
Shortcuts			
Warnings		Tags and Formatting	
Translation Preferences		Text Formatting:	
Tags			e Formatting mode.
Auto Propagation		 Show Formatting as Tags 	
Text Tools			
Spelchecker		Tag Naming: Full Name	
Machine Translation		Short Name	
Current Project Preferences		Numbering	
Translation Memory			
Terminology		Automatically remove incomplete tag p	airs
Penalties		Automatically apply source segment fo	rmatting to target
Transcheck		Capitalize the first letter of the target :	automatically
Segmentation		Automatic capitalization of the first let	ter does not affect CJK languages
Filters			
User Preferences		White Space Characters	
Advanced Settings		Display spaces and NBSPs in the edite	pr
			OK Cancel

2. The tag options are listed in the following tables, modify the options as required.

Text Formatting

Tag Option	Description
Show Text Formatting	Show actual formatting associated with formatting tags (when supported). When selected, a preview appears.
Show Formatting as Tags	Show the content of the formatting tags. When selected, a preview appears, as shown in the example above.
Tag Naming	
Tag Option	Description
Full Name	View full name of the tag. For example, Font.
Short Name	View short name of the tag. For example, F.
Numbering	View the tag as a number.
Automatically remove incomplete tag pairs	Delete incomplete or incorrect tags.
Automatically apply segment formatting	Automatically apply formatting to the entire segment.
Capitalize First Letter	Capitalize the first letter of the first word in the segment.
White Space Character	
Тад	Description
Display spaces and NBSPs in the editor	Show all spaces including non-breaking white spaces as a middle dot (·).

Configuring Auto-Propagation

Auto-Propagation allows repetitive content in the file to be translated consistently, by propagating translated segments. The Auto-Propagation options control which segments are candidates for auto propagation.

To edit the Auto-Propagation preferences from **Preferences**:

1. Click Auto Propagation.

The Auto-Propagation preferences options list appears.





Note:

The options listed below are only available when Auto-Propagation is enabled.

- 2. Deselect Enable Auto-Propagation to disable Auto-Propagation.
- 3. Select Enable Auto-Propagation across all open files to apply auto-propagation to all open files.
- 4. Review the Auto-Propagation options to ensure that those required are the only ones selected. The options are described in the following table.

Option	Description
100% Matches	Overwrites 100% leveraged Translation Memory (TM) matches.
Fuzzy Matches	Overwrites partial Translation Memory matches.

Option	Description
Auto-propagated Matches	Overwrites all auto-propagated matches. This means that if there are multiple segments that have the same content, then editing one segment auto-propagates the change in all matching segments.
Edited Segments	Overwrites edited segments. This allows segments that have been edited to be overwritten by Auto-Propagation.
Machine Translated Segments	Overwrites machine translated content.
Committed Segments	Overwrites translated content which is committed to the Translation Memory (TM).

Configuring Text Tools

The **Text Tools** preferences offer the following configuration options for the text editor:

- The Auto-Suggest option populates suggestions based on source content, such as numbers, URLs, and proper names. It can also suggest terms for the glossary, Translation Memory (TM) matches, and Sub-segment TM matches.
- The **Smart Quote** option automatically changes the quotation marks to smart quotes when the user presses the quotation mark keys on the keyboard, depending on the target language.

To configure the text editor options, navigate to **Preferences** and then:

1. Click Text Tools.

The options for the text editor appear.

Preferences		×
Icons 🔺		3
Layout	Configure how features will work in the text editor	
Shortcuts		Т
Warnings	Auto-Suggest	
Translation Preferences	☑ Enable Auto-Suggest	
Tags	Enable suggestions for:	
Auto Propagation	✓ Source	
Text Tools	☑ Glossary	
Spelichecker	TM TM	
Machine Translation	TM Sub-Segment	
Current Project Preferences	Smart Quotes	I.
Translation Memory	Enable Smart Quotes	
Terminology	Entreme summer afrances	
Penalties		
Transcheck		
Segmentation		
Filters		
User Preferences		
Advanced Settings		
	OK Cancel	

2. Select Enable Auto-Suggest checkbox, to enable Auto-Suggest.

With Auto-Suggest enabled, there are four options under Enable suggestions for:

- a) Click Source to enable suggestions for sources of the segment: numbers and capitalized words only.
- b) Click **Glossary** to enable suggestions for terms from the glossary.
- c) Click TM to enable suggestions for translations from the TM.
- d) Click TM Sub-Segment to enable suggestions for parts of segments from the TM.
- Select Enable Smart Quotes checkbox to enable automatic conversion of standard quotes to smart quotes (quotation marks).

Depending on the target language, the quotation marks used when the user presses the quotation mark keys on the keyboard are changed.

Configuring Spell Check

Enabling the spell check option is a good practice to ensure high quality. Spell check is supported in Microsoft Windows and Hunspell.

To enable or disable spell check navigate to **Preferences** and then:

1. Click Spellchecker.

The Translation Preferences for Spellchecker options appear. If this is a new project, the default, **Enable Spell Checking**, is enabled.

Preferences	X
Icons 🔺	
Layout	Configure how spellchecking will work in the editor
Shortcuts	
Warnings	Spellchecking
Translation Preferences	Enable Spelchecking
Tags	Check for speling errors as you type
Auto Propagation	
Text Tools	Choose spelicheder Microsoft Office (if installed)
Spelichecker	Hunspell
Machine Translation	
Current Project Preferences	
Translation Memory	
Terminology	
Penalties	
Transcheck	
Segmentation	
Filters	
User Preferences	
Advanced Settings	
	OK Cancel

2. Select or deselect Enable Spell Checking.

Enabling spell checking adds the option to enable spell checking while text is being entered.

- 3. If Check Spelling as you Type is enabled, select one of the following:
 - Microsoft Office as the spell checking service
 - Hunspell as the spell checking service
- 4. Click **OK** to save the settings.



Note:

If spell checking is disabled, all spelling preferences are cleared. To select spelling preferences, select **Enable Spell Checking**.

Configuring Machine Translation

The automated Machine Translation (**MT**) feature populates translations whenever a file is open or when there are no Translation Memory segment matches.

To enable Machine Translation and select options, navigate to **Preferences** and then:

1. Click Machine Translation.

The Machine Translation options appear.

Preferences		×
Icons 🔺		
Layout	Configure how machine translation engines work while you are translating	
Shortouts		
Warnings	Machine Translation	
Translation Preferences	- Machine Translation Behavior	
Tags	Perform when there is no TM match	
Auto Propagation	C Always perform Machine Translation	
Text Tools	Allow all unedited segments in active document to be leveraged with MT	
Spellchecker	Remove MT score from score column when a segment is edited	
Machine Translation		
Current Project Preferences	Enable Google Translator	
Translation Memory	Enable Microsoft Translator	
Terminology	Enable WorldLingo	
Penalties	Disdaimer for public providers Source segments are submitted to Machine Translation providers. Make sure this is compatible	
Transcheck	with your confidentiality requirements. Note that target segments (your translation) are not fed	
Segmentation	into MT providers, they remain confidential.	
Filters		
User Preferences		
Advanced Settings		
	OK Cancel	

- 2. Select one of the following:
 - **Perform when there is no TM match**, to show machine translated content when there are no match segments.
 - Always perform Machine Translation, to show machine translated content when a segment is leveraged. TM matches appear in TM Lookup with the **MT** matches.
- 3. 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 segment is edited.
- 4. Select Google Translate, Microsoft Translate, or WorldLingo as primary machine translator. Google Translate, Microsoft Translate, and WorldLingo can all be enabled at one time, but only one can be selected as primary machine translator.
- 5. Select the options for each machine translator, and perform any additional tasks as required by the machine translator.

Translator	Options
Enable Google Translator	 Enable Google Translator Google Translator is a paid service, you need to buy an ID and enter the key below (if left blank Google Translate will be disabled). API : Test Use Google Translator as primary Google key can be shared by a group or an organization. Please find more information on Google site. You can also look at the video How to obtain a Google Translate API key Available languages for Google Translate
Enable Microsoft Translator	Enable Microsoft Translator In order to use Microsoft Translator you must have an API Key provided by Microsoft. Enter the API key below (if left blank Microsoft Translator will be disabled). Client ID : Client secret : Client secret : Category Search Category Name : V Use Microsoft Translator as primary Click here to obtain Microsoft Translator Client Secret Available languages for Microsoft Translator
Enable WorldLingo	Enable WorldLingo Use WorldLingo as primary Test Languages are limited to WorldLingo Languages listed below.

- 6. Read the disclaimer carefully.
- 7. Click **OK**.

WorldLingo is limited to the language set listed below:

- Arabic
- Chinese Simplified
- Chinese Traditional
- Dutch
- English

- French
- German
- Greek
- Italian
- Japanese

- Korean
- Portuguese
- Russian
- Spanish
- Swedish

Current/New Project Preferences

If this is being accessed for a new project, the preferences are all set as defaults. For current projects, the preferences reflect whatever has been set up for this project by the Project Manager. These preferences cover the following topics:

- <u>Configuring Translation Memory</u>
- <u>Configuring Terminology</u>
- <u>Configuring Penalties</u>

- Configuring Transcheck
- <u>Configuring Segmentation</u>
- <u>Configuring Filters</u>

Configuring Translation Memory

To configure Translation Memory settings for a project from **Preferences**:

1. Click Translation Memory.

The Translation Memory options list for the current project appears.

Preferences		×
Icons 🔺	1.5	<u>^</u>
Layout	Configure how translation memories are used in your project	
Shortcuts		
Warnings	Translation Memory	
Translation Preferences	Write unedited fuzzy and exact matches to TM	
Tags	Copy source when no match in editor	
Auto Propagation	Fuzzy Match Threshold in (%):	
Text Tools	Report Settings	
Spelichecker	Calculate analysis report percentage by: Words	
Machine Translation	 Segments 	
Current Project Preferences	Calculate internal fuzzy matches in % 75	
Translation Memory	Include internal fuzzy count in TM match count	
Terminology		
Penalties	Add to TM by overwriting the existing TU (default)	
Transcheck	Add to TM; overwrite the existing TU if attributes are identical	
Segmentation	Only add to new segments to TM; do not overwrite the existing TU	
Filters	Add to TM; do not overwrite the existing TU Do not add to TM	
User Preferences	TM Lookup Settings	
Advanced Settings	Number of TUs you can see in the TM 100	
	Replaceables	
	Enable replacement of detected text in TM results for higher TM matches	
	Vumber replacement	
	VIRL replacement	
	Punctuation replacement	
	Email address replacement	
*		Ψ.
		OK Cancel

The following steps apply to the **Translation Memory** section.

- 2. Select Write unedited fuzzy..., to commit unedited fuzzy and exact matches to a TM.
- 3. Select **Copy source when...**, to copy the source to the target segment when there is no match and the TM is leveraged.

4. Select the Fuzzy Match Threshold percentage.



Note:

This value specifies the TM leverage percentage limit for a fuzzy match. For example, if a value of 75% is entered, the tool marks all the translations which are leveraged below 75% match as a 'No match' segment.

- 5. Select the analysis **Report Settings**:
 - Calculate analysis report Percentage by: Words or Segments
 - Calculate Internal Fuzzy Matches in: Percentage and Include Internal Fuzzy Matches in TM Matches
- 6. Select only one condition to be followed when editing an existing Translation Unit. The options are as follows:
 - Add to TM by overwriting the existing TU (default): Overwrite the existing Translation Unit
 - Add to TM; overwrite the existing TU if attributes are identical: Overwrite the existing Translation Unit if the attributes match
 - Only add to TM the new TU; do not overwrite the existing TU: No overwrite, just add new TUs
 to the existing Translation Unit
 - Add to TM; do not overwrite the existing TU: No overwrite, just add TUs to the existing Translation Unit
 - Do not add to TM: No addition to be made to the existing Translation Unit
- 7. Select the Number of TM lookup hits.

The following steps apply to the **Replaceables** section.

8. Select **Enable replaceables for higher TM matches** to replace the selected segments in the translation with segments from the selected TM.

Selecting this option selects all sub-options by default. Select or deselect the terms to be replaced or not to be replaced from the Translation Memory as listed below:

- a) De-select Number replacement if not wanted
- b) De-select URL replacement if not wanted
- c) De-select Punctuation replacement if not wanted
- d) De-select Email address if not wanted
- 9. Click **OK**.

The Translation Memory properties for the project are set up.

Configuring Terminology

Terminology lists (glossary) are used to leverage previously translated text, resulting in lower costs and greater consistency.

To select Terminology options for a project from **Preferences**:

1. Click **Terminology** in the **Current Project Preferences** group.

The Terminology (Glossary) preferences appear.

Preferences		×
Icons 🔺		
Layout	Configure how glossaries are used in your project	
Shortcuts		Т
Warnings	Terminology	
Translation Preferences	C Enable automatic fuzzy terminology recognition	
Tags	- Term Lookup Settings	
Auto Propagation	Number of terms you can see in the Term	
Text Tools	Lookup:"	
Spelchecker	Inable term highlighting as you type	
Machine Translation	Ignore case for term highlighting	
Current Project Preferences		
Translation Memory		
Terminology		
Penalties		
Transcheck		
Segmentation		
Filters		
User Preferences		
Advanced Settings		
	OK Cancel	

- 2. Select Enable Fuzzy Terminology, to view fuzzy matches.
- 3. Select the number of hits (matches) to be viewed.
- 4. Select **Enable term highlighting as you type**, indicate terminology matches by highlight when entered in the translation.
- 5. Select Ignore case for term highlights, to ignore case difference in terminology matches.
- 6. Click **OK**.

Configuring Penalties

Penalties are defined to maintain a high quality of content leveraged from Translation Memory. A relative value is assigned to each of the penalties, which are then taken into account when calculating the translation score. This score is used to differentiate between golden or 100 %, fuzzy, and no match.

To define penalties for a project from **Preferences**:

1. Click Penalties.

The **Penalties** preferences for the current project appear.

Preferences							×
Icons 🔺						_	-
Layout	Configure how tran	nslation	memory	matches	are penali	zed	
Shortouts							
Warnings	Penalties						
Translation Preferences		Valu	e:	Min:		Max:	
Tags	Case	1	0				
Auto Propagation	Non Literal	0.5	0 1	\$ 10	0		
Text Tools	I Tag	0.5	0 1	0 10	•		
Spellchecker		0.5			¥		
Machine Translation	Whitespace		0 1	0 5	¥		
Current Project Preferences	☑ Align	3	0				
Translation Memory	Machine Translation	15	0				
Terminology	Multiple Translation	1	0				
Penalties	Local TM	1	<>				
Transcheck	Remote TM	1	0				
Segmentation	Private TU	2	0				
Filters User Preferences	Public TU	1	0				
	Secondary TM	1	A				
Advanced Settings			~				
	Attribute	1	0				
	🔟 If attribute is not						
	If filename attribute does n match	not					
							*
						OK.	Cancel

2. Select the categories desired and supply their thresholds. The following table shows a list of penalties with their descriptions.

Penalty	Description
Case	Differences in case is considered.
Non Literal	Differences in special characters, including punctuation, space, apostrophe, dash, quote, etc.
Tag	Differences in tagging.
Whitespace	Differences in blank spacing.
Align	Differences in Translation Units with alignment attributes.

Penalty	Description
Machine Translation	Differences in Translation Units based on Machine Translation.
Multiple Translation	Differences in Translation Units based on duplicates within the TM with different translations.
Local TM	Differences in Translation Unit from local desktop copy.
Remote TM	Differences in Translation Unit from remote TM.
Private TU	Differences in work-group Translation Unit from remote TM.
Public TU	Differences in non-work-group Translation Unit from remote TM.
Secondary TM	Indicates more than one TM is permitted and includes the maximum as selected.
Attribute	Differences in attributes.
If Attribute is Not	When custom attribute in the Translation Unit does not match the text box attribute.
If Filename Attribute Does Not Match	When the file name attribute in the Translation Unit does not match the TXLF file name.

3. Click OK.

Configuring Transcheck

Transcheck is specific to a given project and verifies certain elements in the target segments and warns of missing or incorrect text or variables. For example, if a tag is missing or incorrect text was entered, a warning symbol appears before the target segment. The warning is shown when you hover the mouse over the text.

To customize the Transcheck settings from **Preferences**:

1. Click Transcheck under Current Project Preferences.

The **Transcheck** settings appear. In the following image only the base options are shown and many of these options present additional related options when they are selected.

General Preferences		
Colors	Configure the Transcheck settings for your project	
Fonts		
Icons	Transcheck	
Layout	Transcheck segments while translating	
Shortcuts	Select/Deselect All	
Warnings	Blacklist Check	
Translation Preferences	Capitalization Check	
Tags	Edited Context Match Check	
Auto-Propagation	Edited Exact Match Check	
Text Tools	☑ Edited Source Check	
Spellchecker	Empty Target Check	
Machine Translation	Forbidden Character Check	
New Project Preferences	Number Difference Check	
Translation Memory	Punctuation Check	
Terminology	Repeated Word Check	
Penalties	Segment Length Check	
Transcheck	Extended Punctuation Check	
Segmentation	Copied Source Check	
Filters	Spelling Check	
User Preferences	Tag Check	
Advanced Settings	Terminology Check	
	Unconfirmed Segment Check	
	Unedited Fuzzy Check	
	Unedited MT Check	
	Untranslatable Text Check	
	Untranslated Text Check	
	Whitespace Check	

- 2. Select Transcheck segments while translating to enable Transcheck for this project.
- 3. To control how Transcheck checks target segments, select the different configuration settings as described in the following table. For those options that have sub-options you will find a link to additional information.

Setting	Description
Transcheck segments while translating	Check to enable Transcheck during translation.
Select/Deselect All	Check to enable all of the following options.

Setting	Description
Blacklist Check	Check if the target segment includes blacklisted terms.
	Note: The blacklisted term list must be a tab-delimited file. This check is available depending on the TMGR configuration for the project. Refer to <u>Configuring Blacklist Check</u>
Capitalization Check	Check differences in capitalization. To configure this option, refer to <u>Configuring Capitalization Check</u> .
Edited Context Match Check	Check if context matches from the TM were edited.
Edited Exact Match Check	Check if exact matches from the TM were edited.
Edited Source Check	Check if the source of a segment was edited.
Empty Target Check	Check for empty target segments.
Forbidden Characters Check	Check if the target segment includes forbidden characters. Refer to <u>Configuring Forbidden Characters Check</u> .
Number Difference Check	Check if the numerals in the source segment match the target segment. Refer to <u>Configuring Number Difference Check</u> .
Punctuation Check	Check for consistency in punctuation between source and target segments. Refer to Configuring Punctuation Check.
Repeated Word Check	Check for repeated words in the translation.
Segment Length Check	Check if the translation complies with preset limits on characters and words. Refer to <u>Configuring Segment Length Check</u> .
Extended Punctuation Check	Check for consistency in extended punctuation between source and target segments.
Copied Source Check	Check for copied source text in the target. Refer to <u>Configuring Copied</u> <u>Source Check</u>

Setting	Description
Spelling Check	Check spelling as the translation is entered.
	Note: You should still download a preview file and run spell check on the final translation. Refer to <u>Configuring Spell Check</u> .
Tag Check	Check for missing tags in the target segments. Refer to <u>Configuring Tag</u> <u>Check</u> .
Terminology Check	Check if the terms in the source segment are translated correctly based on the glossary. Refer to Configuring Terminology Check.
Unconfirmed Segment Check	Check if segment is marked unconfirmed.
Unedited Fuzzy Check	Check if fuzzy matches were not edited.
Unedited MT Check	Check if machine translated matches were not edited.
Untranslatable Text Check	Check if the untranslatable content in source and target segments is consistent. Refer to <u>Configuring Untranslatable Text Check</u> .
Untranslated Text Check	Check if any segments are not translated; for example, if Copy Source was used.
Whitespace Check	Check for white space in the translation. Refer to <u>Configuring Whitespace</u> <u>Check</u> .

4. Click OK.

The Transcheck configuration is complete and active for the current project.

Configuring Blacklist Check

To configure the checking for blacklisted words for a given project from the **Preferences** option:

- 1. Click Transcheck.
- 2. Select Blacklist Check.

The related options appear.

☑ Blacklist Check		
Skip exact matches		
Skip context matches		

3. Select the appropriate options.

Option	Description
Skip exact matches	Do not check the blacklist when there is an exact match.
Skip context matches	Do not check the blacklist when there is a context match.

Configuring Capitalization Check

To configure the checking for capitalization differences for a given project from the **Preferences** option:

- 1. Click Transcheck.
- 2. Locate and select Capitalization Check.

The related options appear.



3. Select the appropriate options.

Option	Description
All Caps Mismatch	Check text in the target that is all in upper case, when the source is not all in upper case
First Word Case Difference Check	Check the first letter of the first word is capitalized consistently in source and in target.

Option	Description
Target Capitalization Mismatch Check	Check upper case text in the target that is in lower case in the source.
Source Capitalization Mismatch Check	Check upper case text in the source that is in lower case in the target.
Skip exact matches	Disable or enable checking for capitalization on exact matches.
Skip context matches	Disable or enable checking for capitalization on context matches.

Configuring Forbidden Characters Check

To configure the checking for forbidden characters from the **Preferences** option:

- 1. Click Transcheck.
- 2. Select Forbidden Character Check.

The forbidden characters check is enabled.

Forbic	lden Character Check
Add	Remove
colum	n 1
📃 Skip	o exact matches
📃 Skip	o context matches

3. Click Add to add or edit a forbidden character.

Add a character to b	e forbidden over the	e NEW character string.
----------------------	----------------------	-------------------------

Add Remove				
column 1				
NEW				
			-	
	Upo	late Cano	el	

4. Click Update.

To remove a forbidden character from **Forbidden Character** checking, highlight the character and click **Remove**.

Configuring Punctuation Check

Punctuation Check ensures consistency in punctuation between source and target segments.

To configure punctuation checking from the **Preferences** dialog box:

- 1. Click Transcheck.
- 2. Select Punctuation Check.

A list of current punctuation characters expands.

column 1	column 2
,	,
?	?
1	:
	1

- 3. Click **Add** to add a new character to the default list of punctuation characters.
- 4. Click Update.

To remove a punctuation character from checking, highlight the character in the list and click **Remove**.

- 5. Select any of the following options:
 - Double Punctuation Check to check for repeated punctuation
 - Skip exact matches to disable or enable checking for punctuation on exact matches
 - Skip context matches to disable or enable checking for punctuation on context matches
- 6. Click **OK**.

Configuring Number Difference Check

To configure the number difference check for this session from the **Preferences** option:

- 1. Click Transcheck.
- 2. Locate and select Number Difference Check.

The related option appears.

```
    Number Difference Check
    Treat numbers separated by hyphens and dashes as single number
    Skip exact matches
    Skip context matches
```

- 3. Select any of the following options:
 - Treat numbers separated by hyphens and dashes as single number to accept hyphenated numbers as one
 - Skip exact matches to disable or enable checking for number differences on exact matches
 - Skip context matches to disable or enable checking for number differences on context matches
- 4. Click OK.

Configuring Segment Length Check

Check if the translation complies with preset limits on character and word count.

To customize the segment-length checking function from the **Preferences** option:

- 1. Click Transcheck.
- 2. Locate and select Segment Length Check.



3. Select those options that apply.

The options are explained in the following table.

Option	Description
Strict Character Length Check (Zero means unlimited)	Check minimum and maximum character length.
Character Expansion Check	Check minimum and maximum character expansion, as a percentage.

Option	Description
Word Expansion Check	Check minimum and maximum word expansion, as a percentage.
Attribute Character Max Length Check	Check attribute text that exceeds the maximum character length set in Project Director.
Skip exact matches	Disable or enable checking for segment length on exact matches.
Skip context matches	Disable or enable checking for segment length on context matches.

Configuring Copied Source Check

To customize the copied source checking operation from the **Preferences** option:

- 1. Click Transcheck.
- 2. Locate and select Copied Source Check.

The related options appear as shown.

Copied Source Check	
Skip exact matches	
Skip context matches	
Skip tokens	

- 3. Select select any options that apply from the following list:
 - Skip exact matches when checking for copied source
 - Skip context matches when checking for copied source
 - Skip tokens when checking for copied source

Configuring Spell Check

To customize the spell checking operation from the **Preferences** option:

- 1. Click **Transcheck**.
- 2. Locate and select **Spelling Check**.

The related options appear as shown.

Spelling Check	
Skip exact matches	
Skip context matches	

- 3. Select select any options that apply from the following list:
 - Skip exact matches when checking for spelling
 - Skip context matches when checking for spelling

Configuring Tag Check

To customize the Tag checking operation from the **Preferences** option:

- 1. Click Transcheck.
- 2. Locate and select Tag Check.

The related options appear as shown.

Tag Check
 Check for non-formatting tags
 Check for source formatting missing in target
 Check for formatting that exists in target but not in source
 Skip exact matches
 Skip context matches



Note:

The project may not be configured in Project Director (PD) to permit formatting tags.

- 3. Select any options that apply from the following list:
 - Check for non-formatting tags
 - Check for Source formatting missing in target
 - · Check for formatting that exists in target but not in source
 - Skip exact matches when checking for tags
 - Skip context matches when checking for tags

Configuring Terminology Check

To configure the Terminology checking criteria from the **Preferences** option:

- 1. Click Transcheck.
- 2. Locate and select **Terminology Check**.

The options appear.

Terminology Check	
Enforce Term Case	
Euzzy Term Check	
Skip exact matches	
Skip context matches	

- 3. Select any of the following options that apply.
 - Enforce Term Case: Check based on exact case matching
 - Fuzzy Term Check: Include terms that approximately match
 - Skip exact matches when checking for terminology
 - Skip context matches when checking for terminology

Configuring Untranslatable Text Check

To configure the handling of untranslatable text checking from the Preferences option:

- 1. Click Transcheck.
- 2. Locate and select Untranslatable Text Check.

column 1			
Custom Regular			
Custom Regular Expression:			

The Untranslatable Text Check expands to a dialog box.

- 3. To retain the untranslatable text in the target segment, click Add.
- 4. Enter the untranslatable text to be retained.
- 5. Enter a custom regular expression as necessary.
- 6. To remove untranslatable text from the check, highlight the text in the list and click **Remove**.
- 7. Select any of the following options that apply:
 - Skip exact matches when checking for untranslatable text
 - Skip context matches when checking for untranslatable text

Configuring Whitespace Check

To configure white-space for this session from the **Preferences** option:

- 1. Click the **Transcheck**.
- 2. Locate and select Whitespace Check.

The options appear.

🔽 Whites	Whitespace Check	
🕅 Skip	act matches	
🕅 Skip	ntext matches	

3. Select any of the following options that apply.

- Skip exact matches when checking for white space
- Skip context matches when checking for white space

Configuring Segmentation

These preferences specify how files should be segmented by the TXLF editor for a given project.

- 1. Open Wordfast Pro and select a project from the project list.
- 2. Click Open Project.
- 3. Click Preferences under Options.

The overall preferences setup panel appears.

4. Click Segmentation in the Current Project Preferences section.

The Segmentation options appear.

Preferences		×
Icons 🔺	Configure how bilingual files are segmented	1
Layout	Configure now billingual files are segmented	
Shortcuts		
Warnings	Segmentation	
Translation Preferences	_ Note	
Tags	Please note that the current segmentation changes will apply only to the newly created TXLF	
Auto Propagation	files, and NOT to the already created ones.	
Text Tools		
Spellchecker	Segmentation on break	
Machine Translation	Select Segmentation Type APPLICATION	
Current Project Preferences	Define the characters that end a segment (ESM)	
Translation Memory		
Terminology	.?!: Space Tab Non Breaking Space Line Feed Carriage Return	
Penalties	Define rules for the markers	
Transcheck	A number followed by an end of a segment marker	
Segmentation	Segment ends in a segment marker without a trailing space character	
Filters	Segment ends in a segment marker, followed by a space character and a lower-case letter	
User Preferences		
Advanced Settings	Abbreviations: Select abbreviations that should not be segmented on	
· · · · · · · · · · · · · · · · · · ·	Select a language: English (United States) V	Ψ.
	OK Cancel	

The balance of the Segmentation options are shown below.

Tags	Select a language: English (United States) 🗸
Auto Propagation	Adj., Adm., Adv., Apr., Art., Asst., Aug., Ave., Bart., Bldg., Blvd., Brig., Bros., Capt., Cmdr., Co., Col., Comdr., Con., 🔺
Text Tools	Corp., Cpl., Ctt., DR., Dec., Dr., Drs., Ens., Feb., Fig., Gen., Gov., Hon., Hosp., Hr., Hww, Inc., Insp., Intl., Jan., Jr., Ju I., Jun., Ln., Lt., M.D., MM., MR., MSS., Maj., Mar., May., Messrs., Minneapolis/St., Mile., Mme., Mpis/St., Mr., Mr s., Ms., Msdr., Mt., No., Nos., Nov., Nr., Oct., Op., Ord., Pfc., Ph., Prof., Pvt., Rd., Reo., Reos., Res., Rev., Rt., Sen., S
Spellchecker	5,,H5,,H5q1,,H0,,H0,,H05,,H04,,H1,OCL,,OP,,OI0,,FIC,,FII,,FI01,,F4L,,K0,,Kep,,Kep,,Ke5,,Ke4,,KC,,Se11,S
Machine Translation	Segmentation Preview
Current Project Preferences	Sample Text:
Translation Memory	Type your text in here
Terminology	
Penalties	Check it out
Transcheck	Segmented
Segmentation	
Filters	
User Preferences	
Advanced Settings	
	OK Cancel

- 5. Select the required segmentation options. These options are:
 - Select Segmentation on break to enable segmentation on line breaks.
 - Select APPLICATION or SRX for where to apply this from the drop-down list.
- 6. Define the characters that end a segment (ESM):
 - Enter specific characters into the input field to specify custom segment end characters
 - Select Space to enable white-spaces as a segment end character
 - Select Tab to enable tabs as a segment end character
 - Select Non Breaking Space to enable non-breaking white-spaces as a segment end character
 - Select Line Feed to enable line-feed ASCII codes as a segment end character
 - Select Carriage Return to enable carriage return ASCII codes as a segment end character
- 7. Define the rules for the markers, select those that apply:
 - A number followed by an end of a segment marker.
 - Segment ends in a segment marker without a trailing space character.
 - Segment ends in a segment marker, followed by a space character and a lower-case letter.
- 8. Select abbreviations that should not be used in segmenting, see the following dialog box segment.

	bbreviations that should not be segmented on	
Select a language:	German 🗸	
c.,s. o.,s. p. a.,s. a.,s.	. g. F.,I. v.,Inkl.,Jun.,k. o.,k.o.,m. E.,m. E.,n. v.,o. B.,o. Ä.,o. ä.,o. B.,pp.,s. a.,s. c.,s. o.,sog.,sogen.,spp.,u. E.,u. U.,u. Ä.,u. ä.,u. a.,u. ä.,u. a.,usf.,usw.,v. R. v.,vgl.,vs.,z. B.,z. E.,z. H.,z. Hd.,z. T.,z. Z.,z.	* •
eqmentation Preview		
-		
ample Text:		
Sample Text:		
Segmentation Preview Sample Text: Type your text in here		

Configuring Filters

There are common file filters that can be enabled for a given project by navigating to **Preferences** then **Filters** as described below.

- 1. Open Wordfast Pro and select a project from the project list.
- 2. Click Open Project.
- 3. Click Preferences under Options.

The overall preferences setup panel appears.

4. Click Filters.

The Current (New) Project filter options appear. If filter preferences are being set for a new project this display indicates **New Project Preferences** and the default filter settings are active. When filter preferences are being reviewed or changed for an existing and currently open project the active filter settings are shown and the display indicates **Current Project Preferences**.

5. To select the file filter settings for the open project, click a filter to list the current settings in the **Format Settings** box.

eferences			
Icons	Configure how translatable content is parsed from source file		
Layout	Conligure now translatable content is parsed from source life	S	
Shortcuts			
Warnings	Filters		
ranslation Preferences	Configuration		
Tags	Extract numbers;* time_date_measure		~
Auto Propagation			
Text Tools			
Spellchecker	Available filters Defa	ult	
Machine Translation	Active Server Page (*.asp)		Add
urrent Project Preferences	Active Server Page (*.asp)		Remove
	Adobe InDesign Interchange (*.inx)	_	
Translation Memory	Adobe InDesign Interchange (*.inx))	
Terminology	□ Flat OPC XML Word Document Format (*.xml)		
Penalties	Flat OPC XML Word Document Format (*.xml))	
Transcheck	∃ Hypertext Markup Language (*.htm)		
Segmentation	Hypertext Markup Language (*.htm))	
Filters	∃ Hypertext Markup Language (*.html)		•
ser Preferences	- Format Settings		
Advanced Settings			
			OK Cance

To add custom file filters, see Adding New File Filters.

Adding New File Filters

If the default settings of the filter of your choice is not sufficient, a new filter can be created based on one of the supported filters.



Note:

Only file filters that appear in the list of filters can be modified into additional file filters with a new **Symbolic Name**.

To add a new file filter:

1. Open Wordfast Pro and select a project.

- 2. Click Open Project on the Project List.
- 3. Click **Preferences** under **Options**.

The overall preferences setup panel appears.

4. Click Filters.

The Configure source file filters appears listing Available filters.

Preferences				×
Icons 🔺				A
Layout	Configure how translatable content is parsed from source files			
Shortcuts				
Warnings	Filters			
Translation Preferences	Configuration			
Tags	Extract numbers:* time_date_measure			~
Auto Propagation				
Text Tools	Available filters Defa	.1+		
Spellchecker		uit		Add
Machine Translation	Active Server Page (*.asp) Active Server Page (*.asp)			7100
Current Project Preferences	Active Server rays (.asp) Active Server rays (.asp) Active Server rays (.asp) Active Server rays (.asp)			Remove
Translation Memory	Adobe InDesign Interchange (*.inx)			
Terminology	∃ Flat OPC XML Word Document Format (*.xml)			
Penalties	Flat OPC XML Word Document Format (*.xml)			
Transcheck	∃ Hypertext Markup Language (*.htm)			
Segmentation	Hypertext Markup Language (*.htm)			
Filters	∃ Hypertext Markup Language (*.html)		•	
User Preferences	- Format Settings			
Advanced Settings	Encoding:* UTF-8			•
				OK Cancel

5. Click Add.

The New Filter dialog box appears.

New Filter	×
Choose a file display.	e format and enter the filter name to
Choose file format:* Filter Name:* Format Settings XML Extraction Rule	Active Server Page (*.asp) Adobe InDesign Interchange (*.inx) Extensible Markup Language (*.xml)
	OK Cancel

- 6. Select the desired filter to use as a template for a new filter.
- 7. Supply the information and make appropriate selections.
- 8. Click **OK** to save the modified filter as a new filter.

User Preferences—Advanced Settings

The User Preferences comprise the Advanced Settings as follows:

- Restore a Wordfast Pro installation to Default Preferences Settings
- Export/Import Wordfast Pro Export/Import Preferences Settings

Default Preferences Settings

This Preferences option provides the means to restore the current preferences of a Wordfast Pro installation to factory or default settings.

To restore Wordfast Pro to factory settings, navigate to **Preferences** then **Advanced Settings** as described below.

- 1. Open Wordfast Pro.
- 2. Click **Preferences** under **Options**.

The overall preferences setup panel appears.

3. Click Advanced Settings.

The dialog box to restore, export, or import the current settings of a Wordfast Pro installation appears.

Preferences			×
Icons 🔺			3
Layout	W= Restore,	export, or import your preference settings	
Shortouts			٦
Warnings	Default Settings		
Translation Preferences		By pressing Restore Original button all the settings will revert to the stock	
Tags	Restore Original	application state. Please note that once this button has been pressed all of you current application settings will be lost.	
Auto Propagation			
Text Tools		By pressing Restore Defaults button all the settings will revert to the default state.	
Spelichecker	Restore Defaults	Please note that once this button has been pressed all of you current application settings will be lost.	
Machine Translation			
Current Project Preferences	Export/Import Prefe	erences Settings	
Translation Memory	Import	After implementing the settings, they will be applied once you press the OK	
Terminology		button in the Preferences dialog.	
Penalties			
Transcheck	Export	You will be able to export all the settings values that are currently applied in the	
Segmentation		Preferences.	
Filters			
User Preferences			
Advanced Settings			
		OK Cancel	

- 4. In the Default Settings section, click:
 - **Restore Factory** to revert this Wordfast Pro installation preferences to those of a new installation.
 - **Restore Defaults** to revert this Wordfast Pro installation preferences to default preferences.
- 5. Click **OK** to complete the restore process.

Export/Import Preferences Settings

This Preferences option provides the means to **Import** and **Export** the current preferences of the Wordfast Pro installation.

- 1. Open Wordfast Pro.
- 2. Click Preferences under Options.

The overall preferences setup panel appears.

3. Click Advanced Settings.

Icons .		Man and a second
Layout	W ⁻ Restore	export, or import your preference settings
Shortcuts		
Warnings	Default Settings	
ranslation Preferences		By pressing Restore Original button all the settings will revert to the stock
Tags	Restore Original	application state. Please note that once this button has been pressed all of you current application settings will be lost.
Auto Propagation		
Text Tools		By pressing Restore Defaults button all the settings will revert to the default state.
Spelichecker	Restore Defaults	Please note that once this button has been pressed all of you current application settings will be lost.
Machine Translation		
urrent Project Preferences	Export/Import Prefe	erences Settings
Translation Memory	Import	After implementing the settings, they will be applied once you press the OK
Terminology	Inport	button in the Preferences dialog.
Penalties		
Transcheck	Export	You will be able to export all the settings values that are currently applied in the
Segmentation	Lapor C	Preferences.
Filters		
ser Preferences		
Advanced Settings	*	
		OK Cence

The options to restore, export, or import the current settings of a Wordfast Pro installation appears.

- 4. In the Export/Import Preferences Settings section, click:
 - Export to save the current preferences for a given Wordfast Pro installation

Expor	t
V	Choose the Preferences settings you wish to export.
	Preferences Settings
	Colors
	Fonts
	Icons
	Editor
	Current Project
	Shortcuts
	Warnings
	Tags and Formatting
	Browse
	Export Cancel

• Import to apply saved preferences

Imp	ort	×
1	Choose the Preferences settings you wish to import.	111
	Browse	
	Preferences Settings	
	Auto-Propagation	-
	Auto-Suggest	
	Colors	
	Current Project	
	Editor	
	Filters	
	Fonts	
	Icons	Ψ.
<u> </u>		_
	Import Cancel	

5. Click **OK** to complete the Export/Import process.