Wordfast Pro Essentials

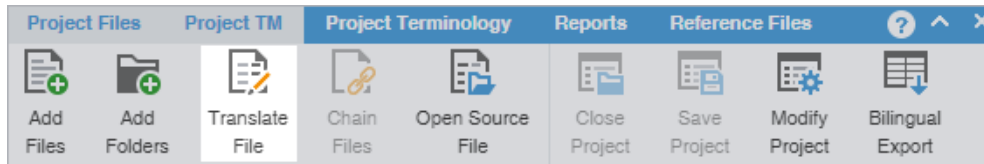## Quick Reference Guide for Wordfast 6.3.0

Introduction

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

Translate a File

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

To translate a file:

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

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

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

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

Chain Files

To combine multiple files and view them as a single file, use **Chain Files**. For example, if you are translating or reviewing ten files with ten segments each, you can temporarily chain them into a single file of 100 segments. Chaining files is particularly useful when working with duplicate or similar content among files.
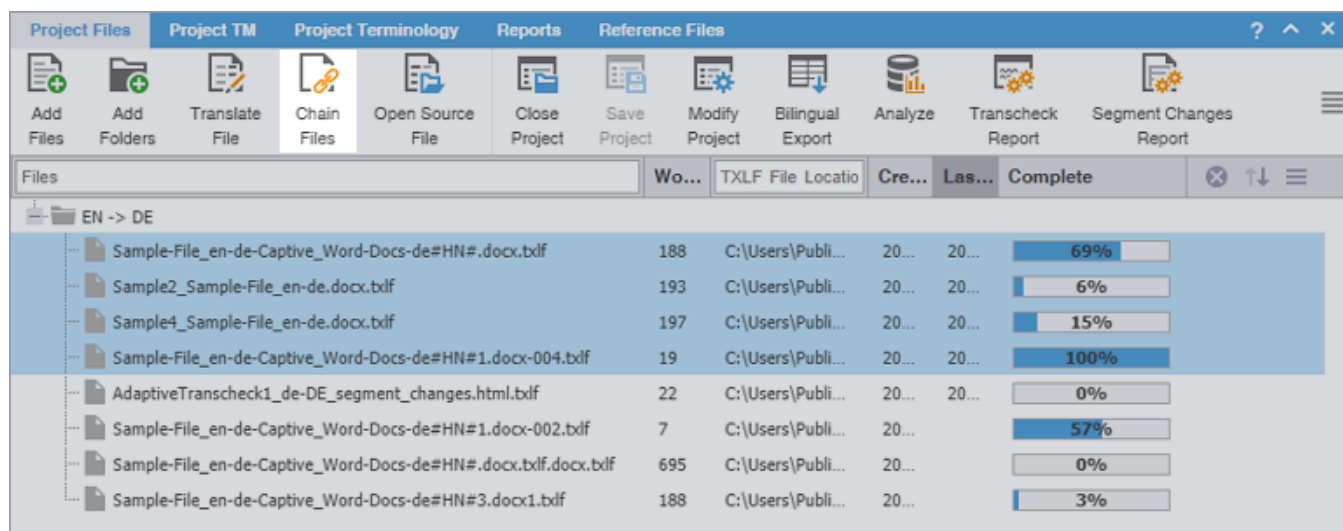
⚠️ You cannot export or save chained files as a single TXLF file.

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

To chain files:

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

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

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

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

ID	English -> German	Score	Status	
1	TRANSLATION MANAGEMENT. ÜBERSETZUNGSMANAGEMENT.	100+%		✔
2	MADE SIMPLE. EINFACH GEBILDET.	100+%		✓
3	**STREAMLINE PROJECT MANAGEMENT** **EFFEKTIVES PROJEKTMANAGEMENT**	99%		✓
4	INTEGRATE WITH ANY SYSTEM INTEGRATION MIT JEDEM SYSTEM	100+%		✓
5	**WORK WITH MULTIPLE VENDORS** **ZUSAMMEN ARBEIT MIT JEDEM ANBIETER**	99%		✓
	ACCESS REAL-TIME DATA			

Chained Files 2 — Source or Target | Match Case | Regex | Enter text to filter segme | Filter: Select special filter(s)...

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

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

ID	English -> German	Score	Status	
1	TRANSLATION MANAGEMENT. ÜBERSETZUNGSMANAGEMENT.	100+%		✔
2	MADE SIMPLE. EINFACH GEBILDET.	100+%		✓
3	**STREAMLINE PROJECT MANAGEMENT** **EFFEKTIVES PROJEKTMANAGEMENT**	99%		✓
4	INTEGRATE WITH ANY SYSTEM INTEGRATION MIT JEDEM SYSTEM	100+%		✓
5	**WORK WITH MULTIPLE VENDORS** **ZUSAMMEN ARBEIT MIT JEDEM ANBIETER**	99%		✓
6	ACCESS REAL-TIME DATA ZUGRIFF AUF LEISTUNGSKENNZAHLEN IN ECHTZEIT	100+%		✓

Chained-Sample2_Sample-File_en-de.docx.txlf — Source or Target | Match Case | Regex | Enter text to filter segme | Filter: Select special filter(s)...

3. Click **Save** on the **File** tab.

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

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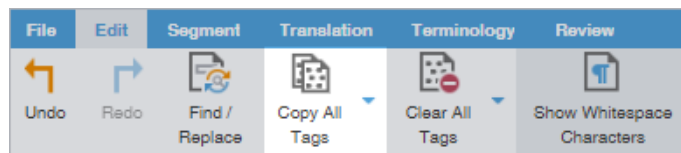
Copy All Tags

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

To copy all tags:

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

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

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

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

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

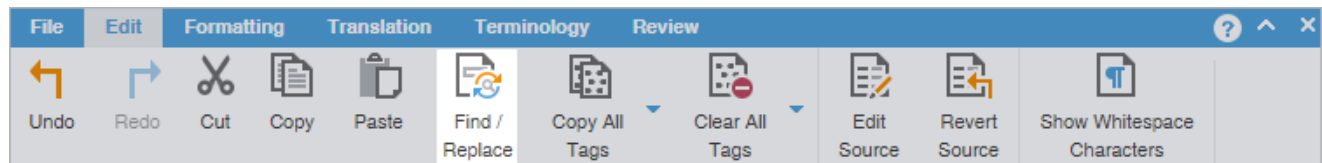   **Document** or **Alt-Shift+P**   Select to copy all tags for the entire document.

   All tags are copied to the segment or document.
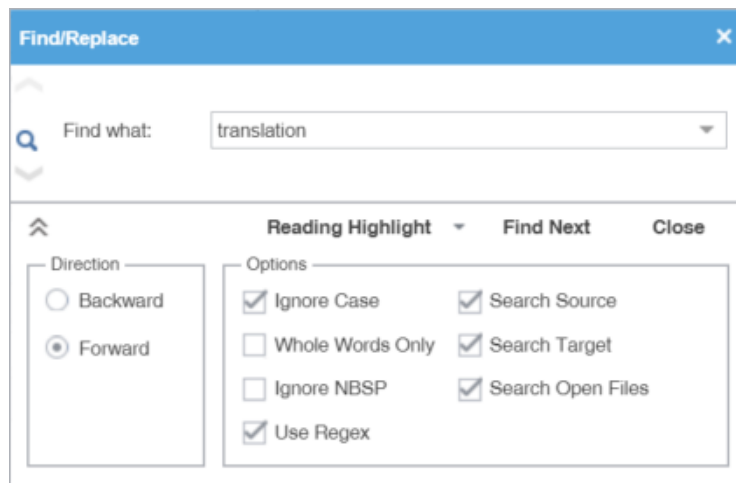
Find and Replace Content

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

To find and replace content in a file:

1. In the **TXLF Editor** view, click the **Edit** tab.

2. Click **Find/Replace**.

3. On the **Find/Replace** dialog, click in the **Find what** field, then enter your search text or select it from the drop-down list.
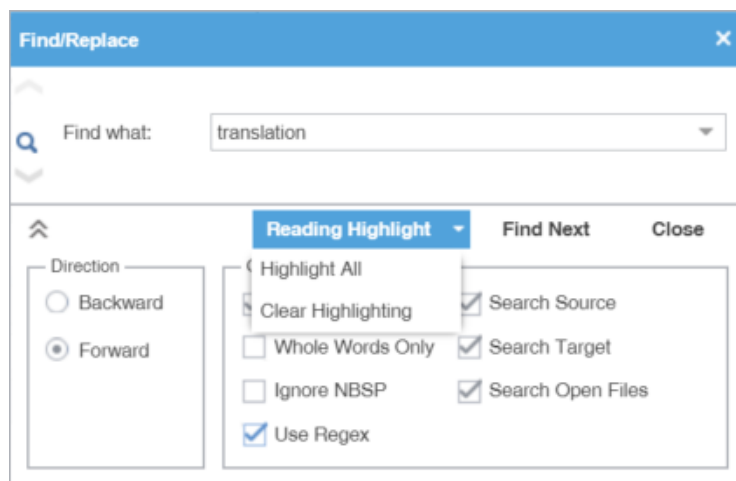
4. (Optional) Click ⩔ and ⩓ to expand and collapse the panel for additional options.

ⓘ Search text can include regular expressions (Regex), wild card characters, and non-breaking spaces.
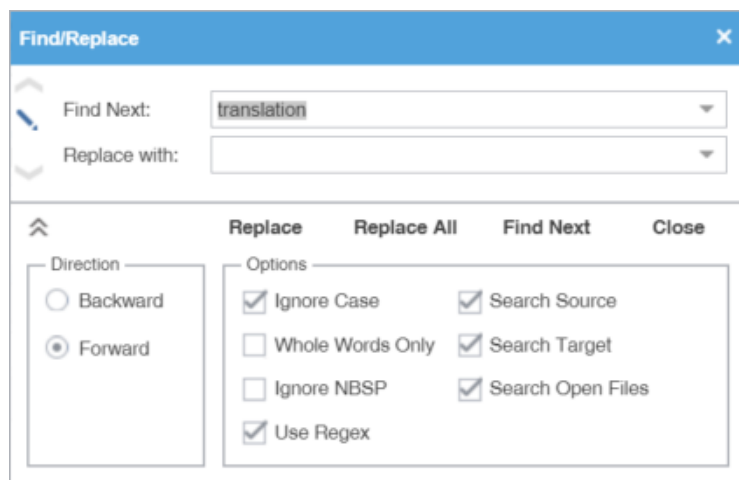
5. Click **Find Next** to move through all instances of the content.

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

7. (Optional) To replace regular expressions, wild card characters, or words, click the down arrow on the sidebar, then click ✎.

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

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

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

    (i) Select **Use Regex** to search on regular expressions or wild card characters.

10. (Optional) Click one of the following actions: **Replace**, **Replace All**, **Find Next**, or **Close**.
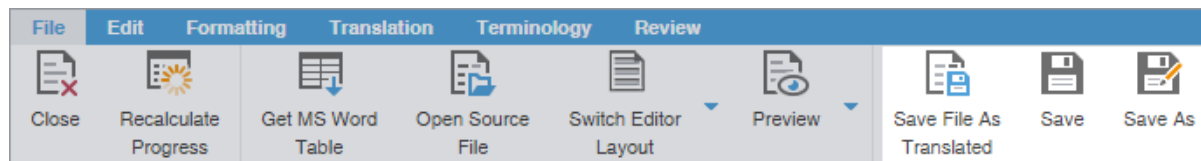
    The content you found has been replaced with the new content.

Save a File

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

To save a file:

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

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

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

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