

# Welcome To the next step in Translation Memory

# Online Help for Project Managers and Translators

Copyright © Wordfast, LLC 2016. All rights reserved.

## **Table of Contents**

Purpose	8
Audience	8
Organization	8
Conventions	8
Abbreviations and Acronyms	9
About Wordfast Pro	
Overview	
Key advantages	
Project Manager plug-in workflow	
TXML editor workflow	
Getting started with Wordfast Pro	
System requirements	
Installing and activating Wordfast Pro 3	
Opening Wordfast Pro 3	14
Wordfast Pro home page	14
PM perspective	14
TXML editor perspective	
Using PM plug-in	
Receiving files and conversion rules	20
Setting up filters	20
Selecting filter settings	22
Viewing default file filters	22
Adding an Excel file filter	
Adding a SubRip Text filter	
Adding an IDML filter	
Adding a Quark Documents filter	
Adding a new text-based (XML) filter	61

Selecting INX filter preferences	65
Selecting SDLXLIFF filter preferences	66
Adding a Word filter	67
Adding a PowerPoint filter	71
Analyzing files	73
Analyzing files process	74
Selecting Analysis output options	
Extracting frequents	83
Populating frequents	
Transcheck	
Export notes	95
Segment Changes Report	95
Cleaning up and updating TM	97
Selecting Cleanup options	
Bilingual Export	
Export Only	
Export files for review	
Import reviewed files	
Split/Merge TXML	
Splitting TXML	
Merge TXML	
Show/Hide 100%	
Swap Source/Target	
Pseudotranslation	
TXML editor menu options	
File	
Edit	
Translation Memory	
Terminology	

Window	
Help	
Managing projects	
Creating or opening a project	137
Creating a project	
Opening a project	140
Creating or opening a TM	141
Selecting translation memory settings	142
Creating a local TM	145
Adding a local TM	148
Exporting a local TM	
Adding a remote TM to WFServer	151
Adding a remote TM to Wordfast Anywhere	
Changing TM Priority	
Importing and exporting glossaries	
Importing a glossary	
Defining penalties	
Defining color codes	
Enabling spell check	
Using Spell Check	
Saving a file	
Closing a file	
Deleting a project	
Translating in a project	
Opening a file	
Translating a file	
Clearing a target segment	
Viewing last edited segment	
Finding and replacing content	

Enabling translation options	
Enabling Machine Translation	
Google Translate	
Microsoft Translate	
WorldLingo	
Using machine translation	
Enabling Auto-Propagation	
Enabling Auto-Suggest	
Leveraging repetitive content	
Working with TM	
Leveraging translation memory	
Viewing TM leverage results	210
Working with terminology	213
Setting copy term option	214
Highlighting terms	216
Auto-propagating terms	217
Using a term wildcard	218
Leveraging a glossary	218
Adding terms	219
Editing terms	
Copy a term	
Adding a blacklist	
Editing blacklist	
Using Wordfast Pro and Wordfast Classic glossaries	231
Working with tags	
Viewing tags	
Copying tags	234
Editing tags	
Deleting tags	

Removing tags in current segment	237
Removing all tags	238
Editing source segment	239
Using Transcheck	241
Enabling Transcheck	241
Configuring Transcheck	243
Viewing Transcheck warning	247
Using Outline window	248
Navigating using Outline window	249
Sorting segments	249
Outline window default color representation	251
Viewing TXML Context	251
Using notes	252
Adding notes	252
Editing notes	255
Deleting notes	255
Exporting notes	255
Using Shortcut Icons	257
Modifying colors and fonts	259
Confirming or Unconfirming segments	
Viewing segment changes	
Working with advanced options	
Selecting memory preferences	
Selecting AutoSave Preferences	
Defining segmentation settings	270
Managing shortcut keys	273
Viewing shortcut keys	273
Modifying shortcut key schemes	
Modifying shortcut keys	

Creating shortcut keys	
Managing licenses	
Re-installing license certificate	
Verifying current license certificate	
Update notification	284
Updating Wordfast Pro 3 dictionaries	284
Accented characters and shortcuts	
Font mapping	
Troubleshooting errors	291
Working with Wordfast Aligner	298
Using Wordfast Aligner	298
Basic Aligner menu options	
Using Aligner Shortcut Icons	
TM Administration perspective	
Using TM Administration perspective	
Updating TM Administration preferences	
Connecting to a remote TM	
Modifying TM content	
Purging private TUs	
Finding and Replacing Translation Units (TUs)	313
Merging local translation memories (TMs)	315
Deleting Translation Units (TUs)	316
Marking Translation Units (TUs)	317
Removing all tags from selected Translation Units (TUs)	318
Searching TUs	
Reorganizing a local TM	
Basic menu options	
Using TM Administration Shortcut Icons	

# Purpose

This guide will assist you in understanding and using Wordfast Professional (Wordfast Pro 3). It contains step-by-step procedures of Wordfast Pro 3 functions.

## Audience

This guide is a reference for project managers and translators. The audience must be familiar with basic translation terminologies.

## Organization

Section	Contents
Section 1	Overview of Wordfast Pro 3 and workflows
	providing a snapshot of Wordfast Pro 3
	functions.
Section 2	Procedure for installing Wordfast Pro 3.
Section 3	Procedures for opening Wordfast Pro 3 and a
	brief description of the PM and TXML editor
	perspectives.
Section 4	Procedures for PM plug-in tasks.
Section 5	Information on basic menu options.
Section 6	Procedures for managing translation projects.
Section 7	Information on advanced options such as
	selecting memory preferences, segmentation
	settings, shortcut keys, license management,
	updating dictionaries and working with accented
	characters.
Section 8	Information on common errors and their
	solutions.
Section 9	Procedures for working with Wordfast Aligner.
Section 10	Procedures for working with TM Administration
	perspective.

The help is organized as follows:

## Conventions

• User actions are highlighted in **bold** to help understand the procedures better.

- Images are inserted at appropriate places to help you relate to the application interface.
- The term "**Note**" precedes any important information that you may need to know while performing a task.
- The word "Optional" follows procedural steps that are not mandatory.

## Abbreviations and Acronyms

Term	Description
ТМ	Translation memory
TXML	Tracker Extensible Markup
	Language
XML	Extensible Markup
	Language
HTML	HyperText Markup
	Language

# **About Wordfast Pro**

## Overview

Wordfast Pro 3 is a Java-based 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 3 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 standalone tool to supplement existing translation workflows.

### Key advantages

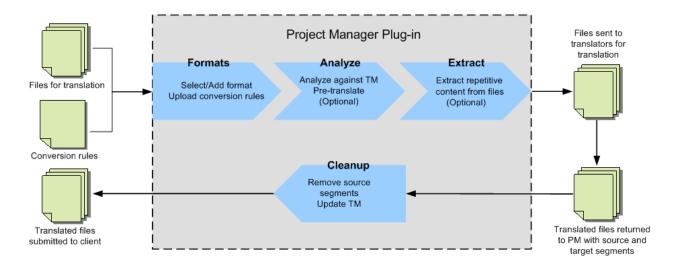
The key advantages of Wordfast Pro 3 are as follows:

- TM compatibility: Tabular TM format allows for simple integration of Trados, SDLX, Translation Memory eXchange, or Déjà Vu TM files.
- Format flexibility: Native format is TXML, an XML-based pivot format. Filters exist for DOC, PPT, XLS, PDF, HTML, MIF, INX, JSP, RC, TMX, and TTX files. Wordfast Pro 3 supports only those TTX files that are translated and segmented using tag editor.
- Collaborative environment: Users can interact with TM Server and share translation memory assets in real-time.
- Automated editing: Multi-lingual spell checkers and terminology recognition improves the speed and accuracy in the review process.
- Administrative security: Managers can assign specific rights and privileges to individual translators or linguistic teams.

Wordfast Pro 3 provides an intuitive, collaborative environment where translators can deliver higher quality in-language content with greater consistency and efficiency.

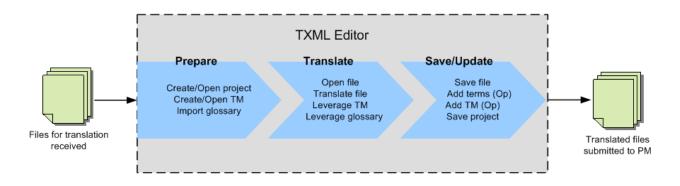
## Project Manager plug-in workflow

Find below the workflow diagram for PM plug-in:



#### **TXML** editor workflow

Find below the workflow diagram for TXML editor:



# **Getting started with Wordfast Pro**

This section includes basic information that will help you get started with Wordfast Pro 3.

- System requirements
- Installing and activating Wordfast Pro 3
- Opening Wordfast Pro 3
- Wordfast Pro 3 homepage

## System requirements

The minimum system requirements are:

- Operating system: Windows XP or higher, Windows 7, Windows 8.1, Mac OS 7 or higher (including OS X) or Linux
- Processor: 1.6 GHz
- RAM: 1GB
- Hard disk space: 200MB

## **Installing and activating Wordfast Pro 3**

To install Wordfast Pro 3:

- Download Wordfast Pro 3 from the Wordfast webpage (<u>http://www.wordfast.com/store\_download.html</u>) to your computer.
- Open Wordfast Pro, and run the installer. The Wordfast Pro 3 Demo Mode appears.

**Note**: Wordfast Pro 3 requires a Java JRE to be installed on your PC. During installation, if Java JRE does not exist, it will be installed for you. If it exists, then Wordfast Pro 3 will refer to it when running.

In the Demo Mode, you can view and test all the functions of the software. You can purchase a Wordfast Pro 3 license from the webpage http://www.wordfast.com/store\_download.html. If you do not purchase a license, you are limited to storing up to 500 translation units in your translation memories.

#### 3. Go to Help > License Management.

The Activation Dialog appears.

License Management	x
Activation Dialog Obtain Install number and install license file.	
Application is activated and it is working in the full mode.	
Activation	
Install number: 48486234 License Manager	
To license this installation of Wordfast Pro on this machine, please follow the instructio our wiki page: <u>How to License Wordfast Pro</u>	ins on
Clos	e

- 4. Copy the Install number as it appears in the Activation Dialog box.
- 5. Log in to the <u>Wordfast website</u> with your email address and password.
- 6. Paste the Install number from the Activation Dialog box in the field Your Wordfast Professional Install Number.. Alternatively, right-click the link appearing on the Confirmation Page, and save the target as. The license file has a .lic file extension. Save the file in a secure location.
- 7. Open Wordfast Pro, and go to **Help > License Management**.
- 8. Click License Manager.
- 9. Click Re-install a License Certificate.
- 10. Click **Next** > **Browse**, and browse to the .lic file.
- 11. Click **Open > Next > Next > Finish**.
- 12. Restart Wordfast Pro 3.

The license is active. If you have any problems with the license and require support, please log into the Wordfast Pro 3 support hotline at www.wordfast.com. Alternatively, refer to the Wordfast wiki page, <u>How to license Wordfast Pro</u>.

## **Opening Wordfast Pro 3**

To open Wordfast Pro 3, there are two options:

Double-click the Wordfast Pro 3 shortcut on the desktop.

OR

Go to Start Menu > All Programs > Wordfast > Wordfast.

The Wordfast Pro 3 homepage appears. Wordfast Pro opens in TXML Editor perspective.

File	Ed	lit Tr	anslati	ion Me	emory	Ter	minolo	gy )	Windo	ow H	lelp																	
1 🖉																				: R	) i+-	. i	-) I ∎	3 🗸	<b>•</b>	- FA	5	NA NA
1.8	3   -:	ા ગાન ગ	<b>F</b>	M 11	с. ę.		5.5	E.	e e		.5%	a a	la	e diri		- 1	 abc,	E KZ		: 10	1	-			~~	00	- 194-	
	۶I 	II Q	U	-0- H	fr	~~ 1	98° - 3698°	υĘν	ф п		22			· • • • •	72 14	- 9	 $\sim$	KN 182	1 -									
	_																											
	N	TM Lo	okup	📃 N	otes	🗋 Se	gment	Chan	ges 🌡	🔏 тх	ML Co	ontext	23															
[er	_US-	-de_DE	]															18M of	39M	Û								

The Wordfast Pro 3 homepage is the work space for translators to work on translation projects. The homepage directs you to two perspectives:

- <u>PM perspective</u>
- TXML editor perspective

## Wordfast Pro home page

#### **PM** perspective

Find below a sample PM perspective screenshot:

😫 🎉	PM 2	3	4	5	6	7		8		9	10	11		
Ø (	Analyze	Extract Fre	q Populate	Freq Transched	k Cleanup	Pseudotra	ns Bilingu	al Expor	rt Split	/Merge S	how/Hide	Swap Src/Tgt		
							alyze	_	Options					12
			-				alyze	Un	select A					Preference
	File na	ime	Extension	Size					-	olic name	ТМ Туре	Source	Target	Wo
										on_ter us_dede	Local Remote	English (Unite English (Unite	German (Ger. German (Ger.	
										te_TM.txt	Local	English (Unite	German (Ger.	
										te_TM2	Local	English (Unite	German (Ger.	
								•						
								Ор	tions					
								<b>V</b>	Pretrans	late 75	<del> </del> %	Matches		
									Include	spaces in t	otal characte	er count		
									Ignore t	ranslated s	egments from	m report		
									-		xact segmen	ts from report		
									Copy all	-				
										urce on no			~ • • •	
								V			Fuzzy matche nal Fuzzy ma	tches as TM Match	% Matches es	
									itput Output	in CSV or X	LS format			
								Loc	cation:					Browse.
								۲	Output	only report	t summary			

Find below the description for the various components of the PM perspective:

Number	Use	to
1	PM	view the PM perspective. The PM perspective is the workspace
-	perspective	for project managers to process files before and after
	icon	translation. Refer to Using PM plug-in.
2	Analyze	analyze files for translation against a TM to leverage reusable
_		content and pre-translate files. Refer to <u>Analyzing files</u> .
3	Extract freq	extract recurring segments in the files. Refer to Extracting
_		frequents.
4	Populate	populates source TXML files with extracted recurring
	freq	segments. Refer to Populating frequents.

Number	Use	to
5	Transcheck	check the translated content for missing tags, empty target, numbers, untranslated segment and/or terminology. Refer to <u>Transcheck</u>
6	Cleanup	clean up the file and update the TM after translation is complete. Refer to <u>Cleaning up</u> .
7	Pseudotrans	copy source content to target. Pseudotranslated target content will have accented characters and the text will be expanded by 20%. This will help you preview what content will be selected as translatable and how complex formatting will appear in the target. Either source files or TXML files can be pseudotranslated. Refer to <u>Pseudotranslate</u> .
8	Bilingual Export	export the TXML file into RTF format, edit using MS Word and import back the edited file. Refer to <u>Bilingual Export</u> .
9	Split/Merge	<ul> <li>split or merge a TXML file. The split options available are:</li> <li>Split after selected number of TUs</li> <li>Split to selected number of parts</li> <li>Split after selected number of words) Refer to <u>Split/Merge TXML</u>.</li> </ul>
10	Show/Hide 100%	show or hide 100% translation memory matches in the TXML file(s). Refer to Show/Hide 100% matches.
11	Swap Src/Tgt	swap source with target or vice versa. Refer to <u>Swap</u> <u>Source/Target</u> .
12	TM Preferences	create or open a translation memory.

## **TXML** editor perspective

Find below a sample TXML editor perspective screenshot:

1→	💮 te	est - W	ordfast Pro	3										×
2	File	Edit	Translatio	n Memor	y Termino	ology Win	dow	Help						
3	2		G. 🗗 (	1 î %	22.	264	4 -	- *	]] • •E	7 k= 1				
	B								🗄 Outlin	ie 🛛 🔶	_ <mark>11</mark>			
4	<b>X</b>								An outline	e is not availab	le.			
5	-	•												
					<b>7</b>	₽		9   		10 ↓				
6	┢	🔗 TN	1Lookup 8	з 🏼 🖉 т)	(ML Context	t 📃 Notes	l 🗅 s	egment Chang	ges 🗖 TX	ML Attributes				
-									-	🗖 a A 🔄 I	Diff Highlight	Find In Source	E Find In	Target
		ID	Source			Target			TMI	Vame	User	Name	Date	/Time
	[er	US-de	DE]					**	15M of 331	M <u> </u>				

Find below the description for the various components of the TXML editor perspective:

Number	Use	to
1	Title bar	view the project name.
2	Menu bar	carry out all the functions, some of which are
		also included in the tool bar. Refer to $\underline{TXML}$
		editor menu options.
3	Tool bar	quickly complete common functions. Point to
-		the shortcut icon to see its function.
4	TXML	view the TXML editor perspective. The
_	perspective	TXML editor perspective is the workspace
	icon	for managing translation projects. This
		perspective allows you to translate files by
		leveraging translation memory and
		terminology. Refer to Managing projects.
5	Main	translate a file. This is the work space for
_	translation	translating files. Refer to <u>Translating in a</u>
	window	project.

Number	Use	to
6	TM Lookup	view TM leverage results and context
-	window	searching. You can either search for a term
		or a phrase and the source and target
		segments appear in a table format. Refer to
		Using TM Lookup window.
7	TXML	view the TXML context of the currently open
_	Context	file. Refer to Viewing TXML Context.
8	Notes	view, edit and delete notes specific to each
_		segment. Refer to <u>Using notes</u> .
9	Segment	view the segment changes in the currently
_	Changes	open file. Refer to Viewing segment
		<u>changes</u> .
10	TXML	view the custom attributes applicable to a
	Attributes	particular segment. To enable this tab, go to
		the Windows menu and click Show View >
		TXML Attributes.
11	Outline	quickly navigate a file from one source
	window	segment to another. Refer to Using Outline
		<u>window</u> .

# Using PM plug-in

The Project Manager plug-in includes tasks that prepare files for translation. The preparation process includes the following tasks:

- Receiving files and conversion rules
- Setting up filters
- Analyzing files
- Extracting frequents
- Populating frequents
- <u>Cleaning up and updating translation memory</u>
- Pseudotranslate
- Split/Merge TXML
- Bilingual Export
- Show/Hide 100% matches
- <u>Transcheck</u>
- Swap Source/Target

**Note:** The user name used for notes, TM, segment changes is the user's login name, by default. To change or add a new name, go to **Preferences >General > User Name,** and edit the User Name as shown in the example below.

Preferences (Filtered)	
type filter text       Image: Connection Settings         AutoSave       Connection Settings         Shortcut Keys       User Name         Spelling       Temp Files         Translations       Translations	User Name:       jsmith         User Name:       jsmith         Note:       Selected user name will be used for Notes, TM and Segment Changes         Restore       Defaults         Apply
	OK Cancel

## **Receiving files and conversion rules**

This is the first step towards preparing files for translation. Find below a brief description of files and conversion rules:

- Files: These are received from clients for translation. They may be in any format, such as DOC, XLS, PPT, INX, HTML, JSP, and so on. When you open any one of these files in Wordfast Pro 3, it is automatically converted to TXML.
- Conversion rules: These rules are required for creating a new XML filter to convert XML files to TXML. The rules file is provided to you by the client.

## Setting up filters

A filter defines the working parameters for different types of files received for translation. A filter can be selected from the available list or a new format created. Find below a list of available filters.

Default Filter	Name	File
		type/extension
ASP	Active Server Pages	.asp
Excel 2007	Microsoft Excel 2007 and	.xlsx, .xlsm
	2010 documents	
Excel	Microsoft Excel documents	.xls
НТМ	HTM files	.htm
HTML	HTML files	.html
ICML	Adobe InCopy ICML files	.icml
IDML	Adobe InDesign IDML files	.idml
INX	Adobe InDesign INX files	.inx
JSP	Java Server Pages	.jsp
Java Properties	Java.properties files	.properties
MIF	Adobe Frame Maker files	.mif
PDF	Adobe PDF files	.pdf
Portable Object	Portable Object files	.po
PowerPoint 2007	Microsoft PowerPoint 2007	.pptx

Default Filter	Name	File
		type/extension
	and 2010 files	
PowerPoint	Microsoft PowerPoint files	.ppt
Quark	Quark documents	.tag
RTF	Rich Text Format files	.rtf
SDLXLIFF	SDLXLIFF files	.sdlxliff
SRT	SubRip Text	.srt
ТТХ	TRADOS Bilingual files	.ttx
TXLF	Wordfast XLIFF files	.txlf
ТХТ	Text files	.txt
VDX	Microsoft Visio files	.vdx
Word 2007	Microsoft Word 2007 and	.docx, .docm,
	2010 files	.dot, .dotm, dotx
Word	Microsoft Word files	.doc
XLIFF	XLIFF files	.xlf, .xliff
XML	XML files	.xml

Please note that the process to add MS Excel files is different from the other file filters. Additionally, Wordfast Pro 3 supports only those TTX files that are translated and segmented using tag editor. The TTX files must be renamed to match the source format if they need to be viewed in tag editor. Find below the procedures for the following tasks:

- <u>Selecting filter settings</u>
- Viewing default file filters
- Adding new file filters
- Adding a new text-based (XML) filter
- Adding an Excel file filter
- Adding a PowerPoint filter
- Adding a Word filter
- Adding a SubRip Text filter
- Adding an IDML filter

- Adding a Quark Documents filter
- <u>Selecting FrameMaker filter preferences</u>
- <u>Selecting ICML filter preferences</u>
- Selecting INX filter preferences
- Selecting SDLXLIFF filter preferences

### **Selecting filter settings**

There are two common filter settings that can be enabled by navigating to **Edit > Preferences > Translations > Filters** as shown in the screenshot below.

- Numbers extraction: Select to extract all number-only segments to the translatable TXML file. Select to clear the checkbox, and to exclude number only segments to the translatable TXML file
- Segmentation on break: Select to segment the text at every logical break such as period (.) or soft return.

Preferences (Filtered)		
type filter text	Filters	$\diamondsuit \bullet \bullet \Rightarrow \bullet \bullet$
<ul> <li>General</li> <li>Spelling Temp Files</li> <li>Translations         <ul> <li>Auto-Propagation</li> <li>Auto-Suggest</li> <li>Colors</li> <li>Filters</li> <li>Filters</li> <li>Formats</li> <li>Machine Translation</li> <li>PM Plug-in</li> <li>Segmentation Settings</li> <li>TM Administration</li> <li>Terminology</li> <li>Transcheck</li> <li>Translation Memory</li> </ul> </li> </ul>	Numbers extraction Segmentation on break	
		Restore Defaults   Apply     OK   Cancel
		Cancel

### Viewing default file filters

A number of text-based filters (.htm, .html, .xml, .txt, .asp, .jsp) are pre-configured for your convenience. For example, if you select the Default Java Properties Filter, the Encoding UTF-8 is automatically selected.

To view a default file filter:

Open Wordfast Pro 3 and click Edit > Preferences > Translations > Filters > Formats.
 The Formats dialog box appears. The default filters appear in the Available Formats box.

Preferences (Filtered)		
type filter text       Image: Constraint of the second secon	Formats Available Formats Default ASP Filter Default Excel 2007 Filter Default Excel Filter Default HTM Filter Default HTML Filter Default ICML Filter Default IDML filter (older version) Default INX Filter Default JSP Filter Default JSP Filter Default Java Properties Filter	Rename Remove
		OK Cancel

2. Select a default filter of your choice. For example, if you select Default HTML Filter, the options for HTML files appear in the Options box as shown below.

Preferences (Filtered)	
type filter text	Formats 👻
⊿ General ▲	Available Formats
▲ Appearance	
Colors and Fonts	Default ASP Filter     New     Default Excel 2007 Filter
Views	Default Excel 2007 Filter
AutoSave Connection Settings	
Shortcut Keys	Default HTML Filter      Remove
User Name	Default ICML Filter
⊿ Spelling	Default IDML filter (older version)
Hunspell	Default INX Filter
Temp Files	Default JSP Filter
▲ Translations	Default Java Properties Filter
Auto-Propagation	
Auto-Suggest 📃	HTML files (*.html)
Colors	Encoding
⊿ Filters	Source Encoding: UTF-8 ▼
Formats	Auto-detect Encoding
Machine Translation Google Translate	
Microsoft Transl	Target Encoding: UTF-8
WorldLingo	Pull in HTML entities as regular text
PM Plug-in	Pui in Frivic entities as regular text
Segmentation Settin	
TM Administration	
▲ Terminology	
Blacklist	
Glossary List	
Glossary Priority	
▲ Transcheck	
Consistency che	
Copied Source C Forbidden Chara	
Numerical	
Partial	
	Restore <u>D</u> efaults <u>Apply</u>
	OK Cancel

3. If required, you can modify the default options. Default filters cannot be removed.

#### Adding new file filters

If the filter of your choice is not available in the default option, you can add a new filter. For XML and Excel filters you will need to provide additional information.

Note: if a filter cannot be customized, it will not appear in the list of filters that can be added.

To add a new file filter:

1. Follow steps 1 and 2 from Viewing default file filters.

The Formats dialog box appears. The default filters appear in the Available formats box.

Preferences (Filtered)			
type filter text	Formats		•
<ul> <li>▷ General</li> <li>▲ Spelling Hunspell Temp Files</li> <li>▲ Translations Auto-Propagation Auto-Suggest Colors</li> <li>▲ Filters Formats</li> <li>▷ Machine Translation PM Plug-in Segmentation Settings TM Administration</li> <li>▷ Terminology</li> <li>▷ Transcheck</li> <li>▷ Translation Memory</li> </ul>	Available Formats Construction of the second state of the second		New Rename Remove
		ОК	Cancel

#### 2. Click New.

The New Format dialog box appears.

New Forma	t	×
Filters		l
Filter Type:	ASP Filter	•
	📧 Excel 2007 Filter	
	🕙 Excel Filter	
	HTM Filter	
	HTML Filter	-
Filter Name:		
	ОК	Cancel

3. Select the desired filter from the list, and click **OK**.

#### Selecting FrameMaker filter preferences

The FrameMaker filter preferences must be set before using this filter option.

To set FrameMaker filter preferences:

- Open Wordfast Pro 3 and click Edit > Preferences > Translations > Filters >Formats. The Formats dialog box appears. The default filters appear in the Available Formats box.
- Select Format Type as Default MIF Filter. The FrameMaker Filter options appear.
   Note: The MIF versions supported are 8, 9, 10, and 12.

Preferences (Filtered)	
type filter text	Formats 💌
<ul> <li>General</li> <li>Appearance Colors and Fonts Views AutoSave Connection Settings Shortcut Keys User Name</li> <li>Spelling Hunspell Temp Files</li> <li>Translations Auto-Propagation Auto-Suggest Colors</li> <li>Filters Formats</li> <li>Machine Translation Google Translate Microsoft Translate Microsoft Translate WorldLingo PM Plug-in Segmentation Settings TM Administration</li> <li>Terminology Blacklist Glossary List Glossary List Glossary Priority</li> <li>Transcheck Copied Source Che Forbidden Characte Numerical</li> </ul>	Available Formats         Image: Default Java Properties Filter         Image: Default MIF Filter         Image: Default PowerPoint 2007 Filter         Image: Default PowerPoint 2007 Filter         Image: Default PowerPoint Filter         Image: Default SULXLIFF Filter         Image: Default SULXLIFF Filter         Image: Default SULXLIFF Filter         Image: Default TXLIFF Filter     <
	OK Cancel

3. Select the required FrameMaker filter preferences.

Select	to
Translate	send reference pages for translation
Reference Pages	
Translate Master	send master pages for translation
Pages	

Select	to
Translate	send text marked as variable for translation.
Variables	
Translate Cross	send text marked as cross reference for translation
References	
Translate	send text with number formatting for translation.
Autonumber	
Formatting	
Translate Hidden	send text marked as hidden and conditional for translation.
Conditional Text	
Translate Tab as	send text containing tab spaces for translation. If unchecked, a tag
Text:	appears in the TXML instead of the tab.
Translate	send text with discretionary hyphens for translation. Discretionary
Discretionary	hyphens are part of the source language, and are removed by
Hyphen as Tag:	default. (Hard hyphens are always translated as tags in TXML
	extraction.) If unchecked, these hyphens will be removed from the
	file when sent for translation.
Translate Marker	send text marked with a FrameMaker marker type for translation.
Types	

- 4. Enter the Marker Type(s) that should be included in the translation.
- Enter the Table IDs of the tables in the IDML that should be excluded in the translation.
   Note: Use comma-separated values for Table IDs that are to be included.
- 6. Click **Apply** and **OK**, to confirm the FrameMaker filter preferences.

#### Selecting ICML filter preferences

The InCopy (ICML) filter preferences must be set before using this filter option

To set the ICML filter preferences:

- Open Wordfast and click Edit > Preferences > Translations > Filters >Formats.
   The Formats dialog box appears. The default filters appear in the Available Formats box.
- Select Format Type as Default ICML Filter. The ICML Filter options appear.

Preferences (Filtered)		
type filter text	Formats	•
b General	Available Formats	
<ul> <li>Spelling Temp Files</li> <li>Translations Auto-Propagation Auto-Suggest Colors</li> <li>Filters Formats</li> <li>Machine Translation PM Plug-in Segmentation Settings TM Administration</li> <li>Terminology</li> <li>Transcheck</li> <li>Translation Memory</li> </ul>	Available Formats          Perault ASP Filter         Default Excel 2007 Filter         Default Excel Filter         Default HTM Filter         Default HTML Filter         Default IDML Filter (newer version)         Default IDML Filter (newer version)         Default JSP Filter         Default JSP Filter         Default JSP Filter         Default Java Properties Filter         Adobe InCopy ICML files (*.icml)         Translate Hidden Text         Translate Locked Layers         Delete Leading         V Delete Tracking         Translate Bookmarks         V Translate Index Stories         V Detect Index Stories         V Detect Index Stories         V Detect Index Stories         V Detex	Image: Second
		Restore <u>D</u> efaults <u>Apply</u>
		OK Cancel

3. Select the properties for the filter.

Select	to
Translate Hidden Text	translate hidden text.
Translate Line Break as Tag	add tags to line breaks, resulting in merged segments.
Translate Locked Layers	translate text in locked layers.
Delete Leading	delete a leading attribute
Delete Tracking	delete a tracking attribute
Translate document properties	translate a document's properties

Select	to
Translate Bookmarks	translate a document's bookmarks
Translate Index Topics	translate a document's index topics
Translate Index Stories	translate a document's index stories
Detect Index Stories	detect a document's index stories
BR breaks segment	treat BR as internal placeable or part of a segment
Translate Cross Reference	extract cross references for translation.
Formats	
Translate Hidden Layers	translate hidden layers

- 4. Enter the names of the Hidden Layers to be translated.
- 5. Select the method for handling tabs: None, Tag or Break.
- 6. Select the method for handling line separators: **None**, **Tag** or **Break**.
- 7. Enter or browse to the Fontmapping file for the filter.
- 8. Rename the filter if desired.
- 9. Click OK.

#### Adding an Excel file filter

There are two default filters for Excel: Default Excel filter, and Default Excel 2007 filter. The steps for adding both filters are the same. In the example below, a Default Excel filter will be added.

To add an Excel file filter:

- Follow steps 1 and 2 from <u>Viewing default file filters</u>.
   The Formats dialog box appears. The default filters appear in the Available Formats box.
- 2. Select Format Type as Default Excel Filter.

The Excel Filter options appear.

Ype filter text       Pormats         > General       Spelling         Temp Files       Translations         Auto-Propagation       Auto-Suggest         Colors       Effect text         > Machine Translation       PM Physion         Segmentation Settings       Endmit MX Filter         Translation       PM Physion         Segmentation Settings       TM Administration         P Transcheck       Translation Memory         Translation Memory       Configuration:         Simple File       Setaul DML filter (Older version)         Default Sup Properties Filter       Temporties Filter         Translate Other Version Memory       Configuration:         Simple File none       Sample File none         Care       Setup         Translate hidden rows and columns       Translate hidden rows and columns         Translate cells with formulas       Translate cell over by column         Extract Soft Return as: Break       Choose XML config file       Browsee.         Note: Sample Erice XML config file       More Sample       Sample Files note         Translate Cell order by column       Extract Soft Return as: Break       Configuration:         Translate Cell order by column       Extract Soft Return as: Break       Droverule	Preferences (Filtered)	
<ul> <li>&gt; Spelling Temp Files</li> <li>Translations</li> <li>Auto-Propagation Auto-Suggest Colors</li> <li>Filters</li> <li>Formatsi</li> <li>Machine Translation PM Plug-in Segmentation Settings TM Administration</li> <li>Terminology</li> <li>Terminology</li> <li>Transcheck</li> <li>Translation Memory</li> <li>Configuration: Simple Sample File: none</li> <li>Celar Setup</li> <li>Translate Names</li> <li>Translate bidden sheets</li> <li>Translate Drop-down list contents</li> <li>Translate Configuration comment</li> <li>Translate Configuration file can be found in </li></ul>	type filter text	Formats 👻
<ul> <li>b) Spelling Temp Files</li> <li>Translations Auto-Propagation Auto-Propa</li></ul>	⊳ General	Available Formats
<ul> <li>Translations</li> <li>Auto-Propagation Auto-Propagation Auto-Suggest Colors</li> <li>Filters</li> <li>Machine Translation PM Plug-in Segmentation Settings TM Administration</li> <li>Terminology</li> <li>Transcheck</li> <li>Translation Memory</li> <li>Configuration: Simple Sample File: none</li> <li>Clear</li> <li>Setup</li> <li>Translate Colored Names</li> <li>Translate Colored Names&lt;</li></ul>		
Auto-Propagation Auto-Sugget Colors Filters Formatis Machine Translation PM Plug-in Segmentation Settings TM Administration Terminology Transcheck Translation Memory Clear Configuration: Simple Sample Filt: none Clear Setup Translate bidden rows and columns Translate DataVilidation comment Translate DataVilidation comment Translate DataVilidation comment Translate DataVilidation comment Translate DataVilidation comment Translate Collor diverses stored in text format as real numbers Translate Collor diverses stored in text format as real numbers Translate Collor diverses stored in text format as real numbers Translate Collor diverses stored in text format as real numbers Translate Collor diverses stored in text format as real numbers Translate Collor diverses stored in text format as real numbers Translate Collor diverses stored in text format as real numbers Translate Collor diverses stored in text format as real numbers Translate Collor diverses stored in text format as real numbers Translate Collor diverses tored in text format as real numbers Translate Collor diverses tored in text format as real numbers Translate Collor diverses tored in text format as real numbers Translate Collor diverses tored in text format as real numbers Translate Collor diverses tored in text format as real numbers Translate Collor diverses tored in text format as real numbers Translate Collor diverses tored in text format as real numbers Translate Collor diverses tored in text format as real numbers Translate Collor diverses tored in text format as real numbers Translate Collor diverses tored in text format as real numbers Translate Collor diverses tored in text format as real numbers Translate Collor diverses tored in text format as real numbers Translate Collor diverses tored in text		
Auto-Propagation Auto-Propagation Auto-Suggest Colors Filters Formats Machine Translation PM Plug-in Segmentation Settings TM Administration P Terminology Transcheck Translation Memory Configuration: Simple Sample File: none Clear Sample File: none Clear Translate Names Translate Names Translate Class Translate Class Trans	▲ Translations	Rename
Colors A Filters Formats Machine Translation PM Plug-in Segmentation Settings TM Administration P Terminology Transletck Translation Memory Configuration: Simple Sample File: none Clear Setup Translate Sheet Names Translate bidden rows and columns Translate cells with formulas Translate cell order by column Extract Soft Return as: Break More Sample Excel Configuration. Restore Default D	. 2	Default Excel Filter
<ul> <li>Filters <ul> <li>Formatis</li> <li>Machine Translation</li> <li>PM Plug-in</li> <li>Segmentation Settings</li> <li>TM Administration</li> <li>Terminology</li> <li>Transcheck</li> <li>Translation Memory</li> </ul> </li> <li>Configuration: Simple <ul> <li>Sample File: none</li> <li>Clear</li> <li>Setup</li> <li>Translate Charmes</li> <li>Translate columns</li> &lt;</ul></li></ul>		Default HTM Filter
Formats         Machine Translation         MP lug-in         Segmentation Settings         TM Administration         Terminology         Transcheck         Translation Memory         O Configuration: Simple         Sample File: none         Clear         Setup         Translate hidden sheets         Translate bidden sheets         Translate bidden sheets         Translate Correct bit Valuation comment         Translate Correct bit Valuation comment         Translate Correct bit Valuation comment         Translate Cord or Valuation         More Sample Excel XML config file:         Browse-         Note: Sample Excel XML config file:         Browse- <td></td> <td>Default HTML Filter</td>		Default HTML Filter
<ul> <li>Machine Translation PM Plug-in Segmentation Settings TM Administration</li> <li>Terminology</li> <li>Transcheck</li> <li>Translation Memory</li> <li>Configuration: Simple Sample File: none</li> <li>Clear Setup</li> <li>Translate bheet Names</li> <li>Translate bheet Names</li> <li>Translate hidden rows and columns</li> <li>Translate hidden sheets</li> <li>Translate hidden sheets</li> <li>Translate hidden sheets</li> <li>Translate bidden rows and columns</li> <li>Translate bidden rows and columns</li> <li>Translate hidden sheets</li> <li>Translate bidden rows and columns</li> <li>Translate bidden sheets</li> <li>Translate cells with formulas</li> <li>Translate cells with formulas</li> <li>Translate cells with formulas</li> <li>Translate cell order by column</li> <li>Extract Soft Return as: Break </li> <li>Choose XML config file</li> <li>Browse</li> <li>Note: Sample Excel XML config folder. Please make a copy of sample to setup Excel configuration.</li> </ul>		🔃 Default ICML Filter
PM Plug-in Segmentation Settings TM Administration 1 Terminology 1 Transcheck Translation Memory Clear Clea		Default IDML filter (older version)
Segmentation Settings TM Administration P Terminology Transcheck Translation Memory Clear Sample File: none Clear Setup Translate Sheet Names Translate collowing of the start Translate hidden rows and columns Translate hidden rows and columns Translate hidden sheets Translate bidden sheets Translate Data Validation comment Translate Data Validation comment Translate Data Validation comment Translate Collowing file: Translate Collowing file: Retweet. Note: Sample Excel XML config file: Retweet. Note: Sample Excel XML config folder. Please make a copy of sample to setup Excel config rolder. Please make a copy of sample	-	Default INX Filter
TM Administration  Terminology  Transcheck  Clear Clear Clear Clear Clear Clear Translate hidden rows and columns Translate cells with formulas Translate cells with formulas Translate hidden rows and columns Translate cells with formulas Translate rows and columns Translate cells with formulas Translate cells with formulas Translate cells with formulas Translate cells with formulas Translate hidden rows and column Extract Soft Return as: Translate rows and rows and column Extract Soft Return as: Translate rows and rows and column Reture to setup Excel config folder. Please make a copy of sample to setup Excel config rolder. Please make a copy of sample to setup Excel config rolder. Please make a copy of sample to setup Excel config rolder. Please make a copy of sample to setup Excel config rolder. Please make a copy of sample Translate rows and rows and rows and rows and rows a	_	📓 Default JSP Filter
<ul> <li>□ Terminology</li> <li>□ Transcheck</li> <li>□ Translation Memory</li> <li>○ Configuration: Simple Sample File: none</li> <li>○ Clear Setup</li> <li>○ Translate Sheet Names</li> <li>○ Translate columns</li> <li>□ Translate hidden rows and columns</li> <li>□ Translate hidden rows and columns</li> <li>□ Translate cells with formulas</li> <li>○ Translate cells with formulas</li> <li>○ Translate Data Validation comment</li> <li>○ Translate Colorer by column</li> <li>Extract Soft Return as: Break ▼</li> <li>○ Choose XML config file: Browse</li> <li>Note: Sample Excel Config folder. Please make a copy of sample to setup Excel configuration.</li> </ul>		Default Java Properties Filter
<ul> <li>Transcheck</li> <li>Translation Memory</li> <li>Configuration: Simple Sample File: none</li> <li>Clear Setup</li> <li>Translate Sheet Names</li> <li>Translate Sheet Names</li> <li>Translate comments</li> <li>Translate hidden rows and columns</li> <li>Translate hidden sheets</li> <li>Translate cells with formulas</li> <li>Translate Drav Aulidation comment</li> <li>Translate Drave during the store of the store</li></ul>		Em Default MIE Eilter
<ul> <li>Translation Memory</li> <li>Configuration: Simple Sample File: none</li> <li>Clear Setup</li> <li>Translate Sheet Names</li> <li>Translate comments</li> <li>Translate hidden rows and columns</li> <li>Translate hidden sheets</li> <li>Translate cells with formulas</li> <li>Translate Data Validation comment</li> <li>Translate Data Validation comment</li> <li>Translate Data Validation comment</li> <li>Translate Color by column</li> <li>Extract Soft Return as: Break</li> <li>Choose XML config file: Browse</li> <li>Note: Sample Excel XML config folder. Please make a copy of sample to setup Excel config folder. Please make a copy of sample</li> </ul>		Microsoft Excel 2007 and 2010 files (*.xlsx, *.xlsm)
© Configuration:       Simple         Sample File: none       Clear         © Translate Sheet Names       Translate Sheet Names         © Translate comments       Translate comments         Translate hidden rows and columns       Translate hidden sheets         Translate cells with formulas       © Translate cells with formulas         © Translate Drop-down list contents       © Translate Column         © Translate Column       Extract Soft Return as: Break ▼         © Choose XML config file:       Browse         Note: Sample Excel XML config file:       Browse         Note: Sample Excel Config folder. Please make a copy of sample       to setup Excel config rolder. Please make a copy of sample         to setup Excel config rolder.       Restore Defaults       Apply		
Clear       Setup         Translate Sheet Names         Translate comments         Translate hidden rows and columns         Translate hidden sheets         Translate cells with formulas         Translate Data Validation comment         Translate Data Validation comment         Translate Drop-down list contents         Translate cell order by column         Extract Soft Return as:         Extract Soft Return as:         Break         O Choose XML configuration file can be found in        wf_workspace\Excel config folder. Please make a copy of sample         to setup Excel config folder.         Restore Defaults	Franslation Memory	Configuration: Simple
<ul> <li>♥ Translate Sheet Names</li> <li>♥ Translate comments</li> <li>♥ Translate hidden rows and columns</li> <li>♥ Translate hidden sheets</li> <li>♥ Translate cells with formulas</li> <li>♥ Translate cells with formulas</li> <li>♥ Translate Data Validation comment</li> <li>♥ Treat numbers stored in text format as real numbers</li> <li>♥ Translate Drop-down list contents</li> <li>♥ Translate cell order by column</li> <li>Extract Soft Return as: Break ▼</li> <li>● Choose XML config file: Browse</li> <li>Note: Sample Excel XML config folder. Please make a copy of sample to setup Excel config folder. Please make a copy of sample</li> <li>to setup Excel configuration.</li> </ul>		Sample File: none
♥ Translate Sheet Names         ♥ Translate comments         ● Translate hidden rows and columns         ■ Translate hidden sheets         ■ Translate cells with formulas         ♥ Translate Cells with formulas         ♥ Translate Data Validation comment         ♥ Translate Drop-down list contents         ♥ Translate Cell order by column         Extract Soft Return as:         ● Choose XML config file:         ● Note:         Sample Excel XML config folder.         Please make a copy of sample         to setup Excel config folder.         Please make a copy of sample         to setup Excel configuration.		Clear
Image: Construct of the sector of the sec		
Translate hidden rows and columns         Translate hidden sheets         Translate cells with formulas         Translate Data Validation comment         Translate Drop-down list contents         Translate cell order by column         Extract Soft Return as:         Break         Choose XML config file:         Note:         Sample Excel XML config folder.         Please make a copy of sample to setup Excel config ration.             Restore Defaults		
<ul> <li>☐ Translate hidden sheets</li> <li>☐ Translate cells with formulas</li> <li>☑ Translate Data Validation comment</li> <li>☑ Translate Drop-down list contents</li> <li>☑ Translate cell order by column</li> <li>Extract Soft Return as: Break ▼</li> <li>◎ Choose XML config file: Browse</li> <li>Note: Sample Excel XML config folder. Please make a copy of sample to setup Excel configuration.</li> </ul>		
<ul> <li>□ Translate cells with formulas</li> <li>□ Translate Data Validation comment</li> <li>□ Translate Drop-down list contents</li> <li>□ Translate cell order by column</li> <li>Extract Soft Return as: Break </li> <li>□ Choose XML config file:</li> <li>□ Browse</li> <li>Note: Sample Excel XML configuration file can be found inwf_workspace\Excel config folder. Please make a copy of sample to setup Excel configuration.</li> <li>Restore Defaults Apply</li> </ul>		
<ul> <li>✓ Translate Data Validation comment</li> <li>✓ Translate Drop-down list contents</li> <li>✓ Translate cell order by column</li> <li>Extract Soft Return as: Break ▼</li> <li>Choose XML config file: Browse Note: Sample Excel XML config folder. Please make a copy of sample to setup Excel config rolder. Please make a copy of sample to setup Excel configuration. Restore Defaults Apply</li></ul>		
Image: Construct of the state of the s		
✓ Translate Drop-down list contents         ✓ Translate cell order by column         Extract Soft Return as: Break ▼         ● Choose XML config file:       Browse         Note: Sample Excel XML configuration file can be found inwf_workspace\Excel config folder. Please make a copy of sample to setup Excel configuration.         Restore Defaults       Apply		
Image: Construction of the second		
Extract Soft Return as: Break         Choose XML config file:       Browse         Note: Sample Excel XML configuration file can be found in         wf_workspace\Excel config folder. Please make a copy of sample       to setup Excel configuration.         Restore Defaults       Apply		
Choose XML config file: Browse Note: Sample Excel XML configuration file can be found in .wf_workspace\Excel config folder. Please make a copy of sample to setup Excel configuration. Restore Defaults Apply		Translate cell order by column
Note: Sample Excel XML configuration file can be found in .wf_workspace\Excel config folder. Please make a copy of sample to setup Excel configuration. Restore Defaults Apply		Extract Soft Return as: Break 💌
Note: Sample Excel XML configuration file can be found in .wf_workspace\Excel config folder. Please make a copy of sample to setup Excel configuration. Restore Defaults Apply		
wf_workspace\Excel config folder. Please make a copy of sample to setup Excel configuration. Restore Defaults Apply		Choose XML config file: Browse
wf_workspace\Excel config folder. Please make a copy of sample to setup Excel configuration. Restore Defaults Apply		Note: Sample Excel XML configuration file can be found in
Restore Defaults   Apply		.wf_workspace\Excel config folder. Please make a copy of sample
		to setup Excel configuration.
OK Cancel		Restore <u>D</u> efaults <u>Apply</u>
		OK Cancel

## 3. Click Setup.

The Choose Excel File... dialog box appears.

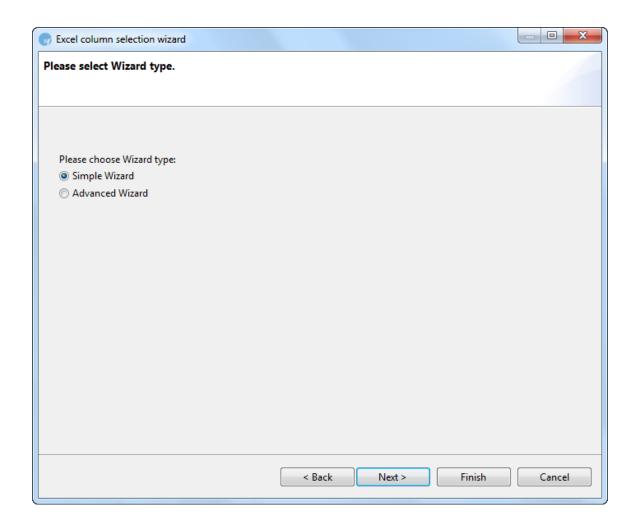
🕽 🌍 🗢 🚺 🕨 Compu	ter 🕨	My Passport (E:)      Christine      test files		<b>- 4</b> , S	Search test files	
Organize 🔻 New fol	der					
🔢 Recent Places	*	Name	Date modified	Туре	Size	
😌 Dropbox		🔊 maxlength.xlsx	12/19/2014 3:20 PM	Microsoft Excel W	24 KB	
<b>E</b>	Ξ	Demo_Glossary_en-de.xlsx	12/19/2014 3:06 PM	Microsoft Excel W	11 KB	
🛱 Libraries		Demo_Glossary_en-de.txt.xlsx	12/19/2014 2:53 PM	Microsoft Excel W	10 KB	
Documents		🔊 common_terms_en_de_sp_fr.xlsx	8/9/2013 3:20 PM	Microsoft Excel W	10 KB	
J Music		🕘 common_terms_en_de.xlsx	12/19/2014 10:50	Microsoft Excel W	10 KB	
Pictures		퉬 Ultimate_source	12/19/2014 2:13 PM	File folder		
🛃 Videos		퉬 Ultimate	12/22/2014 9:41 AM	File folder		
🖳 Computer		퉬 TXML	11/10/2014 10:59	File folder		
WINDOWS (C:)		鷆 tso	12/17/2014 3:35 PM	File folder		
My Passport (E:)		퉬 test	3/11/2014 12:41 PM	File folder		
iviy Passport (E:)	Ŧ	🛄 replaceables	3/11/2014 12-38 PM	File folder		
File name:				▼ [A]	l supported files	
					Open Ca	ncel

Select an Excel file and click **Open**.
 The Excel Column Selection Wizard appears.

Excel column selection wizard		
Welcome to Excel Column Selection Wizard		
The Excel Column Selection Wizard simplifies the Excel file translation process.		
The subsequent screens are as follows:		
<ol> <li>*Select Wizard Type* is used to select Simple or Advanced wizard.</li> </ol>		
Simple Wizard: allows you to select a row as the column header for translation. Advanced Wizard: as the column header and choose the columns for translation. It also creates a Target column where appear.		
2. *Preview page* models an Excel document. There are tabs corresponding to each Excel sheet. Each tab contains the following:		
Number of preview rows drop down list: to choose the number of rows to be viewed. Use header Excel sheet headers as column header during translation Table: with the Excel sheet contents	check box: to select the	
3. *Selection page (Advanced Only)* is used to select columns for translation.		
<ol> <li>*Regular expression page (Advanced Only)* is used to provide a pattern to markup any embedded column.</li> </ol>	HTML or variables in the	
< Back Next > Finis	sh Cancel	

5. Read the instructions carefully and click **Next**.

The Select Wizard type page appears.



- 6. Select the wizard type. You have two options:
  - <u>Simple Wizard</u>: selects all rows with content for translation
  - <u>Advanced Wizard</u>: allows you to choose the columns for translation. It also creates a Target column where the translated text will appear.

#### **Simple Wizard**

To run the Simple wizard:

- 1. Follow steps 1 to 6 from Adding an Excel file filter.
- Select Simple Wizard and click Next.
   The Preview page appears.

	Excel column selection wizard					
P	Preview page					
-	Please Sheet	select table row to use as column header. 1				
1	Plea	se choose number of preview rows. 15 🔻	2	2 🔽 use he	aders?	
3	1	Source Translation	Length Restriction	Target		
3	2	new product	non numerals			
	3	This is new.	10			
	4	This is not new.	10			
	5	The product is shipped.	20			
	6	The product is available.	20		=	
	7	The product is not available.	20			
	8	The product is perishable.	40			
	9	The product is not perishable.	20			
	10	The product is appropriate for all ages.	56			
	11	The product is not appropriate for children under age 18.	25			
	12	The product is working as expected.	50			
	13	The product is not working as expected.	35		-	
	15	The product is not working as expected.	33		~	
		< Back	Next > Finish	Ca		

The content in the Preview page is selected for translation. The Preview page models an Excel file.

Number	Use	
1	Please choose number of preview rows drop down list:	select the number of rows to show on the preview page.
2	Use headers check box:	use the column headers of the Excel sheet. If not selected, the column letter (A,B, C) appears in the next step.
3	Table with the Excel sheet contents	select the first row for translation. Rows above the selected row will not be translated.

3. Click Finish.

The configuration and sample file path appears in the Formats option box as shown below.

Preferences (Filtered)	
type filter text	Formats 🔹
	.wf_workspace\Excel config folder. Please make a copy of sample to setup Excel configuration.
	OK Cancel

• Select the **Translate Sheet Names** checkbox to include sheet names as translatable text. Selected by default.

- Select **Translate Comments** to clear it, and not include comments as translatable text. Selected by default.
- Select the **Translate hidden rows and columns** checkbox to include rows and columns hidden in the Excel file as translatable text.
- Select Translate hidden sheets to include hidden Excel sheets.
- Select the **Translate cell with formulas** checkbox to include cells with notes and formulas as translatable text.
- Select **Translate Data Validation** comment to clear it, and not include columns in the Excel sheet used to record comments validating the data, for example, columns recording vaccination data by date applied and dosage. Selected by default.
- Select the **Treat numbers stored in text format as real numbers** checkbox to include numbers as translatable text. Selected by default.
- Select **Translate Drop-down list contents** to include the drop-down list contents in the translation. Selected by default.
- Select **Translate cell order by column** to extract cells by columns, instead of by rows. Selected by default.
- Select the preferred option for Extract Soft Return as: Break or Tag.
- 4. Select **Choose XML config file** to format the filter using an XML file.

**Note**: Selecting this option disables the options immediately before. The XML file overrides the Excel Column Selection Wizard, if it has already been set up.

- 1. Click **Browse** to browse to the excelConfig file. The default file is a sample to be edited for your configuration. To edit the file:
  - 1. Copy the sample excelConfig file to your preferred folder.
  - 2. Open the copy of the sample excelConfig file in your preferred text or XML editor.
  - 3. Edit the copied sample excelConfig file to set up the filter configuration. The file acts as a template for your preferred filter setup.

Note: Remove or comment out any fields in XML that you are not using.

4. Save the file.

2. Select the path to the edited excelConfig file. An example is shown below.

💮 Preferences (Filtered)		J
type filter text	Formats 👻	
▲ General ▲ Appearance	Available Formats	
Colors and Fonts	Pefault ASP Filter New	
Views	Control Default Excel 2007 Filter  Rename  Rename	
AutoSave		
Connection Settings	Default HTM Filter     Remove	
Shortcut Keys User Name	Default HTML Filter	
⊿ Spelling	Tel Default ICML Filter	
Hunspell	Default IDML filter	
Temp Files	B Default JSP Filter	
▲ Translations	Default Java Properties Filter	
Auto-Propagation		
Auto-Suggest	Microsoft Excel 2007 and 2010 files (*.xlsx, *.xlsm)	
Colors		
⊿ Filters	Configuration: Simple	
Formats Machine Translation	Sample File: none	
PM Plug-in	Clear Setup	
Segmentation Settings	✓ Translate Sheet Names	
TM Administration	✓ Translate comments	
> Terminology	Translate hidden rows and columns	
b Transcheck	Translate hidden sheets	
Translation Memory	Translate cells with formulas	
Penalties	✓ Translate Data Validation comment	
TM List TM Priority	Translate Data validation comment Treat numbers stored in text format as real numbers	
TWIPHONEY		
	✓ Translate Drop-down list contents	
	Translate cell order by column	
	Extract Soft Return as: Break 💌	
	Choose XML config file: C:\Users\cjacques\AppData     Browse	
	Note: Sample Excel XML configuration file can be found in .wf_workspace\Excel config folder. Please make a copy of sample to setup Excel configuration.	
	Restore <u>D</u> efaults         Apply	
	OK Cancel	

- 3. Click Apply.
- 4. Click OK.

An Excel file filter is set up.

Note: You can now directly open Excel files using this filter. While opening files you must

choose the correct filter, when prompted. You can also rename the filter using the Rename button.

### **Advanced Wizard**

- 1. Follow steps 1 to 6 from Adding an Excel file filter.
- 2. Select Simple Wizard and click Next.

The Preview page appears.

of preview rows. 15 -	2 Length Restriction	🛛 🔽 use he	aders?
n	Length Restriction		
		Target	
	non numerals	-	
	10		
	10		
ipped.	20		
ailable.	20		E
ot available.	20		_
rishable.	40		
ot perishable.	20		
propriate for all ages.	56		
ot appropriate for children under age 18.	25		
orking as expected.	50		
ot working as expected.	35		-
	nipped. vailable. ot available. erishable. ot perishable. opropriate for all ages. ot appropriate for children under age 18. orking as expected. ot working as expected.	vailable. 20 ot available. 20 erishable. 20 erishable. 40 oppropriate for all ages. 56 ot appropriate for children under age 18. 25 orking as expected. 50	vailable. 20 20 20 20 20 20 20 20 20 20 20 20 20

The content in the Preview page is selected for translation. The Preview page models an Excel file.

Number	Use	
1	Please choose number of preview rows drop down list:	select the number of rows to show on the preview page.

Number	Use	
2	Use headers check	use the column headers of the
	box:	Excel sheet. If not selected, the
		column letter (A,B, C) appears in
		the next step.
3	Table with the	select the first row for translation.
_	Excel sheet	Rows above the selected row will
	contents	not be translated.

### 3. Click Next.|

The Selection page appears. If you have selected the Use header checkbox, the Excel sheet headers appear as column names, in the Column Name column. In the example below, the Excel sheet headers are Source Translation, Length Restriction, and Target. An example of the source Excel spreadsheet appears below.

Excel colum	nn selection wizard			
Selection pa	ge			
Please select of Sheet1	columns for translatio	on.		
Translate	Column name	Target column	Length Restriction column	
	Source Translation			
	Length Restriction			
	Target			
	columns across all sh	eet names		
Select end	d row number 1	* *		
			< Back Next >	Finish Cancel

	А	В	С
1	Source Translation	Length Restriction	Target
2	new product	characters allowed	translation
3	This is new.	10	
4	This is not new.	10	
5	The product is shipped.	20	
6	The product is available.	20	
7	The product is not available.	20	
8	The product is perishable.	40	
9	The product is not perishable.	20	
10	The product is appropriate for all ages.	56	
11	The product is not appropriate for children under age 18.	25	
12	The product is working as expected.	50	
13	The product is not working as expected.	35	
14	Where is the product?	15	
15	Will the product fit on a shelf that is one meter deep, and 2 meters high?	50	
16			
17	▶ N Sheet1 /♥		
াৰ ৰ	▶ ▶ Sheet1 🔁		

- 4. In the **Translate** column on the Selection page, select the columns for translation.
- Select the starting row number. The content extract begins with this row number, and ends at the selected end row number.
- Select the end row number. The content extract ends with this row number, having begun at the selected end row number.

The corresponding Column name appears in the Target column as shown in the example.

Excel column selection wizard				
election pa	ge			
lease select Sheet1	columns for translatio	on.		
Translate	Column name	Target column	Length Restriction column	
	Source Translation	Source Translation		
	Length Restriction	Length Restriction		
	Target	Target		
Select all	columns			
Select all	columns across all sh	eet names		
Select sta	rt row number 1	▲. ▼		
Select en	d row number 1			
			< Back Next >	Finish Cancel

### 5. Click Next.

The Regular expression page appears.

Excel column selection wizard	
Regular expression page	
Please enter Regular Expression.	
Regular expressions are used for excluding HTML codes or rather for converting them into "tags." HTML codes should be entered separated by   a pipe sign.	
For example: <b> </b> or for any tag you can just enter: <[^>]*>	
< Back Next >	Finish Cancel

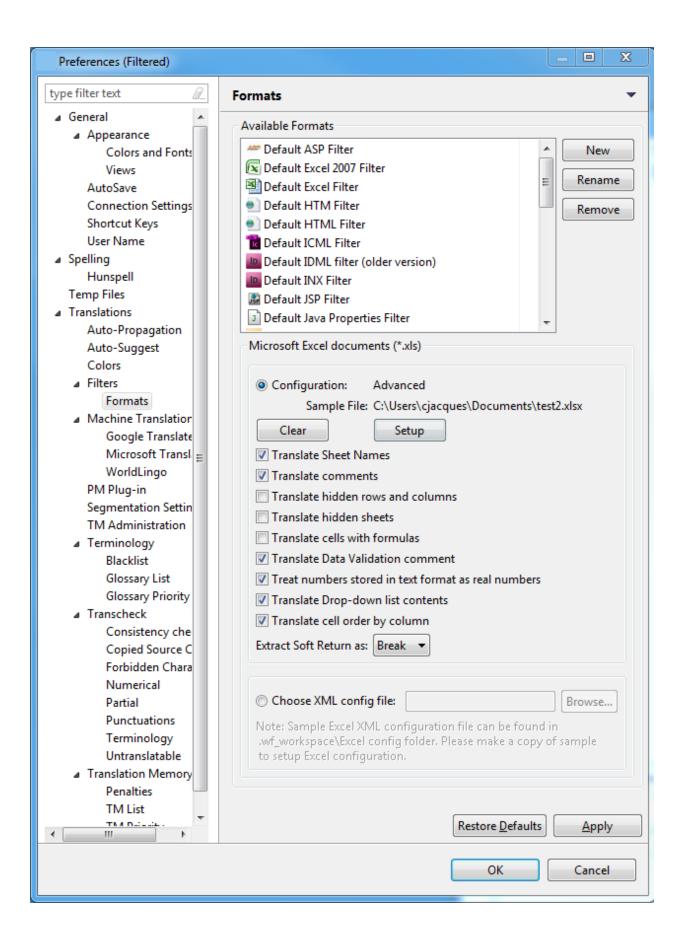
6. Enter a **Regular Expression** for the Excel analysis.

Note: A regular expression provides a pattern to mark up any embedded HTML tags or variables in a column as tags.

7. Click Finish.

The configuration and sample file path appears in the Formats Options box as shown in the

example below.



- Select the Translate Sheet Names checkbox to include sheet names as translatable text. Selected by default.
- Select **Translate Comments** to clear it, and not include comments as translatable text. Selected by default.
- Select the **Translate hidden rows and columns** checkbox to include rows and columns hidden in the Excel file as translatable text.
- Select Translate hidden sheets to include hidden Excel sheets.
- Select the **Translate cell with formulas** checkbox to include cells with notes and formulas as translatable text.
- Select **Translate Data Validation** comment to clear it, and not include columns in the Excel sheet used to record comments validating the data, for example, columns recording vaccination data by date applied and dosage. Selected by default.
- Select the **Treat numbers stored in text format as real numbers** checkbox to include numbers as translatable text. Selected by default.
- Select **Translate Drop-down list contents** to include the drop-down list contents in the translation. Selected by default.
- Select **Translate cell order by column** to extract cells by columns, instead of by rows. Selected by default.
- Select the preferred option for Extract Soft Return as: Break or Tag.
- 8. Select Choose XML config file to format the filter using an XML file.

**Note**: Selecting this option disables the options immediately before. The XML file overrides the Excel Column Selection Wizard, if it has already been set up.

- 1. Click **Browse** to browse to the excelConfig file. The default file is a sample to be edited for your configuration. To edit the file:
  - 1. Copy the sample excelConfig file to your preferred folder.
  - Open the copy of the sample excelConfig file in your preferred text or XML editor.
  - Edit the copied sample excelConfig file to set up the filter configuration. The file acts as a template for your preferred filter setup.
     Note: Remove or comment out any fields in XML that you are not using.
  - 4. Save the file.

2. Select the path to the edited excelConfig file. An example is shown below

Preferences (Filtered)		
type filter text	Formats	-
▲ General ▲ Appearance	Available Formats	
Colors and Fonts	Default ASP Filter	New
Views	Default Excel 2007 Filter	
AutoSave	Default Excel Filter	E Rename
Connection Settings	Default HTM Filter	Remove
Shortcut Keys	Default HTML Filter	
User Name	The Default ICML Filter	
⊿ Spelling	Default IDML filter (older version)	
Hunspell	Default INX Filter	
Temp Files	📓 Default JSP Filter	
Translations	Default Java Properties Filter	-
Auto-Propagation Auto-Suggest	Microsoft Excel 2007 and 2010 files (*.xlsx, *.xlsm)	
Colors	······································	
▲ Filters	Configuration: Simple	
Formats		
Machine Translation	Sample File: none	
PM Plug-in	Clear Setup	
Segmentation Settings	✓ Translate Sheet Names	
TM Administration	✓ Translate comments	
> Terminology	Translate hidden rows and columns	
Transcheck	Translate hidden sheets	
Translation Memory		
Penalties	Translate cells with formulas	
TM List	Translate Data Validation comment	
TM Priority	Treat numbers stored in text format as real numbers	bers
	Translate Drop-down list contents	
	✓ Translate cell order by column	
	Extract Soft Return as: Break 💌	
	Choose XML config file: C:\Users\cjacques\Ap Note: Sample Excel XML configuration file can be fo .wf_workspace\Excel config folder. Please make a c to setup Excel configuration.	ound in
	Restore <u>D</u> efa	ults <u>Apply</u> Cancel

- 3. Click Apply.
- 4. Click OK.

.

An Excel file filter is set up.

**Note**: You can now directly open Excel files using this filter. While opening files you must choose the correct filter, when prompted. You can also rename the filter using the Rename button.

# Adding a SubRip Text filter

- 1. Follow steps 1-3 from <u>Adding\_new\_file\_filters</u>.
- 2. Select Format Type as Default SRT Filter.

The SRT Filter options appear.

Preferences (Filtered)	
type filter text	Formats 👻
General     Appearance     Colors and Fonts     Views     AutoSave     Connection Settings     Memory Preferences     Shortcut Keys     Update Reminder     User Name     Spelling     Hunspell     Temp Files     Translations     Auto-Propagation     Auto-Suggest     Colors     Filters     Formats     Machine Translation     Google Translate     Microsoft Translate     WorldLingo     PM Plug-in	Available Formats          Available Formats            Pefault PDF Filter             Default Portable Object Filter             Default PowerPoint 2007 Filter             Default PowerPoint Filter             Default Quark Documents Filter             Default SDLXLIFF Filter             Default SNT Filter             Default SXT Filter             Default TXF Filter             Max Length: 40              Characters per segment             Line Break: 40             Que Paragraph Segmentation
Segmentation Settings 🗸 🗸	4
	OK Cancel

3. Click **New.** The New Format Dialog box appears.

New Forma	t	×	J
Filters			
Filter Type:	ASP Filter		
	💽 Excel 2007 Filter		
	Excel Filter		
	HTM Filter		
	HTML Filter	Ŧ	
Filter Name:			
	01		
	ОК	Cancel	

4. Select the SRT filter. and click **OK.** 

New Forma	t	x
Filters		
Filter Type:	🔄 PowerPoint 2007 Filter	
	PowerPoint Filter	
	🗒 RTF Filter	
	📾 SRT Filter	
	TXT Filter	-
Filter Name:	New SRT Filter 1	
	OK Canc	el

The new SRT filter appears in the Available Formats box.

Preferences (Filtered)		
type filter text	Formats	-
⊳ General	Available Formats	_
<ul> <li>Spelling Hunspell Temp Files</li> <li>Translations Auto-Propagation Auto-Suggest Colors</li> <li>Filters Formats</li> <li>Machine Translation PM Plug-in Segmentation Settings TM Administration</li> <li>Terminology</li> <li>Transcheck</li> <li>Translation Memory Penalties TM List TM Priority</li> </ul>	Image: Constraint of the second s	E
	OK Cancel	]

- 5. Rename the filter if desired.
- 6. Select the following options if required:

Select	to
Max length to ()	set the maximum number (length) of characters per
characters per	segment. The default is 40 characters per segment.
segment	
Line Break	set the maximum character count for a segment
	breaking to a new line in the target SRT file. The
	default is 40 characters per line.
Use Paragraph	segment sentences by paragraph, overriding any
Segmentation	other segmentation markers.

# Adding an IDML filter

- 1. Follow steps 1-3 from <u>Adding new file filters</u>.
- 2. Select the IDML filter from the list. There are two versions:

- Default IDML filter (newer version)
- IDML Filter (older version)

## Default IDML filter

1. Select **Default IDML filter (newer version)** from the list of formats.

Preferences (Filtered)			23
type filter text	Formats Available Formats		•
<ul> <li>Spelling Hunspell Temp Files</li> <li>Translations Auto-Propagation Auto-Suggest Colors</li> <li>Filters Formats</li> <li>Machine Translation PM Plug-in Segmentation Settings</li> <li>Terminology</li> <li>Transcheck</li> <li>Translation Memory</li> </ul>		New Rename Remove	
	ОК	Cancel	

The properties for the filter appear.

Preferences (Filtered)	
type filter text	Formats 🗢 🖛 🖛
b General	Available Formats
▷ Spelling Torren Files	Default ASP Filter     New
Temp Files Translations	Default Excel 2007 Filter
Auto-Propagation	Default Excel Filter Rename
Auto-Suggest	Default HTM Filter     Remove
Colors	Default HTML Filter
⊿ Filters	The Default ICML Filter
Formats	Default IDML Filter (newer version)
Machine Translation DM Diversity	Default INX Filter
PM Plug-in Segmentation Settings	Default JSP Filter
TM Administration	Default Java Properties Filter
> Terminology	Default MIF Filter     Default PDF Filter
Transcheck	Default Por Filter
Translation Memory	Default Portable Object inter
	Adobe InDesign IDML files (*.idml)
	Translate Hidden Text
	Translate Line Break as Tag
	Translate Locked Layers
	Delete Leading
	Delete Tracking
	Translate document properties
	Translate Bookmarks
	Translate Index Topics
	Translate Index Topics
	Detect Index Stories
	Br breaks segment
	Translate Cross Reference Formats
	Translate Hidden Layers
	Hidden Layer Names: Tab handling: Tag 💌
	Line separator handling: Break 💌
	Fontmapping file: Browse
	Note: Sample fontmapping file can be found in .wf_workspace\fontmapping folder. Please make a copy of the sample file to change target fonts. This avoids file getting overwritten during WF updates.
	Restore <u>D</u> efaults <u>Apply</u>
	OK Cancel

2. Select the properties for the filter.

Select	to
Translate Hidden Text	translate hidden text.
Translate Line Break as Tag	add tags to line breaks, resulting in merged segments.
Translate Locked Layers	translate text in locked layers.
Delete Leading	delete a leading attribute
Delete Tracking	delete a tracking attribute
Translate document properties	translate a document's properties
Translate Bookmarks	translate a document's bookmarks
Translate Index Topics	translate a document's index topics
Translate Index Stories	translate a document's index stories
Detect Index Stories	detect a document's index stories
BR breaks segment	treat BR as internal placeable or part of a segment
Translate Cross Reference	extract cross references for translation.
Formats	
Translate Hidden Layers	translate hidden layers

3. Enter the names of the Hidden Layers to be translated.

4. Select the method for handling tabs: **None**, **Tag** or **Break**.

5. Select the method for handling line separators: **None**, **Tag** or **Break**.

6. Enter or browse to the Fontmapping file for the filter.

## 7. Click OK.

The new IDML filter appears in the list.

Preferences (Filtered)	
type filter text	Formats 👻
▲ General	
Appearance	Available Formats
Colors and Fonts	Default RTF Filter
Views	Default SDLXLIFF Filter
AutoSave	Default SRT Filter
Connection Settings	Default TTX Filter
Memory Preferences	😡 Default TXLF Filter
Shortcut Keys	🗐 Default TXT Filter
Update Reminder	🖪 Default VDX Filter
User Name	😥 Default Word 2007 Filter
⊿ Spelling	Default Word Filter
Hunspell	Default XLIFF Filter
Temp Files	Default XML Filter
Translations	New IDML Filter (newer version) 1
Auto-Propagation	
Auto-Suggest	Adobe InDesign IDML files (*.idml)
Colors	Translate Hidden Text
⊿ Filters	Translate Line Break as Tag
Formats	Translate Locked Layers
Machine Translation	Delete Leading
Google Translate Microsoft Translate	☑ Delete Tracking
WorldLingo	Translate document properties
PM Plug-in	Translate Bookmarks
Segmentation Settings	Translate Index Topics
TM Administration	
▲ Terminology	Translate Index Stories
Blacklist	Detect Index Stories
Glossary List	Br breaks segment
Glossary Priority	Translate Cross Reference Formats
⊿ Transcheck	Translate Hidden Layers
Consistency check	Hidden Layer Names:
Copied Source Chec	
Forbidden Characte	Tab handling: Tag 👻
Numerical	Line separator handling: Break 💌
Partial	
Punctuations	Fontmapping file: Browse
Terminology	Note: Sample fontmapping file can be found in
Untranslatable	.wf_workspace\fontmapping folder. Please make a copy of
▲ Translation Memory	the sample file to change target fonts. This avoids file getting
Penalties	overwritten during WF updates.
TM List	
TM Priority	
	Restore Defaults Apply
4 III +	
	OK Cancel
	Cancer

- 8. Rename the filter if desired.
- 9. Click OK.
- 10. IDML Filter (older version)
- 1. Click New.
- 2. Select IDML Filter (older version) from the list of formats

**Note:** To add an IDML filter (newer version), it is recommended to follow the steps for the Default IDML filter.

New Forma	t	23
Filters		
Filter Type:	ASP Filter	*
	📧 Excel 2007 Filter	=
	Excel Filter	
	• HTM Filter	
	HTML Filter	
	TCML Filter	
	IDML Filter (newer version)	
	IDML filter (older version)	-
Filter Name:		
	OK	el

### 3. Click OK.

The new IDML filter appears in the list.

Preferences (Filtered)		
type filter text	Formats	<b>⇔</b> • ⇒ • •
<ul> <li>General</li> <li>Spelling Temp Files</li> <li>Translations         <ul> <li>Auto-Propagation</li> <li>Auto-Suggest</li> <li>Colors</li> <li>Filters</li> <li>Formats</li> </ul> </li> <li>Machine Translation         <ul> <li>PM Plug-in</li> <li>Segmentation Settings</li> <li>TM Administration</li> <li>Terminology</li> <li>Translation Memory</li> </ul> </li> </ul>	Available Formats          Default TXT Filter         Default VDX Filter         Pefault Word 2007 Filter         Default Word Filter         Default XLIFF Filter         Default XML Filter         New IDML Filter (newer version) 1         New IDML Filter (older version) 2         New IDML filter (older version) 1         Translate Line Break as Tag         Fontmapping file:         Note: Sample fontmapping folder. Please make a copy the sample file to change target fonts. This avoids file g overwritten during WF updates.	
	ОК	Cancel

4. Select the properties for the filter.

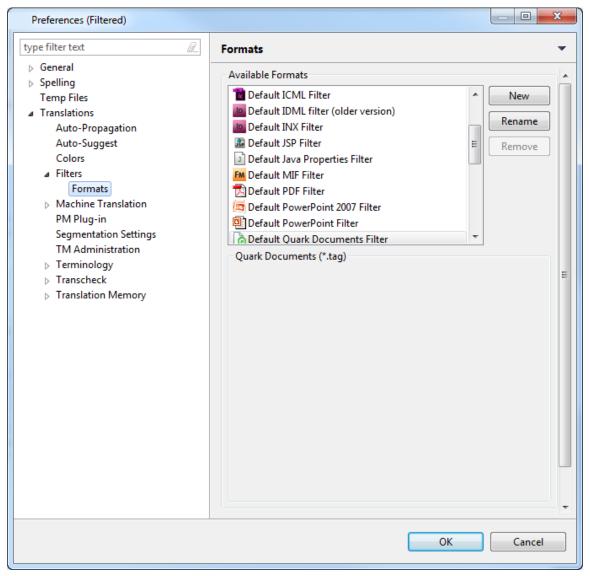
Select	to
Translate Line	add tags to line breaks, resulting in
Break as Tag	merged segments.

- 5. Enter or browse to the Fontmapping file for the filter.
- 6. Rename the filter if desired.
- 7. Click OK.

# Adding a Quark Documents filter

- 1. Follow steps 1-3 from Adding new file filters.
- 2. Select Format Type as Default Quark Documents Filter

The Quark Documents Filter options appear.



3. Click **New.** The New Format Dialog box appears.

New Forma	t	×	J
Filters			
Filter Type:	ASP Filter		
	Excel 2007 Filter		
	Excel Filter		
	<ul> <li>HTM Filter</li> <li>HTML Filter</li> </ul>		
		Ψ.	
Filter Name:			
· · · · · · · · · · · · · · · · · · ·			
	ОК	Cancel	

4. Select the Quark Documents Filter and click **OK.** 

💮 New Forma	t	×
Filters		
Filter Type:	FM MIF Filter	
	🔄 PowerPoint 2007 Filter	
	PowerPoint Filter	
	👌 Quark Documents Filter	
	🚆 RTF Filter	Ŧ
Filter Name:	New Quark Documents Filter 1	
· · · · · · · · · · · · · · · · · · ·		
	OK Can	cel

The new Quark filter appears in the Available Formats box.

Preferences (Filtered)	
type filter text General Appearance Colors and Fonts	Formats
Views AutoSave Connection Settings Memory Preferences Shortcut Keys Update Reminder User Name Spelling Temp Files Translations Auto-Propagation Auto-Suggest Colors Filters Formats	Default TXX Filter  Default TXLF Filter  Default VDX Filter  Default Word 2007 Filter  Default Word Filter  Default XLIFF Filter  Default XLIFF Filter  Default XML Filter  Quark Documents Filter 1  Quark Documents (*.tag)
<ul> <li>Machine Translation PM Plug-in Segmentation Settings</li> <li>Terminology</li> <li>Transcheck</li> <li>Translation Memory</li> </ul>	Restore Defaults
	OK Cancel

5. Rename the filter if desired.

# Adding a new text-based (XML) filter

To add a new text-based filter:

1. Follow steps 1 and 2 from <u>Viewing default file filters</u>.

The Formats dialog box appears. The default filters appear in the Available formats box.

Preferences (Filtered)		
type filter text       Image: Constraint of the second secon	Formats Available Formats  Control Default ASP Filter  Control Default Excel 2007 Filter  Default Excel Filter  Default HTML Filter  Default HTML Filter  Default IDML filter (older version)  Default INX Filter  Default JSP Filter  Default JSP Filter  Default Java Properties Filter	Rename Remove
		OK Cancel

2. Click New.

The New Format dialog box appears.

New Format		23
Filters		
Filter Type:	ASP Filter	*
	📧 Excel 2007 Filter	
	Excel Filter	
	HTM Filter	
-	HTML Filter	-
Filter Name:		
-		
	OK Canc	el

3. Select the Text based Filter type and click OK.

💮 New Format		
Filters		
Filter Type:	🚆 RTF Filter 듣 TXT Filter	•
	Text Based Filter VDX Filter	
	Word 2007 Filter	-
Filter Name:	New Text Based Filter 1	
	ОК	Cancel

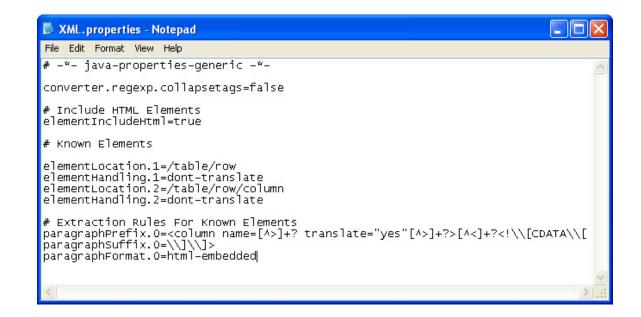
The New Text Based Filter appears in the Available Formats box.

Preferences (Filtered)				
type filter text	Formats		\$	• • ⇔ • •
<ul> <li>General</li> <li>Spelling Hunspell Temp Files</li> <li>Translations Auto-Propagation Auto-Suggest</li> </ul>	Available Formats — Default ASP Filter Default Excel 2007 Default Excel Filter Default HTM Filter Default HTML Filter		E	New Rename Remove
Auto-Suggest Colors Filters Formats Machine Translation PM Plug-in	Default ITML Filter Default IDML filter Default INX Filter Default JSP Filter	(older version)	Ŧ	
Segmentation Settings TM Administration	Text Based Filter (*.xm	nl)		
▷ Terminology	Source Encoding:	UTF-8		-
<ul> <li>Transcheck</li> <li>Translation Memory</li> </ul>	Target Encoding:	UTF-8		-
	Conversion rules:			
	Extension:	*.xml		
		_		
		Re	store <u>D</u> efaults	Apply
			ОК	Cancel

- 4. Select the filter and click **Rename**, to change the filter name.
- 5. Select any other requirements. In this example, you will select the Source and Target **Encoding** as UTF-8.

6. Browse and select the **Conversion rules** file.

**Note**: The conversion rules file includes commands describing the content to be translated in the XML files. Find below an example rules file.

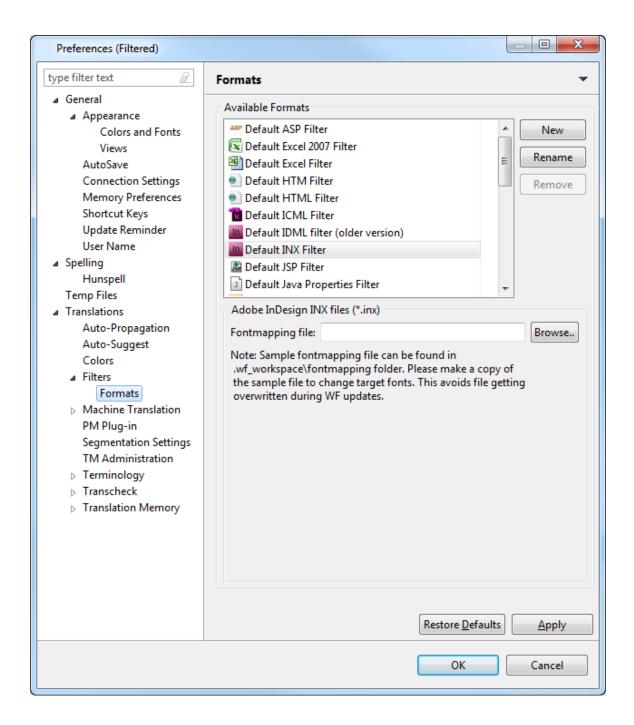


7. Click **Apply** and **OK**.

A new XML filter is set up.

### **Selecting INX filter preferences**

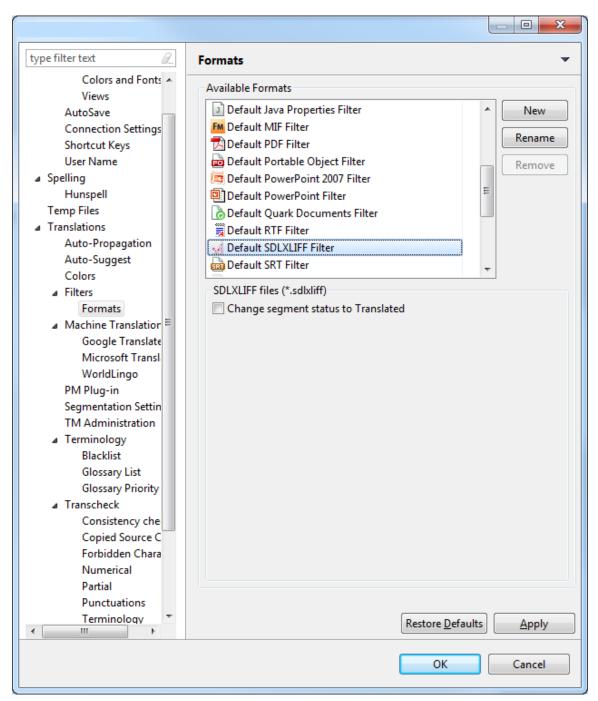
- Open Wordfast Pro 3 and click Edit > Preferences > Translations > Filters >Formats.
   The Formats dialog box appears. The default filters appear in the Available Formats box.
- Select filter type as Default INX Filter. The INX filter options appear.



3. Enter or browse to the Fontmapping file for the filter.

## Selecting SDLXLIFF filter preferences

- Open Wordfast Pro 3 and click Edit > Preferences > Translations > Filters >Formats. The Formats dialog box appears. The default filters appear in the Available Formats box.
- Select filter type as Default SDLXLIFF Filter. The SDLXLIFF filter options appear.



3. Select Change segment status to Translated to save the translation as Translated.

## Adding a Word filter

There are two default filters for Word:

Default Word Filter

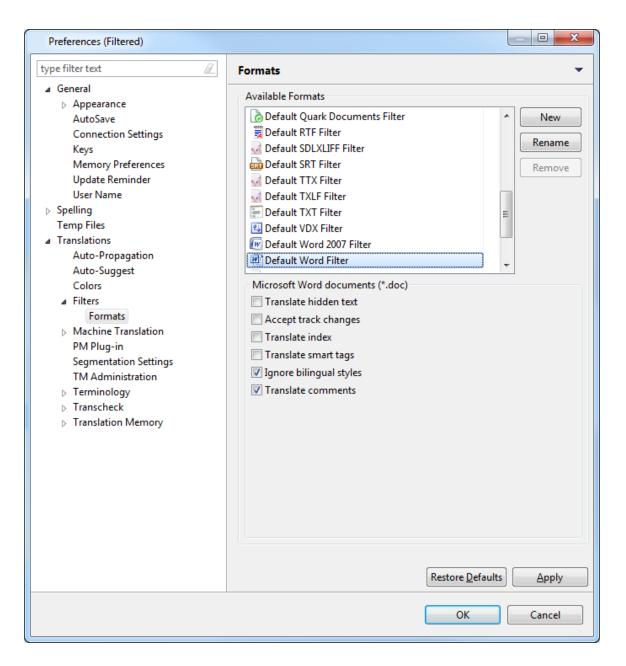
Default Word 2007 Filter

### Adding a default Word filter

To add a Word filter:

- 1. Follow steps 1-3 from Adding\_new\_file\_filters.
- 2. Select Format Type as Default Word Filter.

The Word Filter options appear.



3. Enable the following options, if required:

Select	to
Translate hidden text	include hidden text as translatable text.
Accept track changes	include tracked changes as translatable text.
Translate index	include Index text as translatable text.
Translate smart tags	include smart tags as translatable text.
Ignore Bilingual styles	Ignore bilingual styles (Wordfast
	Classic/Trados Workbench-style files) Selected by
	default.
Translate comments	translate comments in the document. Selected by
	default.

4. Click **Apply** and **OK**, to confirm the Word filter preferences.

## Adding a Word 2007 filter

To add a Word 2007 filter:

1. Follow steps 1-3 from <u>Adding\_new\_file\_filters</u>.

2. Select Format Type as Default Word 2007 Filter.

The Word Filter options appear.

Preferences (Filtered)	
<ul> <li>type filter text</li> <li>General</li> <li>Appearance AutoSave Connection Settings Keys Memory Preferences Update Reminder User Name</li> <li>Spelling Temp Files</li> <li>Translations Auto-Propagation Auto-Suggest Colors</li> <li>Filters</li> <li>Formats</li> <li>Machine Translation PM Plug-in Segmentation Settings TM Administration</li> <li>Terminology</li> <li>Transcheck</li> <li>Translation Memory</li> </ul>	Formats         Available Formats <ul> <li>Default Quark Documents Filter</li> <li>Default RTF Filter</li> <li>Default SDLXLIFF Filter</li> <li>Default STT Filter</li> <li>Default TXF Filter</li> <li>Default TXF Filter</li> <li>Default VOX Filter</li> <li>Default Word 2007 Filter</li> <li>Default Word 2007 and 2010 files (*.docx, *.docm, *.dot, *.dotm, *.dotx)</li> <li>Translate hidden text</li> <li>Accept track changes</li> <li>Translate index</li> <li>Translate comments</li> <li>Translate drop-down list</li> </ul>
	OK Cancel

3. Enable the following options, if required:

Select	to
Translate	include hidden text as
hidden text	translatable text.
Accept track	include tracked changes as
changes	translatable text.
Translate	include Index text as

Select	to
index	translatable text.
Translate	include smart tags as
smart tags	translatable text.
Ignore	Ignore bilingual styles (Wordfast
Bilingual	Classic/Trados Workbench-
styles	style files).Selected by default.
Translate	translate comments in the
comments	document. Selected by default.
Translate	translate content from drop-
drop-down list	down lists in the document.

4. Click OK.

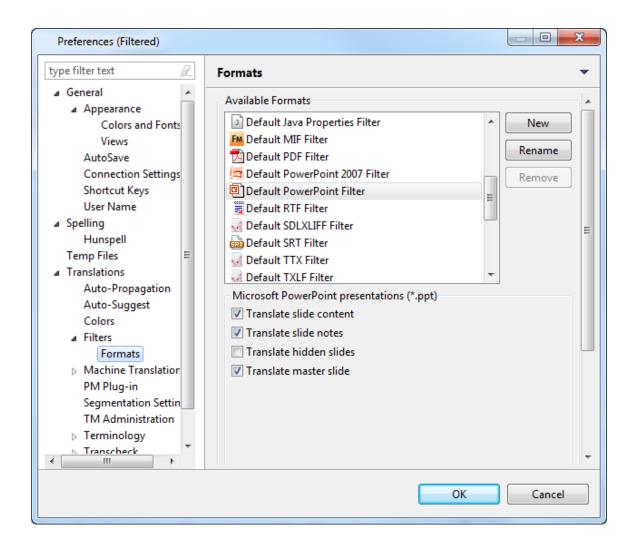
## Adding a PowerPoint filter

There are two default filters for PowerPoint:

- Default PowerPoint Filter
- Default PowerPoint 2007 Filter

# Adding a PPT file filter

- 1. Follow steps 1-3 from <u>Adding\_new\_file\_filters</u>.
- 2. Select Format Type as Default PowerPoint Filter. The PowerPoint Filter options appear.



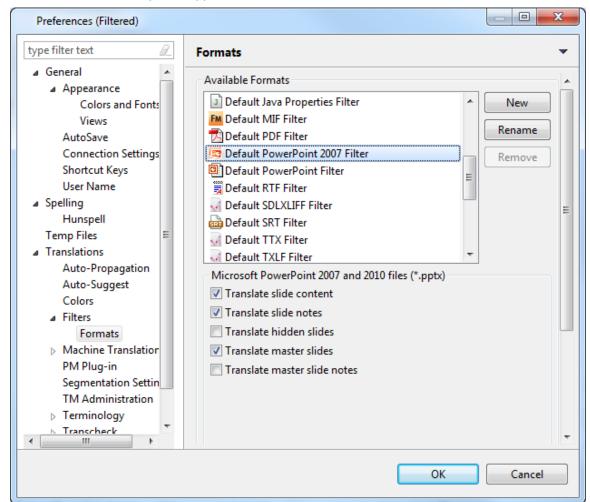
- 3. Clear the **Translate slide content** checkbox to include slide content as translatable text.
- 4. Clear the **Translate slide notes** checkbox to exclude slide notes as translatable text.
- 5. Select Translate hidden slides to include hidden slides as translatable content.
- 6. Clear the Translate master slide checkbox to exclude master slide content as translatable text
- 7. Click **Apply** and **OK**, to confirm the PPT filter preferences.

### Adding a PPTX file filter

1. Follow steps 1-3 from Adding new file filters.

2. Select Format Type as Default PowerPoint 2007 Filter.

The PowerPoint Filter options appear.



- 3. Clear the Translate slide content checkbox to include slide content as translatable text.
- 4. Clear the **Translate slide notes** checkbox to exclude slide notes as translatable text.
- 5. Select Translate hidden slides to include hidden slides as translatable content.
- 6. Clear the Translate master slides checkbox to exclude master slide content as translatable text
- 7. Select the **Translate master slide notes** checkbox to include master slide notes as translatable text.
- 8. Click **Apply** and **OK**, to confirm the PPT filter preferences.

# Analyzing files

In the Analyzing files process, files for translation are analyzed against a translation memory to leverage reusable content and pre-translate files. This process can greatly improve efficiency and reduce time and effort spent on translation. Find below the procedures for the following tasks:

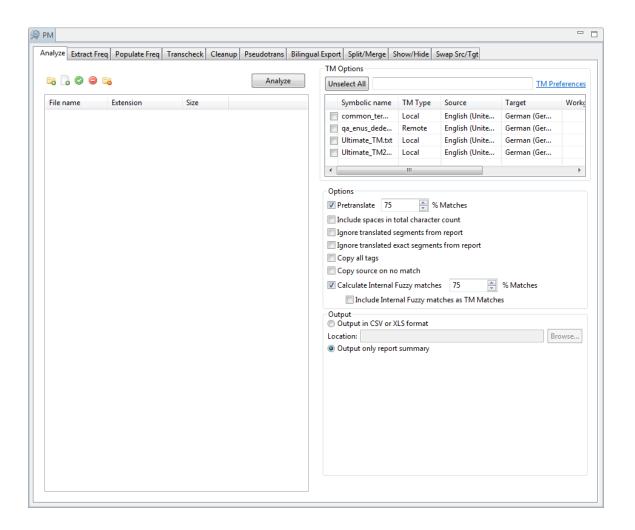
- Analyzing files process
- Selecting Analysis output option

### Analyzing files process

In the Analyzing files process, files for translation are analyzed against a translation memory to leverage reusable content and pre-translate files. Find below the procedures for the following tasks: To analyze files:

- Open Wordfast Pro 3 and click The PM perspective appears
- 2. Click Analyze.

The Analyze window appears.

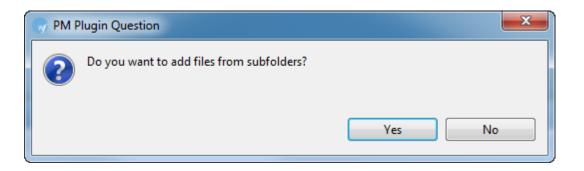


Note: The TM counter shows the number of selected TMs and the available TMs.

3. Click **b** to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.

OR

Click 🗟 to add an entire folder. Once a folder is selected, the following message appears.



Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

The files appear. Files are selected by default when added.

i 🕞 💿 🖨 🔁	Analyze	TM Options
	Analyze	Unselect All TM Preference
File name Extension	Size	Symbolic name TM Type Source Target Work
🔺 📝 🗁 test files		common_ter Local English (Unite German (Ger
👿 🌌 Centralizatic txml	999 TU	a_enus_dede Remote English (Unite German (Ger
👿 🌌 Centralizatic txml	999 TU	Ultimate_TM.txt Local English (Unite German (Ger
👿 🌌 Centralizatic txml	69 TU	Ultimate_TM2 Local English (Unite German (Ger
🔽 🌌 Centralizatic txml	69 TU	
🔽 🌌 Centralizatic txml	15 TU	۰ III ا
🔽 🌌 Centralizatic txml	105 TU	
🔽 🌌 Centralizatic txml	31 TU	Options
🔽 🌌 common_te txml	15 TU	🛛 Pretranslate 75 🚔 % Matches
🔽 🌌 common_te txml	15 TU	Include spaces in total character count
🔽 🌌 common_te txml	11 TU	
🔽 🌌 common_te txml	7 TU	Ignore translated segments from report
🔽 🌌 common_te txml	4 TU	Ignore translated exact segments from report
🔽 🈹 common_te txml	4 TU	Copy all tags
🔽 🈹 common_te txml	4 TU	Copy source on no match
🔽 🌌 common_te txml	4 TU	Calculate Internal Fuzzy matches 75 🖉 % Matches
🔽 🌌 Copy of cor txml	15 TU	
👿 🌌 Copy of Der txml	24 TU	Include Internal Fuzzy matches as TM Matches
🔽 🌌 Copy of Doi txml	162 TU	Output
🔽 🈹 Copy of en- txml	1 TU	Output in CSV or XLS format
🔽 🈹 Copy of The txml	10 TU	Location: Browse
👿 🌌 Demo_Glos: txml	49 TU	Output only report summary
🔽 🎉 Demo_Glos: txml	49 TU	
👿 🎉 Demo_Glos: txml	49 TU	
👿 🌌 Docx.docx.t txml	162 TU	
👿 🌌 Docx.docx.t txml	30 TU	
👿 🎉 en-de.txt.txr txml	1 TU	
🔽 🌌 maxlength.> txml	17 TU	
🔽 🎉 Reference1_ txml	18 TU	
👿 🎉 test_tm_DE- txml	1 TU	
👿 🎉 test_tm_enf_txml	1 TU	
📝 🎉 test_tm_enf_txml	2 TU	
🔽 🌌 The Terms.c txml	10 TU	

4. If the added folders contain files of multiple formats, the Choose Format Dialog box appears. Choose the format for the files to be analyzed. Only one format can be selected at a time.

Choose	Format							
Please cho	Please choose from a pre-defined configuration, then press OK to continue							
🔲 Add file	s from subfolders							
Format	Default TXT Filter							
Extension	*.txt							
	OK Cancel							

**Note**: You can analyze up to 20 files at a time using Wordfast Pro 3 in Demo mode. If you want to analyze more files you will need to purchase the Wordfast Pro 3 license from www.wordfast.com.

5. Select one or more translation memories for analyzing the files.

Note: You will need to add at least one translation memory (TM) before analyzing files. To add a

local or remote TM, click **TM Preferences**. Go to <u>Creating or opening a TM</u> for more information. You can click in the TM Options column header to sort the TMs in ascending or descending order. You can unselect all chosen TMs by clicking **Unselect All**.

					1 Options				
3 🕞 🛇 🖨 🕞			Analyze	•U	nselect All			TM Pre	eference
File name	Extension	Size			Symbolic name	TM Type	Source	Target	Work
🔺 📝 🗁 test files					common_ter	Local	English (Unite	German (Ger	
🔽 🎉 Centraliza	tic txml	999 TU		[	qa_enus_dede	Remote	English (Unite	German (Ger	
🔽 🌌 Centraliza		999 TU			/ Ultimate_TM.txt	Local	English (Unite	German (Ger	
🔽 🌌 Centraliza	tic txml	69 TU			Ultimate TM2	Local	English (Unite	German (Ger	
🔽 🎉 Centraliza	tic txml	69 TU				2000	english (onicelli	ocinian (ocini	
🔽 🌌 Centraliza		15 TU		٠					•
🔽 🌌 Centraliza		105 TU							
🔽 🌌 Centraliza		31 TU			ptions				
🔽 🎽 common_		15 TU			Pretranslate 75	÷ %	Matches		
🔽 🄏 common_		15 TU			Include spaces in t	otal characte	er count		
🔽 🄏 common_	-	11 TU			] Ignore translated s				
🔽 🄏 common_		7 TU				-			
🔽 🄏 common_		4 TU			Ignore translated e	exact segmen	ts from report		
🔽 🄏 common_		4 TU		E	Copy all tags				
🔽 🄏 common_		4 TU			Copy source on no	o match			
🔽 🄏 common_		4 TU			Calculate Internal	Fuzzy match	es 75 🌲	% Matches	
🔽 🄏 Copy of c		15 TU							
🔽 🄏 Copy of D		24 TU			lnclude Inter	nal Fuzzy ma	tches as TM Match	es	
🔽 🄏 Copy of D		162 TU			utput				
🔽 🄏 Copy of e		1 TU		C	) Output in CSV or )	(LS format			
🔽 🄏 Copy of T		10 TU		Lo	ocation:			Br	owse
🔽 🄏 Demo_Glo		49 TU		(	Output only report	t summary			
🔽 🄏 Demo_Glo		49 TU							
🔽 🄏 Demo_Glo		49 TU							
V Z Docx.docx		162 TU							
🔽 🄏 Docx.docx		30 TU							
🔽 🄏 en-de.txt.t		1 TU							
🔽 🄏 maxlength		17 TU							
🔽 🄏 Reference		18 TU							
🔽 🌌 test_tm_D		1 TU							
V 🖉 test_tm_er		1 TU							
V Z test_tm_er		2 TU							
🔽 🈹 The Terms	s.c txml	10 TU							

6. Select the following options if required:

Select	to
Pretranslate	pretranslate the translatable segments and enter
	the percentage of TM matches.
	Note: This is an optional step. The percentage
	defines the minimum leverage required to pre-
	translate a specific segment.
	You can also specify the analysis output option. For
	more information, refer Selecting Analysis output
	option.
Include spaces in total	include spaces in source character count.
character count	

Select	to
Ignore translated	exclude already-translated segments from the
segments from report	analysis report.
Ignore translated exact	exclude already-translated exact segments from the
segments from report	analysis report.
Copy all tags	from the source to the target segments for blank
	segments.
Copy Source on no	copy source segments to target only for no match
match	segments.
Calculate Internal	calculate internal fuzzy matches in source files. For
Fuzzy Matches	example, if there is a partial repetition of segments
	in a source file, it will be calculated as an internal
	fuzzy match.
	Select the percentage that should be calculated for
	such segments.
Include Internal Fuzzy	include internal repetitions as a TM match.
matches as TM	
Matches	

7. Select **format** for the output report. You have two options:

Output in CSV or XLS format: Select this option and click **Browse** to select a location and provide a file name as shown in the example below.

Select file for output				X						
Coord Cibraries	Documents >	test 🕨 Ultimate	✓ Search Ultime	ite 🔎						
Organize 🔻 New folder	Organize 🔻 New folder 🛛 🕮 👻 🔞									
✓ ★ Favorites ■ Desktop	Documen Ultimate	ts library	Arrang	je by: Folder 🔻						
Downloads	Name	Date modified	Туре	Size File a						
🕮 Recent Places	🐴 test1204	12/4/2013 9:28 AM	Microsoft Office Excel Co	1 KB						
<ul> <li>Libraries</li> <li>Documents</li> <li>My Documents</li> <li>Public Docume</li> <li>My Videos</li> <li>Public Videos</li> <li>Music</li> </ul>		III		•						
File name: Save as type: CSV File	25			-						
lide Folders			Save	Cancel						

8. Click **Save**, to save the CSV file. The Analyze window appears with the location of the CSV file as shown in the example below.

Output		
Output	in CSV or XLS format	
Location:	C:\Christine\test files\Ultimate\test1204.csv	Browse
Output	only report summary	

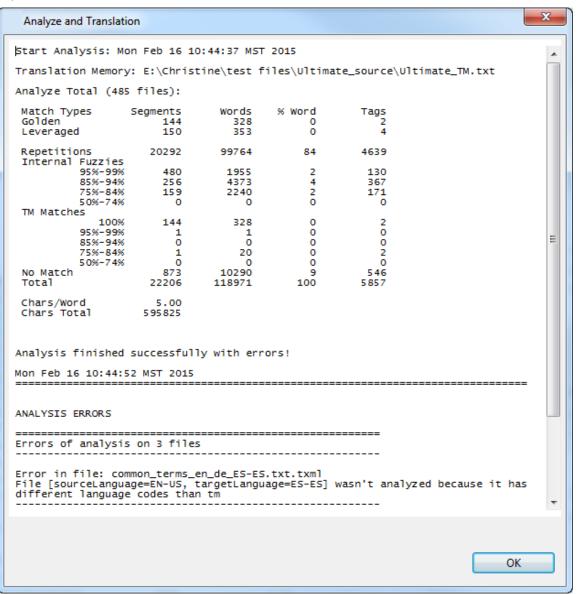
Output only report summary: Select this option to view the output report on-screen

9. Click Analyze.

**Note**: When Excel files with sheetnames exceeding 31 characters are analyzed a warning message will appear. The warning message will prompt you to shorten the sheetnames that exceed 31 characters.

The analyzed TXML files are saved in the same folder as the source files. According to the output report format, either a CSV file is saved at the chosen location or the Analysis and Translation report appears as shown below. The report for files analyzed against separate TMs appears in

separate tabs.



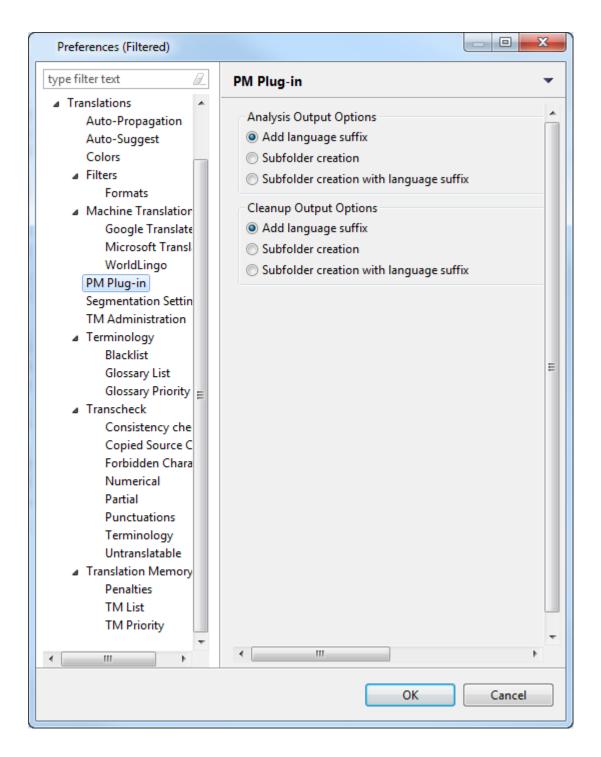
The TM analysis report will display either % Segments or % Words based on the option selected in step 9 of <u>Selecting translation memory settings</u>.

#### **Selecting Analysis output options**

When a file is analyzed, an analysis output is generated in the same folder as the source files. The analysis output is the pretranslated TXML file. The analysis output options allow you to choose whether the pretranslated TXML file should be renamed to add the language suffix or placed in a separate folder with a language suffix or both.

To select analysis output option:

- Open Wordfast Pro 3 and click 
   Image: Comparison of the provide the provided appears.
- Click Edit > Preferences > Translations > PM Plug-in.
   The Preferences (Filtered) PM Plug-in dialog box appears.



3. Select a condition to be followed when analyzing files. The options are as follows:

Select	to
Add language suffix	add the language code (for example ES_MX) as a
	suffix to the analysis output file. An example
	screenshot of the source folder and the source and

Select	to
	analysis output file is given below.
	C Project 1_files
	Word file.doc Word file_ES-MX.doc.txml
Subfolder creation	place the analysis output file within a subfolder. An
	example screenshot of the source and analysis
	output folder and file is given below.
	C Project 1_files
	Project 1_files_es-MX
	🖤 Word file.doc.txml
Subfolder creation with	place the analysis output file within a subfolder. The
language suffix	subfolder and analysis output file will also include the
	language code as suffix. An example screenshot of
	the analysis output folder and file is given below.
	Project 1_files_es-MX
	🃅 Word file_ES-MX.doc.txml

# **Extracting frequents**

In the Extracting frequents process, repetitive source segments are extracted from the files for translation. Extracting frequents helps reduce the total number of segments to be translated. This is useful when translating in large jobs with many source files, containing repetitive content.

To extract frequents:

- Open Wordfast Pro 3 and click 
   The PM perspective appears.
- 2. Click Extract Freq.

The Extract Freq window appears.

🦃 PM							-	
Analyze	Extract Freq	Populate Freq	Transcheck	Cleanup	Pseudotran	s Bilingual	Export Split/Merge Show/Hide Swap Src/Tgt	
File n	. 0 0 5					Extract	Extract File Options	
							-	

3. Click **C** to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.

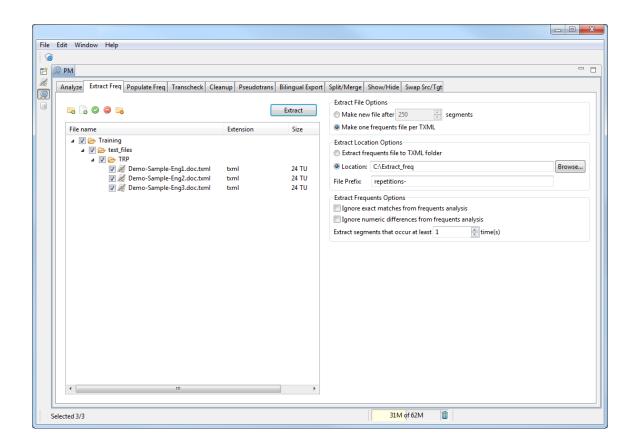
OR

Click 🔤 to add an entire folder. Once a folder is selected, the following message appears.

💮 PM P	lugin Question	×
?	Do you want to add files from subfolders?	Yes No

Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

The files appear. Files are selected by default when added.



Note: Ensure all files selected or added are TXML files.

4. Under Extract files Options, select one of two options:

Select **Make a new file after (#) segments**. Enter the maximum number of segments per file. The default is 250 segments. To produce only one frequents file, set the maximum number of segments per file to 10000.

OR

#### Select Make one frequents file per TXML.

**Note**: The number signifies the minimum number of times a segment must be repeated in the set of files to be extracted. For example, if this value is 1, Wordfast Pro 3 will extract one unique occurrence of all segments that appear once or more.

Note: Frequents will be extracted in the order in which the files were added.

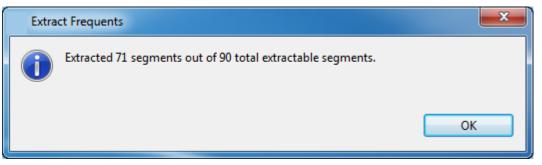
 Under Extract Location Options, select Extract Frequents to TXML folder to save the frequents file to the TXML folder.
 OR Select the radio button for **Location**, and browse to another location for the frequents file. The file prefix will be **repetitions**.

6. Under Extract Frequents Options, select Ignore exact matches from frequents analysis to ignore exact matches.

Select Ignore numeric differences from frequents analysis to ignore numeric differences.

7. Click Extract.

The repetitive segments are extracted and saved at the location selected.



**Note**: The TXML files with extracted frequent segments are sent to the translator for translation. After translated files are received from the translators, they are cleaned up and saved into the TM. The TM is then applied to the original TXML files, to complete the translation process.

# **Populating frequents**

In the Populating frequents process, the original TXML file is populated by the frequents file containing all translated content

To populate frequents:

- 1. Extract frequents from the files as explained in Extracting frequents.
- 2. Open Wordfast Pro 3 and click

The PM perspective appears.

3. Click Populate Freq.

The Populate Freq window appears.

PM			- E
Analyze Extract Freq Populate Freq	Transcheck Cleanup Pseudotrans	Bilingual Export Split/	Merge Show/Hide Swap Src/Tgt
Select Frequents File:		Populate Frequents	Options Show folder path in the report Populate TXML in new folder
File name	Extension	Size	
•	III	4	
Select Original TXML File:			
🕞 🕞 🥥 👄 🕞 File name	Extension	Size	
	Extension	Size	

- 4. In the **Select Frequents File** panel, click **b** to browse to the frequents file created by extracting frequents.
- 5. In the Select Original TXML File panel, add the source TXML file(s) for the frequents file.

Click **b** to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.

OR

Click 🗟 to add an entire folder. Once a folder is selected, the following message appears.

🐨 PM P	lugin Question	<b>— X</b> —
?	Do you want to add files from subfolders?	
		Yes No

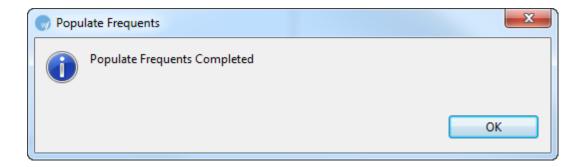
Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

The files appear. Files are selected by default when added.

Select Frequents File: Select Frequents File: Select Original TXML File:	M			-
Size     File name     Extension     Size     Image: Common_terms_en_de.bt.txml-frequents.txm     telect Original TXML File:     Image: Common_terms_en_de.bt.txml     File name     Extension     Size     The name     Extension     Size     Tile name     Extension     Size     Size     Tile name     Extension     Size     Tile name     Extension     Size     Tile name     Extension     Size     Size     Tile name     Extension     Size     Size     Tile name     Extension     Size     Size     Size <th>nalyze Extract Freq Populate Freq Transcheck</th> <th>Cleanup Pseudotran</th> <th>s Bilingual Export Split/</th> <th>Merge Show/Hide Swap Src/Tgt</th>	nalyze Extract Freq Populate Freq Transcheck	Cleanup Pseudotran	s Bilingual Export Split/	Merge Show/Hide Swap Src/Tgt
File name Extension     Size     Common_terms_en_de.bxt.txml-frequents.txm     time     Size     File name     Extension     Size     File name     Extension     Size     Size     File name     Extension     Size	Select Frequents File:		Populate Frequents	Show folder path in the report
✓       m       15 TU         ✓       m       >         ✓       m       >         ✓       ✓       >	File name	Extension	Size	(_ ;
islect Original TXML File: Common_terms_en_de.txt.txml txml 15 TU	📝 🌌 common_terms_en_de.txt.txml-freque	nts.txm txml	15 TU	
islect Original TXML File: Common_terms_en_de.txt.txml txml 15 TU				
islect Original TXML File: Common_terms_en_de.txt.txml txml 15 TU				
Image: Common_terms_en_detxt.txml     Extension     Size       Image: Common_terms_en_detxt.txml     txml     15 TU	•		•	
Image: Common_terms_en_detxt.txml     Extension     Size       Image: Common_terms_en_detxt.txml     txml     15 TU	Colort Original TYML Film			
Common_terms_en_de.txt.txml txml 15 TU				
	File name	Extension	Size	
۲	🔲 🈹 common_terms_en_de.txt.txml	txml	15 TU	
۲ ۲				
۲ <u>س</u>				
۲ <u>س</u>				
۲ ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) (				
۲ ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) (				

- 6. To show the folder path in the report, select **Show folder path in the report**.
- 7. To populate frequents in a new folder, select **Populate TXML in new folder**.
- 8. Click Populate Frequents.

When the process is complete, a confirmation message appears. The translated content from the frequents file populates the original source TXML file. A Frequents Population Log is generated saved in the same folder as the original source TXML file.



## Transcheck

The Transcheck option allows you to check the translated content for missing tags, empty target, numbers, untranslated segments, and/or terminology.

To transcheck TXML files:

1. Open Wordfast Pro 3 and click

The PM perspective appears.

2. Click Transcheck.

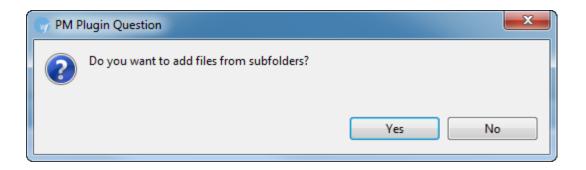
The Transcheck window appears.

alyze Extract Freq Populate Freq	Transcheck Cleanup Pseudotrans	Rilingual Export Split/M	arga Show/Hida Swan Src/Tat	
alyze conact req Populate rreq	Cleanup rseudorians	billigual export   Split Me	sige show/fide swapsic/fgc	
a 🗋 🥥 🖨 🖻	Export Notes Segment Chan	ges Transcheck	Segment Changes/Transcheck Report Options	
	Export Notes Segment Chan	ges Transcheck	Add Notes column to Report	
File name	Extension	Size	Select desired check	
			Select/Deselect All	
			Partial Check	Configure
			Empty target Check	
			V Numerical Check	Configure
			Tag Check	
			Forbidden Characters Check	Configure
			Punctuations Check	Configure
			Untranslatable Check	Configure
			Copied Source Check	Configure
			Character Limit Check V First word capitalization Check	
			Edited Exact Match Check	
			Unedited Fuzzy Match Check	
			Source Consistency Check	Configure
			Target Consistency Check	Configure
			Terminology Check	Configure
			Blacklist check	
			Glossary list Blacklist	
			Select desired glossary	
			Select Glossary:	Browse
				Glossary List Preferences
			Glossary Name Source Target	Туре
•	III			

3. Click **b** to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.

OR

Click 🗟 to add an entire folder. Once a folder is selected, the following message appears.



Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

The files appear. Files are selected by default when added.

o 💿 🤤 🕞 🛛 Export Notes Segment Changes	Transcheck	Segment Changes/Transcheck Report Options	
ile name	Extension	Select desired check	
Centralization of Localization1.instructions.txml.docx.txml	txml	Select/Deselect All	
🗑 🎉 Docx.docx.txml	txml	Partial Check  Empty target Check	<u>Configure</u>
		Vumerical Check	Configure
		Forbidden Characters Check	Configure
		Punctuations Check Untranslatable Check	Configure
		Copied Source Check	<u>Configure</u> Configure
		Character Limit Check	comgare
		First word capitalization Check	
		Edited Exact Match Check	
		Unedited Fuzzy Match Check	
		Source Consistency Check	Configure
		Target Consistency Check	Configure
		Terminology Check Blacklist check	<u>Configure</u>
		Glossary list Blacklist	
		Select desired glossary	
		Select Glossary:	Browse
			Glossary List Preference
		Glossary Name Source Target	Туре

**Note**: You can check 20 files at a time using Wordfast Pro 3 in Demo mode. If you want to check more than 20 files, you will need to purchase the Wordfast Pro 3 license from www.wordfast.com.

- 4. Under Segment Changes/Transcheck Report options, select Add Notes column to report to add notes added to the segment in the TXML file.
- 5. Select the following Transcheck options, if required. To configure individual Transcheck options, go to **Configuring Transcheck**.

Select	to check		
Partial Check	the character count between the source and target		
	segments. Go to Edit > Preferences >		
	Translations >Transcheck> Partial or click		
	Configure to enter the minimum and maximum %		
	of allowed character count for the target segment.		
Empty target Check	for empty target segments.		
Numerical Check	if the numerals in the source segment match the		
	target segment. The numbers with hyphens will be		
	read as two separate numbers. Click Configure to		
	set the option in Preferences.		

Select	to check
Tag Check	for missing tags in the target segments.
Forbidden Characters	check if the target segment includes forbidden
check	characters. Go to Edit > Preferences >
	Translations >Transcheck> Forbidden
	Characters or click Configure to add the forbidden
	characters that should not be included in the target
	segment.
Punctuations Check	for consistency in punctuation between source and
	target segments. Go to Edit > Preferences >
	Translations >Transcheck> Punctuations or click
	Configure to add the punctuation marks that
	should not be included in the target segment
Untranslatable Check	if the untranslatable content in source and target
	segments is consistent. Go to Edit > Preferences
	> Translations >Transcheck>Untranslatable or
	click <b>Configure</b> to add untranslatable text that must
	be retained in the target segment.
Copied Source Check	if the source segment has been copied to the target
	segment.
Character Limit Check	if the characters in the segment or paragraph
	exceeds the maximum number of allowable
	characters (length).
First word	if the first word of each segment is capitalized.
capitalization Check	
Edited Exact match	if any exact match segments from the TM have
Check	been edited.
Unedited Fuzzy Match	if any fuzzy match segments from the TM have
Check	been left unedited.
Source Consistency	consistency between source segments if the target
Check	is repeated.
Target Consistency	consistency between target segments if the source
Check	is repeated.
Terminology Check	if the terms in the source segment are translated
	correctly based on the glossary.
Blacklist check	if any terms in the translation are blacklisted.

- 6. If Terminology Check is enabled, a glossary must be selected. To select a glossary:
- Click the **Glossary** list tab. Select one or more glossaries from the list of glossaries.

	t desired glossary t Glossary:				Browse
					Glossary List Preference
	Glossary Name	Source	Target	Туре	
1	glossary_Centr	English (U	German (G	Local	
	TM url	English (U	German (G	Local	
1	Ultimate_Ter	English (U	German (G	Local	

• To create or add another glossary, click **Glossary List Preferences** to go to Preferences.

e filter text	Glossary	List						
General Memory Preferences Translations	Add Glo	ssary(ies) and select Glo	ssary(ies) to u	se for this pr	oject			
✓ Terminology	Active	Glossary Name	Source	Target	Туре	Read-Only	Create	
Blacklist		Ultimate_Terminol	EN-US	DE-DE	Local			
Glossary List	V	TM url	EN-US	DE-DE	Local	$\overline{\mathbf{v}}$	Add	
Glossary Priority		glossary_Centraliza	EN-US	DE-DE	Local	E	Edit	
Translation Memory								
TM List							Remove	
TM Priority							Import	
							Export	
	Glossary Properties							
	Location: C:\Users\cjacques@egsolutions.com\.wf_workspace\glossaries\g_1							
	Source Language: English (United States)							
	Target Language: German (Germany)							
	Term Count: 27							
						Restore Defa	ults Apply	

 If Blacklist check is enabled, a blacklist must be selected. To select a blacklist: Click the Blacklist tab and select a blacklist from the list. OR Click Blacklist List Preferences to browse to a blacklist.

			Blacklist List Preferen
	Blacklist Name	Target	
1	BlackList.txt	German	
	blacklist_en.txt	German (Ger	
	en-de-Blacklist	German (Ger	
	gl-projdir49.translations.com-Bla	German (Ger	

8. If the TXML language and glossary language do not match, the following dialog box appears:

Error	
	Selected TXML language and Glossary language do not match for Terminology Check. Please select matching language pair glossary from the list.
	ОК

Select the correct TXML language and glossary language match from the list.

#### 9. Click Transcheck.

The TransCheck Error Report appears. A summary of the report is at the top, followed by a summary of the files in the report. An example is shown below.

ort Summary (1	file)			
		File Name		Total Number of Errors
hristine\test files\Doc	x.docx.txml			4
x.docx.txml				
ansCheck				4 Errors
dited Exact Check				4
lited Exact Check—				
Segment ID	Block ID	Source	Target	Comment
1	0:1	Ultimate Docx file	Ultimate Docx Rethird changed	Segment contains edited exact match
3	2:1	Name	Name <mark>d</mark>	Segment contains edited exact match
5	4:1	Address	Adresse <mark>s</mark>	Segment contains edited exact match
	5:1	900 Pearl Street, Ste 4	900 Pearl Street, Suite 4	Segment contains edited exact match

Note: The TransCheck Error Report is saved automatically as an html file in the same folder as

the TXML file, with the following prefix: TranscheckError\_date-time.html.

**Note:** The Unedited Fuzzy Check report includes the score for the segment. An example is shown below.

**TransCheck Error Report** 

Demo-Sample-Eng1.docx.txml

Segment ID	Block ID	Source	Target	Score	Notes	Comment
1	0:1	the entire system in the context of a Functio nal Requirement Specification(s) (FRS) and/ or a System Requirement Specification (SR	{1}Die Pr üfung des Systems wird auf dem g esamten System in Zusammenhang mit eine r Funktionalen Anforderungsspezifikation(e n) (FRS) und/oder einer Systemanforderung s-Spezifikation (SRS) durchgeführt.	99		Segment contains unedited fuzzy match.

## **Export notes**

The Export Notes function allows you to export notes in a separate Word file.

To export notes as a Word file, click Export Notes.

The notes are exported in a Word table. By default, the notes are saved in the same folder as the TXML

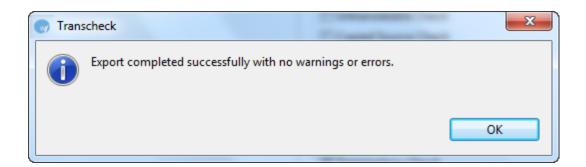
file.

An example of	exported notes	s is given below.	
All example of	exponed notes	s is given below.	

ID	Source	Target	Туре	Notes	Creator ID	Date
2	INTERNET	INTERNETSICHERHEIT	text	this is a note	cjacques	Mon Nov
	SECURITY					04
						11:47:38
						MST 2013
7	A personal	Eine Personal Firewall	text	another note	cjacques	Mon Nov
	firewall is an	isteineAnwendung, welche				04
	application	den Netzwerkverkehrzu und				11:53:30
	which controls	vom Computer steuert. Auf				MST 2013
	network traffic	einerSicherheitsrichtliniebas				
	to and from a	ierendeKommunikationwird				
	computer,	zugelassenoderverweigert.				
	permitting or					
	denying					
	communications					
	based on a					
	security policy.					

## Segment Changes Report

The Segment Changes report enables you to export segment changes in a separate TXML file. To generate a Segment Changes report, click **Segment Changes** on the Transcheck tab.. The following message appears:



If there are no segment changes, the following message appears:

PM Plug-in	
Export completed successfully with no warnings or errors. Report is no files without segment changes.	t generated for
OK File(s) without segment changes: File: Demo-Sample-Eng2.doc.txml.swapped.txml File: Demo-Sample-Eng1.doc.txml File: Centralization of Localization1.doc.txml	<< Details

By default the report is saved in the same folder as the TXML files.

A sample report appears below.

egme ID	ent Score	: Source	Target	User	Date/Time
arget	t revisi	ion			
	ent Score		Target	User	Date/Time
		customers is to gain control over cost, quality, and turn-around time. Our	Kunden Kunden <mark>kontrol</mark>	cjacques	Wed May 13 13:39:32 MDT 201
1	0	0 customers seek out to reduce a lack of consistency across languages, markets and programs, a lack of cost control over	Kunden kontrol <mark>len</mark>	cjacques	Wed May 13 13:39:53 MDT 201
		the same, and significant delays in launching global initiatives.	Kunden kontrol <mark>len</mark>	cjacques	Wed May 13 14:10:05 MDT 201

# Cleaning up and updating TM

The Cleanup process

- creates final target files for the translation, in the source formatting.
- reports the number of segments cleaned, errors, and TM update results (if a TM is selected to update during cleanup).

To clean up and update TM:

1. Open Wordfast Pro 3 and click

The PM perspective appears.

2. Click Cleanup.

The Cleanup window appears.

Analyze Extract Freq Populate Freq Transcheck Cleanup Pseudotrans Bilingual Export	<u>Split/Merge</u> S <u>h</u> ow/Hide S <u>w</u> ap Src/Tgt
🕞 🕞 🛇 👄 🕞 🗌 Cleanup	Update TM Options Update TM TM TM Preferences
File name Extension	Unselect All
	Symbolic name TM Type Source Target Workgroup Lo
	en_de_tm.txt Local English (Unite German (Ger C
	en_de_tm2.txt Local English (Unite German (Ger C
	Example Remote English (Unite German (Ger tr
	Marcomm_loc Local English German C
	TM001_28-09 Local German (Ger English (Unite C
	4
	Update Option Overwrite existing TU (default)
	Add Attribute
	Add File Name as Attribute
	Overwrite private TUs (WFServer TM Only)
	Write Unconfirmed segments
	Output
	<ul> <li>Output in comma separated format</li> </ul>
	CSV Browse
4	Output only report summary
	Cutput only report summary

3. Click **b** to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.

#### OR

Click 🔤 to add an entire folder. Once a folder is selected, the following message appears.

💮 PM Plug	gin Question		<b>X</b>
? D	o you want to add files from subfolders?		
		Yes	No

Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

The files appear. Files are selected by default when added.

PM		
Analyze Extract Freq Populate Freq Transcheck Cleanup Pseudo	otrans <u>B</u> ilingual Export <u>S</u> plit	/Merge S <u>h</u> ow/Hide S <u>w</u> ap Src/Tgt
	Cleanup	Update TM Options
File name	Extension	Unselect All
📝 🎉 Obtaining the buy.docx.txml.merged.txml	txml	Symbolic name TM Type Source Target Workgroup Lo
		en_de_tm.bxt Local English (Unite German (Ger C
		ernan (German (German (German ) Compared and
		Example Remote English (Unite German (Ger tr
		Marcomm_loc Local English German C
		TM001_28-09 Local German (Ger English (Unite C
		Update Option Overwrite existing TU (default)
		Add Attribute
		Add File Name as Attribute
		Overwrite private TUs (WFServer TM Only)
		Write Unconfirmed segments
		Output
		Output in comma separated format
		CSV Browse
<		Output only report summary
< III	•	<ul> <li>Output only report summary</li> </ul>

**Note**: You can clean up to 20 files at a time using Wordfast Pro 3 in Demo mode. If you want to clean up more than files you will need to purchase the Wordfast Pro 3 license from www.wordfast.com.

- 4. Select **Update TM** check box for updating files to a TM. (Optional).
- 5. Select the translation memory.

**Note**: You will need to add at least one TM before cleaning up files. To add a local or remote TM, click **TM Preferences**. Go to <u>Creating or opening a TM</u> for more information.

6. Select an **Update option**. The options are as follows:

Select	to
Overwrite existing	overwrite the existing translation unit.
TU (default)	
Do not overwrite TU	not overwrite existing translation unit.
Overwrite if	overwrite the existing translation unit only if custom
attributes are	attributes for new and existing translation units are
identical	identical.
Do not add to TM	not add to the translation memory.

- 7. Select Add Attributes checkbox, to enter custom attributes for the translation unit.
- 8. Select Add File Name as Attribute, to add file name as a custom attribute.
- 9. Select Overwrite private TUs (WFServer TM Only), to overwrite private TUs with public TUs. Note: All workgroup ID TUs will be overwritten with public TUs.
- 10. Select Write Unconfirmed segments, to allow unconfirmed segments to be written to

the TM.

- 11. Select format for the output report. You have two options:
  - Output in comma-separated format: Select this option and click **Browse** to select a location and provide a file name
  - Output only report summary: Select this option to view the output report on-screen

#### 12. Click Cleanup.

A Cleanup report appears, showing the results of the cleanup and any errors.

Warnings and en	rors										22
CLEANUP REPORT				09:44	: 45	12-02-2	016				
Translation Memo	ory: C:\	\Users\cja	cques\Docu	uments	\Traini	ng\test	_files	\Ult	imate		
Result of clean Total Segments	up of 1 Total	file Cleaned	Updated	Not (	Updated	Errors	96	Тоо	Long	Empty	
5		5	4		1		0		0	0	
											~
										Close	

## **Selecting Cleanup options**

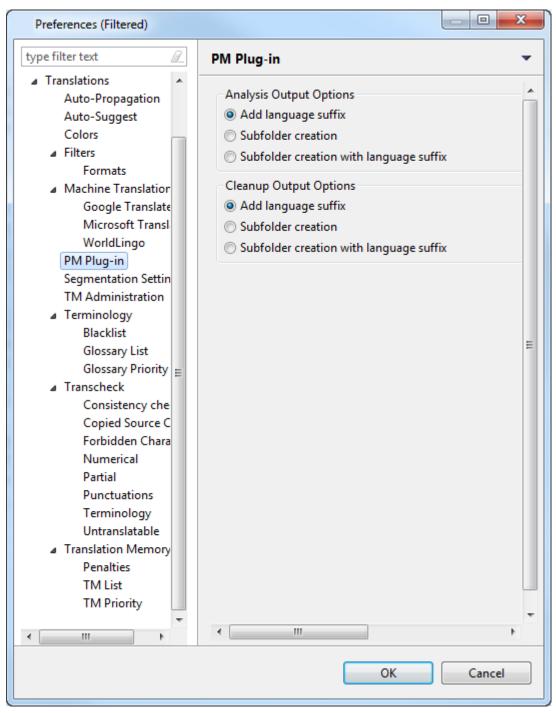
To select cleanup output options:

1. Open Wordfast Pro 3 and click

The PM perspective appears.

2. Click Edit > Preferences > Translations > PM Plug-in.

The Preferences (Filtered) PM Plug-in dialog box appears.



3. Select a condition to be followed when cleaning up files. The options are as follows:

Select	to
Add language suffix	add the language code (for example ES_MX) as a
	suffix to the cleanup. An example screenshot of the
	source folder and the source and cleanup file is

Select	to
	given below.
	Project 1_files
	■]Word file.doc ・ Word file_ES-MX.doc.txml
Subfolder creation	place the cleanup file within a subfolder. An
	example screenshot of the source and cleanup
	folder and file is given below.
	Project 1_files
	Project 1_files_es-MX
	🍸 Word file.doc.txml
Subfolder creation with	place the cleanup file within a subfolder. The
language suffix	subfolder and cleanup file will also include the
	language code as suffix. An example screenshot of
	the cleanup folder and file is given below.
	Project 1_files_es-MX
	" Word file_ES-MX.doc.txml

# **Bilingual Export**

The Bilingual export option allows you to export the bilingual document file into DOC format, edit using Microsoft Word, and import the DOC file back into the TXML file.

To complete bilingual export of files:

1. Open Wordfast Pro 3 and click

The PM perspective appears.

2. Click Bilingual Export.

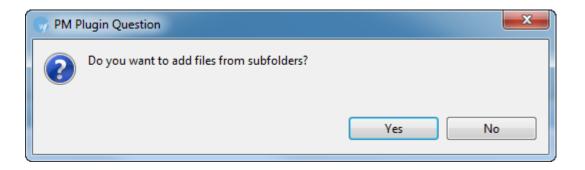
The Bilingual Export window appears.

я» рм	- 8
Analyze Extract Freq Populate Freq Transcheck Cleanup Pseudotrans Bilingual Export Split/Merge Show/Hide Swap Src/Tgt	
Image: Second	Browse it
Glossary Name     Source     Target     Type	
Demo_Glossar English (U German (G Local	
glossary_Centr English (U German (G Local	
Preferred_Ter English (U German (G Local	
test_tm_DE_DE English (U German (G Local	
< <u> </u>	

3. Click **b** to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.

#### OR

Click 🗟 to add an entire folder. Once a folder is selected, the following message appears.



Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

The files appear. Files are selected by default when added.

			Export Review Options				
; 🕞 📀 🖨	Export Only Ex	port Review Import Review	Exclude the notes column				
ile name	Extension	Size	✓ Track changes				
	Extension	5126	Protect document (Word 2003 and above)				
Image: A state of the state	nne docy docy	16 KB	Include Custom Attributes				
	nne.docx txml	51 TU	Custom Instructions:	Browse			
Carcasso		15 KB					
🔽 🕡 Centraliza	ation of L docx	16 KB	App Name 🕼 Instructions 🕼 Legend 🕼 This Document	£			
🔽 🈹 Centraliza	ation of L txml	20 TU					
🕼 🕼 Centralization of L docx 26 KB			Import Review Options				
2.6	ation of L txml	26 TU	Accept tracked changes				
Copy of Copy o	-	36 KB	Create merged TXML				
	Obtaining txml	5 TU 27 KB	Select desired glossary				
V 🕅 Copy of (	-	27 KB 14 KB	Select desired glossely				
V Z Obtaining		5 TU	Glossar	y List Preference			
V w regex.doo		13 KB	Glossary Name Source Target Type				
			Demo_Glossar English (U German (G Local				
			glossary_Centr English (U German (G Local				
			Preferred Ter English (U German (G Local				
			test_tm_DE_DE English (U German (G Local				

You can either export the selected file(s), export for review or import the reviewed file(s).

## Export Only...

The Export Only... feature allows you export file(s) to Wordfast Classic (WFC).

To use export only:

1. Select the TXML file(s), as shown in the example below.

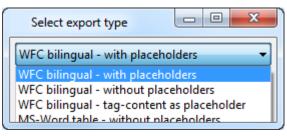
; ] 🛛 🗢 📑	Export Only Exp	oort Review Import Review		Review Options — ude the notes colu	mn			
File name     Extension     Size       Import Nevrew     Import Nevrew     Import Nevrew       Import Nevrew     File name     Size         Import Nevrew     Import Nevrew         File name     Extension       Size     Size         Import Nevrew     Import Nevrew         File name     Extension         Import Nevrew     Import Nevrew         Import Nevrew     Import Nevrew         Import Nevrew     Import Nevrew         Import Nevrew     Import Nevrew         File name     Extension         Import Nevrew     Infort Nevrew         Import Nevrew     Infort Nevrew		<ul> <li>✓ Track changes</li> <li>✓ Protect document (Word 2003 and above)</li> <li>✓ Include Custom Attributes</li> <li>Custom Instructions:</li> <li>✓ App Name ✓ Instructions</li> <li>✓ Legend ✓ This Document</li> <li>✓ Import Review Options</li> <li>✓ Accept tracked changes</li> <li>✓ Create merged TXML</li> </ul>						
		Select desired glossary <u>Glossary List Preference</u> Glossary Name Source Target Type					t Preference	
				Demo_Glossar glossary_Centr Preferred_Ter test_tm_DE_DE	English (U English (U English (U English (U	German (G German (G German (G	Local Local Local Local	

2. Click Export Only....

The Select export type dialog box appears.

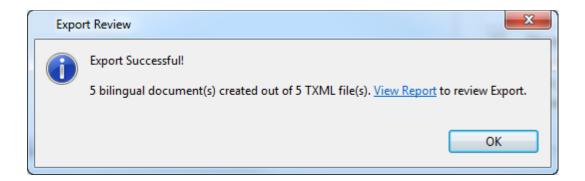
Select export type	
WFC bilingual - with plac	eholders 👻
	Export

3. Select one of the following export types from the drop-down menu:



4. Click Export.

If the export is successful, a confirmation message appears:



If the export fails, a failure message appears:

Expo	ort Review	ļ
8	Export Failed! 3 bilingual document(s) created out of 4 TXML file(s). <u>View Report</u> to review Export.	
	ОК	

5. Click **View Report.** The log appears. This log and the exported file in the chosen format are saved in the same folder as the selected TXML file(s).

Level	Message
INFO	Offline Review Tool Ver. 3.6.0
INFO	Extracting 1 file for Offline Review.
INFO	TXML Extractor: E:\Christine\test files\Centralization of Localization1.instructions.txml.docx.txml
INFO	69 tus written to rtf
INFO	Done.

### Export files for review

To export files for review:

1. Select the TXML file(s) from uploaded folder as shown in the example below.

; 🕞 🔘 📮	Export Only Exp	ort Review Import Review		Review Options ude the notes colu	ımn			
File name	Extension	Size		ck changes tect document (Wo	ord 2003 and at	ove)		
<ul> <li>Image: Carcassonne</li> </ul>	e.docx docx	16 KB		ude Custom Attrib		,010)		
🔽 🎽 Carcassonn		51 TU	Custor	n Instructions:				Browse.
♥ Im     Carcassonne_en.d docx     15 KB       ♥ Im     Centralization of L docx     16 KB			App Name Instructions I Legend I This Document					
🔽 🌌 Centralizatio		20 TU 26 KB	Import	Review Options				
🔽 🎽 Centralizatio		26 TU		ept tracked change	es			
🔽 📑 Copy of Obt	-	36 KB	Cre	ate merged TXML				
☑ Z Copy of Obt ☑ W Copy of Obt	-	5 TU 27 KB	Select	desired glossary				
V w Obtaining t		14 KB						
🔽 🌌 Obtaining th		5 TU					Glossary Lis	<u>t Preference</u>
🔽 🕢 regex.docx	docx	13 KB		Glossary Name	Source	Target	Туре	
				Demo_Glossar	English (U	German (G	Local	
				glossary_Centr		German (G	Local	
				Preferred_Ter	English (U	German (G	Local	
				test_tm_DE_DE	English (U	German (G	Local	

2. Select the following Export Review options, if required:

Select	to
Exclude the notes	exclude the notes content when the TXML file is
column	exported to RTF.
Track changes	track changes in the RTF.
Protect document	protect the file if using MS Word 2003 and above.
(Word 2003 and	
above)	
Include Custom	include or exclude custom attributes in the export
Attributes	

3. Browse to the file containing any Custom Instructions for the exported review, and click **Open File** to attach the file to the exported document.

**Note:** The exported review document contains default instructions, Custom instructions, or no instructions.

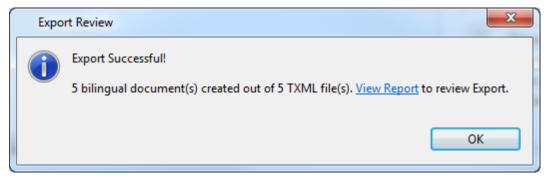
4. Select the checkboxes for the following options, to clear them. All options are selected by default. If all options are cleared, the exported file contains only segment tables for review.

Select	to
App Name	add the name of the review application to the
	exported review document.
Instructions	add default instructions to the exported review

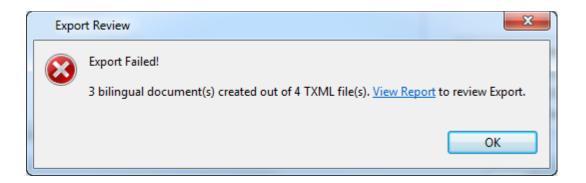
Select	to
	<ul> <li>document in .rtf, .doc or .docx format to the file for review.</li> <li>If selected, default instructions are added to the exported review document.</li> <li>If selected, and Custom Instructions are added, custom instructions are added to the exported review document.</li> <li>If Instructions is not selected, no instructions are added to the exported review document.</li> <li>If Instructions are added to the exported review document. Custom Instructions and the Browse button appear shaded, and cannot be activated.</li> </ul>
Legend	show or hide the legend in the exported review document.
This Document	show details of the exported review document, such as source and target locale.

### 4. Click Export Review.

If the export is successful, a confirmation message appears:



If the export fails, a failure message appears:



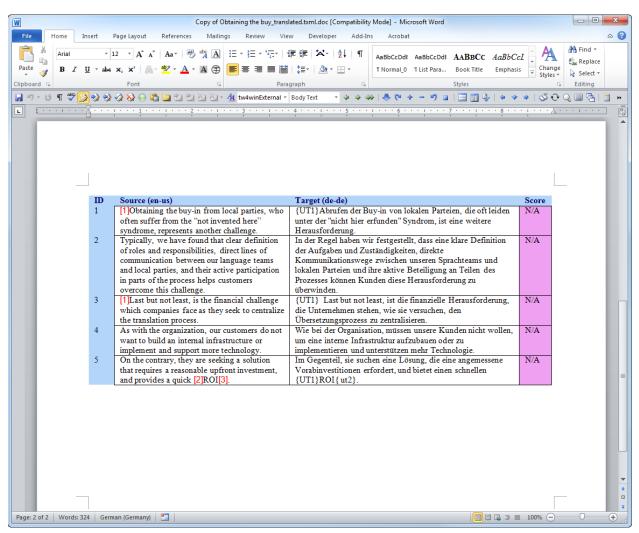
5. Click **View Report.** The log appears. This log and the exported file in the chosen format are saved in the same folder as the selected TXML file(s).

Log session start time Mon Jul 20 11:01:38 MDT 2015

Level	Message
INFO	Offline Review Tool Ver. 3.6.0
INFO	Extracting 1 file for Offline Review.
INFO	TXML Extractor: E:\Christine\test files\Centralization of Localization1.instructions.txml.docx.txml
INFO	69 tus written to rtf
INFO	Done.

6. To view the exported DOC, access the same folder where the selected TXML file(s) was located. An example of the exported DOC, and the corresponding Export Review options, appears below.

		Copy of Obtaining the buy_tra	anslated.txml.doc [Compatibility	Mode] - Microsoft Word	
File Home Inser	rt Page Layout Refere	ences Mailings Review	View Developer Add-In	s Acrobat	\$
Arial Paste		<ul> <li>→ <sup>ab</sup><sub>A</sub> A</li> <li>→ <sup>b</sup><sub>A</sub> A</li> <li>→ <sup>b</sup><sub>A</sub> → <sup>b</sup><sub>A</sub> A</li> </ul>		AaBbCcDdf AaBbCcDdf AABBCC 1 Normal_0 11 List Para Book Title	Keplace
ipboard 🕞	Font	ra P	laragraph 🕞	Styles	🕞 Editing
🤊 - ひ ¶ 🍄 📝 🤋	🔉 🤣 🏈 🗞 💿 🛍 🐂 🕈	🖢 🔄 🖄 - <u>4</u> tw4winExternal	I 🔹 Body Text 💿 🐐 🏟 🤿	ې 📰 🚍 ۱ 🖬 🕫 🗕 🔸 🌱 🐣 ا الا	)  🗢 🔶 🔺   🐼 🔂 🔍 🗐 🔁   🗐
] [	1	2	4	1 6 1 7 1 .	
in	<ol> <li>Finish translation by</li> <li>Submit 1 electronic</li> </ol>	copy to the New York office. y in Word format and 1 paper co ified		ıpany library.	
This Documen		h r information			
	Key	Value			
	Source locale Target locale	en-us de-de			
	WF-OfrtParentFilename	Copy of Obtaining the buy tran	nslated.txml		
	Notes	- Track changes has been turn			
В	egin Translation / Re	eview:			
_					_



7. Complete the review of the file before importing the review back to Wordfast Pro 3.

## Import reviewed files

To import the reviewed DOC:

1. Click **b** to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.

OR

Click 🗟 to add an entire folder. Once a folder is selected, the following message appears.

PM Plugin Question	×
Do you want to add files from subfolders?	Yes No

Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

The files appear. Files are selected by default when added.

2. Select the DOC or DOCX file(s) as shown in the example below.

PM Analyze Extract Freq Populate Freq Transcheck Clean	up Pseudotrans Bilingu	al Export	Split/Merge Show	v/Hide Swap	Src/Tgt	
Image: Control of the second secon	Extension S doc 7	V Exc V Tra Pro V Incl Custor V Aç Impor V Açç	Review Options lude the notes colu ck changes tect document (Wo ude Custom Attribu m Instructions: up Name I Instru t Review Options ept tracked change ate merged TXML t desired glossary	ord 2003 and ab utes ctions 🕡 Leg	-	 Browse
			Glossary Name Demo_Glossar glossary_Centr Preferred_Ter test_tm_DE_DE	Source English (U English (U English (U English (U	Target German (G German (G German (G	
۲ III	4			-		

3. Select the following Import Review options, if required:

Select	to
Accept tracked	automatically accept the tracked changes.

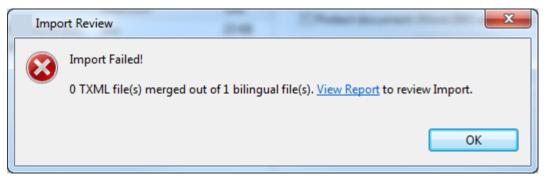
Select	to
changes	
Create merged TXML	create a TXML document containing the merged files.

## 4. Click Import Review.

If the import is successful, a confirmation message appears:

Impo	rt Review	x
1	Import Successful! 3 TXML file(s) merged out of 3 bilingual file(s). <u>View Report</u> to review Import.	
	ОК	

If the import fails, a failure message appears:



### 5. Click View Report.

The log appears. The review changes are imported into a new TXML file with the suffix .merge.txml. This log and the exported file in the chosen format are saved in the same folder as the selected TXML file(s).

# Split/Merge TXML

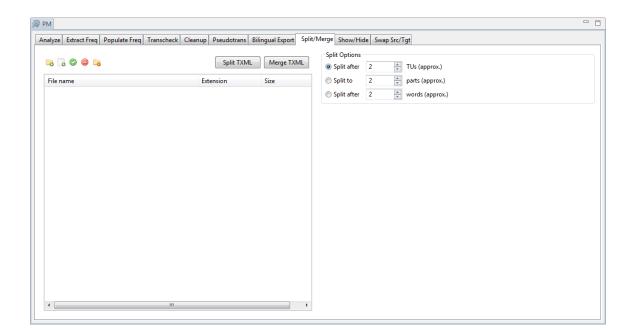
The Split/Merge option can be used to split or merge a TXML file. The split options available are:

- Split after selected number of TUs
- Split to selected number of parts
- Split after selected number of word(s)

To split/merge files:

- Open Wordfast Pro 3 and click The PM perspective appears.
- 2. Click Split/Merge.

The Split/Merge window appears.



3. Click **b** to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.

OR

Click 🗟 to add an entire folder. Once a folder is selected, the following message appears.

PM Plugin Question	
Do you want to add files from subfolders?	
	Yes No

Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

The files appear. Files are selected by default when added.

A BW			- E
Analyze Extract Freq Populate Freq Transo	heck Cleanup Pseudotran	s Bilingual Export Split/Mer	rge Show/Hide Swap Src/Tgt
<b>i</b> ] © © <b>i</b>	Split TXML Me	rge TXML Split Options	
File name	Extension Size	Split to	2 parts (approx.)
Demo_Glossary_en-de.txt.txml     Image: Construction of the second se	txml 49 TU txml 146 T		2 words (approx.)
< III		4	

You can either split a TXML file or merge multiple TXML files.

# **Splitting TXML**

To split a TXML file:

- 1. Select one of the files from uploaded folder as shown in the screenshot below.
  - The Split TXML option will be active.

Ø ₽M		
Analyze Extract Freq Populate Freq Transci	heck Cleanup Pseudotrans Bi	ngual Export Split/Merge Show/Hide Swap Src/Tgt
	Split TXML Merge T	Split Options
File name	Extension Size	Split to 2 parts (approx.)
	txml 49 TU txml 146 TU	Split after 2 known words (approx.)
K		•

- 2. Select one of the split options. TUs are rounded to the nearest block, to avoiding splitting into different files.
  - Split after selected number of TUs (approx.)
  - Split to selected number of parts (approx.)

• Split after selected number of word(s) (approx.)

## 3. Click Split TXML.

A confirmation message appears.

😽 Split txml	
Complete	
	ОК

The TXML file is split, based on the selected Split options. Split files are saved with suffix -001, -002, et cetera, and placed in the same folder as the source file.

## Merge TXML

To merge two or more TXML files:

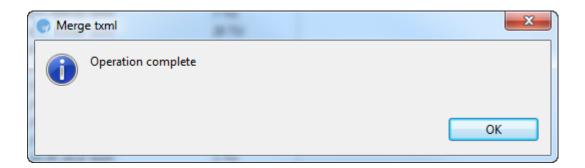
 Select two or more files from uploaded folder as shown in the screenshot below. The Merge TXML option will be active.

🙊 РМ						
Analyze Extract Freq Populate Freq Trans	check Cleanup Pseud	otrans Bilingual Export	Split/Merge	Show/Hide	Swap Src/Tgt	
r 🕞 🕞 🗢 🕞	Split TXML	Merge TYMI	lit Options Split after	2	TUs (approx.)	
File name	Extension	Size	Split to	2 🔺	parts (approx.)	
<ul> <li>✓ Z Demo_Glossary_en-de.bxt.txml</li> <li>✓ Z Docx_DE-DE.docx.txml</li> </ul>		49 TU 146 TU	Split after	2	words (approx.)	
٠		4				

**Note**: You can merge up to 20 files at a time using Wordfast Pro 3 in Demo mode. If you want to merge more than 20 files you will need to purchase the Wordfast Pro 3 license from www.wordfast.com.

2. Click Merge TXML.

The selected file(s) are merged.



The merged TXML files are placed in the same folder as the source files.

If the locales of the files to be merged do not match, the following error message appears.



# Show/Hide 100%

The Show/Hide 100% option allows you to hide or show 100% translation memory matches in the leveraged TXML file(s).

To hide 100% matches from the TXML file:

- Open Wordfast Pro 3 and click The PM perspective appears.
- 2. Click Show/Hide.

The Show/Hide window appears.

🦃 PM									
Analyze Extract Freq	Populate Freq	Transcheck	Cleanup	Pseudotrans	Bilingual Export	Split/Merge	Show/Hide	Swap Src/Tgt	
	Hide 100% r	matches	Show Hida	den					
File name			Exte	ension					
•	III			P.					

3. Click G to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.

OR

Click 🗟 to add an entire folder. Once a folder is selected, the following message appears.

🐨 PM P	lugin Question	<b>X</b>
?	Do you want to add files from subfolders?	
		Yes No

Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

The files appear. Files are selected by default when added.

M							
alyze Extract Freq Populate Freq Transc	neck Cleanup	Pseudotrans Bili	ngual Export	Split/Merge	Show/Hide Sw	ap Src/Tgt	
🗟 🕞 😂 😂 Hide 100	% matches	Show Hidden					
File name	Extension	Size					
<ul> <li></li></ul>		35 TU 49 TU 99 TU 146 TU 173 TU					
٠ [ الا		•					

**Note**: You can show/hide 100 % matches for 20 files at a time using Wordfast Pro 3 in Demo mode. If you want to do so for more than 20 files, you will need to purchase the Wordfast Pro 3 license from www.wordfast.com.

## 4. Click Hide 100% matches.

A summary appears. New TXML file(s) with the suffix .hidden.txml is saved at the same location as the source TXML file(s).

Warnings and errors		<b>X</b>
SUMMARY		*
Total: Processed: Warnings: Errors:	5 5 0 0	
		Ψ.
		Close

5. To show hidden 100% matches, add and select the hidden file(s) and click **Show Hidden**.

nalyze Extract Freq Populate Freq Transcheck Cleanu	p Pseudotrans	Bilingual Export	Split/Merge	Show/Hide	Swap Src/Tgt
🗟 🔓 🥏 🥃 Hide 1009	6 matches	Show Hidden			
File name	Extension	Size			
Z Ultimate_TM - Copy.txt.txml-frequents.hidden.     Z Z Demo_Glossary_en-de.txt.hidden.txml     Z Z Ultimate_TM _ Comparison bidden.txml	txml	35 TU 49 TU			
👿 🌌 Ultimate_TM - Copy.txt.hidden.txml 👿 🌌 Docx_DE-DE.docx.hidden.txml	txml txml	99 TU 142 TU			
🔽 🌌 logfile.html.hidden.txml	txml	173 TU			

#### A warning appears:

	X
2	File with unhidden 100% matches already exists. Do you want to overwrite it?
	Yes No

Select Yes to overwrite the files. Select No to skip the files.

A summary appears. The hidden.txml files are overwritten.

Warnings and errors		×
 SUMMARY		*
Total: Processed: Warnings: Errors:	5 5 0 0	
		<b>.</b>
		Close

# Swap Source/Target

The Swap Source/Target option allows you to swap source with target or vice versa.

To swap source/target:

- Open Wordfast Pro 3 and click The PM perspective appears.
- 2. Click Swap Src/Tgt.

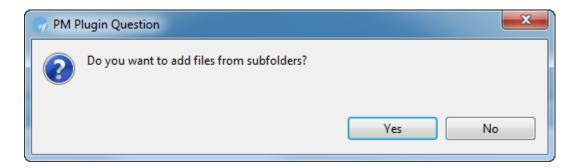
The Swap Src/Tgt window appears.

🔊 РМ				
Analyze Extract Freq Populate Freq Tra	nscheck Cleanup Pseudotrans	Bilingual Export Split/Mer	ge Show/Hide Swap Src/Tgt	
r 🕞 🕞 😂	Swap	Source/Target		
File name	Extension	Size		
•	III	4		

3. Click **b** to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.

OR

Click 🗟 to add an entire folder. Once a folder is selected, the following message appears.



Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

The files appear. Files are selected by default when added.

cleanup recouldians	biiligual export	spin/merge .	Show/ Hide	Swap Src/Tgt	
Swa	p Source/Target				
Extension	Size				
txml	33 TU				
txml	99 TU				
	Swa Extension txml	Swap Source/Target           Extension         Size           txml         33 TU	Swap Source/Target       Extension       Size       txml       33 TU	Extension Size txml 33 TU	Swap Source/Target       Extension     Size       txml     33 TU

**Note**: You can swap up to 20 files at a time using Wordfast Pro 3 in Demo mode. If you want to swap more than 20 files, you will need to purchase the Wordfast Pro 3 license from www.wordfast.com.

### 4. Click Swap Source/Target.

A summary appears. New TXML file(s) with the suffix .swapped.txml is saved at the same location as the source TXML file(s).

Warnings and errors			×
SUMMARY			*
Total: Processed: Warnings: Errors:	2 2 0 0		
			Ŧ
		Clos	e

# **Pseudotranslation**

The Pseudotranslation option copies source content to target. Pseudotranslated target content will have accented characters and the text will be expanded by 20%. This will help you preview what content will be selected as translatable and how complex formatting will appear in the target. Either source files or TXML files can be pseudotranslated.

To pseudotranslate files:

- Open Wordfast Pro 3 and click 
   The PM perspective appears.
- 2. Click Pseudotrans.

The Pseudotranslation window appears.

🦃 PM		- 6
Analyze Extract Freq Populate Freq Transcheck Cle	anup Pseudotrans Bilingual Ex	port Split/Merge Show/Hide Swap Src/Tgt
	Pseudo	translate
File name	Extension Size	Use a Pseudotranslate to get a preview of what will be pulled in as translatable and how complex formatting will show up in the target. Either source files or TXML files can be Pseudotranslated.  Pseudotranslate Options Source Language: Target Language: Create Pseudotranslated target file  Create Pseudotranslated target file

3. Click **b** to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.

## OR

Click 🗟 to add an entire folder. Once a folder is selected, the following message appears.

PM Plugin Question	
Do you want to add files from subfolders?	
	Yes No

Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

The files appear. Files are selected by default when added.

4. The Choose Format dialog box appears. Choose the format for the files to be analyzed. Only one format can be selected at a time.

Choose	Format			
Please choose from a pre-defined configuration, then press OK to continue				
Add files from subfolders				
Format	TXML Configuration			
Extension	*.txml			
	OK Cancel			
	OK Cancel			

5. Click OK.

The files appear.

PM								
Analyze Extract Freq Populate Freq Transcheck Clean	up Pseu	dotrans	Bilingual I	Export	Split/Merge	Show/Hide	Swap Src/Tgt	
	[	Pseudot	ranslate					
<ul> <li> </li> <li></li></ul>	txml txml txml txml txml txml txml txml	69 TU 15 TU 15 TU 11 TU 7 TU 4 TU 4 TU 15 TU 24 TU 162 TU 10 TU 49 TU 49 TU 49 TU 162 TU 30 TU		com Pseu Pse Soi Tai	plex formatti idotranslated eudotranslate urce Languag rget Languag	ing will show i l. e Options ge:	up in the target. Either s	pulled in as translatable and how oource files or TXML files can be
	txml txml	1 TU 1 TU	+					

**Note**: You can pseudotranslate up to 20 files at a time using Wordfast Pro 3 in Demo mode. If you want to pseudotranslate more than 20 files, you will need to purchase the Wordfast Pro 3 license from www.wordfast.com.

- 6. Select **Source** and **Target Language**.
- Select Create pseudotranslated target file to create a pseudo translated file in the chosen language and source format. For example, if you pseudotranslate a Word document from English (US) to German (Germany), then the PM plugin will create a pseudotranslated TXML file and word document. These files will be placed in the same folder as the source file.

Note: The Create pseudotranslated target file retains the last used selection..

## 8. Click **Pseudotranslate**.

The selected file(s) are pseudotranslated and the summary appears.

Warnings and errors		×
SUMMARY		*
Total: Processed: Warnings: Errors:	9 9 0 0	
		-
		Close

The pseudotranslated files are placed in the same folder as the source file. An example of a pseudotranslated TXML and a pseudotranslated source file are below.

te	test -					
	File Edit Translation Memory Terminology Window Help					
2		ų	🖞 🛏 🛓 🛶 📴 🕶 🕄 🔻 🕄 🥪 📾 🖓 👘 🕼 🗊 🖊	Î ‡ - ◇ · ◇ . > ☞ ⊂ + - * G G ⊡ = ≪ - ↓ →	₩ <b>2</b>	
E	Z c	Сору с	of common_terms_en_de.txt 🔀		- 6	3
	! ID	)	English (United States)	German (Germany)	Score	
	1	L	English	Ênglîísh	N/A	
	2	2	acceptance	äåccèëptäåncèë	N/A	
	3	3	answer	áænswéër	N/A	Ξ
	4	1	client	clîiéènt	N/A	
	5	5	Air China	Àíìr Chíìnàã	N/A	
	6	5	Fleet	Flëëët	N/A	
	7	7	fleet	flèëèët	N/A	
	8	3	Site	Síìtëê	N/A	
	9	)	site	sîïtêé	N/A	
	1	10	website	wêébsìítêé	N/A	
	Text Table					
[en	[en_US-de_DE] Source: 7 - 7 Target: 8 - 8 Max: - 44M of 105M 📋					

#### IN TÉR NÉT SÉCÜRTTY

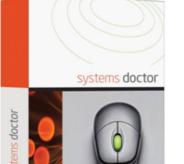
Thef Herms Herbook sefoy (My aåid Mittoimaåtitto i sefoy (My aåref contefi y (sefo) Mitteficiaåigefaåbly.

#### Η ΕΤΙΝΙΌΓΙΚ ΡΙΩΤΈς ΤΙΟΊ

With Neethoork Acceess Prooteectioon, systeem deetministratettors conden compyreer restwoork cater deethree poolicitees dor systeem restaction reeqyviteemeets.

#### PÉRSÖNÁL FIRÉWÁLLS

Ă peersoon aal mitteewaali fis aal aapplificaatifoon wi fici coon tooris teetwoork traamfiic too aalid mooris aa coomputitiser, resonantificoo oor destauturo



Néètwóôrk Systéèms Díláágnóôstlic

Systeem teesting is peerfoormeed oor bee eerithee systeem in bee coorteextooraal functionaal ReequineemeeritSpeecimicaaturori (c) (FRS) aandoor aal Systeem ReequineemeeritSpeecimicaaturori (SRS). Systeem teesting is aan inveectingaaturori eesting plaasee, wheeree beeroocits is too haaree aanoostaal deestinicobmee aaturitice aal dieest nootoon by thee deesting is birtaalsoo thee beeraalintoor aalideeween theereerpeectaaturors oorthee citistoomeer. It is aanoo in teel door teesting too aand beeyoorid thee boorified door teesting too aand beeyoorid thee boorified door teesting speecimicaaturo(c).

- . එපාහිතිශය කිළීම (Tiseer කිරි පරිතා කරීතා ශාර්ග) prරිතිල කෘෂිතය කෙසේ කෘෂියා රත්ත කෘෂියාවෙනියේ කිළීම ගිරිපකස් ( මෛක්රීතා) කෘෂියා ග්රීතා Tinteer ( මෙය
- Hildfe thee coolinpy itser from poort scällis by noot respoording too ý insoothcitted neetwoork träimic.
- Préévéé et l'inwasanté éd néétwöörk trasamic möörn köczeally mistzeallééd asapplikzeattööns.
- Probuildée théé Niséér wild Mitborn Sáttico i Sáboolitt Sái SáppilleSáttico i ta Sátri Sáikés Sá coolitééctico i Sátteémpt.

WITH Neetwoork Associess Produkestidon, syskem aan mits traatdors dord all dorg aan tsaatdoors complifier reetwoork caal deermee poolities for syskem reedwoork caal deermee to that even the saatd reed it meen to that even the saatd reed it meen to that even the saatd reed it meen to complifier reed to an even were there the complifier reads the most reeder the complifier reads the most reeder to doper rade the soon it here the complifier the complifier rades the laterest were there work of an even reads the laterest



1234 Ány Siréctet Weesi Tööwnsullite, Sieneite 54321 Höönet 555.543.5432

# **TXML** editor menu options

The Wordfast Pro 3 basic menu options are as follows:

- File
- Edit
- Translation Memory
- <u>Terminology</u>
- <u>Window</u>
- <u>Help</u>

# File

The options in the File menu are as follows:

Use	to
Create Project	create a new project.
Open Project	open an existing project.
(Ctrl+Shift+P)	
Open File (Ctrl+O)	open a new file.
Open in New	open a new file in a new Wordfast Pro 3 window.
Window	
Close (Ctrl+W)	close the currently open file. If there are unsaved
	changes, a warning message appears asking if you
	want to save the changes before closing.
Close All	close all open files. If there are any unsaved changes,
(Ctrl+Shift+W)	a warning message appears asking if you want to save
	the changes before closing.
Save (Ctrl+S)	save the currently open file.
Save Translated	save PPT, XLS or DOC files.
File (Ctrl+Alt+S)	Note: This menu option is activated only when PPT,
	XLS or DOC files are saved.
Save As	save and rename the currently open file.
Save All	save all the currently open files.
(Ctrl+Shift+S)	
Print (Ctrl+P)	print the file that is currently open.

Use	to
Properties	view information related to the currently open file, such as the original file format.
Exit (Alt+Shift+X)	exit Wordfast Pro 3. If there are any files open with unsaved changes, a warning message appears asking if you want to save the changes before exiting.

# Edit

## The options in the Edit menu are as follows:

Use	to
Undo (Ctrl+Z)	undo most recently entered text or performed function.
Redo (Ctrl+Y)	redo most recently deleted text or re-perform undone
	function.
Cut (Ctrl+X)	cut the selected text. This action can be performed only
	in the target segment.
Copy (Ctrl+C)	copy the selected text.
Paste (Ctrl+V)	paste the copied text at the location of your cursor. This
	action can be performed only in the target segment.
Select All (Ctrl+A)	select all the text in the main Translation window.
Find/Replace	search the current file for text and replace that text with
(Ctrl+F)	another text. This action can be performed only in the
	target segment.
Spell Check (F7)	check spelling.
Preferences (F9)	set translation, translation memory, penalties and
	terminology preferences.
Show Whitespace	show or hide whitespace characters.
Characters	
(Ctrl+Shift+8)	
Insert LTR Mark	insert Left To Right mark for languages that use left to
	right script.
Insert RTL Mark	insert Right To Left mark for languages that use right to
	left script.
Clear Target	clear the text in the target segment.
Segment	

Use	to
(Ctrl+Alt+X)	
Clear All Target	clear the text in all the target segments
Segments	
(Alt+Shift+Delete)	
Edit Source	edit the source segment.
Revert to original	revert any edits made to the source segment.
source	
Copy Source	copy the source from the current segment into the
(Alt+Insert)	target segment.
Copy All Sources	copy all source content to the target for all segments.
(Ctrl+Alt+Insert)	
Expand Segment	combine the currently selected source segment with
(Alt+PageDown)	the next segment.
	Note: This function can be accomplished only with
	segments in the same paragraph. Segments that have
	a paragraph break between them cannot be combined.
Shrink Segment	split the source segment into two segments, at the
(Alt+PageUp)	location of the cursor.
Remove All Tags	remove all tags in the document
Copy All Tags	copy all tags in the document
Remove Tags in	remove tags in the current segment
current segment	
(Ctrl+Shift+V)	
Copy Tags in	copy tags from the source to the target segment.
current segment	
(Ctrl+Shift+A)	
Previous Tag	select the previous tag in the source segment. The
(Alt+Shift+Left)	selected tag will be highlighted in red by default.
Copy Tag	copy the currently selected tag into the target
(Alt+Shift+Down)	
Next Tag	select the next tag in the source segment. The selected
(Alt+Shift+Right)	tag will be highlighted in red by default.
Edit Note	edit a note for a particular segment.
(Alt+Shift+E)	

Use	to
Delete Note (Alt+Shift+D)	delete a note added for a particular segment.
Add Note (Alt+Shift+N)	add a note for a particular segment.
Last Modified Segment (Shift+F5)	navigate to the last modified segment.
Go To Segment (Ctrl+G)	navigate to a specific segment.

# **Translation Memory**

The options in the Translation Memory menu are as follows:

Use	to
New/Select TM	create or select a translation memory.
(Ctrl+Shift+N)	
Machine Translation	translate a segment using machine translation
	software.
Retrieve Selected Tu	copy the TM lookup target segment into the file
(Alt+F12)	target segment.
Leverage Previous Tu	leverage the previous target segment.
(Alt+Left)	
Leverage Next Tu	leverage the next target segment.
(Alt+Right)	
Next Segment	navigate to the next segment. This action
(Alt+Down)	automatically saves the segment to the TM, if you
	have edited the translation.
Previous Segment	navigate to the previous segment. This action
(Alt+Up)	automatically saves the segment to the TM, if you
	have edited the translation.
Current Segment	leverage the TM for the current source segment.
Leverage (Alt+ -)	
Translate Until Fuzzy	translate the source segments until there is a fuzzy
(Ctrl+Alt+F)	match.
Translate Until No	translate the source segments until there is no

Use	to
Match	match.
(Ctrl+Shift+PageDown)	
Translate All	translate all source segments.
(Ctrl+Shift+End)	
Confirm All	confirm all unconfirmed segments.
Unconfirm All	unconfirm all confirmed segments.
Confirm/Unconfirm	confirm or unconfirm a segment.
(Alt+Enter)	
Commit current	save the current segment to the TM.
segment to TM	
(Alt+End)	
Commit all segments	save all the translated segments to the TM and
to TM	close the file. This action is typically carried out
(Ctrl+Alt+End)	when you have completed translation.
TM Lookup	look up the selected source text in the translation
(Crtl+Shift+T)	memory. This action leverages all segments that
	include that text.
Analyze	analyze the file for translation against a TM to
	leverage reusable content and pre-translate
	content.
Transcheck	verify target segments and view warning messages
(Ctrl+Shift+Q)	about missing or incorrect text or variables.

# Terminology

The options in the Terminology menu are as follows:

Use	to
New/Select Glossary (Alt+N)	create or select a glossary.
Add Term (Ctrl+Alt+T)	add a term to the glossary.
Previous Term (Ctrl+Alt+8)	navigate to the previous term in the source
	segments.
Copy Term (Ctrl+Alt+0)	copy the selected term.
Next Term (Ctrl+Alt+9)	navigate to the next term in the source
	segments.
Run/Stop Term Highlighting	toggle between highlighting terms in entire

Use	to
(Ctrl+F5)	TXML file or only segment in translation when
	Stopped (terms will still be highlighted for the
	currently selected segment)s).
Edit	modify the glossary.
Import	import a glossary to the open project.
Export	export a glossary to a location, either on your
	computer or a common server.
Edit Blacklist	modify the blacklist.

# Window

The options in the Window menu are as follows:

Use	to
New Window	open a new Wordfast Pro 3 window.
Show View	preview a file in Word, HTML in a web browser,
	view notes and the source context. This option also
	allows you to add or remove the TXML Attributes,
	Segment Changes, TXML Context, Outline and TM
	Lookup tabs.
Toggle Toolbar	hide or view the toolbar.

# Help

The options in the Help menu are as follows:

Use	to
Online Help (F1)	view the Wordfast Pro 3 help.
Bug Report	view or send the error log.
Check for a new version	find and install new versions.
Wordfast Pro 3	update dictionaries that can be used during
Dictionary Updates	translation.
Shortcut List	view all Wordfast Pro 3 functions and keyboard
(Ctrl+Shift+L)	shortcuts.
License Management	complete activation of Wordfast Pro 3 and manage
	license.

Use	to
About Wordfast Pro 3	view plug-in and configuration details of Wordfast
	Pro 3.

# **Managing projects**

Translation projects can be managed both by project managers and translators. Managing a project includes the following tasks:

- Creating or opening a project
- Creating or opening a translation memory
- Importing and exporting terminology lists
- Defining penalties
- Defining color codes
- Enabling spell check
- Translating in a project
- Deleting a project

# Creating or opening a project

In Wordfast Pro 3, it is necessary to create a project before translating a file. You can open a TXML file for translation only if a project is created or opened. The project is a working environment that defines settings for the source and target language, translation memory, glossary, and other user information. Find below the procedures for the following tasks:

- <u>Creating a project</u>
- Opening a project

# **Creating a project**

To create a project:

1. Open Wordfast Pro 3 and click

The TXML perspective appears.

Click File > Create Project.
 The Create Project dialog box appears.

Create Project	×
Project name:	
Source Language:	English (United States) -
Target Language:	German (Germany) 🔹
	OK Cancel

## 3. Enter a unique **Project name**.

**Note**: A unique project name enables differentiation. Naming the project according to the client name is a good practice. If a unique name is not given, an error message appears at the bottom of the dialog box.

## 4. Select **Source** and **Target Language**.

**Note**: It is important to select the correct source and target languages. If either of them is incorrect, Wordfast Pro 3 will not allow you to open files for translation. The languages that you provide now will be the default language selection for all project files.

5. Click OK.

The Open Project dialog box appears. The project name appears in the Project List and the project properties appear at the bottom of the dialog box.

💮 Open Project	×
Open existing project or create new one You need to specify source and target language of a project. Languages that you provide now will be used later as a default value for all project files.	
Project List Name default_en_US-de_DE Test	New Delete Rename Preferences
Project Properties Project Name: Test Location: C:\Users\cjacques@egsolutions.com\.wf_workspace\Test\project.x Source Language: English (United States) Target Language: German (Germany)	
ОК	Cancel

6. Select project name and click **OK**.

The Preferences (Filtered) dialog box appears.

pe filter text	TM List												
General Memory Preferences Translations	Add TM	(s) and select TM(s) to	use for this pro	oject									
✓ Terminology	Active	TM Name	Source	Target	Туре	Read-Only	Create TM						
Blacklist Glossary List		Ultimate_TM.txt	EN-US	DE-DE	Local		Add TM						
Glossary Priority Translation Memory							Edit TM						
TM List							Remove TM						
TM Priority							Export TM						
							_						
							_						
							_						
							-						
	- TM Pro												
	Source	Location: C:\Christin Language: English (Ur		mate\Ultimat	e_TM.txt								
		Language: German (G											
	-	TU Count: 22											
						Restore Defa	ults Apply						

The Preferences (Filtered ) dialog box is used for the following tasks:

- Selecting translation memory settings. Go to <u>Selecting translation memory settings</u> for more information.
- Creating or opening translation memory. Go to <u>Creating or opening translation memory</u> for more information.
- Importing, exporting, adding, editing, and deleting terms. Go to <u>Importing and exporting</u> <u>glossaries</u> and <u>Working with glossaries</u> for more information.
- Defining penalties. Go to <u>Defining penalties</u> for more information.
- Defining color codes. Go to <u>Defining color codes</u> for more information.
- Enabling spell check. Go to Enabling spell check for more information.

## **Opening a project**

To open a project:

- Open Wordfast Pro 3 and click 
   The TXML perspective appears.
- 2. Click File > Open Project.

The Open Project dialog box appears. The project names appear in the Project list and the project properties appear at the bottom of the dialog box.

3. Select a project name and click **OK**.

The Wordfast Pro 3 screen appears with the project name on the title bar and the source and target languages at the bottom of the screen.

💮 d	efa	ult_en	_US-de	DE -	Wordf	ast Pro	3 —		•	Proj		I																							x
File	E	dit 1	Franslati	ion M	emory	Ten	minolo	ogy	Wi	nar	me																								
1 🖉				e. i			• II	<b>•</b> [	ъ I	Ŵ	and.	ud.	(j):	9	L D	្រព	) M	Û	걒	S	23	.S. ₽	08	4		34 1	1.12	Ð	<b>€</b> 4	5 (cm	Л ==>	1 10	KX S		ŭ.
			100 j				00		300 3	-95-4		62Q	00			<i>v</i> •			nr.		198° - 30		- 1×		4	70 Q				Outlin		.   . •	KN C		
										-																						availabl	p		_
<b>Z</b>																													1	outime	13 1100	availabi	<b>.</b> .		
																																			- 11
																																			- 11
																																			- 11
																																			- 11
																																			- 11
					2-4									_	_				_																
	Ń	TML	.ookup	× 🛛	🐔 TXI	VIL Co	ntext		lotes	5	Segm	ent (	Chang	es	T	XML	Attri	ibute	s																
																			_		• □	7 Diff	Highl	i	Fire	d In Se			d In Ta			lear			
																				d	A		Highi	light	Fine	a m Si	burce		amia	irget		Jear			
	I	D	Source								Ta	rget									T	M Na	me			Į	Jser N	lame			Date	/Time			^
																																			1
						ource																													~
	1					Targ																												•	
ei [ei	n_U	S-de_l	DE] —			angua	age																	11M	of 22	М	Û								

# Creating or opening a TM

Translation memory (TM) is designed to provide maximum content re-use to and facilitate collaboration between globally distributed localization resources. Translators can leverage reusable content in two ways:

• Local TM: The local TM is located in your system and can only be accessed and updated by you.

• Remote TM: The remote TM is located on a server that can be accessed by several translators at the same time. The translators can leverage the available content and also update the TM with new reusable content.

**Note**: Generic users with only Read privilege cannot select the Read-Only checkbox in the TM List to write to a remote TM. Generic Users with Read and Write privileges can select the Read-Only checkbox in the TM List, and enable read/write privileges to the remote TM. Find below the procedures for the following tasks:

- <u>Selecting translation memory settings</u>
- <u>Creating a local TM</u>
- Adding a local TM
- Exporting a local TM
- Adding a remote TM
- <u>Changing TM priority</u>

## Selecting translation memory settings

To select translation memory settings:

- Open Wordfast Pro 3 and click The TXML perspective appears.
- Follow steps 1 to 6 from <u>Creating a project</u>.
   OR

Click **Translation Memory > New/Select TM**. The Preferences (Filtered) dialog box appears.

In the left pane, click Translation Memory.
 The Translation Memory dialog box appears.

Preferences (Filtered)	
type filter text	Translation Memory $\Leftrightarrow$ $\checkmark$ $\checkmark$ $\checkmark$
<ul> <li>General</li> <li>Spelling Temp Files</li> <li>Translations         <ul> <li>Auto-Propagation</li> <li>Auto-Suggest</li> <li>Colors</li> <li>Filters</li> <li>Machine Translation</li> <li>PM Plug-in</li> <li>Segmentation Settings</li> <li>TM Administration</li> <li>Terminology</li> <li>Transcheck</li> <li>Translation Memory</li> <li>Penalties</li> <li>TM List</li> <li>TM Priority</li> </ul> </li> </ul>	<ul> <li>Write unedited fuzzy and exact segments to a TM</li> <li>Copy source on no match in editor</li> <li>Perform TM Lookup automatically</li> <li>Fuzzy threshold match in (%):</li> <li>75</li> <li>Analysis report settings</li> <li>Calculate analysis report percentage by: Segments Words</li> <li>Include spaces in total character count</li> <li>Ignore translated segments from report</li> <li>Ignore translated exact segments from report</li> <li>Calculate Internal Fuzzy matches in (%)</li> <li>75</li> <li>Include Internal Fuzzy as TM Matches</li> <li>When editing an existing TU:</li> <li>Add to TM by overwriting the existing TU (default)</li> <li>Add to TM; overwrite existing TU if attributes are identical</li> <li>Add to TM; do not overwrite existing TU</li> <li>Do not add to TM</li> </ul>
	TM Lookup settings         Number of TM Lookup hits:         □ Enable sorting to show short segment length results on top         Replaceables         □ Use Replaceables for higher TM matches         □ Number replacement         □ URL replacement         □ Punctuation replacement         □ Email address
	OK Cancel

4. Select Write unedited fuzzy and exact matches to a TM, to write unedited fuzzy and exact matches to a TM.

**Note**: This option creates a local TM that can be used on your desktop for local concordance searching. In this local TM, Machine Translated and fuzzy matches appear as 100% matches. Therefore, it is suggested that a new local TM be created for this purpose.

- 5. Select **Copy source on no match in editor** checkbox, to copy the source to the target segment, if there is no match when the TM is leveraged.
- Select Perform TM Lookup automatically, when navigating from one segment to the other. Selected by default.

Warning: Automatic TM lookup may affect system performance.

- 7. Select the percentage that should be calculated for such segments.
- 8. Enter the Fuzzy Match Threshold in (%).

**Note**: This value signifies the TM leverage percentage limit for a fuzzy match. For example, if you enter a value of 75%, the tool will mark all the translations which are leveraged below 75% match as a 'No match' segment.

9. Select the Analysis report settings:

Select	to
Calculate analysis	show either % Segments or % Words based on this
report percentage by	selection as shown in the example below. Refer to
options: Segment or	Analyzing files.
Words.	
Include spaces in	include spaces in source character count.
total character count	
Ignore translated	ignore translated segments.
segments from report	
Ignore translated	ignore exact segments.
exact segments from	
report	
Calculate Internal	calculate internal fuzzy matches in source files. For
fuzzy matches in (%)	example, if there is a partial repetition of segments in
checkbox	a source file, it will be calculated as an internal fuzzy
	match.
Include Internal Fuzzy	include internal repetitions as a TM match. Selected
matches as TM	by default.
Matches	

10. Select a condition to be followed when editing an existing Translation Unit. The options are as follows:

Select	to
Add to TM by	overwrite the existing translation unit. Selected by
overwriting the existing	default.
TU	

Select	to
Add TM; overwrite	overwrite the existing translation unit only if custom
existing TU if attributes	attributes for new and existing TU are identical. This
are identical (default)	option is selected by default.
Add to TM: do not	add to translation memory and not overwrite existing
overwrite existing TU	TU
Do not add to TM	not update the TM.

- 11. Select the number of **TM Lookup Hits**, to increase or decrease the number of **TM** Lookup results based on the selected value. The default is set to 100.
- 12. Select **Enable sorting to show short segment length results on top**. This ensures that short segments will appear first when sorted.
- 13. Select **Use Replaceables for higher TM matches** checkbox to replace the selected terms in the translation with terms from the selected TM.

**Note:** Selecting this option selects all suboptions by default. Select the checkbox to clear it, for the terms you do not want to select for replacement from the TM.

Select	to
Number replacement	consider all numbers appearing in the source as a
	100% match. All decimals and mathematical
	notifications are considered numbers. Alphanumeric
	values are not considered numbers, for example,
	562HH.
URL replacement	consider all URLs appearing in the source as a
	100% match.
Punctuation	consider all punctuation appearing in the source as a
replacement	100% match.
Email address	consider all email addresses appearing in the source
	as a 100% match.

14. Click OK.

The translation memory properties for the project are set up.

## **Creating a local TM**

To create a local TM:

- 1. Follow steps 1 to 2 from section <u>Selecting translation memory settings</u>.
- 2. In the left pane, select **Translation Memory > TM List**.

The Translation Memory - TM List dialog box appears.

e filter text	TM List						
General Memory Preferences Translations	Add TM	(s) and select TM(s) to	use for this pro	oject			
▲ Terminology	Active	TM Name	Source	Target	Туре	Read-Only	Create TM
Blacklist Glossary List		Ultimate_TM.txt	EN-US	DE-DE	Local		Add TM
Glossary Priority Translation Memory							Edit TM
TM List TM Priority							Remove TM
TMPHONEY							Export TM
							-
	- TM Pro	perties Location: C:\Christin	e\test files\Ulti	mate\Ultimat	e TM.txt		
	Source	Language: English (Ur					
	-	Language: German (G	iermany)				
		TU Count: 22					
						Restore Defai	ults Apply

#### 3. Click Create TM.

The Create Local TM dialog box appears.

- 4. Enter or browse the location for the local TM.
- 5. Enter a file name for the new local TM and click **Save**.
- 6. Enter a **Symbolic name** for the Local TM.

**Note**: Ensure that the name is unique and easily recognizable. If a unique name is not given, an error message appears at the bottom of the dialog box.

7. Select **Source** and **Target Language**.

**Note**: The default source and target languages are the same as the currently open project. Ensure that the selected TM and project have the same language pair assigned. If either of them is incorrect, the TM will not be leveraged in the project. An example is shown below.

Create TM	×
Local TM	
Location: C:\Christ	ine\test files\Ultimate\Ultimate_T Browse
- Local TM Propertie	
Symbolic name:	Ultimate_TM2014.txt
Source Language:	English (United States) -
Target Language:	German (Germany) 👻
	OK Cancel

8. Click OK.

The newly created local TM name appears in the TM List and the properties appear at the bottom of the dialog box.

Preferences (Filtered)							
	TM List						•
			6 M				
▲ Appearance Colors and Fonts	Add IM	(s) and select TM(s) to u	se for this pro	oject			
Views	Active	TM Name	Source	Target	Туре	Read-Only	Create TM
AutoSave		Ultimate TM.txt	EN-US	DE-DE	Local	<b></b>	
Connection Settings	V	qa_enus_dede_10.1	EN-US	DE-DE	WFServer	<u>v</u>	Add TM
Shortcut Keys		common_terms_en	EN-US	DE-DE	Local		Edit TM
User Name		Ultimate_TM2014.txt	EN-US	DE-DE	Local		Currin
⊿ Spelling		_					Remove TM
Hunspell							
Temp Files							Export TM
▲ Translations							
Auto-Propagation							
Auto-Suggest							
Colors							
▲ Filters Formats							
Machine Translation							
Google Translate							
Microsoft Transl							
WorldLingo							
PM Plug-in							
Segmentation Settin							
TM Administration	TM Pro	perties					
▲ Terminology		Location: E:\Christine\t	est files\Ultir	nate\Ultima	te_TM2014.tx	t	
Blacklist	Source	Language: English (Unite	ed States)				
Glossary List	Target	Language: German (Geri	many)				
Glossary Priority	-	TU Count: 1					
▲ Transcheck							
Consistency che							
Copied Source C 🔻						Restore De	faults Apply
						ОК	Cancel

- 9. Select the **Active** check box to use the newly created local TM during translation.
- 10. Select Read-Only check box if you do not want to update the local TM. (Optional)
- 11. Click **OK**.

A new local TM is created for the project.

## Adding a local TM

To add a local TM:

- 1. Follow steps 1 to 2 from section Creating a local TM.
- 2. Click Add TM.

The Add Local TM dialog box appears.

Add TM					×
Local TM WFServer	TM Server				
Location:				В	rowse
-Local TM Propertie	s				
Symbolic name:					
Source Language:	English (Ur	nited States)			-
Target Language:	German (G	Germany)			-
			ОК		Cancel

- 3. Enter or browse to the location of the local TM, and select the TM format from the drop-down list:
- WF Classic TM format (.txt)
- Translation Memory Exchange format (.tmx)

In the example below, the selected format is TMX.

Local TM File	My Passport (E:) 🕨	example 🕨 test files 🕨		✓ <sup>4</sup> → Search tes	st files	× ,2
Organize 🔻 New folder					:= ▼ 🔳	0
〕 Downloads	*	Name	Date modified	Туре	Size	•
Recent Places	=	👔 replaceables	3/11/2014 12:38 PM	File folder		
💱 Dropbox		🐌 test	3/11/2014 12:41 PM	File folder		
🧊 Libraries		퉬 TSO	12/17/2014 3:35 PM	File folder		
Documents		J TXML	11/10/2014 10:59	File folder		=
Music		Ultimate	10/17/2014 11:18	File folder		-
Pictures		Ultimate_source	11/20/2014 2:25 PM	File folder		
Videos		common_terms_en_de.txt	10/17/2014 11:31	Text Document	1 KB	
_		Demo_Glossary_en-de.txt	11/10/2014 2:12 PM	Text Document	1 KB	
👰 Computer		Demo_Glossary_en-de.txt.txml_EN-US.swappe		Text Document Text Document	1 KB 12 KB	
🏭 WINDOWS (C:)	-	Demo_Glossary_en-de_deprecated.txt	11/14/2013 8:30 AM	Text Document	12 KB	-
File name:	common_terms_er			✓ All Support All Support WF Classic	ted Files (*.txt, *.tmx ted Files (*.txt, *.tmx TM Format (*.txt) Memory Exchange	<)

6. Select a local TM file and click **Open**.

**Note**: Ensure that the correct local TM is selected. The local TM file must have a correct header, which typically includes the creation date, user ID, source and target language, and so on. If an error occurs, please log in to the Wordfast Pro 3 support hotline at www.wordfast.com.

If the source and target languages of the selected TM do not match the locales for the project, the following message appears:

Add	ТМ	×
	Both Source and Target Language Locales don't match with the ava Locales. Please select the Locales.	ailable application
		ОК

Select the correct locales from the Add TM dialog box.

Follow steps 6 to 10 from section <u>Creating a Local TM</u>.
 An existing local TM is selected for the project, and appears in the TM List.

## **Exporting a local TM**

To export a local TM:

- Open Wordfast Pro 3 and click The TXML perspective appears.
- Click Translation Memory > New/Select TM. The Preferences (Filtered) dialog box appears.
- 3. In the left pane, click Translation Memory > TM List.
- 4. Select a local TM and click **Export TM**.

The Export Local TM dialog box appears.

G	Export Lo	cal TM	
L	.ocal TM:	Ultimate_TM.txt	•
E	xport type:	Translation Memory eXchange	-
F	ile:	Browse	
		OK Cancel	]

5. If required, select another TM from the drop-down list.

6. Select the Export Type format of the TM.

Note: You can either choose the default Wordfast Pro 3 TM format or TMX format.

- 7. Browse to the location where you want to save the exported TM and provide a file name.
- 8. Click OK.

The TM is exported to the specified location in the chosen format.

Complete	×
Export to TMX finished Total local TUs: 160 Total exported: 159 Languages in TM: EN-US, DE-DE	
	ОК

## Adding a remote TM to WFServer

To add a remote TM to WFServer:

- 1. Follow steps 1 to 2 from section <u>Selecting translation memory settings</u>.
- 2. In the left pane, select Translation Memory > TM List.

The Translation Memory - TM List dialog box appears.

3. Click Add TM.

The Add TM dialog box appears.

4. Click the **WFServer** tab.

The WFServer options appear.

Add TM				X
Local TM WFServer Wo	ordfast Anywhere	TM Server		
URL:				Test
-Remote TM Properties	;			
Symbolic Name:				
Address:				
Port:				
Account Name:				
Account Password:				
Workgroup ID:				
Search Depth: 2	00			
Timeout Properties (m	illiseconds)			
Connection Timeout:	15000			
Short Timeout:	15000			
Long Timeout:	45000			
TM Cleanup				
Use TM Password:				
		_		
			ОК	Cancel

5. Enter the remote TM URL.

The remote TM information is populated automatically when the username, password and Project Short Code are contained within the URL string.

Alternatively, enter each of the remote TM properties.

The remote TM URL is populated automatically.

**Note**: The remote TM URL and login details are provided to you by the client, if they are using a Wordfast TM server.

6. After entering all remote TM information, click **Test**.

Connection to the remote TM is established and a message appears.

7. Modify the **Symbolic name** for the remote TM, if required.

Note: The default symbolic name is a combination of the user name, address and port details.

#### 8. Enter Workgroup ID and Search Depth. (Optional)

**Note**: The Workgroup ID is a 10 digit number and is provided to you by the Wordfast Pro 3 administrator. If a Workgroup ID is not entered, you can only read from the remote TM. The Workgroup ID is required if you need to update the remote TM. Ensure that the user name is unique and easily recognizable. Search depth signifies the number of results that can be viewed for a particular search. For example, if you are looking for segments containing the word "hotel", only the first 200 segments in the remote TM containing that word will appear.

#### 9. Enter Timeout Properties.

There are three types of timeouts:

- Connection Timeout: controls the connection or disconnection timeout.
- Short Timeout: controls commands that are expected to be completed immediately
- Long Timeout: controls commands that get serialized in the server's TM queue and possibly take a long time to complete: searches, updates, concordance searches and so on.
- 10. Select **Use TM Admin Password** to provide password to clean up target content and update the TM.

The example below shows the reminder that appears when the mouse is pointed to the password properties.

Add TM	×
Local TM WFServer Wordfast Anywhere TM Server	
URL: Test	
Remote TM Properties	
Symbolic Name:	
Address:	
Port:	
Account Name:	
Account Password:	
Workgroup ID:	
Search Depth: 200	
Timeout Properties (milliseconds)	
Connection Timeout: 15000	
Short Timeout: 15000	
Long Timeout: 45000	
TM Cleanup	
Use TM Password:	
TM Admin Password is required to perfor	rm adr
OK	

**Note**: The password will be provided to you if you have Project Manager role access rights. Find below a possible setup for a remote TM.

Add TM	
Local TM WFServer V	Vordfast Anywhere TM Server
URL: wf://example_e	nus_dede_tdc:password1@example.translations Test
Remote TM Properti	es
Symbolic Name:	example1_enus_dede_tdc_example.translations.com
Address:	example.translations.com
Port:	
Account Name:	example_enus_dede_tdc
Account Password:	password1
Workgroup ID:	
Search Depth:	200
Timeout Properties (	milliseconds)
Connection Timeout	: 15000
Short Timeout:	15000
Long Timeout:	45000
TM Cleanup	
Use TM Password	password2
	OK Cancel

## 11. Click **OK**.

The newly created or added remote TM name appears in the TM List and the properties appear at the bottom of the dialog box. An example appears below.

Click the TM List column name to view the list in ascending, descending or default order. If any of the TMs are selected, then the list will be sorted based on selected and unselected TMs.

pe filter text 🖉	TM List						← → → →
General Spelling	Add TM	(s) and select TM(s) to u	se for this pro	oject			
Hunspell Temp Files	Active	TM Name	Source	Target	Type	Read-Only	Create TM
Translations		Ultimate_TM.txt	EN-US	DE-DE	Local	These only	Create TIVI
Auto-Propagation		qa_enus_dede_10.1	EN-US	DE-DE DE-DE	WFServer		Add TM
Auto-Suggest		qa_enus_dede_10.1	EIN-US	DE-DE	wrserver	×	
Colors							Edit TM
∠ Filters							Remove TM
Formats							
Machine Translation							Export TM
Google Translate							
Microsoft Translate							
WorldLingo							
PM Plug-in							
Segmentation Settings							
TM Administration							
▲ Terminology							
Blacklist							
Glossary List							
Glossary Priority							
Transcheck							
Translation Memory							
Penalties	- TM Pro	perties					
TM List		Location: wf://qa_enus	_dede:passw	ord@10.10.9	5.158:47110/		
TM Priority	Source Language: English (United States)						
	Target Language: Germany)						
	TU Count: 78						
						Restore Defau	Ilts <u>A</u> pply
	•			111			

- 12. Select the Active check box, to use the new remote TM during translation.
- 13. Select the Read-Only check box, if you do not want to update the remote TM. (Optional)
- 14. Click **OK**.

A new or existing remote TM is created or opened for the project.

## Adding a remote TM to Wordfast Anywhere

- 1. Follow steps 1 to 2 from section Selecting translation memory settings.
- In the left pane, select Translation Memory > TM List.
   The Translation Memory TM List dialog box appears.
- 3. Click Add TM.

The Add TM dialog box appears.

4. Click the Wordfast Anywhere tab.

The Wordfast Anywhere options appear.

Add TN	И			X
Local TM	WFServer	Wordfast Anywhere	TM Server	
Symbolic	Name:			
Enter API	Key:			Test
	-	e found in TM & Glose and glossaries mana		

- 5. Give the glossary a **Symbolic Name**.
- 6. Enter the API Key.
- 7. Click Test.

The following message appears when Wordfast successfully connects to Wordfast Anywhere.

Test	Status	<b>—</b>
1	Connection established successfully	
		ОК

For more information, refer to the Sharing to Applications topic in the Wordfast Anywhere Manual.

## **Changing TM Priority**

1. Click TM Priority under Translation Memory.

The Translation Memory - TM Priority dialog box appears.

General Spelling Temp Files Translations Auto-Propagation Auto-Suggest Colors	Select order of priority from active TMs TM Name Ultimate_TM.txt qa_enus_dede_10.10.95.158	in TM List Source EN-US	Target DE-DE	ТМ Туре	
Temp Files Translations Auto-Propagation Auto-Suggest	TM Name Ultimate_TM.txt	Source	-	ТМ Туре	
Translations Auto-Propagation Auto-Suggest	Ultimate_TM.txt		-	ТМ Туре	
Auto-Propagation Auto-Suggest	Ultimate_TM.txt		-		
Auto-Suggest	_	LIN-US		Local	
		EN-US	DE-DE	WFServer	_
	Ultimate_TM2014.txt	EN-US	DE-DE	Local	_
<ul> <li>Filters</li> </ul>	Ontimate_1102014.txt	LIN-03	DL-DL	Local	_
Machine Translation					_
PM Plug-in					_
Segmentation Settings					_
TM Administration					_
b Terminology					_
Transcheck					
Translation Memory					
Penalties					- 📕
TM List					
TM Priority					_
					_
					_
					_
					_
					_
					_
					_

Click or I to prioritize newly created or available local and remote TMs.
 Note: Prioritizing TMs will ensure that the first TM in the list is leveraged first, followed by the remaining TMs.

## Importing and exporting glossaries

A glossary is a list of source terms and their preferred translations. For example, a terminology list could include information as follows:

Source	Target
translation memory	mémoire de traduction
translation unit	unité de traduction

Source	Target
data transfer rate	taux de transfert de données
International Translators Federation	Fédération Internationale des
	Traducteurs

The glossary is stored as a tab-delimited list of source and target terms on your computer or a common server. To use a glossary, you need to import it into Wordfast Pro 3. After completing a translation project, you also have an option to add new terms and export the glossary to your computer or a common server. Find below the procedures for the following tasks:

- Importing a glossary
- Adding a remote glossary
- Editing a remote glossary
- Exporting a glossary
- <u>Changing Glossary Priority</u>

## Importing a glossary

To import a glossary:

1. Open Wordfast Pro 3 and click

The TXML perspective appears.

Click Terminology > Import.
 The Import Glossary dialog box appears.

💮 Import G	lossary
File type:	Tab-delimited text file (*.txt)
Import File:	Browse
🔲 Treat fin	st row as headings
Oreate r	new Glossary
🔘 Import i	into existing Glossary
Existing G	ilossary:
If term alr	ready exists: Overwrite existing term
	OK Cancel

- 3. Choose File type. You have two options:
  - Tab delimited text file (.txt)
  - Term Base eXchange (.tbx)
- 4. Enter or browse for the glossary.
- 5. Select checkbox to ensure that the first row of the glossary is viewed as headings.
- 6. Next, you have two options:
  - Select Create new Glossary if you are importing the first terminology file for the project.
  - Select Import into existing terminology, if you have already imported a glossary and want to combine both the files.

#### Creating a new glossary

To create a new glossary:

- 1. Follow steps 1 to 4 from **Importing a glossary**.
- 2. Click Create new glossary.
- 3. Click OK.

The Create Glossary dialog box appears. The Symbolic Name will be populated based on the imported glossary file name. The Source and Target Language Code will be populated based on the language of the currently open project.

💮 Create Glossary	×
Glossary Properties	
Symbolic Name:	
Source Language:	English (United States) 🗸
Target Language:	German (Germany) 🗸
	OK Cancel

- 4. If required, enter a different Symbolic name, Source Language Code, and Target Language Code.
- 5. Click OK.

The terms from the local terminology list are imported and a new terminology file is created.

#### Import into existing glossary

To import a new glossary into an existing glossary:

- 1. Follow steps 1 to 4 from Importing a glossary.
- 2. Select Import into existing Glossary.

The Import into existing Glossary option is activated.

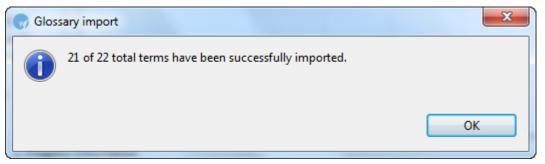
💮 Import G	lossary				
File type:	Tab-delimited text file (*.txt)				
Import File:	C:\Users\cjacques\Documents\Wordfast\test_docs\ Browse				
🔲 Treat fir	st row as headings				
	new Glossary into existing Glossary				
Existing G	ilossary: glossary_Centralization-DE_DE-DE 🔹				
If term all	ready exists: Overwrite existing term 💌				
	OK Cancel				

- 3. Select the **Existing Glossary** for the open project.
- 4. In the **If term already exists** prompt, select an action to perform if there is an overlap between the existing and new terminology list.
- 5. Click OK.

The Glossary import report dialog box appears. This describes the number of terms that will be imported.

6. Click **OK**.

The new glossary is imported and the following message will appear:



## Adding a remote glossary

A glossary can be added using the following:

- Term Manager
- WF Server
- Wordfast Anywhere

#### **Term Manager**

To add a glossary from Term Manager:

Open Wordfast Pro 3 and click 
 The TXML perspective appears.

2. Open the Terminology menu and click New/Select Glossary.

The Preferences - Glossary List appears.

Preferences (Filtered)								
type filter text 🖉	Glossary	List					-	
<ul> <li>General</li> <li>Memory Preferences</li> <li>Translations</li> </ul>	Add Glo	ssary(ies) and select Glo	ssary(ies) to u	ise for this pr	oject			
<ul> <li>Translations</li> <li>Terminology</li> </ul>	Active	Glossary Name	Source	Target	Туре	Read-Only	Create	
Blacklist		Demo_Glossary_en	EN	ES	Local		Add	
Glossary List								
Glossary Priority Translation Memory							Edit	
TM List							Remove	
TM Priority							Import	
							Export	
							Export	
		y Properties						
	Location:							
	Source Language: Target Language:							
	-	rm Count:						
						Restore D	efaults Apply	
						ОК	Cancel	

## 3. Click Add.

The Add Glossary dialog box appears.

Reference Add Glossary
TMGR WFServer Wordfast Anywhere
URL: Test
Remote Properties
Symbolic Name:
Address:
Username:
Password:
Project Short Codes:
Example: PRO000001,PRO000002
Glossary Properties
Source Language: English (United States)
Target Language: German (Germany)
Synchronization Properties
Synchronize blacklist terms
<ul> <li>Automatic Synchronization</li> <li>Synchronize on Glossary Startup</li> </ul>
Synchronize interval (seconds): 3600
OK Cancel

- 4. Give the glossary a **Symbolic Name** and assign a **Source** and **Target Language Code**.
- 5. Enter the **URL** of the Term Manager instance.

The remote TMGR information is populated automatically, when the username, password and Project Short Code are contained within the URL string. Alternatively, enter each of the remote TM properties.

Option	Description	
URL	Enter the Term Manager URL.	
Username	Enter the username to access	
	Term Manager.	
Password	Enter the corresponding	
	password for the username.	

Option	Description
Project Short	Enter the Term Manager project
Codes	shortcodes. If multiple Project
	Short Codes are needed,
	separate them with a comma.

6. Select the Synchronization Properties.

Option	Description
Synchronize	synchronize blacklisted terms in Term Manager with Wordfast
blacklist terms:	blacklist. Selected by default.
Automatic	enable automatic synchronization with GlobalLink® Term Manager
Synchronization	(TMGR) whenever a term is added or deleted. Selected by default.
Synchronize on	enable Term Manager synchronization when the Glossary dialog box
Glossary Startup:	is opened.
	Note: Wordfast can connect to Term Manager versions running 4.3.1
	or above. Version 4.3.1 supports read access only, and read/write
	access is supported as of Version 4.5. Selected by default.
Synchronize	enter the interval for Term Manager synchronization.
interval (seconds):	

**Note:** If the remote glossary was not set up to be synchronized, it can be synchronized from the glossary. Click **Synchronize.** 

😡 de	fault_en_U	JS-de_DE - Wordfast Pro 3					
File	Edit Tra	anslation Memory Terminology	Window Help				
ڪ		🖞   Her 🛓 (H)   🔂 🕶 🗒 🕶 (	10 😺 🖬 🖓 🗏 🖓	6 🗗 🖞 🕆 🕸 🖓 🖓 🕞 🖻		€ 🖗 🗠 🕹 🖦   🥸	53 a L
E [	🗓 glossar	ry_Centralization-DE	_en-US_de-DE 😣				🗄 Outline 🛛 📃 🗖
	Glossary	An outline is not available.					
	Index		Target	Description	Creation Date	Creation User	
Ĭ	1	one	eine		Mar 10, 2014 04:58	tester	
	2	source	target		Mar 10, 2014 04:57	tester	
	•			III		- F	
[en_	US-de_DE	]			13M of 23M	Û	a L

When the glossary synchronization is complete, a confirmation message appears. A report appears showing the number of terms added, updated or removed.

Synchronization Report			×		
Synchronization process has been finished					
Regular Terms					
Glossary Name	Added	Updated	Removed		
tester_en-US_de-DE	1	0	0		
		ſ	ОК		

7. Click **Test...** to test the Term Manager connection status.

The following message appears when Wordfast successfully connects to the Term Manager instance.

Test	Status	<b>—</b>
1	Connection established successfully	
		ОК

- 8. Click OK.
- 9. Click **OK** on the Add Glossary dialog box.

The new glossary is added to the glossary list.

pe filter text 🖉 🖉	Glossary	List					
General Memory Preferences	Add Glo	Add Glossary(ies) and select Glossary(ies) to use for this project					
Translations Terminology	Active	Glossary Name	Source	Target	Type	Read-Only	Create
Blacklist	V	Demo_Glossary_en	EN-US	DE-DE	Local		Add
Glossary List		TMGR1	EN-US	FR-FR	Remote		Add
Glossary Priority Translation Memory							Edit
TM List							Remove
TM Priority							
,							Import
							Export
	Glossar	y Properties					
		Location:					
	Source Language Code:						
	Target	Language Code:					
		Term Count:					
						Restore Defaults	Apply
	1						

**Note**: Wordfast can connect to Term Manager versions running 4.3.1 or above. Version 4.3.1 supports read access only, and read/write access is supported as of Version 4.5.

#### WF Server

To add a glossary from WF Server:

1. Open Wordfast Pro 3 and click

The TXML perspective appears.

- Open the Terminology menu and click New/Select Glossary. The Preferences - Glossary List appears.
- Click Add. The Add Glossary dialog box appears.
- Click the WFServer tab. The WFServer details appear.

🐨 Add Glossary			<b>X</b>
TMGR WFServer	Wordfast Anywhere		
Symbolic name:			
URL:		Test	
- WFServer Prope	rties		
Address:			
Port:			
Username:			
Password:			
Workgroup ID:			
	ОК	Cance	

- 5. Give the glossary a **Symbolic Name**.
- Enter the URL of the WFServer to autopopulate the WF Server properties OR

Enter the Address, Port, Username, and Password for the WFServer to autopopulate the URL.

- 7. Enter the Workgroup ID.
- 8. Click **Test...** to test the WFServer connection status.

The following message appears when Wordfast successfully connects to the WFServer.

Test	Status	<b>×</b>
1	Connection established successfully	
		ОК

Click OK on the Add Glossary dialog box.
 The new glossary is added to the glossary list.

#### Wordfast Anywhere

To add a glossary from Wordfast Anywhere (WFA):

- Open Wordfast Pro 3 and click The TXML perspective appears.
- Open the Terminology menu and click New/Select Glossary.
   The Preferences Glossary List appears.
- 3. Click Add.

The Add Glossary dialog box appears.

4. Click the Wordfast Anywhere tab.

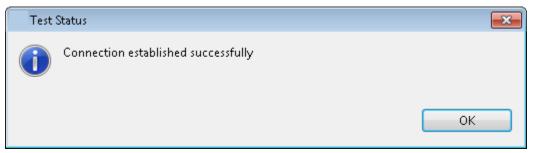
The Wordfast Anywhere details appear.

Add Glossary	X	J
TMGR WFServer	Wordfast Anywhere	
Symbolic name:		
Enter API Key:	Test	
	be found in TM & Glossaries Setup in Wordfast Anywhere. Click on MS and glossaries management dialog to see the API key.	
	OK Cancel	

- 5. Give the glossary a **Symbolic Name**.
- 6. Enter the API Key.

#### 7. Click Test.

The following message appears when Wordfast successfully connects to Wordfast Anywhere.



- 8. Click OK.
- Click OK on the Add Glossary dialog box.
   The new glossary is added to the glossary list.
   For more information, refer to the Sharing to Applications topic in the <u>Wordfast Anywhere Manual</u>.

## Editing a remote glossary

1. Open Wordfast Pro 3 and click

The TXML perspective appears.

- 2. Open the Terminology menu and click **Edit**, then select the appropriate glossary. The glossary appears.
- 3. Click **Search** to search through the glossary. Both Source and Target search options are available.
- 4. Click **Add** to add a term to the glossary.
- 5. Click **Synchronization** to synchronize any added terms to the glossary.

**Note**: Wordfast can connect to Term Manager versions running 4.3.1 or above. Version 4.3.1 supports read access only, and read/write access is supported as of Version 4.5.

#### **Exporting a glossary**

Local and remote glossaries can be exported, with the exception of Term Manager glossaries. To export a glossary:

Open Wordfast Pro 3 and click

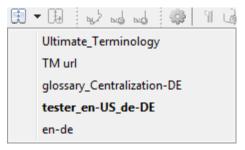
The TXML perspective appears.

#### 2. Click **Terminology > Export**.

Terr	Terminology Window Help						
Û	New/Select Glossary	Alt+N					
	Add Term	Ctrl+Alt+T					
I+	Previous Term	Ctrl+Alt+8					
1	Copy Term	Ctrl+Alt+0					
$\rightarrow$	Next Term	Ctrl+Alt+9					
	Run/Stop Term Highlight	Ctrl+F5					
Ð	Edit	•					
	Import						
	Export						
	Edit Blacklist	•					

#### OR

Select the glossary from the drop-down menu.



#### The glossary appears.

File	Edit T	ranslation Memory Terminology	Window Help				
۹		🖄   (+- 🛓 -+)   🔂 🕶 🗒 💌	1 v 4 4 4 1 4	6 🗗 🖞 🕆 🐇 🖓 🖓 🖓 16	√ + - % G G   ₽ <	€	12 B U
	🗓 glossa	ary_Centralization-DE 🛛 🔃 tester	_en-US_de-DE				🗄 Outline 🛛 🗖 🗖
						An outline is not available.	
	Index	<ul> <li>Source</li> </ul>	Target	Description	Creation Date	Creation User	
Ŭ	1	1 one	eine		Mar 10, 2014 04:58	tester	
	1	2 source	target		Mar 10, 2014 04:57	tester	
	•			m		4	

## 3. Click Export.

The Export Glossary dialog box appears.

💮 Export GI	ossary
Glossary:	Ultimate_Terminology
Export type:	Tab-delimited text file (*.txt)
File:	Browse
	OK Cancel

- 4. Select **Glossary** name.
- 5. Select Export type. You have two options:
  - Tab delimited: a TXT file
  - TBX: an XML file
- 6. Enter or browse the location for the glossary.
- 7. Click OK.

The glossary is exported and saved at the specified location.

Glossary export	X
2 term(s) exported successfully.	ОК

## **Changing Glossary Priority**

1. Click on **Glossary Priority** under **Terminology**.

The Terminology - Glossary Priority dialog box appears.

ype filter text 🖉	Glossary Priority					
General     Memory Preferences     Translations	Select order of priority from act	ive Glossaries in Glo	ossary list			
<ul> <li>Translations</li> <li>Terminology</li> </ul>	Glossary Name	Source	Target	Туре		
Blacklist	TMGR1	EN-US	FR-FR	Remote		
Glossary List	Demo_Glossary_en-fr	EN-US	FR-FR	Local		
Glossary Priority						
<ul> <li>Translation Memory TM List</li> </ul>						
TM Priority						
initionay						_
						_
						_
				Re	store Defaults	Apply
					ок	Cancel

Click or Image of the prioritize newly created or available local and remote glossaries.
 Note: Prioritizing glossaries will ensure that the first glossary in the list is leveraged first, followed by the remaining glossaries.

## **Defining penalties**

Penalties are defined to maintain high quality of the content leveraged from translation memory. A value is assigned to each of the penalties, which are taken into account to calculate the translation score. This score is used to differentiate between golden or 100 %, fuzzy and no match.

To define penalties:

 Open Wordfast Pro 3 and click The TXML perspective appears.

## 2. Click Edit > Preferences > Translations > Translation Memory > Penalties.

The Preferences (Filtered) Penalties dialog box appears.

Preferences (Filtered)					
type filter text	Penalties				•
⊿ General					
Appearance		Value	Min	Max	
Colors and Fonts	Case:	1	-		
Views	Von literal:	0.50	1	10	
AutoSave	M Non literal:	0.50			
Connection Settings	🔽 Tag:	0.50	<b>1</b>	<b>1</b> 0	▲ ▼
Memory Preferences Shortcut Keys	📝 Align:	3	*		
Update Reminder	Machine translation:	15			
⊿ Spelling	Viachine translation:	15			
Hunspell	Multiple translations:	1	A V		
Temp Files ⊿ Translations	Local TM:	1	* *		
Auto-Propagation	Remote TM:	1	A V		
Auto-Suggest	V Private TU:	2	*		
Colors Filters	Public TU:	1	Å		
▲ Filters Formats					
✓ Machine Translation	Attribute:	1	•		
Google Translate	If attribute is not:				
Microsoft Translate	🔲 If filename attribut	te does i	not match		
WorldLingo	in mename attribut	ie uoes	not materi		
PM Plug-in					
Segmentation Settings					
TM Administration					
⊿ Terminology					
Blacklist					
Glossary List					
Glossary Priority					
⊿ Transcheck					
Copied Source Check					
Forbidden Characters					
Numerical Partial					
Partial Punctuations					
Terminology					
Untranslatable					
▲ Translation Memory					
Penalties					
TM List					
TM Priority				Res	tore <u>D</u> efaults <u>A</u> pply
				6	
					OK Cancel

3. Enter values for penalties. Find below the list of penalties and description:

Penalty	Description
Case	penalizes different case in letters.

Penalty	Description
Non literal	penalization is for punctuations, space, special characters
	like apostrophes, dashes, quotes and so on.
Тад	penalizes different tags.
Align	penalizes TUs coming from an alignment.
Machine	penalizes TUs coming from MT.
translation	
Multiple	penalizes TUs if there are duplicates within the TM with
translations	different translations.
Local TM	penalizes TU from local desktop copy.
Remote TM	penalizes TU from remote TM.
Private TU	penalizes workgroup Translation Unit (TU) from remote TM.
(Remote)	
Public TU	penalizes non-workgroup TU from remote TM.
(Remote)	
Attribute	penalizes if attributes differ.
If attribute is not:	consider this attribute name for penalization when the
	custom attribute in the TU does not match the text box
	attribute.
If filename	consider filename as an attribute for penalization when the
attribute does	filename attribute in the TU does not match the TXLF
not match	filename.

## **Defining color codes**

The color codes are used to differentiate between different types of content in the TXML editor workspace.

To define color codes:

1. Open Wordfast Pro 3 and click

The TXML perspective appears.

2. Click Edit > Preferences > Translations > Colors.

The Preferences (Filtered) Colors dialog box appears. This displays the default colors assigned to different content types.

Preferences (Filtered)		
type filter text	Colors	•
⊳ General ⊳ Spelling	Tag Color:	
Temp Files Translations	UT Color:	
Auto-Propagation	UT Highlight:	
Auto-Suggest Colors	Source Highlight:	
<ul> <li>Filters</li> <li>Machine Translation</li> </ul>	Commit into TM:	
PM Plug-in Segmentation Settings	No Match:	
TM Administration	Remote Fuzzy Match:	
▷ Terminology▷ Transcheck	Remote Gold Match:	
<ul> <li>Translation Memory Penalties</li> </ul>	Local Fuzzy match:	
TM List	Local Gold match:	
TM Priority	Target Changed:	
	Machine Translated:	
	Auto-Propagated:	
	Keyword Match Highlight:	
	Terminology Term Color:	
	Fuzzy Terminology:	
	Terminology Term Color Highlight:	
	Copy Source Word:	
	Machine Translated (confidence scored):	
	Diff Highlight Add:	
	Diff Highlight Remove:	
	Same paragraph:	
		Restore <u>D</u> efaults <u>Apply</u>
		OK Cancel

If you want to change the default color for any of the content types, click the colored box.
 For example, click the colored box next to Tag color.

A color palette appears. The current color is selected.

Color	X
Basic colors:	
📕 📕 🗃 🔳 🔳 🔳	
Custom colors:	
Define Custom Colors >>	>
OK Cancel	

4. Select a color, for example, purple and click **OK**.

The color code for the selected content changes from blue to purple.

Preferences (Filtered)		
type filter text	Colors	•
⊳ General ⊳ Spelling	Tag Color:	
Temp Files ⊿ Translations	UT Color:	
Auto-Propagation Auto-Suggest	UT Highlight:	
Colors Filters	Source Highlight:	
Machine Translation	Commit into TM:	
PM Plug-in Segmentation Settings	No Match:	
TM Administration Terminology	Remote Fuzzy Match: Remote Gold Match:	
<ul> <li>Transcheck</li> <li>Translation Memory</li> </ul>	Local Fuzzy match:	
Penalties TM List	Local Gold match:	
TM Priority	Target Changed:	
	Machine Translated:	
	Auto-Propagated:	
	Keyword Match Highlight:	
	Terminology Term Color:	
	Fuzzy Terminology:	
	Terminology Term Color Highlight: Copy Source Word:	
	Machine Translated (confidence scored):	
	Diff Highlight Add:	
	Diff Highlight Remove:	
	Same paragraph:	
		Restore Defaults Apply
		OK Cancel

# Enabling spell check

Enabling the spell check option is a good practice to ensure high quality. Spell check is supported in Windows and if you have MS Office installed. Spell check is enabled by default.

To disable spell check:

- Open Wordfast Pro 3 and click 
   The TXML perspective appears.
- 2. Click Edit > Preferences > Spelling.

The Preferences (Filtered) Spelling dialog appears.

type filter text	
<ul> <li>General</li> <li>Appearance Colors and Fonts Views</li> <li>AutoSave Connection Settings Keys Memory Preferences Update Reminder User Name</li> <li>Spelling Hunspell Temp Files</li> <li>Translations</li> </ul>	<ul> <li>Spelling ▼</li> <li>Enable spell checking</li> <li>Spell check as you type</li> <li>Select spellcheck engine</li> <li>● Hunspell</li> <li>Portuguese Modes Pre-Reform ▼</li> <li>Norwegian Dictionary Bokmål ▼</li> <li>Microsoft Office Spellcheck</li> </ul>
	Restore Defaults   Apply     OK   Cancel

3. Select Enable spell checking checkbox.

All spelling preferences are cleared. To select spelling preferences, select the **Enable spell checking** checkbox. The Hunspell spellcheck engine is automatically selected. To view all dictionaries available in the Hunspell spell check engine, click **Spelling > Hunspell** in the left pane.

- 4. Select the Check Spelling as you type checkbox. (Optional)
- 5. Select the spellcheck engine, if needed. The options are as follows.
  - Hunspell

- If enabling spell checking for Portuguese, select Portuguese Modes from the drop-down list. The options are:
  - Pre-Reform: traditional spellings
  - Post-Reform: new spellings
  - Both: traditional and new spellings
- Norwegian Dictionary: Select either Bokmål or Nynorsk Hunspell dictionary from Preferences for Norwegian and Norwegian (Norway) target projects. Bokmål is the default for both Norwegian target languages.

The Spell check option is enabled.

Note: The option for choosing spell check languages is available during installation.

- 6. Select Microsoft Office Spellcheck to select Microsoft Office Spellcheck.
- 7. Click **OK**.

To use spell check, click Edit > Spell Check or press F7.

The Spelling options appear. An example is shown below.

Spelling:		×
Not in Dictionary:		
Auf der Registerkarte Einfügen gehören die Galerien Elementee, die entworfen sind, um das Gesamtbild des Dokuments zu	*	Ignore once
koordinieren.		Ignore All
	-	Add to Dictionary
Suggestions:		
Elemente		Change
Elementes Elementen		Change All
		Cancel

The options available are:

Use	to
Ignore once	ignore the suggestions for the highlighted word or phrase.
Ignore All	ignore the suggestions for highlighted word or phrase in the entire file.
Add to Dictionary	add the word or phrase to the dictionary.

Use	to
Change	change the existing word or phrase to the selected suggestion.
Change All	change all instances of the existing word or phrase to the selected suggestion.
Cancel	cancel spell checking.

# Using Spell Check

Click the Spell Check icon, or Press F7.

The Spelling dialog box appears if a spelling error is found. An example is shown below.

* Centralization of Localization_machine_translate           Image: Provide the state of		ansided_deldoexiterin_se	German (Germany)	Score		E Outline ⊠ □ □ □	
	6	Score			N/A	-	3 Centralization of Localization_r
H	7	Source			N/A		<ul> <li>4 Source revision</li> <li>5 Segment ID</li> </ul>
$\vdash$	, 8				N/A		∑ 6 Score
		Target				-	<ul> <li>7 Source</li> <li>8 Target</li> </ul>
Ľ	9	User			N/A	=	8 Target 9 User
	10	Date/Time		daate/tiimmmeee	N/A		10 Date/Time
H		N			N/A		▷ 11 Notes
	11	Notes	Spelling:			x	<ul> <li>12 Target revision</li> <li>13 Segment ID</li> </ul>
	12	Target revision			The state		≥ 14 Score
	13	Segment ID	Not in Dictionary:			_	<ul> <li>15 Source</li> <li>16 Target</li> </ul>
	14	Score	daate/tiimmmeee	×	Ignore once		16 Target
H	15	Source			Ignore All		18 Date/Time
⊢				-	Add to Dictionary		∑ 19 Notes ∑ 20 The main chirating for most of
	16	Target	Suggestions:		·		<ul> <li>20 The main objective for most c</li> <li>21 Our customers seek out to rec</li> </ul>
	17	User	Datex	×	Change		E 22 Kunden
	18	Date/Time	Daten Datei		Change All		23 Kunden kontrol
Te	xt Tab	le	Dattel	<b>•</b>	Change All		24 cjacques
1 and the second	TM Lo	okup 🛛 🗾 Notes 🖺 Segment			Cancel		
1	Notes			Case Sensitive V Exact		a in Sa	urce Find In Target Clear
ID	) S	ource	Target	TM Name	User Name	e	Date/Time

- To ignore this instance of the spelling, click **Ignore once**.
- To ignore all instances of the spelling, click **Ignore all**.
- To add the spelling, click Add to Dictionary.
- To accept the highlighted suggestion, click Change.

• To accept the highlighted suggestion for all instances of the spelling, click **Change All**.

Note: Navigate the dialog box using the Tab and Enter keys in addition to the mouse.

## Saving a file

To save a file:

- Click File > Save or Ctrl+S, to save the currently open file.
- Click File > Save translated file or Ctrl+Alt+S, to save a translated file to its original format.
   Note: When an Excel file is saved, any sheet names exceeding 31 characters will be truncated to 31 characters. Any segments having the same sheet name will result in a filter error:

Filter	Error	23
1	Error while saving file. Following segments have the same sheet name: 1, 6, 8 (sheet1)	
		ОК

The following languages require special font rules when translated. Wordfast Pro automatically changes the target font output when it identifies characters from the following languages into the listed fonts.

- Japanese: MS Gothic UI
- Chinese: SimSun for Chinese characters, Arial for Western characters
- Korean: Batang for Times New Roman, Gulim for Arial
- Arabic: Arial
- Click File > Save As, to save and rename the file.
- Click File > Save All or Ctrl+Shift+S, to save all open files.

### **Closing a file**

To close a file:

• Click **File > Close** or click <sup>22</sup>, to close the currently open file.

• Click File > Close All, to close all open files.

**Note**: If you close a file without saving the most recent changes, a warning message appears querying if you want to save the file.

### **Deleting a project**

To delete a project:

1. Open Wordfast Pro 3 and click

The TXML perspective appears.

2. Click File > Open Project.

The Open Project dialog box appears.

💮 Open Project	×
Open existing project or create new one	
You need to specify source and target language of a project. Languages that you provide now will be used later as a default value for all project files.	
Project List	New
Name	
default_en_US-de_DE	Delete
Test	Rename
	Preferences
Project Properties	
Project Name: Test	
Location: C:\Users\cjacques@egsolutions.com\.wf_workspace\Test\project.a	
Source Language: English (United States)	
Target Language: German (Germany)	
ОК	Cancel

3. Select a project name and click **Delete**.

A confirmation message appears, asking if you want to delete the file.

### 4. Click Yes.

The project is deleted and removed from the Project list.

# Translating in a project

After you have completed the initial steps of creating project, opening translation memory, importing glossary and defining penalties and colors, the Wordfast Pro 3 workspace is ready to be used for translation. The translation process broadly includes the following tasks:

- Opening a file
- Translating a file
- Finding and replacing content
- Enabling translation options
- Enabling Machine Translation
- Enabling Auto Propagation
- Leveraging repetitive content
- Working with translation memory
- Working with terminology
- Working with tags
- Editing source segment
- Using Transcheck
- Confirming or Unconfirming segments
- Using Outline window
- <u>Viewing TXML Context</u>
- Using notes
- <u>Viewing segment changes</u>
- Saving and closing a file
- Using shortcut icons
- Modifying colors and fonts

# **Opening a file**

To open a file for translation:

1. Open Wordfast Pro 3 and click

The TXML perspective appears.

2. Click **File > Open File**, select file for translation and click **Open**.

#### OR

Left-click on the file, and drag it to the Translation window (drag\_and\_drop).

The file appears in the Translation window.

default_en_US-de_DE - Wordfast Pro 3					×
File Edit Translation Memory Termino					
😂 📄  🛏 📙 🚽 📴 🔻 🖯	) – 🕄 👳 竭 😹 🔅 👖 👍 🗊 .	l 🕇 💈 😔 😔 🦊 🕂	- 💥 🔒 😼 🖣	E 🧩 🖛 🛓 🛶 🐺 🚺 🔯	$\geq$
🔶 🔏 C:\Christine\test files\Ultimate\Doc	«docx.txml 🔀		- 0	🗄 Outline 🖾	- 0
			A	Show all	•
Ultimate Docx file				1 Ultimate Docx file	•
				2 Footer of document Page	
<t score="N/A"></t>				3 Name	=
<b>→</b>				4 Transperfect Translations	
<s></s>				5 Address	
{ut1} Footer of doc	ument {ut2}Page {ut3}			<ul> <li>6 900 Pearl Street, Ste 4</li> <li>7 Boulder, CO 80302</li> </ul>	
<t score="N/A"></t>				8 Phone Number	
				S Phone Number 9 Job	
<\$>				≥ 10 Product Manager	
Name				11 Autosuggest	
				12 The following paragraph	
<t score="N/A"></t>				13 My email address is trans	
				14 The website for the comp	
<\$>				<ul> <li>15 My full name is Transperf</li> <li>16 I was born in Oueens, New</li> </ul>	
Transperfect Transl	ations			10 I was born in Queens, New 17 I work on a MacBook Air.	
<t score="N/A"></t>				17 I work on a Macbook An. 18 I paid \$1250 for the Ultim.	
				19 Auto Propagation Test	
7	8 9 10			20 Below test will test Auto-	
	<u> </u>		Ψ	21 Enabling auto-propagation	on by 🚽
Text Table	<b>* * *</b>			<	F.
▶ 🔗 TM Lookup 🖾 🈹 TXML Context	🥃 Notes 🕼 Segment Changes 📃 TXML At	tributes			
		🔲 a A 🛛 Diff Highlight	Find In Source Find	In Target Clear	
ID Source	Tourst	TM Name	User Name	Date/Time	
ID Source	Target	TM Name	User Name	Date/Time	_
					~
•					Þ
[en_US-de_DE]		111	1 of 23M		
A CONTRACT OF A		111	U 25/VI		

**Note:** the file name appears in the tab. To view the file location (file path), point to the tab with the mouse. The file location appears in a popup.

**Note**: Wordfast Pro 3 supports only those TTX files that are translated and segmented using tag editor. The TTX files must be renamed to match the source format if they need to be viewed in tag editor.

Find below the description for the various components of the Wordfast Pro 3 workspace:

Number	Component	Description
1	File name	The TXML file name appears here. You can open multiple files,

Number	Component	Description
		which appear as tabs.
		Note: the file name appears in the tab. To view the file location (file
		path), point to the tab with the mouse. The file location appears in a
		popup.
		ID     English (United States)       ID     English (United States)       ID     Ultimate Docx file       I     Ultimate Docx file       I     Text Table
2	Source	The segment that requires translation appears here.
	segment	
3	Translation	The translation score, which is the percentage of match found in
_	score	the TM appears here.
4	Target	The translated content is entered here by the translator.
	segment	
5	Views	The TXML file can be viewed in two ways, as plain text and in a
_		table format.
6	TM Lookup	The TM leverage results appear here. You can also search the TM
_	window	for a term or a phrase. Refer to Using TM Lookup window.
7	Txml	The TXML context of the currently open file appears here. Refer to
	Context	Viewing TXML Context.
8	Notes	The notes specific to each segment. Refer to Using notes.
9	Segment	The segment changes in the currently open file appear here. Refer
	Changes	to <u>Viewing segment changes</u> .
10	TXML	The attributes of the TXML per segment appear here.
_	Attributes	
11	Outline	The color coded list of all source segments appears here. The
	window	colors signify the translation score. Refer to Using Outline window.

# Translating a file

This section describes the steps for translating a TXML file when there are no TMs available for leverage. After entering the new translation for a file, you can save the translation to a new TM, which can be leveraged at a later stage. To translate a file:

1. Follow the steps to open a file from section Opening a file.

The file appears in the Translation window. The first translatable segment will appear in a blue background, and your cursor will be in the target segment by default. Go to <u>Enabling translation</u> <u>options</u> for information on enabling and disabling different translation options.

		rdfast Pro 3 nslation Memory Terminology Window	Hala					
				1 * * .a.a. a 🖻	🕻 🚛 🗶 o o i 👞	dei 📶 🛌	I — Allahr, ISZ 😂 🗄 🖸	
				Centralization of	Centralization of X			-
	Centrali: ID		Z Demo_Glossary_en		W Centralization of X			
Ĥ		English (United States)	Germ	an (Germany)			Show all	
	1	{ut1}Offline				N/A	≥ 2 Review	
	2	Review				N/A	∑ 3 Tool 2 4 INSTRUCTIONS	
	3	Tool{ut1}				N/A	∑ 5 TO	
	4	{ut1}INSTRUCTIONS				N/A	6 LINGUISTS: 7 1)	
H	5	ТО				N/A	≥ 8 Please	
H	-						> 9 edit	
	6	LINGUISTS:				N/A	≥ 10 the ≥ 11 translation	
	7	1)				N/A	≥ 12 in	
	8	Please				N/A	13 the	
H	9	edit				N/A	≥ 14 TARGET ≥ 15 column	
Н	-					- · ·	≥ 16 directly.	
	10	the				N/A	≥ 17 2)	
	11	translation				N/A	<ul> <li>≥ 18 To</li> <li>≥ 19 comment</li> </ul>	
	12	in				N/A	≥ 20 on	
	13	the				N/A	≥ 21 a	
H	14	TARGET				N/A -	<ul> <li>22 segment,</li> <li>23 simply</li> </ul>	
4	14	TARGET				IN/ A   *	23 simply 24 create	
Te	ext Table						≥ 25 a	
Â	TM Lool	kup 🔏 TXML Context 🐱 Notes 🛿 🖺 Se	gment Changes					
	Add	Edit Delete Expo	ort Notes					
	ld Ci	reator ID Type Date	Details					
ŀ								
ŀ								
-				1				
_US	S-de_DE]			Source: 6 - 17 Target: 0 -	0 Max: - 40M of 62M	Û		

**Note**: The tags in the source segment are marked in grey. For example, {ut1}. These tags should be either copied and pasted or typed into the target segment. They should not be edited or deleted.

Segment IDs from the same paragraph appear in gray, but are segmented according to the Segmentation preferences.

2. Type the target segment.

The typed target segment will appear in a pink background as shown in the screenshot below.

	🕅 : (+ 1 +) 🖾 + 🗉 + 💷 : 🐼 🔜 🔜 : 🕮 📍 (A 17 1 1 1 1 1 🗸 🗤 🖓 🖓							
🔏 Cop	● 図   ● 2   ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●							
	y of common_terms_en_de.txt							
! ID	English (United States)	German (Germany)	Score					
1	Offline Review Tool	Offline Bewertung Werkzeug	N/A					
2	INSTRUCTIONS TO LINGUISTS:		N/A					
3	{ut1}1) {ut2}Please edit the translation in the TARGET column directly.		N/A					
4	{ut1}2) {ut2}To comment on a segment, simply create a new MS-Word comment.		N/A					
5	${ut1}3) {ut2}Codes such as {ut3}[1], [2], {ut4} etc are tags that handle formatting and functions.$		N/A					
6	DO NOT remove any codes like this.{ut1}ADD these codes to the translation at the corresponding points in the text.		N/A					
7	{ut1}4) {ut2}It is best to edit this file in Normal or Draft view rather than page layout.		N/A					
8	{ut1}5) {ut2}DO NOT alter the source column text or any other part of this file{ut3}		N/A					
9	Cell colors:		N/A					
10	Fuzzv match below 50% (or target modified)		N/A					
Text Ta	able							

**Note:** the source characters and the target are counted in the Status bar, under the TM Lookup window: If a maximum character length has been set, segments or block/paragraph exceeding the maximum show the count in red.

In the example below, the character count of the source segment is 74-74, where the first 74 is the segment character count, and the second 74 is the block/paragraph, character count.

The character count of the target segment and block or paragraph is 84-84.

The maximum length for the target segment is N/A. No maximum length was set.

The block or paragraph count is set to 50 characters, exceeding the maximum length by 34 characters. The block/paragraph count appears in red.

For more information, go to Adding an Excel Filter.

-	test -	Word	fast Pro 3					
File	File Edit Translation Memory Terminology Window Help							
	(2) (2) (2) (2) (2) (2) (2) (2) (2) (2)							
E		*maxl	length.xlsx 🗵			🗆 🗄 Outline 🛛 🖳 🗖		
		ID	English (United States)	German (Germany)	Score	↑ Show all 👻		
	1	13	The product is working as expected.		N/A	<ul> <li>∑ 5 This is not new.</li> <li>∑ 6 The product is shipped.</li> </ul>		
24		14	The product is not working as expected.		N/A	7 The product is available.		
		15	Where is the product?		N/A	<ul> <li>8 The product is not available.</li> <li>9 The product is perishable.</li> </ul>		
		16	Will the product fit on a shelf that is one meter deep, and 2 meters high?	Wird das Produkt passen auf einem Regal das einen Meter tief ist, und 2 Meter hoch		□       □       10       The product is not perishable. ■         □       □       11       The product is appropriate for         □       12       The product is not appropriate		
	∢ Tex	kt Tab	ble			> 13 The product is working as exp       > 14 The product is not working as +		
	A	TM Lo	ookup 🛿 🈹 TXML Context 🥃 Notes 🖺 Segment Changes					
				a A Diff Highlight Find In Source Find	In Target	Clear		
	ID	9	Source Target	TM Name	User Nan	me Date/Time ^		
	•							
[	n_US	-de_D	E]	Source: 74 - 74 Target: 84 - 84 Max: N/A - 50 17M pf 35	M			

3. Select **Translation Memory > Next Segment** or click **U** or press **Alt+Down**.

The typed target segment is saved to the TM and the cursor moves to the next segment.

**Note**: If you need help creating or opening a TM, go to <u>Creating or opening a TM</u>. To update translation memory with new content, ensure the TM has **Read only** check box is not selected, and update options are selected. Go to <u>Selecting translation memory settings</u> for more information.

Also note that, the TM will not be leveraged or updated if you press the **Enter** or **Tab** keys or if you click into another segment in the Translation window or the Outline window.

After translating all the source segments, select Translation Memory > Commit all segments to TM, or click or press Ctrl+Alt+End, to update the TM before closing the file.

#### **Clearing a target segment**

To clear a target segment, place the cursor over the target segment, right-click and select **Clear Target**, or select **Edit > Clear Target Segment**, or press **Ctrl+Alt+X**.

### Viewing last edited segment

You can view the last segment that was worked on by reopening the file and pressing **Shift+F5**. The cursor will be placed in the target segment that was last worked on.

### Finding and replacing content

You can find and replace the translated content using the find and replace option.

To find and replace content:

- Follow the steps to open a file from section <u>Opening a file</u>. The file appears in the Translation window.
- Click Edit > Find/Replace or press Ctrl+F.
   The Find/Replace dialog box appears.

Find/Replace		×
Find:     Replace with:		•
Direction Forward Backward	Segment Source Target Source and	Target
Options Case sensitive Whole word Wrap search	Scope From cursor Current file Open files	
	Find Replace	Replace/Find Replace All Close

- 3. Type the content in the **Find** and **Replace with** fields.
- 4. Enable the following options, if required:

Select	to find and replace
Direction	
Forward	content after of the cursor location.
Backward	content before of the cursor location.
Segment	
Source	source segments only.
Target	target segments only.
Source and Target	both source and target segments.
Options	
Case sensitive	content with matching case.
Whole word	whole words only.
Wrap search	starting from and returning to the start location.
Ignore non-breaking	content containing non-breaking spaces, and ignore the
space	non-breaking space.

Select	to find and replace
Scope	<b>-</b>
From cursor	from the cursor location to end of the file.
Current file	from the beginning to the end of the current file only.
Open files	in all open files.

- 5. Click **Find** to find the first instance of the content or click **Replace All** to replace all instances.
- 6. Click **Replace/Find** to replace the searched content and find the next instance, or click **Replace** to replace the searched content only.

OR

Drag content from source to target (drag-and-drop) .

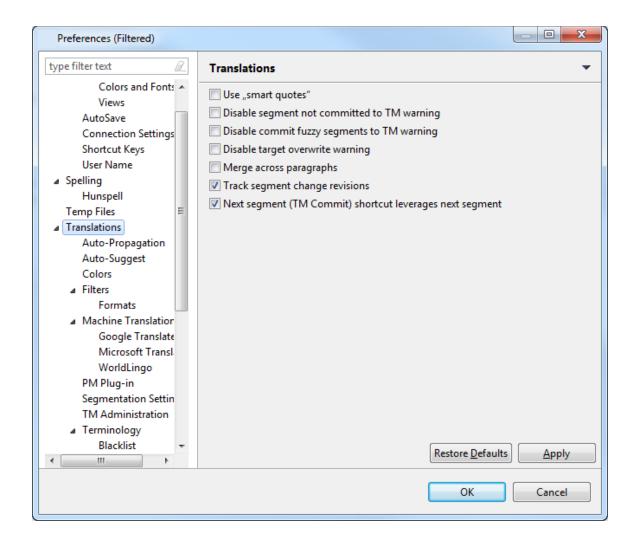
### **Enabling translation options**

Before or during translation, you can enable or disable some generic translation options.

٠

To enable translations specific preferences:

- Open Wordfast Pro 3 and click The TXML perspective appears.
- Click Edit > Preferences > Translations.
   The Translations dialog box appears.



3. Enable the following translations options, if required:

Select	to
Use ,,smart quotes"	enable smart quotes. Depending on the target
	language Wordfast Pro 3 will automatically change
	the quote (straight or curly) that is used when the
	user presses the quote button on the keyboard.
	A non-breaking space ( ) will be added before
	the following punctuation when the target language
	is French-France (fr-FR):
	:, ;, <<, >>, !, ?, %, \$, #, €
Disable segment not	disable the warning that appears when a translated
committed to TM	segment is not committed to the TM before moving
warning	to the next segment.

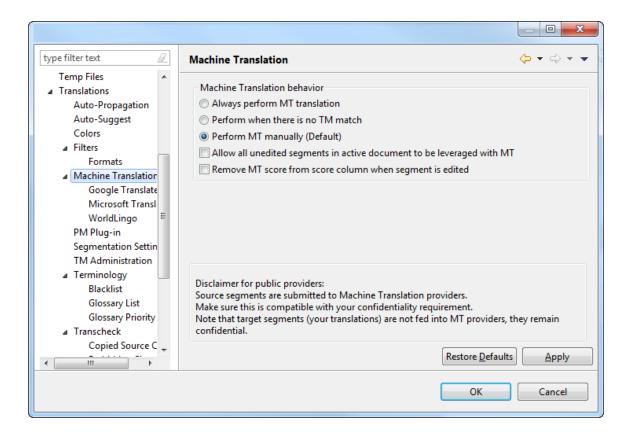
Select	to
Disable commit fuzzy	disable the warning that appears when a fuzzy or
segments to TM	partial match segment is committed to the TM.
warning	
Disable target	disable the warning that appears when a target
overwrite warning	segment is overwritten.
Merge across	enable segments from adjacent paragraphs to
paragraphs	merge. A paragraph tag appears between
	segments merged from different paragraphs, in
	source and target.
Track segment change	track revisions to segments. Selected by default.
revisions	
Next segment (TM	use the Next Segment shortcut to leverage the next
Commit) shortcut	segment. Selected by default.
leverages next	
segment	

# **Enabling Machine Translation**

Wordfast Pro 3 includes an automated machine translation feature which populates translations whenever a file is open or when there are no translation memory segment matches.

To enable Machine Translation:

 Open Wordfast Pro 3 and click Edit > Preferences > Translations > Machine Translation. The Machine Translation Preferences dialog box appears.



- 2. Select one of the following:
  - Always perform Machine Translation, if you want machine translated content to appear when you leverage a segment. TM matches will appear in TM Lookup, along with the MT matches.
  - **Perform when there is no TM Match**, if you want machine translated content to appear when there are no match segments.
  - **Perform MT manually,** if you want machine translated content to appear only when the MT is performed manually, using the MT icon in TXML editor.
- 3. Select check boxes if you wish 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. Please read the disclaimer carefully.
- 5. Click Apply.
- 6. You can enable either Google Translate, Microsoft Translate, and/or WorldLingo.

### **Google Translate**

To enable Google Translate:

 Open Wordfast Pro 3 and click Edit > Preferences > Translations > Machine Translation > Google Translate.

Preferences (Filtered)	
type filter text	Google Translate 👻
<ul> <li>▷ General</li> <li>▷ Spelling</li> <li>Temp Files</li> </ul>	Enable Google Translator
<ul> <li>Translations         Auto-Propagation         Auto-Suggest         Colors     </li> </ul>	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 key
<ul> <li>Filters</li> <li>Machine Translation</li> <li>Google Translate</li> </ul>	Google key can be shared by a group or an organization. Please find more information on Google site Use Google Translator as primary
Microsoft Translate WorldLingo PM Plug-in Segmentation Settings TM Administration Terminology Transcheck	Google Translate API FAQ Available languages for Google Translate Test
b Translation Memory	Disclaimer for public providers: Source segments are submitted to Machine Translation providers. Make sure this is compatible with your confidentiality requirement. Note that target segments (your translations) are not fed into MT providers, they remain confidential.
	Restore Defaults     Apply
	OK Cancel

The Google Translate Preferences dialog box appears.

- 2. Select Enable Google Translator checkbox to populate preset translations.
- Enter the API key, which is mandatory to use Google Translate. Click the Google Translate API FAQ link for more information.
- 4. Select **Use Google Translator as primary** checkbox to give Google MT preference over other Machine Translation service.
- 5. Click **Test** to test the service.
- 6. Click **Apply** to save the selection and **OK** if you wish to close the Preferences dialog box.

#### **Microsoft Translate**

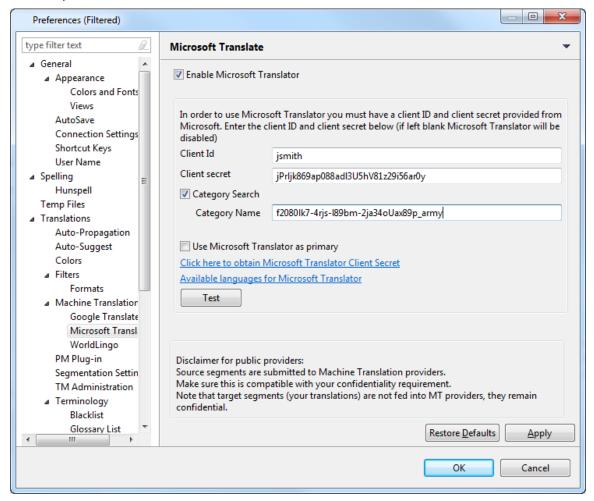
To enable Microsoft Translate:

 Open Wordfast Pro 3 and click Edit > Preferences > Translations > Machine Translation > Microsoft Translate. The Microsoft Translate Preferences dialog box appears.

Preferences (Filtered)	
type filter text	Microsoft Translate 🔹
<ul> <li>▷ General</li> <li>▲ Spelling</li> <li>Hunspell</li> </ul>	Enable Microsoft Translator
<ul> <li>Spelling Hunspell Temp Files</li> <li>Translations Auto-Propagation Auto-Suggest Colors</li> <li>Filters Formats</li> <li>Machine Translation Google Translate Microsoft Translate WorldLingo PM Plug-in Segmentation Settings TM Administration</li> <li>Terminology</li> <li>Transcheck</li> <li>Translation Memory Penalties TM List TM Priority</li> </ul>	In order to use Microsoft Translator you must have a client ID and client secret provided from Microsoft. Enter the client ID and client secret below (if left blank Microsoft Translator will be disabled) Client Id Client secret Category Search Category Name Use Microsoft Translator as primary Click here to obtain Microsoft Translator Client Secret Available languages for Microsoft Translator Test
	Disclaimer for public providers: Source segments are submitted to Machine Translation providers. Make sure this is compatible with your confidentiality requirement. Note that target segments (your translations) are not fed into MT providers, they remain confidential. Restore Defaults Apply OK Cancel

- 2. Select Enable Microsoft Translator checkbox to populate preset translations.
- 3. Enter the **Client Id** and **Client Secret**, which are mandatory to use Microsoft Translate. Click the **Click here to obtain Microsoft Translator Client Secret** link for more information.
- Optional: Select Category Search and enter a category name, to conduct a more contextsensitive search for a preset translation. For more information on using Category Search, see the <u>Microsoft Translator Hub User Guide</u>.
- 5. Select **Use Microsoft Translator as primary** checkbox to give Microsoft MT preference over other Machine Translation service.

- 6. Click **Test**, to test the service.
- 7. Click **Apply** to save the selection and **OK** if you wish to close the Preferences dialog box. An example is shown below.

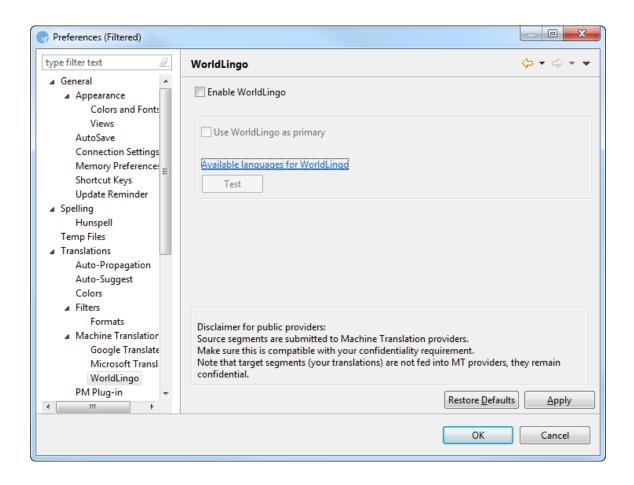


### WorldLingo

To enable WorldLingo:

 Open Wordfast Pro 3 and click Edit > Preferences > Translations > Machine Translation > WorldLingo.

The WorldLingo Preferences dialog box appears.



- 2. Select Enable WorldLingo checkbox, to populate preset translations.
- 3. Select **Use WorldLingo as primary** checkbox to give WorldLingo preference over other Machine Translation service.
- 4. Click Available languages for WorldLingo to view the languages.

Arabic Chinese (China) Chinese (Taiwan) Dutch English French German Greek Italian Japanese Korean Portuguese Russian Spanish Swedish OK	Ava	ailable Lang	guages	×
	Dutch Germa Japane	in Ese	English Greek Korean	French Italian Portuguese Swedish

- 5. Click **Test**, to test the service.
- 6. Click Apply to save the selection and OK if you wish to close the Preferences dialog box.

### Using machine translation

To use machine translation:

- 1. In the TXML Editor, open a file for translation.
- 2. Click sor press Alt+-, click or press Alt+Down or click or press Alt+Up. The machine translation will appear in the TM Lookup window.
- 3. To populate the machine translation in the target segment, click in the target segment and click **Machine Translation**. Find below and example screenshot of a machine translated file.

							x	
<u>F</u> ile	Eile <u>E</u> dit Translation <u>M</u> emory <u>T</u> erminology <u>W</u> indow <u>H</u> elp							
2 0								
Ê	w *Ce	ntralization of Localizati	ion_machine	_translated.docx	🕑 *Centralizat	ion of Localization1.docx 🔀	-	
	! ID	English (United Stat	es)			German (Germany)	Score	
	1	Centralized	l Locali	zation		Zentralisierte Lokalisation	MT	
	2{ut1}The main objective for most of our customers is to gain control over cost, quality, and turn-around time.{ut1}Die Hauptzielsetzung für die meisten unseren Kunden ist, 							
	3       Our customers seek out to reduce a lack of consistency across languages, markets and programs, a lack of cost control over the same, and significant delays in launching global       0         *       *					-		
	🖋 тм	Lookup 🔙 Notes 🛛	C Segme	nt Changes				
	Add     Edit     Delete     Export Notes							
	Id Creator ID Type Date Details							
							•	
TM	TM[en_US-de_DE]         Source: 105 - 293 Target: 122 - 122 Ma:         35M of 62M         III							

**Note**: Machine translated content is highlighted in orange by default and marked as **MT** in the Score column. If required, the default color code can be modified. Refer to <u>Defining color codes</u>.

### **Enabling Auto-Propagation**

You can choose to propagate translations for segments in the document automatically when you commit a segment to translation memory. The Auto-Propagation option allows you to enable or disable this feature. Enabling the Auto Propagation option will also allow you to leverage previous translation of repetitive content. For more information, refer to <u>Leveraging repetitive content</u>.

To enable Auto-Propagation:

1. Open Wordfast Pro 3 and click

The TXML perspective appears.

2. Click Edit > Preferences > Translations > Auto-Propagation.

The Auto-Propagation dialog box appears.

Preferences (Filtered)	
type filter text	Auto-Propagation $\Leftrightarrow \checkmark \Leftrightarrow \checkmark \checkmark$
<ul> <li>General</li> <li>Appearance Colors and Fonte Views</li> <li>AutoSave Connection Settings</li> <li>Shortcut Keys User Name</li> <li>Spelling Hunspell Temp Files</li> <li>Translations</li> <li>Auto-Propagation Auto-Suggest Colors</li> </ul>	<ul> <li>✓ Enable autopropagation</li> <li>Enabling autopropagation alone will automatically update all empty target segments</li> <li>☐ Enable auto-propagation across all open files</li> <li>Use autopropagation to overwrite:         <ul> <li>☐ 100% matches</li> <li>☑ Fuzzy matches</li> <li>☐ Autopropagated matches</li> <li>☑ Modified segments</li> <li>☑ Machine Translated segments</li> <li>☑ Committed segments</li> </ul> </li> <li>Restore <u>D</u>efaults</li> </ul>
	OK Cancel

- 3. Select **Enable autopropagation** checkbox to automatically propagate translation based on previous translation completed in the file.
- 4. Select **Enable autopropagation across all open files** to automatically propagate all open files in TXML editor.
- 5. Enable the following autopropagation options, if required:

Select	to overwrite
100% matches	100% translation memory (TM) matches.
Fuzzy matches	partial translation memory matched.
Autopropagated	all autopropagated matches. This means that if
matches	there are multiple segments that have the same
	content then editing one segment will auto
	propagate the change in all matching segments.
Modified segments	edited autopropagated matches. This means that if

Select	to overwrite
	there are multiple segments that have the same
	content and the first and second repetitions are
	edited, then the following matching segments will
	be updated based on the second segment that was
	changed.
Machine Translated	machine translated content.
segments	
Committed segments	translated content that is committed to the TM.

6. Click **Apply** and **OK**.

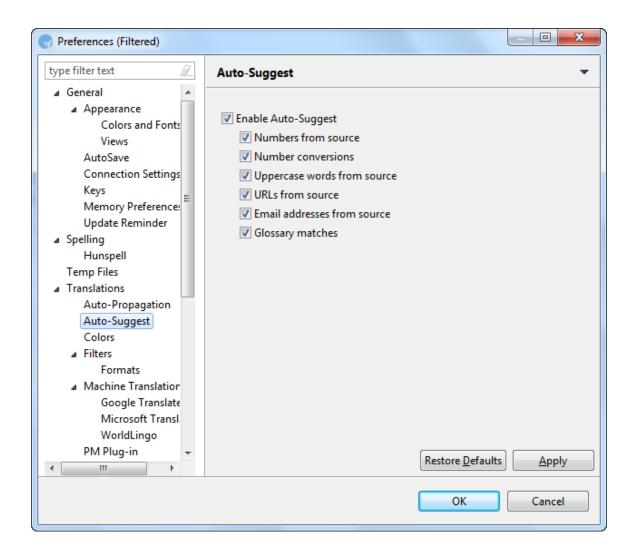
The Auto-Propagation option is enabled.

### **Enabling Auto-Suggest**

The Auto-Suggest option populates suggestions based on content or numeric values from source and terminology matches.

To enable Auto-Suggest:

- Open Wordfast Pro 3 and click .
   The TXML perspective appears.
- Click Edit > Preferences > Translations > Auto-Suggest. The Auto-Suggest dialog box appears.



- 3. Select the Enable Auto-Suggest checkbox.
- 4. Enable the following auto-suggest options, if required:

Select	to view suggestions in target segment for
Numbers from source	numbers that appear in the source segment.
Number conversions	number conversions based on different rules. For
	example: If the file is being translated from English
	(United States) to German (Germany), \$1,000
	appearing in source segment will be suggested as
	\$1.000 in the target segment.
Uppercase words from	upper case words that appear in the source
source	segment.
URLs from source	URLs that appear in the source segment.
Email addresses from	email addresses that appear in the source

Select	to view suggestions in target segment for
source	segment.
Glossary matches	term matches from synchronized glossary found in
	the source segment.

5. Click Apply and OK.

The Auto-Suggest option is enabled.

6. To view suggested terms, begin typing in the target segment. An example is given in the screenshot below.

t	est ·	- Wordf	ast Pro 3			
File	E	dit Tr	anslation Memory	Terminology Window Help		
1 🖉					🐑 🛏	- 🛓 🛶   🛃 🕶 🖽 🖛 🖼 🔜
	8	1 🗟	0° 🕹 🏌 🛊 🤞	) 🖓 🎝 🐷 🤇 🕂 🗕 💥 🐻 🐻 🗁 🐔 🌽	⊨ 🛓 🔿   🦥   🔯 🗟 🛛 🕗	
B	R	*maxle	ength.xlsx 🛛 😹 *D	ocx.docx.txml_SegmentChanges_20141222-143721.htm		
		ID	English (United Stat	es)	German (Germany) Source: Report Target: Report	Score 🔶
	À	1	Revision Ex	xporter Report	Revision Expor	: Demo_Glossary_en-de N/A
1		2	Segment C	hanges <mark>Report</mark>	Segment Report Report	N/A
		3	Docx.docx.	.txml		N/A
		4	Source rev	ision		N/A
	-	-		-		
	Te	ext Tab	le			
[e	n_US	6-de_DE	]	Source: 22 - 22 Target: 13 - 13 I 27M of 64M	л 🗊	e 🔗 🈹 🥃 🗈

### Leveraging repetitive content

The leveraging repetitive content option can be used when there are repetitive segments in a file. For example, if there are multiple instances of the phrase "Our Process" then the translator needs to type the translation only once. The remaining segments are leveraged automatically. To use this feature you must enable the Auto Propagation option. For more information, refer to Enabling Auto Propagation.

To leverage repetitive content:

1. Follow the steps to open a file from section Opening a file.

The file appears in the Translation window. The first translatable segment will appear in a blue background, and your cursor will be in the target segment by default.

🕞 de	default_en_US-de_DE - Wordfast Pro 3			
File	e Edit Translation Memory Terminology Window Help			
1 👝	ا 1 الله الله الله الله الله الله الله ا	a 🔉 2 🗸 🖕 🗕 💥 🕞	. R 🖻 🗉 💋	· (= ↓ =) () () [3] [2]
				E Outline 🛛 🗖 🗖
Z	<t score="N/A"></t>		*	Show all 👻
				24 For Fuzzy auto-propagation te 🔺
	<\$>			25 Also, Auto-propagation is cas
	Auto Propagation			26 Auto Prop     27 Auto Prop
	<t score="WA"></t>			≥ 27 Auto Prop ≥ 28 Auto Prop ≡
				29 This is a sentence Auto propagation
	(5)			30 Auto Propagation
	Auto Prop			31 Auto Prop     32 Auto prop
	<t score="WA"></t>			<ul> <li>32 Auto prop</li> <li>33 This is a sentence Auto propa</li> </ul>
	SUSCIE- IIIA >			34 This is a sentence Auto propa
				35 This is a sentence Auto propagation
	Auto prop			<ul> <li>36 This is a sentence Auto propa</li> <li>37 Auto propagation</li> </ul>
	<topicp <tscore="wa"></tscore="wa"></topicp 			37 Auto propagation 38 Auto Prop
	<t score="N/A"></t>			39 Auto propagation
			-	> 40 Placeable Test
	Text Table			
	🔗 TM Lookup 🙁 🌌 TXML Context 🥃 Notes 🕼 Segment Changes 🗖 TXML Attributes			
	Auto Propagation	🔲 a A 🔍 Diff Highlight 🛛 Find In	Source Find In	Target Clear
	ID Source Target	TM Name	User Name	Date/Time ^
	4			
: TM	M [en_US-de_DE]	15M of 26N	1	
			. Im 1	

Note: There are three instances of the source segment "Auto Prop".

2. Type the target segment for the first instance.

The typed target segment will appear in a pink background as shown in the screenshot below.

🕝 d	efau	It_en_US-de_DE - Wordfast Pro 3			
File	Ed	it Translation Memory Terminology Window Help			
1 🖉		] 😰 ⊨– 🛓 →   🛃 ▾ 🕄 ▼ 🕄 🦻 😼 🌼   ୩ 🍓 🗊	1 1 1 🗸 🕗 🖓 🔎 🐷 🤇 🛨 🗕 🎇 🛯	B 🔿 🗉 4	ک 😥 🕹 🔍 🕹 🖉
	Z	*C:\Christine\test files\Ultimate\Docx.docx.txml			E Outline 🛛 🗖 🗖
Z		<t score="N/A"></t>		*	Show all 👻
					24 For Fuzzy auto-propagation te 🔺
		<\$>			25 Also, Auto-propagation is cas
		Auto Propagation			26 Auto Prop     27 Auto Prop
		<t score="N/A"></t>			27 Auto Prop     28 Auto Prop
		KI SCOTER HIM X			29 This is a sentence Auto propa
		<\$>			30 Auto Propagation
		Auto Prop			31 Auto Prop
		<t score="WA"></t>			<ul> <li>32 Auto prop</li> <li>33 This is a sentence Auto propa</li> </ul>
				_	34 This is a sentence Auto propa
					35 This is a sentence Auto propa
		«» Auto prop			<ul> <li>36 This is a sentence Auto propa-</li> <li>37 Auto propagation</li> </ul>
					<ul> <li>37 Auto propagation</li> <li>38 Auto Prop</li> </ul>
		<t score="N/A"></t>			≥ 39 Auto propagation
				-	≥ 40 Placeable Test
	Te	t Table			
	N	TM Lookup 🛿 🌌 TXML Context 😼 Notes 🖺 Segment Changes 🗖 TXML A	tributes		
		uto Propagation	🔲 a A 🗹 Diff Highlight 🛛 Find In	Source Find In	Target Clear
	ID	Source Target	TM Name	User Name	Date/Time ^
∃ TM	líen	_US-de_DE]	19M of 26M	M 🗑 1	
	. ten		1910 01 201	γ IW I	

3. Select **Translation Memory > Next Segment** or click U or press **Alt+Down**.

The typed target segment is saved to the TM and the subsequent repetitive segments are leveraged. The segments appear in an orange background as shown in the screenshot below.

💮 default_en_US-de_DE - Wordfast Pro 3	
File Edit Translation Memory Terminology Window Help	
😕 🔛 😰 (+- 🛓) 📴 - 🔃 - 🗔 👳 🚜 🔅 🕸	(3) (2) ↓ ↑ ‡ → 2) ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓
Image: Solution of the second sec	
	Show all
	≥ 24 For Fuzzy auto-propagation te ▲
	≥ 25 Also, Auto-propagation is cas
Auto Prop	26 Auto Prop
<t score="N/A"></t>	27 Auto Prop
AutoProp Germany	28 Auto Prop
<\$>	29 This is a sentence Auto propa
Auto Prop	30 Auto Propagation     31 Auto Prop
<t score="0"></t>	≥ 32 Auto prop
AutoProp Germany	≥ 33 This is a sentence Auto propa
<\$>	34 This is a sentence Auto propa
Auto Prop	35 This is a sentence Auto propa
	<ul> <li>36 This is a sentence Auto propagation</li> <li>37 Auto propagation</li> </ul>
<t score="WA"></t>	37 Auto Propagation
AutoProp Germany	39 Auto propagation
<\$>	→ V Placeable Test
Text Table	
🔗 TM Lookup 🖾 🈹 TXML Context 🥃 Notes 🕼 Segment Changes	TXML Attributes
	a A     Image: Clear         Find In Source   Find In Target Clear
ID Source Target	TM Name User Name Date/Time *
4	v
1	15M of 27M

Note: The remaining two instances of "Auto Prop" are translated automatically.

### Working with TM

Translation memory (TM) is designed to provide maximum content re-use and facilitate collaboration between globally distributed localization resources. Find below the procedures for the following tasks:

- Leveraging translation memory
- Using TM Lookup window
- Updating translation memory

#### Leveraging translation memory

To leverage translation memory:

1. Follow the steps to open a file from section <u>Opening a file</u>.

The file appears in the Translation window. The first translatable segment will be open, and your cursor will be in the target segment by default.

💮 def	fau	ult_en_US-de_DE - Wordfast Pro 3				
File	Ec	dit Translation Memory Terminology Window Help				
1 👝		n 😰 🛏 🛓 🛶 📴 🛪 🗊 🐨 💷 🖉 🥪 😡 😡 🖗 🛯 🖓 🗊 👍 🗊 🖡 🕇 🍫 📯 🔎	2 4	- 💥 🔒 🔒 🖻 🕯	e 🥰 🖛 👢 🛶	🔍 🔀 🗑 🛛 🔼
	A	C:\Christine\test files\Ultimate\Docx.docx.txml	· · ·		E Outline 🛙	
				*		Show all
		Ultimate Docx file			▶ 1 Ultimat	
					2 Footer	of document Page
Ť		<t score="N/A"></t>			3 Name	
						erfect Translations
					5 Addres	s arl Street, Ste 4
		{ut1} Footer of document {ut2}Page {ut3}			≥ 7 Boulde	
		<t score="N/A"></t>			8 Phone	
					D 9 Job	
		<\$>			10 Produ	
		Name			11 Autos	
		<t score="N/A"></t>				ollowing paragraph will o mail address is transperfe
						ebsite for the company
		<\$>				III name is Transperfect 1
		Transperfect Translations				born in Queens, New Yo
						on a MacBook Air.
		<t score="N/A"></t>				\$1250 for the Ultimate E
						Propagation Test / test will test Auto-Prop
		<s></s>		-		ing auto-propagation by 🛫
1	Te	xt Table			<	Ng dato propagation b) +
	1					
1	Ŷ	TM Lookup 🔀 🌌 TXML Context 🥃 Notes 🕼 Segment Changes 🗖 TXML Attributes				
(		a A 🗸	Diff Highlight	Find In Source Find	I In Target C	lear
	ID	O Source Target TM	Name	User Name	Date/	/Time ^
						-
	4					Þ
[en_	0	S-de_DE]	11M	of 23M		
	_					

2. Select Translation Memory > Current Segment Leverage or click so press Alt+-.

The TM will be leveraged and the target segment appears.

		-de_DE - Wordfast Pro 3									
	dit Tran		Help A A É dia I ¶	u≩ 0°↓↑‡ -⊋ -⊋ ,	) 🕫 G	+ - + 🔒	<b>a</b> l <b>a</b> 4	e 4	F (← <b>1</b> →)   a	y 53 🖗 i 🗵	h
		stine\test files\Ultimate\Docx.docx.txml	• • • • • • • •		· · ·				E Outline 🖾	· 1 KA CO - C	- 0
!	ID         English (United States)           90         This will also be 100% match.			German (Germany)			Score	-		Show all	
				Dies wird auch zu übereinstimmen.	100	%	100		90 This 91 This	s will be an exact match. s will also be 100% match. s will be a fuzzy match. s will be an even fuzzier m	
	91	This will be a fuzzy mat	ch.				N/A			will be an even fuz segment will test "	
	92	This will be an even fuz match.		Dies wird noch ur angepasst werder		rfer	77		≥ 95 Num	Replaceables (Auto Correcti Number Replacement There are 12 rooms in this b	
4	93	This segment will test "copy				N/A	-	98 Chec	ests numbers with k for decimal num are 8 zero's in a b	ber 6.C	
Te	ext Table								<		Þ
1	TM Lool	kup 🛛 🌌 TXML Context 🐱 Notes 🕼 Se	gment Changes	TXML Attributes							- 6
	「his will al	lso be 100% match.		🔽 a A	🔽 Diff H	lighlight Find In S	ource Fir	nd In	Target Cle	ar	
I	D Sou	urce	Target		Score	TM Name	U	ser Na	ame	Date/Time	
1		is will also be 100% match.		u 100% übereinstimmen.	100	Ultimate_TM.txt	JS			1/5/12 1:43 PM	
2	Thi	is will <mark>also be 100%<del>be a fuzz</del> match.</mark>	Dies wird eine Fu	uzzy-Match werden.	76	Ultimate_TM.txt	JS			1/5/12 1:43 PM	
•											

#### Using Replaceables

You can leverage the TM to replace numbers, URLs, punctuation and email addresses in the translation. If **Use Replaceables for higher TM matches** was selected in Preferences, the leveraged segment will overwrite the translation. For more information, go to <u>Selecting Translation Memory Settings</u>.

	Translation Memory Terminology Window Help								
	🖏 🛏 🕹 🔲 T 🕄 T 🖓 🛶 🖏	🐵   🗉 🗟 🗊 🦊 🏌 🏅 🍳 📯 🎝	🖉 💪 🕂 🗕 💥 🔒 🔒 📴 🕮 🌾 🚣 🕴	⇒i jî	/ 🔯 🗟 🛛 🗹				
🔏 *R	leplaceables_testfile.doc 🛛						- 8	E Outline 🛛	
ID	English (United States)		German (Germany)				Score 4	Show all	
1	Number Replacement						N/A	1 Number R 2 There are 1	
2	There are 12 rooms		Es gibt 100 Zimmer				100	2 There are J	
<u> </u>								4 Up to 105,0	000
3	{ut1}This tests numbers with {	ut2}placeables{ut3} has					N/A	5 Up to 100,0	
	7 words.							6 This segm	
lext	Table		1					≥ 7 Check this	decin
🛷 TN	M Lookup 🖾 🗖 TXML Attributes 🕼 Segment Changes								
	ere are 12 rooms								
Ine	ere are 12 rooms		▼ □ a A ☑ Diff Highlight Find I	n Sourc	e Find In Target	Clear			
ID	Source	Target		Score	TM Name	User Name		Date/Time	
1	There are 12 rooms	Es gibt 12 Zimmer		100	Replacables_TM.txt	replacer		3/11/14 11:30 AM	
2	There are 12 rooms	Es gibt 82 Zimmer		100	Replacables_TM.txt	cjacques		3/11/14 11:06 AM	
3	There are 125 rooms	Es gibt 15 Zimmer		99	Replacables_TM.txt	jsingaram		6/4/13 2:02 PM	

1. Select Translation Memory > Current Segment Leverage or click <sup>1</sup>/<sub>2</sub> or press Alt+-.

The TM overwrites the number in the target segment.

	😰 🔚 🖬 🐨 🖽 - 🖽 🖓 🧠 🖓 👘 🐧		1 C C A = 4 (2 (2) (2) (2) (2 A A A (2 A A A A A A A A A A A A A A		K 1 1251 198 († 1251					
C *Re	placeables_testfile.doc 83						-		Outline 22	-
D	English (United States)		German (Germany)				Score	-	Show all	
1	Number Replacement						N/A		1 Number R     2 There are	
2	There are 12 rooms		Es gibt 12 Zimmer				100		3 This tests     4 Up to 105,	number
let T	able							-	29 This segr	
ext 1	lable								29 This segr	nent tes
Fext T			• Def Highlight Find	In Sourc	e Find In Target	Clear			29 This segr	nent tes
Fext T	Lookup 🕮 🗖 TXML Attributes 🕼 Segment Changes	Target	▼ 📑 a A 🖉 Diff Highlight (Find		e Find In Target	Clear User Name			29 This segr	nent tes
Fext T The	Lookup 🕮 🔲 TXML Attributes 😱 Segment Changes	Target Es gibt 12 Zimmer	• 📄 = A 🕑 Diff Highlight 🗍 End	Score	and Consideration Con-			D	æ ·	
Fext T The	Lookup III TXML Attributes C Segment Changes		▼ ■ a A Z Dat Highlight Find	Score	TM Name	User Name		Di 3/	ate/Time	nent tes

#### Translation memory default color representation

Find below the list of default color representations for source and target segments in the Translation window:

Color	Representation
Blue	Source segment
Yellow	Fuzzy match
Grey	No match or NA
Green	100% match
Pink	Segment modified since
	the original file was
	created
Purple	Segment modified and
	updated to translation
	memory

Go to Defining color codes for more information.

#### Using TM Lookup window

The TM Lookup window is used to view TM leverage results and context searching. Find below the procedure for the following tasks:

- <u>Viewing TM leverage results</u>
- Using TM lookup

### Viewing TM leverage results

The TM Lookup window displays the leverage results for the current source segment, if Perform TM Lookup Automatically is selected in Preferences. The results display the segment ID, Source and Target segments, leverage score, TM Name, User Name, and Date/Time of update to TM.

	ŭ (m. 1. m) 📴 🕇 🗊 🖉 😡	🔜 🔆 🎲   🦄 🕼 🗊	11110000	24	4 - % 6 6 3	€ 🕫 🛏	1 =>   🖤	K7 5	1
	nristine\test files\Ultimate\Docx.docx.txml						- 6		utline 🛛 👘
! ID	English (United States)	German (Germany)				Score	^	Show all	
88	Auto Prop						N/A		85 This will be a Bla 86 TM test
89	{ut1}This will be an {ut2 match.	}exact{ut3}					N/A	2	87 Using the "Ultim 88 Auto Prop 89 This will be an ex
90	This will also be 100% m	atch.					N/A		90 This will also be 91 This will be a fuz
91	This will be a fuzzy match	l.	Dies wird eine	en.	90		92 This will be an ev 93 This segment wil		
92	This will be an even fuzzi	er match.					N/A	- 2	94 Replaceables (Au
Text Tab	le okup 🔀 🎉 TXML Context 🥃 Notes 🕼 Segr	ant Changer					4		95 Number Replace
	also be 100% match.		a A	🔽 Diff	Highlight Find In Source	Find In Ta	arget	Clear	
ID S	ource	Target		Score	TM Name	User Name		Date	/Time
	his will also be 100% match.	Dies wird auch zu 100%		100	Ultimate_TM.txt	JS			12 1:43 PM
2 T	'his will <mark>also be 100%<del>be a fuzz</del> match.</mark>	Dies wird eine Fuzzy-Ma	tch werden.	76	Ultimate_TM.txt	JS		1/5/1	12 1:43 PM

### TM Lookup default color representation

Find below the list of default color representations for source and target segments and translation score in the TM Lookup window:

Color	Representation
Blue	Source segment
Yellow	Fuzzy match
Green	100% match on word or
	phrase in target
	segment
Highlighted	Words or phrases that
text	do not match the source
	segment. This appears
	if Diff highlight is not
	selected.
Diff Highlight	Word or phrases that
Add	appear in the source but
	not in the TM. This
	appears if Diff Highlight

Color	Representation	
	is selected.	
Diff Highlight	Word or phrases that	
Remove	appear in the TM but	
	not in the source. This	
	appears if Diff Highlight	
	is selected.	

Go to Defining color codes for more information.

### Using TM lookup

TM lookup is a process that searches for specific source segment text in the translation memory. The results display source and target segments.

To perform TM lookup:

- 1. Enter a word or phrase in the TM Lookup text box. For example,
  - Our Process: searches segments with either word available in lower, upper and sentence case.
  - "Our Process": searches only those segments that include both words in the same order and case.
  - Our+Process: searches segments which include both the words available in lower, upper and sentence case.
  - •
- 2. Select the Case sensitive check box

to match case.

#### 3. Click Find In Source or Find In Target.

**Note**: If you want matches that only have all the words in your phrase, use + signs between each word instead of spaces. If you use spaces in the search string, then results will show segments that have any of the words in them.

OR

- 1. Select a word or phrase in the source segment.
- 2. Press Ctrl+Shift+T or 🔯.

The TM Lookup results appear. The results display the segment ID, Source, and Target segments, TM Name, Username and Date/Time of update to TM.

Network I a A Diff Highlight Find In Source Find In Targ				Find In Source Find In Target Clear		
ID	Source	Target	TM Name	User Name	Date/Time	
1	Networking	Netzwerken	Ultimate_TMCopy.txt	cjacques	12/3/13 11:21 AM	
2	Network Access	Computernetzwerks	Ultimate_TMCopy.txt	cjacques	12/3/13 11:21 AM 12/3/13 11:21 AM 12/3/13 11:26 AM	
3	Network Protection	Network Protection	Ultimate_TM Copy.txt	cjacques	12/3/13.11:26.AM	

Note: The words or phrases that match the searched context are highlighted.

If no TM is selected, the following dialog box appears:

💮 TM Lookup	×
No TM Found. Please se	elect a TM from <u>TM List.</u>
	ОК

Click TM List to select a TM from the list of TMs.

To continue without selecting a TM, click **OK** or close the dialog box.

#### Updating translation memory

To update translation memory with new content, ensure the TM has the **Read only** checkbox clear and update options are selected. Go to <u>Creating or opening a translation memory</u> and <u>Selecting translation</u> <u>memory settings</u> for more information.

When you navigate source segments by pressing **Alt+Down** or **Alt+Up** or clicking  $\checkmark$  or 1, segments are saved automatically to the TM.

**Note**: If you have changed the target segment, and you navigate using other methods (for example, clicking other segments to navigate directly to them), a warning message appears asking if you want to save the target segment.

### Working with terminology

Find below the procedures for the following tasks:

- Setting copy term option
- Highlighting terms
- <u>Auto propagating terms</u>
- Using terminology wildcard

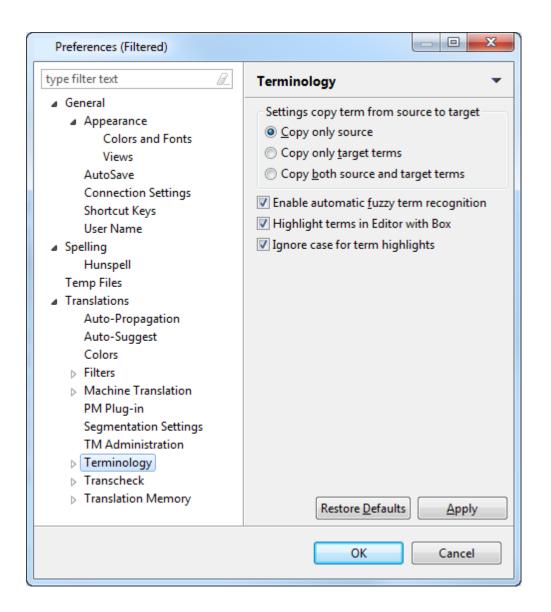
- Leveraging a glossary
- Adding terms
- Editing terms
- <u>Copy a term</u>
- Adding blacklist
- Editing blacklist
- Using Wordfast Pro and Wordfast Classic glossaries

### Setting copy term option

The copy term option copies the source segment to the target segment.

To set copy term option:

- Open Wordfast Pro 3 and click The TXML perspective appears.
- Click Terminology > New/Select Glossary > Translations > Terminology. The Preferences (Filtered) Terminology dialog box appears.



- 3. Select one of the following copy term options:
  - Copy only source: to copy source term from the source segment to the target segment.
  - Copy only target terms: to copy target term to the target segment.
  - Copy both source and target glossary terms: to copy both source and target terms to the target segment.
- 4. Select **Enable automatic fuzzy term recognition** checkbox to clear it, if you do not want to see fuzzy matches from the glossary highlighted.
- 5. Select **Highlight terms in Editor with Box** to clear it, if you do not want to enable highlighting of terms with a box in the TXML Editor.

- 6. Select **Ignore case for term highlights** to clear it, if you do not want to ignore case when highlighting terms.
- 7. Click Apply and OK.

### **Highlighting terms**

To highlight terms:

- Click Terminology > New/Select Glossary > Translations > Terminology. The Preferences (Filtered) Terminology dialog box appears.
- 2. Select **Highlight terms in Editor with Box** checkbox to highlight terms in the TXML editor in different colors with a box as explained below.

Green	100% match in source			
	and target			
Orange	(fuzzy in source or			
	target)			
Red	match in source but no			
	match in target			

3. Click Apply and OK.

The terms are highlighted as shown in the screenshot below.

🕜 default_en_US-de_DE - Wordfast Pro 3 💿 📼 💌									
File Edit Translation Memory Terminology Window Help									
22 📾 🛯 🕲   🛏 🖢 – 🗄 – 🗄 – 🕄 – 🕄 😓 🤜 📾 👘 🖞 🖧 🕼 🗍 👍 🗊 🖡 🛊 🍳 🍳 🍳 🖓 🐥 🕼 🦕 🛶 🐥 😘 🖓 🔤 💆 🚳 🖾									
🗈 🖉 *CA/Christine/test files/Ultimate/Docx.docx.tom 🛛									
Z	! ID	English (United States)	German (Germany)	Score '	Show all				
	47	Number followed by an ESM ends a segment & 3	Manager followed by an ESM ends a segment & 3	N/A	<ul> <li>36 This is a sentence Auto propation</li> <li>37 Auto propagation</li> <li>38 Auto Prop</li> </ul>				
	48	End of segment &without a trailing space ends a segment.	End of segment &without a trailing space ends a segment.	N/A	<ul> <li>39 Auto propagation</li> <li>40 Placeable Test</li> <li>41 This sentence has many place</li> </ul>				
	49	End of segment marker & followed by a space followed by a lower-case letter ends a segment.	End of segment marker & followed by a space followed by a lower-case loitre ends a segment.	N/A	2 So will this one since it has ma     43 Segmentation Settings     44 wfsegmentation.properties W     2 45 Add ESM '&' in the ESM textbo				
	50	Terminology Test	terminolo Test	N/A	46 End of segment marker & Add 50 47				
	51	{ut1}This paragraph will contain the multiple terminology matches.	{ut1}This absatz will cnthalte the multiple termin mat.	N/A	<ul> <li>47 Number followed by an ESM (</li> <li>48 End of segment &amp; without a tr</li> <li>49 End of segment marker &amp; foll</li> <li>50 Terminology Test</li> </ul>				
	52	Please use " <mark>Ultimate Terminology</mark> " file with this document.	Please use "letzte terminologieterminolo" file with this documen.	N/A	50 Terminology Test     51 This paragraph will contain th     52 Please use "Ultimate Terminol     53 It will contain many terminolc     54 This paragraph will also conta				
	53	It will <u>contain</u> many <u>terminology</u> hits.	It will cnthalten many terminolo hits.	N/A	55 "terminology" within quote a     56 Blacklist Test     57 The following sentences will c				
	•			Þ	<ul> <li>57 The following sentences will c</li> <li>58 You must make sure that Blac +</li> </ul>				
	Text Ta	ble			< Þ				
	🔗 TM L	ookup 🖾							
	Blacklis	st Test	I a A I Diff Highlight Find In Source	Find In Tar	rget Clear				
	ID	Source Target	TM Name	User Name	Date/Time				
	<								
TM	TM [en_US-de_DE] 21M of 39M								

Under the Terminology menu click **Run/Stop Term Highlighting** (Ctrl+F5) to highlight terms and to turn off highlighting for all segments. The terms will still be highlighted for the currently selected segment.

#### Auto-propagating terms

To auto-propagate terms:

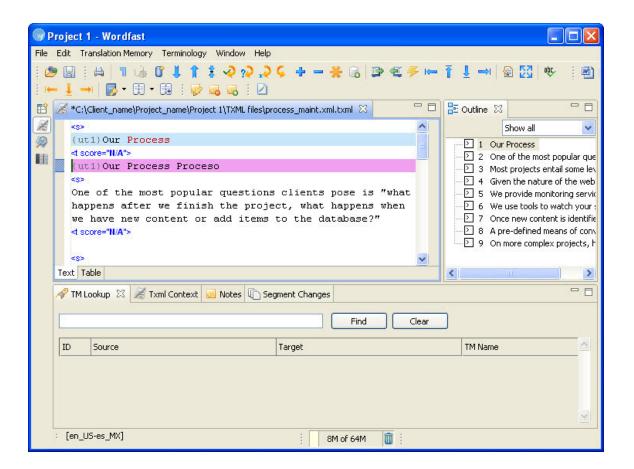
1. Follow the steps to open a file from Opening a file.

The file appears in the Translation window. If a term from the glossary exists in the source segment, it will appear in red by default.

**Note**: Ensure that a glossary is imported and selected for the project. For more information, refer to <u>Importing a glossary</u>.

2. Select **Edit > Copy Source** or click Select **Edit > Copy Source** or click segment into the target segment.

The glossary term translation is auto propagated as shown in the screenshot below.



Note: The term 'Process' is followed by its translation 'Proceso'.

## Using a term wildcard

To add and use a term wildcard:

- Follow the steps to open a file from <u>Opening a file</u>.
   The file appears in the Translation window. If a term from the glossary exists in the source segment, it will appear in red by default.
- 2. Click **Terminology > Edit**.
- Select the glossary that you want to edit. The glossary appears.
- 4. Double-click the entry you want to modify.

The Edit term dialog box appears.

😡 Edit term	X
Source	
Process*	
Target	
Proceso	
Description	
	Modify Cancel

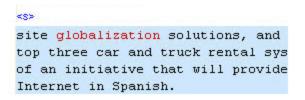
- Type a '\*' after the term to populate all variations of the selected term. For example, the wildcard term 'Process\*' will populate the target 'Proceso' for all term variations such as 'Processes', 'Processing', and so on.
- 6. Click Modify.

The terminology wildcard is activated.

### Leveraging a glossary

To leverage a glossary:

Follow the steps to open a file from <u>Opening a file</u>.
 The file appears in the Translation window. If a term from the glossary exists in the source segment, it will appear in red by default.



Select Terminology > Previous Term / Next Term or click — or → or press Ctrl+Alt+8 / Ctrl+Alt+9.

The term is highlighted and selected.

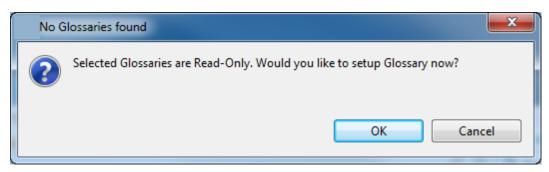
- 3. In the target segment, place the cursor at the location where you want the translated term to appear.
- 4. Select **Terminology > Copy Term** or click  $\frac{1}{2}$  or press **Ctrl+Alt+0**.

The translated term appears in the target segment.



### Adding terms

Terms can be added to glossaries, if permitted. If a selected glossary is read-only, you will be prompted to set up a new glossary.



There are two ways to add terms to a local or remote glossary:

1. Click **Terminology > Add Term** or click 💷.

The Add to glossary dialog box appears.

Add to Glos	sary	23
Source:		
Target:		
		*
Description:		
		Ŧ
Glossary:	test_glossary	•
	OK Canc	el

- 2. Enter the term in the Source or Target field.
- 3. Enter a **Description** of the term if desired.
- 4. Select the glossary to which you want to add the term.
- 5. Click **OK**.

OR

- Select text from the source or target segment. Press Ctrl+Alt+T, or click Terminology > Add Term or click III.
- 2. The Add to Glossary dialog box appears. The selected text appears in the source or target field, depending on whether it is in the source or target segment. In the example below, the selected text appears in the source field.

💿 test - Wordfast Pro 3						- 0 <mark>- X</mark>
File Edit Translation Memory Terminology Wir	ndow Help					
🎒 🥙 🔛			<b>B</b>	← 🛓 →   🐻 ·	• 🖽 • 🛤	🥪 🔜 🔜
🎼 🌼   🗉 🖓 🗊 🗍 🏌 🏌 🍫 🐶 🔊 🕼 🦕	+ - 💥 🔒 🔒 🖪	Þ 🐔 🍜 🖛	• 🛓 🛶	🔍 🔯 🗟 🛛	2	
😭 🔀 *Autosave_breaksegmentation.properties 🛛	🗐 test_glossary			l 🗄 Outline 🛙		- 8
ID English (United States)	German (Germany)		Score 4	^   ·	Show all	•
1 true	dfa;kldj		N/A	1 true		
	_					
		Add to Glose	sary		23	
		Source:	true			
		Target:				
✓ Text Table						
TM Lookup 🛛 🌌 TXML Context 🥃 Note	s 🛈 Segment Chang	Description:				
					-	d In Target
ID Source Target		Glossary:	test_glossa	iry	-	Date/Time
				ОКС	ancel	
•	C					
[en_US-de_DE] SC: 4	TC: 9 15	M of 23M	Û			

- 3. Enter a **Description** of the term if desired.
- 4. Select the glossary to which you want to add the term.
- 5. Click **OK**.

OR

 To continue and add text to the target field, keep the Add to Glossary dialog box open. Select text from the target segment. Press Ctrl+Alt+T, or click Terminology > Add Term or click II. The selected text appears in the target field.

🕟 test - Wordfast Pro 3						_ 0	23
File Edit Translation Memory Terminology Wir	ndow Help						
@ [] @   ¶ (} 0 ↓ ↑ ‡ •2 •2 ↓ € ↓	+ - * 🔒 🔒	ið 41 🦗 🖛		• ↓ →        • ⊱    [2]   ©	· (∄ ▼ (∄ )		<b>.</b>
😭 😹 *Autosave_breaksegmentation.properties 🛛	😟 test_glossary			🗄 Outline 🖾		1	- 8
ID English (United States)	German (Germany)		Score ^		Show all		•
9 1 true	dfa;kldj		N/A	1 true			
✓ Text Table	s 🕕 Segment Change	<ul> <li>Add to Glos</li> <li>Source:</li> <li>Target:</li> <li>Description:</li> <li>Glossary:</li> </ul>	isary true dfa;kldj test_glossary		SX And And And And And And And And And And	d In Targ Date/Tir	
<pre>{     [en_US-de_DE]     SC: 4</pre>	тс: 9	10M of 23M	<b>D</b>				

- 2. Enter a **Description** of the term if desired.
- 3. Select the glossary to which you want to add the term.
- 4. Click OK.

The new term is added.

Alternatively,

- 1. Click **Terminology > Edit** or click
- 2. Select the glossary list to which you want to add terms.

The glossary list appears.

lossary Search	Previous Next Ada	Modify Delete	Import Export	Synchronize
Index 🔻 Source	Target	Description	Creation Date	Creation User
1 Access Protection	Netzwerkzugangsschutz			
2 Application Support	Anwendungsunterstützung			
3 internet security	INTERNETSICHERHEIT			
4 Labor Cost Optimizatior	n Optimización de los costes			
5 Network Systems	Netzwerksysteme			
6 PERSONAL FIREWALLS	PERSONAL FIREWALLS			
7 Service Features and Ber	nefits Service Features and Benefits			
8 SSL	SSL			
9 TECHNICAL SUPPORT	TECHNISCHER SUPPORT			
10 technology	Technologie			
11 The Mark Online	The Mark Online			
12 TURNKEY SOLUTIONS	FERTIGLÖSUNG			
13 Worms	Würmer			

**Note:** To expand or shrink a column, point to the right edge of the column's header with the mouse.

A two-directional arrow appears.

Description 🕂 Creation Date

Drag the arrow to the right to shrink the column.

Drag the arrow to the left to shrink the column.



The Add term dialog box appears.

🐨 Add term	<b>—</b>
Source	
Network	
Target	
Netzwerk	
Description	
Tech	
	Add Cancel

4. Enter **Source**, **Target**, and **Description** of the term.

**Note**: If you are adding a term to a remote glossary, the Description field will not be available.

5. Click Add.

#### The new term is added.

💮 Te	st - Wordfast Pro 3					
File	Edit Translation Memory	Terminology Window Help				
0			@  11 0} 0° U 1 X < ◇	2264-*66	3] ] 9 40 - 7 № - § =	
F* [	🗓 Ultimate_Terminology 🛛				- E	
	Glossary	Search Previous	Next Add Modify	Delete Import E	xport Synchronize	An outline is not available.
<b>&gt;&gt;</b>	Index 🔻 Source	Target	Description	Creation Date	Creation User	
9	1 Apologies	Apology	new desc			
	2 Black list	asdas	adad			
	3 contain	cnthalten				
	4 country	country				
	5 Fish	feesh				
	6 fuzzy	Flaum				
	7 going	go				
	8 hit	spitze				
	9 letter	loitre				
	10 network	netzwerk	Tech	Jan 21, 2014 10:49	¢	
	11 Number	Manager	rando,			
	12 Paragraph	absatz				
	13 Park	park				-
	•				4	
/	🔗 TM Lookup 🛛					
				🔲 a A 🔍 Diff Highlight 🛛 Find In S	Source Find In Target	Clear
						Cital .
	ID Source		Target	TM Name	User Name	Date/Time ^
						-
	•					4
[en_	_US-de_DE]			18M of 2	M 🗊	

# **Editing terms**

To edit terms:

- 1. Click **Terminology > Edit** or click or **Ctrl+Alt+Enter**.
- Select the glossary list that you want to edit.
   The glossary list appears.

lossary	Search	ous Next Add	Modify Delete	Import Export	Synchronize
Index	✓ Source	Target	Description	Creation Date	Creation User
1	Access Protection	Netzwerkzugangsschutz			
2	Application Support	Anwendungsunterstützung			
3	internet security	INTERNETSICHERHEIT			
4	Labor Cost Optimization	Optimización de los costes			
5	Network Systems	Netzwerksysteme			
б	PERSONAL FIREWALLS	PERSONAL FIREWALLS			
7	Service Features and Benefits	Service Features and Benefits			
8	SSL	SSL			
9	TECHNICAL SUPPORT	TECHNISCHER SUPPORT			
10	technology	Technologie			
11	The Mark Online	The Mark Online			
12	TURNKEY SOLUTIONS	FERTIGLÖSUNG			
13	Worms	Würmer			

**Note:** To expand or shrink a column, point to the right edge of the column's header with the mouse.

A two-directional arrow appears.

Description 🕂 Creation Date

Drag the arrow to the right to shrink the column.

Drag the arrow to the left to shrink the column.

3. Double-click the term you want to modify.

OR

Select a term and click Modify

OR

Right-click a term. The terminology editor submenu appears:

Modify term
Delete term
Сору
Select All

4. Click Modify.

The Edit term dialog box appears.

💮 Edit term	×
Source	
Ultimate terminology	
Target	
letzte terminologie	
Description	
	Modify Cancel

Enter the necessary changes and click Modify.
 The modified term appears in the glossary.

# Copy a term

- 1. Click **Terminology > Edit** or click or press **Ctrl+Alt+Enter**.
- 2. Select the glossary list that you want to edit.

The glossary list appears.

🔏 C:\LNI	<\Test files\Demo\Demo-Samp	le-Eng1.doc.txml.doc.txml	된 Demo_Glossary_en-de 🛛		- 0
Glossary	Search Previo	ous Next Add	Modify Delete	Import Export	Synchronize
Index	<ul> <li>Source</li> </ul>	Target	Description	Creation Date	Creation User
1	Access Protection	Netzwerkzugangsschutz			
2	Application Support	Anwendungsunterstützung			
3	internet security	INTERNETSICHERHEIT			
4	Labor Cost Optimization	Optimización de los costes			
5	Network Systems	Netzwerksysteme			
6	PERSONAL FIREWALLS	PERSONAL FIREWALLS			
7	Service Features and Benefits	Service Features and Benefits			
8	SSL	SSL			
9	TECHNICAL SUPPORT	TECHNISCHER SUPPORT			
10	technology	Technologie			
11	The Mark Online	The Mark Online			
12	TURNKEY SOLUTIONS	FERTIGLÖSUNG			
13	Worms	Würmer			

3. Right-click a term. The terminology editor submenu appears:

Modify term
Delete term
Сору
Select All

4. Click Copy.

The term is copied from the Terminology Editor.

## Adding a blacklist

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

To add a blacklist:

- Click Edit > Preferences > Terminology > Blacklist.
   The Blacklist dialog box appears.
- Click Create, to create a new blacklist or Add, to add an existing blacklist.
   Note: the blacklist must be a tab-delimited file.
- 3. Browse and select the location of the new blacklist or existing blacklist.
- 4. Type a symbolic name and select the language code of the blacklist.
- 5. Click OK.

The newly created or selected blacklist appears in the Blacklist List.

rpe filter text	Blackli	st			
General 🔺					
Appearance	Add Glo	ossary(ies) and select Glossa	y(ies) to use for this	s project	
Colors and Fonts Views	Active	Blacklist Name	Target	Read-Only	Create
Connection Settings		Blacklist.txt	ES-ES	<b></b>	
Keys					Add
Memory Preferences					Edit
Update Reminder					Luit
Spelling					Remove
Hunspell					
Temp Files					
Translations					
Auto-Propagation =					
Auto-Suggest					_
Colors					_
Filters					-
Formats					_
FrameMaker Filter					
Machine Translation					_
Google Translate					-
Microsoft Translat					-
WorldLingo					-
PM Plug-in	Blackli	st Properties			
Segmentation Setting:	DIGCKI	Location:			
TM Administration	Tourst				
Terminology Blacklist	Target	Language Code: Blacklist Count:			
Glossary List		Blacklist Count:			
Glossary List Glossary Priority					
Transcheck					
Forbidden Chars +					
				Restore Defaults	Apply

- 6. Select **Selected** check box to use the blacklist during translation.
- 7. Select Read only check box, if you do not want to update the blacklist. (Optional)
- 8. Click **OK**.

A new or existing blacklist is created or opened for the project.

# **Editing blacklist**

To edit an existing blacklist:

1. Open Wordfast Pro 3 and click

The TXML perspective appears.

2. Click the Edit blacklist icon and select the blacklist as shown in the screenshot below.



The Blacklist appears as a separate tab.

🔂 BlackList.txt 🛛	
Blacklist	Add Modify Delete
Forbidden	Suggestion
cell-signalling	cell-communicating
colouration	discolouration
cvbcvb	
lip-care	lip care
moisture-regulating	moisturising
skin-care	skin care
skin-care needs	skin care needs
skin-care routine	skin care routine
skincare	skin care

**Note:** To expand or shrink a column, point to the right edge of the column's header with the mouse.

A two-directional arrow appears.

Description ++ Creation Date

Drag the arrow to the right to shrink the column.

Drag the arrow to the left to shrink the column.

 To add a term to the blacklist, click Add. The Add Term dialog box appears.

💮 Add term	×
Forbidden	
Suggested term	
	Add Cancel

- 4. Enter the Forbidden and Suggested term.
- 5. Click Add.

The forbidden term and suggestion appears in the blacklist.

 To modify a term from the blacklist, select the term and click Modify. The Modify Term dialog box appears.

💮 Modify term	×
Forbidden	
skincare	
Suggested term	
skin care	
	Modify Cancel

- 7. Edit the Forbidden and Suggested term and click **Modify**.
- To delete a term from the blacklist, select the term and click **Remove**.
   A warning message appears.

w Confi	rm delete term		×
?	Are you sure you want to delete term: skincare ?		
		Yes	No

9. Click **Yes** to delete the blacklisted term.

### Using Wordfast Pro and Wordfast Classic glossaries

Wordfast Professional (WF Pro) and Wordfast Classic (WFC) can share project glossaries. The WF Pro glossary .txt file is located with your glossary files. WFC must connect to this text glossary file. Once the WF Pro glossary is created, WF Pro must be closed to permit WFC to connect to the WF Pro glossary. The example below shows how a glossary is shared between Wordfast Pro and Wordfast Classic.

- 1. Open a project in Wordfast Pro
- 2. Click Terminology.
- 3. Click New/Select Glossary or press Alt+N.

The Glossary List appears.

Preferences (Filtered)										
type filter text	Glossary	List					-			
✓ General Memory Preferences ✓ Translations	Add Glossary(ies) and select Glossary(ies) to use for this project									
▲ Translations ▲ Terminology	Active	Glossary Name	Source	Target	Туре	Read-Only	Create			
Blacklist		Ultimate_Terminol	EN-US	DE-DE	Local					
Glossary List	<b>V</b>	TM url	EN-US	DE-DE	Local		Add			
Glossary Priority		glossary_Centraliza	EN-US	DE-DE	Local		Edit			
▲ Translation Memory										
TM List TM Priority							Remove			
TM Priority							Import			
							Export			
		y Properties								
		Location: C:\Users\cjac		utions.com\.	wf_workspa	ce\glossaries\g_1				
		Language: English (Unit								
	_	Language: German (Ger	many)							
	Te	rm Count: 27								
						Restore De	faults Apply			
						ОК	Cancel			

- 4. Click Import.
- 5. Locate the glossary to be shared.

- 6. Close Wordfast Pro. Failure to close Wordfast Pro leaves the glossary file locked, and it cannot be opened or modified.
- Activate Wordfast Classic in the Word document by clicking the Wordfast Classic button, or pressing Ctrl+Alt+W.
- 8. Click the Wordfast Classic button.
- 9. Add the <glossary\_name>.txt file located in Wordfast Pro above.
- 10. Select the glossary, and click **Reorganize**.
- 11. Select the terms to be added, and press Ctrl+Alt+T to add terms to the glossary in Wordfast Classic.

The Edit Entry dialog box appears.

12. Enter the source term, or the target term, and an optional comment.

An example is shown below.

Edit entry	<b></b>
Source	
ROI	
Target	
ROI	
Comment	
added to Wordfast Classic	
F1 F2 F3	
Add to glossary ₩ #1   #2   #3 OK O	ancel

- 13. Click OK.
- 14. Finish working in Wordfast Classic, and close the Word document.
- 15. Open Terminology in Wordfast Pro.
- 16. Open the glossary.

The added term appears in the glossary.

# Working with tags

A tag is inline text that is not translatable, for example, HTML code 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 you try to save a target segment with missing tags, a warning message appears. Find below an example of a source segment with two tags:

Please contact the hotel for further information at {ut1}info@companyname.com{ut2}.

The {ut1} and {ut2} text strings represent tags.

Find below the procedures for the following tasks:

- <u>Viewing tags</u>
- <u>Copying tags</u>
- Editing tags
- Deleting tags
- Removing all tags

#### Viewing tags

To view tags:

- Follow the steps to open a file from <u>Opening a file</u>.
   The file appears in the Translation window. If a tag exists in the source segment, it will appear in gray by default.
- 2. Point to the tag with the mouse.

The actual text in the tag appears. Find below an example of the popup for the {ut1} tag.

💮 d	efault en l	US-de_DE - Wordfast Pro 3							<b>X</b>
File	Edit Tr	anslation Memory Terminology	Window Help						
1				1 👍 🗊 🌡 1 🛊 🕹 🖓 🎝 🐷 🤇 🕂 — 💥 🛛		<u>ا</u>	i (m. 1		
	W *Ultim		DE-DE.docx 🛛 🎽 Transche				- Outline		
	ID	English (United States)		German (Germany)	Score			Ultimate Docx file	-
	1	Ultimate Docx file		ultinaate docx	0		2 F	Footer of document Page	
	1	<fieldstart td="" type="31" va<=""><td>alue="" position="0" movable =="12.0" hidden="false"&gt;</td><td>="false"/&gt;<fontformat backg<="" color="0#0#0" highlight="0#0#0" td=""><td>groundShado</td><td>ow="0#</td><td>0#0" fore</td><td>groundShadow="0#0#0" name="Cambria"</td><td></td></fontformat></td></fieldstart>	alue="" position="0" movable =="12.0" hidden="false">	="false"/> <fontformat backg<="" color="0#0#0" highlight="0#0#0" td=""><td>groundShado</td><td>ow="0#</td><td>0#0" fore</td><td>groundShadow="0#0#0" name="Cambria"</td><td></td></fontformat>	groundShado	ow="0#	0#0" fore	groundShadow="0#0#0" name="Cambria"	
	2	{ut1} Footer of do			0		25/	Address	
		{ut2}Page {ut3}						900 Pearl Street, Ste 4	
	3	Name			N/A			Boulder, CO 80302 Phone Manager	
	4	random Translatio	ns		N/A		⊵ g J		
	5	Address			N/A			Product Manager Autosuggest	
	6	900 Pearl Street, S	Ste 4	900 Rue Pearl, Suite 4	N/A			The following absatz will cnthalten many Auto My email address is transperfect@translations	
	7	Boulder, CO 80302			N/A			The website for the company I work for is http	
	8							My full name is random Translations, I go by	РТ.
	-	Phone Manager			N/A			I was born in Queens, New York. I work on a MacBook Air.	
	9	Job			N/A		18	I paid \$1250 for the Ultimate Edition 13".	
	10	Product Manager			N/A			Auto Propagation Test Below test will test Auto-Propagation.	
	11	Autosuggest			N/A			Enabling auto-propagation by itself will updat	e empt
	12	{ut1}The following	g absatz will		N/A			Test each options below Enable auto-propaga	
		cnthalten many Au	itosuggest			-		You have to commit segment or use Next or P For Flaum auto-propagation test just modify s	
	•			·	Þ			Also, Auto-propagation is case-sensitive.	-
	Text Tab	le				•		m	F
	😹 TXML	Context 🐱 Notes 🛛 🗖 TXML	Attributes 🔟 Segment Cha	nges					
	Add	Edit Delete	Export Notes						
	Id	Creator ID Type	Date	Details					
									[]
TN	1[en_US-de	:_DE]		SC: 18 TC: 14	147	M of 19	<mark>6М</mark> (		

3. The first tag in the source segment is highlighted in red as soon as the cursor is placed in the target segment.

💮 te	st - Wo	ordfast Pro 3									3
<u>F</u> ile	<u>E</u> dit	Translation <u>M</u> emory <u>T</u> erminology		lelp							
2 2	• 🔚 • 🔜 🛛	🖻   +- ½ →   📄 ▼ 🗒 ▼ [ 🤞 🔟	1	41 L 👔 🗊 🖟 🗍 :	\$ 2 2 2 E	ς	- # 6	G 🖻	€ 7 № 1 ⇒		2
Ē	🎽 *De	emo-Sample-Eng1.doc.txml.doc 🛛					그 문 아	utline 🖾 🛛	Show all	E	1
Z	! ID	English (United States)	Ge	erman (Germany)		Score	<u> </u>		ork Systems Diagnos	tic Testing	
<b>&gt;</b>	1	<b>{ut1}</b> Network Sys Diagnostic Testing{				0		3 Thete 4 NETW	NET SECURITY rms network securit ORK PROTECTION Vetwork Access Prot		-
	2	{ut1}INTERNET SECURITY{ut2}				N/A		7 A pers	NAL FIREWALLS onal firewall is an ap n testing is performe		
	3	{ut1}The terms				N/A	<b>▼</b> ≥		n testing is an invest		
	Text 1	Table				4		10 Itisa	lso intended to test	up to and bey	-
	🔗 ТМ	I Lookup 🖾 🎉 TXML Context 🗔 N	lotes 🗋 Seg	gment Changes 📃 T	(ML Attributes						5
	Ι				▼ 🗖 a A 🗌 Dir	ff Highlight	Find In S	ource F	ind In Target	Clear	
	ID	Source T	Farget		TM Name	Us	er Name		Date/Time	-	•
	4									-	-
[en	_US-de	_DE]			15M	of 21 M	Û				

Copying tags

To copy tags:

- 1. Follow the steps to open a file from Opening a file.
  - The file appears in the Translation window. If a tag exists in the source segment, it will appear in gray by default.
- 2. In the target segment, type the tag as it appears in the source segment, for example {ut1}.

#### OR

- 1. In the source segment, place the cursor before the tag and drag the mouse to select it.
- 2. Drag the selected tag to the target segment (drag-and-drop).

#### OR

- 1. In the source segment, place the cursor before the tag and drag the mouse to select it.
- 2. Right-click and select **Copy** or use the **Ctrl+C** shortcut key to copy the tag.
- 3. In the target segment, place the cursor where you want to paste the tag.
- 4. Right-click and select **Paste** or use the **Ctrl+V** shortcut key to paste the tag.

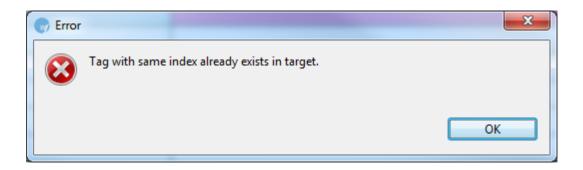
#### OR

 Select Edit > Tags > Previous Tag / Next Tag or click k or s or press Alt+Shift+Left / Alt+Shift+Right.

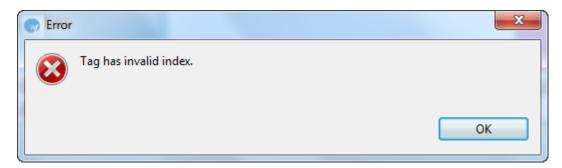
The tag is highlighted in red and selected. The first tag in a segment is highlighted when the segment is clicked.



• If you type the same tag twice, the following error message appears.



• If the target segment does not contain tags, the following error message appears.



2. Place the cursor where you want the tag in the target segment.

3. Select Edit > Tags > Copy Tag or click or press Alt+Shift+Down and type the characters of the tag.

The tag appears in the target segment. The next tag in the source segment is selected, and is highlighted in red.

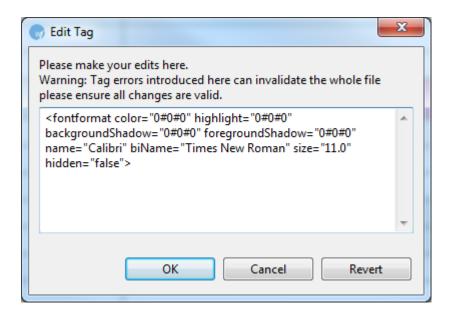
4. To copy all tags from the source segment to the target segment, click **Edit > Tags > Copy Tags** 

in Current Segment or click 差 or press Ctrl+Shift+A.

# **Editing tags**

To edit tags:

- Follow the steps to open a file from <u>Opening a file</u>.
   The file appears in the Translation window. If a tags exists in the source segment, it will appear in gray by default.
- Place your cursor in the tag's text in the target segment, right click, and select Edit Tag. The Edit Tag dialog box appears.



Modify the tag as required and click OK.
 Note: The tag in the source segment should not be modified. Ensure that the modifications are valid. If not, the TXML file could get corrupted.

## **Deleting tags**

The tag can be deleted only in the target segment. To delete tags, in the target segment place the cursor before the tag and drag the mouse to select it. Right-click and select **Cut** (or press the **Ctrl+X** shortcut key or **Backspace** on your keyboard).

### Removing tags in current segment

Tags can be removed only in the target segment. To remove tags from the target segment: 1. Select the segment from which you want to remove tags.

The segment is highlighted in pink.

💮 ti	est ·	Wordf	ast Pro 3						
Eile	File Edit Translation Memory Terminology Window Help								
	2 :: : : : : : : : : : : : : : : : : :								
	Z		-Sample-Eng1.doc.txml.doc 🛛			- 8	🗄 Outline 🛛 Show all 🗸 🗖		
Z	!	ID	English (United States)	German (Germany)		Score ^	I Network Systems Diagnostic Testing		
<b>&gt;</b>		1	<b>{ut1}</b> Network System Diagnostic Testing{ut		ke <mark>n{ut2}</mark>	0	2 INTERNET SECURITY                  3 The terms network security and information                 4 NETWORK PROTECTION                 5 With Network Access Protection, system		
		2	{ut1}INTERNET SECURITY{ut2}			N/A	<ul> <li>6 PERSONAL FIREWALLS</li> <li>7 A personal firewall is an application whi</li> <li>8 System testing is performed on the entil</li> </ul>		
		3	{ut1}The terms			N/A -			
	4	_				•	_ 10 It is also intended to test up to and bey 🚽		
	Te	xt Tab	le				< Þ		
	ø	TM Lo	okup 🖾 🈹 TXML Context 🗔 Notes	🗋 Segment Changes 🗖 1	TXML Attributes				
					▼ 🗖 a A 🗌 Dif	f Highlight	Find In Source Find In Target Clear		
	I	) S	ource Targe		TM Name	User	r Name Date/Time ^		
	*						*		
[er	_US	G-de_DE	]	SC: 34 TC: 9	15M c	of 21 M	D .		

2. Click Edit > Tags > Remove tags in current segment.

OR

Press Ctrl+Shift+V.

The tags are removed from the current segment.

💮 te	st - V	Nordfa	ast Pro 3						
<u>F</u> ile	Eile Edit Translation Memory Ierminology Window Help								
			3  ⊷ ↓ →	÷	1 👍 🗊 📕 🕇	\$ 📀 😪 🖓 🕏	<b>\$</b> +	-	≵ 🕃   ഈ € 🌽 🛏 🗜 ➡  छ   🖸 🗟
E	Z *	Demo	-Sample-Eng1.doc.txml.doc 🛛						📴 Outline 🖾 Show all 🔹 🗖 🗖
Z	! ID	)	English (United States)		German (Germany)		Score	<b>^</b>	▶ 1 Network Systems Diagnostic Testing
<i>,</i> 1	Image: systems         Image: systems           Image: systems         Image: systems         Image: systems           Image: systems         Image: systems         Image: systems         Image: systems							<ul> <li>2 INTERNET SECURITY</li> <li>3 The terms network security and information information in the security of the</li></ul>	
	2	2	{ut1}INTERNET SECURITY{ut2}				N/A		<ul> <li>6 PERSONAL FIREWALLS</li> <li>7 A personal firewall is an application whi</li> <li>8 System testing is performed on the entit</li> </ul>
	ļЗ	3	{ut1}The terms				N/A	-	9 System testing is an investigatory testing
	Text	Tabl	e						D 10 It is also intended to test up to and bey
	🔗 Т	「M Loo	okup 🛛 🌌 TXML Context 🗔 Not	tes 🗋 S	Segment Changes 🔲 T	XML Attributes			- 8
						▼ 🔲 a A 🗌 Dif	f Highligh	nt 🖡	Find In Source Find In Target Clear
	ID Source Target TM Name User Name Date/Time ^								
	4								w.
[en	_US-c	de_DE]			SC: 34 TC: 9	11M c	f 21M	Û	

**Removing all tags** 

Tags can be removed only in the target segment.

To remove all tags in the target segment:

1. Click Edit > Tags > Remove all tags.

The following dialog box appears.

Confirm	×
This option will rem	ove all source tags from target. Do you want to continue?
🔲 Do not warn me about th	is for the rest of this session
	Yes No

2. Click Yes to confirm and remove all tags from the target segment.

# **Editing source segment**

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

To edit the source segment:

- Follow the steps to open a file from section <u>Opening a file</u>. The file appears in the Translation window.
- Select a segment and click Edit > Edit Source or on the dashboard. The Edit Source dialog box appears.

🐨 Edit Source		Х	J
Original Source			
{ut1} With Network Access Protection, system administrators of an organization's comput define policies for system health requirements.{ut2}	er network	can 🔺	
		Ŧ	
Modified Source			
{ut1} With Network Access Protection, system administrators of an organization's comput define policies for system health requirements.{ut2}. Network Access Protection is policy-		can 🔺	
		-	
Revert to Original Source OK	Cancel		

3. Edit the source content in the Modified Source box and click **OK**.

The source segment is modified and a Modified Source icon appears before the segment as shown in the screenshot below.

_										
💮 de	fault_en_	US-de_DE - Wordfast Pro 3								x
File		ranslation Memory Terminology Window H								
2		🖄 🕞 🛓 🖃 🔝 🔻 🗊 🖛 🔯 🥪 🥃	😼 🌼 ११ 👍	日本のの。	264-	* 6 6 1 * 4	- <i>⊊</i> k≕	<u>1</u> ==	a 🖳 🕅 🖉	1
	🎽 *C:\LI	NK\Test files\Demo\Demo-Sample-Eng1.doc.txml	l.doc.txml 🛛				-		🗄 Outline 🛛	
	! ID	English (United States)		German (Germany)			Score	^	Show all	•
	23	<b>{ut1}</b> With Network Acce Protection, system admini- an organization's compute can define policies for sys requirements.{ut2}. Netw Protection is policy-driven	strators of r network tem health ork Access	Translation			N/A		<ul> <li>14 Prevent un</li> <li>15 Provide th</li> <li>16 Provide th</li> <li>16 Provide th</li> <li>17 technology</li> <li>18 consulting</li> <li>19 1234 Any S</li> <li>20 Townsville</li> <li>21 Phone 555.</li> <li>22 Fax 555.543</li> <li>23 With Netweet</li> </ul>	treet Stati 543.5
	🛷 TM L	ookup 🖾 🈹 TXML Context 🥃 Notes 🕼 Seg	ment Changes							
	"Transla	ation"		🗖 a A	✓ Diff Highlight	Find In Source Find	In Target		Clear	
	ID :	Source	Target		TM Name	User Name		0	Date/Time	*
÷TM	<	e DEI								4
I I IM	[en_US-d	e_DF1			201/	1 of 31 M				

To revert to original source, click **Edit > Revert to original source** or  $\overline{U}$  on the dashboard.

# **Using Transcheck**

The Transcheck option verifies certain elements in the target segments and warns you about missing or incorrect text or variables. For example, if you do not insert a tag or type incorrect text, a warning signal will appear before the target segment. You will be able to view the warning on mouse over.

Find below the procedures for the following tasks:

- Enabling Transcheck
- Configuring Transcheck
- <u>Viewing Transcheck warning</u>

#### **Enabling Transcheck**

To enable Transcheck:

- Open Wordfast Pro 3 and click The TXML perspective appears.
- Click Edit > Preferences > Translations > Transcheck.
   The Transcheck dialog box appears.

Preferences (Filtered)		
type filter text	Transcheck	•
<ul> <li>General</li> <li>Spelling Temp Files</li> <li>Translations         <ul> <li>Auto-Propagation</li> <li>Auto-Suggest</li> <li>Colors</li> <li>Filters</li> <li>Machine Translation</li> <li>PM Plug-in</li> <li>Segmentation Settings</li> <li>TM Administration</li> <li>Terminology</li> </ul> </li> <li>Transcheck         <ul> <li>Copied Source Check</li> <li>Copied Source Check</li> <li>Forbidden Characte</li> <li>Numerical</li> <li>Partial</li> <li>Punctuations</li> <li>Terminology</li> <li>Untranslatable</li> </ul> </li> <li>Translation Memory         <ul> <li>Penalties</li> <li>TM List</li> <li>TM Priority</li> </ul> </li> </ul>	<ul> <li>Enable Transcheck</li> <li>Transcheck during translation</li> <li>Configuration</li> <li>Partial</li> <li>Empty Target</li> <li>Numerical Check</li> <li>Tag</li> <li>Forbidden Characters</li> <li>Punctuations</li> <li>Untranslatable</li> <li>Copied Source Check</li> <li>Terminology Check</li> <li>Blacklists</li> <li>First word capitalization Check</li> </ul>	Error Error
4		Restore <u>D</u> efaults <u>Apply</u>
		OK Cancel

- 3. Select **Enable Transcheck** checkbox.
- 4. Select **Transcheck during translation** checkbox, if you want Transcheck to be activated before the translation is updated to the TM.
- 5. To check for specific errors in the target segments, select the different **Configuration** options. The options available are:

Select	to check
Partial	the character count between the source and target
	segments.
Empty target	for empty target segments.
Numerical Check	if the numerals in the source segment match the
	target segment. The numbers with hyphens will be
	read as two separate numbers.
Tag	for missing tags in the target segments.
Forbidden Characters	check if the target segment includes forbidden
	characters.
Punctuations	for consistency in punctuation between source and
	target segments.
	Note: The punctuation transcheck only works on
	end of segmentation punctuation.
Untranslatable	check if the untranslatable content in source and
	target segments is consistent.
Copied Source Check	if the source segment has been copied to the target
	segment.
Terminology Check	if the terms in the source segment are translated
	correctly based on the glossary.
Blacklists	if the target segment includes blacklisted terms.
	Note: The blacklisted term list must be a tab-
	delimited file.
First word	if the first word of each segment is capitalized.
Flist word	If the first word of each segment is capitalized.

capitalization Check6. Choose the display option from the drop down list. You can view Transcheck as an error or warning.

7. Click OK.

The Transcheck option is enabled.

# **Configuring Transcheck**

To configure individual Transcheck options:

1. Open Wordfast Pro 3 and click

The TXML perspective appears.

#### 2. Click Edit > Preferences > Translations > Transcheck.

The Transcheck dialog box appears.

Preferences (Filtered)		
type filter text	Transcheck	•
<ul> <li>General</li> <li>Spelling Temp Files</li> <li>Translations         <ul> <li>Auto-Propagation</li> <li>Auto-Suggest</li> <li>Colors</li> <li>Filters</li> <li>Machine Translation</li> <li>PM Plug-in</li> <li>Segmentation Settings</li> <li>TM Administration</li> <li>Terminology</li> <li>Transcheck</li> <li>Consistency check</li> <li>Copied Source Chece</li> <li>Forbidden Characte</li> <li>Numerical</li> <li>Partial</li> <li>Punctuations</li> <li>Terminology</li> <li>Untranslatable</li> </ul> </li> <li>Translation Memory</li> <li>Penalties</li> <li>TM List</li> <li>TM Priority</li> </ul>	<ul> <li>Enable Transcheck</li> <li>Transcheck during translation</li> <li>Configuration</li> <li>Partial</li> <li>Empty Target</li> <li>Numerical Check</li> <li>Tag</li> <li>Forbidden Characters</li> <li>Punctuations</li> <li>Untranslatable</li> <li>Copied Source Check</li> <li>Terminology Check</li> <li>Blacklists</li> <li>First word capitalization Check</li> </ul>	Error  Error Error Error Error Error Error Error Error Error Error Error Fror F
4		Restore Defaults         Apply
		OK Cancel

3. In the left pane, under Transcheck, select the following options:

Select	to

Select	to
Consistency check Consistency check Options to ignore segment differences for source & target consistency check: I gnore Case differences I gnore Whitespace differences I gnore Tag differences I gnore Number differences Copied Source Check Copied Source Check The copied source check for segments completely in upper case	ignore differences in case, whitespace, tags and numbers. check segments in upper case.
Forbidden Characters check	add, edit or remove Forbidden Characters to the check.
Numerical $> \checkmark > \checkmark \checkmark$	treat numbers with hyphens or dashes as single numbers.

lect				to
rtial				enter the
Partial			$\Leftrightarrow \bullet \Rightarrow \bullet \bullet$	minimum and
Target La	nguage			maximum
rarger Lu	nguuge	Min.% 50		% of
		Max.% 150		allowed
		Widx. 76 150		character
				count for
				the target
				segment.
nctuation	S			add, edit or
			-	remove
Punctuat	ions			punctuation
	<b>.</b> .			characters
Source	Target	Add		to the
:		Edit		check.
,	;	Remove		
1	1	Kentove		
•	· · ·			
α	œ			
» -	» -			
?	?			
1				
/	/			
rminology	/			select
Terminol	ogy			options for
				checking
	zy Term o	heck		the
✓ Ignore Case Transcheck Report only Options		t only Ontinen		glossary
		t only Options inology Mismatch		used in the
		inology Match		translation.
		5,		

Select	to
Select Untranslatable Untranslatable Add Edit	to add, edit or remove content that should not be translated,
Remove	such as a company name.

# Viewing Transcheck warning

To view Transcheck warning:

1. Follow the steps to open a file from section <u>Opening a file</u>.

The file appears in the Translation window.

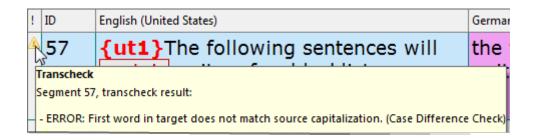
2. Type the target segment.

A warning message and a warning signal appear before the target segment as shown in the screenshot below.

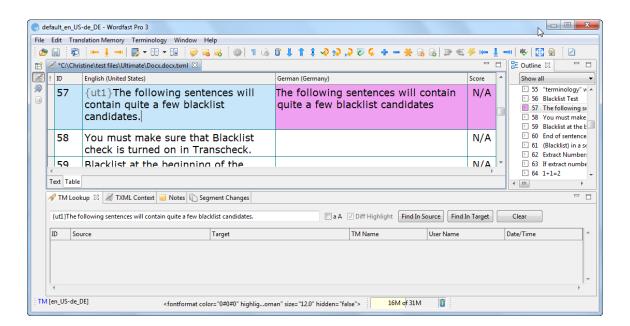
	efault_en_US-de_DE - Wordfast Pro 3											
File	File Edit Translation Memory Terminology Window Help											
1 -			tine\test files\Ultimate\Docx.docx.txml	NO 1 282   11 (28)	••••	· · · · · ·						
	: ▲	57	English (United States) {ut1}The following sente contain quite a few black candidates.		German (Germany) the following s quite a few bla			N/A			55 "termino 56 Blacklist 57 The follo 58 You mus	Test wing se st make
		58	You must make sure that check is turned on in Trai					N/A		D D D	59 Blacklist 60 End of se 61 (Blacklist 62 Extract N	entence t) in a se
		59	Blacklist at the beginning	of the				N/A	-		63 If extract	
	Te	ext Table						,	-	> • III		+
	A	TM Look	up 🖾 🈹 TXML Context 🥃 Notes 🕼 Segr	ment Changes								
	{	ut1}The fo	llowing sentences will contain quite a few blac	klist candidates.	🗖 a A	🗸 Diff Highlight 🛛 🖡	ind In Source Find I	n Target		Clear	r	
	IC	D Sou	rce	Target		TM Name	User Name			Date/Ti	ime	^
	*											
∯ TM	[er	n_US-de_D	E] <fontformat colo<="" td=""><td>r="0#0#0" highligom</td><td>an" size="12.0" hidden="fal</td><td>lse"&gt; 16M o</td><td>f 31M <u> </u></td><td></td><td></td><td></td><td></td><td></td></fontformat>	r="0#0#0" highligom	an" size="12.0" hidden="fal	lse"> 16M o	f 31M <u> </u>					

3. Point to the warning signal with the mouse.

The text in the warning appears as shown in the screenshot below.



**Note**: The Transcheck warning appeared because the first letter in the first word of the target segment was not capitalized. The warning disappears when the segment is corrected as shown in the screenshot below.



# **Using Outline window**

The Outline window is used for source segment navigation. The source for each translatable segment is listed with color-coded icons that represent the translation score. The segments that need to be confirmed are also marked by an asterisk (\*) in the Outline window. Find below an example of an Outline window:



# Navigating using Outline window

To view a source segment, in the Outline window, place the cursor on a source segment and left-click. The source segment is selected and highlighted.

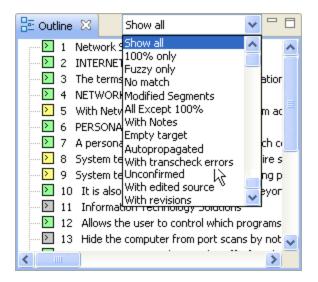
## **Sorting segments**

To sort the source segments, click the drop down list.

The following options appear:

Select	to view
Show all	all segments.
100% only	100% translation
	memory matches.
Fuzzy only	fuzzy or partial
	translation memory
	matches.
No match	no matches only.
Modified	modified segments
Segments	only.
All Except	all segments except
100%	100% translation
	memory matches.
With Notes	segments with notes.
	Go to <u>Using notes</u> for
	more information.
Empty target	segments with empty

Select	to view
	targets.
Autopropagated	segments that are
	autopropagated. Go
	to <u>Enabling Auto</u>
	Propagation for more
	information.
With transcheck	segments with
errors	transcheck errors. Go
	to Using Transcheck
	for more information.
Unconfirmed	segments that are
	unconfirmed. Go to
	Confirming or
	Unconfirming
	segments for more
	information.
With edited	segments with
source	modified source
	content. Go to Editing
	source segment for
	more information.
With revisions	revised segments.
	Go to <u>Viewing</u>
	segment changes for
	more information.



### Outline window default color representation

Find below the list of default color representations for source and target segments in the Translation window:

Color	Representation		
Yellow	Fuzzy match		
Grey	No match or NA		
Green	100% match		
Pink	Segment modified since		
	the original file was		
	created		
Purple	Segment modified and		
	updated to translation		
	memory		

Go to Defining color codes for more information.

# **Viewing TXML Context**

The TXML Context window is used to view the TXML context of the currently open file.

To view the TXML context, click the **TXML Context** tab in the editor. You also have the option to view the XML Source. An example of a TXML Context window is shown below.:

File	Edit Tra	anslation Memory Te	rminology Window Help						
2		<b>6≷</b> M A & .∧.	N N 5. 7		1 1 atr.   157 . (5) 🕴 🖸	1월 18년 141	🕞 🕶 🕄 🕈 🕄 😺		
1									
Ê	A Carcassonne.docx a a centralization of Localization_machine_translated.docx.txml.doc 🔅								
	! ID	English (United States)			German (Germany)		Score 🔺		
<b>&gt;</b>	1	Wordfast Pro	5 3				N/A		
	2	INSTRUCTIC	NS:				N/A		
	-						Þ		
	Text Table								
🔗 TM Lookup 🔄 Notes 🕼 Segment Changes 🎉 TXML Context 🖾							- 0		
	TXML File								
	Version: 1.0 Locale: EN-US								
	Datatype: doc								
	Segmentation type: sentence								
	Word count: 1140								
	TMX Tags: ut								
	Unknown Tag, a placeholder for any kind of tag in the file. sub								
	Subflow (sub-segment) that is translatable or localizable text within a TMX tag. Example: <img jose"="" of="" san="" src='alt="Photo'/> Color codes:								
		Skeleton	Translatable text	Localizable text					
		TMX tag	TMX tag content	Doctablicito tent					
		Subflow	Translatable subflow	Localizable subflow					
		Whitespace			_				
	<ul> <li><ut type="fontformat" x="1"><fontformat backgroundshadow="0#0#0" biname="Times New Roman" color="0#0#0" foregroundshadow="0#0#0" hidden="false" highlight="0#0#0" name="Arial" size="12.0"></fontformat></ut> </li></ul>								
	o Wordfast Pro 3								
	∧ Kut v="?" tupe="fontformat">								
[en_US-de_DE]					28M of 49M	<b>D</b>			

# **Using notes**

While translating or reviewing translated content, you have the option of adding notes specific to each segment. Find below the procedures for the following tasks:

- Adding notes
- Editing notes
- Deleting notes
- Exporting Notes

# Adding notes

To add a note:

- Follow the steps to open a file from section <u>Opening a file</u>.
   The file appears in the Translation window. The first translatable segment will appear in a blue background, and your cursor will be in the target segment by default.
- 2. Click the Notes tab.
- 3. Place your cursor in the segment where you want to add a note.
- Click Add under the Notes tab or select Edit > Add Note... or click solution.
   The Add Note dialog box appears.

💮 Add Note	×
Segment Id:	1
Source:	Network Systems Diagnostic Testing
Creator:	cjacques
Date:	13 May 2015 20:26:29 GMT
Туре:	question
Details:	
	*
	Ψ
	OK Cancel

5. Select the type of note.

Add Note	×
Segment Id:	1
Source:	Network Systems Diagnostic Testing
Creator:	cjacques
Date:	12 May 2015 23:37:35 GMT
Туре:	question
Details:	question text
	important
	~
	OK Cancel

**Note:** The last option selected appears at the top of the list. The last option selected is the default type for the next new note.

6. Enter the note in the box and click **OK**.

The note appears in the Notes tab and an 'i' symbol appears next to the segment in the Outline window as shown in the screenshot below.

💮 te	🕜 test - Wordfast Pro 3									
File	File Edit Translation Memory Terminology Window Help									
4	er con manadom wendy ferminody window feep ② B									
e	w	*Demo	o-Sample-Eng1.docx	😹 Den	no_Glossary_en-de.txt		*Demo-Sample-Eng3.doc 🛛			🗄 Outline 🛛 🗖 🗖
Z	!	ID	English (United State	es)		German	(Germany)	Score		Show all 🔹
<b>&gt;</b>		1	Network Sy Testing	/stems	Diagnostic		noseprüfung der werksysteme	100	Е	
		2	INTERNET	SECUR	ΙTY	INTE	RNETSICHERHEIT	100		5 With Network Access Pi =
		3	The terms and inform often used	ation s	ecurity are	Die E Netzv Infor werd	Begriffe werksicherheit und mationssicherheit len oft als gegenseitiges onym verwendet.	100		<ul> <li>6 PERSONAL FIREWALLS</li> <li>7 A personal firewall is an</li> <li>8 System testing is perfor</li> <li>9 System testing is an inv</li> <li>10 It is also intended to te</li> <li>11 Information Technologies</li> <li>12 Allows the user to con</li> </ul>
		4	NETWORK	PROTE	CTION	NETZ	ZWERKSCHUTZ	100	-	<ul> <li>13 Hide the computer fro</li> <li>14 Prevent unwanted net</li> </ul>
	 Te	xt Tab	le					4		15 Provide the user with i
	N	TM Lo	okup 🏾 🖉 TXML Con	itext 🗔 Not	es 🛛 🗈 Segment	Changes				
	Add Edit Delete Export Notes									
	Id Creator ID Type Date Details									
	1	. (	cjacques	text	13 Apr 2014 16:20:3	0 GMT	new note			
[en	_US	-de_DE	]				21M of 30M			

### **Editing notes**

To edit notes, click Edit in the Notes tab, select Edit > Edit Note... or right-click the note in the Notes tab and select Edit Note or click 🦻.

#### **Deleting notes**

To delete notes, click **Delete** in the Notes tab, select **Edit > Delete Note...** or right-click a note in the Notes tab and select **Delete Note** or click **G**. To delete all notes, select all notes and click **Delete**.

#### **Exporting notes**

To export notes in Word format,

Click Export Notes in the Notes tab. Export Notes
 The Save As dialog box appears:

Save As						
Search test files						
Organize 👻 New	folde	r			: : : :	(?)
📃 Recent Places	*	Name	Date modified	Туре	Size	
📴 Libraries		🐌 test	1/6/2014 1:50 PM	File folder		
		퉬 Ultimate	1/8/2014 4:18 PM	File folder		
Documents		Reference1	11/18/2013 12:27	DOC File	27 KB	
J Music		Demo_Glossary_en-de.txt.txml.swapped.txml	12/19/2013 2:38 PM	DOC File	31 KB	
<ul> <li>Pictures</li> <li>Subversion</li> <li>Videos</li> </ul>	=	Demo-Sample-Eng3.doc.txml_ExportedNotes_2013	12/24/2013 9:46 AM	DOC File	12 KB	
Computer	_					
🏭 OS (C:)						
	r –					
File name:	)emo	-Sample-Eng1.doc.txml.swapped-001.txml_ExportedNotes_2	0140109-105212			•
Save as type: 👔	.doc					•
Hide Folders					Save Canc	el

By default, notes are saved to the same folder that contains the original files.

2. Click Save.

The following message appears.

Export notes	×
Exported 1 note(s)	
	ОК

ID	Source	Target	Туре	Notes	Creator ID	Date
2	INTERNET	INTERNETSICHERHEIT	text	this is a	cjacques	Mon
	SECURITY			note		Nov 04
						11:47:3
						8 MST
						2013
7	A personal	Eine Personal Firewall	text	another	cjacques	Mon
	firewall is an	isteineAnwendung, welche		note		Nov 04
	application	den Netzwerkverkehrzu				11:53:3
	which controls	und vom Computer steuert.				0 MST
	network traffic	Auf				2013
	to and from a	einerSicherheitsrichtlinieba				
	computer,	sierendeKommunikationwi				
	permitting or	rdzugelassenoderverweiger				
	denying	t.				
	communications					
	based on a					
	security policy.					

The notes are formatted as a Word table, as shown in the screenshot below.

# **Using Shortcut Icons**

Wordfast Pro 3 includes a number of shortcut icons that help you quickly complete common tasks. Find below a list of all the shortcut icons available in the TXML Editor and their functionality.

Use	to
(Ctrl+O)	open a new file.
	Note: When you browse your PC, only the file
	types listed in your File Associations setup
	(Window > System Options> General > Editors
	> File Associations) will appear.
(Ctrl+S)	save the currently open file.
(Ctrl+P)	print the file that is currently open.
Ctrl+Shift+8)	show or hide whitespace characters.
	translate a segment using machine translation
	software.
(Ctrl+Shift+N)	create or select a translation memory (TM).
(Alt+Down)	navigate to the next segment. This action
(,	automatically saves the segment to the TM, if you
	have edited the translation.

Use	to
1 (Alt+Up)	navigate to the previous segment. This action
	automatically saves the segment to the TM, if you
	have edited the translation.
<b>*</b> (Alt+-)	leverage the TM for the current source segment.
(Ctrl+Alt+F)	translate the source segments until there is a fuzzy
	match.
?	translate the source segments until there is no
(Ctrl+Shift+PageDown)	match.
(Ctrl+Shift+End)	translate all source segments.
(Alt+Insert)	copy the text from the source segment into the
(*	target segment.
(Alt+PageDown)	combine the currently selected source segment
(Alth agebown)	with the next segment.
	If segments are merged across paragraphs, a tag
	appears between the merged segments in the
	source and the target.
(Alt+PageUp)	split the source segment into two segments, at the
(Alth ugeop)	location of the cursor.
	mark a segment as confirmed or unconfirmed.
(Alt+End)	save the current translated segment to the TM.
G (Ctrl+Alt+End)	save the translated segments to the TM and close
	the file. This action is typically carried out when you
	have completed translation.
¢	insert left to right mark.
4 <u>i</u>	insert right to left mark for languages that are
	written in that direction, such as Arabic.
✓(Ctrl+Shift+A)	copies all tags from the current source segment to
	the target segment.
(Alt+Shift+Left)	select the previous tag in the source segment. The
	selected tag will be highlighted in red by default.
Ī	delete the currently selected tag.
(Altl+Shift+Down)	copy the currently selected tag into the target

Use	to
	segment at the location of the cursor.
(Alt+Shift+Right)	select the next tag in the source segment. The
(/ ut / Offict / Ugfit)	selected tag will be highlighted in red by default.
8	analyze the file for translation against a TM to
	leverage reusable content and pre-translate
	content.
(Ctrl+Shift+T)	look up the selected source text in the translation
(	memory. This action leverages all segments that
	include that text.
<sup>аbс</sup> (F7)	check spelling.
(Ctrl+Alt+P)	preview the file in MS Word.
(Ctrl+Alt+8)	navigate to the previous term in the source
(	segments.
(Ctrl+Alt+0)	copy the selected term.
(Ctrl+Alt+9)	navigate to the next term in the source segments.
-	edit the blacklist for the open project.
· 🗐 🗸	modify the glossary.
(Ctrl+Alt+T)	add a term to the glossary.
☑ (Alt+Shift+E)	edit a note.
(Alt+Shift+D)	delete a note.
(Alt+Shift+N)	add a note.
Ctrl+Shift+Q)	process file for transcheck warnings.

# Modifying colors and fonts

You can modify the existing colors and fonts for tool layout, TXML editor, and View and Editor folders.

To modify colors and fonts:

1. Open Wordfast Pro 3 and click

The TXML perspective appears.

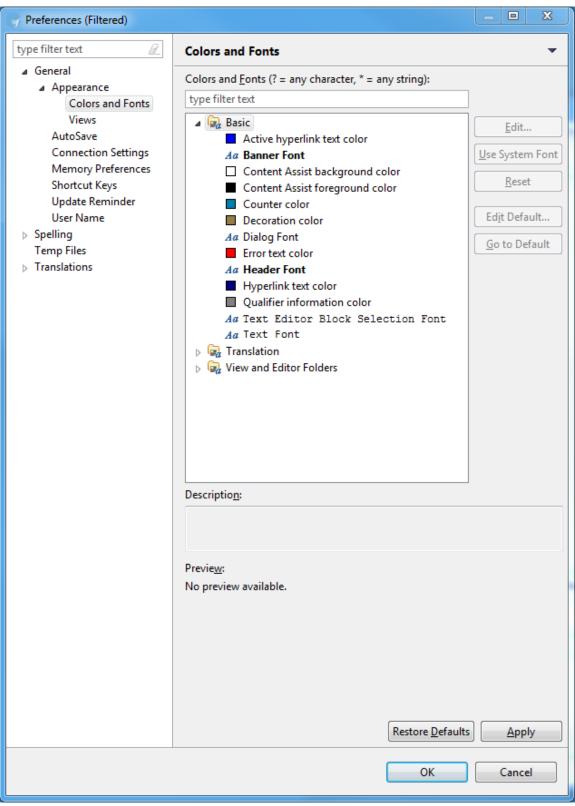
Click Edit > Preferences > General > Appearance > Colors and Fonts.
 OR

Press F9 to go to Preferences.

The Preferences (Filtered) Colors and Fonts dialog box appears.

Preferences (Filtered)		
type filter text	Colors and Fonts	•
<ul> <li>General</li> <li>Appearance</li> <li>Colors and Fonts</li> <li>Views</li> <li>AutoSave</li> <li>Connection Settings</li> <li>Memory Preferences</li> <li>Shortcut Keys</li> <li>Update Reminder</li> <li>User Name</li> <li>Spelling</li> <li>Temp Files</li> <li>Translations</li> </ul>	Colors and Eonts (? = any character, * = any string): type filter text	Edit Use System Font Edit Default Go to Default
	Previe <u>w</u> : No preview available. Restore <u>D</u> efault	s <u>Apply</u>
	ОК	Cancel

3. Click each folder to show the colors and fonts.



Preferences (Filtered) type filter text R. **Colors and Fonts** ⊿ General Colors and Eonts (? = any character, \* = any string): ▲ Appearance type filter text Colors and Fonts Views 🔺 🙀 Basic <u>E</u>dit... AutoSave Active hyperlink text color Connection Settings Use System Font Aa Banner Font Memory Preferences Content Assist background color <u>R</u>eset Shortcut Keys Content Assist foreground color Update Reminder Counter color Edit Default... User Name Decoration color Spelling Aa Dialog Font Go to Default Temp Files Error text color b Translations Aa Header Font Hyperlink text color Qualifier information color Aa Text Editor Block Selection Font Aa Text Font Image: Barry State of State View and Editor Folders Description: Color used to show error messages. Preview: Sample text Sample text Sample text RGB(255, 0, 0) RGB(255, 0, 0) RGB(255, 0, 0) Restore Defaults Apply OK Cancel

Enter a term to locate the color or font, and show a preview as shown in the example below:

4. If you want to change the default color for any of the content types, click the content type. For example, select the Translation folder to expand it, and scroll to the Tooltip font.

Preferences (Filtered)		
type filter text	Colors and Fonts	-
<ul> <li>Appearance</li> <li>Colors and Fonts</li> <li>Views</li> <li>AutoSave</li> <li>Connection Settings</li> <li>Memory Preferences</li> <li>Shortcut Keys</li> <li>Update Reminder</li> <li>User Name</li> <li>Spelling</li> <li>Temp Files</li> <li>Translations</li> </ul>	Colors and Eonts (? = any character, * = any string): type filter text Basic Aa Edit Source Font Aa Outline View Aa TM Lookup Font Aa Terminology Editor Font Aa Terminology Editor Font Aa Txml Editor: ID column font Aa Txml Editor: Score column Font Aa Txml Editor: Source Column Font Aa Txml Editor: Target Column Font Aa Txml Editor: Tooltip font View and Editor Folders	Edit Use System Font Reset Edit Default Go to Default
	Descriptio <u>n</u> :	
	Previe <u>w</u> : No preview available. Restore <u>D</u> efault	s <u>Apply</u>
	ОК	Cancel

5. Select the Tooltip font, to preview the font.

Preferences (Filtered)		_ <b>0</b> X
	Colors and Fonts         Colors and Eonts (? = any character, * = any string):         type filter text         Image: Description of the string	▼ <u>E</u> dit <u>U</u> se System Font
Shortcut Keys Update Reminder User Name Spelling Temp Files Translations	Aa       TM Lookup Font         Aa       Terminology Editor Font         Aa       Txml Editor: ID column font         Aa       Txml Editor: Score column font         Aa       Txml Editor: Source Column Font         Aa       Txml Editor: Target Column Font         Aa       Txml Editor: Tooltip font         ▷       Image: Weat and Editor Folders	<u>R</u> eset Ed <u>i</u> t Default <u>G</u> o to Default
	Descriptio <u>n</u> :	
	Previe <u>w</u> : Tahoma 8 Bold The quick brown fox jumps over the lazy dog. Restore <u>D</u> efault	s <u>Apply</u>
	ОК	Cancel

- 6. Click **Edit** to select another font, font style, size, or color. Click **Use System Font** to accept the default font.
- 7. Click Apply and OK.

# **Confirming or Unconfirming segments**

The Confirm/Unconfirm 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, he or she can mark the segment and review it at a later stage.

To confirm or unconfirm a segment:

- Follow the steps to open a file from section <u>Opening a file</u>.
   The file appears in the Translation window. The first translatable segment will appear in a blue background, and your cursor will be in the target segment by default.
- Type or leverage the target segment from the translation memory. The target segment will appear.
- 3. Click **Translation Memory > Confirm/Unconfirm** or <sup>1</sup>/<sub>2</sub>, to mark the segment.

A symbol appears next to the segment in the Outline window as shown in the screenshot below.

💮 d	g default_en_US-de_DE - Wordfast Pro 3							
File	File Edit Translation Memory Terminology Window Help							
1 👝	😕 🖫 - 🕴 - H 🔂 - 🗒 - 🗒 - 🗒 - 🗒 - 🗒 - 🕄 - H							
	;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;							
e	t	*C:\Chris	tine\test files\Ultimate\Docx.docx.txml 🛛				🗄 Outline 🛛 🗖 🗖	
Z	!	ID	English (United States)	German (Germany)	Score	^	Show all 👻	
$\langle \! \! \! \rangle \!$		58	You must make sure that		N/A		58 You must make A	
			Blacklist check is turned on				59 Blacklist at the b	
			in Transcheck.				○ 61 (Blacklist) in a se	
		59	Blacklist at the beginning	Blacklist at the beginning.	N/A		62 Extract Number:	
			of the sentence.		,		≥ 63 If extract numbe ≥ 64 1+1=2	
							○ 65 (15000)	
		60	End of sentence Blacklist.		N/A		≥ 66 4000>3000	
		61	(Blacklist) in a sentences		N/A	-	≥ 67 100% ≥ 68 #100	
	+				Þ		≥ 69 But you should ▼	
	Te	ext Table					< III. >	
	Å	TM Look	up 🛿 🌌 TXML Context 🔙 Notes 🖺 Segment	: Changes				
	E	Blacklist at	the beginning of the sentence.	🔲 a A 📝 Diff Highlight 🛛 Fir	nd In Sourc	:e	Find In Target Clear	
	Γ.		I_	l			· · · · · · · · · · · · · · · · · ·	
1 TM	[e	n_US-de_E	DE]	20M of 31M				

Note: The symbol will disappear only when you click Translation Memory > Confirm/Unconfirm or  $\stackrel{\text{def}}{\longrightarrow}$  or Alt+Enter again to confirm the segment. Unconfirmed segments are not committed to the TM when you click Translation Memory > Next Segment, or  $\stackrel{\text{def}}{\longrightarrow}$  or press Alt+Down, or click Translation Memory > Commit current segment to TM, or  $\stackrel{\text{def}}{\longrightarrow}$  or press Alt+End.

## **Viewing segment changes**

The **Segment Changes** window is used to view the segment changes in the currently open file. The recent changes will appear on top of the list. The segment changes appear only when a file is saved. Find below an example of the **Segment Changes** window:

								×
File	Edit Tr	ranslation Memory Terminology Window Help						
1 😕		🖄 (m- ½)) 📴 🕶 🕄 🐨 🕄 🥪 🖓 🖓 🖓 👘 🕅	14*400064-%66100444		K7	1		
1	😹 Demo	o-Sample-Eng1.doc.txml-frequents 🔀				E Outline	×	
	! ID	English (United States)	German (Germany)	Score	<u>^</u>		Show all	•
	1	Network Systems Diagnostic Testing	Network Systematic Diagnostic Test	0		🕑 2 IN	etwork Systems Diagnosti TERNET SECURITY	
	2	INTERNET SECURITY		N/A			e terms network security ETWORK PROTECTION	anc
	3	The terms network security and information security are often used interchangeably.		N/A		▷ 6 PE ▷ 7 A ▷ 8 Sy	ith Network Access Prote RSONAL FIREWALLS personal firewall is an app stem testing is performed	plica d on
	4	NETWORK PROTECTION		N/A			stem testing is an investi is also intended to test u	
	5	With Network Access Protection, system administrators of an organization's computer network can define policies for system health requirements.		N/A		<ul> <li>11 In</li> <li>12 A</li> <li>13 H</li> <li>14 P</li> <li>15 P</li> </ul>	nformation Technology S Allows the user to control Hide the computer from p Prevent unwanted networ Provide the user with infor	iolul whi port k tra rma
	6	PERSONAL FIREWALLS		N/A			rovides the user with inco echnology	reas
	₹	A personal firewall is an application which controls network traffic to and from		N/A	÷	▷ 18 c ▷ 19 1 ▷ 20 T	onsulting 234 Any Street West 'ownsville, State 54321 'hone 555.543.5432	
	Text Tab	ble				•		F
	🔗 TM Lo	ookup 🔏 TXML Context 🥃 Notes 🖺 Segment Changes 🛛						
	Туре	Old Value	New Value	User			Time Changed	^
	Target	Network System <mark>.</mark> Diagnostic Test	Network System <mark>atic</mark> Diagnostic Test	cjacque	es		Tue May 12 17:25:20 Mi 2015	DT
TM	en_US-de	e_DE]	36M of \$2M	0				Ŧ

# Working with advanced options

The Wordfast Pro 3 advanced options are as follows:

- <u>Selecting memory preferences</u>
- <u>Selecting AutoSave preferences</u>
- Defining segmentation settings
- Managing shortcut keys
- Managing licenses
- Updating Wordfast Pro 3 dictionaries
- Accented characters
- Font mapping

## Selecting memory preferences

You can select the maximum memory that Wordfast Pro 3 will use to ensure you can open and work with large files with ease.

To select memory preferences:

 Open Wordfast Pro 3 and click Edit > Preferences > General > Memory Preferences. The Memory Preferences dialog box appears.

Preferences (Filtered)	
type filter text       Image: Colors and Fonts Views         AutoSave       Connection Settings         Memory Preferences       Shortcut Keys         Update Reminder       User Name         Spelling       Temp Files         Translations       Translations	Memory Preferences
	OK Cancel

Select the amount of memory Wordfast Pro 3 will use on your machine and click OK.
 Note: Maximum memory is the Java heap size. If the memory size selected here is more than the available memory, you may get a Java heap size error.

# **Selecting AutoSave Preferences**

You can select the default AutoSave setting. This setting saves the file to a temp folder whenever a change is made. Once the file is saved manually, the file is removed from the temp folder and saved in the user file.

If the application crashes or is closed without saving the file, the file can be located in Auto Saved files, and then saved to the path of the original file

To select Auto Save preferences:

- 1. Open Wordfast and click Edit >Preferences or press F9 to go to Preferences.
- 2. Click General >AutoSave.

3. The AutoSave Preferences dialog box appears.

💮 Preferences (Filtered)	
type filter text	AutoSave 👻
⊿ General ▲	
▲ Appearance	🕼 AutoSave files every 10 🍦 minutes
Colors and Fonts	
Views	AutoSave file location: C:\Users\cjacques@egsolutions.com\.wf_works  Browse
AutoSave	Autosave nie location. C. (oseis (cjacques@egsolutions.com(.wi_works)
Connection Settings	
Memory Preference:	
Shortcut Keys	
Update Reminder 🗧	
▲ Spelling	
Hunspell	
Temp Files	
▲ Translations	
Auto-Propagation	
Auto-Suggest	
Colors	
▲ Filters	
Formats	
Machine Translation	
Google Translate	
Microsoft Transl	
WorldLingo	
PM Plug-in	
Segmentation Settin	
TM Administration	Provide the second seco
	Restore <u>D</u> efaults <u>Apply</u>
	OK Cancel

- 3. Default time period for AutoSave is set to 10 minutes. The minimum is one minute.
- 4. Click the spin box to set a time greater than one minute for Autosave.
- 5. Click Browse to select another location for AutoSaved files.
- 6. Click **OK**.

## **Defining segmentation settings**

The Wordfast Pro 3 workspace (.wf\_workspace folder) includes a number of default properties files that are used for file segmentation. You can either use the default properties files or export and edit these files.

To define segmentation settings:

 Open Wordfast Pro 3 and click Edit > Preferences > Translations > Segmentation Settings. The Segmentation Settings Preferences dialog box appears.

Preferences (Filtered)	
type filter text	Segmentation Settings
type filter text       Image: Connection Settings         AutoSave       Connection Settings         Memory Preference:       Shortcut Keys         Update Reminder       Spelling         Hunspell       Temp Files         Translations       Auto-Propagation         Auto-Suggest       Colors         Colors       Filters         Formats       Machine Translatior         Google Translate       Microsoft Transl         WorldLingo       PM Plug-in         Segmentation Settin       TM Administration         Terminology       Blacklist         Glossary List       Glossary List         Glossary List       Glossary Priority         Transcheck       Copied Source C         Forbidden Chara       Numerical         Partial       Punctuations         Terminology       Untranslatable         Translation Memory       Penalties         TM List       TM Priority	Segmentation Settings         Active       Segmentation Preset         idiomsegmentation.properties       Delete         idiomsegmentation.properties       Export         wfsegmentation.properties       Import         Segmentation Style       Wordfast/Trados         End of segment markers       Space       Tab         A number followed by an ESM ends a segment       An test without trailing space ends a segment         A number followed by a space followed by a lower-case letter ends a segment         A followed by a space followed by a lower-case letter ends a segment         Break         Idiom         SRX         Rules:          TM Compatibility         Wordfast TM       Legacy TM created by old projects         SDLX TM       SDLX TM         Abbreviations       (separate by comma)
	Restore <u>D</u> efaults <u>Apply</u>
	OK Cancel

- 2. Select the preset segmentation of your choice. The options are:
  - breaksegmentation.properties
  - idiomsegmentation.properties
  - srxsegmentation.properties
  - wfsegmentation.properties
- 3. To edit any of the preset segmentations, select the properties file and click **Export**.

4. Open the properties file and edit as required.

**Note**: The commonly used properties file that can be modified is the wfsegmentation.properties file.

Find below some examples of segmentation settings:

UI description	Options	Configuration setting
A number		segmenter.strategy.trados.rule1enabled=true
followed by an		
ESM ends a		
segment		
An ESM without a	True/False	segmenter.strategy.trados.rule2enabled=false
trailing space		
ends a segment.		
This should be		
marked true for		
Chinese or		
Japanese		
projects		
An ESM followed	True/False	segmenter.strategy.trados.rule3enabled=false
by a space		
followed by a		
lower-case letter		
ends a segment		
Simple Tag	True/False	segmenter.text.simpletaghandling=false
Handling		
False: causes		
tags after the		
break to		
associate left to		
the current		
segment		
True: causes		
Tags after the		
break to		
associate right to		
the next segment		

UI description	Options	Configuration setting
Remove 2	True/False	segmenter.simplifier.trados.strict=false
surrounding tags		
rule.		
False: for		
backwards		
compatibility		
True: for new		
projects		
Remove trailing	True/False	segmenter.simplifier.trados.noesp=false
tags that are		
preceded by		
ESMs.		
False: for		
backwards		
compatibility		
True: for new		
projects		
End of segment	(any	breakiterator.strategy.sentence.trados.esps=.,:,?,!,tab
punctuation for	punctuation	
Trados sentence	separated by	
iterator	a comma)	
	ex,:,?,!,tab	

5.

6. After editing the properties file, click **Import** to use the edited properties file.

# Managing shortcut keys

Wordfast Pro 3 includes a number of shortcut keys that help you quickly complete common tasks. You can also modify and create new shortcut keys. Find below the procedures for the following tasks:

- Viewing shortcut keys
- Modifying shortcut key schemes
- Modifying shortcut keys
- Creating shortcut keys

## Viewing shortcut keys

To view shortcut keys:

1. Open Wordfast Pro 3 and click

The TXML perspective appears.

 Click Help > Shortcut List... or press Ctrl+Shift+L. A list of actions and shortcut keys appear. The default short cut keys for Windows are as follows:

Activate Editor	F12
Acute Accent	Ctrl+'
Add Note	Alt+Shift+N
Add Term	Ctrl+Alt+T
Angstrom Accent	Ctrl+Shift+@
Cedille Accent	Ctrl+.
Circumflex Accent	Ctrl+Shift+^
Clear All Target Segments	Alt+Shift+Delete
	Ctrl+Alt+X
Clear Target Segment	
Close	Ctrl+W
Close All	Ctrl+Shift+W
Commit all segments to TM	Ctrl+Alt+End
Commit current segment	Alt+End
Confirm/Unconfirm	Alt+Enter
Сору	Ctrl+C
Copy All Sources	Ctrl+Alt+Insert
Copy Source	Alt+Insert
Copy Tag	Alt+Shift+Down
	Ctrl+Shift+A
Copy Tags	
Copy Term	Ctrl+Alt+0
Copy Term/Tags	Ctrl+Alt+Down
Copy Word	Ctrl+Tab
Current Segment Leverage	Alt+-
Cut	Ctrl+X
Delete	Delete
Delete Note	Alt+Shift+D
Edit	Ctrl+Alt+Enter
Edit Note	Alt+Shift+E
Exit	Alt+Shift+X
Expand Segment	Alt+PageDown
Find/Replace	Ctrl+F
First Segment	Ctrl+Home
Go To Segment	Ctrl+G
Grave Accent	Ctrl+`
	Ctrl+Alt+.
Insert Ellipsis	
Insert Non-Breaking Hyphen	Ctrl+Shift+-
Insert Non-Breaking Space	Ctrl+Shift+Space
Insert Optional Hyphen	Ctrl+-
Insert Registered Trademark symbol	Ctrl+Alt+R
Insert em dash	Ctrl+Alt+Numpad_Subtract
Insert en dash	Ctrl+Numpad_Subtract
Last Modified Segment	Shift+F5
Last Segment	Ctrl+End
Leverage Next Tu	Alt+Right
-	
Leverage Previous Tu	Alt+Left
Ligature / German Sharp/Double S Accent	Ctrl+Shift+&
Lowercase	Ctrl+Shift+Y
Maximize Active View or Editor	Ctrl+M
New/Open TM	Ctrl+Shift+N
New/Select Terminology	Alt+N
Next Editor	Ctrl+F6
Next Perspective	Ctrl+F8
•	Ctrl+Down
Next Segment (No Commit)	
Next Segment (TM Commit)	Alt+Down
Next Tag	Alt+Shift+Right
Next Term	Ctrl+Alt+9
Next Term/Tag	Ctrl+Alt+Right
Next View	Ctrl+F7
Online Help	F1
Open File	Ctrl+O
Open Project	Ctrl+Shift+P
Paste Province MC Wood	Ctrl+V Ctrl+Alt+D
Preview in MS Word	Ctrl+Alt+P
Previous Editor	Ctrl+Shift+F6
Previous Perspective	Ctrl+Shift+F8
Previous Segment (No Commit)	Ctrl+Up
Previous Segment (TM Commit)	Alt+Up
Previous Tag	Alt+Shift+Left
Dravious Term	Cert Alex O

Paste	Ctrl+V
Preview in MS Word	Ctrl+Alt+P
Previous Editor	Ctrl+Shift+F6
Previous Perspective	Ctrl+Shift+F8
Previous Segment (No Commit)	Ctrl+Up
Previous Segment (TM Commit)	Alt+Up
Previous Tag	Alt+Shift+Left
Previous Term	Ctrl+Alt+8
Previous Term/Tag	Ctrl+Alt+Left
Previous View	Ctrl+Shift+F7
Print	Ctrl+P
Quick Access	Ctrl+3
Quick Clean	Ctrl+Alt+Q
Ouick Switch Editor	Ctrl+E
Redo	Ctrl+Y
	Ctrl+Shift+Up
Remove Term/Tag	Alt+Delete
Restore Segment Retrieve Selected Tu	Alt+F12
Run Term Highlighting	Ctrl+F5
Save	Ctrl+S
Save All	Ctrl+Shift+S
Save Translated File	Ctrl+Alt+S
Select All	Ctrl+A
Show Key Assist	Ctrl+Shift+L
Show View	Alt+Shift+Q, Q
Show View (View: )	Alt+Shift+Q, X
Show View (View: Outline)	Alt+Shift+Q, O
Show Whitespace Characters	Ctrl+Shift+8
Shrink Segment	Alt+PageUp
Slash Accent	Ctrl+/
Spell Check	F7
Switch between source and target	Shift+Tab
TM Lookup	Ctrl+Shift+T
TM Source Lookup	Ctrl+Shift+F
Tilde Accent	Ctrl+Shift+~
Transcheck	Ctrl+Shift+Q
Translate All	Ctrl+Shift+End
Translate Until Fuzzy	Ctrl+Alt+F
Translate Until No Match	Ctrl+Shift+PageDown
Turn OFF Term Highlighting	Ctrl+T
Umlaut Accent	Ctrl+Shift+:
Undo	Ctrl+Z
Uppercase	Ctrl+Shift+X
Uppercase/Lowercase	Shift+F3
Upside-down exclamation point	Ctrl+Alt+Shift+!
	Ctrl+Alt+Shift+?
Upside-down question mark	CUT+AL+DHILL+?

The default shortcut keys for OSX are as follows:

Activate Editor	₩F12
	ж' ж'
Acute Accent	
Add Term	THT
Angstrom Accent Build All	企業@ ₩B
Circumflex Accent	윤B 公第시
	ບສ^ ≙∖โ⊠
Clear All Target Segments	ν LES V#X
Clear Target Segment Close	сжх жW
Close All	ጽW ዕжW
Commit all segments to TM	7#7
Commit current segment	105
Confirm/Unconfirm	τ.γ τ.ρ
Content Assist	^Space
Context Information	☆^Space
Сору	#C
Copy All Sources	∿≋Insert
Copy Source	Vinsert
Copy Tag	^\_↓
Copy Tags	℃+ 企業A
Copy Tags Copy Term	7.#0
Copy Term/Tags	
Copy Word	жтаb
Cut	жтар ЖХ
Delete	₩A [X]
Delete Note	Ω`CD
Edit	7.#4
Edit Note	άχε
Exit	\$\\X
Expand Segment	Σ.ŧ
Find/Replace	жF
First Segment	<b>%</b> ≮
Go To Segment	жG
Grave Accent	ж`
Insert Ellipsis	<u>\.</u>
Insert Non-Breaking Hyphen	<u> </u>
Insert Non-Breaking Space	企業Space
Insert Optional Hyphen	ж-
Insert Registered Trademark symbol	νπ
Insert em dash	<b>ご</b> 第Numpad_Subtract
Insert en dash	₩Numpad_Subtract
Last Modified Segment	<b></b>
Last Segment	<b>%</b> ∕
Leverage Next TU	^→
Leverage Previous TU	^←
Ligature / German Sharp/Double S Accent	<b>企 ж &amp;</b>
Lowercase	企業Y
Maximize Active View or Editor	^м
Minimize	ЖM
New	ЖN
New menu	7C#N
New/Open TM	
New/Select Terminology	N.N
Next Editor	ЖF6
Next Page	\ <b>CF7</b>
Next Perspective	₩F8
Next Segment (No Commit)	£↓
Next Segment (TM Commit)	7.†
Next Tag	^\_→
Next Term	て第9
Next Term/Tag	√∺→
Next View	ЖF7

&Open File	жo
Activate Editor	₩F12
Acute Accent	<b>H</b> '
Add Term	ЖT
Angstrom Accent	🗘 ೫@
Build All	ЖB
Circumflex Accent	<b>ሰ</b> ፝ * ^
Clear All Target Segments	û\.⊠
Clear Target Segment	Σ₩X
Close	жw
Close All	ዕ <b>ж</b> ₩
Commit to TM	27
Confirm/Unconfirm	
Connect	ዕ <mark></mark>
Content Assist	<u>^</u>
Context Information	<u>م</u> ^ر
Сору	жC
Copy Placeable	7.281
Copy Placeables	ΩЖA
Copy Source	で第Insert
Copy Term	て第0
Copy Term/Placeables	0°#1
Copy Word	ЖТаb
Current Segment Leverage	T.
Cut	жX
Delete	$\boxtimes$
Delete Note	0.CD
Discard All	7.87
Discard Selected	7.81
Disconnect	ûжD
Edit	жE
Edit Note	û ∖CE
Exit	û \CX
Expand Segment	TE
Find /Replace	жн
Grave Accent	ж`
Insert Copyright symbol	7.#C
Insert Ellipsis	τ <b>#</b> .
Insert Non-Breaking Hyphen	ርመ. ሰዝ-
Insert Non-Breaking Space	ዕ <i>ዝ</i>
Insert Optional Hyphen	ж-
Insert Registered Trademark symbol	∿#R
Insert Trademark symbol	\C#T
Insert em dash	て第Numpad_Subtract
Insert en dash	第Numpad_Subtract
Last Modified Segment	ΦF5
Ligature / German Sharp/Double S Accent	0 #&
Lowercase	ዕ <del>መ</del> ረ
Maximize Active View or Editor	жм
New menu	∿#N
New/Open TM	Сани ФЖN
New/Select Terminology	τω. N
Next Editor	жF6
Next Editor	жго жго

### Modifying shortcut key schemes

To view or modify shortcut key schemes:

- Open Wordfast Pro 3 and click The TXML perspective appears.
- 2. Click Edit > Preferences.

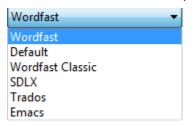
The Preferences (Filtered) screen appears.

3. Click General > Shortcut Keys.

The Shortcut Keys option appears.

Preferences (Filtered)					- 0 ×
type filter text	Shortcut Keys				•
⊿ General ▲					
Appearance	Scheme: Wordfast	•			
Colors and Fonts					
Views	type filter text				
AutoSave					
Connection Settings	Command	Binding	When	Category	User 🔶
Memory Preference:	About			Help	
Shortcut Keys	Activate Editor	F12	In Windows	Window	
Update Reminder	Acute Accent	Ctrl+'	In Windows	TXML Editor	
▲ Spelling	Add Note	Alt+Shift+N	In Windows	TXML Editor	
Hunspell	Add Term	Ctrl+Alt+T	In Windows	TXML Editor	
Temp Files	Analyze			TXML Editor	
▲ Translations	Anastrom Accent	Ctrl+Shift+@	In Windows	TXML Editor	-
Auto-Propagation					
Auto-Suggest	Copy Command Unbind Comm	nand Restore Command			
Colors					
▲ Filters	Name:				
Formats	Description:		Conflicts:		
Machine Translation	b <u>e</u> scription.		_		
Google Translate			Command	When	
Microsoft Transl					
WorldLingo					
PM Plug-in	<u>B</u> inding:	•			
Segmentation Settin	When:	<b>*</b>			
TM Administration	_				
⊿ Terminology					-
Blacklist				F <u>i</u> lters	Export CSV
Glossary List +					
< III +				Restore <u>D</u> efaults	<u>A</u> pply
				ОК	Cancel

4. Select a Scheme from the drop down list.



**Note**: You can change the shortcut key scheme to Emacs, SDLX, Trados, Wordfast, or Wordfast Classic. You can also create a default scheme of your own.

### Modifying shortcut keys

To modify a shortcut keys:

1. Follow step 1 and 3 from Modifying shortcut key schemes.

The Keys option appears.

Preferences (Filtered)							x
type filter text	Shortcut Ke	eys					-
⊿ General ▲							
▲ Appearance	Scheme: Wo	ordfast 🔹					
Colors and Fonts							
Views	type filter te	xt					
AutoSave							
Connection Settings	Command		Binding	When	Category	User	<u> </u>
Memory Preference:	Abou	ut			Help		
Shortcut Keys	Activ	/ate Editor	F12	In Windows	Window		
Update Reminder	Acut	e Accent	Ctrl+'	In Windows	TXML Editor		
▲ Spelling	Add	Note	Alt+Shift+N	In Windows	TXML Editor		
Hunspell 😑	Add	Term	Ctrl+Alt+T	In Windows	TXML Editor		_
Temp Files	Anal	yze			TXML Editor		
▲ Translations	Angs	strom Accent	Ctrl+Shift+@	In Windows	TXML Editor		
Auto-Propagation	Cedi	lle Accent	Ctrl+	In Windows	TYMI Editor		-
Auto-Suggest							
Colors	Copy Comr	nand <u>U</u> nbind Command	Restore Command				
⊿ Filters							
Formats	<u>N</u> ame:	Add Note					
Machine Translation	Description:			Con <u>flicts</u> :			
Google Translate				Command	1	When	
Microsoft Transl				Command		Anen	
WorldLingo							
PM Plug-in	Binding:	Alt+Shift+N	•				
Segmentation Settin							
TM Administration	When:	In Windows	•				
⊿ Terminology							
Blacklist					Filters.	. Export C	sv
Glossary List							
Glossary Priority 👻					Restore De	aults Appl	v
4 Ⅲ ▶							
					ОК	Cance	1

- 2. Left-click and select a Command.
- To copy the command, click **Copy Command.**
- To remove the existing binding, click **Unbind Command** if the shortcut key is bound.
- To restore the binding, click **Restore Command.** The shortcut key is modified.

### **Creating shortcut keys**

To create a new shortcut key:

1. Follow step 1 and 3 from Modifying shortcut key schemes.

The commands appear.

pe filter text 🖉 🖉	Shortcut Ke	eys					
General							
▲ Appearance Colors and Fonts	Scheme: Wo	ordfast	•				
Views	type filter te	xt					
AutoSave		<u>^</u>					_
Connection Settings	Command		Binding	When	Category	User	
Memory Preference:	Cedi	lle Accent	Ctrl+,	In Windows	TXML Editor		
Shortcut Keys	Chai	nge Languages			TM Server		
Update Reminder	Circ	umflex Accent	Ctrl+Shift+ ^	In Windows	TXML Editor		
Spelling	Clea	r All Target Segments	Alt+Shift+Delete	In Windows	TXML Editor		
Hunspell 🗧	Clea	r Target Segment	Ctrl+Alt+X	In Windows	TXML Editor		
Temp Files	Clos	e	Ctrl+F4	In Windows	File		
Translations	Clos	e	Ctrl+W	In Windows	File		
Auto-Propagation	Clos	a ۸۱۱	Ctrl±Shift±E/	In Windows	Fila		
Auto-Suggest	[C	mand Unbind Comman					
Colors	Copy Com	mand Unbind Comman	d Restore Command				
⊿ Filters							
Formats	<u>N</u> ame:	Change Languages					
▲ Machine Translation	Description:	Change Languages		Con <u>flicts</u> :			
Google Translate Microsoft Transl				Command	١	Vhen	
WorldLingo							
PM Plug-in							
Segmentation Settin	<u>B</u> inding:		•				
TM Administration	When:	In Windows	•				
⊿ Terminology							
Blacklist					<b></b>		
Glossary List					F <u>i</u> lters.	. E <u>x</u> port C	.sv.
Glossary Priority +							
					Restore De	faults <u>A</u> pp	ly

- 2. Left-click and select a command.
- 3. Enter a Description. (Optional).
- Place the cursor in the Binding field and press a sequence of keys. A new shortcut key is created.

## **Managing licenses**

Refer to procedures for the following tasks:

- <u>Re-installing license certificate</u>
- Verifying current license certificate
- Update notification

#### **Re-installing license certificate**

The Wordfast Pro license must be re-installed, if the license has expired.

To re-install a license certificate:

- 1. Log in to the <u>Wordfast website</u> with your email address and password.
- 2. Click **License application** to obtain a license file for the new install number. Alternatively, rightclick the link appearing on the Confirmation Page, and save the target as. The license file has a .lic file extension. Save the file in a secure location.
- 3. Open the Wordfast Pro 3 Demo Mode.
- 4. Click Help > License Management.

The Activation dialog box appears.

License Management
Activation Dialog Obtain Install number and install license file.
Application is activated and it is working in the full mode.
Install number: 48486234 License Manager
To license this installation of Wordfast Pro on this machine, please follow the instructions on our wiki page: <u>How to License Wordfast Pro</u>
Close

- 5. Click License Manager.
- 6. Select (Re-)Install a license certificate and click Next.
- 7. Browse and navigate to C:\Program files\Wordfast and select the license file.
- 8. Click **Next** twice and then **Finish**.
- 9. Restart Wordfast Pro 3.

Your license is re-activated. If you have any problems with the license and require support, please log in to the Wordfast Pro 3 support hotline at www.wordfast.com. Alternatively, refer to the Wordfast wiki page, <u>How to license Wordfast Pro</u>.

#### Verifying current license certificate

To verify the current license certificate:

1. Open Wordfast Pro 3 and go to **Help > License Management**.

The Activation dialog appears.

- 2. Click License Manager.
- 3. Select Verify the current license certificate.

The license certificate appears. It includes details of the current license.

## **Update notification**

When you open Wordfast Pro 3, you will see an update notification if there are new version updates available.

Alternatively, you can go to the Help menu and click the Check for a new version option.

# **Updating Wordfast Pro 3 dictionaries**

The Update Wordfast Pro 3 option updates the dictionaries that can be used during translation.

To update Wordfast Pro 3 dictionaries:

1. Open Wordfast Pro 3 and click **Help > Wordfast Pro 3 Dictionary Updates**. Wordfast Pro 3 searches for new updates and the search results appear.

Updates	
Search Results Select features to install from the search result list.	
Select the features to install:	
<ul> <li>✓ ↓ Update site</li> <li>▷ ☑ 000 Additional Dictionaries</li> <li>46 of 46 selected.</li> </ul>	Deselect All More Info Properties Select Required
Show the latest version of a feature only	
Filter features included in other features on the list	
< Back Next > Finish	Cancel

2. Select the features to be installed and click  $\ensuremath{\textit{Next}}.$ 

The license agreement appears.

 Select "I accept the terms in the license agreements" and click Next. The list of features that will be installed appears.

Install 📃 🔲 🔀						
Installation The following features will be installed. You can select a feature and change the location where the feature will be installed.						
Features to install: Feature Name	Feature Version	Feature Size	Installation Directory	•		
Afrikaans (South	2.0.0	Unknown	/C:/Program Files (x86)/Wordf			
Bengali (Banglad		Unknown	/C:/Program Files (x86)/Wordf			
Bokmal (Norway		Unknown	/C:/Program Files (x86)/Wordf			
Catalan Dictionar	2.0.0	Unknown	/C:/Program Files (x86)/Wordf	Ŧ		
	Install Location: C:\Program Files (x86)\Wordfast Change Location Required space: Unknown					
Free space: 358.1 0	GB					
< Back Next > Finish Cancel						

- 4. If required, change the location where the features should be installed and click **Finish**. The new features are downloaded and your current installation is automatically updated.
- 5. Restart Wordfast Pro 3 to activate the new dictionaries.

## Accented characters and shortcuts

The table below lists the letters with accents supported by Wordfast Pro 3.

Accent	Sample	Shortcut	Notes
Acute	Óó	Ctrl+', V	'=
			apostrophe
			key
			V= any
			vowel
Circumflex	Ôô	Shift+Ctrl+^,	

Accent	Sample	Shortcut	Notes
		V	
Grave	Òò	Ctrl+`, V	
Tilde	Ññ	Shift+Ctrl+~,	Only works
		V	with "n, N,
			o, O, a, A"
Umlaut	Öö	Shift+Ctrl+:,	:= colon
		V	key

Example 1: To type the letter ó, hold down the **Control** key, then press the apostrophe key. Release both keys and type o. The accented letter should appear.

Example 2: To type the letter Ó, hold down the **Control** key, then press the apostrophe key. Release both keys and type O. The accented letter should appear.

Example 3: To type  $\tilde{n}$ , hold down the **Shift** key, then the **Control** key, then the ~ key. Release all three keys, then type n.

The table below lists the other foreign characters supported by Wordfast Pro 3.

Symbol	Name	Shortcut	Notes
i	Upside-down	Alt+Shift+Ctrl+!	Either Alt key works.
	exclamation point		
i	Upside-down	Alt+Shift+Ctrl+?	Either Alt key works.
	question mark		
Ç, ç	French C cedille	Ctrl+, ,c	For ç, press Control, then
	(caps/lowercase)	Ctrl+, ,C	the comma key. Release
			then press c.
Œ,œ	OE ligature	Shift+Ctrl+&,o	
	(caps/lowercase)	Shift+Ctrl+&,O	
ß	German	Shift+Ctrl+&,S	
	Sharp/Double S		
Ø, ø	Nordic O slash	Ctrl+/,o	
	(caps/lowercase)	Ctrl+/,O	
Å, å	Nordic A-ring,	Shift+Ctrl+@,a	A with ring/Angstrom Sign
	Angstrom sign	Shift+Ctrl+@,A	
	(caps/lowercase)		
Æ,æ	Old English AE	Shift+Ctrl+&,a	

Symbol	Name	Shortcut	Notes
	ligature	Shift+Ctrl+&,A	
	(caps/lowercase)		
Đ, ð	Old English eth	Ctrl+',d	Icelandic/Old English eth
	(caps/lowercase)	Ctrl+',D	' = apostrophe key

Example 1: To input Spanish upside down exclamation point ; (Alt+Shift+Ctrl+!), hold down the **Alt** key, then the **Shift** key, then the **Control** key, then the ! key. Release all four keys, and the ; punctuation will appear.

Example 2: To input French oe ligature œ (Shift+Ctrl+&,o), hold down the **Shift** key, then the **Control** key, then the & key. Release all three keys and then type o to make the letter appear.

# Font mapping

The fonts for the listed Indic, Afrikaans and CJK languages are hard-coded and cannot be changed by the user:

- Bengali: Bangla
- Malayalam: Kartika
- Telugu: Gautami
- Kannada: Tunga
- Tamil: Latha
- Afrikaans: Arial
- Afrikaans (South Africa): Arial
- Chinese: SimSun
- Chinese (Taiwan): PMingLiU
- Chinese (China): SimSun
- Thai: Tahoma
- Thai (Thailand): Tahoma
- Hebrew: Arial
- Hebrew (Israel): Arial
- Vietnamese: Arial

- Vietnamese (Vietnam): Arial
- Japanese: MS Gothic UI
- Japanese (Japan): MS Gothic UI
- Korean: Batang

## **Troubleshooting errors**

This section includes a list of common errors, their cause and steps that you can follow to solve them.

#### Problem: Error message: Invalid license certificate

😡 License Management	
Welcome to the License Wizard  (2) Invalid licensing subject!	
Invalid license certificate: Invalid licensing subject!	
< Back Next > Finish	Cancel

Grant License Management	
Welcome to the License Wizard	-
Input length must be multiple of 8 when decrypting with padded cipher	
Invalid license certificate: Input length must be multiple of 8 when decrypting with padded	cipher
<pre>ABack Next &gt; Finish (</pre>	Cancel

Activation
Unknown or invalid license file.
OK
ОК

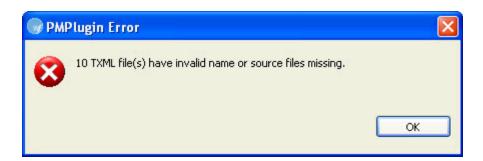
😡 License Management	
Welcome to the License Wizard icense Certificate has expired!	
Invalid license certificate: License Certificate has expired!	
<pre>A Back Next &gt; Finish (</pre>	Cancel

**Cause**: These error messages appear due to the following reasons:

- 1.
- License certificate is not a Wordfast Pro 3 license certificate
- License certificate has an incorrect file name or user name
- License certificate is edited or some information is missing from the file
- License certificate has expired

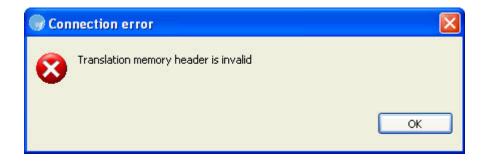
**Solution**: Contact the administrator for a new license certificate. You can contact the administrator by logging into the Wordfast Pro 3 support hotline at www.wordfast.com.

Problem: Error message: TXML source files missing



**Cause**: The TXML file and the original file are not at the same location or do not have the same file name. **Solution**: Ensure that the TXML files and the original files are at the same location. If not, the cleanup process cannot be completed.

Problem: Error message: Translation memory header is invalid



**Cause**: The local TM file that is being opened does not have the correct header, which typically includes the creation date, user ID, source and target language and so on.

**Solution**: Ensure that the correct local TM is opened. If the error persists, please log into the Wordfast Pro 3 support hotline at www.wordfast.com.

#### Problem: Error message: Terminology skipped during import

🐨 Glossary import	
6 of 7 found terms will be imported. Press OK button to continue.	
You can filter error messages by entering search text below.	
Invalid term at line 7: Invalid Wordfast line.	
OK Cancel	

Cause: The source or target segment is missing from the glossary.

Solution: Ensure that the imported glossary contains the source and target segments of all the terms.

#### Problem: Error message: Unable to connect to remote TM

Cause: The URL to the remote TM server is incorrect or invalid.

#### Solution:

- 1. Go to Edit > Preferences > Translations > Translation Memory > TM List.
- Check if the remote TM URL is correct. This is an example of a URL string: wf://french\_user:french\_password@63.246.29.190:47110
- 3. Check if there are trailing spaces at the end.

#### **Problem: Error message: Current project and local TM have different source and target languages Cause**: The source and target languages associated with the currently open project does not match the local TM language pair.

#### Solution:

- 1. Go to Edit > Preferences > Translations > Translation Memory > TM List.
- 2. Select the local TM and click Edit TM.

3. Change the source and target languages to match the current project language pair.

# Problem: Error message: Current project and remote TM have different source and target languages

😡 Rem	note TM	×
⚠	Current project and selected remote TM do not have the same source and target locale	
	ок	

**Cause**: The source and target languages associated with the currently open project does not match the remote TM language pair.

Solution:

- 1. Go to Edit > Preferences > Translations > Translation Memory > TM List.
- 2. Select the remote TM and click Edit TM.
- 3. Change the source and target languages to match the current project language pair.

Problem: Error message: Current project and file for translation have different source and target languages.

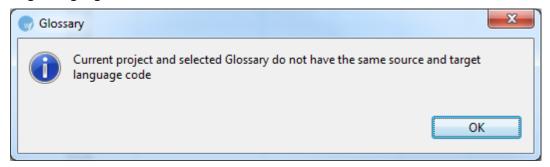


**Cause**: The source and target languages associated with the currently open project does not match the file language pair.

**Solution 1**: Check that you are opening the correct file. If necessary, open the file in a text editor and view/verify the source and target language specifications.

**Solution 2**: Create a new project with source and target languages matching the file for translation. Go to <u>Creating a project</u> for more information.

Problem: Error message: Current project and selected Glossary do not have the same source and target language code



**Cause**: The source and target languages associated with the currently open project does not match the glossary pair.

#### Solution:

- 1. Go to Edit > Preferences > Translations > Terminology > Glossary List.
- 2. Select the glossary and click Edit.
- 3. Change the source and target languages to match the current project language pair.

#### Problem: Translation Memory is not leveraged during translation

Cause: A local or remote TM is not selected.

Solution: Ensure that you are connected to a TM. To confirm go to Translation Memory > New/Select

**TM > Local** or **Remote** and check the **Selected** check box next to the TM you wish to use. If you have **Read only** selected, you will not be able to leverage or copy into the TM.

#### Problem: Shortcut keys not working for key strokes

Cause: The correct scheme is not selected or the shortcut key is not configured.

Solution:

- 1. Go to Edit > Preferences > General > Shortcut Keys > Scheme.
- Choose the correct scheme: Wordfast Pro 3, Emacs, SDLX, Trados, Wordfast or Wordfast Classic.
- Check the shortcut key list to ensure that all shortcut keys are configured correctly. If not, edit accordingly. Go to <u>Managing shortcut keys</u> for more information on viewing, modifying and creating shortcut keys.
- 4. Click **Apply** and **OK**.

## Working with Wordfast Aligner

Wordfast Aligner is an add-on tool that converts existing translated documents into a format that is compatible with the Wordfast TM. This enables reuse of content translated using other translation tools and available in different formats. Wordfast Aligner is supported by all operating systems. This section includes the following:

- Using Wordfast Aligner
- Basic menu options
- Using shortcut icons

## **Using Wordfast Aligner**

In Wordfast Aligner a project file (.glp) must be created for each source and target pair. A .glp includes the source and target documents that need alignment. Alignment is a process by which the source document segments are matched with the target document segments correctly. Once aligned, the documents can be exported to create a Wordfast compatible TM.

Wordfast Aligner supports TXML, DOC, PPT and XLS file formats.

To align source and target files and create a Wordfast TM using Wordfast Aligner:

- Open Wordfast Aligner and click File > New Project or or Ctrl+N. The New Project dialog box appears.
- 2. Complete the following entries:

Option	Description
Project Name	Enter a unique project name.
Project Location	Enter the path or click to select a location for the project.
Source Path	Enter the path or click to select the location of the source files. <b>Note</b> : The source files can be in TXML, DOC, PPT and XLS file formats.
Source Language	Select the source language of the source documents from the drop down list.

Option	Description
Target Path	Enter the path or click to select the location of the target files.
	<b>Note</b> : The target files can be in TXML, DOC, PPT and
	XLS file formats.
Target Language	Select the target language of the target documents
	from the drop down list.

#### 3. Click Next.

The File Alignment page dialog box appears.

e Alignment			
Review the aligned file names and update linkag	je.		
Word(doc)			
Source Files		Target Files	
TXML1.doc	۰	TXML1_ES-MX.doc	
TXML2.doc	<u>ہ</u>		
TXML3.doc	\$	TXML3_ES-MX.doc	
TXML4.doc	 	TXML4_ES-MX.doc	
		Back	Cancel

- Review the aligned source and target files and update the JDiagram links, if required.
   Note: You can select the link and press the Delete button to delete them or drag the cursor to create new links.
- 5. Click Finish.

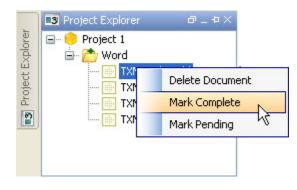
A new project file (.glp) is created and the first document (.gld) in the project appears in the Project Aligner window as shown in the screenshot below.

	n View Tools Help	a 🗞 🖪 🗲	<b>⋏ ⋏</b>    ⇐ ⇒	
Project	No. Contraction of the second s			
	LL1.doc.gld English (United States)		<u>**</u>	Spanish (Mexico)
0.0	l do not like Green Eggs and Ham.	•	•0.0	No me gustan los Huevos Verdes ni el Jamón.
1.0	I do not like them Sam I am.	•	•1.0	Nome gustan Sam Iam.
2.0	I do not like them here or there.	•	◆2.0	No me gusta aquí o allá.
3.0	I do not like them anywhere.	•	◆3.0	No me gusta en cualquier parte.
4.0	I do not like them here or there.	•	<b>4</b> .0	No me gusta aquí o allá.
5.0	l do not like them anywhere.	•	◆5.0	No me gusta en cualquier parte.
6.0	l do not like them in a boat.	۰	<b>6</b> .0	No me gusta en un barco.
7.0	l would not, could not, with a goat.	۰	◆7.0	No quiero, no podría, con una cabra.
8.0	I will not eat them in the rain.	•	◆8.0	No voy a comer en la lluvia.
9.0	l do not like them on a train.	•	<b>9</b> .0	No me gusta en un tren.
10.0	l do not like them in a box.	•	●10.0	No me gusta en una caja.

**Note**: The file alignment is a back-end process that creates automated system links (JDiagram links) between source and target segments of a document.

- Review the aligned source and target segments and update the JDiagram links, if required.
   Note: You can select the link and press the Delete button to delete them or drag the cursor to create new manual links.
- 7. Click on the **Project Explorer** button to review all the documents.

**Note**: In the Project Explorer you can right click on a document name to complete the following actions: delete, mark as complete or pending. An example screenshot is shown below.



8. After reviewing all documents click **Tools > Export TM** or , to create a Wordfast Pro 3 compatible TM.

The Export TM dialog box appears.

😡 Export TM		×
Export TM		
Export Type TM Name TM Location TM User	All documents  Project 1.txt  C:\Client_name\Project_name\Aligner  TALIGN!	
		Finish Cancel

- 9. Select the **Export Type** from the drop down list. The options are:
  - All documents: includes open, pending and completed documents
  - Current document: includes currently open document only
  - Completed documents: includes documents that are marked as complete
- 10. Enter the **TM Name** and **TM Location**.

**Note**: These options are automatically populated based on the project file name.

11. Enter the TM User.

**Note**: The TM User is a penalty string that is added to the TM. This will help the user identify aligned source and target content.

12. Click Finish.

A Wordfast TM is created at the specified location.

### **Basic Aligner menu options**

The Wordfast Aligner basic menu options are as follows:

FileNew Project (Ctrl+N)create a new project.Open Project (Ctrl+O)open an existing project.Open Document (Ctrl+D)open a document.(Ctrl+D)save the currently open document.(Ctrl+S)close currently open project or document.Closeclose currently open project or document.Exitexit from the tool.Align Allalign all segments in the document.Align Downalign all segments below the cursor position.Align Upalign all segments above the cursor position.Reset Alignmentremove existing alignment.Reset Systemremove existing system generated alignment.Linksremove all alignment above the cursor position.Reset Alignmentremove all alignment above the cursor position.Viewincrease the font size.Decrease Fontdecrease the font size.Previousnavigate to the previous document.Next Documentnavigate to the next document.Project ExplorerView or hide the Project Explorer tab.ToolsNew or hide the Project Explorer tab.	Use	to
(Ctrl+N)open an existing project.Open Project (Ctrl+O)open an existing project.Open Document (Ctrl+D)open a document.Save Document (Ctrl+S)save the currently open document.Closeclose currently open project or document.Exitexit from the tool.Align All Align Downalign all segments in the document.Align Up position.align all segments above the cursor position.Reset Alignmentremove existing alignment.Reset Alignmentremove existing system generated align all segment above the cursor position.Reset Alignmentremove all alignment below the cursor position.Downposition.Previousincrease the font size.Previousnavigate to the previous document.Documentnavigate to the next document.Project ExplorerView or hide the Project Explorer tab.	File	1
Open Project (CtrI+O)open an existing project.Open Document (CtrI+D)open a document.Save Document (CtrI+S)save the currently open document.Closeclose currently open project or document.Exitexit from the tool.Alignalign all segments in the document.Align Downalign all segments below the cursor position.Align Upalign all segments above the cursor position.Reset Alignmentremove existing alignment.Reset Alignmentremove existing system generated alignment.Linksremove all alignment above the cursor position.Reset Alignmentremove all alignment above the cursor position.Reset Alignmentremove existing system generated alignment.Linksincrease the font size.Downposition.Reset Alignmentremove all alignment below the cursor position.Reset Alignmentremove all alignment below the cursor position.Downposition.Reset Alignmentremove all alignment below the cursor position.Downposition.Viewincrease the font size.Decrease Fontincrease the font size.Previousnavigate to the previous document.Documentnavigate to the next document.Next Documentnavigate to the next document.Project ExplorerView or hide the Project Explorer tab.	New Project	create a new project.
(Ctrl+O)open a document.Open Documentopen a document.(Ctrl+D)save the currently open document.(Ctrl+S)close currently open project or document.Exitexit from the tool.Alignalign all segments in the document.Align Allalign all segments below the cursor position.Align Upalign all segments above the cursor position.Reset Alignmentremove existing alignment.Reset Manual Linksremove existing system generated alignment.Reset Alignmentremove all alignment above the cursor position.Reset Alignmentremove all alignment above the cursor position.Reset Alignmentremove existing system generated alignment.Inksremove all alignment above the cursor position.Reset Alignmentremove all alignment below the cursor position.Reset Alignment Downremove all alignment below the cursor position.Reset Alignment Downremove all alignment below the cursor position.Next Documentincrease the font size.Previous Decrease Fontincrease the font size.Previous Documentnavigate to the previous document.Next Documentnavigate to the next document.Project ExplorerView or hide the Project Explorer tab.	(Ctrl+N)	
Open Document (Ctrl+D)open a document.Save Document (Ctrl+S)save the currently open document.Closeclose currently open project or document.Exitexit from the tool.Alignalign all segments in the document.Align Allalign all segments below the cursor position.Align Upalign all segments above the cursor position.Reset Alignmentremove existing alignment.Reset Manual Linksremove existing system generated alignment.Reset Alignmentremove all alignment above the cursor position.Reset Alignmentremove all alignment above the cursor position.Reset Alignmentremove existing system generated alignment.Linksremove all alignment above the cursor position.Reset Alignmentremove all alignment above the cursor position.Reset Alignmentremove all alignment above the cursor position.Reset Alignmentremove all alignment below the cursor position.Reset Alignmentremove all alignment below the cursor position.Downposition.Viewincrease the font size.Decrease Fontdecrease the font size.Previousnavigate to the previous document.Documentnavigate to the next document.Project ExplorerView or hide the Project Explorer tab.	Open Project	open an existing project.
(Ctrl+D)save the currently open document.Save Documentsave the currently open document.(Ctrl+S)close currently open project or document.Exitexit from the tool.Alignalign all segments in the document.Align Allalign all segments below the cursor position.Align Upalign all segments above the cursor position.Reset Alignmentremove existing alignment.Inksremove existing system generated alignment.Linksremove all alignment above the cursor position.Reset Alignmentremove all alignment above the cursor position.Pownposition.Previousnavigate to the previous document.Documentnavigate to the next document.Previousnavigate to the next document.Project ExplorerView or hide the Project Explorer tab.	(Ctrl+O)	
Save Documentsave the currently open document.(Ctrl+S)close currently open project or document.Exitexit from the tool.Alignalign all segments in the document.Align Allalign all segments below the cursor position.Align Upalign all segments above the cursor position.Reset Alignmentremove existing alignment.Reset Manual Linksremove existing system generated alignment.Reset Alignmentremove all alignment above the cursor position.Reset Alignmentremove all alignment above the cursor position.Reset Alignmentremove existing system generated alignment.Linksremove all alignment above the cursor position.Reset Alignmentremove all alignment above the cursor position.Pownposition.Reset Alignmentremove all alignment above the cursor position.Pownposition.Next Documentincrease the font size.Previous Documentnavigate to the previous document.Next Documentnavigate to the next document.Project ExplorerView or hide the Project Explorer tab.	Open Document	open a document.
(Ctrl+S)Closeclose currently open project or document.Exitexit from the tool.Alignalign all segments in the document.Align Allalign all segments below the cursor position.Align Upalign all segments above the cursor position.Align Upalign all segments above the cursor position.Reset Alignmentremove existing alignment.Reset Manual Linksremove existing system generated alignment.Reset Systemremove existing system generated alignment.Reset Alignmentremove all alignment above the cursor position.Reset Alignmentremove all alignment below the cursor position.Reset Alignmentremove all alignment below the cursor position.Downposition.Previousnavigate to the previous document.Documentnavigate to the next document.Project ExplorerView or hide the Project Explorer tab.	(Ctrl+D)	
Closeclose currently open project or document.Exitexit from the tool.AlignAlign AllAlign Allalign all segments in the document.Align Downalign all segments below the cursor position.Align Upalign all segments above the cursor position.Reset Alignmentremove existing alignment.Reset Manual Linksremove existing system generated alignment.Reset Alignmentremove all alignment above the cursor position.Reset Alignmentremove all alignment below the cursor position.Reset Alignmentremove all alignment below the cursor position.Downposition.Viewincrease the font size.Decrease Fontincrease the font size.Previousnavigate to the previous document.Documentnavigate to the next document.Next Documentnavigate to the next document.Project ExplorerView or hide the Project Explorer tab.	Save Document	save the currently open document.
Exitexit from the tool.AlignAlign Allalign all segments in the document.Align Downalign all segments below the cursor position.Align Upalign all segments above the cursor position.Reset Alignmentremove existing alignment.Reset Manual Linksremove existing system generated alignment.Reset Alignmentremove existing system generated alignment.Reset Alignmentremove all alignment above the cursor position.Reset Alignmentremove all alignment above the cursor position.Reset Alignmentremove all alignment above the cursor position.Reset Alignmentremove all alignment above the cursor position.Downposition.ViewIncrease the font size.Decrease Fontincrease the font size.Previousnavigate to the previous document.Documentnavigate to the next document.Project ExplorerView or hide the Project Explorer tab.	(Ctrl+S)	
AlignAlign Allalign all segments in the document.Align Downalign all segments below the cursor position.Align Upalign all segments above the cursor position.Reset Alignmentremove existing alignment.Reset Manual Linksremove existing system generated alignment.Reset Systemremove existing system generated alignment.Reset Alignmentremove all alignment above the cursor position.Reset Alignmentremove all alignment above the cursor position.Reset Alignmentremove all alignment above the cursor position.Reset Alignmentremove all alignment above the cursor position.Downposition.ViewIncrease FontIncrease Fontincrease the font size.Decrease Fontdecrease the font size.Previousnavigate to the previous document.Documentnavigate to the next document.Project ExplorerView or hide the Project Explorer tab.	Close	close currently open project or document.
Align Allalign all segments in the document.Align Downalign all segments below the cursor position.Align Upalign all segments above the cursor position.Reset Alignmentremove existing alignment.Reset Manual Linksremove existing manual alignment.Reset Systemremove existing system generated alignment.Linksalignment.Reset Alignmentremove all alignment above the cursor position.Reset Alignmentremove all alignment above the cursor position.Reset Alignmentremove all alignment below the cursor position.Reset Alignmentremove all alignment below the cursor position.Downposition.ViewIncrease FontIncrease Fontincrease the font size.Previousnavigate to the previous document.Documentnavigate to the next document.Project ExplorerView or hide the Project Explorer tab.	Exit	exit from the tool.
Align Downalign all segments below the cursor position.Align Upalign all segments above the cursor position.Reset Alignmentremove existing alignment.Reset Manual Linksremove existing system generated alignment.Reset Systemremove existing system generated alignment.Reset Alignmentremove all alignment above the cursor position.Reset Alignmentremove all alignment above the cursor position.Reset Alignmentremove all alignment above the cursor position.Viewincrease the font size.Decrease Fontincrease the font size.Previous Documentnavigate to the previous document.Next Documentnavigate to the next document.Project ExplorerView or hide the Project Explorer tab.	Align	1
position.Align Upalign all segments above the cursor position.Reset Alignmentremove existing alignment.Reset Manualremove existing manual alignment.Linksremove existing system generated alignment.Reset Systemremove existing system generated alignment.Linksremove all alignment above the cursor position.Reset Alignmentremove all alignment above the cursor position.Reset Alignmentremove all alignment below the cursor position.Downposition.Viewincrease the font size.Increase Fontincrease the font size.Previousnavigate to the previous document.Documentnavigate to the next document.Project ExplorerView or hide the Project Explorer tab.	Align All	align all segments in the document.
Align Upalign all segments above the cursor position.Reset Alignmentremove existing alignment.Reset Manualremove existing manual alignment.Linksremove existing system generated alignment.Reset Systemremove existing system generated alignment.Linksremove all alignment above the cursor position.Reset Alignmentremove all alignment below the cursor position.Reset Alignmentremove all alignment below the cursor position.Downposition.Viewincrease the font size.Decrease Fontincrease the font size.Previousnavigate to the previous document.Documentnavigate to the next document.Project ExplorerView or hide the Project Explorer tab.	Align Down	align all segments below the cursor
position.Reset Alignmentremove existing alignment.Reset Manualremove existing manual alignment.Linksremove existing system generatedLinksalignment.Reset Systemremove all alignment above the cursorUpposition.Reset Alignmentremove all alignment below the cursorUpposition.Reset Alignmentremove all alignment below the cursorDownposition.Downposition.ViewIncrease FontIncrease Fontincrease the font size.Previousnavigate to the previous document.Documentnavigate to the next document.Project ExplorerView or hide the Project Explorer tab.		position.
Reset Alignmentremove existing alignment.Reset Manualremove existing manual alignment.Linksremove existing system generatedLinksalignment.Reset Systemremove all alignment above the cursorUpposition.Reset Alignmentremove all alignment below the cursorDownposition.ViewIncrease FontIncrease Fontincrease the font size.Previousnavigate to the previous document.Documentnavigate to the next document.Project ExplorerView or hide the Project Explorer tab.	Align Up	align all segments above the cursor
Reset Manual Linksremove existing manual alignment.Linksremove existing system generated alignment.Linksremove existing system generated alignment.Linksremove all alignment above the cursor position.Reset Alignmentremove all alignment below the cursor position.Downposition.Viewincrease the font size.Increase Fontincrease the font size.Previousnavigate to the previous document.Documentnavigate to the next document.Project ExplorerView or hide the Project Explorer tab.		position.
Linksremove existing system generated alignment.Reset Systemremove existing system generated alignment.Linksalignment.Reset Alignmentremove all alignment above the cursor position.Upposition.Reset Alignmentremove all alignment below the cursor position.Downposition.ViewIncrease FontIncrease Fontdecrease the font size.Decrease Fontnavigate to the previous document.Documentnavigate to the next document.Project ExplorerView or hide the Project Explorer tab.	Reset Alignment	remove existing alignment.
Reset Systemremove existing system generated alignment.Linksalignment.Reset Alignmentremove all alignment above the cursor position.Upposition.Reset Alignmentremove all alignment below the cursor position.Downposition.ViewIncrease FontIncrease Fontincrease the font size.Decrease Fontdecrease the font size.Previousnavigate to the previous document.Documentnavigate to the next document.Project ExplorerView or hide the Project Explorer tab.	Reset Manual	remove existing manual alignment.
Linksalignment.Reset Alignmentremove all alignment above the cursorUpposition.Reset Alignmentremove all alignment below the cursorDownposition.Viewposition.Increase Fontincrease the font size.Decrease Fontdecrease the font size.Previousnavigate to the previous document.Documentnavigate to the next document.Project ExplorerView or hide the Project Explorer tab.	Links	
Reset Alignmentremove all alignment above the cursor position.Upposition.Reset Alignmentremove all alignment below the cursor position.Downposition.ViewIncrease FontIncrease Fontincrease the font size.Decrease Fontdecrease the font size.Previous Documentnavigate to the previous document.Next Documentnavigate to the next document.Project ExplorerView or hide the Project Explorer tab.	Reset System	remove existing system generated
Upposition.Reset Alignmentremove all alignment below the cursor position.Downposition.Viewincrease the font size.Increase Fontdecrease the font size.Decrease Fontdecrease the font size.Previousnavigate to the previous document.Documentnavigate to the next document.Project ExplorerView or hide the Project Explorer tab.	Links	alignment.
Reset Alignmentremove all alignment below the cursor position.Downposition.ViewIncrease Fontincrease the font size.Decrease Fontdecrease the font size.Previousnavigate to the previous document.Documentnavigate to the next document.Project ExplorerView or hide the Project Explorer tab.	Reset Alignment	remove all alignment above the cursor
Downposition.ViewIncrease Fontincrease the font size.Decrease Fontdecrease the font size.Previousnavigate to the previous document.Documentnavigate to the next document.Next Documentnavigate to the next document.Project ExplorerView or hide the Project Explorer tab.	Up	position.
ViewIncrease Fontincrease the font size.Decrease Fontdecrease the font size.Previousnavigate to the previous document.Documentnavigate to the next document.Next Documentnavigate to the next document.Project ExplorerView or hide the Project Explorer tab.	Reset Alignment	remove all alignment below the cursor
Increase Fontincrease the font size.Decrease Fontdecrease the font size.Previousnavigate to the previous document.Documentnavigate to the next document.Next Documentnavigate to the next document.Project ExplorerView or hide the Project Explorer tab.	Down	position.
Decrease Fontdecrease the font size.Previousnavigate to the previous document.Documentnavigate to the next document.Next Documentnavigate to the next document.Project ExplorerView or hide the Project Explorer tab.	View	
Previousnavigate to the previous document.Documentnavigate to the next document.Next Documentnavigate to the next document.Project ExplorerView or hide the Project Explorer tab.	Increase Font	increase the font size.
Documentnavigate to the next document.Next Documentnavigate to the next document.Project ExplorerView or hide the Project Explorer tab.	Decrease Font	decrease the font size.
Next Documentnavigate to the next document.Project ExplorerView or hide the Project Explorer tab.	Previous	navigate to the previous document.
Project Explorer View or hide the Project Explorer tab.	Document	
	Next Document	navigate to the next document.
Tools	Project Explorer	View or hide the Project Explorer tab.
	Tools	,

Use	to
Disable Sync	enable or disable sync control. This
Scroll	option highlights the source and the
	corresponding target segment(s).
Export TM	export the aligned documents to create a
	Wordfast TM.
Options	edit manual and system JDiagram link
(Ctrl+Alt+L)	color, choose TM Export Format and edit
	fonts based on locales.
Help	
Online Help	view the online help.
About Wordfast	view build and version details for
Aligner	Wordfast Aligner.

## **Using Aligner Shortcut Icons**

Wordfast Aligner includes a number of shortcut icons that help you quickly complete common tasks. Find below a list of all the shortcut icons available in Wordfast Aligner and their functionality.

Use	to
Ctrl+N)	create a new project.
G(Ctrl+O)	open an existing project.
(Ctrl+D)	open a document.
Ctrl+S)	save the currently open document.
	align all segments in the document.
î	align all segments above the cursor position.
Ļ	align all segments below the cursor position.
ся <mark>е</mark>	remove existing alignment.
9.8	remove existing manual alignment.
Ś	remove existing system generated alignment.
1	remove all alignment above the cursor position.
Ļ	remove all alignment below the cursor position.

Use	to
(B)	remove selected alignment link.
<b>\$</b>	enable or disable sync control. This option highlights the source and the
	corresponding target segment(s).
	export the aligned documents to create a Wordfast TM.
2	refresh the project aligner. This option saves changes and reloads the open
	projects.
4	increase the font size.
4	decrease the font size.
The second secon	navigate to the previous document.
1	navigate to the next document.

## **TM Administration perspective**

Translation Memory Administration perspective provides a simple and user friendly interface to edit and update translation memories. This section includes the following:

- Using TM Administration perspective
- Basic menu options
- Using shortcut icons

## **Using TM Administration perspective**

Using TM Administration perspective, users can view, edit and update both local and remote translation memories. Find below the procedures for the following tasks:

- Updating TM Administration preferences
- <u>Connecting to a remote TM</u>
- Modifying TM content
- Purging private TUs
- Reorganizing a local TM
- Finding and Replacing Translation Units (TUs)
- Merging translation memories (TMs)
- Deleting Translation Units (TUs)
- <u>Marking Translation Units (TUs)</u>

#### **Updating TM Administration preferences**

To update TM Administration preferences:

- 1. Open Wordfast Pro 3 and click
  - The TM Administration perspective appears.

File Edit TM Server TM Content Window Help												
	++ ++   🗟 🖬 🖬	€	<b>I</b>	₹ Į	🛶 🔜 🐼 🗹 👻 😥							
<b>1</b>	🗐 TM Servers 📃 🗆	1	) TM (	Content	:							
Image: Search Source     Image: Search Source       Image: Search Source     Image: Search Source       Image: Search Source     Image: Search Se											ar Reset	
	🥶 Wordfast TM v. 💷 en-US	L	Creat	10	Attribute 3	Date From: 4/11/2	013 👻 🔳	To: 4/11/2	014 👻			
	@ de-DE		✓	Id	Source	Target	Attrib1	Attrib2	Attrib3	Attrib4	Creator	Date/Time
				1	{ut1}This will be an {ut2}exact{ut3} match.	{ut1}This will be an {ut2}exact{ut3} match.					cjacques	Thu Feb 06 2014 08:54:56
		2	2	This will also be 100% match.	This will also be 100% match.					cjacques	Thu Feb 06 2014 08:54:56	
			Dies wird eine Fuzzy-Match werden.					JS	Thu Jan 05 2012 13:43:25			
				4	Thi will an even fuzz match	Dies wird noch unschärfer angepasst werden.					JS	Thu Jan 05 2012 13:43:28
				5	There are 15 rooms in this building.	Es gibt 15 Zimmer in diesem Gebäude.					JS	Mon Dec 19 2011 11:29:22
	۰	Ľ	•	1	i	ł	1	1	1	1	1	+

#### 2. Click Edit > Preferences.

The TM Administration dialog box appears.

Preferences (Filtered)	
type filter text	TM Administration
b General	Connect first TM automatically at startup
<ul> <li>Spelling</li> <li>Temp Files</li> </ul>	✓ Ignore case for mark options
▲ Translations	Maximum segments that can be retrieved at a time: 100
Auto-Propagation Auto-Suggest	Changed target color:
Colors	Ut tag color:
Formats	Keyword match highlight color:
Machine Translation	
Google Translate Microsoft Translate	
WorldLingo	
PM Plug-in	
Segmentation Settings TM Administration	
▷ Terminology	
b Transcheck	
> Translation Memory	
	4
	OK Cancel

Option	Description
Connect first TM	Select checkbox to view the TM content for the first
automatically at	TM in the TM Servers list.
startup	
Ignore case for	Ignore case for all mark options, except Mark TUs
mark options	containing tags.
Maximum	Enter the number of segments that you wish to view at
segments that can	a time.
be retrieved at a	
time	
Changed target	Click on the color box and choose a color to represent
color	edited TM content.
Ut tag color	Click on the color box and choose a color to represent
	tags.
Keyword match	Click on the color box and choose a color to represent
highlight color	keyword search match.

3. Update the preferences as required. The TM Administration preferences are:

#### Connecting to a remote TM

1. Open Wordfast Pro 3 and click

The TM Administration perspective appears.

File Edit TM Server TM Content Window Help		
🛿 🏶 📲 😽 🗟 G G G 🛏 🚹 💆 🔿 🚍 🛇	V - 9x	
😭 🗊 TM Servers	TM Content	
>     Image: Control of Contr	Search: Source Creato Attribute: Date From 9/17/2013 v To 9/17/2014 v	Exact Search Clear Reset
	☑ Id Source Target Attrib Attr Attrib3 Attrib4 (	Creator Date/Time ^
	٠	
	23M of 62M	

2. Right-click the TM.

To connect only, select **Connect.** 

To connect as an administrator, Connect as Admin.

File	Edit TM Server TM Content Window H	elp												
100	· · · · · · · · · · · · · · · · · · ·													
B	ITM Servers		TM Content											
	LocalTM_Demo_ES.txt tsoread_enus_dede_gl-tm2.translations.c	om.	Search: Source	•						aA				
	Ultimate_TM.txt	-11-	Connect	Ctrl+Shift+C						Exact	Search	Clear	Reset	
	▶ 🛅 Ultimate_TM2014.txt	-0-	Connect as Admin			🗖 Da	te From	9/17/2013 👻 🕅 To	9/17/2014	-				
		★	Disconnect	Ctrl+Shift+D	<u> </u>	Attrib	Attr	Attrib3	Attrib4	Creator		Date/Tim		1.
			Change Languages			Attrib	Attr	Attribs	Attrib4	Creator		Date/Tim	e	
			Invert Languages											
		Û	Reorganize TM											
		_	4										Þ	Ψ.
	Search TM to see results 251 of 62M													

The TM Admin password dialog box appears. To update a remote TM, it is necessary to have an admin password. .

TM Admin	X
Enter Admin Password:	
ОК	Cancel

3. Enter the Admin password, and click OK.

#### **Modifying TM content**

To modify TM content:

- Double-click a TM server on the left pane or select a TM and click IF.
   The TM content appears in the right pane.
- 2. Select or double-click the segment that you wish to modify.

The segment is selected and highlighted in pink. You can change the color by updating the TM Administration preferences.

File       Edit       TM Content       Window       Help $40^{\circ}$												
E			I Content	1							-	
× >>	<ul> <li>test_tm_enfr.txt</li> <li>Ultimate_TM.txt</li> <li>G:\Christine\tes</li> <li>Wordfast TM y.</li> </ul>	Sea Cre	ch: Sou	To: 4/11/2		a A Exact Se	arch	ar Reset				
	en-US			Attribute 3						6	<b>D</b> • <b>G</b>	1.
	de-DE		Id	Source	Target	Attrib1	Attrib2	Attrib3	Attrib4	Creator	Date/Time	ĥ
			1	{ut1}This will be an {ut2}exact{ut3} match.	{ut1}This will be an {ut2}exact{ut3} match.					cjacques	Thu Feb 06 2014 08:54:56	
			2	This will also be 100% match.	This will also be 100% match.					cjacques	Thu Feb 06 2014 08:54:56	
			3	This will be a fuzz match.	Dies wird eine Fuzzy-Match werden.					JS	Thu Jan 05 2012 13:43:25	
			4	Thi will an even fuzz match	Dies wird noch unschärfer angepasst werden.					JS	Thu Jan 05 2012 13:43:28	
			5	There are 15 rooms in this building.	Es gibt 15 Zimmer in diesem Gebäude.					JS	Mon Dec 19 2011 11:29:22	
	۰ <u>ااا</u> ۲	•	1	1	1	1	1	1	1	1	4	1

3. Type the new translation and click  $\blacksquare$ .

If the remote TM does not include an administrative password, the following dialog box appears.

💮 Info	
1	Selected Remote TM is read only and needs Cleanup password to modify or delete.
	ОК

4. Click **OK** or close the dialog box.

The remote TM connection is initiated.

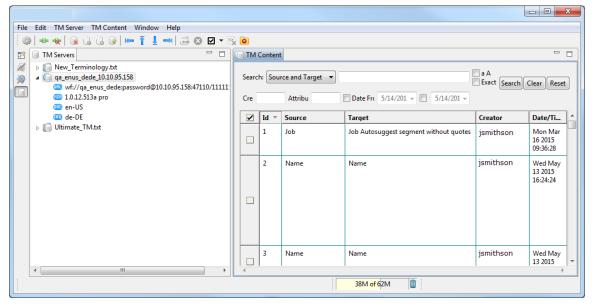
Connect			x
Creating connection			
🔲 Always run in background			
	Run in Background Cancel	Details >	>

## Purging private TUs

TM administrators can purge private TUs as part of the cleanup process.

1. Connect to a remote TM as Admin as explained in Connecting to a remote TM.

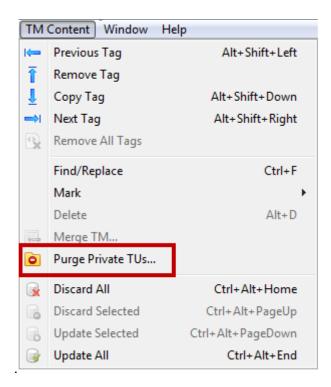
The TM content appears.



2. Click Purge Private TUs on the toolbar,



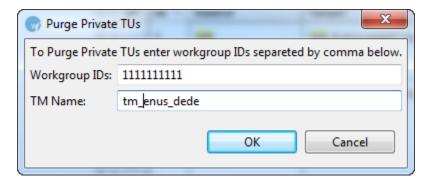
or click TM Content > Purge Private TUs



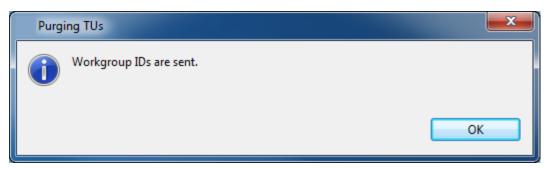
The Purge Private TUs dialog box appears.

Purge Private	TUs
To Purge Private	TUs enter workgroup IDs separeted by comma below.
Workgroup IDs:	
TM Name:	
	OK Cancel

3. Enter the workgroup ID and the TM name



The Purging TUs message appears.



The private TUs are purged from the remote TM.

#### Adding an administrative password

When updating a remote TM, you must ensure the Administrative Password is entered in the Add TM or Edit TM dialog box.

To add an administrative password:

- Go to the Edit menu and click Preferences or press F9. The Preferences (Filtered) dialog box appears.
- 2. Go to Translations > Translation Memory > TM List.
- Click Add TM to add a new remote TM and enter the Administrative Password. OR

Select an existing remote TM and click **Edit TM** to enter the Password. An example is shown below.

Add TM	×
Local TM GLTM TM	Server
URL: gltm://example	e_enus_dede_tdcpassword1@example@translat Test
Remote TM Propert	ies
Symbolic Name:	example_enus_dede_tdcpassword1_example@translations.co
Address:	example@translations.com
Port:	
Account Name:	example_enus_dede_tdcpassword1
Account Password:	
Workgroup ID:	
Search Depth:	200
Timeout Properties	(milliseconds)
Connection Timeou	t: 15000
Short Timeout:	15000
Long Timeout:	45000
TM Cleanup	
Use TM Password	1:
	OK Cancel

#### Finding and Replacing Translation Units (TUs)

You can find and replace TUs within a TM using the find and replace option.

To find and replace TUs:

- 1. Double-click a TM server on the left pane
  - OR

Select a TM and click I.

The TM content appears in the right pane.

2. Click TM Content > Find/Replace or press Ctrl+F.

The Find/Replace dialog box appears.

Find/Replace			×			
Find:			<b>-</b>			
Replace with:			•			
Direction		Segm				
Forward		◎ So				
Backward		Target Source and Target				
		0 30	urce and rarger			
Options						
Case sensit	ive 🔳 W	rap sear	ch			
Whole wor	d					
	Find	:	Replace/Find			
	Repla	ce	Replace All			
			Close			

- 3. Type the content in the **Find** and **Replace with** fields.
- 4. Enable the following options, if required:

Select	to find and replace					
Direction						
Forward	content after of the cursor location.					
Backward	content before of the cursor location.					
Segment						
Source	source segments only.					
Target	target segments only.					
Source and Target	both source and target segments.					
Options						
Case sensitive	content with matching case.					
Whole word	whole words only.					
Wrap search	starting from and returning to the start location.					

5. Click **Find** to find the first instance of the content or click **Replace All** to replace all instances.

6. Click **Replace/Find** to replace the searched content and find the next instance or click **Replace** to replace the searched content only.

#### Merging local translation memories (TMs)

To merge local TMs:

1. Double-click a TM server in the left pane. OR

Select a TM and click I.

2. Click **TM Content > Merge TM** or <sup>16</sup>

The Select TM to merge dialog box appears.

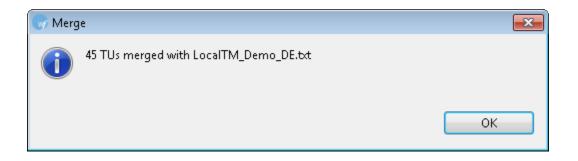
3. Select the local TM to merge and click **Open**.

The Merge TM options appear.

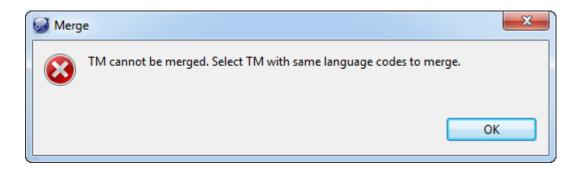
🐨 Merge TM options 🛛 🗖 💌
Options
Overwrite Existing TUs
Overwrite Existing TUs
Overwrite TUs if Attribute match
Overwrite TUs if Attribute and User match
Keep Existing TUs
Keep Newest TUs 🗧
Keep Oldest TUs
Add TUs if not Same

4. Select one of the Merge TM options and click **OK**.

The two local TMs are merged and the following confirmation message appears.



**Note**: Ensure that the source and target language codes of the both the local TMs to be merged match. If not the following error message appears.



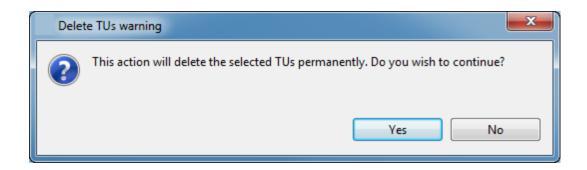
### **Deleting Translation Units (TUs)**

To delete TUs:

1. Select the checkbox to select TUs as shown in the screenshot below.

	y   100	ΤŁ	🔿 🖾 🚱 🗹 🗸 🚯							
🛉 🗻 TM Servers 👘 🗖	TM 🗊	Content	t							
<ul> <li>test_tm_enfr.txt</li> <li>Ultimate_TM.txt</li> <li>G:\Christine\tes</li> <li>Wordfast TM v.</li> <li>en-US</li> </ul>	Searc Creat	h: Sou	rce  Attribute 3	Date From: 4/11/2	013 👻 🔳	To: 4/11/2		a A Exact Se	arch Cle	ar Reset
🕫 de-DE		Id	Source	Target	Attrib1	Attrib2	Attrib3	Attrib4	Creator	Date/Time
		1	{ut1}This will be an {ut2}exact{ut3} match.	{ut1}This will be an {ut2}exact{ut3} match.					cjacques	Thu Feb 06 2014 08:54:56
		2	This will also be 100% match.	This will also be 100% match.					cjacques	Thu Feb 06 2014 08:54:56
		3	This will be a fuzz match.	Dies wird eine Fuzzy-Match werden.					SL	Thu Jan 05 2012 13:43:25
		4	Thi will an even fuzz match	Dies wird noch unschärfer angepasst werden.					JS	Thu Jan 05 2012 13:43:28
		5	There are 15 rooms in this building.	Es gibt 15 Zimmer in diesem Gebäude.					JS	Mon Dec 19 2011 11:29:22

2. Click **TM Content > Delete** or click **O** or press **Alt+D** on the keyboard. A confirmation message appears:



 To delete the TUs click Yes. To cancel the operation click No. The selected TM is updated.

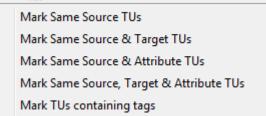
#### **Marking Translation Units (TUs)**

You can select TUs based on different criteria to edit them.

To mark TUs:

- 1. Double-click a TM server on the left pane or select a TM and click IF.
- 2. Click **TM Content > Mark** and choose one of the options or click the **Mark TUs** icon **I** as shown in the screenshot below.

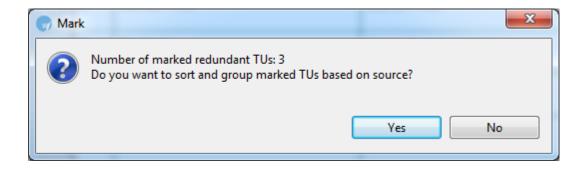




3. Select one of the options.

A confirmation message appears.

The Mark Same Source TUs option results in the following message:



The Mark TUs containing tags option results in the following message:



Click Yes, to sort the marked TUs and display it on top of the TM Content panel.
 Note: The first TU in the group of redundant TUs will not be checked. The remaining redundant TUs are checked, allowing for easy viewing and deleting of TUs.

#### Removing all tags from selected Translation Units (TUs)

1. Select the TU(s) from which you want to remove tags.

File													
	🖗   ++ ++   😠 🕞 🕼	<u>ا (</u>	<del>`</del>	₹ Į	🔿 🖾 🛇 🗹 🛪 😥								
E 🖻	TM Servers	1	TM	Content									
Z	b i test_tm_enfr.txt			_						a A			
	Ultimate_TM.txt	S	earch	h: Sou	rce 🔻					-	arch	ar Reset	ן ר
	G:\Christine\tes			_	AU 1 4 2	Date From: 4/11/20	M-2	F 4 (11 (2)	01.4				-
	see en-US	<u>۱</u>	Create	DI	Attribute 3	Date From: 4/11/20	JI3 👻 🗖	Fo: 4/11/2	J14 👻				
	000 de-DE			Id	Source	Target	Attrib1	Attrib2	Attrib3	Attrib4	Creator	Date/Time	
			✓	1	{ut1}This will be an {ut2}exact{ut3} match.	{ut1}This will be an {ut2}exact{ut3} match.					cjacques	Thu Feb 06 2014 08:54:56	
				2	This will also be 100% match.	This will also be 100% match.					cjacques	Thu Feb 06 2014 08:54:56	Ţ
	۰ III +	•				1	1	1	1	1	1	Þ	

2. Click TM Content> Remove All Tags.

Or

Click 💁 on the TM Admin toolbar.

The tags are removed from the selected segment(s).

4	File Edit TM Server TM Content Window Help											
B	TM Servers 🗖 🗖		Content								-	
	A6											
	de-DE		Id	Source	Target	Attrib1	Attrib2	Attrib3	Attrib4	Creator	Date/Time	1_
			1	This will be an exact match.	This will be an exact match.					cjacques	Thu Feb 06 2014 08:54:56	
			2	This will also be 100% match.	This will also be 100% match.					cjacques	Thu Feb 06 2014 08:54:56	
			-									-1.1

To remove tags from all segments, select all segments.

#### Searching TUs

To search for a term or word within a TU:

1. Click the Search drop-down menu to select **Source**, **Target**, or **Source and Target**.

Search:	Source	N
	Source	-V2
	Target	
	Source and Target	

- 2. Enter the term to be searched in the search box.
- 3. Check **Case** a A to specify if the term is case-sensitive.
- 4. Check **Exact** Exact to restrict the search to exact matches.
- 5. Enter **Creator** to search by creator of the term.
- 6. Click Attribute to search by attribute added to the TXML file.
- 7. Specify the From and To dates for terms that were modified w/in a certain time period.
- 8. Click Search.

An example of a completed search is provided below.

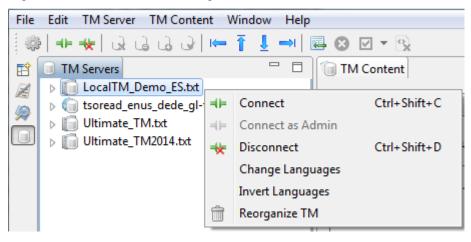
File	File Edit TM Server TM Content Window Help											
1	🌼   📲 🚸   😡 🖬 👘 🚺 🖬   📾 🛛 🗹 🔻 😥											
B	TM Servers 🗖 🗖		) TM (	Content								
	Wordfast TM v.		Creat	10	Attribute 3	Date From: 4/11/20	)13 👻 🔳 1	To: 4/11/2	014 👻			
	📧 de-DE		-	Id	Source	Target	Attrib1	Attrib2	Attrib3	Attrib4	Creator	Date/Time
				1	{ut1}This segment tests the url with http {ut2}http://www.halb.com{ut3 }	{ut1}Diesem Segment testet die Url mit http {ut2}http://www.halb.co m{ut3}					JS	Mon Dec 19 2011 11:29:22
				2	{ut1}This segment tests the url {ut2}http://www.halb.com{ut3 } in different place in target.	{ut1}Diesem Segment testet die Url in anderen Ort im {ut2}http://www.halb.co m{ut3}Ziel.					JS	Mon Dec 19 2011 11:29:22
	• III +	Ľ	•	1			•	1	1	1	1	Þ

#### **Reorganizing a local TM**

To reflect updated indexes, and to remove unusable TUs (deprecated TUs, beginning with xx in the TXML file), a local TM can be reorganized.

In TM Administration perspective:

1. Right-click the local TM to be reorganized.



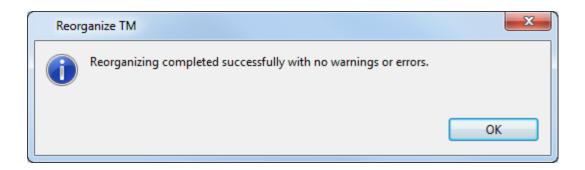
2. Click Reorganize TM.

The Reorganize TM dialog box appears.

Reorganize TM	×
Do you wish to reorganize	selected Local TM?
	Yes No

3. Click Yes to reorganize the selected local TM. Click No to cancel the operation.

If the reorganization is successful, a confirmation message appears:



If the reorganization is not successful, the following message appears, showing the reason for the failure.

Reorganize TM	
Reorganizing TM failed with warnings or errors. Check the log fo	r details.
ОК	< C Details
Translation memory file is empty	

## **Basic menu options**

The Wordfast Pro 3 Translation Memory Administration perspective basic menu options are as follows:

Use	to
File	
Exit	exit from the tool.
Edit	
Preferences	set general, spelling, translation, translation memory, penalties and
	terminology preferences.
TM Server	
Connect	connect to a Translation Memory (TM) server.
Disconnect	disconnect from a TM server.
Change Languages	create a new local TM with different languages.
Reorganize TM	remove all tags beginning with xx (deprecated )in the TXML file and
	reorganize a local TM.

Use	to
Invert Languages	create a new local TM with the current TM languages inverted. For
	example, if the source and target language codes for the current TM
	is en-US and de-DE, then the source and target language codes for
	the new TM will be switched to de-DE and en-US.
Reversed Sort Order	reverse the TM Servers order in the left pane.
Sort By	sort TM Servers based on different criteria.
TM Content	
Previous Tag	select the previous tag in the source or target segment. The
(Alt+Shift+Left)	selected tag will be highlighted in red by default.
Remove Tag	delete the currently selected tag in the source or target segment or
	press <b>Backspace</b> on the keyboard.
Copy Tag	copy the currently selected tag into the source or target segment at
(Alt+Shift+Down)	the location of the cursor.
Next Tag	select the next tag in the source or target segment. The selected
(Alt+Shift+Right)	tag will be highlighted in red by default.
Remove All Tags.	remove all tags in the source or target.
Find/Replace	find a replace source and/or target content.
(Ctrl+F)	
Mark	Mark Same Source Translation Units (TUs)
	Mark Same Source & Target TUs
	Mark Same Source & Attribute TUs
	Mark Same Source, Target & Attribute TUs
	Mark TUs containing tags
Delete (Alt+D)	delete selected TUs.
Merge TM	merge two local TMs.
Discard All	undo all segment changes.
(Ctrl+Alt+Home)	
Discard Selected	undo selected segment changes.
(Ctrl+Alt+PageUp)	
Update Selected	update selected segment changes to the TM.
(Ctrl+Alt+PageDown)	
Update All	update all segment changes to the TM.

Use	to	
(Ctrl+Alt+End)		
Window		
New Window	open a new Wordfast Pro 3 window.	
System Options	view and change the system preferences.	
Toggle Toolbar	hide or view the toolbar.	
Help		
Online Help (F1)	view the Wordfast Pro 3 help.	
Bug Report	view or send the error log.	
Check for a new	find and install new versions.	
version		
Wordfast Dictionary	update dictionaries that can be used during translation.	
Updates		
Shortcut List	view all Wordfast Pro 3 functions and keyboard shortcuts.	
(Ctrl+Shift+L)		
License	complete activation of Wordfast Pro 3 and manage license.	
Management		
About Wordfast	view plug-in and configuration details of Wordfast Pro 3.	

## **Using TM Administration Shortcut Icons**

Wordfast Pro 3 TM Administration perspective includes a number of shortcut icons that help you quickly complete common tasks. Find below a list of all the shortcut icons available in Wordfast Pro 3 Administration perspective and their functionality.

Use	to
100 A	open TM administration preferences.
IF(Ctrl+Shift+C)	create a TM server connection.
₩(Ctrl+Shift+D	close a TM server connection.
Ctrl+Alt+Home)	undo all segment changes.
G(Ctrl+Alt+PageUp)	undo selected segment changes.

Use	to
	update selected segment changes to the TM.
(Ctrl+Alt+PageDown)	
(Ctrl+Alt+End)	update all segment changes to the TM.
(Alt+Shift+Left)	select the previous tag in the source or target segment. The selected
Ā	tag will be highlighted in red by default. delete the currently selected tag in the source or target segment or
î	press <b>Backspace</b> on the keyboard.
(Alt+Shift+Down)	copy the currently selected tag into the source or target segment at the
	location of the cursor. select the next tag in the source or target segment. The selected tag will
(Alt+Shift+Right)	be highlighted in red by default.
	merge two local TMs.
(Alt+D)	delete selected segment.
	Mark Same Source Translation Units (TUs)
	Mark Same Source & Target TUs
	Mark Same Source & Attribute TUs
	Mark Same Source, Target & Attribute TUs
	Mark TUs containing tags
9	remove all tags from the selected segment.