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## Downloading, installing, and licensing Wordfast Server (WFS)

- 1. Download the latest version of WFS directly from <u>here</u> and save it to your Windows machine.
- Unzip the WfServer.zip download and you will have three files (WFS\_manual.html, WfServerRelay.exe, and WfRelay.dll) and a folder (WfServer). Move the WFServer folder to your Program Files. If you plan to run the 32-bit version, delete the 64 folder. If you plan to run the 64-bit version, delete the 32 folder.
- 3. Open either the 32 or 64 folder and double-click *WfServer.exe* to launch the program.
- 4. WFS will be running in demo mode (indicated by the blinking red notification in the upper right). Go to the Setup tab > General option and you will see your 12-digit Install #. Wordfast Server allows for up to 2 concurrent connections in demo mode. This is sufficient for testing. If you want to get a trial license, send an e-mail to sales@wordfast.com containing the 12-digit install number AND your WFS version (e.g. 1.14.729.91), which is displayed in the title bar of the interface. Please be sure to copy and paste the Install #.

| 🐨 WfSei | rver 1.14.7   | 29 (build 91 | l) port: | 47110  |          |          |       |
|---------|---------------|--------------|----------|--|----------|----------|-------|
|         | 2             |              |          | <u><u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u><u></u></u></u> | 0        |          | ×     |
| TMs     | Glossaries    | Accounts     | Users    | Groups   | Activity | Sessions | Setup |
|         | General       | General      |          |  |          |          |       |
|         | Network<br>Ms | Install      | # E720   | 177875FC   |          |          |       |

5. When you receive your license key from Wordfast, go to the Setup tab > General option in WFS, enter it in the License # field just below the Install # field, click the Activate button, and restart the WFS application by closing the window and then double-clicking WfServer.exe.



### Creating a new TM

- To create a new TM in WFS go to the TMs tab, type the name that you wish to give the TM in the TM name field. Do not assign a password in the TM password field (this is for more complicated workflows).
- 2. Check the Write box, then check the Unrestricted box.<sup>1</sup>

| 🚾 WfSer | ver 1.14.7  | 29 (build 9: | l) port:                 | 47110  |               |  |  | _ 🗆 🗙               |
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| TMs     | (Glossaries | Accounts     | Users                    | Groups   | Activity      | Sessions                                   | Setup  |                     |
| TMs     |             |              | Res<br>Res<br>Ba<br>Trar | efresh<br>Add<br>Apply<br>emove<br>organize<br>organize<br>ppend<br>tch add<br>uslation men<br>Users\Admir | nory file nam | TM name<br>TM passw<br>2<br>Property<br>ne | demo_frfr_en<br>ord<br>Write :<br>Peak users:<br>Stat:<br>Type:<br>Lang:<br>TUs:<br>Holes:<br>Size:<br>Sync:<br>s\demo_frfr_en | us<br>Vinrestricted |
|         |             |              |                          |  |               |  |  |                     |

3. Type the file path, the TM name you chose in step 1, and .txt in the Translation memory file name field (e.g. C:\Users\Administrator\Documents\Tms\demo\_frfr\_enus.txt). You can also browse to the location by clicking on the icon, type in the TM name with or without ".txt" and then click on Save.

<sup>&</sup>lt;sup>1</sup> If the **Write** box is checked, the added TM is in read-write mode. If the **Unrestricted** box is checked, users can write TUs to the TM **without** a Workgroup ID. When writing to a TM **with** a Workgroup ID (using WFP), those TUs will only be shown to users working with the same Workgroup ID. Writing TUs to the TM without a Workgroup ID means that those TUs will be visible to all users, regardless of their Workgroup ID. **For the simplest workflow**, check both boxes and do not use Workgroup IDs in WFP.



4. Click the **Add** button. You will be prompted to enter the source and target language codes.

| 🗢 🧶 🕐 🗟 🙀 🖸 🚣 🎉  |  |
|--|--|
| TMs Glossaries Accounts Users Groups Activity Sessions Setup   |  |
| TMs Refresh TM name demo_frfr_enus   |  |
| Define pair of languages       I         Source Lang       Target Lang         FR-FR       EN-US         Ok       Cancel         ang:       Js:         Js:       Holes:         Sync:       Size:         Sync:       Size:         C:\Users\Administrator\Documents\TMs\demo_frfr_enus.txt       Image: District of the synce of |  |

If you do not know the language codes or are unsure, please <u>click here</u> for examples. You **must** use the proper language codes. You will then be prompted to Re-organize the TM. Click **Yes**. The TM should now appear in the TMs list on the left-hand side. Information about the TM will appear in the **Property** box.



### Adding a pre-existing TM

- To add a pre-existing TM file, the TM .txt file must be physically located on the same machine where WFS is installed. In WFS, go to the **TMs** tab in WFS and enter a name in the **TM** name field.
- 2. Check the **Write** box, then the **Unrestricted** box (see footnote on page 2).
- 3. Click the browse icon on the bottom right, locate the Wordfast-compatible .txt TM file that you wish to connect, and click **Save**.
- Click the Add button. You will be prompted to Re-organize the TM. Click Yes. The TM should now appear in the TMs list on the left-hand side. Information about the TM will appear in the Property box.

| Image: Second | 🕼 WfServer 1.14.7     | 29 (build 91) | ) port: 4711   | 0                           |                                 |   | _   | . 🗆 × |
|---|-----------------------|---------------|--|-----------------------------|---------------------------------|---|---|-------|
| TMs       Refresh       TM name demo_frfr_enus         Add       TM password         Add       Write : I Unrestricted         Apply       Property         Remove       Reorganize         demo_frfr_enus       Append         Batch add       Size: 0 KB   | TMs Glossaries        | Accounts      | Users Gro  | ups Activity                | Sessions                        | X<br>Setup  |   |       |
| Translation memory file name  | TMs<br>demo_frfr_enus |               | Refrest<br>Add<br>Apply<br>Remove<br>Reorgani<br>Append<br>Batch ad<br>Translation | ze<br>d<br>n memory file na | TM name<br>TM passw<br>Property | demo_frfr_en<br>ord<br>Write : ✓<br>Accounts: 0<br>Peak users:<br>Stat: Clos<br>Type: UTF-<br>Lang: FR-F<br>TUs: 0<br>Holes: 0<br>Size: 0 KB<br>Sync: Yes | us<br>✓ Unrestricto<br>1<br>e<br>-8<br>FR>EN-US | ed    |



### **Creating a New Glossary**

- To create a new glossary in WFS, repeat the same process for creating a TM but in the Glossary tab. You can use the file extension .glo instead of .txt to make it easier to distinguish between TMs and glossaries. Do not assign a glossary password. NOTE: If the Write box is checked, the added glossary is in read-write mode.
- 2. If you wish to add a pre-existing glossary file, repeat the same process for adding a TM in the **Glossary** tab and with a glossary file. *NOTE: Because glossaries in WFP are stored in an internal database, you will first have to export the desired glossary to a .txt glossary file.*

| 🐼 WfSei | ver 1.14.7    | 29 (build 9 | 1) port:   | 47110                               |                   |  |  | _ 🗆 ×        |
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| TMs     | 🤕<br>Glossari | Accounts    | 2<br>Users | Groups                              | Activity          | Sessions                               | X<br>Setup   |              |
| Gloss   |               |             |            | Add<br>Apply<br>Remove<br>corganize |                   | Gloss. name<br>Gloss passw<br>Property | demo_frfr_enus<br>ord<br>Write :<br>Write :<br>Maccounts:<br>Peak users:<br>Stat:<br>Type:<br>Entries:<br>Holes:<br>Size:<br>Sync: | Unrestricted |
|         |               |             | Glos       | ssary file nan<br>Isers\Adminis     | ne<br>strator\Doc | uments\Gloss                           | aries\demo frfr enu  | s.alo        |
| 1       |               |             |            |                                     |                   | •                                      |  |              |



## **Creating an account to connect to WFS TMs and glossaries**

1. To enable connections to WFS, go to the **Account** tab and do the following:

| 🐨 WfServer 1.14.729 (build 91) port: 47110  |  |          |
|---|--|----------|
| TMs Glossaries Accounts Users Groups Activity   | ty Sessions Setup  |          |
| Accnts Refresh Add Add Accou Apply Remove For Gemo_frfr_enus Get the account URL to o 162.242 | Account name: demo_frfr_enus 5 30<br>ount password: ******* 10 *<br>TM: demo_frfr_enus 3<br>Glossary: demo_frfr_enus 4<br>6 Active: V V Write TM<br>rce encryption: V Vrite gloss<br>Speed limit: 0 = no limit<br>Activate a limit: 0 = no limit<br>connect with WFP, WFC, or WFA. | l<br>ary |

- 2. Enter a name in the **Account Name** field and a password into the **Account Password** field. To simplify, you can use the same name you used for the TM and glossary.
- 3. Click the 🛄 button next to the **TM** field and assign a TM from the drop-down list to this account.
- 4. Click the **button next to the Glossary** field and assign a Glossary from the drop-down list to this account.
- 5. In the **Nb** field, enter the maximum number of users that can connect to the account simultaneously. <u>We suggest 30</u>. *WARNING: A number that is too low may prevent users from connecting.*
- 6. Check the **Active** option to enable the account and click **Add** to save the account settings. NOTE: If the Write TM and Write glossary boxes are checked, the account TM and



glossary are in read-write mode. If they are not checked, they are in read-only mode. If you change these settings, make sure to click **Apply**.

#### Creating additional accounts for other TMs and glossaries

To create an additional account, you have to modify the name and password of an existing account, select the appropriate TM and glossary and click **Add**.



# Verifying connection settings

1. Go to the **Activity** tab and make sure the **Server active** box is checked in order to start the server and make it available for use. *NOTE: If a Windows Firewall security alert appears, make sure to allow WFS access through the firewall.* 

| 🐷 WfSe | WfServer 1.14.729 (build 91) port: 47110 |           |              |        |                      |          |       |       |    |  |  |
|--------|--|-----------|--------------|--------|----------------------|----------|-------|-------|----|--|--|
| TMs    | Glossaries                               | Accounts  | Users        | Groups | <b>O</b><br>Activity | Sessions | Setup |       |    |  |  |
|        | Serve                                    | er active | Activity log |        | Sess. co             | unt: 0   |       | Queue | 0% |  |  |



## Connecting to a WFS account with Wordfast Pro (WFP)

1. To provide access to a given server account, get the URL for the account and send it to client application user(s):

| 🐨 WfServer 1.14.729 (build 91) | port: 47110   |  |
|--------------------------------|---|--|
| TMs Glossaries Accounts        | 👷 🙀 💽 🚣 💥<br>Users Groups Activity Sessions Setup   |  |
| Accnts                         | Refresh       Account name: demo_frfr_enus         Add       Account password: *******         Apply       TM: demo_frfr_enus         Remove       Glossary: demo_frfr_enus         Active:       ✓         Force encryption: | Nb :<br>30<br>10 *<br><br><br><br><br><br>Write TM<br>Vrite glossary |
| -                              | Get the account URL to connect with WFP, WFC, or WFA  |  |

- 2. This URL contains the following information
  - a. The server Account Name and Account Password (see Creating an account... section above).
  - b. The IP Address of the workstation where WFS is running from the WFS Setup tab > Network option. Use the LAN IP for local area network connections and the WAN IP for remote connections over the Internet.

| WfSe | rver 1.14.72  | 29 (build 91     | ) port: 4 | 7110   |          |          |            |         |
|------|---|------------------|-----------|--------|----------|----------|------------|---------|
| TMs  | Glossaries  | Accounts         | Users     | Groups | Activity | Sessions | ×<br>Setup |         |
|      | General<br>Network<br>TMs<br>Glossaries<br>Accounts | Port #<br>LAN IP | 47110     |        | T        | WAN IP 🔽 | [          | Refresh |



- c. The Port # from the WFS Setup tab > Network option. NOTE: The Port # will be 47110 by default. If you change the Port # manually you must restart WFS to apply the port change. The computer must have that particular port open for communication.
- d. If necessary, a WorkGroup ID (WE DO NOT SUGGEST USING A WORKGOUP ID). A workGroup ID can be any 10-character code that you choose. The code can contain letters, numbers and/or special characters. WARNING: the characters i, l, o, l, and O are not allowed. Workgroup IDs are used for more complicated workflows.

#### wf://AccountName:AccountPassword@IPAddress:Port#/WorkGroupID

WFP user(s) can enter the URL in the URL field of the Add TM>WFServer setting and press Tab to automatically enter all the connection settings. Inversely, you can generate the URL in the same Connect to Remote TM>WF Server location by filling out each field (Account Name, Account Password, Address, Port, Workgroup ID) separately.



# Wordfast Pro (version 5 or above)

|     | Project Files   | Project TM          | Project Termin | oject Terminology Reports Reference Files |            |                     |        |        |  |  |
|-----|-----------------|---------------------|----------------|---|------------|---------------------|--------|--------|--|--|
| w-  |                 |                     |                | 08<br>1                                   |            | E                   | 0īt    | 810    |  |  |
|     | Create A        |                     | Connect Op     | en Modify                                 | Сору       | Import              | Export | Remove |  |  |
|     | Local           | Project Ms          | To Remote      | M TM                                      | TM         | TM                  | TM     | TM     |  |  |
| A   | Trap<br>Connect | to Remote TM        |                |   |            |                     |        | ×      |  |  |
|     |                 | Use this            | page to conne  | ect to remo                               | ote TM     |                     |        |        |  |  |
|     | TM Serv         | ver WF Serv         | WFA Serve      | r   |            |                     |        |        |  |  |
|     | Symbolic        | Name:*              | EN_FR          |   |            |                     |        |        |  |  |
|     |                 | ettings             |                |   |            |                     |        |        |  |  |
| 2.5 | URL:*           |                     | wf://accour    | t:password@                               | )10.11.12. | 13:471 <sup>,</sup> | Test   |        |  |  |
| ~   | Addres          | ss:*                | 10.11.12.13    | 10.11.12.13                               |            |                     |        |        |  |  |
|     | Port:*          |                     | 47110          |   |            |                     |        |        |  |  |
| 12  | Accour          | nt Name:*           | account        | account                                   |            |                     |        |        |  |  |
|     | Accour          | nt Password:        | password       | password                                  |            |                     |        |        |  |  |
|     | Workg           | roup ID:            | 123456789      | 1234567890                                |            |                     |        |        |  |  |
|     | - PM an         | d TM admin ——       |                |   |            |                     |        |        |  |  |
|     |                 |                     | oword          |   |            |                     |        |        |  |  |
|     | 05              | e Tivi (vvrile) Pas | ssword         |   |            |                     |        |        |  |  |
|     | TM (W           | rite) Password:     |                |   |            |                     |        |        |  |  |
|     | Priority:       |                     | Primary        |   |            |                     |        | ~      |  |  |
|     | Selec           | cted                |                |   |            |                     |        |        |  |  |
|     | Read            | l-only              |                |   |            |                     |        |        |  |  |



# Wordfast Pro (version 3)

