Wordfast Server Quick Start Guide (v. 23.5)

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![WF logo] **Wordfast Server Quick Start Guide (v. 23.5)**

Downloading, installing, and licensing Wordfast Server (WFS)

1. Download the latest version of WFS directly from here and save it to your Windows machine.

2. Unzip the *WfServer.zip* download and you will have three folders (*WfRelay*, *WfServer*, and *WfServerRelay)* and a file *(WFS_manual.html)*. 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 or for use by a freelance translator. If you want to get a trial license for more users, 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 #**.
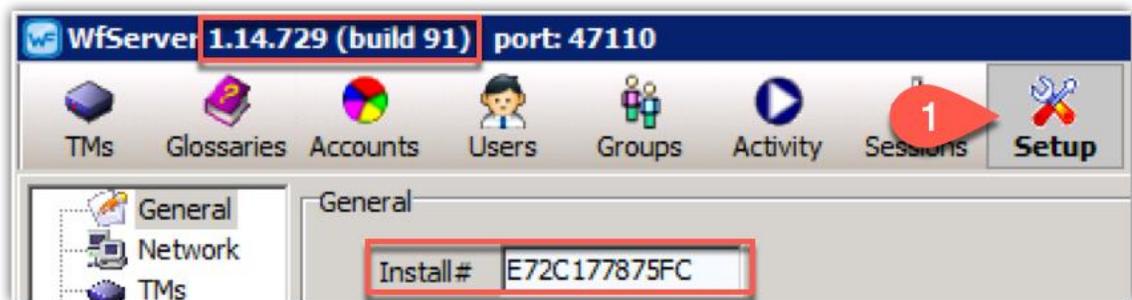

5. When you receive your license key from Wordfast, go to the **Setup** tab > **General** option in WFS, enter it in the **License #** field just below the **Install #** field, click the **Activate** button, and restart the WFS application by closing the window and then double-clicking *WfServer.exe*.

Creating a new TM

1. 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). **IMPORTANT**: Throughout this guide, the language pairs French (France) and English (United States) will be used. They are abbreviated in screenshots or instructions as *frfr* and *enus*. We recommend a simple naming system, all lowercase, that consists of a name (client, department, field name), an underscore "_", the source language code without a hyphen, an underscore "_", and the target language code (e.g. demo_frfr_enus).

2. Check the **Write** box, then check the **Unrestricted** box.[1]

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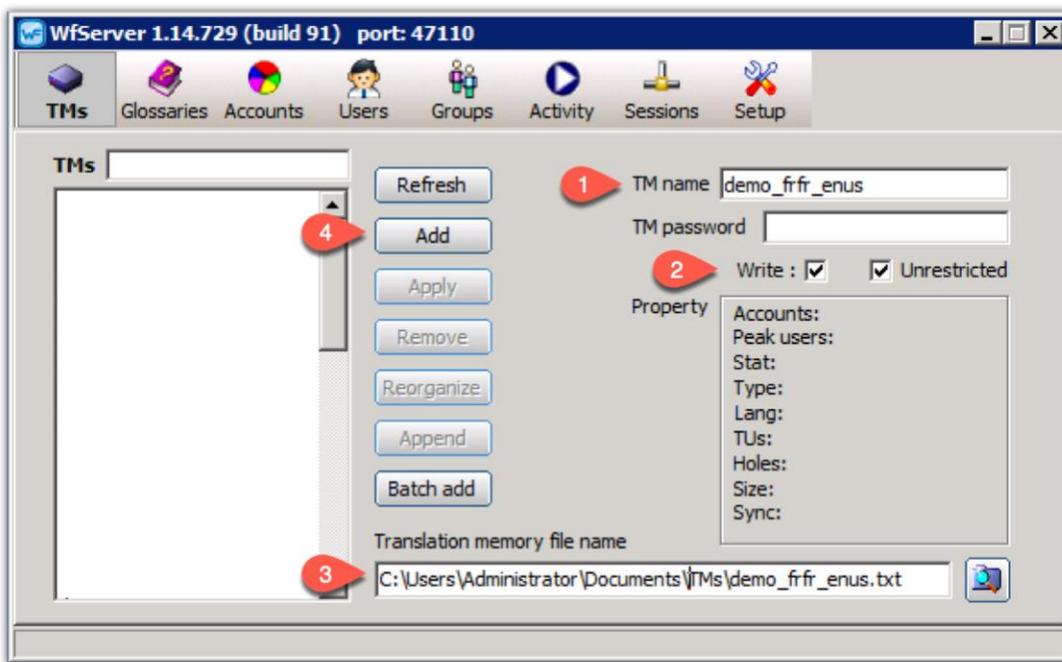
[1] If the **Write** box is checked, the added TM is in read-write mode. If the **Unrestricted** box is checked, users can write TUs to the TM **without** a Workgroup ID. When writing to a TM **with** a Workgroup ID (using WFP), those TUs will only be shown to users working with the same Workgroup ID. 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.

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] icon, type in the TM name with or without ".txt" and then click **Save**.

4. Click the **Add** button. You will be prompted to enter the source and target language codes.
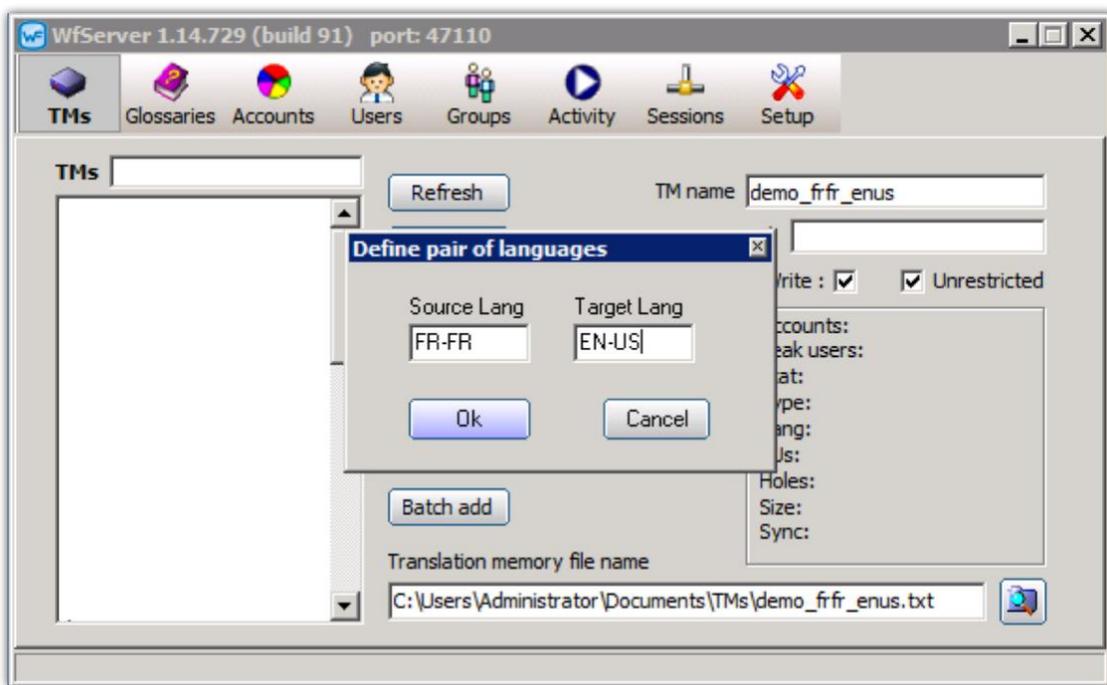
If you do not know the language codes or are unsure, please [click here](#) for examples. **You must use the proper language codes**. You will then be prompted to Re-organize the TM. Click **Yes**. The TM should now appear in the TMs list on the left-hand side. Information about the TM will appear in the **Property** box. If it says "Yes" next to Sync, then the TM creation was successful.

Adding a pre-existing TM

1. To add a pre-existing TM file, the Wordfast-compatible 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 [icon] on the bottom right, locate the Wordfast-compatible .txt TM file that you wish to connect, and click **Save**.

4. 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.
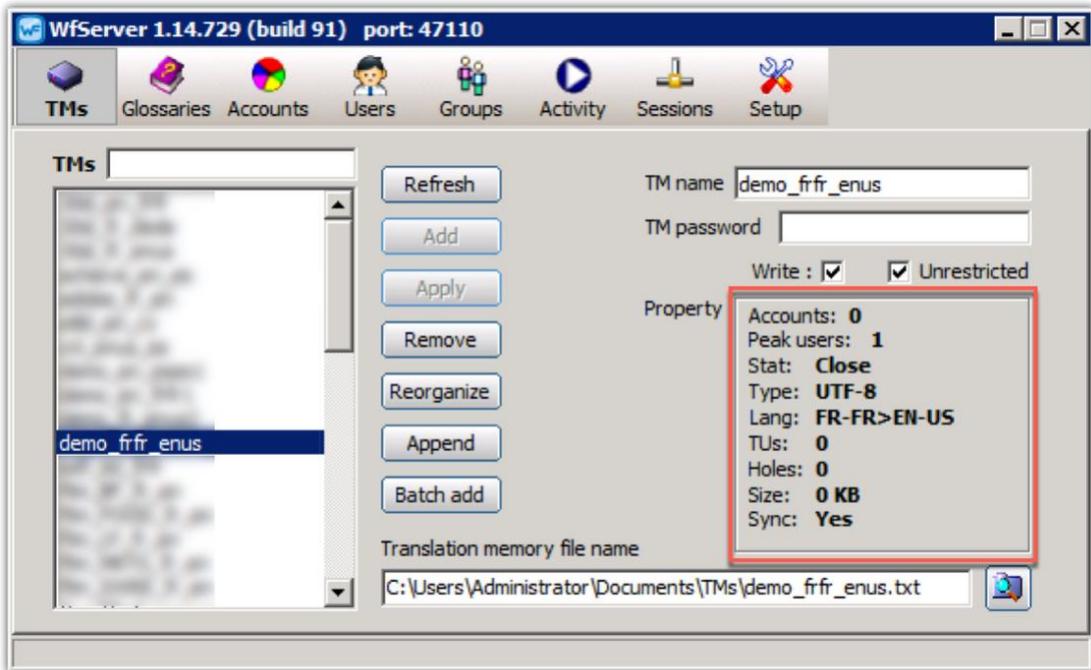
Creating a New Glossary

1. 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. We suggest using the same naming convention as the TM (e.g. demo_frfr_enus). *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.*

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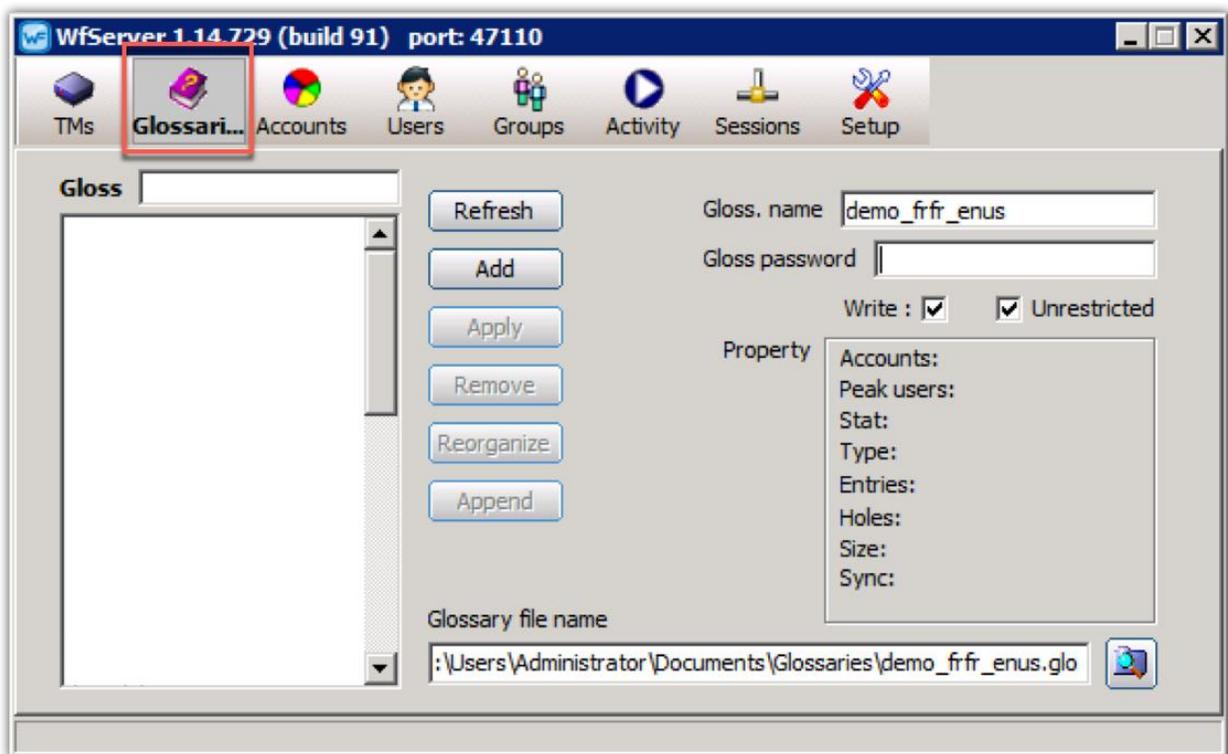
Creating an account to connect to WFS TMs and glossaries

1. To enable connections to WFS, go to the **Account** tab and do the following:
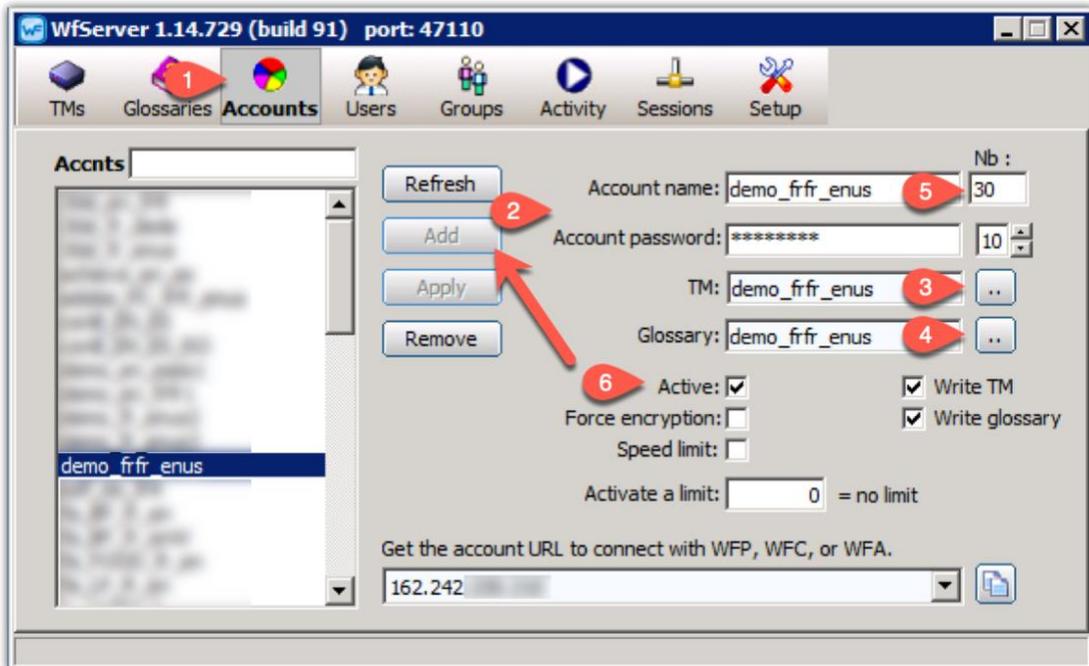
2. Enter a name in the **Account Name** field and a password into the **Account Password** field. To simplify, use the same name you used for the TM and glossary.

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. We suggest 30. *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.*
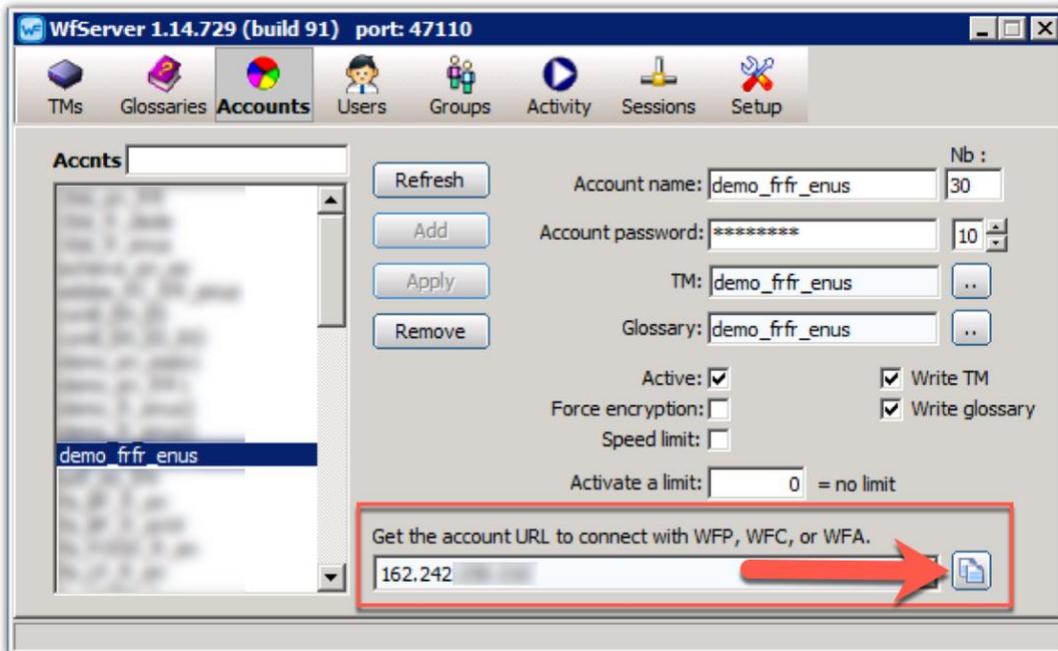
Connecting to a WFS account with Wordfast Pro (WFP)

1. To provide access to a server account, get the URL for the account and send it to client application users:

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.
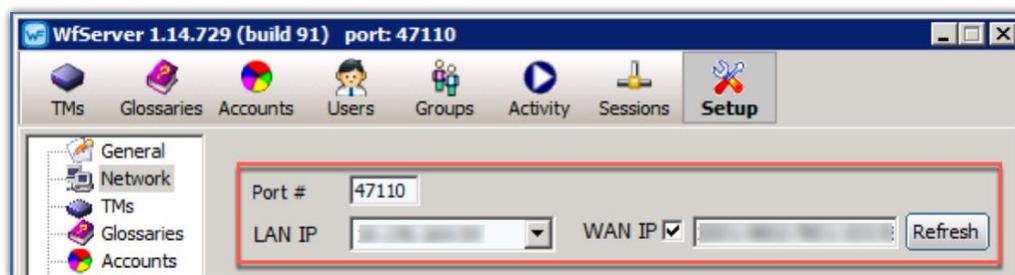
c. The `Port #` from the WFS `Setup` tab > `Network` option. *NOTE: The* `Port #` *will be 47110 by default. If you change the* `Port #` *manually you must restart WFS to apply the port change. The computer must have that particular port open for communication.*

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, I, and O are not allowed. Workgroup IDs are used for more complicated workflows.

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

WFP user 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)

Wordfast Pro (version 3)