SDL Trados Studio 2014

THE MANUAL

For self-study
and easy reference.

First edition

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Contents at a glance

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PART V – EDITING/TRANSLATING

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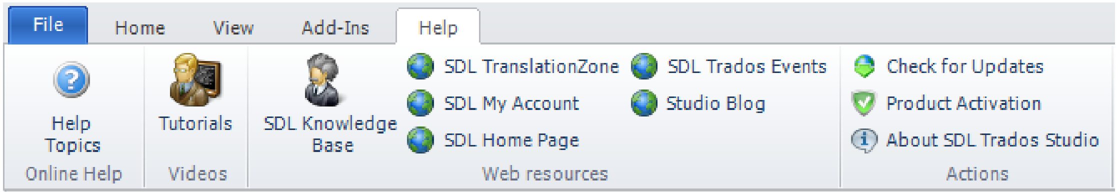
ANNEXES

2 Help

There are many ways to get help with the use of Studio. SDL offers a large number of different help facilities to the freelance translator. Most of them are collected on the **Help** ribbon, available in all views:



Most of this is self-explanatory, but it should be added that the "Studio Blog" is in fact Paul Filkin's invaluable *multifarious* blog, to the posts of which I link in many places in this manual. There is, however, another blog which I can recommend: the *SDL Blog* (http://blog.sdl.com/community/blog), which is a rich mine of useful texts in currently 44 topic categories and by ca. 100 authors; all selectable (you can also subscribe to it).

- In the *SDL TranslationZone*, under the heading *Resources*, you will find under *Downloads*, in particular, a large number of very useful items, plus a lot of documents under *Documentation*.
- The *SDL Knowledge Base* contains an enormous amount of information (solutions to problems, FAQs, etc.).
- Under the **Support > Support resources** at SDL TranslationZone.com, you will find – among lots of other things – both *Tips and Tricks* for Studio as well as MultiTerm, and a large number of and *FAQs*.

⦿ **Welcome view**: The *Welcome* view gives you access to various assistance facilities under three of its four different tabs. The fourth, HOME, is a starting point for work and also includes links to videos for those starting points (New Project, Translate Single Document, Open Package, and Open GroupShare Project).

- The GET STARTED tab gives access to five "Getting Started Videos": A quick tour, Translate Single Document, Open a GroupShare Project, Creating a New Project, and Open Package.
- The MORE RESOURCES tab shows links to Release Notes, Help System, SDL Trados Migration Guide, and SDL OpenExchange. (As you see, some of the facilities have links allover the place.)
- And the LATEST NEWS tab(shows … well, the latest news.

⦿ **Documentation**: The *SDL Trados Studio Migration Guide* (see above) is an introduction to Studio for those who are familiar with the "old" Trados (as well as others) and does a quite good job of it. There are also three Quick Start Guides (*Translating and Reviewing*, *Translation Memory Management*, and *Project Management*). All three are accessible in the *Welcome* view under the GET STARTED tab.

- The *OpenExchange* page (links all over the place in the Studio user interface) is where users can offer their own enhancement applications and, of course, download them. Very useful! And the SDL Blog mentioned above has a *topic specifically geared* to commenting on and explaining some of these applications.

  If your OpenExchange applications are developed by SDL, you will find them (and some others, too) in the navigation pane of the *Welcome* view. (And under Start > All programs > SDL > SDL Trados Studio 2014 > OpenExchange Apps.) Other OE applications may end up elsewhere (such as *Glossary Converter*, which is placed in Start > All programs > SDL OpenExchange).

  !

  Note: At the time of writing, some of the OE applications have not yet beed adapted to the 2014 version (and some of them clearly don't need to be since they don't interact with Studio). If you look under *Latest releases*, it's obvious; for the other applications just check the version year. I am sure that eventually all that people have liked will be upgraded.

⦿ **Other supportive facilities**:

- An overview of the SDL support is given by Paul Filkin in a *multifarious* blog post: *SDL sustenance*.
- If you have any ideas for improvement of Studio, you can submit them to the *SDL ideas site*, (ideas.sdl.com), where you can also promote and discuss the submitted ideas.
- The main user-driven help facility is *the unofficial Trados user group*, *TW_users*, where more than 5000 users discuss everything to do with Trados (not only Studio) and offer very swift help on all sorts of problems. But since the SDLX tool and Trados now have been merged into one, the SDLX user group, *SDLX* (tech.groups.yahoo.com/group/sdlx), also sometimes discusses Studio.
- The general translator sites *ProZ* (with a very interesting *blog*: blogproz.wordpress.com) and *Translators Café* contain discussion forums on Studio which are monitored by the SDL technicians, which means you will find useful knowledge there as well.
- Various sites and blogs run by translators. Here are a few:

  ☞

  – *multifarious* (multifarious.filkin.com) – Paul Filkin's expert blog on various Studio issues. Invaluable for everyone who is using Studio in any but the most basic ways. Regularly updated.

  – *Thoughts On Translation* (thoughtsontranslation.com) – Corinne McKay's interesting and personal blog about her life as a freelance translator, with – among other useful things – long lists of site references.

  – *Between Translations* (foxdocs.biz/BetweenTranslations) – Jayne Fox is an extremely knowledgeable Studio user and translator who willingly shares her experiences of translation and translation tools.

4 Keyboard shortcuts

Keyboard shortcuts are ergonomic and should be used as much as possible. And Trados lets you can customize the shortcuts.

There are shortcuts for the following categories:

- All Views (shortcuts common to all views)
- Category Window (don't know what this is for)
- Editor
- Editor: QuickInsert Toolbar (which is really the QuickInsert *group*; for formatting and some special characters; see p. 184)
- Editor: TM Window (for handling search results and TM matches)
- Files (file handling; default state: no shortcuts)
- Projects
- Reports
- Translation Memories

The shortcuts depend on which user profile (p. 64) you are using. There are slight differences between the default and the SDL Trados profile shortcuts; considerably more between the default and the SDLX shortcuts. In this manual, those differences are noted wherever they occur; they are also reflected in the shortcut lists in the annexes.

⦿ View **shortcuts**: There are two ways to do this:

- In the *Welcome* view, go to Home > Show shortcuts (or Alt/F10, H, H). A windows opens where you can scroll through all shortcuts, and for each one the corresponding icon is shown. You can also print this list.
- Open File > Options (or Alt/F10, F, T) and expand Keyboard Shortcuts.

⦿ **Change, delete or create a shortcut**: Open the shortcut window (File > Options (or Alt/F10, F, T) > Keyboard Shortcuts and select the desired category. Locate the action in question and change/delete the existing key combination or add a new one. If you try to assign a shortcut which is already in use, the row will be highlighted in red and you will have to try another one. (It is alright to use the same shortcut in different categories except for conflicts with All Views or conflicts between the three Editor tables.)

Note: The specific shortcuts, using the Alt and F10 keys, for navigation among the commands on the function ribbons (p. 14), are not listed in the Keyboard Shortcuts list that you open via Options (see above). This means that the combinations Alt/F10 plus the figures

1–4 and the letters A, D, E, F, H, R, and V, although they can be assigned, will no be functional for anything but these defaults.

- **Reset shortcuts**: Click the Reset to Defaults button. This applies only to the category that is open.

Specifically, the shortcut to close Studio is Alt+F4.

In Annexes A–K you will find lists, sorted according to the above categories, of all functions to which shortcuts may be (or are) assigned, and with the default values given. You should in fact *study these lists*, because you are likely to find functions there that you did not even know existed. (Annex F lists all shortcuts already used in All views and the *Editor* view, which means that they are not immediately available if you want to create new shortcuts or change existing ones.)

And if, like me, you prefer the shortcuts Ctrl+Del, Ctrl+Insert and Shift+Insert for cutting, copying and pasting, respectively (normally available in all Windows-based applications), then that can of course be arranged by changing them as described above – except that for no known reason it is not possible to assign Shift+Insert. However, Paul Filkins figured out how; you can read about it in the Tradosstudiomanual blog post *Ctrl/Shift shortcuts for cut, copy and paste*.

Note: Because of Windows quirkiness, Ctrl+Alt works like AltGr. This means that certain Ctrl+Alt combinations will give strange results if you assign them as shortcuts. Here are some common combinations that you should avoid, because (a) such a shortcut will result *both* in the required action *and* insertion of the corresponding AltGr character, and (b) trying to insert the AltGr character in question will also initiate the option associated with the corresponding Ctrl+Alt shortcut.

Ctrl+Alt-character	AltGr-character
2	^{2}
3	^{3}
7	{
8	[
9	]
0	}
local key	\
local key	@
local key	€
local key	~
<	|

"local key" means the key on the respective keyboard (it varies with the language). And some language keyboards have many more AltGr characters where this applies.

25 The Editor view

Terminology

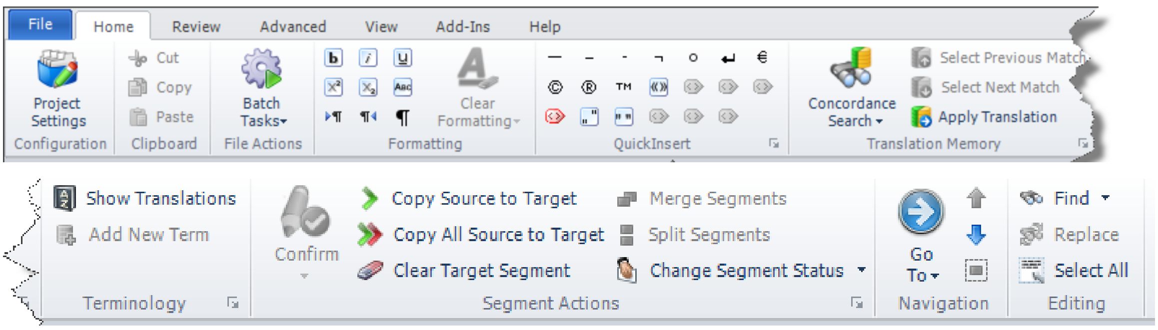
There is some confusion regarding the terminology in the *Editor* view in Studio. This is what I try to stick to:

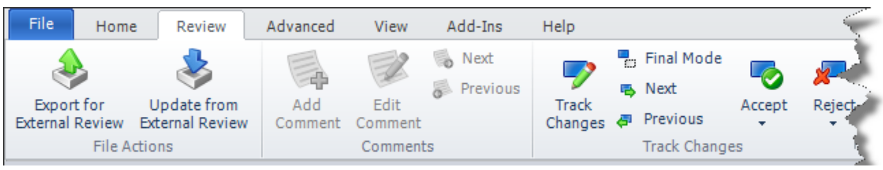
- A *segment* is either a source string or a target (translated) string. The short form is simply "source" and "target".
- A *row* is what you work with in the *Editor* pane, consisting of a source segment, its corresponding target segment, a row number, status indicator, and a structure designation; see p. 139. (Hence the term often used for numbering, "segment number", really ought to be called "row number".)
- A *translation unit* (TU) is the combination of source segment, target segment and all associated information, such as field data. TUs occur only in translation memories.

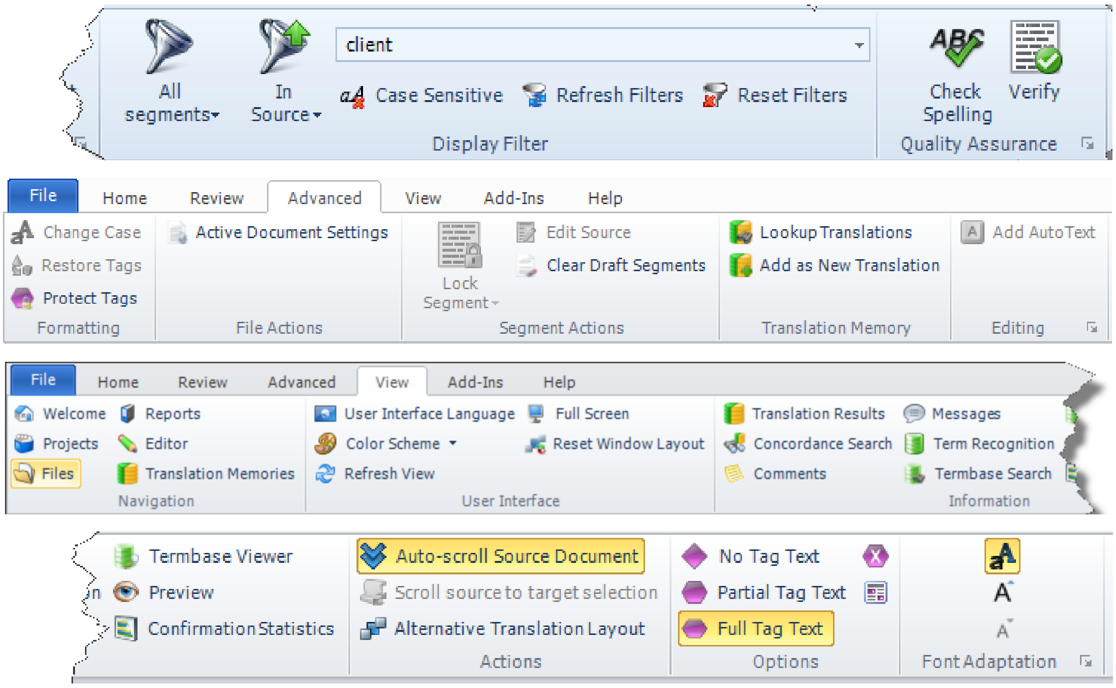
Overview: The Editor view

Ribbons

In the *Editor* view, there are four specific ribbons: Home, Review, Advanced, and View:

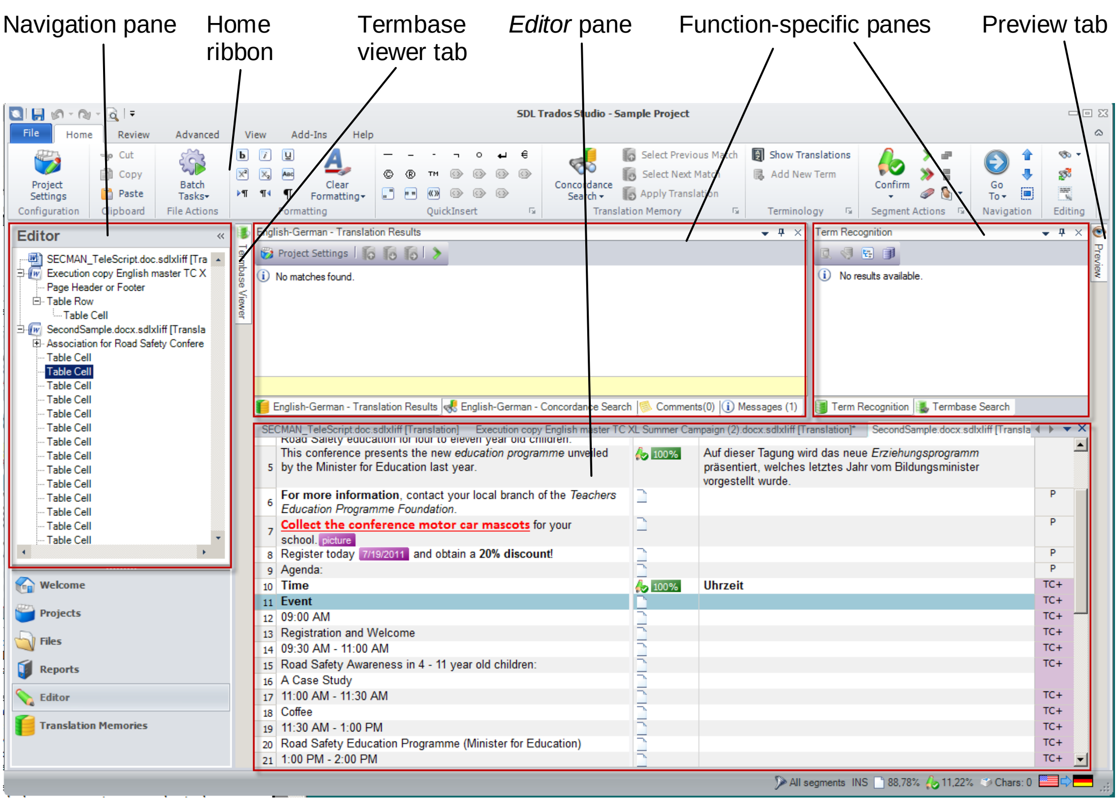






Description

This is a typical example of the *Editor* view.



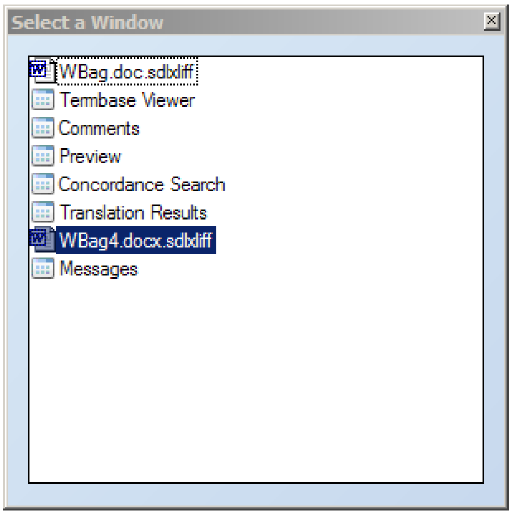
The left-hand function-specific pane by default shows the *Translation Results*, i.e. the results of the automatic lookup in the TM(s); see p.

164. Note that the same pane can also show the results of the *Concordance Search* (p. 171), any *Comments* (p. 218), and *Messages* (p. 227). Use the tabs at the bottom of the pane. Like the in the "old" Trados, the *Concordance* pane is updated with possible hits in the TM when a new source segment is opened. The *Translation Results* pane shows not only the best TM hit (if any), but also all other hits above the threshold (see p. 169) you have set. It may be a good idea to move either of those panes in order to make it bigger; see below.

The right-hand function-specific pane by default shows the *Term Recognition*, i.e. the results of lookups – automatic or manual – in the termbase(s). The same pane can also show the *Termbase Search* facility (p. 179).

> **Note**: Many Studio users testify to the fact that Find & Replace as well as Auto-propagation in big files works much faster if the term recognition is turned off. In the **Term Recognition** pane, click the **Project Termbase Settings** icon and uncheck the **Enabled** box(es) in the Project Settings dialog that opens.

You can switch between the panes and the open documents with **Ctrl+Tab** and **Ctrl+Shift+Tab**, which opens this window (with the first command you step downwards in the window, with the second upwards):



You may want to shuffle the panes around (see p. 19). For one thing, it may be practical to have the *Concordance Search* pane open all the time, if you have the space for it (a big screen, or two screens). In fact, if you have the space you may find it practical to move also the *Translation Results* pane and the *Term Recognition* pane, thus freeing a lot of space in the Studio window for viewing the source and target documents. (It is easy to change back.) If you need more space, you can also minimize the navigation pane.

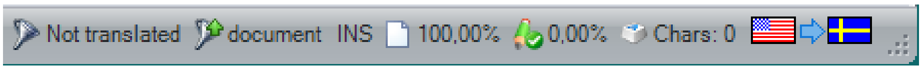
You can expand the *Editor* pane to the whole screen – with the other panes represented by tabs – using **F11**. To go back, press **F11** again.

With the Windows key together with the arrow keys, you can cycle the Studio window through different positions on your screen(s).

On the far right is the *Preview* tab (see p. 239).

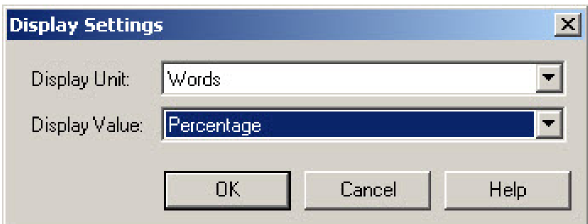
> **Note**: When you close the last file which is open in the *Editor* view, that view closes and you return to the *Files* view.

At the bottom right is the status bar:



- the active display filter (see p. 155); here: All segments
- the expression you last searched for (if any) in the Display Filter group (see p. 155); here: “document”
- writing mode: INSert or OVR (overwrite); as usual you select this with the Insert key.
- the percentage of non-translated words (or characters, or segments; see below)
- the percentage of draft translations (words, characters, or segments; see below)
- the percentage of confirmed translations (words, characters, or segments; see below)
- source and target languages (by pointing to them, you will see the complete language name, i.e. including language variant).

The measurement of the amount of non-translated/translated text can be customized: Double-click either and the Display Settings dialog opens:

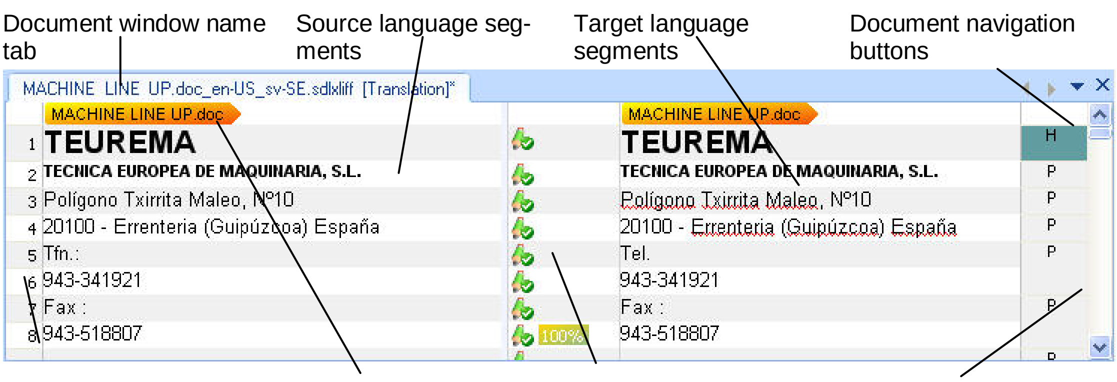


- Display Units are: Words, Characters or Segments.
- Display Values are: Count, Percentage or Both.

The character count includes recognized tokens but not tags or spaces.

Customizing the Editor pane

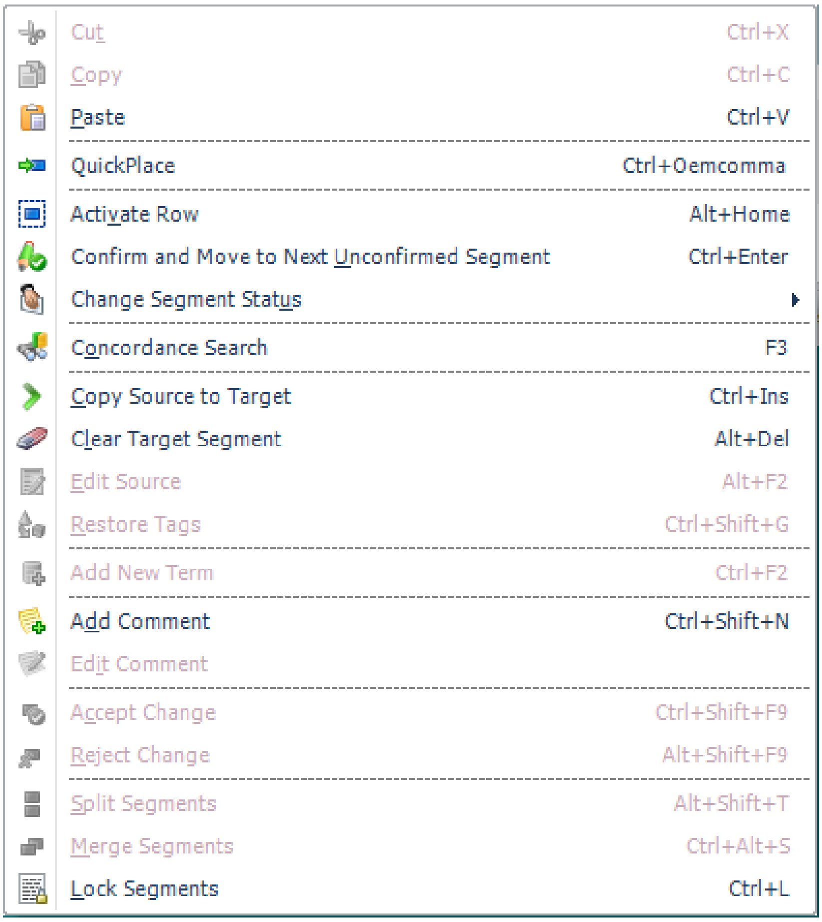
This is the *Editor* pane:



26 Segment handling

Segment navigation and manipulation

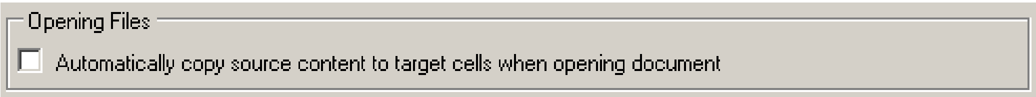
You can quickly get access to many commands for segment handling by right-clicking in the segment. This gives you the following options (note also the shortcuts).



The basic editing functions familiar from Word and other Office programs have the same shortcuts in Studio; e.g. Cut/Copy/Paste, cursor movement, select/delete a word, change case (Shift+F3 [SDLX: Ctrl+F11] for: all minor case, capitalization of first character, all capitals), select text until end of paragraph/segment (use Ctrl+Shift+Down), select text until beginning of paragraph/segment (use Ctrl+Shift+Up), etc. See also the Edit menu and the shortcut lists in Annex A and Annex B.

As for Cut/Copy/Paste: If you prefer the alternative standard shortcuts using the Ctrl and Shift keys, you will discover that – inexplicably – it is not possible to assign the Shift+Insert combination (used for Paste). There is a solution, however; see my blog post at *tradosstudiomanual.com*.

- **Copy source to target:** Press Ctrl+Insert or Alt+Ins. Any text in the target segment will be overwritten.
- **Copy all sources to targets:** Press Alt+Shift+Insert [SDLX: Shift+F4]. Only empty target segments are affected. Note that you can elect to have this done every time you open a document for the first time. Go to File > Options > Editor. In the right-hand pane, there is this option:



This option should be used with care, however. For instance, if you are translating a WorldServer (p. 333) document which contains already translated segments, this option will overwrite those segments with the corresponding source content.

- **Clear the target segment:** Press Alt+Del.
- **Clear all target segments:** Select all segments (see below) and press Alt+Del.
- **Clear draft segments:** Press Alt+Shift+Del.
- **Toggle between source and target:** Press F6.
- **Delete to end of row**: Press Ctrl+D.
- **Delete to next tag**: Press Ctrl+Shift+D.
- **Lock segment**: One segment: Press Ctrl+L. A locked segment cannot be changed in any way. (The same command unlocks a locked segment.) Several segments: Select them – see below – and press Ctrl+L. They all get the same locked/unlocked status, determined by the last selected segment: if it is unlocked, all selected segments will be locked, and vice versa. This is regardless of whatever status the individual segments have.

Confirm a translation

A translated segment is *confirmed* when you finalize it with Ctrl+Enter [SDL Trados: Alt+(num)+]. The translation unit is then entered into the TM and *the next unconfirmed segment* is activated. (All locked segments are ignored regardless of translation source.) The confirmed status is indicated in the status column by the symbol. (If you go to next row by simply pressing the down arrow key, the translation will remain unconfirmed and nothing will be entered into the TM.)

Sometimes you need to *confirm the translation and just go to the next segment*. If so, press Ctrl+Alt+Enter. (It may happen that the ribbon shortcut letters and digits are activated, which may cause problems. You can avoid that by using AltGr+Enter instead – cf. p. **Fel! Bokmärket är inte definierat.** – or by pressing either Ctrl or Alt slightly before the other.)

You "unconfirm" a translation by right-clicking in the row, selecting Change Segment Status and then selecting the appropriate status. Note, however, that the corresponding TU in the TM does not change even if you apply the status Not translated.

You can *deactivate the TM update upon manual confirmation*: Go to File > Options (Alt/F10, F, T); select Editor and its Automation option; deselect Update translation memory under After Confirming Segments Manually.

You can make a note to yourself that a particular translation needs to be checked by leaving the segment with Draft status.

Sometimes the first activation of a segment in a document results – after a long time of searching the TM – in this error message: "An error has occured whilst using the translation provider [TM]: The translation memory data file engine returned an error: The database file is locked. Database is locked." A possible solution to this problem is given in the Tradosstudiomanual blog post *Database is locked*. (Why not here? Because I don't want to use space on what is after all not a common problem.)

Confirm all translations

This is how you confirm all translated segments in one go:

1. Go to row (segment) 1 (Ctrl+Home), then DownArrow.
2. Go to the last row (segment) using the Shift key (Ctrl+Shift+End).
3. Press Ctrl-Enter.

Confirm all translations until end of document

This is how you confirm all segments from a particular row until the end of the document:

1. Go to the last row (segment) using the Shift key (Ctrl+Shift+ End).
2. Press Ctrl-Enter.

Note: It seems this function and the one before – which are not documented in the Studio help – are more or less standard Windows shortcuts, and chances are that you will find even more such undocumented shortcut functions if you play around a bit.

Translate to fuzzy

"Translate to fuzzy" is a function well-known to users of the "old" Trados. It means that the program steps through each row – including confirmed ones (except PerfectMatches) – inserting every 100% target match until it comes to a non-100% match (a "fuzzy" match, which may of course be 0%). If the TM hit is different from an existing target segment text, the process stops so you can edit if necessary. (About types of TM matches, see p. 167.)

Confirm and translate until next fuzzy match: Press Ctrl+Alt+F.

Stopping the translate to fuzzy process: Press Esc.

More on this can be found in Paul Filkin's SDL blog post *Studio 2011 Series: Translate to Fuzzy*.

Add as duplicate

When you confirm a translation, and there is already a TU with the same source text but a different target text, the new translation will overwrite the existing one. If instead you want to *add* the current translation as a duplicate of the existing one, press Ctrl+Shift+U [SDL

30 Recognized tokens

“Recognized tokens” (including tags); special characters; whitespace characters

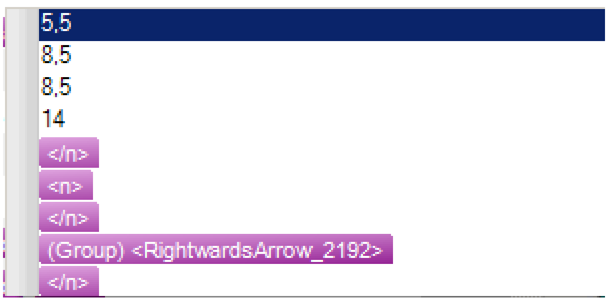
A *recognized token* – previously called “placeable” – is “a short piece of text, enclosed in a segment, that a TM treats as a single word because it is a defined format” (acronyms, numbers, trademarks, etc.). Some may be easily “transformed” (localized) to the target segment according to specific rules (e.g. dates and numbers). They are indicated either by being colored BR or by a blue square-bracket underline URL USB.

Tags (containing information about formatting, structuring and placeholding) are a special case of recognized tokens in that they are not part of the textual content. They are shown as colored fields and their handling is described on p. 188.

Inserting recognized tokens

There are several ways to insert recognized tokens (always at the place of the cursor in the target segment):

- **Keyboard:** Press Ctrl+Alt+DownArrow or Ctrl+[comma]. A *QuickPlace* list of the “candidates” in the source segment opens.



  Note that for every option that you go to – with DownArrow – the affected text in the source segment will be highlighted. Select the required option and insert it by pressing Return or tab.

  Pressing < gives the same result except that noting in the source segment will be highlighted (and if you close the list with Left/RightArrow instead of another key, the < will stay).

  By pressing Ctrl+Alt+RightArrow/LeftArrow, you step between the recognized tokens (but not the numbers) in the source segment, forwards or backwards; each token is highlighted in turn. When you let up the keys, the selected token is inserted in the target segment (but it is still highlighted, so you need to press RightArrow before you start typing again, or it will be replaced by the next character). For some reason, the RightArrow always starts with the first token – and the LeftArrow always with the last – regardless of which one was the last inserted. Irritating, but there you are.

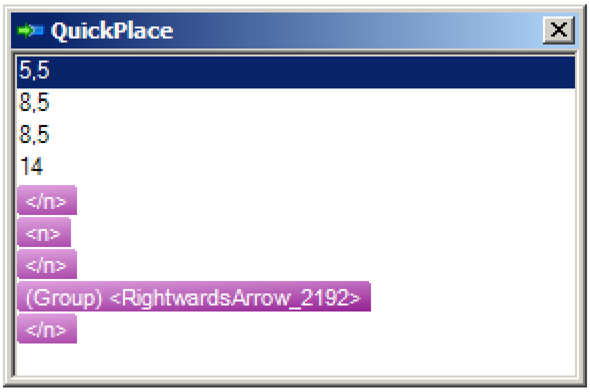
> **Note**: It may happen that instead of this result when you press this key combination, the screen goes black and then, when it shows again, is rotated. This is probably because you have updated the Intel Video driver. The solution is to inactivate its shortcuts: right-click the screen, select Graphics Options > Shortcuts > Inactivate.

You can apply a particular tag pair from the source segment to a word or words in the target segment by selecting those words and then use one of the above methods. See also about Ghost tags, p. 190.

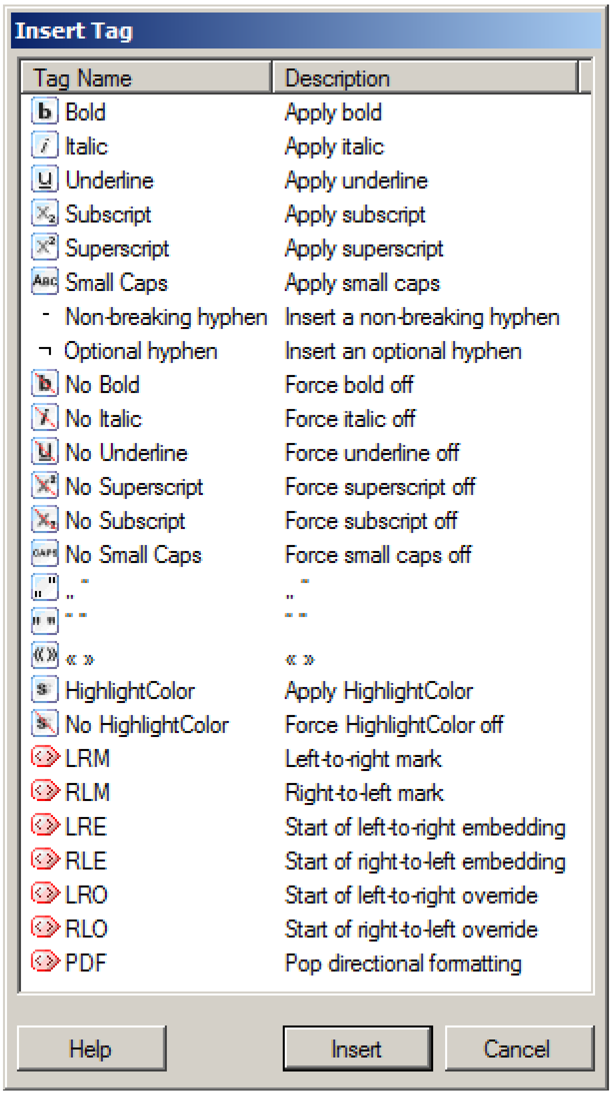
If you don't like long lists of numbers (as sometimes happens; see the figure above) – which are useful only when the numbers are really big – you should be able to get rid of them by de-selecting the Recognize numbers and/or Recognize measurements options in the Fields and Settings dialog: click the Project Settings tab above the *Translation Results* pane, select the TM in question, click the Settings tab above the TM list, select Fields and Settings in the new dialog, and make the desired changes. (Can't promise it works, though; it seems a bit erratic. And in particular, if you use a server TM from a translation provider, you need to be authorised for this.)

> **Note 1**: There are numerous shortcuts for the QuickInsert/QuickPlace options; see Annex C (or simply point to the group's buttons).
>
> **Note 2**: You close the list/dialog without insertion of an entry with Right/LeftArrow.
>
> **Note 3**: As for Studio's ability to correctly recognise numbers etc., it is based on conventions for each (sub)language based on their representations as defined by Microsoft in their *National Language Support (NLS) API Reference*. Hence the source text must follow these conventions, or Studio will not be able to perform recognition correctly.

- **Mouse:** Click in the place of insertion and then click the token in the source segment while pressing Ctrl (if it's a tag, the tag *pair* will be inserted). Or right-click in the place of insertion and select QuickPlace to open the QuickPlace dialog with the same options as the list mentioned above:



Or click the dialog box launcher at the bottom right corner in Home > QuickInsert group. This opens the Insert Tag dialog, looking for example like this (for doc and docx files):



Note here the existence of a highlighting function (for this particular file type) – any highlighting will be retained in the target file. This function, and also how to change the highlight colour, is described by Paul Filkin in his *multifarious* blog post, *It's a colourful world..!*

31 Automatic substitution/ localization of specific expressions

You can set up Studio to recognize certain types of expressions and treat them as *recognized tokens* (previously called “placeables”); cf. p. 182. This means that, during translation,

a. if the source segment is identical to a TU except for tokens, Studio will insert the corresponding target segment as a 100% match with the target versions of the tokens inserted; or

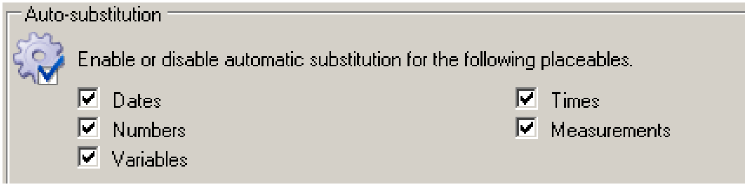
b. if no hit in the TM is found for the source segment, you will still be able to insert the token in the simplified way using Quick-Insert (see p. 184).

The types of expressions are:

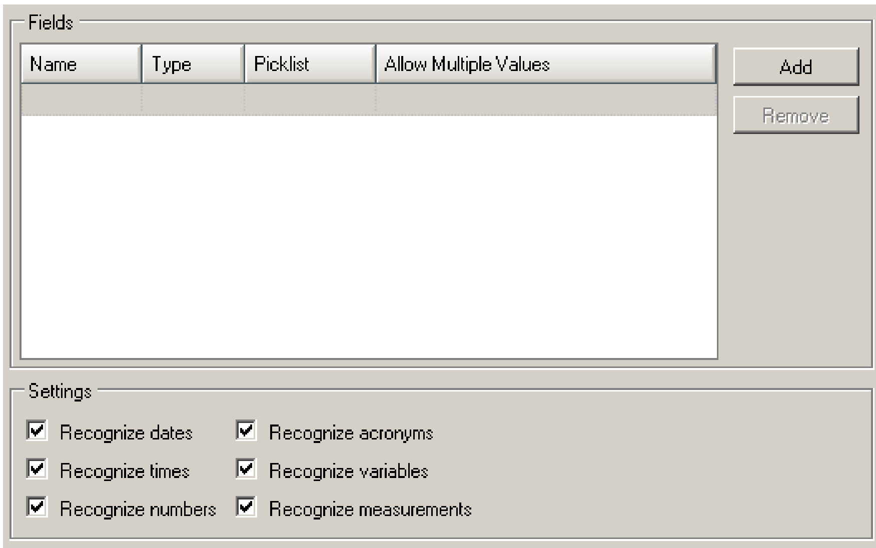
- Acronyms
- URLs
- Variables
- Inline tags
- Dates
- Times
- Numbers (in numerals)
- Measurements

For the first four of these tokens, which means that the suggested target is the same as the source.

The last four of them can be automatically *localized* according to the settings for the target language. If you want automatic localization to take place *during pre-translation* or *when applying matches from a TM*, the Auto-Substitution function must also be enabled – which it is by default. This is how you disable it: Depending on whether to do this in the default settings, the current project or a specific project template (see p. 98), select in the respective dialog the TM in question, then select **Auto-Substitution**, and deselect the appropriate options:



- (De)**activate a recognition** (by default they are all activated; normally there is no reason to deactivate them, but it may happen that e.g. number expressions do not follow the rules set out by Microsoft in their *National Language Support (NLS) API Reference*, and then numerous of false QA errors may be reported if these settings are active): Select the *Translation Memory* view; right-click the TM in question (it does not have to be open) and select Settings; then select Fields and Settings:



Handling of numbers, acronyms and variables

More on the handling of *numbers*, *acronyms* and *variables*:

- Numbers are automatically localized according to the settings for the target language. (Note that in particular the word “in” can cause problems if preceded by a number – it may be interpreted as “in.”, i.e. inches. There is probably a way of avoiding this even if I haven’t yet figured out how.) This localization only applies to “clean” numbers; not expressions such as A150.
- Acronyms are identified as consisting of an uppercase letter, followed by 0–4 more uppercase letters, *or* by the & character and by a single uppercase letter (e.g. “A&B”).
- Variables are set by yourself for a specific TM: Select the *Translation Memory* view; right-click the TM in question and select Settings; then Language Resources. Select at right Variable list and click Edit. Add variables as necessary in the dialog that opens. (Go to the end of the list, double-click and type the new variable. If you need to edit an entry, double-click it.) Depending on the type of document you are translating, this is potentially a quite powerful function.

  Punctuation within variables is not allowed.

32 AutoSuggest

AutoSuggest is a new function whereby Studio, by detecting the first few characters that you type, makes suggestions based on expressions in the selected *termbases* and in specific *AutoSuggest dictionaries*, and on expressions that you have entered into an *AutoText list* for the target language in question. The symbol to the left of the suggestion indicates its source.

The more characters you type, the more specific the suggestions will be.

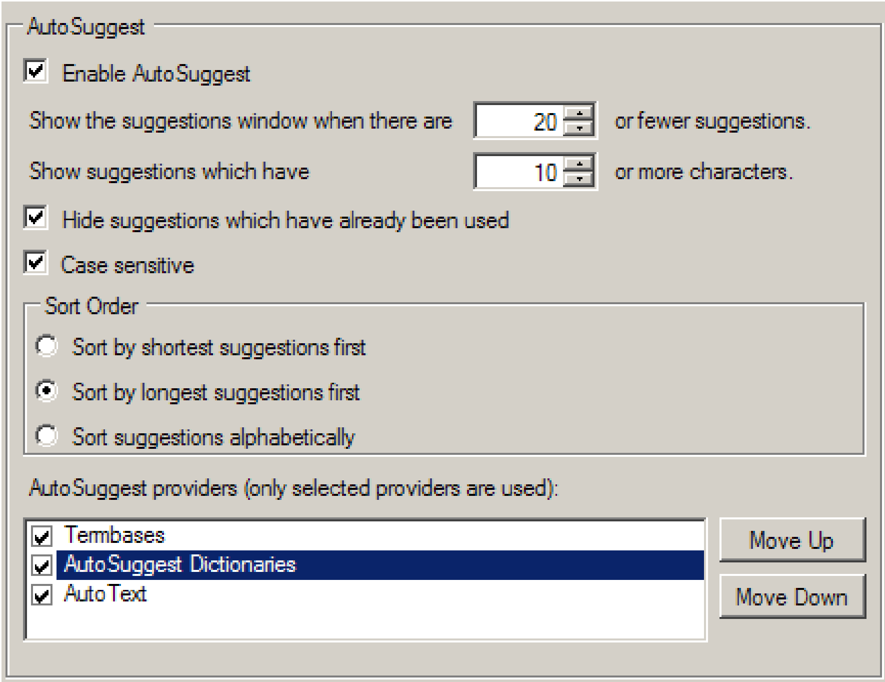
Make your selection with the Up/DownArrow and press Enter. If you want to close the list without using any of the suggestions, press Right/LeftArrow. Or just go on typing, ignoring the list.

An AutoSuggest dictionary contains words and phrases extracted from a TM.

You will find a detailed discussion of the uses of AutoText and AutoSuggest in Paul Filkin's SDL blog post *Studio 2011 Series: Using Autotext and AutoSuggest*.

Setting up AutoSuggest

- **Enable AutoSuggest and select "providers" of AutoSuggest entries**: Open File > Options (or Alt/F10, F, T) and select AutoSuggest in the navigation pane:



As for the settings of which *number of suggestions* to show and their *number of characters*, you should experiment. But you probably do not want a large number of suggestions – which might happen, even if the suggestions are based on the source context –, nor will you want very short expressions to be suggested.

- Hide suggestions which have already been used means "used before in the current segment"; i.e. the word/phrase already exists in the current target segment.
- Case sensitive – if you uncheck this, AutoSuggest will not only find results regardless of case, it will also adapt the hits accordingly (i.e. if the term you start to type starts with a lower-case letter, then the hits will do the same regardless of whether they are listed like that in the sources).

Whether or not to use termbases depends very much on the relevance of the terms in the bases. There is a risk that you will be presented with numerous suggestions for which you have no use (but with customer-specific termbases, AutoSuggest may offer great advantages).

- Sort order is self-explanatory.
- *The order of sources for the suggestions* presented may be changed by moving each source up/down (buttons Move Up / Move Down) under AutoSuggest Providers.
- *Defaults* (button Reset to Defaults) does *not* affect the settings of AutoSuggest providers.

Generating/adding an AutoSuggest dictionary

This function is not by default included in the Freelance edition, but it may be bought as an add-on. You can base the dictionary on a Studio

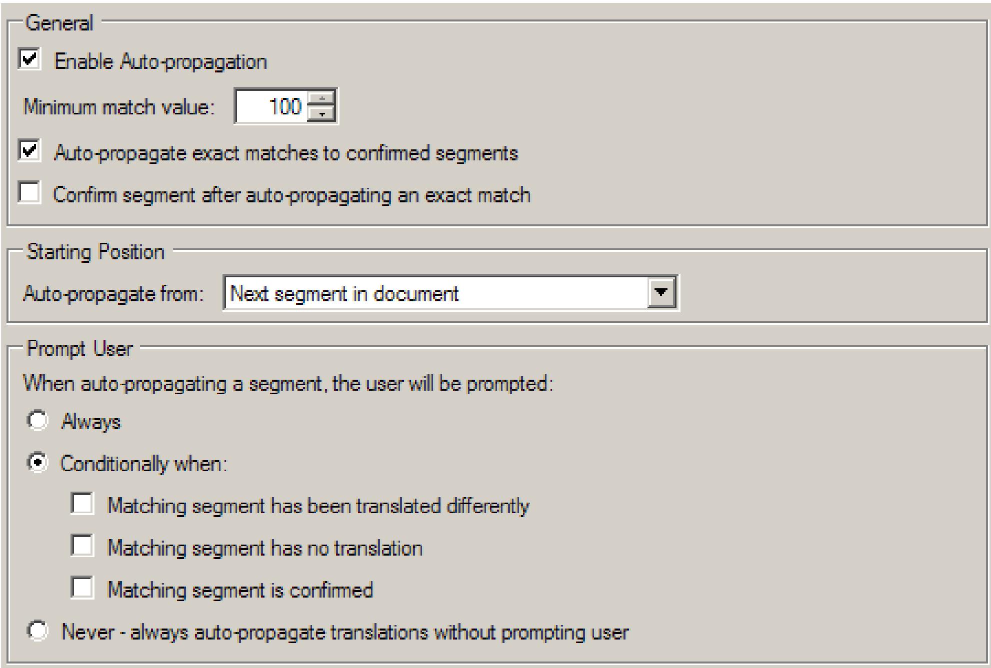
33 Auto-propagation

Auto-propagation means that the translation of a segment is copied to all other target segments with identical *source* content in the same document. It takes place when you confirm the translation.

> Note: Auto-propagation does not work when Track Changes (p. 251) is activated.

Settings

Open File > Options (or Alt/F10, F, T). Select Editor in the navigation tree and then Auto-Propagation. Make settings as follows (the figure shows the default settings):



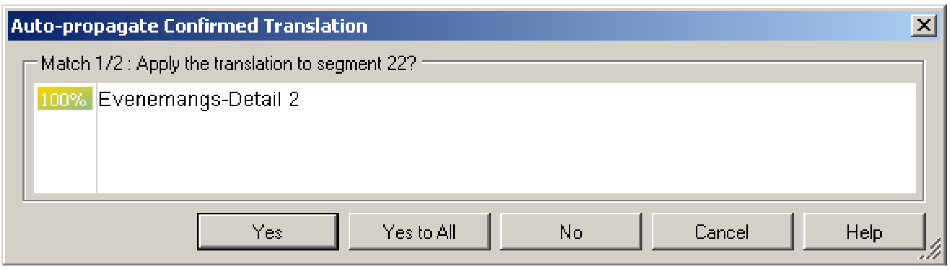
Note: The options Auto-propagate exact matches to confirmed segments and Conditionally when are selected here for the sake of visibility; they are not active by default.

Explanations:

- **Enable/disable**: Under General: Select/unselect the check-box Enable Auto-propagation.
- **Matching requirement:** Under General: Select a 100% minimum match value or lower (hardly advisable). Note that you do not have the choice of "context match", i.e. 101%.

Note that you can select a specific background colour for autopropagated segments; see p. 141.

- **Auto-propagate exact matches to confirmed segments:** If you make a change to a target segment with matching source text elsewhere in the document, the change will be propagated also to those segments which are already translated and confirmed. In my experience, this is a very useful option.
- **Confirm segment after auto-propagating an exact match** will probably save time. If you have set the matching requirement – see above – to less than 100%, any such propagated "lesser matches" will not be confirmed.
- **The whole document or only "below" the current segment**: Select as Starting Position either First segment or Next segment in document. (Obviously, you cannot propagate "upwards" only.)
- **Prompt for confirmation:** Select whether you want to be warned for every segment to which the translation or change is propagated (Always), or not at all (Never), or conditionally when the matching segment has been translated differently, and/or the matching segment has no translation, and/or the matching segment is confirmed. The latter option is of course available only when auto-propagation to confirmed segments has been selected. The warning looks like this:



Note 1: Auto-propagated segments with tags missing from the target segments will get a 'missing tag' penalty.

Note 2: The Auto-propagation function can sometimes be tricky and may give unwanted results with numbers. Discussions in *TW_Users* (see p. 8) indicate that some experimenting with the settings may be required to get satisfactory results. One particular problem is that when a numbers interval is given using the en dash instead of the "short dash" (often called hyphen-minus), e.g. 350–500 instead of 350-500 – which is very common in many languages – the Auto-progagation does not recognise this but autopropagates only the first number; also it substitutes the short dash for the en dash.

Note 3: If you use the filtering function (p. 155), it may happen that the auto-propagation function does not work properly. Therefore, it is probably safer not to combine them.

42 Bilingual Word files, PDF, TTX and Excel files in Studio

There are some file "types" which are more common than others and the handling of which in Studio is not completely straight-forward. I will take a look at PDF and TTX files and, most particularly, the handling of bilingual Word files – it seems to be quite common that clients want to receive an "uncleaned" Word file of the same format as the old Trados used to deliver.

Handling bilingual Word files

Users of "old" Trados (and also Wordfast, Déjà Vu and some other CAT tools) will recognize the bilingual Word file format which is the result – directly or indirectly – of translation in those tools. Such a document typically looks like this:

{0>Turns the browser bar green green, showing visitors that your website is secure.<}0{>Webbadressfältet blir grönt och visar på så sätt att webbplatsen är säker.<0}¶
{0>Displays the name of your organisation, verified by VeriSign Authentication Services as proof of rigour authentication.<}0{>Namnet på ditt företag visas, och det framgår att det har kontrollerats av VeriSign Authentication Services som bevis på sträng autentisering.<0}¶

I.e. source segments (here: blue) and target segments (green) separated and enclosed by "Trados tags" (violet).

The 2009 version of Studio could neither handle nor produce such documents, to the chagrin of many users whose clients demanded results delivered in that format. Workaround processes were soon developed, but those are no longer needed. You can import a bilingual Word document (in doc format; not in rtf format) – also complex ones, with footnotes and other sub-segments such as index entries – directly into Studio, work on it and export it (with Shift+F12 [SDLX: Ctrl+Shift+ F12] or File > Save Target As [or Alt/F10, F, G]) to the same bilingual format. As for delivering "normal" translations (i.e. where the source document is not a bilingual file), see *The SDLXLIFF to Legacy Converter* below. Paul Filkin gives us a general discussion of the handling of bilingual Word documents in his SDL blog entry *Studio 2011 Series: The Return of the Bilingual Word File Type*.

Handling PDF files

While SDL Trados claims that Studio is able to handle PDF files, most users agree that the result is far from satisfying. Often, the text is cluttered with so many tags that it is impossible to work with. But if you are going to use this facility, don't forget to explore the possibilities to make appropriate file type settings in File Types > PDF in the Options or Project Settings dialog.

So, the basic rule still stands: If at all possible, *do not base the job on PDF files* but demand the files in the format on which the PDF conversion was based.

If you cannot obtain anything but the PDF versions, the normal procedure as with any CAT tool applies:

1. Convert the PDF file(s) to a suitable office document format, e.g. Word. There are numerous tools for this; check with colleagues and the net.
2. Pre-edit the result. Be particularly careful with misplaced paragraph characters, new line characters (instead of paragraphs), soft hyphens, etc. Preferably, compare the result to the PDF(s).

   It is of course also possible to open a PDF file in Studio, export the result to a source or target file, and edit it.

3. Translate as usual.

See also Paul Filkin's *multifarious* blog post, *I thought Studio could handle a PDF?*.

And should you need to edit the PDF before working on it, there is a fine tool for that called *InFix PDF Editor* (not free but quite inexpensive).

Handling TTX files

Handling of TTX files in Studio normally is no problem, and the translated files can be exported into a TTX format which looks exactly like a TTX translation generated by the "old" Trados.

There is a particular setting which concerns "compatibility" with regard to tags: you can either use the "smart tag pairing mode" or the "compatibility mode". By default, the former is selected (in Options or Project Settings: File Types > TRADOStag > Compatibility). This topic is covered in detail in a chapter called "How to work with the translation supply chain with Studio 2014 (TTX and bilingual doc files" in the *Migration Guide* (see p. 7). A more detailed explanation is found in Daniel Brockmann's and Paul Filkin's *TTX/Bilingual DOC(X) Compatibility Guide for SDL Trados 2014 Users*.

45 Handling legacy (old format) TMs

Migrating non-Studio format TMs into Studio

There are a number of non-Studio format TMs, and the way they can be migrated into Studio TM format, and what can be migrated, varies. See also the *Trados Studio Migration Guide* (p. 7) for very detailed information. The section designations refer to the subheadings on pp. 278–288.

There is an extensive guide for working in legacy workflows, written by SDL's Daniel Brockmann and Paul Filkin: *TTX/Bilingual DOC(X) Compatibility Guide for SDL Trados 2014 Users*.

Source program	Format	Method	System fields	Custom fields	Segmentation rules	Language resources[1]	Tags	See section
Trados 7.x, 2006 and 2007	TMW	Upgrade	Yes	Yes	Yes[2]	[5]	Yes	D
Trados 7.x, 2006 and 2007	TMX 1.4b	Upgrade	Yes	Yes[3]	–	[5]	Yes	D
Trados 7.x, 2006 and 2007	TMX 1.4b	Import	Yes	Yes	–	[5]	Yes	C
Trados 7.x, 2006 and 2007	TXT	Upgrade	Yes	Yes	–	[5]	Yes	D
SDLX 2005, 2006, and 2007	MDB	Upgrade	Yes	Yes	Yes	[6]	Yes	D
SDLX 2005, 2006, and 2007	TMX 1.4b	Import	Yes	Yes	–	[6]	Yes	C
Other programs	TMX 1.4b or earlier	Upgrade	Yes	Possibly	–	–	Possibly	D
Other programs	TMX 1.4b or earlier	Import	Yes	Possibly	–	–	Possibly	C
Trados Studio	SDLXLIFF bilingual	Import	–	–	–	–	Yes	–
Trados 2007	TTX biling.	Import	–	–	–	–	Yes	A
Trados 2007	DOC biling.	Import	–	–	–	–	–	B
Trados 2007	RTF biling.	Import	–	–	–	–	–	B
SDLX 2007	ITD biling.	Import	–	–	–	–	Yes	A
Trados 2007	INI	Import	–	–	Yes	–	Yes[4]	E

Trados 2006	INI	Import	–	–	Yes	–	Yes [4]	E
SDLX 2007	ANL	Import	–	–	Yes	–	–	E

[1] These settings include segmentation rules, abbreviations list, ordinal followers list, and variable list; see p. 271 and footnotes below.

[2] If you migrate the Trados 2007 segmentation rules, they will totally replace the Studio ones.

[3] With some restrictions.

[4] Formatting.

[5] Segmentation rules: only Trados 2007. The lists: only if they are user-defined.

[6] Only segmentation rules.

Except for the Word formats (DOC and RTF), TMs that are based on bilingual formats have the added advantage of including context match information which makes possible both Context Match and Perfect Match analysis (see p. 120), which may make it more advantageous to import such files than to upgrade the corresponding TMX files, if you have the choice. On the other hand, bilingual files do not contain custom fields.

Note 1: As the table shows, TMX files can be either imported into existing Studio TMs, or upgraded into new Studio TMs. In the former case, the imported file is not scanned for custom fields, but you can choose to import/ignore those. When importing, you may also filter out unwanted TUs and define what custom field values to apply to the imported TUs (if the target TM contains custom fields). During upgrade, custom fields which do not contain any values will not be included in the process.

Note 2: There is an *OpenExchange* plug-in for the use of SDLX TMs, *SDLX Translation Memory Plug-in for SDL Trados Studio*. It supports all three types of SDLX TMs: file-based TMs in .mbd format; server-based TMs on a Microsoft SQL server; and server-based TMs in SDL TMS. See also p. 282.

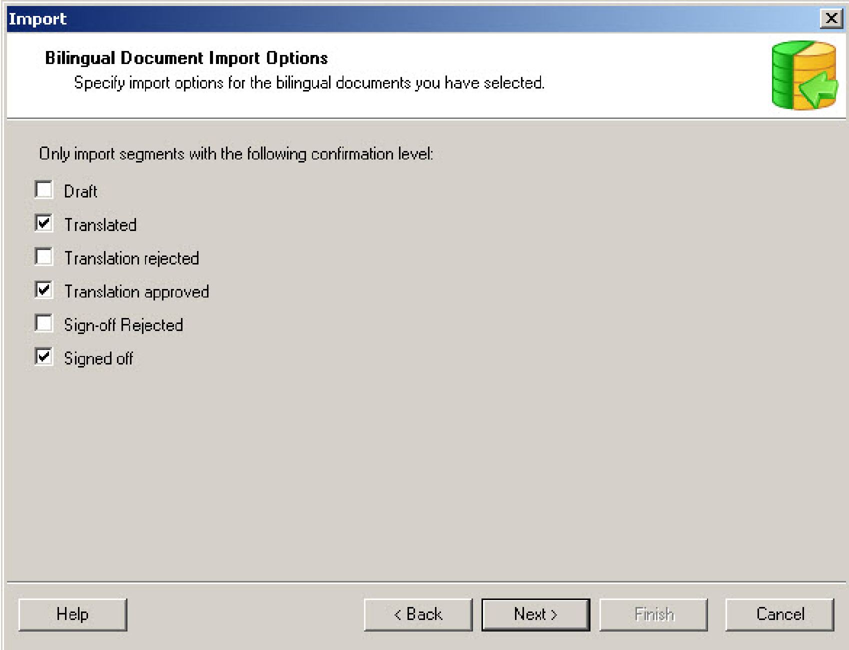
Importing files into an existing Studio TM

A: Importing TTX, ITD and SDLXLIFF bilingual files

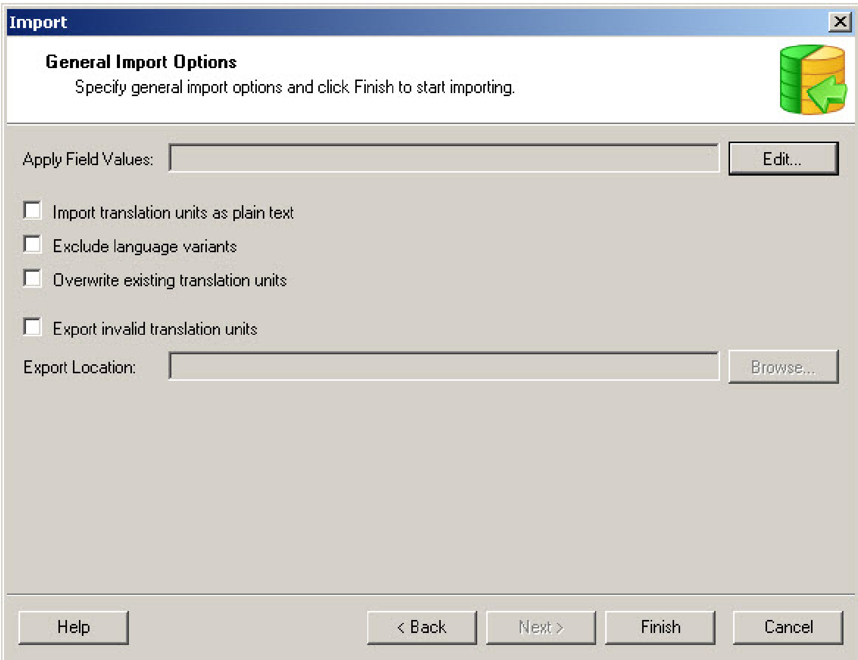
Supported bilingual formats for import are Trados 2007 TTX and SDLX 2007 ITD and Studio SDLXLIFF.

❶ In the *Translation Memories* view, right-click the desired TM and select Import, or select the TM and then File > Import. The Import wizard opens with the Import Files page.

❷ Depending on whether you are going to import a file or a folder (with several TM files), click the Add Files or Add Folder button. Select the file(s) to import. The **Import – Bilingual Document Import Options** page opens:



❸ Select confirmation (i.e. status) levels for the TUs to be imported. (**Draft** corresponds to Fuzzy Match or Machine Translated in TTX; **Translated** corresponds to 100% Match or Manually translated in TTX and Confirmed in ITD; **Translation approved** corresponds to Context Match and PerfectMatch in TTX and Unconfirmed in ITD.) The other options pertain to the review process; see p. 250. Click **Next**. The **General Import Options** page opens.



❹ **Apply Field Values** permits specification of which custom field values (p. 270) shall be assigned to the imported TUs, if the importing TM has such fields (the bilingual files do not).

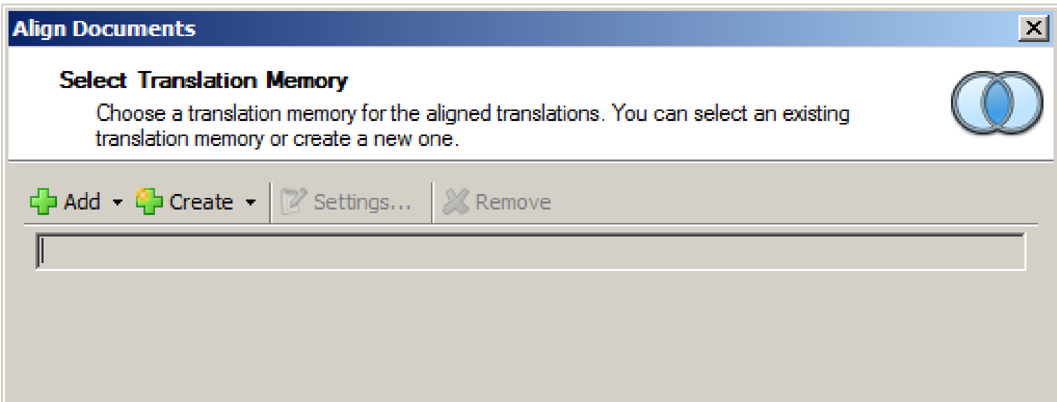
46 Producing new TMs from translated documents: Alignment

You can “align” a the source and the target file of a translation to produce a translation memory. The alignment tool is new in Studio 2014 and replaces the old Trados WinAlign tool. It produces an SDLTM file which can then be used directly in Studio.

The alignment function supports all file formats which are supported by Studio. If necessary, you can (in step 2 below) create new file types as appropriate before starting the actual alignment process.

There are instructions in the Help, of course (available also here: *The Aligment Workflow*, and click on the blue balls), as well as this popular introduction by SDL’s Daniel Brockmann: *New alignment in SDL Trados Studio 2014 – Easier, faster, smarter*. This is my take:

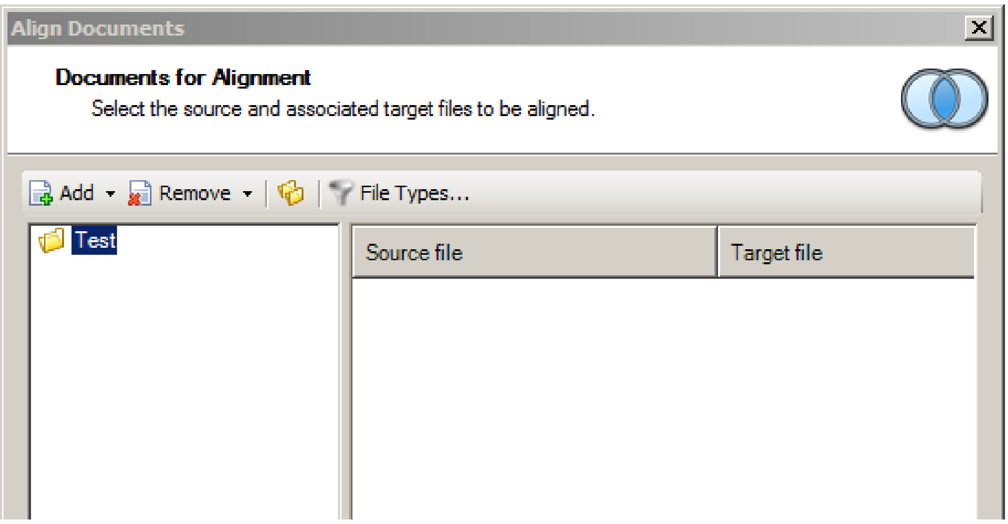
Select, in the Welcome view, Home > Translation Memory > Align Documents (or Alt/F10, H, L). The Align Documents – Select Translation Memory page opens.



Select an existing TM to import the alignment results, or create a new one. If you create a new TM, the wizard for creating a new TM (p. 264) starts.

> **Note**: As for fields (which you can define during the TM creation), Studio tags each translation unit produced during alignment with three custom fields: Quality, Source File and Target File.

After the TM is created, you're back in the above page. In either case, click Next. The Documents for Alignment page opens.



Add source and target files, in that order (if necessary, use the File Types button to first adjust the file types as necessary). If you add several file pairs, Studio matches them files by looking at the file names and their folder names. This means that you can get better results if you give the files and folders similar namnes.

> **Note**: Make sure that the file type settings and segmentation rules in the source documents match those in the corresponding target documents. This is particularly important if the source and target documents have different file formats.

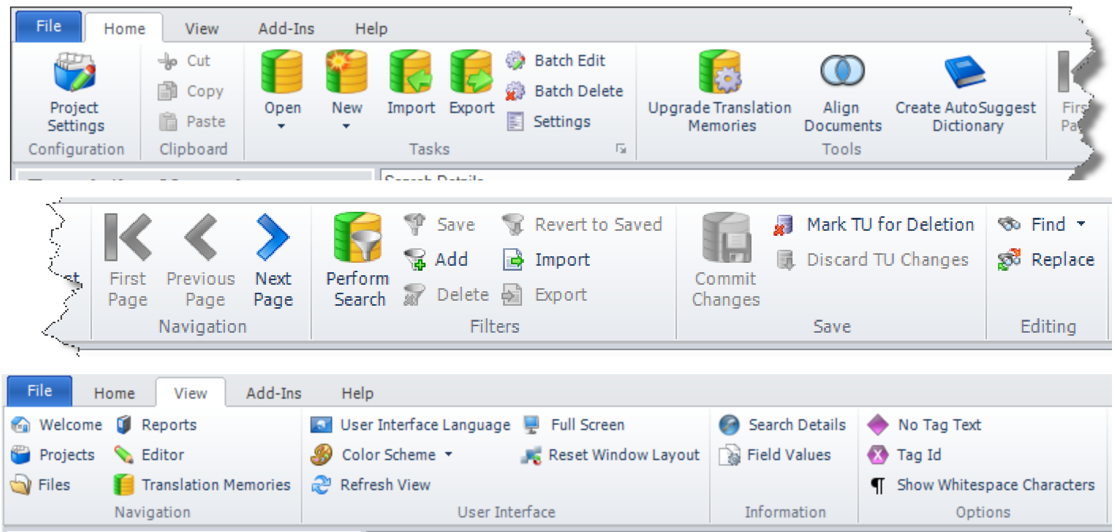
Click Next. The Alignment and TM Import Options page opens.

47 Translation Units maintenance

The Translation Memories view

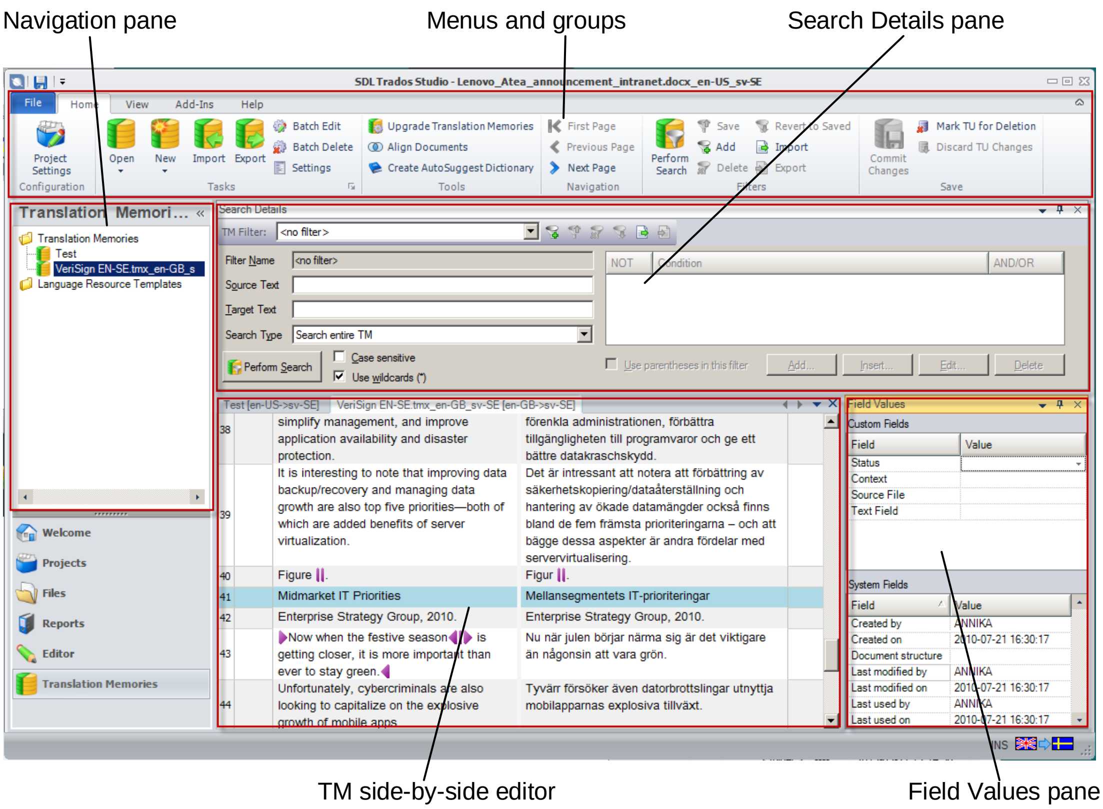
Ribbons

The Home and View ribbons are – as always – specific:



Description

The *Translation Memories* view is where you edit the TUs stored in your TMs; i.e. change texts, formatting, field values, etc. – in fact much like you work with the segments when translating; one difference being that you can also edit the source segments; another that you also have field values to manipulate (if you have defined custom fields). The view typically looks like this (as usual, you can customize it by moving any pane which has a symbol in its title list; see p. 19):



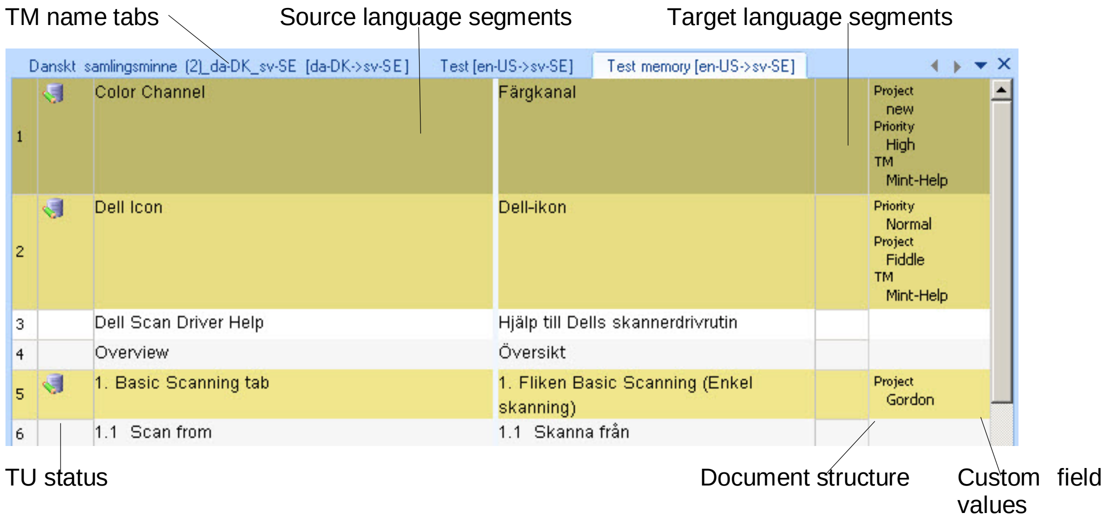
- Custom Fields (in the *Field Values* pane) are fields which are not standard (system) fields but have been added by a user.
- System Fields are automatically generated, e.g. creation and modification dates (p. 263).

⦿ **Open a TM**: Double-click its name in the *Navigation* pane (or use Alt+Shift+O, but then of course you have to locate it in the usual Open window). You can have several TMs open, but only one can be active. If you have several TMs open, you go between them by clicking the tabs on top of the Editor pane. If you have really many open, you can use the ▾ symbol in the top right-hand corner; a list of all the open TMs is shown.

⦿ **Close a TM**: As usual, click the × in top right hand corner of the Editor pane. If you have made any (pending) changes (see p. 296), you will be asked whether to commit them or discard them.

⦿ **Remove a TM**: In the navigation pane, right-click the TM to be removed and select Remove From List.

The side-by-side Editor pane



A TM will normally take up several pages in the Editor pane. The number of TUs per page is set with File > Options (or Alt/F10, F, T), select *Translation Memories* view and then set the Number of translation units per page as necessary. (To go between pages, press Alt + Right/Left arrow, or click the Home > Navigation icons.)

Some explanations:

- **TU status**:

  Edited: Some change(s) has been made

  To be deleted

  Invalid: Some error (e.g. one segment is empty) was detected during verification (when the cursor was moved to another TU)

  The status is also reflected in the background colors of the TU:

  - *White or gray*: No pending changes.
  - *Yellow*: Pending changes.
  - *Pink*: Marked for deletion.
  - *Blue*: Currently selected.

  These colors may be customized; see p. 141.

- **Document structure:** The same as for segments in the translation editor pane; see Annex E.

- **Custom field values:** Reflects the field values shown in the *Custom Fields* pane (where you make any changes).

Customizing the Translation Memories view

You can customize some of the viewing characteristics here. Go to Home > Tasks group and select the dialog box launcher in the lower right-hand corner (or select File > Options (or Alt/F10, F, T) > Translation Memories View):

50 MultiTerm and termbases

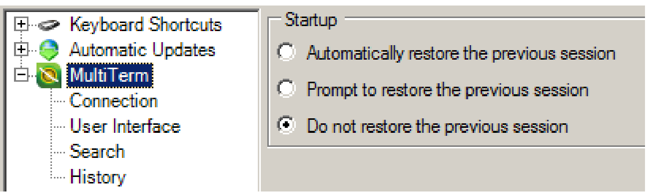
The use of MultiTerm is integrated in the use of Studio, where you can search for, edit and create termbase entries. For more radical termbase management – such as advanced searches, and the creation of new termbases – you have to start and use MultiTerm itself. Here I will just cover the basic uses plus the basic settings and the shortcuts (see Annexes K–N). As with Studio, you may find that it pays to study them in order to get a view of the functions available. For the rest, I refer to the quite extensive Help function and SDL Trados' own resources, at *www.translationzone.com/en/translator-products/sdlmultitermdesktop*. There is also an interesting *multifarious* blog post by Paul Filkin, *Is MultiTerm really that hard to learn?* in his *multifarious* blog.

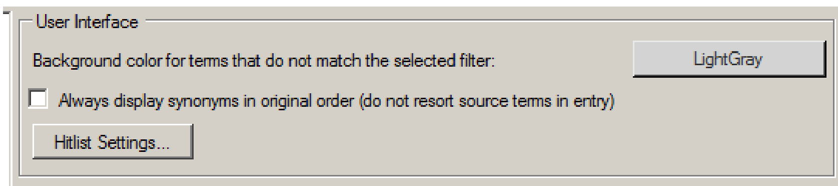
MultiTerm 2014 supports termbases created in MultiTerm 6.x to 2007, and termbases created in MultiTerm 2009 and 2011 are completely compatible with MultiTerm 2014 termbases.

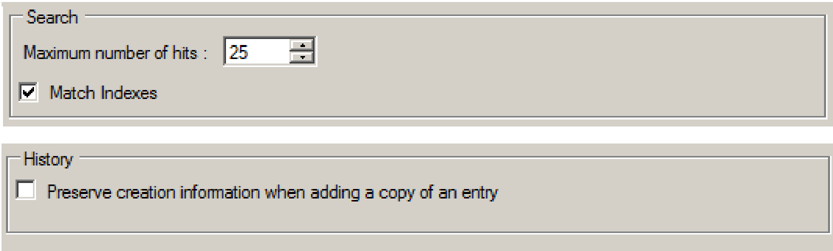
However, it may happen when you open a 2011 that you are told that the termbase needs to be reorganised. How to do this is well explained by Nora Díaz in her blog post *Studio 2014: Termbase Needs to be Reorganized, but How?*.

The basic settings

The basic settings available via File > Options (or Alt/F10, F, T) are quite few and easily illustrated by screenshots:

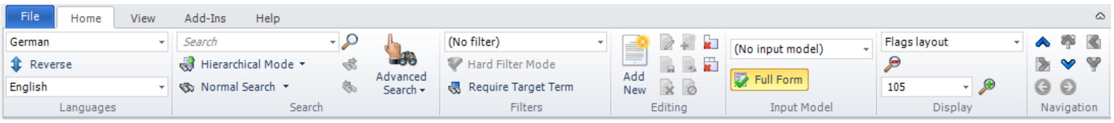


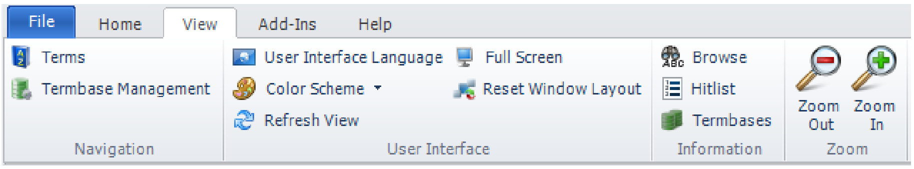




The MultiTerm window

The Terms view – ribbons

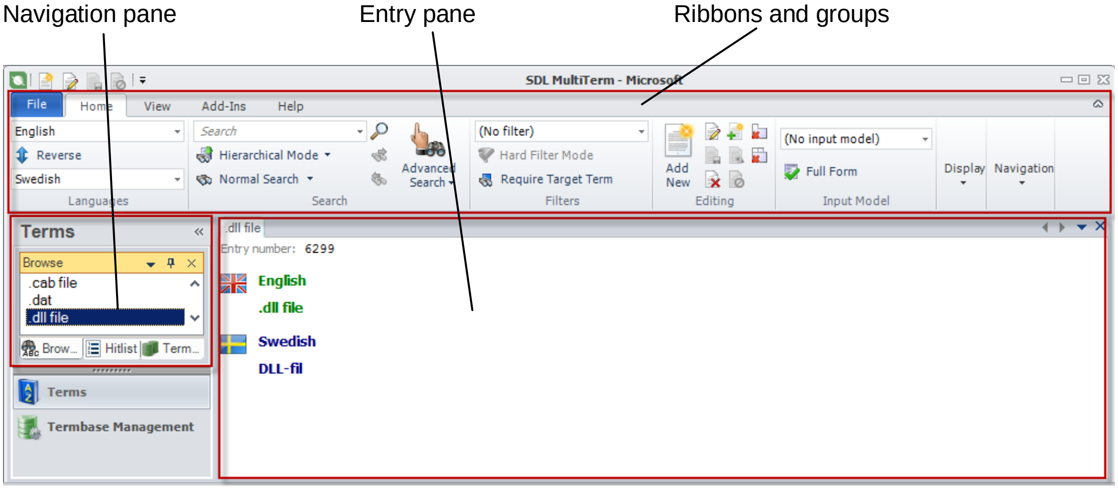




The Terms view – window

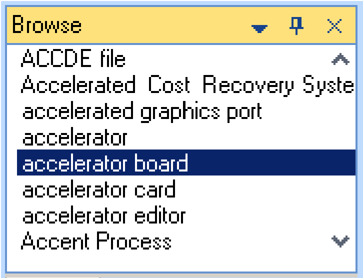
This is a typical MultiTerm window with the *Terms* view activated.

Navigation pane Entry pane Ribbons and groups

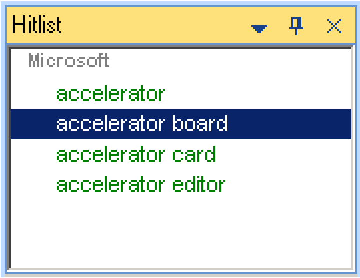


In the *Terms* view, you work with terms and termbase entries. In the corresponding *Navigation* pane, there are three tabs:

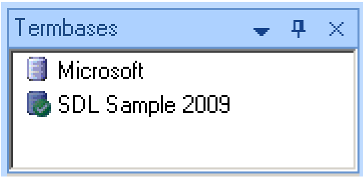
- Browse, with the terms from the selected database shown in alphabetical order.



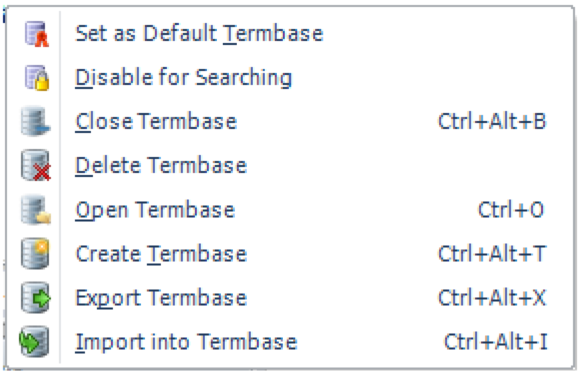
- **Hitlist**, where you work with the termbase search results.



- **Termbases**, where you select, in the list of open termbases, which termbase (the *default* termbase) to view in the **Browse** pane (click that termbase), and exclude termbases from searches. There are also other actions to perform; right-click a termbase name and they all become available.



There are also other actions to perform; right-click a termbase name and they all become available:



The Termbase Management view – ribbons