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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:

- 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 (KB) contains an enormous amount of information (solutions to problems, FAQs, etc.). You can reach it easily via the SDL Solution Finder button in the Client Services view and furthermore search the KB in a special search field. In that same view, you can also subscribe to all KB updates on Twitter.
- 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 FAQs.
- Note the new Customer Feedback button. It will open the Customer Experience Feedback Options dialog box, intended to “help improve the quality, reliability and performance of SDL software”. You can declare whether you want to participate or not (“not” is the default).

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 everywhere.)
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!

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).

However, even though the OE page has functions for searching for applications in six different categories, the number of applications makes it pretty cumbersome to look through the search results. For that reason, I have made an overview list on the manual’s home page, where you can sort by name, category, app version, Studio version, price, and developer. There are also links directly to the app’s presentation on the OE site as well as links to the developer’s home page (if there is one). This list is updated at least once a month, and it’s here: tradosstudiomanual.com/?page_id=777.

And Tuomas Kostiainen, in a presentation at the ATA 2014 conference, gave “an overview of the types of apps available and provides users with the information they need in order to be able to utilize them in their own work as translators or project managers”. The presentation is called The Wild West of Trados Studio OpenExchange Apps.

Note: Some of the OE applications have not yet been 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.

Are the OE applications safe to use? It is not obvious that they would be, and if you want to know more about their safety, Paul Filkin’s multifarious blog entry SDL OpenExchange Application Security is a good place to look. There is even a special OpenExchange application called SDL OpenX Hash Generator, which makes it possible to double-check that the OE application you download is the same as the one checked and published by OpenExchange. And if you want to know more about who may contribute to OE – and who may not, and why – then the entry You only need a key! is informative.

Some of the OE applications are of the .msi filetype. It happens that the computer requires them to be opened with Administrator
Keyboard shortcuts

Keyboard shortcuts are ergonomic and should be used as much as possible. And Trados lets you 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. 207)
  - 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. 70) 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 window opens where you can scroll through all shortcuts, and for each one the corresponding icon is shown. You can also print this list. (And you can copy it into Word for easy searching.)
- Open File > Options (or Alt/F10, F, T) and expand Keyboard Shortcuts.
  
  **Note:** Any shortcuts (or shortcut possibilities) included in your OpenExchange applications are also shown.

**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. If you point to the red area, you will be told to which action that shortcut is assigned. (It is alright to use the same shortcut in different categories except for conflicts with All Views or conflicts between the three Editor tables.)
**Keyboard shortcuts**

**Note:** The specific shortcuts, using the Alt and F10 keys, for navigation among the commands on the function ribbons (p. 21), 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 not 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–R 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 G 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 Tradosstudiamanual 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.

<table>
<thead>
<tr>
<th>Ctrl+Alt-character</th>
<th>AltGr-character</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>²</td>
</tr>
<tr>
<td>3</td>
<td>³</td>
</tr>
<tr>
<td>7</td>
<td>{</td>
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<tr>
<td>8</td>
<td>]</td>
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<tr>
<td>9</td>
<td>]</td>
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<tr>
<td>0</td>
<td>}</td>
</tr>
<tr>
<td>local key</td>
<td>\</td>
</tr>
<tr>
<td>local key</td>
<td>@</td>
</tr>
<tr>
<td>local key</td>
<td>€</td>
</tr>
<tr>
<td>local key</td>
<td>~</td>
</tr>
<tr>
<td>&lt;</td>
<td></td>
</tr>
</tbody>
</table>

**SDL Trados Studio 2014 – THE MANUAL**
### 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. 155. (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. 153.
182. Note that the same pane can also show the results of the Concordance Search (p. 190), any Comments (p. 246), and Messages (p. 254). 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. 188) 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. 198).

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 box 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. 25). 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. 267).

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:
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).

<table>
<thead>
<tr>
<th>Command</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cut</td>
<td>Ctrl+X</td>
</tr>
<tr>
<td>Copy</td>
<td>Ctrl+C</td>
</tr>
<tr>
<td>Paste</td>
<td>Ctrl+V</td>
</tr>
<tr>
<td>QuickPlace</td>
<td>Ctrl+Oemcomma</td>
</tr>
<tr>
<td>Activate Row</td>
<td>Alt+Home</td>
</tr>
<tr>
<td>Confirm and Move to Next Unconfirmed Segment</td>
<td>Ctrl+Enter</td>
</tr>
<tr>
<td>Change Segment Status</td>
<td></td>
</tr>
<tr>
<td>Concordance Search</td>
<td>F3</td>
</tr>
<tr>
<td>Copy Source to Target</td>
<td>Ctrl+Ins</td>
</tr>
<tr>
<td>Clear Target Segment</td>
<td>Alt+Del</td>
</tr>
<tr>
<td>Edit Source</td>
<td>Alt+F2</td>
</tr>
<tr>
<td>Restore Tags</td>
<td>Ctrl+Shift+G</td>
</tr>
<tr>
<td>Add New Term</td>
<td>Ctrl+F2</td>
</tr>
<tr>
<td>Add Comment</td>
<td>Ctrl+Shift+N</td>
</tr>
<tr>
<td>Edit Comment</td>
<td></td>
</tr>
<tr>
<td>Accept Change</td>
<td>Ctrl+Shift+F9</td>
</tr>
<tr>
<td>Reject Change</td>
<td>Alt+Shift+F9</td>
</tr>
<tr>
<td>Split Segments</td>
<td>Alt+Shift+T</td>
</tr>
<tr>
<td>Merge Segments</td>
<td>Ctrl+Alt+S</td>
</tr>
<tr>
<td>Lock Segments</td>
<td>Ctrl+L</td>
</tr>
</tbody>
</table>

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 Ctrl/Shift shortcuts for cut, copy and paste at tradossediomunual.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:

  ![Opening Files](image)

  **Automatically copy source content to target cells when opening document**

This option should be used with care, however. For instance, if you are translating a WorldServer (p. 379) 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.

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, but the match percentage indication remains what it was. (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. 28 – or by pressing either Ctrl or Alt slightly before the other.)
You can also confirm the translation and stay in the same segment: press Ctrl+Alt+Shift+Enter.

If for some reason you have a segment pair which needs to be there but you don’t want to add to your TM (e.g. if the source sentence must remain split in an unattractive way), the obvious action is to avoid confirming it.

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; de-select 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 occurred 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 Tradosstudio manual 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.)

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.

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” 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. 185.)

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.
“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”. The following are simply inserted into the target segment just as they are, provided you have enabled the corresponding auto-substitution; see p. 216:

- Inline tags
- Acronyms
- URLs
- Alphanumeric strings
- Variables

(Alphanumeric strings are any strings made up of combinations of letters, number, underscores, dashes, and full stops; e.g. NAME_4001a. They must not start or end with underscores, dashes or full stops, must not contain both dashes and full stops, and must contain at least one number and one letter. But you can handle also those alphanumeric strings which do not follow these rules by using the OpenExchange plugin *Regex Match AutoSuggest Provider*; see p. 228.)

**Note 1:** The recognition of alphanumeric strings is new with SP2 and is activated by default. You can deactivate it in the Project Settings window under Language Pairs > [the language pair in question] > Translation Memory and Automated Translation > Auto-substitution and check Alphanumeric strings.

**Note 2:** For existing TMs you need first to enable the corresponding setting. In the Translation Memories view, select the TM in question and press Alt, H, G (or go to Home > Tasks > Settings, or right-click the TM name and select Settings). In the Translation Memory Settings windows which opens, select, in the right-hand pane, the Alphanumeric strings option. After that, you need to re-index the TM: In the same Settings window, select (in the left-hand pane) Performance and Tuning and click the Re-index Translation Memory button. (However, if you have many TMs where this needs to be done, it can take some time. For this reason, the SDL Community Developers have provided the very practical OpenEx-
change application *Reindex TMs*, which sits on your desktop. You simply drag the files to be reindexed into the top half of its interface window and press the *Re-index* button. (Instead of dragging the files, you can load all TMs which are open in the *Translation Memories* pane in the *Translation Memories* view; to do that you just select the *Load Studio TMs* checkbox at the bottom of the window.) In the bottom half you can follow the progress.

Before starting the reindexing, you should close Studio, since the changes to the TMs are normally not effected until upon restart.

You can read more about this feature in Paul Filkin’s blog post *The future is bright… it’s not Java!*, under the heading “Automatic recognition of Alphanumeric characters”.

Some may be easily “transformed” (localized) to the target segment according to specific rules. They are indicated either by being colored or by a blue square-bracket underline. They, too require enabling of auto-substitution (p. 216) and are as follows:

- Dates
- Times
- Numbers (in numerals)
- Measurements

As for the localization of the tokens, again see p. 216.

*Tags* (containing information about formatting, structuring and placeholder) 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. 212.

**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.

  ![QuickPlace list](image)

  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. 214.

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 box: 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 box, 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 box 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.

**Note 4:** For such items as are not recognised by Studio but are similar to these (such as the transformation of numeric dates), you may find the **Regex Match AutoSuggest Provider** (p. 228) a good help.

- **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 box with the same options as the list mentioned above:
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. 204. 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. 207).

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. 106), select in the respective dialog box the TM in question, then select **Auto-Substitution**, and deselect the appropriate options:
Automatic substitution/localization of specific expressions

(D)eactivate 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 box 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.
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 as well as some detailed discussions of AutoSuggest providers – including the use of termbases – in his multifarious blog post The ins and outs of 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 (in January, 2015, the price is €200; go to...
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. A target segment which is translated via auto-propagation will be given this status: \textit{100\%}, and the colour – which does not change if the translation is confirmed – indicates the difference from a “normal” 100\% match (\textit{100\%}). And since auto-propagation does not require a TM, it can be used even if no TM is specified.

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):

\begin{itemize}
  \item \textbf{Note:} The options \textit{Auto-propagate exact matches to confirmed segments} and \textit{Conditionally when} are selected here for the sake of visibility; they are not active by default.
  \item Explanations:
    \begin{itemize}
      \item \textbf{Enable/disable:} Under General: Select/unselect the check-box \textit{Enable Auto-propagation}.
    \end{itemize}
\end{itemize}
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. 157.

- **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:

  ![Auto-propagate Confirmed Translation](image)

  **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. 13) indicate that some experimenting with the settings may be required to get satisfactory results. One particular problem is that when a numerical range 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-propagation does not recognise this but auto-propagates only the first number; also it substitutes the short dash for the en dash.

  **Note 3**: If you use the filtering function (p. 172), it may happen that the auto-propagation function does not work properly. Therefore, it is probably safer not to combine them.
Autocorrection and autocompletion

AutoSuggest is a popular and helpful feature in Studio, but it’s a bit erratic (some entries you create are never suggested; the same thing applies to phrases which start with a short word). In addition to a “perfect” AutoSuggest, many users would like to see a function like Word’s AutoCorrection – to have misspellings corrected automatically but also to be able to use automatic replacement of two- or three-letter strings with full words or phrases (e.g. you type “std” and get “standardization”, in accordance with a previously entered replacement).

However, there are at least two applications which not only cater to this need but offer a lot of other useful functions: Phrase Express and AutoHotkey; both can be used together with Studio. AutoHotkey is free, but if you want to use Phrase Express for professional purposes, you should purchase a license (USD 49.95 for the standard version) and register your installation.

My initial impression is that both programs are quite powerful and you can do a lot of things besides using them for auto-completion and auto-correction of texts, which is, however, the main functions of interest for the translation work. So far, I find AutoHotkey a bit easier to work with, but PhraseExpress has the added advantage of automatic extraction of recurring phrases which are then suggested in the same way that Studio’s AutoSuggest works.

I shall make a quick run-through of the functions most useful to the translator.

PhraseExpress

Start at the PhraseExpress feature list (www.phraseexpress.com/features.htm) and look round; then download and try it.

The application, when started, is found in the Taskbar’s system tray. Right-clicking it will produce this menu:
You open the PhraseExpress window by selecting **Edit phrases**:

This is where you manage your autotext entries, phrases, hotkeys, etc.; we’ll get back to that. To familiarise yourself with the Help is a good idea, and you can also do that without installing PhraseExpress: *it is here* (www.phraseexpress.com/docs9/09/manual.htm#edit).

**Note 1**: The help text often refers to the **Settings** option, which you will find on the **Tools** menu.

**Note 2**: The PhraseExpress functions do not work if you have this window open, so after any action performed in it: minimise it or close it.

**Text replacement (with Autotext)**

1. Select the phrase you want PhraseExpress to insert when you type its “abbreviation”.
2. Press **Ctrl+Alt+C**. The **Create new phrase** dialog box opens:
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 straightforward. 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:

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 box.

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. 11). 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*.

**A case of Excel file handling**

Sometimes you get the task of translating a text column in Excel and placing the translation in another column. Usually you can accomplish this without big problems by for instance copying, pasting, translat-
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. 11) for very detailed information. The section designations refer to the subheadings on pp. 310–320.

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*.

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<th>Custom fields</th>
<th>Segmentation rules</th>
<th>Language resources¹</th>
<th>Tags</th>
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</tr>
<tr>
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<td>RTF bilingual</td>
<td>Import</td>
<td>–</td>
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</tr>
<tr>
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<td>ITD bilingual</td>
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<tr>
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<td>INI</td>
<td>Import</td>
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<td>–</td>
<td>Yes</td>
<td>–</td>
<td>Yes⁶</td>
<td>E</td>
</tr>
</tbody>
</table>
Handle legacy TMs

Migrating non-Studio format TMs into Studio

<table>
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<th>–</th>
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<td>–</td>
<td>Yes</td>
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<td>E</td>
</tr>
</tbody>
</table>

¹ These settings include segmentation rules, abbreviations list, ordinal followers list, and variable list; see p. 303 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. 135), 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. 314.

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**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.

₁ 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.

₂ 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:

![Import - Bilingual Document Import Options](image)

3. 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. 280. Click **Next**. The **General Import Options** page opens.

![General Import Options](image)

4. **Apply Field Values** permits specification of which custom field values (p. 302) shall be assigned to the imported TUs, if the importing TM has such fields (the bilingual files do not).
You can “align” 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 a set of TUs which can then be imported into a new or existing TM for use directly in Studio. There is also the option of producing an intermediate file in the new .sdlalign format for editing before import into the TM.

**Note:** You still have access to WinAlign here: C:\Program files (x86)\Common Files\SDL\T2007\TT\Winalign.exe. And WinAlign has its own Help functions.

The alignment function supports all file formats which are supported by Studio. If necessary, you can create new file types as appropriate before starting the actual alignment process. And in general, it is not necessary that the target and source files have the same formats.

There are extensive instructions in the Help, of course (available also here: Aligning Existing Translated Files). You can align one or several file pairs, and you can do it with or without “review” of an intermediate .sdlalign file, i.e. with or without editing the resulting TU:s before they are sent to the selected TM. Or you can send them there directly, in which case no intermediate .sdlalign file is produced.

You can also open the alignment result (the .sdlalign file) for (re)editing at a later time.

**Note:** When later you use the aligned TUs during translation, any hits in such TUs will have a 1% penalty, so that they will never be 100%. (This can of course be changed; see p. 188 about the Penalties pane.) They will be signified in the Translation Results window with a symbol, and the origin will be given as Automatically Aligned (when you point to the Status field).

There are also other ways to edit the alignment results. After they have been imported into a TM, you can edit them there in the Translation Memory view. You can also export the .sdlalign file into .sdlxliff format and edit that in the usual Editor view.

If you have a Word document which contains a table with the source text in one column and the target text in another (with one row for each pair of source and target text), it is of course quite easy
Alignment with or without review

By default every alignment ends with the resulting .sdlalign file being

- saved with the name of [name of source file]_[name of target file].sdlalign (however, sometimes the default name, inexplicably, is just [name of source file].sdlalign); you can of course assign another name,
- saved in %UserProfile%/My Document/Studio 2014/Alignment Results, but you can change that address at the start of the alignment process (see below),
- opened in the Alignment view.

Alignment with review

One file pair

If you have only one file pair to align, the Align Single File Pair is slightly quicker to set up than the alternative Align Multiple Files, which can of course be used also for the alignment of a single pair.

Align Single File Pair: In any view, press Ctrl+Shift+M (the corresponding button is found on the Home tab in the Welcome view, the Translation Memories view and the Alignment view). The Align Documents wizard starts with the Select a translation memory and the documents to align dialog box.
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. 25):
Translation Units maintenance

- **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. 294).

**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.

If you have a .tmx file that you need to edit, there is now an OpenExchange application, *File type definition for TMX*, which makes it possible for you to open it as a translatable file without converting it into an .sdltm.

**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. 339), 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. 157.

- **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):
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 N–R). 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. And another one, Multitudinous terminology!, where he explains the reasons for the complexities of this application.

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:
MultiTerm and termbases

The MultiTerm window

The Terms view – ribbons

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

The Terms view – window

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.
MultiTerm and termbases

The MultiTerm window

- **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