

SDL Trados Studio 2017

THE MANUAL

For self-study
and easy reference.

First edition

Mats Dannewitz Linder

ISBN 978-91-637-9796-5

Published by Nattskift Konsult. Copyright © 2016 Mats Dannewitz Linder.

All rights reserved.

SDLX, Trados, MultiTerm, SDL PerfectMatch, Language Weaver, GroupShare and TranslationZone are regis-

Contents at a glance

PART I – INTRODUCTORY MATERIAL

About this manual	2
1 SDL Trados Studio – a presentation	3
2 Help	10
3 The SDL AppStore	17

PART II – BASICS

4 User interface overview	22
5 Keyboard shortcuts	33
6 Specific Studio concepts	36

PART III – QUICK GUIDE

7 Basic use	40
8 Workflow	41
9 Creating a project	42
10 Translation memory handling	49
11 Translating a single file which is not part of an existing project	54
12 Translating	56
13 The (p)review process	75
14 Saving documents; generating translated documents	77

PART IV – GENERAL FUNCTIONS

15 User Profile	80
16 Language pairs	81
17 Language resource templates	83
18 Projects	85
19 Project templates	113
20 Levels for settings – document/project/ project template	117
21 Project packages	119
22 File types; file type handling; file administration	124
23 Batch Processes	137
24 Project and file statistics; reports	146

PART V – EDITING/TRANSLATING

25 Starting the editing/ translation process	164
26 The Editor view	171
27 Segment handling	186
28 Advanced manipulation of files and segments	203
29 Using TMs	209
30 Looking up terms	232
31 Recognized tokens	241
32 Automatic substitution/localization of specific expressions	252
33 AutoSuggest	258
34 Auto-propagation	268
35 Spell checking	270
36 Grammar checking	274
37 Autocorrection and autocompletion	276
38 Comments	281

tered trademarks of SDL plc. Translator's Workbench, Trados Studio, TagEditor, QuickPlace and AutoSuggest are registered trademarks of SDL plc. Word, PowerPoint, WordPad and Excel are trademarks of Microsoft Corporation. FrameMaker, InDesign and PageMaker are registered trademarks of Adobe Systems Inc.. QuickSilver is a trademark of BroadVision Inc. QuarkXPress is a trademark of Quark, Inc. StarOffice is a trademark of Sun Microsystems Inc. All other product names are trademarks or registered trademarks of their respective companies.

All images: Copyright © 2014 SDL plc. All rights reserved. All company product or service names referenced herein are properties of their respective owners.

39 Changes in source documents	286
40 Verification/quality control	290
41 Preview	310
42 Saving documents and updating TMs; generating translated documents	322
43 Review and sign-off	326
44 Bilingual Word files, .pdf, .ttx and Excel files in Studio	330
45 Pseudo-translation	337
PART VI – TRANSLATION MEMORIES	
46 Handling Studio translation memories	340
47 Handling legacy (old format) TMs	356
48 Producing new TMs from translated documents: Alignment	367
49 Translation Units maintenance	383
50 Reversing languages in a TM	394
51 Using server-based TMs	395
PART VII – TERMBASE HANDLING	
52 MultiTerm and termbases	400
PART VIII – MACHINE TRANSLATION	
53 Machine translation – basic information	426
PART IX – REGULAR EXPRESSIONS	
54 Regular expressions – an introduction	446
ANNEXES	449
INDEX	479

Contents in detail

PART I – INTRODUCTORY MATERIAL

About this manual.....	2
1 SDL Trados Studio – a presentation.....	3
Changes to Studio from the 2015 version	3
Changes to MultiTerm from the 2015 version	5
Basic Studio setup.....	5
On the use of Studio for the translation of running, non-repetitive text (e.g. books)	6
My license is lost – what do I do?.....	7
Transfer Studio to a new computer.....	7
Working together over the net.....	7
Jobs posted at ProZ – plugin for	8
Final tip	9
2 Help	10
3 The SDL AppStore	17

PART II – BASICS

4 User interface overview	22
The views; the ribbon	22
The Add-Ins ribbon.....	27
The Welcome view.....	28
Ribbons.....	28
Work pane functions	29
Customising the work pane options.....	29
Customising the navigation pane	29
The main Studio window	29
Customizing the views	30
Rearranging the work panes.....	31
5 Keyboard shortcuts	33
6 Specific Studio concepts.....	36
The “Project” concept.....	36
The “Project template” concept.....	37
The “User profile” concept.....	37
The “Project package” concept.....	37

PART III – QUICK GUIDE

7 Basic use	40
8 Workflow.....	41
One source file only, no initial creation of a project.....	41
Several source files, with project creation.....	41
9 Creating a project.....	42
Project without centralised resources	42
Project with centralised resources via SDL WorldServer	48
10 Translation memory handling	49
Creating a TM.....	49
Importing a legacy (old format) TM into an existing Studio TM.....	50
Upgrading a legacy (old format) TM to Studio format.....	53
11 Translating a single file which is not part of an existing project.....	54
12 Translating.....	56
Opening a previously saved file (or files)	56
Editing.....	57
The Editor pane	58

Segment handling	58
Segment status; filtering	62
Find & replace	65
Recognized tokens, formatting and special characters; whitespace characters	65
Lookup: TM, concordance, termbase	67
Fuzzy Match repair	69
AutoSuggest	69
Comments	70
Quality control	70
Basic editing functions that you should be familiar with and/or investigate	71
Confirmation, navigation between segments	71
Other actions on segments	71
Handling of TM searches	71
Fragment lookup	72
ACheck or change TM settings	72
Concordance	72
Handling of recognized tokens	72
AutoSuggest (including AutoText)	73
Filtering segments	73
Auto-propagation	73
Verify “translation” of numbers	74
Export for review	74
Updating the TM during translation	74
13 The (p)review process	75
Previewing as you translate	75
Previewing in the original file format	75
Printing the preview	76
Tracking changes (as in Microsoft Word)	76
14 Saving documents; generating translated documents	77
Saving documents	77
Generating translated documents	78
 PART IV – GENERAL FUNCTIONS	
15 User Profile	80
16 Language pairs	81
17 Language resource templates	83
18 Projects	85
Ribbons	85
Creating a project	85
Preparations	86
Basic project data	86
Project files (source and reference documents)	89
TM management	92
Termbase handling	96
Project preparation	97
Task history	106
Managing projects	106
Project settings	107
The Projects view	107
Changing projects list settings	109
Changing file type settings	109
Adding/removing files or folders	109
Virtually merging files (QuickMerge)	110
Adding/removing TMs	111
Adding/removing termbases	111
Adding new target languages	111
Changing languages	112
Managing sets of projects according to clients	112
19 Project templates	113

Managing project templates.....	113
Managing language pairs.....	115
General settings of TMs and termbases.....	116
20 Levels for settings – document/project/ project template.....	117
21 Project packages.....	119
Opening a project package.....	119
Opening files in a project package.....	122
Reviewing a package with the help of a colleague.....	122
Returning a project package.....	122
22 File types; file type handling; file administration.....	124
Supported file types.....	124
File type settings.....	127
Embedded Content Processors.....	135
Working with Wordfast or memoQ projects.....	136
23 Batch Processes.....	137
Batch tasks and task sequences included in Studio.....	137
For processing files and preparing projects.....	137
For preparing projects only.....	142
Running a batch task or task sequence on files.....	143
24 Project and file statistics; reports.....	146
Report handling.....	147
Ribbons.....	147
Description.....	148
Project and file analysis (for fuzzy statistics, etc.).....	149
Word count (no “fuzzy matches” statistics).....	152
Current status (no “fuzzy matches” statistics).....	154
Work in Progress report.....	156
Pre-translation report.....	157
TM updates report.....	158
Quotation based on Studio’s analysis.....	159
PART V – EDITING/TRANSLATING	
25 Starting the editing/ translation process.....	164
Settings for the opening of a document.....	164
Translating a single new document.....	165
The main differences between Translate Single Document and New Project.....	167
Opening several new documents for translation.....	169
Closing one or all documents.....	169
Continuing working on a project.....	169
26 The Editor view.....	171
Terminology.....	171
Overview: The Editor view.....	171
Ribbons.....	171
Description.....	172
Customizing the Editor pane.....	174
Navigating between (and in) open documents.....	177
Documents in the Files view.....	180
Ribbons.....	180
Description.....	180
Language and encoding settings.....	184
Changing project settings.....	185
27 Segment handling.....	186
Segment navigation and manipulation.....	186
Segment status; filtering; find & replace.....	191
Filtering according to status or for specific expressions.....	193
Mark for “no translation”.....	197
Find & replace and advanced management of segments.....	197

28 Advanced manipulation of files and segments.....	203
Xliff Previewer	203
Integrated Segment Actions	204
The SDLXLIFF Toolkit	204
Batch manipulation of segments and tags	207
SDL XLIFF Split/Merge.....	207
SDLXLIFF Anonymizer.....	207
29 Using TMs.....	209
Opening, creating and deactivating TMs during translation; upLIFT and fuzzy match repair	209
Project translation memories	209
Specific “fuzzy match” threshold for the project TM creation	210
TM lookups.....	211
Customizing the Translation Results pane.....	213
Handling TM lookup results.....	214
Types of TM matches.....	215
PerfectMatches	215
TM lookup settings	216
Editing/deleting TUs in the Translation Results pane	219
Concordance search.....	220
upLIFT (fragment recall)	222
Settings	224
Preparing the TM.....	225
Fuzzy match repair	227
Updating the TM	228
Automatic update during translation – settings	228
Manual update of the TM(s) during or after translation.....	229
30 Looking up terms	232
Termbase search (terminology lookup).....	232
The Termbase Viewer	236
Looking up external termbases	238
Web Lookup!	238
The SDL MultiTerm Widget.....	238
The Dictionary Provider.....	239
IntelliWebSearch	240
31 Recognized tokens	241
“Recognized tokens” (including tags); special characters; whitespace characters	241
Inserting recognized tokens	242
Special characters – two simple ways to provide character inserts.....	245
Special characters with QuickInsert.....	246
Whitespace characters.....	247
Tag handling	247
Ghost tags	250
Overdose of tags	251
Translatable and non-translatable tags.....	251
32 Automatic substitution/localization of specific expressions	252
33 AutoSuggest.....	258
Setting up AutoSuggest.....	258
Generating/adding an AutoSuggest dictionary.....	260
Creating AutoText entries	265
TermInjector and auto-insertion.....	266
34 Auto-propagation	268
35 Spell checking	270
Checking the spelling.....	270
Spell checking settings	271
Managing dictionaries.....	271

36 Grammar checking	274
37 Autocorrection and autocompletion	276
Third party solutions	278
AutoHotkey	278
Text replacement	279
Remapping of keyboard keys	280
Script Showcase	280
38 Comments	281
Export comments	283
Working with source file comments	
in Microsoft Office and .pdf documents	284
Working with source file comments	
in .csv and tab delimited text documents	285
39 Changes in source documents	286
Tracked changes in source documents	286
Editing source segments	288
40 Verification/quality control	290
Translation Quality Assessment (TQA)	291
Verifying the translation	292
Automatic verification (verification during translation)	292
Verifying a project (normally after translation)	293
QA Checker settings	296
Tag Verifier	302
Terminology Verifier	302
Number Verifier	303
XHTML, XLIFF and XML validation	305
Use of quality metrics and productivity data in the Quality plugin	305
The TAUS DQF plugin	307
41 Preview	310
Previewing as you translate	310
Previewing in original file format	312
Exporting/printing the preview	312
Printing the preview via Studio	312
Exporting the bilingual preview as a Word document	313
Exporting the bilingual preview as an Excel document	318
Importing changes from a monolingual target document ("retrofit")	319
Retrofitting an open .sdlxliff file	319
Retrofitting a project	321
Opening an .sdlretrofit file	321
Comparing .sdlxliff files	321
42 Saving documents and updating TMs;	
generating translated documents	322
Saving the bilingual and source documents	322
Updating the TMs	323
Generating a translated document	323
Finalizing the translation	323
Exporting files	324
Marking a project as complete	324
43 Review and sign-off	326
The review process	326
Tracking changes in target segments (as in Microsoft Word)	327
Making changes	329
Reviewing tracked changes	329
The sign-off process	329
44 Bilingual Word files, .pdf, .ttx and Excel files in Studio	330
Handling bilingual Word files	330
Handling .pdf files	331

Delivery of a file converted to Word	331
Delivery of a .pdf file	332
Handling .ttx files	333
The SDLXLIFF to Legacy Converter	333
Converting .sdlxliff files to/ import from Trados legacy formats	333
Delivering the translation in .ttx format or in fully formatted Word bilingual	335
Converting .sdlxliff files to .tmx format	336
45 Pseudo-translation.....	337
PART VI – TRANSLATION MEMORIES	
46 Handling Studio translation memories.....	340
Translation units – description	341
Creating a new TM	341
Exporting/importing a Studio TM	344
Exporting a TM into other file formats (conversion)	346
Repairing a Studio TM.....	346
TM settings.....	347
Editing the TM description	347
Creating/editing Custom Fields	348
Language Resources settings	350
Segmentation rules	350
Variable list.....	353
Abbreviation list.....	354
Ordinal followers.....	354
Other TM settings	354
Access Rights – Passwords	354
Fuzzy Index statistics	354
Re-index the TM.....	355
Advanced tuning of the TM	355
47 Handling legacy (old format) TMs.....	356
Migrating non-Studio format TMs into Studio.....	356
Importing files into an existing Studio TM.....	357
A: Importing .ttx, .itd and .sdlxliff bilingual files	357
B: Importing .doc and .rtf bilingual files	359
C: Importing .tmx files.....	359
D: Upgrading legacy (old format) TMs	361
Upgrading one file only.....	361
Upgrading one or more files.....	362
E: .ini and .anl files	366
Creating a TM from a termbase.....	366
48 Producing new TMs from translated documents: Alignment	367
Alignment with or without review	368
Alignment with review.....	368
Alignment without review	371
The Alignment editor.....	373
The ribbons	373
The editing pane.....	374
Quality and rating	375
Editing an alignment file	376
Importing an alignment file into a TM	378
Saving an alignment file in .sdlxliff format	381
Aligning a “retrofitted” file.....	382
49 Translation Units maintenance	383
The Translation Memories view.....	383
Ribbons	383
Description	383
The side-by-side Editor pane	385
Customizing the Translation Memories view.....	386

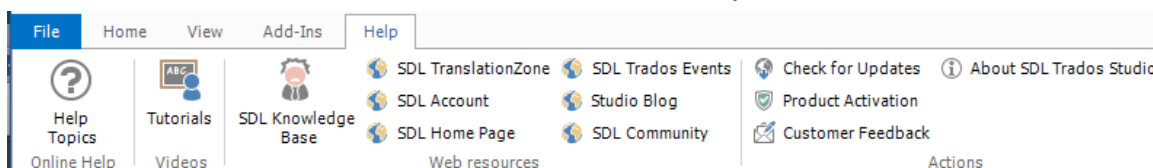
Editing individual TUs.....	386
Deleting several TUs at the same time (batch delete)	387
Editing several TUs at the same time (batch edit).....	388
Searching for duplicates	390
Filtering TUs	391
Maintenance using Studio's QA functions	393
Optimising Trados 2007 TMs.....	393
50 Reversing languages in a TM	394
51 Using server-based TMs.....	395
Managing servers.....	395
Adding a server connection	395
Creating a server-based TM	396
Opening a server-based TM.....	397
Batch-handling server-based TMs.....	398
 PART VII – TERMBASE HANDLING	
52 MultiTerm and termbases.....	400
The basic settings.....	400
The MultiTerm window.....	401
The Terms view – ribbons	401
The Terms view – window	402
The Termbase Management view – ribbons	403
The Termbase Management view – window	403
Opening termbases.....	405
Creating a termbase.....	405
Extracting a source termbase using the Word Cloud plugin	408
Importing/exporting a termbase	409
Importing a termbase.....	409
Exporting a termbase	410
Converting a termbase from non-MT format	411
Glossary Plugin and Glossary Converter	411
SDL MultiTerm 2017 Convert.....	414
Converting a termbase into non-MT format.....	415
Searching the termbase.....	415
Search filter – defining and using.....	416
Adding, editing and deleting termbase entries.....	418
Batch tasks	420
The IATE termbase – some suggestions	422
Glossaries made easy – direct Excel termbase access in Studio.....	423
 PART VIII – MACHINE TRANSLATION	
53 Machine translation – basic information	426
Connecting to an Automated Translation Server (ATS)	428
Connecting to an existing server connection.....	428
SDL Language Cloud.....	433
The Language Cloud services.....	434
Your Language Cloud account	441
Usefulness of machine translation	443
Using machine translation during pre-translation	443
Other ATS settings.....	444
Related AppStore applications.....	444
 PART IX – REGULAR EXPRESSIONS	
54 Regular expressions – an introduction	446
 ANNEXES	
Annex A	
Keyboard shortcuts – All views	450

Annex B	
Keyboard shortcuts – Editor	452
Annex C	
Keyboard shortcuts – Editor > QuickInsert Toolbar (or, in fact, QuickInsert <i>group</i>)	455
Annex D	
Keyboard shortcuts – Editor > TM and Concordance Window	456
Annex E	
Keyboard shortcuts – Editor > Track Changes	457
Annex F	
Keyboard shortcuts – Welcome view	458
Keyboard shortcuts – Help	458
Keyboard shortcuts – AnyTM	458
Keyboard shortcuts – Bookmarks	458
Annex G	
Keyboard shortcuts – Shortcuts used in Editor and All views	459
Annex H	
Keyboard shortcuts – Files	465
Annex I	
Keyboard shortcuts – Projects	466
Annex J	
Keyboard shortcuts – Reports	468
Keyboard shortcuts – Symbols	468
Annex K	
Keyboard shortcuts – Translation Memories	469
Annex L	
Keyboard shortcuts – Alignment	471
Annex M	
Keyboard shortcuts – Termbase Viewer	472
Annex N	
Document structure codes	473
Annex O	
Special characters – coding	474
Annex P	
Segmentation differences between Studio and Trados 2007/SDLX 2007	478
INDEX	479

2

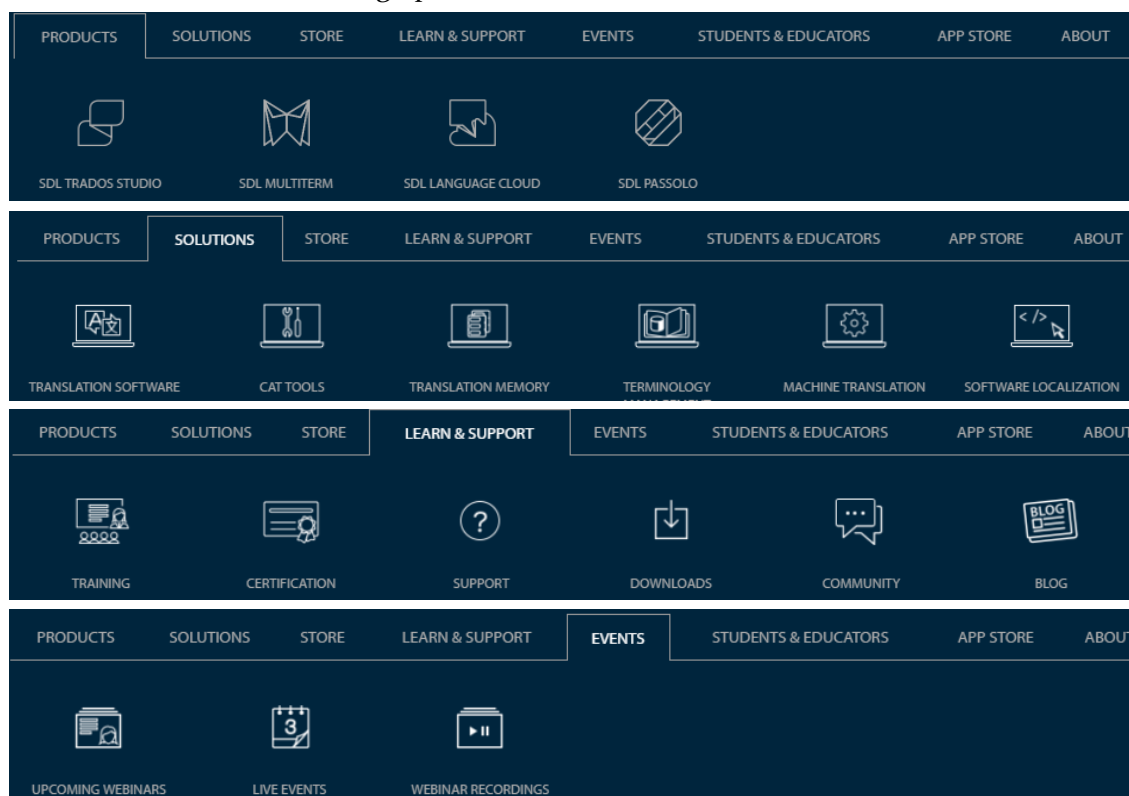
Help

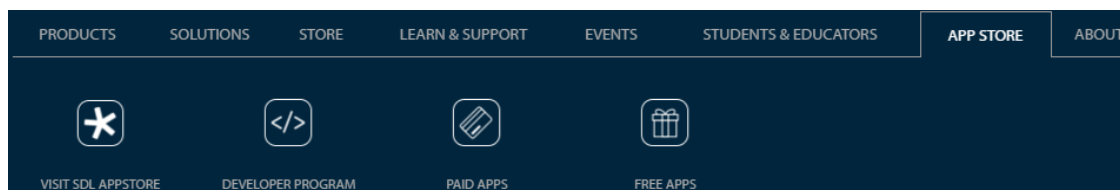
There are many ways to get help with the use of Studio. SDL offers a large number of different help facilities to the freelance translator. Most of them are collected on the Help ribbon, available in all views:



Most of this is self-explanatory. The “Studio Blog” gives access to various blog posts related to Studio 2015 including Paul Filkin’s invaluable *multifarious* blog, to the posts of which I link in many places in this manual.

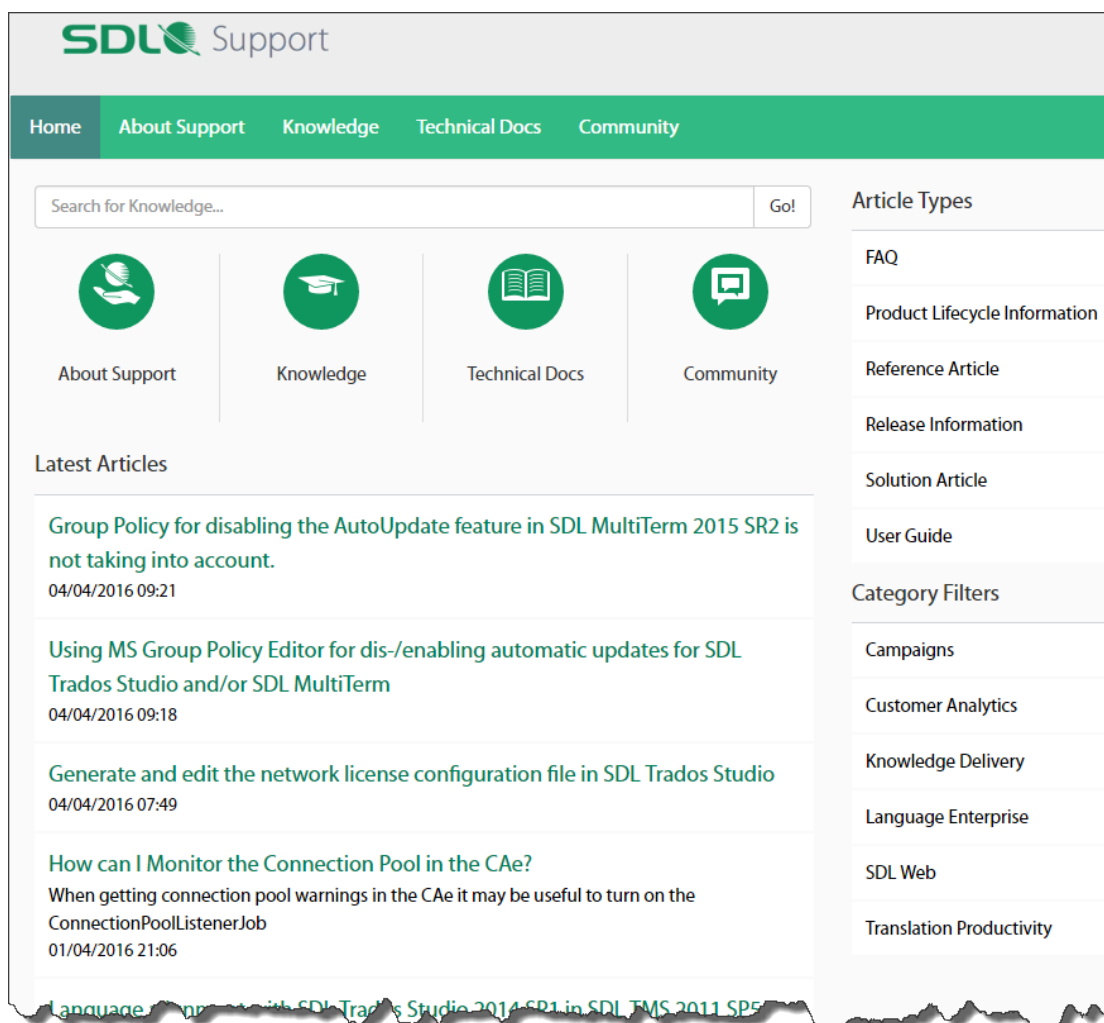
- In the [SDL TranslationZone](#), the Menu offers a large number of interesting options:





I would recommend in particular [Downloads](#) (under Learn & Support), which contains a large number of very useful items – scroll down to *Resource by type*.

- The [SDL Knowledge Base](#) (KB) contains an enormous amount of information (solutions to problems, FAQs, etc.). You can reach it easily via its button on the Help ribbon, and the starting page looks like this:



Knowledge gives access to the Knowledge base in a new way, and *Community* is the SDL Community described below.

- Note the new Customer Feedback button on the Help ribbon. 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).
- For direct contact with the SDL support, you might try www.translationzone.com/contact.

3

The SDL AppStore

The SDL AppStore feature is by now such an established and valuable resource that it rates its own chapter in this manual even though the specific applications are not included in the Studio package. But the Software Development Kit (SDK) is, and if you feel like contributing, check out the Developer Program section of the AppStore site (appstore.sdl.com/developers), where you will find lots of information. And Romulus Crisan, in his blog, runs an excellent series of posts for AppStore developers: [OpenExchange: Age of developers](#).

Basic advice on, and descriptions of, the APIs (Application Programming Interface) that are available as part of Studio is given by Paul Filkin in his blog post [Tinkering with tradition... APIs in Studio 2015 SR2](#). In particular, he talks about the APIs used for the AppStore plugins *Export to Excel* (see p. 318) and *TermExceleator* (p. 423), created in part as demonstration material for interested developers.

The [SDL AppStore](#) homepage (links all over the place in the Studio user interface) is where users can offer their own enhancement applications and, of course, download them. Perhaps because of its content-heaviness, its structure is not totally self-evident, so I have written a brief introduction: [The AppStore at SDL](#) which may be helpful.

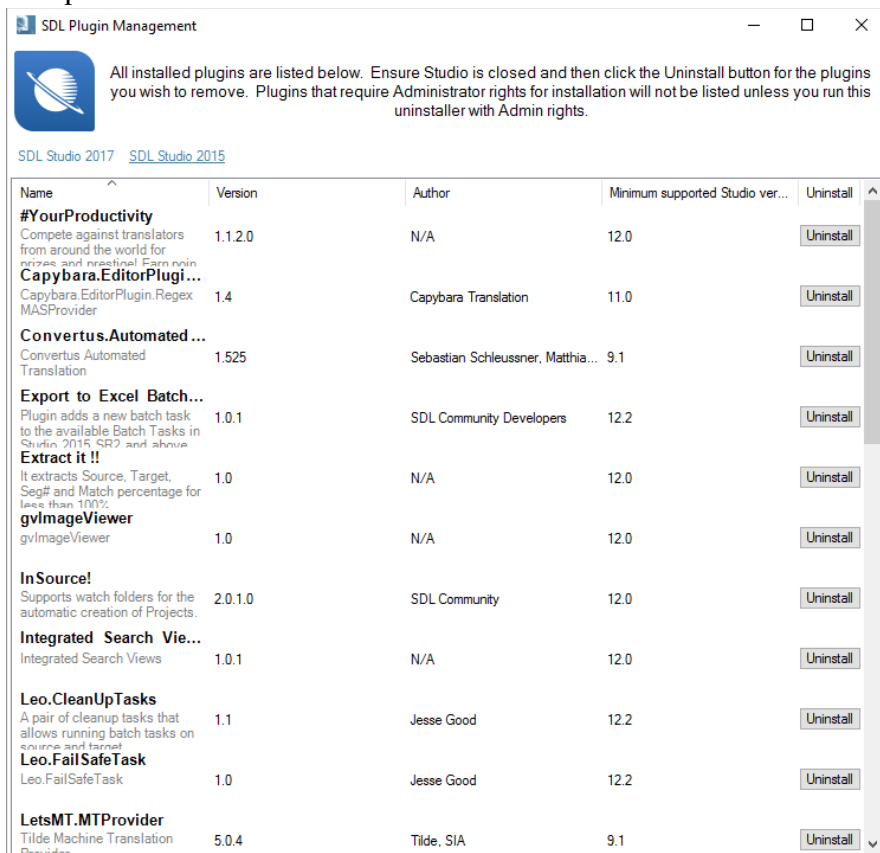
In addition, there is a special section in the SDL Community for discussing the AppStore applications called, of course, [SDL AppStore Applications](#) (community.sdl.com/solutions/language/translationproductivity/f/160).

If your AppStore applications are developed by SDL, you will find them (and some others, too) in the navigation pane of the *Welcome* view. (And under *Start > SDL Trados Studio 2015 Apps*.) Other OE applications may end up elsewhere (such as *Glossary Converter*, which is placed in *Start > SDL OpenExchange*, OpenExchange being the old name for the AppStore). Those which are really plugged-in into the Studio user interface – meaning that they get their own icons in a ribbon (p. 22), or in a context menu, or as file type in the project settings – can be found in the *Plug-ins* list on the *Add-Ins* ribbon as well as in the *SDL Plugin Management* window (see below). Those which are not plugged-in are normally placed on the desktop, with their own icons. You can simplify their access with the OE application *Menu Maker* (p. 29), with which you can add their names to the list in the navigation pane in the *Welcome* view.

The *Plug-Ins* list is also the default way of temporarily deactivating a plug-in without uninstalling it (but you will need to re-start

Studio to have the deactivation – or activation, as the case may be – take place.)

A more detailed view of the installed AppStore SDL plugins is given in the SDL Plugin Management window, which you access in Navigation pane in the Welcome view. It can look like this:



Uninstalling a plugin

And as you see, this is also a good place to uninstall a plugin (but then you cannot have Studio running). Unfortunately, however, this list corresponds badly to the Plug-ins list on the Add-ins ribbon – the names are often different, and the latter list is much longer (contains a number of systems add-ins), so expect to be confused. Trying to use the Windows programs list/uninstall function is not much help either...

Note: The default location for the plugin installations is

C:\Users\<username>\AppData\Roaming\SDL\SDL Trados Studio\12\Plugins\Packages\

or sometimes

C:\Users\<username>\AppData\Local\SDL\SDL Trados Studio\12\Plugins\Packages\

or

C:\ProgramData\SDL\SDL Trados Studio\12\Plugins\Packages\

You will also find some of them on the Start menu, such as:

26

The Editor view

Terminology

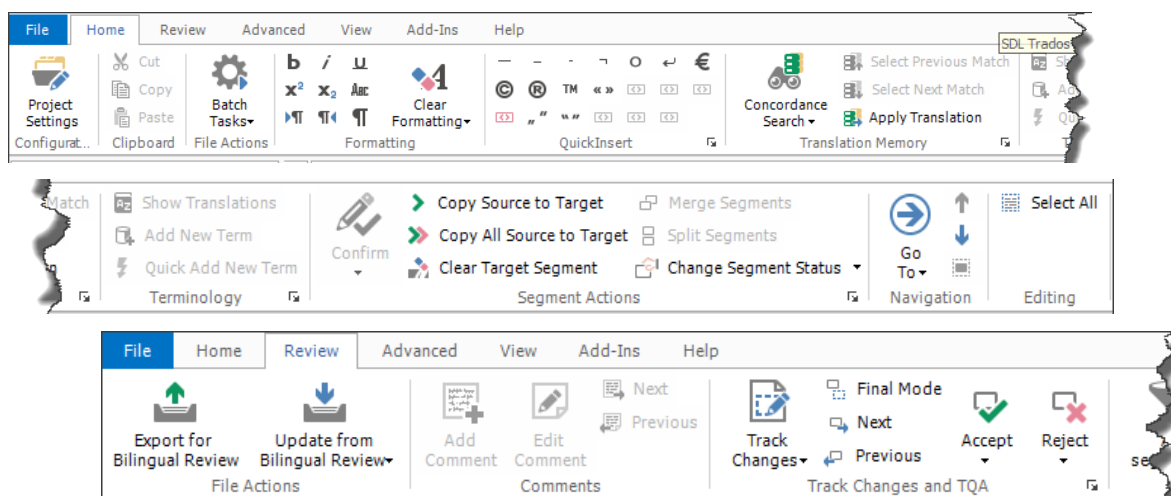
There is some confusion regarding the terminology in the *Editor* view in Studio. This is what I try to stick to:

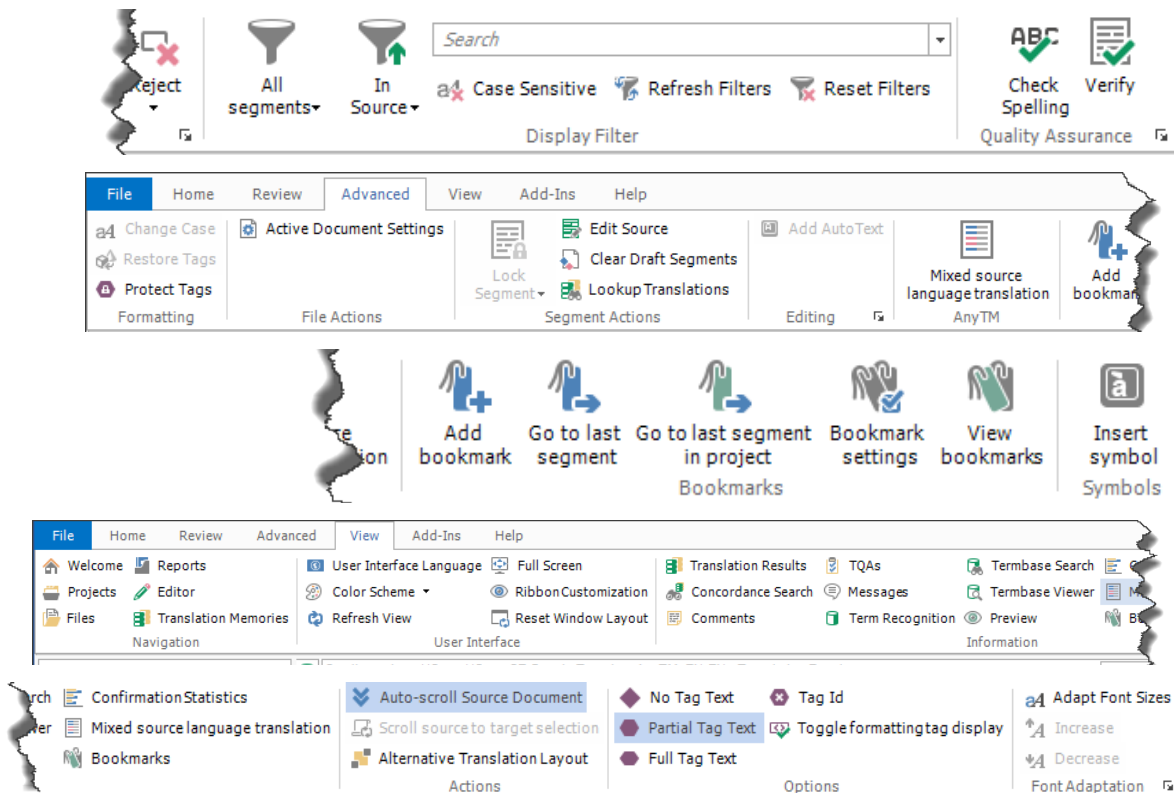
- A *segment* is either a source string or a target (translated) string. The short form is simply “source” and “target”.
- A *row* is what you work with in the *Editor* pane, consisting of a source segment, its corresponding target segment, a row number, status indicator, and a structure designation; see p. 175. (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

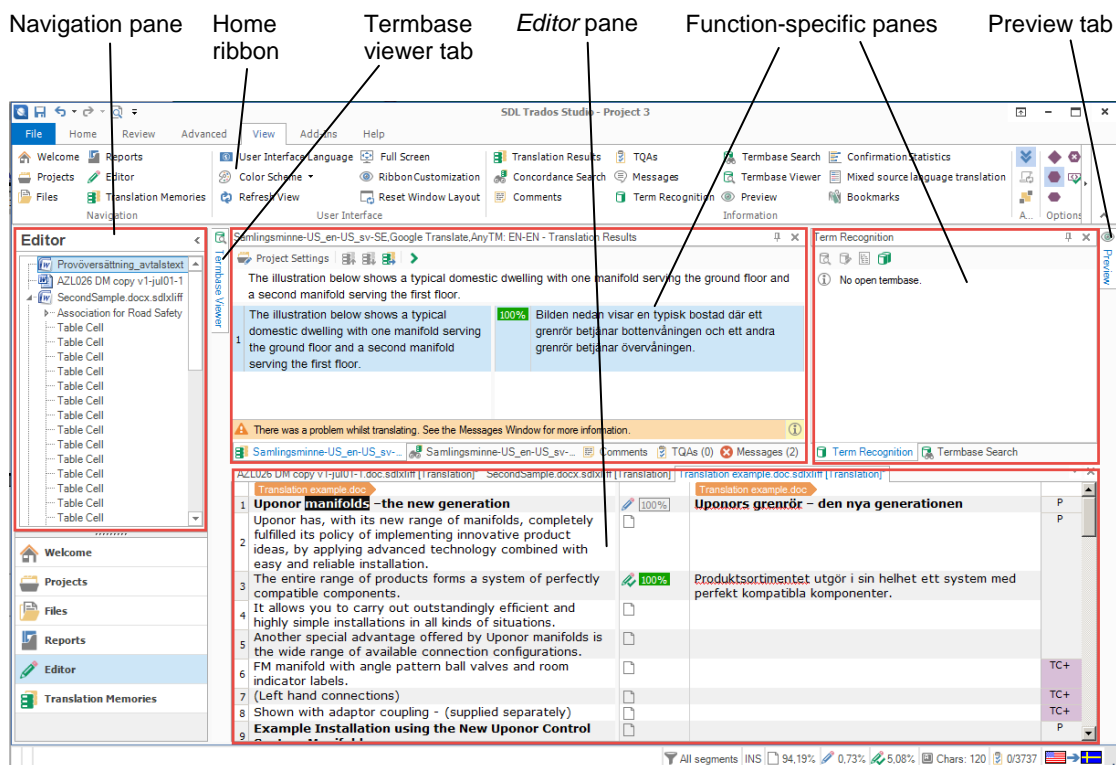
In the *Editor* view, there are four specific ribbons: Home, Review, Advanced, and View:





Description

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



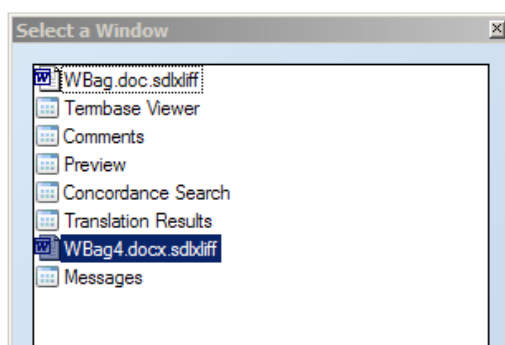
The left-hand function-specific pane by default shows the *Translation Results*, i.e. the results of the automatic lookup in the TM(s); see p. 212. Note that the same pane can also show the results of the *Concordance Search* (p. 220), any *Comments* (p. 281), and *Messages* (p. 292). Use the tabs at 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. 217) 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. 235).

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. 30). 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.

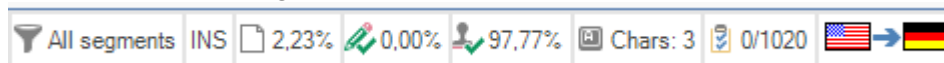
You can expand the *Editor* pane to the whole screen – with the other panes represented by tabs – using F11. To go back, press F11 again.

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. 311).

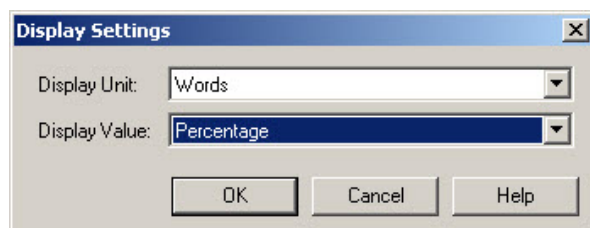
Note: When you close the last file which is open in the *Editor* view, that view closes and you return to the *Files* view.

At the bottom right is the status bar, where you can see



- the active display filter (see p. 193); here: All segments
- writing mode: INSert or OVR (overwrite); as usual you select this with the Insert key
- the last expression (if any) searched for in the filtering function; here: "rights"
- 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)
- the number of characters in the target segment (sorry – no corresponding function for the source segment)
- accumulated penalty points compared to the number of penalty points allowed in the Translation Quality Assessment (TQA) configuration (see p. 291)
- 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 box opens:

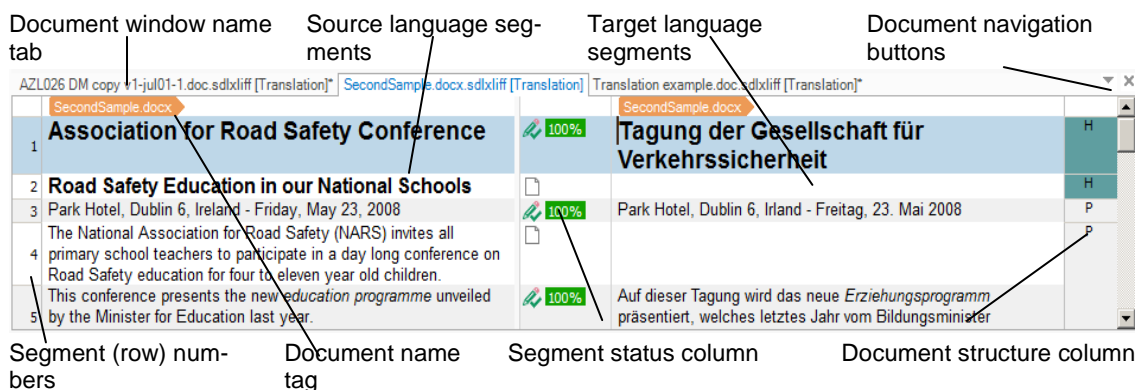


- Display Units are: Words, Characters or Segments.
- Display Values are: Count, Percentage or Both.

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

Customizing the Editor pane

This is the *Editor* pane:



5

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:

- Alignment
- All Views (shortcuts common to all views)
- Any TM
- Bookmarks
- Editor
- Editor > Track Changes
- Editor: QuickInsert Toolbar (which is really the QuickInsert *group*; for formatting and some special characters; see p. 245)
- Editor: TM Window (for handling search results and TM matches)
- Files (file handling; default state: no shortcuts)
- Help
- Project Server
- Projects
- Reports
- Symbols
- Translation Memories
- Window

The shortcuts depend on which user profile (p. 80) 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 (including the ones belonging to AppStore plugins), 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.) Note that the categories are not in alphabetical order (they are if you use the method described below).
- Open **File > Options** (or **Alt/F10, F, T**) and expand **Keyboard Shortcuts**.
Note: All shortcuts (or shortcut possibilities) included in your AppStore 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.)

Note: The specific shortcuts, using the Alt and F10 keys, for navigation among the commands on the function ribbons (p. 26), 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. Furthermore, the shortcuts Shift+F10 and Ctrl+Shift+F10 are reserved for internal use and cannot be assigned.

- 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 Filkin figured out how; you can read about it in the Trados-studiomanual 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	{

27

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).

	C <u>u</u> t	Ctrl+X
	C <u>o</u> py	Ctrl+C
	P <u>a</u> ste	Ctrl+V
	QuickPlace	Ctrl+Alt+Down
	Acti <u>v</u> ate Row	Alt+Home
	Confirm and Move to Next <u>U</u> nconfirmed Segment	Ctrl+Enter
	Change Segment Stat <u>u</u> s	
	C <u>o</u> ncordance Search	F3
	C <u>o</u> py Source to Target	Ctrl+Ins
	C <u>l</u> ear Target Segment	Alt+Del
	E <u>d</u> it Source	Alt+F2
	R <u>e</u> store Tags	Ctrl+Shift+G
	Add New Term	Ctrl+F2
	Quick Add New Term	Ctrl+Shift+F2
	A <u>d</u> d Comment	
	E <u>d</u> it Comment	
	A <u>c</u> cept Change	Ctrl+Shift+F9
	R <u>e</u> ject Change	Alt+Shift+F9
	A <u>d</u> dbookmark	
	S <u>p</u> lit Segments	Alt+Shift+T
	M <u>e</u> rge Segments	Ctrl+Alt+S
	L <u>o</u> ck Segments	Ctrl+L

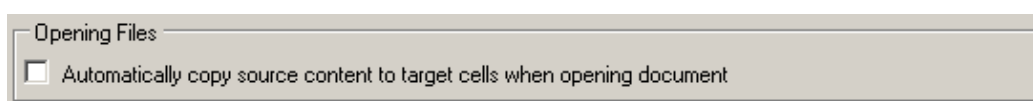
The basic editing functions familiar from Word and other Office programs have the same shortcuts in Studio; e.g. Cut/Copy/Paste, cursor movement, select/delete a word, change case (Shift+F3 [SDLX: Ctrl+F11] for: all minor case, capitalization of first character, all capitals), select text until end of 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 tradosstudiomanual.com.

- ◎ **Copy source to target:** Press Ctrl+Insert or Alt+Ins [SDLX: F4]. 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. 430) 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, 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 prob-

lems. You can avoid that by using **AltGr+Enter** instead – cf. p. 34 – 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 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 several translations

You can use various methods, depending on whether you want to confirm some (unconfirmed) translations, all translations from a particular row until the end of the document, or all translations. There is of course also the method of filtering for unconfirmed or draft translations as described on p. 193 (but see Note 2 below).

The standard Windows shortcuts for selecting – holding down **Ctrl** while selecting separate items, and holding down **Shift** while selecting the first and last items in a contiguous selection – can always be used in Studio even though they are not documented in the Studio help (chances are that you will find more such undocumented shortcut functions if you play around a bit).



Note: You should be aware that these “bulk” confirmations only changes the status of the segments; no TMs are updated. To update the TM you need to use the batch task **Update Main Translation Memories** or **Update Project Translation Memories**. To confirm a number of segments *and* update the TM at the same time, select text in the corresponding (contiguous) *target* segments (e.g. by pressing **Ctrl+Shift+DownArrow** repeatedly) and then pressing **Ctrl+Enter**.

◎ Confirm more than one translation (see also the Note above):

1. Select the corresponding row numbers – either by selecting them one by one while holding down the **Ctrl** key, or (if they are contiguous) by selecting the first and last one while holding down the **Shift** key.

2. Right-click in a row number, select **Change Segment Status** and then the appropriate option.

☉ **Confirm all translations from one row until the end of the document** (see also the Note above):

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

☉ **Confirm all translations in one go** (see also the Note above):

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

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. 215.)

- *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 Trados: **Ctrl+Alt+Up**] before you confirm the translation.

Navigate between rows

When you place the cursor in a row, it automatically becomes *active*, which is indicated by a light blue-grey colour (which, like all colours, may be changed; see p. 176).

You can disable this “implicit row activation”. Open **File > Options** (or **Alt/F10, F, T**) and select **Editor**. In the **Side-by-side Editor** area you will see the option **Enable implicit row activation**. If this function is disabled, and you want to activate a row by clicking in it, you can manually activate it with **Alt+Home**.

☉ **Navigation commands:**

Go to functions:

- Beginning of target segment: Press **Ctrl+PageUp**
- End of target segment: Press **Ctrl+PageDown**
- Next row (without confirmation of the current one): Press **DownArrow**
- Previous row (without confirmation of the current target segment): Press **UpArrow**

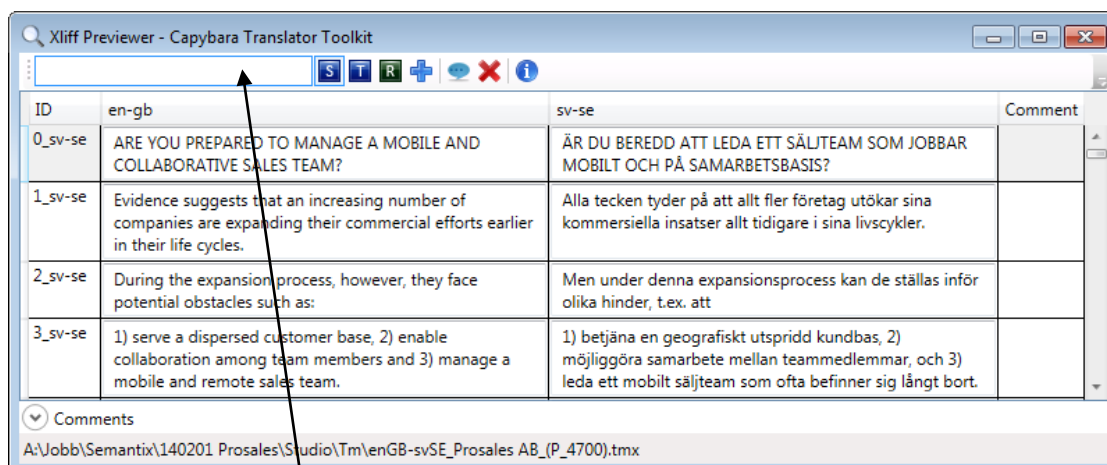
28




Advanced manipulation of files and segments

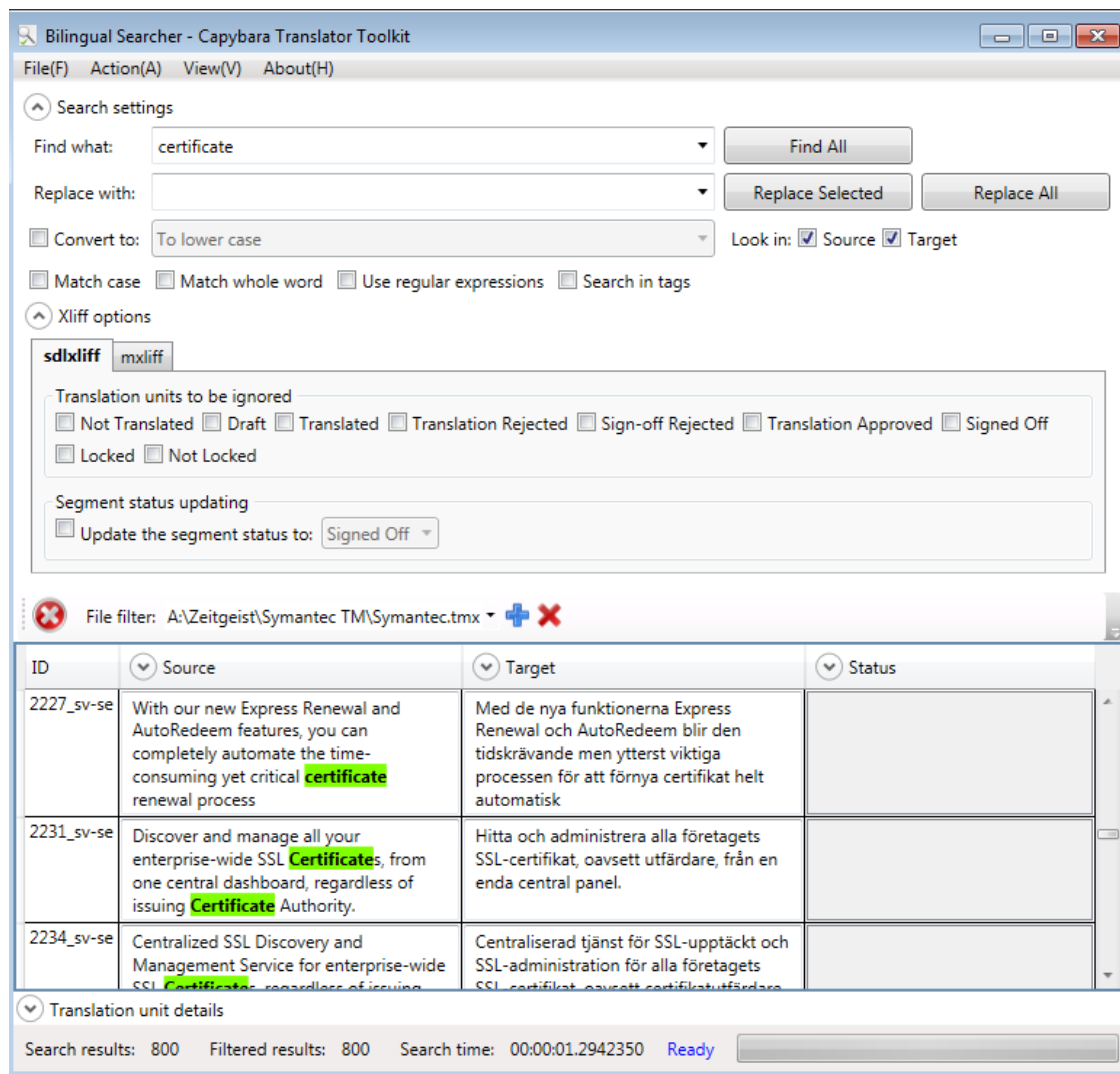
This is a catch-all chapter for some AppStore applications which allows you to do useful things with files and segments but which are difficult to fit into the structure of this manual.

Xliff Previewer

The freeware application *Xliff Previewer* is related to the Bilingual Searcher (see previous page), which is not primarily a find & replace application; its main purpose is quickly to let you preview an .xliff, .sdlxliff, .mxliff, .ttx or .tmx file – just right-click the file name in your file organizer and select Preview with Xliff Previewer. This is what the result may look like:



However, you can also perform searches in the result by filling in the search field and selecting S (In source), T (In target), or R (Use regular expressions) and pressing  (Apply). ( stands for Show only comments, and  stands for Clear.)



Integrated Segment Actions

Integrated Segment Actions is an AppStore plugin which is accessed from the *Project* or *Files* view – select one or more projects or files, right-click and select *Segment Actions*. A window opens where you can select *Segments to Perform Actions on* (some 20 options) and *Actions to Perform* (change translation status, change lock status, change content [to Empty or Target same as source]). This application is created by the same people as the Toolkit (see below), and I believe it can be viewed as a simpler-to-use subset of the latter.

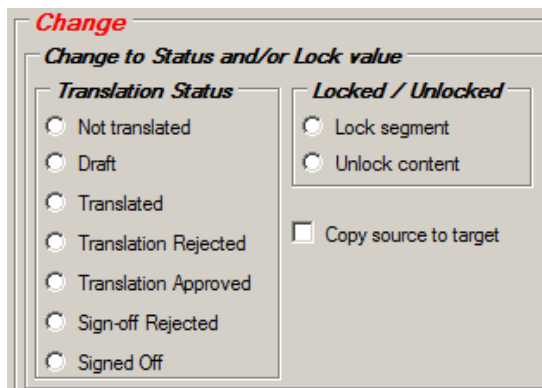
The SDLXLIFF Toolkit

The *SDLXLIFF Toolkit* is an AppStore application created by SDL International. As usual, Paul Filkin has lots of information to give in a blog post (*The SDLXLIFF Toolkit*); there are of course also instructions in the download package. It is a standalone application, so you will not find it in the list of plugins, but as an icon on your desktop and (God willing) in the list of AppStore Apps in the navigation field in the *Welcome* view. Here is my attempt to describe it.

Actions

The starting point is that you can define segment selection criteria or search criteria in many different ways, and then tell the application what to do with those segments. What you can do is for example:

- Change status for a selected group of TUs and/or copy source to target for the same group (note that you cannot change translation status, lock status *and* copy source to target in one go; but it's quite fast to do these things one after the other (if you need to)):



You can use this e.g. for locking Master Pages in PowerPoint, or for marking comments in Word source segments as “translatable” (see p. 284).

- Clear all selected target segments.
- Replace expressions in source or target segments in a group of files.
- Create a new .sdlxliff file consisting of selections from a number of files, which you can then use to create a project and translate to produce translation units for a TM (useful for instance if you're working together with other translators and want to provide them with “certified” TUs as a basis for further work). Such selection files cannot, however, be used to produce target files – but then it's difficult to see that need.

There are two particular advantages with this application. One is that you don't need to open the files in Studio (as with *SDL Batch Find and Replace*; p. 200). The other is that the options for selection and search criteria are richer than anything you will find in Studio itself.

Status selection criteria

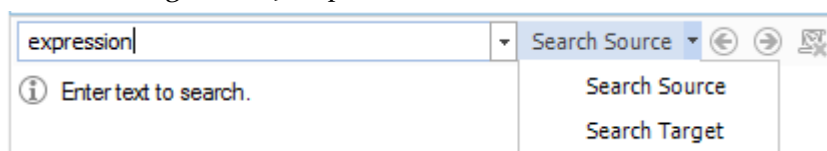
Below is a view of all selection criteria on offer:

pane), and then the desired search will always be performed with F3.

- *Insert text from a concordance lookup:* Make sure that the cursor is placed where you want the text to be inserted. Select, in the concordance window, the text to insert. Press Ctrl+Alt+F3, or right-click in the selection and select **Insert into document**. Note that you can switch between the panes, including the concordance pane, with the keyboard shortcuts Ctrl+Tab and Ctrl+Shift+Tab (see p. 173).
- *Add new term from a concordance lookup:* Select source and target terms and click the **Add New Term** button or the **Quick Add New Term** button on top of the pane (no shortcuts, though):



- *Search for an expression by typing it:* Use the field above the concordance pane. Enter the expression and select to search in the source or target text. Jump between occurrences with the arrows.




Note: There are still some peculiarities concerning the concordance lookup. One is its case sensitivity: it seems that an uppercase word in the TU will be found only if you search for its lower case version but will not be found if you search for its (proper) upper case version. Another is that a compound expression, where the component words are separated by hyphens or slashes, sometimes can only be found if you search for it *without* the hyphens/slashes.

Edit/delete TUs

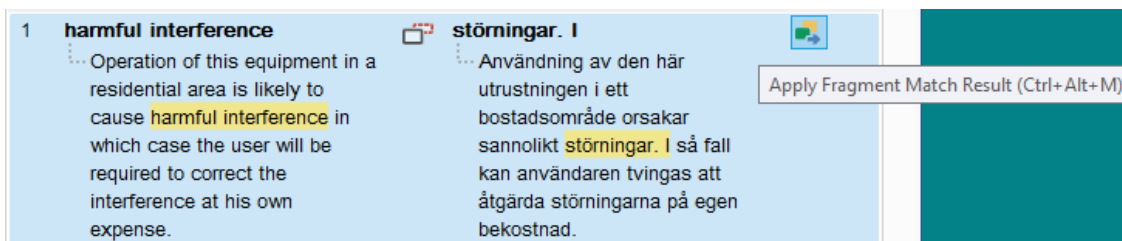
You edit/delete TUs in the Concordance Search pane in the same way as you do in the Translation Results pane; see p. 212.

Clear the Concordance Search pane

You clear the *Concordance Search* pane by clicking the  button.

upLIFT (fragment recall)

upLIFT in essence means utilising translation unit fragments (“fragment recall”, also called “subsegment matching”) if no 100% match is found. It could be described as an advanced concordance search where both the source and corresponding target words/ expressions are highlighted, only expressions with contiguous words are presented (i.e. no hits where the separate words in an expression are spread all over the text), and you can insert the suitable target expression with a shortcut. This picture should give a good idea:



Note that there are a number of TM preparations needed before you can use the upLIFT feature; see below. Also note that the upLIFT function includes finding “whole TUs” in the TM(s) which match some *part* of the source segment in question. This whole TU matching does not require preparation of the TM(s).

Note 1: AnyTM (p. 94) unfortunately cannot use fragment recall.

Note 2: Currently, Chinese and Japanese are not supported for fragment recall but are planned for the first quarter of 2017.

As you see, upLIFT is somewhat similar to the use of AutoSuggest dictionaries, but with a very important advantage: unlike the AutoSuggest dictionaries, the fact that upLIFT is TM-based means that it is always updated with the latest translated segment. Other differences is to the advantage of AutoSuggest dictionaries: For upLIFT to work, the TM must contain at least 1,000 TUs and should preferably contain at least 5,000. In addition, the preparation of a TM for upLIFT (see below) can take some time if it is big: for 10,000 TUs it is a matter of minutes, but for really big TMs you may be better off setting aside a night or a weekend. (The computer will of course not be tied up during that time, but depending on its resources, it may be slowed down.) The good news is that the AppStore plugin *Reindex TMs* makes it possible for you to have several TMs being prepared in one go – and you’ll be able to use Studio during the process (even if slowed down), which is not the case if you do it using the built-in procedure.

An interesting part of the upLIFT technology is that the fragment matching against a TM to be used is reflected in the project analysis (the Analyze Files Report; p. 149). This very banal example should give you an idea:

Type	Segments	Words	Characters	Percent	Recognized Tokens	Fragment words (whole TU)	Fragment words (TU fragment)	Adapt Imp
PerfectMatch	0	0	0	0.00%	0	0	0	
Context Match	0	0	0	0.00%	0	0	0	
Repetitions	0	0	0	0.00%	0	0	0	
Cross-file Repetitions	0	0	0	0.00%	0	0	0	
100%	2	14	88	19.72%	0	0	0	
95% - 99%	0	0	0	0.00%	0	0	0	
85% - 94%	1	14	78	19.72%	0	0	3	
75% - 84%	0	0	0	0.00%	0	0	0	
50% - 74%	0	0	0	0.00%	0	0	0	
New/AT	6	43	219	60.56%	0	0	25	
AdaptiveMT Baseline	0	0	0	0.00%	0	0	0	
AdaptiveMT with Learnings	0	0	0	0.00%	0	0	0	
Total	9	71	385	100%	0	0	28	

And should you want another take on upLIFT than mine, you might try Emma Goldsmith's blog post [SDL Trados Studio 2017: fragment recall and repair](#). For even more in-depth information, read Jesse Good's [description of the upLIFT Fragment Recall](#) in his blog post *Trados Studio 2017 Features and Buyer Guide*.

Settings

Activate fragment search

For the fragment search to work, you have to make this setting, which is not done by default: Select Project settings (on top of the *Translation Results* pane or go to Home > Project Settings) and then select Language Pairs > All Language Pairs > Search. Look here:

Segment Fragment Matching Options

Use the checkbox to enable or disable matching against translation unit (TU) fragments. Then, set the number of words required for matching document segment fragments against whole TUs or TU fragments.



Whole TU ☒ TU fragment

Minimum words for a match:

Minimum significant words in a match:

Inexplicably, TU fragment is not selected by default, but you need to select it in order to get fragment hits. Minimum words for a match is exactly that (you may need to experiment so that you do not get too many hits, for instance if you have large TMs, or too few); insignificant words are words like *the*, *or* and *a* (and corresponding words in other languages). You can go down to 1 if you want.

Basic use

An upLIFT match can consist of a whole or parts of a TU. The symbol between source and target indicates which:  indicates a whole TU match;  indicates a fragment match (and both are very obvious from the text itself; also any whole TU matches are presented first). The easiest way to insert the highlighted target text (match) from the selected hit is to start typing it – it will then be presented as an AutoSuggest option. Alternatively, you can insert it with Ctrl+Alt+M.

- *Go to next match*: You have to click it; the down arrow does not work.
- *Go to another match*: Click it. Or, after you have clicked one hit, you can navigate between them with the up/down arrow keys.
- *Turning off/on the Fragment Matches display*: Select File > Options and then Editor > Fragment Matches Window. The option Display results from the Fragment Matches window if the TM lookup returns no results is selected by default. (The AutoSuggest presentation works even if this window is not shown.)
- *Turning off/on the AutoSuggest presentation of fragment matches*: Select File > Options and then AutoSuggest. In the right-hand pane, the AutoSuggest provider Fragment Matches is selected by default.

Display of Fragment Matches; use of Auto-Suggest

Colours and font size for highlighting

You can change the highlighting colours and the font sizes in the Fragment Matches window:

31

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”. The following are simply inserted into the target segment just as they are, provided you have enabled the corresponding auto-substitution; see p. 252:

- 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 AppStore plugin [Regex Match AutoSuggest Provider](#); see p. 264.

Note 1: The recognition of alphanumeric strings 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 AppStore application [Reindex TMs](#), which sits on your desktop. You simply drag the files to be reindexed into the top half of its in-

terface 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 re-start.

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 **BR** or by a blue square-bracket underline **URL,USB**. They, too require enabling of auto-substitution (p. 252) and are as follows:

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

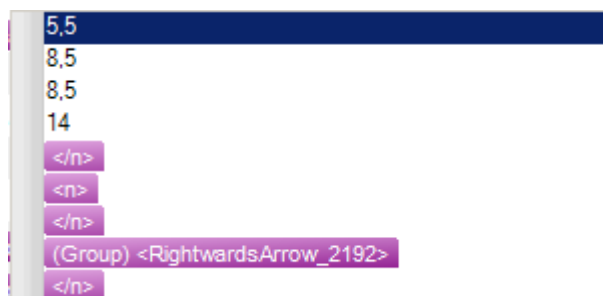
As for the localization of the tokens, again see p. 252.

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. 248.

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+[comma] or Ctrl+Alt+DownArrow. (Note that the last combination – as well as the one for stepping between tokens; see below – may result instead in changing the screen. If so, you need to deactivate the Windows hotkeys: right-click anywhere on the screen, select **Graphic options** [or the corresponding option in your language] > Hot Keys [or Shortcuts] > Disable.) 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.

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. 241. This means that, during translation,

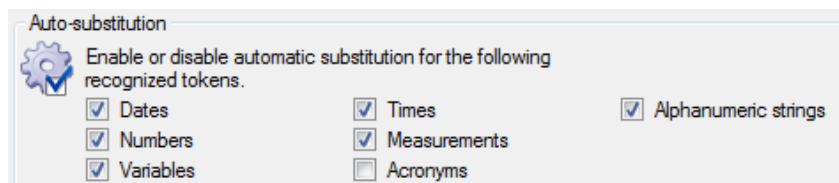
- a. if the source segment is identical to a TU except for tokens, Studio will insert the corresponding target segment as a 100% match with the target versions of the tokens inserted; or
- b. if no hit in the TM is found for the source segment, you will still be able to insert the token in the simplified way using Quick-Insert (see p. 245).

The types of expressions are:

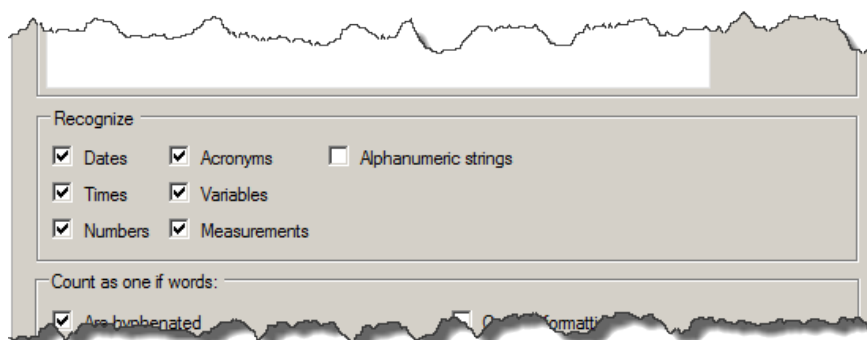
- Acronyms
- URLs
- Variables
- Inline tags
- Dates
- Times
- Numbers (in numerals)
- Measurements

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. 228), select in the respective dialog box the TM in question (not under *All Language Pairs*), 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** and make any necessary adjustments under **Recognize**:



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 1–4 more uppercase letters, or by the & character and by a single uppercase letter (e.g. “A&B”). An acronym may not contain a full stop.
- 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.

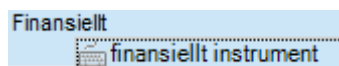
The *Variable* list can also include comments and headings. Those must be directly preceded by the hash symbol (#); e.g. #comment.

33

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* (p. 260), and on expressions that you have entered into an *AutoText list* (p. 265) for the target language in question. The symbol to the left of the suggestion indicates its source (the picture below illustrates an AutoText hit).

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.

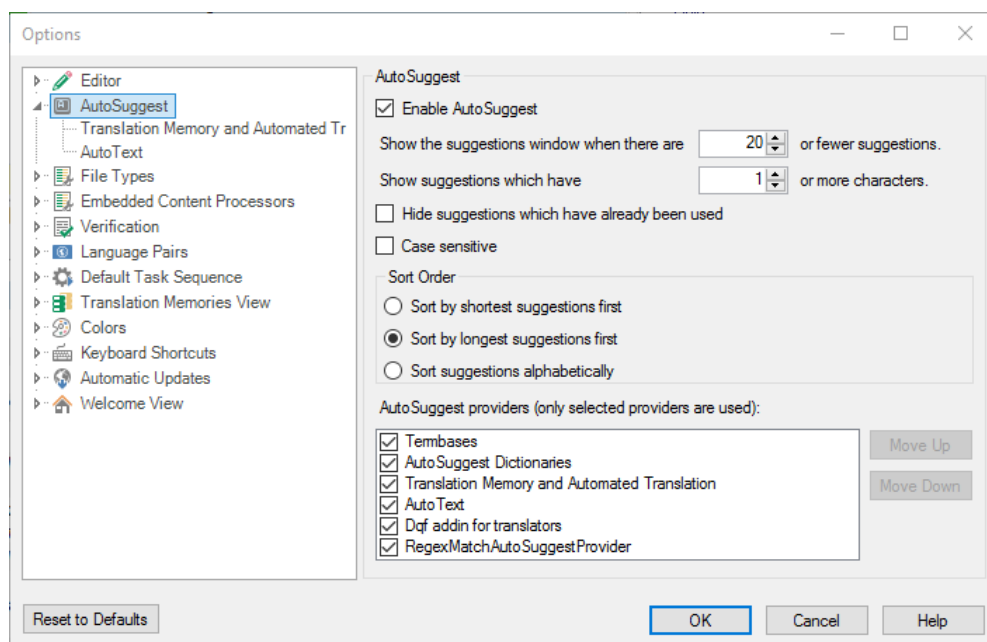
An AutoSuggest dictionary contains words and phrases extracted from a TM.

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 blog post [The ins and outs of AutoSuggest](#).


Note: A somewhat similar function is offered by the Autocompletion feature (p. 276). The difference is that not only do you have to “plan ahead” for the expressions in question, you also have to remember the abbreviations that you have programmed.


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:



The provider options Termbases, AutoSuggest Dictionaries and AutoText are self-explanatory. The Translation Memory and Automated Translation option means you can get matches from TMs, machine translation resources and concordance searches, with these symbols:

 for exact TM match

 for fuzzy TM match

 for machine translation

 for concordance match

This is a new and very useful feature, which is described in detail by Nora Díaz in her blog post [Studio 2015: AutoSuggest Gets Even better](#) (with a video, too). If you want to use it, make sure that the Editor > Automation settings (in the File > Options dialog box) has Apply best match after successful lookup deselected (it is selected by default); also your settings of the minimum match values for TM lookup and concordance lookup (p. 216 and 220, respectively) should be set sufficiently low for hits to appear.

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).

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: 100%, and the colour – which does not change if the translation is confirmed – indicates the difference from a “normal” 100% match (100%). And since auto-propagation does not require a TM, it can be used even if no TM is specified.

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):

General

☒ Enable Auto-propagation

Minimum match value: 100

☐ Auto-propagate exact matches to confirmed segments

☐ Confirm segment after auto-propagating an exact match

Starting Position

Auto-propagate from: Next segment in document

Prompt User

When auto-propagating a segment, the user will be prompted:

☐ Always

☐ Conditionally when:

☐ Matching segment has been translated differently

☐ Matching segment has no translation

☐ Matching segment is confirmed

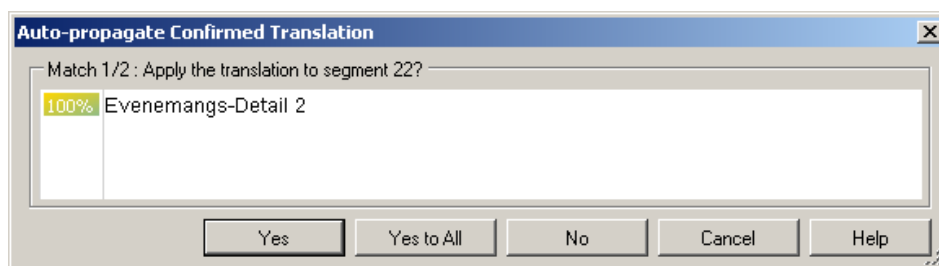
☒ Never - always auto-propagate translations without prompting user

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. 177.

- **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:



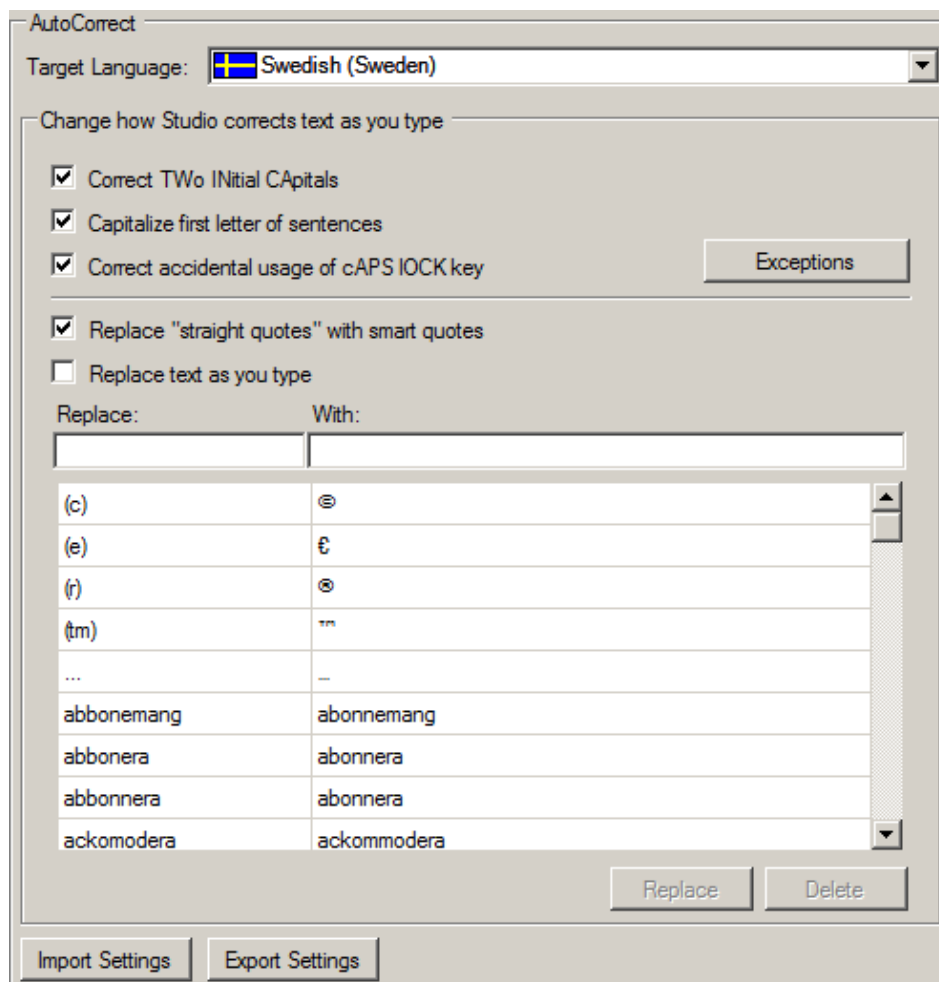
Note 1: Auto-propagated segments with tags missing from the target segments will get a ‘missing tag’ penalty.

Note 2: The Auto-propagation function can sometimes be tricky and may give unwanted results with numbers. Discussions in [TW_users](#) (see p. 14) 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 autopropagates only the first number; also it substitutes the short dash for the en dash.

Note 3: If you use the filtering function (p. 193), it may happen that the auto-propagation function does not work properly. Therefore, it is probably safer not to combine them.

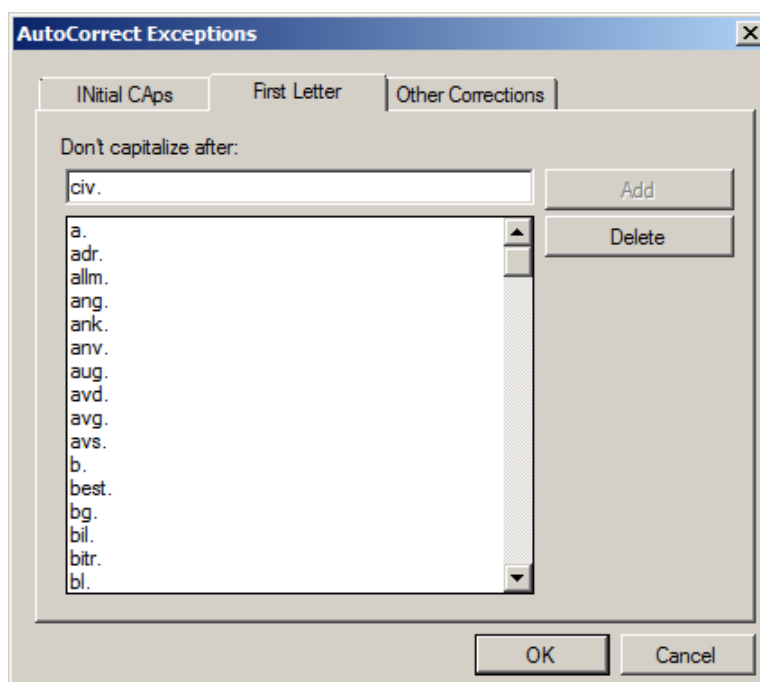
Autocorrection and autocompletion

Studio 2015 has an AutoCorrect function which works the same as in Microsoft Word. All its settings are found in File > Options > Editor > AutoCorrect (the Options window is most easily opened with Alt/F10, F, T):



This is just like in Word except for the “smart quotes”, which means that the quotation marks are adjusted to the language in question, so that for instance in a German text, you will automatically get „...“.

The Exceptions button gives access to these options:



And just as in Word, you can use the **Replace text as you type** function to set up shortcuts for longer words or expressions.

You can export and import settings, which get the extension `.autoCorrect`. You cannot import a corresponding Word list (or a Studio list into Word) since the formats are different. However, an `.autoCorrect` file is editable in some text editors (not NotePad), e.g. *Atom* (<https://atom.io>), which means that you can export a Word list and make it conform with the `.autoCorrect` format. There is a Word macro for that, provided courtesy of Spiros Doikas (read more about it at <http://www.translatum.gr/forum/index.php?topic=399434.0>):

```
Sub AutocorrectTabsReverse()  
  Dim a As AutoCorrectEntry  
  For Each a In Application.AutoCorrect.Entries  
    Selection.TypeText a.Value & Chr(9) & a.Name & vbCr  
  Next  
End Sub
```

Insert the macro in Word as described below (p. 279), select the Word target language as desired and run the macro. The resulting list is to be pasted in the exported `.autoCorrect` file below the row `<AutoCorrectEntries>`. Note, however, that this part of the file *must not contain duplicates* or it cannot be imported back into Studio. In practice, this means that you must *replace* the whole existing `AutoCorrectEntries` list with the corresponding Word list. The alternate solution is to refrain from using the Word list and just edit the original `AutoCorrectEntries` list as appropriate.

When you export the settings, the resulting file is in `.xml` format, which makes it hard to inspect and edit except as described above. Paul Filkin has written a blog post describing how to transform such a file into Excel format (for editing) and then transforming it back into `.xml` format for importing again. Read about it here: [correcting autocorrect!](#).

44

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:

{02} Turns the browser bar green, green, showing visitors that your website is secure. {1012} Webbadressfältet blir grönt och visar på så sätt att webbplatsen är säker. {01}
{02} Displays the name of your organisation, verified by VeriSign Authentication Services as proof of rigour authentication. {1012} Namnet på ditt företag visas, och det framgår att det har kontrollerats av VeriSign Authentication Services som bevis på sträng autentisering. {01}

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 post [Studio 2011 Series: The Return of the Bilingual Word File Type](#).

Handling .pdf files

Delivery of a file converted to Word

While SDL Trados claims that Studio is able to handle .pdf files, the result sometimes is less satisfying. The text may be 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.

Still, it should be pointed out that Studio 2015 includes a function for converting the .pdf to Word format with in many cases quite satisfying results; in particular it handles “scanned” .pdf content, i.e. content which is in the form of images, not text characters. These are the settings available under **Options > File Types > PDF > Converter**:

Layout

- ☒ Flowing - recover page layout, columns, graphic and preserve text flow
- ☐ Continuous - detect layout and columns but only recover formatting, graphic and preserve text flow
- ☐ Exact - recover exact page presentation using text boxes in Microsoft Word

Image recovery

- ☒ Automatic Anchoring
- ☐ Anchor to Paragraph
- ☐ Anchor to Page
- ☐ Remove Images

Headers and footers

- ☒ Recover as headers and/or footers
- ☐ Place in the body of the document
- ☐ Remove

Table detection

- ☒ Detect tables

Recognize PDF text

- ☐ Every character
- ☒ Problem characters only
- ☐ None

The above are the default settings, which usually are the preferable ones.

Once you have made this conversion and opened the file in the *Editor* view, you should copy all source to target and then preview the target file in Word (Ctrl+Shift+P [SDLX: Ctrl+Alt+Shift+T]) to check if the result is acceptable. (The results may vary very much, from quite good – I have occasionally had better results than even with Abbyy FineReader – to totally unacceptable.) If it is not, the best

47

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. 12) for very detailed information. The section designations refer to the subheadings on pp. 358–366.

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. 351 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. 149), 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.

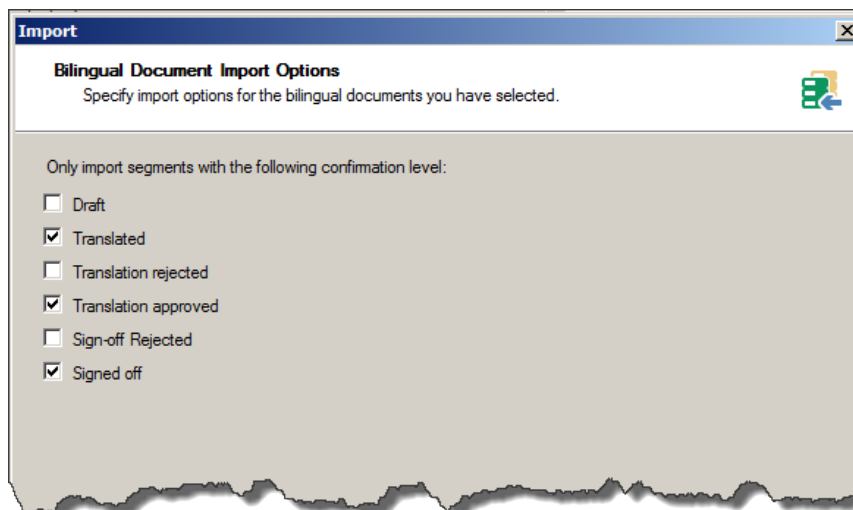
Note 2: There is an AppStore plug-in for the use of SDLX TMs, [SDLX Translation Memory Plug-in for SDL Trados Studio](#). It supports all three types of SDLX TMs: file-based TMs in .mbd format; server-based TMs on a Microsoft SQL server; and server-based TMs in SDL .tms. See also p. 361.

Importing files into an existing Studio TM

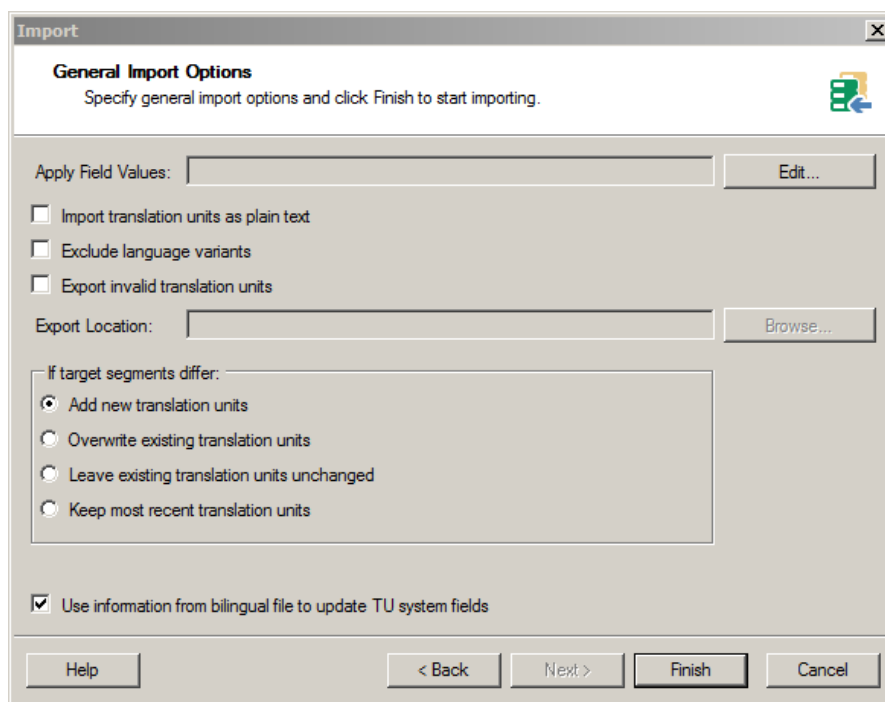
A: Importing .ttx, .itd and .sdlxliff bilingual files

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:



- 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. 326. Click Next. The General Import Options page opens.



- ④ Apply Field Values permits specification of which custom field values (p. 349) shall be assigned to the imported TUs, if the importing TM has such fields (the bilingual files do not).

The other options are self-explanatory. Here it is important to consider whether to import TUs as plain text, in which case all tags (including formatting) – which may not be relevant – are ignored. If several target languages are included in the source material, you may also wish to exclude some of them.

Producing new TMs from translated documents: Alignment


You can “align” the source and the target file of a translation to produce a translation memory. The alignment tool was 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. 218 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 to split it into two documents and then use the Alignment function. However, Roger Sjölander has written a macro which uses the table as it is and converts it into a TM file in text format. The macro and more instructions can be found in this Tradosstudiomanual blog post: [Creating a TM file from a Word table with source + target](#).

Not surprisingly, Paul Filkin has written a blog post, [Working with Studio Alignment](#), about this. It includes a 17 minutes long video tutorial!

A few other tips: Before alignment, open source and target documents and compare to make sure there are no amendments in the latter which will throw the whole thing out of kilt. Remove all images and formatting (if you want to be really certain of getting rid of possibly disturbing elements, save both files in .txt format).

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 2015/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.

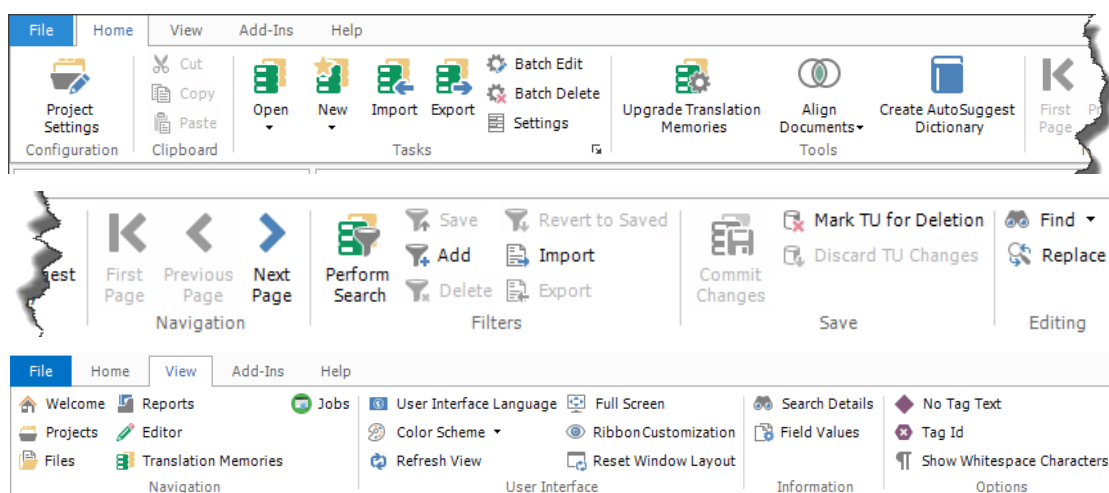
49

Translation Units maintenance


The Translation Memories view

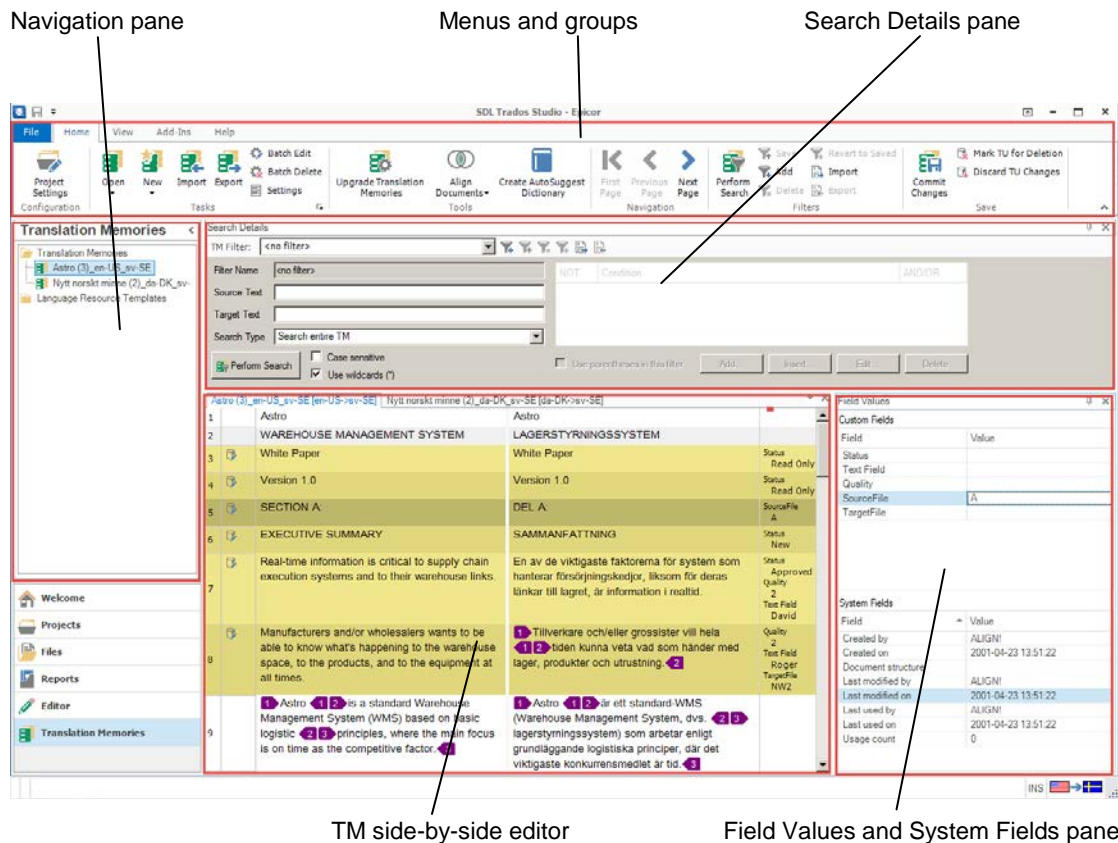
Ribbons

The Home and View ribbons are – as always – specific (some of the options are not visible until you have opened a TM):



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. 30):



- 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. 341).

- 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 AppStore 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 **x** in top right hand corner of the Editor pane. If you have made any (pending) changes (see p. 386), 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

TM name tabs		Source language segments	Target language segments	
Nytt norskt minne (2)_da-DK_sv-SE [da-DK->sv-SE] TM-test-en-sv [en-GB->sv-SE] Astro (3)_en-US_sv-SE [en-US->sv-SE]				
1		Astro	Astro	
2		WAREHOUSE MANAGEMENT SYSTEM	LAGERSTYRNINGSSYSTEM	
3		White Paper	White Paper	Status Read Only
4		Version 1.0	Version 1.0	Status Read Only
5		SECTION A:	DEL A:	SourceFile A Quality 2
6		EXECUTIVE SUMMARY	SAMMANFATTNING	Status New
7		Real-time information is critical to supply chain execution systems and to their warehouse links.	En av de viktigaste faktorerna för system som hanterar försörjningskedjor, liksom för deras länkar till lagret, är information i realtid.	Text Field David Quality 2 Status Approved
		Manufacturers and/or wholesalers wants to be	1 Tillverkare och/eller grossister vill hela	Text Field

(Note that the document structure and custom field values columns are visible only when at least one TU contains such information.) 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. 176.

- **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).

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 blog post by Paul Filkin, *Is MultiTerm really that hard to learn?* in his *multifarious* blog. And another one, *Multi-tudinous terminology!*, where he explains the reasons for the complexities of this application.

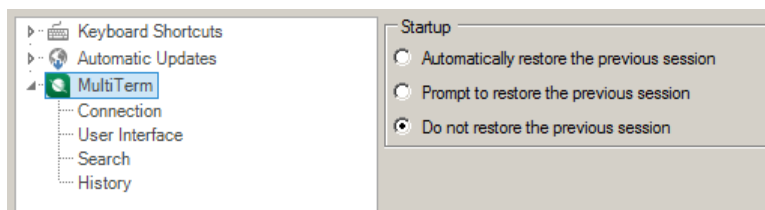
MultiTerm 2015 supports termbases created in MultiTerm 6.x to 2007, and termbases created in MultiTerm 2009, 2011 and 2014 are completely compatible with MultiTerm 2015 termbases.

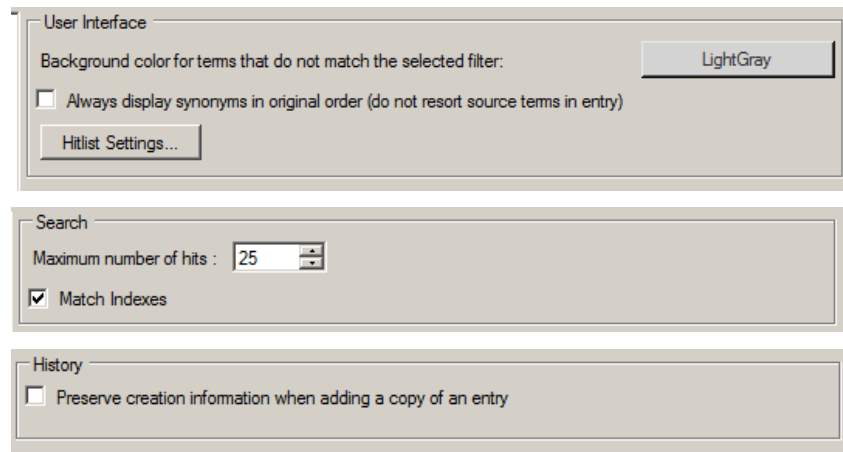
However, it may happen when you open a 2011 termbase that you are told that it needs to be reorganised. How to do this is well explained by Nora Díaz in her blog post [Studio 2014: Termbase Needs to be Reorganized, but How?](#).

An interesting addition to the MultiTerm termbase function is the possibility to use simple Excel glossaries (with up to three columns) directly in Studio, i.e. accessible via Studio's interface. This is possible with the AppStore plug-in TermExcelexator; see below on p. 423.

The basic settings

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

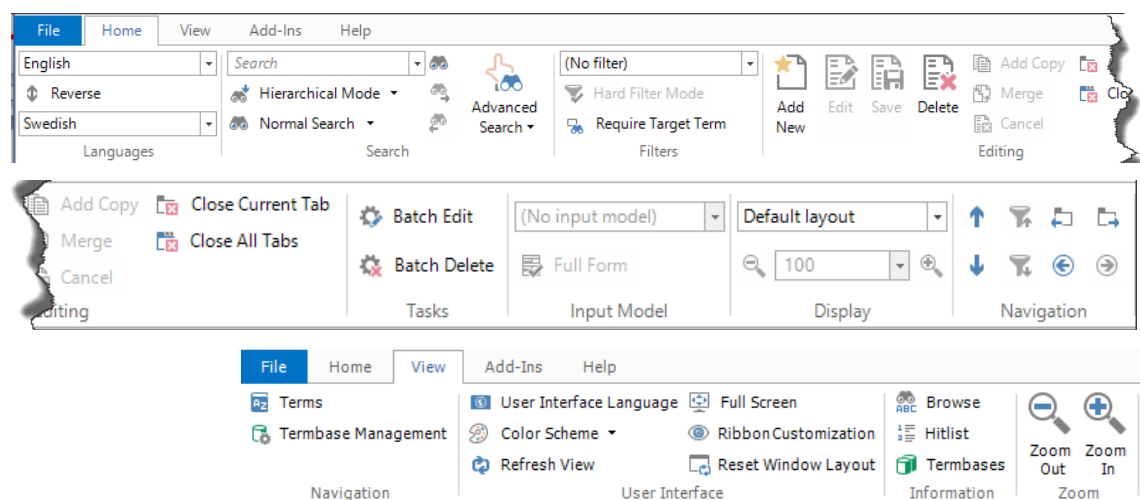




The MultiTerm window

The ribbons can be customised in the same way as in Studio (see p. 24).

The Terms view – ribbons



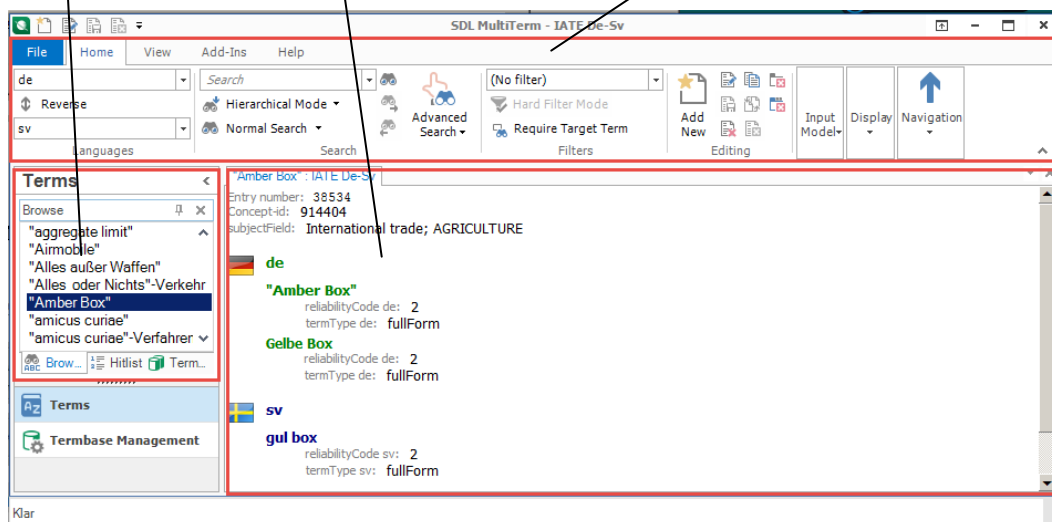
The Terms view – window

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

Navigation pane

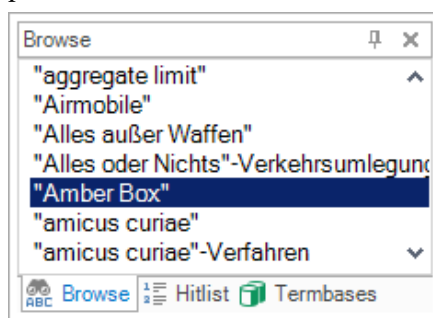
Entry pane

Ribbons and groups

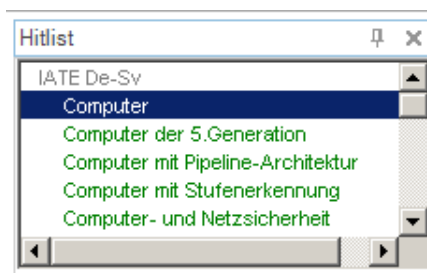


In the *Terms* view, you work with terms and termbase entries. In the corresponding *Navigation* pane, there are three tabs:

- 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.

Machine translation – basic information

The default options for machine translation (MT) in Studio are these:

- Google Translate,
- SDL BeGlobal Enterprise (see p. **Fel! Bokmärket är inte definierat.**), and
- SDL Language Cloud (see p. 433).

But there are a large number of other, optional resources, and they are proliferating as we speak. The main ones are described below.

The use of any MT services is recorded in the .sdlxliiff bilingual file during translation. Segments where MT is used are indicated with the  icon in the status column, but you should note that the AT icon is also used to indicate a translation based on an existing TU where some parts (such as dates) have been auto-substituted (see p. 252).

Note 1: The use of Google Translate, MyMemory (see p. 443) and Microsoft Translator may violate the non-disclosure agreement (if any) that you have with your client. Any source segments that you send to Google becomes their property, as is of course any matching target segments that you find there. (All this may not be a problem if the document in question is already in the public domain.) However, things are different when you use the Google Translate API (for which you have to pay); see p. **Fel! Bokmärket är inte definierat.** A further discussion on this matter is found in Jost Zetzsche’s article, “Data and the Fine Print, or How to Create a Sh*tstorm” (originally published in his *Tool Box Journal*, Jan. 18, 2015; now available in the [Lingua Greca blog: http://linguagreca.com/blog/2015/09/confidentiality-when-using-online-translation-services/](http://linguagreca.com/blog/2015/09/confidentiality-when-using-online-translation-services/)).

SDL Trados certifies that they do not make public any material they receive/send, nor can it be retrieved without their knowledge. As for SDL Language Cloud and BeGlobal Enterprise, no target text is ever sent back, and the source text is only held in memory long enough for a translation to be provided; then it is discarded.

The translations, however, are sent back to MyMemory, and Microsoft Translator, only if you expressly allow that. As for

Google Translate, I can only say that the Update TM option cannot be selected.

And whatever security is promised by the provider of the machine translation, it does not change the fact that whatever you send or receive via the internet may be compromised during that process.

An aside: if you are seriously considering working with so-called post-editing – i.e. accepting machine translated texts and making sense out of it – you may find useful an AppStore tool developed by Patrick Hartnett (author of, among others, the much appreciated SDLXLIFF Converter, now part of Studio), namely *Post-Edit Compare*. Upon installation it is accessed via the navigation menu in the Welcome view, and it reports the modification you do of a translated text and presents the result in extensive tables and diagrams, all aimed at making it easier for you to estimate the work – and costs – involved. In his blog post *Solving the Post Edit puzzle*, Paul Filkin gives a detailed description of the practical use (and don't miss the long discussions afterwards!). In many cases, however, Patrick's plugin *Qualitivity* (p. 305) is better suited for estimating post-editing work – it gives a better picture of the differences in the target text and also times the post-editing work. For a comparison of the two apps in this respect, see Paul's blog post *Spot the difference!!*.

Post-editing of machine translation (PEMT)

But note that the whole matter of post-editing of machine translation (PEMT) is a completely separate kettle of fish, in particular when it comes to post-editing of whole documents which are pre-translated by machine. Much can be said about this type of work – there is even an ISO standard (currently ISO/FDIS 18587) being developed – but you will find an excellent introduction to it in Eric Dufour's *Training Guide PE Certification* (also known as *SDL Certification – Post-editing Certification*) at www.scribd.com/document/312242950/Training-Guide-PE-Certification. And a good overview of the current situation and the development so far is given by Maarit Koponen in her dissertation *Machine Translation Post-editing and Effort*.

By default, Studio will not search for a machine translation if a match is found in a TM. You can change this in the Project Settings window: Under Language Pairs, select All Language Pairs or a specific language pair as appropriate, then, under Translation Memory and Automatec Translation, the Search option. In the right-hand pane, select the option Look up segments in MT even if a TM match has been found.



Note 2: The choice whether to use MT or not (or to use it and indicate that this has been done – or not to indicate it) may sometimes be a difficult matter of conscience. Paul Filkin has written an extremely interesting blog post on this, *MT or not MT?*, where he also shows various methods for avoiding indication of MT use in the TM if you feel this is warranted (e.g. when you know the material is already in the public domain, and you feel it is not your duty to tell the client how you have made the translation; or when you consider it OK to use MT for parts of the translated segments without explicitly indicating this to the client).