

SDL Trados Studio 2019

THE MANUAL

For self-study
and easy reference.

First edition

Mats Dannewitz Linder

ISBN 978-91-639-9253-7

Published by Nattskift Konsult. Copyright © 2018 Mats Dannewitz Linder. All rights reserved.

SDLX, Trados, MultiTerm, SDL PerfectMatch, Language Weaver, GroupShare and TranslationZone are registered trademarks of SDL plc.

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	22

PART II – BASICS

4 User interface overview	28
5 Keyboard shortcuts	39
6 Specific Studio concepts	42

PART III – QUICK GUIDE

7 Basic use	46
8 Workflow	47
9 Creating a project	48
10 Translation memory handling	52
11 Translating a single file which is not part of an existing project	57
12 Translating	59
13 The (p)review process	78
14 Saving documents; generating translated documents	80

PART IV – GENERAL FUNCTIONS

15 User Profile	84
16 Language pairs	85
17 Language resource templates	87
18 Projects	89
19 Project templates	121
20 Levels for settings – document/project/project template	125
21 Project packages	127
22 File types; file type handling; file administration	132
23 Batch Processes	147
24 Project and file statistics; reports	155

PART V – EDITING/TRANSLATING

25 Starting the editing/ translation process	178
26 The Editor view	185
27 Segment handling	200
28 Advanced manipulation of files and segments	220
29 Using TMs	225
30 Looking up terms	249
31 Recognized tokens	259
32 Automatic substitution/localization of specific expressions	271
33 AutoSuggest	277
34 Auto-propagation	288
35 Spell checking	290
36 Grammar checking	294
37 Autocorrection and autocompletion	296
38 Comments	302

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	307
40 Verification/quality control	311
41 Preview	332
42 Saving documents and updating TMs; generating translated documents	344
43 Review and sign-off	348
44 Bilingual Word files, .pdf, .ttx and Excel files in Studio	353
45 Pseudo-translation	360
PART VI – TRANSLATION MEMORIES	
46 Handling Studio translation memories	364
47 Handling legacy (old format) TMs	381
48 Producing new TMs from translated documents: Alignment	392
49 Translation Units maintenance	408
50 Reversing languages in a TM	420
51 Using server-based TMs	421
PART VII – TERMBASE HANDLING	
52 MultiTerm and termbases	426
PART VIII – MACHINE TRANSLATION	
53 Machine translation – basic information	458
PART IX – REGULAR EXPRESSIONS	
54 Regular expressions – an introduction	488
ANNEXES	491
INDEX	520

Contents in detail

PART I – INTRODUCTORY MATERIAL

About this manual	2
1 SDL Trados Studio – a presentation	3
Changes in Studio 2019	3
Help with upgrading	4
Basic Studio setup	4
On the use of Studio for the translation of running, non-repetitive text (e.g. books)	5
User account	6
License matters	6
Transfer Studio to a new computer	7
Working together over the net	8
Jobs posted at ProZ – plugin for	9
Final tip	9
2 Help	10
Overview	10
“Internal” Studio material	11
Material on SDL sites	15
Third party material	20
3 The SDL AppStore	22

PART II – BASICS

4 User interface overview	28
The views; the ribbon	28
The Add-Ins ribbon	33
The Welcome view	34
Ribbons	34
Work pane functions	34
Customising the work pane options	35
Customising the navigation pane	35
The main Studio window	35
Customizing the views	36
Rearranging the work panes	37
5 Keyboard shortcuts	39
6 Specific Studio concepts	42
The “Project” concept	42
The “Project template” concept	43
The “User profile” concept	43
The “Project package” concept	43

PART III – QUICK GUIDE

7 Basic use	46
8 Workflow	47
One source file only, no initial creation of a project	47
Several source files, with project creation	47
9 Creating a project	48
Project without centralised resources	48
Project with centralised resources via SDL WorldServer	51
10 Translation memory handling	52
Creating a TM	52
Importing a legacy (old format) TM into an existing Studio TM	53
Upgrading a legacy (old format) TM to Studio format	56

11 Translating a single file which is not part of an existing project	57
12 Translating.....	59
Opening a previously saved file (or files)	59
Editing.....	60
The Editor pane.....	61
Segment handling	61
Segment status; filtering.....	65
Find & replace	68
Recognized tokens, formatting and special characters; whitespace characters	68
Lookup: TM, concordance, termbase.....	70
Fuzzy Match repair.....	72
AutoSuggest.....	72
Comments.....	72
Quality control	73
Basic editing functions that you should be familiar with	
and/or investigate	74
Confirmation, navigation between segments	74
Other actions on segments	74
Handling of TM searches	74
Fragment lookup	74
Check or change TM settings	75
Concordance	75
Handling of recognized tokens.....	75
AutoSuggest (including AutoText).....	75
Filtering segments.....	76
Auto-propagation.....	76
Verify “translation” of numbers	76
Export for review	77
Updating the TM during translation	77
13 The (p)review process	78
Previewing as you translate.....	78
Previewing in the original file format	78
Printing the preview.....	79
Tracking changes (as in Microsoft Word).....	79
14 Saving documents; generating translated documents	80
Saving documents.....	80
Generating translated documents	81
 PART IV – GENERAL FUNCTIONS	
15 User Profile.....	84
16 Language pairs	85
17 Language resource templates.....	87
18 Projects.....	89
Ribbons	89
Creating a project.....	90
Preparations	90
Step 1: One Step – Basic project data	90
Step 2: General	95
Step 3: Translation Resources – TMs and TM settings	96
Step 4: Termbases	100
Step 5: Trados GroupShare	102
Step 6: PerfectMatch.....	103
Step 6 (or 7): Batch Tasks	104
Step 7 (or 8): Summary	109
Step 8 (or 9): Preparation.....	111
Project files – what and where	113
Task history	113
Managing projects.....	113
Project settings window.....	114

The Projects view	114
Changing projects list settings	117
Changing file type settings	117
Adding/removing files or folders	117
Virtually merging files (QuickMerge).....	118
Adding/removing TMs	119
Adding/removing termbases	119
Adding new target languages	119
Changing languages	120
Managing sets of projects according to clients.....	120
19 Project templates	121
Managing project templates	121
Managing language pairs.....	123
General settings of TMs and termbases	124
20 Levels for settings – document/project/ project template	125
21 Project packages.....	127
Opening a project package	127
Opening files in a project package	130
Reviewing a package with the help of a colleague.....	130
Returning a project package	130
22 File types; file type handling; file administration.....	132
Supported file types.....	132
File type settings.....	137
Embedded Content Processors.....	145
Working with Wordfast or memoQ projects	146
23 Batch Processes	147
Batch tasks and task sequences included in Studio	147
For processing files and preparing projects	148
For preparing projects only	152
Running a batch task or task sequence on files	152
24 Project and file statistics; reports.....	155
Report handling	156
Ribbons.....	156
Description	157
Project and file analysis (for detailed statistics).....	158
How much is a word count?	165
Simple word count (no “fuzzy matches” statistics).....	166
Current status (no “fuzzy matches” statistics).....	167
Work in Progress report	169
Pre-translation report.....	170
TM updates report.....	171
Quotations and invoices.....	172
Tracking time	175
PART V – EDITING/TRANSLATING	178
25 Starting the editing/ translation process	178
Settings for the opening of a document	178
Translating a single new document	179
The main differences between Translate Single Document and New Project	181
Opening several new documents for translation	183
Closing one or all documents.....	183
Continuing working on a project.....	183
26 The Editor view.....	185
Terminology.....	185
Overview: The Editor view	185
Ribbons.....	185
Description	186

Customizing the Editor pane	188
Navigating between (and in) open documents.....	192
Documents in the Files view	195
Ribbons	195
Description	195
Language and encoding settings	198
Changing project settings	199
27 Segment handling.....	200
Segment navigation and manipulation	200
Segment status; filtering; find & replace	205
Filtering according to status or for specific expressions	207
Mark for “no translation”	213
Find & replace and advanced management of segments.....	213
28 Advanced manipulation of files and segments.....	220
Xliff Previewer	220
Integrated Segment Actions	221
The SDLXLIFF Toolkit	221
Batch manipulation of segments and tags	224
SDLXLIFF Split/Merge.....	224
29 Using TMs.....	225
Opening, creating and deactivating TMs during translation; upLIFT and fuzzy match repair	225
Project translation memories	226
Specific “fuzzy match” threshold for the project TM creation	227
TM lookups.....	228
Customizing the Translation Results pane.....	230
Handling TM lookup results.....	231
Types of TM matches.....	232
PerfectMatches	232
TM lookup settings	233
Editing/deleting TUs in the Translation Results pane	236
Concordance search.....	237
upLIFT (fragment recall)	239
Settings	241
Preparing the TM.....	242
Fuzzy match repair	244
Updating the TM	246
Automatic update during translation – settings	246
Manual update of the TM(s) during or after translation	247
30 Looking up terms.....	249
Termbase search (terminology lookup).....	249
The Termbase Viewer	253
Looking up external termbases	255
Web Lookup! and RyS Web Look-up.....	255
GT4T	256
The SDL MultiTerm Widget.....	257
The Dictionary Provider.....	257
IntelliWebSearch	258
31 Recognized tokens	259
“Recognized tokens” (including tags); special characters; whitespace characters	259
Inserting recognized tokens	260
Special characters – two simple ways to provide character inserts.....	263
Special characters with QuickInsert.....	264
Whitespace characters.....	265
Tag handling	266
Ghost tags	269

Overdose of tags	269
Translatable and non-translatable tags	269
32 Automatic substitution/localization of specific expressions	271
33 AutoSuggest.....	277
Setting up AutoSuggest	277
Generating/adding an AutoSuggest dictionary	279
Creating AutoText entries	284
TermInjector and auto-insertion	285
34 Auto-propagation	288
35 Spell checking.....	290
Checking the spelling	290
Spell checking settings.....	291
Managing dictionaries	291
36 Grammar checking.....	294
37 Autocorrection and autocompletion	296
Third party solutions	298
AutoHotkey	298
Text replacement	299
Remapping of keyboard keys	300
Script Showcase	301
38 Comments	302
Export comments.....	304
Working with source file comments	
in Microsoft Office and .pdf documents.....	305
Working with source file comments	
in .csv and tab delimited text documents	306
39 Changes in source documents	307
Tracked changes in source documents.....	307
Editing source segments.....	309
Updating source documents	310
40 Verification/quality control	311
Translation Quality Assessment (TQA)	312
Verifying the translation	313
Automatic verification (verification during translation)	313
Verifying a project (normally after translation)	314
QA Checker settings	317
Tag Verifier	324
Terminology Verifier	325
Number Verifier	326
XHTML, XLIFF and XML validation	327
Use of quality metrics and productivity data in the Quality plugin	328
The TAUS DQF plugin.....	329
41 Preview	332
Previewing as you translate	332
Previewing in original file format.....	334
Exporting/printing the preview	334
Printing the preview via Studio	334
Exporting the bilingual preview as a Word document	335
Exporting the bilingual preview as an Excel document	340
Importing changes from a monolingual target document (“retrofit”).....	341
Retrofitting an open .sdlxliff file.....	341
Retrofitting a project	343
Opening an .sdlretrofit file.....	343
Comparing .sdlxliff files.....	343
42 Saving documents and updating TMs;	
generating translated documents	344
Saving the bilingual and source documents.....	344

Updating the TMs.....	345
Generating a translated document	345
Finalizing the translation	345
Exporting files.....	346
Marking a project as complete.....	347
43 Review and sign-off	348
The review process.....	348
Tracking changes in target segments (as in Microsoft Word).....	349
Making changes	351
Reviewing tracked changes	351
The sign-off process	352
44 Bilingual Word files, .pdf, .ttx and Excel files in Studio	353
Handling bilingual Word files.....	353
Handling .pdf files.....	354
Delivery of a file converted to Word	354
Delivery of a .pdf file.....	355
Handling .ttx files	356
The SDLXLIFF to Legacy Converter.....	356
Converting .sdlxliff files to/ import from Trados legacy formats	357
Delivering the translation in .ttx format	
or in fully formatted Word bilingual	358
Converting .sdlxliff files to .tmx format	359
45 Pseudo-translation.....	360
PART VI – TRANSLATION MEMORIES	
46 Handling Studio translation memories.....	364
Translation units – description	365
Creating a new TM	365
Exporting/importing a Studio TM	368
Exporting a TM into other file formats (conversion)	370
Repairing a Studio TM.....	370
TM settings.....	371
Editing the TM description.....	371
Creating/editing/updating Custom Fields	372
Language Resources settings.....	374
Segmentation rules	375
Variable list.....	378
Abbreviation list	378
Ordinal followers.....	379
Other TM settings	379
Access Rights – Passwords.....	379
Fuzzy Index statistics	379
Re-index the TM.....	379
Advanced tuning of the TM	380
In which TM is that term?	380
47 Handling legacy (old format) TMs.....	381
Migrating non-Studio format TMs into Studio.....	381
Importing files into an existing Studio TM	382
A: Importing .ttx, .ltd and .sdlxliff bilingual files	382
B: Importing .doc and .rtf bilingual files	384
C: Importing .tmx files.....	384
D: Upgrading legacy (old format) TMs	386
Upgrading one file only.....	386
Upgrading one or more files.....	387
E: .ini and .anl files	391
Creating a TM from a termbase.....	391
48 Producing new TMs from translated documents: Alignment	392

Alignment with or without review.....	393
Alignment with review.....	393
Alignment without review.....	396
The Alignment editor.....	398
The ribbons.....	398
The editing pane.....	399
Quality and rating.....	400
Editing an alignment file.....	401
Importing an alignment file into a TM.....	403
Saving an alignment file in .sdlxliff format.....	406
Aligning a “retrofitted” file.....	407
49 Translation Units maintenance	408
The Translation Memories view.....	408
Ribbons.....	408
Description.....	408
The side-by-side Editor pane.....	410
Customizing the Translation Memories view.....	411
Editing individual TUs.....	411
Deleting several TUs at the same time (batch delete).....	413
Editing several TUs at the same time (batch edit).....	413
Removing unwanted data.....	416
Searching for duplicates.....	416
Filtering TUs.....	417
Maintenance using Studio's QA functions.....	418
Backing up your TMs.....	419
Optimising Trados 2007 TMs.....	419
50 Reversing languages in a TM	420
51 Using server-based TMs.....	421
Managing servers.....	421
Adding a server connection.....	421
Creating a server-based TM.....	422
Opening a server-based TM.....	423
Batch-handling server-based TMs.....	424
 PART VII – TERMBASE HANDLING	
52 MultiTerm and termbases.....	426
The basic settings.....	426
The MultiTerm window.....	427
The Terms view – ribbons.....	427
The Terms view – window.....	428
The Termbase Management view – ribbons.....	429
The Termbase Management view – window.....	429
Opening termbases.....	431
Creating a termbase.....	432
Creating a termbase using a plugin for term extraction.....	435
Importing/exporting a termbase.....	436
Importing a termbase.....	436
Exporting a termbase.....	437
Converting a termbase from non-MT format.....	438
Glossary Plugin and Glossary Converter.....	439
SDL MultiTerm 2019 Convert.....	442
Converting a termbase into non-MT format.....	443
Searching the termbase.....	443
Search filter – defining and using.....	445
Which termbase?.....	446
Adding, editing and deleting termbase entries.....	446
Batch tasks.....	449

The IATE termbase – some suggestions	451
Glossaries made easy – direct Excel termbase access in Studio	452
AppStore application for quick search and MultiTerm access – Tb-Scout	453
RyS Termbase & Translation Assembler	455
Backing up your termbases	455

PART VIII – MACHINE TRANSLATION

53 Machine translation – basic information	458
General discussions on MT	458
Connecting to an Automated Translation Server (ATS)	462
Connecting to an existing server connection	462
Other apps/plugins for machine translation	472
... and GT4T	472
SDL Language Cloud	473
The Language Cloud services	475
Your Language Cloud account	483
Usefulness of machine translation	484
Using machine translation during pre-translation	485
Other ATS settings	486
AppStore plugin for memoQ	486

PART IX – REGULAR EXPRESSIONS

54 Regular expressions – an introduction	488
---	------------

ANNEXES

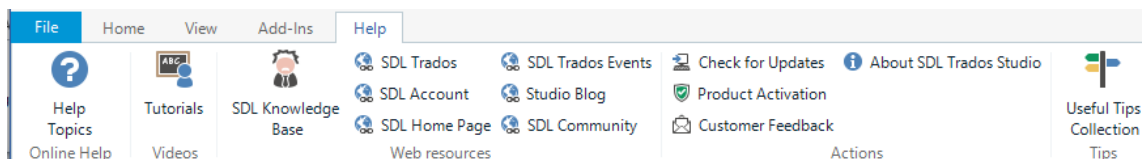
Annex A	
Keyboard shortcuts – All views	492
Annex B	
Keyboard shortcuts – Editor	494
Annex C	
Keyboard shortcuts – Editor > QuickInsert Toolbar (or, in fact, QuickInsert <i>group</i>)	497
Annex D	
Keyboard shortcuts – Editor > TM and Concordance Window	498
Annex E	
Keyboard shortcuts – Editor > Track Changes	499
Annex F	
Keyboard shortcuts – Welcome view	500
Keyboard shortcuts – Help	500
Keyboard shortcuts – AnyTM	500
Keyboard shortcuts – Bookmarks	500
Annex G	
Keyboard shortcuts – Shortcuts used in Editor and All views	501
Annex H	
Keyboard shortcuts – Files	507
Annex I	
Keyboard shortcuts – Projects	508
Annex J	
Keyboard shortcuts – Reports	509
Keyboard shortcuts – Symbols	509
Annex K	
Keyboard shortcuts – Translation Memories	510
Annex L	
Keyboard shortcuts – Alignment	512
Annex M	

Keyboard shortcuts – Termbase Viewer	513
Annex N	
Document structure codes	514
Annex O	
Special characters – coding	515
Annex P	
Segmentation differences between Studio and Trados 2007/SDLX 2007	519
INDEX	520

2

Help

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



Most of this is self-explanatory (but note that *SDL Trados* takes you to Studio's homepage, whereas the *SDL Home Page* is of course exactly that). The *Studio Blog* gives access to various blog posts related to Studio 2019, including Paul Filkin's invaluable *multifarious* blog, to the posts of which I link in many places in this manual. The *SDL Community* option is described extensively below.

Overview

Because of the copious amount of Studio help and support material – both SDL generated and third party-generated – that is now available, I've tried to structure it and arrived at this overview.

“Internal” Studio material

- Direct access to Studio settings windows via the Tell me function
- The online Help
- Other directly Studio-related material (such as PDFs and videos): links in the Welcome view, documentation, Useful Tips, various video sources

Material on the SDL sites

- The Studio Trados site
- SDL Support
- SDL Community (in particular a number of discussion forums but also a large number of other resources)

Third party material

- Discussion groups
- Blogs

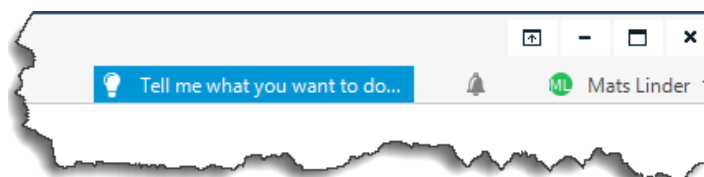


A very rich overview of the SDL support (although not updated in all details) is given by Paul Filkin in a *multifarious* blog post: [SDL sustenance](#).

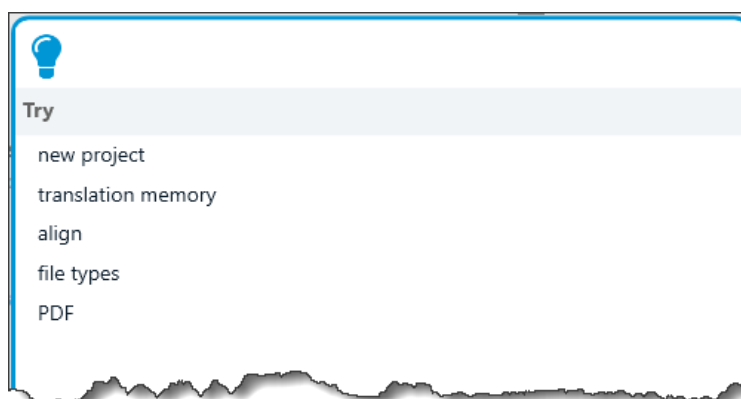
“Internal” Studio material

Direct access to Studio settings windows

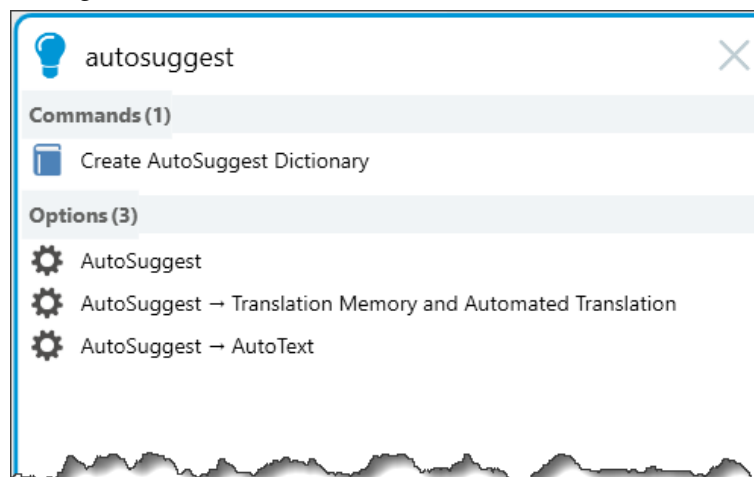
This direct access to settings windows is often very helpful. It works via the *Tell me* function: Click the **Tell me what you want to do** tab on top in the Studio window, at right (or press **Alt+Q**):



This pane opens (with default options as shown):



and here is the result when I want to (perhaps) adjust my AutoSuggest settings:



Each of these options directly opens a corresponding window for AutoSuggest settings. Very handy!

It is also worth pointing out that if you agree to participate in the customer experience program (see p. 17), everything you ask for in *Tell me* will be reported to SDL, so that eventually the requests for which there are no hits (not unusual) will be provided with answers.

The online Help

- ④ **Accessing the Help site:** The context-sensitive online Help is reached either by pressing F1 anywhere or the Help button (or F1) in the settings windows. There is also a Help option at the bottom of the *Tell me* window shown above. And of course you can also search di-

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.

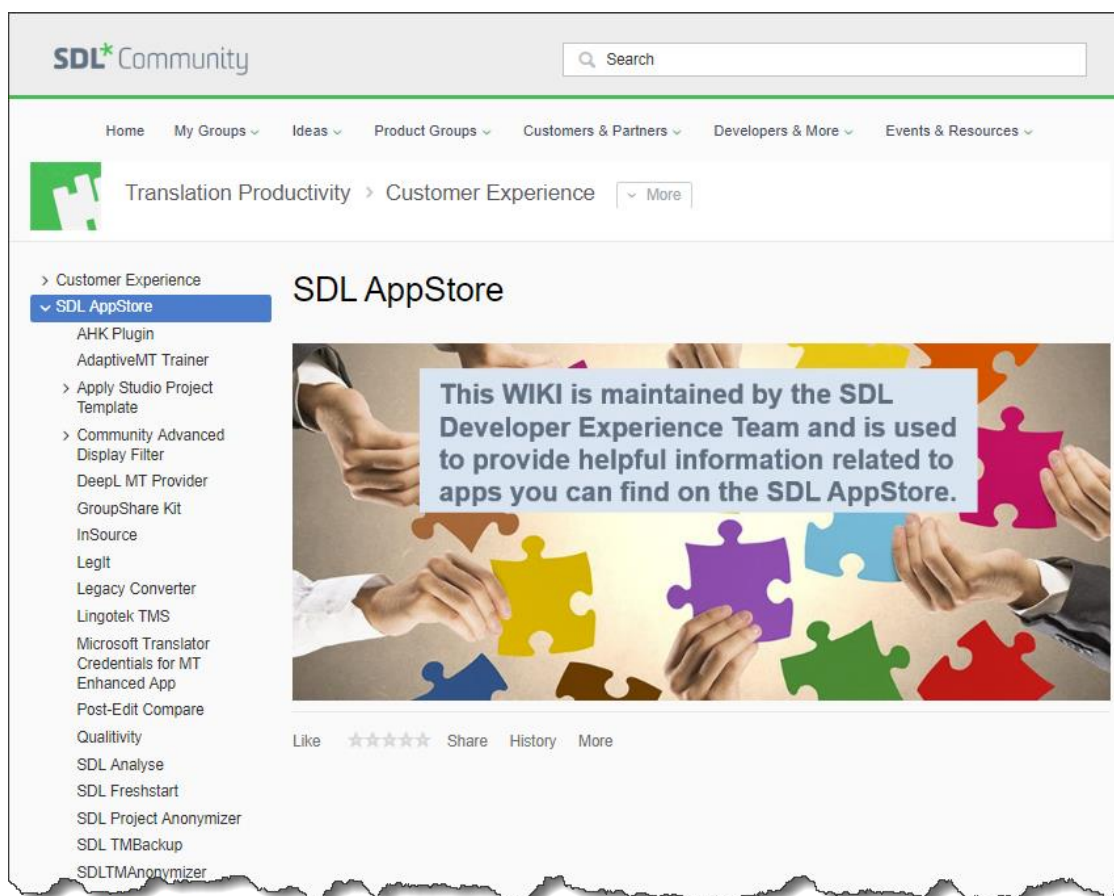
Basic advice on, and descriptions of, the APIs (Application Programming Interface) that are available as part of Studio is given by Paul Filkin in his blog post [Tinkering with tradition... APIs in Studio 2015 SR2](#). In particular, he talks about the APIs used for the AppStore plugins *Export to Excel* (see p. 340) and *TermExceleator* (p. 452), 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 any case, don't forget to read any reviews that may be posted, since they often provide interesting information.



And now it's even possible to be alerted to updates of the AppStore via Twitter or your web browser; see Paul Filkin's blog post [App Notifications](#).

In addition, there is a special section in the SDL Community for discussing the AppStore applications called, of course, [SDL AppStore Applications](#). Furthermore, a very useful new resource has been created in the form of an [SDL AppStore wiki](#) (below). Some of the apps on the list (left) link to this wiki in their presentation, others do not, so it may be a good idea to check it once in a while.



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 2019 Apps**.) Other AppStore applications may end up elsewhere. Those which are really plugged-in into the Studio user interface – meaning that they get their own icons in a ribbon (p. 28), 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. 35), with which you can add their names to the list in the navigation pane in the *Welcome* view. Unfortunately, though, the correspondence between the “official” names of the apps at the AppStore and the names on the Plug-Ins list as well as the names on the Plugin Management list is often confusingly bad.

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 the Navigation pane in the *Welcome* view. It can look like this:

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 > QuickInsert Toolbar** (which is really the *QuickInsert group*; for formatting and some special characters; see p. 263)
- **Editor > TM Window** (for handling search results and TM matches)
- **Editor > Track Changes**
- **Files** (file handling; default state: no shortcuts)
- **Help**
- **Language Cloud**
- **Project Server**
- **Projects**
- **Reports**
- **Symbols**
- **Translation Memories**
- **Window**

Note that when you add AppStore plugins, they usually add some shortcuts of their own. Furthermore, the shortcuts depend on which user profile (p. 84) 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.

Note: It is not possible to have shortcuts for moving to other panes or windows. For that you must use **Ctrl+Tab** and **Ctrl+Shift+Tab** (see also p. 187).

◎ **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 next).

- 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 1: The specific shortcuts, using the **Alt** and **F10** keys, for navigation among the commands on the function ribbons (p. 32), 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.

Note 2: If you want to have a function handy but for some reason have problems with assigning a shortcut, there is also the possibility of placing its icon at a suitable place on a ribbon using the Ribbon Customization feature; see p. 30.

- ◎ **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 of this manual 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 Tradosstudio-manual 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 correspond-

26

The Editor view

Terminology

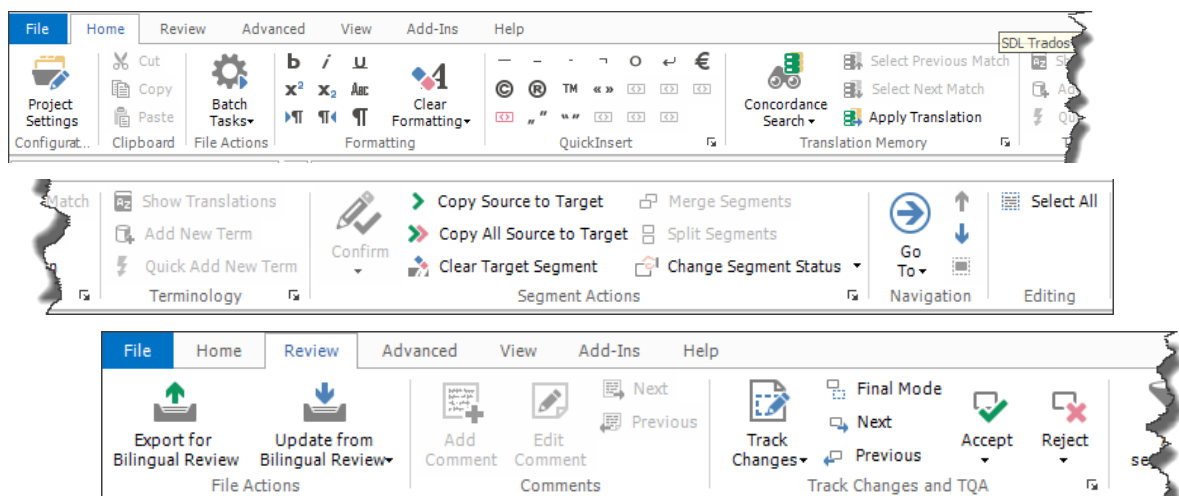
There is some confusion regarding the terminology in the *Editor* view in Studio. This is what I try to stick to:

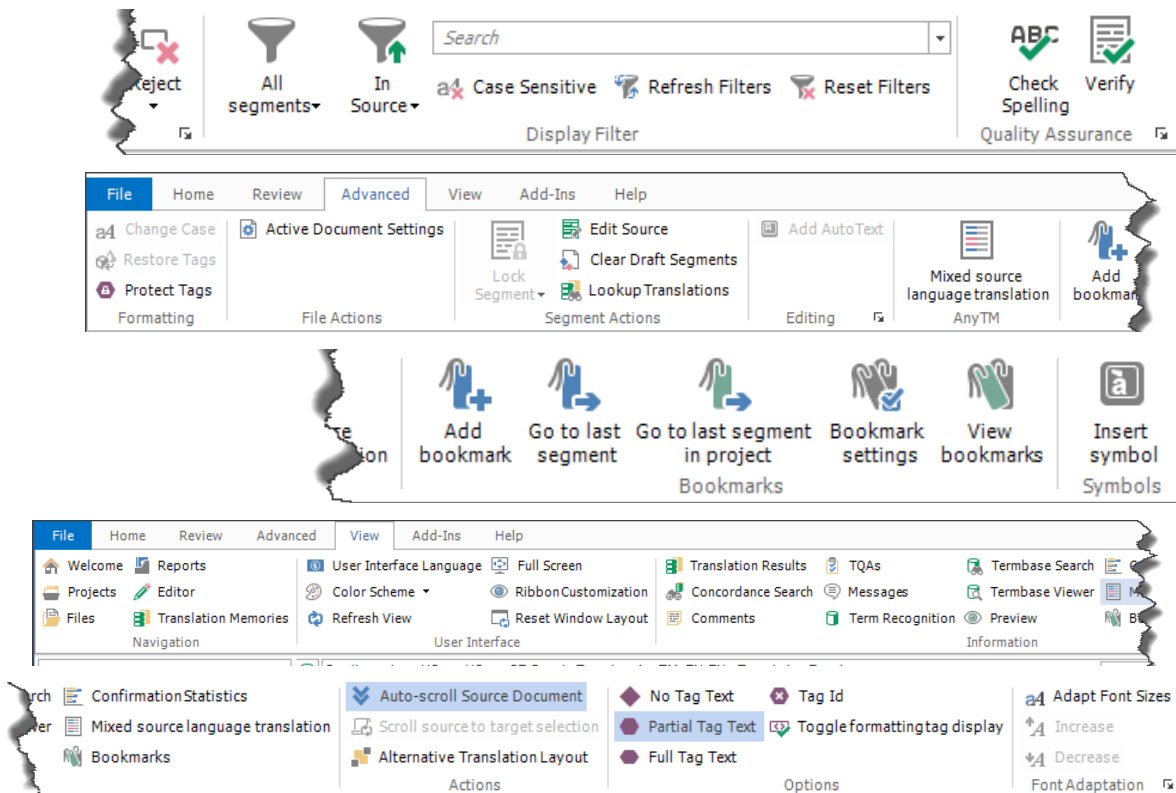
- A *segment* is either a source string or a target (translated) string. The short form is simply “source” and “target”.
- A *row* is what you work with in the *Editor* pane, consisting of a source segment, its corresponding target segment, a row number, status indicator, and a structure designation; see p. 189. (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

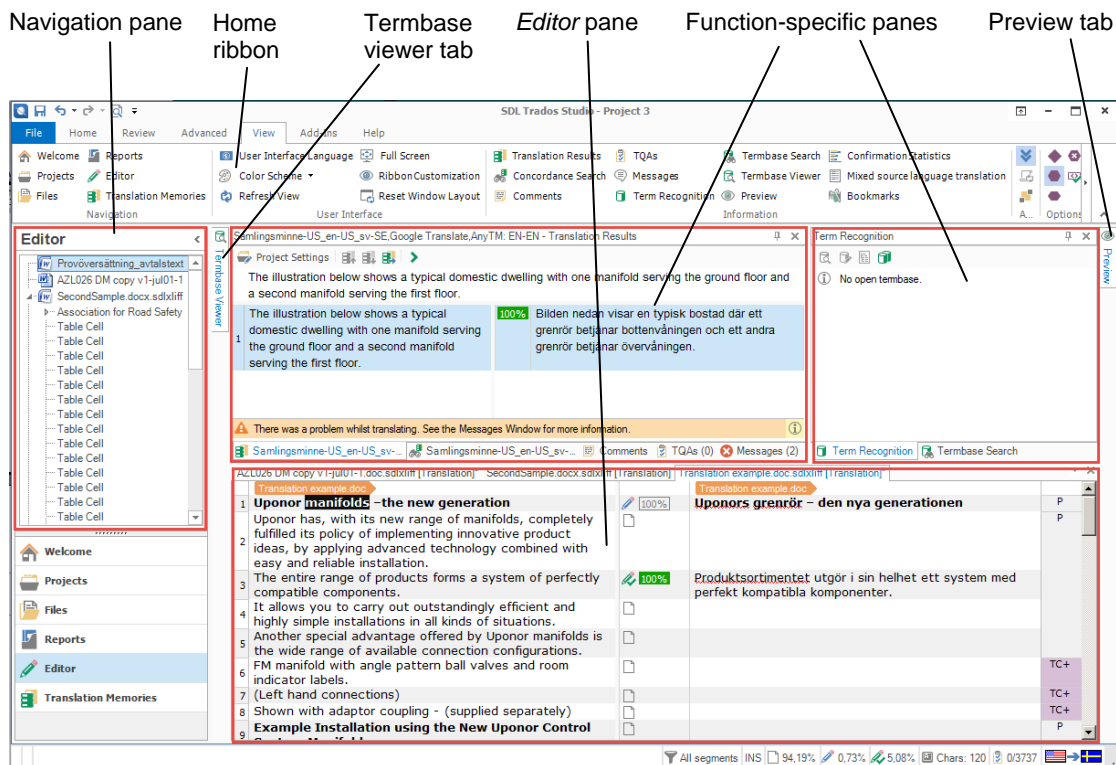
In the *Editor* view, there are four specific ribbons: **Home**, **Review**, **Advanced**, and **View**:





Description


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



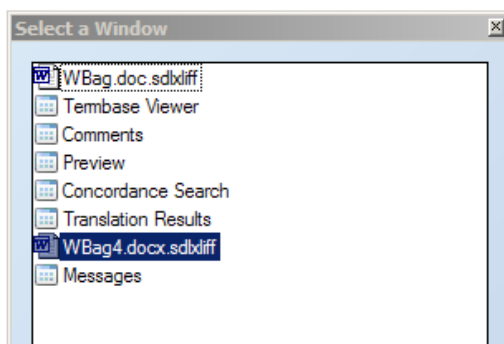
The left-hand function-specific pane by default shows the *Translation Results*, i.e. the results of the automatic lookup in the TM(s); see p. 228. Note that the same pane can also show the results of the *Concordance Search* (p. 237), any *Comments* (p. 302), and *Messages* (p. 313). Use the tabs at 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. 234) 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. 253).

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. 36). 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.

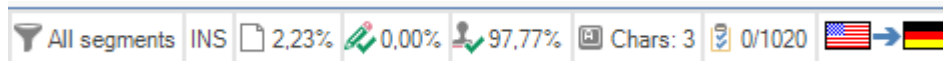
You can expand the *Editor* pane to the whole screen – with the other panes represented by tabs – using **F11**. To go back, press **F11** again.

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. 332).

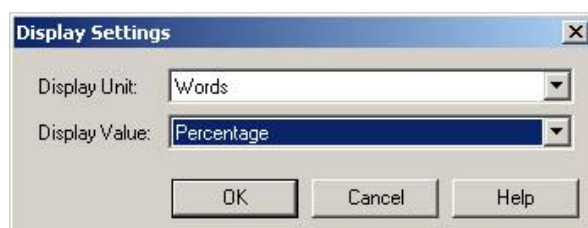
Note: When you close the last file which is open in the *Editor* view, that view closes and you return to the *Files* view.

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



- the active display filter (see p. 207); 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. 312)
- 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:

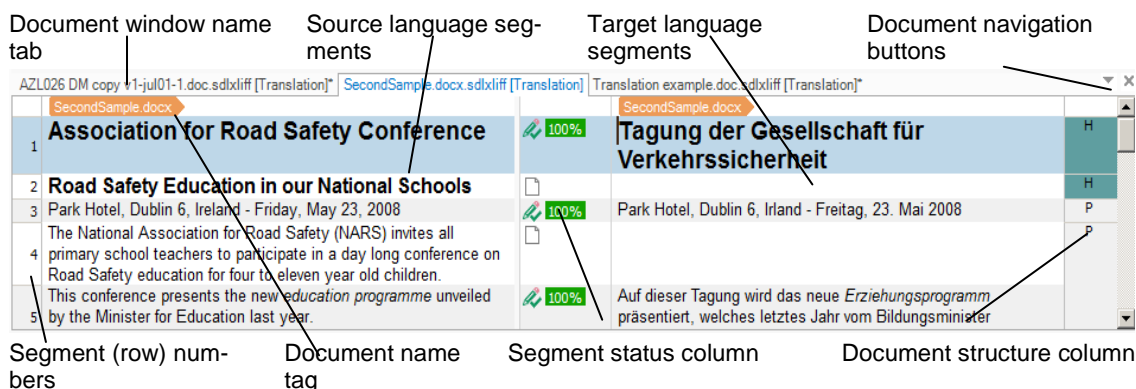


- **Display Units** are: **Words**, **Characters** or **Segments**.
- **Display Values** are: **Count**, **Percentage** or **Both**.

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

Customizing the Editor pane

This is the *Editor* pane:

























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).

	Cut	Ctrl+X
	Copy	Ctrl+C
	Paste	Ctrl+V
	QuickPlace	Ctrl+Alt+Down
	Activate Row	Alt+Home
	Confirm and Move to Next Unconfirmed Segment	Ctrl+Enter
	Change Segment Status	▶
	Concordance Search	F3
	Copy Source to Target	Ctrl+Ins
	Clear Target Segment	Alt+Del
	Edit Source	Alt+F2
	Restore Tags	Ctrl+Shift+G
	Add New Term	Ctrl+F2
	Quick Add New Term	Ctrl+Shift+F2
	Add Comment	
	Edit Comment	
	Accept Change	Ctrl+Shift+F9
	Reject Change	Alt+Shift+F9
	Addbookmark	
	Split Segments	Alt+Shift+T
	Merge Segments	Ctrl+Alt+S
	Lock Segments	Ctrl+L

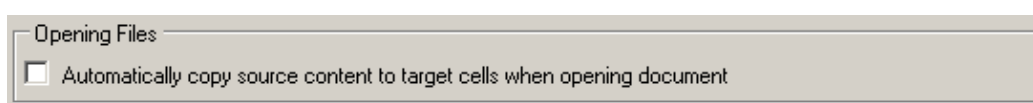
The basic editing functions familiar from Word and other Office programs have the same shortcuts in Studio; e.g. Cut/Copy/Paste, cursor movement, select/delete a word, change case (**Shift+F3** [SDLX: **Ctrl+F11**] for: all minor case, capitalization of first character, all capitals), select text until 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. 465) 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.

There are some Microsoft Word functions, such as highlighting, automatic correction of T^Wo initial capitals, Word-style Autotext, which you may miss. These and a few other helpful functions are included in the AppStore application *Wordbird*. After installation, its Settings and Help icons are found on the Add-Ins ribbon.

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 problems. You can avoid that by using **AltGr+Enter** instead – cf. p. 40 – 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. 207 (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. 232.)

- *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. 190).

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**

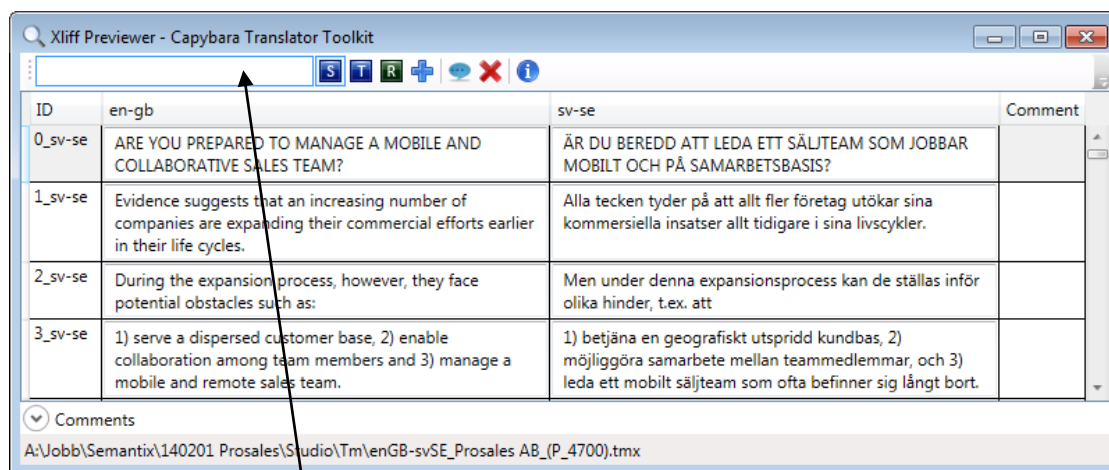
28

Advanced manipulation of files and segments

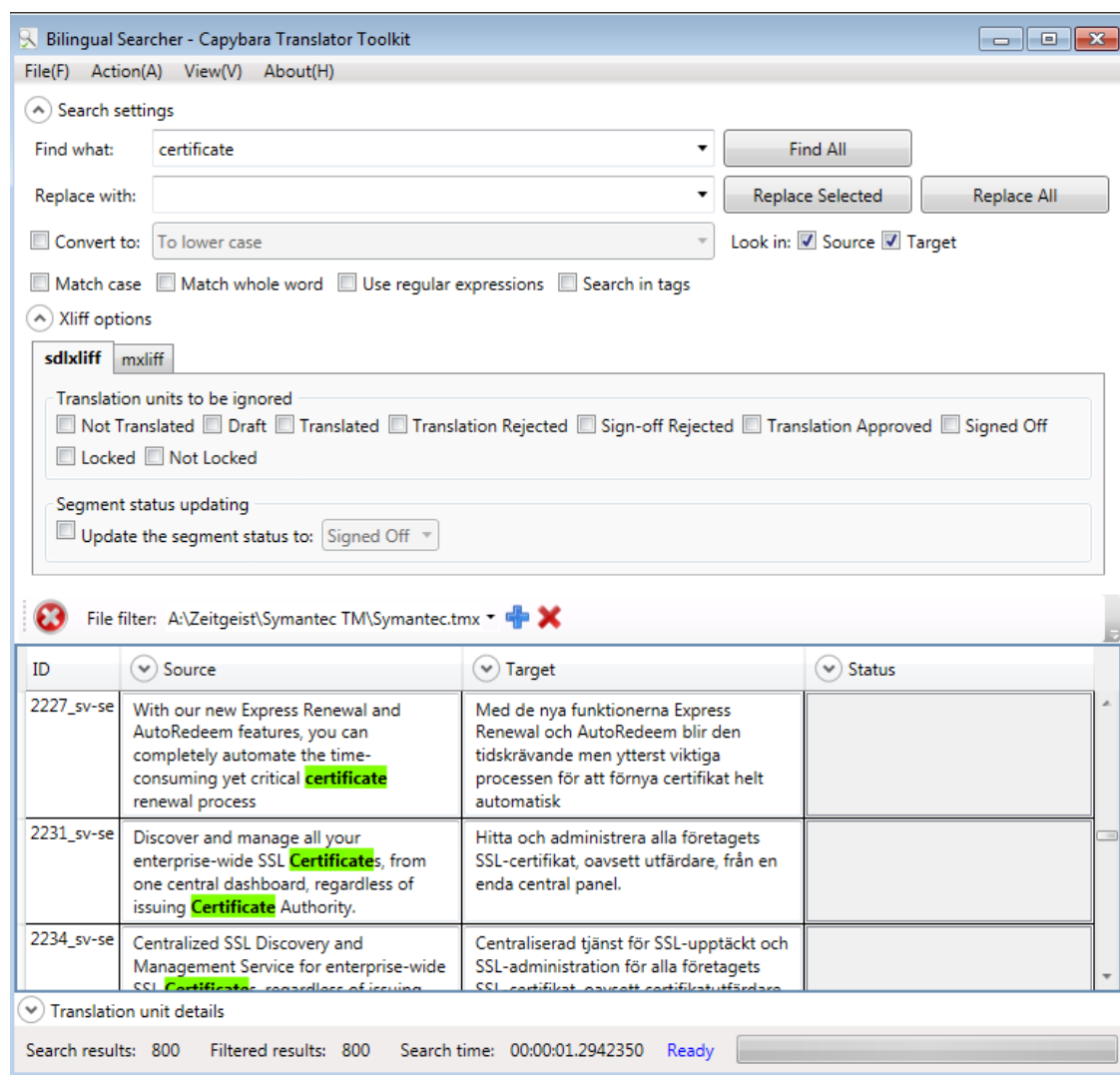
This is a catch-all chapter for some AppStore applications which allows you to do useful things with files and segments but which are difficult to fit into the structure of this manual.

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 (now updated extensively to cover recent improvements of the app: [Revisiting the Toolkit](#)). After installation, it is found on the **Add-Ins**

tab with its own icon  (although not in the *Welcome* view). Here is my attempt at a brief description (there are no instructions).

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, for marking comments in Word source segments as “translatable” (see p. 305), or for exporting segments with comments.

- 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. 216). The other is that the options for selection and search criteria are richer than anything you will find in Studio itself.

**Status
selection
criteria**

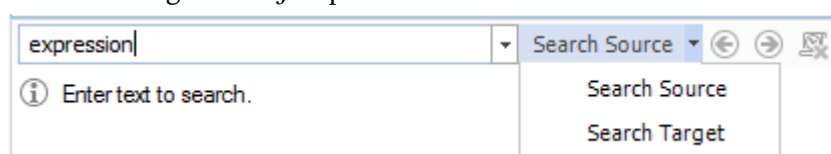
Below is a view of all selection criteria on offer:

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. 187).
- *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 (see p. 255 for the differences) 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 upper-case 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. 229.

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:

1 **harmful interference**
 ... Operation of this equipment in a residential area is likely to cause **harmful interference** in which case the user will be required to correct the interference at his own expense.

störningar. I
 ... Användning av den här utrustningen i ett bostadsområde orsakar sannolikt **störningar. I** så fall kan användaren tvingas att åtgärda störningarna på egen bekostnad.

Apply Fragment Match Result (Ctrl+Alt+M)

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).

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. 158). This very banal example should give you an idea:

Type	Segments	Words	Characters	Percent	Recognized Tokens	Repaired words	Fragment words (whole TU)	Fragment words (TU fragment)	AdaptiveMT Impact
PerfectMatch	0	0	0	0.00%	0	0	0	0	
Context Match	2	14	85	19.72%	0	0	0	0	
Repetitions	0	0	0	0.00%	0	0	0	0	
Cross-file Repetitions	0	0	0	0.00%	0	0	0	0	
100%	3	25	137	35.21%	0	0	0	0	
95% - 99%	0	0	0	0.00%	0	0	0	0	
85% - 94%	1	14	78	19.72%	0	0	0	3	
75% - 84%	0	0	0	0.00%	0	0	0	0	
50% - 74%	0	0	0	0.00%	0	0	0	0	
New/AT	3	18	85	25.35%	0	0	0	10	
AdaptiveMT Baseline	0	0	0	0.00%	0	0	0	0	
AdaptiveMT with Learnings	0	0	0	0.00%	0	0	0	0	0.00%
Total	9	71	385	100%	0	0	0	13	0.00%

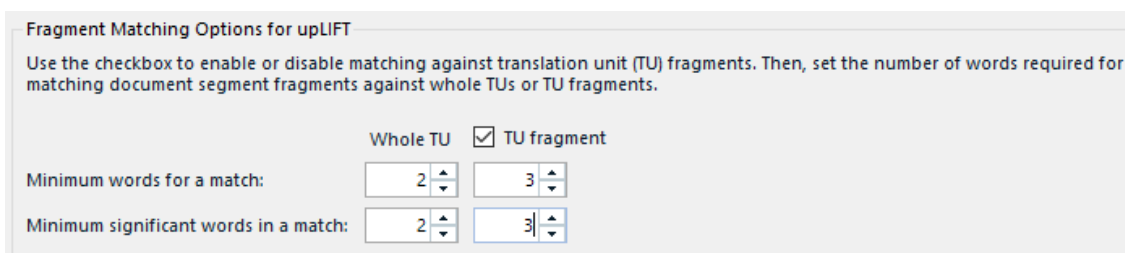
And should you want another take on upLIFT than mine, you might try Emma Goldsmith’s blog post [SDL Trados Studio 2017: fragment](#)

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*. There is also a *Beginner's Guide*, published by SDL. And as if all that is not enough, Nora Díaz has made a *video* showing how to use this feature.

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:

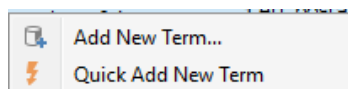


TU fragment is selected by default. Minimum words for a match is exactly that (you may need to experiment so that you do not get too many hits, for instance if you have large TMs, or too few); *insignificant* words are words like *the*, *or* and *a* (and corresponding words in other languages). You can 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 (source indication:  *utrustningen*). 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.
- *Insert the highlighted terms in the default termbase*: Right-click in either segment and select as appropriate (see p. 255 about the differences):



Display of Fragment Matches; use of AutoSuggest

- *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.)

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. 271:

- 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. 283.

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 [TM Lifting](#), which sits on your desktop. You simply drag the files to be reindexed into the top half of its interface window

and press the **Re-index** button. (Instead of dragging the files, you can load all TMs which are open in the **Translation Memories** pane in the *Translation Memories* view; to do that you just select the **Load Studio TMs** checkbox at the bottom of the window.) In the bottom half you can follow the progress.

Before starting the reindexing, you should close Studio, since the changes to the TMs are normally not effected until upon 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 coloured **BR** or by a blue square-bracket underline **URL USB**. They, too require enabling of auto-substitution (p. 271) and are as follows:

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

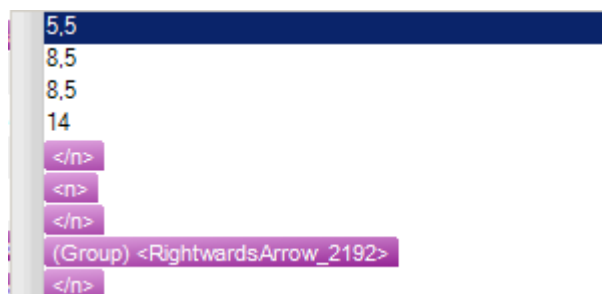
As for the localization of the tokens, again see p. 271.

Tags (containing information about formatting, structuring and place-holding) are a special case of recognized tokens in that they are not part of the textual content. They are shown as coloured fields and their handling is described on p. 266.

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. 259. This means that, during translation,

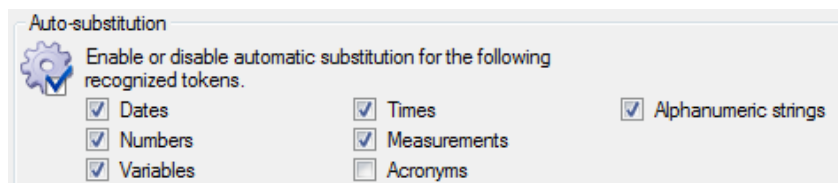
- a. if the source segment is identical to a TU except for tokens, Studio will insert the corresponding target segment as a 100% match with the target versions of the tokens inserted; or
- b. if no hit in the TM is found for the source segment, you will still be able to insert the token in the simplified way using Quick-Insert (see p. 263).

The types of expressions are:

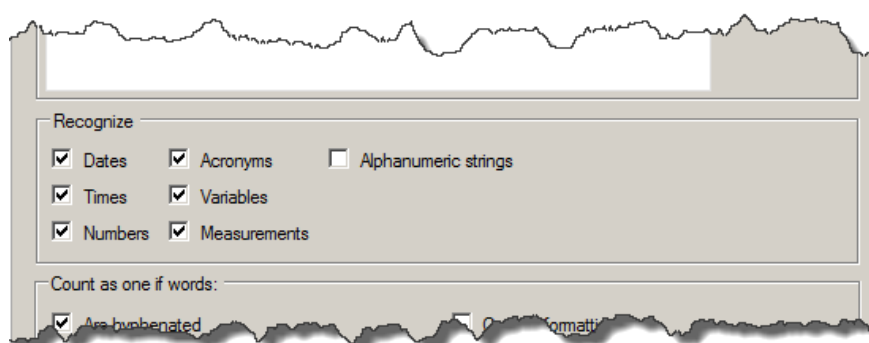
- Acronyms
- URLs
- Variables
- Inline tags
- Dates
- Times
- Numbers (in numerals)
- Measurements

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. 245), 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.

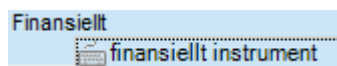
An introduction into the theory and usefulness of variables is given by Nora Díaz in her blog post [Adding Variables to a Studio TM to Increase Leverage](#).

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. 279), and on expressions that you have entered into an *AutoText list* (p. 285) 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.

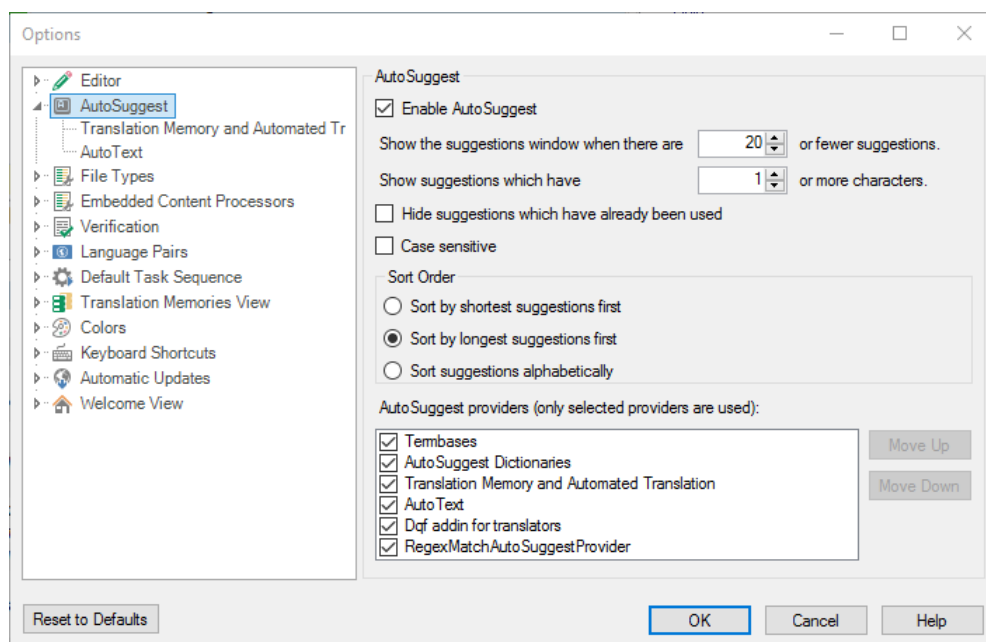
An AutoSuggest dictionary contains words and phrases extracted from a TM.

You will find a detailed discussion of the uses of AutoText and AutoSuggest in Paul Filkin's SDL blog post [Studio 2011 Series: Using Auto-text 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. 296). 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. 233 and 237, 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):

The screenshot shows the 'Auto-Propagation' settings dialog box. It is divided into three main sections:

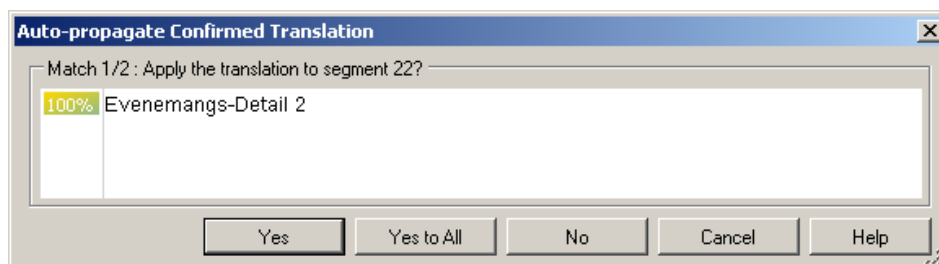
- General:**
 - ☒ Enable Auto-propagation
 - Minimum match value: 100 (with up/down arrows)
 - ☐ Auto-propagate exact matches to confirmed segments
 - ☐ Confirm segment after auto-propagating an exact match
- Starting Position:**
 - Auto-propagate from: Next segment in document (dropdown menu)
- Prompt 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. 191.

- **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.

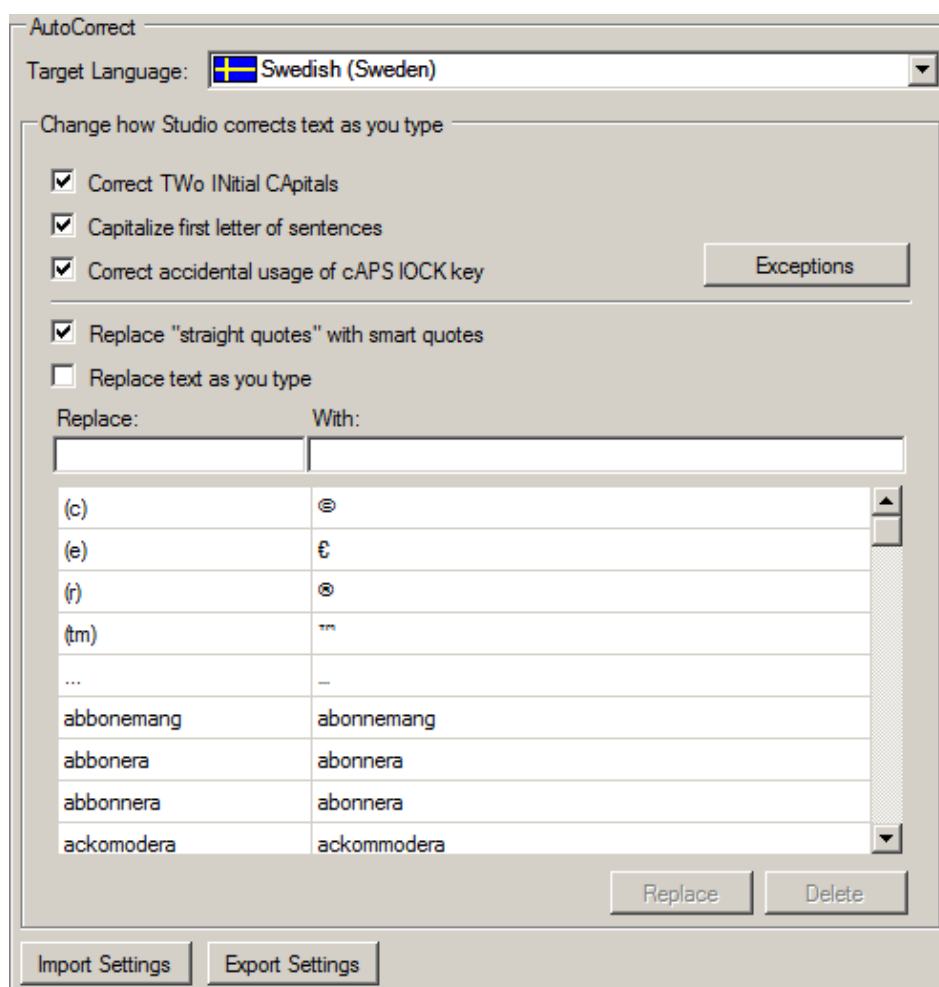
Note 2: The Auto-propagation function can sometimes be tricky and may give unwanted results with numbers. Discussions in [TW_users](#) (see p. 20) indicate that some experimenting with the settings may be required to get satisfactory results. One particular problem is that when a numerical range is given using the en dash instead of the “short dash” (often called hyphen-minus), e.g. 350–500 instead of 350-500 – which is very common in many languages – the Auto-propagation does not recognise this but auto-propagates only the first number; also it substitutes the short dash for the en dash.

Note 3: If you use the filtering function (p. 207), it may happen that the auto-propagation function does not work properly. Therefore, it is probably safer not to combine them.

37

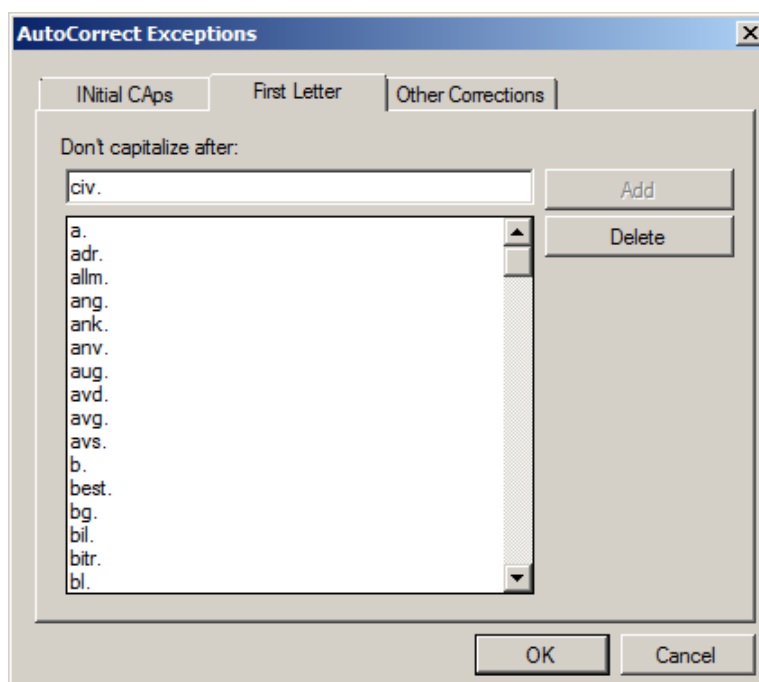
Autocorrection and autocompletion

Studio 2019 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 & vbCrLf  
  Next  
End Sub
```

Insert the macro in Word as described below (p. 300), 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 auto-correct!](#).

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:

{182} Turns the browser bar green, green, showing visitors that your website is secure. {182} Webbadressfältet blir grönt och visar på så sätt att webbplatsen är säker. {182} Displays the name of your organisation verified by VeriSign Authentication Services as proof of rigour authentication. {182} Namnet på ditt företag visas, och det framgår att det har kontrollerats av VeriSign Authentication Services som bevis på sträng autentisering. {182}

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
- ☐ Use IRIS technology for optical character recognition

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

Of particular interest is the bottom option, IRIS technology. It supports 134 languages including several Asian languages, Arabic, Hebrew and many others which otherwise are difficult or impossible to handle here. Paul Filkin gives an in-depth presentation in his blog post [Iris Optical Character Recognition](#). (And when you select this op-

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 Migration Guide* (p. 13) for very detailed information. The section designations refer to the subheadings on pp. 383–391.

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. 375 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. 158), 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.

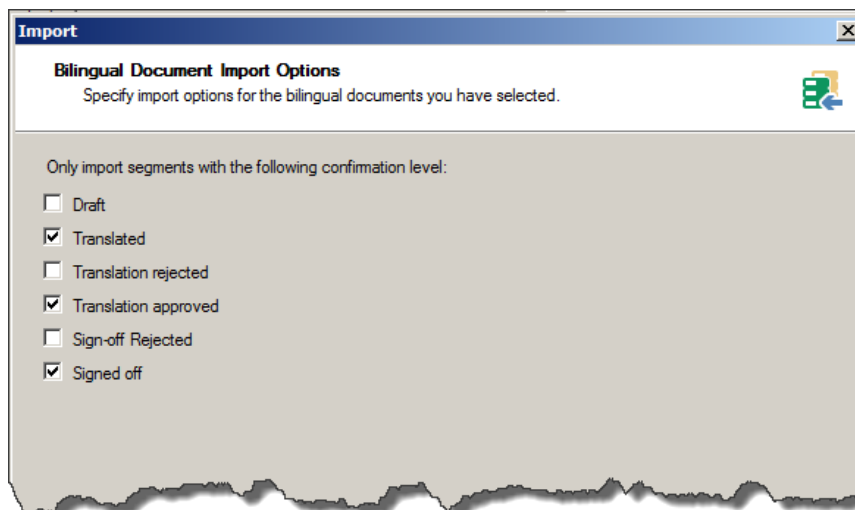
Note 2: There is an AppStore plug-in for the use of SDLX TMs, [SDLX Translation Memory Plug-in for SDL Trados Studio](#). It supports all three types of SDLX TMs: file-based TMs in .mbd format; server-based TMs on a Microsoft SQL server; and server-based TMs in SDL .tms. See also p. 386.

Importing files into an existing Studio TM

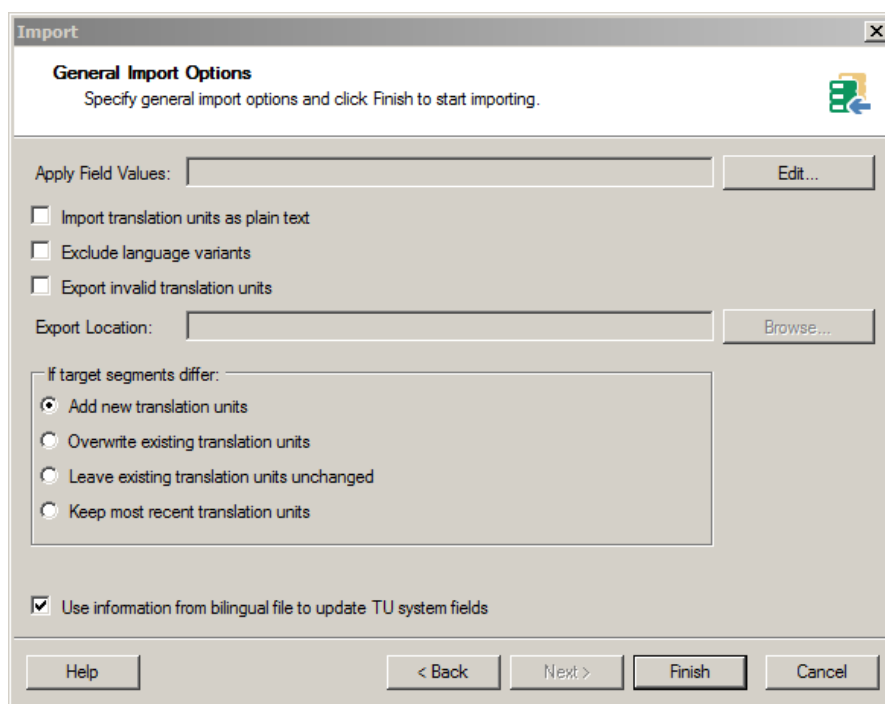
A: Importing .ttx, .itd and .sdlxliff bilingual files

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. 348. Click **Next**. The **General Import Options** page opens.



- ④ **Apply Field Values** permits specification of which custom field values (p. 373) 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.

48

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. 235 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

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.

One file 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.

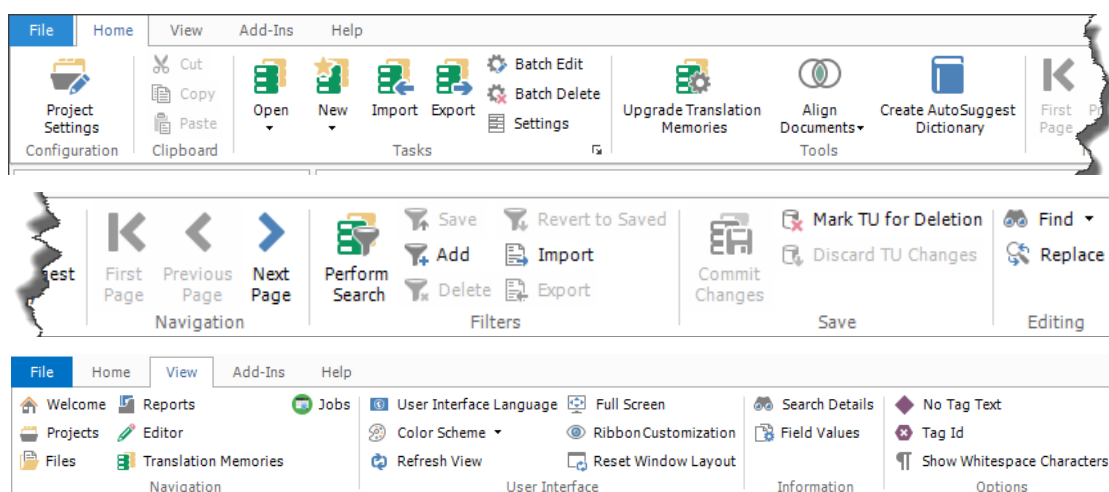
49

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

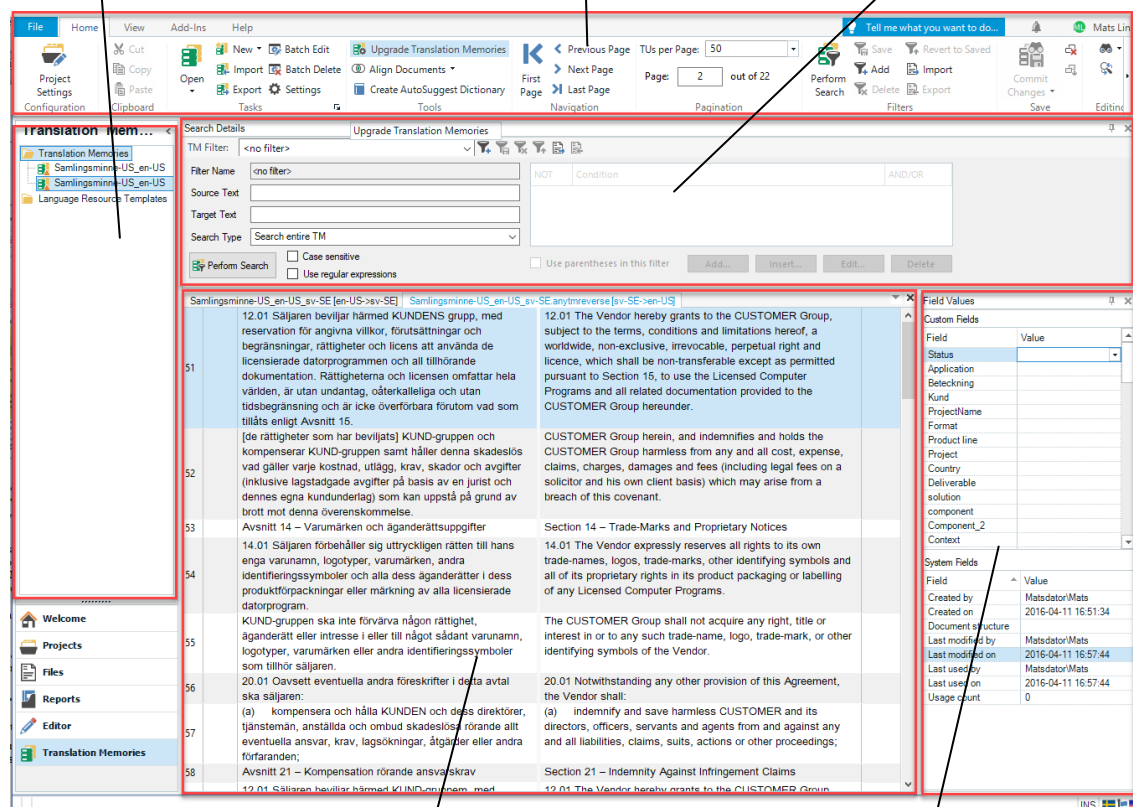
The *Translation Memories* view is where you edit the TUs stored in your TMs; i.e. change texts, formatting, field values, etc. – in fact much like you work with the segments when translating; one difference being that you can also edit the source segments; another that you also have field values to 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. 36). (Note that the Field Values and System Fields pane is not shown until you click the vertical **Field Values** tab far right in the view.)



Navigation pane

Menus and groups

Search Details pane



TM side-by-side editor

Field Values and System Fields pane

- **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. 365).

- ◎ **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. 412), 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 in the box on the Home ribbon (**Alt/F10, H, T2**) and can be up to 1000. The default number 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. You can also go to a specific page in the **Page:** box (or press **Alt/F10, H, Z**).

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 colours of the TU:

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

These colours may be customized; see p. 190.

● **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 2019 supports termbases created in MultiTerm 6.x to 2007, and termbases created in MultiTerm 2009, 2011, 2014, 2015, and 2017 are completely compatible with MultiTerm 2019 termbases.

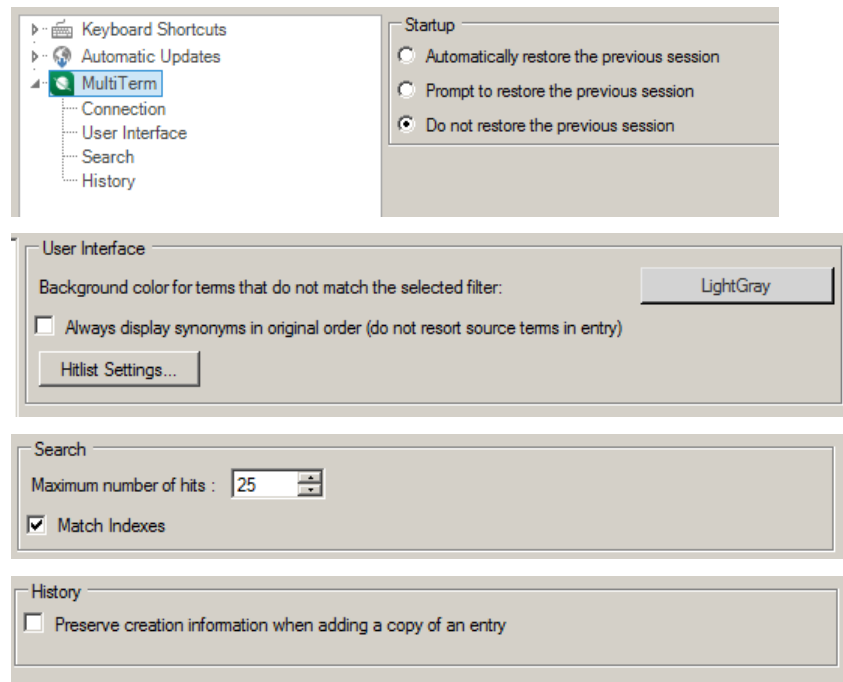
However, it may happen when you open a 2011 termbase that you are told that it needs to be reorganised. How to do this is well explained by Nora Díaz in her blog post *Studio 2014: Termbase Needs to be Reorganized, but How?*.

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 TermExcellerator; see below on p. 452.

Note: There is a standalone AppStore application, *Tb-Scout*, which allows you to make searches in various ways – i.a. for duplicate entries – which is not possible in MultiTerm (or in the Studio interface) and which may be useful in situations when you need to look up relevant termbase entries without opening MultiTerm. See p. 453.

The basic settings

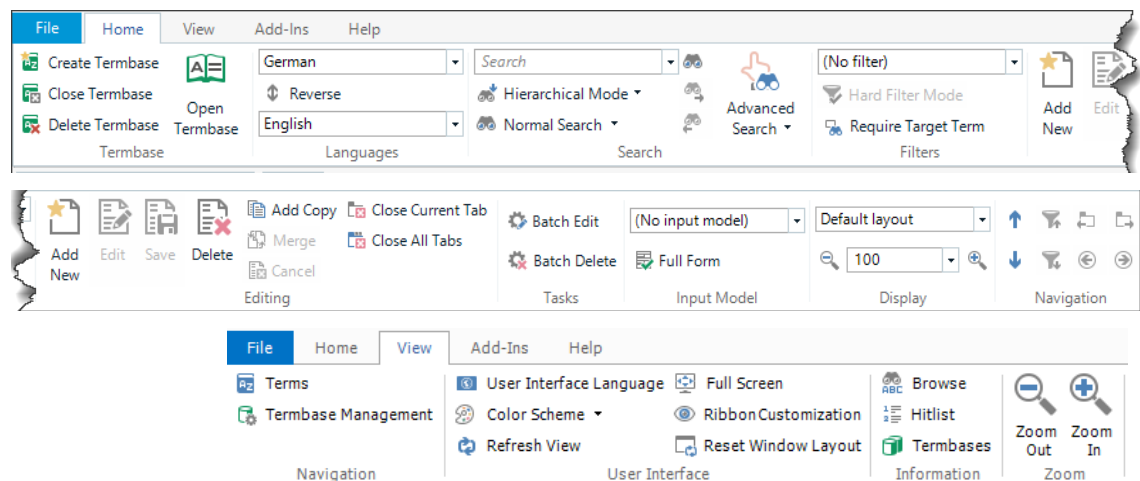
The basic settings available via **File > Options** (or **Alt/F10, F, T**) are quite few and easily illustrated by screenshots:



The MultiTerm window

The ribbons can be customised in the same way as in Studio (see p. 30).

The Terms view – ribbons



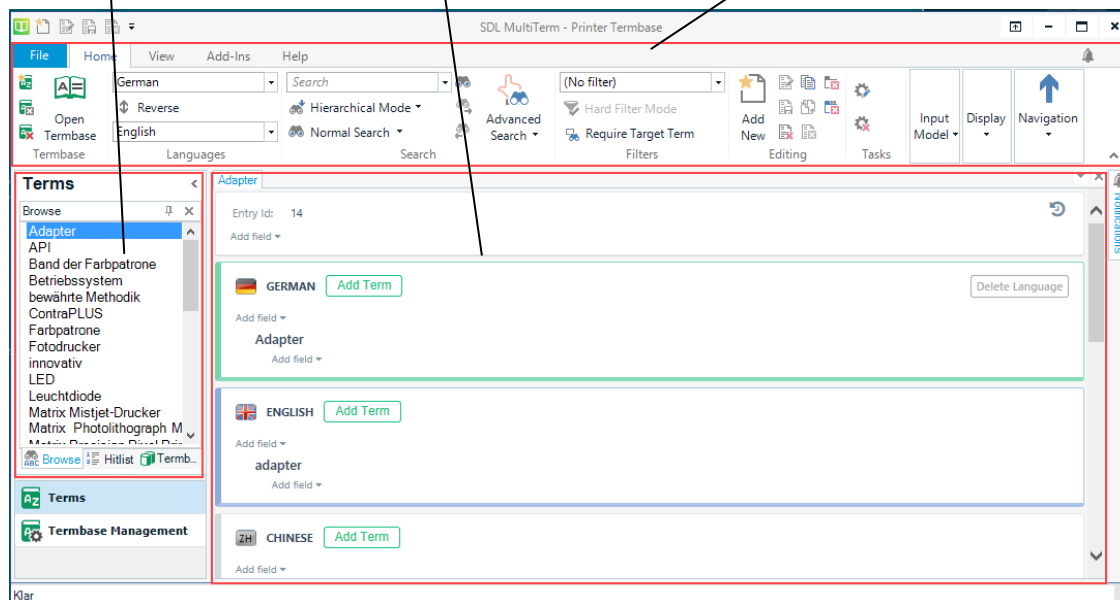
The Terms view – window

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

Navigation pane

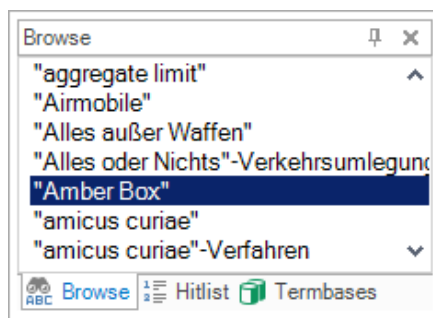
Entry pane

Ribbons and groups

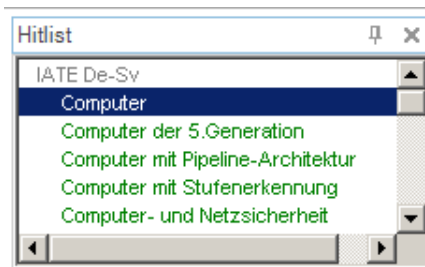


In the *Terms* view, you work with terms and termbase entries. In the corresponding *Navigation* pane, there are three tabs:

- **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 Cloud Translation API,
- SDL BeGlobal Enterprise (see p. 463), and
- SDL Language Cloud (see p. 472).

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 .sdlxliff 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. 271).



And don't forget: If you use MT, you can set the AutoSuggest function (p. 277) so that it presents you with any fragment (sub-segment) hits it finds in the MT provider's data; just check the **Translation Memory and Automated Translation** option.

And if you want a state-of-the-art description of MT, you can hardly do better than reading the book *Machine Translation*, edited by Jörg Porsiel; I have written [a review of it here](#). Even though it is not free (€49 for 260 pages), I would say it is indispensable for anyone looking to use MT in the future.

General discussions on MT

Confidentiality

The use of Google Cloud Translation API, MyMemory (see p. 485) and Microsoft Translator Text API – or similar online translation services – may violate the non-disclosure agreement (if any) that you have with your client. However, the privacy declaration made by Google Cloud Translation API (see p. 463) may be enough for most confidentiality requirements. Microsoft Translator Text API also gives a guarantee with regard to confidentiality; see below. I have written an expose on this topic, discussing mainly the confidentiality/privacy of the various paid services on offer – see [this blog post](#) at the manual's home page. Furthermore, if you do jobs for countries in the European Union, and they contain any kind of personal data, you have to take into account EU's new [General Data Protection Regulation](#), GDPR. (I touch upon this as well in the blog post.)

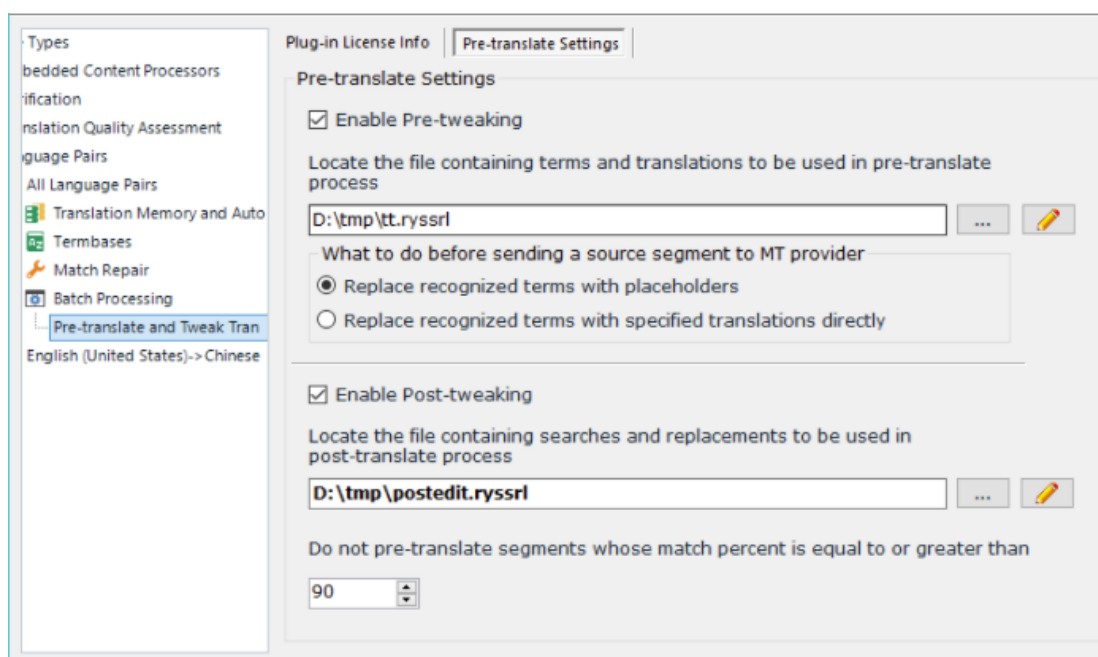
SDL certifies that they do not make public any material they receive/send, nor can it be retrieved without their knowledge. As for SDL Language Cloud and BeGlobal Enterprise, no target text is ever sent back, and the source text is only held in memory long enough for a translation to be provided; then it is discarded. (“SDL Language Cloud Machine Translation never stores or shares your source material, and translates over a secure, encrypted connection ensuring complete confidentiality.” See [SDL Language Cloud Machine Translation](#).)

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

As you can see below, one method of improving the confidentiality is to pre-edit the text sent for translation, and such a feature is built-in in a few of the plugins. The AppStore plugin [RyS Translation Workflow Automation Package 2018](#) – which I haven’t yet tried – includes that feature which is said to work with *any* MT provider. Because of its many other features (see also pp. 435 and 217), it is fairly expensive – \$180 (with a 15 days free trial). And again, note the observation concerning user instructions and payment for the RyS plugins (see p. 469).

This is the settings pane for pre- and post-editing. It may give you some idea of the functionalities involved.



A more comprehensive way of protecting data during translation – whether MT is used or not – is offered by the AppStore plugin [projectAnonymizer](#). Here, you can convert sensitive data into tags before the translation starts. During and after the translation, the thus anonymised segments are stored in your TM. When everything is finalised, you “unprotect” your target files before sending them to the client. The respective commands are found on the Batch Tasks list. But don’t miss reading the [instruction](#) on the SDL Community wiki.

It may help you to abide by the GDPR requirements if you anonymise the TU system field data, such as your name (Created by) and even the Windows domain you were logged into when translating the segment. Such anonymization functions are offered by the AppStore plugin [TM Anonymizer](#), which is placed on the *View* navigation field after installation. Using the app for one file at a time is free; for multiple files (in one go) you need to buy a license.

Enter the values that you want to apply for all TUs in the TM. Leaving a field empty will keep its existing value in place:

Created by:	<input type="text"/>	Created on:	<input type="text"/>	Translation Origin:	<input type="text"/>
Last modified by:	<input type="text"/>	Last modified on:	<input type="text"/>	<input type="checkbox"/> Reset usage count to 0	
Last used by:	<input type="text"/>	Last used on:	<input type="text"/>	<input type="checkbox"/> Prepare anonymized SDLTMs for Fragment Matching	
<input type="button" value="Save Settings"/>		<input type="button" value="Apply current date and time"/>		License key:	<input type="text"/> <input type="button" value="Apply key"/>

And from the same developer (Localix) comes the AppStore plugin [SDLXLIFF Anonymizer](#), providing the same service for .sdlxliff files:

For each system field select how to anonymize its content, then click Go:

Translation origin:	<input type="text" value="Leave unchanged"/>
Origin system:	<input type="text" value="Leave unchanged"/>
Created by:	<input type="text" value="Leave unchanged"/>
Modified by:	<input type="text" value="Leave unchanged"/>

Again, for multiple files in one go you need to buy a license.

Paul Filkin has written about the matter of data protection and confidentiality in his blog post [Data Protection](#), where he also mentions the three applications above as well as SDLTmConvert (see also p. 370).

You should also keep an eye open for a soon-to-be-available AppStore plugin called SDLTMAnonymizer, which allows you to search for personal information in TMs, based on regular expressions, and then replace it with tags. Since GDPR makes requirements also on your existing (old) data, this function may be particularly useful.

Neural machine translation (NMT)

Nowadays, there is a lot of talk (and a lot of hype) about Neural Machine Translation (NMT) as opposed to the previous Rule-based (RBMT) and Statistical (SMT) – or its subcategory Phrase-Based (statistical) machine translation (PBMT). This is not the place to discuss such more theoretical aspects (read this brief [article by Arle Lommel](#) for a good description of NMT), but since several applications offer the choice between NMT and SMT (or PBMT) as a first lookup instance, I think the following reflection by Jost Zetzsche (in his *Tool Box Journal*, issue 278, September 2017) is very much worth considering:

“I have long maintained that the most effective way of using MT for the majority of applicable projects is to use it as a repository for fragments rather than suggestions for whole segments that can and need to be edited. Especially in the statistical phrase-based machine translation scenario, the individual fragments or phrases are actually made up of translations that you and I have delivered over the years. They might be wrongly chosen by the machine translation program for the purpose of the current translation, but if they fit, they fit -- and potentially save you from a lot of typing.

INDEX

"ProZ", [20](#)
(AppStore) TM Lifting, [259](#)
.autoCorrect files, edit, [297](#)
.csv and tab delimited text documents
 source file comments in, [306](#)
.doc to .docx files, batch conversion, [302](#)
.lng (filetype), [488](#)
.mtf.xml (file format), [442](#)
.pdf converter, [354](#)
.pdf file, deliver .pdf translation as, [355](#)
.sdlretrofit file, open, [343](#)
:AdaptiveTM... what's the score? (blog post),
 [474](#), [479](#)
:Text to speech proofreading: worth a try! (blog
 post), [338](#)
"Open Document"... or did you mean "Create a
 single file Project" (blog post), [179](#)
...and the winner is? (blog post), [435](#)
100% match
 definition, [232](#)
 ignore during spell checking, [291](#)

A

A clean editing environment? (blog post), [268](#)
A Collection of Regular Expressions for the
 Regex Match AutoSuggest Provider (blog
 post), [284](#)
A competitive edge (blog post), [488](#)
A couple of little known gems in SDL Trados
 Studio (blog post), [488](#)
A few bilingual TBX resources (blog post), [451](#)
abbreviation list, [378](#)
About Translation (blog), [21](#)
accept all tracked changes in document, [351](#)
accept tracked change
 and go to next, [351](#)
 but do not go to next one, [351](#)
Access Rights (translation memories), [379](#)
account information (Language Cloud), [483](#)
acronyms
 definition, [272](#)
 substitution of, [272](#)
Action (word check in QA Checker), [322](#)
Actions (Batch Edit Script page), [414](#)
Actions on segments (in Community Advanced
 Display Filter), [212](#)
Activate option (for character display during TM
 display), [231](#)
activate translate to fuzzy, [203](#)
Active Document Settings
 Languages dialog, [198](#)
Active segment background color (Editor pane),
 [190](#)
Active Spell Checker, [291](#)
Adapt
 font sizes, [191](#)
 text colors, [191](#)
adaptive engines, manage, [478](#)
AdaptiveMT, [478](#)
add
 all project files in a folder, [93](#)
 as new translation, [63](#)
 AutoText entries, [284](#)
 comment, [302](#)
 customers, [95](#)
 File-based TMs (Input Translation
 Memories), [387](#)
 File-based TMs from Folder (Input
 Translation Memories), [387](#)
 files to the current project, [117](#)
 files/folders to project, [117](#)
 folders to the current project, [117](#)
 individual project files, [92](#)
 new batch script for TM, [414](#)
 new folder to the project (in Files view), [117](#)
 new target languages to projects, [119](#)
 New Term, [255](#)
 new term post in Concordance Search pane,
 [255](#)
 new translation units (in Translation Memory
 Updates), [150](#), [248](#)
 project to projects list, [117](#)
 Segmentation Rule window, [376](#)
 server connection (for server-based TMs), [421](#)
 server-based TM, [422](#), [423](#)
 spell checking dictionary, [293](#)
 target language, [92](#)
 termbase entry, [447](#)
 termbases, [119](#)
 TMs in projects, [119](#)
 translation as duplicate, [203](#)
 translation memory (TMX Import Options),
 [384](#)
 word check action in QA Checker, [322](#)
Add AutoText Entry dialog, [284](#)
Add Comment dialog, [302](#)
Add Condition dialog (filtering TUs), [417](#)
Add Condition pane (for filtering), [236](#)
Add Condition window (new AutoSuggest
 dictionary), [281](#)
Add Copy (edit termbase entry), [444](#)
add cross-references (in termbase entry), [448](#)
Add Filter dialog, [235](#)
add hyperlink to termbase entry, [448](#)
Add more button (for termbase creation), [433](#)