Trados Studio 2021

THE MANUAL

For self-study
and easy reference.

Second edition

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SDLX, Trados, MultiTerm, SDL PerfectMatch, Language Weaver, GroupShare and TranslationZone

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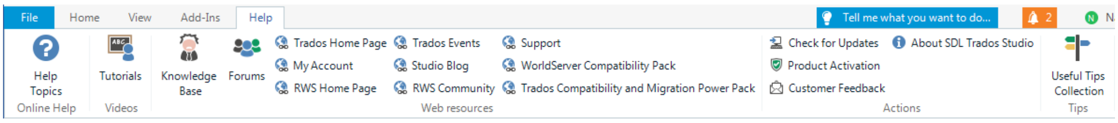
2

Help

There are many ways to get help with the use of Studio. RWS 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:


File
Home
View
Add-Ins
Help
Tell me what you want to do...
2
N
Help Topics
Online Help
Tutorials
Videos
Knowledge Base
Forums
Trados Home Page
My Account
RWS Home Page
Trados Events
Studio Blog
RWS Community
Support
WorldServer Compatibility Pack
Trados Compatibility and Migration Power Pack
Web resources
Check for Updates
Product Activation
Customer Feedback
About SDL Trados Studio
Actions
Useful Tips Collection
Tips

Most of this is self-explanatory. The *Studio Blog* gives access to various blog posts related to Studio 2021, including Paul Filkin's invaluable *multifarious* blog, to the posts of which I link in many places in this manual. The *RWS Community* option is described extensively below.

However, you should note that with the offering also of the new cloud services, Trados Live (Live Essential and Live Team), there are also new Help texts. For the individual translator, using Studio Freelance or Studio Professional, and subscribing to Live Essential (which is free for the time being for upgraders from Studio 2019; see p. 7) there are Help texts for Live Essential in two places: both in the Studio help described below, and the Live Essential help, referenced later on p. 563. There is a problem in that while a major part of both are identical, large parts of relevant Help texts are only found in one or the other of the two places.

Overview

Because of the copious amount of Studio help and support material – both RWS 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 RWS sites

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

Third party material

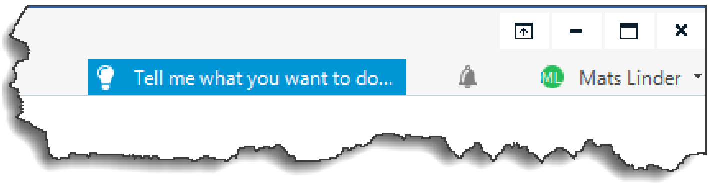
- Discussion groups

- Blogs

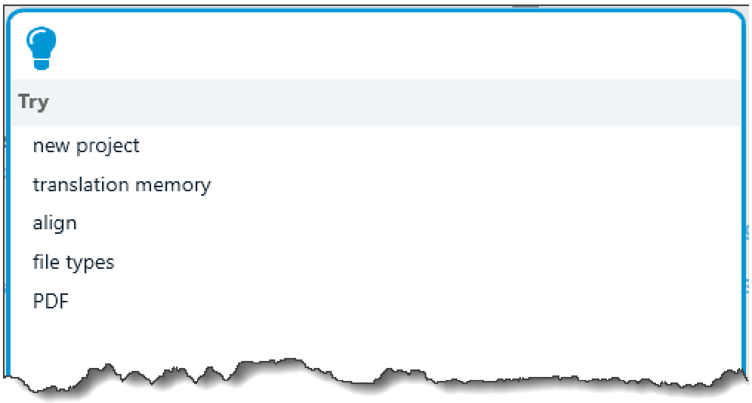
"Internal" Studio material

Direct access to Studio settings windows

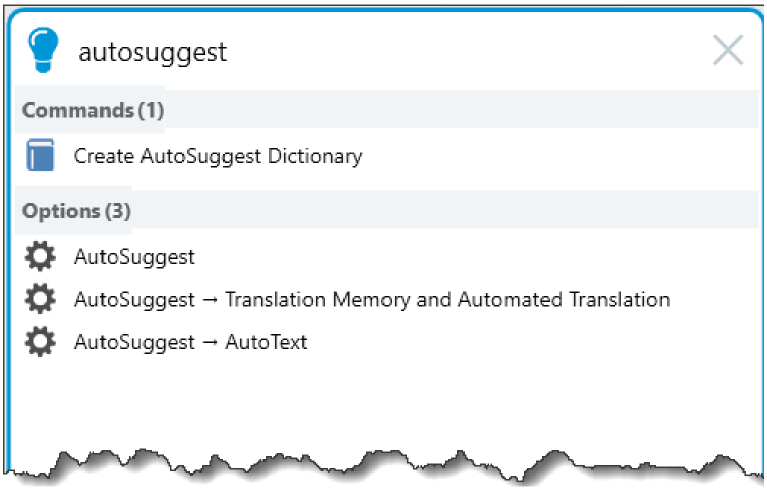
This direct access to settings windows is often very helpful. It works via the *Tell me* function: Click the **Tell me what you want to do** tab on top in the Studio window, at right (or press **Alt+Q**):



This pane opens (with default options as shown):



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


autosuggest

Commands (1)

Create AutoSuggest Dictionary

Options (3)

AutoSuggest

AutoSuggest → Translation Memory and Automated Translation

AutoSuggest → AutoText

Each of these options directly opens a corresponding window for AutoSuggest. In addition to the categories shown here – *Commands* and *Options* – you may also get results in the form of *Settings*.

This is very handy, and note: If you are looking for information on commands, options and settings in this manual, you may of course use the index at the back – but even better, if you have Studio open in front of you, you can use the Tell Me feature to arrive directly at the corresponding window.

In addition, there is a useful AppStore plugin called *Trados QuickInfo*, which provides various types of information, such as unit

3

The SDL/RWS AppStore

The SDL/RWS AppStore (yes, there is a confusion of names here; presumably the “SDL” handle will eventually be replaced by “RWS” everywhere) 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 *SDL AppStore Developer Hub*, where you will find lots of information and where you can offer your own enhancement applications..

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. 373) and *TermExcelerator* (p. 489), created in part as demonstration material for interested developers.

You will note that this manual mentions a large number of plug-ins which I have found interesting and possibly useful to you. These descriptions are mainly based on the 2019 versions (and in a few cases it may even be that they are not – yet – available for Studio 2021). I will update this information in the coming updates of the manual.

Viewing and installing applications (plug-ins)

There is an excellent starting point for all AppStore matters inside Studio itself:

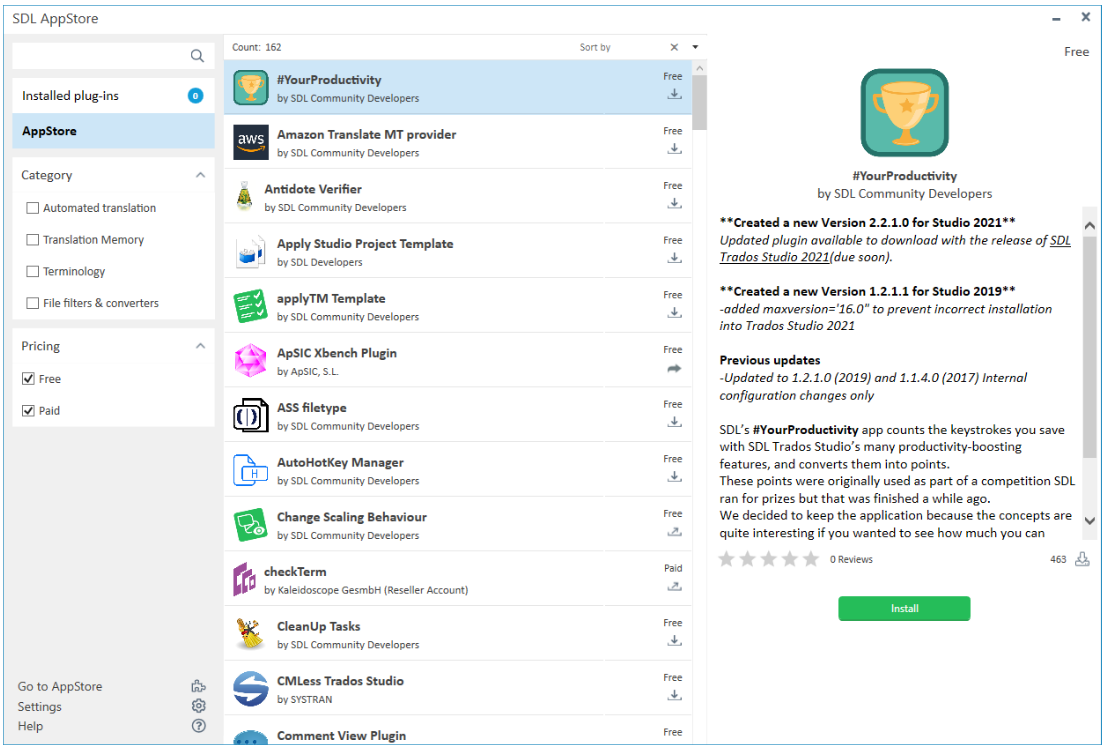
- In the *Welcome* view, click **RWS AppStore** in the Navigation pane.
- In any view, go to **Add-Ins > RWS AppStore.**
- In the QuickAccess toolbar, click the **RWS AppStore** icon .

The SDL AppStore window opens, with the following options:

- **Installed plug-ins**
- **AppStore**

The **Installed plug-ins** option opens a list of installed plugins with the options to update or uninstall them.

The **AppStore** option opens this page:


SDL AppStore
Installed plug-ins 0
AppStore
Category
☐ Automated translation
☐ Translation Memory
☐ Terminology
☐ File filters & converters
Pricing
☑ Free
☑ Paid
Go to AppStore
Settings
Help
Count: 162
Sort by
#YourProductivity by SDL Community Developers Free
Amazon Translate MT provider by SDL Community Developers Free
Antidote Verifier by SDL Community Developers Free
Apply Studio Project Template by SDL Developers Free
applyTM Template by SDL Community Developers Free
ApSIC Xbench Plugin by ApSIC, S.L. Free
ASS filetype by SDL Community Developers Free
AutoHotKey Manager by SDL Community Developers Free
Change Scaling Behaviour by SDL Community Developers Free
checkTerm by Kaleidoscope GesmbH (Reseller Account) Paid
CleanUp Tasks by SDL Community Developers Free
CMLess Trados Studio by SYSTRAN Free
Comment View Plugin Free
Free
#YourProductivity
by SDL Community Developers
0 Reviews
463
Install

****Created a new Version 2.2.1.0 for Studio 2021****
Updated plugin available to download with the release of SDL Trados Studio 2021(due soon).

****Created a new Version 1.2.1.1 for Studio 2019****
-added maxversion='16.0" to prevent incorrect installation into Trados Studio 2021

Previous updates
-Updated to 1.2.1.0 (2019) and 1.1.4.0 (2017) Internal configuration changes only

SDL's **#YourProductivity** app counts the keystrokes you save with SDL Trados Studio's many productivity-boosting features, and converts them into points.
These points were originally used as part of a competition SDL ran for prizes but that was finished a while ago.
We decided to keep the application because the concepts are quite interesting if you wanted to see how much you can

Here you can view all apps available for Studio 2021 and sort the by categories (to the left) and also by **Most Downloaded**, **Most reviewed** and **Top Rated** (click **Sort by** on top of the list). Download and install an app by clicking the ⤓ icon to the right in the app name row. Once the download is done, the message "Download complete. Restart Trados Studio to finish installing the plug-ins" is dispalyed above the apps list. You need to do that before you can use the plug-ins.

For some apps, other icons are shown:

> ⇗ downloads the installation files sdwithout installing them; the reason is that the installation is configurable. After the download, click the link "Download complete. Go to your AppStore Downloads folder and launch the app" on top of the app column.
>
> ➦ redirects you to the AppStore web page, because the app is not hosted by RWS and requires separate installation. Some of them will be listed on the Windows Start menu under Trados Studio 2021 Apps, others will have their own menu entries. Those that you plan to use often may merit their own shortcuts on the Desktop.
>
> Note that in both these cases, the app list in the AppStore window is not updated to *Installed* status.

These plug-ins, too, require a restart of Studio to be activated. And the more plugins you have, the longer it will take to start Studio.

The **Settings** option opens this useful pane, with a number of self-explanatory options:

26

The Editor view

Terminology

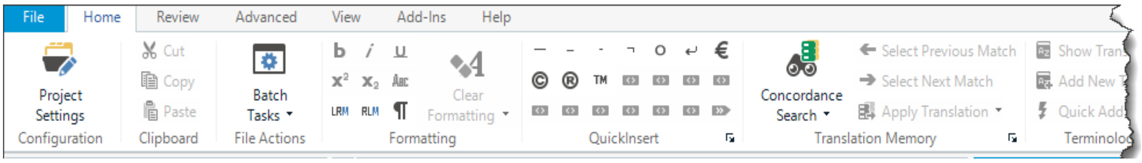
There is some confusion regarding the terminology in the *Editor* view in Studio. This is what I try to stick to:

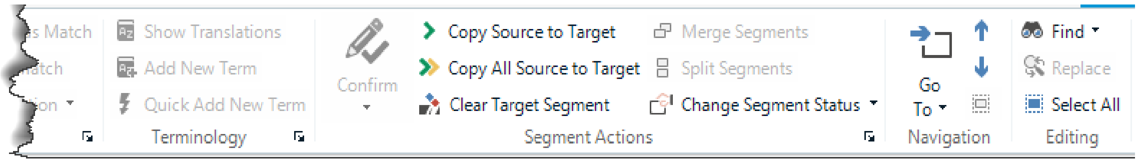
- A *segment* is either a source string or a target (translated) string. The short form is simply “source" and “target”.
- A *row* is what you work with in the *Editor* pane, consisting of a source segment, its corresponding target segment, a row number, status indicator, and a structure designation; see p. 205. (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.

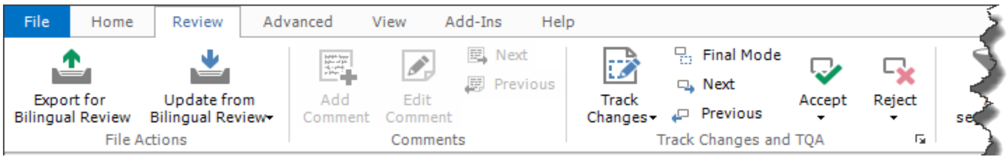
Overview: The Editor view

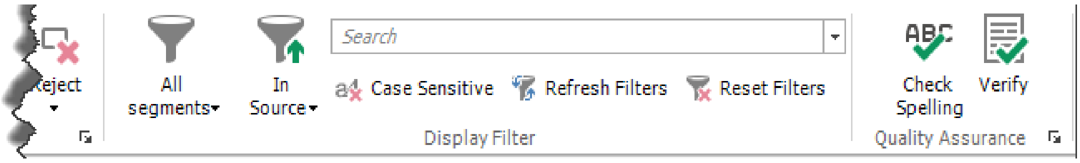
Ribbons

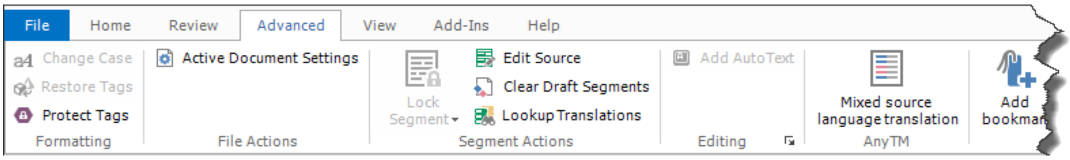
In the *Editor* view, there are four specific ribbons: **Home**, **Review**, **Advanced**, and **View**:

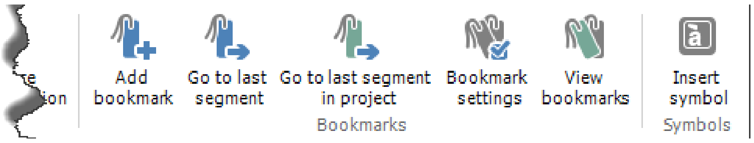

File
Home
Review
Advanced
View
Add-Ins
Help
Project Settings
Configuration
Cut
Copy
Paste
Clipboard
Batch Tasks
File Actions
Clear Formatting
Formatting
QuickInsert
Concordance Search
Select Previous Match
Select Next Match
Apply Translation
Translation Memory
Show Tran
Add New
Quick Add
Terminolog

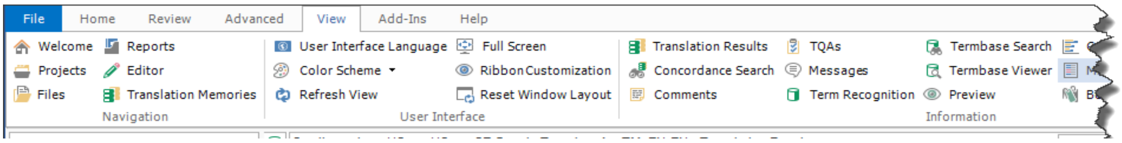

s Match
atch
on
Show Translations
Add New Term
Quick Add New Term
Terminology
Confirm
Copy Source to Target
Copy All Source to Target
Clear Target Segment
Merge Segments
Split Segments
Change Segment Status
Segment Actions
Go To
Navigation
Find
Replace
Select All
Editing

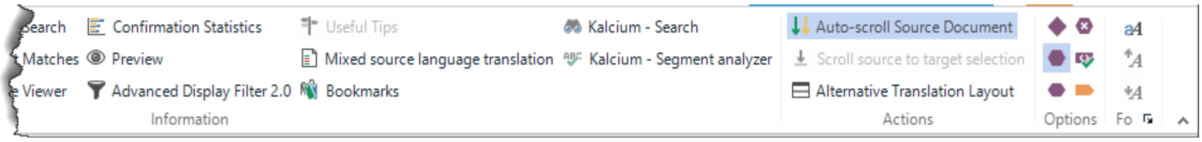

File
Home
Review
Advanced
View
Add-Ins
Help
Export for Bilingual Review
Update from Bilingual Review
File Actions
Add Comment
Edit Comment
Next
Previous
Comments
Track Changes
Final Mode
Next
Previous
Accept
Reject
Track Changes and TQA
se


Reject
All segments
In Source
Search
Case Sensitive
Refresh Filters
Reset Filters
Display Filter
Check Spelling
Verify
Quality Assurance


File
Home
Review
Advanced
View
Add-Ins
Help
Change Case
Restore Tags
Protect Tags
Formatting
Active Document Settings
File Actions
Lock Segment
Edit Source
Clear Draft Segments
Lookup Translations
Segment Actions
Add AutoText
Editing
Mixed source language translation
AnyTM
Add bookmar

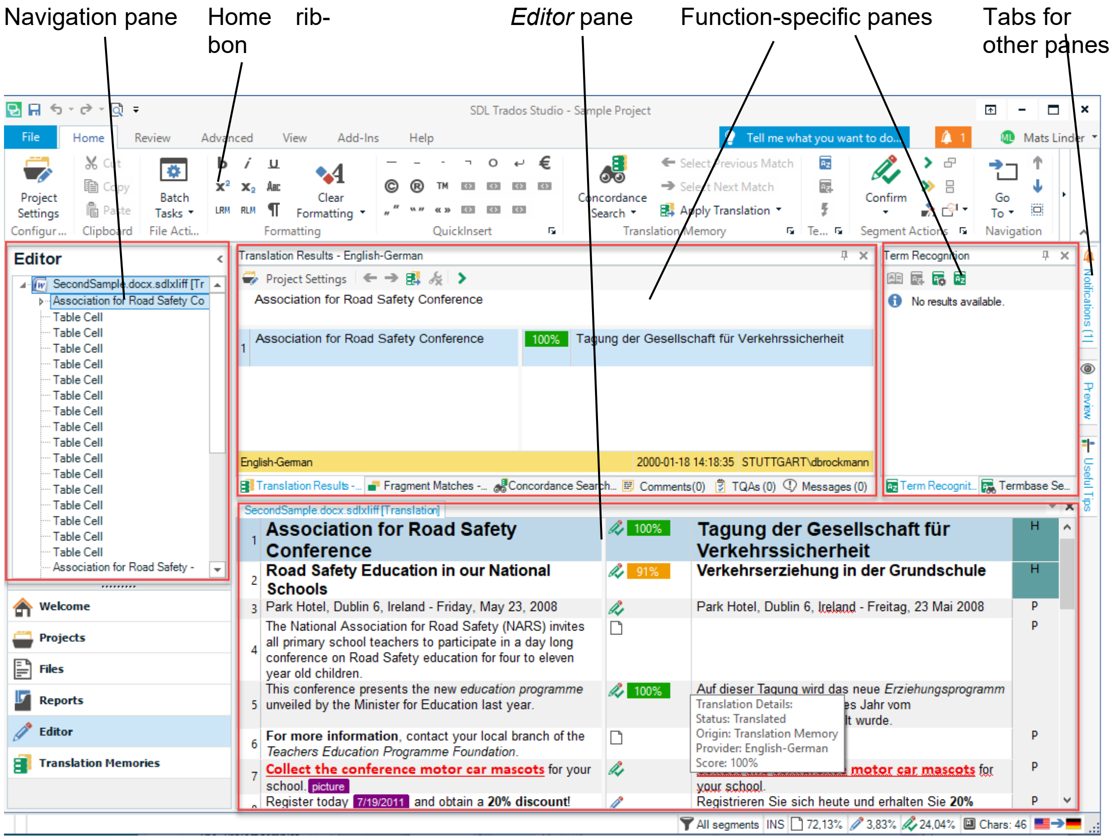

Add bookmark
Go to last segment
Go to last segment in project
Bookmark settings
View bookmarks
Bookmarks
Insert symbol
Symbols


File
Home
Review
Advanced
View
Add-Ins
Help
Welcome
Projects
Files
Reports
Editor
Translation Memories
Navigation
User Interface Language
Color Scheme
Refresh View
Full Screen
Ribbon Customization
Reset Window Layout
User Interface
Translation Results
Concordance Search
Comments
TQAs
Messages
Term Recognition
Termbase Search
Termbase Viewer
Preview
Information


Search
Matches
Viewer
Confirmation Statistics
Preview
Advanced Display Filter 2.0
Useful Tips
Mixed source language translation
Bookmarks
Information
Kalcium - Search
Kalcium - Segment analyzer
Auto-scroll Source Document
Scroll source to target selection
Alternative Translation Layout
Actions
Options
Fo

Description

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


Navigation pane
Home ribbon
Editor pane
Function-specific panes
Tabs for other panes
SDL Trados Studio - Sample Project
File
Home
Review
Advanced
View
Add-Ins
Help
Tell me what you want to do...
Mats Linder
Project Settings
Batch Tasks
Clear Formatting
Concordance Search
Apply Translation
Confirm
Go To
Configur...
Clipboard
File Acti...
Formatting
QuickInsert
Translation Memory
Segment Actions
Navigation
Editor
SecondSample.docx.sdlxliff [Tr
Association for Road Safety Co
Table Cell
Association for Road Safety -
Welcome
Projects
Files
Reports
Editor
Translation Memories
Translation Results - English-German
Project Settings
Term Recognition
No results available.
English-German
2000-01-18 14:18:35 STUTTGART\dbrockmann
Translation Results -...
Fragment Matches -...
Concordance Search...
Comments(0)
TQAs (0)
Messages (0)
Term Recognit...
Termbase Se...
Notifications (1)
Preview
Useful Tips
SecondSample.docx.sdlxliff [Translation]
Translation Details:
Status: Translated
Origin: Translation Memory
Provider: English-German
Score: 100%
picture
7/19/2011
All segments
INS
72,13%
3,83%
24,04%
Chars: 46

Association for Road Safety Conference — 100% — Tagung der Gesellschaft für Verkehrssicherheit

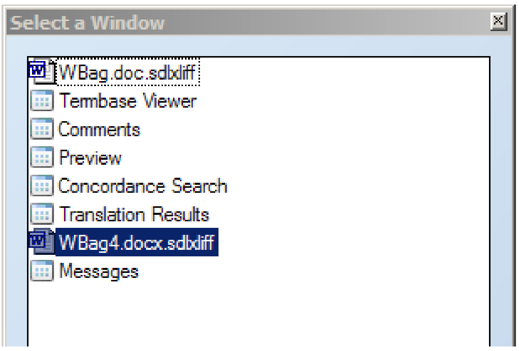
1	**Association for Road Safety Conference**	100%	**Tagung der Gesellschaft für Verkehrssicherheit**	H
2	**Road Safety Education in our National Schools**	91%	**Verkehrserziehung in der Grundschule**	H
3	Park Hotel, Dublin 6, Ireland - Friday, May 23, 2008		Park Hotel, Dublin 6, Ireland - Freitag, 23 Mai 2008	P
4	The National Association for Road Safety (NARS) invites all primary school teachers to participate in a day long conference on Road Safety education for four to eleven year old children.			P
5	This conference presents the new *education programme* unveiled by the Minister for Education last year.	100%	Auf dieser Tagung wird das neue *Erziehungsprogramm* es Jahr vom lt wurde.	
6	**For more information**, contact your local branch of the *Teachers Education Programme Foundation*.			P
7	Collect the conference motor car mascots for your school. picture		motor car mascots for your school.	P
	Register today 7/19/2011 and obtain a **20% discount**!		Registrieren Sie sich heute und erhalten Sie **20%**	P

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. 248. Note that the same pane can also show the results of the *Concordance Search* (p. 257), any *Comments* (p. 326), and *Messages* (p. 337). 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. 254) 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. 273).

> **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):



> **Note:** A much easier method for switching between these particular panes (which you probably need to do all the time) is to assign shortcuts to the panes (for how to do that, see p. 44). In the Editor shortcut list there are shortcut options for these panes:
>
> - Translation Results
> - Fragment Matches
> - Term Recognition
> - Termbase Search
> - Concordance Search
> - TQAs
>
> To get back to the active segment in the Editor, press **Ctrl+O**. For more on this, read *here in the Release Notes*.
>
> And with HotKey (p. 323), you can construct a script to jump to the Concordance window, move the cursor to the target segment,

copy the whole segment and paste it in the active target segment – all in a single shortcut.

☞ You may want to shuffle the panes around (see p. 41). 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.

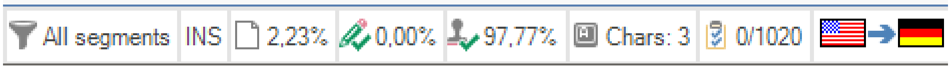
You can expand the *Editor* pane to the whole screen – with the other panes represented by tabs – using **F11**. To go back, press **F11** again.

With the Windows key together with the arrow keys, you can cycle the Studio window through different positions/sizes on your screen(s). (This takes a bit of experimentation.)

On the far right is the *Preview* tab (see p. 356).

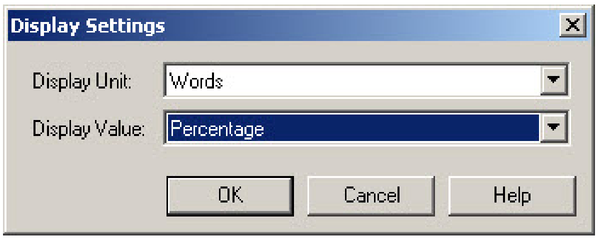
Note: When you close the last file which is open in the *Editor* view, that view closes and you return to the *Files* view.

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



- the active display filter (see p. 227); 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. 336)
- 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 Settings

Display Unit: Words

Display Value: Percentage

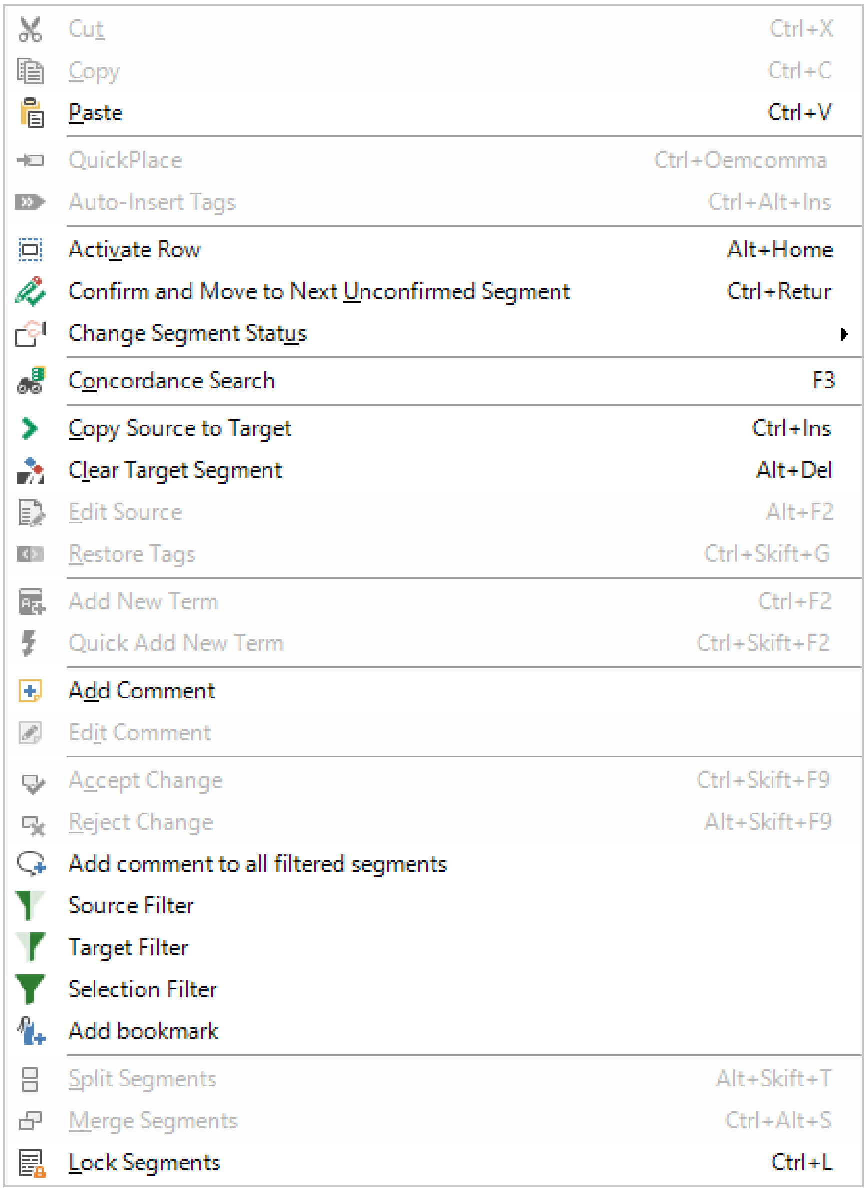
- **Display Units** are: **Words**, **Characters** or **Segments**.

27

Segment handling

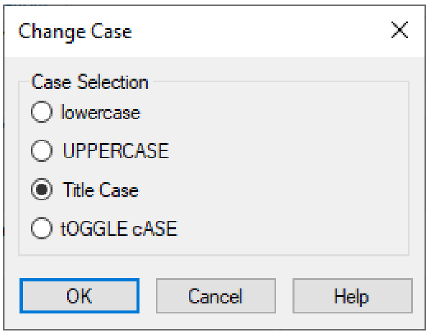
Segment navigation and manipulation

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). Which options are available depends on the situation.



Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
QuickPlace	Ctrl+Oemcomma
Auto-Insert Tags	Ctrl+Alt+Ins
Activate Row	Alt+Home
Confirm and Move to Next Unconfirmed Segment	Ctrl+Retur
Change Segment Status	▸
Concordance Search	F3
Copy Source to Target	Ctrl+Ins
Clear Target Segment	Alt+Del
Edit Source	Alt+F2
Restore Tags	Ctrl+Skift+G
Add New Term	Ctrl+F2
Quick Add New Term	Ctrl+Skift+F2
Add Comment	
Edit Comment	
Accept Change	Ctrl+Skift+F9
Reject Change	Alt+Skift+F9
Add comment to all filtered segments	
Source Filter	
Target Filter	
Selection Filter	
Add bookmark	
Split Segments	Alt+Skift+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 toggling between: all minor case, capitalization of first character, all capitals – you can also go to **Advanced > Formatting >** aA, which opens this pane:



Change Case

Case Selection

○ lowercase

○ UPPERCASE

● Title Case

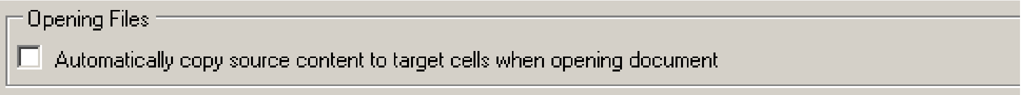
○ tOGGLE cASE

Also 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.

> **Note**: The default paste function means that if you paste a word which does not include leading and/or trailing spaces, you have to add those by hand as required. As of SR1, however, there is a function for "smart" cut and paste which provides automatic adjustment of that: Go to **File > Options >Editor** and select **Smart cut and paste.**

☞ 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:



Opening Files

☐ Automatically copy source content to target cells when opening document

This option should be used with care, however. For instance, if you are translating a WorldServer (p. 56) 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.
- **Manipulate text as in MS Word**: There are some Microsoft Word functions, such as highlighting, automatic correction of TWo initial capitals, Word-style Autotext, which you may miss. These and a few other helpful functions are included in the AppStore application *Wordbird* (although unfortunately any highlighting of text is not carried over into the final target translation version, and in the bilingual export for review it is visible only as highlighting tags). After installation, its Settings and Help icons are found on the Add-Ins ribbon. (For highlighting text you can also use the QuickInsert function **Apply Highlight Color**; see p. 284.)

☞ However, when it comes to highlighting there is now a powerful AppStore plugin called *Wordlight*. Its icon abc Highlight Word ▼ is found on the Home tab, and with it, you can:

- Select from 15 colours (the same as in Microsoft Word).
- Highlight selected text with 1 click or a single keyboard shortcut.
- Change the colour in 2 clicks.
- Highlight in any filetype, not just the ones supported by Quick Insert.

A highlighting is removed with **Ctrl+Space**. And if the source document is a Word or PDF file, your target file will retain and display the highlights. There are user instructions in the corresponding *wiki entry* (but strangely, those instructions do not mention the fact that you also get the option **Highlight Word** if you right-click a selection). And in Paul Filkin's blog post *The Story of "Studio" Colours* you will find useful information on the use of QuickInsert for this, as well as more facts about this plugin *and* information on the new highlighting functionalities of the powerful *Advanced Display Filter 2.0* (which is now included in Studio and not a plugin, as Paul says).

Confirm a translation

A translated segment is *confirmed* when you finalize it with **Ctrl+Enter** [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.

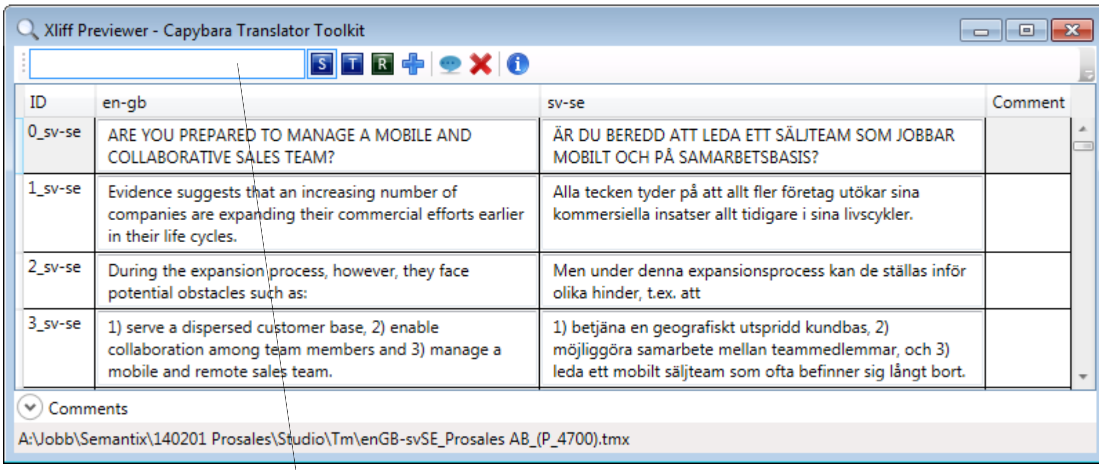
28

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

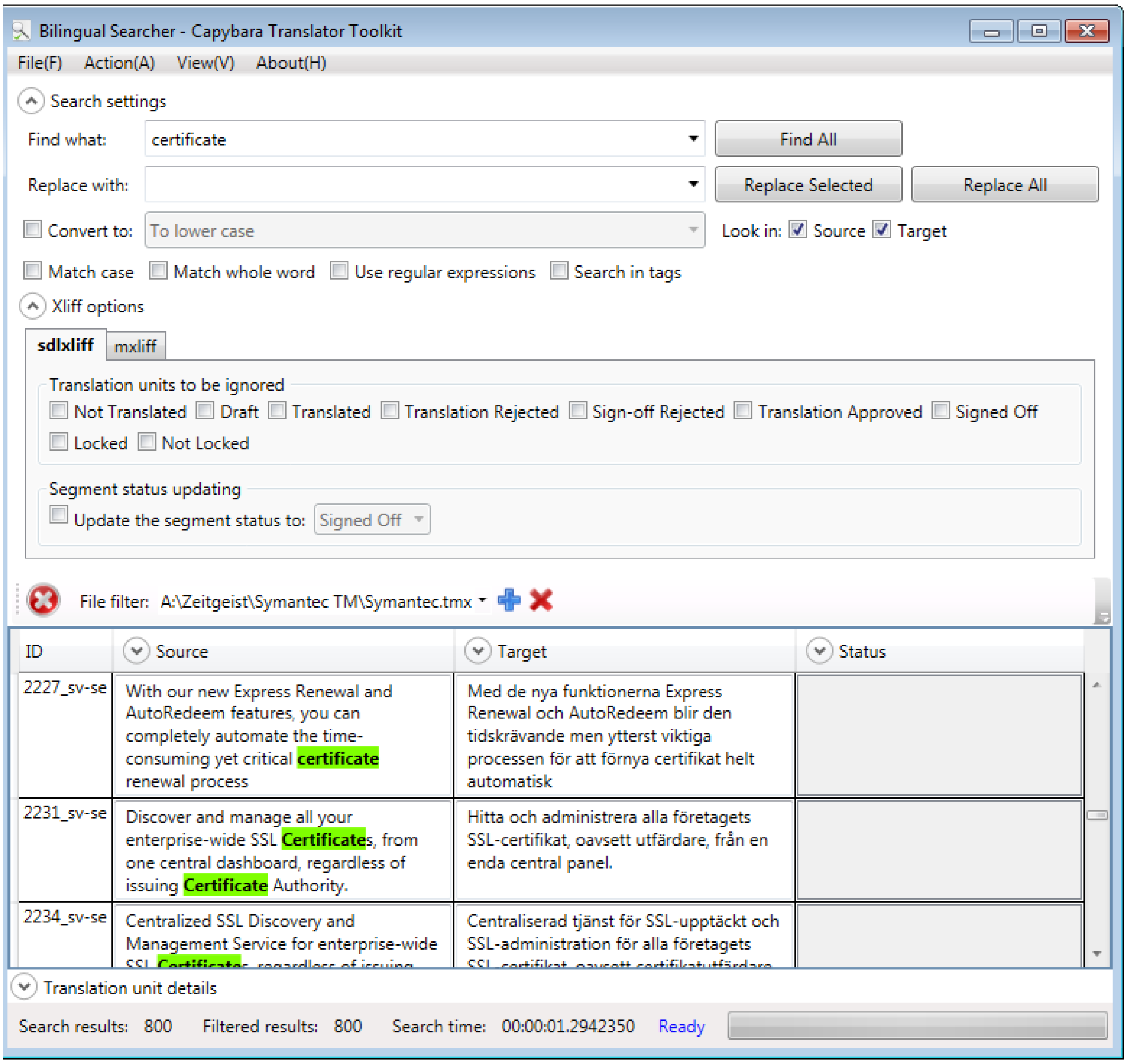
The freeware application *Xliff Previewer* is related to the Bilingual Searcher (see previous page), and it is not primarily a find & replace application; its main purpose is quickly to let you preview an .xliff, .sdlxliff, .mxliff, .ttx or .tmx file – just right-click the file name in your file organizer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



ID	en-gb	sv-se	Comment
0_sv-se	ARE YOU PREPARED TO MANAGE A MOBILE AND COLLABORATIVE SALES TEAM?	ÄR DU BEREDD ATT LEDA ETT SÄLJTEAM SOM JOBBAR MOBILT OCH PÅ SAMARBETSBASIS?	
1_sv-se	Evidence suggests that an increasing number of companies are expanding their commercial efforts earlier in their life cycles.	Alla tecken tyder på att allt fler företag utökar sina kommersiella insatser allt tidigare i sina livscykler.	
2_sv-se	During the expansion process, however, they face potential obstacles such as:	Men under denna expansionsprocess kan de ställas inför olika hinder, t.ex. att	
3_sv-se	1) serve a dispersed customer base, 2) enable collaboration among team members and 3) manage a mobile and remote sales team.	1) betjäna en geografiskt utspridd kundbas, 2) möjliggöra samarbete mellan teammedlemmar, och 3) leda ett mobilt säljteam som ofta befinner sig långt bort.	

A:\Jobb\Semantix\140201 Prosales\Studio\Tm\enGB-svSE_Prosales AB_(P_4700).tmx

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**.)


Bilingual Searcher - Capybara Translator Toolkit
File(F) Action(A) View(V) About(H)
Search settings
Find All
Replace Selected
Replace All
Xliff options
sdlxliff
mxliff
Translation unit details

Find what: certificate

Replace with:

☐ Convert to: To lower case

Look in: ☑ Source ☑ Target

☐ Match case ☐ Match whole word ☐ Use regular expressions ☐ Search in tags

Translation units to be ignored

☐ Not Translated ☐ Draft ☐ Translated ☐ Translation Rejected ☐ Sign-off Rejected ☐ Translation Approved ☐ Signed Off

☐ Locked ☐ Not Locked

Segment status updating

☐ Update the segment status to: Signed Off

File filter: A:\Zeitgeist\Symantec TM\Symantec.tmx

ID	Source	Target	Status
2227_sv-se	With our new Express Renewal and AutoRedeem features, you can completely automate the time-consuming yet critical certificate renewal process	Med de nya funktionerna Express Renewal och AutoRedeem blir den tidskrävande men ytterst viktiga processen för att förnya certifikat helt automatisk	
2231_sv-se	Discover and manage all your enterprise-wide SSL Certificates, from one central dashboard, regardless of issuing Certificate Authority.	Hitta och administrera alla företagets SSL-certifikat, oavsett utfärdare, från en enda central panel.	
2234_sv-se	Centralized SSL Discovery and Management Service for enterprise-wide SSL Certificates, regardless of issuing	Centraliserad tjänst för SSL-upptäckt och SSL-administration för alla företagets SSL-certifikat, oavsett certifikatutfärdare	

Search results: 800 Filtered results: 800 Search time: 00:00:01.2942350 Ready

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**. This window opens:

31 Recognized tokens

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

A *recognized token* – previously called “placeable” (in the Help texts they are sometimes still called that, and also “recognizers”) – 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. 294:

- 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. 308.

> **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 RWS 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 restart.

For more instructions, see the *wiki entry*.

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. 294) and are as follows:

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

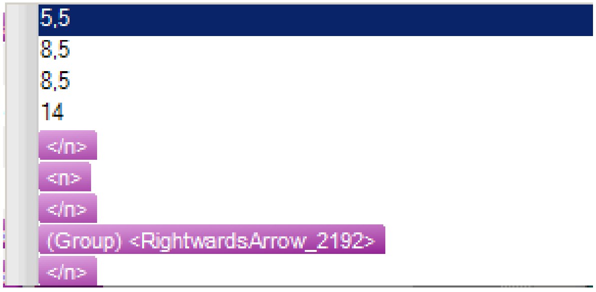
As for the localization of the tokens, again see p. 294.

Tags (containing information about formatting, structuring and placeholding) are a special case of recognized tokens in that they are not part of the textual content. They are shown as coloured fields and their handling is described on p. 287.

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.**

By pressing **Ctrl+Alt+RightArrow/LeftArrow**, you step between the recognized tokens (but not the numbers) in the source segment, forwards or backwards; each token is highlighted in turn. When you

32

Automatic handling of certain types of expressions – Auto-substitution and Auto-localization

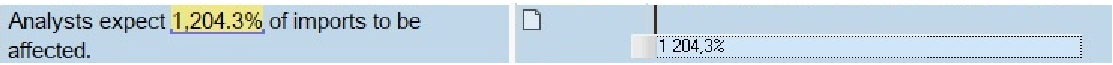
There are certain types of expressions which are preferably handled automatically, in particular in cases where they occur often. Examples: trade names (do not translate *The Guardian* but translate "the guardian"), acronyms (do not translate), numbers (decimal separators!), dates (the many different formats are a well-known problem), measurement units and currency names and symbols (where to place them and what separators to use, if any).

These matters are handled in Studio by Auto-substitution and Auto-localization. The former means that when studio recognises a TU in a TM which is identical to the source segment in question *except* for an expression of a type mentioned above, Studio will use that TU but substitute the source expression for the one in the TU. In certain cases (e.g. acronyms) that expression will be transferred unchanged into the target segment, in other cases (e.g. a number) it will be *auto-localized* into the corresponding target language version.

In principle, this may sound simple. But, to use a Swedish expression, you may think it is uncomplicated, but wait until I have explained it.

In fact, there are indications in the Help texts of the complexity of these matters. They are handled on 16 different pages, and while the term for these types of expressions used to be "placeables" they are now called "recognized tokens" – *and* "placeables", and also "recognizers". I shall stick to the first variant (and sometimes just say "tokens").

To complicate things further, Studio uses different ways of auto-localization depending on whether it is a matter of TM matches or not, such as when there is no TM match – in which case QuickPlace suggestions are shown – and during machine translation (or, as it is called in Studio, Automatic Translation) if the segment only contains the recognizable token and there is no TM match. This is how a QuickPlace suggestion could look, based on the corresponding setting in the TM's language resources:



Analysts expect 1,204.3% of imports to be affected.

1 204,3%

The default auto-localization formats that Studio suggests during auto-substitution are based on the formats available in your TM matches or in the Windows regional settings (for more about which, see *Understanding Regional Settings* by Barry Dysert). You may want to change or edit these default formats when (in the words of the Help text)

- your source text contains non-standard formats for numbers, dates, times, measurements or currency amounts and Studio cannot correctly identify them as placeables,
- the translation units in your TM use incorrect or inconsistent formats for placeables and you do not want to use these for your new translations,
- you do not want to use the default localization formats in QuickPlace suggestions and Automated Translation results but have your own instead.

You make such changes in the language resources settings (p. 404); the context for them will be explained below.

And as you may have surmised – or indeed already know from experience – there is a large number of such settings, in several places. But in order for anything at all to happen, the corresponding auto-substitution must be enabled, so we shall start with that.

Note: If the following explanations are not sufficiently clear (or confusing…), you should read Paul Filkin's account, *Short term memories*. Or visit it anyway.

Auto-substitution

You will find the types of expressions available for auto-substitution (and thus, with some of them, also for auto-localization) in the Auto-substitution settings. As usual, where you make the settings depends on what level you are aiming at: default or the active project (cf. p. 134). Here, there is the additional option of the project template settings. Thus:

- for the default settings for the *creation of a project/opening a new document* (open the **Options** dialog box: select **File > Options** or **Alt/F10, F, T**), or
- for the settings for the *active* project (open the **Project Settings** dialog box: select **Project > Project Settings** [or **Alt/F10, H, S**]), or
- for the settings for a *project template* (open the **Project Templates** dialog box – select **File > Setup > Project Templates** (or **Alt/F10, U, P**) – then select the desired template and click **Edit**).

Then select **Language Pairs** and after that select the TM for the required language combination and then **Auto-substitution** (this option is not available for *All Language Pairs*).

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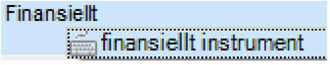
AutoSuggest

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. 305), and on expressions that you have entered into an *AutoText list* (p. 310) 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.



Finansiellt

finansiellt instrument

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.

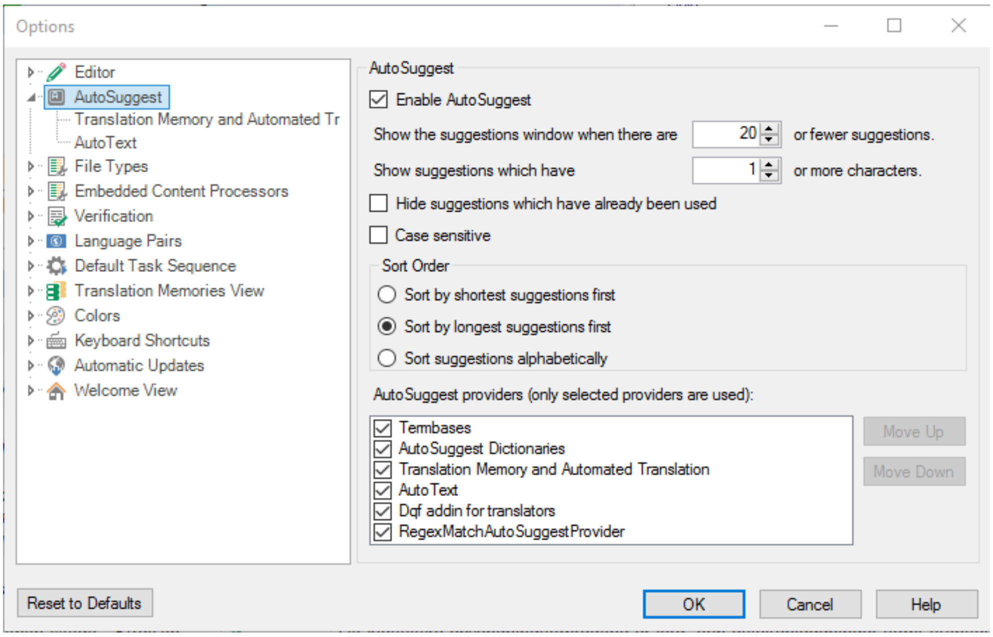
An AutoSuggest dictionary contains words and phrases extracted from a TM.

You will find some detailed discussions of AutoSuggest sources – including the use of termbases – in Paul Filkin's blog post *The ins and outs of AutoSuggest*.

> **Note:** A somewhat similar function is offered by the Autocompletion feature (p. 321). 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:


Options
Editor
AutoSuggest
Translation Memory and Automated Tr
AutoText
File Types
Embedded Content Processors
Verification
Language Pairs
Default Task Sequence
Translation Memories View
Colors
Keyboard Shortcuts
Automatic Updates
Welcome View
Move Up
Move Down
Reset to Defaults
OK
Cancel
Help

AutoSuggest

☑ Enable AutoSuggest

Show the suggestions window when there are 20 or fewer suggestions.

Show suggestions which have 1 or more characters.

☐ Hide suggestions which have already been used

☐ Case sensitive

Sort Order

○ Sort by shortest suggestions first

● Sort by longest suggestions first

○ Sort suggestions alphabetically

AutoSuggest providers (only selected providers are used):

☑ Termbases
☑ AutoSuggest Dictionaries
☑ Translation Memory and Automated Translation
☑ AutoText
☑ Dqf addin for translators
☑ RegexMatchAutoSuggestProvider

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:

100 for exact TM match

F for fuzzy TM match

AT 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. 253 and 257, 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. This *Help text* has some concrete suggestions.

- **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

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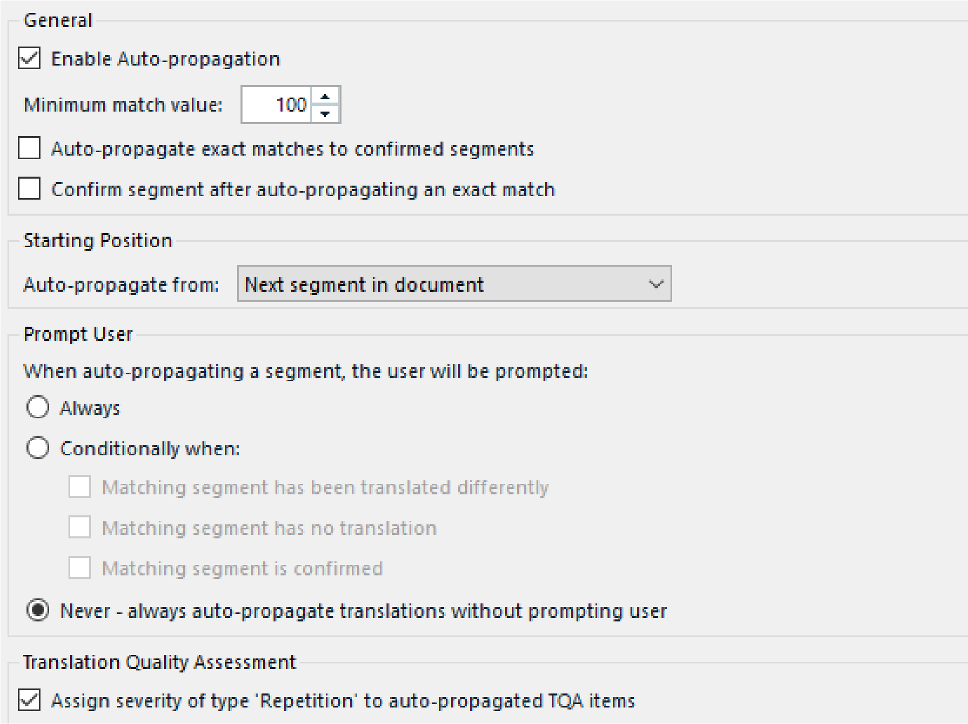
Auto-propagation

Auto-propagation means that the translation of a segment is copied to all other target segments with identical *source* content in the same document. It takes place when you confirm the translation. A target segment which is translated via auto-propagation will be given this status: 100%, and the colour – which does not change if the translation is confirmed – indicates the difference from a "normal" 100% match (100%). And since auto-propagation does not require a TM, it can be used even if no TM is specified.

Settings

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



General

☑ Enable Auto-propagation

Minimum match value: 100

☐ Auto-propagate exact matches to confirmed segments

☐ Confirm segment after auto-propagating an exact match

Starting Position

Auto-propagate from: Next segment in document

Prompt User

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

○ Always

○ Conditionally when:

  ☐ Matching segment has been translated differently

  ☐ Matching segment has no translation

  ☐ Matching segment is confirmed

● Never - always auto-propagate translations without prompting user

Translation Quality Assessment

☑ Assign severity of type 'Repetition' to auto-propagated TQA items

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. 208.

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Comments

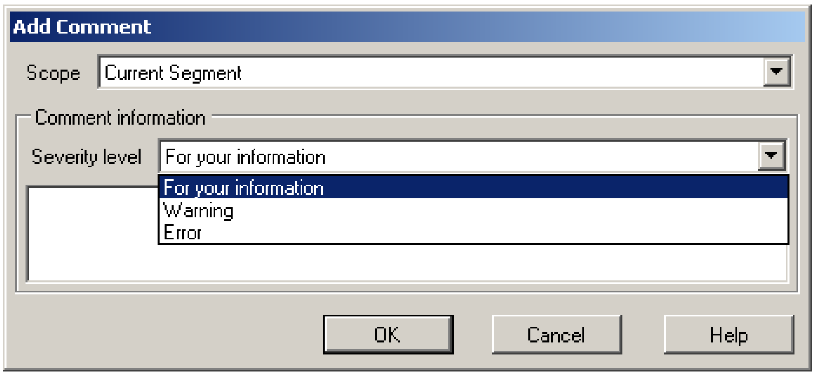
In the *Editor* pane, you can add comments (but only in source segments) on three levels: the *word/phrase* level (select it), the *segment* level and the *document* level (select the document name tag – but there is a trick: strangely enough, double-clicking it normally doesn't work, and you have to select it *from left to right*!). You can add several comments to the same phrase/segment/document, and you can assign a severity level to each comment. You can also extract them – i.e. retain them in the target document – for most source document formats (or, to be specific, .doc, .docx, .ppt, .pptx, .xls, .xlsx, .rtf, .pdf, .csv, tab delimited .txt, and Java Properties files).

Furthermore, you can handle comments in source files (provided they are Microsoft Word 2007-2013 .docx files) in different ways; see below.

This means that if you have a .doc file, you may want to convert it into .docx format before you start to work. If you have many such files, conversion may be an onerous task. It may then be worth your while to take a look at Emma Goldsmith's blog post entry *How to batch convert .doc files to .docx*.

And an excellent run-through of comments handling, including the various options for different file types, is given by Paul Filkin in his blog post *Comments... chapter and verse!*.

⦿ **Add a comment**: Press **Ctrl+Shift+N**, or right-click and select **Add Comment**. The **Add Comment** dialog box opens:



Scope: Current Segment

Severity level: For your information

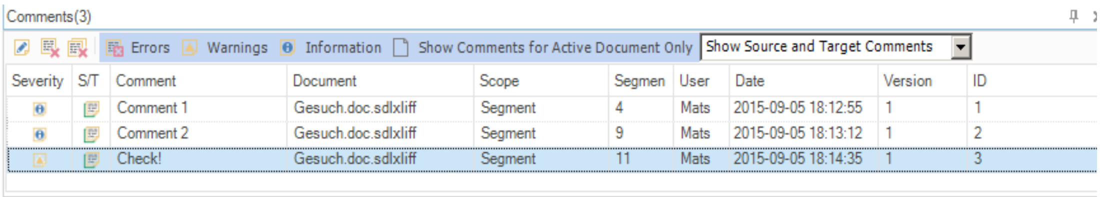
For your information
Warning
Error

The **Scope** is **Current Selection** (if there is one), **Current Segment** or **Current File.**

The commented text is highlighted with different colours depending on their severity; the default colours are pale yellow for information, pale orange for warning, pale red for error. (Like all other colours, they can be changed in the **Options** dialog box.) When a comment is present, it will be shown when you point to the segment text. A comment on the document level is indicated by a symbol in the status column in the document title row and will be shown when you point to the target title tag. (If you want to comment a particular word, and that word is not in the dictionary and therefore marked with the wavy red line, you have to use the shortcut; the right-click action does not work.)

> **Note**: If you add a segment-level comment (**Current Segment**) in a .docx file and that segment contains tags, a subsequent **Save as Target** action may fail. Test it; if it does fail, you can instead make a **Current Selection** comment on the whole segment text.

- **View all comments**: Click the **Comments** tab at the bottom of the **Translation Results** pane, or select **View > Information > Comments** (or **Alt/F10, V, M**). The *Comments* pane opens:


Comments(3)
Errors
Warnings
Information
Show Comments for Active Document Only
Show Source and Target Comments

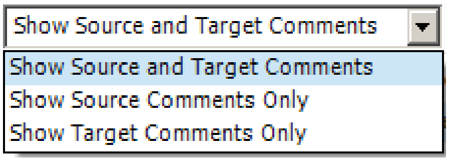
Severity	S/T	Comment	Document	Scope	Segmen	User	Date	Version	ID
		Comment 1	Gesuch.doc.sdlxliff	Segment	4	Mats	2015-09-05 18:12:55	1	1
		Comment 2	Gesuch.doc.sdlxliff	Segment	9	Mats	2015-09-05 18:13:12	1	2
		Check!	Gesuch.doc.sdlxliff	Segment	11	Mats	2015-09-05 18:14:35	1	3

By clicking the severity level tabs (Errors, Warnings, etc.), you will be shown the comments in the respective level. (Strange things happen when you then click the comments themselves, but that is a minor problem.)

The severity of the comments are indicated by icons in the first column:

Information
Warning
Error

- **S/T:** Source/target, with symbols and , respectively.
- **Version number:** If you make more than one comment on a segment or document, they are given version numbers. You can edit or delete any version in the **Edit Comments** dialog box (see below). When you click the latest version, it will ”expand” and show all previous versions below it; their icons are indented. See the figure above.
- **ID:** The ID numbers are given sequentially (with the same ID for all versions of a comment).
- **View comments for all open documents**: In the *Comments* pane, de-activate the tab **Show Comments of Active Document Only**.
- **Filter comments** depending on whether they are source or target comments: Select as appropriate in the list box to the right:


Show Source and Target Comments
Show Source and Target Comments
Show Source Comments Only
Show Target Comments Only

- **Edit a comment**: In the *Comments* pane, or in the document, right-click in the comment row (in the pane) or the commented segment (document) and select **Edit comment**; or click the **Edit comment** button

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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.

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. 255 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! You should note, however, that while it is generally correct in describing the basic principles, it is based on an older version of the alignment function and therefore is not in agreement with all of the current workings.

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.

Note: Each TU generated from the alignment will have three custom fields (about fields, see p. 393): **Quality**, **Source File** and **Target File**. About Quality, see p. 430.

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.

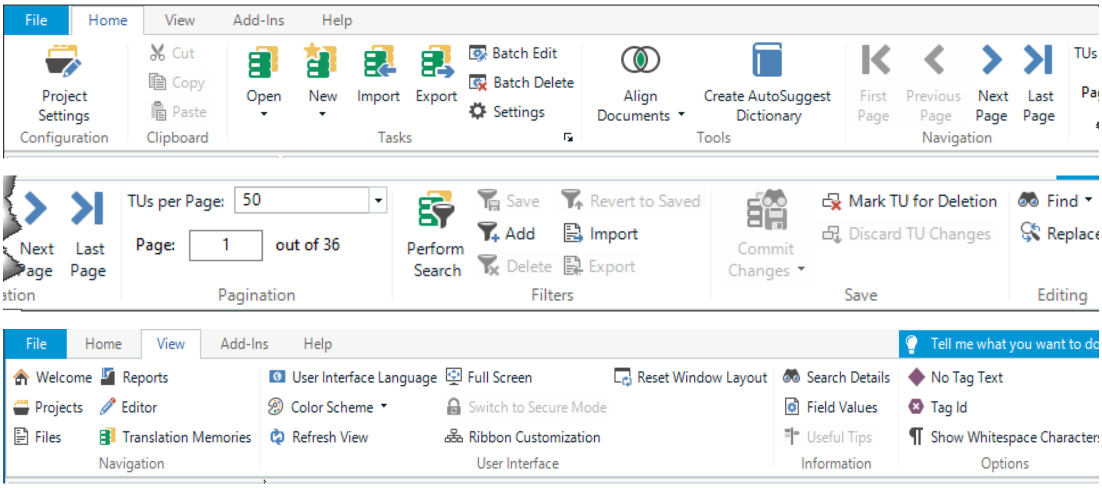
One file pair ⦿ **Align Single File Pair:** In any view, press **Ctrl+Shift+M** (the corresponding button is found on the **Home** tab in the *Welcome* view, the *Translation Memories* view and the *Alignment* view). The **Align Documents** wizard starts with the **Select a translation memory and the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

49 Translation Units maintenance

The Translation Memories view

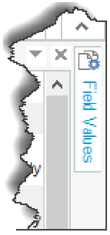
Ribbons

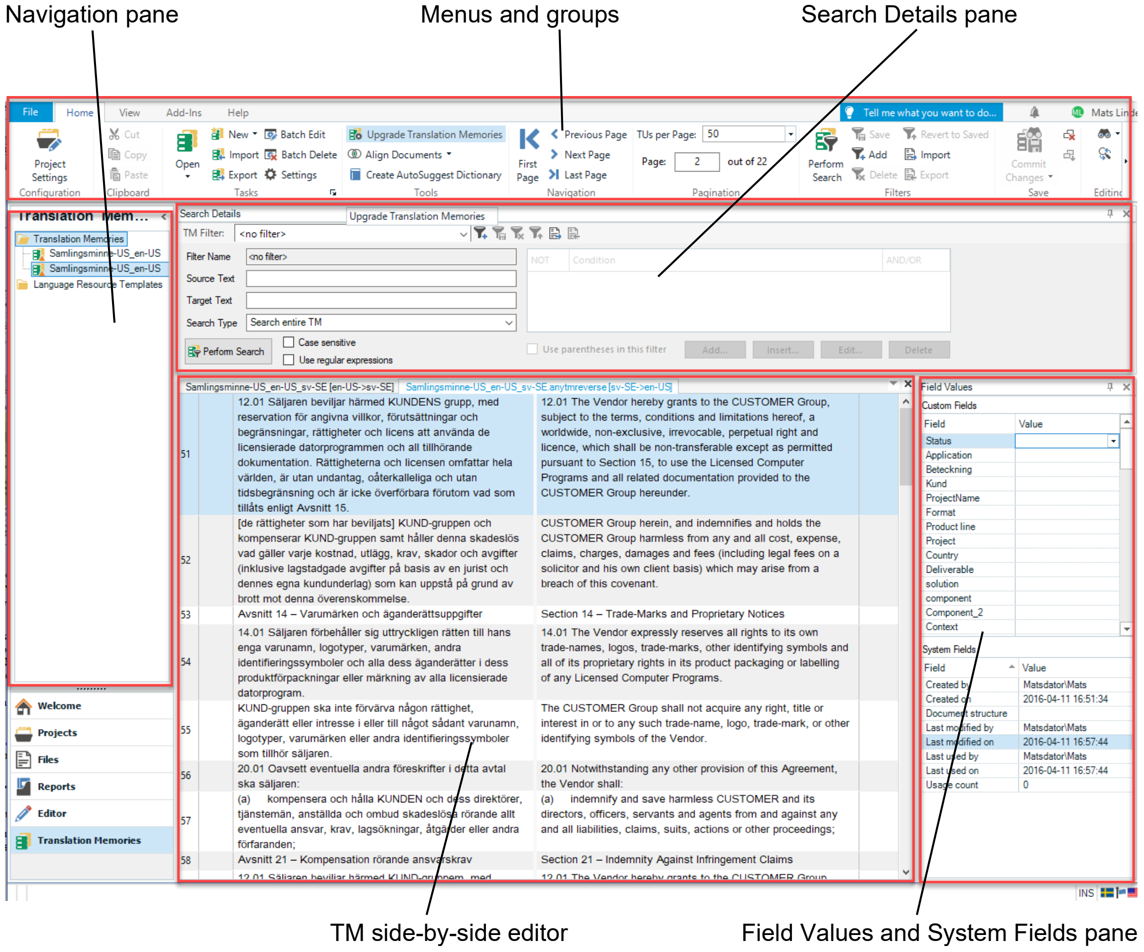
The **Home** and **View** ribbons are – as always – specific (some of the options are not visible until you have opened a TM):


File
Home
View
Add-Ins
Help
Project Settings
Configuration
Cut
Copy
Paste
Clipboard
Open
New
Import
Export
Batch Edit
Batch Delete
Settings
Tasks
Align Documents
Create AutoSuggest Dictionary
Tools
First Page
Previous Page
Next Page
Last Page
Navigation
TUs
Next Page
Last Page
TUs per Page: 50
Page: 1 out of 36
Pagination
Perform Search
Save
Add
Delete
Revert to Saved
Import
Export
Filters
Commit Changes
Mark TU for Deletion
Discard TU Changes
Save
Find
Replace
Editing
File
Home
View
Add-Ins
Help
Tell me what you want to do
Welcome
Projects
Files
Reports
Editor
Translation Memories
Navigation
User Interface Language
Color Scheme
Refresh View
Full Screen
Switch to Secure Mode
Ribbon Customization
Reset Window Layout
User Interface
Search Details
Field Values
Useful Tips
Information
No Tag Text
Tag Id
Show Whitespace Characters
Options

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. 41). (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, or the corresponding button: **View > Information > ** Field Values.)


Field Values


Navigation pane
Menus and groups
Search Details pane
File
Home
View
Add-Ins
Help
Project Settings
Configuration
Cut
Copy
Paste
Clipboard
Open
New
Import
Export
Batch Edit
Batch Delete
Settings
Tasks
Upgrade Translation Memories
Align Documents
Create AutoSuggest Dictionary
Tools
First Page
Previous Page
Next Page
Last Page
Navigation
TUs per Page: 50
Page: 2 out of 22
Pagination
Perform Search
Save
Revert to Saved
Add
Import
Delete
Export
Filters
Commit Changes
Save
Editing
Tell me what you want to do...
Mats Linde
Translation Mem...
Translation Memories
Samlingsminne-US_en-US
Samlingsminne-US_en-US
Language Resource Templates
Welcome
Projects
Files
Reports
Editor
Translation Memories
Search Details
Upgrade Translation Memories
TM Filter: <no filter>
Filter Name <no filter>
Source Text
Target Text
Search Type Search entire TM
Perform Search
☐ Case sensitive
☐ Use regular expressions
NOT
Condition
AND/OR
☐ Use parentheses in this filter
Add...
Insert...
Edit...
Delete
Samlingsminne-US_en-US_sv-SE [en-US->sv-SE]
Samlingsminne-US_en-US_sv-SE.anytmreverse [sv-SE->en-US]
Field Values
Custom Fields
System Fields
INS
TM side-by-side editor
Field Values and System Fields pane

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52	[de rättigheter som har beviljats] KUND-gruppen och kompenserar KUND-gruppen samt håller denna skadeslös vad gäller varje kostnad, utlägg, krav, skador och avgifter (inklusive lagstadgade avgifter på basis av en jurist och dennes egna kundunderlag) som kan uppstå på grund av brott mot denna överenskommelse.	CUSTOMER Group herein, and indemnifies and holds the CUSTOMER Group harmless from any and all cost, expense, claims, charges, damages and fees (including legal fees on a solicitor and his own client basis) which may arise from a breach of this covenant.
53	Avsnitt 14 – Varumärken och äganderättsuppgifter	Section 14 – Trade-Marks and Proprietary Notices
54	14.01 Säljaren förbehåller sig uttryckligen rätten till hans enga varunamn, logotyper, varumärken, andra identifieringssymboler och alla dess äganderätter i dess produktförpackningar eller märkning av alla licensierade datorprogram.	14.01 The Vendor expressly reserves all rights to its own trade-names, logos, trade-marks, other identifying symbols and all of its proprietary rights in its product packaging or labelling of any Licensed Computer Programs.
55	KUND-gruppen ska inte förvärva någon rättighet, äganderätt eller intresse i eller till något sådant varunamn, logotyper, varumärken eller andra identifieringssymboler som tillhör säljaren.	The CUSTOMER Group shall not acquire any right, title or interest in or to any such trade-name, logo, trade-mark, or other identifying symbols of the Vendor.
56	20.01 Oavsett eventuella andra föreskrifter i detta avtal ska säljaren:	20.01 Notwithstanding any other provision of this Agreement, the Vendor shall:
57	(a) kompensera och hålla KUNDEN och dess direktörer, tjänstemän, anställda och ombud skadeslösa rörande allt eventuella ansvar, krav, lagsökningar, åtgärder eller andra förfaranden;	(a) indemnify and save harmless CUSTOMER and its directors, officers, servants and agents from and against any and all liabilities, claims, suits, actions or other proceedings;
58	Avsnitt 21 – Kompensation rörande ansvarskrav	Section 21 – Indemnity Against Infringement Claims

Custom Fields

Field	Value
Status	
Application	
Beteckning	
Kund	
ProjectName	
Format	
Product line	
Project	
Country	
Deliverable	
solution	
component	
Component_2	
Context	

System Fields

Field	Value
Created by	Matsdator\Mats
Created on	2016-04-11 16:51:34
Document structure	
Last modified by	Matsdator\Mats
Last modified on	2016-04-11 16:57:44
Last used by	Matsdator\Mats
Last used on	2016-04-11 16:57:44
Usage count	0

- **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. 393).

◉ **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.

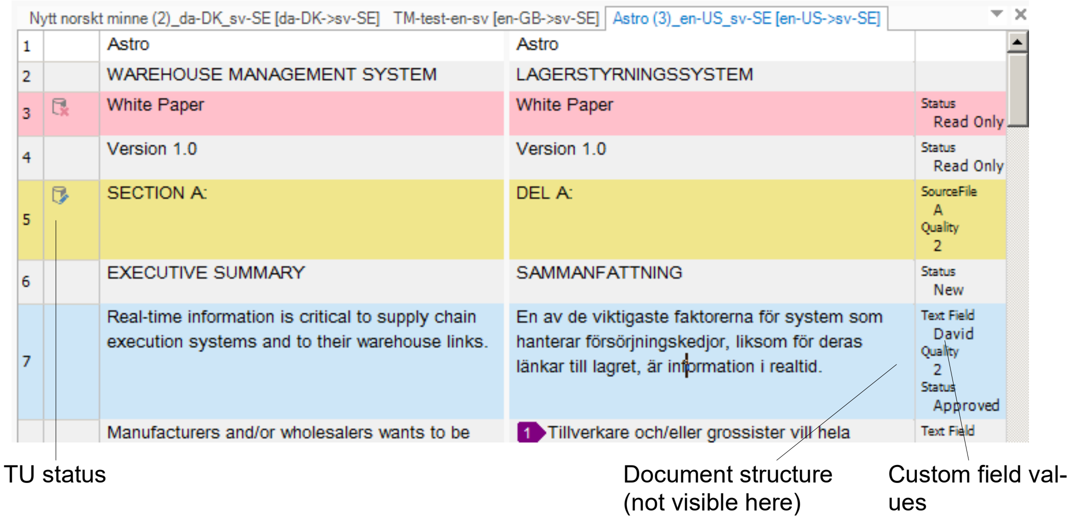
☞ If you have a .tmx file that you need to edit, there is now an AppStore application, *File type definition for TMX*, which makes it possible for you to open it as a translatable file without converting it into an .sdltm.

◉ **Close a TM**: As usual, click the × in top right hand corner of the Editor pane. If you have made any (pending) changes (see p. 445), 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 grey*: No pending changes.
- *Yellow*: Pending changes.
- *Pink*: Marked for deletion.
- *Blue*: Currently selected.

These colours may be customized; see p. 207.

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

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

Customizing the Translation Memories view

You can customize some of the viewing characteristics here. Go to **Home > Tasks** group and select the dialog box launcher in the lower

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

MultiTerm 2021 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 2021 termbases.

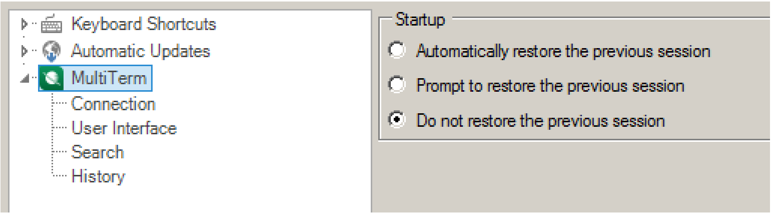
However, it may happen when you open a 2011 termbase that you are told that it needs to be reorganised. How to do this is well explained by Nora Díaz in her blog post *Reorganize your Termbase to Improve Term Recognition in Trados Studio*.

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 Studios interface. This is possible with the AppStore plug-in TermExcelerator; see below on p. 489.

> **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. 491.

The basic settings

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

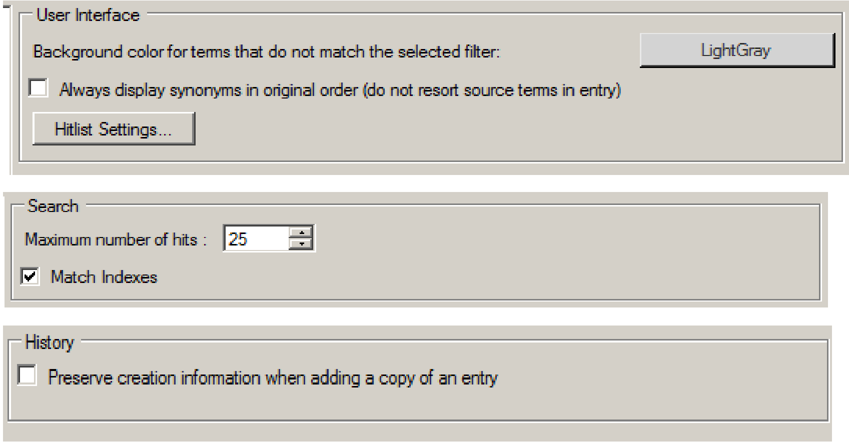


Startup

○ Automatically restore the previous session

○ Prompt to restore the previous session

● Do not restore the previous session



User Interface

Background color for terms that do not match the selected filter: LightGray

☐ Always display synonyms in original order (do not resort source terms in entry)

Hitlist Settings...

Search

Maximum number of hits : 25

☑ Match Indexes

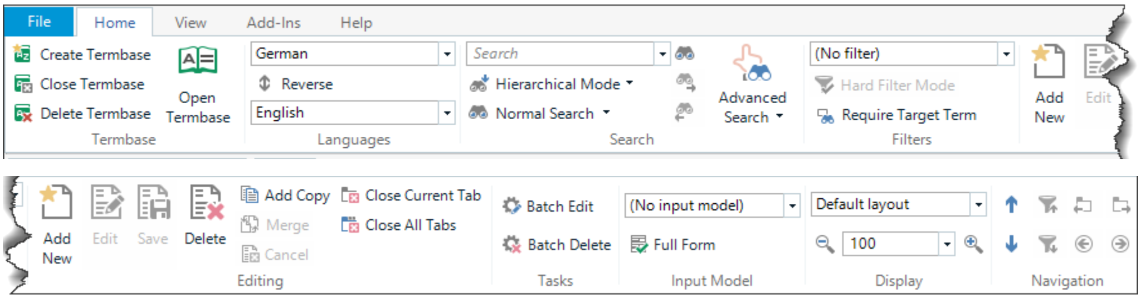
History

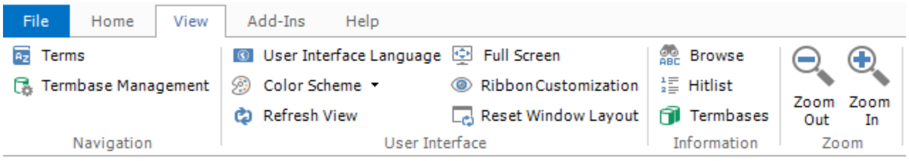
☐ Preserve creation information when adding a copy of an entry

The MultiTerm window

The ribbons can be customised in the same way as in Studio (see p. 35).

The Terms view – ribbons


File
Home
View
Add-Ins
Help
Create Termbase
Close Termbase
Delete Termbase
Open Termbase
Termbase
German
Reverse
English
Languages
Search
Hierarchical Mode
Normal Search
Advanced Search
Search
(No filter)
Hard Filter Mode
Require Target Term
Filters
Add New
Edit
Add New
Edit
Save
Delete
Add Copy
Merge
Cancel
Close Current Tab
Close All Tabs
Editing
Batch Edit
Batch Delete
Tasks
(No input model)
Full Form
Input Model
Default layout
100
Display
Navigation


File
Home
View
Add-Ins
Help
Terms
Termbase Management
Navigation
User Interface Language
Color Scheme
Refresh View
Full Screen
Ribbon Customization
Reset Window Layout
User Interface
Browse
Hitlist
Termbases
Information
Zoom Out
Zoom In
Zoom

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Language Cloud / Trados Live – Terminology

Language Cloud is now Trados Live, although this name change has not penetrated all places in Studio/RWS, which is why I shall stick to "Language Cloud" (and LC). For the terminology work in Studio, you have the possibility of adding dictionaries both to the Language Cloud MT service and for use in Studio itself, dictionaries which you can extend and edit (in the LC site or in Studio) as you like. With the paid subscription version, you can also share termbases, which is of course an advantage if you co-operate with other translators on a project. All this is described in more detail below (including the advantages of having dictionaries included here compared to simply opening them in Studio).

But why would you use a cloud-based termbase instead of (or in addition to) one – or several – in your local computer? There are some advantages:

- If you use the Trados Live Essential online editor for working in the cloud, this is the only option for terminology work.
- If you want to share termbases in real-time, this is the only way (but it requires Trados Live Team).
- In addition, there are some settings for cloud termbases which are not available for stationary ones (and vice versa, of course).

In this section I shall describe the terminology functions of LC, but to use them you may need to familiarize yourself with the basics of LC – see chapter 54.

Getting started

In the Studio *Welcome* view, click **Language Cloud and Trados Live**, or in any view, click the top right **Sign In** "button". You will be asked to log in (with your RWS account details). (Once you are logged in, that button will be replaced by a button with your name.) Then the Sign In dialog opens:

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MT basics

The default options for machine translation (MT) – also called, in the SDL documentation, “automated translation” – in Studio are these two:

- SDL Language Cloud (see p. 537),
- SDL Machine Translation (Enterprise) (see p. 518),

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

And since the Language Cloud is now both a part of the interesting new service Trados Live Essential and also offers the basic parts of that service for use in Studio, the corresponding information on the latter in this manual has been moved to chapters of their own – the termbase functions are coveren in chapter 54, and the MT functions in chapter 57.

The use of any MT services is recorded in the .sdlxliff bilingual file during translation. Segments where MT is used are indicated with the AT 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. 294).

And don’t forget: If you use MT, you can set the AutoSuggest function (p. 302) so that it presents you with any fragment (sub-segment) hits it finds in the MT provider’s data; just select the **Translation Memory and Automated Translation** option.

If you want an almost state-of-the-art description of MT, you can hardly do better than reading the book *Maschinelle Übersetzung für Übersetzungsprofis*, edited by Jörg Porsiel; I have written *a review of it here*. Despite its German title, more than half of it is in English, and the price is quite reasonable (€37 for 384 pages). Mr Porsiel is also the editor of a previous book, *Machine Translation* – all in English – which is still to large extents up-to-date (and *reviewed by myself here*).

Furthermore, Paul Filkin, in his *multifarious* blog, gives a lot of useful advice and suggestions about the uses of machine translation in the post *There’s more than one way to skin a CAT*.

General discussions

Confidentiality

The use of an “outside” MT provider – such as Google Cloud Translation API, MyMemory, 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 that they make, and that I refer to in the respective presentation here, may be enough for most confidentiality requirements. 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. (It may be a bit dated, but I try to update it as necessary.) 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.)

RWS 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 SDL Machine Translation (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." (I'd give the source except the SDL web site recently was taken over by SDL's new owner, RWS, and is now to a large extent a shambles; the previous source is therefore lost.)

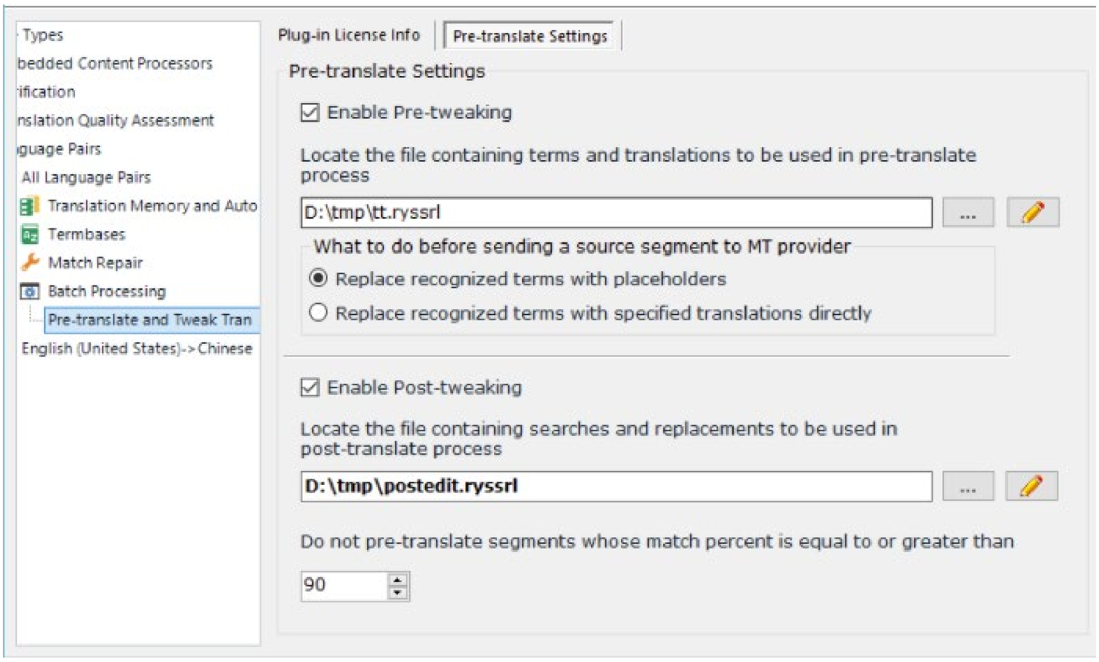
Regardless of what security is promised by the provider of the machine translation, it does not change the fact that whatever you send or receive via the internet may be compromised during that process.

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 MT plugins mentioned below. A more comprehensive way of protecting data during translation – whether MT is used or not – is offered by the very impressive AppStore plugin *Trados Data Protection Suite*. It contains the plugins *projectAnonymizer* (also separately available) and *SDLTM Anonymizer*. Using plain text or regular expressions you can convert sensitive data into tags before the translation starts (this is sometimes called "redaction"). During and after the translation, those segments thus anonymised 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, and right-clicking a project gives access to Project Anonymizer Help. But don't miss reading the instructions in the *RWS Community wiki*.

Should you feel the need for anonymizing a TM or SDLXLIFF *after* translation, there are three AppStore plugins for that: the *Trados Batch Anonymizer*, *TM Anonymizer* and *SDLXLIFF Anonymizer* (both from Localix.biz); see p. 512.

The plugin *Translation Workflow Automation Package* (formerly *RyS Translation Workflow Automation Package 2018* in the AppStore; the presentation there is probably still relevant) – which I haven't yet tried – includes a redaction feature which is said to work with *any* MT provider. Because of its many other features (see also pp. 472 and 236), it is fairly expensive – $290. And again, note the observation concerning user instructions and payment for the RyS plugins (see p. 522).

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


Types
bedded Content Processors
ification
nslation Quality Assessment
guage Pairs
All Language Pairs
Translation Memory and Auto
Termbases
Match Repair
Batch Processing
Pre-translate and Tweak Tran
English (United States)->Chinese
Plug-in License Info
Pre-translate Settings
...

Pre-translate Settings

☑ Enable Pre-tweaking

Locate the file containing terms and translations to be used in pre-translate process

D:\tmp\tt.ryssrl

What to do before sending a source segment to MT provider

● Replace recognized terms with placeholders

○ Replace recognized terms with specified translations directly

☑ Enable Post-tweaking

Locate the file containing searches and replacements to be used in post-translate process

D:\tmp\postedit.ryssrl

Do not pre-translate segments whose match percent is equal to or greater than

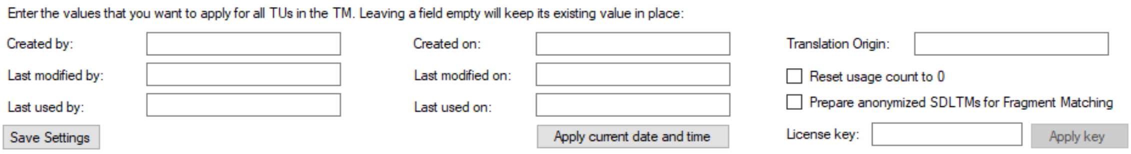
90

Perhaps surprisingly, this package also seems to contain a function for term extraction (in advance of the translation, so that you can prepare a tailor-made termbase with appropriate translations).

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 *Trados Batch Anonymizer*, which allows you to anonymise usernames and related data, TMs, and also the evidence of the use of machine translation, all in one click. You can read about it in a wiki entry and in particular in Paul Filkin's blog post *Badass…*.

There are other, similar plugins, which however do not allow you to "anonymize" the use of MT. Other than that, I have not compared them in depth.

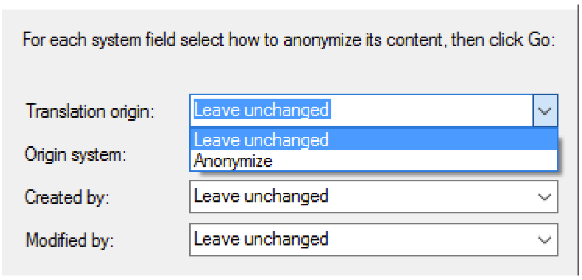
TM Anonymizer, which is placed on the *View* navigation field after installation. Using the app for one file at a time is free; for multiple files (in one go) you need to buy a license.


Save Settings
Apply current date and time
Apply key

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:
Last modified by:
Last used by:
Created on:
Last modified on:
Last used on:
Translation Origin:
☐ Reset usage count to 0
☐ Prepare anonymized SDLTMs for Fragment Matching
License key:

And from the same developer as TM Anonymizer comes the AppStore plugin *SDLXLIFF Anonymizer*, providing the same service for .sdlxliff files:


Leave unchanged
Anonymize

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

Translation origin: Leave unchanged
Origin system:
Created by: Leave unchanged
Modified by: Leave unchanged

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MT providers

Below you will first find descriptions of MT providers which are build-in; of the two only Language Cloud presumably is of any interest to the freelance translator since the other one is mainly intended for companies.

In addition to the built-in providers there is a very large number of providers which are accessed via AppStore plugins – either directly via the plugin, or via the plugin as an intermediary. A few of them are described in the following; I have selected some which I find reasonably priced (note that some are classified as Paid and others as Free; "Free" means that the *app* is free – which is mostly the case also with the "paid" apps – but almost always you have to pay for the actual MT service), and which are general enough to be useful for most freelancers. Obviously I have missed many services which fulfil both criteria, and I am grateful for any suggestions.

Connecting to a built-in MT provider

To connect to a built-in MT provider, you need first to add a connection to the server in question.

- For the default project settings: Open the **Options** dialog box by selecting **File > Options** (or **Alt/F10, F, T**).
- For the settings of the active project/document: Open the **Project Settings** dialog box by selecting **Home > Project > Project Settings** (or **Alt/F10, H, S1**).
- For the settings of a project template: Open the **Project Template Settings** dialog box. (Select **File > Setup > Project Templates** [or **Alt/F10, F, U, P**[. The **Project Templates** dialog box opens; select the template in question and click **Edit**.)

In the dialog box that you open, you will add the server either under **All Language Pairs** (in the navigation pane) or under a specific language pair (e.g. if you want to use different servers for different language pairs).

Click the **Use** button Use... ▾ in the right-hand pane and select an option.

⦿ **SDL Language Cloud:** The Language Cloud offers a large number of advanced features and hence requires a chapter of its own, chapter 57.

⦿ **SDL Machine Translation (Enterprise):** Formerly SDL BeGlobal, this is a platform for machine translation. It is a paid resource which requires specific accounts. It is completely secure: no-one else can gain access to your Enterprise resources, and the HTTPS protocol is used for communication.

Connecting to MT providers via AppStore plugins

In addition to the MT providers listed as default options in Studio, there are a large number (currently around 50) of plugins in the SDL AppStore which provide MT of various types and at various costs (some free of charge). Note that you can select to see only those on the AppStore site by selecting the category Automated Translation to the left on the page. The following ones seem to me to be particularly interesting. Some are MT providers on their own; some give value-added access to various such providers.

For a fairly general and comprehensive list of MT providers (most of which are available via AppStore plugins), see the section Third-party MT Engines in this *Memsource list*.

The providers are presented in alphabetical order.

- ⦿ ***Amazon Translate MT provider***: If you can stomach patronizing this company, you may find that its translation service actually can be quite good. The price is $15 per million characters, but there is a free "tier" of 2 mn characters per month for 12 months. It supports 25 languages; see the *Amazon Translate Features* for this and other useful information. For information on how to set up an account, start at RWS's *wiki article*. (This process is a bit complicated; the wiki article references an AWS Documentation page where I found the section Configuring the AWS CLI particularly useful.) As described in the wiki article – see under *Other options* – you can do both pre- and post-lookup find/replace, which can be very useful.

  Note that you can use the Amazon provider also via the Intento AppStore plugin (see below) at a slight extra charge; on the other hand there is then the option of not having to create an Amazon account, which may be an attractive solution if you just want to try out this provider, or only use it occasionally. If so, however, you also abstain from the find/replace feature mentioned above.

  As for confidentiality, this is what Amazon says:

  "As a customer, you maintain ownership of your content, and you select which AWS services can process, store, and host your content. We do not access or use your content for any purpose without your consent. We never use customer content or derive information from it for marketing or advertising." Read more at *Data Privacy*.

- ⦿ ***DeepL:*** This is a paid service covering 24 languages (May, 2021), which can be combined as you need. (There are some exceptions as to source/target language possibilities.) The list of languages included is a bit hard to find, but *it is here*. After the 30 days free trial, it costs, *for an annual subscription*, €5.99 per month (limited to 20 documents per month), (€19.99 per month (limited to 20 documents per month) or €39.99 per month (100 documents per month). For a purely monthly subscription, the corresponding prices are €8.99, €29.99, and €59.99. (See *this page*; scroll down a bit.) It has received much praise from many translators. For more information, see *the presentation here*. The confidentiality conditions are formulated thus:

  "When using DeepL Pro, the texts you submit and their translations are never stored, and are used only insofar as it is necessary to create

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Language Cloud & Trados Live – Introduction

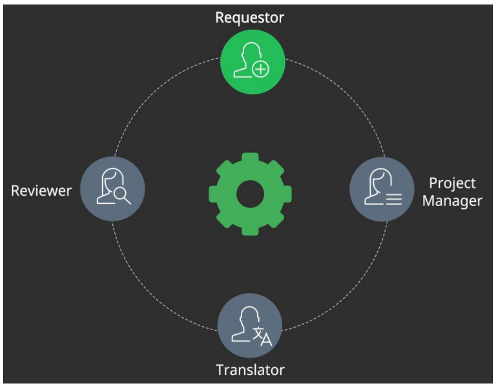
When you work in the cloud, the SDL/RWS resources are confusingly called both Language Cloud (LC) and Trados Live. You can either have whole projects which can be handled completely online, with or without the use of Studio – i.e. you can switch between the two for one and the same online project. This type of work – with SDL Online Editor in combination, or not, with Studio – will be covered in a future companion to this manual. A brief introduction is given in chapter 56.

You can also work with "normal" – i.e. local – Studio projects using, in addition to your local assets, the machine translation functions and dictionaries offered "in the cloud". The latter features are described in detail in chapters 53 and 57.

The purpose of this chapter is to provide the information necessary if you want to use the LC resources for Studio projects; i.e. you don't necessarily want to work with online projects, but you do want to use the terminology and machine translation resources that are part of the LC/Live Essential package.

Below is a list showing what you get with the Trados Live Essential packages included for free the first year and afterwards for a subscription fee or a one-off payment; it is taken from the *Trados Live Essential presentation page* (scroll down a bit).

There is further information on LC online, in *FAQ: Machine Translation Language Cloud*. It's a bit dated but presumably essentially correct. (And note that the video tutorial on the Help page Using Language Cloud is very much out of date.)



Clearly, the Language Cloud is a very ambitious and far-reaching endeavour, intended for a much larger user group than just translators, as you used to be able to see in *this demo video*, and which indicates – in the image at left, taken from that video – the different parties involved in the Language Cloud work. From the results I have seen, the MT translation quality is also quite impressive.

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.lng (filetype), *566*
.mtf.xml (file format), *479*
.pdf converter, *382*
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