

Trados Studio 2022

THE MANUAL

For self-study
and easy reference.

First edition

Mats Dannewitz Linder

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

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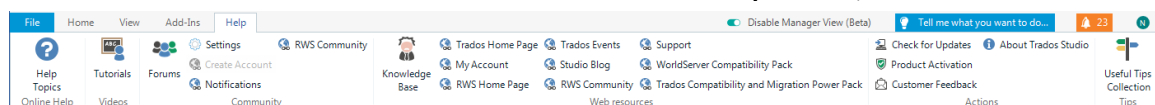
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2

Help

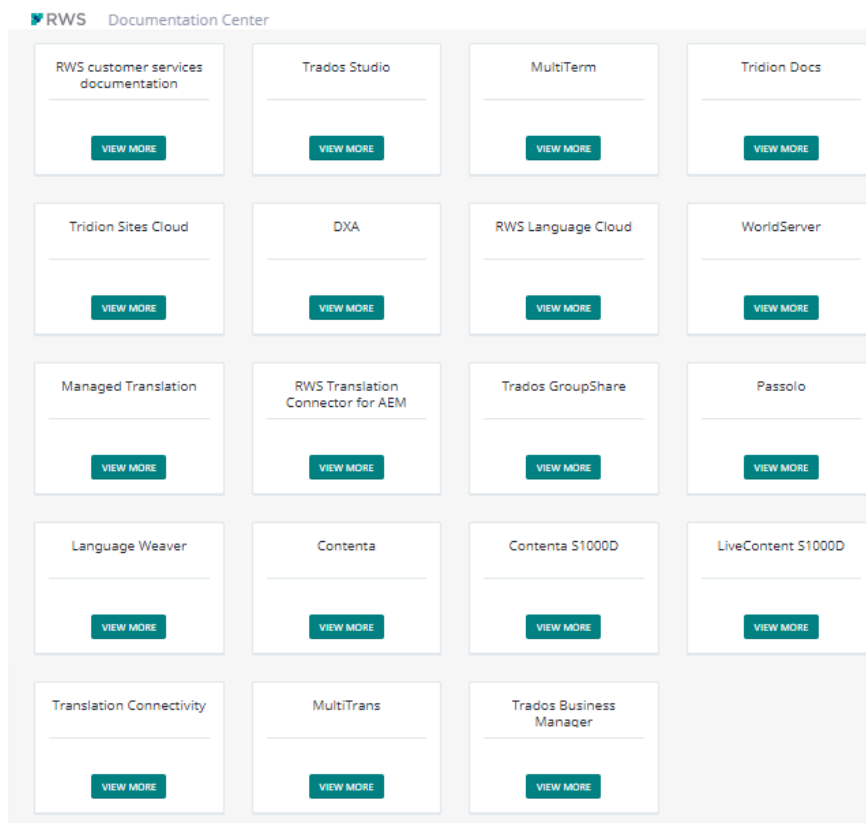
There are many ways to get help with the use of Studio. RWS offers a large number of different help facilities to the freelance translator. Most of them are collected on the **Help** ribbon, available in all views:



Most of this is self-explanatory. The *Studio Blog* gives access to various blog posts related to Studio 2022, 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 new “cloud capabilities” (replacing Trados Live Essential), there are also new Help texts. For the individual translator, using Studio Freelance or Studio Professional, there are Help texts for working in the cloud in two places: both in the Studio help described below, and the cloud capabilities help, referenced later on p. 541. There is a problem in that while a major part of both is identical, parts of relevant Help texts are only found in one or the other of the two places.

You may have noticed that RWS offers a large number of related products, and there is Help documentation for everything. There is the hub for all of it which looks like this:



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**):

3

The RWS AppStore

The RWS 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.

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. 372) and *TermExcelsator* (p. 484), 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 2021 versions (and in a few cases it may even be that they are not – yet – available for Studio 2022). I will update this information in the coming updates of the manual.

Viewing and installing AppStore applications (plug-ins)



Note: As of Studio 2022, the AppStore functions seem to be in a constant flux because of problems with the integrated AppStore. Thus, while I have been writing this (spring, 2023), several changes have been made which have meant that I have had to revise the text. Therefore, expect further changes which mean that the following text may not always be consistent with what you may actually encounter. Still, that should not deter you from exploring this extremely worthwhile feature.

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 RWS AppStore window opens, with the following options:

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

However, the first time you do this, you may be surprised – particularly if you are used to previous versions of Studio – to find that neither of these options have content. Fortunately, this is easily remedied. Simply

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The Editor view

Terminology

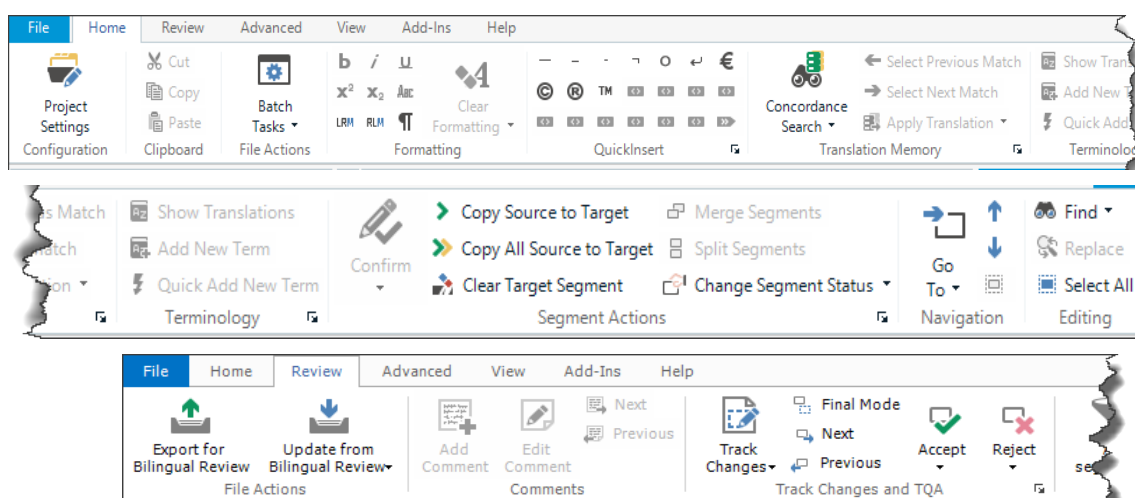
There is some confusion regarding the terminology in the *Editor* view in Studio. This is what I try to stick to:

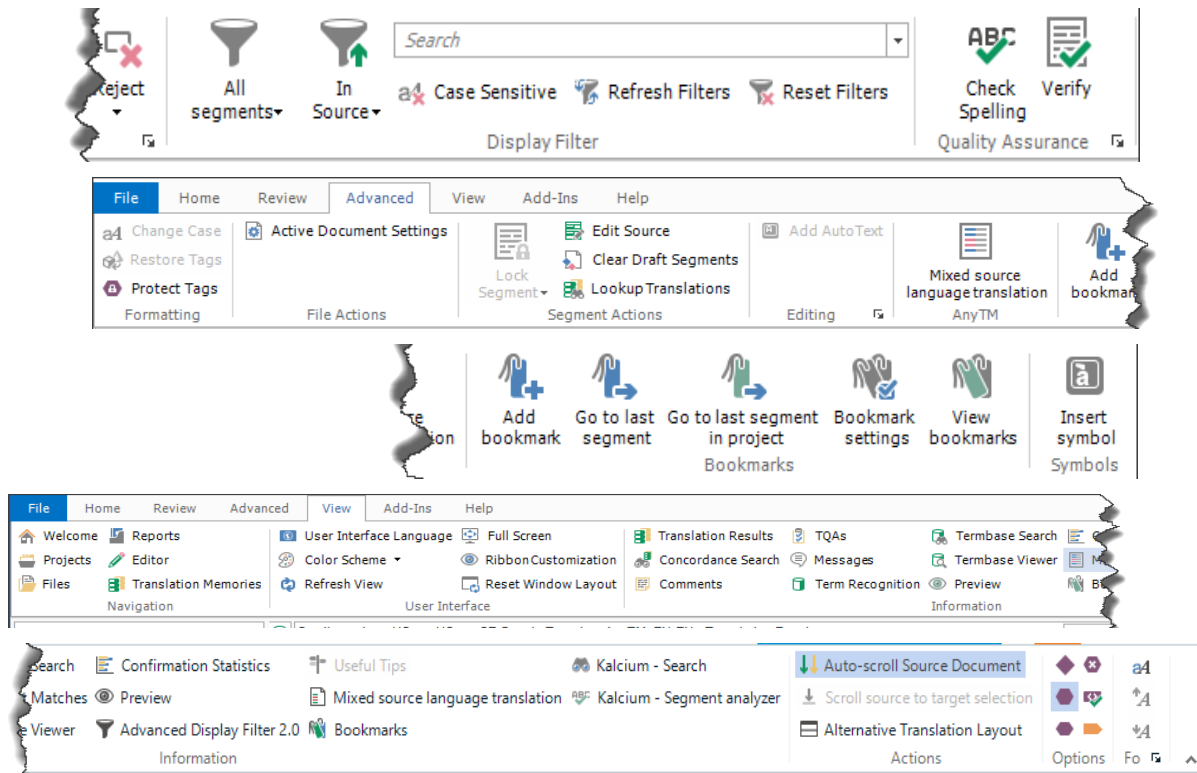
- A *segment* is either a source string or a target (translated) string. The short form is simply “source” and “target”.
- A *row* is what you work with in the *Editor* pane, consisting of a source segment, its corresponding target segment, a row number, status indicator, and a structure designation;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

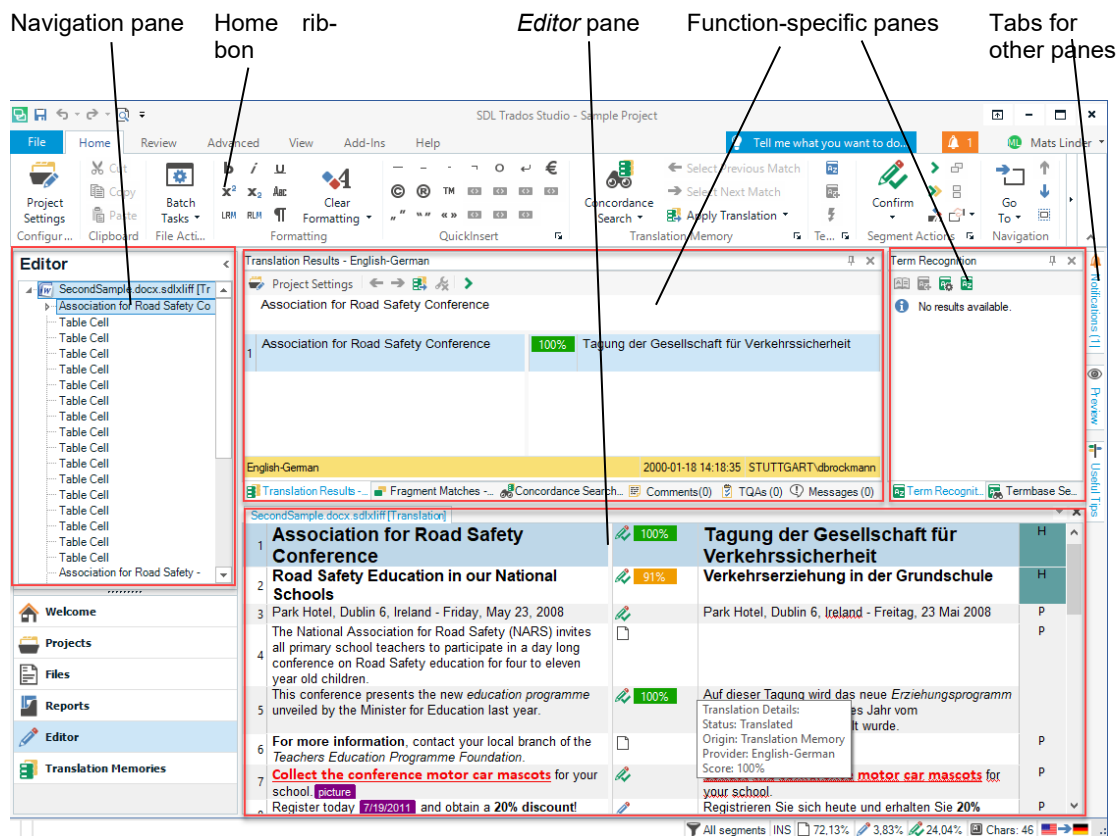
In the *Editor* view, there are four specific ribbons: **Home**, **Review**, **Advanced**, and **View**:





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. 250. Note that the same pane can also show the results of the *Concordance Search* (p. 259), any *Comments* (p. 328), and *Messages* (p. 339). 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. 256) 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. 275).

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):

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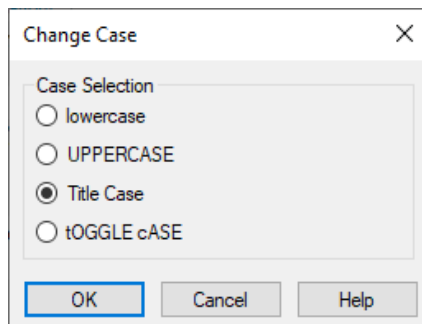
Segment handling

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.

	C <u>u</u> t	Ctrl+X
	C <u>o</u> py	Ctrl+C
	P <u>a</u> ste	Ctrl+V
	QuickPlace	Ctrl+Oemcomma
	Auto-Insert Tags	Ctrl+Alt+Ins
	Acti <u>v</u> ate Row	Alt+Home
	Confirm and Move to Next <u>U</u> nconfirmed Segment	Ctrl+Retur
	Change Segment Status	▶
	C <u>o</u> ncordance Search	F3
	C <u>o</u> py Source to Target	Ctrl+Ins
	C <u>l</u> ear Target Segment	Alt+Del
	E <u>d</u> it Source	Alt+F2
	R <u>e</u> store Tags	Ctrl+Skift+G
	Add New Term	Ctrl+F2
	Quick Add New Term	Ctrl+Skift+F2
	A <u>d</u> d Comment	
	E <u>d</u> it Comment	
	A <u>c</u> cept Change	Ctrl+Skift+F9
	R <u>e</u> ject Change	Alt+Skift+F9
	Add comment to all filtered segments	
	Source Filter	
	Target Filter	
	Selection Filter	
	Add bookmark	
	S <u>p</u> lit Segments	Alt+Skift+T
	M <u>e</u> rge Segments	Ctrl+Alt+S
	L <u>o</u> ck Segments	Ctrl+L

The basic editing functions familiar from Word and other Office programs have the same shortcuts in Studio; e.g. Cut/Copy/Paste, cursor movement, select/delete a word, change case: **Shift+F3** [SDLX: **Ctrl+F11**] for toggling between: all minor case, capitalization of first character, all capitals – you can also go to **Advanced > Formatting > ^{a4}**, which opens this pane:



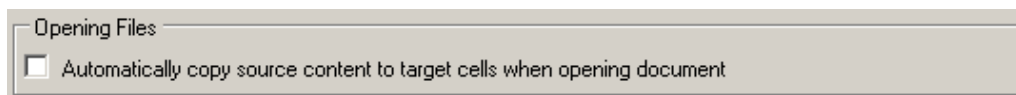
Also select text until end of paragraph/segment (use **Ctrl+Shift+Down**), select text until beginning of paragraph/segment (use **Ctrl+Shift+Up**), etc. See also the **Edit** menu and the shortcut lists in Annex A and Annex B.

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.

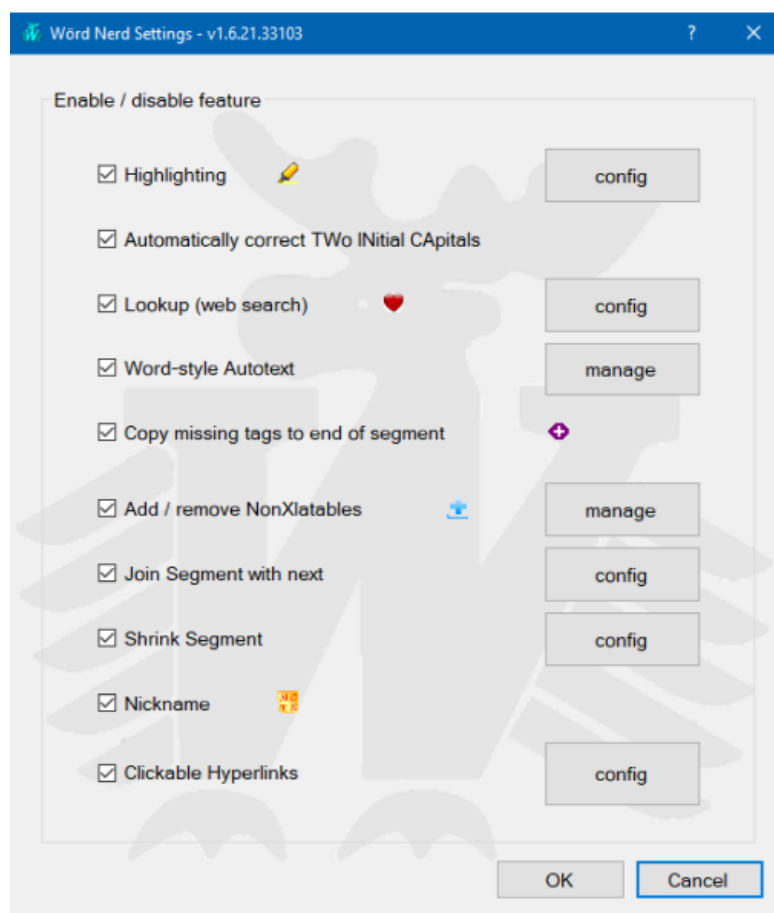
- **Copy source to target:** Press **Ctrl+Insert** or **Alt+Ins** [SDLX: **F4**]. Any text in the target segment will be overwritten.
- **Copy all sources to targets:** Press **Alt+Shift+Insert** [SDLX: **Shift+F4**]. Only empty target segments are affected. Note that you can elect to have this done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



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 number of other helpful functions – such as the lookup of a selected term in several web sites via this option ❤️ **Look up ...** in the right-click menu – are included in the AppStore application *Wordbird*. This image gives an indication of its many additional features:



After installation, its Settings and Help icons are found on the Add-Ins ribbon.

When it comes to highlighting there is also a powerful AppStore plugin called *Wordlight*. Its icon 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.

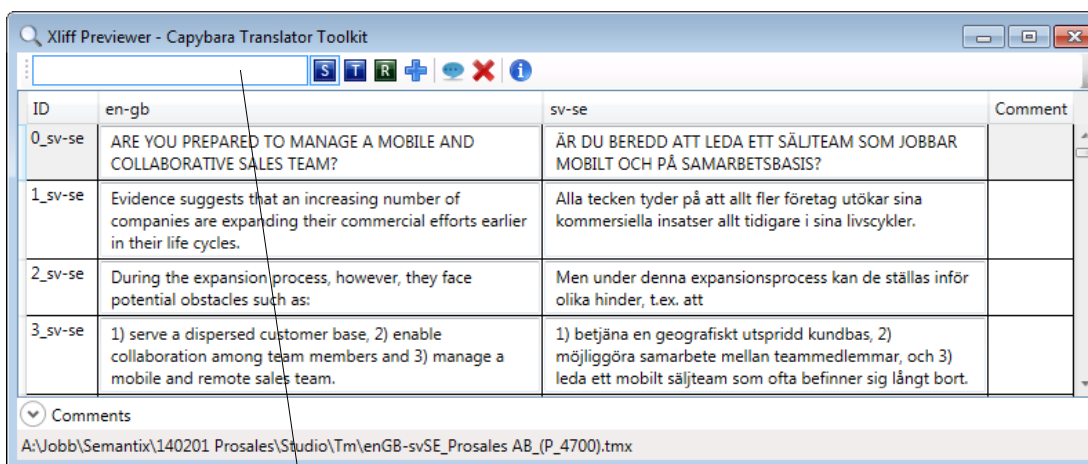
28

Advanced manipulation of files and segments

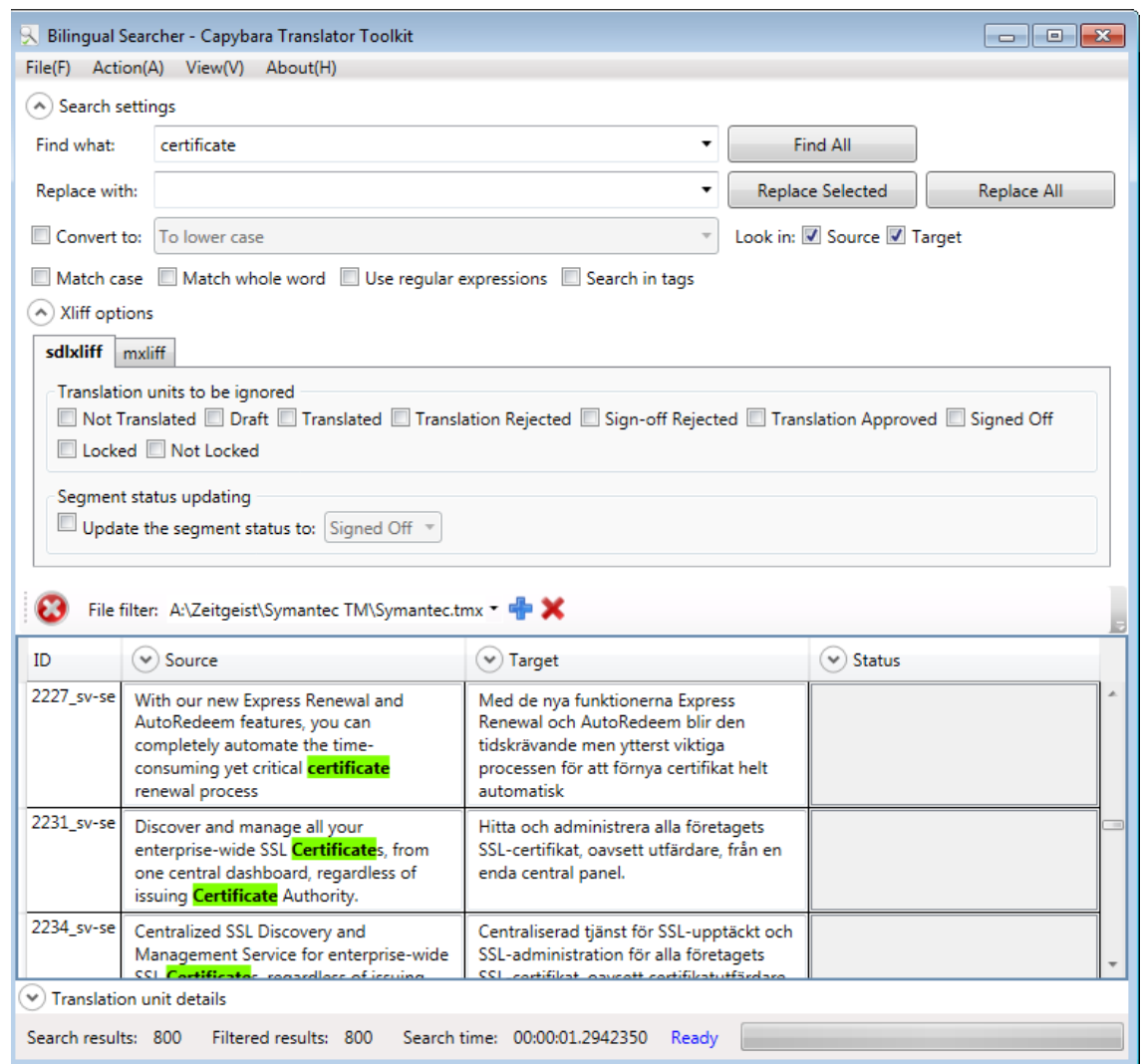
This is a catch-all chapter for some AppStore applications which allows you to do useful things with files and segments but which are difficult to fit into the structure of this manual.

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:



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)**. (**Show only comments**, and **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**. This window opens:

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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. 295:

- 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. 309.

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** window 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 plugin [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. 295) and are as follows:

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

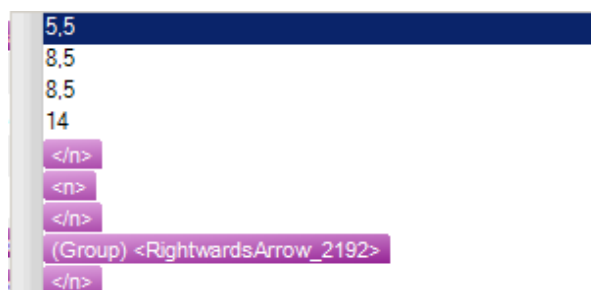
As for the localization of the tokens, again see p. 295.

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. 288.

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



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:



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. 401); 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. 136). 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**).

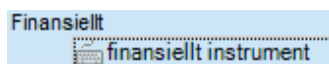
Then select **Language Pairs** and after that select the TM for the required language combination and then **Auto-substitution** (this option is not available for *All Language Pairs*).

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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. 306), 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.



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.

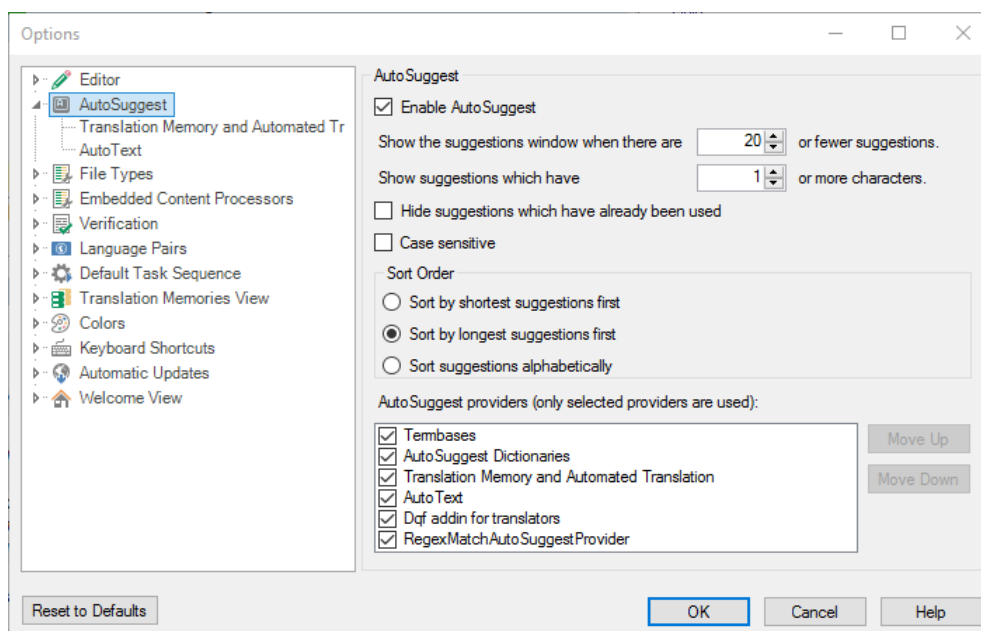
An AutoSuggest dictionary contains words and phrases extracted from a TM.

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. 322). 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. 254 and 259, 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

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:

☐ Auto-propagate exact matches to confirmed segments

☐ Confirm segment after auto-propagating an exact match

Starting Position

Auto-propagate from:

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

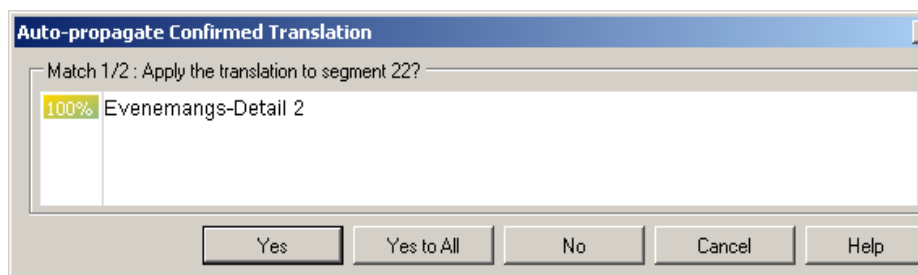
☒ Assign severity of type 'Repetition' to auto-propagated TQA items

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. 209.

- **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. 22) indicate that some experimenting with the settings may be required to get satisfactory results. One particular problem is that when a numerical range is given using the en dash instead of the “short dash” (often called hyphen-minus), e.g. 350–500 instead of 350-500 – which is very common in many languages – the Auto-propagation does not recognise this but autopropagates only the first number; also it substitutes the short dash for the en dash.

Note 3: If you use the filtering function (p. 228), it may happen that the auto-propagation function does not work properly. Therefore, it is probably safer not to combine them.

About Translation Quality Assessment, see p. 338.

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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 TUs 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. 256 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 kilter. 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. 391): **Quality**, **Source File** and **Target File**. About Quality, see p. 427.

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.

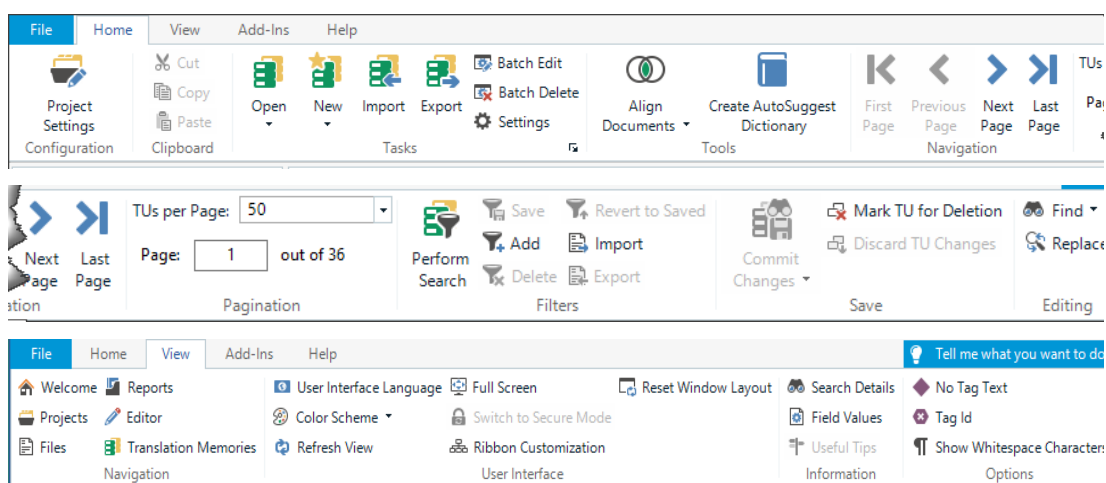
49

Translation Units maintenance



The Translation Memories view

Ribbons

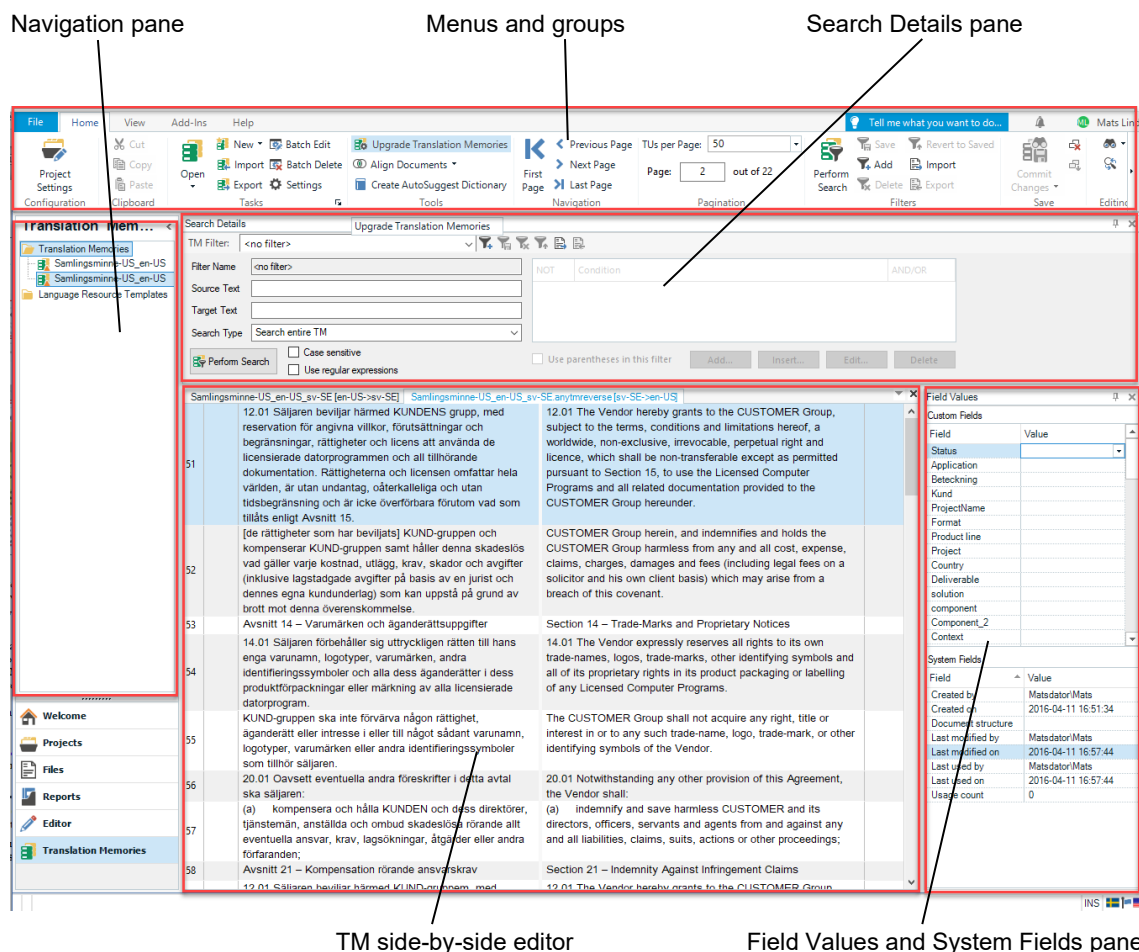
The **Home** and **View** ribbons are – as always – specific (some of the options are not visible until you have opened a TM):



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. 42). (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.**)





- **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. 391).

- ☉ **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. 442), 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).

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.

Studio 2022 is compatible with termbases created in MultiTerm 2017 and later. You can also use termbases in the format used in MultiTerm 2007 (version 7.5) and previous 7.x releases, as well as MultiTerm iX (version 6.x). Such termbases will be automatically upgraded to the MultiTerm 2022 *.sdltb format. Furthermore, you can connect to server-based termbases in Trados GroupShare 2017 and later.

MultiTerm 2022 runs alongside any version of MultiTerm 2021. To access .tmw files you need the *Trados Compatibility and Migration Power Pack*. MultiTerm 2022 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 2022 termbases.

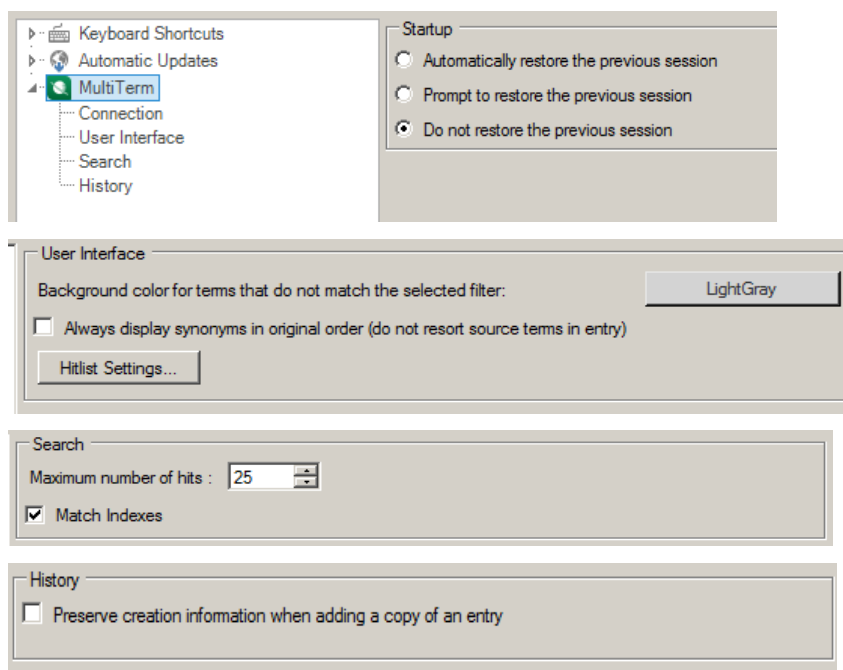
However, it may happen when you open a 2011 termbase that you are told that it needs to be reorganised. How to do this is well explained by Nora Díaz in her blog post *Reorganize your Termbase to Improve Term Recognition in Trados Studio*.

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 Studio's interface. This is possible with the AppStore plug-in TermExcelerator; see below on p. 484.

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. 486.

The basic settings

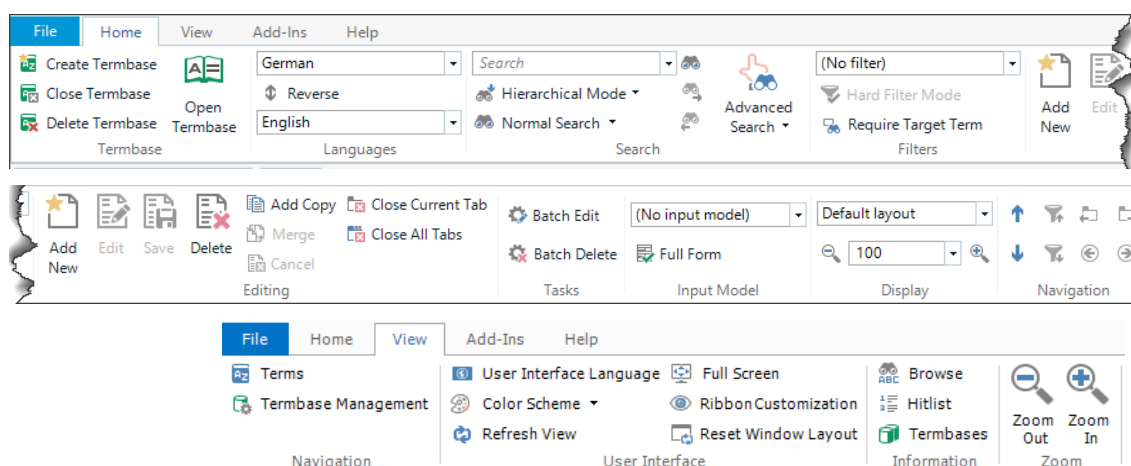
The basic settings available via **File > Options** (or **Alt/F10, F, T**) are quite few and easily illustrated by screenshots:



The MultiTerm window


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

The Terms view – ribbons



There are a large number of optional MT resources, and they are proliferating as we speak. The main ones are described in the next chapter.

The information on the cloud-based resources (the Studio Cloud Capabilities) is presented in chapters of their own – the termbase functions are covered in chapter 54, and how to translate in the cloud in Part 9.

The use of any MT services is recorded in the .sdlxliff bilingual file during translation. Segments where MT is used are indicated with the  (for Neural Machine Translation – see below – which all MT now is) icon in the status column, but you should note that this 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. 295).

And don't forget: If you use MT, you can set the AutoSuggest function (p. 303) 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](#)).

An interesting overview of the current (2022) situation with regard to how translators view, and work with, MT is given by Michael Farrell in his article [Do translators use machine translation and if so, how? Results of a survey held among professional translators](#). And the same expert has written a very useful handbook for translators using MT, *A guide to machine translation for today's professional translator*; well worth its price. Another report worth studying is Trados' own [Translation Technology Insights 2023](#), “exploring the role of technology within the translation industry and how it might shape the future of the industry.”

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](#).

There are of course any number of interesting web sites for discussions of MT; some of my favourites are [eMpTy Pages](#), [RWS' own Neural MT Weekly](#) and [SLATOR](#) (with an excellent newsletter).

General discussions

Confidentiality

The use of an “outside” MT provider – such as Google Cloud Translation Provider, MyMemory, Microsoft Translator Provider 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. 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 the cloud-based resources and Language Weaver Provider, no target text is ever sent back from you, and the source text is only held in memory long enough for a translation to be provided; then it is discarded. ([RWS Language Cloud Privacy Policy](#): “To provide the services ordered: RWS represents that during the machine translation process none of the source material will be needed, stored or used in RWS’s translation engines, except for term dictionaries, which will be stored securely.”)

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](#). Using plain text or regular expressions you can convert sensitive data (which could for instance mean data – such as email addresses – which must not by mistake be changed when transferred to the target segments) 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. 510.

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.

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 as TM Anonymizer 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"/> <input type="text" value="Anonymize"/>
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. 395).

Neural machine translation

Up until the arrival of ChatGPT and other so-called large language models, there was 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). And the fact is that despite all the brouhaha over GPT, it is still NMT which dominates MT. 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 Zetsche (in his *Tool Box Journal*, issue 278, September 2017) is still 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.

This chapter contains descriptions of MT providers which can be used from within Studio. Two of them are provided by RWS, one of which is built-in and one which requires an AppStore plugin.

There is a very large number of providers which can be 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.



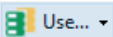
Note that you can only use the MT providers in Studio locally, not in the Online Editor (except when they are available in the form of add-ons; see p. Fel! Bokmärket är inte definierat.). But you can set up a local project with a number of MT providers and, if you need, migrate it to the cloud. Then, when you work on it locally, you can use your selected MT providers (and local TMs) – you can, for instance, pre-translate using MT, and then whenever you like go to the Online Editor and continue to work there. And go back and forth between Studio and Online as you find suitable.

Connecting to a built-in MT provider: Cloud-based resources

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  in the right-hand pane and select an option. The built-in options for machine translation (MT) – also called, in the RWS documentation, “automated translation” – in Studio are these two:

- **Cloud-based resources** (see below),
- **Language Weaver Machine Translation.**

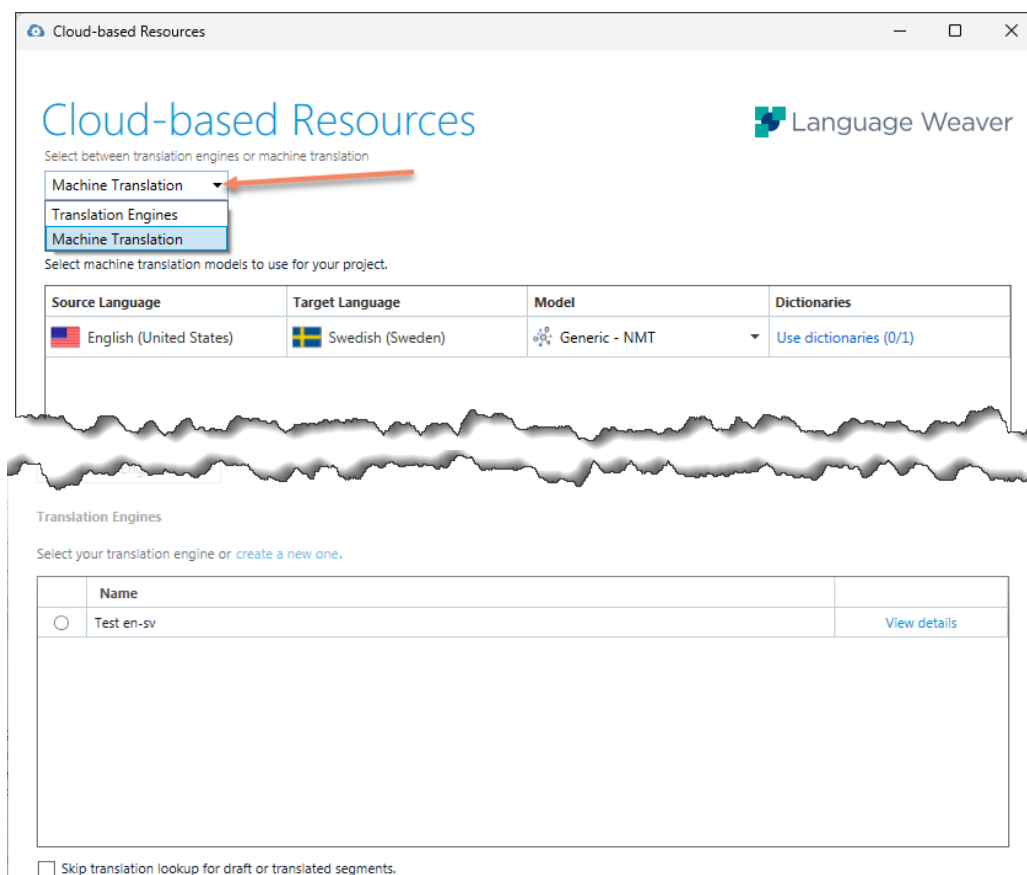
The latter option opens a dialog for you to choose an AppStore plugin for either *Language Weaver*, which provides access to the **Language Weaver Provider** (p. 527), or *Language Weaver Edge*, which is mainly intended for corporations. It is a paid resource which requires specific accounts.

With Cloud-based resources and Language Weaver Provider you can use some of the cloud-based MT resources offered by RWS from within Studio. This is different from using the Cloud Capabilities (p. 540) for working with projects in the cloud, whether from within Studio or using the online editor.

Finally, RWS offers a service called Language Weaver Cloud, which is used directly on-line, separately from Studio; it is described on p. 598.

Settings in Cloud-based resources

When you select **Cloud-based resources**, this dialog opens:



Cloud-based Resources Language Weaver

Select between translation engines or machine translation

Machine Translation
Translation Engines
Machine Translation

Select machine translation models to use for your project.

Source Language	Target Language	Model	Dictionaries
English (United States)	Swedish (Sweden)	Generic - NMT	Use dictionaries (0/1)

Translation Engines

Select your translation engine or [create a new one](#).

Name	
<input type="radio"/> Test en-sv	View details

☐ Skip translation lookup for draft or translated segments.

Select to use **Machine Translation** or **Translation Engines** – or both, one at a time. In the former you will get to select an *NMT model* (see p. 557) included in your Language Weaver subscription and defined for the

Trados Studio Cloud Capabilities

RWS, the owner of Trados, provides a host of translation services on their Language Cloud platform. Thus the Cloud Capabilities (CC) that are included in Studio are in fact aimed at a much larger audience than the Studio user, which partly explains the differences in concepts and methods between what we are used to in Studio and what we encounter in the CC.

Using the Studio Cloud Capabilities (in some places called the Freelance Cloud Capabilities) means that you work with projects which are handled completely online, using your browser – the Online Editor. You can access your project from wherever you are and from any device (including Mac computers and smart phones). And as you work, all changes are stored in RWS's secure cloud system.

However, you can also work with the same project in your locally installed Studio. You can switch between the two editors for one and the same online project. Whenever you make such a switch, the target file will be updated with the changes made in the previous place. (But note that if you make changes to the termbases, you still have to arrange that "synchronisation" yourself.)

Both methods have their advantages. In the cloud, your project is continually stored in a safe way, you can work on any device wherever you are and regardless of operating system, and you can share the work with others. Also, at least RWS believes that working in the cloud will be, to a large extent, the future of the translation industry.

Locally, you have access to any of your TMs and termbases as you please (with the possibility of easily changing the project setup), you can use PerfectMatch plus any one(s) of the many MT providers offered via the apps in the AppStore. (The Cloud Capabilities also offer MT, but only some half-dozen providers.)

The benefits are [described more in detail here](#).

And if you want to keep track of the continuing development of the online features, [these Release Notes](#) are updated as the changes are made.

Users' reactions

Experienced user Emma Goldsmith describes some other interesting features which may add to the attraction:

- Optional horizontal source-target display, practical when revising, to easily spot mistranslations and omissions;
- Find and Replace panel (called Navigation, mirroring MS Word terminology and display) with a visual display far superior to Studio's Find and Replace box;
- QA with filtering by error type;
- Lookups filtered by blur or hide mismatches – fuzzy hits adapt as you type into the target segment or are hidden altogether;
- Target file previews for a wide range of file types, tucked neatly beside or below the translation pane;
- Light-on-dark option, a welcome novelty for translators who like night themes. (This option is now also available in the Studio editor.)

Meanwhile, here are some good sources of information if you decide to try it out (and why not; it is after all part of your Studio purchase). While not completely up to date, they give a good general idea of the workings of the new facilities. (Note that the designation Trados Live has now been replaced with Trados Cloud or Studio Cloud Capabilities, depending on where you look.)

- Nora Díaz' excellent starter [SDL Trados Live: A New Way of Working!](#)...
- ...as well as her video [Why I work in the cloud](#);
- Emma Goldsmith's informative overview [SDL Trados Live](#);
- The 12 minute video [How to use SDL Trados Live](#) (also reached via the link in the *Welcome* view under *Working with Cloud Projects*).
- A "[Package information](#)" detailing the cloud capabilities included in the Freelance and Professional packages (among other things, the number of translated words per year, languages per project, etc.). Scroll down a bit.

Documentation

There is ample documentation in the form of Help texts. As I have said before, parts of the information are duplicated in the Cloud Capabilities and the Studio documentation (see below). In some cases there are differences, and then you should stick to the former.

- General information on the work with cloud projects: See the section [Welcome to the Trados Studio cloud capabilities documentation](#).
- Specific information on how to work with Trados Online Editor: See the section [Working with Trados Online Editor](#). To a large extent, the same information is found in the Studio documentation in the section [Trados Studio integration workflows](#). However, you should note that although they cover the same topics, there are some sub-sections in the one that are not found in the other, and vice versa. (This is probably not intentional but a consequence of

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Creating a cloud project

This chapter is only about the project creation process. Project management is a much more comprehensive topic and is handled in the next chapter.

There are three ways to create a cloud project:

- From a browser
- From Studio
- Migrating a local project to the cloud

Note that when you create a project from Studio, you cannot create project resources nor configure project settings; see the previous chapter on how to make the necessary preparations.

Creating a cloud project from a browser

Extensive instructions on this topic is provided in the Help documentation [Creating projects from Trados Studio cloud capabilities](#). For the time being, I shall restrict myself to the basic functions while pointing out more specific features and giving references to the corresponding help texts.

- ❶ Log in to your Cloud Capabilities account – either via Studio as described on p. 542 or [directly from your browser](#).
- ❷ Select **Projects** on the menu and click **+ New Project**. The **General** page opens:

New Project

General Translation Engine Settings

Name *
Enter a project name
This field is required

Description
Enter a meaningful description for this project

Location *
Select a location

Project Template
Select from project templates

Source Language *
Select language

Target Languages * 0/3 selected | Clear all
Select target languages...

Due *
08 Aug 2023 11:00

File Type Configuration *
Select a file type configuration

Enter any additional instructions for this project.

Search 0 files


Drag your files or browse

You must fill in project *Name*, *Due* date, and *Location* (as for the latter, see p. 558). Also *Project Template*, *Source* and *Target Languages*, plus *File Type Configuration*. Options for Project Template and File Type Configuration are provided via your selection of Location. (You can add more languages than those provided by the project template.) If you only have one project template defined, it will be selected automatically. Note that you cannot here create new locations, project templates or file type configurations; they must have been defined in advance. See chapter 57.

- 3 Then add your project files. (You can create the project without adding files, but you cannot then start it. However, you can add files at any time.) The source file may consist of a project package (an .sdlppx file), whereby its contents will be extracted automatically. You can add .sdlxliff files if they are created in Studio 2021 or later, and their file type settings must be identical in Studio and in the cloud environment.

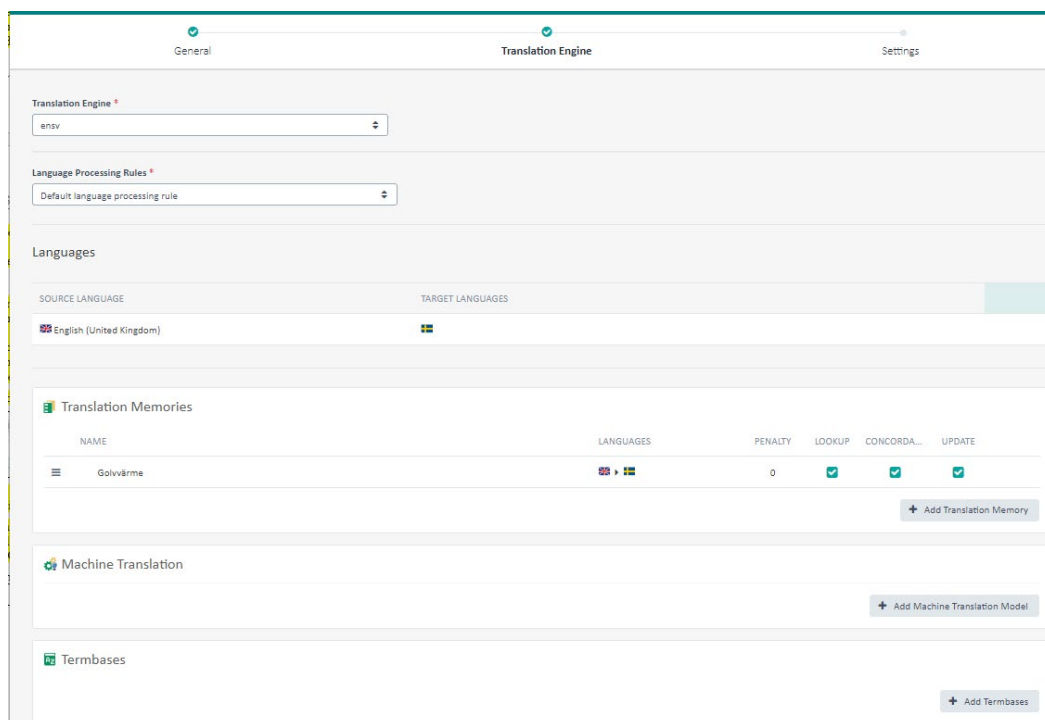
Once you have added your files, this is what you see (the default view):

NAME	PATH	TYPE	USAGE	STATUS
DLAN-#2126916-v1 - 21CF - Template Data Processing Agree...		doc	Translatable	✓

(The Advanced view with  is for multi-source project templates.)

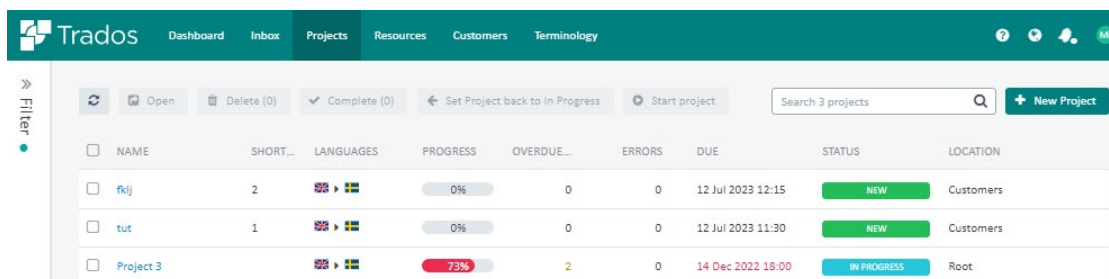
Note that you can edit USAGE by pointing to it and selecting the pen icon. If you need to change the usage for a file or remove it, select it: then buttons for **Change usage** and **Remove** will appear.

- 4 Once you are done, click **Next**. The **Translation Engine** window opens:



Here you can select TM(s), Machine Translation Model(s) (see p. Fel! Bokmärket är inte definierat.), and termbase(s). You can also delete existing ones and/or create new ones.

When you are done, click **Create & Start**. The new project will be entered in the *Projects* view:



You will be notified of its creation via email and in the Notifications panel in Studio. But even after that, a final act of creation remains:

- ⑥ On the top menu, select **Inbox** and then click **Refresh**. A view like this opens:

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Cloud project management

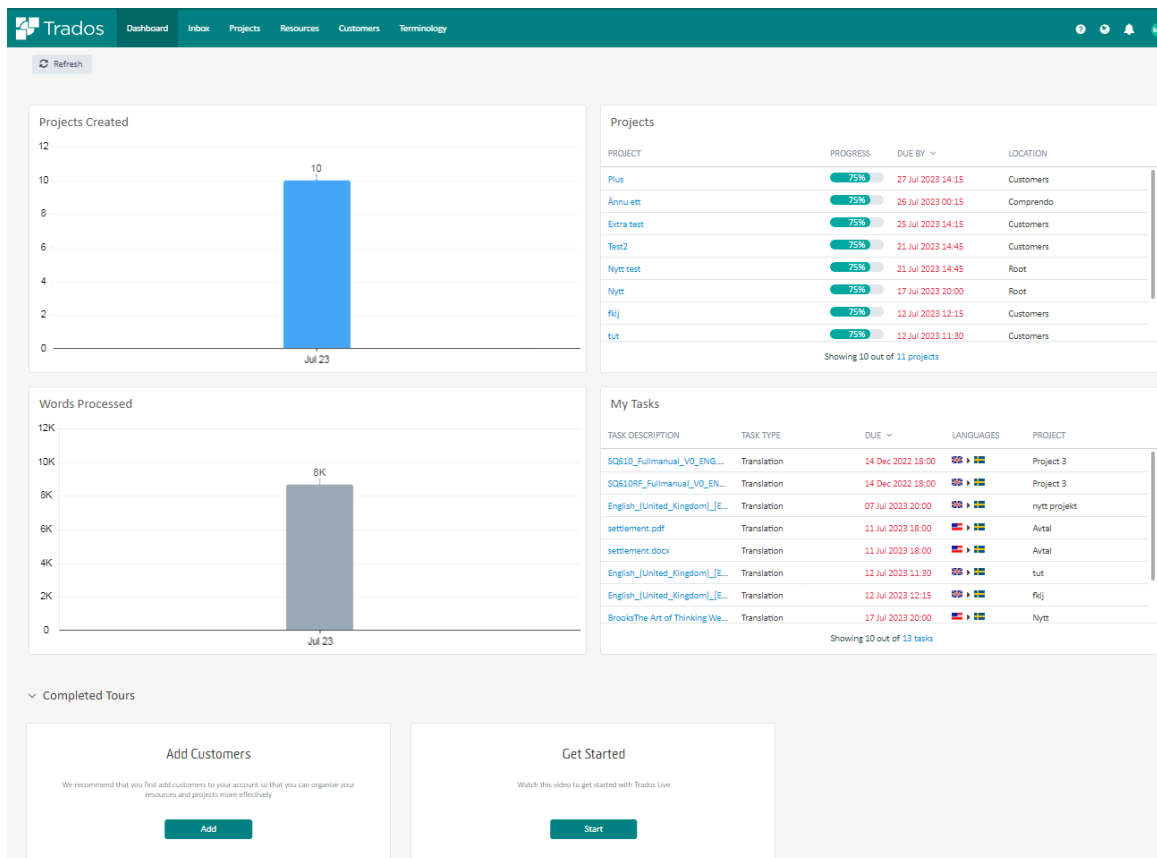
The management of cloud projects is handled in some 40 windows in your online Trados account. This chapter is an attempt at presenting the various management actions in a systematic way (which is a huge task, so don't expect perfection.)

Projects overview; the Dashboard

Here is the starting page, the Dashboard (first of several; see below), which gives an overview of the general work situation:

- The number of projects created, by month and year
- The amount of work processed (number of words)
- Currently active projects
- Currently active “tasks” (see below)

Plus one button for adding customers and one for starting a 10 minutes' video which gives a speed introduction to the Cloud Capabilities.



There is another view available which gives much more detailed information on the projects. On the Dashboard, select **Projects** on the main menu. Below is a sample of the result. (The “75% – or 73% – PROGRESS” refers to the number of workflow tasks performed, not how much has been translated; this is yet another aspect of the online work which is geared towards large-scale operators, not freelance translators.)

The screenshot displays the Trados Projects view with a detailed table of project data. The table includes columns for NAME, SHORT ID, DESCRIPTION, PROJECT TEMPLATE, LANGUAGES, PROGRESS, OVERDUE..., ERROR..., DUE, STATUS, and LOCATION. The data is as follows:

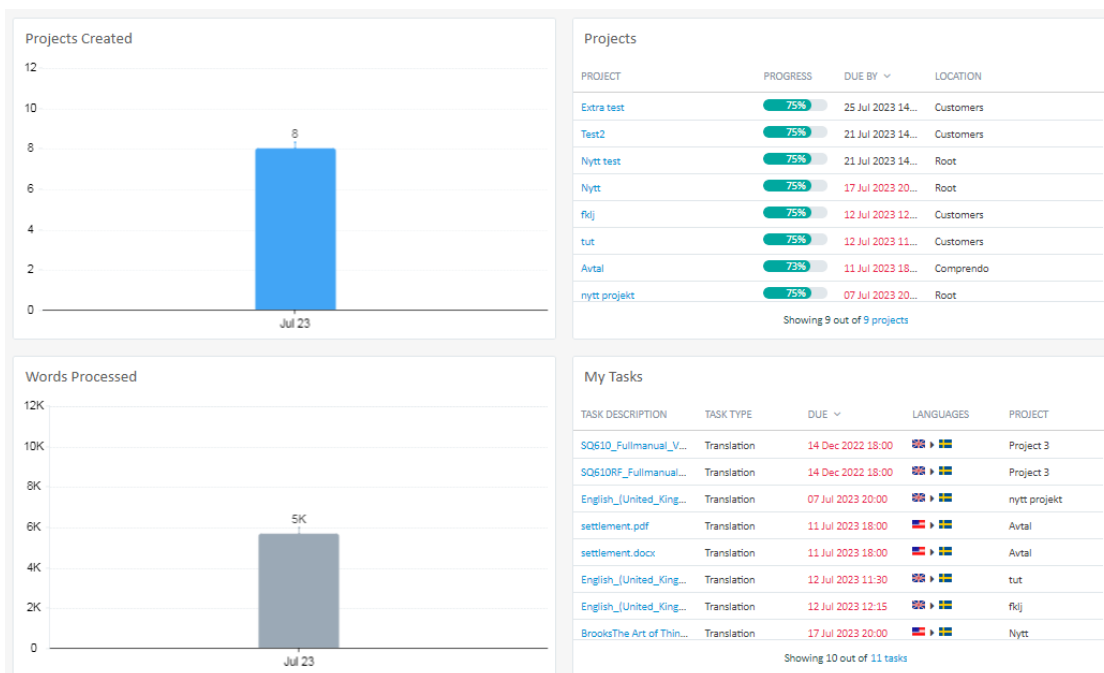
NAME	SHORT ID	DESCRIPTION	PROJECT TEMPLATE	LANGUAGES	PROGRESS	OVERDUE...	ERROR...	DUE	STATUS	LOCATION
Plus	10	Default Project Templ...		EN > SV	75%	1	0	27 Jul 2023 14:15	IN PROGRESS	Customers
Ännu ett	9	Default Project Templ...		EN > SV	75%	1	0	26 Jul 2023 00:15	IN PROGRESS	Compendo
Extra test	8	Default Project Templ...		EN > SV	75%	1	0	25 Jul 2023 14:15	IN PROGRESS	Customers
Test2	7	Default Project Templ...		EN > SV	75%	1	0	21 Jul 2023 14:45	IN PROGRESS	Customers
Nytt test	5	Default Project Templ...		EN > SV	75%	1	0	21 Jul 2023 14:45	IN PROGRESS	Root
Avtal	4			EN > SV	73%	2	0	11 Jul 2023 18:00	IN PROGRESS	Compendo
nytt projekt	3	Golvvärme		EN > SV	75%	1	0	07 Jul 2023 20:00	IN PROGRESS	Root
fkj	2			EN > SV	75%	1	0	12 Jul 2023 12:15	IN PROGRESS	Customers
tut	1	projekt	Golvvärme	EN > SV	75%	1	0	12 Jul 2023 11:30	IN PROGRESS	Customers
Project 3			Golvvärme	EN > SV	73%	2	0	14 Dec 2022 18:00	IN PROGRESS	Root

A few notes:

- Once you have opened the view of a specific project from the Dashboard (as described below), the way to open this particular view is to click **Projects** on the main menu in that specific view.

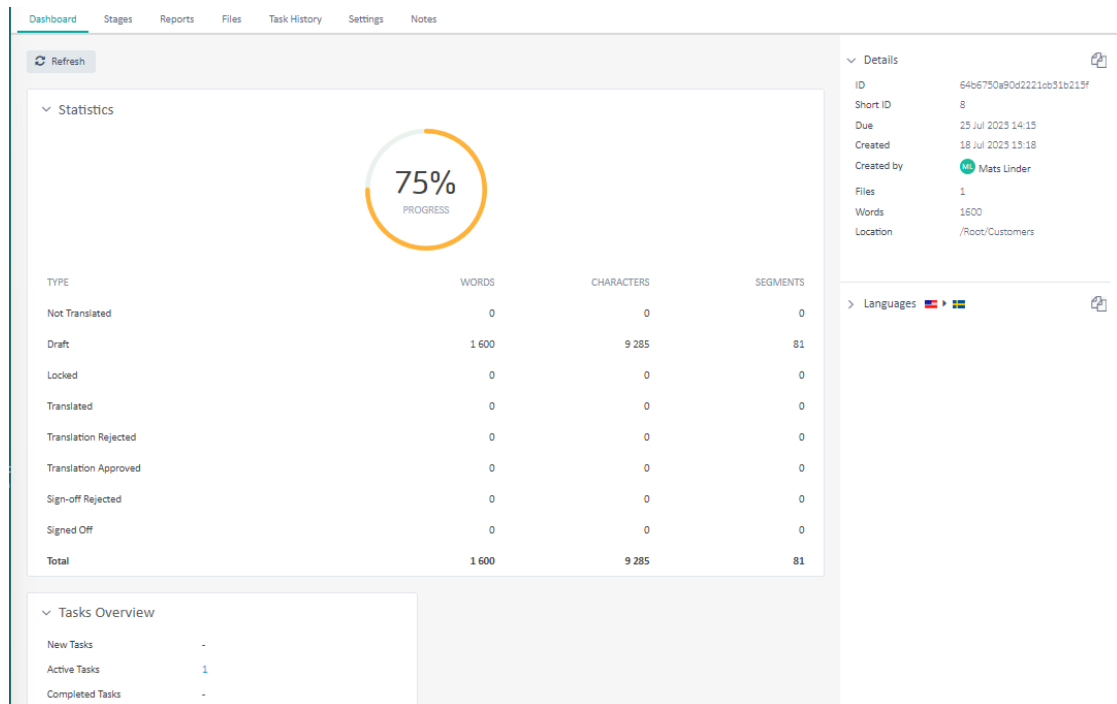
Opening a cloud project in the Online Editor

- 1 Log in to your Cloud Capabilities account – either via Studio as described on p. 542 or *directly from your browser*. You arrive at the **Dashboard** (normally your **Projects Created** and **Words Processed** diagrams will look different from this view):

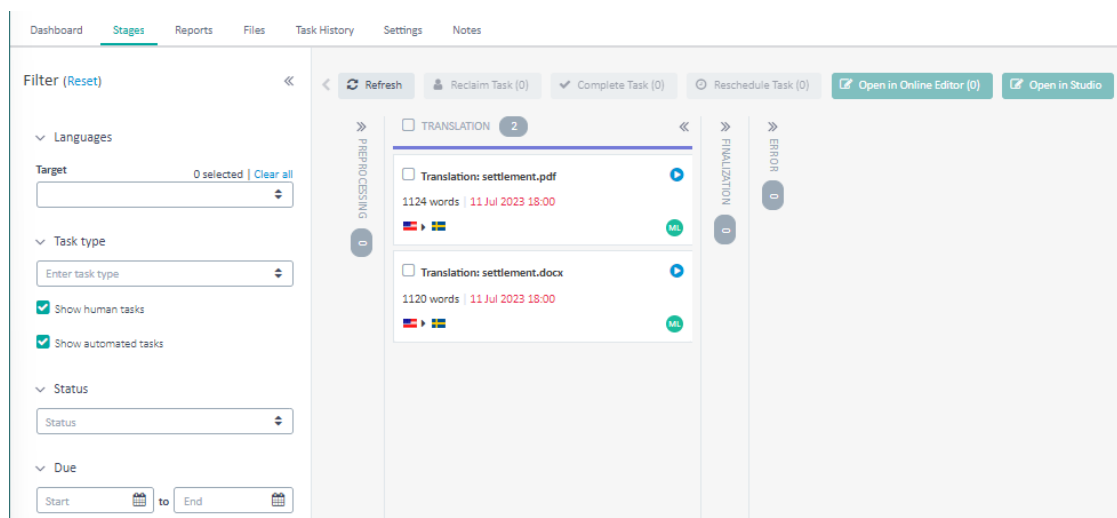


From here on, there are many ways to open your file. However, the following is the most standard one.

Select the project you are going to work on. The **Projects > Dashboard** view opens, looking something like this (the “75% PROGRESS” refers to the number of workflow tasks performed, not how much has been translated):



- ② On the menu in this view, select **Stages** (by default, the **Filter** pane is not shown):




- ③ Select the file(s) you want to work with and select **Open in Online Editor**. (As you see, you can also select to work in Studio.)

Opening a cloud project in Studio

Opening from the Online Editor

- ① Go to the Dashboard and click on the project in question. The **Projects > Dashboard** view opens.
- ② Select either **Stages** or **Files**.
- ③ Select the file(s) in question and click on **Open in Studio**.

Opening from Studio

In the *Project* view, either select (if the project has not yet been downloaded, which is indicated by the  icon and the status Not Downloaded) **Cloud Projects > Download Cloud Projects**, or (if it has been downloaded but is not yet available in Studio) select **Cloud Projects > Refresh**. Then open the project and its file(s) as usual. You will have access to the Translation Engine specified for the project.

Switching between the two Editors

From Studio to the Online Editor

In order to have the Online Editor synchronised with the changes made in the Studio *Editor* view, you must of course confirm the segments in question but you must also either close the document, saving the changes, or save it while it is open (**Ctrl+S**).

Then go to the *Projects* view (you don't need to close the *Editor* view)



and select **Cloud Projects > Open in Cloud**. Your online account opens, however not – as might be expected – with the Online Editor but with the **Projects > Dashboard** view of your project. From there, select **Files** and the file in question. Then click **Open in the Online Editor**.

From the Online Editor to Studio

In the *Files* view, open the file(s) in question. You should now receive a message “Synchronize changes”, telling you that the local version(s) in Studio conflicts with the version stored in the cloud, and do you want to overwrite the former with the latter? You should choose **Yes**, of course.



Interestingly enough, any changes made in the Cloud Editor while you still have the document open in Studio will be reflected in the TM lookup results in the Studio *Editor* view once you have clicked the **Refresh** button in the *Projects* view. This is because of the fact that you are using the same translation engine (and thus the same TM) in both places. And it works both ways: Any confirmed change in the Studio Editor will be reflected in the Studio Editor as a 100% TC match in the **Show Lookups Panel** (see below), and by double-clicking that new lookup result you can insert it into the document.

Using the Online Editor

The Editor view

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

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Note that if you have Studio open in front of you, rather than using this index it might be better to use Studio's Tell Me feature (p. 13) – the appropriate “hit” there will take you directly to the window that you need.

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