

Welcome To the next step in Translation Memory

# User Guide for Project Managers and Translators

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# **About Wordfast Pro 3 Guide**

## Purpose

This guide will assist you in understanding and using Wordfast Professional (Wordfast Pro 3). It contains step-by-step procedures of Wordfast Pro 3 functions.

# Audience

This guide is a reference for project managers and translators. The audience must be familiar with basic translation terminologies.

# Organization

The guide is organized as follows:

Section	Contents
Section 1	Overview of Wordfast Pro 3 and workflows providing a
	snapshot of Wordfast Pro 3 functions.
Section 2	Procedure for installing Wordfast Pro 3.
Section 3	Procedures for opening Wordfast Pro 3 and a brief description
	of the PM and TXML editor perspectives.
Section 4	Procedures for PM plug-in tasks.
Section 5	Information on basic menu options.
Section 6	Procedures for managing translation projects.
Section 7	Information on advanced options such as selecting memory
	preferences, segmentation settings, shortcut keys, license
	management, updating dictionaries and working with accented
	characters.
Section 8	Information on common errors and their solutions.
Section 9	Procedures for working with Wordfast Aligner.
Section 10	Procedures for working with TM Administration perspective.

## Conventions

- User actions are highlighted in **bold** to help understand the procedures better.
- Images are inserted at appropriate places to help you relate to the application interface.

- The term "**Note**" precedes any important information that you may need to know while performing a task.
- The word "Optional" follows procedural steps that are not mandatory.

# Abbreviations and Acronyms

Term	Description
ТМ	Translation memory
TXML	Tracker Extensible Markup Language
XML	Extensible Markup Language
HTML	HyperText Markup Language

# **About Wordfast Pro**

Wordfast Pro 3 is a Java-based translation and editing application designed to improve the way in which translators work. It presents translators with a collaborative environment where translation memory (TM) files can be accessed quickly and efficiently. Wordfast Pro 3 is a flexible application that can work with desktop TM files or interact directly with a powerful TM server application. It can also operate as a standalone tool to supplement existing translation workflows.

# Key advantages

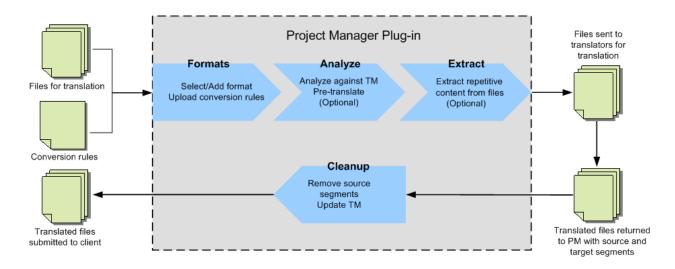
The key advantages of Wordfast Pro 3 are as follows:

- TM compatibility: Tabular TM format allows for simple integration of Trados, SDLX, Translation Memory eXchange, or Déjà Vu TM files.
- Format flexibility: Native format is TXML, an XML-based pivot format. Filters exist for DOC, PPT, XLS, PDF, HTML, MIF, INX, JSP, RC, TMX, and TTX files. Wordfast Pro 3 supports only those TTX files that are translated and segmented using tag editor.
- Collaborative environment: Users can interact with TM Server and share translation memory assets in real-time.
- Automated editing: Multi-lingual spell checkers and terminology recognition improves the speed and accuracy in the review process.
- Administrative security: Managers can assign specific rights and privileges to individual translators or linguistic teams.

Wordfast Pro 3 provides an intuitive, collaborative environment where translators can deliver higher quality in-language content with greater consistency and efficiency.

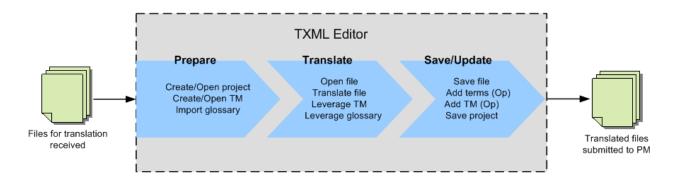
# Project Manager plug-in workflow

Find below the workflow diagram for PM plug-in:



#### **TXML** editor workflow

Find below the workflow diagram for TXML editor:



# **Getting started with Wordfast Pro**

This section includes basic information that will help you get started with Wordfast Pro 3.

- System requirements
- Installing and activating Wordfast Pro 3
- Opening Wordfast Pro 3
- Wordfast Pro 3 homepage

#### System requirements

The minimum system requirements are:

- Operating system: Windows XP or higher, Windows 7, Windows 8.1, Mac OS 7 or higher (including OS X) or Linux
- Processor: 1.6 GHz
- RAM: 1GB
- Hard disk space: 200MB

## **Installing and activating Wordfast Pro 3**

To install Wordfast Pro 3:

- Download Wordfast Pro 3 from the Wordfast webpage (<u>http://www.wordfast.com/store\_download.html</u>) to your computer.
- 2. Open Wordfast Pro, and run the installer.

The Wordfast Pro 3 Demo Mode appears.

**Note**: Wordfast Pro 3 requires a Java JRE to be installed on your PC. During installation, if Java JRE does not exist, it will be installed for you. If it exists, then Wordfast Pro 3 will refer to it when running.

In the Demo Mode, you can view and test all the functions of the software. You can purchase a Wordfast Pro 3 license from the webpage http://www.wordfast.com/store\_download.html. If you do not purchase a license, you are limited to storing up to 500 translation units in your translation memories.

#### 3. Go to Help > License Management.

The Activation Dialog appears.

License Management
Activation Dialog Obtain Install number and install license file.
Application is activated and it is working in the full mode.
Activation
Install number: 48486234 License Manager
To license this installation of Wordfast Pro on this machine, please follow the instructions on our wiki page: <u>How to License Wordfast Pro</u>
Close

- 4. Copy the Install number as it appears in the Activation Dialog box.
- 5. Log in to the Wordfast website with your email address and password.
- 6. Paste the Install number from the Activation Dialog box in the field Your Wordfast Professional Install Number. Alternatively, right-click the link appearing on the Confirmation Page, and save the target as. The license file has a .lic file extension. Save the file in a secure location.
- 7. Open Wordfast Pro, and go to **Help > License Management**.
- 8. Click License Manager.
- 9. Click Re-install a License Certificate.
- 10. Click **Next** > **Browse**, and browse to the .lic file.
- 11. Click **Open > Next > Next > Finish**.
- 12. Restart Wordfast Pro 3.

The license is active. If you have any problems with the license and require support, please log into the Wordfast Pro 3 support hotline at www.wordfast.com. Alternatively, refer to the Wordfast wiki page, <u>How to license Wordfast Pro</u>.

# **Opening Wordfast Pro 3**

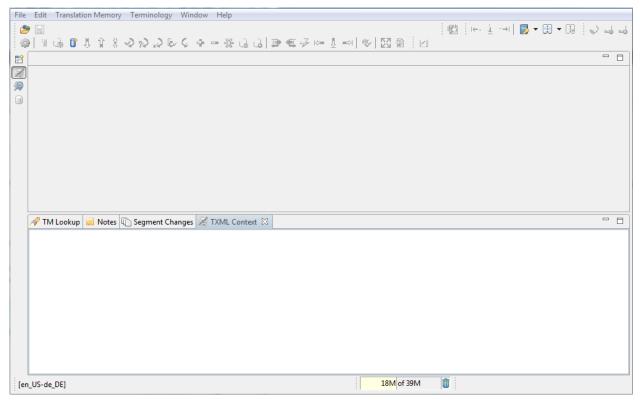
To open Wordfast Pro 3, there are two options:

Double-click the Wordfast Pro 3 shortcut on the desktop.

OR

Go to Start Menu > All Programs > Wordfast > Wordfast.

The Wordfast Pro 3 homepage appears. Wordfast Pro opens in TXML Editor perspective.



#### Wordfast Pro 3 homepage

The Wordfast Pro 3 homepage is the work space for translators to work on translation projects. The homepage directs you to two perspectives:

- PM perspective
- TXML editor perspective

### **PM** perspective

_	PM	2 7e E	trac	3 + Ere	a D	opula	4	- I	ransc	hack	Cleanup	Dre	udotra	nc Ril	ngual	Evno	rt Sn	9	arge	how/Hid		11	_			
1.			kirat	.crie	4  F	opula	Letin	9 I I	Tarise	HECK	creanup	1 130	uuotra		nguai		Optio		erge   s	anow/rind		wap sie	/ igi			12
	6	0	0	0	0								Ana	alyze			select	_							TM Pr	eference
	File	nam	e		Ext	tensio	n		5	bize							Sym	bolic	name	ТМ Тур	e	Source	2	Tar	get	Work
																	com	mon_	ter	Local		Englis	h (Unite	e Ger	rman (Ger	
																	qa_e	enus_d	lede	Remote		Englis	h (Unite	e Ger	rman (Ger	
																	Ultin	nate_1	TM.txt	Local		Englis	h (Unite	e Ger	rman (Ger	
																	Ultin	mate_1	TM2	Local		Englis	h (Unite	e Ger	rman (Ger	
																•										•
																	Incluc Ignor Copy Copy Calcu Entry Output Cation	de spa e trans all tag source ilate In Inclue ut in C	slated s slated e gs nternal de Inter	egments egments exact segn o match Fuzzy mat nal Fuzzy (LS forma	t	report from r	eport		latches	rowse

Find below a sample PM perspective screenshot:

Find below the description for the various components of the PM perspective:

Number	Use	to						
1	PM	view the PM perspective. The PM perspective is the workspace						
	perspective	for project managers to process files before and after						
	icon	translation. Refer to Using PM plug-in.						
2	Analyze	analyze files for translation against a TM to leverage reusable						
_		content and pre-translate files. Refer to <u>Analyzing files</u> .						
3	Extract freq	extract recurring segments in the files. Refer to Extracting						
_		frequents.						
4	Populate	populates source TXML files with extracted recurring segments.						
_	freq	Refer to Populating frequents.						
5	Transcheck	check the translated content for missing tags, empty target,						
		numbers, untranslated segment and/or terminology. Refer to						
		<u>Transcheck</u>						

Number	Use	to
6	Cleanup	clean up the file and update the TM after translation is
_		complete. Refer to <u>Cleaning up</u> .
7	Pseudotrans	copy source content to target. Pseudotranslated target content
-		will have accented characters and the text will be expanded by
		20%. This will help you preview what content will be selected as
		translatable and how complex formatting will appear in the
		target. Either source files or TXML files can be
		pseudotranslated. Refer to Pseudotranslate.
8	Bilingual	export the TXML file into RTF format, edit using MS Word and
_	Export	import back the edited file. Refer to Bilingual Export.
9	Split/Merge	split or merge a TXML file. The split options available are:
_		Split after selected number of TUs
		Split to selected number of parts
		Split after selected number of words)
		Refer to <u>Split/Merge TXML</u> .
10	Show/Hide	show or hide 100% translation memory matches in the TXML
_	100%	file(s). Refer to Show/Hide 100% matches.
11	Swap	swap source with target or vice versa. Refer to Swap
_	Src/Tgt	Source/Target.
12	ТМ	create or open a translation memory.
- mail	Preferences	

### **TXML** editor perspective

Find below a sample TXML editor perspective screenshot:

1→	, tes	st - Wo	ordfast Pro 3											
	File	Edit	Translation	Memory	Termino	logy Win	dow	Help						
••	2 10 10 10 10 10 10 10 10 10 10 10 10 10	<b> </b>   1	4 🕈 I	Û \$	2 2 x	2625	4	- % (					→1   🕞 2 ⊾al ⊾al	
	E\$									E Outline 🖾	<b>←</b> 11			
•										An outline is no	available.			
5														
					<b>7</b>	<mark>8</mark> ∎ ↓		9 ↓	J	10 ↓				
3	-▶ [	🔗 тм	I Lookup 🛛	📈 TXN	/L Context	🔲 Notes	6	Segment	Chang	es 🔲 TXML At	tributes			
-	TM Lookup 🖾 😹 TXML Context 🗔 Notes 🖺 Segment Changes 🗖 TXML Attributes           Image: Segment Changes         Image: Segment Changes						ind In Target							
		ID	Source			Target				TM Name		User Name		Date/Time
		•				1				I				
	[en_	US-de	_DE]						1	5M of 33M	1			

Find below the description for the various components of the TXML editor perspective:

Number	Use	to	
1	Title bar	view the project name.	
2	Menu bar	ar carry out all the functions, some of which are also included in the tool bar. Refer to <u>TXML editor menu options</u> .	
3	Tool bar	quickly complete common functions. Point to the shortcut icon to see its function.	
4	TXML perspective icon	view the TXML editor perspective. The TXML editor perspective is the workspace for managing translation projects. This perspective allows you to translate files by leveraging translation memory and terminology. Refer to <u>Managing projects</u> .	
5	Main translation	translate a file. This is the work space for translating files. Refer to <u>Translating in a project</u> .	

Number	Use	to	
	window		
6	TM Lookup	view TM leverage results and context searching. You can	
_	window	either search for a term or a phrase and the source and	
		target segments appear in a table format. Refer to Using	
		TM Lookup window.	
7	TXML	view the TXML context of the currently open file. Refer to	
-	Context	Viewing TXML Context.	
8	Notes	view, edit and delete notes specific to each segment. Refer	
_		to <u>Using notes</u> .	
9	Segment	view the segment changes in the currently open file. Refer	
-	Changes	to <u>Viewing segment changes</u> .	
10	TXML	view the custom attributes applicable to a particular	
	Attributes	segment. To enable this tab, go to the Windows menu and	
		click Show View > TXML Attributes.	
11	Outline	quickly navigate a file from one source segment to another.	
_	window	Refer to Using Outline window.	

# Using PM plug-in

The Project Manager plug-in includes tasks that prepare files for translation. The preparation process includes the following tasks:

- Receiving files and conversion rules
- Setting up filters
- Analyzing files
- Extracting frequents
- Populating frequents
- Transcheck
- <u>Cleaning up and updating translation memory</u>
- Pseudotranslate
- Bilingual Export
- Split/Merge TXML
- Show/Hide 100% matches
- Swap Source/Target

**Note:** The user name used for notes, TM, segment changes is the user's login name, by default. To change or add a new name, go to **Preferences >General > User Name**, and edit the User Name as

shown in the example below.

Preferences (Filtered)	
type filter text	User Name:       jsmith         User Name:       jsmith         Note:       Selected user name will be used for Notes, TM and Segment Changes         Restore       Defaults         Apply
	OK Cancel

#### **Receiving files and conversion rules**

This is the first step towards preparing files for translation. Find below a brief description of files and conversion rules:

- Files: These are received from clients for translation. They may be in any format, such as DOC, XLS, PPT, INX, HTML, JSP, and so on. When you open any one of these files in Wordfast Pro 3, it is automatically converted to TXML.
- Conversion rules: These rules are required for creating a new XML filter to convert XML files to TXML. The rules file is provided to you by the client.

## Setting up filters

A filter defines the working parameters for different types of files received for translation. A filter can be selected from the available list or a new format created. Find below a list of available filters.

Default Filter	Name	File type/extension
ASP	Active Server Pages	.asp
Excel 2007	Microsoft Excel 2007 and	.xlsx, .xlsm
	2010 documents	
Excel	Microsoft Excel documents	.xls
НТМ	HTM files	.htm

Default Filter	Name	File type/extension
HTML	HTML files	.html
ICML	Adobe InCopy ICML files	.icml
IDML	Adobe InDesign IDML files	.idml
INX	Adobe InDesign INX files	.inx
JSP	Java Server Pages	.jsp
Java Properties	Java.properties files	.properties
MIF	Adobe Frame Maker files	.mif
PDF	Adobe PDF files	.pdf
Portable Object	Portable Object files	.po
PowerPoint 2007	Microsoft PowerPoint 2007	.pptx
	and 2010 files	
PowerPoint	Microsoft PowerPoint files	.ppt
Quark	Quark documents	.tag
RTF	Rich Text Format files	.rtf
SDLXLIFF	SDLXLIFF files	.sdlxliff
SRT	SubRip Text	.srt
ттх	TRADOS Bilingual files	.ttx
ТХТ	Text files	.txt
VDX	Microsoft Visio files	.vdx
Word 2007	Microsoft Word 2007 and	.docx, .docm, .dot, .dotm,
	2010 files	dotx
Word	Microsoft Word files	.doc
XLIFF	XLIFF files	.xlf, .xliff
XML	XML files	.xml

Note that the process to add MS Excel files is different from the other file filters. Additionally, Wordfast Pro 3 supports only those TTX files that are translated and segmented using tag editor. The TTX files must be renamed to match the source format if they need to be viewed in tag editor. Find below the procedures for the following tasks:

- Selecting filter settings
- Viewing default file filters
- Adding new file filters

- Adding a new text-based (XML) filter
- Adding an Excel file filter
- Adding a PowerPoint filter
- Adding a Word filter
- Adding a SubRip Text filter
- Adding an IDML filter
- Adding a Quark Documents filter
- <u>Selecting FrameMaker filter preferences</u>
- <u>Selecting ICML filter preferences</u>
- <u>Selecting INX filter preferences</u>
- Selecting SDLXLIFF filter preferences

#### Selecting filter settings

There are two common filter settings that can be enabled by navigating to **Edit > Preferences > Translations > Filters** as shown in the screenshot below.

Numbers extraction: Select to extract all number-only segments to the translatable TXML file.
 Select to clear the checkbox, and to exclude number only segments to the translatable TXML file

- Segmentation on break: Select to segment the text at every logical break such as period (.) or
  - soft return.

filter text 🖉	Filters	⇔ ◄ ⇔ ◄
General Spelling Temp Files Translations Auto-Propagation Auto-Suggest Colors ■ Filters ■ Formats ■ Machine Translation PM Plug-in Segmentation Settings TM Administration ■ Terminology ■ Transcheck ■ Translation Memory	<ul> <li>Numbers extraction</li> <li>Segmentation on break</li> </ul>	Restore Defaults       Apply
TM Administration Terminology Transcheck		Restore <u>I</u> OK

#### Viewing default file filters

A number of text-based filters (.htm, .html, .xml, .txt, .asp, .jsp) are pre-configured for your convenience. For example, if you select the Default Java Properties Filter, the Encoding UTF-8 is automatically selected.

To view a default file filter:

 Open Wordfast Pro 3 and click Edit > Preferences > Translations > Filters > Formats. The Formats dialog box appears. The default filters appear in the Available Formats box.

Preferences (Filtered)		
type filter text         General         Spelling         Hunspell         Temp Files         Translations         Auto-Propagation         Auto-Suggest         Colors         Filters         Formats         Machine Translation         PM Plug-in         Segmentation Settings         TM Administration         Terminology         Transcheck         Translation Memory	Formats Available Formats  Default ASP Filter  Default Excel 2007 Filter  Default Excel Filter  Default Excel Filter  Default HTM Filter  Default ICML Filter  Default IDML filter (older version)  Default JSP Filter  Default JSP Filter  Default Java Properties Filter	New Rename Remove
		OK Cancel

2. Select a default filter of your choice. For example, if you select Default HTML Filter, the options for HTML files appear in the Options box as shown below.

Preferences (Filtered)				
type filter text	Formats 👻			
⊿ General ▲	Available Formats			
▲ Appearance				
Colors and Fonts	Default ASP Filter     New     Default Excel 2007 Filter			
Views	Default Excel 2007 Filter			
AutoSave Connection Settings				
Shortcut Keys	Default HTML Filter      Remove			
User Name	Default FITML Filter			
⊿ Spelling	Default IDML filter (older version)			
Hunspell	Default INX Filter			
Temp Files	Default JSP Filter			
▲ Translations				
Auto-Propagation	Default Java Properties Filter			
Auto-Suggest 😑	HTML files (*.html)			
Colors	Encoding			
▲ Filters	Source Encoding: UTF-8			
Formats				
Machine Translation	Auto-detect Encoding			
Google Translate	Target Encoding: UTF-8			
Microsoft Transl				
WorldLingo	Pull in HTML entities as regular text			
PM Plug-in Segmentation Settin				
TM Administration				
▲ Terminology				
Blacklist				
Glossary List				
Glossary Priority				
⊿ Transcheck				
Consistency che				
Copied Source C				
Forbidden Chara				
Numerical				
Partial T	Restore <u>D</u> efaults <u>A</u> pply			
	OK Cancel			

3. If required, you can modify the default options. Default filters cannot be removed.

#### Adding new file filters

If the filter of your choice is not available in the default option, you can add a new filter. For XML and Excel filters you will need to provide additional information.

**Note**: If a filter cannot be customized, it will not appear in the list of filters that can be added. The TXLF filter is not available by default and must be added manually.

To add a new file filter:

1. Follow steps 1 and 2 from Viewing default file filters.

The Formats dialog box appears. The default filters appear in the Available formats box.

Preferences (Filtered)		
type filter text	Formats	-
<ul> <li>General</li> <li>Spelling Hunspell Temp Files</li> <li>Translations Auto-Propagation Auto-Suggest Colors</li> <li>Filters</li> <li>Formats</li> <li>Machine Translation PM Plug-in Segmentation Settings TM Administration</li> <li>Terminology</li> <li>Transcheck</li> <li>Translation Memory</li> </ul>	Available Formats Default ASP Filter Default Excel 2007 Filter Default Excel Filter Default HTM Filter Default ICML Filter Default ICML Filter Default IDML filter (older version) Default INX Filter Default JSP Filter Default JSP Filter Default Java Properties Filter	New Rename Remove
		OK Cancel

#### 2. Click New.

The New Format dialog box appears.

New Forma	t	x
Filters		
Filter Type:	ASP Filter	<b>A</b>
	Excel 2007 Filter	
	Excel Filter	
	<ul> <li>HTM Filter</li> <li>HTML Filter</li> </ul>	
		-
Filter Name:		
	OK Canc	el

3. Select the desired filter from the list, and click **OK**.

#### Adding a new text-based (XML) filter

To add a new text-based filter:

1. Follow steps 1 and 2 from Viewing default file filters.

The Formats dialog box appears. The default filters appear in the Available formats box.

Preferences (Filtered)		
type filter text         General         Spelling         Hunspell         Temp Files         Translations         Auto-Propagation         Auto-Suggest         Colors         Filters         Formats         Machine Translation         PM Plug-in         Segmentation Settings         TM Administration         Terminology         Transcheck         Translation Memory	Formats Available Formats Certain Default ASP Filter Control Default Excel 2007 Filter Default Excel Filter Default Excel Filter Default HTML Filter Default ICML Filter Default IDML filter (older version) Default INX Filter Default JSP Filter Default Java Properties Filter	New E Rename Remove E
		OK Cancel

#### 2. Click New.

The New Format dialog box appears.

3. Select the **Text based Filter** type and click **OK**.

💮 New Forma	t	×
Filters		
Filter Type:	🚆 RTF Filter 🗐 TXT Filter	*
	🚰 Text Based Filter	
	🕓 VDX Filter 🖅 Word 2007 Filter	
Filter Name:	New Text Based Filter 1	
	ОК	Cancel

Preferences (Filtered)		
type filter text	Formats	
<pre>type filter text      General     Spelling     Hunspell     Temp Files     Translations     Auto-Propagation     Auto-Suggest     Colors     Filters     Formats     Machine Translation     PM Plug-in     Segmentation Settings     TM Administration     Terminology     Transcheck     Translation Memory</pre>	Available Formats         Image: Default ASP Filter         Default Excel 2007 Filter         Default Excel Filter         Default HTM Filter         Default ICML Filter         Default IDML filter (older version)         Default JSP Filter         Default Java Properties Filter         Source Encoding:       UTF-8         Conversion rules:         Extension:       *.xml	E New Rename Remove
		Restore Defaults Apply
		OK Cancel

The New Text Based Filter appears in the Available Formats box.

- 4. Select the filter and click **Rename**, to change the filter name.
- 5. Select any other requirements. In this example, you will select the Source and Target **Encoding** as UTF-8.

6. Browse and select the **Conversion rules** file.

**Note**: The conversion rules file includes commands describing the content to be translated in the XML files. Find below an example rules file.

📕 XML. properties - Notepad	
File Edit Format View Help	
# -*- java-properties-generic -*-	~
converter.regexp.collapsetags=false	
# Include HTML Elements elementIncludeHtml=true	
# Known Elements	
elementLocation.1=/table/row elementHandling.1=dont-translate elementLocation.2=/table/row/column elementHandling.2=dont-translate	
# Extraction Rules For Known Elements paragraphPrefix.0= <column name="[^">]+? translate="yes"[^&gt;]+?&gt;[^&lt;]+?<!--\\[CDATA\\<br-->paragraphSuffix.0=\\]\\]&gt; paragraphFormat.0=html-embedded </column>	C
	×
×	>

7. Click Apply and OK.

A new XML filter is set up.

#### Adding an Excel file filter

There are two default filters for Excel: Default Excel filter, and Default Excel 2007 filter. The steps for adding both filters are the same. In the example below, a Default Excel filter will be added. To add an Excel file filter:

Follow steps 1 and 2 from <u>Viewing default file filters</u>.
 The Formats dialog box appears. The default filters appear in the Available Formats box.

2. Select Format Type as Default Excel Filter.

#### The Excel Filter options appear.

<ul> <li>Transcheck</li> <li>Translation Memory</li> <li>Configuration: Sample</li> <li>Clear</li> <li>Translate Sheet</li> <li>Translate comto</li> <li>Translate hidd</li> <li>Translate hidd</li> <li>Translate cells</li> <li>Translate Data</li> <li>Translate Drop</li> </ul>	7 Filter er er ter er er (older version) perties Filter				
<ul> <li>Spelling Temp Files</li> <li>Translations</li> <li>Auto-Propagation Auto-Suggest Colors</li> <li>Filters</li> <li>Formats</li> <li>Machine Translation PM Plug-in Segmentation Settings TM Administration</li> <li>Terminology</li> <li>Translation Memory</li> <li>Configuration: Sample</li> <li>Clear</li> <li>Translate hidd</li> <li>Translate hidd</li> <li>Translate cells</li> <li>Translate Data</li> <li>Translate Data</li> <li>Translate Drop</li> </ul>	7 Filter er er ter er er (older version) perties Filter				
<ul> <li>Spelling <ul> <li>Temp Files</li> <li>Translations</li> <li>Auto-Propagation</li> <li>Auto-Suggest</li> <li>Colors</li> <li>Filters</li> <li>Formats</li> <li>Machine Translation</li> <li>PM Plug-in</li> <li>Segmentation Settings</li> <li>TM Administration</li> <li>Terminology</li> <li>Transcheck</li> <li>Translation Memory</li> <li>Configurations</li> <li>Sample</li> <li>Clear</li> <li>Translate hidd</li> <li>Translate hidd</li> <li>Translate cells</li> <li>Translate Drop</li> </ul></li></ul>	7 Filter er er ter er er (older version) perties Filter				
<ul> <li>Translations</li> <li>Auto-Propagation Auto-Suggest Colors</li> <li>Filters</li> <li>Machine Translation PM Plug-in Segmentation Settings TM Administration</li> <li>Terminology</li> <li>Transcheck</li> <li>Translation Memory</li> <li>Configuration: Sample</li> <li>Clear</li> <li>Translate hidd</li> <li>Translate hidd</li> <li>Translate cells</li> <li>Translate Data</li> </ul>	7 Filter er er ter er er (older version) perties Filter				
Auto-Propagation Auto-Suggest Colors Filters Formats Machine Translation PM Plug-in Segmentation Settings TM Administration Terminology Transcheck Translation Memory Clear Clear Translate hidd Translate com Translate com	er er ter er colder version)				
Auto-Suggest Colors Filters Formats Machine Translation PM Plug-in Segmentation Settings TM Administration Terminology Transcheck Translation Memory Clear Clear Translate hidd Translate com Translate com	er ter er er (older version) perties Filter				
Colors  Filters  Formats  Machine Translation PM Plug-in Segmentation Settings TM Administration Terminology Transcheck Translation Memory  Clear  Clear  Translate Sheee Translate cells Translate cells Translate Data Translate Data Translate Data	ter er er (older version)				
<ul> <li>Filters</li> <li>Formats</li> <li>Machine Translation</li> <li>PM Plug-in</li> <li>Segmentation Settings</li> <li>Terminology</li> <li>Transcheck</li> <li>Translation Memory</li> <li>Configuration:</li> <li>Sample</li> <li>Clear</li> <li>Translate hidd</li> <li>Translate hidd</li> <li>Translate cells</li> <li>Translate Data</li> <li>Translate Drop</li> </ul>	er (older version)				
Formats       Image: Cloud High Price	er (older version) perties Filter				
<ul> <li>Machine Translation</li> <li>M Plug-in</li> <li>Segmentation Settings</li> <li>TM Administration</li> <li>Terminology</li> <li>Transcheck</li> <li>Translation Memory</li> <li>Configuration:</li> <li>Sample</li> <li>Clear</li> <li>Translate Sheet</li> <li>Translate hidd</li> <li>Translate cells</li> <li>Translate cells</li> <li>Translate Data</li> <li>Translate Draw</li> </ul>	perties Filter				
PM Plug-in         Segmentation Settings         TM Administration         ▷ Terminology         ▷ Transcheck         ▷ Translation Memory         Image: Clear	perties Filter				
Segmentation Settings TM Administration Terminology Transcheck Translation Memory Clear Clear Translate Shee Translate com Translate hidd Translate hidd Translate cells Translate Data Translate Data Translate Data Translate Data Translate Data Translate Data Translate Data Translate Data Translate Data	· · · · · · · · · · · · · · · · · · ·				
TM Administration Terminology Transcheck Translation Memory Clear Clear Translate Shee Translate com Translate com Translate hidd Translate com Translate com Translate com Translate com Translate com Translate com Translate com Translate Data Translate Data	· · · · · · · · · · · · · · · · · · ·				
<ul> <li>Terminology</li> <li>Transcheck</li> <li>Translation Memory</li> <li>Configuration: Sample</li> <li>Translate Shee</li> <li>Translate com</li> <li>Translate hidd</li> <li>Translate hidd</li> <li>Translate cells</li> <li>Translate Data</li> <li>Translate Drop</li> </ul>					
<ul> <li>▶ Transcheck</li> <li>▶ Translation Memory</li> <li>● Configuration: Sample</li> <li>Clear</li> <li>♥ Translate Shee</li> <li>♥ Translate com</li> <li>■ Translate hidd</li> <li>■ Translate hidd</li> <li>■ Translate cells</li> <li>♥ Translate Data</li> <li>♥ Translate Drop</li> </ul>					
<ul> <li>Translation Memory</li> <li>Configuration: Sample</li> <li>Clear</li> <li>Translate Shee</li> <li>Translate com</li> <li>Translate hidd</li> <li>Translate hidd</li> <li>Translate cells</li> <li>Translate Data</li> <li>Translate Drop</li> </ul>	7 and 2010 files (*.xlsx, *.xlsm)				
© Configuration: Sample Clear ♥ Translate Shee ♥ Translate com □ Translate hidd □ Translate hidd □ Translate cells ♥ Translate Data ♥ Translate Dop					
Clear Translate Shee Translate com Translate hidd Translate hidd Translate cells Translate Data Translate Drop	Simple				
<ul> <li>Translate Shee</li> <li>Translate com</li> <li>Translate hiddi</li> <li>Translate hiddi</li> <li>Translate cells</li> <li>Translate Data</li> <li>Translate Drop</li> </ul>	ile: none				
<ul> <li>Translate com</li> <li>Translate hidd</li> <li>Translate hidd</li> <li>Translate cells</li> <li>Translate Data</li> <li>Translate Drop</li> </ul>	Setup				
<ul> <li>Translate hidd</li> <li>Translate hidd</li> <li>Translate cells</li> <li>Translate Data</li> <li>Treat numbers</li> <li>Translate Drop</li> </ul>	Names				
<ul> <li>□ Translate hidd</li> <li>□ Translate cells</li> <li>☑ Translate Data</li> <li>☑ Treat numbers</li> <li>☑ Translate Drop</li> </ul>	nents				
<ul> <li>□ Translate hidd</li> <li>□ Translate cells</li> <li>☑ Translate Data</li> <li>☑ Treat numbers</li> <li>☑ Translate Drop</li> </ul>	n rows and columns				
<ul> <li>Translate cells</li> <li>Translate Data</li> <li>Treat numbers</li> <li>Translate Drop</li> </ul>	n sheets				
<ul> <li>✓ Translate Data</li> <li>✓ Treat numbers</li> <li>✓ Translate Drop</li> </ul>					
<ul> <li>✓ Treat numbers</li> <li>✓ Translate Drop</li> </ul>					
Translate Drop					
	Treat numbers stored in text format as real numbers				
	Translate Drop-down list contents				
Translate cell o	Translate cell order by column				
Extract Soft Return	as: Break 🔻				
🔘 Choose XML c	onfig file: Browse				
Note: Sample Exc.	I XML configuration file can be found in				
	r Xime configuration file can be round in				
to setup Excel co	cel config folder. Please make a copy of sample				
	figuration.				

#### 3. Click Setup.

The Choose Excel File... dialog box appears.

#### 4. Select an Excel file and click **Open**.

The Excel Column Selection Wizard appears.

🐨 Excel column selection wizard				
Welcome to Excel Column Selection Wizard				
The Excel Column Selection Wizard simplifies the Excel file translation process.				
The subsequent screens are as follows:				
1. *Select Wizard Type* is used to select Simple or Advanced wizard.				
Simple Wizard: allows you to select a row as the column header for translation. Advanced Wizard: allows you to select a row as the column header and choose the columns for translation. It also creates a Target column where the translated text will appear.				
2. *Preview page* models an Excel document. There are tabs corresponding to each Excel sheet. Each tab contains the following:				
Number of preview rows drop down list: to choose the number of rows to be viewed. Use header check box: to select the Excel sheet headers as column header during translation Table: with the Excel sheet contents				
3. *Selection page (Advanced Only)* is used to select columns for translation.				
4. *Regular expression page (Advanced Only)* is used to provide a pattern to markup any embedded HTML or variables in the column.				
< Back Next > Finish Cancel				

5. Read the instructions carefully and click **Next**.

The Select Wizard type page appears.

💮 Excel column selection wizard				
Please select Wizard type.				
Please choose Wizard type:				
Simple Wizard				
Advanced Wizard				
	< Back	Next >	Finish	Cancel

- 6. Select the wizard type. You have two options:
  - <u>Simple Wizard</u>: selects all rows with content for translation
  - <u>Advanced Wizard</u>: allows you to choose the columns for translation. It also creates a Target column where the translated text will appear

#### Simple Wizard

To run the Simple wizard:

- 1. Follow steps 1 to 6 from <u>Adding an Excel file filter</u>.
- Select Simple Wizard and click Next.
   The Preview page appears.

_	Exce	l column selection wizard			
Pı	revie	w page			
-		select table row to use as column header.			
1	Sheet1	L			
1	Pleas	se choose number of preview rows. 15 💌	2	🛛 🔽 use he	eaders?
3	1	Source Translation	Length Restriction	Target	*
_	2	new product	non numerals		
	3	This is new.	10		
	4	This is not new.	10		
	5	The product is shipped.	20		
	6	The product is available.	20		=
	7	The product is not available.	20		
	8	The product is perishable.	40		
	9	The product is not perishable.	20		
	10	The product is appropriate for all ages.	56		
	11	The product is not appropriate for children under age 18.	25		
	12	The product is working as expected.	50		
	13	The product is not working as expected.	35		-

The content in the Preview page is selected for translation. The Preview page models an Excel file.

Number	Use	to
1	Please choose number of preview rows drop down list	select the number of rows to show on the preview page.
2	Use headers check box	use the column headers of the Excel sheet. If not selected, the column letter (A,B, C) appears in the next step.
3	Table with the Excel sheet contents	select the first row for translation. Rows above the selected row will not be translated.

3. Click Finish.

The configuration and sample file path appears in the Formats option box as shown below.

type filter text	ormats		
4 General			•
<ul> <li>Appearance</li> <li>AutoSave</li> <li>Connection Settings</li> <li>Shortcut Keys</li> <li>User Name</li> </ul>	Available Formats	New Rename Remove	
	Choose XML config file: C:\Users\cjacques\AppDat: Browse Note: Sample Excel XML configuration file can be found in .wf_workspace\Excel config folder, Please make a copy of sample to setup Excel configuration.	A	
	ОК	Cancel	

• Select the **Translate Sheet Names** checkbox to include sheet names as translatable text. Selected by default.

- Select **Translate Comments** to clear it, and not include comments as translatable text. Selected by default.
- Select the **Translate hidden rows and columns** checkbox to include rows and columns hidden in the Excel file as translatable text.
- Select Translate hidden sheets to include hidden Excel sheets.
- Select the **Translate cell with formulas** checkbox to include cells with notes and formulas as translatable text.
- Select **Translate Data Validation** comment to clear it, and not include columns in the Excel sheet used to record comments validating the data, for example, columns recording vaccination data by date applied and dosage. Selected by default.
- Select the **Treat numbers stored in text format as real numbers** checkbox to include numbers as translatable text. Selected by default.
- Select **Translate Drop-down list contents** to include the drop-down list contents in the translation. Selected by default.
- Select **Translate cell order by column** to extract cells by columns, instead of by rows. Selected by default.
- Select the preferred option for Extract Soft Return as: Break or Tag.
- Select Choose XML config file to format the filter using an XML file.
   Note: Selecting this option disables the options immediately before. The XML file overrides the Excel Column Selection Wizard, if it has already been set up.
  - 1. Click **Browse** to browse to the excelConfig file. The default file is a sample to be edited for your configuration. To edit the file:
    - 1. Copy the sample excelConfig file to your preferred folder.
    - 2. Open the copy of the sample excelConfig file in your preferred text or XML editor.
    - 3. Edit the copied sample excelConfig file to set up the filter configuration. The file acts as a template for your preferred filter setup.

Note: Remove or comment out any fields in XML that you are not using.

4. Save the file.

Preferences (Filtered)		
type filter text	Formats	-
	Formats         Available Formats         Image: Default ASP Filter         Image: Default Excel 2007 Filter         Image: Default Excel Filter         Image: Default HTML Filter         Image: Default IDML Filter         Image: Default IDML Filter         Image: Default IDML Filter         Image: Default IDML Filter         Image: Default JSP Filter         Image: Default JSP Filter         Image: Default Java Properties Filter         Microsoft Excel 2007 and 2010 files (*.xlsx, *.xlsm)         Image: Clear         Semple File: none         Clear         Setup         Image: Translate Sheet Names         Image: Translate Cells with formulas         Image: Translate hidden sheets         Image: Translate Cells with formulas         Image: Translate Cells with formulas         Image: Translate Cell order by column         Extract Soft Return as:         Image: Translate Cell order by column         Extract Soft Return as:         Image: Translate Cell order by column         Extract Soft Return as:         Image: Translate Cell order by column         Extract Soft Return as:         Image: Translate Cell order by column         Extract Soft Return as: <th>ppData Browse bund in</th>	ppData Browse bund in
	Restore Defa	aults Apply
	OK	Cancel

2. Select the path to the edited excelConfig file. An example is shown below.

- 3. Click Apply.
- 4. Click OK.

An Excel file filter is set up.

**Note**: You can now directly open Excel files using this filter. While opening files you must choose the correct filter, when prompted. You can also rename the filter using the Rename button.

### **Advanced Wizard**

- 1. Follow steps 1 to 6 from <u>Adding an Excel file filter</u>.
- 2. Select Simple Wizard and click Next.

The Preview page appears.

	Exce	l column selection wizard				
P	Preview page					
-	'lease Sheet1	select table row to use as column header.				
1	Plea	se choose number of preview rows. 15 💌	2	🛛 🔽 use he	aders?	
3	1	Source Translation	Length Restriction	Target	*	
-	2	new product	non numerals			
	3	This is new.	10			
	4	This is not new.	10			
	5	The product is shipped.	20			
	6	The product is available.	20		=	
	7	The product is not available.	20		_	
	8	The product is perishable.	40			
	9	The product is not perishable.	20			
	10	The product is appropriate for all ages.	56			
	11	The product is not appropriate for children under age 18.	25			
	12	The product is working as expected.	50			
	13	The product is not working as expected.	35		-	
		< Back	Next > Finish	Ca	ncel	

The content in the Preview page is selected for translation. The Preview page models an Excel file.

Number	Use	to
1	Please choose number of preview rows drop down list:	select the number of rows to show on the preview page.
2	Use headers check box:	use the column headers of the Excel sheet. If not selected, the column letter (A,B, C) appears in the next step.
3	Table with the Excel sheet contents	select the first row for translation. Rows above the selected row will not be translated.

#### 3. Click Next.

The Selection page appears. If you have selected the Use header checkbox, the Excel sheet headers appear as column names, in the Column Name column. In the example below, the Excel sheet headers are Source Translation, Length Restriction, and Target. An example of the source Excel spreadsheet appears below.

Excel colun	nn selection wizard				
Selection pa	ige				
Please select Sheet1	columns for translatio	on.			
Translate	Column name	Target column	Length Restriction column		
	Source Translation				
	Length Restriction				
	Target				
Select all	columns				
Select all	columns across all sh	leet names			
Select sta	rt row number 1	* *			
Select en	d row number 1				
			< Back Next >	Finish	Cancel
			Next Next >		Cancer

	А	В	С	D 🛓
1	Source Translation	Length Restriction	Target	
2	new product	characters allowed	translation	
3	This is new.	10		
4	This is not new.	10		Ĩ
5	The product is shipped.	20		
6	The product is available.	20		
7	The product is not available.	20		
8	The product is perishable.	40		
9	The product is not perishable.	20		
10	The product is appropriate for all ages.	56		
11	The product is not appropriate for children under age 18.	25		
12	The product is working as expected.	50		
13	The product is not working as expected.	35		
14	Where is the product?	15		
	Will the product fit on a shelf that is one meter deep, and 2 meters high?	50		
16				
17	▶ ▶ Sheet1	1		▶ []

- 4. In the **Translate** column on the Selection page, select the columns for translation.
- Select the starting row number. The content extract begins with this row number, and ends at the selected end row number.
- Select the end row number. The content extract ends with this row number, having begun at the selected end row number.

The corresponding Column name appears in the Target column as shown in the example.

Excel colum	nn selection wizard				
Selection pa	ge				
Please select Sheet1	columns for translatio	on.			
Translate	Column name	Target column	Length Restriction column		
	Source Translation	Source Translation			
	Length Restriction	Length Restriction			
	Target	Target			
Select all	columns				
	columns across all sh	eet names			
		×			
Select en	d row number 1	▲ ▼			
			< Back Next >	Finish	Cancel
			< DdCK INEXT >	Finish	Cancer

#### 5. Click Next.

The Regular expression page appears.

💮 Excel column selection wizard	
Regular expression page	
Please enter Regular Expression.	_
<ul> <li>Regular expressions are used for excluding HTML codes or rather for converting them into "tags." HTML codes should be entered separated by   a pipe sign.</li> </ul>	
For example: <b> </b> or for any tag you can just enter: <[^>]*>	
< Back Next >	Finish Cancel

6. Enter a **Regular Expression** for the Excel analysis.

**Note**: A regular expression provides a pattern to mark up any embedded HTML tags or variables in a column as tags.

7. Click Finish.

The configuration and sample file path appears in the Formats Options box as shown in the

#### example below.

Preferences (Filtered)	
type filter text	Formats 💌
General     Appearance	Available Formats
Colors and Fonts	Are Default ASP Filter
Views	C Default Excel 2007 Filter
AutoSave	Default Excel Filter     E     Rename
Connection Settings	Default HTM Filter
Shortcut Keys	Default HTML Filter
User Name	Te Default ICML Filter
▲ Spelling	Default IDML filter (older version)
Hunspell	Default INX Filter
Temp Files	B Default JSP Filter
▲ Translations	🕽 Default Java Properties Filter 🗸 🗸
Auto-Propagation	Microsoft Event documents (* vlc)
Auto-Suggest Colors	Microsoft Excel documents (*.xls)
Colors     Filters	
Formats	Configuration: Advanced
Machine Translation	Sample File: C:\Users\cjacques\Documents\test2.xlsx
Google Translate	Clear Setup
Microsoft Transl =	✓ Translate Sheet Names
WorldLingo	
PM Plug-in	Translate hidden rows and columns
Segmentation Settin	Translate hidden sheets
TM Administration	Translate cells with formulas
▲ Terminology Blacklist	Translate Data Validation comment
Glossary List	Treat numbers stored in text format as real numbers
Glossary Priority	Translate Drop-down list contents
▲ Transcheck	
Consistency che	✓ Translate cell order by column
Copied Source C	Extract Soft Return as: Break 🔻
Forbidden Chara	
Numerical	
Partial	Choose XML config file: Browse
Punctuations	Note: Sample Excel XML configuration file can be found in
Terminology Untranslatable	.wf_workspace\Excel config folder. Please make a copy of sample to setup Excel configuration.
▲ Translation Memory	to setup excerconniguration.
Penalties	
TM List	
The Difference	Restore <u>D</u> efaults <u>Apply</u>
	OK Cancel

- Select the **Translate Sheet Names** checkbox to include sheet names as translatable text. Selected by default.
- Select **Translate Comments** to clear it, and not include comments as translatable text. Selected by default.
- Select the **Translate hidden rows and columns** checkbox to include rows and columns hidden in the Excel file as translatable text.

- Select Translate hidden sheets to include hidden Excel sheets.
- Select the **Translate cell with formulas** checkbox to include cells with notes and formulas as translatable text.
- Select **Translate Data Validation** comment to clear it, and not include columns in the Excel sheet used to record comments validating the data, for example, columns recording vaccination data by date applied and dosage. Selected by default.
- Select the **Treat numbers stored in text format as real numbers** checkbox to include numbers as translatable text. Selected by default.
- Select **Translate Drop-down list contents** to include the drop-down list contents in the translation. Selected by default.
- Select **Translate cell order by column** to extract cells by columns, instead of by rows. Selected by default.
- Select the preferred option for Extract Soft Return as: Break or Tag.
- Select Choose XML config file to format the filter using an XML file.
   Note: Selecting this option disables the options immediately before. The XML file overrides the Excel Column Selection Wizard, if it has already been set up.
  - 1. Click **Browse** to browse to the excelConfig file. The default file is a sample to be edited for your configuration. To edit the file:
    - 1. Copy the sample excelConfig file to your preferred folder.
    - 2. Open the copy of the sample excelConfig file in your preferred text or XML editor.
    - 3. Edit the copied sample excelConfig file to set up the filter configuration. The file acts as a template for your preferred filter setup.

Note: Remove or comment out any fields in XML that you are not using.

- 4. Save the file.
- 2. Select the path to the edited excelConfig file.
- 3. Click Apply.
- 4. Click OK.

An Excel file filter is set up.

**Note**: You can now directly open Excel files using this filter. While opening files you must choose the correct filter, when prompted. You can also rename the filter using the Rename button.

Wordfast User Guide

# Adding a PowerPoint filter

There are two default filters for PowerPoint:

- Default PowerPoint Filter
- Default PowerPoint 2007 Filter

#### Adding a PPT file filter

- 1. Follow steps 1-3 from <u>Adding\_new\_file\_filters</u>.
- Select Format Type as Default PowerPoint Filter. The PowerPoint Filter options appear.

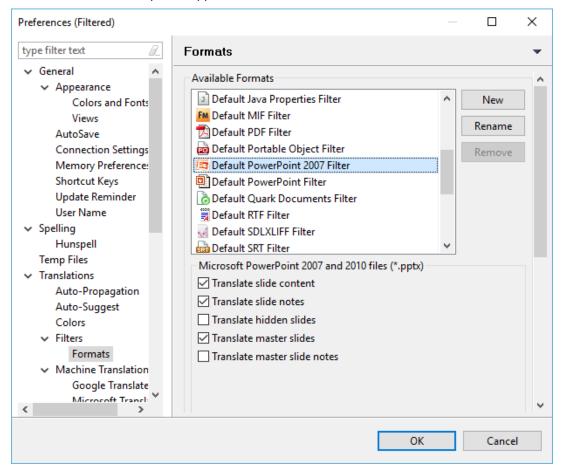
Preferences (Filtered)		_		×
type filter text	Formats			-
<ul> <li>General</li> <li>Appearance Colors and Fonts Views</li> <li>AutoSave Connection Settings Memory Preference: Shortcut Keys Update Reminder User Name</li> <li>Spelling Hunspell Temp Files</li> <li>Translations</li> <li>Auto-Propagation Auto-Suggest Colors</li> <li>Filters</li> <li>Formats</li> <li>Machine Translation Google Translate</li> </ul>	Available Formats          Default Java Properties Filter         Default MIF Filter         Default PDF Filter         Default Portable Object Filter         Default PowerPoint 2007 Filter         Default Quark Documents Filter         Default SDLXLIFF Filter         Default SRT Filter         Microsoft PowerPoint presentations (*.ppt)         Translate slide content         Translate slide notes         Translate master slide		New Rename Remove	
	ОК		Cancel	

- 3. Clear the Translate slide content checkbox to include slide content as translatable text.
- 4. Clear the Translate slide notes checkbox to exclude slide notes as translatable text.
- 5. Select **Translate hidden slides** to include hidden slides as translatable content.
- 6. Clear the Translate master slide checkbox to exclude master slide content as translatable text.
- 7. Click **Apply** and **OK**, to confirm the PPT filter preferences.

#### Adding a PPTX file filter

- 1. Follow steps 1-3 from Adding new\_file\_filters.
- 2. Select Format Type as Default PowerPoint 2007 Filter.

The PowerPoint Filter options appear.



- 3. Clear the Translate slide content checkbox to include slide content as translatable text.
- 4. Clear the Translate slide notes checkbox to exclude slide notes as translatable text.
- 5. Select Translate hidden slides to include hidden slides as translatable content.
- 6. Clear the Translate master slides checkbox to exclude master slide content as translatable text.
- 7. Select the **Translate master slide notes** checkbox to include master slide notes as translatable text.
- 8. Click **Apply** and **OK**, to confirm the PPT filter preferences.

#### Adding a Word filter

There are two default filters for Word:

Default Word Filter

• Default Word 2007 Filter

## Adding a default Word filter

To add a Word filter:

- 1. Follow steps 1-3 from <u>Adding\_new\_file\_filters</u>.
- 2. Select Format Type as Default Word Filter.

The Word Filter options appear.

Preferences (Filtered)		_		×
type filter text	Formats			•
<ul> <li>General</li> <li>Appearance Colors and Fonts Views</li> <li>AutoSave Connection Settings Memory Preference</li> </ul>	Available Formats Default Quark Documents Filter Default RTF Filter Default SDLXLIFF Filter Default SRT Filter Default TTX Filter	^	New Rename Remove	
Shortcut Keys Update Reminder User Name ✓ Spelling Hunspell Temp Files	Default TXT Filter     Default VDX Filter     Default Word 2007 Filter     Default Word Filter     Default XLIFF Filter	•		l
<ul> <li>Translations         <ul> <li>Auto-Propagation</li> <li>Auto-Suggest</li> <li>Colors</li> <li>Filters</li> <li>Formats</li> <li>Machine Translation</li> <li>Google Translate</li> </ul> </li> </ul>	Microsoft Word documents (*.doc) Translate hidden text Accept track changes Translate index Translate smart tags Ignore bilingual styles Translate comments			
< >	ОК		Cancel	

3. Enable the following options, if required:

Select	to
Translate hidden text	include hidden text as translatable text.
Accept track changes	include tracked changes as translatable text.
Translate index	include Index text as translatable text.
Translate smart tags	include smart tags as translatable text.
Ignore Bilingual styles	Ignore bilingual styles (Wordfast
	Classic/Trados Workbench-style files) Selected by
	default.

Select	to
Translate comments	translate comments in the document. Selected by
	default.

4. Click Apply and OK, to confirm the Word filter preferences.

# Adding a Word 2007 filter

To add a Word 2007 filter:

- 1. Follow steps 1-3 from <u>Adding\_new\_file\_filters</u>.
- 2. Select Format Type as Default Word 2007 Filter.

The Word Filter options appear.

Preferences (Filtered)		_		×
type filter text	Formats			-
<ul> <li>✓ General</li> <li>▲ Appearance</li> <li>Colors and Fonts</li> </ul>	Available Formats	^	New	î
Views AutoSave Connection Settings Memory Preference: Shortcut Keys Update Reminder User Name ✓ Spelling	Default XIP Filter Default SDLXLIFF Filter Default SRT Filter Default TTX Filter Default TXT Filter Default VDX Filter IV Default Word 2007 Filter Default Word Filter		Remove	
Hunspell Temp Files V Translations Auto-Propagation Auto-Suggest Colors V Filters Formats V Machine Translation Google Translate Microsoft Translate	Default XLIFF Filter Microsoft Word 2007 and 2010 files (*.docx, *.docm Translate hidden text Accept track changes Translate index Translate smart tags Ignore bilingual styles Translate comments Translate drop-down list	, *.dot	:, *.dotm, *.do	ot
< >	ОК		Cancel	

3. Enable the following options, if required:

Select	to
Translate	include hidden text as translatable text.
hidden text	
Accept track	include tracked changes as translatable text.
changes	

Select	to
Translate	include Index text as translatable text.
index	
Translate	include smart tags as translatable text.
smart tags	
Ignore	Ignore bilingual styles (Wordfast Classic/Trados Workbench-
Bilingual	style files).Selected by default.
styles	
Translate	translate comments in the document. Selected by default.
comments	
Translate	translate content from drop-down lists in the document.
drop-down list	

4. Click OK.

# Adding a SubRip Text filter

1. Follow steps 1-3 from Adding new file filters.

2. Select Format Type as Default SRT Filter.

# The SRT Filter options appear.

💮 Preferences (Filtered)				×
type filter text	Formats			•
✓ General ∧	Available Formats			^
<ul> <li>Appearance         <ul> <li>Colors and Fonts</li> <li>Views</li> <li>AutoSave</li> <li>Connection Settings</li> <li>Memory Preference:</li> <li>Shortcut Keys</li> <li>Update Reminder</li> <li>User Name</li> </ul> </li> <li>Spelling         <ul> <li>Hunspell</li> <li>Temp Files</li> </ul> </li> </ul>	Default Quark Documents Filter Default RTF Filter Default SDLXLIFF Filter Default SRT Filter Default TTX Filter Default TXT Filter Default VDX Filter Default Word 2007 Filter Default Word Filter Default Word Filter Default XLIFF Filter	<b>^</b>	New Rename Remove	
<ul> <li>Translations         <ul> <li>Auto-Propagation</li> <li>Auto-Suggest</li> <li>Colors</li> <li>Filters</li> <li>Formats</li> <li>Machine Translation</li> <li>Google Translate</li> <li>Microsoft Transla</li> <li>WorldLingo</li> <li>X</li> </ul> </li> </ul>	SubRip Text (*.srt) Encoding Source Encoding: UTF-8 Auto-detect Encoding Target Encoding: UTF-8 Max Length: 40 + characters per segment Line Break: 40 + characters per line Use Paragraph Segmentation		~	~
	OK		Cancel	

## 3. Click New.

The New Format dialog box appears.

4. Select the SRT filter and click **OK**.

New Forma	t
Filters	
Filter Type:	🔄 PowerPoint 2007 Filter
	PowerPoint Filter
	RTF Filter
	SRT Filter
	TXT Filter
Filter Name:	New SRT Filter 1
	OK Cancel

The new SRT filter appears in the Available Formats box.

Preferences (Filtered)				×
type filter text	Formats			-
✓ General ∧ ✓ Appearance	Available Formats			^
Colors and Fonts	🛃 Default TTX Filter	^	New	
Views	Default TXT Filter		Rename	
AutoSave	👪 Default VDX Filter		Kename	
Connection Settings	🖅 Default Word 2007 Filter		Remove	
Memory Preference:	🕂 Default Word Filter			-
Shortcut Keys	😡 Default XLIFF Filter			
Update Reminder	📠 Default XML Filter			
User Name	🚮 New SRT Filter 1			
✓ Spelling	New TXT Filter 1			
Hunspell		$\mathbf{v}$		
Temp Files	SubRip Text (*.srt)			
<ul> <li>Translations</li> </ul>	Encoding			
Auto-Propagation	-			
Auto-Suggest	O Source Encoding: UTF-8		$\sim$	
Colors	Auto-detect Encoding			
✓ Filters	Target Encoding: UTF-8		~	
Formats				
<ul> <li>Machine Translation</li> </ul>				
Google Translate	Max Length: 40 🔶 characters per segment			
Microsoft Transli	Line Break: 40 🜩 characters per line			
WorldLingo 🗸	Use Paragraph Segmentation			
< >	o ose i angraphi segmentation			· · ·
	OK		Cancel	

- 5. Rename the filter if desired.
- 6. Select the following options if required:

Select	to
Max length to ()	set the maximum number (length) of characters per
characters per	segment. The default is 40 characters per segment.
segment	
Line Break	set the maximum character count for a segment
	breaking to a new line in the target SRT file. The
	default is 40 characters per line.
Use Paragraph	segment sentences by paragraph, overriding any
Segmentation	other segmentation markers.

# Adding an IDML filter

- 1. Follow steps 1-3 from Adding new file filters.
- 2. Select the IDML filter from the list. There are two versions:
  - Default IDML filter (newer version)
  - IDML Filter (older version)

#### **Default IDML filter**

1. Select Default IDML filter (newer version) from the list of formats.

Preferences (Filtered)				8
type filter text       Image: Constraint of the second secon	Formats Available Formats  Pefault ASP Filter  Default Excel 2007 Filter  Default Excel Filter  Default HTM Filter  Default ICML Filter  Default IDML Filter (newer version)  Default INX Filter  Default JSP Filter  Default JSP Filter  Default Java Properties Filter		New Rename Remove	
		ОК	Cancel	

The properties for the filter appear.

😡 Preferences (Filtered)	— 🗆 X
type filter tex	Formats 🔹
General     Appearance	Available Formats
Colors and Fonts	Pefault ASP Filter
Views	🔀 Default Excel 2007 Filter
AutoSave	Default Excel Filter
Connection Settings	Default HTM Filter     Remove
Memory Preference	Default HTML Filter
Shortcut Keys	📸 Default ICML Filter
Update Reminder	Default IDML Filter (newer version)
User Name	Default INX Filter
✓ Spelling	📓 Default JSP Filter
Hunspell	Default Java Properties Filter
Temp Files	
<ul> <li>Translations</li> </ul>	Adobe InDesign IDML files (*.idml)
Auto-Propagation	Translate Hidden Text
Auto-Suggest	Translate Locked Layers
Colors	Delete Leading
✓ Filters	Delete Tracking
Formats	Translate document properties
<ul> <li>Machine Translation</li> </ul>	Translate Bookmarks
Google Translate	Translate Index Topics
Microsoft Transla Weeldlinger	Translate Index Stories
WorldLingo PM Plug-in	Detect Index Stories
Segmentation Settin	
<ul> <li>Terminology</li> </ul>	Br breaks segment
Blacklist	Translate Cross Reference Formats
Glossary List	Translate Hidden Layers
Glossary Priority	Hidden Layer Names:
✓ Transcheck	The last Transition
Consistency che	Tab handling: Tag ~
Copied Source C	Line separator handling: Break 🗸
Forbidden Chara	
Numerical	Fontmapping file: Browse
Partial	Note: Sample fontmapping file can be found in
Punctuations	.wf_workspace\fontmapping folder. Please make a copy of
Terminology	the sample file to change target fonts. This avoids file getting
Untranslatable	
<ul> <li>Translation Memory</li> </ul>	
Penalties V	Restore Defaults Apply
< >	
	OK Cancel
	UK Cancel

2. Select the properties for the filter.

Select	to
Translate Hidden Text	translate hidden text.
Translate Locked Layers	translate text in locked layers.
Delete Leading	delete a leading attribute
Delete Tracking	delete a tracking attribute
Translate document properties	translate a document's properties
Translate Bookmarks	translate a document's bookmarks
Translate Index Topics	translate a document's index topics
Translate Index Stories	translate a document's index stories
Detect Index Stories	detect a document's index stories
BR breaks segment	treat BR as internal placeable or part of a segment
Translate Cross Reference	extract cross references for translation.
Formats	
Translate Hidden Layers	translate hidden layers

- 3. Enter the names of the Hidden Layers to be translated.
- 4. Select the method for handling tabs: **None**, **Tag** or **Break**.
- 5. Select the method for handling line separators: None, Tag or Break.
- 6. Enter or browse to the Fontmapping file for the filter.
- 7. Click OK.

The new IDML filter appears in the list.

8. Rename the filter if desired and click **OK**.

#### IDML Filter (older version)

- 1. Click New.
- 2. Select IDML Filter (older version) from the list of formats

Note: To add an IDML filter (newer version), it is recommended to follow the steps for the Default

IDML filter.

New Forma	t	23
Filters		
Filter Type:	ASP Filter	
	📧 Excel 2007 Filter	=
	Excel Filter	_
	• HTM Filter	
	• HTML Filter	
	Te ICML Filter	
	IDML Filter (newer version)	
	IDML filter (older version)	-
Filter Name:		
	OK	cel

#### 3. Click OK.

The new IDML filter appears in the list.

Preferences (Filtered)		_ <b>D</b> X
type filter text	Formats	⇔ - ⇔
<ul> <li>General</li> <li>Spelling Temp Files</li> <li>Translations         <ul> <li>Auto-Propagation</li> <li>Auto-Suggest</li> <li>Colors</li> <li>Filters</li> <li>Formats</li> <li>Machine Translation</li> <li>PM Plug-in</li> <li>Segmentation Settings</li> <li>TM Administration</li> <li>Terminology</li> <li>Translation Memory</li> </ul> </li> </ul>	Available Formats	
	ОК	Cancel

- 4. Select **Translate Line Break as Tag**, to add tags to line breaks, resulting in merged segments.
- 5. Enter or browse to the Fontmapping file for the filter.
- 6. Rename the filter if desired and click **OK**.

## Adding a Quark Documents filter

- 1. Follow steps 1-3 from Adding new file filters.
- 2. Select Format Type as Default Quark Documents Filter

The Quark Documents Filter options appear.

Preferences (Filtered)	
Preferences (Filtered)          type filter text         > General         > Spelling         Temp Files         Translations         Auto-Propagation         Auto-Suggest         Colors         > Filters	Formats  Formats  Available Formats  Available Formats  Available Formats  Rename  Rename  Rename  Rename  Rename  Remove  Rename  Remove  Rename  Remove  Remove Remove  Remove  Remove  Remove  Remove Remove Remove
Formats         ▶ Machine Translation         PM Plug-in         Segmentation Settings         TM Administration         ▶ Terminology         ▶ Transcheck         ▶ Translation Memory	Default PDF Filter Comparison 2007 Filter Default PowerPoint Filter Comparison Enter Quark Documents (*.tag)
	OK Cancel

3. Click New.

The New Format dialog box appears.

4. Select the Quark Documents Filter and click **OK**.

💮 New Forma	t	×
Filters		
Filter Type:	EM MIF Filter	*
	🔄 PowerPoint 2007 Filter	
	PowerPoint Filter	
	Quark Documents Filter	
	🕎 RTF Filter	-
Filter Name:	New Quark Documents Filter 1	
	ОК	Cancel

The new Quark filter appears in the Available Formats box.

Preferences (Filtered)		—		$\times$
type filter text	Formats			-
General     Appearance	Available Formats			^
Colors and Fonts	Default SRT Filter	^	New	
Views AutoSave	Default TXT Filter		Rename	
Connection Settings Memory Preference:	Default VDX Filter      Default Word 2007 Filter		Remove	
Shortcut Keys	Default Word Filter			
Update Reminder User Name	Default XLIFF Filter			
✓ Spelling Hunspell	New Quark Documents Filter 1			
Temp Files	Quark Documents (*.tag)			J
< >				•
		OK	Cancel	

5. Rename the filter if desired.

# Selecting FrameMaker filter preferences

The FrameMaker filter preferences must be set before using this filter option.

To set FrameMaker filter preferences:

 Open Wordfast Pro 3 and click Edit > Preferences > Translations > Filters >Formats. The Formats dialog box appears. The default filters appear in the Available Formats box. 2. Select Format Type as Default MIF Filter.

The FrameMaker Filter options appear.

 $\times$ Preferences (Filtered) type filter text Formats General  $\sim$ Available Formats ~ Appearance Default JSP Filter ٨ New Colors and Fonts Default Java Properties Filter Views Rename FM Default MIF Filter AutoSave 🔁 Default PDF Filter Connection Settings Remove Memory Preference: 💼 Default Portable Object Filter Shortcut Keys 🔄 Default PowerPoint 2007 Filter Update Reminder Default PowerPoint Filter User Name 🗟 Default Quark Documents Filter Spelling 🗒 Default RTF Filter Hunspell 😡 Default SDLXLIFF Filter v Temp Files Adobe FrameMaker files (\*.mif) Translations Translate Reference Page Auto-Propagation Translate Master Pages Auto-Suggest Colors Translate Variables ✓ Filters Translate Cross References Formats Translate Autonumber Formating Machine Translation Translate Hidden Conditional Text Google Translate ✓ Translate Tab as Text Microsoft Transli Translate Discretionary Hyphen as Tag WorldLingo PM Plug-in Translate Marker Types: Index v < > OK Cancel

Note: The MIF versions supported are 8, 9, 10, and 12.

3. Select the required FrameMaker filter preferences.

Select	to
Translate	send reference pages for translation
Reference Pages	
Translate Master	send master pages for translation
Pages	
Translate	send text marked as variable for translation.
Variables	
Translate Cross	send text marked as cross reference for translation
References	
Translate	send text with number formatting for translation.
Autonumber	

Select	to
Formatting	
Translate Hidden	send text marked as hidden and conditional for
Conditional Text	translation.
Translate Tab as	send text containing tab spaces for translation. If
Text:	unchecked, a tag appears in the TXML instead of the
	tab.
Translate	send text with discretionary hyphens for translation.
Discretionary	Discretionary hyphens are part of the source language,
Hyphen as Tag:	and are removed by default. (Hard hyphens are always
	translated as tags in TXML extraction.) If unchecked,
	these hyphens will be removed from the file when sent
	for translation.
Translate Marker	send text marked with a FrameMaker marker type for
Types	translation.

4. Enter the Marker Type(s) that should be included in the translation.

- Enter the Table IDs of the tables in the IDML that should be excluded in the translation.
   Note: Use comma-separated values for Table IDs that are to be included.
- 6. Click **Apply** and **OK**, to confirm the FrameMaker filter preferences.

## Selecting ICML filter preferences

The InCopy (ICML) filter preferences must be set before using this filter option To set the ICML filter preferences:

Open Wordfast and click Edit > Preferences > Translations > Filters >Formats.
 The Formats dialog box appears. The default filters appear in the Available Formats box.

2. Select Format Type as Default ICML Filter.

# The ICML Filter options appear.

Preferences (Filtered)		
type filter text	Formats	•
b General	Available Formats	
		New Rename Remove
	Fontmapping file: Note: Sample fontmapping file can be found in	Browse
	.wf workspace\fontmapping file can be found in .wf workspace\fontmapping folder. Please make a copy of	Restore <u>D</u> efaults Apply
		OK Cancel

3. Select the properties for the filter.

Select	to
Translate Hidden Text	translate hidden text.
Translate Line Break as Tag	add tags to line breaks, resulting in merged segments.
Translate Locked Layers	translate text in locked layers.
Delete Leading	delete a leading attribute
Delete Tracking	delete a tracking attribute
Translate document properties	translate a document's properties

Select	to
Translate Bookmarks	translate a document's bookmarks
Translate Index Topics	translate a document's index topics
Translate Index Stories	translate a document's index stories
Detect Index Stories	detect a document's index stories
BR breaks segment	treat BR as internal placeable or part of a segment
Translate Cross Reference	extract cross references for translation.
Formats	
Translate Hidden Layers	translate hidden layers

- 4. Enter the names of the Hidden Layers to be translated.
- 5. Select the method for handling tabs: **None**, **Tag** or **Break**.
- 6. Select the method for handling line separators: None, Tag or Break.
- 7. Enter or browse to the Fontmapping file for the filter.
- 8. Rename the filter if desired.
- 9. Click OK.

# **Selecting INX filter preferences**

Open Wordfast Pro 3 and click Edit > Preferences > Translations > Filters >Formats.
 The Formats dialog box appears. The default filters appear in the Available Formats box.

2. Select filter type as Default INX Filter.

The INX filter options appear.

Preferences (Filtered)	
type filter text	Formats
type filter text General Appearance Colors and Fonts Views AutoSave Connection Settings Memory Preferences Shortcut Keys Update Reminder User Name Spelling Hunspell Temp Files Translations	Formats         Available Formats         Image: Default ASP Filter         Image: Default Excel 2007 Filter         Image: Default Excel Filter         Image: Default HTM Filter         Image: Default ICML Filter         Image: Default IDML filter (older version)         Image: Default IDML filter         Image: De
<ul> <li>Auto-Propagation Auto-Suggest Colors</li> <li>Filters</li> <li>Machine Translation PM Plug-in Segmentation Settings TM Administration</li> <li>Terminology</li> <li>Transcheck</li> <li>Translation Memory</li> </ul>	Fontmapping file: Browse Note: Sample fontmapping file can be found in .wf_workspace\fontmapping folder. Please make a copy of the sample file to change target fonts. This avoids file getting overwritten during WF updates.
	Restore <u>D</u> efaults         Apply
	OK Cancel

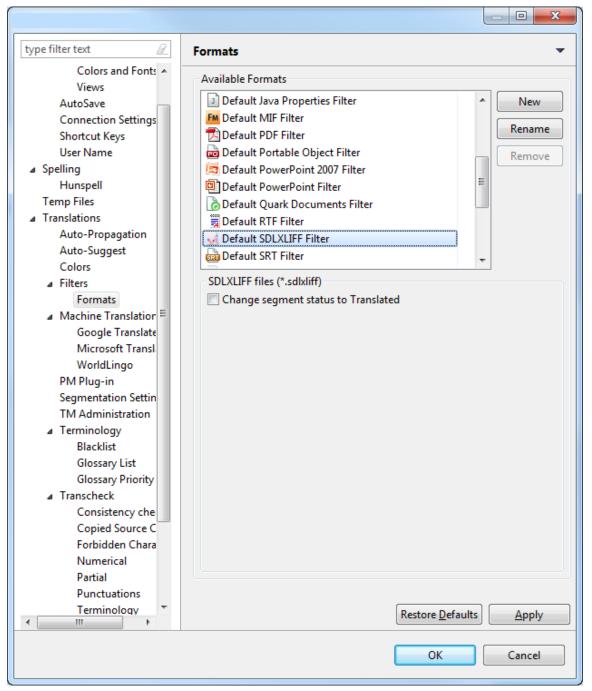
3. Enter or browse to the Fontmapping file for the filter.

# Selecting SDLXLIFF filter preferences

Open Wordfast Pro 3 and click Edit > Preferences > Translations > Filters >Formats.
 The Formats dialog box appears. The default filters appear in the Available Formats box.

2. Select filter type as Default SDLXLIFF Filter.

The SDLXLIFF filter options appear.



3. Select Change segment status to Translated to save the translation as Translated.

# Analyzing files

In the Analyzing files process, files for translation are analyzed against a translation memory to leverage reusable content and pre-translate files. This process can greatly improve efficiency and reduce time and effort spent on translation. Find below the procedures for the following tasks:

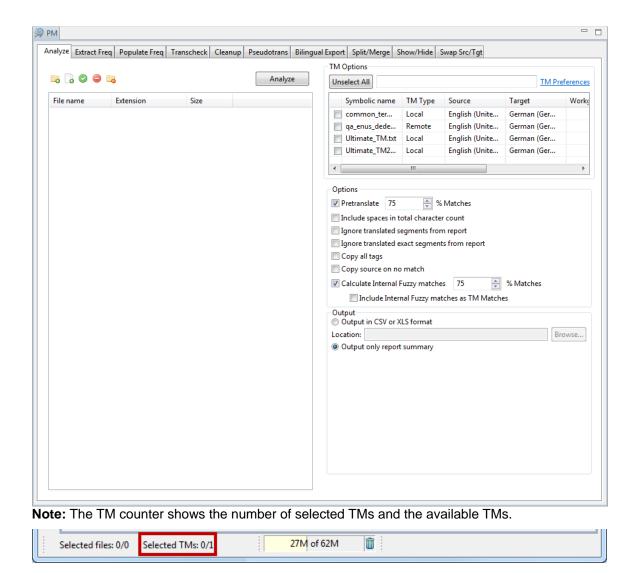
- Analyzing files process
- Selecting Analysis output option

# Analyzing files process

In the Analyzing files process, files for translation are analyzed against a translation memory to leverage reusable content and pre-translate files. Find below the procedures for the following tasks: To analyze files:

- Open Wordfast Pro 3 and click The PM perspective appears
- 2. Click Analyze.

The Analyze window appears.



3. Click **b** to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.

OR

Click 🖾 to add an entire folder. Once a folder is selected, the following message appears.

PM Plugin Question	
Do you want to add files from subfolders?	
	Yes No

Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

The files appear. Files are selected by default when added.

[	💿 🖨 🕞											
File nan 4 💟 🕻	•						M Options					
4 🔽 🤅	ne				Analyz	:e	Unselect All	1			TM	Preference
4 🔽 🤅	ne								1			
[		Extension	1	Size			Symboli	c name	TM Type	Source	Target	Work
-	🔁 test files						commo	n_ter	Local	English (Unite	German (Ger	
	🔽 🏹 Centraliza	tic txml		999 TU			qa_enus	dede	Remote	English (Unite	German (Ger	
	🔽 🏹 Centraliza	tic txml		999 TU			Ultimate	TM.txt	Local	English (Unite	German (Ger.	
	🔽 🏹 Centraliza			69 TU			Ultimate	-	Local	English (Unite	German (Ger.	
[	🔽 🏹 Centraliza	tic txml		69 TU					2000	cingilisti (orinteni		
[	🔽 🌌 Centraliza	tic txml		15 TU			•					Þ
	🔽 🎽 Centraliza			105 TU								
	🔽 🄏 Centraliza			31 TU		1	Options					
	🔽 🎽 common	-		15 TU			V Pretransla	te 75	÷ %	Matches		
	🔽 🎽 common <u></u>	-		15 TU			Include sr	aces in t	otal characte	r count		
	🔽 🄏 common	-		11 TU								
	🔽 🄏 common			7 TU					egments fror			
[	🔽 🄏 common	te txml		4 TU			Ignore tra	nslated e	xact segment	ts from report		
	🔽 🄏 common	-		4 TU			🔲 Copy all t	ags				
	🔽 🄏 common			4 TU			🔲 Copy sou	rce on no	match			
	🔽 🄏 common <u></u>	-		4 TU			Calculate	Internal I	uzzy matche	es 75 🊔	% Matches	
	🔽 🄏 Copy of c			15 TU					-			
	🔽 🎽 Copy of D			24 TU			Incl	ude Inter	nal Fuzzy mat	tches as TM Match	es	
	🔽 🄏 Copy of D			162 TU			Output					
	🔽 🄏 Copy of e			1 TU			Output in	CSV or X	LS format			
	🔽 🄏 Copy of T			10 TU			Location:					Browse
	🔽 🄏 Demo_Glo			49 TU			Output or	nly report	summary		,	
	🔽 🎽 Demo_Glo			49 TU								
	🔽 🄏 Demo_Glo			49 TU								
	🔽 🎽 Docx.doc			162 TU								
	🔽 🄏 Docx.doc			30 TU								
	🔽 🄏 en-de.txt.			1 TU								
	🔽 🄏 maxlengtl			17 TU								
	🔽 🄏 Reference	-		18 TU								
	🔽 🄏 test_tm_D			1 TU								
	🔽 🎽 test_tm_e			1 TU								
	🔽 🎽 test_tm_e			2 TU								
[	🔽 🎽 The Term	s.c txml		10 TU								

4. If the added folders contain files of multiple formats, the Choose Format Dialog box appears. Choose the format for the files to be analyzed. Only one format can be selected at a time.

Choose	Format						
Please cho	Please choose from a pre-defined configuration, then press OK to continue						
🔲 Add file	s from subfolders						
Format	Default TXT Filter						
Extension	*.txt						
	OK Cancel						

**Note**: You can analyze up to 20 files at a time using Wordfast Pro 3 in Demo mode. If you want to analyze more files you will need to purchase the Wordfast Pro 3 license from www.wordfast.com.

5. Select one or more translation memories for analyzing the files.

**Note**: You will need to add at least one translation memory (TM) before analyzing files. To add a local or remote TM, click **TM Preferences**. Go to <u>Creating or opening a TM</u> for more information. You can click in the TM Options column header to sort the TMs in ascending or descending

			TM Options				
7 🕞 🕥 🖨 🕞		Analyze	Unselect All			TM P	reference
File name Extension	Size		Symbolic name	TM Type	Source	Target	Work
🔺 📝 🗁 test files			common_ter	Local	English (Unite	German (Ger	
🔽 🌌 Centralizatic txml	999 TU		🔲 qa_enus_dede	Remote	English (Unite	German (Ger	
👿 🈹 Centralizatic txml	999 TU		Ultimate_TM.txt	Local	English (Unite	German (Ger	
👿 🌌 Centralizatic txml	69 TU		Ultimate_TM2	Local	English (Unite	German (Ger	
👿 🎉 Centralizatic txml	69 TU						
👿 🌌 Centralizatic txml	15 TU		•				Þ
🔽 🌌 Centralizatic txml	105 TU						
🔽 🌌 Centralizatic txml	31 TU		Options				
👿 🏹 common_te txml	15 TU		Pretranslate 75	÷ %	Matches		
👿 🌌 common_te txml	15 TU		Include spaces in to	ntal characte	er count		
👿 🌌 common_te txml	11 TU						
📝 🌌 common_te txml	7 TU		Ignore translated se	-			
📝 🌌 common_te txml	4 TU		Ignore translated et	xact segmen	ts from report		
🔽 🎉 common_te txml	4 TU		🔲 Copy all tags				
🔽 🌌 common_te txml	4 TU		Copy source on no	match			
📝 🌌 common_te txml	4 TU		Calculate Internal F	uzzy matche	es 75 🌲	% Matches	
📝 🌌 Copy of cor txml	15 TU			-			
🔽 🌌 Copy of Der txml	24 TU		Include Interr	hal Fuzzy ma	tches as TM Matche	es	
📝 🌌 Copy of Dor txml	162 TU		Output				
📝 🌌 Copy of en- txml	1 TU		Output in CSV or X	LS format			
📝 🌌 Copy of The txml	10 TU		Location:			В	rowse
📝 🌌 Demo_Glos: txml	49 TU		Output only report	summary			
📝 🌌 Demo_Glos: txml	49 TU						
👿 🌌 Demo_Glos: txml	49 TU						
👿 🌌 Docx.docx.t txml	162 TU						
🔽 🌌 Docx.docx.t txml	30 TU						
🔽 🌌 en-de.txt.txr txml	1 TU						
🔽 🌌 maxlength.) txml	17 TU						
V K Reference1_txml	18 TU						
☑ ∠ test_tm_DE- txml	1 TU						
V Z test_tm_enf txml	1 TU						
V K test_tm_enf txml	2 TU						
🔽 🌌 The Terms.c txml	10 TU						

order. You can unselect all chosen TMs by clicking Unselect All.

# 6. Select the following options if required:

Select	to
Pretranslate	pretranslate the translatable segments and enter
	the percentage of TM matches.
	Note: This is an optional step. The percentage
	defines the minimum leverage required to pre-
	translate a specific segment.
	You can also specify the analysis output option. For
	more information, refer Selecting Analysis output
	option.
Include spaces in total	include spaces in source character count.
character count	
Ignore translated	exclude already-translated segments from the
segments from report	analysis report.

Select	to
Ignore translated exact	exclude already-translated exact segments from the
segments from report	analysis report.
Copy all tags	from the source to the target segments for blank
	segments.
Copy Source on no	copy source segments to target only for no match
match	segments.
Calculate Internal	calculate internal fuzzy matches in source files. For
Fuzzy Matches	example, if there is a partial repetition of segments
	in a source file, it will be calculated as an internal
	fuzzy match.
	Select the percentage that should be calculated for
	such segments.
Include Internal Fuzzy	include internal repetitions as a TM match.
matches as TM	
Matches	

7. Select format for the output report. You have two options:

Output in CSV or XLS format: Select this option and click Browse to select a location and provide

Select file for output					X
G → Libraries →	Documents	test 🕨 Ultimate	✓ Search Ultime	ate	٩
Organize 🔻 New folder					0
✓ ★ Favorites ■ Desktop	Documer Ultimate	nts library	Arrang	ge by: Folder	•
Downloads	Name	Date modified	Туре	Size	File as
🗐 Recent Places	🔛 test1204	12/4/2013 9:28 AM	Microsoft Office Excel Co	1 KB	
		III			Þ
File name:					
Hide Folders			Save	Cance	<b>.</b>

a file name as shown in the example below.

8. Click **Save**, to save the CSV file. The Analyze window appears with the location of the CSV file as shown in the example below.

Output		
Output	in CSV or XLS format	
Location:	on: C:\Christine\test files\Ultimate\test1204.csv	
Output	only report summary	

Output only report summary: Select this option to view the output report on-screen

9. Click Analyze.

**Note**: When Excel files with sheetnames exceeding 31 characters are analyzed a warning message will appear. The warning message will prompt you to shorten the sheetnames that exceed 31 characters.

The analyzed TXML files are saved in the same folder as the source files. According to the output report format, either a CSV file is saved at the chosen location or the Analysis and Translation report appears as shown below. The report for files analyzed against separate TMs appears in separate tabs.

```
х
 Analyze and Translation
Start Analysis: Mon Feb 16 10:44:37 MST 2015
                                                                                           .
Translation Memory: E:\Christine\test files\Ultimate_source\Ultimate_TM.txt
Analyze Total (485 files):
 Match Types
                   Segments
                                   Words
                                            % Word
                                                           Tags
 Golden
                                     328
                                                  0
                                                              2
4
                         144
 Lever aged
                         150
                                     353
                                                  0
 Repetitions
                      20292
                                   99764
                                                 84
                                                           4639
 Internal Fuzzies
           95%-99%
                         480
                                    1955
                                                  2
                                                            130
           85%-94%
                                    4373
                                                  4
                         256
                                                            367
           75%-84%
                         159
                                    2240
                                                  2
                                                            171
           50%-74%
                           0
                                       0
                                                  0
                                                              0
 TM Matches
              100%
                         144
                                     328
                                                  0
                                                              2
           95%-99%
                                                  0
                                                              0
                           1
                                       1
                                                                                           Ξ
           85%-94%
                           0
                                       0
                                                  0
                                                              0
           75%-84%
                          1
                                      20
                                                  0
                                                              2
           50%-74%
                           0
                                       0
                                                  0
                                                              0
 No Match
                         873
                                   10290
                                                            546
                                                  9
                                 118971
                                                100
 Total
                       22206
                                                           5857
                        5.00
 Chars/Word
 Chars Total
                     595825
Analysis finished successfully with errors!
Mon Feb 16 10:44:52 MST 2015
ANALYSIS ERRORS
Errors of analysis on 3 files
Error in file: common_terms_en_de_ES-ES.txt.txml
File [sourceLanguage=EN-US, targetLanguage=ES-ES] wasn't analyzed because it has different language codes than tm
                                                                                    OK
```

The TM analysis report will display either % Segments or % Words based on the option selected in step 9 of <u>Selecting translation memory settings</u>.

## Selecting Analysis output options

When a file is analyzed, an analysis output is generated in the same folder as the source files. The analysis output is the pretranslated TXML file. The analysis output options allow you to choose whether the pretranslated TXML file should be renamed to add the language suffix or placed in a separate folder with a language suffix or both.

To select analysis output option:

 Open Wordfast Pro 3 and click The PM perspective appears.

### 2. Click Edit > Preferences > Translations > PM Plug-in.

The Preferences (Filtered) PM Plug-in dialog box appears.

type filter text 🖉	PM Plug-in	
Translations		
Auto-Propagation	Analysis Output Options	
Auto-Suggest	Add language suffix	
Colors	Subfolder creation	
▲ Filters Formats	Subfolder creation with language suffix	
Machine Translation	Cleanup Output Options	
Google Translate	Add language suffix	
Microsoft Transl	Subfolder creation	
WorldLingo	Subfolder creation with language suffix	
PM Plug-in	······································	
Segmentation Settin		
TM Administration		
▲ Terminology		
Blacklist		
Glossary List		
Glossary Priority 🛓		
▲ Transcheck		
Consistency che		
Copied Source C Forbidden Chara		
Numerical		
Partial		
Punctuations		
Terminology		
Untranslatable		
▲ Translation Memory		
Penalties		
TM List		
TM Priority		
*		
4 III >	<	•
	OK Can	

#### 3. Select a condition to be followed when analyzing files. The options are as follows:

Select	to
Add language suffix	add the language code (for example ES_MX) as a
	suffix to the analysis output file. An example

Select	to
	screenshot of the source folder and the source and
	analysis output file is given below.
	Project 1_files
	Word file.doc Word file_ES-MX.doc.txml
Subfolder creation	place the analysis output file within a subfolder. An
	example screenshot of the source and analysis
	output folder and file is given below.
	Project 1_files
	Project 1_files_es-MX
	Word file.doc.txml
Subfolder creation with	place the analysis output file within a subfolder. The
language suffix	subfolder and analysis output file will also include the
	language code as suffix. An example screenshot of
	the analysis output folder and file is given below.
	Project 1_files_es-MX
	" Word file_ES-MX.doc.txml

# **Extracting frequents**

In the Extracting frequents process, repetitive source segments are extracted from the files for translation. Extracting frequents helps reduce the total number of segments to be translated. This is useful when translating in large jobs with many source files, containing repetitive content.

To extract frequents:

- 1. Open Wordfast Pro 3 and click
  - The PM perspective appears.

### 2. Click Extract Freq.

The Extract Freq window appears.

🔊 РМ										
Analyze	Extract Freq	Populate Freq	Transcheck	Cleanup	Pseudotran	s Bilingual E	xport Split/Merge	Show/Hide Swap Src/Tgt		
<b>B</b>	, 📀 😑 🕞				E	xtract	Extract File Option	e after 250 🚊 segme	ents	
File n	ame			Exte	nsion	Size	Make one fre	quents file per TXML		
							Extract Location Extract freque	Options ents file to TXML folder		
							O Location:	epetitions-		Browse
								matches from frequents analys		
							-	ric differences from frequents a s that occur at least 1	inalysis	
•		"	I			4				

3. Click **b** to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.

#### OR

Click 🗟 to add an entire folder. Once a folder is selected, the following message appears.

PM Plugin Question	<b>— X —</b> )
Do you want to add files from subfolders?	
	Yes No

Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

The files appear. Files are selected by default when added.

			. • <b>X</b>
File Edit Window Help			
File Edit Window Help	anup Pseudotrans Bilingual Expor Extract Extension Size toml 24 TU toml 24 TU toml 24 TU	t Split/Merge Show/Hide Swap Src/Tgt Extract File Options Make new file after 250 segments Make one frequents file per TXML Extract Location Options Extract frequents file to TXML folder Uccation: C:\Extract_freq File Prefix repetitions- Extract Frequents Options Extract Frequents Options Ignore exact matches from frequents analysis Ignore numeric differences from frequents analysis	Browse
▼     Z     Demo-Sample-Eng1.doc.txml       ▼     Z     Demo-Sample-Eng2.doc.txml	txml 24 TU	File Prefix: repetitions- Extract Frequents Options Ignore exact matches from frequents analysis	irowse
<		31M of 62M	

Note: Ensure all files selected or added are TXML files.

4. Under Extract files Options, select one of two options:

Select **Make a new file after (#) segments**. Enter the maximum number of segments per file. The default is 250 segments. To produce only one frequents file, set the maximum number of segments per file to 10000.

OR

#### Select Make one frequents file per TXML.

**Note**: The number signifies the minimum number of times a segment must be repeated in the set of files to be extracted. For example, if this value is 1, Wordfast Pro 3 will extract one unique occurrence of all segments that appear once or more.

Frequents will be extracted in the order in which the files were added.

5. Under Extract Location Options, select Extract Frequents to TXML folder to save the frequents file to the TXML folder.

OR

Select the radio button for **Location**, and browse to another location for the frequents file. The file prefix will be **repetitions**.

6. Under Extract Frequents Options, select Ignore exact matches from frequents analysis to ignore exact matches.

Select Ignore numeric differences from frequents analysis to ignore numeric differences.

### 7. Click Extract.

The repetitive segments are extracted and saved at the location selected.

Extract Frequents	<b>X</b>
Extracted 71 segments out of 90 total extractable segments.	
	ОК

**Note**: The TXML files with extracted frequent segments are sent to the translator for translation. After translated files are received from the translators, they are cleaned up and saved into the TM. The TM is then applied to the original TXML files, to complete the translation process.

# **Populating frequents**

In the Populating frequents process, the original TXML file is populated by the frequents file containing all translated content.

To populate frequents:

- 1. Extract frequents from the files as explained in Extracting frequents.
- 2. Open Wordfast Pro 3 and click

The PM perspective appears.

3. Click Populate Freq.

The Populate Freq window appears.

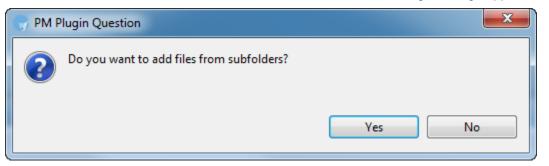
S PM			
Analyze Extract Freq Populate Freq Transcheck	Cleanup Pseudotrans	Bilingual Export Split/	Merge Show/Hide Swap Src/Tgt
Select Frequents File:		Populate Frequents	Options Show folder path in the report Populate TXML in new folder
File name	Extension	Size	
< m		4	
Select Original TXML File:			
File name	Extension	Size	
<		4	

- 4. In the **Select Frequents File** panel, click **b** to browse to the frequents file created by extracting frequents.
- 5. In the Select Original TXML File panel, add the source TXML file(s) for the frequents file.

Click **b** to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.

OR

Click 🗟 to add an entire folder. Once a folder is selected, the following message appears.



Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

The files appear. Files are selected by default when added.

м					-
alyze Extract Freq Populate Freq Transcheck	Cleanup Pseudotra	ns Bilingual Export Split/Merge	Show/Hide	e Swap Src/Tgt	
elect Frequents File: 🗟 🕞 🞯 😂 🔀				r path in the report (ML in new folder	
File name	Extension	Size			
👿 🌌 common_terms_en_de.bxt.txml-freque	nts.txm txml	15 TU			
4 [ m					
elect Original TXML File:		e.			
File name	Extension	Size 15 TU			
	barli	10.0			
4					

- 6. To show the folder path in the report, select **Show folder path in the report**.
- 7. To populate frequents in a new folder, select **Populate TXML in new folder**.

### 8. Click **Populate Frequents**.

When the process is complete, a confirmation message appears. The translated content from the frequents file populates the original source TXML file. A Frequents Population Log is generated

saved in the same folder as the original source TXML file.

Populate Frequents	×
Populate Frequents Completed	ОК

### Transcheck

The Transcheck option allows you to check the translated content for missing tags, empty target, numbers, untranslated segments, and/or terminology.

To transcheck TXML files:

- Open Wordfast Pro 3 and click The PM perspective appears.
- 2. Click Transcheck.

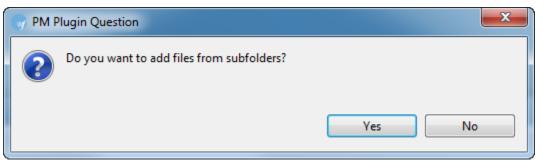
The Transcheck window appears.

🙊 РМ	- 6
Analyze Extract Freq Populate Freq Transcheck Cleanup Pseudotrans Bili	lingual Export Split/Merge Show/Hide Swap Src/Tgt
Analyze Extract Freq Populate Freq Transcheck Cleanup Pseudotrans Bili	ingual Export Split/Merge Show/Hide Swap Src/Tgt  Segment Changes/Transcheck Report Options Add Notes column to Report Add Notes column to Report Size Select desired check Select Deselect All Partial Check Select Deselect All Se
	I ag Check       Configure         Punctuations Check       Configure         Untranslatable Check       Configure         Copied Source Check       Configure         Character Limit Check       Edited Exact Match Check         Edited Exact Match Check       Source Consistency Check         Ø Source Consistency Check       Configure         Ø Source Consistency Check       Configure         Ø Source Consistency Check       Configure         Ø Target Consistency Check       Configure         Blacklist check       Blacklist check
د !!!	Glossary list Blacklist Select desired glossary Select Glossary: Glossary List Preferences Glossary List Preferences Glossary Name Source Target Type

3. Click **b** to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.

OR

Click 🗟 to add an entire folder. Once a folder is selected, the following message appears.



Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

The files appear. Files are selected by default when added.

S PM	- 8
Analyze Extract Freq Populate Freq Transcheck Cleanup Pseudotrans Bilingual Expo	rt Split/Merge Show/Hide Swap Src/Tgt
Analyze       Extract Freq       Populate Freq       Transcheck       Cleanup       Pseudotrans       Bilingual Expo         Image: Segment Changes       Image: Segment Changes       Transcheck         File name       Extension         Image: Segment Changes       Extension         Image: Segment Changes       Image: Segment Changes         Image: Segment Changes       Extension         Image: Segment Changes       Image: Segment Changes         Image: Segment Changes	Segment Changes/Transcheck Report Options Add Notes column to Report Select desired check Select/Deselect All Partial Check Configure Furpty target Check Numerical Check Configure
	Image: Configure Configure Configure         Portididen Characters Check       Configure         Punctuations Check       Configure         Copied Source Check       Configure         Character Limit Check       First word capitalization Check         E dited Fuzzy Match Check       Undeited Fuzzy Match Check         Image: Source Consistency Check       Configure         Image: Target Consistency Check       Configure         Image: Target Consistency Check       Configure         Image: Terminology Check       Configure
< <b>III</b>	Image: Constant of the second secon

**Note**: You can check 20 files at a time using Wordfast Pro 3 in Demo mode. If you want to check more than 20 files, you will need to purchase the Wordfast Pro 3 license from www.wordfast.com.

- 4. Under Segment Changes/Transcheck Report options, select Add Notes column to report to add notes added to the segment in the TXML file.
- 5. Select the following Transcheck options, if required. To configure individual Transcheck options, go to <u>Configuring Transcheck</u>.

Select	to check
Partial Check	the character count between the source and target
	segments. Go to Edit > Preferences >

Select	to check
	Translations >Transcheck> Partial or click
	Configure to enter the minimum and maximum %
	of allowed character count for the target segment.
Empty target Check	for empty target segments.
Numerical Check	if the numerals in the source segment match the
	target segment. The numbers with hyphens will be
	read as two separate numbers. Click <b>Configure</b> to
	set the option in Preferences.
Tag Check	for missing tags in the target segments.
Forbidden Characters	check if the target segment includes forbidden
check	characters. Go to Edit > Preferences >
	Translations >Transcheck> Forbidden
	Characters or click Configure to add the forbidden
	characters that should not be included in the target
	segment.
Punctuations Check	for consistency in punctuation between source and
	target segments. Go to Edit > Preferences >
	Translations >Transcheck> Punctuations or click
	Configure to add the punctuation marks that
	should not be included in the target segment
Untranslatable Check	if the untranslatable content in source and target
	segments is consistent. Go to Edit > Preferences
	> Translations >Transcheck>Untranslatable or
	click Configure to add untranslatable text that must
	be retained in the target segment.
Copied Source Check	if the source segment has been copied to the target
	segment.
Character Limit Check	if the characters in the segment or paragraph
	exceed the maximum number of allowable
	characters (length).
First word	if the first word of each segment is capitalized.
capitalization Check	
Edited Exact match	if any exact match segments from the TM have
Check	been edited.
Unedited Fuzzy Match	if any fuzzy match segments from the TM have

Select	to check
Check	been left unedited.
Source Consistency Check	consistency between source segments if the target is repeated.
Target Consistency Check	consistency between target segments if the source is repeated.
Terminology Check	if the terms in the source segment are translated correctly based on the glossary.
Blacklist check	if any terms in the translation are blacklisted.

6. If Terminology Check is enabled, a glossary must be selected. To select a glossary:

• Click the **Glossary** list tab. Select one or more glossaries from the list of glossaries.

Glossan	y list Blacklist				
Select	desired glossary				
Selec	t Glossary:				Browse
					Glossary List Preferences
	Glossary Name	Source	Target	Туре	
<b>V</b>	glossary_Centr	English (U	German (G	Local	
	TM url	English (U	German (G	Local	
1	Ultimate_Ter	English (U	German (G	Local	

• To create or add another glossary, click Glossary List Preferences to go to

### Preferences

ype filter text 🖉	Glossary	List					
✓ General Memory Preferences ✓ Translations	Add Glo	ssary(ies) and select Glos	sary(ies) to u	ise for this pro	oject		
<ul> <li>Translations</li> <li>Terminology</li> </ul>	Active	Glossary Name	Source	Target	Туре	Read-Only	Create
Blacklist		Ultimate_Terminol	EN-US	DE-DE	Local		
Glossary List	V	TM url	EN-US	DE-DE	Local	V	Add
Glossary Priority <ul> <li>Translation Memory</li> </ul>		glossary_Centraliza	EN-US	DE-DE	Local		Edit
TM List TM Priority							Remove
TMPHONEY							Import
							Export
	Glossary Properties						
	Location: C:\Users\cjacques@egsolutions.com\.wf_workspace\glossaries\g_1						
	Source Language: English (United States)						
	_	Language: German (Ger	many)				
	Term Count: 27						
						Restore Defa	aults Apply

7. If Blacklist check is enabled, a blacklist must be selected. To select a blacklist: Click the Blacklist tab and select a blacklist from the list.

OR

Click Blacklist List	Preferences to	browse to	o a blacklist.
----------------------	----------------	-----------	----------------

Glossan	y list Blacklist		
Select	desired blacklist		Blacklist List Preferences
	Blacklist Name	Target	
<b>V</b>	BlackList.txt	German	
	blacklist_en.txt	German (Ger	
	en-de-Blacklist	German (Ger	
	gl-projdir49.translations.com-Bla	German (Ger	

8. If the TXML language and glossary language do not match, the following dialog box appears:

💮 Error	
8	Selected TXML language and Glossary language do not match for Terminology Check. Please select matching language pair glossary from the list.
	ОК

Select the correct TXML language and glossary language match from the list.

### 9. Click Transcheck.

The TransCheck Error Report appears. A summary of the report is at the top, followed by a summary of the files in the report. An example is shown below.

port Summary (1	file)			
		File Name		Total Number of Errors
Christine\test files\Doc	x.docx.txml			4
cx.docx.txml				
ransCheck				4 Errors
dited Exact Check				4
lited Exact Check—				
Segment ID	Block ID	Source	Target	Comment
1	0:1	Ultimate Docx file	Ultimate Docx Methird changed	Segment contains edited exact match.
	2:1	Name	Named	Segment contains edited exact match.
3		Address	Adresses	Segment contains edited exact match.
3 5	4:1	Address		

**Note**: The TransCheck Error Report is saved automatically as an html file in the same folder as the TXML file, with the following prefix: TranscheckError\_date-time.html.

Note: The Unedited Fuzzy Check report includes the score for the segment. An example is

#### shown below.

#### **TransCheck Error Report**

#### Demo-Sample-Eng1.docx.txml

Unedited F	uzzy Check	(				
Segment ID	Block ID	Source	Target	Score	Notes	Comment
1	0:1	the entire system in the context of a Functio nal Requirement Specification(s) (FRS) and/ or a System Requirement Specification (SR	{1}Die Pr üfung des Systems wird auf dem g esamten System in Zusammenhang mit eine r Funktionalen Anforderungsspezifikation(e n) (FRS) und/oder einer Systemanforderung s-Spezifikation (SRS) durchgef ührt.	99		Segment contains unedited fuzzy match.

### Export notes

The Export Notes function allows you to export notes in a separate Word file.

To export notes as a Word file, click Export Notes.

The notes are exported in a Word table. By default, the notes are saved in the same folder as the TXML file.

An example of exported notes is given below.

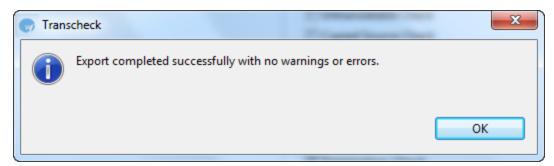
ID	Source	Target	Туре	Notes	Creator ID	Date
2	INTERNET	INTERNETSICHERHEIT	text	this is a note	cjacques	Mon Nov
	SECURITY					04
						11:47:38
						MST 2013
7	A personal	Eine Personal Firewall	text	another note	cjacques	Mon Nov
	firewall is an	isteineAnwendung, welche				04
	application	den Netzwerkverkehrzu und				11:53:30
	which controls	vom Computer steuert. Auf				MST 2013
	network traffic	einerSicherheitsrichtliniebas				
	to and from a	ierendeKommunikationwird				
	computer,	zugelassenoderverweigert.				
	permitting or					
	denying					
	communications					
	based on a					
	security policy.					

### **Segment Changes Report**

The Segment Changes report enables you to export segment changes in a separate TXML file.

To generate a Segment Changes report, click **Segment Changes** on the Transcheck tab..

The following message appears:



If there are no segment changes, the following message appears:

PM Plug-in	
Export completed successfully with no warnings or errors. Report is no files without segment changes.	ot generated for
OK File(s) without segment changes: File: Demo-Sample-Eng2.doc.txml.swapped.txml File: Demo-Sample-Eng1.doc.txml File: Centralization of Localization1.doc.txml	<< Details

By default the report is saved in the same folder as the TXML files.

### A sample report appears below.

jmo D	ent Score	Source	Target	User	Date/Time
ae	t revisi	ion			
-	ent Score		Target	User	Date/Time
		The main objective for most of our	Kunden		
		customers is to gain control over cost, quality, and turn-around time. Our	Kunden <mark> kontrol</mark>	cjacques	Wed May 13 13:39:32 MDT 2
L	0	customers seek out to reduce a lack of consistency across languages, markets and programs, a lack of cost control over	Kunden kontrol <mark>len</mark>	cjacques	Wed May 13 13:39:53 MDT 2
		the same, and significant delays in launching global initiatives.	Kunden kontrol <mark>len</mark>	cjacques	Wed May 13 14:10:05 MDT 2

# Cleaning up and updating TM

The **Cleanup** process creates final target files for the translation, in the source formatting, and reports the number of segments cleaned, errors, and TM update results, if a TM is selected to update during cleanup. To clean up and update TM:

1. Open Wordfast Pro 3 and click

The PM perspective appears.

### 2. Click Cleanup.

The Cleanup window appears.

РМ		
nalyze Populate Freq Transched	k Cleanup Pseudotrans	Bilingual Export Split/Merge Show/Hide Swap Src/Tgt
File name	Cleanup Extension Size	Update TM Options Update TM Options Unselect All Symbolic name TM Type Source Target Doc_TM1 Remote English German < >> Update Option Overwrite existing TU (default) ~ Add Attribute Add File Name as Attribute Overwrite private TUs (WFServer TM Only)
		Write Unconfirmed segments      Output     Output in comma separated format      CSV     Browse      Output only report summary

3. Click **b** to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.

OR

Click 👼 to add an entire folder. Once a folder is selected, the following message appears.

PM Plugin Question	<b>X</b>
Do you want to add files from subfolders?	
	Yes No

Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

The files appear. Files are selected by default when added.

PM						
Analyze Populate Freq Transcheck	Cleanup Ps	eudotrans	Bilingual Export Sp	olit/Merge Show,	/Hide Swap	Src/Tgt
🗟 🕞 🥥 🖨 🗟 File name	Clea Extension	nup Size	Update TM Optio	ns		TM Preferences
✓ ☑ ➢ Training ☑ ➢ PD_en-de.idml.txlf.txm	l txml	32 TU	Symbolic na	me TM Type Remote	Source English	Target German
			<ul> <li>Update Option</li> <li>Add Attribute</li> <li>Add File Name</li> <li>Overwrite privation</li> <li>Write Unconfirmed State</li> </ul>	ate TUs (WFServer		>  t) ~
			Output O Output in com CSV Output only re		mat	Browse

**Note**: You can clean up to 20 files at a time using Wordfast Pro 3 in Demo mode. If you want to clean up more than files you will need to purchase the Wordfast Pro 3 license from www.wordfast.com.

- 4. Select **Update TM** check box for updating files to a TM. (Optional).
- 5. Select the translation memory.

**Note**: You will need to add at least one TM before cleaning up files. To add a local or remote TM, click **TM Preferences**. Go to <u>Creating or opening a TM</u> for more information.

6. Select an **Update option**. The options are as follows:

Select	to
Overwrite existing	overwrite the existing translation unit.
TU (default)	
Do not overwrite TU	not overwrite existing translation unit.
Overwrite if	overwrite the existing translation unit only if custom
attributes are	attributes for new and existing translation units are
identical	identical.
Do not add to TM	not add to the translation memory.

- 7. Select Add Attributes checkbox, to enter custom attributes for the translation unit.
- 8. Select Add File Name as Attribute, to add file name as a custom attribute.

- 9. Select Overwrite private TUs (WFServer TM Only), to overwrite private TUs with public TUs. Note: All workgroup ID TUs will be overwritten with public TUs.
- 10. Write Unconfirmed segments is selected by default, to allow unconfirmed segments to be written to the TM. Deselect the option if required.
- 11. Select format for the output report. You have two options:
  - Output in comma-separated format: Select this option and click **Browse** to select a location and provide a file name
  - Output only report summary: Select this option to view the output report on-screen
- 12. Click Cleanup.

A Cleanup report appears, showing the results of the cleanup and any errors.

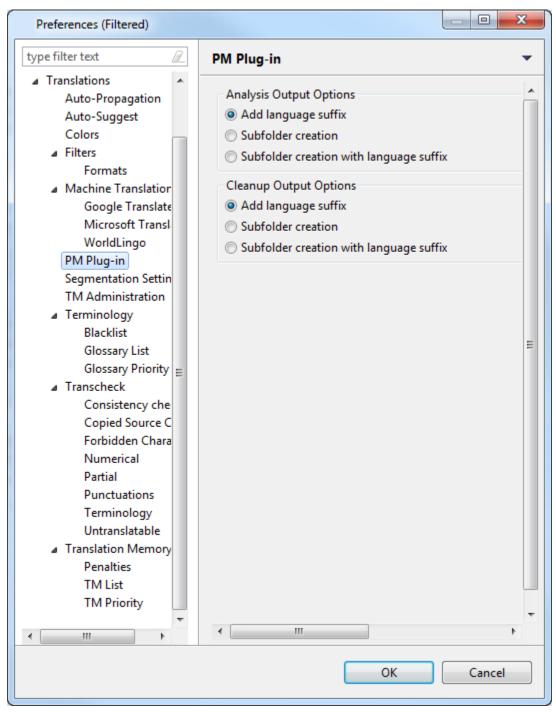
Warnings and erro	ors							23
CLEANUP REPORT		0	9:44:45	12-02-20	16			*
Translation Memo \en_de_tm.txt	ory: C:\Users\cj	acques\Docum	ents\Traini	ng\test_	files	\Ultimate	2	
Result of cleanu Total Segments	p of 1 file Total Cleaned	Updated	Not Updated	l Errors	%	Too Long	g Empty	
5	5	4	1	. 0	0	C	0 0	
4								~
							Close	•

### **Selecting Cleanup options**

To select cleanup output options:

- Open Wordfast Pro 3 and click 
   Image: Comparison of the PM perspective appears.
- 2. Click Edit > Preferences > Translations > PM Plug-in.

The Preferences (Filtered) PM Plug-in dialog box appears.



3. Select a condition to be followed when cleaning up files. The options are as follows:

Select	to
Add language suffix	add the language code (for example ES_MX) as a
	suffix to the cleanup. An example screenshot of the
	source folder and the source and cleanup file is

Select	to
	given below.
	Project 1_files
	■Word file.doc 予 Word file_ES-MX.doc.txml
Subfolder creation	place the cleanup file within a subfolder. An
	example screenshot of the source and cleanup
	folder and file is given below.
	Project 1_files
	Project 1_files_es-MX
	Word file.doc.txml
Subfolder creation with	place the cleanup file within a subfolder. The
language suffix	subfolder and cleanup file will also include the
	language code as suffix. An example screenshot of
	the cleanup folder and file is given below.
	Project 1_files_es-MX
	" Word file_ES-MX.doc.txml

# **Pseudotranslation**

The Pseudotranslation option copies source content to target. Pseudotranslated target content will have accented characters and the text will be expanded by 20%. This will help you preview what content will be selected as translatable and how complex formatting will appear in the target. Either source files or TXML files can be pseudotranslated.

To pseudotranslate files:

Open Wordfast Pro 3 and click 
 The PM perspective appears.

\_ \_ \_

### 2. Click Pseudotrans.

(10) - · · · ·

The Pseudotranslation window appears.

≫ PM		
Analyze Extract Freq Populate Freq Transcheck Clear	Pseudotranslate	
File name	Extension Size	Use a Pseudotranslate to get a preview of what will be pulled in as translatable and how complex formating will show up in the target. Either source files or TXML files can be Pseudotranslated.  Pseudotranslate Options Source Language: Target Language: Target Language: Create Pseudotranslated target file  Create Pseudotranslated target file

3. Click **C** to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.

### OR

Click 🗟 to add an entire folder. Once a folder is selected, the following message appears.

PM Plugin Question	
Do you want to add files from subfolders?	
	Yes No

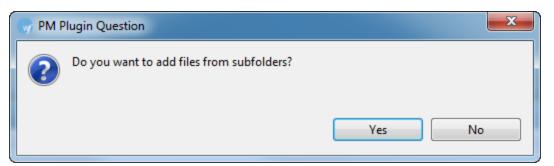
Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

The files appear. Files are selected by default when added.

4. Click **b** to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.

OR

Click 🔤 to add an entire folder. Once a folder is selected, the following message appears.



Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

The files appear. Files are selected by default when added.

5. The Choose Format dialog box appears. Choose the format for the files to be analyzed. Only one format can be selected at a time.

Choose	Format					
Please choose from a pre-defined configuration, then press OK to continue						
🔲 Add file	s from subfolders					
Format	TXML Configuration					
Extension	*.txml					
	OK Cancel					

6. Click OK.

The files appear.

	[	Pseudotrans	late	
<ul> <li> </li> <li></li></ul>	txml txml	Size 69 TU 15 TU 15 TU 11 TU 7 TU 4 TU 4 TU 15 TU 162 TU 1 TU 10 TU 10 TU 49 TU 49 TU 49 TU 162 TU 162 TU 30 TU	A E	Use a Pseudotranslate to get a preview of what will be pulled in as translatable and h complex formatting will show up in the target. Either source files or TXML files can b Pseudotranslated.  Pseudotranslate Options Source Language: Target Language: Create Pseudotranslated target file
	txml txml	1 TU 1 TU		

**Note**: You can pseudotranslate up to 20 files at a time using Wordfast Pro 3 in Demo mode. If you want to pseudotranslate more than 20 files, you will need to purchase the Wordfast Pro 3 license from www.wordfast.com.

- 7. Select **Source** and **Target Language**.
- Select Create pseudotranslated target file to create a pseudo translated file in the chosen language and source format. For example, if you pseudotranslate a Word document from English (US) to German (Germany), then the PM plugin will create a pseudotranslated TXML file and word document. These files will be placed in the same folder as the source file.

Note: The Create pseudotranslated target file retains the last used selection..

9. Click Pseudotranslate.

The selected file(s) are pseudotranslated and the summary appears.

Warnings and errors		×
SUMMARY		^
Total: Processed: Warnings: Errors:	9 9 0 0	
		- ilose

The pseudotranslated files are placed in the same folder as the source file. An example of a pseudotranslated TXML and a pseudotranslated source file are below.

test							
		ranslation Memory Terminology Window Help					
			🌼   11 😼 🕼 🖡 1 🛊 🍳 💫 🎝 🖉 🤇 🛨 🗕 💥 🐻 🐻 📴 🕰 🗲 🖛 🗜 🛶   🕸   🔯 😨				
8	Copy	of common_terms_en_de.txt 🔀					
	ID	English (United States)	German (Germany) Score				
	1	English	Ênglîísh N/A				
	2	acceptance	äåccèëptäåncèë N/A				
	3	answer	áænswéër N/A				
	4	client	clîiéènt N/A				
	5	Air China	Àíìr Chíìnàã N/A				
	6	Fleet	Flëëëët N/A				
	7	fleet	flèëèët N/A				
	8	Site	Síìtëê N/A				
	9	site	sîïtêé N/A				
	10	website	wêébsìítêé N/A				
Т	Text Tab	le					
[en_l	JS-de_DE	E] Source: 7 - 7 Target: 8 - 8	8 Max: - 🛛 44M of 105M 📋 🖉 🧭 🖬 🗊				

#### THTÉRNÉT SÉCURTTY

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#### ΕΤΙΛΟΓΙΚ ΡΙΚΟΤΕΟΤΙΟ

With Neetwoork Acceess Proofeectioon, systeem Seedministratetoors oor See oorgate Hitsbettoor's coompiyiteer neetwoork cateen deethnee poolicitees toor systeem neessetti reequiyiteemeents.

#### PÉRSÖNÁL FIRÉWÁLLS

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Néètwóôrk Systéèms Díláágnóôstlic

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- .4216රිතය 1942 173424 රට රටරා පරිති කාර්ථා prරිතිල සංඛ්යා දෙසකි සංක්ෂය දෙසකි විරිත් සංක්ෂයවෙනයේ 1942 ගිරිපෙක්ඩ මෛතර්රිතය සංක්ෂය පරිති Turke neet.
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1234 Ány Sirtetel Melesi Töömnsullite, Sienelee 54321 Phóönet 555.543.5432

### **Bilingual Export**

The Bilingual export option allows you to export the bilingual document file into DOC format, edit using Microsoft Word, and import the DOC file back into the TXML file.

To complete bilingual export of files:

1. Open Wordfast Pro 3 and click

The PM perspective appears.

2. Click Bilingual Export.

The Bilingual Export window appears.

Transcheck Cleanup Pseudotrans Bili t Only Export Review Import Review Extension	Export Excl S Prot	Split/Merge Show Review Options ude the notes colu k changes ect document (Wo ude Custom Attrib	mn ord 2003 and ab	Src/Tgt	_	
		n Instructions:	stions 🔟 los	and I This De	cument	Browse
		te merged TXML desired glossary			Glossary Lis	t Preferences
		Glossary Name	Source	Target	Туре	
		Demo_Glossar	English (U	German (G	Local	
		glossary_Centr	English (U	German (G	Local	
		Preferred_Ter	English (U	German (G	Local	
		test_tm_DE_DE	English (U	German (G	Local	

3. Click **C** to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.

OR

Click 👼 to add an entire folder. Once a folder is selected, the following message appears.

PM Plugin Question	
Do you want to add files from subfolders?	
	Yes No

Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

The files appear. Files are selected by default when added.

			Export F	Review Options				
2 🕞 🥥 🤤 🕞	Export Only Exp	Import Review	Exclu	Ide the notes colu	mn			
🔽 🎽 Centralizatio	e.docx txml e_en.d docx on of L docx on of L txml on of L txml on of L docx on of L txml	Size 16 KB 51 TU 15 KB 16 KB 20 TU 26 KB 26 TU	Prote	k changes ect document (Wo ide Custom Attribu- Instructions: D Name I Instru Review Options ept tracked change	utes ctions 🕡 Lego		ocument	Browse.
♥ ♥ Copy of Ob ♥ 差 Copy of Ob ♥ ♥ Copy of Ob ♥ ♥ Obtaining t ♥ 差 Obtaining t	taining txml taining doc he buy docx	36 KB 5 TU 27 KB 14 KB 5 TU		te merged TXML desired glossary —			Glossary List	Preference
🔽 🕢 regex.docx	docx	13 KB		Glossary Name	Source	Target	Туре	
				Demo_Glossar	English (U	German (G	Local	
				glossary_Centr	English (U	German (G	Local	
				Preferred_Ter	English (U	German (G	Local	
				test_tm_DE_DE	English (U	German (G	Local	

You can either export the selected file(s), export for review or import the reviewed file(s).

### **Export Only**

The Export Only... feature allows you export file(s) to Wordfast Classic (WFC).

To use export only:

1. Select the TXML file(s), as shown in the example below.

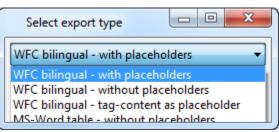
Image: Track changes         Protect document (Word 2003 and above)         Include Custom Attributes         Custom Instructions:         Image: Track changes         Image: Track
Include Custom Attributes Custom Instructions: Browsee
Custom Instructions: Browse
V App Name V Instructions V Legend V This Document
E. TF.
Import Review Options
Accept tracked changes
Create merged TXML
Select desired glossary
Glossary List Preferenc
Glossary Name Source Target Type
Demo_Glossar English (U German (G Local
glossary_Centr English (U German (G Local
Preferred_Ter English (U German (G Local
test_tm_DE_DE English (U German (G Local

2. Click Export Only....

The Select export type dialog box appears.

Select export type	
WFC bilingual - with place	holders 🔹
	Export
	<u> </u>

3. Select one of the following export types from the drop-down menu:

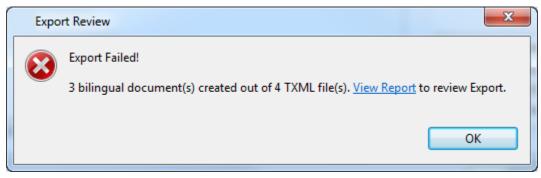


### 4. Click Export.

If the export is successful, a confirmation message appears.

Expo	ort Review
0	Export Successful! 5 bilingual document(s) created out of 5 TXML file(s). <u>View Report</u> to review Export.
	ОК

If the export fails, a failure message appears.



5. Click View Report. The log appears. This log and the exported file in the chosen format are saved in the same folder as the selected TXML file(s).

Level	Message
INFO	Offline Review Tool Ver. 3.6.0
INFO	Extracting 1 file for Offline Review.
INFO	TXML Extractor: E:\Christine\test files\Centralization of Localization1.instructions.txml.docx.txml
INFO	69 tus written to rtf
INFO	Done.

### Export files for review

To export files for review:

1. Select the TXML file(s) from uploaded folder as shown in the example below.

Image: State	iew I Export Review Options I Exclude the notes column I Track changes
File name     Extension     Size       ▲ ♥ ⇒ test_files     ●     ●       ♥ ♥ Carcassonne.docx docx     16 KB       ♥ ♥ Carcassonne.docx txml     51 TU       ♥ ♥ Carcassonne.docx     15 KB       ♥ ♥ Centralization of L docx     16 KB       ♥ ♥ Centralization of L txml     20 TU       ♥ ♥ Centralization of L docx     26 KB       ♥ ♥ Centralization of L docx     26 TU	<ul> <li>Protect document (Word 2003 and above)</li> <li>Include Custom Attributes</li> <li>Custom Instructions:</li> <li>Prowse</li> <li>Papp Name Instructions I Legend I This Document</li> <li>Import Review Options</li> <li>Accept tracked changes</li> </ul>
Image: Copy of Obtaining doc     36 KB       Image: Copy of Obtaining doc     36 KB       Image: Copy of Obtaining doc     27 KB       Image: Copy of Obtaining the buy docx     14 KB       Image: Copy of Obtaining the buy txml     5 TU       Image: Copy of Obtaining the buy txml     5 TU       Image: Copy of Obtaining the buy txml     5 TU	Create merged TXML Select desired glossary Glossary List Preference Glossary Name Source Target Type
	Glossary Name       Source       Target       Type         Demo_Glossar       English (U       German (G       Local         glossary_Centr       English (U       German (G       Local         Preferred_Ter       English (U       German (G       Local         test_tm_DE_DE       English (U       German (G       Local

2. Select the following Export Review options, if required:

Select	to
Exclude the notes	exclude the notes content when the TXML file is
column	exported to RTF.
Track changes	track changes in the RTF.
Protect document	protect the file if using MS Word 2003 and above.

Select	to
(Word 2003 and above)	
Include Custom Attributes	include or exclude custom attributes in the export

3. Browse to the file containing any Custom Instructions for the exported review, and click **Open File** to attach the file to the exported document.

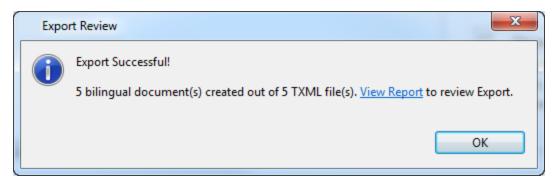
**Note:** The exported review document contains default instructions, Custom instructions, or no instructions.

4. Select the checkboxes for the following options, to clear them. All options are selected by default. If all options are cleared, the exported file contains only segment tables for review.

Select	to
App Name	add the name of the review application to the
	exported review document.
Instructions	add default instructions to the exported review
	document in .rtf, .doc or .docx format to the file for
	review.
	<ul> <li>If selected, default instructions are added to the exported review document.</li> <li>If selected, and Custom Instructions are added, custom instructions are added to the exported review document.</li> <li>If Instructions is not selected, no instructions are added to the exported review document. Custom Instructions and the Browse button appear shaded, and cannot be activated.</li> </ul>
Legend	show or hide the legend in the exported review
	document.
This Document	show details of the exported review document, such
	as source and target locale.

### 5. Click Export Review.

If the export is successful, a confirmation message appears.



If the export fails, a failure message appears.

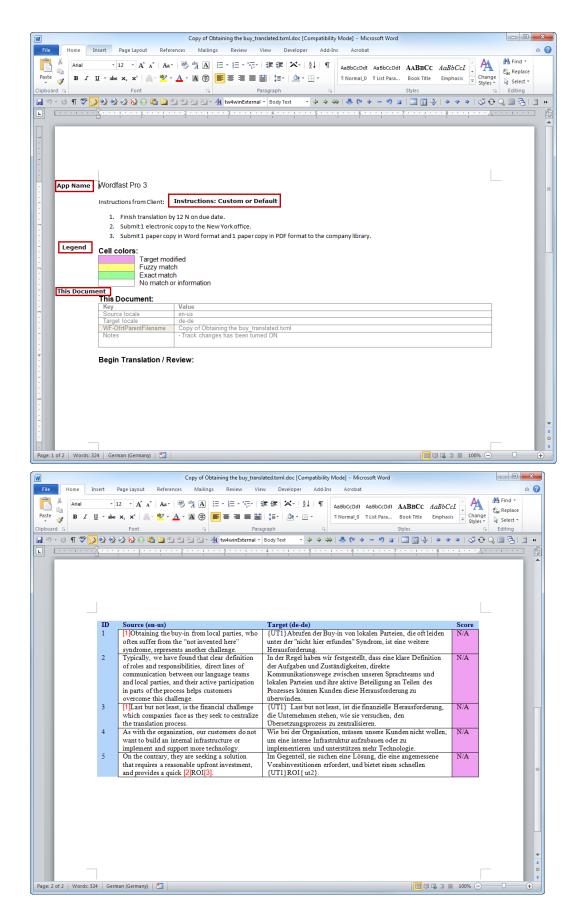
	Ехро	rt Review
		Export Failed!
	$\smile$	3 bilingual document(s) created out of 4 TXML file(s). <u>View Report</u> to review Export.
		ОК
L		

6. Click **View Report**. The log appears. This log and the exported file in the chosen format are saved in the same folder as the selected TXML file(s).

Log session start time Mon Jul 20 11:01:38 MDT 2015

Level	Message
INFO	Offline Review Tool Ver. 3.6.0
INFO	Extracting 1 file for Offline Review.
INFO	TXML Extractor: E:\Christine\test files\Centralization of Localization1.instructions.txml.docx.txml
INFO	69 tus written to rtf
INFO	Done.

To view the exported DOC, access the same folder where the selected TXML file(s) was located.
 An example of the exported DOC, and the corresponding Export Review options, appears below.



8. Complete the review of the file before importing the review back to Wordfast Pro 3.

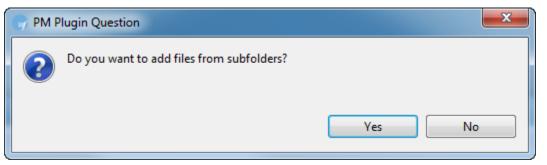
### Import reviewed files

To import the reviewed DOC:

1. Click 😼 to browse and select files from a folder. To add multiple files, press the Ctrl key and select the files.

OR

Click 🔤 to add an entire folder. Once a folder is selected, the following message appears.



Click Yes to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

The files appear. Files are selected by default when added.

2. Select the DOC or DOCX file(s) as shown in the example below.

alyze Extract Freq Populate Freq Transcheck Clean		Export	Split/Merge Show Review Options lude the notes colu		Src/Tgt		
Carcassonne.docx.txml.doc	Extension S doc 7 doc 4 doc 2	Pro V Incl Custor V Ap Import V Acc V Cre	ck changes tect document (Wo ude Custom Attribi m Instructions: p Name Ø Instru t Review Options ept tracked change ate merged TXML t desired glossary	utes ctions 🕡 Legi	-	Glossary List	Browse
			Glossary Name Demo_Glossar glossary_Centr Preferred_Ter test_tm_DE_DE	Source English (U English (U English (U English (U	Target German (G German (G German (G	Type Local Local Local Local	

3. Select the following Import Review options, if required:

Select	to	
Accept tracked	automatically accept the tracked changes.	

Select	to
changes	
Create merged TXML	create a TXML document containing the merged files.

### 4. Click Import Review.

If the import is successful, a confirmation message appears.

Import Successful! 3 TXML file(s) merged out of 3 bilingual file(s). <u>View Report</u> to review Import. OK

If the import fails, a failure message appears.

Impo	ort Review
8	Import Failed! 0 TXML file(s) merged out of 1 bilingual file(s). <u>View Report</u> to review Import. OK

### 5. Click View Report.

The log appears. The review changes are imported into a new TXML file with the suffix .merge.txml. This log and the exported file in the chosen format are saved in the same folder as the selected TXML file(s).

# Split/Merge TXML

The Split/Merge option can be used to split or merge a TXML file. The split options available are:

- Split after selected number of TUs
- Split to selected number of parts
- Split after selected number of word(s)

To split/merge files:

 Open Wordfast Pro 3 and click The PM perspective appears. 2. Click Split/Merge.

The Split/Merge window appears.

🔎 РМ			- 8
Analyze Extract Freq Populate Freq Transcheel	Cleanup Pseudotrans Bilingual Export Split/	'Merge Show/Hide Swap Src/Tgt	
	Split TXML Merge TXML	Split Options	
File name	Extension Size	Split to 2 parts (approx.)	
		Split after 2 words (approx.)	
< III	•		

3. Click **b** to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.

OR

Click 🗟 to add an entire folder. Once a folder is selected, the following message appears.

PM Plugin Question	
Do you want to add files from subfolders?	
	Yes No

Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

The files appear. Files are selected by default when added.

lyze Extract Freq Populate Freq Trans	check cleanup rise			Show/That	swap Src/Tgt	
3 🗋 🥥 🖨 📑	Split TXML	Merge TXML	Split Options	<b>a</b>	The (summer)	
	L		Split after			
ile name	Extension	Size	Split to	2		
Demo_Glossary_en-de.txt.txml     Image: Construction of the second se	txml txml	49 TU 146 TU	Split after	2	words (approx.)	

You can either split a TXML file or merge multiple TXML files.

### **Splitting TXML**

To split a TXML file:

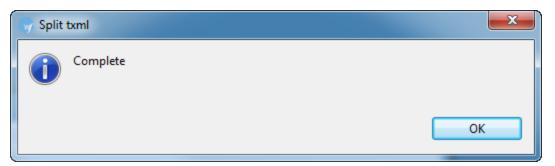
1. Select one of the files from uploaded folder as shown in the screenshot below.

The Split TXML option will be active.

PM				
Analyze Extract Freq Populate Freq Transc	heck Cleanup Pseudotrans	Bilingual Export Split/I	Merge Show/Hide	Swap Src/Tgt
	Split TXML Merg	e TXML  Split Option Split af		TUs (approx.)
File name	Extension Size	Split to	2	parts (approx.)
Zemo_Glossary_en-de.txt.txml     Zemo_Clossary_en-de.txt.txml     Zemo_Clossary_en-de.txt.txml	txml 49 TU txml 146 TU	Split af	ter 2	words (approx.)
•		+		

- 2. Select one of the split options. TUs are rounded to the nearest block, to avoiding splitting into different files.
  - Split after selected number of TUs (approx.)
  - Split to selected number of parts (approx.)
  - Split after selected number of word(s) (approx.)
- 3. Click Split TXML.

A confirmation message appears.



The TXML file is split, based on the selected Split options. Split files are saved with suffix -001, -002, et cetera, and placed in the same folder as the source file.

### Merge TXML

To merge two or more TXML files:

1. Select two or more files from uploaded folder as shown in the screenshot below.

The Merge TXML option will be active.

₽ PM					
Analyze Extract Freq Populate Freq Trans	scheck Cleanup Pseudotr	ans Bilingual Export	Split/Merge	Show/Hide	Swap Src/Tgt
	Split TXML	Aeroe TYMI	olit Options		
			) Split after		TUs (approx.)
File name	Extension Siz	e O	Split to	2 🔺	parts (approx.)
Demo_Glossary_en-de.txt.txml		TU	Split after	2 🔺	words (approx.)
👿 🌌 Docx_DE-DE.docx.txml	txml 14	5 TU			
۲. III III III III III III III III III I		•			

**Note**: You can merge up to 20 files at a time using Wordfast Pro 3 in Demo mode. If you want to merge more than 20 files you will need to purchase the Wordfast Pro 3 license from www.wordfast.com.

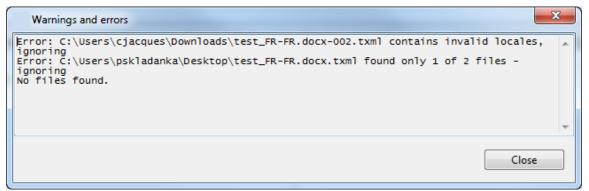
2. Click Merge TXML.

The selected file(s) are merged.

Merge txml	×
Operation complete	
	ОК

The merged TXML files are placed in the same folder as the source files.

If the locales of the files to be merged do not match, the following error message appears.



## Show/Hide 100%

The Show/Hide 100% option allows you to hide or show 100% translation memory matches in the leveraged TXML file(s).

To hide 100% matches from the TXML file:

- Open Wordfast Pro 3 and click The PM perspective appears.
- 2. Click Show/Hide.

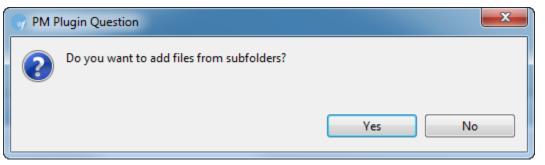
The Show/Hide window appears.

🔎 РМ				
Analyze Extract Freq Popula	ate Freq Transcheck Cleanup	Pseudotrans Bilingual Expor	t Split/Merge Show	//Hide Swap Src/Tgt
🛱 🗟 🛇 😂 🕞 Hid	le 100% matches Show Hid	den		
File name	Ext	tension		
▲		•		

3. Click G to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.

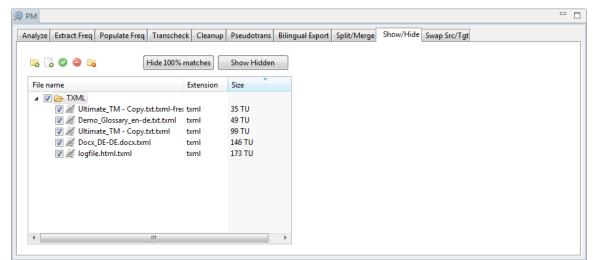
OR

Click 🗟 to add an entire folder. Once a folder is selected, the following message appears.



Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

The files appear. Files are selected by default when added.



**Note**: You can show/hide 100 % matches for 20 files at a time using Wordfast Pro 3 in Demo mode. If you want to do so for more than 20 files, you will need to purchase the Wordfast Pro 3 license from www.wordfast.com.

4. Click Hide 100% matches.

A summary appears. New TXML file(s) with the suffix .hidden.txml is saved at the same location

as the source TXML file(s).

Warnings and errors			<b>-</b>
SUMMARY		_	*
Total: Processed: Warnings: Errors:	5 5 0 0	-	
			Ŧ
		Close	

5. To show hidden 100% matches, add and select the hidden file(s) and click **Show Hidden**.

M	1		ſ			
nalyze Extract Freq Populate Freq Transcheck Cleanup	Pseudotrans	Bilingual Export	Split/Merge	Show/Hide	Swap Src/Tgt	
🗟 🕞 🥥 🤤 🗟 Hide 100% i	matches	Show Hidden				
File name	Extension	Size				
🕼 🎉 Ultimate_TM - Copy.txt.txml-frequents.hidden.tx	m txml	35 TU				
📝 🌌 Demo_Glossary_en-de.txt.hidden.txml	txml	49 TU				
📝 🎉 Ultimate_TM - Copy.txt.hidden.txml	txml	99 TU				
🔽 🈹 Docx_DE-DE.docx.hidden.txml	txml	142 TU				
📝 🌌 logfile.html.hidden.txml	txml	173 TU				
٠ III		•				
		P				

#### A warning appears:

		x
?	File with unhidden 100% matches already exists. Do you want t	o overwrite it?
	Yes	No

6. Select Yes to overwrite the files. Select No to skip the files.

A summary appears. The hidden.txml files are overwritten.

w Warnings and errors		
SUMMARY		*
Total: Processed: Warnings: Errors:	5 5 0 0	
		-
		Close

# Swap Source/Target

The Swap Source/Target option allows you to swap source with target or vice versa.

To swap source/target:

1. Open Wordfast Pro 3 and click

The PM perspective appears.

#### 2. Click Swap Src/Tgt.

The Swap Src/Tgt window appears.

	[s.	/ap Source/Target	
le name	Extension	Size	

3. Click **C** to browse and select files from a folder. To add multiple files, press the **Ctrl** key and select the files.

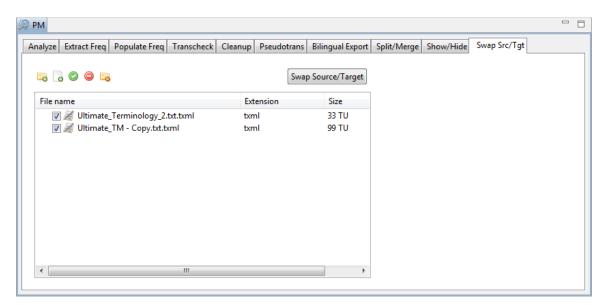
OR

Click 🗟 to add an entire folder. Once a folder is selected, the following message appears.

PM Plugin Question	<b>X</b>
Do you want to add files from subfolders?	Yes No

Click **Yes** to add files recursively. This ensures that all files within a folder, including the files in the sub folders are added.

The files appear. Files are selected by default when added.



**Note**: You can swap up to 20 files at a time using Wordfast Pro 3 in Demo mode. If you want to swap more than 20 files, you will need to purchase the Wordfast Pro 3 license from www.wordfast.com.

#### 4. Click Swap Source/Target.

A summary appears. New TXML file(s) with the suffix .swapped.txml is saved at the same location as the source TXML file(s).

Warnings and errors	<b></b>
SUMMARY	*
Total: 2 Processed: 2 Warnings: 0 Errors: 0	
	Ŧ
	Close

# **TXML** editor menu options

The Wordfast Pro 3 basic menu options are as follows:

- File
- Edit
- Translation Memory
- <u>Terminology</u>
- Window
- <u>Help</u>

## File

The options in the File menu are as follows:

Use	to
Create Project	create a new project.
Open Project	open an existing project.
(Ctrl+Shift+P)	
Open File (Ctrl+O)	open a new file.
Open in New	open a new file in a new Wordfast Pro 3 window.
Window	
Close (Ctrl+W)	close the currently open file. If there are unsaved
	changes, a warning message appears asking if you
	want to save the changes before closing.
Close All	close all open files. If there are any unsaved changes,
(Ctrl+Shift+W)	a warning message appears asking if you want to save
	the changes before closing.
Save (Ctrl+S)	save the currently open file.
Save Translated	save PPT, XLS or DOC files.
File (Ctrl+Alt+S)	Note: This menu option is activated only when PPT,
	XLS or DOC files are saved.
Save As	save and rename the currently open file.
Save All	save all the currently open files.
(Ctrl+Shift+S)	

Use	to
Print (Ctrl+P)	print the file that is currently open.
Properties	view information related to the currently open file, such as the original file format.
Exit (Alt+Shift+X)	exit Wordfast Pro 3. If there are any files open with unsaved changes, a warning message appears asking if you want to save the changes before exiting.

# Edit

The options in the Edit menu are as follows:

Use	to	
Undo (Ctrl+Z)	undo most recently entered text or performed function.	
Redo (Ctrl+Y)	redo most recently deleted text or re-perform undone	
	function.	
Cut (Ctrl+X)	cut the selected text. This action can be performed only	
	in the target segment.	
Copy (Ctrl+C)	copy the selected text.	
Paste (Ctrl+V)	paste the copied text at the location of your cursor. This	
	action can be performed only in the target segment.	
Select All (Ctrl+A)	select all the text in the main Translation window.	
Find/Replace	search the current file for text and replace that text with	
(Ctrl+F)	another text. This action can be performed only in the	
	target segment.	
Spell Check (F7)	check spelling.	
Preferences (F9)	set translation, translation memory, penalties and	
	terminology preferences.	
Show Whitespace	show or hide whitespace characters.	
Characters		
(Ctrl+Shift+8)		
Insert LTR Mark	insert Left To Right mark for languages that use left to	
	right script.	
Insert RTL Mark	insert Right To Left mark for languages that use right to	
1		
	left script.	

Use	to
Segment	
(Ctrl+Alt+X)	
Clear All Target	clear the text in all the target segments
Segments	
(Alt+Shift+Delete)	
Edit Source	edit the source segment.
Revert to original	revert any edits made to the source segment.
source	
Copy Source	copy the source from the current segment into the
(Alt+Insert)	target segment.
Copy All Sources	copy all source content to the target for all segments.
(Ctrl+Alt+Insert)	
Expand Segment	combine the currently selected source segment with
(Alt+PageDown)	the next segment.
	Note: This function can be accomplished only with
	segments in the same paragraph. Segments that have
	a paragraph break between them cannot be combined.
Shrink Segment	split the source segment into two segments, at the
(Alt+PageUp)	location of the cursor.
Remove All Tags	remove all tags in the document
Copy All Tags	copy all tags in the document
Remove Tags in	remove tags in the current segment
current segment	
(Ctrl+Shift+V)	
Copy Tags in	copy tags from the source to the target segment.
current segment	
(Ctrl+Shift+A)	
Previous Tag	select the previous tag in the source segment. The
(Alt+Shift+Left)	selected tag will be highlighted in red by default.
Copy Tag	copy the currently selected tag into the target
(Alt+Shift+Down)	
Next Tag	select the next tag in the source segment. The selected
(Alt+Shift+Right)	tag will be highlighted in red by default.
Edit Note	edit a note for a particular segment.
(Alt+Shift+E)	

Use	to
Delete Note	delete a note added for a particular segment.
(Alt+Shift+D)	
Add Note	add a note for a particular segment.
(Alt+Shift+N)	
Last Modified	navigate to the last modified segment.
Segment	
(Shift+F5)	
Go To Segment	navigate to a specific segment.
(Ctrl+G)	

# **Translation Memory**

The options in the Translation Memory menu are as follows:

Use	to
New/Select TM	create or select a translation memory.
(Ctrl+Shift+N)	
Machine Translation	translate a segment using machine translation
	software.
Retrieve Selected Tu	copy the TM lookup target segment into the file
(Alt+F12)	target segment.
Leverage Previous Tu	leverage the previous target segment.
(Alt+Left)	
Leverage Next Tu	leverage the next target segment.
(Alt+Right)	
Next Segment	navigate to the next segment. This action
(Alt+Down)	automatically saves the segment to the TM, if you
	have edited the translation.
Previous Segment	navigate to the previous segment. This action
(Alt+Up)	automatically saves the segment to the TM, if you
	have edited the translation.
Current Segment	leverage the TM for the current source segment.
Leverage (Alt+ -)	
Translate Until Fuzzy	translate the source segments until there is a fuzzy
(Ctrl+Alt+F)	match.

Use	to
Translate Until No	translate the source segments until there is no
Match	match.
(Ctrl+Shift+PageDown)	
Translate All	translate all source segments.
(Ctrl+Shift+End)	
Confirm All	confirm all unconfirmed segments.
Unconfirm All	unconfirm all confirmed segments.
Confirm/Unconfirm	confirm or unconfirm a segment.
(Alt+Enter)	
Commit current	save the current segment to the TM.
segment to TM	
(Alt+End)	
Commit all segments	save all the translated segments to the TM and
to TM	close the file. This action is typically carried out
(Ctrl+Alt+End)	when you have completed translation.
TM Lookup	look up the selected source text in the translation
(Crtl+Shift+T)	memory. This action leverages all segments that
	include that text.
Analyze	analyze the file for translation against a TM to
	leverage reusable content and pre-translate
	content.
Transcheck	verify target segments and view warning messages
(Ctrl+Shift+Q)	about missing or incorrect text or variables.

# Terminology

The options in the Terminology menu are as follows:

Use	to
New/Select Glossary (Alt+N)	create or select a glossary.
Add Term (Ctrl+Alt+T)	add a term to the glossary.
Previous Term (Ctrl+Alt+8)	navigate to the previous term in the source
	segments.
Copy Term (Ctrl+Alt+0)	copy the selected term.
Next Term (Ctrl+Alt+9)	navigate to the next term in the source

Use	to
	segments.
Run/Stop Term Highlighting	toggle between highlighting terms in entire
(Ctrl+F5)	TXML file or only segment in translation when
	Stopped (terms will still be highlighted for the
	currently selected segment)s).
Edit	modify the glossary.
Import	import a glossary to the open project.
Export	export a glossary to a location, either on your
	computer or a common server.
Edit Blacklist	modify the blacklist.

## Window

The options in the Window menu are as follows:

Use	to	
New Window	open a new Wordfast Pro 3 window.	
Show View	preview a file in Word, HTML in a web browser,	
	view notes and the source context. This option also	
	allows you to add or remove the TXML Attributes,	
	Segment Changes, TXML Context, Outline and TM	
	Lookup tabs.	
Toggle Toolbar	hide or view the toolbar.	

# Help

The options in the Help menu are as follows:

Use	to
Online Help (F1)	view the Wordfast Pro 3 help.
Bug Report	view or send the error log.
Check for a new	find and install new versions.
version	
Wordfast Pro 3	update dictionaries that can be used during
Dictionary Updates	translation.

Use	to
Shortcut List	view all Wordfast Pro 3 functions and keyboard
(Ctrl+Shift+L)	shortcuts.
License Management	complete activation of Wordfast Pro 3 and manage
	license.
About Wordfast Pro 3	view plug-in and configuration details of Wordfast
	Pro 3.

# **Managing projects**

Translation projects can be managed both by project managers and translators. Managing a project includes the following tasks:

- Creating or opening a project
- Creating or opening a translation memory
- Importing and exporting glossaries
- Defining penalties
- Defining color codes
- Enabling spell check
- Using spell check
- Deleting a project
- Translating in a project

## Creating or opening a project

In Wordfast Pro 3, it is necessary to create a project before translating a file. You can open a TXML file for translation only if a project is created or opened. The project is a working environment that defines settings for the source and target language, translation memory, glossary, and other user information. Find below the procedures for the following tasks:

- <u>Creating a project</u>
- Opening a project

#### **Creating a project**

To create a project:



The TXML perspective appears.

Click File > Create Project.
 The Create Project dialog box appears.

Create Project	X
Project name:	
Source Language:	English (United States) 👻
Target Language:	German (Germany) 👻
	OK Cancel

#### 3. Enter a unique **Project name**.

**Note**: A unique project name enables differentiation. Naming the project according to the client name is a good practice. If a unique name is not given, an error message appears at the bottom of the dialog box.

#### 4. Select **Source** and **Target Language**.

**Note**: It is important to select the correct source and target languages. If either of them is incorrect, Wordfast Pro 3 will not allow you to open files for translation. The languages that you provide now will be the default language selection for all project files.

5. Click OK.

The Open Project dialog box appears. The project name appears in the Project List and the project properties appear at the bottom of the dialog box.

🕟 Open Project	×
Open existing project or create new one	
You need to specify source and target language of a project. Languages that you provide now will be used later as a default value for all project files.	
Project List	New
Name	
default_en_US-de_DE	Delete
Test	Rename
	Preferences
Project Properties	
Project Name: Test	
Location: C:\Users\cjacques@egsolutions.com\.wf_workspace\Test\project.	
Source Language: English (United States)	
Target Language: German (Germany)	
ОК	Cancel

6. Select project name and click **OK**.

The Preferences (Filtered) dialog box appears.

/pe filter text	TM List						
<ul> <li>General</li> <li>Memory Preferences</li> <li>Translations</li> </ul>	Add TM	(s) and select TM(s) to	use for this pro	oject			
I ranslations ⊿ Terminology	Active	TM Name	Source	Target	Туре	Read-Only	Create TM
Blacklist Glossary List		Ultimate_TM.txt	EN-US	DE-DE	Local		Add TM
Glossary Priority							Edit TM
<ul> <li>Translation Memory TM List</li> </ul>							Remove TM
TM Priority							Export TM
	- TM Pro	perties					
	Source Target	Location: C:\Christin Language: English (Ur Language: German (G TU Count: 22	nited States)	mate\Ultimat	e_TM.txt		
						Restore Defa	aults Apply
						ОК	Cancel

The Preferences (Filtered ) dialog box is used for the following tasks:

- Selecting translation memory settings. Go to <u>Selecting translation memory settings</u> for more information.
- Creating or opening translation memory. Go to <u>Creating or opening translation memory</u> for more information.
- Importing, exporting, adding, editing, and deleting terms. Go to <u>Importing and exporting</u> <u>glossaries</u> and <u>Working with glossaries</u> for more information.
- Defining penalties. Go to <u>Defining penalties</u> for more information.
- Defining color codes. Go to <u>Defining color codes</u> for more information.
- Enabling spell check. Go to Enabling spell check for more information.

#### **Opening a project**

To open a project:

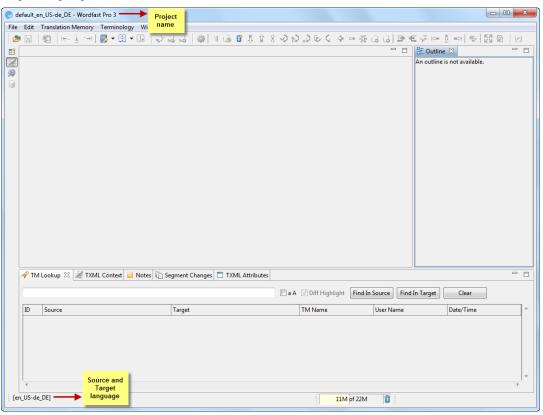
 Open Wordfast Pro 3 and click The TXML perspective appears.

#### 2. Click File > Open Project.

The Open Project dialog box appears. The project names appear in the Project list and the project properties appear at the bottom of the dialog box.

3. Select a project name and click OK.

The Wordfast Pro 3 screen appears with the project name on the title bar and the source and target languages at the bottom of the screen.



## Creating or opening a TM

Translation memory (TM) is designed to provide maximum content re-use to and facilitate collaboration between globally distributed localization resources. Translators can leverage reusable content in two ways:

- Local TM: The local TM is located in your system and can only be accessed and updated by you.
- Remote TM: The remote TM is located on a server that can be accessed by several translators at the same time. The translators can leverage the available content and also update the TM with new reusable content.

**Note**: Generic users with only Read privilege cannot select the Read-Only checkbox in the TM List to write to a remote TM. Generic Users with Read and Write privileges can select the Read-Only checkbox in the TM List, and enable read/write privileges to the remote TM.

Find below the procedures for the following tasks:

- Selecting translation memory settings
- <u>Creating a local TM</u>
- Adding a local TM
- Exporting a local TM
- Adding a remote TM
- Changing TM priority

### Selecting translation memory settings

To select translation memory settings:

- Open Wordfast Pro 3 and click 
   The TXML perspective appears.
- Follow steps 1 to 6 from <u>Creating a project</u>.
   OR

Click Translation Memory > New/Select TM.

The Preferences (Filtered) dialog box appears.

In the left pane, click Translation Memory.
 The Translation Memory dialog box appears.

Preferences (Filtered)	
type filter text	Translation Memory $\Leftrightarrow \checkmark \Rightarrow$
<ul> <li>General</li> <li>Spelling Temp Files</li> <li>Translations         <ul> <li>Auto-Propagation</li> <li>Auto-Suggest</li> <li>Colors</li> <li>Filters</li> <li>Machine Translation</li> <li>PM Plug-in</li> <li>Segmentation Settings</li> <li>TM Administration</li> <li>Terminology</li> <li>Translation Memory</li> <li>Penalties</li> <li>TM List</li> <li>TM Priority</li> </ul> </li> </ul>	<ul> <li>Write unedited fuzzy and exact segments to a TM</li> <li>Copy source on no match in editor</li> <li>Perform TM Lookup automatically</li> <li>Fuzzy threshold match in (%):</li> <li>75</li> <li>Analysis report settings</li> <li>Calculate analysis report percentage by: Segments Words</li> <li>Include spaces in total character count</li> <li>Ignore translated segments from report</li> <li>Ignore translated exact segments from report</li> <li>Calculate Internal Fuzzy matches in (%)</li> <li>75</li> <li>Include Internal Fuzzy as TM Matches</li> <li>When editing an existing TU:</li> <li>Add to TM by overwriting the existing TU (default)</li> <li>Add to TM; overwrite existing TU if attributes are identical</li> <li>Add to TM; do not overwrite existing TU</li> <li>Do not add to TM</li> </ul>
	TM Lookup settings         Number of TM Lookup hits:         100         Enable sorting to show short segment length results on top         Replaceables         Use Replaceables for higher TM matches         Number replacement
	URL replacement         Punctuation replacement         Email address         Restore Defaults         Apply         OK       Cancel

4. Select Write unedited fuzzy and exact matches to a TM, to write unedited fuzzy and exact matches to a TM.

**Note**: This option creates a local TM that can be used on your desktop for local concordance searching. In this local TM, Machine Translated and fuzzy matches appear as 100% matches. Therefore, it is suggested that a new local TM be created for this purpose.

- 5. Select **Copy source on no match in editor** checkbox, to copy the source to the target segment, if there is no match when the TM is leveraged.
- Select Perform TM Lookup automatically, when navigating from one segment to the other. Selected by default.

Warning: Automatic TM lookup may affect system performance.

- 7. Select the percentage that should be calculated for such segments.
- 8. Enter the Fuzzy Match Threshold in (%).

**Note**: This value signifies the TM leverage percentage limit for a fuzzy match. For example, if you enter a value of 75%, the tool will mark all the translations which are leveraged below 75% match as a 'No match' segment.

9. Select the Analysis report settings:

Select	to
Calculate analysis	show either % Segments or % Words based on this
report percentage by	selection as shown in the example below. Refer to
options: Segment or	Analyzing files.
Words.	
Include spaces in	include spaces in source character count.
total character count	
Ignore translated	ignore translated segments.
segments from report	
Ignore translated	ignore exact segments.
exact segments from	
report	
Calculate Internal	calculate internal fuzzy matches in source files. For
fuzzy matches in (%)	example, if there is a partial repetition of segments in
checkbox	a source file, it will be calculated as an internal fuzzy
	match.
Include Internal Fuzzy	include internal repetitions as a TM match. Selected
matches as TM	by default.
Matches	

10. Select a condition to be followed when editing an existing Translation Unit. The options are as follows:

Select	to
Add to TM by	overwrite the existing translation unit. Selected by
overwriting the existing	default.
TU	

Select	to
Add TM; overwrite	overwrite the existing translation unit only if custom
existing TU if attributes are identical (default)	attributes for new and existing TU are identical. This option is selected by default.
Add to TM: do not	add to translation memory and not overwrite existing
overwrite existing TU	TU
Do not add to TM	not update the TM.

- 11. Select the number of **TM Lookup Hits**, to increase or decrease the number of TM Lookup results based on the selected value. The default is set to 100.
- 12. Select **Enable sorting to show short segment length results on top**. This ensures that short segments will appear first when sorted.
- 13. Select **Use Replaceables for higher TM matches** checkbox to replace the selected terms in the translation with terms from the selected TM.

**Note:** Selecting this option selects all suboptions by default. Select the checkbox to clear it, for the terms you do not want to select for replacement from the TM.

Select	to
Number replacement	consider all numbers appearing in the source as a
	100% match. All decimals and mathematical
	notifications are considered numbers. Alphanumeric
	values are not considered numbers, for example,
	562HH.
URL replacement	consider all URLs appearing in the source as a
	100% match.
Punctuation	consider all punctuation appearing in the source as a
replacement	100% match.
Email address	consider all email addresses appearing in the source
	as a 100% match.

14. Click OK.

The translation memory properties for the project are set up.

### **Creating a local TM**

To create a local TM:

- 1. Follow steps 1 to 2 from section <u>Selecting translation memory settings</u>.
- 2. In the left pane, select **Translation Memory > TM List**.

The Translation Memory - TM List dialog box appears.

General	TM List							
Memory Preferences Translations	Add TM(s) and select TM(s) to use for this project							
▲ Terminology	Active	TM Name	Source	Target	Туре	Read-Only	Create TM	
Blacklist Glossary List		Ultimate_TM.txt	EN-US	DE-DE	Local		Add TM	
Glossary Priority							Edit TM	
TM List							Remove TM	
TM Priority							Export TM	
							-	
	TM Properties							
	Location: C:\Christine\test files\Ultimate\Ultimate_TM.txt							
	Source Language: English (United States) Target Language: German (Germany)							
	-	TU Count: 22						
						Restore Defa	ults Apply	
						Restore bein		

#### 3. Click Create TM.

The Create Local TM dialog box appears.

- 4. Enter or browse the location for the local TM.
- 5. Enter a file name for the new local TM and click **Save**.
- 6. Enter a **Symbolic name** for the Local TM.

**Note**: Ensure that the name is unique and easily recognizable. If a unique name is not given, an error message appears at the bottom of the dialog box.

7. Select Source and Target Language.

**Note**: The default source and target languages are the same as the currently open project. Ensure that the selected TM and project have the same language pair assigned. If either of them is incorrect, the TM will not be leveraged in the project. An example is shown below.

💮 Create TM	×				
Local TM					
Location: C:\Christ	ine\test files\Ultimate\Ultimate_T Browse				
-Local TM Propertie					
Symbolic name:	Ultimate_TM2014.txt				
Source Language:	English (United States) -				
Target Language:	German (Germany) 👻				
	OK Cancel				

#### 8. Click OK.

The newly created local TM name appears in the TM List and the properties appear at the bottom of the dialog box.

General     Appearance     Colors and Fonts     Views     AutoSave     Connection Settings		(s) and select TM(s) to u	se for this pr				
Views AutoSave Connection Settings		TM Name		oject			
AutoSave Connection Settings	100	I IVI INDITIC	Source	Target	Type	Read-Only	Create TM
-		Ultimate_TM.txt	EN-US	DE-DE	Local	<b></b>	Create IIII
-	V	qa_enus_dede_10.1	EN-US	DE-DE	WFServer	V	Add TM
Shortcut Keys		common terms en	EN-US	DE-DE	Local	The second secon	Edit TM
User Name		Ultimate TM2014.txt	EN-US	DE-DE	Local	T	Edit TM
Spelling	[100]	ontinate_nnicor note	2.1 05	02.02	2000		Remove TM
Hunspell							Export TM
Temp Files							Export IM
Translations =							
Auto-Propagation							
Auto-Suggest Colors							
Colors							
▲ Filters Formats							
Machine Translation							
Google Translate							
Microsoft Transl							
WorldLingo							
PM Plug-in							
Segmentation Settin							
TM Administration	TM Pro	perties					
▲ Terminology		Location: E:\Christine\t	test files\Ultir	nate\Ultima	te TM2014.tx	:	
Blacklist	Source	Language: English (Unite			-		
Glossary List		Language: German (Geri					
Glossary Priority	-	TU Count: 1	inany)				
▲ Transcheck		TO COUNT: 1					
Consistency che							
Copied Source C 👻						Restore Def	aults Apply
4 III						incitore ber	авно Сърру
						ОК	Cancel

- 9. Select the Active check box to use the newly created local TM during translation.
- 10. Select Read-Only check box if you do not want to update the local TM. (Optional)
- 11. Click **OK**.

A new local TM is created for the project.

### Adding a local TM

To add a local TM:

- 1. Follow steps 1 to 2 from section Creating a local TM.
- 2. Click Add TM.

The Add Local TM dialog box appears.

Add TM	×
Local TM WFServer	TM Server
Location:	Browse
Local TM Propertie	is in the second s
Symbolic name:	
Source Language:	English (United States)
Target Language:	German (Germany)
	OK Cancel

- 3. Enter or browse to the location of the local TM, and select the TM format from the drop-down list:
- WF Classic TM format (.txt)
- Translation Memory Exchange format (.tmx)

🖌 🗢 📕 🕨 Computer 🕨 My	Passport (E:) 🕨	example + test files +	_	✓ Search tes	it files												
Organize 🔻 New folder						(											
\rm Downloads	*	Name	Date modified	Туре	Size												
Recent Places	=	ieplaceables	3/11/2014 12:38 PM	File folder													
💱 Dropbox		\mu test	3/11/2014 12:41 PM	File folder													
En I thursday		\mu тѕо	12/17/2014 3:35 PM	File folder													
Libraries     Documents		🐌 TXML	11/10/2014 10:59	File folder													
		🐌 Ultimate	10/17/2014 11:18	File folder													
Music Pictures													Ultimate_source	11/20/2014 2:25 PM	File folder		
Videos											common_terms_en_de.txt	10/17/2014 11:31	Text Document	1 KB			
1 viacos		Demo_Glossary_en-de.txt	11/10/2014 2:12 PM	Text Document	1 KB												
🖳 Computer		Demo_Glossary_en-de.txt.txml_EN-US.swappe	. 11/10/2014 2:11 PM	Text Document	1 KB												
WINDOWS (C:)		Demo_Glossary_en-de_deprecated.txt	11/14/2013 8:30 AM	Text Document	12 KB												
	Ŧ	I ocalTM Demo FS tvt	9/23/2014 1-41 PM	Text Document	30 KR												
File name: cor	mmon_terms_e	n_de.txt		<ul> <li>All Support</li> </ul>	ted Files (*.txt, *.tm	x) •											

In the example below, the selected format is TMX.

6. Select a local TM file and click **Open**.

**Note**: Ensure that the correct local TM is selected. The local TM file must have a correct header, which typically includes the creation date, user ID, source and target language, and so on. If an error occurs, please log in to the Wordfast Pro 3 support hotline at www.wordfast.com. If the source and target languages of the selected TM do not match the locales for the project, the following message appears:

Add	ТМ	X
8	Both Source and Target Language Locales don't match with the av Locales. Please select the Locales.	ailable application
		ОК

Select the correct locales from the Add TM dialog box.

7. Follow steps 6 to 10 from section Creating a Local TM.

An existing local TM is selected for the project, and appears in the TM List.

### **Exporting a local TM**

To export a local TM:

1. Open Wordfast Pro 3 and click

The TXML perspective appears.

- Click Translation Memory > New/Select TM. The Preferences (Filtered) dialog box appears.
- 3. In the left pane, click **Translation Memory > TM List**.

4. Select a local TM and click **Export TM**.

The Export Local TM dialog box appears.

G	Export Local TM								
L	.ocal TM:	Ultimate_TM.txt							
E	xport type:	Translation Memory eXchange							
F	ile:	Browse							
		OK Cancel							

- 5. If required, select another TM from the drop-down list.
- 6. Select the Export Type format of the TM.

Note: You can either choose the default Wordfast Pro 3 TM format or TMX format.

- 7. Browse to the location where you want to save the exported TM and provide a file name.
- 8. Click OK.

The TM is exported to the specified location in the chosen format.

Comp	lete		×
	Export to TMX finished Total local TUs: 160 Total exported: 159 Languages in TM: EN-US, DE-DE	ОК	

#### Adding a WFServer

To add a WFServer remote TM:

- 1. Follow steps 1 to 2 from section Selecting translation memory settings.
- 2. In the left pane, select Translation Memory > TM List.

The Translation Memory - TM List dialog box appears.

3. Click Add TM.

The Add TM dialog box appears.

4. Click the **WFServer** tab.

The WFServer options appear.

Add TM							
Local TM WFServer Wo	ordfast Anywhere	TM Server					
URL:				Test			
Remote TM Properties							
Symbolic Name:							
Address:							
Port:							
Account Name:							
Account Password:							
Workgroup ID:							
Search Depth: 2	00						
Timeout Properties (m	illiseconds)						
Connection Timeout:	15000						
Short Timeout:	15000						
Long Timeout:	45000						
TM Cleanup							
Use TM Password:							
		_					
			ОК	Cancel			

5. Enter the remote TM URL.

The remote TM information is populated automatically when the username, password and Project Short Code are contained within the URL string.

Alternatively, enter each of the remote TM properties.

The remote TM URL is populated automatically.

**Note**: The remote TM URL and login details are provided to you by the client, if they are using a Wordfast TM server.

6. After entering all remote TM information, click **Test**.

Connection to the remote TM is established and a message appears.

7. Modify the **Symbolic name** for the remote TM, if required.

Note: The default symbolic name is a combination of the user name, address and port details.

- (Optional) Enter the Workgroup ID to update the remote TM with private translation units.
   Note: Your Wordfast Pro 3 administrator provides the Workgroup ID.
- 9. (Optional) Enter the Search Depth.

**Note**: Search depth signifies the number of results that can be viewed for a particular search. For example, if you are looking for segments containing the word "hotel", only the first 200 segments in the remote TM containing that word will appear.

#### 10. Enter Timeout Properties.

There are three types of timeouts:

- Connection Timeout: controls the connection or disconnection timeout.
- Short Timeout: controls commands that are expected to be completed immediately
- Long Timeout: controls commands that get serialized in the server's TM queue and possibly take a long time to complete: searches, updates, concordance searches and so on.
- 11. Select **Use TM Admin Password** to provide password to clean up target content and update the TM.

The example below shows the reminder that appears when the mouse is pointed to the password properties.

Add TM					x	
Local TM WFServer Word	fast Anywhere	TM Server				
URL:				Test.		
Remote TM Properties						
Symbolic Name:						
Address:						
Port:						
Account Name:						
Account Password:						
Workgroup ID:						
Search Depth: 200						
Timeout Properties (milli	seconds)					
Connection Timeout: 1	5000					
Short Timeout: 15	5000					
Long Timeout: 45	5000					
TM Cleanup						
Use TM Password:						
		TM Admin P	assword is re	equired to pe	rform ad	Iministrative tasks on WFServe
			ОК	Cancel		
						1

**Note**: The password will be provided to you if you have Project Manager role access rights.

_			•	•					
ſ	Add TM								
	Local	тм	WFServer	Wordfast Anywhere	TM Server				
	URL: wf://example_enus_dede_tdc:password1@example.translatio Remote TM Properties								
	Symbolic Name: example1_enus_dede_tdc_example.translat								

Find below a possible setup for a remote TM.

Local TM WFServer	Wordfast Anywhere TM Server							
URL: wf://example_enus_dede_tdc:password1@example.translations Test								
Remote TM Propert	Remote TM Properties							
Symbolic Name:	example1_enus_dede_tdc_example.translations.com							
Address:	example.translations.com							
Port:								
Account Name:	example_enus_dede_tdc							
Account Password:	password1							
Workgroup ID:								
Search Depth:	200							
Timeout Properties	(milliseconds)							
Connection Timeou	t: 15000							
Short Timeout:	15000							
Long Timeout:	45000							
TM Cleanup								
Use TM Password	d: password2							
	OK Cancel							

#### 12. Click OK.

The newly created or added remote TM name appears in the TM List and the properties appear at the bottom of the dialog box. An example appears below.

Click the TM List column name to view the list in ascending, descending or default order. If any of the TMs are selected, then the list will be sorted based on selected and unselected TMs.

ype filter text 🖉	TM List						⇔ - ⇔ -
⊳ General ⊿ Spelling	Add TM	(s) and select TM(s) to ι	use for this pro	pject			
Hunspell		TM Name	Source	Target	Туре	Read-Only	Create TM
Temp Files		Ultimate_TM.txt	EN-US	DE-DE	Local		Create TM
Auto-Propagation		qa_enus_dede_10.1	EN-US	DE-DE	WFServer		Add TM
Auto-Suggest	E I HALL						Edit TM
Colors Filters							Remove TM
Formats							Export TM
<ul> <li>Machine Translation</li> <li>Google Translate</li> </ul>							
Microsoft Translate							
WorldLingo							
PM Plug-in							-
Segmentation Settings							-
TM Administration							-
▲ Terminology							-
Blacklist							-
Glossary List							-
Glossary Priority							-
Transcheck							-
<ul> <li>Translation Memory Penalties</li> </ul>	TM Pro	perties					]
TM List		Location: wf://qa_enu	s dede:nassw	ord@10.10.9	5.158.47110/		
TM Priority		Language: English (Unit		014@10.10.0	5.150.47110/		
internet y							
	-	Language: German (Ge	rmany)				
		TU Count: 78					
						Restore Defau	ults <u>A</u> pply
	•					nestore <u>p</u> erat	

- 13. Select the Active check box, to use the new remote TM during translation.
- 14. Select the **Read-Only** check box, if you do not want to update the remote TM. (Optional)
- 15. Click **OK**.

A new or existing remote TM is created or opened for the project.

### Adding a Wordfast Anywhere TM

To add a Wordfast Anywhere remote TM:

- 1. Follow steps 1 to 2 from section Selecting translation memory settings.
- 2. In the left pane, select **Translation Memory > TM List**.

The Translation Memory - TM List dialog box appears.

3. Click Add TM.

The Add TM dialog box appears.

4. Click the Wordfast Anywhere tab.

The Wordfast Anywhere options appear.

👦 Add TM	×
Local TM WFServer Wordfast Anywhere TM Server	
Symbolic Name:	
Enter API Key: Test	
Note: API key can be found in TM & Glossaries Setup in Wordfast Anywhere. Click o Share button in TMS and glossaries management dialog to see the API key.	n
OK Cancel	

- 5. Give the glossary a **Symbolic Name**.
- 6. Enter the API Key.
- 7. Click Test.

The following message appears when Wordfast successfully connects to Wordfast Anywhere.

Test	Status	×
i	Connection established successfully	
		ОК

For more information, refer to the Sharing to Applications topic in the Wordfast Anywhere Manual.

## Adding a TM Server

To add a TM Server remote TM:

- 1. Follow steps 1 to 2 from section <u>Selecting translation memory settings</u>.
- 2. In the left pane, select Translation Memory > TM List.

The Translation Memory - TM List dialog box appears.

3. Click Add TM.

The Add TM dialog box appears.

4. Click the **TM Server** tab.

The TM Server options appear.

😡 Add T	🗑 Add TM 🛛 🕹				
Local TM	WFServer	Wordfast Anywhere	TM Server		
Symbolic	name:				
URL:					Test
Remote	TM Prope	ties			
Usernan	ne:				
Passwor	d:				
TM cod	e:				
Workgro	oup ID:				
TM Upd	late Setting	s			
TM Cleanup Passco		ode:			
				ОК	Cancel

- 5. Enter a unique name in the **Symbolic Name** field.
- 6. Enter the remote translation memory URL using the following format: tm://address:port/TMS?
- 7. Click Test.

The remote TM properties are populated, and a connection to the remote TM is established.

- (Optional) Enter the Workgroup ID to update the remote TM with private translation units.
   Note: Your Wordfast Pro 3 administrator provides the Workgroup ID.
- 9. (Optional) Enter the **TM Cleanup Passcode** if you have Project Manager access rights and want to update the remote TM with public translation units.

**Note**: Your Wordfast Pro 3 administrator provides the TM Cleanup Passcode. The TM Cleanup Passcode is available for TM Server version 5.3.1 or above.

10. Click **OK**.

The newly added remote TM name appears in the TM List and the properties appear at the bottom of the dialog box.

### **Changing TM Priority**

1. Click **TM Priority** under **Translation Memory**.

The Translation Memory - TM Priority dialog box appears.

Colort order of priority from active TMs	in TM Lint			
Select order of priority from active TMs				
TM Name	Source	Target	TM Type	
Ultimate_TM.txt	EN-US	DE-DE	Local	
ga_enus_dede_10.10.95.158	EN-US	DE-DE	WFServer	
	EN-US	DE-DE	Local	
				_
				_
				_
				_
				_
		Ultimate_TM.txt EN-US qa_enus_dede_10.10.95.158 EN-US	Ultimate_TM.txt EN-US DE-DE qa_enus_dede_10.10.95.158 EN-US DE-DE	Ultimate_TM.txt         EN-US         DE-DE         Local           qa_enus_dede_10.10.95.158         EN-US         DE-DE         WFServer

Click or I to prioritize newly created or available local and remote TMs.
 Note: Prioritizing TMs will ensure that the first TM in the list is leveraged first, followed by the remaining TMs.

# Importing and exporting glossaries

A glossary is a list of source terms and their preferred translations. For example, a terminology list could include information as follows:

Source	Target
translation memory	mémoire de traduction
translation unit	unité de traduction

Source	Target
data transfer rate	taux de transfert de données
International Translators Federation	Fédération Internationale des
	Traducteurs

The glossary is stored as a tab-delimited list of source and target terms on your computer or a common server. To use a glossary, you need to import it into Wordfast Pro 3. After completing a translation project, you also have an option to add new terms and export the glossary to your computer or a common server. Find below the procedures for the following tasks:

- Importing a glossary
- Adding a remote glossary
- Editing a remote glossary
- Exporting a glossary
- <u>Changing Glossary Priority</u>

### Importing a glossary

To import a glossary:

- Open Wordfast Pro 3 and click The TXML perspective appears.
- 2. Click **Terminology > Import**.

The Import Glossary dialog box appears.

💮 Import G	lossary 💽
File type:	Tab-delimited text file (*.txt)
Import File:	Browse
🔲 Treat fin	st row as headings
	new Glossary into existing Glossary
Existing G	
If term alr	ready exists: Overwrite existing term
	OK Cancel

- 3. Choose File type. You have two options:
  - Tab delimited text file (.txt)
  - Term Base eXchange (.tbx)
- 4. Enter or browse for the glossary.
- 5. Select checkbox to ensure that the first row of the glossary is viewed as headings.
- 6. Next, you have two options:
  - Select Create new Glossary if you are importing the first terminology file for the project.
  - Select Import into existing terminology, if you have already imported a glossary and want to combine both the files.

#### Creating a new glossary

To create a new glossary:

- 1. Follow steps 1 to 4 from Importing a glossary.
- 2. Click Create new glossary.
- 3. Click OK.

The Create Glossary dialog box appears. The Symbolic Name will be populated based on the imported glossary file name. The Source and Target Language Code will be populated based on the language of the currently open project.

💮 Create Glossary	×
Glossary Properties	
Symbolic Name:	
Source Language:	English (United States)
Target Language:	German (Germany) 👻
	OK Cancel

- 4. If required, enter a different Symbolic name, Source Language Code, and Target Language Code.
- 5. Click OK.

The terms from the local terminology list are imported and a new terminology file is created.

#### Import into existing glossary

To import a new glossary into an existing glossary:

- 1. Follow steps 1 to 4 from Importing a glossary.
- 2. Select Import into existing Glossary.

The Import into existing Glossary option is activated.

🐨 Import Glossary				
File type:	ile type: Tab-delimited text file (*.txt)			
Import File:	C:\Users\cjacques\Documents\Wordfast\test_docs\ Browse			
🔲 Treat fir	st row as hea	dings		
	<ul> <li>Create new Glossary</li> <li>Import into existing Glossary</li> </ul>			
Existing G	Existing Glossary: glossary_Centralization-DE_DE-DE			
If term already exists: Overwrite existing term				
		OK Cancel		

- 3. Select the Existing Glossary for the open project.
- 4. In the **If term already exists** prompt, select an action to perform if there is an overlap between the existing and new terminology list.
- 5. Click OK.

The Glossary import report dialog box appears. This describes the number of terms that will be imported.

6. Click **OK**.

The new glossary is imported and the following message will appear:



### Adding a remote glossary

A glossary can be added using the following:

- Term Manager
- WF Server

Wordfast Anywhere

### **Term Manager**

To add a glossary from Term Manager:

1. Open Wordfast Pro 3 and click

The TXML perspective appears.

2. Open the **Terminology** menu and click **New/Select Glossary**.

The Preferences - Glossary List appears.

Preferences (Filtered)							
type filter text	Glossary	List					
▲ General Memory Preferences	Add Glo	ssary(ies) and select Glo	ssary(ies) to u	ise for this pr	oject		
<ul> <li>Translations</li> <li>Terminology</li> </ul>	Active	Glossary Name	Source	Target	Туре	Read-Only	Create
Blacklist		Demo_Glossary_en	EN	ES	Local		Add
Glossary List Glossary Priority							
▲ Translation Memory							Edit
TM List							Remove
TM Priority							Import
							Export
							Export
	Glossar	y Properties					
		Location:					
		Language:					
	-	Language: rm Count:					
		in count					
						Restore De	faults Apply
						ОК	Cancel

#### 3. Click Add.

The Add Glossary dialog box appears.

💮 Add Glossary	x
TMGR WFServer Wordfast Anywhere	
URL:	Test
Remote Properties	
Symbolic Name:	
Address:	
Username:	
Password:	
Project Short Codes:	
Example: PRO000001,PRO000002	
Glossary Properties	
Source Language: English (United States)	
Target Language: German (Germany)	
Synchronization Properties	
<ul> <li>Synchronize blacklist terms</li> <li>Automatic Synchronization</li> </ul>	
Synchronize on Glossary Startup	
Synchronize interval (seconds): 3600	
ок	Cancel

- 4. Give the glossary a **Symbolic Name** and assign a **Source** and **Target Language Code**.
- 5. Enter the **URL** of the Term Manager instance.

The remote TMGR information is populated automatically, when the username, password and Project Short Code are contained within the URL string.

Alternatively, enter each of the remote TM properties.

Option	Description
URL	Enter the Term Manager URL.
Username	Enter the username to access
	Term Manager.
Password	Enter the corresponding
	password for the username.
Project Short	Enter the Term Manager project

Option	Description
Codes	shortcodes. If multiple Project
	Short Codes are needed,
	separate them with a comma.

6. Select the Synchronization Properties.

Option	Description
Synchronize	synchronize blacklisted terms in Term Manager with Wordfast
blacklist terms:	blacklist. Selected by default.
Automatic	enable automatic synchronization with GlobalLink® Term Manager
Synchronization	(TMGR) whenever a term is added or deleted. Selected by default.
Synchronize on	enable Term Manager synchronization when the Glossary dialog box
Glossary Startup:	is opened.
	Note: Wordfast can connect to Term Manager versions running 4.3.1
	or above. Version 4.3.1 supports read access only, and read/write
	access is supported as of Version 4.5. Selected by default.
Synchronize	enter the interval for Term Manager synchronization.
interval (seconds):	

**Note:** If the remote glossary was not set up to be synchronized, it can be synchronized from the glossary. Click **Synchronize**.

d 🗑	efault_en_	US-de_DE - Wordfast Pro 3					
File	Edit Tr	ranslation Memory Termino	ology Window Help				
2		월   (65) 호 (54)   🔂 🕶 🗄	🗊 🕶 🖬 🕹 🖬 🎲 🗐	通管具作等分泌。	> ଢ ଦ + - % G G   ⊒	● @ 🥪 🗠 🚽 🔍	23 a L
B	🗓 glossa	ary_Centralization-DE	tester_en-US_de-DE 🔀			- 0	🗄 Outline 🛛 📃 🗆
	Glossary		Search Previous Next	Add Modify	Delete Import E	xport Synchronize	An outline is not available.
	Index		Target	Description	Creation Date	Creation User	
	1	1 one	eine		Mar 10, 2014 04:58	tester	
	2	2 source	target		Mar 10, 2014 04:57	tester	
	•			m		•	
[er	_US-de_DI	E]			13M of 23	M	

When the glossary synchronization is complete, a confirmation message appears. A report appears showing the number of terms added, updated or removed.

W	Synchronization Report			×
Sy	nchronization process has been finished			
		Regular	Terms	
	Glossary Name	Added	Updated	Removed
	tester_en-US_de-DE	1	0	0
				ОК

7. Click **Test...** to test the Term Manager connection status.

The following message appears when Wordfast successfully connects to the Term Manager instance.

Test St	atus	<b>—</b>
	Connection established successfully	
		ОК

- 8. Click OK.
- 9. Click **OK** on the Add Glossary dialog box.

The new glossary is added to the glossary list.

v Preferences (Filtered)	Glossary	List						
General Memory Preferences	Add Glossary(ies) and select Glossary(ies) to use for this project							
Translations Terminology Blacklist Glossary List Glossary Priority Translation Memory TM List TM Priority	Active	Glossary Name Demo_Glossary_en TMGR1	Source EN-US EN-US	Target DE-DE FR-FR	Type Local Remote	Read-Only	Create Add Edit Remove Import Export	
	Source	y Properties Location: Language Code: Language Code: Term Count:				Restore Default:	s Apply Cancel	

**Note**: Wordfast can connect to Term Manager versions running 4.3.1 or above. Version 4.3.1 supports read access only, and read/write access is supported as of Version 4.5.

#### **WF Server**

To add a glossary from WF Server:

1. Open Wordfast Pro 3 and click

The TXML perspective appears.

- Open the Terminology menu and click New/Select Glossary. The Preferences - Glossary List appears.
- Click Add. The Add Glossary dialog box appears.
- Click the WFServer tab.
   The WFServer details appear.

🐨 Add Glossary		×
TMGR WFServer	Wordfast Anywhere	
Symbolic name:		
URL:	Test	
-WFServer Prope	rties	
Address:		
Port:		
Username:		
Password:		
Workgroup ID:		
	OK Cancel	

- 5. Give the glossary a **Symbolic Name**.
- Enter the URL of the WFServer to autopopulate the WF Server properties OR

Enter the Address, Port, Username, and Password for the WFServer to autopopulate the URL.

- 7. Enter the Workgroup ID.
- 8. Click **Test...** to test the WFServer connection status.

The following message appears when Wordfast successfully connects to the WFServer.

Test	Status	<b>×</b>
1	Connection established successfully	
		ОК

9. Click **OK** on the **Add Glossary** dialog box.

The new glossary is added to the glossary list.

#### Wordfast Anywhere

To add a glossary from Wordfast Anywhere (WFA):

1. Open Wordfast Pro 3 and click

The TXML perspective appears.

- Open the Terminology menu and click New/Select Glossary. The Preferences - Glossary List appears.
- 3. Click Add.

The Add Glossary dialog box appears.

4. Click the Wordfast Anywhere tab.

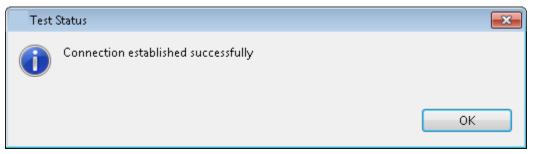
The Wordfast Anywhere details appear.

Add Glossary		x
TMGR WFServer	Wordfast Anywhere	
Symbolic name:		
Enter API Key:	Test	
	n be found in TM & Glossaries Setup in Wordfast Anywhere. Click o MS and glossaries management dialog to see the API key. OK Cancel	'n

- 5. Give the glossary a **Symbolic Name**.
- 6. Enter the API Key.

#### 7. Click Test.

The following message appears when Wordfast successfully connects to Wordfast Anywhere.



- 8. Click OK.
- Click OK on the Add Glossary dialog box.
   The new glossary is added to the glossary list.
   For more information, refer to the Sharing to Applications topic in the <u>Wordfast Anywhere Manual</u>.

### Editing a remote glossary

1. Open Wordfast Pro 3 and click

The TXML perspective appears.

- Open the Terminology menu and click Edit, then select the appropriate glossary. The glossary appears.
- 3. Click **Search** to search through the glossary. Both Source and Target search options are available.
- 4. Click **Add** to add a term to the glossary.
- 5. Click **Synchronization** to synchronize any added terms to the glossary.

**Note**: Wordfast can connect to Term Manager versions running 4.3.1 or above. Version 4.3.1 supports read access only, and read/write access is supported as of Version 4.5.

### Exporting a glossary

Local and remote glossaries can be exported, with the exception of Term Manager glossaries. To export a glossary:

1. Open Wordfast Pro 3 and click

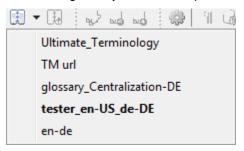
The TXML perspective appears.

#### 2. Click **Terminology > Export**.

Terr	ninology Window Help	
Û	New/Select Glossary	Alt+N
	Add Term	Ctrl+Alt+T
I+	Previous Term	Ctrl+Alt+8
1	Copy Term	Ctrl+Alt+0
$\rightarrow$	Next Term	Ctrl+Alt+9
	Run/Stop Term Highlight	Ctrl+F5
Ð	Edit	+
	Import	
	Export	
	Edit Blacklist	+

### OR

Select the glossary from the drop-down menu.



#### The glossary appears.

💮 de	fault_en_L	JS-de_DE - Wordfast Pro 3					
File	Edit Tra	anslation Memory Terminology	Window Help				
1 😕		) 🛛 🖃 🔄 🖓 🖬 🖓 🖬 🖬	14   12   14   14   14   14   14   14	0°↓↑ \$ <> <> <> <> <> <> <> <> <> <> <> <> <>		€ 🕫 🗠 🛓 🖦   👳	
1	🗓 glossai	ry_Centralization-DE	_en-US_de-DE				🗄 Outline 🛛 👘 🗖
Z Q	Glossary	Search	Previous Next	Add Modify	Delete Import Expo	rt Synchronize	An outline is not available.
	Index	<ul> <li>Source</li> </ul>	Target	Description	Creation Date	Creation User	
Ŭ	1	one	eine		Mar 10, 2014 04:58	tester	
	2	source	target		Mar 10, 2014 04:57	tester	
	•			III		+	
[en	US-de_DE	]			13M of 23M	Ū	

### 3. Click Export.

The Export Glossary dialog box appears.

Export Gl	ossary
Glossary:	Ultimate_Terminology
Export type:	Tab-delimited text file (*.txt)
File:	Browse
	OK Cancel

- 4. Select **Glossary** name.
- 5. Select **Export type**. You have two options:
  - Tab delimited: a TXT file
  - TBX: an XML file
- 6. Enter or browse the location for the glossary.
- 7. Click OK.

The glossary is exported and saved at the specified location.

W Glos	sary export	8
1	2 term(s) exported successfully.	
	ОК	

# **Changing Glossary Priority**

1. Click on **Glossary Priority** under **Terminology**.

The Terminology - Glossary Priority dialog box appears.

type filter text 🖉	Glossary Priority								
<ul> <li>General</li> <li>Memory Preferences</li> <li>Translations</li> </ul>	Select order of priority from ac	Select order of priority from active Glossaries in Glossary list							
<ul> <li>Iranslations</li> <li>Terminology</li> </ul>	Glossary Name	Source	Target	Туре					
Blacklist	TMGR1	EN-US	FR-FR	Remote					
Glossary List	Demo_Glossary_en-fr	EN-US	FR-FR	Local					
Glossary Priority									
<ul> <li>Translation Memory TM List</li> </ul>						_			
TM Priority									
						_			
						_			
						- 🔍			
						_			
				Re	store Defaults	Apply			

Click or I to prioritize newly created or available local and remote glossaries.
 Note: Prioritizing glossaries will ensure that the first glossary in the list is leveraged first, followed by the remaining glossaries.

# **Defining penalties**

Penalties are defined to maintain high quality of the content leveraged from translation memory. A value is assigned to each of the penalties, which are taken into account to calculate the translation score. This score is used to differentiate between golden or 100 %, fuzzy and no match.

To define penalties:

 Open Wordfast Pro 3 and click The TXML perspective appears. 2. Click Edit > Preferences > Translations > Translation Memory > Penalties.

The Preferences (Filtered) Penalties dialog box appears.

Preferences (Filtered)								X
type filter text	Penalties							-
⊿ General								
▲ Appearance		Value	1	Min	Max			
Colors and Fonts	Case:	1	*					
Views		-						
AutoSave	Non literal:	0.50		1	÷ 10	×		
Connection Settings	🔽 Tag:	0.50	*	1	÷ 10	*		
Memory Preferences		3						
Shortcut Keys	📝 Align:	5	▲ ▼					
Update Reminder	Machine translation:	15	*					
▲ Spelling	Multiple translations:	1	A.V					
Hunspell Temp Files								
▲ Translations	Local TM:	1	×					
Auto-Propagation	Remote TM:	1	* *					
Auto-Suggest		_						
Colors	V Private TU:	2	▲ ▼					
▲ Filters	Public TU:	1	×					
Formats	Attribute:	1	-					
Machine Translation		_	•					
Google Translate	If attribute is not:							
Microsoft Translate	🔲 If filename attribut	te does	not m	atch				
WorldLingo								
PM Plug-in								
Segmentation Settings								
TM Administration								
Terminology								
Blacklist								
Glossary List								
Glossary Priority								
▲ Transcheck								
Copied Source Check Forbidden Characters								
Numerical								
Partial								
Punctuations								
Terminology								
Untranslatable								
▲ Translation Memory								
Penalties								
TM List								
TM Priority					Res	tore <u>D</u> efault	s A	pply
					<u>k</u>			
						ОК	Car	ncel

3. Enter values for penalties. Find below the list of penalties and description:

Penalty	Description
Case	penalizes different case in letters.

Penalty	Description
Non literal	penalization is for punctuations, space, special characters
	like apostrophes, dashes, quotes and so on.
Тад	penalizes different tags.
Align	penalizes TUs coming from an alignment.
Machine	penalizes TUs coming from MT.
translation	
Multiple	penalizes TUs if there are duplicates within the TM with
translations	different translations.
Local TM	penalizes TU from local desktop copy.
Remote TM	penalizes TU from remote TM.
Private TU	penalizes workgroup Translation Unit (TU) from remote TM.
(Remote)	
Public TU	penalizes non-workgroup TU from remote TM.
(Remote)	
Attribute	penalizes if attributes differ.
If attribute is not:	consider this attribute name for penalization when the
	custom attribute in the TU does not match the text box
	attribute.
If filename	consider filename as an attribute for penalization when the
attribute does	filename attribute in the TU does not match the TXML
not match	filename.

# **Defining color codes**

The color codes are used to differentiate between different types of content in the TXML editor workspace.

To define color codes:

1. Open Wordfast Pro 3 and click

The TXML perspective appears.

2. Click Edit > Preferences > Translations > Colors.

The Preferences (Filtered) Colors dialog box appears. This displays the default colors assigned to different content types.

Preferences (Filtered)		_ <b>D</b> X
type filter text	Colors	-
⊳ General ⊳ Spelling	Tag Color:	
Temp Files	UT Color:	
<ul> <li>Translations Auto-Propagation</li> </ul>	UT Highlight:	
Auto-Suggest Colors	Source Highlight:	
Filters	Commit into TM:	
<ul> <li>Machine Translation</li> <li>PM Plug-in</li> </ul>	No Match:	
Segmentation Settings	Remote Fuzzy Match:	
TM Administration Terminology	Remote Gold Match:	
<ul> <li>Transcheck</li> <li>Translation Memory</li> </ul>		
Penalties	Local Fuzzy match:	
TM List TM Priority	Local Gold match:	
,	Target Changed:	
	Machine Translated:	
	Auto-Propagated:	
	Keyword Match Highlight:	
	Terminology Term Color:	
	Fuzzy Terminology:	
	Terminology Term Color Highlight:	
	Copy Source Word:	
	Machine Translated (confidence scored):	
	Diff Highlight Add:	
	Diff Highlight Remove:	
	Same paragraph:	
		Restore <u>D</u> efaults <u>Apply</u>
		OK Cancel

If you want to change the default color for any of the content types, click the colored box.
 For example, click the colored box next to Tag color.

Preferences (Filtered)			_ 0	X
type filter text	Colors			•
type filter text         > General         > Spelling         Temp Files         Translations         Auto-Propagation         Auto-Suggest         Colors         > Filters         > Machine Translation         PM Plug-in         Segmentation Settings         TM Administration         > Terminology         > Translation Memory         Penalties         TM List	Tag Color: UT Color: UT Highlight: Source Highlight: Commit into TM: No Match: Remote Fuzzy Match: Remote Gold Match: Local Fuzzy match: Local Gold match:			•
TM Priority	Target Changed: Machine Translated: Auto-Propagated: Keyword Match Highlight: Terminology Term Color: Fuzzy Terminology: Terminology Term Color Highlight: Copy Source Word: Machine Translated (confidence scored): Diff Highlight Add: Diff Highlight Remove: Same paragraph:			
		Restore <u>D</u> efaults	Apply	/
		ОК	Cancel	

A color palette appears. The current color is selected.

Color	•	X
Basic colors:		
Custom colors:		
Define OK	Custom Colors >	>

Select a color, for example, purple and click **OK**.
 The color code for the selected content changes from blue to purple.

Preferences (Filtered)		<u> </u>
type filter text	Colors	•
<ul> <li>General</li> <li>Spelling Temp Files</li> <li>Translations Auto-Propagation Auto-Suggest Colors</li> <li>Filters</li> <li>Machine Translation PM Plug-in Segmentation Settings TM Administration</li> </ul>	Tag Color: UT Color: UT Highlight: Source Highlight: Commit into TM: No Match: Remote Fuzzy Match:	
<ul> <li>▷ Terminology</li> <li>▷ Transcheck</li> <li>▲ Translation Memory Penalties TM List TM Priority</li> </ul>	Remote Gold Match: Local Fuzzy match: Local Gold match: Target Changed: Machine Translated: Auto-Propagated: Keyword Match Highlight: Terminology Term Color: Fuzzy Terminology: Terminology Term Color Highlight:	
	Copy Source Word: Machine Translated (confidence scored): Diff Highlight Add: Diff Highlight Remove: Same paragraph:	Restore Defaults
		OK Cancel

# Enabling spell check

Enabling the spell check option is a good practice to ensure high quality. Spell check is supported in Windows and if you have MS Office installed. Spell check is enabled by default.

1

To disable spell check:

- 1. Open Wordfast Pro 3 and click
  - The TXML perspective appears.

#### 2. Click Edit > Preferences > Spelling.

The Preferences (Filtered) Spelling dialog appears.

Preferences (Filtered)	
type filter text ▲ General ▲ Appearance Colors and Fonts Views AutoSave Connection Settings Keys Memory Preferences Update Reminder User Name ▲ Spelling Hunspell Temp Files ▷ Translations	<ul> <li>✓ Enable spell checking</li> <li>③ Spell check as you type</li> <li>Select spellcheck engine</li> <li>● Hunspell</li> <li>Portuguese Modes</li> <li>Pre-Reform</li> <li>Norwegian Dictionary</li> <li>Bokmål</li> <li>● Microsoft Office Spellcheck</li> </ul> Restore Defaults
	OK Cancel

#### 3. Select Enable spell checking checkbox.

All spelling preferences are cleared. To select spelling preferences, select the **Enable spell checking** checkbox. The Hunspell spellcheck engine is automatically selected. To view all dictionaries available in the Hunspell spell check engine, click **Spelling > Hunspell** in the left pane.

- 4. Select the Check Spelling as you type checkbox. (Optional)
- 5. Select the spellcheck engine, if needed. The options are **Hunspell** and **Microsoft Office Spellcheck**.

The additional options for Hunspell are as follows:

- **Portuguese Modes**: If enabling spell checking for Portuguese, select the modes from the drop-down list. The options are:
  - Pre-Reform: traditional spellings
  - Post-Reform: new spellings
  - Both: traditional and new spellings

• Norwegian Dictionary: Select either Bokmål or Nynorsk Hunspell dictionary from Preferences for Norwegian and Norwegian (Norway) target projects. Bokmål is the default for both Norwegian target languages.

The Spell check option is enabled.

Note: The option for choosing spell check languages is available during installation.

#### 6. Click OK.

To use spell check, click Edit > Spell Check or press F7.

The Spelling options appear. An example is shown below.

Spelling:		×
Not in Dictionary:		
Auf der Registerkarte Einfügen gehören die Galerien Elementee, die entworfen sind, um das Gesamtbild des Dokuments zu	*	Ignore once
koordinieren.		Ignore All
	-	Add to Dictionary
Suggestions:		
Elemente		Change
Elementes Elementen		Change All
		Cancel

The options available are:

Use	to
Ignore once	ignore the suggestions for the highlighted word or
	phrase.
Ignore All	ignore the suggestions for highlighted word or phrase in
	the entire file.
Add to Dictionary	add the word or phrase to the dictionary.
Change	change the existing word or phrase to the selected
	suggestion.
Change All	change all instances of the existing word or phrase to
	the selected suggestion.
Cancel	cancel spell checking.

# Using spell check

Click the Spell Check icon, or Press F7.

File	Edit Tr	anslation Memory Terminology	Window Help						
		🖄 🛛 🛏 🛓 🛶 🛛 🔂 🖛 🗒 🖛	14 😺 🎜 🖓	ा 👍 🗊 🤳 🏌 🏅 🕺 💫 🎝	<del>7 🤇 + - *</del>	🔒 🔒 📴 🕯	i 🦻 🍋 🛓	🛶   🖭   🔯 😭	
	🗧 *Centi	ralization of Localization_machine_t	ranslated_de.docx.txml_Seg	mentChanges_20150717-150910.html 🔀			🗄 Outline 🖾		
2	ID	English (United States)		German (Germany)		Score *		Show all	<b></b> ]
	6	Score				N/A		tralization of Localizatio	on_r 🔺
	7	Source				N/A	4 300 5 Segi		
	8	Target				N/A	≥ 6 Scor		
	9	User				N/A =	8 Targ		
	10	Date/Time		daate/tiimmmeee		N/A	9 User	te/Time	
		Bato, mile					10 Da		
	11	Notes						get revision	E
	12	Target revision	Spelling:			×	📕 🖸 13 Seg		
⊢	12		Not in Dictionary:				▶ 14 Sco		
	13	Segment ID	daate/tiimmmeee			ore once	≥ 15 Sor ≥ 16 Tar		
	14	Score					📔 17 Us	er	
	15	Source				ore All	≥ 18 Da ≥ 19 No	te/Time tes	
	16	Target			+ Add to	Dictionary	≥ 20 Th	e main objective for mo	
	17	User	Suggestions:					r customers seek out to	o rec
⊦		Date/Time	Datex Daten			nange	≥ 22 Ku ≥ 23 Ku	nden nden kontrol	
		Date/Time	Datei		- Cha	inge All	≥ 24 cja		-
1	Text Tab	le	Dattel						•
1	🖗 TM Lo	ookup 🛛 🐱 Notes 🖺 Segment			C	ancel		c	
	Notes		(	Case Sensitive	Exact Dun High		ource Find I	n Target Clear	
	ID S	Source	Target	TM Na	me	User Name	Da	ite/Time	^
	<								
TM[e	en_US-de	_DE]		Source: 9 - 9 Target: 15 - 15 Max: -	14M of 62M	Û			

The Spelling dialog box appears if a spelling error is found. An example is shown below.

- To ignore this instance of the spelling, click **Ignore once**.
- To ignore all instances of the spelling, click **Ignore all**.
- To add the spelling, click Add to Dictionary.
- To accept the highlighted suggestion, click **Change**.
- To accept the highlighted suggestion for all instances of the spelling, click **Change All**.

Note: Navigate the dialog box using the Tab and Enter keys in addition to the mouse.

# **Deleting a project**

To delete a project:

1. Open Wordfast Pro 3 and click

The TXML perspective appears.

Click File > Open Project.
 The Open Project dialog box appears.

💮 Open Project	×
Open existing project or create new one You need to specify source and target language of a project. Languages that you provide now will be used later as a default value for all project files.	
Project List Name default_en_US-de_DE Test	New Delete Rename Preferences
Project Properties Project Name: Test Location: C:\Users\cjacques@egsolutions.com\.wf_workspace\Test\project. Source Language: English (United States) Target Language: German (Germany)	
ОК	Cancel

3. Select a project name and click **Delete**.

A confirmation message appears, asking if you want to delete the file.

4. Click Yes.

The project is deleted and removed from the Project list.

# Translating in a project

After you have completed the initial steps of creating project, opening translation memory, importing glossary and defining penalties and colors, the Wordfast Pro 3 workspace is ready to be used for translation. The translation process broadly includes the following tasks:

- Opening a file
- Translating a file
- Saving and closing a file
- Finding and replacing content
- Enabling translation options
- Enabling Machine Translation
- Enabling Auto Propagation
- Enabling Auto-Suggest
- Leveraging repetitive content
- Working with translation memory
- Working with terminology
- Working with tags
- Editing source segment
- Using Transcheck
- Confirming or Unconfirming segments
- Using Outline window
- <u>Viewing TXML Context</u>
- Using notes
- <u>Viewing segment changes</u>
- Using shortcut icons
- Modifying colors and fonts

# **Opening a file**

To open a file for translation:

- Open Wordfast Pro 3 and click The TXML perspective appears.
- 2. Click **File > Open File**, select file for translation and click **Open**.

OR

Left-click on the file, and drag it to the Translation window (drag\_and\_drop).

The file appears in the Translation window.

💮 default_en_US-de_DE - Wordfast Pro 3			
File Edit Translation Memory Terminology Window Help			
🕭 🔚   🖏   ⊷ 🛓 →  🛃 - 🕄 - 🕄   🥪 🔜 🔩   🕸   ୩	👍 🗊 👃 🕇 🇯 🌏 😡 🔊 🖗	-+ 💥 🔒 🔒 📴 🐔 -	🗲 🛏 👤 🛶 😻 🔯 🖉
			E Outline 🛛 🗖 🗖
		A	Show all 👻
Ultimate Docx file			D 1 Ultimate Docx file
<pre>score="N/A"&gt;</pre>			2 Footer of document Page
			<ul> <li>3 Name</li> <li>4 Transperfect Translations</li> </ul>
			5 Address
{ut1} Footer of document {ut2}Page {u	1433		🖻 6 900 Pearl Street, Ste 4 🛛 🔸
<tscore="na"></tscore="na">			7 Boulder, CO 80302
A SCOTE- MAY			8 Phone Number
			<ul> <li>9 Job</li> <li>10 Product Manager</li> </ul>
<\$>			≥ 11 Autosuggest
Name			12 The following paragraph will c
<t score="N/A"></t>			13 My email address is transperfe
			14 The website for the company
49			15 My full name is Transperfect 1
Transperfect Translations			16 I was born in Queens, New Yo 17 I work on a MacBook Air.
<t score="N/A"></t>			<ul> <li>17 Twork on a Macbook Air.</li> <li>18 I paid \$1250 for the Ultimate E</li> </ul>
			19 Auto Propagation Test
7 8 9	10		20 Below test will test Auto-Prop.
	- Ť	· ·	21 Enabling auto-propagation by +
Text Table 🔶 🔶	▼	•	
🔶 🔗 TM Lookup 🛛 🎉 TXML Context 🥃 Notes 🕼 Segment Changes 🗄	TXML Attributes		
	🛄 a A 💟 Diff High	light Find In Source Find In	Target Clear
ID Source Target	TM Name	User Name	Date/Time ^
<b> </b>			
[en_US-de_DE]		11M of 23M	

**Note:** the file name appears in the tab. To view the file location (file path), point to the tab with the mouse. The file location appears in a popup.

Wordfast Pro 3 supports only those TTX files that are translated and segmented using tag editor.

The TTX files must be renamed to match the source format if they need to be viewed in tag editor.

Find below the description for the various components of the Wordfast Pro 3 workspace:

Number	Component	Description
1	File name	The TXML file name appears here. You can open multiple files,
-		which appear as tabs.
		Note: the file name appears in the tab. To view the file location
		(file path), point to the tab with the mouse. The file location
		appears in a popup.
		Text Table
2	Source	The segment that requires translation appears here.
-	segment	
3	Translation	The translation score, which is the percentage of match found in
-	score	the TM appears here.
4	Target	The translated content is entered here by the translator.
_	segment	
5	Views	The TXML file can be viewed in two ways, as plain text and in a
-		table format.
6	TM Lookup	The TM leverage results appear here. You can also search the
-	window	TM for a term or a phrase. Refer to Using TM Lookup window.
7	Txml Context	The TXML context of the currently open file appears here. Refer
-		to <u>Viewing TXML Context</u> .
8	Notes	The notes specific to each segment. Refer to Using notes.
9	Segment	The segment changes in the currently open file appear here.
_	Changes	Refer to Viewing segment changes.
10	TXML	The attributes of the TXML per segment appear here.
	Attributes	
11	Outline	The color coded list of all source segments appears here. The
	window	colors signify the translation score. Refer to Using Outline
		window.

# Translating a file

This section describes the steps for translating a TXML file when there are no TMs available for leverage. After entering the new translation for a file, you can save the translation to a new TM, which can be leveraged at a later stage.

To translate a file:

1. Follow the steps to open a file from section Opening a file.

The file appears in the Translation window. The first translatable segment will appear in a blue background, and your cursor will be in the target segment by default. Go to <u>Enabling translation</u> <u>options</u> for information on enabling and disabling different translation options.

🕐 german - Wordfast Pro 3					
File Edit Translation Memory Terminology Window Help					
29 🖂 🕎 🛏 🛓 →   🛃 ▼ 🗄 ▼ 🗟 😓 🌼   11 👍 07 ↓ 1 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$					
	lization of 🕺 common_terms_en_d 🧏 Demo_Glossary_			E Outline 🛛	- 0
2 ! ID	English (United States)	German (Germany)	Score ^	Show all	•
1	{ut1}Offline		N/A	<ul> <li>1 Offline</li> <li>2 Review</li> </ul>	<b>^</b>
2	Review		N/A	3 Tool     4 INSTRUCTIONS	
3	Tool{ut1}		N/A	5 TO 6 LINGUISTS:	
4	{ut1}INSTRUCTIONS		N/A	∑ 6 LINGUISTS: ∑ 7 1)	
5	то		N/A	8 Please 9 edit	
6	LINGUISTS:		N/A	10 the	
7	1)		N/A	<ul> <li>11 translation</li> <li>12 in</li> </ul>	
8	Please		N/A	13 the	
9	edit		N/A	<ul> <li>14 TARGET</li> <li>15 column</li> </ul>	
10	the		N/A	<ul> <li>≥ 16 directly.</li> <li>≥ 17 2)</li> </ul>	
11	translation		N/A	≥ 18 To	
12	in		N/A	19 comment 20 on	
13	the		N/A	≥ 21 a	
14	TARGET		N/A -	<ul> <li>22 segment,</li> <li>23 simply</li> </ul>	
		1	Þ	24 create	
Text Tabl				≥ 25 a	*
🔗 TM Lo	okup 🖉 TXML Context 🥃 Notes 🛛 🖺 Segment Changes				- 0
Add	Edit Delete Export Notes				
Id (	Creator ID Type Date Deta	ls			
[en_US-de_DE] Source: 6 - 17 Target: 0 - 0 Max: - 40M of 62M					

**Note**: The tags in the source segment are marked in grey. For example, {ut1}. These tags should be either copied and pasted or typed into the target segment. They should not be edited or deleted.

Segment IDs from the same paragraph appear in gray, but are segmented according to the Segmentation preferences.

2. Type the target segment.

The typed target segment will appear in a pink background as shown in the screenshot below.

	😰 [++ 1] 🖻 - 🗉 - 📴 👂 🖼 📾 🦃 💷 🖓 🖞 🕯 🕈 🕇 🍫 % 🗢 🖻	🤞 🕂 🗕 😤 🕜 🕼 📾 📾 🔶 🛏 🗿 🛶 👘 🐯 🖉 👘 🔽	
- 12	y of common_terms_en_de.txt 🛛 🚾 *Centralization of Localization1.doc.txml.docx 🛛		
! ID	English (United States)	German (Germany)	Score
1	Offline Review Tool	Offline Bewertung Werkzeug	N/A
2	INSTRUCTIONS TO LINGUISTS:		N/A
3	$\{ut1\}1\}$ (ut2}Please edit the translation in the TARGET column directly.		N/A
4	{ut1}2) {ut2}To comment on a segment, simply create a new MS-Word comment.		N/A
5	$\{ut1\}3\}$ $\{ut2\}Codes such as \{ut3\}[1], [2], \{ut4\} etc are tags that handle formatting and functions.$		N/A
6	DO NOT remove any codes like this.{ut1}ADD these codes to the translation at the corresponding points in the text.		N/A
7	$\{ut1\}4\}$ $\{ut2\}It$ is best to edit this file in Normal or Draft view rather than page layout.		N/A
8	{ut1}5) {ut2}DO NOT alter the source column text or any other part of this file{ut3}		N/A
9	Cell colors:		N/A
10	Fuzzy match below 50% (or target modified)		N/A

**Note:** the source characters and the target are counted in the Status bar, under the TM Lookup window: If a maximum character length has been set, segments or block/paragraph exceeding the maximum show the count in red.

In the example below, the character count of the source segment is 74-74, where the first 74 is the segment character count, and the second 74 is the block/paragraph, character count.

The character count of the target segment and block or paragraph is 84-84.

The maximum length for the target segment is N/A. No maximum length was set.

The block or paragraph count is set to 50 characters, exceeding the maximum length by 34 characters. The block/paragraph count appears in red.

For more information, go to Adding an Excel Filter.

te	st - Wor	dfast Pro 3				
File	File Edit Translation Memory Terminology Window Help					
6		🐒 🛏 🕹 🛶 📴 🕶 🖽 👳 😡 🥪 👘 👍 🗊 🤳	1 🗼 🖓 🖓 🎝 🖉 🤇 🕂 🗕 💥 🕞 🕼 🗈 4	🖺 🍝 🖛 🖡 🛶 🖗	🖸 🗟	
E	🔁 *ma	dength.xlsx 🗵				🗄 Outline 🛛 📃 🗖
	! ID	English (United States)	German (Germany)	Sco	ore ^	Show all 👻
	13	The product is working as expected.		N	N/A	<ul> <li>5 This is not new.</li> <li>6 The product is shipped.</li> </ul>
~	14	The product is not working as expected.		N	N/A	7 The product is available.
	15	Where is the product?		N	N/A	<ul> <li>8 The product is not available.</li> <li>9 The product is perishable.</li> </ul>
	16	Will the product fit on a shelf that is one meter deep, and 2 meters high?	Wird das Produkt passen auf eir das einen Meter tief ist, und 2 N		N/A	<ul> <li>∑ 10 The product is not perishable. ≡</li> <li>∑ 11 The product is appropriate for</li> <li>∑ 12 The product is not appropriate</li> </ul>
	€				- F	<ul> <li>13 The product is working as exp</li> <li>14 The product is not working as +</li> </ul>
	Text Ta	ble				( III )
	🛷 тм і	.ookup 🙁 🈹 TXML Context 🥃 Notes 🖺 Segment Changes				
			▼ ■ a A □ Diff Highlight Find	d In Source Find In Targe	et C	lear
	ID	Source Target	TM N	Name Use	er Name	Date/Time ^
	4					
[en	_US-de_[	)E]	Source: 74 - 74 Target: 84 - 84 Max: N/A - 50	17M of 35M	Ū	

### 3. Select **Translation Memory > Next Segment** or click **U** or press **Alt+Down**.

The typed target segment is saved to the TM and the cursor moves to the next segment. **Note**: If you need help creating or opening a TM, go to <u>Creating or opening a TM</u>. To update translation memory with new content, ensure the TM has **Read only** check box is not selected, and update options are selected. Go to <u>Selecting translation memory settings</u> for more information.

Also note that, the TM will not be leveraged or updated if you press the **Enter** or **Tab** keys or if you click into another segment in the Translation window or the Outline window.

After translating all the source segments, select Translation Memory > Commit all segments
 to TM, or click or press Ctrl+Alt+End, to update the TM before closing the file.

#### **Clearing a target segment**

To clear a target segment, place the cursor over the target segment, right-click and select **Clear Target**, or select **Edit > Clear Target Segment**, or press **Ctrl+Alt+X**.

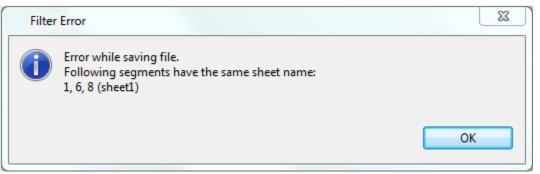
#### Viewing last edited segment

You can view the last segment that was worked on by reopening the file and pressing **Shift+F5**. The cursor will be placed in the target segment that was last worked on.

# Saving a file

To save a file:

- Click File > Save or Ctrl+S, to save the currently open file.
- Click File > Save translated file or Ctrl+Alt+S, to save a translated file to its original format.
   Note: When an Excel file is saved, any sheet names exceeding 31 characters will be truncated to 31 characters. Any segments having the same sheet name will result in a filter error:



The following languages require special font rules when translated. Wordfast Pro automatically changes the target font output when it identifies characters from the following languages into the listed fonts.

- Japanese: MS Gothic UI
- Chinese: SimSun for Chinese characters, Arial for Western characters

- Korean: Batang for Times New Roman, Gulim for Arial
- Arabic: Arial
- Click File > Save As, to save and rename the file.
- Click File > Save All or Ctrl+Shift+S, to save all open files.

# **Closing a file**

To close a file:

- Click File > Close or click <sup>™</sup>, to close the currently open file.
- Click File > Close All, to close all open files.
   Note: If you close a file without saving the most recent changes, a warning message appears querying if you want to save the file.

# Finding and replacing content

You can find and replace the translated content using the find and replace option.

To find and replace content:

- Follow the steps to open a file from section <u>Opening a file</u>. The file appears in the Translation window.
- Click Edit > Find/Replace or press Ctrl+F. The Find/Replace dialog box appears.

Find/Replace		×
Find: Replace with:		•
Direction Forward Backward	Segment Source Target Source and	Target
Options Case sensitive Whole word Wrap search	Scope From curso Current file Open files	
	Find Replace	Replace/Find Replace All Close

- 3. Type the content in the **Find** and **Replace with** fields.
- 4. Enable the following options, if required:

Select	to find and replace
Direction	
Forward	content after of the cursor location.
Backward	content before of the cursor location.
Segment	
Source	source segments only.
Target	target segments only.
Source and Target	both source and target segments.
Options	
Case sensitive	content with matching case.
Whole word	whole words only.
Wrap search	starting from and returning to the start location.
Ignore non-breaking	content containing non-breaking spaces, and ignore the
space	non-breaking space.

Select	to find and replace
Scope	<b>·</b>
From cursor	from the cursor location to end of the file.
Current file	from the beginning to the end of the current file only.
Open files	in all open files.

- 5. Click Find to find the first instance of the content or click Replace All to replace all instances.
- 6. Click **Replace/Find** to replace the searched content and find the next instance, or click **Replace** to replace the searched content only.

OR

Drag content from source to target (drag-and-drop) .

# **Enabling translation options**

Before or during translation, you can enable or disable some generic translation options.

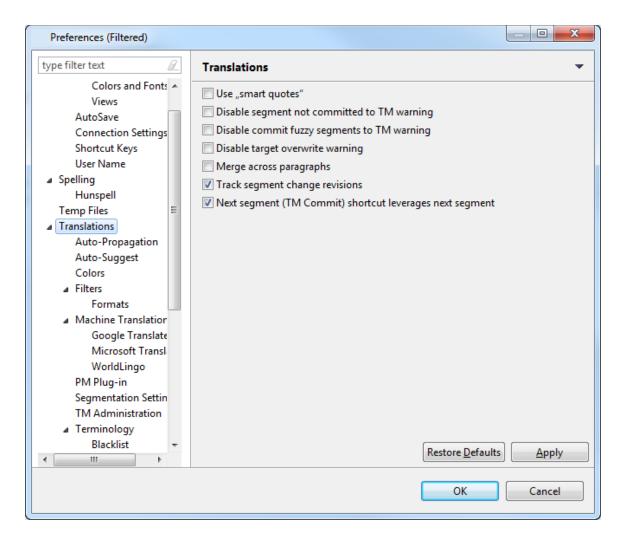
To enable translations specific preferences:

1. Open Wordfast Pro 3 and click

The TXML perspective appears.

2. Click Edit > Preferences > Translations.

The Translations dialog box appears.



3. Enable the following translations options, if required:

Select	to	
Use ,,smart quotes"	enable smart quotes. Depending on the target	
	language Wordfast Pro 3 will automatically change	
	the quote (straight or curly) that is used when the	
	user presses the quote button on the keyboard.	
	A non-breaking space ( ) will be added before	
	the following punctuation when the target language	
	is French-France (fr-FR):	
	:, ;, <<, >>, !, ?, %, \$, #, €	
Disable segment not	disable the warning that appears when a translated	
committed to TM	segment is not committed to the TM before moving	
warning	to the next segment.	

Select	to
Disable commit fuzzy	disable the warning that appears when a fuzzy or
segments to TM	partial match segment is committed to the TM.
warning	
Disable target	disable the warning that appears when a target
overwrite warning	segment is overwritten.
Merge across	enable segments from adjacent paragraphs to
paragraphs	merge. A paragraph tag appears between
	segments merged from different paragraphs, in
	source and target.
Track segment change	track revisions to segments. Selected by default.
revisions	
Next segment (TM	use the Next Segment shortcut to leverage the next
Commit) shortcut	segment. Selected by default.
leverages next	
segment	

# **Enabling Machine Translation**

Wordfast Pro 3 includes an automated machine translation feature which populates translations whenever a file is open or when there are no translation memory segment matches. To enable Machine Translation:

 Open Wordfast Pro 3 and click Edit > Preferences > Translations > Machine Translation. The Machine Translation Preferences dialog box appears.

type filter text	Machine Translation $\diamond \star \star \star$
Temp Files Translations Auto-Propagation Auto-Suggest Colors Filters Formats Machine Translation	Machine Translation behavior Always perform MT translation Perform when there is no TM match Perform MT manually (Default) Allow all unedited segments in active document to be leveraged with MT Remove MT score from score column when segment is edited
Google Translate Microsoft Transl WorldLingo PM Plug-in Segmentation Settin TM Administration Terminology Blacklist Glossary List Glossary Priority Transcheck	Disclaimer for public providers: Source segments are submitted to Machine Translation providers. Make sure this is compatible with your confidentiality requirement. Note that target segments (your translations) are not fed into MT providers, they remain confidential.
Copied Source C	Restore Defaults         Apply
	OK Cancel

- 2. Select one of the following:
  - Always perform Machine Translation, if you want machine translated content to appear when you leverage a segment. TM matches will appear in TM Lookup, along with the MT matches.
  - **Perform when there is no TM Match**, if you want machine translated content to appear when there are no match segments.
  - **Perform MT manually (Default)**, if you want machine translated content to appear only when the MT is performed manually, using the MT icon in TXML editor.
- 3. Select check boxes if you wish to allow all unedited segments in active document to be leveraged with MT and to remove MT score from score column when segment is edited.
- 4. Please read the disclaimer carefully.
- 5. Click Apply.
- You can enable any of these machine translation tools: Google Translate, Microsoft Translate, WorldLingo.

# **Google Translate**

To enable Google Translate:

 Open Wordfast Pro 3 and click Edit > Preferences > Translations > Machine Translation > Google Translate.

The Google Translate Preferences dialog box appears.

😡 Preferences (Filtered)	— 🗆 X
type filter text	Google Translate 🔹
> General > Spelling Temp Files	Enable Google Translator
	Google Translator is a paid service, you need to buy an ID and enter the key below (if left blank Google Translate will be disabled) API key Use Google Premium Edition (Neural MT for limited language pairs) Use Google Translator as primary To learn more about Google Translate, please check <u>Google Translate API FAQ</u> To access and enable Google Premium Edition, please check <u>Premium Edition API</u> Premium edition using Neural MT is only available for limited language pairs listed below. If non supported languages used with premium, Google might provide you with standard edition translation. Available languages for Google Translate Available languages for Premium Neural MT Test
	Disclaimer for public providers: Source segments are submitted to Machine Translation providers. Make sure this is compatible with your confidentiality requirement. Note that target segments (your translations) are not fed into MT providers, they remain confidential.
	Restore Defaults Apply
	OK Cancel

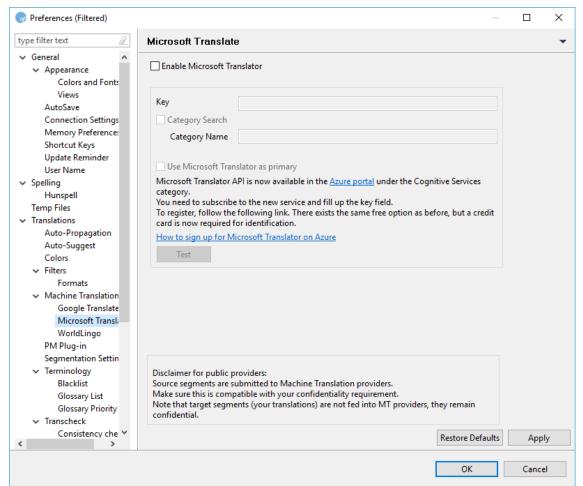
- 2. Select Enable Google Translator checkbox to populate preset translations.
- 3. Enter the API key, which is mandatory to use Google Translate. Click the **Google Translate API** FAQ link for more information.
- 4. Select **Use Google Premium Edition** (Neutral MT for limited language pairs), to select a premium edition.
- 5. Select **Use Google Translator as primary** checkbox to give Google MT preference over other Machine Translation service.
- 6. Click **Test** to test the service.
- 7. Click **Apply** to save the selection and **OK** if you wish to close the Preferences dialog box.

## **Microsoft Translate**

To enable Microsoft Translate:

 Open Wordfast Pro 3 and click Edit > Preferences > Translations > Machine Translation > Microsoft Translate.

The Microsoft Translate Preferences dialog box appears.



- 2. Select Enable Microsoft Translator checkbox to populate preset translations.
- 3. Enter a Key, which is mandatory to use Microsoft Translate. Click the How to sign up for Microsoft Translator on Azure link for more information.
- (Optional) Select Category Search and enter a category name, to conduct a more contextsensitive search for a preset translation. For more information on using Category Search, see the <u>Microsoft Translator Hub User Guide</u>.
- 5. Select **Use Microsoft Translator as primary** checkbox to give Microsoft MT preference over other Machine Translation service.
- 6. Click **Test**, to test the service.
- 7. Click **Apply** to save the selection and **OK** to close the Preferences dialog box.

# WorldLingo

To enable WorldLingo:

 Open Wordfast Pro 3 and click Edit > Preferences > Translations > Machine Translation > WorldLingo.

The WorldLingo Preferences dialog box appears.

Preferences (Filtered)	
type filter text	WorldLingo $( \Rightarrow \bullet ) \bullet \bullet$
General     Appearance     Colors and Fonts	Enable WorldLingo
Views AutoSave Connection Settings	Use WorldLingo as primary
Memory Preference: Shortcut Keys	Available languages for WorldLingd
Update Reminder	Test
▲ Spelling Hunspell	
Temp Files  Translations	
Auto-Propagation Auto-Suggest	
Colors	
<ul> <li>Filters         <ul> <li>Formats</li> <li>Machine Translation</li> <li>Google Translate</li> <li>Microsoft Transl</li> <li>WorldLingo</li> </ul> </li> </ul>	Disclaimer for public providers: Source segments are submitted to Machine Translation providers. Make sure this is compatible with your confidentiality requirement. Note that target segments (your translations) are not fed into MT providers, they remain confidential.
PM Plug-in +	Restore Defaults     Apply
	OK Cancel

- 2. Select Enable WorldLingo checkbox, to populate preset translations.
- 3. Select **Use WorldLingo as primary** checkbox to give WorldLingo preference over other Machine Translation service.
- 4. Click Available languages for WorldLingo to view the languages.

Available L	×	
Arabic Dutch German Japanese Russian	Chinese (China) English Greek Korean Spanish	Chinese (Taiwan) French Italian Portuguese Swedish
		ОК

5. Click **Test**, to test the service.

6. Click **Apply** to save the selection and **OK** if you wish to close the Preferences dialog box.

## Using machine translation

To use machine translation:

- 1. In the TXML Editor, open a file for translation.
- Click or press Alt+-, click or press Alt+Down or click or press Alt+Up.
   The machine translation will appear in the TM Lookup window.
- 3. To populate the machine translation in the target segment, click in the target segment and click **Machine Translation**. Find below and example screenshot of a machine translated file.

le <u>E</u> dit T	ranslation <u>M</u> emory	<u>T</u> erminolog	y <u>W</u> indow <u>H</u> elp			
29 🔡 🔅   1 G	6 O I 1 I .	ə <sub>?</sub> ə "ə	<del>7</del> 4 - *			<b>a</b>
🛉 🕡 *Cen	tralization of Localiza	tion_machin	e_translated.docx	🕡 *Centralizat	ion of Localization1.docx	
I ID	English (United Sta	tes)			German (Germany)	Score
1	Centralized	d Local	ization		Zentralisierte Lokalisation	MT
2 <b>{ut1}</b> The main objective for most of our customers is to gain control over cost, quality, and turn-around time. <b>X {ut1}</b> Die Hauptzielsetzung für die meisten unseren Kunden ist, Steuerung über Kosten, Qualität und Abfertigungszeit zu gewinnen.			meisten unseren Kunden ist, Steuerung über Kosten, Qualität und	MT		
۲ Text Ta	3 Our customers seek out to reduce a lack of consistency across languages, markets and programs, a lack of cost control over the same, and significant delays in launching global			,		
A TM L	.ookup 🛃 Notes 🛛	In Segme	ent Changes			
Add	Add         Edit         Delete         Export Notes					
Id Creator ID Type Date Details						

**Note**: Machine translated content is highlighted in orange by default and marked as **MT** in the Score column. If required, the default color code can be modified. Refer to <u>Defining color codes</u>.

# **Enabling Auto-Propagation**

You can choose to propagate translations for segments in the document automatically when you commit a segment to translation memory. The Auto-Propagation option allows you to enable or disable this feature. Enabling the Auto Propagation option will also allow you to leverage previous translation of repetitive content. For more information, refer to <u>Leveraging repetitive content</u>.

To enable Auto-Propagation:

- 1. Open Wordfast Pro 3 and click
  - The TXML perspective appears.
- 2. Click Edit > Preferences > Translations > Auto-Propagation.

The Auto-Propagation dialog box appears.

Preferences (Filtered)	
type filter text	Auto-Propagation 🗢 👻 🗢 💌
<ul> <li>General</li> <li>Appearance Colors and Font: Views</li> <li>AutoSave Connection Settings</li> <li>Shortcut Keys</li> <li>User Name</li> <li>Spelling</li> <li>Hunspell</li> <li>Temp Files</li> <li>Translations</li> <li>Auto-Propagation</li> <li>Auto-Suggest</li> <li>Colors</li> </ul>	<ul> <li>✓ Enable autopropagation</li> <li>Enabling autopropagation alone will automatically update all empty target segments</li> <li>☐ Enable auto-propagation across all open files</li> <li>Use autopropagation to overwrite:         <ul> <li>☐ 100% matches</li> <li>☑ Fuzzy matches</li> <li>☐ Autopropagated matches</li> <li>☑ Modified segments</li> <li>☑ Machine Translated segments</li> <li>☑ Committed segments</li> </ul> </li> <li>Restore Defaults Apply</li> </ul>
	OK Cancel

- 3. Select **Enable autopropagation** checkbox to automatically propagate translation based on previous translation completed in the file.
- 4. Select **Enable autopropagation across all open files** to automatically propagate all open files in TXML editor.

Select	to overwrite
100% matches	100% translation memory (TM) matches.
Fuzzy matches	partial translation memory matched.
Autopropagated	all autopropagated matches. This means that if
matches	there are multiple segments that have the same
	content then editing one segment will auto
	propagate the change in all matching segments.
Modified segments	edited autopropagated matches. This means that if

5. Enable the following autopropagation options, if required:

Select	to overwrite
	there are multiple segments that have the same
	content and the first and second repetitions are
	edited, then the following matching segments will
	be updated based on the second segment that was
	changed.
Machine Translated	machine translated content.
segments	
Committed segments	translated content that is committed to the TM.

6. Click Apply and OK.

The Auto-Propagation option is enabled.

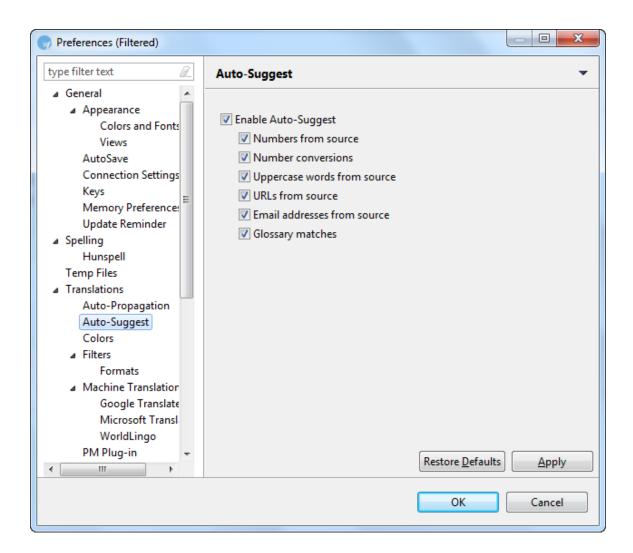
# **Enabling Auto-Suggest**

The Auto-Suggest option populates suggestions based on content or numeric values from source and terminology matches.

To enable Auto-Suggest:

- Open Wordfast Pro 3 and click The TXML perspective appears.
- 2. Click Edit > Preferences > Translations > Auto-Suggest.

The Auto-Suggest dialog box appears.



- 3. Select the **Enable Auto-Suggest** checkbox.
- 4. Enable the following auto-suggest options, if required:

Select	to view suggestions in target segment for
Numbers from source	numbers that appear in the source segment.
Number conversions	number conversions based on different rules. For
	example: If the file is being translated from English
	(United States) to German (Germany), \$1,000
	appearing in source segment will be suggested as
	\$1.000 in the target segment.
Uppercase words from	upper case words that appear in the source
source	segment.
URLs from source	URLs that appear in the source segment.
Email addresses from	email addresses that appear in the source
source	segment.

Select	to view suggestions in target segment for	
Glossary matches	term matches from synchronized glossary found in	
	the source segment.	

### 5. Click **Apply** and **OK**.

The Auto-Suggest option is enabled.

6. To view suggested terms, begin typing in the target segment. An example is given in the screenshot below.

te	est - Wo	dfast Pro 3			
File	Edit	Translation Memory Terminology Window Help			
1 🖄			🐑 🛏 🛓 🛶 📴 🖛 🕄 👳 🔜 🤜		
1	≹ <b>¶</b> (	💩 🗊 👃 🏌 🏅 💫 💫 🎜 🦻 🦕 🕂 🗕 💥 🚱 🚳 💷 💷 🖉	- 🖛 🕹 🔿   👯 🛃 🕗		
E	💽 *ma	xlength.xlsx 🛛 😹 *Docx.docx.txml_SegmentChanges_20141222-143721.htm			
	! ID	English (United States)	German (Germany) Target: Report Score		
	<u>^</u> 1	Revision Exporter Report	Revision Exportsymbolic Name: Demo_Glossary_en-de N/A		
*	2	Segment Changes Report	Segment Report N/A		
	3	Docx.docx.txml	N/A		
	4	Source revision	N/A		
			• · · · • •		
	Text Table				
[en	[en_US-de_DE] Source: 22 - 22 Target: 13 - 13 I 27M of 64M 🗻				

# Leveraging repetitive content

The leveraging repetitive content option can be used when there are repetitive segments in a file. For example, if there are multiple instances of the phrase "Our Process" then the translator needs to type the translation only once. The remaining segments are leveraged automatically. To use this feature you must enable the Auto Propagation option. For more information, refer to Enabling Auto Propagation. To leverage repetitive content:

1. Follow the steps to open a file from section Opening a file.

The file appears in the Translation window. The first translatable segment will appear in a blue background, and your cursor will be in the target segment by default.

💮 default_en_US-de_DE - Wordfast Pro 3				
File Edit Translation Memory Terminology				
😕 🔛 👘 🛏 🕹 🛶 関 🗸	· 📴  💀 😹 🌼 🛛 🖓 🗊 🗍 🕇	i 🛷 😥 🎝 🐷 🤇 🛨 🗕 💥 🕞	🔒 🖪 🐔 🌽 🖷 📕	🔿 👳 🔯 🗟 🛛 🖉
😭 🔀 *C:\Christine\test files\Ultimate\Docx.d	ocx.txml 🖂		🗖 🗖 📴 Outline	e X 🗌 🗖 🗖
<t score="N/A"></t>			×	Show all 👻
				For Fuzzy auto-propagation te Also, Auto-propagation is cas
(3)				Also, Auto-propagation is cas Auto Prop
Auto Propagation			27	Auto Prop
<t score="N/A"></t>				Auto Prop This is a sentence Auto propa
				Auto Propagation
<s> Auto Drop</s>				Auto Prop
Auto Prop				Auto prop This is a sentence Auto propa
<t score="N/A"></t>			> 34	This is a sentence Auto propa
<\$>				This is a sentence Auto propa
Auto prop				This is a sentence Auto propagation
<t score="N/A"></t>			38	Auto Prop
				Auto propagation Placeable Test
Text Table				TEL 1 1 1
	Notes 🖺 Segment Changes 🗖 TXML Attributes			
Auto Propagation		a A 🗹 Diff Highlight Find In Se	ource Find In Target	Clear
ID Source	Target	TM Name	User Name	Date/Time
4				
TM [en_US-de_DE]				
- Inviteir_op-de_bel		15M of 26M	Û	

Note: There are three instances of the source segment "Auto Prop".

2. Type the target segment for the first instance.

The typed target segment will appear in a pink background as shown in the screenshot below.

efault_en_US-de_DE - Wordfast Pro 3			
File Edit Translation Memory Terminology Window Help			
😕 🔛 😤 🛏 🛓 🛶 🔯 👻 🕄 👻 🕄 👻 😡 😓 🔅 👘 🛯 🍓 🗊 🕹 🗊 🖡 🕇	🔊 🔊 🔎 🐷 🤇 💠 🗕 🐥 🔒 🚱	🖻 🗉 🗲 🖛 🕽	
E			
<pre><t score="N/A"></t></pre>		*	Show all 👻
		>	24 For Fuzzy auto-propagation te
() <\$>			25 Also, Auto-propagation is cas
Auto Propagation			26 Auto Prop
			27 Auto Prop
<t score="W/A"></t>			29 This is a sentence Auto propa
			30 Auto Propagation
<\$>			31 Auto Prop
Auto Prop			32 Auto prop
<t score="N/A"></t>			33 This is a sentence Auto propa 34 This is a sentence Auto propa
AutoProp Germany			35 This is a sentence Auto propa
<s></s>			36 This is a sentence Auto propa
Auto prop			37 Auto propagation
<t score="N/A"></t>			38 Auto Prop
			39 Auto propagation 40 Placeable Test
Text Table			44 TO 1 1 T
		<	4
🔗 TM Lookup 🛛 🈹 TXML Context 🥃 Notes 🕼 Segment Changes 🗖 TXML Attributes			
Auto Propagation	🔲 a A 📝 Diff Highlight 🛛 Find In Source	e Find In Target	Clear
ID Source Target	TM Name Us	er Name	Date/Time
			-
4			•
TM [en_US-de_DE]	19M of 26M	Û	

# 3. Select **Translation Memory > Next Segment** or click U or press **Alt+Down**.

The typed target segment is saved to the TM and the subsequent repetitive segments are leveraged. The segments appear in an orange background as shown in the screenshot below.

💮 default_en_US-de_DE - Wordfast Pro 3				
File Edit Translation Memory Termin	ology Window Help			
🙋 🔡 😥 i 🛏 🤳 🚽 🔯 🕶	I - II 😺 🍃 🔜 💀 🛯 🎍 🗊 🗍	* 🕹 😥 🗦 🐷 🦕 🛨 🕳 😽	🔒 🔁 🕾 🦊 🝋	🕹 🛶 😻 🔯 😵 🛛 🖸
☆ *C:\Christine\test files\Ultimate\Delta				utline 🛛 👘 🗖
				Show all 🔹
				24 For Fuzzy auto-propagation te
				25 Also, Auto-propagation is cas
nato mop				26 Auto Prop
<t score="N/A"></t>				27 Auto Prop
AutoProp Germany				28 Auto Prop
<s></s>				29 This is a sentence Auto propa 30 Auto Propagation
Auto Prop				30 Auto Propagation 31 Auto Prop
<t score="0"></t>				32 Auto prop
AutoProp Germany			Þ	33 This is a sentence Auto propa
<s></s>				34 This is a sentence Auto propa
Auto Prop				35 This is a sentence Auto propa
<t score="N/A"></t>				36 This is a sentence Auto propa 37 Auto propagation
AutoProp Germany				38 Auto Prop
			Þ	
<s></s>				40 Placeable Test
Text Table			•	
🔗 TM Lookup 🔀 🌌 TXML Contex	t 🧓 Notes 🕼 Segment Changes 🗖 TXML Attribute	s		
		🔲 a A 🗹 Diff Highlight 🛛 Find In Se	ource Find In Target	Clear
ID Source	Target	TM Name	User Name	Date/Time ^
				~
*				P
		15M of 27M	<b>D</b>	

Note: The remaining two instances of "Auto Prop" are translated automatically.

# Working with TM

Translation memory (TM) is designed to provide maximum content re-use and facilitate collaboration between globally distributed localization resources. Find below the procedures for the following tasks:

- Leveraging translation memory
- Using TM Lookup window
- Updating translation memory

### Leveraging translation memory

To leverage translation memory:

Follow the steps to open a file from section <u>Opening a file</u>.
 The file appears in the Translation window. The first translatable segment will be open, and your cursor will be in the target segment by default.

efault_en_US-de_DE - Wordfast Pro 3			
File Edit Translation Memory Terminology Window	Help		
	3 🗔 : 🕸   ୩ 🗟 🗊 🕹 🕇 💈 🖓 🔑 🛛	9 🤇 🕂 🗕 🎇 🖓 🗐	€ 🗲 🖛 🖡 🛶 🐺 👯 🗑 🕴 🖉
C:\Christine\test files\Ultimate\Docx.docx.txml		- 0 - 0	E Outline 🛛 🕛 🗆
			Show all
Ultimate Docx file			≥ 1 Ultimate Docx file
<t score="N/A"></t>			2 Footer of document Page     3 Name
			4 Transperfect Translations
<s></s>			5 Address
{ut1} Footer of document {u	t2}Page {ut3}		6 900 Pearl Street, Ste 4
<t score="N/A"></t>	()		7 Boulder, CO 80302
St Score- N/A >			8 Phone Number
			dol 9
<\$>			<ul> <li>10 Product Manager</li> <li>11 Autosuggest</li> </ul>
Name			<ul> <li>➢ 11 Autosuggest</li> <li>➢ 12 The following paragraph will </li> </ul>
<t score="N/A"></t>			13 My email address is transperfe
			14 The website for the company
<\$>			15 My full name is Transperfect 1
			16 I was born in Queens, New Yo
Transperfect Translations			17 I work on a MacBook Air.
<t score="N/A"></t>			18 I paid \$1250 for the Ultimate E
			19 Auto Propagation Test
<\$>			20 Below test will test Auto-Prop.
Text Table		•	21 Enabling auto-propagation by 🗸
			4
🔗 TM Lookup 🖾 🌌 TXML Context 🔙 Notes 🗈 Se	egment Changes 📋 TXML Attributes		
	🕅 a A 🗸 Diff	Highlight Find In Source Fin	d In Target Clear
ID Source	Target TM Na	ime User Name	Date/Time
10 Source	Torget The Tag	User Name	Date/ Infe
			-
4			4
[en_US-de_DE]		11M of 23M	

Select Translation Memory > Current Segment Leverage or click or press Alt+-.
 The TM will be leveraged and the target segment appears.

💮 de	fau	lt_en_US-	de_DE - Wordfast Pro 3								_ 0	×
File	Ed		lation Memory Terminology Window He									
1 😕	H		🕹 🛶   🔯 🕶 🗒 🖛 🗒 🥪 👒	🛃 🔅 🛛 🖷	🗟 🗊 🦊 🏌 ‡ 🍳 🕺 🎝	v 🐷 🤤	. 🕂 🗕 🎇 🕞 🕼	8 🖻	E 4	F 🖛 🛓 🔿   a	🏎 🔯 🗟 🛛 🗹	
<u></u>	Z	*C:\Christ	tine\test files\Ultimate\Docx.docx.txml					-		🗄 Outline 🖾		
	! ]	D	English (United States)		German (Germany)			Score	^		Show all	•
	1	90	This will also be 100% m	atch.	Dies wird auch zu	100	%	100			will be an exact matcl will also be 100% mat	
					übereinstimmen.						will be a fuzzy match.	
		91	This will be a fuzzy match	<b>.</b>				N/A			will be an even fuzzie	
	-				<b>D</b> <sup>1</sup> · 1 · 1		-				segment will test "co aceables (Auto Correc	
			This will be an even fuzzi	er	Dies wird noch un		rter	77			ber Replacement	
	-		match.		angepasst werden.						e are 12 rooms in this tests numbers with pl	
		93	This segment will test "co	ру				N/A	-	⊵ 98 Chec	k for decimal numbe	er 6.0
	∢ Tev	t Table						,	<u> </u>		e are 8 zero's in a billi	ion1 +
	_								_	< <u> </u>		
1	Ŷ	TM Looku	up 🔀 🔏 TXML Context 🥃 Notes 🖺 Segr	nent Changes	TXML Attributes							
	T	his will als	o be 100% match.		🗸 a A 🛛	Diff H	ighlight Find In Sou	Fi	nd In	Target Cle	ar	
	ID	Sour	rce	Target		Score	TM Name	U	ser N	ame	Date/Time	
	1		will also be 100% match.		zu 100% übereinstimmen.	100	Ultimate_TM.txt	JS			1/5/12 1:43 PM	
	2	This	will <mark>also be 100%<del>be a fuzz</del> match.</mark>	Dies wird eine F	uzzy-Match werden.	76	Ultimate_TM.txt	JS	5		1/5/12 1:43 PM	_
												E
												-
	•				m							•
TM	[en	_US-de_DI	E]				19M of 39M	Û				

### **Using Replaceables**

You can leverage the TM to replace numbers, URLs, punctuation and email addresses in the translation. If **Use Replaceables for higher TM matches** was selected in Preferences, the leveraged segment will overwrite the translation. For more information, go to <u>Selecting Translation Memory Settings</u>.

In the example below, the numbers differ in the source and target segments.

	🕎 🛏 🤳 →  🛃 マ 🗄 マ 💀 🥪 🧠 🦓 👖 👍 🗊 🤳 "	1 4 <del>~</del> 7 <del>2</del> 8 <del>2</del>					- 6	🗄 🗄 Outline 🖾 👘
D	English (United States)		German (Germany)				Score	Show all
1	Number Replacement		German (Germany)				N/A	1 Number Replace     2 There are 12 roor
2	There are 12 rooms		Es gibt 100 Zimmer				100	<ul> <li>2 There are 12 roor</li> <li>3 This tests number</li> <li>4 Up to 105,000</li> </ul>
3 Text	ut1 This tests numbers with $ut2$ placeables 7 words.	s{ut3} has					N/A	<ul> <li>5 Up to 100,000</li> <li>6 This segment tes</li> <li>7 Check this decim</li> </ul>
	Lookup 🙁 🗖 TXML Attributes 🕼 Segment Changes							
🔗 TM								
	re are 12 rooms		▼ □aA ☑ Diff Highlight Find	In Sourc	e Find In Target	Clear		
	re are 12 rooms	rget	▼ □ a A I Diff Highlight Find		e Find In Target	Clear User Name		Date/Time
The	re are 12 rooms	rget gibt 12 Zimmer	▼ a A I Diff Highlight Find					
The	re are 12 rooms Source Tar There are 12 rooms Es (	5	▼ a A I Diff Highlight Find.	Score 100	TM Name	User Name		Date/Time
The	re are 12 rooms Source Tar There are 12 rooms Es There are 12 rooms Es	gibt 12 Zimmer	▼ a A I Diff Highlight Find.	Score 100 100	TM Name Replacables_TM.txt	User Name replacer		Date/Time 3/11/14 11:30 AM

1. Select Translation Memory > Current Segment Leverage or click <sup>2</sup> or press Alt+-.

The TM overwrites the number in the target segment.

100	*Replaceables_testfile.doc 🔯						- C	D BE Outline 22	640
D	D English (United States)	G	German (Germany)				Score	<ul> <li>Show all</li> </ul>	
1	1 Number Replacement						N/A	1 Number R	
2	2 There are 12 rooms	E	Es gibt 12 Zimmer				100	3 This tests r	umbe
								29 This segn	ent ter
Te	Text Table							* (H) ***	
Te				_				29 This segn	0
Te	Text Table		+ □aA ☑ Diff Highlight Find I	In Sourc	e Find In Target	Clear			0
Te	Text Table ThU Lookup 🖾   🗂 TXML Attributes   🕦 Segment Changes   There are 12 rooms	Target	• 🔲 e A 🖉 Diff Highlight [Find ]		e Find In Target	Clear User Name		Date/Time	0
To	Text Table ThU Lookup 🖾   🗂 TXML Attributes   🕦 Segment Changes   There are 12 rooms	Target Es gibt 12 Zimmer	• 🗌 a A. 🗷 Diff Highlight 🛛 Find J	Score	and territories and the set				,
To	feet Table  That Lookup 12   TXML Attributes   C Segment Changes  There are 12 rooms  D Source		• 📄 + A. 📝 Diff Highlight - Find I	Score 100	TM Name	User Name		Date/Time	0

### Translation memory default color representation

Find below the list of default color representations for source and target segments in the Translation window:

Color	Representation
Blue	Source segment
Yellow	Fuzzy match
Grey	No match or NA
Green	100% match
Pink	Segment modified since
	the original file was
	created
Purple	Segment modified and
	updated to translation
	memory

Go to Defining color codes for more information.

## Using TM Lookup window

The TM Lookup window is used to view TM leverage results and context searching. Find below the procedure for the following tasks:

- <u>Viewing TM leverage results</u>
- Using TM lookup

#### **Viewing TM leverage results**

The TM Lookup window displays the leverage results for the current source segment, if Perform TM Lookup Automatically is selected in Preferences. The results display the segment ID, Source and Target segments, leverage score, TM Name, User Name, and Date/Time of update to TM.

	defa	ult_en_US	-de_DE - Wordfast Pro 3								
File			slation Memory Terminology Window Help								
6	9	<b>.</b> 🔁	🛓+     🛃 🕶 🗒 🖛 🗒   🥪 🍓 🖡	. 🗊 🕼 🛛 🐗	₶₶₰₰₯₯₢	v ⊊ -	4 - % 6 6 9 4	ĩ 47 km	1 =>  i	₩.	
E	X	*C:\Chri	stine\test files\Ultimate\Docx.docx.txml 🛛								🗄 Outline 🛛 👘 🗖
	] [	ID	English (United States)		German (Germany)				Score	^	Show all 🔹
		88	Auto Prop						N/A		<ul> <li>85 This will be a Blac</li> <li>86 TM test</li> </ul>
		89	{ut1}This will be an {ut2} match.	exact{ut3}					N/A		<ul> <li>≥ 80 TM test</li> <li>≥ 87 Using the "Ultima"</li> <li>≥ 88 Auto Prop</li> <li>≥ 89 This will be an exa</li> </ul>
		90	This will also be 100% ma	itch.					N/A		<ul> <li>90 This will be an exa</li> <li>90 This will also be 1(</li> <li>91 This will be a fuzz</li> </ul>
		91	This will be a fuzzy match		Dies wird eine	e Fuz	zy-Match werde	n.	90		92 This will be an eve
		92	This will be an even fuzzie	er match.					N/A	-	<ul> <li>93 This segment will</li> <li>94 Replaceables (Aut</li> </ul>
	-		1						Þ		🕑 95 Number Replacen 🖕
	Te	ext Table									< III +
	1	TM Look	cup 🔀 🌌 TXML Context 🥃 Notes 🕼 Segm	ent Changes							- 0
	E	This will al	so be 100% match.		🕅 a A	🔽 Diff	Highlight Find In Source	Find In Ta	arget	CI	ear
	I	D Sou	urce	Target		Score	TM Name	User Name			Date/Time
	1	. Thi	s will also be 100% match.	Dies wird auch zu 100% ül	bereinstimmen.	100	Ultimate_TM.txt	JS			1/5/12 1:43 PM
	2	2 Thi	is will <mark>also be 100%<del>be a fuzz</del> match.</mark>	Dies wird eine Fuzzy-Mato	:h werden.	76	Ultimate_TM.txt	JS			1/5/12 1:43 PM
	4	(									• •
ĮΤ	M [e	n_US-de_[	DE]				15M of 31M	Û			

### TM Lookup default color representation

Find below the list of default color representations for source and target segments and translation score in the TM Lookup window:

Color	Representation
Blue	Source segment
Yellow	Fuzzy match
Green	100% match on word or
	phrase in target
	segment
Highlighted	Words or phrases that
text	do not match the source
	segment. This appears
	if Diff highlight is not
	selected.
Diff Highlight	Word or phrases that
Add	appear in the source but
	not in the TM. This
	appears if Diff Highlight
	is selected.

Representation
Word or phrases that
appear in the TM but
not in the source. This
appears if Diff Highlight
is selected.

Go to <u>Defining color codes</u> for more information.

## Using TM lookup

TM lookup is a process that searches for specific source segment text in the translation memory. The results display source and target segments.

To perform TM lookup:

- 1. Enter a word or phrase in the TM Lookup text box. For example,
  - Our Process: searches segments with either word available in lower, upper and sentence case.
  - "Our Process": searches only those segments that include both words in the same order and case.
  - Our+Process: searches segments which include both the words available in lower, upper and sentence case.
- 2. Select the Case sensitive check box

to match case.

3. Click Find In Source or Find In Target.

**Note**: If you want matches that only have all the words in your phrase, use + signs between each word instead of spaces. If you use spaces in the search string, then results will show segments that have any of the words in them.

OR

- 1. Select a word or phrase in the source segment.
- 2. Press Ctrl+Shift+T or 🔯.

The TM Lookup results appear. The results display the segment ID, Source, and Target segments, TM Name, Username and Date/Time of update to TM.

1 I A	ML Context 🗾 Notes 🛛		TXML Attributes 🔗 TM L	ookup to	
Netv	vork			🔽 a A 📝 Diff Highlight	Find In Source Find In Target Clear
ID	Source	Target	TM Name	User Name	Date/Time
1	Networking	Netzwerken	Ultimate_TMCopy.txt	cjacques	12/3/13.11:21 AM
2	Network Access	Computernetzwerks	Ultimate_TMCopy.txt	cjacques	12/3/13.11:21.AM
3	Network Protection	Network Protection	Ultimate_TM - Copy.txt	cjacques	12/3/13.11:26.AM

Note: The words or phrases that match the searched context are highlighted.

If no TM is selected, the following dialog box appears:

IT 💮	M Lookup	×
No	TM Found. Please	e select a TM from <u>TM List.</u>
		ОК

Click TM List to select a TM from the list of TMs.

To continue without selecting a TM, click **OK** or close the dialog box.

## Updating translation memory

To update translation memory with new content, ensure the TM has the **Read only** checkbox clear and update options are selected. Go to <u>Creating or opening a translation memory</u> and <u>Selecting translation</u> <u>memory settings</u> for more information.

When you navigate source segments by pressing **Alt+Down** or **Alt+Up** or clicking  $\bigcup$  or  $\widehat{1}$ , segments are saved automatically to the TM.

**Note**: If you have changed the target segment, and you navigate using other methods (for example, clicking other segments to navigate directly to them), a warning message appears asking if you want to save the target segment.

# Working with terminology

Find below the procedures for the following tasks:

- Setting copy term option
- Highlighting terms
- <u>Auto propagating terms</u>
- Using terminology wildcard
- Leveraging a glossary

- Adding terms
- Editing terms
- <u>Copy a term</u>
- Adding blacklist
- Editing blacklist
- Using Wordfast Pro and Wordfast Classic glossaries

# Setting copy term option

The copy term option copies the source segment to the target segment.

To set copy term option:

- Open Wordfast Pro 3 and click The TXML perspective appears.
- Click Terminology > New/Select Glossary > Translations > Terminology. The Preferences (Filtered) Terminology dialog box appears.

Preferences (Filtered)	
type filter text       Image: Colors and Fonts         Appearance       Colors and Fonts         Views       AutoSave         Connection Settings       Shortcut Keys         User Name       Spelling	Terminology         Settings copy term from source to target
Hunspell Temp Files Translations Auto-Propagation Auto-Suggest Colors Filters Machine Translation PM Plug-in Segmentation Settings TM Administration Terminology Transcheck Translation Memory	Restore Defaults       Apply
	OK Cancel

- 3. Select one of the following copy term options:
  - Copy only source: to copy source term from the source segment to the target segment.
  - Copy only target terms: to copy target term to the target segment.
  - Copy both source and target glossary terms: to copy both source and target terms to the target segment.
- 4. Select **Enable automatic fuzzy term recognition** checkbox to clear it, if you do not want to see fuzzy matches from the glossary highlighted.
- 5. Select **Highlight terms in Editor with Box** to clear it, if you do not want to enable highlighting of terms with a box in the TXML Editor.
- 6. Select **Ignore case for term highlights** to clear it, if you do not want to ignore case when highlighting terms.

### 7. Click Apply and OK.

### **Highlighting terms**

To highlight terms:

- Click Terminology > New/Select Glossary > Translations > Terminology. The Preferences (Filtered) Terminology dialog box appears.
- 2. Select **Highlight terms in Editor with Box** checkbox to highlight terms in the TXML editor in different colors with a box as explained below.

Green	100% match in source	
	and target	
Orange	(fuzzy in source or	
	target)	
Red	match in source but no	
	match in target	

3. Click **Apply** and **OK**.

The terms are highlighted as shown in the screenshot below.

💮 def	ault_er	n_US-de_DE - Wordfast Pro 3				
File	Edit	Translation Memory Terminology Window Help				
2		😰 ( ⊨ 🛓 →   📴 - 🕄 - 🕄 ( 🦻 🤜 😡 ( 🕸   ୩ 💩	10 ↓ ↑ ‡ ◇ ◇ ◇ ▼ + → 米 ⊛ ⊛ ⇒ 4	i 🦻 🖛	1 -	• • 53 🗟 🛛
<u> 1</u>	🗧 *C:\(	Christine\test files\Ultimate\Docx.docx.txml		-		🗄 O 🛛 📭 S 🌽 T 🦹 2 👘 🗖
1	ID	English (United States)	German (Germany)	Score	^	Show all 👻
<b>&gt;</b>	47	Number followed by an ESM ends a segment & 3	Manager followed by an ESM ends a segment & 3	N/A		<ul> <li>36 This is a sentence Auto propagation</li> <li>37 Auto propagation</li> <li>38 Auto Prop</li> </ul>
	48	End of segment &without a trailing space ends a segment.	End of segment &without a trailing space ends a segment.	N/A		<ul> <li>39 Auto propagation</li> <li>40 Placeable Test</li> <li>41 This sentence has many place</li> </ul>
	49	End of segment marker & followed by a space followed by a lower-case letter ends a segment.	End of segment marker & followed by a space followed by a lower-case loitre ends a segment.	N/A		<ul> <li>2 So will this one since it has mage will this one since it has mage will be a segmentation Settings</li> <li>2 44 wfsegmentation.properties W</li> <li>2 45 Add ESM '&amp;' in the ESM textbol</li> </ul>
	50	Terminology Test	terminolo Test	N/A		46 End of segment marker & Ada
	51	{ut1}This paragraph will contain the multiple terminology matches.	{ut1}This absatz will cnthalte the multiple termin mat.	N/A		<ul> <li>47 Number followed by an ESM (</li> <li>48 End of segment &amp; without a tr</li> <li>49 End of segment marker &amp; foll</li> <li>50 Terminology Test</li> </ul>
	52	Please use "Ultimate Terminology" file with this document.	Please use "letzte terminologieterminolo" file with this documen.	N/A		<ul> <li>50 Terminology Test</li> <li>51 This paragraph will contain th</li> <li>52 Please use "Ultimate Terminol</li> <li>53 It will contain many terminolc</li> <li>54 This paragraph will also contain</li> </ul>
	53	It will <u>contain</u> many <u>terminology</u> hits.	It will <u>cnthalten</u> many <u>terminolo</u> hits.	N/A	÷	<ul> <li>55 "terminology" within quotes a</li> <li>56 Blacklist Test</li> <li>57 The following sentences will c</li> </ul>
	ć _	•		•		58 You must make sure that Blac +
I	Fext Ta	able				4
4	🖗 ТМ I	Lookup 🖾				
[	Blackli	ist Test	☑ a A ☑ Diff Highlight Find In Source	Find In T	Target	Clear
	ID	Source Target	TM Name	User Name	e	Date/Time
	*					
TM [	en_US-	de_DE]	21M of 39M	T I		

Under the Terminology menu click **Run/Stop Term Highlighting** (Ctrl+F5) to highlight terms and to turn off highlighting for all segments. The terms will still be highlighted for the currently selected segment.

## Auto-propagating terms

To auto-propagate terms:

1. Follow the steps to open a file from Opening a file.

The file appears in the Translation window. If a term from the glossary exists in the source segment, it will appear in red by default.

**Note**: Ensure that a glossary is imported and selected for the project. For more information, refer to <u>Importing a glossary</u>.

2. Select Edit > Copy Source or click Source or press Alt+Insert, to copy the text from the source segment into the target segment.

The glossary term translation is auto propagated as shown in the screenshot below.

🐨 Project 1 - Wordfast	
File Edit Translation Memory Terminology Window Help	
: (29 (2) : (24)   ¶ (3) (2) ↓ ↑ ‡ <2 <2 <4 - * (3) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2	î L → S 🖾 😻 👘
😰 🔏 *C:\Client_name\Project_name\Project 1\TXML files\process_maint.xml.txml 🛛 🖓 🗖	🗄 Outline 🛛 🗖 🗖
	Show all
(ut1)Our Process	1 Our Process
<pre>d score="H/A"&gt;    (ut1) Our Process Proceso</pre>	2 One of the most popular que
<pre></pre>	<ul> <li>3 Most projects entail some lex</li> <li>4 Given the nature of the web</li> <li>5 We provide monitoring servit</li> <li>6 We use tools to watch your :</li> <li>7 Once new content is identifie</li> <li>8 A pre-defined means of conx</li> <li>9 On more complex projects, h</li> </ul>
M Lookup 🛛 M Lookup 🕄 K Txml Context 🖬 Notes 🕼 Segment Changes	]
ID Source Target	TM Name 📩
: [en_US-es_MX] 8M of 64M 🗍	

Note: The term 'Process' is followed by its translation 'Proceso'.

## Using a term wildcard

To add and use a term wildcard:

1. Follow the steps to open a file from Opening a file.

The file appears in the Translation window. If a term from the glossary exists in the source segment, it will appear in red by default.

- 2. Click **Terminology > Edit**.
- Select the glossary that you want to edit. The glossary appears.
- 4. Double-click the entry you want to modify.

The Edit term dialog box appears.

😡 Edit term	
Source	
Process*	
Target	
Proceso	
Description	
	Modify Cancel

- Type a '\*' after the term to populate all variations of the selected term. For example, the wildcard term 'Process\*' will populate the target 'Proceso' for all term variations such as 'Processes', 'Processing', and so on.
- 6. Click Modify.

The terminology wildcard is activated.

### Leveraging a glossary

To leverage a glossary:

1. Follow the steps to open a file from Opening a file.

The file appears in the Translation window. If a term from the glossary exists in the source segment, it will appear in red by default.

<\$>
site globalization solutions, and
top three car and truck rental sys
of an initiative that will provide
Internet in Spanish.

 Select Terminology > Previous Term / Next Term or click i or i or press Ctrl+Alt+8 / Ctrl+Alt+9.

The term is highlighted and selected.

3. In the target segment, place the cursor at the location where you want the translated term to appear.

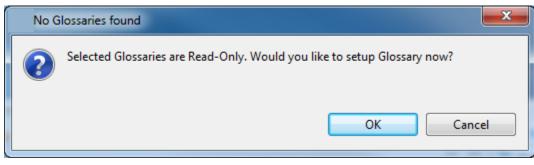
4. Select **Terminology > Copy Term** or click  $\frac{1}{2}$  or press **Ctrl+Alt+0**.

The translated term appears in the target segment.



## Adding terms

Terms can be added to glossaries, if permitted. If a selected glossary is read-only, you will be prompted to set up a new glossary.



There are two ways to add terms to a local or remote glossary:

1. Click Terminology > Add Term or click 💷.

The Add to glossary dialog box appears.

Add to Glos	sary 🛛 🕅
Source:	
Target:	
	·
Description:	
	<b>*</b>
Glossary:	test_glossary 💌
	OK Cancel

- 2. Enter the term in the Source or Target field.
- 3. Enter a **Description** of the term if desired.
- 4. Select the glossary to which you want to add the term.
- 5. Click **OK**. OR
- Select text from the source or target segment. Press Ctrl+Alt+T, or click Terminology > Add Term or click III.
- 2. The Add to Glossary dialog box appears. The selected text appears in the source or target field, depending on whether it is in the source or target segment. In the example below, the selected text appears in the source field.

🕝 test - Wordfast Pro 3						
File Edit Translation Memory Terminology Window Help						
😕 🔡				🛓 🛶 🛛 🐻 🕶 🕄	1 🔯 🌄	
🛛 🚳 🛯 🕹 🗊 🕹 🕇 🏅 🍳 📯	0 🖉 🗲 🛨 🦂 🖓	🖻 🐔 🦊 🍋	- 🚹 🛶 👘	23 📾 🛛 🗹		
😭 😹 *Autosave_breaksegmentation.prope	erties 🛛 🖳 test_glossary			🗄 Outline 🖾	- 8	
ID English (United States)	German (Germany)		Score ^	Show all	•	
🧖 1 true	dfa;kldj		N/A	1 true		
Text Table       ✓		<ul> <li>Add to Glos</li> <li>Source:</li> <li>Target:</li> <li>Description:</li> <li>Glossary:</li> </ul>	true	X X X Cancel	d In Target	
[en_US-de_DE] SC	C: 4 TC: 9	15M of 23M	Ū			

- 3. Enter a **Description** of the term if desired.
- 4. Select the glossary to which you want to add the term.
- 5. Click OK.

OR

 To continue and add text to the target field, keep the Add to Glossary dialog box open. Select text from the target segment. Press Ctrl+Alt+T, or click Terminology > Add Term or click I. The selected text appears in the target field.

🌏 test - Wordfast Pro 3						- 0 X
File Edit Translation Memory Terminology Win	ndow Help					
ا ا ا				- 🛓 🛶 🛛 🔯 👻	•	🥪 🔜 🔜
🌼 🗏 🗟 🕼 🖡 🕇 🔹 🥺 💭 💭	+ - 💥 🔒 🔒 🗓	e 🐔 🦗 🖛	- <u>↓</u> →   백	रू   🖸 🗟 🛛 🗹		
😰 🔀 *Autosave_breaksegmentation.properties 🛛	🗊 test_glossary			📴 Outline 🖾		
ID English (United States)	German (Germany)		Score ^	l	Show all	•]
9 1 true	<mark>dfa;</mark> kldj		N/A	1 true		
	G				23	
		Add to Glos	isary		25	
		Source:	true			
		Target:	dfa;kldj			
Text Table					*	
🔗 TM Lookup 🕴 🈹 TXML Context 🗔 Note	s 🕕 Segment Change	Description:				
					-	d In Target
ID Source Target		Glossary:	test_glossary	/	•	Date/Time
				OK Ca	ncel	
<						
[en_US-de_DE] SC: 4	TC: 9	0M of 23M	<b>D</b>			

- 2. Enter a **Description** of the term if desired.
- 3. Select the glossary to which you want to add the term.
- 4. Click OK.

The new term is added.

Alternatively,

- 1. Click **Terminology > Edit** or click
- 2. Select the glossary list to which you want to add terms. The glossary list appears.

ossary	Search	ous Next Add	Modify Delete	Import Export	Synchronize
[ndex	✓ Source	Target	Description	Creation Date	Creation User
1	Access Protection	Netzwerkzugangsschutz			
2	Application Support	Anwendungsunterstützung			
3	internet security	INTERNETSICHERHEIT			
4	Labor Cost Optimization	Optimización de los costes			
5	Network Systems	Netzwerksysteme			
6	PERSONAL FIREWALLS	PERSONAL FIREWALLs			
7	Service Features and Benefits	Service Features and Benefits			
8	SSL	SSL			
9	TECHNICAL SUPPORT	TECHNISCHER SUPPORT			
10	technology	Technologie			
11	The Mark Online	The Mark Online			
12	TURNKEY SOLUTIONS	FERTIGLÖSUNG			
13	Worms	Würmer			

**Note:** To expand or shrink a column, point to the right edge of the column's header with the mouse.

A two-directional arrow appears.

Description 🕂 Creation Date

Drag the arrow to the right to shrink the column.

Drag the arrow to the left to shrink the column.

3. Click Add

The Add term dialog box appears.

🐨 Add term	<b>—</b>
Source	
Network	
Target	
Netzwerk	
Description	
Tech	
	Add Cancel

4. Enter **Source**, **Target**, and **Description** of the term.

**Note**: If you are adding a term to a remote glossary, the Description field will not be available.

### 5. Click Add.

The new term is added.

Test - V	Wordfast Pro 3					
e Edit	Translation Memory Terminolo	gy Window Help				
			i  11 0∌ 0° U 1	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	u] ⊅ € 7 № ±	→ ♥ \$3 @ ∠
U 🖽	🗖 🗄 о 🛛 🌌 т 🤧 👘 🗖					
Glos	sary Search	Previous Next	Add Modify	Delete Import	Export Synchronize	
	lex 🔻 Source	Target	Description	Creation Date	Creation User	
	1 Apologies	Apology	new desc			
	2 Black list	asdas	adad			
	3 contain	cnthalten				=
	4 country	country				
	5 Fish	feesh				
	6 fuzzy	Flaum				
	7 going	go				
	8 hit	spitze				
	9 letter	loitre				
	10 network	netzwerk	Tech	Jan 21, 2014 10:49	¢	
	11 Number	Manager	rando,			-
	12 Paragraph	absatz				
•	13 Park	park				
					,	
🔗 Т	M Lookup 🖾					- [
				🔲 a A 📝 Diff Highlight 🛛 Find I	in Source Find In Target	Clear
ID	Source	Target	:	TM Name	User Name	Date/Time
						۹. ا
n_US-o	de DF1			18M o	f 27M	
				101010	• • • • • • • • • • • • • • • • • • •	

# **Editing terms**

To edit terms:

- 1. Click **Terminology > Edit** or click or **Ctrl+Alt+Enter**.
- 2. Select the glossary list that you want to edit.

The glossary list appears.

lossary Search Prev	vious Next Add	Modify Delete	Import Export	Synchronize
Index 💌 Source	Target	Description	Creation Date	Creation User
1 Access Protection	Netzwerkzugangsschutz			
2 Application Support	Anwendungsunterstützung			
3 internet security	INTERNETSICHERHEIT			
4 Labor Cost Optimization	Optimización de los costes			
5 Network Systems	Netzwerksysteme			
6 PERSONAL FIREWALLS	PERSONAL FIREWALLs			
7 Service Features and Benefit	s Service Features and Benefits			
8 SSL	SSL			
9 TECHNICAL SUPPORT	TECHNISCHER SUPPORT			
10 technology	Technologie			
11 The Mark Online	The Mark Online			
12 TURNKEY SOLUTIONS	FERTIGLÖSUNG			
13 Worms	Würmer			

**Note:** To expand or shrink a column, point to the right edge of the column's header with the mouse.

A two-directional arrow appears.

Description 🕂 Creation Date

Drag the arrow to the right to shrink the column.

Drag the arrow to the left to shrink the column.

3. Double-click the term you want to modify.

OR

Select a term and click Modify

OR

Right-click a term. The terminology editor submenu appears:

Modify term		
Delete term		
Сору		
Select All		

#### 4. Click Modify.

The Edit term dialog box appears.

😡 Edit term	×
Source	
Ultimate terminology	
Target	
letzte terminologie	
Description	
Modit	y Cancel

5. Enter the necessary changes and click **Modify**.

The modified term appears in the glossary.

## Copy a term

1. Click **Terminology > Edit** or click or press **Ctrl+Alt+Enter**.

#### 2. Select the glossary list that you want to edit.

### The glossary list appears.

ossary Search	Previous Next Add	Modify Delete	Import Export	Synchronize
Index 🔻 Source	Target	Description	Creation Date	Creation User
1 Access Protection	Netzwerkzugangsschutz			
2 Application Support	Anwendungsunterstützung			
3 internet security	INTERNETSICHERHEIT			
4 Labor Cost Optimization	<ul> <li>Optimización de los costes</li> </ul>			
5 Network Systems	Netzwerksysteme			
6 PERSONAL FIREWALLs	PERSONAL FIREWALLS			
7 Service Features and Ber	nefits Service Features and Benefits			
8 SSL	SSL			
9 TECHNICAL SUPPORT	TECHNISCHER SUPPORT			
10 technology	Technologie			
11 The Mark Online	The Mark Online			
12 TURNKEY SOLUTIONS	FERTIGLÖSUNG			
13 Worms	Würmer			

3. Right-click a term. The terminology editor submenu appears:

Modify term
Delete term
Сору
Select All

4. Click Copy.

The term is copied from the Terminology Editor.

### Adding a blacklist

A blacklist includes words or phrases that should not be used in the target segment.

To add a blacklist:

1. Click Edit > Preferences > Terminology > Blacklist.

The Blacklist dialog box appears.

- Click Create, to create a new blacklist or Add, to add an existing blacklist.
   Note: the blacklist must be a tab-delimited file.
- 3. Browse and select the location of the new blacklist or existing blacklist.
- 4. Type a symbolic name and select the language code of the blacklist.
- 5. Click OK.

The newly created or selected blacklist appears in the Blacklist List.

/pe filter text	Blacklist					
General Appearance	Add Glo	Add Glossary(ies) and select Glossary(ies) to use for this project				
Colors and Fonts	Active	Blacklist Name	Target	Read-Only		
Views				-	Create	
Connection Settings	<b>V</b>	Blacklist.txt	ES-ES		Add	
Keys						
Memory Preferences					Edit	
Update Reminder					Remove	
Spelling					Kemove	
Hunspell						
Temp Files Translations						
Auto-Propagation Auto-Suggest						
Colors						
Filters						
Formats						
FrameMaker Filter						
Machine Translation						
Google Translate						
Microsoft Translat						
WorldLingo						
PM Plug-in						
Segmentation Setting:	Blacklis	st Properties				
TM Administration		Location:				
Terminology	Target	Language Code:				
Blacklist		Blacklist Count:				
Glossary List						
Glossary Priority						
Transcheck						
Forbidden Chars 👻				Restore Defaults	Apply	
4				Inconce benduits		

- 6. Select **Selected** check box to use the blacklist during translation.
- 7. Select Read only check box, if you do not want to update the blacklist. (Optional)
- 8. Click OK.

A new or existing blacklist is created or opened for the project.

# **Editing blacklist**

To edit an existing blacklist:

1. Open Wordfast Pro 3 and click

The TXML perspective appears.

2. Click the Edit blacklist icon and select the blacklist as shown in the screenshot below.

ð	•	
	Bla	cklist1.txt

The Blacklist appears as a separate tab.

BlackList.txt 🛛	
Blacklist	Add Modify Delete
Forbidden	Suggestion
cell-signalling	cell-communicating
colouration	discolouration
cvbcvb	
lip-care	lip care
moisture-regulating	moisturising
skin-care	skin care
skin-care needs	skin care needs
skin-care routine	skin care routine
skincare	skin care

**Note:** To expand or shrink a column, point to the right edge of the column's header with the mouse.

A two-directional arrow appears.

Description ++ Creation Date

Drag the arrow to the right to shrink the column.

Drag the arrow to the left to shrink the column.

3. To add a term to the blacklist, click Add.

The Add Term dialog box appears.

💮 Add term	×
Forbidden	
Suggested term	
(	Add Cancel

- 4. Enter the Forbidden and Suggested term.
- 5. Click Add.

The forbidden term and suggestion appears in the blacklist.

 To modify a term from the blacklist, select the term and click Modify. The Modify Term dialog box appears.

💮 Modify term	×
Forbidden	
skincare	
Suggested term	
skin care	
	Modify Cancel

- 7. Edit the Forbidden and Suggested term and click Modify.
- 8. To delete a term from the blacklist, select the term and click **Remove**.

A warning message appears.

y Confirm delete term	
Are you sure you want to delete term: skincare ?	,
	Yes No

9. Click **Yes** to delete the blacklisted term.

## Using Wordfast Pro and Wordfast Classic glossaries

Wordfast Professional (WF Pro) and Wordfast Classic (WFC) can share project glossaries. The WF Pro glossary .txt file is located with your glossary files. WFC must connect to this text glossary file. Once the WF Pro glossary is created, WF Pro must be closed to permit WFC to connect to the WF Pro glossary. The example below shows how a glossary is shared between Wordfast Pro and Wordfast Classic.

- 1. Open a project in Wordfast Pro
- 2. Click **Terminology.**

#### 3. Click New/Select Glossary or press Alt+N.

The Glossary List appears.

e filter text	Glossary	List					
General Memory Preferences	Add Glo	ssary(ies) and select Glo	ssary(ies) to u	ise for this pro	oject		
Translations	Active	Glossary Name	Source	Target	Туре	Read-Only	Create
Blacklist		Ultimate_Terminol	EN-US	DE-DE	Local		
Glossary List		TM url	EN-US	DE-DE	Local	V	Add
Glossary Priority		glossary_Centraliza	EN-US	DE-DE	Local	E	Edit
<ul> <li>Translation Memory TM List TM Priority</li> </ul>	-						Remove
							Import
							Export
	Glossary Properties						
	$\label{eq:loss} Location: C:\Users\cjacques@egsolutions.com\wf_workspace\glossaries\g_1$						
	Source Language: English (United States)						
	Target Language: German (Germany) Term Count: 27						
						Restore Defau	Its Apply

#### 4. Click Import.

- 5. Locate the glossary to be shared.
- 6. Close Wordfast Pro. Failure to close Wordfast Pro leaves the glossary file locked, and it cannot be opened or modified.
- Activate Wordfast Classic in the Word document by clicking the Wordfast Classic button, or pressing Ctrl+Alt+W.
- 8. Click the Wordfast Classic button.
- 9. Add the <glossary\_name>.txt file located in Wordfast Pro above.
- 10. Select the glossary, and click Reorganize.
- 11. Select the terms to be added, and press Ctrl+Alt+T to add terms to the glossary in Wordfast Classic.

The Edit Entry dialog box appears.

12. Enter the source term, or the target term, and an optional comment.

An example is shown below.

Edit entry	x
Source	
ROI	
Target	
ROI	
Comment	
added to Wordfast Classic	
F1 F2 F3	
Add to glossary    #1 □ #2 □ #3 OK Cance	

- 13. Click **OK**.
- 14. Finish working in Wordfast Classic, and close the Word document.
- 15. Open Terminology in Wordfast Pro.
- 16. Open the glossary.

The added term appears in the glossary.

#### Working with tags

A tag is inline text that is not translatable, for example, HTML code within a sentence. Target segments should have the same tags as the source segment. However, depending on the language, sometimes a tag is not needed. If you try to save a target segment with missing tags, a warning message appears. Find below an example of a source segment with two tags:

Please contact the hotel for further information at {ut1}info@companyname.com{ut2}.

The {ut1} and {ut2} text strings represent tags.

Find below the procedures for the following tasks:

- Viewing tags
- <u>Copying tags</u>
- Editing tags

- Deleting tags
- Removing tags in current segment
- Removing all tags

#### **Viewing tags**

To view tags:

1. Follow the steps to open a file from Opening a file.

The file appears in the Translation window. If a tag exists in the source segment, it will appear in gray by default.

2. Point to the tag with the mouse.

The actual text in the tag appears. Find below an example of the popup for the {ut1} tag.

💮 d	🖉 default_en_US-de_DE - Wordfast Pro 3						
File	Edit Tr	anslation Memory Terminology Window Help					
1 : -	❷ 🔄 🔁 🛏 🛓 →  ■ - 🗄 - 🗄   ❷ 📾 📾 🕸 1 1 1 1 0 1 0 ↓ ↑ ‡ • ? ? , ? ♡ ♀ + - 米 G G 🕞 🕾 🧉 / ♥   ↓ →  ♥   ⊠ ⊗   ?						
	🕢 *Ultim	nate_TM_test.docx 🛛 😥 *Docx_DE-DE.docx 🛛 🎉 Transche	ckError_20140227-09 😹 *Docx_DE-DE.docx.txml-frequ	- 0	🗄 Outline 🛛 Show all 🔷 🗖 🗖		
Z	ID	English (United States)	German (Germany)	Score ^	1 Ultimate Docx file     2 Footer of document Page		
	1	Ultimate Docx file	ultinaate_docx ="false"/> <fontformat_color="0#0#0" backgro<="" highlight="0#0#0" td=""><td>0</td><td>N 2 Norma</td></fontformat_color="0#0#0">	0	N 2 Norma		
	-	biName="Cambria" size="12.0" hidden="false">			-		
	2	{ut1} Footer of document {ut2}Page {ut3}		0	5 Address     6 900 Pearl Street, Ste 4     7 Boulder, CO 80302		
	3	Name		N/A	8 Phone Manager		
	4	random Translations		N/A	> 9 Job > 10 Product Manager		
	5	Address		N/A	11 Autosuggest		
	6	900 Pearl Street, Ste 4	900 Rue Pearl, Suite 4	N/A	<ul> <li>12 The following absatz will cnthalten many Autosugge</li> <li>13 My email address is transperfect@translations.com.</li> </ul>		
	7	Boulder, CO 80302		N/A	<ul> <li>14 The website for the company I work for is http://www</li> <li>15 My full name is random Translations, I go by TPT.</li> </ul>		
	8	Phone Manager		N/A	16 I was born in Queens, New York.		
	9	Job		N/A	<ul> <li>I I work on a MacBook Air.</li> <li>I paid \$1250 for the Ultimate Edition 13".</li> </ul>		
	10	Product Manager		N/A	19 Auto Propagation Test		
	11	Autosuggest		N/A	<ul> <li>20 Below test will test Auto-Propagation.</li> <li>21 Enabling auto-propagation by itself will update empt</li> </ul>		
	12	{ut1}The following absatz will cnthalten many Autosuggest		N/A	<ul> <li>22 Test each options below Enable auto-propagation fo</li> <li>23 You have to commit segment or use Next or Previou:</li> <li>24 For Flaum auto-propagation test just modify source</li> </ul>		
	4		1	Þ	<ul> <li>25 Also, Auto-propagation is case-sensitive.</li> </ul>		
	Text Tab	le			۰		
	😹 TXML	Context 🥃 Notes 🙁 🗖 TXML Attributes 🖺 Segment Cha	nges				
	Add	Edit Delete Export Notes					
	Id	Creator ID Type Date	Details				
TN	[en_US-de	•_DE]	SC: 18 TC: 14	147M o	of 1961 🕅		

3. The first tag in the source segment is highlighted in red as soon as the cursor is placed in the target segment.

💮 te	🕝 test - Wordfast Pro 3								
Eile	Eile Edit Translation Memory Ierminology Window Help								
2	♥◨ !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!								
😰 🌌 *Demo-Sample-Eng1.doc.txml.doc 🛛 🗧 🗖 📴 Outline 🕄 Show all 🗸 🗖									
Z	!	ID	English (United States)	German (Germany)		Score	*	1 Network Systems Diagnostic Testing	
<b>&gt;</b>		1	<b>{ut1}</b> Network System Diagnostic Testing{ut2			0		2       INTERNET SECURITY         3       The terms network security and infor         4       NETWORK PROTECTION         5       With Network Access Protection, syst	
		2	{ut1}INTERNET SECURITY{ut2}			N/A		<ul> <li>6 PERSONAL FIREWALLS</li> <li>7 A personal firewall is an application v</li> <li>8 System testing is performed on the eta</li> </ul>	
		3	{ut1}The terms			N/A	-	9 System testing is an investigatory test	
	<							10 It is also intended to test up to and b	ey 🚽
	le	xt Tab	le					< <u> </u>	•
	N	TM Lo	okup 🖾 🌌 TXML Context 🗔 Notes 🖟	) Segment Changes 📃 1	TXML Attributes				
	[				▼ ■a A □ Diff	Highlight	F	ind In Source Find In Target Clear	
	IC	) S	ource Target		TM Name	U	ser l	Name Date/Time	^
	۲								
[en	_US	-de_DE	]		15M of	F 21 M	Û		

#### **Copying tags**

To copy tags:

1. Follow the steps to open a file from Opening a file.

The file appears in the Translation window. If a tag exists in the source segment, it will appear in gray by default.

2. In the target segment, type the tag as it appears in the source segment, for example {ut1}.

OR

- 1. In the source segment, place the cursor before the tag and drag the mouse to select it.
- 2. Drag the selected tag to the target segment (drag-and-drop).

OR

- 1. In the source segment, place the cursor before the tag and drag the mouse to select it.
- 2. Right-click and select Copy or use the Ctrl+C shortcut key to copy the tag.
- 3. In the target segment, place the cursor where you want to paste the tag.
- 4. Right-click and select **Paste** or use the **Ctrl+V** shortcut key to paste the tag.

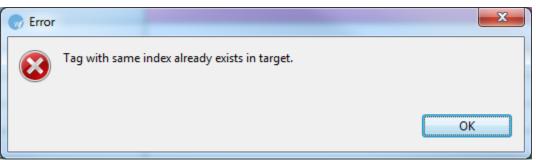
OR

 Select Edit > Tags > Previous Tag / Next Tag or click k or s or press Alt+Shift+Left / Alt+Shift+Right.

The tag is highlighted in red and selected. The first tag in a segment is highlighted when the segment is clicked.



• If you type the same tag twice, the following error message appears.



• If the target segment does not contain tags, the following error message appears.

C Error	×
Tag has invalid index.	
	ОК

- 2. Place the cursor where you want the tag in the target segment.
- 3. Select Edit > Tags > Copy Tag or click vertex or press Alt+Shift+Down and type the characters of the tag.

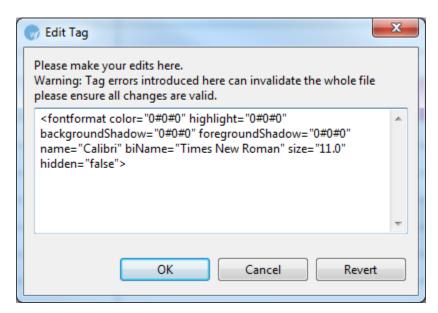
The tag appears in the target segment. The next tag in the source segment is selected, and is highlighted in red.

To copy all tags from the source segment to the target segment, click Edit > Tags > Copy Tags
 in Current Segment or click or press Ctrl+Shift+A.

#### **Editing tags**

To edit tags:

- Follow the steps to open a file from <u>Opening a file</u>.
   The file appears in the Translation window. If tags exist in the source segment, it will appear in gray by default.
- Place your cursor in the tag's text in the target segment, right click, and select Edit Tag. The Edit Tag dialog box appears.



3. Modify the tag as required and click **OK**.

**Note**: The tag in the source segment should not be modified. Ensure that the modifications are valid. If not, the TXML file could get corrupted.

#### **Deleting tags**

The tag can be deleted only in the target segment. To delete tags, in the target segment place the cursor before the tag and drag the mouse to select it. Right-click and select **Cut** (or press the **Ctrl+X** shortcut key or **Backspace** on your keyboard).

#### Removing tags in current segment

Tags can be removed only in the target segment. To remove tags from the target segment: 1. Select the segment from which you want to remove tags.

The segment is highlighted in pink.

💮 te	🕝 test - Wordfast Pro 3							
Eile	Eile Edit Translation Memory Ierminology Window Help							
1 🖉	29 🔛    101							
-	2	6	2					
😰 🔏 Demo-Sample-Engl.doc.txml.doc 🛛 🗸 👘 🗇 🗇								
Z	!	ID	English (United States)	German (Germany)		Score	I Network Systems Diagnostic Testing	
9	$\square$	1	{ut1}Network Systems	{ut1}Netwer	ken{ut2}	0	2 INTERNET SECURITY     3 The terms network security and informa =	
			Diagnostic Testing{ut2]		i C J		4 NETWORK PROTECTION	
	Ц						5 With Network Access Protection, system	
		2	{ut1}INTERNET			N/A	<ul> <li>6 PERSONAL FIREWALLS</li> <li>7 A personal firewall is an application whi</li> </ul>	
			SECURITY{ut2}				<ul> <li>8 System testing is performed on the entir</li> </ul>	
		3	{ut1}The terms			N/A	▼ 9 System testing is an investigatory testing	
	< <u>▼</u>	xt Tab				4	D 10 It is also intended to test up to and bey	
	Te	xt Tab					4 III >	
	N	TM Lo	okup 🛛 🌌 TXML Context 🔙 Notes 🕅	Segment Changes 📘 T	XML Attributes		- 8	
					▼ ■a A □ Dif	f Highlight	Find In Source Find In Target Clear	
	_							
	I	) S	ource Target		TM Name	Us	er Name Date/Time ^	
	*							
	-				1			
[en	_US	-de_DE	]	SC: 34 TC: 9	15M o	of 21M	Û	

2. Click Edit > Tags > Remove tags in current segment.

OR

Press Ctrl+Shift+V.

The tags are removed from the current segment.

💮 te	🕝 test - Wordfast Pro 3								
<u>F</u> ile	Eile Edit Translation Memory Ierminology Window Help								
	29 12 1 14 1 14 14 14 14 14 14 14 14 14 14 14								
B	😰 🖉 *Demo-Sample-Eng1.doc.txml.doc 🕴 🔹 🗆 🗖						📴 Outline 🖾 Show all 🔹 🗖 🗖		
Z									
		1	<b>{ut1}</b> Network Sys Diagnostic Testing					<ul> <li>2 INTERNET SECURITY</li> <li>3 The terms network security and information information in the security of the</li></ul>	
		2	{ut1}INTERNET SECURITY{ut2}				N/A		<ul> <li>6 PERSONAL FIREWALLS</li> <li>7 A personal firewall is an application whi</li> <li>8 System testing is performed on the entit</li> </ul>
		3	{ut1}The terms				N/A	-	9 System testing is an investigatory testing
	Te	ext Tak	le				,		D10 It is also intended to test up to and bey
	1	TM Lo	ookup 🖾 🌌 TXML Context 🔙 N	otes 🗋 S	Segment Changes 📃 T	XML Attributes			
	[					🔻 🔳 a A 📃 Dif	f Highligh	t F	Find In Source Find In Target Clear
	I	D S	Source 1	larget 🛛		TM Name	l	Jser I	Name Date/Time ^
	4 ×								
[er	_U:	S-de_DI	[]		SC: 34 TC: 9	11M c	of 21M	Û	

#### **Removing all tags**

Tags can be removed only in the target segment.

To remove all tags in the target segment:

1. Click Edit > Tags > Remove all tags.

The following dialog box appears.

Confirm
This option will remove all source tags from target. Do you want to continue?
Do not warn me about this for the rest of this session
Yes No

2. Click Yes to confirm and remove all tags from the target segment.

## **Editing source segment**

The Edit Source option allows you to modify the source content of the file being translated. The original source content is stored in the TXML and can be restored at any time.

To edit the source segment:

- Follow the steps to open a file from section <u>Opening a file</u>. The file appears in the Translation window.
- Select a segment and click Edit > Edit Source or on the dashboard. The Edit Source dialog box appears.

Edit Source		×
Original Source {ut1} With Network Access Protection, system administrators of an organization's comput define policies for system health requirements.{ut2}	er network:	can 🔺
Modified Source		Ŧ
{ut1} With Network Access Protection, system administrators of an organization's comput		can 🔺
define policies for system health requirements.{ut2}. Network Access Protection is policy-	driven.	Ŧ
Revert to Original Source OK	Cancel	

3. Edit the source content in the Modified Source box and click **OK**.

The source segment is modified and a Modified Source icon *appears* before the segment as shown in the screenshot below.

_									
💮 de	default_en_US-de_DE - Wordfast Pro 3								
File	File Edit Translation Memory Terminology Window Help								
2	● 🖩 🔯   ト 注 -    🖥 ▼ 🗄 ▼ 🖩   🗑 📾   御    小 🕼 🕻 ↓ ↑ ネッジント ぐ 수 - ※ G G   御 慎 ジャ 注 -    や   図 💩 🕗 🛛						a) 🖆 🕅 🕅 💭		
E	🔏 *C:\LN	VK\Test files\Demo\Demo-Sample-Eng1.doc.txml	.doc.txml 🛛				-		🗄 Outline 🛛 👘 🗖
	! ID	English (United States)		German (Germany)			Score	^	Show all 👻
	<ul> <li>23</li> <li>✓</li> <li>✓</li> <li>Text Tak</li> </ul>	<b>{ut1}</b> With Network Acce Protection, system adminis an organization's compute can define policies for syst requirements.{ut2}. Netwo Protection is policy-driven	strators of r network tem health ork Access	Translation			N/A	-	2         14         Prevent unwant ▲           2         15         Provide the user           2         16         Provide the user           2         17         technology           2         18         consulting           19         1234 Any Street         20           20         Townsville, State         21           21         Phone 555.543.543         2           22         Fax 555.543.543.5         2           23         With Network A ➡
ļĻ		ookup 🖾 🈹 TXML Context 🥃 Notes 🕼 Seg	ment Changes						
								_	
	"Transla	ition"		🕅 a A	✓ Diff Highlight	Find In Source Find	In Target		Clear
	ID S	Source	Target		TM Name	User Name			Date/Time
	4								*
TM	[en_US-d	e_DE]			20M	of 31M			

To revert to original source, click **Edit > Revert to original source** or  $\overline{k}$  on the dashboard.

## **Using Transcheck**

The Transcheck option verifies certain elements in the target segments and warns you about missing or incorrect text or variables. For example, if you do not insert a tag or type incorrect text, a warning signal will appear before the target segment. You will be able to view the warning on mouse over. Find below the procedures for the following tasks:

- Enabling Transcheck
- <u>Configuring Transcheck</u>
- <u>Viewing Transcheck warning</u>

#### **Enabling Transcheck**

To enable Transcheck:

- Open Wordfast Pro 3 and click The TXML perspective appears.
- Click Edit > Preferences > Translations > Transcheck.
   The Transcheck dialog box appears.

Preferences (Filtered)		
type filter text	Transcheck	-
<ul> <li>General</li> <li>Spelling Temp Files</li> <li>Translations         <ul> <li>Auto-Propagation</li> <li>Auto-Suggest</li> <li>Colors</li> <li>Filters</li> <li>Machine Translation</li> <li>PM Plug-in</li> <li>Segmentation Settings</li> <li>TM Administration</li> <li>Terminology</li> <li>Transcheck</li> <li>Consistency check</li> <li>Copied Source Chece</li> <li>Forbidden Characte</li> <li>Numerical</li> <li>Partial</li> <li>Punctuations</li> <li>Terminology</li> <li>Untranslatable</li> </ul> </li> <li>Translation Memory</li> <li>Penalties</li> <li>TM List</li> <li>TM Priority</li> </ul>	<ul> <li>Enable Transcheck</li> <li>Transcheck during translation</li> <li>Configuration</li> <li>Partial</li> <li>Empty Target</li> <li>Numerical Check</li> <li>Tag</li> <li>Forbidden Characters</li> <li>Punctuations</li> <li>Untranslatable</li> <li>Copied Source Check</li> <li>Terminology Check</li> <li>Blacklists</li> <li>First word capitalization Check</li> </ul>	Error  Error Error Error Error Error Error Error Error Error Error Error Error
4		Restore <u>D</u> efaults <u>A</u> pply
		OK Cancel

- 3. Select Enable Transcheck checkbox.
- 4. Select **Transcheck during translation** checkbox, if you want Transcheck to be activated before the translation is updated to the TM.
- To check for specific errors in the target segments, select the different Configuration options. The options available are:

Select	to check
Partial	the character count between the source and target

Select	to check
	segments.
Empty target	for empty target segments.
Numerical Check	if the numerals in the source segment match the
	target segment. The numbers with hyphens will be
	read as two separate numbers.
Тад	for missing tags in the target segments.
Forbidden Characters	check if the target segment includes forbidden
	characters.
Punctuations	for consistency in punctuation between source and
	target segments.
	Note: The punctuation transcheck only works on
	end of segmentation punctuation.
Untranslatable	check if the untranslatable content in source and
	target segments is consistent.
Copied Source Check	if the source segment has been copied to the target
	segment.
Terminology Check	if the terms in the source segment are translated
	correctly based on the glossary.
Blacklists	if the target segment includes blacklisted terms.
	Note: The blacklisted term list must be a tab-
	delimited file.
First word	if the first word of each segment is capitalized.
capitalization Check	

- Choose the display option from the drop down list. You can view Transcheck as an error or warning.
- 7. Click OK.

The Transcheck option is enabled.

#### **Configuring Transcheck**

To configure individual Transcheck options:

1. Open Wordfast Pro 3 and click

The TXML perspective appears.

Click Edit > Preferences > Translations > Transcheck.
 The Transcheck dialog box appears.

Preferences (Filtered)		
type filter text	Transcheck	-
<ul> <li>General</li> <li>Spelling Temp Files</li> <li>Translations         <ul> <li>Auto-Propagation</li> <li>Auto-Suggest</li> <li>Colors</li> <li>Filters</li> <li>Machine Translation</li> <li>PM Plug-in</li> <li>Segmentation Settings</li> <li>TM Administration</li> <li>Terminology</li> </ul> </li> <li>Transcheck         <ul> <li>Copied Source Check</li> <li>Copied Source Check</li> <li>Forbidden Characte</li> <li>Numerical</li> <li>Partial</li> <li>Punctuations</li> <li>Terminology</li> <li>Untranslatable</li> </ul> </li> <li>Translation Memory         <ul> <li>Penalties</li> <li>TM List</li> <li>TM Priority</li> </ul> </li> </ul>	<ul> <li>Enable Transcheck</li> <li>Transcheck during translation</li> <li>Configuration</li> <li>Partial</li> <li>Empty Target</li> <li>Numerical Check</li> <li>Tag</li> <li>Forbidden Characters</li> <li>Punctuations</li> <li>Untranslatable</li> <li>Copied Source Check</li> <li>Terminology Check</li> <li>Blacklists</li> <li>First word capitalization Check</li> </ul>	Error  Error Error Error Error Error Error Error Error Error Error Error Error
4 III +		Restore <u>D</u> efaults <u>A</u> pply
		OK Cancel

3. In the left pane, under Transcheck, select the following options:

Select	to
Consistency check	ignore differences
Options to ignore segment differences for source & target consistency check: <ul> <li>Ignore Case differences</li> <li>Ignore Whitespace differences</li> <li>Ignore Tag differences</li> <li>Ignore Number differences</li> </ul>	in case, whitespace, tags and numbers.
Copied Source Check	check segments in upper
Enable copied source check for segments completely in upper case	case.
Forbidden Characters Forbidden Characters Forbidden Characters Add Edit Remove	add, edit or remove Forbidden Characters to the check.
Numerical $\Leftrightarrow \bullet \bullet \bullet \bullet \bullet$	treat numbers with hyphens or dashes as single numbers.

Select				to
Partial				enter the
Partial			← ▼ ⇒ ▼ ▼	minimum
Fartial			<b>4</b> • <b>4</b>	and
Target La	nguage			maximum
	N	1in.% 50		% of
	N	Max.% 150	]	allowed
				character
				count for
				the target
				segment.
Punctuation	S			add, edit or
			-	remove
Punctuat	ions			punctuation
Source	Target			characters
J	i arget	Add		to the
		Edit		check.
	,	Remove		
1	1			
•	· ·			
a x	α »			
-	-			
?	?			
1	;			
/	/			
Ferminology	/			select
Terminol	ogy			options for
	- 97			checking
📝 Fuz	V Fuzzy Term check			the
_	📝 Ignore Case			glossary
	eck Report o			used in the
		logy Mismatch		translation.
Rej	port Termino	logy Match		

Select		to
Untranslatable Untranslatable	add, edit or remove	
	← ← ← ←	content that should not be translated, such as a company name.

#### Viewing Transcheck warning

To view Transcheck warning:

1. Follow the steps to open a file from section Opening a file.

The file appears in the Translation window.

2. Type the target segment.

A warning message and a warning signal appear before the target segment as shown in the screenshot below.

🕝 de	🕜 default_en_US-de_DE - Wordfast Pro 3						
File	, , , , , , , , , , , , , , , , , , , ,						
2	😰 🖩 😰 🛏 🛃 🐨 🕄 🐨 🕄 💀 🗟 🥪 🛯 🗤 🕼 🖇 🋊 🎝 🖓 🖓 🖓 🖓 🖓 🖓 😓 😵 🖓 👘						
E	😭 🖉 *C\Christine\test files\Ultimate\Docx.docx.bml 🖾 📃 🕒						
	Į.	ID	English (United States)	German (Germany)	Score	^	Show all 🔻
<b>&gt;</b>	à		{ut1}The following sentences will contain quite a few blacklist candidates.	the following sentences will contain quite a few blacklist candidates	N/A		<ul> <li>55 "terminology" w ^</li> <li>56 Blacklist Test</li> <li>57 The following set</li> <li>58 You must make</li> <li>59 Blacklist at the t</li> </ul>
			You must make sure that Blacklist check is turned on in Transcheck.		N/A		<ul> <li>60 End of sentence</li> <li>61 (Blacklist) in a se</li> <li>62 Extract Number:</li> </ul>
		59	Blacklist at the beginning of the		N/A	Ŧ	63 If extract numbe
	∢ Te	xt Table			4		
Ī	ß	TM Look	up 🕺 🈹 TXML Context 🥃 Notes 🕼 Segment Changes				
	{	ut1}The fo	llowing sentences will contain quite a few blacklist candidates.	■ a A J Diff Highlight Find In Source Find I	n Target		Clear
	IC	) Sou	rce Target	TM Name User Name			Date/Time
	4						
∦ TM	TM [en_US-de_DE] <fontformat color="0#0#0" hidden="false" highligoman"="" size="12.0"> 16M of 31M 10</fontformat>						

3. Point to the warning signal with the mouse.

The text in the warning appears as shown in the screenshot below.

!	ID	English (United States)	Germa			
4	<b>5</b> 7	{ut1}The following sentences will	the			
	Transcheck					
4	Segment 57, transcheck result:					
	- ERROR: First word in target does not match source capitalization. (Case Difference Check)-					

**Note**: The Transcheck warning appeared because the first letter in the first word of the target segment was not capitalized. The warning disappears when the segment is corrected as shown in the screenshot below.

💮 de	🗇 default_en_US-de_DE - Wordfast Pro 3					
File	File Edit Translation Memory Terminology Window Help					
1 😕	29 🔛   19 🖬   10 + 13 + 13 + 13 + 13 + 13 + 13 + 13 +					
E	🖀 🔀 *C\Christine\test files\Ultimate\Docx.docx.txml 🛛 🗖 🗋					
	! ID	English (United States)	German (Germany)	Score	^	Show all 👻
	57	{ut1}The following sentences will contain quite a few blacklist candidates.	The following sentences will contain quite a few blacklist candidates	N/A		<ul> <li>55 "terminology" w ^</li> <li>56 Blacklist Test</li> <li>57 The following set</li> <li>58 You must make</li> <li>59 Blacklist at the t</li> </ul>
	58	You must make sure that Blacklist check is turned on in Transcheck.		N/A		<ul> <li>60 End of sentence</li> <li>61 (Blacklist) in a se</li> <li>62 Extract Number:</li> </ul>
	₹ <b>9</b>	Blacklist at the beginning of the		N/A	-	<ul> <li>○ 63 If extract numbe</li> <li>○ 64 1+1=2</li> </ul>
	Text Table					<
Ī	🛷 TM Loo	kup 🔀 🌌 TXML Context 🥃 Notes 🖺 Segment Changes				
	{ut1}The	iollowing sentences will contain quite a few blacklist candidates.	a A J Diff Highlight Find In Source Find	In Target		Clear
	ID So	urce Target	TM Name User Name		D	Date/Time
	۲					
TM	[en_US-de_	DE] <fontformat color="0#0#0" highligo<="" th=""><th>man" size="12.0" hidden="false"&gt; 16M of 31M 🗊</th><th></th><th></th><th></th></fontformat>	man" size="12.0" hidden="false"> 16M of 31M 🗊			

## **Confirming or Unconfirming segments**

The Confirm/Unconfirm Segment option allows the translator to mark a segment for future reference. For example, if the translator wants to check and confirm a segment after referring to some resources, he or she can mark the segment and review it at a later stage.

To confirm or unconfirm a segment:

1. Follow the steps to open a file from section Opening a file.

The file appears in the Translation window. The first translatable segment will appear in a blue background, and your cursor will be in the target segment by default.

 Type or leverage the target segment from the translation memory. The target segment will appear. 3. Click **Translation Memory > Confirm/Unconfirm** or <sup>\*\*</sup>, to mark the segment.



symbol appears next to the segment in the Outline window as shown in the

screenshot below.

💮 de	efault_en_U	S-de_DE - Wordfast Pro 3				
File	File Edit Translation Memory Terminology Window Help					
1 🥭	🙋 🖫 👘 👘 👘 🗐 🗸 🗐 👘 🔜 🔜					
÷	@ 11 0 0 ↓ ↑ ≵ ◇ ◇ ◇ ▷ ◇ → → ※ 0 0 1 ▣ @ ৵ ← ↓ →   ♥   図 图   D					
E	🖹 🈹 *C:\Christine\test files\Ultimate\Docx.docx.txml 🛛 🗧 🗖 🗄 Outline 🕮 🖓 🗖					🗄 Outline 🛛 🗖 🗖
Z	! ID	English (United States)	German (Germany)	Score	<b>^</b>	Show all 👻
<b>&gt;</b>	58	You must make sure that Blacklist check is turned on in Transcheck.		N/A		<ul> <li>58 You must make</li> <li>59 Blacklist at the b</li> <li>60 End of sentence</li> <li>61 (Blacklist) in a sentence</li> </ul>
	59	Blacklist at the beginning of the sentence.	Blacklist at the beginning.	N/A		<ul> <li>2 62 Extract Number:</li> <li>3 If extract numbe</li> <li>64 1+1=2</li> <li>5 (15000)</li> </ul>
	60	End of sentence Blacklist.		N/A		≥ 66 4000>3000
	61	(Blacklist) in a sentences		N/A	-	<ul> <li>≥ 67 100%</li> <li>≥ 68 #100</li> </ul>
	Text Table	2		F		➢ 69 But you should ▼
[	🔗 TM Lookup 🕴 🈹 TXML Context 🥃 Notes 🕼 Segment Changes					
	Blacklist at the beginning of the sentence.     Image: a A Image: Diff Highlight Find In Source Find In Target Clear					
		-	l			I
TM	TM [en_US-de_DE] 20M of 31M 🛍					

Note: The symbol will disappear only when you click Translation Memory > Confirm/Unconfirm or confirm or or Alt+Enter again to confirm the segment. Unconfirmed segments are not committed to the TM when you click Translation Memory > Next Segment, or confirmed or press Alt+Down, or click Translation Memory > Commit current segment to TM, or confirmed or press Alt+End.

## **Using Outline window**

The Outline window is used for source segment navigation. The source for each translatable segment is listed with color-coded icons that represent the translation score. The segments that need to be confirmed are also marked by an asterisk (\*) in the Outline window. Find below an example of an Outline window:



#### Navigating using Outline window

To view a source segment, in the Outline window, place the cursor on a source segment and left-click. The source segment is selected and highlighted.

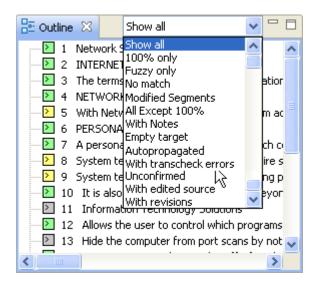
#### **Sorting segments**

To sort the source segments, click the drop down list.

The following options appear:

Select	to view
Show all	all segments.
100% only	100% translation memory matches.
Fuzzy only	fuzzy or partial translation memory matches.
No match	no matches only.
Modified	modified segments only.
Segments	
All Except	all segments except 100% translation memory
100%	matches.
With Notes	segments with notes. Go to Using notes for
	more information.
Empty target	segments with empty targets.
Autopropagated	segments that are autopropagated. Go to
	Enabling Auto Propagation for more
	information.
With transcheck	segments with transcheck errors. Go to Using
errors	Transcheck for more information.

Select	to view			
Unconfirmed	segments that are unconfirmed. Go to			
	Confirming or Unconfirming segments for			
	more information.			
With edited	segments with modified source content. Go to			
source	Editing source segment for more information.			
With revisions	revised segments. Go to Viewing segment			
	changes for more information.			



#### Outline window default color representation

Find below the list of default color representations for source and target segments in the Translation window:

Color	Representation
Yellow	Fuzzy match
Grey	No match or NA
Green	100% match
Pink	Segment modified since
	the original file was
	created
Purple	Segment modified and
	updated to translation
	memory

Go to Defining color codes for more information.

## Viewing TXML Context

The TXML Context window is used to view the TXML context of the currently open file.

To view the TXML context, click the **TXML Context** tab in the editor. You also have the option to view the XML Source. An example of a TXML Context window is shown below.

😕 🔚	
- 19 💋 💼	🥪 🔜 🔜
※ 11 ゆ 10 ↑ ↓ ↓ ◇ ◇ ◇ ▷ ◇ → - ※ ウ ウ ☞ @ △ ← ↑ →   ☆   図 ⑧   国	
😭 🎉 Carcassonne.docx 🛛 👜 *Centralization of Localization_machine_translated.docx.txml.doc 🖄	
I ID English (United States) German (Germany)	Score 🔺
Image: Wordfast Pro 3	N/A
2 INSTRUCTIONS:	N/A
Text Table	
A TM Lookup 🗟 Notes 🖺 Segment Changes 😹 TXML Context 🔀	
TXML File         Version: 1.0         Locale: EN-US         Datatype: doc         Segmentation type: sentence         Word count: 1140         TMX Tags:         ut         Unknown Tag, a placeholder for any kind of tag in the file.         sub         Subflow (sub-segment) that is translatable or localizable text within a TMX tag.         Example: <img jose"="" of="" san="" src='alt="Photo'/>	
Color codes: Skeleton Translatable text Localizable text TMX tag TMX tag content Subflow Translatable subflow Localizable subflow Whitespace • → • <ur>          • <ur> <ur></ur></ur></ur>	#0°
[en_US-de_DE] 28M of 49M	

## **Using notes**

While translating or reviewing translated content, you have the option of adding notes specific to each segment. Find below the procedures for the following tasks:

- Adding notes
- Editing notes

- Deleting notes
- Exporting Notes

#### Adding notes

To add a note:

- Follow the steps to open a file from section <u>Opening a file</u>.
   The file appears in the Translation window. The first translatable segment will appear in a blue background, and your cursor will be in the target segment by default.
- 2. Click the **Notes** tab.
- 3. Place your cursor in the segment where you want to add a note.
- Click Add under the Notes tab or select Edit > Add Note... or click ...
   The Add Note dialog box appears.

💮 Add Note		x
Segment Id:	1	
Source:	Network Systems Diagnostic Testing	*
		~
Creator:	cjacques	
Date:	13 May 2015 20:26:29 GMT	
Туре:	question	-
Details:		
		~
		~
	OK Canc	el

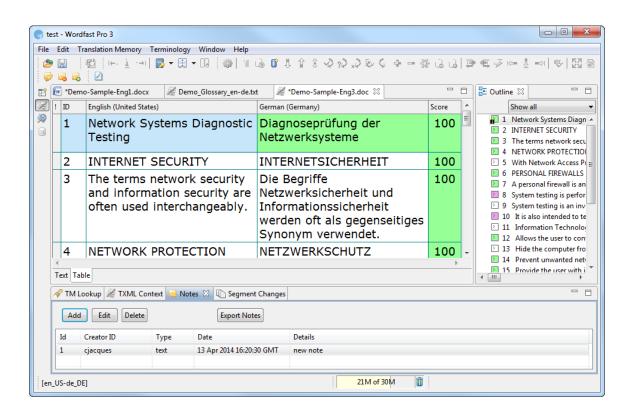
5. Select the type of note.

Add Note		X
Segment Id:	1	
Source:	Network Systems Diagnostic Testing	*
		Ŧ
Creator:	cjacques	
Date:	12 May 2015 23:37:35 GMT	
Туре:	question	-
Details:	question text	
	important	
		-
	OK	

**Note:** The last option selected appears at the top of the list. The last option selected is the default type for the next new note.

6. Enter the note in the box and click **OK**.

The note appears in the Notes tab and an 'i' symbol appears next to the segment in the Outline window as shown in the screenshot below.



#### **Editing notes**

To edit notes, click **Edit** in the Notes tab, select **Edit > Edit Note...** or right-click the note in the Notes tab and select **Edit Note** or click 🦻.

#### **Deleting notes**

To delete notes, click **Delete** in the Notes tab, select **Edit > Delete Note...** or right-click a note in the Notes tab and select **Delete Note** or click **Gelete**. To delete all notes, select all notes and click **Delete**.

#### **Exporting notes**

To export notes in Word format,

Click Export Notes in the Notes tab. Export Notes
 The Save As dialog box appears:

239

💮 Save As						×
🔾 🗸 🖉 🗸 Com	puter	► OS (C:) ► Christine ► test files ►		<b>- i</b> +	Search test files	م
Organize 🔻 New	folder				== -	0
📃 Recent Places	*	Name	Date modified	Туре	Size	
🔁 Libraries		鷆 test	1/6/2014 1:50 PM	File folder		
		🕛 Ultimate	1/8/2014 4:18 PM	File folder		
Documents		Reference1	11/18/2013 12:27	DOC File	27 KB	
J Music		Demo_Glossary_en-de.txt.txml.swapped.txml	12/19/2013 2:38 PM	DOC File	31 KB	
<ul> <li>Pictures</li> <li>Subversion</li> <li>Videos</li> </ul>	н	Demo-Sample-Eng3.doc.txml_ExportedNotes_2013	12/24/2013 9:46 AM	DOC File	12 KB	
🜉 Computer						
🏭 OS (C:)						
B HP_RECOVERY (	r –					
File name:	)emo-	Sample-Eng1.doc.txml.swapped-001.txml_ExportedNotes_2	0140109-105212			•
Save as type: 📩	doc					
Hide Folders					Save	cel

By default, notes are saved to the same folder that contains the original files.

#### 2. Click Save.

The following message appears.

💮 Export notes	×
Exported 1 note(s)	
	ОК

ID	Source	Target	Туре	Notes	Creator ID	Date
2	INTERNET	INTERNETSICHERHEIT	text	this is a	cjacques	Mon
	SECURITY			note		Nov 04
						11:47:3
						8 MST
						2013
7	A personal	Eine Personal Firewall	text	another	cjacques	Mon
	firewall is an	isteineAnwendung, welche		note		Nov 04
	application	den Netzwerkverkehrzu				11:53:3
	which controls	und vom Computer steuert.				0 MST
	network traffic	Auf				2013
	to and from a	einerSicherheitsrichtlinieba				
	computer,	sierendeKommunikationwi				
	permitting or	rdzugelassenoderverweiger				
	denying	t.				
	communications					
	based on a					
	security policy.					

The notes are formatted as a Word table, as shown in the screenshot below.

## Viewing segment changes

The **Segment Changes** window is used to view the segment changes in the currently open file. The recent changes will appear on top of the list. The segment changes appear only when a file is saved. Find below an example of the **Segment Changes** window:

	1 21 1								
ے 😒				ile Edit Translation Memory Terminology Window Help					
● □ = = = = = = = = = = = = = = = = = =									
g     Ø Demo-Sample-Engl.doc.tml-frequents     Image: Control of the second sec									
🛃 ! ID	English (United States)	German (Germany)	Score			Show all 👻			
1	Network Systems Diagnostic Testing	Network Systematic Diagnostic Test	0		2 IN	twork Systems Diagnostic Te A			
2	INTERNET SECURITY		N/A			e terms network security and TWORK PROTECTION			
3	The terms network security and information security are often used interchangeably.		N/A		➢ 6 PE ➢ 7 A p ➢ 8 System	th Network Access Protectio RSONAL FIREWALLS versonal firewall is an applica tem testing is performed on			
4	NETWORK PROTECTION		N/A			tem testing is an investigatc is also intended to test up tc			
5	With Network Access Protection, system administrators of an organization's computer network can define policies for system health requirements.		N/A		<ul> <li>11 In</li> <li>12 A</li> <li>13 H</li> <li>14 P</li> <li>15 P</li> </ul>	formation Technology Solul lows the user to control whi ide the computer from port event unwanted network tra ovide the user with informa			
6	PERSONAL FIREWALLS		N/A		▷ 16 Pi ▷ 17 te	ovides the user with increas			
7	A personal firewall is an application which controls network traffic to and from		N/A	-	<ul> <li>18 cm</li> <li>19 12</li> <li>20 Tm</li> </ul>	00000000000000000000000000000000000000			
Text 1	able		1	-	≥ 21 P	none 555.543.5432 +			
<i>I M M</i>	Lookup 😹 TXML Context 🥃 Notes 🕼 Segment Changes 🖾					- 0			
Туре	Old Value	New Value	User			Time Changed ^			
Target	Network System Diagnostic Test	Network Systematic Diagnostic Test	cjacque	s		Tue May 12 17:25:20 MDT 2015			
TM(en. US-de_DE) 36M of \$2M									

# **Using Shortcut Icons**

Wordfast Pro 3 includes a number of shortcut icons that help you quickly complete common tasks. Find below a list of all the shortcut icons available in the TXML Editor and their functionality.

Use	to
(Ctrl+O)	open a new file.
(0000)	Note: When you browse your PC, only the file
	types listed in your File Associations setup
	(Window > System Options> General > Editors
	> File Associations) will appear.
(Ctrl+S)	save the currently open file.
(Ctrl+P)	print the file that is currently open.
(Ctrl+Shift+8)	show or hide whitespace characters.
	translate a segment using machine translation software.
(Ctrl+Shift+N)	create or select a translation memory (TM).
(Alt+Down)	navigate to the next segment. This action
(***** 2 *****)	automatically saves the segment to the TM, if you
	have edited the translation.
1 (Alt+Up)	navigate to the previous segment. This action
	automatically saves the segment to the TM, if you
	have edited the translation.
(Alt+-)	leverage the TM for the current source segment.
(Ctrl+Alt+F)	translate the source segments until there is a fuzzy
	match.
?~	translate the source segments until there is no
(Ctrl+Shift+PageDown)	match.
(Ctrl+Shift+End)	translate all source segments.
(Alt+Insert)	copy the text from the source segment into the
	target segment.
+ (Alt+PageDown)	combine the currently selected source segment
	with the next segment.
	If segments are merged across paragraphs, a tag

Use	to
	appears between the merged segments in the
	source and the target.
(Alt+PageUp)	split the source segment into two segments, at the
(, agoop)	location of the cursor.
	mark a segment as confirmed or unconfirmed.
(Alt+End)	save the current translated segment to the TM.
(Ctrl+Alt+End)	save the translated segments to the TM and close
	the file. This action is typically carried out when you
	have completed translation.
3	insert left to right mark.
4 <u>1</u>	insert right to left mark for languages that are
	written in that direction, such as Arabic.
(Ctrl+Shift+A)	copies all tags from the current source segment to
	the target segment.
	select the previous tag in the source segment. The
(Alt+Shift+Left)	selected tag will be highlighted in red by default.
Î	delete the currently selected tag.
(Altl+Shift+Down)	copy the currently selected tag into the target
(All+Shilt+Down)	segment at the location of the cursor.
(Alt+Shift+Right)	select the next tag in the source segment. The
(	selected tag will be highlighted in red by default.
<b>a</b>	analyze the file for translation against a TM to
	leverage reusable content and pre-translate
	content.
(Ctrl+Shift+T)	look up the selected source text in the translation
(ourronnerry	memory. This action leverages all segments that
	include that text.
abr (F7)	check spelling.
(Ctrl+Alt+P)	preview the file in MS Word.
	navigate to the previous term in the source
(Ctrl+Alt+8)	segments.
(Ctrl+Alt+0)	copy the selected term.

Use	to
(Ctrl+Alt+9)	navigate to the next term in the source segments.
	edit the blacklist for the open project.
	modify the glossary.
(Ctrl+Alt+T)	add a term to the glossary.
🦻 (Alt+Shift+E)	edit a note.
(Alt+Shift+D)	delete a note.
➡(Alt+Shift+N)	add a note.
Ctrl+Shift+Q)	process file for transcheck warnings.

## Modifying colors and fonts

You can modify the existing colors and fonts for tool layout, TXML editor, and View and Editor folders. To modify colors and fonts:

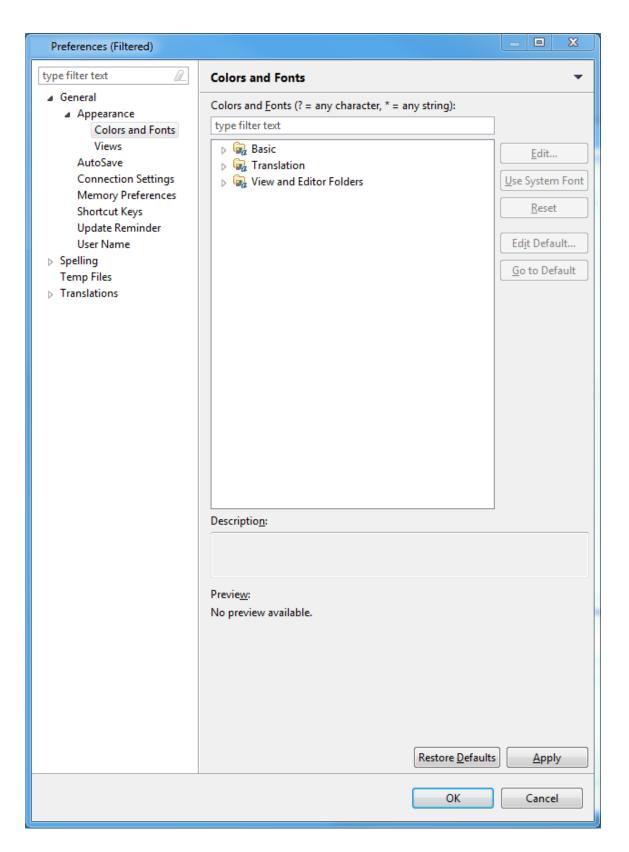
1. Open Wordfast Pro 3 and click

The TXML perspective appears.

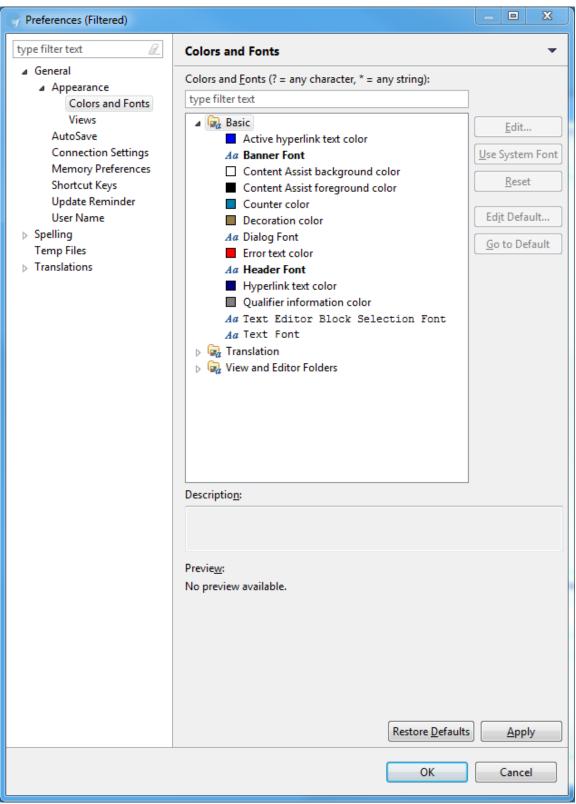
Click Edit > Preferences > General > Appearance > Colors and Fonts.
 OR

Press F9 to go to Preferences.

The Preferences (Filtered) Colors and Fonts dialog box appears.



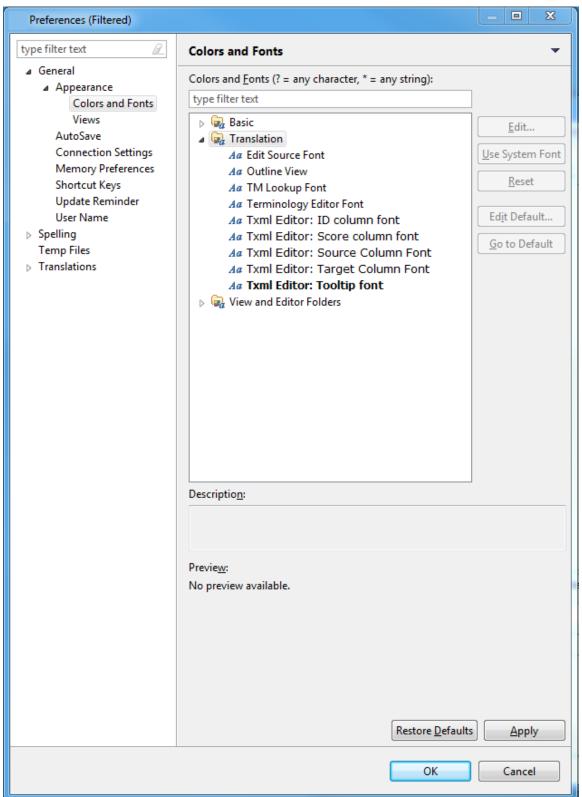
3. Click each folder to show the colors and fonts.



Preferences (Filtered)		_ O X
type filter text General Appearance Colors and Fonts Views AutoSave	Colors and Fonts Colors and Fonts (? = any character, * = any string): type filter text  Grave Basic  Active hyperlink text color	
Connection Settings Memory Preferences Shortcut Keys Update Reminder User Name Spelling Temp Files Translations	<ul> <li>Active hyperlink text color</li> <li><i>Aa</i> Banner Font</li> <li>Content Assist background color</li> <li>Content Assist foreground color</li> <li>Counter color</li> <li>Decoration color</li> <li><i>Aa</i> Dialog Font</li> <li>Error text color</li> <li><i>Aa</i> Header Font</li> <li>Hyperlink text color</li> <li>Qualifier information color</li> <li><i>Aa</i> Text Editor Block Selection Font</li> <li><i>Aa</i> Text Font</li> <li>Sea Translation</li> <li>Sea View and Editor Folders</li> </ul>	Use System Font         Reset         Edit Default         Go to Default
	Descriptio <u>n</u> : Color used to show error messages.	
	Previe <u>w:</u> Sample text       Sample text         RGB(255, 0, 0)       RGB(255, 0, 0)	Sample text RGB(255, 0, 0)
	Restore <u>D</u> efa	aults <u>A</u> pply Cancel
	OK	Cancer

Enter a term to locate the color or font, and show a preview as shown in the example below:

If you want to change the default color for any of the content types, click the content type.
 For example, select the Translation folder to expand it, and scroll to the Tooltip font.



5. Select the Tooltip font, to preview the font.

Preferences (Filtered)		
type filter text	Colors and Fonts	•
<ul> <li>General</li> <li>Appearance         <ul> <li>Colors and Fonts</li> <li>Views</li> <li>AutoSave</li> <li>Connection Settings</li> <li>Memory Preferences</li> <li>Shortcut Keys</li> <li>Update Reminder</li> <li>User Name</li> <li>Spelling</li> <li>Temp Files</li> </ul> </li> </ul>	Colors and Fonts (? = any character, * = any string): type filter text	<u>E</u> dit <u>Use System Font</u> <u>R</u> eset Edit Default <u>G</u> o to Default
▷ Translations	Aa Txml Editor: Target Column Font         Aa Txml Editor: Tooltip font         > @a View and Editor Folders	
	Previe <u>w</u> : <b>Tahoma 8 Bold</b> <b>The quick brown fox jumps over the lazy dog.</b> Restore Default	s <u>Apply</u>
	ОК	Cancel

- 6. Click **Edit** to select another font, font style, size, or color. Click **Use System Font** to accept the default font.
- 7. Click Apply and OK.

# Working with advanced options

The Wordfast Pro 3 advanced options are as follows:

- <u>Selecting memory preferences</u>
- Selecting AutoSave preferences
- Defining segmentation settings
- Managing shortcut keys
- Managing licenses
- Updating Wordfast Pro 3 dictionaries
- Accented characters
- Font mapping

### Selecting memory preferences

You can select the maximum memory that Wordfast Pro 3 will use to ensure you can open and work with large files with ease.

To select memory preferences:

 Open Wordfast Pro 3 and click Edit > Preferences > General > Memory Preferences. The Memory Preferences dialog box appears.

Preferences (Filtered)	
type filter text       Image: Colors and Fonts         Appearance       Colors and Fonts         Views       AutoSave         Connection Settings       Memory Preferences         Shortcut Keys       Update Reminder         User Name       Spelling         Temp Files       Translations	Memory Preferences       ♀ ♥ ♀ ♥         Select amount of memory application will use.       ♀ ≦12 MB         ● 1024 MB       ● 1024 MB
	OK Cancel

Select the amount of memory Wordfast Pro 3 will use on your machine and click OK.
 Note: Maximum memory is the Java heap size. If the memory size selected here is more than the available memory, you may get a Java heap size error.

## **Selecting AutoSave Preferences**

You can select the default AutoSave setting. This setting saves the file to a temp folder whenever a change is made. Once the file is saved manually, the file is removed from the temp folder and saved in the user file.

If the application crashes or is closed without saving the file, the file can be located in Auto Saved files, and then saved to the path of the original file

To select Auto Save preferences:

- 1. Open Wordfast and click Edit >Preferences or press F9 to go to Preferences.
- 2. Click **General >AutoSave.**

3. The AutoSave Preferences dialog box appears.

Preferences (Filtered)	
type filter text	AutoSave 👻
⊿ General ▲	
▲ Appearance	✓ AutoSave files every 10 → minutes
Colors and Fonts	
Views	AutoSave file location: C:\Users\cjacques@egsolutions.com\.wf_works  Browse
AutoSave	Autosave me location. C. (osers (cjacques@egsolutions.com/.wr_works)
Connection Settings	
Memory Preference:	
Shortcut Keys	
Update Reminder 🗧	
⊿ Spelling	
Hunspell	
Temp Files	
Translations	
Auto-Propagation	
Auto-Suggest	
Colors	
▲ Filters	
Formats	
Machine Translation	
Google Translate	
Microsoft Transl	
WorldLingo	
PM Plug-in	
Segmentation Settin	
TM Administration	Provide the second s
< <u>□</u> ►	Restore <u>D</u> efaults <u>Apply</u>
	OK Cancel

- 3. Default time period for AutoSave is set to 10 minutes. The minimum is one minute.
- 4. Click the spin box 🗐 to set a time greater than one minute for Autosave.
- 5. Click Browse to select another location for AutoSaved files.
- 6. Click **OK**.

## **Defining segmentation settings**

The Wordfast Pro 3 workspace (.wf\_workspace folder) includes a number of default properties files that are used for file segmentation. You can either use the default properties files or export and edit these files.

To define segmentation settings:

 Open Wordfast Pro 3 and click Edit > Preferences > Translations > Segmentation Settings. The Segmentation Settings Preferences dialog box appears.

Preferences (Filtered)	
type filter text	Segmentation Settings
type filter text       Image: Connection Settings         AutoSave       Image: Connection Settings         Memory Preference:       Shortcut Keys         Update Reminder       Spelling         Hunspell       Temp Files         Temp Files       Translations         Auto-Propagation       Auto-Suggest         Colors       Filters         Formats       Machine Translation         Google Translate       Microsoft Transl         WorldLingo       PM Plug-in         Segmentation Settin       TM Administration         Terminology       Blacklist         Glossary List       Glossary List         Glossary List       Glossary Priority         Transcheck       Copied Source C         Forbidden Chara       Numerical         Partial       Punctuations         Terminology       Untranslatable	
TM List TM Priority	Restore Defaults     Apply
	OK Cancel

- 2. Select the preset segmentation of your choice. The options are:
  - breaksegmentation.properties
  - idiomsegmentation.properties
  - srxsegmentation.properties
  - wfsegmentation.properties
- 3. To edit any of the preset segmentations, select the properties file and click **Export**.

4. Open the properties file and edit as required.

**Note**: The commonly used properties file that can be modified is the wfsegmentation.properties file.

Find below some examples of segmentation settings:

UI description	Options	Configuration setting
A number		segmenter.strategy.trados.rule1enabled=true
followed by an		
ESM ends a		
segment		
An ESM without a	True/False	segmenter.strategy.trados.rule2enabled=false
trailing space		
ends a segment.		
This should be		
marked true for		
Chinese or		
Japanese		
projects		
An ESM followed	True/False	segmenter.strategy.trados.rule3enabled=false
by a space		
followed by a		
lower-case letter		
ends a segment		
Simple Tag	True/False	segmenter.text.simpletaghandling=false
Handling		
False: causes		
tags after the		
break to		
associate left to		
the current		
segment		
True: causes		
Tags after the		
break to		
associate right to		
the next segment		
Remove 2	True/False	segmenter.simplifier.trados.strict=false

UI description	Options	Configuration setting
surrounding tags		
rule.		
False: for		
backwards		
compatibility		
True: for new		
projects		
Remove trailing	True/False	segmenter.simplifier.trados.noesp=false
tags that are		
preceded by		
ESMs.		
False: for		
backwards		
compatibility		
True: for new		
projects		
End of segment	(any	breakiterator.strategy.sentence.trados.esps=.,:,?,!,tab
punctuation for	punctuation	
Trados sentence	separated by	
iterator	a comma)	
	ex,:,?,!,tab	

5. After editing the properties file, click **Import** to use the edited properties file.

## Managing shortcut keys

Wordfast Pro 3 includes a number of shortcut keys that help you quickly complete common tasks. You can also modify and create new shortcut keys. Find below the procedures for the following tasks:

- <u>Viewing shortcut keys</u>
- Modifying shortcut key schemes
- Modifying shortcut keys
- Creating shortcut keys

## Viewing shortcut keys

To view shortcut keys:

- Open Wordfast Pro 3 and click The TXML perspective appears.
- Click Help > Shortcut List... or press Ctrl+Shift+L.
   A list of actions and shortcut keys appear.

### Modifying shortcut key schemes

To view or modify shortcut key schemes:

1. Open Wordfast Pro 3 and click

The TXML perspective appears.

2. Click Edit > Preferences.

The Preferences (Filtered) screen appears.

3. Click General > Shortcut Keys.

The Shortcut Keys option appears.

Preferences (Filtered)					
type filter text	Shortcut Keys				-
⊿ General ▲					
<ul> <li>Appearance</li> <li>Colors and Fonts</li> </ul>	Scheme: Wordfast				
Views	type filter text				
AutoSave					
Connection Settings	Command	Binding	When	Category	User 🔺
Memory Preference:	About			Help	
Shortcut Keys	Activate Editor	F12	In Windows	Window	
Update Reminder	Acute Accent	Ctrl+'	In Windows	TXML Editor	
▲ Spelling	Add Note	Alt+Shift+N	In Windows	TXML Editor	
Hunspell	Add Term	Ctrl+Alt+T	In Windows	TXML Editor	
Temp Files	Analyze			TXML Editor	
Translations	Anastrom Accent	Ctrl+Shift+@	In Windows	TXML Editor	•
Auto-Propagation					
Auto-Suggest	<u>C</u> opy Command <u>U</u> nbind Command	Restore Command			
Colors					
⊿ Filters	<u>N</u> ame:				
Formats	D <u>e</u> scription:		Conflicts:		
Machine Translation			Command	When	
Google Translate			Command	when	
Microsoft Transl					
WorldLingo	Binding:	•			
PM Plug-in					
Segmentation Settin	<u>W</u> hen:	•			
TM Administration					
⊿ Terminology				Filters	Export CSV
Blacklist					
Glossary List +				Restore <u>D</u> efaults	Apply
				ОК	Cancel

4. Select a Scheme from the drop down list.

Wordfast 🔹
Wordfast
Default
Wordfast Classic
SDLX
Trados
Emacs

**Note**: You can change the shortcut key scheme to Emacs, SDLX, Trados, Wordfast, or Wordfast Classic. You can also create a default scheme of your own.

### Modifying shortcut keys

To modify a shortcut keys:

1. Follow step 1 and 3 from Modifying shortcut key schemes.

The Keys option appears.

Preferences (Filtered)							<u> </u>
type filter text	Shortcut Ke	ys				•	•
General     Appearance     Colors and Fonts	Scheme: Wo	rdfast 👻					
Views	type filter te	t					
AutoSave Connection Settings	Command	*	Binding	When	Category	User	
Memory Preference:	Abou	+	binding		Help		
Shortcut Keys		ate Editor	F12	In Windows	Window		
Update Reminder	Acut	e Accent	Ctrl+'	In Windows	TXML Editor		
▲ Spelling	Add	Note	Alt+Shift+N	In Windows	TXML Editor		
Hunspell 🗧	Add	Term	Ctrl+Alt+T	In Windows	TXML Editor		
Temp Files	Anal	/ze			TXML Editor		
▲ Translations		trom Accent	Ctrl+Shift+@	In Windows	TXML Editor		-
Auto-Propagation	Cedi	le Accent	Ctrl+	In Windows	TYML Editor	L	
Auto-Suggest	Copy Comn	nand Unbind Command	Restore Command				
Colors			Restore command				
⊿ Filters Formats	Name:	Add Note					
Machine Translation	_	Add Note		Conflictor			
Google Translate	Description:			Con <u>f</u> licts:			-
Microsoft Transl				Command	W	/hen	
WorldLingo							
PM Plug-in	Binding:	Alt+Shift+N					
Segmentation Settin	<u>b</u> mang.						
TM Administration	<u>W</u> hen:	In Windows	-				
⊿ Terminology							
Blacklist					Filters	Export CSV	
Glossary List							-
Glossary Priority 👻					Restore De	faults <u>A</u> pply	ר
4 III +							
					ОК	Cancel	

- 2. Left-click and select a Command.
- To copy the command, click **Copy Command.**
- To remove the existing binding, click **Unbind Command** if the shortcut key is bound.

• To restore the binding, click **Restore Command.** The shortcut key is modified.

## **Creating shortcut keys**

To create a new shortcut key:

1. Follow step 1 and 3 from Modifying shortcut key schemes.

### The commands appear.

Preferences (Filtered)					
type filter text	Shortcut Keys				-
General     Appearance     Colors and Fonts     Views	<u>S</u> cheme: Wordfast	•			
AutoSave	type filter text				
Connection Settings	Command	Binding	When	Category	User ^
Memory Preference:	Cedille Accent	Ctrl+,	In Windows	TXML Editor	
Shortcut Keys	Change Languages	/		TM Server	
Update Reminder	Circumflex Accent	Ctrl+Shift+ ^	In Windows	TXML Editor	
▲ Spelling	Clear All Target Segments	Alt+Shift+Delete	In Windows	TXML Editor	
Hunspell 😑	Clear Target Segment	Ctrl+Alt+X	In Windows	TXML Editor	
Temp Files	Close	Ctrl+F4	In Windows	File	
▲ Translations	Close	Ctrl+W	In Windows	File	
Auto-Propagation	Close All	Ctrl_Shift_FA	In Windows	File	<b>T</b>
Auto-Suggest Colors	Copy Command Unbind Comman	d Restore Command			
∠ Filters					
Formats	Name: Change Languages				
Machine Translation	Description: Change Languages		Conflicts:		
Google Translate	Change Languages		_		
Microsoft Transl			Command	Wh	en
WorldLingo					
PM Plug-in	Binding:	•			
Segmentation Settin					
TM Administration	When: In Windows	•			
⊿ Terminology					
Blacklist				Filters	Export CSV
Glossary List					
Glossary Priority 👻				Restore Defau	ults <u>A</u> pply
				ОК	Cancel

- 2. Left-click and select a command.
- 3. Enter a Description. (Optional).
- Place the cursor in the Binding field and press a sequence of keys.
   A new shortcut key is created.

## **Managing licenses**

Refer to procedures for the following tasks:

- <u>Re-installing license certificate</u>
- Verifying current license certificate
- Update notification

### **Re-installing license certificate**

The Wordfast Pro license must be re-installed, if the license has expired.

To re-install a license certificate:

- 1. Log in to the Wordfast website with your email address and password.
- 2. Click **License application** to obtain a license file for the new install number. Alternatively, rightclick the link appearing on the Confirmation Page, and save the target as. The license file has a .lic file extension. Save the file in a secure location.
- 3. Open the Wordfast Pro 3 Demo Mode.
- 4. Click Help > License Management.

The Activation dialog box appears.

License Management
Activation Dialog Obtain Install number and install license file.
Application is activated and it is working in the full mode.
Activation
Install number: 48486234 License Manager
To license this installation of Wordfast Pro on this machine, please follow the instructions on our wiki page: <u>How to License Wordfast Pro</u>
Close

- 5. Click License Manager.
- 6. Select (Re-)Install a license certificate and click Next.
- 7. Browse and navigate to C:\Program files\Wordfast and select the license file.
- 8. Click **Next** twice and then **Finish**.
- 9. Restart Wordfast Pro 3.

Your license is re-activated. If you have any problems with the license and require support,

please log in to the Wordfast Pro 3 support hotline at www.wordfast.com. Alternatively, refer to the Wordfast wiki page, <u>How to license Wordfast Pro</u>.

### Verifying current license certificate

To verify the current license certificate:

- Open Wordfast Pro 3 and go to Help > License Management. The Activation dialog appears.
- 2. Click License Manager.
- 3. Select Verify the current license certificate.

The license certificate appears. It includes details of the current license.

### **Update notification**

When you open Wordfast Pro 3, you will see an update notification if there are new version updates available.

Alternatively, you can go to the Help menu and click the **Check for a new version** option.

## **Updating Wordfast Pro 3 dictionaries**

The Update Wordfast Pro 3 option updates the dictionaries that can be used during translation.

To update Wordfast Pro 3 dictionaries:

 Open Wordfast Pro 3 and click Help > Wordfast Pro 3 Dictionary Updates. Wordfast Pro 3 searches for new updates and the search results appear.

Updates	
Search Results Select features to install from the search result list.	
Select the features to install:	
<ul> <li>Update site</li> <li>Image: Wight of the selected of the selected.</li> <li>Show the latest version of a feature only</li> <li>Filter features included in other features on the list</li> </ul>	Deselect All More Info Properties Select Required
< Back Next > Finish	Cancel

2. Select the features to be installed and click **Next**.

The license agreement appears.

 Select "I accept the terms in the license agreements" and click Next. The list of features that will be installed appears.

Install					
Installation The following features will be installed. You can select a feature and change the location where the feature will be installed.					
Features to install: Feature Name	Feature Version	Feature Size	Installation Directory		
Afrikaans (South	2.0.0	Unknown	/C:/Program Files (x86)/Wordf		
Bengali (Banglad		Unknown	/C:/Program Files (x86)/Wordf		
Bokmal (Norway		Unknown	/C:/Program Files (x86)/Wordf		
Catalan Dictionar		Unknown	/C:/Program Files (x86)/Wordf		
Install Location: C:\Program Files (x86)\Wordfast Change Location Required space: Unknown Free space: 358.1 GB					
< Back Next > Finish Cancel					

- 4. If required, change the location where the features should be installed and click **Finish**. The new features are downloaded and your current installation is automatically updated.
- 5. Restart Wordfast Pro 3 to activate the new dictionaries.

## Accented characters and shortcuts

The table below lists the letters with accents supported by Wordfast Pro 3.

Accent	Sample	Shortcut	Notes
Acute	Óó	Ctrl+', V	'=
			apostrophe
			key
			V= any
			vowel
Circumflex	Ôô	Shift+Ctrl+^,	
		V	
Grave	Òò	Ctrl+`, V	
Tilde	Ññ	Shift+Ctrl+~,	Only works
		V	with "n, N,

Accent	Sample	Shortcut	Notes
			o, O, a, A"
Umlaut	Öö	Shift+Ctrl+:,	:= colon
		V	key

Example 1: To type the letter ó, hold down the **Control** key, then press the apostrophe key. Release both keys and type o. The accented letter should appear.

Example 2: To type the letter Ó, hold down the **Control** key, then press the apostrophe key. Release both keys and type O. The accented letter should appear.

Example 3: To type  $\tilde{n}$ , hold down the **Shift** key, then the **Control** key, then the ~ key. Release all three keys, then type n.

The table below lists the other foreign characters supported by Wordfast Pro 3.

Symbol	Name	Shortcut	Notes
i	Upside-down	Alt+Shift+Ctrl+!	Either Alt key works.
	exclamation point		
Ś	Upside-down	Alt+Shift+Ctrl+?	Either Alt key works.
	question mark		
Ç, ç	French C cedille	Ctrl+, ,c	For ç, press Control, then
	(caps/lowercase)	Ctrl+, ,C	the comma key. Release
			then press c.
Œ,œ	OE ligature	Shift+Ctrl+&,o	
	(caps/lowercase)	Shift+Ctrl+&,O	
ß	German	Shift+Ctrl+&,S	
	Sharp/Double S		
Ø, ø	Nordic O slash	Ctrl+/,o	
	(caps/lowercase)	Ctrl+/,O	
Å, å	Nordic A-ring,	Shift+Ctrl+@,a	A with ring/Angstrom Sign
	Angstrom sign	Shift+Ctrl+@,A	
	(caps/lowercase)		
Æ,æ	Old English AE	Shift+Ctrl+&,a	
	ligature	Shift+Ctrl+&,A	
	(caps/lowercase)		
Đ, ð	Old English eth	Ctrl+',d	Icelandic/Old English eth
	(caps/lowercase)	Ctrl+',D	' = apostrophe key

Example 1: To input Spanish upside down exclamation point ; (Alt+Shift+Ctrl+!), hold down the **Alt** key, then the **Shift** key, then the **Control** key, then the ! key. Release all four keys, and the ; punctuation will appear.

Example 2: To input French oe ligature œ (Shift+Ctrl+&,o), hold down the **Shift** key, then the **Control** key, then the & key. Release all three keys and then type o to make the letter appear.

## Font mapping

The fonts for the listed Indic, Afrikaans and CJK languages are hard-coded and cannot be changed by the user:

- Bengali: Bangla
- Malayalam: Kartika
- Telugu: Gautami
- Kannada: Tunga
- Tamil: Latha
- Afrikaans: Arial
- Afrikaans (South Africa): Arial
- Chinese: SimSun
- Chinese (Taiwan): PMingLiU
- Chinese (China): SimSun
- Thai: Tahoma
- Thai (Thailand): Tahoma
- Hebrew: Arial
- Hebrew (Israel): Arial
- Vietnamese: Arial
- Vietnamese (Vietnam): Arial
- Japanese: MS Gothic UI
- Japanese (Japan): MS Gothic UI
- Korean: Batang

# **Troubleshooting errors**

This section includes a list of common errors, their cause and steps that you can follow to solve them.

Problem: Error message: Invalid license certificate

Grant License Management	
Welcome to the License Wizard  Number Note: Note	\$
Invalid license certificate: Invalid licensing subject!	
< Back Next > Finish	Cancel
😡 License Management	
License Management Welcome to the License Wizard Input length must be multiple of 8 when decrypting with padded cipher	
Welcome to the License Wizard  Note: Second	ipher

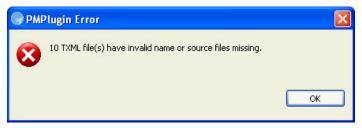
Activation	
Unknown or invalid license file.	
	ОК
Generation License Management	
Welcome to the License Wizard icense Certificate has expired!	
Invalid license certificate: License Certificate has expired!	
< Back Next > Finish	Cancel

**Cause**: These error messages appear due to the following reasons:

- License certificate is not a Wordfast Pro 3 license certificate
- License certificate has an incorrect file name or user name
- License certificate is edited or some information is missing from the file
- License certificate has expired

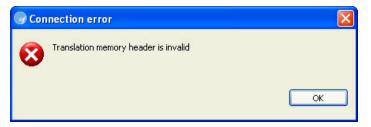
**Solution**: Contact the administrator for a new license certificate. You can contact the administrator by logging into the Wordfast Pro 3 support hotline at www.wordfast.com.

### Problem: Error message: TXML source files missing



**Cause**: The TXML file and the original file are not at the same location or do not have the same file name. **Solution**: Ensure that the TXML files and the original files are at the same location. If not, the cleanup process cannot be completed.

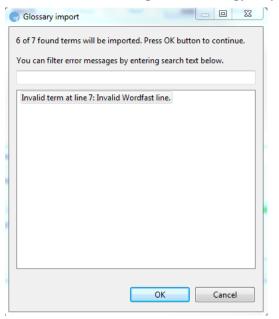
### Problem: Error message: Translation memory header is invalid



**Cause**: The local TM file that is being opened does not have the correct header, which typically includes the creation date, user ID, source and target language and so on.

**Solution**: Ensure that the correct local TM is opened. If the error persists, please log into the Wordfast Pro 3 support hotline at www.wordfast.com.

### Problem: Error message: Terminology skipped during import



Cause: The source or target segment is missing from the glossary.

Solution: Ensure that the imported glossary contains the source and target segments of all the terms.

### Problem: Error message: Unable to connect to remote TM

Cause: The URL to the remote TM server is incorrect or invalid.

Solution:

- 1. Go to Edit > Preferences > Translations > Translation Memory > TM List.
- Check if the remote TM URL is correct. This is an example of a URL string: wf://french\_user:french\_password@63.246.29.190:47110
- 3. Check if there are trailing spaces at the end.

### Problem: Error message: Current project and local TM have different source and target languages

**Cause**: The source and target languages associated with the currently open project does not match the local TM language pair.

### Solution:

- 1. Go to Edit > Preferences > Translations > Translation Memory > TM List.
- 2. Select the local TM and click Edit TM.
- 3. Change the source and target languages to match the current project language pair.

# Problem: Error message: Current project and remote TM have different source and target languages

🕜 Rem	note TM	×
⚠	Current project and selected remote TM do not have the same source and target locale	
	ОК	כ

**Cause**: The source and target languages associated with the currently open project does not match the remote TM language pair.

### Solution:

- 1. Go to Edit > Preferences > Translations > Translation Memory > TM List.
- 2. Select the remote TM and click Edit TM.
- 3. Change the source and target languages to match the current project language pair.

Problem: Error message: Current project and file for translation have different source and target languages.



**Cause**: The source and target languages associated with the currently open project does not match the file language pair.

**Solution 1**: Check that you are opening the correct file. If necessary, open the file in a text editor and view/verify the source and target language specifications.

**Solution 2**: Create a new project with source and target languages matching the file for translation. Go to Creating a project for more information.

Problem: Error message: Current project and selected Glossary do not have the same source and target language code

Glossary	X
	rrent project and selected Glossary do not have the same source and target guage code
	ОК

**Cause**: The source and target languages associated with the currently open project does not match the glossary pair.

Solution:

- 1. Go to Edit > Preferences > Translations > Terminology > Glossary List.
- 2. Select the glossary and click Edit.
- 3. Change the source and target languages to match the current project language pair.

### Problem: Translation Memory is not leveraged during translation

Cause: A local or remote TM is not selected.

Solution: Ensure that you are connected to a TM. To confirm go to Translation Memory > New/Select

**TM > Local** or **Remote** and check the **Selected** check box next to the TM you wish to use. If you have **Read only** selected, you will not be able to leverage or copy into the TM.

### Problem: Shortcut keys not working for key strokes

Cause: The correct scheme is not selected or the shortcut key is not configured.

### Solution:

- 1. Go to Edit > Preferences > General > Shortcut Keys > Scheme.
- Choose the correct scheme: Wordfast Pro 3, Emacs, SDLX, Trados, Wordfast or Wordfast Classic.
- Check the shortcut key list to ensure that all shortcut keys are configured correctly. If not, edit
  accordingly. Go to <u>Managing shortcut keys</u> for more information on viewing, modifying and
  creating shortcut keys.
- 4. Click Apply and OK.

## Working with Wordfast Aligner

Wordfast Aligner is an add-on tool that converts existing translated documents into a format that is compatible with the Wordfast TM. This enables reuse of content translated using other translation tools and available in different formats. Wordfast Aligner is supported by all operating systems. This section includes the following:

- Using Wordfast Aligner
- Basic menu options
- Using shortcut icons

## **Using Wordfast Aligner**

In Wordfast Aligner a project file (.glp) must be created for each source and target pair. A .glp includes the source and target documents that need alignment. Alignment is a process by which the source document segments are matched with the target document segments correctly. Once aligned, the documents can be exported to create a Wordfast compatible TM.

Wordfast Aligner supports TXML, DOC, PPT and XLS file formats.

To align source and target files and create a Wordfast TM using Wordfast Aligner:

- Open Wordfast Aligner and click File > New Project or or Ctrl+N. The New Project dialog box appears.
- 2. Complete the following entries:

Option	Description
Project Name	Enter a unique project name.
Project Location	Enter the path or click to select a location for the project.
Source Path	Enter the path or click to select the location of the source files. <b>Note</b> : The source files can be in TXML, DOC, PPT and XLS file formats.
Source Language	Select the source language of the source documents from the drop down list.
Target Path	Enter the path or click to select the location of the target files.

Option	Description
	Note: The target files can be in TXML, DOC, PPT and
	XLS file formats.
Target Language	Select the target language of the target documents
	from the drop down list.

### 3. Click Next.

The File Alignment page dialog box appears.

New Project			
ile Alignment Review the aligned file names and update linka	ge.		
Word(doc)			
Source Files		Target Files	
TXML1.doc	¢		
TXML2.doc	\$	TXML2_ES-MX.doc	
TXML3.doc	<u>ہ</u>	→\T×ML3_ES-MX.doc	
TXML4.doc	ф		
		Back	Cancel

- Review the aligned source and target files and update the JDiagram links, if required.
   Note: You can select the link and press the Delete button to delete them or drag the cursor to create new links.
- 5. Click Finish.

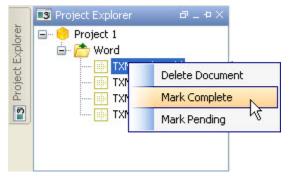
A new project file (.glp) is created and the first document (.gld) in the project appears in the Project Aligner window as shown in the screenshot below.

e	n View Tools Help	a 🗣 📑 🗲	<b>み</b> み   ⇐ ⇒	
Project	Aligner 4L1.doc.gld			
	English (United States)	<u>196</u>		Spanish (Mexico)
0.0	I do not like Green Eggs and Ham.	•	•0.0	No me gustan los Huevos Verdes ni el Jamón.
1.0	I do not like them Sam I am.	•	<b>1</b> .0	Nome gustan Sam Iam.
2.0	I do not like them here or there.	•	◆2.0	No me gusta aquí o allá.
3.0	I do not like them anywhere.	•	◆3.0	No me gusta en cualquier parte.
4.0	I do not like them here or there.	•	<b>4</b> .0	No me gusta aquí o allá.
5.0	I do not like them anywhere.	•	◆5.0	No me gusta en cualquier parte.
6.0	I do not like them in a boat.	•	<b>6</b> .0	No me gusta en un barco.
7.0	I would not, could not, with a goat.	•	◆7.0	No quiero, no podría, con una cabra.
8.0	I will not eat them in the rain.	•	●8.0	No voy a comer en la lluvia.
9.0	I do not like them on a train.	•	<b>9</b> .0	No me gusta en un tren.
10.0	l do not like them in a box.	•	●10.0	No me gusta en una caja.

**Note**: The file alignment is a back-end process that creates automated system links (JDiagram links) between source and target segments of a document.

- Review the aligned source and target segments and update the JDiagram links, if required.
   Note: You can select the link and press the Delete button to delete them or drag the cursor to create new manual links.
- 7. Click on the **Project Explorer** button to review all the documents.

**Note**: In the Project Explorer you can right click on a document name to complete the following actions: delete, mark as complete or pending. An example screenshot is shown below.



8. After reviewing all documents click **Tools > Export TM** or  $\square$ , to create a Wordfast Pro 3 compatible TM.

The Export TM dialog box appears.

😡 Export TM	
Export TM	
Export Type TM Name	All documents
TM Location	C:\Client_name\Project_name\Aligner
TM User	TALIGNI
	Finish Cancel

- 9. Select the **Export Type** from the drop down list. The options are:
  - All documents: includes open, pending and completed documents
  - Current document: includes currently open document only
  - Completed documents: includes documents that are marked as complete
- 10. Enter the **TM Name** and **TM Location**.

Note: These options are automatically populated based on the project file name.

11. Enter the TM User.

**Note**: The TM User is a penalty string that is added to the TM. This will help the user identify aligned source and target content.

12. Click Finish.

A Wordfast TM is created at the specified location.

## **Basic Aligner menu options**

The Wordfast Aligner basic menu options are as follows:

Use	to
File	
New Project	create a new project.
(Ctrl+N)	
Open Project	open an existing project.

Use	to
(Ctrl+O)	
Open Document	open a document.
(Ctrl+D)	
Save Document	save the currently open document.
(Ctrl+S)	
Close	close currently open project or document.
Exit	exit from the tool.
Align	
Align All	align all segments in the document.
Align Down	align all segments below the cursor
	position.
Align Up	align all segments above the cursor
	position.
Reset Alignment	remove existing alignment.
Reset Manual	remove existing manual alignment.
Links	
Reset System	remove existing system generated
Links	alignment.
Reset Alignment	remove all alignment above the cursor
Up	position.
Reset Alignment	remove all alignment below the cursor
Down	position.
View	
Increase Font	increase the font size.
Decrease Font	decrease the font size.
Previous	navigate to the previous document.
Document	
Next Document	navigate to the next document.
Project Explorer	View or hide the Project Explorer tab.
Tools	
Disable Sync	enable or disable sync control. This
Scroll	option highlights the source and the
	corresponding target segment(s).
Export TM	export the aligned documents to create a

Use	to
	Wordfast TM.
Options	edit manual and system JDiagram link
(Ctrl+Alt+L)	color, choose TM Export Format and edit
	fonts based on locales.
Help	
Online Help	view the online help.
About Wordfast	view build and version details for
Aligner	Wordfast Aligner.

## **Using Aligner Shortcut Icons**

Wordfast Aligner includes a number of shortcut icons that help you quickly complete common tasks. Find below a list of all the shortcut icons available in Wordfast Aligner and their functionality.

Use	to
(Ctrl+N)	create a new project.
(Ctrl+O)	open an existing project.
(Ctrl+D)	open a document.
Ctrl+S)	save the currently open document.
	align all segments in the document.
î	align all segments above the cursor position.
l	align all segments below the cursor position.
લેટ	remove existing alignment.
લેંગ	remove existing manual alignment.
98	remove existing system generated alignment.
1	remove all alignment above the cursor position.
L	remove all alignment below the cursor position.
æ	remove selected alignment link.
1	enable or disable sync control. This option highlights the source and the
	corresponding target segment(s).
	export the aligned documents to create a Wordfast TM.

Use	to
3	refresh the project aligner. This option saves changes and reloads the open
	projects.
A	increase the font size.
<b>A</b>	decrease the font size.
1	navigate to the previous document.
ſ	navigate to the next document.

# **TM Administration perspective**

Translation Memory Administration perspective provides a simple and user friendly interface to edit and update translation memories. This section includes the following:

- Using TM Administration perspective
- Basic menu options
- Using shortcut icons

## **Using TM Administration perspective**

Using TM Administration perspective, users can view, edit and update both local and remote translation memories. Find below the procedures for the following tasks:

- Updating TM Administration preferences
- <u>Connecting to a remote TM</u>
- Modifying TM content
- Purging private TUs
- Reorganizing a local TM
- Finding and Replacing Translation Units (TUs)
- Merging translation memories (TMs)
- Deleting Translation Units (TUs)
- Marking Translation Units (TUs)
- Removing all tags from selected Translation Units (TUs)
- Searching TUs

### **Updating TM Administration preferences**

To update TM Administration preferences:

1. Open Wordfast Pro 3 and click

The TM Administration perspective appears.

🔅   📲 🔸   😠 🔒 🔒 🕆 🗊 TM Servers 📃 🗖	) <del>(</del>	• <mark>↑ ↓</mark> ⁄I Conter	→ 🖬 🛛 🗸 🖳							
<ul> <li>Impervers</li> <li>test_tm_enfr.bt</li> <li>Ultimate_TM.txt</li> <li>G:\Christine\test</li> <li>Wordfast TM v.</li> <li>en-US</li> </ul>	Sea	rch: Sou		Date From: 4/11/2	013 👻 🗖	To: 4/11/2		a A Exact S	earch Cle	
i de-DE		Id	Source	Target	Attrib1	Attrib2	Attrib3	Attrib4	Creator	Date/Time
		] 1	{ut1}This will be an {ut2}exact{ut3} match.	{ut1}This will be an {ut2}exact{ut3} match.	-				cjacques	Thu Feb 06 2014 08:54:56
		2	This will also be 100% match.	This will also be 100% match.					cjacques	Thu Feb 06 2014 08:54:56
		3	This will be a fuzz match.	Dies wird eine Fuzzy-Match werden.					JS	Thu Jan 05 2012 13:43:25
		] 4	Thi will an even fuzz match	Dies wird noch unschärfer angepasst werden.					JS	Thu Jan 05 2012 13:43:28
		5	There are 15 rooms in this building.	Es gibt 15 Zimmer in diesem Gebäude.					JS	Mon Dec 19 2011 11:29:22

### 2. Click Edit > Preferences.

The TM Administration dialog box appears.

Preferences (Filtered)	
type filter text	TM Administration
b General	Connect first TM automatically at startup
▷ Spelling	☑ Ignore case for mark options
Temp Files	
	Maximum segments that can be retrieved at a time: 100
Auto-Propagation Auto-Suggest	Changed target color:
Colors	
▲ Filters	Ut tag color:
Formats	Keyword match highlight color:
Machine Translation	
Google Translate	
Microsoft Translate	
WorldLingo	
PM Plug-in	
Segmentation Settings	
TM Administration	
<ul> <li>Terminology</li> <li>Transcheck</li> </ul>	
Translation Memory	
p nonziekon menory	
	· · · · · · · · · · · · · · · · · · ·
	4 m P
	OK Cancel

3. Update the preferences as required. The TM Administration preferences are:

Option	Description
Connect first TM	Select checkbox to view the TM content for the first
automatically at	TM in the TM Servers list.
startup	
Ignore case for	Ignore case for all mark options, except Mark TUs
mark options	containing tags.
Maximum	Enter the number of segments that you wish to view at
segments that can	a time.
be retrieved at a	
time	
Changed target	Click on the color box and choose a color to represent
color	edited TM content.
Ut tag color	Click on the color box and choose a color to represent
	tags.
Keyword match	Click on the color box and choose a color to represent
highlight color	keyword search match.

## Connecting to a remote TM

1. Open Wordfast Pro 3 and click

The TM Administration perspective appears.

File Edit TM Server TM Content Window Help										
😭 🗊 TM Servers 🗖 🗖	🔞 TM Conter	TM Content								
>	Search: So Creato	urce Attrib	▼ oute:	Da	te From	9/17/2013 👻 🔳 To	9/17/2014	a A Exact Search	Clear Reset	t
	☑ Id	Source	Target	Attrib	Attr	Attrib3	Attrib4	Creator	Date/Time	
	4									+
						23M of 62N	1 🗊			

2. Right-click the TM.

To connect only, select Connect.

To connect as an administrator, Connect as Admin.

File	Edit TM Server TM Content Window H	lelp												
100	k  +⊫ +&   Q Q Q Q   (= ¶ 🛓 →		8 🗸 - 🖸											
B	TM Servers		TM Content											
×.	Image: LocalTM_Demo_ES.txt									•				
	Isoread_enus_dede_gl-tm2.translations.	çom	Search: Source	-						a A Exact	Search	Clear	Reset	ר
Ó	Distribute_TM.txt	=()=	Connect	Ctrl+Shift+C	1					Exact	Search	Clear	Reset	
	Ultimate_TM2014.txt	=()=	Connect as Admin			📃 Da	te From	9/17/2013 👻 🔳 To	9/17/2014	*				
		*	Disconnect	Ctrl+Shift+D	-									
			Change Languages		<b>-</b>	Attrib	Attr	Attrib3	Attrib4	Creator		Date/Tim	e	
			Invert Languages											
		Û	Reorganize TM											
		_			·									Ŧ
			•										•	
	Search TM to see results							25M of 62N	1					

The TM Admin password dialog box appears. To update a remote TM, it is necessary to have an admin password. .

×
Cancel

3. Enter the Admin password, and click OK.

## **Modifying TM content**

To modify TM content:

- Double-click a TM server on the left pane or select a TM and click IF.
   The TM content appears in the right pane.
- Select or double-click the segment that you wish to modify.
   The segment is selected and highlighted in pink. You can change the color by updating the TM Administration preferences.

File	File Edit TM Server TM Content Window Help											
1	≱ +++++  🗟 🖬 🖬	2	<b> </b>	ī I	🛶 🔜 🐼 🔽 👻							
E	😰 🐨 TM Servers " 🗖 🕼 TM Content " 🗖											
2				Search: Source    a A  Exact Search Clear Reset Creator Attribute 3 Date From: 4/11/2013 To: 4/11/2014								
	en-US Be de-DE	[		Id	Source	Target	Attrib1	Attrib2	Attrib3	Attrib4	Creator	Date/Time ^
				1	{ut1}This will be an {ut2}exact{ut3} match.	{ut1}This will be an {ut2}exact{ut3} match.					cjacques	Thu Feb 06 2014 08:54:56
				2	This will also be 100% match.	This will also be 100% match.					cjacques	Thu Feb 06 2014 08:54:56
				3	This will be a fuzz match.	Dies wird eine Fuzzy-Match werden.					S	Thu Jan 05 2012 13:43:25
				4	Thi will an even fuzz match	Dies wird noch unschärfer angepasst werden.					S	Thu Jan 05 2012 13:43:28
				5	There are 15 rooms in this building.	Es gibt 15 Zimmer in diesem Gebäude.					JS	Mon Dec 19 2011 11:29:22
	4 III >	1	•		1	1		1			1	Þ

3. Type the new translation and click .

If the remote TM does not include an administrative password, the following dialog box appears.

💮 Info	×
1	Selected Remote TM is read only and needs Cleanup password to modify or delete.
	ОК

4. Click **OK** or close the dialog box.

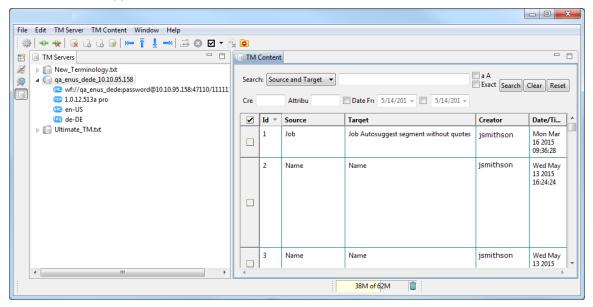
The remote TM connection is initiated.

💮 Connect		
Creating connection		
🔲 Always run in background		
	Run in Background Cancel	Details >>

## **Purging private TUs**

TM administrators can purge private TUs as part of the cleanup process.

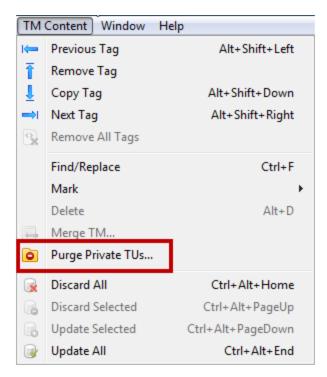
- 1. Connect to a remote TM as Admin as explained in Connecting to a remote TM.
  - The TM content appears.



2. Click Purge Private TUs on the toolbar,



or click TM Content > Purge Private TUs.



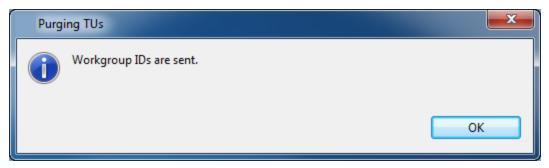
The Purge Private TUs dialog box appears.

Purge Private	TUs
To Purge Private	TUs enter workgroup IDs separeted by comma below.
Workgroup IDs:	
TM Name:	
	OK Cancel

3. Enter the workgroup ID and the TM name.

💮 Purge Private TUs		
To Purge Private TUs enter workgroup IDs separeted by comma below.		
Workgroup IDs:	111111111	
TM Name:	tm_enus_dede	
	OK Cancel	

The Purging TUs message appears.



The private TUs are purged from the remote TM.

### Adding an administrative password

When updating a remote TM, you must ensure the Administrative Password is entered in the Add TM or Edit TM dialog box.

To add an administrative password:

- Go to the Edit menu and click Preferences or press F9. The Preferences (Filtered) dialog box appears.
- 2. Go to Translations > Translation Memory > TM List.
- Click Add TM to add a new remote TM and enter the Administrative Password. OR

Select an existing remote TM and click **Edit TM** to enter the Password. An example is shown below.

Add TM	×
Local TM GLTM TM	Server
URL: gltm://example	e_enus_dede_tdcpassword1@example@translat Test
Remote TM Propert	es
Symbolic Name:	example_enus_dede_tdcpassword1_example@translations.co
Address:	example@translations.com
Port:	
Account Name:	example_enus_dede_tdcpassword1
Account Password:	1
Workgroup ID:	
Search Depth:	200
Timeout Properties	(milliseconds)
Connection Timeou	t: 15000
Short Timeout:	15000
Long Timeout:	45000
TM Cleanup	
Use TM Password	k:
	OK Cancel

## Finding and Replacing Translation Units (TUs)

You can find and replace TUs within a TM using the find and replace option.

To find and replace TUs:

- 1. Double-click a TM server on the left pane
  - OR

Select a TM and click I.

The TM content appears in the right pane.

2. Click TM Content > Find/Replace or press Ctrl+F.

The Find/Replace dialog box appears.

Find/Replace			×
Find:			•
Replace with:			•
Direction		Segm	ent
Forward		So	urce
Backward		🔘 Ta	rget
		🔘 So	urce and Target
Options			
Case sensit	ive 🔳 W	rap sear	ch
Whole wor	d	-	
	Find	d	Replace/Find
	Repla	ice	Replace All
			Close

- 3. Type the content in the **Find** and **Replace with** fields.
- 4. Enable the following options, if required:

Select	to find and replace
Direction	
Forward	content after of the cursor location.
Backward	content before of the cursor location.
Segment	
Source	source segments only.
Target	target segments only.
Source and Target	both source and target segments.
Options	
Case sensitive	content with matching case.
Whole word	whole words only.
Wrap search	starting from and returning to the start location.

- 5. Click **Find** to find the first instance of the content or click **Replace All** to replace all instances.
- 6. Click **Replace/Find** to replace the searched content and find the next instance or click **Replace** to replace the searched content only.

### Merging local translation memories (TMs)

To merge local TMs:

- 1. Double-click a TM server in the left pane.
  - OR

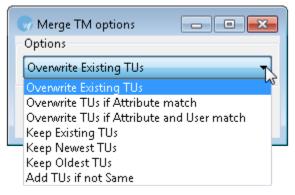
Select a TM and click I.

2. Click **TM Content > Merge TM** or 🚟.

The Select TM to merge dialog box appears.

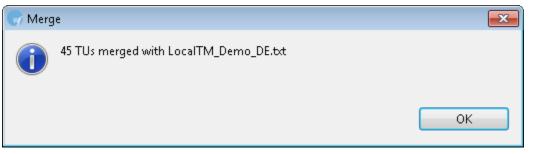
3. Select the local TM to merge and click **Open**.

The Merge TM options appear.

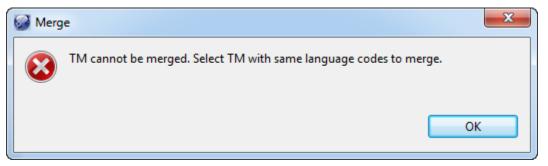


4. Select one of the Merge TM options and click **OK**.

The two local TMs are merged and the following confirmation message appears.



**Note**: Ensure that the source and target language codes of the both the local TMs to be merged match. If not the following error message appears.



## **Deleting Translation Units (TUs)**

To delete TUs:

1. Select the checkbox to select TUs as shown in the screenshot below.

Ê	TM Servers 🗖 🗖	r	) TM (	Content								
2	<ul> <li>Image: test_tm_enfr.txt</li> <li>Image: Ultimate_TM.txt</li> <li>Image: Ultimate_</li></ul>		Searcl Creat	h: Sou	ce	Date From: 4/11/2	013 👻 🔲	To: 4/11/2		a A Exact Sea	arch Cle	ar Reset
	de-DE			Id	Source	Target	Attrib1	Attrib2	Attrib3	Attrib4	Creator	Date/Time
				1	{ut1}This will be an {ut2}exact{ut3} match.	{ut1}This will be an {ut2}exact{ut3} match.					cjacques	Thu Feb 06 2014 08:54:56
				2	This will also be 100% match.	This will also be 100% match.					cjacques	Thu Feb 06 2014 08:54:56
				3	This will be a fuzz match.	Dies wird eine Fuzzy-Match werden.					JS	Thu Jan 05 2012 13:43:25
				4	Thi will an even fuzz match	Dies wird noch unschärfer angepasst werden.					JS	Thu Jan 05 2012 13:43:28
				5	There are 15 rooms in this building.	Es gibt 15 Zimmer in diesem Gebäude.					JS	Mon Dec 19 2011 11:29:22

2. Click **TM Content > Delete** or click **O** or press **Alt+D** on the keyboard. A confirmation message appears:

Delete TUs warning	×
This action will delete the selected TUs permanently. Do you wish to continue?	
Yes No	

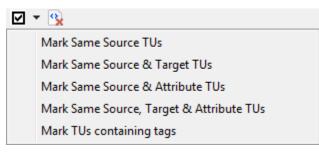
 To delete the TUs click Yes. To cancel the operation click No. The selected TM is updated.

## **Marking Translation Units (TUs)**

You can select TUs based on different criteria to edit them.

To mark TUs:

- 1. Double-click a TM server on the left pane or select a TM and click IF.
- 2. Click **TM Content > Mark** and choose one of the options or click the **Mark TUs** icon **☑** as shown in the screenshot below.



3. Select one of the options.

A confirmation message appears.

The Mark Same Source TUs option results in the following message:

Mark	X
Number of marked redundant TUs: 3 Do you want to sort and group marked TUs based	on source?
(	Yes No

The Mark TUs containing tags option results in the following message:

💮 Mark		x
?	Number of TUs with tags marked: 9 Do you want to sort the marked TUs with tags based on source?	
	Yes No	

4. Click **Yes**, to sort the marked TUs and display it on top of the TM Content panel.

**Note**: The first TU in the group of redundant TUs will not be checked. The remaining redundant TUs are checked, allowing for easy viewing and deleting of TUs.

## Removing all tags from selected Translation Units (TUs)

1. Select the TU(s) from which you want to remove tags.

File													
- (i)-													
1	TM Servers	C	) TM (	Content								-	
» »	Chicking Search Clean Reset												
	@ de-DE			Id	Source	Target	Attrib1	Attrib2	Attrib3	Attrib4	Creator	Date/Time	<u> </u>
			V	1	{ut1}This will be an {ut2}exact{ut3} match.	{ut1}This will be an {ut2}exact{ut3} match.					cjacques	Thu Feb 06 2014 08:54:56	ľ
				2	This will also be 100% match.	This will also be 100% match.					cjacques	Thu Feb 06 2014 08:54:56	
	۰ III ۲		٠	1		1	1	1	1	1	1	+	-

2. Click TM Content> Remove All Tags.

#### Or

Click ( on the TM Admin toolbar.

The tags are removed from the selected segment(s).

	File Edit TM Server TM Content Window Help												
	📸 🔄 TM Servers 🗧 🗖 🗽 TM Content 🗧 🗖												
2	>     >     Image: Search: Source     Image: Search: Searc												
	📧 de-DE		Id	Source	Target	Attrib1	Attrib2	Attrib3	Attrib4	Creator	Date/Time		
			1	This will be an exact match.	This will be an exact match.					cjacques	Thu Feb 06 2014 08:54:56		
			2	This will also be 100% match.	This will also be 100% match.					cjacques	Thu Feb 06 2014 08:54:56		
												- T	

To remove tags from all segments, select all segments.

#### Searching TUs

To search for a term or word within a TU:

1. Click the Search drop-down menu to select Source, Target, or Source and Target.

Search:	Source	T
	Source	-45
	Target	
	Source and Target	

- 2. Enter the term to be searched in the search box.
- 3. Check **Case a** to specify if the term is case-sensitive.
- 4. Check **Exact** Exact to restrict the search to exact matches.
- 5. Enter **Creator** to search by creator of the term.

- 6. Click Attribute to search by attribute added to the TXML file.
- 7. Specify the From and To dates for terms that were modified w/in a certain time period.
- 8. Click Search.

An example of a completed search is provided below.

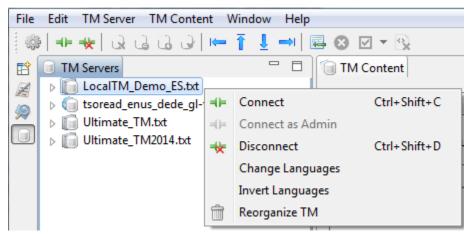
File	File Edit TM Server TM Content Window Help												
1													
B	🔋 🗊 TM Servers 🗧 🗖 🕼 TM Content 🧧 🗖												
2													
	🐵 Wordfast TM v.		Creat	10	Attribute 3	Date From: 4/11/20	)13 👻 🔳 1	To: 4/11/2	014 👻				
	en-US @ de-DE	[		Id	Source	Target	Attrib1	Attrib2	Attrib3	Attrib4	Creator	Date/Time	
				1	{ut1}This segment tests the url with http {ut2}http://www.halb.com{ut3 }	{ut1}Diesem Segment testet die Url mit http {ut2}http://www.halb.co m{ut3}					JS	Mon Dec 19 2011 11:29:22	
		-		2	{ut1}This segment tests the url {ut2}http://www.halb.com{ut3 } in different place in target.	{ut1}Diesem Segment testet die Url in anderen Ort im {ut2}http://www.halb.co m{ut3}Ziel.					JS	Mon Dec 19 2011 11:29:22	Ţ
	• III •	Ľ	٠		1		I		1	1	1	Þ	

# **Reorganizing a local TM**

To reflect updated indexes, and to remove unusable TUs (deprecated TUs, beginning with xx in the TXML file), a local TM can be reorganized.

In TM Administration perspective:

1. Right-click the local TM to be reorganized.



#### 2. Click Reorganize TM.

The Reorganize TM dialog box appears.

Reon	ganize TM		×
?	Do you wish to reorganize selected Local TM?		
		Yes	No

3. Click **Yes** to reorganize the selected local TM. Click **No** to cancel the operation.

If the reorganization is successful, a confirmation message appears:

Reorganize TM	X
Reorganizing completed successfully with no warnings or errors.	
	ОК

If the reorganization is not successful, the following message appears, showing the reason for the failure.

Reorganize TM	
Reorganizing TM failed with warnings or errors. Check	k the log for details.
	OK << Details
Translation memory file is empty	

## **Basic menu options**

The Wordfast Pro 3 Translation Memory Administration perspective basic menu options are as follows:

Use	to
File	
Exit	exit from the tool.
Edit	

Use	to
Preferences	set general, spelling, translation,
	translation memory, penalties and
	terminology preferences.
TM Server	
Connect	connect to a Translation Memory (TM)
	server.
Disconnect	disconnect from a TM server.
Change Languages	create a new local TM with different
	languages.
Reorganize TM	remove all tags beginning with xx
	(deprecated )in the TXML file and
	reorganize a local TM.
Invert Languages	create a new local TM with the current
	TM languages inverted. For example, if
	the source and target language codes
	for the current TM are en-US and de-
	DE, then the source and target
	language codes for the new TM will be
	switched to de-DE and en-US.
Reversed Sort Order	reverse the TM Servers order in the left
	pane.
Sort By	sort TM Servers based on different
	criteria.
TM Content	
Previous Tag	select the previous tag in the source or
(Alt+Shift+Left)	target segment. The selected tag will
	be highlighted in red by default.
Remove Tag	delete the currently selected tag in the
	source or target segment or press
	Backspace on the keyboard.
Copy Tag	copy the currently selected tag into the
(Alt+Shift+Down)	source or target segment at the
	location of the cursor.
Next Tag	select the next tag in the source or
(Alt+Shift+Right)	target segment. The selected tag will

Use	to
	be highlighted in red by default.
Remove All Tags.	remove all tags in the source or target.
Find/Replace	find a replace source and/or target
(Ctrl+F)	content.
Mark	<ul> <li>Mark Same Source Translation Units (TUs)</li> <li>Mark Same Source &amp; Target TUs</li> </ul>
	<ul> <li>Mark Same Source &amp; Attribute TUs</li> </ul>
	<ul> <li>Mark Same Source, Target &amp; Attribute TUs</li> </ul>
	Mark TUs containing tags
Delete (Alt+D)	delete selected TUs.
Merge TM	merge two local TMs.
Discard All	undo all segment changes.
(Ctrl+Alt+Home)	
Discard Selected	undo selected segment changes.
(Ctrl+Alt+PageUp)	
Update Selected	update selected segment changes to
(Ctrl+Alt+PageDown)	the TM.
Update All	update all segment changes to the TM.
(Ctrl+Alt+End)	
Window	
New Window	open a new Wordfast Pro 3 window.
System Options	view and change the system
	preferences.
Toggle Toolbar	hide or view the toolbar.
Help	
Online Help (F1)	view the Wordfast Pro 3 help.
Bug Report	view or send the error log.
Check for a new	find and install new versions.
version	

Use	to
Wordfast Dictionary	update dictionaries that can be used
Updates	during translation.
Shortcut List	view all Wordfast Pro 3 functions and
(Ctrl+Shift+L)	keyboard shortcuts.
License	complete activation of Wordfast Pro 3
Management	and manage license.
About Wordfast	view plug-in and configuration details
	of Wordfast Pro 3.

# **Using TM Administration Shortcut Icons**

Wordfast Pro 3 TM Administration perspective includes a number of shortcut icons that help you quickly complete common tasks. Find below a list of all the shortcut icons available in Wordfast Pro 3 Administration perspective and their functionality.

Use	to
200 A	open TM administration preferences.
◄►(Ctrl+Shift+C)	create a TM server connection.
₩(Ctrl+Shift+D)	close a TM server connection.
(Ctrl+Alt+Home)	undo all segment changes.
(Ctrl+Alt+PageUp)	undo selected segment changes.
(Ctrl+Alt+PageDown)	update selected segment changes to the TM.
Image: Ctrl+Alt+End)	update all segment changes to the TM.
(Alt+Shift+Left)	select the previous tag in the source or target segment. The selected
(All Child Child Long)	tag will be highlighted in red by default.
Î	delete the currently selected tag in the source or target segment or
	press <b>Backspace</b> on the keyboard.
(Alt+Shift+Down)	copy the currently selected tag into the source or target segment at the
	location of the cursor.

Use	to
(Alt+Shift+Right)	select the next tag in the source or target segment. The selected tag will
	be highlighted in red by default.
<b></b>	merge two local TMs.
😢 (Alt+D)	delete selected segment.
	Mark Same Source Translation Units (TUs)
	Mark Same Source & Target TUs
	Mark Same Source & Attribute TUs
	Mark Same Source, Target & Attribute TUs
	Mark TUs containing tags
	remove all tags from the selected segment.