WORDFAST

User Guide

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Release Notes

The following lists the significant changes for release 4.8.0 of **Wordfast 4 Professional**:

- Fixed issue where white space was added during concordance search
- Added **File Chaining** to permit joining a number of files into one working file
- Added the last saved column to **Current Project Project Files** tab
- Widened the analysis report pop-up
- Added the ability to skip to the next segment when 100% and Context matches encountered
- Added a column to the **Current Project Project Terminology** tab titled **Selected**
- Updated **Project List** and **Current Project** views with search for **Source Language** and **Target Language** columns
- Moved column sorting **Project List** and **Current Project** views to icons on the right-hand side
- Increased user-friendliness of browse dialogs
- Fixed issue with having to click several times on the application to regain focus
- Fixed issue causing header alignment in columns to be off
- Fixed issue where **Replace** action was not working in some instances
- Fixed issue where **Replace All** action caused application to freeze occasionally
- Fixed Mac issue where **Hide Wordfast Pro 4** option made the application crash
- Fixed Mac issue where **Select Next Word** action failed
- Fixed issue where **Table Filter** drop-down failed to retract upon completion of search
- Fixed locale issue that caused **Quick Tools** analysis to show no matches
- Fixed issue generating extra space to the **Project List** view
- Fixed issue preventing **Find/Replace** full circle completion
- Fixed issue causing double-click on a file to result in an error
- Fixed issue resulting in **Note ID** column being blank after adding several notes
- Fixed issue causing **Undo** to not change segment status
- Fixed issues preventing terms from being highlighted

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About Wordfast Pro

1

Wordfast Pro 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 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 stand-alone tool to supplement existing translation workflows.

Reference: TXLF Editor Unlabeled Icons

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Getting Started

2

This chapter provides the basic information to get started in Wordfast Professional (Wordfast Pro).

Wordfast Pro is installed and executed on a local computer (refer to Installing and Activating Wordfast Pro).

Requirements

Wordfast Pro requires the following:

- Java JRE installed; if Java JRE is not present, it is installed automatically during Wordfast Pro installation
- Activation of the full Wordfast Pro installation requires a license and registration
- Minimum RAM of 2GB
- Minimum resolution of 1366 x 768 is recommended
- Operating systems: Microsoft Windows 7 and 8, OSX 10.9+

Installing and Activating Wordfast Pro

Wordfast Pro is installed on a local computer as described here.

To install and activate Wordfast Pro:

1. Download the Wordfast Pro installer from the website http://www.wordfast.com/ to a local hard drive.
2. Run the installer.

   Wordfast Pro opens in **Demo Mode**.

   To activate Wordfast Pro, a license must be obtained and registered either online or offline.

Note:

Wordfast Pro demo mode provides an opportunity to view and try out the functions with limitations.

With a non-licensed Wordfast Pro, you are limited to creating bilingual projects and storing up to 500 translation units in your Translation Memory.

3. Purchase a Wordfast Pro license through the website http://www.wordfast.com/ and the **Activation Key** is returned by email.

   Refer to:

   - Online Activation
   - Offline Activation

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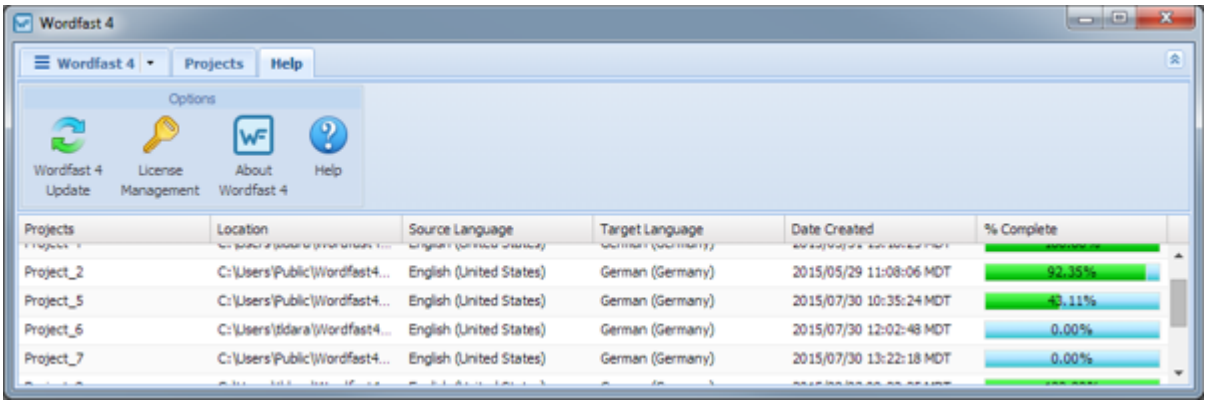
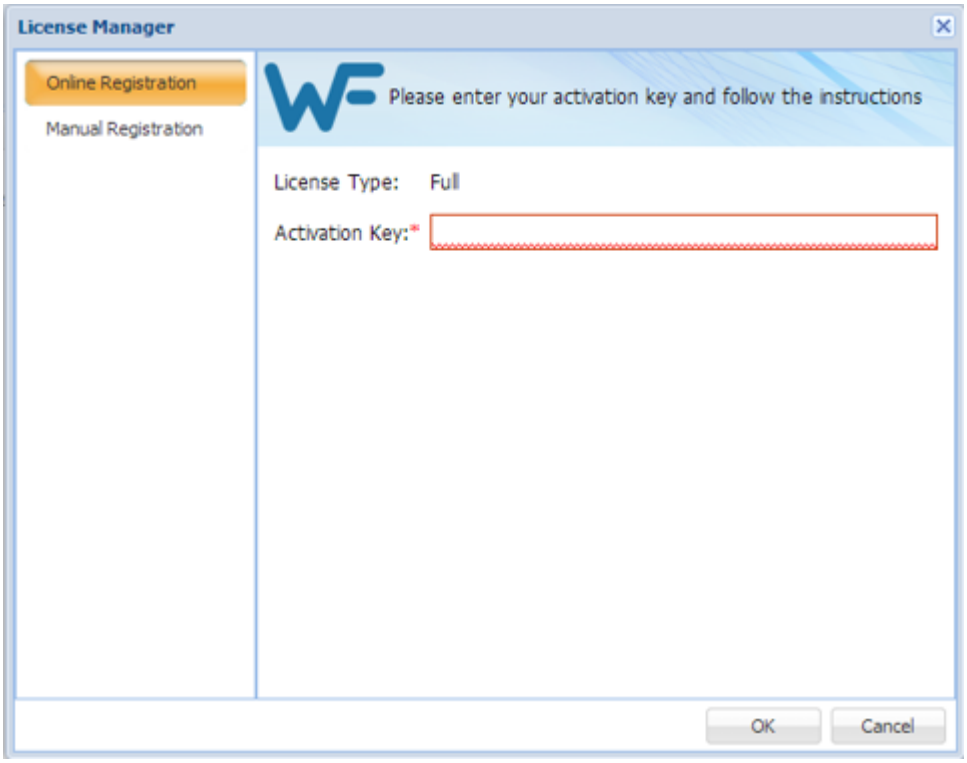
Online Activation

For online activation, use the **Activation Key** returned in an email.

1. Open Wordfast Pro.
2. Click the **Help** tab.



3. Click **License Management**.
4. Click **Online Registration**.



5. Enter the returned activation key into the **Activation Key** field.
6. Click **OK**.
7. Restart Wordfast Pro.

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The license is now active.

Note:

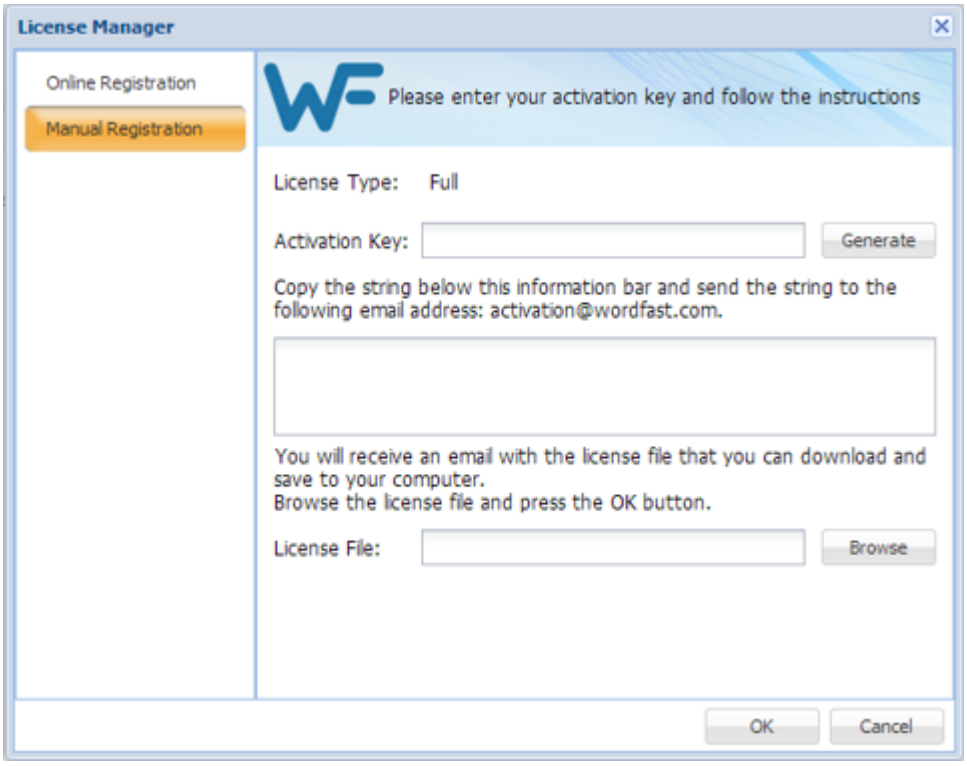
To resolve any license issues, log in to Wordfast Pro and select **Support > Hotline**.

Offline Activation

For an offline activation, a **License** file is returned in an email. This license file should be saved to a known location on the computer where Wordfast Pro is installed (preferably the Wordfast program folder).

To activate **Wordfast Pro** offline:

1. Open Wordfast Pro.
2. Click **Help**.
3. Click **License Management**.
4. Click **Manual Registration**.



5. Insert the returned activation key into the **Activation Key** field.
6. Click **Generate** on the **Manual Registration** dialog box.

   The text string "*Copy the string below...*" is returned in the text box below the instruction text.

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7. Copy this text string into an email and send it to the email address provided on the **Manual Registration** dialog box below the **Activation Key** input field (shown above).
8. Copy the license file that is returned in an email from Wordfast to the computer containing Wordfast Pro.
9. From within the **Manual Registration** dialog box, browse to the license file.
10. Click **OK**.
11. Restart Wordfast Pro.

    The license is now active.

Note:

To resolve any license issues, log in to Wordfast Pro and select **Support > Hotline**.

Managing Licenses

Below are the procedures for managing Wordfast Pro licenses:

- Re-installing Licenses
- Verifying Current License
- Update Notification

Note:

Upon opening Wordfast Pro, an update notification appears when there are newer versions available (see Project Help Tab).

Re-installing Licenses

To initiate a license re-installation for Wordfast Pro:

1. Obtain a new activation code for Wordfast Pro through the website http://www.wordfast.com/.
2. Follow the instructions for:

- Online Activation
- Offline Activation

Verifying Current License

To verify the current Wordfast Pro license:

1. Open Wordfast Pro.
2. Select **Help**.
3. Click **License Management**.

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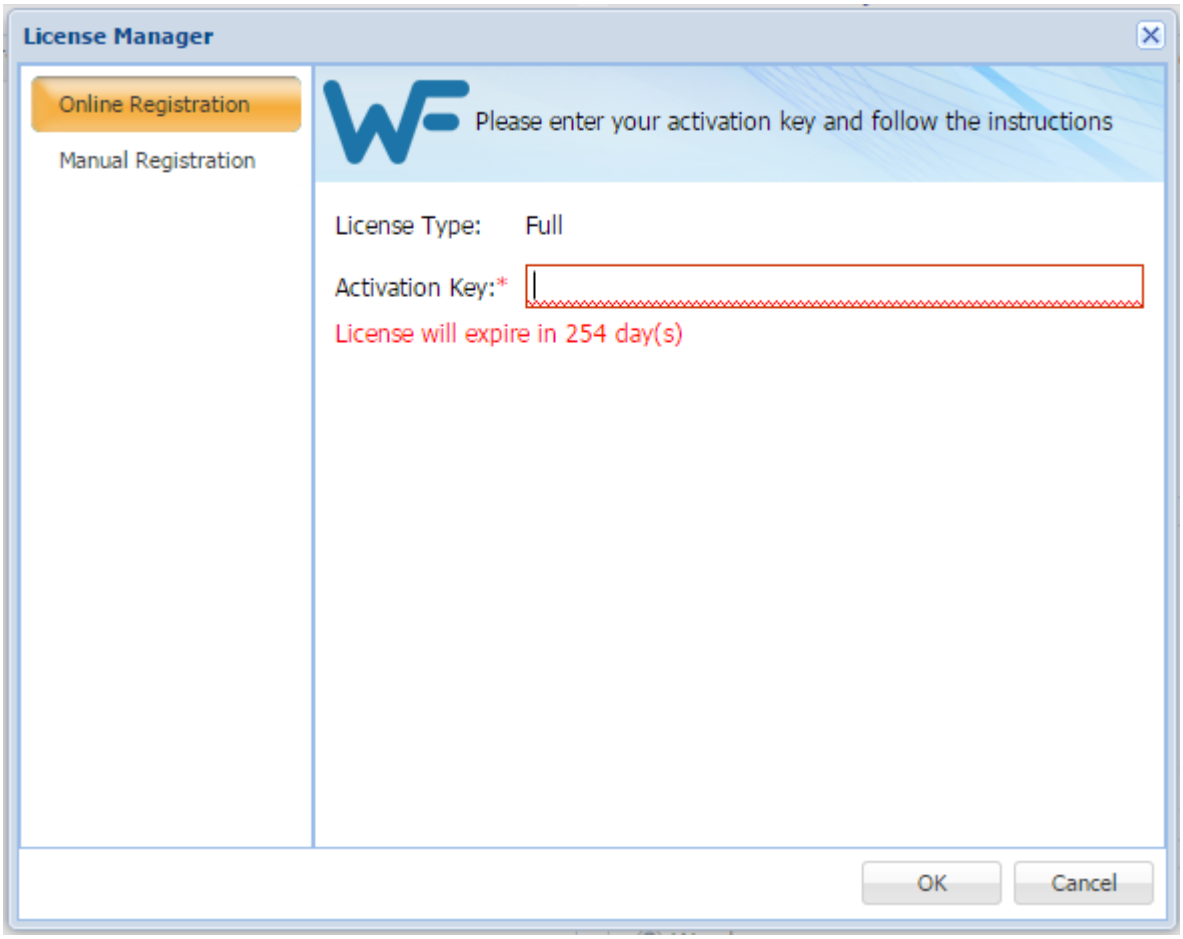
The **License Manager** activation dialog box appears.



4. Verify the license expiration date in the text below the **Activation Key** field.

   The license status, as shown below, appears just below the **Activation Key**.

   License will expire in 254 day(s)

Update Notification

Upon opening Wordfast Pro, an update notification appears when there are newer versions available.

Alternatively, check for updates as follows:

1. Click **Help**.
2. Click **Wordfast 4 Update**.

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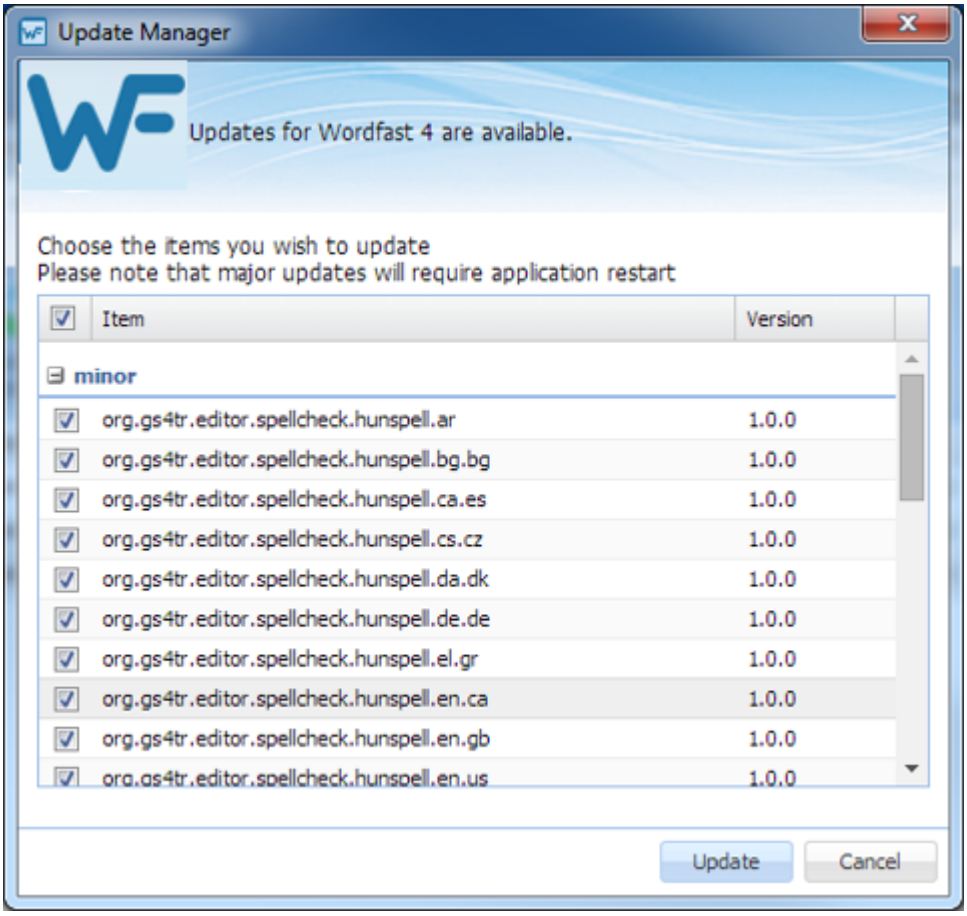
A list of available updates appears (as shown).



Starting Wordfast Pro

Wordfast Pro opens in the **Projects** list tab.

Note:

The **Projects**, **Location**, **Source Language**, and **Target Language** columns can be ordered by typing the first letter or two of the item to head the list then clicking ↑ or ↓ to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon .

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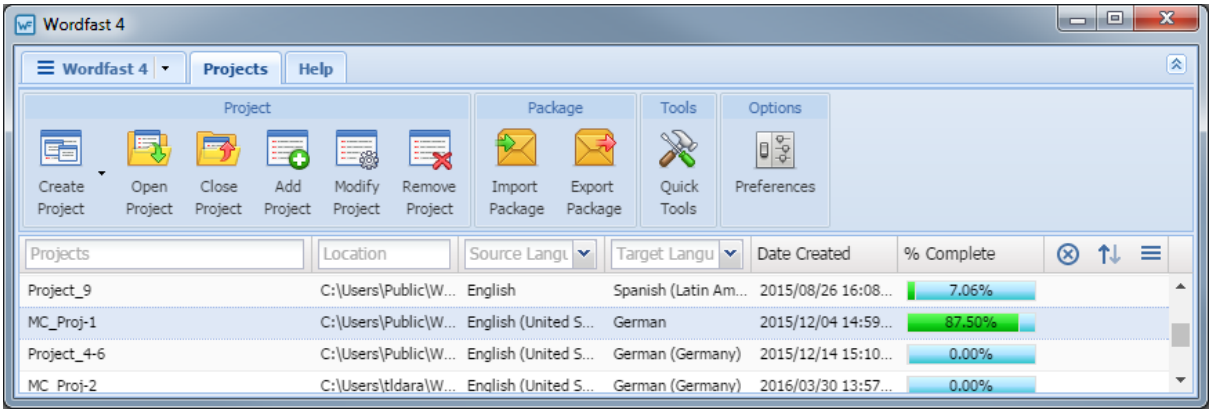
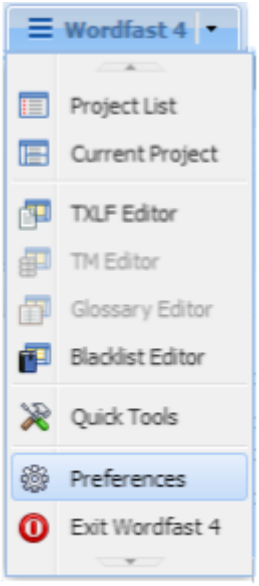


The **Wordfast 4** drop-down menu. →

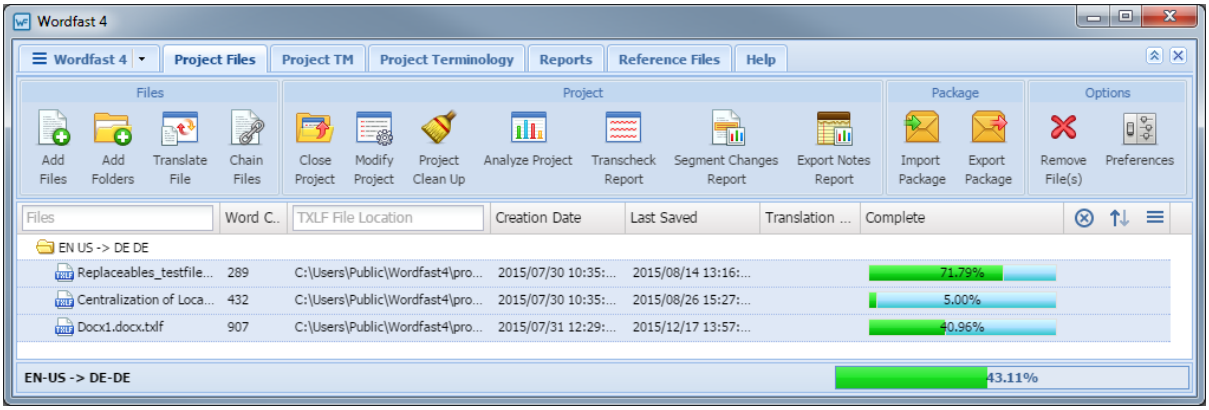


Project Files Perspective

The following shows the options on the **Project Files** tab.

Note:

The **Files** column can be ordered by typing the first letter or two of the item to head the list then clicking ↑ or ↓ to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon .



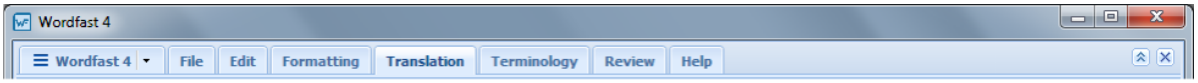
For a list of the actions that can be taken at the project level refer to Project Files Tab.

Reference:

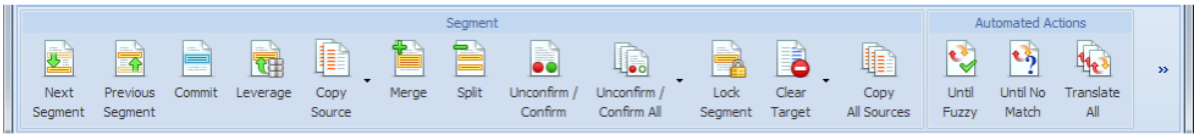
- TXLF Editor—Translation Tab

TXLF Editor Perspective

The following shows the options on the **TXLF Editor Translation** tab.



Function Tabs that access the TXLF tool groups.



Tools Ribbon that contains the tools of the active tab.

File Name list of those open.

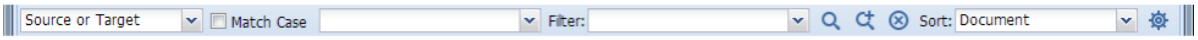
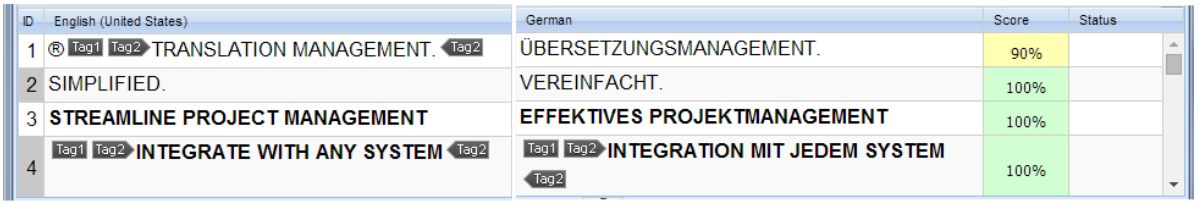
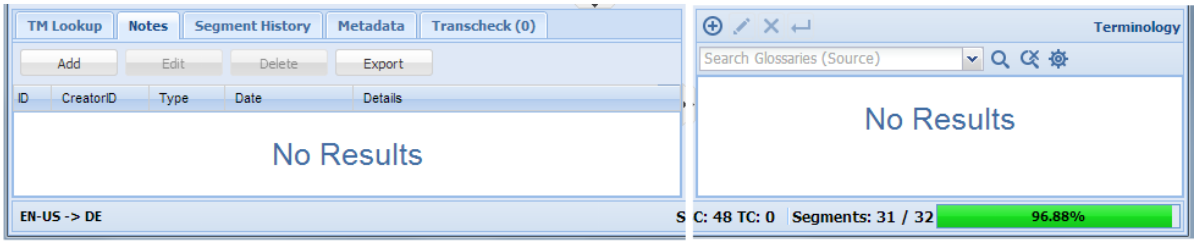


Table Filter containing fields used in filtering searches.



Source Column containing source segments.

Target Column providing translation work area.



Editor Tabs accessing related translation information.

Terminology area, search and modify glossary terms.

Icon	Name	Description
1	Function Tabs	Tabs that access the various tools of the application.
2	Tools Ribbon	Tools available on the active tab.
3	File Name	List of open files. Multiple files can be open at one time and appear as separate tabs in the list.

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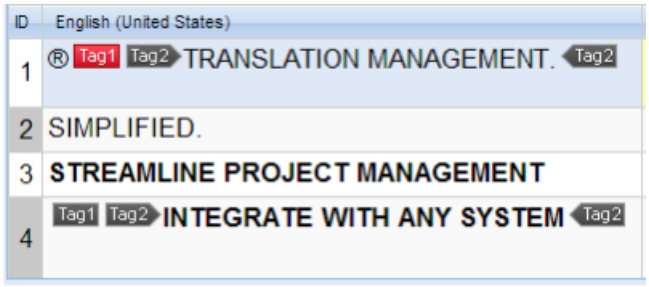
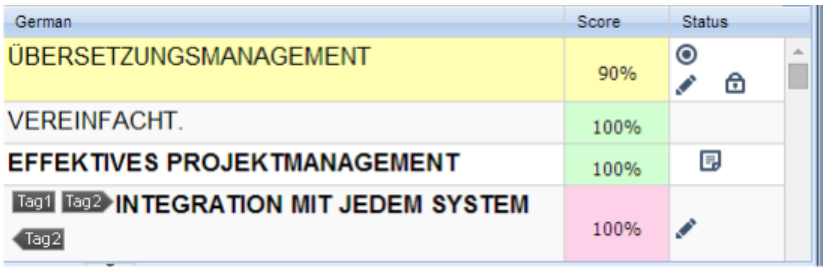
Icon	Name	Description
4	Table Filter	Row of fields that are used to provide the filter criteria and control searches.
5	Source Column	Numbered source segments that are sections of paragraphs as presented in the editor after a file is segmented for translation. 
6	Target Columns	Translation work area including: • Target column (right column), contains language translation, entered or leveraged • Segment **Score** column contains the percentage of match found in the TM • **Status** column indicates the status of that segment 

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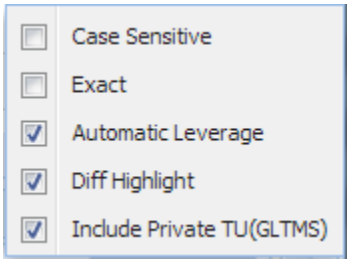
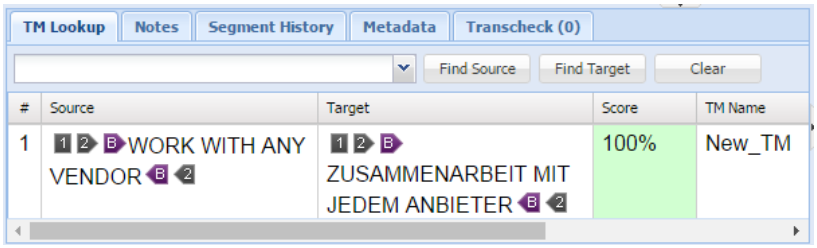
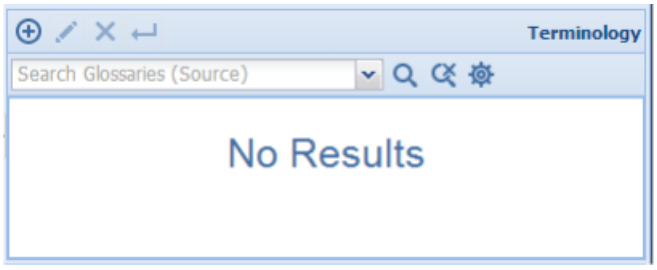
Icon	Name	Description
7	Editor Tabs	They are: • **TM Lookup** » With **More Options** →  • **Notes** • **Segment History** • **Metadata** • **Transcheck (0)** 
8	Terminology	Area for searching and adding terms to terminology lists (glossaries), if enabled. 

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Basic Options

3

Wordfast Pro is executed by double-clicking the **Wordfast Pro 4** icon on the PC desktop. Wordfast opens with the **Projects** tab (**Projects List**) selected. Selecting and opening a project moves to the **Project Files** tab. From this **Project Files** tab one can select a file and open it with the **TXLF Editor**. In doing so, the tab is opened (default).

For the basic options of:

- **Project Files** tab, refer to Project Files Tab
- **TXLF Editor File** tab, refer to TXLF Editor—File Tab
- **TXLF Editor Edit** tab, refer to TXLF Editor—Edit Tab
-
- **TXLF Editor Formatting** tab, refer to TXLF Editor—Formatting Tab
- **TXLF Editor Translation** tab, refer to TXLF Editor—Translation Tab
- **TXLF Editor Terminology** tab, refer to TXLF Editor—Terminology Tab
- **TXLF Editor Review** tab, refer to TXLF Editor—Review Tab
- **TXLF Editor Help** tab, refer to Project Help Tab

References:

- Preferences
- Using Transcheck

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Project Management

4

Project management includes creating projects, preparing files for translation, and managing the translation process (refer to Application Tabs). Translation-related files and the rules for a given translation must be set up before beginning a translation. The tasks required to manage a project are:

- Creating Projects
- Opening Projects
- Removing Projects

Creating Projects

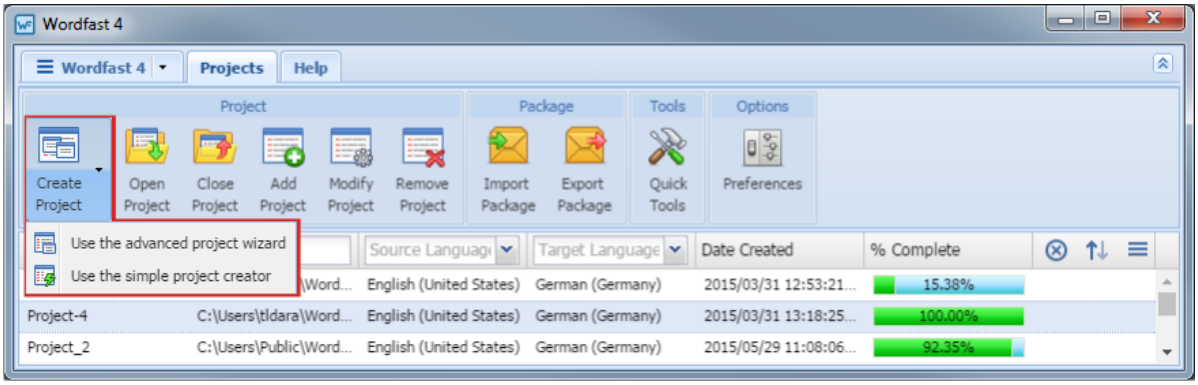
In Wordfast Pro, it is necessary to create a project before any file translation can take place. A TXLF file can only be opened for translation after the project is created or opened. The project is a working environment that identifies the settings for the source and target language, Translation Memory (TM), glossary, and other user information. The following tools are provided for creating projects:

- Simple Project Creation
- Advanced Project Creation

Simple Project Creation

To create a project using the standard (simple) interface:

1. Click the **Create Project Drop-down Symbol** (downward pointing triangle) as shown below and the menu opens.



2. Click **Use the simple project creator** from the **Create Project** drop-down menu.

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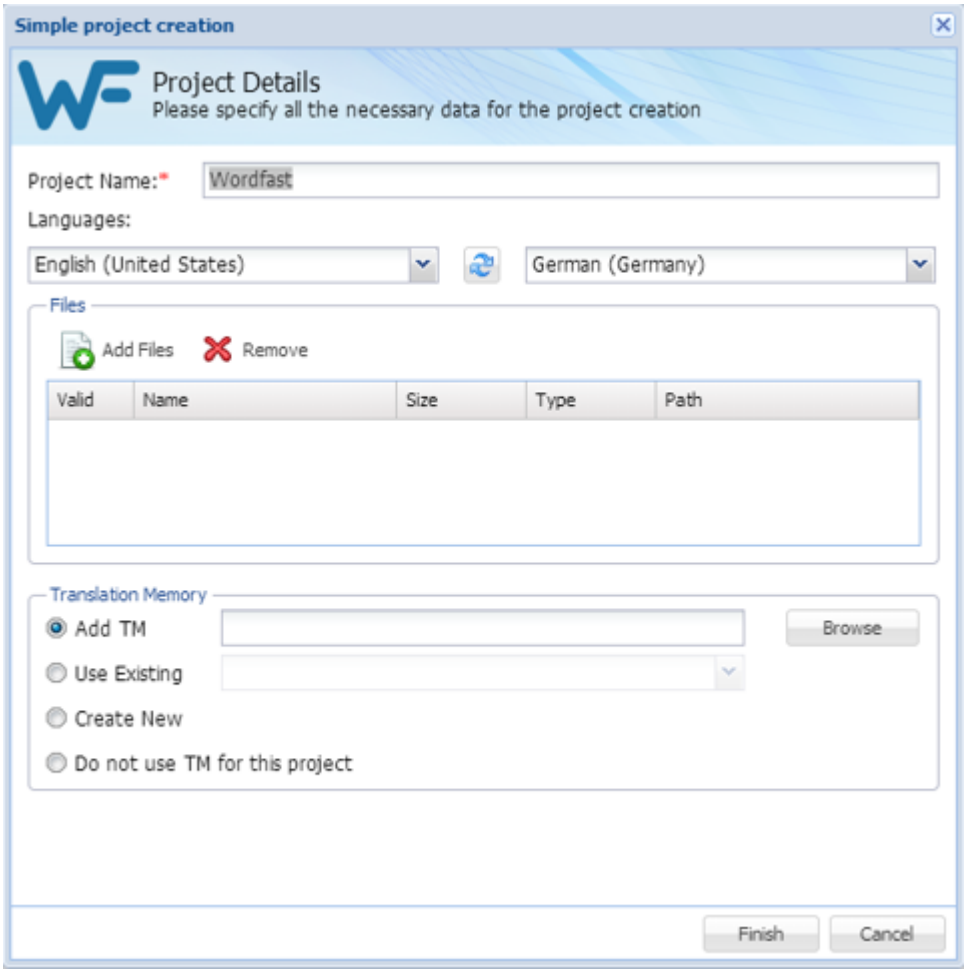
The **Simple Project Creation** dialog box appears.



3. Enter a project name in the **Project Name** field.
4. Select the source language from the left **Languages** drop-down list.
5. Select the target language from the right **Languages** drop-down list.
6. To browse to project files:
   - Click **Add Files**
   - Or, drag the file(s) from a folder into the **Files** list area

   The selected files are listed in the **Files** list.

Note:

A green check-mark in the **Valid** column indicates the file is acceptable. A red **X** in the Valid column indicates that the file type is not supported by Wordfast Pro filters.

7. Select **Translation Memory** for this project using one of the following options (radio buttons):

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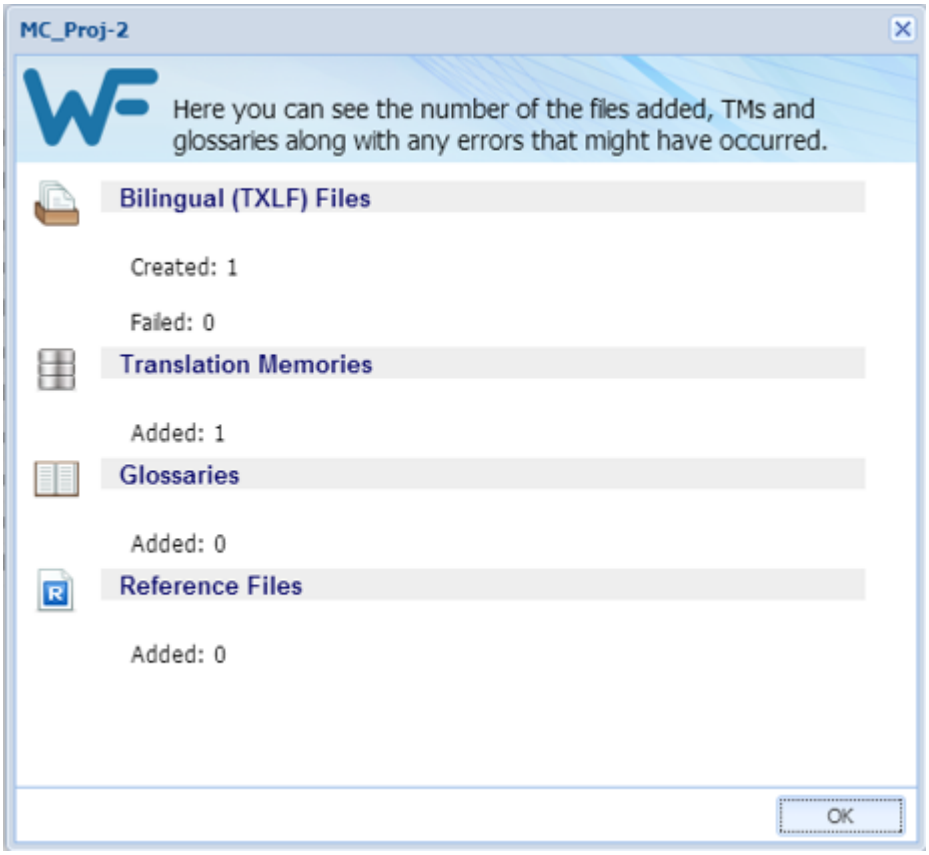
Radio Button	Description
Add TM	Connect to an existing local Translation Memory (TM) database.
Use Existing	Connect to an existing Translation Memory database from another project.
Create New	Build a new Translation Memory database.
Do not use TM for this project	No Translation Memory is to be used for this project.

8. Click **Finish**.

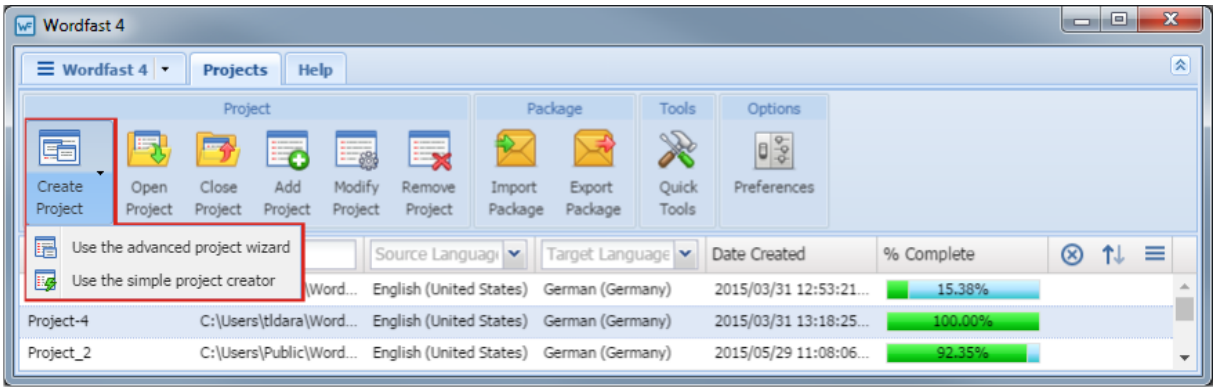
   Wordfast Pro analyzes the file(s), then presents the summary pop-up.



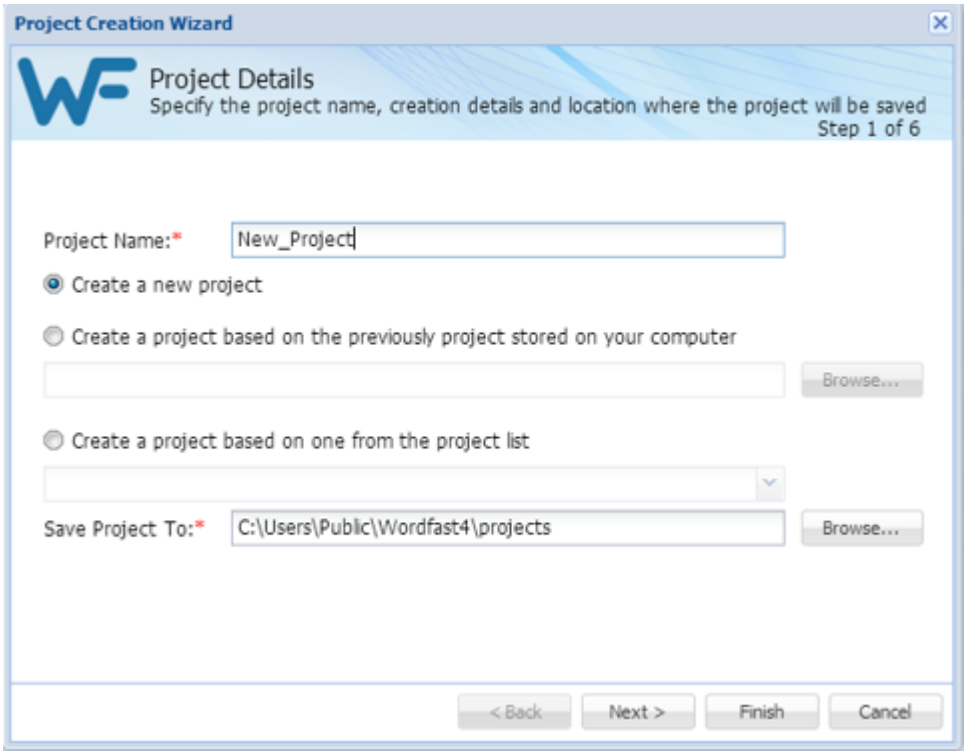
Advanced Project Creation

To create a project using the advanced project creation tool:

1. Click the **Create Project Drop-down Symbol** (downward pointing triangle) as shown below and the menu opens.
2. Select **Use the advanced project wizard** from the **Create Project** drop-down menu.



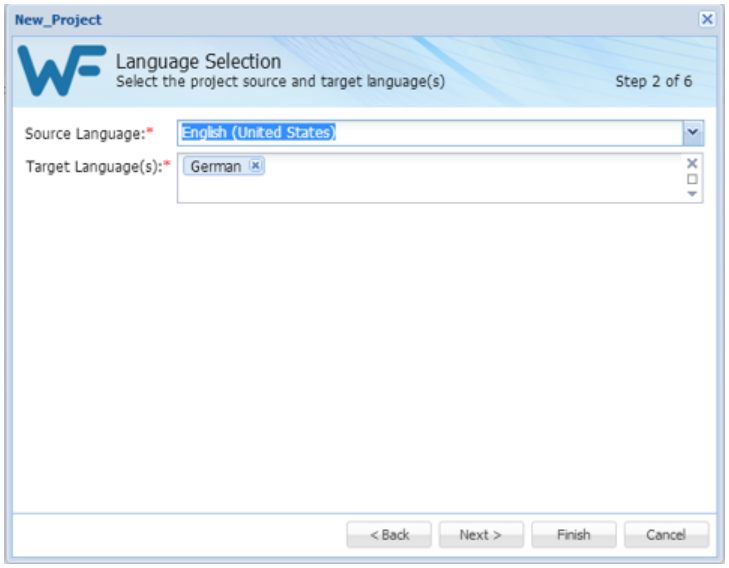
3. Select an option for this project. The options are listed in the following table.



Option	Description
Create New Project	Begin from nothing in creating this project.
Create Project based on the previous Project	Begin with the profile of some previously created, local project.
Create a Project based on a Project from the list	Build a new project with initial content from a selected project found in the project list.
Location	Browse to a location where the new project is to be stored.

4. Enter a project name in the **Project Name** field.
5. Click **Next**.

The **Language Selection** dialog box appears. →



6. Select the source and target languages:
   a) To change the selected originating language, select a different language from the **Source Language** drop-down list.
   b) To change the selected translated language or add another language (multiple target languages are supported), select a different language from the **Target Language** drop-down list.
   c) Click **Next**.

   The **Add Source Files** dialog box appears.
7. Add files using one of the following methods:

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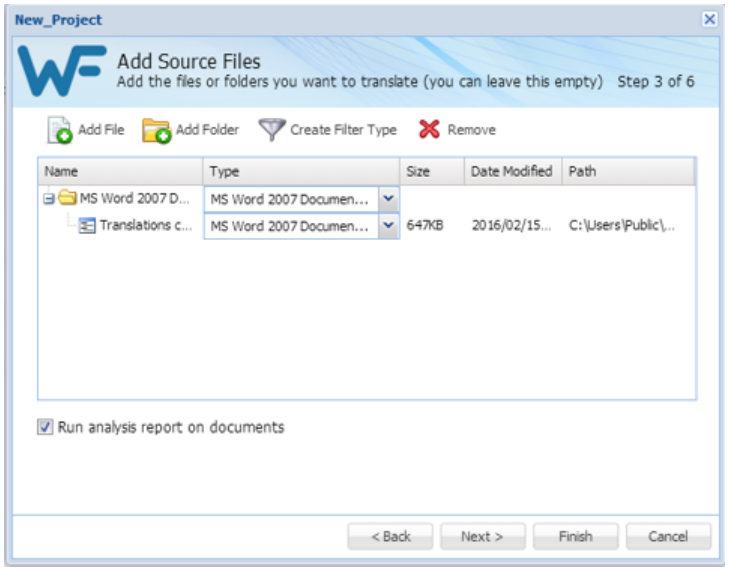
- Drag the file(s) into the file list area.
- Click **Add File** and select the file(s).

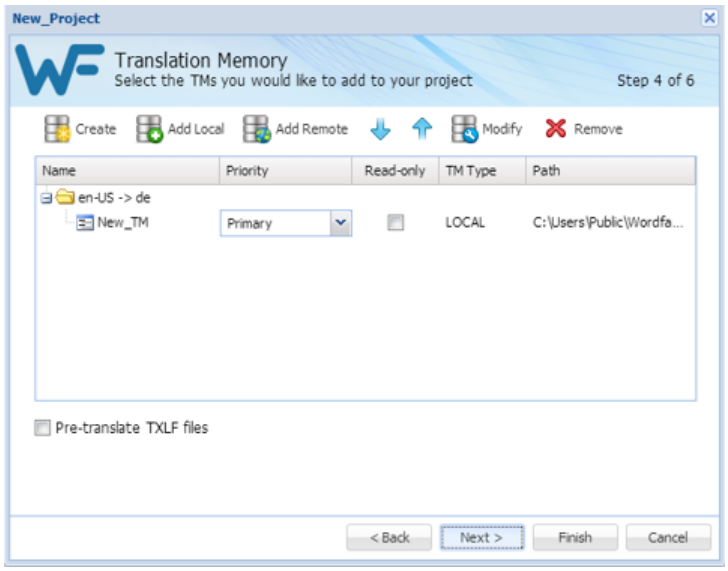


8. Click **Next**.

   The **Translation Memory** dialog box appears.

9. In the **Translation Memory** dialog box, select:

- **Create** a **TM**, then
  - Enter unique name for the new project
  - Select the languages
  - Provide location for the project files
  - Select TM **Priority**
  - Select whether TM is to be **Read-only**
- **Add Local**, then
  - Select the TM folder.
  - Click **Next**.
- **Add Remote**, then
  - Select the **TM Server** or **WF Server**
  - Refer to Connecting Remote TMs
- **Modify** to change one or more selected TMs.
- **Remove** to delete one or more selected TMs.



10. Click **Next**.

    The **Terminology** dialog box appears.

11. In the **Terminology** dialog box provide the required information.

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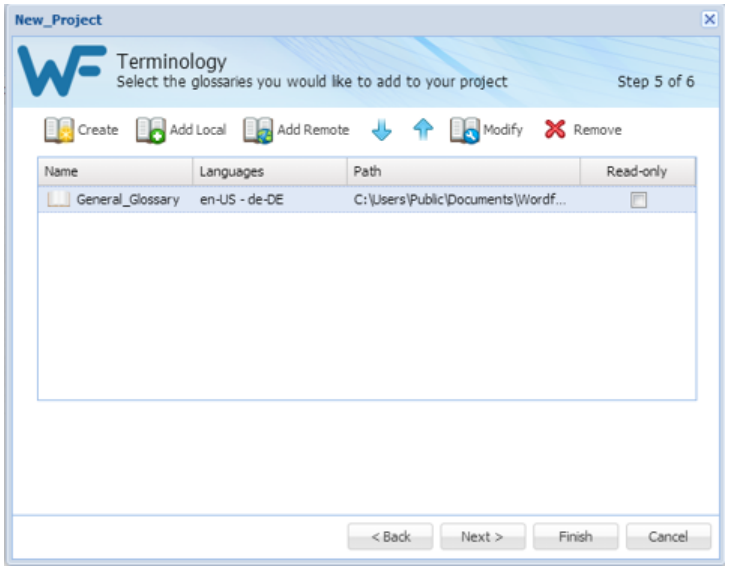
- **Create**: initiate a new, local Terminology database (Termbase).
- **Add Local**: select an existing local Termbase to be selected through browsing.
- **Add Remote**: select an existing Term Manager connection
- **Modify**: edit selected **Terminology** (local or remote).
- **Remove** to delete a selected terminology.

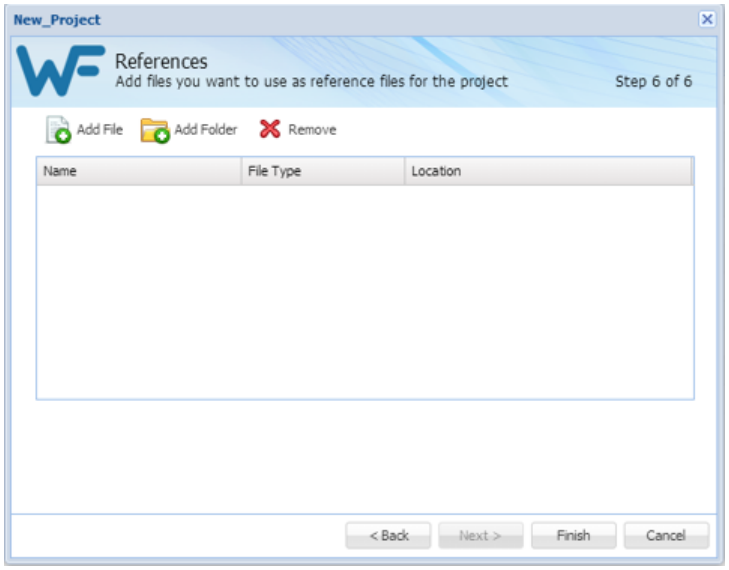


12. Click **Next**.

    The **References** dialog box appears.

13. Select a set of files using one of the following options:

- **Add File**: select an existing reference file
- **Add Folder**: select an existing folder for reference files
- **Remove**: delete selected reference files from the list



14. Click **Finish**.

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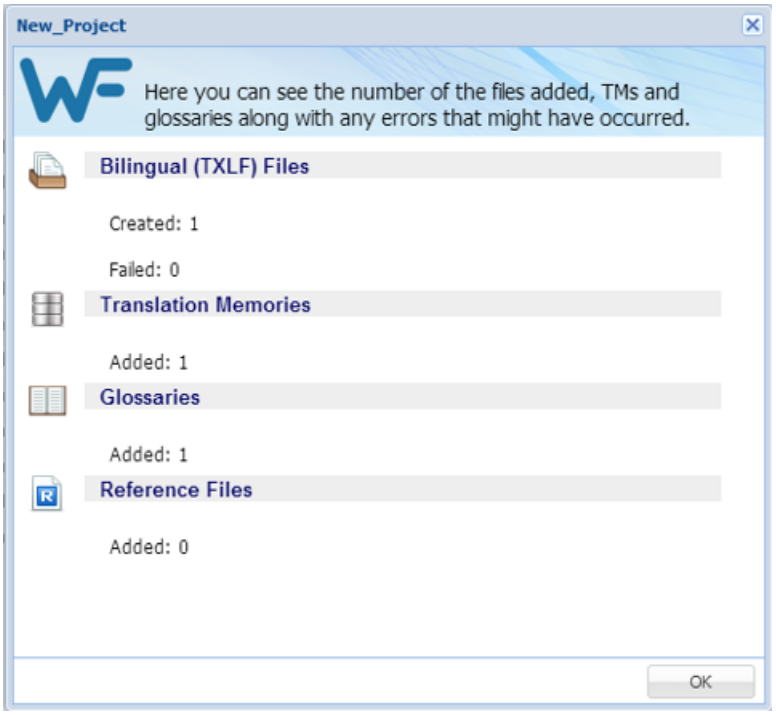
The document files are analyzed. A **Progress bar** shows the progress as **percent complete**.

The Project Creation Summary appears upon completion. →



Opening Projects

Projects must be opened before any files can be opened or translation and related operations can take place.

Submissions being assigned from Project Director are downloaded from Project Director by running a **Get Translation Files Offline**. The files are bundled into the **GlobalLink© Package** (GLP) format and then into a ZIP file. The content of that ZIP file is then imported into Wordfast. Refer to Using GLP Files.

Note:

The **Projects**, **Location**, **Source Language** and **Target Language** columns can be ordered by typing the first letter or two of the item to head the list then clicking ↑ or ↓ to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon .

To open a project from the Wordfast Pro **Project List**:

1. Select a project.

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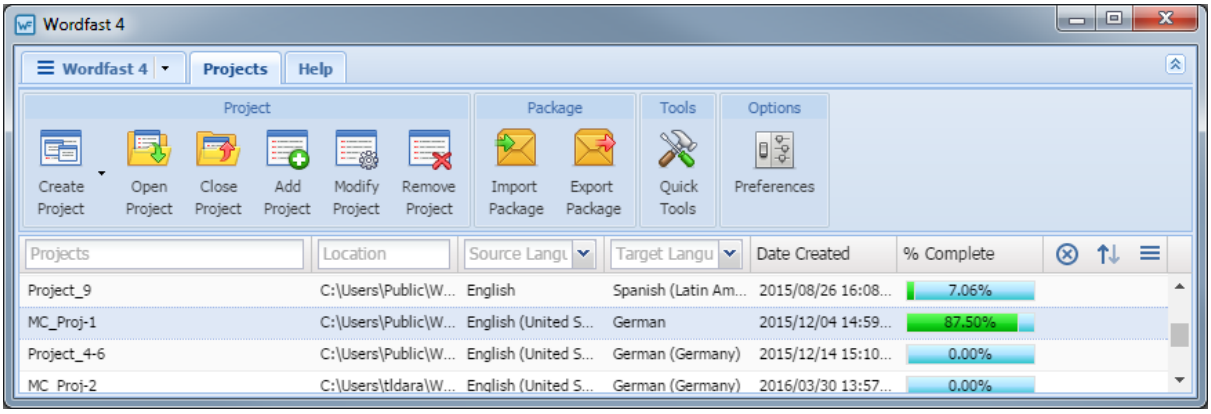
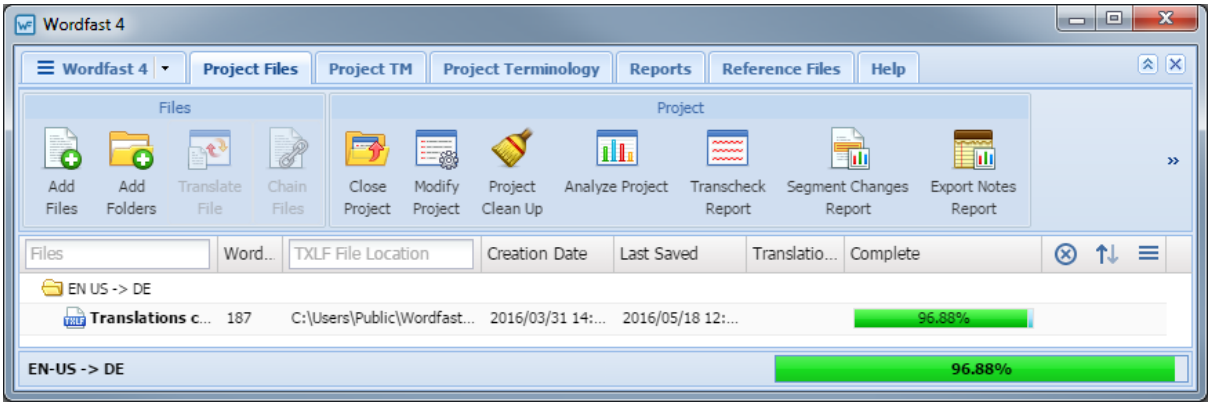


2. Click **Open Project** or double-click the project.

   The **Project Files** tab appears as shown.



References for details of the **Wordfast Pro Project** tabs:

- Project Files Tab
- Project Terminology Tab
- Project Reference Files Tab
- Project Translation Memory Tab
- Reports Tab
- Project Help Tab

Using GLP Files

A GlobalLink Package (GLP) enables a project to be passed around in a coherent structure. The GLP comprises everything required to send a project to a team member permitting that member to work on the project. Using this option, projects can be transferred between Wordfast Pro installations without requiring a manual setup on the importing Wordfast Pro installation. A GLP can contain both complete and incomplete projects. **GLPs** can include:

- Project files: Bilingual SDL XLIFF files and reference files
- Local and remote project Translation Memory

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- Local and remote main Translation Memory references
- Local and remote termbases references
- Auto-Suggest dictionaries
- Automated translation provider connection details
- The Analyze and Word Count reports (generated during package creation)
- Project settings

Note:

GLP files do not include the project source files but they can be added as reference files when you create a the package on the **Export Package** dialog box under the **Resources To Include In Export**

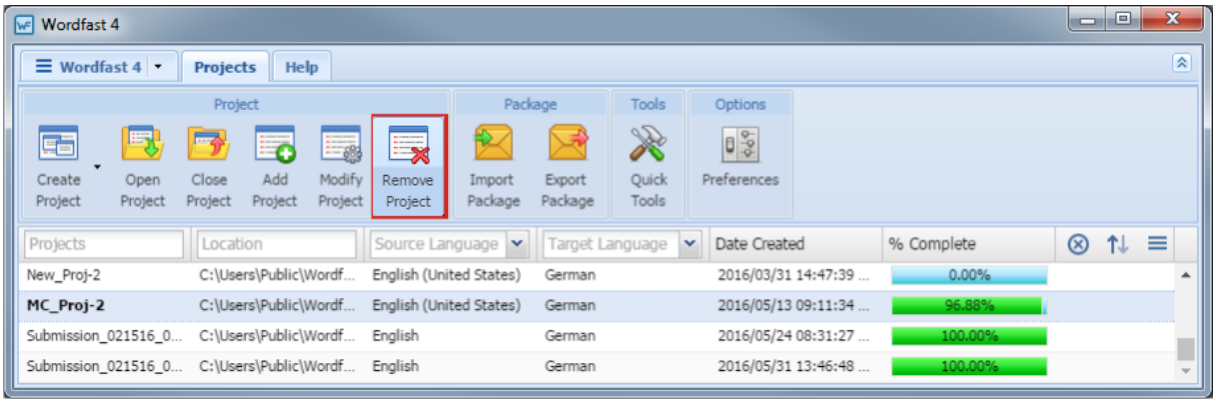
A completed package can be sent by email, posted on an FTP site, or some other method to make the project files available to another person.

- Importing Packages
- Exporting Packages

Removing Projects

To remove a project from the resident projects list:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select the project to remove.



3. Click **Remove Project**.

   The Projects List reappears with the selected project no longer in the list.

Note:

After a project is removed it can no longer be retrieved without adding it back into the project. Removed projects are not erased and can be retrieved from the original folder using **Add**.

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Working with Projects

5

When Wordfast Pro is started, the **Projects** tab lists all resident projects from which one (and only one) can be selected and opened. Refer to Opening and Translating Files.

With a project selected, the following tasks are available:

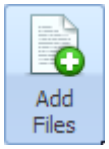
- Adding Files
- Translate Project Files
- Modifying Projects
- Analyzing Projects
- Running Export Notes Report
- Exporting Packages
- Adding Folders
- Closing Projects
- Cleaning Up Files
- Running Segment Changes Report
- Importing Packages
- Removing Files

References:

- Translating Files
- Using Transcheck

Adding Files

To add files to a project:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Open the project.
3. Click **Add Files**. → 

4. In the file **Open** navigation dialog box, browse to the file and select it.
5. Click **Open**.

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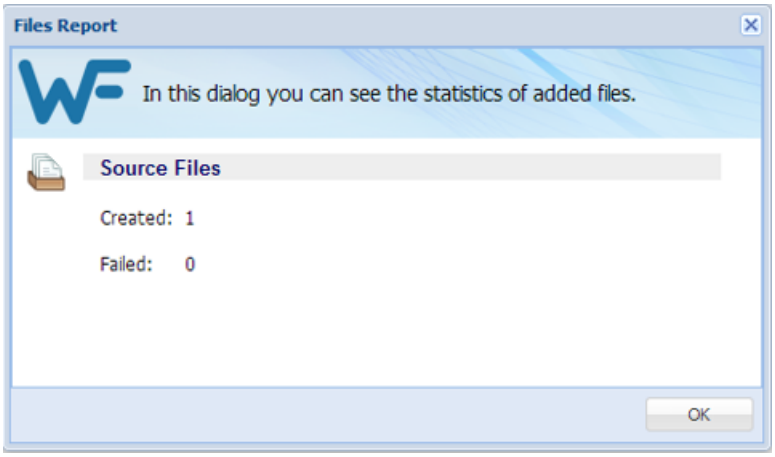
The file is analyzed and a **Files Report** appears. →



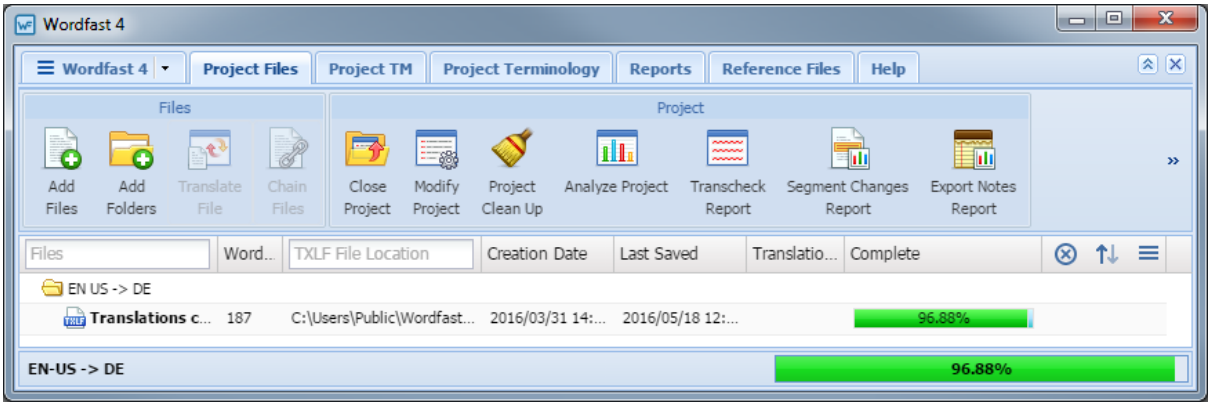
6. Click **OK**.

   The **Report File** dialog box closes and the added files are then listed.

Adding Folders

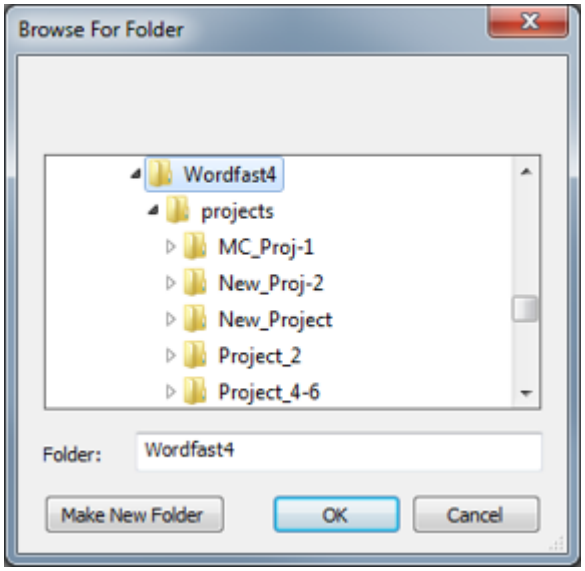
To add files for translation from a folder to a project:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Open the project.



3. Click **Add Folders**.

The **Add Folder** dialog box appears. →



4. Select:
   - A folder
   - **Make New Folder**
5. Click **OK**.

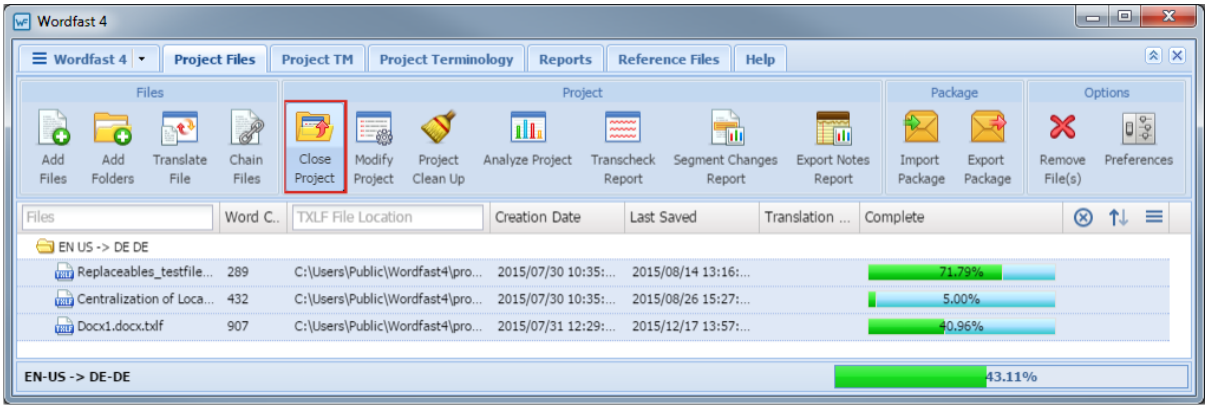
Translate Project Files

To translate the project files see Translating Files.

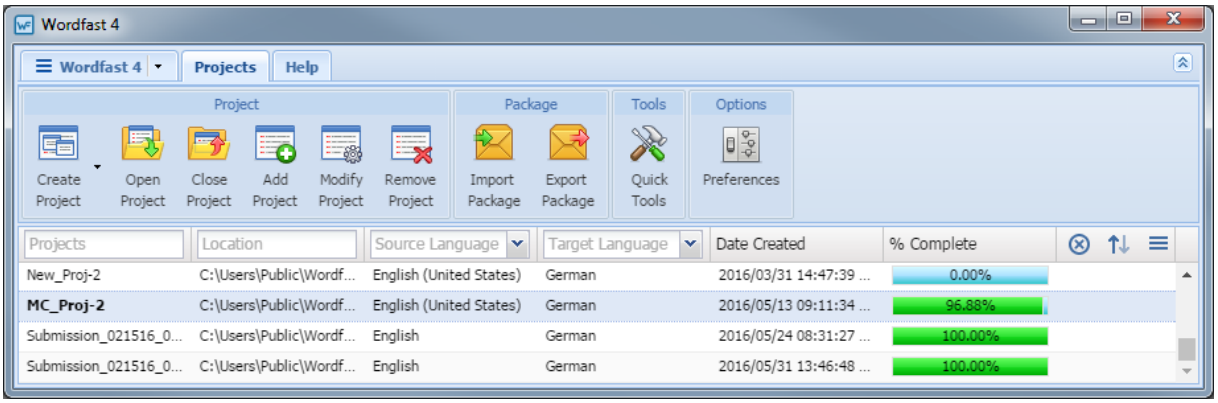
Closing Projects

To close a project on the **Project Files** tab:

1. Click **Close Project**.

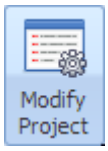


The project is closed and the **Projects** list tab is reopened (as shown).

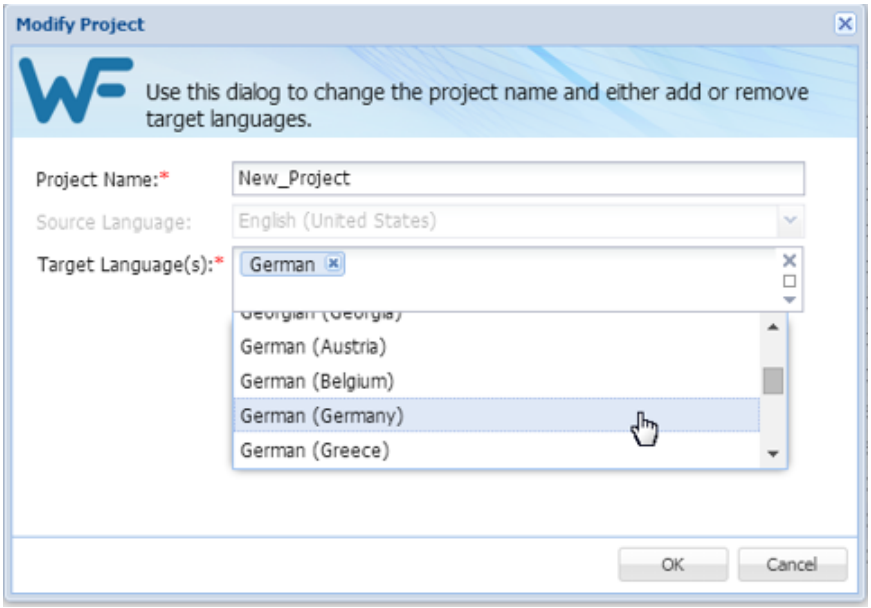


Modifying Projects

To modify a project from the **Projects** tab:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select a project.
3. Click **Modify Project**. → 

The Modify Project dialog box appears. →



4. Modify the target language as necessary.

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5. Change the project name as necessary.
6. Make the target language changes as necessary by selecting from the drop-down list.
7. Click **OK**.

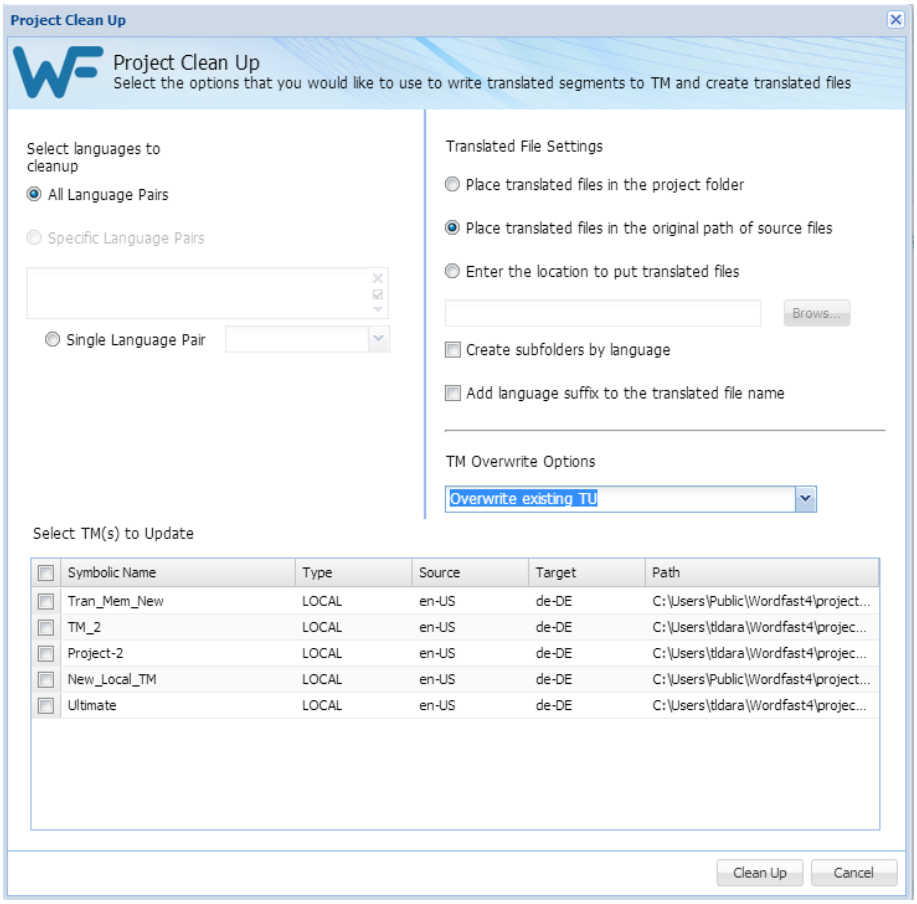
Cleaning Up Projects

After files are translated, the translation project is ready for a clean up and an update to the Translation Memory (TM) files. The project clean-up process requires a manual initiation. Following this clean-up an automated process removes the source segments and restores the files to their original format.

To clean up and update the Translation Memory from the **Project Files** tab:

1. Click **Project Clean Up**.

The **Project Clean Up** dialog box appears.



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2. Select the languages to clean up:
   - **All Language Pairs**
   - **Specific Language Pairs**
   - **Single Language Pair**
3. Select where the translated files are to be placed:
   - **Place translated files in the project folder**
   - **Place translated files in the original path of source files**
   - **Enter the location to put translated files**
4. Select **Create subfolders by language** as appropriate.
5. Select **Add language suffix to the translated file name** as appropriate.
6. Select **TM Overwrite Options**.
7. Select the TM(s) to Update.
8. Click **Clean Up**.

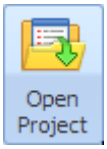
Cleaning Up Files

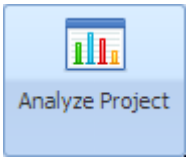
The Project Manager is responsible for the cleaning up of translated files and selecting the TM update options. To execute this manual process refer to Cleanup.

Analyzing Projects

In Analyzing Projects, files for translation are analyzed against a Translation Memory to leverage reusable content and execute a pre-translation (refer to Project Files Tab).

To analyze files from the **Project Files** tab:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select the project and click **Open Project**. → 

3. Click **Analyze Project** on the **Project Files** tab. → 

   The **Project Analyze** dialog box appears.

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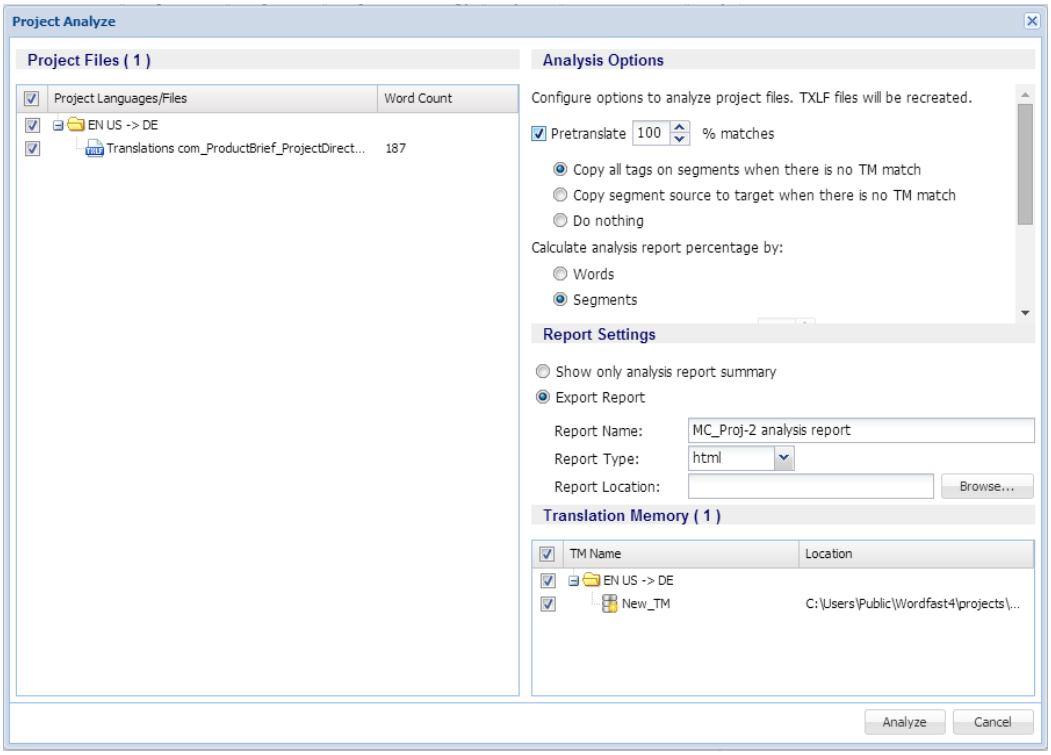


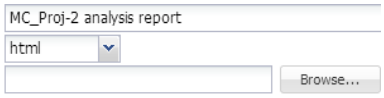
4. Select the file(s) to be analyzed.
5. Select the appropriate **Analysis Options** as follows (refer to Configuring Translation Memory):

   a) Select **Pretranslate** to create translated TXLF files, including the options:

      - **Match** percentage criteria
      - **Copy all tags on segments when there is no TM match**
      - **Copy segment source to target when there is no TM match**
      - **Do nothing**

   b) Select **Report Settings**:

      - **Show only analysis report summary**
      - **Export Report**
        - **Report Name**
        - **Report Type**
        - **Report Location**



   c) **Translation Memory**, select one or more TM to use during this analysis.

6. Click **Analyze**.

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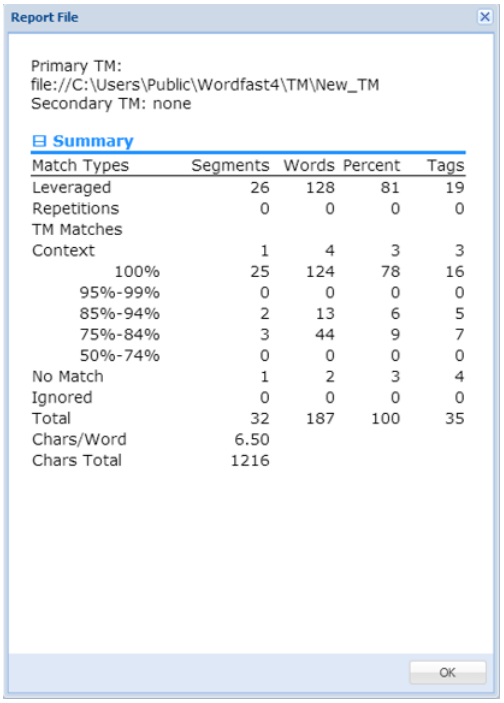
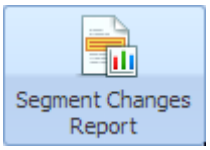
A pop-up appears showing the report percentage progress.

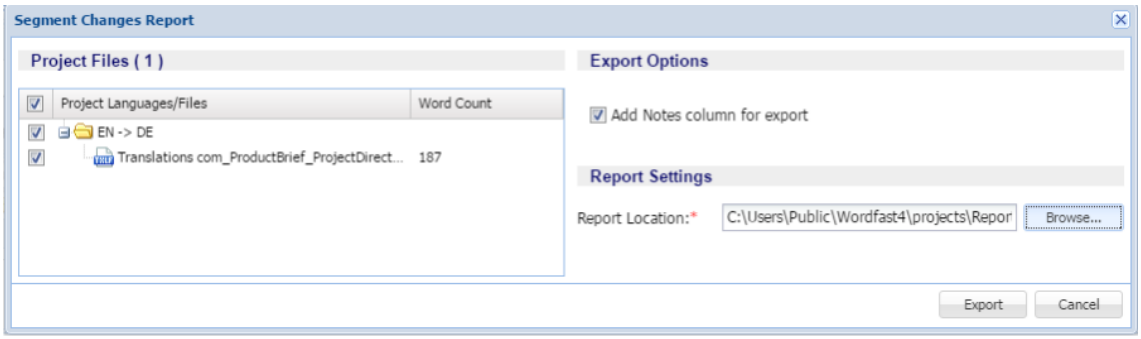
The analysis completes and the **Report File** summary appears. →



Running Segment Changes Report

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. Click **Segment Changes Report**. → 

   The **Segment Changes Report** dialog box appears.



4. Make the required selections.
5. Click **Export**.

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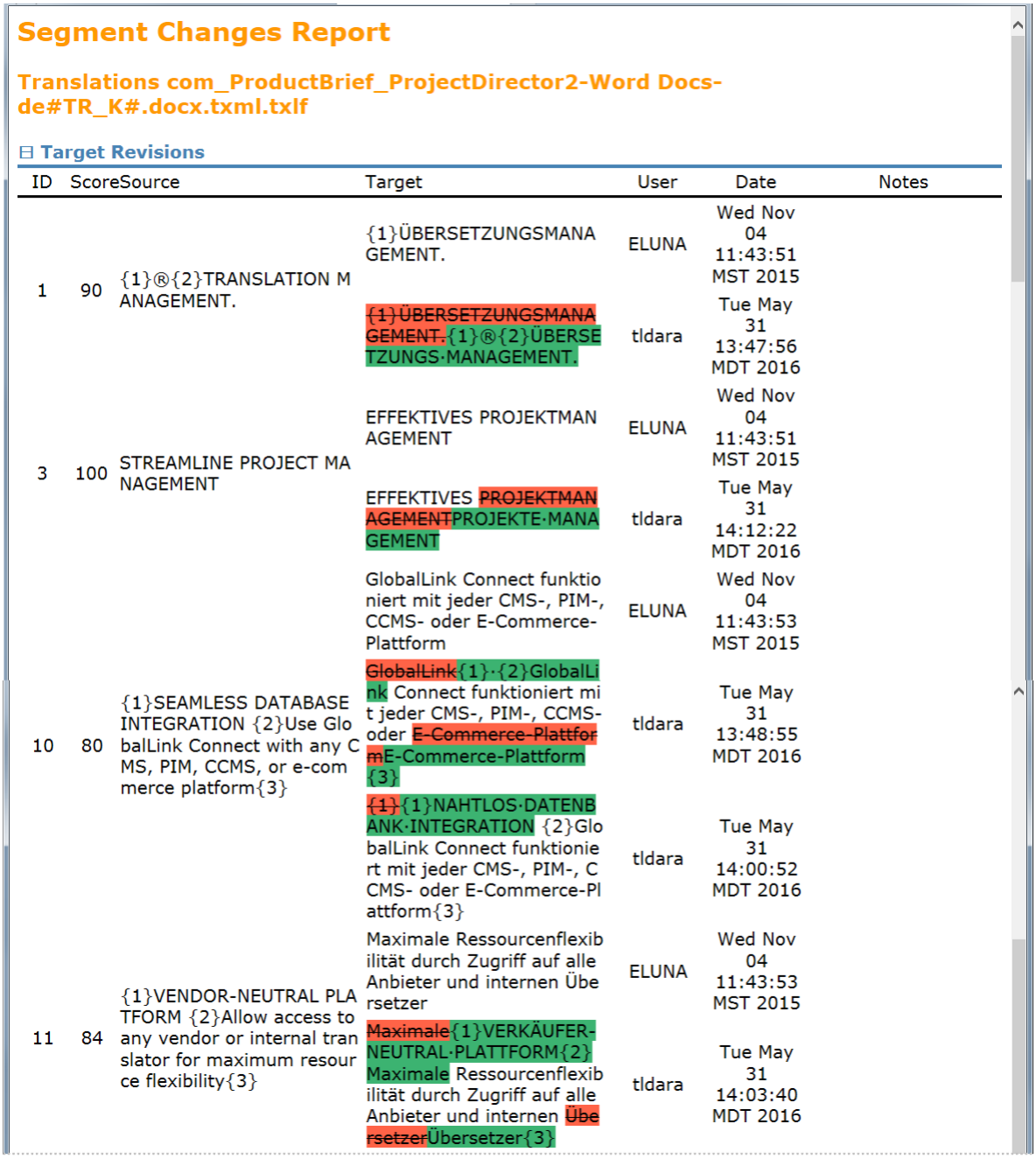
The following example shows an exported Segment Changes report.



Segment Changes Report

Translations com_ProductBrief_ProjectDirector2-Word Docs-de#TR_K#.docx.txml.txlf

⊟ Target Revisions

ID	ScoreSource	Target	User	Date	Notes
1	90	{1}®{2}TRANSLATION MANAGEMENT.	ELUNA	Wed Nov 04 11:43:51 MST 2015	
		~~{1}ÜBERSETZUNGSMANAGEMENT.~~{1}®{2}ÜBERSETZUNGS·MANAGEMENT.	tldara	Tue May 31 13:47:56 MDT 2016	
3	100	STREAMLINE PROJECT MANAGEMENT	ELUNA	Wed Nov 04 11:43:51 MST 2015	
		EFFEKTIVES ~~PROJEKTMANAGEMENT~~PROJEKTE·MANAGEMENT	tldara	Tue May 31 14:12:22 MDT 2016	
10	80	{1}SEAMLESS DATABASE INTEGRATION {2}Use GlobalLink Connect with any CMS, PIM, CCMS, or e-commerce platform{3}	ELUNA	Wed Nov 04 11:43:53 MST 2015	
		~~GlobalLink~~{1}·{2}GlobalLink Connect funktioniert mit jeder CMS-, PIM-, CCMS- oder ~~E-Commerce-Plattform~~E-Commerce-Plattform{3}	tldara	Tue May 31 13:48:55 MDT 2016	
		~~{1}~~{1}NAHTLOS·DATENBANK·INTEGRATION {2}GlobalLink Connect funktioniert mit jeder CMS-, PIM-, CCMS- oder E-Commerce-Plattform{3}	tldara	Tue May 31 14:00:52 MDT 2016	
11	84	{1}VENDOR-NEUTRAL PLATFORM {2}Allow access to any vendor or internal translator for maximum resource flexibility{3}	ELUNA	Wed Nov 04 11:43:53 MST 2015	
		~~Maximale~~{1}VERKÄUFER-NEUTRAL·PLATTFORM{2} Maximale Ressourcenflexibilität durch Zugriff auf alle Anbieter und internen ~~Übersetzer~~Übersetzer{3}	tldara	Tue May 31 14:03:40 MDT 2016	

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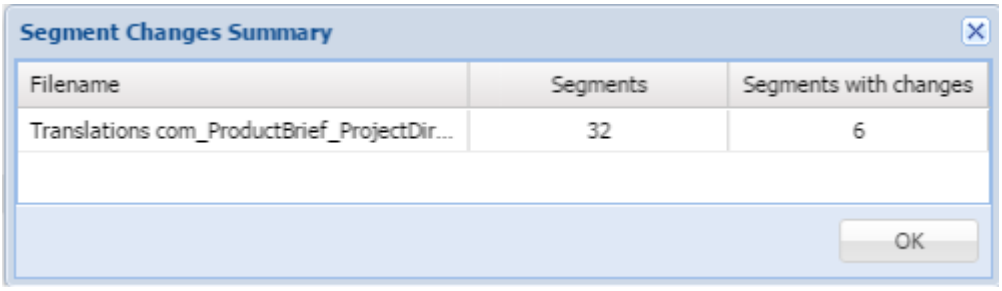
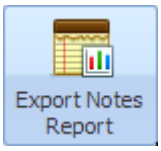
Running a Segment Changes Report also presents a **Segment Changes Summary** pop-up as shown.



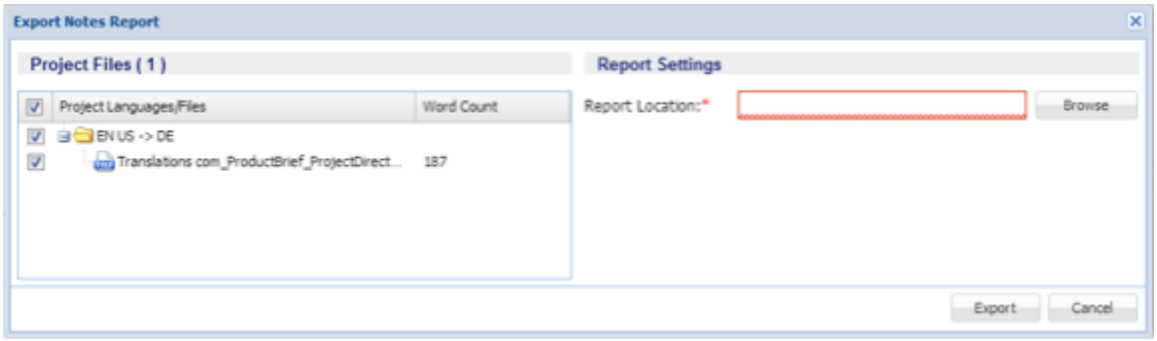
6. Click **OK**.

Running Export Notes Report

To export notes in Microsoft Word format:

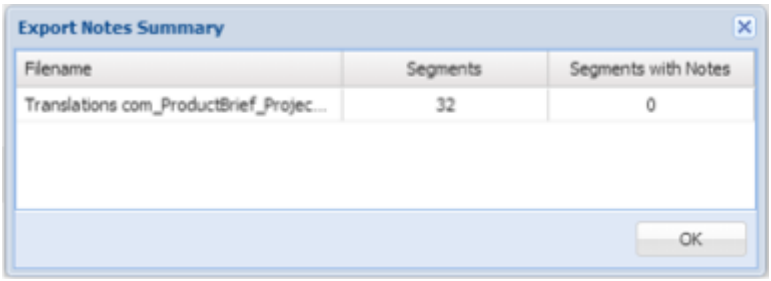
1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. Click **Export Notes** under the **Project Files** tab. → 

   The **Export Notes Report** dialog box appears.



4. Click **Export**.

The export summary appears. →



5. Click **OK**.

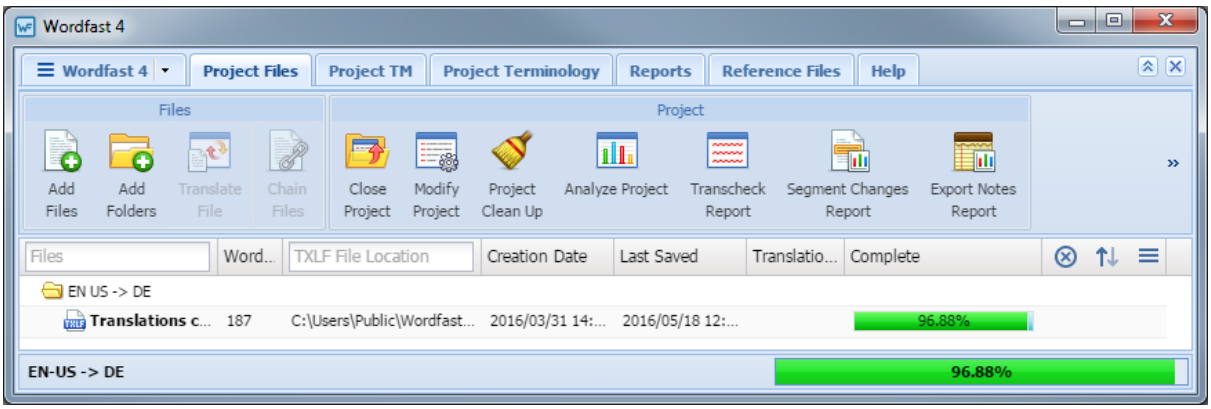
Importing Packages

Using the **Import Package** option, a GLP project file can be imported from another Wordfast Pro installation fully and not require any setup.

To import project files:

1. Click **Import Package** (or drag and drop a GLP file).

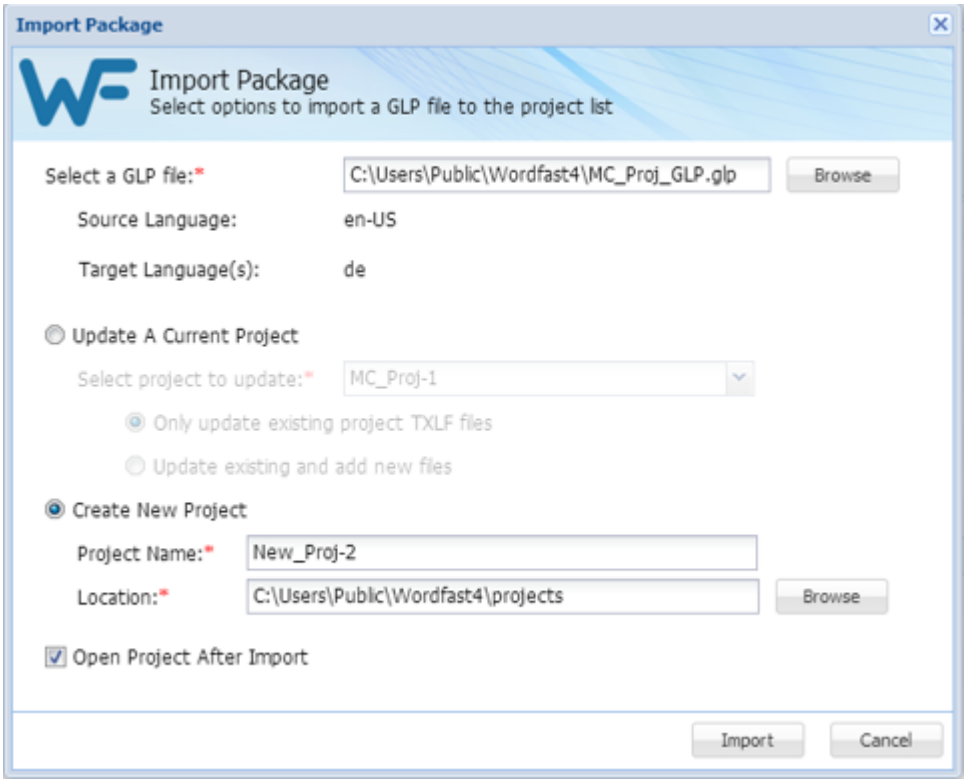
   The **Files** and **TXLF File Location** columns can be ordered by typing the first letter or two of the item to head the list then clicking ↑ or ↓ to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon .



   The **Import Package** dialog box appears.

2. Use **Browse** to locate and select the GLP file.

The Import Package dialog box is populated with the selected file name and a drop-down list of available projects in the GLP.



3. Select a GLP file.
4. Click one of the following options:
   - **Update A Current Project** for an existing project and provide the project name, then select:
     - **Only update existing project TXLF files**
     - **Update existing and add new files**
   - **Create New Project** for a new project and provide a project name and location, then provide:
     - The new **Project Name**
     - The new project **Location**
5. Optional: Select **Open Project After Import** to open the updated or new project when the import completes.
6. Click **Import**.

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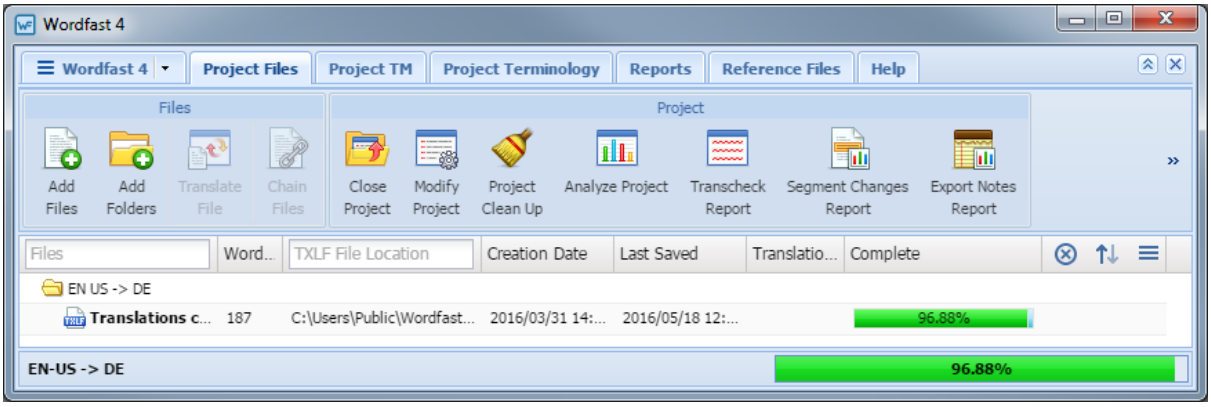
If **Open Project After Import** was checked, the current project view opens in the **Project Files** tab listing the TXLF files for translation.



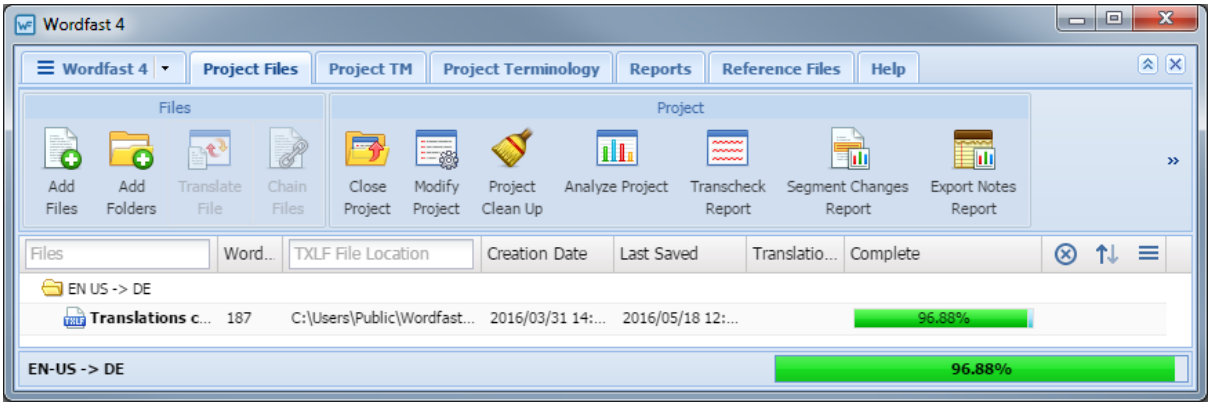
Exporting Packages

A GlobalLink Package (GLP) of project files comprises everything required for a project. Using the **Export Package** option, a complete project package can be shared with other Wordfast Pro installations without requiring a manual setup of the project on the receiving Wordfast Pro.

To export a project package (GLP):

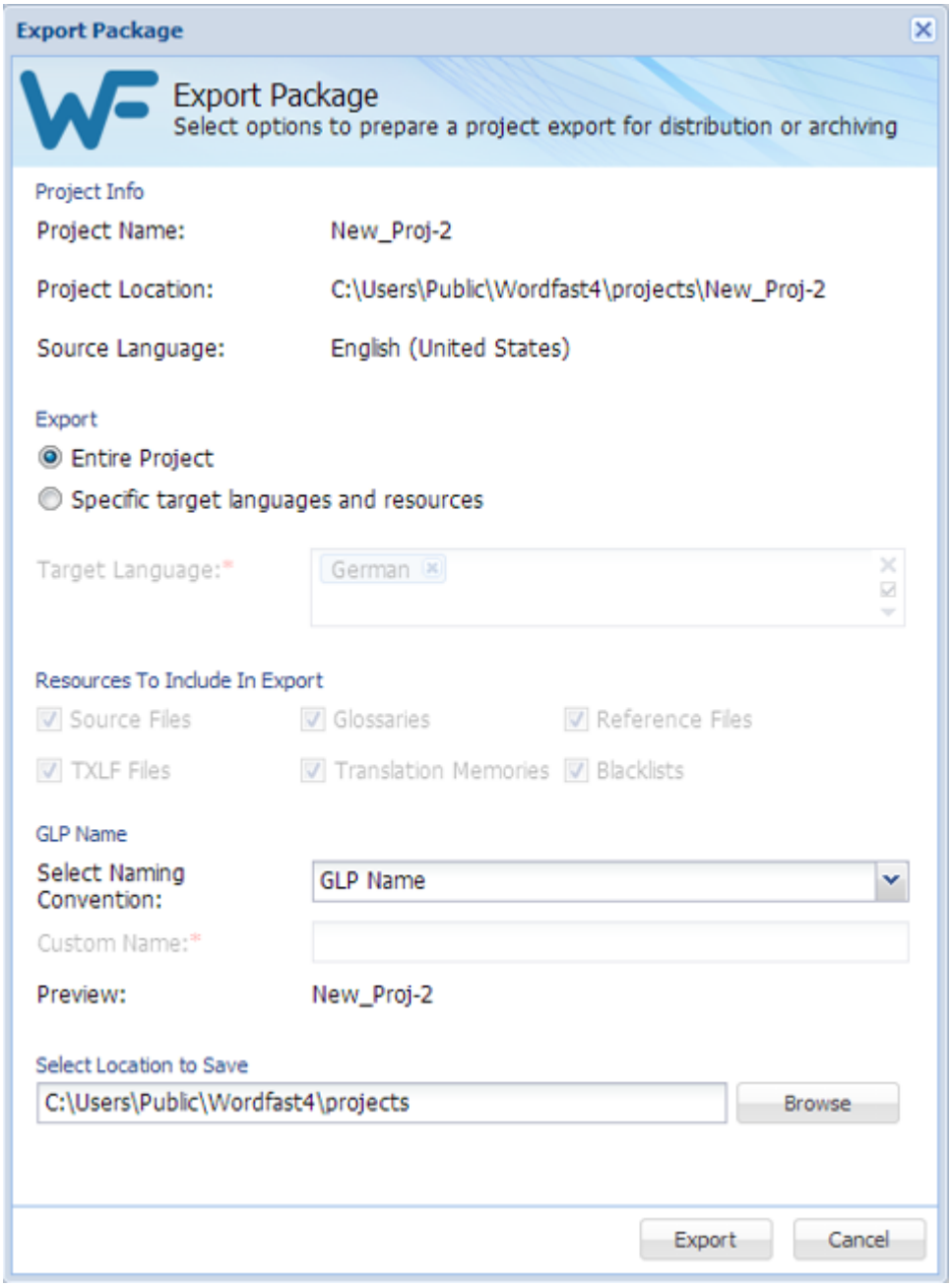
1. On the **Projects** tab, select the project.

   The **Files** and **TXLF File Location** columns can be ordered by typing the first letter or two of the item to head the list then clicking ↑ or ↓ to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon .



2. Click **Export Package**.

The Export Package dialog box appears.



3. Select export type:
   - **Entire Project**
   - **Specific target languages and resources** selectively, including:
     - **Source Files**
     - **TXLF Files**

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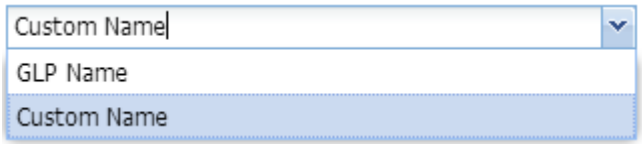
- **Glossaries**
- **Translation Memories**
- **Reference Files**
- **Blacklists**

4. Select a naming convention.

   - **GLP Name** to have the export process name the file
   - **Custom Name** to specify the name to be used

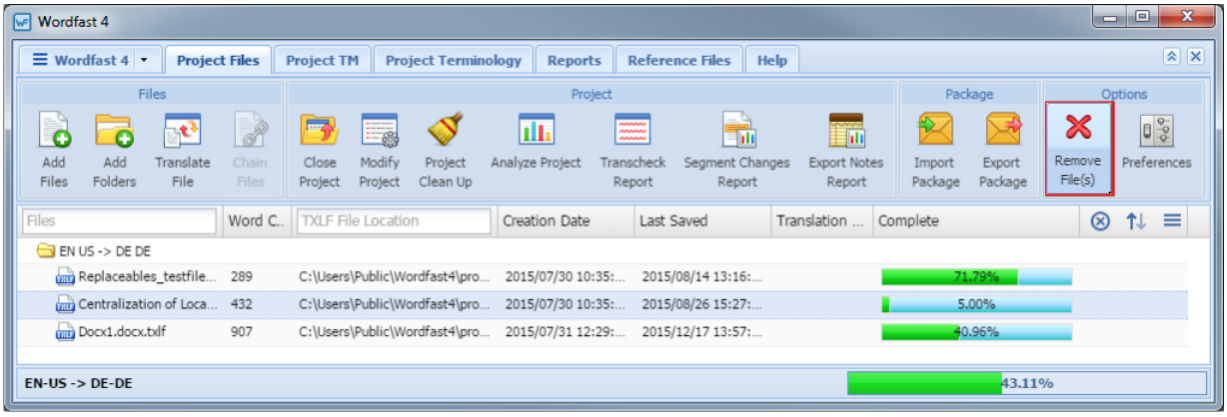


5. Select a location to receive the GLP file.
6. Click **Export**.

   The exported GLP is built and saved to the selected folder. This GLP file can now be passed on to a different Wordfast Pro installation.

Removing Files

1. Go to the **Projects** list tab (refer to Opening Projects for more information).
2. Select and open the project.
3. Select the file to be removed.



4. Click **Remove File(s)**.

   The file is removed from the current project.

Working with Project Translation Memory

6

Translation Memory (TM) is designed to provide maximum content re-use and to facilitate collaboration between globally distributed localization resources.

Translation Memory (TM) can be managed both by project managers and translators. Translation Memory management is accessed from the **Project TM** tab and includes the following tasks:

- Creating Local Translation Memory
- Connecting Remote TMs
- Modifying Local TMs
- Importing Translation Memory
- Removing Translation Memory
- Adding Local TMs
- Opening Local Translation Memory
- Copying Translation Memory
- Exporting Local Translation Memory

References:

- Configuring Translation Memory
- Customizing Colors
- Configuring Penalties
- Translation Memory Color Representations

Creating Local Translation Memory

A new local Translation Memory can be created for an existing project as described below.

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. On the **Project TM** tab, click **Create Local**.

   The **Translation Memory** and **Location** columns can be ordered by typing the first letter or two of the item to head the list then clicking ↑ or ↓ to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon .

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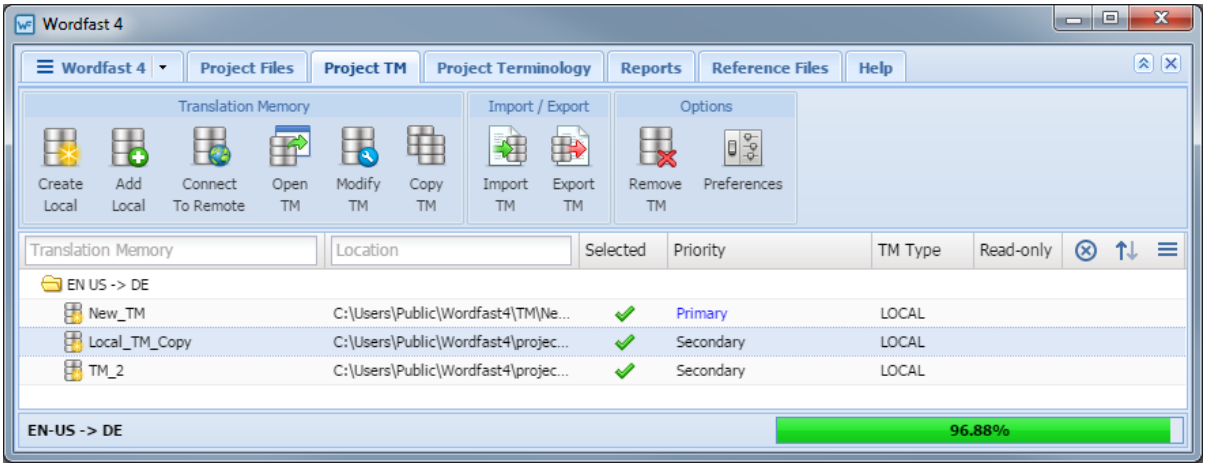
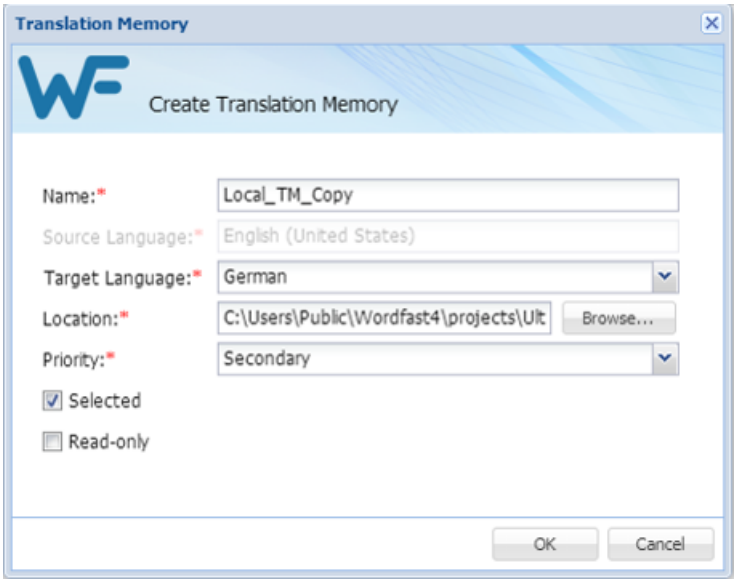


The **Translation Memory Create** dialog box appears. →



4. Enter the Translation Memory information as described in the following table.

Option	Description
Name	Enter a TM name. A good practice is to enter a name that includes a client or organization name and the TM's language.
Target Language	The target language selection is limited to those declared in the project.
Location	The location where the new TM is to be saved.

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Option	Description
Priority	This relative priority determines the sequence of reference during translation where the **Primary** TM is first to be referenced and only one TM can be designated as primary.
Selected	Checking **Selected** indicates that this TM is to be used for the current project.
Read Only	Selecting this option prevents any write action to the TM.

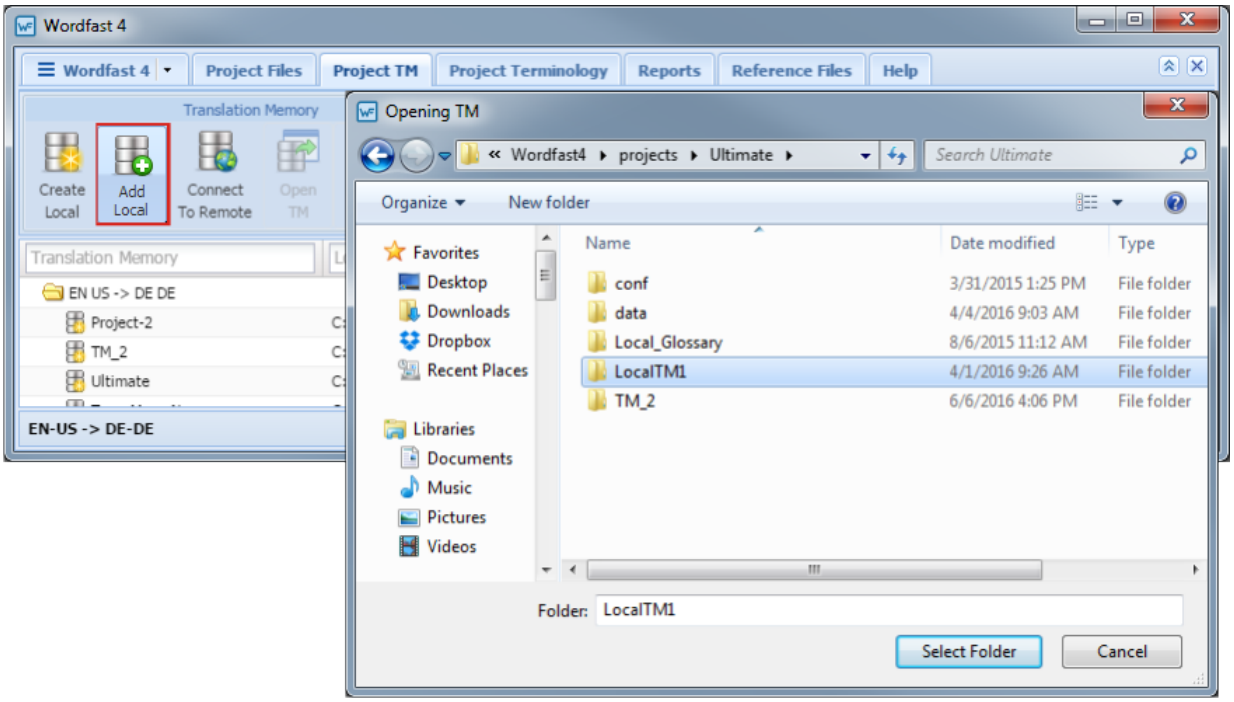
5. Click **OK**.

   The new Translation Memory is created and reflected in the project **Translation Memory** list.

Adding Local TMs

Adding a local Translation Mmeory is for WFP-4 format (different from WFP-3) Translation Memory only. To add local Translation Memory to an existing project from the **Project TM** tab:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. Click the **Project TM** tab.



4. Click **Add Local**.

   The **Browse For Folder** dialog box appears (shown above).
5. Select a Translation Memory.
6. Click **OK**.

   The selected local Translation Memory is added to the project and listed in the project **Translation Memory** tab.

Connecting Remote TMs

While Wordfast Pro is a locally executed program, it can access remote Translation Memory (TM). The types of remote TMs that can be connected are: GLTM/WFTM and TM Server 4.

To connect to a remote TM:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. Click the **Project TM** tab.

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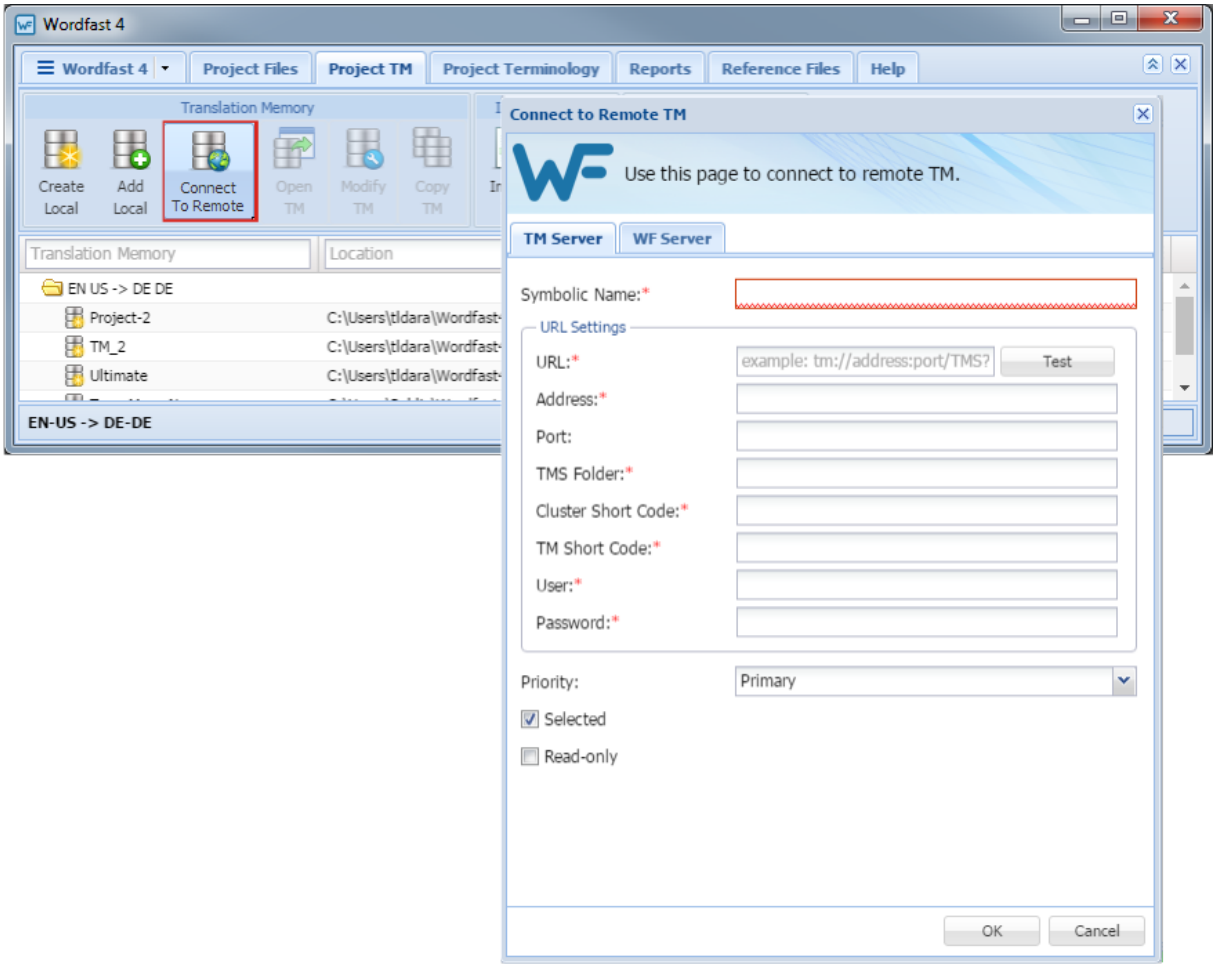


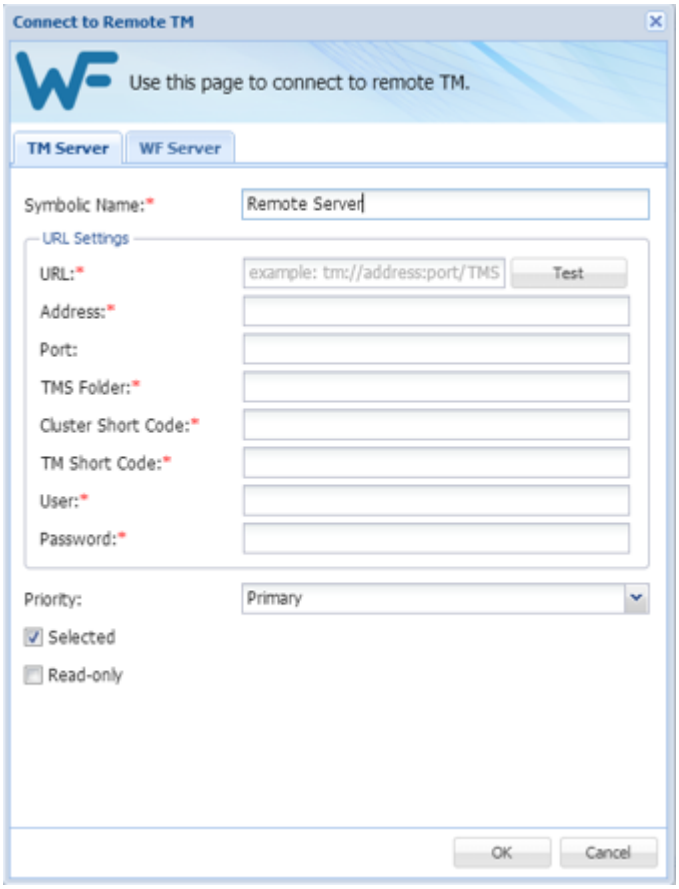
4. Click **Connect To Remote** on the **Project TM** tab as shown.

   The **Connect to Remote TM** dialog box appears.

Adding Translation Memory Connections

To add a remote Translation Memory using a TM or WF server:

1. Go to the **Connect to Remote TM** dialog box.



2. **To Add a TM Server:**

   a) Click the **TM Server** tab.

   b) Enter a unique name in the **Symbolic Name** field.

   c) Enter the remote Translation Memory URL (provided by PM) in the **URL** field following the example template shown in that field.

Note:

The URL settings are populated automatically as provided within the URL string.

   d) Select a **Priority** from the drop-down.

   e) Click **Selected** to enable this Translation Memory.

   f) Click **Read Only** to prevent modifications.

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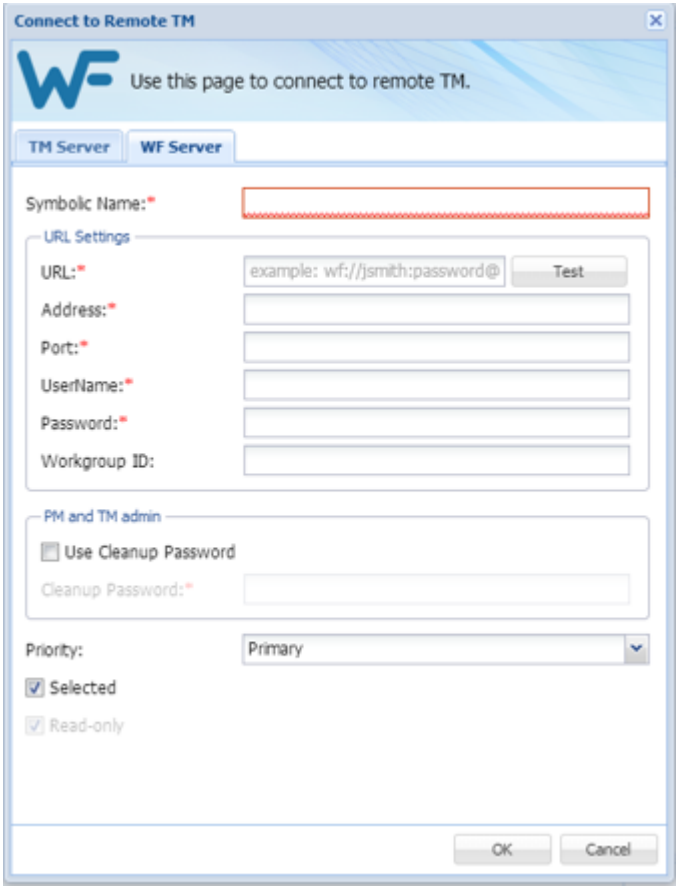
3. **To Add a WF Server:**



a) Click the **WF Server** tab.

b) Enter a unique name in the **Symbolic Name** field.

c) Enter the remote Translation Memory URL (provided by PM) in the **URL** field following the example template shown in that field.

Note:

The URL settings are populated automatically as provided within the URL string.

d) Click **Use Cleanup Password** if appropriate and supply the password.

e) Select a **Priority** from the drop-down.

f) Click **Selected** to enable this Translation Memory.

g) Click **Read Only** to prevent modifications.

4. Click **OK**.

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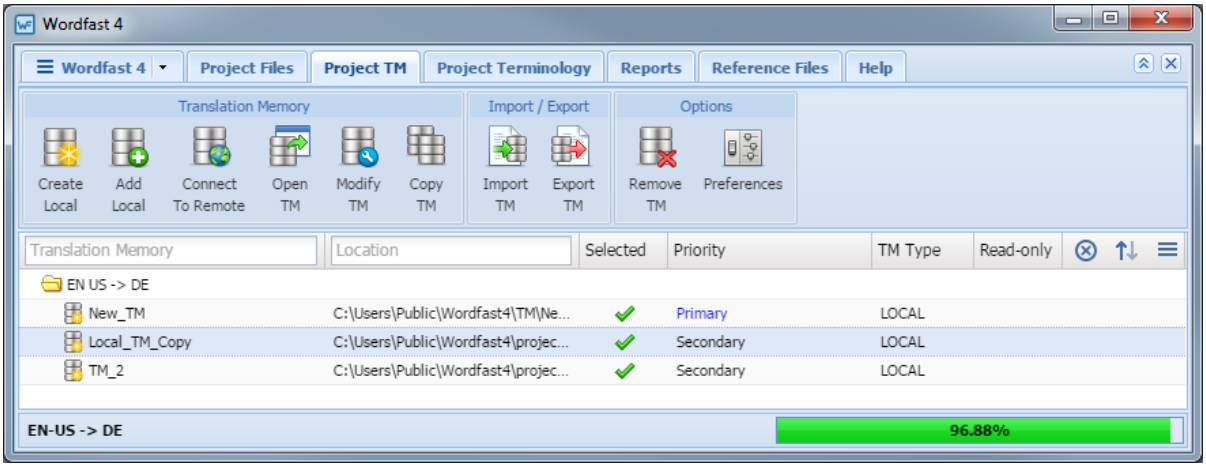
Opening Local Translation Memory

Current Translation Memory can be opened and edited if and only if it is local.

To open the current projects Translation Memory from the **Project TM** tab:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. Select a Translation Memory file.

   The **Translation Memory** and **Location** columns can be ordered by typing the first letter or two of the item to head the list then clicking ↑ or ↓ to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon .



4. Click **Open TM** (shown in preceding example).

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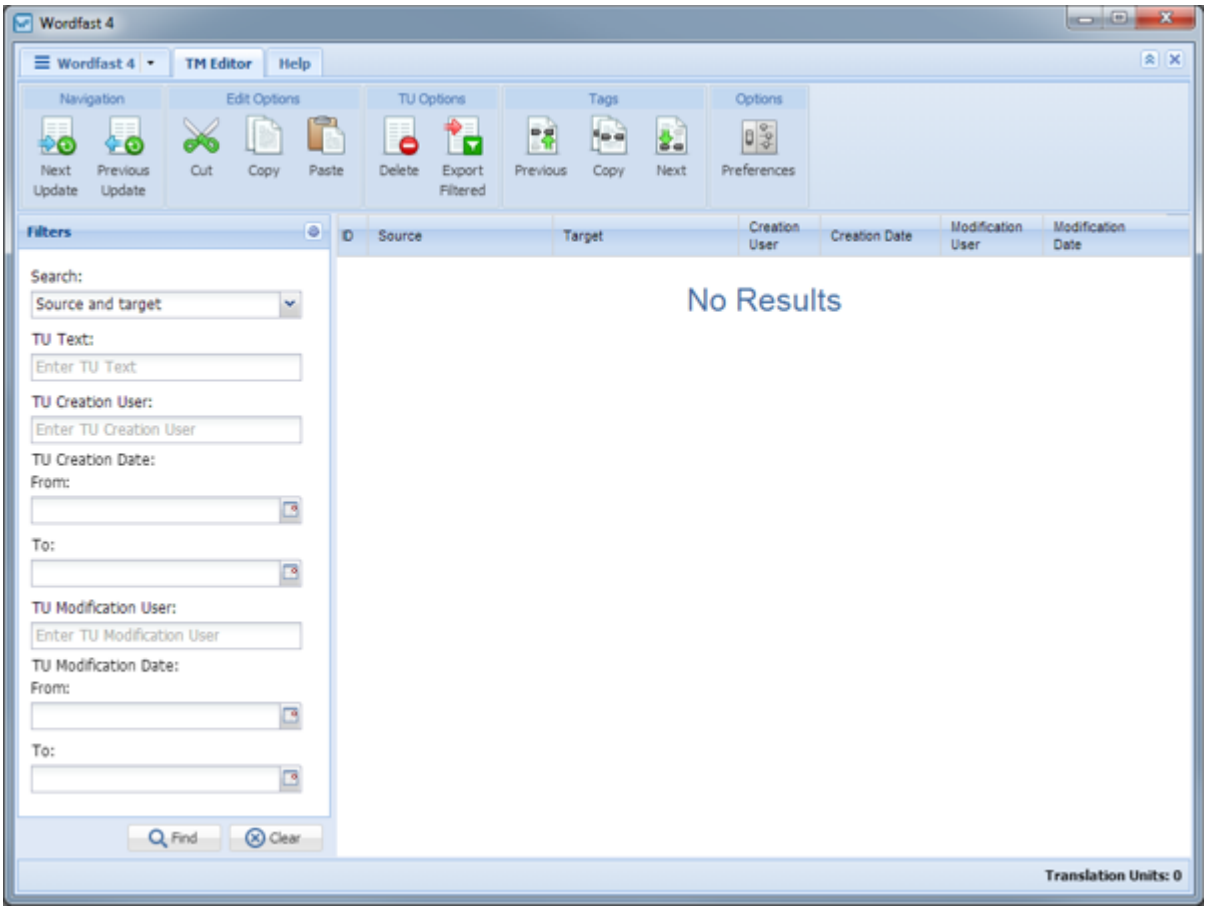
The **Translation Memory** dialog box appears.



Note:

Only local Translation Memory can be opened and edited through this function.

Modifying Local TMs

Local Translation Memory can be edited from the **Project TM** tab as follows:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. Click the **Project TM** tab.

   The **Translation Memory** and **Location** columns can be ordered by typing the first letter or two of the item to head the list then clicking ↑ or ↓ to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is

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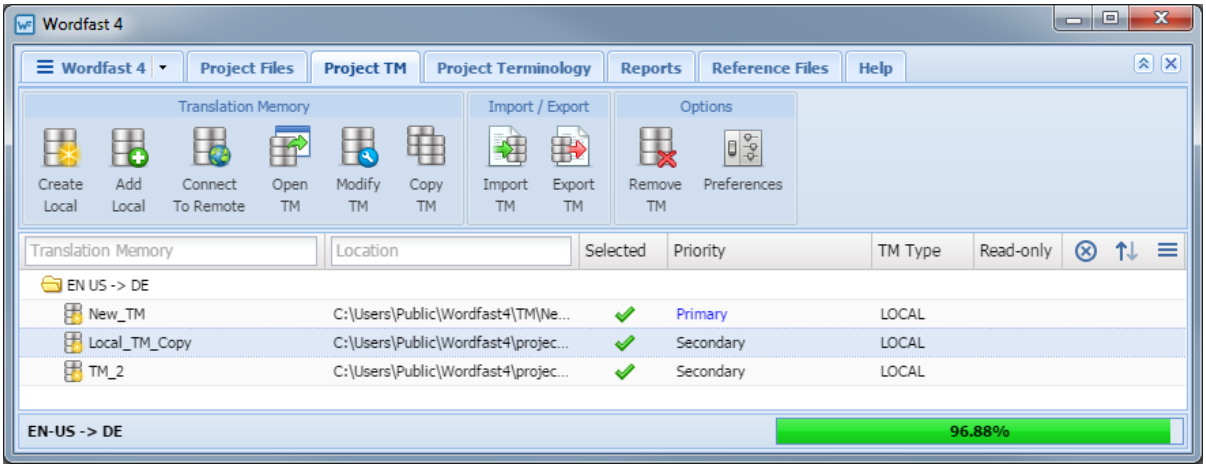
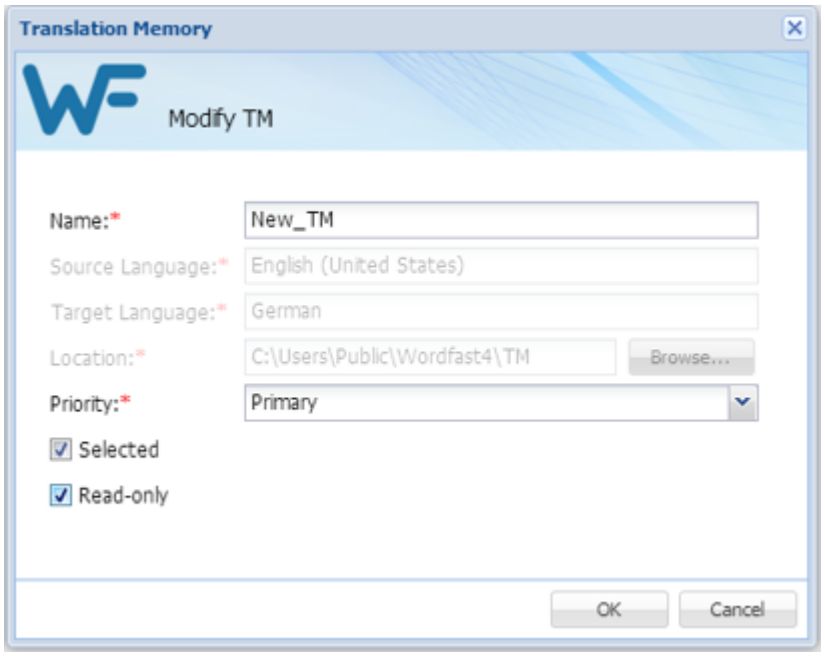
found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon .



4. Click **Modify TM** (shown above).

The modify **Translation Memory** dialog box appears. →

In this example the **Read Only** option was selected to protect the **Primary** TM.



5. Click **OK** to save changes.

Copying Translation Memory

Local Translation Memory can be copied to a local file. The file copy is in the Wordfast Pro 4 format and cannot be used with Wordfast Pro 3.

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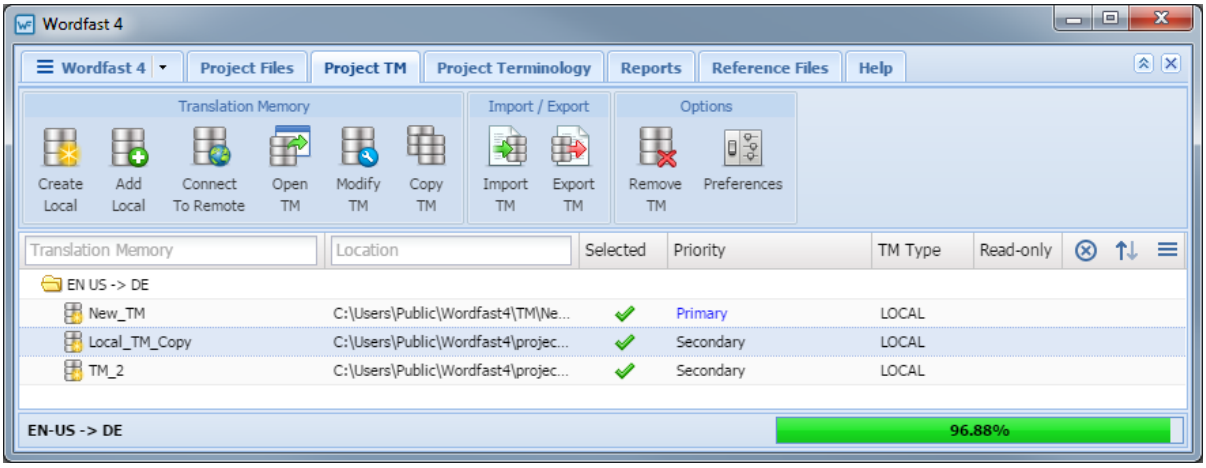
To copy a Translation Memory:

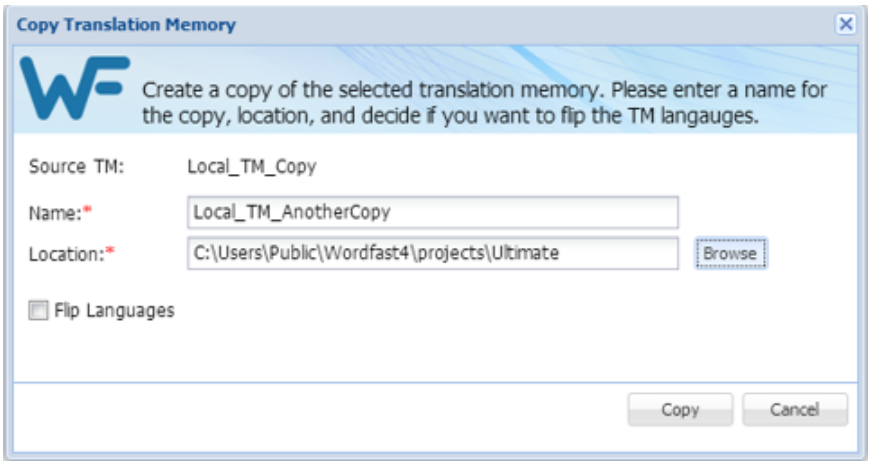
1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. Click the **Project TM** tab.
4. Select a translation memory.

   The **Translation Memory** and **Location** columns can be ordered by typing the first letter or two of the item to head the list then clicking ↑ or ↓ to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon .



5. Click **Copy TM** (shown above).

The **Copy TM** dialog box appears. →



Note: If **Flip Languages** is selected, the source TM and target TM languages are reversed.

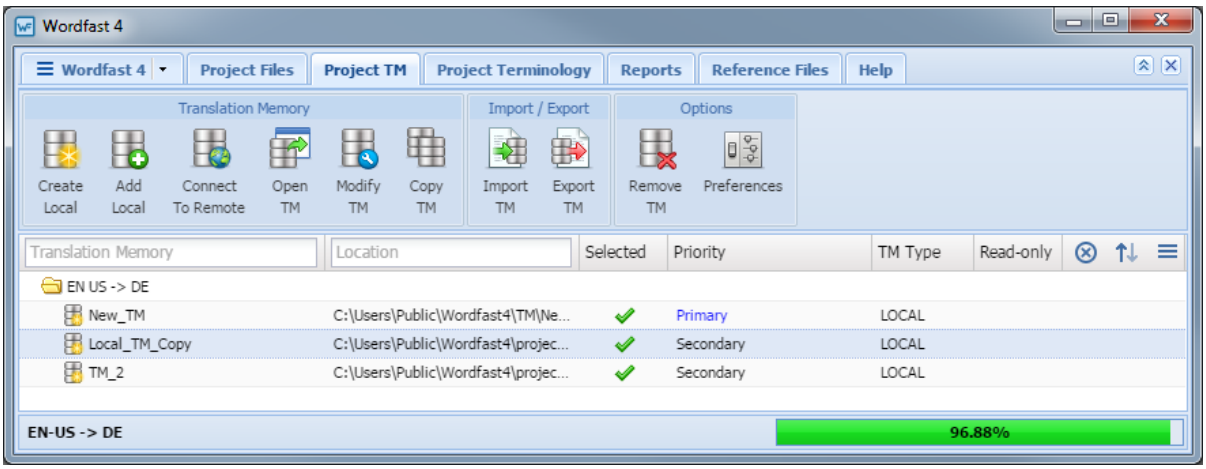
6. Enter a name for the copy and its destination folder.
7. Click **Copy**.

Importing Translation Memory

To import a translation memory profile:

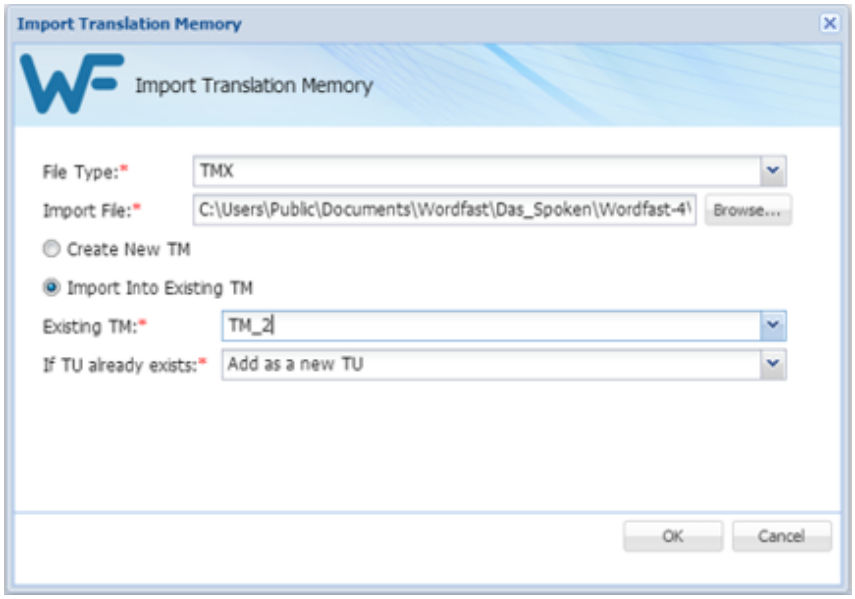
1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. Click the **Project TM** tab.

   The **Translation Memory** and **Location** columns can be ordered by typing the first letter or two of the item to head the list then clicking ↑ or ↓ to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon .



4. Click **Import TM**.

The **Import Translation Memory** dialog box appears. →



5. Make selections.

   The file formats supported for import are:

   - **WF Classic TM**: The format supported by Wordfast Classic and Wordfast Pro 3.
   - **TMX**: The standard format supported by all translation tools.

6. Use the **Browse For Folder** to identify a folder to receive the TM copy.
7. Click **Browse**.

   a) Select the TM file.

   b) Click **Open**.

8. Click **OK**.

   The **Create Translation Memory** dialog box returns with all fields populated.

9. Click **OK**.

   The new TM is created in the specified folder.

Exporting Local Translation Memory

To export a local Translation Memory from the **Project TM** tab:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. Click the **Project TM** tab.

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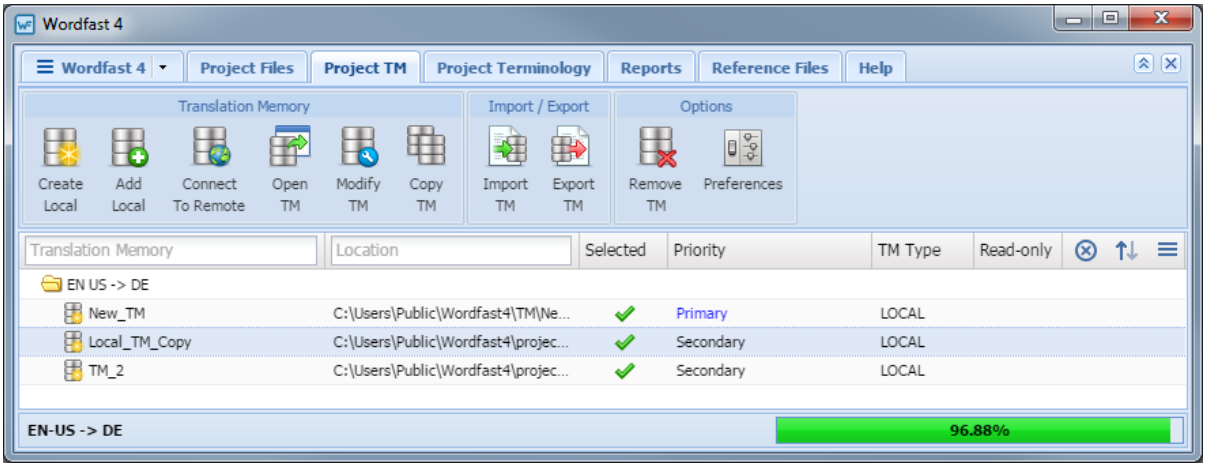
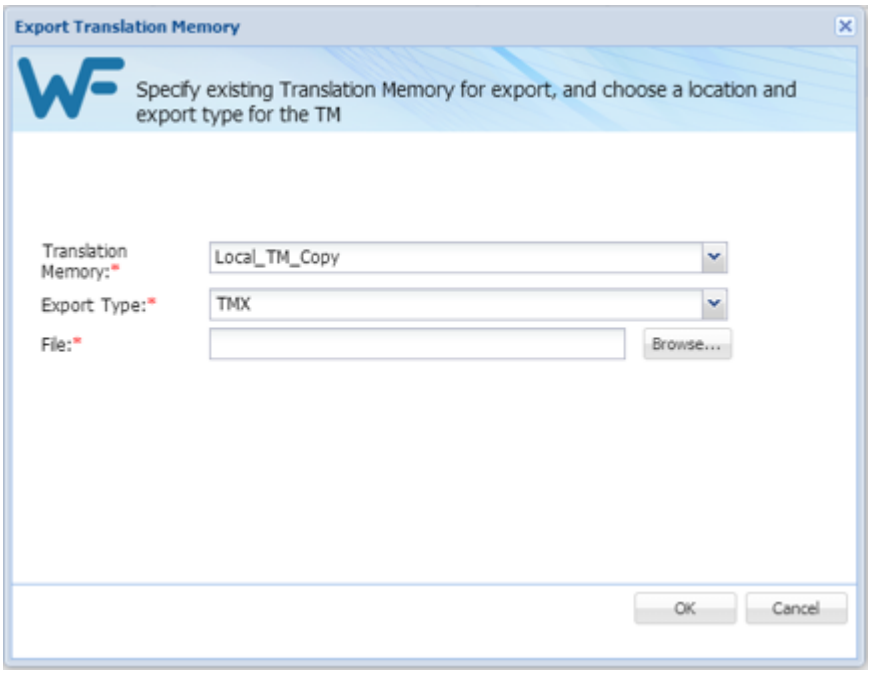
The **Translation Memory** tab appears.

The **Translation Memory** and **Location** columns can be ordered by typing the first letter or two of the item to head the list then clicking ↑ or ↓ to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon .



4. Select the Translation Memory file to export.
5. Click **Export TM**.

The Export Translation Memory dialog box appears. →



6. Select a **Translation Memory**.

Note:

The selected Translation Memory file and export type can be changed using their respective drop-down lists.

7. Select the export file type.
8. Browse and select the save **File** path.
9. Click **OK**.

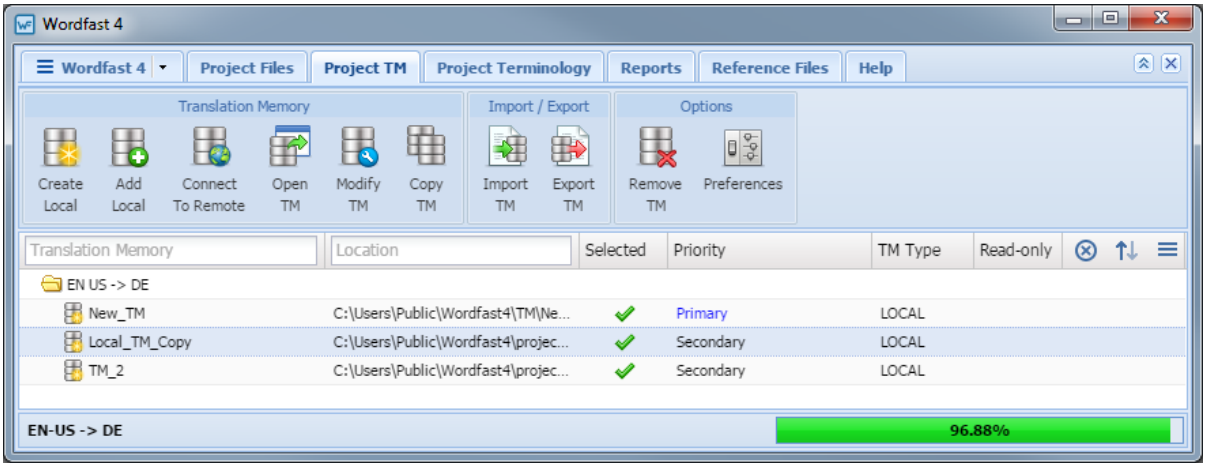
   A confirmation appears upon completion.

Removing Translation Memory

To remove Translation Memory from the current project without erasing the file:

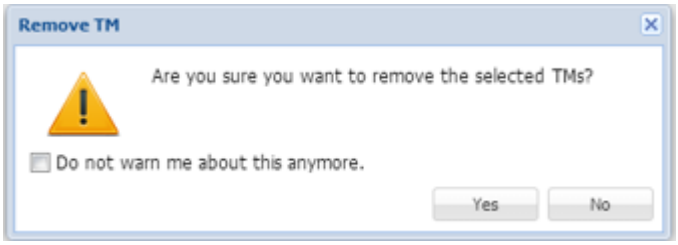
1. Go to the **Projects** list tab (refer to Opening Projects).
2. Click the **Project TM** tab.

   The **Translation Memory** and **Location** columns can be ordered by typing the first letter or two of the item to head the list then clicking ↑ or ↓ to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon .



3. Select the TM to delete.
4. Click **Remove TM** (as shown in the preceding example).

A confirmation appears. →



5. Click **Yes** to complete the removal.

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Working With Terminology

7

Project Terminology is used to manage the related glossary and blacklist terms. Projects utilize a collection of terms used in previous translations to facilitate new translations. These terms consist of both preferred (Glossary) and rejected (Blacklist) terms.

Below is a list of Terminology related activities and useful references:

- Working with Glossaries
- Working With Blacklists
- Modifying and Removing Glossaries, Blacklists

References:

- Configuring Terminology
- Customizing Colors

Working with Glossaries

A glossary is a list of source terms and their preferred translations. For example, a list could include information as shown in the table below.

Source	Target
Translation Memory	mémoire de traduction
Translation Unit	unité de traduction
Data Transfer Rate	taux de transfert de données
International Translators Federation	Fédération Internationale des Traducteurs

See the following:

- Creating Local Glossary
- Opening Local Glossaries
- Adding Local Glossaries
- Importing Local Glossary
- Connecting Remote Glossary
- Exporting Local Glossaries

Creating Local Glossary

To create a local glossary from the **Project Terminology** tab:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.

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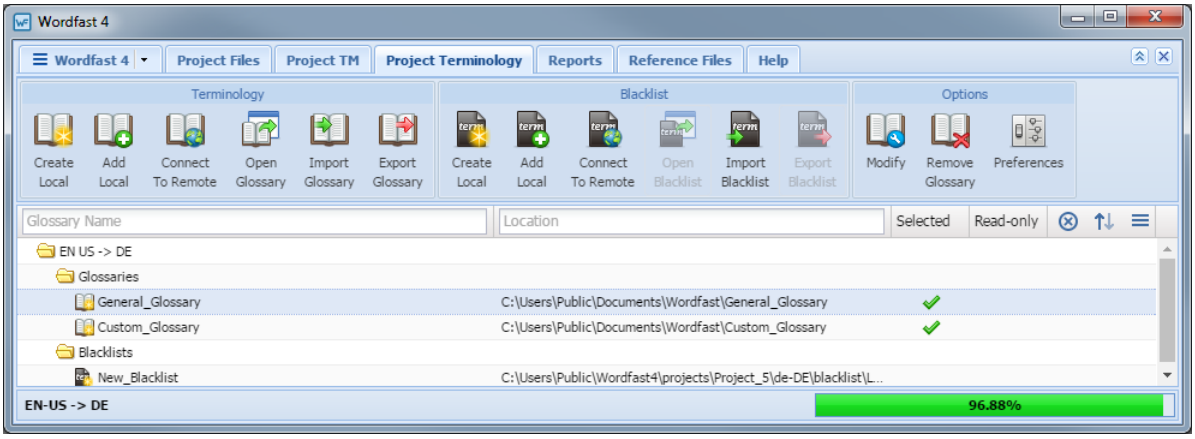
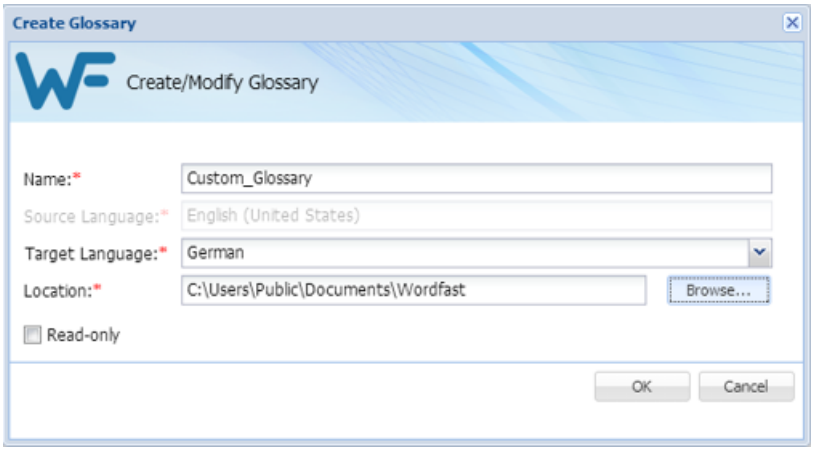
3. Click the **Project Terminology** tab.

   The **Project Terminology** tab appears.



4. Click **Create Local** (shown above).

The **Create Glossary** dialog box appears. →



5. Enter a unique name for this new glossary.
6. Select the **Target Language**.
7. Browse to a folder where the new glossary is to be saved.
8. Optional: Select **Read Only** to prevent changes to the glossary.
9. Click **OK**.

Adding Local Glossaries

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. On the **Project Files** tab, click the **Project Terminology** tab.

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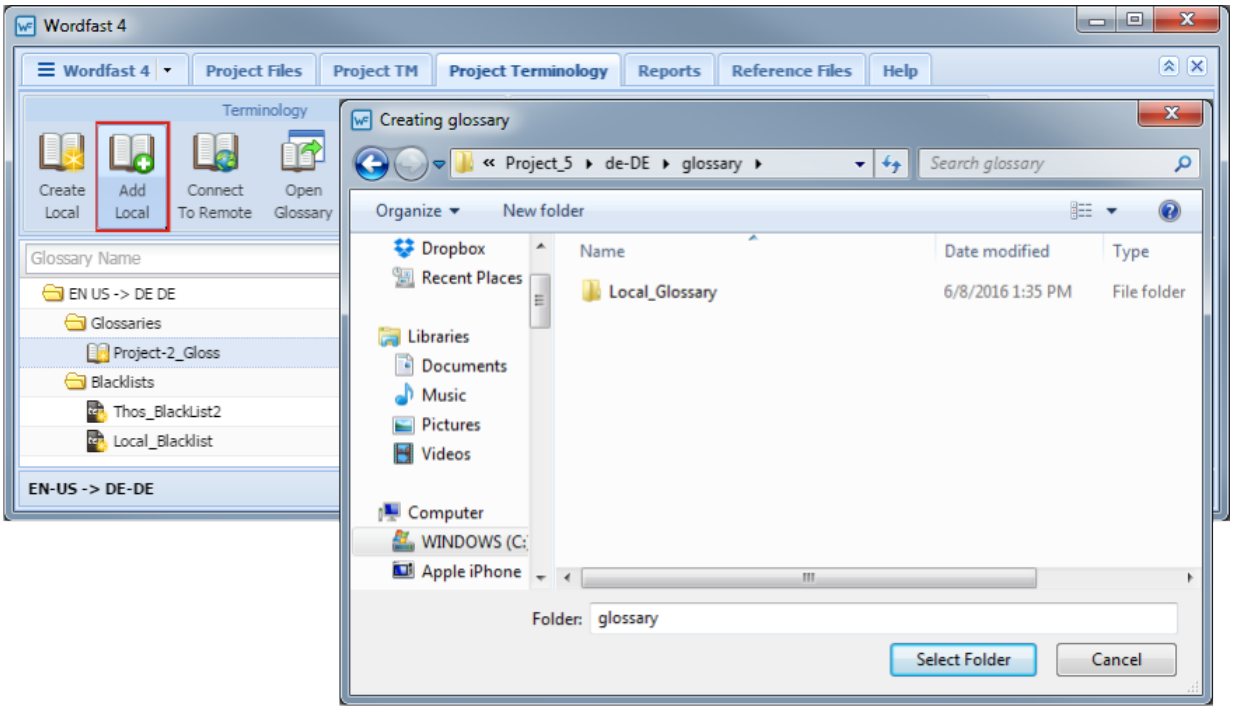
The **Project Terminology** tab appears.



4. Click **Add Local**.

   The **Browse For Folder** dialog box appears.
5. Select the glossary folder.
6. Click **OK**.

   The glossary is added and the **Project Terminology** tab reloaded with the added glossary showing.

Connecting Remote Glossary

To connect to a remote glossary from the **Project Terminology** tab:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. On the **Project Files** tab, click the **Project Terminology** tab.

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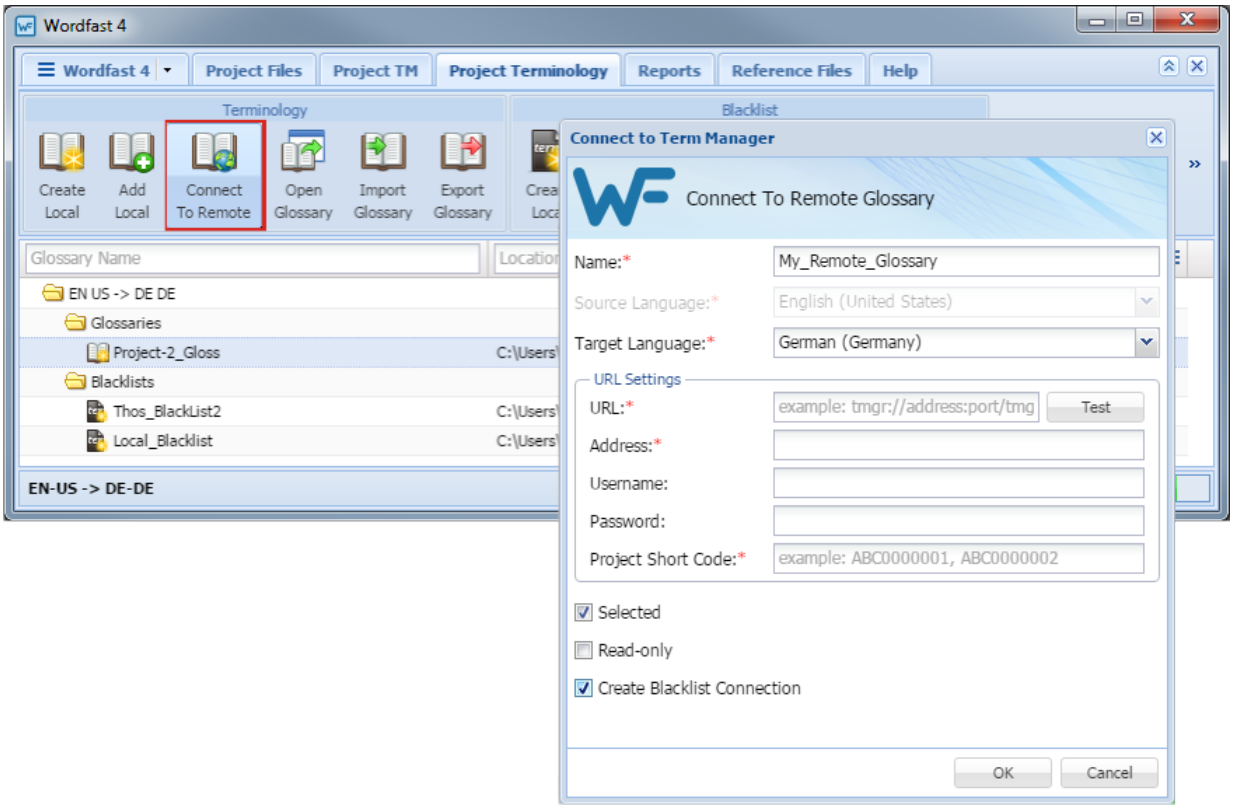
The **Project Terminology** tab appears.



4. Click **Connect To Remote**.

   The **Connect to Term Manager** dialog box appears.
5. Enter a unique name in the **Name** field.
6. Select a target language from the drop-down list.
7. Enter the URL (provided by the PM) in the **URL** field following the example template shown in that field.

Note:

The URL settings are populated automatically as provided within the URL string.

8. Click **Read Only** to prevent modifications.
9. Click **Create Blacklist Connection** to include a blacklist.
10. Click **OK**.

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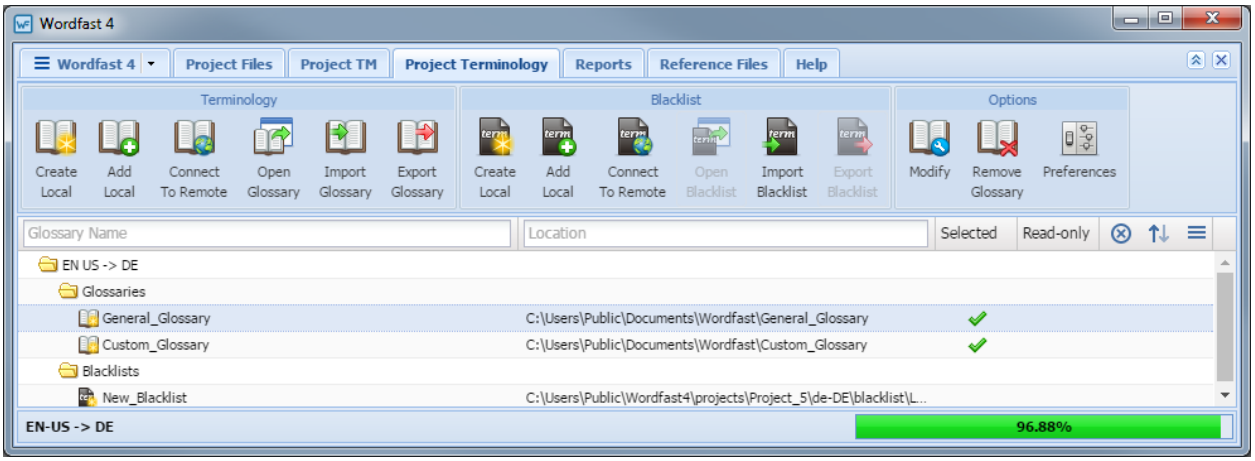
Opening Local Glossaries

To open a local glossary from the **Project Terminology** tab:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. Click the **Project Terminology** tab.

   The **Project Terminology** tab appears.

   The **Glossary Name** and **Location** columns can be ordered by typing the first letter or two of the item to head the list then clicking ↑ or ↓ to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon .



4. Click **Open Glossary** (shown above).

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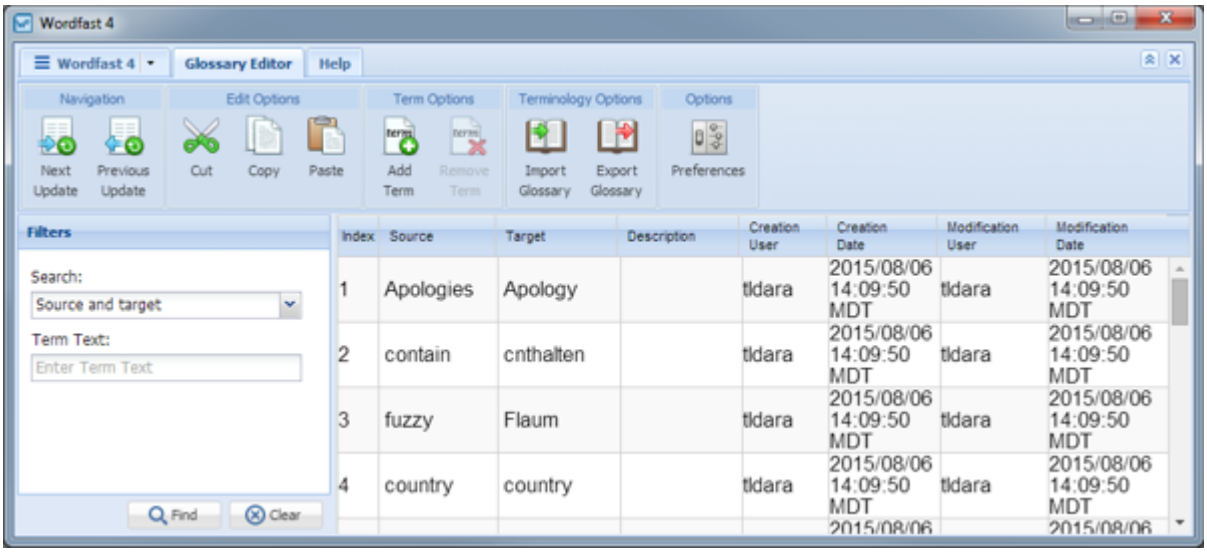
The **Glossary Editor** tab appears.



Importing Local Glossary

To import a glossary or to add to an existing glossary from the **Project Terminology** tab:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. Click the **Project Terminology** tab.

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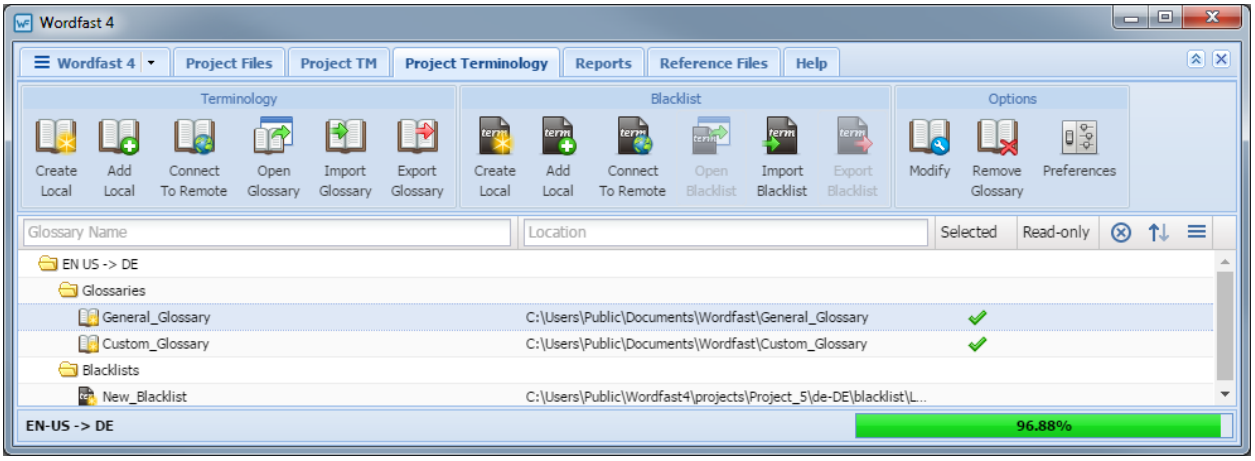
The **Project Terminology** tab appears.

The **Glossary Name** and **Location** columns can be ordered by typing the first letter or two of the item to head the list then clicking ↑ or ↓ to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon .



4. Select the glossary to import.
5. Click **Import Glossary** (shown above).

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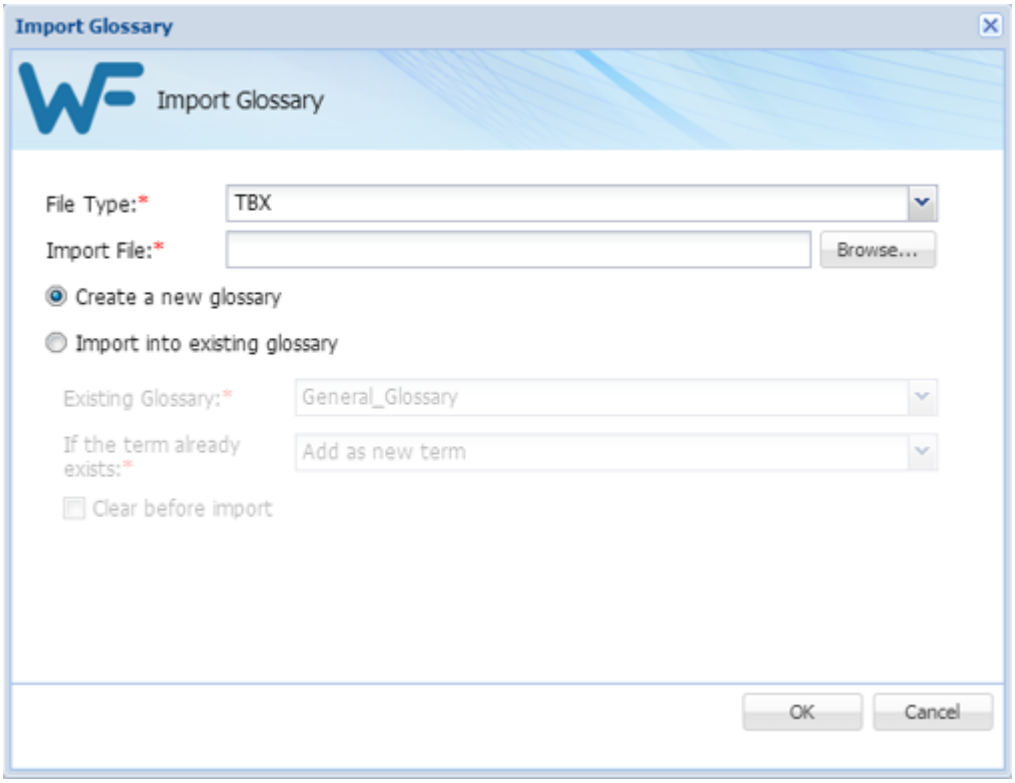
The Import Glossary dialog box appears.



6. Select a file type from the two options:
   - Tab delimited text file (.txt)—Wordfast Classic and Wordfast Pro 3 format

   - Term Base eXchange (.tbx)

7. Enter or browse and select a glossary.
8. Select one of the following options:
   - **Create New Glossary** to import the first terminology file for the project
   - **Import Into Existing Glossary** to add terms to the existing glossary
9. Click **OK** to save the glossary changes.

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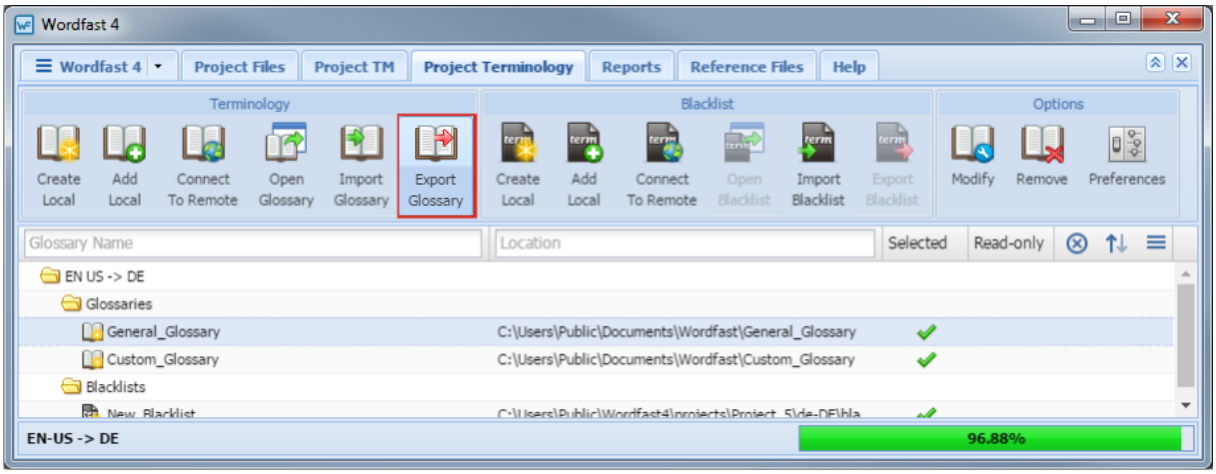
Exporting Local Glossaries

To export a local glossary from the **Project Terminology** tab:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. Click the **Project Terminology** tab.

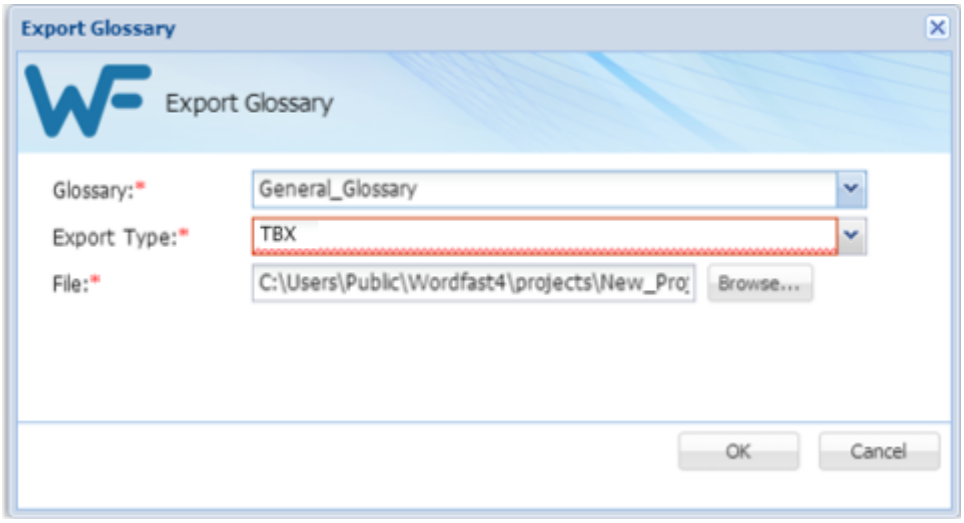
   The **Project Terminology** tab appears.

   The **Glossary Name** and **Location** columns can be ordered by typing the first letter or two of the item to head the list then clicking ↑ or ↓ to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon .



4. Select a glossary.
5. Click **Export Glossary** (shown above).

The Export Glossary dialog box appears.



6. Re-select the Glossary name (if necessary).
7. Select one of the following export types:
   - Tab delimited text file (.txt)—Wordfast Classic and Wordfast Pro 3 format

   - Term Base eXchange (.tbx)

8. Enter the new file name and/or browse for a location to receive the glossary.
9. Click **OK**.

   The glossary is exported and saved at the specified location.

Working With Blacklists

A blacklist is a list of terms used in conjunction with Transcheck to ensure that unwanted terms are not used in translation. Refer to the following tasks for adding and editing a blacklist.

- Creating Local Blacklists
- Adding Blacklists
- Opening Local Blacklists
- Importing Local Blacklists
- Exporting Local Blacklists

References:

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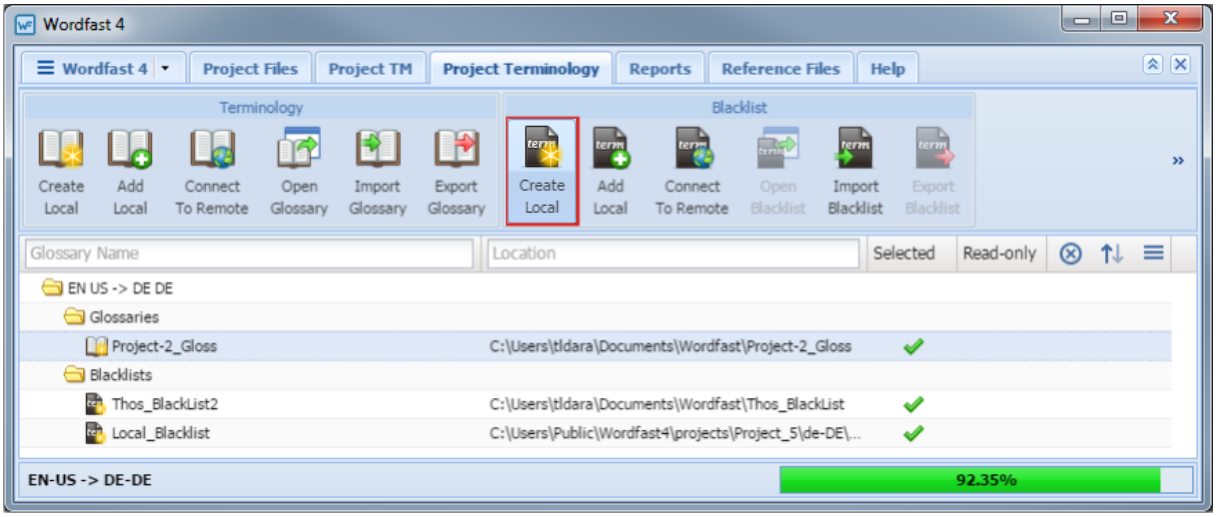
- Modifying and Removing Glossaries, Blacklists

Creating Local Blacklists

To create a local blacklist from the **Project Terminology** tab:

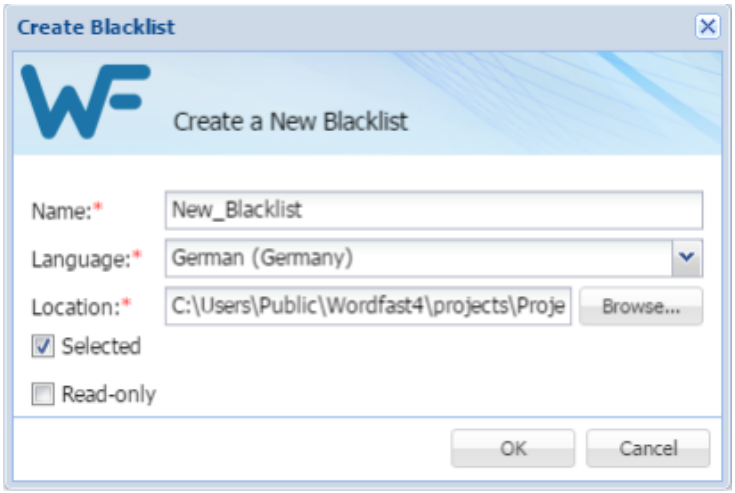
1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. On the **Project Files** tab, click the **Project Terminology** tab.

   The **Project Terminology** tab appears.



4. Click **Create Local** in the **Blacklist** section of the **Project Terminology** tab.

The **Create Blacklist** dialog box appears. →



5. Enter a unique name for this blacklist.
6. Select a language.

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7. Browse to the destination folder.
8. Select **Read Only** if the list is to be locked to prevent changes to the blacklist.
9. Click **OK**.

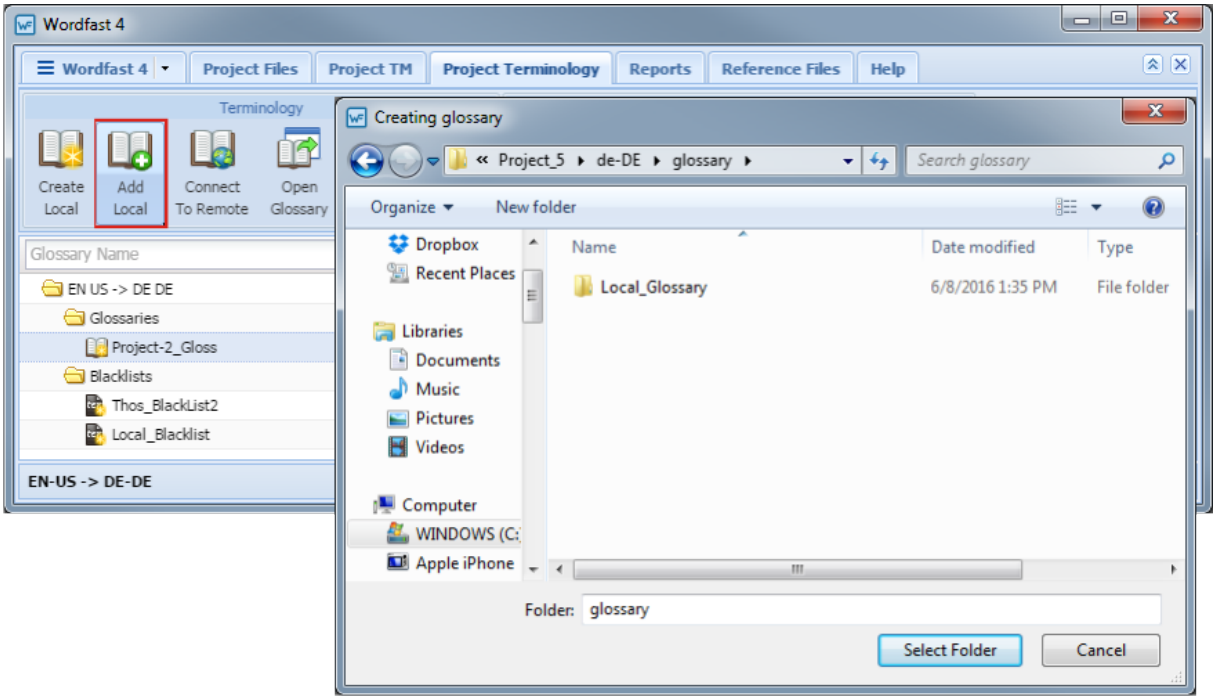
Adding Blacklists

A blacklist includes words or phrases that should not be used in the target segment.

To add a blacklist from the **Project Terminology** tab:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. On the **Project Files** tab, click the **Project Terminology** tab.

   The **Project Terminology** tab appears.



4. Click **Add Local**.

   The Blacklist browse dialog box appears.
5. Browse for the blacklist to be added.
6. Select the blacklist.
7. Click **OK**.

   The newly created or selected blacklist is listed under **Blacklists**.

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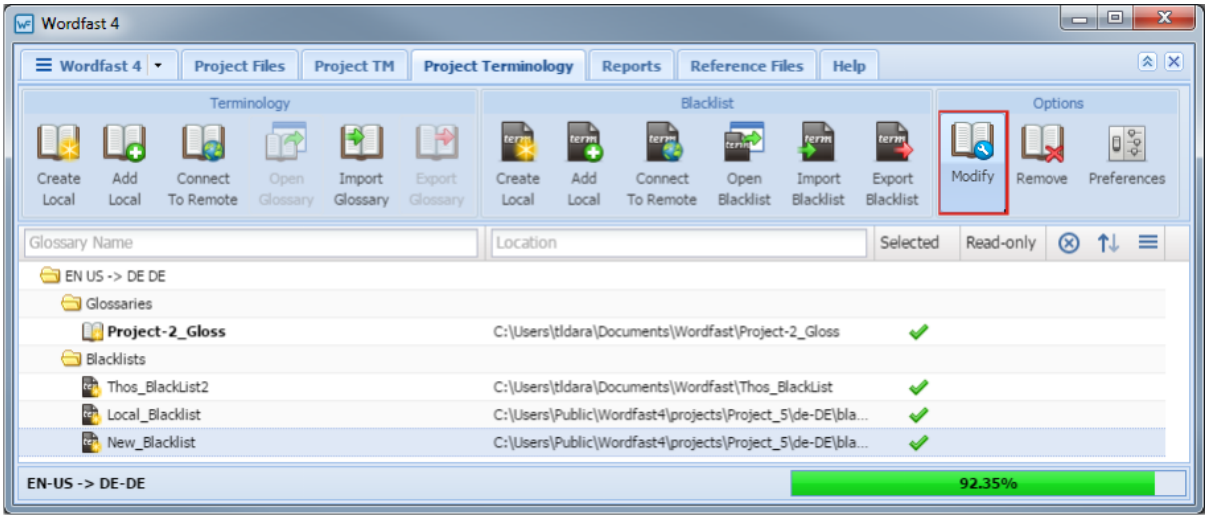
Opening Local Blacklists

To open a local blacklist from the **Project Terminology** tab:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. On the **Project Files** tab, click the **Project Terminology** tab.

   The **Project Terminology** tab appears.



4. Select a blacklist.
5. Click **Open Blacklist** (shown above).

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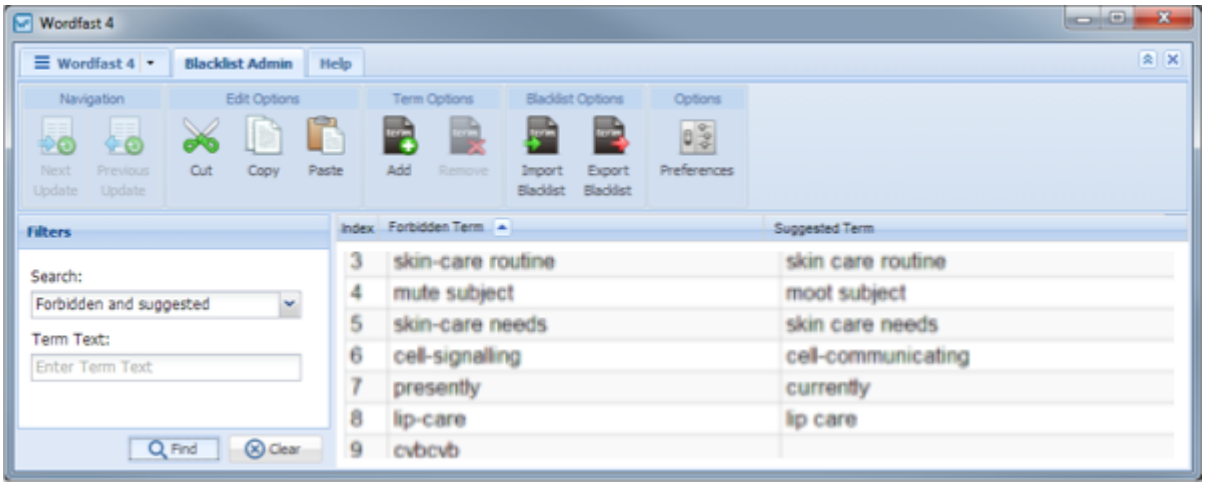
The **Blacklist Admin** dialog box appears.



Note:

To resize a column, point to the right edge of the column's header with the mouse and a pair of opposing arrows appear separated by two vertical bars. Drag to increase or decrease the column.

To modify a given blacklist's **Read Only** status refer to Modifying Local Blacklists.

Importing Local Blacklists

To import a local blacklist from the **Project Terminology** tab

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. On the **Project Files** tab, click the **Project Terminology** tab.

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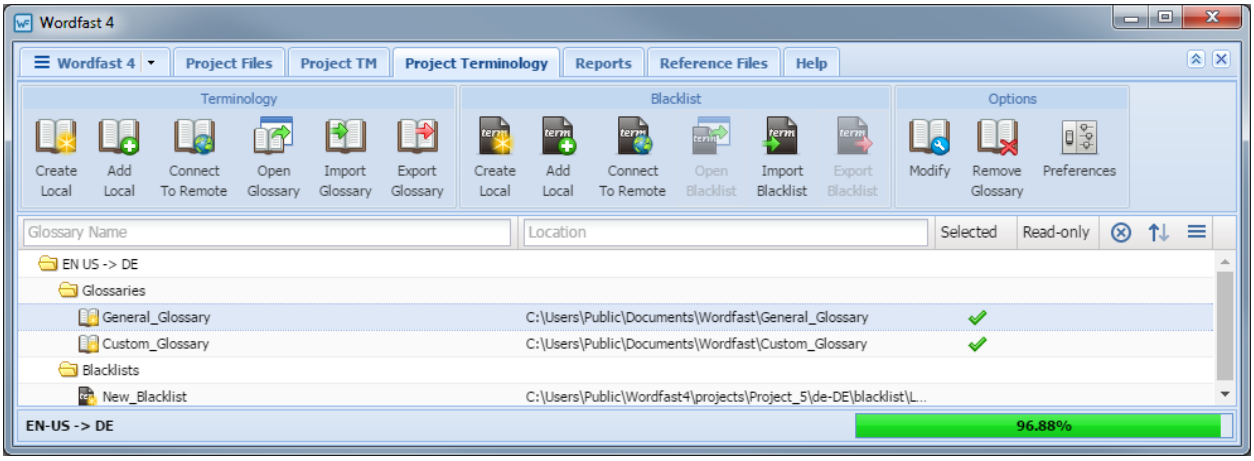
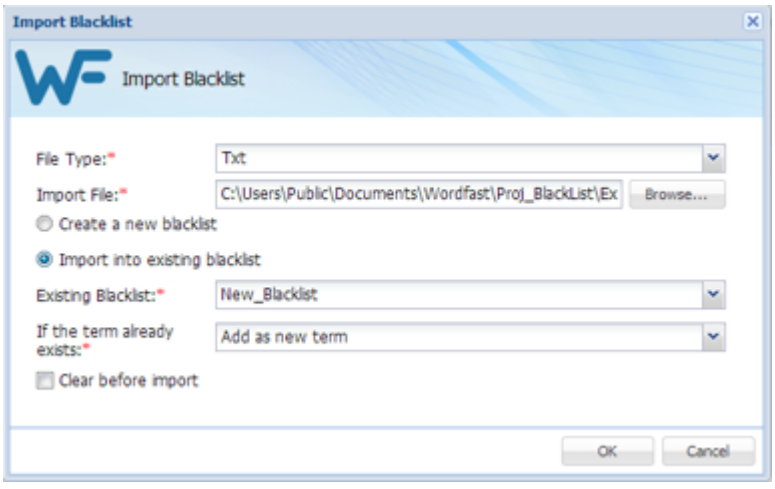
The **Project Terminology** tab appears.

The **Blacklist Name** and **Location** columns can be ordered by typing the first letter or two of the item to head the list then clicking ↑ or ↓ to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon .



4. Click **Import Blacklist** (shown above).

The **Import Blacklist** dialog box appears. →



5. Select the **File Type**.
6. Browse and select the **Import File**.
7. Select to create a new blacklist or add to a blacklist.
8. If adding, select the existing blacklist from the drop-down list.
9. Select how to handle duplicate terms.

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10. Select to **Clear before import** replace the existing blacklist.
11. Click **OK**.

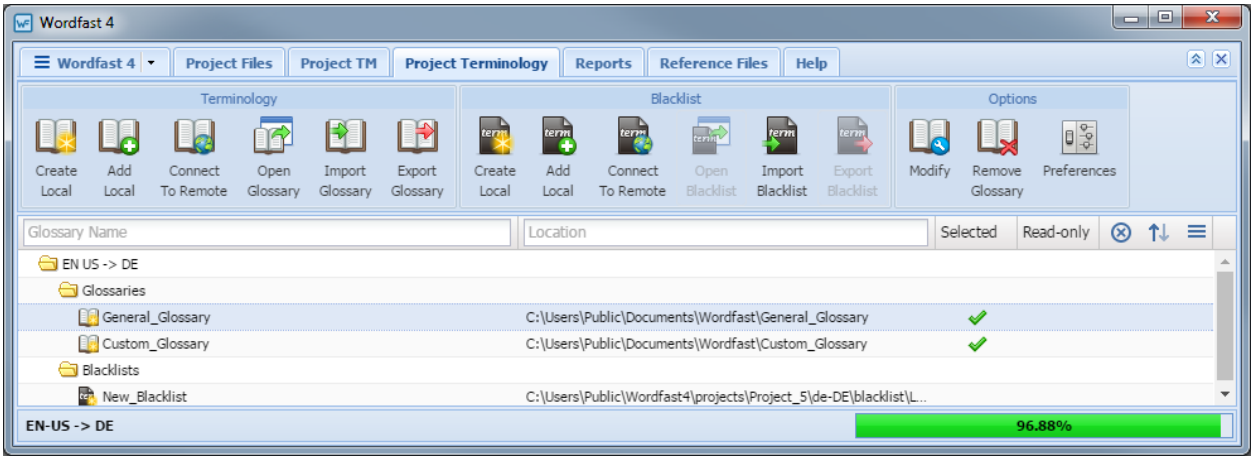
Exporting Local Blacklists

To export a blacklist (local) from the **Project Terminology** tab:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. On the **Project Files** tab, click the **Project Terminology** tab.

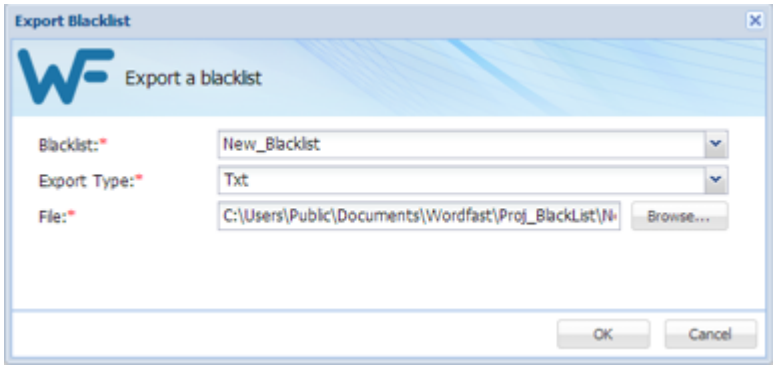
   The **Project Terminology** tab appears.

   The **Blacklist Name** and **Location** columns can be ordered by typing the first letter or two of the item to head the list then clicking ↑ or ↓ to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon .



4. Click **Export Blacklist** (shown above).

The **Export Blacklist** dialog box appears. →



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5. Browse to or enter the path and file name of the blacklist to export.
6. Click **OK**.

   A confirmation pop-up appears at completion.

Modifying and Removing Glossaries, Blacklists

The **Options** section of the **Project Terminology** tab includes the tools to modify and remove glossaries and blacklists. These tools are:

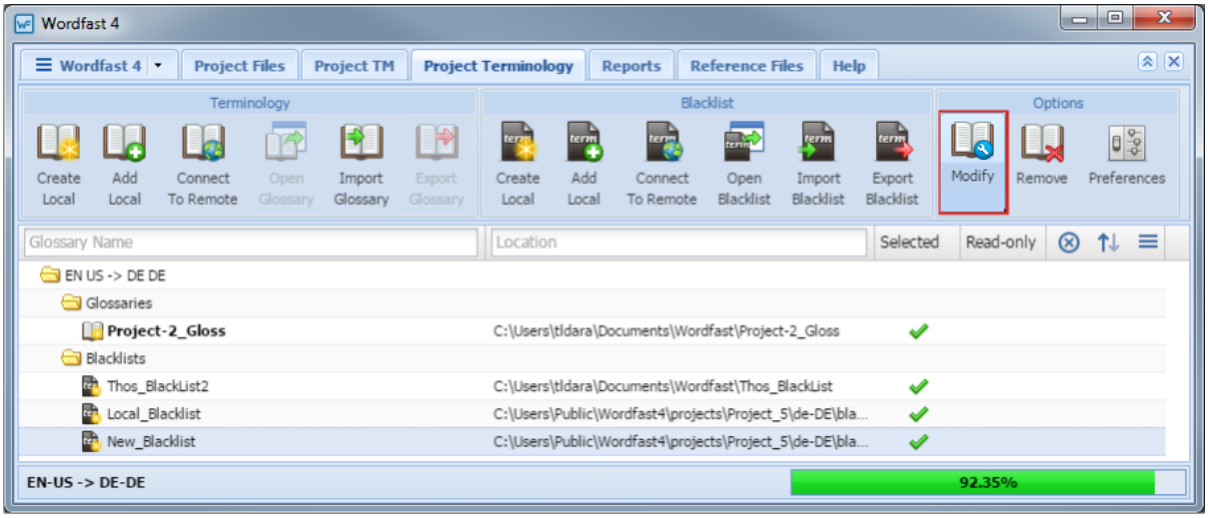
- Modifying Local Blacklists
- Modifying Local Glossary
- Removing Local Glossary

Modifying Local Blacklists

To change the **Read Only** status for blacklists from the **Project Terminology** tab:

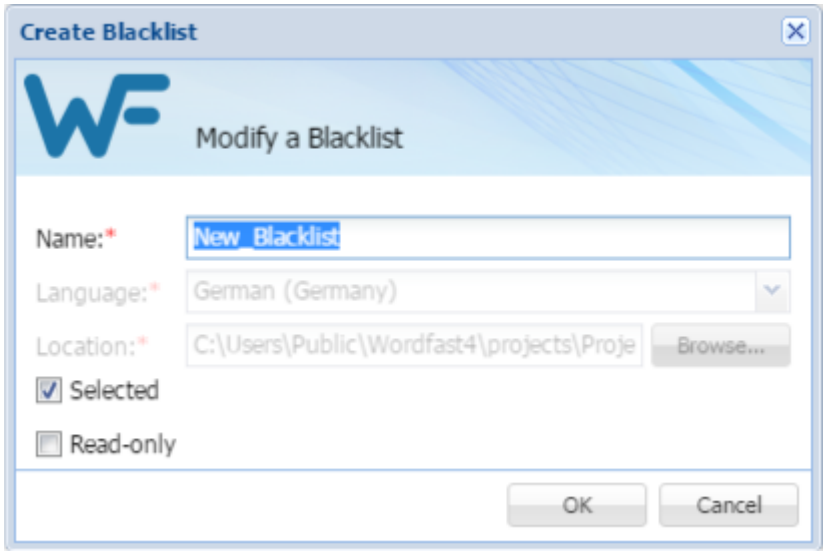
1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. On the **Project Files** tab, click the **Project Terminology** tab.

   The **Project Terminology** tab appears.



4. Select a blacklist.
5. Click **Modify**.

The **Modify Blacklist** dialog box appears. →



6. Select **Read Only** to prevent changing the blacklist.
7. Click **OK**

Modifying Local Glossary

To change a local glossary's **Read Only** status from the **Project Terminology** tab:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. On the **Project Files** tab, click the **Project Terminology** tab.

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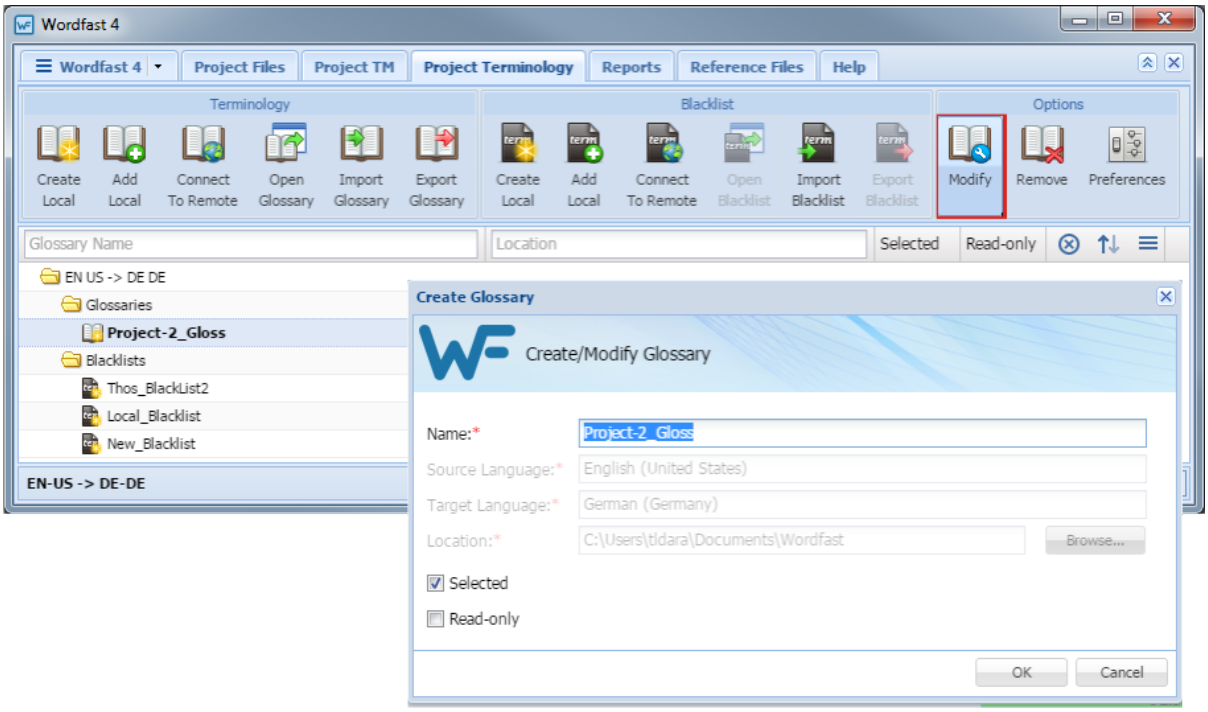
The **Project Terminology** tab opens.



4. Select the glossary to modify.
5. Click **Modify**.

   The **Create/Modify Glossary** dialog box appears.
6. Select **Read Only** to prevent further modifications.
7. Click **OK** to complete the removal.

Removing Local Glossary

To remove a local glossary from the **Project Terminology** tab:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. On the **Project Files** tab, click the **Project Terminology** tab.

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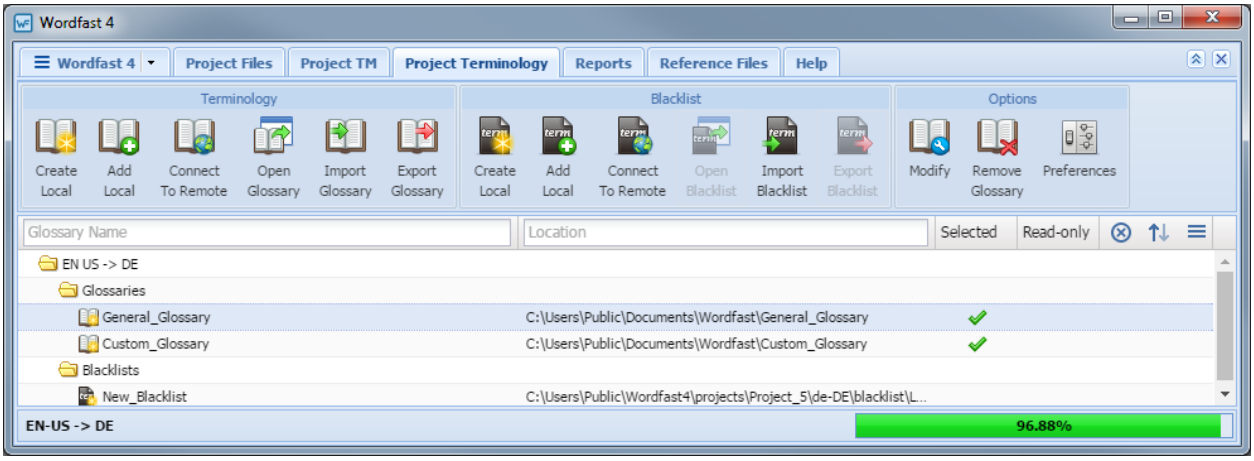
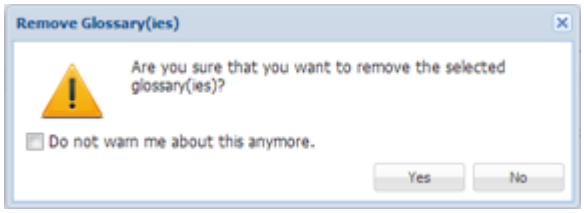
The **Project Terminology** tab appears.

The **Glossary Name** and **Location** columns can be ordered by typing the first letter or two of the item to head the list then clicking ↑ or ↓ to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon .



4. Select the glossary to be removed.
5. Click **Remove Glossary** (shown above).

A remove confirmation pop-up appears. →



6. Select **Do not warn me...** to avoid this pop-up in the future.
7. Click **Yes** to complete the removal.

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Reports

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The **Reports** tab provides the following tools to view and manage project analysis and clean up reports.

- Opening Reports
- Exporting Reports
- Removing Reports

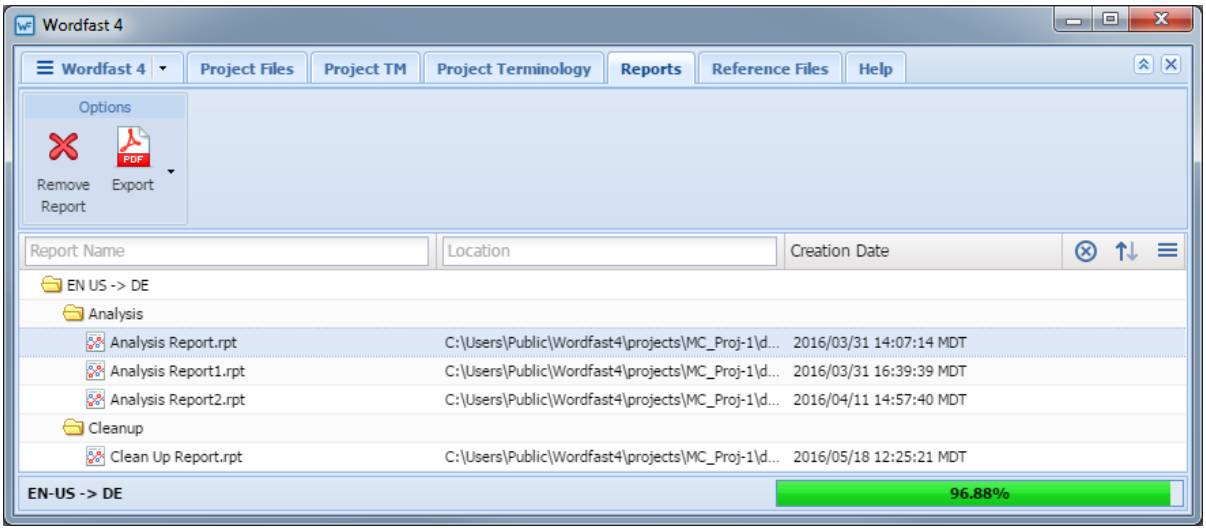
Opening Reports

To open a report from the **Reports** tab:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. On the **Project Files** tab, click the **Reports** tab.

   The **Reports** tab appears.

   The **Report Name** and **Location** columns can be ordered by typing the first letter or two of the item to head the list then clicking ↑ or ↓ to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon .



4. Select a report to open.
5. Double-click the selected report file.

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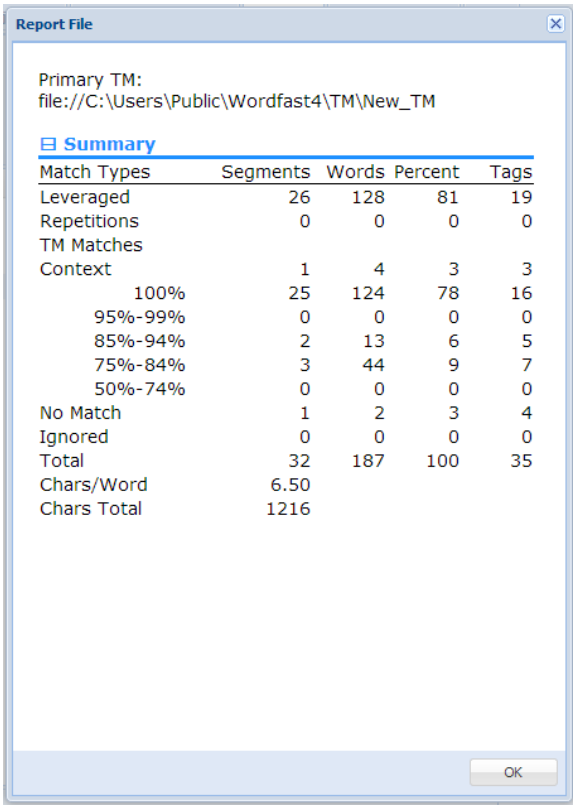
The report file summary appears (as shown).



Match Types	Segments	Words	Percent	Tags
Leveraged	26	128	81	19
Repetitions	0	0	0	0
TM Matches				
Context	1	4	3	3
100%	25	124	78	16
95%-99%	0	0	0	0
85%-94%	2	13	6	5
75%-84%	3	44	9	7
50%-74%	0	0	0	0
No Match	1	2	3	4
Ignored	0	0	0	0
Total	32	187	100	35
Chars/Word	6.50			
Chars Total	1216			

Exporting Reports

The **Reports** tab includes an option to **Export** reports in a given project to a number of formats.

To export reports from the **Reports** tab:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. Select the **Reports** tab.

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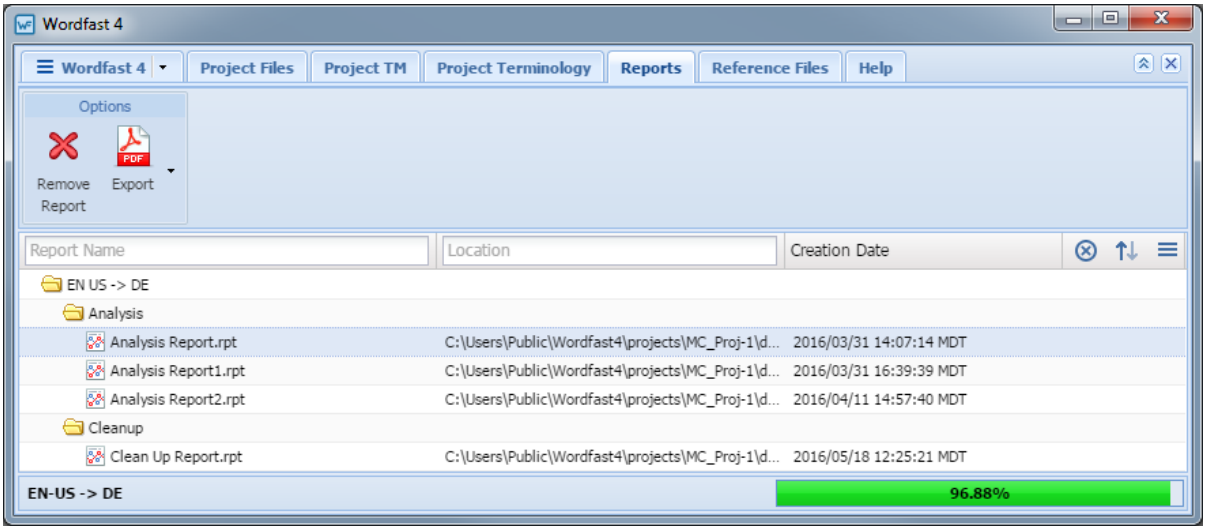
The **Reports** tab appears listing all reports found in the selected project.

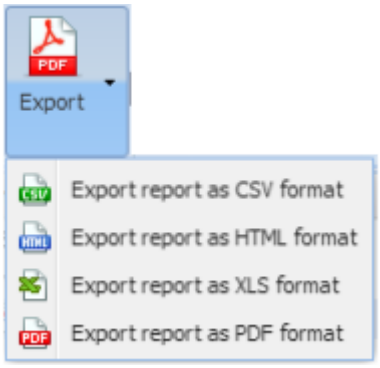
The **Report Name** and **Location** columns can be ordered by typing the first letter or two of the item to head the list then clicking ↑ or ↓ to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon .



4. Select a format from the drop-down menu (shown in the preceding example).

The export formats available are:

- **Export report as CSV format**
- **Export report as HTML format**
- **Export report as XLS format**
- **Export report as PDF format**



The **Save As** dialog box appears.

5. Provide a folder path and file name for the report.
6. Click **Save**.

The report is saved in the identified folder under that file name provided.

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Removing Reports

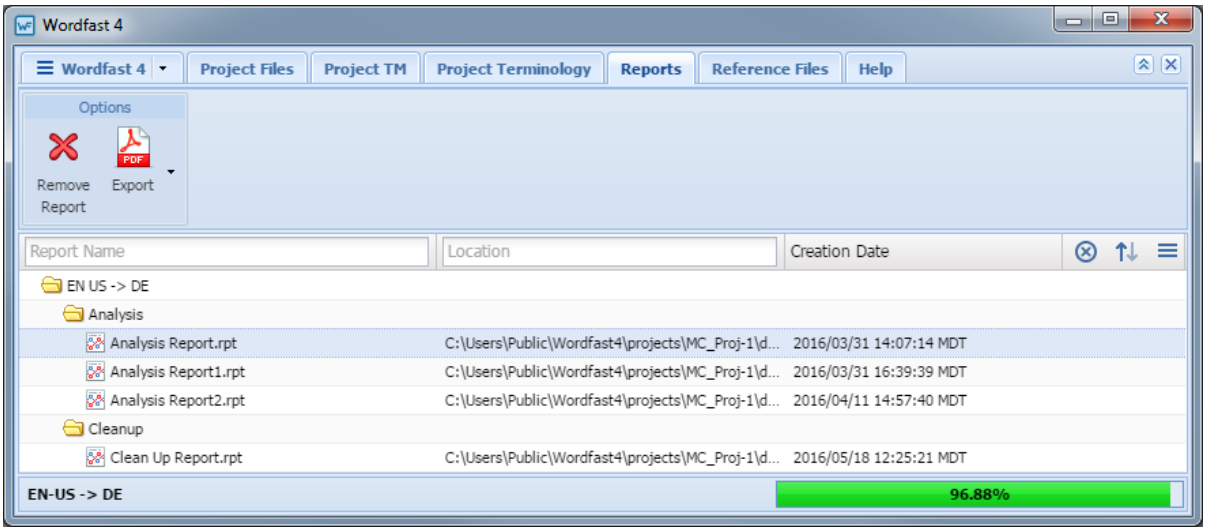
The **Reports** tab includes an option to remove unwanted reports from a given project.

To remove unwanted reports from the **Reports** tab:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. Select the **Reports** tab.

   The **Reports** tab opens listing any reports found in the selected project as shown.

   The **Blacklist Name** and **Location** columns can be ordered by typing the first letter or two of the item to head the list then clicking ↑ or ↓ to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon .



4. Select a report to delete.
5. Click **Remove Report**.

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Project Reference Files

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Reference files can be included with a project to provide context to the translation effort or to include additional information that is not to be translated.

The **Reference Files** tab includes options to:

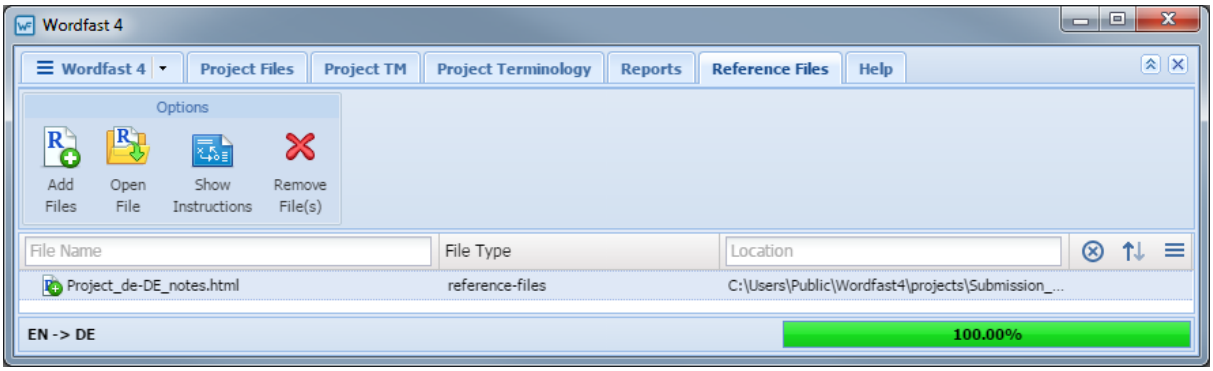
- Adding Reference Files
- Opening Reference Files
- Showing Instructions
- Removing Reference Files

Adding Reference Files

To add reference files from the **Reference Files** tab:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. Click the **Reference Files** tab.

   The **File Name** and **Location** columns can be ordered by typing the first letter or two of the item to head the list then clicking ↑ or ↓ to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon .



4. Click **Add Files**.

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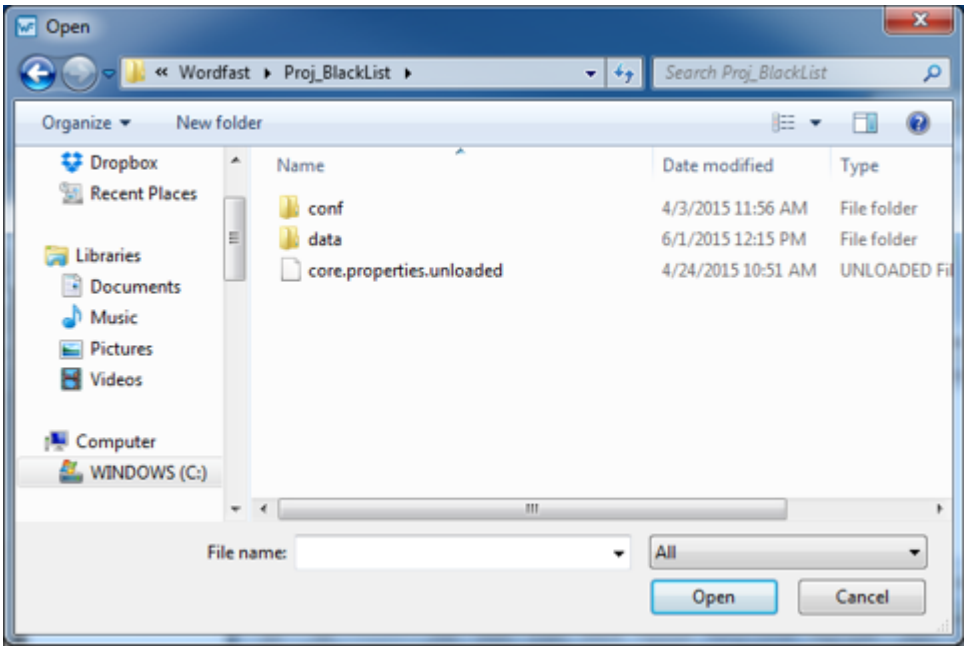
The **Open** file dialog box appears as shown.



5. Select the file to add.
6. Click **Open**.

Opening Reference Files

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select a project.
3. Click **Open Project**.
4. Click the **Reference Files** tab.

   The **File Name** and **Location** columns can be ordered by typing the first letter or two of the item to head the list then clicking ↑ or ↓ to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon .

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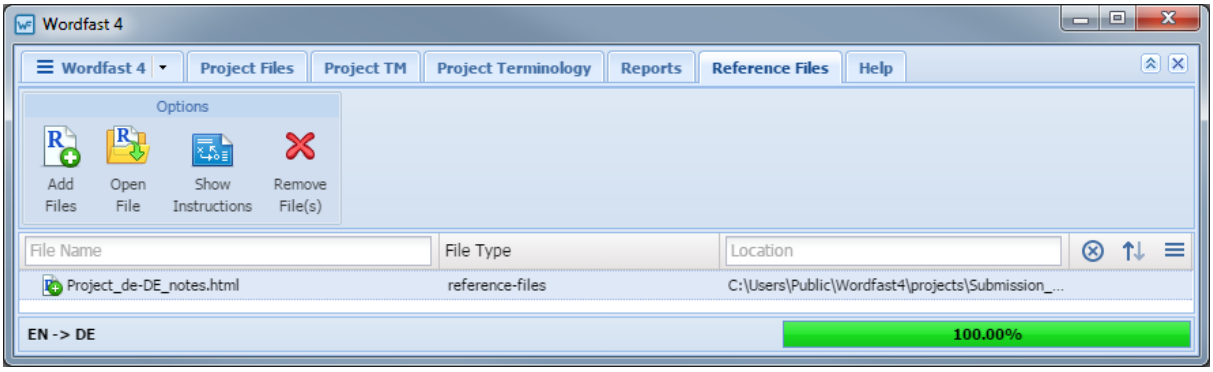
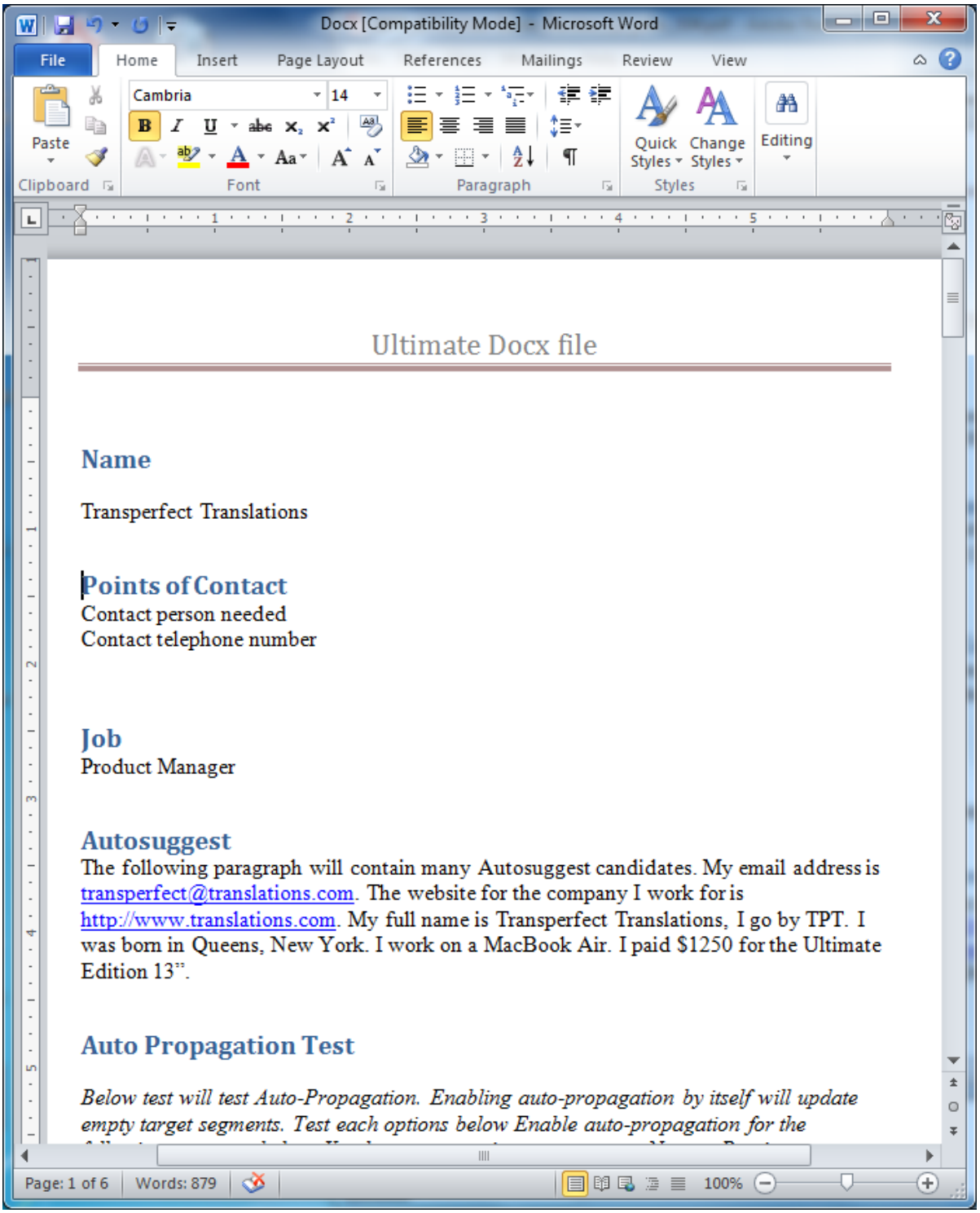


5. Select a file.
6. Click **Open File**.

The selected file opens in Microsoft Word.



Showing Instructions

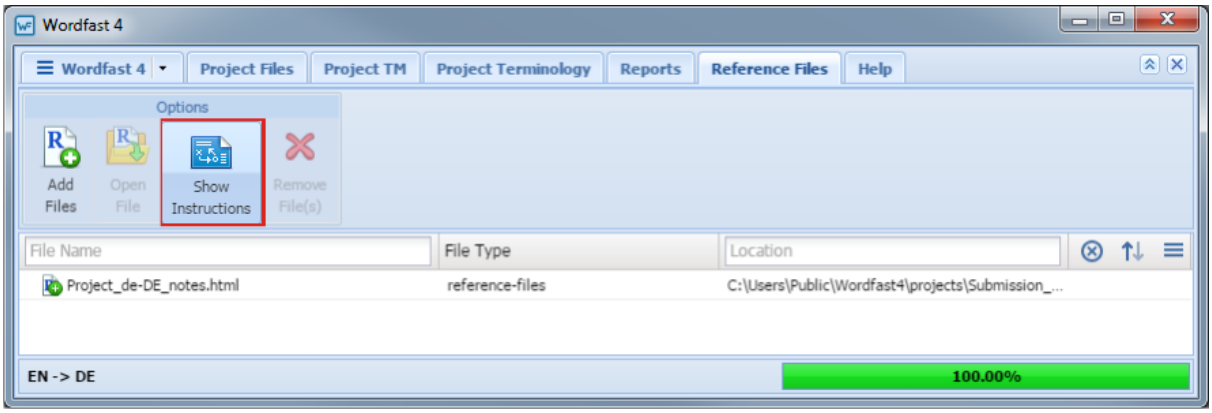
When a submission is created in **Project Director** using **Add Submission** on the **Submit** tab, specific instructions can be attached to the submission for the translator and reviewer. These instructions are then available for viewing through the **Reference Files** tab **Options** section.

To show the opened project instructions from the **Reference Files** tab:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. Click the **Reference Files** tab.

   The **Reference Files** tab appears.

   The **File Name** and **Location** columns can be ordered by typing the first letter or two of the item to head the list then clicking ↑ or ↓ to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon .



4. Click **Show Instructions**.

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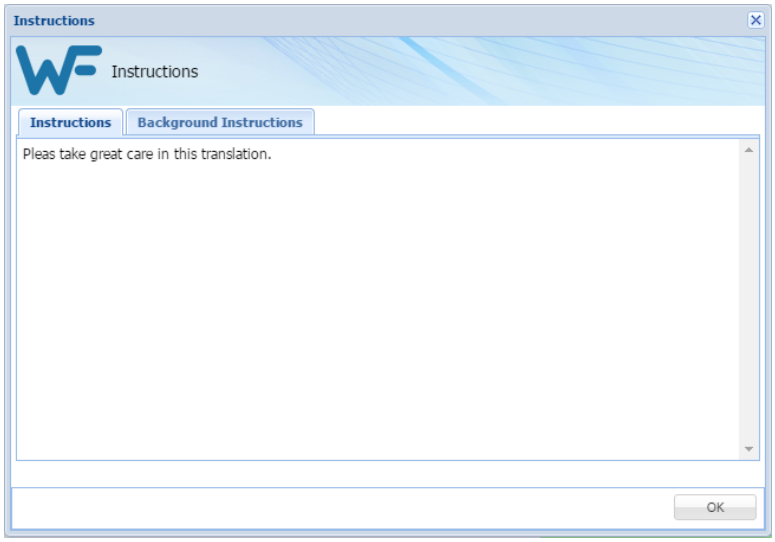
The instructions file list appears. Instructions are optional and frequently there are no instructions and **No instructions** appears.

→

Note: Instructions can only be added from within Project Director.



5. Click **OK**.

Removing Reference Files

To remove files from the opened project through the **Reference Files** tab:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. Click the **Reference Files** tab.

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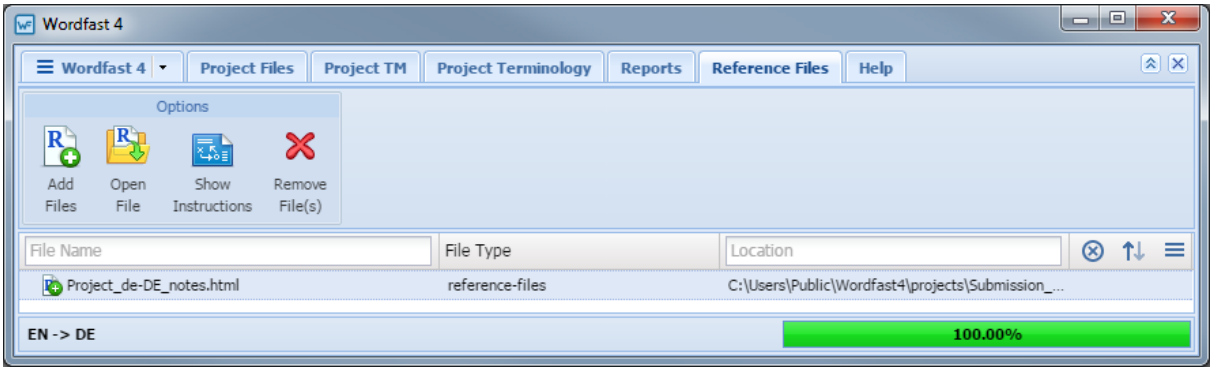
The **Project Reference Files** tab appears.

The **File Name** and **Location** columns can be ordered by typing the first letter or two of the item to head the list then clicking ↑ or ↓ to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon .



4. Select the reference file to remove.
5. Click **Remove File(s)**.

   The selected file is removed from the project and the reference file list.

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Translating Files

10

After completing the initial steps of creating a project, opening Translation Memory, and importing a glossary the project is ready for translation. The translation process includes the following tasks:

- Opening and Translating a File
- Using Glossaries
- Finding and Replacing Content
- Using Notes
- Using Transcheck
- Enabling Auto Propagation
- Leveraging Repetitive Content
- Using Translation Memory
- Working with Tags
- Using Table Filter
- Working with Segments
- Enabling Machine Translation
- Using Auto-Suggest
- Saving Files

Opening and Translating a File

Translation involves opening the file to be translated and then submitting it to translation.

- Opening and Translating Files
- Pseudo Translation

References:

- Translation Preferences
- Accented Characters
- Configuring Transcheck

Opening and Translating Files

After a given project is opened , the various files that comprise the project are accessible from the **Project Files** tab. When the project has numerous files, the files can be chained together into one contiguous file, refer to Chaining Files.

To open a file for translation from the **Project Files** tab:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.

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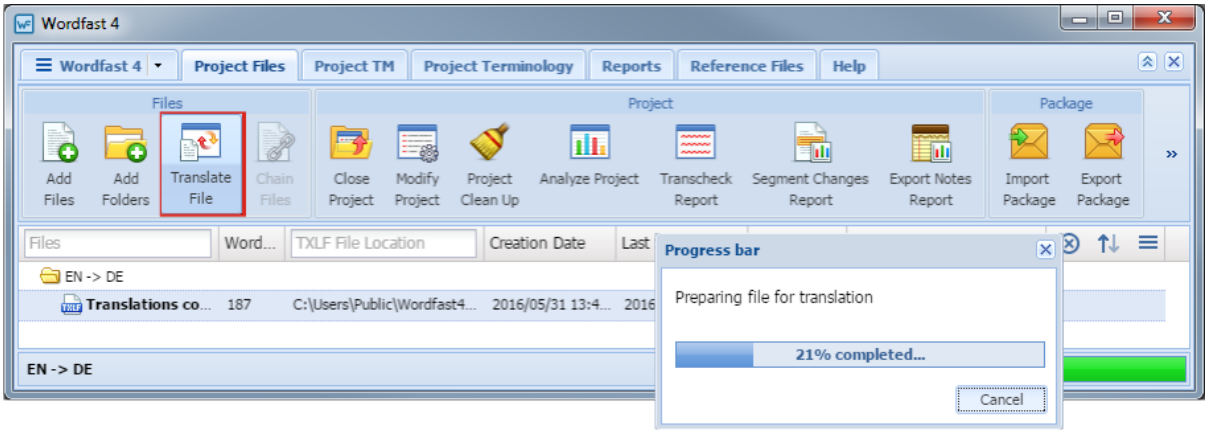
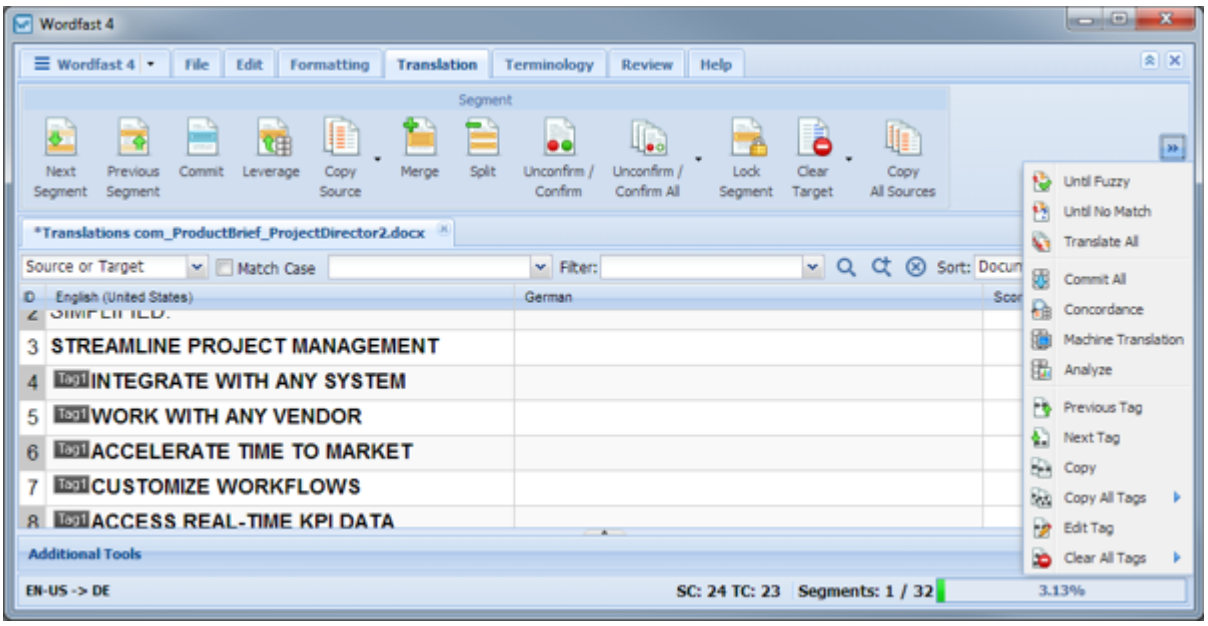


3. On the **Project Files** tab, click **Translate File**.

   The file open progress is shown and, upon completion, the **TXLF Editor** tab appears. The file content is shown in the **Source** column.



4. Select a **Target** segment.
5. Enter the translation for this segment.

   All tags in the **Source** segment should be either copied or entered manually into the **Target** segment.

6. Click **Next Segment** (or **Alt+↓**) to move down one **Target** segment.
7. To save work:

   a) Click the **File** tab.

   b) Click **Save** (or **Ctrl+S**).

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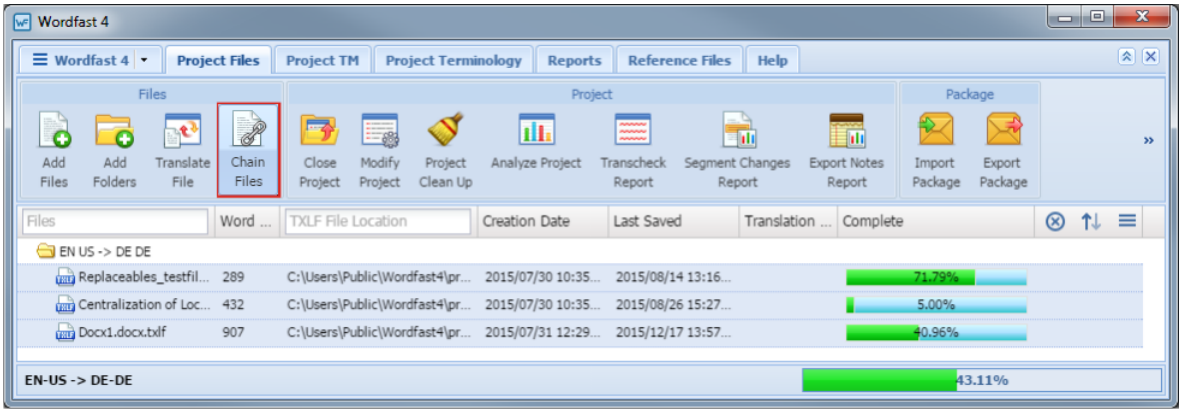
When the translation is complete, the file should be saved as described in Saving Files.

Chaining Files

Multiple files can be combined and viewed as one file using **Chain Files**. For example, if you are assigned ten files with ten segments each, these files can be chained into one large file of 100 segments and opened as one file.

To chain a group of files into one file from the **Project Files** tab:

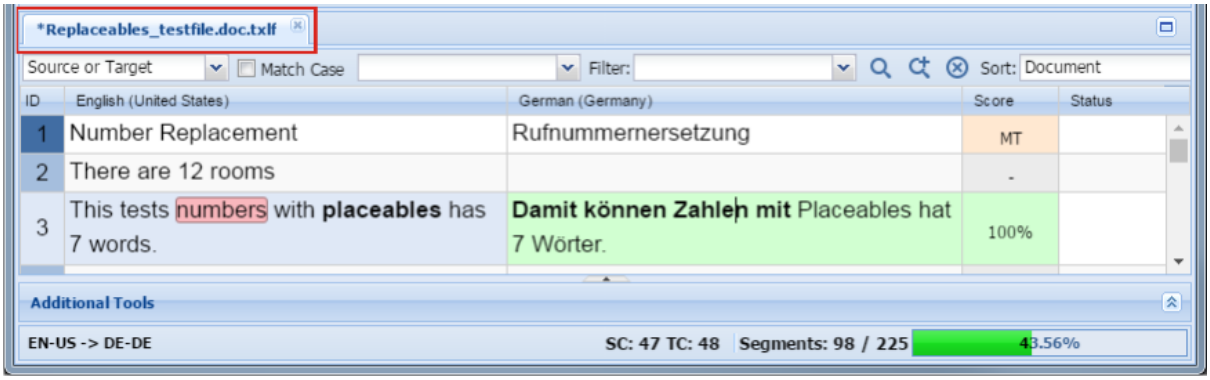


1. Select the files to be chained.
2. Click **Chain Files**.

   The chained file opens in the **TXLF Editor Translation** tab under the name "Chained Files 1" (in this example). In the **Source Section**, the segments are numbered as they were in the source file. The source ID for each segment from a given file is sequentially numbered and the ID is given a unique background color. Subsequent file segments are numbered in the same manner with a unique background color.

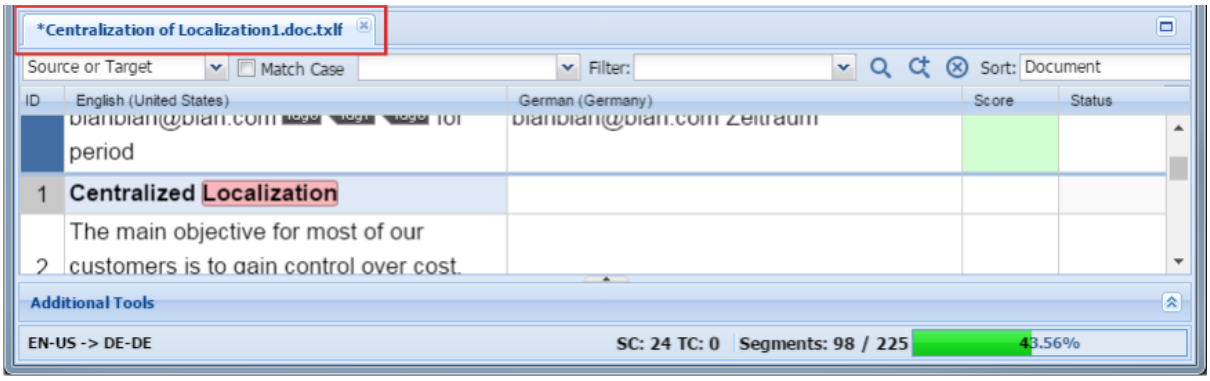
3. Click in segment three (3).

Notice the file name changes to the name of the first file in the chain.



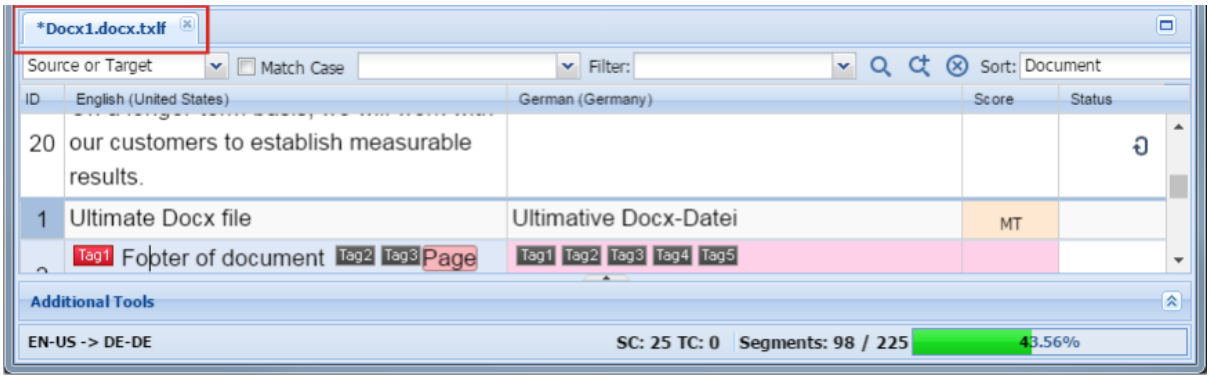
4. Scan down the segments until segment ID-1 appears again and the ID background color changes.
5. Click in segment one (1).

   Notice the file name changes to the name of the second file in the chain.



6. Scan down the segments until segment ID-1 appears again and the ID background color changes again.
7. Click in segment one (1).

   Notice the file name changes to the name of the third (last) file in the chain.



8. Save the chained file.

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When the chained file is saved, the segments are restored to their original files and the chained format is not retained.

Note:

Multiple of sets of chained files can be opened as well.

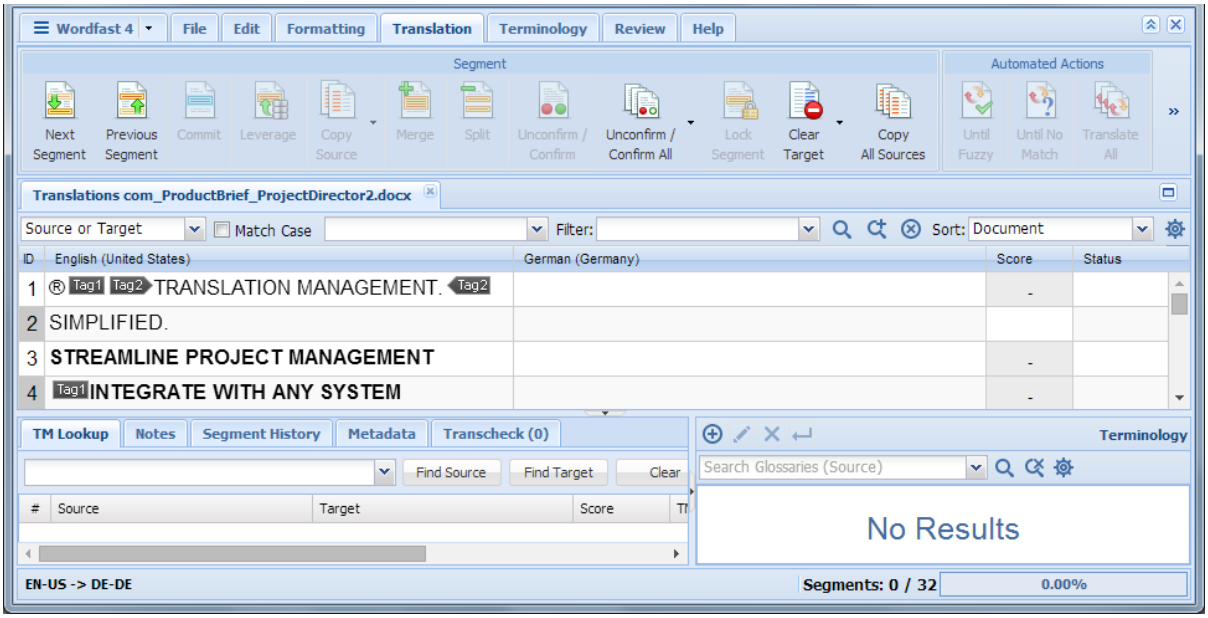
Chaining files is only for the editor view and they cannot saved as TXLF export documents.

The Jump To A Segment (**Ctrl+G**) and Last Modified Segment (**Shift+F5**) shortcuts are disabled on chained files.

Translate All

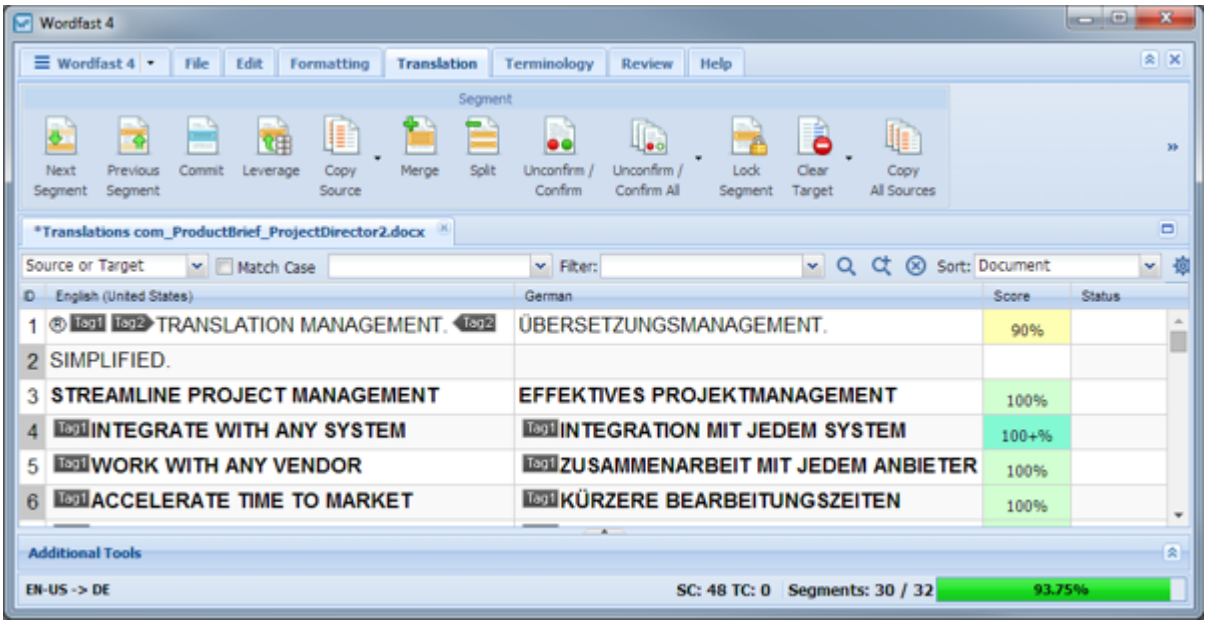
To translate a project file from the **Translation** tab using **Translate All**:

1. Click in the first source segment.



2. Click **Translate All**.

The translation proceeds and upon completion the screen is refreshed with the results.



Using Translation Memory

Translation memory (TM) is designed to provide maximum content re-use and facilitate collaboration between globally distributed localization resources. The following is a list of those tasks and associated procedures:

- Leveraging Translation Memory
- Using TM Lookup

Leveraging Translation Memory

Translation Memory (TM) is a collection of previously approved translations, used to increase consistency and speed up translation. When one or more translation memory files is active, suggestions from the TM appear as a translation is entered into the target segment or when the **Leverage** tool is used.

The **Leverage** tool differs from the automatic leveraging that takes place during translation in that it provides an instant TM leverage of the selected segment using the most current TM available with a number of leverage options.

To leverage Translation Memory from the **Translation** tab:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. Select the file to translate.

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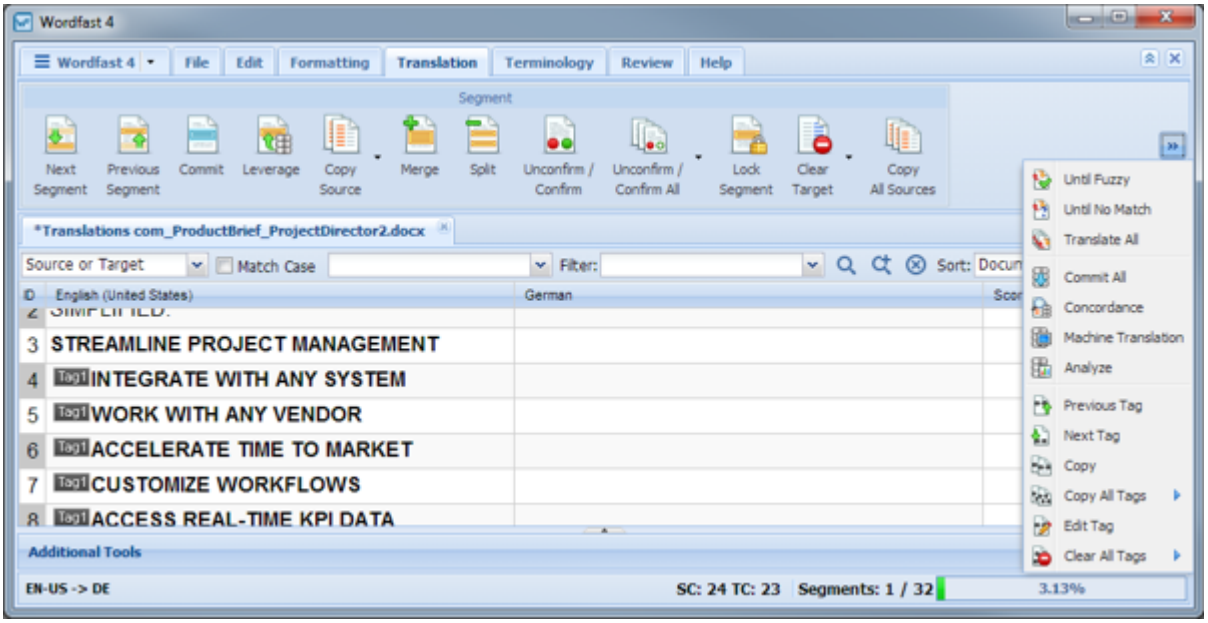
4. Click **Translate File**.

   The file is leveraged against the TM assets and the results are presented under the **Translation** tab in the **Target Segment** column.



5. Select the segment to leverage against the most current TM when **Leverage** is clicked.
6. In the **Segment** or **Automated** section of the **Tools** ribbon on the **Translation** tab, click one of the following:

   - **Leverage** (or press **Alt+–**) to retrieve suggestions from the active TM for the selected source segment
   - **Until Fuzzy** (or press **Ctrl+Alt+F**) to retrieve suggestions from the active TM until the next Fuzzy match
   - **Until No Match** (or press **Ctrl+Shift+PgDn**) to retrieve suggestions that from the active TM for the all source segments until no exact match is found

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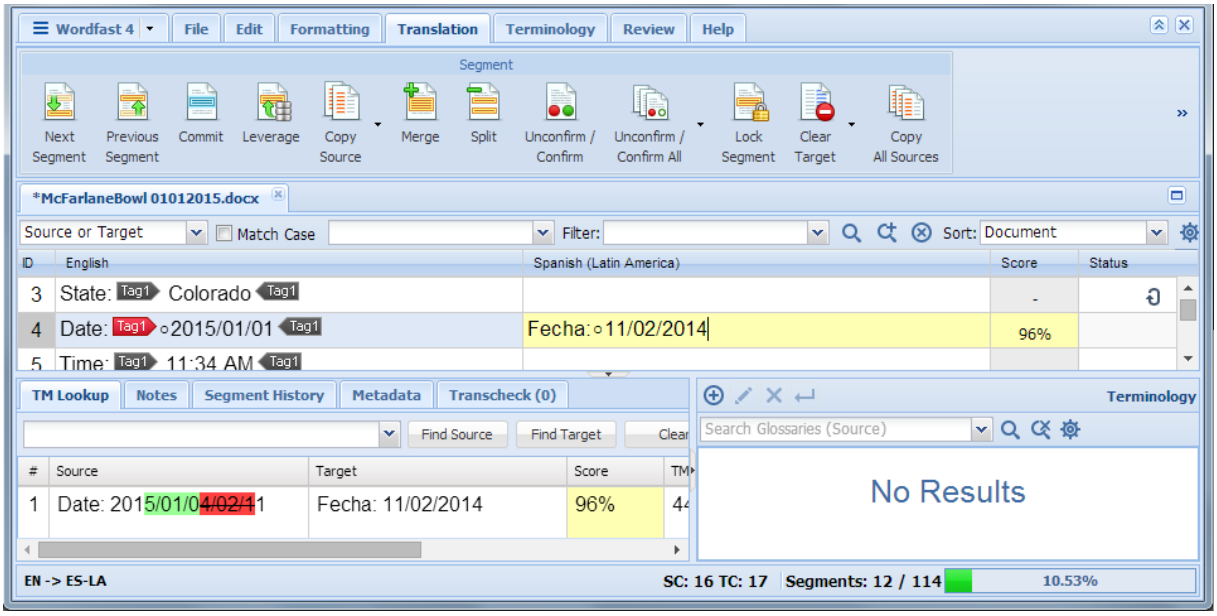
The leveraged content from the TM appears if a match is found. When MT is enabled, the MT match is populated.



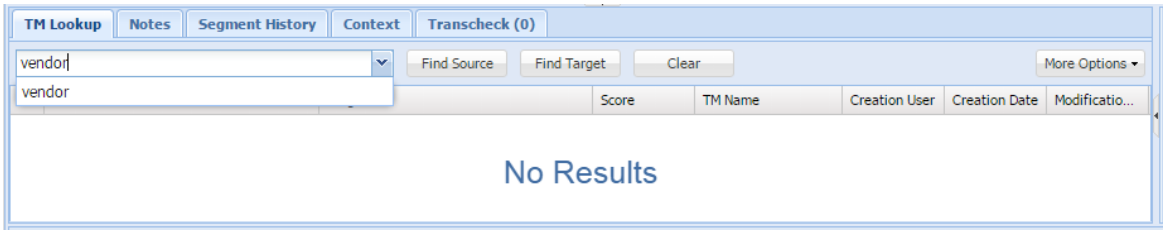
Using TM Lookup

The Translation Memory lookup is used to view TM leverage results and concordance search results. This search looks for specific source segment text in the translation memory. The results show source and target segments.

Translation Memory leverage search occurs automatically, as a user navigates through the segments, to provide the users with the best possible full segment matches from the TM. It is also the only search that uses scoring to decide which match is the best.

To perform concordance search from the **Translation** tab:

1. Enter a word or phrase in the **TM Lookup** text box as shown in the following example.



Using the string "*vendor*" searches segments ignoring case and includes matches containing any of the specified words.

2. Click **Find Source** or **Find Target**.

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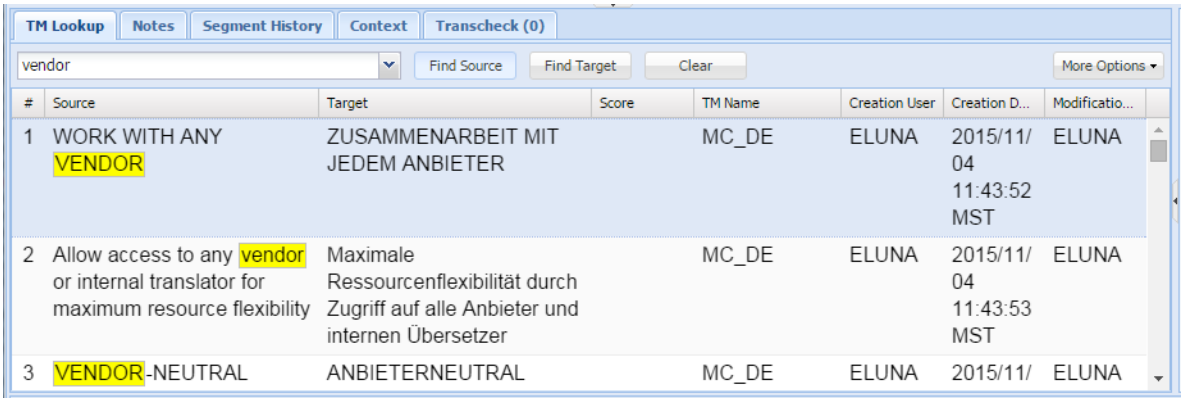
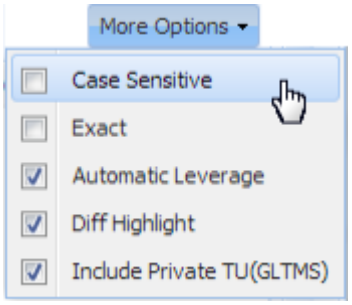
Without using a case sensitive search there are numerous hits.



3. To further refine the search, using the string *VENDOR*, select **Case Sensitive** under **More Options**.

More Options drop-down. →



Option	Description
Case Sensitive	Filter by case.
Exact	Filter for only those terms that appear in the same order.
Automatic Leverage	Filter for TUs that are matched in the TM.
Diff Highlight	Highlight the difference between source and TM source as well as differences between target and TM target.
Include Private TU (GLTMS)	Include private Translation Units in the search for remote GLTMS TMs.

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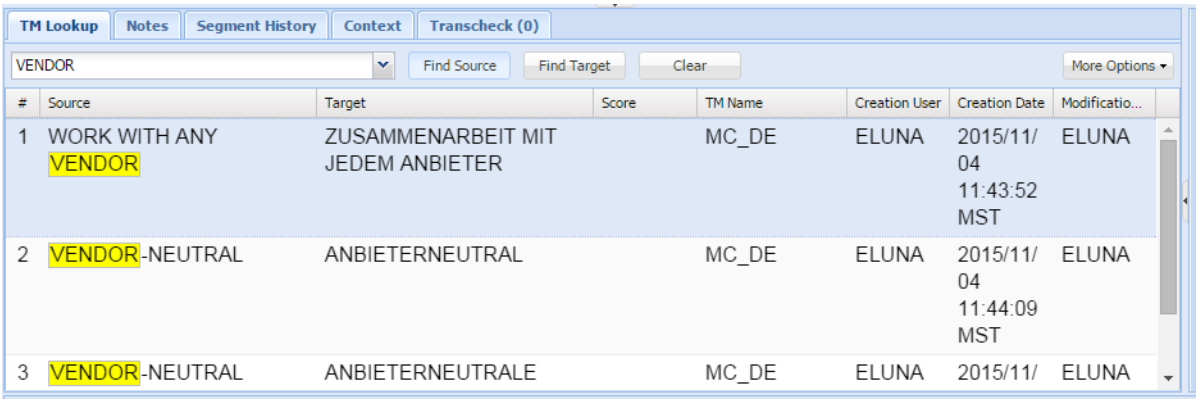
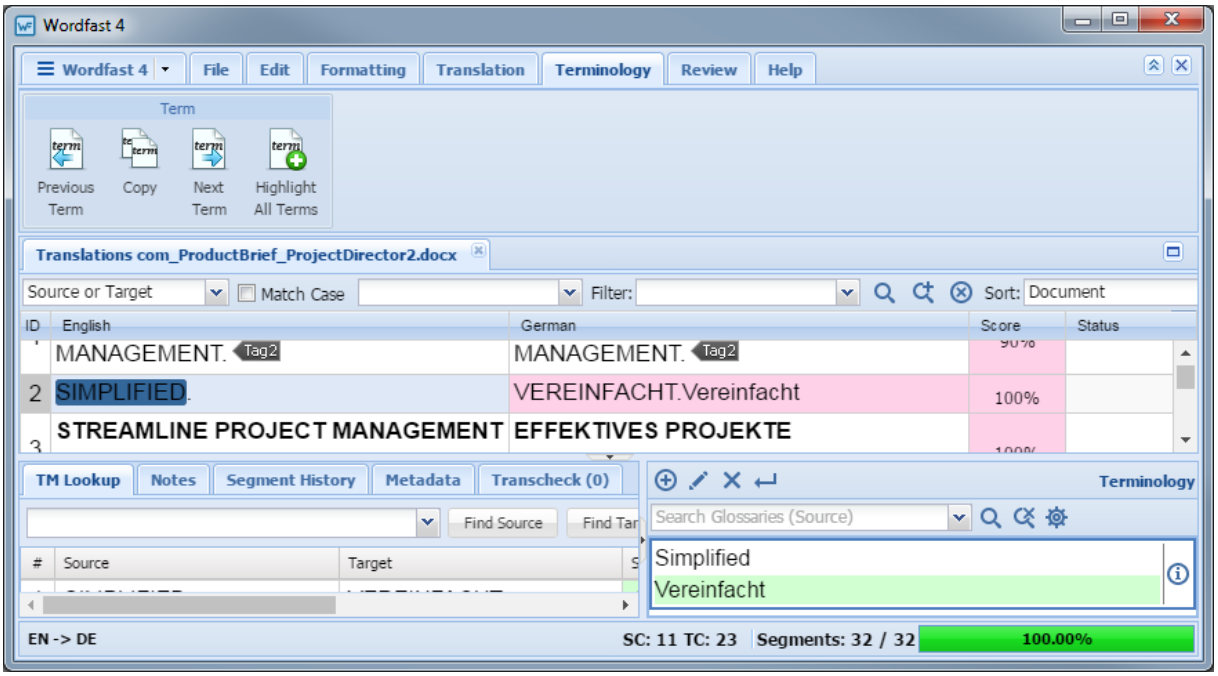
Rerunning the search with **Case Sensitive** selected returns only one hit as shown in the following example.



Using Glossaries

Glossaries are lists of source terms and their preferred translations. To set up a glossary refer to Working With Terminology.

When a segment, under the **Terminology** tab, is selected all terms within that segment that are in the glossary are highlighted and shown with their translation word in the **Terminology** pane. Using the **Next Term** and **Previous Term** buttons moves the focus through all terms within that segment that are found in the glossary.



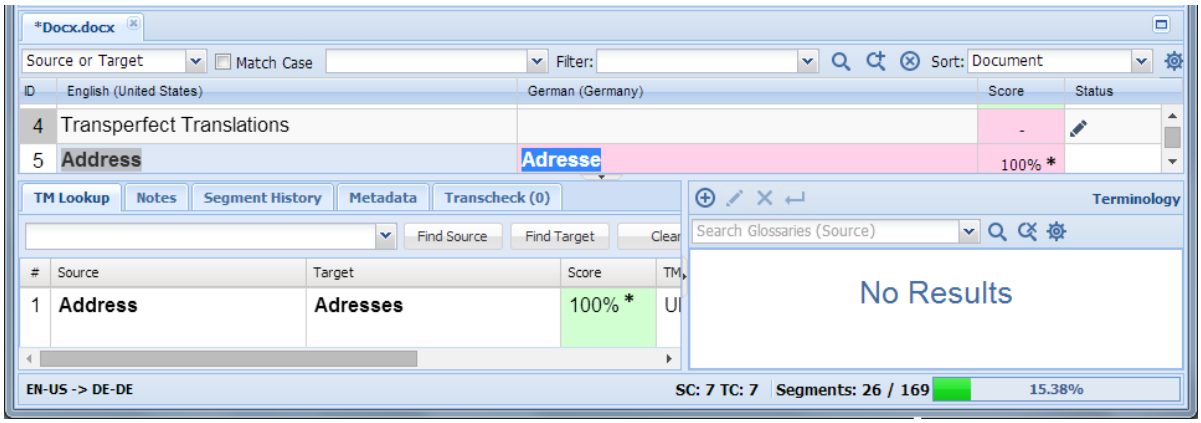
Editing the glossary from the **Terminology** pane:

- **Add a term** to the glossary, refer to Adding Glossary Terms
- **Edit a term** in the glossary, refer to Editing Glossary Terms
- **Remove a term** from the glossary, refer to Removing Glossary Terms
- **Insert a term** into the the target segment, refer to Inserting Glossary Terms

Adding Glossary Terms

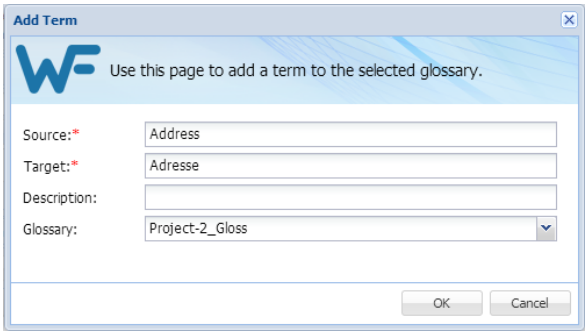
Adding terms to a glossary from the **Terminology** tab:

1. Do one of the following:
   - Select a word in the source segment and the translation in the target segment



   - Click the Add Icon, in the **Terminology** pane.

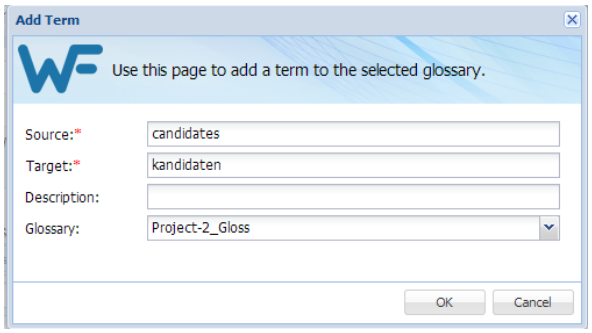
   The **Add Term** dialog box appears. →



   - Or, select a term in the source segment

- Click the Add Icon, in the **Terminology** pane.

  The **Add Term** dialog box appears. →
- Enter the translation for the term in the **Target** field



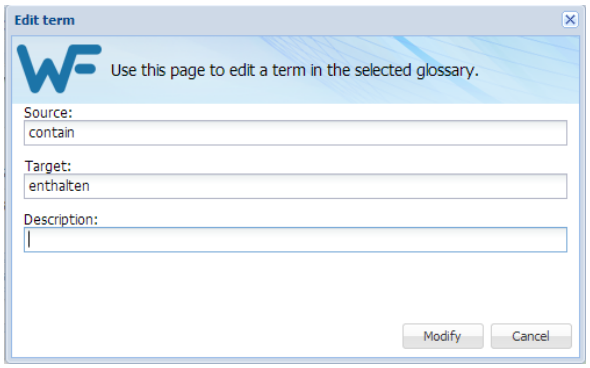
2. Click **OK**.

Editing Glossary Terms

Editing terms in a glossary from the **Terminology** tab:

1. Select the term to edit.
2. Click the Edit Icon, , in the **Terminology** pane.

The **Edit Term** dialog box appears. →



3. Make the editorial changes.
4. Click **Modify**.

Removing Glossary Terms

Deleting terms in a glossary from the **Terminology** tab:

1. Select the term to delete.
2. Click the Remove Icon, , in the **Terminology** pane.

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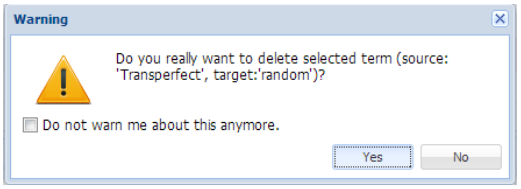
A Remove confirmation pop-up appears. →



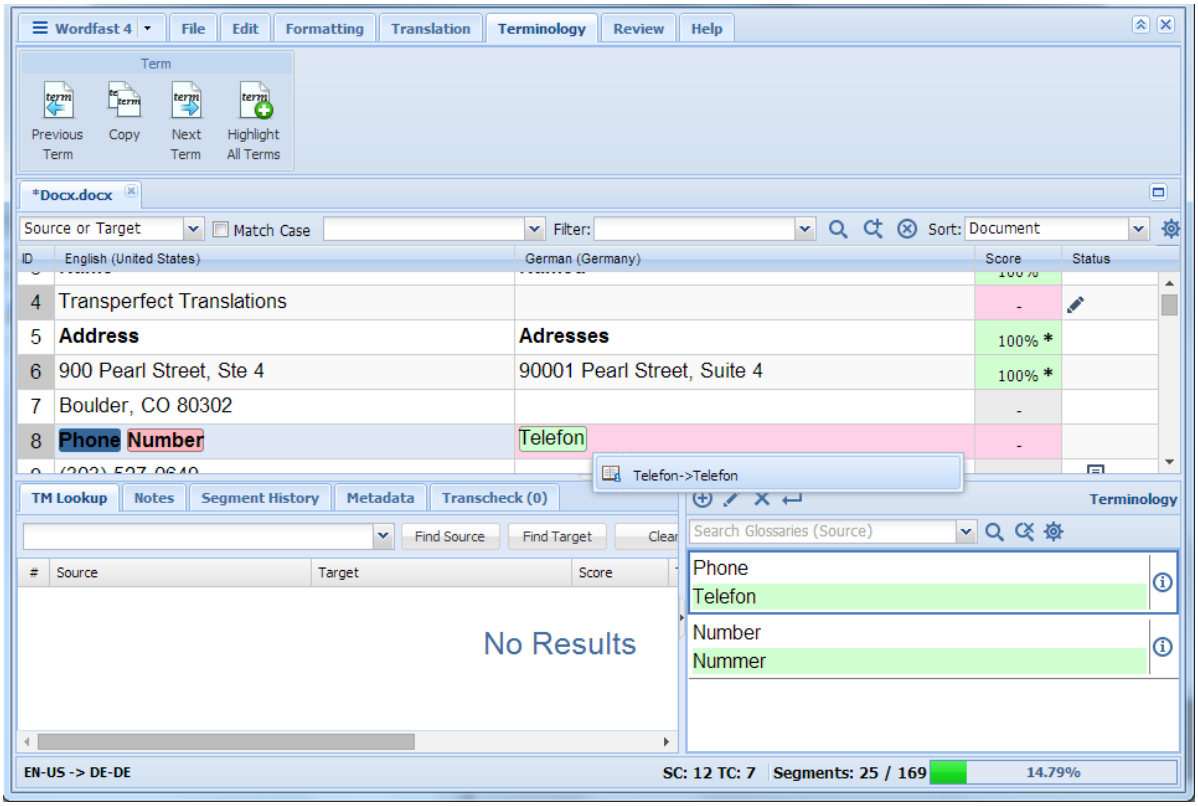
3. Click **Yes**.

Inserting Glossary Terms

Inserting a term into the current target from the **Terminology** tab:

1. Click in the target segment where the insertion is to take place.
2. Click the Insert Icon, in the **Terminology** pane.

   The selected term is inserted into the target segment at the selected point.



Working with Tags

A tag is inline text that is wrapped in a special character pair and is not translatable; for example, HTML code tags 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 an attempt is made to save a target segment with missing tags, a warning message appears.

Below is a list of the tag related tasks:

- Viewing Tags
- Copying Tags
- Clearing All Tags
- Deleting Tags
- Editing Tags

Viewing Tags

To view tags from the **Translation** tab:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. Select a file for translation.
4. Click **Translate File**.
5. Click the **Translation** tab.

   The file appears under the **Translation** tab. If tags exist in the source segment, they appear in purple if they are formatting tags and gray for non-formatting tags. The first tag in a selected segment appears in red.

   The tags in the source segment are highlighted. For example, the numeral one in highlighted in red to indicate selected (1) is a tag and should be copied into the target segment.
6. Mouse over a tag to view the tool-tip information as shown in the following example.

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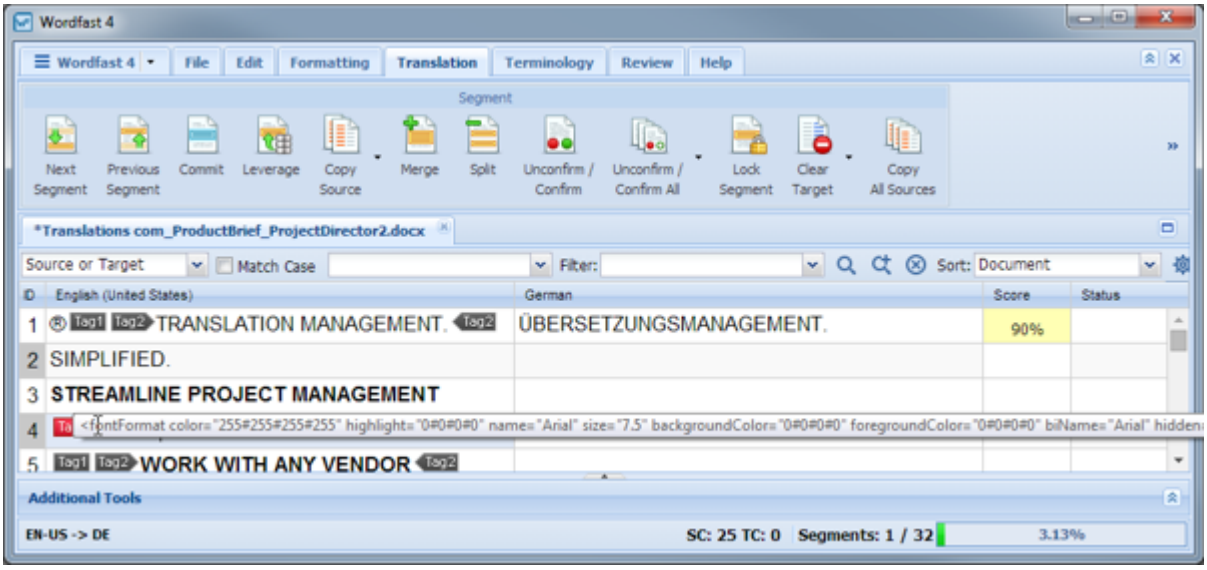
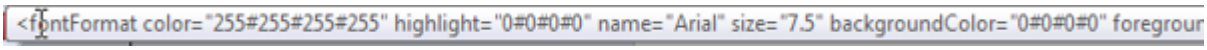


The text as it appears in the tag is shown in the following tool-tip snippet.



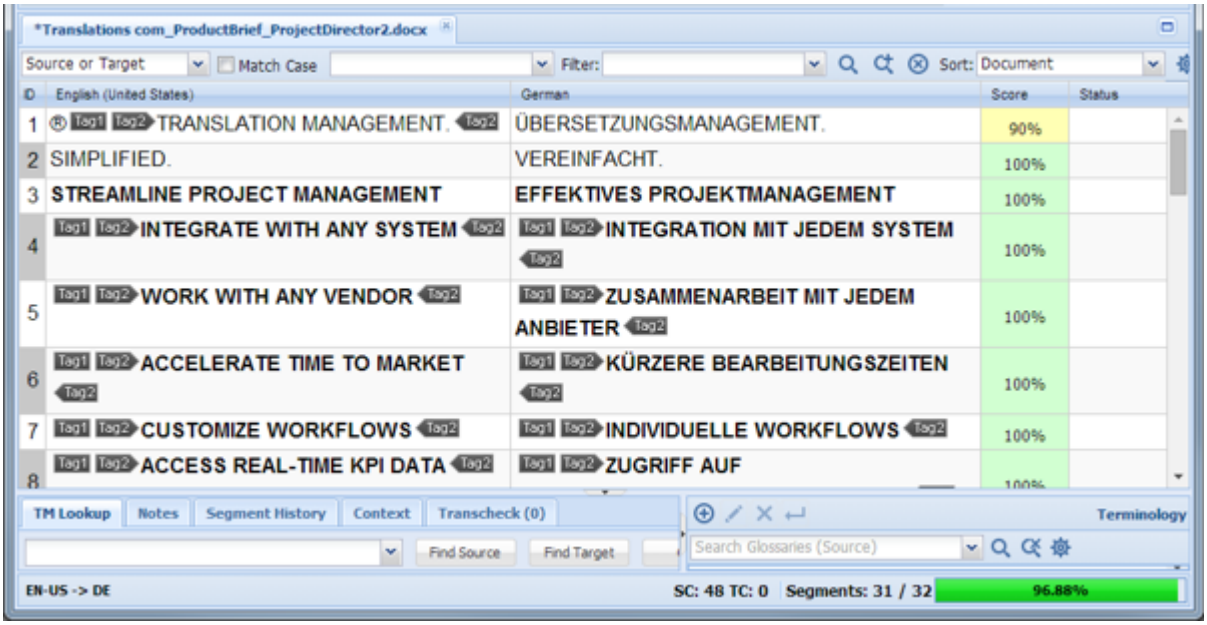
Note:

Tags should not be edited or deleted. Refer to Configuring Tags for more information on tag preferences such as mode, representation, and font size.

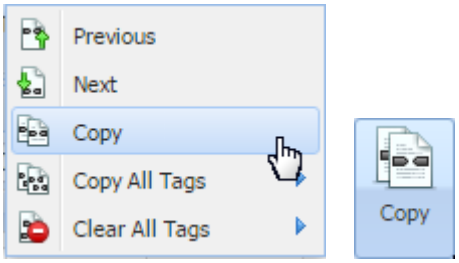
Copying Tags

Tags can be selected and copied individually (**Copy**).

1. Click **Translate File** on the **Project Files** tab.



2. To copy tags from the **Translation** tab, select the tag to be copied.
3. Drag the selected tag into the target segment or click **Copy** (**Ctrl+Alt+**↓).



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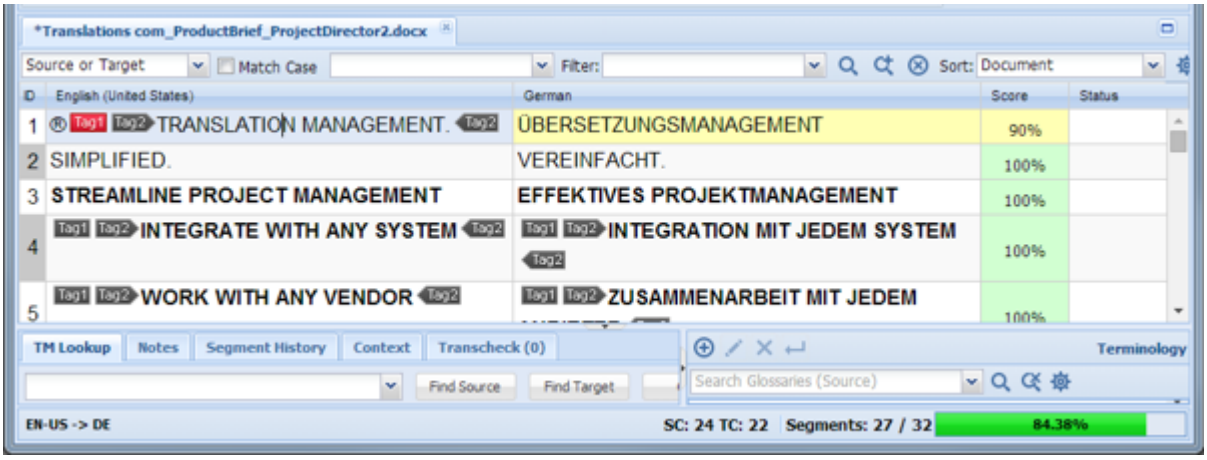
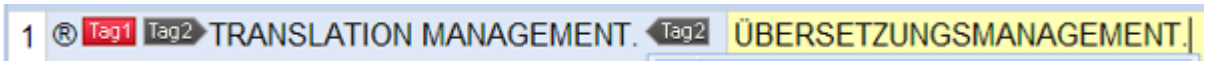
The source and target segments are highlighted. Once the tag is copied, the next tag is automatically selected.

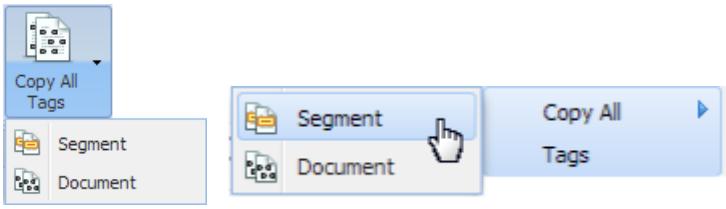


The tag is highlighted in red and selected as shown in the following example.



4. Click **Copy All Tags** in the **Tags section** of the **Translation** tab to expand the drop-down menu.

   The **Copy All Tags** menu appears as one of the two shown.



   a) Select one:

      - **Segment** to copy only the tags for the selected segment to the target
      - **Document** to copy all tags for the entire document

   b) Enter the translation between the copied tags, if necessary.

      Copied tags appear at the location of the cursor. They must be reordered to appear correctly.

   c) Drag and drop the translated text, or cut and paste the translation between the tags.

Editing Tags

To edit tags from the **Translation** tab:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.

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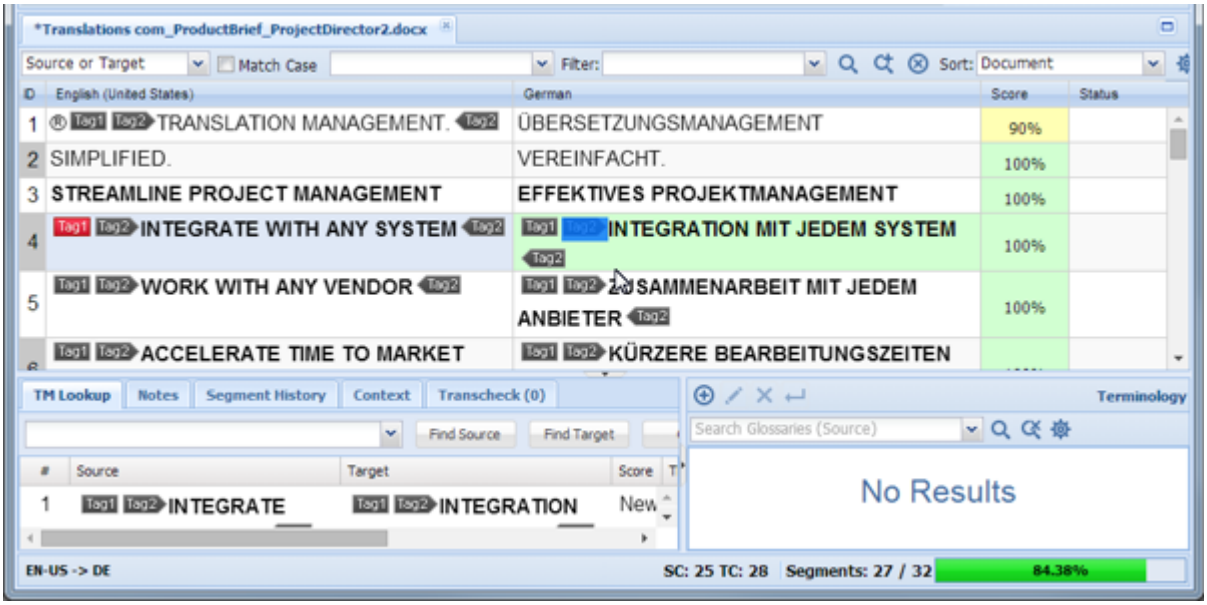
3. Select a file for translation.
4. Click **Translate File**.

   The file appears under the **Translation** tab.
5. Select a segment to edit.

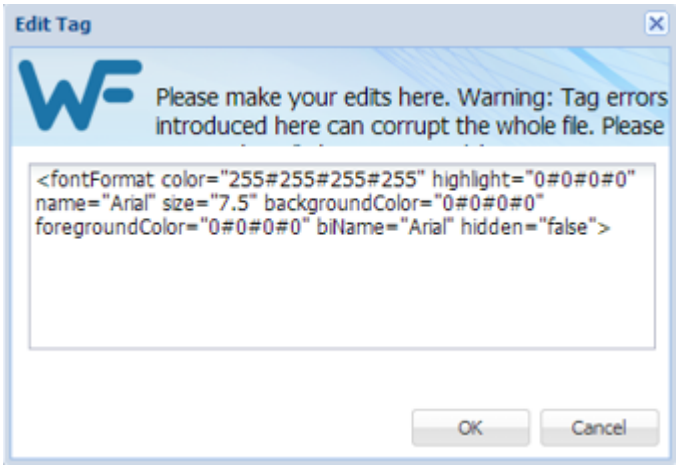
   If tags exist in the source segment they are shown.
6. Highlight the tag to be edited in the target segment as shown in the following example.



7. To open the **Edit Tag** dialog box, right-click on the tag and select **Edit Tag** from the drop-down menu.

Reference: [Translation Edit Drop-down Menu]

The **Edit Tag** dialog box appears. →



Note:

Tags in the source segment should not be edited.

Ensure that all tag edits are valid, otherwise the TXLF file could become corrupt.

8. Make the tag modifications.
9. Click **OK**.

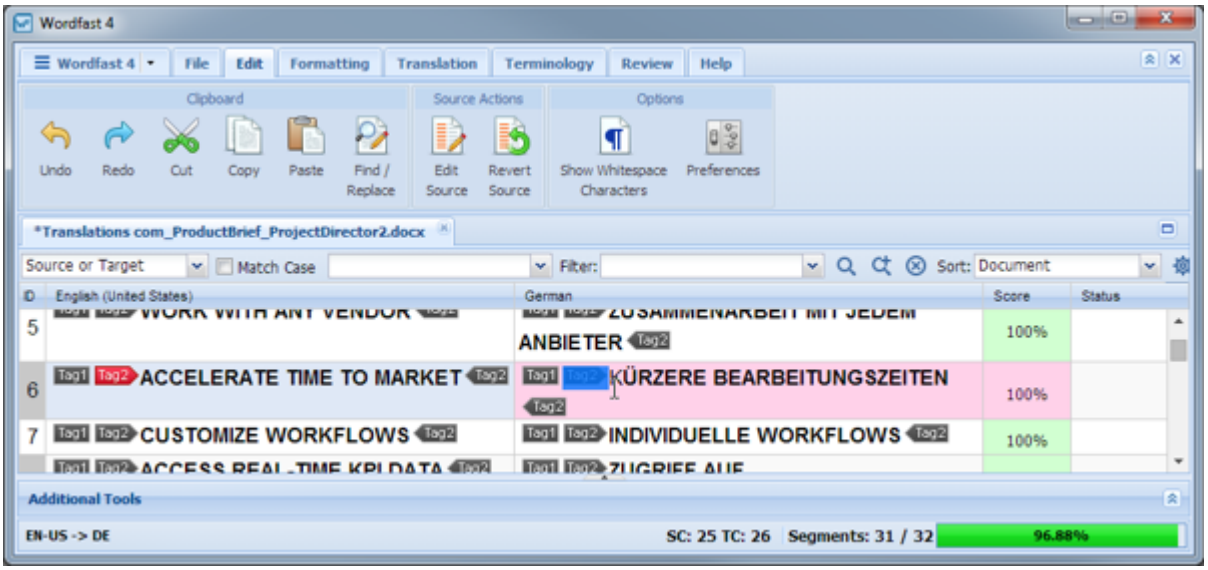
Deleting Tags

The tag can be deleted only in the target segment.

To delete tags:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open a project.
3. Select a file.
4. Click **Translate File**.
5. Click the **Edit tab.**

   The file content appears in the **Translation** workspace. If tags exist in the source segment, they appear in purple if they are paired tags and gray for non-paired tags. The first tag in a selected segment appears in red.



6. In the target segment of the **Translation** dialog box, select the tag for deletion.
7. Select the tag to delete with a cursor scan.

8. Delete the tag by doing one of the following:

   - Press **Delete**
   - Click **Cut** on the Options ribbon
   - Press **Ctrl+X**
   - Press **Backspace**

   Reference: Translation Edit Drop-down Menu

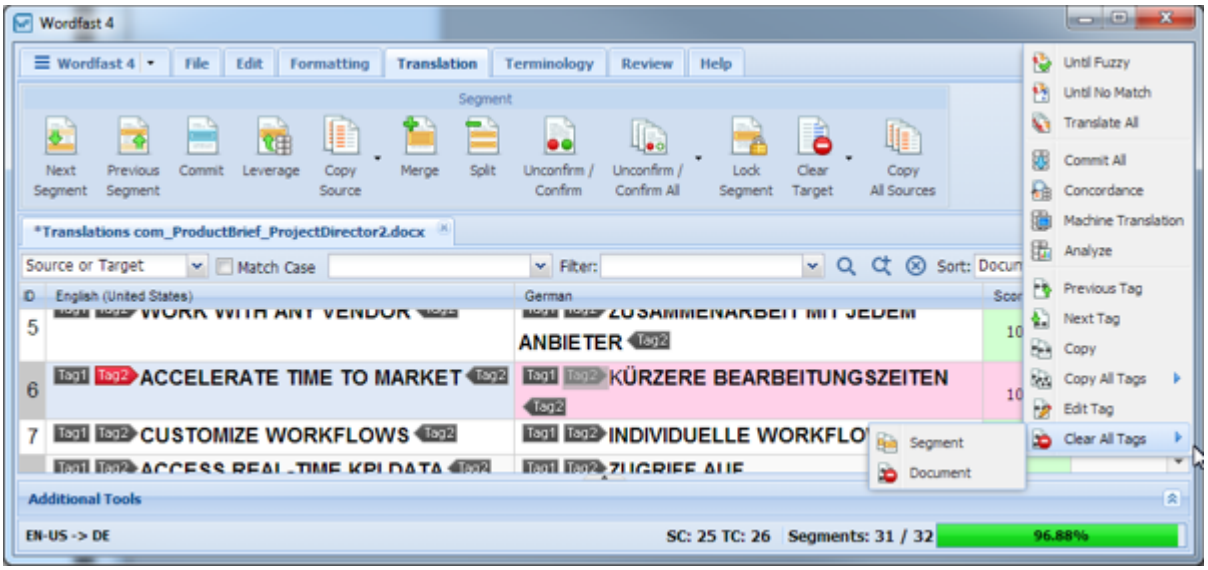
   The **Undo** option is available on the Options ribbon.

Clearing All Tags

Tags can be cleared only from a target and either the current segment or from the entire document.

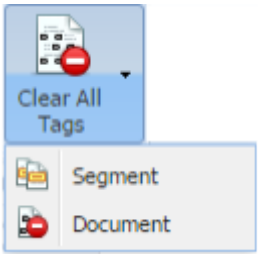
To clear all tags from the current target segment through the **Translation** tab:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. Select a file.
4. Click **Translate File**.
5. Click the **Translation** tab.
6. Place the cursor within the target segment.

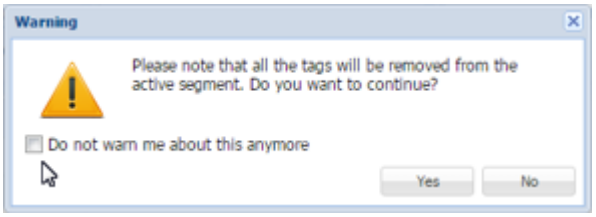


7. Click **Clear All Tags**.
8. Select one of the following:

- **Segment** from the drop-down menu to clear all tags from the segment
- **Document** from the drop-down menu to clear all tags from the document



A warning pop-up appears. →



9. Click **Yes** to complete the removal.

Finding and Replacing Content

Text in translated content can be searched for and replaced using the **Find / Replace** option.

To find and replace text in a file from the **Translation** tab:

1. Go to the **Projects** list tab (refer to Opening Projects).
2. Select and open the project.
3. Click the **Edit** tab.

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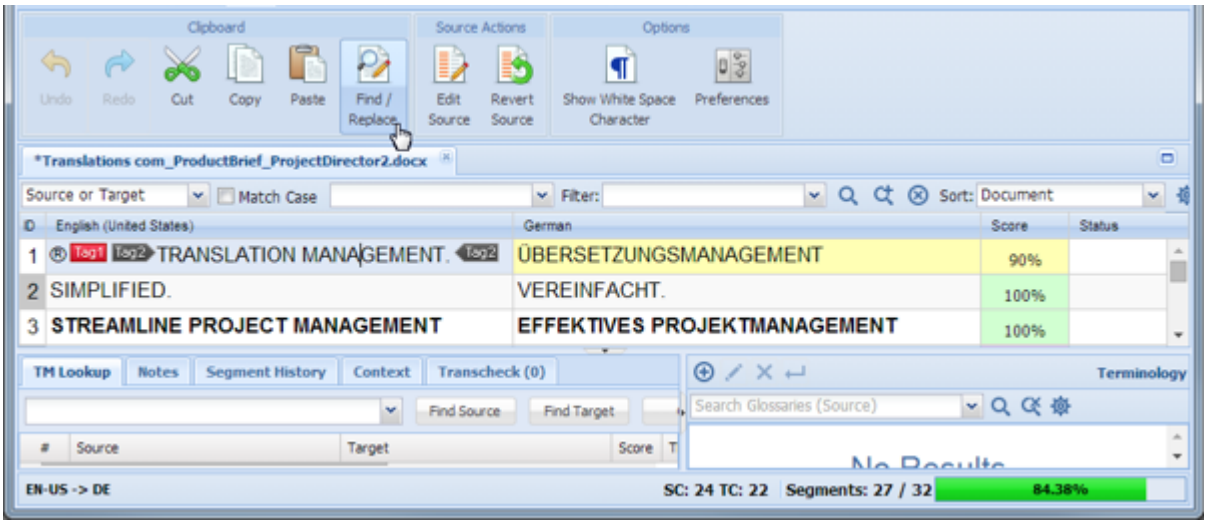
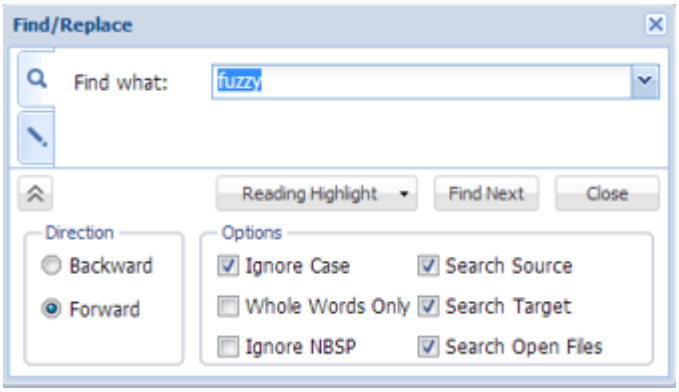
The **Edit** tab appears.



4. Do one of the following:

   - Click **Find/Replace**
   - Press **Ctrl+F**

   The **Find/Replace** dialog box appears. →



5. Under the **Find** tab, enter the search text in the **Find What:** field.

Note:

Search arguments can include non-breaking spaces.

6. Click **Find Next** repeatedly to move through all occurrences of the term.
7. Select **Reading Highlight** to toggle the highlighted term in the submission.

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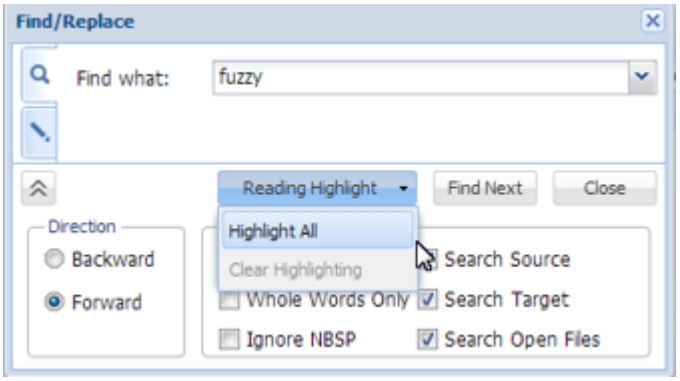
Find/Replace dialog box. →

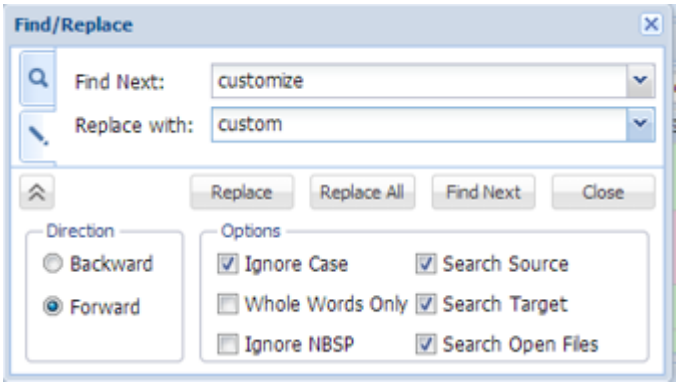


Replace Tab Option:

8. Select the **Replace** tab to replace terms.
9. Enter the find text and replacement text.
10. Click one of the following:

- **Replace**, to replace the found content only
- **Replace All**, to replace the found content and all other instances of that content
- **Find Next**, to move to the next instance of the term

Replacing text in **Find/ Replace** dialog box. →



More Options:

Option	Description
Backward	Search from cursor location to file beginning.
Forward	Search from cursor location to file end.
Ignore Case	Search for all instances of a word or phrase ignoring case.
Whole Words Only	Search for all instances of only whole word matches.

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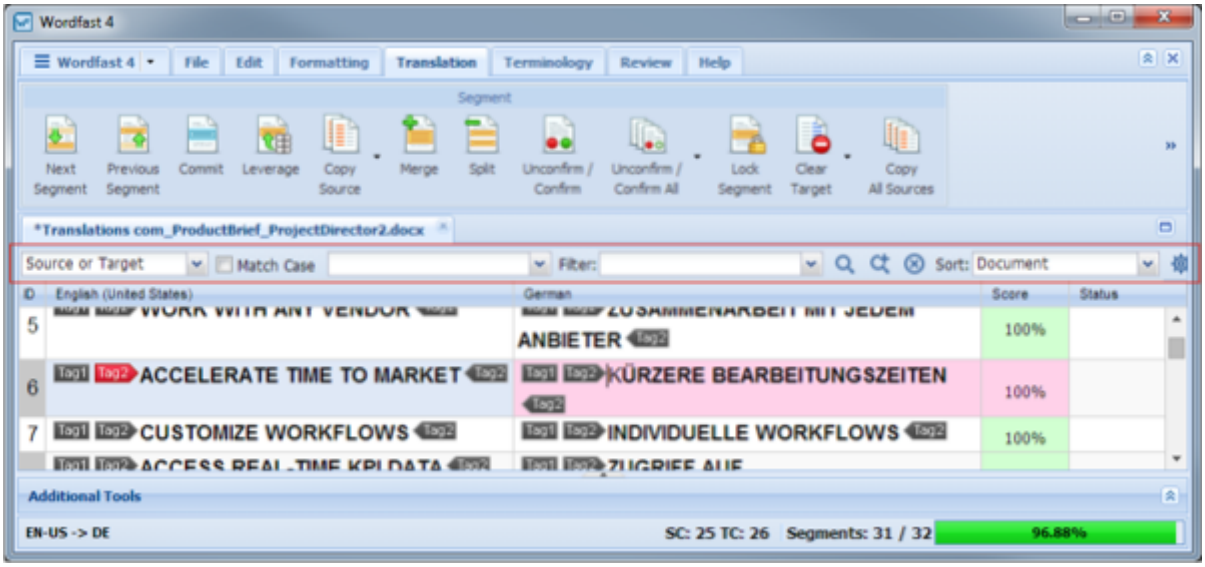
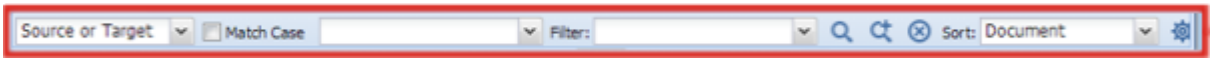
Option	Description
Ignore Non-breaking Space	Search for all instances of a word or phrase including non-breaking spaces.
Search Source	Search for all instances of a word or phrase in the source only.
Search Target	Search for all instances of a word or phrase in the target only.
Search Through Open Files	Search for all instances of a word or phrase in all open files.

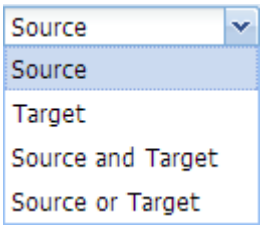
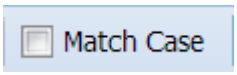
Using Table Filter

The **Table Filter** option provides the means to search for specific text using a number of filter criteria. The **Translation** tab is shown with the search bar bordered in red.





An explanation of the Table Filter toolbar (shown above) is presented in the following table.

Item	Description
	The Source/Target filter menu options are: • **Source** restricts the search to the source language segments. • **Target** restricts the search to the target language segments. • **Source and Target** directs the search to both source and target. • **Source or Target** directs the search to either source or target (default).
	Directs search to be case-sensitive.
Drop-down list field	Specify the text that is the object of this search.

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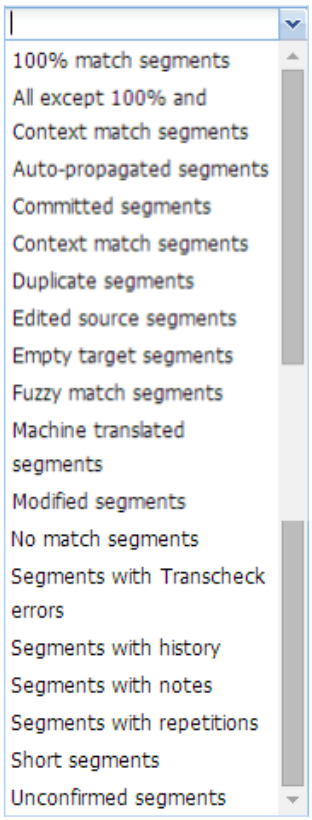
Item	Description
	Drop-down list of all available search filter criteria: • **100% match segments–** segments matching completely in TM • **All except 100% and In Context match segments–** segments with partial TM match, no match, or modified segments • **Auto-propagated segments–** all auto-propagated matches • **Committed segments–** segments with translated content committed to the TM • **Context match segments–** all segments matching context • **Duplicate segments–** segments being duplicated in the file • **Edited source segments–** source segments that have changed • **Empty target segments–** segments without a translated target • **Fuzzy match segments–** segments with partial TM match • **Machine translated segments–** segments translated by machine—**Note:** requires Machine Translation be enabled in the project. • **Modified segments–** segments modified through auto-propagation • **No match segments–** segments with no match in the TM • **Segments with transcheck errors–** segments with non-linguistic errors or repeated words • **Segments with history–** segments with a change list • **Segments with notes–** segments containing comments • **Segments with repetitions–** segments with repeated text strings • **Short segments–** segments of fewer than {#} words, paragraphs or other blocks • **Unconfirmed segments–** segments marked unconfirmed
	Apply the selected filter.
	Accumulate a filter selection filters to apply in order of selection
	Clear all fields in Table Filter tool bar

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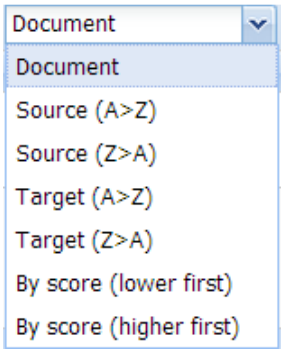
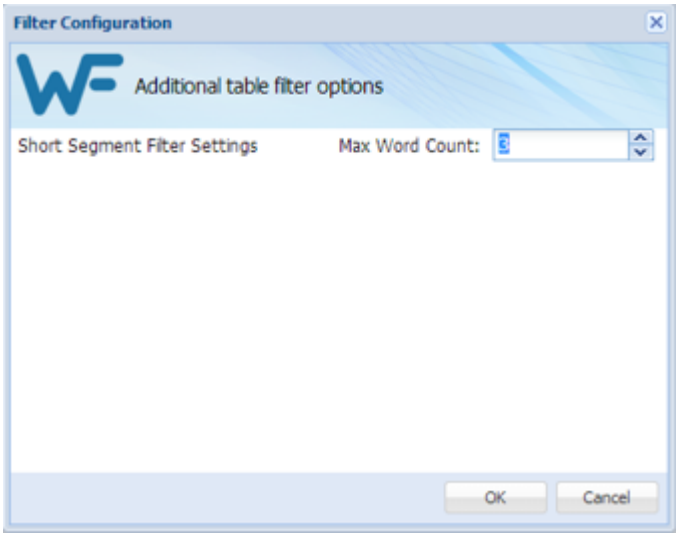
Item	Description
	Sort the filtered results by selected criteria where **Document** is selected by **Default**
	Configure options for the Table Filter using the dialog box (shown in the following graphic*) to enter a maximum word count

***** The **Table Filter** pop-up dialog box. →



Using Notes

While translating or reviewing translated content, notes specific to each segment can be added as described here.

Wordfast Pro opens in the **Projects** tab. Double-clicking a project opens the **Project Files** tab. For additional information refer to Opening Projects.

A project's notes are accessible through the **Review** tab after a project file is opened.

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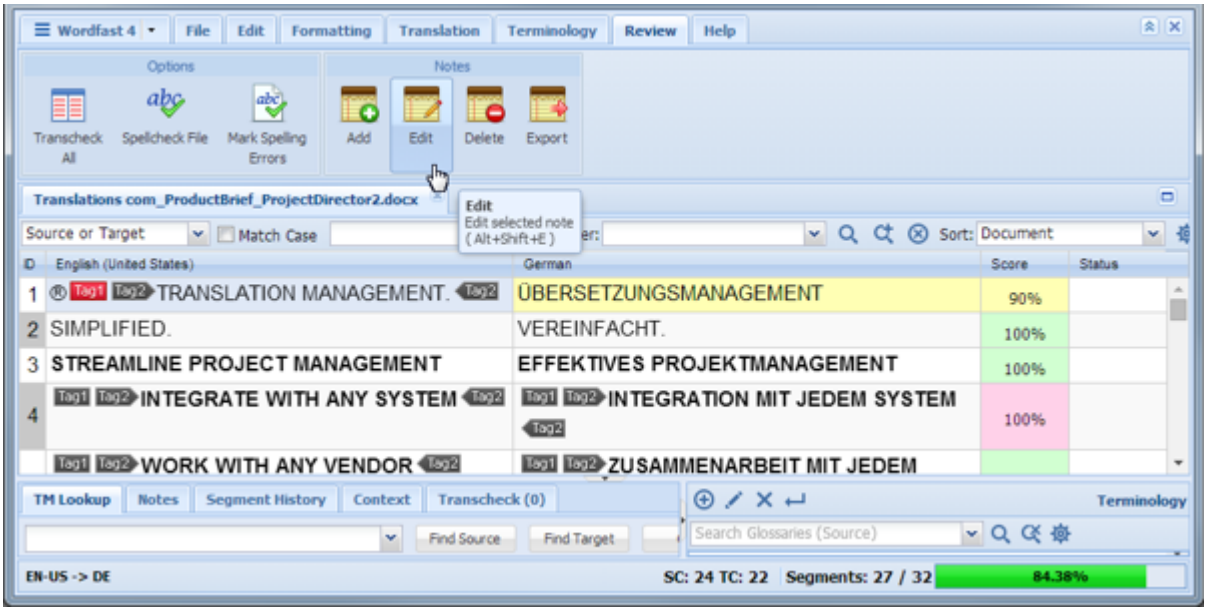


Begin with the **Review** tab where the following **Notes** options are available:

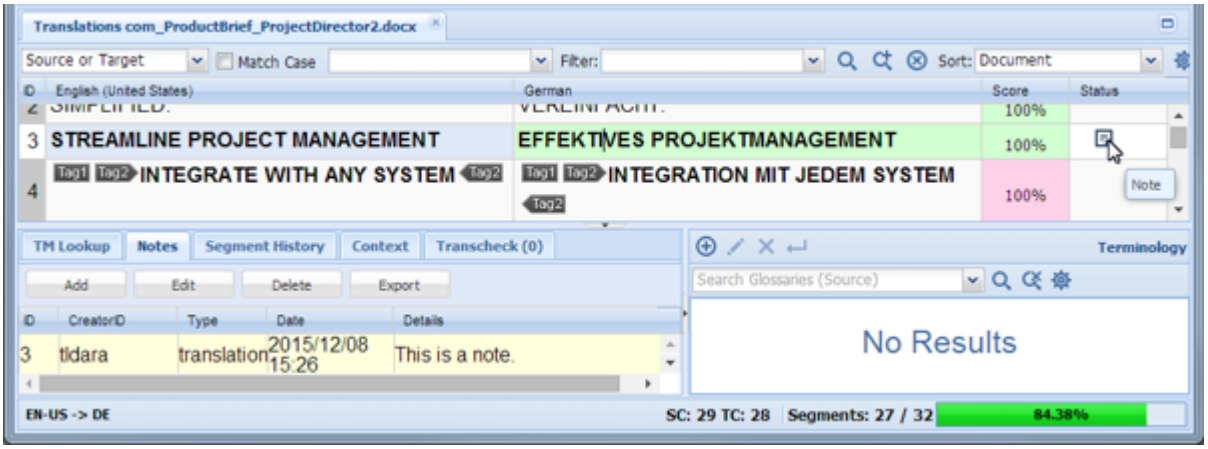
- Viewing Notes
- Adding Notes
- Editing Notes
- Deleting Notes
- Exporting Notes

Viewing Notes

To view notes from the **Review** tab:

1. Select the file where notes are to be viewed.
2. Double-click a file or click **Review File**.

   The file appears under the **Translation** tab.



Notice the **Note** icon in the status column of the third segment.

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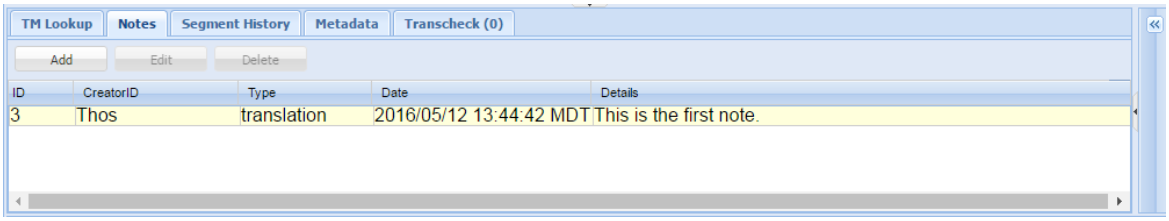
3. Click the **Notes** tab in the lower-left portion of the screen, **Editor Tabs** section.

   The attached notes are listed in this section as shown in the following segment of the **TXLF Editor**.



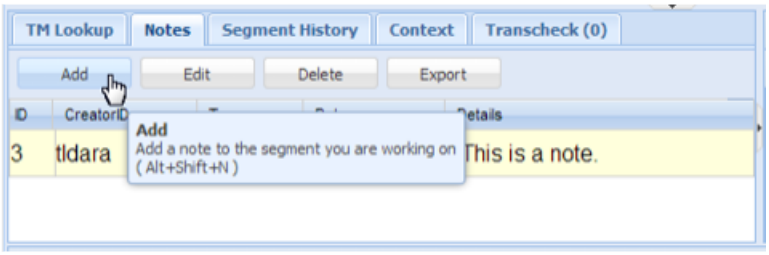
Adding Notes

To add a note from the **Review** tab:

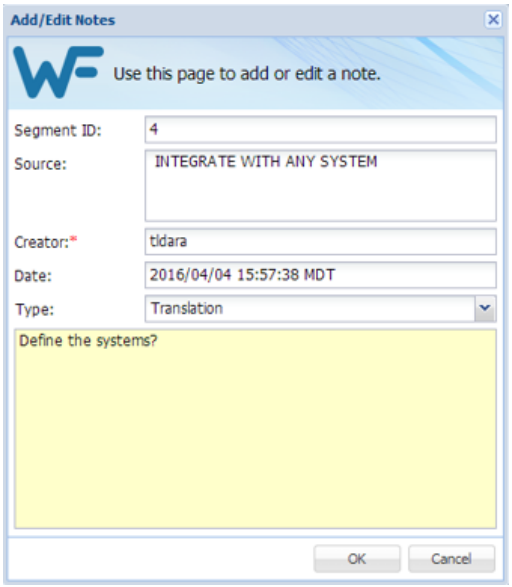
1. Place the cursor in the segment where the note is to be added.
2. Use one of the following methods to open the Notes dialog box:

   • Click **Add** in the **Notes** section of the **Review** tab. →

   • Click **Add** under **Notes** tab of the Editor. →



The **Add/Edit Notes** dialog box appears. →



- Right-click the segment and click **Add** (or press **Alt+Shift+N**).

3. Select the note **Type**.
4. Enter the note text.
5. Click **OK**.

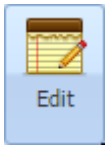
   The note appears in the lower left section of the **Review** tab under the **Notes** tab and the **Notes** icon appears in the **Status** column.

Editing Notes

To edit a note from the **Review** tab:

1. Place the cursor in the segment where the note is to be edited.
2. Select the note to be edited.
3. Use one of the following methods to open the Notes dialog box:

   - Click **Edit** in the **Notes** section of the **Review** tab. →



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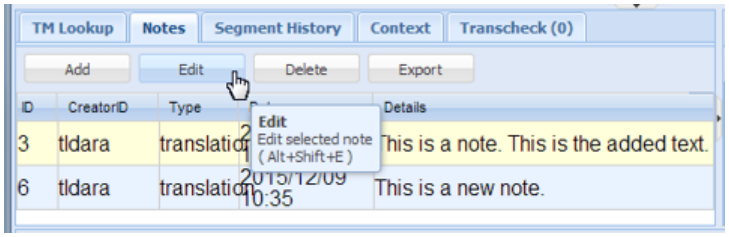
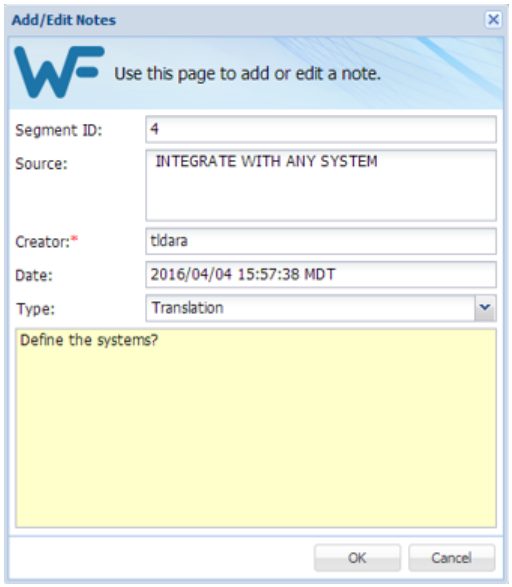
- Click **Edit** under **Notes** tab of the **Editor Tabs** section. →



- Right-click the segment and click **Add** (or press **Alt+Shift+E**).

The **Add/Edit Notes** dialog box appears. →



4. Edit the note.
5. Click **OK**.

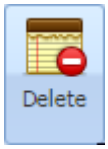
   The modified note appears in the lower left of the screen in the **Editor Tabs** section under the **Notes** tab.

Deleting Notes

To delete notes from the **Review** tab:

1. Select the segment where the note is to be deleted.
2. Select the note to be deleted.
3. Use one of the following methods to delete the note:

   - Click **Delete** in the **Notes** section of the **Review** tab. →



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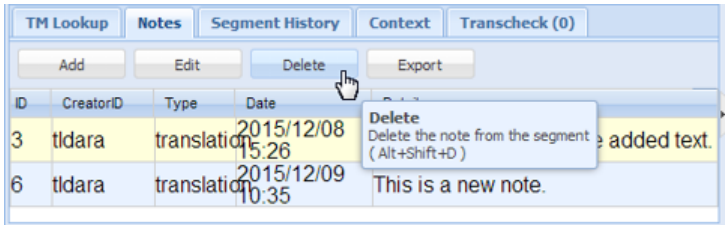
- Click **Delete** under **Notes** tab of the Editor. →



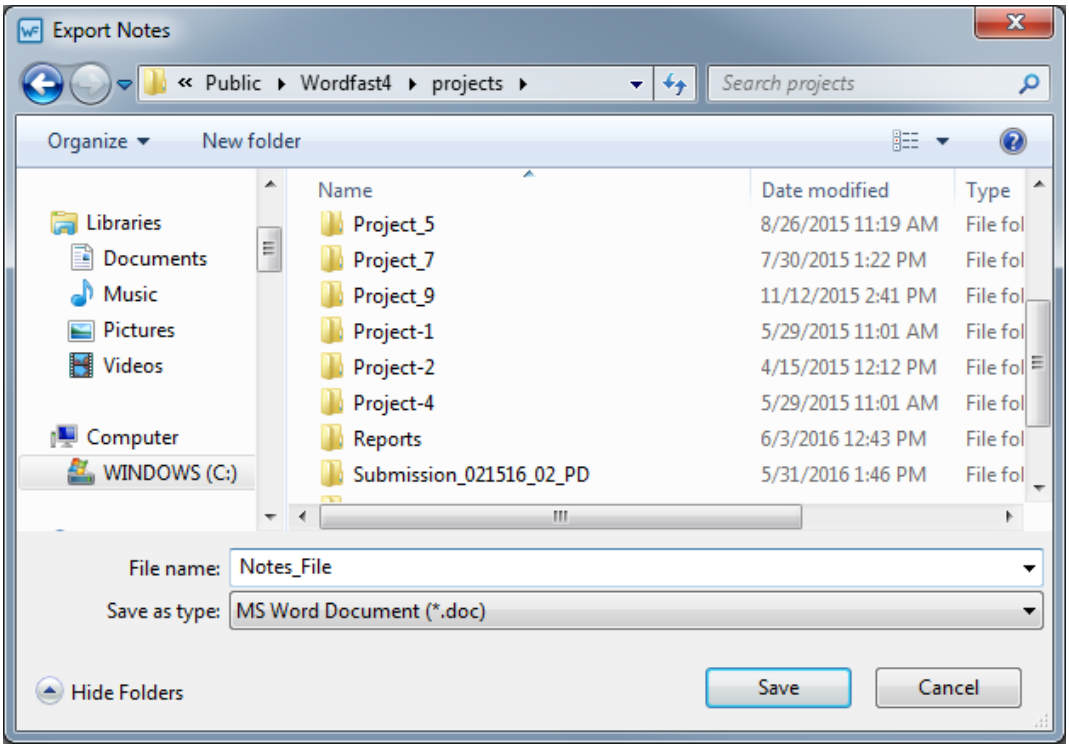
- Right-click the segment and click **Delete** (or press **Alt+Shift +D**).

Exporting Notes

To export notes in Microsoft Word format from the **Review** tab:

1. Click the **Review** tab.
2. Select the note(s) to export.
3. Click **Export**.

   The **Export Notes** dialog box appears.



4. Verify or change the save folder.
5. Enter a name for the file.

6. Select the Microsoft Word file type.
7. Click **Save**.

   The file is saved in the specified location and should be reviewed by browsing to the note file and opening it.

Working with Segments

Segments are parts of the file that are divided by formatting or punctuation. Typically, segments are sentences, but may be words or numbers, depending on the formatting of the source file. When a file is converted to a translatable TXLF format, all complete sentences become separate segments. Once these segments are translated, they are saved and committed to the Translation memory and leveraged in future translations. Translation Memory leveraging reduces the time and expense of future translations by automatically and consistently translating reoccurring words and phrases.

Refer to the following tasks:

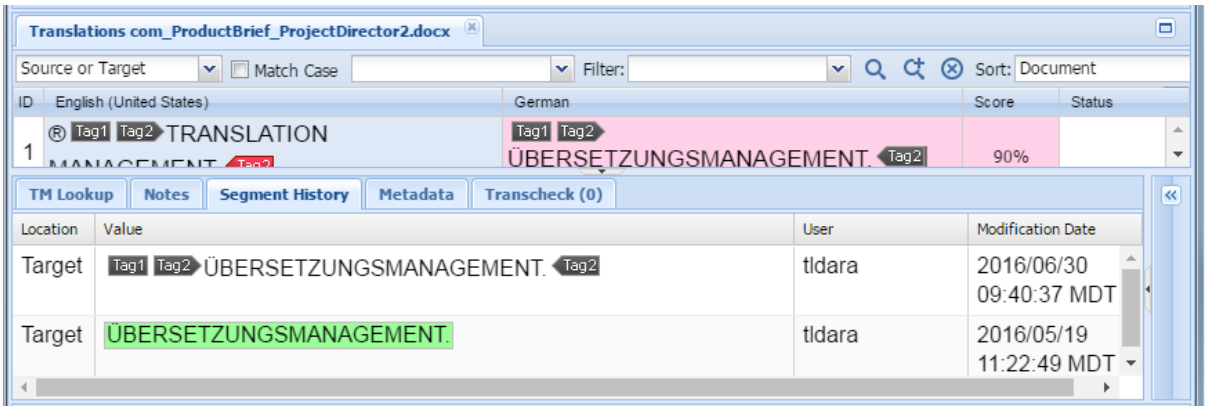
- Viewing Segment History
- Committing to Translation Memory
- Unconfirming or Confirming a Segment
- Copying All Sources
- Locking Segment
- Clear Target
- Copying Source
- Clear All Targets
- Editing Source Segments

References:

- Leveraging Translation Memory

Viewing Segment History

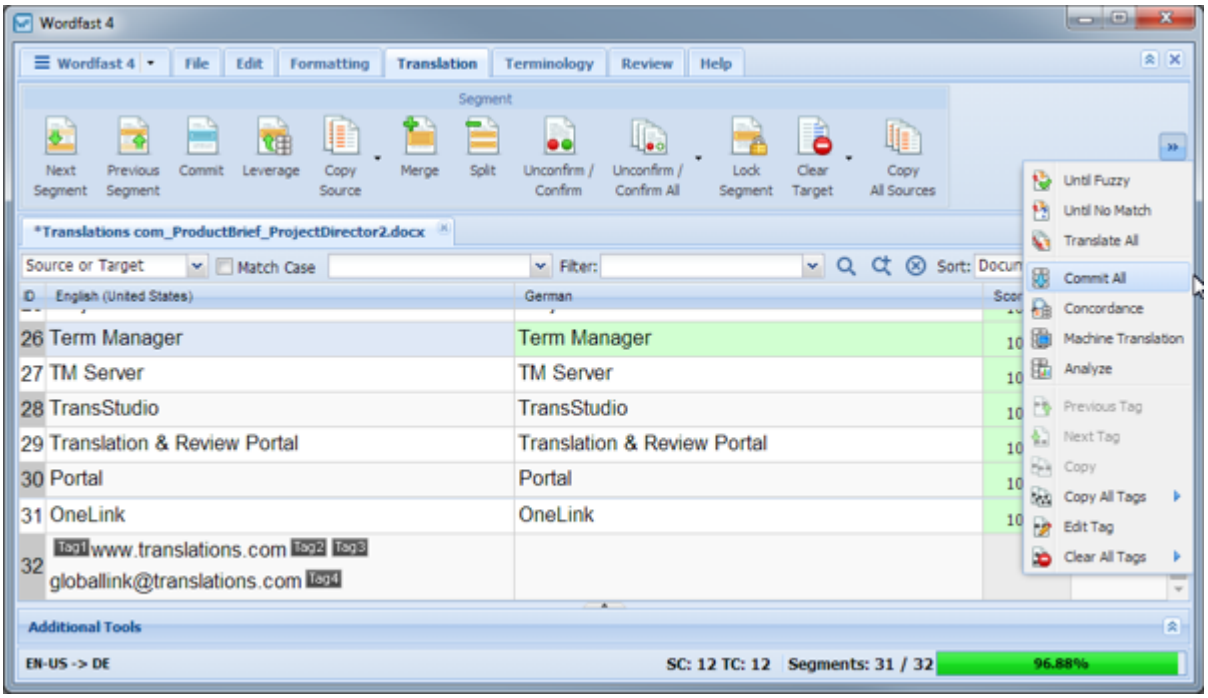
The **Segment History** tab is used to view the segment changes in the currently open file. In the following example, the segment was modified twice on the same day.



Committing to Translation Memory

After translating all the source segments, Translation Memory should be updated. The changes must be committed to the Translation Memory. The **Commit All** tool should be used to update all target segments from TM. The **Commit** tool only updates the current target segment from TM.

To update Translation Memory use **Commit All** as follows:



1. Click **Commit All** in the **Translation Memory** section (or press **Ctrl+Alt+End**).

   The Translation Memory is updated for the current segment (**Commit**) or the entire document (**Commit All**).

Copying Source

Source can be copied to targets from the **TXLF Editor Translation** tab using **Copy Source**.

To copy segment source text to the segment target:

1. Select a source segment.

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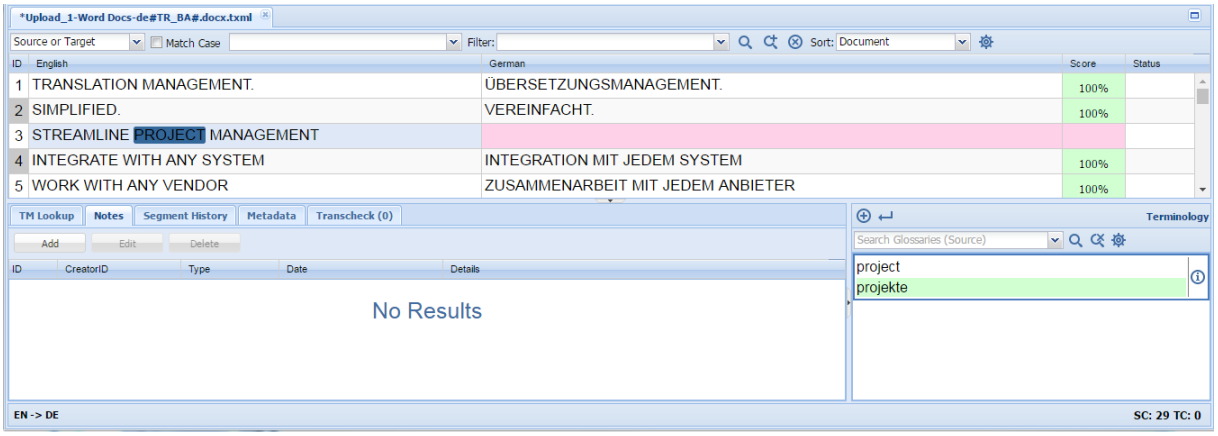
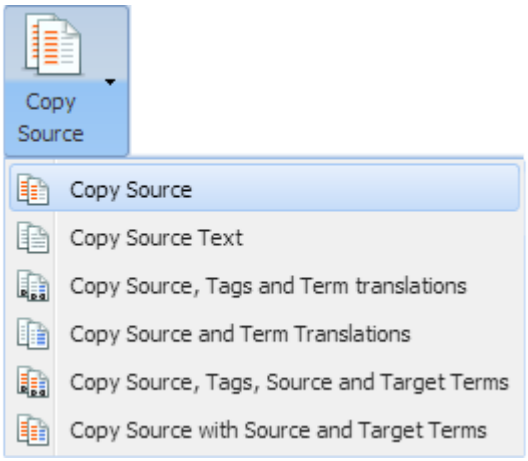
The associated target segment is highlighted based on that color selected within **Preferences > Colors**.

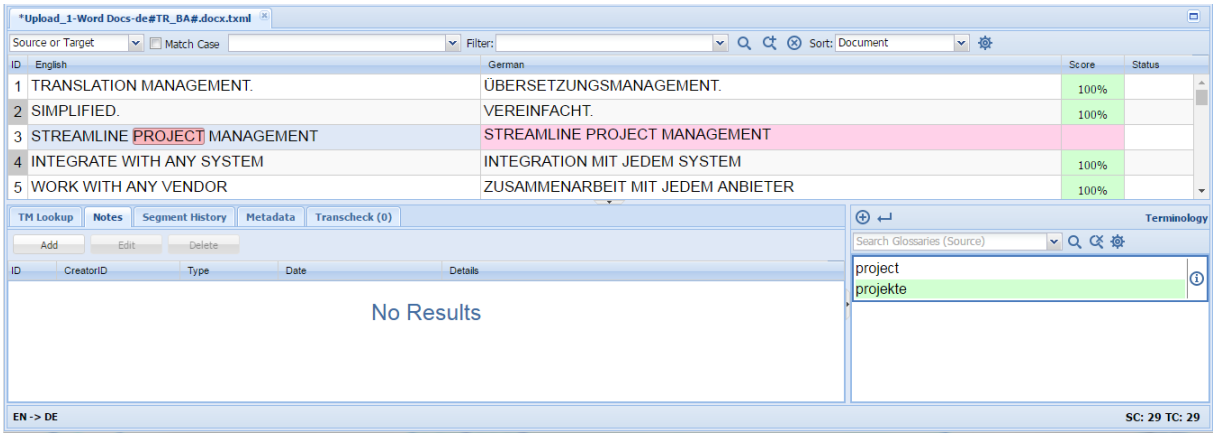


2. Expand **Copy Source** options.

- Click a **Copy Source** option: →



The source segment is copied to the target.

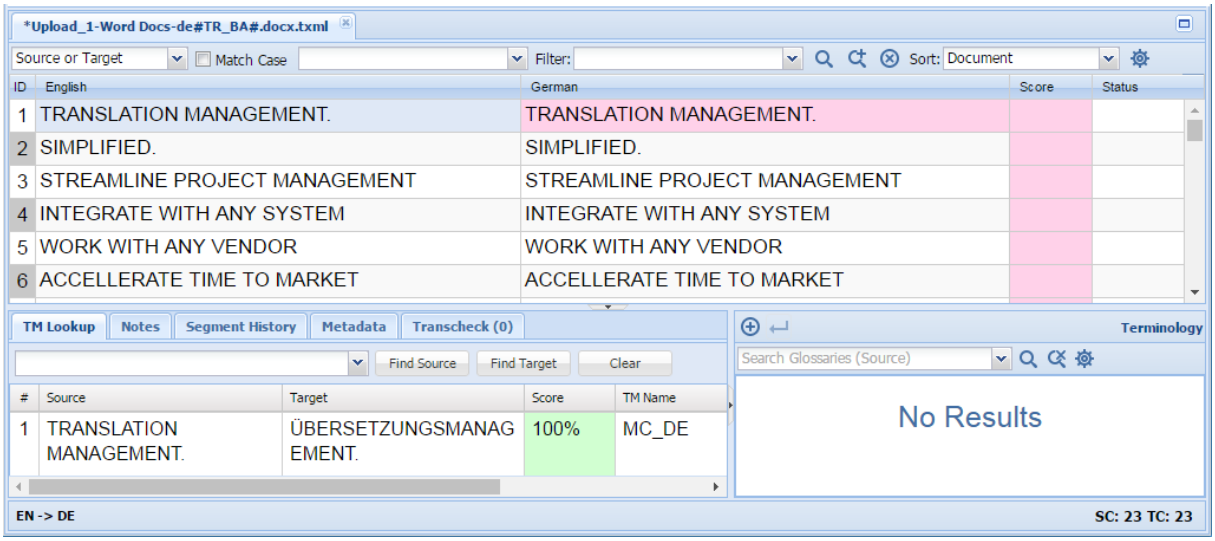


Copying All Sources

All source content can be copied into all targets from the **TXLF Editor Translation** tab (as shown) using **Copy All Sources**.

To copy all source segments to the all target segments:

1. Click **Copy All Sources**.



Locking Segment

Confirmed, proofed, and translated segments can be locked to ensure that they are not changed.

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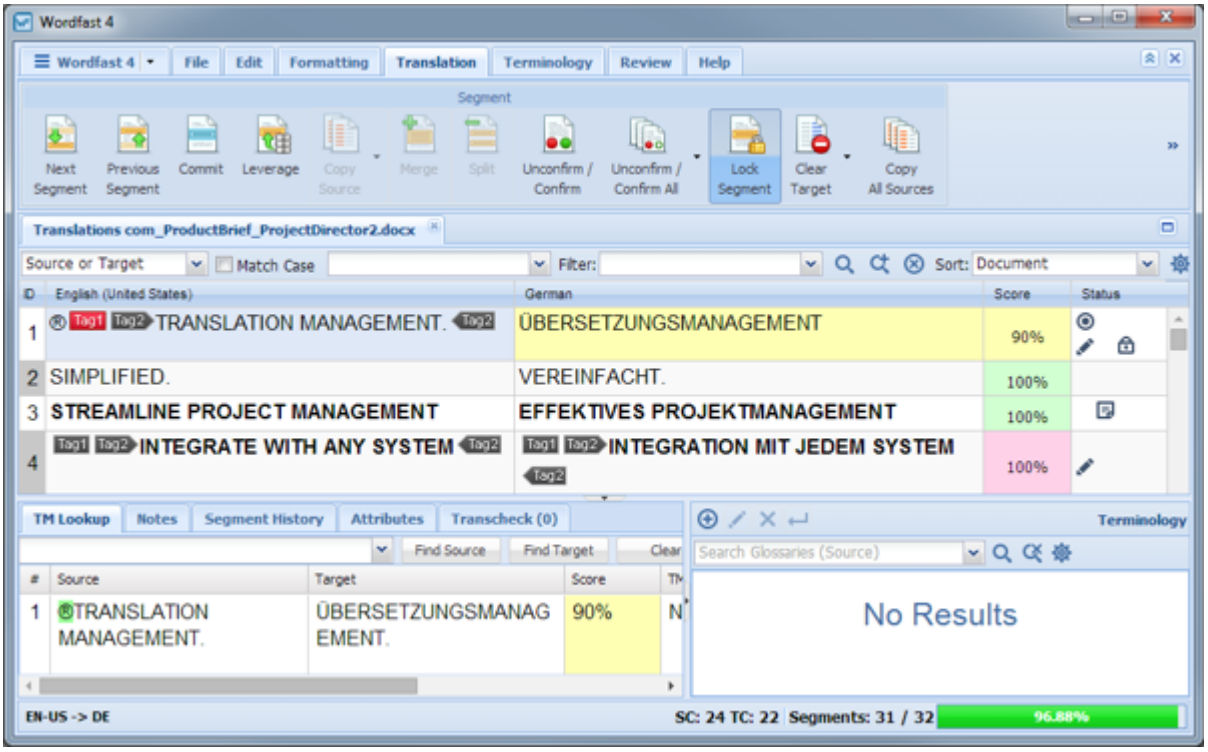
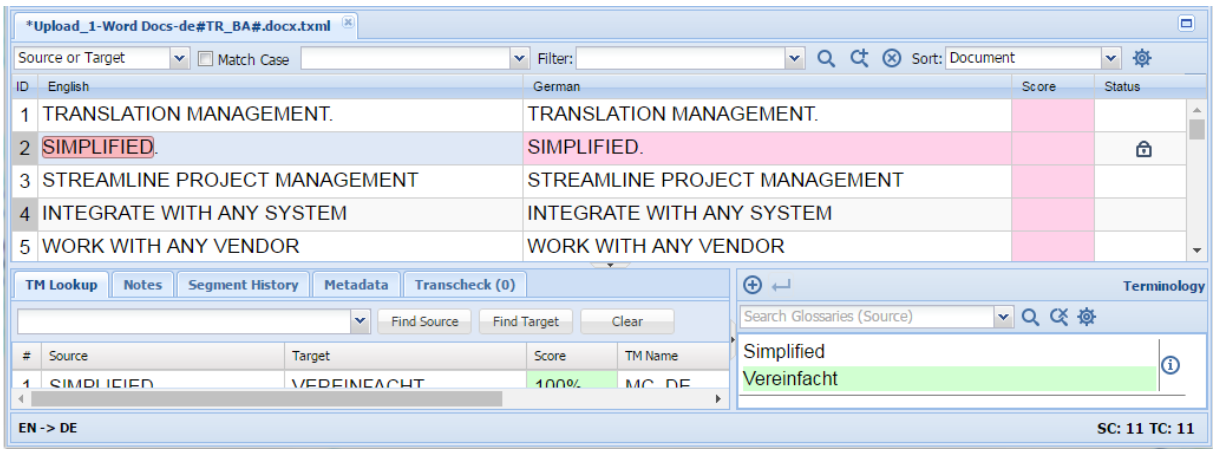
To lock a segment:

1. Open the **TXLF Editor Translation** tab as shown.



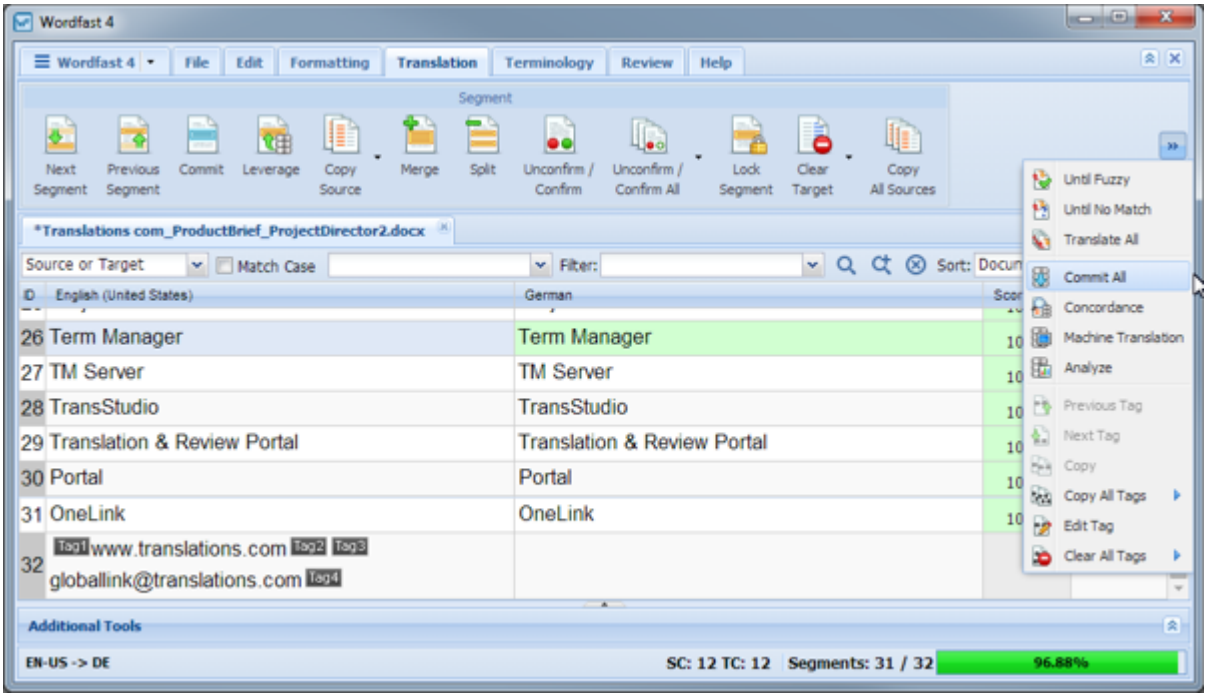
2. Select the segment to lock.
3. Click **Lock Segment**.

   The **Locked Segment** icon appears in the **Status** column of the selected segment.



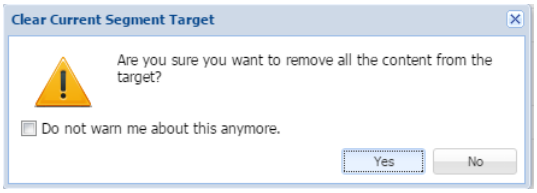
Clear Target

The selected target content can be cleared using **Clear Target**.



1. Select the target segment.
2. Click **Clear Target**.

A confirmation warning appears. →



3. Click **Yes** to complete the target clearing.

Clear All Targets

All target content in a file can be cleared from the **TXLF Editor Translation** tab using **Clear all Targets**.

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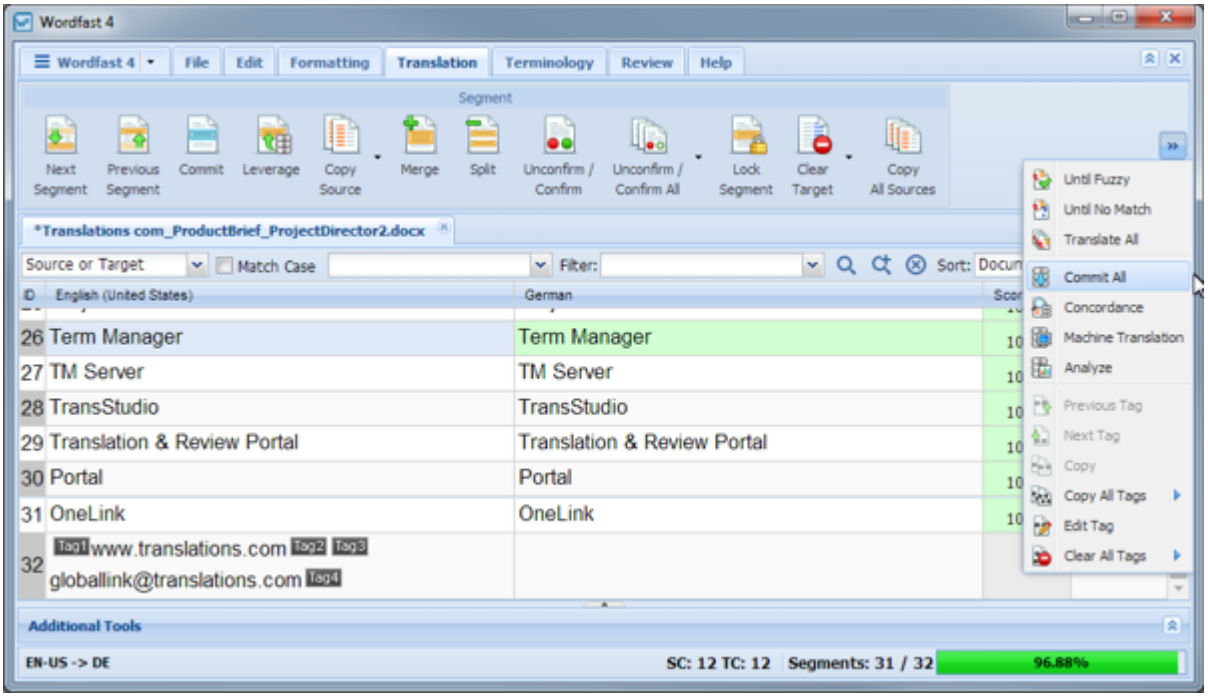
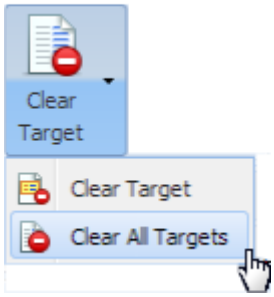
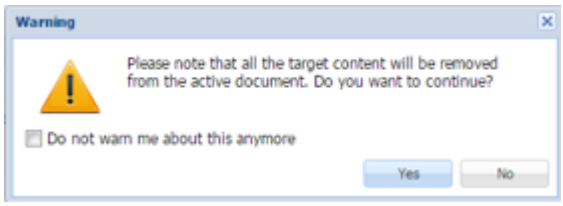


1. Click **Clear All Targets**. →



A confirmation warning appears. →



2. Click **Yes** to complete the clearing.

Unconfirming and Confirming Segments

The Unconfirm/Confirm 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, the segment can be marked unconfirmed.

Unconfirmed segments cannot be committed to the TM.

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Individual segments can be unconfirmed or confirmed in separate actions through the **TXLF Editor Translation** tab (refer to Opening Projects). All segments can be confirmed in one action. See the following:

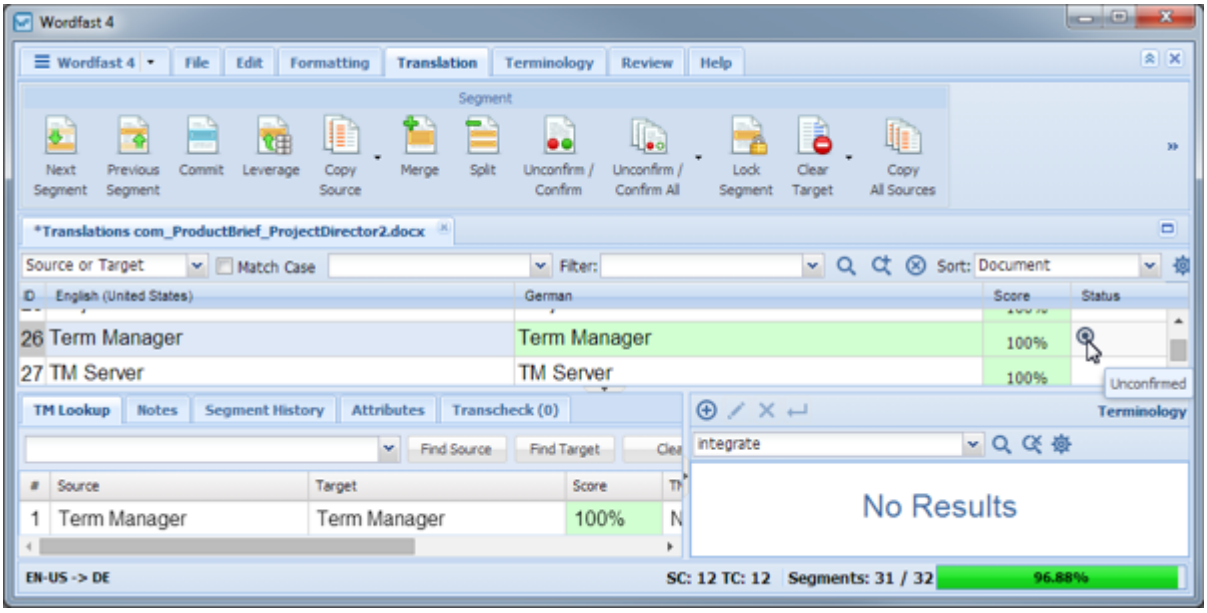
- Unconfirming or Confirming a Segment
- Unconfirming or Confirming All Segments

Unconfirming or Confirming a Segment

To unconfirm or confirm a segment from the **Translation** tab:

1. Select and open the project.
2. From the **Project Files** tab, double-click the file.
3. Click the **Translation** tab.
4. Enter a translation, or leverage the target segment from the Translation Memory by clicking the **TM Lookup** tab in the lower left portion of the screen.

   The target segment appears.



5. Click **Unconfirm / Confirm** on the tab (or press **Alt+Enter**).

   The **Unconfirmed** icon appears next to the segment in the Status column (shown above).
6. To confirm the segment, click **Unconfirm/Confirm** on the tab.

   The **Unconfirm** icon is removed from the **Status** column.

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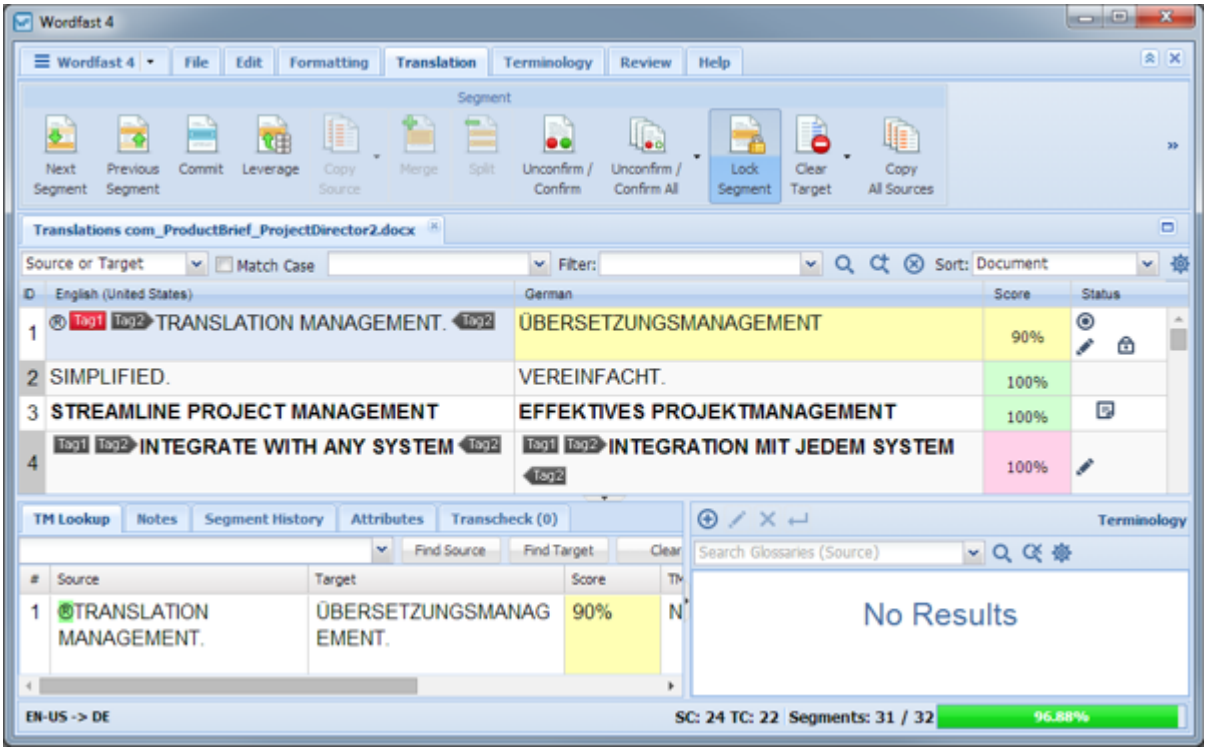
Unconfirming or Confirming All Segments

To unconfirm or confirm all segments from the **Translation** tab:

1. Select and open the project.
2. From the **Project Files** tab, double-click the file.
3. Click the **Translation** tab.

   The file appears in the Translation workspace. The first translatable segment appears in a blue background and the cursor is placed in the target segment.



4. Enter a translation for each segment, or leverage the target segments from the Translation Memory.
5. Click the **Unconfirm / Confirm All** drop-down menu.
6. Click one of the following:

   - **Unconfirm All** (or press **Alt+Shift+Enter**)
   - **Confirm All** (or press **Ctrl+Shift+Enter**)

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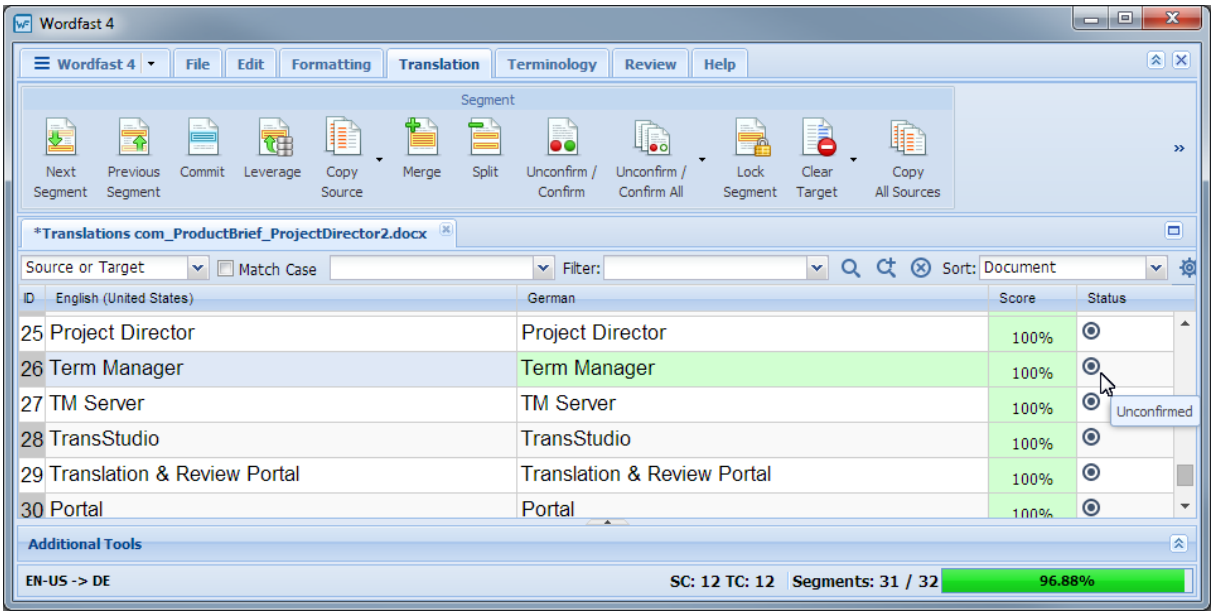
The **Unconfirm** icon appears next to the segments in the Status column when **Unconfirm All** is selected in the previous step, as shown in the following example.



7. Click **Confirm All** to reverse the **Unconfirm All**.

Editing Source Segments

The Edit Source option allows you to modify the source content of the file being translated. The original source content is stored in the TXLF file and can be restored at any time.

To edit the source segment from the **Edit** tab:

1. Double-click the file.

   The file appears on the **TXLF Editor Translation** tab.
2. Select a segment.
3. Click the **Edit** tab.

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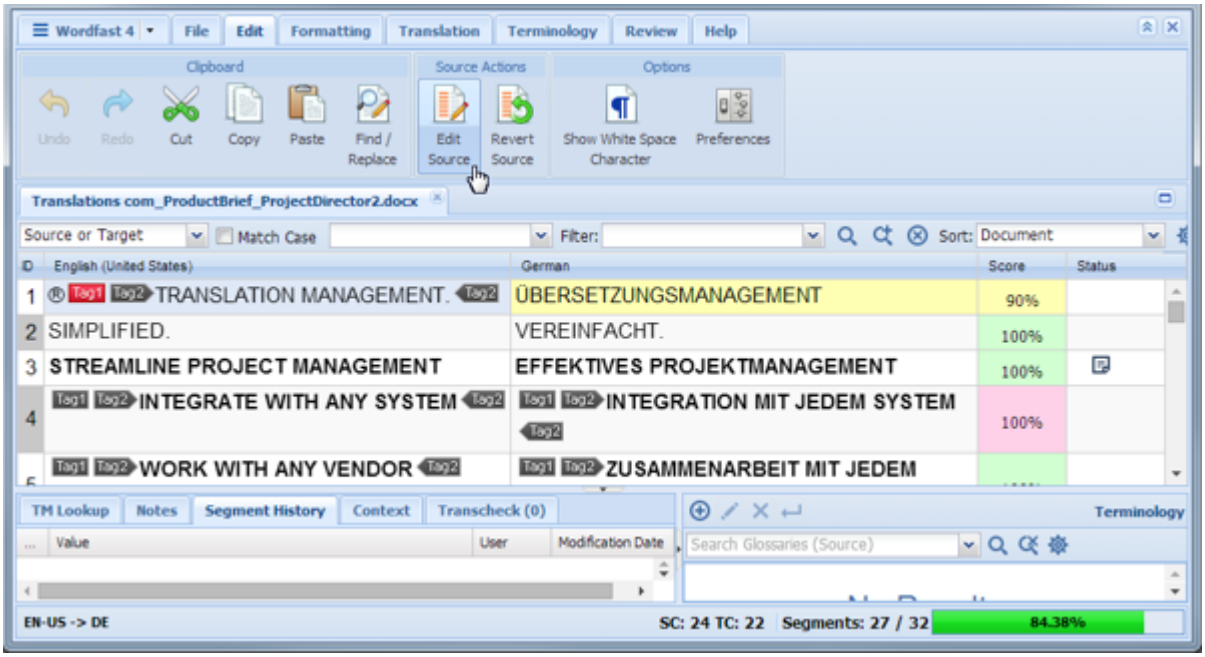
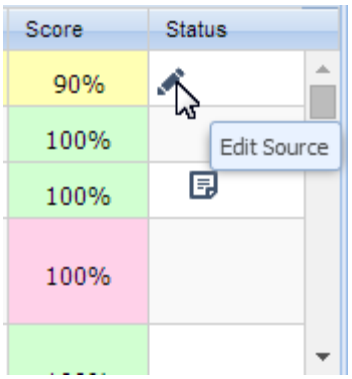
The **TXLF Editor Edit** tab appears.



4. Place the cursor within the segment source.
5. Click **Edit Source** in the **Source Actions** section.
6. Edit the source content as needed.
7. Click off the edited segment.

The screen segment highlights the symbol used to indicate an edit took place. →

An Edited Source icon appears in the Status column.



To revert to original source, click **Revert Source** in the **Source Actions** section.

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Using Transcheck

The Transcheck option verifies certain elements in the target segments and warns about missing or incorrect text or variables. For example, if a tag or type text is incorrectly entered, a warning icon ( ) appears before the target segment. When you mouse over the warning, details appear.

The following are the related tasks:

- Enabling Transcheck
- Running Transcheck All
- Viewing Transcheck Warnings

Enabling Transcheck

Transcheck options are tied to a specific project. To enable Transcheck and customize the options for a project refer to Configuring Transcheck.

Running Transcheck All

The **Transcheck All Segments** scans all segments of a file for non-linguistic errors in the target segments and warns about missing and/or incorrect text. This should be done before completing a file.

To check all segments of a file from the **TXLF Editor Review** tab:

1. Select the file to be checked.
2. Click the **Review** tab.

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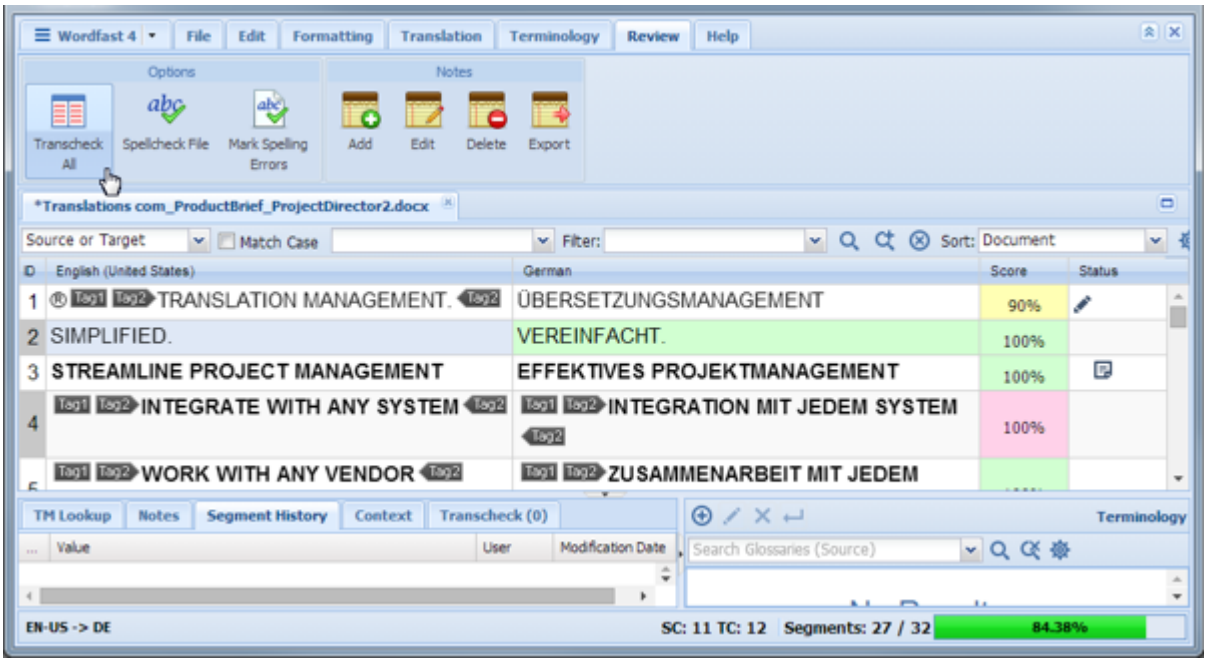
The **Review** tab of the **TXLF Editor** appears.



3. Click **Transcheck All**.

   All segments of the file are checked and a Transcheck report is generated.

Transcheck All Reports

After Transcheck is run on all segments, two reports are generated. The detailed Transcheck report opens in a separate Web page and a summary is shown in a **Transcheck Report** pop-up.

The detailed Web report opens as shown in the following example, as long as pop-ups are not blocked by the browser.

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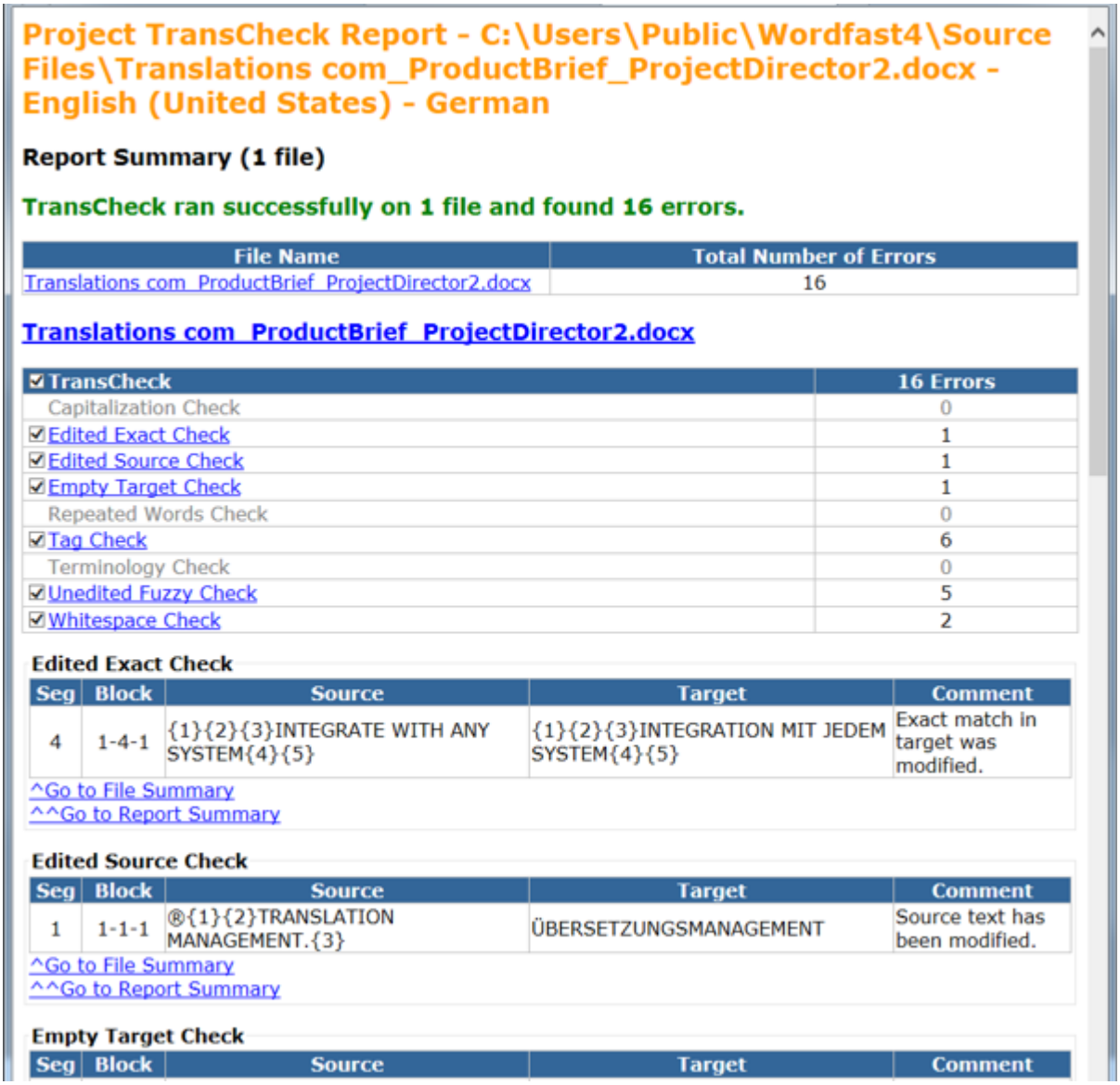
Detailed Transcheck Report (page 1)



Project TransCheck Report - C:\Users\Public\Wordfast4\Source Files\Translations com_ProductBrief_ProjectDirector2.docx - English (United States) - German

Report Summary (1 file)

TransCheck ran successfully on 1 file and found 16 errors.

File Name	Total Number of Errors
Translations com_ProductBrief_ProjectDirector2.docx	16

Translations com_ProductBrief_ProjectDirector2.docx

TransCheck	16 Errors
Capitalization Check	0
Edited Exact Check	1
Edited Source Check	1
Empty Target Check	1
Repeated Words Check	0
Tag Check	6
Terminology Check	0
Unedited Fuzzy Check	5
Whitespace Check	2

Edited Exact Check

Seg	Block	Source	Target	Comment
4	1-4-1	{1}{2}{3}INTEGRATE WITH ANY SYSTEM{4}{5}	{1}{2}{3}INTEGRATION MIT JEDEM SYSTEM{4}{5}	Exact match in target was modified.

^Go to File Summary
^^Go to Report Summary

Edited Source Check

Seg	Block	Source	Target	Comment
1	1-1-1	®{1}{2}TRANSLATION MANAGEMENT.{3}	ÜBERSETZUNGSMANAGEMENT	Source text has been modified.

^Go to File Summary
^^Go to Report Summary

Empty Target Check

Seg	Block	Source	Target	Comment

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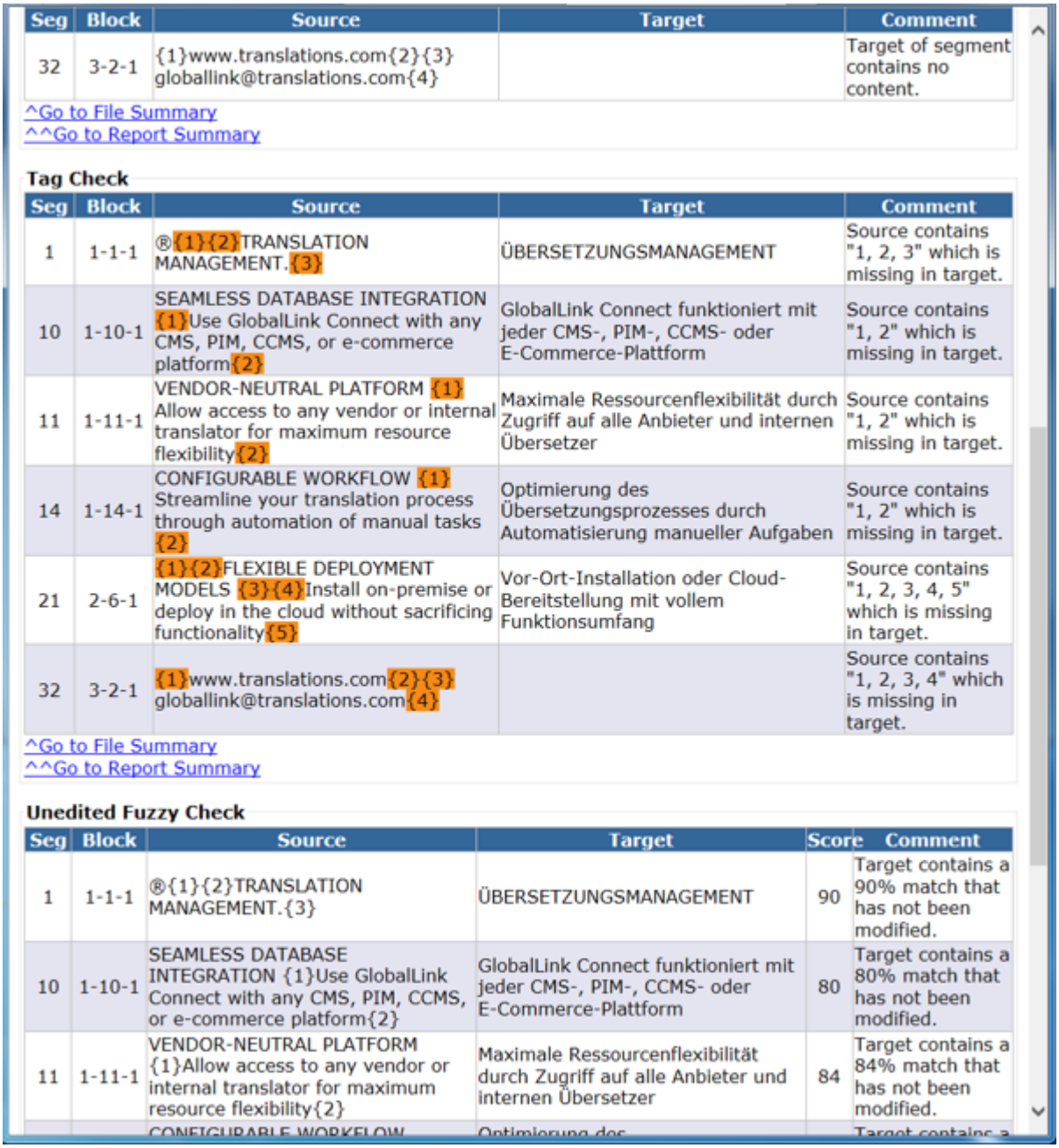
Detailed Transcheck Report (page 2)



Seg	Block	Source	Target	Comment
32	3-2-1	{1}www.translations.com{2}{3} globallink@translations.com{4}		Target of segment contains no content.

^Go to File Summary
^^Go to Report Summary

Tag Check

Seg	Block	Source	Target	Comment
1	1-1-1	®{1}{2}TRANSLATION MANAGEMENT.{3}	ÜBERSETZUNGSMANAGEMENT	Source contains "1, 2, 3" which is missing in target.
10	1-10-1	SEAMLESS DATABASE INTEGRATION {1}Use GlobalLink Connect with any CMS, PIM, CCMS, or e-commerce platform{2}	GlobalLink Connect funktioniert mit jeder CMS-, PIM-, CCMS- oder E-Commerce-Plattform	Source contains "1, 2" which is missing in target.
11	1-11-1	VENDOR-NEUTRAL PLATFORM {1} Allow access to any vendor or internal translator for maximum resource flexibility{2}	Maximale Ressourcenflexibilität durch Zugriff auf alle Anbieter und internen Übersetzer	Source contains "1, 2" which is missing in target.
14	1-14-1	CONFIGURABLE WORKFLOW {1} Streamline your translation process through automation of manual tasks {2}	Optimierung des Übersetzungsprozesses durch Automatisierung manueller Aufgaben	Source contains "1, 2" which is missing in target.
21	2-6-1	{1}{2}FLEXIBLE DEPLOYMENT MODELS {3}{4}Install on-premise or deploy in the cloud without sacrificing functionality{5}	Vor-Ort-Installation oder Cloud-Bereitstellung mit vollem Funktionsumfang	Source contains "1, 2, 3, 4, 5" which is missing in target.
32	3-2-1	{1}www.translations.com{2}{3} globallink@translations.com{4}		Source contains "1, 2, 3, 4" which is missing in target.

^Go to File Summary
^^Go to Report Summary

Unedited Fuzzy Check

Seg	Block	Source	Target	Score	Comment
1	1-1-1	®{1}{2}TRANSLATION MANAGEMENT.{3}	ÜBERSETZUNGSMANAGEMENT	90	Target contains a 90% match that has not been modified.
10	1-10-1	SEAMLESS DATABASE INTEGRATION {1}Use GlobalLink Connect with any CMS, PIM, CCMS, or e-commerce platform{2}	GlobalLink Connect funktioniert mit jeder CMS-, PIM-, CCMS- oder E-Commerce-Plattform	80	Target contains a 80% match that has not been modified.
11	1-11-1	VENDOR-NEUTRAL PLATFORM {1}Allow access to any vendor or internal translator for maximum resource flexibility{2}	Maximale Ressourcenflexibilität durch Zugriff auf alle Anbieter und internen Übersetzer	84	Target contains a 84% match that has not been modified.
		CONFIGURABLE WORKFLOW	Optimierung des		Target contains a

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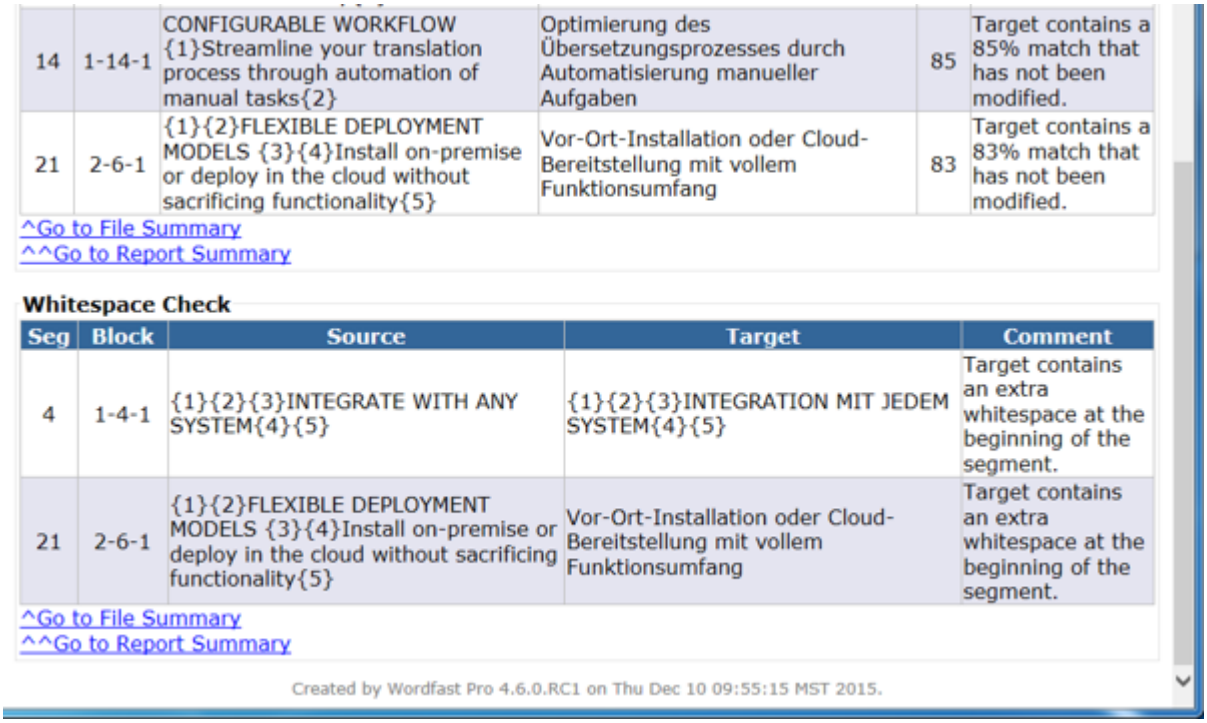
Detailed Transcheck Report (page 3)



14	1-14-1	CONFIGURABLE WORKFLOW {1}Streamline your translation process through automation of manual tasks{2}	Optimierung des Übersetzungsprozesses durch Automatisierung manueller Aufgaben	85	Target contains a 85% match that has not been modified.
21	2-6-1	{1}{2}FLEXIBLE DEPLOYMENT MODELS {3}{4}Install on-premise or deploy in the cloud without sacrificing functionality{5}	Vor-Ort-Installation oder Cloud-Bereitstellung mit vollem Funktionsumfang	83	Target contains a 83% match that has not been modified.

^Go to File Summary
^^Go to Report Summary

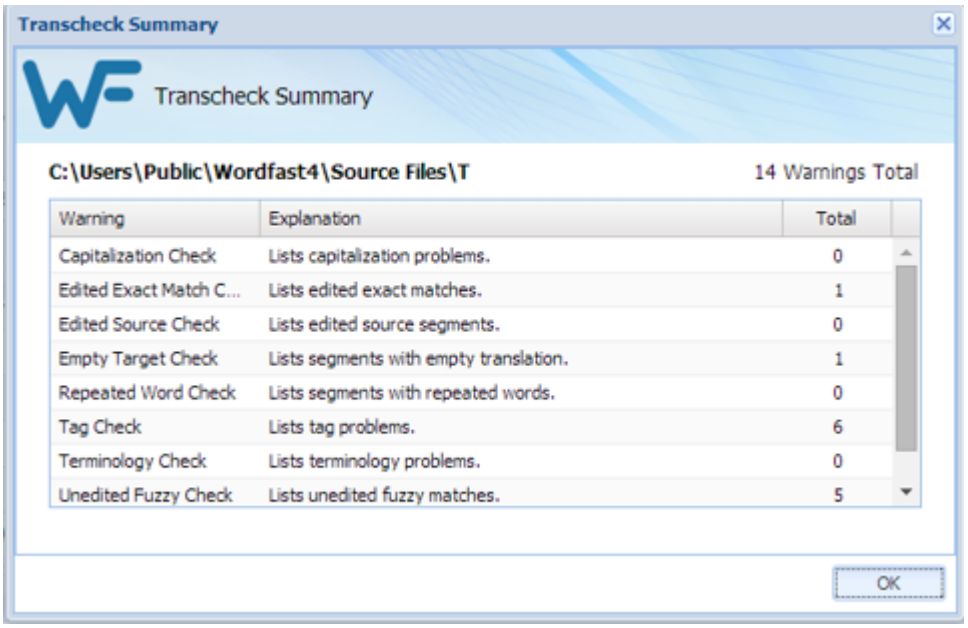
Whitespace Check

Seg	Block	Source	Target	Comment
4	1-4-1	{1}{2}{3}INTEGRATE WITH ANY SYSTEM{4}{5}	{1}{2}{3}INTEGRATION MIT JEDEM SYSTEM{4}{5}	Target contains an extra whitespace at the beginning of the segment.
21	2-6-1	{1}{2}FLEXIBLE DEPLOYMENT MODELS {3}{4}Install on-premise or deploy in the cloud without sacrificing functionality{5}	Vor-Ort-Installation oder Cloud-Bereitstellung mit vollem Funktionsumfang	Target contains an extra whitespace at the beginning of the segment.

^Go to File Summary
^^Go to Report Summary

Created by Wordfast Pro 4.6.0.RC1 on Thu Dec 10 09:55:15 MST 2015.

Summary Transcheck Report



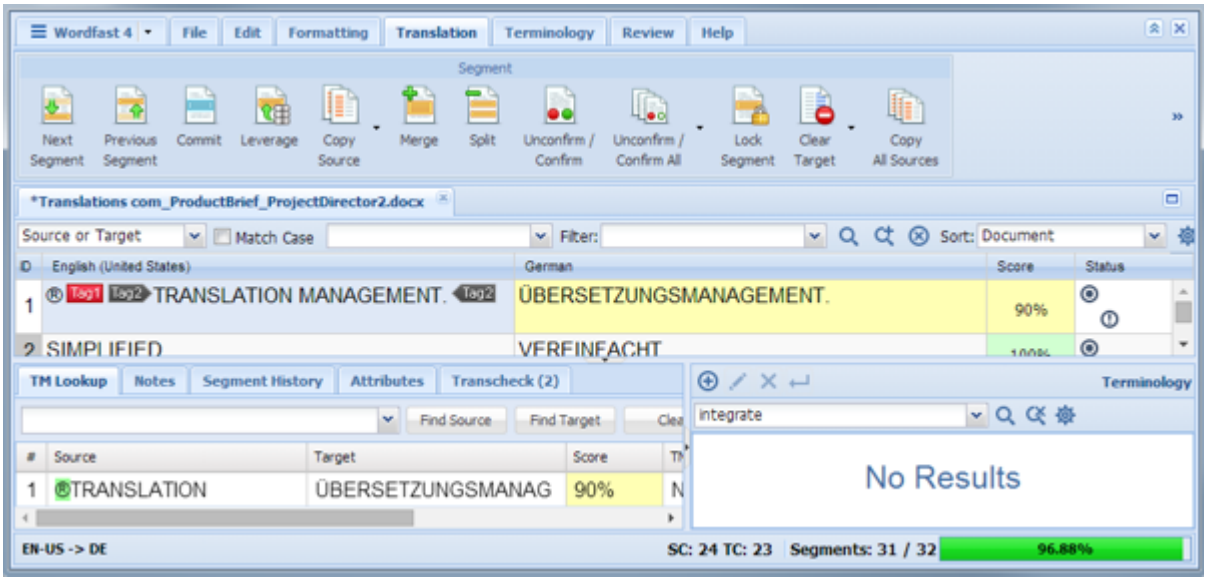
Viewing Transcheck Warnings

Warnings generated when running **Transcheck** can be viewed under the **Transcheck (0)** tab in the lower-left area if **Transcheck during translation** is selected in Transcheck Preferences (refer to Configuring Transcheck).

To view Transcheck warnings from the **TXLF Editor Files** tab:

1. Select a file.
2. Click **Translate File**.

   The file is validated and displayed in a **TXLF Editor Files** tab.
3. Click the **Review** tab.
4. Click **Transcheck All**.
5. Click in the first target segment.



6. Click the **Transcheck (2)** tab in the lower left area of the screen, referred to as the Editor.

   The "(2)" indicates the number of errors in this segment.

   The **Transcheck** warnings are shown there as the segments are stepped through.
7. Navigate to next segment by clicking **Next error** under the **Transcheck (x)** tab (or press **Alt+↓**)

   As each segment is clicked, a warning appears if and when errors are encountered.

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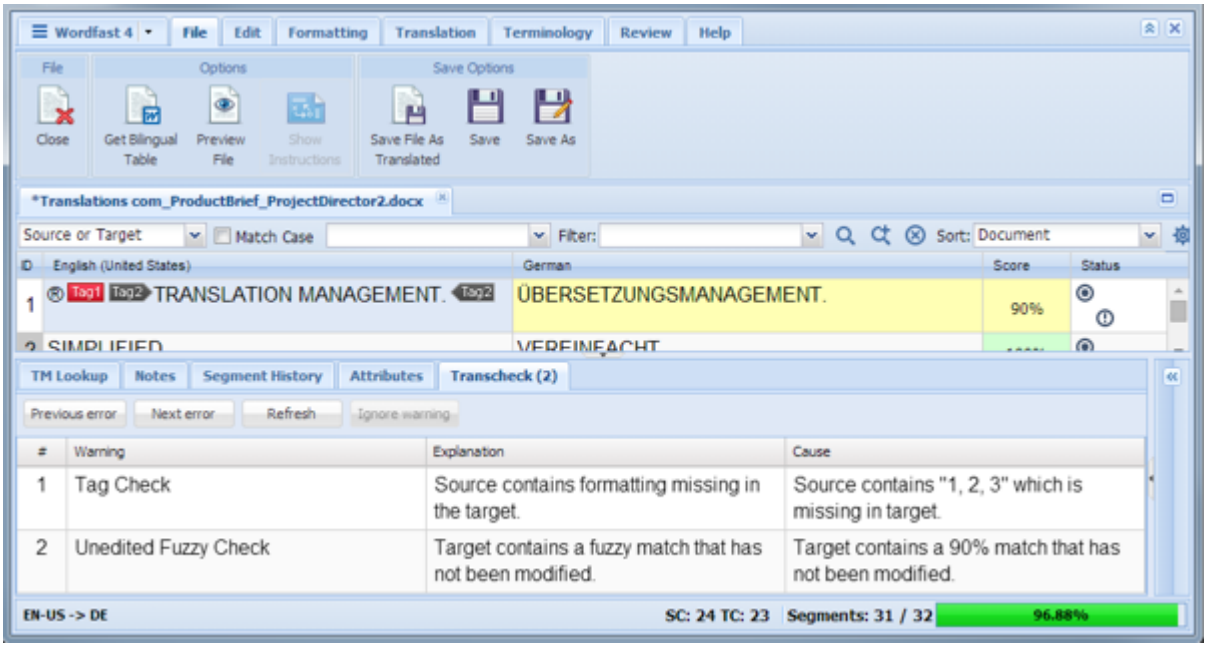

8. Click:

   - **Go back to fix error** to return to the segment and correct the error
   - **Continue** to return to the translation

   If the error is not corrected, the Transcheck error icon remains in the Status column and under the **Transcheck** tab in the **Editor** tabs area.

Enabling Machine Translation

Wordfast Pro includes an automated machine translation feature that populates translations whenever a file is open or when there are no Translation Memory segment matches. To enable specific Machine Translation options, refer to Configuring Machine Translation.

Enabling Auto Propagation

Translations for segments can be set to propagate in the document automatically when a segment is committed to Translation Memory. Enabling the Auto Propagation option permits the leveraging of repetitive content from previous translations. For more information, refer to Configuring Auto Propagation.

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Using Auto-Suggest

The Auto-Suggest option populates suggestions based on source content, such as numbers, URLs and proper names. It can also suggest terms for the glossary, Translation Memory (TM) matches, and sub-segment TM matches. To enable this option see Configuring Text Tools.

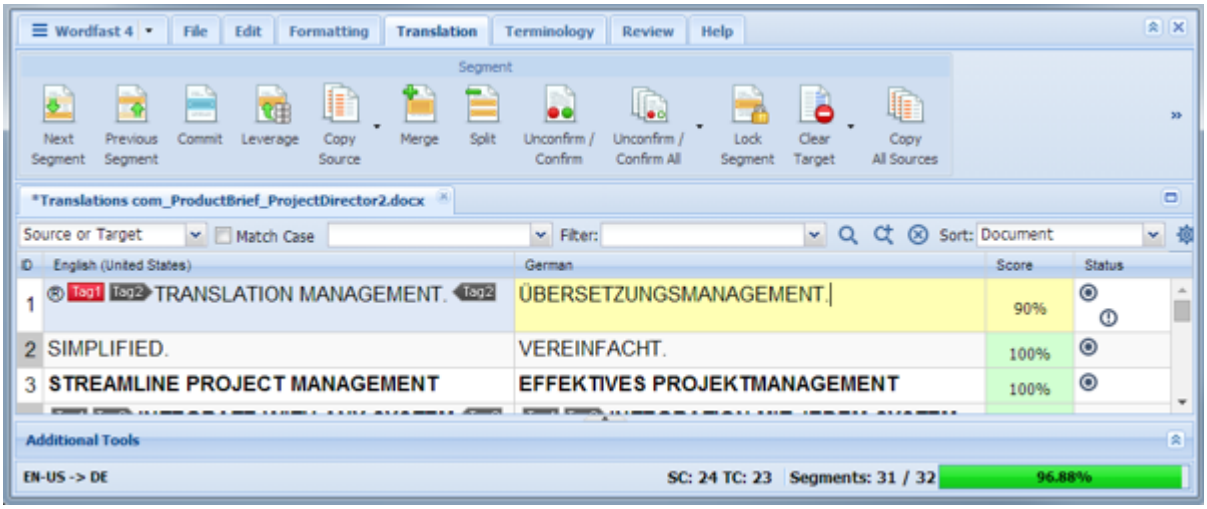
Leveraging Repetitive Content

Leveraging repetitive content re-uses segments that are repeated 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, updated automatically when Auto Propagation is enabled (see Configuring Auto Propagation).

To leverage repetitive content from the **TXLF Editor Translation** tab:

1. Select a file.
2. Click **Translate File**.

   The file appears in the Translation workspace of the **Translation** tab.



3. Select the first translatable segment. It changes to a blue background with the cursor in the target segment.
4. Enter the text in the target segment for the first instance.

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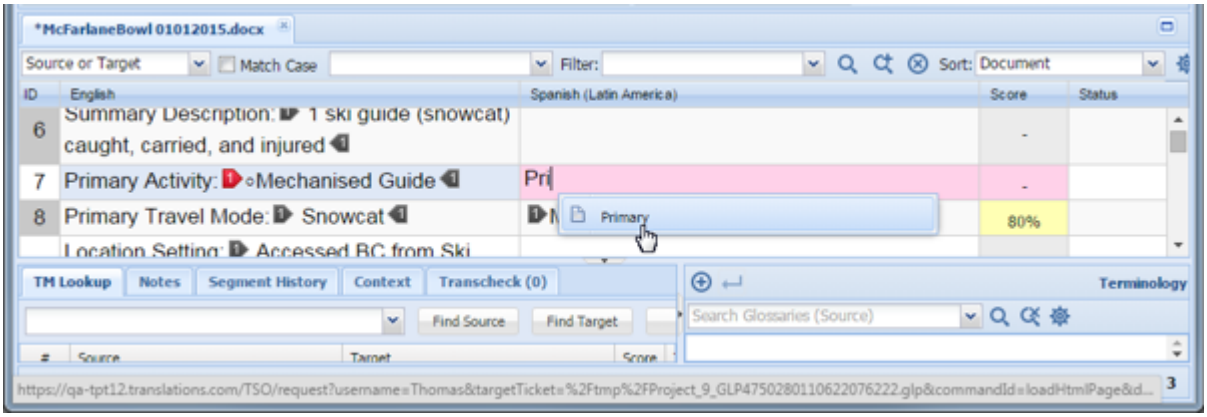
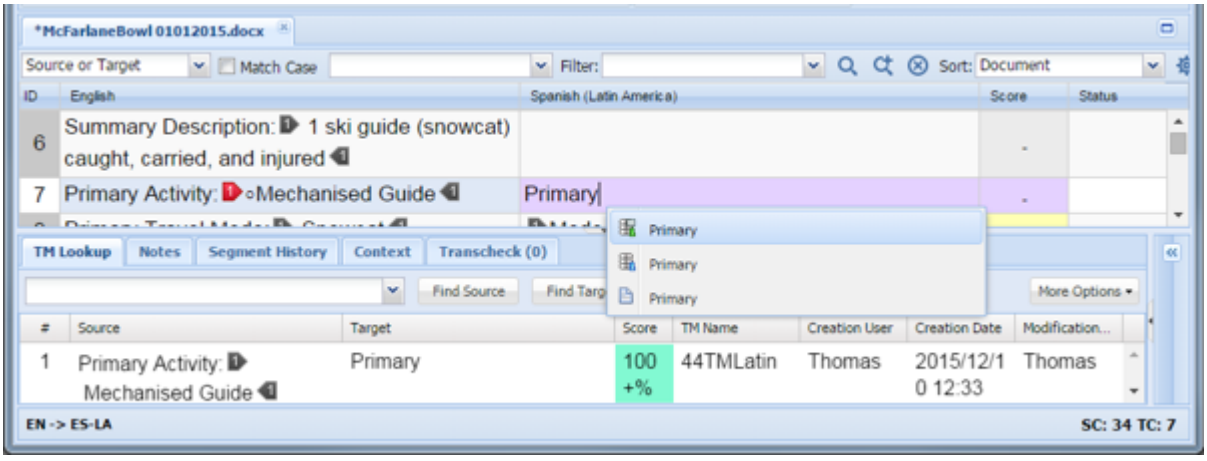
Suggestions from the TM appear as the translation is entered. The target segment appears in a pink background.



5. Select a suggestion, or continue entering the translation.
6. Commit the term by using one of the following methods:
   - Click **Commit** (or press **Alt+End**)
   - Click **Next** (or press **Alt+↓**)

The entered target segment is saved to the TM and automatically propagates this target segment for all repeats of the source segment throughout the file. When the term is committed to TM, the translation is automatically propagated throughout the file.

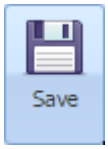


Saving Files

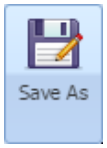
To save one's work and prevent a loss before completion, use one the options below.

1. In the **Save Options** section of the **TXLF Editor File** tab, click one of the following:

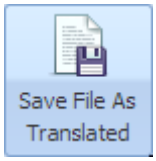
- **Save** to save the active file to a local drive manually. →



- **Save** to save the active file to a local drive manually under a different name. →



- **Save File As Translated** to save the translated file to a local drive. →



A pop-up progress bar appears and upon completion, the file is on a local drive.

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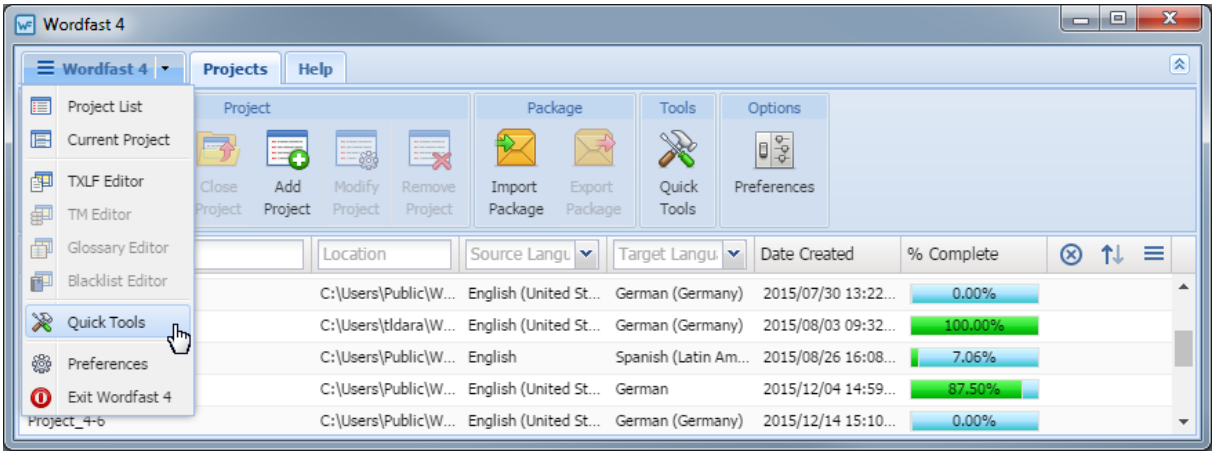
Quick Tools

11

Quick Tools provides a collection of tools for users to create and work with files outside of projects. These tools are primarily used by Project Managers before sending the files to translators.

1. Open Wordfast Pro.



Note:

The **Projects**, **Location**, **Source Language**, and **Target Language** columns can be ordered by typing the first letter or two of the item to head the list then clicking ↑ or ↓ to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon .

2. Click the **Wordfast 4** tab to expand the drop-down menu.

   Refer to Quick Tools for more information.

3. Click **Quick Tools**.

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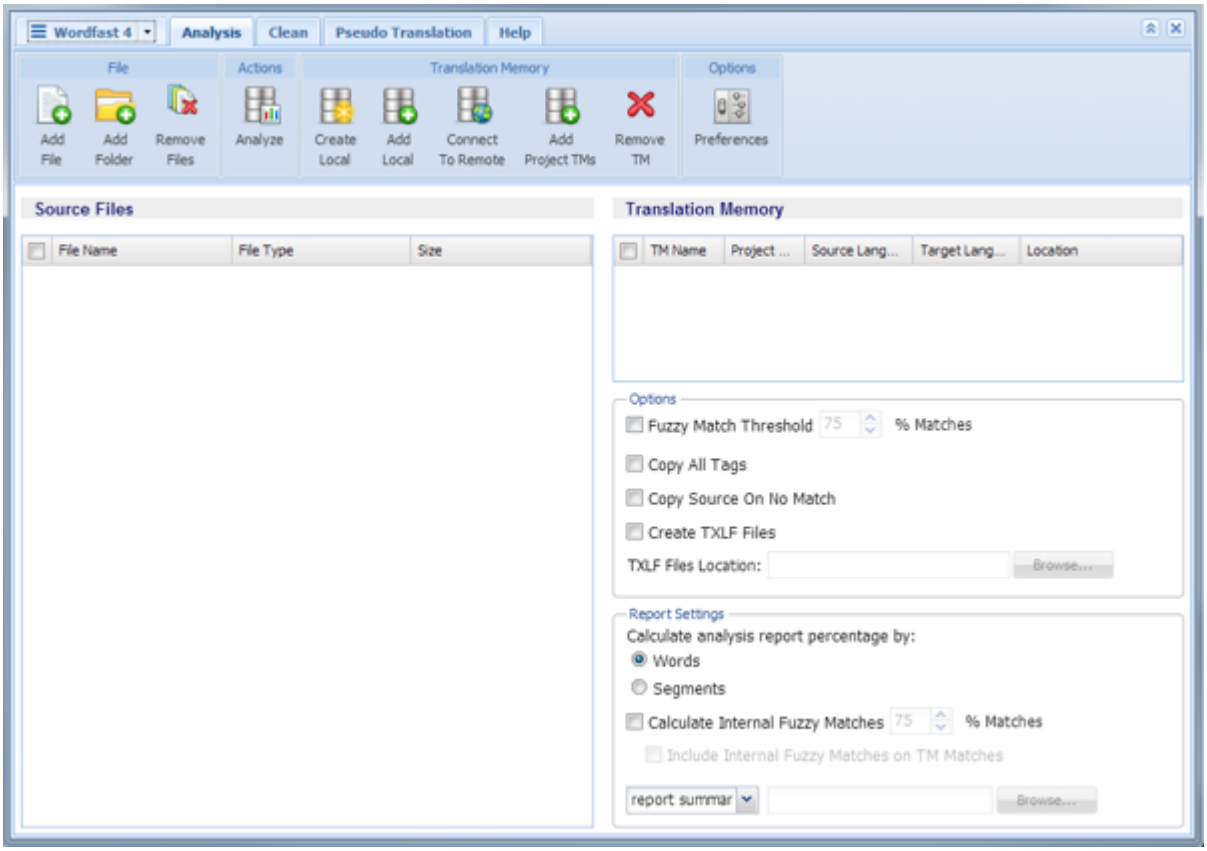

Refer to the following sections for more information on **Quick Tools**:

- To run a project file analysis, refer to Analyzing Project Files
- To clean up and update the Translation Memory, refer to Cleanup
- To preview what is translatable and the complexity of formatting in the target, refer to Pseudo Translation

Analyzing Project Files

In analyzing a project's files for translation, the source files are analyzed against Translation Memory and generates a report listing matches, non-matches, word count, and character count as well as the total number of segments. This process can greatly improve efficiency while reducing the time and effort spent by the translator.

The file **Analysis** can also create TXLF files from the source files that can then be sent to linguists for translation.

Another use of the file **Analysis** is in generating quotes based on the word and character count.

Analysis can be accomplished in either of the following ways:

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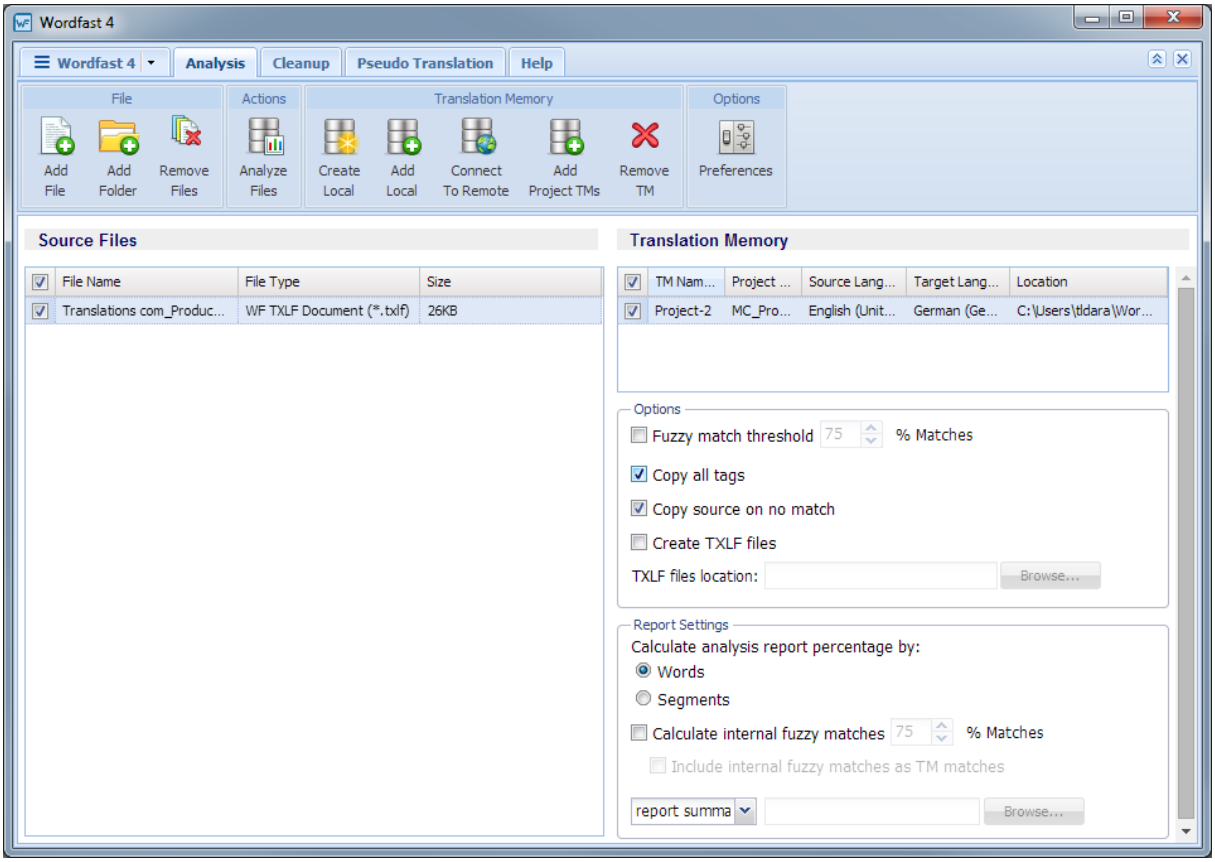
- Analyzing an entire project from the **Project Files** tab, refer to Analyzing Projects
- Analyzing individual files of a project from the **Quick Tools** tab, refer to Analyzing Files

Analyzing Files

In Analyzing files for translation, the selected file(s) are analyzed against a Translation Memory to leverage reusable content and execute a pre-translation (refer to Analysis Tab).

To analyze files from the **Quick Tools** tab:

1. Click the **Analysis** tab.



2. Add the file(s) to be analyzed.
3. Select the appropriate settings and provide export report information (refer to Configuring Translation Memory).

   a) Select the **Translation Memory** to use.

   b) Select the **Options**:

      - **Fuzzy match threshold** with the percent match
      - **Copy all tags**
      - **Copy source on no match**

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- **Create TXLF files**
- Enter a **TXLF file location**

4. Select the **Report Settings**:

   a) Calculate analysis report percentage by:

   - **Words**
   - **Segments**

   b) Select to **Calculate internal fuzzy matches** with the percent match.

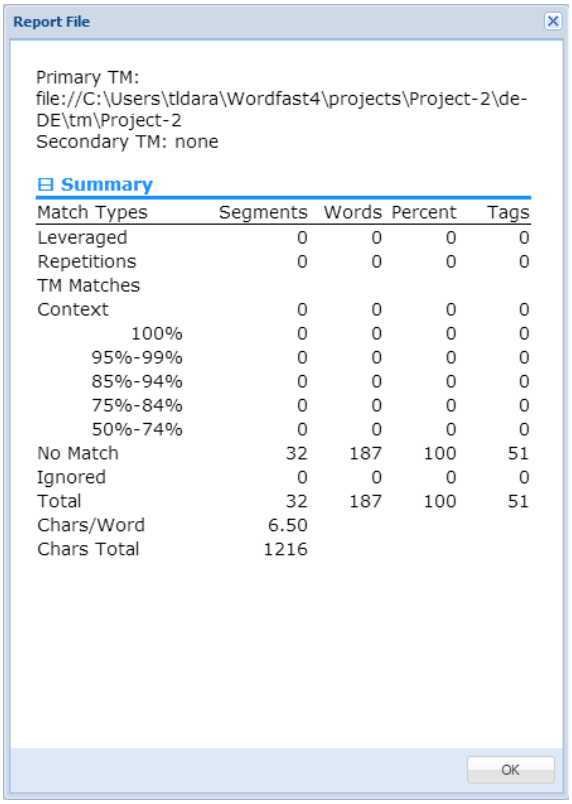
   - Select **Include internal fuzzy matches as TM matches**

   c) Select the report format from the drop-down list, in this case **report summary**.

5. Click **Analyze Files**.

   A pop-up appears showing the report percentage progress.

   The analysis completes and the **Report File** summary appears (shown below).



Cleanup

The Project Manager is responsible for the cleaning up of translated files and selecting the TM update options. The file cleanup process requires a manual initiation.

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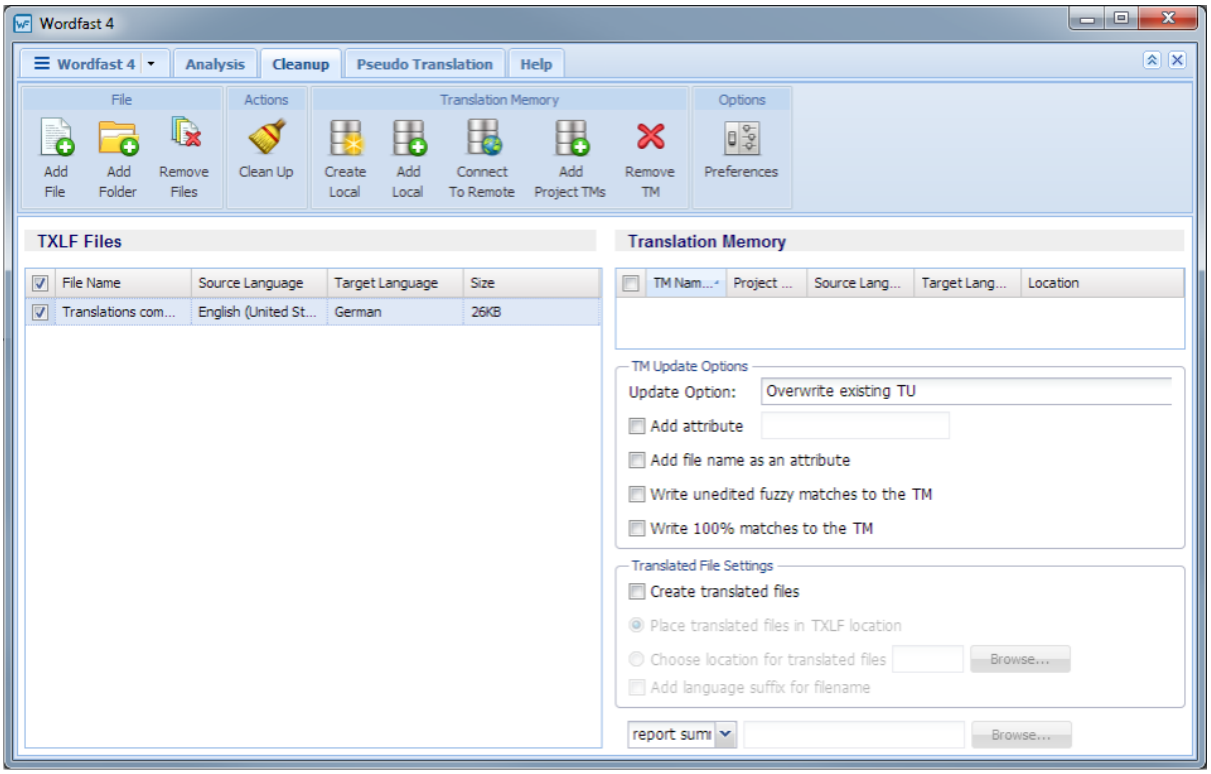
Cleanup processes bilingual files (TXML files containing source and target). The source files are returned to their original format and the bilingual files are converted to files in the target language using the original format. (Refer to Working with Segments.)

Optionally, the TM can be updated during cleanup.

As a final step, a report is generated indicating the number of segments processed, errors encountered, and TM update results.

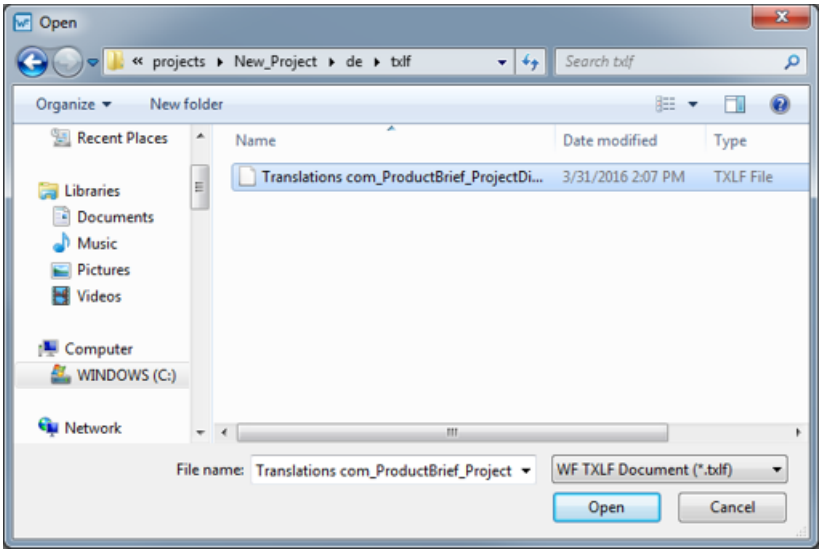
To clean up and update the Translation Memory using **Quick Tools**:

1. Select **Quick Tools** from the **Wordfast 4** drop-down menu.
2. Click the **Cleanup** tab.



3. Click **Add File**.

The file **Open** dialog box appears. →

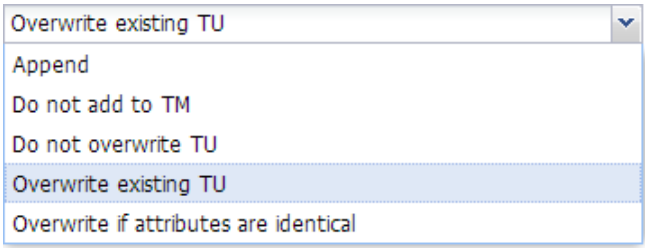


4. Select a file.
5. Click **Open**.

   The **Cleanup** tab reappears with the selected files.
6. Optionally, select an **Update Option** for updating files to a Translation Memory.

   The **TM Update Options** pull-down list is shown to the right. →

   - Select the Translation Memory to use.



Note:

At least one Translation Memory is needed before file clean up can be initiated (refer to Working with Project Translation Memory). To add a local or remote Translation Memory, refer to Creating Local Translation Memory for more information.

7. Click **Clean Up**.

   A pop-up appears showing the percentage progress.

   Upon completion, the CleanUp Report summary appears.

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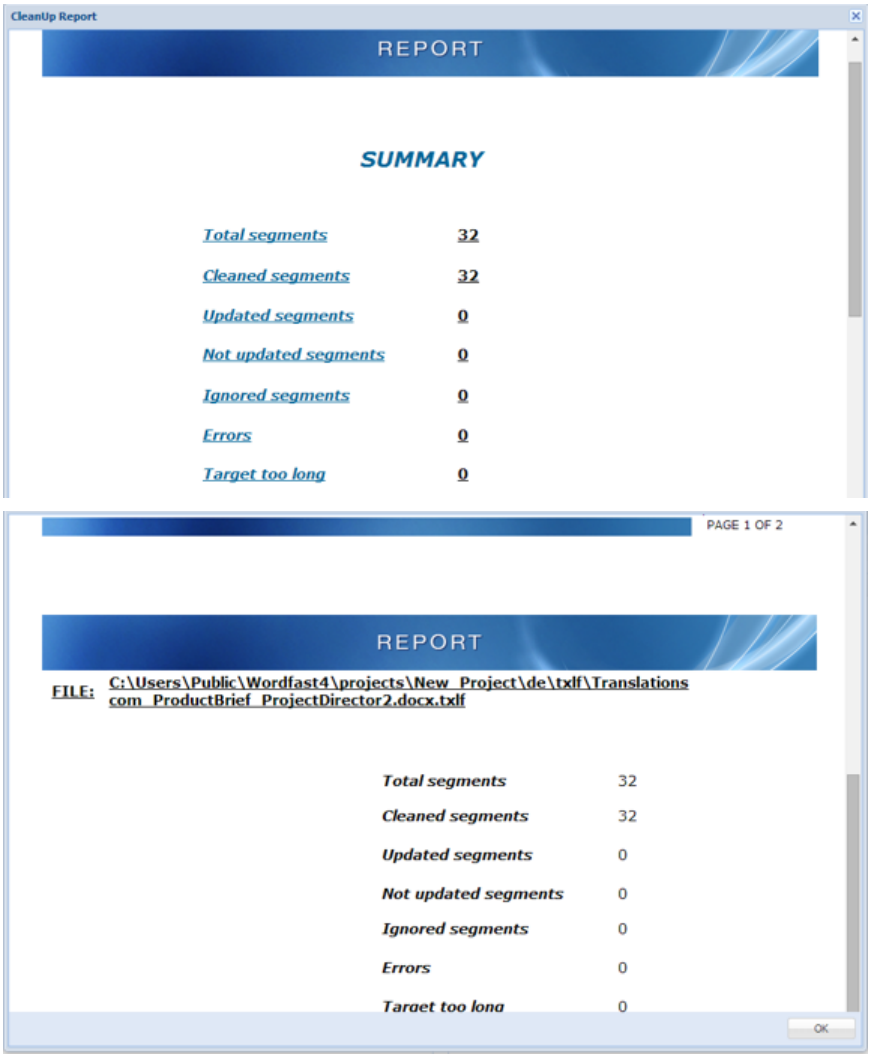

Pseudo Translation

Pseudo translation copies the source content to a target where the content has accented characters and the text is expanded by twenty percent. The pseudo translation provides a preview of what content will be selected as translatable and how complex formatting appears in the target. Both source files or TXLF files can be pseudo translated.

To pseudo translate files:

1. Click **Quick Tools** in the **Wordfast 4** drop-down menu.

   The **Quick Tools** tab appears.
2. Click the **Pseudo Translation** tab.

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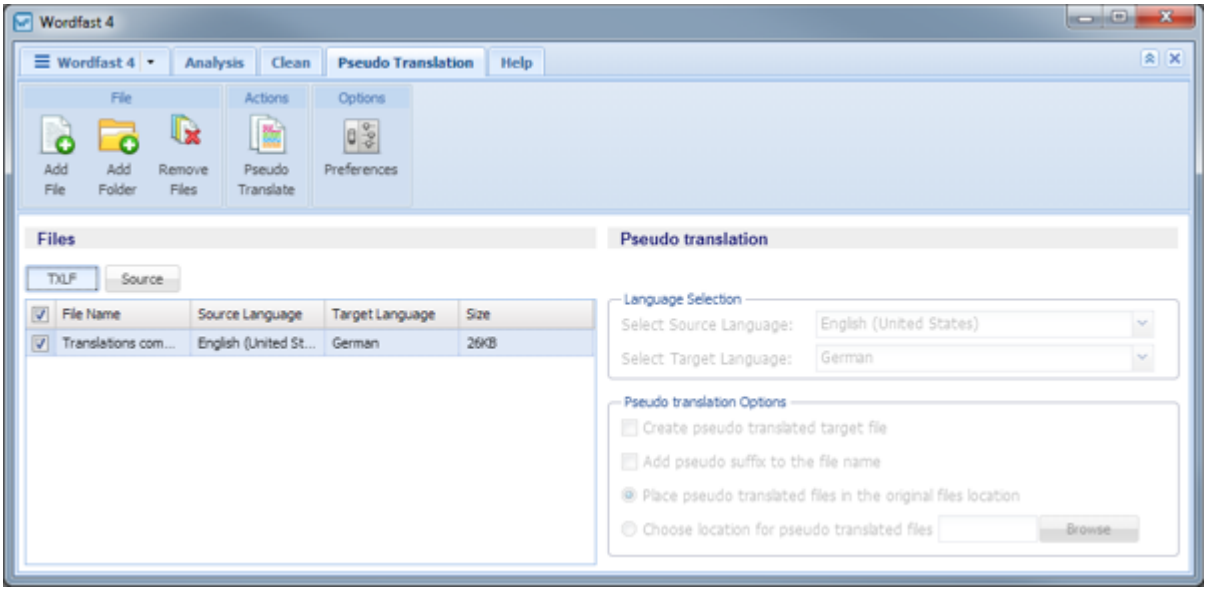

3. Select the file format for pseudo translation, to pseudo:
   - Translate a TXLF file, select and add a TXLF file
   - Translate a source file, select **Source**, and select the **Pseudo translation Options**
4. To browse and select files from a folder, click **Add File** under **File**.
5. To browse and select a folder click **Add Folder** under **File**.
6. Select the files to be pseudo translated.

Note:

Only one format can be selected at a time.

7. Click **Pseudo Translate**.

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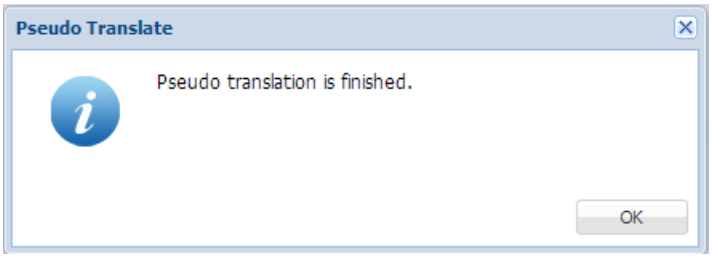
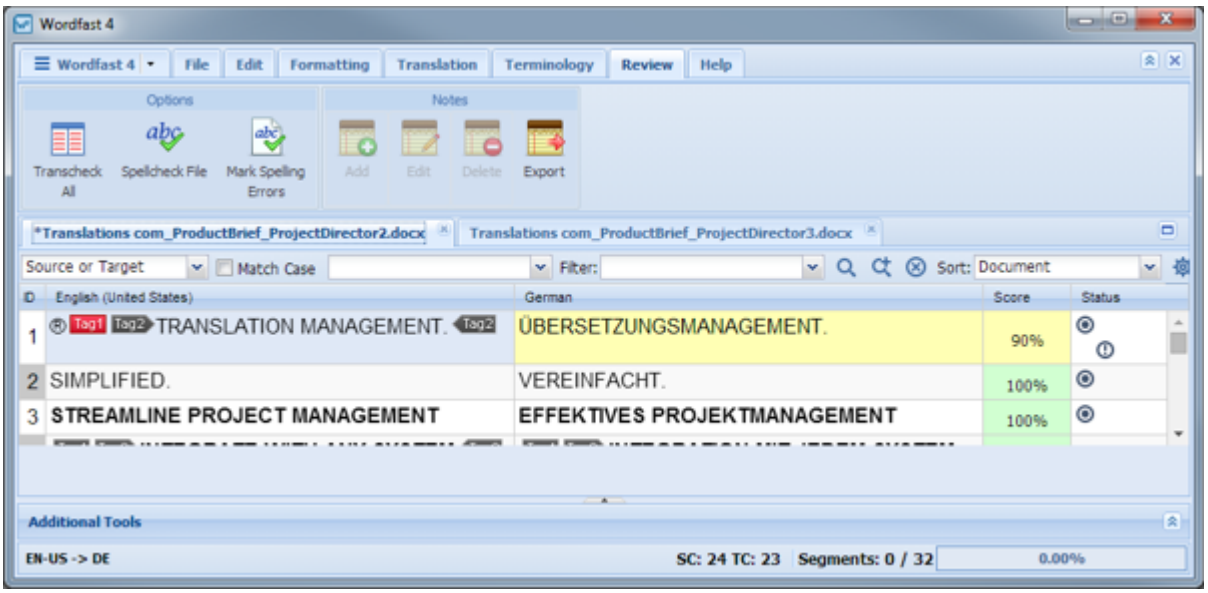
A confirmation pop-up appears upon completion. →



Note: Up to 20 files can be processed at a time using Wordfast Pro in Demo mode. To pseudo translate more than 20 files, a Wordfast Pro license is required.

The pseudo translated files are placed in the same folder as the source file. An example of a pseudo translated TXLF file is shown below.



Appendix

12

This appendix includes reference material for:

- Accented Characters
- Application Tabs
- Preferences
- TXLF Editor Unlabeled Icons
- WorldLingo Languages

Accented Characters

The table below lists the letters with supported accents.

Accent	Sample	Key Combination	Notes
Acute	Ó ó	Ctrl+', V	'= apostrophe key V= any vowel
Circumflex	Ô ô	Shift+Ctrl+^, V	
Grave	Ò ò	Ctrl+`, V	
Tilde	Ñ ñ	Shift+Ctrl+~, V	Only works with "n, N, o, O, a, A"
Umlaut	Ö ö	Shift+Ctrl+:, V	:= colon key

Some examples follow:

1. To enter the character "ó", (**Ctrl+',o**) hold down the Control key and press the apostrophe key. Release both keys and press "o". The accented letter appears.
2. To enter the character "Ó", (**Ctrl+',O**) hold down the Control key and press the apostrophe key. Release both keys and press "O". The accented letter appears.
3. To enter character "ñ", (**Shift+Ctrl+~,n**) hold down the Shift key and press the Control key, then press the tilde (~) key. Release all three keys and press "n".

The following table lists other supported foreign characters.

Character	Name	Key Combination	Notes
¡	Upside-down exclamation point	Alt+Shift+Ctrl+!	Press and hold **Alt+Shift+Ctrl+!**
¿	Upside-down question mark	Alt+Shift+Ctrl+?	

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Character	Name	Key Combination	Notes
Ç, ç	French C cedille (caps/ lowercase)	Ctrl+, ,c Ctrl+, ,C	For ç, press Control, then the comma key. Release then press c.
Œ, œ	OE ligature (caps/ lowercase)	Shift+Ctrl+&,o Shift+Ctrl+&,O	Press and hold **Shift+Ctrl+&**, release the keys and press **o**
ß	German Sharp/Double S	Shift+Ctrl+&,S	
Ø, ø	Nordic O slash (caps/ lowercase)	Ctrl+/,o Ctrl+/,O	
Å, å	Nordic A-ring, Angstrom sign (caps/lowercase)	Shift+Ctrl+@,a Shift+Ctrl+@,A	A with ring/Angstrom Sign
Æ, æ	Old English AE ligature (caps/lowercase)	Shift+Ctrl+&,a Shift+Ctrl+&,A	
Ð, ð	Old English eth (caps/ lowercase)	Ctrl+',d Ctrl+',D	Icelandic/Old English eth ' = apostrophe key

Application Tabs

The following is a list of application tabs for this product:

- Project Files Tab
- Project Terminology Tab
- Project Reference Files Tab
- Project Help Tab
- TXLF Editor—File Tab
- TXLF Editor—Edit Tab
- Project Translation Memory Tab
- TXLF Editor—Translation Tab
- Reports Tab
- Quick Tools
- TXLF Editor—Formatting Tab
- TXLF Editor—Terminology Tab
- TXLF Editor—Review Tab

Project Files Tab

The following is the **Project Files** tab and its options.

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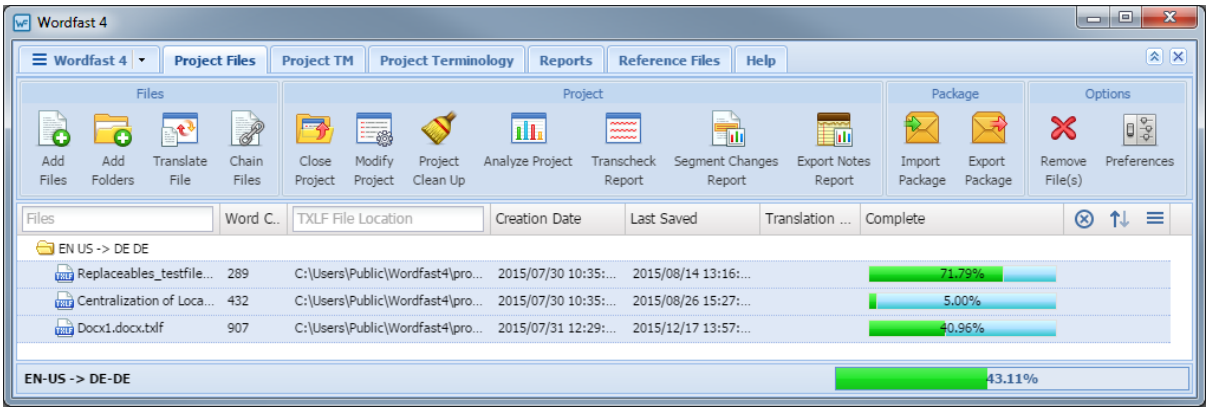
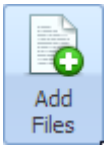
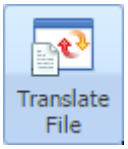
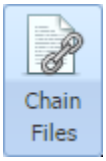
Note:

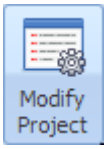
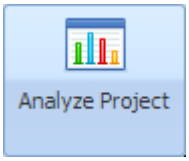
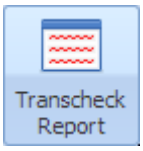
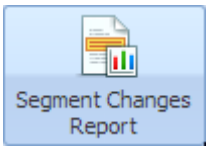
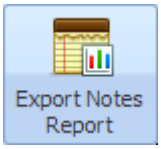
The **Files** and **TXLF File Location** columns can be ordered by typing the first letter or two of the item to head the list then clicking ↑ or ↓ to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon .



File Section

Icon	Shortcut / Description	Icon	Shortcut / Description
	**No Shortcut** Add a file or files for translation to the project.		**No Shortcut** Add a folder containing files for translation to the project.
	**Ctrl+O** Open selected file for translation.		Combine all selected files to open as one.

Project Section

Icon	Shortcut / Description	Icon	Shortcut / Description
	No Shortcut Close an existing project.		**No Shortcut** Modify project name or languages.
	No Shortcut Clean up the file and update the TM after translation is complete. Refer to Cleanup.		**No Shortcut** Analyze project's files for translation against a TM to leverage reusable content and pre-translate files. Refer to Analyzing Projects.
	**No Shortcut** Check for non-linguistic errors in the project's translated content. Refer to Using Transcheck.		**No Shortcut** Create a report of changes to segments.
	**No Shortcut** Export notes added to the segment as a separate report.		

Package Section

Icon	Shortcut / Description	Icon	Shortcut / Description
	No Shortcut Import a package (.glp) into the tool.		**No Shortcut** Prepare a package (.glp) for export.

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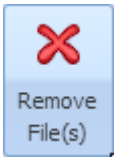
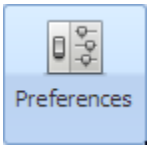
Options Section

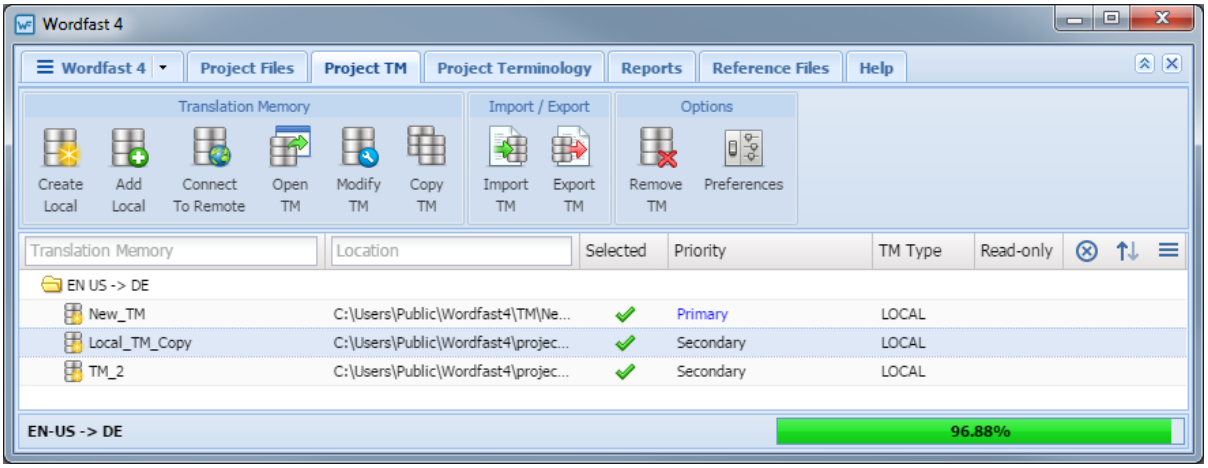
Icon	Shortcut / Description	Icon	Shortcut / Description
	**No Shortcut** Remove selected file(s) from the project.		**F9** View or change the current preferences.

Project Translation Memory Tab

The following is the **Project Translation Memory** (TM) tab.

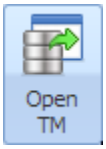
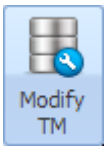
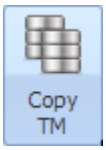
Note:

The **Translation Memory** and **Location** columns can be ordered by typing the first letter or two of the item to head the list then clicking ↑ or ↓ to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon .



The following tables describe the various options of the **Project TM** tab.

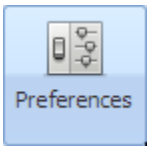
Translation Memory Section

Icon	Shortcut / Description	Icon	Shortcut / Description
	Ctrl+Shift+N Create a new local local TM.		**Ctrl+N** Add local TM.
	No Shortcut Connect to remote TM.		**Ctrl+Shift+G** Open the TM in the TM Admin view.
	**Ctrl+Shift+T** Modify selected TM.		**Ctrl+Shift+C** Copy selected TM.

Import/Export Section

Icon	Shortcut / Description	Icon	Shortcut / Description
	Ctrl+Shift+I Import existing TM.		**Ctrl+Shift+E** Export selected TM.

Options Section

Icon	Shortcut / Description	Icon	Shortcut / Description
	Ctrl+Shift+R Remove selected TM(s) from the project.		**F9** View or change the current preferences.

Note:

Refer to Configuring Translation Memory for usage details.

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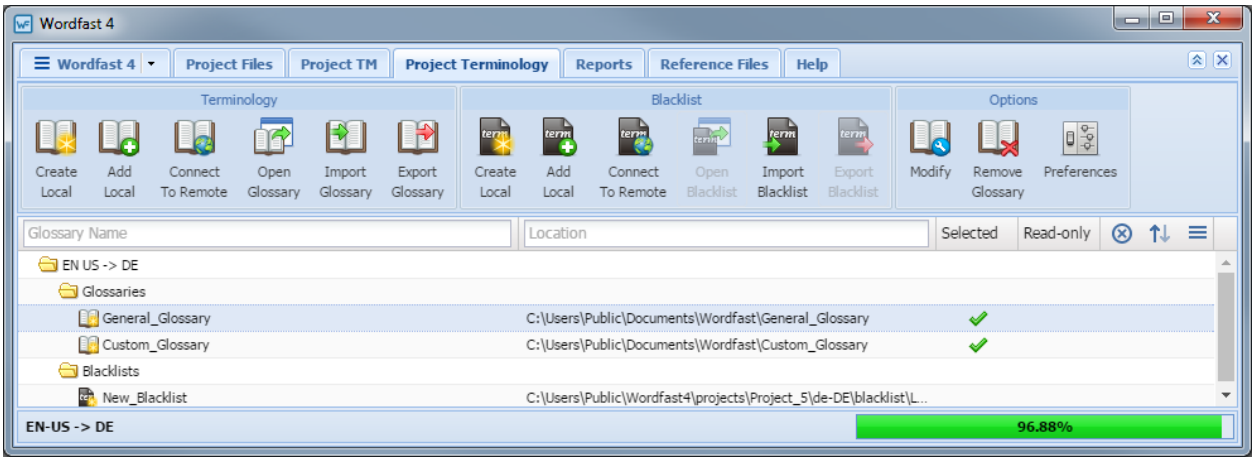
Project Terminology Tab

The following is the **Project Terminology** tab.

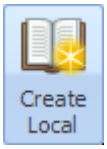
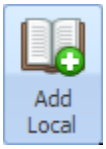
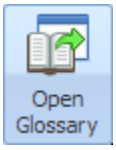
Note:

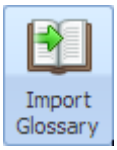
The **Glossary Name** or **Blacklist Name** and **Location** columns can be ordered by typing the first letter or two of the item to head the list then clicking ↑ or ↓ to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon .



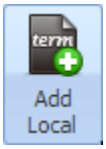
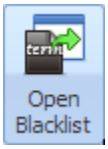
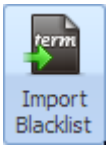
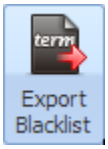
The following tables describe the various elements of the **Project Terminology** tab.

Terminology Section

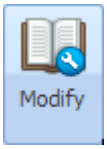
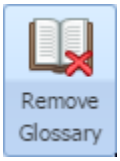
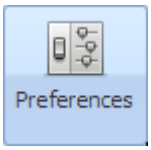
Icon	Shortcut / Description	Icon	Shortcut / Description
	**Alt+N** Create a local glossary or terminology.		**Alt+O** Add a local glossary or terminology.
	No Shortcut Connect to a remote glossary or terminology.		**Alt+G** Open the selected glossary.

Icon	Shortcut / Description	Icon	Shortcut / Description
	**Alt+I** Import a glossary.		**Alt+E** Export the selected glossary.

Blacklist Section

Icon	Shortcut / Description	Icon	Shortcut / Description
	Alt+B Create a local blacklist.		**Alt+C** Add a local blacklist.
	No Shortcut Connect to a remote blacklist.		**Alt+H** Open a blacklist.
	**Alt+J** Import a blacklist.		**Alt+K** Export a blacklist.

Options Section

Icon	Shortcut / Description	Icon	Shortcut / Description
	**Alt+M** Modify the selected glossary.		**Alt+R** Remove the selected glossary.
	**F9** View or change current preferences.		

Reports Tab

The following is the **Reports** tab.

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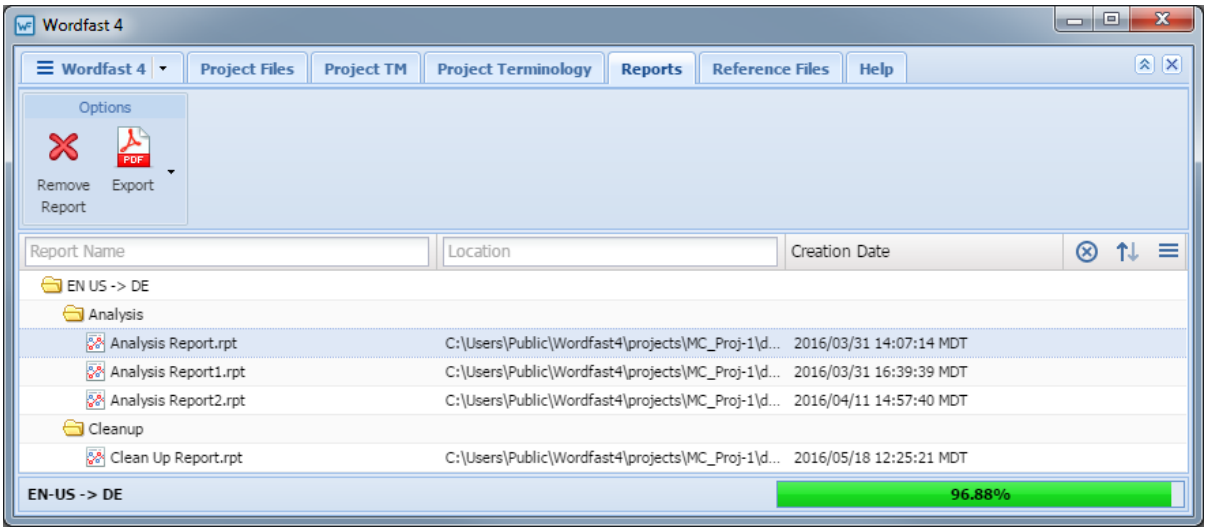
Note:

The **Report Name** and **Location** columns can be ordered by typing the first letter or two of the item to head the list then clicking ↑ or ↓ to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon .



The following table describes the various options of the **Reports** tab.

Options Section

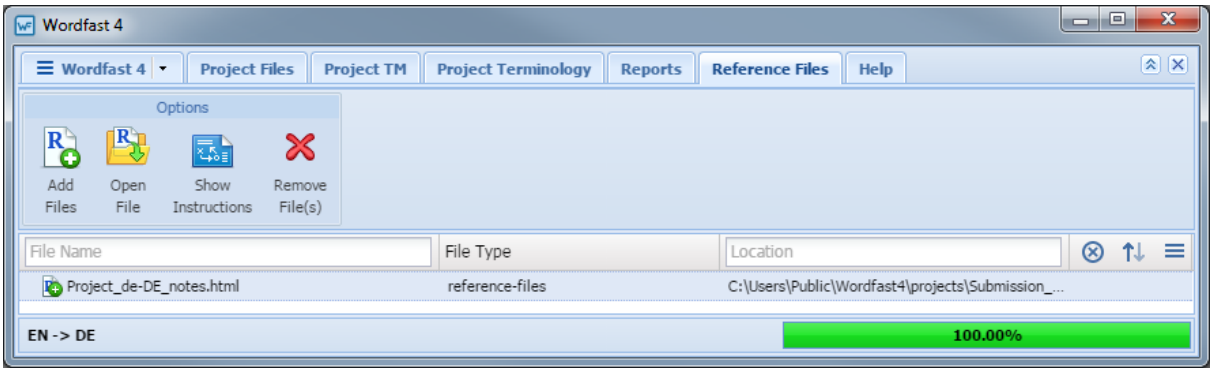
Icon	Shortcut / Description	Icon	Shortcut / Description
Remove Report	**Alt+Z** Remove the selected report(s).	Export	**Alt+U** Export a report in the following formats: • PDF • HTML • XLS • CSV

Project Reference Files Tab

The following is the **Reference Files** tab.

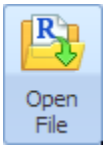
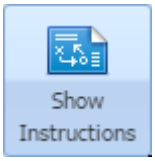
Note:

The **File Name** and **Location** columns can be ordered by typing the first letter or two of the item to head the list then clicking ↑ or ↓ to the far right. These columns can be searched by typing in a string of characters that are contained in the entry of interest. When a matching, unique string is found in an entry, only that entry is presented in the list. To restore the list, click the **Clear Filters** icon .



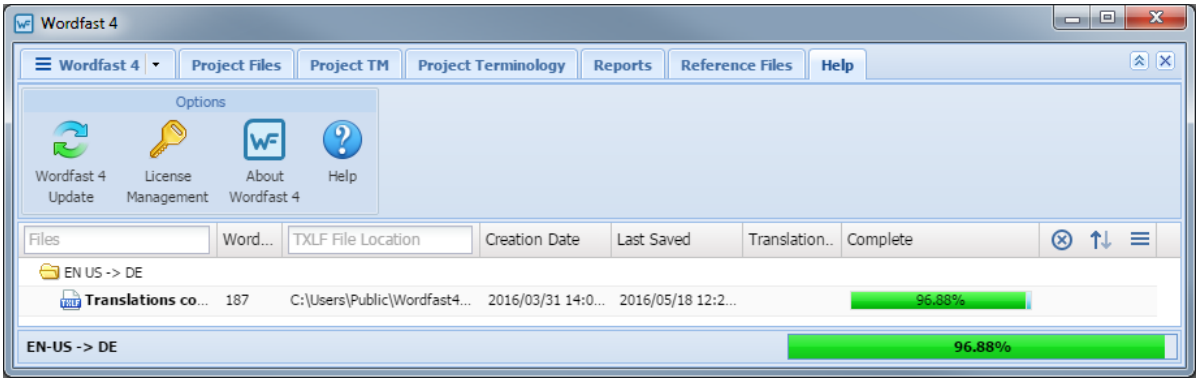
The following table describes the options available through the **Reference Files** tab.

Options

Icon	Shortcut / Description	Icon	Shortcut / Description
	No Shortcut Add a reference file to the project.		**No Shortcut** Open a reference file in the project.
	**No Shortcut** Show instructions for the project from the Project Manager, if added.		**Alt+0** Remove the selected file(s) from the project.

Project Help Tab

The following is the **Help** tab.

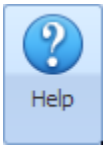


Note:

The options on this tab are identical to those on the **TXLF Editor** tabs.

The following table describes the various options of the **Help** tab.

Help Options

Icon	Shortcut / Description	Icon	Shortcut / Description
	No Shortcut View and select the available updates to the product.		**No Shortcut** Register and check expiration of the product license.
	No Shortcut View the product name, version, build, and copyright.		**Ctrl+Alt+H** Access online help for the product.

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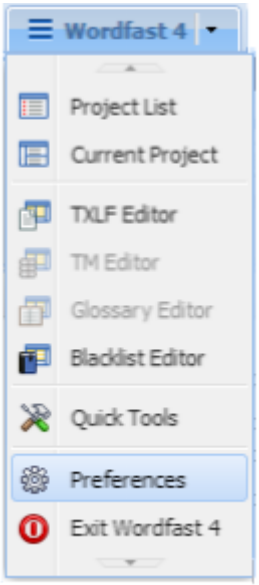
Quick Tools Tab

The **Quick Tools** tab is accessed through the **Wordfast 4** drop-down menu. →

When **Quick Tools** is selected from the **Wordfast 4** drop-down menu the **Analysis** tab opens.

Refer to the following for **Quick Tools** options:

- Analysis Tab
- Clean Tab
- Pseudo Translation Tab
- Project Help Tab



Analysis Tab

The following is the **Analysis** tab that is accessed through **Quick Tools**.

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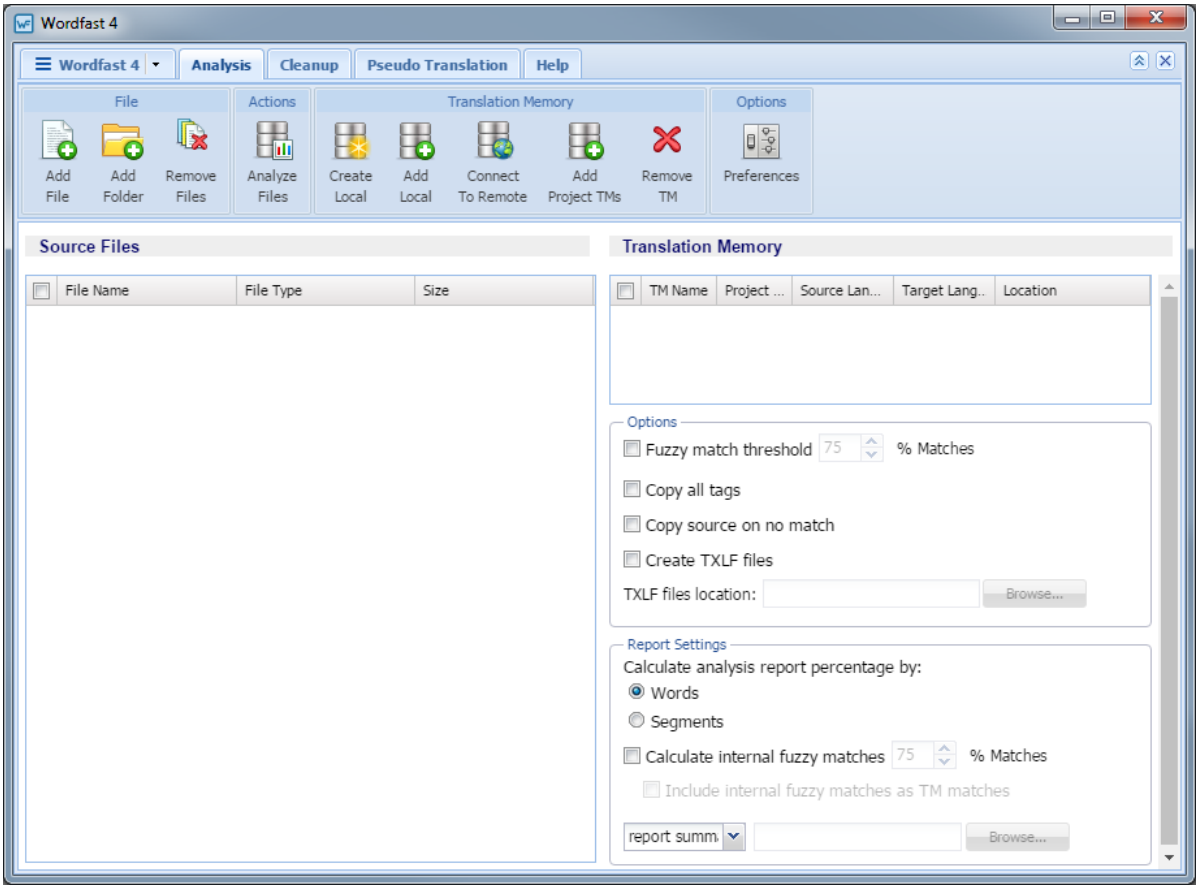
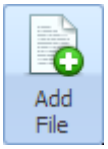
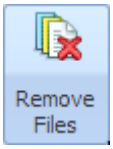
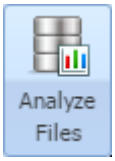


The following tables describe the options of the **Analysis** tab.

File Section

Icon	Shortcut / Description	Icon	Shortcut / Description
	**No Shortcut** Add a file or files for analysis.		**No Shortcut** Add a folder of files for analysis.
	**No Shortcut** Remove files from those selected for analysis.		

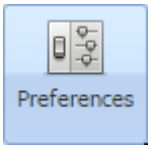
Actions Section

Icon Reference	Shortcut / Description
	**No Shortcut** Begin the analysis.

Translation Memory Section

Icon	Shortcut / Description	Icon	Shortcut / Description
	No Shortcut Create a local Translation Memory file.		**No Shortcut** Add a local Translation Memory file.
	No Shortcut Connects to remote Translation Memories.		**Ctlr+Shift+B** Adds a project Translation Memory.
	No Shortcut Remove a Translation Memory.		

Options Section

Icon	Shortcut / Description	Icon	Shortcut / Description
	**F9** Customize the General, Translation, and Project preferences.		

Clean Tab

The following is the **Clean** tab that is accessed through **Quick Tools**.

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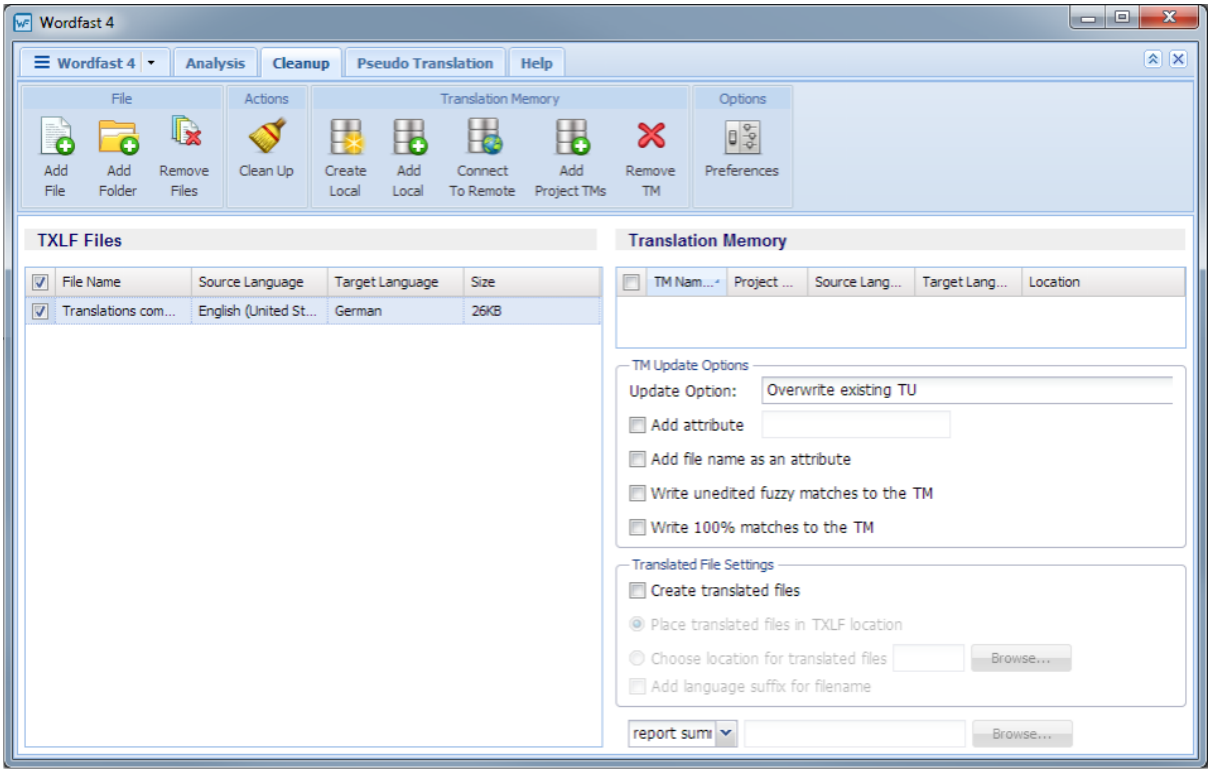
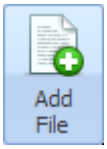
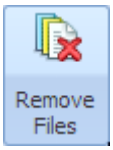


The following tables describe the options of the **Clean** tab.

File Section

Icon	Shortcut / Description	Icon	Shortcut / Description
	**No Shortcut** Add a file or files for analysis.		**No Shortcut** Add a folder of files for analysis.
	**No Shortcut** Remove files from those selected for analysis.		

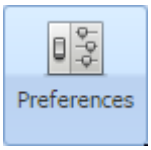
Actions Section

Icon	Shortcut / Description
	No Shortcut Initiate a cleanup process on the open file.

Translation Memory Section

Icon	Shortcut / Description	Icon	Shortcut / Description
	No Shortcut Create a local Translation Memory file.		**No Shortcut** Add a local Translation Memory file.
	No Shortcut Connects to remote Translation Memories.		**Ctlr+Shift+B** Adds a project Translation Memory.
	No Shortcut Remove a Translation Memory.		

Options Section

Icon	Shortcut / Description
	**F9** Customize the General, Translation, and Project preferences.

Pseudo Translation Tab

Pseudo translation copies the source content to a target where the content has accented characters and the text is expanded by twenty percent. Pseudo translation provides a preview of what content will be selected as translatable and how complex formatting appears in the target.

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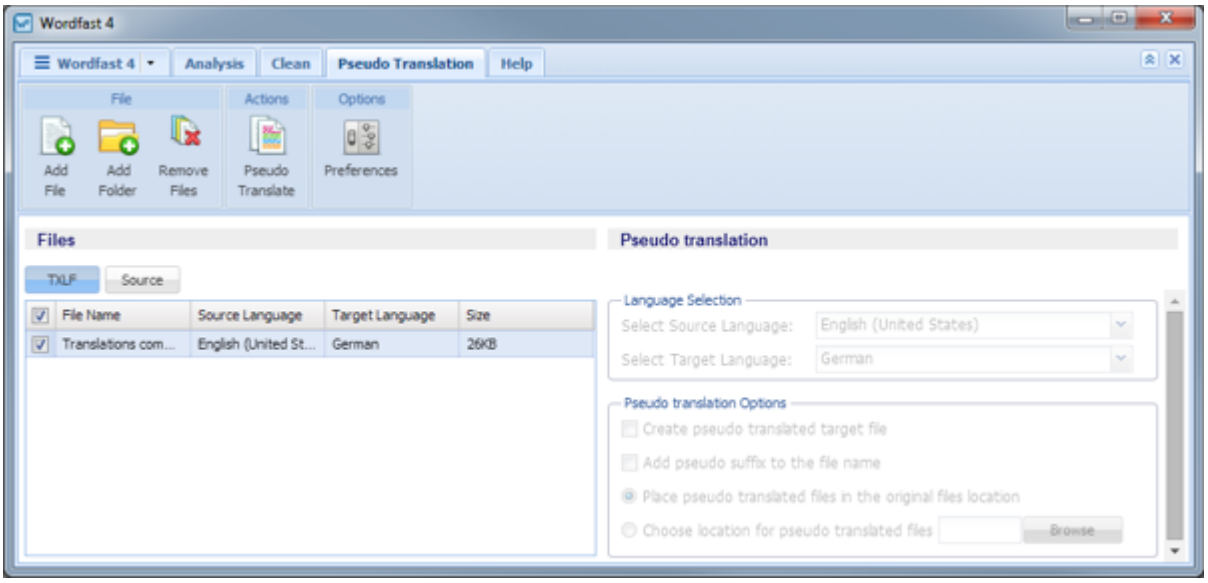
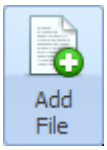
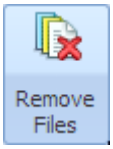
The following is the **Pseudo Translation** tab that is accessed through **Quick Tools**.

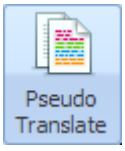


The following tables describe the options of the **Pseudo Translation** tab.

File Section

Icon	Shortcut / Description	Icon	Shortcut / Description
	**No Shortcut** Add a file or files for analysis.		**No Shortcut** Add a folder of files for analysis.
	**No Shortcut** Remove files from those selected for analysis.		

Actions Section

Icon	Shortcut / Description
	**Ctrl+Shift+Y** Initiate a pseudo translation process.

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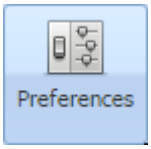
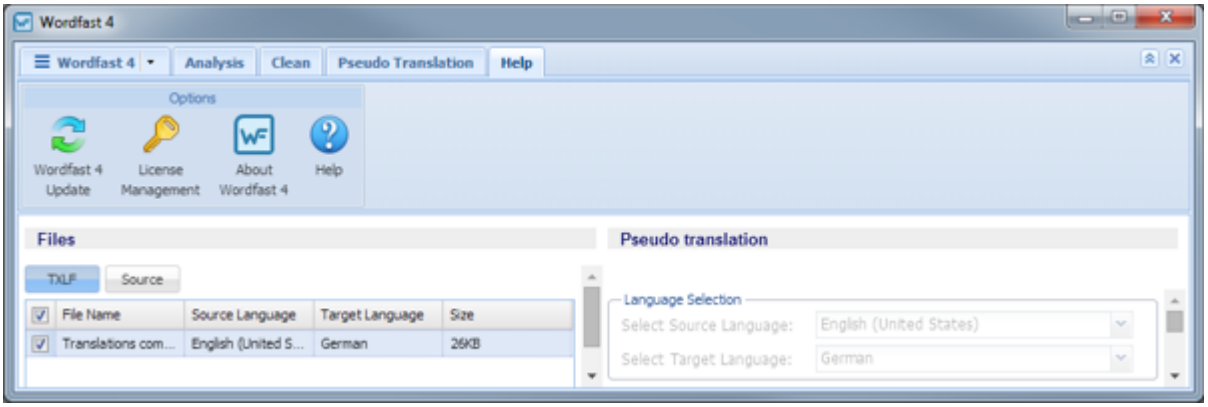
Options Section

Icon	Shortcut / Description
	**F9** Customize the General, Translation, and Project preferences.

Quick Tools Help Tab

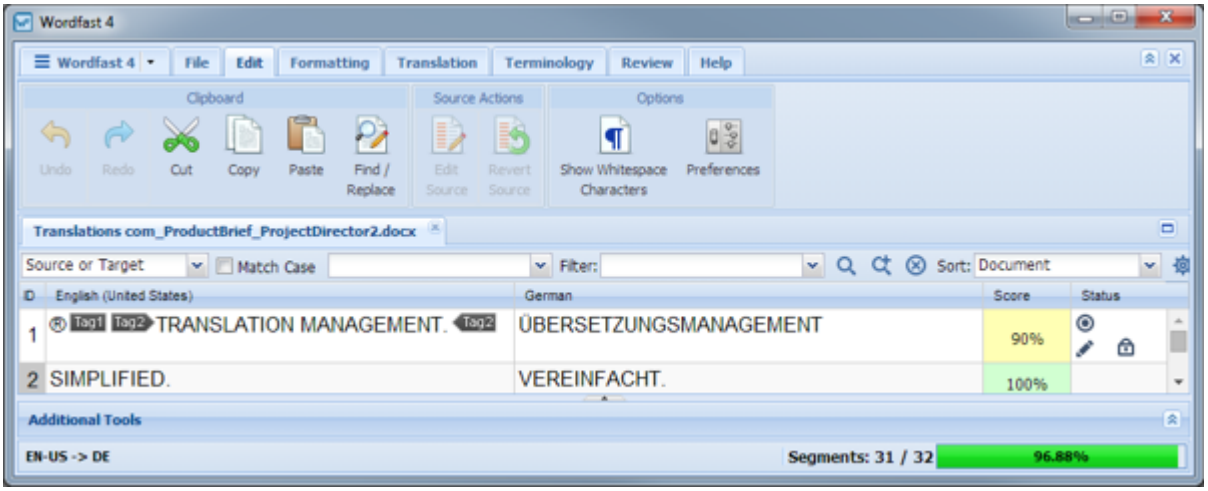
The following is the **Help** tab that is accessed through **Quick Tools**.



Refer to Project Help Tab for more information on the options of this tab.

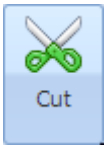
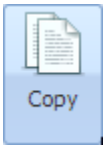
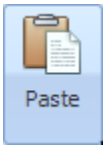
TXLF Editor—Edit Tab

The following is the **TXLF Editor** view of the **Edit** tab.



The options on the **TXLF Editor Edit** tab are shown in the following tables.

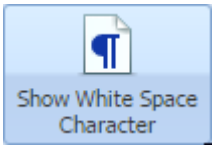
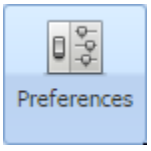
Clipboard Section

Icon	Shortcut / Description	Icon	Shortcut / Description
	Ctrl+Z Undo most recently entered text or performed function.		**Ctrl+Y** Redo most recently deleted text or re-perform undone function.
	**Ctrl+X** Remove selected text from target segment (only) retaining it for later use.		**Ctrl+C** Copy the selected text to the clipboard.
	Ctrl+F, Ctrl+H Search target segments for text and replace with specified text.		**Ctl+V** Insert copied text at the location of the cursor in the target segment.

Source Actions Section

Icon	Shortcut / Description	Icon	Shortcut / Description
	No Shortcut Edit the source segment.		**No Shortcut** Revert the edited source to the original state.

Options Section

Icon	Shortcut / Description	Icon	Shortcut / Description
	**Ctrl+Shift+8** Show white space in the document as a middle dot (·).		**F9** Customize the General, Translation, and Project preferences.

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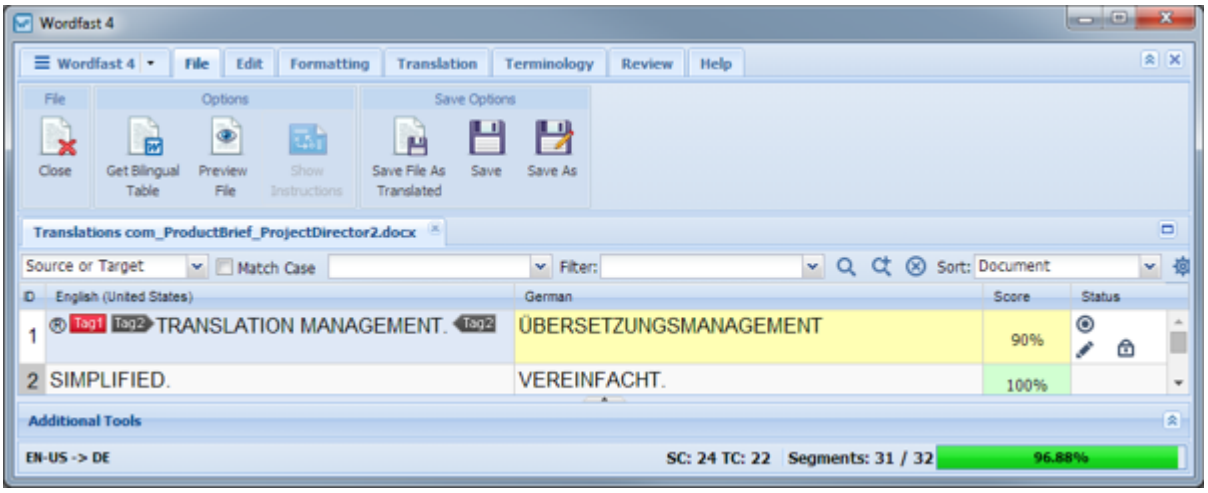
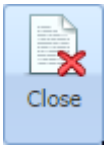
TXLF Editor—File Tab

The following is the **TXLF Editor** view of the **File** tab.

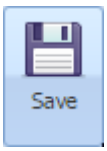
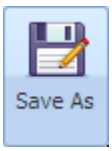
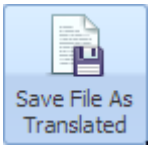


The options of the **File** tab are shown in the following tables.

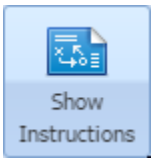
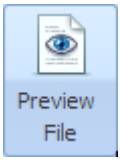
File Section

Icon	Shortcut / Description
	**Ctrl+W** Close the active file.

Save Options Section

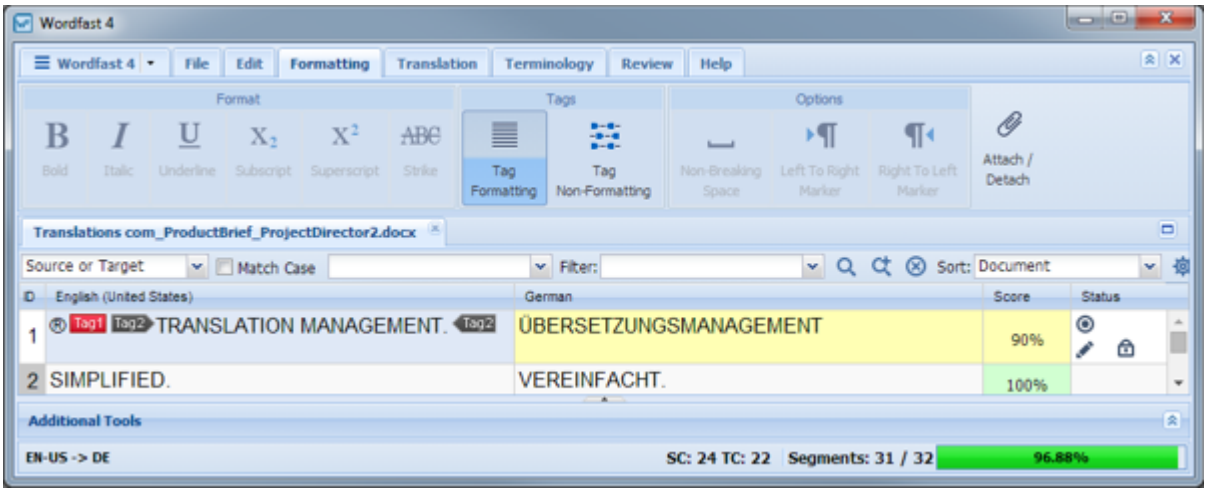
Icon	Shortcut / Description	Icon	Shortcut / Description
	**Ctrl+S** Save the file.		**F12** Save the file to a different location and/or save with a different name.
	**Ctrl+Alt+S** Save the translated file in its original format.		

Options Section

Icon	Shortcut / Description	Icon	Shortcut / Description
	Ctrl+Alt+P Show the translation as a preview in a Microsoft Word document.		**No Shortcut** Show instructions for the project provided by the project manager.
	**No Shortcut** View the translated project file.		

TXLF Editor—Formatting Tab

The following is the **TXLF Editor** view of the **TXLF Formatting** tab.

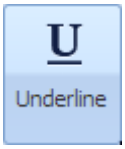
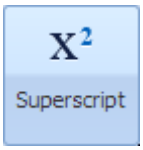


The options on the **TXLF Editor Formatting** tab are shown in the following tables.

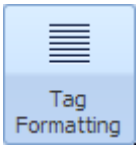
Note:

These options are only available when formatting is supported by the file type.

Format Section

Icon	Shortcut / Description	Icon	Shortcut / Description
	Ctrl+B Format the selected text as bold.		**Ctrl+I** Format the selected text as italic.
	**Ctrl+U** Format the selected text as underlined.		**Ctrl+=** Format the selected text as subscript.
	**Ctrl+Shift+=** Format the selected text as superscript.		**Ctrl+K** Format the selected text with strike-through indicating deleted, without deleting it.

Tags Section

Icon	Shortcut / Description	Icon	Shortcut / Description
	**No Shortcut** Show actual tag content for active segment (if supported).		**No Shortcut** Show the formatting tags content for active segment.

Options Section

Icon	Shortcut / Description	Icon	Shortcut / Description
	No Shortcut Used to insert a left-to-to-right marker in the segment.		**Ctrl+Shift+Space** Used to insert a non-breaking space in the segment.
	No Shortcut Used to insert a right-to-to-left marker in the segment.		

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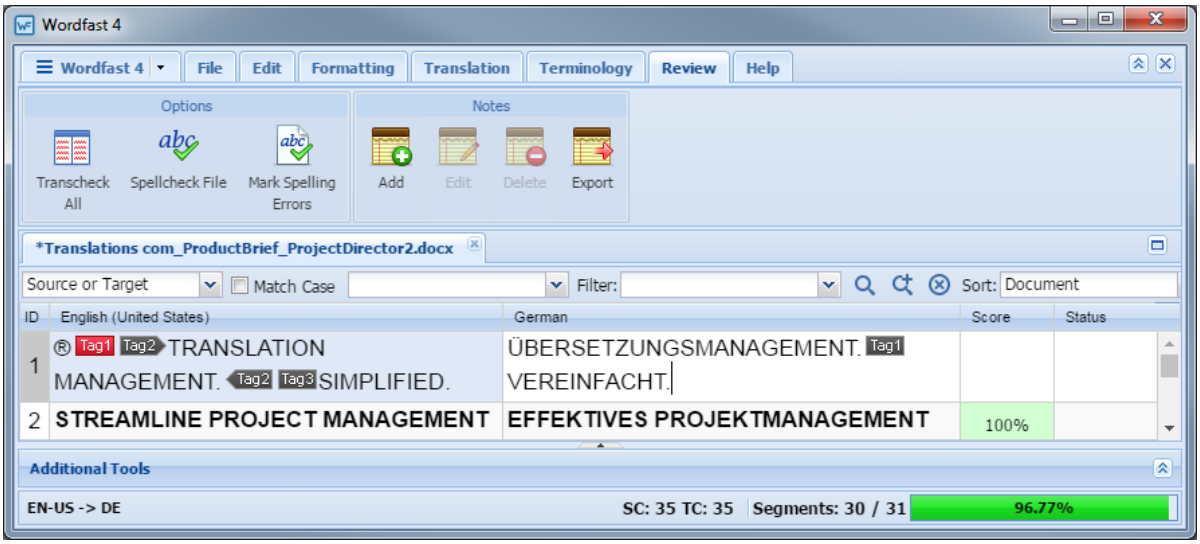
Other Section

Icon	Shortcut / Description
	Ctrl+D Attach and detach (make floating toolbar) these **Segment** options.

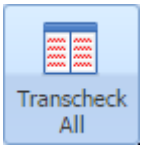
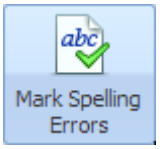
TXLF Editor—Review Tab

The following is the **Wordfast TXLF Editor Review** tab.

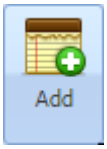
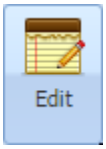
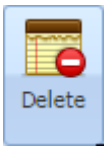
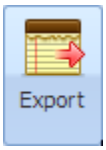


The options on the **TXLF Editor Review** tab are shown in the following tables.

Check Section

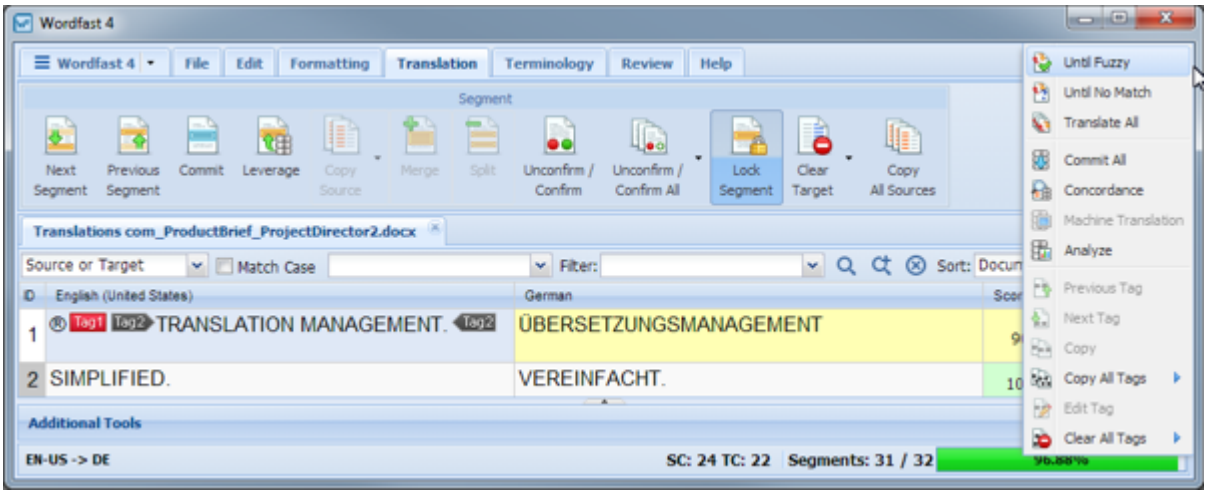
Icon	Shortcut / Description	Icon	Shortcut / Description
	**Ctrl+Shift+Q** Check for non-linguistic errors in the translation.		**F7** Run spell-check over the entire translation.
	**No Shortcut** Highlight the spelling errors in the completed translation.		

Notes Section

Icon	Shortcut / Description	Icon	Shortcut / Description
	**Alt+Shift+N** Add a note to the segment being worked on.		**Alt+Shift+E** Edit the selected note.
	**Alt+Shift+D** Delete the selected note.		**No Shortcut** Export notes.

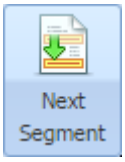
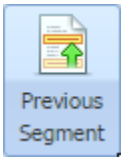
TXLF Editor—Translation Tab

The following is the **TXLF Editor Translation** tab.



The following tables present the **TXLF Editor Translation** tab options.

Segment Section

Icon	Shortcut / Description	Icon	Shortcut / Description
	**Alt+↓** Commit current segment to the TM and leverage next translatable segment.		**Alt+↑** Commit current segment to the TM and leverage the previous translatable segment.

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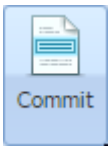
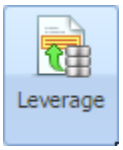
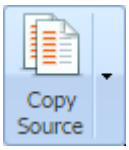
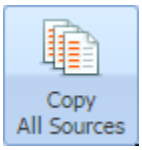
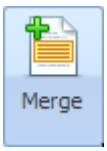
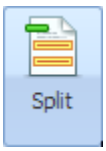
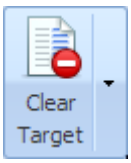
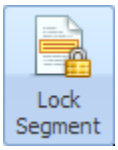
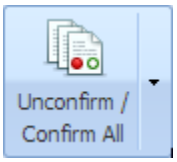
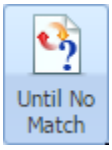
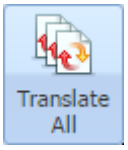
Icon	Shortcut / Description	Icon	Shortcut / Description
	**Alt+Q** Commit the current segment to the TM remaining in place.		**Alt+ -** Leverage the TM for the current source segment.
	**Alt+S** Copies the source segment content into the target segment.		**Ctrl+Alt+Insert** Copies all source segments into the target segments.
	**Alt+PgDn** Combine two or more segments from a single paragraph.		**Alt+PgUp** Separate the selected segment into two segments.
	**Ctrl+Alt+Y**, **Alt+Shift+Delete** Clear the selected target or clear all targets in document.		**No Shortcut** Lock the selected segment to prevent changes.
	Alt+Enter Mark the selected segment as unconfirmed so that the translation is not saved into the TM.		**Alt+Shift+Enter**, **Ctrl+Shift +Enter** Mark all segments as unconfirmed to prevent their being saved into the TM.

Automated Actions Section

Icon	Shortcut / Description	Icon	Shortcut / Description
	Ctrl+Alt+F Translation proceeds until the first TM fuzzy-match encounter.		**Ctrl+Shift+PgDn** Translation proceeds from the TM until the first TM no-match encounter.
	**Ctrl+Shift+End** Translation proceeds ignoring TM fuzzy-match and no- match.		

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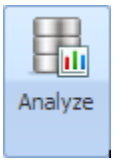
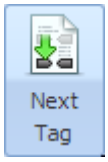
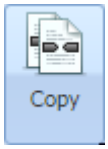
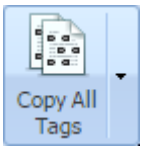
Translation Memory

Icon	Shortcut / Description	Icon	Shortcut / Description
	Ctrl+Alt+End Save translated segments to TM without closing files after the translation is complete.		**Ctrl+SpaceBar** Analyze the selected Translation Memory.
	F8 Search the TM for the selected text with the results in the **TM Lookup Editor Tabs** section.		**Ctrl+Shift+M** The active segment (only) is machine translated.

Tags Section

Icon	Shortcut / Description	Icon	Shortcut / Description
	Ctrl+Alt+← Select the previous tag.		**Ctrl+Alt+→** Select the next tag.
	Ctrl+Shift+V, **No Shortcut** Delete all tags in the target. Options: • Clear all tags in the segment, click **Segment** • Clear all tags in document, click **Document**		**Ctrl+Alt+↓** Copy the currently selected tag or term from the source to the target at the location of the cursor.
	**Alt+Shift+P**, **Alt+A** Copy tags or terms from source document to the target, or All Tags from segment.		**No Shortcut** Enable editing of the selected tag.

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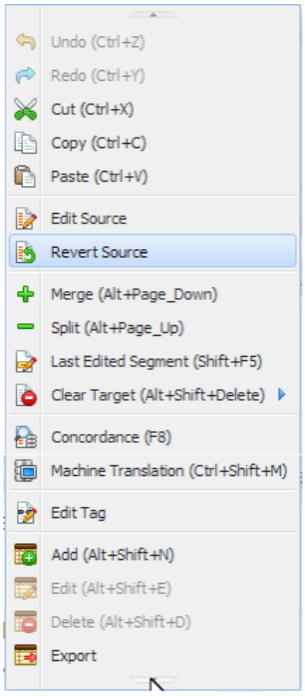
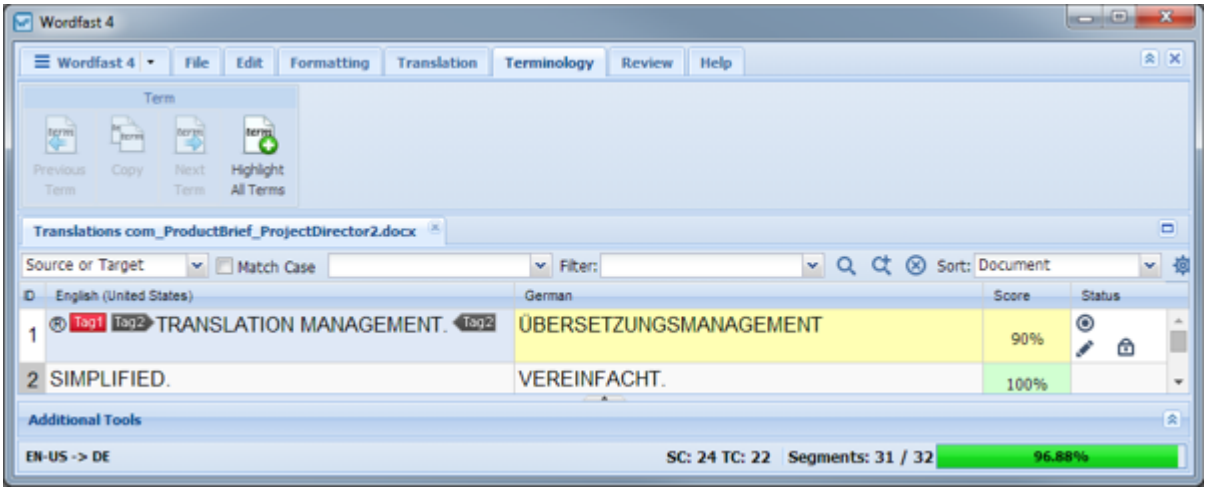
Translation Edit Drop-down Menu

The **TXLF Editor Translation Edit** drop-down menu. →



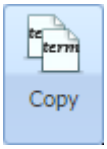
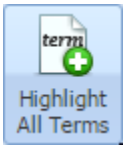
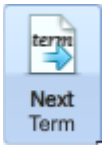
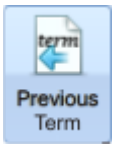
TXLF Editor—Terminology Tab

The following is the **TXLF Editor Terminology** tab.



The following tables present the **TXLF Editor Terminology** tab options.

Term Section

Icon	Shortcut / Description	Icon	Shortcut / Description
	**Ctrl+0** Copy the selected term.		**Ctrl+F5** Toggle Run and Stop highlighting terms.
	**Ctrl+9** Select the next term.		**Ctrl+8** Select the previous term.

TXLF Editor Unlabeled Icons

Translation files are **TXLF** files and users can edit these files using the **TXLF Editor** tool. The unlabeled icons used throughout **TXLF Editor** are shown in the following table.

Icon	Description	Icon	Description
	Transcheck error. A non-linguistic error has occurred in the segment.		A note has been added to the segment.
	The segment has been repeated.		The segment is locked and cannot be edited.
	The segment is not confirmed in the TM.		Information is available.
	Apply the selected table filter.		Accumulate the selected table filters.
	Reset the Terminology search **Filter** criteria.		Clear the filters in a search.
	Select the term search target for Terminology and Table Filters.		Expand or collapse the options ribbon.
	Expand or collapse the lower panel.		Click to add a term to the Terminology list.

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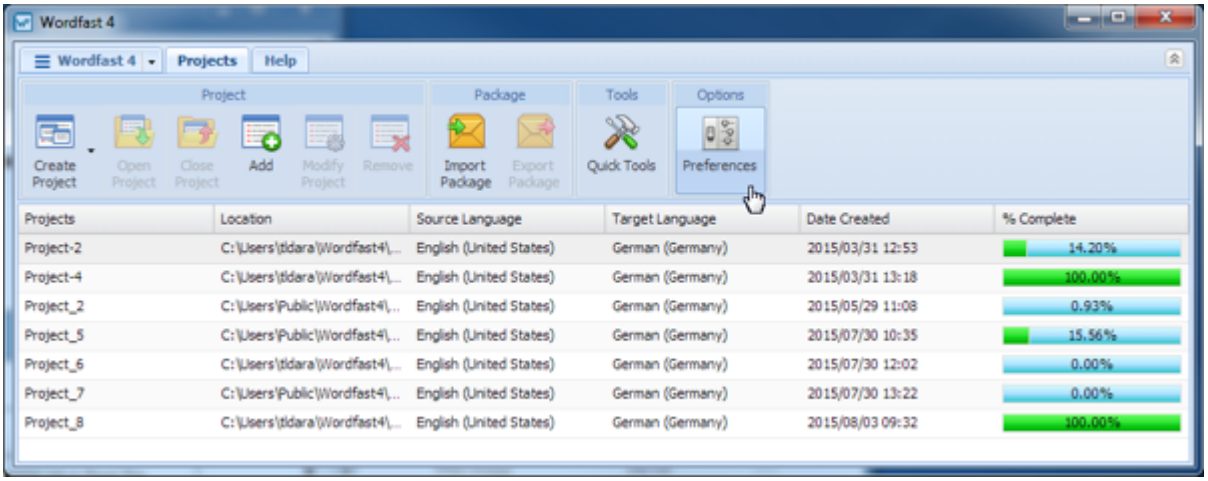
Preferences

The **Wordfast Pro** preference options are accessible through **Preferences** and by pressing **F9**.



The preferences categories and sub-categories are listed below.

1. **General Preferences**:

   - Customizing Colors
   - Customizing Fonts
   - Customizing Icon Appearance
   - Customizing Application Layout
   - Customizing Shortcuts
   - Customizing Warnings

2. **Translation Preferences**:

   - Configuring Tags
   - Configuring Auto Propagation
   - Configuring Text Tools
   - Configuring Spell Check
   - Configuring Machine Translation

3. **Current/New Project Preferences**:

   - Configuring Translation Memory
   - Configuring Terminology
   - Configuring Penalties
   - Configuring Transcheck
   - Configuring Segmentation
   - Configuring Filters

4. **User Preferences are the Advanced Settings as follows:**

   - Default Preferences Settings
   - Export/Import Preferences Settings

General Preferences

General preferences cover the following topics:

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- Customizing Colors
- Customizing Fonts
- Customizing Icon Appearance
- Customizing Application Layout
- Customizing Shortcuts
- Customizing Warnings

Customizing Colors

Varying colors are used to differentiate between types of content in the TXLF editor. This color usage can be customized through **Preferences—General Preferences**.

To customize the color usage for translation from **Preferences**:

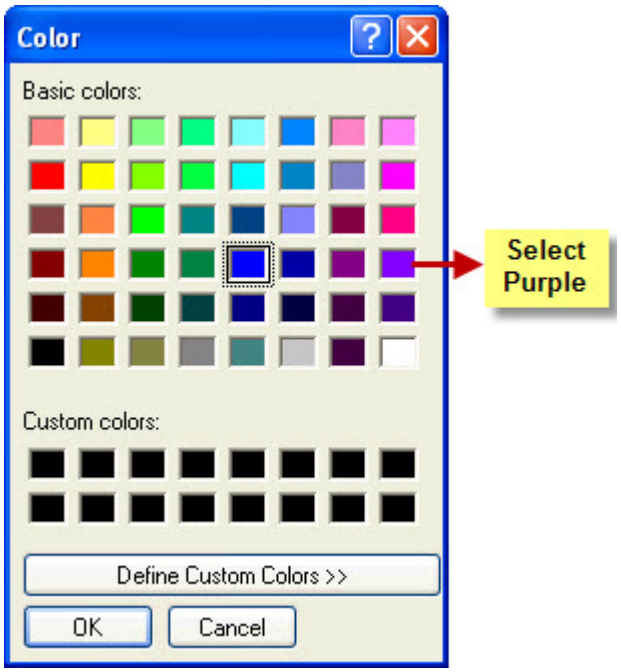
1. Click **Colors** in the **General Preferences** section.

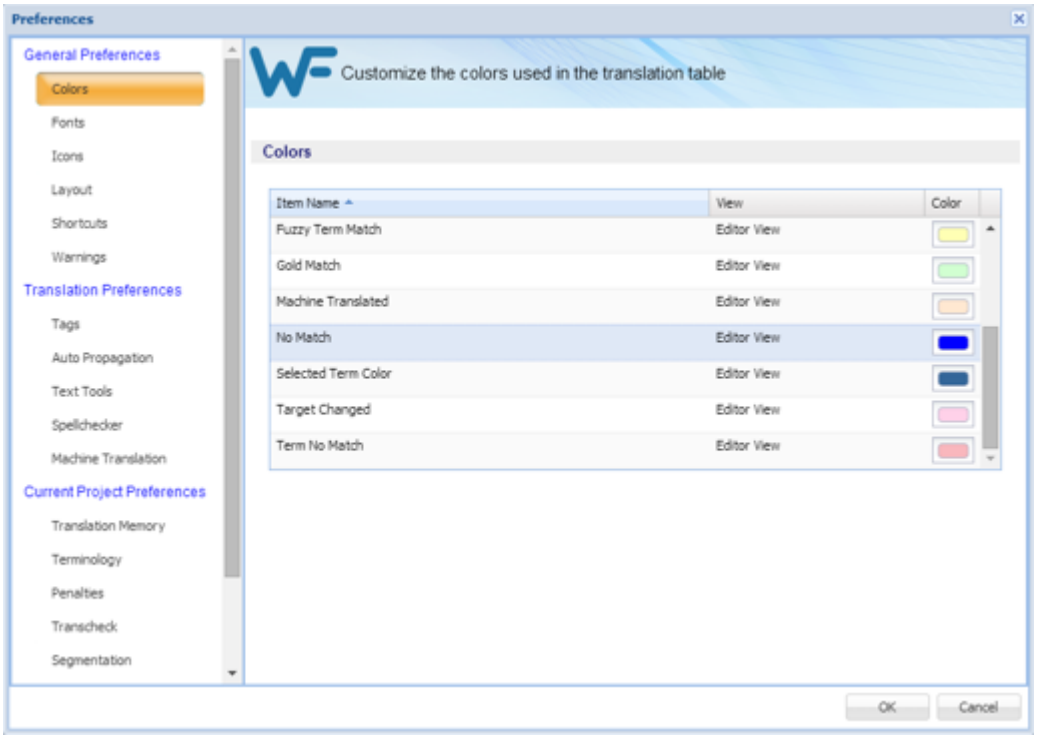
   The current translation color settings appear.
2. To change the color for any **Item Name**, click the colored image in the **Color** column.

   For example, click the colored image in the **Color** column for item **No Match** and the color palette appears. →

   - Select purple.
   - Click **OK**.

   The color code for the selected item is changed to purple.





3. Click **OK** to save the change(s) and close the **Preferences**.

Customizing Fonts

The fonts for the various application tools can be customized in the **Preferences—Fonts** section.

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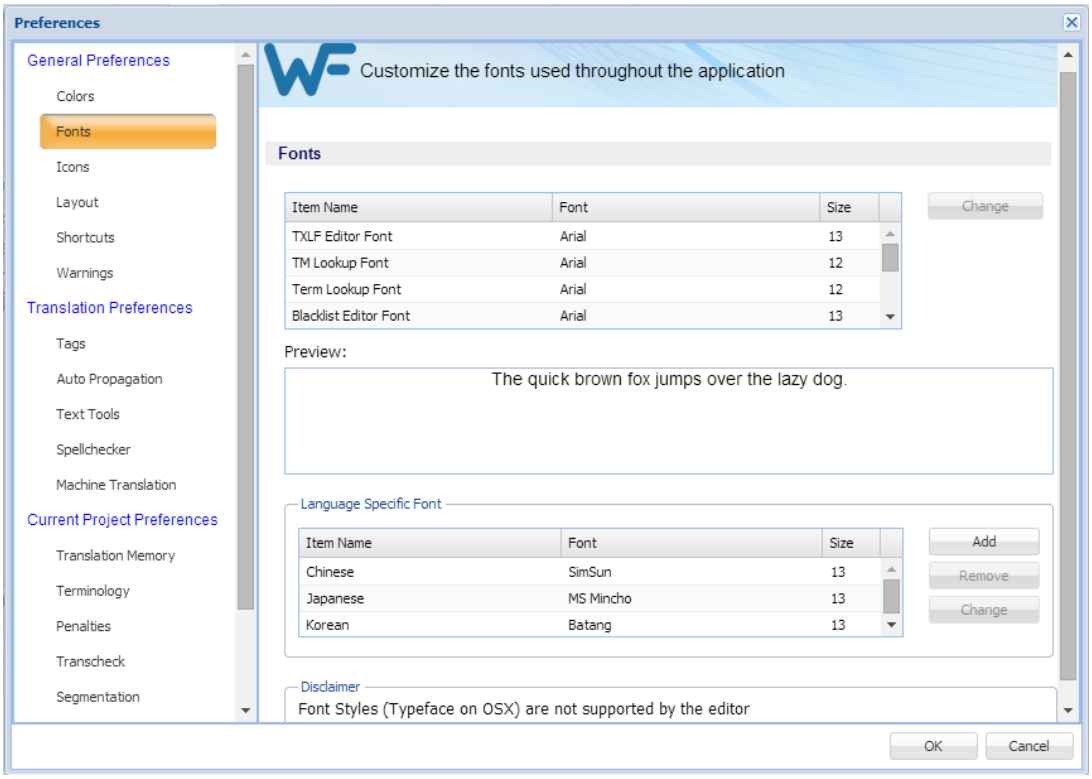

The following tables list the standard fonts and associated sizes.

Application Specific Fonts

Application	Font Name	Font Size
TXLF (TXML) Editor Font	Arial	13
TM Lookup Font	Arial	12
Glossary Lookup Font	Arial	12
Blacklist Editor Font	Arial	13
Translation Memory Editor Font	Arial	13
Terminology Editor Font	Arial	13
Notes View Font	Arial	12
Segment History Font	Arial	12

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Application	Font Name	Font Size
Transcheck Font	Arial	12

Adding Language Specific Fonts

Language	Font
Bengali	Bangla
Malayalam	Kartika
Telugu	Gautami
Tamil	Latha
Kannada	Tunga
Afrikaans	Arial
Afrikaans (South Africa)	Arial
Chinese	SimSun
Chinese (Taiwan)	PMingLiU
Chinese (China)	SimSun
Hebrew	Arial
Hebrew (Israel)	Arial
Japanese	MS Gothic UI
Japanese (Japan)	MS Gothic UI
Korean	Batang
Thai	Tahoma
Thai (Thailand)	Tahoma

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Language	Font
Vietnamese: Arial	Arial
Vietnamese (Vietnam): Arial	Arial

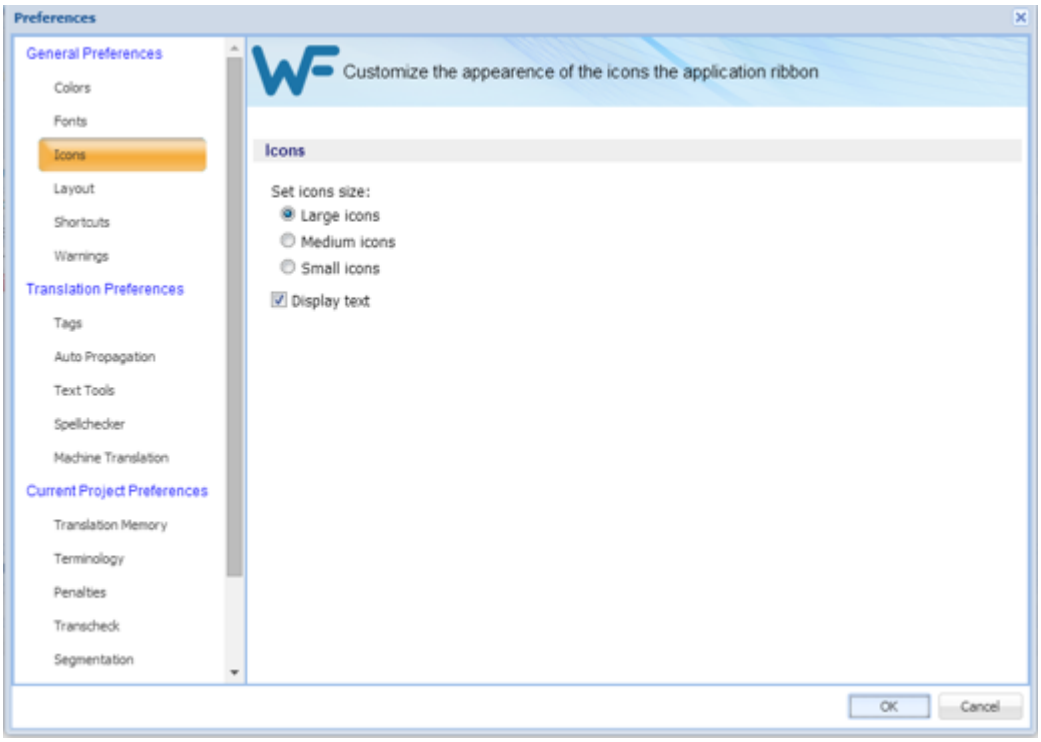
Customizing Icon Appearance

The icons appearance on the various tabs can be modified to the extent of relative size and the inclusion or exclusion of the icon title by navigating to **Preferences** then **Icons** as described below.

To customize the icon appearance from **Preferences**:

1. Click **Icons**.

   The two icon appearance options (relative size and title) appear.



2. Select a preferred icon size.
3. Select **Display text** to enable or disable the inclusion of description text with the icons.

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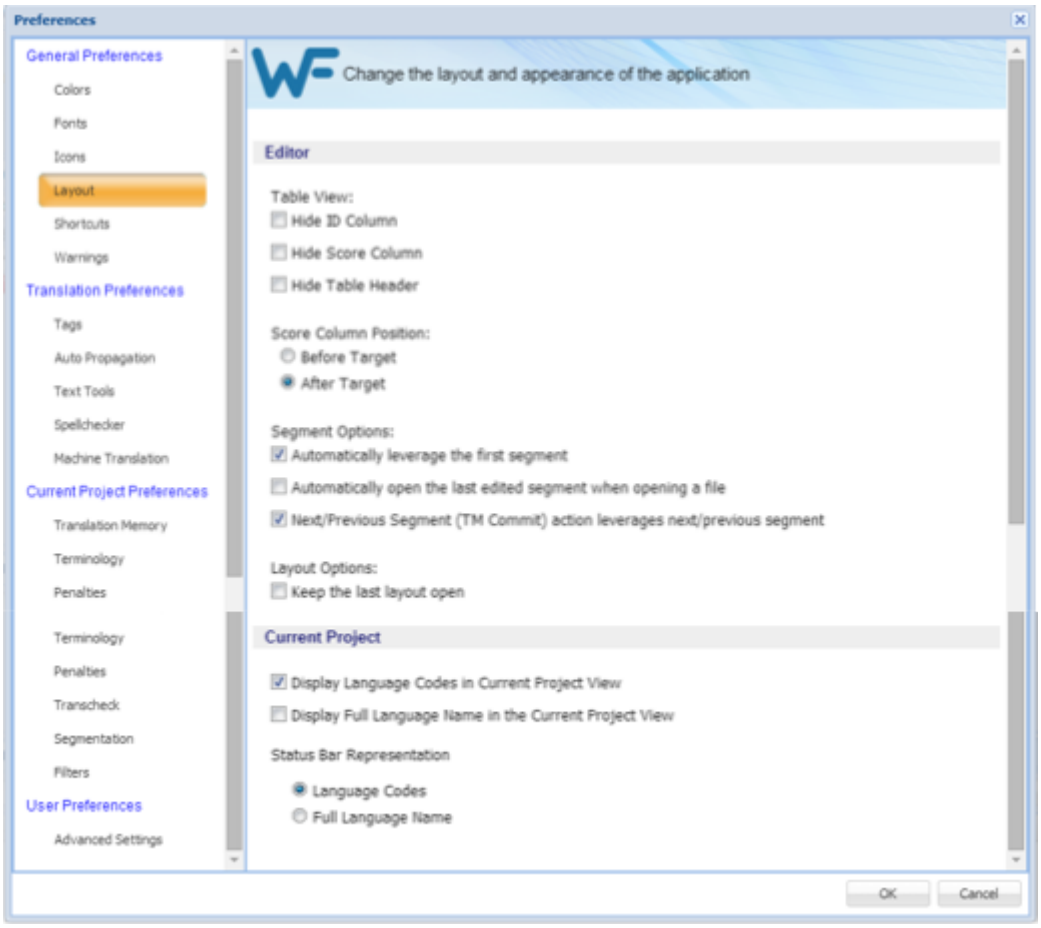
Customizing Application Layout

The layout preferences provide some control of the Editor view. Customize the general layout options by navigating to **Preferences** then:

1. Click **Layout**.

   The layout preferences appear.



2. Modify the layout options in the following criteria table.

Table View

Option	Description
Hide ID Column	Hide the segment ID column.
Hide Score Column	Hide the Translation Memory score column.
Hide Table Header	Hide the editor table header.

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Score Column Position

Option	Description
Before Target	Place the Translation Memory score column before the target segment column.
After Target	Place the Translation Memory score column after the target segment column.

Segment

Option	Description
Automatically leverage first segment	View the Translation Memory leverage of the first open segment when you open a TXLF file for translation.
Automatically open last edited segment when opening a file	Go to the last segment edited when a file is opened.
Next/Previous Segment (TM Commit) action leverages next/ previous segment	Enable or disable the writing and leveraging action of the Next/Previous Segment command.
Skip Unedited 100% Matches	Enable or disable skipping over those segments with perfect matchs.
Skip Unedited Context Matches	Enable or disable skipping over those segments with context matching.

Layout

Option	Description
Keep the last layout open	Always keep the previous edit view open.

Layout—Current Project

Option	Description
Display Locale Codes in Current Project View	Always include locale information in the view for current projects.

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Option	Description
Display Full Language Name in the Current Project View	Always include the complete language name in the view for current projects.

Status Bar—Current Project

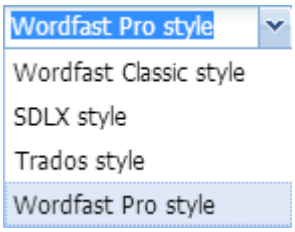
Option	Description
Language Codes	Include the language codes on the Status Bar.
Full Language Name	Include the complete language name on the Status Bar.

Customizing Shortcuts

To select keyboard shortcuts, navigate to **Preferences** and then:

1. Click **Shortcuts** in the **General Preferences** section.

   The options list to customize keyboard shortcuts appears for the **Application** scheme.
2. Select a scheme from the **Scheme** drop-down list.



3. Select a **Command** from the command list.

   In the example below, the **Terminology Highlight** shortcut is selected.

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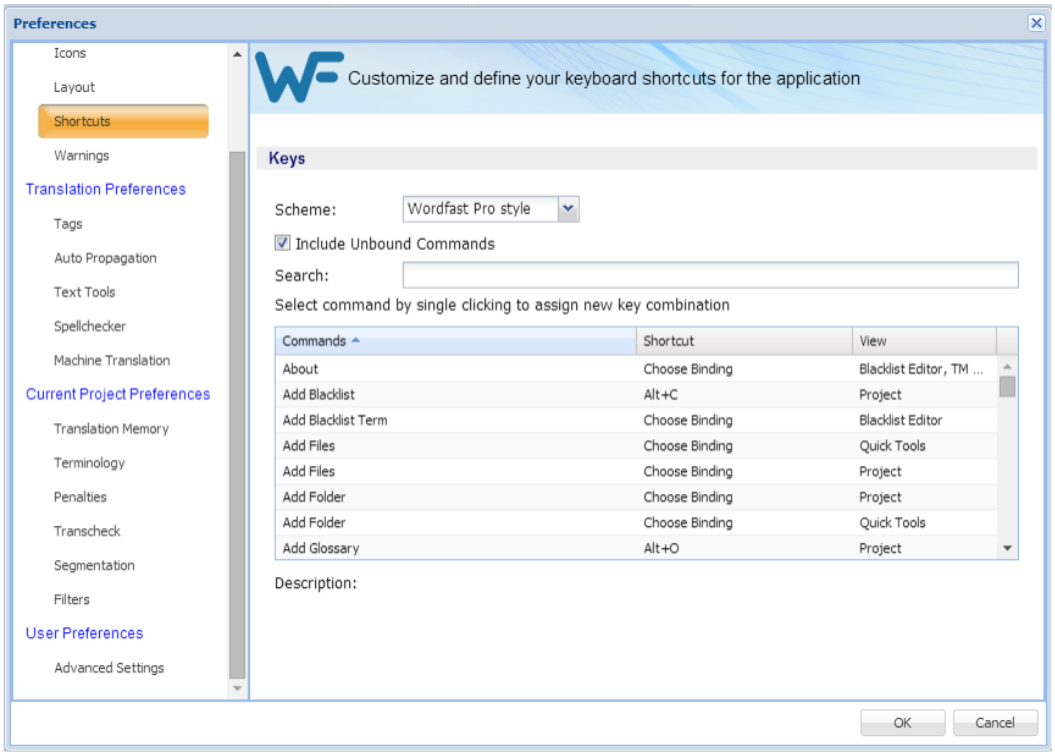
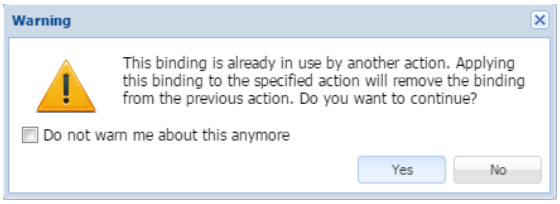


4. Select that command to access edit mode.
5. Press the new sequence of keys, beginning with **Ctrl** or **Alt**, **Ctrl+Shift+F7** in the **Shortcut** column.

   In the event that the shortcut key sequence is in use a warning pop-up appears. →



   The shortcut key is modified to that specified.

Note:

A new shortcut key sequence must begin with a **Ctrl** or **Alt**, or must be a Function key (**F1**).

6. Click **OK**.

Customizing Warnings

The messages that are presented to the user can be limited to some extent. Most of the messages —referred to here as warnings—are selected by default. To modify the warning inclusion list, select

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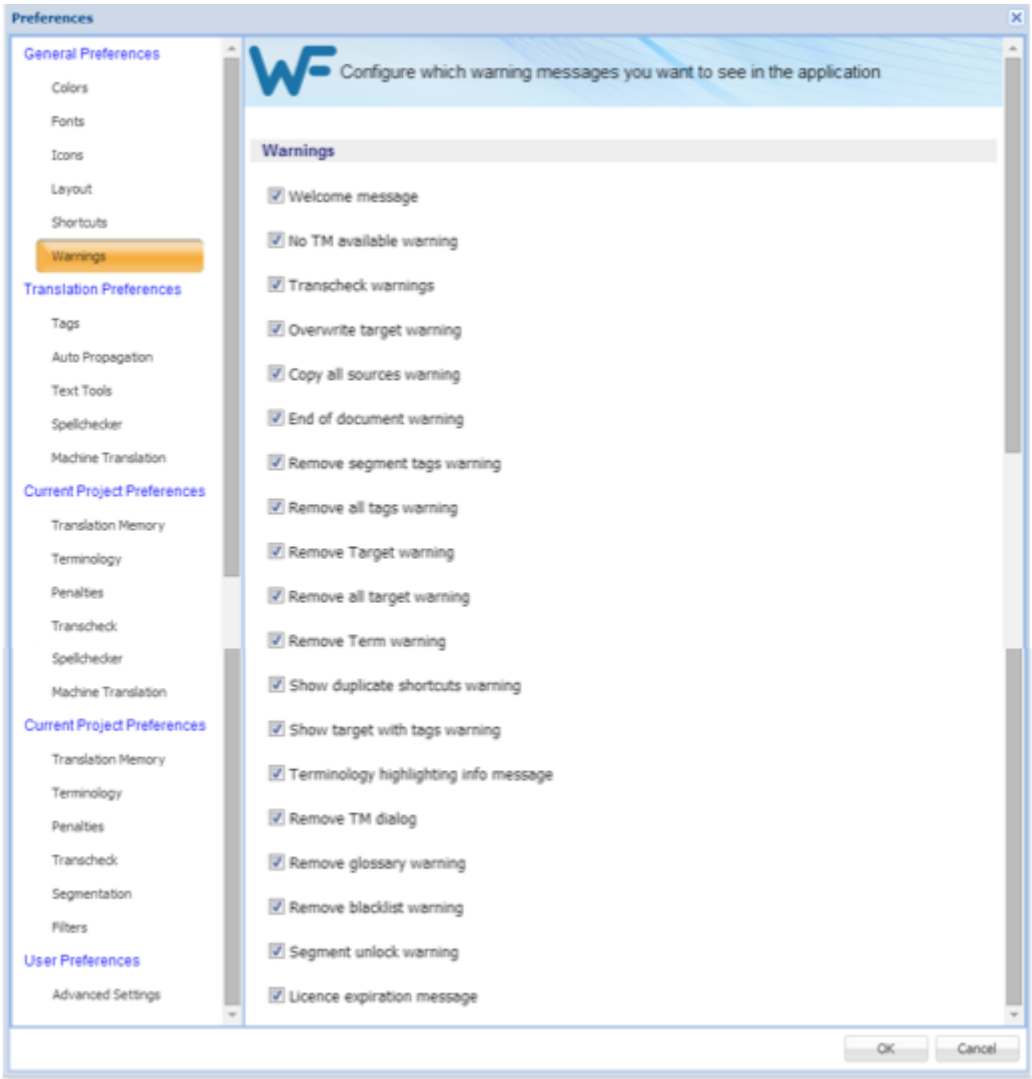
or deselect the check box for a given warning to enable or disable that warning. To customize the messages presented, navigate to **Preferences**.

To select warnings:

1. Click **Warnings**.

   The Warnings dialog box appears.



2. Select the warnings to be displayed in the application.

Translation Preferences

The **Translation Preference** categories are:

- Configuring Tags
- Configuring Text Tools
- Configuring Spell Check
- Configuring Auto Propagation
- Configuring Machine Translation

Configuring Tags

Configure the tag mode, representation, and font size by navigating to **Preferences** then **Tags** as described below.

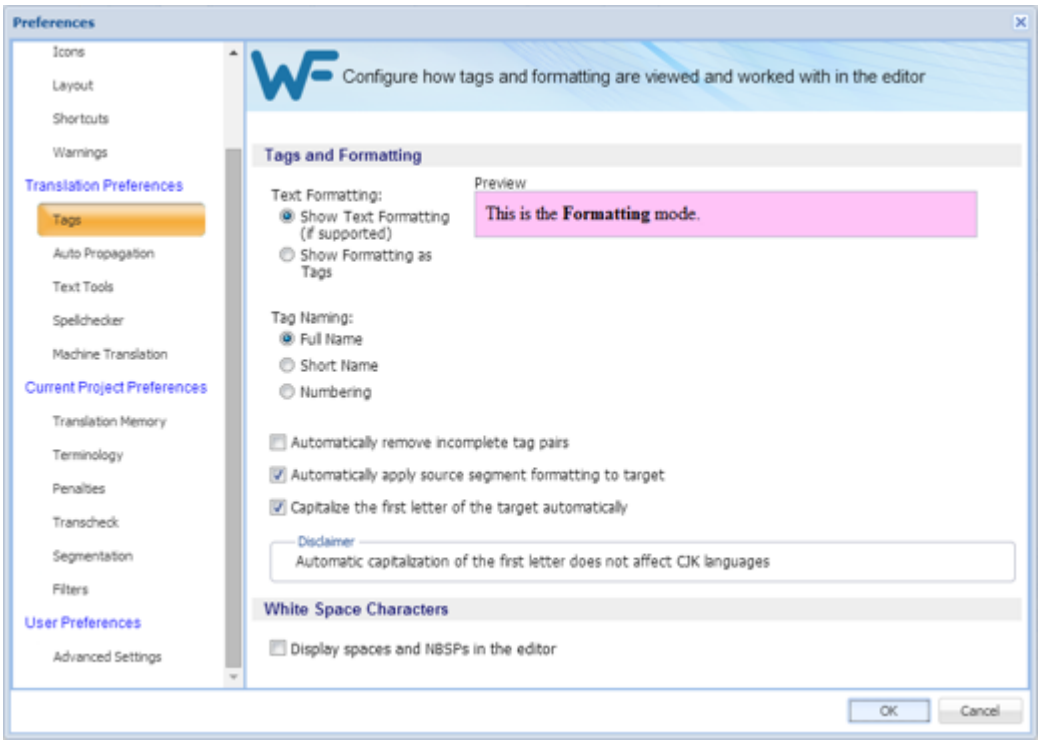
Note:

The project as configured in Project Director (PD) may not support formatting tags.

To modify tag settings from the Preferences option:

1. Click **Tags** under **Translation Preferences**.

   The Tags options list appears.



2. The tag options are listed in the following tables, modify the options as required.

   Text Formatting

Tag Option	Description
Show Text Formatting	Show actual formatting associated with formatting tags (when supported). When selected, a preview appears.
Show Formatting as Tags	Show the content of the formatting tags. When selected, a preview appears, as shown in the example above.

Tag Naming

Tag Option	Description
Full Name	View full name of the tag. For example, Font.
Short Name	View short name of the tag. For example, F.
Numbering	View the tag as a number.
Automatically remove incomplete tag pairs	Delete incomplete or incorrect tags.
Automatically apply segment formatting	Automatically apply formatting to the entire segment.
Capitalize First Letter	Capitalize the first letter of the first word in the segment.

White Space Character

Tag	Description
Display spaces and NBSPs in the editor	Show all spaces including non-breaking white spaces as a middle dot (·).

Configuring Auto Propagation

Auto Propagation allows repetitive content in the file to be translated consistently, by propagating translated segments. The Auto Propagation options control which segments are candidates for auto propagation.

To edit the Auto Propagation preferences, navigate to **Preferences** and then:

1. Click **Auto Propagation**.

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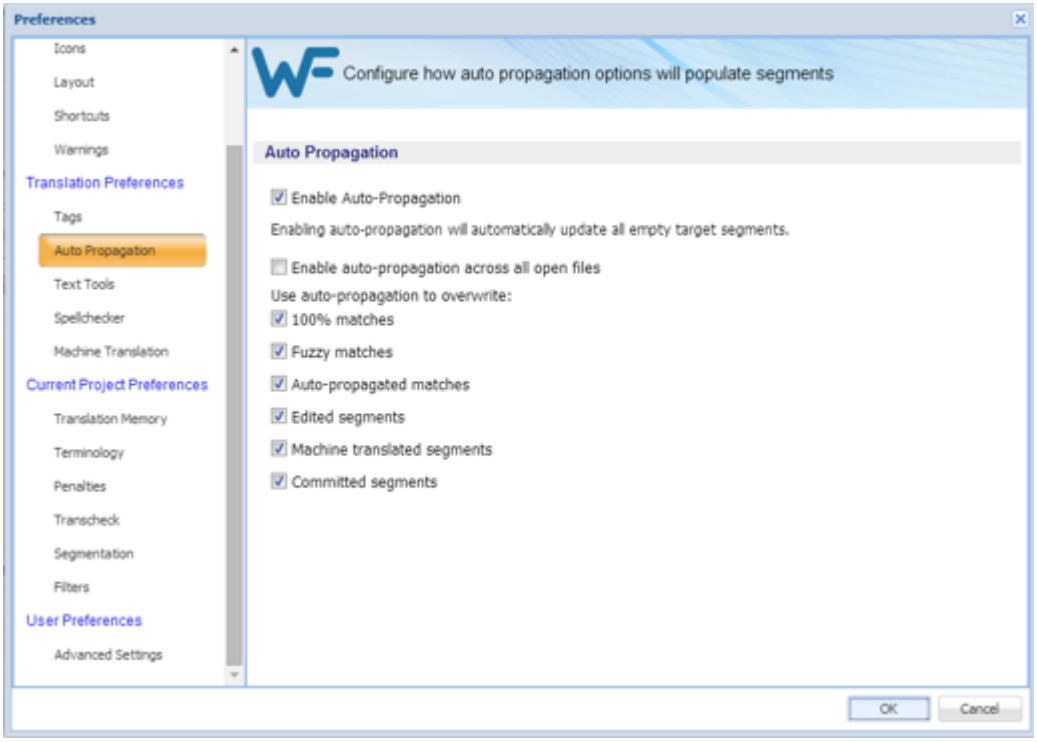
The Auto Propagation preferences options list appears.



Note:

Auto Propagation is enabled by default and must be enabled to use the Auto Propagation options listed below.

2. Deselect **Enable Auto-Propagation** to disable Auto Propagation.
3. Select **Enable auto-propagation across all open files** to apply Auto Propagation to all open files.
4. Review the Auto Propagation options to ensure that those required are the only ones selected. The options are described in the following table.

Option	Descripton
100% Matches	Overwrites 100% leveraged Translation Memory (TM) matches.
Fuzzy Matches	Overwrites partial Translation Memory matches.
Autopropagated Matches	Overwrites all auto-propagated matches. This means that if there are multiple segments that have the same content, then editing one segment auto-propagates the change in all matching segments.

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Option	Descripton
Edited Segments	Overwrites edited segments. This allows segments that have been edited to be overwritten by Auto Propagation.
Machine Translated Segments	Overwrites machine translated content.
Committed Segments	Overwrites translated content which is committed to the Translation Memory (TM).

Configuring Text Tools

The **Text Tools** preferences offer the following configuration options for the text editor:

- The **Auto-Suggest** option populates suggestions based on source content, such as numbers, URLs, and proper names. It can also suggest terms for the glossary, Translation Memory (TM) matches, and Sub-segment TM matches.
- The **Smart Quote** option automatically changes the quotation marks to smart quotes when the user presses the quotation mark keys on the keyboard, depending on the target language.

To configure the text editor options, navigate to **Preferences** and then:

1. Click **Text Tools**.

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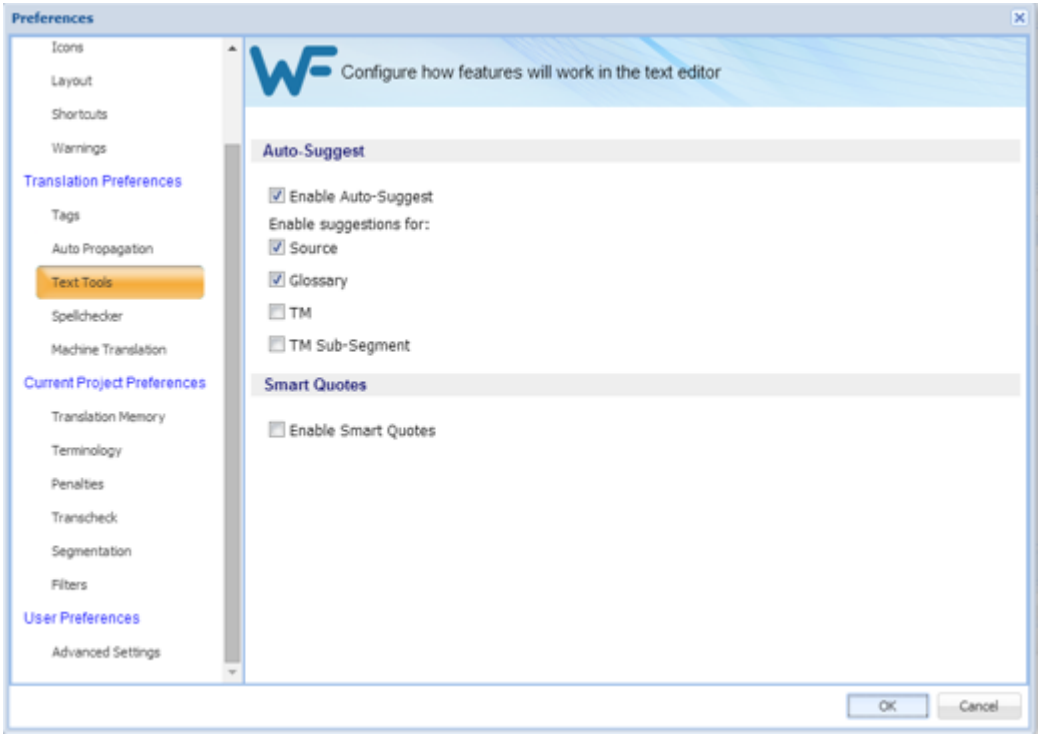
The options for the text editor appear.



2. Select **Enable Auto-Suggest** checkbox, to enable Auto-Suggest.

   With **Auto-Suggest** enabled, there are four options under **Enable suggestions for**:

   a) Click **Source** to enable suggestions for sources of the segment: numbers and capitalized words only.

   b) Click **Glossary** to enable suggestions for terms from the glossary.

   c) Click **TM** to enable suggestions for translations from the TM.

   d) Click **TM Sub-Segment** to enable suggestions for parts of segments from the TM.

3. Select **Enable Smart Quotes** checkbox to enable automatic conversion of standard quotes to smart quotes (quotation marks).

   Depending on the target language, the quotation marks used when the user presses the quotation mark keys on the keyboard are changed.

Configuring Spell Check

Enabling the spell check option is a good practice to ensure high quality. Spell check is supported in Microsoft Windows and Hunspell.

To enable or disable spell check navigate to **Preferences** and then:

1. Click **Spellchecker**.

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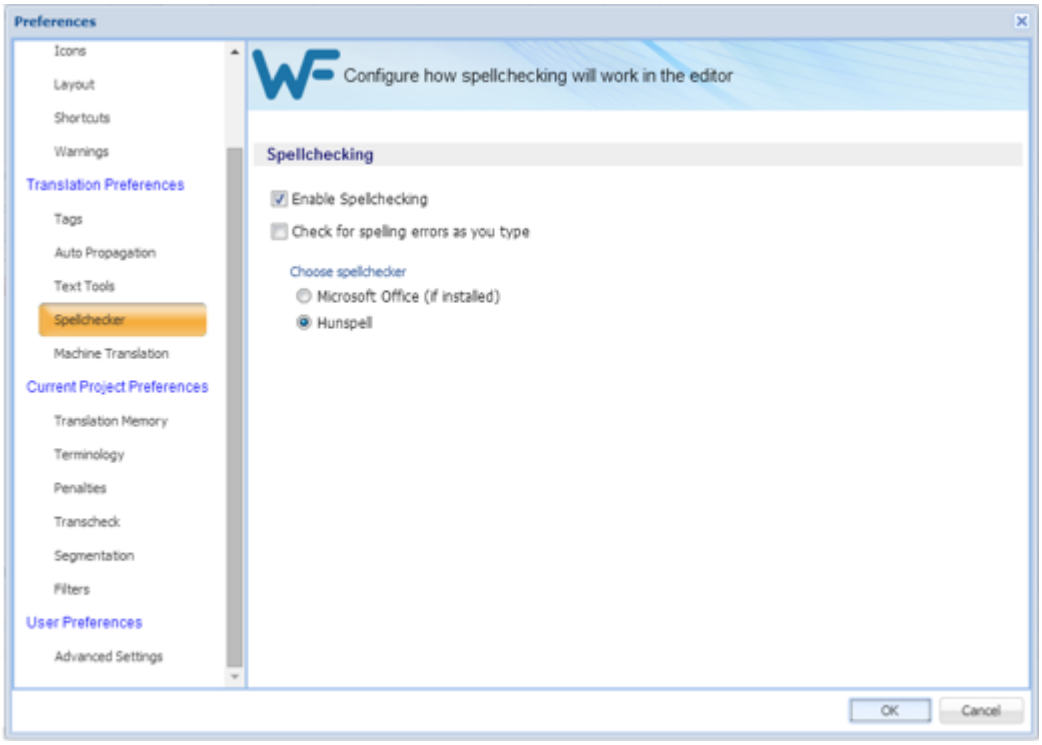
The Translation Preferences for Spellchecker options appear. If this is a new project, the default, **Enable Spell Checking**, is enabled.



2. Select or deselect **Enable Spell Checking**.

   Enabling spell checking adds the option to enable spell checking while text is being entered.
3. If **Check Spelling as you Type** is enabled, select one of the following:
   - **Microsoft Office** as the spell checking service
   - **Hunspell** as the spell checking service
4. Click **OK** to save the settings.

Note:

If spell checking is disabled, all spelling preferences are cleared. To select spelling preferences, select **Enable Spell Checking**.

Configuring Machine Translation

The automated Machine Translation (**MT**) feature populates translations whenever a file is open or when there are no Translation Memory segment matches.

To enable Machine Translation and select options, navigate to **Preferences** and then:

1. Click **Machine Translation**.

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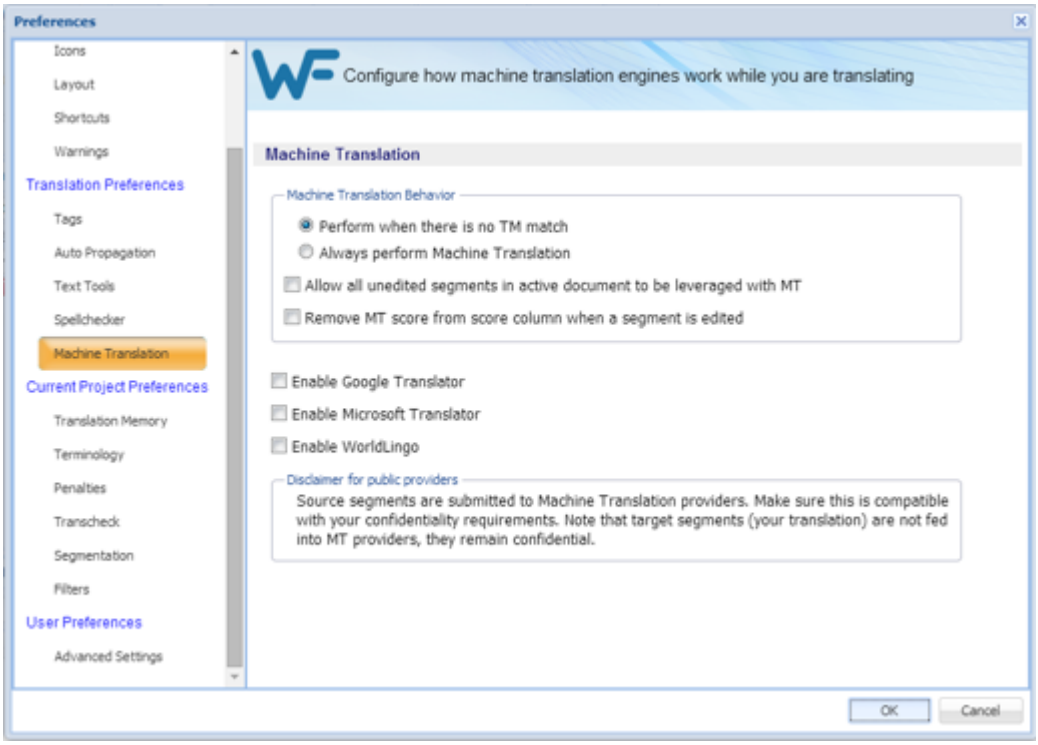
The Machine Translation options appear.



2. Select one of the following:
   - **Perform when there is no TM match**, to show machine translated content when there are no match segments.
   - **Always perform Machine Translation,** to show machine translated content when a segment is leveraged. TM matches appear in TM Lookup with the **MT** matches.
3. Select check boxes 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. Select Google Translate, Microsoft Translate, or WorldLingo as primary machine translator. Google Translate, Microsoft Translate, and WorldLingo can all be enabled at one time, but only one can be selected as primary machine translator.
5. Select the options for each machine translator, and perform any additional tasks as required by the machine translator.

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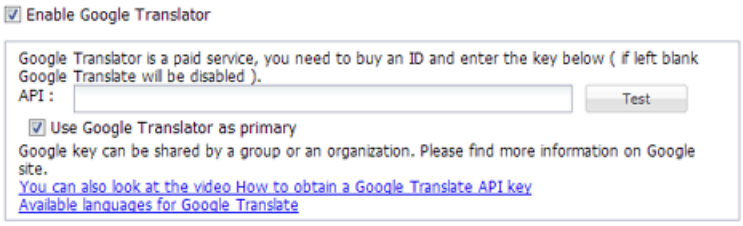
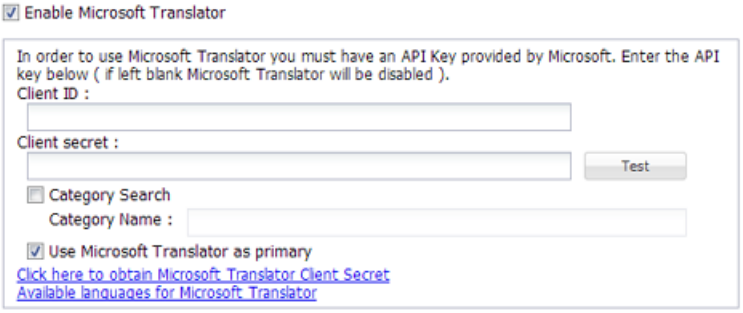
Translator	Options
Enable Google Translator	
Enable Microsoft Translator	
Enable WorldLingo	 Languages are limited. Refer to WorldLingo Languages.

6. Read the disclaimer carefully.
7. Click **OK**.

Current/New Project Preferences

If this is being accessed for a new project, the preferences are all set as defaults. For current projects, the preferences reflect whatever has been set up for this project by the Project Manager. These preferences cover the following topics:

- Configuring Translation Memory
- Configuring Terminology
- Configuring Penalties
- Configuring Transcheck
- Configuring Segmentation
- Configuring Filters

Configuring Translation Memory

To configure Translation Memory settings for a project from **Preferences**:

1. Click **Translation Memory**.

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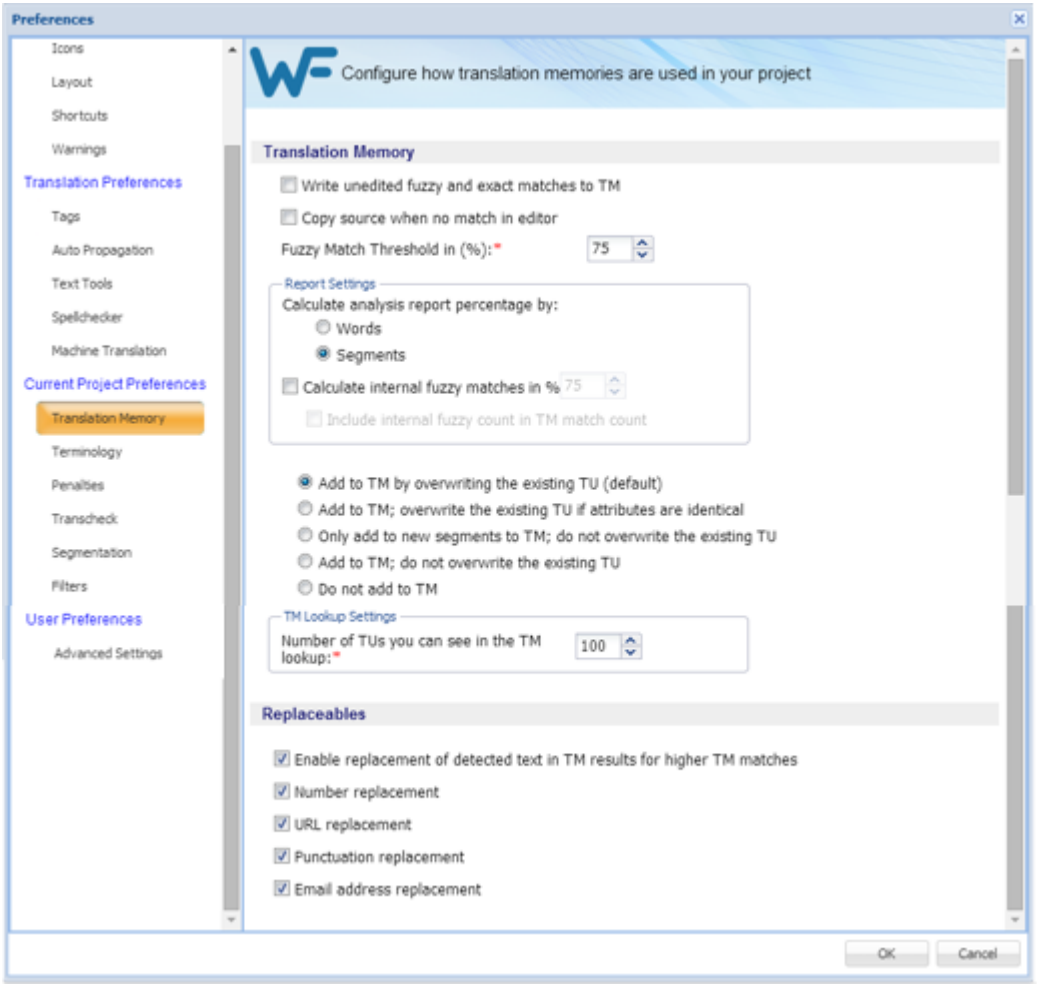
The Translation Memory options list for the current project appears.



The following steps apply to the **Translation Memory** section.

2. Select **Write unedited fuzzy...**, to commit unedited fuzzy and exact matches to a TM.
3. Select **Copy source when...**, to copy the source to the target segment when there is no match and the TM is leveraged.
4. Select the **Fuzzy Match Threshold** percentage.

Note:

This value specifies the TM leverage percentage limit for a fuzzy match. For example, if a value of 75% is entered, the tool marks all the translations which are leveraged below 75% match as a 'No match' segment.

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5. Select the analysis **Report Settings**:
   - **Calculate analysis report Percentage by**: **Words** or **Segments**
   - **Calculate Internal Fuzzy Matches** in: Percentage and **Include Internal Fuzzy Matches in TM Matches**
6. Select only one condition to be followed when editing an existing Translation Unit. The options are as follows:
   - **Add to TM by overwriting the existing TU** (default): Overwrite the existing Translation Unit
   - **Add to TM; overwrite the existing TU if attributes are identical**: Overwrite the existing Translation Unit if the attributes match
   - **Only add to TM the new TU; do not overwrite the existing TU**: No overwrite, just add new TUs to the existing Translation Unit
   - **Add to TM; do not overwrite the existing TU**: No overwrite, just add TUs to the existing Translation Unit
   - **Do not add to TM**: No addition to be made to the existing Translation Unit
7. Select the **Number of TM lookup hits**.

   The following steps apply to the **Replaceables** section.
8. Select **Enable replaceables for higher TM matches** to replace the selected segments in the translation with segments from the selected TM.

   Selecting this option selects all sub-options by default. Select or deselect the terms to be replaced or not to be replaced from the Translation Memory as listed below:

   a) De-select **Number replacement** if not wanted

   b) De-select **URL replacement** if not wanted

   c) De-select **Punctuation replacement** if not wanted

   d) De-select **Email address** if not wanted
9. Click **OK**.

   The Translation Memory properties for the project are set up.

Configuring Terminology

Terminology lists (glossary) are used to leverage previously translated text, resulting in lower costs and greater consistency.

To select Terminology options for a project from **Preferences**:

1. Click **Terminology** in the **Current Project Preferences** section.

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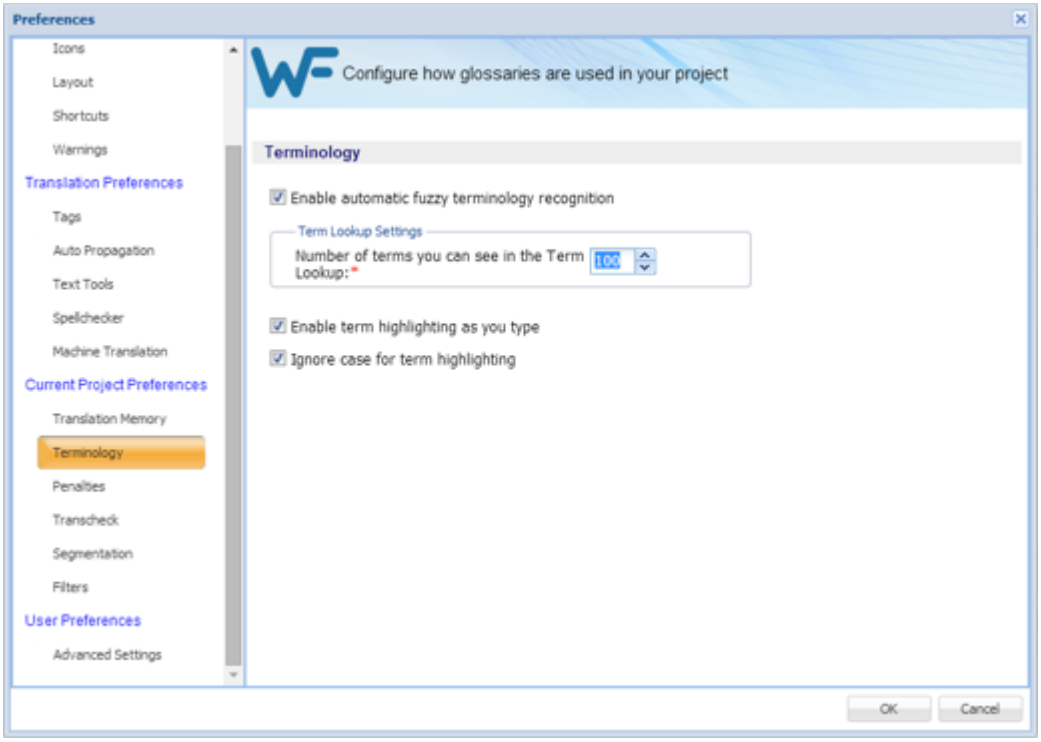
The Terminology (Glossary) preferences appear.



2. Select **Enable Fuzzy Terminology**, to view fuzzy matches.
3. Select the number of hits (matches) to be viewed.
4. Select **Enable term highlighting as you type**, indicate terminology matches by highlight when entered in the translation.
5. Select **Ignore case for term highlights**, to ignore case difference in terminology matches.
6. Click **OK**.

Configuring Penalties

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

To define penalties for a project from **Preferences**:

1. Click **Penalties**.

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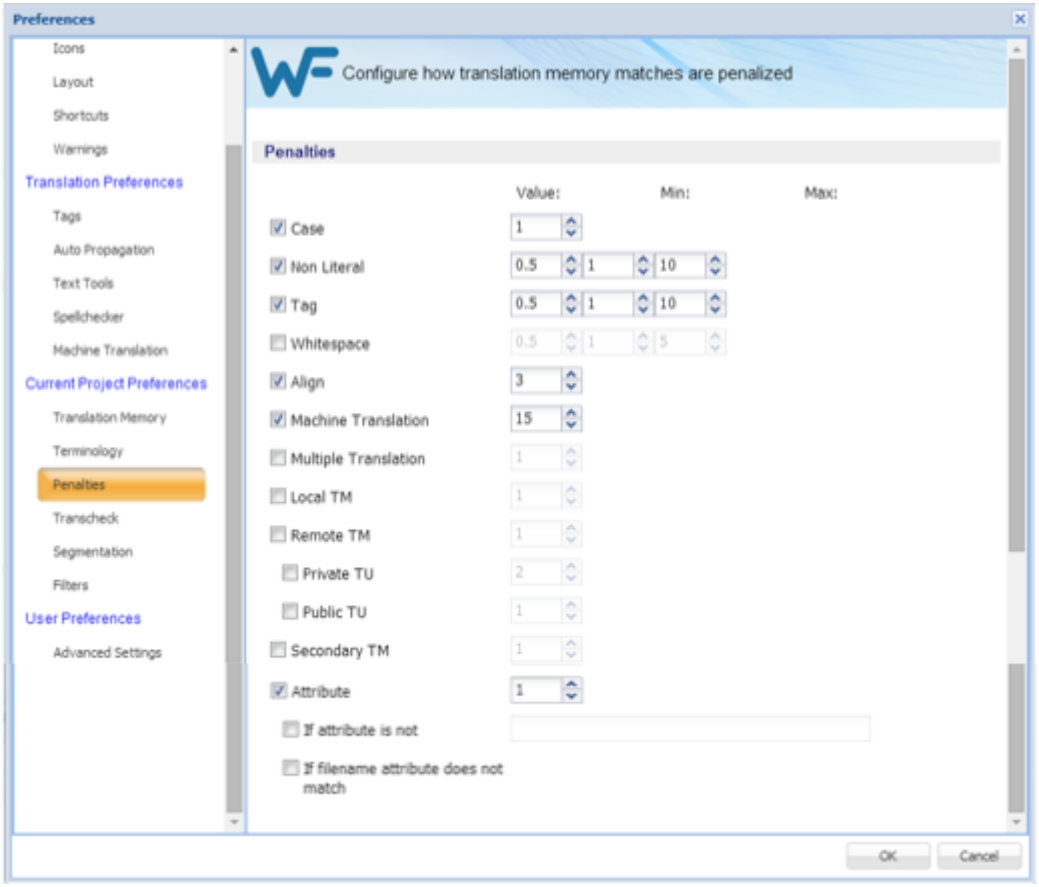
The **Penalties** preferences for the current project appear.



2. Select the categories desired and supply their thresholds. The following table shows a list of penalties with their descriptions.

Penalty	Description
Case	Differences in case is considered.
Non Literal	Differences in special characters, including punctuation, space, apostrophe, dash, quote, etc.
Tag	Differences in tagging.
Whitespace	Differences in blank spacing.
Align	Differences in Translation Units with alignment attributes.
Machine Translation	Differences in Translation Units based on Machine Translation.

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Penalty	Description
Multiple Translation	Differences in Translation Units based on duplicates within the TM with different translations.
Local TM	Differences in Translation Unit from local desktop copy (Not Supported).
Remote TM	Differences in Translation Unit from remote TM.
Private TU	Differences in work-group Translation Unit from remote TM.
Public TU	Differences in non-work-group Translation Unit from remote TM.
Secondary TM	Indicates more than one TM is permitted and includes the maximum as selected.
Attribute	Differences in attributes.
If Attribute is Not	When custom attribute in the Translation Unit does not match the text box attribute.
If Filename Attribute Does Not Match	When the file name attribute in the Translation Unit does not match the TXLF file name.

3. Click **OK**.

Configuring Transcheck

Transcheck is specific to a given project and it verifies certain elements in the target segments and warns of missing or incorrect text or variables. For example, if a tag is missing or incorrect text was entered, a warning symbol appears before the target segment. The warning is shown when one hovers the mouse over the text.

To customize the Transcheck settings from **Preferences**:

1. Click **Transcheck** under **Current Project Preferences**.

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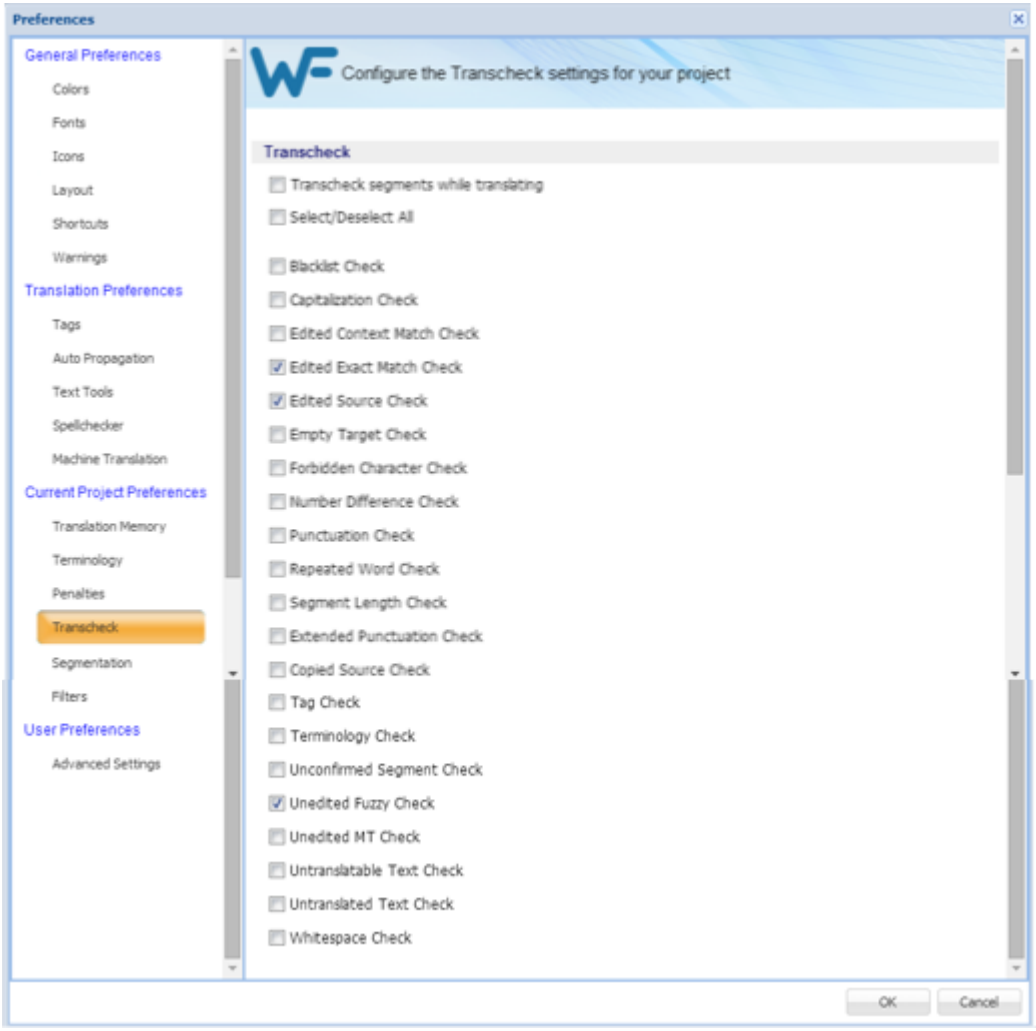
The **Transcheck** settings appear.



2. Select **Transcheck segments while translating** to enable Transcheck for this project.
3. To check for specific errors in the target segments, select the different configuration settings as described in the following table.

Setting	Description
Transcheck segments while translating	Check to enable Transcheck during translation.
Select/Deselect All	Check to enable all of the following options.

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Setting	Description
Blacklist Check	Check if the target segment includes blacklisted terms. **Note:** The blacklisted term list must be a tab-delimited file. This check is available depending on the TMGR configuration for the project. Refer to Configuring Blacklist Check
Capitalization Check	Check differences in capitalization. To configure this option, refer to Configuring Capitalization Check.
Edited Context Match Check	Check if context matches from the TM were edited.
Edited Exact Match Check	Check if exact matches from the TM were edited.
Edited Source Check	Check if the source of a segment was edited.
Empty Target Check	Check for empty target segments.
Forbidden Characters Check	Check if the target segment includes forbidden characters. Refer to Configuring Forbidden Characters Check.
Number Difference Check	Check if the numerals in the source segment match the target segment. Refer to Configuring Number Difference Check.
Punctuation Check	Check for consistency in punctuation between source and target segments. Refer to Configuring Punctuation Check.
Repeated Word Check	Check for repeated words in the translation.
Segment Length Check	Check if the translation complies with preset limits on characters and words. Refer to Configuring Segment Length Check.
Extended Punctuation Check	Check for consistency in extended punctuation between source and target segments.
Copied Source Check	Check for copied source text in the target.

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Setting	Description
Spelling Check	Run spell check as the translation is entered. **Note:** The translator must still download a preview file, and run spell check on the final translation.
Tag Check	Check for missing tags in the target segments. Refer to Configuring Tag Check.
Terminology Check	Check if the terms in the source segment are translated correctly based on the glossary. Refer to Configuring Terminology Check.
Unconfirmed Segment Check	Allow skipping of unconfirmed segments when there is an exact match and/or context match.
Unedited Fuzzy Check	Check if fuzzy matches were not edited. Information for **Unconfirmed Segment Check** and **Unedited MT Check** missing.
Unedited MT Check	Enable or disable unedited MT checking..
Untranslatable Text Check	Check if the untranslatable content in source and target segments is consistent. Refer to Configuring Untranslatable Text Check.
Untranslated Text Check	Check if any segments are not translated; for example, if Copy Source was used.
Whitespace Check	Check for white space in the translation.

4. Click **OK**.

   The Transcheck configuration is complete and active for the current project.

Configuring Blacklist Check

To configure the checking for blacklisted words for a given project from the **Preferences** option:

1. Click **Transcheck**.
2. Select **Blacklist Check**.

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The related options appear.

3. Select the appropriate options.

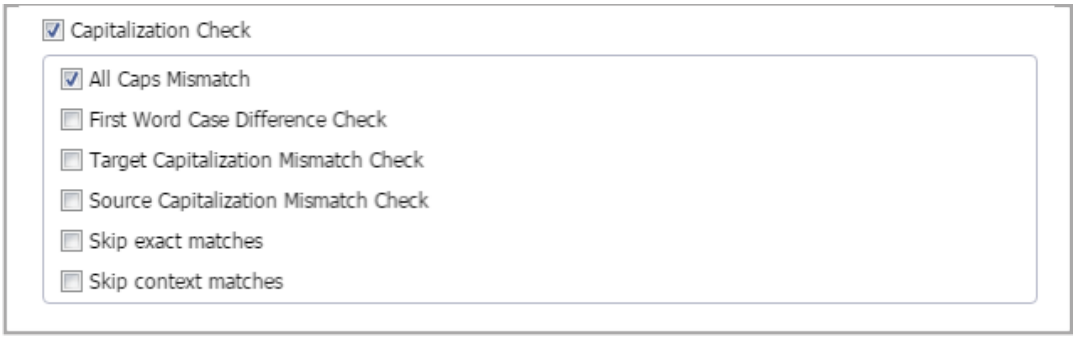
Option	Description
Skip exact matches	Do not check the blacklist when there is an exact match.
Skip context matches	Do not check the blacklist when there is a context match.

Configuring Capitalization Check

To configure the checking for capitalization differences for a given project from the **Preferences** option:

1. Click **Transcheck**.
2. Locate and select **Capitalization Check**.

   The related options appear.



3. Select the appropriate options.

Option	Description
All Caps Mismatch	Check text in the target that is all in upper case, when the source is not all in upper case
First Word Case Difference Check	Check the first letter of the first word is capitalized consistently in source and in target.

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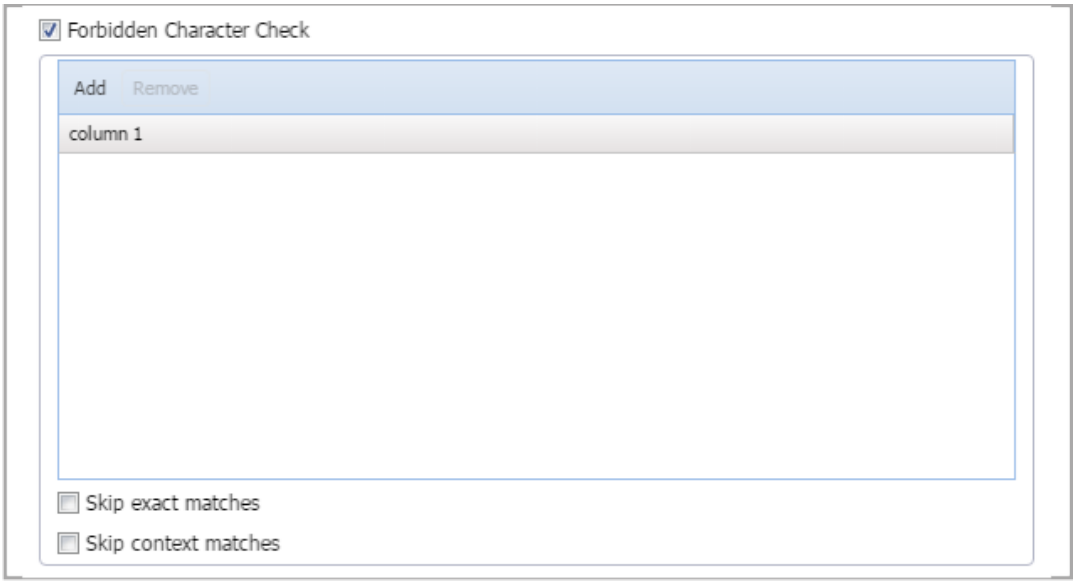
Option	Description
Target Capitalization Mismatch Check	Check upper case text in the target that is in lower case in the source.
Source Capitalization Mismatch Check	Check upper case text in the source that is in lower case in the target.
Skip exact matches	Disable or enable checking for capitalization on exact matches.
Skip context matches	Disable or enable checking for capitalization on context matches.

Configuring Forbidden Characters Check

To configure the checking for forbidden characters from the **Preferences** option:

1. Click **Transcheck**.
2. Select **Forbidden Character Check**.

   The forbidden characters check is enabled.



3. Click **Add** to add or edit a forbidden character.

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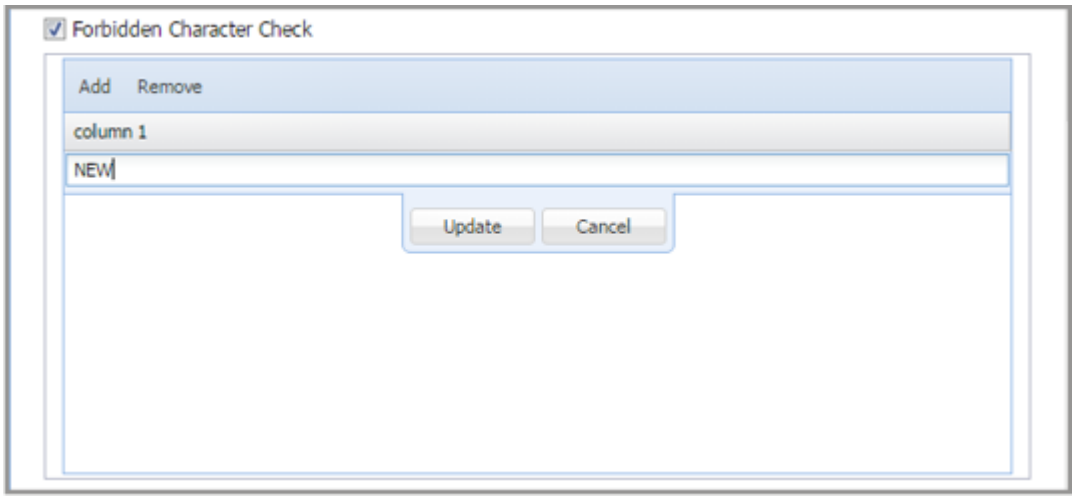
Add a character to be forbidden over the **NEW** character string.



4. Click **Update**.

   To remove a forbidden character from **Forbidden Character** checking, highlight the character and click **Remove**.

Configuring Punctuation Check

Punctuation Check ensures consistency in punctuation between source and target segments.

To configure punctuation checking from the **Preferences** dialog box:

1. Click **Transcheck**.
2. Select **Punctuation Check**.

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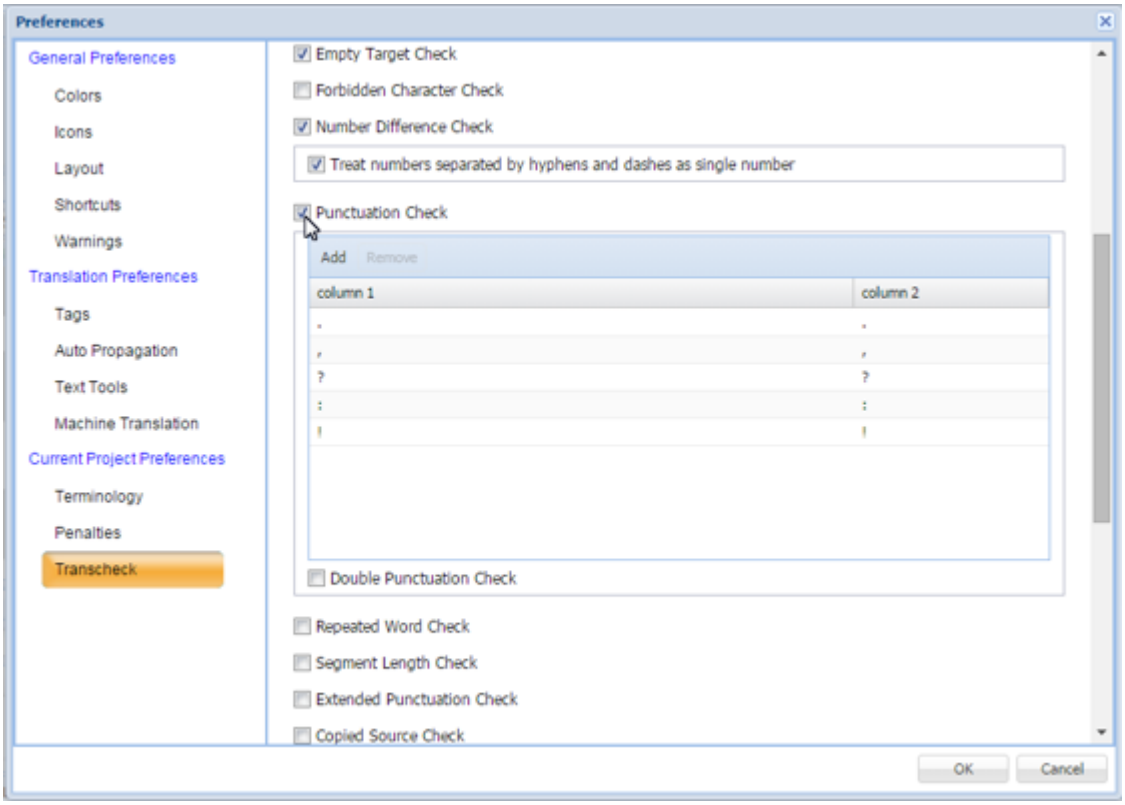
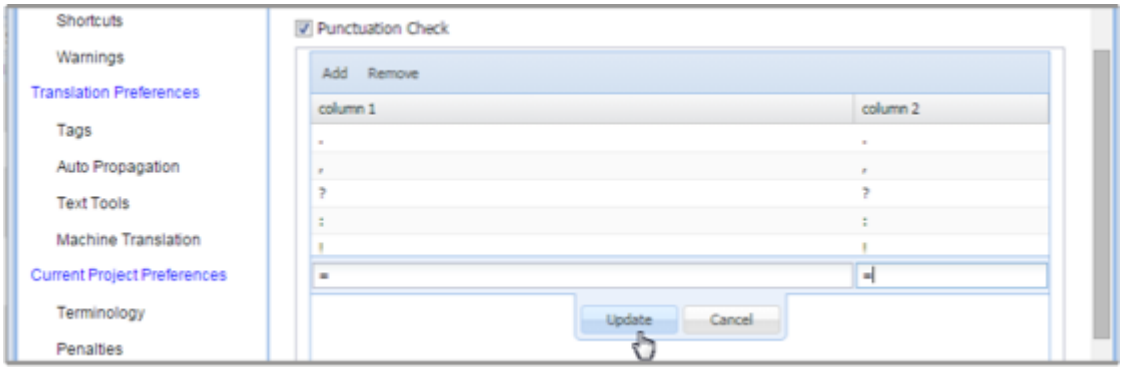
A list of current punctuation characters expands as shown.



3. Click **Add** to add a new character to the default list of punctuation characters.

   An example is shown.



4. Click **Update**.

   To remove a punctuation character from checking, highlight the character in the list and click **Remove**.

5. Select **Double Punctuation Check** to check for repeated punctuation.
6. Click **OK**.

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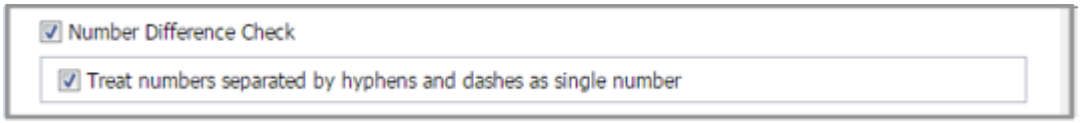
Configuring Number Difference Check

To configure the number difference check for this session from the **Preferences** option:

1. Click **Transcheck**.
2. Locate and select **Number Difference Check**.

   The related option appears.

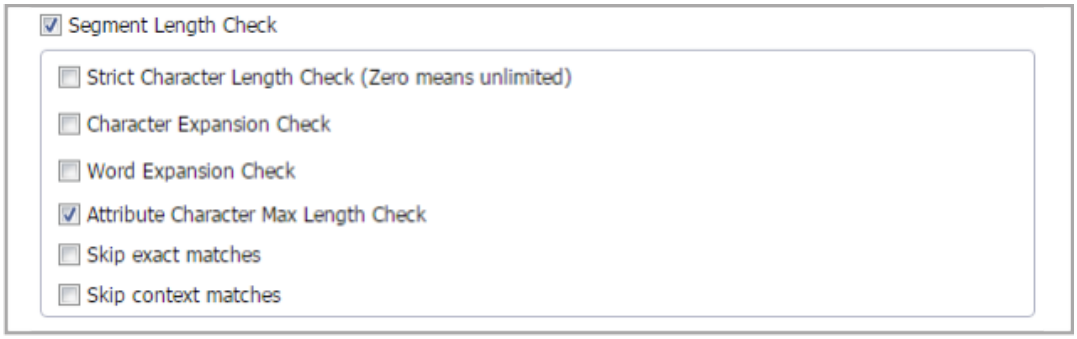


Configuring Segment Length Check

Check if the translation complies with preset limits on character and word count.

To customize the segment-length checking function from the **Preferences** option:

1. Click **Transcheck**.
2. Locate and select **Segment Length Check**.



3. Select those options that apply.

   The options are explained in the following table.

Option	Description
Strict Character Length Check (Zero means unlimited)	Check minimum and maximum character length.
Character Expansion Check	Check minimum and maximum character expansion, as a percentage.
Word Expansion Check	Check minimum and maximum word expansion, as a percentage.

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Option	Description
Attribute Character Max Length Check	Check attribute text that exceeds the maximum character length set in Project Director.
Skip exact matches	Disable or enable checking for capitalization on exact matches.
Skip context matches	Disable or enable checking for capitalization on context matches.

Configuring Tag Check

To customize the Tag checking operation from the **Preferences** option:

1. Click **Transcheck**.
2. Locate and select **Tag Check**.

   The related options appear as shown.

Note:

The project may not be configured in Project Director (PD) to permit formatting tags.

3. Select **Tag Check** and select any options that apply from the following list:
   - **Check for non-formatting tags**
   - **Check for Source formatting missing in target**
   - **Check for formatting that exists in target but not in source**
   - **Skip exact matches** when checking for capitalization
   - **Skip context matches** when checking for capitalization

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Configuring Terminology Check

To configure the Terminology checking criteria from the **Preferences** option:

1. Click **Transcheck**.
2. Locate and select **Terminology Check**.

   The options appear.

3. Select **Terminology Check** check box and any of the following options that apply.
   - **Enforce Term Case**: Check based on exact case matching.
   - **Fuzzy Term Check**: Include terms that approximately match.
   - **Skip exact matches** when checking for capitalization.
   - **Skip context matches** when checking for capitalization.

Configuring Untranslatable Text Check

To configure the handling of untranslatable text checking from the **Preferences** option:

1. Click **Transcheck**.
2. Locate and select **Untranslatable Text Check**.

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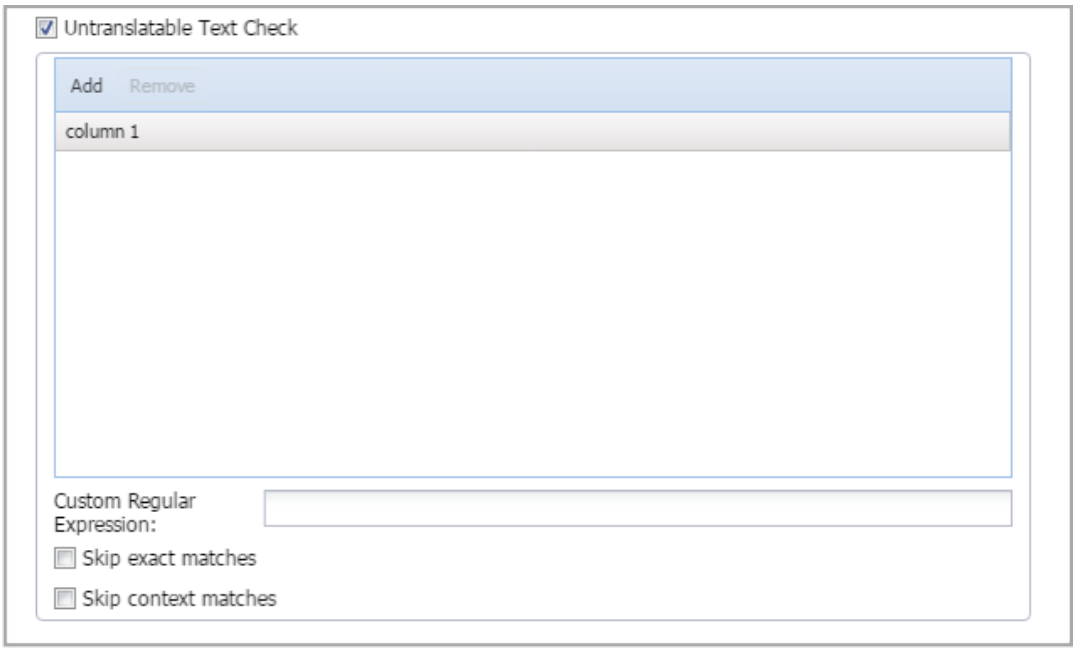
The **Untranslatable Text Check** expands to a dialog box.



3. To retain the untranslatable text in the target segment, click **Add**.
4. Enter the untranslatable text to be retained.
5. Enter a custom regular expression as necessary.
6. To remove untranslatable text from the check, highlight the text in the list and click **Remove**.
7. Select **Untranslatable Text Check** check box then those options that apply.
   - **Skip exact matches** when checking for capitalization.
   - **Skip context matches** when checking for capitalization.

Configuring Whitespace Check

To configure white-space for this session from the **Preferences** option:

1. Click the **Transcheck** button.
2. Select **Whitespace Check**.

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Configuring Segmentation

These preferences specify how files should be segmented by the TXLF editor for a given project.

1. Open Wordfast Pro and select a project from the project list.
2. Click **Open Project**.
3. Click **Preferences** under **Options**.

   The overall preferences setup panel appears.
4. Click **Segmentation** in the **Current Project Preferences** section.

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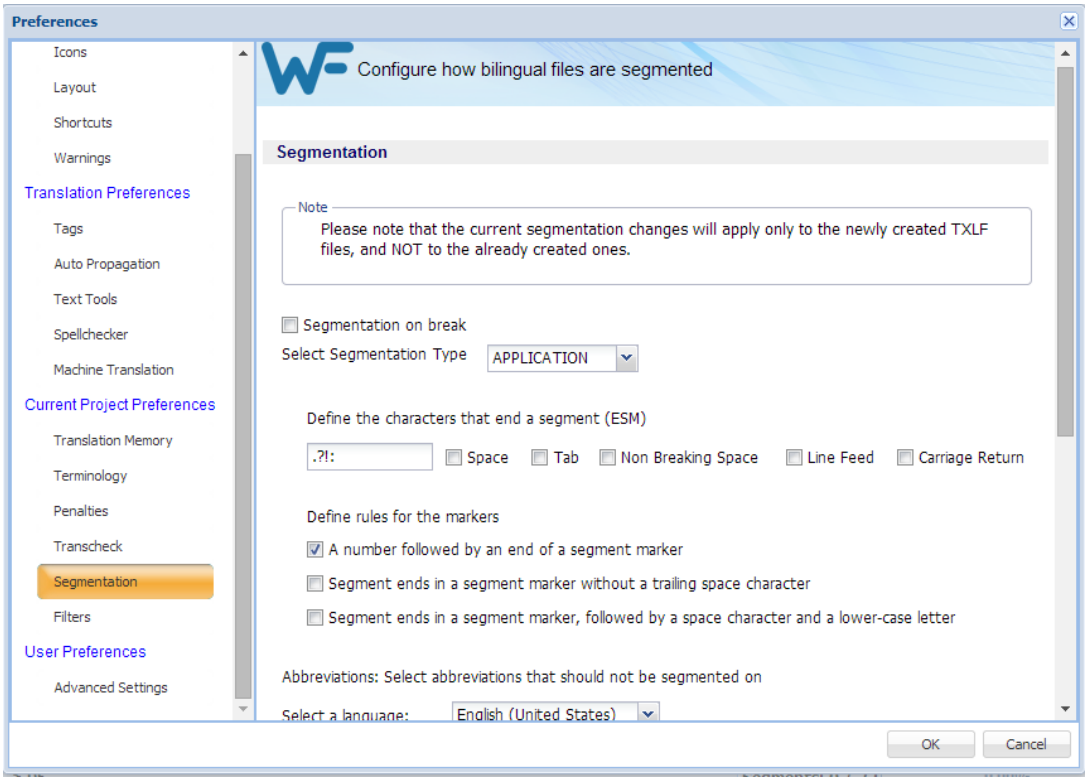
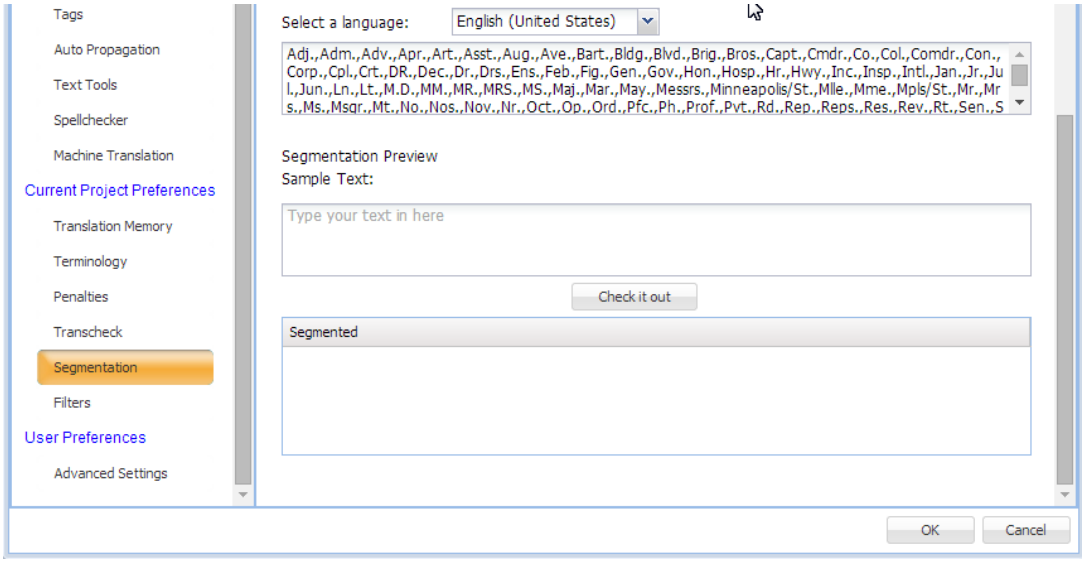
The Segmentation options appear.



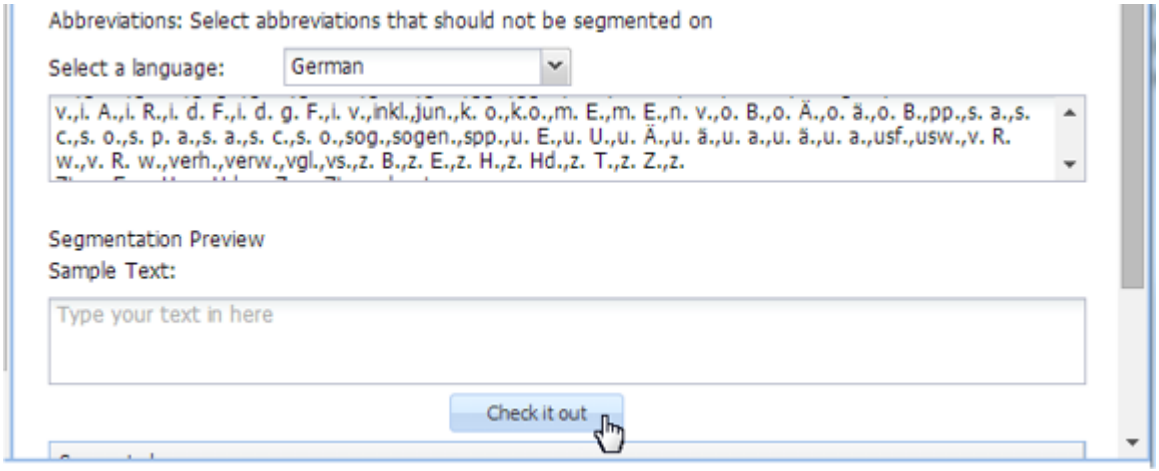
The balance of the Segmentation options are shown below.



5. Select the required segmentation options. These options are:

   - Select **Segmentation on break** to enable segmentation on line breaks.
   - Select **APPLICATION** or **SRX** for where to apply this from the drop-down list.

6. Define the characters that end a segment (ESM):
   - Enter specific characters into the input field to specify custom segment end characters
   - Select **Space** to enable white-spaces as a segment end character
   - Select **Tab** to enable tabs as a segment end character
   - Select **Non Breaking Space** to enable non-breaking white-spaces as a segment end character
   - Select **Line Feed** to enable line-feed ASCII codes as a segment end character
   - Select **Carriage Return** to enable carriage return ASCII codes as a segment end character
7. Define the rules for the markers, select those that apply:
   - A number followed by an end of a segment marker.
   - Segment ends in a segment marker without a trailing space character.
   - Segment ends in a segment marker, followed by a space character and a lower-case letter.
8. Select abbreviations that should not be used in segmenting, see the following dialog box segment.



Configuring Filters

There are common file filters that can be enabled for a given project by navigating to **Preferences** then **Filters** as described below.

1. Open **Wordfast Pro** and select a project from the project list.
2. Click **Open Project**.
3. Click **Preferences** under **Options**.

   The overall preferences setup panel appears.
4. Click **Filters**.

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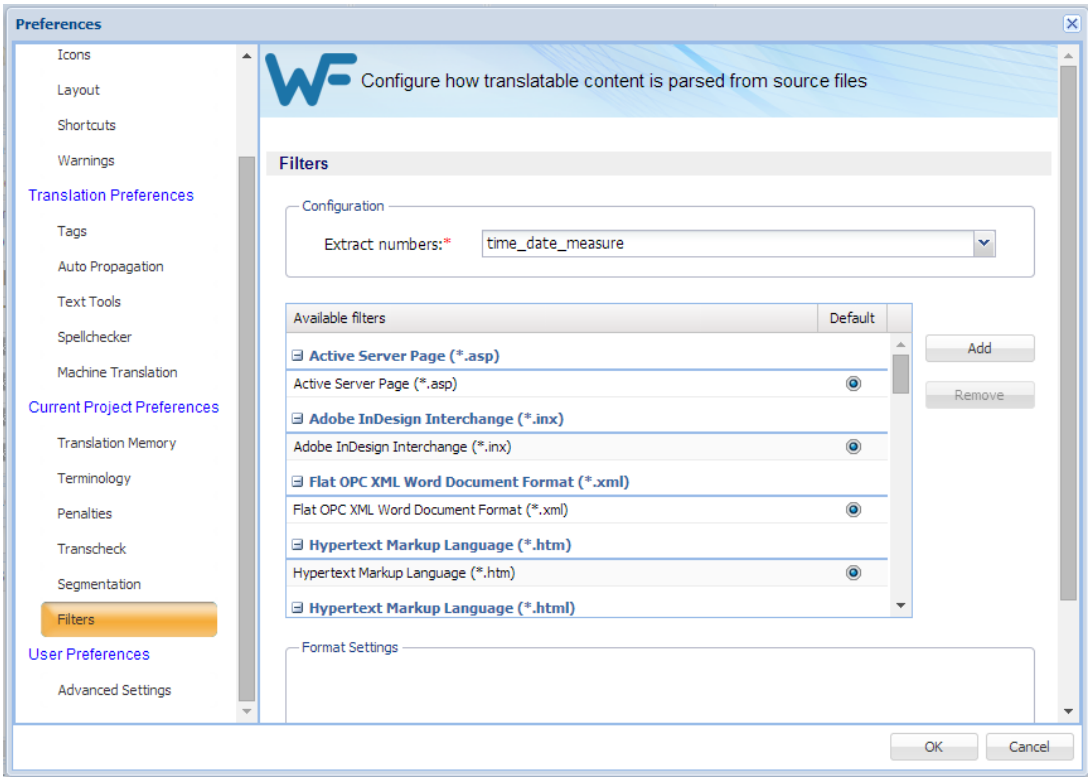
The Current (New) Project filter options appear. If filter preferences are being set for a new project this display indicates **New Project Preferences** and the default filter settings are active. When filter preferences are being reviewed or changed for an existing and currently open project the active filter settings are shown and the display indicates **Current Project Preferences**.

5. To select the file filter settings for the open project, click a filter to list the current settings in the **Format Settings** box.



To add custom file filters, see Adding New File Filters.

Adding New File Filters

If the default settings of the filter of your choice is not sufficient, a new filter can be created based on one of the supported filters.

Note:

Only file filters that appear in the list of filters can be modified into additional file filters with a new **Symbolic Name**.

To add a new file filter:

1. Open Wordfast Pro and select a project.
2. Click **Open Project** on the Project List.

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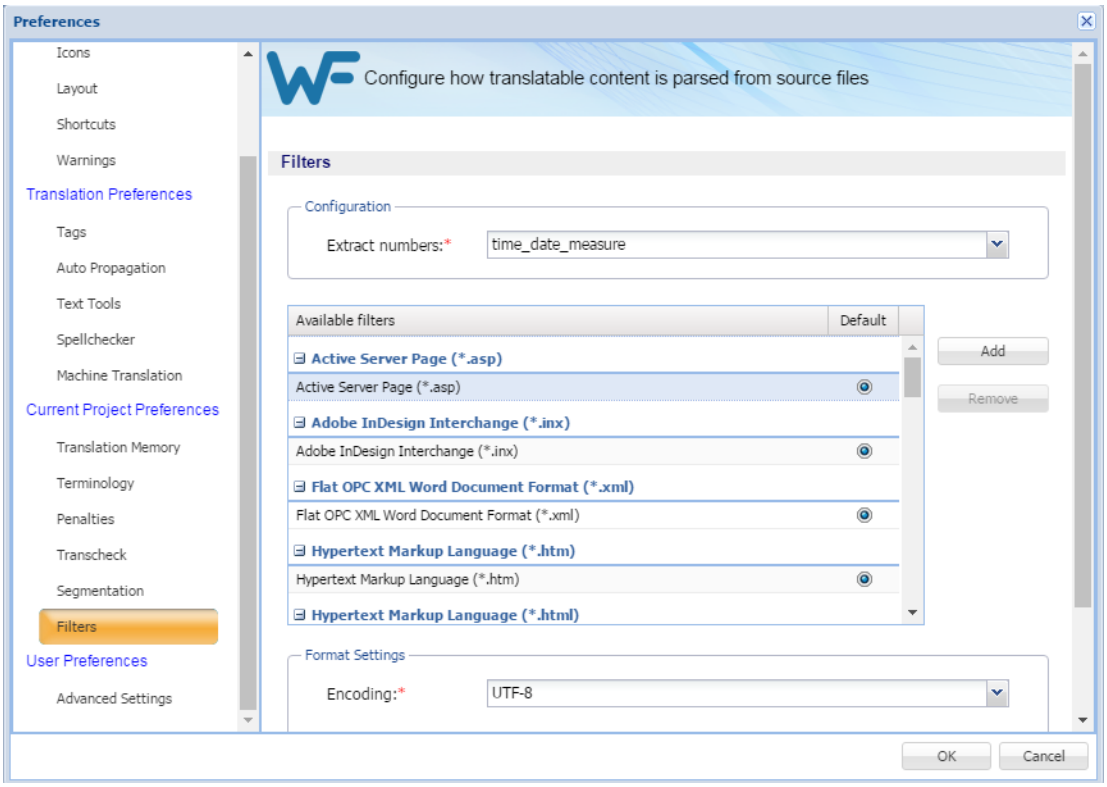
3. Click **Preferences** under **Options**.

   The overall preferences setup panel appears.

4. Click **Filters**.

   The **Configure source file filters** appears listing **Available filters**.



5. Click **Add**.

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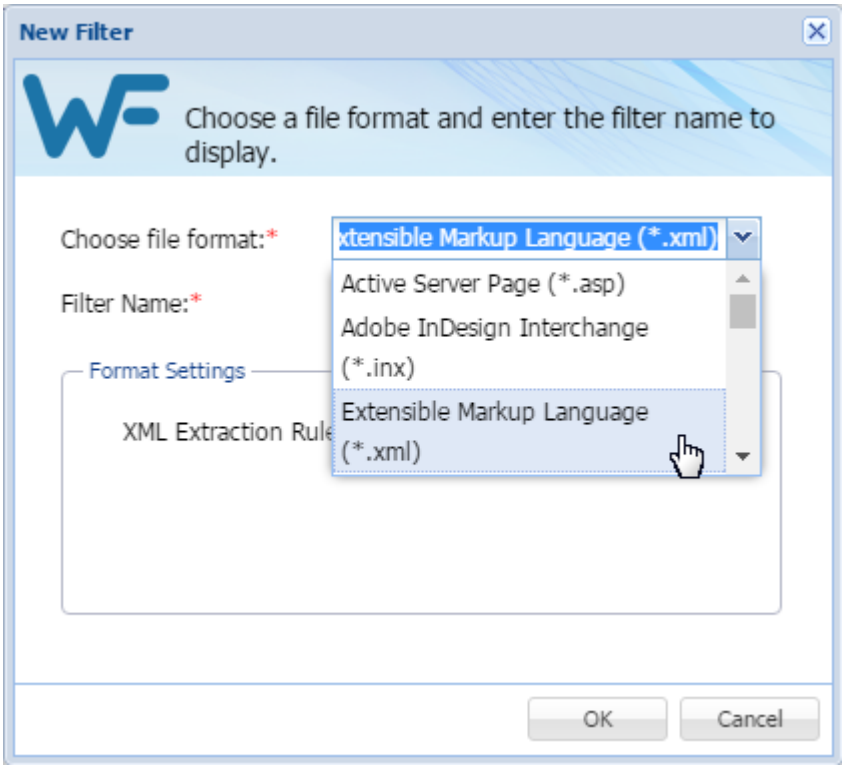
The **New Filter** dialog box appears.



6. Select the desired filter to use as a template for a new filter.
7. Supply the information and make appropriate selections.
8. Click **OK** to save the modified filter as a new filter.

User Preferences—Advanced Settings

The User Preferences comprise the **Advanced Settings** as follows:

- Restore a Wordfast Pro installation to Default Preferences Settings
- Export/Import Wordfast Pro Export/Import Preferences Settings

Default Preferences Settings

This Preferences option provides the means to restore the current preferences of a Wordfast Pro installation to factory or default settings.

To restore Wordfast Pro to factory settings, navigate to **Preferences** then **Advanced Settings** as described below.

1. Open Wordfast Pro.
2. Click **Preferences** under **Options**.

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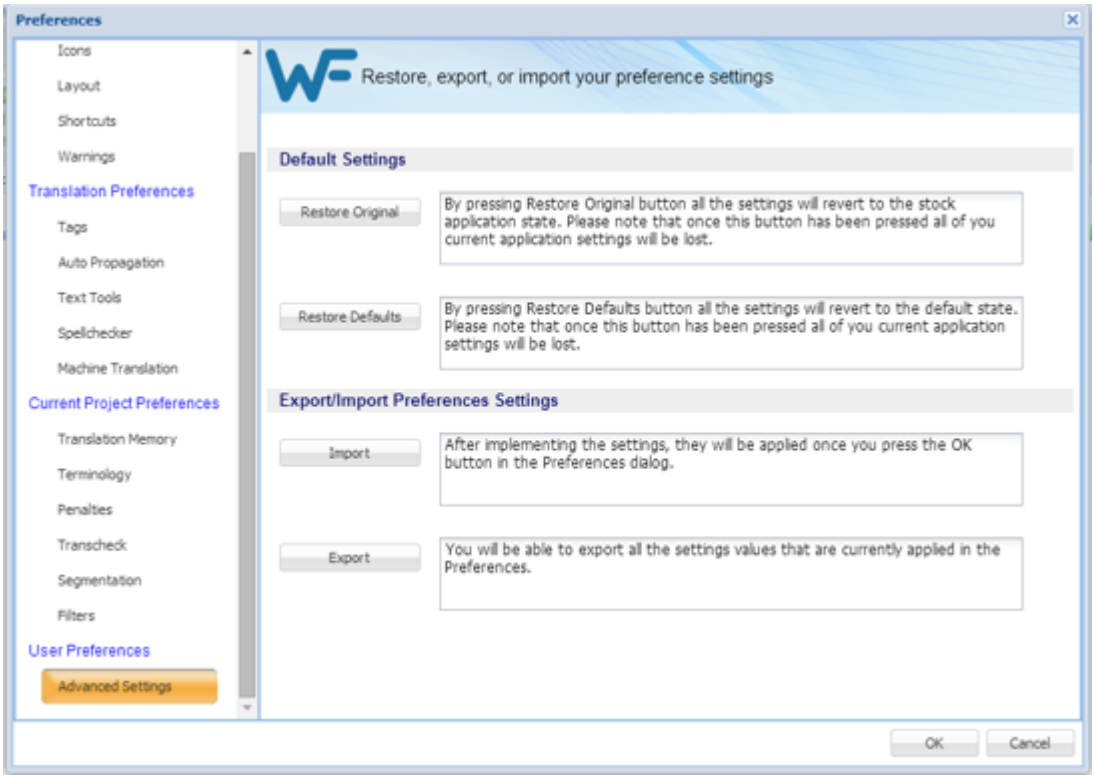
The overall preferences setup panel appears.

3. Click **Advanced Settings**.

   The dialog box to restore, export, or import the current settings of a Wordfast Pro installation appears.



4. In the **Default Settings** section, click:
   - **Restore Factory** to revert this Wordfast Pro installation preferences to those of a new installation.
   - **Restore Defaults** to revert this Wordfast Pro installation preferences to default preferences.
5. Click **OK** to complete the restore process.

Export/Import Preferences Settings

This Preferences option provides the means to **Import** and **Export** the current preferences of the Wordfast Pro installation.

1. Open Wordfast Pro.
2. Click **Preferences** under **Options**.

   The overall preferences setup panel appears.

3. Click **Advanced Settings**.

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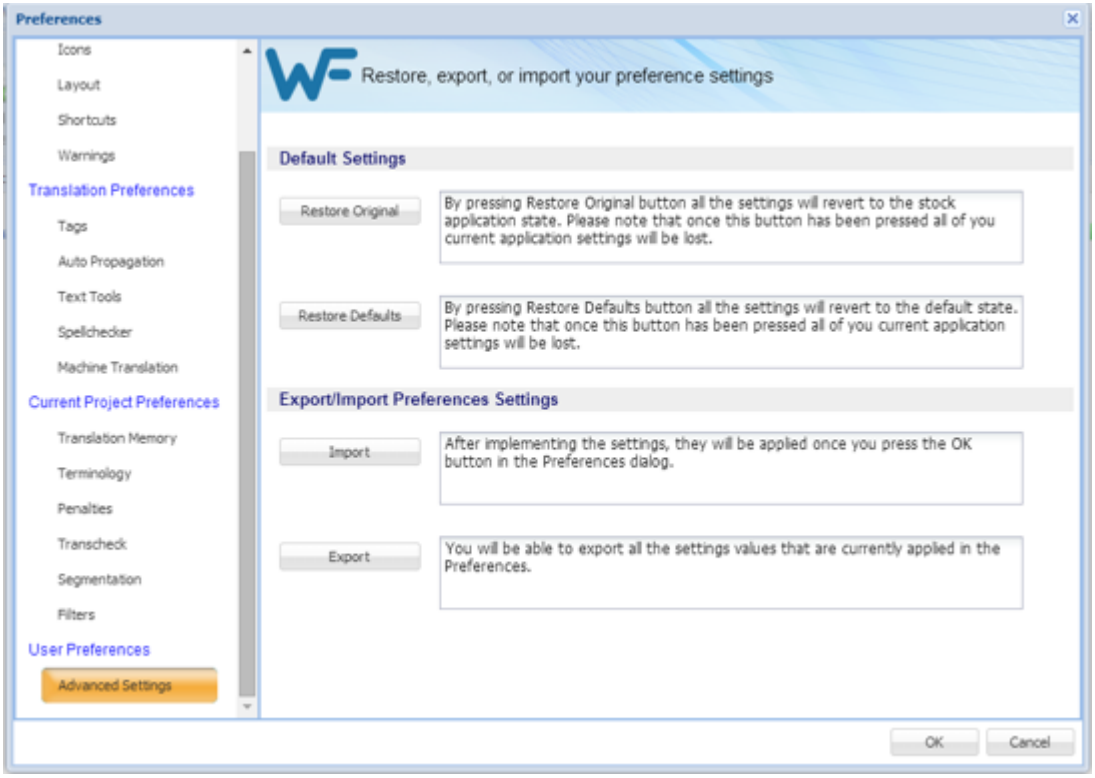
The options to restore, export, or import the current settings of a Wordfast Pro installation appears.



4. In the **Export/Import Preferences Settings** section, click:
   - **Import** to apply saved preferences.
   - **Export** to save the current preferences for a given Wordfast Pro installation.
5. Click **OK** to complete the Export/Import process.

Translation Memory Color Representations

The following table lists the default colors and their representations for source and target segments in the submission.

Color	Representation	Color	Representation
Auto Propagation	Segment was auto-propagated.	**Term Match**	100% match of terms.
Committed TM	Segment was committed (modified and updated) to translation memory.	**Context Match**	Matched context from preceding and following segments.

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Color	Representation	Color	Representation
Fuzzy Match	Fuzzy, less than 100% match.	**Fuzzy Term Match**	Fuzzy, less than 100% term match of terms.
Gold Match	Exact TM match, 100%.	**Machine Trans**	Segment was populated by **Machine Translation**.
No Match	No match or N/A.	**Selected Term**	Active Source segment
Target Changed	Target segment was modified since the original file was created.	**Term No Match**	No match found for the term.

These default colors can be customized as explained in Customizing Colors.

WorldLingo Languages

WorldLingo Machine Translation (MT) is limited to the language set listed below:

- Arabic
- Chinese Simplified
- Chinese Traditional
- Dutch
- English
- French
- German
- Greek
- Italian
- Japanese
- Korean
- Portuguese
- Russian
- Spanish
- Swedish

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