

# **User Guide**

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# **Release Notes Summary**

The following is a summary of new features, improvements, and issues fixed for Version 4.9.0.

#### **New Features**

- Added ability to connect to Wordfast Server for remote terminology
- Added Hunspell Dictionary for Thai
- Added Hunspell Dictionary for Turkish

#### Improvements

- Moved More Options TM Lookup to the immediate left of Find Source
- Added Chain Files shortcut key to Shortcut Preferences
- Changed Transcheck Warning pop-up message to be clearer when reporting an issue
- Added the option to ignore alphanumeric codes during the Copy Source Check in Transcheck Preferences
- Added shortcut key in Shortcut Preferences to navigate between open files (unbound)
- Changed label from "Keys" to "Shortcuts" throughout
- Moved Project Cleanup icon to the right on Project Files tab
- Updated Segment Changes report

#### **Fixed Issues**

- Issue causing slowness in the editor when Show Whitespace is enabled
- Issue where Cleanup could be performed without a Cleanup password
- Issue where Replace All did not change the status of a segment to Modified
- Issue where Transcheck Report sometimes opens with a 500 error
- Issue where certain DOCX Word files could not be converted to TXLF files
- Issue causing TM Lookup and Term Lookup panes to disappear when large Microsoft Windows text scaling is set
- Issue causing update reminder to fail
- Issue that made application unresponsive when clicking in Google Translate links
- · Issue causing application to not find its license file
- Issue where last word in a segment is showing up as misspelled even though it was corrected
- Issue where Spellcheck jumps to the beginning of the document before pop-up response
- Issue causing Auto-Propagation to work incorrectly for merged segments
- Issue causing **Transcheck** to fail on chained files
- Issue causing the application to freeze when filtering chained file segments

- Issue causing the last modified segment action to fail on chained files
- Issue where term description was not included in a glossary exported as TBX
- · Issue causing GLTM connection to disconnect after opening several segments quickly
- Issue where an attribute was added by Cleanup when Add Attribute was unchecked
- Issue preventing a user from pasting text in other dialogs when focus was on a locked segment
- · Issue of not requiring user name and password when connecting to remote glossaries
- Issues of various user interface glitches
- Issue of unclear cause indication and explanation for White space in Transcheck

# **Tickets**

The following table lists the new features, improvements, and issues by ticket.

Ticket	Summary	Issue Type	Priority	Resolution
TRA-19859	Letter is doubled if SWSC is turned on	Bug	Major	Fixed by another ticket
TRA-19799	TM Lookup: source concordance search fails if tu user contains backslash	Bug	Major	Fixed
TRA-19728	Shortcut list isn't rendered on scroll after preferences settings are restored on factory	Bug	Trivial	Fixed
TRA-19660	CLONE - There is white space under records in Segment History grid	Bug	Minor	Fixed
TRA-19611	TSR   Preferences dialog is opened after 20 seconds if segment is cleared	Bug	Critical	Fixed
TRA-19610	Shortcuts   There is no description if shortcut is already selected	Bug	Minor	Fixed
TRA-19594	WF4.8.2 unable to find license file (license file being searched in different folder than it's stored)	Bug	Critical	Fixed by another ticket
TRA-19586	Different Transcheck Warning in desktop and Online Apps	Bug	Minor	Fixed
TRA-19553	There is white space under TUs in TM Lookup (screenshot)	Bug	Minor	Fixed
TRA-19551	TSO/TSR   Can't perform transcheck/segment changes on chained files	Bug	Major	Fixed
TRA-19545	Server: Include WFPO feedback dialog on other apps	Improvement	Minor	Implemented
TRA-19544	UI: Include WFPO feedback dialog on other apps	Improvement	Minor	Implemented

Ticket	Summary	Issue Type	Priority	Resolution
TRA-19538	Segment status isn't changed after NBSP is added using ALT code	Bug	Minor	Fixed
TRA-19533	Remote TM copied with HTTP URL fails with connection unsuccessful	Bug	Minor	Fixed
TRA-19525	Clicking in Google and Microsoft Translator links in Preferences make the app unresponsive	Bug	Critical	Fixed
TRA-19498	Button for Application Close should not close application if dialog is visible	Bug	Major	Fixed
TRA-19474	Spell Check   last word in a segment is still offered as misspelled although is "changed"	Bug	Major	Fixed
TRA-19472	No segment can be opened after G and S is added on scrolled file	Bug	Major	Fixed
TRA-19467	Change Keys to Shortcuts	Improvement	Minor	Implemented
TRA-19436	MAC   Transcheck All, Get Bilingual Table and Preview File are not working	Bug	Critical	Fixed
TRA-19431	Letter "W" is inserted into symbolic name when user enters tmgr url by typing	Bug	Minor	Fixed
TRA-19428	UI: Add IDML Preview to TSO and TSR	New Feature	Impleme	nhapelemented
TRA-19425	Umlaut characters added at beginning of segment adds two letters	Bug	Minor	Fixed
TRA-19419	TSO/TSR Transcheck Spellcheck > Dictionary Management by Admin	New Feature	Minor	Implemented
TRA-19418	Transcheck Spellcheck > TXLF Editor Transcheck	Task	Minor	Implemented
TRA-19417	Transcheck Spellcheck > Project Transcheck	Task	Minor	Implemented
TRA-19416	Edge   User can type only one letter in a segment	Bug	Blocker	Fixed

#### Wordfast

Ticket	Summary	Issue Type	Priority	Resolution
TRA-19413	TM Lookup and Terminology panes aren't visible for some display settings	Bug	Major	Fixed
TRA-19405	Content of WF is lost when user DnD txt file into opened iframe	Bug	Major	Fixed
TRA-19393	OPE: Initiate communication with OPE	New Feature	Minor	Implemented
TRA-19392	OPE: Create basic layout for editor	New Feature	Minor	Implemented
TRA-19388	DnD file: Drop file dialog remains if user cancel droping	Bug	Minor	Fixed by another ticket
TRA-19381	MAC   WF crashes on DnD	Bug	Major	Fixed by another ticket
TRA-19379	Mask will blink when user holds file over Projects list view	Bug	Major	Fixed
TRA-19373	Table Header   Sorting by TM Type is wrong (reverse sorting)	Bug	Minor	Fixed
TRA-19372	Username and password input field are not mandatory in Connect to remote terminology dialog	Bug	Major	Fixed
TRA-19353	WFP desktop app gets selected during drag and drop action	Bug	Major	Fixed
TRA-19333	Drag and Drop   Text from split actions can be dragged and dropped in any input field	Bug	Minor	Fixed
TRA-19332	Table Header   Drag and Drop shouldn't be enabled for Source/Target Language combo box	Bug	Minor	Fixed
TRA-19330	UI - Image of tag shows tag content for split segments	Bug	Minor	Fixed

Ticket	Summary	Issue Type	Priority	Resolution
TRA-19326	Paste Action Disabled In TM Lookup When Cursor Is In Locked Segment	Bug	Major	Fixed
TRA-19310	TXLF Editor : Column header should display source and target language label	Improvement	Minor	Implemented
TRA-19305	MAC - Cannot close Recovery dialog	Bug	Critical	Fixed
TRA-19301	Segments get wrongly autopropagated after using Merge or split option more than twice for same segment	Bug	Critical	Fixed
TRA-19285	Docx file fails to create XLIFF document	Bug	Major	Fixed by another ticket
TRA-19278	Result of previous segment is visible when user opens segment after killing session in GLTM	Bug	Major	Fixed
TRA-19265	Add option for using UI dev resources in the build application	Task	Minor	Implemented
TRA-19250	Chain files: Automatically open last modify segment option in preferences causing no file can be opened	Bug	Critical	Fixed
TRA-19242	Add shortcut in shortcut list for Chain Files action	Improvement	Trivial	Implemented
TRA-19236	ID numbers disappear after Split action in Editor	Bub	Major	Fixed
TRA-19229	Timestamp does not displays under last saved column in the current project view	Bug	Minor	Fixed
TRA-19223	No Tm Dialog doesn't have focus	Bug	Trivial	Fixed by another ticket
TRA-19221	MAC   App size isn't retained after closing app	Bug	Minor	Fixed
TRA-19220	UI Localization update for 4.8	Task	Minor	Fixed

Ticket	Summary	Issue Type	Priority	Resolution
TRA-19218	Grid filter: Wrong option name in order by menu	Bug	Minor	Fixed
TRA-19216	JSP file isn't segmented as it expected	Bug	Critical	Fixed
TRA-19212	UI: Support for WFServer Glossary across the whole application	Task	Minor	Implemented
TRA-19209	Support for WF Server glossary in Current Project View	Task	Minor	Implemented
TRA-19207	Create action controllers for shortcuts	Task	Minor	Implemented
TRA-19204	Files Chaining: Last modified segment action(Shift +F5) doesn't work	Bug	Major	Fixed
TRA-19201	WF4 blocks - form too large if trying to preselect 100+ files	Bug	Critical	Fixed
TRA-19200	Right click doesn't open for file tab	Bug	Minor	Fixed
TRA-19195	[TSO/TSR] - current project is not updated	Bug	Minor	Fixed
TRA-19193	Files Chaining - Application is frozen after filtering table with no results	Bug	Critical	Fixed
TRA-19190	Files Chaining - Blue color is changed after opening segment	Bug	Major	Fixed
TRA-19188	Files Chaining - Chain Files action stays enabled after closing chained files	Bug	Minor	Fixed
TRA-19185	Preferences: Selection of checkbox "Include unbound Commands" isn't applied	Bug	Minor	Fixed
TRA-19172	Replace All doesn't change status of active segment	Bug	Critical	Fixed
TRA-19165	[Desktop]Gltm is disconnected after quickly opening 10 segments and leaving it for a while	Bug	Fixed by another ticket	Fixed by another ticket

Ticket	Summary	Issue Type	Priority	Resolution
TRA-19160	Error in browser console appears during closing project	Bug	Minor	Fixed by another ticket
TRA-19154	Grid filter: Missing collapse and expand folder option	Bug	Major	Fixed
TRA-19152	MAC   bad Application name in App Menu	Bug	Minor	Fixed
TRA-19151	User is able to edit active segment although txlf x- mask is visible	Bug	Minor	Fixed
TRA-19145	Cursor is visible at the end and after that it will be positioned at the desired position	Bug	Minor	Fixed
TRA-19138	Warm start   Application is staring slower	Bug	Minor	Fixed
TRA-19136	TM connection is broken after opening segment using CTRL + down	Bub	Major	Fixed by another ticket
TRA-19135	TSO/TSR   Terms aren't rendered on segment opening	Bug	Major	Fixed
TRA-19121	CLONE - TU editor   Undo/Redo actions error	Bug	Major	Fixed
TRA-19111	Server: Selected functionality should be applied for Blacklists	Bug	Major	Fixed
TRA-19085	Current Project View: HTTP error 500 when transcheck is ran with all project files selected	Bug	Critical	Fixed by another ticket
TRA-19078	Merging two grids due to similar behavior	Task	Minor	Implemented
TRA-19060	Kitchen Sink - Action Bar	Task	Minor	Implemented
TRA-19057	Kitchen Sink - Grid Filters	Task	Minor	Implemented
TRA-19056	Kitchen Sink - Virtual Table	Task	Minor	Implemented

Ticket	Summary	Issue Type	Priority	Resolution
TRA-19045	WF: editor: table filter: add text with explanation	Improvement	Minor	Implemented
TRA-19042	In project view, move Project Cleanup icon to the right	Improvement	Minor	Fixed
TRA-19027	Segment opening is slower when Show White Space is active	Bug	Major	Fixed
TRA-19006	Table Header - Sorting Menu values are not matching the ones from the header	Bug	Minor	Fixed
TRA-18997	[jxbrowser] Linux/Mac version WF opens in a smaller window	Bug	Critical	Fixed
TRA-18984	Move "More Options" in TM lookup to the left of "Find Source"	New Feature	Minor	Implemented
TRA-18976	Linebreaks should be pasted as whitespaces	Improvement	Major	Reimplemented
TRA-18906	Solling through the file is very slow when Show White Space Action is on	Bug	Critical	Fixed
TRA-18902	Transcheck   Whitespace - wrong explanation and cause	Bug	Major	Fixed by another ticket
TRA-18867	Transcheck: Need proper segment Warning popup	Improvement	Major	Implemented
TRA-18862	Transcheck: Warning Explanation missing	Bug	Minor	Fixed by another ticket
TRA-18761	Terms aren't rendered for active segment when user turns off Terminology highlight all	Bug	Major	Fixed
TRA-18738	CLONE - Build WF with updated SOLR	Task	Major	Fixed by another ticket
TRA-18709	Testing message dialog parameters	Task	Minor	Implemented

Ticket	Summary	Issue Type	Priority	Resolution
TRA-18663	Kickoff Application Action to have configurable check period	Task	Minor	Implemented
TRA-18527	Add option to ignore alpha numerics in copy source check	Improvement	Critical	Fixed by another ticket
TRA-18498	TSR: Ribbon Layout to have Simple and Advanced option	Improvement	Critical	Implemented
TRA-18459	Investigate EMC log error: null pointer during startup	Task	Major	Fixed by another ticket
TRA-18451	Show Whitespace character option slows down segment opening, file scrolling etc.	Bug	Minor	Fixed
TRA-18414	App blocks after modifying remote TM [spec case]	Bug	Major	Fixed
TRA-18377	New Tm/Terminology/Blacklist Admin opening should close already opened one	Task	Major	Implemented
TRA-18330	Action from context menu is enabled although no segment is opened	Bug	Minor	Fixed
TRA-18309	Remove source locale from BlacklistConnectionDescriptor	Task	Major	Fixed by another ticket
TRA-17942	Update Segment Changes report for Review Steps	Improvement	Critical	Implemented
TRA-17801	Spellcheck doesn't work on Eclipse (Windows 10)	Bug	Major	Fixed
TRA-17405	When Japanese is the target language, an extra space is being inserted after punctuation.	Bug	Minor	Fixed by another ticket
TRA-17362	Spellcheck does not make changes to the last word of each segment	Bug	Critical	Fixed by another ticket

Ticket	Summary	Issue Type	Priority	Resolution
TRA-17334	Spellcheck jumps to beginning of document before answering pop up	Bug	Critical	Fixed
TRA-17203	Seginfo attribute for leveraged segment from TM with TU user	Improvement	Major	Fixed
TRA-17097	Segment Change Report   Wrong user listed for pre-populated segment	Bug	Minor	Fixed
TRA-17058	Quick Tools: Attribute Added To TM When "Add Attribute" Unchecked	Bug	Major	Fixed
TRA-17024	Decoupling Tm lookup and Term lookup display timing	Improvement	Minor	Implemented
TRA-16865	Empty file is added during project creation	Bug	Major	Fixed by another ticket
TRA-16554	WFP4: Add WFServer Glossary connection tab to Remote Glossary	New Feature	Critical	Implemented
TRA-16312	Simple Project Creator   change tabular order	Improvement	Trivial	Implemented
TRA-16264	Description Not Included in Glossary Exported As TBX	Bug	Major	Fixed by another ticket
TRA-15850	Cleaned TUs with gltm(gltm has clean up password) cannot be seen from editor	Bug	Critical	Fixed
TRA-15754	Add shortcut to navigate between all opened files	Improvement	Minor	Implemented
TRA-14305	Change example in connect to remote Glossary/ TM dialogs	Improvement	Trivial	Implemented
TRA-7818	WEB: Cannot export Analysis report	Bug	Critical	Fixed

# **About Wordfast Pro**

Wordfast Pro is a 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

# **Getting Started**

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

Wordfast Pro is installed and accessed on a local computer (refer to <u>Installing and Activating Wordfast</u> <u>Pro</u>).

### **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 <u>http://www.wordfast.com/</u> 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.

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

Refer to:

- Online Activation
- Offline Activation

#### **Online Activation**

When you activate Wordfast Pro online you are emailed an **Activation Key** that you need to complete an online activation.

To begin:

- 1. Double-click the **Wordfast Pro** icon on your desktop.
- 2. Click the **Help** tab.

Wordfast 4							•	x
🗧 Wordfast 4 🔻	Projects Help							۲
	Options							
🙎 🔁	🔎 🔎	2						
Feedback Wordfast 4 Update	License About Management Wordfas	Help t 4						
Projects	Location	Source Language 💌	Target Language 💌	Date Created	% Complete	⊗ ↑	l ≡	
Project-2	C:\Users\tldara\Wordfa	English (United States)	German (Germany)	2015/03/31 12:53:21 M	15.38%			*
Project-4	C:\Users\tldara\Wordfa	English (United States)	German (Germany)	2015/03/31 13:18:25 M	100.00%			
Project_2	C:\Users\Public\Wordfa	English (United States)	German (Germany)	2015/05/29 11:08:06 M	92.35%			
Project_5	C:\Users\Public\Wordfa	English (United States)	German (Germany)	2015/07/30 10:35:24 M	43.11%			
Project_6	C:\Users\tldara\Wordfa	English (United States)	German (Germany)	2015/07/30 12:02:48 M	0.00%			
Project_7	C:\Users\Public\Wordfa	English (United States)	German (Germany)	2015/07/30 13:22:18 M	0.00%			
Project_8	C:\Users\tldara\Wordfa	English (United States)	German (Germany)	2015/08/03 09:32:35 M	100.00%			
Project_9	C:\Users\Public\Wordfa	English	Spanish (Latin America)	2015/08/26 16:08:01 M	7.06%			
MC_Proj-1	C:\Users\Public\Wordfa	English (United States)	German	2015/12/04 14:59:11 M	87.50%			
Project_4-6	C:\Users\Public\Wordfa	English (United States)	German (Germany)	2015/12/14 15:10:20 M	0.00%			-

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

License Manager	×
Online Registration Manual Registration	Please enter your activation key and follow the instructions
	License Type: Full Activation Key:*
	OK Cancel

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

Your Wordfast Pro installation is now activated.



#### Note:

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

#### **Offline Activation**

If you need to activate **Wordfast Pro** offline a **License** file is sent to you attached to an email after providing your **Activation Key**. Save this license file 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.

License Manager	×
Online Registration	Please enter your activation key and follow the instructions
	License Type: Full
	Activation Key: Generate
	Copy the string below this information bar and send the string to the following email address: activation@wordfast.com.
	You will receive an email with the license file that you can download and save to your computer. Browse the license file and press the OK button. License File: Browse
	OK Cancel

- 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.

- 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:

<u>Re-installing Licenses</u>
 <u>Verifying Current License</u>
 <u>Update Notification</u>



# Note:

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

#### **Re-installing Licenses**

You can reinstate your Wordfast license by re-activating Wordfast Pro as described below:

- 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.

The License Manager activation	n dialog box appears.
--------------------------------	-----------------------

License Manager		×
Online Registration Manual Registration	Please enter your activation key and follow the instructions	
	License Type: Full Activation Key:* License will expire in 254 day(s)	]
	OK Cancel	

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.

A list of available updates appears (as shown).

🚾 Up	date Manager		×								
V	Updates for Wordfast 4 are available.										
Choo Pleas	Choose the items you wish to update Please note that major updates will require application restart										
	Item	Version									
B m	inor		<b>^</b>								
V	org.gs4tr.editor.spellcheck.hunspell.ar	1.0.0									
V	org.gs4tr.editor.spellcheck.hunspell.bg.bg	1.0.0									
V	org.gs4tr.editor.spellcheck.hunspell.ca.es	1.0.0									
V	org.gs4tr.editor.spellcheck.hunspell.cs.cz	1.0.0									
V	org.gs4tr.editor.spellcheck.hunspell.da.dk	1.0.0									
	org.gs4tr.editor.spellcheck.hunspell.de.de	1.0.0									
V	org.gs4tr.editor.spellcheck.hunspell.el.gr	1.0.0									
	org.gs4tr.editor.spellcheck.hunspell.en.ca	1.0.0									
V	org.gs4tr.editor.spellcheck.hunspell.en.gb	1.0.0									
	ora.as4tr.editor.spellcheck.hunspell.en.us	1.0.0	T								
		Update C	ancel								

## **Starting Wordfast Pro**

After Wordfast Pro has been installed and activated on your computer it is ready to use.

To start Wordfast Pro:

• Double-click the **Wordfast Pro** icon on your desktop.

When Wordfast Pro opens, you are on the **Projects** tab. This view shows a list of all of your projects and includes the **Wordfast 4** drop-down menu of a number of basic functions.

w w	/ordfast 4							
	Wordfast 4      Projects     Help							
	Project List	Project	Package	Tools	Options			
	Current Project			*				
P	TXLF Editor	Close Add Modify Remove	Import Export	Quick	Preferences			
₽	TM Editor	Project Project Project Project	Package Package	Tools				
l 🗗	Glossary Editor	Location Source	Language 💌 Tan	get Language	e 🔻 Date	e Created	% Complete	⊗ ↑↓ ≡
P	Blacklist Editor	C:\Users\tldara\Wordfas English	(United States) Gen	man (Germany	/) 2015	5/03/31 12:53:21 MDT	15.38%	<b>A</b>
×	Quick Tools	C:\Users\tldara\Wordfas English	(United States) Gen	man (Germany	/) 2015	5/03/31 13:18:25 MDT	100.00%	
-	Preferences	C:\Users\Public\Wordfas English	(United States) Gen	man (Germany	r) 2015	5/05/29 11:08:06 MDT	92.35%	
<b>O</b>	Exit Wordfast 4	C:\Users\Public\Wordfas English	(United States) Gen	man (Germany	r) 2015	5/07/30 10:35:24 MDT	43.11%	
TIUJ	ect_0	C:\Users\tldara\Wordfas English	(United States) Gen	man (Germany	r) 2015	5/07/30 12:02:48 MDT	0.00%	
Proj	ect_7	C:\Users\Public\Wordfas English	(United States) Gen	man (Germany	r) 2015	5/07/30 13:22:18 MDT	0.00%	
Proj	ect_8	C:\Users\tldara\Wordfas English	(United States) Gen	man (Germany	r) 2015	5/08/03 09:32:35 MDT	100.00%	
Proj	ect_9	C:\Users\Public\Wordfas English	Spa	nish (Latin Am	erica) 2015	5/08/26 16:08:01 MDT	7.06%	
MC_	Proj-1	C:\Users\Public\Wordfas English	(United States) Gen	man	2015	5/12/04 14:59:11 MST	87.50%	
Proj	ect_4-6	C:\Users\Public\Wordfas English	(United States) Gen	man (Germany	/) 2015	5/12/14 15:10:20 MST	0.00%	
New	_Project	C:\Users\Public\Wordfas English	(United States) Gen	man	2016	5/03/31 14:07:08 MDT	96.88%	
New	Proi-7	C:\Lleare\Dublic\Wordfae English	(United States) Ger	man	2016	03/31 14-47-30 MDT	54 60%	<b>•</b>

Here is the Wordfast 4 drop-down in detail.



Reference: Projects Search and Sort.

#### **Project Files Perspective**

When a project is opened from the **Project List** tab, Wordfast Pro automatically presents the **Project Files** tab where your translation files are listed.

The following shows the tools available on the **Tools Ribbon** of the **Project Files** tab and introduces search and sort.

0	Wordfa	ast 4													- • ×
	≡ Wor	dfast 4 🖣	Projec	t Files	Project TM	1 Pro	ject Terminol	ogy Reports	Reference File	s Help	P				× ×
		F	iles					Proje	ect			Pa	ckage	0	ptions
i		6		P	<b>-</b>		111				i 🚿	1	$\mathbf{i}$	×	
	Add Files	Add Folders	Translate File	Chain Files	Close Project	Modify Project	Analyze Proje	ct Transcheck Report	Segment Changes Report	Export N Repo	Notes Project ort Clean Up	Import Package	Export Package	Remove File(s)	Preferences
	Files			Word C	TXLF File	e Locatio	n	Creation Date	Last Saved	-	Translation	Complete		$\otimes$	↑↓ ≡
	🖮 📥 EN U	JS -> DE													
	- 🔂 T	Franslation	s com_Pro	187	C:\Users\	Public\W	ordfast4\pro	2016/03/31 14:	47: 2016/03/31 1	4:47:			0.00%		
	- 🔂 T	Franslation	s com_Pro	187	C:\Users\	Public\W	ordfast4\pro	2016/03/31 15:	15: 2016/03/31 1	5:15:			0.00%		
	EN-US ->	> DE											0.00	%	

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 the **Sort Order** arrow 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.

#### **Project Files Unlabeled Icons:**

lcon	Description	lcon	Description
$\otimes$	Clear Filters resets the search filters	↑↓	<b>Sort Order</b> arrows, ascending and descending
=	<b>Order By</b> sort options drop-down menu		

The sort options are available through the **Order By** drop-down menu.



## **Project Help**

Wordfast 4								×
🗧 Wordfast 4 🔻	Projects Help							8
	Options							
S 2	- 🔎 🚾 🔮							
Feedback Wordfast 4 Update	License About Hel Management Wordfast 4	p						
Projects	Location Source I	Language 💌	Target Language 💌	Date Created	% Complete	⊗ 1↓	=	
Project-2	C:\Users\tldara\Wordfa English (	United States)	German (Germany)	2015/03/31 12:53:21 M	15.38%			*
Project-4	C:\Users\tldara\Wordfa English (	United States)	German (Germany)	2015/03/31 13:18:25 M	100.00%			
Project_2	C:\Users\Public\Wordfa English (	United States)	German (Germany)	2015/05/29 11:08:06 M	92.35%			
Project_5	C:\Users\Public\Wordfa English (	United States)	German (Germany)	2015/07/30 10:35:24 M	43.11%			
Project_6	C:\Users\tldara\Wordfa English (	United States)	German (Germany)	2015/07/30 12:02:48 M	0.00%			
Project_7	C:\Users\Public\Wordfa English (	United States)	German (Germany)	2015/07/30 13:22:18 M	0.00%			
Project_8	C:\Users\tldara\Wordfa English (	United States)	German (Germany)	2015/08/03 09:32:35 M	100.00%			
Project_9	C:\Users\Public\Wordfa English		Spanish (Latin America)	2015/08/26 16:08:01 M	7.06%			
MC_Proj-1	C:\Users\Public\Wordfa English (	United States)	German	2015/12/04 14:59:11 M	87.50%			
Project_4-6	C:\Users\Public\Wordfa English (	United States)	German (Germany)	2015/12/14 15:10:20 M	0.00%			•

You can obtain guidance on any application tool through the Help tab.

From this tab you can:

- Provide comments to Translations.com
- View a list of the latest Wordfast Pro updates
- Manage your Wordfast Pro license
- Display the version of Wordfast Pro that you have installed
- Access online help

### **TXLF Editor Perspective**

When you open a file for translation or review, you are in the **TXLF Editor**. The **TXLF Editor** user interface **Translation** tab with some options is presented below to familiarize you with the interface layout.

Tools Ribbon Table Filters			Table Filters
Function Tabs		File Name Tab(s)	
Wordfast 4			
	atting Translation Termine	ology Review Help	× *
	Segment		
Next Previous Commit Leverage	Copy Merge Split Unco	onfirm / Unconfirm / Lock	Clear Col
Segment Segment S	Source Co	nfirm Confirm All Segme	nt Target All Sol
Translations com_ProductBrief_ProjectDir	rector2-Word Docs-de#TR_K#.d	ocx.txml	Translate All
Source or Target 🔽 🕅 Match Case	Y Filt	ver:	Q C ⊗ Sort Commit All
	German		Sco 🔒 Concordance Search
1	ANAGEMENT. HOUR IS	MENT	g 🔀 Machine Translation
			Analyze
			Next Tag
TM Lookup Notes Segment History	Metadata Transcheck (0)	$\oplus \times \times \leftarrow$	
	More Options  Fi	nd Sc Search Glossaries (Source	
# Source Ta	arget	Sc.	Clear All Tags 🕨
1 ®TRANSLATION Ü	BERSETZUNGSMANAG	9	No Results
MANAGEMENT. E	MENT.		
<		•	
EN -> DE		SC: 24 TC: 25 Segments:	32 / 32 100.00%
Source Segment	Target S	Segment	Additional Tools
Column Ed	litor Tabs	umn Termir	nology
Function Tabo This	a bar lista all taba that f	it in your diaplay and	
the v	various tools of this ap	plication.	are used to access
Tools Ribbon Icon	ns for the available tool	s of the active tab (that	at fit in your display).
File Name Tab(s) This	s bar lists all open files	or chained file. Each	open file shows as a
sepa	arate tab across this ba	ar.	
Table Filters Use for v	Use this row of fields to provide the filter criteria and other controls for your searches in the open file		
Source Segment In this area is the collection of numbered source segments (color		e seaments (color	
Column code	ed) that resulted from s	sectioning the source	file(s).
Editor Tabs In th	his work area a numbe	r of functions are avai	lable, including:
•	<ul> <li>TM Lookup</li> </ul>		
•	Notes		

• Segment History

- Metadata
  - Transcheck (x) where x is the count of errors in segment

Target Segment Column This is the translation work area that includes:

- Target column (right column) where the translation is entered or leveraged
  - Segment Score column contains the percentage of match found in the TM
  - · Status column indicates the status of that segment
- TerminologyUse this work area for searching and adding terms to terminology<br/>lists (glossaries), if enabled.Additional ToolsThis Drop-down lists additional tools that do not fit in your display

#### **Translation Edit Drop-down Menu**

area.

This drop-down menu is the **TXLF Editor Context Menu** that you can access by right-clicking anywhere in the **Source** or **Target** segments.



#### **TXLF Editor Unlabeled Icons**

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

lcon	Description	lcon	Description
0	Transcheck error. A non-linguistic error has occurred in the segment.	Ð	A note has been added to the segment.
Ð	The segment has been repeated.	⋳	The segment is locked and cannot be edited.
۲	The segment is marked unconfirmed and cannot be committed to the TM.	(	Information is available.
Q	Apply the selected table filter.	¢	Accumulate the selected table filters.
œ	Reset the Terminology search <b>Filter</b> criteria.	$\otimes$	Clear the search filters.
<b>Ø</b>	Select the term search target for Terminology and Table Filters.		Expand or collapse the options ribbon.
	Expand or collapse the lower panel.	$\oplus$	Click to add a term to the Terminology list.
ø	The segment has been modified.		

# **Project Management**

Project management includes creating projects, preparing files for translation, and managing the translation process. Translation-related files and the rules for a given translation must be set up before anyone can begin a translation.

Wordfast 4				
E Wordfast 4  Projects Help				8
Project	Package	Tools Options		
🖪 <u>8</u> 🗗 🗟 🖏		200		
Create Open Close Add Modify Remov Project Project Project Project Project Project	e Import Export : Package Package	Quick Preferences Tools		
Projects Location Source	Language 💌 🛛 Target La	nguage 👻 Date Create	ed % Complete	⊗ ↑↓ ≡
New_Proj-2 C:\Users\Public\Wordf English	United States) German	2016/03/31	14:47:39 0.00%	•
MC_Proj-2 C:\Users\Public\Wordf English	Jnited States) German	2016/05/13	09:11:34 96.88%	
Submission_021516_0 C:\Users\Public\Wordf English	German	2016/05/24	08:31:27 100.00%	
Submission_021516_0 C:\Users\Public\Wordf English	German	2016/05/31	13:46:48 <b>100.00%</b>	-

### **Projects Search and Sort**

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 the **Sort Order** arrows on 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. (Reference <u>Project Files Perspective</u>.)

### **Projects Tasks**

The tasks directly related to managing a project are:

- <u>Creating Projects</u>
- Opening Projects
- <u>Removing Projects</u>

# **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.

6	Wordfast 4				
	Wordfast 4      Projects Help				۲
	Project	Package To	ols Options		
		🔁 🖻 🎽			
	Create         Open         Close         Add         Modify         Remove           Project         Project         Project         Project         Project         Project	Import Export Q Package Package To	uick Preferences ols		
	Use the advanced project wizard	uage 💌 🛛 Target Language	✓ Date Created	% Complete	⊗ ↑↓ ≡
	Use the simple project creator Word English (United	d States) German (Germany)	2015/03/31 12:5	3:21 15.38%	<b>^</b>
	Project-4 C:\Users\tldara\Word English (United	d States) German (Germany)	2015/03/31 13:1	8:25 100.00%	
	Project_2 C:\Users\Public\Word English (United	d States) German (Germany)	2015/05/29 11:0	8:06 <u>92.35%</u>	-

#### Reference: Projects Search and Sort

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

The Simple Project Creation dialog box appears.

mple pro	pect creati Proje Please	ect Details specify all the neo	cessary data f	or the project	creation	
Project Ni Language	ame:* [ s:	Wordfast				
English (I	United Sta	tes)	× 2	German (G	Sermany)	
- Files	dd Files	🗙 Remove				
Valid	Name		Size	Type	Path	
- Translat	ion Memory					Include
C Use	Existing				~	a onse
Crea	te New					
🔘 Do n	ot use TM	for this project				

- 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):

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.

MC_Pro	j-2	×
W	Here you can see the number of the files added, TMs and glossaries along with any errors that might have occurred.	
	Bilingual (TXLF) Files	
	Created: 1	
œ	Faled: 0	
E	Translation wemones	
	Added: 1	_
	Glossaries	
	Added: 0	
R	Reference Files	
	Added: 0	
	OK	

#### **Advanced Project Creation**

In Advanced Project Creation you have the additional options to add Translation Memory, Glossaries, and Reference files,

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.

Wordfast	4							x
	ast 4 • Projects Help							۲
	Project	Package	Tools	Options				
	🔁 📴 🜄 🔜	🔁 🖂	$\gg$					
Create Project	Open Close Add Modify Remove Project Project Project Project	Import Export Package Package	Quick Tools	Preferences				
Use th	e advanced project wizard	uagi 🕶 🛛 Target Lang	uage 💌	Date Created	% Complete	$\otimes$	↑↓ ≡	
∐gg Use th	Word English (Unite	d States) German (Gern	nany)	2015/03/31 12:53:2	1 15.38%			<b>^</b>
Project-4	C:\Users\tldara\Word English (Unite	d States) German (Gern	nany)	2015/03/31 13:18:2	5 100.00%			
Project_2	C:\Users\Public\Word English (Unite	d States) German (Gern	nany)	2015/05/29 11:08:0	5 92.35%			-

#### Reference: Projects Search and Sort

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

Project Creati	ion Wizard	×
W-	Project Details Specify the project name, creation details and location where the pr	oject will be saved Step 1 of 6
Project Nan Create a Create a	ne:* new project project based on a project not on the project list	Browse
Create a	project based on one from the project list	Y
Save Projec	c:\Users\Public\Wordfast4\projects	Browse
	< Back Next > F	inish Cancel

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.

New_Project	×
Language Selection Select the project source and target language(s)	Step 2 of 6
Source Language:* English (United States)	~
Target Language(s):* German 💌	×
< Back Next > Finish	Cancel

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

New_Project					×
Add Sour	ce Files or folders you want to trans	ate (you	can leave this e	empty) Step 3 of 6	
🔂 Add File 🛛 🔂 Add	Folder 🛛 🌱 Create Filter Type	🔀 Re	move		
Name	Туре	Size	Date Modified	Path	
ig 😁 MS Word 2007 D	MS Word 2007 Documen  V MS Word 2007 Documen	647KB	2016/02/15	C:\Users\Public\	
Run analysis report or	n documents	ck	Next >	Finish Cancel	, 

8. Click Next.

The Translation Memory dialog box appears.

9. In the Translation Memory dialog box, select:

Nev	v_Project				×	1
١	Translation Select the TMs	Memory you would like to ad	id to your pr	oject	Step 4 of 6	
	Create 🚯 Add Loca	al 🔣 Add Remote	. ♦	Rodify	🗙 Remove	
	Name	Priority	Read-only	TM Type	Path	
	i⊇ <del>C</del> ] en-US -> de L S New_TM	Primary ¥		LOCAL	C:\Users\Public\Wordfa	
	Pre-translate TXLF files					
			< Back	Next >	Finish Cancel	

- a) Create a TM.
  - 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
- b) Add Local
  - Select the TM folder.
  - Click Next.
- c) Add Remote.
  - Select the TM Server or WF Server
  - Refer to <u>Connecting Remote TMs</u>
- 10. Click Next.

The Terminology dialog box appears.

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

New	_Project			×
V	Termino Select the	logy glossaries you would lik	e to add to your project	Step 5 of 6
	Create 🛛 💽 Add	i Local  Add Remote	e 👆 🔶 k 🕅 🙀	lemove
	Name	Languages	Path	Read-only
	General_Glossary	en-US - de-DE	C:\Users\Public\Documents\Wordf	
			< Back Next > Fini	sh Cancel

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

New_Projec	t						×
W-	References Add files you wan	t to use as refer	rence files	for th	e project		Step 6 of 6
Re 🜀	i File 🔂 Add Folde	Remove					
Name		File Type		Locati	ion		
			< Bad	c	Next >	Finish	Cancel

- 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.

New_Pr	oject	×
W	Here you can see the number of the files added, TMs and glossaries along with any errors that might have occurred.	
	Bilingual (TXLF) Files	
E	Created: 1 Failed: 0 Translation Memories	
E		
	Added: 1	
	Glossaries	
	Added: 1	
R	Reference Files	
	Added: 0	
<u> </u>		_
	OK	

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 for 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**. If you choose the **GlobalLink**© **Package** (GLP) format the GLP files are then packed into a ZIP file. Take these GLP-ZIP files and import them into Wordfast. Refer to <u>Using GLP</u> <u>Files</u>.

Wordfast 4			- • ×								
E Wordfast 4  Projects Help											
Project	Package Tools	Options									
🕞 📑 🃴 🕞 📑	🔁 🖻 🎉										
Create Open Close Add Modify Remo Project Project Project Project Project Project	e Import Export Quick t Package Package Tools	Preferences									
Projects Location Source	Language 💌 Target Language	Date Created % Complete	⊗ ↑↓ ≡								
New_Proj-2 C:\Users\Public\Wordf English	United States) German	2016/03/31 14:47:39 0.00%	<b>_</b>								
MC_Proj-2 C:\Users\Public\Wordf English	United States) German	2016/05/13 09:11:34 96.88%									
Submission_021516_0 C:\Users\Public\Wordf English	German	2016/05/24 08:31:27 100.00%									
Submission_021516_0 C:\Users\Public\Wordf English	German	2016/05/31 13:46:48 100.00%	<b>•</b>								

## Reference: Projects Search and Sort

To open a project from the Wordfast Pro Projects tab:

- 1. Select a project.
- 2. Click Open Project or double-click the project.

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

6	Wordfa	ast 4												. • <b>×</b>	
	≡ wor	dfast 4	Projec	t Files	Project TM Pr	oject Terminok	gy Reports	Reference File	s Help					× ×	6
		F	files				Proje	ct			Packag	je	O	ptions	
i				P	<b>B</b>	11				- S		$\searrow$	×		
	Add Files	Add Folders	Translate File	Chain Files	Close Modify Project Project	Analyze Projec	t Transcheck Report	Segment Changes Report	Export Note Report	s Project Clean Up	Import I Package P	Export Package	Remove File(s)	Preferences	
	Files			Word C.	TXLF File Locati	on	Creation Date	Last Saved	Tran	nslation Co	omplete		$\otimes$	↑↓ ≡	
	🖮 📛 EN U	US -> DE													
	1	Translation	s com_Pro	187	C:\Users\Public\\	Vordfast4\pro	2016/03/31 14:4	7: 2016/03/31 14	1:47:		0.00	%			
	- 🔂 T	Translation	s com_Pro	187	C:\Users\Public\\	Vordfast4\pro	2016/03/31 15:1	.5: 2016/03/31 15	5:15:		0.00	%			
	EN-US ->	> DE										0.00%	ò		

References for details of the Wordfast Pro Project tabs:

- Working with Projects
- Working With Terminology
- Project Reference Files

- Working with Project Translation Memory
- <u>Reports</u>
- Project Help

# **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
- 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 <u>Opening Projects</u>).
- 2. Select the project to remove.

Wordfast	4														×
	E Wordfast 4      Projects Help												۲		
		Proj	ect			Pack	age	Tools		Options					
E 🖪 🔁 🗖 🗔				2		$\gg$									
Create Project	Open Project	Close Project	Add Project	Modify Project	Remove Project	Import Package	Export Package	Quick Tools	Pr	references					
Projects		Locat	ion		Source La	nguage 💌	Target L	anguage	~	Date Create	d	% Complete	$\otimes$	t↓	=
New_Proj-2		C:\Use	ers\Public\	Wordf	English (Uni	ited States)	German			2016/03/31	14:47:39	0.00%			-
MC_Proj-2		C:\Use	ers\Public\	Wordf	English (Uni	ited States)	German			2016/05/13	09:11:34	96.88%			
Submission_	021516_0.	. C:\Use	ers\Public\	Wordf	English		German			2016/05/24	08:31:27	100.00%			
Submission_	021516_0.	. C:\Use	ers\Public\	Wordf	English		German			2016/05/31	13:46:48	100.00%			-

#### Reference: Projects Search and Sort

## 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**.

# **Working with Projects**

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 <u>Opening and Translating Files</u>.

Wordfast 4													- • ×
🗧 Wordfast 4 🗖	Projec	t Files	Project TM	Projec	t Terminolo	gy Reports	Reference Files	Hel	р				× ×
Fil	les					Proje	ct			Pac	:kage	C	ptions
Add Add Files Folders	Translate File	Chain Files	Close M Project Pr	Aodify Ar roject	nalyze Projec	t Transcheck Report	Segment Changes Report	Export 1 Repo	Notes Project ort Clean U	: Import p Package	Export Package	Remove File(s)	Preferences
Files		Word C.	. TXLF File L	location		Creation Date	Last Saved		Translation	Complete		$\otimes$	↑↓ ≡
🖃 🔄 EN US -> DE													
Translations	com_Pro	187	C:\Users\Pu	ublic\Wordf	ast4\pro	2016/03/31 14:4	7: 2016/03/31 14	:47:		0	0.00%		
Translations	com_Pro	187	C:\Users\Pu	ublic\Wordf	ast4\pro	2016/03/31 15:1	5: 2016/03/31 15	:15:		0	.00%		
EN-US -> DE											0.00	%	

# **Project Files Search and Sort**

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 the **Sort Order** arrows on 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. (Reference <u>Project Files Perspective</u>.)

# **Project Files Tasks**

With a project selected, the following tasks are available:

- Adding Files
- <u>Cleanup</u>
- Modifying Projects
- Analyzing Projects
- Running Export Notes Report
- Exporting Packages

## **References:**

• Translating Files

- Adding Folders
- <u>Closing Projects</u>
- <u>Cleaning Up Files</u>
- Running Segment Changes Report
- Importing Packages
- <u>Removing Files</u>
- Using Transcheck

# **Adding Files**

You can add files to an existing project using the Add Files tool on the Project Files tab.

To add files to a project:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Open the project.

Wordfast 4				
	es Project TM Project Termin	ology Reports Reference Files H	Help	≥ ×
Files		Project		Package Options
Add Translate Ch Files File File	ain Close Modify Analyze Pro Project Project	ject Transcheck Segment Changes Expo Report Report R	Theorem Clean Up	rt Export Remove Preferences ge Package File(s)
Files	ord C TXLF File Location	Creation Date Last Saved	Translation Complete	⊗ ↑↓ ≡
🖃 🚍 EN US -> DE				
Translations com_Pro 18	7 C:\Users\Public\Wordfast4\pro.	. 2016/03/31 14:47: 2016/03/31 14:47:		0.00%
Translations com_Pro 18	7 C:\Users\Public\Wordfast4\pro	2016/03/31 15:15: 2016/03/31 15:15:		0.00%
EN-US -> DE				0.00%

3. Click Add Files.



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

The file is analyzed and a Files Report appears.

Files Re	port	×
W	In this dialog you can see the statistics of added files.	
	Source Files	
	Created: 1	
	Failed: 0	
	ОК	

6. Click **OK**.

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

# **Adding Folders**

You can add a group of files to an existing project using the Add Folders tool on the Project Files tab.

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

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Open the project.

W	Wordfa	ast 4													- 0 <b>X</b>
	≡ wor	dfast 4	Projec	t Files	Project TI	M Proj	ject Terminol	ogy Reports	Reference File	es Help	>				× ×
		F	iles					Proje	ct			Pac	kage	0	ptions
	Add Files	Add Folders	Translate File	Chain Files	Close Project	Modify Project	Analyze Proje	ct Transcheck Report	Segment Changes Report	Export N Repo	lotes Project rt Clean Up	Import Package	Export Package	Remove File(s)	Preferences
	Files			Word C.	. TXLF Fil	e Locatio	n	Creation Date	Last Saved	1	Translation	Complete		$\otimes$	↑↓ ≡
6	🗉 🗀 EN I	US -> DE													
	- <b>B</b>	Translation	s com_Pro	187	C:\Users	\Public\Wo	ordfast4\pro	2016/03/31 14:4	¥7: 2016/03/31 1	4:47:		0	.00%		
	- 🔂 1	Translation	s com_Pro	187	C:\Users	\Public\Wo	ordfast4\pro	2016/03/31 15:1	15: 2016/03/31 1	5:15:		0	.00%		
L	EN-US ->	> DE											0.00	%	

Reference: Project Files Search and Sort.

3. Click Add Folders.

The Add Folder dialog box appears.

Select Folder			<b>X</b>
😋 🖉 🗢 📕 « Use	rs 🕨 Public 🕨 Wordfast4 🕨 🗸 🗸 🗸	Search Wordfast4	Q
Organize 🔻 New	folder	: :	• 🕐
🔆 Favorites	Name	Date modified	Туре
	🗉 🕕 de	5/24/2016 10:14 AM	File folder
📄 Libraries	🍌 de-DE	5/18/2016 12:24 PM	File folder
Documents	JFrom_PD	5/31/2016 1:43 PM	File folder
J Music	🌗 projects	6/14/2016 8:22 AM	File folder
Pictures	Reference_Files	5/26/2016 8:20 AM	File folder
📑 Videos	🌗 Source Files	3/31/2016 3:15 PM	File folder
	🍌 Submsn_021516_02_PD	5/23/2016 2:33 PM	File folder
🖳 Computer	J TM	12/14/2015 3:48 PM	File folder
🚢 WINDOWS (C:	To_PD	6/13/2016 1:29 PM	File folder
💼 Network	• • III		•
	Folder: Wordfast4		
	5	Select Folder C	ancel

- 4. Select:
  - A folder
  - Make New Folder

5. Click **OK**.

# **Modifying Projects**

You can change a project's name, source language, and target language using the Modify Project tool.

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

1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).

Wordfast 4		
E Wordfast 4 • Project Files	Project TM Project Terminology Reports Reference Files Help	× ×
Files	Project	Package Options
Add Add Translate Chain Files Folders File Files	Close Project Project Analyze Project Transcheck Report Segment Changes Report Clean Up	Import Export Remove Preferences File(s)
Files Word C.	TXLF File Location Creation Date Last Saved Translation O	omplete 🛞 ᡝ 🗮
🖨 🔄 EN US -> DE		
Translations com_Pro 187	C:\Users\Public\Wordfast4\pro 2016/03/31 14:47: 2016/03/31 14:47:	0.00%
Translations com_Pro 187	C:\Users\Public\Wordfast4\pro 2016/03/31 15:15: 2016/03/31 15:15:	0.00%
EN-US -> DE		0.00%

Reference: Project Files Search and Sort

- 2. Select a project.
- 3. Click Modify Project.

The Modify Project dialog box appears.

Modify Project		×
Use this of target lar	dialog to change the project name and either add or remov nguages.	/e
Project Name:*	New_Project	
Source Language:	English (United States)	r
Target Language(s):*	German 🗷	
	Georgian (Georgia)	
	German (Austria)	
	German (Belgium)	
	German (Germany)	
	German (Greece)	
	OK Car	ncel

- 4. Change the project name as necessary.
- 5. Modify the source language as necessary if this option is available.
- 6. Make the target language changes as necessary by selecting from the drop-down list.
- 7. Click OK.

# **Closing Projects**

When you are through working with a project, you can close it using the Close Project tool.

To close a project on the Project Files tab:

• Click Close Project.

🐨 Wordfa	ast 4														- • <b>· · · ·</b>
E Word	dfast 4 🔻	Projec	t Files	Project TM	l Proj	ject Terminok	gy Reports	Reference	Files He	elp					× ×
	F	iles					Proje	ct				Pac	kage	0	ptions
Add Files	Add Folders	Translate File	Chain Files	Close Project	Modify Project	Analyze Projec	t Transcheck Report	Segment Char Report	iges Export Re	t Notes I port C	Vioject Project Ilean Up	Import Package	Export Package	Remove File(s)	Preferences
Files			Word C.	. TXLF File	Locatio	n	Creation Date	Last Sav	ed	Translatio	on C	omplete		$\otimes$	1↓ ≡
🖃 🗁 EN U	JS -> DE														
т	Translation:	s com_Pro	187	C:\Users\	Public\Wo	ordfast4\pro	2016/03/31 14:4	ł7: 2016/03/	31 14:47:			0.	.00%		
Т	Translation:	s com_Pro	187	C:\Users\	Public\Wo	ordfast4\pro	2016/03/31 15:	15: 2016/03/	31 15:15:			0.	.00%		
EN-US ->	> DE												0.00	%	

#### Reference: Project Files Search and Sort.

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

Wordfast 4				- O X	
E Wordfast 4 • Projects Help				8	2
Project	Package	Tools Options			
🖪 <u>8</u> 🔂 🔂 🔜 🛒					
Create Open Close Add Modify Remove Project Project Project Project Project	Import Export Package Package	Quick Preferences Tools			
Projects Location Source	anguage 💌 🛛 Target La	anguage 💌 Date Creat	ted % Complete	⊗ ↑↓ ≡	٦
New_Proj-2 C:\Users\Public\Wordf English (	nited States) German	2016/03/3	1 14:47:39 0.00%	-	•
MC_Proj-2 C:\Users\Public\Wordf English (	nited States) German	2016/05/1	3 09:11:34 96.88%		
Submission_021516_0 C:\Users\Public\Wordf English	German	2016/05/2	4 08:31:27 100.00%		
Submission_021516_0 C:\Users\Public\Wordf English	German	2016/05/3	1 13:46:48 100.00%		-

Reference: Projects Search and Sort

# **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.

Select languages to Jeanup I All Language Pairs Specific Language Pairs	Translated File Settings Place translated files in the project folder									
ieanup D All Language Pairs D Specific Language Pairs	$\ensuremath{\bigcirc}$ Place translated files in the project folder									
Specific Language Pairs										
🔘 Specific Language Pairs										
	Place translated files in the original path of source files									
×	$\ensuremath{}$ Enter the location to put translated files									
	Brows									
Single Language Pair	Create subfolders by language									
	Add language suffix to the translated file name									
	TM Overwrite Options									
	TM Overwrite Options           Overwrite existing TU									
Select TM(s) to Update	TM Overwrite Options           Overwrite existing TU									
Select TM(s) to Update	TM Overwrite Options           Overwrite existing TU           Source           Target           Path									
Select TM(s) to Update	TM Overwrite Options       Overwrite existing TU       Source       Target       Path       en-US     de-DE       C:\Users\Public\Wordfast4\project									
Select TM(s) to Update           Symbolic Name         Type           Tran_Mem_New         LOCAL           TM_2         LOCAL	TM Overwrite Options       Overwrite existing TU       Source     Target     Path       en-US     de-DE     C:\Users\Public\Wordfast4\project       en-US     de-DE     C:\Users\tldara\Wordfast4\projec									
Select TM(s) to Update Symbolic Name Type : Tran_Mem_New LOCAL TM_2 LOCAL Project-2 LOCAL	TM Overwrite Options         Overwrite existing TU         Source       Target       Path         en-US       de-DE       C:\Users\Public\Wordfast4\project         en-US       de-DE       C:\Users\tdara\Wordfast4\projec         en-US       de-DE       C:\Users\tdara\Wordfast4\projec         en-US       de-DE       C:\Users\tdara\Wordfast4\projec									
Select TM(s) to Update           Symbolic Name         Type         ::           Tran_Mem_New         LOCAL         :           TM_2         LOCAL         :           Project-2         LOCAL         :           New_Local_TM         LOCAL         :	TM Overwrite Options         Overwrite existing TU         Source       Target       Path         en-US       de-DE       C:\Users\Public\Wordfast4\project         en-US       de-DE       C:\Users\tdara\Wordfast4\projec         en-US       de-DE       C:\Users\tdara\Wordfast4\projec         en-US       de-DE       C:\Users\tdara\Wordfast4\projec         en-US       de-DE       C:\Users\tdara\Wordfast4\projec         en-US       de-DE       C:\Users\tdara\Wordfast4\projec									

- 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 initiate this manual process refer to <u>Cleanup</u>.

## **Analyzing Projects**

In Analyzing Projects, files for translation are analyzed against a Translation Memory to leverage reusable content and initiate a pre-translation.

To analyze files from the Project Files tab:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select the project and click Open Project.



The **Project Files** tab appears listing the files for translation.

w 🛯	Vordfa	st 4																3
	Word	lfast 4	Projec	t Files	Project TN	1 Proj	ject Termino	logy Reports	R	eference File	s He	elp					8	×
		F	iles					Proje	ct					Pa	:kage	(	Options	
, F	Add Files	Add Folders	Translate File	Chain Files	Close Project	Modify Project	Analyze Proje	ect Transcheck Report	Segr	ment Changes Report	Export Rej	t Notes port	Project Clean Up	Import Package	Export Package	Remove File(s)	Preferences	10
File	S			Word C.	TXLF File	e Locatio	n	Creation Date		Last Saved		Transl	ation	Complete		8	) ↑↓ ≡	
₿ė€	EN U	S -> DE																
	Ti 💼	ranslation	s com_Pro	187	C:\Users	\Public\W	ordfast4\pro	2016/03/31 14:	47:	2016/03/31 14	1:47:			(	.00%			
	т 🔜	ranslation	s com_Pro	187	C:\Users	Public\W	ordfast4\pro	2016/03/31 15:	15:	2016/03/31 15	5:15:			(	.00%			
EN-	US ->	DE													0.00	%		

3. Click Analyze Project on the Project Files tab.



#### The Project Analyze dialog box appears.

Proje	ct Analyze					×
Pre	oject Files ( 1 )		Analysis Options			
	piject Files (1) Project Languages/Files	Word Count 187	Analysis Options Configure options to and Original options to and Original tags on s Copy segment so Do nothing Calculate analysis report Words Segments Report Settings Show only analysis re Export Report Report Name: Report Location: Translation Memory Original tags of the solution Translation Memory Original tags of the solution Original tags of the solution Original tags of the solution Translation Memory	alyze project files. % matches egments when th urce to target wh percentage by: eport summary MC_Proj-2 analys html v (1)	TXLF files will be recreated by the second s	sted.
					Applyza	Cancel
					Analyze	Cancer

- 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

html	*	
		Browse

- Report Location
- c) Translation Memory, select one or more TM to use during this analysis.
- 6. Click Analyze.

A pop-up appears showing the report percentage progress.

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

teport File					X
Primary TM: file://C:\Users\Pub Secondary TM: no	lic\Wordfast4 ne	‡\TM\Nev	v_TM		
🗆 Summary					
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				
				OK	
				UK.	

# **Running Segment Changes Report**

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.



3. Click Segment Changes Report.

6	Wordfa	ist 4																	×
	≡ Wor	dfast 4 🖣	Projec	t Files	Project TM	Proj	ect Terminol	ogy Reports	R	teference File	s He	elp						۲	×
		F	iles					Proje	ct					Pac	kage		Opt	ions	
	Add Files	Add Folders	Translate File	Chain Files	Close Project	Modify Project	Analyze Proje	ct Transcheck Report	Segi	ment Changes Report	Export	t Notes port	Project Clean Up	Import Package	Export Package	Remo File(:	ve s)	Preferences	s
	Files			Word C	TXLF File	Locatio	٦	Creation Date		Last Saved		Transla	ation	Complete			8	t↓ ≡	
	🖮 😑 EN U	JS -> DE																	
	т 💼 т	ranslation	s com_Pro	187	C:\Users\F	Public\Wo	ordfast4\pro	2016/03/31 14:4	ŧ7:	2016/03/31 14	4:47:			0	.00%				
	- 🔂 1	ranslation	s com_Pro	187	C:\Users\F	Public\Wo	ordfast4\pro	2016/03/31 15:1	.5:	2016/03/31 1	5:15:			0	.00%				
																			· _
	EN-US ->	DE													0.00	/o			

The Segment Changes Report dialog box appears.

-	Segment Changes Report							
	Pro	ject Files ( 1 )		Export Options				
	Project Languages/Files		Word Count	I Add Notes column for export				
<b>V</b>	<b>V</b>		187					
	<b>V</b>			Report Settings				
				Report Location:*	C:\Users\Public\Wordfast4\projects\Repor			
					Export Cancel			

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

The following example shows an exported Segment Changes report.

## Segment Changes Report

## Translations com\_ProductBrief\_ProjectDirector2-Word Docsde#TR\_K#.docx.txml.txlf

-	-			
ы	larc	lot k	20110	eione
-	Tary		10113	JIOIIS

ID	Scor	eSource	Target	User	Date	Notes					
1	90	$\{1\}$ $\mathbb{R}$ $\{2\}$ TRANSLATION M	{1}ÜBERSETZUNGSMANA GEMENT.	ELUNA	Wed Nov 04 11:43:51 MST 2015						
-	50	ANAGEMENT.	<mark>{1}ÜBERSETZUNGSMANA</mark> GEMENT. TZUNGS∙MANAGEMENT.	tldara	Tue May 31 13:47:56 MDT 2016						
3	100	STREAMLINE PROJECT MA	EFFEKTIVES PROJEKTMAN AGEMENT	ELUNA	Wed Nov 04 11:43:51 MST 2015						
3	100	NAGEMENT	EFFEKTIVES <mark>PROJEKTMAN</mark> A <mark>GEMENT</mark> PROJEKTE·MANA GEMENT	tldara	Tue May 31 14:12:22 MDT 2016						
		{1}SEAMLESS DATABASE INTEGRATION {2}Use Glo balLink Connect with any C MS, PIM, CCMS, or e-com	GlobalLink Connect funktio niert mit jeder CMS-, PIM-, CCMS- oder E-Commerce- Plattform	ELUNA	Wed Nov 04 11:43:53 MST 2015						
10	80		GlobalLink{1}·{2}GlobalLi nk Connect funktioniert mi t jeder CMS-, PIM-, CCMS- oder E-Commerce-Plattfor mE-Commerce-Plattform {3}	tldara	Tue May 31 13:48:55 MDT 2016						
						merce platform{5}		<b>{1}</b> {1}NAHTLOS·DATENB ANK-INTEGRATION {2}Glo balLink Connect funktionie rt mit jeder CMS-, PIM-, C CMS- oder E-Commerce-Pl attform{3}	tldara	Tue May 31 14:00:52 MDT 2016	
		{1}VENDOR-NEUTRAL PLA TFORM {2}Allow access to	Maximale Ressourcenflexib ilität durch Zugriff auf alle Anbieter und internen Übe rsetzer	ELUNA	Wed Nov 04 11:43:53 MST 2015						
11	84	<ul> <li>any vendor or internal tran slator for maximum resour ce flexibility{3}</li> </ul>	Maximale {1}VERKAUFER- NEUTRAL-PLATTFORM {2} Maximale Ressourcenflexib ilität durch Zugriff auf alle Anbieter und internen Übe rsetzerÜbersetzer {3}	tldara	Tue May 31 14:03:40 MDT 2016						

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

Segment Changes Summary						
Filename	Segments	Segments with changes				
Translations com_ProductBrief_ProjectDir	32	6				
		ОК				

6. Click OK.

## **Running Export Notes Report**

You can determine how many notes are attached to a project's files and view them in a report by running an **Export Notes Report**.

To export notes into an HTML file format:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.

You are presented with the Project Files tab.

Wordfast 4		
	Project TM Project Terminology Reports Reference Files Help	× ×
Files	Project	
Add Add Translate Chain Files Folders File	Close Modify Analyze Project Transcheck Segment Changes Project Project Project Report Report Report	*
Files Word TX	F File Location Creation Date Last Saved Translatio Complete	⊗ ↑↓ ≡
	Users\Public\Wordfast 2016/05/31 13: 2016/05/31 14: 100.00%	
EN -> DE	100.00%	

3. Click Export Notes under the Project Files tab.



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

Ехро	rt Notes Report				×
Pr	oject Files ( 2 )		Report Settings		
	Project Languages/Files	Word Count	Report Location:*	C:\Users\Public\Wordfast4\projects\Rep	Browse
	EN US -> DE     EN US -> DE     Translations com_ProductBrief_ProjectDirecto     Translations com_ProductBrief_ProjectDirecto	187 187			
				Export	Cancel

#### 4. Click Export.

The export summary appears.

Export Notes Summary		×
Filename	Segments	Segments with Notes
Translations com_ProductBrief_Projec	32	1
Translations com_ProductBrief_Projec	32	0
		ОК

#### 5. Click **OK**.

The Notes export HTML file is created in the folder you selected and is available for viewing.

# **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).

Wordfast 4	1													)	٢.
<b>≡</b> Wordfa	st 4 🔻	Projec	ts He	lp											8
		Proj	ect			F	Package	Tools	Options						
	R	3	6			1		$\gg$							
Create Project	Open Project	Close Project	Add Project			Impo Packa	rt Export ge Package	Quick Tools	Preferences						
Projects		Locatio	n		Source Langu	age 💌	Target Lar	guage 💌	Date Created		% Complete	$\otimes$	t↓	=	
Project-2		C:\Usen	s\tldara\W	ord	English (United	States)	German (G	ermany)	2015/03/31 12:5	3:21	15.38%				-
Project-4		C:\Usen	s\tldara\W	ord	English (United	States)	German (G	ermany)	2015/03/31 13:1	8:25	100.00%				
Project_2		C:\User	s\Public\W	ord	English (United	States)	German (G	ermany)	2015/05/29 11:0	8:06	92.35%				•

Reference: Projects Search and Sort.

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.

Import Package			2
	Package	port a GLP file to the project list	
Select a GLP file:*		C:\Users\Public\Wordfast4\MC_Proj_GLP.glp	Browse
Source Language	:	en-US	
Target Language	(s):	de	
🔘 Update A Current	Project		
Select project to	update:*	MC_Proj-1 ~	
Only upd	late existing	project TXLF files	
🔘 Update (	existing and	add new files	
Create New Proje	ct		
Project Name:*	Project Name:" New_Proj-2		
Location:*	C:\Users\	Browse	
🗹 Open Project Afte	er Import		
		Import	Cancel

- 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.

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

Wordfast 4								
	Project TM Project Terminology Reports Reference Files Help	× ×						
Files	Project	Package Options						
Add Add Translate Chain Files Folders File Files	Close Modify Analyze Project Transcheck Segment Changes Export Notes Project Report Report Report Clean Up	Import Export File(s)						
Files Word	C TXLF File Location Creation Date Last Saved Translation C	Complete 🛞 ↑↓ 🗮						
EN US -> DE								
Translations com_Pro 187	C:\Users\Public\Wordfast4\pro 2016/03/31 14:47: 2016/03/31 14:47:	0.00%						
Translations com_Pro 187	C:\Users\Public\Wordfast4\pro 2016/03/31 15:15: 2016/03/31 15:15:	0.00%						
EN-US -> DE		0.00%						

## **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.

Wordfast 4							
	vject TM Project Terminology Reports Reference Files Help 🖄						
Files	Project	Package					
Add Add Translate Chain Files	Close Modify Project Clean Up Project Report Report Report Report Project Report Repor	nport ickage Package *					
Files Word	TXLF File Location Creation Date Last Saved Translation Complete	⊗ ↑↓ ≡					
🔄 EN US -> DE		<u> </u>					
Translations com 187 (	C:\Users\Public\Wordfast4\ 2016/03/31 14:4 2016/03/31 14:4 0.00%	_					
Translations com 187 (	C:\Users\Public\Wordfast4\ 2016/03/31 15:1 2016/03/31 15:1 0.00%	▼					
EN-US -> DE	0.00	1%					

Reference: Project Files Search and Sort.

## 2. Click Export Package.

The Export Package dialog box appears.

Export Package						
Export Select op	Package otions to prepare a project export for distribution or archiving					
Project Info						
Project Name:	New_Proj-2					
Project Location:	C:\Users\Public\Wordfast4\projects\New_Proj-2					
Source Language:	English (United States)					
Export <ul> <li>Entire Project</li> <li>Specific target languages and resources</li> </ul>						
Target Language:*	German (≭) ∠ ✓					
Resources To Include In 8	Export					
☑ Source Files	☑ Glossaries ☑ Reference Files					
🔽 TXLF Files	💟 Translation Memories 💟 Blacklists					
GLP Name						
Select Naming Convention:	GLP Name					
Custom Name:*						
Preview:	New_Proj-2					
Select Location to Save						
C:\Users\Public\Word	fast4\projects Browse					
	Export Cancel	]				

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

Custom Name	~
GLP Name	
Custom Name	

- 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**

Files can be removed from a project through the **Project Files** tab.

To remove a file or files:

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

Wordfast 4					
■ Wordfast 4      Project Files	E Wordfast 4 • Project Files Project TM Project Terminology Reports Reference Files Help				
Files	Project	Package Options			
Add Add Translate Chain Files Folders File Files	Close Modify Analyze Project Transcheck Segment Changes Export Notes Project Clean U	t Import Export Package Package			
Files Word	C TXLF File Location Creation Date Last Saved Translation	Complete 🙁 🔨 🗮			
EN US -> DE	C:\Users\Public\Wordfast4\proj 2016/03/31 14:47: 2016/07/26 13:08:	96.88%			
Translations com_Pro 187	C:\Users\Public\Wordfast4\proj 2016/03/31 15:15: 2016/03/31 15:15:	0.00%			
EN-US -> DE		<b>48</b> 44%			

Reference: Project Files Search and Sort.

4. Click Remove File(s).

The file is removed from the current project.

# **Working with Project Translation Memory**

Working with Translation Memory (TM) provides maximum content re-use and facilitates 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.

Wordfast 4				- • • × •
🗧 Wordfast 4 💌 Project Files	Project TM Project Terminology	Reports Reference Files	Help	× ×
Translation Memory	Import / Export	Options		
Create Add Connect Open	Modify Copy Import Export	Remove Preferences		
Local Local To Remote TM	TM TM TM TM	TM		
Translation Memory	Location Sel	ected Priority	TM Type Read-only	⊗ 1↓ ≡
🔄 EN US -> DE				
B New_TM	C:\Users\Public\Wordfast4\TM\Ne	Primary	LOCAL	
Eccal_TM_Copy	C:\Users\Public\Wordfast4\projec	Secondary	LOCAL	
₩ TM_2	C:\Users\Public\Wordfast4\projec	Secondary	LOCAL	
EN-US -> DE			96.88%	

# **Project TM Search and Sort**

The **Files** column of the **Project TM** tab can be ordered by typing the first letter or two of the item to head the list then clicking the **Sort Order** arrows on 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. (Reference <u>Project Files Perspective</u>.)

# **Project TM Tasks**

The Project TM tab includes the following tasks:

- <u>Creating Local Translation Memory</u>
- <u>Connecting Remote TMs</u>
- Modifying Local TMs
- Importing Translation Memory
- <u>Removing Translation Memory</u>

## **References:**

- <u>Configuring Translation Memory</u>
- <u>Customizing Colors</u>

- Adding Local TMs
- Opening Local Translation Memory
- <u>Copying Translation Memory</u>
- Exporting Local Translation Memory
- <u>Configuring Penalties</u>

# **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 <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. On the **Project TM** tab, click **Create Local**.

Wordfast 4					
■ Wordfast 4 • Project Files	s Project TM Pr	roject Terminology	Reports Reference	e Files Help	<ul> <li>X</li> </ul>
Translation Mem	ory	Import / Export	Options		
Create Local To Remote T	en Modify Copy M TM TM	Import Export TM TM	Remove Preferences		
Translation Memory	Location	Sele	ected Priority	TM Type R	ead-only 🛞 ↑↓ ≡
🖂 EN US -> DE					
B New_TM	C:\Users\Public\W	Vordfast4\TM\Ne	Primary	LOCAL	
Local_TM_Copy	C:\Users\Public\W	Vordfast4\projec	Secondary	LOCAL	
™_2	C:\Users\Public\W	Vordfast4\projec	<ul> <li>Secondary</li> </ul>	LOCAL	
EN-US -> DE				96.88	\$%

Reference: Project TM Search and Sort.

The Translation Memory Create dialog box appears.

Translation Memory			×
Create	Translation Memory		
Name:*	Local_TM_Copy		_
Source Language:*	English (United States)		
Target Language:*	German		~
Location:*	C:\Users\Public\Wordfast4\projects\Ult	Browse	
Priority:*	Secondary		~
Selected			
Read-only			
	OK	Car	ncel

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.
Priority	This relative priority determines the sequence of reference during translation where the <b>Primary</b> TM is first to be referenced and only one TM can be designated as primary.
Selected	Checking <b>Selected</b> 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 Memory 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 <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. Click the **Project TM** tab.

Wordfast 4			s
🗧 Wordfast 4 👻 Project Files P	roject TM Project Terminology Reports Reference Files He	ip 🎗	×
Translation Memory	Gening TM		
	🚱 🗢 📕 « Wordfast4 > projects > Ultimate > 🔹 4	Search Ultimate	ρ
Create         Add         Connect         Open           Local         Local         To Remote         TM	Organize 🔻 New folder	!≕ ▼ @	
Translation Memory	☆ Favorites	Date modified Type	
🔄 EN US -> DE DE	💻 Desktop 📱 🎍 conf	3/31/2015 1:25 PM File folde	r
Project-2 C	📕 Downloads 🛛 🎍 data	4/4/2016 9:03 AM File folde	r
	😌 Dropbox 🛛 🎍 Local_Glossary	8/6/2015 11:12 AM File folde	r -
B Ultimate C	🔛 Recent Places 🌙 LocalTM1	4/1/2016 9:26 AM File folde	r -
	↓ TM_2	6/6/2016 4:06 PM File folde	r
EN-US -> DE-DE	🥽 Libraries		
	Documents		
	🚽 Music		
	E Pictures		
	Videos		
	<b>▼</b>		F
	Folder: LocalTM1		
	(	Select Folder Cancel	

Reference: Project TM Search and Sort

4. Click Add Local.

The Browse For Folder dialog box appears.

- 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 run 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 <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. Click the **Project TM** tab.

Wordfast 4				
	Project TM Project	Terminology Reports R	Reference Files Help	× ×
Translation Memory	1	Connect to Remote TM		×
Create Add Local Local To Remote	Modify Copy Ir TM TM	Use this pag	e to connect to remote TM.	
Translation Memory	Location	TM Server WF Server		
EN US -> DE DE Project-2 TM_2 Ultimate EN-US -> DE-DE	C:\Users\tldara\Wordfast C:\Users\tldara\Wordfast C:\Users\tldara\Wordfast	Symbolic Name:" URL Settings URL:" Address:" Port: TMS Folder:" Cluster Short Code:" TM Short Code:" User:" Password:"	example: tm://address:port/TMS?	Test
		Priority:	Primary	~
		Selected		
		Read-only	OK	Cancel

## Reference: Project TM Search and Sort

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.

Connect to Remote TM		×
Use this page	e to connect to remote TM.	
TM Server WF Server		
Symbolic Name:*	Remote Server	
URL:"	example: tm://address:port/TMS	
Address:* Port:		
TMS Folder:*		
Cluster Short Code:*		
TM Short Code:"		
User:" Password:"		
Priority:	Primary	~
Selected		
Read-only		
	OK Cancel	

- 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.
- 3. To Add a WF Server:

Connect to Remote TM		×
Use this page	e to connect to remote TM.	
TM Server WF Server		
Symbolic Name:* URL Settings		
URL:" Address:"	example: wf://jsmith:password@	
Port:* UserName:*		
Workgroup ID:		
PM and TM admin		
Cleanup Password:*		
Priority:	Primary	-
Selected		
💟 Read-only		
	OK Cancel	

- 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 TM Write 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.

## **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 <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. Select a Translation Memory file.

Wordfast 4			
	Project TM Project Terminology	Reports Reference Files	Help 🎗 🗙
Translation Memory	Import / Export	Options	
Create Add Connect Docal Local To Remote TM	Modify Copy TM TM TM TM	Remove Preferences	
Translation Memory	Location Set	ected Priority	TM Type Read-only 🛞 ↑↓ ≡
🔁 EN US -> DE			
B New_TM	C:\Users\Public\Wordfast4\TM\Ne	Primary	LOCAL
B Local_TM_Copy	C:\Users\Public\Wordfast4\projec	Secondary	LOCAL
™_2	C:\Users\Public\Wordfast4\projec	Secondary	LOCAL
EN-US -> DE		_	96.88%
			50.00 /0

Reference: Project TM Search and Sort

4. Click Open TM.

Wordfast 4	
E Wordfast 4 • TM Editor Help	* ×
Navigation Edit Options TU Options Tags Options	
Image: Next     Previous     Cut     Copy     Paste     Image: Delete     Export     Previous     Copy     Next       Update     Update     Update     Cut     Copy     Paste     Delete     Export     Previous     Copy     Next     Preferences	
Filters	Modification Date
Search: Source and target TU Text: Enter TU Text TU Creation User: TU Creation Date: From: TO: To: To: To: To: To: To: To: To	
	Translation Units: 0

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 <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. Click the Project TM tab.

Wordfast 4											
	Project TM Project Terminolog	Reports Reference Files	; Help 🎗 🗶	3							
Translation Memory	Import / Expor	Options									
Create Add Connect Open Local To Remote TM	Modify TM TM TM	t Remove Preferences									
Translation Memory	Location	Selected Priority	TM Type Read-only 🛞 ↑↓ ≡								
🔁 EN US -> DE											
B New_TM	C:\Users\Public\Wordfast4\TM\Ne	🛷 Primary	LOCAL								
Eccal_TM_Copy	C:\Users\Public\Wordfast4\projec	Secondary	LOCAL								
™_2	C:\Users\Public\Wordfast4\projec	🛷 Secondary	LOCAL								
EN-US -> DE 96.88%											

## Reference: Project TM Search and Sort

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.

Source Language:" En Target Language:" Ge	glish (United States)
Target Language:* Ge	
	rman
Location:* C:	\Users\Public\Wordfast4\TM Browse
Priority:* Pri	imary 👻

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.

To copy a Translation Memory:

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

Wordfast 4										
	t Files Project TM F	Project Terminology	Reports Reference	Files Help	× 🔊					
Translation	Memory Open Modify Copy	Import / Export	Options Preferences							
Translation Memory	Location	Sele	ected Priority	TM Type	Read-only ⊗ ↑↓ =					
EN US -> DE	C:\Users\Public\	\Wordfast4\TM\Ne	Primary	LOCAL						
Local_TM_Copy	C:\Users\Public\ C:\Users\Public\	\Wordfast4\projec \Wordfast4\projec	<ul> <li>Secondary</li> <li>Secondary</li> </ul>	LOCAL						
EN-US -> DE 96.88%										

#### Reference: Project TM Search and Sort

5. Click Copy TM.

The Copy TM dialog box appears.

Copy Translation Memory	×
Create a copy of the selected translation memory. Please enter a name for the copy, location, and decide if you want to fip the TM langauges.	
Source TM: Local_TM_Copy Name:* Local_TM_AnotherCopy Location:* C:\Users\Public\Wordfast4\projects\Ultimate Browse  Flip Languages Copy Cancel	



#### 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**

You can import Translation Memory into an existing project through the Project TM tab.

To import a translation memory profile:

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

w	Wordfast 4																		
				Files	Project TM	t TM Project Terminology			y	Report	ts	s Reference Files		Help				8	×
	Translation Memory						Import /	Ехро	rt	Options									
	Create Local	Add Local	Connect To Remote	Open TM	Modify TM	Copy TM	Import TM	Exp TN	ort 1	Remov	ve	Preferences							
ſ	Translatio	on Memo	ry		Location				Sele	cted	Prio	ority		TM	Туре	Read-only	$\otimes$	1↓	=
Г	😑 en u	IS -> DE																	
	🗄 N	lew_TM			C:\Users\Pu	ublic\Wor	dfast4\TM\	Ne		<ul> <li>Image: A second s</li></ul>	Prin	nary		LOC	AL				
	🗄 U	ocal_TM_(	Сору		C:\Users\Pu	ublic\Wor	dfast4\proj	ec		<b>v</b>	Sec	ondary		LOC	AL				
	🗄 TM_2 🕔			C:\Users\Pu	C:\Users\Public\Wordfast4\projec				Secondary			LOC	AL						
E	EN-US -> DE 96.88%																		

#### Reference: Project TM Search and Sort

4. Click Import TM.

The Import Translation Memory dialog box appears.

Import Translation Me	emory	×							
	t Translation Memory								
File Type:*	TMX	~							
Import File:"	Import File:" C:\Users\Public\Documents\Wordfast\Das_Spoken\Wordfast-4\ Browse								
Create New TM									
Import Into Existing TM									
Existing TM:* TM_2									
If TU already exists	Add as a new TU	~							
	OK	Cancel							
	ОК	Cancel							

#### 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**

Local Translation Memor can be exported through the **Project TM** tab.

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

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

The Translation Memory tab appears.

Wordfast 4	Wordfast 4															
🗧 Wordfast 4	• Project	Files	Project TM	Pro	ject Term	inolog	gy Re	ports	Reference	Files	Help				8	×
	Translation I	Memory			Import	/ Expo	rt	0	ptions							
						₿		×								
Create Add Local Local	Connect To Remote	Open TM	Modify TM	Сору ТМ	Import TM	Expo TN	ort Ri	move TM	Preferences							
Translation Mem	ory		Location				Selecter	Pr	iority		TM T	ype	Read-only	$\otimes$	t↓	=
😑 EN US -> DE																
B New_TM			C:\Users\P	ublic\Wo	rdfast4\TM	Ne	-	Pr	imary		LOCA	L				
🔠 Local_TM	_Copy		C:\Users\P	ublic\Wo	rdfast4\pro	jec	-	Se	econdary		LOCA	L				
™_2			C:\Users\P	ublic\Wo	rdfast4\pro	jec	1	Se	econdary		LOCA	L				
EN-US -> DE												96	.88%			

Reference: Project TM Search and Sort

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

The Export Translation Memory dialog box appears.

Export Translation M	emory			×
Speci expo	fy existing Translation Memory for export, and ch t type for the TM	ioose a lo	ocation and	
Translation Memory:"	Local_TM_Copy		~	
Export Type:*	IMX	Browse	e	
		OK	Cance	-

6. Select a Translation Memory.



### Note:

The selected Translation Memory file and export type can be changed using their respective dropdown 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**

Translation Memory can be removed from a project without erasing the file through the **Project TM** tab.

To remove Translation Memory from the current project:

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Click the **Project TM** tab.

Wordfast 4	Wordfast 4												
🗧 Wordfast 4 💌	Project Files	Project TM	Project T	erminolo	gy	Reports	Reference	Files Help				8	X
Т	ranslation Memory		Im	ort / Exp	ort	(	Options						
Create Add C Local Local To	Connect Open De Remote TM	Modify C TM	Copy Imp TM T	ort Exp	ort M	Remove TM	Preferences						
Translation Memory		Location			Selec	ted P	riority	ТМ	Туре	Read-only	$\otimes$	t↓	=
🗀 EN US -> DE													
B New_TM		C:\Users\Pub	olic\Wordfast4	\TM\Ne		/ F	rimary	LO	CAL				
E Local_TM_Cop	y	C:\Users\Pub	olic\Wordfast4	\projec		/ 5	econdary	LO	CAL				
™_2		C:\Users\Pub	olic\Wordfast4	\projec		/ 5	econdary	LO	CAL				
EN-US -> DE									96	.88%			

### Reference: Project TM Search and Sort

- 3. Select the TM to delete.
- 4. Click Remove TM (as shown in the preceding example).
  - A TM removal confirmation pop-up appears.



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

# **Working With Terminology**

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.

w	Wordfast 4															
	Wordfast 4       Project Files       Project TM       Project Terminology       Reports       Reference Files       Help       Image: Comparison of the															
	Terminology							Blac	:klist				Options	;		
			Connect		Import	Evport	Create	Add	Connect	ternit	Import	Evport	Modify	Remove		
	Local	Local	To Remote	Glossary	Glossary	Glossary	Local	Local	To Remote		Blacklist		Piodify	Kennove	ricicicio	
G	lossary I	Name					Locat	ion					Selected	Read-only	⊗ ↑↓ ∺	
	😑 EN -	> DE														
	🖻 😑 G	Glossaries														
	😭 Remote_Glossary_01 tmgrs://qa-tpt7.translations.com/TMGR?prj=TRA000075&u 🖌															
E	N -> DE												1	100.00%		

# **Project Terminology Search and Sort**

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 the **Sort Order** arrows on 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. (Reference <u>Project Files Perspective</u>.)

# **Project Terminology Tasks**

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

- <u>Working with</u>
   Glossaries
- Working With Blacklists
- <u>Modifying and Removing</u> <u>Glossaries, Blacklists</u>

**References:** 

<u>Configuring Terminology</u>

<u>Customizing Colors</u>

# **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:

- <u>Creating Local Glossary</u>
  <u>Opening Local Glossaries</u>
- <u>Adding Local Glossaries</u>
  <u>Importing Local Glossary</u>
- <u>Connecting Remote</u>
   <u>Glossary</u>
- Exporting Local Glossaries

### **Creating Local Glossary**

You can add a new local glossary by creating one through the Project Terminology tab

To create a local glossary:

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

The **Project Terminology** tab appears.

Wordfast 4									
Wordfast 4     Project Files     Project TM     Project Terminology     Reports     Reference Files     Help									
Terminology	Blacklist	Options							
Create Local To Remote Glossary Glossary	Image         Image <th< th=""><th>Modify Remove Preferences</th></th<>	Modify Remove Preferences							
Glossary Name	Location	elected Read-only 🛞 📬 🗮							
		•							
EN -> DE		100.00%							

Reference: Project Terminology Search and Sort.

4. Click Create Local.

#### The Create Glossary dialog box appears.

Create Glossary	X
Create	e/Modify Glossary
Name:* Source Language:*	English (United States)
Target Language:*	German (Germany)
Selected	
	OK Cancel

- 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 <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. On the Project Files tab, click the Project Terminology tab.

#### The **Project Terminology** tab appears.

Wordfast 4			
🗧 Wordfast 4 💌 Project Files 🛛 I	Project TM Project Terminology Reports Reference Files Help		× ×
Create Add Connect Open	Creating glossary	Search glossary	الح
Local Local To Remote Glossary	Organize  New folder	==	• 🔞
Glossary Name	Stropbox Name	Date modified	Туре
🔄 EN US -> DE DE	E Local_Glossary	6/8/2016 1:35 PM	File folder
Glossaries	Cibraries		
Project-2_Gloss	Documents		
Those Blacklist?	🚽 Music		
Local_Blacklist	Pictures     Videos		
EN-US -> DE-DE	Computer		
	Apple iPhone		
	Folder: glossary	lect Folder C	ancel

Reference: Project Terminology Search and Sort.

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**

You can use a remote glossary by connecting it through the Project Terminology tab.

To connect to a remote glossary:

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

The **Project Terminology** tab appears.

Wordfast 4								
E Wordfast 4  Project Files Project TM	Project Termin	ology Reports Refe	rence Files Help	× ×				
Terminology		Blacklist						
		Connect to Term Manager		×				
Create Add Connect Open Import	Export Crea	Connect T	o Remote Glossary					
Local Local To Remote Glossary Glossary G	Glossary Loca							
Glossary Name	Location	TMGR Server WF Ser	ver					
EN US -> DE DE		Name:*	My_Remote_Glossary_Conctn	:				
Glossaries	C·\Ilsers	Source Language:*	English	×				
Blacklists	0.100010	Target Language:*	German	~				
Thos_BlackList2	C:\Users'	- URL Settings						
Local_Blacklist	C:\Users'	URL:*	tmgrs://tpt7.translations.com/TM( Test					
EN-US -> DE-DE		Address:*	tpt7.translations.com/TMGR					
		Username:*	Training					
		Password:*	•••••					
		Project Short Code:*	TRA000005					
		Selected						
	Read-only							
		Create Blacklist Connection						
			OK Cano	el				

Reference: Project Terminology Search and Sort.

4. Click Connect To Remote.

The Connect to Term Manager dialog box appears.

- 5. Click the TMGR Server tab.
- 6. Enter a unique name in the **Name** field.
- 7. Select a target language from the drop-down list.
- 8. 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.

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

To connect to a remote **WF Server** click the **WF Server** tab and supply the information as described above.

### **Opening Local Glossaries**

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

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

The **Project Terminology** tab appears.

Wordfast 4			
	Project TM Project Terminolog	Reports Reference Files He	p 🛞 🗙
Terminology		Blacklist	Options
Create Add Connect Open Local To Remote Glossary	Import Export Create Cocal	Add Connect Open Import Local To Remote Blacklist	Export Blacklist
Glossary Name	Locatio	n	Selected Read-only 🛞 📬 🚍
🔄 EN US -> DE DE			·
😋 Glossaries			
Project-2_Gloss	C:\Users	\tldara\Documents\Wordfast\Project-2_Gloss	✓
General_Glossary	C:\Users	\Public\Documents\Wordfast\General_Glossar	у 🖌
🔁 Blacklists			*
EN-US -> DE-DE			100.00%

Reference: Project Terminology Search and Sort.

4. Click Open Glossary.

The **Glossary Editor** tab appears.

Wordfast 4										x
■ Wordfast 4 •	Glossary Editor	Help							*	
Navigation	Edit Options		Term Options	Terminology Opt	ions Options					
	🔀 🗈	R	terna terna		100					
Next Previous Update Update	Cut Copy	Paste	Add Remove Term Term	Import Exp Glossary Glos	oort Preference sary	es				
Filters		Index	Source	Target	Description	Creation	Creation	Modification	Modification	
Search: Source and target	~	1	Apologies	Apology		tidara	2015/08/06 14:09:50 MDT	tidara	2015/08/06 14:09:50 MDT	Â
Term Text: Enter Term Text		2	contain	cnthalten		tldara	2015/08/06 14:09:50 MDT	tidara	2015/08/06 14:09:50 MDT	
		3	fuzzy	Flaum		tidara	2015/08/06 14:09:50 MDT	tidara	2015/08/06 14:09:50 MDT	
	End Class	4	country	country		tidara	2015/08/06 14:09:50 MDT	tidara	2015/08/06 14:09:50 MDT	
4	Clear						2015/08/06		2015/08/06	

## **Importing Local Glossary**

You can add a glossary or add to an existing glossary in a project through the Project Terminology tab.

To import a glossary or to add to an existing glossary:

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

The **Project Terminology** tab appears.

Wordfast 4		
■ Wordfast 4      Project Files Project	ect TM Project Terminology Reports Reference	e Files Help 🏽 🕅 🛪
Terminology	Blacklist	Options
Create Add Connect Open In Local Local To Remote Glossary G	mport Gossary Glossary	Import Export Blacklist Blacklist
Glossary Name	Location	Selected Read-only 🛞 📬 🗮
C EN US -> DE DE		· · · · · · · · · · · · · · · · · · ·
Ġ Glossaries		
Project-2_Gloss	C:\Users\tldara\Documents\Wordfast\P	roject-2_Gloss 🖌
General_Glossary	C:\Users\Public\Documents\Wordfast\G	eneral_Glossary 🖌
🔁 Blacklists		•
EN-US -> DE-DE		100.00%

Reference: Project Terminology Search and Sort.

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

The Import Glossary dialog box appears.

port Glossary			
Jmp	ort Glos	sary	
File Type:*	TBX		~
Import File:*			Browse
Oreate a new	glossary		
Import into e	xisting g	ossary	
Existing Glossa	ry:*	General_Glossary	~
If the term alr exists:*	eady	Add as new term	~
📃 Clear before	e import		
			OK Canad
			UK Cancel

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

File Type:*	Tab delimited	v
Import File:*	Tab delimited	

• Term Base eXchange (.tbx)

File Type:*	TEX	*
Import File:*	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.

### **Exporting Local Glossaries**

To export a local glossary from the Project Terminology tab:

1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).

- 2. Select and open the project.
- 3. Click the **Project Terminology** tab.

The **Project Terminology** tab appears.

w	Wordfa	ast 4														x			
	<b>≡</b> Wor	dfast 4	Project	Files	Project TM	Project	Terminolo	erminology Reports Reference Files Help						× ×					
	Terminology								Bl	acklist				Option	s				
	Create	Add	Connect	Open	Import	Export	Create	Add	Connect	Open	Import	Export	Modify	Remove		24			
	Local	Local	To Remote	Glossary	Glossary	Glossary	Local	Local	To Remote		Blacklist		r iour y	i como re	Therefore				
	Glossary	Name					Location	n				Select	ed Read-	only 📀	o_t↓ ≡				
	😑 EN U	JS -> DE														*			
	<ul> <li></li></ul>	Glossaries																	
	Ĺ	📴 General	_Glossary				C:\Users	Public\Do	cuments\We	ordfast\Gener	al_Glossary	· 🖌 🖌	•						
	Ĺ	🔁 Custom	_Glossary				C:\Users	Public\Do	ocuments\We	ordfast\Custo	m_Glossary								
	😑 E	Blacklists																	
	te	New Bl	acklist				C+\Lisers	Public\W	ordfast4\nro	iects\Proiect	5\de-DE\bl	a 🎿	•			-			
E	EN-US ->	> DE											96.889	/o					

Reference: Project Terminology Search and Sort.

- 4. Select a glossary.
- 5. Click Export Glossary.

The Export Glossary dialog box appears.

xport Glossary			l
Expo	rt Glossary		
Glossary:	General_Glossary		~
Export Type:*	TBX		~
File:*	C:\Users\Public\Wordfast4\projects\New_Proj	Browse	
		OK	Cancel

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

Tab delimited	~
Tab delimited	
	Tab deimited Tab deimited

• Term Base eXchange (.tbx)

File Type:*	TBX	~
Import File:*	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.

- <u>Creating Local Blacklists</u>
- Adding Blacklists
- Opening Local Blacklists

- Importing Local Blacklists
- Exporting Local Blacklists

#### **References:**

Modifying and Removing Glossaries, Blacklists

### **Creating Local Blacklists**

You can create a local blacklist by adding it through the **Project Terminology** tab.

To create a local blacklist:

- 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.

w	Wordfa	ast 4														x
	<b>≡</b> Wor	dfast 4	• Project	Files	Project TM	Project	Terminok	gy R	eports	Reference F	iles He	lp			8	
			Termi	nology					В	lacklist						
							term	tern	terre	terrin	term	term				»
	Create Local	Add Local	Connect To Remote	Open Glossary	Import Glossary	Export Glossary	Create Local	Add Local	Connect To Remot	e Blacklist	Import Blacklist					
	Glossary	Name				L	ocation				Se	lected	Read-only	$\otimes$	↑↓ ≡	
	😑 en u	JS -> DE D	E													
	😑 🖂	Glossaries														
	Ĺ	📴 Project-	2_Gloss			C	:\Users\tlda	ira\Docun	nents\Wordf	ast\Project-2_	Gloss	<b>~</b>				
	😑 E	Blacklists														
	te	🁌 Thos_Bl	lackList2			C	:\Users\tlda	ira\Docun	nents\Wordf	ast\Thos_Blac	kList	<b>v</b>				
	2	Local_B	lacklist			C	:\Users\Pub	lic\Wordf	fast4\project	ts\Project_5\de	e-DE\	<b>v</b>				
E	N-US ->	> DE-DE										9	2.35%			

Reference: Project Terminology Search and Sort.

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

The Create Blacklist dialog box appears.

Create Blackli	st	×
W-	Create a New Blacklist	
Name:* Language:*	New_Blacklist German (Germany)	
Location:*	C:\Users\Public\Wordfast4\projects\Proje Browse	
Read-only		
	OK Cancel	

- 5. Enter a unique name for this blacklist.
- 6. Select a language.
- 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 <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. On the **Project Files** tab, click the **Project Terminology** tab.

The **Project Terminology** tab appears.

Wordfast 4								
E Wordfast 4 - Project Files Pro	ect TM Project Terminology Repo	rts Reference Files Help						
Terminology	· · · · · · · · · · · · · · · · · · ·	Blacklist	Options					
Create Add Connect Open Local Local To Remote Glossary C	mport Export Local Local Component	Connect Open Import Export Remote Blacklist Blacklist	Modify Remove Preferences					
Glossary Name	Creating blacklist		×					
Glossaries	Organize  New folder	lacklist > - 49 Sec	arch Local_Blacklist					
EN -> DE	Dropbox     Ame     Recent Places     Conf	Image: Construction of the second						
	<ul> <li>☐ Libraries</li> <li>☐ data</li> <li>☐ bocuments</li> <li>☐ Music</li> <li>☐ Pictures</li> <li>☐ Videos</li> <li>? Computer</li> <li>≦ WINDOWS (C;</li> <li>∑ DVD RW Drive ~ </li> </ul>	7 ðlacklist 6	/13/2016 12:05 PM File folder /30/2016 9:33 AM File folder					
	Folder: New_Bl	acklist	t Folder Cancel					

Reference: Project Terminology Search and Sort.

4. Click Add Local.

The Creating Blacklist browse dialog box appears.

- 5. Browse for and select the blacklist folder to be added.
- 6. Click Select Folder.

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

## **Opening Local Blacklists**

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

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

The Project Terminology tab appears.

Wordfa	st 4														x	_
<b>■</b> Word	lfast 4	• Project	t Files	Project TM	Terminolo	minology Reports Reference Files Help									<	
		Termi	inology					Blac	:klist				Optio	ns		
Create Local	Create Add Connect Open Import Export Clossary Glossary Glossary Glossary						Add Local	Connect To Remote	Open Blacklist	Import Blacklist	Export Blacklist	And			ces	
Glossary I	Name					Locati	on				Sel	ected	Read-only	⊗ ↑↓	=	
	Project-	2_Gloss				C:\User	C:\Users\tldara\Documents\Wordfast\Project-2_Gloss									*
	General	_Glossary				C:\User	rs\Public\	Documents\Wo	ordfast\Gene	ral_Glossar	y	<b>v</b>				
😑 В	lacklists															
te	Thos_B	ackList				C:\User	rs\Public\	Documents\Wo	ordfast\Proj_	BlackList		<b>«</b>				
te	Local_B	lacklist				C:\User	rs\Public\	Wordfast4\pro	jects\Project	_5\de-DE\b	lac	<b>«</b>				Ŧ
EN-US ->	DE-DE												100.00%			

Reference: Project Terminology Search and Sort.

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

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**

You can add a local blacklist to a project by importing it through the Project Terminology tab.

To import a local blacklist:

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

The **Project Terminology** tab appears.

M	Wordfa	st 4															×
		dfast 4	• Project	Files	Project TM	Project	Terminolo	gy F	Reports R	eference F	iles He	lp				8	×
	Terminology								Blac	cklist		_		Optio	ns		
	Create Add Connect Open Import B				Export	Create	Add	Connect Open Import Export Modi				dify Remove Preferences					
ļ	Local	LOCAI	To Remote		Glossary		Local	LOCAI	To Kemole	DIACKIISU	DIdCKIISU	DIACKIISU					
	Glossary	Name					Locati	on				Se	elected	Read-only	⊗ '	r↓ ≡	
	L.	月 Project-	2_Gloss				C:\Users\tldara\Documents\Wordfast\Project-2_Gloss										•
	L,	🔁 General	_Glossary				C:\User	s\Public	\Documents\Wo	ordfast\Gene	eral_Glossar	y	<b>~</b>				
	😑 E	Blacklists															
	te	Thos_B	ackList				C:\User	s\Public	\Documents\Wo	ordfast\Proj	BlackList		<b>1</b>				
	te	Local_B	lacklist				C:\User	s\Public	\Wordfast4\pro	jects\Projec	t_5\de-DE\b	lac	<b>«</b>				-
	EN-US ->	DE-DE												100.00%			

Reference: Project Terminology Search and Sort.

4. Click Import Blacklist (shown above).

The Import Blacklist dialog box appears.

le Type:*	Txt	~
import File:" D Create a new black Import into existing	C:\Users\Public\Documents\Wordfast\Proj_BlackList\Ex	Browse
Existing Blacklist:*	New_Blackist	*

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

### **Exporting Local Blacklists**

You can export a local blacklist through the Project Terminology tab.

To export a blacklist:

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

The **Project Terminology** tab appears.

Wordf	ast 4														X
E Wor	rdfast 4	• Project	t Files P	Project TM	Project	Terminolo	gy R	eports R	eference F	iles He	lp				× ×
Terminology					Blacklist					Options					
						terre	teran	term	ternin	term	term				
Create Local	Add Local	Connect To Remote		Import Glossary		Create Local	Add Local	Connect To Remote	Open Blacklist	Import Blacklist	Export Blacklist	Modify	Remove	Prefere	nces
Glossary	Name					Locati	on				Sele	ected R	ead-only	⊗ ↑	≡
😑 EN	US -> DE D	E													
	Glossaries														
	📔 Project-	2_Gloss				C:\User	rs\tldara\l	Documents\Wo	ordfast\Proje	ect-2_Gloss		<ul> <li>Image: A second s</li></ul>			
	📔 General	_Glossary				C:\User	rs\Public\(	Documents\Wo	ordfast\Gen	eral_Glossa	ry	<ul> <li>Image: A second s</li></ul>			
	Blacklists														
c	🔁 Thos_Bl	ackList2				C:\User	rs\tldara\l	Documents\Wo	ordfast\Thos	s_BlackList		<b>v</b>			
e	👌 Local_B	lacklist				C:\User	rs\Public\\	Wordfast4\pro	jects\Projec	t_5\de-DE\l	blac	<b>~</b>			
EN-US -:	> DE-DE											15	.38%		

Reference: Project Terminology Search and Sort.

4. Click Export Blacklist (shown above).

The **Export Blacklist** dialog box appears.

port Blacklist		
Export	a blacklist	
Blackist:*	New_BlackIst	~
Export Type:*	Txt	*
File:*	C:\Users\Public\Documents\Wordfast\Proj_BlackList\N+	Browse

- 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** group of the **Project Terminology** tab includes the tools to modify and remove glossaries and blacklists. These tools are:

- Modifying Local Blacklists
- Modifying Local Glossary

- <u>Removing Local Blacklists</u>
- <u>Removing Local Glossary</u>

### **Modifying Local Blacklists**

You can change the Read Only status of a blacklist from the Project Terminology tab.

To change the **Read Only** status of a blacklist:

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

The **Project Terminology** tab appears.

Wordfast 4				
	Project TM Project Termino	ogy Reports Reference Fil	es Help	× ×
Terminology		Blacklist		Options
Create Add Connect Open Local To Remote Glossary	Import Export Glossary Glossary	Add Connect Open Local To Remote Blacklist	Import Export Blacklist Blacklist	dify Remove Preferences
Glossary Name	Locati	n	Selected R	tead-only 🛞 ᡝ 🔳
🔄 EN US -> DE DE				
Glossaries				
Project-2_Gloss	C:\User	s\tldara\Documents\Wordfast\Project-	2_Gloss 🖌 🖌	
🔁 Blacklists				
Thos_BlackList2	C:\User	s\tldara\Documents\Wordfast\Thos_Bl	ackList 🖌 🖌	
🔄 Local_Blacklist	C:\User	<pre>s\Public\Wordfast4\projects\Project_5</pre>	de-DE\bla 🛷	
New_Blacklist	C:\User	<pre>s\Public\Wordfast4\projects\Project_5</pre>	de-DE\bla 🛷	
EN-US -> DE-DE			97	2.35%

Reference: Project Terminology Search and Sort.

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

The Modify Blacklist dialog box appears.

Create Blackli	st	×
W-	Modify a Blacklist	
Name:*	New Blacklist	
Language:*	German (Germany)	~
Location:*	C:\Users\Public\Wordfast4\projects\Proje	Browse
Selected		
Read-only		
	ОК	Cancel

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

### **Removing Local Blacklists**

Local blacklists can be removed from a project through the Project Terminology tab.

To remove a selected blacklist from a project:

- 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.

Wordfast 4		
🗧 Wordfast 4 🔹 Project Files 🛛 Project TM 🛛 Proj	ct Terminology Reports Reference Files Help	× ×
Terminology	Blacklist	Options
Create Add Connect Open Import Export	Create Add Connect Open Import Export	Modify Remove Preferences
Local Local To Remote Glossary Glossary Glossar	Local Local To Remote Blacklist Blacklist Blacklist	
Glossary Name	Location	Selected Read-only 🛞 📬 🚍
EN US -> DE		<u> </u>
😑 Glossaries		
General_Glossary	C:\Users\Public\Documents\Wordfast\General_Glossary	✓
Custom_Glossary	C:\Users\Public\Documents\Wordfast\Custom_Glossary	✓
😑 Blacklists		
New_Blacklist	C:\Users\Public\Wordfast4\projects\Project_5\de-DE\blacklis	±\∟ ▼
EN-US -> DE		96.88%

Reference: Project Terminology Search and Sort.

- 4. Select a blacklist.
- 5. Click Remove.

A remove confirmation pop-up appears.



**Optionally:** This warning can be turned off by:

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

### **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 <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. On the **Project Files** tab, click the **Project Terminology** tab.

#### The Project Terminology tab opens.

Wordfast 4				
🗧 Wordfast 4 🔻 Project Files 🛛 Project TM	Project Terminology	Reports Reference Files	; Help	× ×
Terminology		Blacklist		Options
Create Add Connect Open Import	Export Create	Add Connect Open I	import Export Modi	fy Remove Preferences
Local Local To Remote Glossary Glossary	Glossary Local I	Local To Remote Blacklist B	lacklist Blacklist	
Glossary Name	Location		Selected Re	ead-only 🛞 ↑↓ 💻
EN US -> DE DE	1			
Glossaries	Create Glossary			×
Project-2_Gloss		the difference		
Blacklists		e/Modify Glossary		
Thos_BlackList2				
<ul> <li>Local_Blacklist</li> <li>New_Blacklist</li> </ul>	Name:*	Project-2_Gloss		
	Source Language:*	English (United States)		ī
	Target Language:*	German (Germany)		1
	Location:*	C:\Users\tldara\Documents\Wo	ordfast	Browse
	Selected			
	Read-only			
				OK Cancel

Reference: Project Terminology Search and Sort.

- 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**

A local glossary can be removed from a project through the **Project Terminology** tab.

To remove a local glossary:

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

The **Project Terminology** tab appears.

Wordfast 4		- 0 ×
🗧 Wordfast 4 🔹 Project Files 🛛 Project T	M Project Terminology Reports Reference Files Help	× ×
Terminology	Blacklist	Options
Create Add Connect Open Import Local Local To Remote Glossary Glossar	Export Glossary Local Local To Remote Blacklist Blacklist Blacklist	Remove Preferences
Glossary Name	Location Selected Rea	ad-only 🛞 📬 🔳
Project-2_Gloss	C:\Users\tldara\Documents\Wordfast\Project-2_Gloss	<b>^</b>
General_Glossary	C:\Users\Public\Documents\Wordfast\General_Glossary	
😑 Blacklists		
Thos_BlackList	C:\Users\Public\Documents\Wordfast\Proj_BlackList 🖌	
🔄 Local_Blacklist	C:\Users\Public\Wordfast4\projects\Project_5\de-DE\blac 🛷	-
EN-US -> DE-DE	100.	00%

Reference: Project Terminology Search and Sort.

- 4. Select the glossary to be removed.
- 5. Click Remove.

A remove confirmation pop-up appears.



**Optionally:** You can turn off this warning pop-up by:

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

# **Reports**

The **Reports** tab provides the lists existing reports for access and management.

Wordfast 4				• ×
	ject TM Project Terminology	Reports Reference Files	Help	× ×
Options Remove Export Report				
Report Name	Location	Creatio	on Date 🤇	⊚ ↑↓ ≡
🔁 EN US -> DE				
🔄 Analysis				
🀼 Analysis Report.rpt	C:\Users\Public\Wordfas	t4\projects\MC_Proj-1\d 2016/0	3/31 14:07:14 MDT	
Analysis Report1.rpt	C:\Users\Public\Wordfas	t4\projects\MC_Proj-1\d 2016/0	3/31 16:39:39 MDT	
Analysis Report2.rpt	C:\Users\Public\Wordfas	t4\projects\MC_Proj-1\d 2016/0	04/11 14:57:40 MDT	
🔄 Cleanup				
🐼 Clean Up Report.rpt	C:\Users\Public\Wordfas	t4\projects\MC_Proj-1\d 2016/0	05/18 12:25:21 MDT	
EN-US -> DE			96.88%	

# **Project Reports Search and Sort**

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 the **Sort Order** arrows on 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. (Reference <u>Project Files Perspective</u>.)

# **Project Reports Tasks**

The tasks to view and manage project analysis and clean up reports are:

- 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 <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. On the Project Files tab, click the Reports tab.

#### The **Reports** tab appears.

Wordfast 4											x
🔳 Wordfast 4 💌	Project Files	Project TM	Project Terminology	Reports	Reference	e Files	Help			3	×
Options											
🗙 🎽											
Remove Export Report											
Report Name			Location			Creation	n Date		$\otimes$	t↓	Ξ
😑 EN US -> DE											
🔄 Analysis											
🐼 Analysis Re	port.rpt		C:\Users\Public\Wordfas	t4\projects\M	C_Proj-1\d	2016/03	3/31 14:07	7:14 MDT			
🐼 Analysis Re	port1.rpt		C:\Users\Public\Wordfas	t4\projects\M	C_Proj-1\d	2016/03	3/31 16:39	9:39 MDT			
🐼 Analysis Re	port2.rpt		C:\Users\Public\Wordfas	t4\projects\M	C_Proj-1\d	2016/04	4/11 14:57	7:40 MDT			
🔄 Cleanup											
🐼 Clean Up Re	eport.rpt		C:\Users\Public\Wordfas	t4\projects\M	C_Proj-1\d	2016/05	5/18 12:25	5:21 MDT			
EN-US -> DE								96.88%	/o		

Reference: Project Reports Search and Sort.

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

The report file summary appears (as shown).

Report File					×
Primary TM: file://C:\Users\Publ	ic\Wordfast4	\TM\New	/_TM		
H Summary	Cogmonto	Worde	Dorsont	Taga	
Loverbaged	Segments	120	01	10	
Penetitions	20	120	01	19	
TM Matches	0	0	0	0	
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				
				ОК	

# **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 <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. Select the Reports tab.

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

Wordfast 4								ĸ
	Project TM	Project Terminology	Reports	Reference	e Files Help		۸ (	×
Options Remove Report Report								
Report Name		Location			Creation Date		⊗ ↑↓ ≡	=
EN US -> DE								
🖂 Analysis								
🧭 Analysis Report.rpt		C:\Users\Public\Wordfas	st4\projects\M	IC_Proj-1\d	2016/03/31 14	:07:14 MDT		
🐼 Analysis Report1.rpt		C:\Users\Public\Wordfas	st4\projects\M	IC_Proj-1\d	2016/03/31 16	:39:39 MDT		
🐼 Analysis Report2.rpt		C:\Users\Public\Wordfas	st4\projects\M	C_Proj-1\d	2016/04/11 14	:57:40 MDT		
Cleanup								
Clean Up Report.rpt		C:\Users\Public\Wordfas	st4\projects\M	IC_Proj-1\d	2016/05/18 12	:25:21 MDT		
EN-US -> DE						96.88%		

#### Reference: Project Reports Search and Sort.

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.

# **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 <u>Opening Projects</u>).
- 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.

Wordfast 4			- • • ×
E Wordfast 4 • Project Files Project TM	Project Terminology Reports Reference	e Files Help	× 🔊
Options Remove Report Export			
Report Name	Location	Creation Date	⊗ ↑↓ ≡
🖂 EN US -> DE			
🔄 Analysis			
Analysis Report.rpt	C:\Users\Public\Wordfast4\projects\MC_Proj-1\d	2016/03/31 14:07:14 MDT	
Analysis Report1.rpt	C:\Users\Public\Wordfast4\projects\MC_Proj-1\d	2016/03/31 16:39:39 MDT	
Analysis Report2.rpt	C:\Users\Public\Wordfast4\projects\MC_Proj-1\d	2016/04/11 14:57:40 MDT	
Cleanup 🖯			
🐼 Clean Up Report.rpt	$\label{eq:c:Users} C:\Users\Public\Wordfast4\projects\MC\_Proj-1\d$	2016/05/18 12:25:21 MDT	
EN-US -> DE		96.88%	

Reference: Project Reports Search and Sort.

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

# **Project Reference Files**

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.

Wordfast 4				
	Project Terminology Reports Reference Files He	lp 🔹 🗙		
Options				
R 🔁 🔜 🗙				
Add Open Show Remove Files File Instructions File(s)				
File Name	File Type Location	⊗ t↓ ≡		
Project_de-DE_notes.html	reference-files C:\Users\Public\Wordf	ast4\projects\Submission		
EN -> DE 100.00%				

# **Project Reference Files Search and Sort**

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 the **Sort Order** arrows on 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. (Reference <u>Project Files Perspective</u>.)

# **Project Reference Files Tasks**

The Reference Files tab includes the following tasks:

- Adding Reference Files
- Opening Reference Files

- <u>Showing Instructions</u>
- <u>Removing Reference Files</u>

# **Adding Reference Files**

To add reference files from the Reference Files tab:

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

Wordfast 4							_		X
🗧 Wordfast 4 🔹 Project File	Project TM	Project Terminology	Reports Re	eference Files	Help				× ×
Add Files File Instructions	emove File(s)								
File Name		File Type		Location			$\otimes$	¢↓	≡
Project_de-DE_notes.html		reference-files		C:\Users\Publi	ic\Wordfast4	{projects\Submission_0			
EN -> DE						100.00%			

Reference: Project Reference Files Search and Sort.

4. Click Add Files.

The **Open** file dialog box appears.

🐷 Open					<b>×</b>
🕞 🕘 🗢 🕌 « Word	lfast 🕨	Proj_BlackList 🕨		Search Proj_BlackList	٩
Organize 👻 New	folder			≡ ▼	. 0
Stopbox	*	Name		Date modified	Туре
Recent Places		鷆 conf		4/3/2015 11:56 AM	File folder
🖂 Librarian	=	鷆 data		6/1/2015 12:15 PM	File folder
Documents		core.properties.unloaded		4/24/2015 10:51 AM	UNLOADED Fil
J Music					
Pictures					
🚼 Videos					
👰 Computer					
MINDOWS (C:)					
	+ 4				÷
F	ile nam	ne:	-	All	•
				Open	Cancel

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

# **Opening Reference Files**

1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).

- 2. Select a project.
- 3. Click Open Project.
- 4. Click the **Reference Files** tab.

Wordfast 4					
	Project Terminology Reports	Reference Files Help			
Add Open Files File Instructions File(s)					
File Name	File Type	Location	⊗ ↑↓ ≡		
Docx.docx	reference-files C:\Users\Public\Wordfast4\Reference_Files\Do				
EN-US -> DE-DE 100.00%					

Reference: Project Reference Files Search and Sort.

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

## The selected file opens in Microsoft Word.

W J → O → Docx [Compatibility Mode] - Microsoft Word	x
File Home Insert Page Layout References Mailings Review View	~ ?
$\begin{array}{c c c c c c c c c c c c c c c c c c c $	
	<u></u>
Ultimate Docx file	=
· ·	
Name	
Transperfect Translations	
Points of Contact Contact person needed Contact telephone number	
Job Product Manager	
Autosuggest The following paragraph will contain many Autosuggest candidates. My email address is transperfect@translations.com. The website for the company I work for is <u>http://www.translations.com</u> . My full name is Transperfect Translations, I go by TPT. I was born in Queens, New York. I work on a MacBook Air. I paid \$1250 for the Ultimate Edition 13".	
Auto Propagation Test Below test will test Auto-Propagation. Enabling auto-propagation by itself will update	* ±
empty target segments. Test each options below Enable auto-propagation for the	¥
▲         III           Page: 1 of 6         Words: 879	► + ;;

# **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** group.

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

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

The Reference Files tab appears.

Wordfast 4			- <b>·</b> ×
🗧 Wordfast 4 🔹 Project Files 🛛 Project TM 🗌 Pr	oject Terminology Reports Refe	erence Files Help	× ×
Add Open Files File			
File Name	File Type	Location	⊗ ↑↓ ≡
Project_de-DE_notes.html	reference-files	$\label{eq:c:Users} C: Users \ Wordfast \ eq. \ Submission \ on \$	
EN -> DE		100.00%	

#### Reference: Project Reference Files Search and Sort.

4. Click Show Instructions.

Instructions are optional and frequently there are no instructions and No instructions appears.



#### Note:

Instructions can only be added from within Project Director.

The instructions file list appears.

Instructions	×
Instructions	
Instructions Background Instructions	
Pleas take great care in this translation.	•
	•
	ОК

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 <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. Click the Reference Files tab.

The Project Reference Files tab appears.

wordfast 4			- • • ×	
🗧 Wordfast 4 🔹 Project Files 🛛 Project TM	Project Terminology Reports R	Reference Files Help	× ×	
Options           Options           Rot         Rot           Add         Open         Show           Files         File         Instructions         File(s)				
File Name	File Type	Location	⊗ ↑↓ ≡	
Project_de-DE_notes.html	reference-files C:\Users\Public\Wordfast4\projects\Submission			
EN -> DE		100.00%		

#### Reference: Project Reference Files Search and Sort.

- 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.

# **Translating Files**

After completing the initial steps of creating a project, opening Translation Memory, and importing a glossary the project is ready for translation.

Wordfast 4							- 🗆 🗙
🗧 Wordfast 4 🔹 File Edit Fo	ormatting Translation	Terminology	Review	Help			
	Segr	ment					
Next Previous Commit Leverage		Unconfirm /	Unconfirm /	Lock	Clear Copy		»
Segment Segment	Source	Confirm	Confirm All	Segment T	arget All Sources	5	
Translations com_ProductBrief_Project	ctDirector2-Word Docs-de#	TR_K#.docx.tx	ml 🗵				
Source or Target 🛛 💌 🗖 Match Cas	se	✓ Filter:		~	Q Ct 🛞 Sort	Document	~
ID English		German				Score	Status
3 STREAMLINE PROJECT	MANAGEMENT	EFFEKTIV	ES PROJ	EKTE MANA	GEMENT	100%	÷
TM Lookup Notes Segment Histo	ory Metadata Transo	check (0)	<b>①</b>	∕×⊷			Terminology
	✓ More Option	ns - Find Sour	ce Searc	h Glossaries (Sou	ırce) 🗸	Q (X 🕸	
# Source	Target	Score	e proje	ect			0
1 STREAMLINE PROJECT	EFFEKTIVES	100	)% proje	ekte			
EN -> DE			SC: 29 T	C: 30 Segmen	nts: 32 / 32	100.00	%

# **Translation Tasks**

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

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- <u>Translation Preferences</u>
   <u>Accented Characters</u>
  - <u>Configuring Whitespace</u>
     <u>Check</u>

### **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 <u>Chaining Files</u>.

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

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.

Wordfast 4											
E Wordfast 4 - Project	t Files	Project TM	Project Termino	logy Reports	Reference Files	i Help					× ×
Files				Project				Packa	ge	0	ptions
Add Add Files Folders File	Chain Files	Close Mr Project Pr	odify Analyze Proje	ect Transcheck Se Report	gment Changes Report	Export Notes Report	Project Clean Up	Import Package	Export Package	Remove File(s)	Preferences
Files	Word C.	. TXLF File Lo	ocation	Creation Date	Last Saved	Trans	lation Co	mplete		$\otimes$	↑↓ ≡
🖃 🔂 EN US -> DE					Progress ba	r			×		
Translations com_Pro	187	C:\Users\Pul	blic\Wordfast4\pro	2016/03/31 14:47:	•						
Translations com_Pro	187	C:\Users\Pul	blic\Wordfast4\pro	2016/03/31 15:15:	Initializing	DIACKIIST CONT	iguration				
EN-US -> DE						<b>72%</b> co	mpleted		).004	%	
								Cancel			

Reference: Project Files Search and Sort.

- 3. On the **Project Files** tab, select the file to translate.
- 4. 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.

Wordfast 4									x
	matting Translation	Terminology	Review	Help				8	
	Segr	nent							
					<u></u>				<b>&gt;&gt;</b>
Next Previous Commit Leverage Segment Segment	Copy Merge Spl Source	it Unconfirm / Confirm	Unconfirm / Confirm All	Lock Segment	Clear Target Al	Copy II Sources	8	Until Fuzzy	
Translations com_ProductBrief_Project	Director2-Word Docs-de#	TR_K#.docx.tx	ni 🗵					Until No Match Translate All	
Source or Target 💌 🖂 Match Case		✓ Filter:		~	<u> </u>	Sort:	Do	Commit All	
ID English		German					Sco p	Concordance S	earch
3 STREAMLINE PROJECT M	ANAGEMENT	EFFEKTIV	ES PROJE	KTE MAN	IAGEMEN	IT	1( )	Machine Transl	ation
4 INTEGRATE WITH ANY SY	STEM	INTEGRATION MIT JEDEM SYSTEM				1(	Analyze		
5 WORK WITH ANY VENDOR	۲	ZUSAMMENARBEIT MIT JEDEM ANBIETER					1( -	Previous Tag	
TM Lookup Notes Segment Histor	y Metadata Transc	heck (0)	• .	× ↔			4	Next Tag	
	✓ More Option	ns - Find Source	e Search	n Glossaries (S	ource)	~	Q	Сору	
# Source	Target	Score	proje	ct			6	Copy All Tags	
	ECCEVTIVES	100	proje	kte			8	Edit Tag	
	LEECKIIVE 3	100	•					Clear All Tags	•
EN -> DE			SC: 29 TC	: 30 Segm	ents: 32 / 32	2	1	00.00%	

- 5. Select a Target segment.
- 6. Enter the translation for this segment.

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

- 7. Click Next Segment to move down one Target segment.
- 8. To save your work:
  - a) Click the File tab.
  - b) Click Save.

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

### **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:
Wordfa	ast 4															X
E Wor	Wordfast 4 •         Project Files         Project TM         Project Terminology         Reports         Reference Files         Help         X															
	Fi	les					Proje	ect				Pac	kage			
Add	Add Folders	Translate File	Chain Files	Close Project	Modify Project	Project Clean Up	Analyze Project	Transcheck Report	Segment C Repo	hanges hanges	Export Notes Report	Import Package	Export Package			»
Files			Word	TXLF File	Location		Creation Date	Last Save	d	Translatio	on Complete	9		$\otimes$	1↓	=
😑 EN I	US -> DE DE															
🔂 F	Replaceable	s_testfil	289	C:\Users\Pu	ublic\Word	lfast4\pr	2015/07/30 10:35	2015/08/1	4 13:16			71.79%	_			
🔤 (	Centralizatio	on of Loc	432	C:\Users\Pu	ublic\Word	lfast4\pr	2015/07/30 10:35	2015/08/2	26 15:27			5.00%				
	Docx1.docx.t	bdf	907	C:\Users\Pi	ublic\Word	lfast4\pr	2015/07/31 12:29	2015/12/1	17 13:57			<mark>4</mark> 0.96%				
EN-US ->	EN-US -> DE-DE 43.11%															

Reference: Project Files Search and Sort.

- 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 Segment Column**, 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.

	Chained Files 1 (8)							
	Source or Target 🔹 🖾 Match Case	▼ Filter: ▼ Q C ⊗ Sort: Doc	ument	~ 4	¥			
1	ID English (United States)	German (Germany)	Score	Status				
	segment Tag1 Tag2 Tag3 http://www.blahblah.com	Replaceables in ein einzelnes Segment			•			
	39 Tag4 Tag3 Tag2 and email Tag5 Tag6 Tag7	Tag3 Tag2 http://www.blahblah.com Tag5 Tag6	100%					
	blahblah@blah.com Tag8 <tag7 <tag6="" for="" period<="" th=""><th>Tag7 und Email Tag8 Tag7 Tag6</th><th></th><th></th><th></th></tag7>	Tag7 und Email Tag8 Tag7 Tag6						
		blahblah@blah.com Zeitraum						
Г	1 Centralized Localization							
	The main objective for most of our austemars is				<b>T</b>			
	Additional Tools							
1	EN-US -> DE-DE	Segments: 97 / 225	<mark>4</mark> 3.11	L%				

3. Click in segment three (3).

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

•	Replaceables_testfile.doc.txlf 🛞							
So	urce or Target 🛛 🔽 Match Case	✓ Filter: ✓ Q C (※)	) Sort: Docu	ument				
ID	English (United States)	German (Germany)	Score	Status				
1	Number Replacement	Rufnummernersetzung	MT		-			
2	There are 12 rooms							
з	This tests <b>numbers</b> with <b>placeables</b> has 7 words.	Damit können Zahleh mit Placeables hat 7 Wörter.	100%		•			
A	Additional Tools							
EN	EN-US -> DE-DE SC: 47 TC: 48 Segments: 98 / 225 43.56%							

- 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.

*	entralization of Localization1.doc.txlf 🛞				
Sou	rce or Target 📉 🦳 Match Case	✓ Filter:	✓ Q ⊄ ⊗	Sort: Docu	ment
ID	English (United States) Diambian@Diam.com head theat thead for period	German (Germany) มเขามาขาญขายเป็นสา.com 2ยเมื่อ	um	Score	Status
1	Centralized Localization				
2	The main objective for most of our customers is to gain control over cost.				•
Ad	litional Tools				8
EN	US -> DE-DE	SC: 24 TC: 0 Segm	ents: 98 / 225	<b>4</b> 3.56	%

- 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.

*Do	ocx1.docx.txlf 🛞					
Sour	ce or Target 📉 🖂 Match Case	✓ Filter: ✓ Q C (2)	Sort: Doc	ument		
ID	English (United States)	German (Germany)	Score	Status		
20	our customers to establish measurable results.			,	Ð	^
1	Ultimate Docx file	Ultimative Docx-Datei	MT			
_	Tag1 Fopter of document Tag2 Tag3 Page	Tag1 Tag2 Tag3 Tag4 Tag5				-
Add	itional Tools				(	*
EN-U	JS -> DE-DE	SC: 25 TC: 0 Segments: 98 / 225	<b>4</b> 3.5	5%		

8. Save the chained file.

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

#### Note:



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

The Jump To A Segment and Last Modified Segment 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.

w	Wordfast	t 4															x
	<b>■</b> Wordf	fast 4 🔻	File	Edit	Formatting	Translatio	n Te	erminology	Review	Help							<b>×</b>
							Segmen	t						β	utomated A	tions	
	<u>*</u>									•				2	9	<b>L</b>	**
s	Next Segment	Previous Segment	Commit	t Levera	ge Copy Source	Merge	Split	Unconfirm / Confirm	Unconfirm Confirm Al	/ II s	Lock Segment	Clear Target	Copy All Sources	Until Fuzzy	Until No Match	Translate All	
	Translat	tions com_	Product	Brief_Pro	jectDirector3	3.docx 🗵											
Sc	ource or '	Target	•	Match C	ase			✓ Filter:				~ C	λ⊄⊗s	ort: Docu	iment	~	ø
ID	English	(United Sta	ites)					German							Score	Status	
2	Silvir																-
3	STR	EAMLIN	IE PR	OJECT	MANAG	EMENT											
1	Tan1			A/ITU A	NV ever	E M											*
Additional Tools															8		
EN	N-US -> I	DE								SC	: 24 TC	23 Se	gments: 1 / 3	2	3.1	3%	

2. Click Translate All.

The translation proceeds and upon completion the screen is refreshed with the results and the green bar at the bottom indicates the percentage translated.

Wordfast 4			
Edit Formatting	Translation Terminology Revie	w Help	⊗ 🗙
	Segment		Automated Actions
Next Previous Commit Leverage Copy Segment Segment	Merge Split Unconfirm / Uncon Confirm Confir	Firm / Lock Clear Copy m All Segment Target All Sources	Until Until No Translate Fuzzy Match All
Translations com_ProductBrief_ProjectDirector2	docx 🗵		
Source or Target 🛛 🖌 Match Case	✓ Filter:	✓ Q Ct ⊗ se	nt: Document 🗸 🕸
ID English	German		Score Status
(R) Tage TRANSLATION MANA	GEMENT. (8) Tagi Tagi ÜBE	RSETZUNGS MANAGEMENT	Tag2 90%
Additional Tools			(*)
EN -> DE		SC: 24 TC: 26 Segments: 32 / 3	2 100.00%

## **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**

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

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. Select the file to translate.
- 4. Click Translate File on the Project Files tab.

w Wo	ordfast 4														_ 0	x
	Wordfast 4 🔻	File	Edit For	matting	Translatio	n Ter	rminology	Review	Help							* ×
					2	Segment								Automated Ac	tions	
2													Ŷ	\$	40	»
N Seg	lext Previous ment Segment	Commit	Leverage	Copy Source	Merge	Split	Unconfirm / Confirm	Unconfirm / Confirm All	Lo Segr	ock ment	Clear Target	Copy All Sources	Until Fuzzy	Until No Match	Translate All	
*Tr	anslations com_	ProductB	rief_Projec	tDirector	3.docx											
Sour	rce or Target	•	Match Case				▼ Filter:				- Q	⊄ ⊗ s	ort: Doci	ument	~	ø
ID	English (United Sta	ites)					German							Score	Status	
1 0	🕤 Tag1 Tag2 🕇	RANSL	ATION	MANAC	GEMENT.	Tag2	ÜBERS	ETZUNG	SMAN	AG	EMENT.			90%		<b>^</b>
2 5	SIMPLIFIED	-					VEREIN	NFACHT.						100%		
3 \$	STREAMLIN	IE PRO		IANAG	EMENT		EFFEK	TIVES PF	ROJEK	КТМ	ANAGE	MENT		100%		
4	Tag1 INTEGR	ATE W	ITH AN	YSYST	ГЕM											
5 I	Tag1 WORK	WITH A	NY VE	NDOR												
6		ERATE	TIME T	O MAR	KET											
7	7 BELCUSTOMIZE WORKELOWS						*								-	
Add	Additional Tools															
EN-U	JS -> DE								SC:	25 TC	: 0 Seg	ments: 3 / 3	2	9.38	8%	

The file is leveraged against the Translation Memory and the results displayed in the **Target Segment** column, segment by segment.

5. Select the segment to leverage from the **Source** column.

- Leverage to retrieve suggestions from the active TM for the selected source segment
- Until Fuzzy to retrieve suggestions from the active TM until the next Fuzzy match
- Until No Match to retrieve suggestions that from the active TM for the all source segments until no exact match is found
- Translate All to automatically translate all segments.

The leveraged content appears in the **Target** column when a match is found. When Machine Translation is enabled, the Machine Translation match is populated.

In the following example, source segment ID-4 is selected and after clicking **Leverage** the adjacent target segment is populated with leveraged translation.

Wordfast 4			- • • ×				
Edit Formatting Translation Terminology Review Help							
Segment		Automated Ac	tions				
Image: Next         Previous         Commit         Leverage         Copy         Merge         Split         Unconfirm / Un	Copy Unt	til Until No	Translate				
Segment Segment Source Confirm Confirm All Segment Target	All Sources Fuz	zy Match	All				
*Translations com_ProductBrief_ProjectDirector3.docx							
Source or Target 💌 🗖 Match Case 🔍 👻 Filter:	🔍 ⊄ 🛞 Sort: Do	cument	▼ 读				
ID English (United States) German	German						
1 ® 1001 1002 TRANSLATION MANAGEMENT. 1002 ÜBERSETZUNGSMANAGEMEN	T.	90%	<u>^</u>				
2 SIMPLIFIED. VEREINFACHT.	VEREINFACHT.						
3 STREAMLINE PROJECT MANAGEMENT EFFEKTIVES PROJEKTMANAG	EFFEKTIVES PROJEKTMANAGEMENT						
4 TeglINTEGRATE WITH ANY SYSTEM	SYSTEM	100%					
5 WORK WITH ANY VENDOR							
6 CONTRACT TIME TO MARKET							
7 Teel CLISTOMIZE WORKELOWS							
Additional Tools	Additional Tools						
EN-US -> DE SC: 25 TC: 28 S	egments: 4 / 32	12.5	0%				

### 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.

TM Lookup Notes Segment History Contex	Transcheck (0)					
vendor	More Options   Find Sou	rce Find Ta	rget Clear			
vendor		Score	TM Name	Creation User	Creation Date	Modificatio
No Results						

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

2. Click Find Source or Find Target.

Without using a case sensitive search there are numerous hits.

TM	TM Lookup Notes Segment History Context Transcheck (0)								
ver	vendor More Options - Find Source Find Target Clear								
#	Source	Target	Score	TM Name	Creation User	Creation D	Modificatio		
1	WORK WITH ANY VENDOR	ZUSAMMENARBEIT MIT JEDEM ANBIETER		MC_DE	ELUNA	2015/11/ 04 11:43:52 MST	ELUNA		
2	Allow access to any vendor or internal translator for maximum resource flexibility	Maximale Ressourcenflexibilität durch Zugriff auf alle Anbieter und internen Übersetzer		MC_DE	ELUNA	2015/11/ 04 11:43:53 MST	ELUNA		
3	VENDOR-NEUTRAL	ANBIETERNEUTRAL		MC_DE	ELUNA	2015/11/	ELUNA	-	

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

More Options drop-down.



Option	Description
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.

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

TM	Lookup Notes Segment History	Context Transcheck (0)						
VE	NDOR	✓ More Options   Find Sou	urce Find Ta	arget Clear				
#	Source	Target	Score	TM Name	Creation User	Creation Date	Modificatio	
1	WORK WITH ANY VENDOR	ZUSAMMENARBEIT MIT JEDEM ANBIETER		MC_DE	ELUNA	2015/11/ 04 11:43:52 MST	ELUNA	Î
2	VENDOR-NEUTRAL	ANBIETERNEUTRAL		MC_DE	ELUNA	2015/11/ 04 11:44:09 MST	ELUNA	
3	VENDOR -NEUTRAL	ANBIETERNEUTRALE		MC_DE	ELUNA	2015/11/	ELUNA	-

# **Using Glossaries**

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

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.

w Wordfast 4					- 0 ×
Edit Formatting	Translation Terminology	teview Help			× ×
Term       term     term       Previous     Copy       Next     Highlight       Term     Term					
Translations com_ProductBrief_ProjectDirector	2.docx				
Source or Target 📉 🕅 Match Case	➤ Filter:		<u>-</u> ५ ୯ 🛛	Sort: Docu	ment
ID English	German			Score	Status
MANAGEMENT.	MANAGEMENT.	Tag2		9070	<b>^</b>
2 SIMPLIFIED.	VEREINFACHT.	/ereinfacht		100%	
3 STREAMLINE PROJECT MANA	GEMENT EFFEKTIVES PF	ROJEKTE		1000/	-
TM Lookup Notes Segment History Ma	etadata Transcheck (0)	× ↔			Terminology
	▼ More Options ▼ Find Sc Sear	ch Glossaries (Source	e) 🗸	Q (X 尊	
# Source Target	s Sim	plified einfacht			Û
EN -> DE	SC: 11 1	C: 23 Segments	: 32 / 32	100.00	0%

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

Source or Target 🛛 👻 🔲 🛚	latch Case	✓ Filter:		✓ Q C <sup>+</sup> ⊗ Sort:	Document	*
D English (United States)		German (Germany	)		Score	Status
4 Transperfect Transla	tions					
5 Address		Adresse			100% *	
TM Lookup Notes Segm	ent History Metadata Tran	ischeck (0)		$\oplus \times \times \leftarrow$		Termino
	▼ More Optio	ons - Find Source	Find T/	Search Glossaries (Source)	<mark>•</mark> ک ک 🛉	F
# Source	Target	Score	TM,			
1 Address	Adresses	100% *	U	No Res	ults	

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



<b>W-</b> U	se this page to add a term to the selected g	lossary.
Source:*	Address	
Target:*	Adresse	
Description:		
Glossary:	Project-2_Gloss	~

- The Add Term dialog box appears.
- Or, select a term in the source segment
  - Click the Add Icon, in the **Terminology** pane.



Add Term	se this page to add a term to the selected glossary.
Source:* Target:*	candidates kandidaten
Glossary:	Project-2_Gloss
	OK Cancel

- 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.

#### Terminology pane:



Edit icon:

1

The Edit Term dialog box appears.

Edit term		×
W-	Use this page to edit a term in the selected glossary.	
Source:		
contain		
Target: enthalten		
Description:		
I		
	Modify	Cancel

- 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.

#### Terminology pane:





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. Select the term to insert from the Terminology tab.
- 3. Click the Insert Icon, 📥 in the **Terminology** pane.

E Wordfast 4 • File Edit Formatting Translation T	erminology Review Help	× ×
Term       Image: Second s		
*Docx.docx (8)		
Source or Target 🔽 🗖 Match Case	✓ Filter: ✓ Q C ⊗ Sort: D	ocument 🔽 🔅
ID English (United States)	German (Germany)	Score Status
4 Transperfect Translations		-
5 Address	Adresses	100% *
6 900 Pearl Street, Ste 4	90001 Pearl Street, Suite 4	100% *
7 Boulder, CO 80302		-
8 Phone Number	Telefon	
0 (202) 507 0640	Telefon->Telefon	
TM Lookup Notes Segment History Metadata Transche	ck (0) (⊕ 🗸 🗸 ←	Terminology
▼ More Options ▼	Find Source Find To Search Glossaries (Source)	
# Source Target	Score · Phone	0
	Telefon	~
N	Number	0
	Nummer	U III
	•	
EN-US -> DE-DE	SC: 12 TC: 7 Segments: 25 / 169	14.79%

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:

- <u>Viewing Tags</u>
- <u>Copying Tags</u>
- <u>Clearing All Tags</u>
  <u>Deleting Tags</u>
- Editing Tags

**Viewing Tags** 

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

- 1. Go to the **Projects** list tab (refer to <u>Opening Projects</u>).
- 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 () 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.

Wordfast 4		• • • • •
E Wordfast 4 • File Edit Formatting Translation Terminology Review Help		8 X
Segment		
		39
Next Previous Commit Leverage Copy Merge Split Unconfirm / Unconfirm / Lock Clear Copy Segment Segment Source Confirm Confirm All Segment Target All Sources		
*Translations com_ProductBrief_ProjectDirector2.docx		۰
Source or Target 💌 🖻 Match Case 🔍 🖌 Filter: 🔍 Q. Qt 🛞 So	ort: Document	~ 復
D English (United States) German	Score S	Status
1 ® 1000 TRANSLATION MANAGEMENT. 1002 ÜBERSETZUNGSMANAGEMENT.	90%	<u>^</u>
2 SIMPLIFIED.		_
3 STREAMLINE PROJECT MANAGEMENT		
4 🔟 <f backgroundcolor="0#0#0#0" color="255#255#255#255" foregroundcolor<="" highlight="0#0#0#0" intformat="" name="Arial" size="7.5" td=""><td>or="0#0#0#0" biNam</td><td>ne="Arial" hidder</td></f>	or="0#0#0#0" biNam	ne="Arial" hidder
5 IST IST WORK WITH ANY VENDOR		÷
Additional Tools		
EN-US -> DE SC: 25 TC: 0 Segments: 1 / 32	3.13%	

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

<fontFormat color="255#255#255#255" highlight="0#0#0#0" name="Arial" size="7.5" backgroundColor="0#0#0#0" foregrour

## **Copying Tags**

Tags can be selected and copied individually (Copy).

1. Click Translate File on the Project Files tab.

F	*Translations com_ProductBrief_ProjectDirector2.docx					
S	ource or Target Match Case	✓ Filter: ✓ Q C ⊗ Sort:	Document	~ 道		
۵	English (United States)	German	Score	Status		
1	® 1999 TRANSLATION MANAGEMENT. 1992	ÜBERSETZUNGSMANAGEMENT.	90%	<b>^</b>		
2	SIMPLIFIED.	VEREINFACHT.	100%			
3	STREAMLINE PROJECT MANAGEMENT	EFFEKTIVES PROJEKTMANAGEMENT	100%			
4	INTEGRATE WITH ANY SYSTEM	1001 1002 INTEGRATION MIT JEDEM SYSTEM	100%			
5	TATE TARE WORK WITH ANY VENDOR	ANBIETER 1002	100%			
6	CCELERATE TIME TO MARKET	IIIII IIIIII KÜRZERE BEARBEITUNGSZEITEN	100%			
7	CUSTOMIZE WORKFLOWS	INDIVIDUELLE WORKFLOWS	100%			
8	ACCESS REAL-TIME KPI DATA	ZUGRIFF AUF	100%	-		
1	M Lookup Notes Segment History Context Transche	dk (0) ⊕ / X ←		Terminology		
C	✓ More Option	Find Source     Search Glossaries (Source)	の众姿			
E	EN-US -> DE SC: 48 TC: 0 Segments: 31 / 32 96.88%					

2. To copy tags from the **Translation** tab, select the tag to be copied.

Ē	Translations com_ProductBrief_ProjectDirector2.docx			•			
S	ource or Target 📉 Match Case	✓ Fiter: ✓ Q Ct ⊗ Sort:	Document	~ 4			
0	English (United States)	German	Score	Status			
1	(8) 1992 TRANSLATION MANAGEMENT.	ÜBERSETZUNGSMANAGEMENT.	90%				
2	SIMPLIFIED.	VEREINFACHT.	100%				
3	STREAMLINE PROJECT MANAGEMENT	EFFEKTIVES PROJEKTMANAGEMENT	100%				
4	INTEGRATE WITH ANY SYSTEM	INTEGRATION MIT JEDEM SYSTEM	100%				
5	IN IN WORK WITH ANY VENDOR	ANBIETER	100%				
6	ACCELERATE TIME TO MARKET	IIII IIII KÜRZERE BEARBEITUNGSZEITEN	100%				
7	1011 1022 CUSTOMIZE WORKFLOWS 1012	INDIVIDUELLE WORKFLOWS	100%				
8	ACCESS REAL-TIME KPI DATA	IIII IIII ZUGRIFF AUF	100%	-			
	M Lookup Notes Review History Context Transch	eck (0) ⊕ 🗸 🛏		Terminology			
	✓ More Optic	ns • Find Source Search Glossaries (Source)	の众尊				
B	I-US -> DE	SC: 48 TC: 0 Segments: 31 / 32	N-US -> DE SC: 48 TC: 0 Segments: 31 / 32 96.88%				

3. Drag the selected tag into the target segment or click **Copy**.



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

	Translations com_ProductBrief_ProjectDirector2.docx				
	So	rce or Target 🛛 🖌 🕅 Match Case Enter text to filter segm	ents. 🕶 Filter: Select special filter(s) 💌 Q C 🛠 🛞 Sort:	Document	~ ≮
	ID	English (United States)	German	Score	Status
	1	® Tag1 Tag2 TRANSLATION MANAGEMENT. Tag2	Tag1 Tag2 ÜBERSETZUNGSMANAGEMENT.	90%	<b>^</b>
	2	SIMPLIFIED.	VEREINFACHT.	100%	
ľ	3	STREAMLINE PROJECT MANAGEMENT	EFFEKTIVES PROJEKTMANAGEMENT	100%	
	4	Tag1 Tag2 INTEGRATE WITH ANY SYSTEM	Tag1 Tag2 INTEGRATION MIT JEDEM SYSTEM	100%	
	5		Tag1 Tag2 ZUSAMMENARBEIT MIT JEDEM	100%	•
	Т	Lookup Notes Segment History Metadata Trans	check (0) ⊕ 🖍 🗶 ←		Terminology
	•		Search Glossaries (Source)	Q (X @	
	EN	US -> DE	Segments: 31 / 32	96.88	3%

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

4	® Tag1 Tag2 TRANSLATION MANAGEMENT.	Tag1 Tag2 ÜBERSETZUNGSMANAGEMENT.
1	Tag2	Tag2

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

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

Copy All			
Tags	🛁 Segment 📖	Copy All	
ie Segment	Document	Tags	
ାର୍ଶ୍ୱ Document	-03		

- 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 <u>Opening Projects</u>).
- 2. Select and open the project.
- 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.

ſ	Translations com_ProductBrief_ProjectDirector2.docx									
	Source or Target 🔹 🗖 Match Case Enter text to filter segments. 💌 Filter: Select special filter(s) 💌 Q 💐 🛞 Sort: Document 💌 🐇									
1	D Englis	n (United State	s)		German			Score	Status	
	1 R Tag	<mark>1 Tag2</mark> TR	ANSLATION MA	ANAGEMENT.	Tag1 Tag2 ÜBERS (Tag2	SETZUNGSMAN	AGEMENT.	90%	Í	•
	2 SIM	PLIFIED.			VEREINFACHT.			100%		
Γ	3 STR	EAMLINE	PROJECT MA	NAGEMENT	EFFEKTIVES PF	ROJEKTMANAG	EMENT	100%		
	4 Tag1	Tag2 IN TE	EGRATE WITH	ANY SYSTEM	Tag1 Tag2 INTEG	RATION MIT JEI	DEM SYSTEM	100%		
	Tag1	Tag2 WO	RK WITH ANY \	ENDOR Tag2	Tag1 Tag2 ZUSAN	MENARBEIT M	IT JEDEM	100%		Ŧ
	TM Look	IP Notes	Segment History	Metadata Transch	neck (0)	$\oplus \times \times \leftarrow$			Terminolog	JY
- [	•				•	Search Glossaries (So	urce) 🗸	Q (X @		
	EN-US ->	DE			so	: 24 TC: 23 Segme	nts: 31 / 32	96.88	%	

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



Note:

Tags in the source segment should not be edited.

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

#### The Edit Tag dialog box appears.



- 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 <u>Opening Projects</u>).
- 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 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 <u>Opening Projects</u>).
- 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.

6	Wordfast 4		
ſ	Wordfast 4 • File Edit Formatting Translation Terminology Review Help	8	Until Fuzzy
1	Segment	2	Until No Match
		S	Translate All
I	Next Previous Commit Leverage Copy Merge Split Unconfirm / Unconfirm / Look Clear Copy	8	Commit All
	Segment Segment Source Confirm All Segment Target All Sources	8	Concordance
ſ	*Translations com_ProductBrief_ProjectDirector2.docx		Machine Translation
ľ	Source or Target 👻 🗌 Match Case 🔍 👻 Filter: 🔍 🔍 📿 📿 🐼 Sort: Do	cun 🏙	Analyze
	D English (United States) German S	Scor 🏷	Previous Tag
ſ		10	Next Tag
I.		- 83	Сору
	6 LOTE ACCELERATE TIME TO MARKET 4222 LOTE KURZERE BEARBEITUNGSZEITEN	10 83	Copy All Tags 🕨
l	4892	2	Edit Tag
L	7 IDD IDD CUSTOMIZE WORKFLOWS IDD IDD INDIVIDUELLE WORKFLO	2	Clear All Tags 🔹
			×
	Additional Tools	_	
	EH-US -> DE SC: 25 TC: 26 Segments: 31 / 32	96.	88%

- 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 <u>Opening Projects</u>).
- 2. Select and open the project.
- 3. Click the Edit tab.

The **Edit** tab appears.

Clipboard	Source Actions	Options			
🥱 🎓 💥 🗋 🖺 👰	D 🚯	¶ 08			
Undo Redo Cut Copy Paste Find / Replace	Edit Revert Show W Source Source Cho	hite Space Preferences aracter			
*Translations com_ProductBrief_ProjectDirector2.doc	<b>x</b> (8)				
Source or Target Match Case	✓ Fiter:		🔽 Q, Ct 🛞 Sort: 🛛	Document	~ 積
D English (United States)	German			Score	Status
1 8 100 TRANSLATION MANAGEME	NT. 102 ÜBERSET	ZUNGSMANAGEMEI	NT	90%	
2 SIMPLIFIED.	VEREINF	ACHT.		100%	_
3 STREAMLINE PROJECT MANAGEME	NT EFFEKTIV	ES PROJEKTMAN	AGEMENT	100%	-
TM Lookup Notes Segment History Context	Transcheck (0)	⊕ / × ←	1		Terminology
×	More Options   Find Source	Find Ta, Search Glossarie	es (Source) 💌	の众母	
# Source Target		Score T	No Rocul	to	÷
EN-US -> DE		SC: 24 TC: 22 Se	egments: 27 / 32	84.38	%

4. Click Find/Replace.

The Find/Replace dialog box appears.

Find/Replace	×
Q Find what:	fuzzy 👻
N	
*	Reading Highlight
Direction	Options
Backward	☑ Ignore Case ☑ Search Source
Forward	Whole Words Only 🗹 Search Target
	Ignore NBSP Search Open Files

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.

Find/Replace dialog box.

Find/Replace		×
Q Find what:	fuzzy	*
N		
*	Reading Highlight   Find Next  Close	e
Direction	Highlight All	
Backward	Clear Highlighting Search Source	
Forward	Whole Words Only V Search Target	
	Ignore NBSP Version Search Open Files	

#### **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.

Find/Replace		×
Q Find Next:	customize	*
Replace with:	custom	*
Direction	Replace Replace All Find Next Close	
Backward	Ignore Case	
Forward	🔲 Whole Words Only 🗹 Search Target	
	Ignore NBSP Search Open Files	

#### 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.
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.

w <b>\</b>	Vordfast	t <b>4</b>														X
	Wordf	ast 4 🝷	File	Edit Fo	rmatting	Translati	on T	erminology	Review	lelp						<b>×</b>
							Segmen	t								
	<u>.</u>															
	Next	Previous	Commi	t Leverage	Сору	Merge	Split	Unconfirm /	Unconfirm /	Lock	Clear	Сору				"
Se	egment	Segment							Confirm All		Target	All Sources				
Т	anslatio	ons com_P	roductE	rief_Projec	tDirector2	docx 🗵										
So	urce or 1	Target	~	Match Cas	e Enter te	ext to filter s	egments	S. 👻 Filter:	Select special f	ilter(s)	Y Q	<b>⊄ ⊗</b> so	ort: D	ocument		<ul> <li></li></ul>
ID	English	(United Sta	ites)					German						Score	Status	
1	₿ Tag	1 Tag2	RANS	SLATION	MANAG	GEMENT		R Tag1 Tag	2) TRÄNSI	.ÄTÏÖN I	MÄNÄG	ËMËNT.			۲	<b>^</b>
l'	Tag2							Tag2						-	1 🖉	
2	SIMP	LIFIED						SÎMPLÎF	ÎÊD.							
3	STRE	EAMLIN	IE PR	OJECTI	MANAG	EMENT		STRÊÂN	ILÎNÊ PRĊ	ĴĴÊCT M	IÂNÂGÊ	ÊMÊNT			Ð	-
Т	4 Looku	p Note	s Se	gment Histo	ry Met	adata Tr	ansche	ck (0)		€∕×	<u>ل</u>				Termi	nology
						<ul> <li>More 0</li> </ul>	Options •	Find Sour	ce Find	Search Gloss	aries (Sour	rce)	~	Q (X @	F	
									•							÷
EN-US -> DE Segments: 32 / 32 100.00%																
Sol	irce or	Target	_	V	atch Car	Enter	text to	filter sear	nents 💌	Filton Se	lert sner	ial filter(s)		V	0 0	$\otimes$
300	ince of	raiget			atten Case	Linter	CEAL LU	mer seyi	iner itati	Filter: Se	ect spec	an men(s)			4 4	0

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

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

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

Document         Document         Source (A>Z)         Source (Z>A)         Source (Z>A)         Target (A>Z)         Selected by Default         Target (Z>A)         By score (lower first)         By score (higher first)	ltem	Description
	Document   Document  Source (A>Z)  Source (Z>A)  Target (A>Z)  Target (Z>A)  By score (lower first)  By score (higher first)	Sort the filtered results by selected criteria where <b>Document</b> is selected by <b>Default</b>

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.

Filter Configuration		×
Additional table filte	er options	
Short Segment Filter Settings	Max Word Count: 🖲	•
	ОК	Cancel

## **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 <u>Opening Projects</u>.

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

ſ	Wordfast 4 • File Edit Formatting Translation	Terminology Review Help		* ×
	Options Notes			
L	Transcheck Spelicheck File Mark Speling Add Edit Delete	Export		
	All Errors			
	Translations com_ProductBrief_ProjectDirector2.docx	test and		•
S	ource or Target Match Case (Alt+	Shift+E) er: Q C Sort:	Document	~ 項
	English (United States)	German	Score	Status
	® 1991 1992 TRANSLATION MANAGEMENT.	ÜBERSETZUNGSMANAGEMENT	90%	<u>^</u>
1	2 SIMPLIFIED.	VEREINFACHT.	100%	_
1	STREAMLINE PROJECT MANAGEMENT	EFFEKTIVES PROJEKTMANAGEMENT	100%	
4	INTEGRATE WITH ANY SYSTEM	INTEGRATION MIT JEDEM SYSTEM	100%	
L	1031 1032 WORK WITH ANY VENDOR 4052	ZUSAMMENARBEIT MIT JEDEM		-
	TM Lookup Notes Segment History Context Transche	eck (0) ⊕ 🖌 🛏		Terminology
	✓ More Options	Find Source Find Ta Search Glossaries (Source)	のの尊	
E	N-US -> DE	SC: 24 TC: 22 Segments: 27 / 32	84.38	%

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

- <u>Viewing Notes</u>
- Editing Notes
- Exporting Notes

- Adding Notes
- Deleting 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.

Translations com_ProductBrief_ProjectDirector2.docx								
Source or Target 💌 🗖 Match Case 🔍 👻 Filter: 🔍 🔍 📿 🗘 Sor	Document	~ 章						
D English (United States) German Z STIVIE LITIED. VEREINI AGTT.	Score 100%	Status						
3 STREAMLINE PROJECT MANAGEMENT EFFEKTIVES PROJEKTMANAGEMENT	100%	R 🛛						
4 INTEGRATE WITH ANY SYSTEM 101 INTEGRATION MIT JEDEM SYSTEM	100%	Note						
TM Lookup Notes Segment History Context Transcheck (0) 💮 🗡 🗙 🛏		Terminology						
Add Edt Delete Export Search Glossaries (Source)	✓ Q Q Ø	F						
D CreatorD Type Date Details 3 tidara translation 2015/12/08 This is a note.	ults							
EN-US -> DE SC: 29 TC: 28 Segments: 27 / 32	84.3	8%						

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

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

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

Т	M Lookup Notes Segment	History Metadata	Transcheck (0)		~
	Add Edit	Delete			
ID	CreatorID	Туре	Date	Details	
3	Thos	translation 2	016/05/12 13:44:42 MDT	This is the first note.	•

## **Adding Notes**

You can add notes as needed from the **Review** tab.

Wordfast 4		x
🗧 Wordfast 4 🔹 File Edit Form	natting Translation Terminology Review Help	×
Options	Notes	
Transcheck Spellcheck File Mark Spelling All Errors	Add Edit Delete Export	
Translations com_ProductBrief_ProjectDi	irector2-Word Docs-de#TR_K#.docx.txml	
Source or Target 🛛 💌 🗖 Match Case	✓ Filter: ✓ Q C ⊗ Sort: Document	
ID English	German Score Status	
processes and resources	I okalisierungsprozessen und -ressourcen	÷
Additional Tools		*
EN -> DE	SC: 24 TC: 25 Segments: 32 / 32 100.00%	

#### 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 group 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.
- 3. Select the note Type.
- 4. Enter the note text.
- 5. Click OK.

The note appears in the **Editor Tabs** work area under the **Notes** tab while the **Notes** icon appears in the **Status** column.

## **Editing Notes**

You can edit existing notes through the **Review** tab.

Wordfast 4							
🗧 Wordfast 4 🔹 File Edit Formatti	ing Translation Terminology Review	v Help	× ×				
Options	Notes						
aby aby							
Transcheck Spellcheck File Mark Spelling	Add Edit Delete Export						
All Errors							
Translations com_ProductBrief_ProjectDirect	tor2-Word Docs-de#TR_K#.docx.txml						
Source or Target	▼ Filter:	✓ Q ⊄ ⊗	Sort: Document				
ID English	German		Score Status				
9 automating the management of	localization automatischen verw	allung von	100%				
nrocesses and resources	Lokalisierungsproze	ssen und -ressourcen					
Additional Tools							
EN -> DE	SC: 24 TC: 2	5 Segments: 32 / 32	100.00%				

To edit a note:

- 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 edit the note:
  - Click Edit in the Notes group of the Review tab.



• Click Edit under Notes tab of the Editor Tabs section.

	1 Lookup	Notes Segn	nent History (	Context Transcheck (0)
	Add	Edit	Delete	Export
D	CreatorID	Туре	Edit	Details
3	tldara	translation	Edit selected note (Alt+Shift+E)	his is a note. This is the added text.
6	tldara	translation	015/12/09	This is a new note.

• Right-click the segment and click Add.

The Add/Edit Notes dialog box appears.

Add/Edit Notes		×
<b>WF</b> "	se this page to add or edit a note.	
Segment ID:	4	
Source:	INTEGRATE WITH ANY SYSTEM	
Creator:*	tidara	
Date:	2016/04/04 15:57:38 MDT	
Type:	Translation	*
Define the syst	ems?	
	OK Cancel	

- 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**

You can delete notes through the **Review** tab.

Wordfast 4		x
🗧 Wordfast 4 🔻 🛛 File 🛛 Edit 🗍 Formatti	ng Translation Terminology Review Help	8 <b>X</b>
Options	Notes	
Transcheck Spellcheck File Mark Spelling All Errors	Add Edit Delete Export	
Translations com_ProductBrief_ProjectDirect	or2-Word Docs-de#TR_K#.docx.txml	
Source or Target 🛛 🖌 Match Case	✓ Filter: ✓ Q C ⊗ Sort: Document	
ID English	German Score Status	
processes and resources		<b>+</b>
Additional Tools		۲
EN -> DE	SC: 24 TC: 25 Segments: 32 / 32 100.00%	

To delete notes:

- 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 group of the Review tab.



• Click **Delete** under **Notes** tab of the Editor.

T	1 Lookup	Notes 9	Segment History	Metadata	Transcheck (0)
	Add	Edit	Delete	Export	
ID	CreatorID	Туре	Date	Details	
3	tldara	translat ion	2016/07/26 11:48:54 MDT	Care must	be taken in
					•

• Right-click the segment and click **Delete**.

### **Exporting Notes**

You can exports notes in Microsoft Word format through the Review tab.

Wordfast 4	Wordfast 4										
🔳 Wordfast 4 🔹 🛛 File	Edit	Formatting	Translation	Terminology	Review	Help					<b>×</b>
Options			Notes								
Transcheck Spellcheck File	Mark Spe Error	elling Add	Edit D	elete Export							
Translations com_Product	Brief_Pro	jectDirector2-	Word Docs-de	#TR_K#.docx.tx	ml 💌						
Source or Target 💌	Match 📃	Case		✓ Filter:			• Q	ct (	Sort: Docu	ment	
D English 9 automating the m processes and re	anayen	nent or loca	anzauon a	German Iutornatischer okalisjerungs	n verwali sprozess	iung voi en und	1 -ressou	rcen	Score 100%	Status	<b>*</b>
Additional Tools	Additional Tools										
EN -> DE				SC:	24 TC: 25	Segmen	ts: 32 / 3	2	100.0	0%	

To export notes:

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

X Export Notes « Public + Wordfast4 + projects + **▼** 4<sub>2</sub> Search projects م Organize 🔻 New folder ..... 2 📃 Recent Places ٠ Name Date modified Type Project\_5 Ξ 8/26/2015 11:19 AM File fol 清 Libraries Project\_7 7/30/2015 1:22 PM File fol Documents Project\_9 11/12/2015 2:41 PM File fol 🎝 Music Project-1 5/29/2015 11:01 AM File fol Pictures Project-2 4/15/2015 12:12 PM File fol H Videos Project-4 5/29/2015 11:01 AM File fol Reports 7/25/2016 3:28 PM File fol 💻 Computer Submission\_021516\_02\_PD 5/31/2016 1:46 PM File fol, 🍇 WINDOWS (C:) ш Þ File name: Save as type: MS Word Document (\*.doc) Ŧ Open Cancel Hide Folders

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 can 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:

- <u>Viewing Segment History</u>
- <u>Committing to Translation Memory</u>
- <u>Unconfirming and Confirming</u>
   <u>Segments</u>

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.

Translations com_ProductBrief_ProjectDirector2.docx								
Source or Target 🔽 🗖 Match Case	▼ Filter:	✓ Q ⊄ ⊗	Sort: Document					
ID English (United States)	German		Score Status					
B Tag1 Tag2 TRANSLATION	Tag1 Tag2 ÜBERSETZUNGSMA	NAGEMENT. Tag2	90%	* *				
TM Lookup Notes Segment History Meta	data Transcheck (0)			•				
Location Value		User	Modification Date					
Target Tag1 Tag2 ÜBERSETZUNGSMANAGEMENT. Tag2 tldara 2016/06/30 09:40:37 MDT								
Target ÜBERSETZUNGSMANAGEME	NT.	tldara	2016/05/19 11:22:49 MDT	•				
			•					

### **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:

- <u>Copying All Sources</u>
- Locking Segment
- Clear Target
- <u>Copying Source</u>
- <u>Clear All Targets</u>
- Editing Source
   Segments

Wordfast 4				×						
Wordfast 4 • File Edit Formatting Translation T	erminology Review Help		8	×						
Segment										
			1	29						
Next Previous Commit Leverage Copy Merge Split Segment Segment Source	Unconfirm / Unconfirm / Lock Clear Copy Confirm Confirm All Segment Target All Sources	8	Until Fuzzy							
*Translations com_ProductBrief_ProjectDirector2.docx			Translate All							
Source or Target 🔄 Match Case	▼ Fiter: ▼ Q Ct ⊗ Sort: Doc	1 BB	Commit Al							
D English (United States)	German St	21 Pa	Concordance							
26 Term Manager	Term Manager	10 🕲	Machine Translat	tion						
27 TM Server	TM Server	10 🛍	Analyze							
28 TransStudio	TransStudio	10 🖹	Previous Tag							
29 Translation & Review Portal	Translation & Review Portal	10	Next Tag							
30 Portal	Portal	10	Сору							
31 OneLink	OneLink	10	Copy All Tags	1						
Teg1 www.translations.com Teg2 Teg3			Clear Al Taos							
32 globallink@translations.com		-		v						
Additional Tank										
EN-US -> DE SC: 12 TC: 12 Segments: 31 / 32 96.88%										

• Click Commit All in the Translation Memory section.

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.

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

- 2. Expand **Copy Source** options.
  - Click a **Copy Source** option:

Cop Sour	by tree
•	Copy Source
Ð	Copy Source Text
	Copy Source, Tags and Term translations
	Copy Source and Term Translations
	Copy Source, Tags, Source and Target Terms
	Copy Source with Source and Target Terms

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:

• Click Copy All Sources.

## **Locking Segment**

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

### To lock a segment:

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

	Vordfast 4													- 0	×
	Wordfast 4 🔹	File	Edit F	ormatting	Translatio	n Terr	ninology	Review	Help						* ×
Segment															
	2 3										<u>I</u>				
	Next Previous	Commit	Leverage	Сору	Merge	Split U	nconfirm /	Unconfirm /	Lock	Clear	Copy				
S	sgment Segment						Confirm	Confirm All	Segment	Target	All Sources				
Т	Translations com_ProductBrief_ProjectDirector2.docx										•				
So	urce or Target	*	Match Ca	se			Y Filter:			~ Q	. ⊄ ⊗	Sort: C	ocument		<b>~</b> 瓊
D	English (United Sta	tes)				G	erman						Score	Status	
1	1 ® TOTAL TRANSLATION MANAGEMENT.					19 <u>92</u> ()	ÜBERSETZUNGSMANAGEMENT						90%	⊚ ∕ ⊡	Ê
2	2 SIMPLIFIED.					V	VEREINFACHT. 1005								
3	3 STREAMLINE PROJECT MANAGEMENT					E	EFFEKTIVES PROJEKTMANAGEMENT						100%	5	
4	4 INTEGRATE WITH ANY SYSTEM					1892 1	1001 1002 INTEGRATION MIT JEDEM SYSTEM						100%	/	
п	M Lookup Note	s Seg	ment His	tory Attr	ibutes T	ranscheck	(0)	_	⊕ / ×	( <del>(  </del>				Termi	nology
More Options - Find Source Find Tax							et Clear	Search Glo	ssaries (Sou	rce)	~	0.03 4	ł.		
	Source			Target			Score	TIV							
1	1 OTRANSLATION ÜBERSETZUNGSMAI MANAGEMENT. EMENT.					SMANA	G 909	6 N	No Results						
EN	EN-US -> DE SC: 24 TC: 22 Segments: 31 / 32 96.88%														

- 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**

You can clear selected target segments through the Clear Target tab.
Wordfast 4		
Edit Formatting Translation	Terminology Review Help	× ×
Segn	nent	
Next Previous Commit Leverage Copy Merge Spl Segment Segment Source	t Unconfirm / Unconfirm / Lock Clear Copy Confirm Confirm All Segment Target All Sources	Until Fuzzy
Translations com_ProductBrief_ProjectDirector2.docx		Until No Match
Source or Target  Match Case Enter text to filter segme	nts. 🕶 Filter: Select special filter(s) 💌 Q. C. 🐼 Sort:	Docu
ID English (United States)	German	Sco
26 Term Manager	Term Manager	1 Machine Translation
27 TM Server	TM Server	1( Analyze
28 TransStudio	TransStudio	1 Previous Tag
29 Translation & Review Portal	Translation & Review Portal	1( 🛃 Next Tag
30 Portal	Portal	1( 🔤 Copy
31 OneLink	OneLink	Copy All Tags
Tag1 www.translations.com Tag2 Tag3		Edit Tag
32 globallink@translations.com		😰 Clear All Tags 🕨
Additional Tools		×
EN-US -> DE	SC: 24 TC: 23 Segments: 31 / 32	96.88%

To clear the selected target content:

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

A confirmation warning appears.

1	Clear Current 9	Segment Target	×
		Are you sure you want to remove all the content from the target?	
	📃 Do not wa	rn me about this anymore.	
		Yes No	

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.

Wordfast 4										
Edit Formatting Translation	Terminology Review Help	× ×								
Segment										
		»								
Next Previous Commit Leverage Copy Merge Spl Segment Segment Source	t Unconfirm / Unconfirm / Lock Clear Copy Confirm Confirm All Segment Target All Sources	🚱 Until Fuzzy								
Translations com_ProductBrief_ProjectDirector2.docx		Until No Match								
Source or Target	nts. 🗸 Filter: Select special filter(s) 🔽 Q C 🐼 Sort:	Docu								
ID English (United States)	German	Sco Commit All								
26 Term Manager	Term Manager	10 Machine Translation								
27 TM Server	TM Server	1( 🔐 Analyze								
28 TransStudio	TransStudio	1( Previous Tag								
29 Translation & Review Portal	Translation & Review Portal	1( 🛃 Next Tag								
30 Portal	Portal	1( 🔤 Copy								
31 OneLink	OneLink	Copy All Tags								
Tag1 www.translations.com Tag2 Tag3		Edit Tag								
32 globallink@translations.com Tag4		Clear All Tags								
Additional Tools										
EN-US -> DE	SC: 24 TC: 23 Segments: 31 / 32	96.88%								

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.

Individual segments can be unconfirmed or confirmed in separate actions through the **TXLF Editor Translation** tab (refer to <u>Opening Projects</u>). 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.

Wordfast 4			- 0						
Wordfast 4 • File Edit Formatting Trans	slation Terminology Review	Help	x						
	Segment								
🗈 🗟 🗎 🖬 🖬 🖺	i 🖹 🔝 🔝	🗎 🖹 📄							
Next Previous Commit Leverage Copy Merg	e Split Unconfirm / Unconfirm /	Lock Clear Copy							
Segment Segment Source	Confirm Confirm All	Segment Target All Sources							
*Translations com_ProductBrief_ProjectDirector2.docx			•						
Source or Target 📉 Match Case	Y Fiter:	✓ Q Q Ø Sor	rt: Document 💌 🧔						
D English (United States)	German		Score Status						
26 Term Manager	Term Manager	Term Manager 100%							
27 TM Server	TM Server		100% Unconfirmed						
TM Lookup Notes Segment History Attributes	Transcheck (0)	$\odot$ / X $\leftrightarrow$	Terminology						
× 4	ore Options . Find Source Find Ta	integrate	▼ Q, Q, 優						
# Source Target	Score TN								
1 Term Manager Term Manager 100% N No Results									
4	Þ								
EN-US -> DE	SC	: 12 TC: 12 Segments: 31 / 32	96.88%						

5. Click Unconfirm / Confirm on the tab.

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.

## **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.

١ 🔜	Nordfast	: 4													x
	Wordf	ast 4 🔻	File	Edit For	matting	Translati	on Te	rminology	Review	Help	•				× ×
							Segment								
s	Next egment	Previous Segment	Commit	Leverage	Copy Source	Merge	Split	Unconfirm / Confirm	Unconfirm Confirm	m / All	Lock Segment	Clear Target	Copy All Sources		**
*	Translat	ions com_	ProductB	rief_Projec	tDirector2.	docx 🗵									
So	urce or 1	Farget	<b>v</b>	Match Case			~	Filter:			~	Q C	Sort: Doc	ument	
ID	English	(United Sta	tes)						German	1			Score	Status	
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2	SIMF	LIFIED							VERE	INFA	CHT.		100%		
	STRE		F PRO	JECTM		MENT			FFFF	KTIV	FS				-
Т	M Looku	p Note:	s Segr	nent Histor	y Metad	lata Tr	anschec	k (0) 🕀	/×	4				Term	inology
					~	More C	Options •	Find Se	arch Gloss	saries (S	iource)		✓ Q (X \$\$	F	
#	Source Target      No Results									ults					
•	WITH ANY SYSTEM TERE MIT JEDEM SYSTEM														
EN	-US -> [	DE						SC: 137	C: 146	Segm	ents: 31	/ 32	96.8	8%	

- 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
  - Confirm All

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.

Wordfast 4		- • ×
E Wordfast 4 • File Edit Formatting Translation Term	ninology Review Help	× ×
Segment		
		»
Next Previous Commit Leverage Copy Merge Split Ur Segment Segment Source	nconfirm / Unconfirm / Lock Clear Copy Confirm Confirm All Segment Target All Sources	
*Translations com_ProductBrief_ProjectDirector2.docx		
Source or Target 🔽 🗖 Match Case	Y Filter: Q Ct 🛞 Sort: Document	<b>∽</b> ģ
ID English (United States) G	erman Score	Status
25 Project Director Pr	roject Director 100%	•
26 Term Manager Te	erm Manager 100%	۲
27 TM Server TN	M Server 100%	Unconfirmed
28 TransStudio Tr	ransStudio 100%	0
29 Translation & Review Portal Tr	ranslation & Review Portal 100%	•
30 Portal Po	ortal 100%	• •
Additional Tools		*
EN-US -> DE	SC: 12 TC: 12 Segments: 31 / 32 96.8	8%

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.

### The TXLF Editor Edit tab appears.

	≡ Wor	dfast 4	• Fil	e Edit	Forma	tting T	ranslation	Termi	inology	Review	Help							* ×
			d	pboard			Source A	ctions		Option	ns							
	4 Undo	Redo	X Cut	Copy	Paste	Pind /	Edit	Revert	Show V	Inite Space	Preferences							
						Replace	Source	Source	Ch	aracter								
	ransla	tions co	m_Produ	ctBrief_Pr	ojectDire	ector2.doo	× 8) V											
Sc	ource o	or Target	×	Match	h Case			~	Filter:			~	Q,	¢ø	Sort:	Document		~ 4
Ð	Engli	sh (United	States)					Gerr	man							Score	Status	
1	®	ig1 Tag2	TRAN	ISLATIC	DN MAI	VAGEM	ENT.	ÜB	ERSET	ZUNGS	MANAGEN	IENT				90%		<b>^</b>
2	SIM	PLIFIE	ED.					VEF	REINF	ACHT.						100%		_
3	STR	REAML	INE P	ROJEC	T MAN	AGEME	ENT	EFF	EKTI\	/ES PR	OJEKTMA	NAGE	EME	NT		100%	۵	
4	Tag1	1692	NTEG	RATE V	VITH A	NY SY	STEM 🕼	2 Tay	1 <b>1692</b> 92	INTEGR	RATION MI	T JED	DEM	SYST	ГЕМ	100%		
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	'M Loo	kup N	lotes	Segment	History	Contex	t Transch	eck (0)			⊕ / ×	<u>ل</u>					Term	ninology
	Valu	e					Ut	ver	Modifica	tion Date	Search Gloss	aries (So	ource		~	0.04	F	
4										\$ 								÷
EN	·US ->	DE								SC	: 24 TC: 22	Segme	ents:	27 / 3	2	84.3	8%	

- 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 and an **Edited Source** icon appears in the Status column.



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

### **Accented Characters**

The table below lists the letters with supported accents.

Accent	Sample	Key Combination	Notes
Acute	Óó	Ctrl+', V	'= apostrophe key
			V= any vowel
Circumflex	Ôô	Shift+Ctrl+^, V	
Grave	Òò	Ctrl+`, V	
Tilde	Ññ	Shift+Ctrl+~, V	Only works with "n, N, o, O, a, A"
Umlaut	Öö	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.
- 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
i	Upside-down exclamation point	Alt+Shift+Ctrl+!	Press and hold Alt+Shift+Ctrl+!
ż	Upside-down question mark	Alt+Shift+Ctrl+?	
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 <b>Shift+Ctrl+&amp;</b> , release the keys and press <b>o</b>
ß	German Sharp/Double S	Shift+Ctrl+&,S	
Ø, ø	Nordic O slash (caps/ lowercase)	Ctrl+/,o Ctrl+/,O	

Character	Name	Key Combination	Notes
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

## 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 ( $^{(1)}$ ) appears before the target segment. When you mouse over the warning, details appear.

The following are the related tasks:

Enabling Transcheck

<u>Viewing Transcheck Warnings</u>

• Running Transcheck All

## **Enabling Transcheck**

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

## **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.

The Review tab of the TXLF Editor appears.

	Wordfas	t4 - F	ile Edit	Form	atting	Translation	Terminol	logy Revie	w Help						* ×
		Options				Notes									
	Transcheck All	abc Spelicheck P	le Mark S Err	ipeling ors	Add	Edit Dele	ete Export								
	Translation	ns com_Pro	oductBrief,	Projecti	Director2.0	docx 🗵									
S	ource or Tar	get	🖌 🛄 Mat	ch Case			✓ F	lter:		~	Q	⊄⊗ s	ort: Document		~ #
Ð	English (U	nited States)					German						Score	Status	
1	® 1891	TRA	NSLATI	ON MA	ANAGEN	/IENT. 🗺	0BER	SETZUNG	SMANA	GEMENT			90%	1	^
2	SIMPLI	FIED.					VERE	INFACHT.					100%		
3	STREA	MLINE	PROJE	СТ МА	NAGEM	IENT	EFFE	KTIVES P	ROJEK	TMANAG	EME	ENT	100%	B	
4	Tag1 Tag	PINTE	GRATE	WITH	ANY SY	STEM 🕼	2 1991 1 1892	53 IN TEG	RATIO	N MIT JE	DEN	I SYSTEI	M 100%		
6	Tag1 Tag	WOR	K WITH	ANY	VENDO	R	Tag1 1	ZUSA	IMENA	RBEIT M	IT JI	EDEM			÷
	TM Lookup	Notes	Segmen	t History	Conte	xt Transd	heck (0)		• /	× H				Terr	ninology
	Value					U	iser M	odification Date	Search	Glossaries (	Source	e)	- Q & #	F	
4								÷							* *
Đ	I-US -> DE							5	C: 11 TC:	12 Segn	ients	: 27 / 32	84.3	8%	

### 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 the 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.

## **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	CX 16		
<u>Translatio</u>	ns com ProductBrief Project	Director2.docx	
✓ TransChe	ck		16 Errors
Capitalizat	ion Check		0
✓ Edited Exa	ct Check		1
Edited Sou	irce Check		1
Empty Tar	get Check		1
Repeated \	Words Check		0
☑ Tag Check			6
Terminolog	gy Check		0
Unedited F	uzzy Check		5
✓ Whitespace	e Check		2
Edited Exa	ct Check		
Seg Block	c Source	Target	Comment
4 1-4-1	{1}{2}{3}INTEGRATE WITH ANY SYSTEM{4}{5}	{1}{2}{3}INTEGRATION MIT JEDE SYSTEM{4}{5}	M Exact match in target was modified.
AGO to File S AGO to Rep	Summary port Summary		
Edited Sou	rce Check		
Seg Block	s Source	Target	Comment
1 1-1-1	<pre>®{1}{2}TRANSLATION MANAGEMENT.{3}</pre>	ÜBERSETZUNGSMANAGEMENT	Source text has been modified.
^Go to File S	Summary		

<u>^^Go to Report Summ</u>	nary		
Empty Target Check	C		
Sea Block	Source	Target	Comment

# 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 t	to File Si	ummary ort Summary				
	Tag (	Check					
	Seg	Block	Source	Target		Comment	
	1	1-1-1		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)	N GlobalLink Connect funktioniert mi jeder CMS-, PIM-, CCMS- oder E-Commerce-Plattform	t	Source contains '1, 2" which is missing in target.	
	11	1-11-1	VENDOR-NEUTRAL PLATFORM [1] Allow access to any vendor or intern translator for maximum resource flexibility[2]	Maximale Ressourcenflexibilität du Zugriff auf alle Anbieter und intern Übersetzer	rch s en	Source contains '1, 2" which is missing in target.	ł
	14	1-14-1	CONFIGURABLE WORKFLOW [1] Streamline your translation process through automation of manual tasks [2]	Optimierung des Übersetzungsprozesses durch Automatisierung manueller Aufgab	en	Source contains '1, 2" which is missing in target.	
	21	2-6-1	<pre>{1}{2}FLEXIBLE DEPLOYMENT MODELS {3}{4}Install on-premise of deploy in the cloud without sacrificing functionality{5}</pre>	or Bereitstellung mit vollem Funktionsumfang		Source contains "1, 2, 3, 4, 5" which is missing in target.	
	32	3-2-1	<pre>{1}www.translations.com{2}{3} globallink@translations.com{4}</pre>		i	Source contains "1, 2, 3, 4" which is missing in target.	
		to File Su	ummary ort Summary				
ŀ			Site Summary				
	Sea	Block	ZZY CHECK	Target	Scor	e Comment	
	1	1-1-1	<pre>@{1}{2}TRANSLATION MANAGEMENT.{3}</pre>	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.	~
			CONFICUEABLE WORKELOW	Ontimiorung doc		Target contains a	

# **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	<pre>{1}{2}FLEXIBLE DEPLOYMENT MODELS {3}{4}Install on-premise or deploy in the cloud without sacrificing functionality{5}</pre>	Vor-Ort-Installation oder Cloud- Bereitstellung mit vollem Funktionsumfang	83	Target contains a 83% match that has not been modified.
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White Seg 4	Block 1-4-1	Check Source {1}{2}{3}INTEGRATE WITH ANY SYSTEM{4}{5}	Target {1}{2}{3}INTEGRATION MIT JED SYSTEM{4}{5}	ЭEМ	Comment Target contains an extra whitespace at the beginning of the segment.
White Seg 4	espace Block 1-4-1 2-6-1	Check Source {1}{2}{3}INTEGRATE WITH ANY SYSTEM{4}{5} {1}{2}FLEXIBLE DEPLOYMENT MODELS {3}{4}Install on-premise deploy in the cloud without sacrificit functionality{5}	Target       {1}{2}{3}INTEGRATION MIT JED       SYSTEM{4}{5}       or       Vor-Ort-Installation oder Cloud- Bereitstellung mit vollem Funktionsumfang	ем	Comment Target contains an extra whitespace at the beginning of the segment. Target contains an extra whitespace at the beginning of the segment.

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

# Summary Transcheck Report

Transche	ck Summary	
C:\Users\Public\Wo	rdfast4\Source Files\T	14 Warnings Tot
Warning	Explanation	Total
Capitalization Check	Lists capitalization problems.	0
Edited Exact Match C	Lists edited exact matches.	1
Edited Source Check	Lists edited source segments.	0
Empty Target Check	Lists segments with empty translation.	1
Repeated Word Check	Lists segments with repeated words.	0
Tag Check	Lists tag problems.	6
Terminology Check	Lists terminology problems.	0
Unedited Fuzzy Check	Lists unedited fuzzy matches.	5 *
		OK

### **Viewing Transcheck Warnings**

Warnings generated when running **Transcheck** can be viewed under the **Transcheck** tab in the lowerleft area if **Transcheck during translation** is selected in Transcheck Preferences (refer to <u>Configuring</u> <u>Transcheck</u>).

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.

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3. Click the **Review** tab.

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### 4. Click Transcheck All.

A summary of errors found is presented in a pop-up.

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١	Transcheck	c Summary			
		24	Warnings T	otal	
	Warning	Explanation	Total		
	Capitalization Check	Lists capitalization problems.	0	-	
	Edited Exact Match Ch	Lists edited exact matches.	0		
	Edited Source Check	Lists edited source segments.	0		
	Empty Target Check	Lists segments with empty translation.	1		
	Repeated Word Check	Lists segments with repeated words.	0		
	Spelling Check	Lists spelling problems.	12		
	Tag Check	Lists tag problems.	5		
	Terminology Check	Lists terminology problems.	0	-	
				ок	

- 5. Click in the first target segment.
- 6. Click the **Transcheck (1)** tab in the lower left area of the screen, referred to as the **Editor Tabs** work area.

The "(1)" indicates the number of errors found in the selected 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 tab.

As each segment is clicked, any warnings for that segment appear in the **Editor Tabs** work area under the **Transcheck** tab

- 8. Do one of the following:
  - Correct the error and click Refresh
  - Click **Ignore warning** to continue reviewing the warnings without changes

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 <u>Configuring Machine Translation</u>.

## **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 <u>Configuring Auto-Propagation</u>.

## **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 <u>Configuring Text Tools</u>.

## Leveraging Repetitive Content

Leveraging repetitive content re-uses segments that are repeated in a file. In the following example there are multiple instances of the phrase **Seamless Database Integration...**, so when the translator enters the translation the duplicate segment is likewise translated. So for duplicate segments you only enter the translation once and the duplicate segments are leveraged, updated automatically when Auto Propagation is enabled (refer to <u>Configuring Auto-Propagation</u>).

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.

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Additional Tools			8
EN-US -> DE	SC: 24 TC: 23 Segments: 31 / 32	96.88	1%

3. Select the first translatable segment. It changes to a blue background with the cursor in the target segment.

In this example, the duplicate segments have been located with a filtered search.

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4. Enter the translation into the first segment.

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- 5. Commit the term by using one of the following methods:
  - Click Commit
  - Click Next

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.

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## **Saving Files**

It is a good practice to save your work occasionally to prevent a loss before completion, options to save files are available on the **Files** tab.

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To save your work use one the options below:

- In the Save Options group 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, you will find the saved file on a local drive.

# **Quick Tools**

**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.

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	E Wordfast 4 • Projects Help												
	Project List	Project	Package	Tools	Options								
E	Current Project	🖻 🖪 🗐		2									
P	TXLF Editor	Close Add Modify Remov	e Import Export	Quick F	Preferences								
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### 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  $\uparrow$  or  $\downarrow$  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 Starting Wordfast Pro for more information.

3. Click Quick Tools.

Wordfast 4		
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File Actio	ons Translation Me	emory Options
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File Name File T	Type Size	TM Name Project Source Lan Target Lang Location
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		Copy source on no match
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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 <u>Cleanup</u>
- To preview what is translatable and the complexity of formatting in the target, refer to <u>Pseudo</u> <u>Translation</u>

## **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:

- 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**

You can use **Analyze Files** from the **Analyze** tab of **Quick Tools** to analyze the selected file(s) against Translation Memory, leveraging reusable content and performing a pre-translation.

To analyze files:

1. Click the Analysis tab.

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- 2. Add the file(s) to be analyzed.
- Select the appropriate settings and provide export report information (refer to <u>Configuring Translation</u> <u>Memory</u>).
  - 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
- 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).

Report File					×				
Primary TM: tms://stg-support1.translations.com/TMS? tm=DOC000003/MAR000003&usr=Mar-en- de&pwd=**** Secondary TM: none									
Match Types	Seaments	Words	Percent	Tags					
Leveraged	26	128	68	19					
Repetitions	0	0	0	0					
TM Matches	-	-	-	-					
Context	0	0	0	0					
100%	26	128	68	19					
95%-99%	0	0	0	0					
85%-94%	2	13	7	5					
75%-84%	3	44	24	7					
50%-74%	0	0	0	0					
No Match	1	2	1	4					
Ignored	0	0	0	0					
Total	32	187	100	35					
Chars/Word	6.50								
Chars Total	1216								
			(	OK					

## 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.

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 <u>Working with Segments</u>.)

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.

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Translations com English (United St German	26KB									
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		Add attribute								
		Add file name as an attribute								
		Write unedited fuzzy matches to the TM								
		Write 100% matches to the TM								
		Create translated files								
		Place translated files in TXLF location								
		Choose location for translated files     Browse      Add language suffix for filename								
		report sum V Browse								

3. Click Add File.

The file **Open** dialog box appears.

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File nar	ne: Translations com_ProductBrief_Project	Open Cancel	

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.

Overwrite existing TU	*
Append	
Do not add to TM	
Do not overwrite TU	
Overwrite existing TU	
Overwrite if attributes are identical	

• Select the Translation Memory to use.



### Note:

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

7. Click Clean Up.

A pop-up appears showing the percentage progress.

Upon completion, the CleanUp Report summary appears.



## **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 and 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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	Wordfast 4 🔹	Analysis Clean	Pseudo Transla	tion Help			× ×				
1	File Add Add Rem File Folder Fil	Actions Actions Image: Actions Image: Actions Image	Options Preferences								
	Files Pseudo translation										
	File Name	Source Language	Target Language	Size	Select Source Language:	English (United States)	~				
	Translations com	English (United St	German	26KB	Select Target Language:	German	~				
					Pseudo translation Options     Create pseudo translate     Add pseudo suffer to th     Place pseudo translated     Choose location for pseudo	Select Target Language:       German         Pseudo translation Options          Create pseudo translated target file       Add pseudo suffix to the file name         Image: Place pseudo translated files in the original files location       Choose location for pseudo translated files         Choose location for pseudo translated files       Browse					

- 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.

A confirmation pop-up appears upon completion.

Pseudo Translate									
i	Pseudo translation is finished.	ОК							



#### 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.

we V	/ordfast 4			_ 0 <u>X</u>
	Wordfast 4 - File Edit Formatting Translation 1	erminology Review Help		× ×
	Options Notes			
	aby aby T			
Т	anscheck Spellcheck File Mark Spelling Add Edit Delete	Export		
	All Errors			
Τ	anslations com_ProductBrief_ProjectDirector2.docx			
So	rce or Target 🛛 🔽 Match Case Enter text to filter segment	s. 🕶 Filter: Select special filter(s) 💌 Q C 🙁 Sort:	Document	✓
ID	English (United States)	German	Score	Status
1	Register Translation Management.	Tag1 Tag2 ÜBERSETZUNGSMANAGEMENT.	90%	<b>A</b>
Ľ	Tag2	Tag2		
2	SIMPLIFIED.	VEREINFACHT.	100%	
3	STREAMLINE PROJECT MANAGEMENT	EFFEKTIVES PROJEKTMANAGEMENT	100%	
1	IIII IIII INTEGRATE WITH ANY SYSTEM	Tag1 Tag2 INTEGRATION MIT JEDEM SYSTEM		
4	Tag2	Tag2	100%	
5	Tag1 Tag2 WORK WITH ANY VENDOR Tag2	Tag1 Tag2 ZUSAMMENARBEIT MIT JEDEM		
5			100%	
6	1011 1022 ACCELERATE TIME TO MARKET	Tag1 Tag2 KÜRZERE BEARBEITUNGSZEITEN	1000/	-
Ad	ditional Tools			*
EN	US -> DE	Segments: 31 / 32	96.88	3%

# **Preferences**

Much of the **Wordfast Pro** user interface is controlled by the preference options. You can tailor these through **Preferences** and by pressing **F9**.

Wordfast	4													- 0		x	J
	₩ordfast 4     •     Projects     Help																
		Proje	ect			Pack	age	Tools		Options							1
	R	3	6			2	R	$\gg$									
Create Project	Open Project		Add Project			Import Package		Quick Tools	Pre	ferences							
Projects		Locat	ion		Source La	nguage 💌	Target	Language	~	Date Crea	ated	% Complete	8	Ť.	ι =	=	1
Project-2		C:\Use	ers\tldara\	Wordf	English (Ur	ited States)	German	(Germany)		2015/03/	31 12:53:21 M	15.38%				-	1
Project-4		C:\Use	ers\tldara\	Wordf	English (Ur	ited States)	German	(Germany)		2015/03/3	31 13:18:25 M	100.00%					
Project_2		C:\Use	ers\Public\	Wordf	English (Ur	ited States)	German	(Germany)		2015/05/2	29 11:08:06 M	92.35%					
Project_5		C:\Use	ers\Public\	Wordf	English (Ur	ited States)	German	(Germany)		2015/07/3	30 10:35:24 M	43.11%					
Project_6		C:\Use	ers\tldara\	Wordf	English (Ur	ited States)	German	(Germany)		2015/07/3	30 12:02:48 M	0.00%					
Project_7		C:\Use	ers\Public\	Wordf	English (Ur	ited States)	German	(Germany)		2015/07/3	30 13:22:18 M	0.00%					
Project_8		C:\Use	ers\tldara\	Wordf	English (Ur	ited States)	German	(Germany)		2015/08/	03 09:32:35 M	100.00%					1
Project_9		C:\Use	ers\Public\	Wordf	English		Spanish	(Latin Ameri	ca)	2015/08/2	26 16:08:01 M	7.06%					
MC_Proj-1		C:\Use	ers\Public\	Wordf	English (Ur	ited States)	German			2015/12/	04 14:59:11 M	87.50%					
Project_4-6		C:\Use	ers\Public\	Wordf	English (Ur	ited States)	German	(Germany)		2015/12/	14 15:10:20 M	0.00%				-	

The preferences categories and sub-categories are listed below.

- 1. General Preferences:
  - <u>Customizing Colors</u>
  - Customizing Icon Appearance
  - <u>Customizing Shortcuts</u>
- 2. Translation Preferences:
  - <u>Configuring Tags</u>
  - Configuring Text Tools
  - Configuring Machine Translation
- 3. Current/New Project Preferences:
  - <u>Configuring Translation Memory</u>
  - Configuring Penalties
  - Configuring Segmentation

- <u>Customizing Fonts</u>
- <u>Customizing Application Layout</u>
- <u>Customizing Warnings</u>
- Configuring Auto-Propagation
- <u>Configuring Spell Check</u>
- <u>Configuring Terminology</u>
- <u>Configuring Transcheck</u>
- 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:

- <u>Customizing Colors</u>
- <u>Customizing Fonts</u>
- Customizing Icon Appearance

- <u>Customizing Application Layout</u>
- <u>Customizing Shortcuts</u>
- <u>Customizing Warnings</u>

### **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 group.

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.



Preferences			×
General Preferences		and in the translation table	
Colors	Customize the colors us	sed in the translation table	
Fonts			
Icons	Colors		
Layout	Item Name A	Vew	Color
Shortcuts	Fuzzy Term Match	Editor View	· ·
Warnings	Gold Match	Editor View	
Translation Preferences	Machine Translated	Editor View	
Tags	No Match	Editor View	
Auto Propagation	Selected Term Color	Editor View	
Text Tools	Target Changed	Editor View	
Spelichecker	Term No Match	Editor View	
Machine Translation			
Current Project Preferences			
Translation Memory			
Terminology			
Penalties			
Transcheck			
Segmentation			
			OK Cencel

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.

1				
General Preferences	Customize the	fonts used throughout the appl	lication	
Colors				
Fonts				
Icons	Fonts			
Layout	Item Name	Font	Size	Change
Shortcuts	TXLF Editor Font	Arial	13	*
Warmings	TM Lookup Font	Arial	12	
warnings	Term Lookup Font	Arial	12	
ranslation Preferences	Blacklist Editor Font	Arial	13	-
Tags	Preview:			
Tags Auto Propagation	Preview:	The quick brown fox jumps over	er the lazy dog.	
Tags Auto Propagation	Preview:	The quick brown fox jumps over	er the lazy dog.	
Tags Auto Propagation Text Tools	Preview:	The quick brown fox jumps ove	er the lazy dog.	
Tags Auto Propagation Text Tools Spellchecker	Preview:	The quick brown fox jumps ove	er the lazy dog.	
Tags Auto Propagation Text Tools Spellchecker Machine Translation	Preview:	The quick brown fox jumps ove	er the lazy dog.	
Tags Auto Propagation Text Tools Spelichecker Machine Translation urrent Project Preferences	Preview:	The quick brown fox jumps ove	er the lazy dog.	
Tags Auto Propagation Text Tools Spellchecker Machine Translation urrent Project Preferences	Preview: Language Specific Font	The quick brown fox jumps ove	er the lazy dog.	Add
Tags Auto Propagation Text Tools Spelichecker Machine Translation Current Project Preferences Translation Memory	Preview: Language Specific Font	The quick brown fox jumps ove Font	er the lazy dog.	Add Remove
Tags Auto Propagation Text Tools Spelichecker Machine Translation Current Project Preferences Translation Memory Terminology	Preview: Language Specific Font	The quick brown fox jumps over Font SimSun MS Mincho	er the lazy dog. Size 13 13	Add Remove
Tags Auto Propagation Text Tools Spellchecker Machine Translation Current Project Preferences Translation Memory Terminology Penalties	Preview: Language Specific Font Item Name Chinese Japanese Korean	The quick brown fox jumps over Font SimSun MS Mincho Batang	er the lazy dog. Size 13 13 13	Add Remove Change
Tags Auto Propagation Text Tools Spelichecker Machine Translation Current Project Preferences Translation Memory Terminology Penalties Transcheck	Preview: Language Specific Font Item Name Chinese Japanese Korean	The quick brown fox jumps over Font SimSun MS Mincho Batang	er the lazy dog. Size 13 13 13	Add Remove Change
Tags Auto Propagation Text Tools Spelichecker Machine Translation urrent Project Preferences Translation Memory Terminology Penalties Transcheck	Preview: Language Specific Font	The quick brown fox jumps over Font SimSun MS Mincho Batang	er the lazy dog. Size 13 13 13	Add Remove Change

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

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

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.

## **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.

### **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 matches.
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.
Option	Description
-----------------------------------	---
Display Full Language Name in the	Always include the complete language name in the view for
Current Project View	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**

Many of the tools of **Wordfast** can be associated with keyboard shortcuts.

To view the list of available shortcuts and select keyboard shortcuts, navigate to **Preferences** and then:

1. Click Shortcuts in the General Preferences group.

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.

Preferences			
General Preferences		ur keyboard shortcuts for the app	ication
Colors		ar reyboard shorted s for the app	ication
Fonts			
Icons	Shortcuts		
Layout Shortcuts Warnings Translation Preferences	Scheme: Wordfast Pro style Include Unbound Commands Search: Select command by single clicking to a	v assign new key combination	
Tags	Commands 🔺	Shortcut	View
Auto-Propagation	Sinkeinrougn	CUI+K	Editor
Test Tesla	Subscript	Ctrl+=	Editor
Text Tools	Superscript	Ctrl+Shift+=	Editor
Spellchecker	TM Concordance	F8	Editor
Machine Translation	Term Info	Alt+T	Editor
Current Project Professions	Terminology Highlight	Ctrl+F5	Editor
Current Project Preierences	Toggle uppercase/lowercase	Shift+F3	Editor
Translation Memory	Transcheck Report	Choose Binding	Project
Terminology		a haliana h	- 11
Penalties Transcheck	Description: Run/Stop Terminology Highlighting		
Segmentation			
			OK Cancel

- 4. Select that command to access edit mode.
- 5. Press the new sequence of keys 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:

When changing or creating new shortcut key sequences, the sequence must begin with a **Ctrl**, **Alt**, or **Shift**, or must be a Function key (F1), a combination of these.

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 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.

Preferences		×
General Preferences	Configure which warning messages you want to see in the application	-
Colors		
Fonts		
Icons	Warnings	- 1
Layout	Welcome message	- 1
Shortcuts Warnings	☑ No TM available warning	
Translation Preferences	Transcheck warnings	- 1
Tags	✓ Overwrite target warning	- 1
Auto Propagation Text Tools	Copy all sources warning	
Spelichecker	I End of document warning	- 1
Machine Translation	Remove segment tags warning	
Current Project Preferences Translation Memory	Remove all tags warning	
Terminology	Remove Target warning	
Penalties	Remove all target warning	
Transcheck Spelichecker	Remove Term warning	- 1
Machine Translation	Show duplicate shortcuts warning	- 1
Current Project Preferences	Show target with tags warning	- 1
Translation Memory Terminology	I Terminology highlighting info message	- 1
Penalties	Remove TM dialog	- 1
Transcheck	Remove glossary warning	
Segmentation	Remove blacklist warning	
Filters	Z Cosmost unlock warring	
User Preferences	Segment unock wähning	
Advanced Settings	Ucence expiration message	
	ox I	Cancel

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

# **Translation Preferences**

The Translation Preference categories are:

- <u>Configuring Tags</u>
- <u>Configuring Text Tools</u>
- <u>Configuring Spell Check</u>

- <u>Configuring Auto-Propagation</u>
- <u>Configuring Machine Translation</u>

## **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.

Preferences		×
Icons		
Layout	Configure how tags and formatting are viewed and worked with in the editor	
Shortcuts		
Warnings	Tags and Formatting	
Translation Preferences	Text Formatting:	_
Tags	Show Text Formatting     This is the Formatting mode.     (f suported)	
Auto Propagation	<ul> <li>Show Formatting as Tags</li> </ul>	
Text Tools		
Spelichecker	Tag Naming:	
Machine Translation	Short Name	
Current Project Preferences	Numbering	
Translation Memory		
Terminology	Automatically remove incomplete tag pairs	
Penalties	Automatically apply source segment formatting to target	
Transcheck	Capitalize the first letter of the target automatically	
Segmentation	Disclaimer Automatic capitalization of the first letter does not affect CJK languages	
Filters		
User Preferences	White Space Characters	
Advanced Settings	Display spaces and NBSPs in the editor	
	СК	Cancel

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	
Тад	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 from **Preferences**:

1. Click Auto Propagation.

The Auto-Propagation preferences options list appears.





#### Note:

The options listed below are only available when Auto-Propagation is enabled.

- 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	Description
100% Matches	Overwrites 100% leveraged Translation Memory (TM) matches.
Fuzzy Matches	Overwrites partial Translation Memory matches.

Option	Description
Auto-propagated 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.
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.

#### The options for the text editor appear.

Preferences		×
Icons 🔺		
Layout	Configure how features will work in the text editor	
Shortcuts		Т
Warnings	Auto-Suggest	
Translation Preferences	I Enable Auto-Suspect	
Tags	Enable suggestions for:	
Auto Propagation	✓ Source	
Text Tools	☑ Glossary	
Spelichecker	TM TM	
Machine Translation	TM Sub-Segment	
Current Project Preferences	Smart Quotes	
Translation Memory	Enable Smart Quintes	
Terminology	Entreme summer afrances	
Penalties		
Transcheck		
Segmentation		
Filters		
User Preferences		
Advanced Settings		
	OK Cancel	

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.
- 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.

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

Preferences	x
Icons 🔺	
Layout	Configure how spellchecking will work in the editor
Shortcuts	
Warnings	Spellchecking
Translation Preferences	Fnable Spelchecking
Tags	Check for speling errors as you type
Auto Propagation	
Text Tools	Microsoft Office (if installed)
Spelichecker	Hunspell
Machine Translation	
Current Project Preferences	
Translation Memory	
Terminology	
Penalties	
Transcheck	
Segmentation	
Filters	
User Preferences	
Advanced Settings	
	OK Cancel

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.

#### The Machine Translation options appear.

Preferences	
Icons 🔺	
Layout	Configure how machine translation engines work while you are translating
Shortouts	
Warnings	Machine Translation
Translation Preferences	- Machine Translation Behavior
Tags	Perform when there is no TM match
Auto Propagation	Always perform Machine Translation
Text Tools	Allow all unedited segments in active document to be leveraged with MT
Spellchecker	Remove MT score from score column when a segment is edited
Machine Translation	
Current Project Preferences	Enable Google Translator
Translation Memory	Enable Microsoft Translator
Terminology	Enable WorldLingo
Penalties	Disdainer for public providers Source commente are submitted to Markine Translation providers. Make ours this is compatible
Transcheck	with your confidentiality requirements. Note that target segments (your translation) are not fed
Segmentation	into MT providers, they remain confidential.
Filters	
User Preferences	
Advanced Settings	
	OK Cancel

- 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.

Translator	Options
Enable Google Translator	<ul> <li>Enable Google Translator</li> <li>Google Translator is a paid service, you need to buy an ID and enter the key below ( if left blank Google Translate will be disabled).</li> <li>API :</li></ul>
Enable Microsoft Translator	Enable Microsoft Translator   In order to use Microsoft Translator you must have an API Key provided by Microsoft. Enter the API key below ( f left blank Microsoft Translator will be disabled ).   Client ID :   Client secret :   Client secret :   Category Search   Category Name :   V Use Microsoft Translator as primary   Click here to obtain Microsoft Translator Client Secret   Available languages for Microsoft Translator
Enable WorldLingo	Enable WorldLingo Use WorldLingo as primary Test Languages are limited to WorldLingo Languages listed below.

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

WorldLingo 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

# **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:

- <u>Configuring Translation Memory</u>
- <u>Configuring Terminology</u>
- <u>Configuring Penalties</u>

- Configuring Transcheck
- <u>Configuring Segmentation</u>
- <u>Configuring Filters</u>

### **Configuring Translation Memory**

To configure Translation Memory settings for a project from **Preferences**:

1. Click Translation Memory.

The Translation Memory options list for the current project appears.

Preferences		×
Icons 🔺	1.5	<u>^</u>
Layout	Configure how translation memories are used in your project	
Shortcuts		
Warnings	Translation Memory	
Translation Preferences	Write unedited fuzzy and exact matches to TM	
Tags	Copy source when no match in editor	
Auto Propagation	Fuzzy Match Threshold in (%):	
Text Tools	Report Settings	
Spelichecker	Calculate analysis report percentage by:	
Machine Translation	<ul> <li>Segments</li> </ul>	
Current Project Preferences	Calculate internal fuzzy matches in % 75	
Translation Memory	Include internal fuzzy count in TM match count	
Terminology		
Penalties	Add to TM by overwriting the existing TU (default)	
Transcheck	Add to TM; overwrite the existing TU if attributes are identical	
Segmentation	Only add to new segments to TM; do not overwrite the existing TU	
Filters	Add to TM; do not overwrite the existing TU     Do not add to TM	
User Preferences	TM Lookup Settings	
Advanced Settings	Number of TUs you can see in the TM 100	
	Replaceables	
	Enable replacement of detected text in TM results for higher TM matches	
	Vumber replacement	
	VIRL replacement	
	Punctuation replacement	
	Email address replacement	
*		Ψ.
		DK Cancel

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.

- 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** group.

The Terminology (Glossary) preferences appear.

Preferences		×
Icons 🔺		
Layout	Configure how glossaries are used in your project	
Shortcuts		Т
Warnings	Terminology	
Translation Preferences	Finable automatic fuzzy terminology recognition	
Tags	Term Lookup Settings	
Auto Propagation	Number of terms you can see in the Term	
Text Tools	Lookup:	
Spelchecker	Inable term highlighting as you type	
Machine Translation	Ignore case for term highlighting	
Current Project Preferences		
Translation Memory		
Terminology		
Penalties		
Transcheck		
Segmentation		
Filters		
User Preferences		
Advanced Settings		
	OK Cancel	

- 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.

The **Penalties** preferences for the current project appear.

Preferences							×
Icons 🔺							·
Layout	Configure how tra	nslation	memory	matches	are penaliz	zed	
Shortouts							
Warnings	Penalties						
Translation Preferences		Valu	e:	Min:		Max:	
Tags	Case	1	0				
Auto Propagation	Non Literal	0.5	01	10	0		
Text Tools	III Tao	0.5	A 1	10	•		
Spellchecker	le rag	0.5	•	• •	•		
Machine Translation	Whitespace	0.5	V 4	¥ 3	¥		
Current Project Preferences	Align	3	0				
Translation Memory	Machine Translation	15	0				
Terminology	Multiple Translation	1	0				
Penalties	Local TM	1	\$				
Transcheck	Remote TM	1	0				
Segmentation	Private TU	2	Ċ.				
Filters	Public TU	1	^				
User Preferences	Comedan: TM	1	~				
Advanced Settings	Secondary I M		~				
	Attribute	1	С,				
	🔟 If attribute is not						
	If filename attribute does match	not					
							*
						OK	Cancel

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.
Тад	Differences in tagging.
Whitespace	Differences in blank spacing.
Align	Differences in Translation Units with alignment attributes.

Penalty	Description	
Machine Translation	Differences in Translation Units based on Machine Translation.	
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.	
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 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 you hover the mouse over the text.

To customize the Transcheck settings from **Preferences**:

1. Click Transcheck under Current Project Preferences.

The **Transcheck** settings appear. In the following image only the base options are shown and many of these options present additional related options when they are selected.

Preferences		×
General Preferences		<b>^</b>
Colors	Configure the Transcheck settings for your project	
Fonts		
Icons	Transcheck	
Layout	Transcheck segments while translating	
Shortcuts	Select/Deselect All	
Warnings	Blacklist Check	
Translation Preferences	Capitalization Check	
Tags	Edited Context Match Check	
Auto-Propagation	Edited Exact Match Check	
Text Tools	Edited Source Check	
Spellchecker	Empty Target Check	
Machine Translation	Forbidden Character Check	
New Project Preferences	Number Difference Check	
Translation Memory	Punctuation Check	
Terminology	Repeated Word Check	
Penalties	Segment Length Check	
Transcheck	Extended Punctuation Check	
Segmentation	Copied Source Check	
Filters	Spelling Check	
User Preferences	Tag Check	
Advanced Settings	Terminology Check	
	Unconfirmed Segment Check	
	✓ Unedited Fuzzy Check	
	Unedited MT Check	
	Untranslatable Text Check	
	Untranslated Text Check	
	Whitespace Check	
	*	-
	0	Cancel

- 2. Select Transcheck segments while translating to enable Transcheck for this project.
- 3. To control how Transcheck checks target segments, select the different configuration settings as described in the following table. For those options that have sub-options you will find a link to additional information.

Setting	Description
Transcheck segments while translating	Check to enable Transcheck during translation.
Select/Deselect All	Check to enable all of the following options.

Setting	Description
Blacklist Check	Check if the target segment includes blacklisted terms.
	<b>Note:</b> The blacklisted term list must be a tab-delimited file. This check is available depending on the TMGR configuration for the project. Refer to <u>Configuring Blacklist Check</u>
Capitalization Check	Check differences in capitalization. To configure this option, refer to <u>Configuring Capitalization Check</u> .
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 <u>Configuring Forbidden Characters Check</u> .
Number Difference Check	Check if the numerals in the source segment match the target segment. Refer to <u>Configuring Number Difference Check</u> .
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 <u>Configuring Segment Length Check</u> .
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. Refer to <u>Configuring Copied</u> <u>Source Check</u>

Setting	Description
Spelling Check	Check spelling as the translation is entered.
	<b>Note:</b> You should still download a preview file and run spell check on the final translation. Refer to <u>Configuring Spell Check</u> .
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	Check if segment is marked unconfirmed.
Unedited Fuzzy Check	Check if fuzzy matches were not edited.
Unedited MT Check	Check if machine translated matches were not edited.
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. Refer to <u>Configuring Whitespace</u> <u>Check</u> .

### 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.

#### The related options appear.

Blacklist Check		
Skip exact matches		
Skip context matches		

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.

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.

Forbio	lden Character Check
Add	Remove
colum	n 1
📃 Skip	o exact matches
📃 Skip	o context matches

3. Click Add to add or edit a forbidden character.

Add a character to b	e forbidden over t	he NEW character string.
----------------------	--------------------	--------------------------

Add Remove		
column 1		
NEW		
	Update Cancel	

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.

A list of current punctuation characters expands.

Add Remove	
tolumn 1	column 2
	,
?	?
	:
	1
Double Punctuation Check	
Ckin ovact matches	

- 3. Click **Add** to add a new character to the default list of punctuation characters.
- 4. Click Update.

To remove a punctuation character from checking, highlight the character in the list and click **Remove**.

- 5. Select any of the following options:
  - Double Punctuation Check to check for repeated punctuation
  - Skip exact matches to disable or enable checking for punctuation on exact matches
  - Skip context matches to disable or enable checking for punctuation on context matches
- 6. Click **OK**.

### **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.

```
    Number Difference Check
    Treat numbers separated by hyphens and dashes as single number
    Skip exact matches
    Skip context matches
```

- 3. Select any of the following options:
  - Treat numbers separated by hyphens and dashes as single number to accept hyphenated numbers as one
  - Skip exact matches to disable or enable checking for number differences on exact matches
  - Skip context matches to disable or enable checking for number differences on context matches
- 4. Click OK.

### **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.

Option	Description
Word Expansion Check	Check minimum and maximum word expansion, as a percentage.
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 segment length on exact matches.
Skip context matches	Disable or enable checking for segment length on context matches.

## **Configuring Copied Source Check**

To customize the copied source checking operation from the **Preferences** option:

- 1. Click Transcheck.
- 2. Locate and select Copied Source Check.

The related options appear as shown.

Copied Source Check	
Skip exact matches	
Skip context matches	
Skip tokens	

- 3. Select select any options that apply from the following list:
  - Skip exact matches when checking for copied source
  - Skip context matches when checking for copied source
  - Skip tokens when checking for copied source

### **Configuring Spell Check**

To customize the spell checking operation from the **Preferences** option:

- 1. Click **Transcheck**.
- 2. Locate and select **Spelling Check**.

The related options appear as shown.

Spelling Check	
Skip exact matches	
Skip context matches	

- 3. Select select any options that apply from the following list:
  - Skip exact matches when checking for spelling
  - Skip context matches when checking for spelling

### **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.

Tag Check
 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
 Skip context matches



#### Note:

The project may not be configured in Project Director (PD) to permit formatting tags.

- 3. 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 tags
  - Skip context matches when checking for tags

# **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.

Terminology Check	
Enforce Term Case	
Euzzy Term Check	
Skip exact matches	
Skip context matches	

- 3. Select 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 terminology
  - Skip context matches when checking for terminology

### **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.

Add Remove			
column 1			
Custom Regular Expression:			

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 any of the following options that apply:
  - Skip exact matches when checking for untranslatable text
  - Skip context matches when checking for untranslatable text

#### **Configuring Whitespace Check**

To configure white-space for this session from the **Preferences** option:

- 1. Click the **Transcheck**.
- 2. Locate and select Whitespace Check.

The options appear.

🔽 Whites	ce Check
🕅 Skip	act matches
🕅 Skip	ntext matches

3. Select any of the following options that apply.

- Skip exact matches when checking for white space
- Skip context matches when checking for white space

### **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.

## The Segmentation options appear.

Preferences		×
Icons 🔺	Configure how billingual files are segmented	1
Layout	Configure now billingual files are segmented	
Shortcuts		
Warnings	Segmentation	
Translation Preferences	_ Note	
Tags	Please note that the current segmentation changes will apply only to the newly created TXLF	
Auto Propagation	files, and NOT to the already created ones.	
Text Tools		
Spellchecker	Segmentation on break	
Machine Translation	Select Segmentation Type APPLICATION	
Current Project Preferences	Define the characters that end a segment (FSM)	
Translation Memory		
Terminology		
Penalties	Define rules for the markers	
Transcheck	A number followed by an end of a segment marker	
Segmentation	Segment ends in a segment marker without a trailing space character	
Filters	Segment ends in a segment marker, followed by a space character and a lower-case letter	
User Preferences		
Advanced Settings	Abbreviations: Select abbreviations that should not be segmented on	
· · · · · · · · · · · · · · · · · · ·	Select a language: English (United States)	Ψ.
	OK Cancel	

## The balance of the Segmentation options are shown below.

Tags	Select a language: English (United States) 🗸
Auto Propagation	Adj.,Adm.,Adv.,Apr.,Art.,Asst.,Aug.,Ave.,Bart.,Bldg.,Blvd.,Brig.,Bros.,Capt.,Cmdr.,Co.,Col.,Comdr.,Con., 🔺
Text Tools	Corp.,Cpl.,Crt.,DR.,Dec.,Dr.,Drs.,Ens.,Feb.,Fig.,Gen.,Gov.,Hon,Hosp.,Hr.,Hwy.,Inc.,Insp.,Intl.,Jan.,Jr.,Ju I.,Jun.,Ln.,Lt.,M.D.,MM.,MR.,MRS.,MS.,Maj.,Mar.,May.,Messrs.,Minneapols/St.,Mile.,Mme.,Mpls/St.,Mr.,Mr
Spellchecker	5,,,H5,,H5d1,,HC,,H0,,H05,,H04,,H1,,OCC,,OD,,OI0,,FIC,,FIL,FI01,,F4C,,R0,,Rep.,Rep.,Rep.,Res.,Rev.,RC,,Sel1,,S
Machine Translation	Segmentation Preview
Current Project Preferences	Sample Text:
Translation Memory	Type your text in here
Terminology	
Penalties	Check it out
Transcheck	Segmented
Segmentation	
Filters	
User Preferences	
Advanced Settings	
	OK Cancel

- 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.

Abbreviacions, Seleccia	obreviacions chac snould not be segmented on	
Select a language:	German 👻	
v.,i. A.,i. R.,i. d. F.,i. d c.,s. o.,s. p. a.,s. a.,s. w.,v. R. w.,verh.,verv	. g. F.,I. v.,Inkl.,Jun.,k. o.,k.o.,m. E.,m. E.,n. v.,o. B.,o. Ä.,o. ä.,o. B.,pp.,s. a.,s. c.,s. o.,sog.,sogen.,spp.,u. E.,u. U.,u. Ä.,u. ä.,u. a.,u. ä.,u. a.,usf.,usw.,v. R. .,,vgl.,vs.,z. B.,z. E.,z. H.,z. Hd.,z. T.,z. Z.,z.	<b>*</b>
egmentation Preview		
egmentation Preview ample Text:		
egmentation Preview ample Text: Type your text in here	9	
egmentation Preview ample Text: Type your text in here	9	
egmentation Preview ample Text: Type your text in here	Check it out	

### **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.

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.

eferences					
ICONS	Configure how translatable content is parsed from source file				
Layout		•			
Shortcuts					
Warnings	Filters				
ranslation Preferences	Configuration				
Tags	Extract numbers:* time date measure				
Auto Propagation					
Text Tools					
Spellchecker	Available filters Defa	ult			
Machine Translation	Active Server Page (*.asp)	-1	Add		
urrent Project Preferences	Active Server Page (*.asp)				
	□ Adobe InDesign Interchange (*.inx)	□ Adobe InDesign Interchange (*.inx)			
Translation Memory	Adobe InDesign Interchange (*.inx)				
Terminology	➡ Flat OPC XML Word Document Format (*.xml)	Flat OPC XML Word Document Format (*.xml)			
Penalties	Flat OPC XML Word Document Format (*.xml)				
Transcheck	∃ Hypertext Markup Language (*.htm)				
Segmentation	Hypertext Markup Language (*.htm)				
Filters	□ Hypertext Markup Language (*.html) -		-		
loor Proforences	- Format Settings				
iser Freierences					
Advanced Settings					
			OK Capcel		

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.
- 3. Click **Preferences** under **Options**.

The overall preferences setup panel appears.

4. Click Filters.

The Configure source file filters appears listing Available filters.

Preferences				×
Icons 🔺				
Layout	Configure how translatable content is parsed from source files			
Shortcuts				
Warnings	Filters			
Translation Preferences	Configuration			
Tags	Extract numbers:* time_date_measure	Extract numbers:* time date measure		
Auto Propagation				
Text Tools	Available filters Def	ault		
Spellchecker	Active Server Dage (* scn)	areare		Add
Machine Translation	Active Server Page (*.asp)			
Current Project Preferences	Adobe InDesign Interchange (*.inx)		Remove	
Translation Memory	Adobe InDesign Interchange (*.inx)			
Terminology	∃ Flat OPC XML Word Document Format (*.xml)	☐ Flat OPC XML Word Document Format (*.xml)		
Penalties	Flat OPC XML Word Document Format (*.xml)	Flat OPC XML Word Document Format (*.xml)		
Transcheck	∃ Hypertext Markup Language (*.htm)	☐ Hypertext Markup Language (*.htm)		
Segmentation	Hypertext Markup Language (*.htm)			
Filters	□ Hypertext Markup Language (*.html)			
User Preferences	- Format Settings			
Advanced Settings	Encoding:* UTF-8			¥
				OK Cancel

5. Click Add.

#### The New Filter dialog box appears.

New Filter	×
Choose a file display.	e format and enter the filter name to
Choose file format:* Filter Name:* Format Settings XML Extraction Rule	Active Server Page (*.asp) Adobe InDesign Interchange (*.inx) Extensible Markup Language (*.xml)
	OK Cancel

- 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**.

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.

Preferences		x
Icons 🔺		
Layout	W= Restore,	export, or import your preference settings
Shortcuts		
Warnings	Default Settings	
Translation Preferences		By pressing Restore Original button all the settings will report to the stock
Tags	Restore Original	application state. Please note that once this button has been pressed all of you current application settings will be lost.
Auto Propagation		
Text Tools		By pressing Restore Defaults button all the settings will revert to the default state.
Spelichecker	Restore Defaults	Please note that once this button has been pressed all of you current application settings will be lost.
Machine Translation		
Current Project Preferences	Export/Import Prefe	erences Settings
Translation Memory	Import	After implementing the settings, they will be applied once you press the OK
Terminology		button in the Preferences dalog.
Penalties		
Transcheck	Export	You will be able to export all the settings values that are currently applied in the
Segmentation	Expos c	Preferences.
Filters		
User Preferences		
Advanced Settings		
		OK Cancel

- 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.

Preferences		×
Icons 🔺		
Layout	Restore,	export, or import your preference settings
Shortouts		
Warnings	Default Settings	
Translation Preferences		By pressing Restore Original button all the settings will revert to the stork
Tags	Restore Original	application state. Please note that once this button has been pressed all of you current application settings will be lost.
Auto Propagation		
Text Tools	Destroy Defe for	By pressing Restore Defaults button all the settings will revert to the default state.
Spelichecker	Restore Detaults	Please note that once this button has been pressed all of you current application settings will be lost.
Machine Translation		
Current Project Preferences	Export/Import Prefe	rences Settings
Translation Memory	Import	After implementing the settings, they will be applied once you press the OK
Terminology		button in the Preferences dialog.
Penalties		
Transcheck	Export	You will be able to export all the settings values that are currently applied in the
Segmentation		Preferences.
Filters		
User Preferences		
Advanced Settings		
		OK Cancel

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:
  - Export to save the current preferences for a given Wordfast Pro installation
| Expor | t   |
|-------|---|
| V     | Choose the Preferences settings you wish to export. |
|       | Preferences Settings                                |
|       | Colors  |
|       | Fonts   |
|       | Icons   |
|       | Editor  |
|       | Current Project                                     |
|       | Shortcuts   |
|       | Warnings  |
|       | Tags and Formatting                                 |
|       | Browse  |
|       |   |
|       | Export Cancel                                       |

• Import to apply saved preferences

Imp	ort	×
1	Choose the Preferences settings you wish to import.	111
	Browse	
	Preferences Settings	
	Auto-Propagation	-
	Auto-Suggest	
	Colors	
	Current Project	
	Editor	
	Filters	
	Fonts	
	Icons	Ψ.
		_
	Import Cancel	

5. Click  $\mathbf{OK}$  to complete the Export/Import process.