

# User Guide

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# About this Guide

The images and topics contained in this user guide are not representative of every product configuration. Each product installation is configured to meet the needs of the intended users, who may or may not require certain features and options. Therefore, the features and options covered in this user guide may differ from those available on your product configuration.

# Conventions

### CONVENTIONS

### Typographical

The following table explains the typographical conventions used in this guide.

Bold	User interface controls, commands, and keywords in body text.
italic	Represents an input field where user input is expected.
<>	Generic parameters that must be replaced by specific code or text.
[]	Generic parameters that are replaced by dynamic text.

### CONVENTIONS

### Icons

The following table explains the icon conventions used in this guide.



### Note:

This icon designates a note or helpful suggestion or reference relating to the surrounding text.



Best Practice:

This icon designates a suggestion for best practice relating to the surrounding text.



### Alert:

This icon designates a warning or alert relating to the surrounding text. In this situation, the user should exercise caution to avoid an undesirable result.

# 1. Release Notes Summary

We are proud to announce the release of Wordfast Pro Version 5.3.0. This version is a minor release that introduces improvements and addresses critical issues.

## **New Features and Improvements**

- Live Preview support for Microsoft PowerPoint slides
- Added Preview support for chained files including Live Preview for Word document and PowerPoint slides
- Added Add to Dictionary button to Spellchecker dialog
- Added Search depth for GLServer TM
- Implemented correct smart quotes for Polish target language
- Added option in Preferences to export a bilingual document of the project in single file
- · Added write unedited MT to TM for Translation Memory preferences
- Implemented WFServer TM mapping to show Last Modified username and date in TM Lookup
- Implemented ability to remember TM lookup columns reorganization after restarting Wordfast application
- Implemented new options for project creation, storing TXLF next to source and not moving the source to project folders
- Added last saved column to project list
- Implemented Numeric Transcheck ability to recognize numbers with spaces for French target language

## **Fixed Issues**

- · Fixed issue with Wordfast application crashing at start up in certain versions of OS
- Fixed issue with Hunspell dictionaries showing accented words as errors
- · Fixed Spanish Hunspell dictionary reporting correct words as spelling errors
- · Fixed issue with cursor jumping next to tags when Whitespace Characters is enabled
- · Fixed issue where target formatting tags does not apply same source tag values
- · Fixed issue with terminology not highlighted correctly for Japanese terms
- Fixed issues with Project Creation dialog
- Fixed issue with copy source, tags and term translations not working for segments with punctuations in source segments
- Fixed issue where paragraph character count in progress bar does not change after an Undo action
- · Fixed Analysis Report to show report percentage by words instead of only segments
- · Fixed issue where progress bar showed no match segments as translated segments
- · Fixed issue where recalculate progress button did not work on large list of files in Project list
- · Fixed issue with edit source option where it modifies two segments instead of the one edited segment
- · Fixed blank tooltip over segment and paragraph count in status bar
- · Fixed Translation disappearing from segments when auto propagated segment is opened
- Fixed Wordfast application crashes in the Current Project view after canceling a file in process of opening
- Fixed issue where Shift+F3 shortcut edits locked segments
- Fixed issue where auto-propagated segments could not be committed to TM after segment modification
- Fixed issue where Arabic target term did not highlight properly

- Fixed issue where terms are duplicated in bilingual export document
- Fixed issue where Japanese Hunspell dictionary did not properly work for JA-JP projects
- Fixed issue with TM admin where TUs are not shown after scrolling from first page of TU editor
- Fixed error messages during bilingual import process for documents with notes
- Fixed issue where TMX file exported from WFP were not well-formed
- Fixed issue where with Ctrl+Right arrow did not place the cursor after tags or punctuation
- Fixed issue where locales mismatch error did not show up with mismatched source locales
- · Fixed issue where project report and analysis report had different stats
- Fixed segments with text not committed to TM for SDLXLIFF file

## **Known Issues**

- TXLF Editor columns gets hidden when Windows display settings are set to 125%
- Wordfast application crashes when using the latest MacBook Pro touch bar
- Enabling Show Whitespace Characters makes the cursor jump to different location when deleting tags
- Active segment does not stay in middle of the editor pane, which makes user manually scroll to see contents for translation not in the pane
- Project creation and Add Files does not accept PPTX files for macOS High Sierra users

# 2. 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.

- Platform independent—Browser-based tool allows you to work in any operating system
- Format flexibility—Industry-leading portfolio of supported TXML and TXLF file formats, and parsing to create your own
- Efficiency—Batch process up to 20 files simultaneously with lightning speed
- TM and glossary access—Flexibility to use multiple remote and local TMs and glossaries
- Intuitive interface—Customize your view and map both keystrokes and shortcuts

# 3. Get Started

This section provides basic information to get started with Wordfast Pro, a stand-alone desktop application you install on and access with your local computer.

# System Requirements

Supported Operating Systems	Microsoft Windows 7, 8, and 10, OSX 10.10+
Java JRE	If not present, Wordfast Pro automatically installs Java JRE during the application installation process.
License and Registration	Activation of the full Wordfast Pro installation requires a license and registration
Minimum System Memory	2GB RAM
Minimum Screen Resolution	1366 x 768 pixels

# Installation

To install Wordfast Pro:

- 1. Download the Wordfast Pro installer from <a href="http://www.wordfast.com/">http://www.wordfast.com/</a>.
- 2. Launch the installer executable.

Wordfast Pro opens in **Demo** mode, so still requires activation.



Activation of Wordfast Pro requires a license and online or offline registration. An unlicensed version of Wordfast Pro working in **Demo** mode is limited.

- You can only create bilingual projects.
- You can only store up to 500 translation units (TUs) in a Translation Memory. To remove this restriction, purchase a license and activate the licensed application.

## Activation

You can activate Wordfast Pro with one of two methods: manually or online. Both require an activation key.

You can request an **activation key** during installation or you can request one through email. If you request it through email, extract the attachment and save the license file to your local drive.

To activate Wordfast Pro:

- 1. Open Wordfast Pro.
- 2. On the Help tab, click License Management.



- 3. On the License Manager dialog, click Online Registration or Manual Registration.
- 4. Follow online or manual registration directions.

Option	Description
Online Registration	Enter the Activation Key and click OK.
Manual Registration	<ol> <li>Enter the Activation Key and click Generate.</li> <li>Copy this text into an email and send it to the</li> </ol>
	email address provided.
	<ol><li>Copy the license file in the return email to the local disk where you installed Wordfast Pro.</li></ol>
	<ol> <li>On the License Manager dialog and Manual Registration tab, click browse and select the license file.</li> </ol>
	5. Select the license file and click <b>OK</b> .

### 5. Restart Wordfast Pro.

The Wordfast Pro activation process is complete.

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

### Licensure

(i

You can install, reinstall, view your current license information, and view WordFast Pro updates on the Help tab.

Wordfast Pro automatically checks for updates. If an update is available, Wordfast Pro will notify you right after you launch the application.

License ManagementView the current license and keep track of the days remaining to license expiration.WordFast Pro UpdateUpdate to a newer application versionor to update your Hunspell spelling dictionary.

# 4. Start Wordfast Pro

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

To start Wordfast Pro:

• Open Wordfast Pro by double-clicking the Wordfast icon on the desktop or from the Start menu.

Wordfast Pro is open and the **Projects** tab is displayed.

🚾 Wordt	fast Pro									_			×
	ast Pro 💌	Projects	Help										^
			Projec	t				Package		Tools	(	Option	s
<b>E</b> *	E	<b>E</b>	<b>.</b>	<b>.</b>	<b>E</b>	E 🎇				$\otimes$		$\frac{-1}{-1}$	
Create Project	Open Project	Close Project	Add Project	Modify Project	Remove Project	Recalculate Progress	Import Package	Import SDL Package	Export Package	Quick Tools	Pre	eferend	es
Projects	Locati	ion Sou	rce Langua	ge 🔻	Target Lang	juage 🔻	Date Creat	ed	% Complete		۲	¢↓	=
Project1	C:\Us	sers\ Eng	glish		German		2016/11/30	22:07:19	17%				
Project2	C:\Us	sers\ Eng	glish		Spanish		2017/03/15	11:42:49	0%				
Project3	C:\Us	sers\ Eng	glish		German		2017/03/21	15:37:59	1%				
Project4	C:\Us	sers\ Eng	glish (Unite	d States)	Portuguese	e (Brazil)	2017/04/02	11:04:44	N/A				
Project5	C:\Us	sers\ Eng	glish		Spanish		2017/04/06	10:08:03	N/A				
Project6	C:\Us	sers\ Eng	glish		German		2017/04/06	22:24:38	N/A				

# **Current Project View**

The **Current Project** view is for projects that contain multiple files. To launch the **TXLF Editor** view, double-click a file from the list of TXLF files ready for translation.



Action				
Access the Current Project or TXLF Editor views and user preferences				
Access the various tools of the application				
Perform a specific task				
Access all action buttons associated with a specific tab				
View all available items not visible in the currently-sized window				

Item	Action			
Language Pair	Access the file list associated with a specific source and target language pair			
File Filter	Create filter criteria for searching the file list			
File List	Access a specific file within the language pair			
File Progress Bar	Monitor the percentage of work completed on a file			
Project Progress Bar	Monitor the percentage of work completed on a project			

You can use filter criteria and sort files using the provided search options.

Files	Word Count	Translation Status	Complete	Last Saved	⊗ ↑↓ ≡	
Item	Desc	cription				
Files         Field to enter file filter criteria						
Word Count	Colu	mn for total word o	count of file			
Translation Status         Column contains status of pending, active, delivered, or completed			or completed			
Complete Column contains the file progress bar with completion percentage			percentage			
Last Saved	Colu	Column contains the date for when the user most recently saved the file				
8	Clea	Clear filter criteria				
t↓		Sort filter criteria in ascending or descending order				
=	Sele	ct a column on wh	ich to sort the	tilter list		

## **TXLF Editor View**

G

When you select a single file for translation or review and open it, you launch the **TXLF Editor** view under the **Translation** tab. This is your default translation and review workspace.

Right-click anywhere in the source or target segments to access the TXLF Editor Context Menu.



Item	Action
WFP Menu	Access different views, quick tools, and user preferences
	Best Practice: <b>Exit TransStudio</b> is the only recommended method for closing the application. Potential confusion and system errors may arise from simply closing the browser window or clicking the browser's back button.
File Name Tab	Use to view an open or chained file

Item	Action
Action Button	Use to perform a task
Filter Bar	Access all action buttons associated with a specific tab
Table Filter	Use to filter criteria and or search in the open file
Menu Tab	Use to access a specific function and its action buttons
Action Bar	Access all action buttons associated with a specific tab
Editor Pane	Access editor tab content or interact with it using menus and submenus
Source Segment Column	View numbered, color-coded segments after source file analysis.
Target Segment Column	Use as primary work area for translation entry with or without leveraging a translation memory (TM)
Terminology Pane	Use to search the source or target glossaries or add terms to terminology glossaries, if enabled
Segment Score Column	(Not labeled) View the TM match score represented as a percentage
Status Column	View the status of a segment
Verification Column	Use to verify and commit a segment using the green checkmark

### **Filter Criteria**

Use filter criteria to constrain searches of segment content.

Source or Target 👻 🗋 Match Case 🔄 Regex Enter text to filter segments... 🔻 Filter: Select special filter(s)... 💌 🔎 🗳 🗙 Sort: Document 💌 🔅

Option	Function
Source or Target	Drop-down menu options search on language segments
Match Case	Makes your search case-sensitive
Regex	Searches on regular expression or wildcard characters
Filter	Drop-down menu options constrain search even further
Q	Activates the filter action
R	Clears the cumulative filter action
×	Resets the toolbar filter fields
Sort	Select an item from the sort drop-down menu to order the remaining search list
Filter Configuration gear	Sets the maximum segment filter word count

### **Segment Status**

You can quickly identify the status of a segment in the **TXLF Editor** view by its status icon.

Status Icon	Segment Status
θ	A non-linguistic error has occurred in the segment during a Transcheck test
A	The segment is locked, so you cannot edit it

Status Icon	Segment Status
° <b>e</b>	The segment is unconfirmed, so you cannot commit it to the translation memory
Ð	The segment repeats more than once in the current file
i	There is segment information available
D	The segment has a note associated with it
1	The source segment has been modified

#### **Progress Bar**

Once you have begun translation work, **TXLF Editor** registers progress at the bottom of the window.

Segments: 2/3 Segment (Src/Tgt/Max): 14/57/56 Paragraph (Src/Tgt/Max): 14/57/- 77% (4 words left)

Item	Action			
Segments	View the number of segments completed versus the total number of segments			
Segment (Src/Tgt/Max)	Check the number of characters in a source segment and the target segment, followed by the maximum number of characters allowed in the target segment			
	Note: The <b>Max</b> segment value turns red when it exceeds the maximum allowed.			
Paragraph (Src/Tgt/Max)	Check the number of characters in the source paragraph and the target paragraph, followed by the maximum number of characters allowed in the target paragraph			
	Note: The <b>Max</b> segment value turns red when it exceeds the maximum allowed.			
Word Count Progress Bar	View the percentage complete and the number of words remaining			
	Note: The percentage complete will not progress if the target segment is empty, or if you have not modified machine translated or fuzzy segments. To progress to the next unedited or MT fuzzy segment, either use the <b>Verify Segment</b> action on the <b>Translation</b> tab or use the green checkmark in the Verification Column. Use the <b>Recalculate Progress</b> action button on the <b>File</b> tab to update the progress bar for files created or edited in older applications.			

# Help and Feedback

HELP AND FEEDBACK

### Help

Access online help by selecting the **Help** action button on the **Help** tab. If you still have questions after reviewing online help information, email Support at support@translations.com.

Do not submit requests for changes to the software using **Help**.

	ro 🔻	Project File	es Proje	ct TM Proj	ect Termin	ology	Reports	Reference Files	Help
		Op	otions						
<b>_</b>	R	7	<b>P</b>	w=	?				
Feedback	Wordfa Upda		License anagement	About Wordfast Pro	Help				

#### HELP AND FEEDBACK

### Feedback

For software issues only, click **Feedback**. Be as specific as possible, providing the exact steps you took when the issue occurred.



# 5. Projects

The Projects tab is the starting point of using Wordfast Pro. Project creation is a one-time process that allows you to add files, source and target languages, translation memories (TMs), glossaries, reference files, and file format filters that can be used to prepare files for translation. When files for translation are added to a project, they are automatically leveraged against the connected TMs and glossaries.

🚾 Wordf	ast Pro									_	·		×
	ist Pro 🔻	Projects	Help										^
			Projec	t				Package		Tools	0	ptions	
<b>.</b>	E 🔁	F	<b>E</b>	<b>.</b>	<b>E</b>	Ex.			$\square$	$\mathbf{X}$		$\frac{-1}{-1}$	
Create Project	Open Project	Close Project	Add Project	Modify Project	Remove Project	Recalculate Progress	Import Package	Import SDL Package	Export Package	Quick Tools	Pre	ferenc	es
Projects	Locati	on Sou	irce Langua	ge 🔻	Target Lang	guage 🔻	Date Creat	ed	% Complete		8	t↓	=
Project1	C:\Us	ers\ Eng	glish		German		2016/11/30	22:07:19	17%				
Project2	C:\Us	ers\ Eng	glish		Spanish		2017/03/15	11:42:49	0%				
Project3	C:\Us	ers\ Eng	glish		German		2017/03/21	15:37:59	1%				
Project4	C:\Us	ers\ Eng	glish (United	d States)	Portuguese	e (Brazil)	2017/04/02	11:04:44	N/A				
Project5	C:\Us	ers\ Eng	glish		Spanish		2017/04/06	10:08:03	N/A				
Project6	C:\Us	ers\ Eng	glish		German		2017/04/06	22:24:38	N/A				

# **Create Project**

A project must be created in Wordfast Pro, before translating files. A project is the repository that contains source and target languages, glossary, translation memory (TM), and reference files. A project also includes file format filters that allow to prepare the translation files.

To create a project:

1. On the Projects tab, click Create Project.

	ast Pro 👻	Projects	Help						
			Projec	:t				Package	
<b>E</b> *	<b>E</b>		<b>.</b>	<b>E</b>	<b>E</b> _	E 🎇			
Create	Open	Close	Add	Modify	Remove	Recalculate	Import	Import SDL	Export
Project	Project	Project	Project	Project	Project	Progress	Package	Package	Package

2. On the Project Creation dialog, enter a project name.

(i)

(i

Project Creation												×
Project Name:*	Wordfast1					Source Files	Referen	nce Files				
Reuse Project:	None				Ŧ	Add File	A 🔁	dd Folde	er 🌱	Create Filter	Rem	iove Files
Save Project To:*	C:\Users\Laks\Deskt	op\LNK\WF\W	F testing	Bro	wse	Name			Туре		Path	
Source Languages:*	English				Ŧ	]						
Target Language(s):*	German (Germany)	×			×							
					-							
Translation Memory		cklist										
Create 😽	Add 🕝 😽 Impo	ort 🛃 M	lodify	Remov	9							
Name	Priority	Read	Туре	Path								
						- Options						
						🗹 Run analysi	is report or	n docume	nts			
						Pre-translat	e TXLF file	es				
						Use primary	/ MT on no	o match s	egments			
										Cr	eate Project	Cancel

- (Optional) If you want to reuse the profile of a previously created local project, select one from the Reuse Project drop-down list.
  - When reusing a project, all existing translation memories, glossaries or blacklists are removed. A warning message is displayed before you proceed with this action.

Reuse Project	Warning		×
!	Please note that all selected TMs, Glossarie: be removed if you choose to reuse this proje continue?		
Do not war	n me about this anymore.		
		Yes	No

- 4. Enter the **Save Project To** location or click **Browse...** to navigate to the location where the project must be saved.
- 5. Select the Source Languages and Target Language(s) from the drop-down lists.

You can refine the Source Language and Target Language drop-down list results by starting to type a language name.

6. On the Translation Memory tab, enter the required information.

Translation Memory	Glossary	Blacklist		
Screate 😽 A	.dd 👻 🕞	Import 🎇 I	Modify	Remove
Name	Priority	Read	Туре	Path

- Create a local TM.
  - 1. Enter a unique name for the new TM.
  - 2. Select the languages.
  - 3. Browse and select the location where the TM file must be saved.
  - 4. Select TM Priority.
  - 5. Select whether TM will be **Read-only**.
- Add Local TM: Select the TM folder.
- Add Remote TM: Enter the TM Server or WF Server details. Refer to Connect To Remote TM.
- Add Project TMs.
  - Select the project that includes the TM you want to import. The Source Language, Target Language(s), and List of TMs are displayed based on the project selection.
  - 2. Remove the target languages or TMs that you do not want to import, from the Target Language(s) and List of TMs fields.
- Import local TM.
  - 1. Select the import File Type: TMX or WF TXT TM
  - 2. Click Browse to locate and select the import file.
  - Select the TM creation option: Create a new TM or Import into existing TM. Refer to Import TM.
- 7. On the Glossary tab, enter the required information.

Translation Memory	Glossary	Blacklis	st	
Create 📴 A	dd 👻 🛐	Import	🚉 Modify	Remove
Name	Read Only	Туре	Path	

- Create: create a new local glossary.
- Add Local: browse and select an existing local glossary.
- Add Remote: select an existing Term Manager connection.
- Add Project Glossaries.
  - Select the project that includes the glossaries that you want to import. The Source Language, Target Language(s), and List of Glossaries are displayed based on the project selection.
  - 2. Remove the target languages or glossaries that you do not want to import, from the Target Language(s) and List of Glossaries fields.
- Import local glossary.

- 1. Select the import File Type: TBX or Tab delimited.
- 2. Click Browse to locate and select the import file.
- 3. Select the glossary creation option: **Create a new glossary** or **Import into existing glossary**. Refer to <u>Import Glossary</u>.
- 8. On the Blacklist tab, enter the required information.

Translation Memory	Glossary	Blackli	st	
Create 🚳 Ad	dd 🝷 🕅	Import	🚳 Modify	Remove 🗞
Name	Read Only	Туре	Path	

- Create: create a new local blacklist.
- Add Local: browse and select an existing local blacklist.
- Add Remote: select an existing Term Manager connection.
- Import local blacklist.
  - 1. Select the import **File Type**: TXT
  - 2. Click Browse to locate and select the Import File.
  - Select the blacklist creation option: Create a new blacklist or Import into existing blacklist. Refer to Import Blacklist.
- 9. On the Source Files tab, add the source files.

Source Files	Reference Files	
Add File	Add Folder 🌱 C	eate Filter 🔯 Remove Files
Name	Туре	Path

- Click Add File or Add Folder to browse to the file or folder.
- Drag the file(s) from a folder to the **Files** panel.

To copy source files into the **Source File** folder within the Project folder on your computer, go to **Preferences > General** and select the **Copy Source Files into Source Folder** checkbox on the dialog. Refer to <u>General</u>.

10. On the **Reference Files** tab, add the reference files.



- Click Add File to browse to the reference file.
- Click Add Folder to select a folder and add all reference files within.

(i)

- 11. (Optional) Select the additional **Options**.
  - **Run analysis report on documents**: analyzes source files against TMs and generates a report. This report can also be viewed under the **Reports** tab, after opening the project.
  - Pre-translate TXLF files: populates TM leverage when TXLF files are open.
  - Use primary MT on no match segments: leverages primary MT when no matches are received from the local and remote TMs. This option is only available if **Pre-translate TXLF files** is selected.
- 12. Click Create Project to analyze the files and display the project creation summary.

Wordfa	st1	×
W	Here you can see the number of the files added, TMs, blacklists and glossaries along with any errors that mig have occurred.	
	Bilingual (TXLF) Files	
	Created: 1	
	Failed: 0	
<b>9</b>	Translation Memories	
	Added: 1	
D.	Glossaries	
	Added: 2	
_	Reference Files	
	Added: 0	
	Blacklists	
	Added: 2	
2 o	pen created project	
		ок

13. (Optional) Select **Open created project** and click **OK**, to open the new project.

The project is created.

# **Open Project**

Projects must be opened before any files can be opened for translation.

To open a project on the Projects tab:

• Select a project and click **Open Project**, or double-click the project.



### The Project Files tab is displayed.

Wo Wo	ordfast Pro											_	. 🗆	×
≡ Wor	dfast Pro	Project F	iles	Project TM	Project Term	inology	Reports	Referenc	e Files Help				^	× ×
		Files							F	Project				
B	Ē	B	8		<b>I</b>		<b>■</b>			-		Ę	E Ste	
Add Files	Add Folders	Translate File	Chain Files	Open Sour File	ce Close Project	Modify Project	Bilingual Export	Analyze	Transcheck Report	Segment Changes Report	Export Notes Report	Clean Up	Recalculate Progress	1
Files			Word (	Count T	LF File Locatio	n	Creatio	n Date	Last Saved	Translation S	Complete		⊗ †↓	=
	EN -> DE													
	Demo-S	ample-En	277	C	\Users\Laks\W	ordfast4\p	2017/04	/20 11	2017/07/21 1		0%			
	Sample_	1.docx1	188	C	\Users\Laks\W	ordfast4\p	2017/02	/01 13	2017/07/26 0		92%	D		
	Demo-S	ample-En	277	C	\Users\Laks\W	ordfast4\p	2017/07	/24 16	2017/07/24 1		0%			
	Sample_	_3.docx.t	188	C	\Users\Laks\W	ordfast4\p	2017/02	/01 13	2017/07/21 1		81%	D		
											_			
$EN\toD$	)E											17%		

# **Modify Project**

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

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

1. Select a project and click Modify Project

	ast Pro 🔫	Projects	Help						
			Projec	t				Package	
<b>E</b> *	<b>E</b>			<b></b>	<b>E</b> _	E 🎇			
Create Project	Open Project	Close Project	Add Project	Modify Project	Remove Project	Recalculate Progress	Import Package	Import SDL Package	Export Package

2. On the Modify Project dialog, change the **Project Name**, if required.

Modify Project		×
Use this d target lang	ialog to change the project name and either add or remov guages.	е
Project Name:*	Project1	
Source Language:	English	
Target Language(s):*	German X	: -
	OK Can	cel

3. Add or remove the Target Language(s), if required and click OK.

The project is modified and the project list is displayed.

### **Remove Project**

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

- 1. Select the project to remove, and click Remove Project.
  - \Xi Wordfast Pro 📼 Projects Help Package Project l P E Create Close Add Modify Import SDL Open Remove Recalculate Import Export Project Project Project Project Project Project Progress Package Package Package
- 2. On the Remove dialog, select one of the following:

Remove		×
Remove from the list only		
$\bigcirc$ Remove from the list and move the following resources to Arc	hive folder	
Please note that the following resources will be moved from the folder	ir current folder in	to Archive
Resources		#
TXLF Files		2
Reference Files		1
4		
	ок	Cancel

- Remove from the list only: removes the project from the Projects list but retains the project resources in the Project folder on your computer
- **Remove from the list and move the following resources to Archive folder**: moves the project TXLF, reference, and source files to the Archive sub-folder within the Project folder on your computer
- 3. Click OK.

i

The selected project is no longer in the Projects list.

After a project is removed it can be added again. Removed projects are not erased and can be retrieved from the Project folder on your computer using **Add Project** option.

## **Recalculate Progress**

The **Recalculate Progress** action calculates and updates the progress of files created or edited in legacy versions. When you open a legacy file, the progress bar contains the N/A flag to denote that it will not calculate progress. Use the recalculate action to update the progress and word count.

To recalculate progress of a file:

• On the File tab, click Recalculate Progress.

The progress updates to reflect the current % Complete status of the file.



To recalculate progress of multiple files, use the **Chain Files** option under the **Project Files** tab. Refer to <u>Chain Files</u>.

# **Package Files**

A package file contains all of the required information to work on a translation project. Using a package file, complete or incomplete projects can be shared between different Wordfast Pro users.

A package file can include:

- All target translatable files and reference files
- Translation Memory connection
- Glossary connection
- Instructions
- Background Information
- Reference Files
- Source Files

To use a package file, import the file into Wordfast Pro. Once imported, Wordfast Pro connects to the translation memories and glossaries, and provides you access to all the translatable files and additional resources without any additional setup or configuration.

To share a completed project with other users, export the package.

# PACKAGE FILES

Using the **Import Package** option, a Package file can be imported into Wordfast Pro. These are files exported from another Wordfast Pro installation. When a Package file is imported, Wordfast Pro connects to the translation memories and glossaries and gives you access to all the translatable files and additional resources. This eliminates the need for a manual project set up. Refer to <u>Package Files</u> for more information on Package file contents.

To import a package on the **Projects** tab:

1. Click Import Package or drag and drop a Package file into the white space in the body of the window.

	ast Pro 🔫	Projects	Help						
			Projec	:t				Package	
	<b>E</b>			<b>E</b>	<b>E</b> _	E 🎇			
Create	Open	Close	Add	Modify	Remove	Recalculate	Import	Import SDL	Export
Project	Project	Project	Project	Project	Project	Progress	Package	Package	Package

2. On the Import Package dialog, click Browse to locate and select the Package file.

Import Package			×
	oort Package ct options to import a	GLP file to the project list	
Select a GLP file	1.**	C:\Users\Laks\Desktop\LNK\WF\WF testing\Project	Browse
Source Lang	guage:	en	
Target Lang	uage(s):	de	
🔿 Update an e	xisting project		
Select proje	ct to update:*	Project1 👻	
Only up	date the project's exi	sting TXLF files	
O Update f	the project's existing	TXLF files and add new files	
Oreate a new	w project		
Project Nam	ne:* Project1		
Location:*	C:\Users\I	Laks\Desktop\LNK\WF\WF testing	Browse
Open projec	t after importing		
		Im	port Cancel

- 3. Click one of the following options:
  - Update A Current Project: Select an existing project to update with the imported Package file. Select one of the update options:
    - Only update existing project TXLF files
    - Update existing and add new files
  - Create New Project: Select to create a new project. Enter the new project details:
    - Project Name: Enter a unique name for the project.
    - **Location**: The location of the Package file is displayed as the default location. Click **Browse...** and select a location to save the new project in.
- 4. (Optional) Select **Open project after importing** to open the updated or new project when the import completes.
- 5. Click Import.

If Open project after importing is selected, the current project view opens listing the files for translation.

PACKAGE FILES Export Package

Using the **Export Package** option, a complete project package can be shared with other Wordfast Pro users. Refer to <u>Package Files</u> for more information on Package file contents. To export a package on the **Projects** tab:

1. Select the project and click **Export Package**.



2. On the Export Package dialog, select the export type:

Export Package			×
Export Pa Select option	ackage s to prepare a project export f	or distribution or archiv	ing
Project Info			
Project Name:	Project3		
Project Location:	C:\Users\Laks\Wordfast	4\projects\Project3	
Source Language:	English		
Export			
<ul> <li>Entire Project</li> </ul>			
<ul> <li>Specific target language</li> </ul>	es and resources		
Target Language:*	German ×		X
Resources To Include In Ex	port		
Source Files	Glossaries	Reference Files	
Z TXLF Files	Translation Memories	Ilacklists	
GLP Name			
Select Naming Convention	GLP Name		*
Custom Name:*			
Preview:	Project3		
Select Location to Save			
			Browse
		Export	Cancel

- Entire Project: select to export all target languages and their associated resources.
- Specific target languages and resources: select the Target Language(s) and resources to be included in the export.
  - Source Files
  - TXLF Files
  - Glossaries
  - Translation Memories
  - Reference Files
  - Blacklists

- 3. Select a Naming Convention.
  - GLP Name to select a default name
  - **Custom Name** to enter a name of your choice
- 4. Select a location where the Package file will be saved and click Export.

The exported Package file is built and saved to the selected folder location.

## Import SDL Package

Using the **Import SDL Package** option, an SDL Package file can be imported into Wordfast Pro. When an SDL Package file is imported, the source files are converted to the Wordfast Pro compatible format. The translation memories, glossaries and reference file cannot be imported into the project.

To import an SDL package on the Projects tab:

1. Click Import SDL Package or drag and drop an SDL Package file into the application window.

	ast Pro 👻	Projects	Help						
			Projec	t				Package	
<b>E</b> *	<b>I</b>	<b>E</b>	<b>.</b>	<b></b>	<b>E</b> _	E <u>**</u>			
Create Project	Open Project	Close Project	Add Project	Modify Project	Remove Project	Recalculate Progress	Import Package	Import SDL Package	Export Package

2. On the Import Package dialog, click Browse to locate and select the SDL Package file.

Import Package		×
	DL Package s to import a package file to the project list	
Select a package:* Source Language: Target Language(s):	C:\Users\Laks\Desktop\Project 5.sdlppx en-US it-IT,de-DE	Browse
Create a new project Project Name:*	Project 5	
Location:*	C:\Users\Laks\Wordfast4\projects	Browse
Import resources		
- Package Resource		
Import TM(s) f		
Import Glossa		
Open project after	er importing	
	Impor	t Cancel

If the SDL Package file contains target languages that are not supported, a warning message is displayed.



- 3. Enter the new **Project Name**.
- 4. Browse and select the location to save the new project.
- 5. (Optional) Select **Open project after importing** to open the project automatically after it is imported.
- 6. Click Import.

The SDL Package file is imported. If **Open project after importing** is selected, the current project view opens and the files for translation are displayed.

# 6. Project Files

When Wordfast Pro is started, the **Projects** tab lists all projects that can be selected and opened. Once a project is opened, all details of the project appear in separate tabs. The Project Files tab lists the translatable files.

w w	ordfast Pro												_	- 🗆	×
≡ Wo	rdfast Pro	Project F	iles P	roject TM	Projec	t Termir	ology	Reports	Referenc	e Files Help					^ X
		Files								F	Project				
	_ ⊕	Ð	8			F	-				<b>B</b>		<b>1</b>	E <u>**</u> *	≡
Add Files	Add Folders	Translate File	Chain Files	Open Sou File		Close Project	Modify Project	Bilingual Export	Analyze	Transcheck Report	Segment Changes Report	Export Notes Report	Clean Up	Recalculate Progress	ŧ
Files			Word Co	ount T	XLF File	Location		Creation	n Date	Last Saved	Translation S	Complete		⊗ t↓	≡
-	EN -> DE										-	1			
-	Demo-Sa	ample-En	277	(	C:\Users\I	Laks\Wo	rdfast4\p	2017/04	/20 11	2017/07/21 1		0%			
-	Sample_	1.docx1	188	(	C:\Users\I	Laks\Wo	rdfast4\p	2017/02	/01 13	2017/07/26 0		92%			
-	Demo-Sa	ample-En	277	(	C:\Users\I	Laks\Wo	rdfast4\p	2017/07	/24 16	2017/07/24 1		0%			
L.	Sample_	3.docx.t	188	(	C:\Users\I	Laks\Wo	rdfast4\p	2017/02	/01 13	2017/07/21 1		81%			
$EN \rightarrow I$	DE												17%		

# Add Files

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

To add files to a project, on the Project Files tab:

1. Click Add Files.

	ifast Pro 🕞	Project F	iles F	Project TM Pr	oject Termii	nology	Reports	Reference	Files Help
		Files					Pro	ject	
	ē	B	8	R		<b>.</b>	Ħ		
Add Files	Add Folders	Translate File	Chain Files	Open Source File	Close Project	Modify Project	Bilingual Export	Analyze	Transcheck Report

- 2. On the file **Open** navigation dialog, browse to the file(s) and select them.
- 3. Click Open.

The file(s) are added and a Files Report is displayed.



### Add Folders

You can add a folder containing multiple files to an existing project using the **Add Folders** option on the **Project Files** tab.

To add a folder to a project:

1. On the Project Files tab, click Add Folders.

	dfast Pro	Project F	iles P	roject TM Pro	oject Termiı	nology	Reports	Reference	Files Help
		Files					Pro	ject	
	<b>⊡</b>		8	R		<b>E</b>	Ħ		
Add	Add	Translate	Chain	Open Source	Close	Modify	Bilingual	Analyze	Transcheck
Files	Folders	File	Files	File	Project	Project	Export		Report

#### 2. Click Select Folder.

The files in the selected folder are added and a Files Report is displayed.

Files Re	port		×
W	<b>F</b> In t	his dialog you can see the statistics of added files.	
	Source	Files	
	Created:	1	
	Failed:	0	
			ок

# **Open Source File**

You can open the source of the translatable file in the original format using the **Open Source File** option on the **Project Files** tab.

To open a source file on the **Project Files** tab:

• Click Open Source File.

	dfast Pro	Project F	iles Pr	oject TM Pr	oject Termiı	nology	Reports	Reference	Files Help
		Files					Pro	ject	
	<b>⊡</b>	B	8		<b>E</b>	<b>.</b>	Ħ		
Add Files	Add Folders	Translate File	Chain Files	Open Source File	Close Project	Modify Project	Bilingual Export	Analyze	Transcheck Report

The source file opens in its default application. If the default application is not set, you are prompted to choose a program.

# **Close Project**

There can only be one project open at a time, therefore, an open project must be closed before opening another. When you are finished working on a project, you can close it using the **Close Project** option on the Project Files tab.

• On the Project Files tab, click Close Project.



The project is closed and the **Projects** tab is displayed.

# **Bilingual Export**

The Bilingual export option allows you to export the TXLF file with highlighted glossary terms into a DOC format and edit using Microsoft Word. Bilingual export and import can also be done outside the Projects dashboard by using the **Quick Tools**.

To complete bilingual export of TXLF files on the Project Files tab:

1. On the Project Files tab, select a file or multiple files by pressing the Ctrl key, and click Bilingual Export.



You cannot select files that are open in the TXLF Editor for Bilingual Export. If glossaries are available, the exported document will have highlighted source terms and target terms in comments. The Bilingual Export Options must be selected in Preferences > General Preferences > General.

2. On the Select bilingual file location dialog, select the folder to save the bilingual exported Word documents.

The log is displayed. This log and the exported documents are saved in the selected folder.

Log session start time Thu Dec 08 21:02:43 EST 2016

Level	Message
INFO	ToReviewMultiTxif v1.2.0_RC1
INFO	Bilingual Review Export
INFO	The EN / DE glossary was searched.
INFO	Processing C:\Users\Laks\Desktop\LNK\WF\WF testing\Documentation\de\txif\Sample_1.docx.txif
INFO	Processing C:\Users\Laks\Desktop\LNK\WF\WF testing\Documentation\de\txlf\Sample_2.docx.txml.txlf
INFO	76 tus written.

A sample of the bilingual export is given below.

	a89b1def-4098-47c2-b58d-b7be4c60098f<			-
D	Source (en)	Target (de)	Score	
1	TRANSLATION MANAGEMENT.	UBERSETZUNGSMANAGEMENT.	99	
2	SIMPLIFIED.	VEREINFACHT.	100	
3	STREAMLINE PROJECT MANAGEMENT	EFFEKTIVESPROJEKTMANAGEMENT	100	Comment [OFRT:Glo1]: From: Glossary
4	INTEGRATE WITH ANY SYSTEM	INTEGRATION MIT JEDEM SYSTEM	100	projekte
5	WORK WITH ANY VENDOR	ZUSAMMENARBEIT MIT JEDEM ANBIETER	100	Comment [OFRT:Glo2]:
6	ACCELLERATE TIME TO MARKET	KURZERE BEARBEITUNGSZEITEN	87	From: Glossary
7	CUSTOMIZE WORKFLOWS	INDIVIDUELLE WORKFLOWS	100	anbieter
8	ACCESS REAL-TIME KPI DATA	ZUGRIFF AUF LEISTUNGSKENNZAHLEN IN ECHTZEIT	100	
9	GlobalLink Project Director saves	Mit GlobalLink Project Director sparen Organisationen	100	Comment [OFRT:Glo3]: From: Glossary
	organizations millions of dollars by automating	- aufgrund der automatischen Verwaltung von		Project Director
	the management of localization processes and	Lokalisierungsprozessen und -ressourcen Millionen.		
	resources.			
10	SEAMLESS DATABASE INTEGRATION	NAHTLOSE DATENBANKINTEGRATION	100	Comment [OFRT:Glo4]:
11	Use GlobalLink Connect with any CMS, PIM,	GlobalLink Connect funktioniert mit jeder CMS-, PIM-,	100	- From: Glossary DATENBANKINTEGRATION
	CCMS, or e-commerce platform	- CCMS-oder E=Commerce=Piattform		
12	WORK WITH ANY FILE FORMAT	FUR JEDES DATEIFORMAT	100	Comment [OFRT:Glo5]: From: Glossary
13	Next-generation parsing engines extract	Parsing-Engines der nächsten Generation extrahieren Inhalte	100	GlobalLink
	content and prepare it for translation	und bereiten sie für die Übersetzung vor		
14	VENDOR-NEUTRAL PLATFORM	ANBIETERNEUTRALE PLATIFORM	100	Comment [OFRT:Glo6]: From: Glossary
15	Allow access to any vendor or internal	Maximale Ressourcenflexibilität durch Zugriff auf alle	100	Anbieterneutrale
	translator for maximum resource flexibility	Anbieter und internen Übersetzer		
16	CONFIGURABLE WORKFLOW	KONFIGURIERBARER WORKFLOW	100	Comment [OFRT:Glo7]: From: Glossary
17	Streamline your translation process through	Optimierung des Ubersetzungsprozesses durch	100	anbieter
	automation of manual tasks	Automatisierung manueller Aufgaben		
18	TRANSLATION MEMORY INTEGRATION	INTEGRATION VON TRANSLATION MEMORY	100	

### Analyze

In Analyzing Projects, files for translation are compared to a Translation Memory to leverage reusable content and pre-translate files.

To analyze files:

1. On the Project Files tab, click Analyze Project.



2. On the Project Analyze dialog, select the language(s) or file(s) to be analyzed.

Project Analyze					×
Project Files (1)		Analysis Options			
Project Languages/Files          Image: EN -> DE         Image: EN -> DE	188	Configure options to analyze Pretranslate 100 Copy all tags on seg Copy segment sour Do nothing Calculate analysis report per Words Segments Report Settings Show only analysis rep Export Report Report Name:* Report Type: Report Location:* Translation Memory	% matches gments when there ince to target when the ercentage by: port summary Project1 analysis r html =	is no TM match here is no TM match	Browse
				Location	
		Doc_TM:     Doc_TM:     Doc_TM:		C:\Users\Laks\Desktor tms://stg-support1.co	
				Analyze	Cancel

- 3. Select the Analysis Options as follows (refer to Translation Memory):
  - a) Select Pretranslate to create translated TXLF files, including the options:
    - % matches: select the percentage of matches to pre-translate
    - Copy all tags on segments when there is no TM match
    - Copy segment source to target when there is no TM match
    - Do nothing

#### **Analysis Options**

Configure options to analyze project files. TXLF files will be recreated.
🗹 Pretranslate 100 🌲 % matches
<ul> <li>Copy all tags on segments when there is no TM match</li> </ul>
$\bigcirc$ Copy segment source to target when there is no TM match
◯ Do nothing


Selecting **Pretranslate** is an optional step. The percentage defines the minimum leverage required to pretranslate a specific segment.

- b) Calculate analysis report percentage by: Words or Segments
- c) Select the format for the output report under Report Settings:
  - Show only analysis report summary
  - Export Report: Enter the Report Name, select the Report Type, and browse and select the Report Location folder

Report Settings		
<ul> <li>Show only analysis re</li> <li>Export Report</li> </ul>	eport summary	
Report Name:*	Project1 analysis report	
Report Type:	html 👻	
Report Location:*		Browse

- d) Select the Translation Memory by:
  - Language
  - TM Name
- 4. Click Analyze.

Tra	Translation Memory ( 2 )												
$\checkmark$	TM Name	Location											
$\checkmark$	EN -> DE												
$\checkmark$	Doc_TM1	C:\Users\Laks\Desktop\LNK\WF\WF											
	Doc_TM2	tms://stg-support1.co											

The analysis is completed and the **Report File** displayed.

Primary TM: tms:/ tm=DOC000003/N de&pwd=***** Secondary TM: file://C:\Users\Lak testing\Doc_TM1	1AR000003&1	ısr=Mar-e	en-		
Summary	C	Manda D		<b>Ta a a</b>	
Match Types	Segments	Words P		Tags	
Leveraged	70	372	99	6	
Repetitions TM Matches	2	2	1	0	
		60	10	~	
Context	6	60	16	6	
100%	64	312	83	0	
95%-99%	0	0	0	0	
85%-94%	0	0	0	0	
75%-84%	0	0	0	0	
50%-74%	0	0	0	0	
No Match	2	2	1	0	
Ignored	0	0	0	0	
Total	74	376	100	6	
Chars/Word	6.46				
Chars Total	2430				
<pre></pre>	Sample_1.do	ocx1.txm	l.txlf		
ation2\de\txlf\				ment	
				ОК	

# **Transcheck Report**

Use **Transcheck Report** to verify target segments and flag a variety of common errors within segments. Run a **Transcheck Report** on one or more languages or files in a project.

To run a Transcheck Report:

1. Click Transcheck Report on the Project Files tab.

	dfast Pro	Project F	iles	Project TM P	roject Termiı	nology	Reports	Reference	Files Help
		Files					Pro	ject	
	ē		8			ц.	Ħ		
Add Files	Add Folders	Translate File	Chain Files	Open Source File	Close Project	Modify Project	Bilingual Export	Analyze	Transcheck Report

2. On the Project Transcheck dialog, select one or more languages or files.

Project Transcheck		×
Project Files ( 2 )	Transcheck Tests	
Project Languages/Files Word Count EN -> DE	Disclaimer In order for the Spellcheck Transch Spellcheck option in the Spellcheck	eck to work you would need to enable the Tab in Preferences.
Sample_1.doci 188 Sample_3.doc 188	Select/Deselect All Blacklist Check Capitalization Check Edited Context Match Check Edited Exact Match Check Edited Source Check Empty Target Check Forbidden Character Check Report Settings Report Name:* Project1 transc Report Location:*	heck report
	Glossary (2) Blacklist (1)	Location
	EN -> DE Doc_Term1 Doc_Term2	C:\Users\Laks\OneDrive\Document C:\Users\Laks\OneDrive\Document
		Run Transcheck Cancel

3. Select the Transcheck Tests you want be conduct.

Consistency checks are only accessible through the Project Transcheck dialog.

- 1. **Source consistency check**—Use to search for segments with the same target translation but with different source segments.
- Target consistency check—Use to search for segments with same source segments but with target translations.

Select the appropriate checkbox to ignore differences such as, case, numbers, tags, and whitespace to check consistency in source and target files.

- 4. Enter the **Report Name** and browse to select the **Report Location** folder.
- 5. (Optional) If you want to enable the **Terminology Check** or **Blacklist Check** tests, select the location of the **Glossary** or **Blacklist** you want Transcheck to use from the list on its tab.
- 6. Click Run Transcheck.

(i)

The application creates a Report Summary and the report saves to the chosen location.

Project TransCheck Rep German	oort - Project1 - English
Report Summary (2 files)	
FransCheck ran successfully o Farget Consistency Check ran Source Consistency Check ran	
File Name	Total Number of Errors
Sample 1.docx1.txml.txlf	64
Sample 3.docx.txml.txlf	65
Blacklist Check	2
✓ TransCheck	64 Errors
Capitalization Check	0
Number Difference Check	0
Edited Exact Check	0
Edited Context Check	0
Edited Source Check	0
Empty Target Check	2
Forbidden Character Check	0
Mistranslation Check	0
Notes Check	0
Punctuation Check	0
Repeated Words Check	0
Segment Length Check	0
Paragraph Length Check	0
Copied Source Check	7
Spelling Check	14
Tag Check	1
☐Terminology Check	2

# Segment Changes Report

The segment changes report can be run on one or more project files to view the history of changes to a segment. The report includes the segment ID, TM score, source and target content with the highlighted changes, username, timestamp, and translator notes.

To generate a segment changes report, on the **Project Files** tab:

1. Select one or multiple files by pressing the Ctrl key, and click Segment Changes Report.

	ifast Pro 🔻	Project F	iles F	Project TM	Project Te	rminology	Reports	Referen	ce Files	Help	
File	25					Projec	t				
B	<b>→</b>	E	<b>E</b>	Ħ				<b>.</b>	i,	<b>\$</b>	<b>I</b>
Add Files	Add Folders	Close Project	Modify Project	Bilingual Export	Analyze	Transcheck Report	-	ent Changes Report	Export Rej	t Notes port	Clean Up

2. On the Segment Changes Report dialog, select the languages or files to be checked.

Segn	ent Changes Report				×
Pr	oject Files (1)		Export Options		
	Project Languages/Files EN -> DE Sample_1.docx Sample_3.docx Sample_2.docx	188	Add Notes colum		Browne
	Sample_2.docx	100	Report Location:*	C:\Users\Laks\Desktop\LNK\WF\WF testing	Browse

- 3. (Optional) Select Add Notes column for export to include the translator's note for each segment.
- 4. Browse and select the **Report Location** folder where you want to save the segment changes report.
- 5. Click Export.

The Segment Changes Summary and Segment Changes Report are displayed.

Segment Changes Summary		×
Filename	Segments	Segments with changes
Sample_1.docx1.txml.txlf	37	3
Sample_2.docx1.txml.txlf	37	0
Doc_Term1.xlsx.txlf	29	1
		ОК

Seg	me	nt Changes Report												
	File Name Total Segments Segments Segments Changed Changed													
PD er	n-de-I	IDML-de#TR_DC#.idml533124354	693343658	<u>3.txlf</u>	32	0	2							
		e-IDML-de#TR_DC#.idml5 Revisions	3312435	46933436583.txl	f									
ID	Scor	Source		Target		1	ranslator Notes							
9		CMS, PIM, CCMS, or e-commerce platform.	(Translation 1) Wed Nov 23 13:12:19 CST 2016 documenta (Translation 1) Mon Nov 21 13:35:13 CST 2016	GlobalLink Connect fu jeder CMS-, PIM-, CCI Commerce-Plattform	15- oder -Commerce nktioniert m 15- oder E-	•								
11	95	Next generation parsing engines extract content and prepare for translation.	( <i>Translation</i> 1) Tue Dec 06 13:11:33 CST 2016	Parsing-Engines der n Generation extrahiere bereiten sie für die Üb vor-Übersetzung-vor Parsing-Engines der n	n Inhalte ur ersetzung	id firsi doc - M	This is the t note umentation_s on Nov 21 51:50 CST .6							
			(Translatio	Generation extrahiere bereiten sie für die Üb	n Inhalte ur									

## **Export Notes Report**

The notes report is an HTML file that includes all notes added to the bilingual project files.

To export notes:

1. On the Project Files tab, click Export Notes Report.

	fast Pro 🔻	Project F	iles P	Project TM	Project Te	rminology	Reports	Reference	Files H	elp
File	S					Projec	t			
	<b>⊡</b>	<b>E</b>	<b>.</b>				[	<b>.</b>	-	<b></b>
Add Files	Add Folders	Close Project	Modify Project	Bilingual Export	Analyze	Transcheck Report		nt Changes Report	Export Note Report	es Clean Up

2. On the Export Notes Report dialog, select the languages or files.

Ехро	rt Notes Report				×
Pro	oject Files ( 1 )		Report Settings		
	Project Languages/Files	Word Count	Report Location:*	C:\Users\Laks\Desktop\LNK\WF\WF testing	Browse
	EN -> DE Sample_1.docx: Sample_3.docx. Sample_2.docx:	188			
				Export	Cancel

3. Browse and select the Report Location folder, and click Export.

The Export Notes Summary is displayed.

Export Notes Summary		×
Filename	Segments	Segments with Notes
Sample_1.docx1.txml.txlf	37	3
Sample_3.docx.txml.txlf	37	1
Sample_2.docx1.txml.txlf	37	0
		ок

4. Click OK.

Notes Report										
Sample_1.docx1.txml.txlf										
ID Source	Target	TypeNotes Creator	Date							
4 INTEGRATE WITH ANY SYSTEM	INTEGRATION MIT JEDEM SYSTEM	⊿ Note2 Laks	Tue Apr 04 23:10:10 EDT 2017							
9 GlobalLink Project Director saves organizations millions of dollars by automating the management of localization processes and resources.	Mit GlobalLink Project Director sparen Organisationen aufgrund der automatischen Verwaltung von Lokalisierungsprozess en und -ressourcen Millionen.	¢-4	Tue Apr 04 23:10:17 EDT 2017							

## **Clean Up**

After files are translated, the Translation Memory (TM) is updated and the files are cleaned up. The clean up process converts the bilingual TXLF files into translated target files in the source format.

To clean up and update the TM:

1. On the Projects tab, click Clean Up.

	dfast Pro 🔻	Project F	iles Pi	roject TM	Project Te	rminology	Reports	Referenc	e Files	Help	
Fil	es					Projec	t				
	<b>⊡</b>	E	<b>E</b>	Ħ				<i>.</i>		¢	Ę
Add Files	Add Folders	Close Project	Modify Proiect	Bilingual Export	Analyze	Transcheck Report		nt Changes eport	Export N Repo		Clean Up

#### The Project Clean Up dialog is displayed.

Project Clean Up				×
Project Clean Up Select the options that you w	vould like to use to wr	rite translated segme	ents to TM and crea	ate translated files
Select languages to cleanup ( ) All Language Pairs		Translated File	-	iginal path of source file 💌 Browse
Specific Language Pairs	××		subfolders by langung angung angung angung angung suffix to the	uage translated file name
Single Language Pair	v	TM Overwrite Overwrite ex	•	Ţ
Symbolic Name	Туре	Source	Target	Path
Doc_TM1	LOCAL	en	de	C:\Users\Laks\Desktop\LNK\WF\
Doc_TM2	HTTP	en	de	tms://stg-support1.translations
				Clean Up Cancel

- 2. Select the languages to clean up by selecting one of the following:
  - All Language Pairs
  - Specific Language Pairs
  - Single Language Pair
- 3. Select where the translated files are placed:
  - Place translated files in the project folder
  - Place translated files in the original path of source file
  - Enter the location to put translated file
  - Don't create translated file
- 4. (Optional) Select Create subfolders by language.
- 5. (Optional) Select Add language suffix to the translated file name.
- 6. Select TM Overwrite Options.
- 7. Select the TM(s) to Update.
- 8. Click Clean Up.

A confirmation message is displayed, and the cleaned files are saved at the selected location.



## **Remove Files**

To remove a file or files:

1. Click the Project Files tab, select one or more files by pressing the Ctrl key, and click Remove File(s).

≡ Wor	dfast Pro 🔻	Project F	iles	Project TM	Project Te	rminology	Reports	Reference F	iles Hel	р
F	iles			Project			Pad	:kage	C	ptions
	<b>⊡</b>			l 🗐						8 18 8
Add Files	Add Folders	Close Project	Modi Proje	, ,	Analyze	Transcheck Report	Import Package	Export Package	Remove File(s)	Preferences

2. On the Remove dialog, select one of the following:

Remove		×
Remove from the list only		
Remove from the list and move the following reserved.	ources to Archive folder	
Please note that the following resources will be m folder	oved from their current folder into Archi	ve
Resources	#	
TXLF Files	3	
Source Files	7	
4		•
	OK Ca	ncel

- **Remove from the list only**: removes the file from the Files list but retains the file in the Project folder on your computer
- Remove from the list and move the following resources to Archive folder: removes the file from the Files list, and moves the resources listed in the table to the Archive sub-folder in the Project folder on your computer
- 3. Click **OK**.

The files are removed from the current project.



After a file is removed it can be added again. Removed files are not erased and can be retrieved from the Project folder on your computer using **Add Files** option.

# 7. Translate Files

After completing the initial steps of creating a project, connecting to translation memories, and glossaries, the project files are ready for translation in the TXLF editor.

	File Nam	e Tab(s)		Tools R	libbon		Function	Tabs	Table I	Filter	s			
w= 1	Wordfast Pro											_		×
Ξv	Vordfast Pro 👻 F	ile Edit	Formattin	g Tran	slation Ter	minology	Review •	Help						^ X
_		_	_			Segm	ent	_		_		_		
E	1 🖻		Ę	-		E	2 🛱	. 📑	E	ſ	8	E	1	$\equiv$
	ext Previous ment Segment	Commit	Leverage	Verify Segment	Copy Source	Me	rge Split	Unconfirm	/ Lock Segment	Cle Tar		🛃 Until	Fuzzy	
-	nple_1.docx1.txml	×		ooginon	obuico			Committee		1.013		🔄 Until	No Matc	h
< s	Source or Target	Ŧ	Match Ca	ise 🗌 Reg	gex Enter text	to filter se	gments 💌	Filter: Select sp	ecial filter(s) 💌	• Q	ø	🛐 Tran	slate All	
ID			English					German			Score	🚰 Com	mit All	
1	TRANSLATI	ON MAN	AGEMEN	IT.		ÜBER	SETZUNG	SMANAG	EMENT.		100%	👼 Conc		
2	SIMPLIFIED	-				VERE	INFACHT.				100%	Maci Maci	hine Tran	slation
3	STREAMLIN	E PROJ	ECT MAN	IAGEM	ENT	EFFE	KTIVES P	ROJEKTM/	ANAGEMENT		100%			
4	INTEGRATE	WITH A	NY SYST	EM		INTEG	GRATION	MIT JEDEN	A SYSTEM		100%	📄 Previ		
5	WORK WITH	I ANY V	ENDOR			ZUSA	MMENAR	BEIT MIT J	EDEM ANBIETE	R	100%	Copy	-	
6	ACCELLERA	ATE TIM	E TO MAR	RKET		KÜRZ	ERE BEAR	RBEITUNG	SZEITEN		100+9	😥 Edit 1		
7	CUSTOMIZE	WORK	FLOWS			INDIV	IDUELLE	WORKFLO	WS		100%			
8	ACCESS RE	AL-TIME	E KPI DAT	A		ZUGR	IFF AUF L	EISTUNG	SKENNZAHLEN	IN	100%			
0	•					ECHT	ZEIT				100%			-
ТМ	Lookup Notes	Segmen	t History I	Metadata (	Transcheck	(0)	*	$+ 2 \times$	<u>ب</u>				Termi	nology
				-	Nore Options	→ Find	I Source Fi	Search Gloss	aries (Source)	-		× *		
#	Source			Target				project						1 -
1	STREAMLIN	E PROJI	ECT	EFF	EKTIVES			projekte						C
	MANAGEME	INT		PRC	JEKTMAN	IAGEM	ENT	Project M	anagement					
	STREAMLIN			Effel	tives Proje	ektmana	agement		anagement					C
2	MANAGEME	NT <mark>tream</mark>	hine											
i en ->	>DE						,	SC: 29 TC:	28 Segments: 35 / 37			94.59%		,
	e Segment lumn			Editor	Tabs		Segment umn	Termin	ology			β	ddition Tools	

# **Open and Translate Files**

After you open a project, you can access the files that comprise the project from the **Project Files** tab. If the project contains multiple files, you can chain the files together into one contiguous file. Refer to <u>Chain Files</u>.



For users who interact with Captive TransStudio, this process is different. For more information, review the most recent Captive TransStudio Quick Reference Guide.

To open a file for translation:

1. On the Project Files tab, select a file and click Translate File.

	dfast Pro	Project F	iles F	Project TM Pro	oject Termiı	nology	Reports	Reference	Files Help
		Files					Proj	ject	
	<b>⊡</b>	B	8	R		<b>E</b>	Ħ		
Add	Add	Translate	Chain	Open Source	Close	Modify	Bilingual	Analyze	Transcheck
Files	Folders	File	Files	File	Project	Project	Export		Report

- 2. On the **Translation** tab, copy all tags in the **Source** segment to the **Target** segment.
- 3. Select a **Target** segment and enter the translation.
- 4. Click Next Segment or press Alt+Down to update the TM and move down one Target segment.

Save your work often by pressing Ctrl+S or clicking Save on the File tab. Refer to Save a File.

## **Chain Files**

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

To chain files into one file:

1. On the Project Files tab, select the files to be chained and click Chain Files.

We We	ordfast Pro							-	- 🗆	×
≡ Wor	dfast Pro 🔫	Projec	t Files	Project TM Pr	oject Terminolog	y Rep	orts	Reference Files	Help	~ X
		File	es						Project	
	<b>→</b>		8		<b>E</b>	<b></b>	Ħ			
Add	Add	Translate	e Chain	Open Source	Close	Modify	Bilingua	al Analyze	Transched	:k
Files	Folders	File	Files	File	Project	Project	Expor	t	Report	
Files		1	Word Cour	nt TXLF File	Location	Creation	Date	Last Saved	Transl	ation Sta
	EN US -> PT E	3R								
	20_v8001	11	2391	C:\Users\	Laks\Wordfa	2017/04/0	2 1	2017/04/02 1		
	20_v8003	314	2701	C:\Users\	Laks\Wordfa	2017/04/0	2 1	2017/04/02 1		
	20_v8006	i94	2705	C:\Users\	Laks\Wordfa	2017/04/0	2 1	2017/04/02 1		
	20_v8010	)74	5662	C:\Users\	Laks\Wordfa	2017/04/0	2 1	2017/04/02 1		
EN-US	-> PT-BR							82.65%		

The chained file opens in the **Translation** tab with a default name "Chained Files 1". In the **ID** column, the segments from each file are sequentially numbered and highlighted in a unique background color.

C	hained Files 1 ×			
<	Source or Target   Match Case Regex Enter text	to filter segments 🔻 Filter	Select special filter(s)	-
IC	English	German	Score Status	
1	1			•
2	Centralized Localization			
3	The main objective for most of our customers is to gaincontrol over cost, quality, and turn- around time.			
4	Our customers seek to reducea lack of consistency across languages, markets and programs, a lack of costcontrol over the same, and significant delays in launching global initiatives.			

#### 2. Click in any segment.

The file name changes from the chained name to the source file name of the active segment.

*(	hained-Centralization of Localization2.html.txlf ×					
<	Source or Target   Match Case Regex Enter tex	t to filter segments 🔻 Filter:	Select spe	ecial filter(s)		-
ID	English	German	Score	Status		
1	1	1	100%		0	-
2	Centralized Localization					
3	The main objective for most of our customers is to gaincontrol over cost, quality, and turn- around time.					
4	Our customers seek to reducea lack of consistency across languages, markets and programs, a lack of costcontrol over the same, and significant delays in launching global initiatives.					

3. Translate and review the segments. At the end of a file in the set, you can see a file divider and the segment ID restarts at 1.

*Ch	ained-Centralization of Localization2.html.txff ×			
<	Source or Target   Match Case Regex Enter text to filte	r segments 💌 Filter: Sele	ect special	filter(s) 🔻
ID	English	German	Score	Status
19	On a longer-term basis, we will work with our customers to establish measurable results.			
20	These could increase customer satisfaction ratings, improve global product launches,widen the support of customers worldwide, or reduce the cost per publication and language.			
1	TRANSLATION MANAGEMENT.		100%	Ð
2	SIMPLIFIED.	VEREINFACHT.	100%	Ð

4. Press **Ctrl+S** or click **Save** on the **File** tab to 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.

Chained files can only be opened in the TXLF Editor. You can open and work on multiple sets of chained files. Chained files cannot be exported and saved as a single TXLF file. The **Get Bilingual Table** option can be used to download the chained files as one document.

# Translate All Segments

The Translate All option completes the translation of all segments by leveraging the connected TMs.

To translate a project file using **Translate All**:

• On the TXLF Editor, click into any of the segments and click Translate All.



The connected TMs are leveraged and the segments are populated with translations. When the translation is completed, the screen is refreshed with the results and the green bar at the bottom indicates the percentage translated.

Sar	mpie_1.docx1.txmi ×				ø
۲.	Source or Target   Match Case Regex Enter tex	t to filter segments 👻 Filter: Select special filter(s) 💌 🔎	¢ >	Sort: Docum	ent 🔪
ID	English	German	Score	Status	
1	TRANSLATION MANAGEMENT.	ÜBERSETZUNGSMANAGEMENT.	100%	D	
2	SIMPLIFIED.	VEREINFACHT.	100%		
3	STREAMLINE PROJECT MANAGEMENT	EFFEKTIVES PROJEKTMANAGEMENT			
4	INTEGRATE WITH ANY SYSTEM	INTEGRATION MIT JEDEM SYSTEM	100%	D	
5	WORK WITH ANY VENDOR	ZUSAMMENARBEIT MIT JEDEM ANBIETER	100%		
6	ACCELLERATE TIME TO MARKET	KÜRZERE BEARBEITUNGSZEITEN	100+%		
Add	itional Tools				^
EN	-> DE	SC: 82 TC: 96 Segments: 35 / 37		94.59%	

## Find and Replace Content

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

To find and replace text in a file:

- 1. Follow the steps in <u>Open and Translate Files</u>.
- 2. On the Edit tab, click Find/Replace.

	dfast Pro	• Fi	le Edit	For	natting	Translation	Terminology	Review	Help
				Clipbo	ard				Options
<b>↓</b> Undo	Redo	<b>X</b> Cut	Сору	Paste	Find / Replace	Copy All Tags	Clear All Tags	Show White Charact	

3. On the Find/Replace dialog, enter search text in the Find what field.

Find/Replace	×
C Find what:	~
*	Reading Highlight 👻 Find Next Close
Direction —	Options
O Backward	Ignore Case Search Source
<ul> <li>Forward</li> </ul>	Whole Words Only 🗹 Search Target
	Ignore NBSP Search Open Files

4. (Optional) Click  $\checkmark$  and  $\land$  to expand and collapse additional options.

Search text can include non-breaking spaces.

- 5. Click Find Next to move through all instances of the content.
- 6. Click Reading Highlight to highlight all instances of the content in all open files.

Find/Replace		×
Q Find what:	customize	~
*	Reading Highlight	Find Next Close
Direction	Highlight All	Υ
<ul> <li>Backward</li> </ul>	Clear Highlighting	Search Source
<ul> <li>Forward</li> </ul>	Whole Words Only	Search Target
	Ignore NBSP	Search Open Files

7. Click the down arrow on the sidebar and click >, then enter text in the **Replace with** field.

Find/Replace		×
Find Next:     Replace with:	customize	*
Direction     Direction     Backward     Forward	Replace       Replace All       Find Next         Options       Ignore Case       Search Source         Whole Words Only       Search Target         Ignore NBSP       Search Open File	Close

- 8. Click one of the following:
  - **Replace**, to replace the found content only
  - Replace All, to replace all instances of that content
  - Find Next, to move to the next instance of the content

The Find/Replace dialog includes the following additional options:

Option	Action
Backward	Click to search from cursor location to file beginning.
Forward	Click to search from cursor location to file end.
Ignore Case	Select to search for all instances of a word or phrase ignoring case.
Whole Words Only	Select to search for all instances of only whole word matches.
	Note: If you add multiple words or punctuation to the search, that disables this checkbox.
Ignore Non-breaking Space	Select to search for all instances of a word or phrase including non- breaking spaces.
Search Source	Select to search for all instances of a word or phrase in the source only.

Option	Action
Search Target	Select to search for all instances of a word or phrase in the target only.
Search Through Open Files	Select to search for all instances of a word or phrase in all open files.

# **Recalculate Progress**

The **Recalculate Progress** action calculates and updates the progress of files created or edited in legacy versions. When you open a legacy file, the progress bar contains the N/A flag to denote that it will not calculate progress. Use the recalculate action to update the progress and word count.

To recalculate progress of a file:

• On the File tab, click Recalculate Progress.

The progress updates to reflect the current % Complete status of the file.



To recalculate progress of multiple files, use the **Chain Files** option under the **Project Files** tab. Refer to <u>Chain Files</u>.

# Spell Check File

Translated content can be checked for spelling errors observing the configured spell checking preferences. Refer to <u>Spellchecker</u>. You must verify that all Hunspell spelling dictionaries are updated. Refer to <u>Licensure</u>.

To spell check translated content:

1. On the Review tab, click Spellcheck File.

	▼ File Ed	it Fo	rmatting	Tran	slation	Terminology	Review	Help
Options		Notes			Check			
abc	abc			R	E)		***	
Spellcheck File	Mark Spelling Errors	Add	Edit	Delete	Export	Transcheck Segment	Transcheck All	

2. On the Spelling dialog, review the suggestions and select one of the options.

Spelling	×
Use this page to check spelling.	
Not in Dictionary:	
INDIVIDUELLE WORKFLOWS	Ignore Once
	Ignore All
Suggestions:	_
WORKSHOPS	Change
	Change All
Preferences	Cancel

Ignore Once	Ignore the suggested change for the word once
Ignore All	Ignore the suggested change for all the occurrences of the word in the file
Change	Accept the suggested change for the word
Change All	Accept the suggested change for all the occurrences of the word in the file
Change All	Accept the suggested change for all the occurrences of the word in the file

(i) To view spell checking preferences, click **Preferences**.

If spell checking is not available for the target language the following warning message is displayed.

Spelicheck		×
1	Spellchecker is unavailable for language Chinese (China)	
		ОК

## **Translation Memory**

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

#### TRANSLATION MEMORY

### **TM Color Codes**

When a project is connected to a translation memory (TM), all project files are leveraged against it. Each segment is highlighted in different colors to represent the TM match.

Color	Description
Yellow	Fuzzy match
Grey	No match
Green	100% match
Dark Green	Context match. A segment is considered a context match in the following scenarios:
	<ul> <li>if the segments have correct checksum or attribute match</li> <li>if the previous and next segments also have a 100% match</li> <li>if the 100% matched segment is a single paragraph</li> </ul>
Pink	Modified segment
Purple	Modified segment updated or committed to the TM
Light Purple	Auto-propagated. A segment is considered auto-propagated when a segment is translated and committed, and other repetitive segments are automatically updated with the translation
Light Pink	Machine Translated

#### TRANSLATION MEMORY

## Leverage TM

When a segment is leveraged, the best possible translation is populated from the connected translation memories or machine translation engines.

To leverage a translation memory:

- 1. Follow the steps in Open and Translate Files.
- 2. Use the **TXLF Editor** view to access the **Translation** tab, then select the segments to leverage against the current TM.
- 3. Select an action to leverage the current TM.

Leverage	Click to leverage the TM for all content in the segment.
Until Fuzzy	Click to leverage the TM for all content in the segment until reaching a fuzzy match.
Until No Match	Click to leverage the TM for all content in the segment until there is no match.
Translate All	Click to leverage the TM for all content in all segments.

TRANSLATION MEMORY

### Concordance Search

Use the **TM Lookup** pane to view concordance search results. A concordance search looks for specific source segment text in a translation memory (TM). The results show source and target segments.

To use the concordance search:

1. Select a word or phrase in the segment, then click **Concordance Search** on the **Translation** tab in the **TXLF Editor** view.



You can also enter a word or phrase in the **TM Lookup** field and press **Enter** or click **Find Source** or **Find Target**.

This displays TM lookup results. If you reorder the columns on the **TM Lookup** tab, that reorganization remains, even after you exit the software.

TML	TM Lookup Notes Segment History Metadata Transcheck (0)							
vend	vendor  Vendor							
#	Source	Target	Score	TM Name	Last Modified	Custom Attribute		
1	WORK WITH ANY <mark>VENDOR</mark>	ZUSAMMENARBEIT MIT JEDEM ANBIETER	-	Doc_TM2	2015/11/04		<b>(</b> )	
2	WORK WITH ANY <mark>VENDOR</mark>	ZUSAMMENARBEIT MIT JEDEM ANBIETER	_*	Doc_TM1	2017/04/04		<b>(</b> )	
3	Allow access to any vendor or internal translator for maximum resource flexibility	Maximale Ressourcenflexibilität durch Zugriff auf alle Anbieter und internen Übersetzer		Doc_TM2	2015/11/04		1	

2. To further refine the search, select More Options and select a checkbox from the drop-down list.

Option	Action
Case Sensitive	Filter by upper and lower case
Exact	Filter for only those terms that appear in the same order
Automatic Leverage	Automatically update the <b>TM Lookup</b> pane when navigating to a new segment
Diff Highlight	Highlight the difference between source and TM source
Include Private TU (GLTMS)	Include private Translation Units (TUs) if using remote GlobalLink TM Server TMs

TRANSLATION MEMORY

## View TM Leverage Results

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 view TM leverage results in TM Lookup:

1. On the TXLF Editor, click in any of the source or target segments.

The TM Lookup tab is populated with TM leverage results.

ТМ	TM Lookup Notes Segment History Metadata Transcheck (0)							
	<ul> <li>More Options          Find Source Find Target Clear     </li> </ul>							
#	Source	Target	Score	TM Name	Last Modified	Custom Attribute		
1	SIMPLIFIED.	VEREINFACHT.	100%	Doc_TM2	2015/11/04		í	
2	SIMPLIFIED <mark>im</mark> plified	mit minimalstem Aufwand	99%	Doc_TM2	2013/04/26		<b>(</b> )	
3	SIMPLIFIED. Simplified.	Vereinfacht.	99%	Doc_TM2	2014/03/14		<b>(</b> )	
4	SIMPLIFIED. Simplified.	Vereinfacht.	99%	Doc_TM2	2014/11/07		<b>(</b> )	
5	SIMPLIFIED.	VEREINFACHT.	100+%*	Doc_TM1	2017/04/04		<b>(</b> )	

2. Examine TM leverage details under the TM Lookup columns for that segment.

ltem	Description				
Source	The source column shows source segment from the TM. The source is highlighted in red and green only if there is a difference of source segment with respect to the TU present in the TM.				
Target	The target segment from the TM.				
Score	<ul> <li>The TM leverage score. The scores are denoted as follows:</li> <li>Percent (%)—100% and fuzzy matches</li> <li>Plus (+)—Context matches</li> <li>Asterisk (*)—Secondary TM match</li> <li>Red outline around score box—TU has penalties</li> <li>Refer to TM Color Codes for more information on TM color codes.</li> </ul>				
TM Name	The name of the TM that was leveraged. If multiple TMs are leveraged, then the primary TM leverage will appear first, followed by secondary TMs.				
Creation Date	The date when the translation unit (TU) was created in the TM.				
Creation User	The user who created the TU.				
Last Modified	The date when the TU was last modified.				
Modification User	The user who modified the TU.				
Custom Attribute	Attribute name and values for a TU				
<ol> <li>Status</li> </ol>	Click to view the <b>TM Lookup Info</b> dialog box which displays the translation unit and score breakdown information including penalties.				

To constrain the columns within the pane, click on a column head and deselect each column checkbox you want to hide.

i

ТМ	TM Lookup Notes Segment History Metadata Transcheck (0)							
			▼ Mo	re Optio	ons 👻 Find	Sοι	Irce Find Tar	get Clear
#	Source	Ŧ	Target		Score 🕹		TM Name	Last Modified
5	SIMPLIFIED.	†	Sort Ascending	<b>√</b> #			Doc_TM1	2017/04/06
1	SIMPLIFIED.	Ľ	Sort Descending	So So			Doc_TM2	2015/11/04
3	SIMPLIFIED. Simplified.		Columns vereimaciit.	🗹 Tai			Doc_TM2	2014/03/14
4	SIMPLIFIED. Simplifice	<del>].</del>	Vereinfacht	🗹 тм	Name		Doc_TM2	2014/11/07
2	SIMPLIFIED implified		mit minimals Aufwand	Cre	eation Date eation User		Doc_TM2	2013/04/26
	1				st Modified			
					dification User			
					stom Attribute tions			

## **Terminology List**

Terminology lists include source terms and their preferred translations that are used in the open files.

To set up a terminology list refer to Terminology.

When a segment is selected, all terms within that segment that are in the terminology list or glossary are highlighted and shown with their translation in the **Terminology** pane. You can navigate through all terms by clicking the **Next Term** and **Previous Term** buttons on the **Terminology** tab or pressing **Ctrl+8** and **Ctrl+9**.

WF	f Wordfast Pro – 🗆 🗙													
ا ≡	Nordfast Pro	• File	Edit	Formatting	Transla	tion Te	rminology	Review	H	lelp				^ X
		Term												
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	vious Copy	Next	Highligh											
	erm mple_1.docx1	Term	All Term	IS										2
	Source or Targe		-	Match Case	Rege	Enter tex	t to filter seg	jments 🔻	Fi	ter: Select special filter(s)	¢:	× s	ort: Docu	
ID			Eng	glish						German	Score	S	tatus	
1	TRANSL	ATION	MANA	GEMENT.			ÜBERSETZUNGSMANAGEMENT.					0	٢	<b>^</b>
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3	STREAM	LINE F	ROJEC	CT MANA	GEME	NT	EFFE	KTIVES F	R	DJEKTMANAGEMENT	100%			
ТМ	Lookup N	otes S	Segment Hi	istory Met	adata	Transcheck	c (0)			+ / X 4			Term	inology
					- Mo	re Options	▼ Find	I Source	Fi	Search Glossaries (Source)	22	< *		
#	Source		Target			Score	ТМ	Name		Simplified				
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•									•	4				۱.
EN ·	-> DE				Segn	nents: 37/37	Segmen	t (Src/Tgt/Ma	x): I	N/A Paragraph (Src/Tgt/Max): N/A	92% (	15 wo	rds left)	

# Terminology List

When a project is connected to a terminology list or glossary, all terms that exist in an open file are highlighted in different color codes. The terms are highlighted when the user selects a segment or by clicking **Highlight All Terms** under the Terminology tab. These color codes represent the type of translation match against the terminology list or glossary.

Source/Target	Target Exact Match	Target Fuzzy Match	Target No Match
Source Exact Match	Green/Green	Green/ <mark>Yellow</mark>	Red/No color
Source Fuzzy Match	<mark>Yellow</mark> /Green	Yellow/Yellow	Purple/No color

### TERMINOLOGY LIST

### Search Term

To search terms using the **Terminology** pane:

• Enter a term in the Search Glossaries (Source) field.

The search results from the connected glossaries are displayed.

$+ \times \times +$	Terminology
project	→ > × ↔
project	í) Î
projekte	
Project Management	
Projektmanagement	
Project Director	0
Project Director	U
	*
▲	•

### TERMINOLOGY LIST

### Add Term

Terms can be added to local and remote glossaries. To add terms to the remote glossary, you must have the required user permissions. You cannot add terms to a glossary that is marked as read-only.

To add terms to a glossary from the **Terminology** pane:

- 1. Do one of the following:
  - On the **TXLF Editor**, select a word in the source segment and the translation in the target segment, and click the Add button **H** in the **Terminology** pane. The **Add Term** dialog is displayed.

Add Term	×
W-	Use this page to add a term to the selected glossary.
Source:* Target:* Description: Glossary:	INTEGRATE WITH INTEGRATION MIT Doc_Term1 *
	OK Cancel

 On the TXLF Editor, select a term in the source segment only, and click the Add button in the Terminology pane. The Add Term dialog is displayed where you can enter the translation for the term in the Target field.

Add Term				×
W-	Use th	is page to add a term to the selected glos	ssary.	
Source:* Target:* Description: Glossary:		INTEGRATE Doc_Term1		
		0	к	Cancel

- 2. (Optional) Enter a term **Description**.
- 3. Select the **Glossary** to save the term and click **OK**.

The new term is added to the glossary.

### TERMINOLOGY LIST

## Edit Term

You can edit the terms in the local glossary only, not the remote glossary.

#### To edit a term in the glossary:

1. On the TXLF Editor Terminology pane, select the term to edit.



- Click the Edit button
- 3. On the Edit term dialog, edit the term as required and click Modify.

Edit term		×
W-	Use this page to edit a term in the selected glossary.	
Source:		
project		
Target:		
projekte		
Description:		
	Modify Ca	incel

The term edits are applied and displayed on the Terminology pane.

### TERMINOLOGY LIST Remove Term

Terms can only be removed from a local glossary. They cannot be removed from remote glossaries or glossaries that are marked as read-only.

To remove a term in the glossary:

- 1. On the **TXLF Editor** Terminology pane, select the term to remove.
- 2. Click the Remove button X.
- 3. On the Warning message, click Yes.



The term is removed from the local glossary.

# TERMINOLOGY LIST

To insert a term into the current target:

- 1. On the TXLF Editor, click in the target segment where the term should be inserted.
- 2. Select the term to insert from the Terminology pane.
- 3. Click the Insert button 4.

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

### TERMINOLOGY LIST

### Copy Term

To copy a term translation from the glossary into the current target:

- 1. On the **TXLF Editor**, click a segment with glossary terms.
- 2. On the Terminology tab, click Previous Term (Ctrl+8) or Next Term (Ctrl+9) to select a source term.



- 3. Click within the target segment where the term translation should be copied.
- 4. Click Copy or press Ctrl+0.



The translation of the selected source term is copied into the target segment.

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# TERMINOLOGY LIST

To view and copy a synonym for a term:

- 1. On the TXLF Editor, click a segment with glossary terms and do one of the following:
  - Click **Previous Term** (Ctrl+8) or **Next Term** (Ctrl+9) to select a source term.
  - Click the source term to select it.

The source term is highlighted with a broad border. The term synonyms appear as a pop-up and in the Terminology pane.

WORK WITH ANY VENDOR		ZUSAMMENARBEIT MIT JEDEM ANBIE
	Source: Vendor Target: Anbieter Glossary Name: Doc_Te	rm1
	Source: vendor Target: Anbieter Glossary Name: Doc_Te	rm1
+ 🗸 X 🖉	Terminology	
Search Glossaries (Source) 🔻 🔎	× *	
Vendor	<u> </u>	
Anbieter	()	
vendor		
Anbieter	()	
4		

- 2. Click within the target segment where the term translation should be copied.
- 3. Do one of the following:
  - Click Copy or press Ctrl+0 and select the preferred term translation.
  - Select the preferred term translation from the Terminology pane.

The selected translation of the source term is copied into the target segment.

# 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 is displayed.

### TAGS View Tags

To view tags:

1. Open a file in **TXLF Editor**.

The source and the leveraged target content appear in 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. End Tag2 (End

The first tag in a selected segment appears in red. For example, the numeral one (1) is highlighted in red to indicate it is a selected tag.

Tags may appear as full size or shortened based on the preferences selected in **Preferences > General Preferences > Tags**.

2. Mouse over a tag to view the tool-tip information.



(i)

Do not edit or delete tags should not be edited or deleted.

### TAGS Copy Tag

Tags can be selected and copied individually or copied as a group.

To copy a tag:

1. Open a file in the TXLF Editor.

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.

2. Select the tag to be copied.



3. Drag the selected tag into the target segment or click **Copy** or press **Ctrl-Alt-Down**.

	lfast Pro 🝷	File E	dit Form	atting Trans	lation Ter	minology	Review	Help		
A	utomated Act	tions		Translatio	n Memory			Tags		
<u></u> <u> </u>	<u><b>↓</b>?</u> ?	<b>I</b>				0) <del>j</del>		<b></b>	$\Box$	$\Box$
Until Fuzzy	Until No Match	Translate All	Commit All	Concordance Search	Machine Translation	Analyze	Previous Tag	Next Tag	Сору	Edit Tag

The tag is copied and the target segment is highlighted in pink.

■View virtually any set of da ■ta points in	Praktisch alle Datenpunkte in Echtzeit	
real time to gauge translation efficiency 🛽	ansehen, um die Effizienz der	98%
	Übersetzungen einzuschätzen	

### TAGS Copy All Tags

To copy all tags:

1. Open a file in the **TXLF Editor**.

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.

2. On the Edit tab, click Copy All Tags in the Clipboard group, to expand the drop-down menu.



- 3. Select one of the following:
  - Segment or press Alt-A to copy only the tags for the selected segment to the target
  - Document or press Alt-Shift-P to copy all tags for the entire document



Copied tags appear at the location of the cursor. They must be reordered to appear correctly. Drag and drop the translated text between the tags, or cut and paste the translation between the tags.

4. Enter the translation between the copied tags, if necessary.

### TAGS Clear All Tags

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

To clear all tags:

- 1. Open a file in the **TXLF Editor**.
- 2. On the Edit tab, click Clear All Tags in the Clipboard group, to expand the drop-down menu.



- 3. Select one of the following:
  - Segment from the drop-down menu or press Ctrl-Shift-V to clear all tags from the segment
  - Document from the drop-down menu to clear all tags from the document
- 4. On the Warning message dialog, click Yes to clear all tags.

### TAGS Edit Tag

To edit tags:

- 1. Select the tag to be edited in the target segment.
- 2. Right-click on the tag and select **Edit Tag** from the drop-down menu or on the Translation tab, click **Edit Tag** in the Tag group.

	fast Pro 🔻	File E	dit Format	ting Transl	lation Terr	ninology	Review	Help		
A	utomated Act	tions		Translation	Memory			Tags		
±?	±??								$\overline{\mathbf{b}}$	$\Box$
Until Fuzzy	Until No Match	Translate All	Commit All	Concordance Search	Machine Translation	Analyze	Previous Tag	Next Tag	Сору	Edit Tag



Tags in the source segment should not be edited.

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

3. On the Edit Tag dialog, edit the tag as required, and click OK.

### TAGS Delete Tag

Tags can be deleted only in the target segment.

To delete tags:

1. Follow the steps in Open and Translate Files

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.

2. On the **TXLF Editor**, select the tag in the target segment.

- 3. Choose one of the following steps, based on the desired result.
  - On the Edit tab, click Cut.



• Press Delete or Backspace.

(i) To undo the change, on the **Edit** tab, click **Undo**.

	lfast Pro	• Fi	le	Edit	Forma	tting	Translation	Т	erminology	Review	Help	
					Clipboar	d					Option	S
4	$\rightarrow$	$\mathcal{K}$	ſ		Ď	<b>B</b>		_		•		
Undo	Redo	Cut	Cop	by P	aste	Find / Replace	Copy All Tags	•	Clear All Tags		hitespace acters	Preferences

## Notes

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

A project's notes can be viewed and managed on the Notes pane and the Review tab.

### NOTES View Notes

To view notes:

1. Open a file in TXLF Editor.

The source and the leveraged target content appear in the **Translation** tab. The segments with notes will include a **Note D** icon in the **Status** column.

2. Select a segment with notes, and click the Notes tab in the Editor Tabs work area.

ТМ	Lookup	Notes	Segment	History	Metadata	Transcheck (0)
	Add	Edi	t	Delete	Expo	rt
ID	CreatorID	Тур	e	Date		Details
1	Laks	Trar	nslation		/04/04 9:56 EDT	Check for correctness

# NOTES Add Note

To add a note:

- 1. On the **TXLF Editor**, select a segment where the note is to be added and do one of the following:
  - On the **Review** tab, click **Add** in the **Notes** group.

E Wordfast Pro	🔹 Fil	le Edit	t Fo	rmatting	) Trar	slation	Terminology	Review	Help
Optio	ons			1	lotes		Ch	eck	
abc	a	<u>bc</u>	•			<b>E</b>		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	
Spellcheck File		Spelling rors	Add	Edit	Delete	Export	Transcheck Segment	Transcheck All	

• On the Notes tab in the Editor Tabs work area, click Add.

TM	Lookup	Notes	Segment His	tory N	letadata	Transcheck (0)
	Add	Edi	t De	lete	Ехрог	t
ID	CreatorID	Тур	e	Date		Details
1	Laks	Trai	nslation	2017/04/0 23:09:56		Check for correctness

- Right-click the segment and click Add.
- 2. On the Add/Edit Notes dialog, select the note Type, enter the text, and click OK.

Add/Edit Notes		×
Use t	his page to add or edit a note.	
Segment ID:	1	
Source:	TRANSLATION MANAGEMENT.	
Creator:*	Laks	
Date:	2017/07/24 23:18:07 EDT	
Туре:	Translation	Ŧ
Check for correctne	SS	
	ок	Cancel

The note appears under the **Notes** tab and the **Notes** icon appears in the **Status** column.

### NOTES Edit Note

To edit a note:

- 1. On the **TXLF Editor**, select a segment where the note is to be edited, or select the note on the **Notes** tab in the **Editor Tabs** work area.
- 2. Do one of the following:
  - On the **Review** tab, click **Edit** in the **Notes** group.

E Wordfast Pro	▼ File	Edit	Forma	atting	Transl	ation	Terminology	Review	Help
Optic	ons			Note	S		Che	eck	
abc	abc	E	6		6			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	
Spellcheck File	Mark Spel Errors	ling A	Add E	idit De	elete	Export	Transcheck Segment	Transcheck All	

• On the Notes tab in the Editor Tabs work area, click Edit.

ТМ	Lookup	Notes	Segn	nent His	tory M	letadata	Transcheck (0)
	Add	E	Edit	De	lete	Expo	rt
ID	D CreatorID Type			Date		Details	
1	Laks	Т	ranslation		2017/04/0 23:09:56 E		Check for correctness

- Right-click the segment and click **Edit**.
- 3. On the Add/Edit Notes dialog, edit the note as required, and click OK.

The modified note appears under the Notes tab.

# NOTES Delete Note

To delete a note:

1. On the **TXLF Editor**, select a segment where the note is to be deleted, or select the note on the **Notes** tab in the **Editor Tabs** work area.

#### 2. Do one of the following:

• On the Review tab, click Delete in the Notes group.

E Wordfast Pro	▼ File	Edit	Forma	tting T	ranslation	Terminology	Review	Help
Optio	ons			Notes		Ch	eck	
abc	abc						~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	
Spellcheck File	Mark Spelli Errors	ng A	Add Ed	dit Delet	e Export	Transcheck Segment	Transcheck All	

• On the Notes tab in the Editor Tabs work area, click Delete.

TM Lookup Not		Note	es Segment History			Metadata	Transcheck (0)	
Add			Edit De		lete Expo		rt	
ID CreatorID			Туре		Date		Details	
1 Laks			Translation		2017/04/04 23:09:56 EDT		Check for correctness	

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

The note is deleted from the segment and the notes icon disappears from the Status column.

# NOTES Export Notes

To export notes of an open file:

- 1. On the **TXLF Editor**, do one of the following:
  - On the **Review** tab, click **Export** in the **Notes** group.

Wordfast Pro	▼ File	Edit	Format	ting T	ranslation	Terminology	Review	Help
Options				Notes		Ch		
abc <u>abc</u>		E	<b>b</b> I,				~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	
Spellcheck File	Mark Spe Errors		dd Ed	it Delet	e Export	Transcheck Segment	Transchec All	k

• On the Notes tab in the Editor Tabs work area, click Export.

ТМ	TM Lookup Note		es Segment History		Metadata	Tra	anscheck (0)
	Add		it De	lete	Ехро	rt	
ID	CreatorID	Тур	e	Date		Details	
1	Laks		nslation	2017/04/04 23:09:56 EDT		Check for correctness	

- Right-click the segment and click **Export**.
- 2. On the Export Notes navigation dialog, browse and select a location to save the exported notes file.
- 3. Enter a name for the file and click **Save**.

ID	Source	Target	Туре	Notes	Creator ID	Date
4	INTEGRATE WITH ANY	INTEGRATION MIT	translation	Check for	Laks	Tue Apr 04
	SYSTEM	JEDEM SYSTEM		correctness		23:10:10
						EDT 2017
9	This product saves	Mit produkte sparen	translation	Check	Laks	Tue Apr 04
	organizations millions of	Organisationen aufgrund der				23:10:17
	dollars by automating the	automatischen Verwaltung				EDT 2017
	management of localization	von				
	processes and resources.	Lokalisierungsprozessen				
	_	und -ressourcen Millionen.				

All the notes for the open file are saved in the selected folder location as a Word document.

# Segments

Segments are parts of the file that are divided by formatting or punctuation. Segments may be sentences, 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.

### SEGMENTS View Segment History

On the **TXLF Editor**, use the **Segment History** tab to view the segment changes in the currently open file. The changes recorded include content updates, verify, and lock actions to the segments.

TM Lookup	Notes	Segment History	Metadata	Transcheck (0)				
Туре 🕆	Value			Score	User	Modification Date		
Target	Bereitst	Installation oder ellung mit vollen onsumfang		99%	Laks	2017/04/06 20:35:06 EDT		
Target	FargetVor-Ort-Installation oder Cloud- Bereitstellung mit vollem Funktionsumfang				unknown	2017/04/06 20:35:06 EDT		

### SEGMENTS

### Commit to the TM

After translating segments, the translation memory should be updated with the translation. The **Commit All** option updates all target segments and the **Commit** option updates the current target segment to the TM.

To update the translation memory on the TXLF Editor:

• On the **Translation** tab, click **Commit All** in the **Translation Memory** group or **Commit** in the **Segment** group.



The translation memory is updated for the entire file or the current segment. When a modified segment is committed to the TM, the highlight color changes to purple.

### SEGMENTS Verify Segment

The **Verify Segment** action enables you to automatically modify and commit to a TM a 100%, fuzzy, or machine translation (MT) match segment if the segment does not require any changes. You do not need to edit a segment if the content is correct, but can verify segments that are not active.

To verify a segment:

• On the **TXLF Editor**, select a segment, and click Solar or **Verify Segment** on the **Translation** tab.



This modifies the segment status to **Edited** and commits the segment to the TM, changing the highlight color of the target segment.



### SEGMENTS Copy Source

To copy a source segment to the target segment:

- 1. On the TXLF Editor, select a source segment.
- 2. On the **Translation** tab, click one of the **Copy Source** options.

	st Pro 🝷 F	ile Edit	Formattir	ng Trans	slation	Теп	ninology	Review	ı Help
							Segme	nt	
		E <mark>r</mark>	R	E.			R	<b>P</b>	∎ <mark>≯</mark>
Next Segment	Previous Segment	Commit	Leverage	Verify Segment	Copy Source	P	Merge	Split (	Unconfirm / Confirm
					Copy	Sour	ce		
					Copy	Sour	ce Text		
					🖻 Copy	Sour	ce, Tags a	nd Term Tr	anslations
					Copy	Sour	ce and Ter	m Translati	ons
					💼 Сору	Sour	ce, Tags, S	Source and	Target Terms
					Copy	Sour	ce with So	urce and Ta	arget Terms



The source segment is copied to the target segment.

### SEGMENTS Copy All Source Segments

To copy all source segments to all target segments:

1. In TXLF Editor, click Copy All Sources on the Translation tab.

	st Pro 🝷	File Edit	Formatting	Translat	ion	Terminology	Review	Help
		Segme	ent				Automated	Actions
	E,	E×	E <mark>g</mark>	r.	Ē		? <u><b>⊥</b>?</u> ?	<b>F</b>
Next Segment	Previous Segment	Unconfirm Confirm	/ Lock Segment	Clear Target	Cop All Sou	-		o Translate All

All target sgements is the same as source segments.

2. (Optional) Begin translation in the target column.

### SEGMENTS Lock Segment

The confirmed, proofread, and translated segments can be locked to ensure that they are not changed.

To lock a segment:

- 1. On the TXLF Editor, select the segment to lock.
- 2. On the Translation tab, click Lock Segment.


The Locked Segment 🔒 icon is displayed in the Status column of the selected segment.

### SEGMENTS Clear Target

To clear a target segment:

- 1. On the **TXLF Editor**, select the target segment.
- 2. On the Translation tab, click Clear Target.



3. On the Clear Current Segment Target message dialog, click **Yes** to clear the target.

Clear Current Segment Target	×
Are you sure you want to remove all the content from the tar	get?
Do not warn me about this anymore.	
Yes	No

### SEGMENTS Clear All Targets

To clear all content from the target segment:

1. On the **TXLF Editor**, click **Clear Target > Clear All Targets** on the **Translation** tab.



2. On the Warning message, click **Yes** to clear all targets.



### SEGMENTS Unconfirm Segment

The **Unconfirm / Confirm** segment option allows the translator to mark a segment that should not be written to the TM. 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 are not committed to the TM.

To unconfirm a segment:

- 1. On the **TXLF Editor**, enter a translation or leverage the translation memory.
- 2. On the Translation tab, click Unconfirm / Confirm.

	st Pro 👻 F	ile Edit	Formatting	Translation	Termino	ology i	Review H	lelp
		Segment			A	utomated A	ctions	
		E×	E <mark>n</mark>	r.	<b>±</b> ?	<u>↓</u> ? <sub>?</sub>		
Next	Previous	Unconfirm /	Lock	Clear	Until	Until No	Translate	•
Segment	Segment	Confirm	Segment	Target	Fuzzy	Match	All	

The Unconfirmed <sup>9</sup> icon is displayed next to the segment in the Status column.

3. To confirm the segment, click **Unconfirm / Confirm** again.

The Unconfirm icon is removed from the Status column.

You can unconfirm and confirm all segments by using the shortcut keys. The shortcut key for unconfirm all is **Alt+Shift+Enter** and confirm all is **Ctrl+Shift+Enter**.

#### SEGMENTS Edit Source

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. The edited source segments will be updated in the TM if they are committed.

To edit the source segment:

- 1. On the TXLF Editor, select a source segment.
- 2. On the Edit tab, click Edit Source.



3. Edit the source content as required, and click outside the segment.

The source segment is saved and an Edit Source ricon appears in the Status column.

4. To revert to the original source, on the Edit tab, click Revert Source.

	lfast Pro	• Fil	e Edit	Form	natting	Translation	Termir	nology	Review	Help
		Cli	pboard			Source	Actions		Option	S
4	$\rightarrow$		_		B	B	-	[	1	
Undo	Redo	Cut	Copy I	Paste	Find / Replace	Edit Source	Revert Source		/hitespace racters	Preferences

### SEGMENTS 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	Ñ ñ	Shift+Ctrl+~, V	Only works with "n, N, o, O, a, A"
Umlaut	Öö	Shift+Ctrl+:, V	:= colon key

Some examples are:

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

The following table lists other supported foreign characters.

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

Character	Name	Key Combination	Notes
Ç, ç	French C cedille (caps/ lowercase)	Ctrl+, ,c Ctrl+, ,C	For ç, press Control, then the comma key. Release then press c.
Œ,œ	OE ligature (caps/lowercase)	Shift+Ctrl+&,o Shift+Ctrl+&,O	Press and hold <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	
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

# Use Transcheck

The Transcheck option scans translated content for non-linguistic errors such as missing tags, empty targets, numbers, and terminology within target segments. It posts a warning icon in the **Status** column for that segment if it locates one or more errors.

With Captive TransStudio, users are only allowed to perform Transcheck and review Transcheck Summary results. There is no option for running a Transcheck Report.

### USE TRANSCHECK Enable Transcheck

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

#### USE TRANSCHECK

### **Transcheck During Translation**

The **Transcheck segments while translating** option can be activated in Preferences to check for errors during the translation process. When you translate a segment and commit to the TM, a Transcheck warning immediately pops up if there are any errors identified based on the configured Transcheck options.

To Transcheck while translating:

1. On the TXLF Editor, translate a segment and click Next Segment or Alt-Down.

If a Transcheck error is found in the segment, a warning message is displayed.



- 2. Do one of the following:
  - Click Go back to fix the issue to correct the error
  - Click Continue to continue translating without changes



If the error is not corrected, the Transcheck error **O**icon remains in the Status column and the **Transcheck** tab.

#### USE TRANSCHECK

### Transcheck All

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

To check all segments of a file:

- 1. On the **TXLF Editor**, complete translation of a file.
- 2. On the Review tab, click Transcheck All.

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Optio	Options					Notes		Check				
abc		abc				R			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~			
Spelicheck File Mark Spel Errors		ing	Add	Edit	Delete	Export	Transcheck Segment	Transcheck All				

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

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nsCheck			16 Errors	I		
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ed Source Check ty Target Check			1			
eated Words Check Check			0			
ninology Check dited Fuzzy Check			0			
espace Check			2			
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Block Source	ŰBERG		Comment Source text has			
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USE TRANSCHECK

### View Transcheck Warning

You can view data related to any Transcheck warning, explanation, and cause under the **Transcheck** tab. Refer to <u>Transcheck</u>.

To view Transcheck warnings:

- 1. On the **TXLF Editor**, complete your translation.
- 2. On the Review tab, click Transcheck Segment or Transcheck All.

3. Click in a segment with a Transcheck error <sup>1</sup> icon in the Status column.

The Transcheck tab displays the warning, explanation, and cause.

TM L	ookup Notes Segme	nt History Metadata Tr	ranscheck (3)
Prev	ious error Next error	Refresh Ignore warn	ing
#	Warning	Explanation	Cause
1	Tag Check	Source contains formatting missing in the target.	Source contains "1, 2, 3" which is missing in target.
2	Unedited Fuzzy Check	Target contains a fuzzy match that has not been modified.	Target contains a 98% match that has not been modified.
3	Untranslated Text Check	Source text is not translated in the target.	"in" should be translated in target.



The "(3)" indicates the number of errors found in the selected segment.

- 4. Go to the next segment by clicking Next error on the Transcheck tab.
- 5. Either correct the error and click **Refresh** to complete the correction or click **Ignore warning** to continue reviewing error warnings without making any changes.

*i* If you do not correct an error, the Transcheck error **I** icon remains in the **Status** column, as well as the **Transcheck** tab.

# 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>Machine Translation</u>.

# Auto-Propagate

Auto-propagation or leveraging repetitive content re-uses segments that are repeated in a file. You can enable auto-propagation by selecting preferences in **Preferences > General Preferences > Auto-Propagation**. Refer to <u>Auto-Propagation</u>.

To leverage repetitive content:

1. On the **TXLF Editor**, select any translatable segment. In this example, the duplicate segments have been located with a filtered search.

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N	ext	Previous	Commit	Leverage	Verify	Сору	Merge	Split	Unconfirm /	Lock	Clear	•	Сору			-
Seg	ment	Segment			Segment	Source			Confirm	Segment	Target	Al	Sources	6		
Den	no-Samp	ple-Eng1.d	loc ×													
۲ ک	Source or	r Target	-	Match C	ase Re	gex Enter te	xt to filter se	gments	▼ Filter: [	)uplicate segn	nents	Ŧ	Q	¢ >	Sort: Do	cument
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Addi	tional To	ools														1
EN →	DE				5	Segments: 0/2	25 Segmer	nt (Src/Tg	t/Max): N/A	Paragraph (S	rc/Tgt/Max	(): N/A		0% (27	77 words let	it)

- 2. Enter the translation into the first target segment.
- 3. Commit the term by using one of the following methods:
  - Click Commit
  - Click Next Segment or press Alt+Down

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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							Segme	ent								
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N	ext	Previous	Commit	Leverage	Verify	Сору	Merge	Split	Unconfirm /	Lock	Clear	•	Cop	ny		=
Seg	ment	Segment		-	Segment	Source	-		Confirm	Segment	Target		All Sou	rces		
*De	mo-San	nple-Eng1.	doc ×													ø
٢.	Source o	or Target	Ŧ	Match C	ase Re	gex Enter	text to filter seg	gments 🔻	Filter: Duplic	cate segments	-	Q	¢	×	Sort: Docu	iment 🔪
ID				English					Germa	an			Score		Status	
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	requi	irement	S.				Gesun	dheit An	forderunge	en definierer	۱.					
Additional Tools																
EN -	EN -> DE Segments: 2/25 Segment (Src/Tgt/Max): 143/153/- Paragraph (Src/Tgt/Max): N/A 13% (239 words left)															

### 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 Auto-Suggest, refer to <u>Auto-Suggestion</u>.

### **Preview PDF**

You can preview files that have MS Office source formats as a PDF, to view the translated content in its original format.

To preview files as PDF on the TXLF Editor:

1. On the File tab, select a file with some translated content, and click Preview.

≡ v	Vordfast Pro 🔫	File	Edit	Formatting	Translation	Terminology	Review	Hel	р		
Fik	<u>,</u>				Options				Sav	ve Options	
E,			R.	P.O		tive	PDF				
Clos	e Get Biling	ual O	pen Source	e Preview	Show	Synchronize Live	Preview		Save File As	Save	Save As
	Table		File	File	Instructions	Preview			Translated		
							Diffice	Prev	iew		
							🔜 Html F	Previe	W		
							Live P	revie	w		

2. Select Office Preview or Html Preview.

Only one of the preview options will be active at a time, based on the source format of the selected file.

The preview of the translated content is displayed.

## Live Preview

You can generate a dynamic live preview of the translated file in **TXLF Editor**. Live **Preview** only works on source MS Word DOC and DOCX files or on MS PowerPoint PPT and PPTX files.

To generate a live preview:

1. Select a file with some translated content on the **File** tab, click **Live Preview**, then click **Preview** from the drop-down menu.

	☰ Wordfast Pro 👻 File Edit		File Edit Formatting Translation Terminology Rev		Review	Help			
File			0	ptions			s	ave Options	
E	<b>II</b>		-0		PDF	- <del>   </del>			
Close	Get Bilingual Table	Open Source File	Preview File	Show Instructions	Preview	Synchronize Preview	Save File As Translated	Save	Save As

2. (Optional) Interact with the live preview of the file.

#### For MS Word files

The preview pane docks to the right, but click to select whether to dock it to the left or bottom, undock it, or close it altogether. **Live Preview** highlights the active segment and you can navigate to any other segment by clicking on that area of the live preview.



#### For MS PowerPoint files

PowerPoint files can be graphically intensive and so may take time to load. A loading progress bar appears at the bottom. Click x to cancel the **Live Preview**.

- Docking—The preview pane docks to the right, but click to select whether to dock it to the left or bottom, undock it, or close it altogether. Live Preview highlights the active segment and you can navigate to any other segment by clicking on that area of the live preview.
- Slide Navigation—Click the forward or back arrow to progress through the slide deck or type the deck slide number in the Page field. To return to the first slide in the deck, click .



3. Enter the translation or leverage the TM for any segment and press **Alt-Down** or click **Next Segment** on the **Translation** tab.

This displays the new translation in the live preview pane. To collapse or expand the live preview pane, click or ≤.

4. (Optional) Click Synchronize Live Preview on the File tab to refresh the pane and return to the top of the file.

## **Formatting Tools**

The Formatting tab in the TXLF Editor includes formatting tools that can be used to edit the target content format.

The formatting tools are categorized in three sections:

### FORMATTING TOOLS

### Format

The Format options are available only for MS Office source files. The formatting options are:

Button	Keyboard Shortcut	Description
В	Ctrl+B	Format the selected text as bold.
Bold		
Ι	Ctrl+l	Format the selected text as italic.
Italic		
U	Ctrl+U	Format the selected text as underlined.
Underline		
X2	Ctrl+=	Format the selected text as subscript.
Subscript		
X <sup>2</sup>	Ctrl+Shift+=	Format the selected text as superscript.
Superscript		
ABC	No shortcut	Format the selected text to display as strikethrough
Strike		(deleted), without actually deleting the text.

FORMATTING TOOLS

### Tags

The tag formatting options are:

Button	Keyboard Shortcut	Description
Tag Formatting	No shortcut	Display actual formatting associated with tags for the active segment (when supported.)
Tag Non-Formatting	No shortcut	Display the content of the formatting tags for the active segment.

FORMATTING TOOLS

### **Options**

#### The other formatting options are:

Button	Keyboard Shortcut	Description
	Ctrl+Shift+Space	Insert a non-breaking space at the cursor location.
Non-Breaking Space		

Button	Keyboard Shortcut	Description
►¶	No shortcut	Insert a marker to indicate left-to-right reading direction.
Left To Right Marker		
¶٩	No shortcut	Insert a marker to indicate right-to-left reading direction.
Right To Left Marker		
Ø	Ctrl+D	Attach and detach the <b>Formatting</b> toolbar. When
Attach /		attached, the toolbar is displayed as a tab. When
Detach		detached, the toolbar is displayed as a minimized
		toolbar that can be moved to any area of the TXLF
		Editor.

# Save a File

To save your work:

- 1. Determine you have progressed with your translation or review work to a point where you want to save what you have done.
- 2. In TXLF Editor, click one of the Save Options.

	lfast Pro 👻 Fi	le Edit I	Formatting	Translation	Terminolog	gy Review	Help
File		Options		Sa	ave Options		
E	<b>I</b>	R all					
Close	Get Bilingual Table	Open Source File	Preview File	Save File As Translated	Save	Save As	

Save File As Translated	Save the active file to a local folder.
Save	Save the active file to a local folder you identify.
Save As	Save the active file to a local folder under a different name.

A pop-up progress bar displays. After successful completion, the save action updates the file in a local folder.

# 8. Project TM

Translation memory (TM) is designed to provide maximum content re-use and to facilitate collaboration among localization resources. Translators can leverage reusable content using one of two different types of TMs.

 Local TM
 The local TM is located on your computer and can only be accessed and updated by you.

 Remote TM
 The remote TM is located on a server that can be accessed by several translators at the same time. The translators can leverage the available content and also update the TM with new reusable content.

TMs can be managed both by project managers and translators from the **Project TM** tab.

Word	lfast Pro								_	-		×
	ast Pro 🕞	Project File	es Pr	oject TM	Project	Terminolo	gy F	Reports I	Reference File	s	Help	^ X
		Translation M	lemory			Import /	Export		Options			
	0.0	S		0	2							
Create	Add	Connect	Open	Modify	Сору	Import	Export	Remove	Preference	es		
Local	Local	To Remote	ТМ	TM	TM	TM	TM	TM				
Translatio	n Memory	Loca	ation		Selected	l Priori	ity	ТМ Туре	Read-only	8	†↓	≡
EN	N -> DE											
	Doc_TM1	. C:\l	Jsers\Lak	s\Desk	<ul> <li>Image: A second s</li></ul>	Second	lary	LOCAL				
<b>E</b>	Doc_TM2	tms	://stg-sup	port1	~	Primar	y	TM Server				
EN -> DE									5.59%			

# **Create Local TM**

To create a local translation memory, on the Project TM tab:

1. Click Create Local.

	fast Pro	<ul> <li>Project Fil</li> </ul>	es Pro	oject TM	Project	Terminolo	gy Re	ports R	eference Files	Help
Translation Memory					Import	/ Export	C	Options		
<b>)</b>	05	S	0;	0,*	3	9				
Create Local	Add Local	Connect To Remote	Open TM	Modify TM	Copy TM	Import TM	Export TM	Remove TM	Preferences	

#### The Translation Memory dialog is displayed.

Translation Memory			×
Create	Translation Memory		
Name:*			
Source Language:*	English		
Target Language:*	German		-
Location:*		Br	owse
Priority:*	Secondary		-
Selected			
Read-only			
		ОК	Cancel

2. Enter the translation memory information.

Field	Action
Name	Enter the TM name. It is recommended to enter a name that includes the client or organization name and the TM's language to easily identify it.
Target Language	Select the target languages. The target language selection is limited to those configured in the project.
Location	Enter the location where the new TM will be saved.
Priority	The priority determines the sequence of reference during translation where the <b>Primary</b> TM is referenced first, followed by the <b>Secondary</b> TMs. Only one TM can be selected as primary.
Selected	Select checkbox to use this local TM for the current project.
Read-Only	Select checkbox to allow users to leverage the TM but not update it with new translation.

#### 3. Click OK.

The new translation memory is displayed in the project TM list.

### Add Local TM

You can add translation memories (TM) created by Wordfast Pro 4 or 5 only. If you want to add TMs from Wordfast Classic or Wordfast 3, use the **Import TM** option. Refer to <u>Import TM</u>.

To add a local translation memory to a project:

1. On the **Project TM** tab, click **Add Local**.

	ast Pro	<ul> <li>Project Fil</li> </ul>	es Pro	oject TM	Project	Terminolo	ogy Re	ports R	eference Files	Help
Translation Memory						Import	/ Export	C	Options	
<b>3</b>	Û,€		0;	05	39	<b>S</b>				
Create	Add	Connect	Open	Modify	Сору	Import	Export	Remove	Preferences	
Local	Local	To Remote	TM	TM	TM	TM	TM	TM		

- 2. On Opening TM navigation dialog, browse to the local TM folder, and select it.
- 3. Click Select Folder.

The selected translation memory is added to the project and displayed in the project TM list.

## Connect To Remote TM

You can connect to TMs residing on other computers.

To connect to a remote translation memory:

1. On the Project TM tab, click Connect To Remote.



#### The Connect to Remote TM dialog is displayed.

Connect to Ren	note TM		×
W-	Use this pa	ge to connect to remote TM.	
TM Server	WF Server		
Symbolic Name		1	
URL:*		example: tm://address:port/TMS?tm=LEG	Test
Address:*			
Port:			
TMS Folder:*			
Cluster Short	Code:*		
TM Short Co	de:*		
User:*			
Password:*			
Workgroup IE	D:		
Priority:		Primary	Ŧ
Selected			
Read-only			
		ОК	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 using the following format: tm://address:port/TMS?

 $(m{i})$  The URL Settings are populated automatically when you enter the URL string.

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

The priority determines the sequence of reference during translation where the **Primary** TM is referenced first, followed by the **Secondary** TMs. Only one TM can be selected as primary.

- e) (Optional) Select the Selected checkbox to use this translation memory for the current project.
- f) (Optional) Select the **Read Only** checkbox to allow users to leverage the TM but not update it with new translation.
- 3. To add a WF Server:

Connect to Remote TM		×
Use this page	ge to connect to remote TM.	
TM Server WF Server		
Symbolic Name:*		
URL Settings		
URL:*	example: wf://jsmith:password@address: Test	
Address:*		
Port:*		
UserName:*		
Password:		
Workgroup ID:		
PM and TM admin		
Use TM Write Password		
TM Write Password:		
Priority:	Primary	-
Selected		
Read-only		
	OK Cance	el.

- a) Click the WF Server tab.
- b) Enter a unique name in the Symbolic Name field.
- c) Enter the remote translation memory URL using the following format: wf://jsmith:password@12345



 d) (Optional) Select Use TM Write Password to provide password to clean up target content and update the TM.



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

The priority determines the sequence of reference during translation where the **Primary** TM is referenced first, followed by the **Secondary** TMs. Only one TM can be selected as primary.

- f) (Optional) Select Selected checkbox to use this translation memory for the current project.
- g) (Optional) Select **Read Only** checkbox to allow users to leverage the TM but not update it with new translation.
- 4. Click OK.

The new translation memory is added to the project and displayed in the project TM list.

# Open TM

Local translation memories can be viewed and edited in Wordfast Pro.

To open a local translation memory:

• On the **Project TM** tab, select a translation memory file, and click **Open TM**.

	fast Pro	<ul> <li>Project Fil</li> </ul>	es Pro	ject TM	Project	Terminolo	ogy Re	ports Re	eference Files	Help
		Translation M	/lemory			Import	/ Export	C	ptions	
0	Û,₽	5		0,*	ŝ	<b>S</b>				
Create Local	Add Local	Connect To Remote	Open TM	Modify TM	Copy TM	Import TM	Export TM	Remove TM	Preferences	

The TM Editor dashboard is displayed. You can filter, view, and update translation units using the TM Editor.

(i)

Remote TMs cannot be opened in Wordfast Pro.

Wordf	ast Pro												- 🗆	$\times$
Wordfa	st Pro 🔻	TM Edit	or He	lp									^	>
Navig	jation		Edit Option	ns	TU	Options		Tags		Options				
Next Update	Previous Update	Cut	Сору	Paste	Delete T	U Export Filtered	Previous Tag	Copy	Next Tag	Preferenc	es			
ilters				*	ID	Source		rget	Creati	ion User	Creation Date	Modification U	Modification D.	
Search: Source an	d target		~			n. <sup>Tag1</sup> Tag2	über n. <sup>Tag</sup> Tag2	mittel 1						
TU Text: Enter TU TU Creatio Enter TU Creatio TU Creatio TU Creatio To: TU Modific	n User: Creation Use on Date:	9r			17	Bold Tag2 Tag3 Conventio ns used in this guide Tag4 Tag5 (Bold	unge verw	amml en endet esem er	Laks	ŝ	2017/03/1 6 10:13:37 EDT	Laks	2017/03/1 6 10:13:37 EDT	
	Modification cation Date				18	Bold Tag2 Tag3 Typograp hical Tag4 Tag5 Bold			Laks	5	2017/03/1 6 10:13:37 EDT	Laks	2017/03/1 6 10:13:37 EDT	
L	-			•	19	The	Die		Laks	5	2017/03/1	Laks	2017/03/1	
	Q	Find	X Cle	ear	4									F

## Modify TM

To modify a local or remote translation memory:

1. On the Project TM tab, click Modify TM.



The Translation Memory dialog is displayed.

anslation Memory		
Modify	/ TM	
Name:*	Doc_TM1	
Source Language:*	English	
Target Language:*	German	
Location:*	C:\Users\Laks\Desktop\LNK\WF\WF testing	Browse
Priority:*	Secondary	•
Selected		
Read-only		
	01	K Cancel

2. Modify the TM details as required.

If you modify the TM **Name**, it will only apply within the Wordfast Pro application. The TM **Priority** can be either Primary or Secondary, but you can select only one Primary TM per project.

- 3. (Optional) Select Selected to use this TM for the current project.
- 4. (Optional) Select Read Only to allow users to leverage the TM but not update it with new translation.
- 5. Click **OK** to save changes.

i

# Copy TM

To copy a local translation memory:

1. On the Project TM tab, select a translation memory and click Copy TM.

	fast Pro	<ul> <li>Project Fil</li> </ul>	es Pro	oject TM	Project	Terminolo	ogy Re	ports R	eference Files	Help
		Translation N	lemory			Import	/ Export	(	Options	
		2		0	5					
Create Local	Add Local	Connect To Remote	Open TM	Modify TM	Copy TM	Import TM	Export TM	Remove TM	Preferences	

The Copy Translation Memory dialog is displayed.

Copy Translat	on Memory	×
W-	Create a copy of the selected translation memory. Please ent the copy, location, and decide if you want to flip the TM langu	
Source TM	I: Doc_TM1	
Name:*		
Location:*		Browse
🗌 Flip La	nguages	
	Сору	Cancel

- 2. Enter the TM Name for the copy.
- 3. Browse and select the Location where the TM will be saved.
- 4. Select Flip Languages, to reverse the source and target languages, and click Copy.

A copy of the translation memory is saved in the selected folder location.



The copied TM will be in Wordfast Pro 4 or 5 TM format.

## Import TM

To import a local translation memory, on the Project TM tab:

1. Click Import TM.

	fast Pro	<ul> <li>Project Fil</li> </ul>	es Pro	oject TM	Project	Terminolo	ogy Re	ports R	eference Files	Help
		Translation N	lemory			Import /	/ Export	(	Options	
	0.5	S	0	0\$	2					
Create Local	Add Local	Connect To Remote	Open TM	Modify TM	Copy TM	Import TM	Export TM	Remove TM	Preferences	

#### The Import Translation Memory dialog is displayed.

Import Translation Memo	ny		×
	Translation Memory		
File Type:*	TMX		•
Import File:*		Browse.	
○ Create New TM			
<ul> <li>Import Into Existin</li> </ul>	ng TM		
Existing TM:*	Doc_TM1		-
If TU already exists:*	Add as a new TU		<b>*</b>
		ОК	Cancel

- 2. Select the import File Type:
  - WF Classic TM: This format provides backward compatibility for WordFast Classic and WordFast 3.
  - TMX: Translations Memory eXchange is a standard file format supported by all translation tools.
- 3. Click Browse to locate and select the Import File.
- 4. Select the TM creation option:
  - Create New TM: to import the TM into a new TM file
  - Import Into Existing TM: imports the TM into one of the available TM files. Select the Existing TM and the action to be taken If TU already exists
- 5. Click **OK**.

The translation memory is imported and displayed in the project TM list.

### Export TM

To export a local translation memory:

1. On the Project TM tab, select the translation memory, and click Export TM.

	ast Pro	<ul> <li>Project Fil</li> </ul>	es Pro	oject TM	Project	Terminolo	gy Re	ports R	eference Files	Help
		Translation N	lemory			Import /	Export	(	Options	
0		S	0	0,*	ŝ					
Create Local	Add Local	Connect To Remote	Open TM	Modify TM	Copy TM	Import TM	Export TM	Remove TM	Preferences	

#### The Export Translation Memory dialog is displayed.

Export Translation M	emory	×
	cify existing Translation Memory for export, and use a location and export type for the TM	
Translation Memory:*	Doc_TM1	•
Export Type:*	ТМХ	•
File:*	Browse.	
	OK Cancel	

- 2. Select a different Translation Memory from the drop-down list, if required.
- 3. Select the file Export Type from the drop-down list.
- 4. Browse and select the folder location where the exported **File** will be saved and click **OK**.

The selected translation memory is exported to the selected folder location.

## **Remove TM**

When a translation memory is removed from a project, the local TM file is retained in the TM folder on your computer.

To remove a translation memory:

1. On the Project TM tab, select the translation memory that you want to remove, and click Remove TM.

	fast Pro	<ul> <li>Project Fil</li> </ul>	es Pro	oject TM	Project	Terminok	ogy Re	ports Re	eference Files	Help
		Translation N	/lemory			Import / Export Options				
9	Û.₿	S	0	0	2	<b>S</b>				
Create Local	Add Local	Connect To Remote	Open TM	Modify TM	Copy TM	Import TM	Export TM	Remove TM	Preferences	

2. On the Remove TM dialog, click Yes.

Remove TM		×
Are you sure you want to remove the selecte	:d TMs?	
	Yes	No

The selected translation memory is removed from the project TM list.

The removed TM can be added to the project again by clicking **Add Local**. A remote TM can be added again to a project by clicking **Connect to Remote** and entering the URL.

# 9. Project Terminology

The Terminology tab is used to manage the glossaries and blacklisted terms. A glossary is a collection of terms used in previous translation projects. These terms could be both preferred and rejected or blacklisted.

Word	lfast Pro									- 0		×
<b>Word</b>	fast Pro	Project Fil	es Projec	t TM	Project Terminol	ogy	Reports	Referen	ce File	s Help	^	×
	Terminology							Blacklist				
₽ <mark>₽</mark>	□_	ES.	P2	<u>I</u> I	<u>I</u>			ð 🗞	<b>N</b>	R .		
Create Local	Add Local	Connect To Remote	Open Glossary	Impoi Glossa		Creat Loca				Open Blacklist		
Glossary	Name	Loc	ation			Se	lected	Read-only	8	$\uparrow \downarrow ~\equiv~$		
Er	N -> DE											
	Glossari	es										
	- Doc	_Term1 tmg	grs://qa-tpt7.o	om/TMGF	R?prj=TR		<ul> <li>Image: A second s</li></ul>					
	Doc	_Term2 C:\	Users\Laks\Or	neDrive\D	ocuments\LNK\Trai	nir	<ul> <li>Image: A second s</li></ul>					
-	Blacklist	s										
	Doc	_Term1 tmg	grs://qa-tpt7.o	:om/TMGF	R?prj=TR		<ul> <li>Image: A second s</li></ul>					
	Doc.	_Term2 C:\	Users\Laks\Or	neDrive\D	ocuments\LNK\Trai	nir	<b>~</b>					
EN -> DE								5.59%	6			

# **Terminology Lists (Glossaries)**

A terminology list, also called a glossary, includes source terms and their preferred translations.

# TERMINOLOGY LISTS (GLOSSARIES)

To create a local glossary:

1. On the Project Terminology tab, click Create Local in the Terminology group.



#### The Create Glossary dialog displays.

Create Glossary		×
Create	/Modify Glossary	
Name:*		
Source Language:*	English	
Target Language:*	German	Ŧ
Location:*		Browse
Selected		
Read-only		
	0	K Cancel

2. Enter the glossary information.

Field	Action
Name	Enter the glossary name. It is recommended to enter a name that includes a client or organization name and the glossary language to easily identify it.
Source Language	The source language auto-populates, based on the project.
Target Language	Select the target language for the glossary. The target language selection is limited to those configured in the project.
Location	Enter the location where the new glossary will be saved.
Selected	Select this checkbox to use this local glossary for the current project.
Read Only	Select this checkbox to allow users to leverage the glossary but not update it with new terms.

#### 3. Click **OK**.

The new glossary displays in the project terminology list.

# TERMINOLOGY LISTS (GLOSSARIES) Add Local Glossary

You can add glossaries created by Wordfast Pro 4 or 5 only. If you want to add glossaries from Wordfast Classic or Wordfast 3, use the **Import Glossary** option. Refer to <u>Import Glossary</u>.

To add a local glossary:

1. On the Project Terminology tab, click Add Local in the Terminology group.

	fast Pro	<ul> <li>Project Fil</li> </ul>	es Projec	tTM P	roject Termino	logy	Reports	Reference Fil	es Help	
Terminology							Blacklist			
D <mark>7</mark>	□_	B	E <u>P</u>	∎ <mark>₽</mark>	Ц.		<b>A</b>	<b>A</b>	R.	
Create Local	Add Local	Connect To Remote	Open Glossary	Import Glossary	Export Glossary	Creat Loca		Connect To Remote	Open Blacklist	

- 2. On the Creating Glossary navigation dialog, browse to the glossary folder that you want to add, and select it.
- 3. Click Select Folder.

The selected glossary is added to the project and displayed in the project terminology list.

### TERMINOLOGY LISTS (GLOSSARIES) Connect To Remote Glossary

You can connect to a glossary residing on another computer.

To connect to a remote glossary:

1. On the **Project Terminology** tab, click **Connect To Remote** in the **Terminology** group.

		fast Pro	<ul> <li>Project Fil</li> </ul>	les Projec	t TM Pi	roject Terminol	ogy	Reports	Reference Fil	es Help
Terminology									Bla	cklist
	₽ <mark>₽</mark>	₽.	E	R.	∎ <mark>₽</mark>	Ц.			<b>R</b>	R
	Create Local	Add Local	Connect To Remote	Open Glossary	Import Glossary	Export Glossary	Create Loca		Connect To Remote	Open Blacklist

The Connect to Term Manager dialog is displayed.

Connect to Term Manager X								
Connect To	o Remote Glossary							
TMGR Server WF Serve	er -							
Name:*	Doc_Term1							
Source Language:*	English							
Target Language:*	German	*						
URL Settings								
URL:*	tmgrs://qa-tpt7.com/TMGR?prj=TR/	Test						
Address:*	qa-tpt7.com/TMGR							
Username:*	Training							
Password:*	•••••							
Project Short Code:*	TRA000075							
Selected								
Read-only								
Create Blacklist Connection								
	ОК	Cancel						

- 2. To add a Term Manager (TMGR) Server:
  - a) Click the TMGR Server tab.
  - b) Enter a unique name in the **Name** field.
  - c) Select a Target Language from the drop-down list.
  - d) Enter the remote glossary URL using the following format: tmgr://address:port/TMGR?

(i) The URL Settings are populated automatically when you enter the URL string.

- e) (Optional) Select Selected checkbox to use this glossary for the current project.
- f) (Optional) Select **Read Only** checkbox to allow users to leverage the glossary but not update it with new terms.
- g) (Optional) Select Create Blacklist Connection checkbox to add a blacklist if available in TMGR.
- 3. To add a WF Server:

Connect to Term Manager X									
Connect To	Remote Glossary								
TMGR Server WF Serve	r								
Name:*	Doc_Term1								
Source Language:*	English								
Target Language:*	German 💌								
URL Settings									
URL:*	wf://qa-tpt7.com/TMGR?prj=TRA00I Test								
Address:*	qa-tpt7.com/TMGR								
Port:*	22								
Username:*	qa-tpt7.com/TMGR?prj=TRA000075&usr=Training8								
Password:*	•••••								
Workgroup ID:									
Selected									
Read-only									
	OK Cancel								

- a) Click the WF Server tab.
- b) Enter a unique name in the Name field.
- c) Select a Target Language from the drop-down list.
- d) Enter the remote glossary URL using the following format: wf://jsmith:password@12345

The URL Settings are populated automatically when you enter the URL string.

- e) (Optional) Select Selected checkbox to use this glossary for the current project.
- f) (Optional) Select Read Only checkbox to allow users to leverage the glossary but not update it with new terms.
- 4. Click OK.

The new glossary is displayed in the project terminology list.

# TERMINOLOGY LISTS (GLOSSARIES)

To open a local glossary:

• On the **Project Terminology** tab, select a local glossary, and click **Open Glossary**.

<b>Word</b>	fast Pro	<ul> <li>Project File</li> </ul>	es Projec	t TM	Project Terminol	logy	Reports	Reference Fil	es Help
Terminology								Bla	cklist
∎ <mark>₽</mark>	□_	BS	P]	∎∎ <mark>,</mark>	Ц.	A	6	<b>A</b>	R .
Create Local	Add Local	Connect To Remote	Open Glossary	Import Glossar		Crea Loc		Connect To Remote	Open Blacklist

The Glossary Editor dashboard is displayed. You can filter, view, add, remove, and update terms in a local glossary using the Glossary Editor.



Remote glossaries cannot be opened in Wordfast Pro.

Wordfast	Pro											- 0	×	
<b>⊟</b> Wordfast	Pro 🝷	Glossar	y Editor	Help									^ X	
Navigat	ion	1	Edit Optior	15	1	Term Options	Terminology (		Options					
<b>C</b>	S	$\mathcal{X}$		Ď	à	6 🗞	EF.	ЦĮ						
	revious Update	Cut	Сору	Paste	Add 1	Term Remove Term		Export Glossary	Preferences					
Filters					ID	Source	Target	D	escription	Creation User	Creation Date	Modification U	J Modi	
Search: Source and f	arget		•		1	Network Systems	Netzwerk ysteme	S		Laks	2017/03/2 3 11:21:26 EDT	Laks	Ē	
Enter Term Text			2	PERSON AL FIREWAL Ls	PERSON AL FIREWAI Ls			Laks	2017/03/2 3 11:21:27 EDT	Laks	E			
					3	Access Protection	Netzwerk ugangsso hutz			Laks	2017/03/2 3 11:21:27 EDT	Laks	E	
				4	TECHNIC AL SUPPOR T	TECHNIS CHER SUPPOR T	_		Laks	2017/03/2 3 11:21:27 EDT	Laks	2 E		
						5	TURNKE Y SOLUTIO NS	FERTIGL ÖSUNG			Laks	2017/03/2 3 11:21:27 EDT	Laks	Ē
	Q	Find	🗙 Cle	ear	4								•	

### TERMINOLOGY LISTS (GLOSSARIES)

### Import Glossary

To import a local glossary:

#### 1. On the Project Terminology tab, click Import Glossary.

E Wordfast Pro		<ul> <li>Project Fil</li> </ul>	es Projec	t TM	Project Terminology		Reports	Reference Fil	es Help
	Terminology						Blacklist		
₽ <mark>₽</mark>	□_	eş	E			A	k 66	<b>A</b>	
Create Local	Add Local	Connect To Remote	Open Glossary	Impor Glossa		Crea Loc		Connect To Remote	Open Blacklist

The Import Glossary dialog is displayed.

Import Glossary			×
	Glossary		
File Type:*	ТВХ		•
Import File:*		Browse	
Oreate a new glos	ssary		
<ul> <li>Import into existin</li> </ul>	g glossary		
Existing Glossary:*	Doc_Term2		-
If the term already e	exists:* Add as new term		-
Clear before im	port		
		ок	Cancel

- 2. Select the import File Type:
  - Tab delimited text file (TXT): Wordfast Classic and Wordfast Pro 3 format
  - Term Base eXchange (TBX): This format can be used with other CAT tools
- 3. Click **Browse** to locate and select the **Import File**.
- 4. Select the glossary creation option:
  - Create a new glossary: to import the glossary into a new glossary file
  - Import into existing glossary: to import the glossary into one of the existing glossary files.

Select the Existing Glossary and the action to be taken If the term already exists.

5. Select **Clear before import** to overwrite the existing glossary, and click **OK**.

The glossary is imported and is displayed in the project terminology list.

### TERMINOLOGY LISTS (GLOSSARIES)

### **Export Glossary**

To export a local glossary:

1. On the Project Terminology tab, select a glossary, and click Export Glossary.

	fast Pro	<ul> <li>Project Fil</li> </ul>	es Projec	t TM Pro	oject Termino	logy	Reports	Reference Fil	es Help
		Ter	minology					Bla	cklist
D <mark>7</mark>	□_	ES.	R.		ЦĮ.	A	k 🚯	<b>A</b>	R.
Create Local	Add Local	Connect To Remote	Open Glossary	Import Glossary	Export Glossary	Crea Loc		Connect To Remote	Open Blacklist

The Export Glossary dialog is displayed.

Export Glossary			×
<b>VF</b> B	cport Glossary		
Glossary:*	Doc_Term1		*
Export Type:*	ТВХ		Ŧ
File:*			Browse
		ок	Cancel

- 2. Select the glossary that you want to export.
- 3. Select the file **Export Type** from the drop-down list:
  - Tab delimited text file (TXT): Wordfast Classic and Wordfast Pro 3 format
  - Term Base eXchange (TBX): This format can be used with other CAT tools
- 4. Click **Browse** and select the folder location where the exported **File** will be saved, and click **OK**.

The glossary is exported to the selected folder location.

## **Blacklist**

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

### BLACKLIST Create Local Blacklist

To create a local blacklist:

1. On the **Project Terminology tab**, click **Create Local** in the **Blacklist** group.

	fast Pro	<ul> <li>Project Fil</li> </ul>	es Projec	t TM Pro	oject Termino	logy	Reports	Reference File	es Help
		Teri	minology					Blac	klist
E <mark>r</mark>	□_	ES.	R.		∎ <b>q</b>			\$\$	R
Create Local	Add Local	Connect To Remote	Open Glossary	Import Glossary	Export Glossary	Create Local		Connect To Remote	Open Blacklist

2. On the Create Blacklist dialog, enter the blacklist information.

Create Blacklist			×
<b>\\-</b>	create a New Blacklist		
Name:*			
Language:*	German		*
Location:*			Browse
Selected			
Read-only	/		
		ок	Cancel

Field	Action
Name	Enter the blacklist name. It is recommended to enter a name that includes a client or organization name and the blacklist language to easily identify it.
Language	Select the target language that the blacklist is applied to. The language selection is limited to those configured in the project.
Location	Enter the location where the new blacklist will be saved.
Selected	Select checkbox to use this local blacklist for the current project.
Read-Only	Select checkbox to allow users to leverage the blacklist but not update it with new terms.

#### 3. Click **OK**.

The new blacklist displays in the project terminology list.

# Add Local Blacklist

To add a local blacklist:

1. On the **Project Terminology** tab, click **Add Local** in the **Blacklist** group.

	fast Pro	<ul> <li>Project Fil</li> </ul>	es Projec	t TM Pro	ject Terminol	ogy l	Reports	Reference Fil	es Help
		Ter	minology					Bla	cklist
₽ <mark>₽</mark>	₽.	ES.	R.		Ц.			<b>R</b>	R.
Create Local	Add Local	Connect To Remote	Open Glossary	Import Glossary	Export Glossary	Create Local	Add Local	Connect To Remote	Open Blacklist

- 2. On the Creating Blacklist navigation dialog, browse to the blacklist folder that you want to add, and select it.
- 3. Click Select Folder.

The selected blacklist is added to the project and displayed in the project terminology list.

### BLACKLIST Connect To Remote Blacklist

To connect to a remote blacklist:

1. On the Project Terminology tab, click Connect To Remote.

	fast Pro	<ul> <li>Project Fil</li> </ul>	es Projec	t TM Pro	oject Terminol	ogy	Reports	Reference Fil	es Help
		Ter	minology					Bla	cklist
∎ <mark>₽</mark>	₽.	E	R.	∎ <mark>₽</mark>	∎ <b>q</b>	A	- AG	A 6	R.
Create Local	Add Local	Connect To Remote	Open Glossary	Import Glossary	Export Glossary	Creat Loca		Connect To Remote	Open Blacklist

#### The Connect to Term Manager dialog is displayed.

Connect to Term Mana	ger	×
Conne	ect to Remote Blacklist	
Name:*		
Target Language:*	German	F
URL Settings		
URL:*	example: tmgr://address:port/tmgr?project= Test	
Address:*		
Username:*		
Password:*		
Project Short Code:*	example: ABC0000001, ABC0000002	
Selected		
	OK Cancel	

- 2. Enter a unique name in the Name text input field.
- 3. Select a target language from the drop-down list.
- 4. Enter the remote glossary URL. following the example shown in the placeholder text.

The rest of the URL Settings are populated automatically when you enter the URL.

- 5. (Optional) Select the Selected checkbox to use this blacklist for the current project.
- 6. Click OK.

i

The new glossary is displayed in the project terminology list.

### BLACKLIST Open Blacklist

To open a local blacklist :

• On the **Project Terminology** tab, select a local blacklist, and click **Open Blacklist**.

	fast Pro	<ul> <li>Project File</li> </ul>	es Project 1	M Pro	ject Term	inology	Re	ports	Reference File	s Help
	Т	erminology					Blac	cklist		
∎ <mark>₽</mark>	□_	B	E <u>r</u>	<b>A</b>		8			AR .	AP.
Create Local	Add Local	Connect To Remote	Open Glossary	Create Local	Add Local	Connec To Remo		Open Blacklist	Import Blacklist	Export Blacklist

The Blacklist Editor dashboard is displayed. This lists the blacklisted terms that should not be used and the alternative correct terms that should be used, in the **Forbidden Term** and **Suggested Term** columns. You can filter, view, add, remove, and update terms using the Blacklist Editor.



Remote blacklists cannot be opened in Wordfast Pro.

Word 🔤	fast Pro									_			×
	ast Pro 🔻	Blacklis	t Editor	Help								^	x
Nav	igation		Edit Optio	ns	Te	rm Options	Blacklist	Options	Options				
C	З	$\mathcal{K}$		Ď	46		AR.	AR.					
Next Update	Previous Update	Cut	Сору	Paste	Add	Remove	Import Blacklist	Export Blacklist	Preferences				
Filters					ID	Forbidden T	erm	Sugge	sted Term		†↓ –		
Search:					1	Please c	lick	Click					
Forbidde	n			·]	2	Organisa	ation	Orga	nization				
Term Text					3	Warning	popup	Warr	ning messa	ge			
	Q	Find	X CI	ear									

#### BLACKLIST

### **Import Blacklist**

To import a local blacklist:

1. On Project Terminogy tab, and click Import Blacklist.

≡ Wor	dfast Pro	<ul> <li>Project File</li> </ul>	es Project 1	IM Proj	ject Termi	inology	Reports	Reference File	es Help
	Т	erminology					Blacklist		
∎ <mark>₽</mark>	₽.	B	R.	<b>A</b>		8	<b>R</b>	AP-	AR.
Create Local	Add Local	Connect To Remote	Open Glossary	Create Local	Add Local	Connect To Remot		Import Blacklist	Export Blacklist

#### The Import Blacklist dialog is displayed.

Import Blacklist			>
Import Black	list		
File Type:*	Txt		-
Import File:*			Browse
<ul> <li>Create a new blacklist</li> </ul>			
<ul> <li>Import into existing blac</li> </ul>	klist		
Existing Blacklist:*	Doc_Term2		
If the term already exists:*	Add as new term		
Clear before import			
		ок	Cancel

- 2. Select the import File Type.
- 3. Click Browse to locate and select the Import File.
- 4. Select one of the following options:
  - Create a new blacklist: to import the blacklist into a new blacklist file
  - Import into existing blacklist: to import the blacklist into one of the existing blacklist files.

Select a blacklist from the **Existing Blacklist** drop-down list, and select what should happen if the term already exists.

Select Clear before import to overwrite the existing blacklist.

5. Click OK.

The blacklist is imported and is displayed in the project terminology list.

### BLACKLIST Export Blacklist

To export a local blacklist:

1. Click the Project Terminology tab, select a blacklist, and click Export Blacklist.

	fast Pro	<ul> <li>Project Files</li> </ul>	Project 1	IM F	Project Termi	inology	Reports	Reference File	es Help
Terminology							Blacklist		
∎ <mark>₽</mark>	₽.	ES.	P]		- AG	8	R	AP-	AR.
Create Local	Add Local	Connect To Remote	Open Glossary	Creat Loca		Connec To Remo		Import t Blacklist	Export Blacklist

#### The Export Blacklist dialog is displayed.

Export Blacklist X						
W-	Export a blacklist					
Blacklist:*	Doc_Term2	Ŧ				
Export Type:*	Txt	Ŧ				
File:*	1	Browse				
	ОК	Cancel				

- 2. Select the **Blacklist** that you want to export.
- 3. Select the file **Export Type**.
- 4. Click Browse, select the folder location where the exported file will be saved, and click OK.

The blacklist is exported to the selected folder location.

### **Options**

You can use the Options group of the **Project Terminology** tab to modify and remove glossaries and blacklists.

# Modify a Glossary or Blacklist

To modify a glossary or blacklist:

1. Click the Project Terminology tab, select a glossary or blacklist that you want to modify, and click Modify.

	fast Pro	<ul> <li>Project File</li> </ul>	s Project 1	IM P	roject Termi	inology	Reports	Reference F	iles Help
Terminology				Blacklist			Options		
E:	□_	BS	E <mark>ra</mark>	A .		8	₽ <mark>₽</mark>		
Create Local	Add Local	Connect To Remote	Open Glossary	Create Local		Connect To Remote	Modify	Remove	Preferences
#### A Modify dialog is displayed, based on the file type, glossary, or blacklist.

Create Glossary				×
Crea	te/Modify Glossary			
Name:* Source Language:* Target Language:* Location:* Selected Read-only	English German			
			ок	Cancel
Create Blacklist	fy a Blacklist	×		
Language:* Ger	:_Term2 man Jsers\Laks\OneDrive\Documents\LNK\T	Browse		
	ок	Cancel		

2. Modify the glossary or blacklist details as required, and click OK to save all changes.

Refer to <u>Terminology Lists (Glossaries)</u> and <u>Blacklist</u> for more information on modifying local and remote glossaries or blacklists.

# Remove a Glossary or Blacklist

When a glossary or blacklist is removed from a project, the glossary or blacklist file is retained in the glossary or blacklist folder on your computer. It can be added again to the project by clicking **Add Local** or **Connect to Remote** on the Project Terminology tab.

To remove a glossary or blacklist, on the Project Terminology tab:

1. Click the Project Terminology tab, select a glossary or blacklist that you want to remove, and click Remove.



#### The Remove dialog is displayed.



#### 2. Click Yes.

The selected glossary or blacklist is removed from the project terminology list.

A remote glossary or blacklist can be added again to the project by clicking **Connect To Remote** and entering its URL.

# 10. Reports

The **Reports** tab displays all analysis and cleanup reports that can be exported for reference into CSV, HTML, XLS, and PDF formats.

Wordfast Pro					_			$\times$
	Project TM	Project Terminolog	y Reports	Reference File	s I	Help	^	×
Options								
Remove Export Report								
Report Name	Location		Creation Date		⊗	†↓.	≡	
EN -> DE								
Analysis								
Analysis Report1.rpt	C:\Users\Laks\	Wordfast4\project	2017/04/02 17:	)7:31 EDT				
Cleanup								
···· 📄 Clean Up Report.rpt	C:\Users\Laks\	Wordfast4\project	2017/04/04 23:	25:07 EDT				
Clean Up Report1.rpt	C:\Users\Laks\	Wordfast4\project	2017/04/04 23:	26:16 EDT				
EN -> DE				5.59%				

# **Open Report**

To open a report:

• On the **Reports** tab, select a report, and double-click.

#### The Report File is displayed.

Primary TM: tms:// tm=DOC000003/M de&pwd=***** Secondary TM: file://C:\Users\Laks testing\Doc_TM1	1AR000003&1	ısr=Mar-e	en-		
Summary	6 h .	Manda B		-	
Match Types	Segments	Words P		Tags	J.
Leveraged	70	372	99	6	
Repetitions	2	2	1	0	
TM Matches	6	60	10	~	
Context 100%	6 64	60 312	16 83	6	
95%-99%	04	312	83	0	
95%-99% 85%-94%	0	0	0	0	
75%-84%	0	0	0	0	
75%-84% 50%-74%	0	0	0	0	
No Match	2	2	1	0	
no macan	2	2	0	0	
Ignored Total	0	0	0		
		370	100	0	
Total Chars/Word Chars Total	-		-	6 Iment	
ation2\de\txlf\S	. –				
C:\Users\Lak	s\Wordfast4	l\projec	ts\Doci	iment	

## **Remove Report**

To remove a report on the **Reports** tab:

- 1. Follow the steps in <u>Open Project</u>.
- 2. On the Reports tab, select a report, and click Remove Report.

	st Pro	P	roject Files	Project TM	Project Terminology	Reports	Reference Files	Help
Op	otions							
	PDF							
Remove	Export	. T						
Report								

The report is removed from the reports list.

After a report is removed it can be viewed again. Removed reports are not erased and can be retrieved from the Project folder on your computer.

G

## Export

To export a report:

- 1. On the **Reports** tab, select a report and click **Export**.
- 2. Select a format from the drop-down menu.

<b>≡</b> Wordfas	st Pro 🔻	Project Files	Project TM	Project Terminology	Reports	Reference Files	Help
Opt	tions						
	PDF						
Remove	Export	<b>•</b>					
Report	Export						
The expo	rt forma	ats available	are:		PDF	•	
• CS	V				Export		
• HT	мі				Exp	ort report as CSV for	mat
• XL						ort report as HTML fo	
						ort report as XLS form	
• PD	F						
					Exp	ort report as PDF for	mat

3. Enter a file name, select the folder location to save the report, and click **Save**.

The report is saved in the selected folder location.

# 11. Reference Files

Reference files can be included with a project to provide context to the translation project. These could include: certifications, illustrations, workflow diagrams, additional instructions or, any file that could aid the translators or reviewers.



Reference files cannot be modified in Wordfast Pro.

w w	ordfast Pro	)							_			×
≡ wo	rdfast Pro	<ul> <li>Project Fi</li> </ul>	iles Proj	ject TM	Project T	erminology	Reports	Reference Files	Help		^	×
		Options										
_ <b>+</b>												
Add Files	Open File	Show Instructions	Remove File(s)									
File Na	me			File Typ	е	Location				8 1	41	≡
	WF4 Basic	Instructions_07	.2016.pdf	referenc	ce-files	C:\Users\Lal	ks\Wordfast4\	projects\Project4\refe	erences\V	/F4 Ba	sic I	nstra
P	2017.xlsx			referenc	ce-files	C:\Users\Lal	ks\Wordfast4\	projects\Project4\ref	erences\2	017.xl:	sx	
EN-US	-> PT-BR							82.65%				

## Add Reference Files

To add reference files, on the Reference Files tab:

1. Click Add Files.



- 2. On the Open navigation dialog, browse and select the reference file. To select multiple reference files, press **Ctrl** and select them.
- 3. Click Open.

The files are added to the reference files list.

### **Open File**

To open a reference file:

• On the Reference Files tab, select a reference file, and click Open File.

≡ Wor	dfast Pro	<ul> <li>Project F</li> </ul>	iles Proje	ect TM	Project Terminology	Reports	Reference Files	Help
		Options						
<b>_</b>								
Add	Open	Show	Remove					
Files	File	Instructions	File(s)					

The selected file opens.

### **Show Instructions**

Instructions are included in the Package files that can be imported into Wordfast Pro. The instructions are available for viewing through the **Reference Files** tab.

To view instructions on the Reference Files tab:

- 1. Follow the steps in Open Project.
- 2. On the Reference Files tab, click Show Instructions.



The Instructions dialog is displayed.



### **Remove File**

To remove reference files:

1. On the Reference Files tab, select the files you want to remove.

#### 2. Click Remove File(s).

	dfast Pro	<ul> <li>Project F</li> </ul>	iles Proj	ect TM	Project Terminology	Reports	Reference Files	Help
		Options						
_ <b>_</b>								
Add Files	Open File	Show Instructions	Remove File(s)					

3. On the Remove dialog, select one of the following:

Remove	×
Remove from the list only	
$\bigcirc$ Remove from the list and move the following resources to Archive folder	
Please note that the following resources will be moved from their current folder folder	r into Archive
Resources	#
Reference Files	1
•	Þ
ок	Cancel

- **Remove from the list only**: removes the reference file from the files list but retains the reference files resources in the Project folder on your computer
- Remove from the list and move the following resources to Archive folder: removes the reference file from the files list and moves the resources listed in the table to the Archive folder within the Project folder on your computer
- 4. Click OK.

The selected file is removed from the reference file list.

After a reference file is removed it can be added again. Removed reference files are not deleted and can be retrieved from the Project folder on your computer using the **Add Files** option.

# 12. 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.

To open Quick Tools:

1. On the Wordfast Pro dashboard, click the Wordfast Pro tab, and select Quick Tools.

🚾 Wordfast Pro											-	-	×
🗮 Wordfast Pro 💌	Projects	Help											^
🗉 Project List		Proje	ct				Package		Tools	Options			
Current Project			<b>E</b>	<b>E</b>	<b>E</b> ***				$\sim$				
TXLF Editor	Close Project	Add Project	Modify Project	Remove Project	Recalculate Progress	Import Package	Import SDL Package	Export Package	Quick Tools	Preferences			
TM Editor Glossary Editor	Loca	tion		Source Lan	guage 🔻	Target Langu	age 🔻	Date Creat	ed	% Complete		8	 $\equiv$
Blacklist Editor	C:\U	Jsers\Laks\'	Wordfa	English		German		2016/11/30	22:07:19	17%			
	C:\U	Jsers\Laks\	Desktop	English		Spanish		2017/03/15	11:42:49	0%			
💸 Quick Tools	C:\U	Jsers\Laks\	Wordfa	English		German		2017/03/21	15:37:59	1%			
Preferences	C:\U	Jsers\Laks\	Wordfa	English (Ur	ited States)	Portuguese	(Brazil)	2017/04/02	11:04:44	N/A			
😃 Exit Wordfast Pro	C:\U	Jsers\Laks\	Wordfa	English		Spanish		2017/04/06	10:08:03	N/A			
Project6	C:\U	Jsers\Laks\	Wordfa	English		German		2017/04/06	22:24:38	N/A			
Project7	C:\U	Jsers\Laks\	Desktop	English		German		2017/07/18	13:47:06	0%			
Project 8	C:\U	Jsers\Laks\	Wordfa	English (Ur	ited States)	Italian (Italy German (Ge		2017/07/19	16:55:42	N/A			

2. On Quick Tools, select the tabs based on the task to be completed.

w v	Vordfast Pro								_		×
≡w	ordfast Pro 🔻	Analysis	Cleanup	Pseu	udo Trans	slation E	ilingual Export	Bilingual Im	port He	lp ^	×
	File		Actions			Translation	n Memory		Options		
				<b>S</b>		S					
Add Files		Remove File(s)	Analyze	Create Local	Add Local	Connect To Remot		Remove TM	Preference	S	
So	urce Files			Tran	slation l	Memory					
$\checkmark$	File Name	File Type	Size	Т	M Name	Project	Source Lan	Target Lan	Location		
	Sample_1.doc	MS Word	114KB								
	Sample_2.doc	MS Word	114KB	_ Lang	uage Sele	ction					
				Sourc	e Langua	ges:* Englis	h (United States)				-
				Targe	t Languag	es:* Englis	h (United States)				-
				- Optio							
						h threshold	75 🌲 % Mate	hes			
						l					
				∠ c	reate TXL	F files					
				TXLF	files locat	ion				Browse.	
				C	opy all tag	S					
				□ c	opy sourc	e on no matc	h				
				- Repo	rt Settings						
				Calcu	late analy	sis report per	centage by:				
				• v	Vords						
				0 5	Segments						
				∠ c	alculate in	ternal fuzzy r	natches 75 🌲	% Matches			
				🗌 In	clude inte	rnal fuzzy ma	tches as TM mate	hes			
				геро	rt summar	3 -				Browse.	

## Analyze

To analyze files:

1. On the Wordfast Pro dashboard, click the Wordfast Pro tab, and select Quick Tools.

#### The Analysis tab is displayed by default.

Wordfast Pro	A b î -	Classon	Decode Terror	1-4 D32		Different la	_	
E Wordfast Pro -	Analysis	Cleanup Actions	Pseudo Trans	Translation N	ngual Export	Bilingual In	options	~ X
Add Add Files Folders	Remove File(s)	Analyze	Create Add Local Local	Connect To Remote	Add Project TMs	Remove TM	Preferences	
Source Files			Translation I	Memory				
File Name			TM Name	Project	Source Lan	Target Lan	Location	
Sample_2.docx	, in word	114KB		ges:* English ( es:* English ( th threshold 75 F files ions e on no match	United States) United States)	hes	В	v v
			Report Settings     Calculate analys         Words         Segments         Zalculate in         Include integ         report summar	sis report perce ternal fuzzy ma rnal fuzzy matc		% Matches	В	rowse

- 2. To add files, do one of the following:
  - Click Add File to browse and select a file from a folder. To add multiple files, press the Ctrl key and select the files.
  - Click Add Folder to browse and select a folder and add all files within.
  - Drag and drop files into the **Source Files** pane.
- 3. Add and select the Translation Memory.



Selecting a TM is not required to generate an analysis report. The reports without TM leverage will display the word count.

- 4. Select the Source Language and Target Language.
- 5. Select the **Options**:
  - Fuzzy match threshold: Select the percentage of match
  - Create TXLF files

- TXLF file location: Browse and select the location to save the TXLF files
- Copy all tags
- Copy source on no match
- 6. Select the Report Settings:
  - Calculate analysis report percentage by: Words or Segments
  - Select to Calculate internal fuzzy matches with the percent match
  - Select Include internal fuzzy matches as TM matches
  - Select the report format from the drop-down list, and browse to select a location to save the report
- 7. Click Analyze.

The **Report File** is displayed and the report summary in the chosen format is saved in the selected location.

Report File					×
Primary TM: tms:// tm=DOC000003/M de&pwd=***** Secondary TM: file://C:\Users\Laks testing\Doc_TM1	1AR000003&1	usr=Mar	-en-		
Match Types	Segments	Words	Percent	Tags	
Leveraged	70	372	99	6	
Repetitions	2	2	1	0	
TM Matches	_		_		
Context	6	60	16	6	
100%	64	312	83	0	
95%-99%	0	0	0	0	
85%-94%	0	0	0	0	
75%-84%	0	0	0	0	
50%-74%	0	0	0	0	
No Match	2	2	1	0	
Ignored	0	0	0	0	
Total	74	376	100	6	
Chars/Word	6.46				
Chars Total	2430				
				ОК	

## Cleanup

Cleanup processes bilingual TXLF files containing source and target. The bilingual files are converted into their original format in the target language and the TM can be updated. Refer to <u>Segments</u>.

To clean up and update the translation memory:

1. On Quick Tools, click the Cleanup tab.

Add     Add     Remove     Clean Up     Create     Add     Connect     Add     Remove     Preferences       Files     File(s)     Local     Local     To Remote     Project TMs     TM       TXLF Files       File Name     Source Langu     Target Langu     Size       Demo-Samp     English     German     8KB       Demo-Samp     English     German     8KB	w Wo	rdfast Pro											—		×
Add Add Remove Clean Up Create Add Connect Add Remove Preferences   TKLF Files     File Name Source Langu Target Langu Size   Openo-Samp English German 8K8   Openo-Samp English German 8K8   Openo-Samp English German 8K8        TM Update Options   Options   Options   Options   Options   Update Options   Update Options   Update Options   Options </td <td>Wor</td> <td>dfast Pro 🝷</td> <td>Analysis</td> <td>Cleanu</td> <td>p Pseudo</td> <td>o Translat</td> <td>tion Bilin</td> <td>gual Export</td> <td><b>Bilingual Im</b></td> <td>port Help</td> <td></td> <td></td> <td></td> <td></td> <td>^ X</td>	Wor	dfast Pro 🝷	Analysis	Cleanu	p Pseudo	o Translat	tion Bilin	gual Export	<b>Bilingual Im</b>	port Help					^ X
Add       Remove       Clean Up       Create       Add       Remove       Preferences         TILE Files       Translation Memory            Demo-Samp       English       German       8K8         Como-Samp       English       German       8K8         Coreworke existing TU       Add attribute       Update Options       Update Options         Update Option:       Overwrite existing TU       Add file name as an attribute       Write unedited fuzzy' matches to the TM         Write 'auto-propagated unedited fuzzy' matches to the TM       Write unedited flows in matches to the TM       Translated Files         Or Create translated files       Or Place translated files       Place translated files       Browse		File		Actions			Translation N	lemory		Options					
Files       Folders       File(s)       Local       Local       To Remote       Project TMs       TM         TXLF Files <td< td=""><td>B</td><td><b>→</b></td><td></td><td>Ę</td><td><b>3</b></td><td></td><td>s</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>	B	<b>→</b>		Ę	<b>3</b>		s								
TXLF Files       Translation Memory         File Name       Source Langu       Target Langu       Size         Demo-Samp       English       German       8KB         Demo-Samp       English       German       8KB         Demo-Samp       English       German       8KB         Obero-Samp       English       German       BKB         Obero-Samp       English       German       German         Add attribute       Option:       Overwrite existing TU         Add attribute       Add attribute       Add attribute         Add attribute       Option:       Overwrite existing TU         Translated File Settings       Create translated files       Translated files         Option:       Overwrite existing File       Option:       Overwrite existing TU         Option:       Overwrite existing TU       Option:       Overwrite existing TU         Option:       Overwrite existing TU       Option:       Ove	Add Files			Clean Up						Preference	s				
File Name Source Langu Target Langu Size   Demo-Samp English German 8KB   Demo-Samp English German 8KB   Demo-Samp English German SKB   TM Update Options   Update Option: Overwrite existing TU   Add attribute   Add attribute   Write unedited fuzzy matches to the TM   Write unedited fuzzy matches to the TM   Write unedited fuzzy matches to the TM   Write unedited files   Pranslated File Settings   Create translated files   Place translated files   Place translated files   Place translated files								-	ranslation I	Memory					
File Name       Source Langu       Target Langu       Size         Demo-Samp       English       German       8KB         Vidate Option:       Overwrite existing TU       Add attribute         Add attribute       Add attribute       Add attribute         Add flie name as an attribute       Write unedited fuzzy matches to the TM         Write 'auto-propagated unedited fuzzy' matches to the TM       Write unedited fuzzy' matches to the TM         Write unedited File Settings       Create translated files       Place translated files         Place translated files       Place translated files       Browse	TXLF	Files													
Demo-Samp       English       German       BKB         Demo-Samp       English       German       BKB         TM Update Options       Update Options:       Overwrite existing TU         Add attribute        Add attribute         Add attribute        Overwrite existing the undited fuzzy matches to the TM         Write 'auto-propagated undited fuzzy' matches to the TM       Overwrite existing the undited fuzzy' matches to the TM         Write undited file Settings       Create translated files       Oreate translated files         Place translated files       Place translated files       Browse	🗹 Fil	le Name	Source La	angu Ta	arget Langu.	Size			I M Name	Project	Source Lan	larget Lan	Location	1	
Demo-Samp       English       German       BKB         TM Update Options       Update Option:       Overwrite existing TU         Add attribute       Image: Control of the control o	🗹 D	emo-Samp	English	(	German	8KB									
TM Update Options         Update Option:         Overwrite existing TU         Add attribute         Add attribute         Write unedited fuzzy matches to the TM         Write 'auto-propagated unedited fuzzy' matches to the TM         Write unedited 100% matches to the TM         Write unedited MT matches to the TM         Translated File Settings         Create translated files         Place translated files in TXLF location         Choose location for translated files         Browse	🗹 D	emo-Samp	English	(	German	8KB									
Update Option:       Overwrite existing TU         Add attribute	🗹 D	emo-Samp	English	(	German	8KB									
▼ report summary ▼ Browse									Add attribut Add file nam Write unedit Write 'auto- Write unedit Write unedit Write unedit Create trans Place transl Choose loc: Add languag	e he as an attribu ied fuzzy mato propagated un led 100% mato ied MT matche Settings slated files lated files in T2 ation for transl	ute ches to the TM inedited fuzzy' ma ches to the TM es to the TM XLF location lated files ename	Iches to the TM			
								• • •							- F

- 2. To add files, do one of the following:
  - Click Add File to browse and select a file from a folder. To add multiple files, press the Ctrl key and select the files.
  - Click Add Folder to browse and select a folder and add all files within.
  - Drag and drop files into the **TXLF Files** pane.
- 3. Add and select the Translation Memory.

At least one Translation Memory should be selected before file clean up can be initiated (refer to <u>Project TM</u>). To add a local or remote Translation Memory, refer to <u>Create Local TM</u> for more information.

- 4. (Optional) Select the TM Update Options:
  - Update Option: Select one of the TM update options
  - Add attribute: Select and enter an attribute to be added to the cleaned up segments
  - Add file name as an attribute: Select to add the TXLF file name as an attribute to the cleaned up segments
  - Write unedited fuzzy matches to the TM
  - Write 'auto-propagated unedited fuzzy' matches to the TM
  - Write unedited 100% matches to the TM

G

- Write unedited MT matches to the TM
- 5. (Optional) Select the Translated File Settings:
  - Create translated files: This option is selected by default to generate final files in original format
  - Place translated files in TXLF location: Select to save the translated files in the same folder location as the TXLF files
  - Choose location for translated files: Select to browse and select a location for the translated files
  - Add language suffix for filename: Select to add the translation language code to the file name suffix
  - Cleanup Report: Select the report file format and browse and select the location to save it
- 6. Click Clean Up.

The CleanUp Report is displayed. The translated files and the report summary in the chosen format are saved in the selected location.



### **Pseudo Translation**

Pseudo translation copies the source content to the 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 the TXLF files can be pseudo translated.



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.

#### To pseudo translate files:

1. On Quick Tools, click the Pseudo Translation tab.

🚾 Wordfast Pro			_		$\times$
≡ Wordfast Pro	<b>Pseudo Translation</b>	Bilingual Export	Bilingual Import	Help 🔨	×
File Actions	Options				
	Preferences				
Files	Pseudo trans	lation			
TXLF Source					
File Name Source Target L	Language Selec				
	25KB	anguage:*			Υ.
	25KB Select Target La	nguage:*			-
	- Pseudo translati	on Options			
	Create pseu	do translated target file			
	Add pseudo	suffix to the file name			
	Place pseud	o translated files in the o	riginal files location		
	🔿 Choose loca	tion for pseudo translate	ed files	Browse	

- 2. Select the file type for pseudo translation:
  - TXLF: Select and add a TXLF file
  - Source: Select and add source files, select Source Language, Target Language, and Pseudo translation Options
- 3. To add files, do one of the following:
  - Click Add File to browse and select a file from a folder. To add multiple files, press the Ctrl key and select the files.
  - Click Add Folder to browse and select a folder and add all files within.
  - Drag and drop files into the Files pane.
- 4. Select the files to be pseudo translated and click Pseudo Translate.

*i* Only one file type, either **TXLF** or **Source** can be selected at a time.

A Pseudo Translate completed message is displayed.



## **Bilingual Export**

Bilingual Export is used for translating outside of the application. The Bilingual export option allows you to export the TXLF file with highlighted glossary terms into a DOC format and edit using Microsoft Word.

To complete bilingual export of files:

1. On Quick Tools, click the Bilingual Export tab.

w= \	Nordfast Pro								_			×
= v	/ordfast Pro 🔻	Analysi	s Clea	inup P	seudo Tran	slation Bilin	igual Export	Bilingual Im	port	Help	^	×
	File		Actions	S		Terminol	ogy		Opti	ions		
				D,	ļ 📭	E	E.	E 🔁		8- 8-		
Add Files		Remove File(s)	Bilingua Expor			Connect To Remote	Add Project Terminologie		Prefer	ences		
ТΧ	LF Files					Glossaries	6					
	File Name	So	ource	Target	Size	Glossar	y N. Project	Source Target	Lan	Locati	on	
	Sample_1.doc		nglish	German	25KB							
$\checkmark$	Sample_2.doc	c.txlf E	nglish	German	25KB							
						Bilingual	Export Opti	ons				
						Coloct ov nor	the second s	n down:	Bilingual R	auiaur E	mont	
							t type from dro report after ex		niinguai R	eview E	cpon	_
						Exclue	de the notes co	olumn				
						Track	changes					
						Protec	ct document (V	/ord 2003+)				
						Expor	t all TXLF files	as one bilingual f	ile			
						Bilingual File Lo	cation:*			Bro	wse	

2. To add files, click a file action.

Add File

Add Folder

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

Click to browse and select a folder and add all files within.

3. To add a glossary, click a terminology action.

Add Local	Click to browse and select a local glossary.
Connect To Remote	Click to connect to a remote glossary.
Add Project Terminologies	Click to select glossaries associated with projects.

- 4. Select the TXLF files and glossaries for bilingual export.
- 5. Select the **Bilingual Export Options** and click **Bilingual Export**.

Option	Action				
Export Type	The export type options are:				
	<ul> <li>Bilingual Review Export: creates a bilingual Word document</li> <li>WFC Bilingual Export: creates a WF Classic compatible document</li> <li>MS-Word Table: creates an Word document with the source and target in a two-column table</li> </ul>				
Open report after export	Automatically displays the Export Report after the Bilingual Export action				
Exclude the notes column	Removes the Notes column from the exported Word document. When removed, the notes from the TXLF file are displayed in the Word document as Comments				
Track changes	Selects track changes in the exported Word document				
Protect document (Word 2003+)	Protects the Word document by allowing editing of content only in the available table space. This helps avoid any errors when the document is imported.				
Export all TXLF files as one bilingual file	Exports all TXLF files that are being converted to bilingual Word documents				
Bilingual File Location	Browse and select the folder to save the bilingual export documents				

The bilingual export log is displayed. This log and the exported document in the chosen export type are saved in the selected folder.



You must not edit the table format, merge or expand segments or add text outside of the target or notes column. Doing any of these actions could result in errors during bilingual import.

Log session start time Wed Dec 07 12:40:23 EST 2016

Level	Message
INFO	ToReviewMultiTxIf v1.2.0_RC1
INFO	Bilingual Review Export
INFO	Processing C:\Users\Laks\Desktop\LNK\Training\Revised files for Training\Revised files forSample 1.docx.txlf
INFO	37 tus written.

A sample of the bilingual export is given below.

<fid></fid>	a89b1def-4098-47c2-b58d-b7be4c60098f<	/FID> Sample 3.docx.txml.txlf			
ID	Source (en)	Target (de)	Score		
1	TRANSLATION MANAGEMENT.	UBERSETZUNGSMANAGEMENT.	99		
2	SIMPLIFIED.	VEREINFACHT.	100		
3	STREAMLINE PROJECT MANAGEMENT	EFFEKTIVESPROJEKTMANAGEMENT	100	100	Comment [OFRT:Glo1]: From: Glossary
4	INTEGRATE WITH ANY SYSTEM	INTEGRATION MIT JEDEM SYSTEM	100	-	projekte
5	WORK WITH ANY VENDOR	ZUSAMMENARBEIT MIT JEDEM ANBIETER	100		Comment [OFRT:Glo2]:
6	ACCELLERATE TIME TO MARKET	KURZERE BEARBEITUNGSZEITEN	87		From: Glossary
7	CUSTOMIZE WORKFLOWS	INDIVIDUELLE WORKFLOWS	100		anbieter
8 9	ACCESS REAL-TIME KPI DATA	ZUGRIFF AUF LEISTUNGSKENNZAHLEN IN ECHTZEIT	100		<u></u>
9	GlobalLink Project Director saves	Mit GlobalLink Project Director sparen Organisationen	100	10	Comment [OFRT:Glo3]: From: Glossary
	organizations millions of dollars by automating	- aufgrund der automatischen Verwaltung von		-	Project Director
	the management of localization processes and	Lokalisierungsprozessen und -ressourcen Millionen.			L
	resources.				
10	SEAMLESS DATABASE INTEGRATION	NAHTLOSE DATENBANKINTEGRATION	100	100	Comment [OFRT:Glo4]:
11	Use GlobalLink Connect with any CMS, PIM,	GlobalLink Connect funktioniert mit jeder CMS-, PIM-,	100	-	From: Glossary DATENBANKINTEGRATION
	CCMS, or e-commerce platform	- CCMSoder E=Commerce=Piattform			Comment [OFRT:Glo5]:
12	WORK WITH ANY FILE FORMAT	FUR JEDES DATEIFORMAT	100		From: Glossary
13	Next-generation parsing engines extract	Parsing-Engines der nächsten Generation extrahieren Inhalte	100		GlobalLink
	content and prepare it for translation	und bereiten sie für die Übersetzung vor			L
14	VENDOR-NEUTRAL PLATFORM	ANBIETERNEUTRALE PLATTFORM	100	10	Comment [OFRT:Glo6]: From: Glossary
15	Allow access to any vendor or internal	Maximale Ressourcenflexibilität durch Zugriff auf alle	100		Anbieterneutrale
	translator for maximum resource flexibility	Anbieter und internen Übersetzer			
16	CONFIGURABLE WORKFLOW	KONFIGURIERBARER WORKFLOW	100		Comment [OFRT:Glo7]: From: Glossary
17	Streamline your translation process through	Optimierung des Ubersetzungsprozesses durch	100		anbieter
	automation of manual tasks	Automatisierung manueller Aufgaben			L
18	TRANSLATION MEMORY INTEGRATION	INTEGRATION VON TRANSLATION MEMORY	100		

### **Bilingual Import**

Bilingual Import is used for importing the translated or edited bilingual exported Word document. During this import you must add both the edited bilingual Word document and the corresponding TXLF file that was used during export. Once the bilingual import is complete, the translations or edits made in the bilingual exported Word document are reflected in the TXLF file.

To complete bilingual import of files:

1. On Quick Tools, click the Bilingual Import tab.

🚾 Wordfast Pro				— C	) X
🗮 Wordfast Pro 👻 Ar	nalysis Cleanup	Pseudo Translation	Bilingual Expor	t Bilingual Import	Help 🔨 X
File	Actions	Options			
	🗟 📑				
	nove Bilingual P e(s) Import	references			
Bilingual Files				Bilingual Import (	Options
File Name	File Type Size	Counter		Open report afte	r import
ToReviewBundle.txlf	MS Wo 72KB	0/1		Accept Tracked	Changes
TXLF Files					
File Name Source	e Target Size	Paired			

You must upload both the translated or edited bilingual Word document and the source TXLF file. When adding files, remember to select the correct file format from the drop-down list. You must select **MS Word Document** when uploading the bilingual Word document and **WF TXLF Document** when uploading the TXLF file.

MS Word Document (\*.doc) MS Word Document (\*.doc) MS Word 2007 Document (\*.docx) Rich Text Format (\*.rtf) WF TXLF Document (\*.txlf)

- 2. To add files, do one of the following:
  - Click Add File to browse and select a file from a folder. To add multiple files, press the Ctrl key and select the files.
  - Click Add Folder to browse and select a folder and add all files within.
  - Drag and drop files into the **Bilingual Files** and **TXLF Files** panel.
  - (i)

 $\boldsymbol{i}$ 

- The Bilingual Files panel displays the File Name, File Type, Size and Counter. The first number in the Counter indicates the count of TXLF files in the bilingual file that are paired with the added files in the TXLF Files panel. The second number indicates the total count of TXLF files that were used during Bilingual Export.
- The TXLF Files panel displays the File Name, Source Language, Target Language, Size and Paired. When the bilingual Word document and the corresponding TXLF file are paired, a green check *sigmatrix* appears. If the files are not paired, a red cross *sigmatrix* appears.

- 3. Select the Bilingual and TXLF files for bilingual import. To select multiple bilingual files, press the **Ctrl** key and select the files.
- 4. Select the Bilingual Import Options and click Bilingual Import.

Open report after import	Automatically opens the Import Report after the
	Bilingual Import action
Accept Tracked Changes	Accepts tracked changed in the bilingual Word document

The bilingual import log is displayed. The translations and edits in the bilingual Word document are imported into the selected TXLF file.

The TXLF file will be overwritten with the content in the imported bilingual Word document. It is recommended to create a backup of the original TXLF file for reference.

Log session start time Thu Dec 08 12:21:52 EST 2016

Level	Message
INFO	FromReviewMultiTxIf v1.2.0_RC1
INFO	Collecting offline tus from C:\Users\Laks\Desktop\LNK\WF\WF testing\Documentation\ToReviewBundle-1of2.txlf.doc
INFO	WYSIWYG tag checker DISABLED
INFO	TransCheck DISABLED
INFO	Importing to C:\Users\Laks\Desktop\LNK\Training\Revised files for Training\Revised files for Training\Upload files\Sample 2.docx.txlf
INFO	Modified target: 1-2-1 Diff : EFFEKTIVES PROJEKTE MANAGEMENT XML Before: EFFEKTIVES PROJEKTMANAGEMENT XML After: EFFEKTIVES PROJEKTE MANAGEMENT
INFO	File changed: 1 of 37 collected segments were merged.

# 13. Preferences

The **Wordfast Pro** user interface is controlled by your user preference options. You can configure your preferences at the project level or at the file level.



## **General Preferences**

General preferences cover the user interface and TXLF editor specific preferences.

GENERAL PREFERENCES

Varying colors are used to differentiate between types of content in the TXLF editor.

To customize the colors used in the TXLF Editor:

1. Click Colors in the General Preferences group.

eferences			
eneral Preferences	Customize the colors used in the	ne translation table	
Colors			
General	Colors		
Fonts	Item Name 🕆	View	Color
lcons	Auto-Propagated	Editor View	
Layout	Committed into TM	Editor View	
Segment	Context Match	Editor View	
Shortcuts	Exact TM Match	Editor View	
Warnings	Exact Term Match	Editor View	
Tags	Fuzzy TM Match	Editor View	
Auto-Propagation	Fuzzy Term Match	Editor View	
Auto-Suggestion	Machine Translated	Editor View	
Spellchecker	Missing Exact Term Match	Editor View	
Machine Translation	Missing Fuzzy Term Match	Editor View	
Current Project Preferences	Modified Target	Editor View	
Replacement	No TM Match	Editor View	
Translation Memory	Selected Term Color	Editor View	
Terminology			
<b>B</b> 10			Cance

- 2. Click the colored image for any Item Name in the Color column and select another color in the color palette.
- 3. Click OK to save the change(s) and close the Preferences.

### General

To customize general and bilingual review export preferences:

1. Click General in the General Preferences group.

Preferences		×
General Preferences	Change general settings	
Colors	Change general settings	
General	User Name	
Fonts	User Name:	
Icons	Disclaimer	
Layout	Selected user name will be placed for Notes, TM and Segment changes. For this change to take effect, please reopen your project(s) to re-establish connections.	
Segment	prease reopen your project(s) to re-establish connections.	- 1
Shortcuts	General Preferences	- 1
Warnings	Copy Source or TXLF Files into Project Folder Structure	
Tags	Create TXLF File with language suffix next to the Source File	- 1
Auto-Propagation	Create Folder with language suffix next to the Source File where TXLF file will be stored	- 1
Auto-Suggestion	Add score column to bilingual table	- 1
Spellchecker	Bilingual Review Export	- 1
Machine Translation	Select Bilingual Review Export Options:	- 1
New Project Preferences	☑ Open report after export	- 1
Replacement	Security Exclude the notes column	- 1
	Track changes	
Translation Memory	Protect document (Word 2003+)	
Terminology	Export all TXLF files as one bilingual file	
Penalties		•
	OK	Cancel

- 2. Enter the **User Name** that will be displayed for Notes, TM, and segment changes.
- 3. Select one of the source file locations.

Copy Source or TXLF Files into Project Folder Structure	Create a source files sub-folder within the project language folder to store source files. If the source file is a TXLF file, the tool stores a copy of the TXLF file.
Create TXLF File with language suffix next to the Source File	Create a TXLF copy of the source file at the same location with the target language code as suffix. If the source file is a TXLF file, the tool stores no copies.
Create Folder with language suffix next to the Source File where TXLF file will be stored	Create a TXLF copy of the source file in a sub-folder at the source file location with the target language code as suffix. If the source file is a TXLF file, the tool stores no copies.

- 4. Select Add score column to bilingual table to add TM score to the exported bilingual table.
- 5. Select the **Bilingual Review Export** options that allows you to export the TXLF file with highlighted glossary terms to a DOC format and edit using Microsoft Word.

Option	Action
Open report after export	Automatically open the export report in a new browser after the export action.
Exclude the notes column	Exclude the notes column from the exported MS Word document.
Track changes	Enable or disable the track changes option in the exported MS Word document.
Protect document (Word 2003+)	Write protect the document, allowing users to edit only the target segment content and add notes. The other parts of the document are read-only.
Export all TXLF files as one bilingual file	Enable the bilingual export option in Project view.

### Fonts

#### To customize fonts, click Fonts in the General Preferences group.

Icons TXLF Editor Font Arial   Layout TM Lookup Font Arial   Segment Term Lookup Font Arial   Blacklist Editor Font Font   Auto-Propagation Auto-Suggestion   Spellchecker Image Specific Font   Machine Translation Item Name   Current Project Preferences Image Specific Font				
Fonts       Item Name       Font       S         Icons       Layout       TXLF Editor Font       Arial       S         Segment       Segment       TM Lookup Font       Arial       S         Shortcuts       Blacklist Editor Font       Arial       S         Warnings       Preview:       S       S         Tags       Auto-Propagation       The quick brown fox jumps over the lazy do         Auto-Suggestion       Spellchecker       SimSun         Machine Translation       Item Name       Font       s         Current Project Preferences       Replacement       Translation Memory       Disclaimer	Customize the fonts used throughout the applicat	ion		
Item Name     Font     S       Layout     TXLF Editor Font     Arial     Image: Specific Font     Arial       Segment     Blacklist Editor Font     Arial     Image: Specific Font     Arial       Warnings     Preview:     Image: Specific Font     Arial     Image: Specific Font       Auto-Propagation     Auto-Suggestion     Image: Specific Font     Image: Specific Font     Image: Specific Font       Machine Translation     Image: Specific Font     Image: Specific Font     Image: Specific Font     Image: Specific Font       Current Project Preferences     Image: Specific Font     Image: Specific Font     Image: Specific Font     Image: Specific Font       Translation Memory     Image: Disclaimer     Image: Specific Font     Image: Specific Font     Image: Specific Font	al Fonts			
Layout Anal TM Lockup Font Arial Term Lookup Font Arial Term Lookup Font Arial IBlacklist Editor Font IBlacklist	Item Name Font	Size		Change
Segment     Term Lookup Font     Arial       Shortcuts     Blacklist Editor Font     Arial       Warnings     Preview:       Tags     The quick brown fox jumps over the lazy do       Auto-Propagation     The quick brown fox jumps over the lazy do       Auto-Suggestion     Image Specific Font       Spellchecker     Image Specific Font       Machine Translation     Image Specific Font       Item Name     Font       Chinese     SimSun       Japanese     MS Mincho       Korean     Batang	TXLF Editor Font Arial	13		
Blacklist Editor Font     Arial       Blacklist Editor Font     Arial       Blacklist Editor Font     Freview:       Tags     Preview:       Auto-Propagation     The quick brown fox jumps over the lazy do       Auto-Suggestion     Image Specific Font       Spellchecker     Image Specific Font       Machine Translation     Image Specific Font       Item Name     Font       Chinese     SimSun       Japanese     MS Mincho       Korean     Batang       Disclaimer     Disclaimer	t TM Lookup Font Arial	12		
Shortcuts     Preview:       Tags     Preview:       Auto-Propagation     The quick brown fox jumps over the lazy do       Auto-Suggestion     Image: Specific Font       Spellchecker     Image: Specific Font       Machine Translation     Image: Specific Font       Item Name     Font       Chinese     SimSun       Japanese     MS Mincho       Korean     Batanq       Disclaimer     Disclaimer	Term Lookup Font Arial	12		
Warnings     Preview:       Tags     The quick brown fox jumps over the lazy do       Auto-Propagation     The quick brown fox jumps over the lazy do       Auto-Suggestion     Image: Specific Font       Spellchecker     Image: Specific Font       Machine Translation     Image: Specific Font       Item Name     Font       Chinese     SimSun       Japanese     MS Mincho       Korean     Batang	Blacklist Editor Font Arial	13	-	
Auto-Propagation     The quick brown fox jumps over the lazy do       Auto-Suggestion     Spellchecker       Machine Translation     Item Name       Item Name     Font       Chinese     SimSun       Japanese     MS Mincho       Korean     Batang	ngs Preview:			
Auto-Propagation Auto-Propagation Auto-Propagation Spelichecker Machine Translation Item Name Font Chinese SimSun Japanese MS Mincho Korean Batanq Disclaimer				
Auto-Suggestion     Spellchecker       Machine Translation     Language Specific Font       Item Name     Font       Chinese     SimSun       Japanese     MS Mincho       Korean     Batang	Propagation The quick brown fox jumps over t	the lazy dog.		
Spelichecker     Language Specific Font       Machine Translation     Item Name     Font       Item Name     Font     S       Chinese     SimSun       Japanese     MS Mincho       Korean     Batang				
Machine Translation     Item Name     Font     s       urrent Project Preferences     SimSun       Replacement     Korean     Batang				
Item Name     Font     s       urrent Project Preferences     SimSun     Japanese     MS Mincho       Replacement     Batang     Disclaimer     Disclaimer	cangaage opconor one			
urrent Project Preferences     Japanese     MS Mincho       Replacement     Korean     Batang	Item Name Font	Size		Add
Replacement     Batang       Translation Memory     Disclaimer		13	-	Remove
Translation Memory Disclaimer	Project Preferences Japanese MS Mincho	13		Change
- Disclaimer	Korean Batang	13	*	
	ation Memory			
· · · · · · · · · · · · · · · · · · ·				
	Font Styles (Typeface on OSX) are not supported by the editor			

The following tables list the standard fonts and associated sizes.

# FONTS 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
Transcheck Font	Arial	12

### FONTS Add Language Specific Fonts

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

#### Icons

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.

To customize the icon appearance:

1. Click **Icons** in the **General Preferences** group.

Preferences			×
General Preferences	Customize the appearance of the icons the application ribbon		
Colors			
General	Icons		
Fonts	Set icons size:		
lcons	C Large icons		
Layout	Medium icons     Small icons		
Segment	Display text		
Shortcuts			
Warnings			
Tags			
Auto-Propagation			
Auto-Suggestion			
Spellchecker			
Machine Translation			
Current Project Preferences			
Replacement			
Translation Memory			
Terminology			
<b>B</b> 10	•		
		ок	Cancel

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

GENERAL PREFERENCES

### Layout

The layout preferences provide some control of the TXLF editor view.

#### To change the layout options:

1. Click Layout in the General Preferences group.



#### 2. (Optional) Modify the **Table View**.

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.

#### 3. (Optional) Modify the Score Column Position.

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.

4. (Optional) Modify the Current Project.

Display Language Codes in Current Project View	Always include locale information in the view for current projects.
Display Full Language Name in the Current Project View	Always include the complete language name in the view for current projects.

5. Modify the Status Bar Representation.

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

6. Click OK.

GENERAL PREFERENCES

### Segment

This option allows you to configure segment behavior in the TXLF editor.

To configure segment actions:

1. Click Segment under the General Preferences group.

Preferences			×
General Preferences Colors	Configure how segment will work in the text editor		
General	Segment actions		
Fonts	Next/Previous Segment action leverages next/previous segment		
lcons	Open the last edited segment when opening a file		
Layout	✓ Leverage the first opened segment on click		
Segment	Capitalize the first letter of the target segment (Except Asian languages)		
Shortcuts	✓ Enable Smart Quotes		
Warnings	Skip Unedited 100% Matches		
Tags	Skip Unedited Context Matches		
Auto-Propagation			
Auto-Suggestion			
Spelichecker			
Machine Translation			
Current Project Preferences Replacement Translation Memory			
Terminology	•		
B 10		ок	Cancel

2. Select a segment option.

Option	Action
Next/Previous Segment action leverages next/previous segment	Enable or disable the writing and leveraging action of the command.
Open last edited segment when opening a file	Go to the last segment edited when a file is opened.
Leverage the first opened segment on click	View the Translation Memory leverage of the first open segment when you open a TXLF file for translation.

Option	Action
Capitalize the first letter of the target segment (Except Asian Languages)	Translated segment are converted to sentence case, but not for Asian languages.
Enable Smart Quotes	Changes the quotation marks to smart quotes. Depending on the target language, the quotation marks used when the user presses the quotation mark keys on the keyboard are changed.
Skip Unedited 100% Matches	Enable or disable skipping over 100% matched segments.
Skip Unedited Context Matches	Enable or disable skipping over those segments with context matching.

### **Shortcuts**

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

To view the list of available shortcuts and customize keyboard shortcuts:

1. Click Shortcuts in the General Preferences group.

Preferences						×
General Preferences		e and define vo	ur keyboard s	hortcuts for the a	application	
Colors		io ana aonio yo	an noybound o		ppnoadon	
General	Shortcuts					
Fonts	Scheme: V	/ordfast Pro style	~			
Icons	Include Unbound	Commands				
Layout	Search:					_
Segment						
Shortcuts	Select command by s	ingle clicking to as		mbination Shortcut	View	
Warnings	About			Choose Binding	Blacklist Editor, T	h.
Tags	Add Blacklist			Alt+C	Project	
Auto-Propagation	Add Blacklist Term			Choose Binding	Blacklist Editor	
Auto-Propagation	Add Files			Choose Binding	Quick Tools, Project	
Auto-Suggestion	Add Folder			Choose Binding	Quick Tools, Project	
Spellchecker	Add Glossary			Alt+0	Quick Tools, Project	
Machine Translation	Add Note			Alt+Shift+N	Editor	
	Add Project			Ctrl+Shift+A	Home	
	Add Project TMs			Ctrl+Shift+B	Quick Tools	
Current Project Preferences	Add Reference Files			Choose Binding	Project	
Replacement	∆dd TM			Ctrl+N	Quick Tools Project	r -
Translation Memory	Description:					_
Terminology						
<b>N</b>	•					
					OK Canc	el

2. Select a **Scheme** from the drop-down list.

Wordfast Pro style	•
Wordfast Classic style	
SDLX style	
Trados style	
Wordfast Pro style	

3. Select a **Command** from the command list, and enter a new sequence of keys in the **Shortcut** column and click **OK**.

If the shortcut key sequence is in use a warning message is displayed.



The shortcut key is modified to the new sequence.

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) or, a combination of these.

#### GENERAL PREFERENCES

### Warnings

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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 select warnings:

1. Click Warnings in the General Preferences group.

Preferences		×
General Preferences	Configure which warning messages you want to see in the application	
Colors		
General	Warnings	
Fonts	☑ Welcome message	
lcons	☑ No TM available warning	
Layout	Transcheck warnings	
Segment	✓ Overwrite target warning	
Shortcuts	Copy all sources warning	
Warnings	Ind of document warning	
Tags	Remove segment tags warning	
Auto-Propagation	Remove all tags warning	
Auto-Suggestion	Remove Target warning	
Spellchecker	Remove all target warning	
Machine Translation	Remove Term warning	- 1
	Show duplicate shortcuts warning	- 1
Current Project Preferences	Show target with tags warning	
Replacement	Terminology highlighting info message	
Translation Memory	Remove TM warning	
Terminology	Remove glossary warning	
<b>N</b> 10	Remove blacklist warning	-
	ОК Са	ancel

2. Select the warnings to be displayed in the application and click OK.

### GENERAL PREFERENCES

### Tags

This option allows you to configure the tag mode, representation, and font size.

#### To configure tag options:

1. Click Tags in the General Preferences group.



2. (Optional) Modify Text Formatting options.

Show supported text formatting	Show actual formatting associated with formatting tags when this feature is supported. When selected, a preview displays.
Show formatting as Tags	Show the content of the formatting tags. When selected, a preview displays.

3. (Optional) Modify Tag Naming options.

Option	Action
Full Name	View full name of the tag, for example Font.
Short Name	View short name of the tag, for example F.
Numbered Tags	View the tag as a number.
Remove incomplete tag pairs	Delete incomplete or incorrect tags.
Apply source segment formatting to target segment	When the source segment is within a tag, the source segment formatting is applied to the target segment.

Auto-Propagation allows repetitive content in a file to be translated consistently by populating translated segments. In the TXLF Editor, auto-propagation is activated using the **Commit** or **Next Segment** actions.

To configure auto-propagation options:

1. Click Auto-Propagation under the General Preferences group.

Preferences		×
Segment	Configure how Auto-Propagation options will populate segments	
Shortcuts	Configure now Auto-Propagation options will populate segments	
Warnings	Auto-Propagation	
Tags	Enable Auto-Propagation	
Auto-Propagation	Enabling Auto-Propagation will update all empty target segments for the entire file.	
Auto-Suggestion	Enable Auto-Propagation across all open files	
Spellchecker	Use Auto-Propagation to overwrite:	
Machine Translation	Context matches	
	100% matches	
Current Project Preferences	Fuzzy matches	
Replacement	Auto-propagated matches	
Translation Memory	Edited segments	
Terminology	Machine translated segments	
Penalties	Committed segments	
Transcheck		
Segmentation		
Filters		
User Preferences		
Advanced Settings	•	
	OK Cancel	

- 2. Select Enable Auto-Propagation to activate additional auto-propagation options.
- 3. Select Enable Auto-Propagation across all open files to apply auto-propagation to all files that are open.
- 4. Review the Auto-Propagation options to verify the required options are the only ones selected.

Option	Action
Context matches	Overwrites context leveraged translation memory (TM) matches.
100% matches	Overwrites 100% leveraged TM matches.
Fuzzy matches	Overwrites partial TM matches.
Auto-propagated matches	Overwrites all auto-propagated matches. This means that if there are multiple segments that have the same content, 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.

Option	Action
Machine translated segments	Overwrites machine translated content.
Committed segments	Overwrites translated content that is committed to the TM.

### Auto-Suggestion

The **Auto-Suggestion** 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 configure auto-suggestion:

1. Click Auto-Suggestion in the General Preferences group.

Preferences		×
General Preferences	Configure how features will work in the text editor	
Colors		
General	Auto-Suggestion	
Fonts	✓ Enable Auto-Suggestion	
Icons	Enable suggestions for:	
Layout	Source	
Segment	Glossary	
Shortcuts	TM	
Warnings	TM Sub-Segment	
Tags	□ MT	
Auto-Propagation		
Auto-Suggestion		
Spellchecker		
Machine Translation		
New Project Preferences		
Replacement		
Translation Memory		
Terminology		
B 11	• OK Cancel	

2. Select the Enable Auto-Suggestion checkbox and suggestion options, then click OK.

Option	Action
Source	Suggests changes to source of the segment: numbers and capitalized words only.
Glossary	Suggests terms from the glossary.
ТМ	Suggests translations from the TM.
TM Sub-Segment	Suggests parts of segments from the TM.

Option	Action
МТ	Suggests machine translation.

### Spellchecker

Spell check is supported in Microsoft Office and Hunspell.

To enable or disable spell check:

1. Click Spellchecker in the General Preferences group.

Preferences			×
General Preferences	Configure how spellchecking will work in the editor		
Colors			
General	Spellchecking		
Fonts	Z Enable Spellchecking		
Icons	Check for spelling errors as you type		
Layout	Choose spellchecker		
Segment	Microsoft Office (if installed)		
Shortcuts	Hunspell		
Warnings			
Tags			
Auto-Propagation			
Auto-Suggestion			
Spelichecker			
Machine Translation			
Current Project Preferences			
Replacement			
Translation Memory			
Terminology	•		
		ок	Cancel

- 2. Select or deselect Enable Spell Checking.
- 3. If Check for spelling errors as you type is selected, choose one of the following:
  - Microsoft Office

Microsoft Office must be installed on your computer.

Hunspell

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Hunspell dictionaries are available for the following languages. Any of these languages can be installed by going to **Help > Wordfast 4 Update**, choosing the required language JAR and clicking **Update**.

Language	Code	Language	Code
Arabic	AR	Korean (South Korea)	KO-KR
Basque (Basque)	EU-ES	Latvian (Latvia)	LV-LV
Bosnian (Bosnia)	BS-BA	Lithuanian (Lithuania)	LT-LT
Bulgarian (Bulgaria)	BG-BG	Malaysian (Malaysia)	MS-MY
Catalan (Catalan)	CA-ES	Norwegian (Bokmål Norway)	NB-NO
Croatian (Croatia)	HR-HR	Norwegian (Nynorsk Norway)	NN-NO
Czech (Czech Republic)	CS-CZ	Polish (Poland)	PL-PL
Danish (Denmark)	DA-DK	Portuguese (Brazil)	PT-BR
Dutch (Netherlands)	NL-NL	Portuguese (Portugal)	PT-PT
English (Canada)	EN-CA	Romanian (Romania)	RO-RO
English (United Kingdom)	EN-GB	Russian (Russia)	RU-RU
English (United States)	EN-US	Scottish Gaelic (United Kingdom)	GD-GB
Estonian (Estonia)	ET-EE	Serbian (Serbia)	SR-RS
Farsi (Iran)	FA-IR	Slovak (Slovakia)	SK-SK
Finnish (Finland)	FI-FI	Slovenian (Slovenia)	SL-SI
French (Canada)	FR-CA	Spanish (Mexico)	ES-MX
French (France)	FR-FR	Spanish (Spain)	ES-ES
Galician (Spain)	GL-ES	Swedish (Sweden)	SV-SE
German (Germany)	DE-DE	Swahili (Kenya)	SW-KE
Greek (Greece)	EL-GR	Tagalog (Philippines)	TL-PH
Hebrew (Israel)	HB-IL	Thai (Thailand)	TH-TH
Hindi (India)	HI-IN	Turkish (Turkey)	TR-TR
Hungarian (Hungary)	HU-HU	Ukrainian (Ukraine)	UK-UA
Indonesian (Indonesia)	ID-ID	Urdu	UR
Irish (Ireland)	GA-IE	Vietnamese (Vietnam)	VI-VN
Italian (Italy)	IT-IT	Welsh (United Kingdom)	CY-GB
Japanese (Japan)	JA-JP	Zulu (South Africa)	ZU-ZA
Kazakh (Kazakhstan)	KK-KZ		

#### 4. Click **OK** to save the settings.

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

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:

1. Click Machine Translation in the General Preferences group.

Preferences	×
General Preferences Colors	Configure how machine translation engines work while you are translating
General Fonts Icons Layout Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion Spellchecker Machine Translation	Machine Translation         Machine Translation Behavior <ul> <li>Show MT results in TM Lookup when there is no TM match</li> <li>Always show MT results in TM Lookup</li> <li>Allow all unedited segments in active document to be leveraged with MT</li> <li>Remove MT score from score column when a segment is edited</li> </ul> Enable Google Translator         Enable Microsoft Translator           Enable WorldLingo         Disclaimer for public providers           Source segments are submitted to Machine Translation providers. Make sure this is compatible with your confidentiality requirements. Note that target segments (your translation) are not fed into MT providers, they remain confidential.
Current Project Preferences Replacement Translation Memory Terminology	,
	OK Cancel

- 2. Select one of the following:
  - Show MT results in TM Lookup when there is no TM match, to show machine translated content when there are no local or remote TM matches.
  - Always show MT results in TM Lookup, 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 Translator, Microsoft Translator, or WorldLingo as the 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  |    |  |
|--------------------------------|--|----|--|
|                                | Google Translator is a paid service, you need to register and get a key to enter below (if left blank, Google engine will be disabled).  | ne |  |
| Enable Google<br>Translator    | <ul> <li>Use Google Premium Edition (using Neural MT for limited language pairs)</li> <li>Use Google Translator as primary</li> <li>Test</li> <li>To register, please check <u>Google Translate API.</u></li> <li>To access and enable Google Premium edition please check <u>Google Translate Premium Edition API.</u></li> <li>Premium Edition using Neural MT is only available for limited language pairs listed below. If non supported languages are used with Premium, Google might provide you with standard edition translation.</li> <li><u>Available language for Google Translate</u></li> <li><u>Available language for Premium Google Translate</u></li> </ul> |    |  |
| Enable Microsoft<br>Translator | Microsoft Translator API is now available in the Azure portal under the Cognitive Services category. You need to subscribe to the new service and enter the new key in the field below (if left blank, MS Translator will be disabled). Also, you can broaden your search by entering a category as one of the parameters.         Key:  | 2  |  |
| Enable WorldLingo              | Use WorldLingo as primary Test Languages are limited to WorldLingo Languages listed below.   |    |  |

## 6. Read the disclaimer and click **OK**.

WorldLingo is limited to the language set listed below:

Arabic

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- Chinese Simplified
- French
- German
- Chinese Traditional
- Dutch
- English

- Greek
- Italian
- Japanese

- Korean
- Portuguese
- Russian
- Spanish
- Swedish

## **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.

## Replacement

This option allows you to enable replacement of certain types of content in the TM results for better TM matches.

To enable replacements:

1. Click Replacement in the New Project Preferences group.

Preferences			×
Segment			
Shortcuts	Configure how translation memories are used in your project		
Warnings	Replaceables		
Tags	Enable replacement of detected text in TM results for higher TM matches		
Auto-Propagation	Number replacement		
Auto-Suggestion	✓ URL replacement		
Spelichecker	✓ Punctuation replacement		
Machine Translation	✓ Email address replacement		
Current Project Preferences			
Replacement			
Translation Memory			
Terminology			
Penalties			
Transcheck			
Segmentation			
Filters			
User Preferences			
Advanced Settings	-		
		ок	Cancel

2. Select Enable replacement of detected text in TM results for higher TM matches, to enable the specific replacement options, and click OK.

Select or deselect the content to be replaced or not to be replaced from the TM as listed below:

- Number replacement
- URL replacement
- Punctuation replacement
- Email replacement

## **Translation Memory**

To select translation memory options:

1. Click Translation Memory in the New Project Preferences group.

Preferences		*	ĸ
General Preferences Colors	Configure how translation memories are used in your project		•
General Fonts Icons Layout Segment	Translation Memory Uvite 'exact' matches to TM Write 'unedited MT' to TM Write 'unedited fuzzy' to TM Write 'unedited autopropagated fuzzy' to TM		
Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion Spellchecker Machine Translation	<ul> <li>Copy Source to Target on no match</li> <li>Set Fuzzy TM match threshold (%):</li> <li>75 \$</li> <li>Report Settings</li> <li>Calculate analysis report percentage by:         <ul> <li>Words</li> <li>Segments</li> <li>Calculate internal fuzzy matches and set threshold to (%)</li> <li>75 \$</li> </ul> </li> </ul>		
Current Project Preferences Replacement Translation Memory Terminology	When Updating an existing TU <ul> <li>Add to TM by overwriting the existing TU</li> <li>Add to TM; overwrite the existing TU if attributes are identical (default)</li> <li>Add new segments to TM; do not overwrite the existing TU</li> <li>Add to TM; do not overwrite the existing TU</li> </ul>	OK Cancel	•

- 2. Select Write 'exact' matches to TM to commit 100% matches to a TM.
- 3. Select Write 'unedited MT' to TM to commit unedited machine translated matches to a TM.
- 4. Select Write 'unedited fuzzy' to TM to commit unedited fuzzy matches to a TM.
- Select Write 'unedited autopropagated fuzzy' to TM to commit unedited autopropagated fuzzy matches to a TM.
- Select Copy source when..., to copy the source to the target segment when there is no match and the TM is leveraged.
- 7. Select the Fuzzy Match Threshold percentage.

This percentage specifies the TM leverage 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.

- 8. 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

- 9. 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
- 10. Select the Total number of TUs shown in TM Lookup pane and click OK.

## Terminology

Terminology lists or glossaries are used to leverage previously translated text, resulting in lower costs and greater consistency.

To select terminology options:

1. Click Terminology in the New Project Preferences group.

Preferences			×
Segment			
Shortcuts	Configure how glossaries are used in your project		
Warnings	Temple de ma		
Tags	Terminology		
Auto-Propagation	Enable fuzzy term recognition		
Auto-Suggestion	Enable term highlighting when typing terms		
Spellchecker	☑ Ignore case for term highlighting		
Machine Translation	- Term Lookup Settings		
Current Project Preferences	Number of terms shown in the Term Lookup pane: 100 💠		
Replacement			
Translation Memory			
Terminology			
Penalties			
Transcheck			
Segmentation			
Filters			
User Preferences			
Advanced Settings			
Auvanceu settings	•		
		ок	Cancel

- 2. Select Enable fuzzy term recognition, to view fuzzy matches.
- 3. Select **Enable term highlighting when typing terms**, to indicate terminology matches by highlight when entered in the translation.
- 4. Select Ignore case for term highlighting, to ignore case difference in terminology matches.

### 5. Select the number of matches to be viewed and click OK.

### NEW PROJECT PREFERENCES

## **Penalties**

Penalties are defined to maintain a high quality of content leveraged from a translation memory (TM). 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 100% match, fuzzy match, and no match.

To select penalties for TM matches:

1. Click Penalties in the New Project Preferences group.

Preferences					×
Segment 🔺			A - I		
Shortcuts	Configure now tr	ranslation memory m	natches are penaliz	ed	
Warnings	Penalties				
Tags		Value:	Min:	Max:	
Auto-Propagation	Case	1 🌲			
Auto-Suggestion	Non Literal	0.5	1 🌲	10 🌲	
Spellchecker					
Machine Translation	✓ Tag	0.5 🌲	• •		
Current Daylant Dayland	Whitespace	0.5 🜲	1 🌩	5 🌲	
Current Project Preferences Replacement	Align	3 🌲			
Translation Memory	Machine Translation	15 🌲			
Terminology	Multiple Translation	1 🌲			
Penalties	Local TM	1 🔷 🌲			
Transcheck	Remote TM	1 🌐 🌲			
Segmentation	Private TU	2 🌲			
Filters	Public TU	1 🌲			
	Secondary TM	1 🍦			
User Preferences Advanced Settings	Attribute	1 🌲			
				ок	Cancel

2. Select a penalty, supply a threshold, and click **OK**.

Penalty	Description	
Case Differences in case is considered		
Non Literal         Differences in special characters, including punctuation, space, apostroph           dash, and quote		
Тад	Differences in tagging	
Whitespace	Differences in blank spacing	
Align	Differences in translation units (TUs) with alignment attributes	
Machine Translation	Differences in TUs based on machine translation (MT)	
Multiple Translation	Differences in TUs based on duplicates within the TM with different translations	

Penalty	Description
Local TM	Differences in TUs from the local desktop copy
Remote TM	Differences in TUs from a remote TM
Private TU	Differences in work-group TUs from a remote TM
Public TU	Differences in non-work-group TUs from a remote TM
Secondary TM	Indicates that the translation is leveraged from a secondary TM
Attribute	Differences in attributes
If attribute is not	When a custom attribute in a TU does not match the text box attribute
If filename attribute does not match	When the file name attribute in a TU does not match the TXLF file name

## Transcheck

Transcheck searches a translation for missing or incorrect text or variables. Transcheck configuration is specific to a given project. For example, if a tag is missing or incorrect text was entered, a warning symbol is displayed in the **Status** column.

To select Transcheck options:

1. Click Transcheck in the New Project Preferences group.

The **Transcheck** options displays primary options. Many selections display sub-options.

Preferences	×
Segment	Configure the Transcheck settings for your project
Shortcuts	
Warnings	Transcheck
Tags	Disclaimer
Auto-Propagation	Spellcheck Tab in Preferences.
Auto-Suggestion	Transcheck segments while translating
Spellchecker	Select/Deselect All
Machine Translation	
	Blacklist Check
New Project Preferences	Capitalization Check
Replacement	Edited Context Match Check
Translation Memory	Edited Exact Match Check
Terminology	Edited Source Check
Penalties	Empty Target Check
Transcheck	Forbidden Character Check
Segmentation	Mistranslated Text Check
Filters	Note Check
	Number Difference Check
User Preferences	Paragraph Length Check
Advanced Settings	Punctuation Check
	OK Cancel

2. To control how Transcheck checks target segments, select the different configuration settings as described below.

Option	Action
Transcheck segments while translating	Check to enable Transcheck during translation.
Select/Deselect All	Check to enable all of the following options.
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>Blacklist Check</u> .
Capitalization Check	Check differences in capitalization. To configure this option, refer to <u>Capitalization</u> <u>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 segments containing no translation.
Forbidden Character Check	Check if the target segment includes forbidden characters. Refer to <u>Forbidden</u> <u>Character Check</u> .

Option	Action
Mistranslated Text Check	Check if a segment has common translation errors. This generates a report that lists the correct and wrong usage of translated text. Refer to <u>Mistranslated Text</u> <u>Check</u> .
Note Check	Check if notes exist in a segment. This generates a report of segments with notes. When Transcheck is run in the TXLF Editor, an alert is displayed for every segment that has notes.
Number Difference Check	Check if the numerals in the source segment match the target segment. Refer to <u>Number Difference Check</u> .
Paragraph Length Check	Check if the target paragraph length has exceeded the maximum character length set for the paragraph.
Punctuation Check	Check for consistency in punctuation between source and target segments. Refer to <u>Punctuation Check</u> .
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 Copied Source Check.
Spelling Check	Check spelling as the translation is entered. Refer to Spell Check.
	Note: If the spell check language is not available, a message is displayed informing the user that Transcheck will continue but a spell check will not take place.
Tag Check	Check for missing tags in the target segments. Refer to Tag Check.
Terminology Check	Check if the terms in the source segment are translated correctly based on the terminology list. Refer to <u>Terminology Check</u> .
Unconfirmed Segment Check	Check if segment is marked unconfirmed.
Unedited Exact Check	Check if exact matches were not edited.
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 <u>Untranslatable Text Check</u> .
Untranslated Text Check	Check if any segments are not translated; for example, if Copy Source was used to enter translation.
Whitespace Check	Check for mismatched or double white spaces in the target segment. Refer to <u>Whitespace Check</u> .

## 3. Click OK.

The Transcheck configuration is complete and active for the current project.

## TRANSCHECK 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 are displayed.

☑ Blacklist Check	
Skip exact matches	
Skip context matches	J

3. Select the appropriate options.

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

## TRANSCHECK Capitalization Check

To configure the checking for capitalization differences for a given project from the **Preferences** option:

- 1. Click Transcheck.
- 2. Select Capitalization Check.
- 3. Select the appropriate options.

Option	Action
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
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

## TRANSCHECK Forbidden Character 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.

Forbidden Character Check		
Add	Remove	
colum	in 1	
Ski	p exact matches	
🗌 Ski	p context matches	

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

Add a character to be forbidden over the NEW character string and click Update.

$\checkmark$	Forbidden	Character	Check

Add	Remove
column	11
^	
	exact matches
Skip	context matches

To remove a forbidden character from **Forbidden Character** checking, highlight the character and click **Remove**.

## TRANSCHECK Mistranslated Text Check

The mistranslated text check identifies common translation errors. This check is configured by the project manager and sent in the GLP package and it includes common mistranslation errors and the corresponding correct translation. This configuration cannot be set up on the Wordfast Pro user interface.

To enable or disable the mistranslated text check from the Preferences option:

1. Click Transcheck > Mistranslated Text Check.

### The mistranslated text check is enabled.

Mistranslated Text Check

Suppress noise
Skip exact matches
Skip context matches

- 2. (Optional) Select any additional option:
  - Suppress noise: removes redundancy from the reported warnings or errors
  - Skip exact matches: exact matches are ignored upon check
  - Skip context matches: context matches are ignored upon check

## TRANSCHECK 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 is displayed.

Punctuation Check

Add Remove		
column 1	column 2	
- į	!	
:	:	
1	,	
?	?	
Double Punctuation Check		
Skip exact matches		
Skip context 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**.

## TRANSCHECK Number Difference Check

To configure the number difference check for this session from the Preferences option:

- 1. Click Transcheck.
- 2. Select Number Difference Check.

The related option is displayed.

Vumber 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.

## TRANSCHECK 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. Select Segment Length Check.
- 3. Select those options that apply.

Option	Action
Strict Character Length CheckCheck minimum and maximum character length(Zero means unlimited)	
Character Expansion Check	Check minimum and maximum character expansion, as a percentage
Word Expansion Check	Check minimum and maximum word expansion, as a percentage
Attribute Character Max Length Check attribute text that exceeds the maximum character le Check	
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

## TRANSCHECK Copied Source Check

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

### 1. Click Transcheck.

The related options are displayed.

Copied Source Check		
Skip exact matches		
Skip context matches		
Skip tokens		

- 2. 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

## TRANSCHECK Spell Check

To customize the spell checking operation from the Preferences option:

- 1. Click Transcheck.
- 2. Select Spelling Check.

The related options are displayed.

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

## TRANSCHECK Tag Check

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

- 1. Click Transcheck.
- 2. Select Tag Check.

### The related options are displayed.

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
- 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

## TRANSCHECK Terminology Check

To configure the Terminology checking criteria from the Preferences option:

- 1. Click Transcheck.
- 2. Select Terminology Check.

The related options are displayed.

Terminology Check		
Enforce Term Case		
Fuzzy 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

## TRANSCHECK Untranslatable Text Check

To configure the handling of untranslatable text checking from the **Preferences** option:

- 1. Click Transcheck.
- 2. Select Untranslatable Text Check.

### The Untranslatable Text Check expands to a dialog.

Untranslatable Text Check

Add	Remove	
colum	11	
	[	
Custom	Regular Expression:	
Skip	exact matches	
Skip	context matches	

- 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

# Whitespace Check

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

- 1. Click the Transcheck.
- 2. Select Whitespace Check.

The related options are displayed.

Whitespace Check	
Skip exact matches	
Skip context 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

NEW PROJECT PREFERENCES

## Segmentation

These preferences specify how files should be segmented by the TXLF editor for a given project.

### To select segmentation options:

1. Click Segmentation the New Project Preferences group.

Preferences	×
Segment	
Shortcuts	Configure how bilingual files are segmented
Warnings	Segmentation
Tags	-
Auto-Propagation	Note Please note that the current segmentation changes will apply only to the newly created TXLF files, and
Auto-Suggestion	NOT to the already created ones.
Spellchecker	Segmentation on break
Machine Translation	Select Segmentation Type APPLICATION 💌
	Define the characters that end a segment (ESM)
Current Project Preferences	.?!: Space Tab Non-Breaking Space Line Feed Carriage Return
Replacement	
Translation Memory	Define rules for the markers
Terminology	A number followed by an end of a segment marker
Penalties	Segment ends in a segment marker without a trailing space character
Transcheck	Segment ends in a segment marker, followed by a space character and a lower-case letter
Segmentation	Abbreviations: Select abbreviations that should not be segmented on
Filters	Select a language: English 💌
User Preferences	Adj.,Adm.,Adv.,Apr.,Art.,Asst.,Aug.,Ave.,Bart.,Bldg.,Blvd.,Brig.,Bros.,Capt.,Cmdr.,Co.,Col.,Comdr.,Con.,Corp.,Cpl.,Crt., DR.,Dec.,Dr.,Drs.,Ens.,Feb.,Fig.,Gen.,Gov.,Hon.,Hosp.,Hr.,Hwy.,Inc.,Insp.,Intl.,Jan.,Jr.,Jul.,Jun.,Ln.,Lt.,M.D.,MM.,MR .,MRS.,MS.,Maj.,Mar.,May.,Messrs.,Minneapolis/St.,Mile.,Mme.,Mpls/St.,Mr.,Mrs.,Msgr.,Mt.,No.,Nos.,Nov.,Nr.,Oct. On. Ord. Pfc. Ph. Prof. Pvt. Rd. Ren. Reps. Res. Rev. Rt. Sen. Sen. Sen. Sen. Str. St. St. St. St. St. St. Str. Terr
Advanced Settings	Segmentation Preview -
	OK Cancel

- 2. Select the required segmentation options. These options are:
  - Select Segmentation on break to enable segmentation on line breaks.
  - Select the Segmentation Type as APPLICATION or SRX from the drop-down list.
- 3. 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
- 4. 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.
- 5. Select abbreviations that should not be used in segmenting and click OK

## **Filters**

To select file filter options:

1. Click Filters in the New Project Preferences group.

Preferences					×
Segment					
Shortcuts	Configure how translatable content is parsed from so	ource files			
Warnings	Filters				
Tags					- 1
Auto-Propagation	Configuration				
Auto-Suggestion	Extract numbers:* time_date_measure				
Spellchecker					-
Machine Translation	Available filters ↑	Default			- 1
	<ul> <li>Active Server Page (*.asp)</li> </ul>			Add	- 1
Current Project Preferences	Active Server Page (*.asp)	۲		Remove	. 1
Replacement	<ul> <li>Adobe InDesign Interchange (*.inx)</li> </ul>	<ul> <li>Adobe InDesign Interchange (*.inx)</li> </ul>			- 1
Translation Memory	Adobe InDesign Interchange (*.inx)			- 1	
Terminology	Flat OPC XML Word Document Format (*.xml)				- 1
Penalties	Flat OPC XML Word Document Format (*.xml)	۲			- 1
Transcheck	<ul> <li>Hypertext Markup Language (*.htm)</li> </ul>			- 1	
Segmentation	Hypertext Markup Language (*.htm)				
Filters	- Format Settings				.
	Lock html tags and entities				
User Preferences	Change segment status to Translated				
Advanced Settings	▼				•
			C	OK Ca	ncel

2. Select a filter configuration from the **Extract numbers** drop-down list to define the filter action on source segments that contain only numbers.

all	Extracts all segments with only numbers for translation
time_date_measure	Extracts only segments with time and date
none	Does not extract any segments with only numbers

3. To select the file filter settings for the open project, click a filter to list the current settings in the **Format Settings** box.



To add custom file filters, add a new file filter.

## FILTERS Add New File Filter

You can create a new filter based on one of the supported filters.

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. Click Filters in the New Project Preferences group.
- 2. Click Add.

New Filter		×
Choose a file format and enter display.	the filter na	ame to
Choose file format:* Filter Name:* Format Settings		•
	ок	Cancel

- 3. On the New Filter dialog, select the desired filter to use as a template for a new filter.
- 4. Enter the filter information, and click OK.

## **User Preferences**

The User Preferences includes the user specific Advanced Settings.

# USER PREFERENCES Default 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:

1. Click Advanced Settings in User Preferences group.

eferences		
Segment		, export, or import your preference settings
Shortcuts	Restore	, export, or import your preference settings
Warnings	Default Settings	
Tags	- The second sec	By pressing the Restore Original button, all of your preferences will revert to their original
Auto-Propagation	Restore Original	By pressing the Restore Original button, and your preferences will rever to their original settings at the time of installation. Please note that once this button has been pressed, all of your customized new project and general preferences will be lost.
Auto-Suggestion		
Spellchecker	Restore Defaults	By pressing the Restore Defaults button, all of your preferences for the current project will
Machine Translation	Restore Delauits	revert to the default new project preferences. Please note that a project needs to be open for this button to have any effect.
w Project Preferences		
Replacement	Export/Import Prefe	erences Settings
Translation Memory	Export	You will be able to export all the settings values that are currently applied in the Preferences
2	Lipon	
Terminology		
Penalties	Import	After implementing the settings, they will be applied once you press the OK button in the
Transcheck		Preferences dialog.
Segmentation		
Filters	Customization Stair	and lint
	Customization Strip	ig List
er Preferences	- Disclaimer	to be applied, restart the application.
	T UT these settings	

- 2. In the **Default Settings** section, click:
  - Restore Original to revert this Wordfast Pro installation preferences to those of a new installation.

A warning message is displayed.

Warning		×
1	Please note that all of your current application settings will be lost. Do you want to continue?	
	Yes No	

This action removes all the projects, TMs, and glossaries in the Wordfast Pro installation.

- Restore Defaults to revert this Wordfast Pro installation preferences to default preferences.
- 3. Click **OK** to complete the restore process.

## USER PREFERENCES

## **Export or Import Preferences**

This Preferences option provides the means to **Import** and **Export** the current preferences of the Wordfast Pro installation.

- 1. Click Advanced Settings, in the User Preferences group.
- 2. In the Export/Import Preferences Settings section, click:
  - Export to save the current preferences for a given Wordfast Pro installation

Export	×
Choose the Preferences settings you wish to ex	port.
Preferences Settings	
Colors	*
User Name	
General Preferences	
Bilingual Review Export	
Fonts	
Icons	
Editor	_
	•
В	rowse
Export	Cancel

• Import to apply saved preferences

Import	×
Choose the Preferences settings you wish	to import.
	Browse
Preferences Settings	
Customization String List	<b>^</b>
Bilingual Review Export	
General Preferences	
User Name	
Auto-Propagation	
Auto-Suggestion	
Colors	
	•
Impor	t Cancel

3. Enter Customization String List, if required and click OK.

# 14. FAQs

### How do I obtain a Wordfast Pro License and install the application?

When you purchase a Wordfast license, you will receive an installer and a license certificate which contains login credentials for our website. When you install Wordfast Pro for the first time, it will be in **Demo** mode.

When you login to our website using the credentials on your license certificate, an activation key is provided. Enter the activation key in **Help > License Management**. This will change the **Demo** mode to a full version.

Refer to Licensure.

### What does Wordfast Pro Demo mode mean?

When in **Demo** mode, you are limited to creating bilingual projects and storing up to 500 translation units in your Translation Memory. To get a full version, you must upload a license. Refer to Licensure.

### What happens if a corrupted file is uploaded for translation?

When creating a project, if one of the files are corrupted or invalid, you will still be able to create a project with the clean files. The corrupt or invalid file will not be uploaded, and a warning message will be displayed.

#### How do I chain individual files?

Instead of opening files one-by-one to display in individual tabs, you can chain files to open in a single tab as long as these files are in the same batch. You cannot chain files across batches. Chaining files has the following main advantages:

- Open hundreds of files within seconds
- Filter or search and replace in one pass as opposed to once per individual file

Refer to Chain Files.

### Why is the Analyze button inactive when a chained file is opened for translation?

The Analyze button on the TXLF Editor is inactive when a chained file is opened because the translation memory cannot provide the best results.

#### What are the different ways to analyze files?

The analysis process converts source files into TXLF, and leverages the content against existing translation memories and generates a report listing matches, non-matches, word count, character count, and segment count. Source files can be analyzed in the following ways:

- Analyze files within a project from the Project Files tab (Refer to Analyze)
- Analyze any files outside of the project files from the Quick Tools tab (Refer to Analyze)
- Analyze a file open for translation in the TXLF Editor by clicking the Analyze button under the Translation tab

### How do I Skip 100% and 100%+ Segments when Navigating through Grid?

To skip 100% and 100%+ segments when navigating to the next segment that requires linguistic changes, you have two options:

- Filter for All except 100% and Context match segments
- Set preferences to Skip 100% and 100%+ segments

The second option is preferred because it allows you so see the 100% and 100%+ segments for context while editing adjacent No Match and Fuzzy match or MT pre-translations.

### How do I share and commit translations to TMs in real time?

To share your translation as soon as you are done translating or editing a segment, you must commit it to the TM. Committing a segment will turn the color highlight from pink to purple. You can commit a segment to the TM as follows:

- Move to the next segment using ALT +  $\oint$ .
- Click Translation > Commit.
- Press Alt+Q.

If a segment does not require any changes, for example, if the 99% match or the MT match is linguistically correct, you can verify the segment. Verifying the segment will also commit it and turn the color highlight to purple. You can verify a segment as follows:

- Click the check mark next to the segment.
- Click the **Translation > Verify**.
- Press Ctrl+Alt+V.

Once the segment is committed to the TM, it becomes a private translation unit (TU) that is penalized at 1%. As a 99% match, the segment is listed following the 100% match. Your preliminary translations go through additional steps such as editing and proofing. This private TU is elevated to a public TU once the last linguistic step in the translation workflow is completed. A public TU is leveraged during analysis automatically at 100% or 100%+.

### How do I keep translations from getting written to the master TM?

To prevent a segment from getting written to the TM:

- 1. Open the file for translation and click on the segment that you do not want to write to the TM.
- 2. On the **Translation** tab, click **Unconfirm/Confirm**. An unconfirmed segment will show a bull's eye icon in the Status column, and will not be written to the TM.
- 3. To write the segment to the TM, select the segment and click **Unconfirm/Confirm** again. The bull's eye icon disappears and the segment is written to the TM.
- 4. On the **Translation** tab, click **Unconfirm / Confirm All** to unconfirm or confirm all segments in the file.

### How do I apply formatting correctly in WordFast Pro?

Inline formatting can be applied to the target segment in two ways:

- You can enter tag(s) from the source language segment for basic styles such as bold and italic using the buttons on the **Formatting** tab. However, these formatting buttons could introduce tags in the target that do not match the source. Unless the linguist identifies these mismatched tags using Transcheck and corrects them, they will prevent effected TXLF files from converting into monolingual files at the align stage.
- 2. To avoid the mismatched tags, after opening a file for translation, go to Preferences > Tags and select Show Formatting as Tags. Since this preference persists from one WFP session to another you only have to set it once. This preference enables you to reuse tags from the source using the Copy button under the Translation tab. If the tag preference is set to Show Text Formatting (when supported), you must apply formatting using the buttons in the Formatting tab, unless you toggled segment-by-segment from Tag Formatting to Tag Non-Formatting.

### Why is the Whole Words Only checkbox inactive in Find/Replace dialog?

In the **Find and Replace** dialog, the **Whole Words Only** checkbox will be inactive if multiple words or punctuation are added in the **Find** field.

### What are Preferences for and how can I access them?

All the user interface options and features can be customized in the General, Current project and User preferences groups. Preferences can be accessed in the following ways:

- Wordfast Pro tab drop-down menu
- Projects tab
- Project Files tab
- Quick Tools
- TXLF Editor

Refer to Preferences.

#### What are the different ways that I can preview a file as PDF during translation?

You can preview any MS Office or HTML file as a PDF on the **TXLF Editor > File** tab. Refer to **Preview PDF**.