



WORDFAST

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.
<i>italic</i>	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 <http://www.wordfast.com/>.
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.

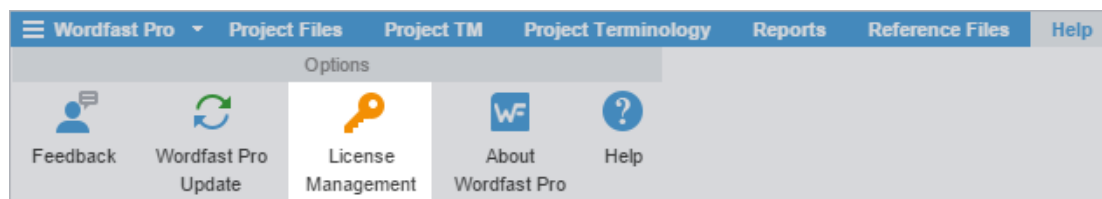
Activation

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 style="list-style-type: none"> 1. Enter the Activation Key and click Generate. 2. Copy this text into an email and send it to the email address provided. 3. Copy the license file in the return email to the local disk where you installed Wordfast Pro. 4. On the License Manager dialog and Manual Registration tab, click browse and select the license file. 5. Select the license file and click OK.

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

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 Management	View the current license and keep track of the days remaining to license expiration.
WordFast Pro Update	Update to a newer application version or to update your Hunspell spelling dictionary.

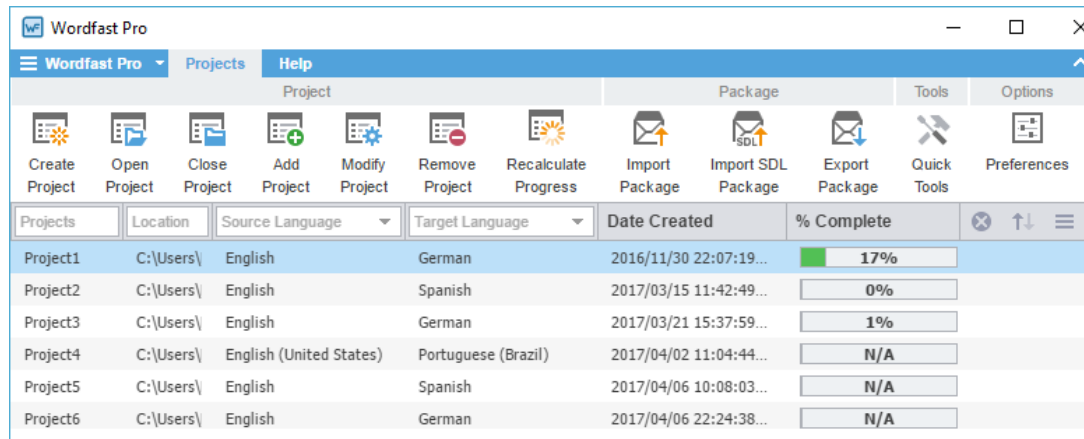
4. Start Wordfast Pro

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

To start Wordfast Pro:

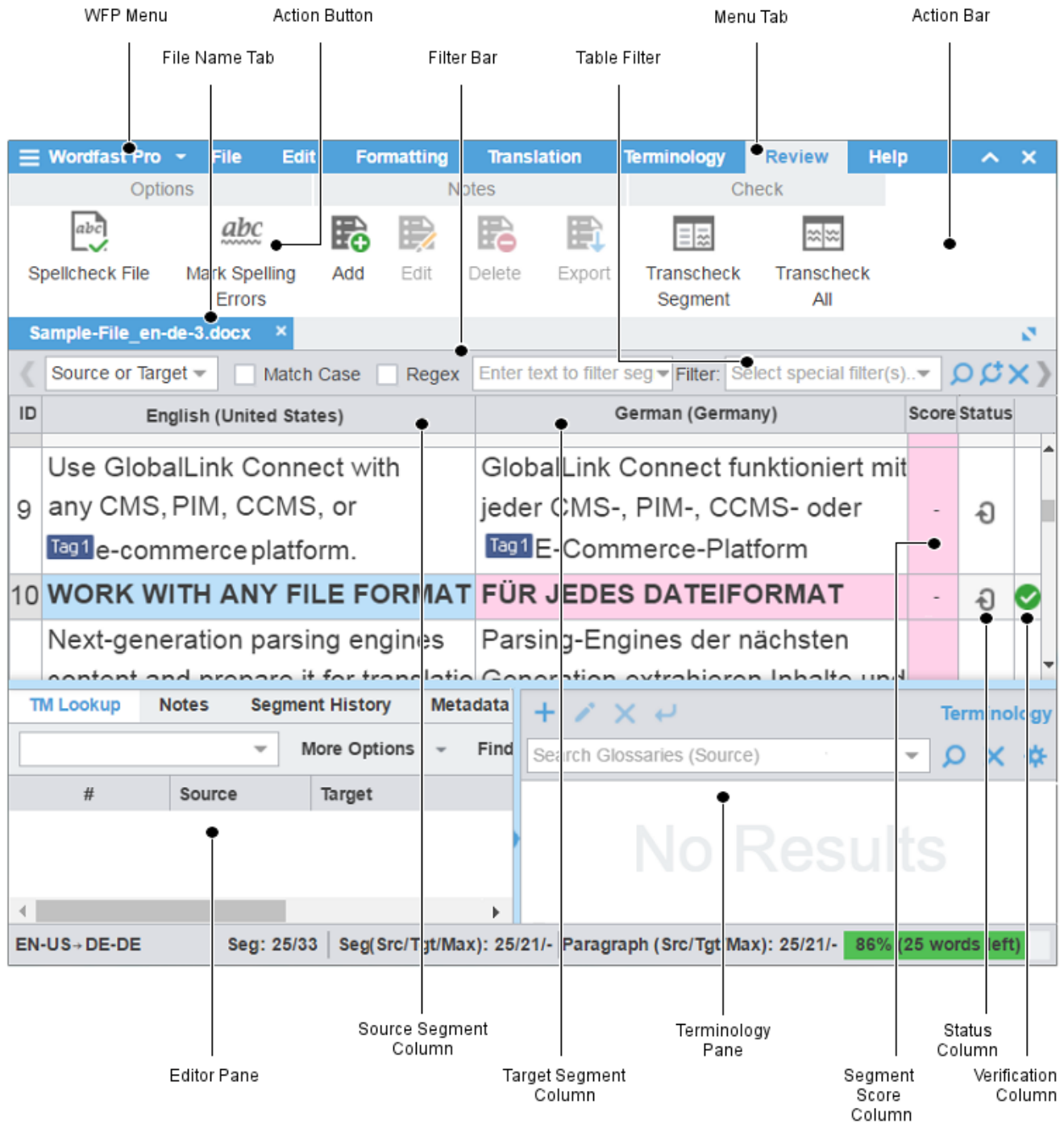
- Open **Wordfast Pro** by double-clicking the Wordfast icon on the desktop or from the Start menu.

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



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.






Item	Action
WFP Menu	Access the Current Project or TXLF Editor views and user preferences
Menu Tab	Access the various tools of the application
Action Button	Perform a specific task
Action Bar	Access all action buttons associated with a specific tab
Collapsed Items	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	⊗ ↑↓ ≡
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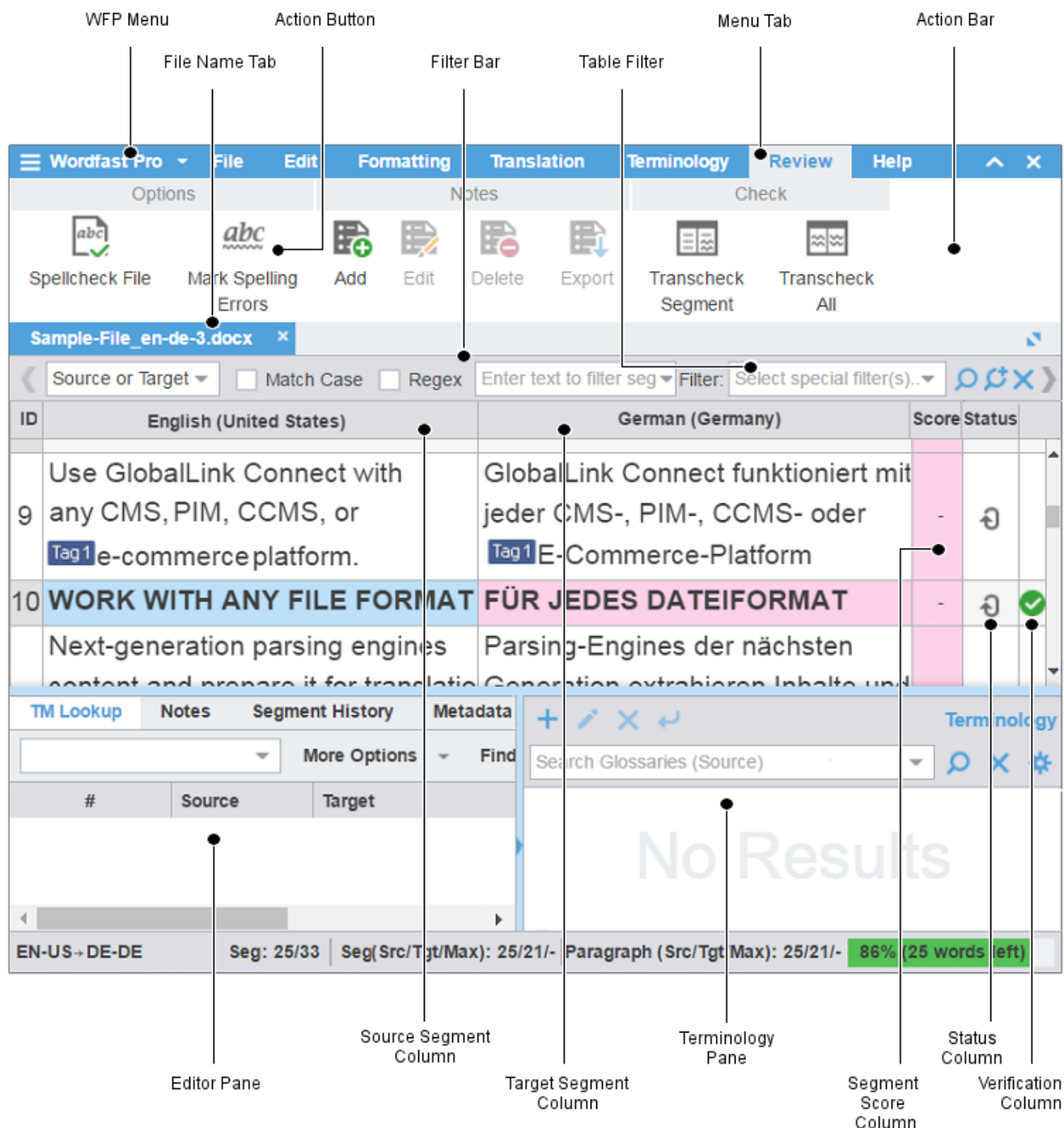
Item	Description
Files	Field to enter file filter criteria
Word Count	Column for total word count of file
Translation Status	Column contains status of pending, active, delivered, or completed
Complete	Column contains the file progress bar with completion percentage
Last Saved	Column contains the date for when the user most recently saved the file
	Clear filter criteria
	Sort filter criteria in ascending or descending order
	Select a column on which to sort the filter list

TXLF Editor View

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: **Exit TransStudio** 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.

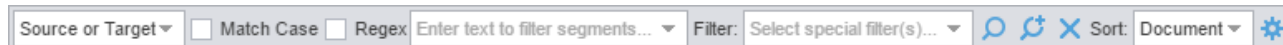
File Name Tab




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.








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
	Activates the filter action
	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

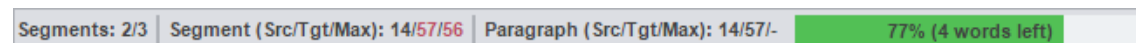
You can quickly identify the status of a segment in the **TXLF Editor** view by its status icon.

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

Status Icon	Segment Status
	The segment is unconfirmed, so you cannot commit it to the translation memory
	The segment repeats more than once in the current file
	There is segment information available
	The segment has a note associated with it
	The source segment has been modified

Progress Bar

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



Item	Action
Segments	View the number of segments completed versus the total number of segments
Segment (Src/Tgt/Max)	<p>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</p> <p>Note: The Max segment value turns red when it exceeds the maximum allowed.</p>
Paragraph (Src/Tgt/Max)	<p>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</p> <p>Note: The Max segment value turns red when it exceeds the maximum allowed.</p>
Word Count Progress Bar	<p>View the percentage complete and the number of words remaining</p> <p>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 Verify Segment action on the Translation tab or use the green checkmark in the Verification Column. Use the Recalculate Progress action button on the File tab to update the progress bar for files created or edited in older applications.</p>

Help and Feedback

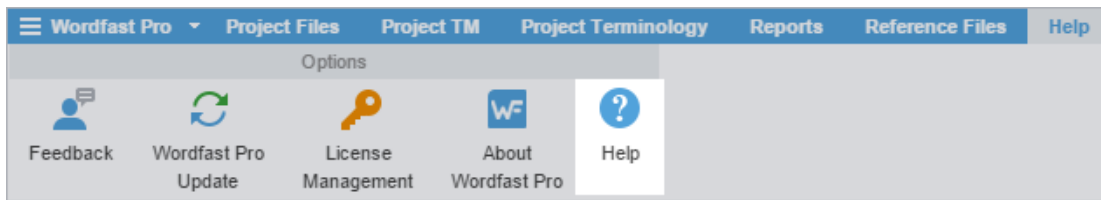
HELP AND FEEDBACK

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**.



HELP AND FEEDBACK

Feedback

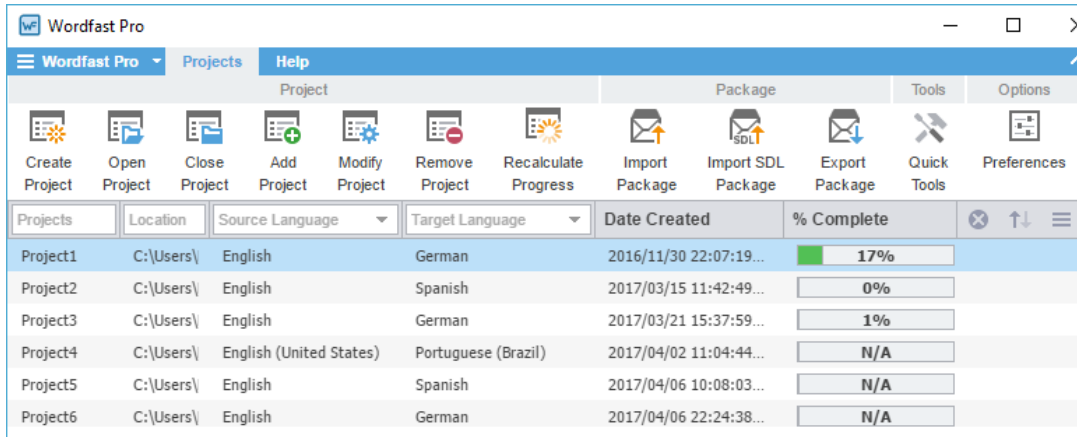
For software issues only, click **Feedback**. Be as specific as possible, providing the exact steps you took when the issue occurred.



Do not submit questions related to software usage to **Feedback**.

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.

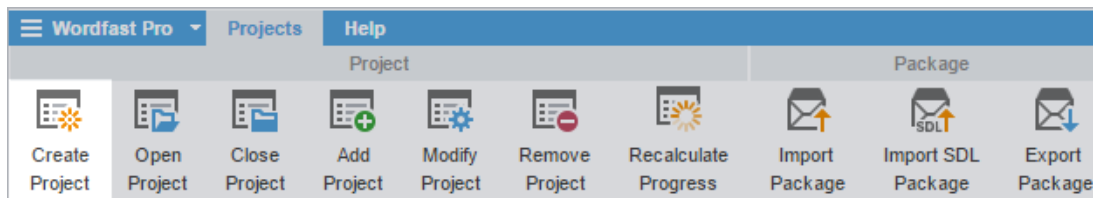


Create Project

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**.



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

- (Optional) If you want to reuse the profile of a previously created local project, select one from the **Reuse Project** drop-down list.



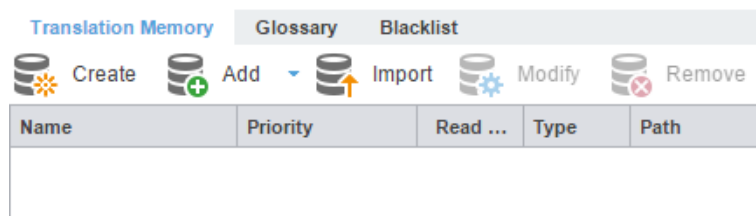
When reusing a project, all existing translation memories, glossaries or blacklists are removed. A warning message is displayed before you proceed with this action.

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



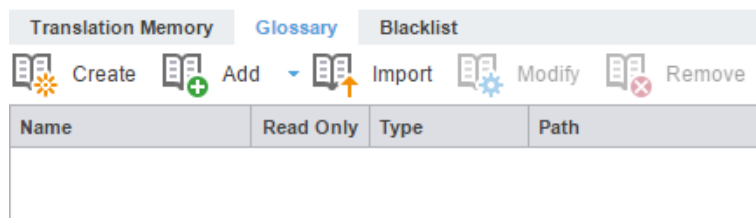
You can refine the Source Language and Target Language drop-down list results by starting to type a language name.

- On the **Translation Memory** tab, enter the required information.



- **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**.
 1. 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.
 3. 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.








- **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**.
 1. 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 [Import Glossary](#).

8. On the **Blacklist** tab, enter the required information.

Translation Memory Glossary **Blacklist**

 Create
  Add
  Import
  Modify
  Remove





Name	Read Only	Type	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.
3. 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
  Create Filter
  Remove Files

Name	Type	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 [General](#).

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

Source Files **Reference Files**

 Add File
  Add Folder
  Remove Files

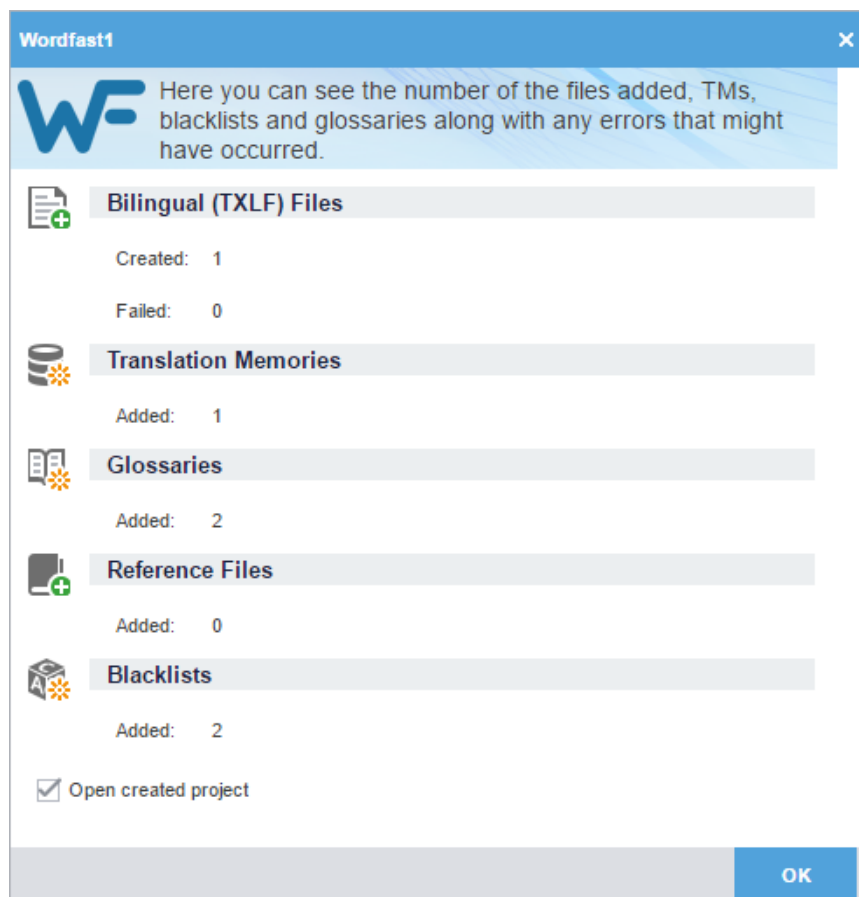
Name	Type	Path

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

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.



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

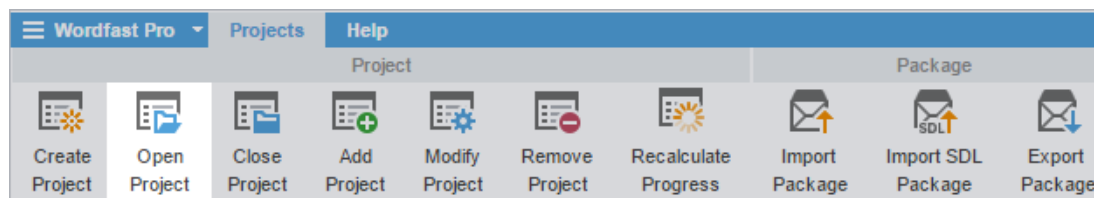
The project is created.

Open Project

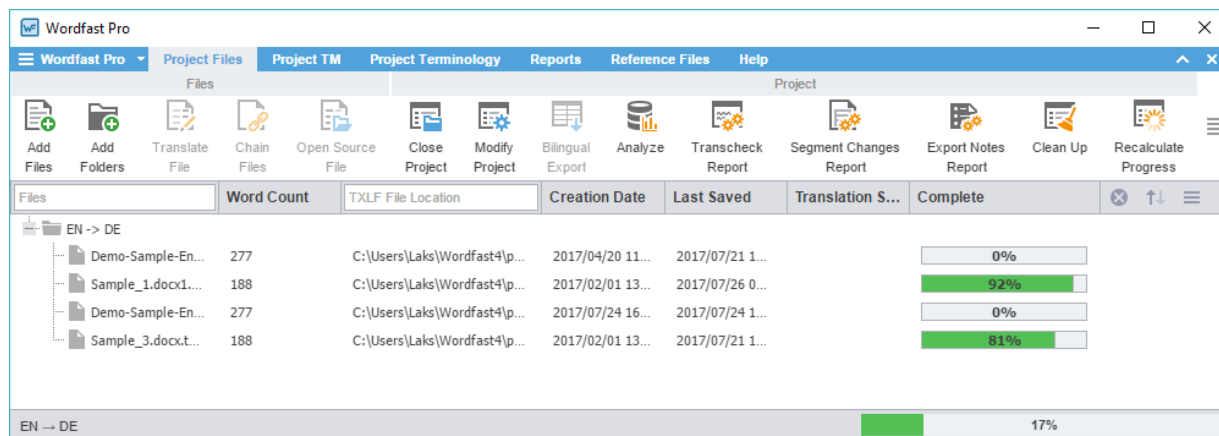
Projects must be opened before any files can be opened for translation.

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.

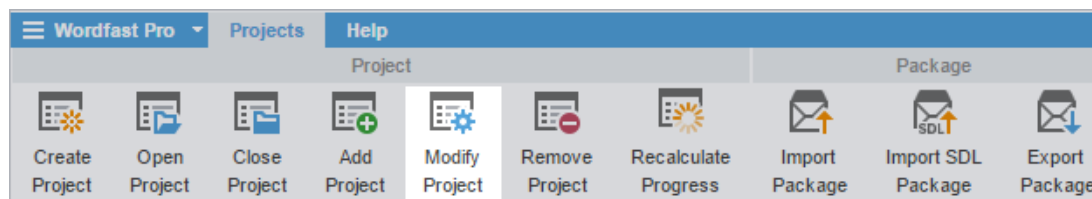


Modify Project

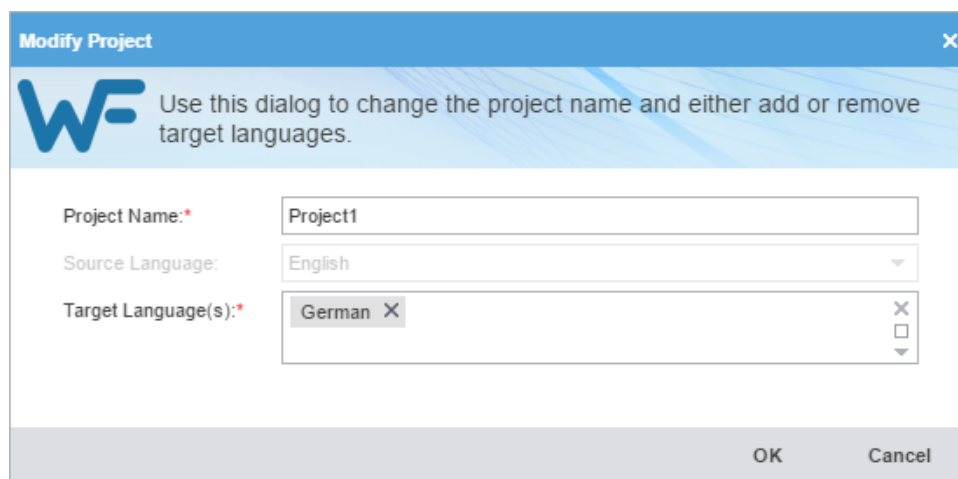
You can change a project's name, source language, and target language using the **Modify Project** option.

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

1. Select a project and click **Modify Project**



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



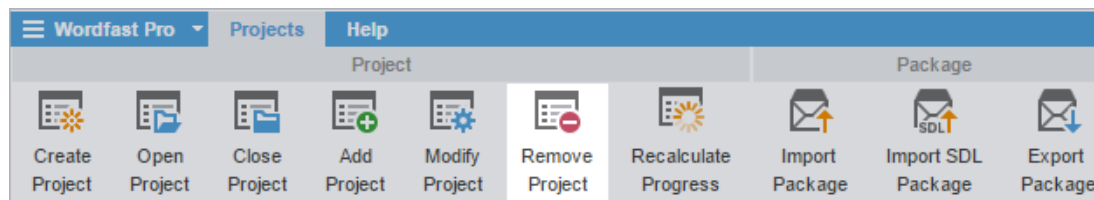
3. Add or remove the **Target Language(s)**, if required and click **OK**.

The project is modified and the project list is displayed.

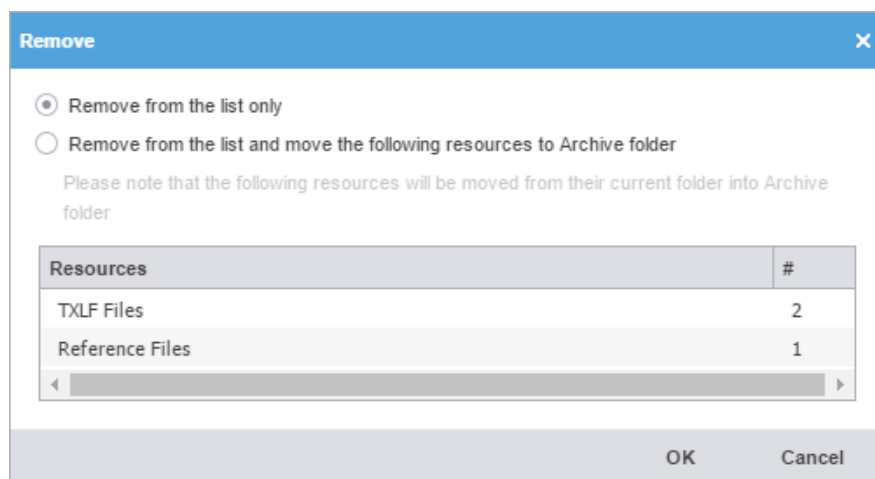
Remove Project

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

1. Select the project to remove, and click **Remove Project**.



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



- **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**.

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 [Chain Files](#).

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.

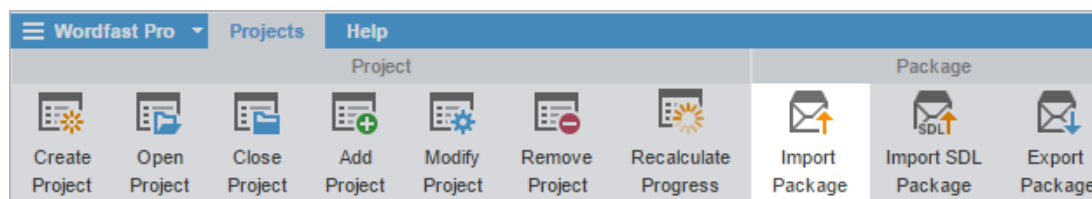
PACKAGE FILES

Import Package

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 [Package Files](#) 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.



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

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.

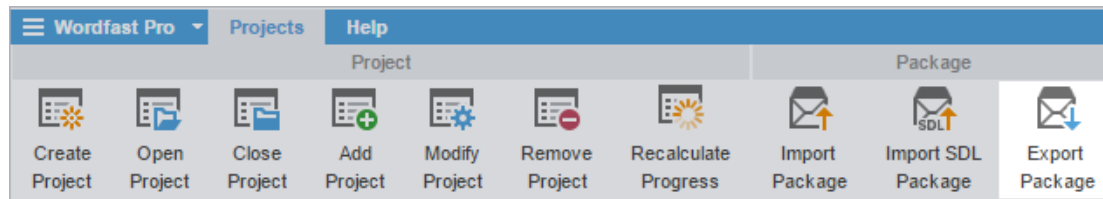
PACKAGE FILES

Export Package

Using the **Export Package** option, a complete project package can be shared with other Wordfast Pro users. Refer to [Package Files](#) 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:

 The image shows the 'Export Package' dialog box. At the top, there is a title bar with 'Export Package' and a close button. Below the title bar is a logo and the text 'Export Package' and 'Select options to prepare a project export for distribution or archiving'. The dialog is divided into several sections:

- Project Info:** Project Name: Project3, Project Location: C:\Users\Laks\Wordfast4\projects\Project3, Source Language: English.
- Export:** Two radio buttons: 'Entire Project' (selected) and 'Specific target languages and resources'.
- Target Language:** A dropdown menu showing 'German'.
- Resources To Include In Export:** A list of checkboxes: 'Source Files', 'TXLX Files', 'Glossaries', 'Translation Memories', 'Reference Files', and 'Blacklists'. All are checked.
- GLP Name:** A dropdown menu showing 'GLP Name'.
- Custom Name:** A text input field.
- Preview:** Project3.
- Select Location to Save:** A text input field and a 'Browse...' button.

 At the bottom right, there are 'Export' and 'Cancel' buttons.

- **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**
 - **TXLX 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**.

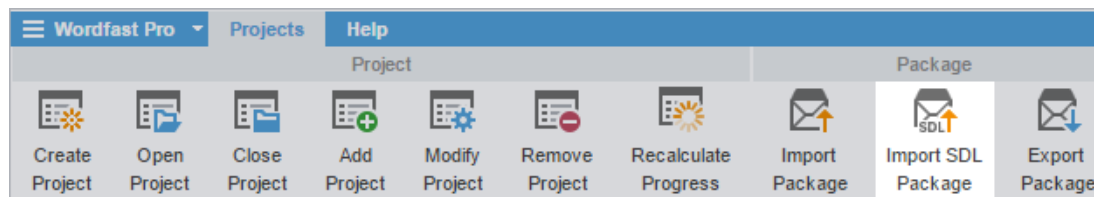
The exported Package file is built and saved to the selected folder location.

Import SDL Package

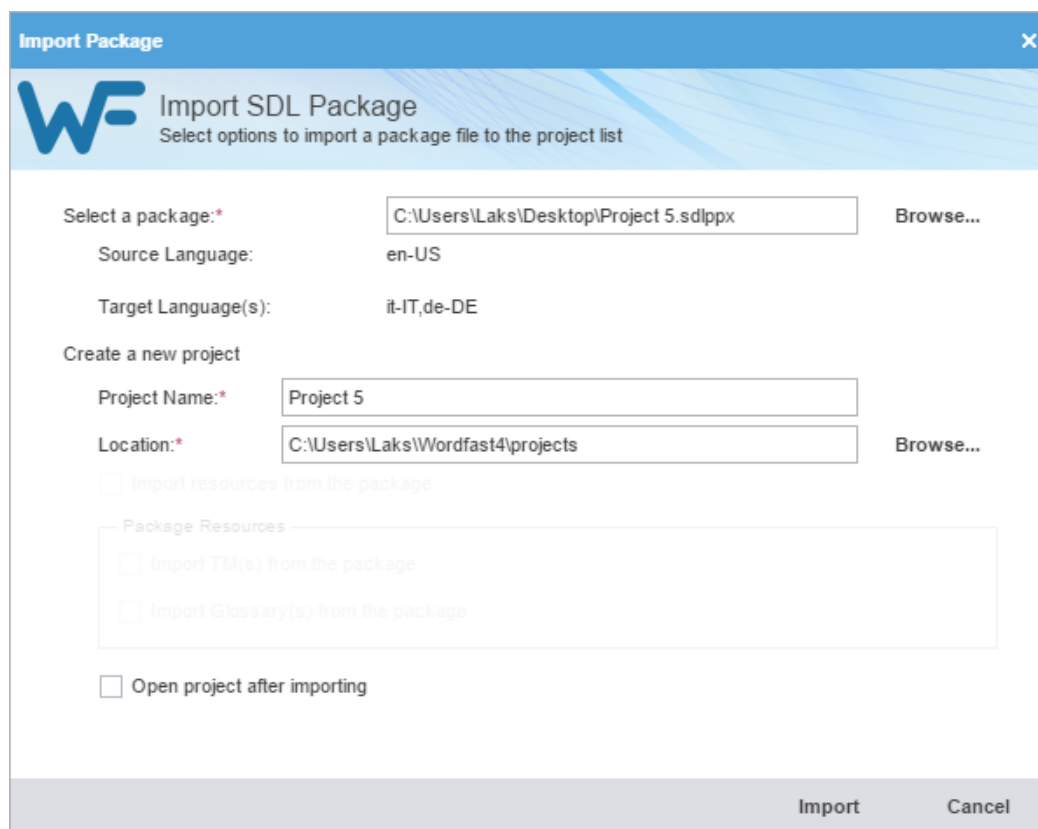
Using the **Import SDL Package** option, an SDL Package file can be imported into Wordfast Pro. When an SDL Package file is imported, the source files are converted to the Wordfast Pro compatible format. The translation memories, glossaries and reference file cannot be imported into the project.

To import an SDL package on the **Projects** tab:

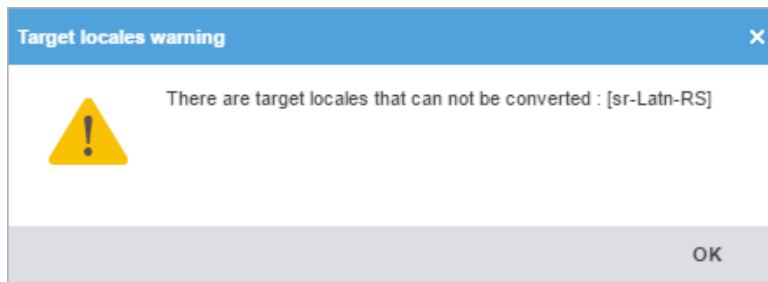
1. Click **Import SDL Package** or drag and drop an SDL Package file into the application window.



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



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

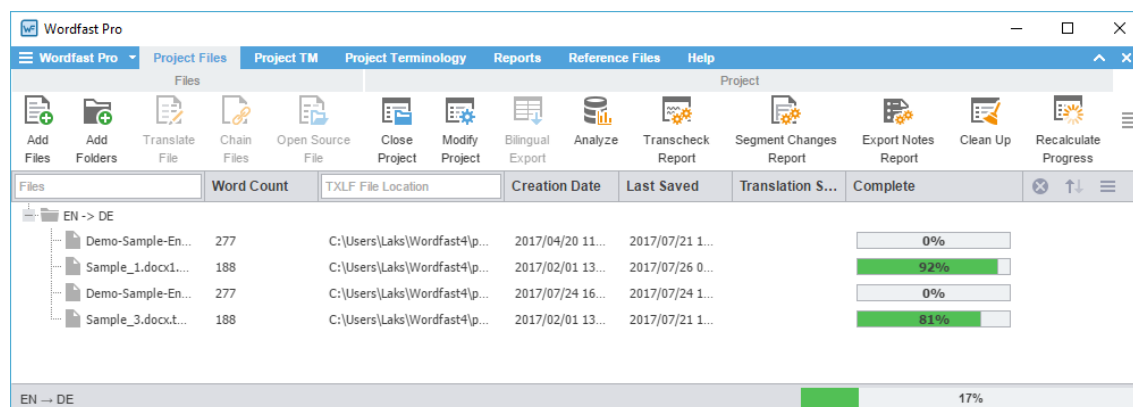


3. Enter the new **Project Name**.
4. Browse and select the location to save the new project.
5. (Optional) Select **Open project after importing** to open the project automatically after it is imported.
6. Click **Import**.

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.

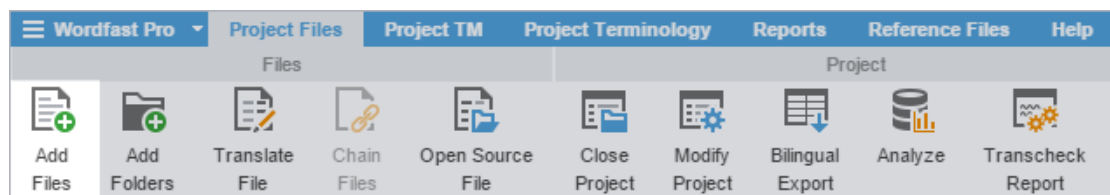


Add Files

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

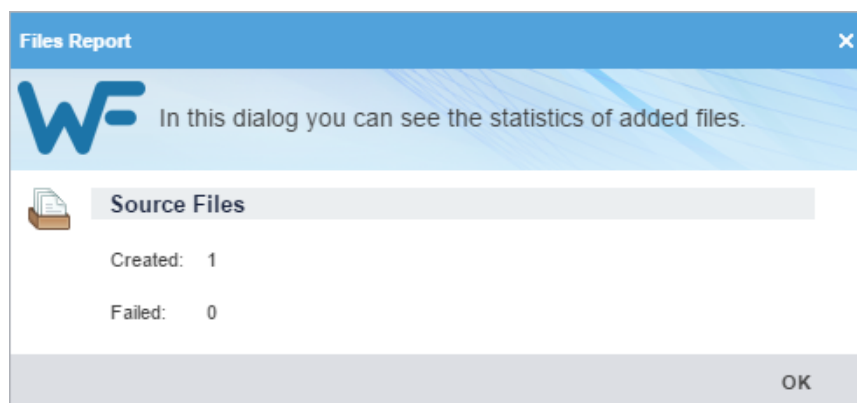
To add files to a project, on the **Project Files** tab:

1. Click **Add Files**.



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.

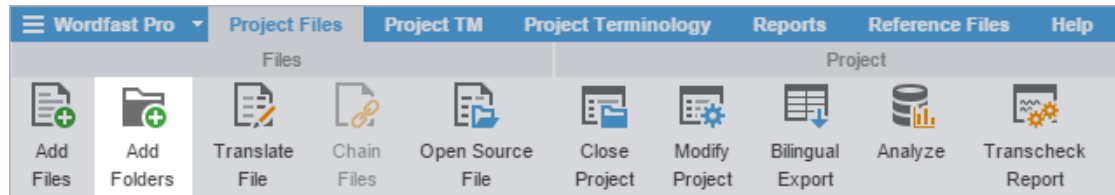


Add Folders

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

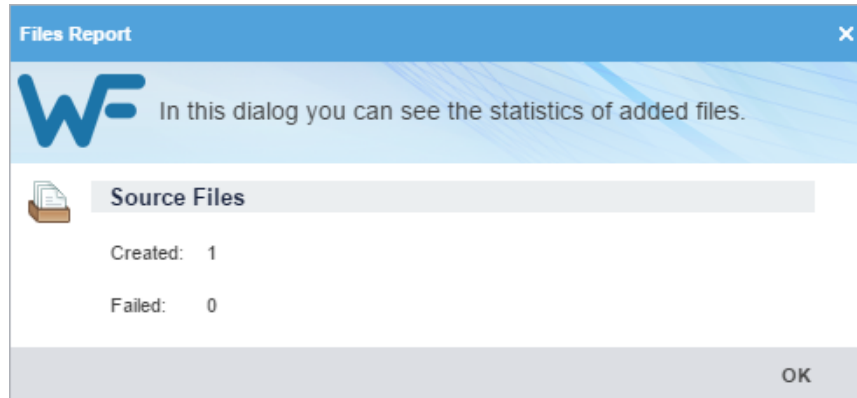
To add a folder to a project:

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



2. Click **Select Folder**.

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

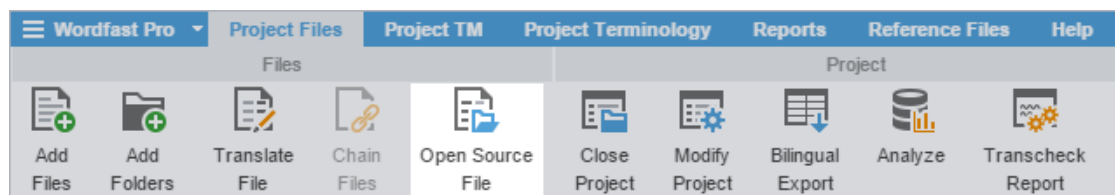


Open Source File

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**.

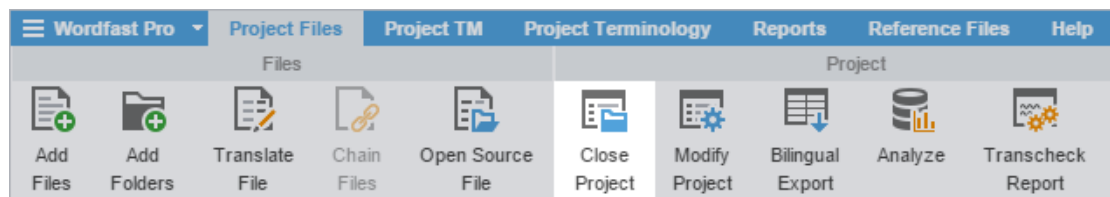


The source file opens in its default application. If the default application is not set, you are prompted to choose a program.

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**.



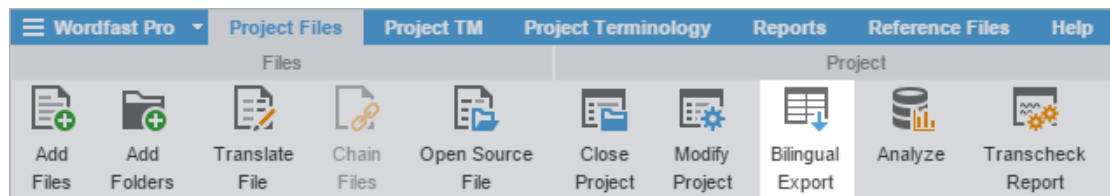
The project is closed and the **Projects** tab is displayed.

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\txif\Sample_2.docx.xml.txif
INFO	76 tus written.

A sample of the bilingual export is given below.

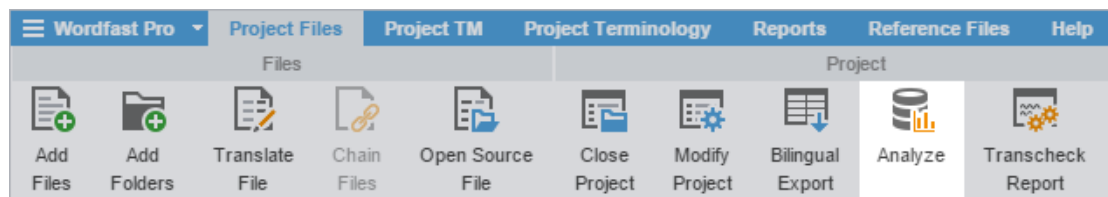
ID	Source (en)	Target (de)	Score	
1	TRANSLATION MANAGEMENT.	ÜBERSETZUNGSMANAGEMENT.	99	
2	SIMPLIFIED	VEREINFACHT.	100	
3	STREAMLINE PROJECT MANAGEMENT	EFFEKTIVES PROJEKTMANAGEMENT	100	
4	INTEGRATE WITH ANY SYSTEM	INTEGRATION MIT JEDEM SYSTEM	100	
5	WORK WITH ANY VENDOR	ZUSAMMENARBEIT MIT JEDEM ANBIETER	100	
6	ACCELERATE TIME TO MARKET	KURZERE BEARBEITUNGSZEITEN	87	
7	CUSTOMIZE WORKFLOWS	INDIVIDUELLE WORKFLOWS	100	
8	ACCESS REAL-TIME KPI DATA	ZUGRIFF AUF LEISTUNGSKENNZAHLEN IN ECHTZEIT	100	
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 Lokalisierungsprozessen und -ressourcen Millionen.	100	Comment [OFRT:Glo1]: From: Glossary projects
10	SEAMLESS DATABASE INTEGRATION	NAHTLOSE DATENBANKINTEGRATION	100	Comment [OFRT:Glo2]: From: Glossary anbieter
11	Use GlobalLink Connect with any CMS, PIM, CCMS, or e-commerce platform	GlobalLink Connect funktioniert mit jeder CMS-, PIM-, CCMS- oder E-Commerce-Plattform	100	Comment [OFRT:Glo3]: From: Glossary Project Director
12	WORK WITH ANY FILE FORMAT	FÜR JEDES DATEIFORMAT	100	Comment [OFRT:Glo4]: From: Glossary DATENBANKINTEGRATION
13	Next-generation parsing engines extract content and prepare it for translation	Parsing-Engines der nächsten Generation extrahieren Inhalte und bereiten sie für die Übersetzung vor	100	Comment [OFRT:Glo5]: From: Glossary GlobalLink
14	VENDOR-NEUTRAL PLATFORM	ANBIETERNEUTRALE PLATTFORM	100	Comment [OFRT:Glo6]: From: Glossary Anbieterneutrale
15	Allow access to any vendor or internal translator for maximum resource flexibility	Maximale Ressourcenflexibilität durch Zugriff auf alle Anbieter und internen Übersetzer	100	Comment [OFRT:Glo7]: From: Glossary anbieter
16	CONFIGURABLE WORKFLOW	KONFIGURIERBARER WORKFLOW	100	
17	Streamline your translation process through automation of manual tasks	Optimierung des Übersetzungsprozesses durch Automatisierung manueller Aufgaben	100	
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)

	Project Languages/Files	Word Count
<input type="checkbox"/>	EN -> DE	
<input checked="" type="checkbox"/>	Sample_1.docx	188
<input type="checkbox"/>	Sample_3.docx	188
<input type="checkbox"/>	Sample_2.docx	188

Analysis Options

Configure options to analyze project files. TXLF files will be recreated.

☒ Pretranslate 100 % matches

☒ Copy all tags on segments when there is no TM match
☐ Copy segment source to target when there is no TM match
☐ Do nothing

Calculate analysis report percentage by:

☒ Words
☐ Segments

Report Settings

☐ Show only analysis report summary
☒ Export Report

Report Name:* Project1 analysis report

Report Type: html

Report Location:* Browse...

Translation Memory (2)

	TM Name	Location
<input checked="" type="checkbox"/>	EN -> DE	
<input checked="" type="checkbox"/>	Doc_TM1	C:\Users\Laks\Desktop\LNK\WF\WF...
<input checked="" type="checkbox"/>	Doc_TM2	tms://stg-support1.com/T...

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

☒ Copy all tags on segments when there is no TM match
☐ 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

☐ Show only analysis report summary

☒ Export Report

Report Name: *

Report Type:

Report Location: * [Browse...](#)

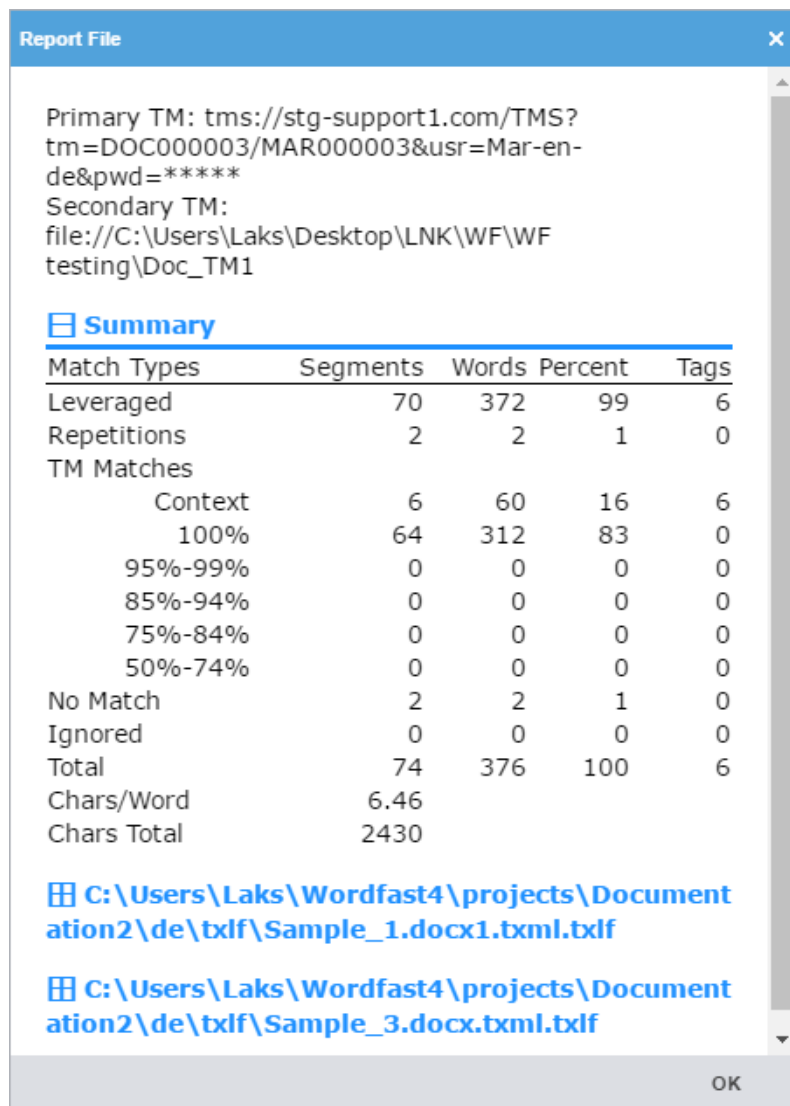
- d) Select the **Translation Memory** by:

- **Language**
- **TM Name**

Translation Memory (2)		
<input checked="" type="checkbox"/>	TM Name	Location
<input checked="" type="checkbox"/>	EN -> DE	
<input checked="" type="checkbox"/>	Doc_TM1	C:\Users\Laks\Desktop\LNK\WF\WF...
<input checked="" type="checkbox"/>	Doc_TM2	tms://stg-support1.co...

4. Click **Analyze**.

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

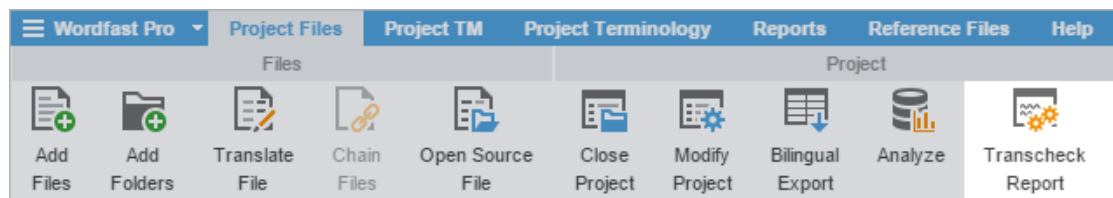


Transcheck Report

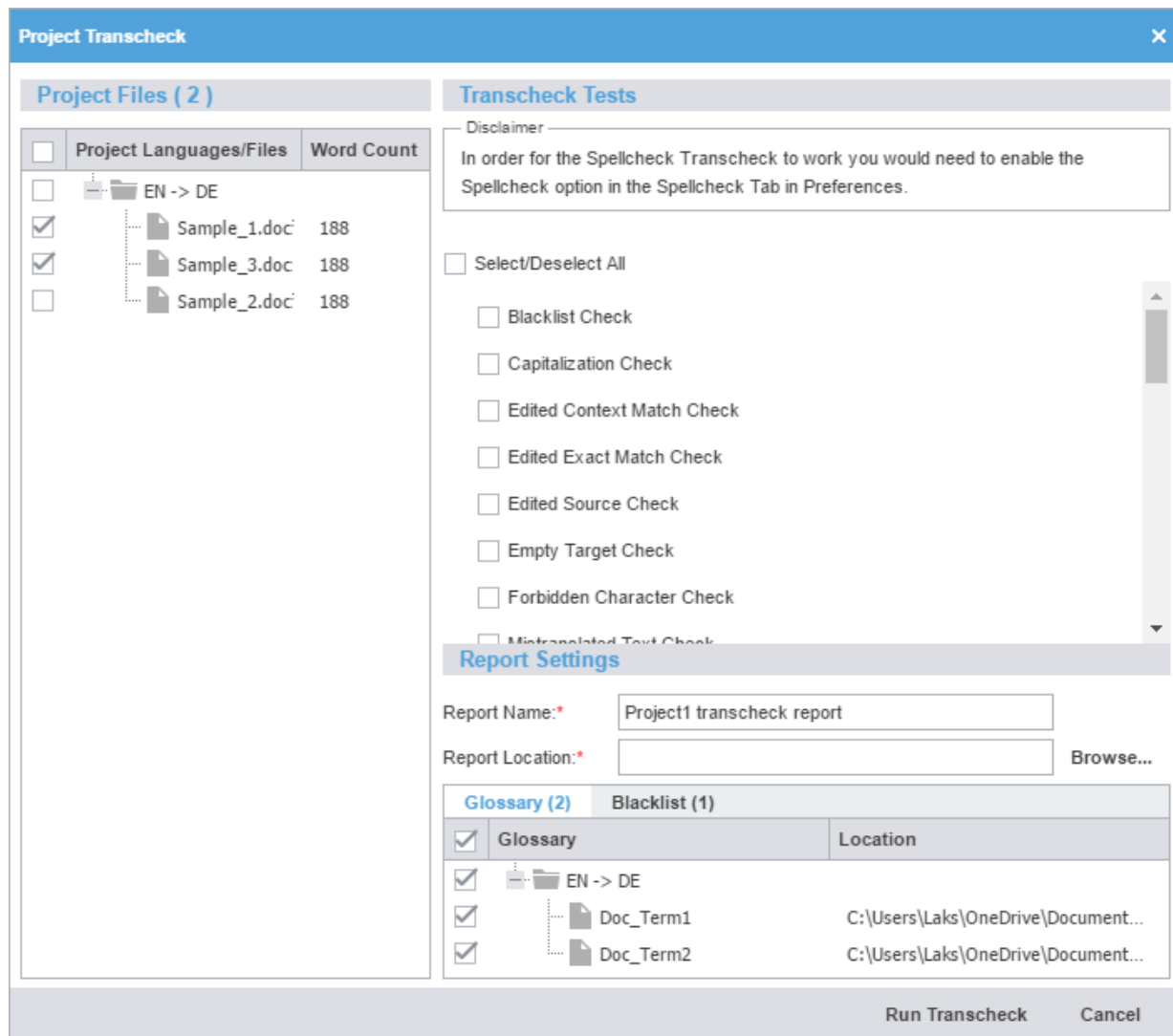
Use **Transcheck Report** to verify target segments and flag a variety of common errors within segments. Run a **Transcheck Report** on one or more languages or files in a project.

To run a Transcheck Report:

1. Click **Transcheck Report** on the **Project Files** tab.



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



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.
2. **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**.

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

Project TransCheck Report - Project1 - English - German

Report Summary (2 files)

TransCheck ran successfully on 2 files and found 129 errors.
Target Consistency Check ran successfully with 0 errors.
Source Consistency Check ran successfully with 0 errors.

File Name	Total Number of Errors
Sample_1.docx1.xml.txf	64
Sample_3.docx.xml.txf	65

[Sample_1.docx1.xml.txf](#)

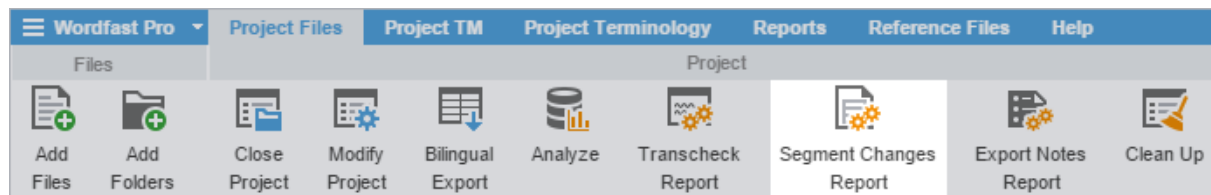
<input checked="" type="checkbox"/> TransCheck	64 Errors
<input checked="" type="checkbox"/> Blacklist Check	2
Capitalization Check	0
Number Difference Check	0
Edited Exact Check	0
Edited Context Check	0
Edited Source Check	0
<input checked="" type="checkbox"/> Empty Target Check	2
Forbidden Character Check	0
Mistranslation Check	0
Notes Check	0
Punctuation Check	0
Repeated Words Check	0
Segment Length Check	0
Paragraph Length Check	0
<input checked="" type="checkbox"/> Copied Source Check	7
<input checked="" type="checkbox"/> Spelling Check	14
<input checked="" type="checkbox"/> Tag Check	1
<input checked="" type="checkbox"/> 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**.



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

Segment Changes Report

Project Files (1)

<input type="checkbox"/>	Project Languages/Files	Word Count
<input type="checkbox"/>	EN -> DE	
<input checked="" type="checkbox"/>	Sample_1.docx	188
<input type="checkbox"/>	Sample_3.docx	188
<input type="checkbox"/>	Sample_2.docx	188

Export Options

☒ Add Notes column for export

Report Settings

Report Location: *

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

The **Segment Changes Summary** and **Segment Changes Report** are displayed.

Filename	Segments	Segments with changes
Sample_1.docx1.xml.txf	37	3
Sample_2.docx1.xml.txf	37	0
Doc_Term1.xlsx.txf	29	1

OK

Segment Changes Report

File Name	Total Segments	Source Segments Changed	Target Segments Changed
PD_en-de-IDML-de#TR_DC#.idml5331243546933436583.txf	32	0	2

PD_en-de-IDML-de#TR_DC#.idml5331243546933436583.txf

Target Revisions

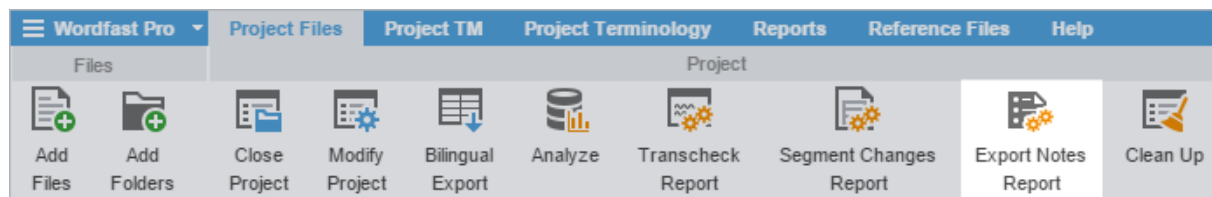
ID	Score	Source	Target	Translator Notes
9	98	Use GlobalLink Connect with any CMS, PIM, CCMS, or e-commerce platform.	<div>documenta (Translation 1)</div> <div>Wed Nov 23 13:12:19 CST 2016</div> <div>GlobalLink Connect funktioniert mit jeder CMS-, PIM-, CCMS- oder E-Commerce-Plattform.</div>	
			<div>documenta (Translation 1)</div> <div>Mon Nov 21 13:35:13 CST 2016</div> <div>GlobalLink Connect funktioniert mit jeder CMS-, PIM-, CCMS- oder E-Commerce-Plattform</div>	
11	95	Next generation parsing engines extract content and prepare for translation.	<div>documenta (Translation 1)</div> <div>Tue Dec 06 13:11:33 CST 2016</div> <div>Parsing-Engines der nächsten Generation extrahieren Inhalte und bereiten sie für die Übersetzung vor: Übersetzung-vor</div>	⚠ This is the first note. - documentation_s - Mon Nov 21 13:51:50 CST 2016
			<div>documenta (Translation 1)</div> <div>Parsing-Engines der nächsten Generation extrahieren Inhalte und bereiten sie für die Übersetzung vor</div>	

Export Notes Report

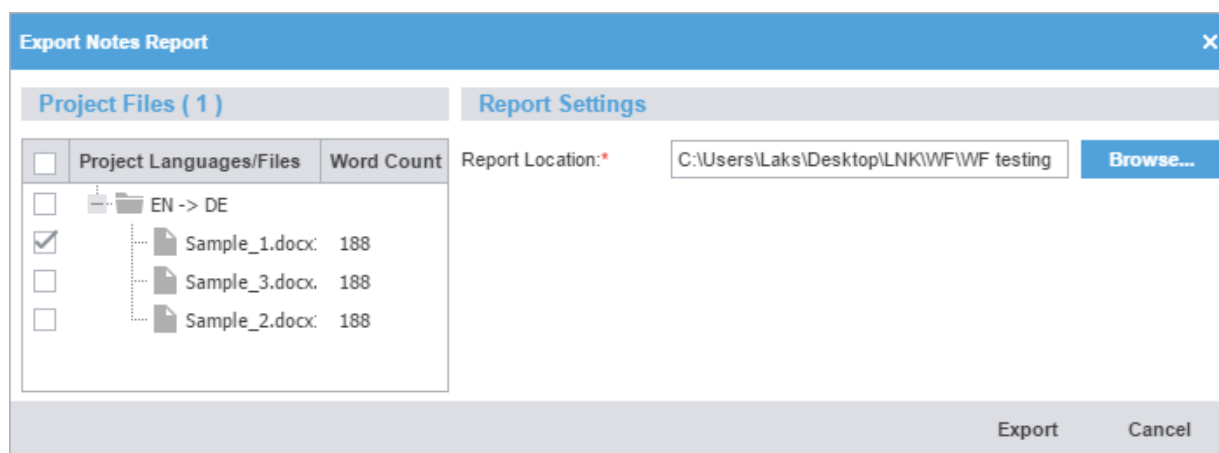
The notes report is an HTML file that includes all notes added to the bilingual project files.

To export notes:

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



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



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

The Export Notes Summary is displayed.

Filename	Segments	Segments with Notes
Sample_1.docx1.xml.bxl	37	3
Sample_3.docx1.xml.bxl	37	1
Sample_2.docx1.xml.bxl	37	0

OK

4. Click **OK**.

The notes report is saved in the selected folder.

Notes Report

Sample_1.docx1.txm1.txl

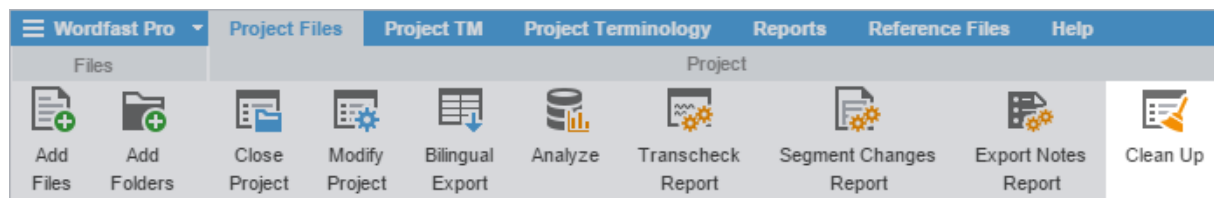
ID	Source	Target	Type	Notes	Creator	Date
4	INTEGRATE WITH ANY SYSTEM	INTEGRATION MIT JEDEM SYSTEM		Note2	Laks	Tue Apr 04 23:10:10 EDT 2017
9	GlobalLink Project Director saves organizations millions of dollars by automating the management of localization processes and resources.	Mit GlobalLink Project Director sparen Organisationen aufgrund der automatischen Verwaltung von Lokalisierungsprozessen und -ressourcen Millionen.		Note3	Laks	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**.



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

Project Clean Up

Select the options that you would like to use to write translated segments to TM and create translated files

Select languages to cleanup

☒ All Language Pairs

☐ Specific Language Pairs

☐ Single Language Pair

Translated File Settings

Place translated files in the original path of source file

Browse...

☐ Create subfolders by language

☐ Add language suffix to the translated file name

TM Overwrite Options

Overwrite existing TU

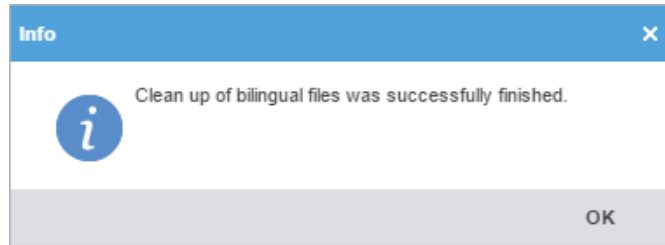
Select TM(s) to Update

<input type="checkbox"/> Symbolic Name	Type	Source	Target	Path
<input type="checkbox"/> Doc_TM1	LOCAL	en	de	C:\Users\Laks\Desktop\LNK\WF\...
<input type="checkbox"/> 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**.

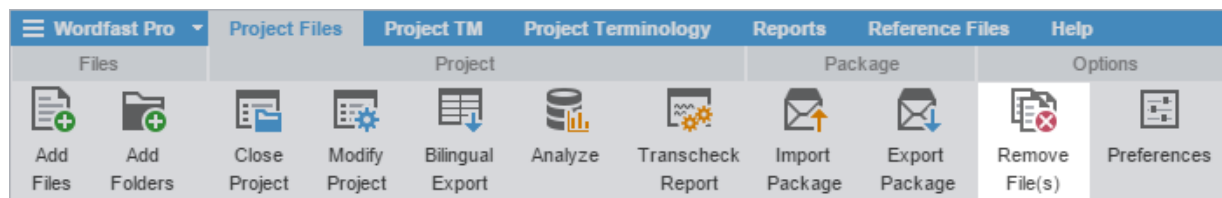
A confirmation message is displayed, and the cleaned files are saved at the selected location.



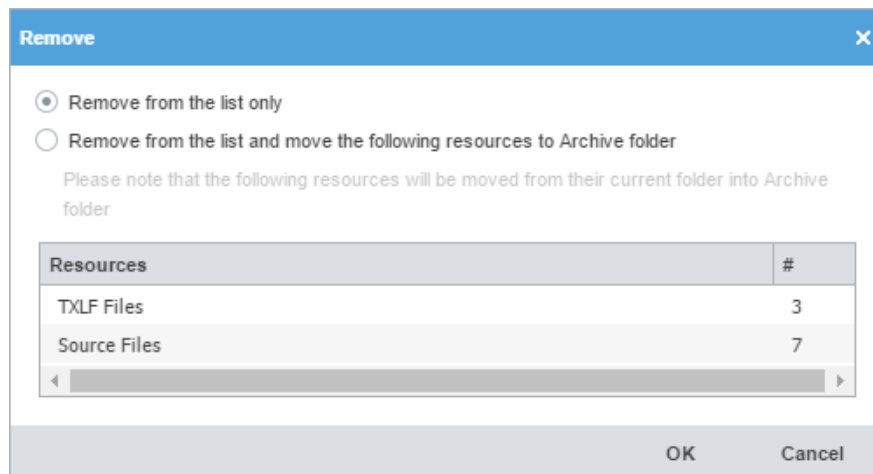
Remove Files

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)**.




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



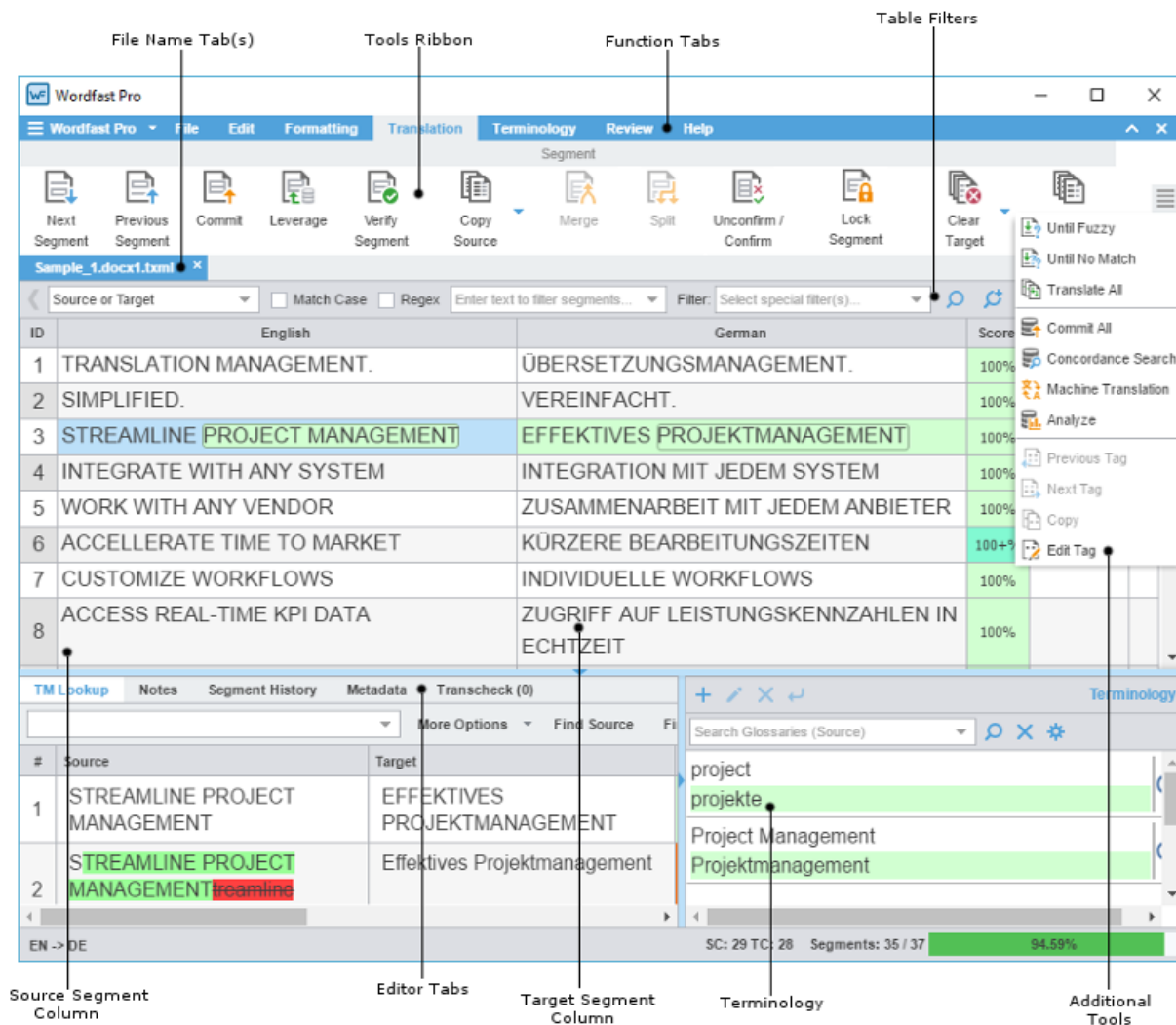
- **Remove from the list only:** removes the file from the Files list but retains the file in the Project folder on your computer
 - **Remove from the list and move the following resources to Archive folder:** removes the file from the Files list, and moves the resources listed in the table to the Archive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



Open and Translate Files

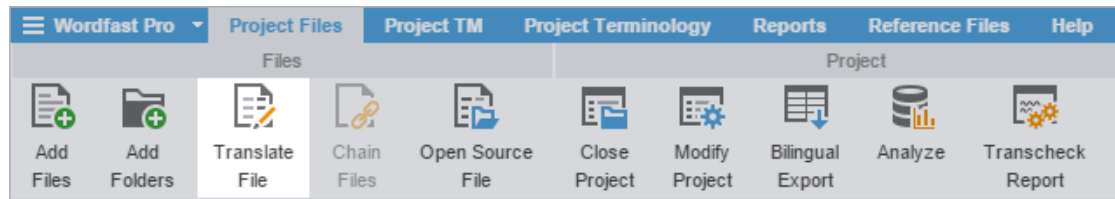
After you open a project, you can access the files that comprise the project from the **Project Files** tab. If the project contains multiple files, you can chain the files together into one contiguous file. Refer to [Chain Files](#).



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**.



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.



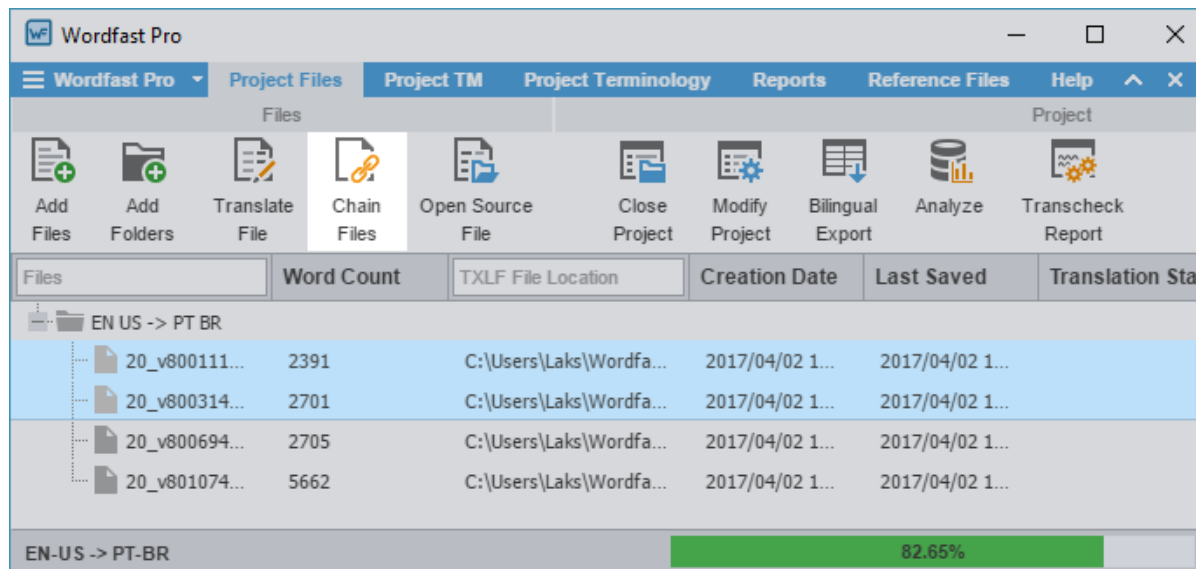
Save your work often by pressing **Ctrl+S** or clicking **Save** on the **File** tab. Refer to [Save a File](#).

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**.



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.

Chained Files 1					
<div> <div>Source or Target</div> <div> <input type="checkbox"/> Match Case <input type="checkbox"/> Regex <div>Enter text to filter segments...</div> </div> <div>Filter: Select special filter(s)...</div> </div>					
ID	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.				

- Click in any segment.

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

*Chained-Centralization of Localization2.html.txl					
<div> <div>Source or Target</div> <div> <input type="checkbox"/> Match Case <input type="checkbox"/> Regex <div>Enter text to filter segments...</div> </div> <div>Filter: Select special filter(s)...</div> </div>					
ID	English	German	Score	Status	
1	1	1	100%		✓
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.				

- 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.

*Chained-Centralization of Localization2.html.txtlf					
Source or Target <input type="checkbox"/> Match Case <input type="checkbox"/> Regex Enter text to filter segments... Filter: Select 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%		↺
2	SIMPLIFIED.	VEREINFACHT.	100%		↺

- 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.



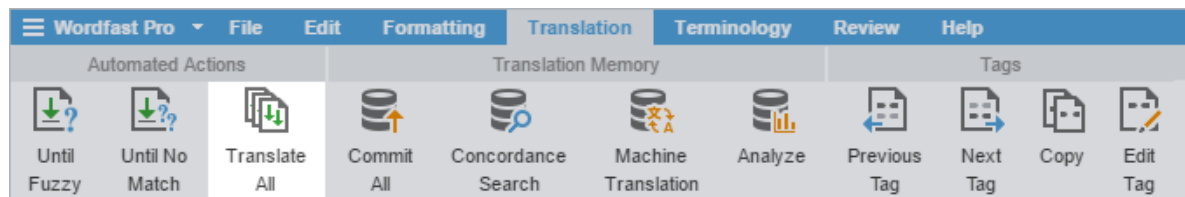
Chained files can only be opened in the TXLF Editor. You can open and work on multiple sets of chained files. Chained files cannot be exported and saved as a single TXLF file. The **Get Bilingual Table** option can be used to download the chained files as one document.

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.

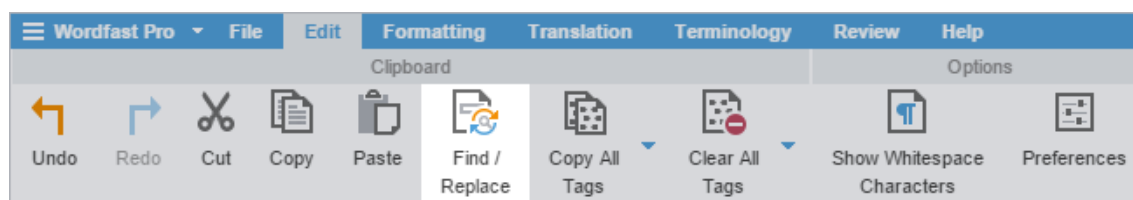
Sample_1.docx1.xml					
Source or Target		<input type="checkbox"/> Match Case	<input type="checkbox"/> Regex	Enter text to filter segments...	Filter: Select special filter(s)...
ID	English	German	Score	Status	
1	TRANSLATION MANAGEMENT.	ÜBERSETZUNGSMANAGEMENT.	100%		
2	SIMPLIFIED.	VEREINFACHT.	100%		
3	STREAMLINE PROJECT MANAGEMENT	EFFEKTIVES PROJEKTMANAGEMENT	100%		
4	INTEGRATE WITH ANY SYSTEM	INTEGRATION MIT JEDEM SYSTEM	100%		
5	WORK WITH ANY VENDOR	ZUSAMMENARBEIT MIT JEDEM ANBIETER	100%		
6	ACCELERATE TIME TO MARKET	KÜRZERE BEARBEITUNGSZEITEN	100+%		
Additional Tools					
EN -> DE			SC: 82 TC: 96 Segments: 35 / 37 94.59%		

Find and Replace Content

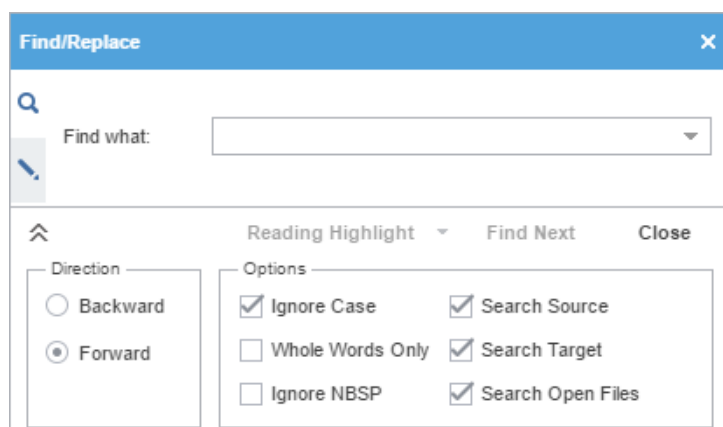
Text in translated content can be searched for and replaced using the **Find/Replace** option.

To find and replace text in a file:

1. Follow the steps in [Open and Translate Files](#).
2. On the **Edit** tab, click **Find/Replace**.



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

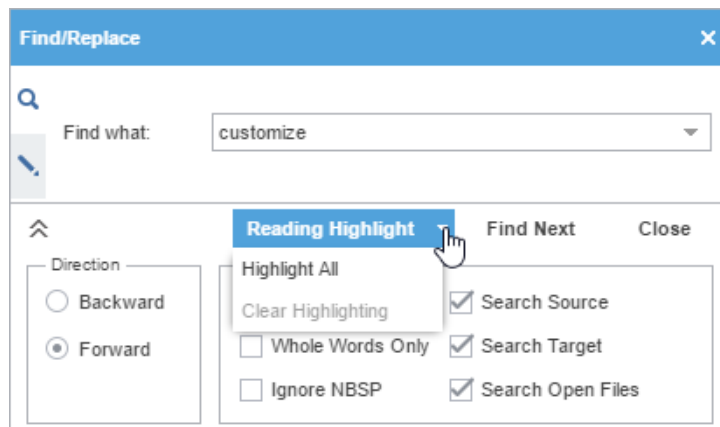


4. (Optional) Click and to expand and collapse additional options.

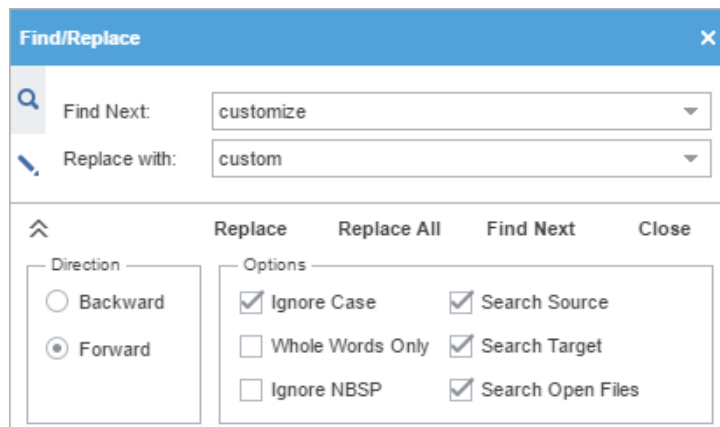


Search text can include non-breaking spaces.

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.



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



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.



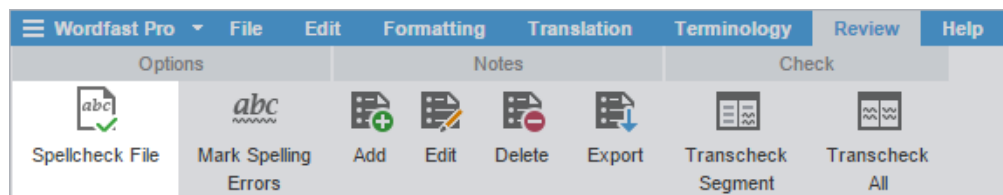
To recalculate progress of multiple files, use the **Chain Files** option under the **Project Files** tab. Refer to [Chain Files](#).

Spell Check File

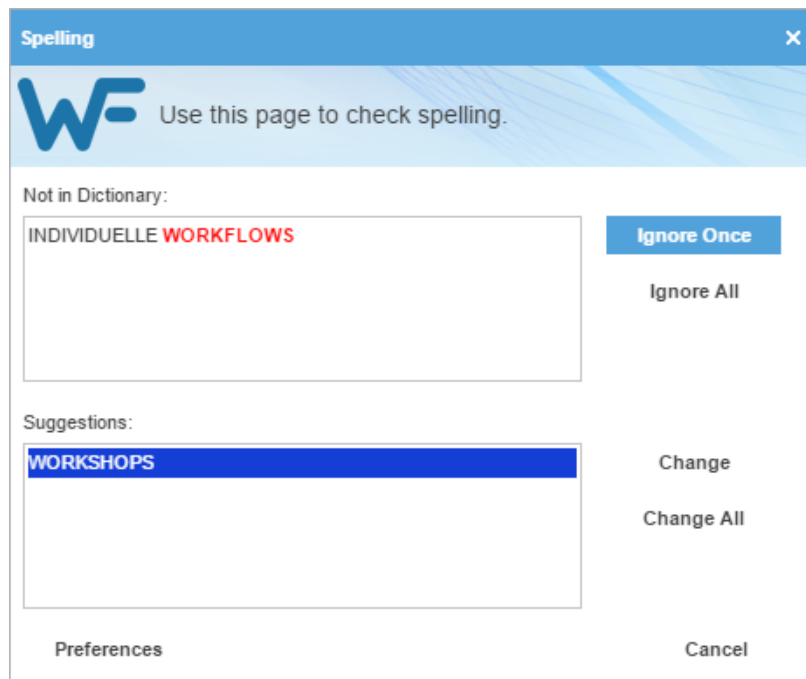
Translated content can be checked for spelling errors observing the configured spell checking preferences. Refer to [Spellchecker](#). You must verify that all Hunspell spelling dictionaries are updated. Refer to [Licensure](#).

To spell check translated content:

1. On the **Review** tab, click **Spellcheck File**.



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

**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

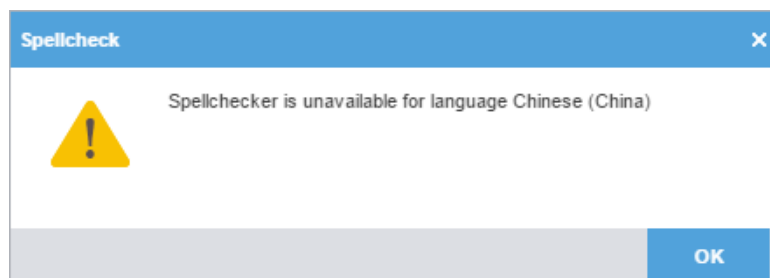
Accept the suggested change for the word

Change All

Accept the suggested change for all the occurrences of the word in the file

To view spell checking preferences, click **Preferences**.

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



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 style="list-style-type: none"> • if the segments have correct checksum or attribute match • if the previous and next segments also have a 100% match • if the 100% matched segment is a single paragraph
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.

TM Lookup							
Notes Segment History Metadata Transcheck (0)							
vendor				More Options	Find Source	Find Target	Clear
#	Source	Target	Score	TM Name	Last Modified	Custom Attribute	
1	WORK WITH ANY VENDOR	ZUSAMMENARBEIT MIT JEDEM ANBIETER	-	Doc_TM2	2015/11/04		
2	WORK WITH ANY VENDOR	ZUSAMMENARBEIT MIT JEDEM ANBIETER	-*	Doc_TM1	2017/04/04		
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		

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 TM Lookup 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.

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

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

Item	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	<p>The TM leverage score. The scores are denoted as follows:</p> <ul style="list-style-type: none"> • Percent (%)—100% and fuzzy matches • Plus (+)—Context matches • Asterisk (*)—Secondary TM match • Red outline around score box—TU has penalties <p>Refer to TM Color Codes for more information on TM color codes.</p>
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
Status	Click to view the TM Lookup Info 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.

TM Lookup					
Notes Segment History Metadata Transcheck (0)					
More Options Find Source Find Target Clear					
#	Source	Target	Score ↓	TM Name	Last Modified
5	SIMPLIFIED.	↑ Sort Ascending	✓ #	Doc_TM1	2017/04/06
1	SIMPLIFIED.	↓ Sort Descending	✓ Source	Doc_TM2	2015/11/04
3	SIMPLIFIED. Simplified	Columns	✓ Target	Doc_TM2	2014/03/14
4	SIMPLIFIED. Simplified	Vereinfacht	✓ Score	Doc_TM2	2014/11/07
2	SIMPLIFIED. Simplified	mit minimalst Aufwand	✓ TM Name	Doc_TM2	2013/04/26
			<input type="checkbox"/> Creation Date <input type="checkbox"/> Creation User <input checked="" type="checkbox"/> Last Modified <input type="checkbox"/> Modification User <input checked="" type="checkbox"/> Custom Attribute <input checked="" type="checkbox"/> Actions		

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**.

Wordfast Pro

Wordfast Pro File Edit Formatting Translation Terminology Review Help

Term

Previous Term Copy Next Term Highlight All Terms

*Sample_1.docx1.xml

Source or Target Match Case Regex Enter text to filter segments... Filter: Select special filter(s)... Sort: Document

ID	English	German	Score	Status
1	TRANSLATION MANAGEMENT.	ÜBERSETZUNGSMANAGEMENT.	100%	
2	SIMPLIFIED.	VEREINFACHT.	100%	✓
3	STREAMLINE PROJECT MANAGEMENT	EFFEKTIVES PROJEKTMANAGEMENT	100%	

TM Lookup Notes Segment History Metadata Transcheck (0)

More Options Find Source Find Target Clear

#	Source	Target	Score	TM Name
1	SIMPLIFIED.	VEREINFACHT.	100%	Doc_TM2
2	SIMPLIFIED. Simplified	mit minimalstem Aufwand	99%	Doc_TM2

Terminology

Search Glossaries (Source)

Simplified
Vereinfacht

EN -> DE Segments: 37/37 Segment (Src/Tgt/Max): N/A Paragraph (Src/Tgt/Max): N/A 92% (15 words left)

TERMINOLOGY LIST

Terminology Color Codes

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/Yellow	Red/No color
Source Fuzzy Match	Yellow/Green	Yellow/Yellow	Purple/No color

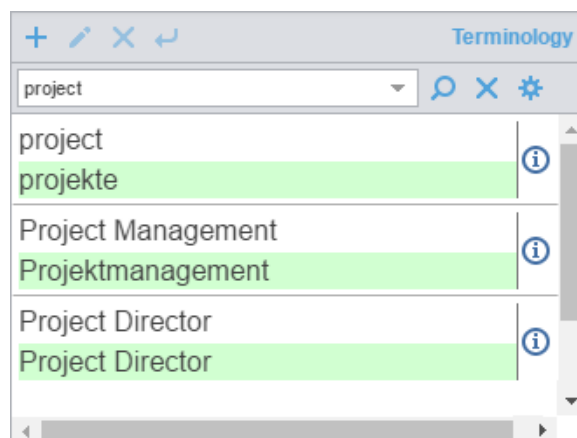
TERMINOLOGY LIST

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.




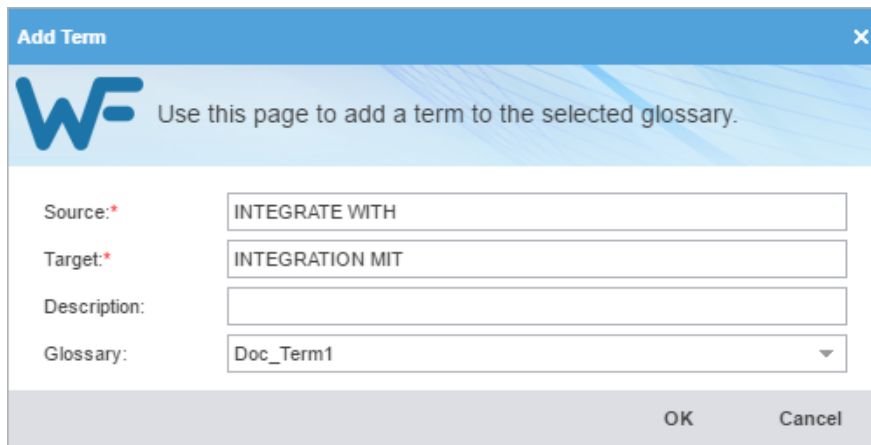
TERMINOLOGY LIST


Add Term

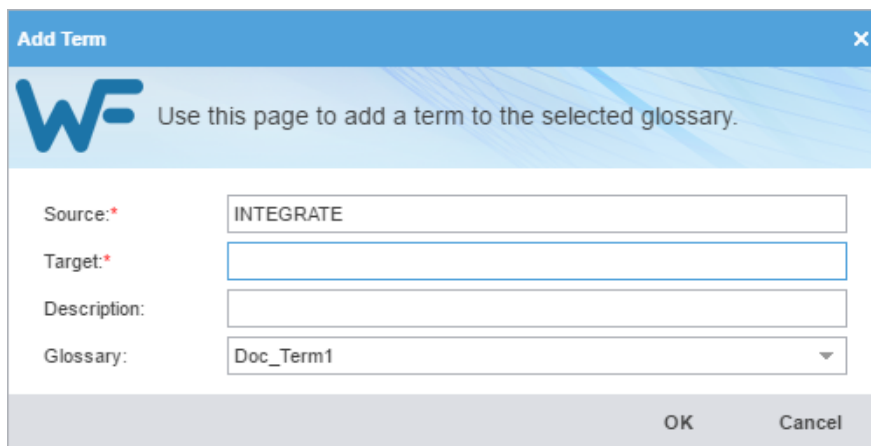
Terms can be added to local and remote glossaries. To add terms to the remote glossary, you must have the required user permissions. You cannot add terms to a glossary that is marked as read-only.

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  in the **Terminology** pane. The **Add Term** dialog is displayed.



- 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.



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.

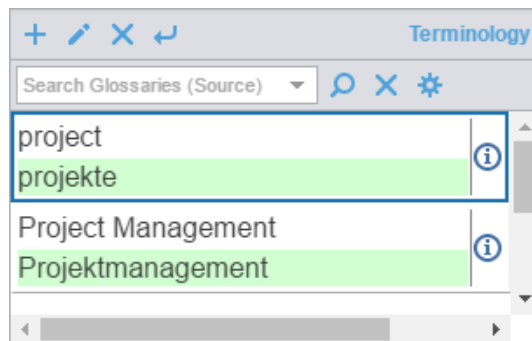
TERMINOLOGY LIST


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.



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


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

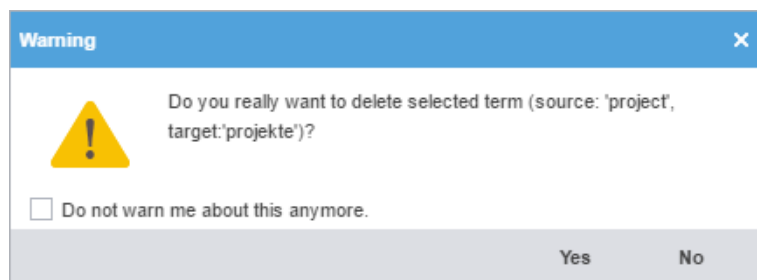
TERMINOLOGY LIST

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 .
3. On the Warning message, click **Yes**.




The term is removed from the local glossary.

TERMINOLOGY LIST

Insert Term

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 .

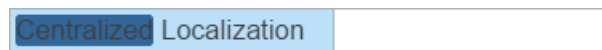
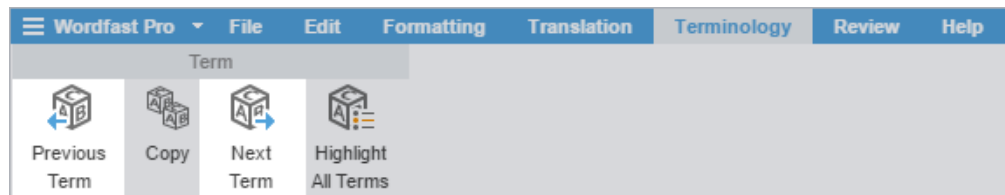
The selected term is inserted into the target segment at the selected location.

TERMINOLOGY LIST

Copy Term

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

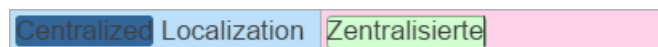
1. On the **TXLF Editor**, click a segment with glossary terms.
2. On the **Terminology** tab, click **Previous Term** (Ctrl+8) or **Next Term** (Ctrl+9) to select a source term.



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.



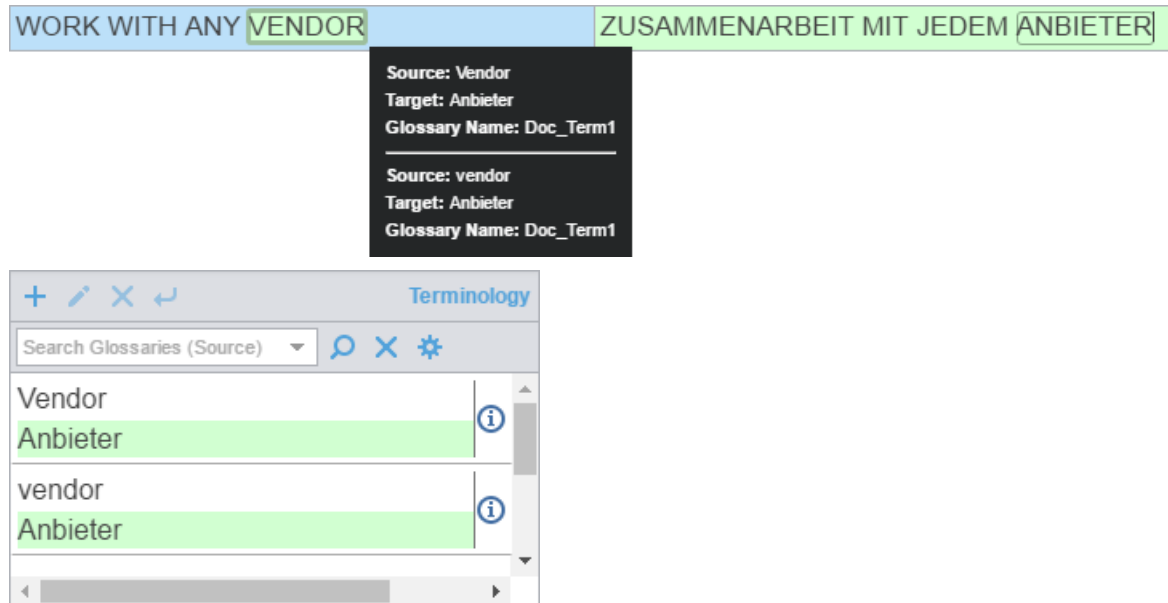
TERMINOLOGY LIST

View and Copy Synonym

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.



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:

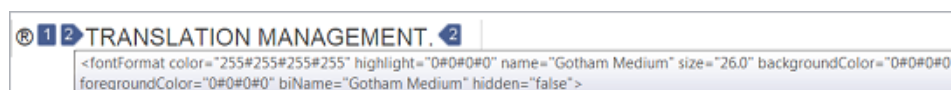
1. Open a file in **TXLF Editor**.

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. **Bold** **Tag2** **Bold**

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.



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

TAGS

Copy Tag

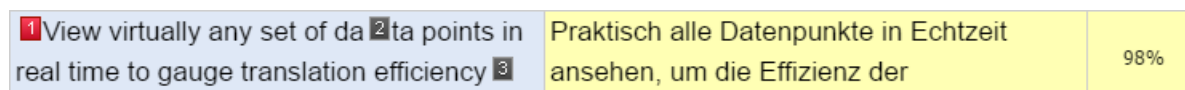
Tags can be selected and copied individually or copied as a group.

To copy a tag:

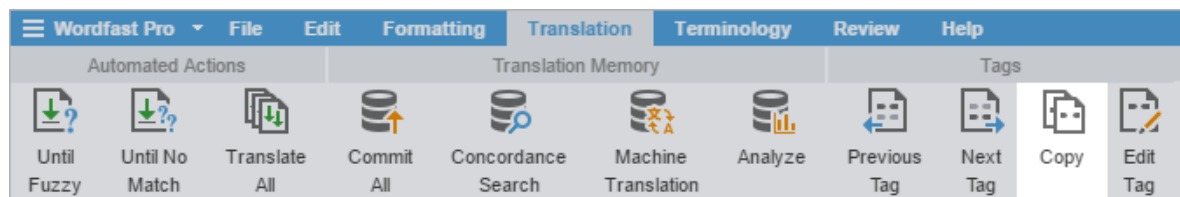
1. Open a file in the **TXLF Editor**.

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**.



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

1 View virtually any set of data points in real time to gauge translation efficiency 3	1 Praktisch alle Datenpunkte in Echtzeit ansehen, um die Effizienz der Übersetzungen einzuschätzen	98%
--	--	-----

TAGS

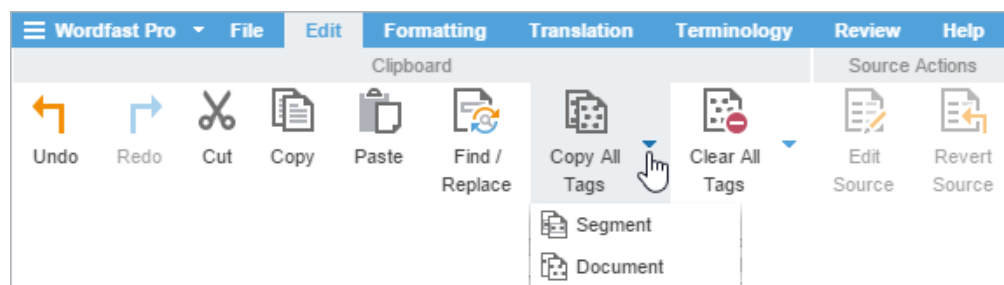
Copy All Tags

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.

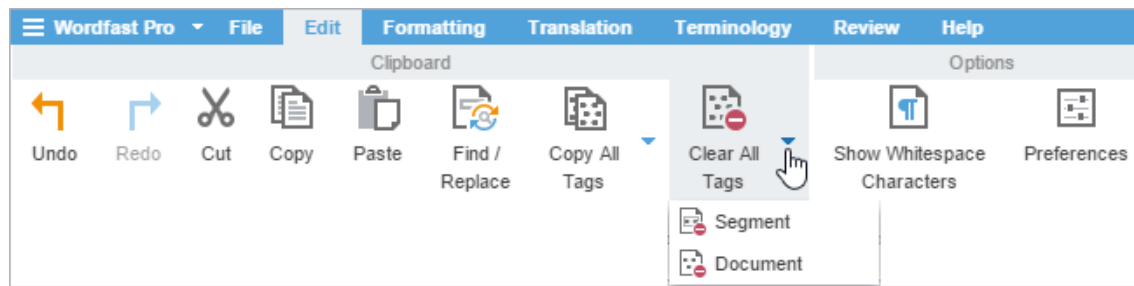
TAGS

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.



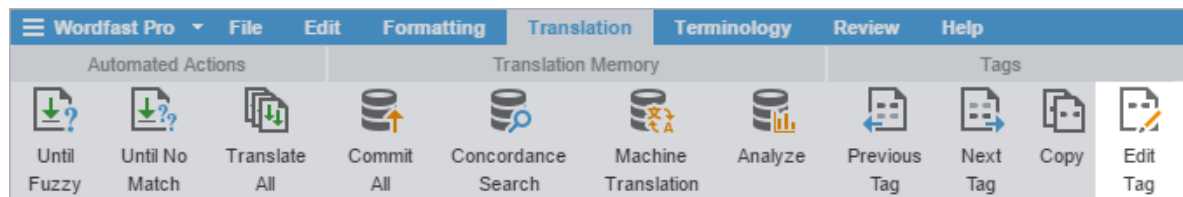
3. Select one of the following:
 - **Segment** from the drop-down menu or press **Ctrl-Shift-V** to clear all tags from the segment
 - **Document** from the drop-down menu to clear all tags from the document
4. On the Warning message dialog, click **Yes** to clear all tags.

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.



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:

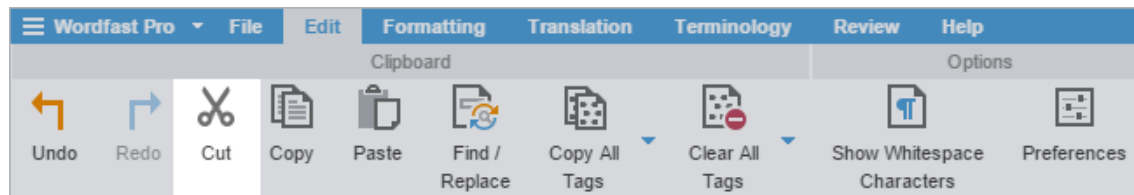
1. Follow the steps in [Open and Translate Files](#)

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.

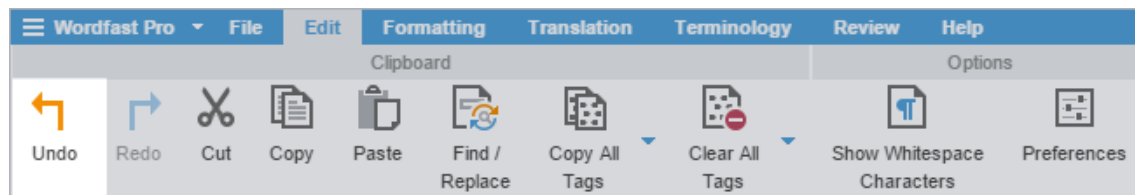
- On the **Edit** tab, click **Cut**.



- Press **Delete** or **Backspace**.



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



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:

- 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** icon in the **Status** column.

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

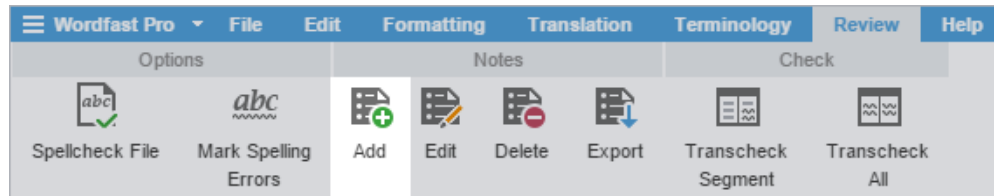
TM Lookup		Notes	Segment History	Metadata	Transcheck (0)
Add		Edit	Delete	Export	
ID	CreatorID	Type	Date	Details	
1	Laks	Translation	2017/04/04 23:09:56 EDT	Check for correctness	

NOTES

Add Note

To add a note:

- 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.



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

TM Lookup	Notes	Segment History	Metadata	Transcheck (0)
Add	Edit	Delete	Export	
ID	CreatorID	Type	Date	Details
1	Laks	Translation	2017/04/04 23:09:56 EDT	Check for correctness

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

Add/Edit Notes

Use this page to add or edit a note.

Segment ID:

Source:

Creator*:

Date:

Type:

OK

Cancel

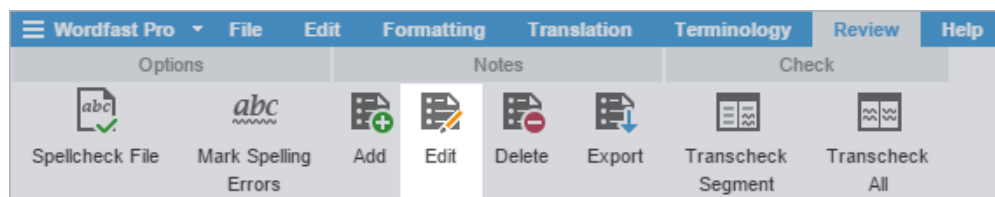
The note appears under the **Notes** tab and the **Notes** icon appears in the **Status** column.

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.



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

TM Lookup		Notes	Segment History	Metadata	Transcheck (0)
Add		Edit	Delete	Export	
ID	CreatorID	Type	Date	Details	
1	Laks	Translation	2017/04/04 23:09:56 EDT	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

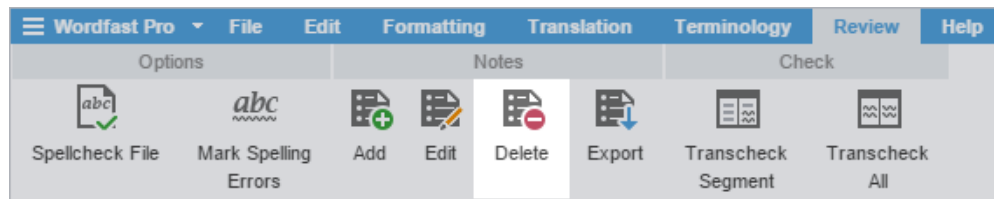
Delete Note

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.



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

TM Lookup		Notes	Segment History	Metadata	Transcheck (0)
Add		Edit	Delete	Export	
ID	CreatorID	Type	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.

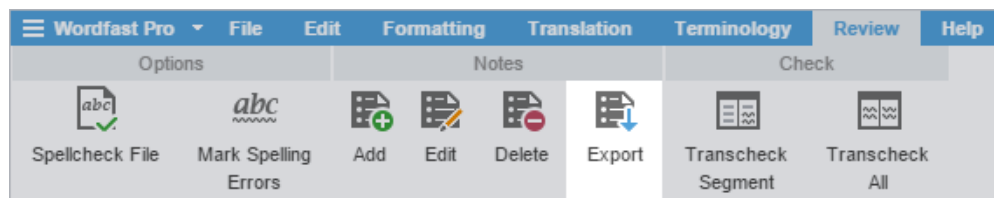
NOTES

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.



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

TM Lookup		Notes	Segment History	Metadata	Transcheck (0)
Add		Edit	Delete	Export	
ID	CreatorID	Type	Date	Details	
1	Laks	Translation	2017/04/04 23:09:56 EDT	Check for correctness	

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

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

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

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)	
Type ↑	Value	Score	User	Modification Date	
Target	Vor-Ort-Installation oder Cloud-Bereitstellung mit vollem Funktionsumfang	99%	Laks	2017/04/06 20:35:06 EDT	
Target	Vor-Ort-Installation oder Cloud-Bereitstellung mit vollem Funktionsumfang		unknown	2017/04/06 20:35:06 EDT	

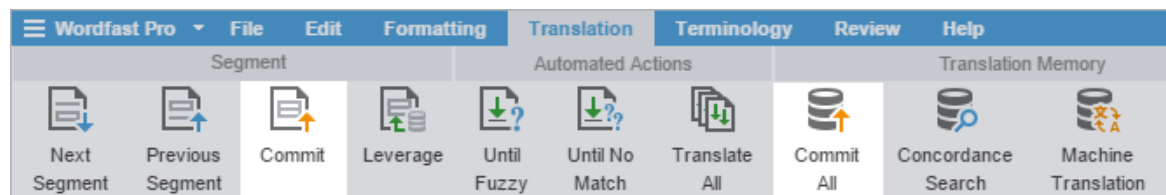
SEGMENTS

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.

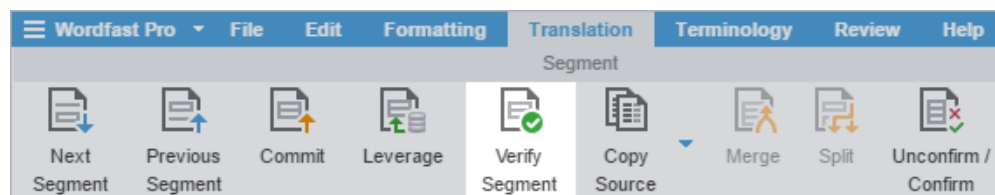
SEGMENTS

Verify Segment

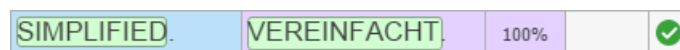
The **Verify Segment** action enables you to automatically modify and commit to a TM a 100%, fuzzy, or machine translation (MT) match segment if the segment does not require any changes. You do not need to edit a segment if the content is correct, but can verify segments that are not active.

To verify a segment:

- On the **TXLF Editor**, select a segment, and click  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.

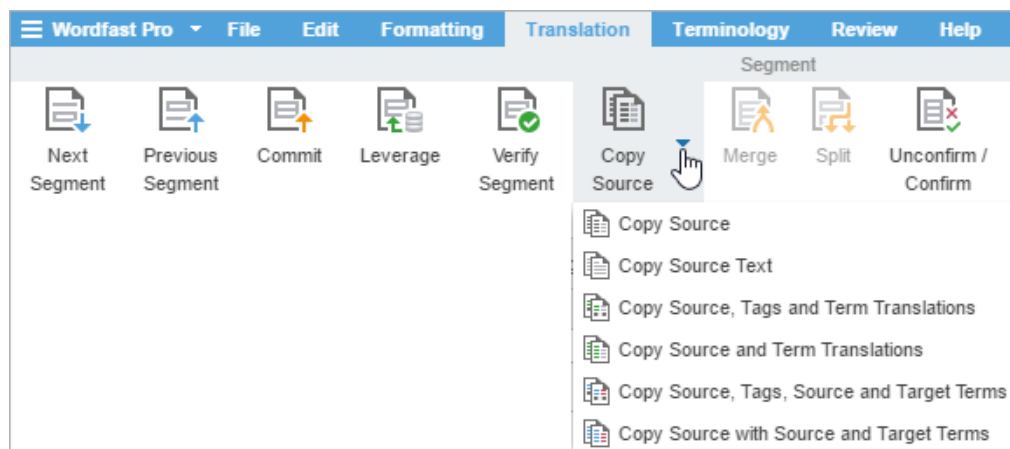



SEGMENTS

Copy Source

To copy a source segment to the target segment:

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



 To copy source as it appears in the source segment you can also press **Alt-S**.

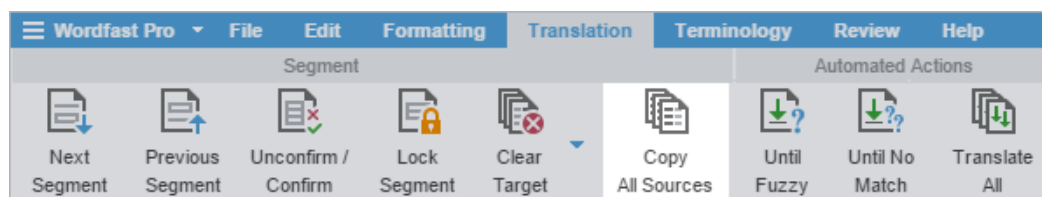
The source segment is copied to the target segment.

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.



All target segments is the same as source segments.

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

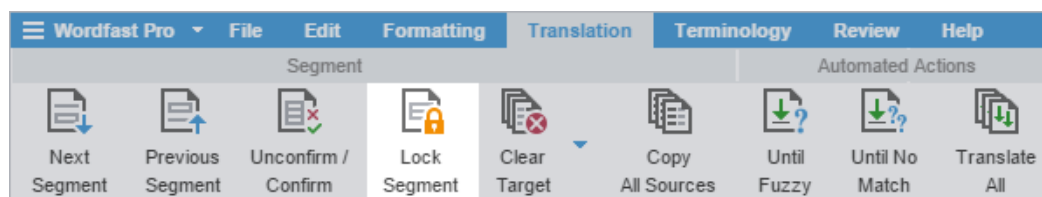
SEGMENTS


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**.



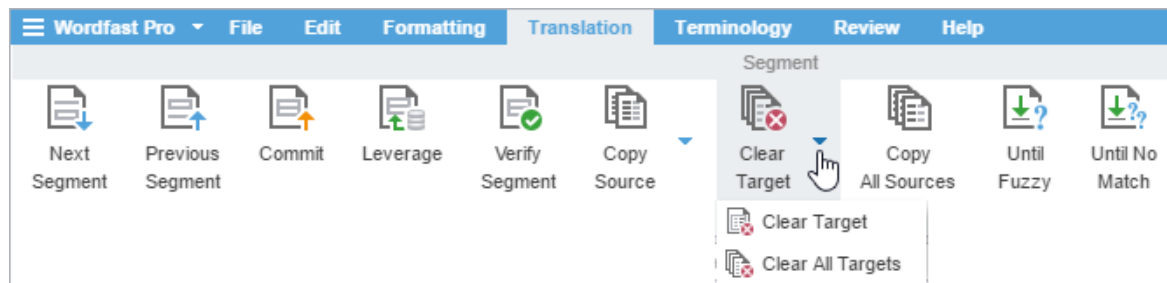
The **Locked Segment**  icon is displayed in the **Status** column of the selected segment.

SEGMENTS

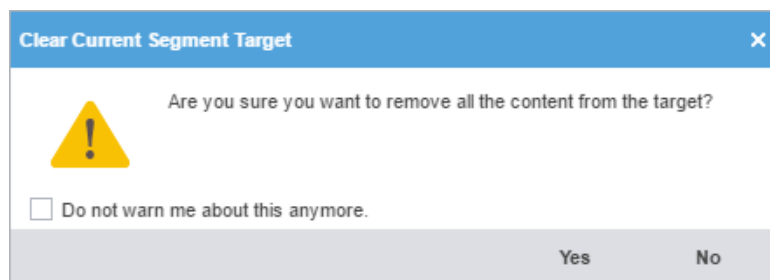
Clear Target

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.

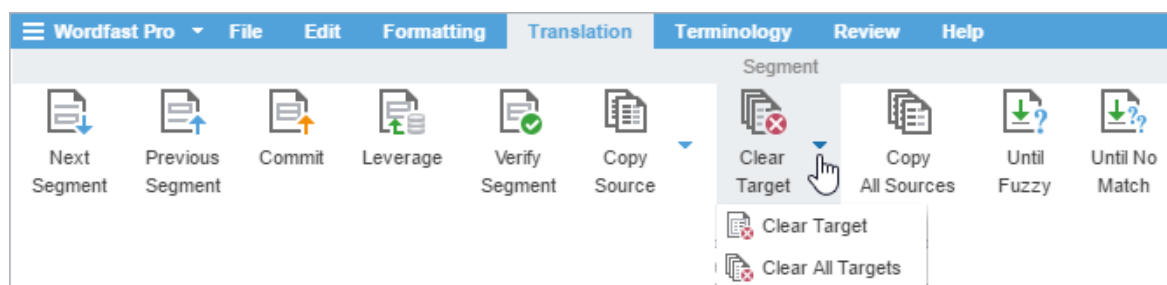


SEGMENTS

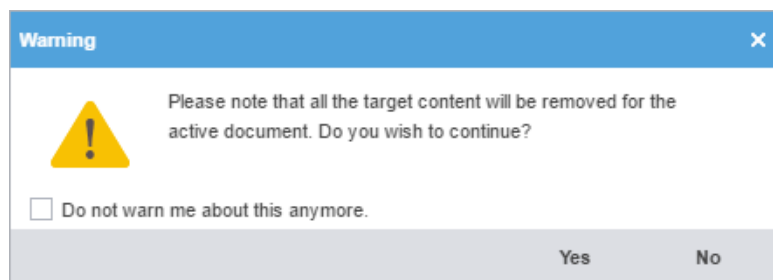
Clear All Targets

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.



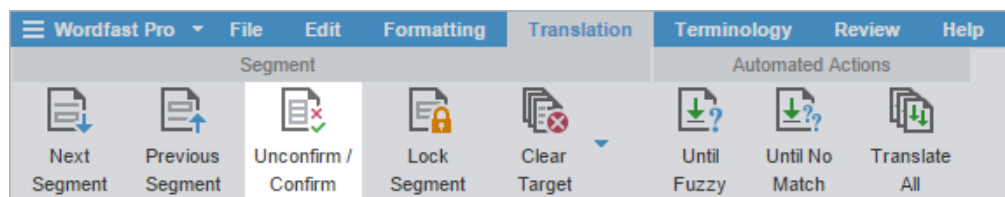
SEGMENTS

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**.



The **Unconfirmed**  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**.

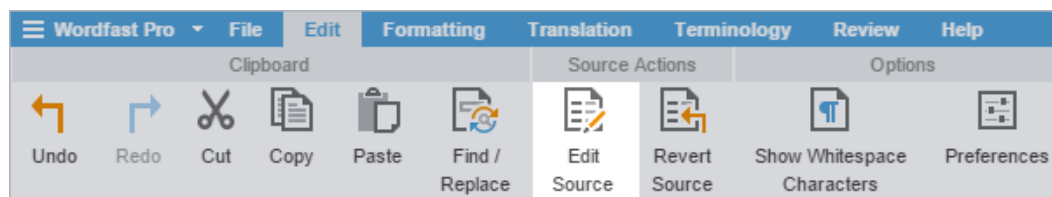
SEGMENTS

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:

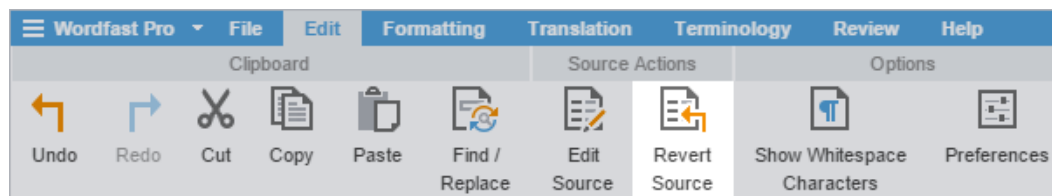
1. On the **TXLF Editor**, select a source segment.
2. On the **Edit** tab, click **Edit Source**.



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

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

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



SEGMENTS

Accented Characters

The table below lists the letters with supported accents.

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

Some examples 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
¡	Upside-down exclamation point	Alt+Shift+Ctrl+!	Press and hold Alt+Shift+Ctrl+!
¿	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 Shift+Ctrl+& , release the keys and press o
ß	German Sharp/Double S	Shift+Ctrl+&,S	
Ø, ø	Nordic O slash (caps/ lowercase)	Ctrl+/,o Ctrl+/,O	
Å, å	Nordic A-ring, Angstrom sign (caps/lowercase)	Shift+Ctrl+@,a Shift+Ctrl+@,A	A with ring/Angstrom Sign
Æ, æ	Old English AE ligature (caps/ lowercase)	Shift+Ctrl+&,a Shift+Ctrl+&,A	
Ð, ð	Old English eth (caps/ lowercase)	Ctrl+',d Ctrl+',D	Icelandic/Old English eth ' = apostrophe key

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 [Transcheck](#).

USE TRANSCHECK

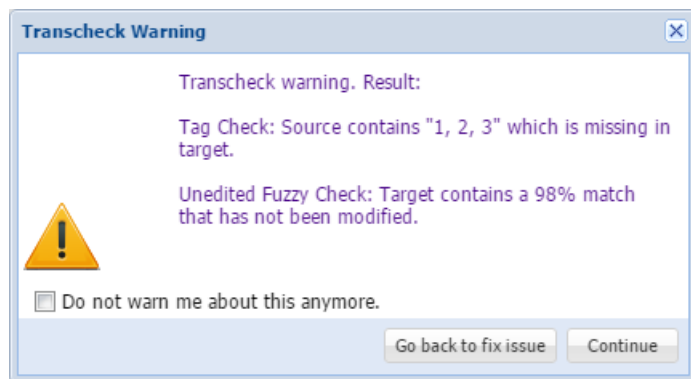
Transcheck During Translation

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 icon remains in the Status column and the **Transcheck** tab.

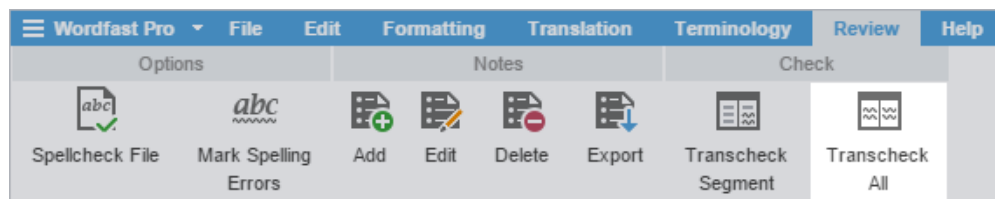
USE TRANSCHECK

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**.



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

Report Summary (1 file)

TransCheck ran successfully on 1 file and found 16 errors.

File Name	Total Number of Errors
Translations.com_ProductBrief_ProjectDirector2.docx	16

[Translations.com_ProductBrief_ProjectDirector2.docx](#)

<input checked="" type="checkbox"/> TransCheck	16 Errors
Capitalization Check	0
<input checked="" type="checkbox"/> Edited Exact Check	1
<input checked="" type="checkbox"/> Edited Source Check	1
<input checked="" type="checkbox"/> Empty Target Check	1
Repeated Words Check	0
<input checked="" type="checkbox"/> Tag Check	6
Terminology Check	0
<input checked="" type="checkbox"/> Unedited Fuzzy Check	5
<input checked="" type="checkbox"/> Whitespace Check	2

Edited Exact Check

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

[^Go to File Summary](#)

[^^Go to Report Summary](#)

Edited Source Check

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


[^Go to File Summary](#)

[^^Go to Report Summary](#)

Empty Target Check

Seg	Block	Source	Target	Comment
-----	-------	--------	--------	---------

Transcheck Summary



Transcheck Summary

67 Warnings Total

Warning	Explanation	Total
Blacklist Check	Lists all used but blacklisted terms.	2
Capitalization Check	Lists capitalization problems.	0
Number Difference C...	Lists number problems.	0
Edited Exact Match C...	Lists edited exact matches.	1
Edited Context Matc...	Lists edited context matches.	0
Edited Source Check	Lists edited source segments.	0
Empty Target Check	Lists segments with empty translation.	0

OK

USE TRANSCHECK

View Transcheck Warning

You can view data related to any Transcheck warning, explanation, and cause under the **Transcheck** tab. Refer to [Transcheck](#).

To view Transcheck warnings:

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

- Click in a segment with a Transcheck error  icon in the **Status** column.

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


TM Lookup	Notes	Segment History	Metadata	Transcheck (3)
Previous error		Next error	Refresh	Ignore warning
#	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.

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



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

Machine Translation

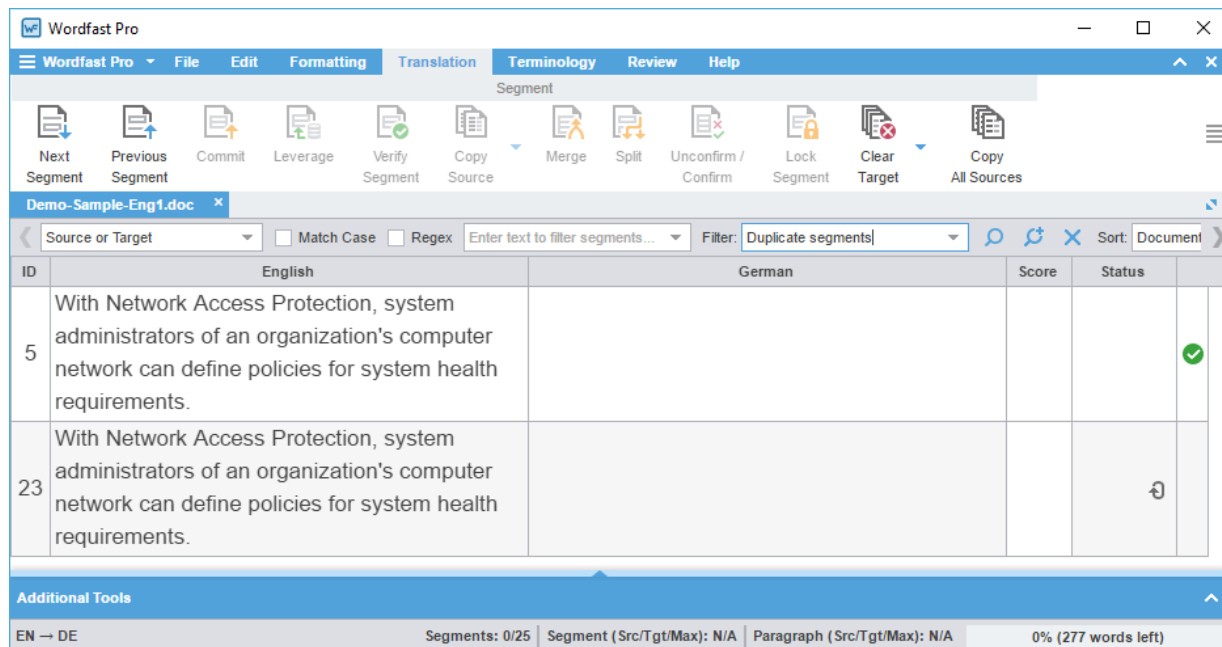
Wordfast Pro includes an automated machine translation feature that populates translations whenever a file is open or when there are no translation memory segment matches. To enable specific Machine Translation options, refer to [Machine Translation](#).

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 [Auto-Propagation](#).

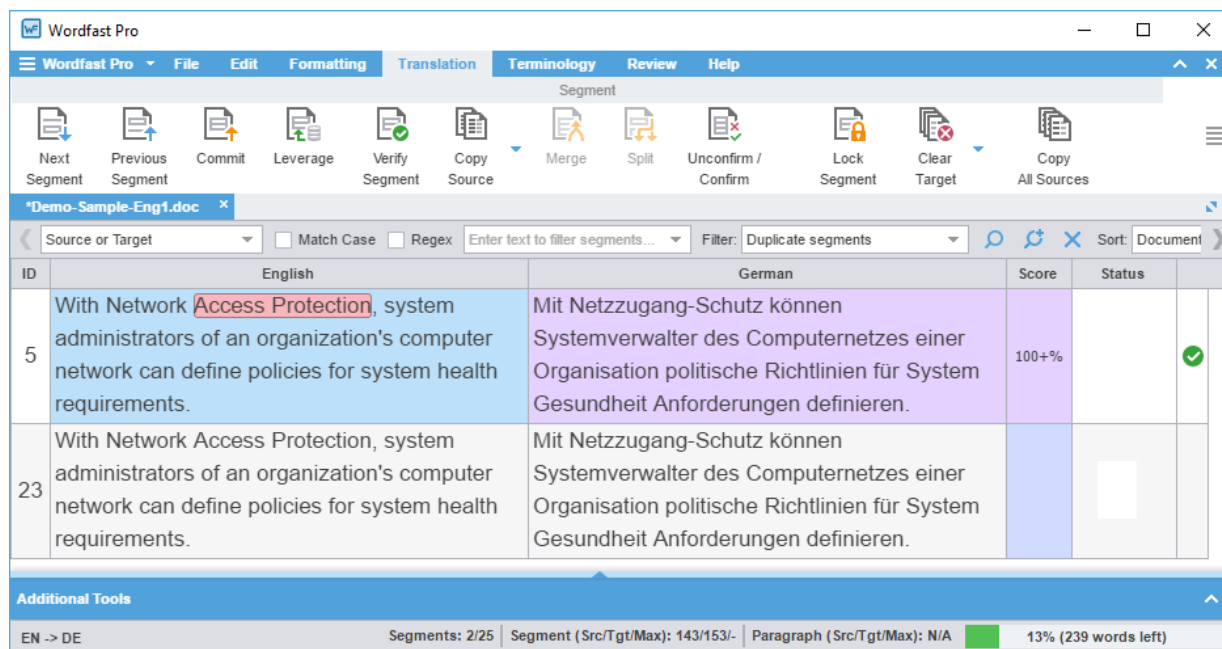
To leverage repetitive content:

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



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.



Auto-Suggest

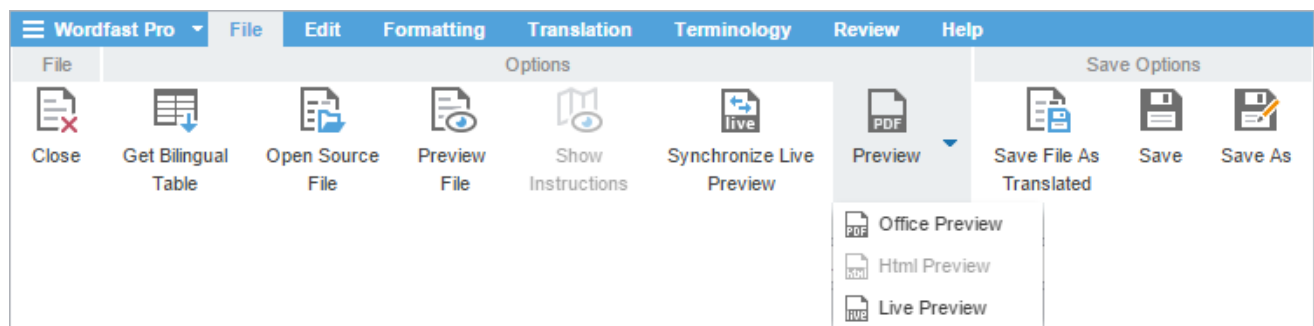
The Auto-Suggest option populates suggestions based on source content, such as numbers, URLs, and proper names. It can also suggest terms for the glossary, translation memory (TM) matches, and sub-segment TM matches. To enable Auto-Suggest, refer to [Auto-Suggestion](#).

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**.



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.

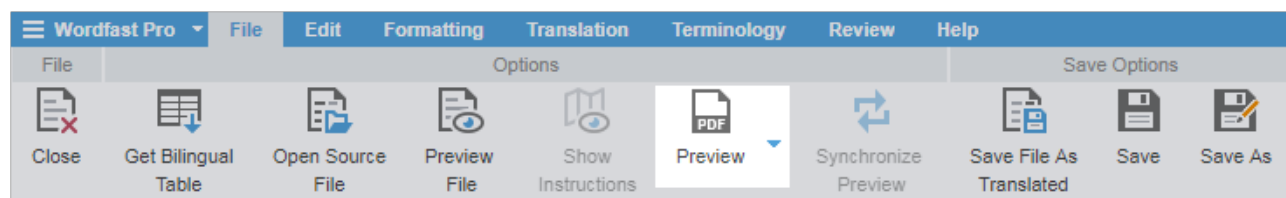
The preview of the translated content is displayed.

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.




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  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
 Bold	Ctrl+B	Format the selected text as bold.
 Italic	Ctrl+I	Format the selected text as italic.
 Underline	Ctrl+U	Format the selected text as underlined.
 Subscript	Ctrl+=	Format the selected text as subscript.
 Superscript	Ctrl+Shift+=	Format the selected text as superscript.
 Strike	No shortcut	Format the selected text to display as strikethrough (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:

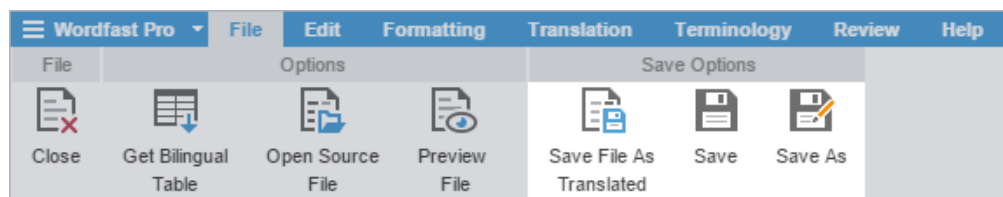
Button	Keyboard Shortcut	Description
 Non-Breaking Space	Ctrl+Shift+Space	Insert a non-breaking space at the cursor location.

Button	Keyboard Shortcut	Description
 Left To Right Marker	No shortcut	Insert a marker to indicate left-to-right reading direction.
 Right To Left Marker	No shortcut	Insert a marker to indicate right-to-left reading direction.
 Attach / Detach	Ctrl+D	Attach and detach the Formatting toolbar. When attached, the toolbar is displayed as a tab. When 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**.



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.

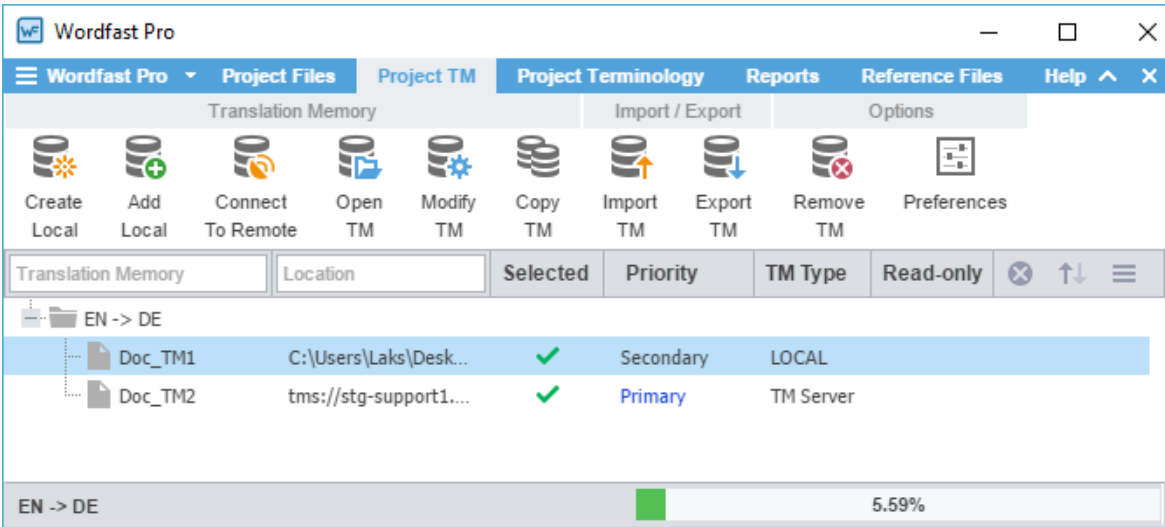
8. Project TM

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.

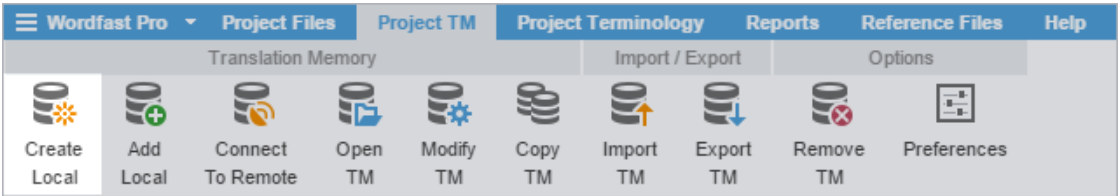
TMs can be managed both by project managers and translators from the **Project TM** tab.



Create Local TM

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

1. Click **Create Local**.



The Translation Memory dialog is displayed.

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 Primary TM is referenced first, followed by the Secondary 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 [Import TM](#).

To add a local translation memory to a project:

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



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 Remote TM

Use this page to connect to remote TM.

TM Server | **WF Server**

Symbolic Name:*

URL Settings

URL:* example: tm://address:port/TMS?tm=LEG **Test**

Address:*

Port:

TMS Folder:*

Cluster Short Code:*

TM Short Code:*

User:*

Password:*

Workgroup ID:

Priority: Primary

☒ Selected

☐ Read-only

OK Cancel

2. To add a TM Server:

- a) Click the **TM Server** tab.
- b) Enter a unique name in the **Symbolic Name** field.
- c) Enter the remote translation memory **URL** using the following format: `tm://address:port/TMS?`



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:

- 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

 The URL Settings are populated automatically when you enter the URL string. The **Password** and **Workgroup ID** fields depend on the the server settings and are optional.

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

 If a password is not set in the WF Server, then select the checkbox and leave the text input field empty.

- 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:

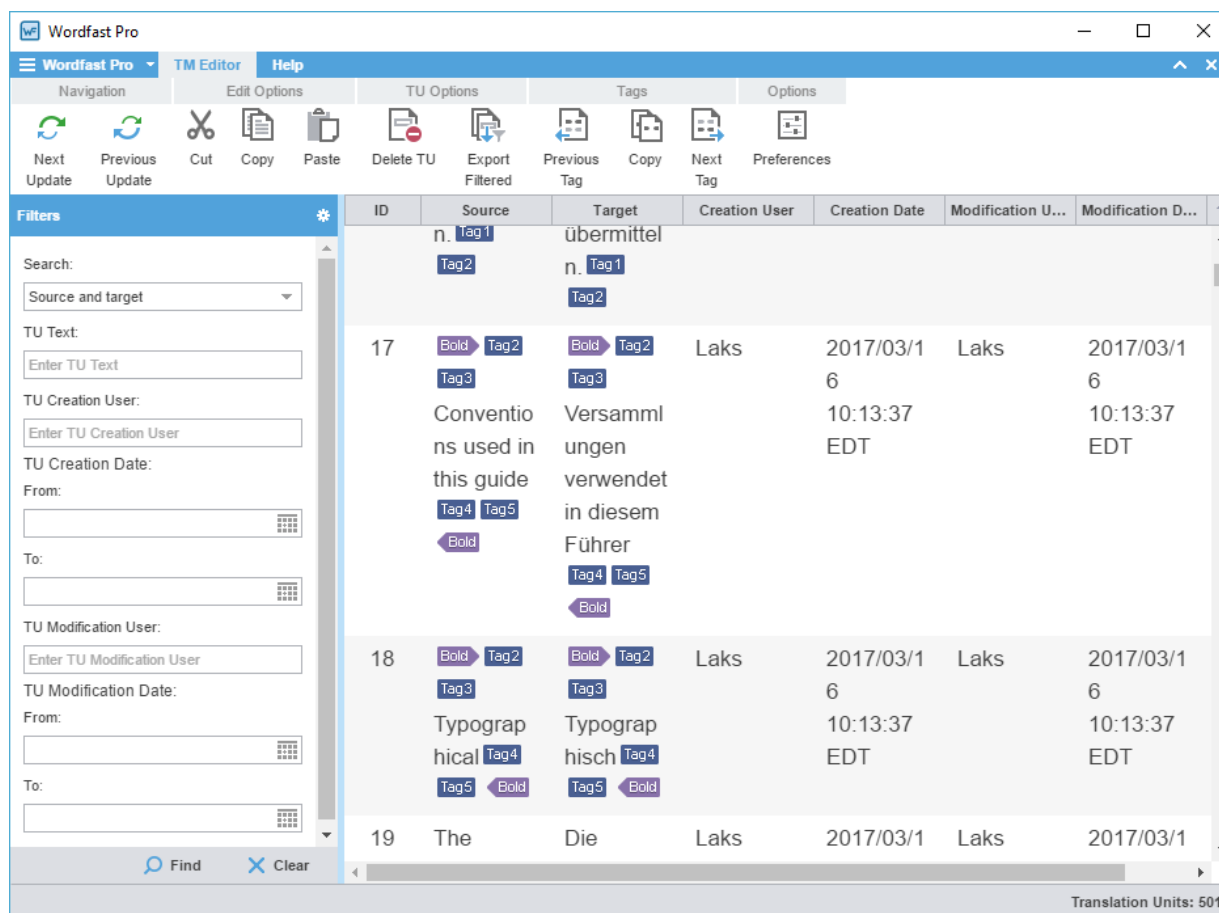
- On the **Project TM** tab, select a translation memory file, and click **Open TM**.



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



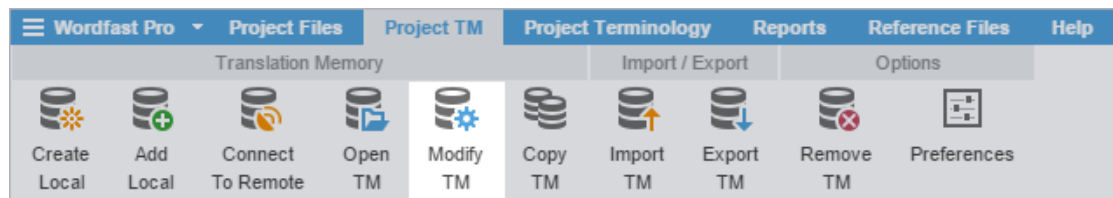
Remote TMs cannot be opened in Wordfast Pro.



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.

 The screenshot shows the 'Translation Memory' dialog box with the title 'Modify TM'. The dialog contains the following fields and options:

- Name:** A text field containing 'Doc_TM1'.
- Source Language:** A text field containing 'English'.
- Target Language:** A text field containing 'German'.
- Location:** A text field containing 'C:\Users\Laks\Desktop\LNK\WFWF testing' and a 'Browse...' button.
- Priority:** A dropdown menu set to 'Secondary'.
- Selected:** A checked checkbox.
- Read-only:** An unchecked checkbox.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

2. Modify the TM details as required.



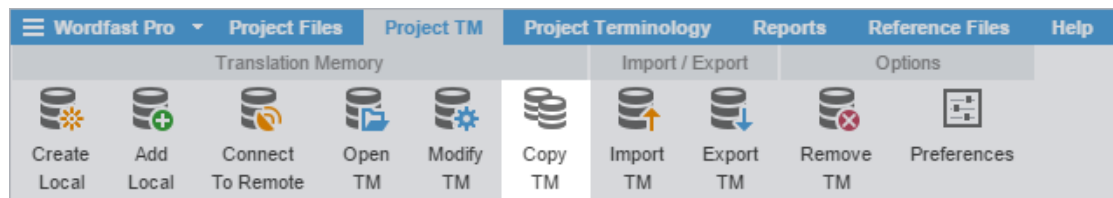
If you modify the TM **Name**, it will only apply within the Wordfast Pro application. The TM **Priority** can be either Primary or Secondary, but you can select only one Primary TM per project.

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.

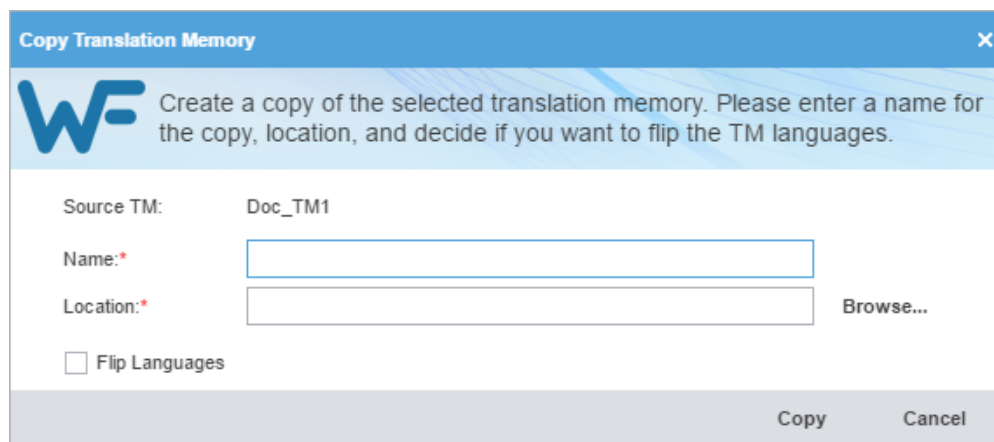
Copy TM

To copy a local translation memory:

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



The Copy Translation Memory dialog is displayed.



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**.

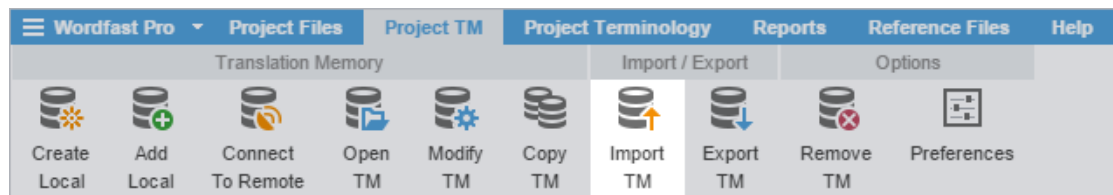
A copy of the translation memory is saved in the selected folder location.

 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**.



The Import Translation Memory dialog is displayed.

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.

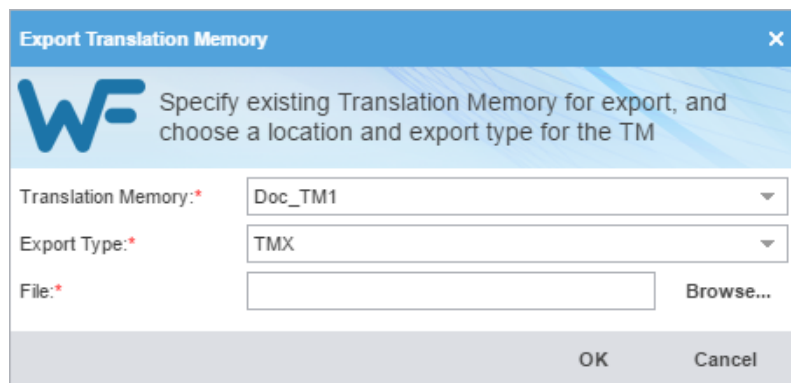
Export TM

To export a local translation memory:

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



The Export Translation Memory dialog is displayed.



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**.

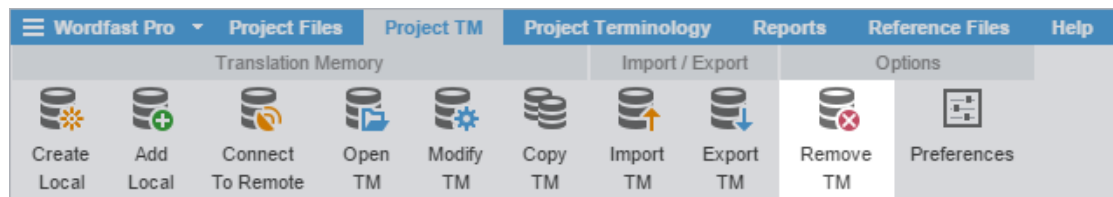
The selected translation memory is exported to the selected folder location.

Remove TM

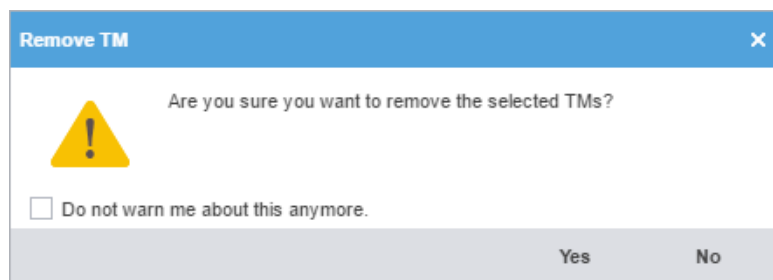
When a translation memory is removed from a project, the local TM file is retained in the TM folder on your computer.

To remove a translation memory:

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



2. On the Remove TM dialog, click **Yes**.

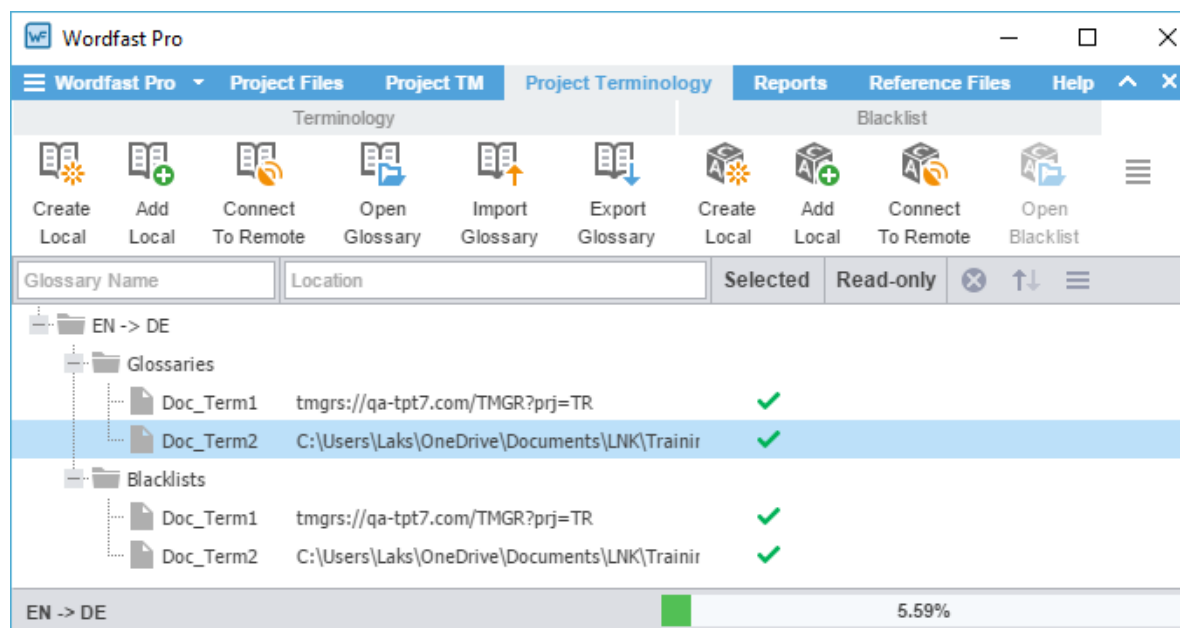


The selected translation memory is removed from the project TM list.

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.



Terminology Lists (Glossaries)

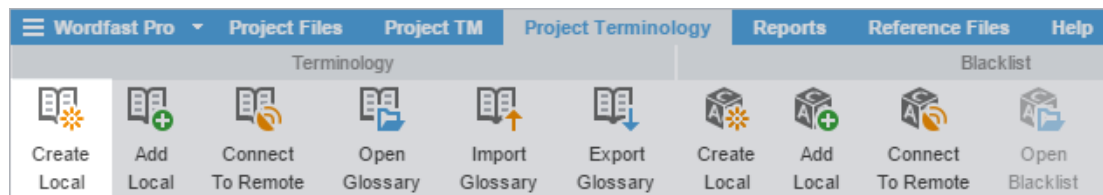
A terminology list, also called a glossary, includes source terms and their preferred translations.

TERMINOLOGY LISTS (GLOSSARIES)

Create Local Glossary

To create a local glossary:

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



The Create Glossary dialog displays.

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.

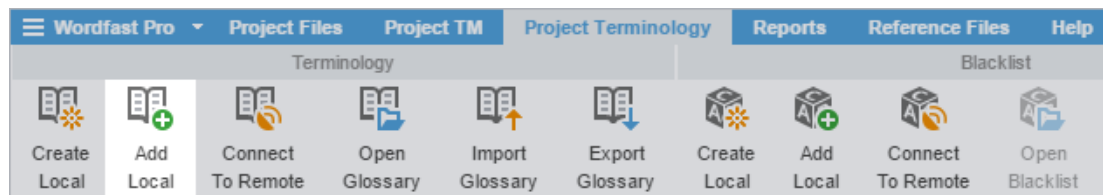
TERMINOLOGY LISTS (GLOSSARIES)

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 [Import Glossary](#).

To add a local glossary:

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



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.

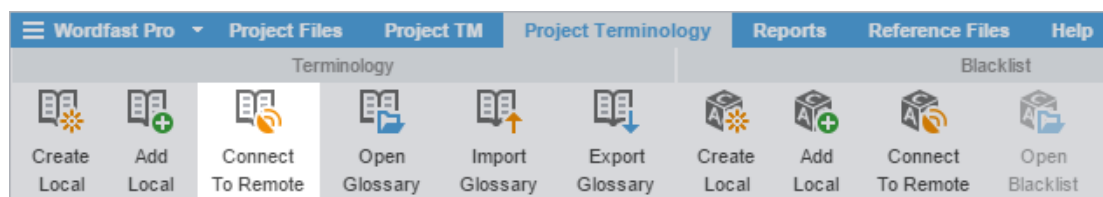
TERMINOLOGY LISTS (GLOSSARIES)

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.



The Connect to Term Manager dialog is displayed.

WF

Connect To Remote Glossary

TMGR Server

WF Server

Name:*

Doc_Term1

Source Language:*

English

Target Language:*

German

URL Settings

URL:*

tmgrs://qa-tp7.com/TMGR?prj=TR/

Test

Address:*

qa-tp7.com/TMGR

Username:*

Training

Password:*

Project Short Code:*

TRA000075

☒ Selected
 ☐ Read-only

☒ Create Blacklist Connection

OK

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?



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

WF Connect To Remote Glossary

TMGR Server **WF Server**

Name:* Doc_Term1

Source Language:* English

Target Language:* German

URL Settings

URL:* wf://qa-tp7.com/TMGR?prj=TRA000i **Test**

Address:* qa-tp7.com/TMGR

Port:* 22

Username:* qa-tp7.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**.

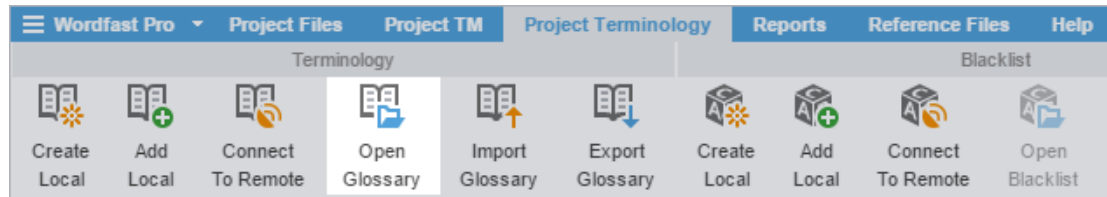
The new glossary is displayed in the project terminology list.

TERMINOLOGY LISTS (GLOSSARIES)

Open Glossary

To open a local glossary:

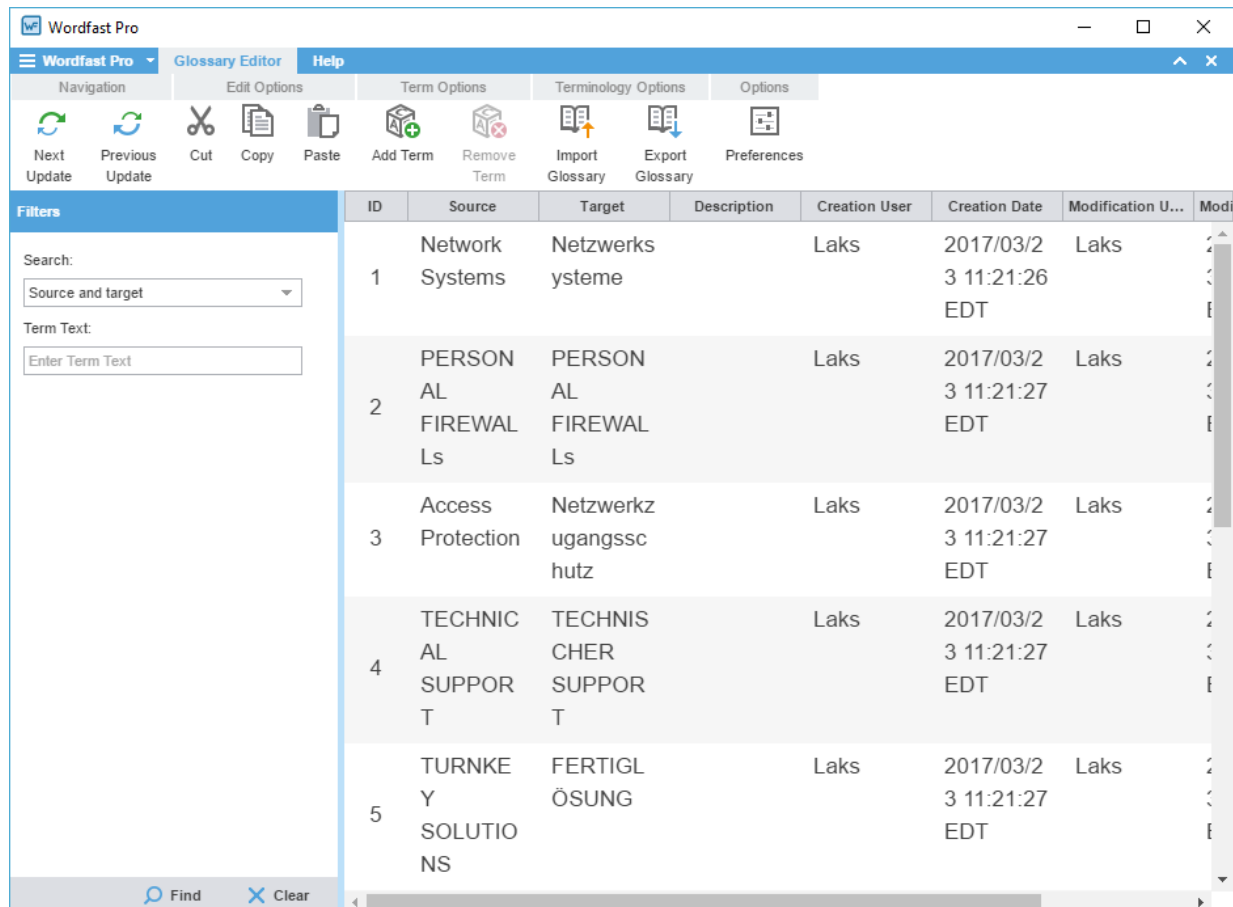
- On the **Project Terminology** tab, select a local glossary, and click **Open Glossary**.



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.

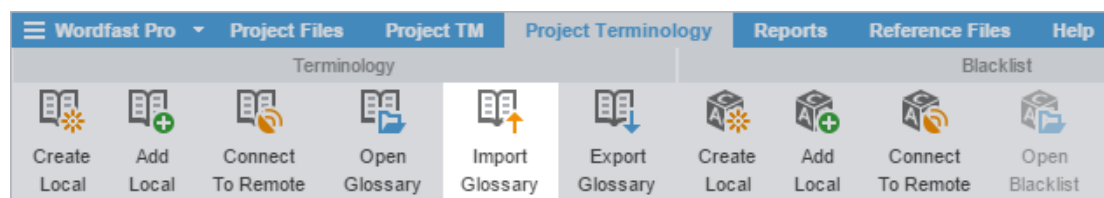


TERMINOLOGY LISTS (GLOSSARIES)

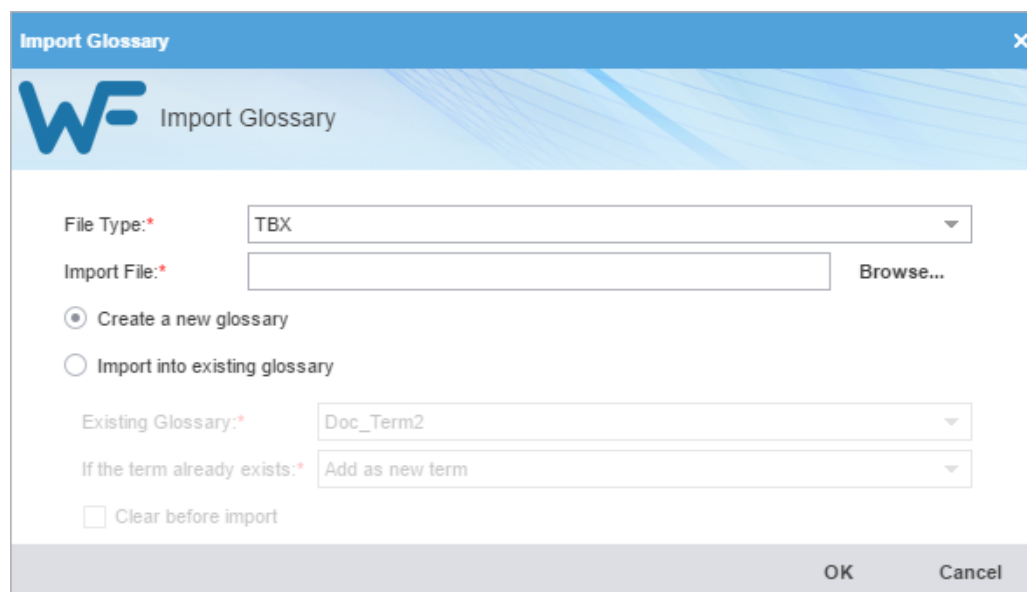
Import Glossary

To import a local glossary:

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



The Import Glossary dialog is displayed.



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**.

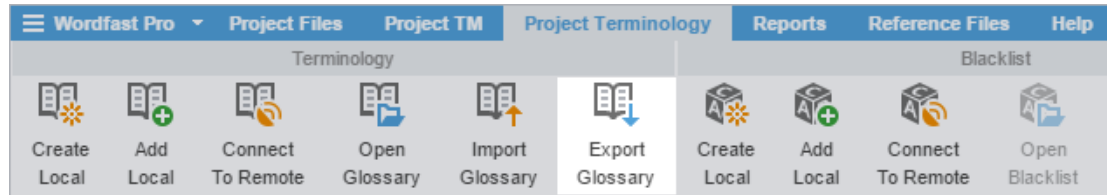
The glossary is imported and is displayed in the project terminology list.

TERMINOLOGY LISTS (GLOSSARIES)

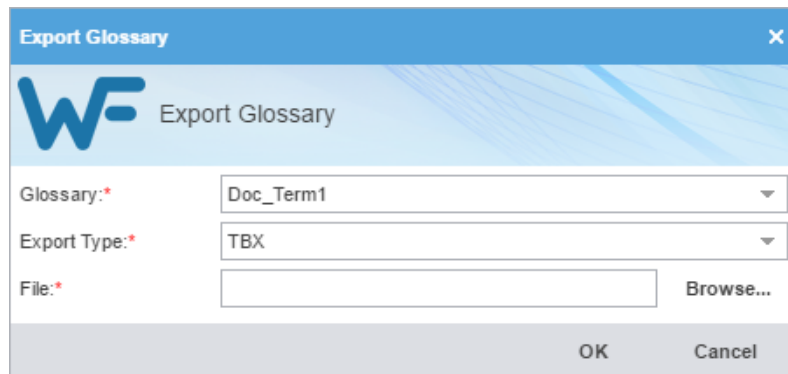
Export Glossary

To export a local glossary:

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



The Export Glossary dialog is displayed.



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

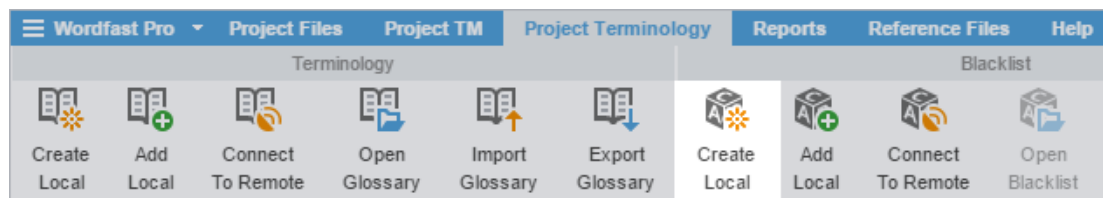
A blacklist includes words or phrases that should not be used in the target segment.

BLACKLIST

Create Local Blacklist

To create a local blacklist:

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



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

 The 'Create Blacklist' dialog box is shown. It has a blue header with the Wordfast logo and the text 'Create a New Blacklist'. Below the header, there are four input fields: 'Name' (with an asterisk), 'Language' (a dropdown menu currently showing 'German'), 'Location' (with an asterisk and a 'Browse...' button), and two checkboxes: 'Selected' (checked) and 'Read-only' (unchecked). At the bottom right, there are 'OK' and 'Cancel' buttons.

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**.

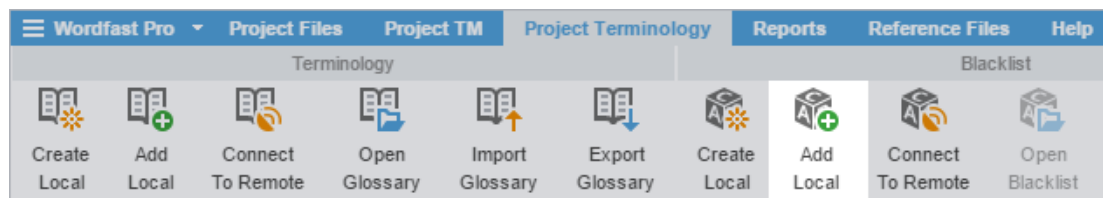
The new blacklist displays in the project terminology list.

BLACKLIST

Add Local Blacklist

To add a local blacklist:

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



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

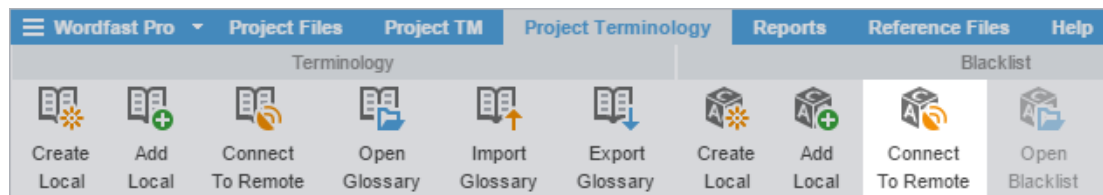
The selected blacklist is added to the project and displayed in the project terminology list.

BLACKLIST

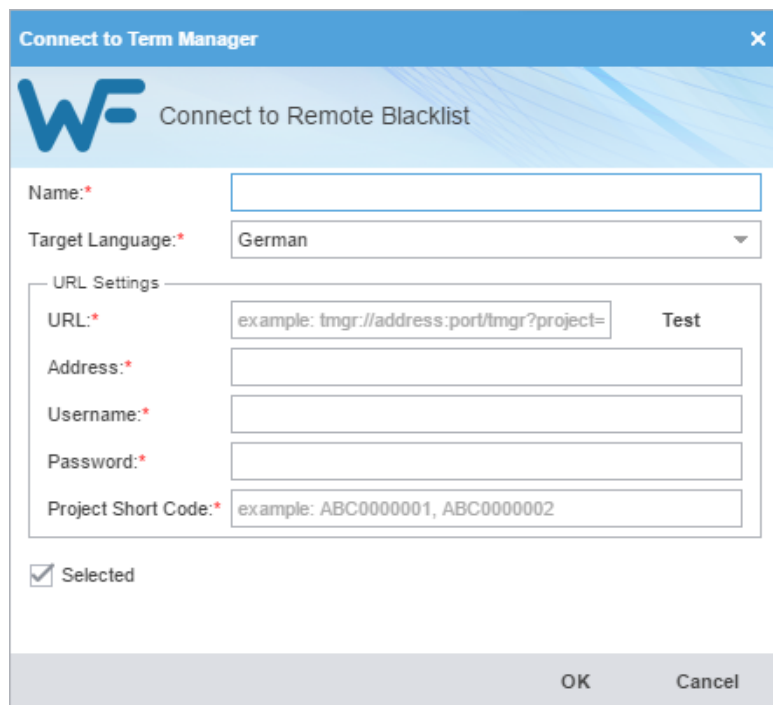
Connect To Remote Blacklist

To connect to a remote blacklist:

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



The Connect to Term Manager dialog is displayed.



The dialog box is titled "Connect to Term Manager" with a close button (X) in the top right corner. Below the title bar is the Wordfast logo and the text "Connect to Remote Blacklist". The form contains the following fields:

- Name:** A text input field.
- Target Language:** A dropdown menu currently showing "German".
- URL Settings:** A section containing:
 - URL:** A text input field with placeholder text "example: tmgr://address:port/tmgr?project=" and a "Test" button to its right.
 - Address:** A text input field.
 - Username:** A text input field.
 - Password:** A text input field.
 - Project Short Code:** A text input field with placeholder text "example: ABC0000001, ABC0000002".
- Selected:** A checkbox that is currently checked.

At the bottom of the dialog are "OK" and "Cancel" buttons.

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**.

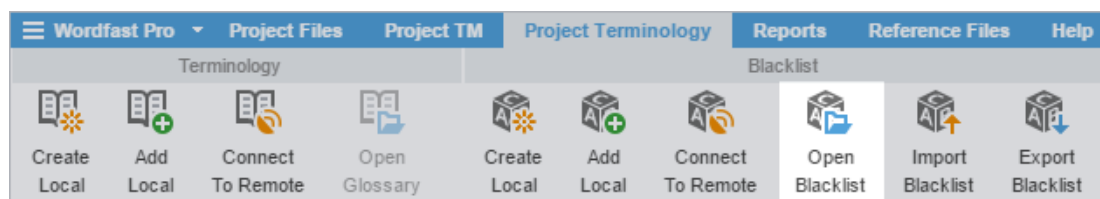
The new glossary is displayed in the project terminology list.

BLACKLIST

Open Blacklist

To open a local blacklist :

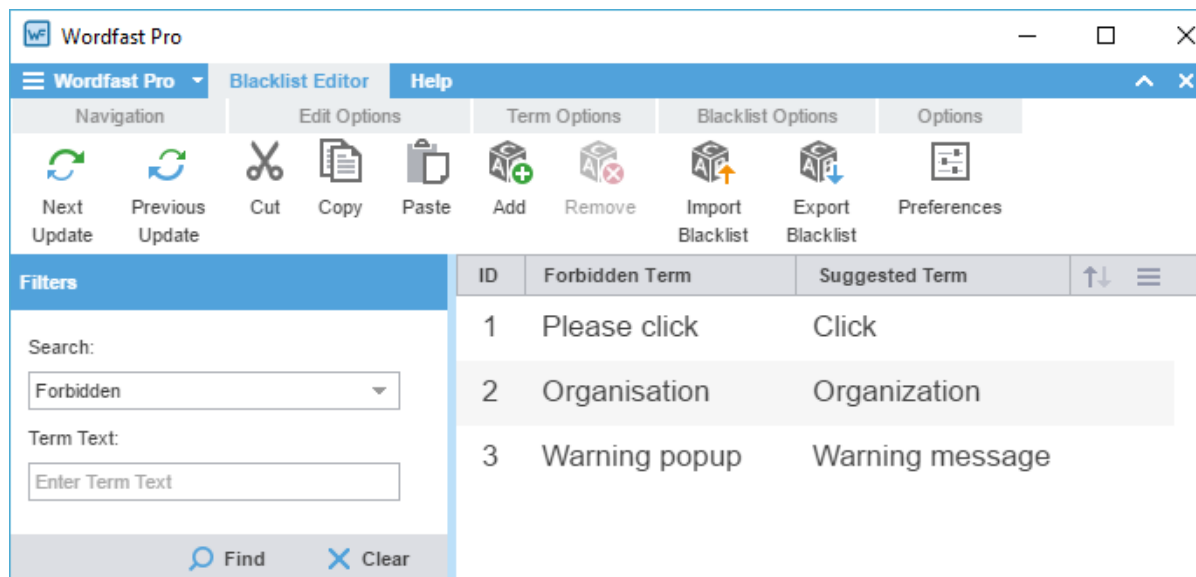
- On the **Project Terminology** tab, select a local blacklist, and click **Open Blacklist**.



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.

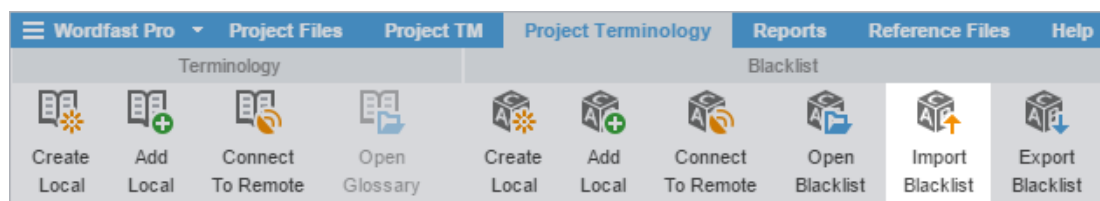


BLACKLIST

Import Blacklist

To import a local blacklist:

1. On **Project Terminology** tab, and click **Import Blacklist**.



The Import Blacklist dialog is displayed.

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**.

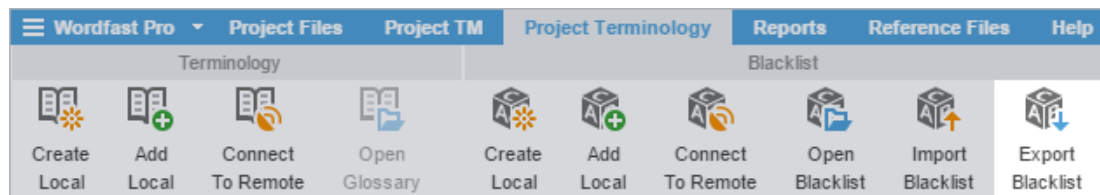
The blacklist is imported and is displayed in the project terminology list.

BLACKLIST

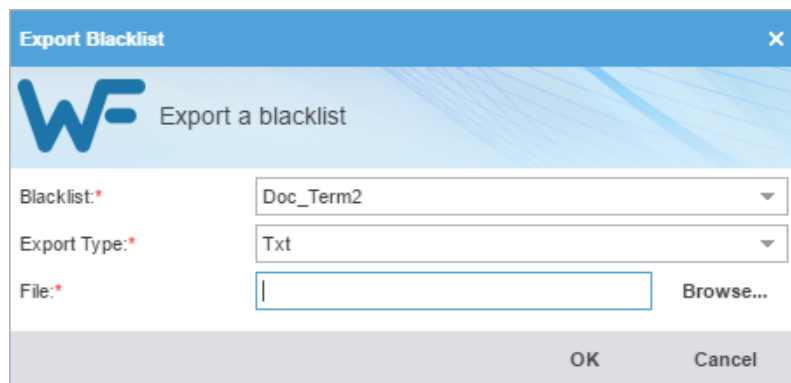
Export Blacklist

To export a local blacklist:

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



The Export Blacklist dialog is displayed.



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

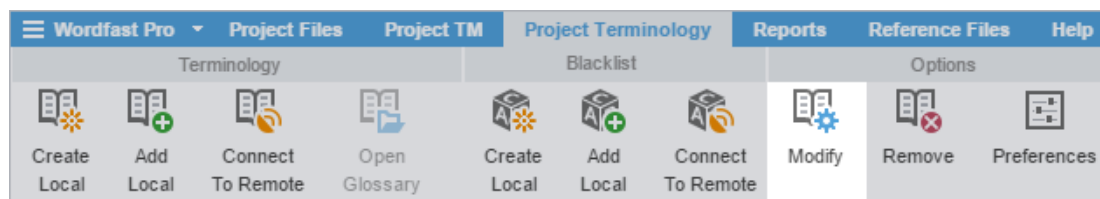
You can use the Options group of the **Project Terminology** tab to modify and remove glossaries and blacklists.

OPTIONS

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**.



A Modify dialog is displayed, based on the file type, glossary, or blacklist.

The first screenshot shows the 'Create Glossary' dialog box. It has a blue header with the Wordfast logo and the title 'Create/Modify Glossary'. The fields include: 'Name:*' (empty), 'Source Language:*' (English), 'Target Language:*' (German), 'Location:*' (empty) with a 'Browse...' button, and two checkboxes: 'Selected' (checked) and 'Read-only' (unchecked). At the bottom are 'OK' and 'Cancel' buttons.

The second screenshot shows the 'Create Blacklist' dialog box. It has a blue header with the Wordfast logo and the title 'Modify a Blacklist'. The fields include: 'Name:*' (Doc_Term2), 'Language:*' (German), 'Location:*' (C:\Users\Laks\OneDrive\Documents\LNK\T) with a 'Browse...' button, and two checkboxes: 'Selected' (checked) and 'Read-only' (unchecked). At the bottom are 'OK' and 'Cancel' buttons.

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

Refer to [Terminology Lists \(Glossaries\)](#) and [Blacklist](#) for more information on modifying local and remote glossaries or blacklists.

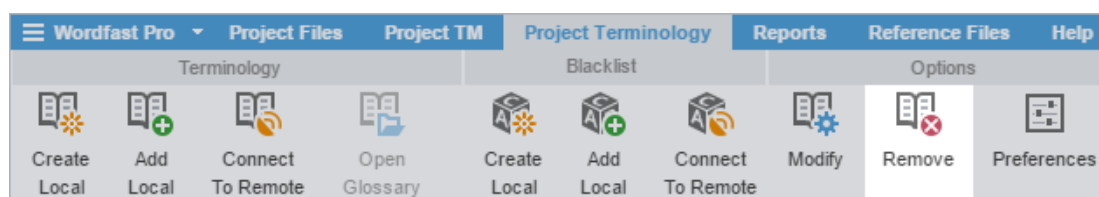
OPTIONS

Remove a Glossary or Blacklist

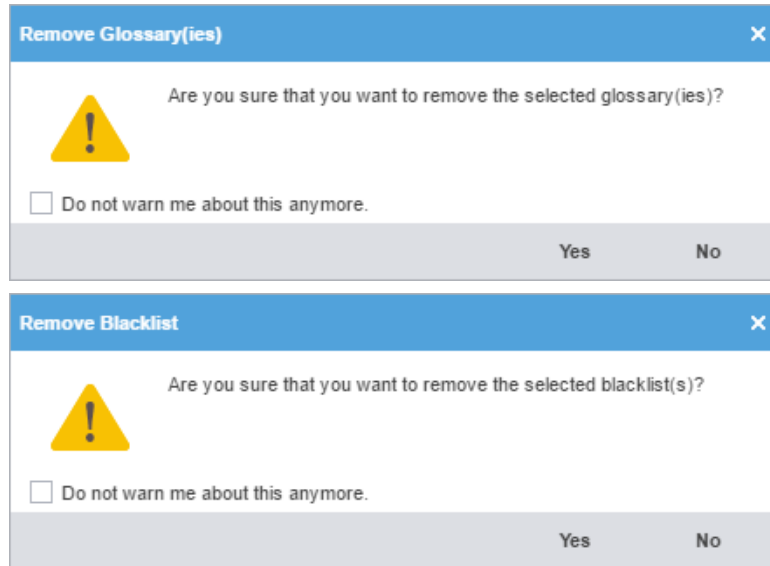
When a glossary or blacklist is removed from a project, the glossary or blacklist file is retained in the glossary or blacklist folder on your computer. It can be added again to the project by clicking **Add Local** or **Connect to Remote** on the Project Terminology tab.

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.



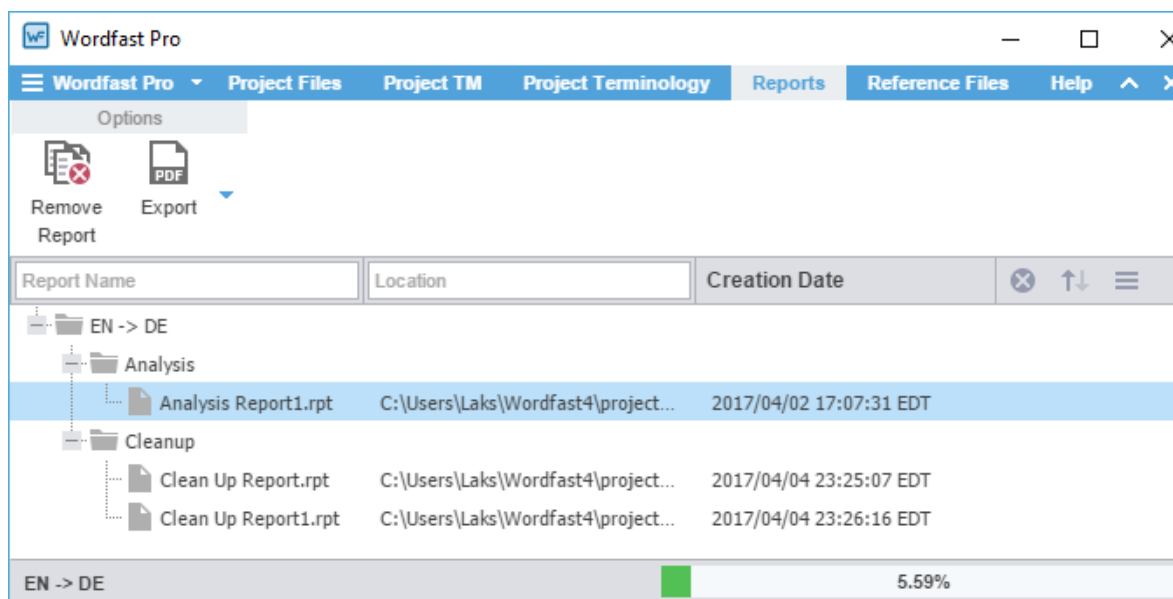
2. Click **Yes**.

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.

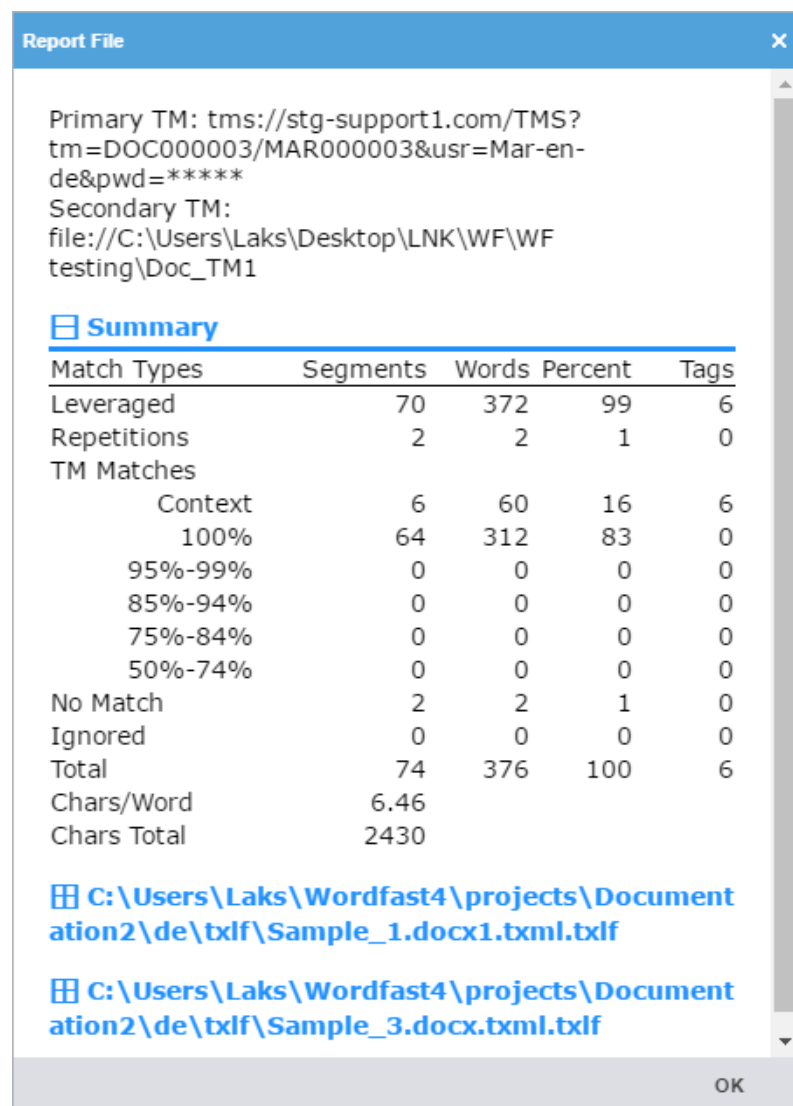


Open Report

To open a report:

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

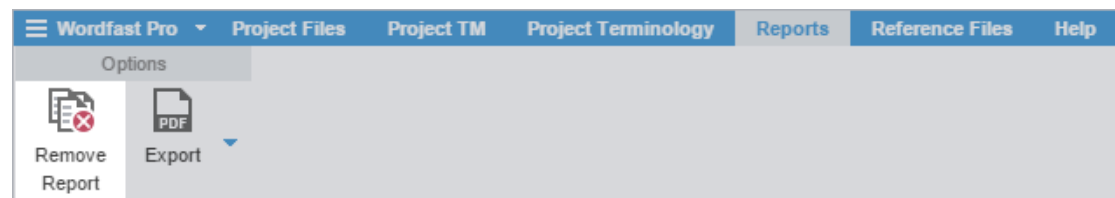
The Report File is displayed.



Remove Report

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

1. Follow the steps in [Open Project](#).
2. On the **Reports** tab, select a report, and click **Remove 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.

Export

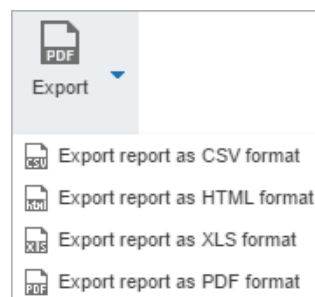
To export a report:

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



The export formats available are:

- **CSV**
- **HTML**
- **XLS**
- **PDF**



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

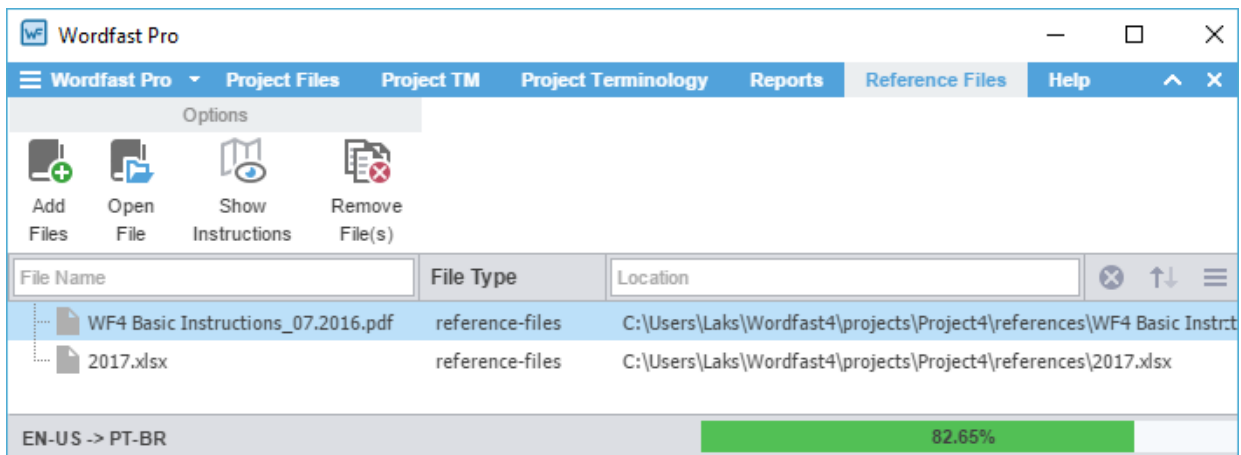
The report is saved in the selected folder location.

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.



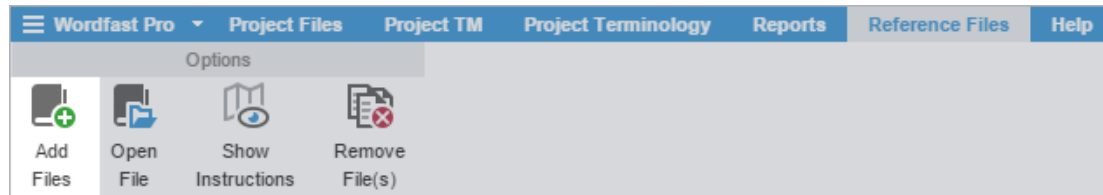
Reference files cannot be modified in Wordfast Pro.



Add Reference Files

To add reference files, on the **Reference Files** tab:

1. Click **Add Files**.



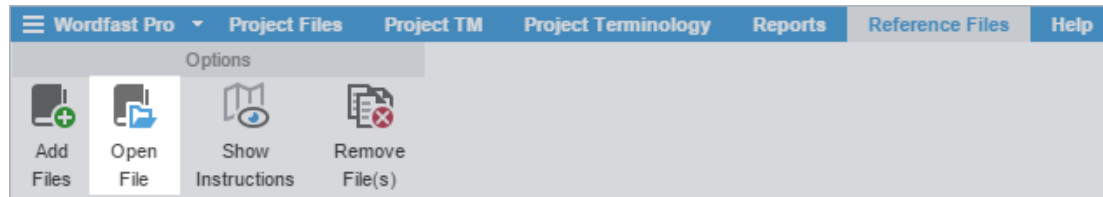
2. On the Open navigation dialog, browse and select the reference file. To select multiple reference files, press **Ctrl** and select them.
3. Click **Open**.

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**.



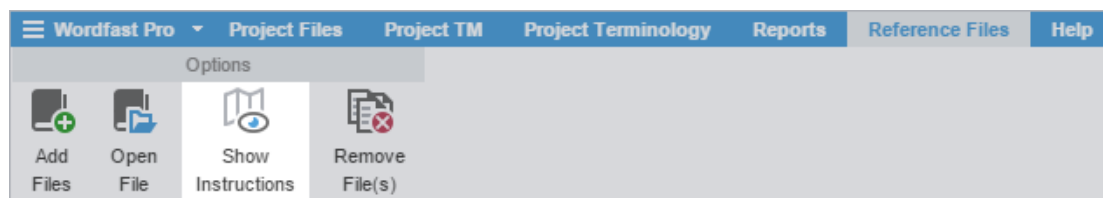
The selected file opens.

Show Instructions

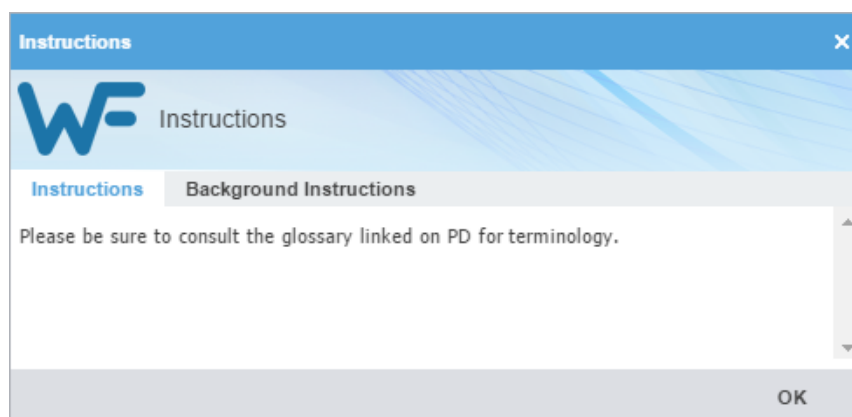
Instructions are included in the Package files that can be imported into Wordfast Pro. The instructions are available for viewing through the **Reference Files** tab.

To view instructions on the **Reference Files** tab:

1. Follow the steps in [Open Project](#).
2. On the **Reference Files** tab, click **Show Instructions**.



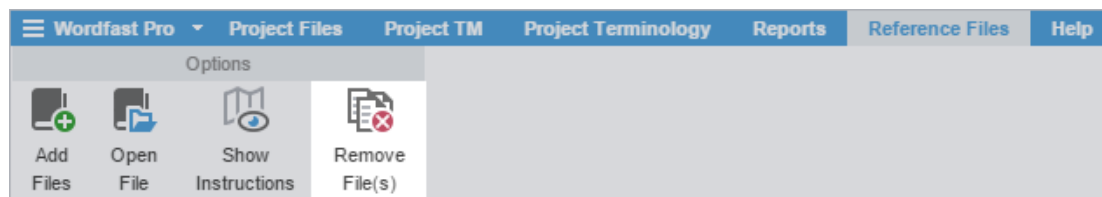
The Instructions dialog is displayed.



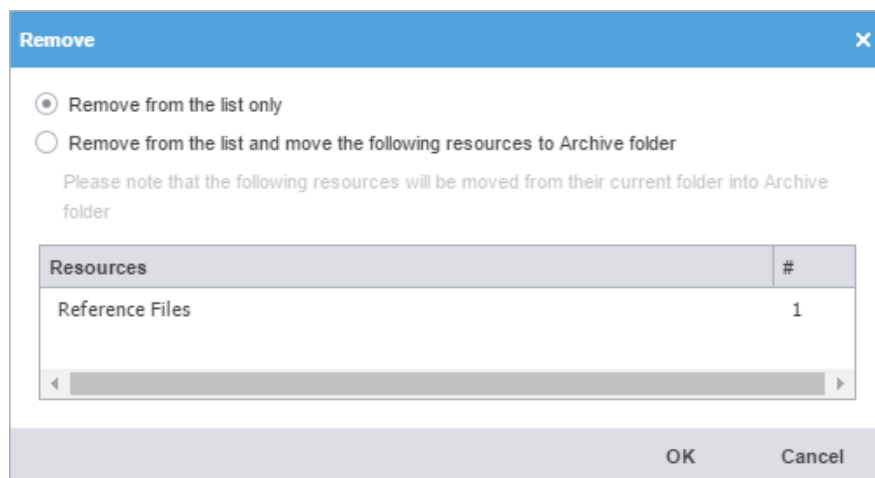
Remove File

To remove reference files:

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

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

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



- **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.



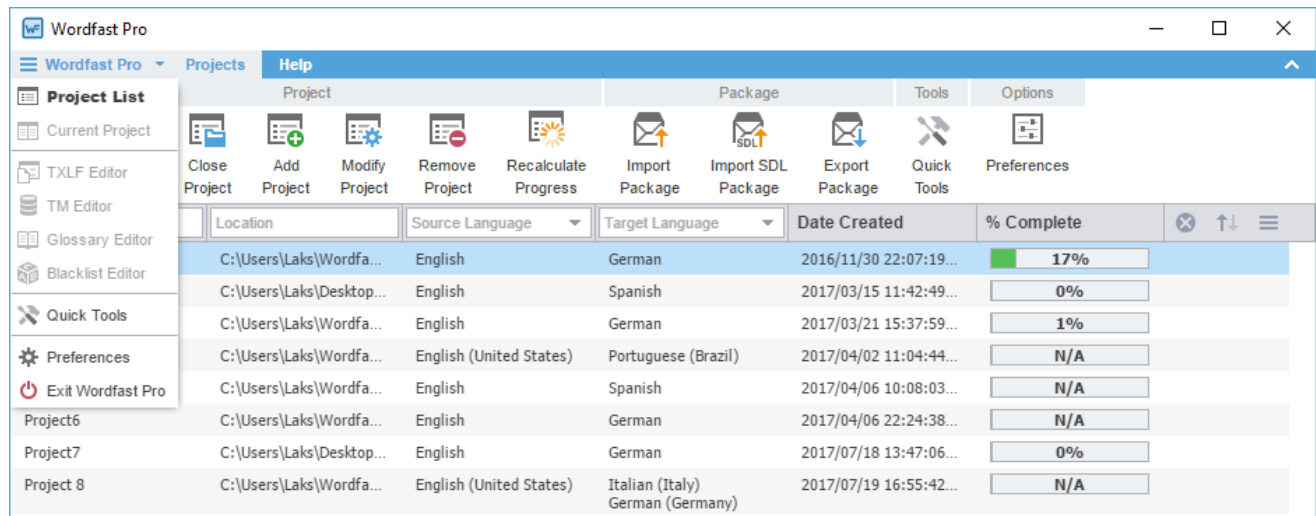
After a reference file is removed it can be added again. Removed reference files are not deleted and can be retrieved from the Project folder on your computer using the **Add Files** option.

12. Quick Tools

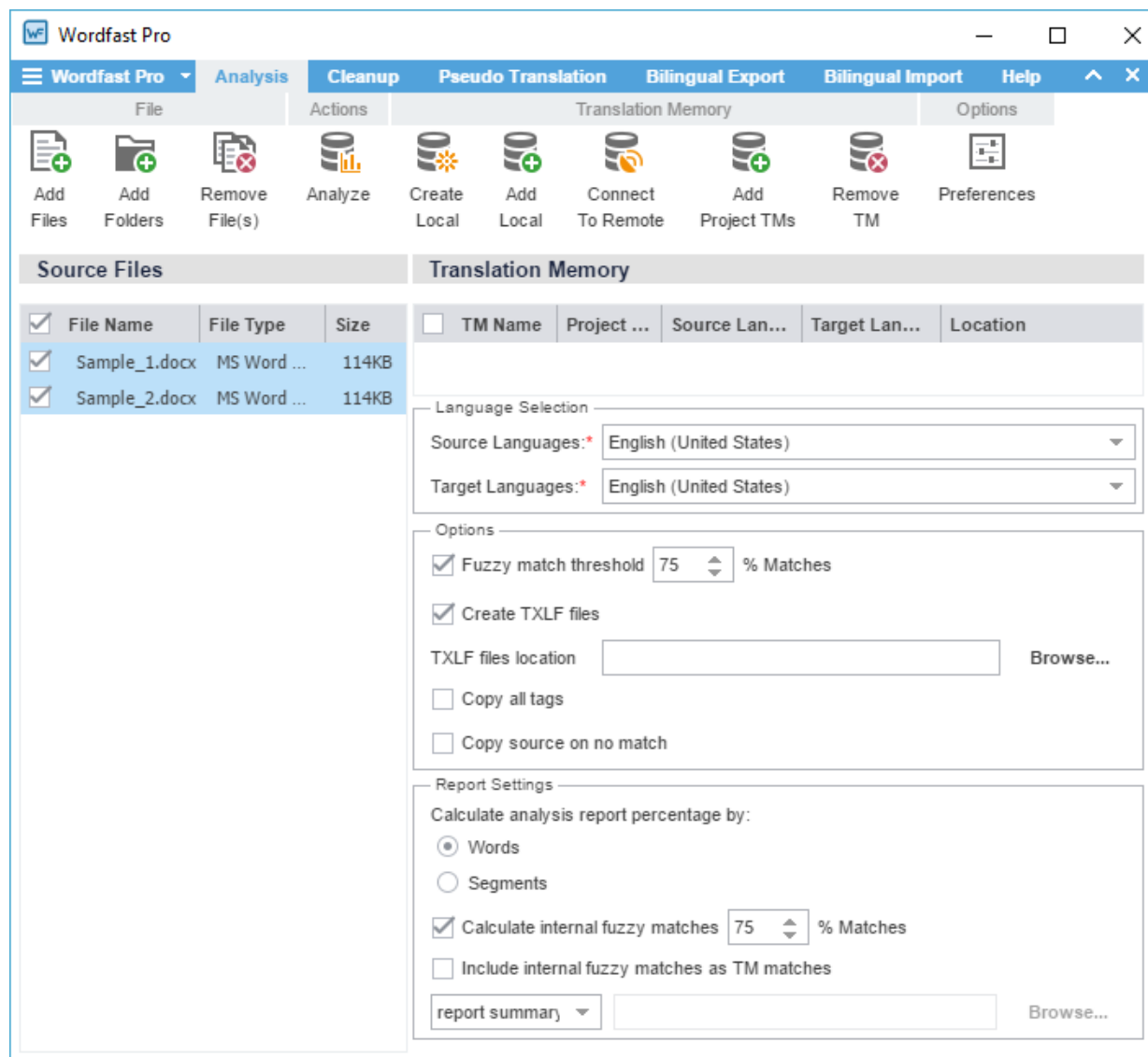
Quick Tools provides a collection of tools for users to create and work with files outside of projects. These tools are primarily used by Project Managers before sending the files to translators.

To open Quick Tools:

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



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

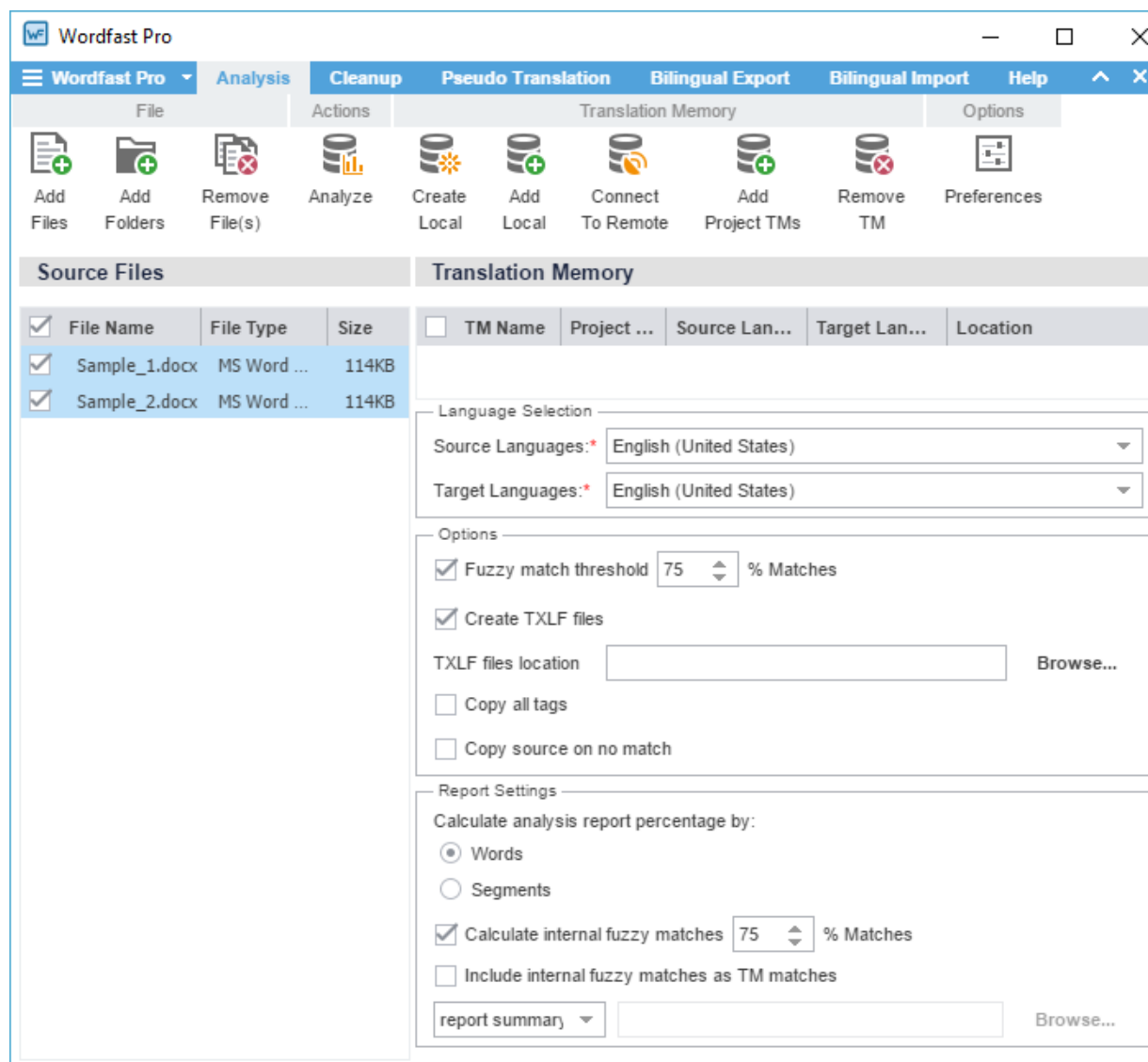


Analyze

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.



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**.

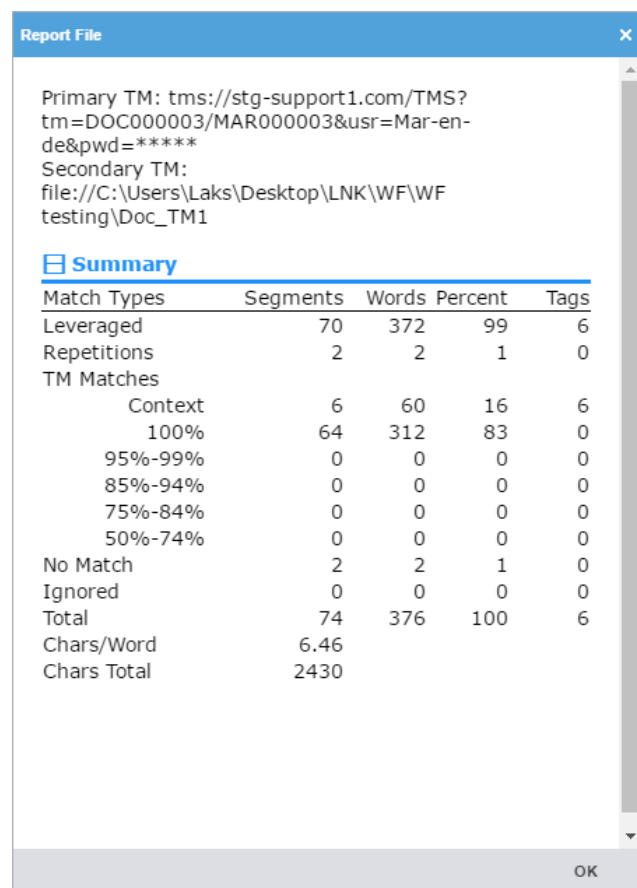


Selecting a TM is not required to generate an analysis report. The reports without TM leverage will display the word count.

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.



Primary TM: tms://stg-support1.com/TMS?
tm=DOC000003/MAR000003&usr=Mar-en-
de&pwd=*****
Secondary TM:
file://C:\Users\Laks\Desktop\LNK\WF\WF
testing\Doc_TM1

Summary

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			

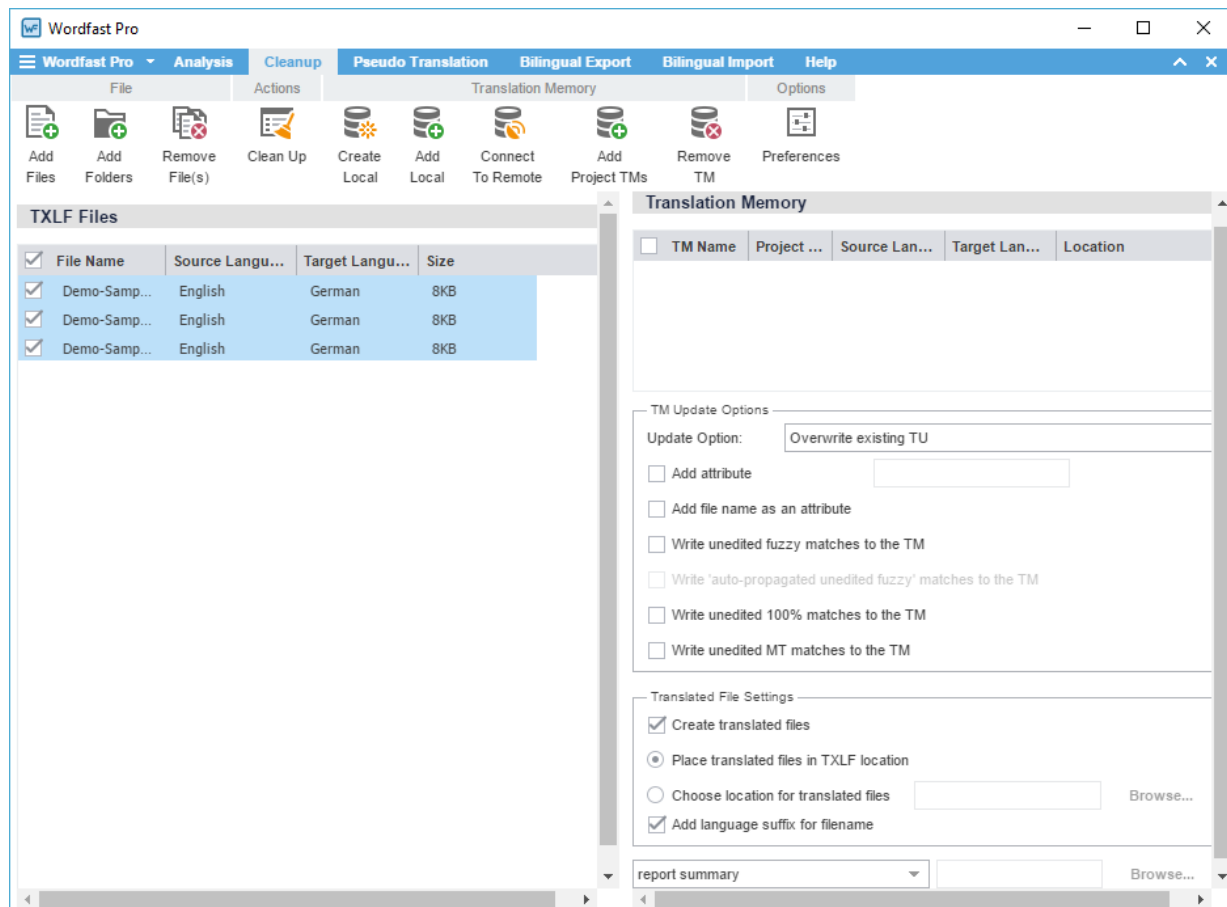
OK

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 [Segments](#).

To clean up and update the translation memory:

1. On **Quick Tools**, click the **Cleanup** tab.



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 [Project TM](#)). To add a local or remote Translation Memory, refer to [Create Local TM](#) 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**

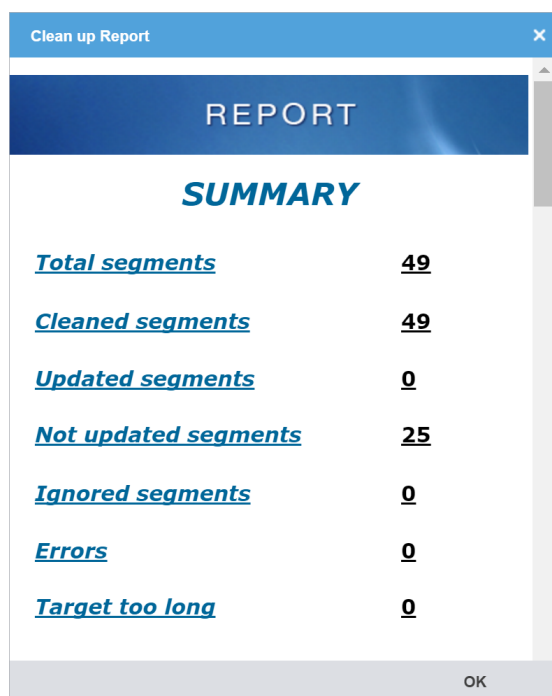
- **Write unedited MT matches to the TM**

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

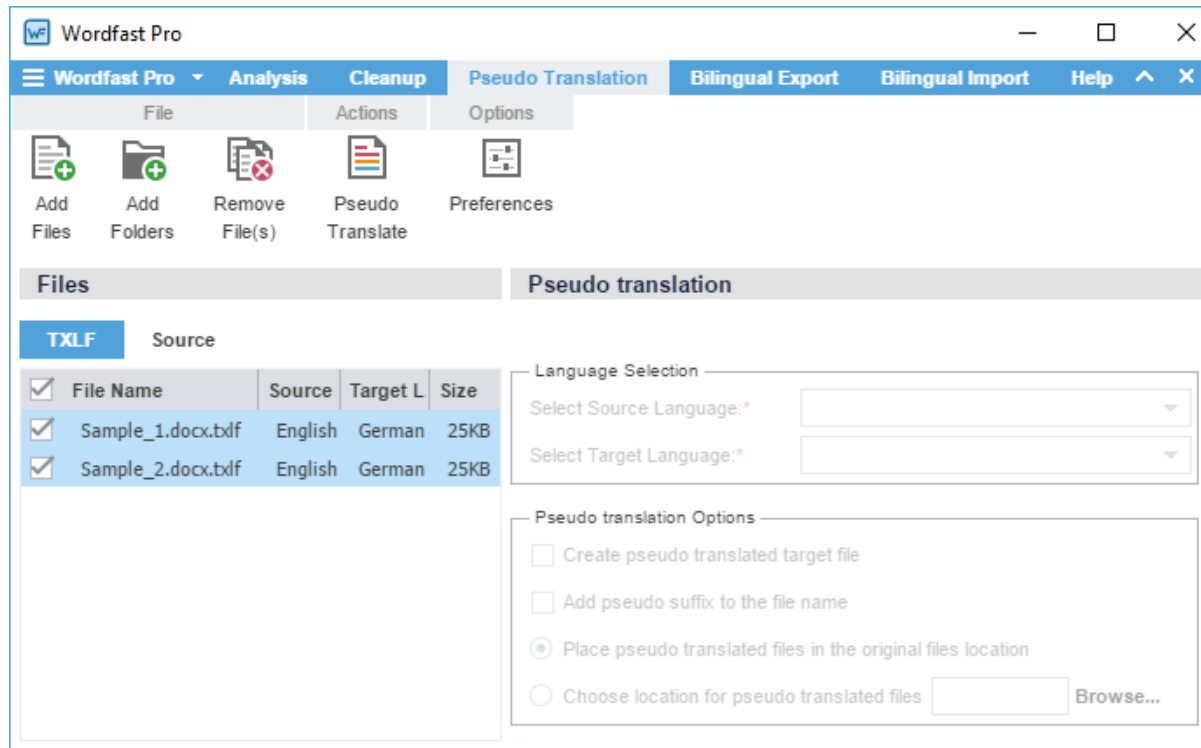
Pseudo translation copies the source content to the target where the content has accented characters and the text is expanded by twenty percent. The pseudo translation provides a preview of what content will be selected as translatable and how complex formatting appears in the target. Both source files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

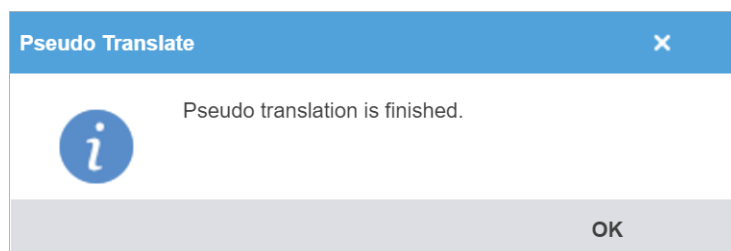


2. Select the file type for pseudo translation:
 - **TXLF**: Select and add a TXLF file
 - **Source**: Select and add source files, select **Source Language**, **Target Language**, and **Pseudo translation Options**
3. To add files, do one of the following:
 - Click **Add File** to browse and select 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**.



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

A Pseudo Translate completed message is displayed.

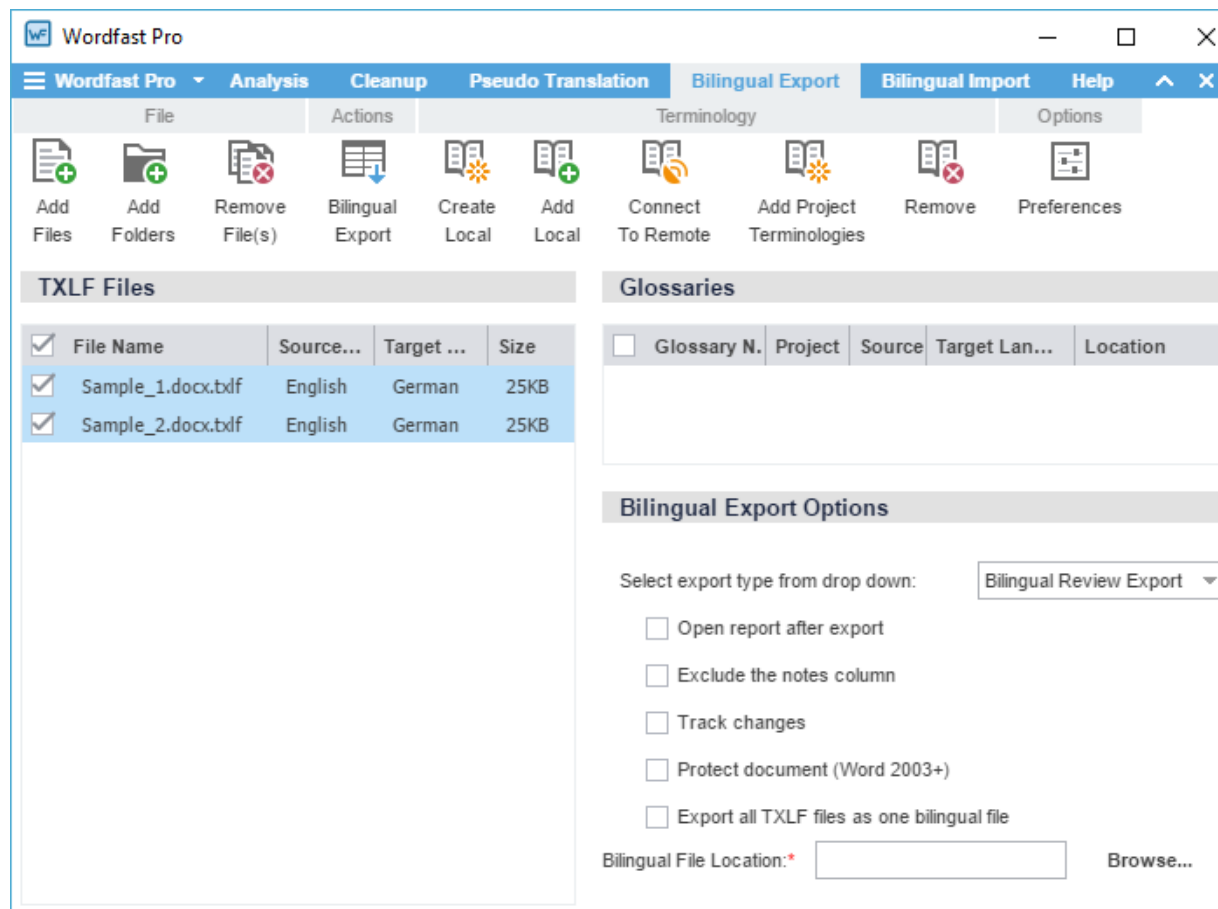


Bilingual Export

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.



2. To add files, click a file action.

Add File

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

Add Folder

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	<p>The export type options are:</p> <ul style="list-style-type: none">• Bilingual Review Export: creates a bilingual Word document• WFC Bilingual Export: creates a WF Classic compatible document• MS-Word Table: creates an Word document with the source and target in a two-column table
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	ToReviewMultiTxlf v1.2.0_RC1
INFO	Bilingual Review Export
INFO	Processing C:\Users\Laks\Desktop\LNK\Training\Revised files for Training\Revised files for...Sample_1.docx.bdf
INFO	37 tms written.

A sample of the bilingual export is given below.

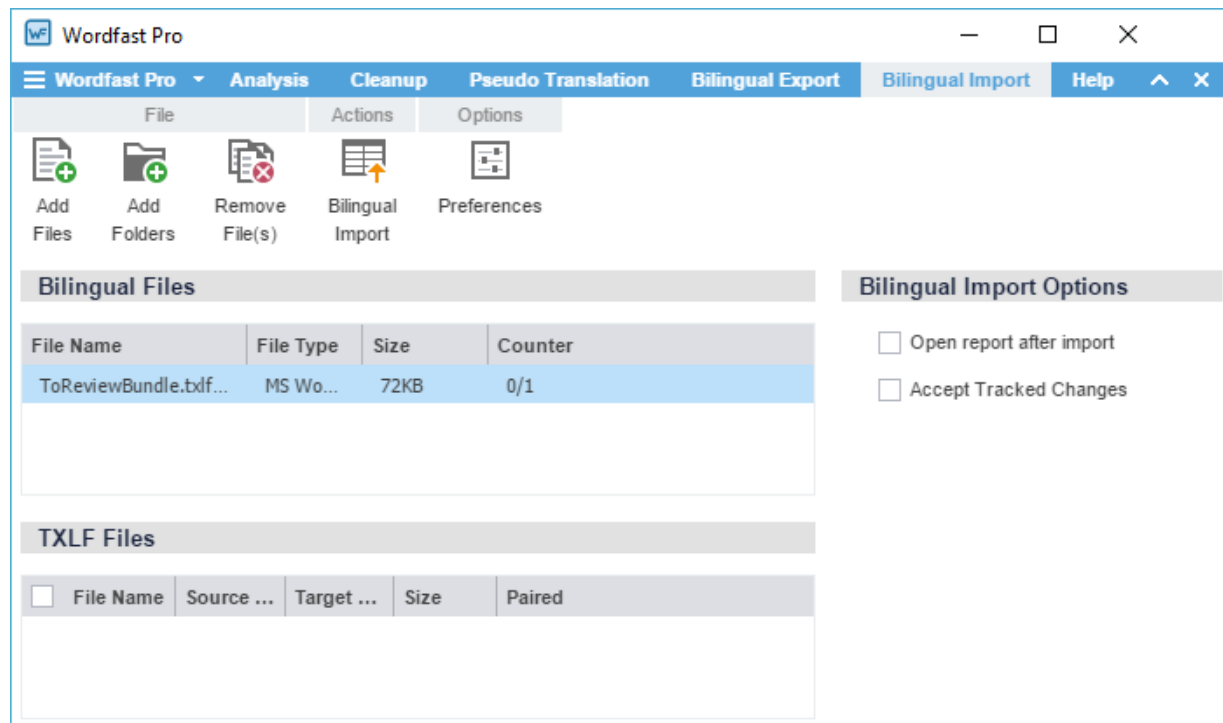
ID	Source (en)	Target (de)	Score	
1	TRANSLATION MANAGEMENT.	ÜBERSETZUNGSMANAGEMENT.	99	
2	SIMPLIFIED.	VEREINFACHT.	100	
3	STREAMLINE PROJECT MANAGEMENT	EFFEKTIVES PROJEKTMANAGEMENT	100	
4	INTEGRATE WITH ANY SYSTEM	INTEGRATION MIT JEDEM SYSTEM	100	
5	WORK WITH ANY VENDOR	ZUSAMMENARBEIT MIT JEDEM ANBIETER	100	
6	ACCELERATE TIME TO MARKET	KURZERE BEARBEITUNGSZEITEN	87	
7	CUSTOMIZE WORKFLOWS	INDIVIDUELLE WORKFLOWS	100	
8	ACCESS REAL-TIME KPI DATA	ZUGRIFF AUF LEISTUNGSKENNZAHLEN IN ECHTZEIT	100	
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 Lokalisierungsprozessen und -ressourcen Millionen.	100	Comment [OFRT-Glo3]: From: Glossary Project Director
10	SEAMLESS DATABASE INTEGRATION	NAHTLOSE DATENBANKINTEGRATION	100	Comment [OFRT-Glo4]: From: Glossary DATENBANKINTEGRATION
11	Use GlobalLink Connect with any CMS, PIM, CCMS, or e-commerce platform	GlobalLink Connect funktioniert mit jeder CMS-, PIM-, CCMS- oder E-Commerce-Plattform	100	Comment [OFRT-Glo5]: From: Glossary GlobalLink
12	WORK WITH ANY FILE FORMAT	FÜR JEDES DATEIFORMAT	100	
13	Next-generation parsing engines extract content and prepare it for translation	Parsing-Engines der nächsten Generation extrahieren Inhalte und bereiten sie für die Übersetzung vor	100	
14	VENDOR-NEUTRAL PLATFORM	ANBIETERNEUTRALE PLATTFORM	100	Comment [OFRT-Glo6]: From: Glossary Anbieterneutrale
15	Allow access to any vendor or internal translator for maximum resource flexibility	Maximale Ressourcenflexibilität durch Zugriff auf alle Anbieter und internen Übersetzer	100	Comment [OFRT-Glo7]: From: Glossary anbieter
16	CONFIGURABLE WORKFLOW	KONFIGURIERBARER WORKFLOW	100	
17	Streamline your translation process through automation of manual tasks	Optimierung des Übersetzungsprozesses durch Automatisierung manueller Aufgaben	100	
18	TRANSLATION MEMORY INTEGRATION	INTEGRATION VON TRANSLATION MEMORY	100	

Bilingual Import

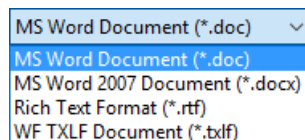
Bilingual Import is used for importing the translated or edited bilingual exported Word document. During this import you must add both the edited bilingual Word document and the corresponding TXLF file that was used during export. Once the bilingual import is complete, the translations or edits made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



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.



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.



- 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 checkmark ✓ appears. If the files are not paired, a red cross ✗ 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 changes 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.



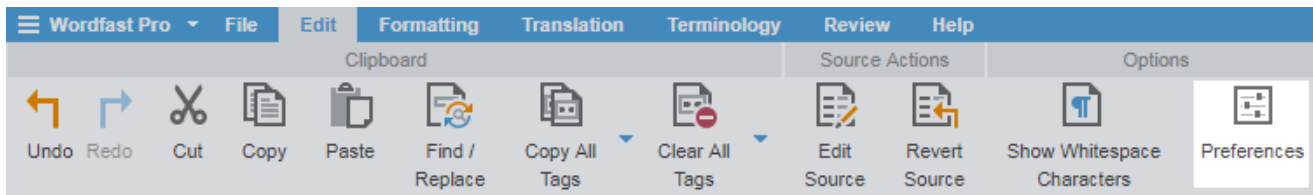
The TXLF file will be overwritten with the content in the imported bilingual Word document. It is recommended to create a backup of the original TXLF file for reference.

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

Level	Message
INFO	FromReviewMultiTxlf 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.

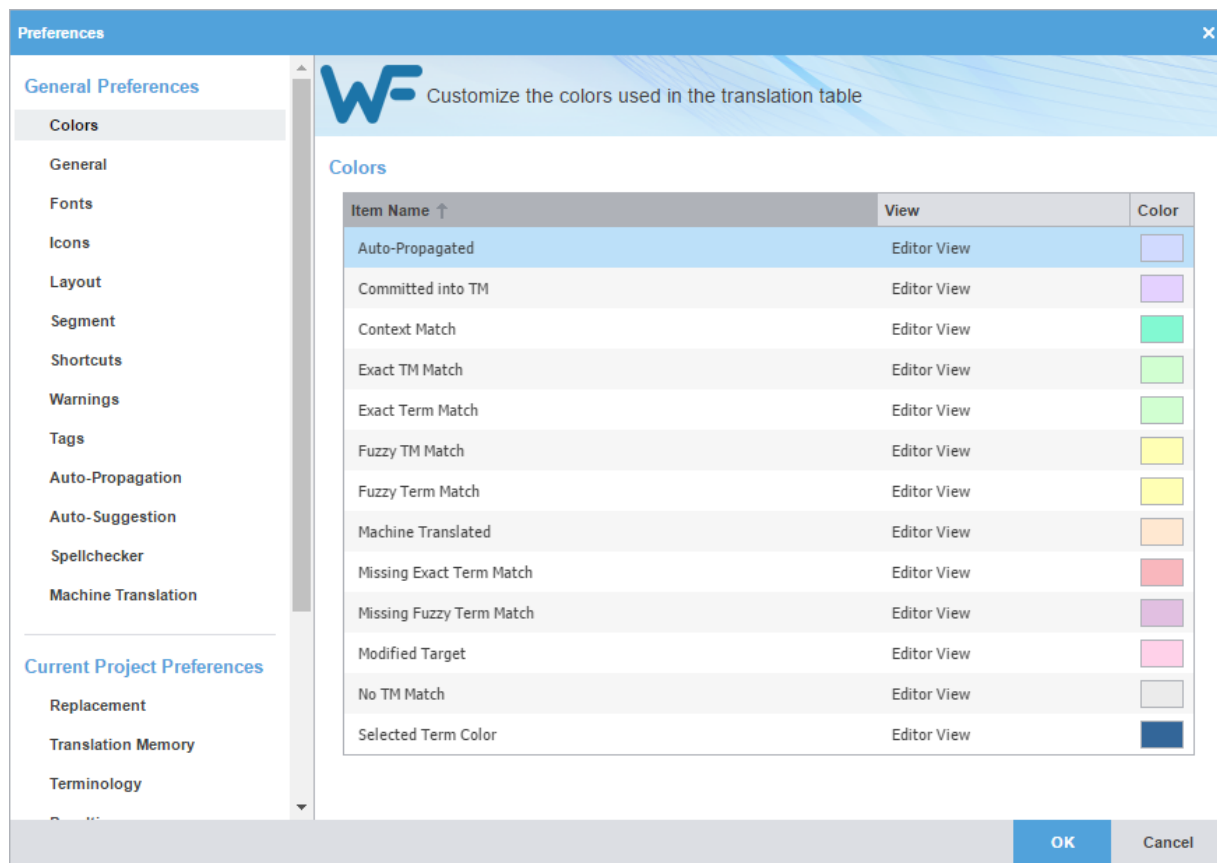
GENERAL PREFERENCES

Colors

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.



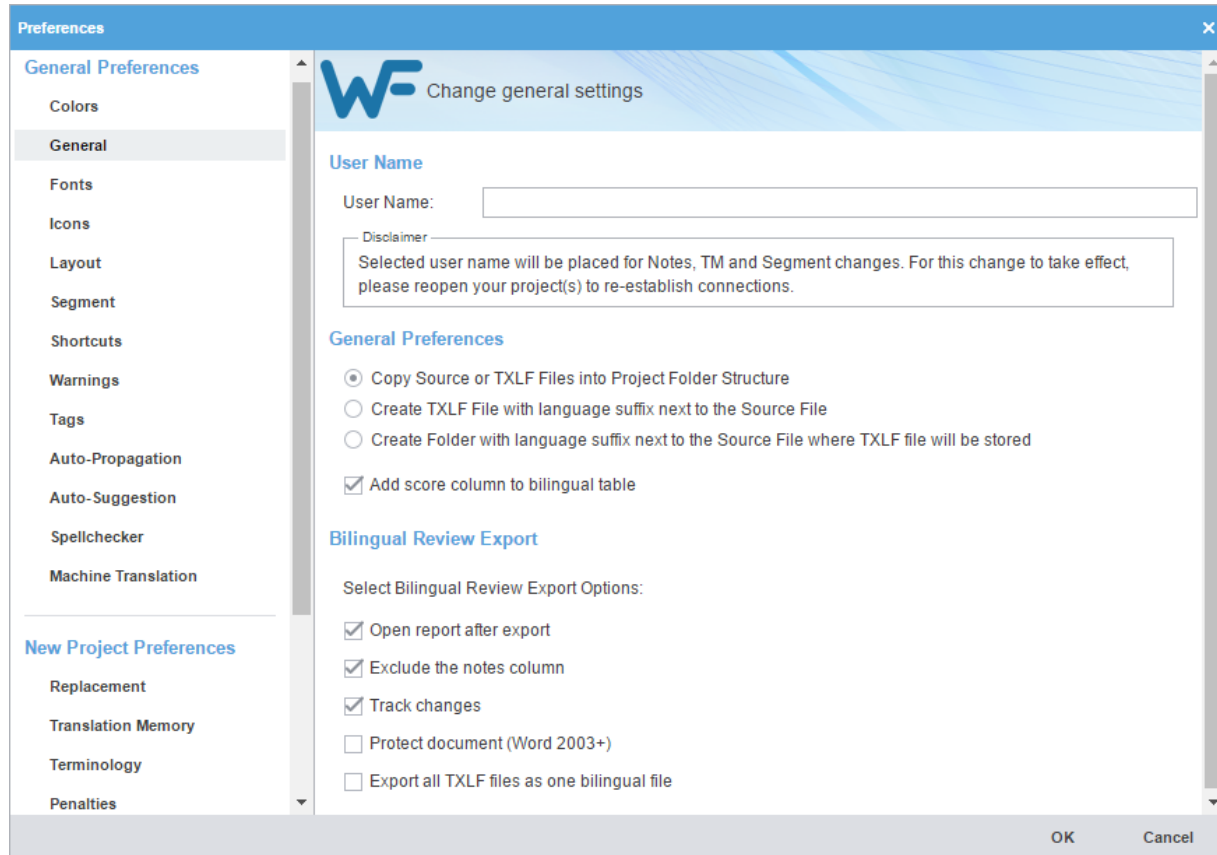
2. Click the colored image for any **Item Name** in the **Color** column and select another color in the color palette.
3. Click **OK** to save the change(s) and close the **Preferences**.

GENERAL PREFERENCES

General

To customize general and bilingual review export preferences:

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



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.

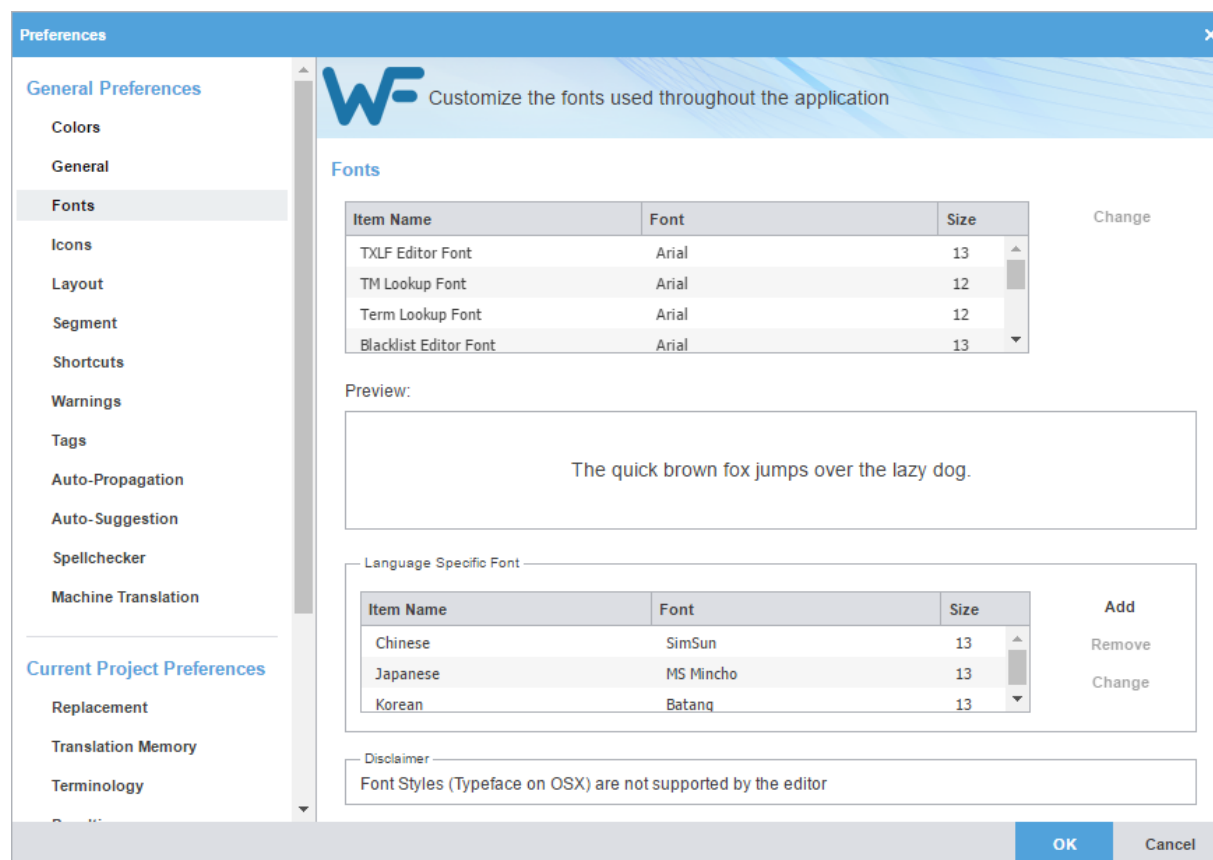
4. Select **Add score column to bilingual table** to add TM score to the exported bilingual table.
5. Select the **Bilingual Review Export** options that allows you to export the TXLF file with highlighted glossary terms to a DOC format and edit using Microsoft Word.

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.

GENERAL PREFERENCES

Fonts

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



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

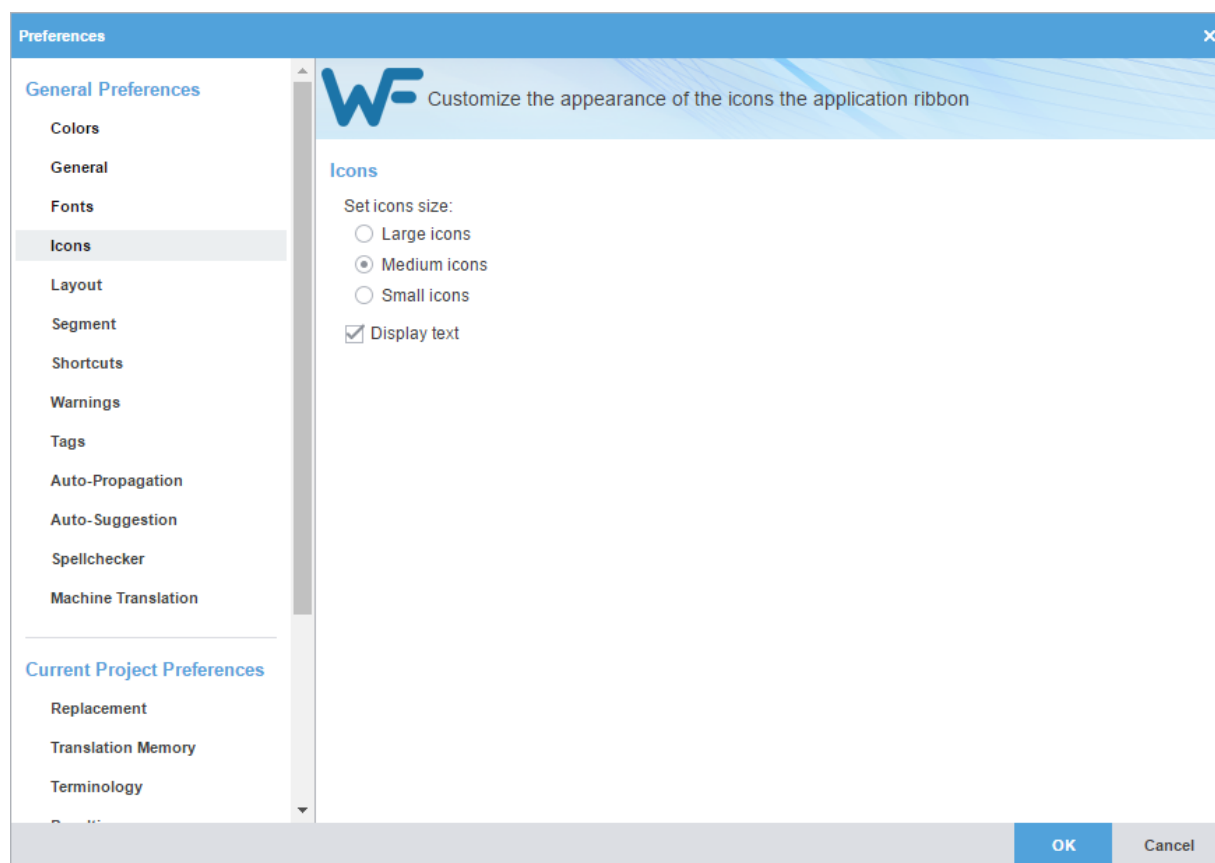
GENERAL PREFERENCES

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.



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**.

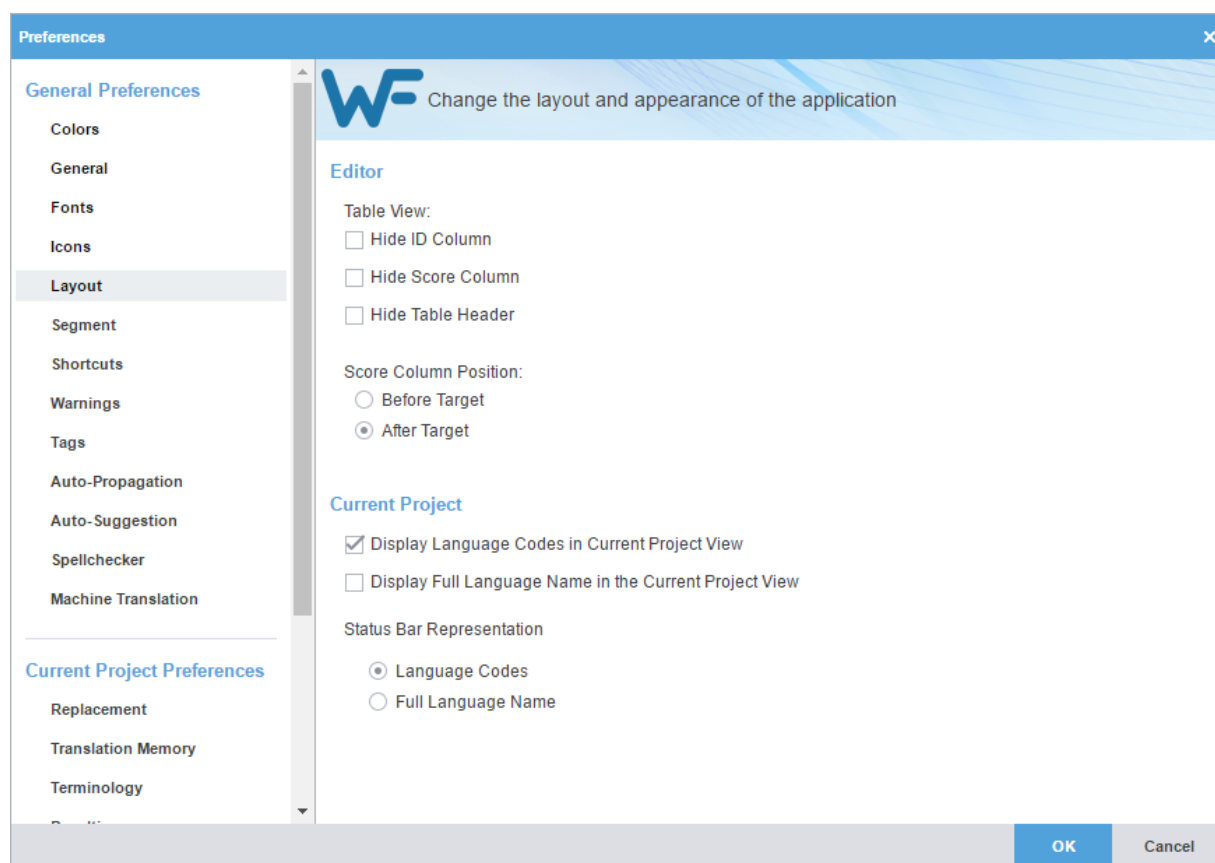
GENERAL PREFERENCES

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.

- Click **OK**.

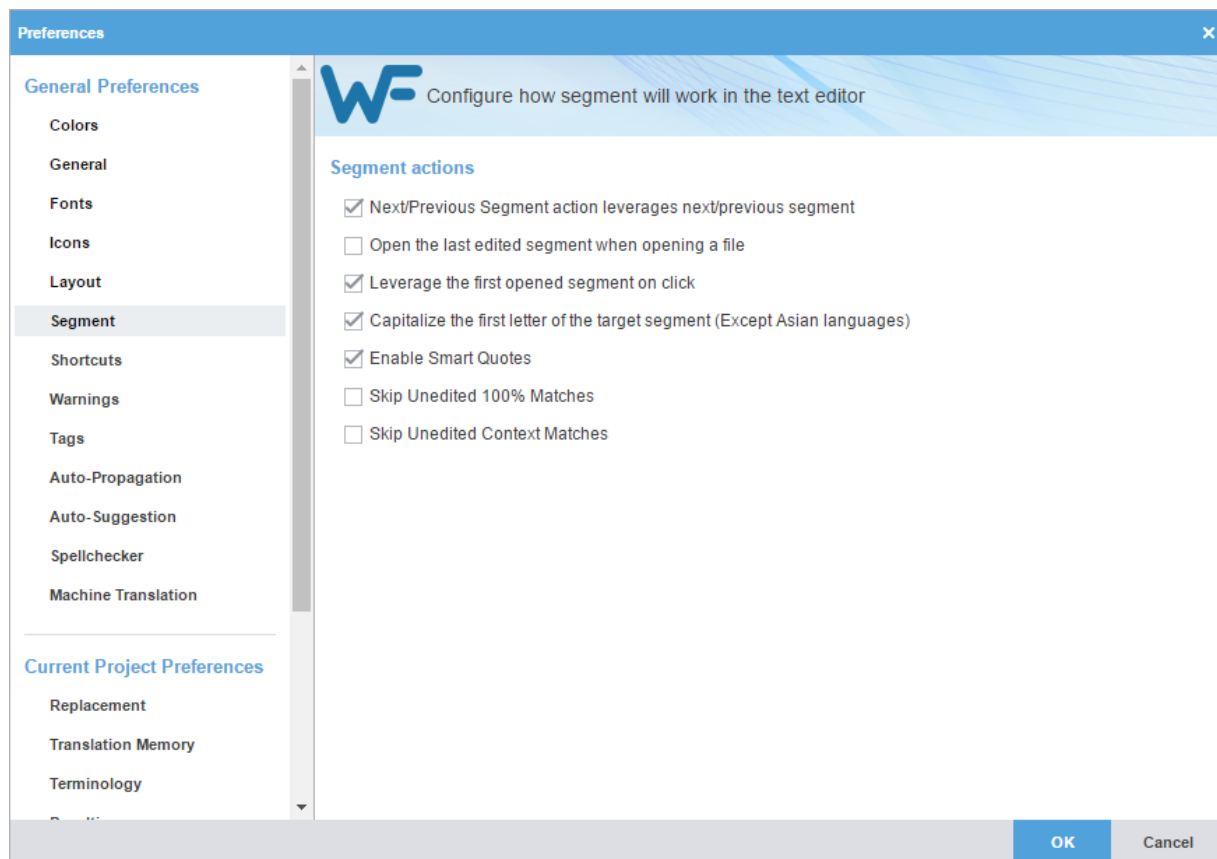
GENERAL PREFERENCES

Segment

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

To configure segment actions:

- Click **Segment** under the **General Preferences** group.



- 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.

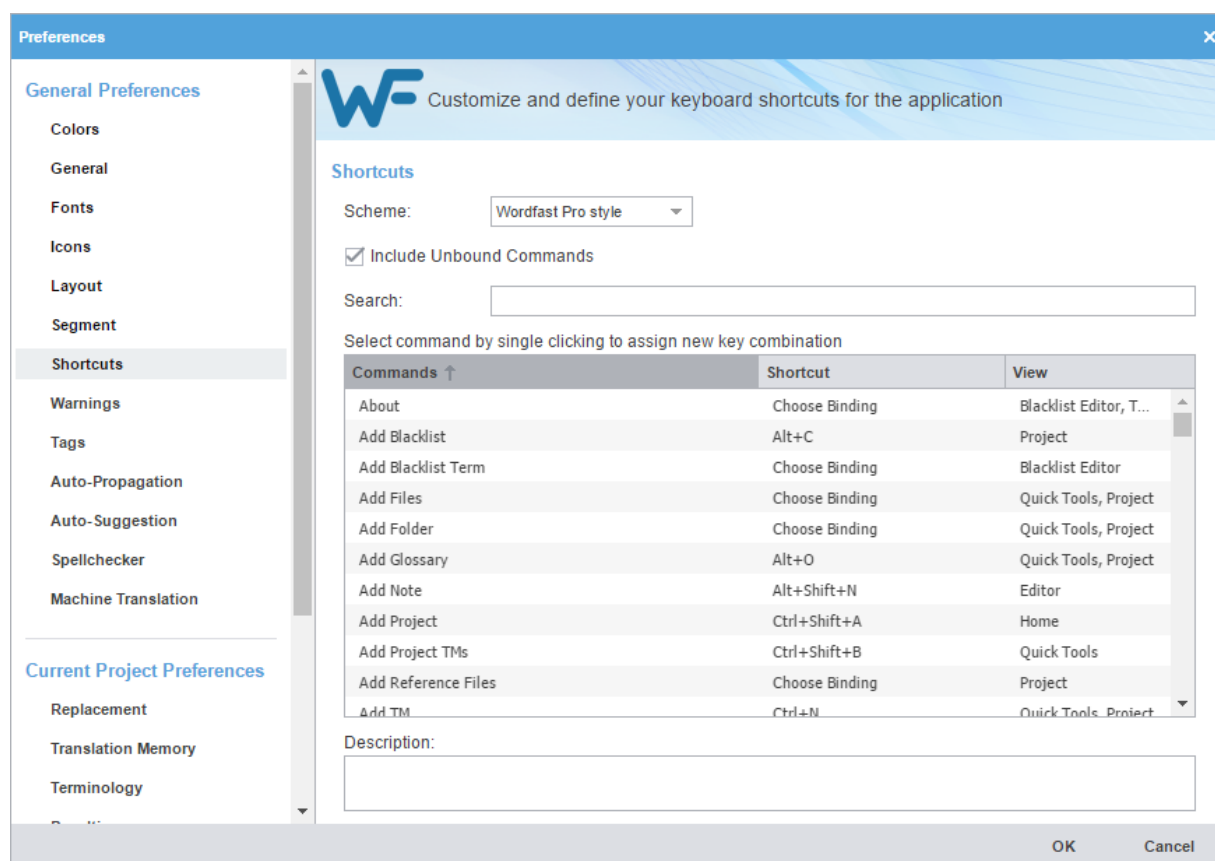
GENERAL PREFERENCES

Shortcuts

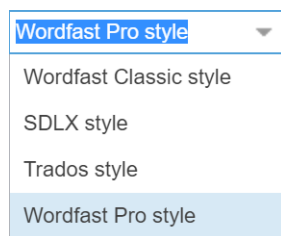
Many of the tools of **Wordfast** can be associated with keyboard shortcuts.

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

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

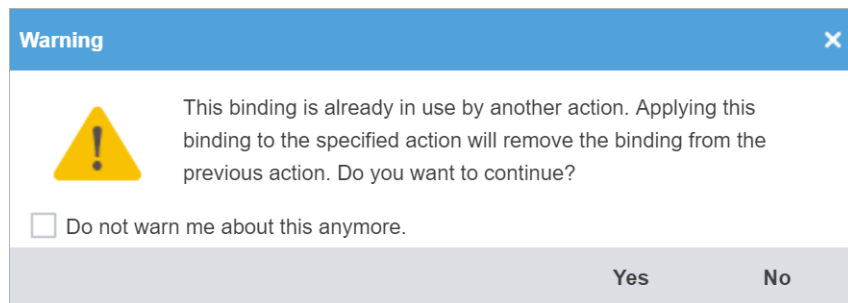


2. Select a **Scheme** from the drop-down list.



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.

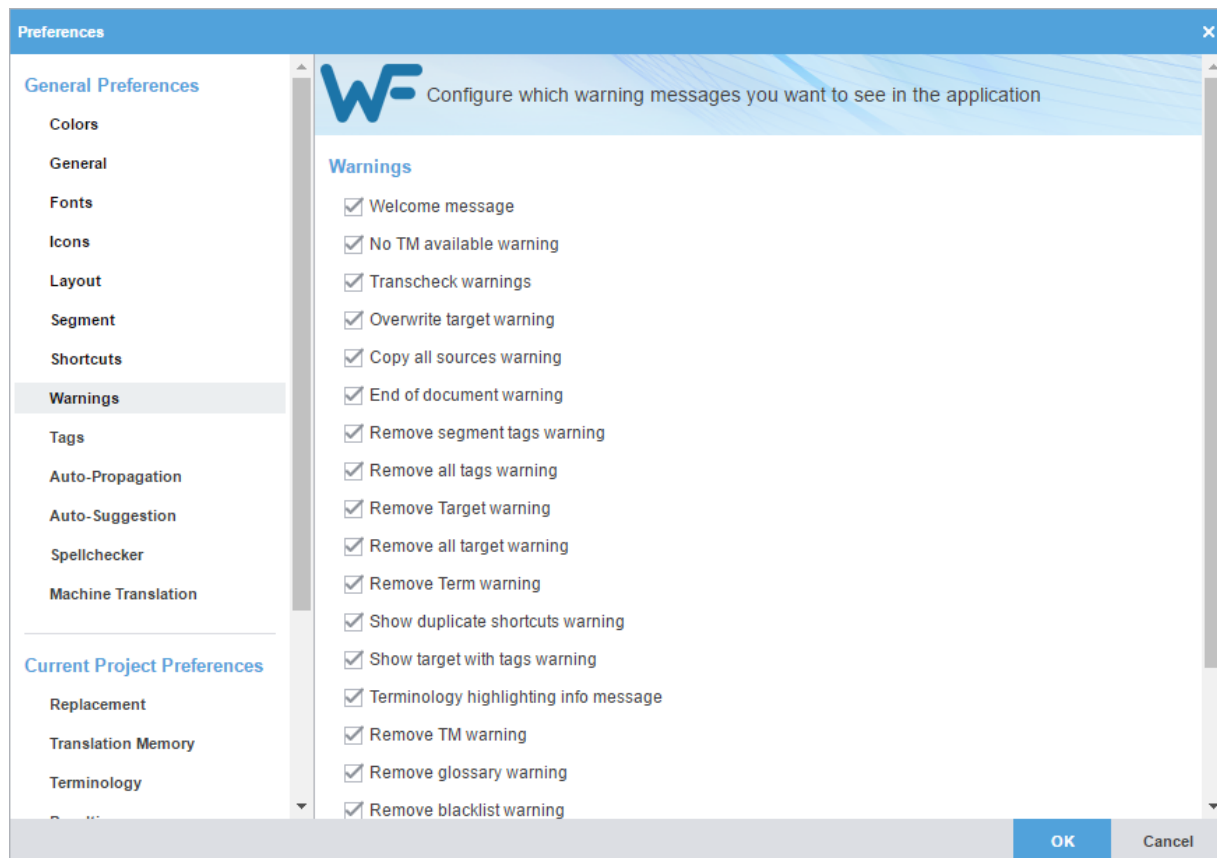
GENERAL PREFERENCES

Warnings

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.



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

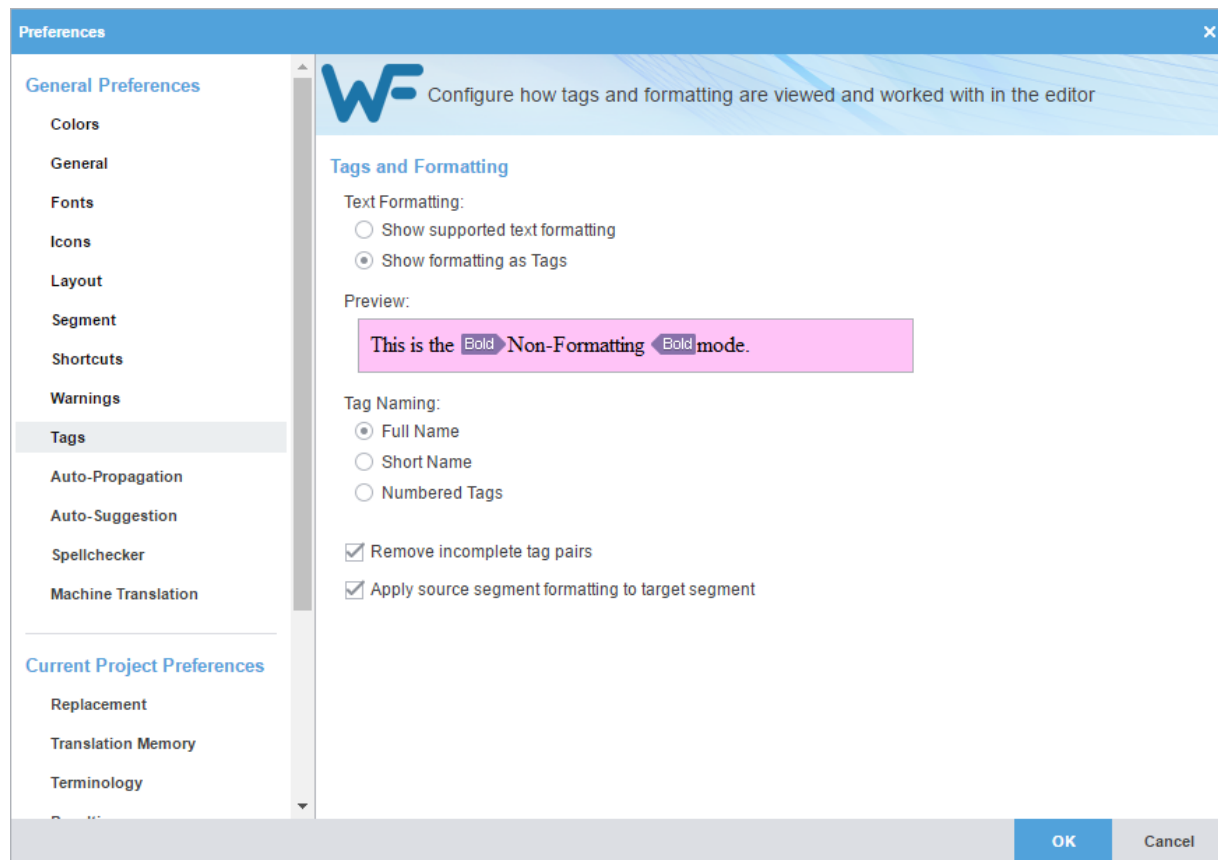
GENERAL PREFERENCES

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 <code>Font</code> .
Short Name	View short name of the tag, for example <code>F</code> .
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.

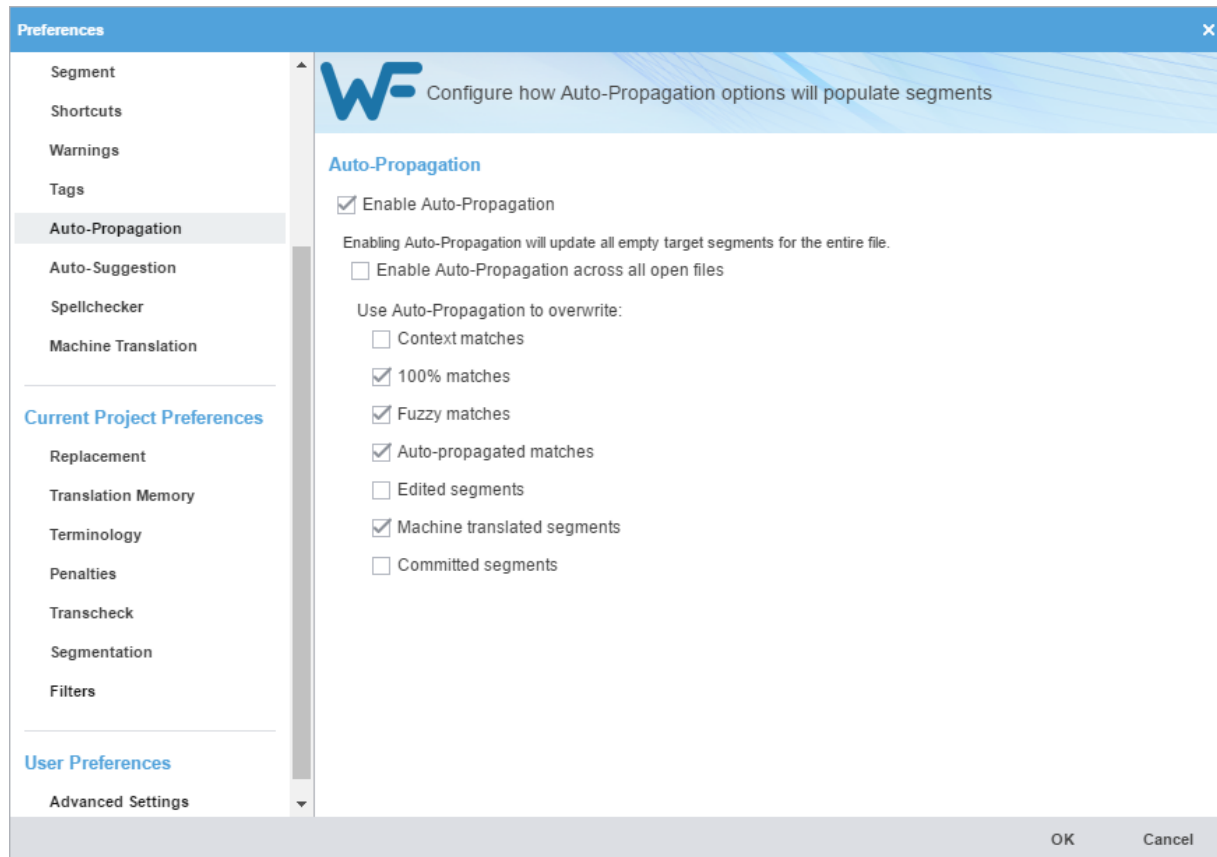
GENERAL PREFERENCES

Auto-Propagation

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.



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.

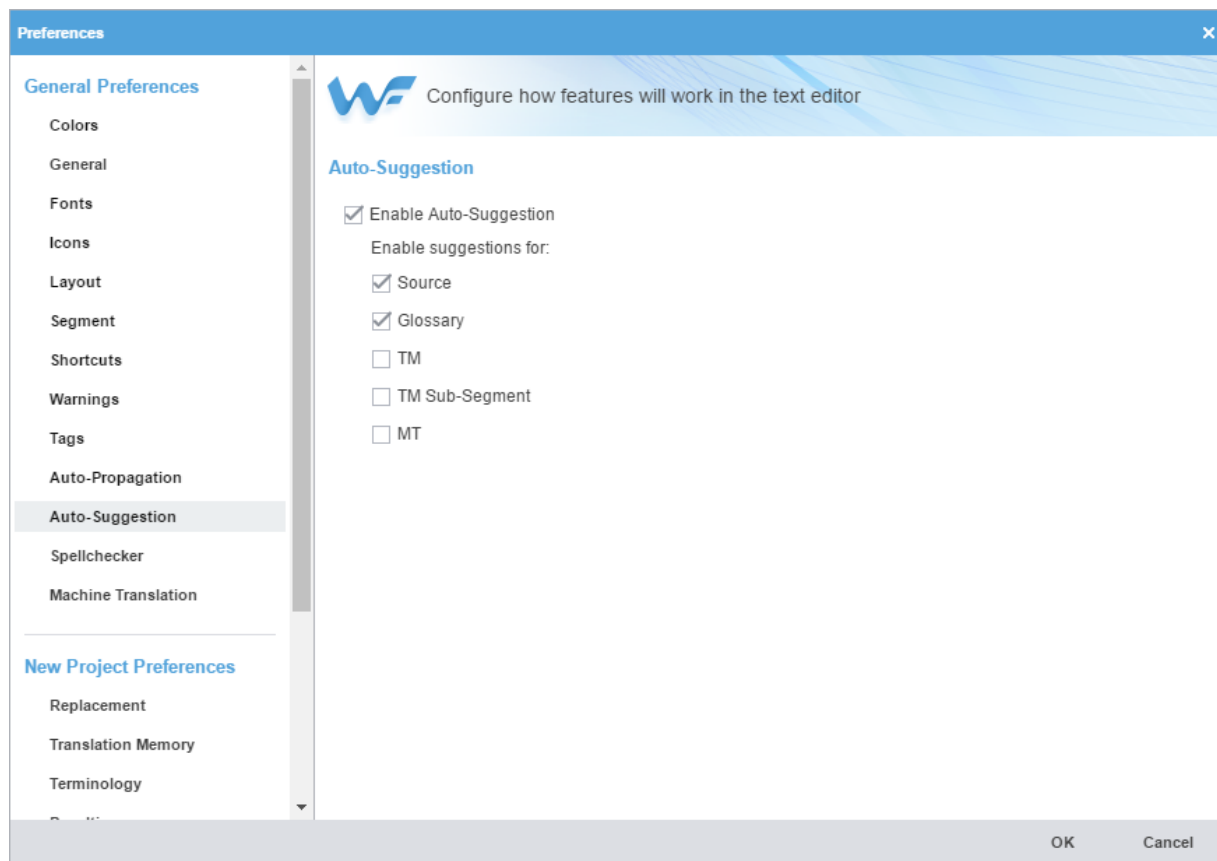
GENERAL PREFERENCES

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.



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.
TM	Suggests translations from the TM.
TM Sub-Segment	Suggests parts of segments from the TM.

Option	Action
MT	Suggests machine translation.

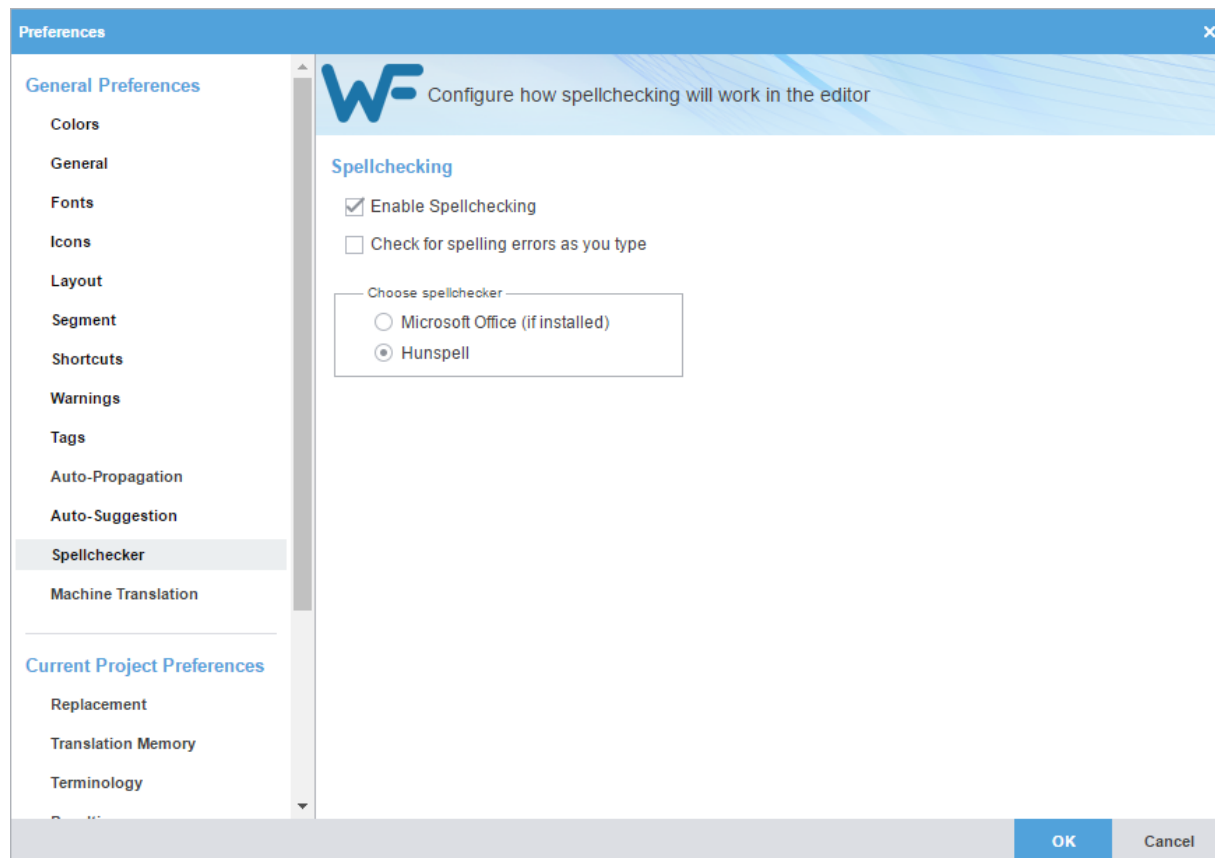
GENERAL PREFERENCES

Spellchecker

Spell check is supported in Microsoft Office and Hunspell.

To enable or disable spell check:

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



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**



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.



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

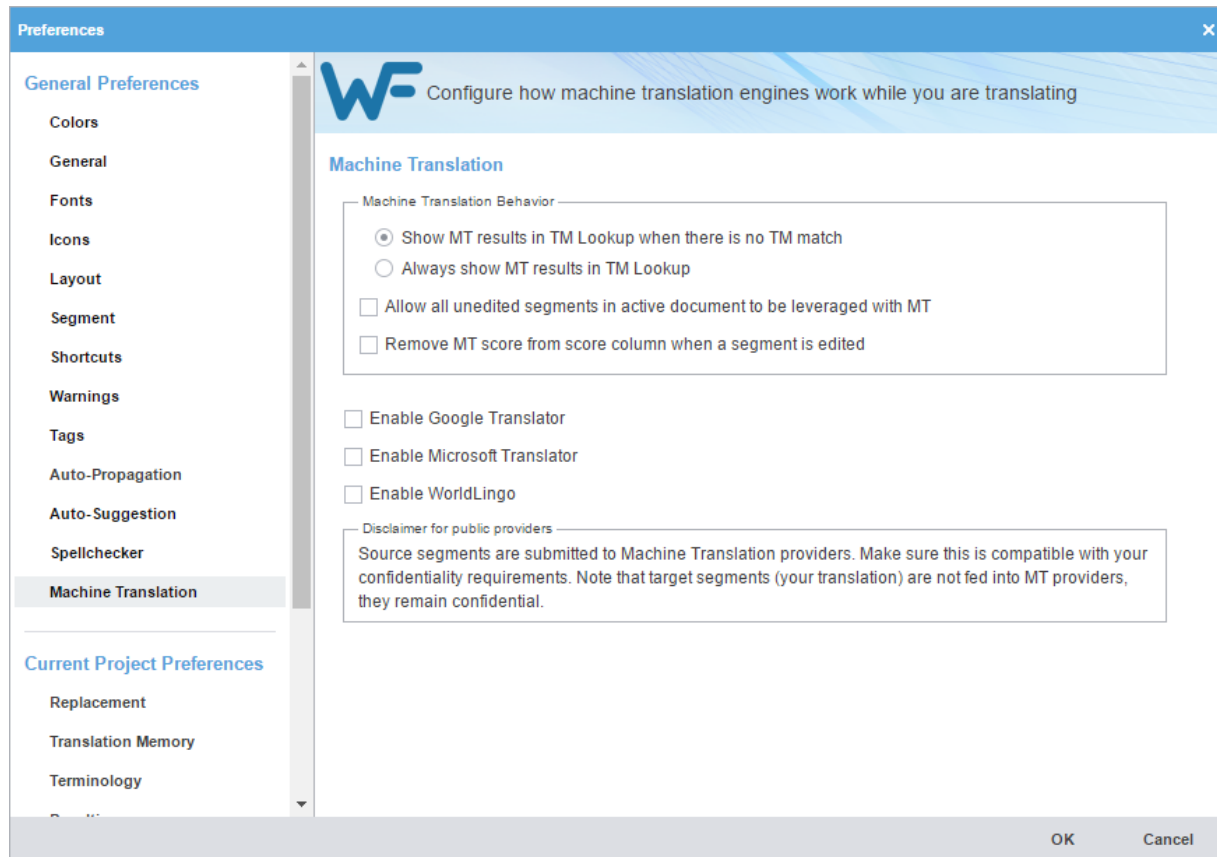
GENERAL PREFERENCES

Machine Translation

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

To enable machine translation:

1. Click **Machine Translation** in the **General Preferences** group.



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****Enable Google Translator**

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).

API :

☐ Use Google Premium Edition (using Neural MT for limited language pairs)

☒ Use Google Translator as primary

Test

To register, please check [Google Translate API](#).

To access and enable Google Premium edition please check [Google Translate Premium Edition API](#).

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.

[Available language for Google Translate](#)

[Available language for Premium Google Translate](#)

Enable Microsoft 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:

☐ Category Name :

☐ Use Microsoft Translator as primary

Test

To register, follow the link below. The free option still exists; however, a credit card is now required for identification.

[How to sign up for Microsoft Translator on Azure](#)

[Available language for Azure Search Service REST API](#)

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

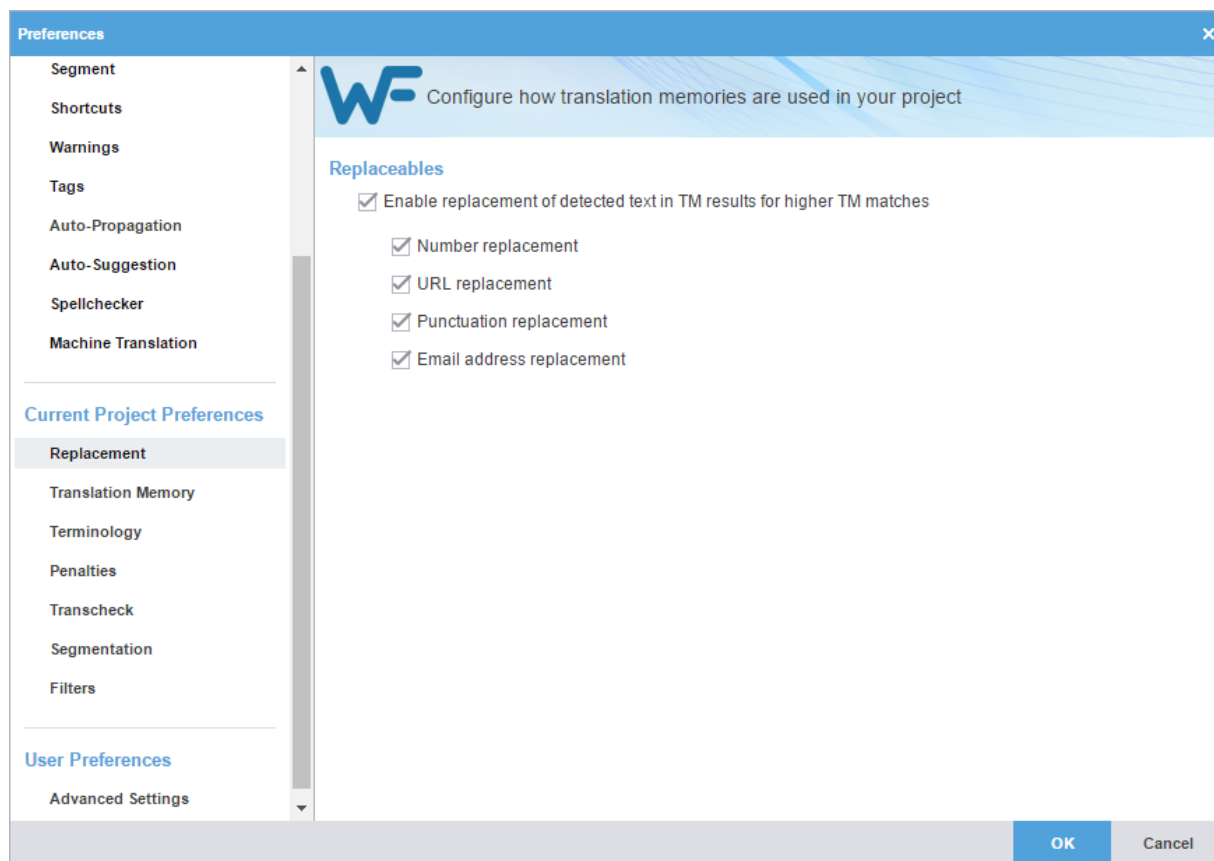
NEW PROJECT PREFERENCES

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.



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:

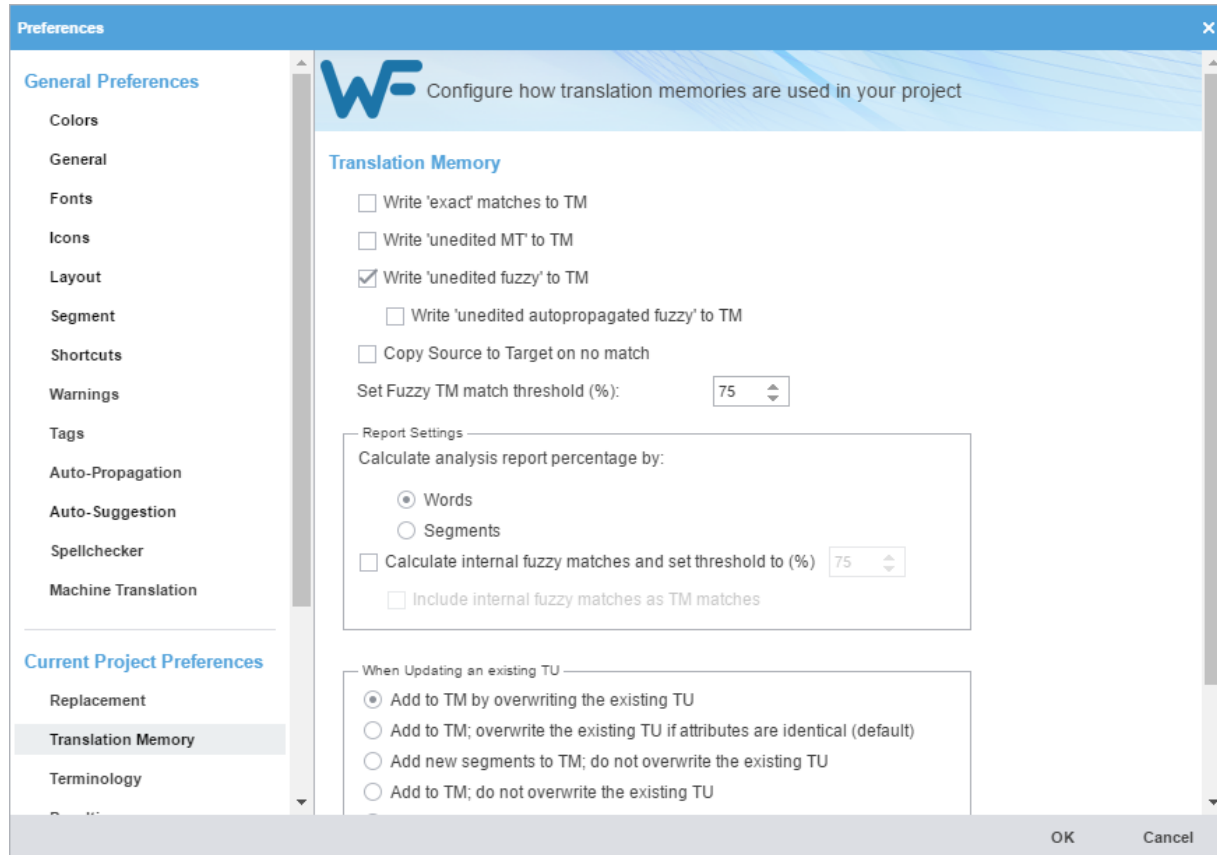
- Number replacement
- URL replacement
- Punctuation replacement
- Email replacement

NEW PROJECT PREFERENCES

Translation Memory

To select translation memory options:

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



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.
5. Select **Write 'unedited autopropagated fuzzy' to TM** to commit unedited autopropagated fuzzy matches to a TM.
6. 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**.

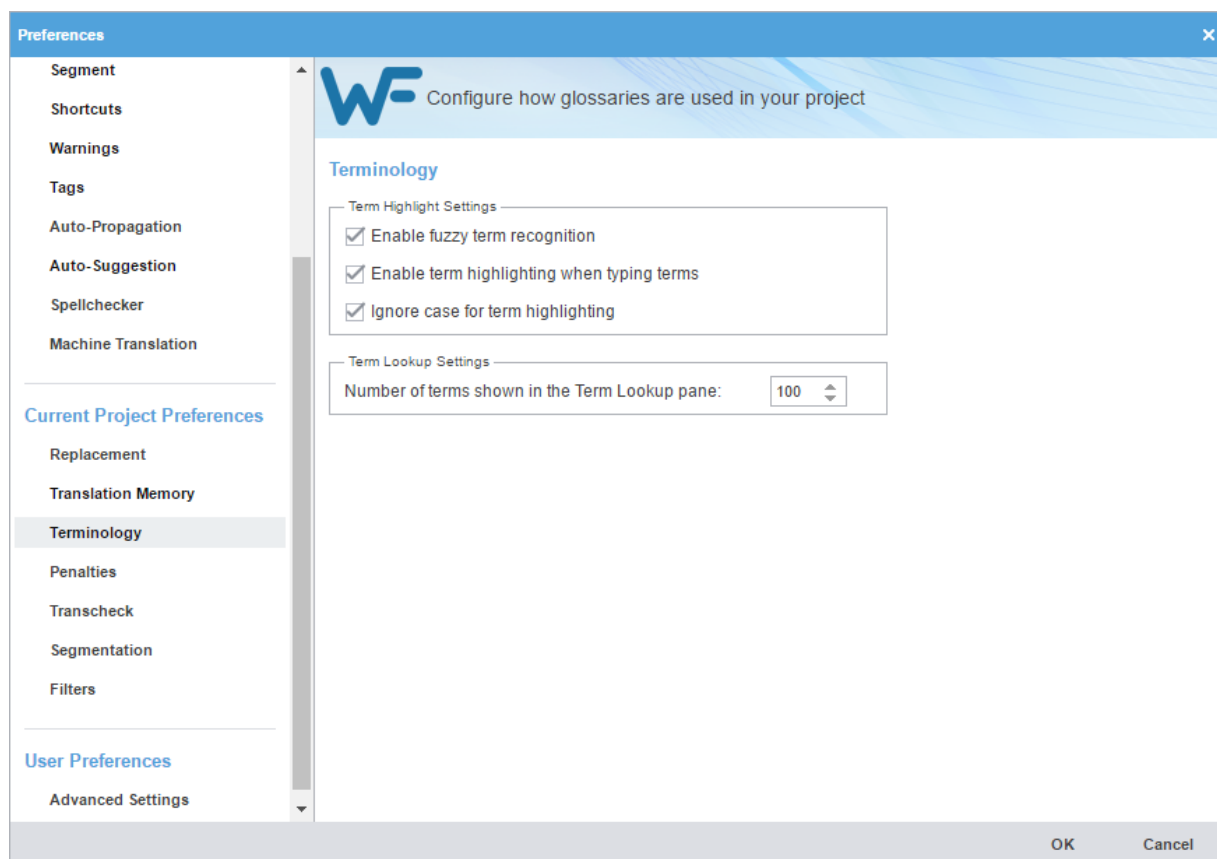
NEW PROJECT PREFERENCES

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.



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.

Penalty	Value	Min	Max
<input checked="" type="checkbox"/> Case	1		
<input checked="" type="checkbox"/> Non Literal	0.5	1	10
<input checked="" type="checkbox"/> Tag	0.5	1	10
<input type="checkbox"/> Whitespace	0.5	1	5
<input checked="" type="checkbox"/> Align	3		
<input checked="" type="checkbox"/> Machine Translation	15		
<input type="checkbox"/> Multiple Translation	1		
<input type="checkbox"/> Local TM	1		
<input type="checkbox"/> Remote TM	1		
<input type="checkbox"/> Private TU	2		
<input type="checkbox"/> Public TU	1		
<input type="checkbox"/> Secondary TM	1		
<input checked="" type="checkbox"/> Attribute	1		

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, apostrophe, dash, and quote
Tag	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

NEW PROJECT PREFERENCES

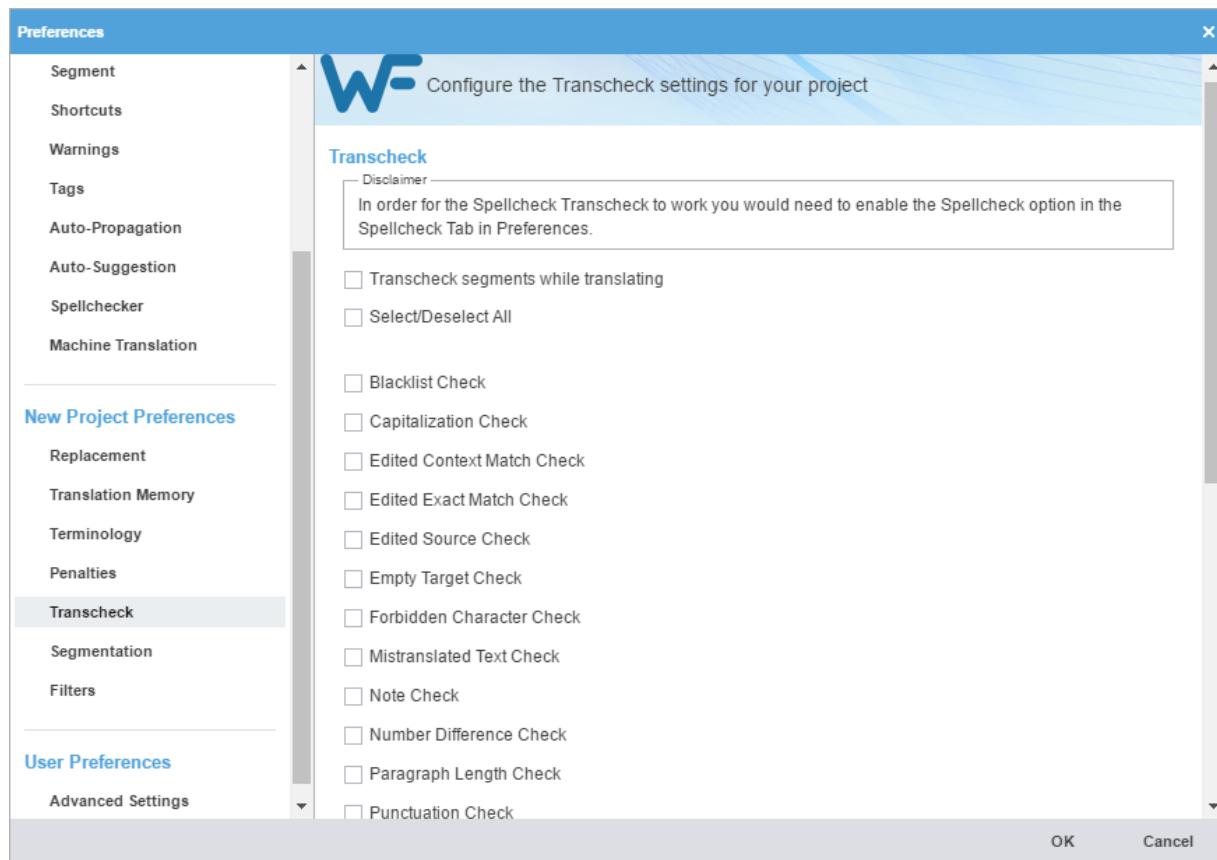
Transcheck

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.



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. Note: The blacklisted term list must be a tab-delimited file. This check is available depending on the TMGR configuration for the project. Refer to Blacklist Check .
Capitalization Check	Check differences in capitalization. To configure this option, refer to Capitalization Check .
Edited Context Match Check	Check if context matches from the TM were edited.
Edited Exact Match Check	Check if exact matches from the TM were edited.
Edited Source Check	Check if the source of a segment was edited.
Empty Target Check	Check for segments containing no translation.
Forbidden Character Check	Check if the target segment includes forbidden characters. Refer to Forbidden Character Check .

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 Mistranslated Text Check .
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 Number Difference Check .
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 Punctuation Check .
Repeated Word Check	Check for repeated words in the translation.
Segment Length Check	Check if the translation complies with preset limits on characters and words. Refer to Configuring Segment Length Check .
Extended Punctuation Check	Check for consistency in extended punctuation between source and target segments.
Copied Source Check	Check for copied source text in the target. 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 Terminology Check .
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 Untranslatable Text Check .
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 Whitespace Check .

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.



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
column 1	
<input type="text"/>	
<input type="checkbox"/> Skip exact matches	
<input type="checkbox"/> Skip 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**.

☒ Forbidden Character Check

Add	Remove
column 1	
<input type="text" value="A"/>	
<input type="checkbox"/> Skip exact matches	
<input type="checkbox"/> 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
!	!
:	:
,	,
.	.
?	?

☐ 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**.

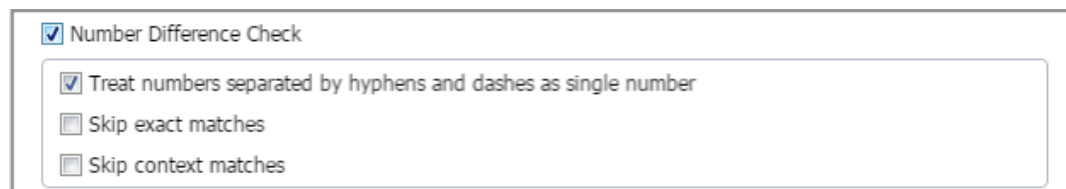
TRANSCHECK

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.



A screenshot of a software dialog box titled "TRANSCHECK". Inside, there is a section for "Number Difference Check". It contains four checkboxes: "Number Difference Check" (checked), "Treat numbers separated by hyphens and dashes as single number" (checked), "Skip exact matches" (unchecked), and "Skip context matches" (unchecked).

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

A screenshot of a software preferences window titled 'Copied Source Check'. It features a checked checkbox at the top labeled 'Copied Source Check'. Below this, there is a rounded rectangular container with three unchecked checkboxes: 'Skip exact matches', 'Skip context matches', and '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.

A screenshot of a software preferences window titled 'Spelling Check'. It features a checked checkbox at the top labeled 'Spelling Check'. Below this, there is a rounded rectangular container with two unchecked checkboxes: 'Skip exact matches' and 'Skip context matches'.

3. 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.



A screenshot of a software preferences window. At the top, there is a checkbox labeled 'Tag Check' which is checked. Below it, within a rounded rectangular container, are five more checkboxes: 'Check for non-formatting tags' (checked), 'Check for source formatting missing in target' (checked), 'Check for formatting that exists in target but not in source' (checked), 'Skip exact matches' (unchecked), and 'Skip context matches' (unchecked).

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.



A screenshot of a software preferences window. At the top, there is a checkbox labeled 'Terminology Check' which is checked. Below it, within a rounded rectangular container, are four more checkboxes: 'Enforce Term Case' (unchecked), 'Fuzzy Term Check' (unchecked), 'Skip exact matches' (unchecked), and 'Skip context matches' (unchecked).

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

column 1

Custom Regular Expression:

☐ Skip exact matches

☐ Skip context matches

- To retain the untranslatable text in the target segment, click **Add**.
- Enter the untranslatable text to be retained.
- Enter a custom regular expression as necessary.
- To remove untranslatable text from the check, highlight the text in the list and click **Remove**.
- Select any of the following options that apply:
 - **Skip exact matches** when checking for untranslatable text
 - **Skip context matches** when checking for untranslatable text

TRANSCHECK

Whitespace Check

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

- Click the **Transcheck**.
- Select **Whitespace Check**.

The related options are displayed.

☒ **Whitespace Check**

☐ Skip exact matches

☐ Skip context matches

- Select any of the following options that apply.
 - **Skip exact matches** when checking for white space
 - **Skip context matches** when checking for white space

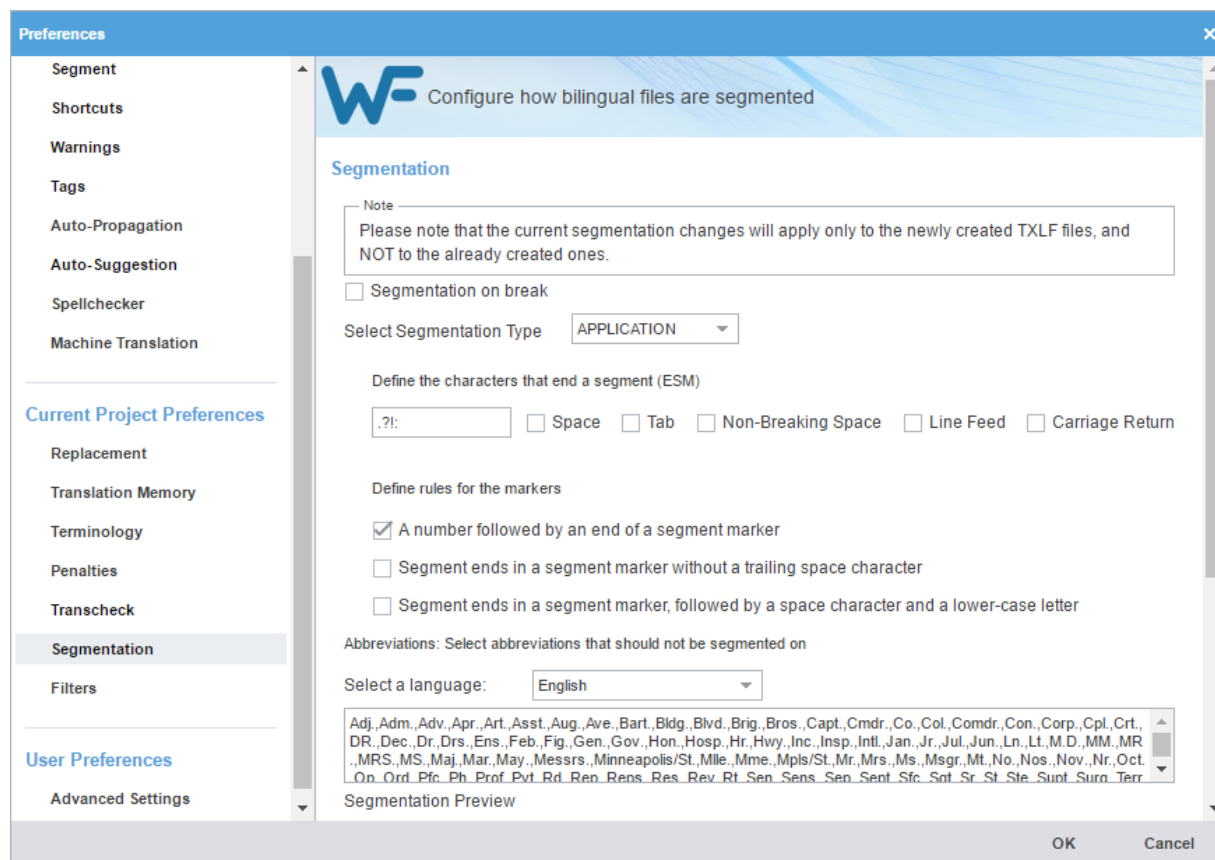
NEW PROJECT PREFERENCES

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.



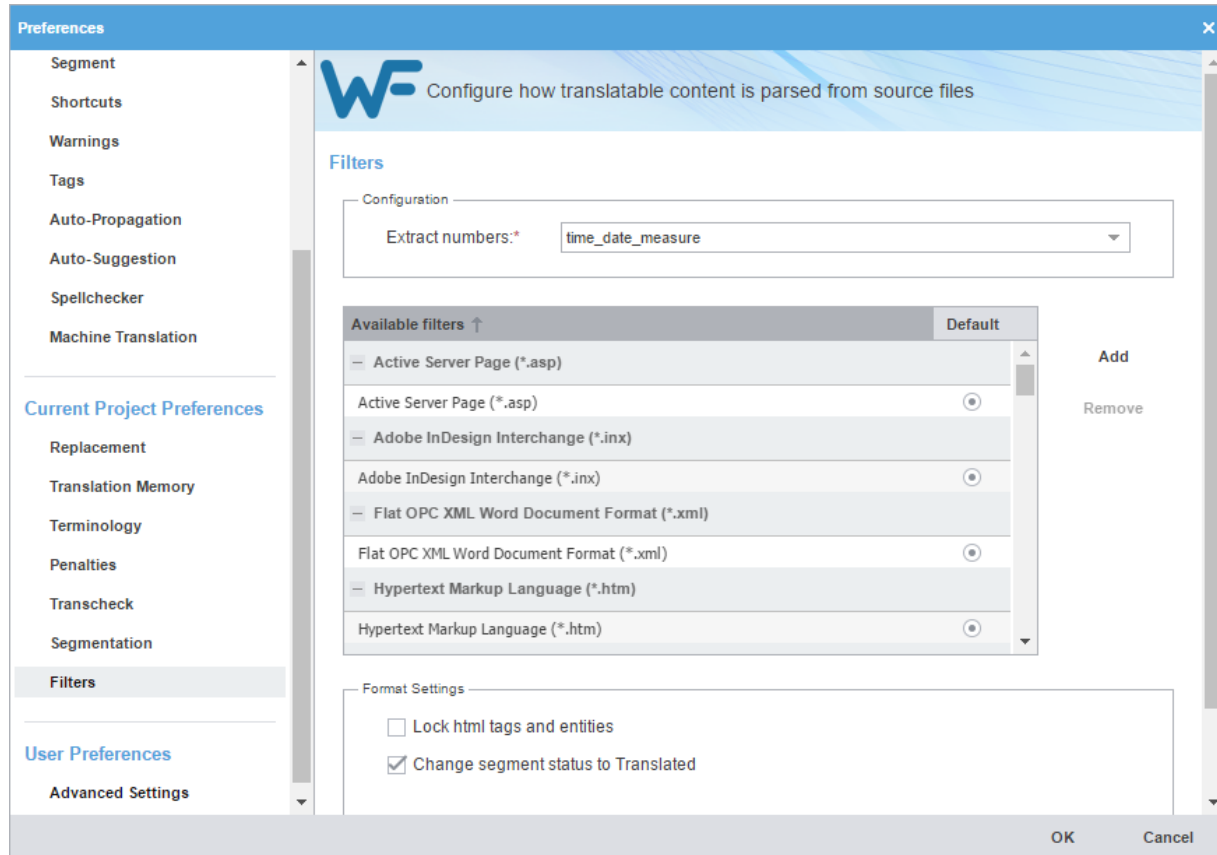
2. Select the required segmentation options. These options are:
 - Select **Segmentation on break** to enable segmentation on line breaks.
 - Select the **Segmentation Type** as **APPLICATION** or **SRX** from the drop-down list.
3. Define the characters that end a segment (ESM):
 - Enter specific characters 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**

NEW PROJECT PREFERENCES

Filters

To select file filter options:

1. Click **Filters** in the **New Project Preferences** group.



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**.

The 'New Filter' dialog box has a blue header with the Wordfast logo and the text 'Choose a file format and enter the filter name to display.' Below the header, there are three input fields: 'Choose file format:*' with a dropdown arrow, 'Filter Name:*' with a text box, and 'Format Settings' with a larger text box. At the bottom, there are 'OK' and 'Cancel' buttons.

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**.

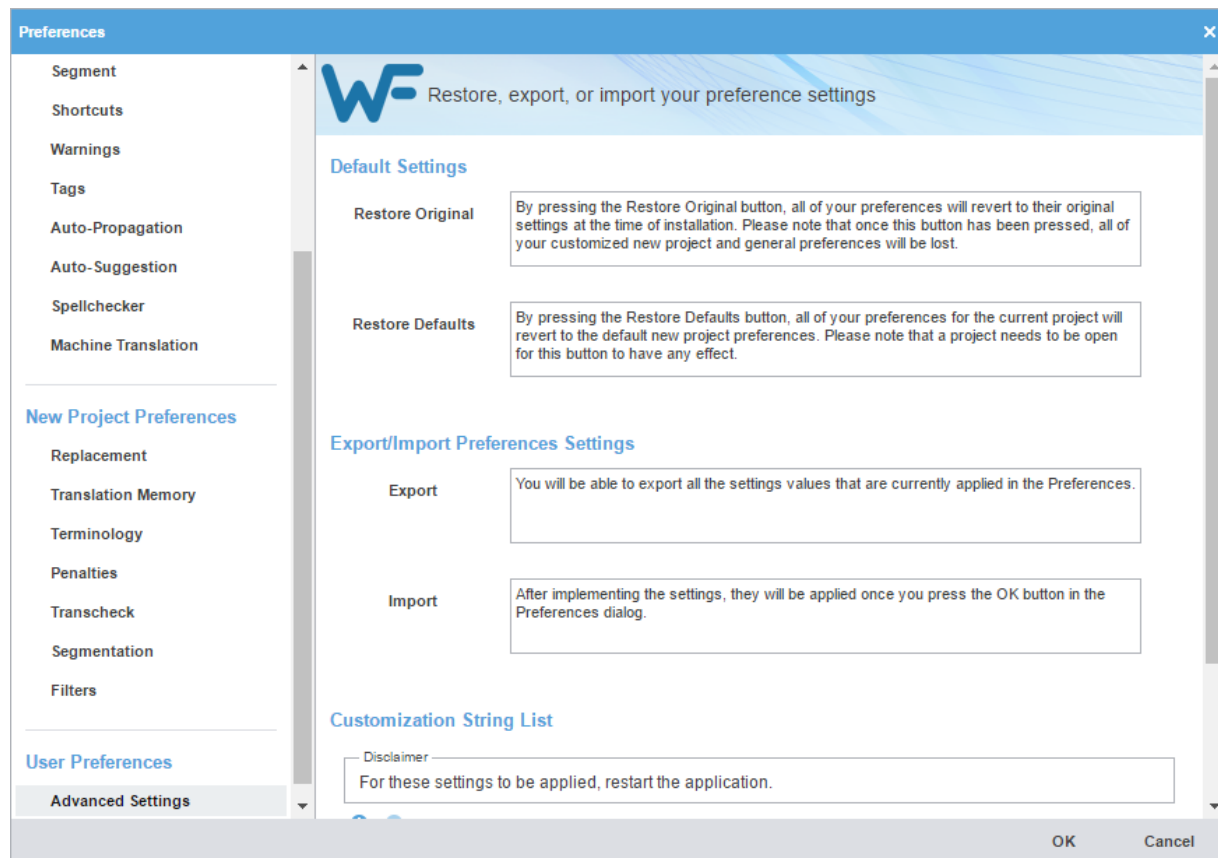
USER PREFERENCES

Default Settings

This Preferences option provides the means to restore the current preferences of a Wordfast Pro installation to factory or default settings.

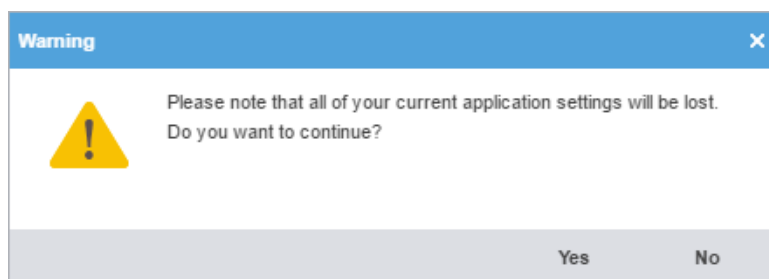
To restore Wordfast Pro to factory settings:


1. Click **Advanced Settings** in **User Preferences** group.



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.



 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.

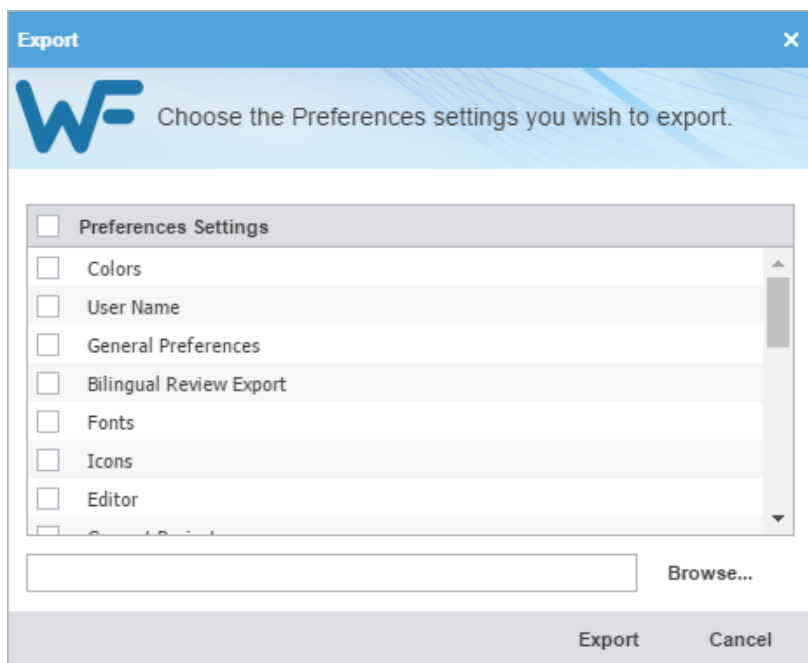
3. Click **OK** to complete the restore process.

USER PREFERENCES

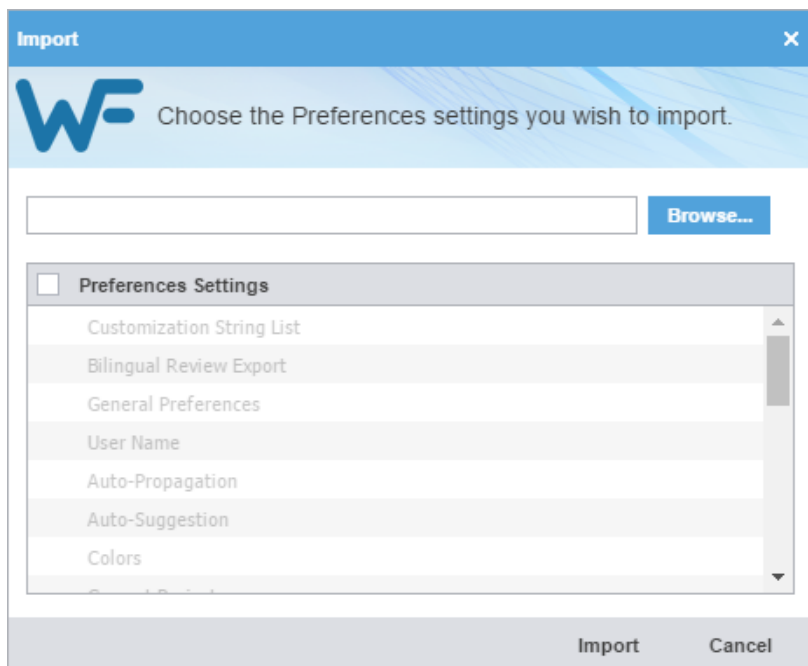
Export or Import Preferences

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



- **Import** to apply saved preferences



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
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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 to 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 + ↓.
- 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:

1. 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](#).
