



WORDFAST

User Guide

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Summary

New Features

- Added ability to open source files in their source application via right click options
- Added ability to verify segments to make sure they are committed to TM
- Added ability to quickly open the location of all project resources via right click options
- Added ability to import and export bilingual MS Word files from Quick Tools
- Added ability to Export Bilingual MS Word files from the Project View
- Added ability to open project automatically after project creation
- Added ability to automatically store the source file in the Wordfast project folder
- Added new TM Lookup Information dialog box with penalty breakdown, penalty indicator, and custom attribute support
- Added ability to open source files from the TXLF Editor view

Improvements

- Added multiple Smart Quote Improvements
- Added support to export notes for Chained Files
- Added support of bilingual tables for Chained Files
- Added new Table filter to show all segment except auto-propagated segments
- Added indicator to show when multiple term translations exist
- The TM Lookup panel can now be maximized without limit
- Added ability to archive files that are removed from a project
- Added Hunspell dictionaries for Bosnian, Croatian, Hindi, Slovak, and many other languages
- Added support for maximum paragraph length attribute to be used in Transcheck
- Added ability to use the TM configuration and penalization that is sent from PD
- When files are Chained, only modified files are updated in the Project View
- The Transcheck report now indicates when there are multiple term translations with purple highlight

Fixed Issues

- Fixed multiple whitespace issues
- Fixed issue with pasting whitespaces into other applications
- Fixed issue where opening quotes should be entered after braces
- Fixed issue where NBSP character could not be added to Find/Replace
- Fixed several TXLF editor cursor focus issues
- Fixed Microsoft Surface installer issues

- Fixed issue with Chain Files not indicating correct segment number in Notes

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.

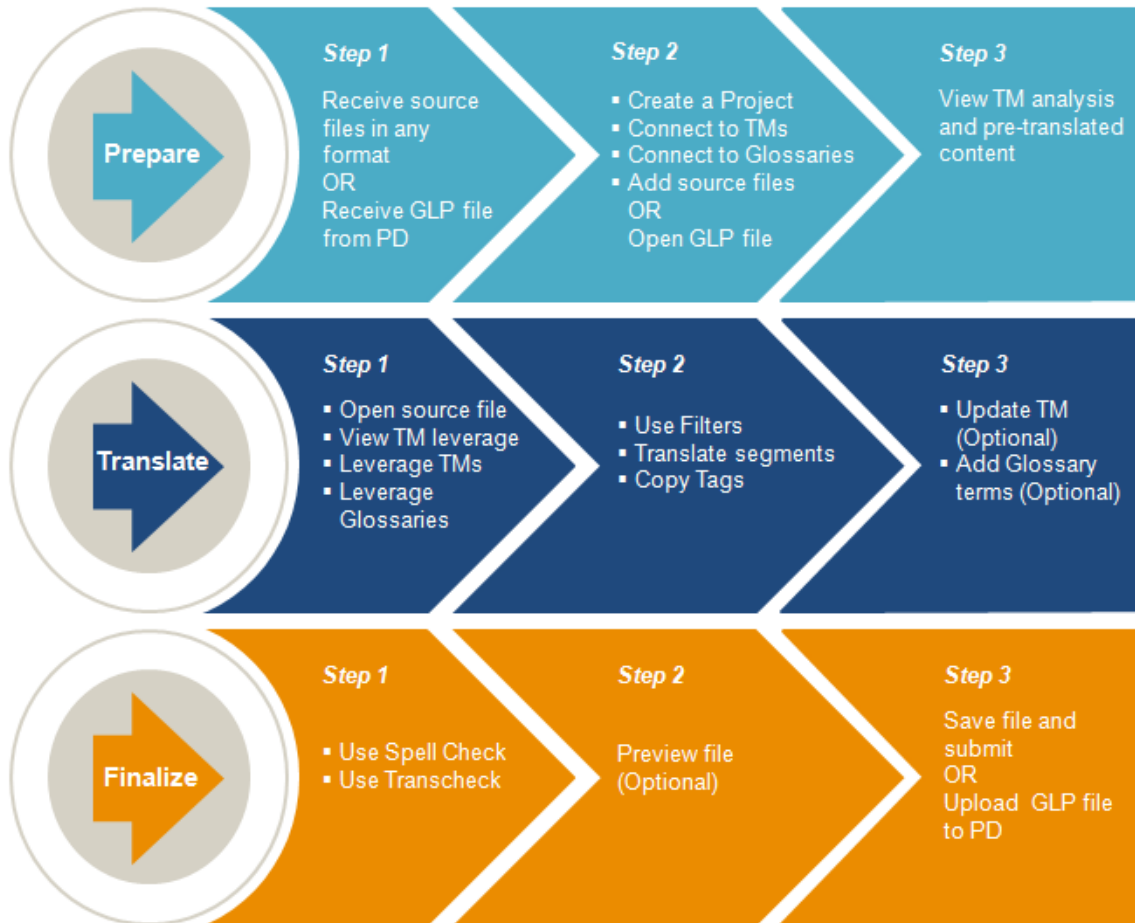
Key Advantages

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

Typical Wordfast Pro Workflow

2

The phase chart below describes a typical translation project workflow in Wordfast Pro.



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

Wordfast Pro is a desktop application and can be installed and accessed on your computer (refer to [Installing and Activating Wordfast Pro](#)).

Requirements

Wordfast Pro requires the following:

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

Installing and Activating Wordfast Pro

To install and activate Wordfast Pro:

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

Wordfast Pro opens in **Demo Mode**.

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



Note:

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

With an unlicensed Wordfast Pro working in Demo Mode, you are limited to creating bilingual projects and storing up to 500 translation units in your Translation Memory.

3. Activate your Wordfast Pro license through the website <http://www.wordfast.com/>.

An **Activation Key** is returned by email.

Refer to:

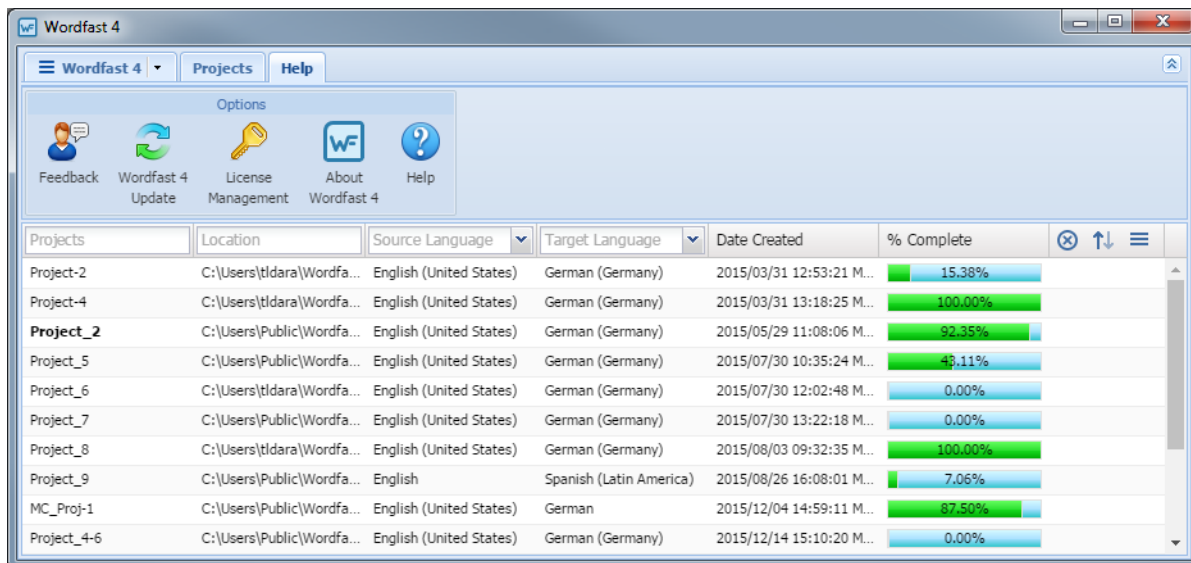
- [Online Activation](#)
- [Offline Activation](#)

Online Activation

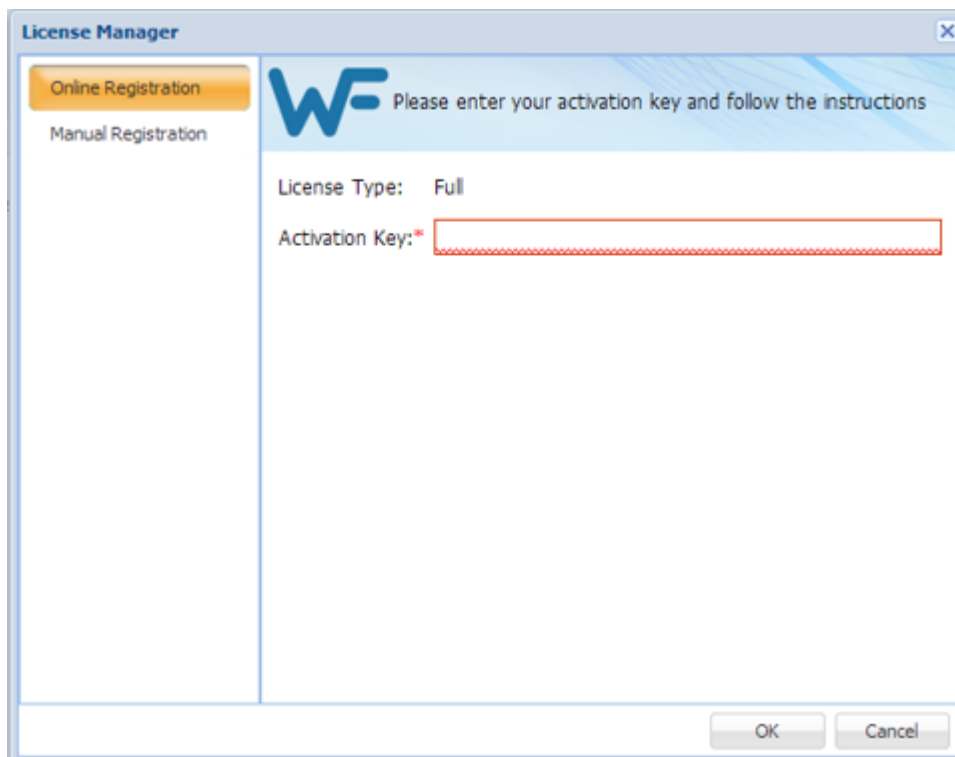
When you activate Wordfast Pro online you are emailed an **Activation Key**.

To begin:

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



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



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

Your Wordfast Pro installation is now activated.



Note:

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

Offline Activation

If you need to activate **Wordfast Pro** offline, a **License** file is emailed to you. Save this license file to a known location on the computer where Wordfast Pro is installed.

To activate **Wordfast Pro** offline:

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

The screenshot shows the 'License Manager' dialog box. On the left, there are two buttons: 'Online Registration' and 'Manual Registration', with 'Manual Registration' highlighted in orange. The main area has a blue header with the 'WF' logo and the text 'Please enter your activation key and follow the instructions'. Below this, it says 'License Type: Full'. There is an 'Activation Key' text box followed by a 'Generate' button. Below that, it says 'Copy the string below this information bar and send the string to the following email address: activation@wordfast.com.' followed by a large empty text box. Then it says 'You will receive an email with the license file that you can download and save to your computer. Browse the license file and press the OK button.' Below this is a 'License File' text box followed by a 'Browse' button. At the bottom right are 'OK' and 'Cancel' buttons.

5. Enter the activation key in the **Activation Key** field.

6. Click **Generate**.

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

7. Copy this text into an email and send it to the email address provided on the **Manual Registration** dialog box below the **Activation Key** field.

8. Copy the license file that is returned in an email from Wordfast to the computer containing Wordfast Pro.

9. From within the **Manual Registration** dialog box, browse to the license file.

10. Click **OK**.

11. Restart Wordfast Pro.

The license is now active.



Note:

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

Managing Licenses

The following tasks help manage Wordfast Pro licenses:

- [Re-installing Licenses](#)
- [Viewing Current License](#)
- [Viewing Updates](#)



Note:

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

Re-installing Licenses

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

1. Obtain a new activation code for Wordfast Pro through the website <http://www.wordfast.com/>.
2. Follow the instructions for:
 - [Online Activation](#)
 - [Offline Activation](#)

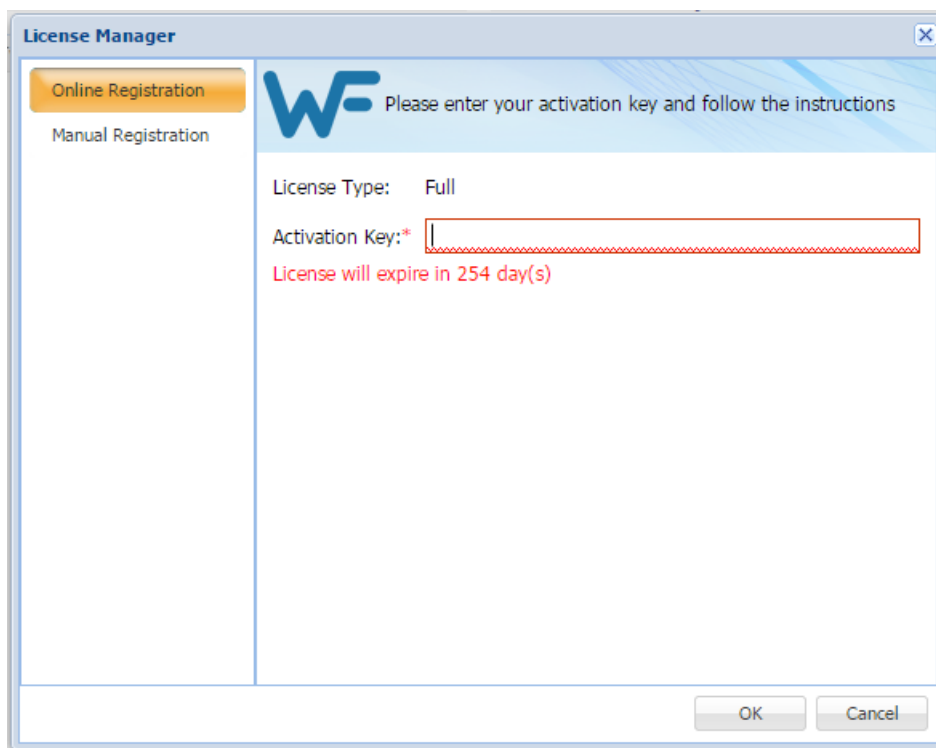
Viewing Current License

You can view the current license type and keep track of the days to expiry.

To view the current Wordfast Pro license:

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

The **License Manager** dialog box appears.



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

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

License will expire in 254 day(s)

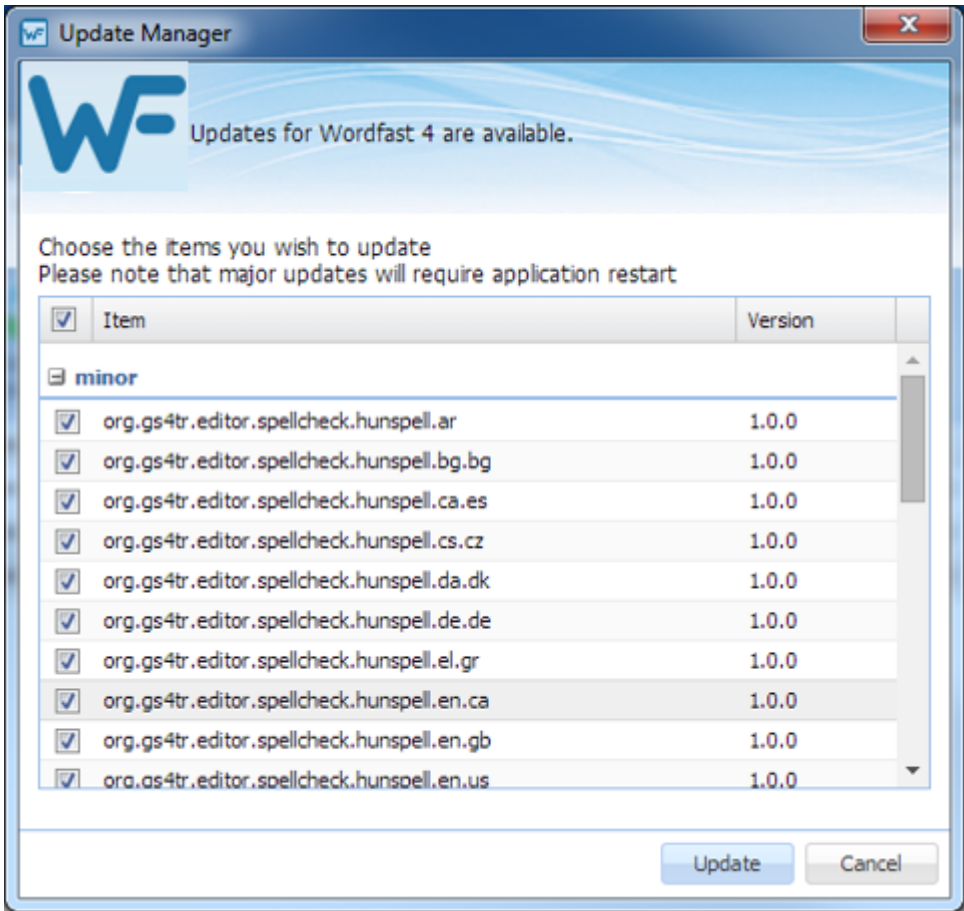
Viewing Updates

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

Alternatively, check for updates as follows:

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

A list of available updates appears (as shown).



Starting Wordfast Pro

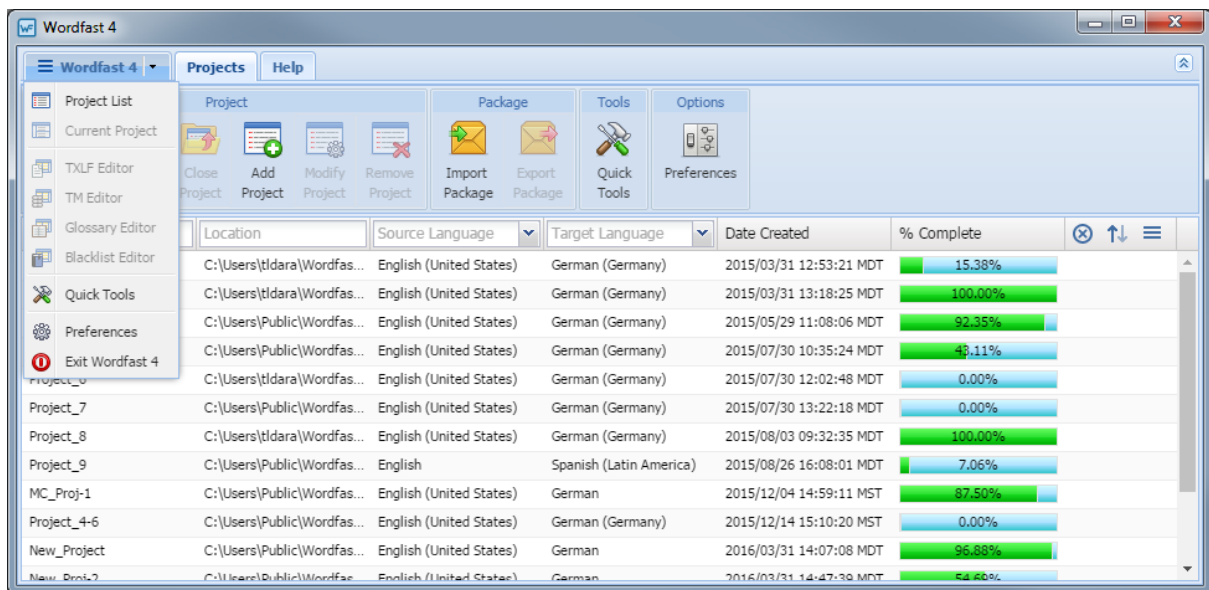
4

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

To start Wordfast Pro:

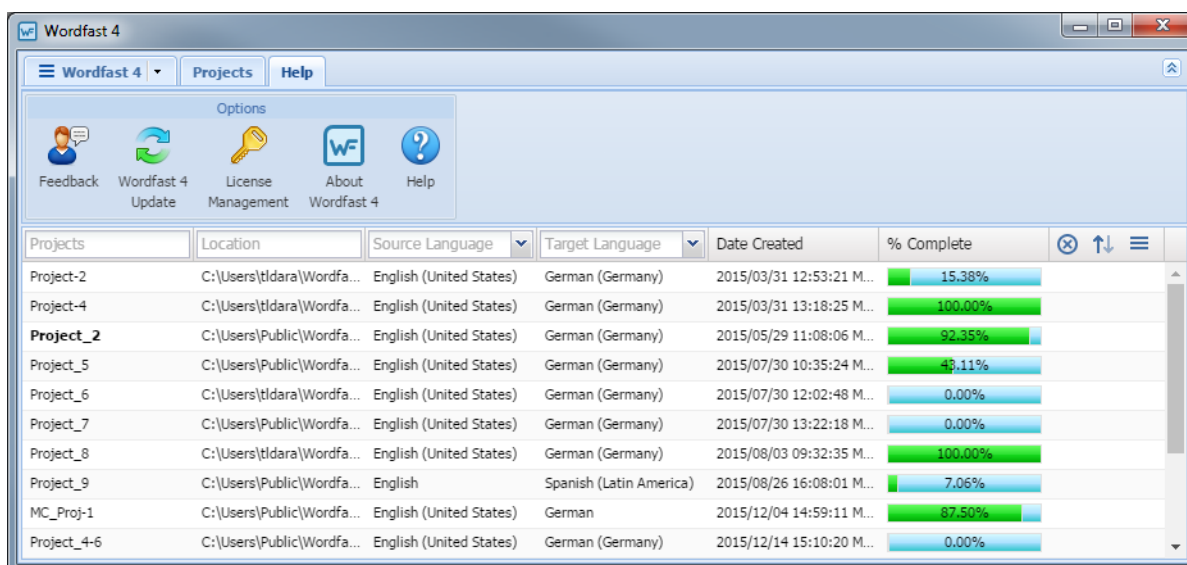
- Open **Wordfast Pro** by double-clicking the Wordfast icon on the desktop, from the Start menu or the installed folder.

The **Projects** tab appears. This view shows a list of all your projects and includes the **Wordfast 4** drop-down menu.



Help

You can refer to the online help through the **Help** tab.

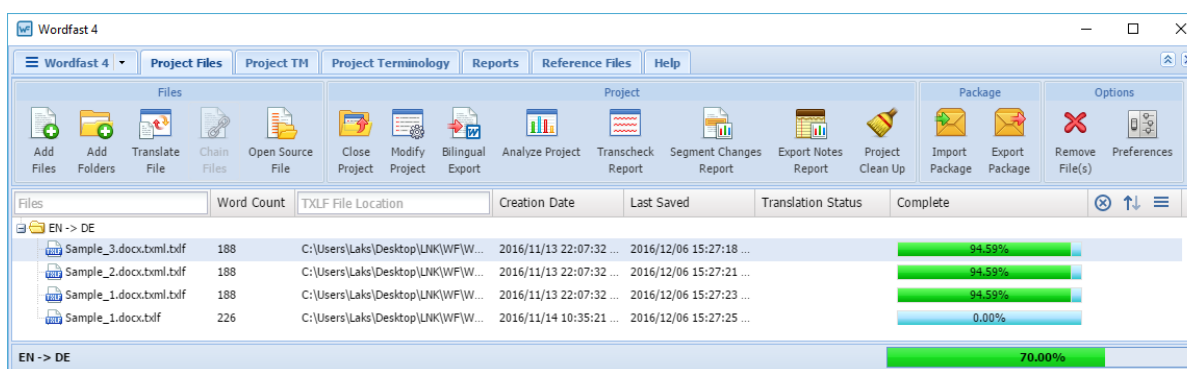


On the **Help** tab you can:

- Provide comments
- View the latest Wordfast Pro updates
- Manage your Wordfast Pro license
- Display your version of Wordfast Pro
- Access online help

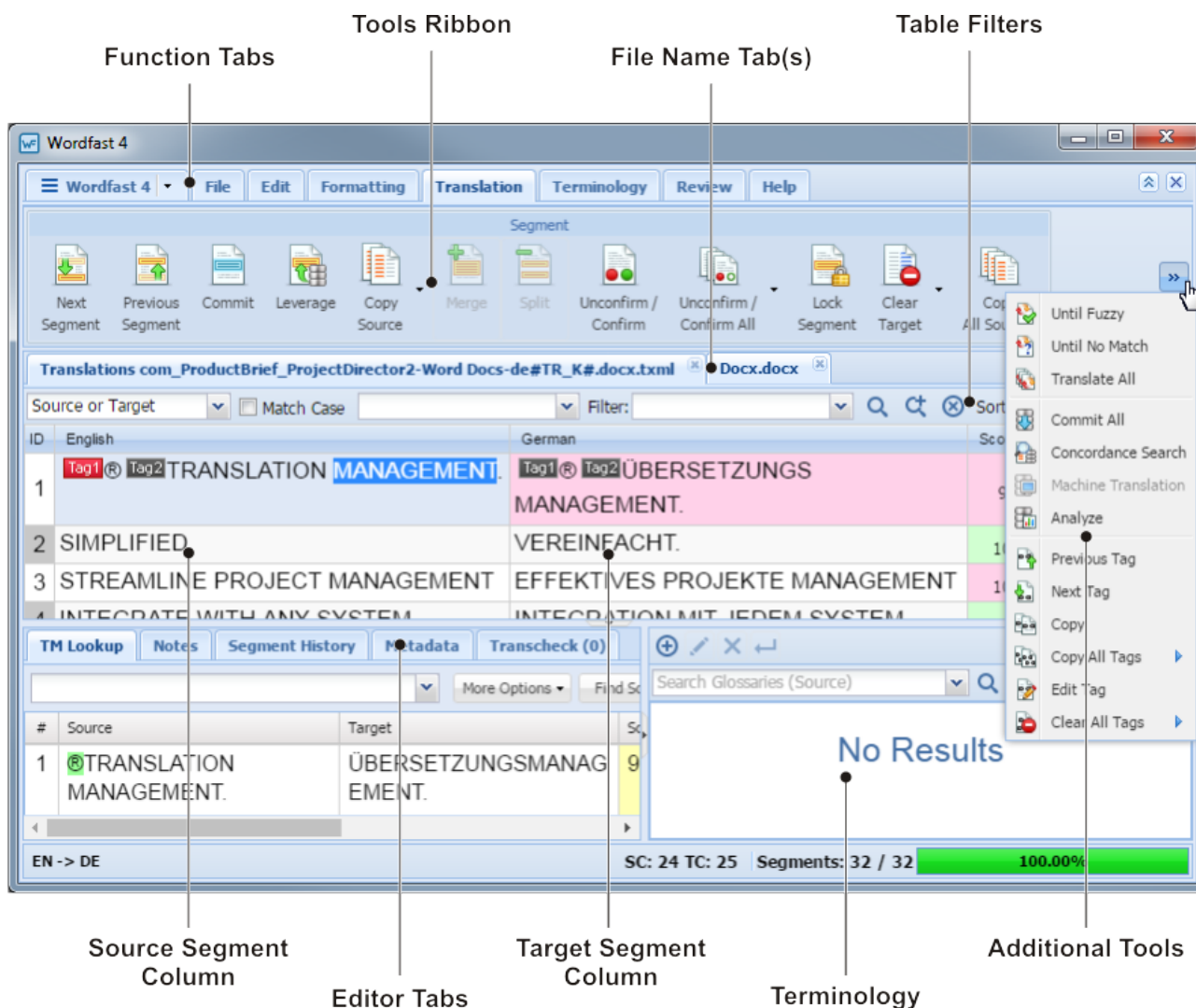
Project Files Perspective

When a project is opened from the **Project List** tab, Wordfast Pro displays the **Project Files** tab where the TXLFF files for translation are listed.



TXLFF Editor Perspective

When you open a file for translation or review, you are in the **TXLFF Editor**. The **TXLFF Editor** user interface **Translation** tab is the main workspace for translation and review.

**Function Tabs**

This bar lists all tabs that fit in your display and are used to access the various tools of this application.

Tools Ribbon

Icons for the available tools of the active tab (that fit in your display).

File Name Tab(s)

This bar lists all open files or chained file. Each open file shows as a separate tab across this bar.

Table Filters

Use this row of fields to provide the filter criteria and other controls for your searches in the open file.

Source Segment

The collection of numbered segments (color coded) that resulted from sectioning the source file(s).

Editor Tabs

In this work area a number of functions are available, including:

- TM Lookup
- Notes
- Segment History
- Metadata

- Transcheck

Target Segment

This is the translation work area that includes:

- Target column (right column) where the translation is entered or leveraged
- Segment Score column contains the TM match percentage
- Status column indicates the status of that segment

Terminology

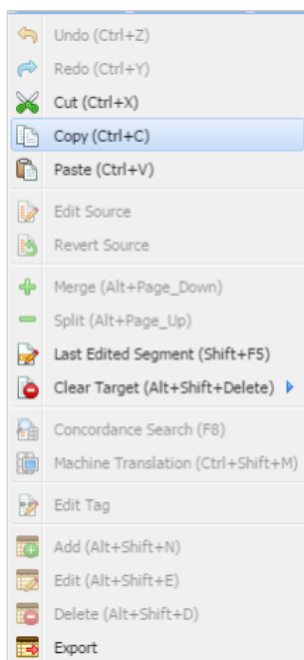
Use this work area for searching and adding terms to terminology lists (glossaries), if enabled.

Additional Tools

This lists additional tools that do not fit in your display area.



Context Menu













The **TXLF Editor Context Menu** can be accessed by right-clicking anywhere in the **Source** or **Target** segments.



Unlabeled Buttons

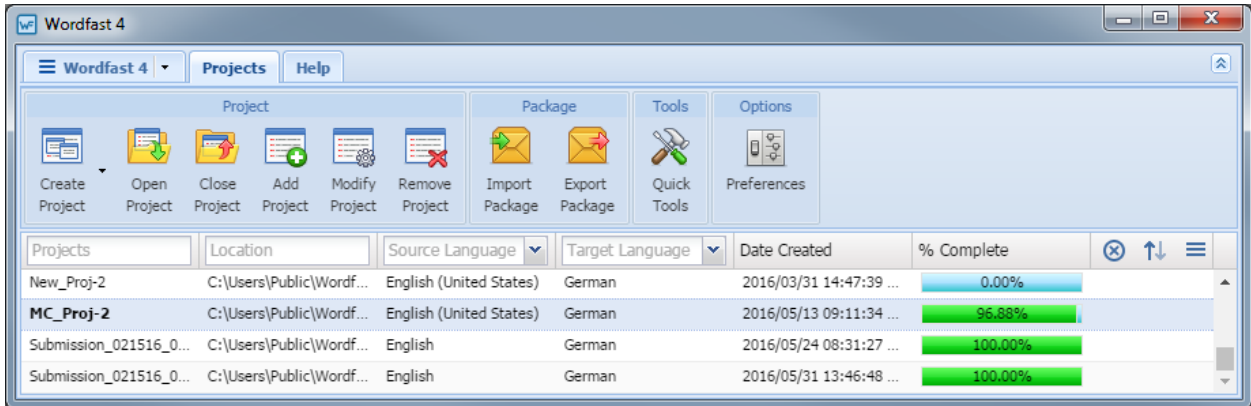
Translation files are **TXLF** files and you can edit these files using the **TXLF Editor**. The unlabeled buttons used in the **TXLF Editor** are shown in the following table.

Button	Description	Icon	Description
	Transcheck error. A non-linguistic error has occurred in the segment		A note has been added to the segment

Button	Description	Icon	Description
	The segment has been repeated more than once in the file		The segment is locked and cannot be edited
	The segment is marked unconfirmed and cannot be committed to the TM		Information is available
	Apply the selected table filter		Accumulate the selected table filters
	Reset the Terminology search Filter criteria		Clear the search filters
	Select the term search target for Terminology and Table Filters		Expand or collapse the options ribbon
	Expand or collapse the lower panel		Click to add a term to the glossary
	The segment has been modified		

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.

Project creation is not required if you are importing a GlobalLink Package (GLP) into Wordfast Pro. Refer to [Using GLP Files](#).



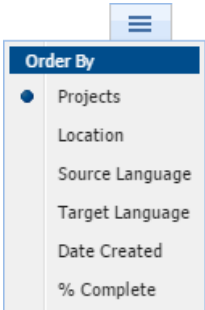
The tasks related to creating and managing projects are:

- [Creating Projects](#)
- [Opening Projects](#)
- [Removing Projects](#)

Searching and Sorting Projects

Projects can be searched and sorted using the column heads.

Option	Description
<div>Projects</div> <div>Location</div>	Enter a search string to view specific projects and projects in a particular location
<div>Source Language</div> <div>Target Language</div>	To view projects in a specific language pair, select a source and target language from the drop-down lists
<div>⊗</div>	Click to clear the entered search filters
<div>↑↓</div>	Click to sort the project details in ascending or descending order

Option	Description
	Click the sort menu to order the project details based on a specific column head

Creating Projects

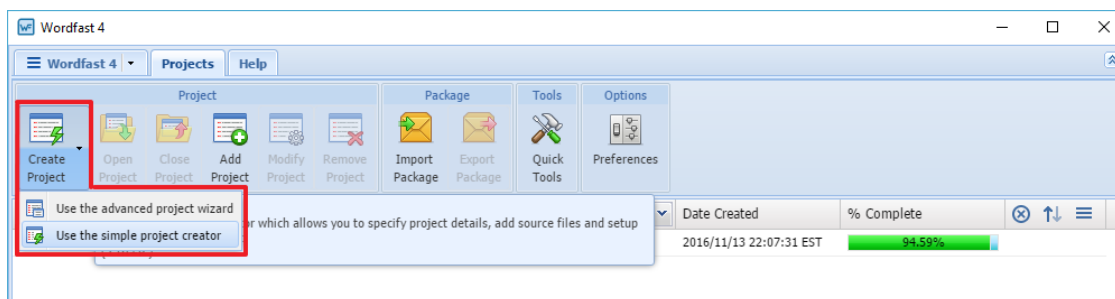
In Wordfast Pro, it is necessary to create a project before any file translation can take place. A TXLF file can only be opened for translation after a project is created or opened. The project includes information such as source language, target languages, TMs, glossaries, reference files, and file format filters that can be used to prepare files for translation. There are two methods to create projects:

- [Simple Project Creation](#)
- [Advanced Project Creation](#)

Simple Project Creation

To create a project using the simple method:

1. Click the **Create Project** drop-down menu.



2. Click **Use the simple project creator**.

The **Simple project creation** dialog box appears.

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

The files appear in the **Files** panel.



Note:

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

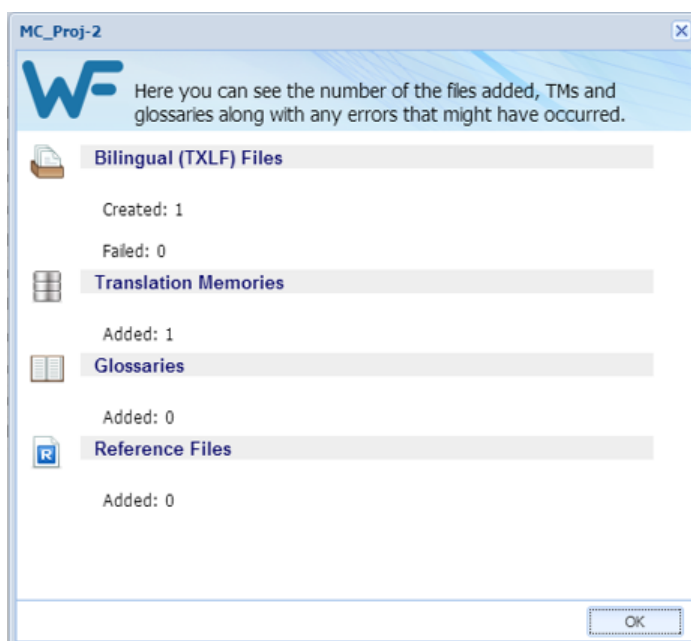
7. Select the **Translation Memory** for this project using one of the following options:

Radio Button	Description
Add TM	Connect to an existing local Translation Memory (TM) database.

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

8. Click **Finish**.

Wordfast Pro analyzes the file(s) and displays a project summary.



9. Click **OK**.

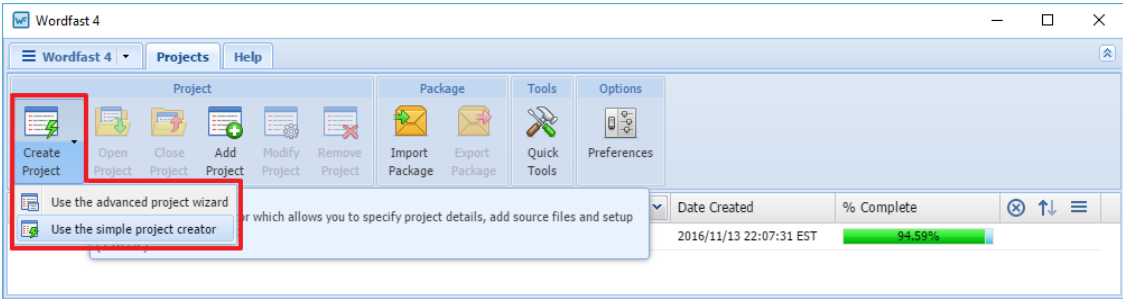
The project is created and ready to use. You can proceed to opening and translating the project files. Refer to [Translating Files](#).

Advanced Project Creation

In Advanced Project Creation you have the additional options to add remote translation memories, glossaries, and reference files.

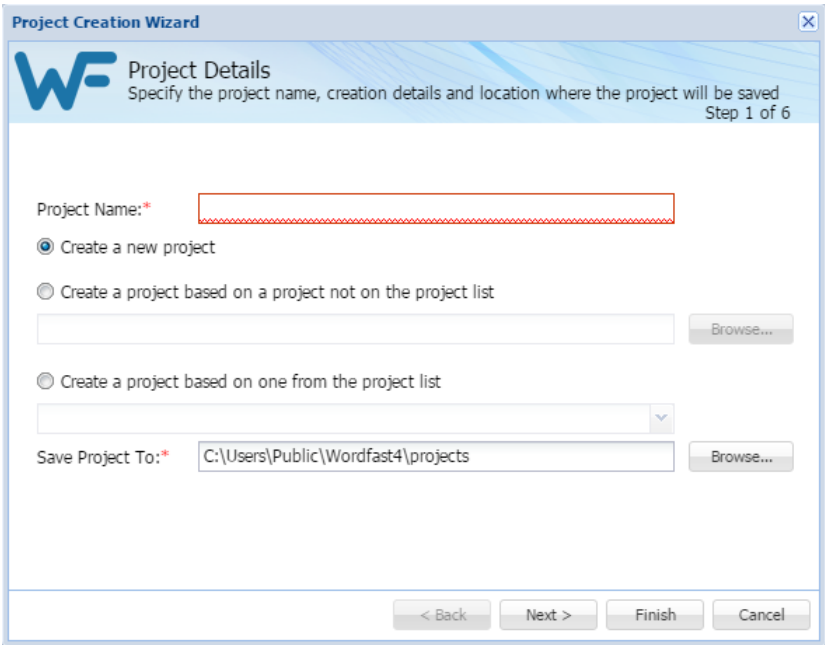
To create a project using the advanced project creation wizard:

- 1. Click the **Create Project** drop-down menu.



- 2. Select **Use the advanced project wizard**.

The Project Creation Wizard appears.



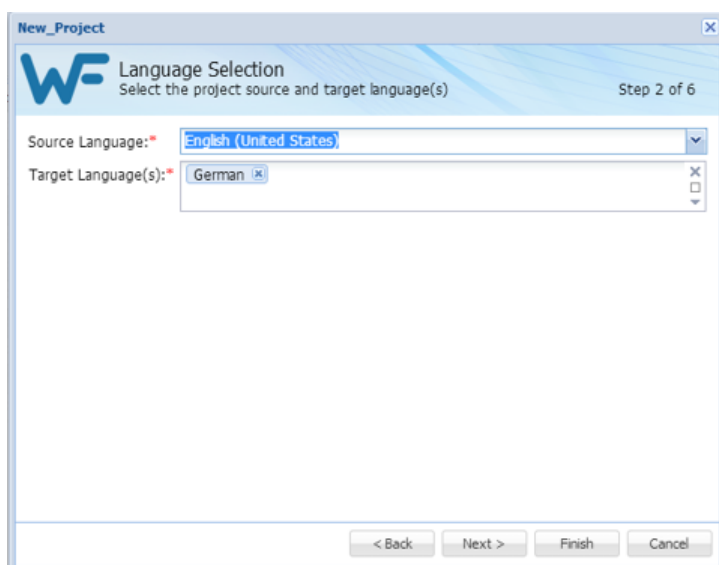
- 3. Enter a **Project Name**.
- 4. Select an option for this project.

Option	Description
Create a new project	Create a project without reusing any previously created project.
Create a project based on a project not on the project list	Create a project reusing the profile of a previously created, local project.

Option	Description
Create a project based on one from the project list	Create a project with initial content from an existing project in the project list.
Save Project To	Browse to the location where the project will be saved.

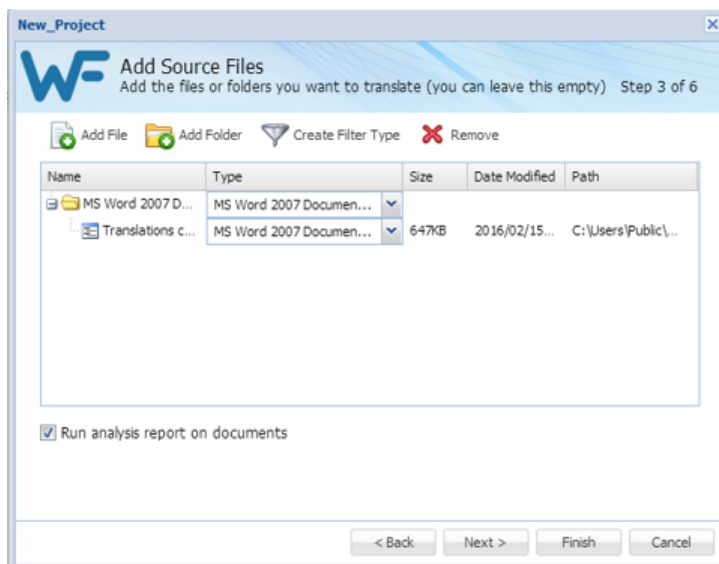
5. Click **Next**.

The **Language Selection** dialog box appears.



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

The **Add Source Files** dialog box appears.



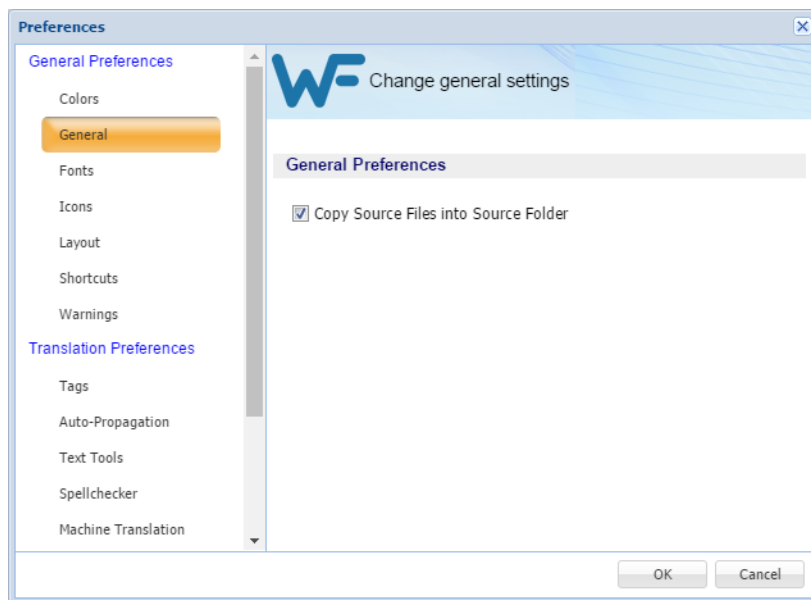
7. To add files:

- Click **Add File** to browse to the file.
- Or, drag the file(s) from a folder to the **Files** panel.



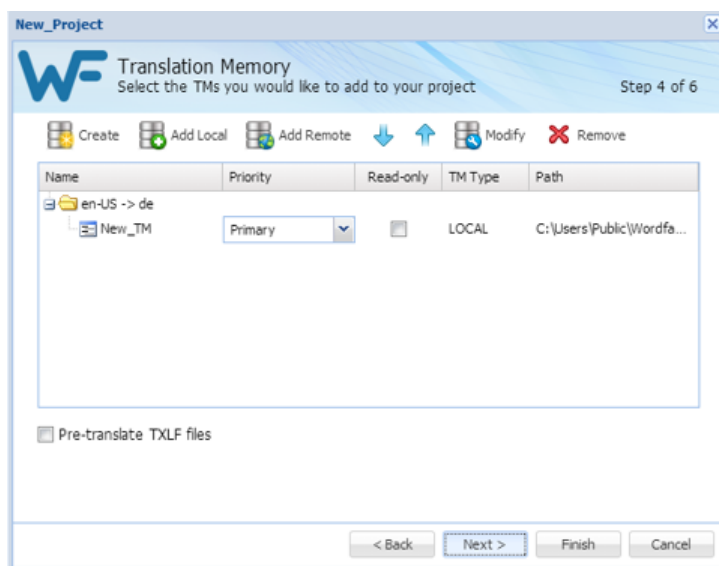
Note:

To copy source files into the Source File folder within the Project folder on your computer, select the Copy Source Files into Source Folder checkbox in **Preferences > General** dialog box.



8. Click **Next**.

The **Translation Memory** dialog box appears.



9. Enter the required information.

a) **Create** a local TM.

- Enter a unique name for the new project.
- Select the languages.
- Browse and select the location where the TM file will be saved.
- Select TM **Priority**.
- Select whether TM will be **Read-only**.

b) **Add Local** TM.

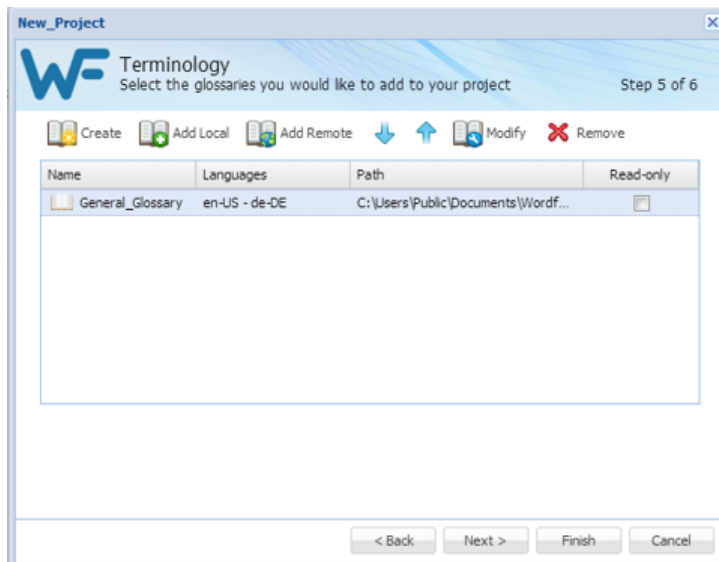
- Select the TM folder.

c) **Add Remote** TM.

- Enter the **TM Server** or **WF Server** details
- Refer to [Connecting to Remote TMs](#).

10. Click **Next**.

The **Terminology** dialog box appears.

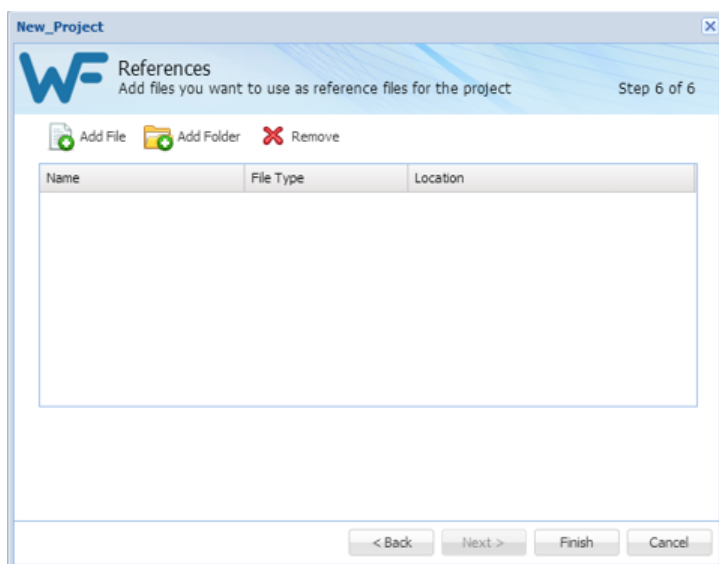


11. Enter the required information.

- a) **Create**: create a new local glossary.
- b) **Add Local**: browse and select an existing local glossary.
- c) **Add Remote**: select an existing Term Manager connection.

12. Click **Next**.

The **References** dialog box appears.

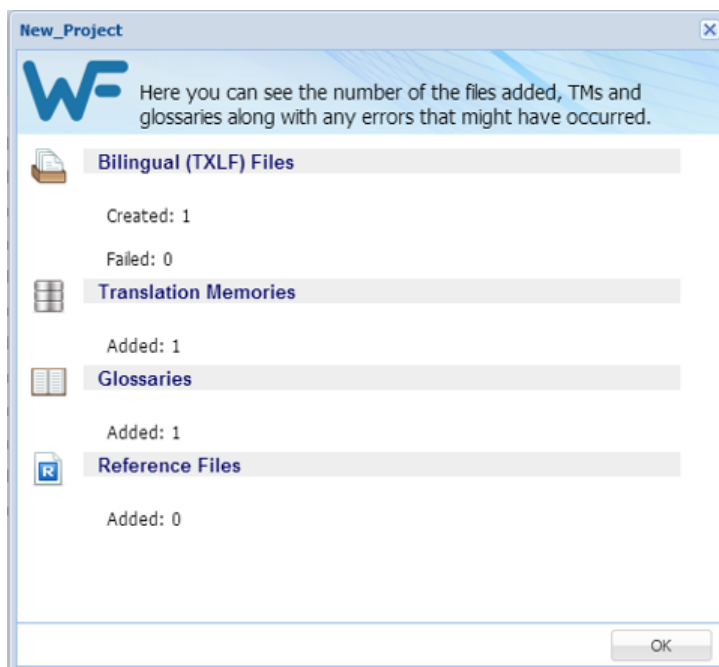


13. To add files:

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

14. Click **Finish**.

The document files are analyzed. The Project Creation Summary appears upon completion.

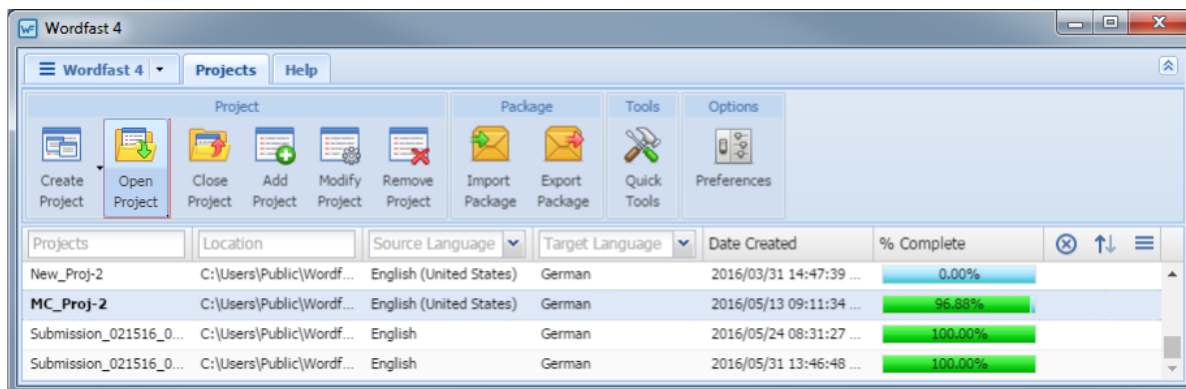


Opening Projects

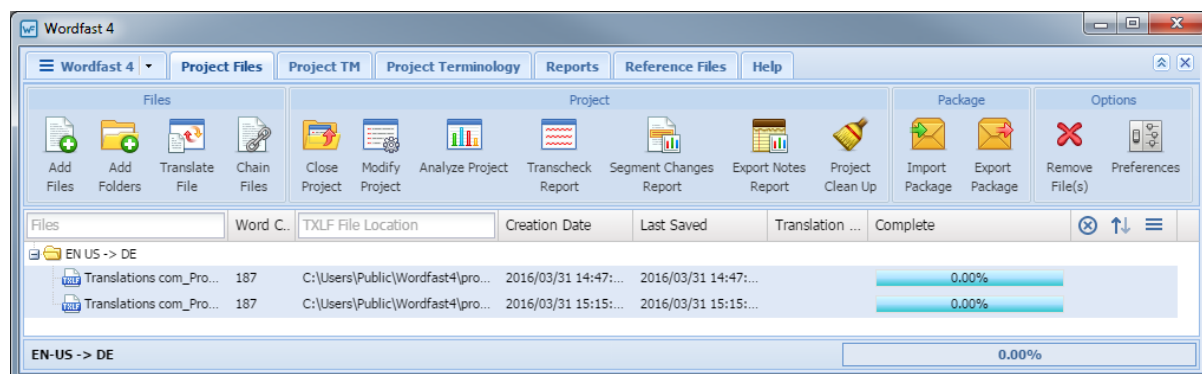
Projects must be opened before any files can be opened for translation.

To open a project from the Wordfast Pro **Projects** tab:

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



The **Project Files** tab appears.



The **Wordfast Pro Current Project** tabs are described in the following sections:

- [Project Files](#)
- [Project Terminology](#)
- [Reference Files](#)
- [Project TM](#)
- [Reports](#)
- [Help](#)

Using GLP Files

A GlobalLink Package (GLP) file is downloaded from Project Director and contains all the required information to carry out a translation project. Using this option, projects can be transferred between different Wordfast Pro users. A GLP can contain both complete and incomplete projects. A GLP file can include:

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

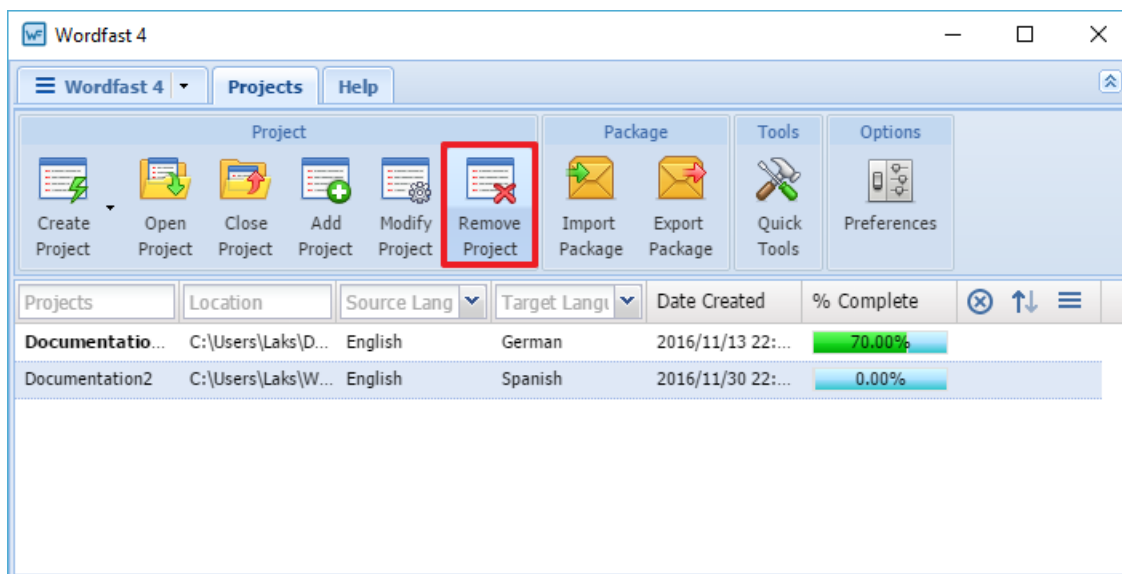
To use a GLP file, you need to import the package into Wordfast Pro. Once imported, Wordfast Pro connects to the TMs and glossaries, and provides you access to all the translatable files and additional resources. The steps to import and export are described in the following sections:

- [Importing Packages](#)
- [Exporting Packages](#)

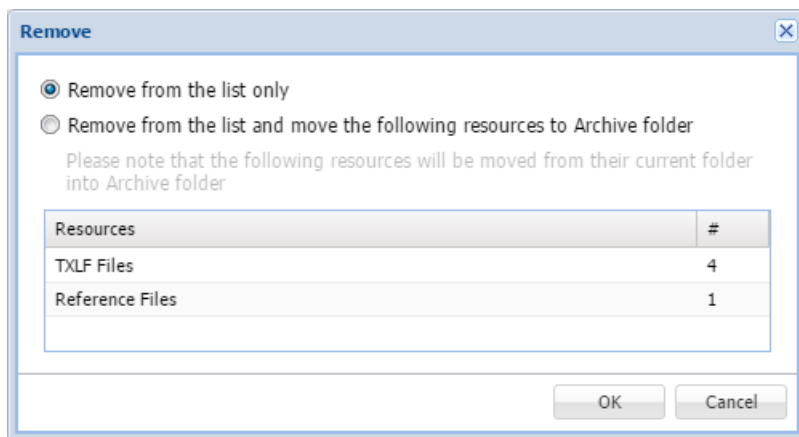
Removing Projects

To remove a project from the projects list:

1. Go to the **Projects** tab (refer to [Opening Projects](#)).
2. Select the project to remove.
3. Click **Remove Project**.



The Remove dialog box appears.



4. 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:** removes the project from the Projects list and moves the resources listed in the table to the Archive folder within the Project folder on your computer

5. Click **OK**.

The selected project is no longer in the Projects list.



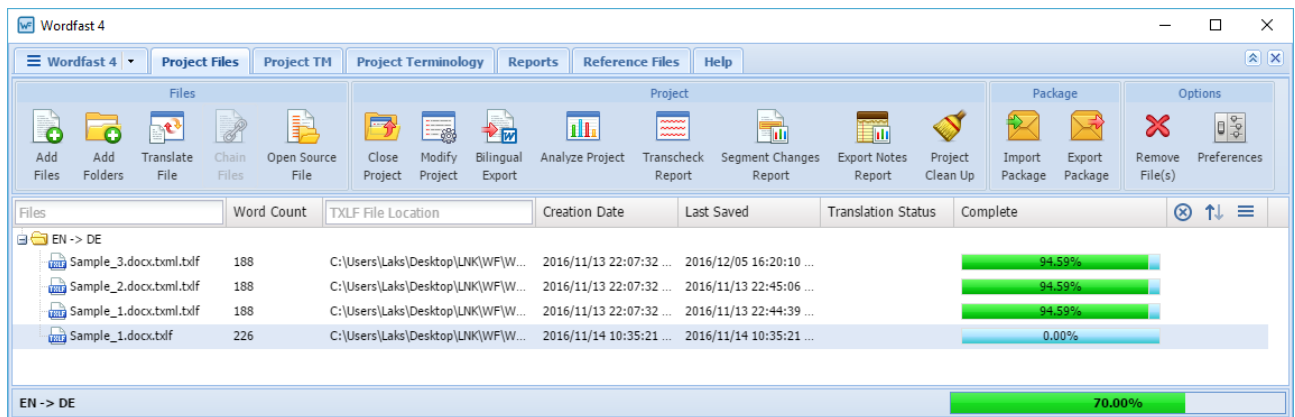
Note:

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.

Project Files

6

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.






You can complete the following actions in the Project Files tab:

- [Adding Files](#)
- [Adding Folders](#)
- [Modifying Projects](#)
- [Closing Projects](#)
- [Cleaning Up Projects](#)
- [Analyzing Projects](#)
- [Running Bilingual Export](#)
- [Running Segment Changes Report](#)
- [Running Export Notes Report](#)
- [Importing Packages](#)
- [Exporting Packages](#)
- [Removing Files](#)

Searching and Sorting Project Files

Project files can be searched and sorted using the column heads.

Option	Description
<input type="text" value="Files"/> <input type="text" value="TXLF File Location"/>	Enter a search string to view specific project files and project files in a particular location
	Click to clear the entered search filters
	Click to sort the project files in ascending or descending order

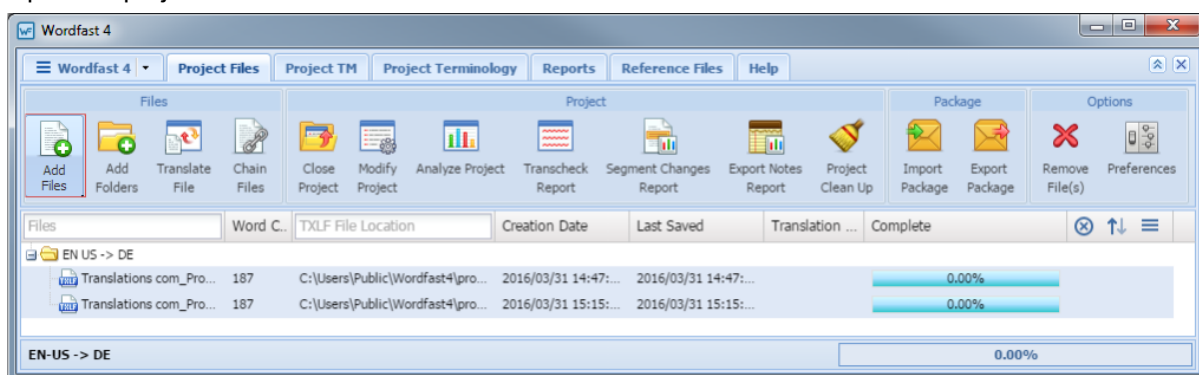
Option	Description
 <div> Order By <ul style="list-style-type: none"> Files Word Count TXLF File Location Creation Date Last Saved Translation Status Complete </div>	Click the sort menu to order the project file details based on a specific column head

Adding Files

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

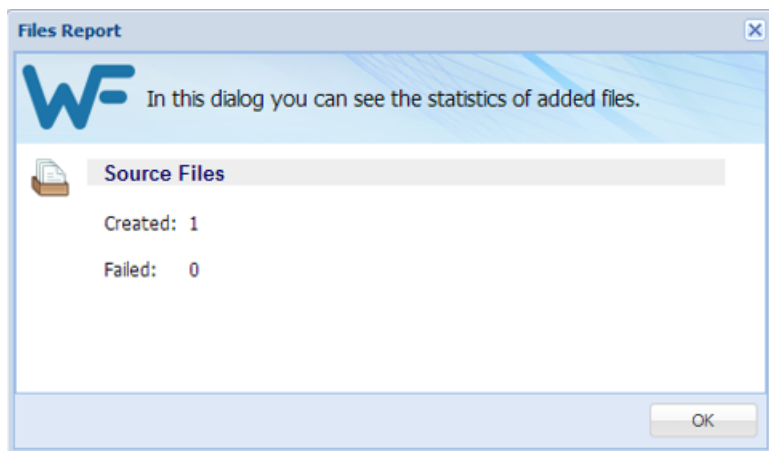
To add files to a project:

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



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

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

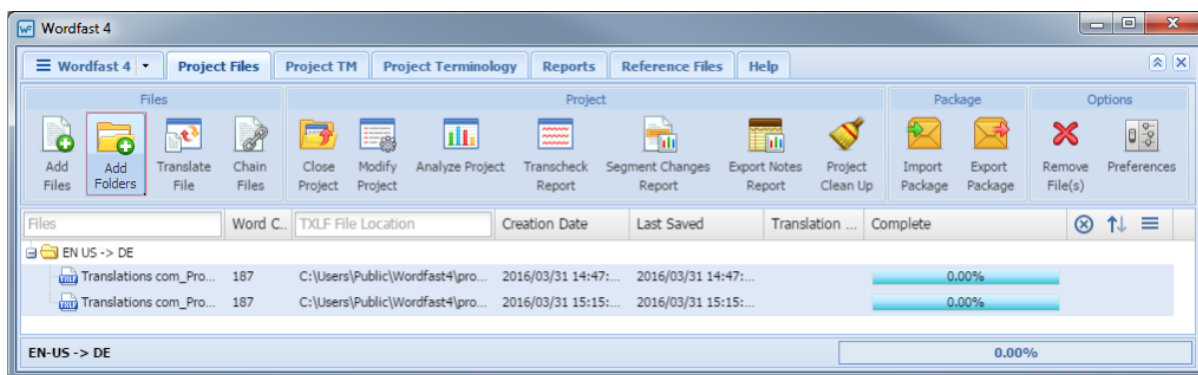


Adding Folders

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

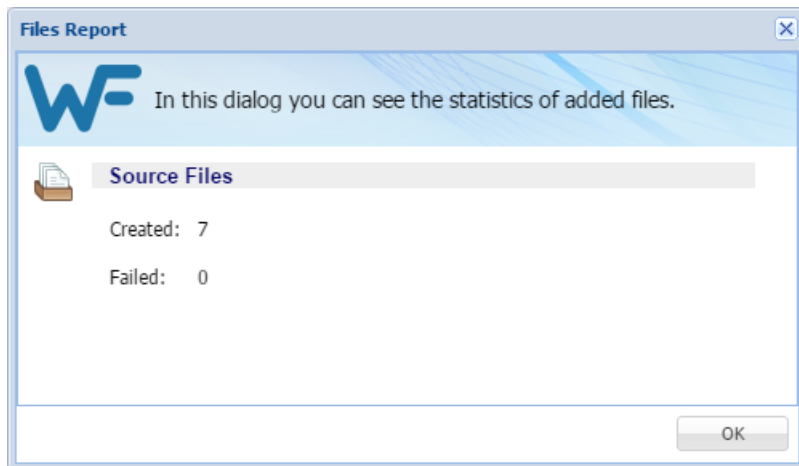
To add files for translation from a folder to a project:

1. Go to the **Projects** tab (refer to [Opening Projects](#)).
2. Open the project.



3. Click **Add Folders**.
4. Select a folder to add all files within.
5. Click **Select Folder**.

The files are added and a Files Report appears.

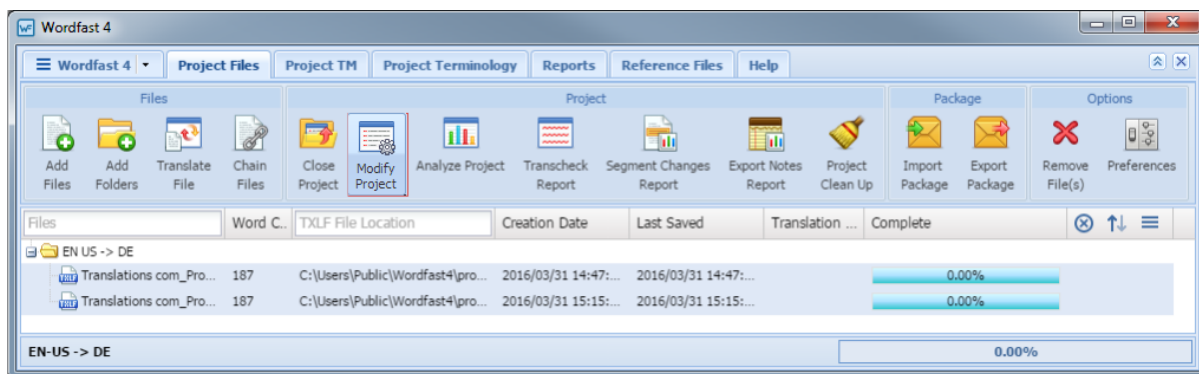


Modifying Projects

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

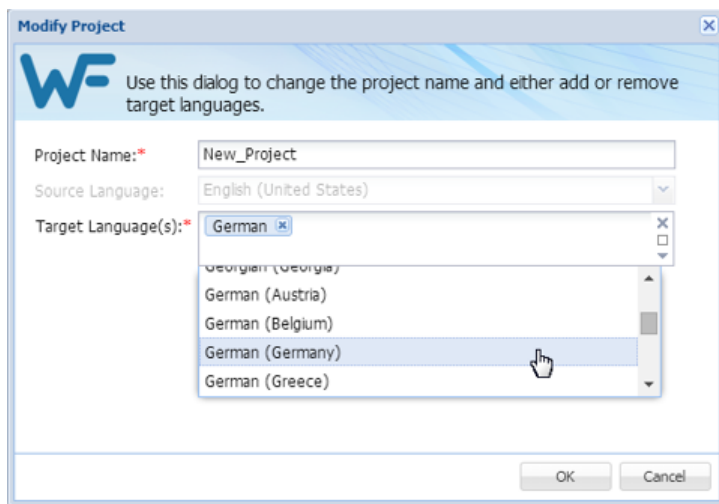
To modify a project:

1. Go to the **Projects** tab (refer to [Opening Projects](#)).
2. Open the project.



3. Click **Modify Project**.

The Modify Project dialog box appears.



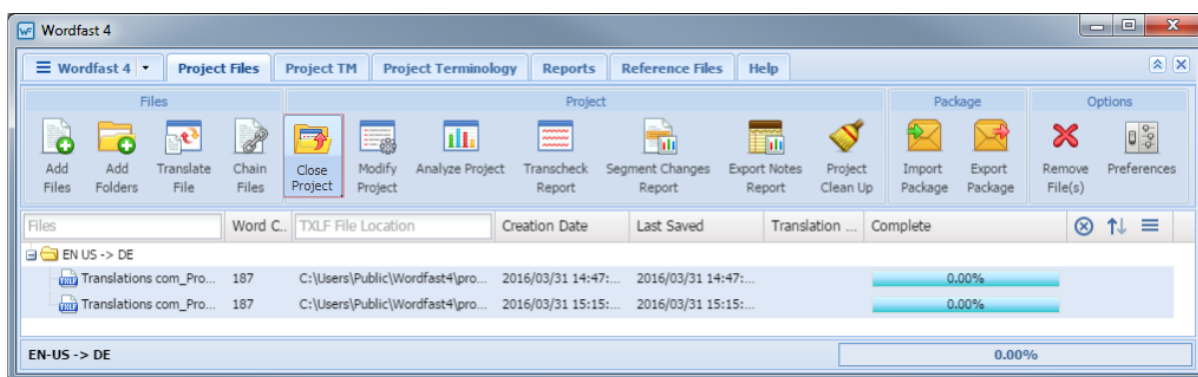
4. Change the **Project Name** if required.
5. Add or remove the **Target Language(s)**.
6. Click **OK**.

Closing Projects

When you complete working on a project, you can close it using the **Close Project** option. You can only open one project at a time.

To close a project:

- On the **Project Files** tab, click **Close Project**.



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

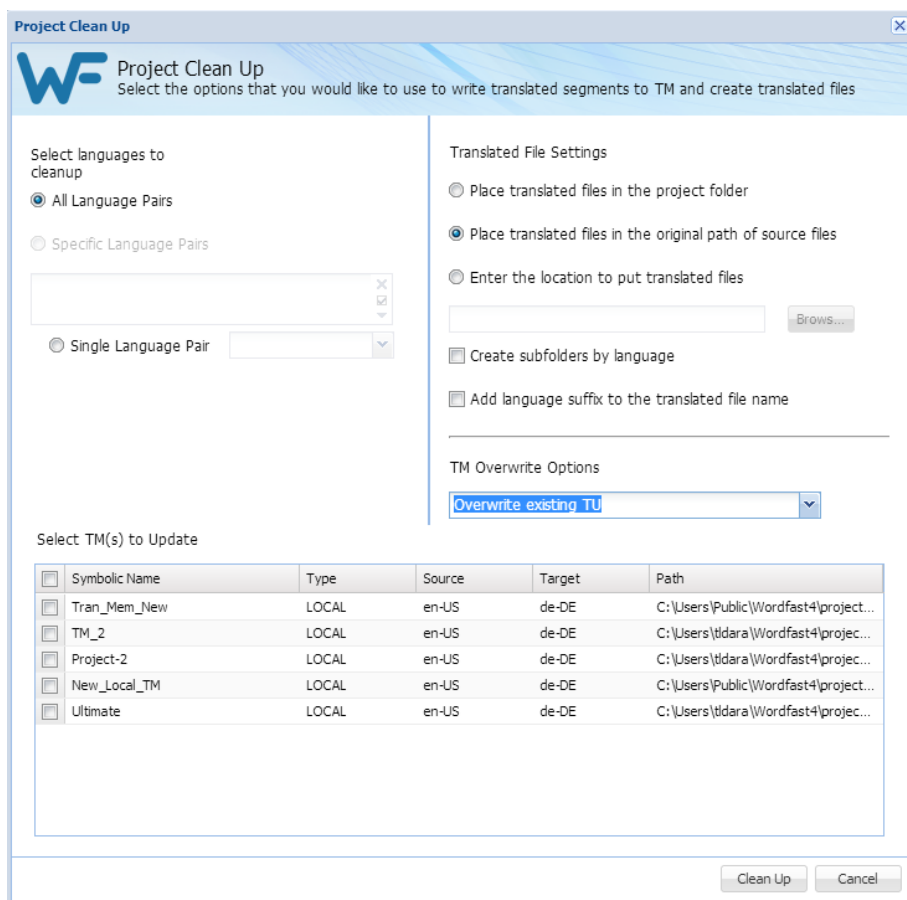
Cleaning Up Projects

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

To clean up and update the Translation Memory:

1. Go to the **Projects** tab. (refer to [Opening Projects](#))
2. Open the project.
3. Click **Project Clean Up**.

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



4. Select the languages to clean up by selecting one of the following:
 - **All Language Pairs**
 - **Specific Language Pairs**
 - **Single Language Pair**

5. Select where the translated files are placed:
 - **Place translated files in the project folder**
 - **Place translated files in the original path of source files**
 - **Enter the location to put translated files**
6. Select **Create subfolders by language**.
7. Select **Add language suffix to the translated file name**.
8. Select **TM Overwrite Options**.
9. Select the TM(s) to Update.
10. Click **Clean Up**.

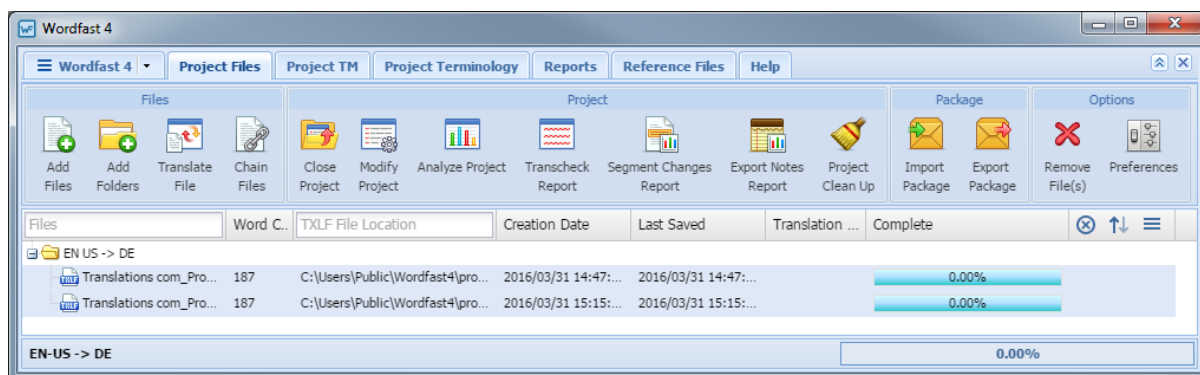
Analyzing Projects

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

To analyze files:

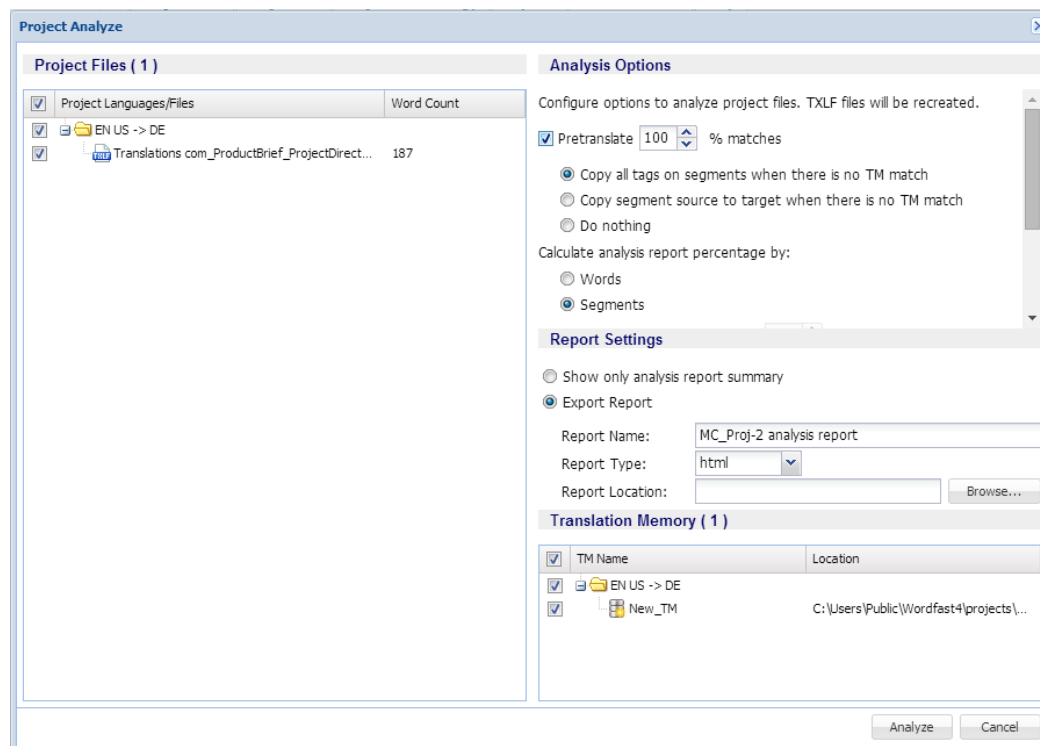
1. Go to the **Projects** tab (refer to [Opening Projects](#)).
2. Select the project and click **Open Project**.

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



3. Click **Analyze Project**.

The **Project Analyze** dialog box appears.



4. Select the file(s) to be analyzed.
5. Select the **Analysis Options** as follows (refer to [Configuring 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**



Note:

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

- b) Select the format for the output report under **Report Settings**:

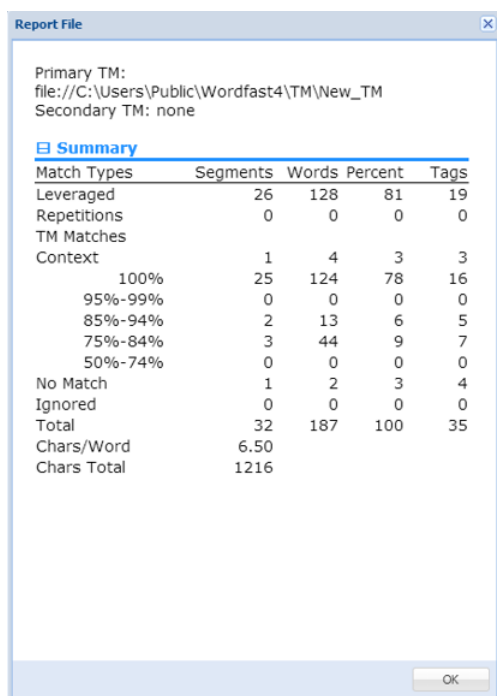
- **Show only analysis report summary**
- **Export Report**: Enter the **Report Name**, **Report Type**, **Report Location**

Report Name:	MC_Proj-2 analysis report
Report Type:	html
Report Location:	<input type="text"/> Browse...

- c) **Translation Memory**: select one or more TMs to use during this analysis.

6. Click **Analyze**.

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



Report File

Primary TM:
file://C:\Users\Public\Wordfast4\TM\New_TM
Secondary TM: none

Summary

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

OK

Running 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 can also be done outside the Projects dashboard by using the **Quick Tools**. Refer to [Bilingual Export](#).

To complete bilingual export of TXLF files from a project:

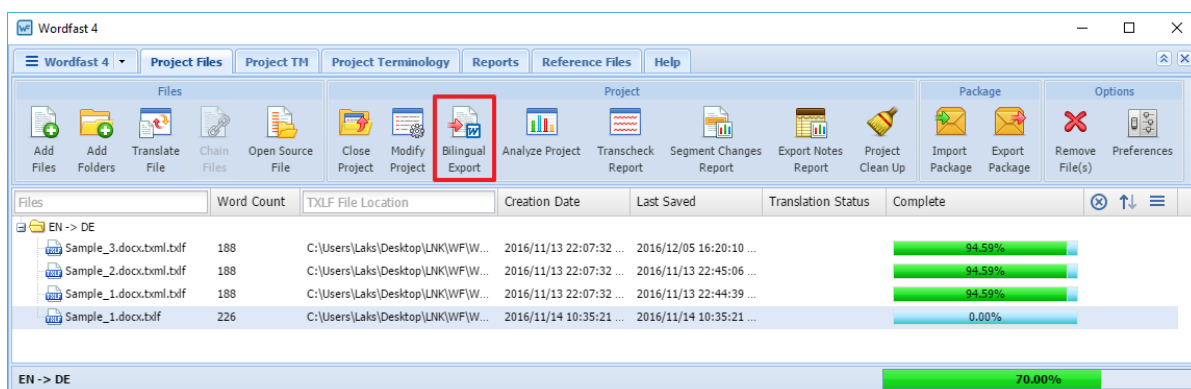
1. Go to the **Projects** list tab (refer to [Opening Projects](#)).
2. Select a file from the current project. To select multiple files, press the **Ctrl** key and select the files.



Note:

Files that are open in the TXLF Editor cannot be selected for Bilingual Export. The glossaries and TMs associated with the project will be leveraged. The **Bilingual Export Options** must be selected in **Preferences > General Preferences > General**.

3. Click **Bilingual Export**.



4. Select the folder to save the bilingual exported Word documents.

The log appears. 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	ToReviewMultiTxlf 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\txlf\Sample_1.docx.bxl
INFO	Processing C:\Users\Laks\Desktop\LNK\WF\WF testing\Documentation\de\txlf\Sample_2.docx.xml.bxl
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
10	SEAMLESS DATABASE INTEGRATION	NAHTLOSE DATENBANKINTEGRATION	100
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
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
15	Allow access to any vendor or internal translator for maximum resource flexibility	Maximale Ressourcenflexibilität durch Zugriff auf alle Anbieter und internen Übersetzer	100
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

Comment [OFRT:Glo1]:
From: Glossary
projekte

Comment [OFRT:Glo2]:
From: Glossary
anbieter

Comment [OFRT:Glo3]:
From: Glossary
Project Director

Comment [OFRT:Glo4]:
From: Glossary
DATENBANKINTEGRATION

Comment [OFRT:Glo5]:
From: Glossary
GlobalLink

Comment [OFRT:Glo6]:
From: Glossary
Anbieterneutrale

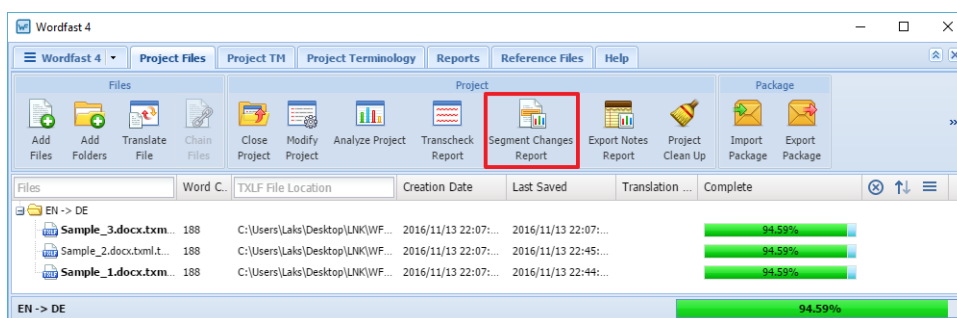
Comment [OFRT:Glo7]:
From: Glossary
anbieter

Running Segment Changes Report

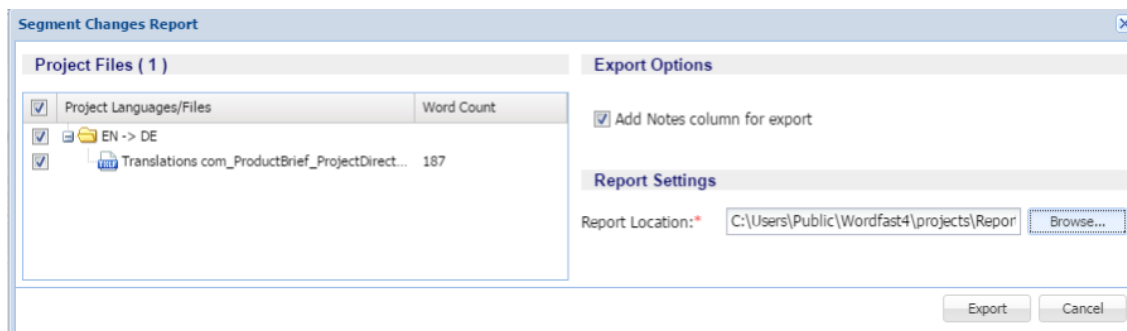
The segment changes report can be run on all project files or a specific project file to view the history of changes to a segment. The report includes the segment ID, TM score, source and target content with the highlighted changes, username, timestamp, translator notes, and reviewer comments.

To run a segment changes report:

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



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



4. Select the project files.
5. Select **Add Notes column for export**, if required.
6. Browse and select the **Report Location**.
7. Click **Export**.

The **Segment Changes Summary** and **Segment Changes Report** appears.

Segment Changes Summary		
Filename	Segments	Segments with changes
Translations com_ProductBrief_ProjectDir...	32	6
OK		

Segment Changes Report

File Name	Total Segments	Source Segments Changed	Target Segments Changed
Sample_2.docx.xml.txl	37	0	2

[Sample_2.docx.xml.txl](#)

Target Revisions

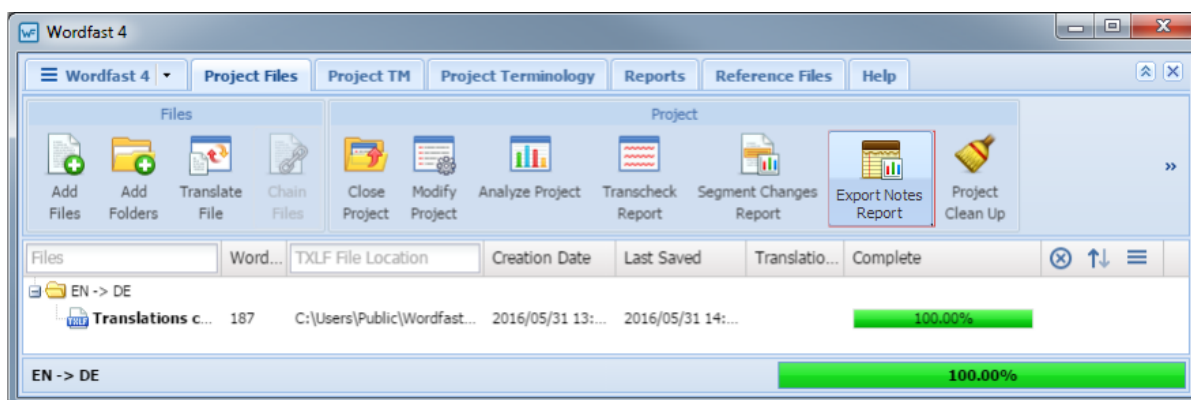
ID	Score	Source	Target	Translator Notes
1	99	TRANSLATION MANAGEMENT.	Laks (unknown) Sun Nov 13 22:45:01 EST 2016 ÜBERSETZUNGSMANAGEMENT. ÜBERSETZUNGS-MANAGEMENT.	
			unknown (unknown) Sun Nov 13 22:45:01 EST 2016 ÜBERSETZUNGSMANAGEMENT.	
3	100	STREAMLINE PROJECT MANAGEMENT	Laks (unknown) Sun Nov 13 22:45:05 EST 2016 PROJEKTMANAGEMENT PROJEKTE-MANAGEMENT	
			unknown (unknown) Sun Nov 13 22:45:05 EST 2016 EFFEKTIVES PROJEKTMANAGEMENT	

Running Export Notes Report

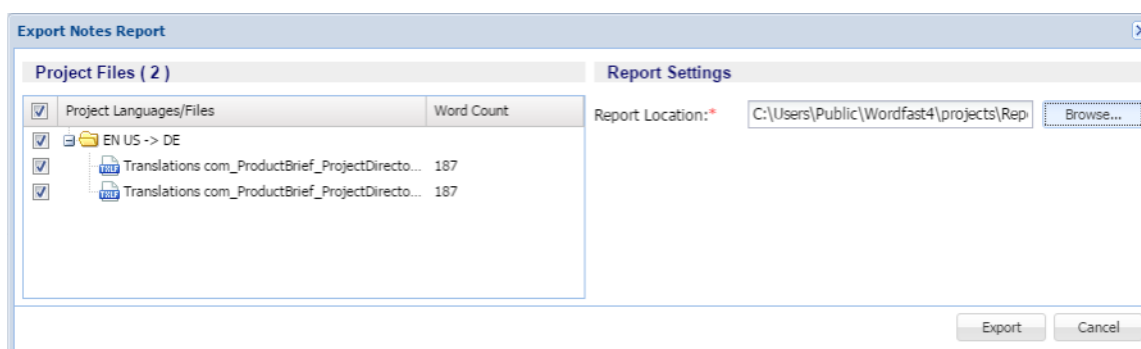
You can determine how many notes are attached to a project's files and view them in a report by running an **Export Notes Report**.

To export notes:

1. Go to the **Projects** tab (refer to [Opening Projects](#)).
2. Select and open the project.
3. Click **Export Notes Report**.

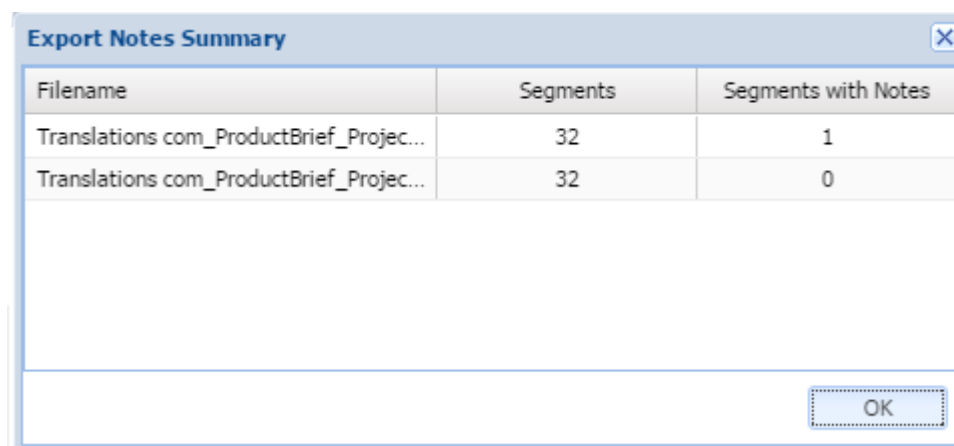


The **Export Notes Report** dialog box appears.



4. Browse and select the **Report Location**.
5. Click **Export**.

The Export Notes Summary appears.



6. Click **OK**.

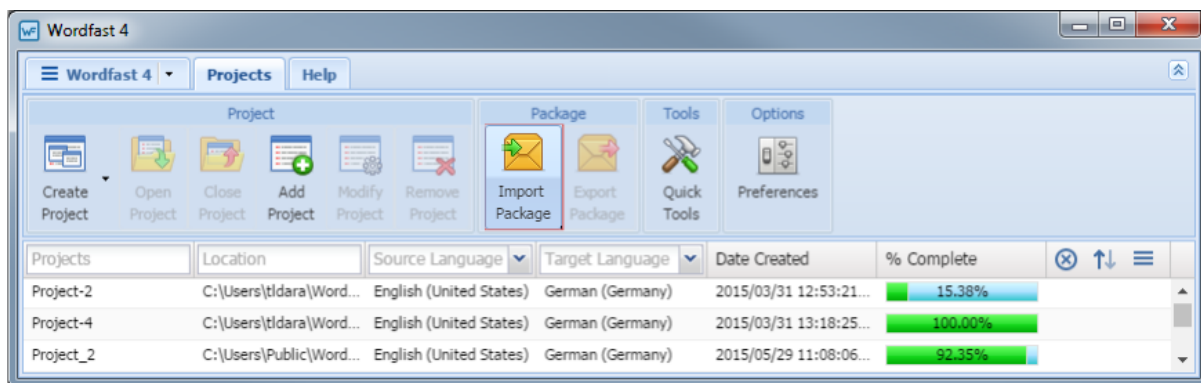
The Notes export file is created in the folder you selected.

Importing Packages

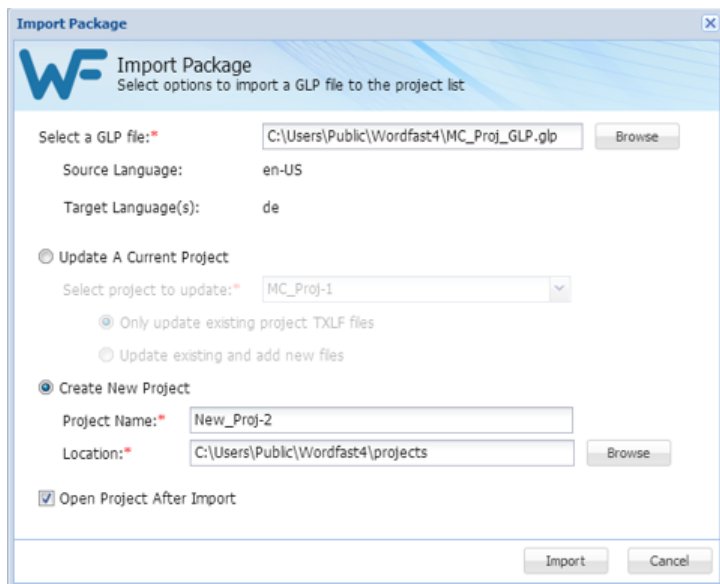
Using the **Import Package** option, a GlobalLink Package (GLP) file can be imported into Wordfast Pro. These GLP files are either exported from another Wordfast Pro installation or Project Director. When a GLP file is imported, Wordfast Pro connects to the TMs and glossaries, and provides you access to all the translatable files and additional resources. Refer to [Using GLP Files](#) for more information on GLP file contents.

To import a package:

1. Click **Import Package** or drag and drop a GLP file into the white space in the Projects tab.



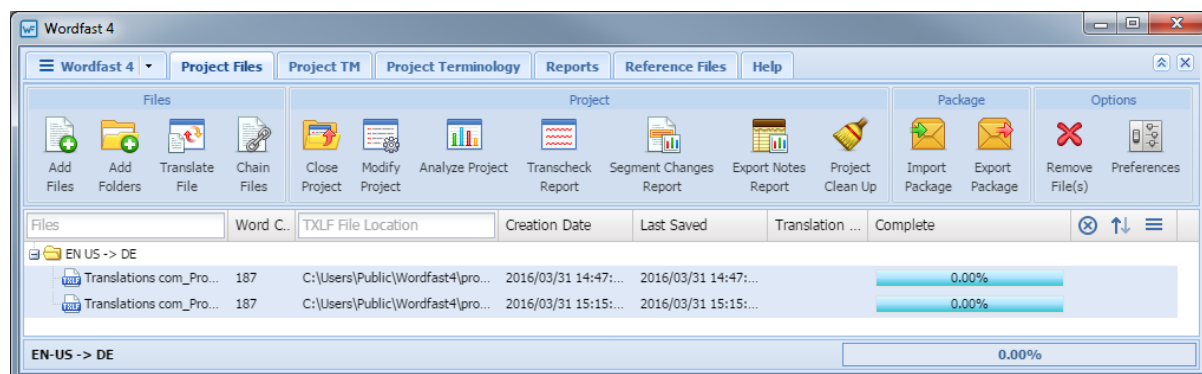
The **Import Package** dialog box appears.



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

3. Click one of the following options:
 - **Update A Current Project:** select an existing project to update with the imported GLP file. Select one of the update current project 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 the new project name
 - **Location:** click browse and select the location to save the new project
4. (Optional) Select **Open Project After Import** to open the updated or new project when the import completes.
5. Click **Import**.

If **Open Project After Import** is selected, the current project view opens listing the files for translation.

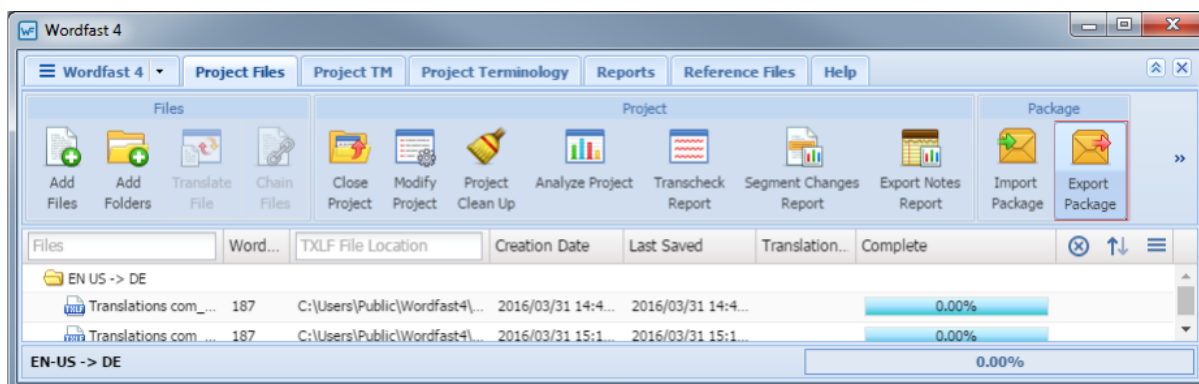


Exporting Packages

A GlobalLink Package (GLP) of project files comprises everything required for a project. Using the **Export Package** option, a complete project package can be shared with other Wordfast Pro users. A GLP file can be directly imported and opened in Wordfast Pro without requiring a manual project setup. If the GLP file originated from Project Director, then once the translation work is completed in Wordfast Pro, the GLP file can be exported and uploaded into Project Director. Refer to [Using GLP Files](#) for more information on GLP file contents.

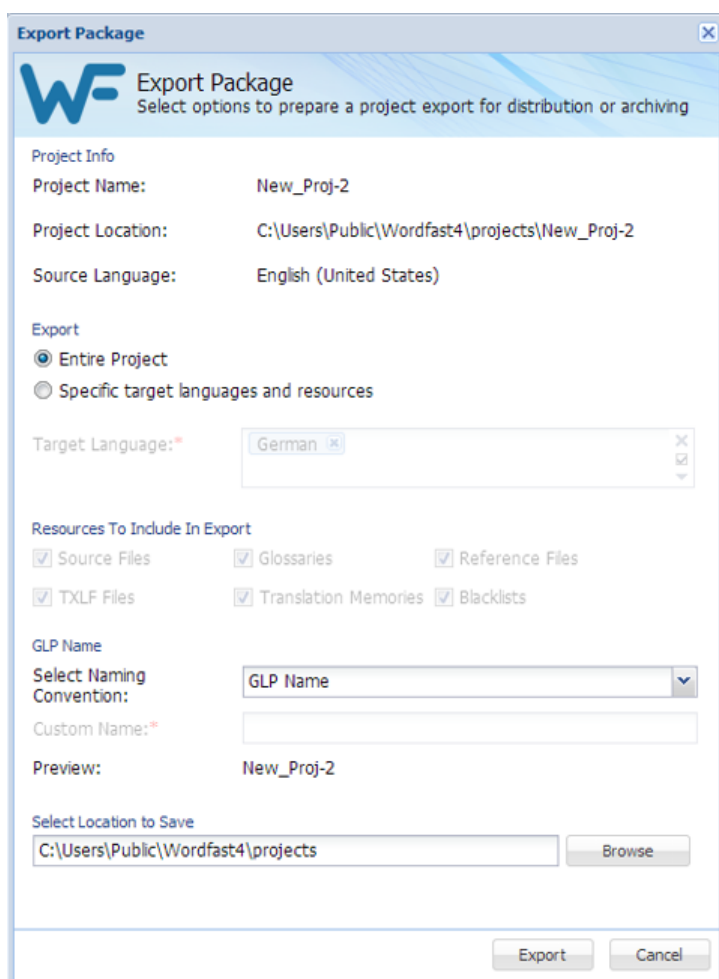
To export a package:

1. On the **Project Files** tab, select the project.



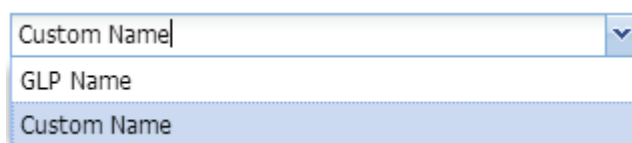
2. Click **Export Package**.

The Export Package dialog box appears.



3. Select the export type:
 - **Entire Project**: select to export the complete project
 - **Specific target languages and resources**: select the **Target Language(s)** and resources to be included in the export.
 - **Source Files**
 - **TXLF Files**
 - **Glossaries**
 - **Translation Memories**
 - **Reference Files**
 - **Blacklists**
4. Select a naming convention.

- **GLP Name** to select a default name
- **Custom Name** to enter a name of your choice

A screenshot of a software interface showing a dropdown menu. The menu is open, displaying three options: 'Custom Name' (which is currently selected and highlighted in blue), 'GLP Name', and another 'Custom Name' option at the bottom. The dropdown is triggered by a small downward-pointing arrow icon on the right side of the top bar.

5. Select a location where the GLP file will be saved.
6. Click **Export**.

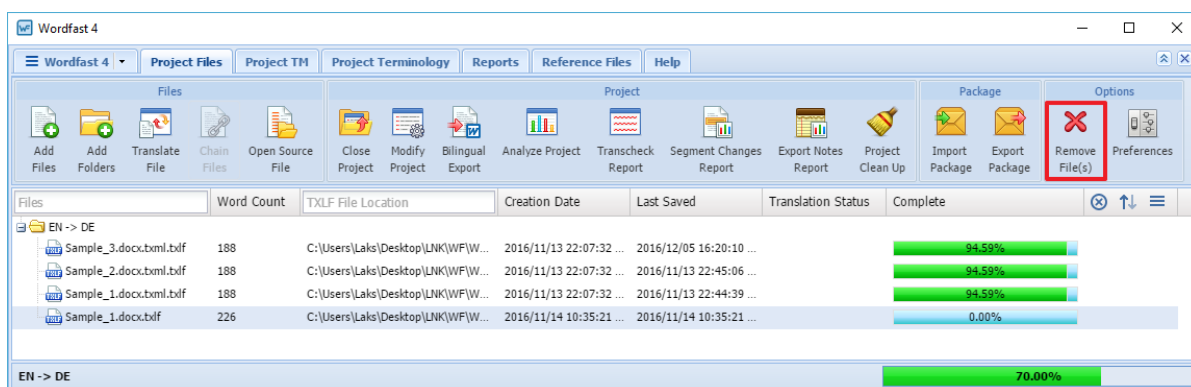
The exported GLP is built and saved to the selected folder location. This GLP file can be shared with other Wordfast Pro users.

Removing Files

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

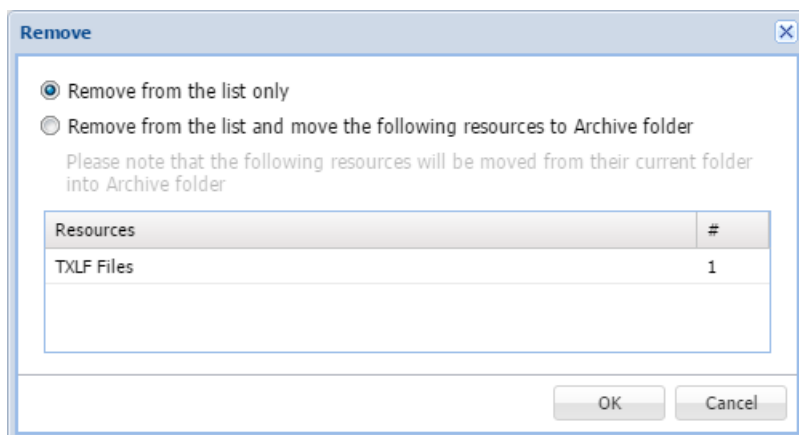
To remove a file or files:

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



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

The Remove dialog box appears.



5. 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 folder within the Project folder on your computer

6. Click **OK**.

The file is removed from the current project.



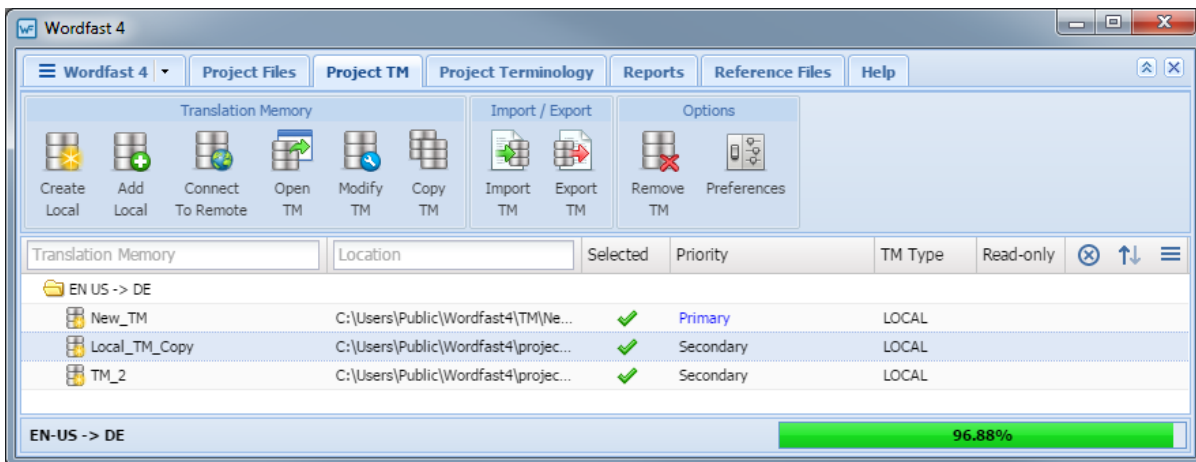
Note:

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.

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

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

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





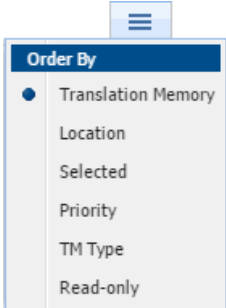
You can use the **Project TM** tab to complete the following tasks:

- [Creating Local TMs](#)
- [Connecting to Remote TMs](#)
- [Modifying TMs](#)
- [Importing Local TMs](#)
- [Removing TMs](#)
- [Adding Local TMs](#)
- [Opening Local TMs](#)
- [Copying Local TMs](#)
- [Exporting Local TMs](#)

Searching and Sorting Project TMs

Project TMs can be searched and sorted using the column heads.

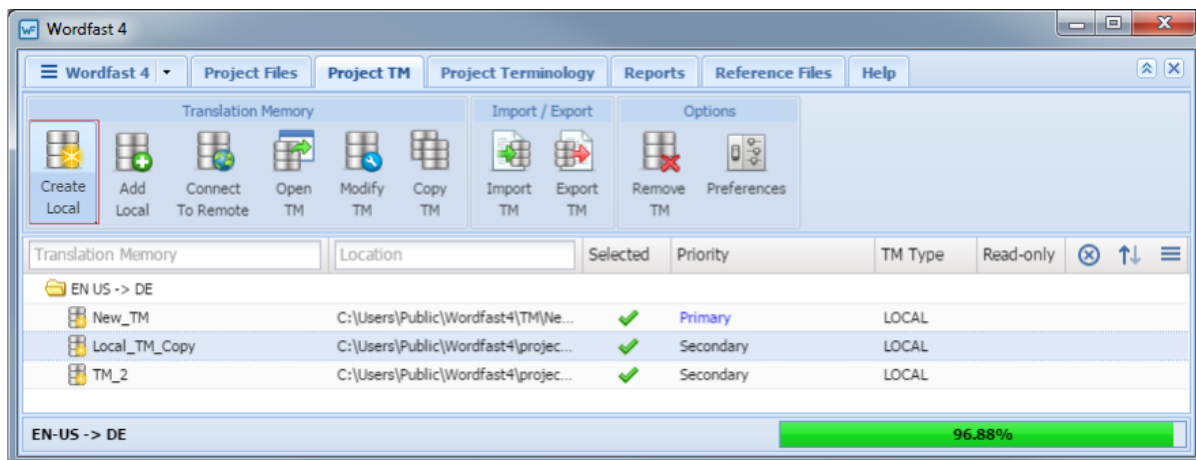
Option	Description
<div> <div>Translation Memory</div> <div>Location</div> </div>	Enter a search string to view specific project TMs and project TMs in a particular location

Option	Description
	Click to clear the entered search filters
	Click to sort the project TMs in ascending or descending order
	Click the sort menu to order the project TM details based on a specific column head

Creating Local TMs

To create a local translation memory:

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



The **Translation Memory** dialog box appears.

4. Enter the Translation Memory information.

Option	Description
Name	Enter the TM name. It is recommended to enter a name that includes a client or organization name and the TM's language to easily identify it.
Target Language	The target language selection is limited to those configured in the project.
Location	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.

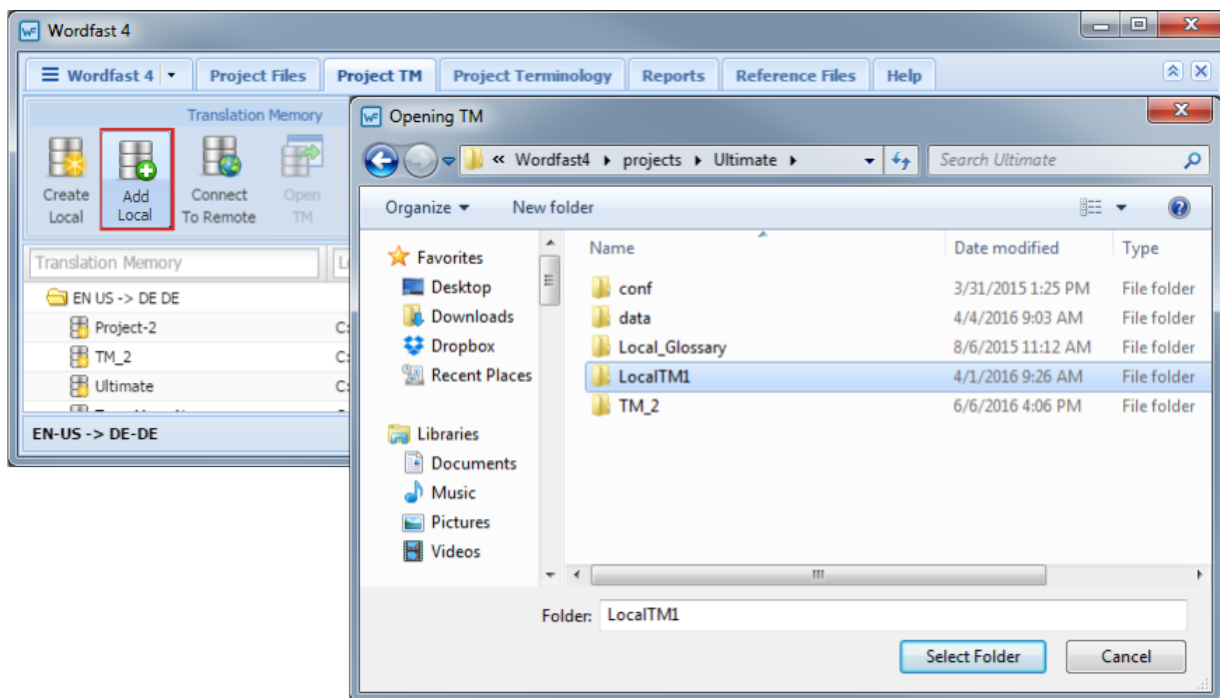
5. Click **OK**.

The new translation memory appears in the project TM list.

Adding Local TMs

To add a local translation memory to a project:

1. Go to the **Projects** tab (refer to [Opening Projects](#)).
2. Select and open the project.
3. Click the **Project TM** tab.
4. Click **Add Local**.



5. Select the translation memory folder.
6. Click **Select Folder**.

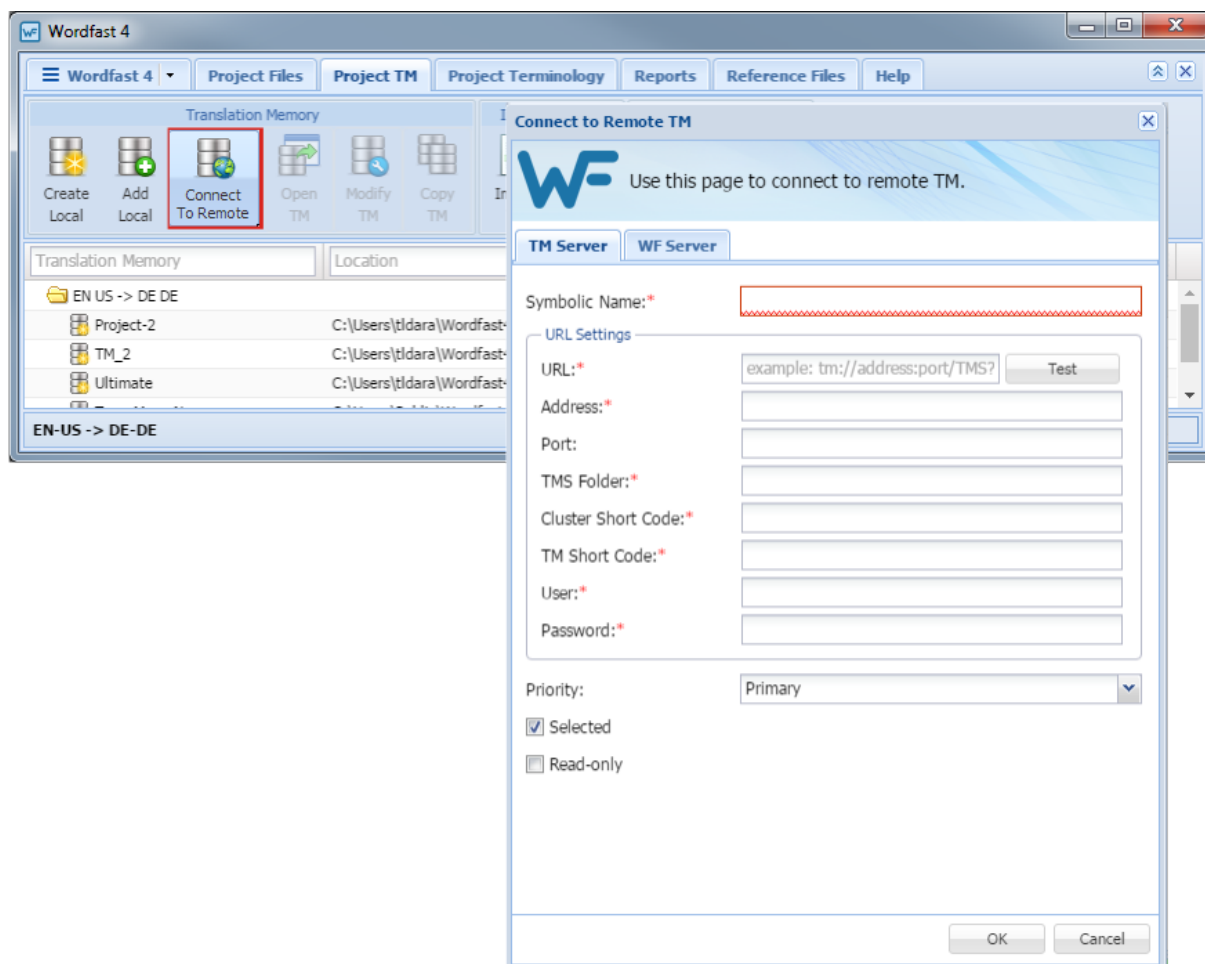
The selected translation memory is added to the project and listed in the Project TM tab.

Connecting to Remote TMs

To connect to a remote TM:

1. Go to the **Projects** tab (refer to [Opening Projects](#)).
2. Select and open the project.
3. Click the **Project TM** tab.
4. Click **Connect To Remote**.

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



5. 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** following the example template shown: example:// tm:// address:port/TMS?



Note:

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

6. 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** following the example template shown: example:// wf://jsmith:password@12345



Note:

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

- d) (Optional) Select **Use TM Write Password** to provide password to clean up target content and update the TM.
- e) Select a **Priority** from the drop-down list.
The priority determines the sequence of reference during translation where the **Primary** TM is referenced first, followed by the **Secondary** TMs. Only one TM can be selected as primary.
- f) (Optional) Select **Selected** checkbox to use this translation memory for the current project.
- g) (Optional) Select **Read Only** checkbox to allow users to leverage the TM but not update the TM with new translation.

7. Click **OK**.

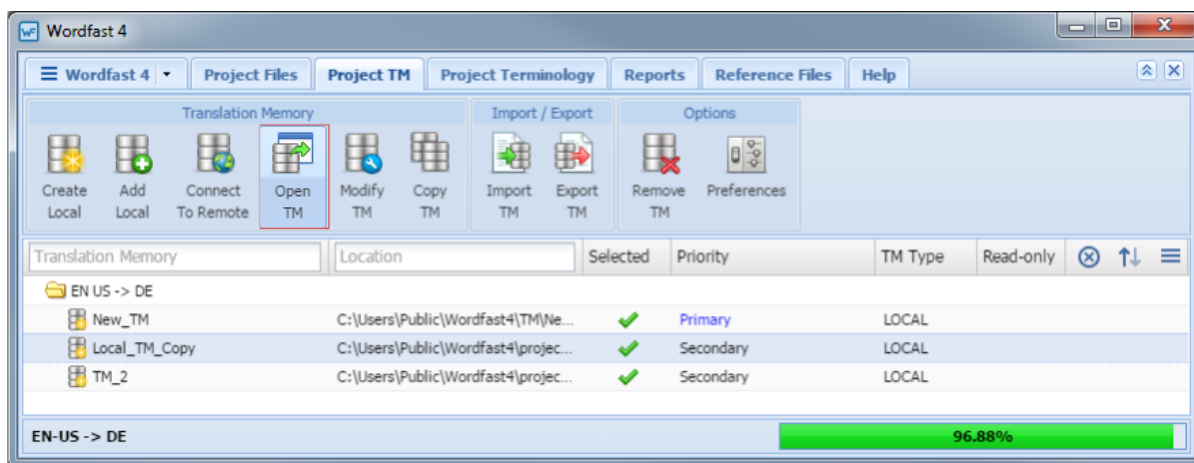
The new translation memory is created in the project TM list.

Opening Local TMs

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

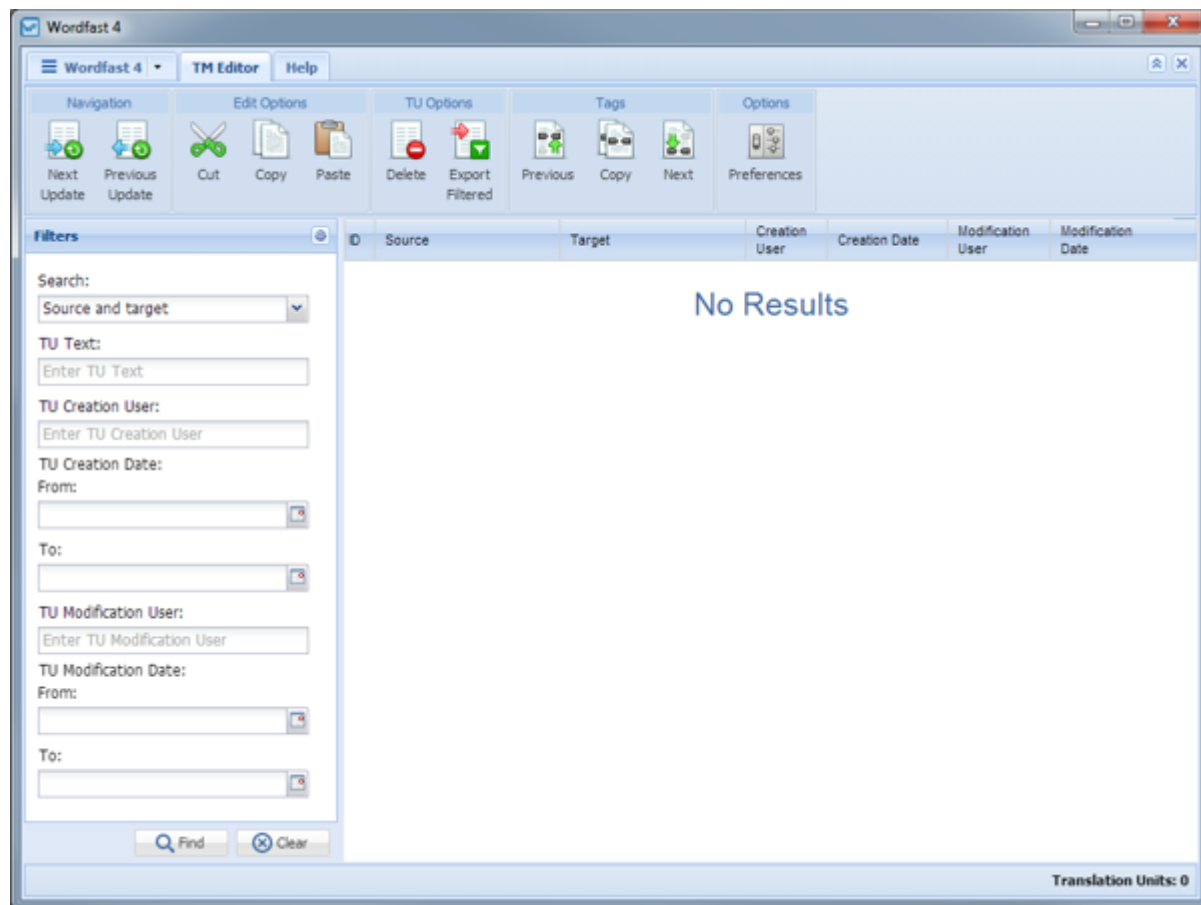
To open a local translation memory:

1. Go to the **Projects** tab (refer to [Opening Projects](#)).
2. Select and open the project.
3. Select a translation memory file.



4. Click **Open TM**.

The **TM Editor** tab appears.

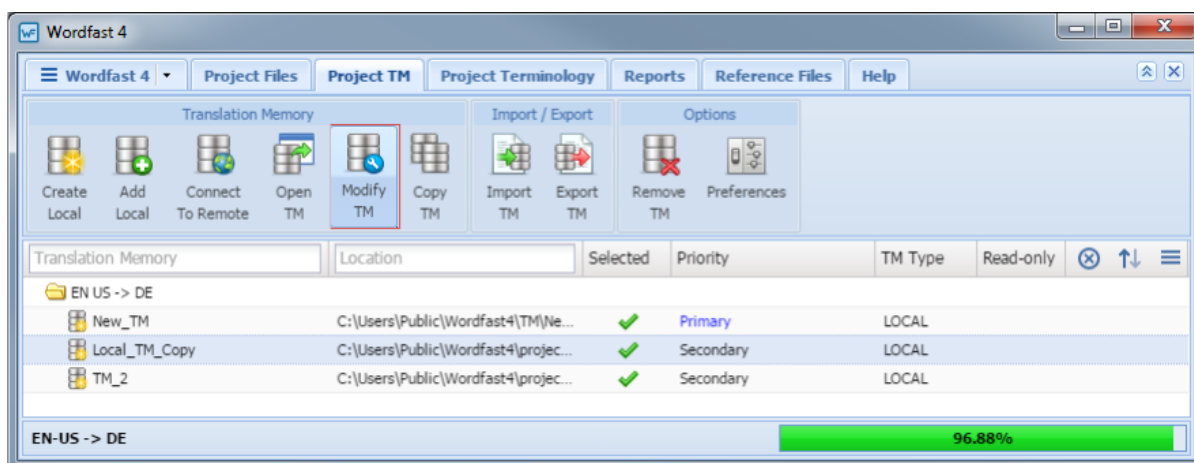


5. You can filter, view, and update translation units using the TM Editor.

Modifying TMs

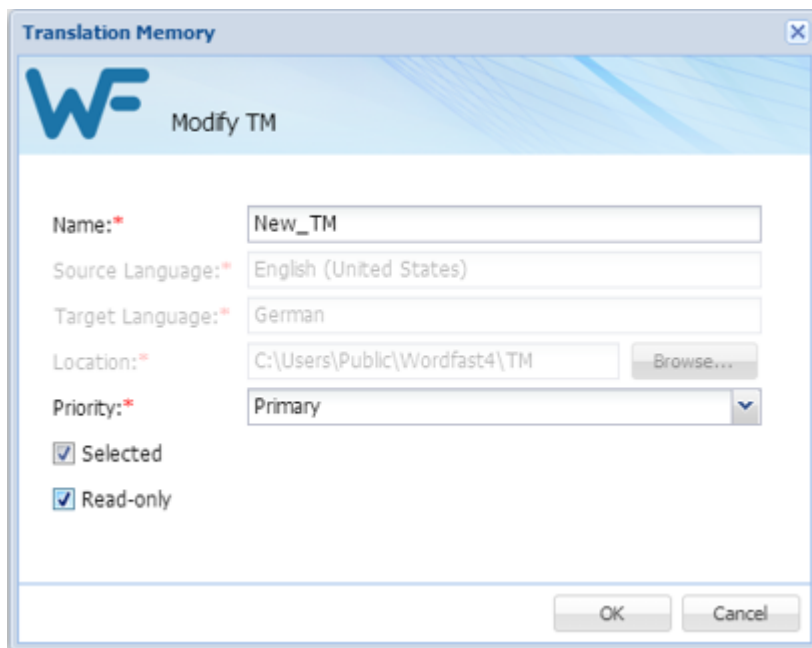
To modify a local or remote translation memory:

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



- Click **Modify TM**.

The **Modify TM** dialog box appears.

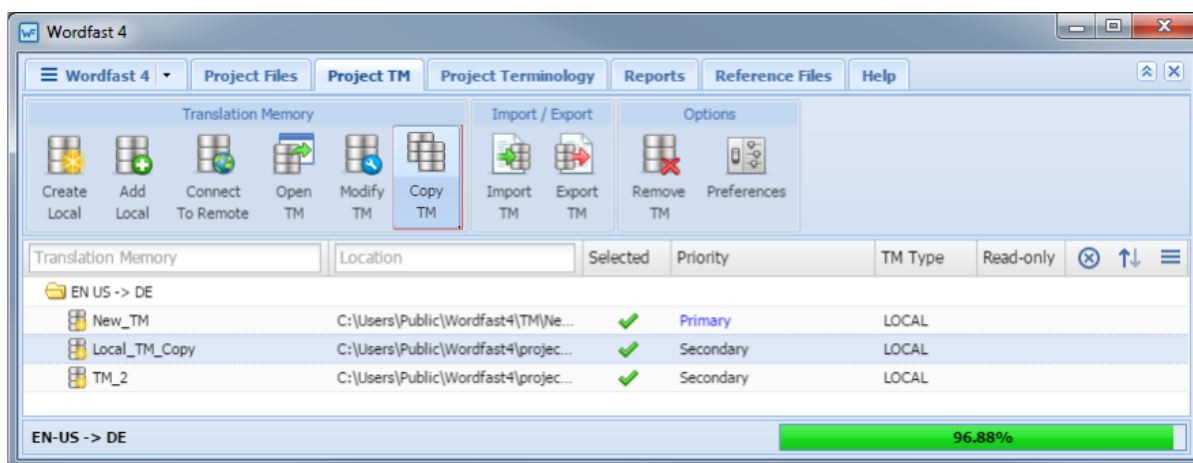


- Modify the TM details as required.
- (Optional) Select **Selected** checkbox to use this TM for the current project.
- (Optional) Select **Read Only** checkbox to allow users to leverage the TM but not update it with new translation.
- Click **OK** to save changes.

Copying Local TMs

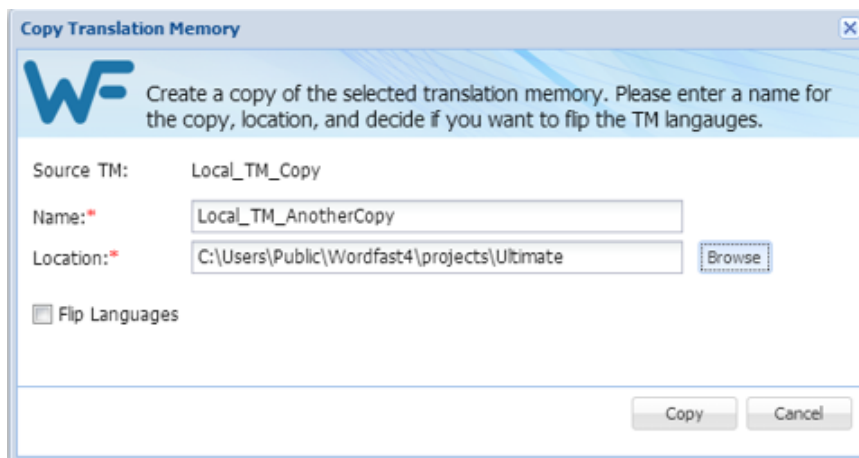
To copy a local translation memory:

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



5. Click **Copy TM**.

The **Copy Translation Memory** dialog box appears.



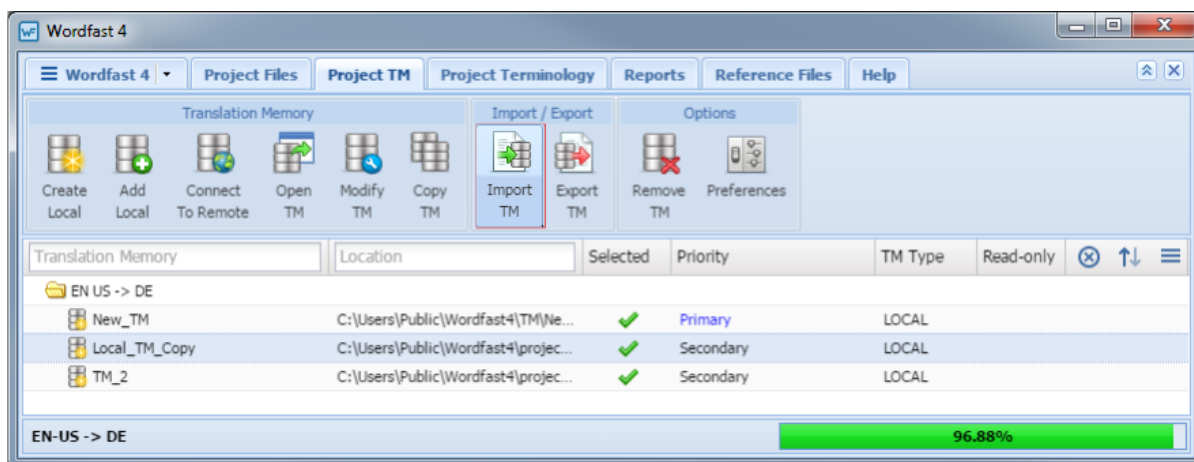
6. Enter the **TM Name** for the copy and its destination folder.
7. Enter the **Location** where the TM will be saved.
8. Select **Flip Languages**, to reverse the source and target languages.
9. Click **Copy**.

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

Importing Local TMs

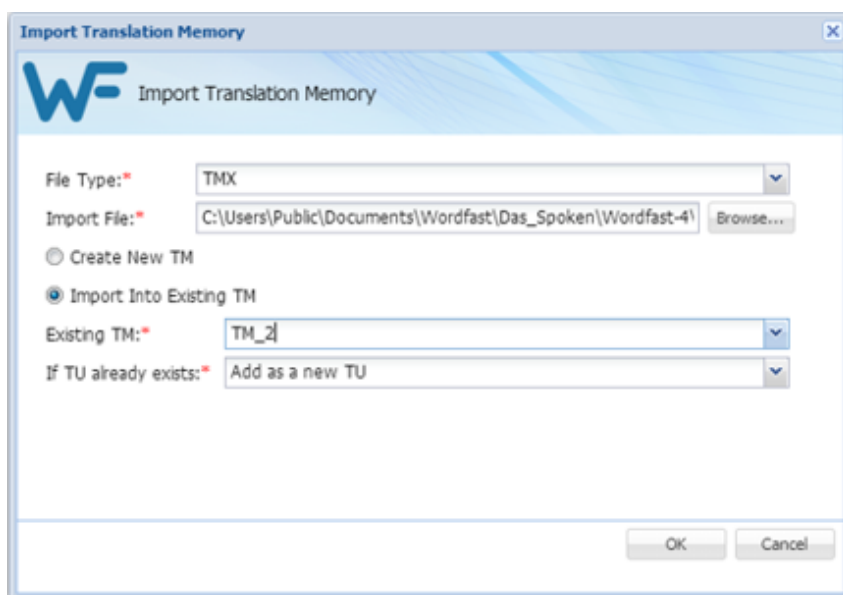
To import a translation memory:

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



4. Click **Import TM**.

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



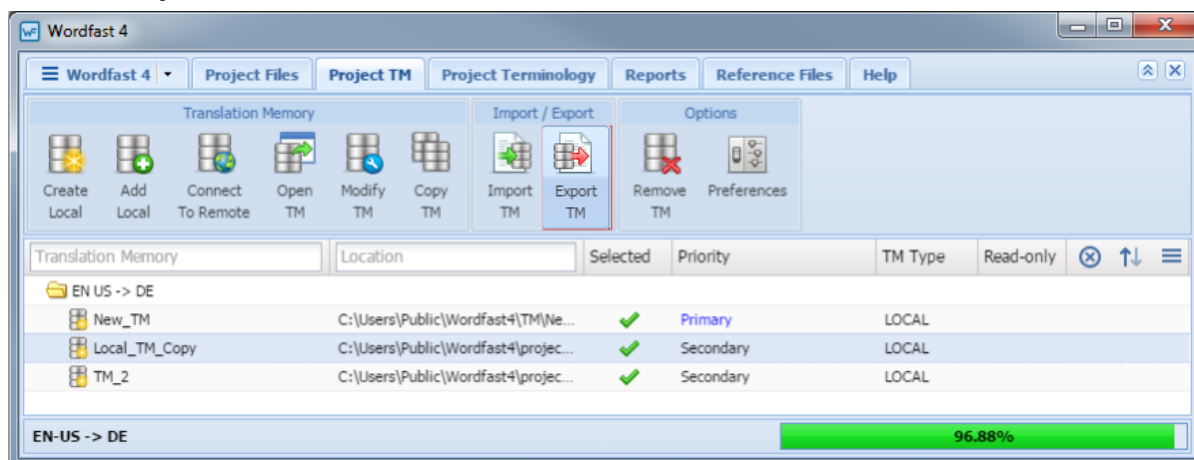
5. Select the import **File Type**:
 - **WF Classic TM**: This file format can be used in Wordfast Classic and Wordfast Pro 3 translation tools.
 - **TMX**: This is a standard file format supported by all translation tools.
6. Click **Browse** to locate and select the **Import File**.
7. Select the TM creation option:
 - **Create New TM**: to import the TM into a new TM file
 - **Import Into Existing TM**: to import the TM into one of the available TM files. Select the **Existing TM** and the action to be taken **If TU already exists**
8. Click **OK**.

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

Exporting Local TMs

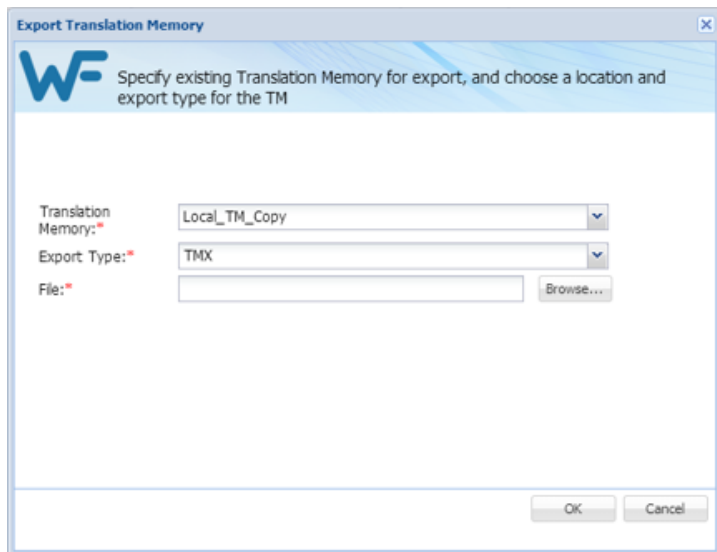
To export a local translation memory:

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



4. Select the translation memory file to export.
5. Click **Export TM**.

The Export Translation Memory dialog box appears.



6. Select a different **Translation Memory** from the drop-down list, if required.
7. Select the file **Export Type** from the drop-down list.
8. Click **Browse** and select the folder location where the exported file should be saved.
9. Click **OK**.

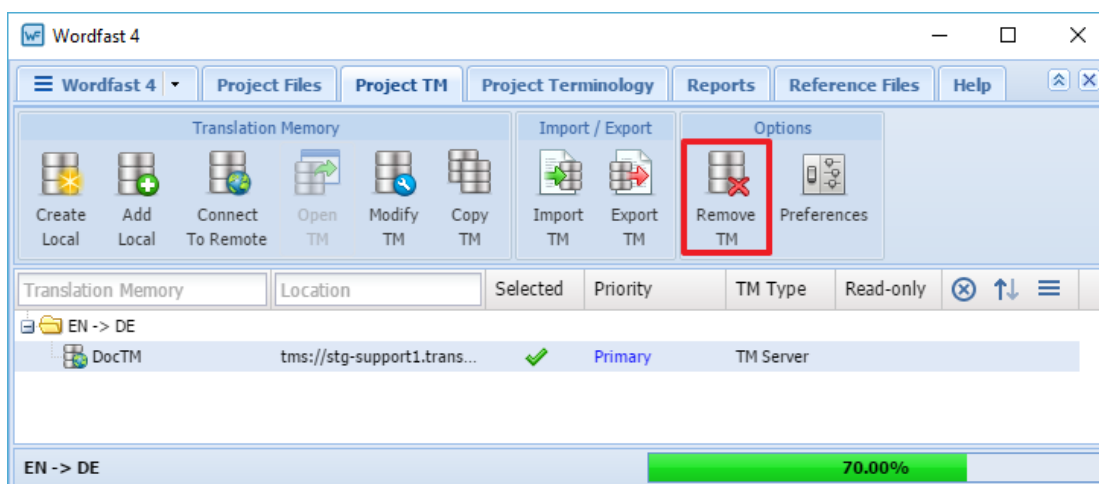
The selected translation memory is exported to the selected folder location.

Removing TMs

When a translation memory is removed from a project, the local TM file is retained in the TM folder on your computer and can be added again by clicking on **Add Local**. The remote TM can be added again by clicking on **Connect to Remote** and entering the URL.

To remove a translation memory from the current project:

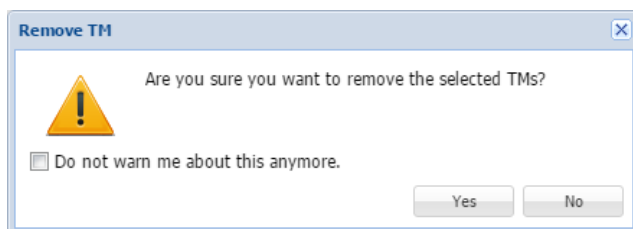
1. Go to the **Projects** tab (refer to [Opening Projects](#)).
2. Click the **Project TM** tab.



3. Select the TM to be removed.

4. Click **Remove TM**.

A Remove TM dialog box appears.



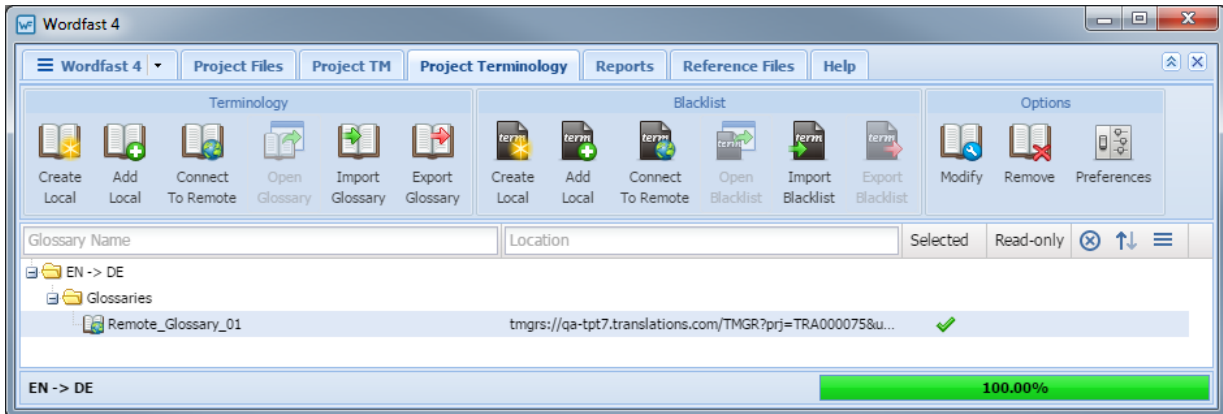
5. Click **Yes**.

The selected translation memory is removed from the TM list.

Project Terminology

8

Project 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.






You can use the **Project Terminology** tab to complete the following tasks:

- [Working with Glossaries](#)
- [Working With Blacklists](#)
- [Modifying and Removing Glossaries, Blacklists](#)

Searching and Sorting Project Terminology

Project Terminology or Glossary can be searched and sorted using the column heads.

Option	Description
<input type="text" value="Glossary Name"/> <input type="text" value="Location"/>	Enter a search string to view specific project glossaries and project glossaries in a particular location
	Click to clear the entered search filters
	Click to sort the project glossaries in ascending or descending order

Option	Description
 <div> Order By <ul style="list-style-type: none"> • Glossary Name Location Selected Read-only </div>	Click the sort menu to order the project glossary details based on a specific column head

Working with Glossaries

A terminology list or glossary includes source terms and their preferred translations.

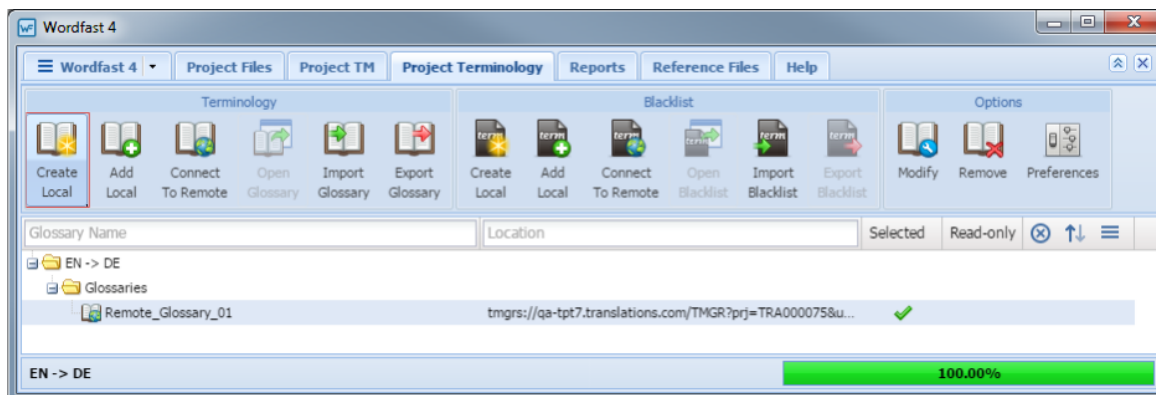
You can use the Terminology panel of the **Project Terminology** tab to complete the following tasks:

- [Creating Local Glossaries](#)
- [Opening Local Glossaries](#)
- [Adding Local Glossaries](#)
- [Importing Local Glossaries](#)
- [Connecting to Remote Glossaries](#)
- [Exporting Local Glossaries](#)

Creating Local Glossaries

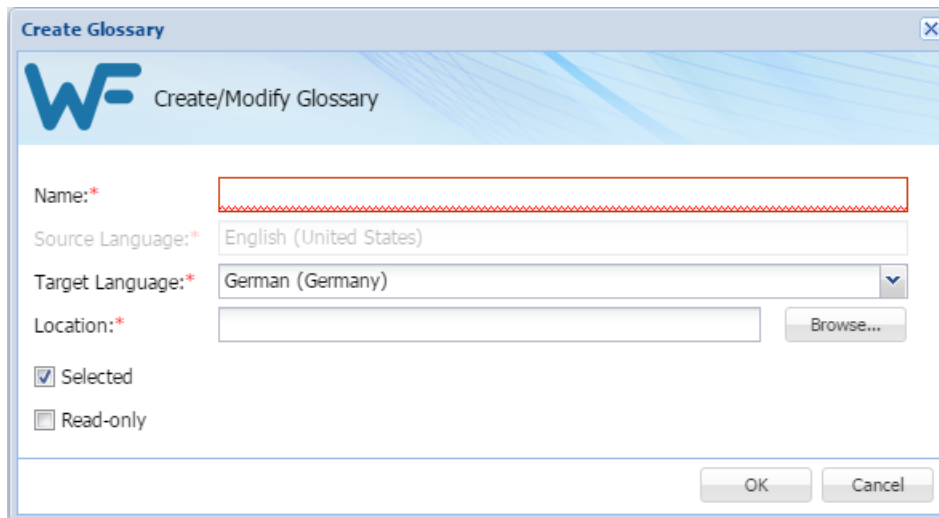
To create a local glossary:

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



4. Click **Create Local**.

The **Create Glossary** dialog box appears.



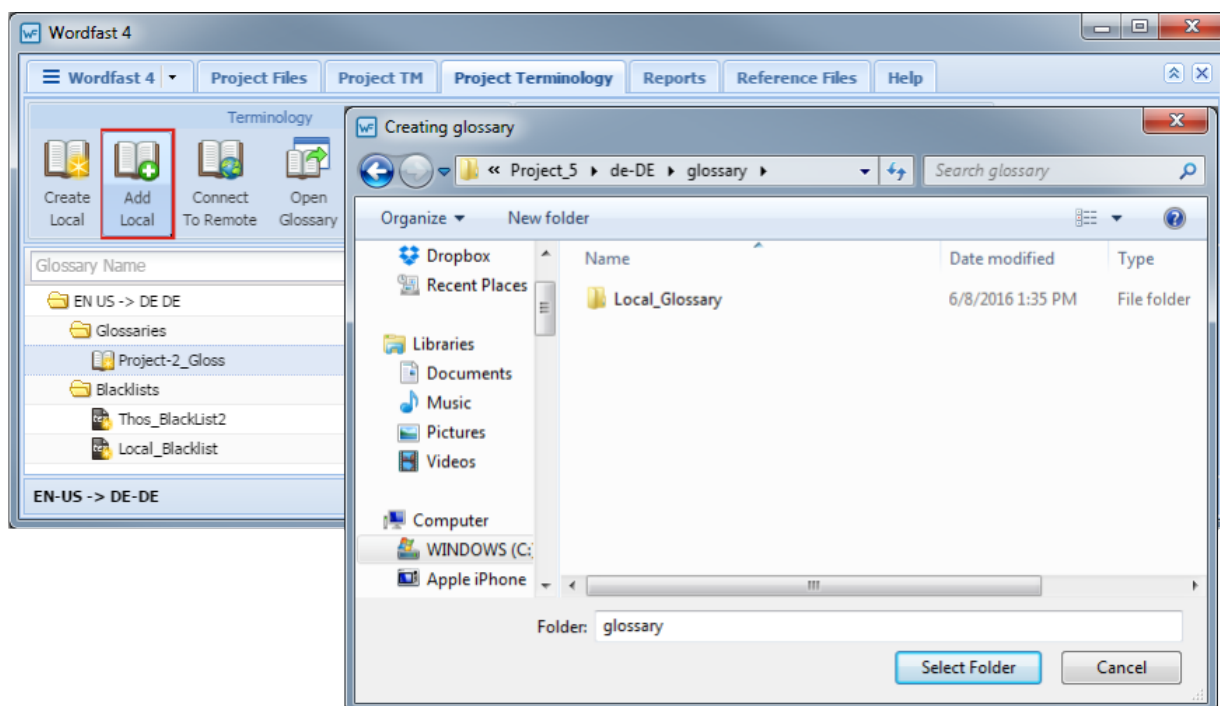
5. Enter a unique **Name** for the glossary.
6. Select the **Target Language**.
7. Browse to a folder **Location** where the new glossary should be saved.
8. (Optional) Select **Selected** checkbox to use this local glossary for the current project.
9. (Optional) Select **Read Only** checkbox to leverage the local glossary but not update it with new terms.
10. Click **OK**.

The new glossary appears in the project terminology list.

Adding Local Glossaries

To add a local glossary:

1. Go to the **Projects** tab (refer to [Opening Projects](#)).
2. Select and open the project.
3. Click the **Project Terminology** tab.
4. Click **Add Local**.



5. Browse and select the glossary folder.

6. Click **Select Folder**.

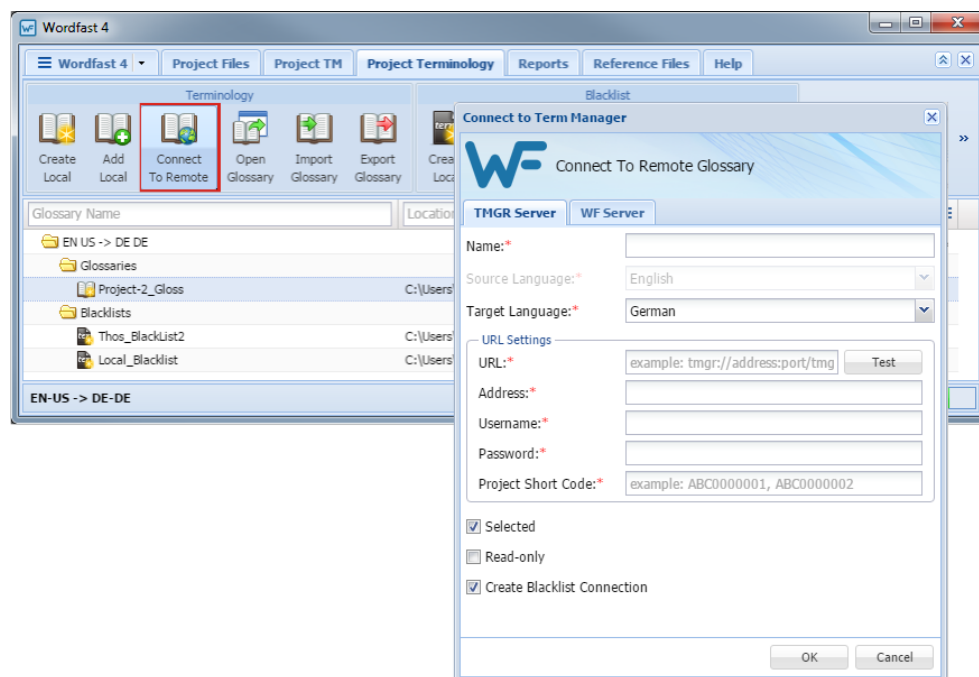
The selected glossary is added to the project and listed in the **Project Terminology** tab.

Connecting to Remote Glossaries

To connect to a remote glossary:

1. Go to the **Projects** tab (refer to [Opening Projects](#)).
2. Select and open the project.
3. Click the **Project Terminology** tab.
4. Click **Connect To Remote**.

The **Connect to Term Manager** dialog box appears.



5. Click the **TMGR Server** or **WF Server** tab.
6. Enter a unique name in the **Name** field.
7. Select a **Target Language** from the drop-down list.
8. Enter the remote glossary **URL** following the example template shown: example:// tmgr:// address:port/tmgr?



Note:

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

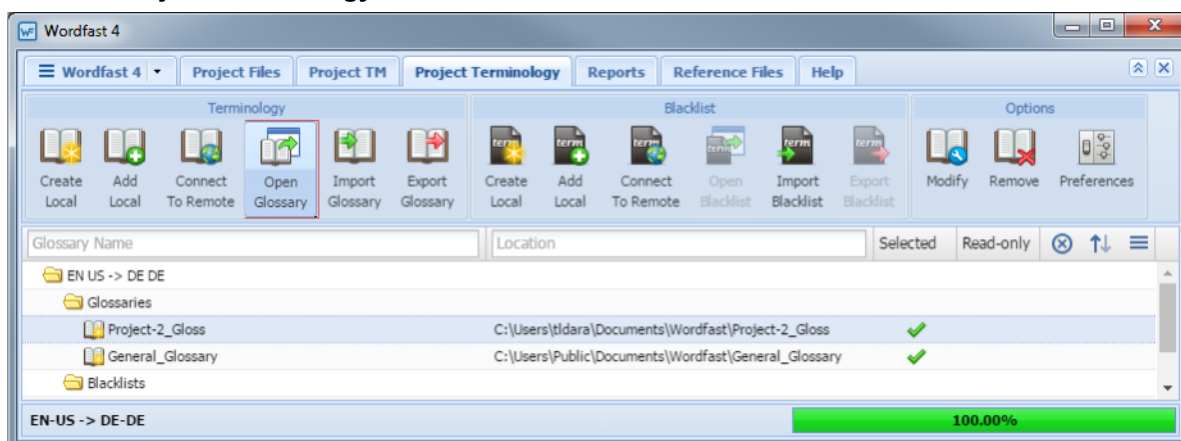
9. (Optional) Select **Selected** checkbox to use this glossary for the current project.
10. (Optional) Select **Read Only** checkbox to allow users to leverage the glossary but not update it with new terms.
11. (Optional) Select **Create Blacklist Connection** to include a term blacklist.
12. Click **OK**.

The new glossary is created in the project terminology list.

Opening Local Glossaries

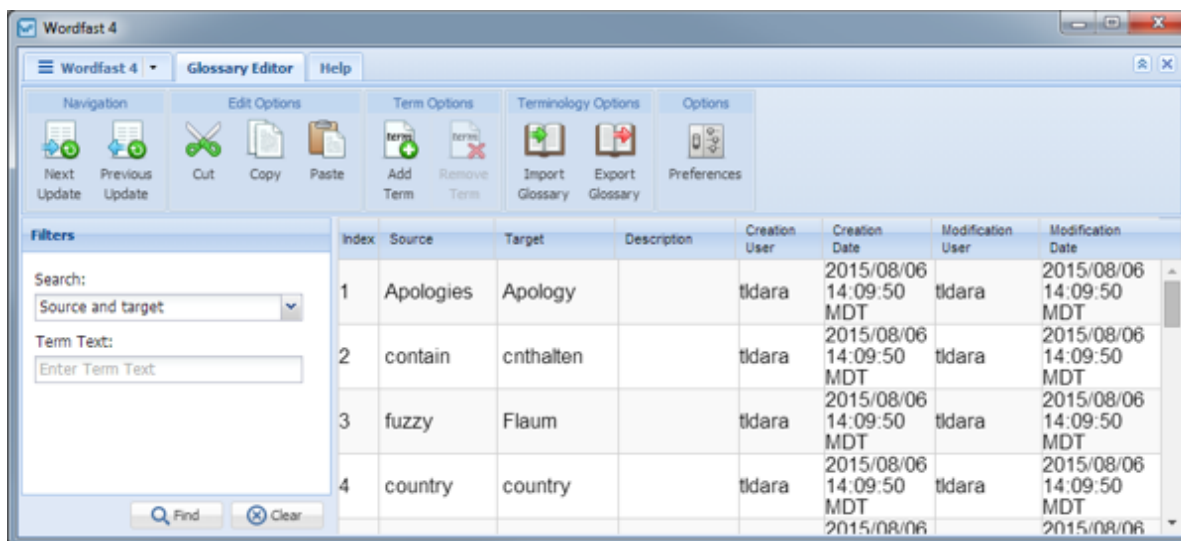
To open a local glossary:

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



4. Select a glossary and click **Open Glossary**.

The **Glossary Editor** tab appears.



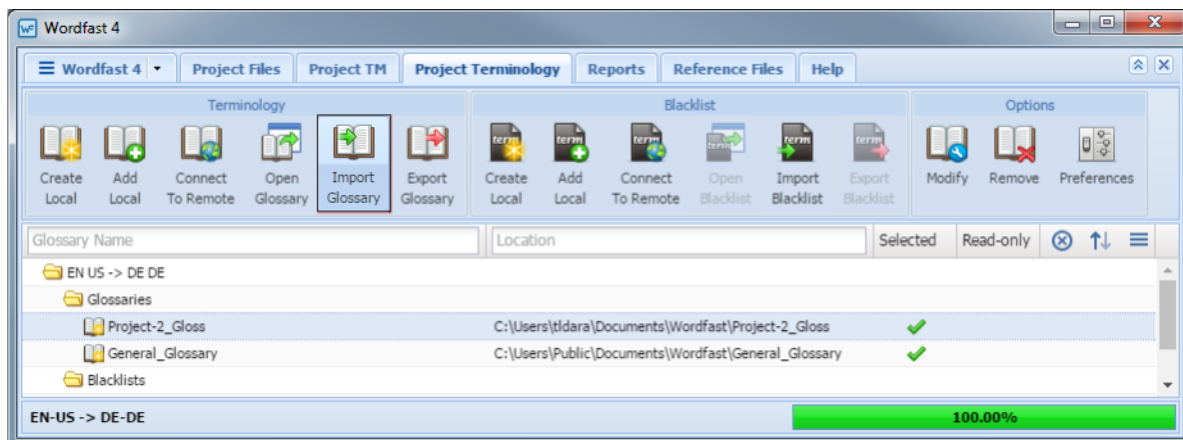
5. You can filter, view, add, remove, and update terms using the Glossary Editor.

Importing Local Glossaries

To import a glossary:

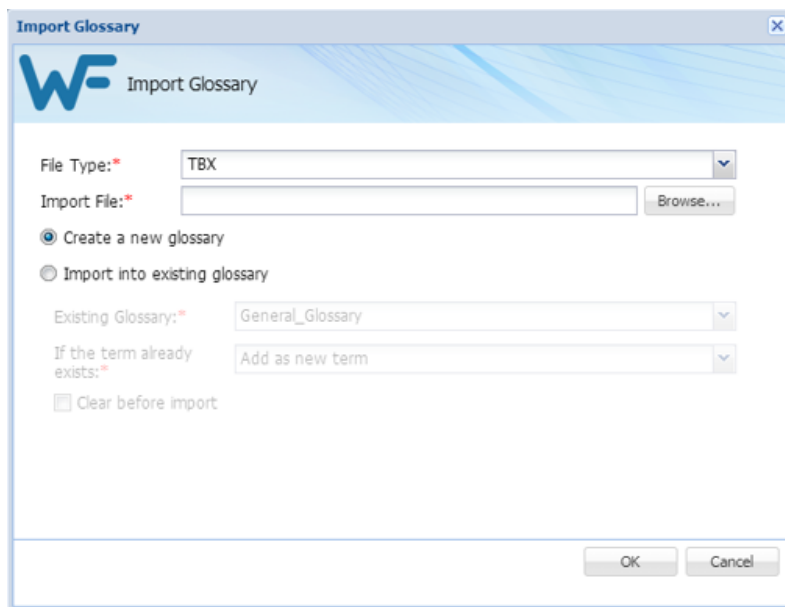
1. Go to the **Projects** tab (refer to [Opening Projects](#)).

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



4. Click **Import Glossary**.

The Import Glossary dialog box appears.



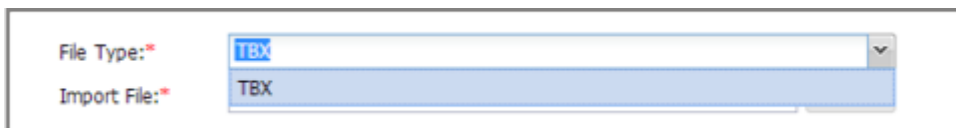
5. Select the import **File Type**:

- **Tab delimited text file (TXT)**: Wordfast Classic and Wordfast Pro 3 format



The screenshot shows a dialog box with two labels: 'File Type: *' and 'Import File: *'. Each label is followed by a text field. The 'File Type' field has a dropdown arrow and contains the text 'Tab delimited'. The 'Import File' field also contains the text 'Tab delimited'.

- **Term Base eXchange (TBX)**



The screenshot shows a dialog box with two labels: 'File Type: *' and 'Import File: *'. Each label is followed by a text field. The 'File Type' field has a dropdown arrow and contains the text 'TBX'. The 'Import File' field also contains the text 'TBX'.

6. Click **Browse** to locate and select the **Import File**.

7. 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 available glossary files.
Select the **Existing Glossary** and the action to be taken **If the term already exists**

8. Select **Clear before import** to overwrite the existing glossary.

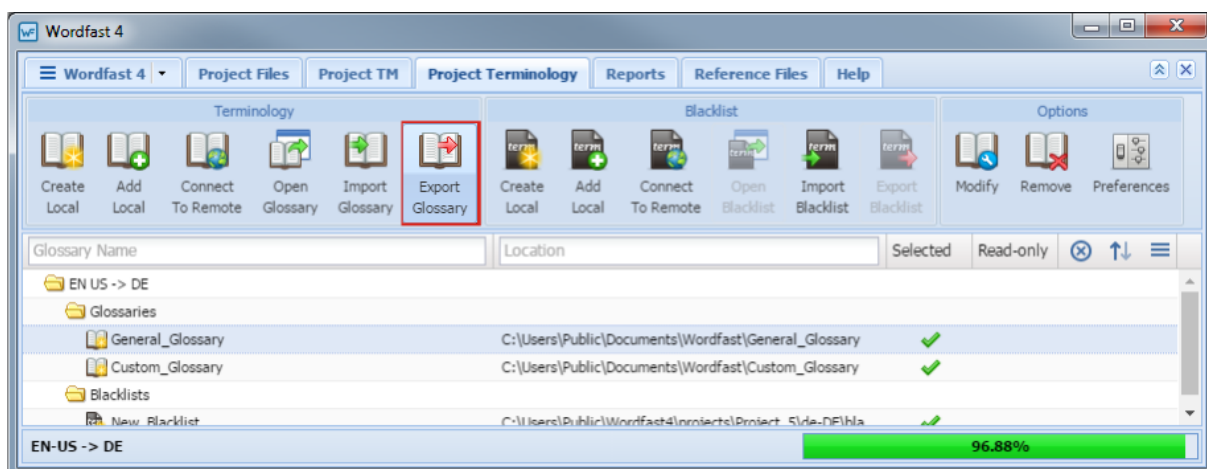
9. Click **OK**.

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

Exporting Local Glossaries

To export a local glossary:

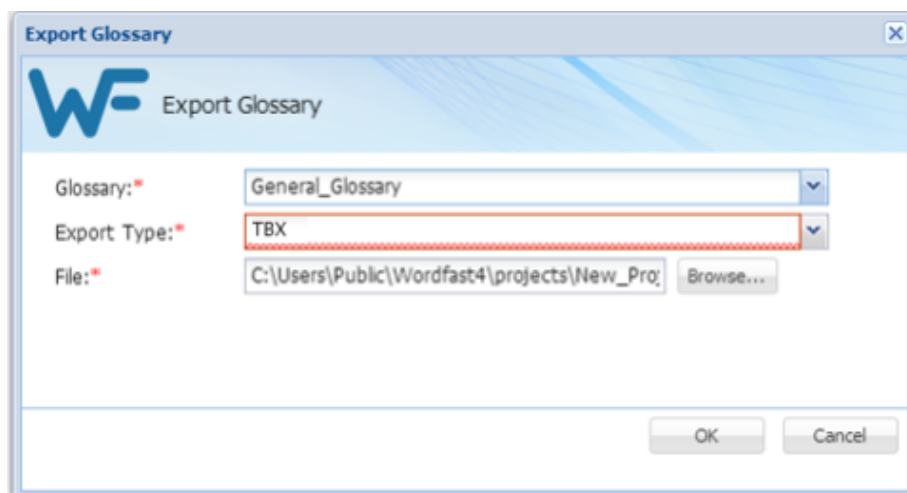
1. Go to the **Projects** tab (refer to [Opening Projects](#)).
2. Select and open the project.
3. Click the **Project Terminology** tab.



4. Select the glossary to export.

5. Click **Export Glossary**.

The Export Glossary dialog box appears.



6. Select a different **Glossary** from the drop-down list, if required.

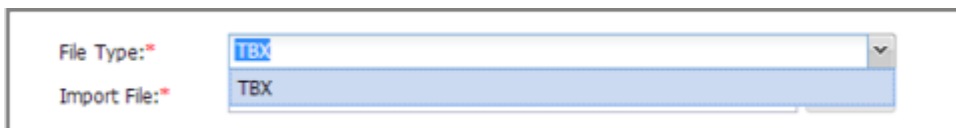
7. Select the file **Export Type** from the drop-down list:

- **Tab delimited text file (TXT)**: Wordfast Classic and Wordfast Pro 3 format



The screenshot shows a dialog box with two dropdown menus. The first dropdown, labeled 'File Type:', has 'Tab delimited' selected. The second dropdown, labeled 'Import File:', also has 'Tab delimited' selected.

- **Term Base eXchange (TBX)**



The screenshot shows a dialog box with two dropdown menus. The first dropdown, labeled 'File Type:', has 'TBX' selected. The second dropdown, labeled 'Import File:', also has 'TBX' selected.

8. Click **Browse** and select the folder location where the exported file should be saved.

9. Click **OK**.

The glossary is exported to the selected folder location.

Working With Blacklists

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

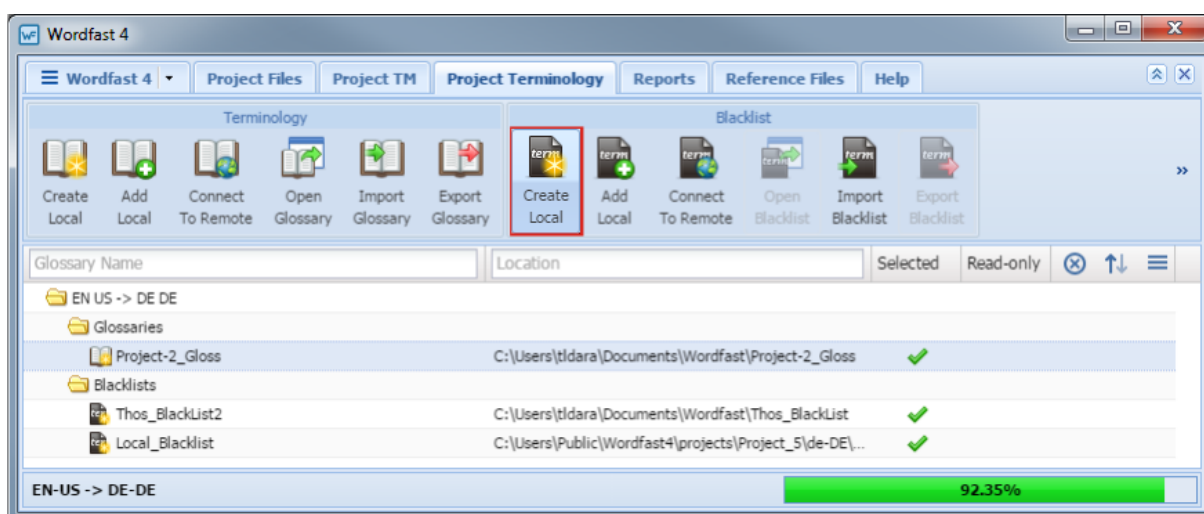
You can use the Blacklist panel of the **Project Terminology** tab to complete the following tasks:

- [Creating Local Blacklists](#)
- [Adding Blacklists](#)
- [Opening Local Blacklists](#)
- [Importing Local Blacklists](#)
- [Exporting Local Blacklists](#)

Creating Local Blacklists

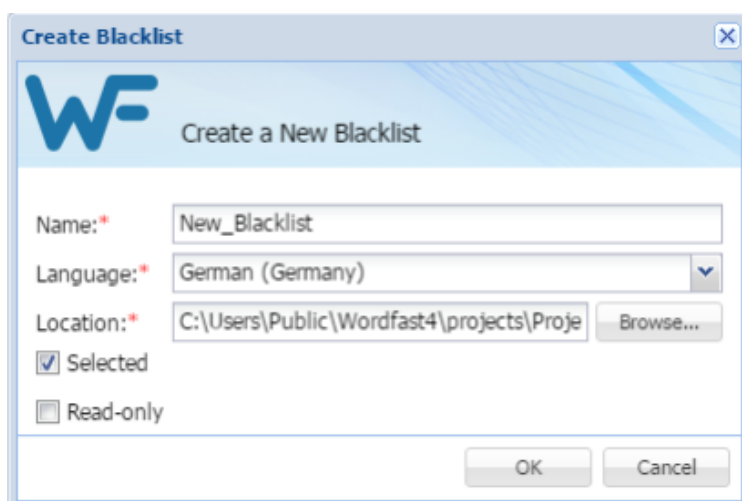
To create a local blacklist:

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



4. Click **Create Local** in the **Blacklist** panel.

The **Create Blacklist** dialog box appears.



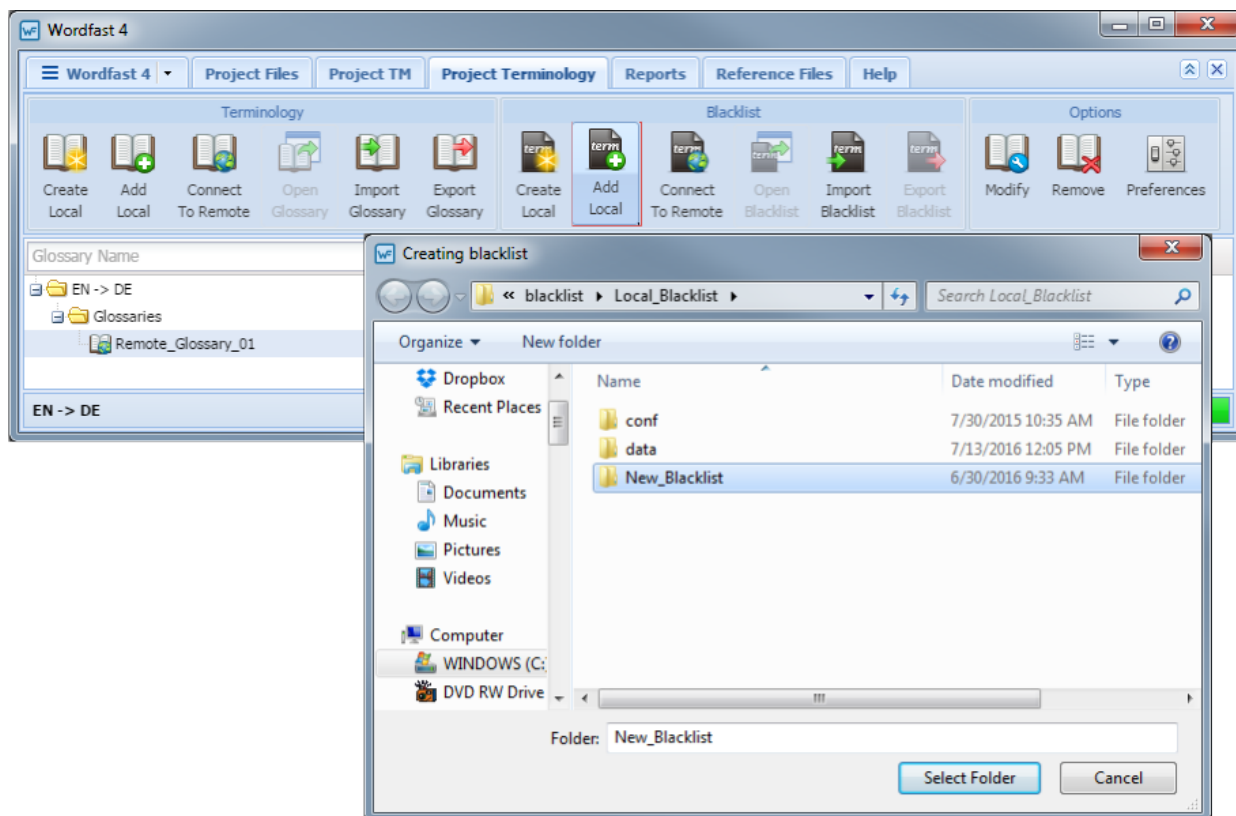
5. Enter a unique **name** for this blacklist.
6. Select a **Language**.
7. Browse to a folder **Location** where the new blacklist should be saved.
8. (Optional) Select **Selected** checkbox to use this local blacklist for the current project.
9. (Optional) Select **Read Only** checkbox to leverage the blacklist but not update it with new terms.
10. Click **OK**.

The new blacklist appears in the project terminology list.

Adding Blacklists

To add a blacklist:

1. Go to the **Projects** tab (refer to [Opening Projects](#)).
2. Select and open the project.
3. Click the **Project Terminology** tab.
4. Click **Add Local** in the Blacklist panel.



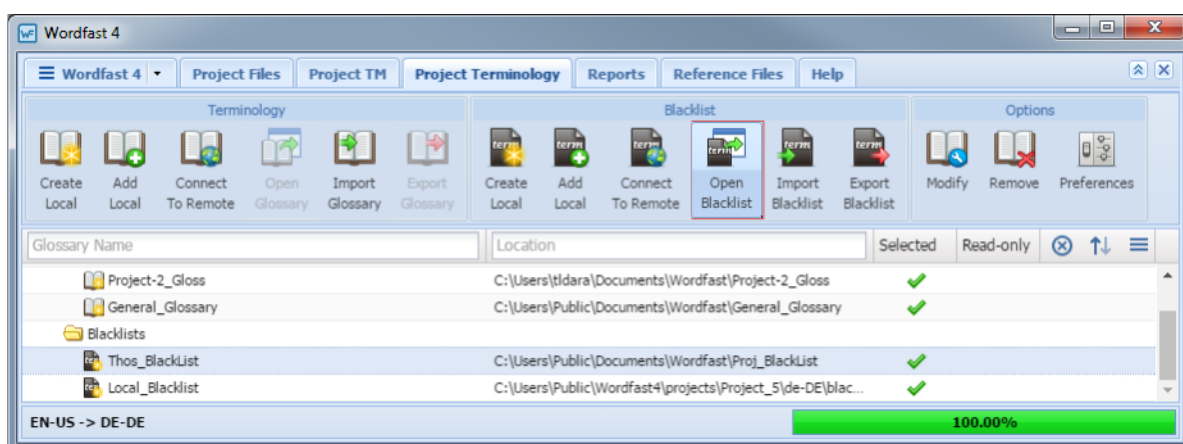
5. Browse and select the blacklist folder.
6. Click **Select Folder**.

The selected blacklist is added to the project and listed in the **Project Terminology** tab.

Opening Local Blacklists

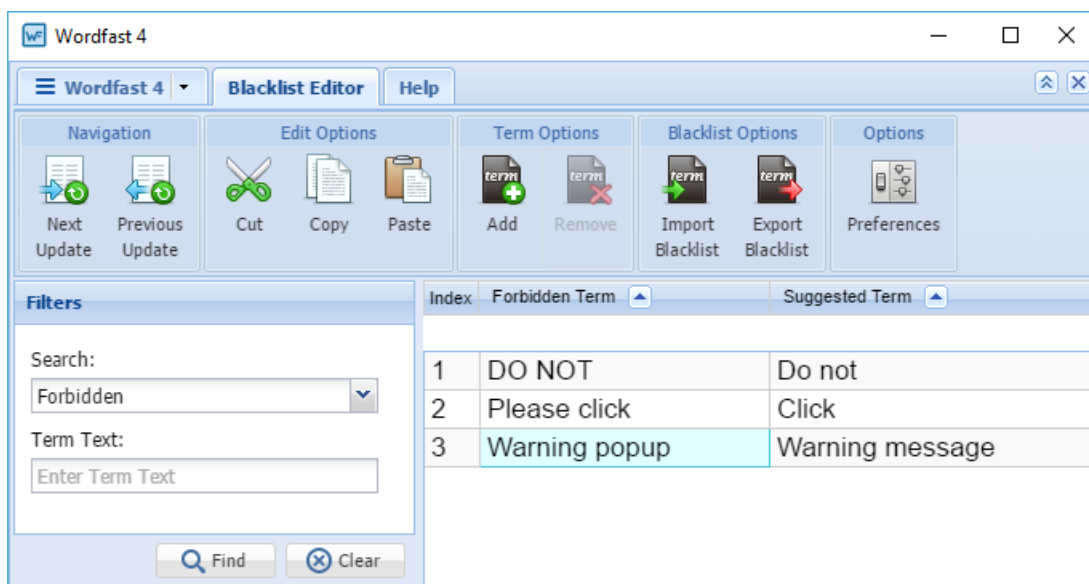
To open a local blacklist:

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



4. Select a blacklist and click **Open Blacklist**.

The **Blacklist Editor** tab appears.

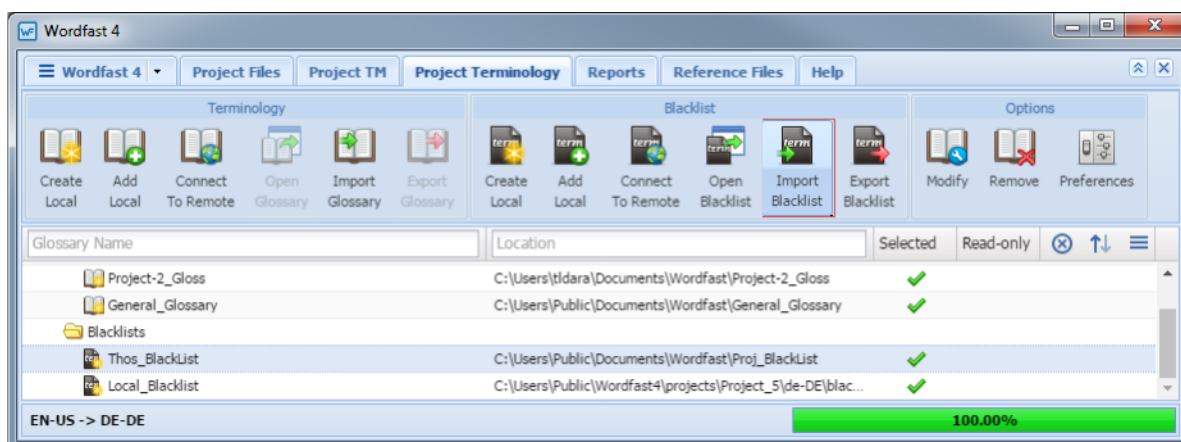


5. You can filter, view, add, remove, and update terms using the Blacklist Editor.

Importing Local Blacklists

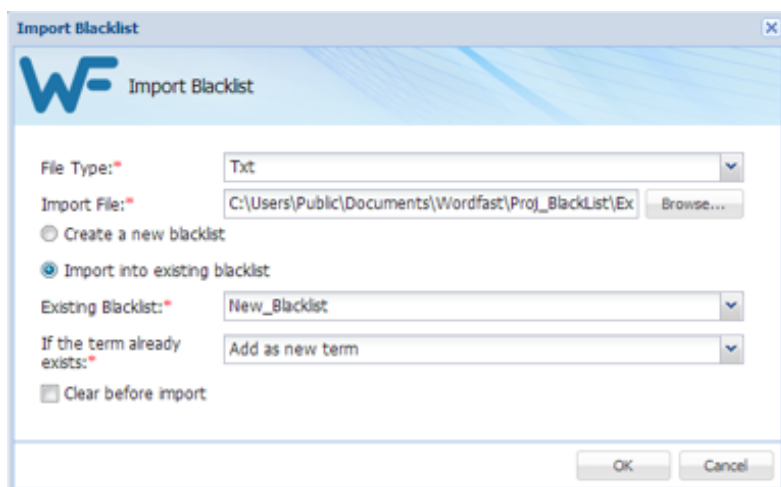
To import a local blacklist:

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



4. Click **Import Blacklist**.

The Import Blacklist dialog box appears.



5. Select the import **File Type**.

6. Click **Browse** to locate and select the **Import File**.

7. Select the blacklist creation option:

- **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 available blacklist files. Select the **Existing Blacklist** and the action to be taken **If the term already exists**

8. Select **Clear before import** to overwrite the existing blacklist.

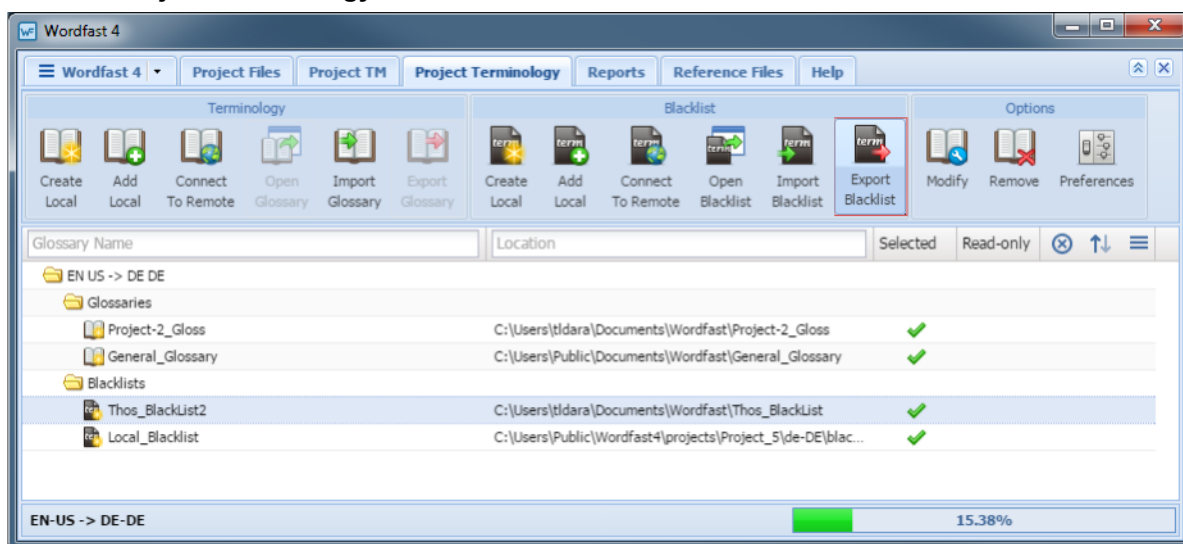
9. Click **OK**.

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

Exporting Local Blacklists

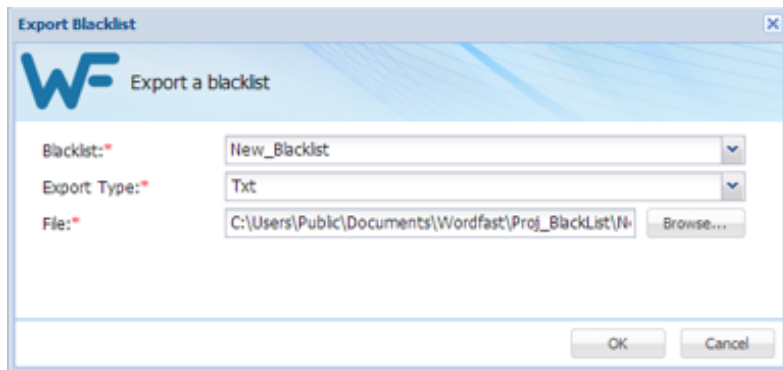
To export a blacklist:

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



4. Click **Export Blacklist**.

The **Export Blacklist** dialog box appears.



5. Select a different **Blacklist** from the drop-down list, if required.
6. Select the file **Export Type**.
7. Click **Browse** and select the folder location where the exported file should be saved.
8. Click **OK**.

The blacklist is exported to the selected folder location.

Modifying and Removing Glossaries, Blacklists

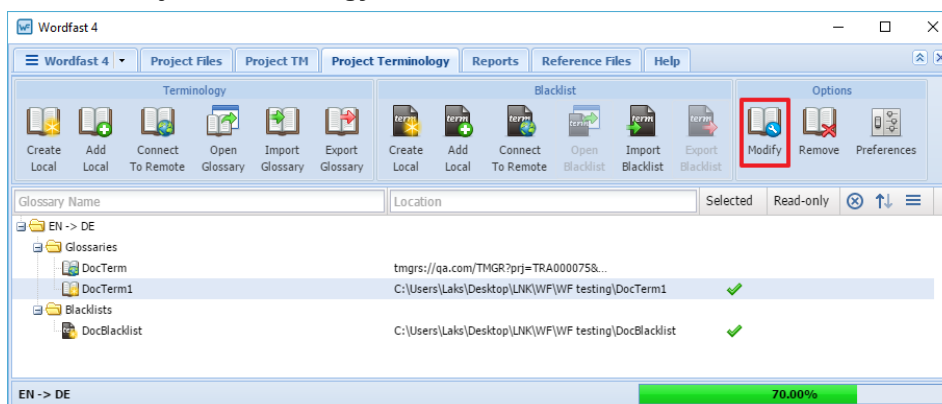
You can use the Options panel of the **Project Terminology** tab to complete the following tasks:

- [Modifying Glossaries](#)
- [Modifying Blacklists](#)
- [Removing Glossaries](#)
- [Removing Blacklists](#)

Modifying Glossaries

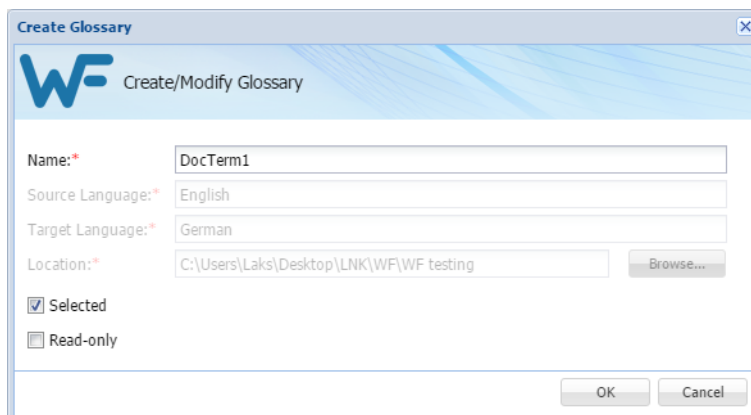
To modify a glossary:

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



4. Select the glossary and click **Modify**.

The **Create/Modify Glossary** or **Connect to Remote Glossary** dialog box appears based on the glossary type.



Create Glossary

WF Create/Modify Glossary

Name:* DocTerm1

Source Language:* English

Target Language:* German

Location:* C:\Users\Laks\Desktop\LNK\WF\WF testing Browse...

☒ Selected

☐ Read-only

OK Cancel



Connect to Term Manager

WF Connect To Remote Glossary

TMGR Server **WF Server**

Name:* DocTerm

Source Language:* English

Target Language:* German

URL Settings

URL:* tmgrs://qa.com/TMGR/Training Test

Address:* qa.com/TMGR

Username:* Training

Password:* *****

Project Short Code:* TRA000075

☐ Selected

☐ Read-only

☒ Create Blacklist Connection

OK Cancel

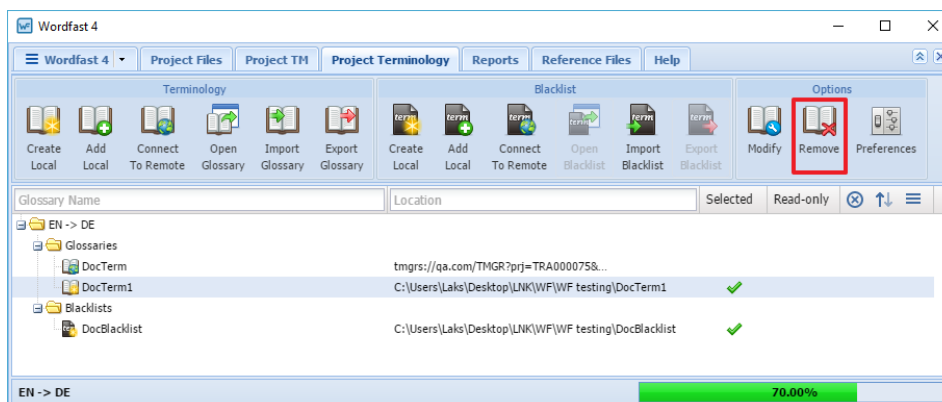
5. Modify the glossary details as required.
6. (Optional) Select **Selected** checkbox to use this glossary for the current project.
7. (Optional) Select **Read Only** checkbox to allow users to leverage the glossary but not update it with new terms.
8. Click **OK** to save all changes.

Removing Glossaries

When a glossary is removed from a project, the local glossary file is retained in the glossary folder on your computer and can be added again by clicking on **Add Local**. The remote glossary can be added again by clicking on **Connect To Remote** and entering the URL.

To remove a local glossary:

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



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

The Remove Glossary(ies) dialog box appears.



6. Click **Yes**.

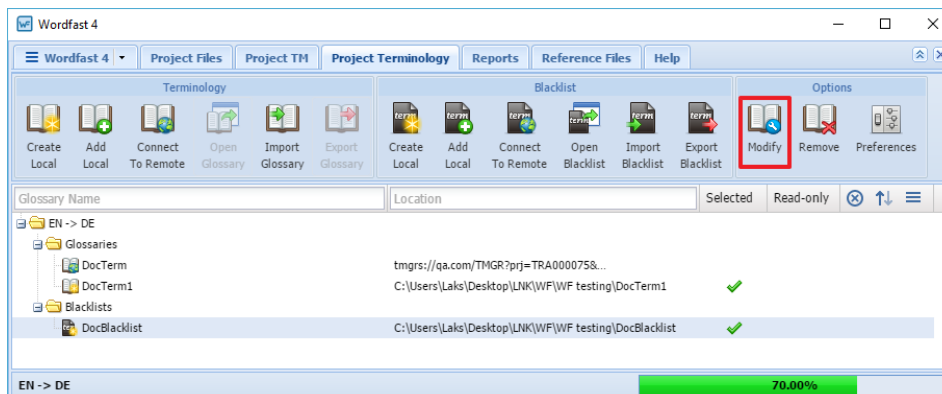
The selected glossary is removed from the terminology list.

Modifying Blacklists

To modify a blacklist:

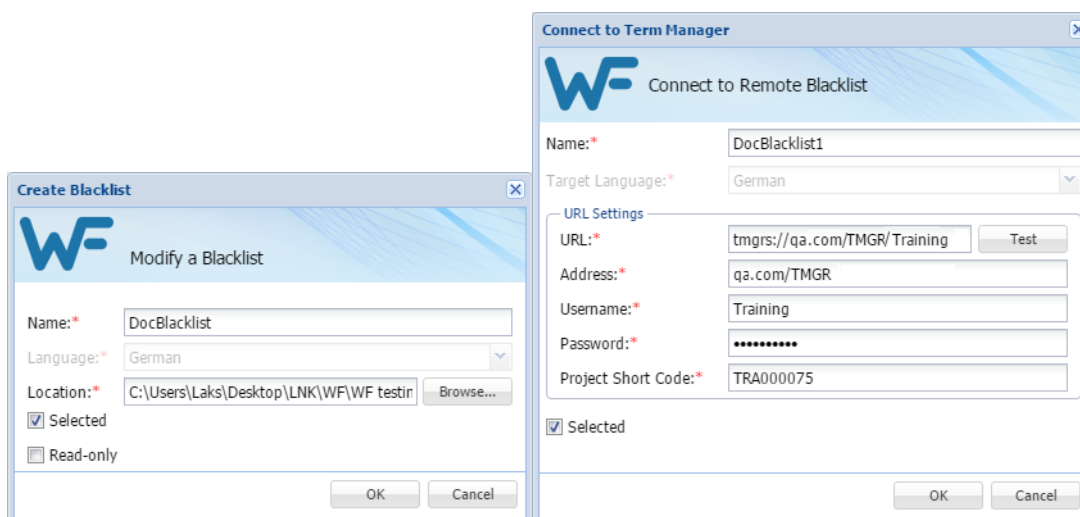
1. Go to the **Projects** tab (refer to [Opening Projects](#)).
2. Select and open the project.

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



4. Select the blacklist and click **Modify**.

The Modify a Blacklist or Connect to Remote Blacklist dialog box appears based on the blacklist type.



5. Modify the blacklist details as required.

6. (Optional) Select **Selected** checkbox to use this blacklist for the current project.

7. (Optional) Select **Read Only** checkbox to allow users to leverage the blacklist but not update it with new terms.

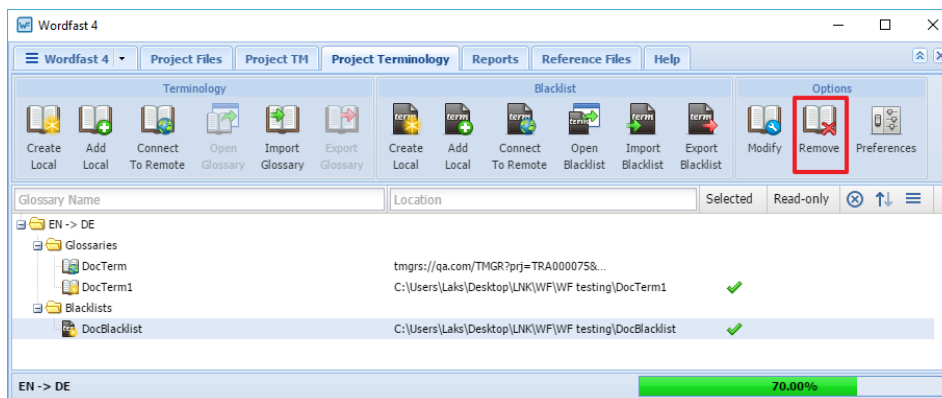
8. Click **OK** to save changes.

Removing Blacklists

When a blacklist is removed from a project, the local blacklist file is retained in the blacklist folder on your computer and can be added again by clicking on **Add Local**. The remote blacklist can be added again by clicking on **Connect To Remote** and entering the URL.

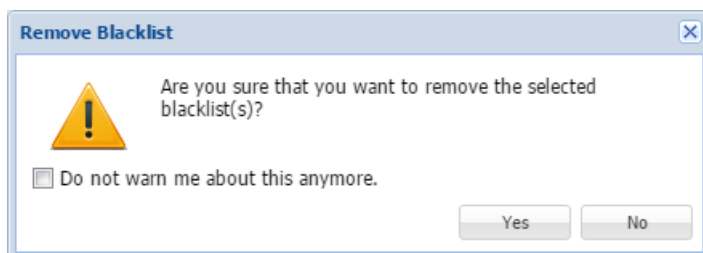
To remove a blacklist from the current project:

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



4. Select a blacklist to remove.
5. Click **Remove**.

The Remove Blacklist dialog box appears.



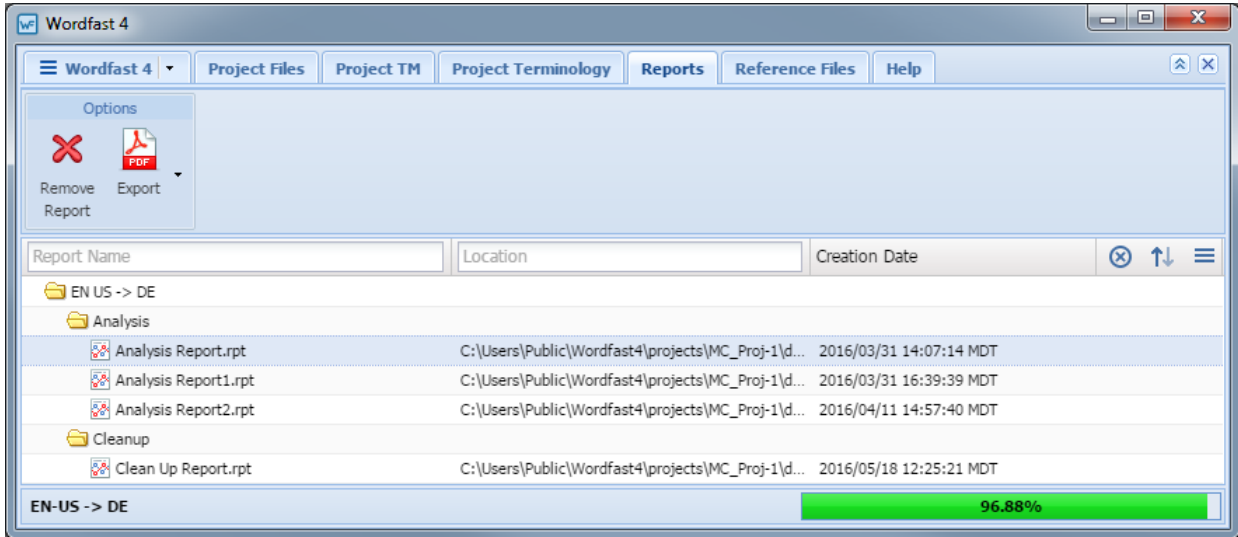
6. Click **Yes**.

The selected blacklist is removed from the terminology list.

Reports

9

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



You can use the **Reports** tab to complete the following tasks:

- [Opening Reports](#)
- [Exporting Reports](#)
- [Removing Reports](#)

Searching and Sorting Reports

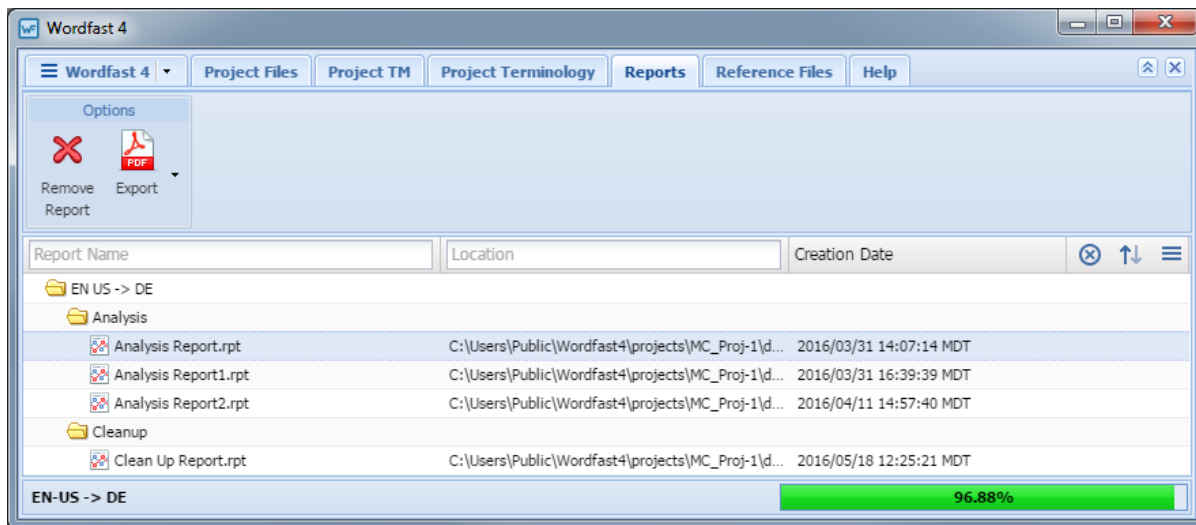
Reports can be searched and sorted using the column heads.

Option	Description
<input type="text" value="Report Name"/> <input type="text" value="Location"/>	Enter a search string to view specific reports and reports in a particular location
	Click to clear the entered search filters
	Click to sort the reports in ascending or descending order
 <div>Order By<ul style="list-style-type: none">Report NameLocationCreation Date</div>	Click the sort menu to order the report details based on a specific column head

Opening Reports

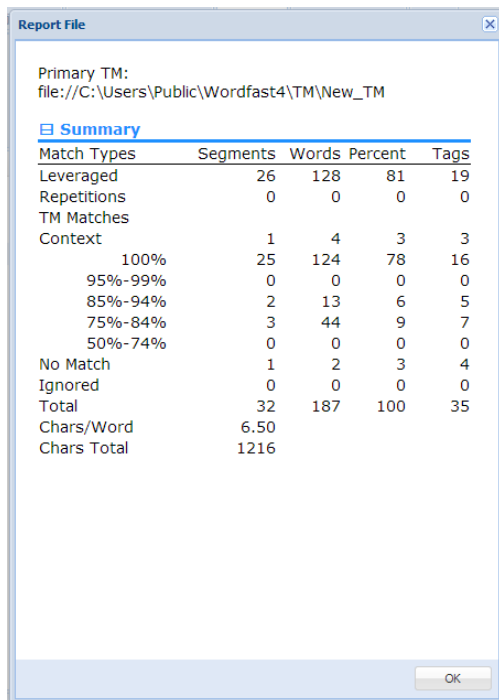
To open a report:

1. Go to the **Projects** tab (refer to [Opening Projects](#)).
2. Select and open the project.
3. Click the **Reports** tab.



4. Select a report and double-click it.

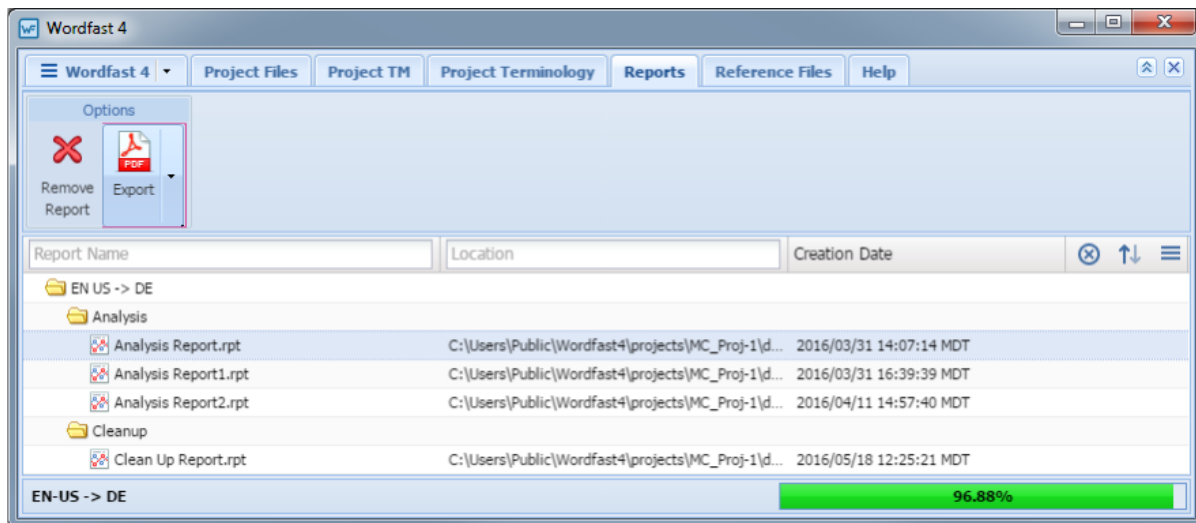
The Report File appears.



Exporting Reports

To export a report:

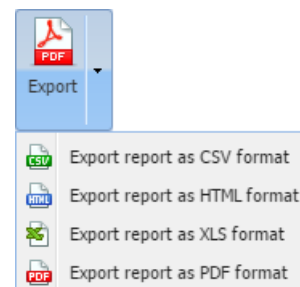
1. Go to the **Projects** tab (refer to [Opening Projects](#)).
2. Select and open the project.
3. Select the **Reports** tab.



- Click **Export** and select a format from the drop-down menu.

The export formats available are:

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



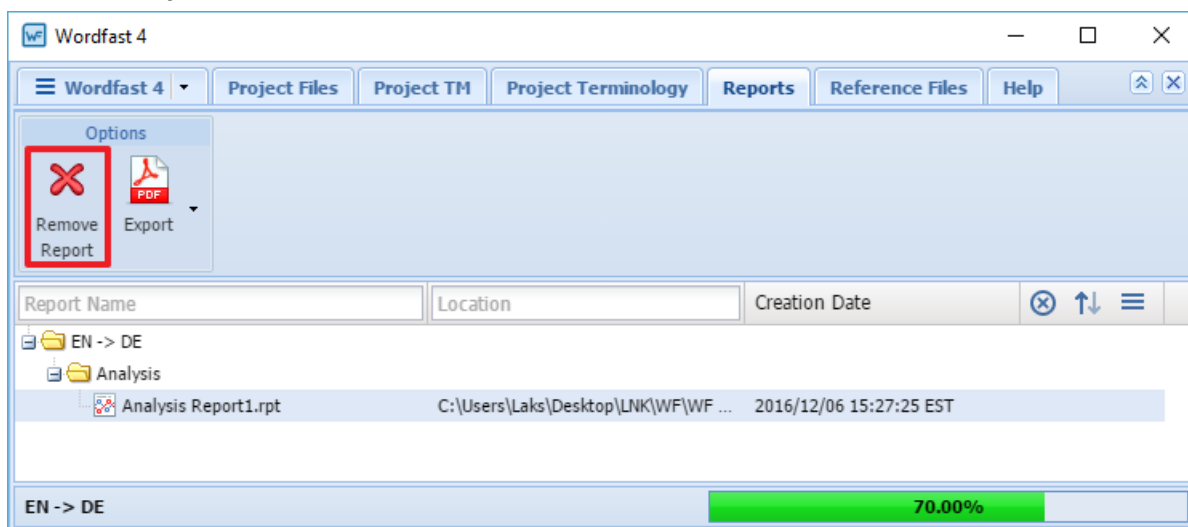
- Enter a file name and select the folder location to save the report.
- Click **Save**.

The report is saved in the selected folder location.

Removing Reports

To remove a report:

- Go to the **Projects** tab (refer to [Opening Projects](#)).
- Select and open the project.
- Select the **Reports** tab.



- Select a report to be removed.
- Click **Remove Report**.

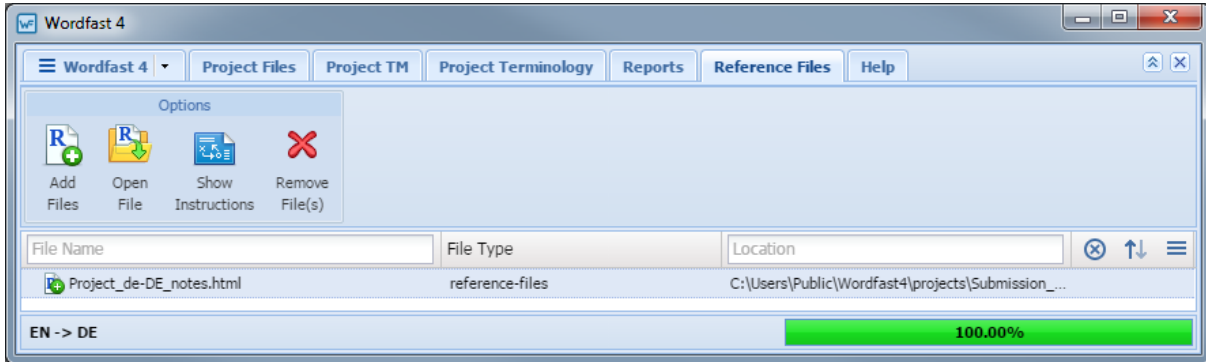
The report is removed from the reports list.



Note:

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.

Reference files can be included with a project to provide context to the translation project. These could include definitions, illustrations, workflow diagrams, notes, etc.,.



You can use the **Reference Files** tab to complete the following tasks:

- [Adding Reference Files](#)
- [Opening Reference Files](#)
- [Showing Instructions](#)
- [Removing Reference Files](#)

Searching and Sorting Reference Files

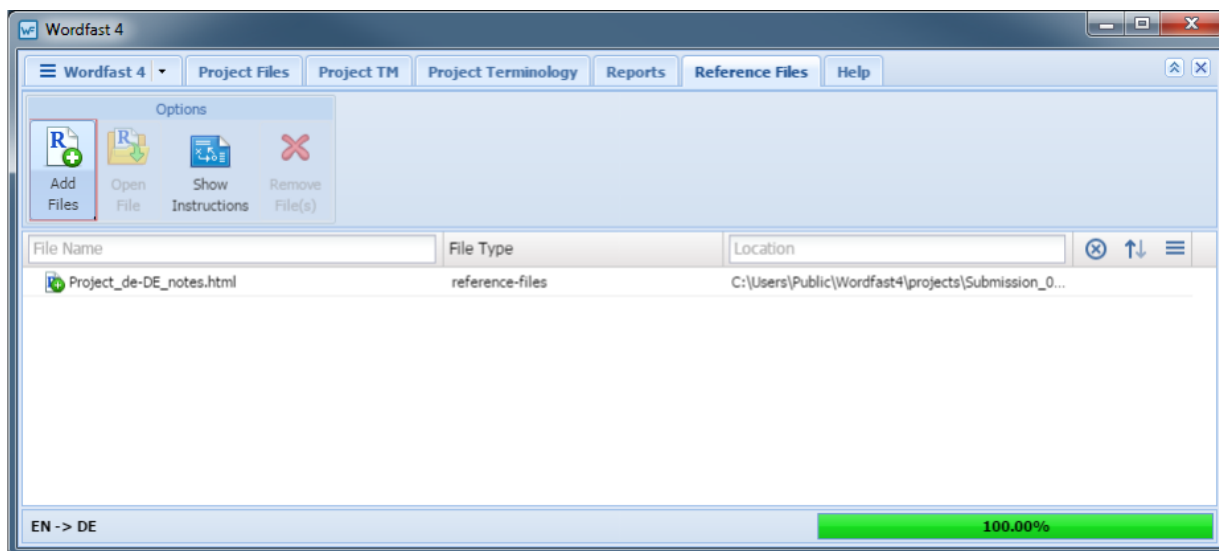
Reference files can be searched and sorted using the column heads.

Option	Description
<div>File Name</div> <div>Location</div>	Enter a search string to view specific reference files and reference files in a particular location
<div>⊗</div>	Click to clear the entered search filters
<div>↑↓</div>	Click to sort the reference files in ascending or descending order
<div> <div>☰</div> <div>Order By</div> <div> <div>● File Name</div> <div>File Type</div> <div>Location</div> </div> </div>	Click the sort menu to order the reference file details based on a specific column head

Adding Reference Files

To add reference files:

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



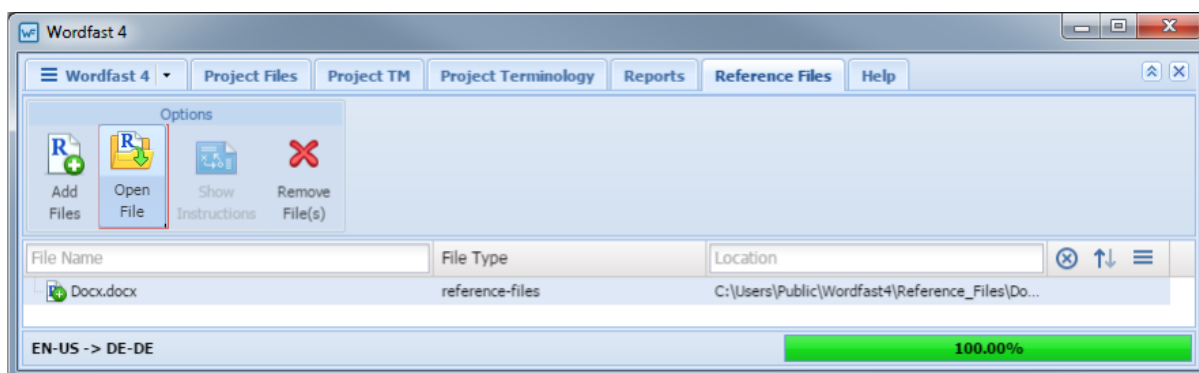
4. Click **Add Files**.
5. Browse and select the reference file. To select multiple reference files, press **Ctrl** and select them.
6. Click **Open**.

The file(s) is added to the reference files list.

Opening Reference Files

To open a reference file:

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



5. Select a reference file and click **Open File**.

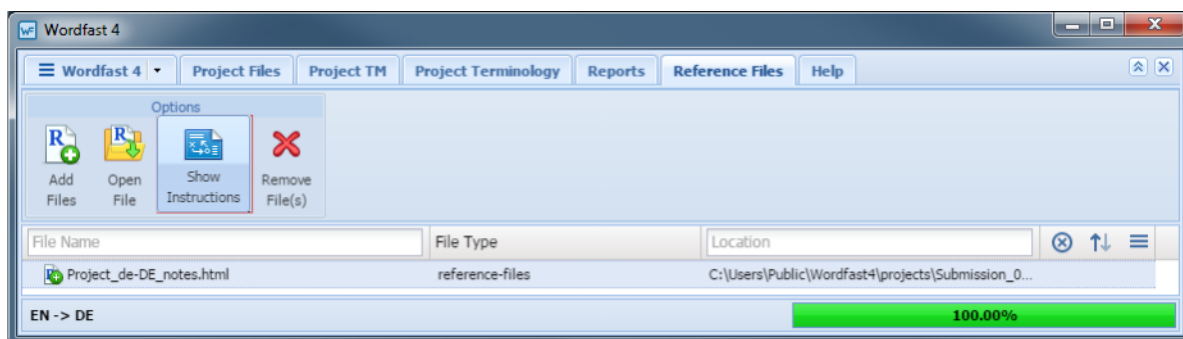
The selected file opens.

Showing Instructions

When a translation submission is created in **Project Director** (PD), specific instructions can be added to the submission for the translator and reviewer. These instructions are then downloaded from PD as part of the GlobalLink Package (GLP) file. When this GLP file is imported into Wordfast Pro, the instructions are available for viewing through the **Reference Files** tab.

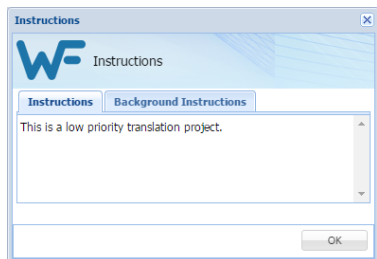
To view instructions:

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



4. Click **Show Instructions**.

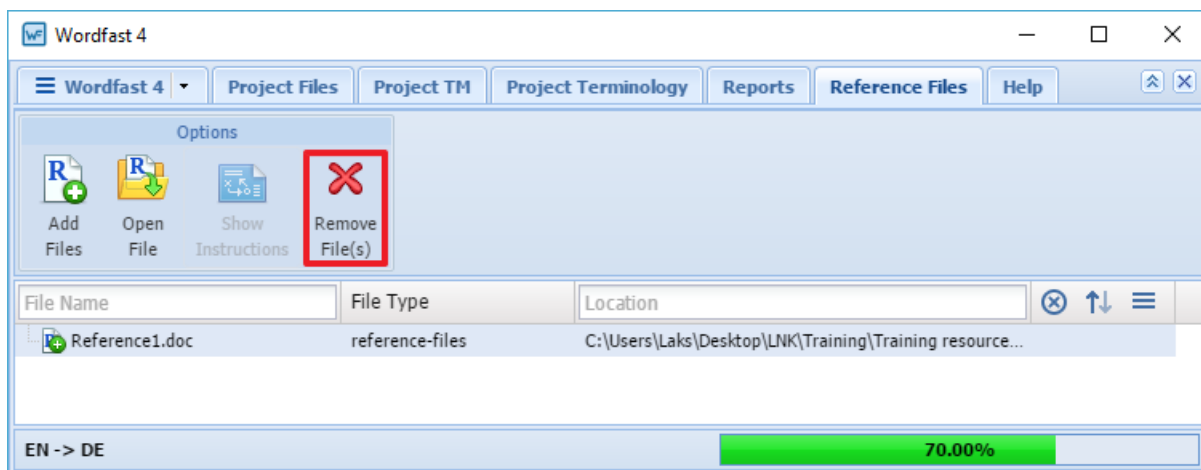
The Instructions dialog box appears.



Removing Reference Files

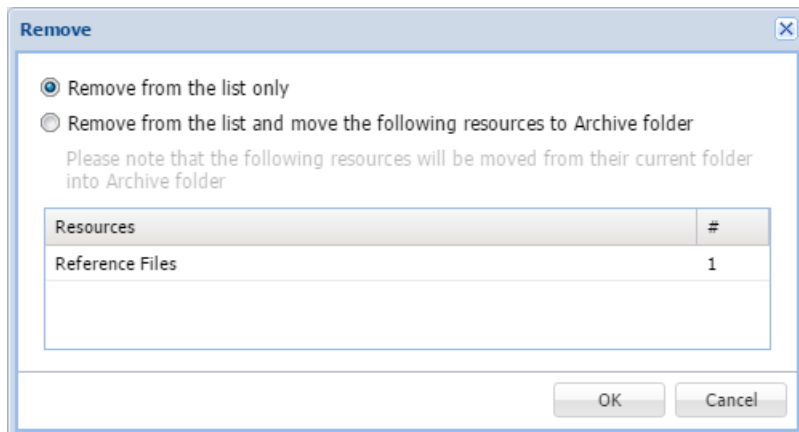
To remove reference files:

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



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

The Remove dialog box appears.



6. 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

7. Click **OK**.

The selected file is removed from the reference file list.



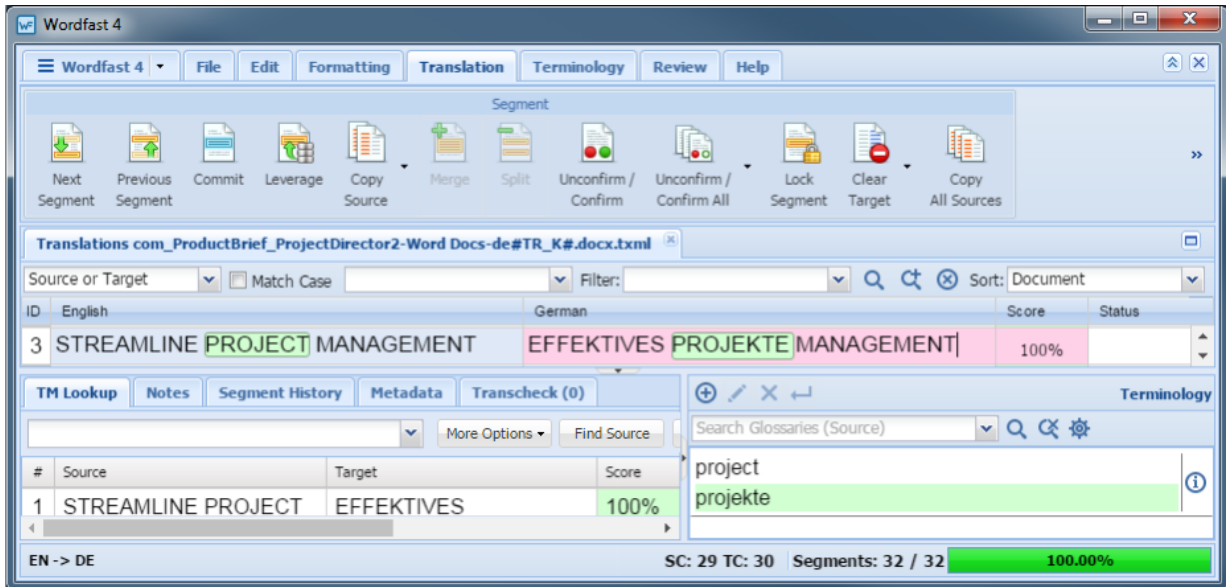
Note:

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 **Add Files** option.

Translating Files

11

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



The translation process includes the following tasks:

- [Opening and Translating Files](#)
- [Translating All Segments](#)
- [Using Terminology Lists](#)
- [Finding and Replacing Content](#)
- [Using Notes](#)
- [Using Transcheck](#)
- [Using Auto-Suggest](#)
- [Saving Files](#)
- [Chaining Files](#)
- [Using TMs](#)
- [Working with Tags](#)
- [Using Table Filter](#)
- [Working with Segments](#)
- [Enabling Machine Translation](#)
- [Leveraging Repetitive Content](#)

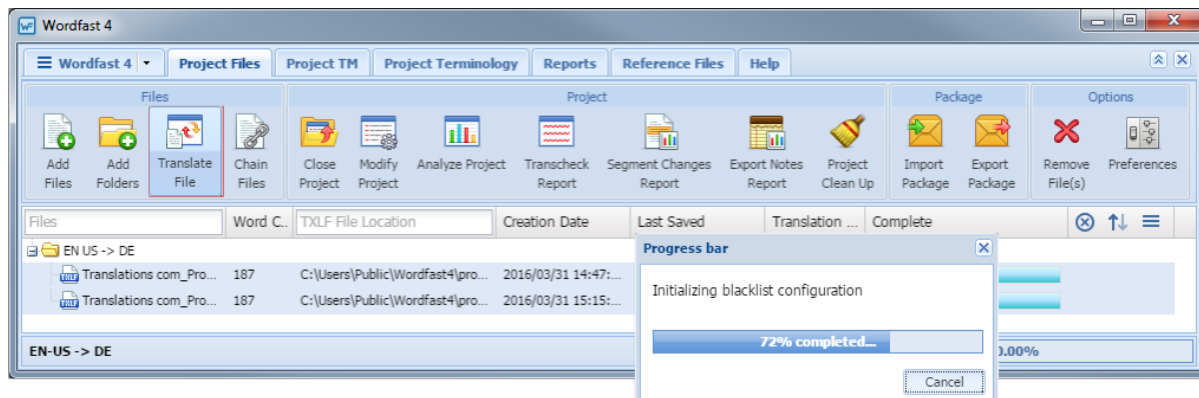
Opening and Translating Files

After a project is opened, the files that comprise the project are accessible from the **Project Files** tab. When the project has numerous files, the files can be chained together into one contiguous file. Refer to [Chaining Files](#).

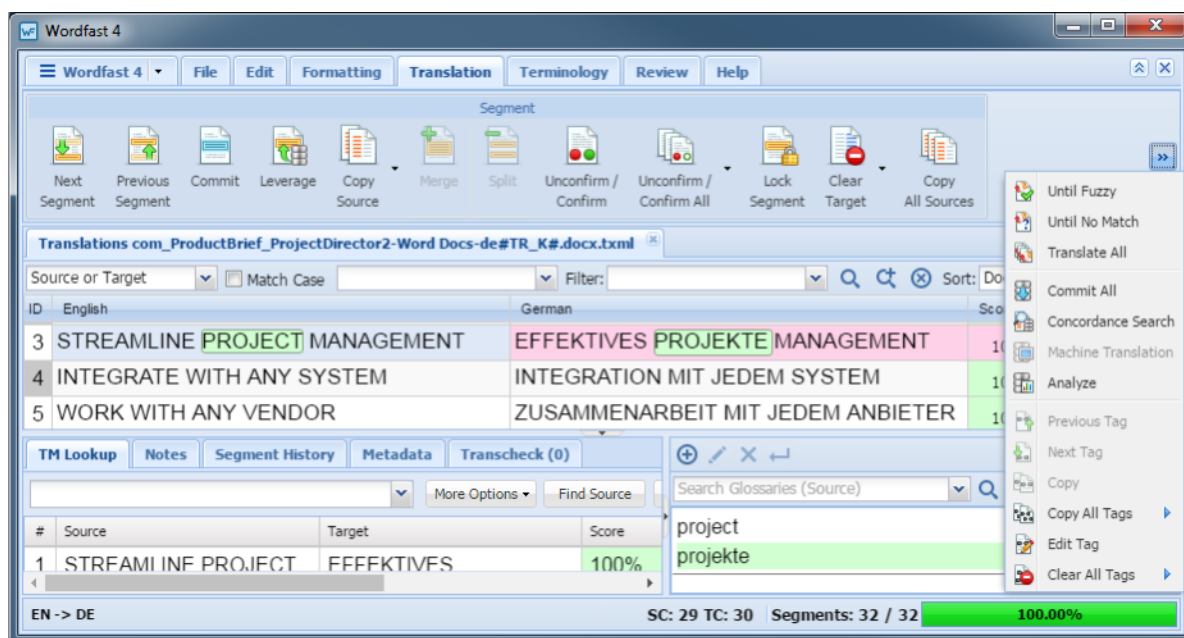
To open a file for translation:

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

3. Select the file to translate.

4. Click **Translate File**.

The source and the leveraged target content appear in the **Translation** tab.

5. Select a **Target** segment and enter the translation.

Note:

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

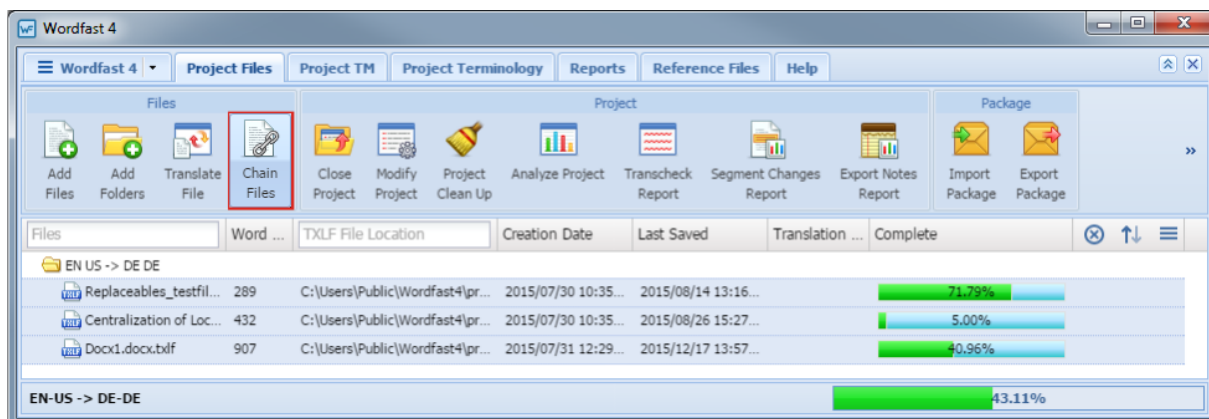
6. Click **Next Segment** or press **Alt+Down** to update the TM and move down one **Target** segment.7. Save your work often by pressing **Ctrl+S** or clicking **Save** on the **File** tab. Refer to [Saving Files](#).

Chaining 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.

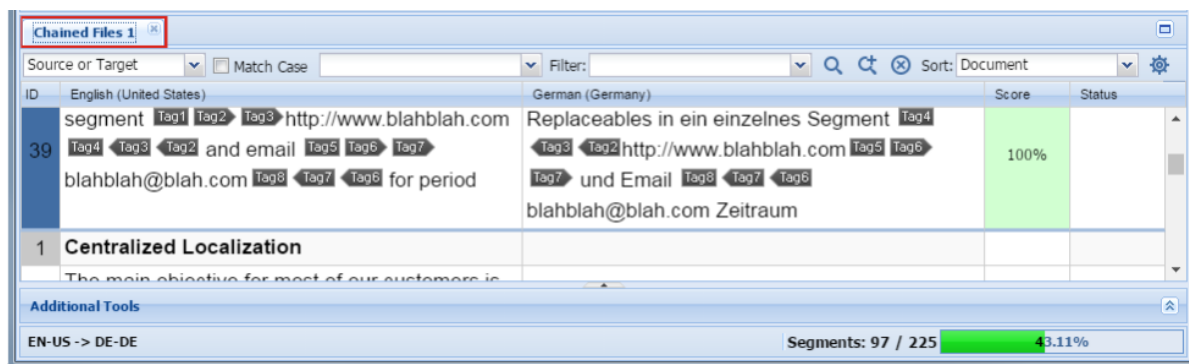
To chain files into one file:

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



2. 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.



3. Click in any segment.

The file name changes from the default name to the name of the source file.



4. Translate and review the segments until segment ID 1 appears again and the background color changes indicating a different source file.
5. 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.



Note:

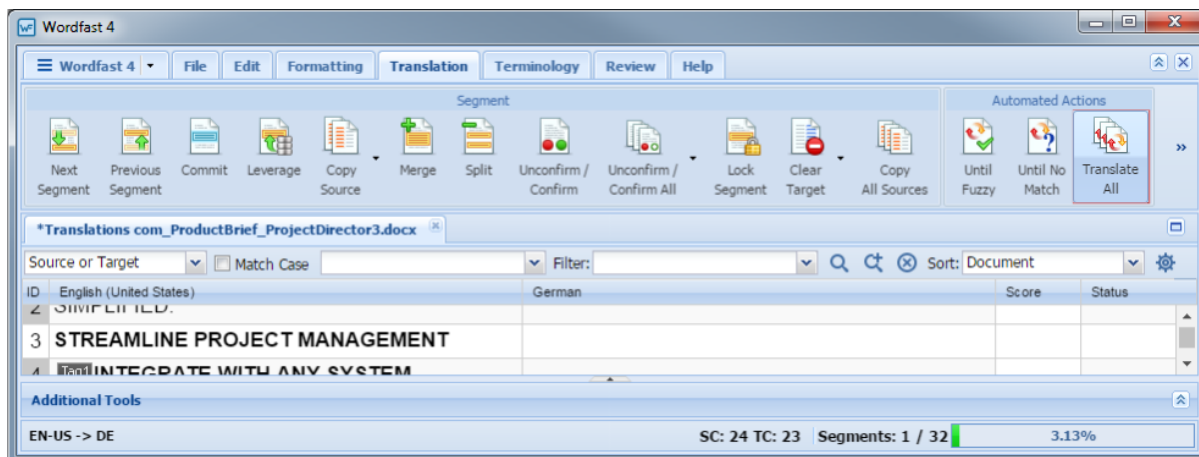
Chained files can only be opened in the TXLF Editor. You can open and work on multiple sets of chained files. Chained files cannot be exported and saved as a single file.

Translating All Segments

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

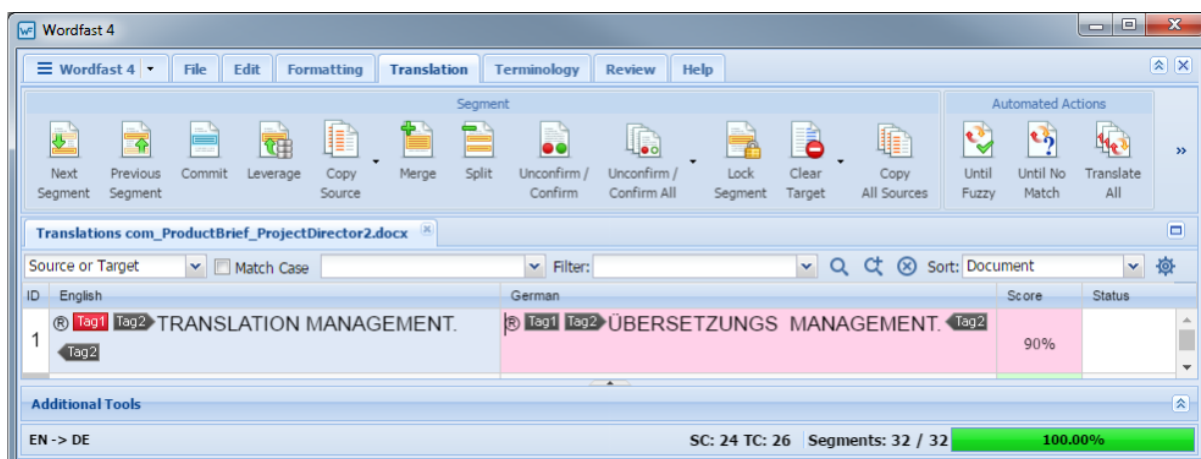
To translate a project file using **Translate All**:

1. Click into any of the segments.



2. 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.



Using TMs

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

- [TM Color Codes](#)
- [Using TM Lookup](#)
- [Leveraging TMs](#)
- [Viewing TM Leverage Results](#)

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.

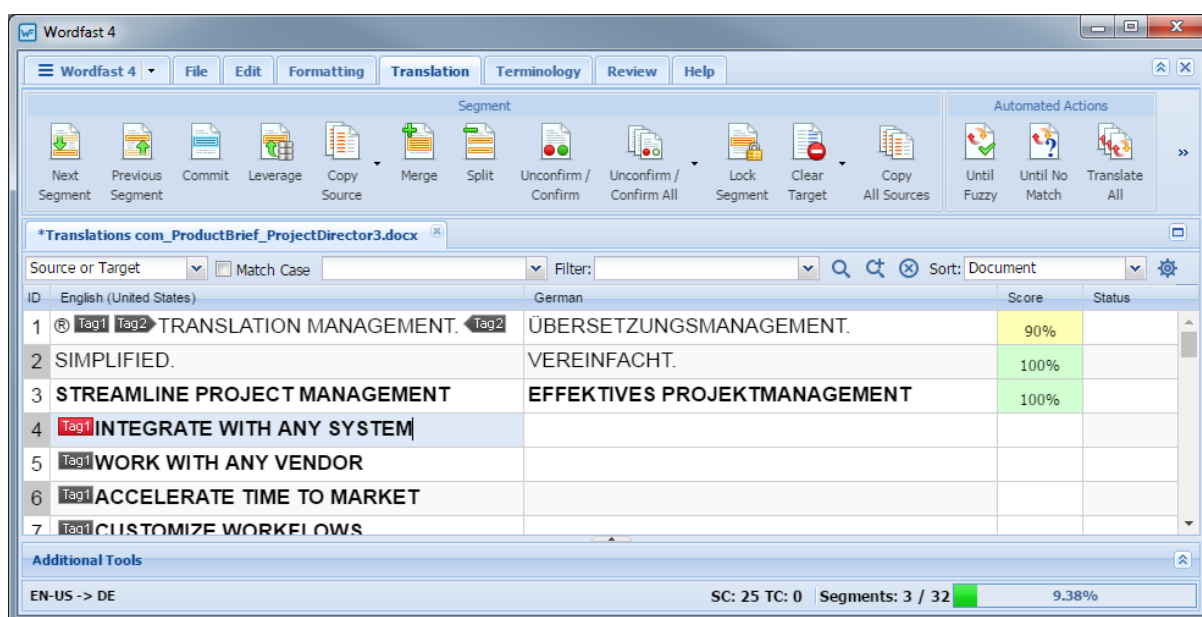
Color	Description
Yellow	Fuzzy match
Grey	No match
Green	100% match

Color	Description
Dark Green	Context match. A segment is considered a context match in the following scenarios: <ul style="list-style-type: none"> • 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

Leveraging TMs

To leverage a translation memory:

1. Go to the **Projects** tab (refer to [Opening Projects](#)).
2. Select and open the project.
3. Select the file to translate.
4. Click **Translate File** on the **Project Files** tab.



The file is leveraged against the translation memory and the results displayed in the **Target Segment** column.

5. Select the segment to leverage from the **Source** column.
6. In the **Segment** or **Automated Actions** group on the **Translation** tab, click one of the following:
 - **Leverage** to retrieve suggestions from the active TM for the selected source segment
 - **Until Fuzzy** to retrieve suggestions from the active TM until the next Fuzzy match
 - **Until No Match** to retrieve suggestions that from the active TM for the all source segments until no exact match is found
 - **Translate All** to automatically translate all segments.

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

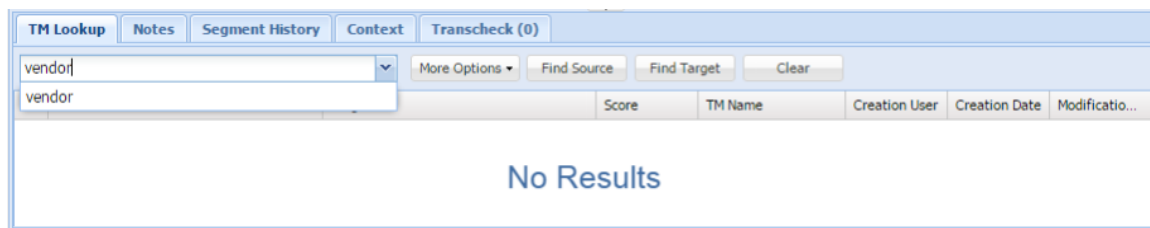
Using TM Lookup

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

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

To perform concordance search:

1. Enter a word or phrase in the **TM Lookup** text box.



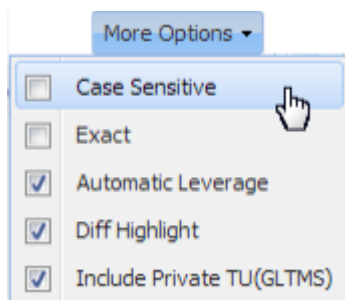
In this example, the string *vendor* searches segments ignoring case and includes matches containing any of the specified words.

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

Without using a case sensitive search there are numerous results.

#	Source	Target	Score	TM Name	Creation User	Creation D...	Modificatio...
1	WORK WITH ANY VENDOR	ZUSAMMENARBEIT MIT JEDEM ANBIETER		MC_DE	ELUNA	2015/11/ 04 11:43:52 MST	ELUNA
2	Allow access to any vendor or internal translator for maximum resource flexibility	Maximale Ressourcenflexibilität durch Zugriff auf alle Anbieter und internen Übersetzer		MC_DE	ELUNA	2015/11/ 04 11:43:53 MST	ELUNA
3	VENDOR -NEUTRAL	ANBIETERNEUTRAL		MC_DE	ELUNA	2015/11/ 04 11:43:53 MST	ELUNA

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



Option	Description
Case Sensitive	Filter by case
Exact	Filter for only those terms that appear in the same order
Automatic Leverage	Filter for TUs that are matched in the TM

Option	Description
Diff Highlight	Highlight the difference between source and TM source as well as differences between target and TM target
Include Private TU (GLTMS)	Include private Translation Units in the search for remote GLTMS TMs

Rerunning the search with **Case Sensitive** selected returns fewer results.

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

Viewing TM Leverage Results

To view TM leverage results in TM Lookup:

1. 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)							
vendor				More Options ▾	Find Source	Find Target	Clear
#	Source	Target	Score	TM Name	Last Modified	Custom Attribute	
1	STREAMLINE PROJECT MANAGEMENT	EFFEKTIVES PROJEKTMANAGEMENT	100%	DocTM	2015/11/04		
2	STREAMLINE PROJECT MANAGEMENT streamlin e-project management	Effektives Projektmanagement	99%	DocTM	2015/04/13		
3	STREAMLINE PROJECT MANAGEMENT project management	- OPTIMIERUNG Ihres Projektmanagements	98%	DocTM	2014/09/30		

2. You can view the following TM leverage details:

Column	Description
Source	The source segment will be highlighted if it is a fuzzy match. The green highlight indicates the content that was searched in the TM, and the red highlight indicates the content that was returned from 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 up secondary TMs
Creation Date	The date when the translation unit (TU) was created in the TM
Creation User	The user who created the TU

Column	Description
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



Click to view the TM Lookup Info dialog box which displays the translation unit and score breakdown information including penalties

TM Lookup Info

TU Information:

Creation User	AMORGAN
Creation Date	2015/04/13 15:01:19 EDT
Modification User	AMORGAN
Last Modified	2015/04/13 15:01:19 EDT
TM Name	DocTM

Score Breakdown:

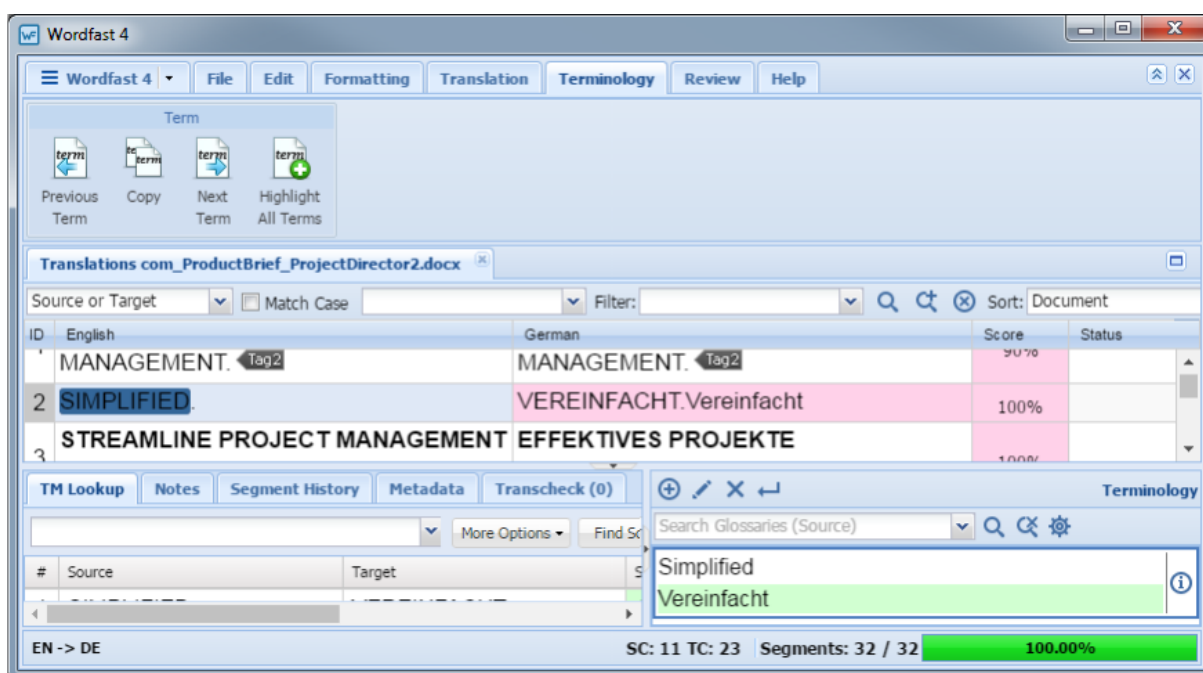
Case Difference	1
Total Penalties	1
Final Score	99%

OK

Using Terminology Lists

Terminology lists or glossaries include source terms and their preferred translations. To set up a terminology list refer to [Project 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** panel. 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**.

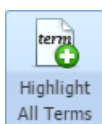


The **Terminology** panel can be used to manage terms:

- [Terminology Color Codes](#)
- [Adding Terms](#)
- [Editing Terms](#)
- [Removing Terms](#)
- [Inserting Terms](#)
- [Copying Terms](#)
- [Viewing and Copying Synonyms](#)

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 the **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

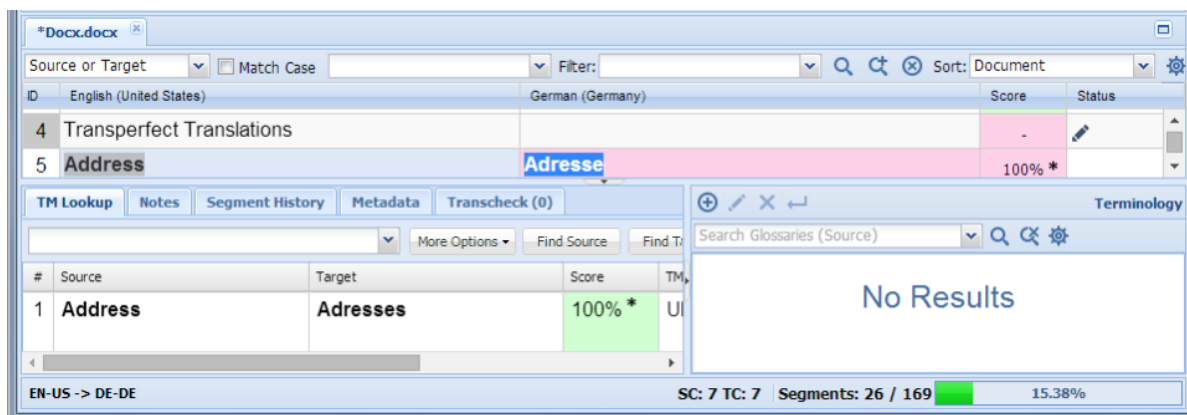
Adding Terms

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

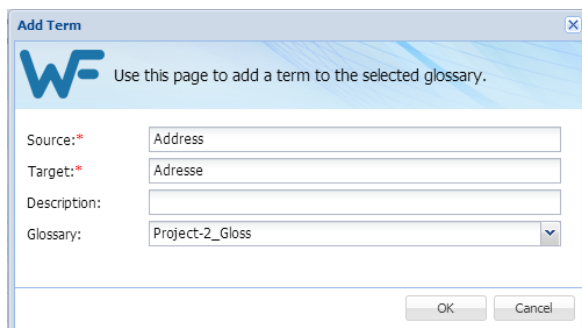
1. Do one of the following:

- Select a word in the source segment and the translation in the target segment, and click the Add

icon .

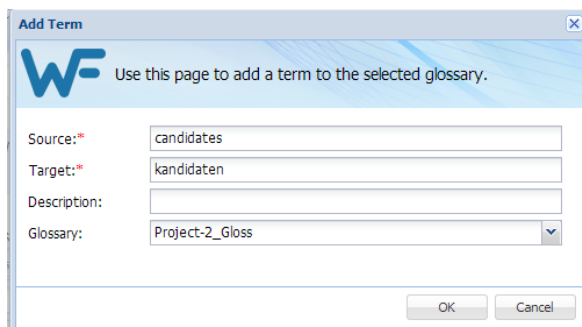


The **Add Term** dialog box appears.



- Select a term in the source segment, and click the Add icon , in the **Terminology** panel.

The **Add Term** dialog box appears where you can enter the translation for the term in the **Target** field.

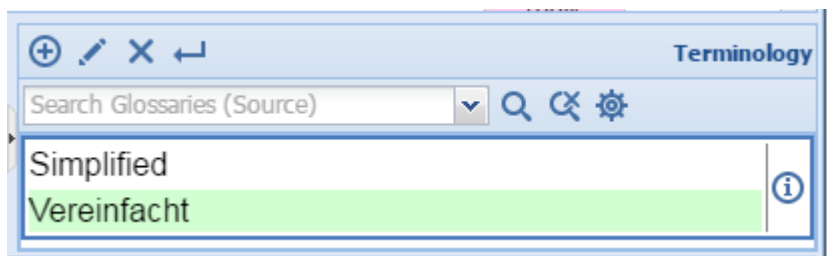


2. (Optional) Enter a term **Description**.
3. Select the **Glossary** to save the term.
4. Click **OK**.

Editing Terms

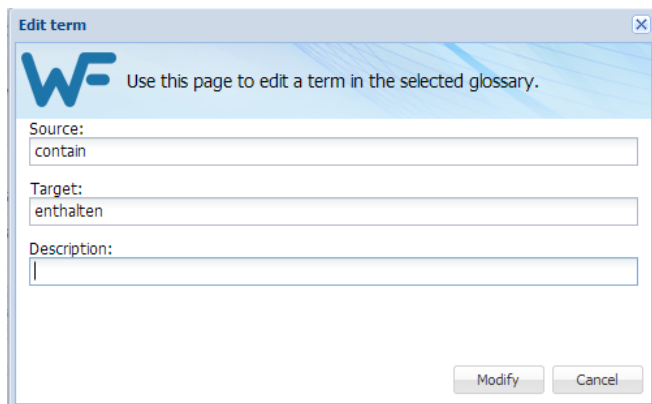
To edit terms in a glossary from the **Terminology** panel:

1. Select the term to edit.



2. Click the Edit icon .

The **Edit term** dialog box appears.

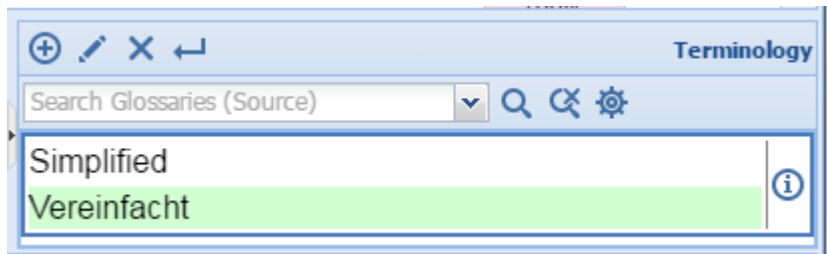


3. Edit the term as required.
4. Click **Modify**.

Removing Terms

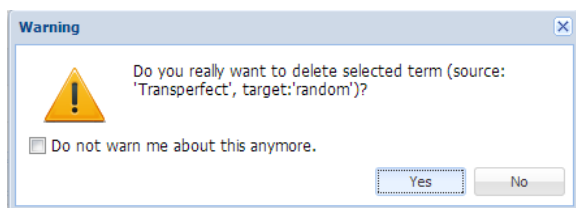
To remove terms in a glossary from the **Terminology** panel:

1. Select the term to remove.



2. Click the **Remove** icon .


A Warning message appears.



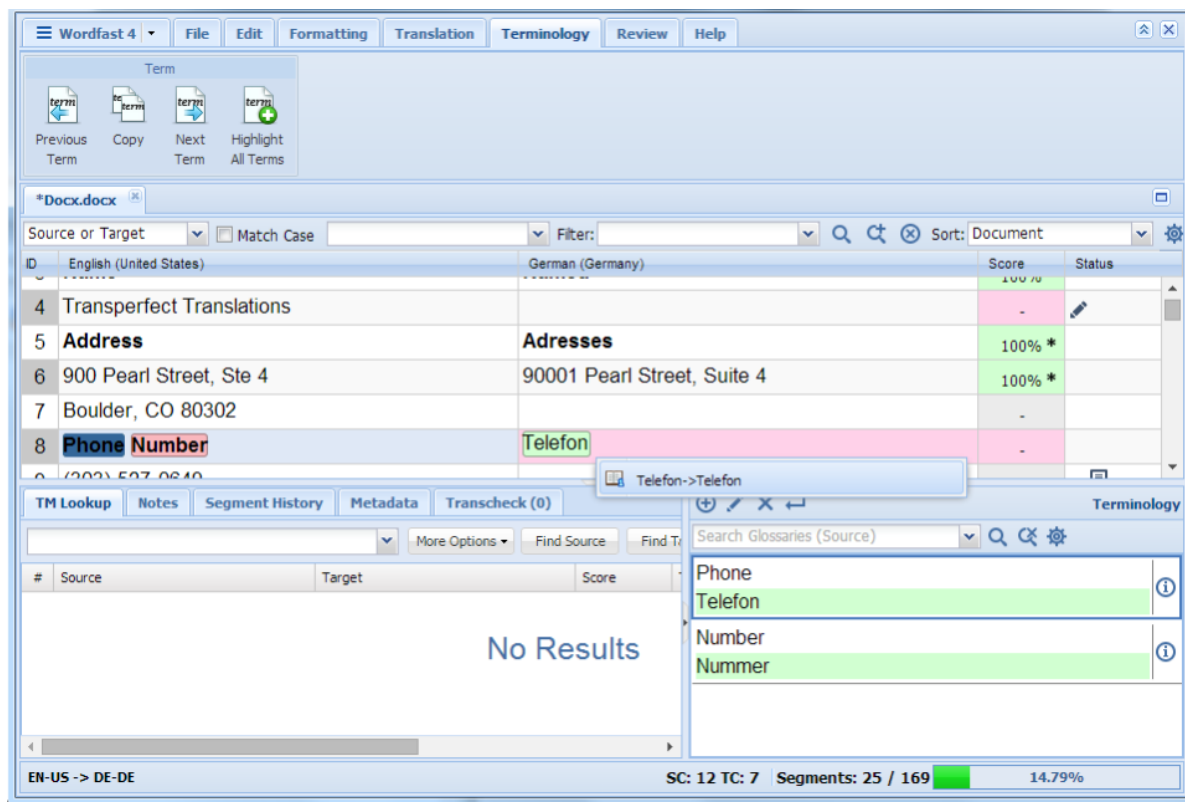
3. Click **Yes**.

Inserting Terms

To insert a term into the current target from the **Terminology** panel:

1. Click in the target segment where the term should be inserted.
2. Select the term to insert from the **Terminology** panel.
3. Click the Insert icon .

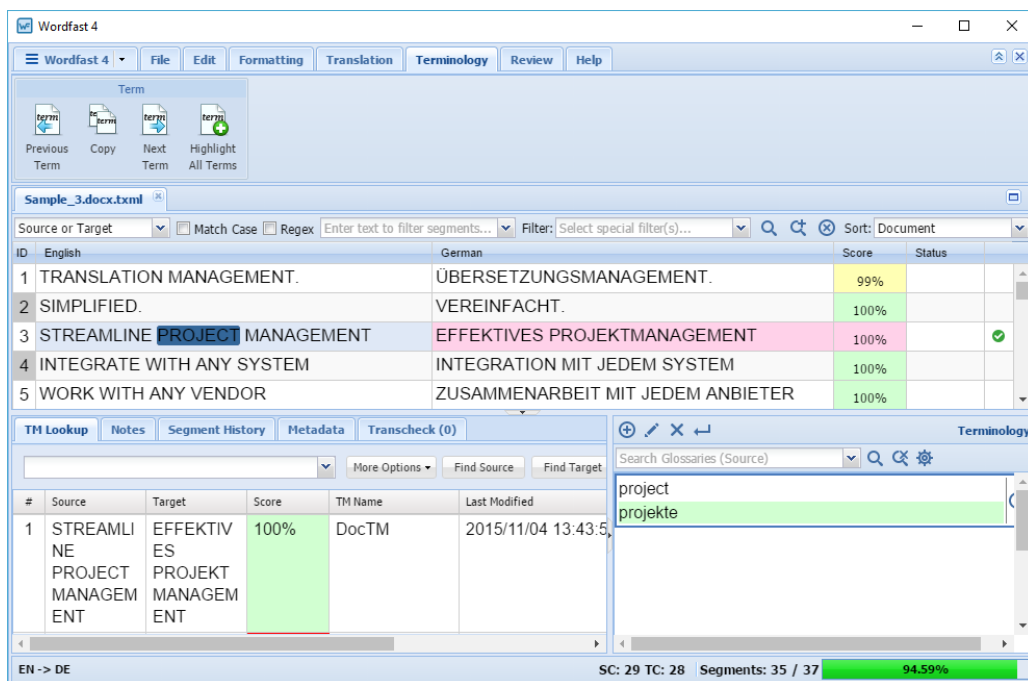
The selected term is inserted into the target segment at the selected location.



Copying Terms

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

1. Go to the Terminology tab and click on a segment with glossary terms.
2. 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.

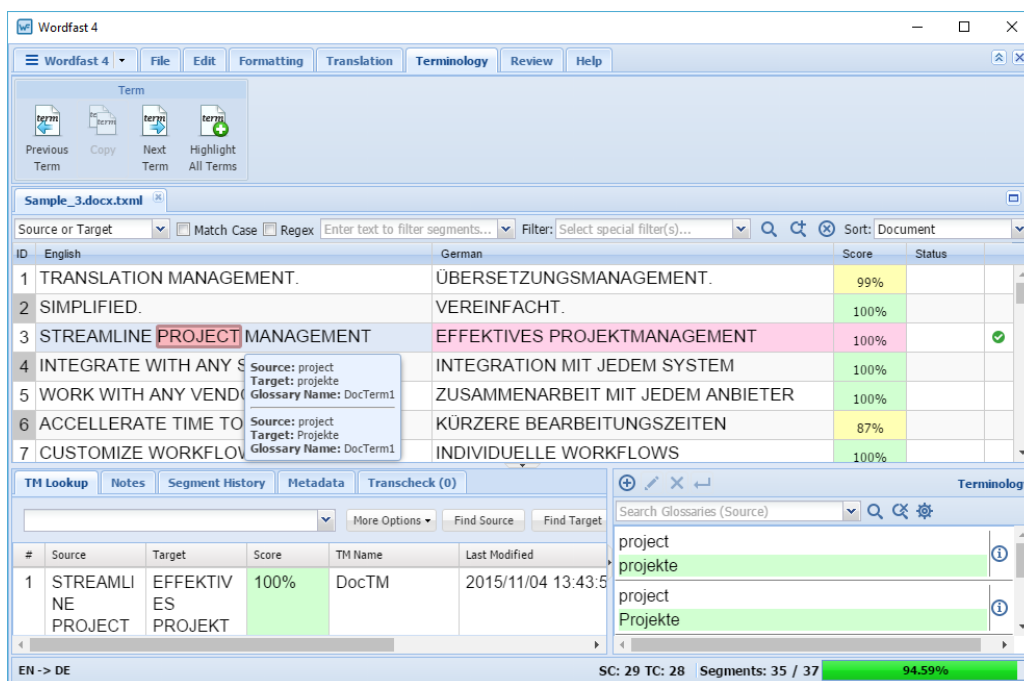
The translation of the selected source term is copied into the target segment.

Viewing and Copying Synonyms

To view and copy synonyms for a term:

- 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 panel.



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

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

Working with Tags

A tag is inline text that is wrapped in a special character pair and is not translatable. For example, HTML code tags within a sentence. Target segments should have the same tags as the source segment. However, depending on the language, sometimes a tag is not needed. If an attempt is made to save a target segment with missing tags, a warning message appears.

This section includes the following tasks:

- [Viewing Tags](#)
- [Copying Tags](#)
- [Copying All Tags](#)
- [Clearing All Tags](#)
- [Editing Tags](#)
- [Deleting Tags](#)

Viewing Tags

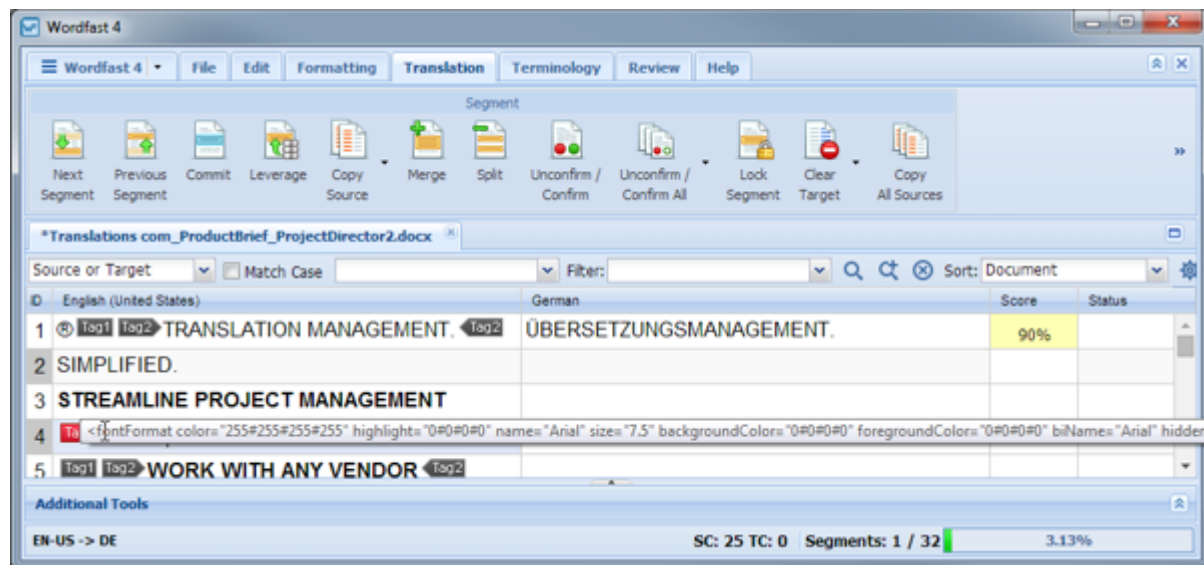
To view tags:

1. Go to the **Projects** tab (refer to [Opening Projects](#)).
2. Select and open the project.
3. Select a file and click **Translate File**.
4. Click the **Translation** tab.

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

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

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



Copying Tags

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

To copy tags:

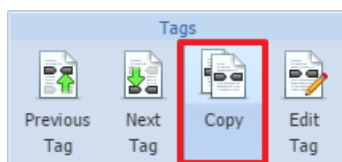
1. Click **Translate File** on the **Project Files** tab.

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

2. Select the tag to be copied.

1View virtually any set of da2ta points in real time to gauge translation efficiency 3	Praktisch alle Datenpunkte in Echtzeit ansehen, um die Effizienz der	98%
--	--	-----

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.

1View virtually any set of da2ta points in real time to gauge translation efficiency 3	1Praktisch alle Datenpunkte in Echtzeit ansehen, um die Effizienz der Übersetzungen einzuschätzen	98%
--	---	-----

Copying All Tags

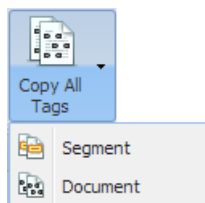
To copy all tags:

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

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

2. Click **Copy All Tags** in the **Clipboard** group of the **Edit** tab, to expand the drop-down menu.

The **Copy All Tags** menu appears.



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



Note:

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.

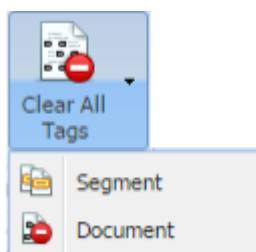
4. Enter the translation between the copied tags, if necessary.

Clearing 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. Go to the **Projects** list tab (refer to [Opening Projects](#)).
2. Select and open the project.
3. Select a file and click **Translate File**.
4. Click the **Edit** tab.
5. Place the cursor within the target segment.
6. Click **Clear All Tags**.



7. 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

A warning message appears.

8. Click **Yes** to clear all tags.

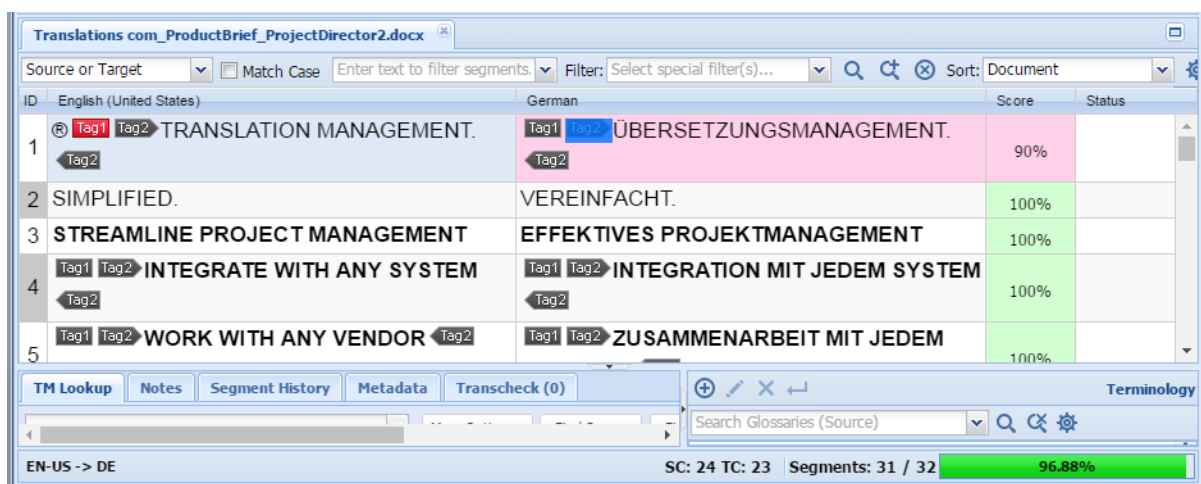
Editing Tags

To edit tags:

1. Go to the **Projects** list tab (refer to [Opening Projects](#)).
2. Select and open the project.
3. Select a file and click **Translate File**.
4. Select a segment to edit.

If tags exist in the source segment they are shown.

5. Highlight the tag to be edited in the target segment as shown in the following example.



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

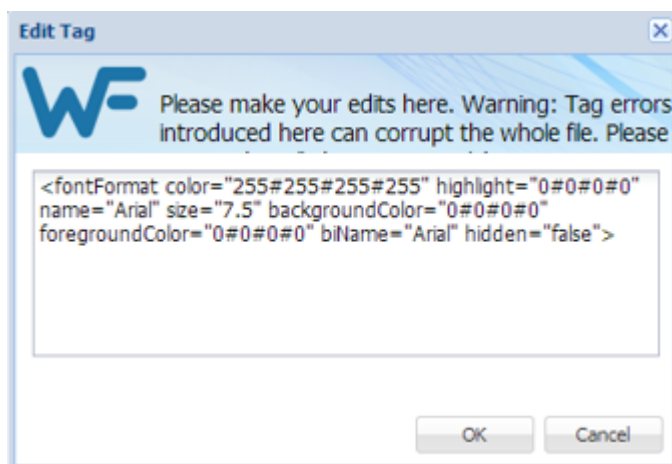


Note:

Tags in the source segment should not be edited.

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

The **Edit Tag** dialog box appears.



- Edit the tag as required.
- Click **OK**.

Deleting Tags

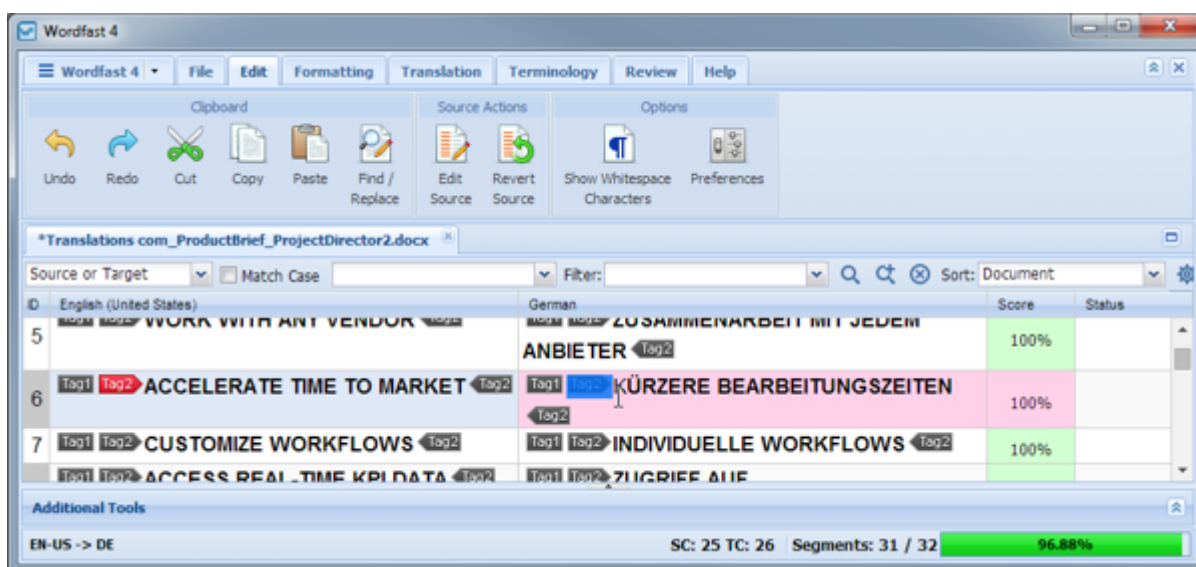
Tags can be deleted only in the target segment.

To delete tags:

- Go to the **Projects** tab (refer to [Opening Projects](#)).

2. Select and open a project.
3. Select a file and click **Translate File**.
4. Click the **Edit** tab.

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



5. In the target segment, select the tag for deletion.
6. Delete the tag by doing one of the following:
 - Press **Delete**
 - Click **Cut** on the Edit tab
 - Press **Backspace**

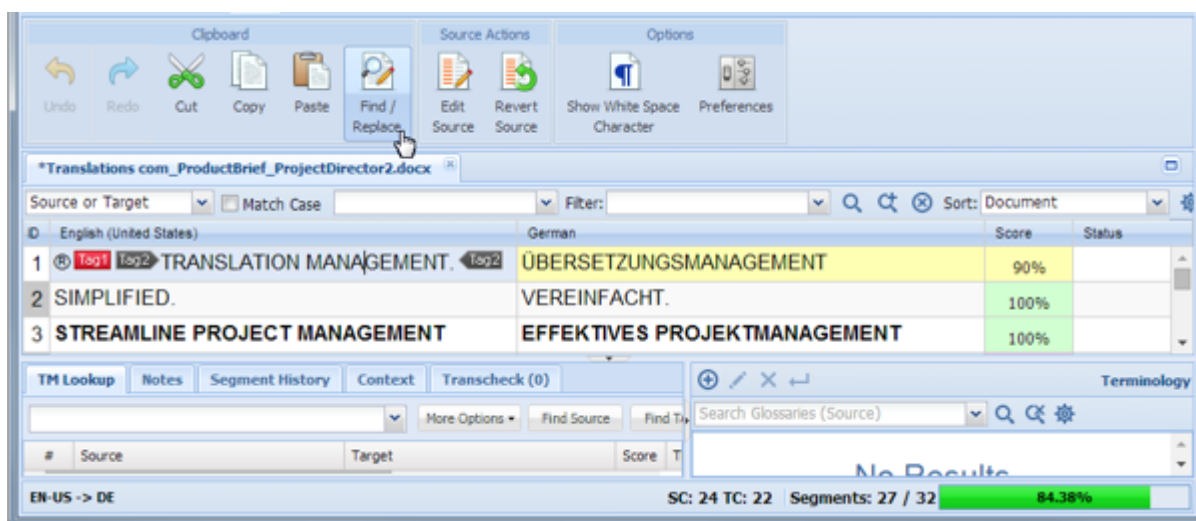
The **Undo** option is available on the Edit tab.

Finding and Replacing Content

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

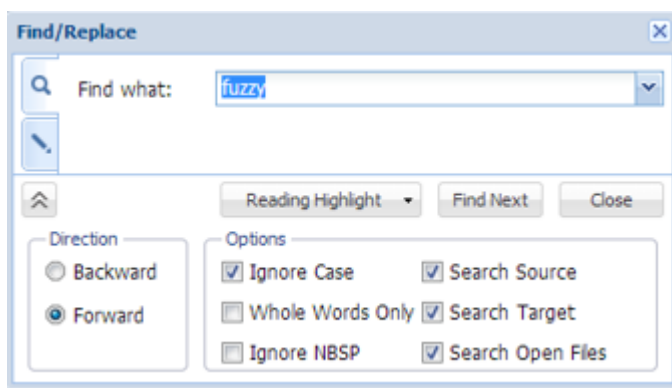
To find and replace text in a file:

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



4. Click **Find/Replace**.

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



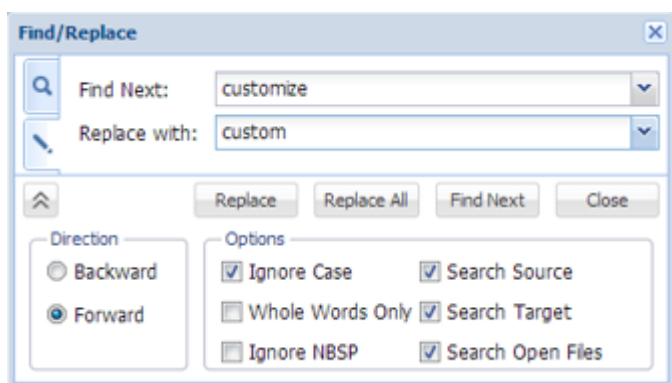
5. Under the **Find** tab, enter the search text in the **Find What:** field.



Note:

Search text can include non-breaking spaces.

6. Click **Find Next** repeatedly to move through all instances of the term.
7. Select **Reading Highlight** to highlight all instances of the term in all open files.
8. Select the **Replace** tab to replace terms.
9. Enter the **Replace with** text.



10. Click one of the following:

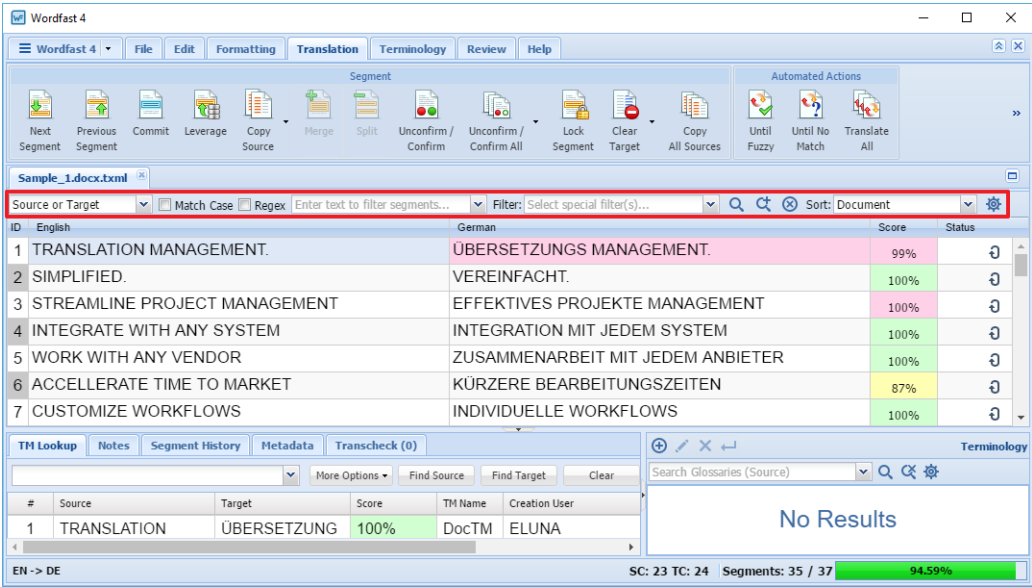
- **Replace**, to replace the found content only
- **Replace All**, to replace all instances of that content
- **Find Next**, to move to the next instance of the content

More Options:

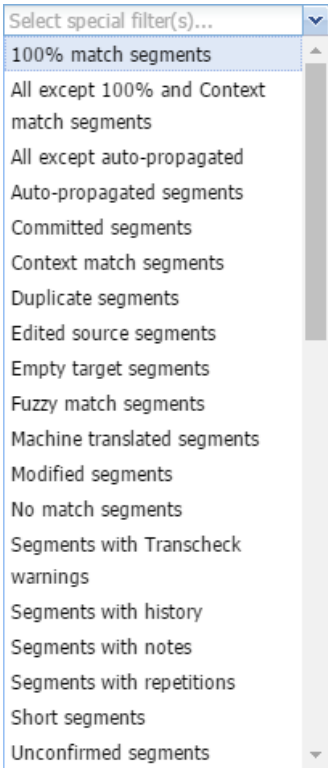

Option	Description
Backward	Search from cursor location to file beginning
Forward	Search from cursor location to file end
Ignore Case	Search for all instances of a word or phrase ignoring case
Whole Words Only	Search for all instances of only whole word matches
Ignore Non-breaking Space	Search for all instances of a word or phrase including non-breaking spaces
Search Source	Search for all instances of a word or phrase in the source only
Search Target	Search for all instances of a word or phrase in the target only
Search Through Open Files	Search for all instances of a word or phrase in all open files



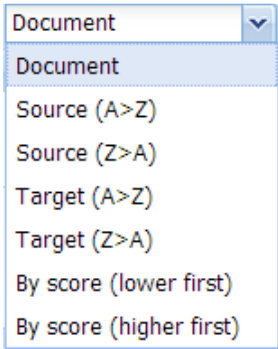

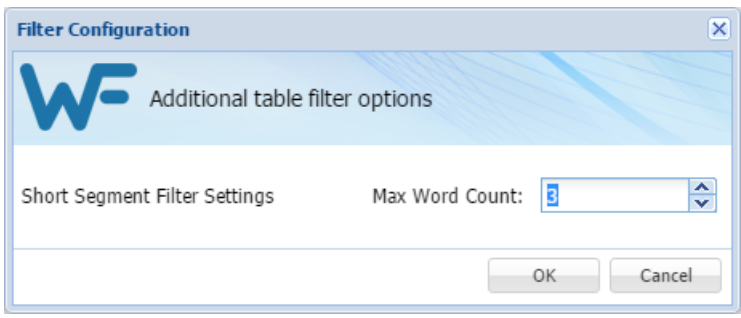
Using Table Filter

The **Table Filter** shows results based on the selected filter and entered search string.



Item	Description
<div> <div>Source</div> <div>Source</div> <div>Target</div> <div>Source and Target</div> <div>Source or Target</div> </div>	<p>The Source/Target filter menu options are:</p> <ul style="list-style-type: none"> • Source: searches the source language segments • Target: searches the target language segments • Source and Target: searches both source and target • Source or Target: searches either source or target (default)
<input type="checkbox"/> Match Case	Enables search to be case-sensitive
<input type="checkbox"/> Regex	Enables search of regular expression and wildcard characters
<div>Enter text to filter segments...</div>	Enter the search string to filter segments

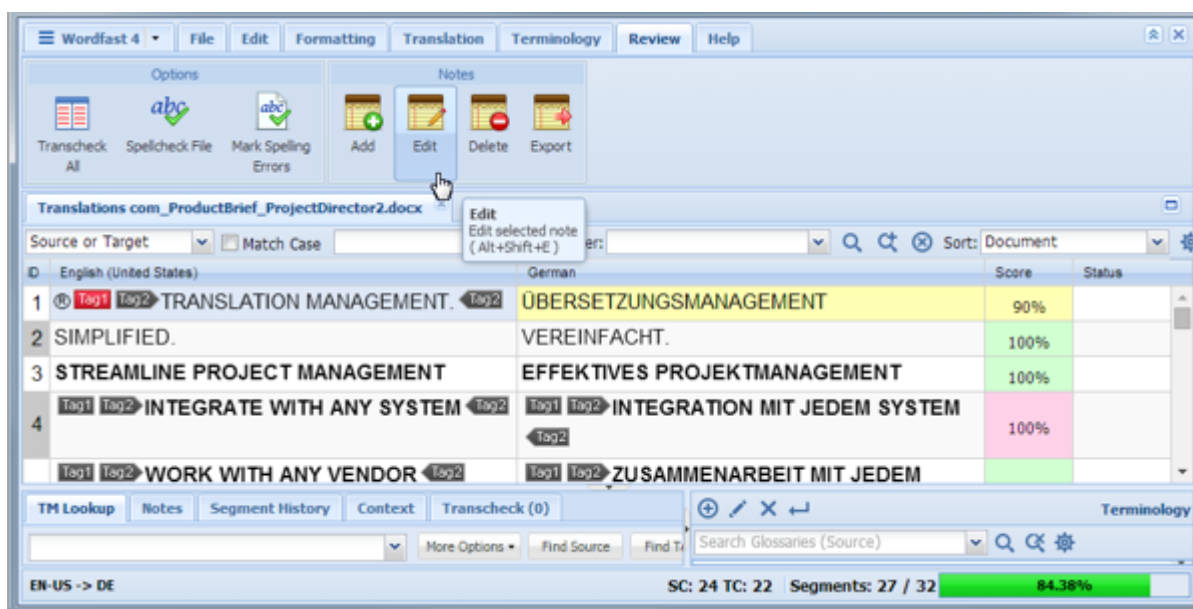
Item	Description
	<p>Drop-down list of all available search filter criteria:</p> <ul style="list-style-type: none"> • 100% match segments: segments matching completely in the TM • All except 100% and In Context match segments: segments with partial TM match, no match, or modified segments • All except auto-propagated: all statuses except the segments that are auto-propagated • Auto-propagated segments: all auto-propagated matches • Committed segments: segments with translated content committed to the TM • Context match segments: all 100+% context matches. Context matches provide more refined matches that are based on contextual references in the TM. For example, a segment is considered a context match when the previous and next segments also have a 100% match against the TM • Duplicate segments: segments being duplicated in the file • Edited source segments: source segments that have changed • Empty target segments: segments without a translated target • Fuzzy match segments: segments with partial TM match • Machine translated segments: segments translated by a machine. This option requires Machine Translation to be enabled in the project • Modified segments: all modified segments. By default all modified segments are highlighted in pink • No match segments: segments with no match in the TM • Segments with Transcheck warnings: segments with Transcheck warning status • Segments with history: segments that have been edited and has a segment revision history viewable in the Segment History tab • Segments with notes: segments containing comments • Segments with repetitions: segments with repeated text strings • Short segments: segments of fewer than {#} words, paragraphs or other blocks • Unconfirmed segments: segments marked unconfirmed
	Apply the selected filter

Item	Description
	Add a selection of filters to apply in order of selection
	Clear all fields in Table Filter tool bar
	Sort the filtered results by selected criteria where Document is selected by Default
	Configure additional table filter options by entering maximum segment filter word count. This option is applied to the Short segments filter
	

Using Notes

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

A project's notes are accessible through the **Review** tab.



You can use the **Review** tab to complete the following **Notes** specific tasks:

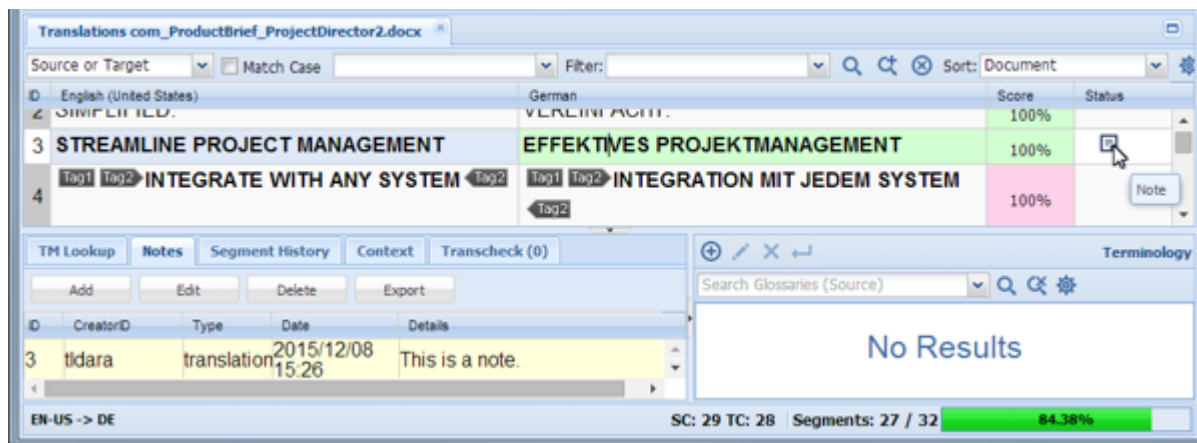
- [Viewing Notes](#)
- [Adding Notes](#)
- [Editing Notes](#)
- [Deleting Notes](#)
- [Exporting Notes](#)

Viewing Notes

To view notes:

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

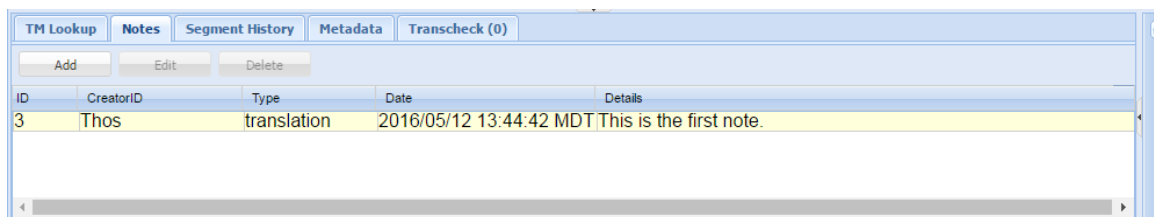
The file appears under the **Translation** tab.



The segments with notes will include a **Note** icon in the Status column.

3. Click the **Notes** tab in the **Editor Tabs** work area.

The available notes are listed.



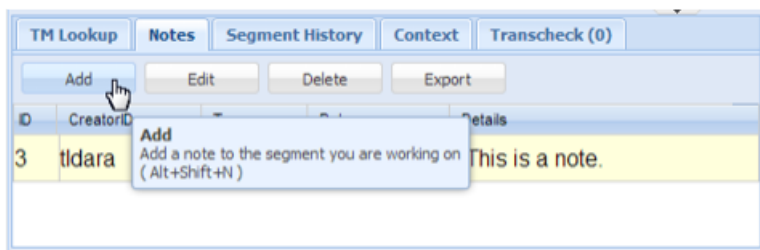
The screenshot shows the 'Notes' tab in the Wordfast interface. At the top, there are tabs for 'TM Lookup', 'Notes', 'Segment History', 'Metadata', and 'Transcheck (0)'. Below the tabs are buttons for 'Add', 'Edit', and 'Delete'. A table lists the notes with columns for ID, CreatorID, Type, Date, and Details. One note is visible with ID 3, CreatorID Thos, Type translation, Date 2016/05/12 13:44:42 MDT, and Details 'This is the first note.'.

ID	CreatorID	Type	Date	Details
3	Thos	translation	2016/05/12 13:44:42 MDT	This is the first note.

Adding Notes

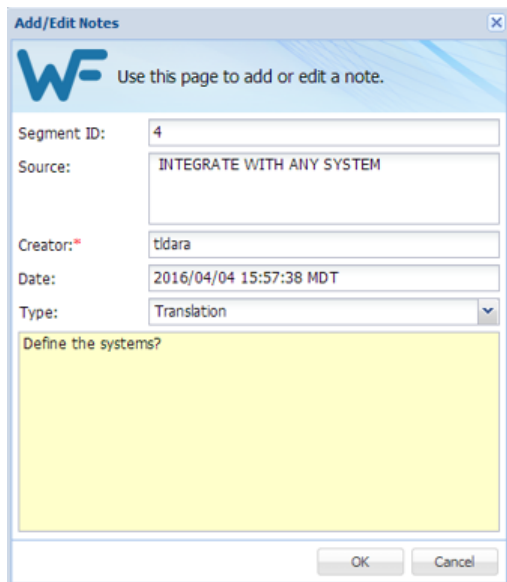
To add a note:

1. Place the cursor in the segment where the note is to be added.
2. Use one of the following methods to open the Notes dialog box:
 - Click **Add** in the **Notes** group of the **Review** tab.
 - Click **Add** under the **Notes** tab of the Editor.



- Right-click the segment and click **Add**.

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



The **Add/Edit Notes** dialog box is shown. It has a title bar with a close button. Inside, there's a Wordfast logo and the text "Use this page to add or edit a note." Below this are several input fields: "Segment ID:" with the value "4", "Source:" with the text "INTEGRATE WITH ANY SYSTEM", "Creator:" with the value "tldara", "Date:" with the value "2016/04/04 15:57:38 MDT", and "Type:" with a dropdown menu showing "Translation". At the bottom is a large yellow text area with the placeholder text "Define the systems?". At the very bottom are "OK" and "Cancel" buttons.

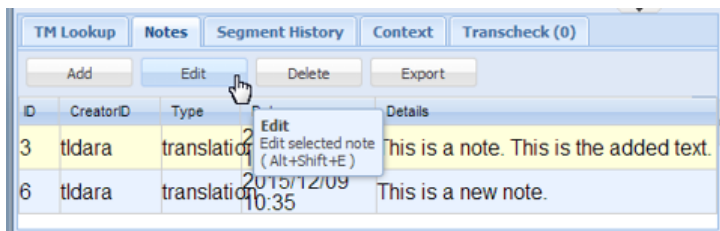
3. Select the note **Type**.
4. Enter the note text.
5. Click **OK**.

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

Editing Notes

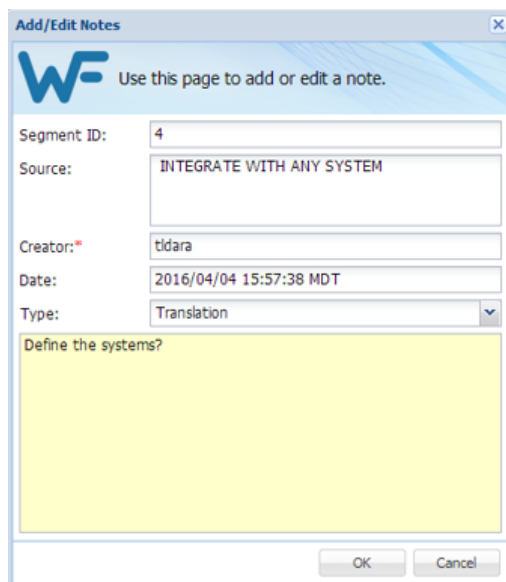
To edit a note:

1. Place the cursor in the segment where the note is to be edited.
2. Select the note to be edited under the **Notes** tab.
3. Use one of the following methods to edit the note:
 - Click **Edit** in the **Notes** group of the **Review** tab.
 - Click **Edit** under **Notes** tab.



- Right-click the segment and click **Add**.

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



The **Add/Edit Notes** dialog box is shown. It has a title bar with the Wordfast logo and a close button. The main area contains the following fields:

- Segment ID:** 4
- Source:** INTEGRATE WITH ANY SYSTEM
- Creator:** tidara
- Date:** 2016/04/04 15:57:38 MDT
- Type:** Translation (dropdown menu)
- Define the systems?** (large yellow text area)

At the bottom are **OK** and **Cancel** buttons.

4. Edit the note.

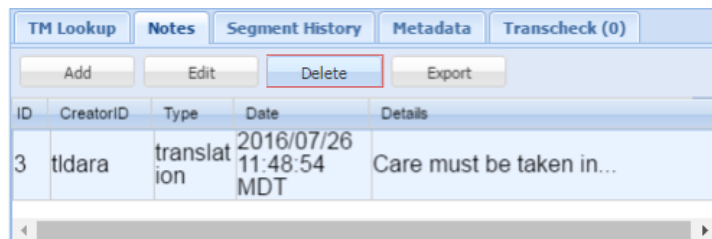
5. Click **OK**.

The modified note appears under the **Notes** tab.

Deleting Notes

To delete notes:

1. Select the segment where the note is to be deleted.
2. Select the note to be deleted under the **Notes** tab.
3. Use one of the following methods to delete the note:
 - Click **Delete** in the **Notes** group of the **Review** tab.
 - Click **Delete** under the **Notes** tab.



The screenshot shows the **Notes** tab selected. The **Delete** button is highlighted with a red box. Below the buttons is a table of notes.

ID	CreatorID	Type	Date	Details
3	tidara	translation	2016/07/26 11:48:54 MDT	Care must be taken in...

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

Exporting Notes

To export notes:

1. Use one of the following methods to export notes:
 - Click **Export** in the **Notes** group of the **Review** tab.
 - Click **Export** under the **Notes** tab.
 - Right-click the segment and click **Export**.

The **Export Notes** dialog box appears.

2. Browse and select a location to save the exported file.
3. Enter a name for the file and click **Save**.

The file is saved in the selected folder location as a Word document.

Working with Segments

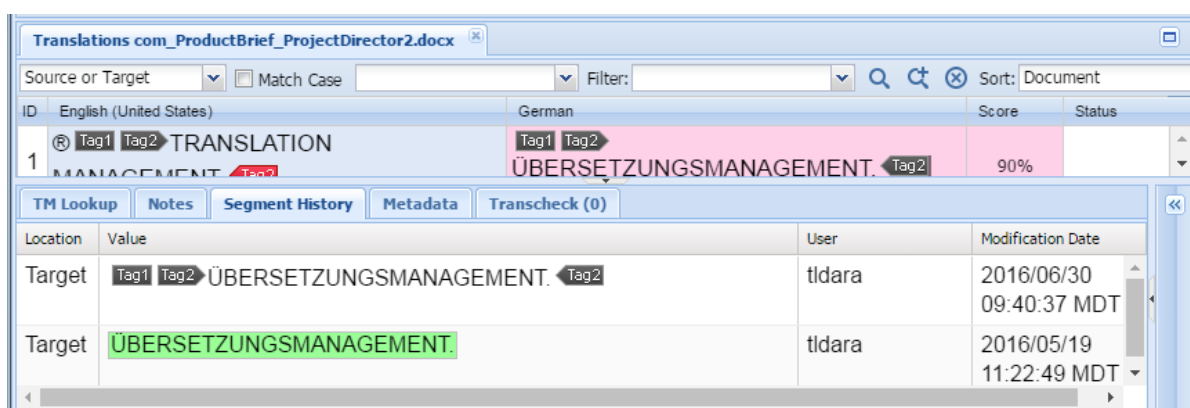
Segments are parts of the file that are divided by formatting or punctuation. Typically, segments are sentences, but may be words or numbers, depending on the formatting of the source file. When a file is converted to a translatable TXLF format, all complete sentences become separate segments. Once these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

Refer to the following tasks:

- [Viewing Segment History](#)
- [Committing to the TM](#)
- [Unconfirming and Confirming Segments](#)
- [Copying All Sources](#)
- [Locking Segments](#)
- [Clearing Targets](#)
- [Copying Source](#)
- [Clearing All Targets](#)
- [Editing Source Segments](#)

Viewing Segment History

The **Segment History** tab is used to view the segment changes in the currently open file.

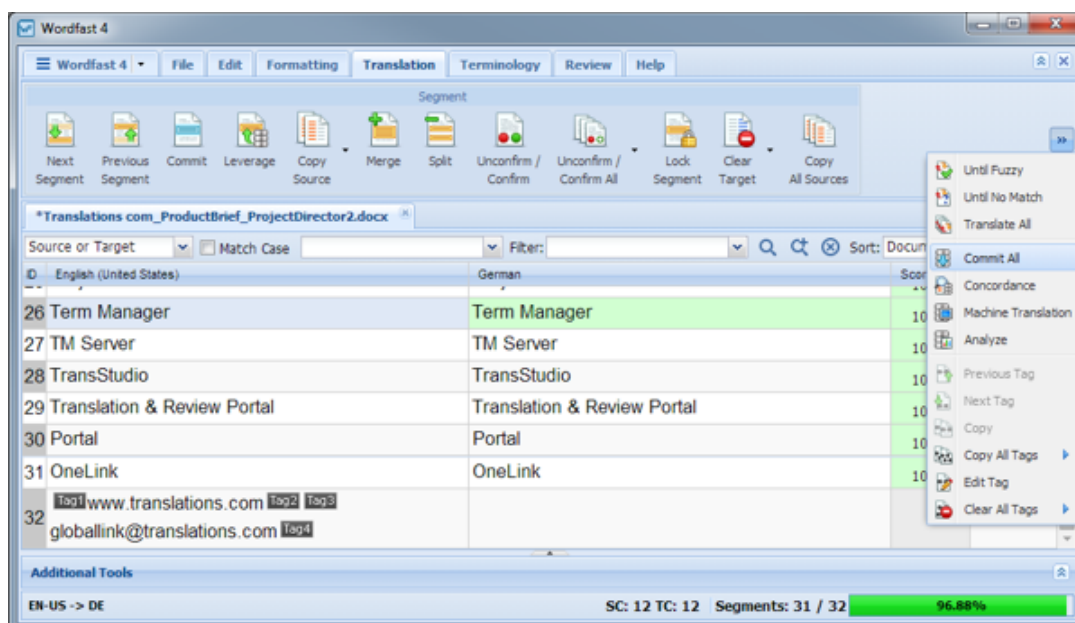


Committing to the TM

After translating all the source segments, the translation memory should be updated. 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:

- 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.

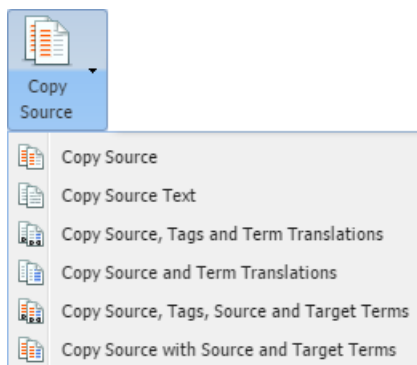
Copying Source

To copy a source segment to the target segment:

1. Select a source segment.

2. Click one of the **Copy Source** options.

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



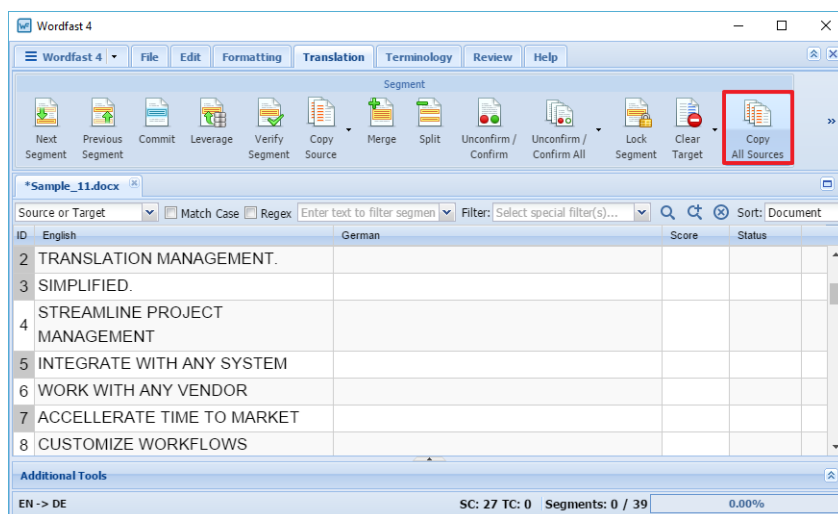
The source segment is copied to the target segment.

Copying All Sources

All source content can be copied into all the target segments using **Copy All Sources**.

To copy all source segments to all target segments:

- Click **Copy All Sources** in the Segment group.



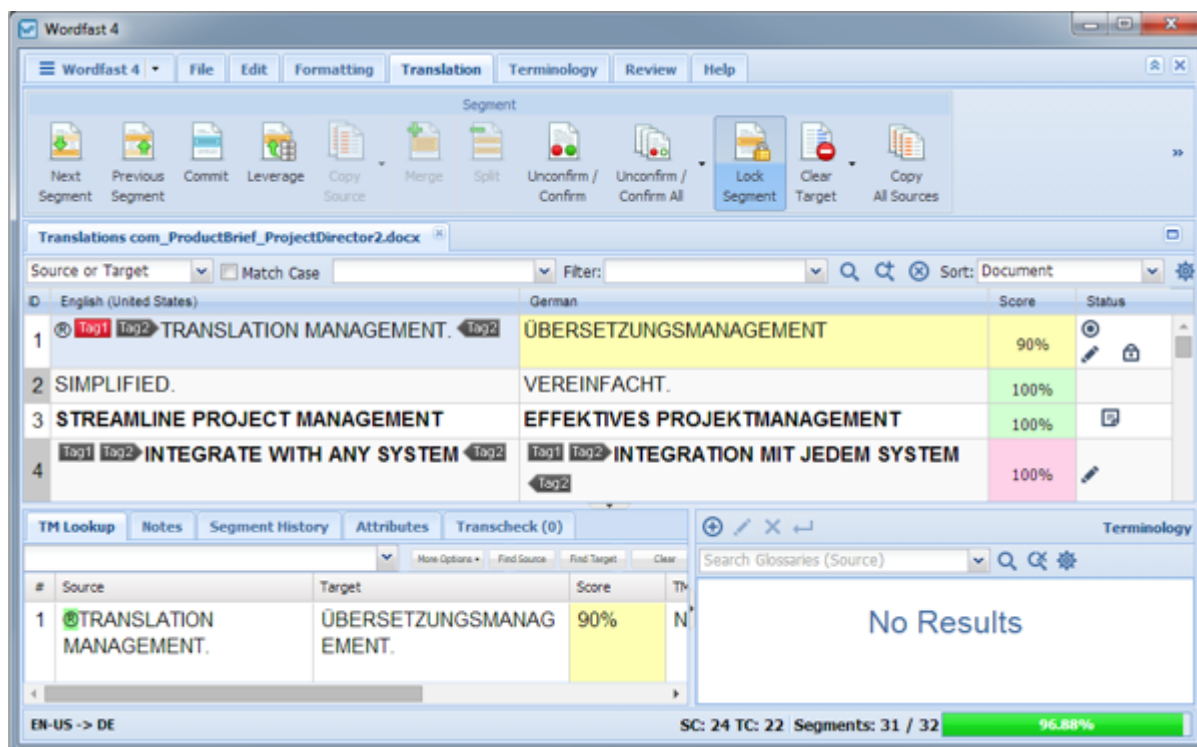
All source content is copied into the target segments.

Locking Segments

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

To lock a segment:

1. Select the segment to lock.



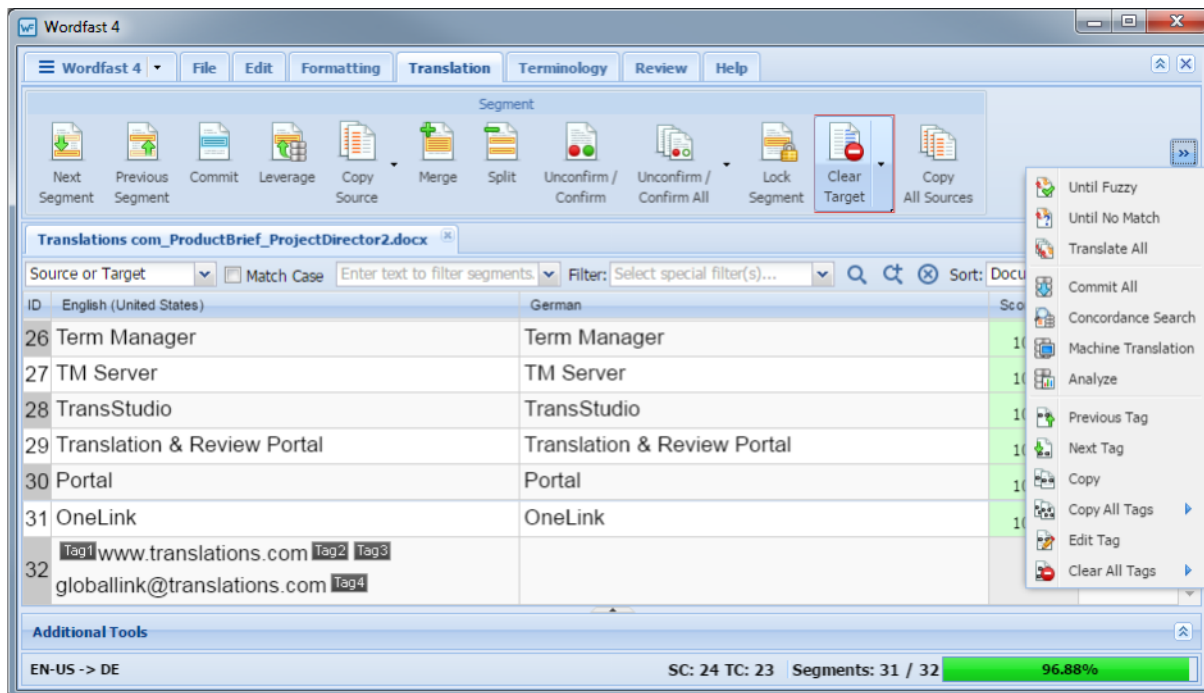
2. Click **Lock Segment** on the **Translation** tab.

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

Clearing Targets

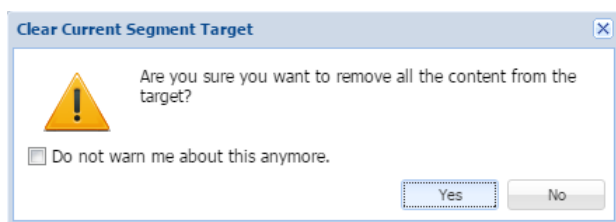
To clear a target segment:

1. Select the target segment.



2. Click **Clear Target** on the **Translation** tab.

A confirmation message appears.

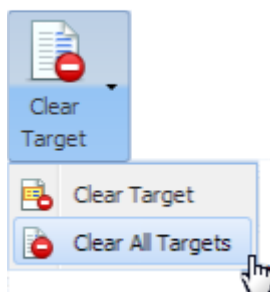


3. Click **Yes** to clear the target.

Clearing All Targets

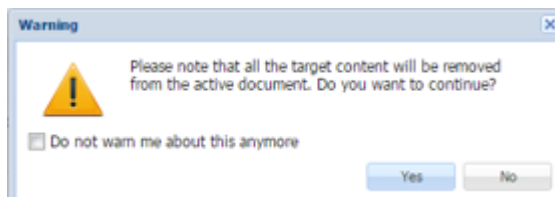
To clear all content from the target segment:

1. Click the **Clear Target** drop-down menu on the **Translation** tab.



2. Click **Clear All Targets**.

A Warning message appears.



3. Click **Yes** to clear all targets.

Unconfirming and Confirming Segments

The Unconfirm/Confirm Segment option allows the translator to mark a segment for future reference. For example, if the translator wants to check and confirm a segment after referring to some resources, the segment can be marked unconfirmed.

Unconfirmed segments cannot be committed to the TM.

Refer to the following tasks:

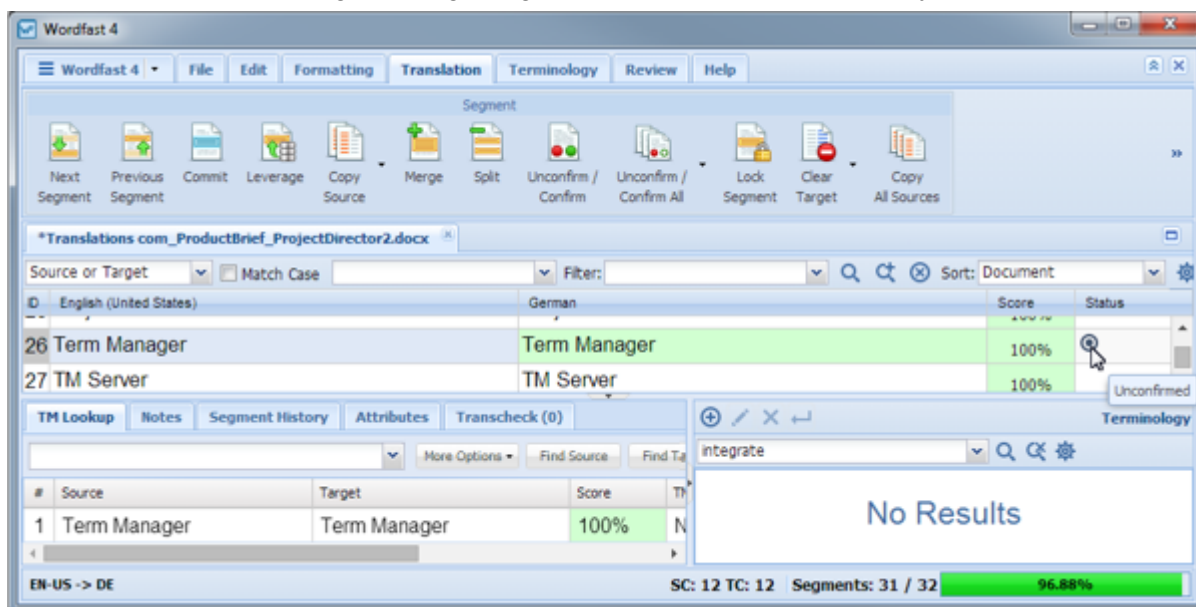
- [Unconfirming or Confirming a Segment](#)
- [Unconfirming or Confirming All Segments](#)

Unconfirming or Confirming a Segment

To unconfirm or confirm a segment:

1. Go to the **Projects** tab (refer to [Opening Projects](#)).
2. Select and open the project.
3. Double-click the file or select and click **Translate File**.

4. Click the **Translation** tab.
5. Enter a translation or leverage the target segment from the translation memory.

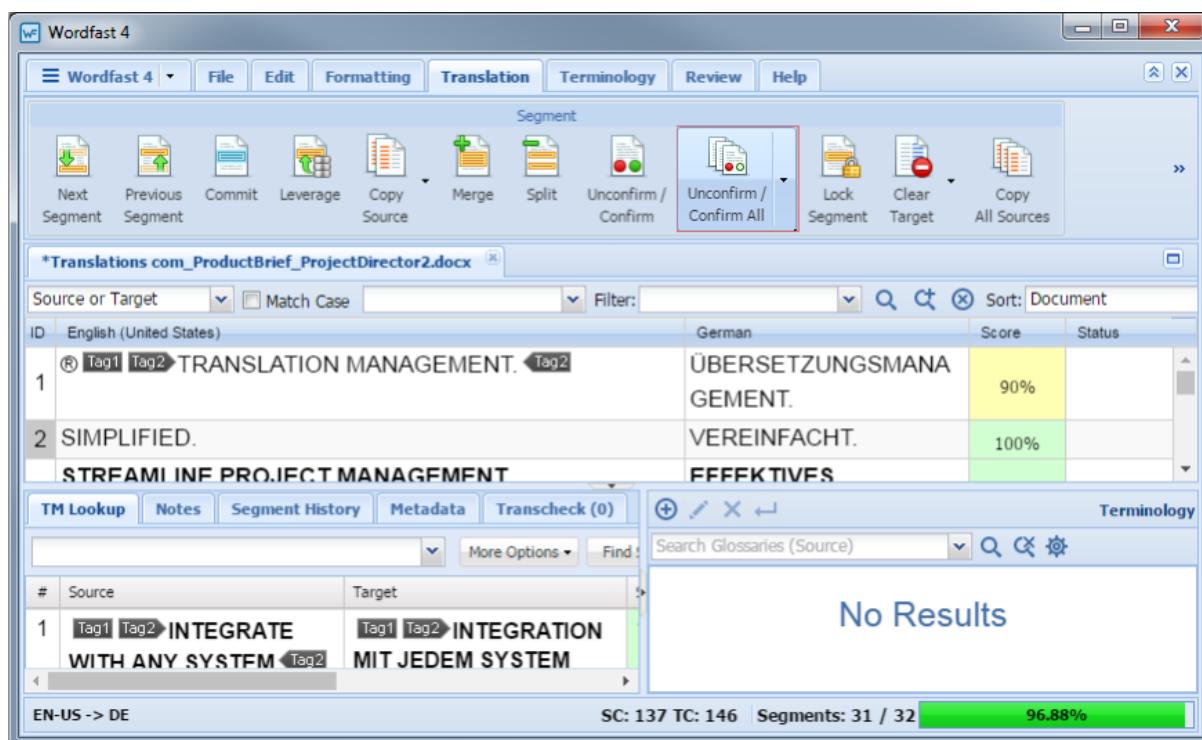


6. Click **Unconfirm / Confirm** on the **Translation** tab.
The **Unconfirmed** icon appears next to the segment in the Status column.
7. To confirm the segment, click **Unconfirm/Confirm** again.
The **Unconfirm** icon is removed from the **Status** column.

Unconfirming or Confirming All Segments

To unconfirm or confirm all segments:

1. Go to the **Projects** tab (refer to [Opening Projects](#)).
2. Select and open the project.
3. Double-click the file or select and click **Translate File**.
4. Click the **Translation** tab.
5. Enter a translation for each segment, or leverage the target segments from the translation memory.

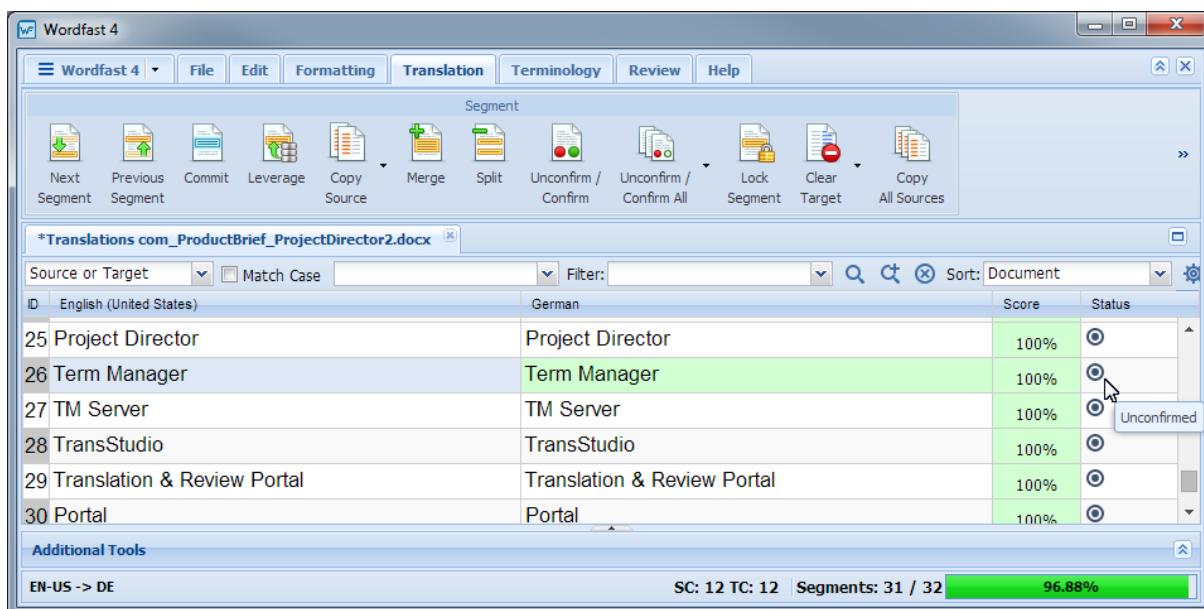


6. Click the **Unconfirm / Confirm All** drop-down menu.

7. Click one of the following:

- **Unconfirm All**
- **Confirm All**

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



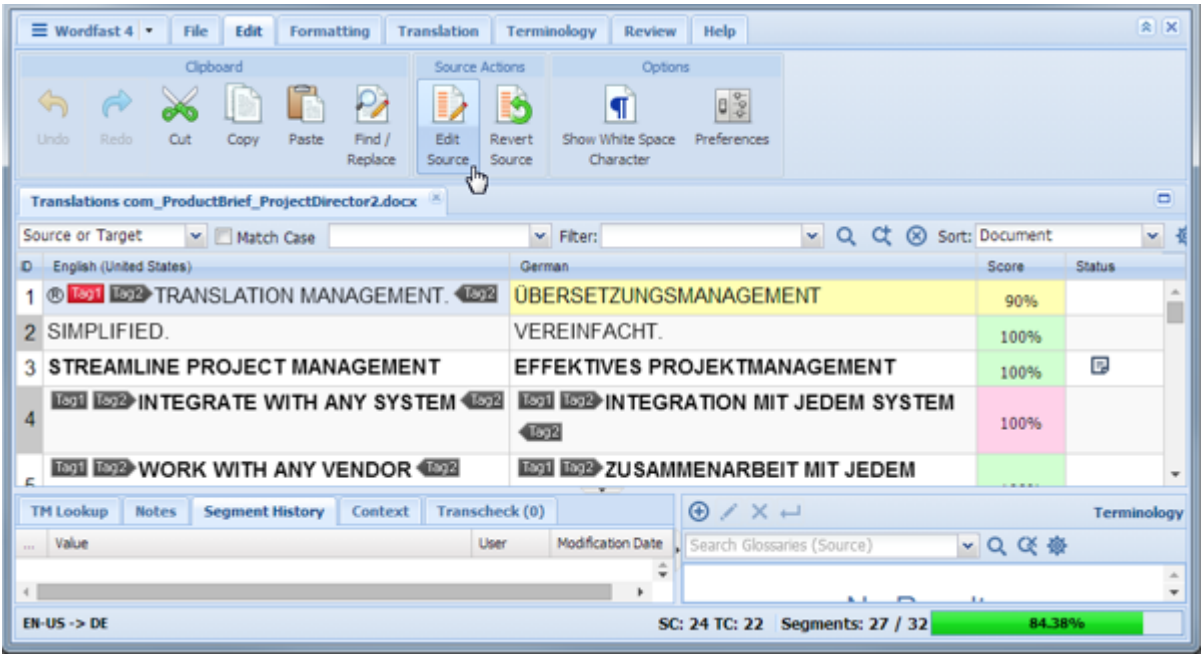
8. Click **Confirm All** to reverse the **Unconfirm All**.

Editing Source Segments

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

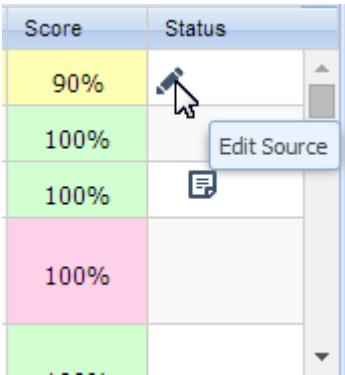
To edit the source segment:

1. Go to the **Projects** tab (refer to [Opening Projects](#)).
2. Select and open the project.
3. Double-click the file or select and click **Translate File**.
4. Place the cursor within the segment source.
5. Click **Edit Source** on the **Edit** tab.



- 6. Edit the source content as required.
- 7. Click outside the edited segment.

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



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

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

Accent	Sample	Key Combination	Notes
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+?	
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

Character	Name	Key Combination	Notes
Æ, æ	Old English AE ligature (caps/lowercase)	Shift+Ctrl+&,a Shift+Ctrl+&,A	
Ð, ð	Old English eth (caps/ lowercase)	Ctrl+',d Ctrl+',D	Icelandic/Old English eth ' = apostrophe key

Using Transcheck

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

The following are the related tasks:

- [Enabling Transcheck](#)
- [Transcheck During Translation](#)
- [Transcheck All](#)
- [Viewing Transcheck Warnings](#)

Enabling Transcheck

Transcheck options are tied to a specific project. To enable Transcheck and customize the options for a project refer to [Configuring Transcheck](#).

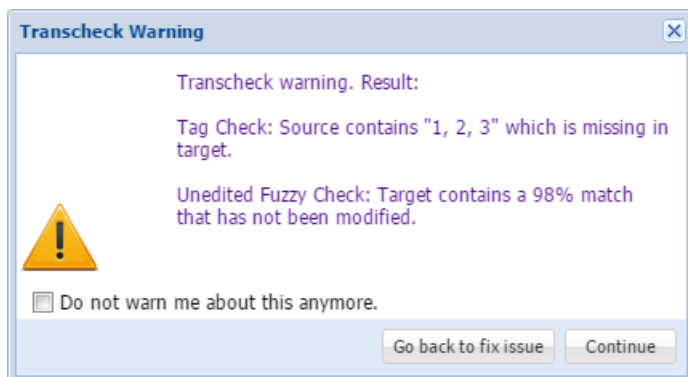
Transcheck During Translation

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 will immediately pop up if there are any errors identified based on the configured Transcheck options.

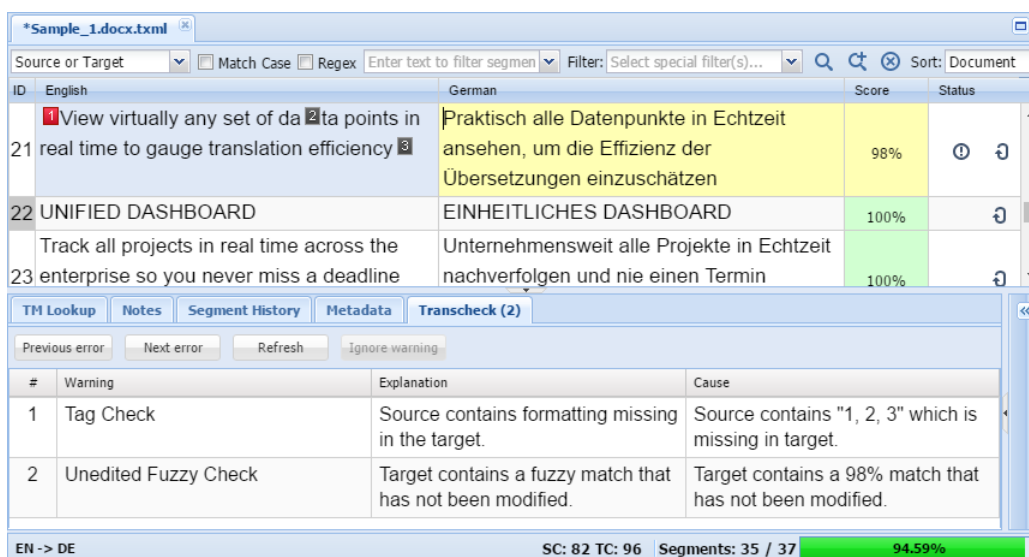
To Transcheck while translating:

1. Open a file to be checked.
2. Translate a segment and click **Next Segment** or **Alt-Down**.

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



The Transcheck error explanation also appears in the **Transcheck** tab.



3. 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.

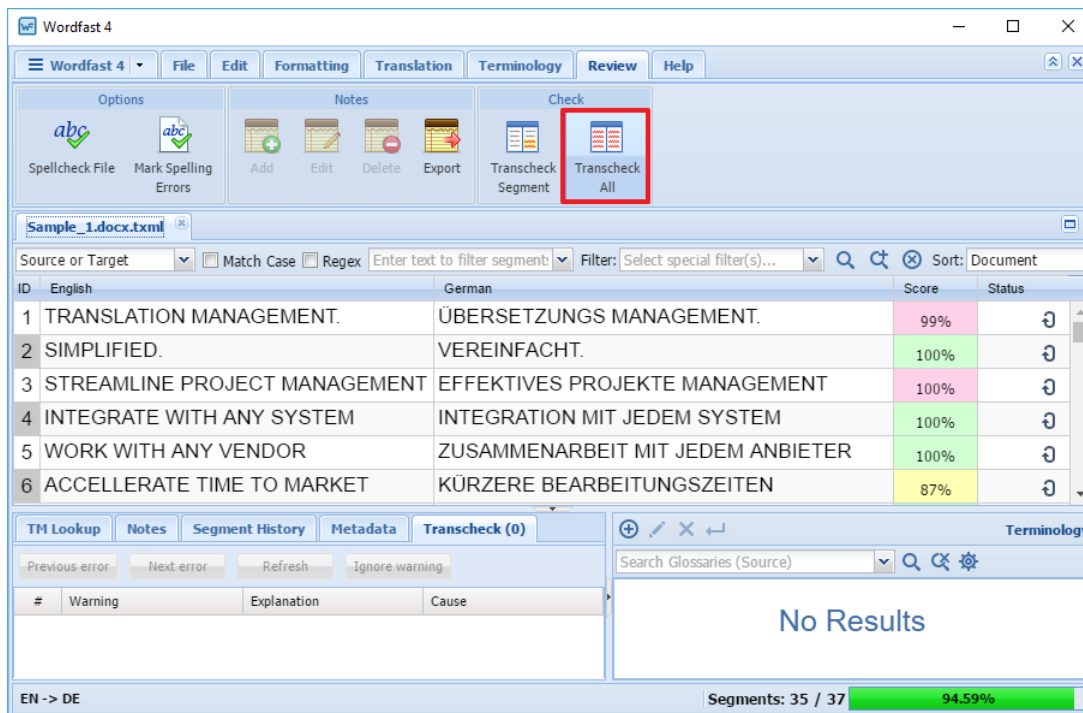
Transcheck All

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. Open a file to be checked.

2. Click the **Review** tab.



3. Click **Transcheck All**.

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

Transcheck All Reports

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

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

Detailed Transcheck Report

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

Report Summary (1 file)

TransCheck ran successfully on 1 file and found 16 errors.

File Name	Total Number of Errors
Translations com_ProductBrief_ProjectDirector2.docx	16

[Translations com_ProductBrief_ProjectDirector2.docx](#)

<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.

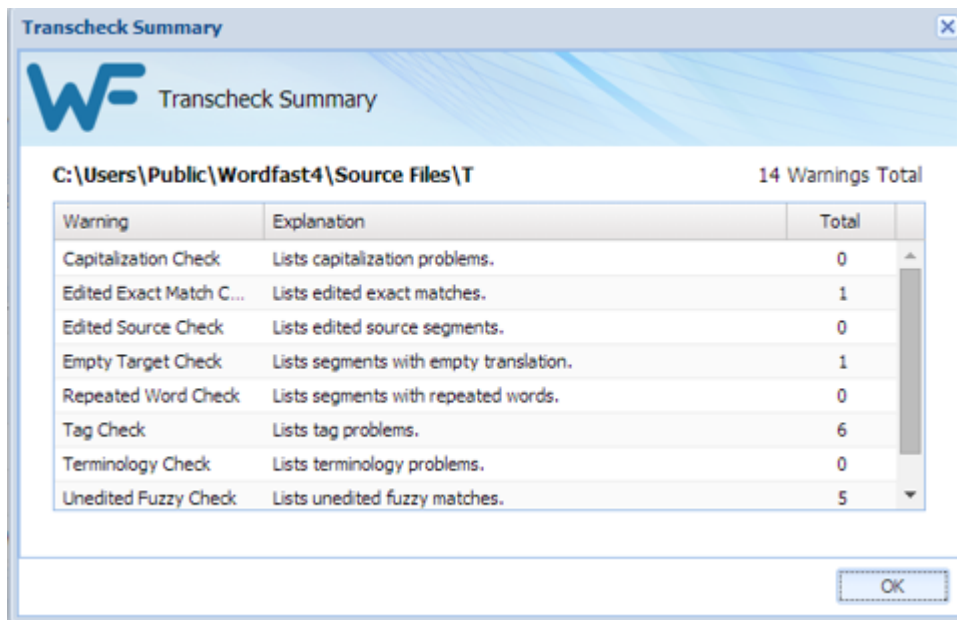
[^Go to File Summary](#)

[^^Go to Report Summary](#)

Empty Target Check

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

Summary Transcheck Report



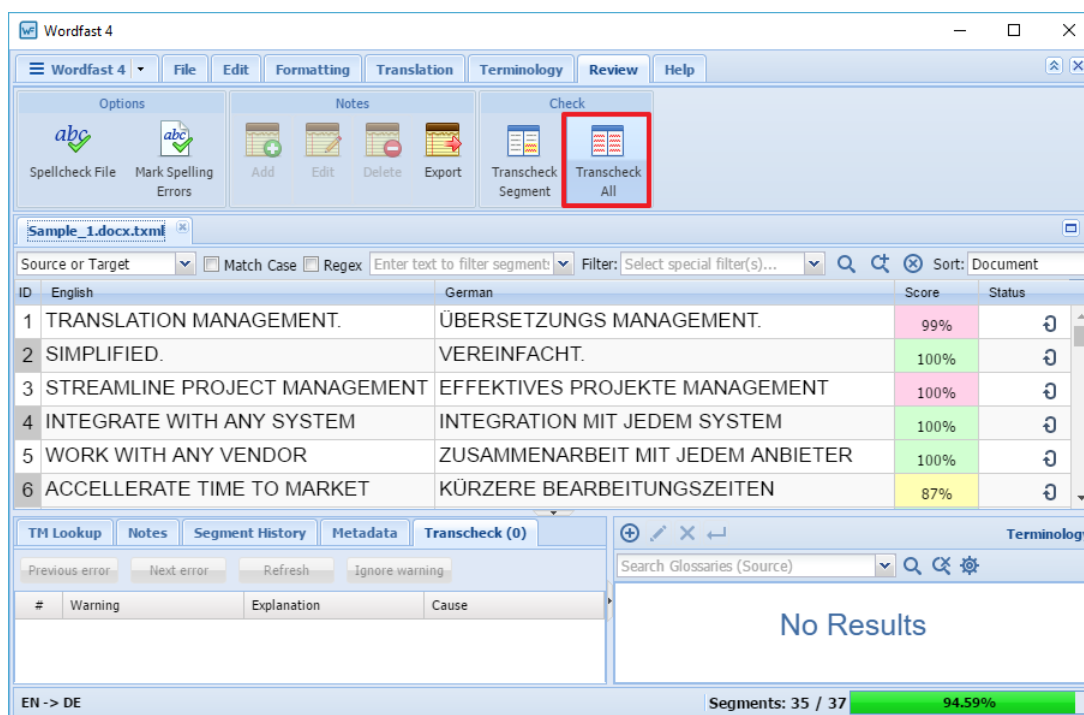
Warning	Explanation	Total
Capitalization Check	Lists capitalization problems.	0
Edited Exact Match C...	Lists edited exact matches.	1
Edited Source Check	Lists edited source segments.	0
Empty Target Check	Lists segments with empty translation.	1
Repeated Word Check	Lists segments with repeated words.	0
Tag Check	Lists tag problems.	6
Terminology Check	Lists terminology problems.	0
Unedited Fuzzy Check	Lists unedited fuzzy matches.	5

Viewing Transcheck Warnings

Transcheck warning, explanation, and cause can be viewed under the **Transcheck** tab. Refer to [Configuring Transcheck](#).

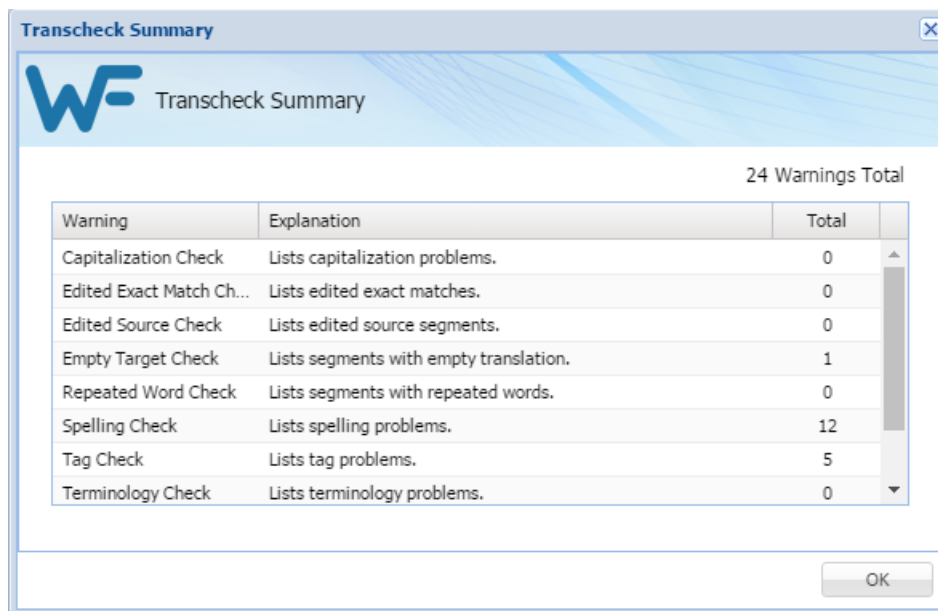
To view Transcheck warnings:

1. Open a file to check.
2. Click the **Review** tab.

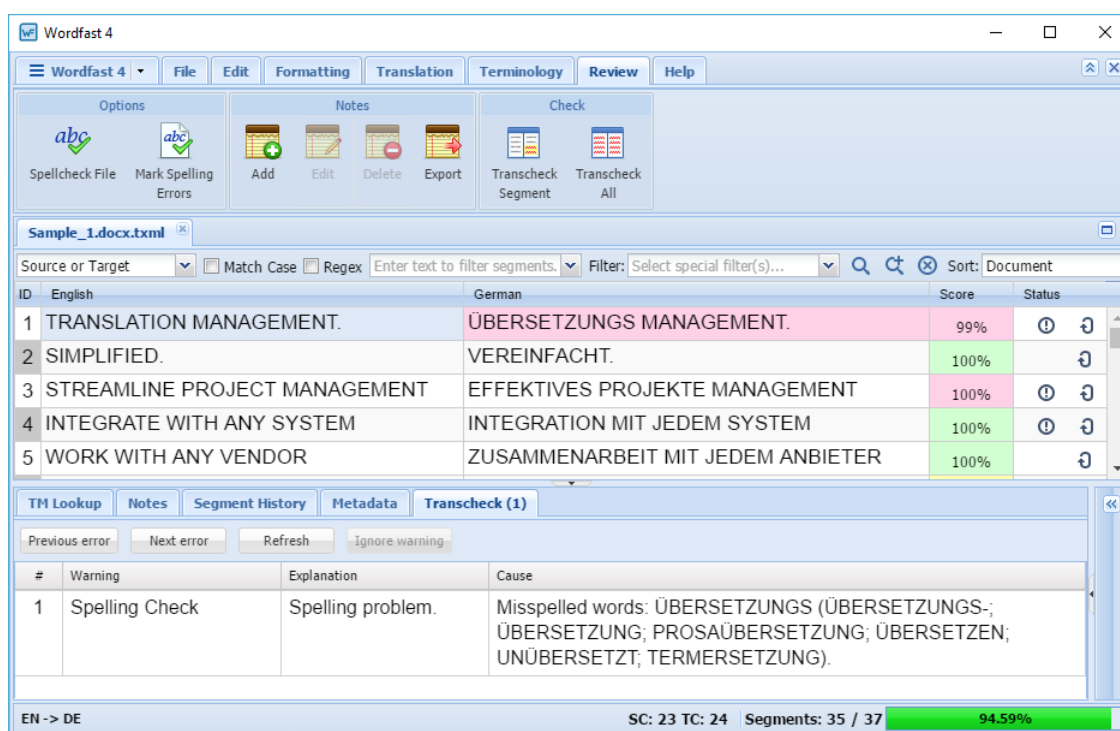


3. Click **Transcheck All**.

A summary of errors appears and an HTML report opens in the default browser.



4. Click in the target segment with a Transcheck error status .



5. Click the **Transcheck** tab in the lower left panel.

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

The **Transcheck** warning, explanation, and cause are displayed.

6. Go to the next segment by clicking **Next error** on the **Transcheck** tab.

7. Do one of the following:

- Correct the error and click **Refresh**
- Click **Ignore warning** to continue reviewing the warnings without changes

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

Enabling Machine Translation

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

Using Auto-Suggest

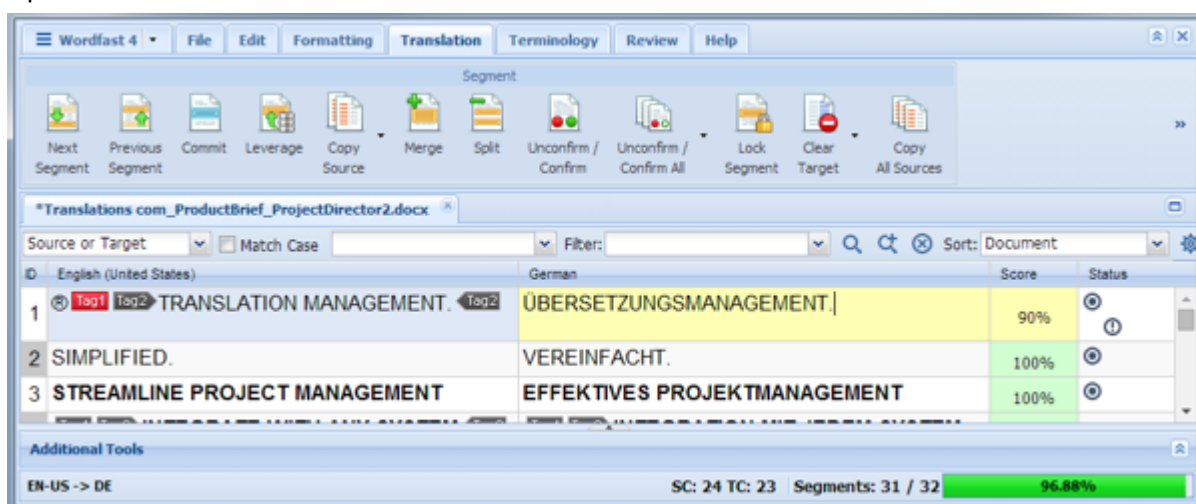
The Auto-Suggest option populates suggestions based on source content, such as numbers, URLs and proper names. It can also suggest terms for the glossary, translation memory (TM) matches, and sub-segment TM matches. To enable Auto-Suggest, refer to [Configuring Text Tools](#).

Leveraging Repetitive Content

Leveraging repetitive content re-uses segments that are repeated in a file. In the following example there are multiple instances of the phrase **Seamless Database Integration**, so when the translator enters the translation the duplicate segment is populated as well. Refer to [Configuring Auto-Propagation](#).

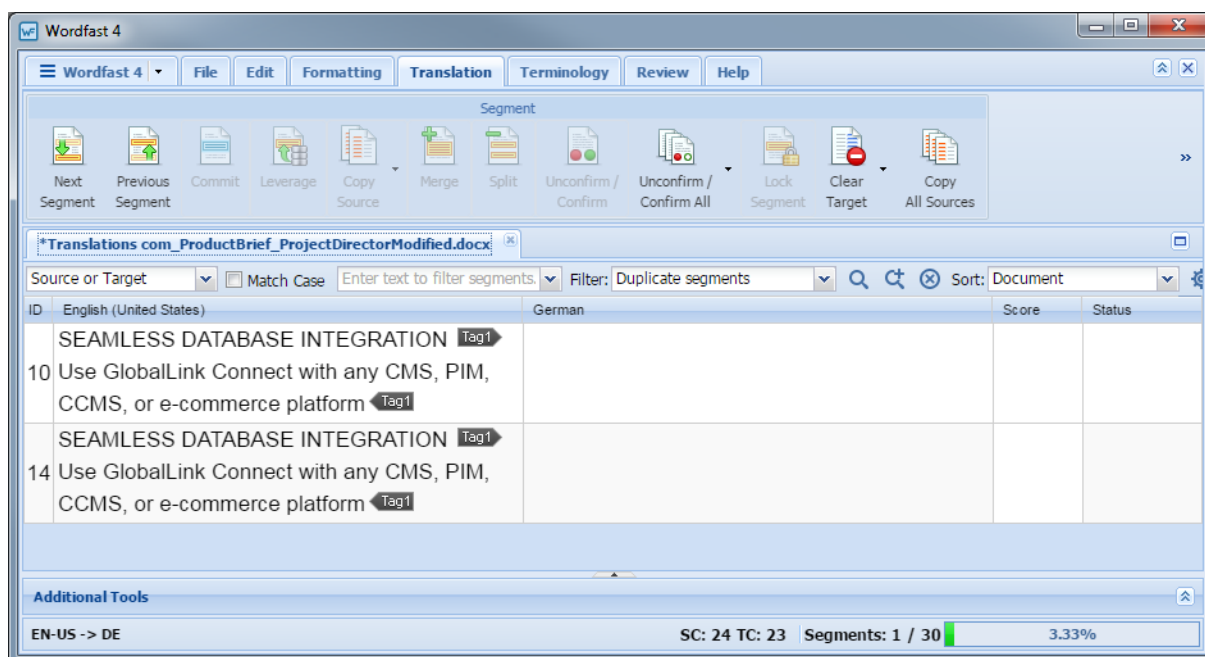
To leverage repetitive content from the **TXLF Editor Translation** tab:

1. Open a file for translation.



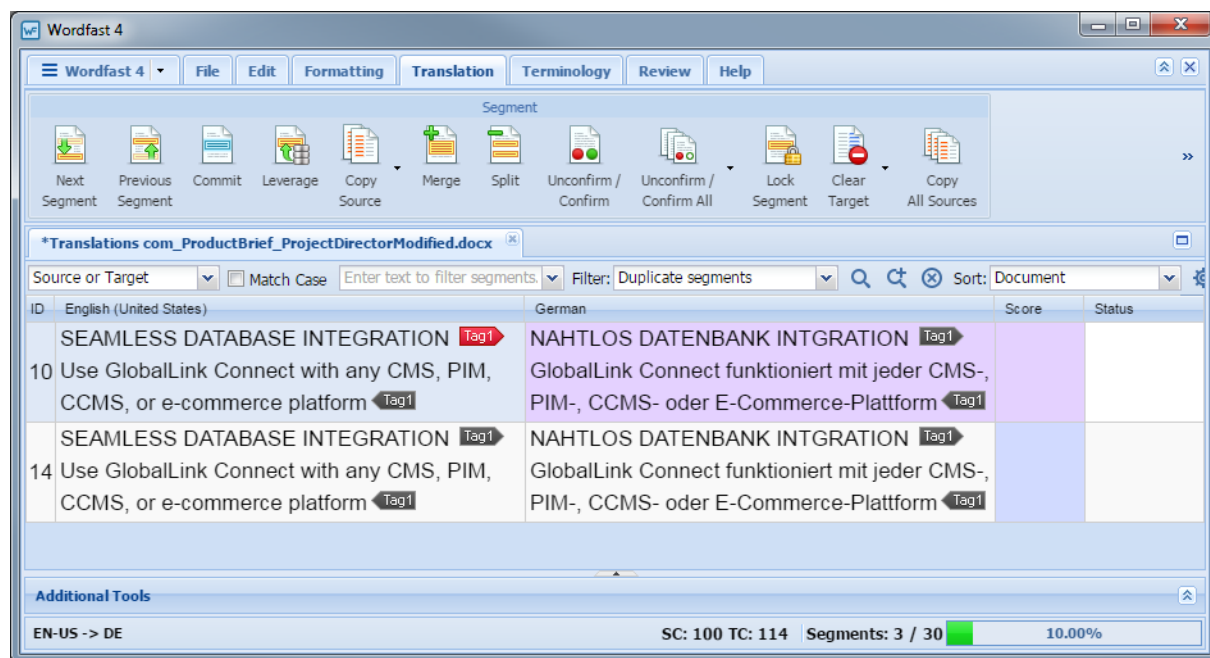
2. Select the first translatable segment.

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



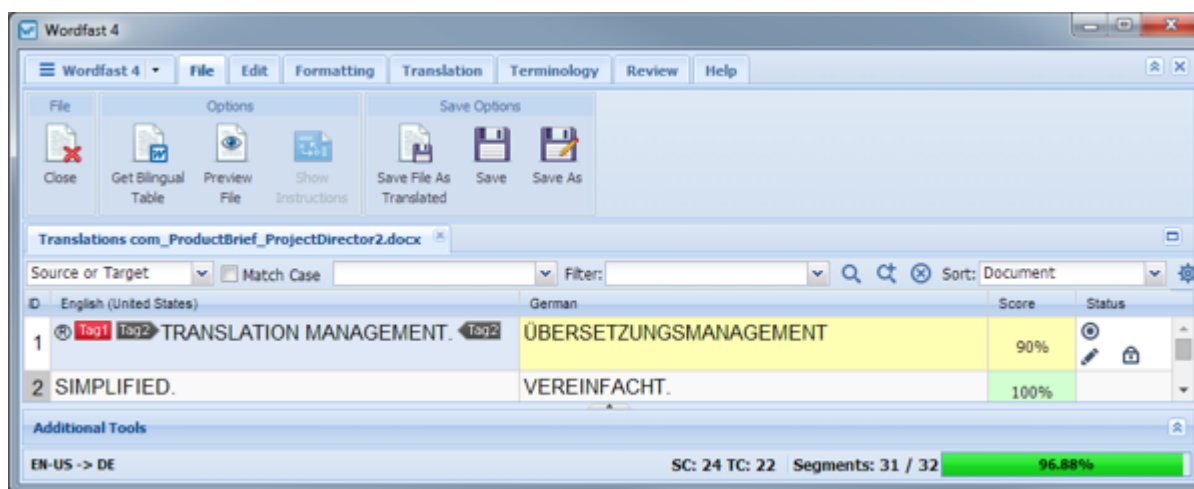
3. Enter the translation into the first segment.
4. Commit the term by using one of the following methods:
 - Click **Commit**
 - Click **Next Segment** or press **Alt+Down**

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.



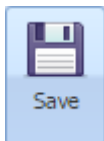
Saving Files

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

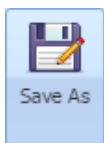


To save your work use one the options below.

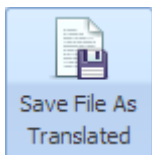
- On the **File** tab, click one of the following:
 - **Save** to save the active file to a local folder manually



- **Save** to save the active file to a local folder manually under a different name



- **Save File As Translated** to save the translated file to a local folder

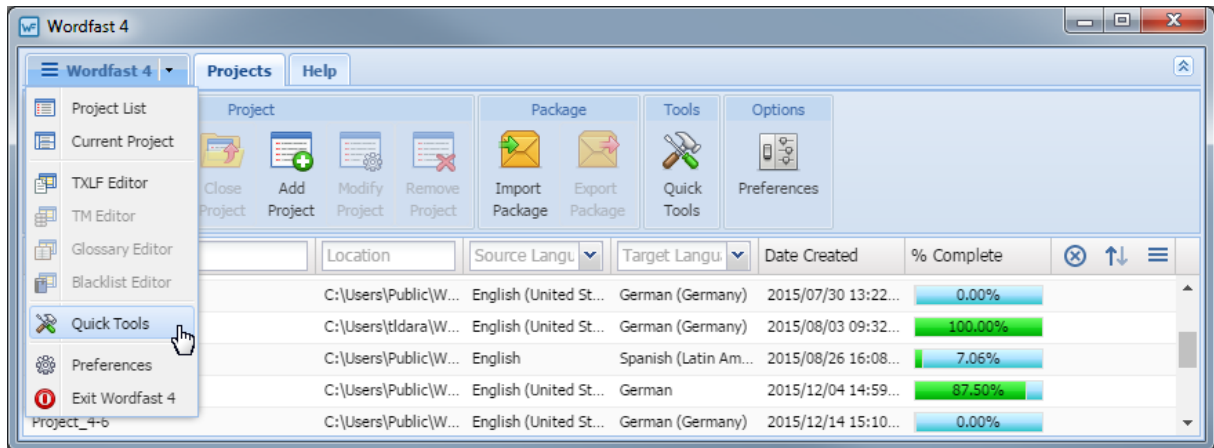


A pop-up progress bar appears and upon completion, you will find the saved file on a local folder.

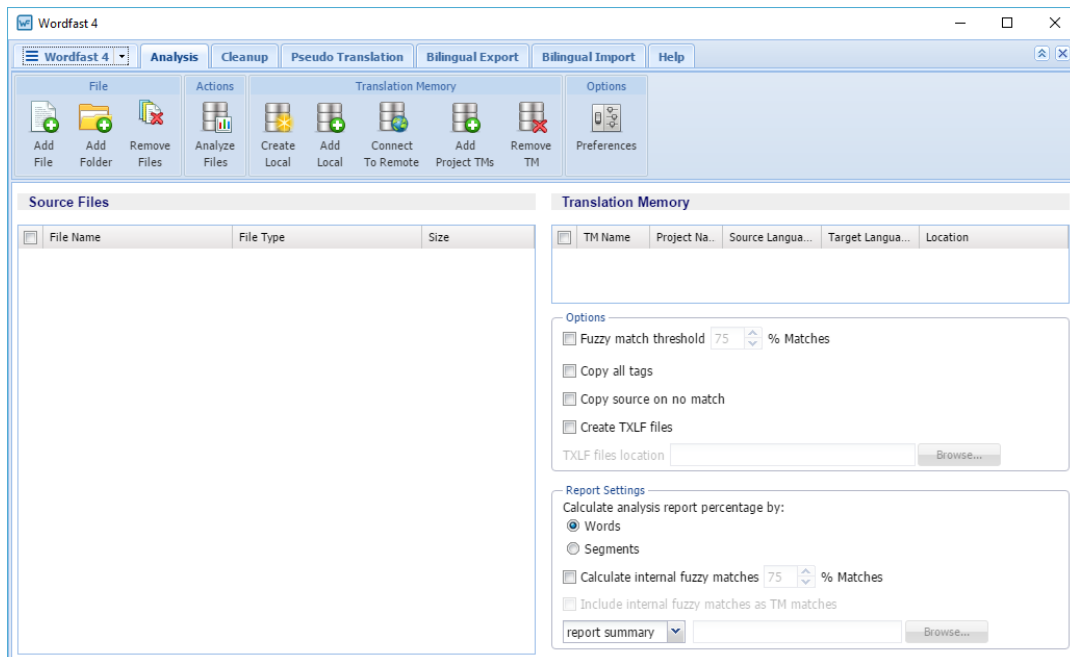
Quick Tools provides a collection of tools for users to create and work with files outside of projects. These tools are primarily used by Project Managers before sending the files to translators.

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

Refer to [Starting Wordfast Pro](#) for more information.



3. Click **Quick Tools**.



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

- To run a project file analysis, refer to [Analyzing Project Files](#)

- To clean up and update the Translation Memory, refer to [Cleanup](#)
- To preview what is translatable and the complexity of formatting in the target, refer to [Pseudo Translation](#)
- To complete bilingual export of files, refer to [Bilingual Export](#)
- To complete bilingual import of files, refer to [Bilingual Import](#)

Analyzing Project Files

In analyzing a project's files for translation, the source files are analyzed against Translation Memory and generates a report listing matches, non-matches, word count, and character count as well as the total number of segments.

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

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

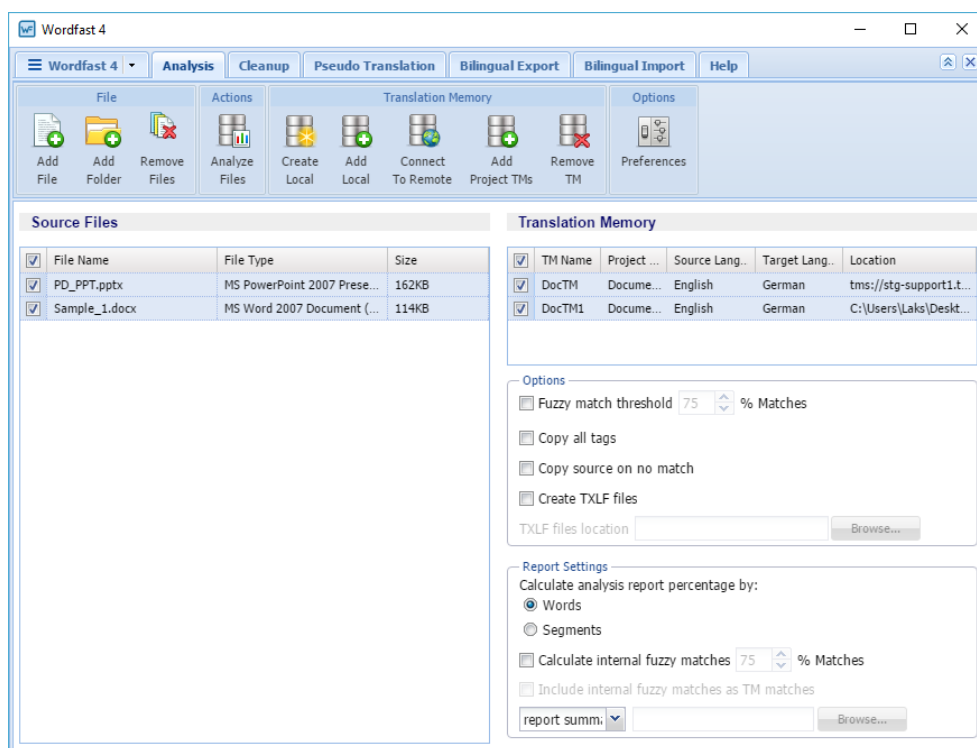
Analysis can be accomplished in either of the following ways:

- Analyzing files within a project from the **Project Files** tab, refer to [Analyzing Projects](#)
- Analyzing files from the **Quick Tools** tab, refer to [Analyzing Files](#)

Analyzing Files

To analyze files:

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



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 Source Files panel.

The files appear in the Source Files panel.

4. Add and select the **Translation Memory**.

5. Select the **Options**:

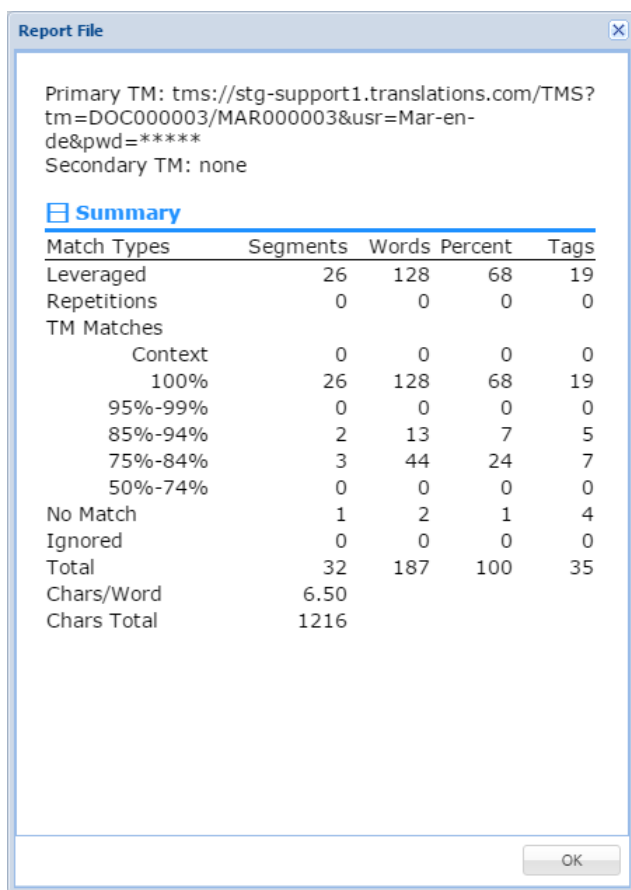
- **Fuzzy match threshold**: Select the percentage of match
- **Copy all tags**
- **Copy source on no match**
- **Create TXLFF files**
- **TXLFF file location**: Browse and select the location to save the TXLFF files

6. Select the **Report Settings**:

- a) Calculate analysis report percentage by:
- **Words**

- **Segments**
- b) Select to **Calculate internal fuzzy matches** with the percent match.
 - Select **Include internal fuzzy matches as TM matches**
 - c) Select the report format from the drop-down list, and browse to select a location to save the report.
7. Click **Analyze Files**.

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



Cleanup

The Project Manager is responsible for cleaning up translated files and selecting the TM update options.

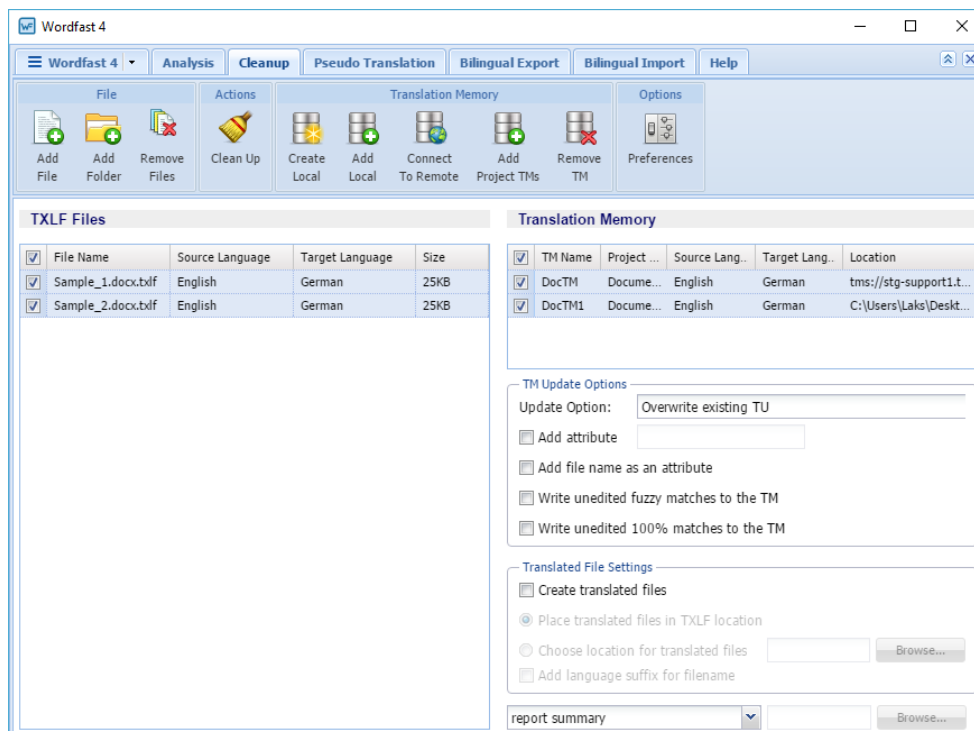
Cleanup processes bilingual TXLF files containing source and target. The bilingual files are converted into their original format in the target language. Refer to [Working with Segments](#).

Optionally, the TM can be updated during cleanup.

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

To clean up and update the translation memory:

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



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 TXLF Files panel.

The files appear in the TXLF Files panel.

4. Add and select the **Translation Memory**.



Note:

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

5. (Optional) Select the **TM Update Options**:

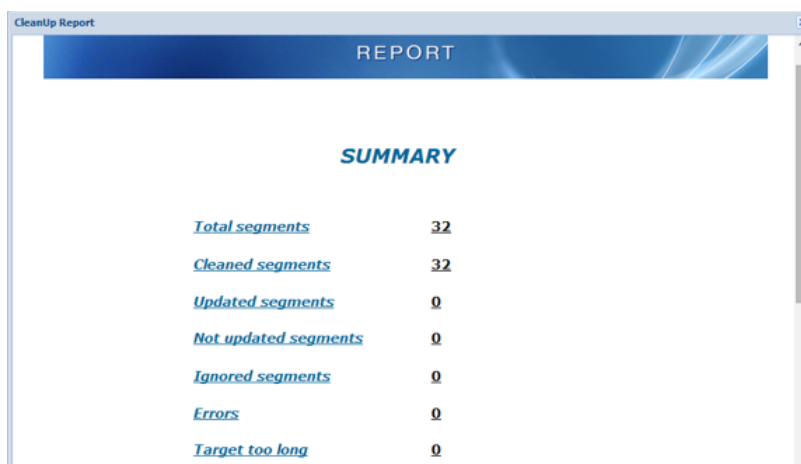
- **Update Option:** Select one of the TM update options
- **Add attribute:** Select and enter an attribute to be added to the cleaned up segments
- **Add file name as an attribute:** Select to add the TXLF file name as an attribute to the cleaned up segments
- **Write unedited fuzzy matches to the TM**
- **Write unedited 100% matches to the TM**

6. (Optional) Select the **Translation File Settings:**

- **Create Translated Files:** Select 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 file name:** 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

7. Click **Clean Up**.

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



The screenshot shows a window titled 'CleanUp Report' with a blue header bar containing the word 'REPORT'. Below the header, the word 'SUMMARY' is centered. A table follows with the following data:

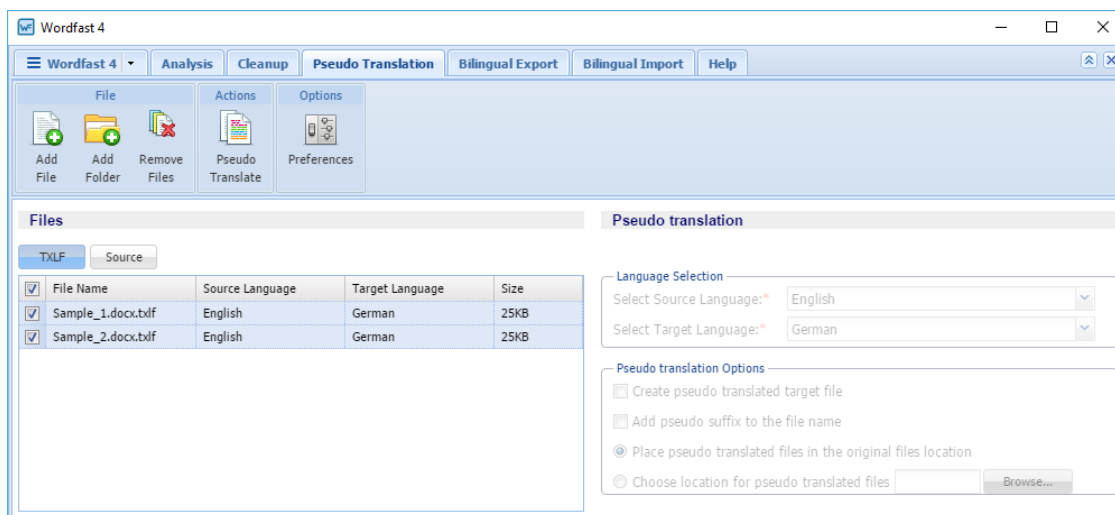
<i>Total segments</i>	32
<i>Cleaned segments</i>	32
<i>Updated segments</i>	0
<i>Not updated segments</i>	0
<i>Ignored segments</i>	0
<i>Errors</i>	0
<i>Target too long</i>	0

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.

To pseudo translate files:

1. Click **Quick Tools** in the **Wordfast 4** drop-down menu.
2. Click the **Pseudo Translation** tab.



3. 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**
4. 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 panel.

The files appear in the Files panel.

5. Select the files to be pseudo translated.

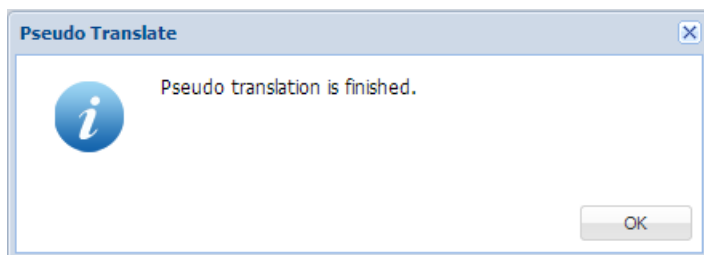


Note:

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

6. Click **Pseudo Translate**.

A confirmation message appears upon completion.



Note:

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

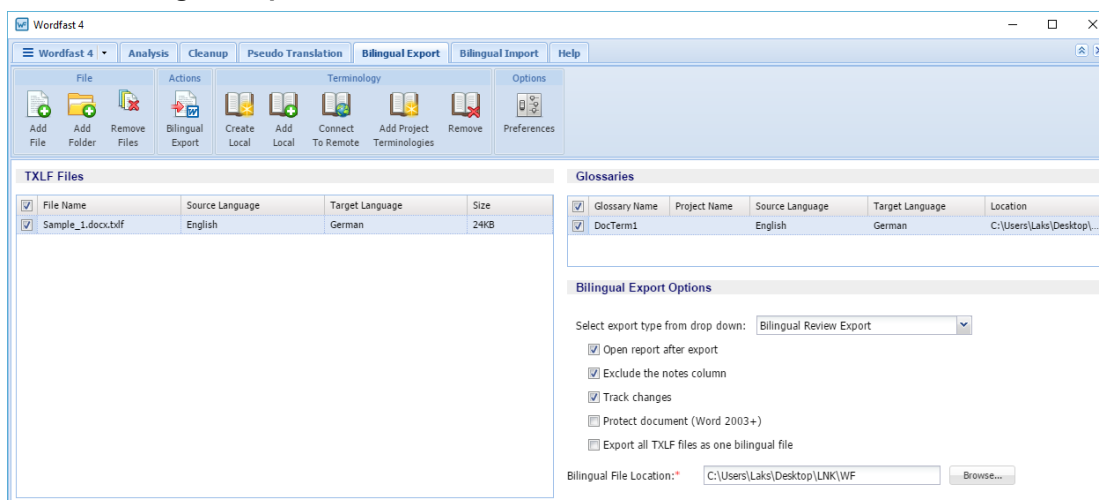
The pseudo translated files are placed in the selected folder location.

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



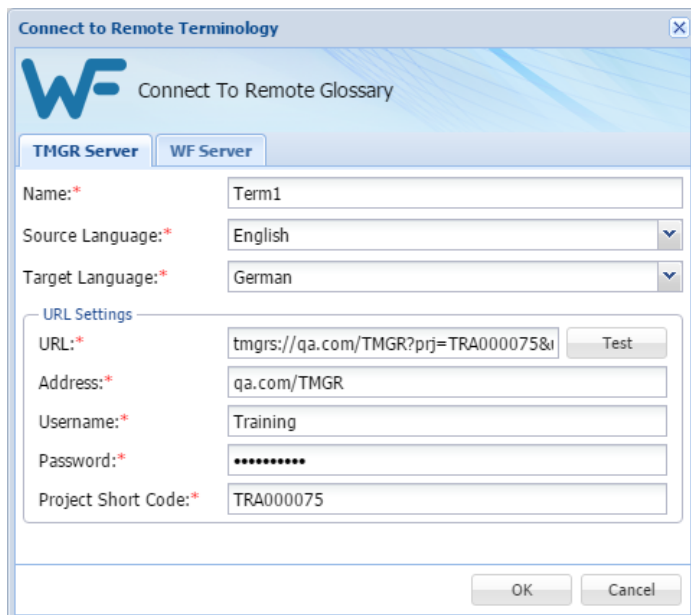
3. To add files, do one of the following:

- 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 TXLF Files panel.

The files appear in the TXLF Files panel.

4. To add a glossary, do one of the following:

- Click **Add Local** to browse and select a local glossary.
- Click **Connect To Remote** to connect to a remote glossary.

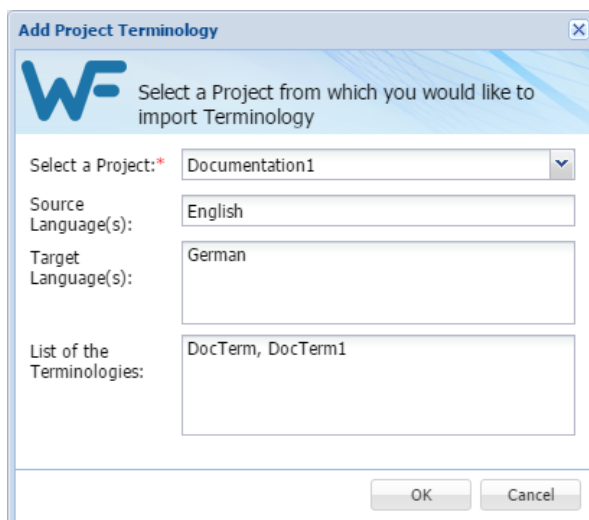


The "Connect to Remote Terminology" dialog box features the Wordfast logo and the title "Connect To Remote Glossary". It has two tabs: "TMGR Server" (selected) and "WF Server". The form includes the following fields:

- Name:** Term1
- Source Language:** English (dropdown)
- Target Language:** German (dropdown)
- URL Settings:**
 - URL:** tmgrs://qa.com/TMGR?prj=TRA000075&i (with a "Test" button)
 - Address:** qa.com/TMGR
 - Username:** Training
 - Password:** (masked with dots)
 - Project Short Code:** TRA000075

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

- Click **Add Project Terminologies** to select glossaries associated with projects.



The "Add Project Terminology" dialog box features the Wordfast logo and the title "Add Project Terminology". Below the logo is the instruction "Select a Project from which you would like to import Terminology". The form includes the following fields:

- Select a Project:** Documentation1 (dropdown)
- Source Language(s):** English
- Target Language(s):** German
- List of the Terminologies:** DocTerm, DocTerm1

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

The glossaries appear in the Glossaries panel.

5. Select the TXLF files and glossaries for bilingual export.
6. Select the **Bilingual Export Options**.

Option	Description
Export Type	<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

7. Click **Bilingual Export**.

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



Note:

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 tus written.

A sample of the bilingual export is given below.

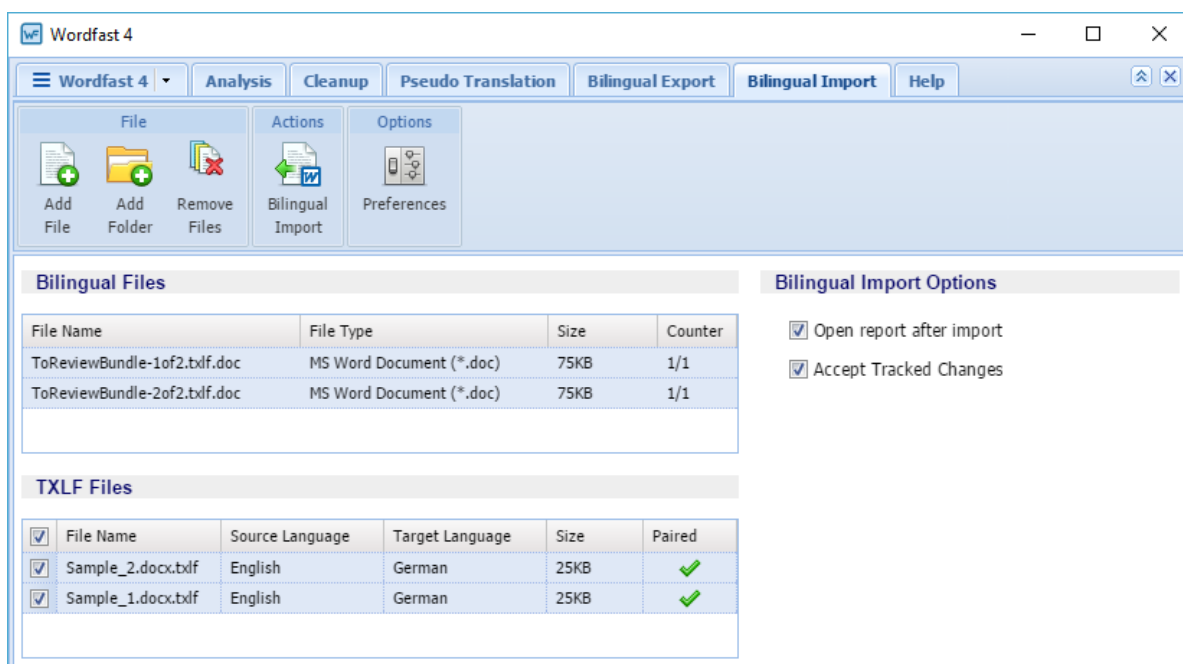
ID	Source (en)	Target (de)	Score	
1	TRANSLATION MANAGEMENT.	ÜBERSETZUNGSMANAGEMENT.	99	
2	SIMPLIFIED.	VEREINFACHT.	100	
3	STREAMLINE PROJECT MANAGEMENT	EFFEKTIVES PROJEKTMANAGEMENT	100	
4	INTEGRATE WITH ANY SYSTEM	INTEGRATION MIT JEDEM SYSTEM	100	
5	WORK WITH ANY VENDOR	ZUSAMMENARBEIT MIT JEDEM ANBIETER	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 projekte
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	

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



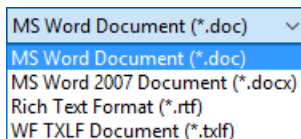
3. To add files, do one of the following:

- 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 Bilingual Files and TXLF Files panels.



Note:



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.



The files appear in the Bilingual and TXLF Files panels.



Note:

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

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

Option	Description
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

6. Click **Bilingual Import**.

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



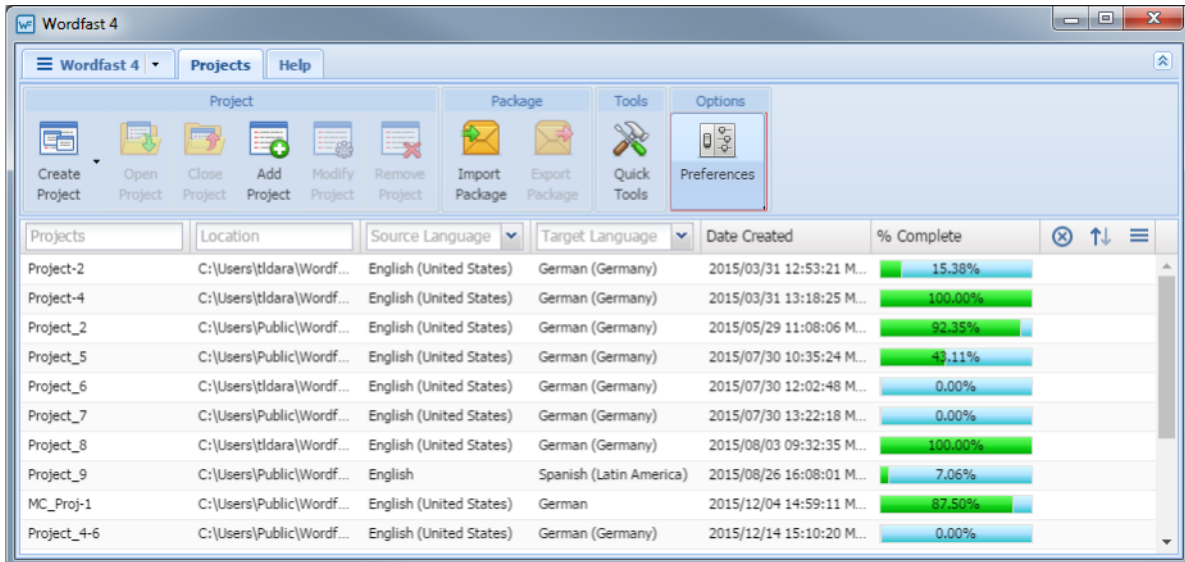
Note:

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.

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



The preferences categories are listed below:

- [General Preferences](#)
- [Translation Preferences](#)
- [Current/New Project Preferences](#)
- [User Preferences—Advanced Settings](#)

General Preferences

General preferences cover the following topics:

- [Customizing Colors](#)
- [Customizing Icon Appearance](#)
- [Customizing Shortcuts](#)
- [Customizing Fonts](#)
- [Customizing Application Layout](#)
- [Customizing Warnings](#)

Customizing Colors

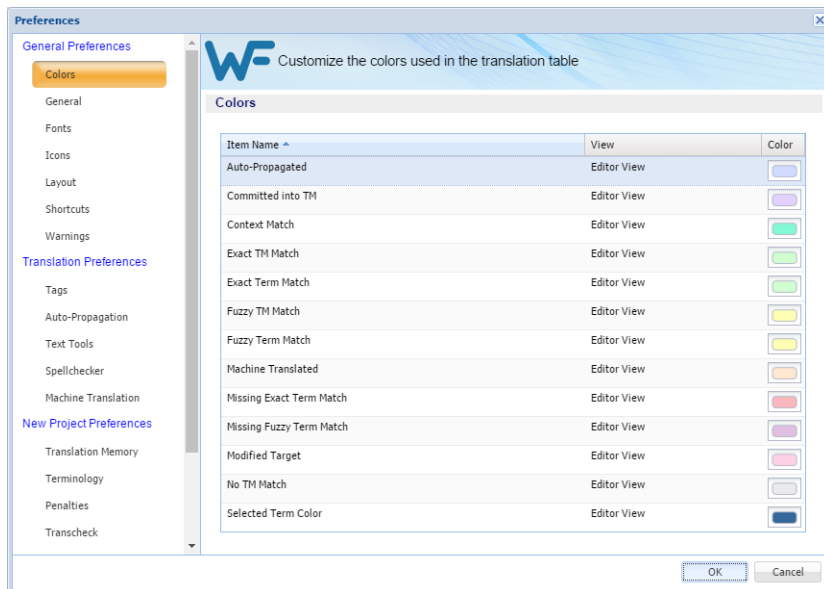
Varying colors are used to differentiate between types of content in the TXLF editor. This color usage can be customized through **Preferences—General Preferences**.

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

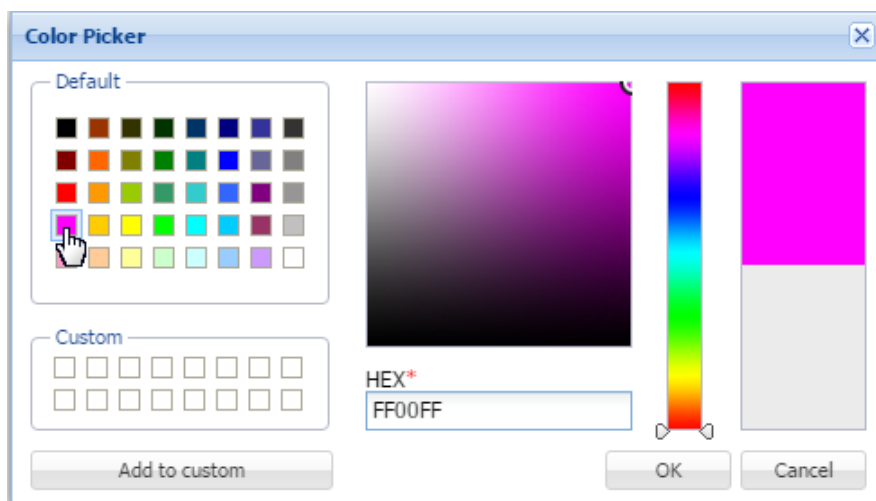
1. Click **Colors** in the **General Preferences** group.

The current translation color settings appear.

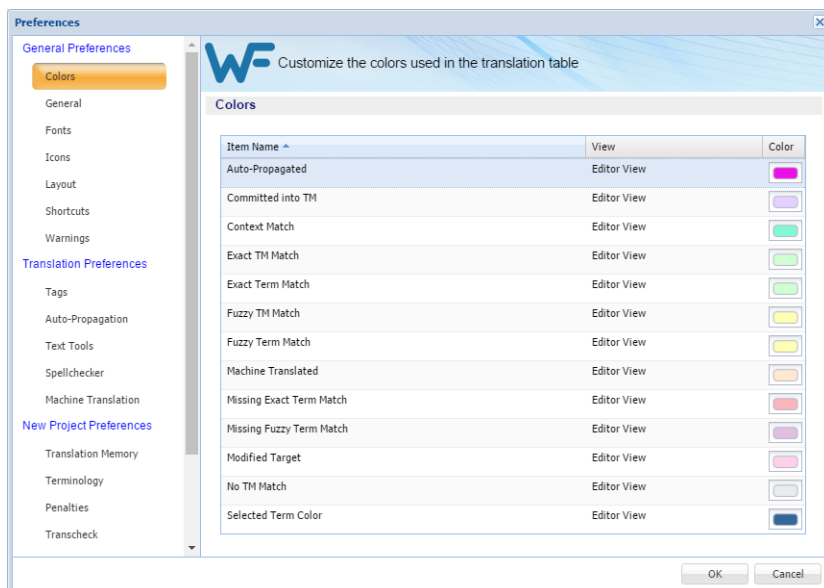
2. To change the color for any **Item Name**, click the colored image in the **Color** column.



For example, click the colored image in the **Color** column for item **Auto-Propagated**, and select another color in the color palette.



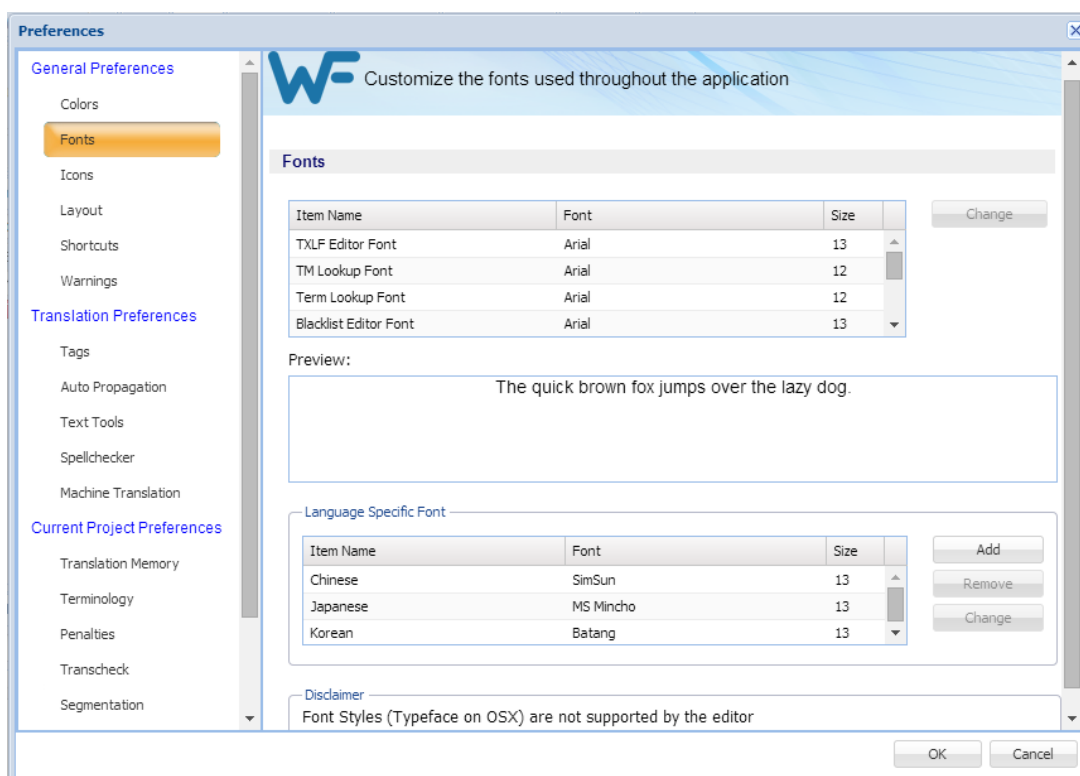
The color code for the selected item is changed to the new color.



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

Customizing Fonts

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



The following tables list the standard fonts and associated sizes.

Application Specific Fonts

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

Application	Font Name	Font Size
Transcheck Font	Arial	12

Adding Language Specific Fonts

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

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

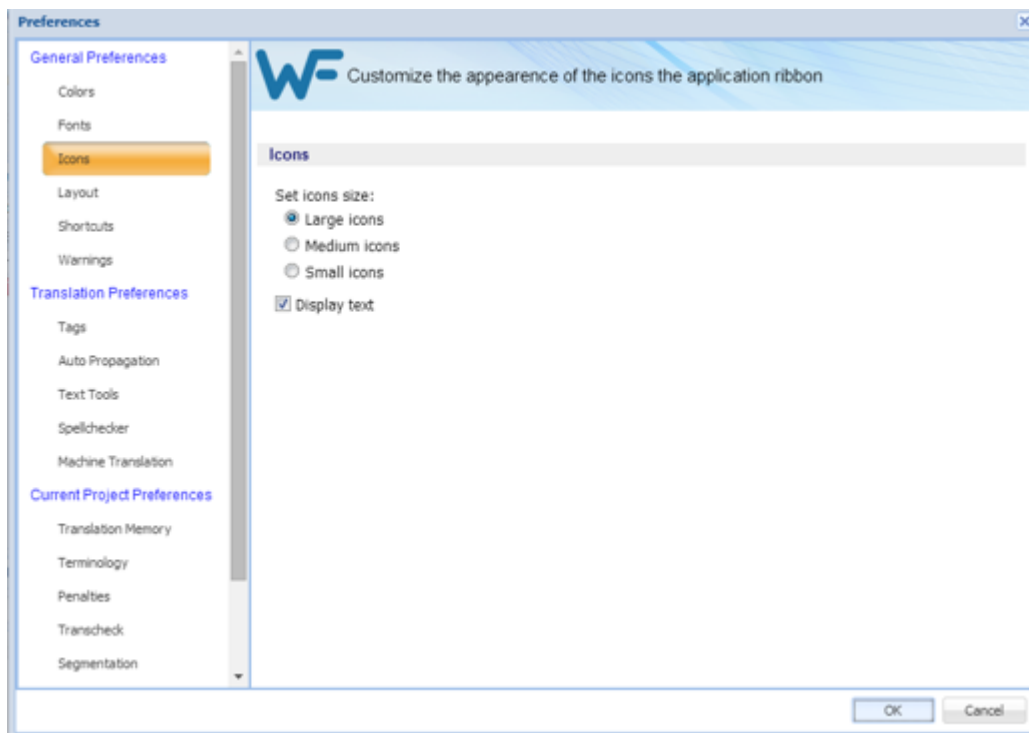
Customizing Icon Appearance

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

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

1. Click **Icons**.

The two icon appearance options appear.



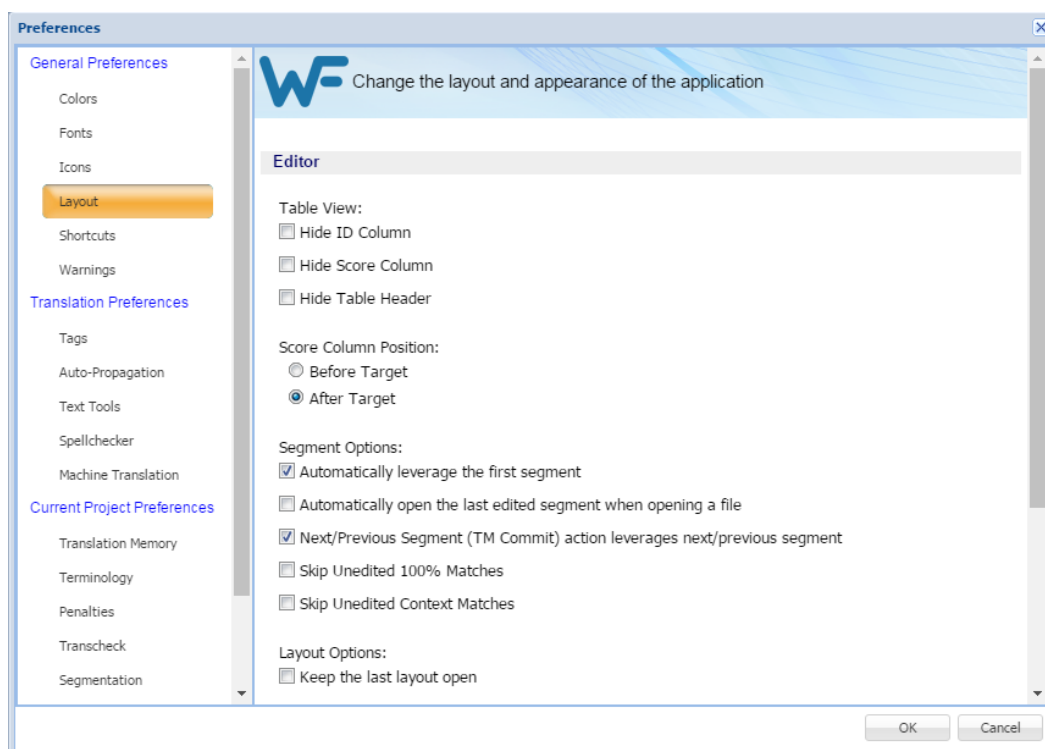
2. Select a preferred icon size.
3. Select **Display text** to enable or disable the inclusion of description text with the icons.

Customizing Application Layout

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

1. Click **Layout**.

The layout preferences appear.



2. Modify the layout options as follows.

Table View

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

Score Column Position

Option	Description
--------	-------------

Before Target	Place the Translation Memory score column before the target segment column.
---------------	---

After Target	Place the Translation Memory score column after the target segment column.
--------------	--

Segment

Option	Description
--------	-------------

Automatically leverage first segment	View the Translation Memory leverage of the first open segment when you open a TXLF file for translation.
--------------------------------------	---

Automatically open last edited segment when opening a file	Go to the last segment edited when a file is opened.
--	--

Next/Previous Segment (TM Commit) action leverages next/previous segment	Enable or disable the writing and leveraging action of the Next/Previous Segment command.
--	---

Skip Unedited 100% Matches	Enable or disable skipping over those segments with perfect matches.
----------------------------	--

Skip Unedited Context Matches	Enable or disable skipping over those segments with context matching.
-------------------------------	---

Layout

Option	Description
--------	-------------

Keep the last layout open	Always keep the previous edit view open.
---------------------------	--

Layout—Current Project

Option	Description
--------	-------------

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

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

Status Bar—Current Project

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

Customizing Shortcuts

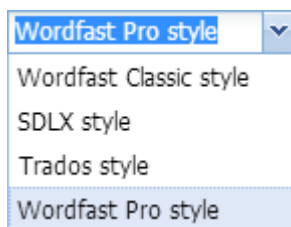
Many of the tools of **Wordfast** can be associated with keyboard shortcuts.

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

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

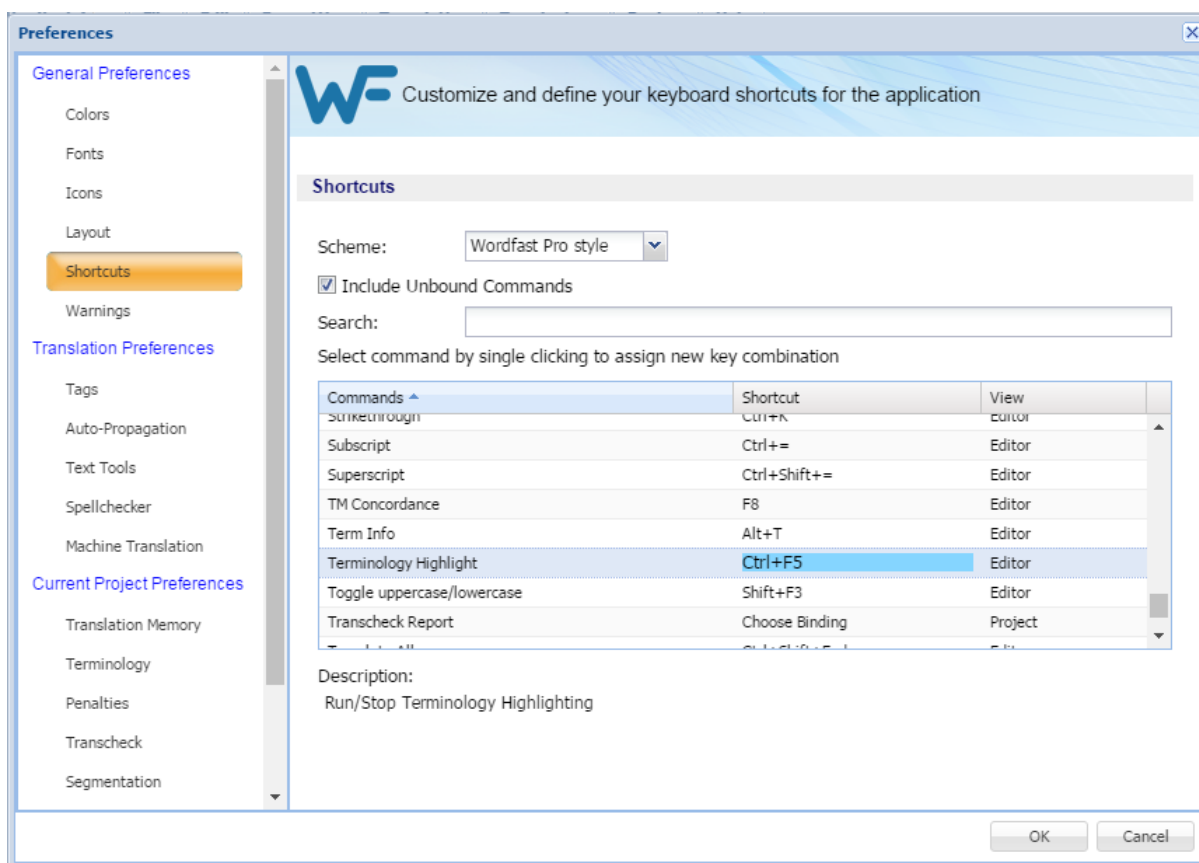
The options list to customize keyboard shortcuts appears for the **Application** scheme.

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



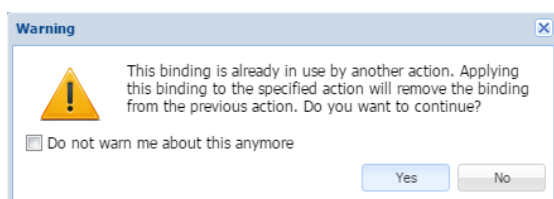
3. Select a **Command** from the command list.

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



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

If the shortcut key sequence is in use a warning pop-up appears.



The shortcut key is modified to the new sequence.



Note:

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

6. Click **OK**.

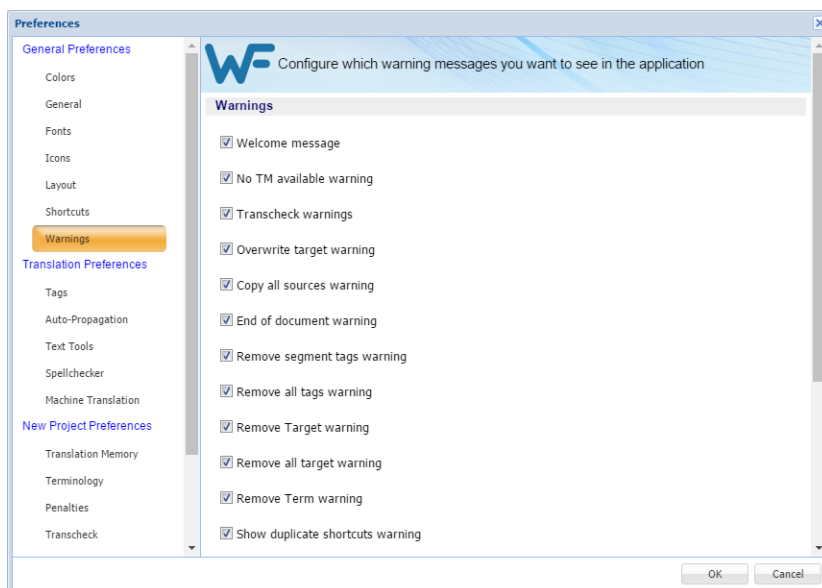
Customizing Warnings

The messages that are presented to the user can be limited to some extent. Most of the messages—referred to here as warnings—are selected by default. To modify the warning inclusion list, select or deselect the check box for a given warning to enable or disable that warning. To customize the messages presented, go to **Preferences**.

To select warnings:

1. Click **Warnings**.

The Warnings dialog box appears.



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

Translation Preferences

The **Translation Preference** categories are:

- [Configuring Tags](#)
- [Configuring Text Tools](#)
- [Configuring Spell Check](#)
- [Configuring Auto-Propagation](#)
- [Configuring Machine Translation](#)

Configuring Tags

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

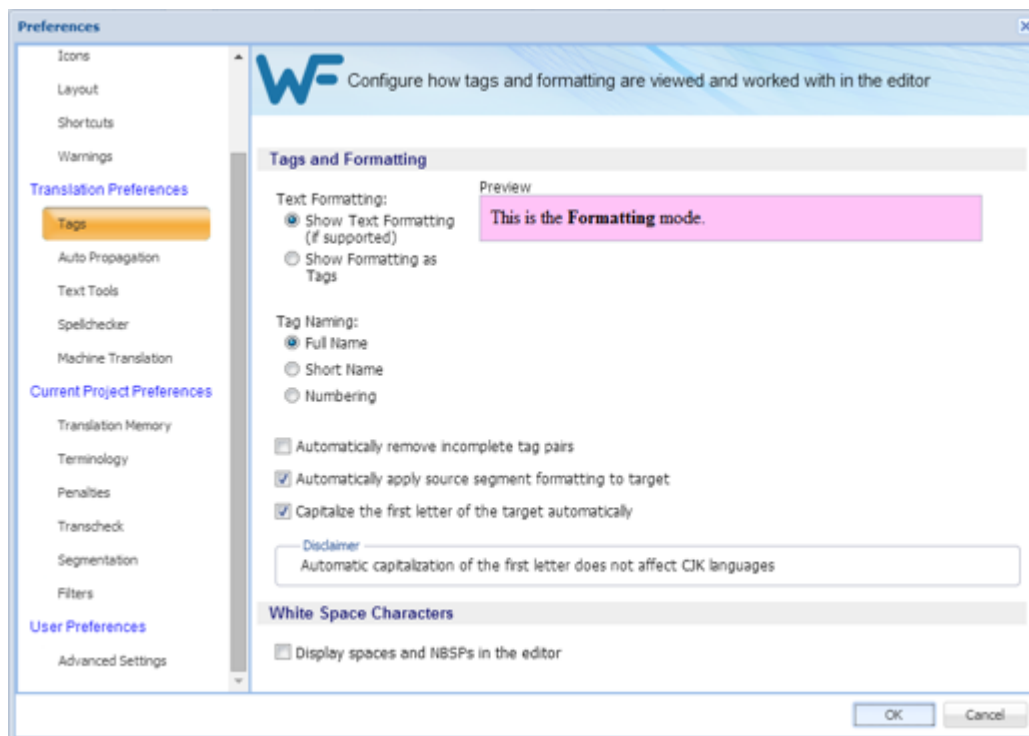
**Note:**

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

To modify tag settings from the Preferences option:

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

The Tags options list appears.



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

Text Formatting

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

Tag Naming

Tag Option	Description
Full Name	View full name of the tag. For example, Font.
Short Name	View short name of the tag. For example, F.
Numbering	View the tag as a number.
Automatically remove incomplete tag pairs	Delete incomplete or incorrect tags.
Automatically apply segment formatting	Automatically apply formatting to the entire segment.
Capitalize First Letter	Capitalize the first letter of the first word in the segment.
White Space Character	
Tag	Description
Display spaces and NBSPs in the editor	Show all spaces including non-breaking white spaces as a middle dot (·).

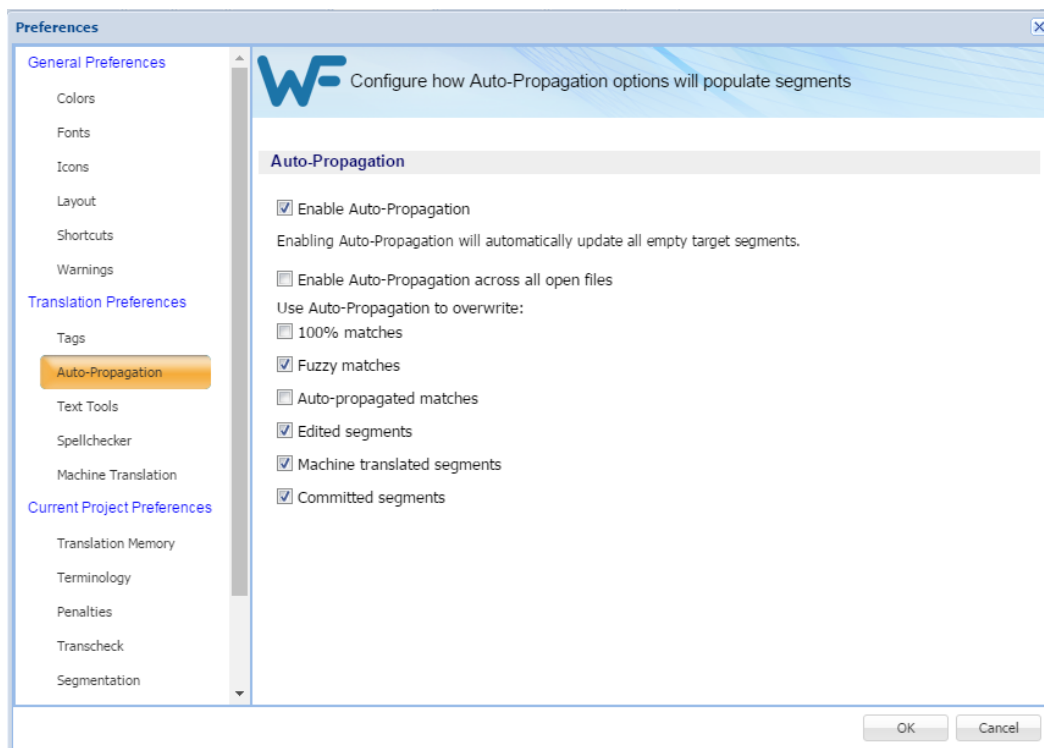
Configuring Auto-Propagation

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

To edit the Auto-Propagation preferences from **Preferences**:

1. Click **Auto Propagation**.

The Auto-Propagation preferences options list appears.



Note:

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

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

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

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

Configuring Text Tools

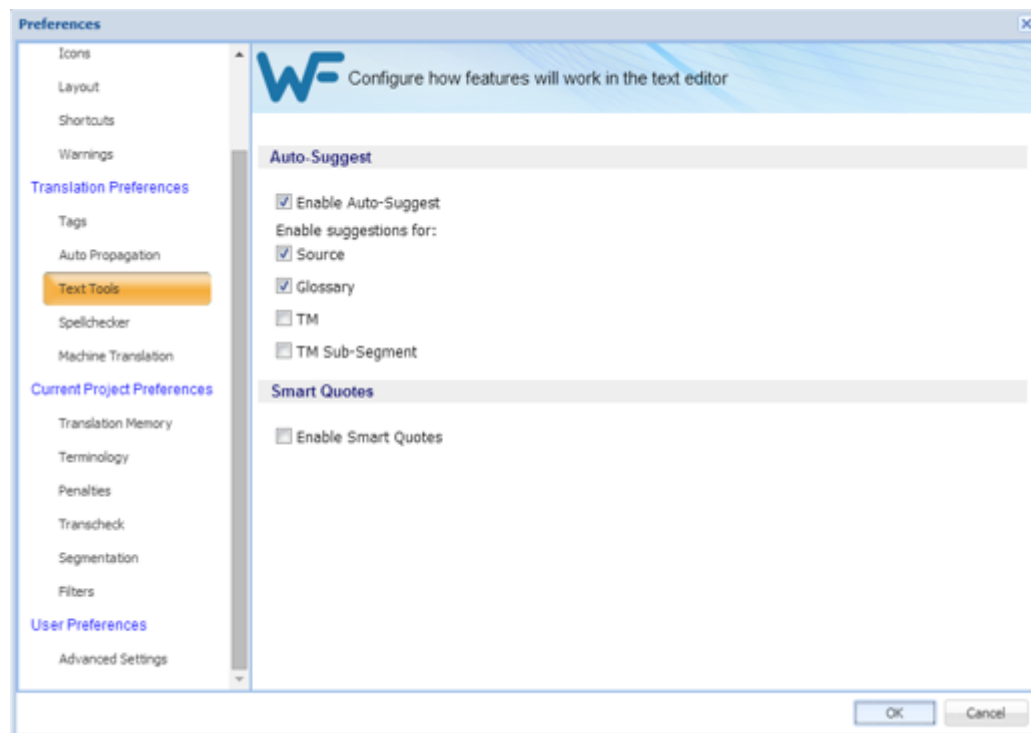
The **Text Tools** preferences offer the following configuration options for the text editor:

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

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

1. Click **Text Tools**.

The options for the text editor appear.



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

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

- a) Click **Source** to enable suggestions for sources of the segment: numbers and capitalized words only.
 - b) Click **Glossary** to enable suggestions for terms from the glossary.
 - c) Click **TM** to enable suggestions for translations from the TM.
 - d) Click **TM Sub-Segment** to enable suggestions for parts of segments from the TM.
3. Select **Enable Smart Quotes** checkbox to enable automatic conversion of standard quotes to smart quotes (quotation marks).

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

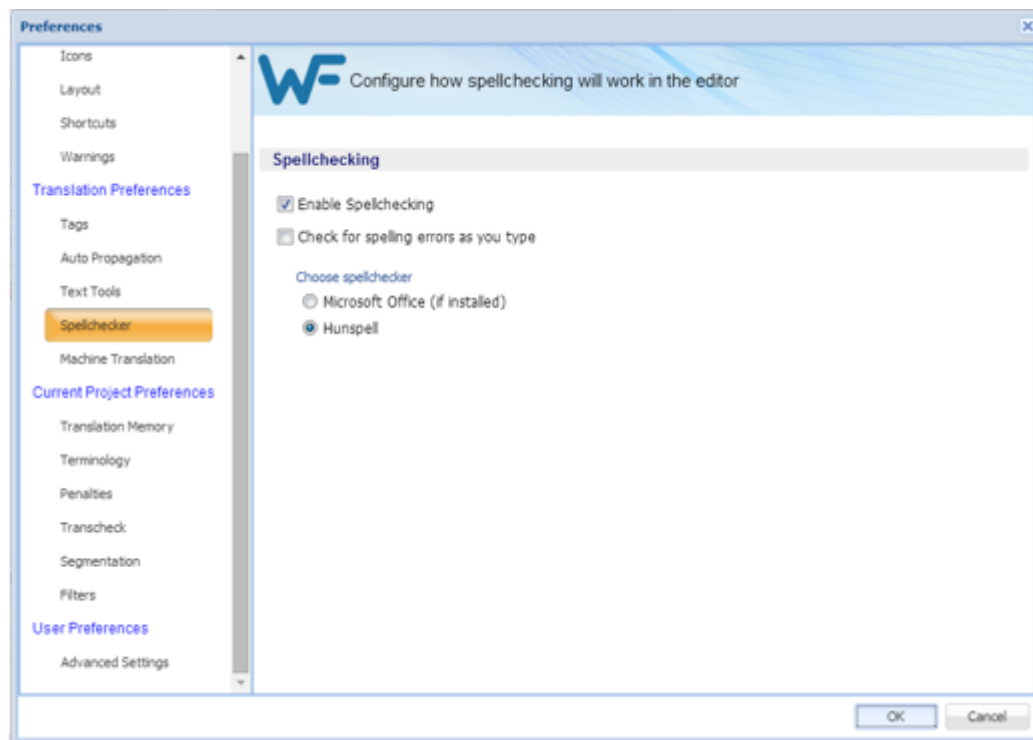
Configuring Spell Check

Selecting the spell check option is a good practice to ensure that the translated content is of high quality. Spell check is supported in Microsoft Office and Hunspell.

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

1. Click **Spellchecker**.

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



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**



Note:

Microsoft Office must be installed on your computer.

- **Hunspell**



Note:

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**.

Table 1:

Language	Shortcode	Language	Shortcode
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	Norwegian (Bokmål Norway)	NB-NO
Catalan (Catalan)	CA-ES	Norwegian (Nynorsk Norway)	NN-NO
Croatian (Croatia)	HR-HR	Polish (Poland)	PL-PL
Czech (Czech Republic)	CS-CZ	Portuguese (Brazil)	PT-BR
Danish (Denmark)	DA-DK	Portuguese (Portugal)	PT-PT
	NL-NL	Romanian (Romania)	RO-RO
English (Canada)	EN-CA	Russian (Russia)	RU-RU
English (United Kingdom)	EN-GB	Scottish Gaelic (United Kingdom)	GD-GB
English (United States)	EN-US	Serbian (Serbia)	SR-RS
Estonian (Estonia)	ET-EE	Slovak (Slovakia)	SK-SK
Farsi (Iran)	FA-IR	Slovenian (Slovenia)	SL-SI
Finnish (Finland)	FI-FI	Spanish (Mexico)	ES-MX
French (Canada)	FR-CA	Spanish (Spain)	ES-ES
French (France)	FR-FR	Swedish (Sweden)	SV-SE

Language	Shortcode	Language	Shortcode
Galician (Spain)	GL-ES	Swahili (Kenya)	SW-KE
German (Germany)	DE-DE	Tagalog (Philippines)	TL-PH
Greek (Greece)	EL-GR	Thai (Thailand)	TH-TH
Hebrew (Israel)	HB-IL	Turkish (Turkey)	TR-TR
Hindi (India)	HI-IN	Ukrainian (Ukraine)	UK-UA
Hungarian (Hungary)	HU-HU	Urdu	UR
Italian (Italy)	IT-IT	Vietnamese (Vietnam)	VI-VN
Irish (Ireland)	GA-IE	Welsh (United Kingdom)	CY-GB
Kazakh (Kazakhstan)	KK-KZ	Zulu (South Africa)	ZU-ZA

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



Note:

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

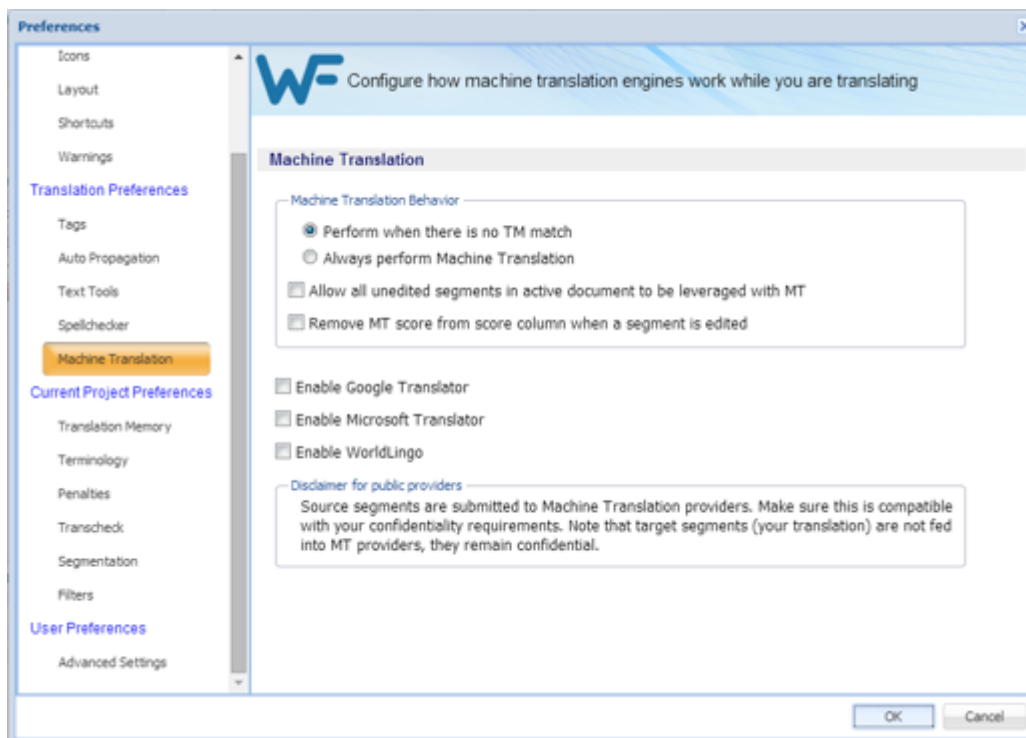
Configuring Machine Translation

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

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

1. Click **Machine Translation**.

The Machine Translation options appear.



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

Translator	Options
Enable Google Translator	<input checked="" type="checkbox"/> Enable Google Translator <div> <p>Google Translator is a paid service, you need to buy an ID and enter the key below (if left blank Google Translate will be disabled).</p> <p>API : <input type="text"/> <input type="button" value="Test"/></p> <p><input checked="" type="checkbox"/> Use Google Translator as primary</p> <p>Google key can be shared by a group or an organization. Please find more information on Google site. You can also look at the video How to obtain a Google Translate API key Available languages for Google Translate</p> </div>
Enable Microsoft Translator	<input checked="" type="checkbox"/> Enable Microsoft Translator <div> <p>In order to use Microsoft Translator you must have an API Key provided by Microsoft. Enter the API key below (if left blank Microsoft Translator will be disabled).</p> <p>Client ID : <input type="text"/></p> <p>Client secret : <input type="text"/> <input type="button" value="Test"/></p> <p><input type="checkbox"/> Category Search Category Name : <input type="text"/></p> <p><input checked="" type="checkbox"/> Use Microsoft Translator as primary Click here to obtain Microsoft Translator Client Secret Available languages for Microsoft Translator</p> </div>
Enable WorldLingo	<input checked="" type="checkbox"/> Enable WorldLingo <div> <p><input checked="" type="checkbox"/> Use WorldLingo as primary <input type="button" value="Test"/></p> </div> <p>Languages are limited to WorldLingo Languages listed below.</p>

6. Read the disclaimer carefully.

7. Click **OK**.

WorldLingo is limited to the language set listed below:

- | | | |
|-----------------------|------------|--------------|
| • Arabic | • French | • Korean |
| • Chinese Simplified | • German | • Portuguese |
| • Chinese Traditional | • Greek | • Russian |
| • Dutch | • Italian | • Spanish |
| • English | • Japanese | • Swedish |

Current/New Project Preferences

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

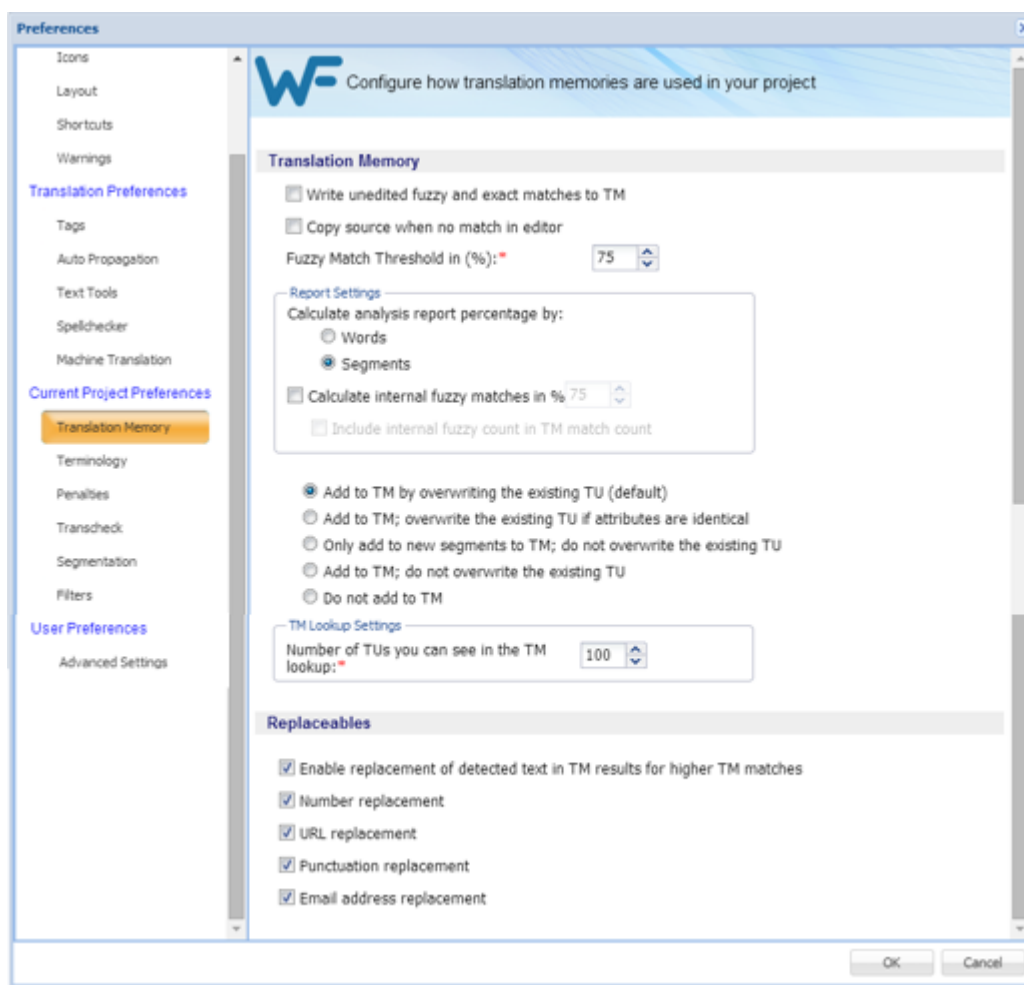
- [Configuring Translation Memory](#)
- [Configuring Penalties](#)
- [Configuring Segmentation](#)
- [Configuring Terminology](#)
- [Configuring Transcheck](#)
- [Configuring Filters](#)

Configuring Translation Memory

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

1. Click **Translation Memory**.

The Translation Memory options list for the current project appears.



The following steps apply to the **Translation Memory** section.

2. Select **Write unedited fuzzy and exact matches to TM**, to commit unedited fuzzy and 100% matches to a TM.

3. Select **Copy source when...**, to copy the source to the target segment when there is no match and the TM is leveraged.
4. Select the **Fuzzy Match Threshold** percentage.



Note:

This value specifies the TM leverage percentage limit for a fuzzy match. For example, if a value of 75% is entered, the tool marks all the translations which are leveraged below 75% match as a 'No match' segment.

5. Select the analysis **Report Settings**:
 - **Calculate analysis report Percentage by: Words or Segments**
 - **Calculate Internal Fuzzy Matches** in: Percentage and **Include Internal Fuzzy Matches in TM Matches**
6. Select only one condition to be followed when editing an existing Translation Unit. The options are as follows:
 - **Add to TM by overwriting the existing TU** (default): Overwrite the existing Translation Unit
 - **Add to TM; overwrite the existing TU if attributes are identical**: Overwrite the existing Translation Unit if the attributes match
 - **Only add to TM the new TU; do not overwrite the existing TU**: No overwrite, just add new TUs to the existing Translation Unit
 - **Add to TM; do not overwrite the existing TU**: No overwrite, just add TUs to the existing Translation Unit
 - **Do not add to TM**: No addition to be made to the existing Translation Unit
7. Select the **Number of TM lookup hits**.

The following steps apply to the **Replaceables** section.

8. Select **Enable replaceables for higher TM matches** to replace the selected segments in the translation with segments from the selected TM.

Selecting this option selects all sub-options by default. Select or deselect the terms to be replaced or not to be replaced from the Translation Memory as listed below:

- a) Deselect **Number replacement** if not wanted
 - b) Deselect **URL replacement** if not wanted
 - c) Deselect **Punctuation replacement** if not wanted
 - d) Deselect **Email address** if not wanted
9. Click **OK**.

The Translation Memory properties for the project are set up.

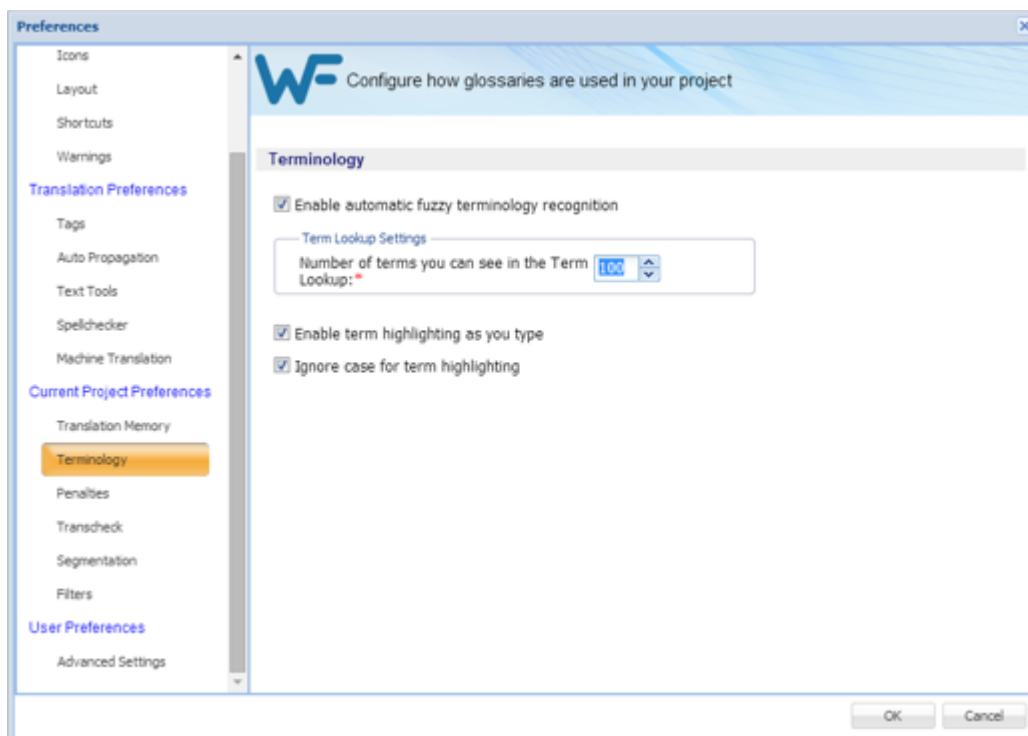
Configuring Terminology

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

To select Terminology options for a project from **Preferences**:

1. Click **Terminology** in the **Current Project Preferences** group.

The Terminology (Glossary) preferences appear.



2. Select **Enable Fuzzy Terminology**, to view fuzzy matches.
3. Select the number of matches to be viewed.
4. Select **Enable term highlighting as you type**, indicate terminology matches by highlight when entered in the translation.
5. Select **Ignore case for term highlights**, to ignore case difference in terminology matches.
6. Click **OK**.

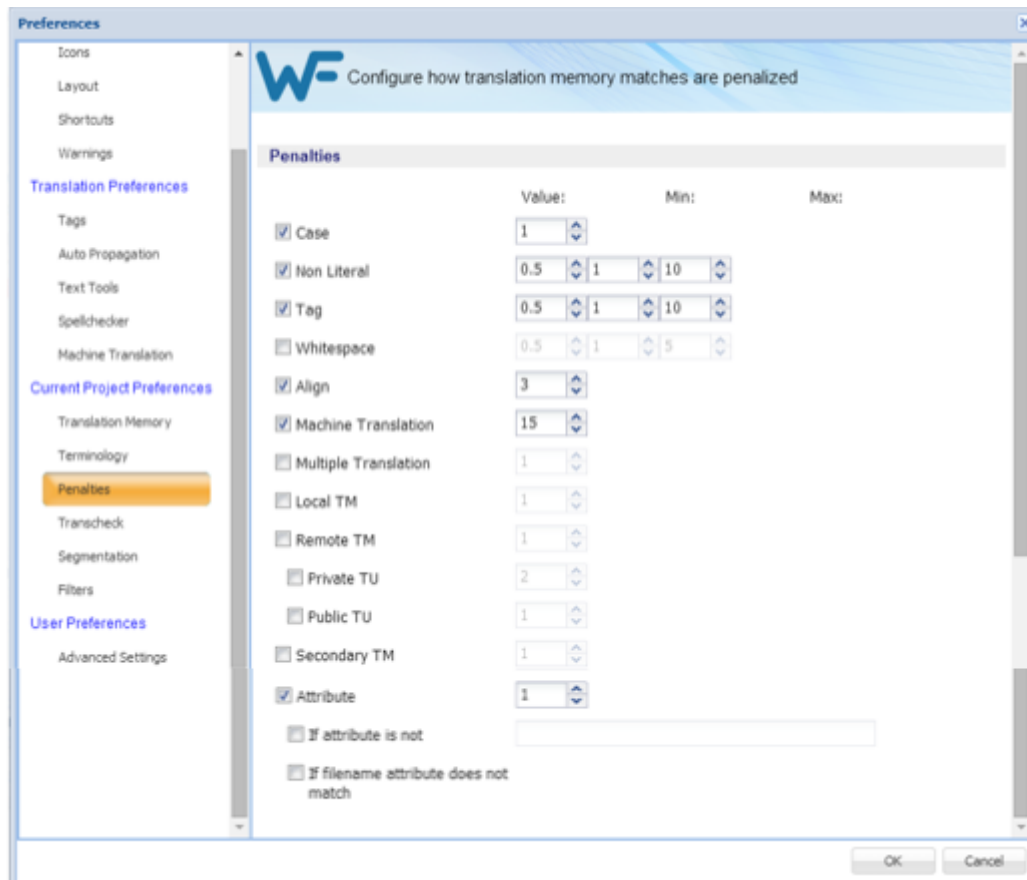
Configuring Penalties

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

To define penalties for a project from **Preferences**:

1. Click **Penalties**.

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



2. Select the categories desired and supply their thresholds. The following table shows a list of penalties with their descriptions.

Penalty	Description
Case	Differences in case is considered
Non Literal	Differences in special characters, including punctuation, space, apostrophe, dash, quote, etc
Tag	Differences in tagging
Whitespace	Differences in blank spacing

Penalty	Description
Align	Differences in Translation Units with alignment attributes
Machine Translation	Differences in Translation Units based on Machine Translation
Multiple Translation	Differences in Translation Units based on duplicates within the TM with different translations
Local TM	Differences in Translation Unit from local desktop copy
Remote TM	Differences in Translation Unit from remote TM
Private TU	Differences in work-group Translation Unit from remote TM
Public TU	Differences in non-work-group Translation Unit from remote TM
Secondary TM	Indicates more than one TM is permitted and includes the maximum as selected
Attribute	Differences in attributes
If Attribute is Not	When custom attribute in the Translation Unit does not match the text box attribute
If Filename Attribute Does Not Match	When the file name attribute in the Translation Unit does not match the TXLF file name

3. Click **OK**.

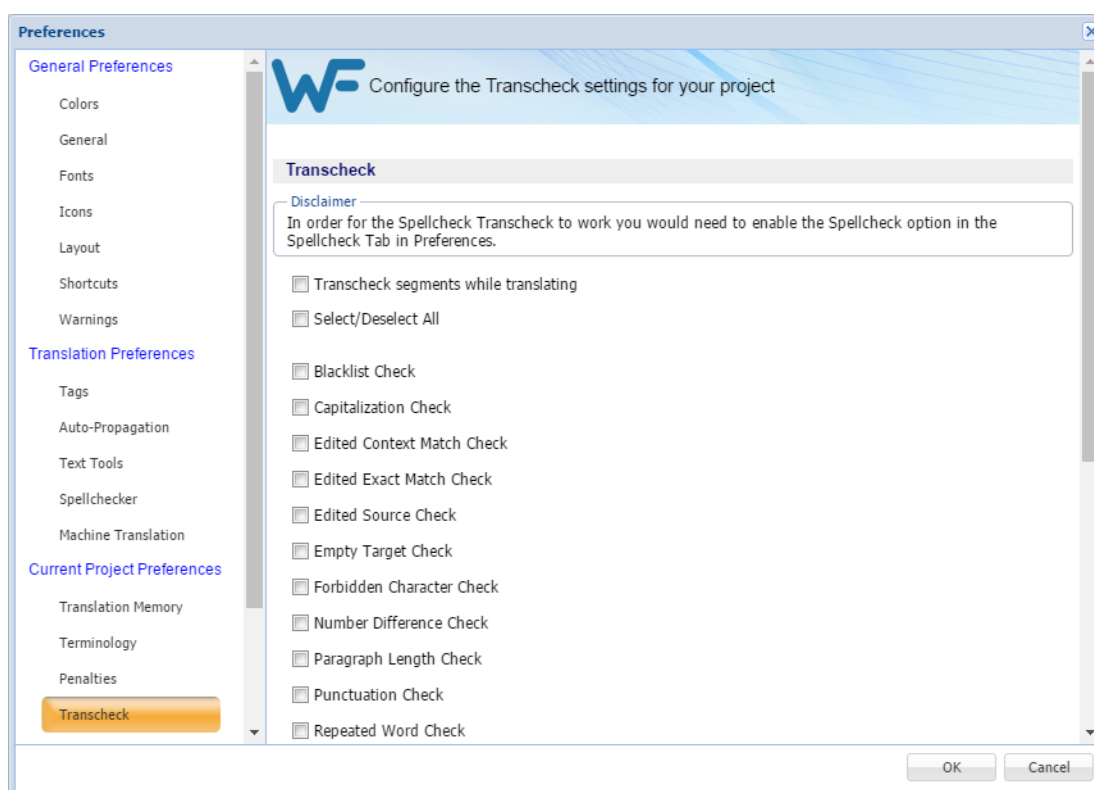
Configuring Transcheck

Transcheck verifies a translation for missing or incorrect text or variables. Its configuration is specific to a given project. For example, if a tag is missing or incorrect text was entered, a warning symbol appears before the target segment. The warning is shown when you mouse over the text.

To configure the Transcheck options from **Preferences**:

1. Click **Transcheck** under **Current Project Preferences**.

The **Transcheck** options appear. In the following image only the base options are shown. Many options present additional related options when they are selected.



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

Setting	Description
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 Configuring Blacklist Check
Capitalization Check	Check differences in capitalization. To configure this option, refer to Configuring Capitalization Check
Edited Context Match Check	Check if context matches from the TM were edited

Setting	Description
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 Configuring Forbidden Characters Check
Number Difference Check	Check if the numerals in the source segment match the target segment. Refer to Configuring Number Difference Check
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 Configuring Punctuation Check
Repeated Word Check	Check for repeated words in the translation
Segment Length Check	Check if the translation complies with preset limits on characters and words. Refer to Configuring Segment Length Check
Extended Punctuation Check	Check for consistency in extended punctuation between source and target segments
Copied Source Check	Check for copied source text in the target. Refer to Configuring Copied Source Check
Spelling Check	Check spelling as the translation is entered. Refer to Configuring Spell Check
Tag Check	Check for missing tags in the target segments. Refer to Configuring Tag Check
Terminology Check	Check if the terms in the source segment are translated correctly based on the terminology list. Refer to Configuring Terminology Check

Setting	Description
Unconfirmed Segment Check	Check if segment is marked unconfirmed
Unedited Fuzzy Check	Check if fuzzy matches were not edited
Unedited MT Check	Check if machine translated matches were not edited
Untranslatable Text Check	Check if the untranslatable content in source and target segments is consistent. Refer to Configuring Untranslatable Text Check
Untranslated Text Check	Check if any segments are not translated; for example, if Copy Source was used to enter translation
Whitespace Check	Check for mismatched or double white spaces in the target segment. Refer to Configuring Whitespace Check

- Click **OK**.

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

Configuring Blacklist Check

To configure the checking for blacklisted words for a given project from the **Preferences** option:

- Click **Transcheck**.
- Select **Blacklist Check**.

The related options appear.



The screenshot shows a configuration window for the 'Blacklist Check' option. It contains three checkboxes: 'Blacklist Check' (checked), 'Skip exact matches' (unchecked), and 'Skip context matches' (unchecked).

- Select the appropriate options.

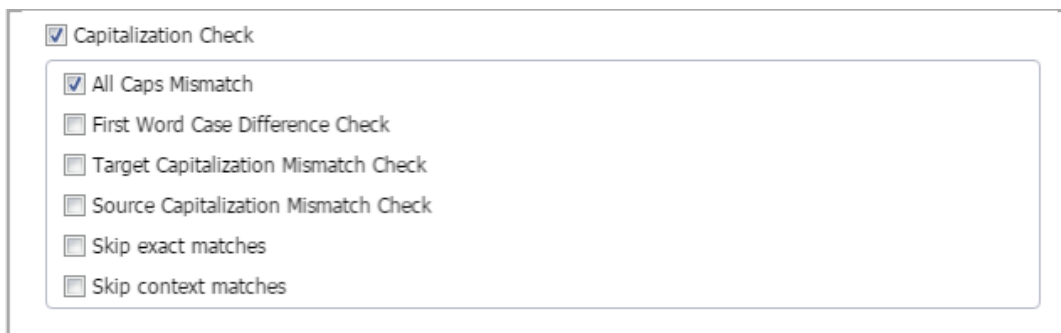
Option	Description
Skip exact matches	Do not check the blacklist when there is an exact match
Skip context matches	Do not check the blacklist when there is a context match

Configuring Capitalization Check

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

1. Click **Transcheck**.
2. Select **Capitalization Check**.

The related options appear.



☒ Capitalization Check

☒ All Caps Mismatch

☐ First Word Case Difference Check

☐ Target Capitalization Mismatch Check

☐ Source Capitalization Mismatch Check

☐ Skip exact matches

☐ Skip context matches

3. Select the appropriate options.

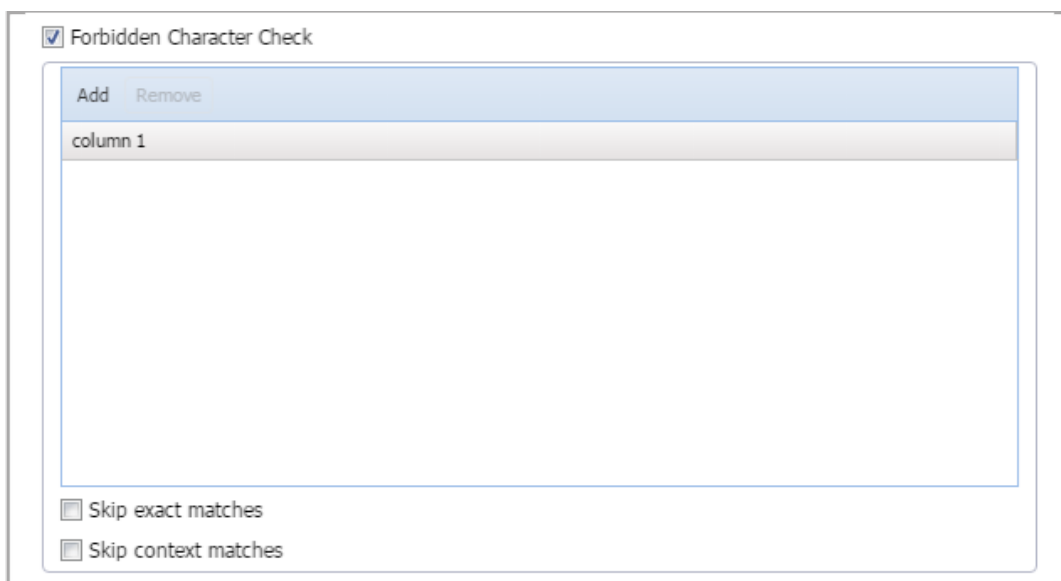
Option	Description
All Caps Mismatch	Check text in the target that is all in upper case, when the source is not all in upper case
First Word Case Difference Check	Check the first letter of the first word is capitalized consistently in source and in target
Target Capitalization Mismatch Check	Check upper case text in the target that is in lower case in the source
Source Capitalization Mismatch Check	Check upper case text in the source that is in lower case in the target
Skip exact matches	Disable or enable checking for capitalization on exact matches
Skip context matches	Disable or enable checking for capitalization on context matches

Configuring Forbidden Characters Check

To configure the checking for forbidden characters from the **Preferences** option:

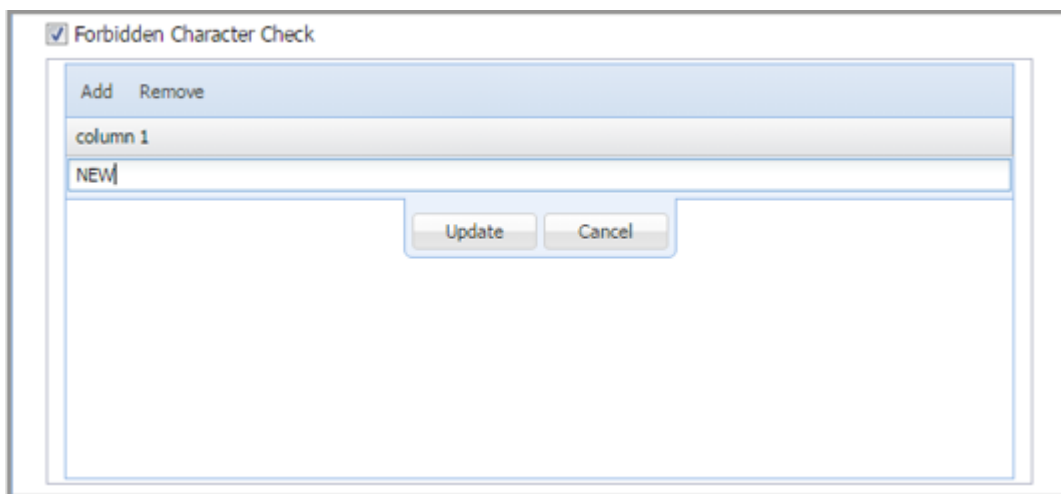
1. Click **Transcheck**.
2. Select **Forbidden Character Check**.

The forbidden characters check is enabled.



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

Add a character to be forbidden over the **NEW** character string.



4. Click **Update**.

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

Configuring Punctuation Check

Punctuation Check ensures consistency in punctuation between source and target segments.

To configure punctuation checking from the **Preferences** dialog box:

1. Click **Transcheck**.
2. Select **Punctuation Check**.

A list of current punctuation characters appears.

☒ Punctuation Check

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**.

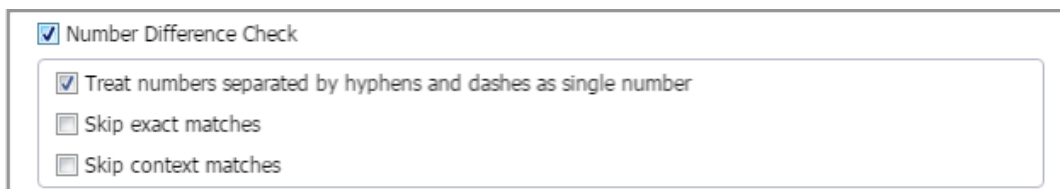
5. Select any of the following options:
 - **Double Punctuation Check** to check for repeated punctuation
 - **Skip exact matches** to disable or enable checking for punctuation on exact matches
 - **Skip context matches** to disable or enable checking for punctuation on context matches
6. Click **OK**.

Configuring 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 appears.



A screenshot of a preferences dialog box titled "Number Difference Check". It contains a list of options with checkboxes:

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

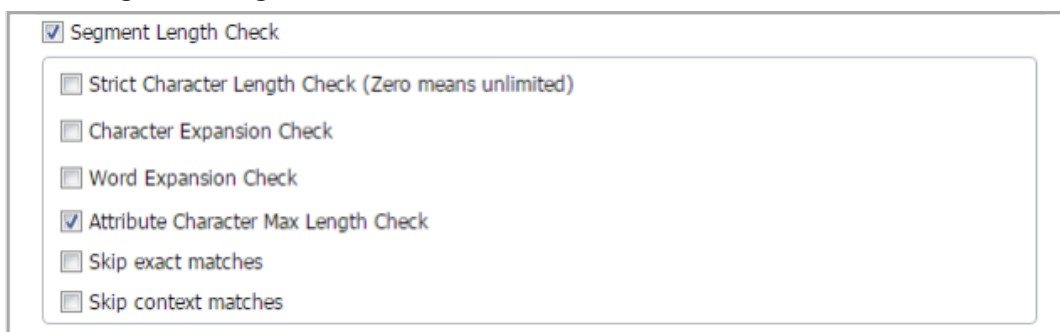
3. Select any of the following options:
 - **Treat numbers separated by hyphens and dashes as single number** to accept hyphenated numbers as one
 - **Skip exact matches** to disable or enable checking for number differences on exact matches
 - **Skip context matches** to disable or enable checking for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

Configuring Segment Length Check

Check if the translation complies with preset limits on character and word count.

To customize the segment-length checking function from the **Preferences** option:

1. Click **Transcheck**.
2. Select **Segment Length Check**.



A screenshot of a preferences dialog box titled "Segment Length Check". It contains a list of options with checkboxes:

- ☒ Segment Length Check
- ☐ Strict Character Length Check (Zero means unlimited)
- ☐ Character Expansion Check
- ☐ Word Expansion Check
- ☒ Attribute Character Max Length Check
- ☐ Skip exact matches
- ☐ Skip context matches

3. Select those options that apply.

The options are explained in the following table.

Option	Description
Strict Character Length Check (Zero means unlimited)	Check minimum and maximum character length.
Character Expansion Check	Check minimum and maximum character expansion, as a percentage.
Word Expansion Check	Check minimum and maximum word expansion, as a percentage.
Attribute Character Max Length Check	Check attribute text that exceeds the maximum character length set in Project Director.
Skip exact matches	Disable or enable checking for segment length on exact matches.
Skip context matches	Disable or enable checking for segment length on context matches.

Configuring Copied Source Check

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

1. Click **Transcheck**.
2. Select **Copied Source Check**.

The related options appear as shown.



☒ Copied Source Check

☐ Skip exact matches

☐ Skip context matches

☐ Skip tokens

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

Configuring Spell Check

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

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

The related options appear as shown.



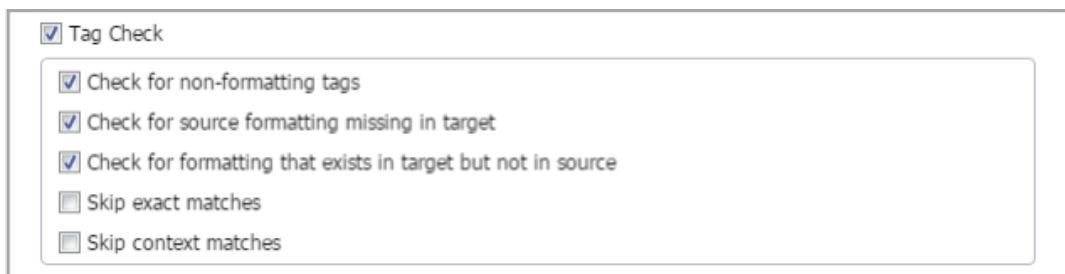
3. Select any options that apply from the following list:
 - **Skip exact matches** when checking for spelling
 - **Skip context matches** when checking for spelling

Configuring Tag Check

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

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

The related options appear as shown.



Note:

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

3. Select any options that apply from the following list:
 - **Check for non-formatting tags**
 - **Check for Source formatting missing in target**
 - **Check for formatting that exists in target but not in source**
 - **Skip exact matches** when checking for tags

- **Skip context matches** when checking for tags

Configuring Terminology Check

To configure the Terminology checking criteria from the **Preferences** option:

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

The options appear.

A screenshot of a software interface showing a 'Terminology Check' section. At the top, there is a checkbox labeled 'Terminology Check' which is checked. Below this, there is a rounded rectangular container with a light gray border. Inside this container, there are four checkboxes, each followed by a label: 'Enforce Term Case', 'Fuzzy Term Check', 'Skip exact matches', and 'Skip context matches'. All four checkboxes are currently unchecked.

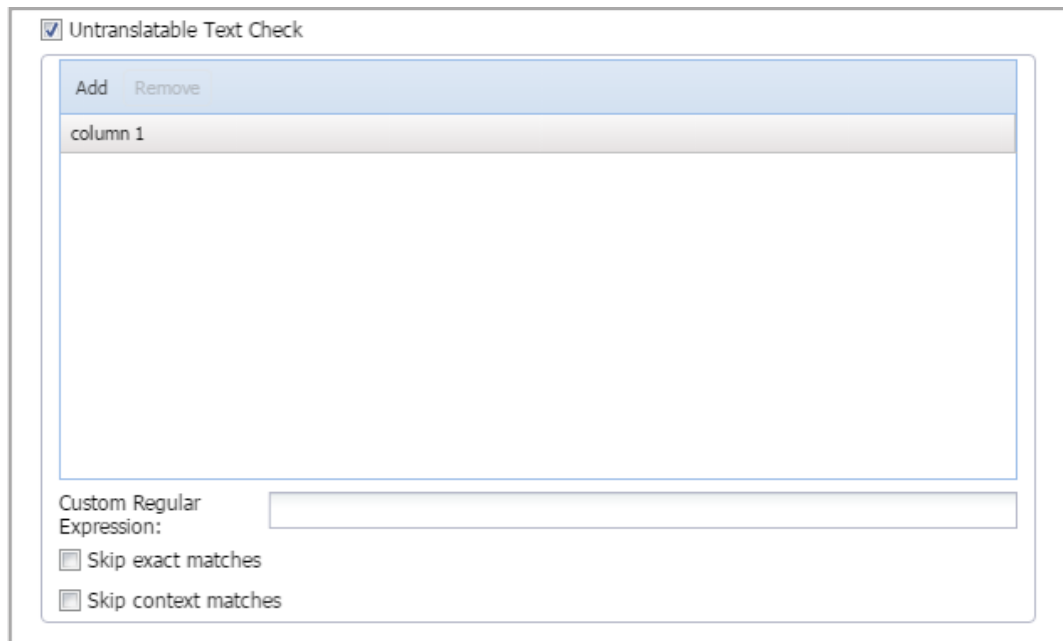
3. Select any of the following options that apply.
 - **Enforce Term Case**: Check based on exact case matching
 - **Fuzzy Term Check**: Include terms that approximately match
 - **Skip exact matches** when checking for terminology
 - **Skip context matches** when checking for terminology

Configuring 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 box.



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

Configuring Whitespace Check

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

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

The options appear.



3. Select any of the following options that apply.

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

Configuring Segmentation

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

1. Open Wordfast Pro and select a project from the project list.

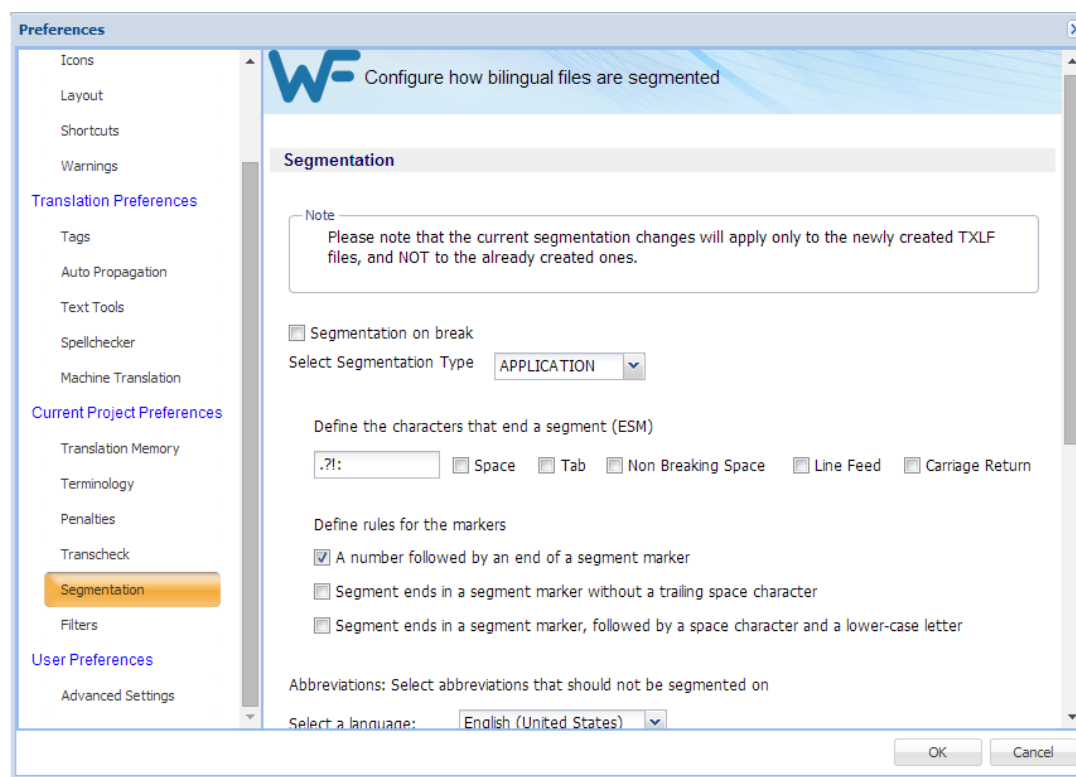
2. Click **Open Project**.

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

The overall preferences setup panel appears.

4. Click **Segmentation** in the **Current Project Preferences** section.

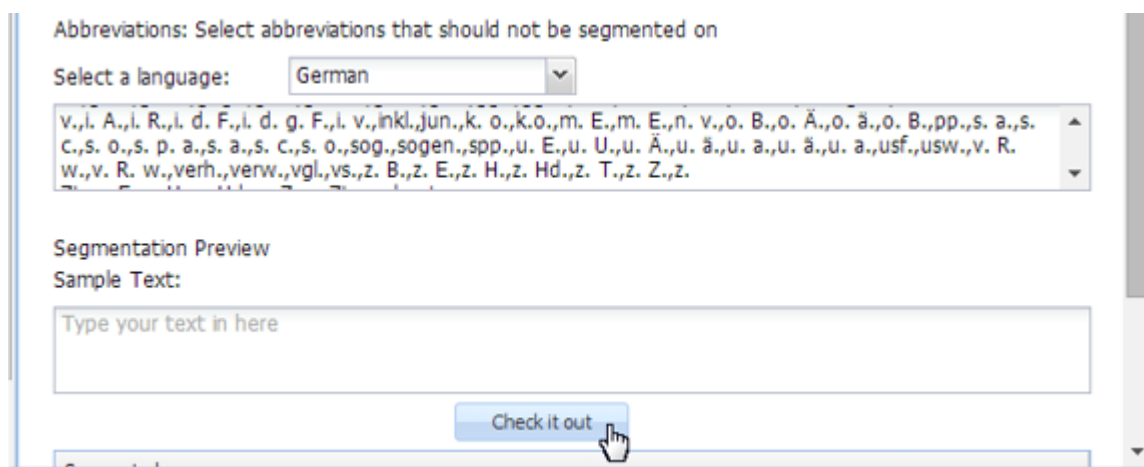
The Segmentation options appear.



5. 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.

6. Define the characters that end a segment (ESM):
 - Enter specific characters into the input field to specify custom segment end characters
 - Select **Space** to enable white-spaces as a segment end character
 - Select **Tab** to enable tabs as a segment end character
 - Select **Non Breaking Space** to enable non-breaking white-spaces as a segment end character
 - Select **Line Feed** to enable line-feed ASCII codes as a segment end character
 - Select **Carriage Return** to enable carriage return ASCII codes as a segment end character
7. Define the rules for the markers, select those that apply:
 - A number followed by an end of a segment marker.
 - Segment ends in a segment marker without a trailing space character.
 - Segment ends in a segment marker, followed by a space character and a lower-case letter.
8. Select abbreviations that should not be used in segmenting. See the following dialog box segment.



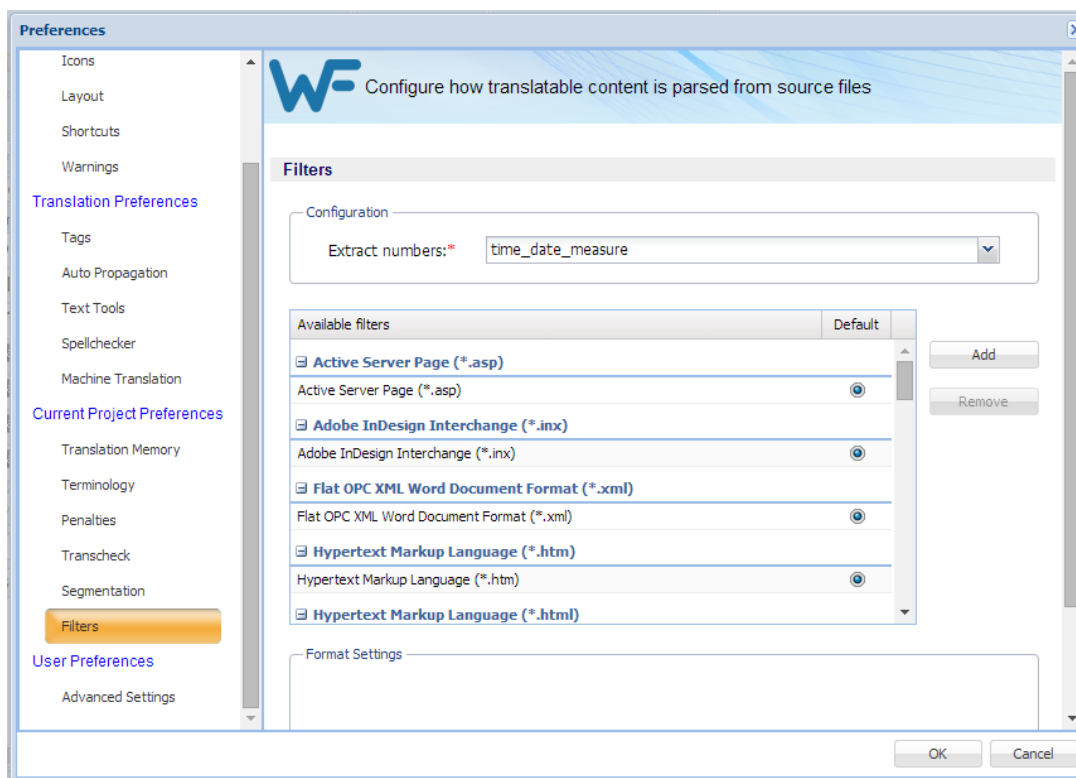
Configuring Filters

There are common file filters that can be enabled for a given project by navigating to **Preferences** then **Filters** as described below.

1. Open **Wordfast Pro** and select a project from the project list.
2. Click **Open Project**.
3. Click **Preferences** under **Options**.
4. Click **Filters**.

The Current or New Project filter options appear.

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



To add custom file filters, see [Adding New File Filters](#).

Adding New File Filters

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



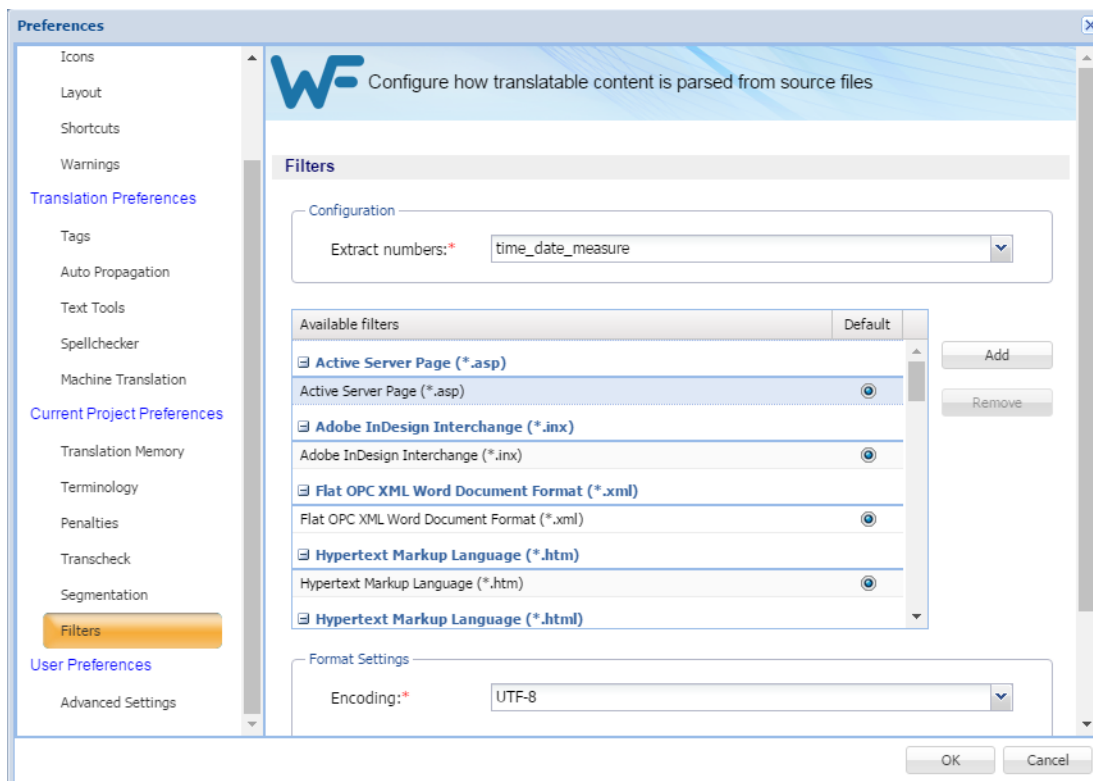
Note:

Only file filters that appear in the list of filters can be modified into additional file filters with a new **Symbolic Name**.

To add a new file filter:

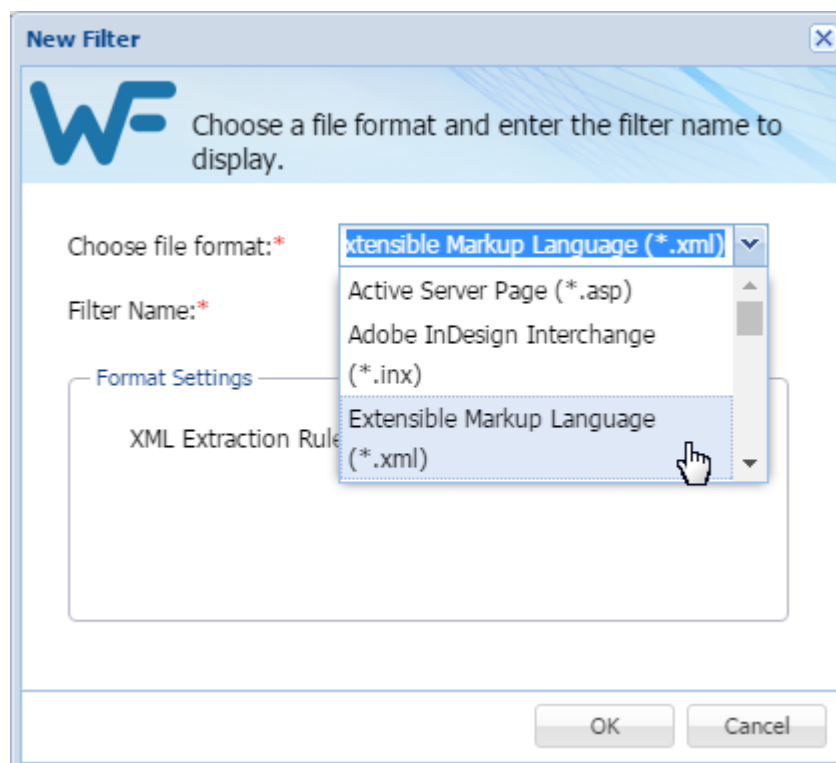
1. Open Wordfast Pro and select a project.
2. Click **Open Project** on the Project List.
3. Click **Preferences** under **Options**.
4. Click **Filters**.

The **Configure source file filters** appears listing **Available filters**.



5. Click **Add**.

The **New Filter** dialog box appears.



6. Select the desired filter to use as a template for a new filter.
7. Supply the information and make appropriate selections.
8. Click **OK** to save the modified filter as a new filter.

User Preferences—Advanced Settings

The User Preferences comprise the **Advanced Settings** as follows:

- Restore a Wordfast Pro installation to [Default Preferences Settings](#)
- Export/Import Wordfast Pro [Export/Import Preferences Settings](#)

Default Preferences Settings

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

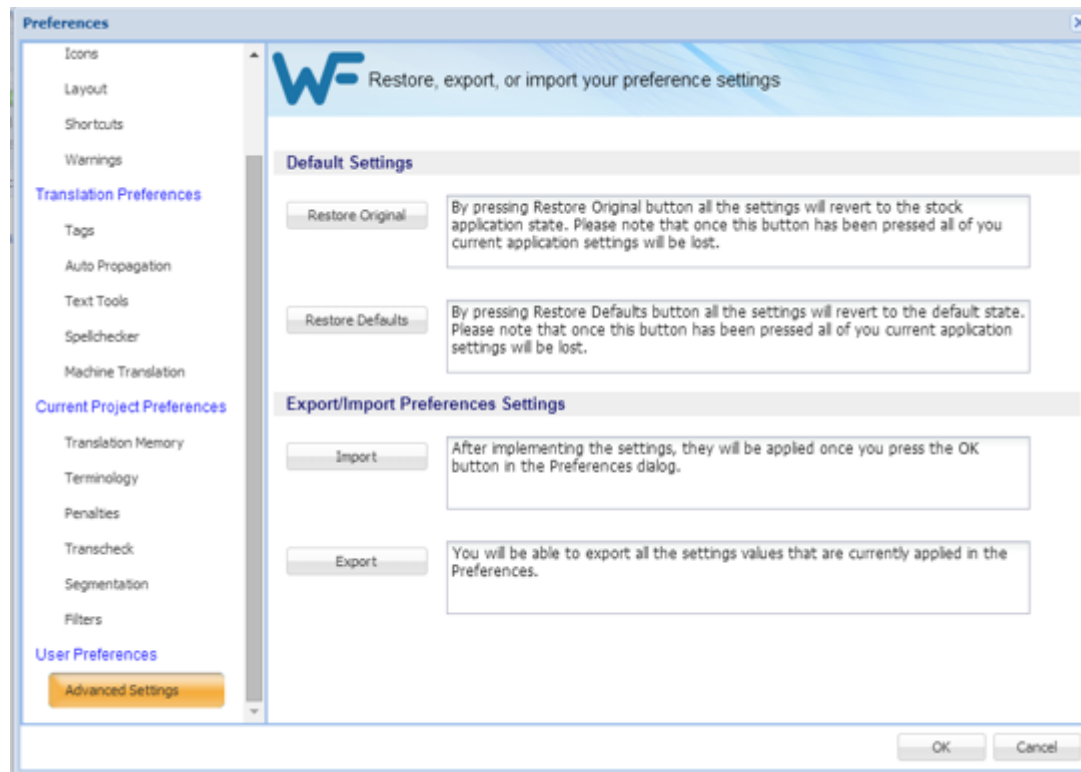
To restore Wordfast Pro to factory settings, navigate to **Preferences** then **Advanced Settings** as described below.

1. Open Wordfast Pro.
2. Click **Preferences** under **Options**.

The overall preferences setup panel appears.

3. Click **Advanced Settings**.

The dialog box to restore, export, or import the current settings of a Wordfast Pro installation appears.



4. In the **Default Settings** section, click:

- **Restore Factory** to revert this Wordfast Pro installation preferences to those of a new installation.
- **Restore Defaults** to revert this Wordfast Pro installation preferences to default preferences.

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

Export/Import Preferences Settings

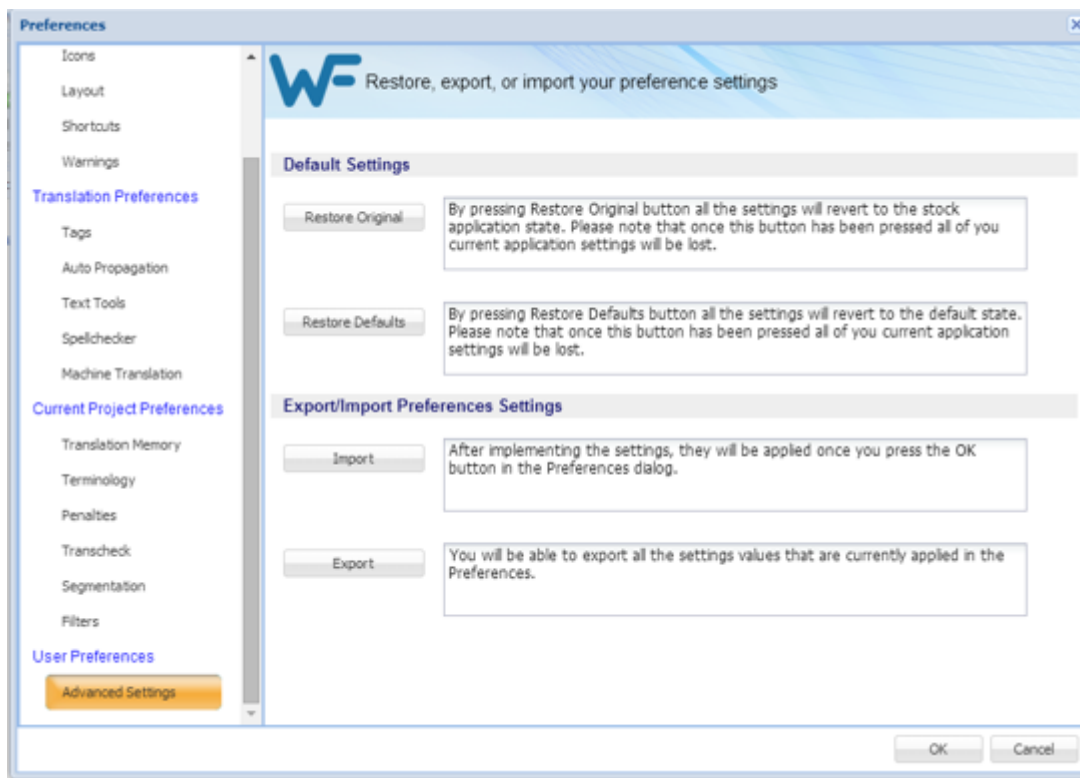
This Preferences option provides the means to **Import** and **Export** the current preferences of the Wordfast Pro installation.

1. Open Wordfast Pro.
2. Click **Preferences** under **Options**.

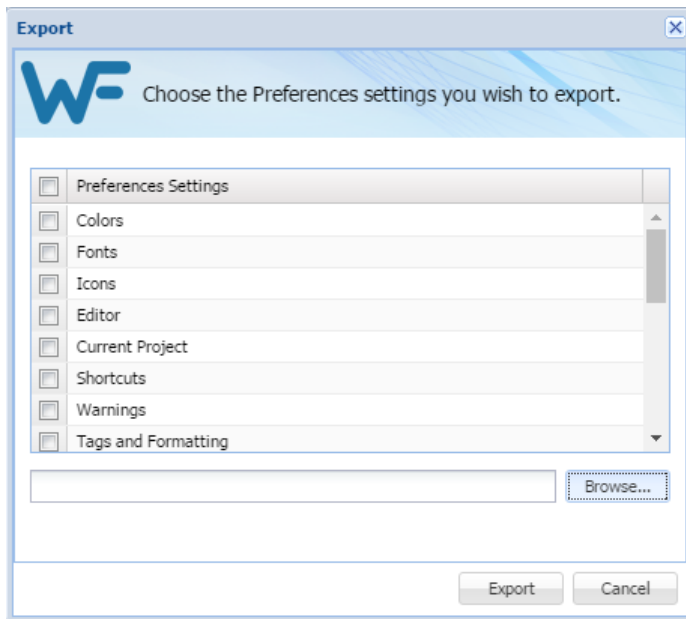
The overall preferences setup panel appears.

3. Click **Advanced Settings**.

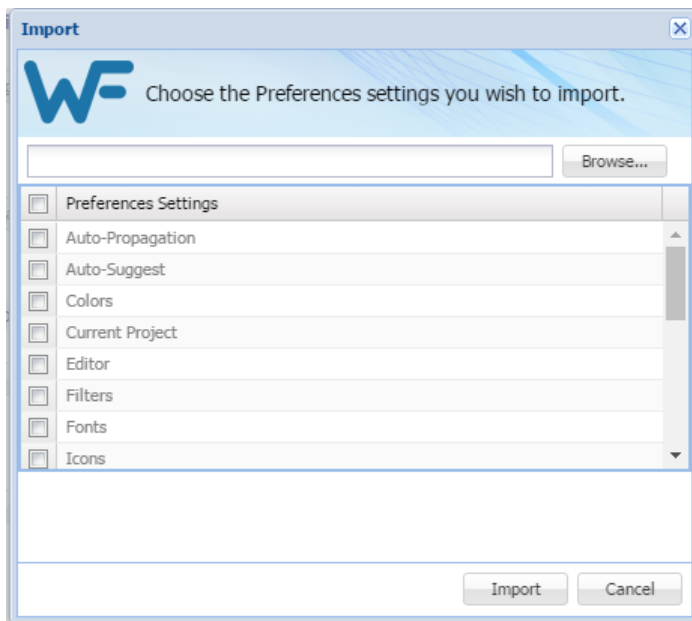
The options to restore, export, or import the current settings of a Wordfast Pro installation appears.



4. In the **Export/Import Preferences Settings** section, click:
 - **Export** to save the current preferences for a given Wordfast Pro installation



- **Import** to apply saved preferences



5. Click **OK** to complete the Export/Import process.