User Guide

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Summary

The following is a summary of new features, improvements, and issues fixed for Version 5.0.0.

New Features and Improvements

- Updated and new user interface that improves usability and appearance.
- Greatly improved performance when translating files.
- Improved speed of sending and receiving results from remote glossaries.
- Best TM match will now overwrite lower TM matches automatically.
- Updated Preferences layout to make preferences easier to search.
- Moved Auto-propagation, Text tools, and Machine Translation to be application level preferences, they now apply to all projects.
- Auto Propagation defaults are now checked for 100% matches, Fuzzy Matches, Auto-propagated Matches, and Machine Translated segments.
- You can now set your username in the preferences that will be used when writing to TM and Glossary.
- Updated Google Machine translation to support Premium Edition.
- Updated Microsoft Machine translation to support Azure Portal service.
- Moved Smart Quotes preferences from being project specific to application wide.
- Updated support for several OSX shortcuts. Refer to the shortcuts section of the Help for an updated list.
- PDF preview now supports PPTX source format.
- Added ability to show a translated preview of HTML content.
- Added a default JSON filter instead of defining a text based format filter.
- Added ability to create a project from multiple TXLF files with language detection.
- You can now run Analysis in Quick tools without using a TM.
- Quick tools Pseudotranslation now remembers previous settings.
- File language is now automatically detected when adding TXLF files to WFP5.
- You can now cleanup files in a project without creating translated files.
- Leveraging a segment in the TXLF editor now overwrites whatever is in the target. Automatic leverage does not do this.
- Transcheck report now has the option to toggle highlights for Terminology Check.
- Added an option to toggle MT auto-suggestions.
- Added spellcheck dictionaries for Malay, Indonesian, Bahasa, and Japanese which can be downloaded using Updates.
- Added the score column to bilingual tables.
- Enter button can now be set to navigate in between segments using the shortcuts.
- Office previews for XLS file are now in landscape view.
- All TXLF files added to a project now go directly into the TXLF folder.
- Segments that are locked in SDLX files are now locked in WFP5 as well.
- Verifying a segment writes it to the TM immediately.
- Increased the hit box area for Verify segment action in the TXLF editor.
- The name of export bilingual files now matches the name of the source files in Quick tools.

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- TM lookup information dialog now wraps text.
- Clarified the messages for completion of analysis.
- All warning and error messages can now be copied.
- Changed messages regarding Demo mode throughout application.
- Changed the icon size to be medium by default.

Fixed Issues

- Fixed issue with curly quotes causing false positives during spell checking.
- Fixed issue with spellcheck Transcheck that caused Transcheck to fail if language dictionaries were not available.
- Fixed issue where clicking on the source did not put cursor exactly where you clicked.
- Fixed issue where Auto-Suggestion was not working on the first word of a segment.
- Fixed issue where if one TM connection is unavailable, TM Analyze would fail.
- Fixed false positives generated by parenthesis in the Transcheck Punctuation check.
- Fixed issue that caused spaces to be missing for some Microsoft MT results.
- Fixed issue causing WFP to quit unexpectedly on Mac OSX.
- Fixed issue with the consistency check where not all source repetitions were appearing in the Consistency report.
- Fixed issues where at times excessive whitespaces were shown in the TXLF file which caused them to be removed from the target file.
- Fixed issue where if an unsupported file type was added to WFP, the user would be blocked from deleting it from the OS if WFP was still open.
- Fixed issues where the columns throughout the application would not be aligned properly.
- Fixed issue where bilingual exports where not being displayed in a continuous table.
- Fixed issue that caused the Transcheck Report to be missing the Paragraph length check.
- Fixed multiple display issues that appeared while using the application on a Microsoft Surface.
- Fixed Term Highlighting issues that caused highlight to overflow into the different columns.
- Fixed several window resizing issues throughout the application.
- Fixed issue where the cursor disappears sometimes with Japanese and Korean target languages.
- Fixed issue that caused the location of reports to be based on the location of the previous project.
- Fixed issue that caused SDLX modified segments to never appear in the Segment Changes report due to an invalid segment status.
- Fixed OSX specific issue that caused some pop-up dialogs to not be able to scroll.
- Fixed issue where auto-propagation was adding “n” tags to certain segments.
- Fixed issues with Google MT results having too many extra spaces.
- Fixed issue related to copy action not working using a Hebrew keyboard.
- Fixed issue with bullets being saved as spaces in some file types.
- Fixed OSX specific issue where accented characters in a filename caused target files to not be created.

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1. About Wordfast Pro

Wordfast Pro is a translation and editing application designed to improve the way in which translators work. It presents translators with a collaborative environment where Translation Memory (TM) files can be accessed quickly and efficiently. Wordfast Pro is a flexible application that can work with desktop TM files or interact directly with a powerful TM server application. It can also operate as a stand-alone tool to supplement existing translation workflows.

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, a XML-based pivot format. Filters exist for DOC, PPT, XLS, PDF, HTML, MIF, INX, JSP, RC and TTX files.
- Collaborative environment: Users can interact with TM Server and share translation memory assets in real-time.
- Automated editing: Multilingual spell checkers and terminology recognition improves the speed and accuracy in the review process.

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2. Get Started

This section provides the basic information to get started in Wordfast Pro.

Wordfast Pro is a desktop application that can be installed and accessed on your computer.

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, 8, and 10, OSX 10.10+

Install and Activate Wordfast Pro

To install and activate Wordfast Pro:

1. Download the Wordfast Pro installer from http://www.wordfast.com/.
2. Run the installer.

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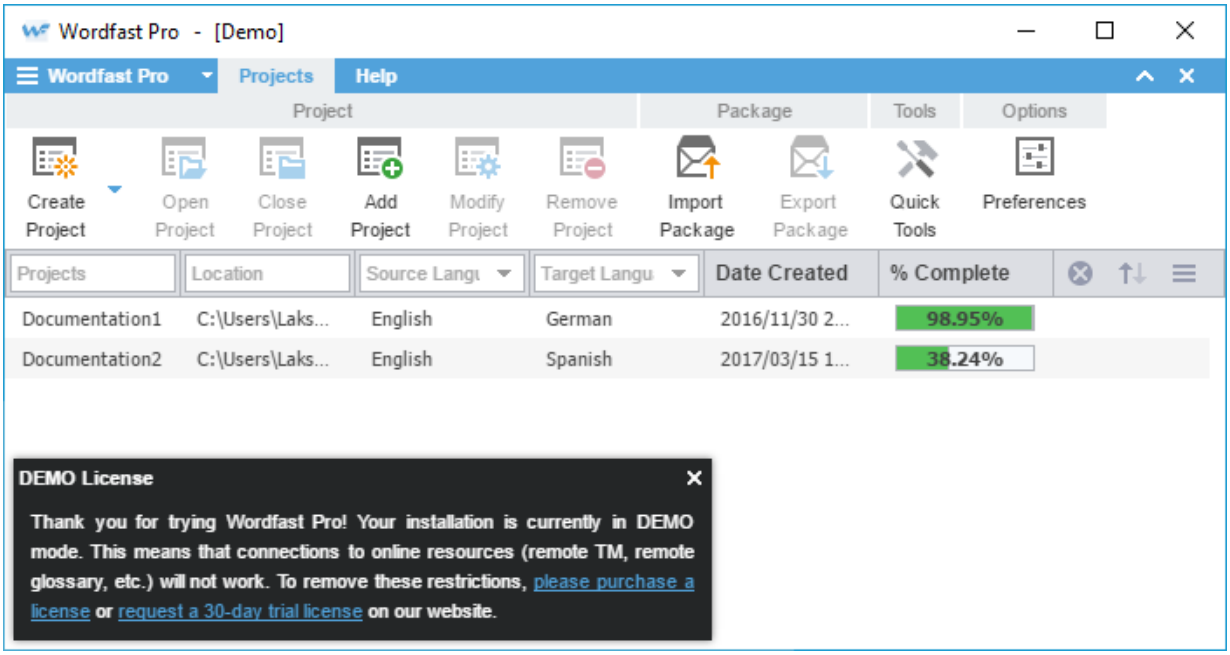
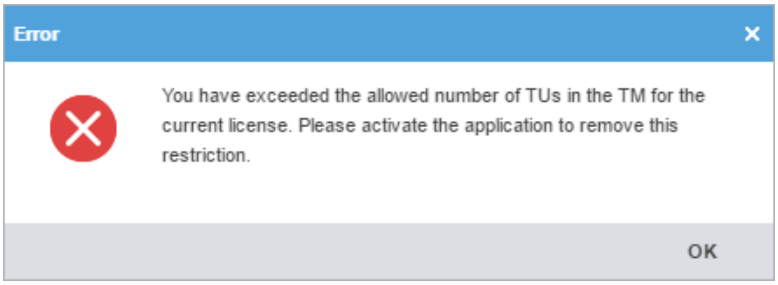
Wordfast Pro opens in **Demo** mode.



With an unlicensed Wordfast Pro working in Demo mode, you are limited to creating bilingual projects and storing up to 500 translation units (TUs) in your Translation Memory. When the TUs are exceeded, an error message is displayed.



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

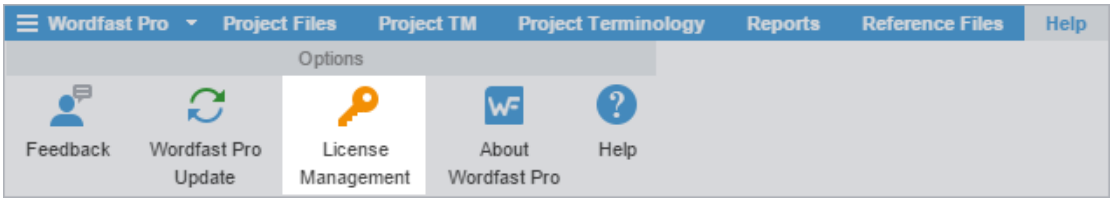
INSTALL AND ACTIVATE WORDFAST PRO

Online Activation

You can activate Wordfast Pro online using the **activation key** requested when you installed Wordfast Pro.

To register Wordfast Pro online:

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



3. On the License Manager dialog, click **Online Registration**.

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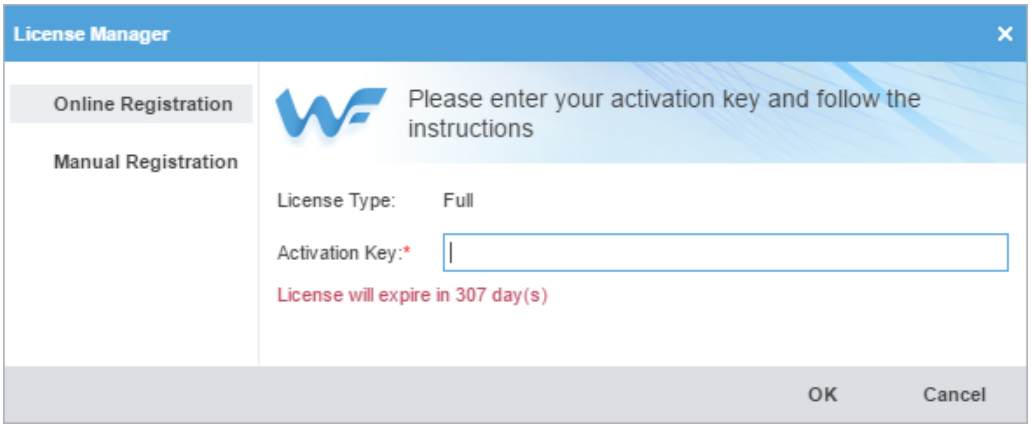


4. Enter the **Activation Key** and click **OK**.
5. Restart Wordfast Pro.

   Your Wordfast Pro installation is now activated.

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

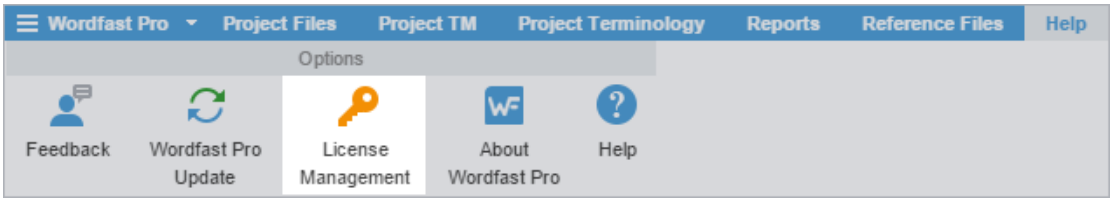
INSTALL AND ACTIVATE WORDFAST PRO

Manual Activation

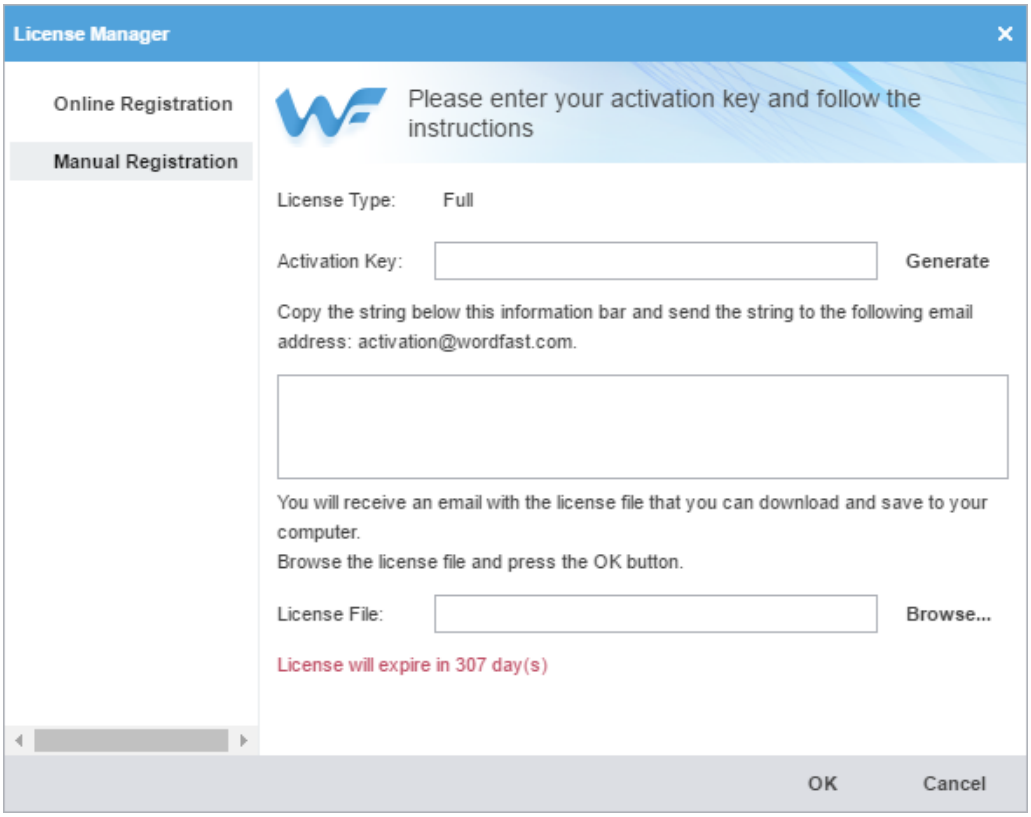
If you need to activate **Wordfast Pro** manually, a **License** file is emailed to you as an attachment. Extract the attachment and save this license file to your computer.

To register Wordfast Pro offline:

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



3. On the License Manager dialog, click **Manual Registration**.



4. Enter the **Activation Key** and click **Generate**.

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

5. 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.
6. Copy the license file that is returned in an email from Wordfast to the computer containing Wordfast Pro.
7. On the License Manager dialog, click **Manual Registration**, and browse to the license file.
8. Select the license file and click **OK**.
9. Restart Wordfast Pro.

   The license is now active.

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

Manage Licenses

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

Wordfast Pro automatically checks for updates. If an update is available, a notification is displayed when you start Wordfast Pro.

Refer to Help for more information on Wordfast Pro licensing..

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MANAGE LICENSES

View Current License

You can view the current license and keep track of the days remaining to the license expiration date.

To view the current Wordfast Pro license:

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

MANAGE LICENSES

Re-install License

You can reinstall your Wordfast Pro license by re-activating Wordfast Pro.

To re-install your license:

1. Get a new activation code for Wordfast Pro from http://www.wordfast.com/.
2. Follow the instructions for:
    - Online Activation
    - Manual Activation

MANAGE LICENSES

View Updates

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

Alternatively, check for updates as follows:

1. On the Help tab, click **Wordfast Pro Update**.

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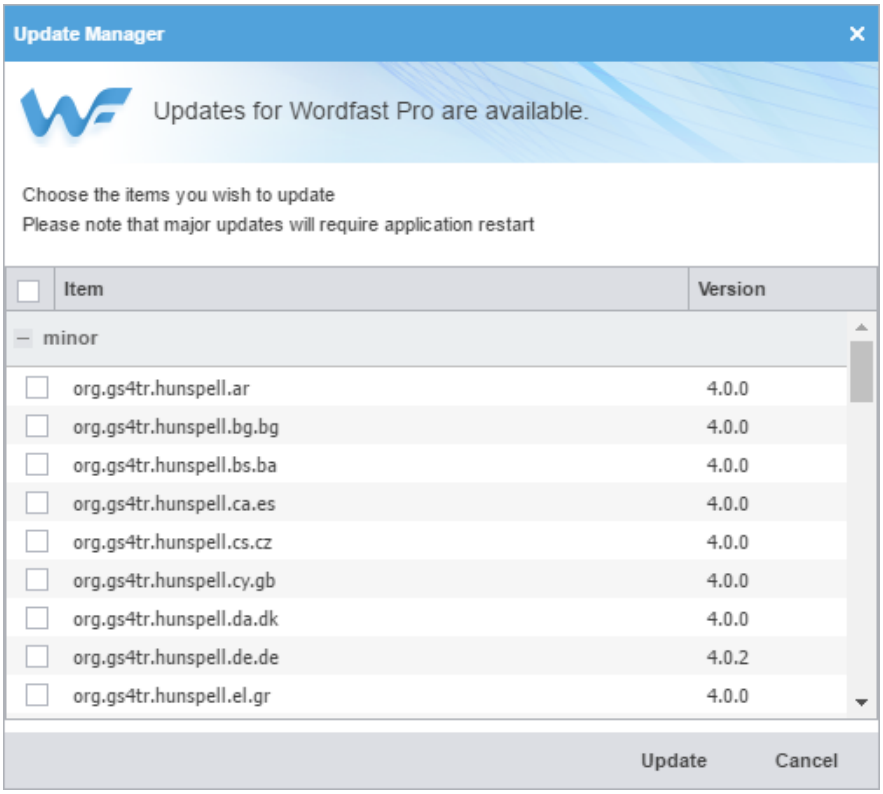
A list of available updates are displayed.



2. Select the required updates and click **Update**.

   The selected updates are available for use upon Wordfast Pro restart.

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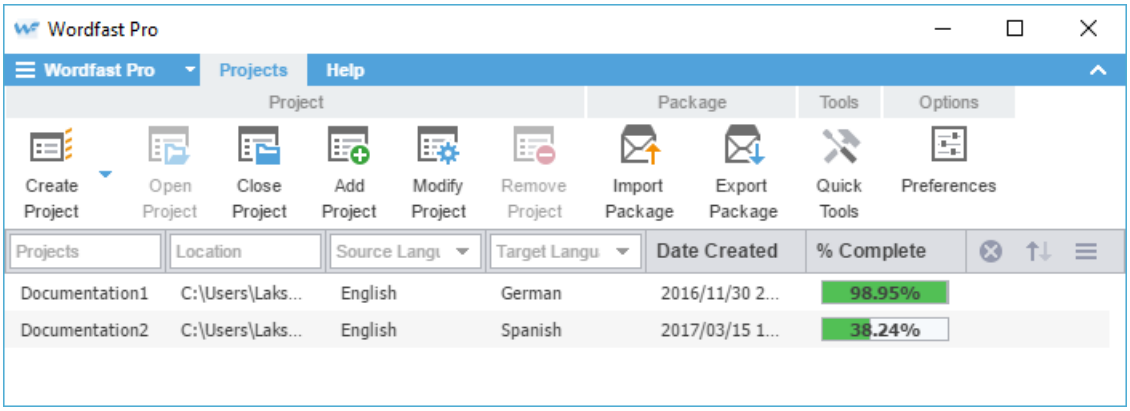
3. Start Wordfast Pro

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

To start Wordfast Pro:

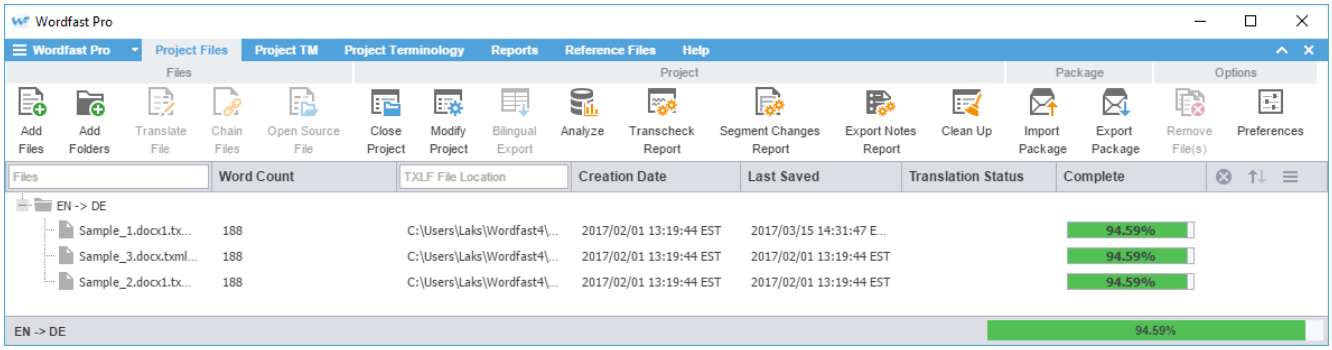
- Open **Wordfast Pro** by double-clicking the Wordfast icon on the desktop or from the Start menu.

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



Project Files Perspective

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



TXLF Editor Perspective

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

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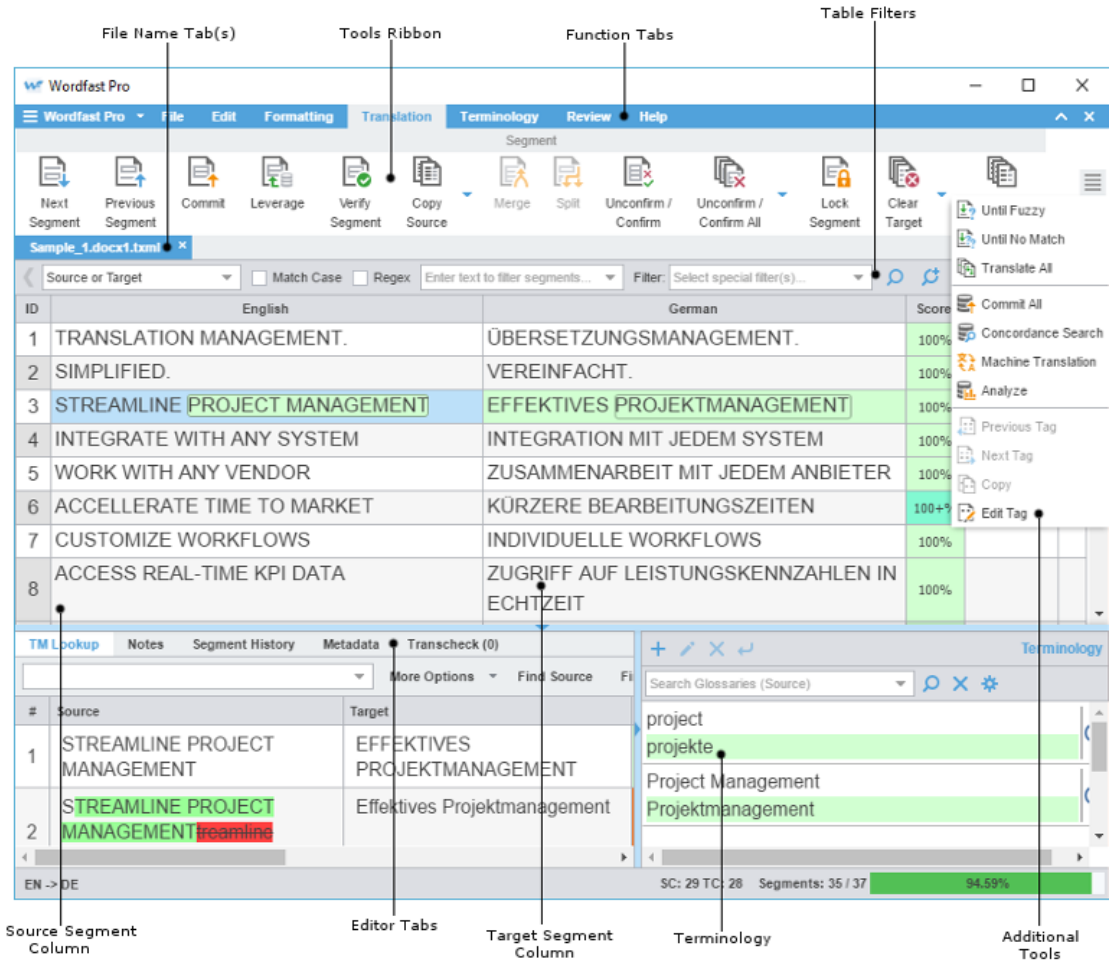

Function Tabs This bar lists all tabs that fit in your display and are used to access the various tools of the application.

Tools Ribbon This ribbon contains Buttons for the available tools of the active tab (that fit in your display).

File Name Tab(s) This bar lists all open files or a chained file. Each open file shows as a separate tab across this bar.

Table Filters Use this row to provide the filter criteria and other controls for searches in the open file.

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

Target Segment This is the translation work area that includes:

- Target column where the translation is entered or leveraged from the translation memory
- Segment Score column contains the TM match score (expressed as a percentage)
- Status column indicates the status of a segment
- Verify segment column contains a checkmark, when clicked automatically modifies and commits a 100%, fuzzy or MT match segment

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

- TM Lookup
- Notes

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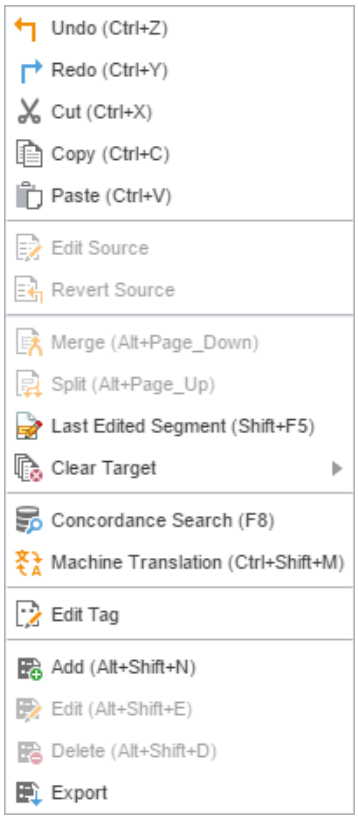
- Segment History
- Metadata
- Transcheck

Terminology	Use this work area for searching and adding terms to terminology lists (glossaries), if enabled.
Additional Tools	This lists tools that do not fit in your display area. This will not be visible if your display area is large enough to accommodate all the available tools.

TXLF EDITOR PERSPECTIVE

Right-Click Menu

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



TXLF EDITOR PERSPECTIVE

Unlabeled Status Buttons and Icons

The unlabeled status icons used in the **TXLF Editor** are described in the following table.

Button	Description	Icon	Description
	Accumulate the selected table filters		A note has been added to the segment
	Select the term search target for Terminology and Table Filters		The segment is locked and cannot be edited
	Collapse the lower panel		Information is available

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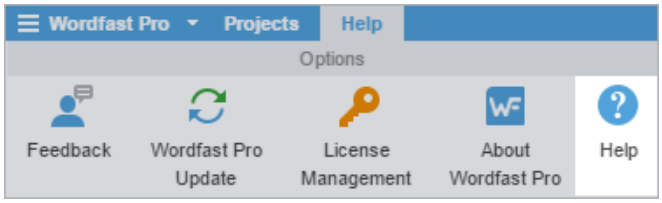
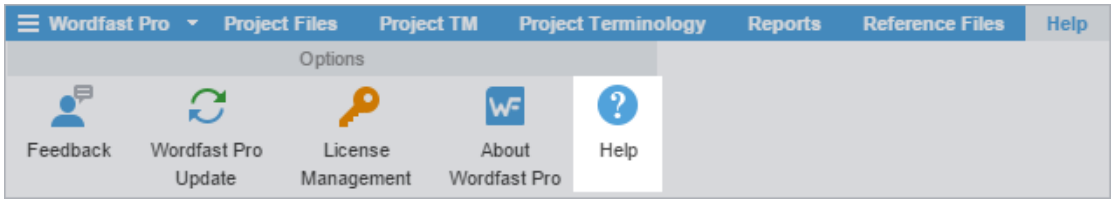
Button	Description	Icon	Description
	Apply the selected table filter		Transcheck error. A non-linguistic error has occurred in the segment
	Clear the search filters		The segment has been repeated more than once in the file
	Collapse the options ribbon		The segment is marked unconfirmed and cannot be committed to the TM
	Click to add a term to the glossary		The source segment has been modified
	Click to verify a segment, and commit it to the TM		

Help

You can refer to the online help through the **Help** tab that is located in the Project List, Current Project, and TXLF Editor views.





On the **Help** tab you can:

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

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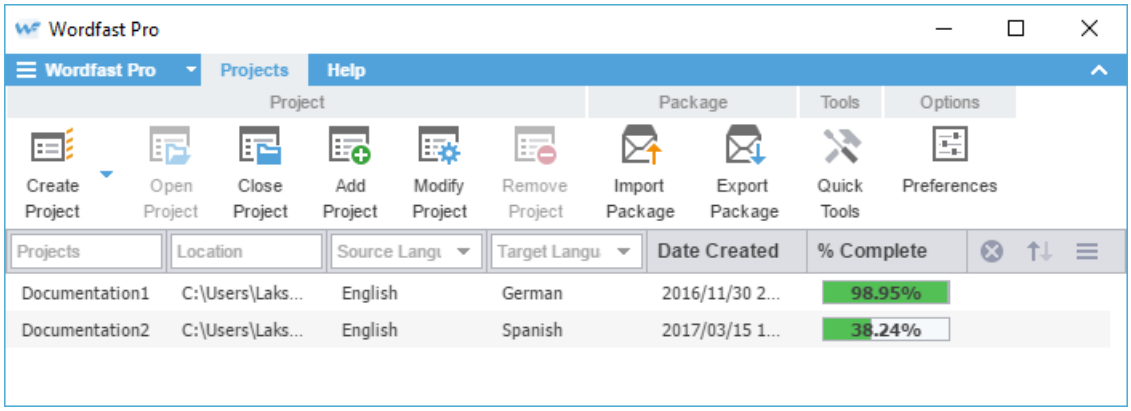
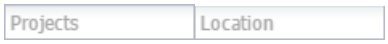
4. Projects

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



Search and Sort

Projects, Project Files, Project TM, Project Terminology, Reports, and Reference Files can be searched and sorted using the column headers. An example of using search and sort options on the Projects tab is described below.

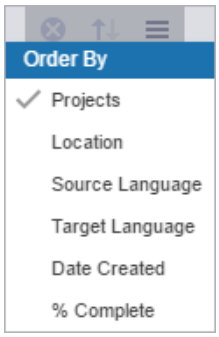


Enter a search string to view specific projects and projects in a particular location.

To view projects in a specific language pair, select a source and target language from the drop-down lists.

Click to clear the entered search filters.

Click to sort the project details in ascending or descending order.



Click the sort menu to order the project details based on a specific column header.

Create Project

Before you can start to translate files, a project must be created in Wordfast Pro. The project is the repository for all files, source and target language information, glossary and TM information, and reference files associated with the project. File format filters that help prepare the translation files are also included in the project.

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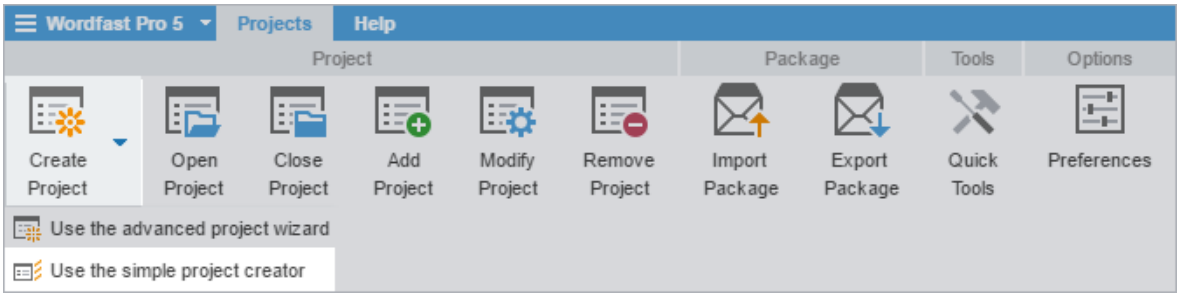
There are two ways to create a project:

CREATE PROJECT

Simple Project

To create a simple project:

1. Follow the steps in Start Wordfast Pro.
2. On the **Projects** tab, click **Create Project** > **Use the simple project creator**.



3. On the **Simple project creation dialog**, enter a project name.
4. Select the source language from the **Source language** drop-down list. Enter the name of the language and select it from the resulting drop-down list.
5. Select the target language from the **Target language** drop-down list or, begin typing the name of the language and select it from the resulting drop-down list.
6. Click **Add Files** to browse to the files you want to translate, or drag-and-drop the files from a folder into the **Files** panel.

   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:

Add TM	Add a stand-alone translation memory (TM) that is stored on your computer, and not part of any project.
Use Existing	Reuse an existing TM from another project. This option is active depending on the selected languages.
Create New	Create a new TM that is stored in the project location.
Do not use TM for this project	No translation memory is to be used for this project.

8. After all project details have been entered, click **Finish**.

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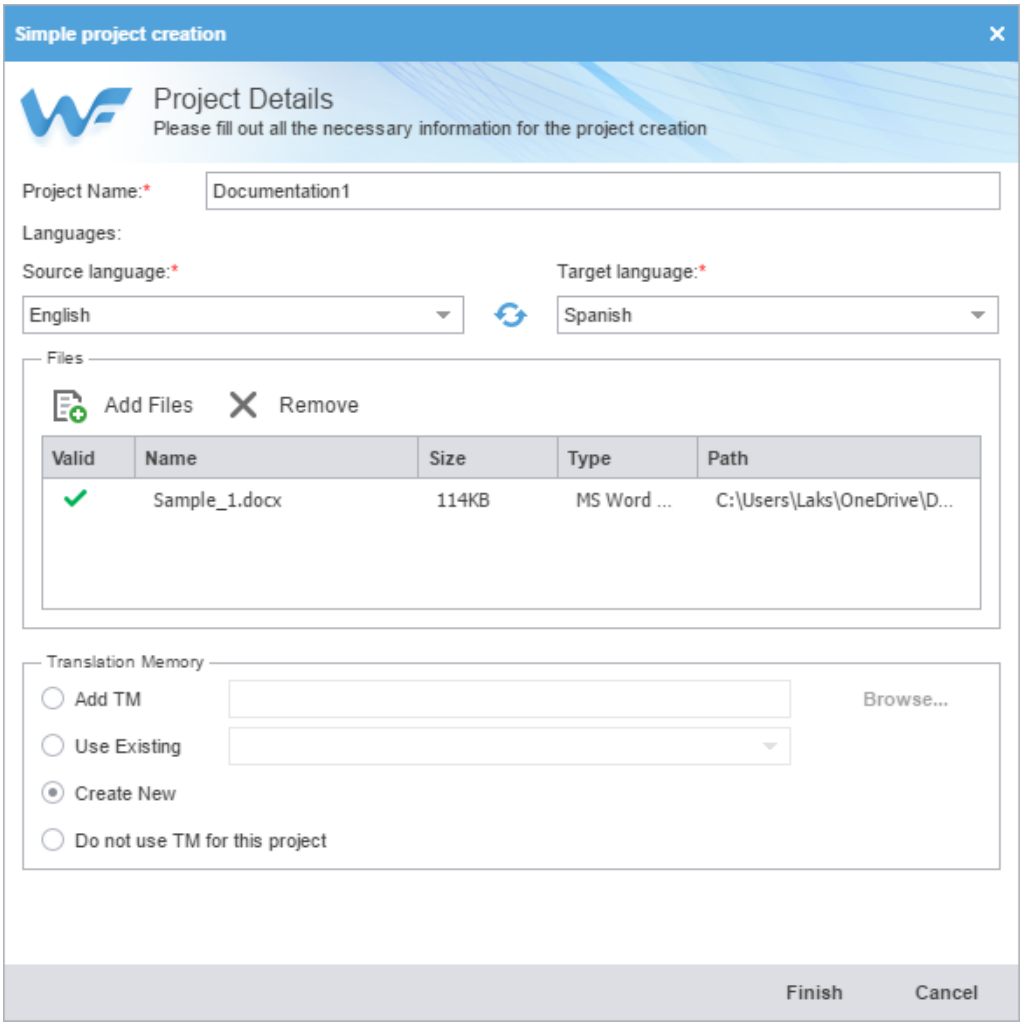

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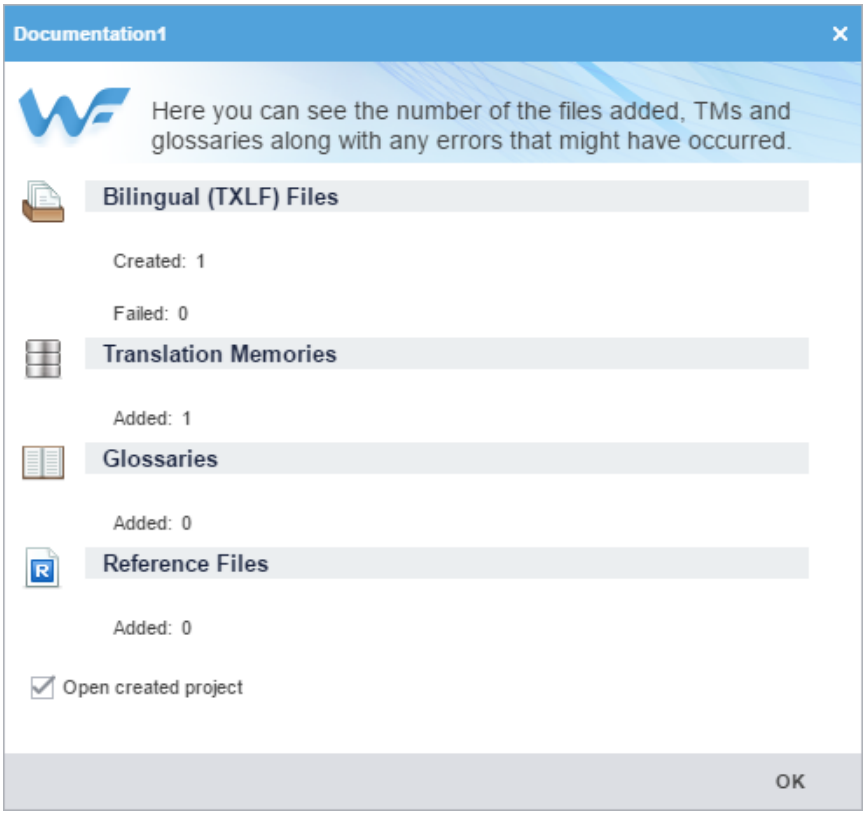
Wordfast Pro analyzes the files and displays a project summary. The **Open created project** checkbox is selected by default.



9. (Optional) Deselect the **Open created project** checkbox, if you do not want to open the new project, and click **OK**.

   The project is created and ready to use. You can now open and translate the project files. Refer to Translate Files.

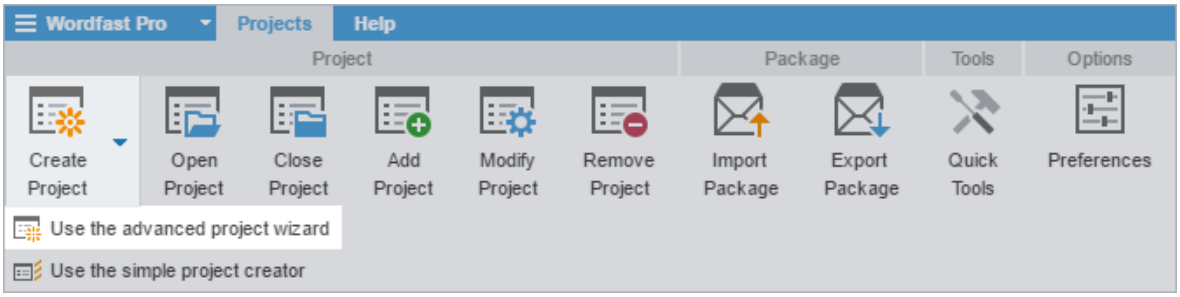
CREATE PROJECT

Advanced Project

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. On the **Projects** tab, click **Create Project > Use the advanced project wizard**.



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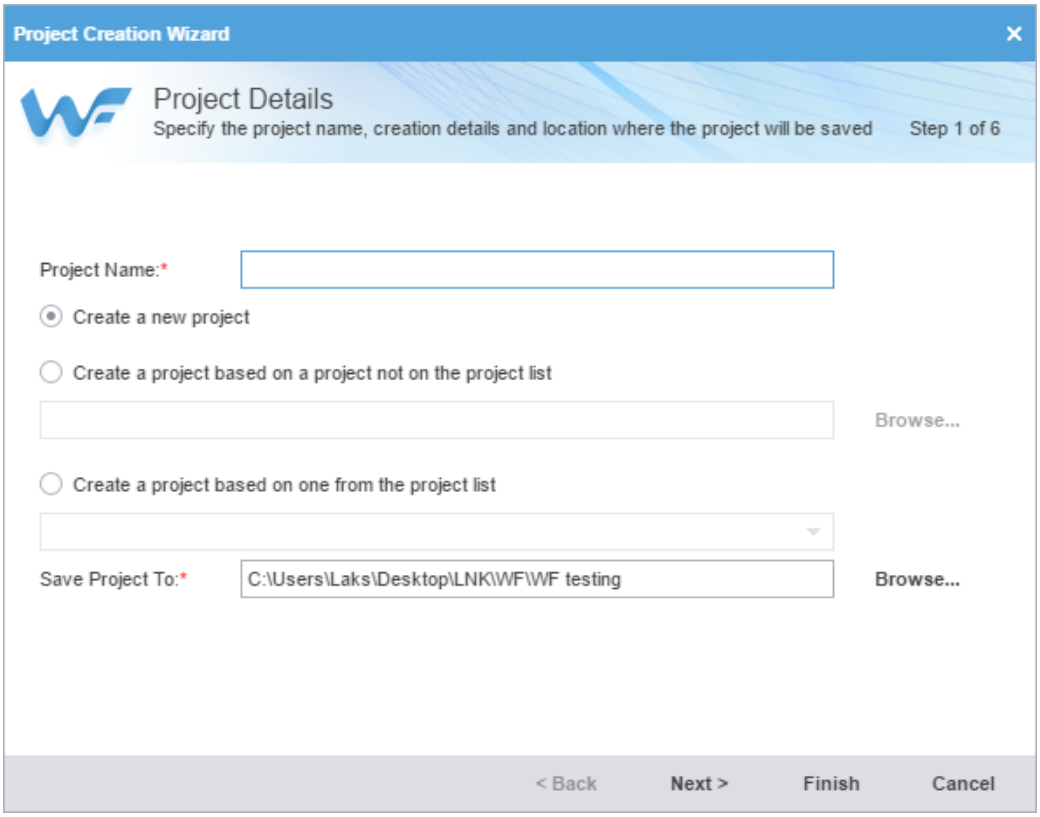
The Project Creation Wizard is displayed.



2. Enter a **Project Name**.
3. Select an option for this project.
   - **Create a new project**: Create a project without reusing a 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.
   - **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.
4. Click **Next**.

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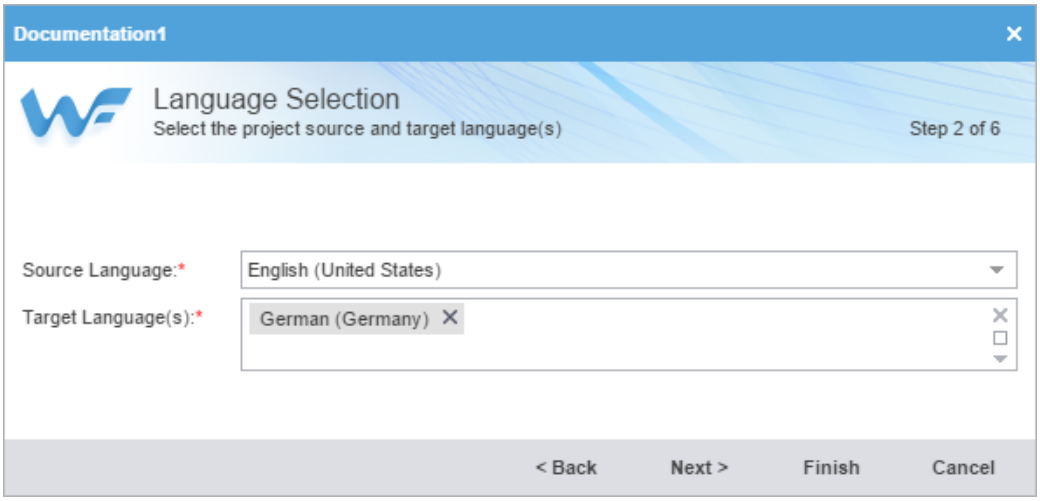
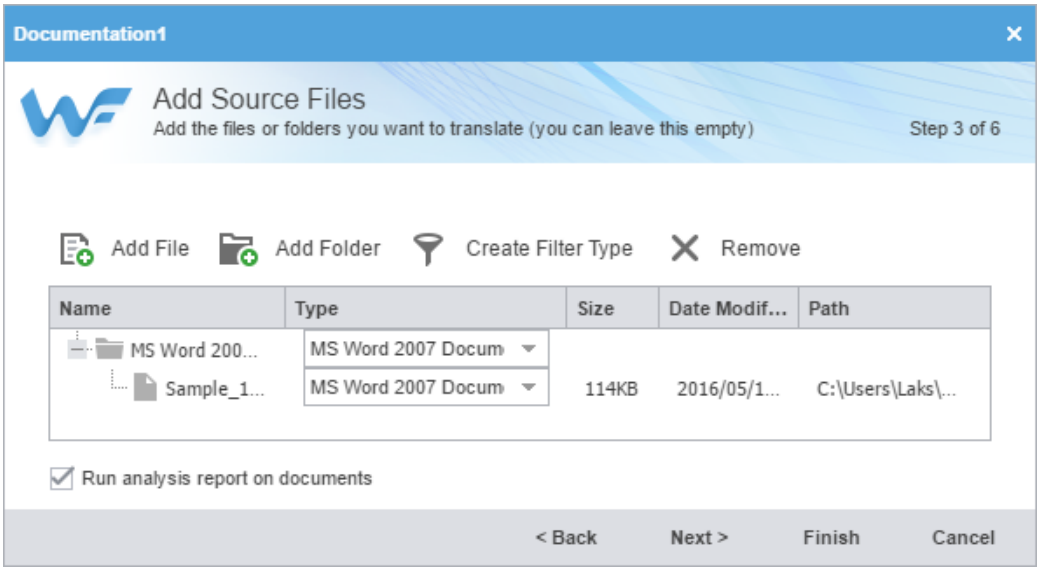
The Language Selection dialog is displayed.



5. Select the **Source Language** and **Target Language(s)** from the drop-down list and click **Next**.

   You can also select languages by starting to type the language name and selecting it from the resulting drop-down list.

   The Add Source Files dialog is displayed.



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

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

7. Click **Next**.

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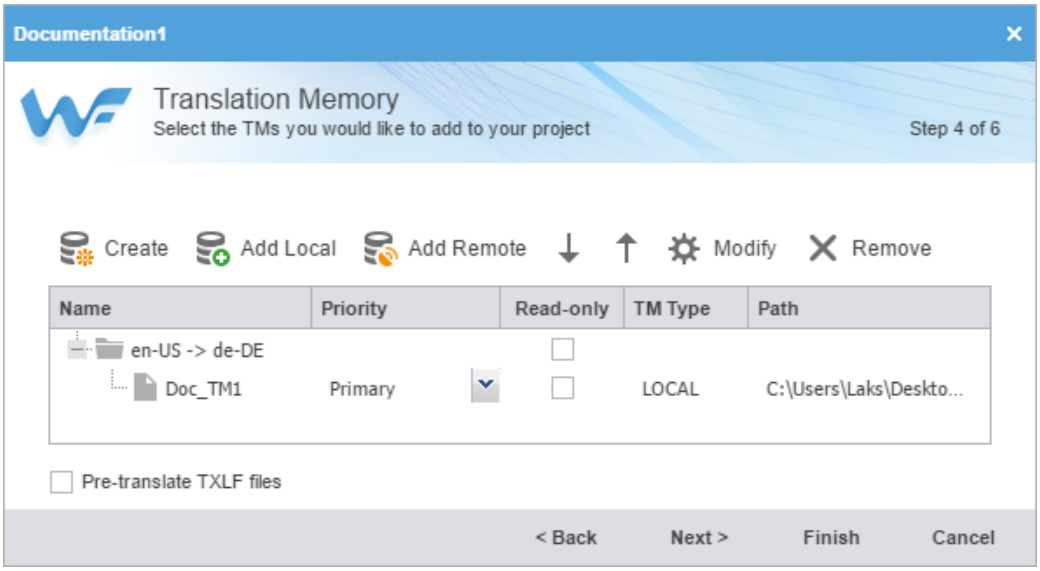
The Translation Memory dialog is displayed.



8. Enter the required information.

   a) **Create** a local TM.

      - Enter a unique name for the new TM.
      - 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 Connect To Remote TM.

   d) (Optional) Select **Pre-translate TXLF files** checkbox to view the TM leverage when the TXLF files are open.

9. Click **Next**.

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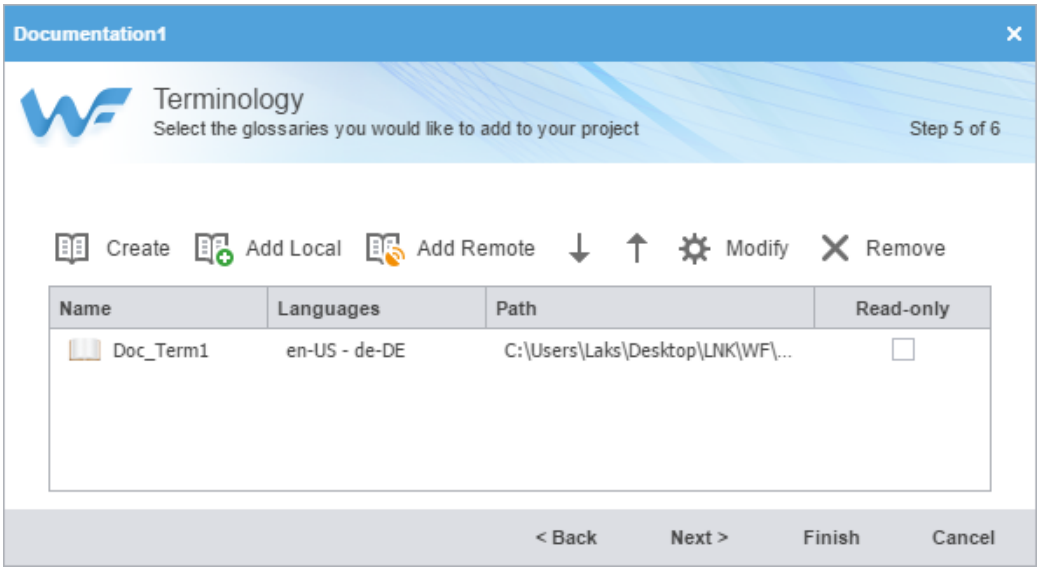
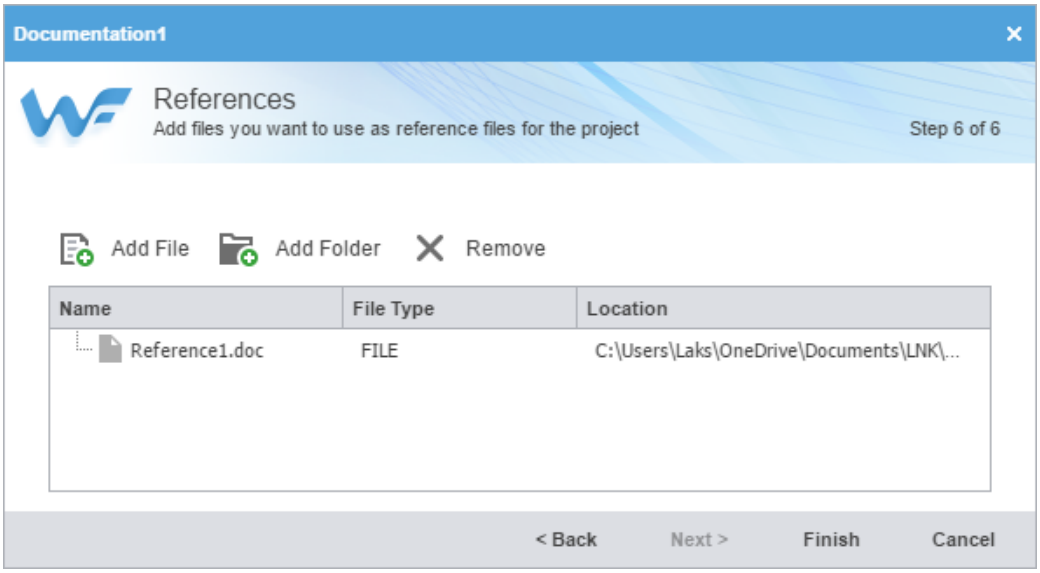
The Terminology dialog is displayed.



10. Enter the required information.
    - **Create**: create a new local glossary.
    - **Add Local**: browse and select an existing local glossary.
    - **Add Remote**: select an existing Term Manager connection.
11. Click **Next**.

    The References dialog is displayed.



12. 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.
13. Click **Finish**.

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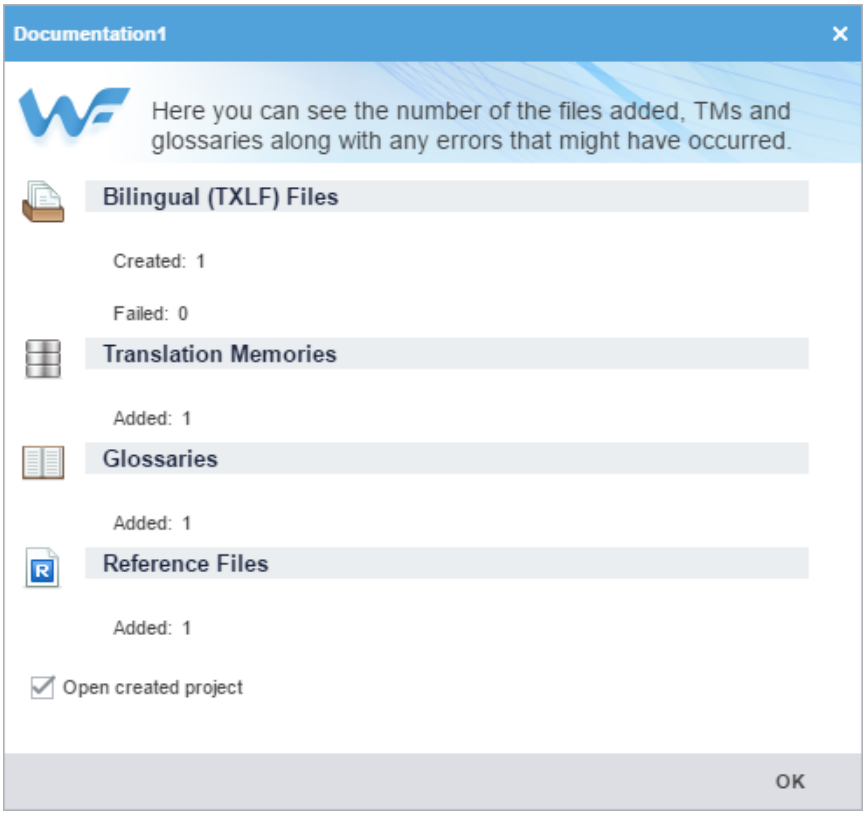
The files are analyzed. The Project Creation Summary is displayed upon completion.



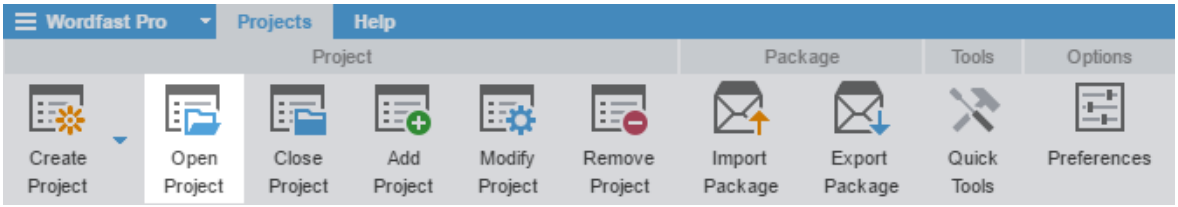
14. (Optional) Select **Open created project** and click **OK**, to open the new project.

Open Project

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

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

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



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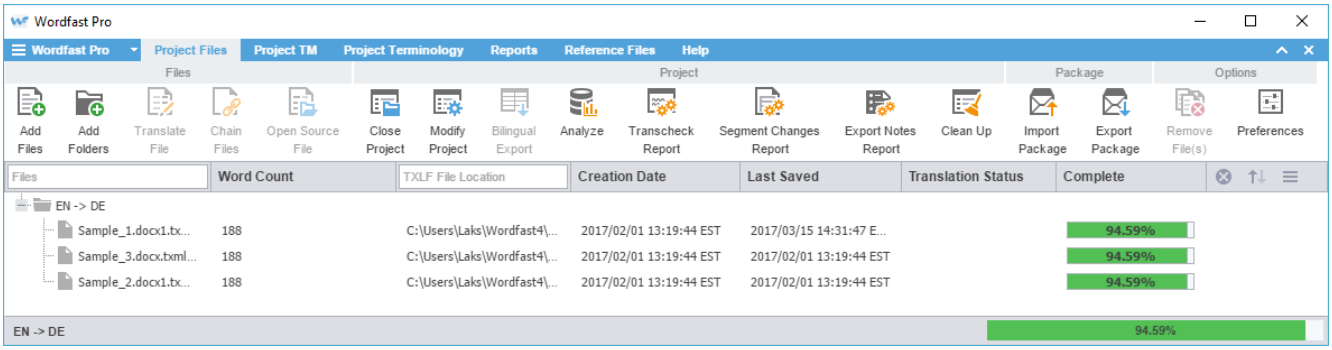
The **Project Files** tab is displayed.

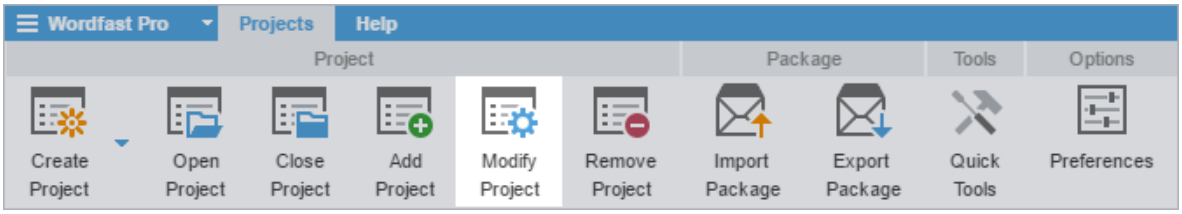


Modify Project

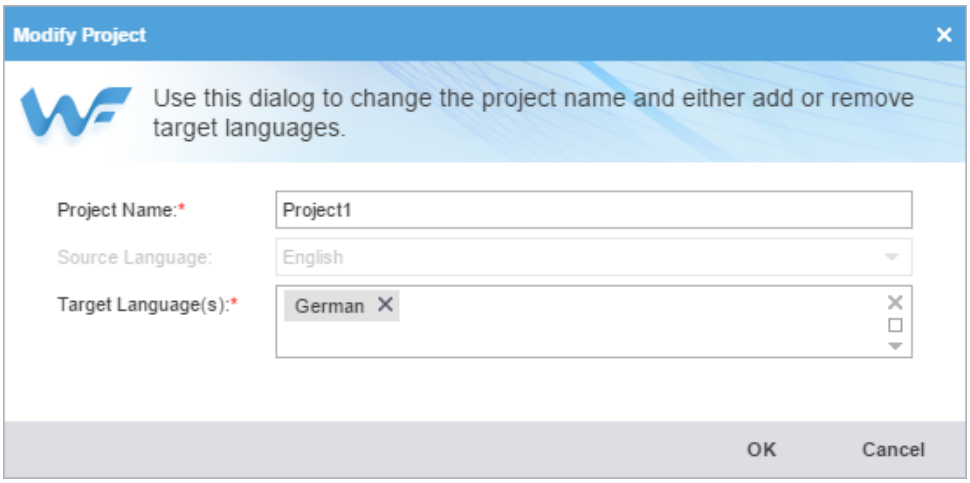
You can change a project's name, source language, and target language using the **Modify Project** option.

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

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



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



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

   The project is modified and the project list is displayed.

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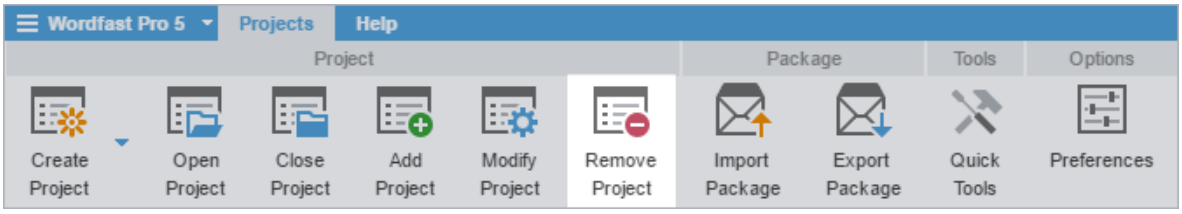
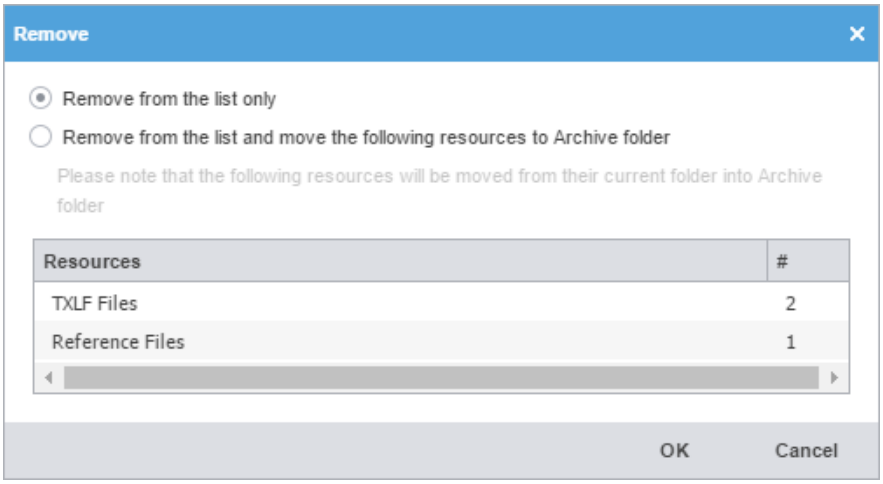
Remove Project

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

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



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



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

3. Click **OK**.

   The selected project is no longer in the Projects list.

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

Package Files

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

A Package file can include:

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

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- Reference Files
- Source Files

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

Completed projects can be shared with other users by exporting the package.

The steps to import and export are described in the following topics:

- Import Package
- Export Package

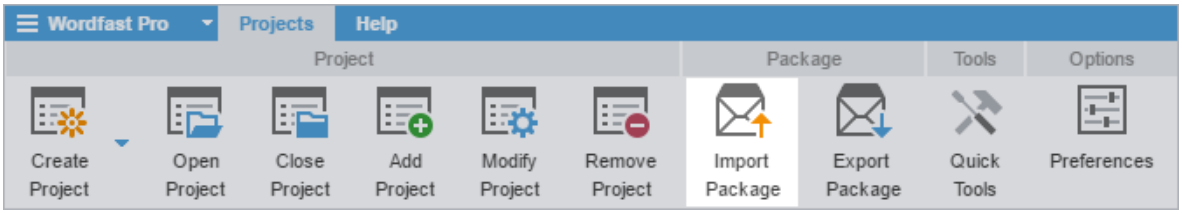
PACKAGE FILES

Import Package

Using the **Import Package** option, a Package file can be imported into Wordfast Pro. These files are exported from another Wordfast Pro installation. When a Package file is imported, Wordfast Pro connects to the TMs and glossaries, and provides you access to all the translatable files and additional resources, therefore a manual project set up is not required. Refer to Package Files for more information on Package file contents.

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

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



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

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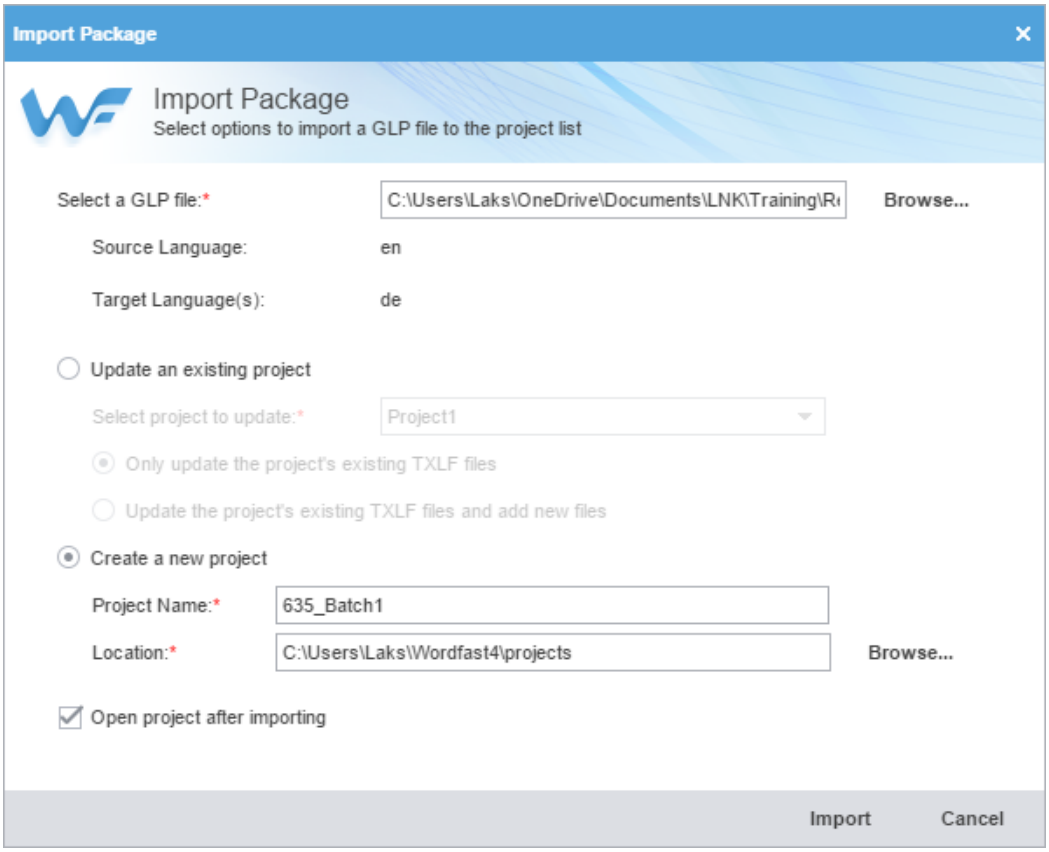

3. Click one of the following options:
   - **Update A Current Project**: select an existing project to update with the imported Package file. Select one of the update options:
     - **Only update existing project TXLF files**
     - **Update existing and add new files**
   - **Create New Project**: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

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

PACKAGE FILES

Export Package

Using the **Export Package** option, a complete project package can be shared with other Wordfast Pro users. Refer to Package Files for more information on Package file contents.

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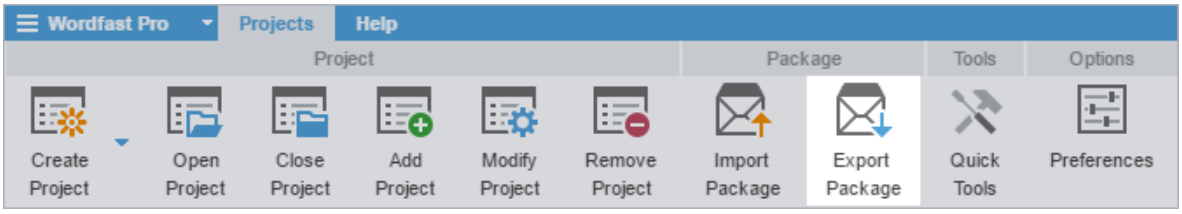
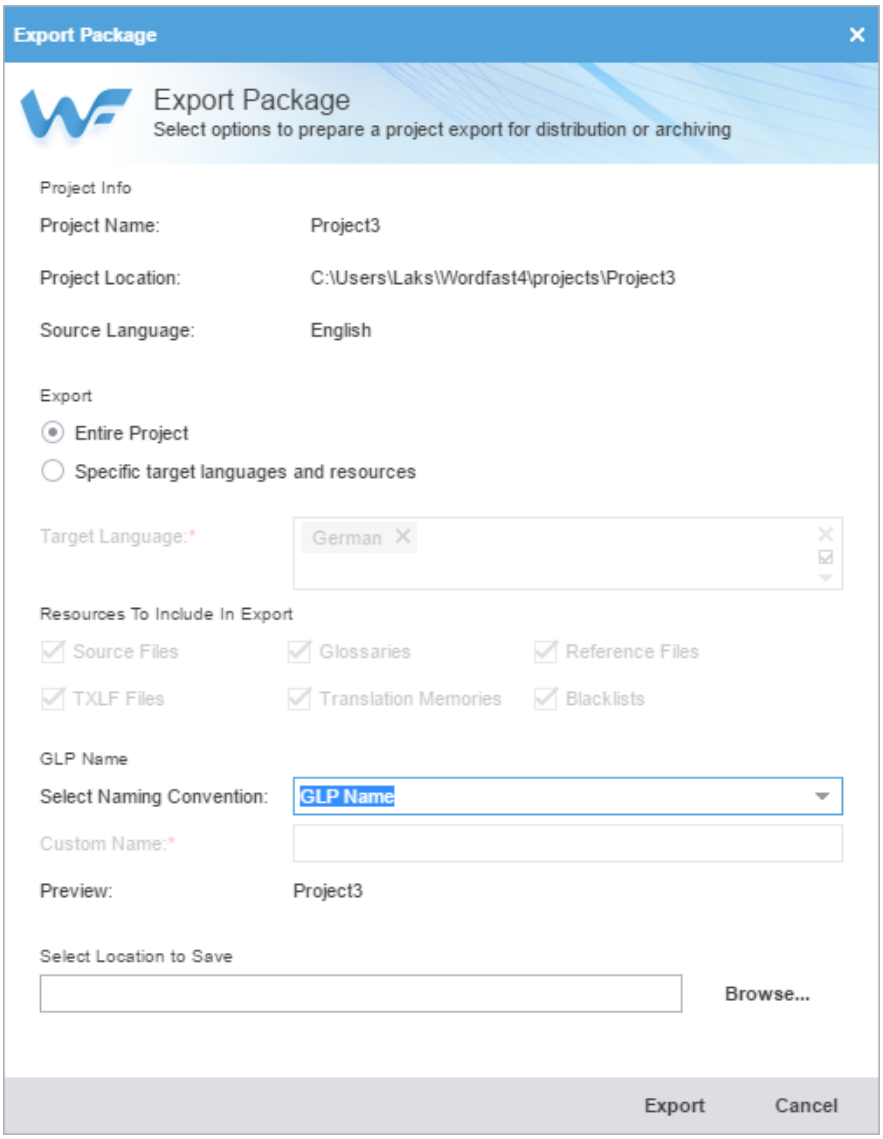
To export a package on the **Projects** tab:

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



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



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

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    - **Reference Files**
    - **Blacklists**

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

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

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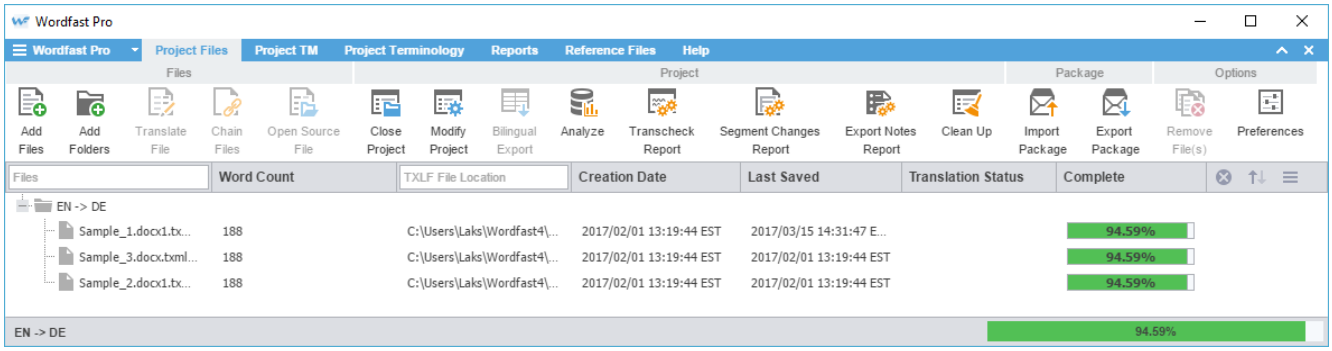
5. Project Files

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

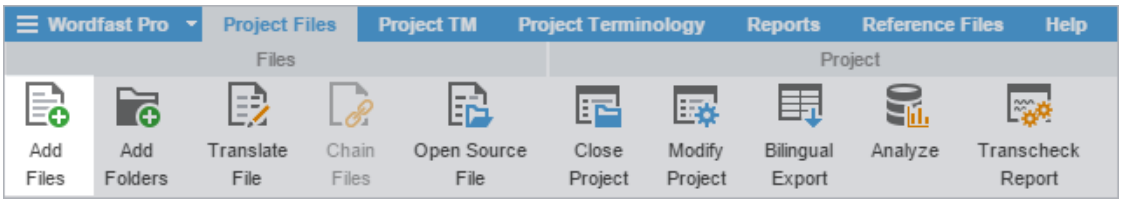


Add Files

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

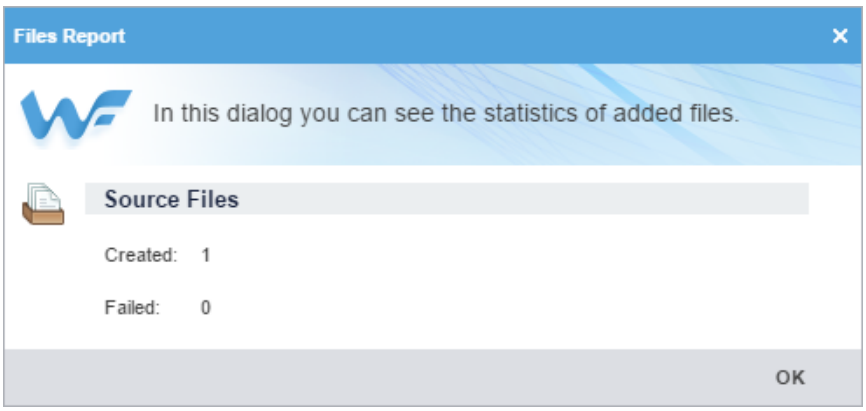
To add files to a project, on the **Project Files** tab:

1. Click **Add Files**.



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

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



Add Folders

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

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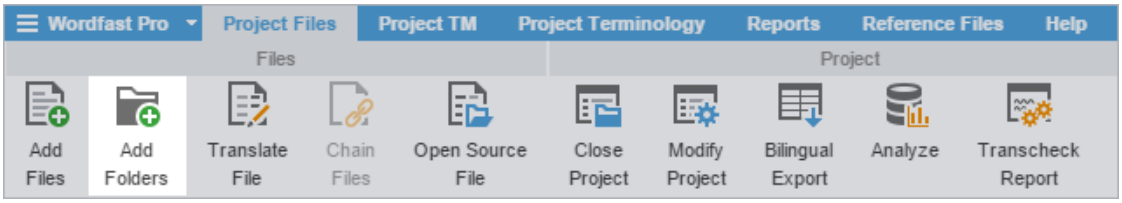
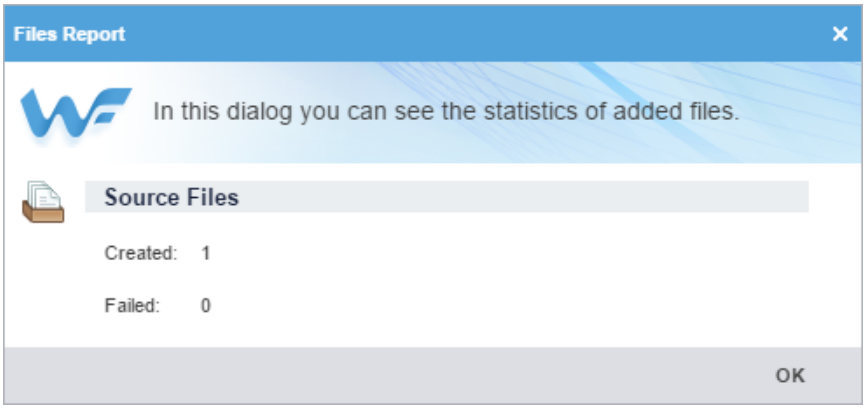
To add a folder to a project:

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



2. Click **Select Folder**.

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

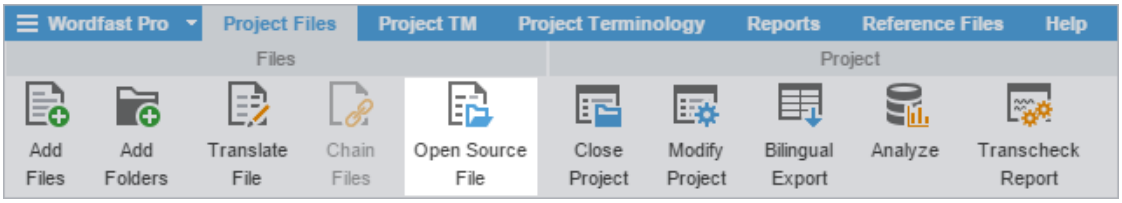


Open Source File

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

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

- Click **Open Source File**.



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

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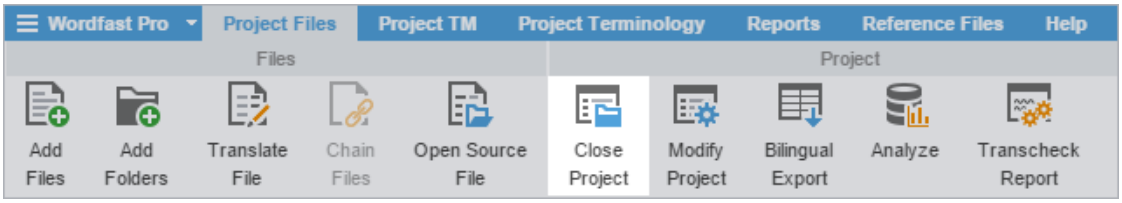
Close Project

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

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



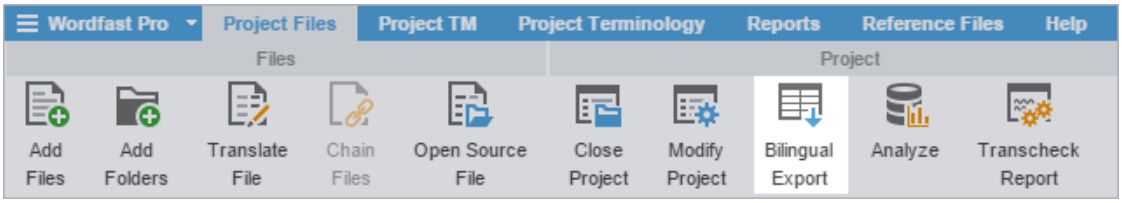
The project is closed and the **Projects** tab is displayed.

Bilingual Export

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

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

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



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

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

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

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

Level	Message
INFO	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.txlf
INFO	Processing C:\Users\Laks\Desktop\LNK\WF\WF testing\Documentation\de\txlf\Sample_2.docx.txml.txlf
INFO	76 tus written.

A sample of the bilingual export is given below.

<FID>a89b1def-4098-47c2-b58d-b7be4c60098f</FID> Sample 3.docx.txml.txlf

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	ACCELLERATE TIME TO MARKET	KÜRZERE 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

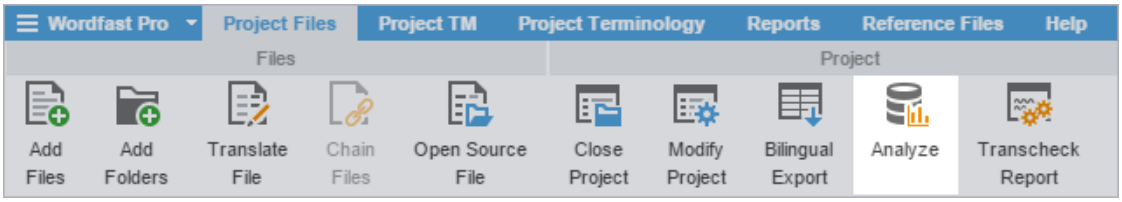
Comment [OFRT:Glo7]: From: Glossary anbieter

Analyze

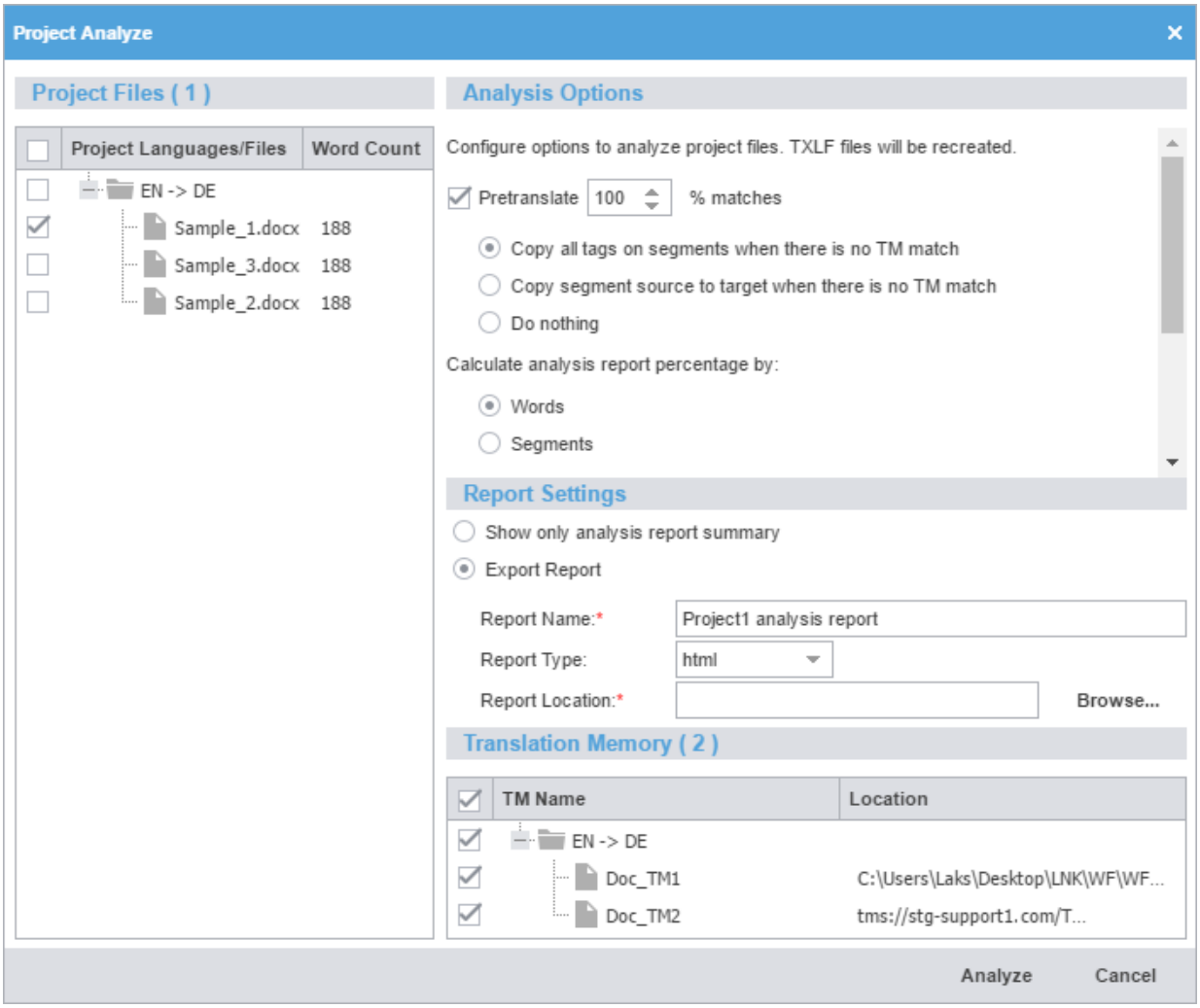
In Analyzing Projects, files for translation are compared to a Translation Memory to leverage reusable content and pre-translate files.

To analyze files:

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



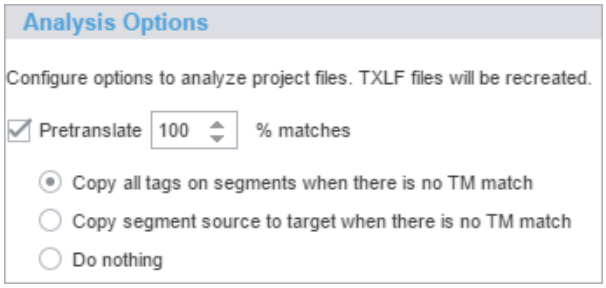
2. On the Project Analyze dialog, select the language(s) or file(s) to be analyzed.



3. Select the **Analysis Options** as follows (refer to Translation Memory):

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

   - **% matches**: select the percentage of matches to pre-translate
   - **Copy all tags on segments when there is no TM match**
   - **Copy segment source to target when there is no TM match**
   - **Do nothing**



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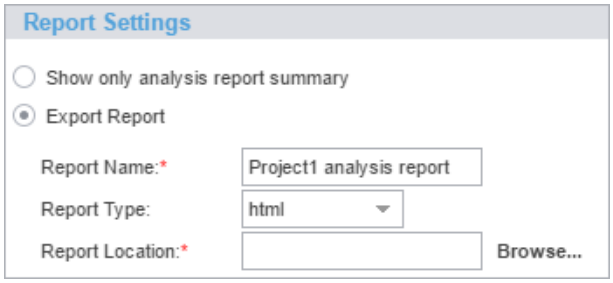
Selecting **Pretranslate** is an optional step. The percentage defines the minimum leverage required to pretranslate a specific segment.

b) Calculate analysis report percentage by:

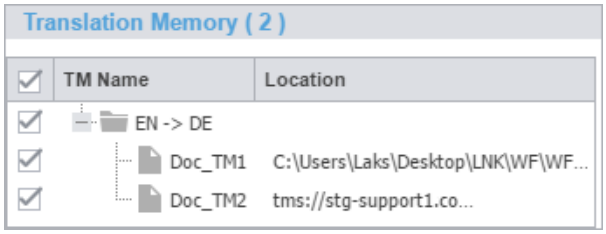
c) Select the format for the output report under **Report Settings**:

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



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

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



4. Click **Analyze**.

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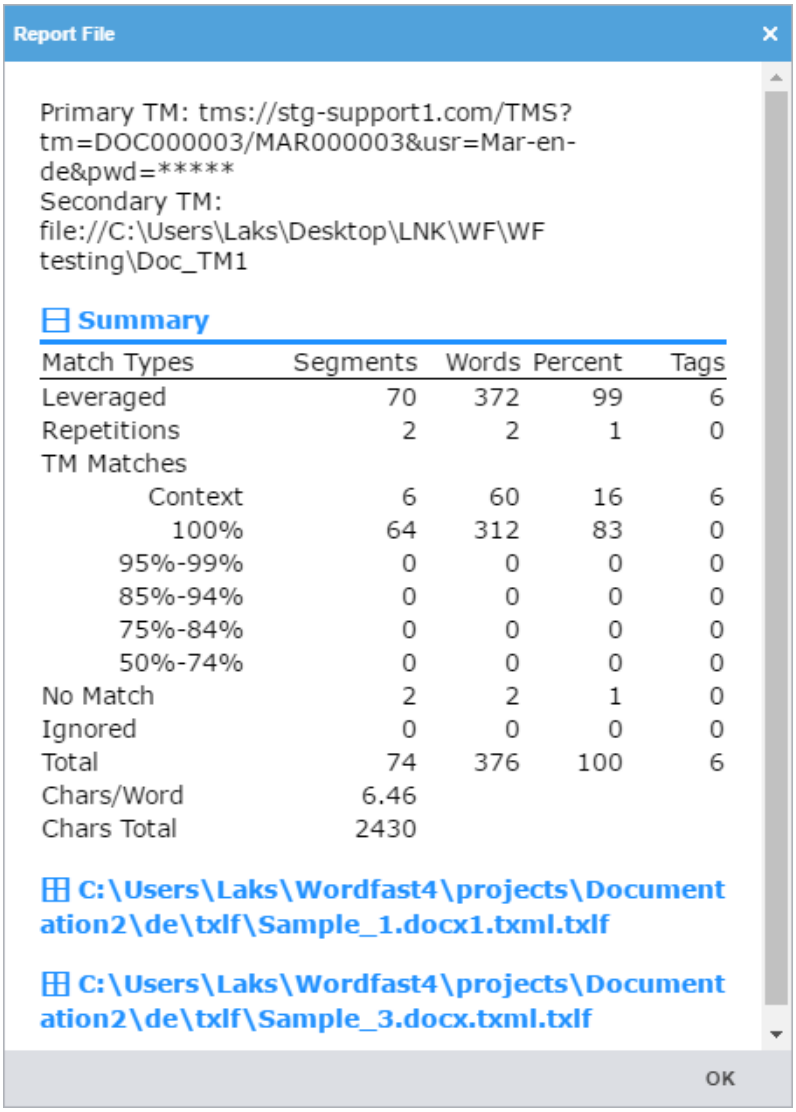
The analysis is completed and the **Report File** displayed.



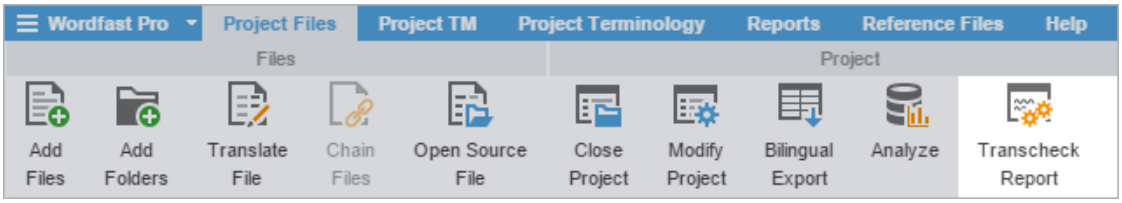
Transcheck Report

The Transcheck option verifies the target segments and warns about a variety of common errors in segments. Refer to Transcheck.

A Transcheck report can be run for one or all files of a project.

To open and run a Transcheck Report on the **Project Files** tab:

1. Click **Transcheck Report**.



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

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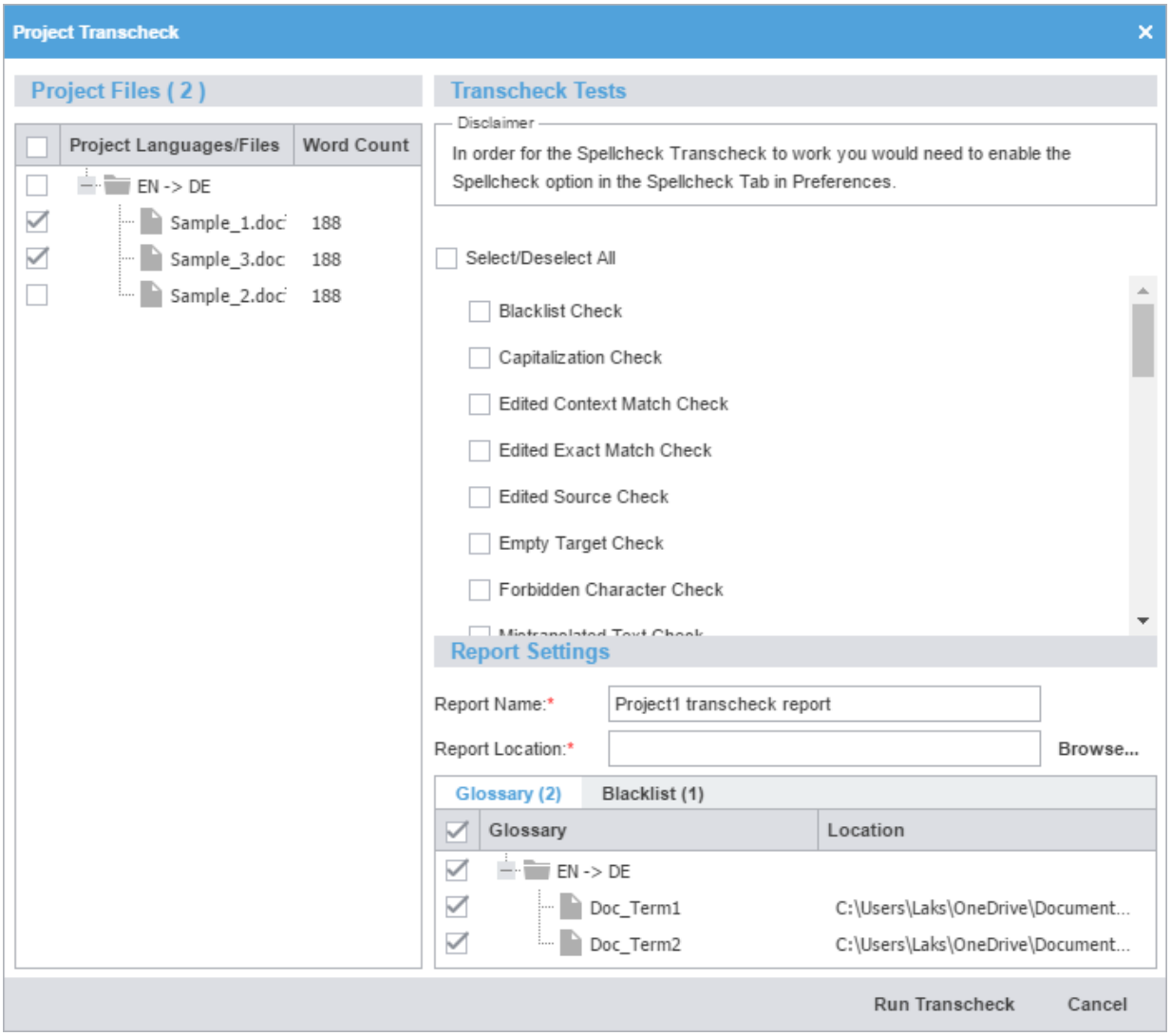

3. Select the **Transcheck Tests** to be completed. Refer to Transcheck for more information on each Transcheck test.

   The Consistency check is only accessible through the Project Transcheck dialog. There are two types of consistency checks:

   - Source consistency check: searches for segments with same target translation but the source segments have differences.
   - Target consistency check: searches for segments with same source segments but the target translations have differences.

   The differences such as, case, numbers, tags, and whitespace to check consistency in source and target can be ignored by selecting the appropriate checkboxes.

4. Enter the **Report Name** and browse and select the **Report Location** folder.
5. (Optional) Select the **Glossary** or **Blacklist** to be used during Transcheck.

   If the **Terminology Check** or **Blacklist Check** tests are enabled, verify that a glossary and blacklist are selected.

6. Click **Run Transcheck**.

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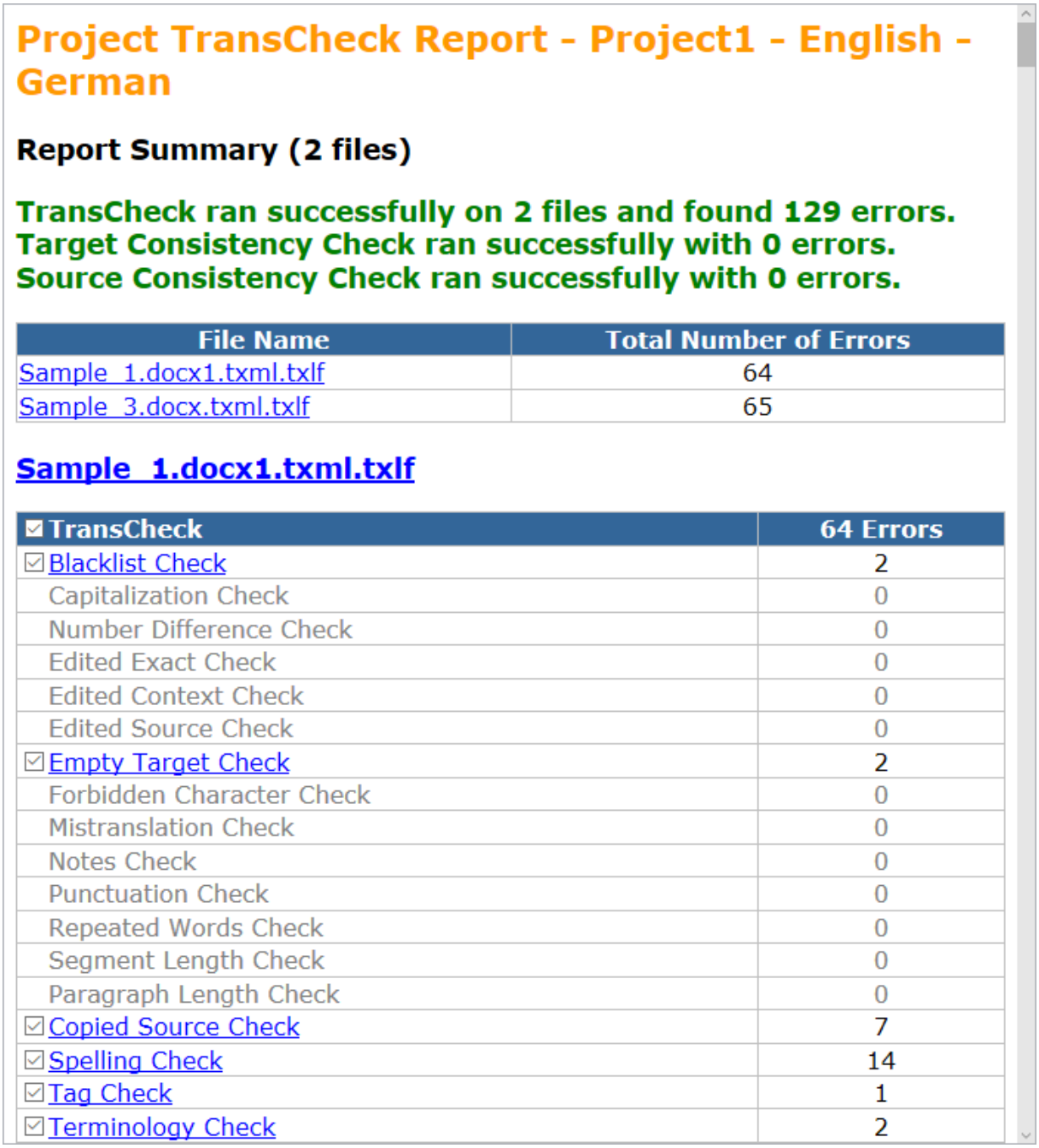
The Report Summary is displayed and the report is saved to the chosen location.



Project TransCheck Report - Project1 - English - German

Report Summary (2 files)

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

File Name	Total Number of Errors
Sample_1.docx1.txml.txlf	64
Sample_3.docx.txml.txlf	65

Sample_1.docx1.txml.txlf

TransCheck	64 Errors
Blacklist Check	2
Capitalization Check	0
Number Difference Check	0
Edited Exact Check	0
Edited Context Check	0
Edited Source Check	0
Empty Target Check	2
Forbidden Character Check	0
Mistranslation Check	0
Notes Check	0
Punctuation Check	0
Repeated Words Check	0
Segment Length Check	0
Paragraph Length Check	0
Copied Source Check	7
Spelling Check	14
Tag Check	1
Terminology Check	2

Segment Changes Report

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

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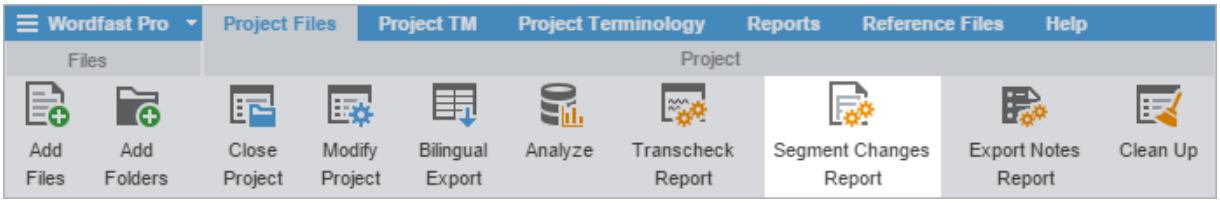
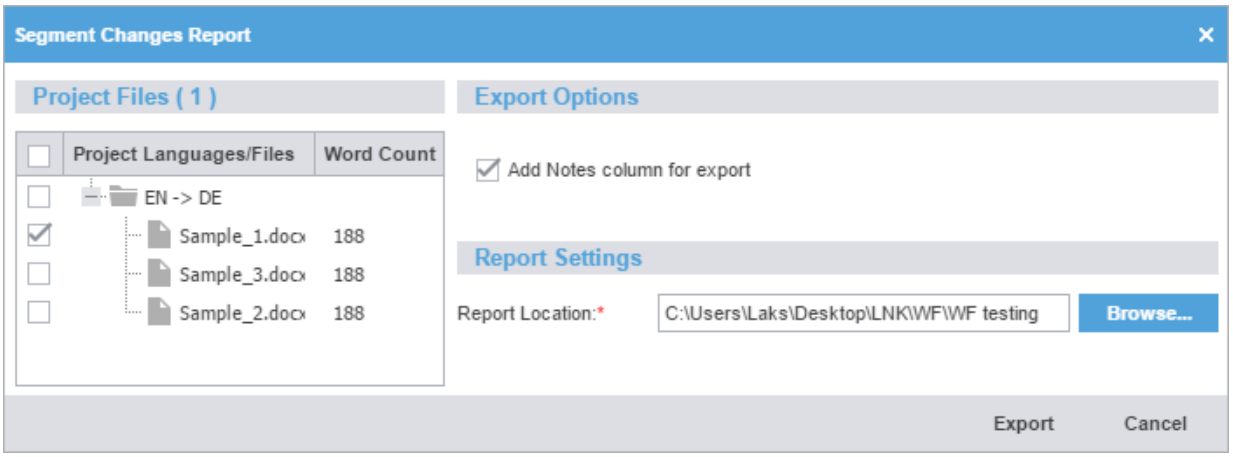
To generate a segment changes report, on the **Project Files** tab:

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



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



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

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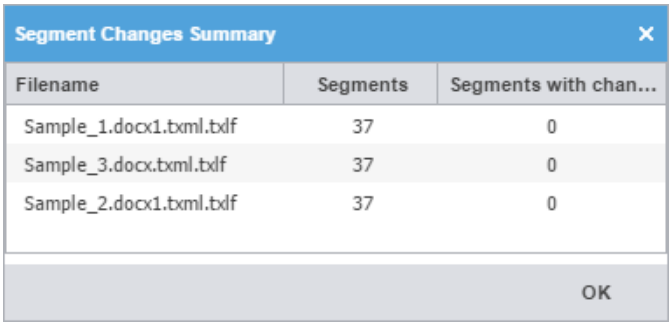
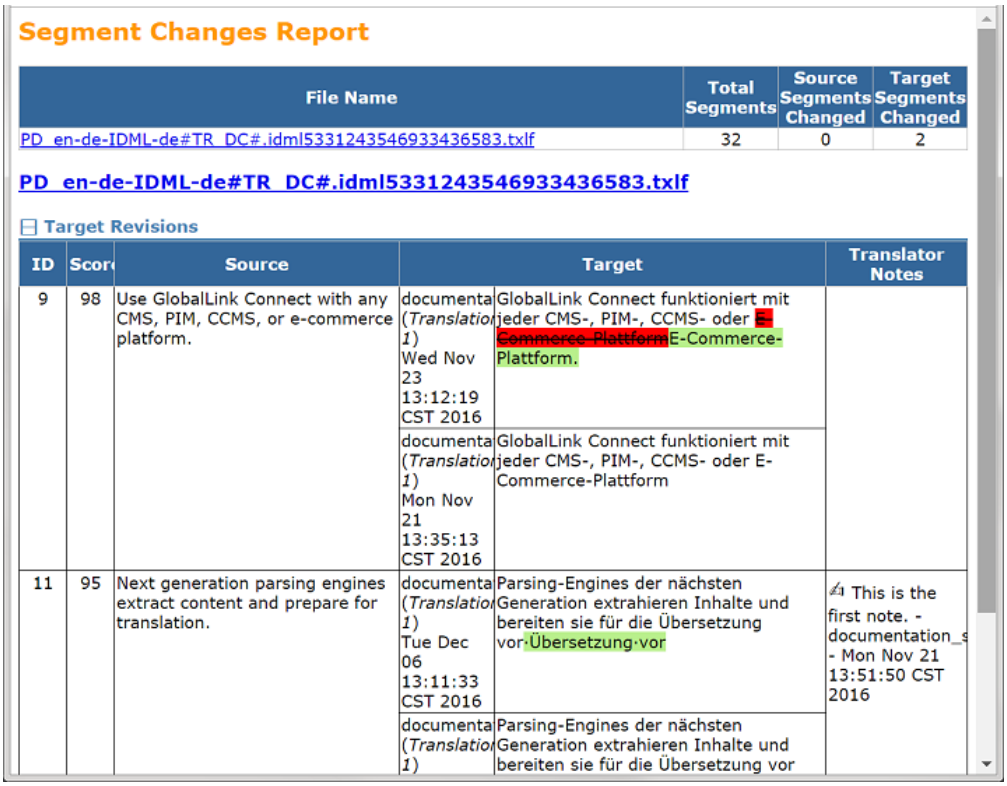
The **Segment Changes Summary** and **Segment Changes Report** are displayed.



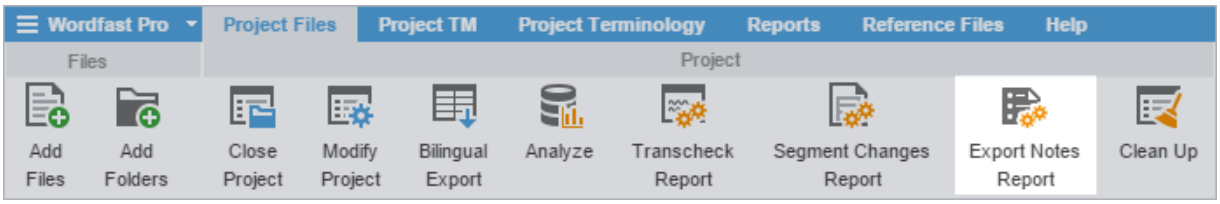


Export Notes Report

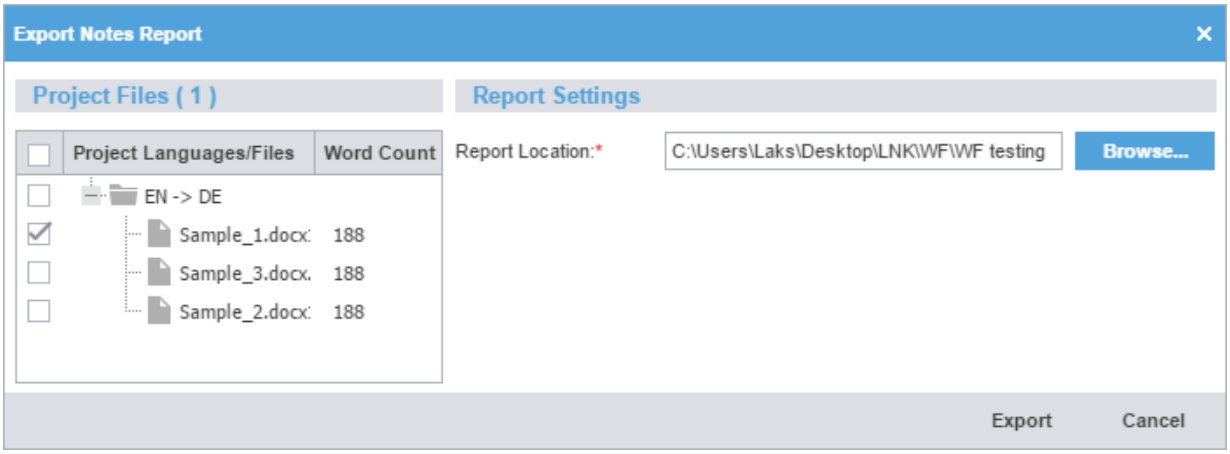
The notes report is an HTML file that includes all notes added to the bilingual project files.

To export notes:

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

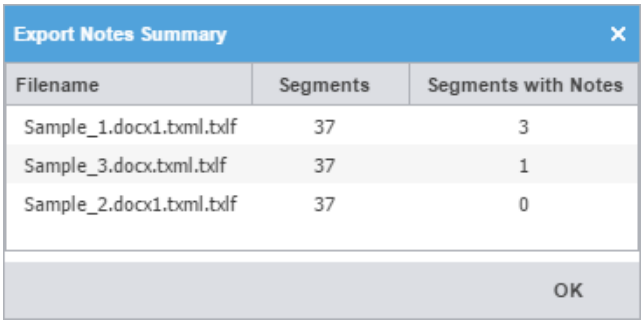


2. On the Export Notes Report dialog, select the languages or files.



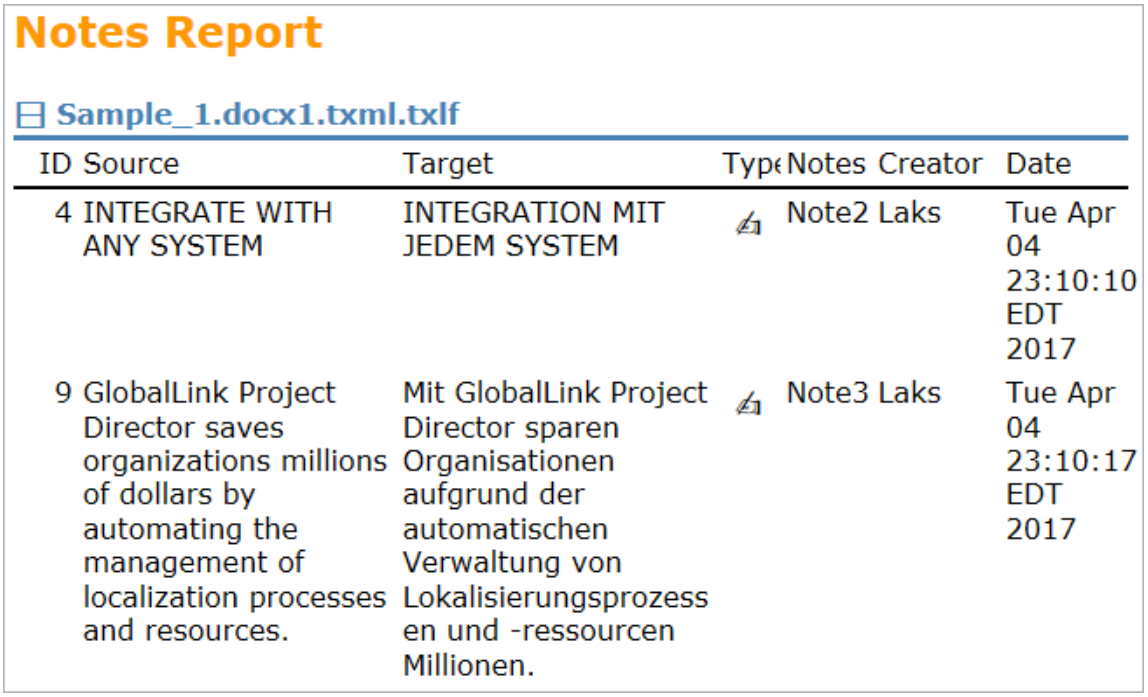
3. Browse and select the **Report Location** folder, and click **Export**.

   The Export Notes Summary is displayed.



4. Click **OK**.

   The notes report is saved in the selected folder.



Notes Report

Sample_1.docx1.txml.txlf

ID	Source	Target	Type	Notes Creator	Date
4	INTEGRATE WITH ANY SYSTEM	INTEGRATION MIT JEDEM SYSTEM		Note2 Laks	Tue Apr 04 23:10:10 EDT 2017
9	GlobalLink Project Director saves organizations millions of dollars by automating the management of localization processes and resources.	Mit GlobalLink Project Director sparen Organisationen aufgrund der automatischen Verwaltung von Lokalisierungsprozessen und -ressourcen Millionen.		Note3 Laks	Tue Apr 04 23:10:17 EDT 2017

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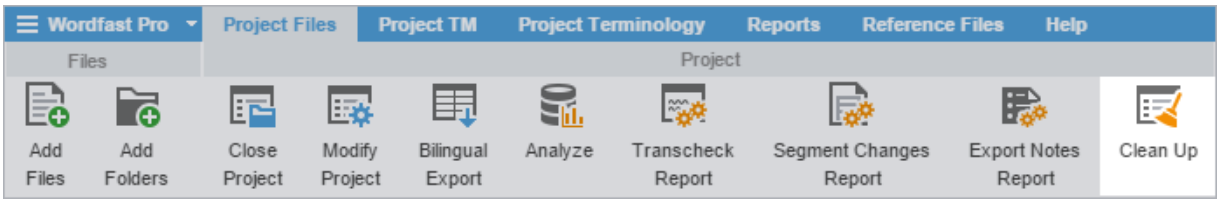
Clean Up

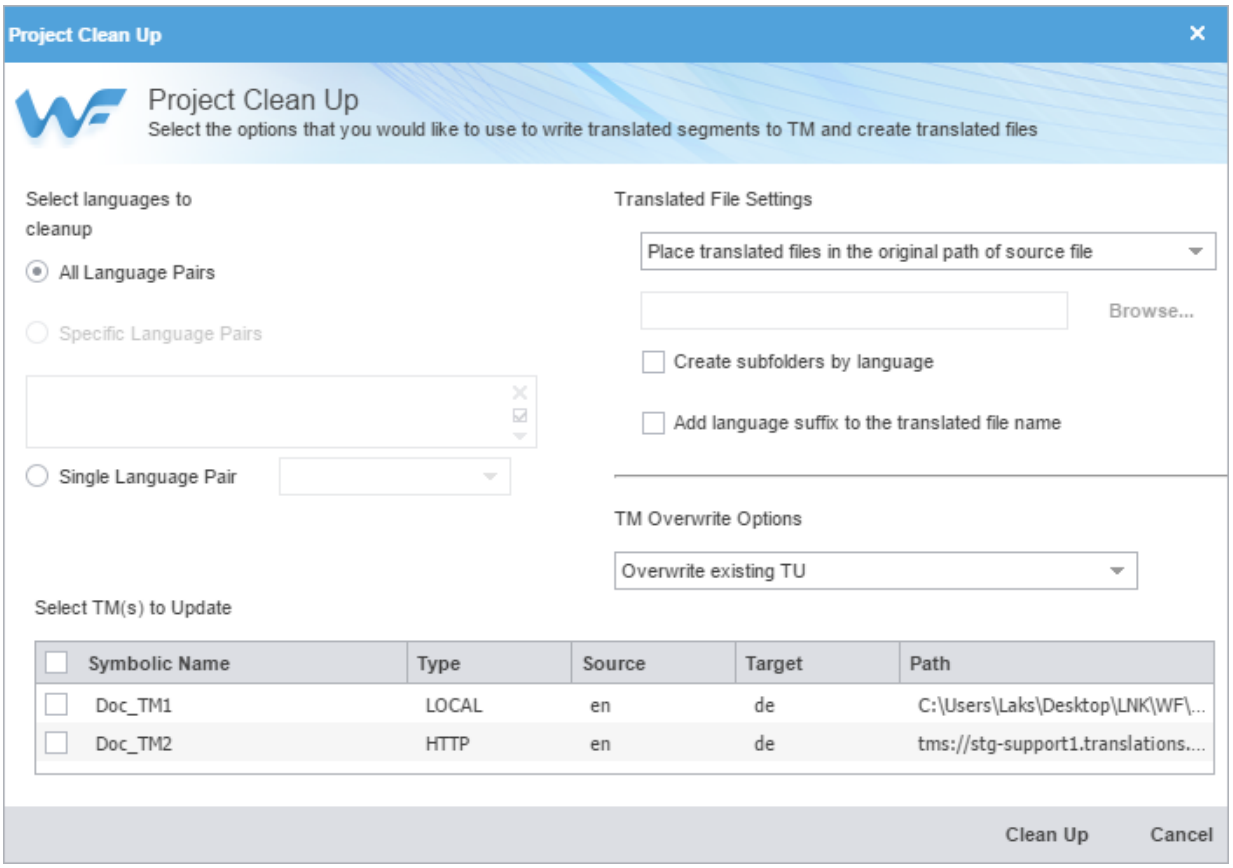
After files are translated, the Translation Memory (TM) is updated and the files are cleaned up. The clean up process converts the bilingual TXLF files into translated target files in the source format.

To clean up and update the TM:

1. On the Projects tab, click **Clean Up**.



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



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

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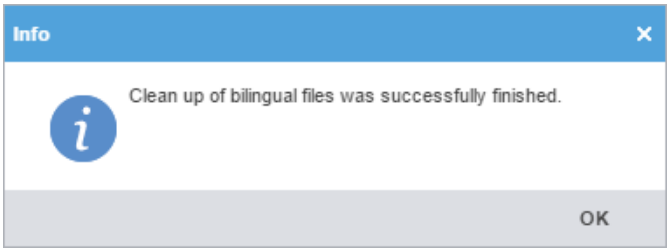
3. Select where the translated files are placed:
   - **Place translated files in the project folder**
   - **Place translated files in the original path of source file**
   - **Enter the location to put translated file**
   - **Don't create translated file**
4. (Optional) Select **Create subfolders by language**.
5. (Optional) Select **Add language suffix to the translated file name**.
6. Select **TM Overwrite Options**.
7. Select the **TM(s) to Update**.
8. Click **Clean Up**.

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

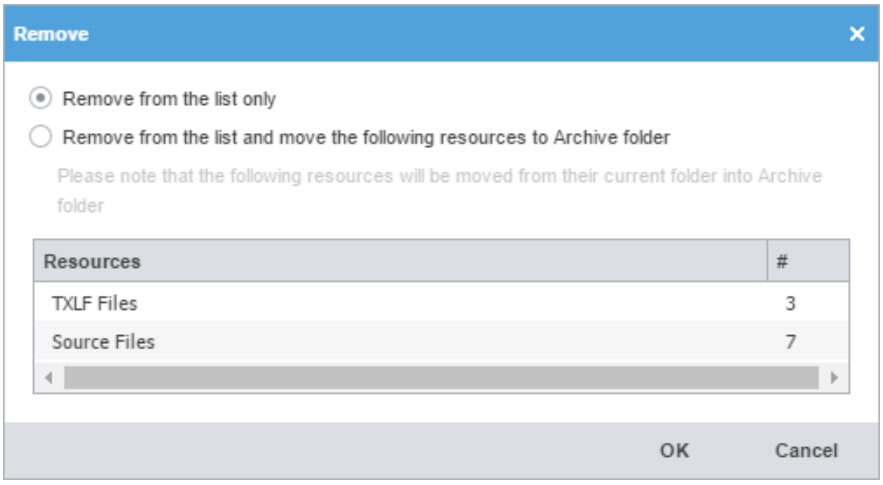


Remove Files

To remove a file or files:

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

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



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

3. Click **OK**.

   The files are removed from the current project.

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

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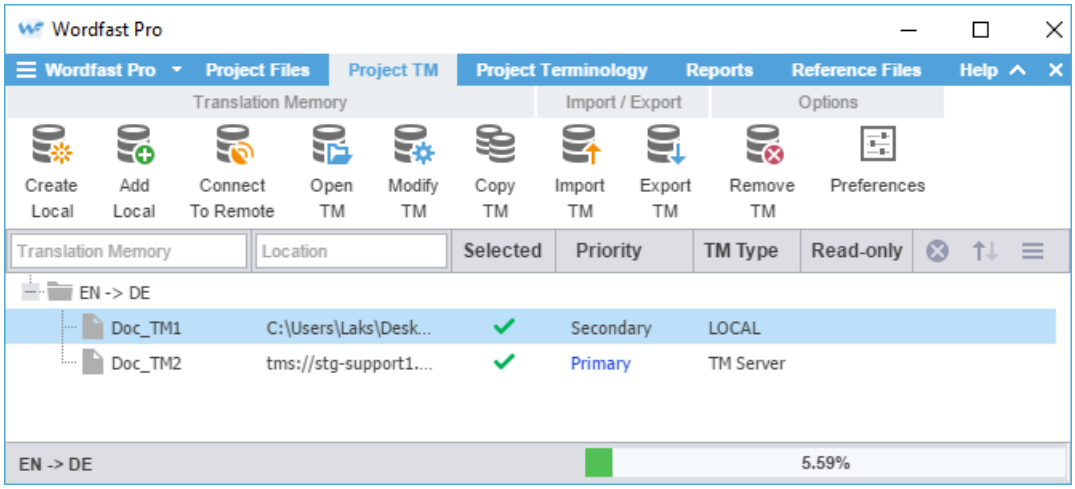
6. Project TM

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

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

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

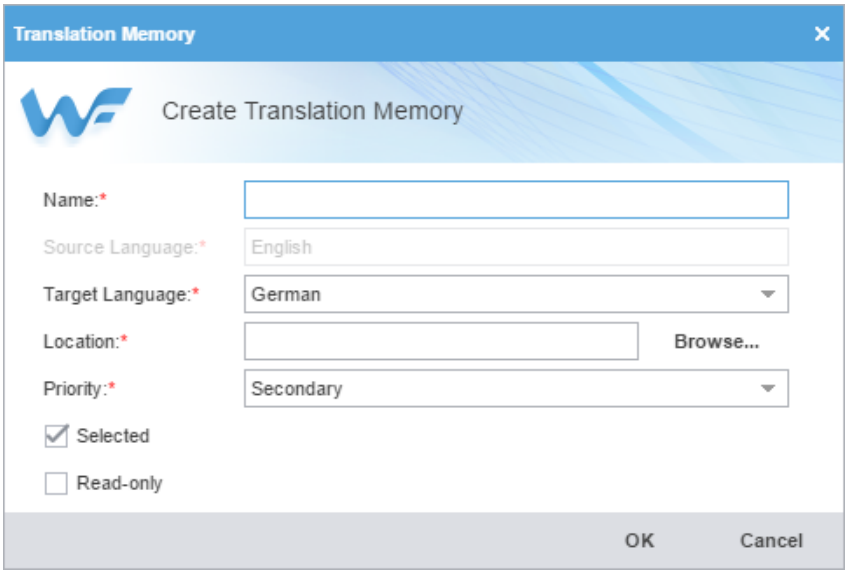


Create Local TM

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

1. Click **Create Local**.

The Translation Memory dialog is displayed.



2. Enter the translation memory information.

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

3. Click **OK**.

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

Add Local TM

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

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To add a local translation memory to a project:

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

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

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

Connect To Remote TM

You can connect to TMs residing on other computers.

To connect to a remote translation memory:

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

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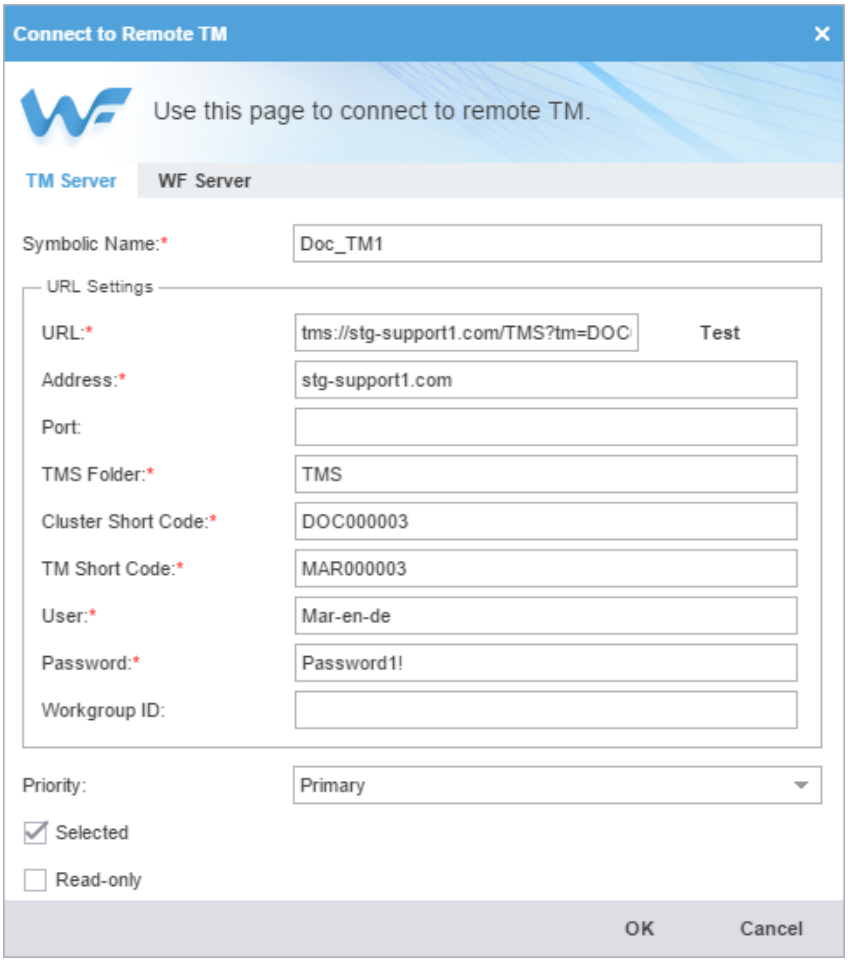
The **Connect to Remote TM** dialog is displayed.



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

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

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

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

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

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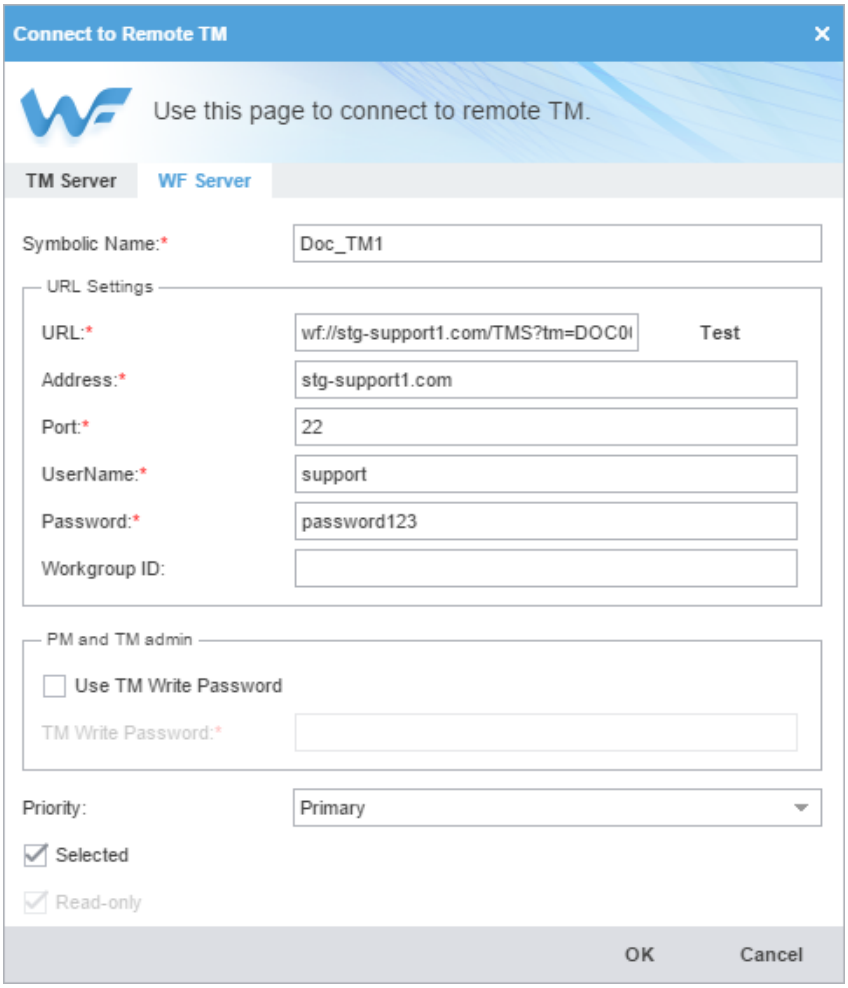

a) Click the **WF Server** tab.

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

c) Enter the remote translation memory **URL** using the following format: wf://jsmith:password@12345

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

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

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

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

f) (Optional) Select **Selected** checkbox to use this translation memory for the current project.

g) (Optional) Select **Read Only** checkbox to allow users to leverage the TM but not update it with new translation.

4. Click **OK**.

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

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Open TM

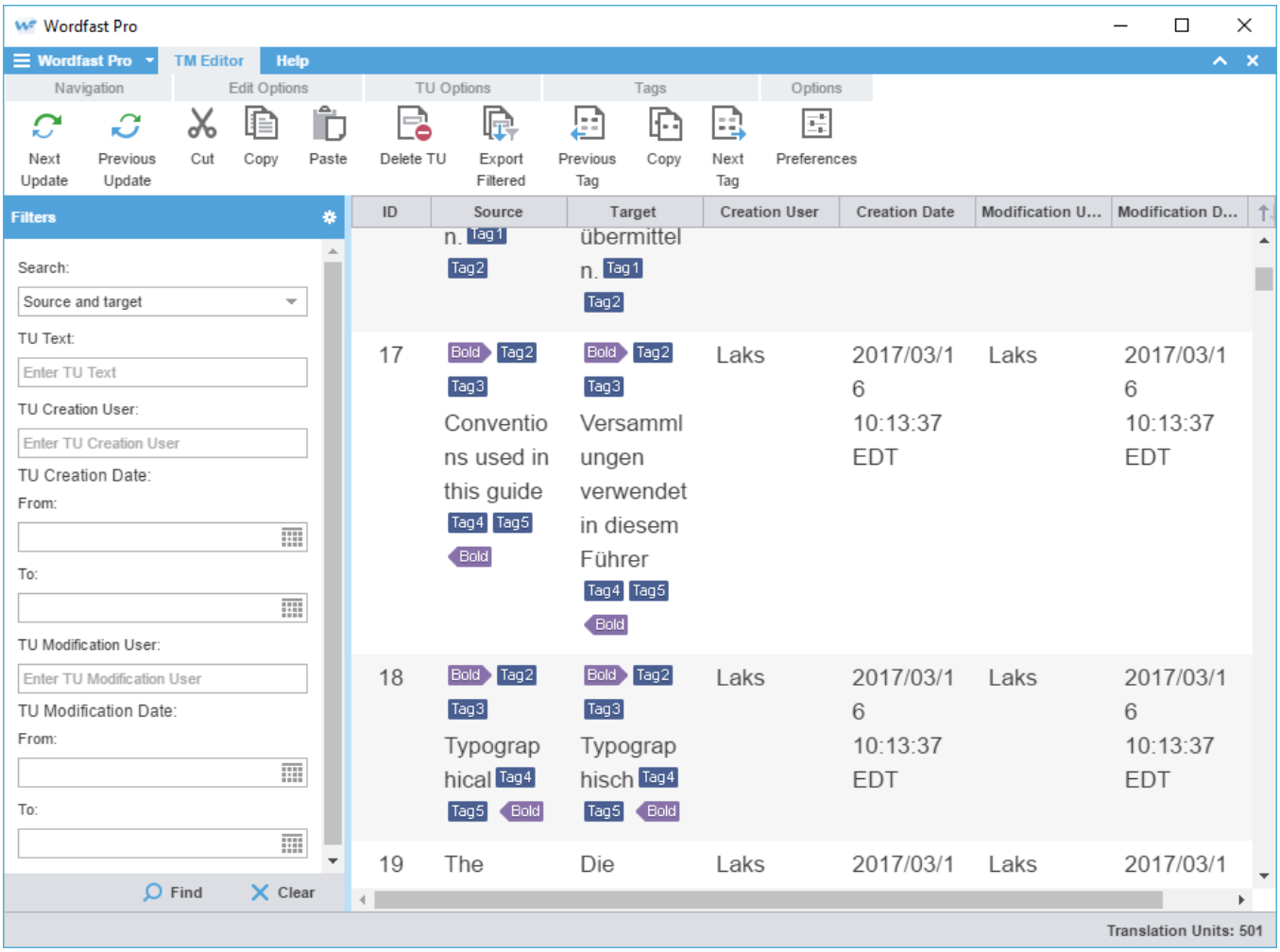
Local translation memories can be viewed and edited in Wordfast Pro.

To open a local translation memory:

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

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

Remote TMs cannot be opened in Wordfast Pro.

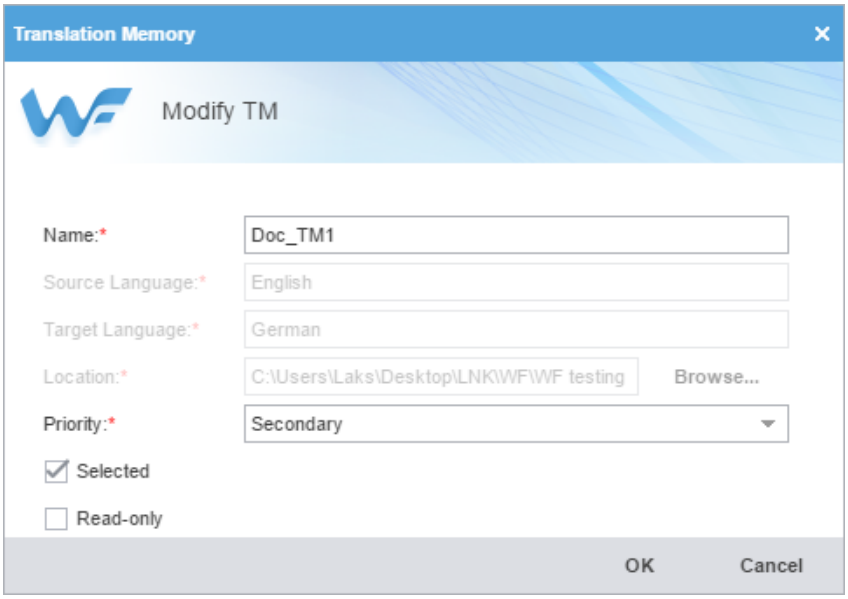


Modify TM

To modify a local or remote translation memory:

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

   The Translation Memory dialog is displayed.



2. Modify the TM details as required.

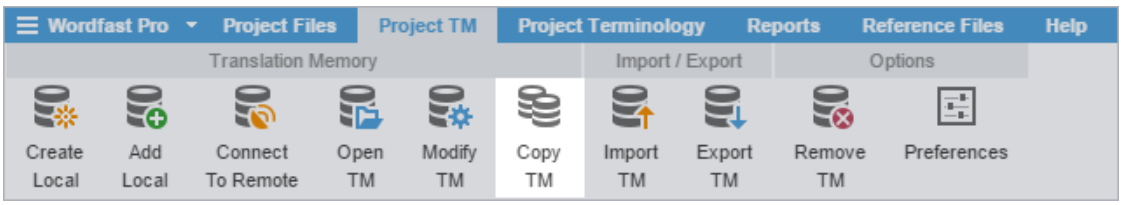
   If you modify the TM **Name**, it will only apply within the Wordfast Pro application. The TM **Priority** can be either Primary or Secondary, but you can select only one Primary TM per project.

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

Copy TM

To copy a local translation memory:

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



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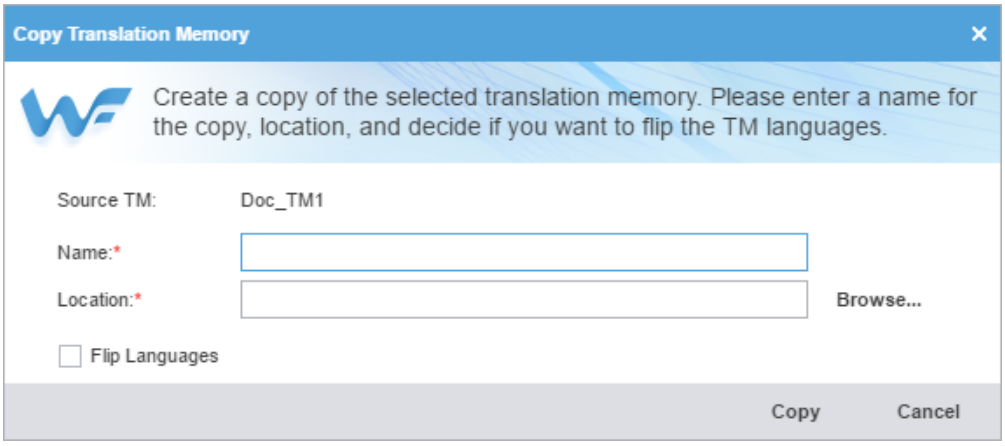
The Copy Translation Memory dialog is displayed.



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

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

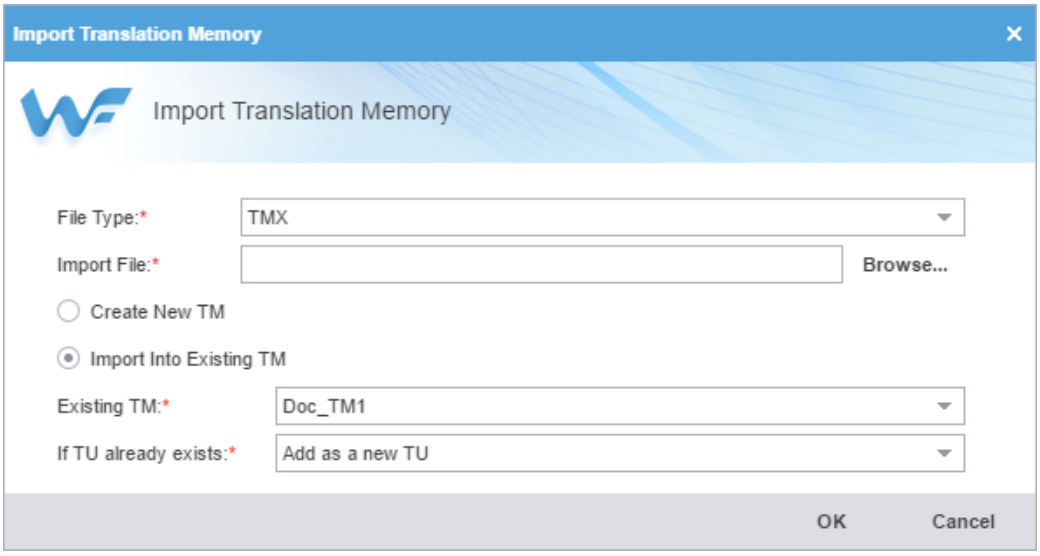
   The copied TM will be in Wordfast Pro 4 or 5 TM format.

Import TM

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

1. Click **Import TM**.

The Import Translation Memory dialog is displayed.



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

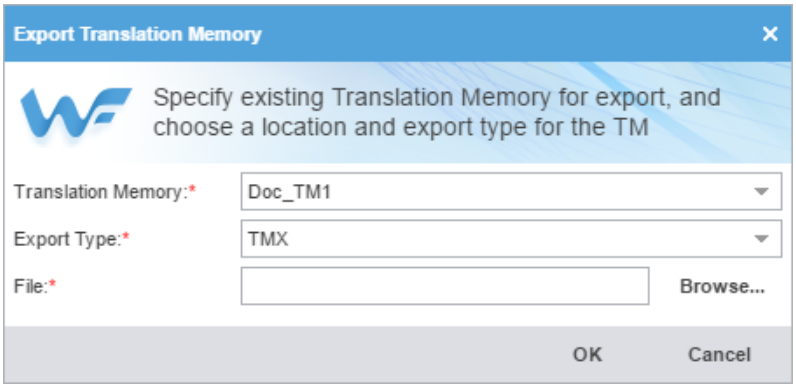
   The translation memory is imported and displayed in the project TM list.

Export TM

To export a local translation memory:

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

The Export Translation Memory dialog is displayed.



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

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

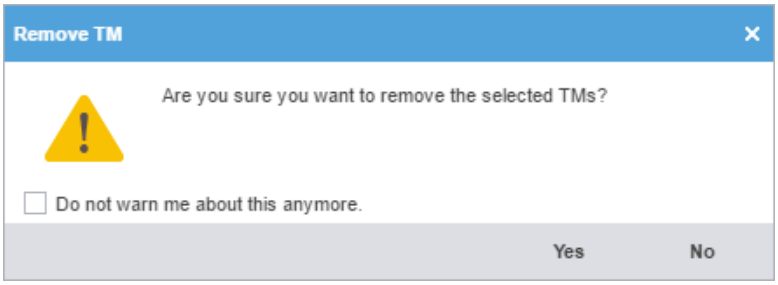
Remove TM

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

To remove a translation memory:

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

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



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

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

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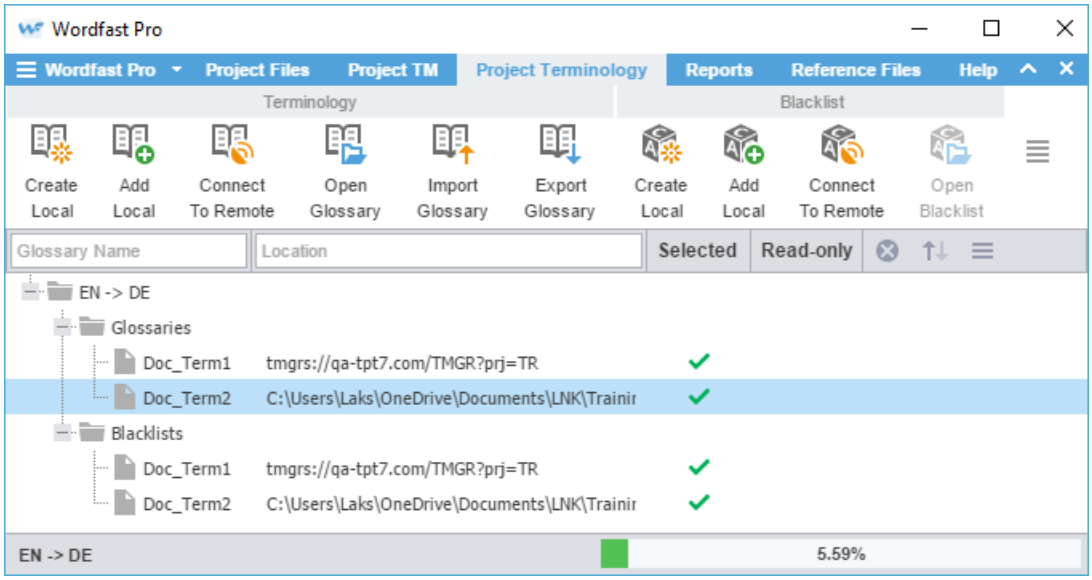
7. Project Terminology

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



The tasks to manage glossaries and blacklists are available in the following groups:

- Terminology Lists (Glossaries)
- Blacklist
- Options

Terminology Lists (Glossaries)

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

TERMINOLOGY LISTS (GLOSSARIES)

Create Local Glossary

To create a local glossary:

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

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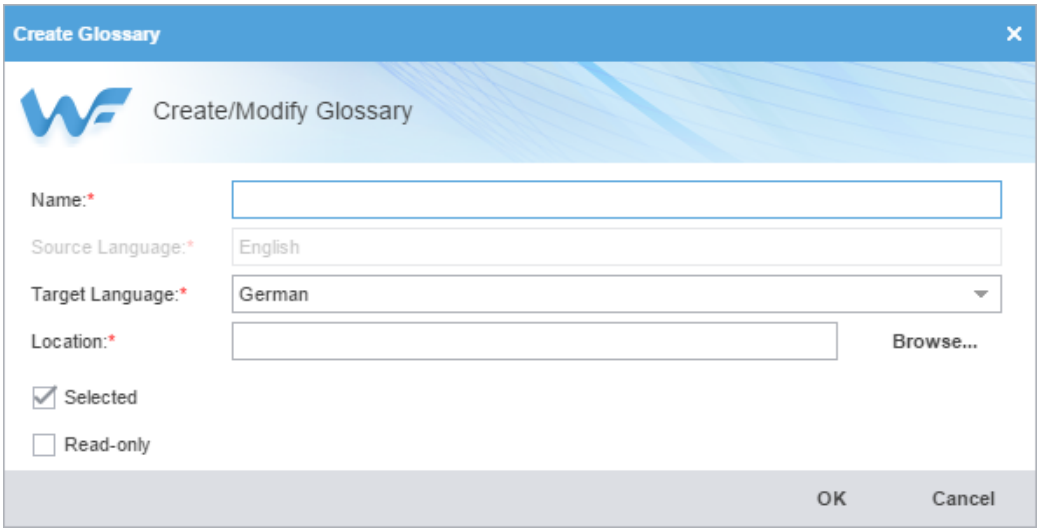
The Create Glossary dialog is displayed



2. Enter the glossary information.

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

3. Click **OK**.

The new glossary is displayed in the project terminology list.

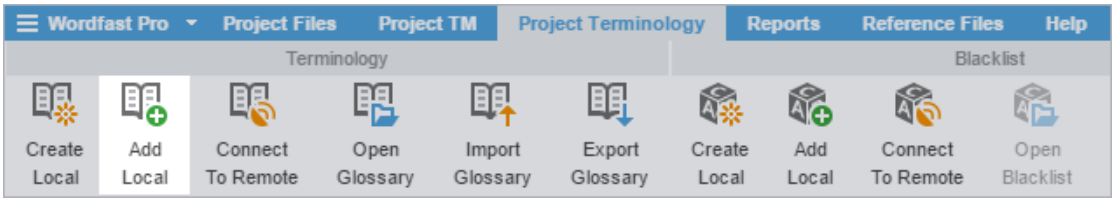
TERMINOLOGY LISTS (GLOSSARIES)

Add Local Glossary

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

To add a local glossary:

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



2. On the **Creating Glossary** navigation dialog, browse to the glossary folder that you want to add, and select it.

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3. Click **Select Folder**.

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

TERMINOLOGY LISTS (GLOSSARIES)

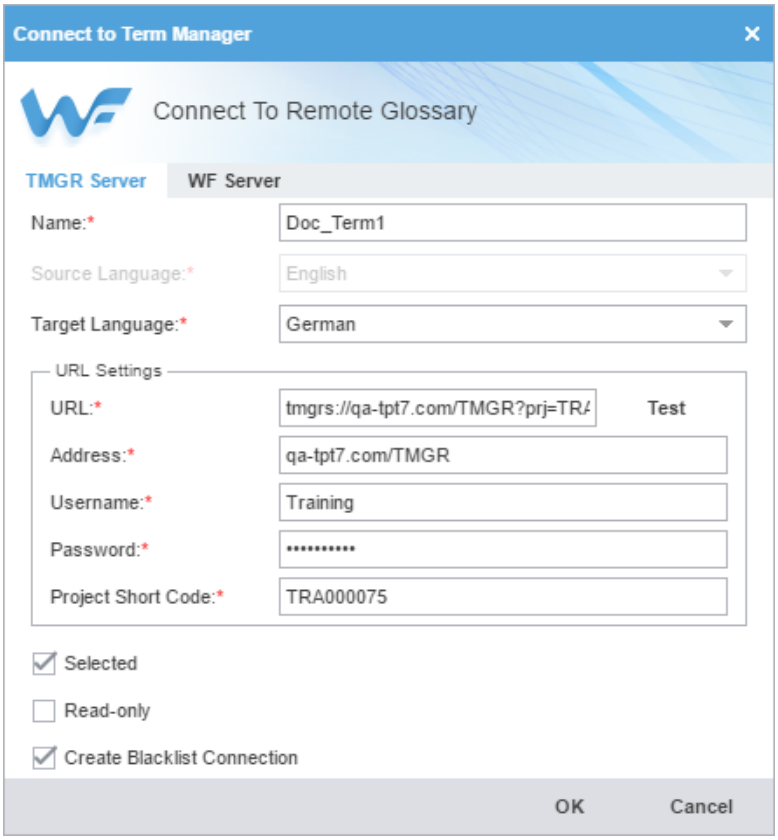
Connect To Remote

You can connect to a glossary residing on another computer.

To connect to a remote glossary:

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

   The Connect to Term Manager dialog is displayed.



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

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

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

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

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

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

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4. Click **OK**.

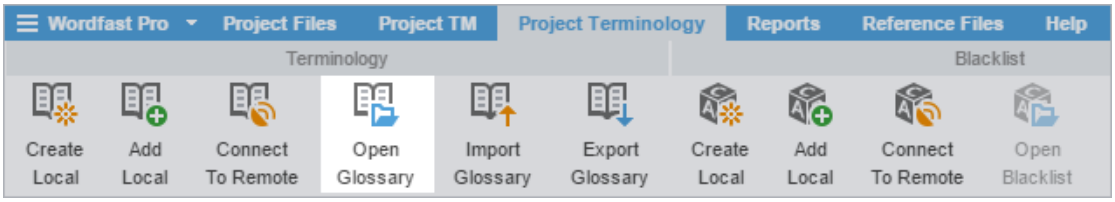
   The new glossary is displayed in the project terminology list.

TERMINOLOGY LISTS (GLOSSARIES)

Open Glossary

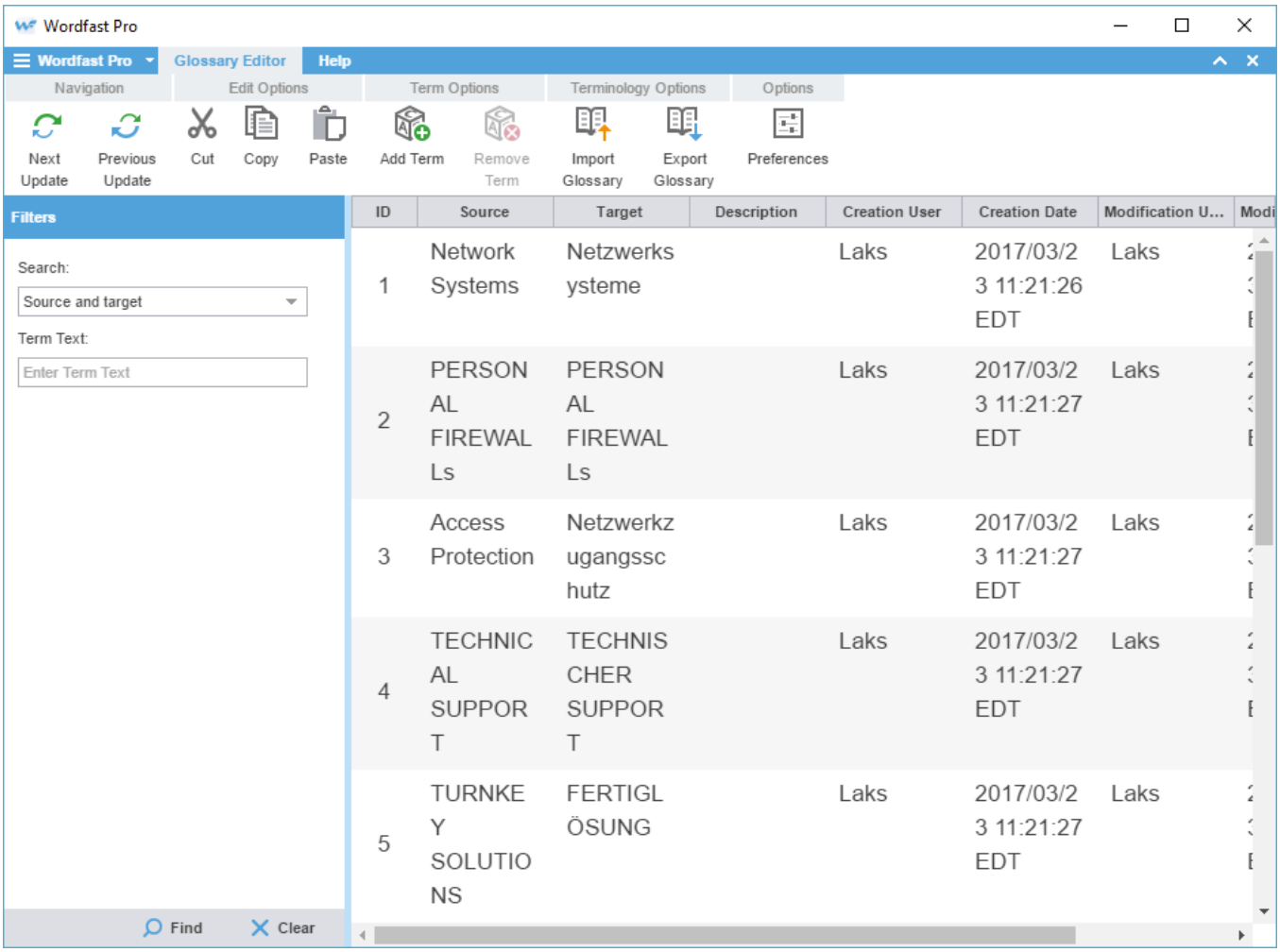
To open a local glossary:

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



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

Remote glossaries cannot be opened in Wordfast Pro.



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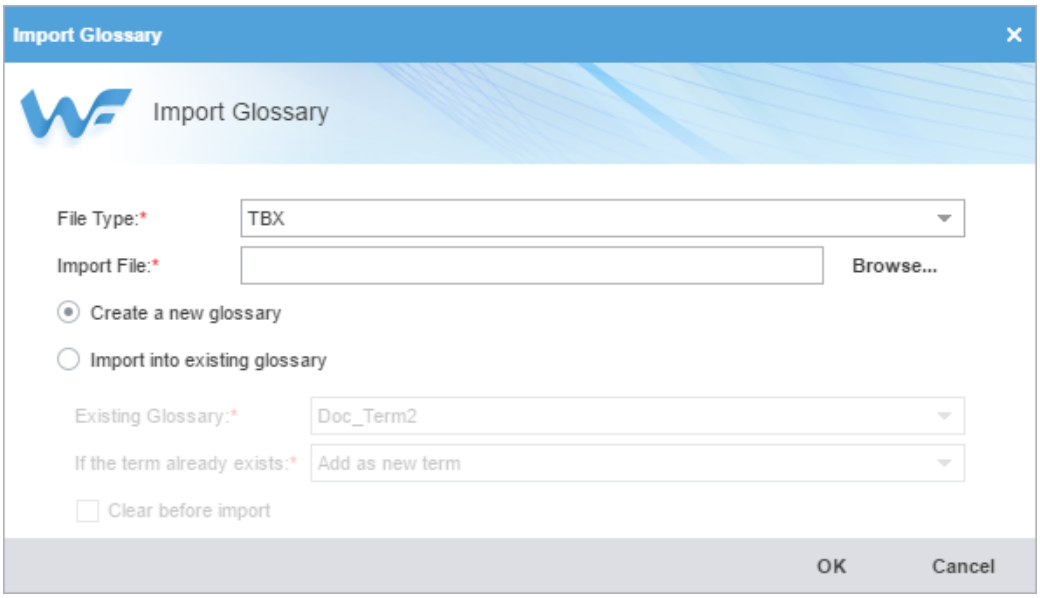
TERMINOLOGY LISTS (GLOSSARIES)

Import Glossary

To import a local glossary:

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

   The Import Glossary dialog is displayed.



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

     Select the **Existing Glossary** and the action to be taken **If the term already exists**.
5. Select **Clear before import** to overwrite the existing glossary, and click **OK**.

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

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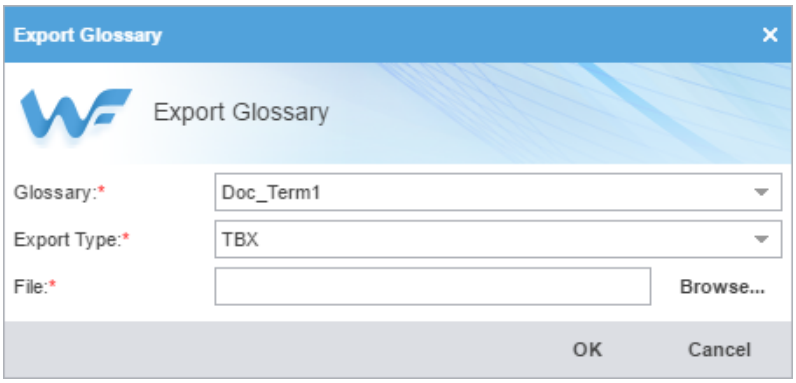
TERMINOLOGY LISTS (GLOSSARIES)

Export Glossary

To export a local glossary:

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

   The Export Glossary dialog is displayed.



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

   The glossary is exported to the selected folder location.

Blacklist

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

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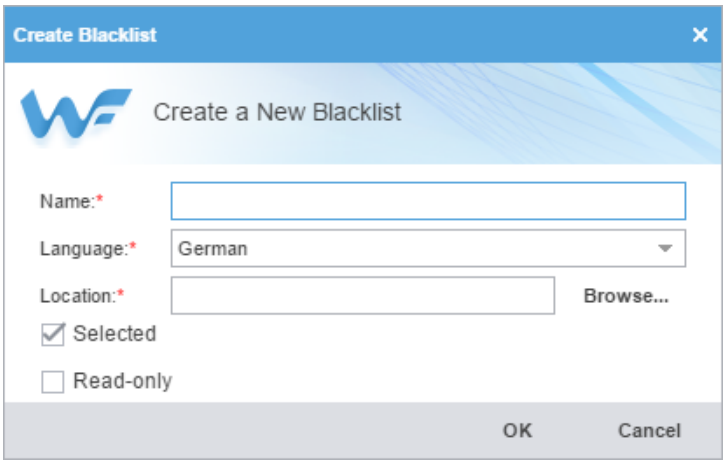
BLACKLIST

Create Local Blacklist

To create a local blacklist:

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

   The Create Blacklist dialog is displayed.



2. Enter the blacklist information.

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

3. Click **OK**.

   The new blacklist is displayed in the project terminology list.

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BLACKLIST

Add Local Blacklist

To add a local blacklist:

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

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

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

BLACKLIST

Connect To Remote Blacklist

To connect to a remote blacklist:

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

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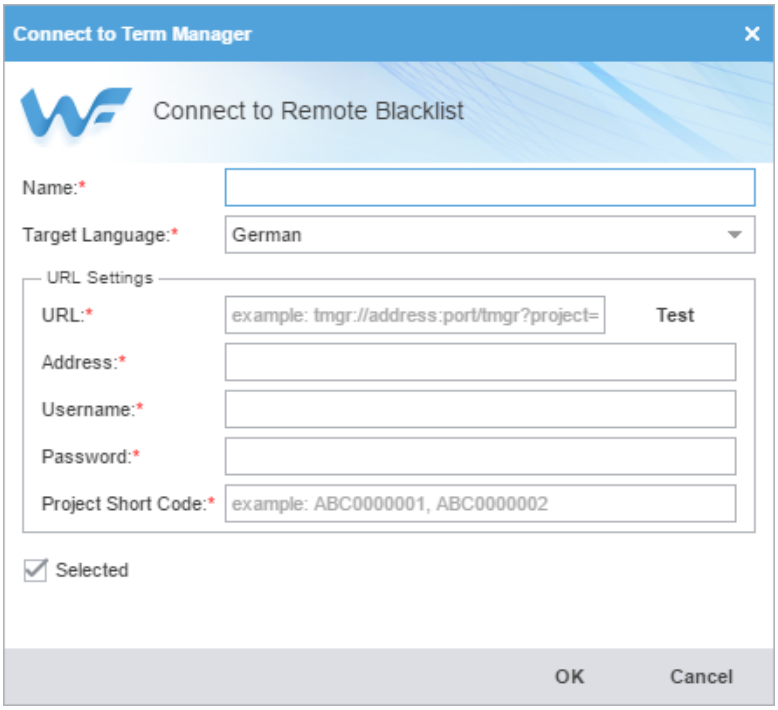
The Connect to Term Manager dialog is displayed.



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

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

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

   The new glossary is displayed in the project terminology list.

BLACKLIST

Open Blacklist

To open a local blacklist :

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

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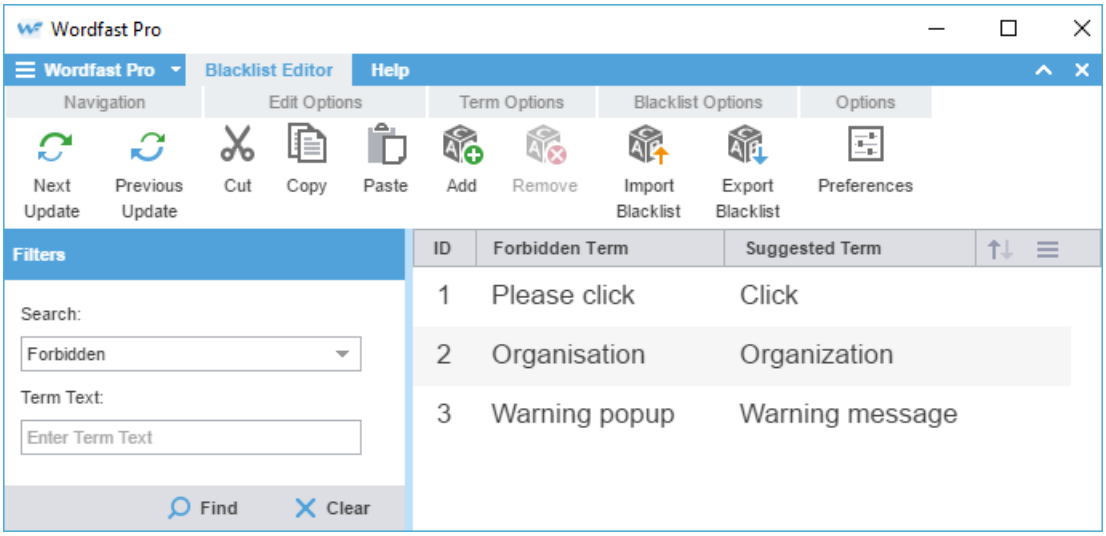
The Blacklist Editor dashboard is displayed. This lists the blacklisted terms that should not be used and the alternative correct terms that should be used, in the **Forbidden Term** and **Suggested Term** columns. You can filter, view, add, remove, and update terms using the Blacklist Editor.

Remote blacklists cannot be opened in Wordfast Pro.



BLACKLIST

Import Blacklist

To import a local blacklist:

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

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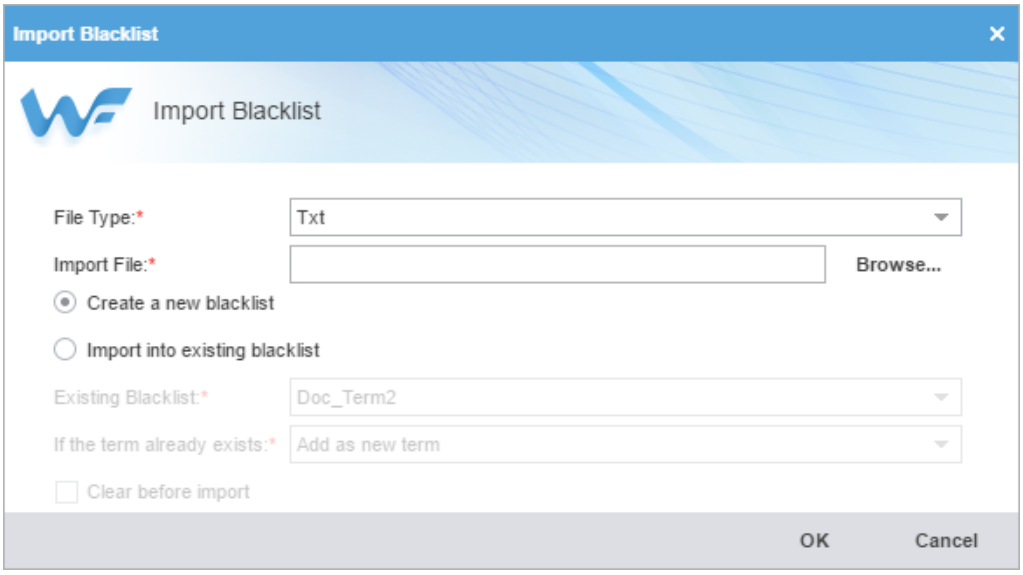
The Import Blacklist dialog is displayed.



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

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

   Select **Clear before import** to overwrite the existing blacklist.
5. Click **OK**.

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

BLACKLIST

Export Blacklist

To export a local blacklist:

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

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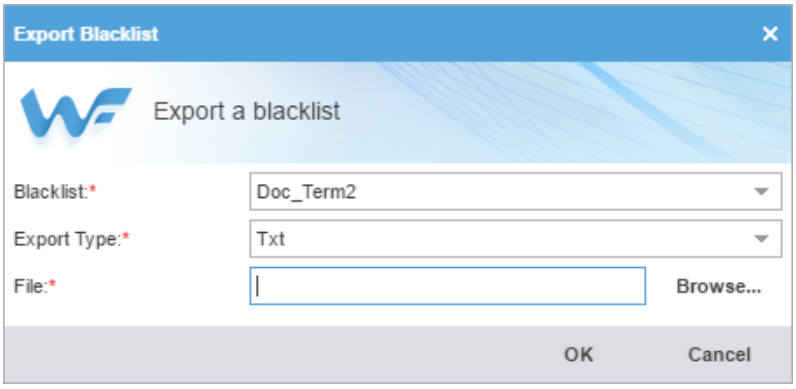
The Export Blacklist dialog is displayed.



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

   The blacklist is exported to the selected folder location.

Options

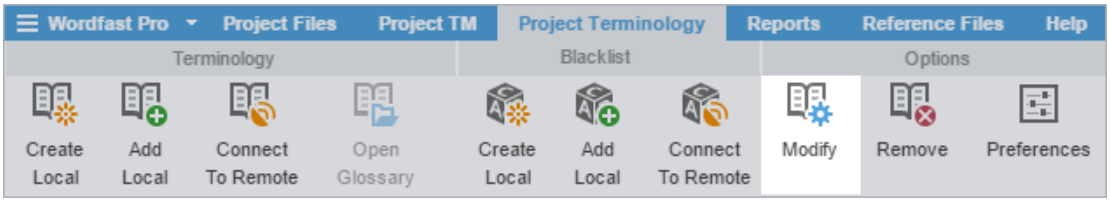
You can use the Options group of the **Project Terminology** tab to modify and remove glossaries and blacklists.

OPTIONS

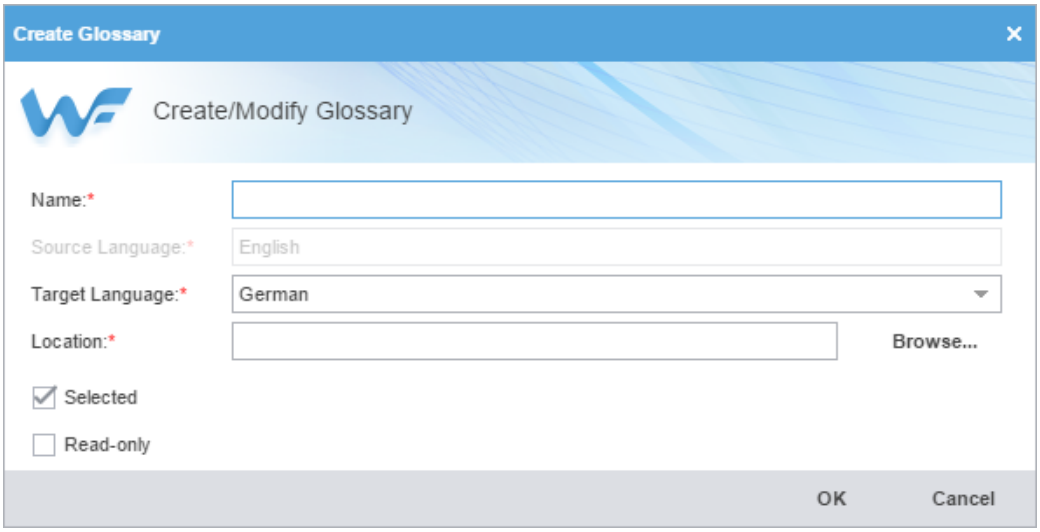
Modify a Glossary or Blacklist

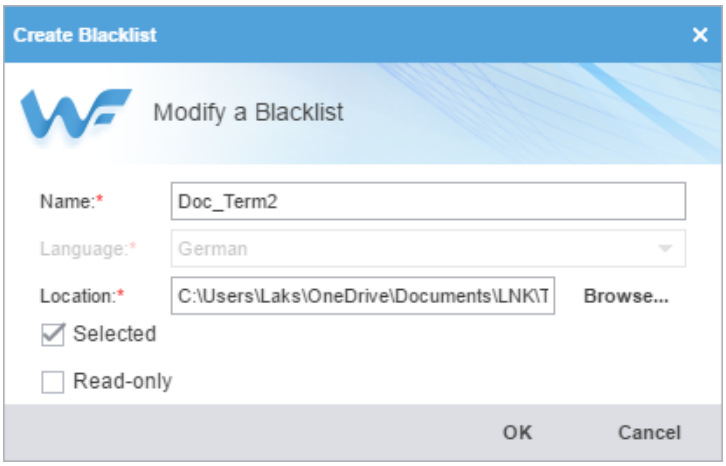
To modify a glossary or blacklist:

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



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





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

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

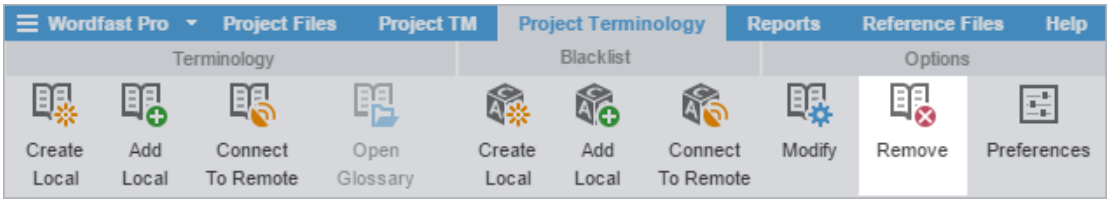
OPTIONS

Remove a Glossary or Blacklist

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

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

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



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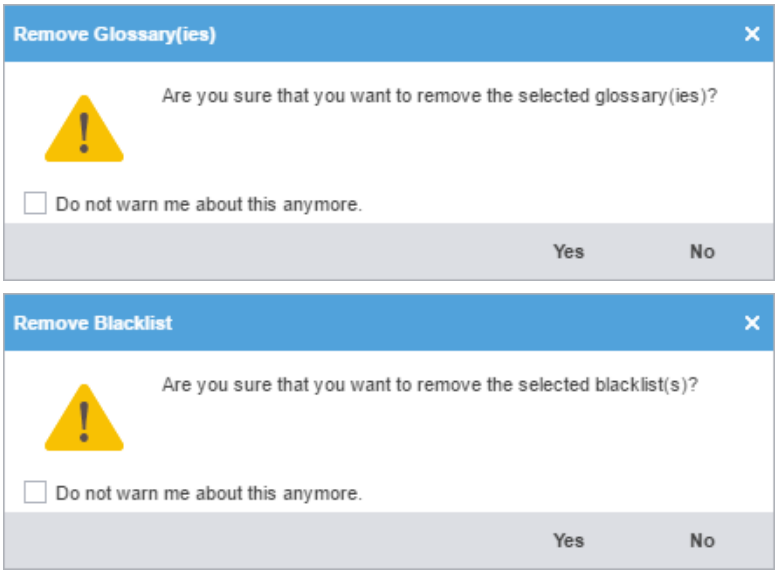
The Remove dialog is displayed.



2. Click **Yes**.

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

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

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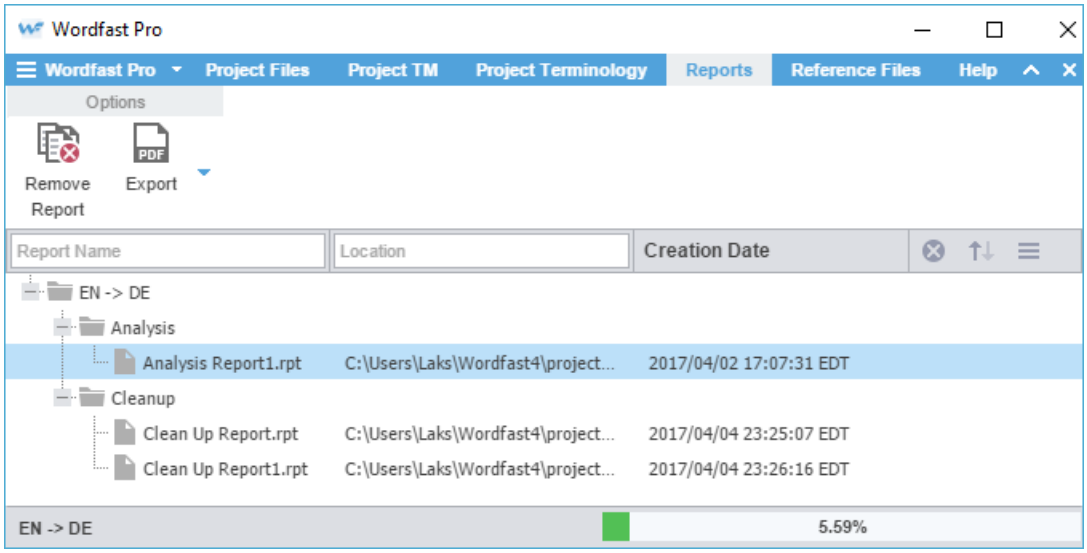
8. Reports

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



Open Report

To open a report:

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

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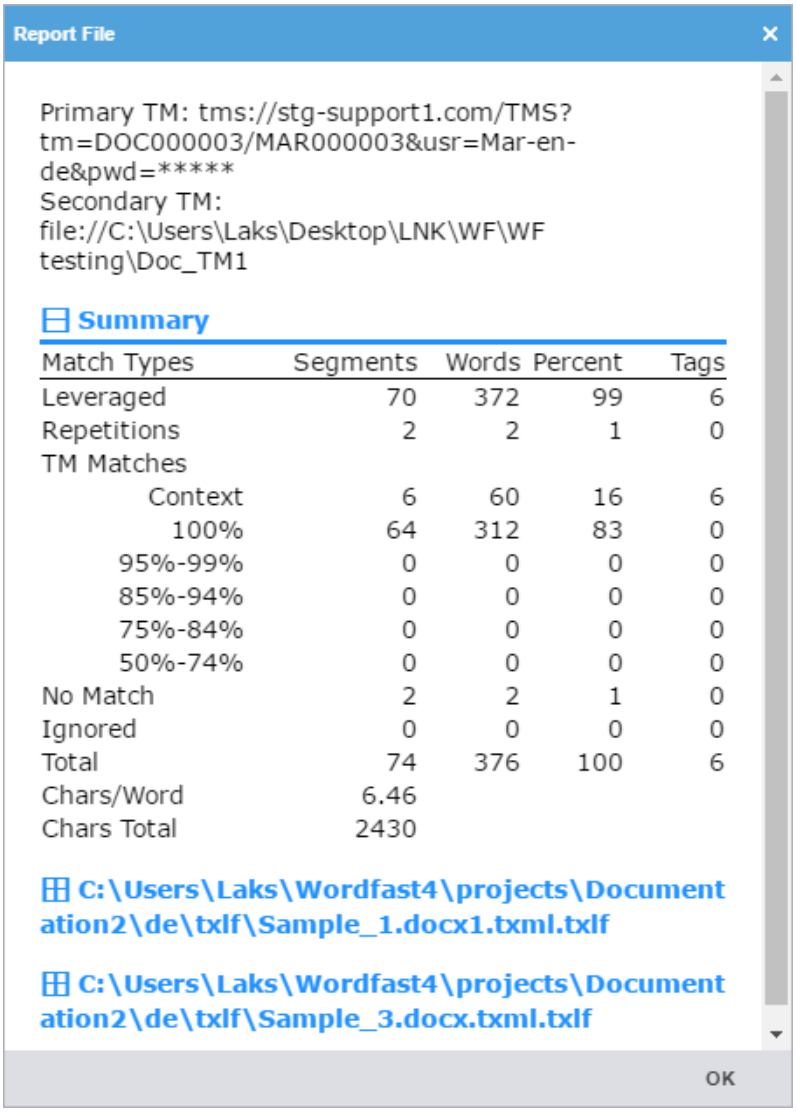
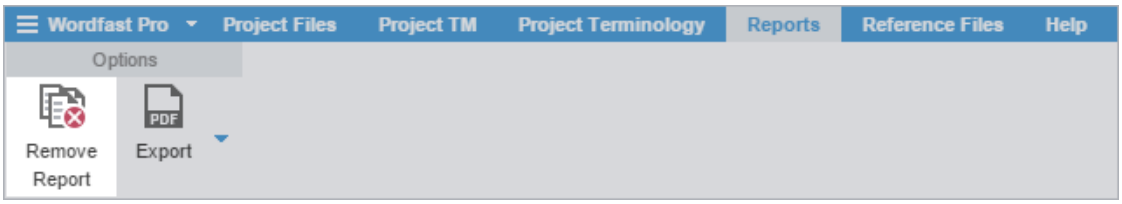
The Report File is displayed.



Remove Report

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

1. Follow the steps in Open Project.
2. On the **Reports** tab, select a report, and click **Remove Report**.



The report is removed from the reports list.

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

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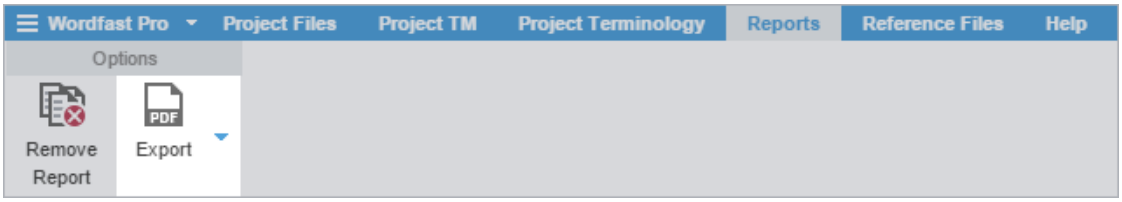
Export

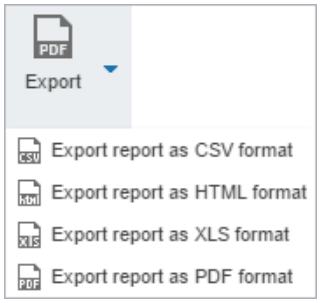
To export a report:

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



The export formats available are:

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



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

   The report is saved in the selected folder location.

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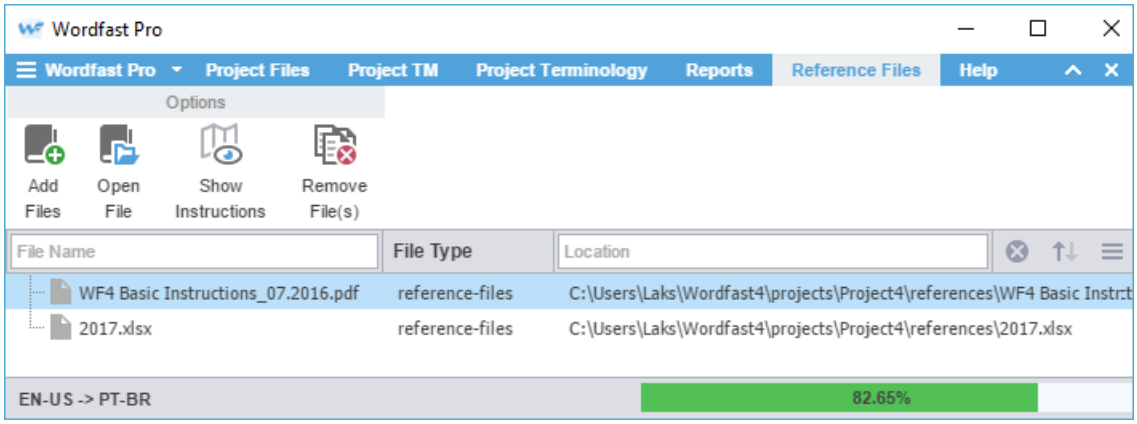
9. Reference Files

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

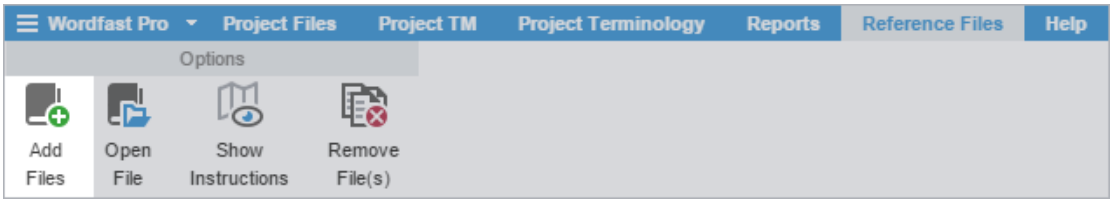
Reference files cannot be modified in Wordfast Pro.



Add Reference Files

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

1. Click **Add Files**.



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

   The files are added to the reference files list.

Open File

To open a reference file:

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

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The selected file opens.

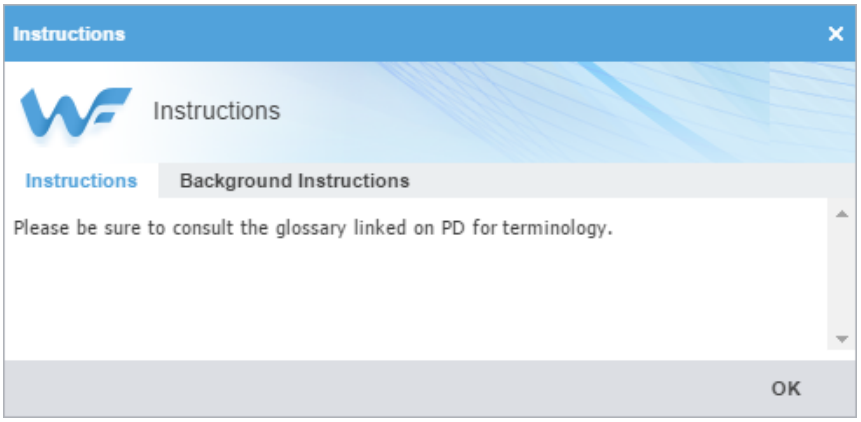
Show Instructions

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

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

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

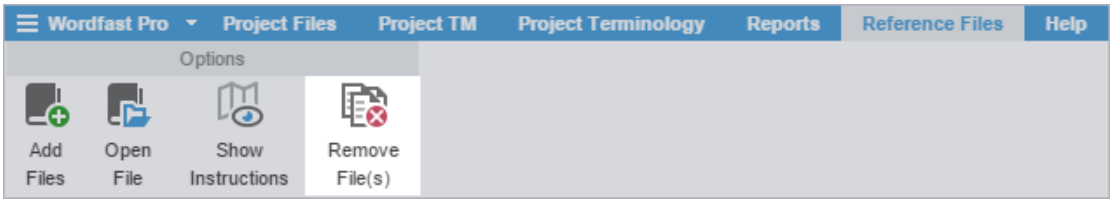
The Instructions dialog is displayed.



Remove File

To remove reference files:

1. On the **Reference Files** tab, select the files you want to remove.
2. Click **Remove File(s)**.



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

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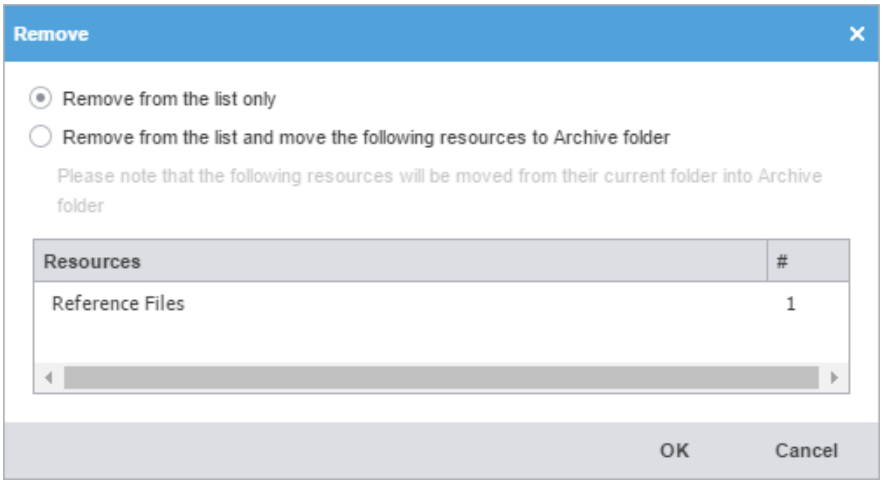

- **Remove from the list only**: removes the reference file from the files list but retains the reference files resources in the Project folder on your computer
- **Remove from the list and move the following resources to Archive folder**: removes the reference file from the files list and moves the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

4. Click **OK**.

   The selected file is removed from the reference file list.

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

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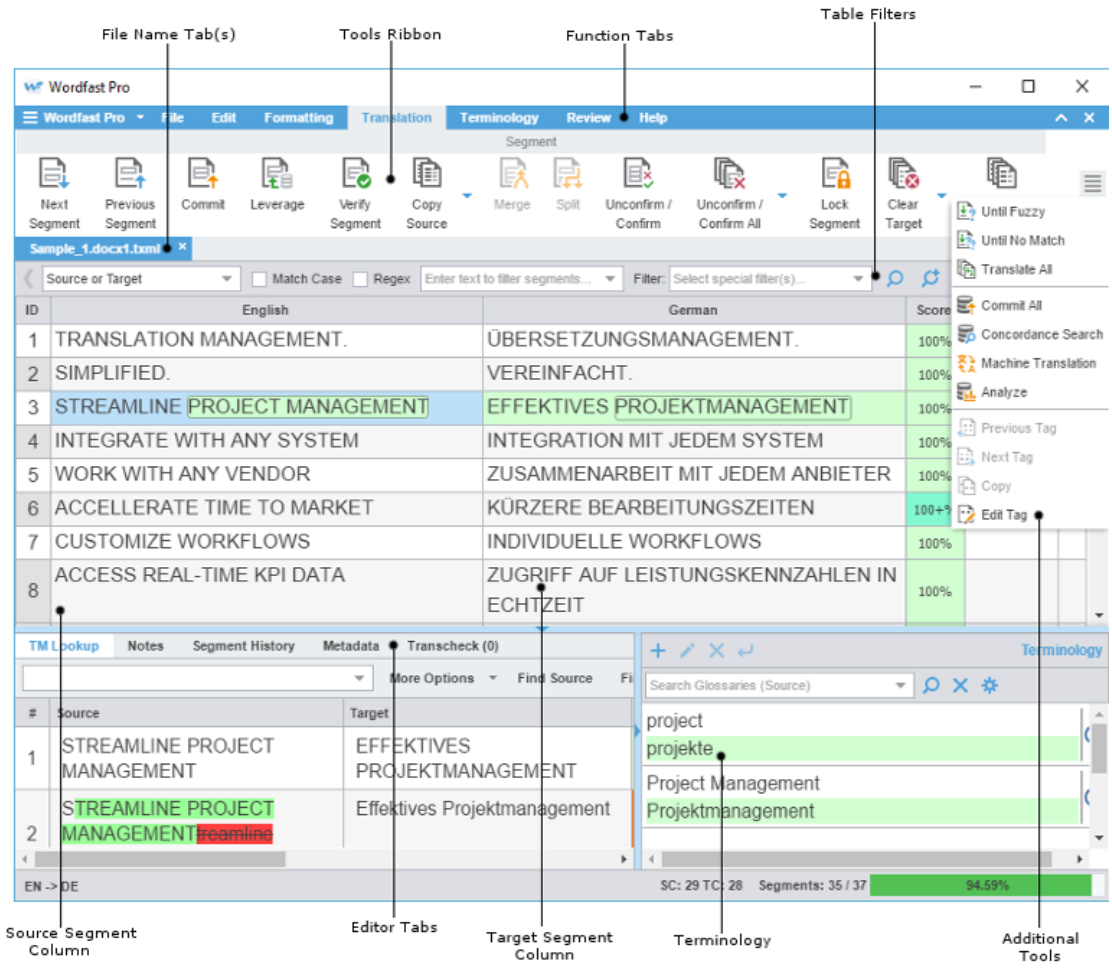
10. Translate Files

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

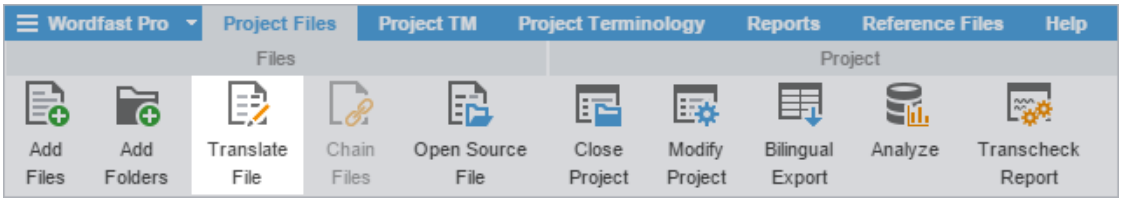


Open and Translate File

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 Chain Files.

To open a file for translation:

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



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

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

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

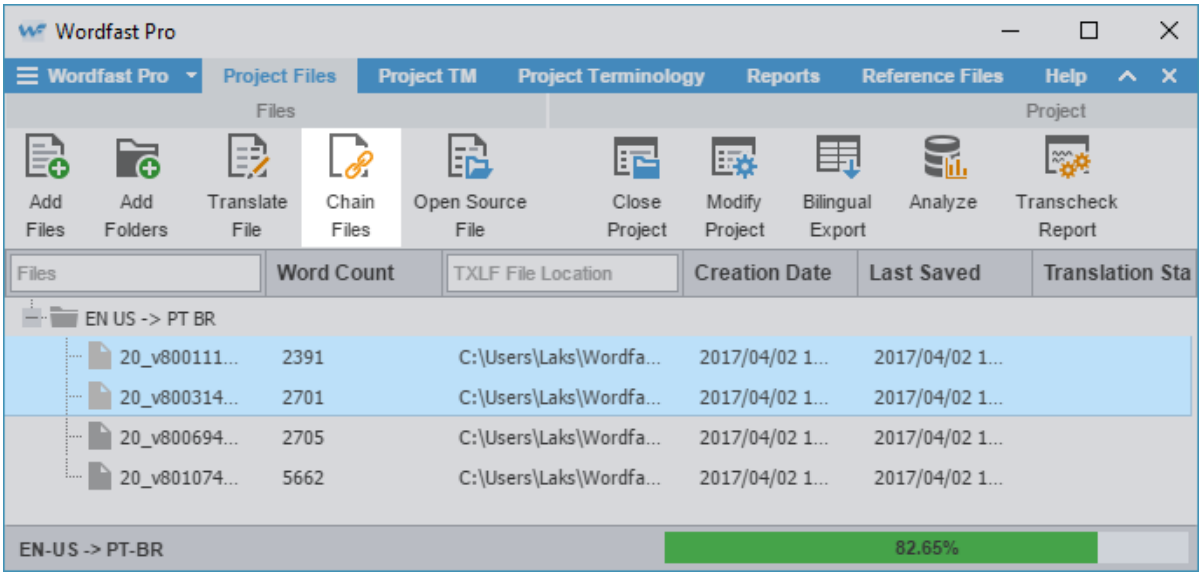
3. Click **Next Segment** or press **Alt+Down** to update the TM and move down one **Target** segment.
4. Save your work often by pressing **Ctrl+S** or clicking **Save** on the **File** tab. Refer to Save File.

Chain Files

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

To chain files into one file:

1. Follow the steps in Open Project.
2. On the **Project Files** tab, select the files to be chained and click **Chain Files**.



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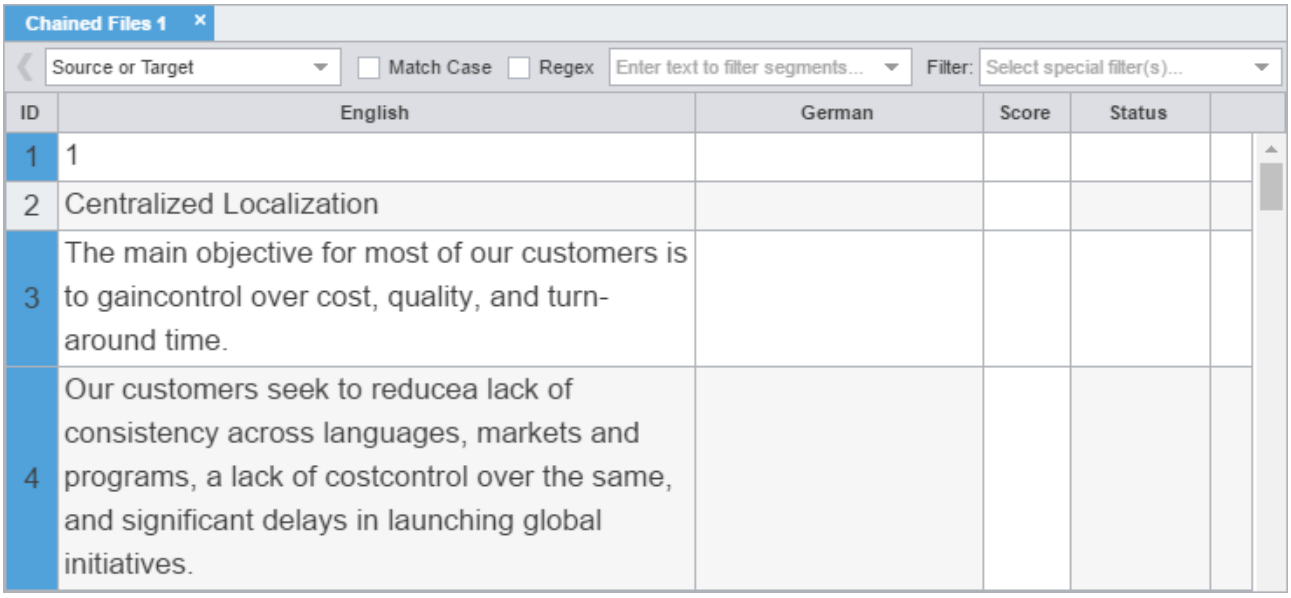
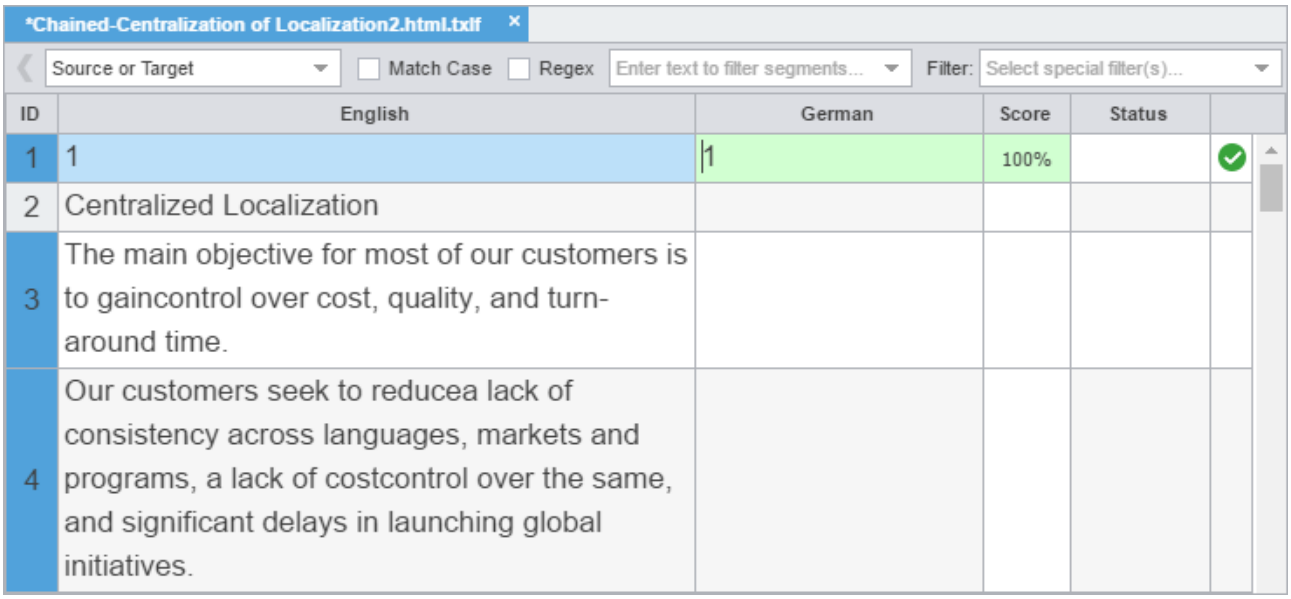
The chained file opens in the **Translation** tab with a default name "Chained Files 1". In the **ID** column, the segments from each file are sequentially numbered and highlighted in a unique background color.



3. Click in any segment.

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



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

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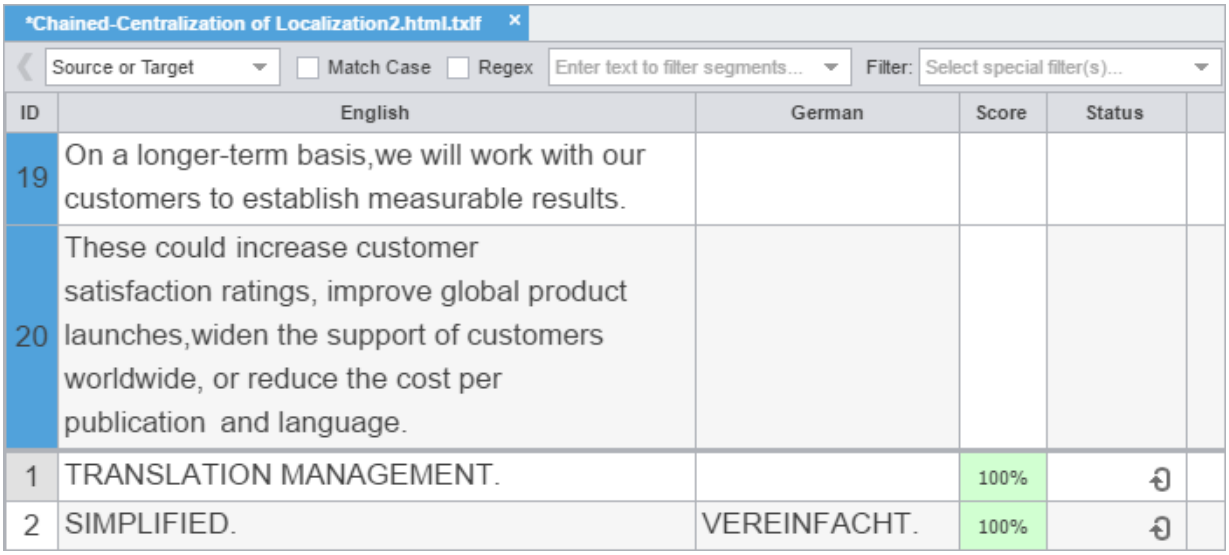


5. Press **Ctrl+S** or click **Save** on the **File** tab to save the chained file.

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

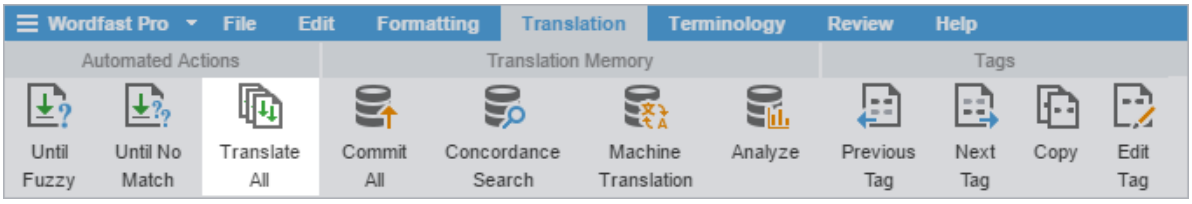
Chained files can only be opened in the TXLF Editor. You can open and work on multiple sets of chained files. Chained files cannot be exported and saved as a single TXLF file. The **Get Bilingual Table** option can be used to download the chained files as one document.

Translate All Segments

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

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

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



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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.

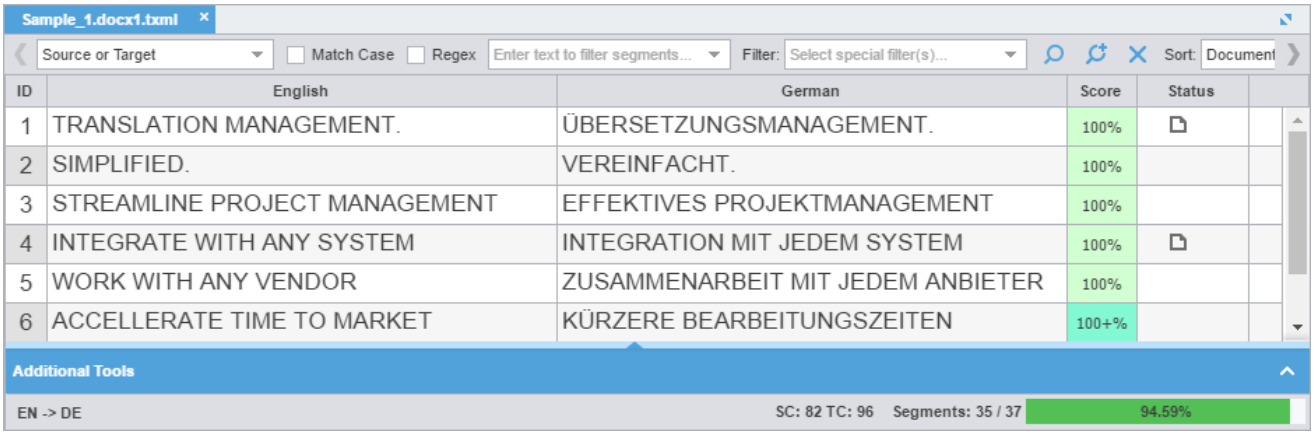
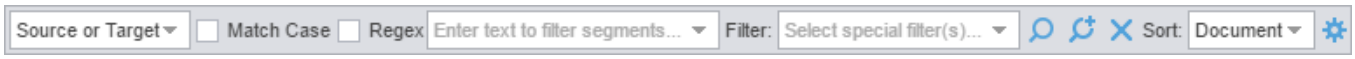
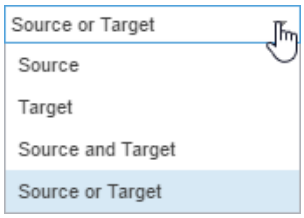
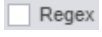


Table Filter

On the **TXLF Editor**, the **Table Filter** shows results based on the selected filter and entered search string.



Item	Description
	The Source/Target filter menu options are: • **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)
	Enables search to be case-sensitive
	Enables search of regular expression and wildcard characters
	Enter the search string to filter segments

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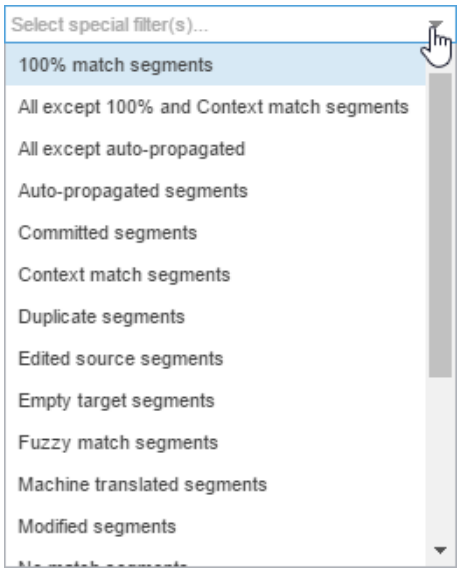
Item	Description
	Drop-down list of all available search filter criteria: • **100% match segments**: segments matching completely in the TM • **All except 100% and Context match segments**: segments with partial TM match, no match, or modified segments • **All except auto-propagated**: all statuses except 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
	Add a selection of filters to apply in order of selection
	Clear all fields in the Table Filter tool bar and view the original content and sorting

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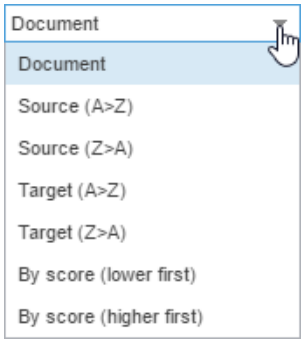
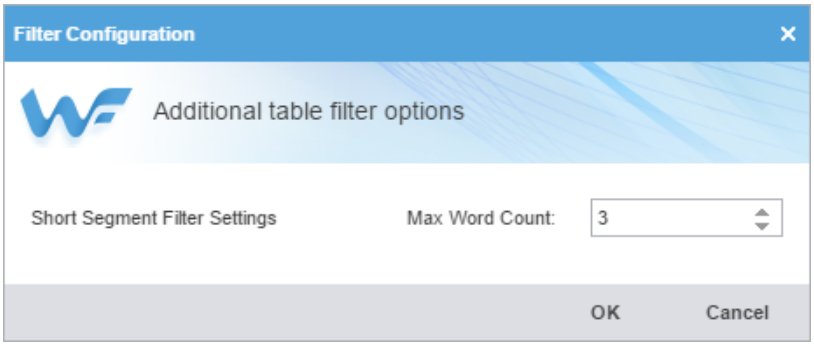
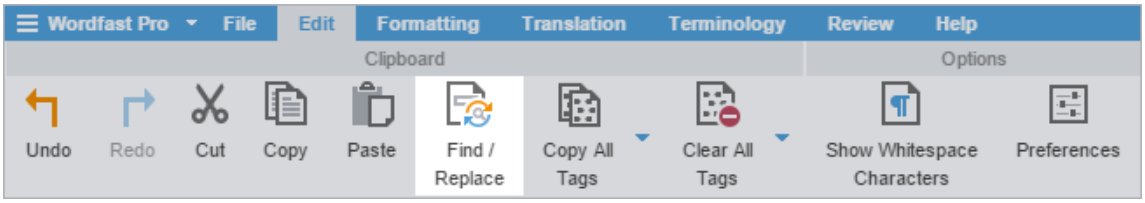
Item	Description
	Sort the filtered results by selected criteria where **Document** is selected by **Default**
	Configure additional table filter options by entering maximum segment filter word count. This option is applied to the **Short segments** filter 

Find and Replace Content

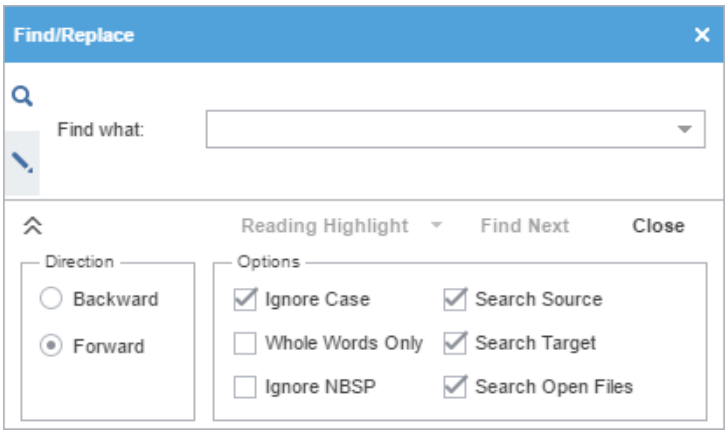
Text in translated content can be searched for and replaced using the **Find/Replace** option.

To find and replace text in a file:

1. Follow the steps in Open and Translate File
2. On the **Edit** tab, click **Find/Replace**.

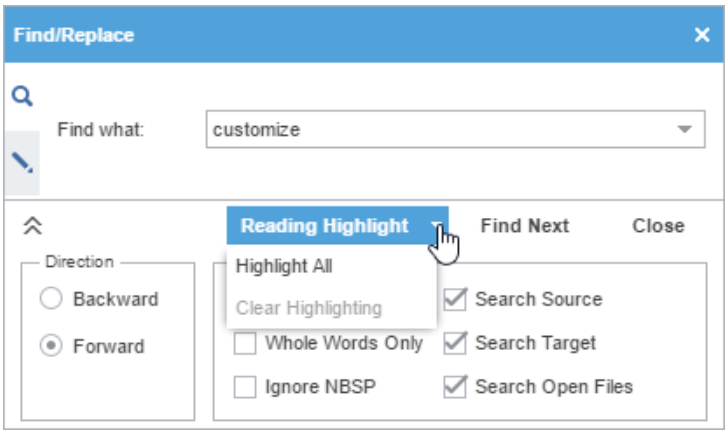


3. On the Find/Replace dialog, in the **Find** tab, enter the **Find what** content.

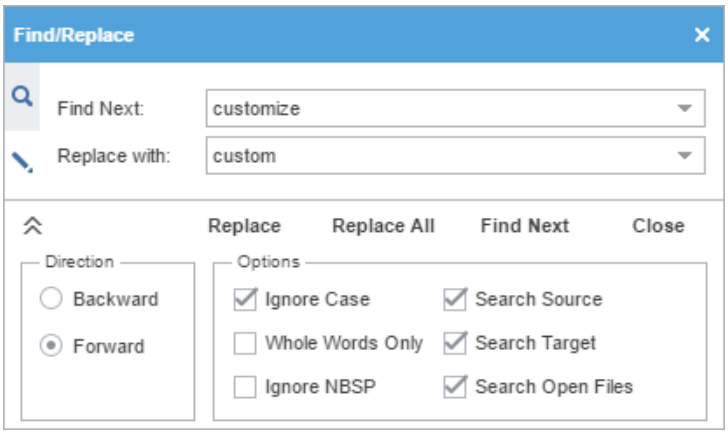


Search text can include non-breaking spaces.

4. Click **Find Next** to move through all instances of the content.
5. Select **Reading Highlight** to highlight all instances of the content in all open files.



6. Click the **Replace** tab, and enter the **Replace with** content.



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

The Find/Replace dialog includes the following additional options:

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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 Note: This checkbox will be disabled if multiple words or punctuation is added to the search.
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

Translation Memory

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

TRANSLATION MEMORY

TM Color Codes

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

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

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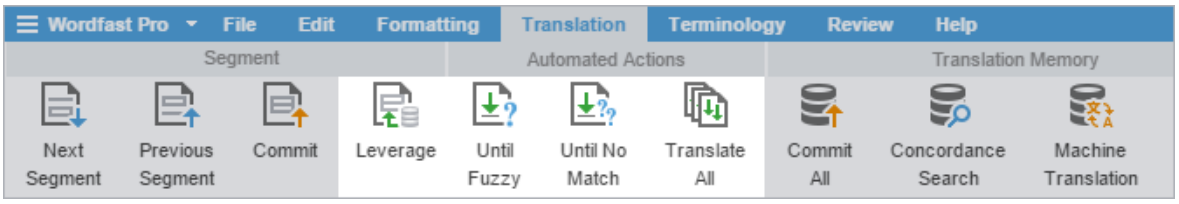
TRANSLATION MEMORY

Leverage TM

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

To leverage a translation memory:

1. Follow the steps in Open and Translate File.
2. On the TXLF Editor, click into any of the segments and 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 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.

TRANSLATION MEMORY

Concordance Search

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

To use the concordance search:

1. On the **TXLF Editor**, enter a word or phrase in the **TM Lookup** text box and press **Enter** or click **Find Source** or **Find Target**.

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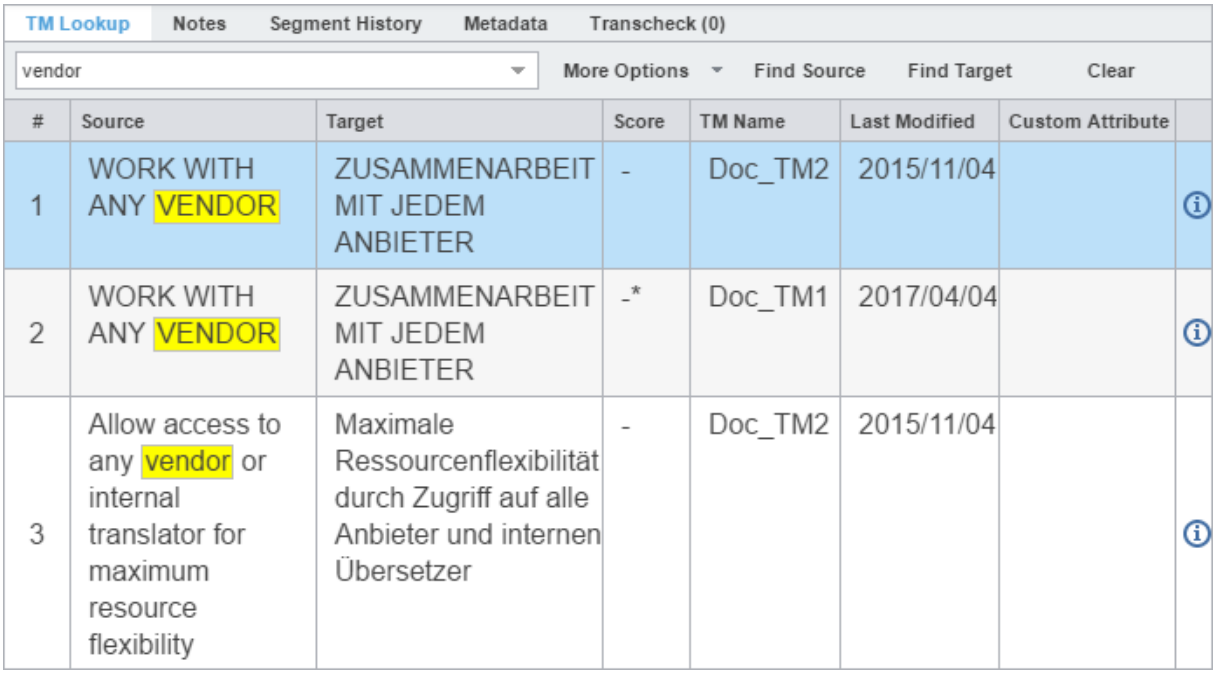
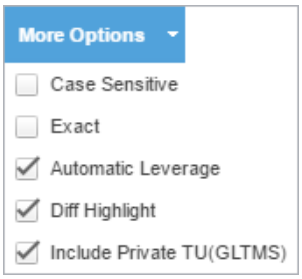
The TM lookup results are displayed.



2. To further refine the search, select **More Options**.



Case Sensitive	Filter by case
Exact	Filter for only those terms that appear in the same order
Automatic Leverage	TM Lookup pane is updated automatically when navigating to a new segment
Diff Highlight	Highlight the difference between source and TM source
Include Private TU (GLTMS)	Include private Translation Units in the search for remote GLTMS TMs

TRANSLATION MEMORY

View TM Leverage Results

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

To view TM leverage results in TM Lookup:

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

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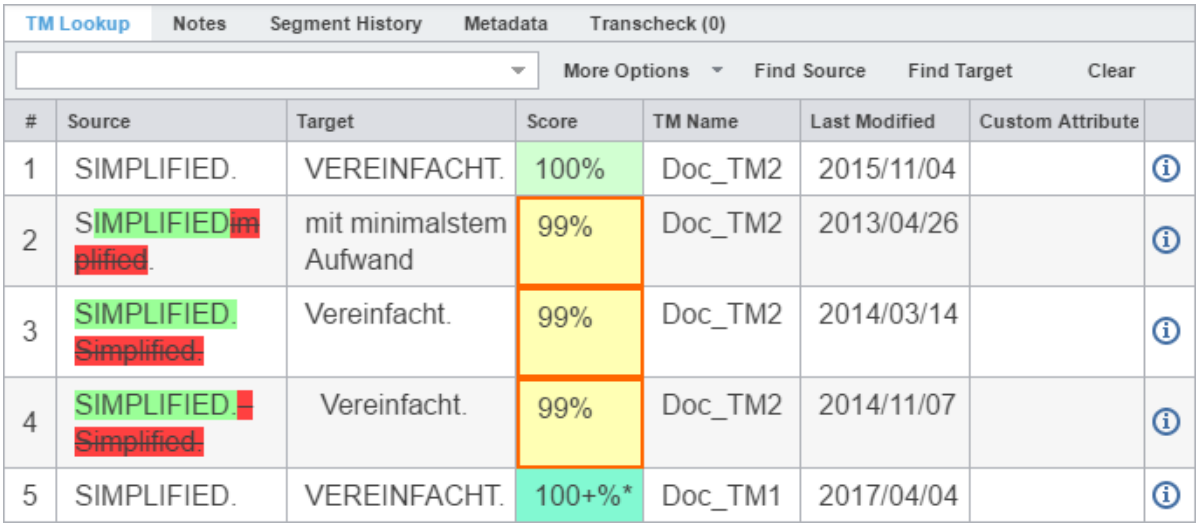
The TM Lookup tab is populated with TM leverage results.



2. You can view the following TM leverage details:

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

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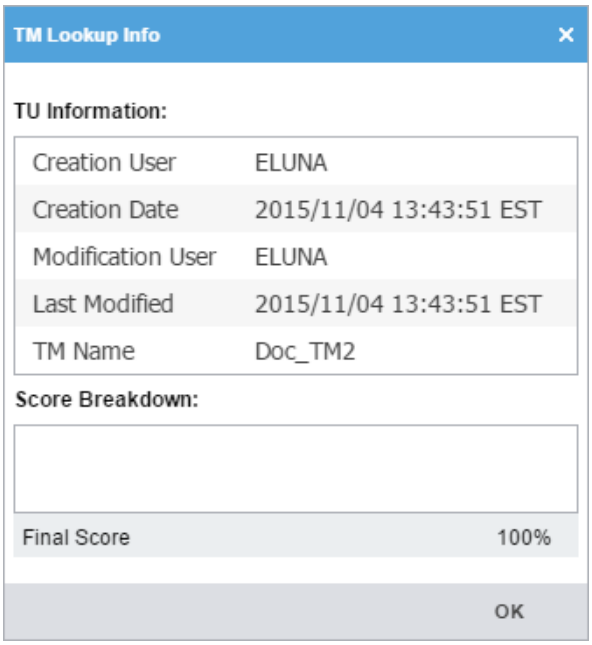
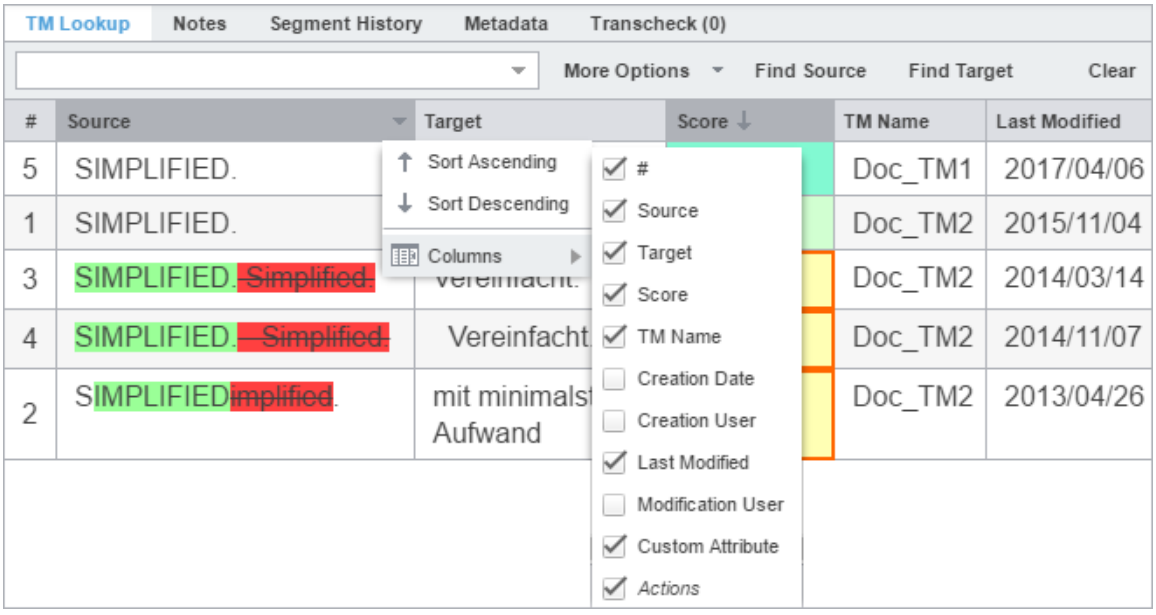
Click to view the TM Lookup Info dialog box which displays the translation unit and score breakdown information including penalties.



You can modify the columns displayed by clicking on one column head and selecting the checkboxes.



Terminology List

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

To set up a terminology list refer to 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** pane. You can navigate through all terms by clicking the **Next Term** and **Previous Term** buttons on the **Terminology** tab or pressing **Ctrl+8** and **Ctrl+9**.

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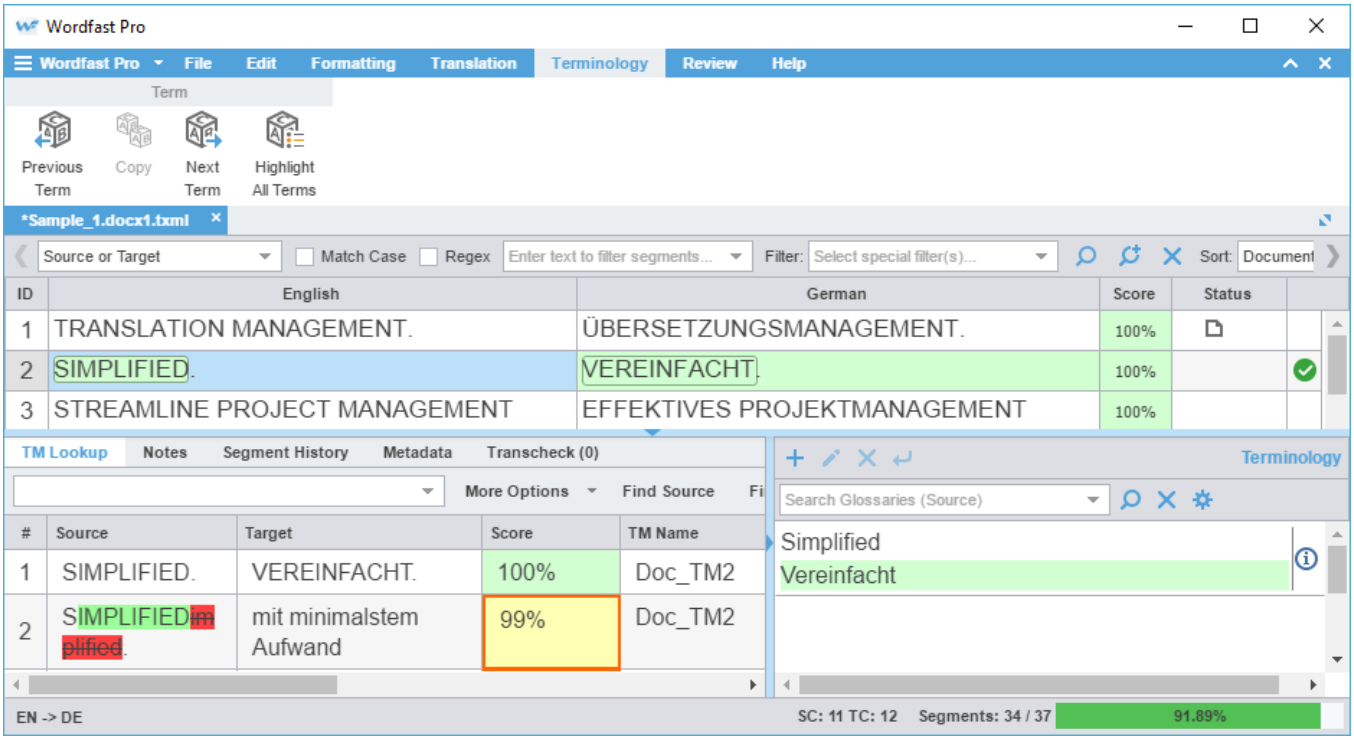

TERMINOLOGY LIST

Terminology Color Codes

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

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

TERMINOLOGY LIST

Search Term

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

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

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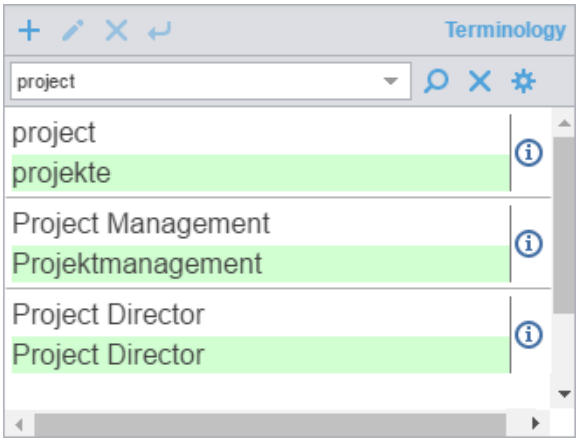
The search results from the connected glossaries are displayed.



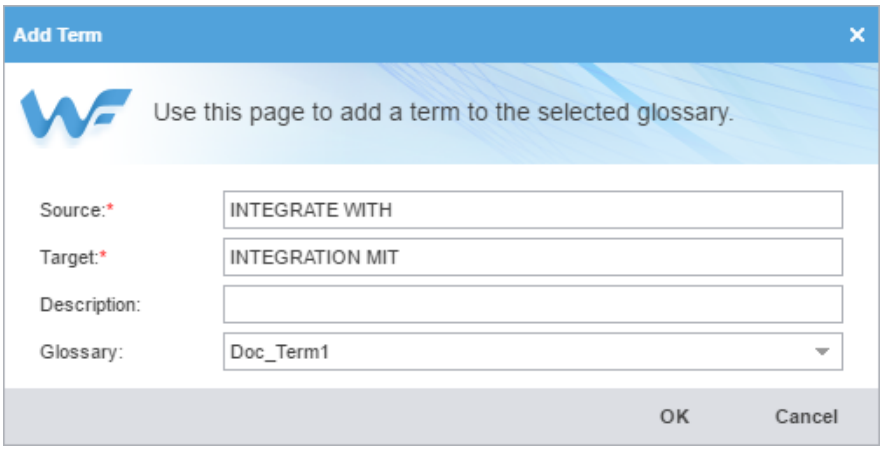
TERMINOLOGY LIST

Add Term

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

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

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



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

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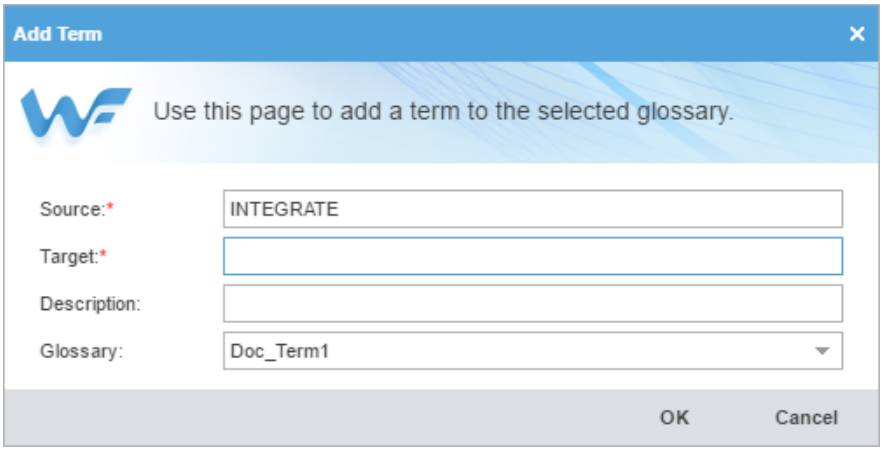


2. (Optional) Enter a term **Description**.
3. Select the **Glossary** to save the term and click **OK**.

   The new term is added to the glossary.

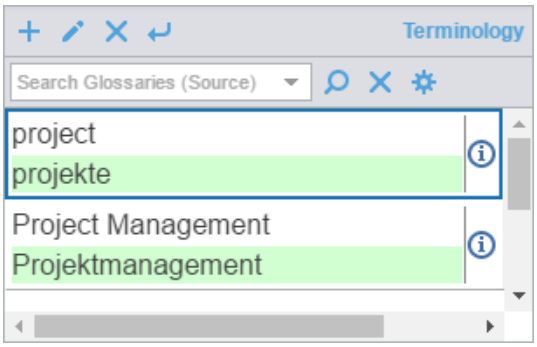
TERMINOLOGY LIST

Edit Term

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

To edit a term in the glossary:

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



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

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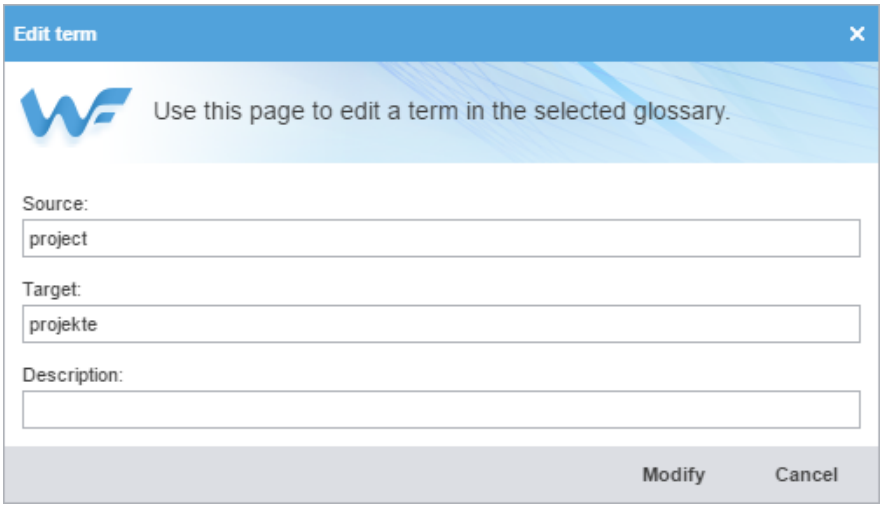


The term edits are applied and displayed on the Terminology pane.

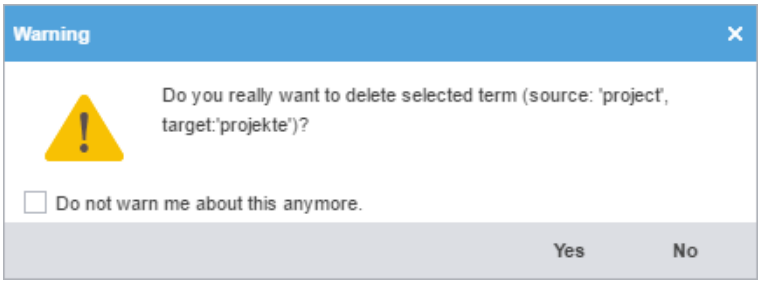
TERMINOLOGY LIST

Remove Term

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

To remove a term in the glossary:

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



The term is removed from the local glossary.

TERMINOLOGY LIST

Insert Term

To insert a term into the current target:

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

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

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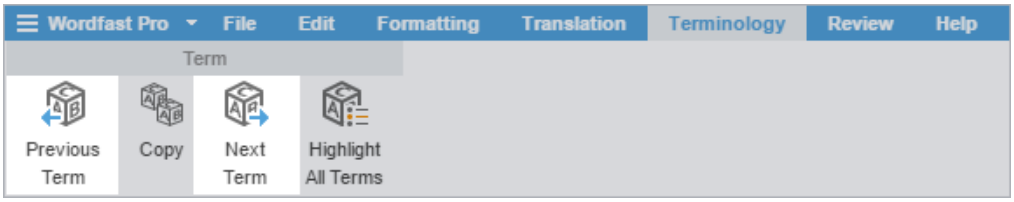
TERMINOLOGY LIST

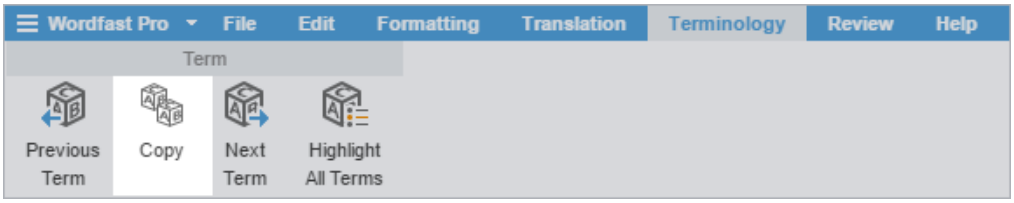
Copy Term

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

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



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



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

TERMINOLOGY LIST

View and Copy Synonym

To view and copy a synonym for a term:

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

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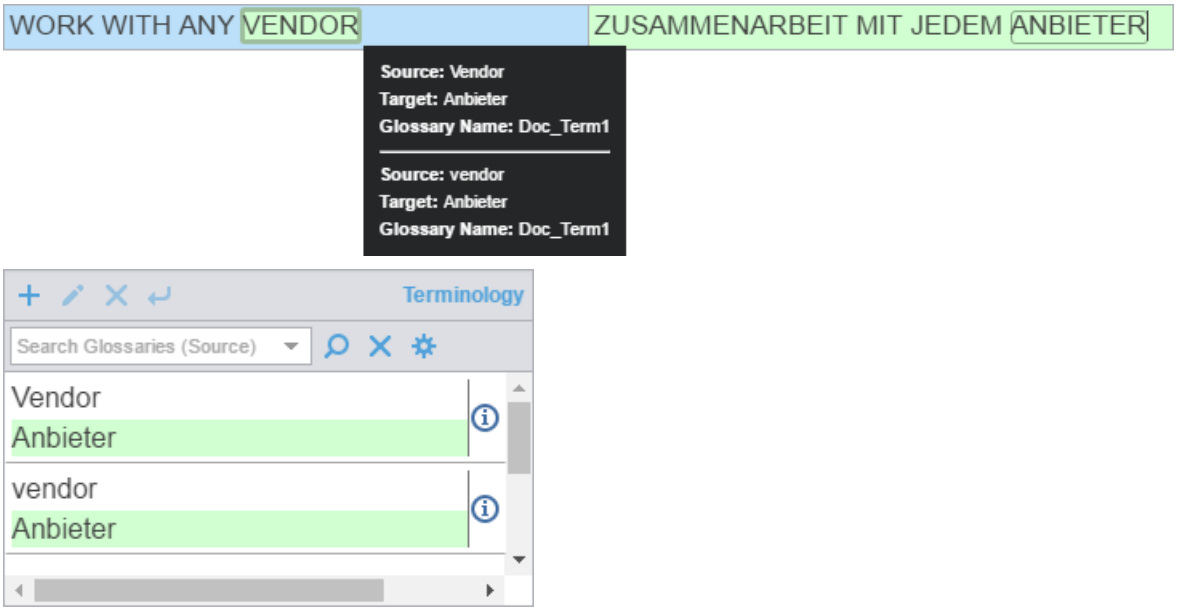
The source term is highlighted with a broad border. The term synonyms appear as a pop-up and in the Terminology pane.



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

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

Tags

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

TAGS

View Tags

To view tags:

1. Follow the steps in Open and Translate File

   The source and the leveraged target content appear in the **Translation** tab. If tags exist in the source segment, they appear in purple, if they are formatting tags, and gray for non-formatting tags. Bold Tag2 Bold

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

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

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

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

TAGS

Copy Tag

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

To copy a tag:

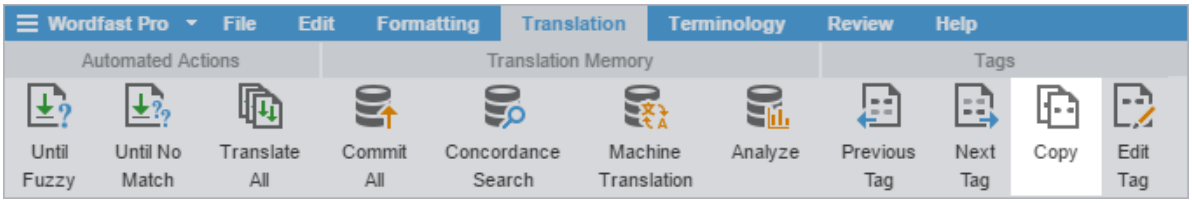
1. Follow the steps in Open and Translate File

   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 da 2ta 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 da 2ta points in real time to gauge translation efficiency 3	1Praktisch alle Datenpunkte in Echtzeit ansehen, um die Effizienz der Übersetzungen einzuschätzen	98%

TAGS

Copy All Tags

To copy all tags:

1. Follow the steps in Open and Translate File

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

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

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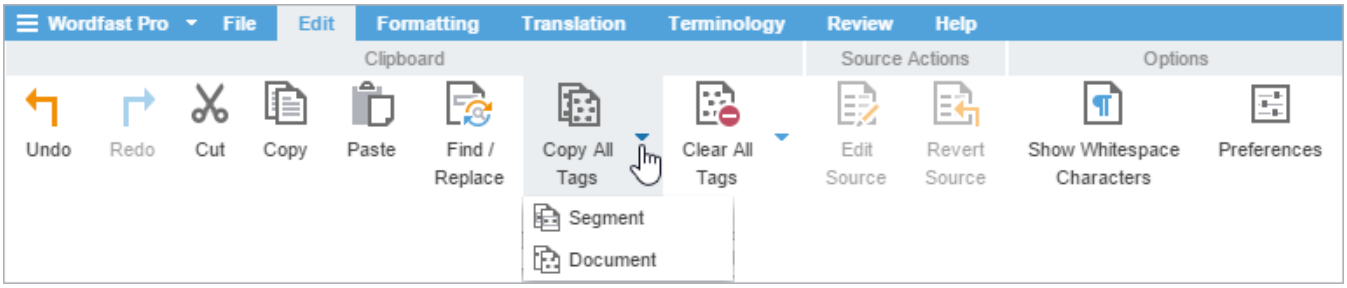


3. Select one of the following:
   - **Segment** or press **Alt-A** to copy only the tags for the selected segment to the target
   - **Document** or press **Alt-Shift-P** to copy all tags for the entire document

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

TAGS

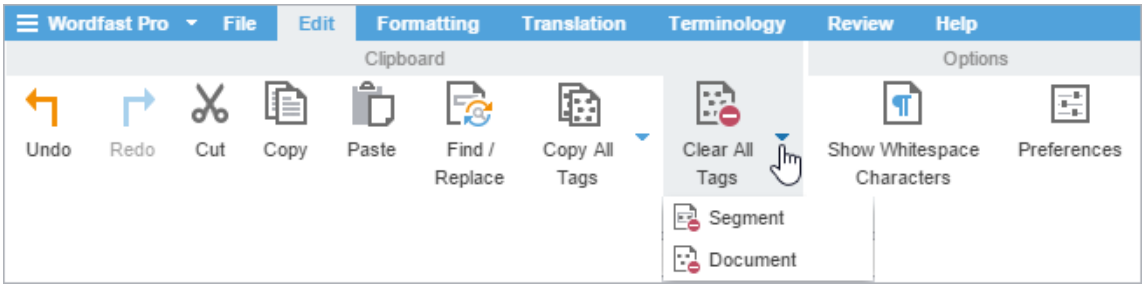
Clear All Tags

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

To clear all tags:

1. Follow the steps in Open and Translate File

   The file appears under the **Translation** tab. If tags exist in the source segment, they appear in purple if they are formatting tags and gray for non-formatting tags. The first tag in a selected segment appears in red.
2. On the **Edit** tab, click **Clear All Tags** in the **Clipboard** group, to expand the drop-down menu.



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

TAGS

Edit Tag

To edit tags:

1. Select the tag to be edited in the target segment.

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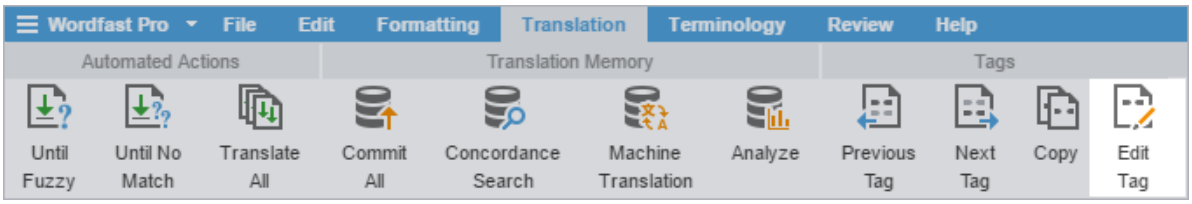
2. Right-click on the tag and select **Edit Tag** from the drop-down menu or on the Translation tab, click **Edit Tag** in the Tag group.



Tags in the source segment should not be edited.

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

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

TAGS

Delete Tag

Tags can be deleted only in the target segment.

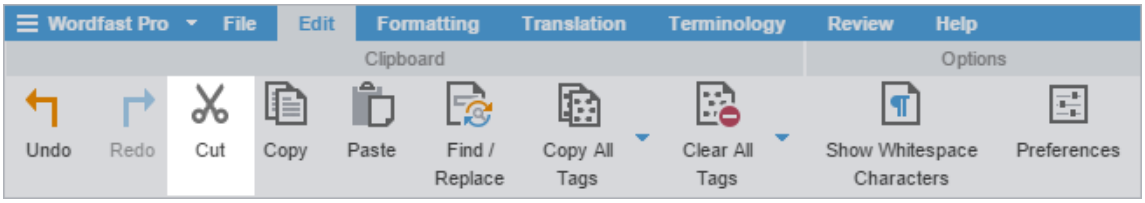
To delete tags:

1. Follow the steps in Open and Translate File

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

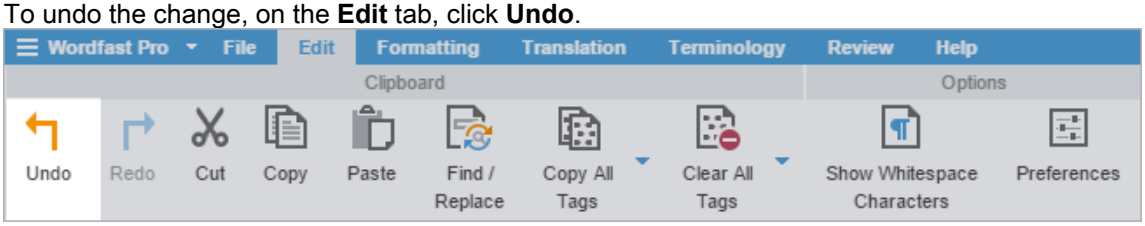
2. On the **TXLF Editor**, select the tag in the target segment.

3. Do one of the following:
   - Press **Delete**
   - On the **Edit** tab, click **Cut**



   - Press **Backspace**

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



Notes

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

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

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NOTES

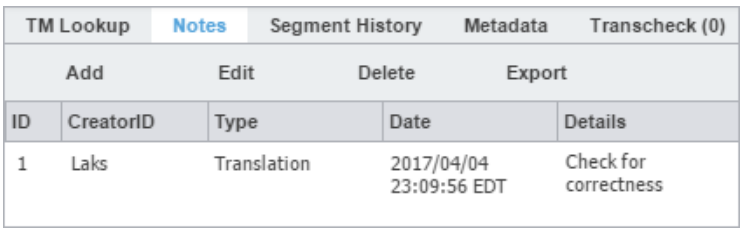
View Notes

To view notes:

1. Follow the steps in Open and Translate File

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

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

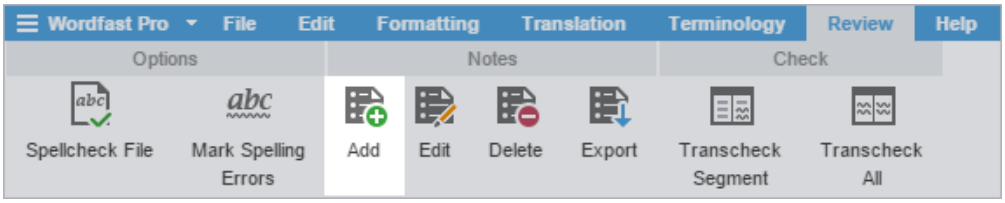


NOTES

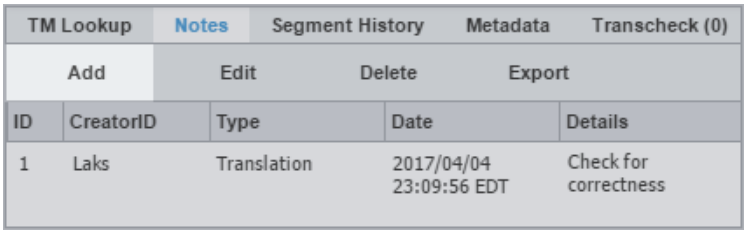
Add Note

To add a note:

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



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



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

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

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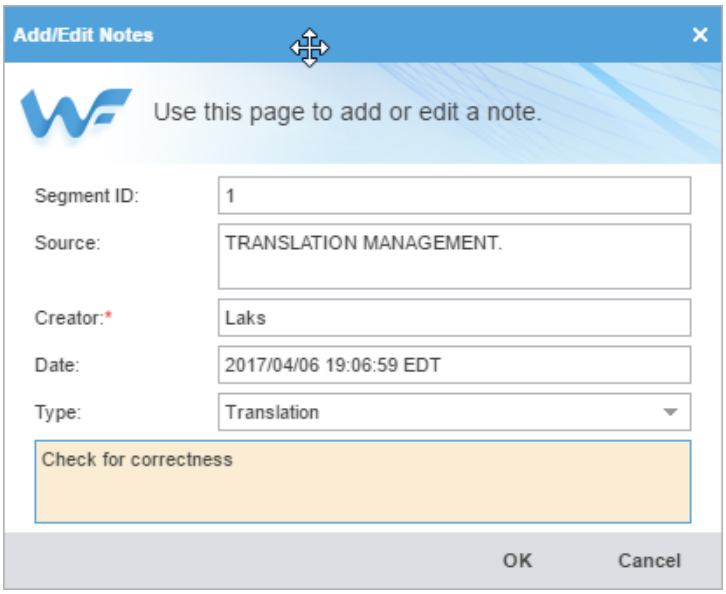


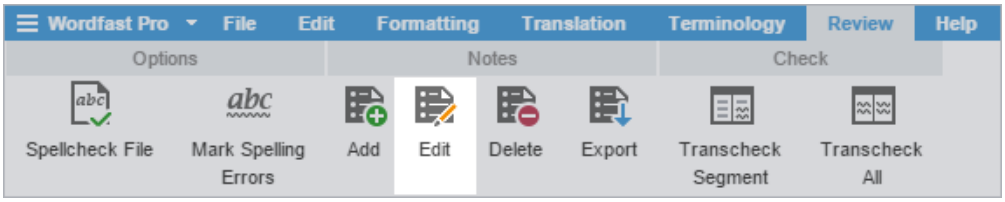
The note appears under the **Notes** tab and the **Notes** icon appears in the **Status** column.

NOTES

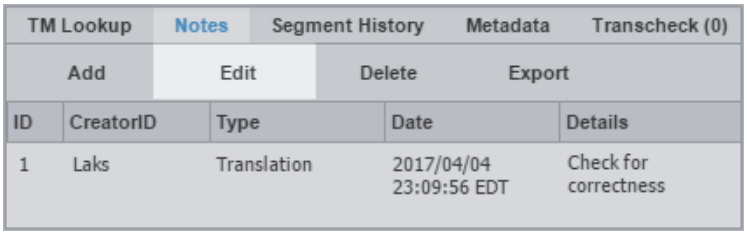
Edit Note

To edit a note:

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



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



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

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

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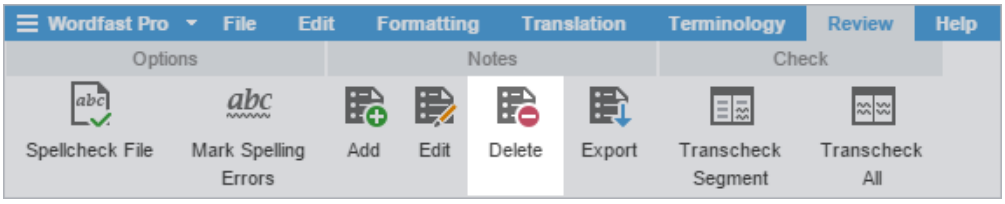
NOTES

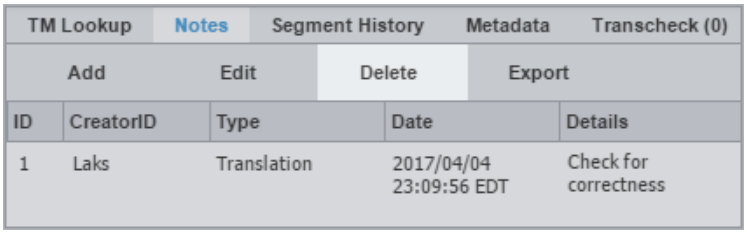
Delete Note

To delete a note:

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



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



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

   The note is deleted from the segment.

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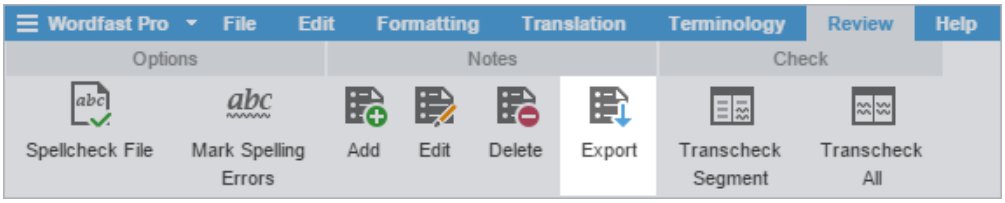
NOTES

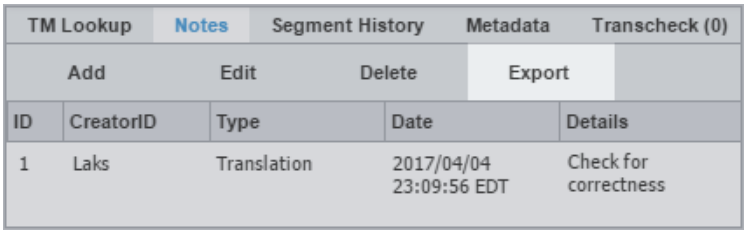
Export Notes

To export notes of an open file:

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



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



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

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

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

Segments

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

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SEGMENTS

View Segment History

On the **TXLF Editor**, the **Segment History** tab is used to view the segment changes in the currently open file.

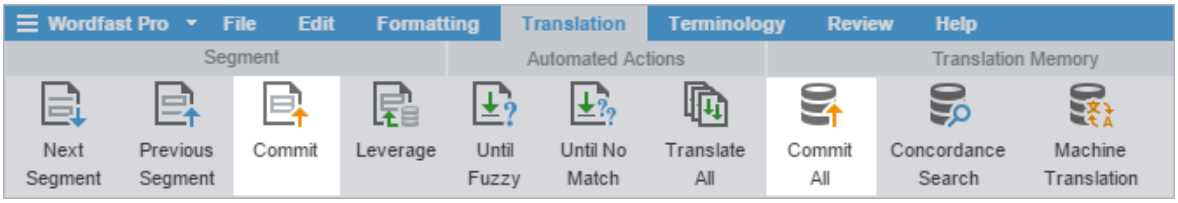
SEGMENTS

Commit to the TM

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

To update the translation memory on the **TXLF Editor**:

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



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

SEGMENTS

Verify Segment

The Verify Segment option enables you to automatically modify and commit a 100%, fuzzy, or MT match segment in case it does not require any changes. You are no longer required to edit a segment if the content is correct. You can also verify segments that are not active.

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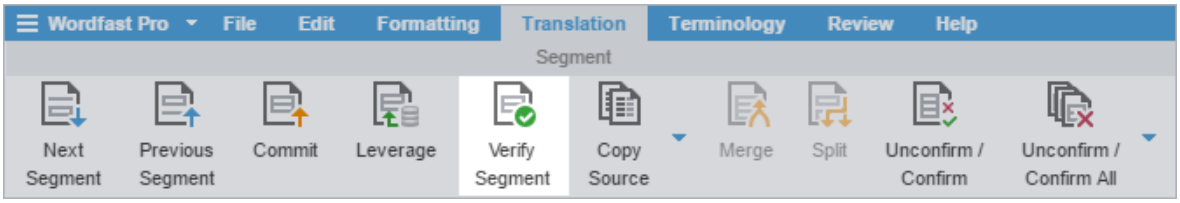
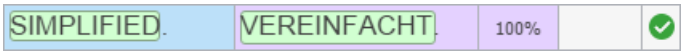
To verify a segment:

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



The segment is verified and committed to the TM. The segment color highlighting changes to purple.

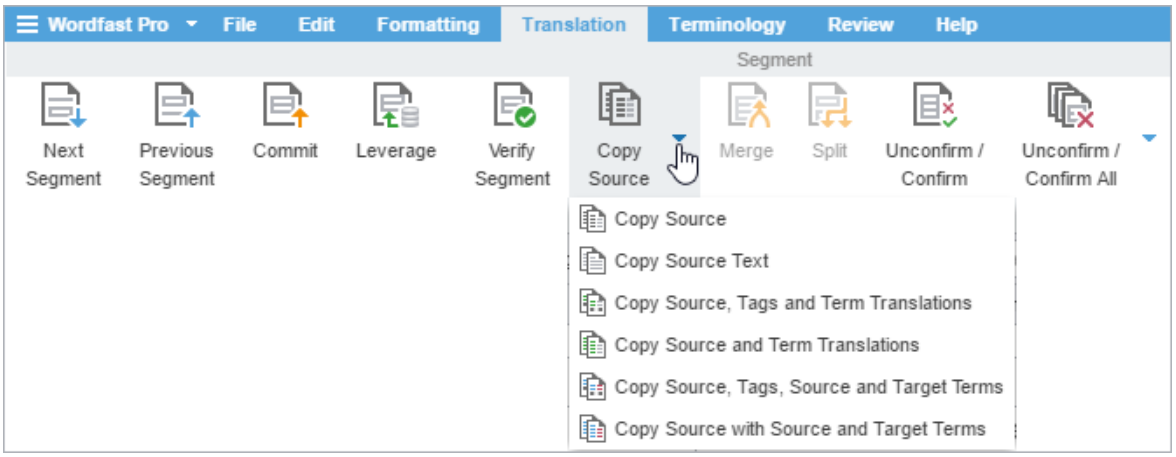


SEGMENTS

Copy Source

To copy a source segment to the target segment:

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



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.

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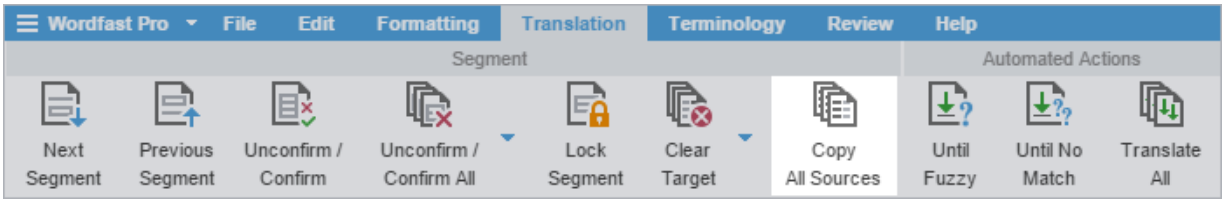
SEGMENTS

Copy All Sources

To copy all source segments to all target segments:

- On the **TXLF Editor**, click **Copy All Sources** on the **Translation** tab.



All source content is copied into the target segments.

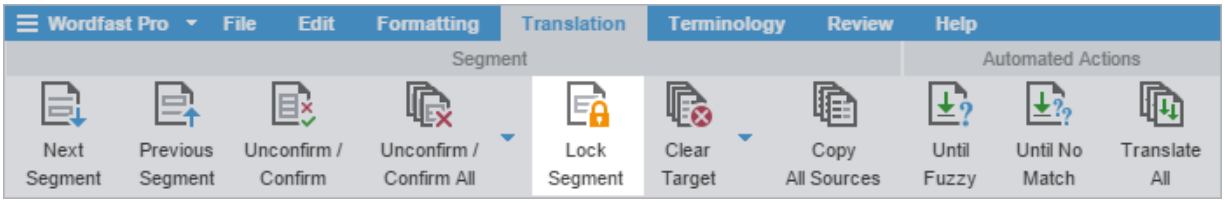
SEGMENTS

Lock Segment

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

To lock a segment:

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



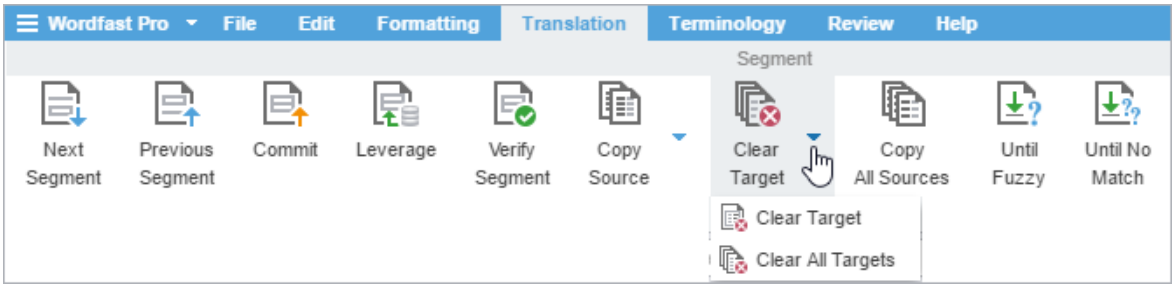
The **Locked Segment** icon appears in the **Status** column of the selected segment.

SEGMENTS

Clear Target

To clear a target segment:

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



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

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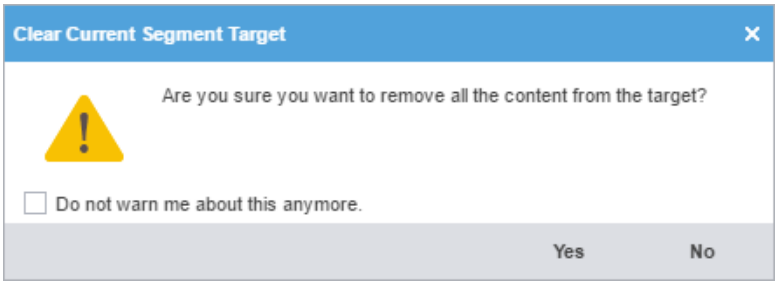
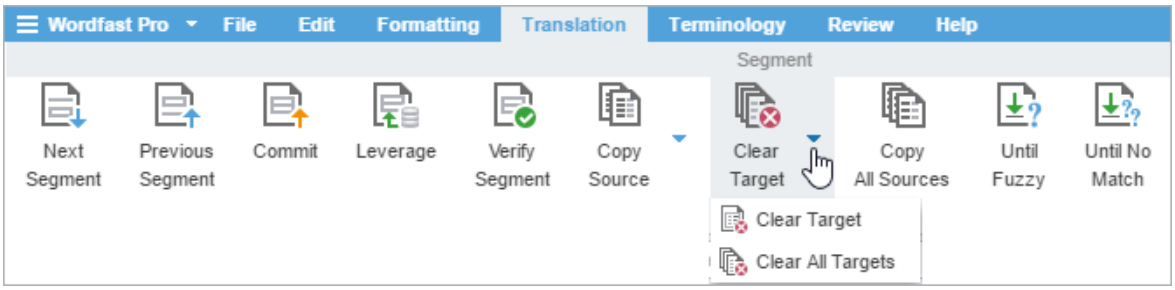


SEGMENTS

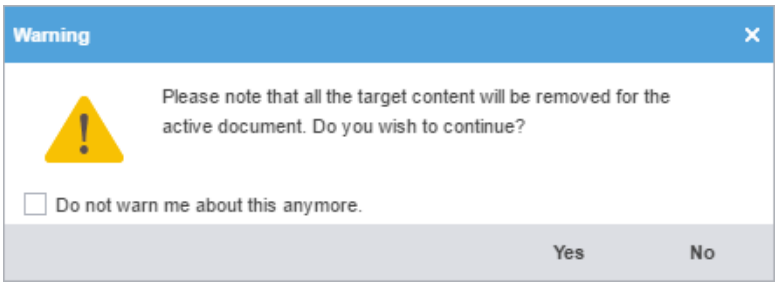
Clear All Targets

To clear all content from the target segment:

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



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



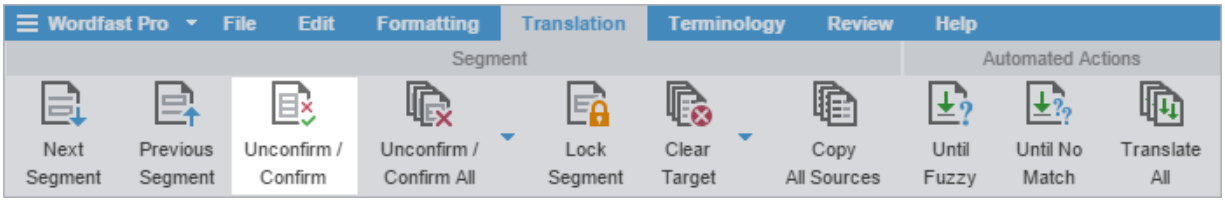
SEGMENTS

Unconfirm Segment

The Unconfirm Segment option allows the translator to mark a segment that should not be written to the TM. For example, if the translator wants to check and confirm a segment after referring to some resources, the segment can be marked unconfirmed. Unconfirmed segments are not committed to the TM.

To unconfirm a segment:

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



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The **Unconfirmed** icon appears next to the segment in the Status column.

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

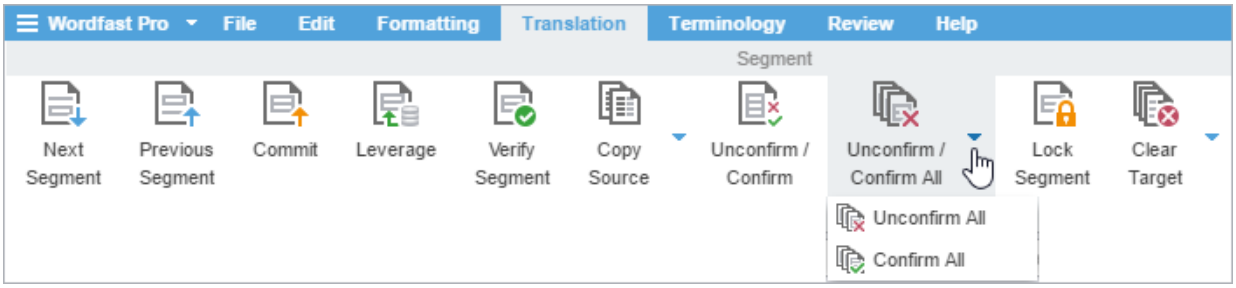
   The **Unconfirm** icon is removed from the **Status** column.

SEGMENTS

Unconfirm All Segments

To unconfirm all segments:

1. On the **TXLF Editor**, enter all translations or leverage the translation memory.
2. On the **Translation** tab, click the **Unconfirm / Confirm All** drop-down menu.



3. Click one of the following:
   - **Unconfirm All** to unconfirm all segments. The **Unconfirm** icon appears for all the segments in the Status column and they will not be written to the TM
   - **Confirm All** to confirm all unconfirmed segments

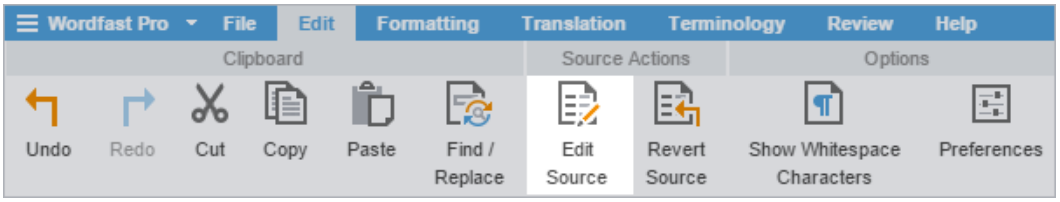
SEGMENTS

Edit Source

The **Edit Source** option allows you to modify the source content of the file being translated. The original source content is stored in the TXLF file and can be restored at any time. The edited source segments will be updated in the TM if they are committed.

To edit the source segment:

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



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

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

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

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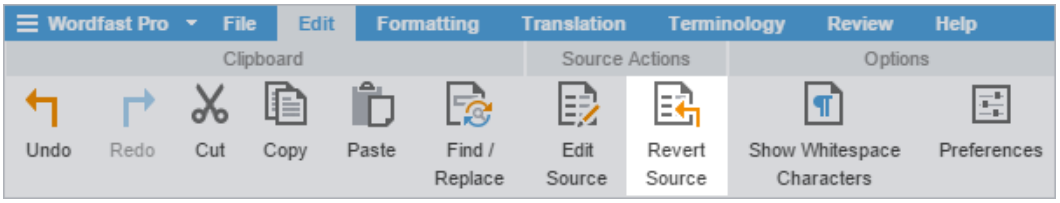

SEGMENTS

Accented Characters

The table below lists the letters with supported accents.

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

Some examples are:

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

The following table lists other supported foreign characters.

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

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

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 in the Status column.

TRANSCHECK

Enable Transcheck

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

TRANSCHECK

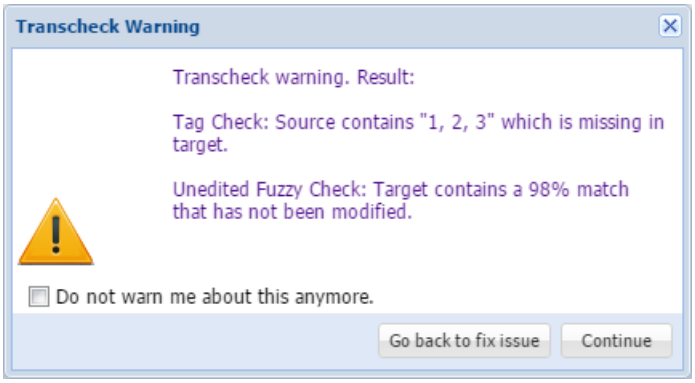
Transcheck During Translation

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

To Transcheck while translating:

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

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



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

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

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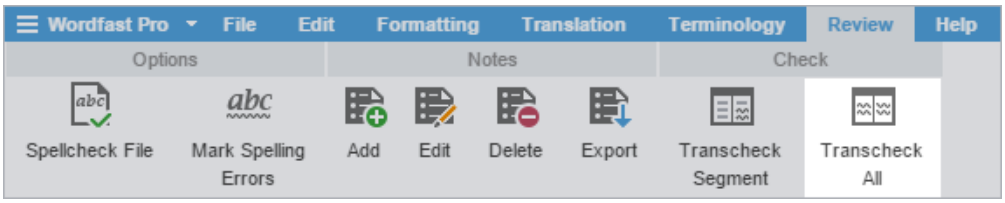
TRANSCHECK

Transcheck All

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

To check all segments of a file:

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



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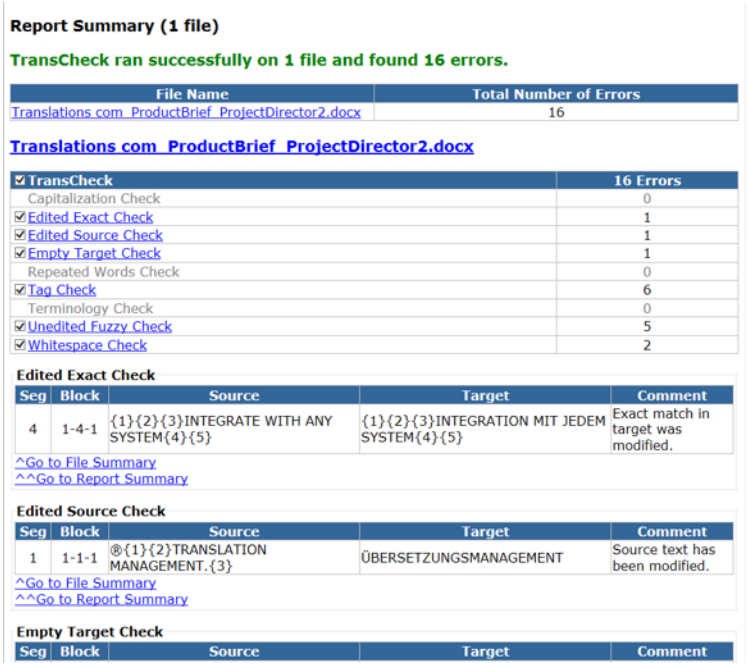
All segments of the file are checked and a Transcheck report and summary are generated.



Report Summary (1 file)

TransCheck ran successfully on 1 file and found 16 errors.

File Name	Total Number of Errors
Translations com_ProductBrief_ProjectDirector2.docx	16

Translations com_ProductBrief_ProjectDirector2.docx

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

Edited Exact Check

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

^Go to File Summary
^^Go to Report Summary

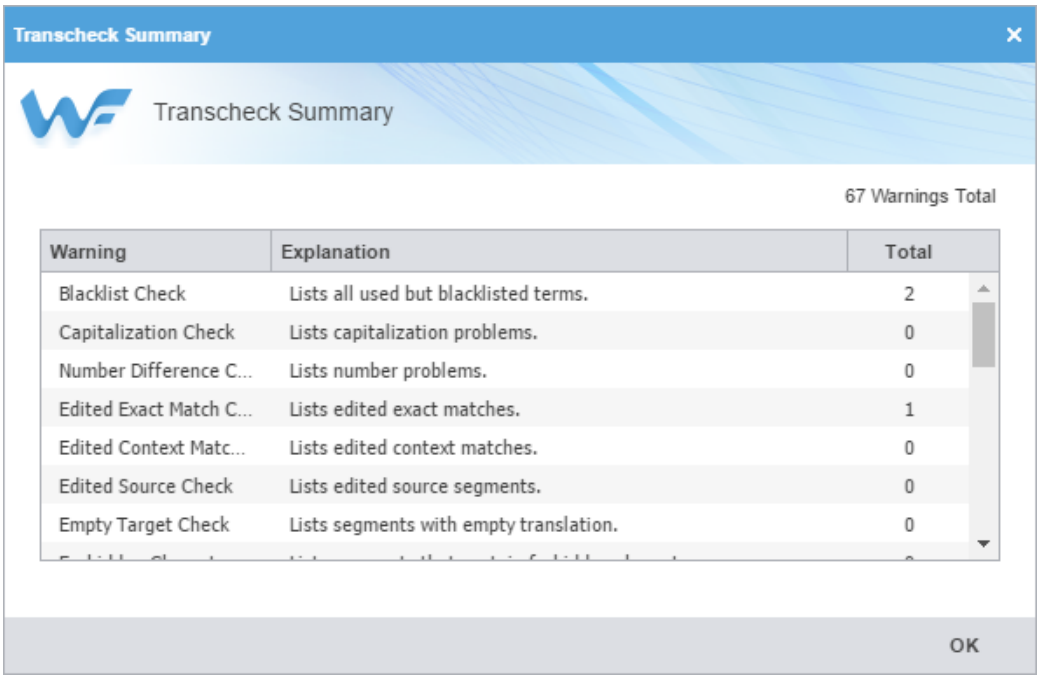
Edited Source Check

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

^Go to File Summary
^^Go to Report Summary

Empty Target Check

Seg	Block	Source	Target	Comment



TRANSCHECK

View Transcheck Warning

A Transcheck warning, explanation, and cause can be viewed under the **Transcheck** tab. Refer to Transcheck.

To view Transcheck warnings:

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

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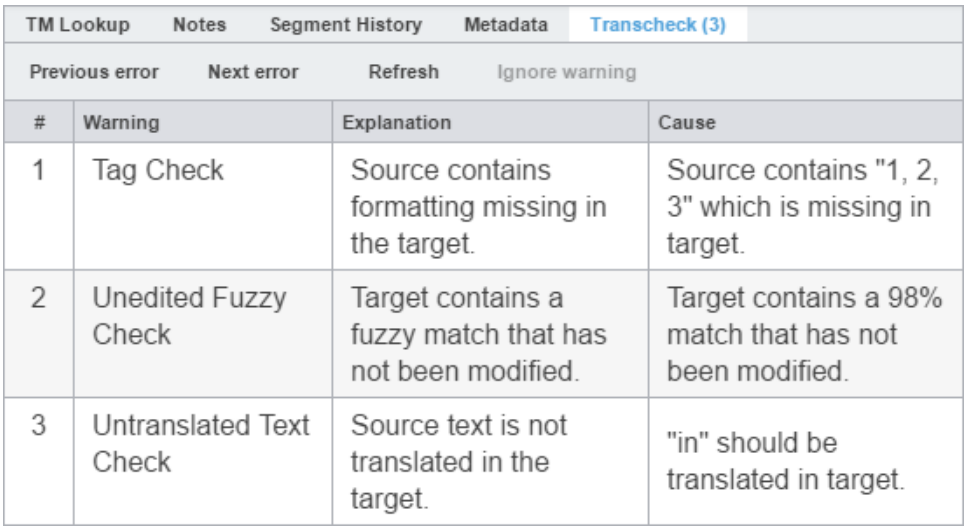
3. Click in the segment with a Transcheck error icon in the Status column.

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



#	Warning	Explanation	Cause
1	Tag Check	Source contains formatting missing in the target.	Source contains "1, 2, 3" which is missing in target.
2	Unedited Fuzzy Check	Target contains a fuzzy match that has not been modified.	Target contains a 98% match that has not been modified.
3	Untranslated Text Check	Source text is not translated in the target.	"in" should be translated in target.

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

4. Go to the next segment by clicking **Next error** on the **Transcheck** tab.
5. 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 in the **Transcheck** tab.

Machine Translation

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

Auto-Propagate

Translations for segments can be set to auto-propagate when a segment is committed to the translation memory. Enabling the Auto-Propagation option permits the leveraging of repetitive content from previous translations. Auto-Propagation places the target of the translated segment into the target of any repetitions in the open files or chained files. For more information, refer to Auto-Propagation.

Auto-Suggest

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

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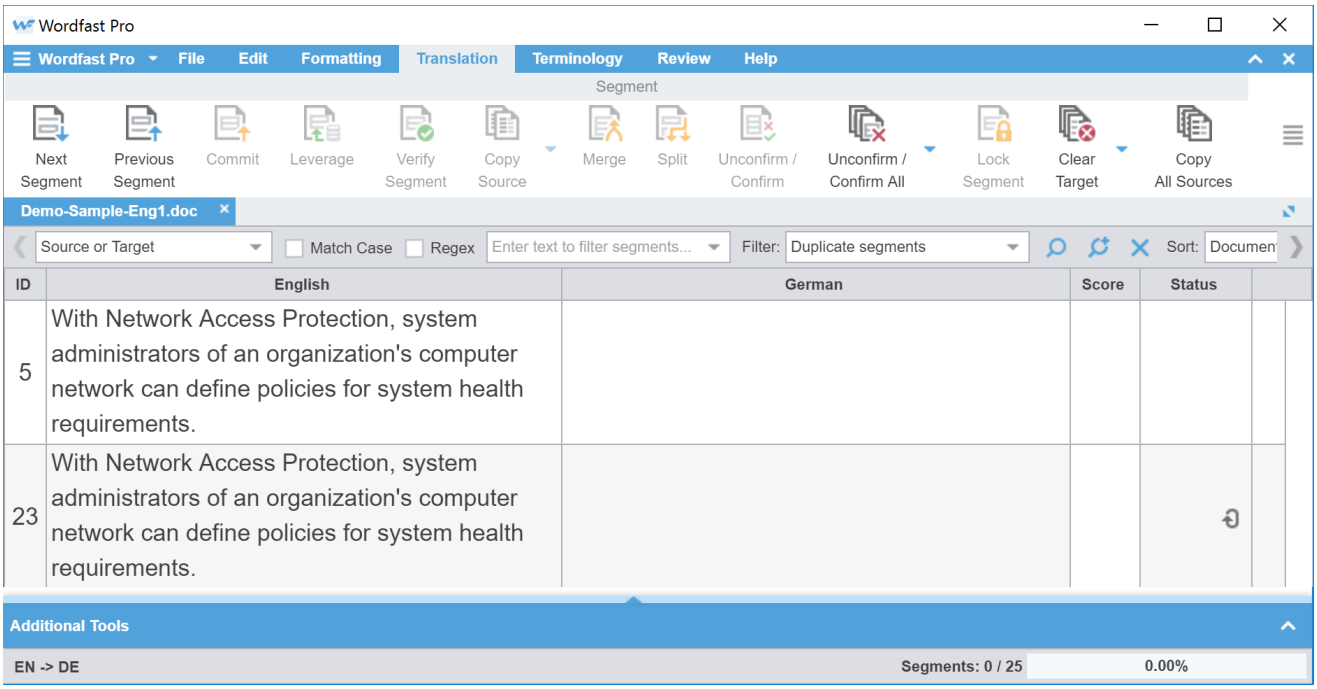
Auto-Propagate

Leveraging repetitive content re-uses segments that are repeated in a file. You can enable autopropagation by selecting preferences in **Preferences > General Preferences > Auto-Propagation**. Refer to Auto-Propagation.

To leverage repetitive content:

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



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

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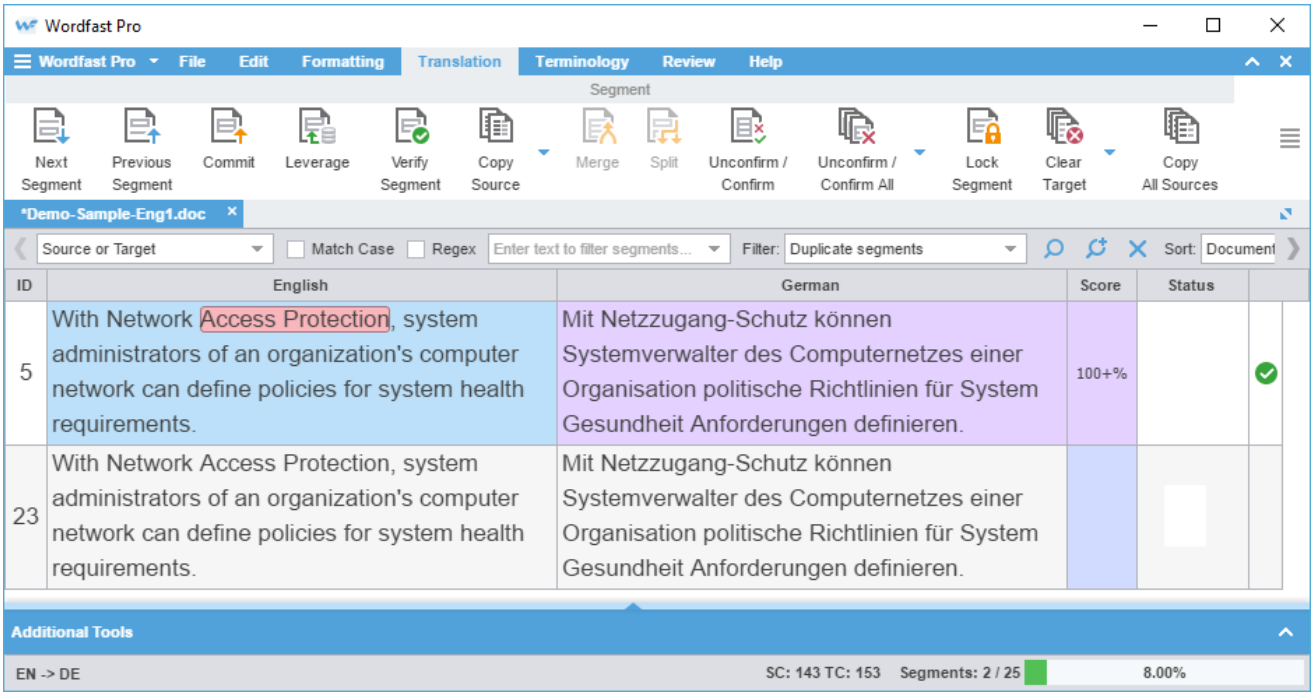
The entered target segment is saved to the TM and automatically propagates this target segment for all repeats of the source segment throughout the file.

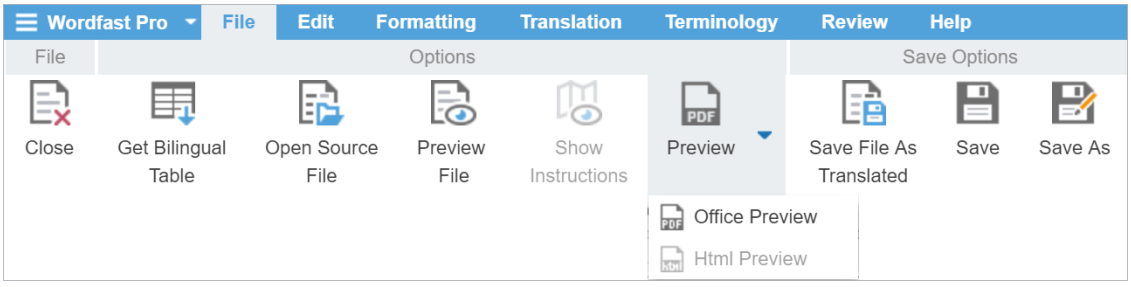


Preview PDF

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

To preview files as PDF on the **TXLF Editor**:

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



2. Select **Office Preview** or **Html Preview**.

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

   The preview of the translated content is displayed.

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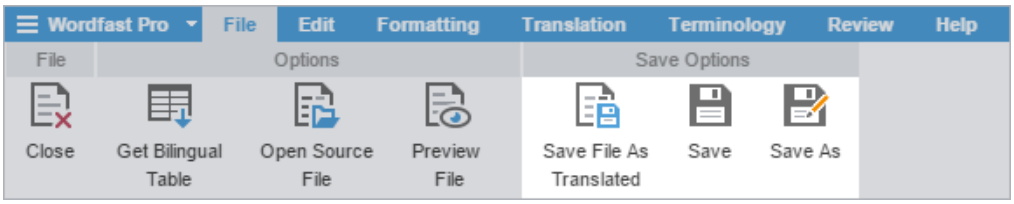
Save File

To save your work:

- On the **TXLF Editor**, click one of the Save Options in the **File** tab.



Save File As Translated	Saves the translated file to a local folder.
Save	Saves the active file to a local folder manually.
Save As	Saves the active file to a local folder manually under a different name.

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

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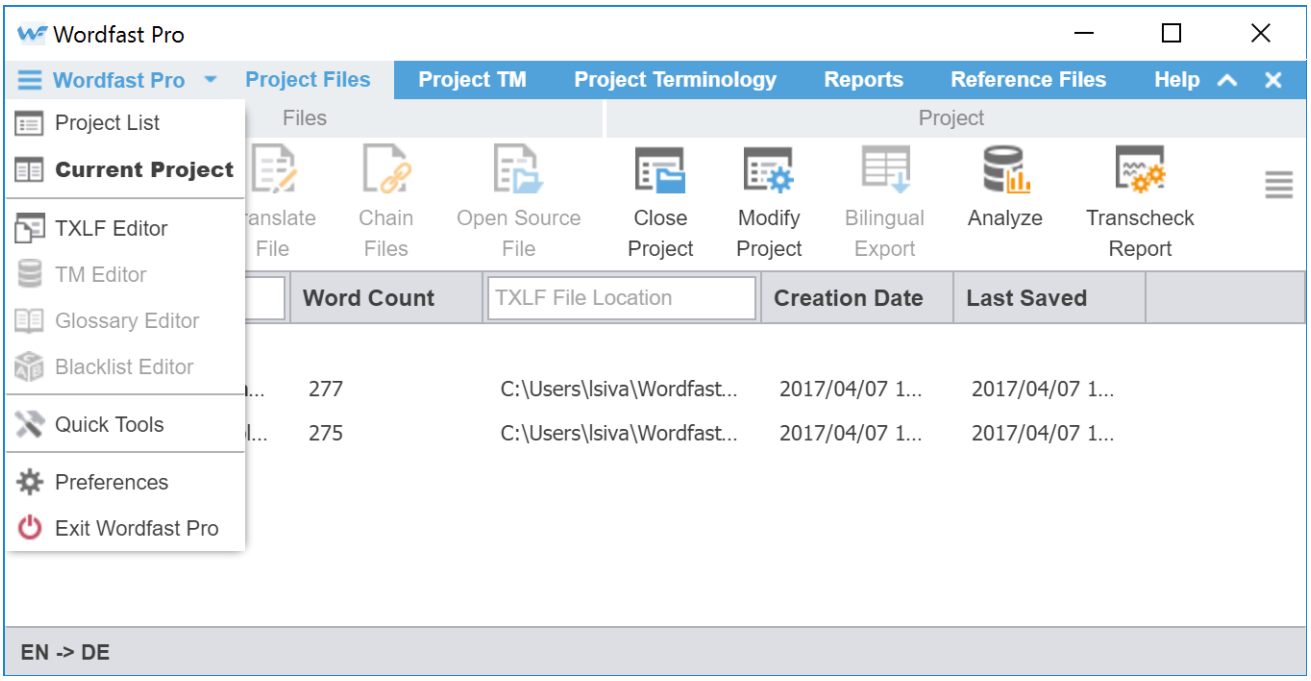
11. Quick Tools

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

To open Quick Tools:

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



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

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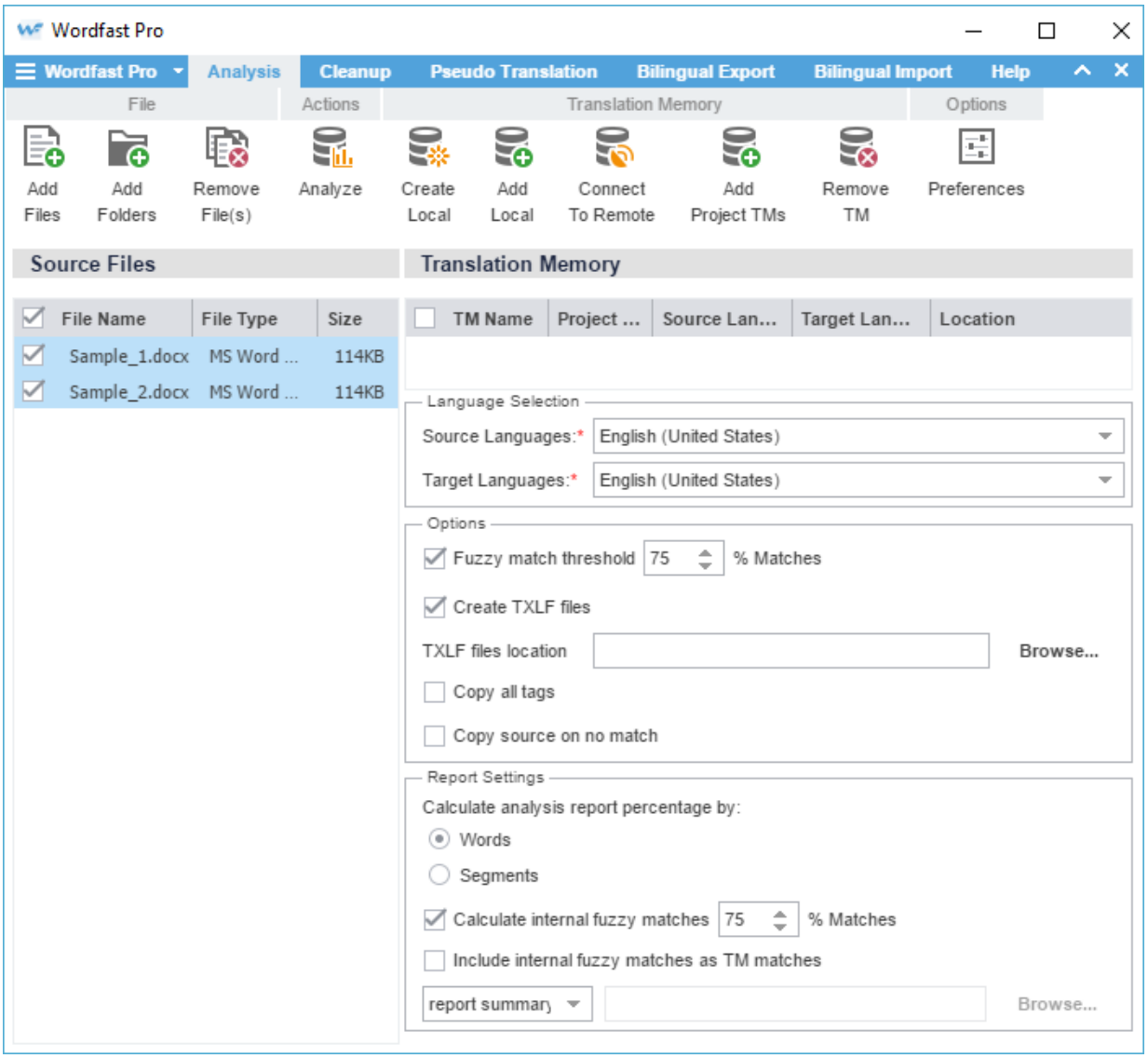

Refer to the following sections for more information on **Quick Tools**:

- To run a project file analysis, refer to Analyze
- 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

Analyze

To analyze files:

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

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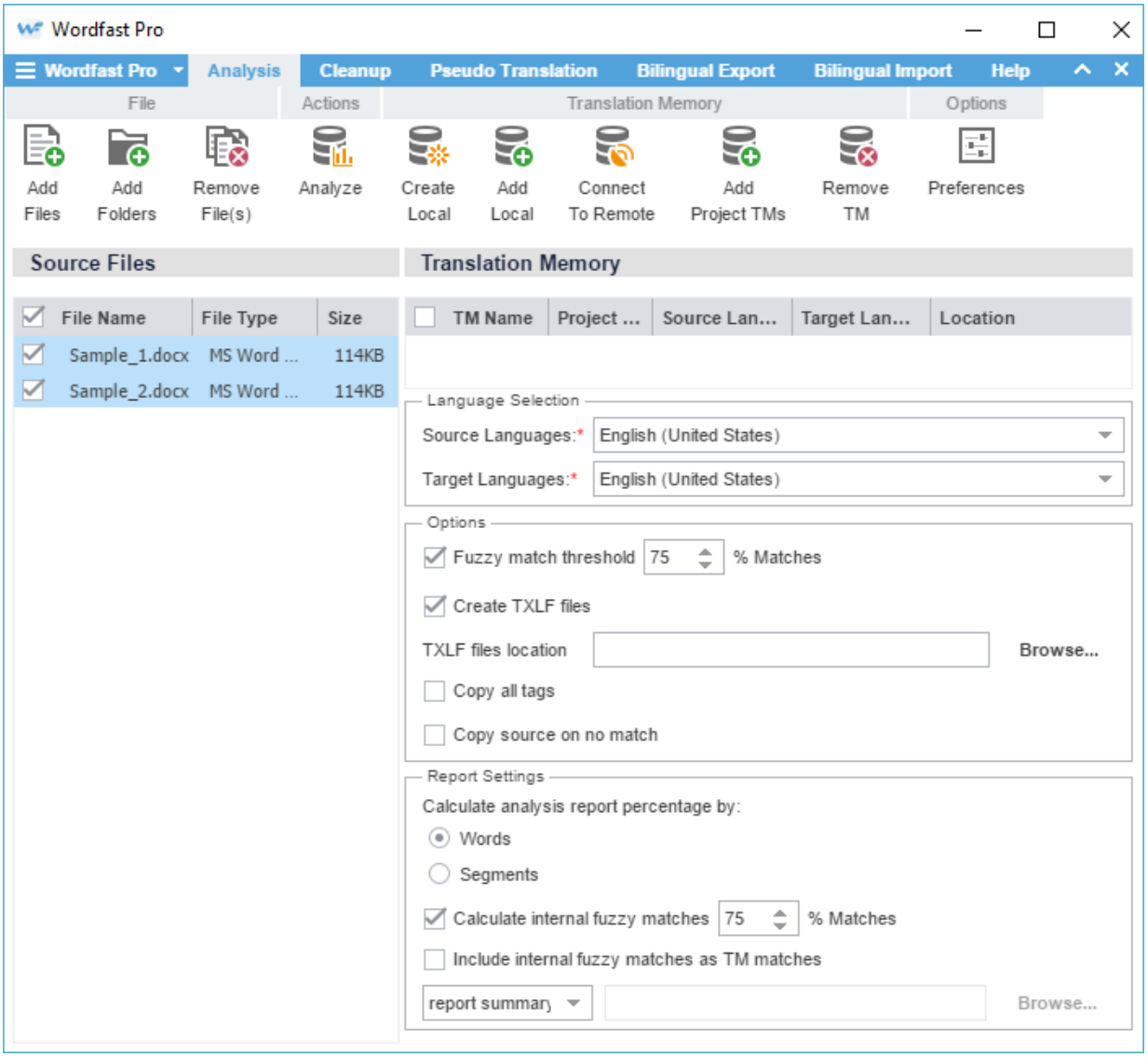
The Analysis tab is displayed by default.



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

   Selecting a TM is not required to generate an analysis report. The reports without TM leverage will display the word count.
4. Select the **Source Language** and **Target Language**.
5. Select the **Options**:
   - **Fuzzy match threshold**: Select the percentage of match
   - **Create TXLF files**
   - **TXLF file location**: Browse and select the location to save the TXLF files

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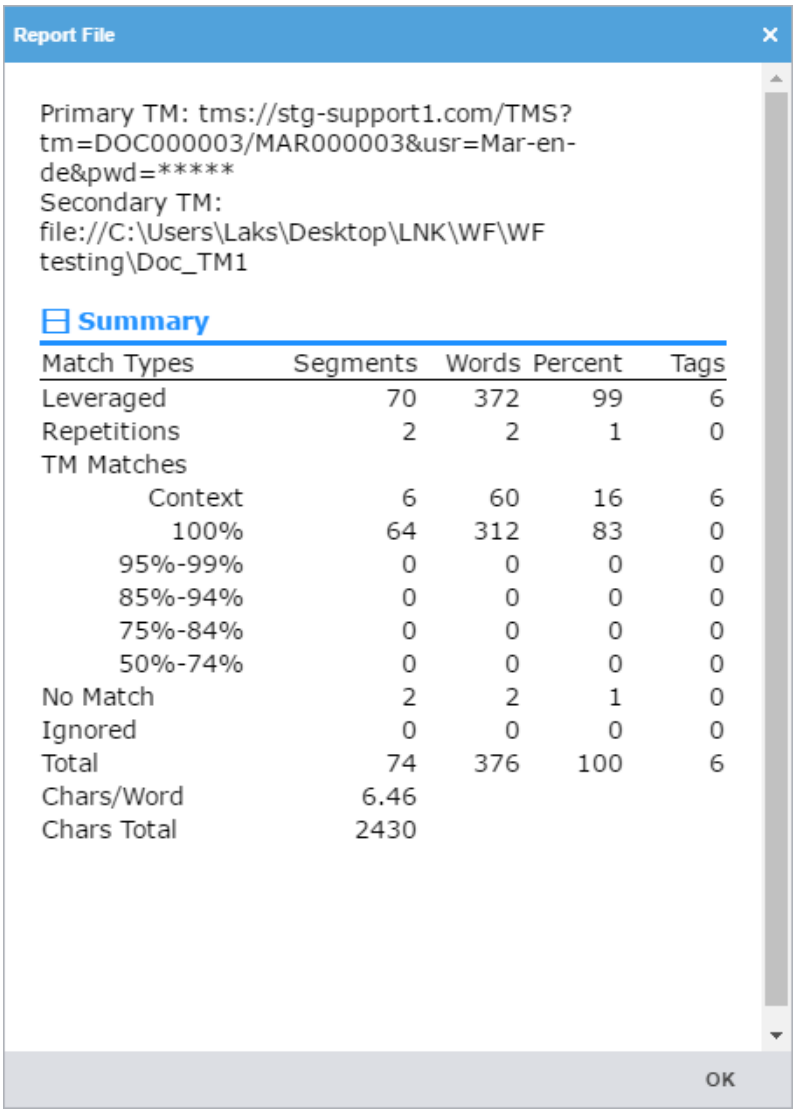
- **Copy all tags**
- **Copy source on no match**

6. Select the **Report Settings**:
   - Calculate analysis report percentage by: **Words** or **Segments**
   - Select to **Calculate internal fuzzy matches** with the percent match
   - Select **Include internal fuzzy matches as TM matches**
   - Select the report format from the drop-down list, and browse to select a location to save the report
7. Click **Analyze**.

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



Match Types	Segments	Words	Percent	Tags
Leveraged	70	372	99	6
Repetitions	2	2	1	0
TM Matches				
Context	6	60	16	6
100%	64	312	83	0
95%-99%	0	0	0	0
85%-94%	0	0	0	0
75%-84%	0	0	0	0
50%-74%	0	0	0	0
No Match	2	2	1	0
Ignored	0	0	0	0
Total	74	376	100	6
Chars/Word	6.46			
Chars Total	2430			

Cleanup

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

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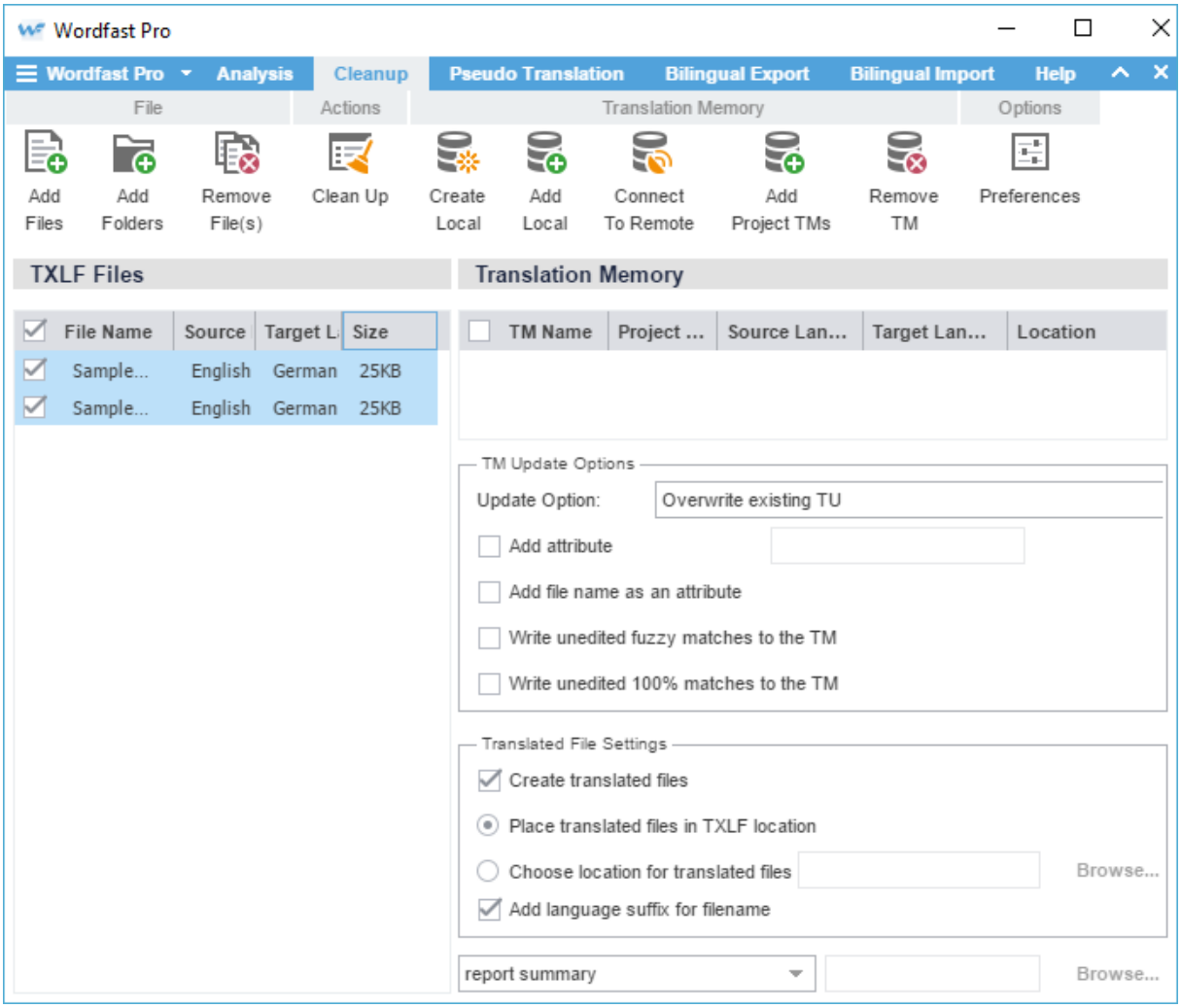
To clean up and update the translation memory:

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



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

   At least one Translation Memory should be selected before file clean up can be initiated (refer to Project TM). To add a local or remote Translation Memory, refer to Create Local TM for more information.
4. (Optional) Select the **TM Update Options**:
   - **Update Option**: Select one of the TM update options
   - **Add attribute**: Select and enter an attribute to be added to the cleaned up segments
   - **Add file name as an attribute**: Select to add the TXLF file name as an attribute to the cleaned up segments
   - **Write unedited fuzzy matches to the TM**

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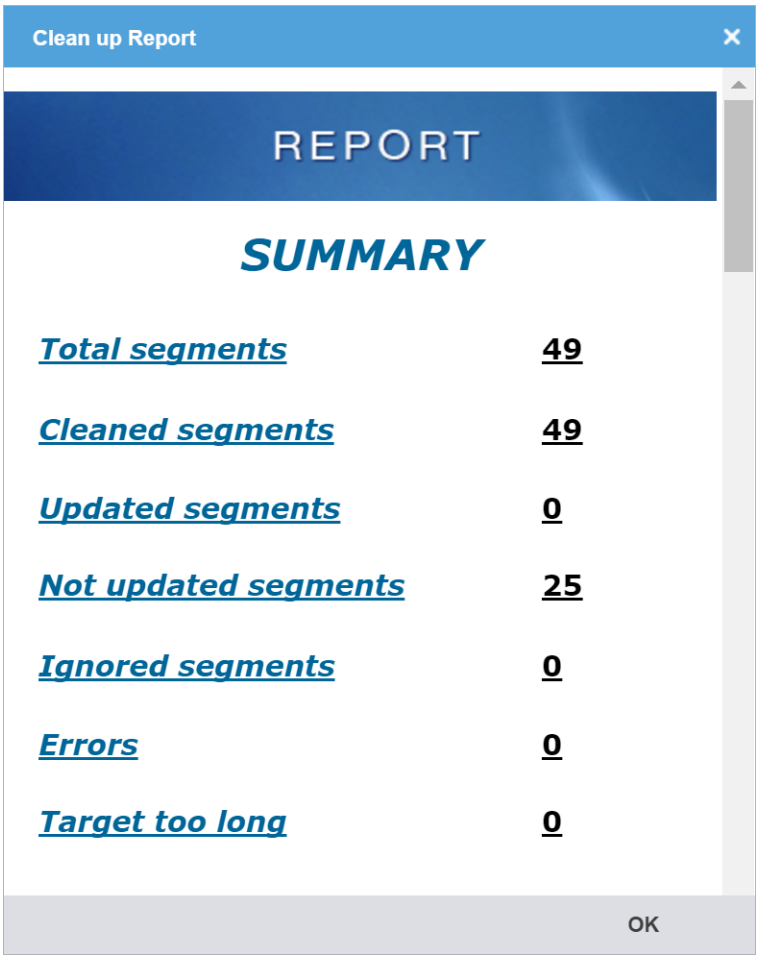
- **Write unedited 100% matches to the TM**

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

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



Pseudo Translation

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

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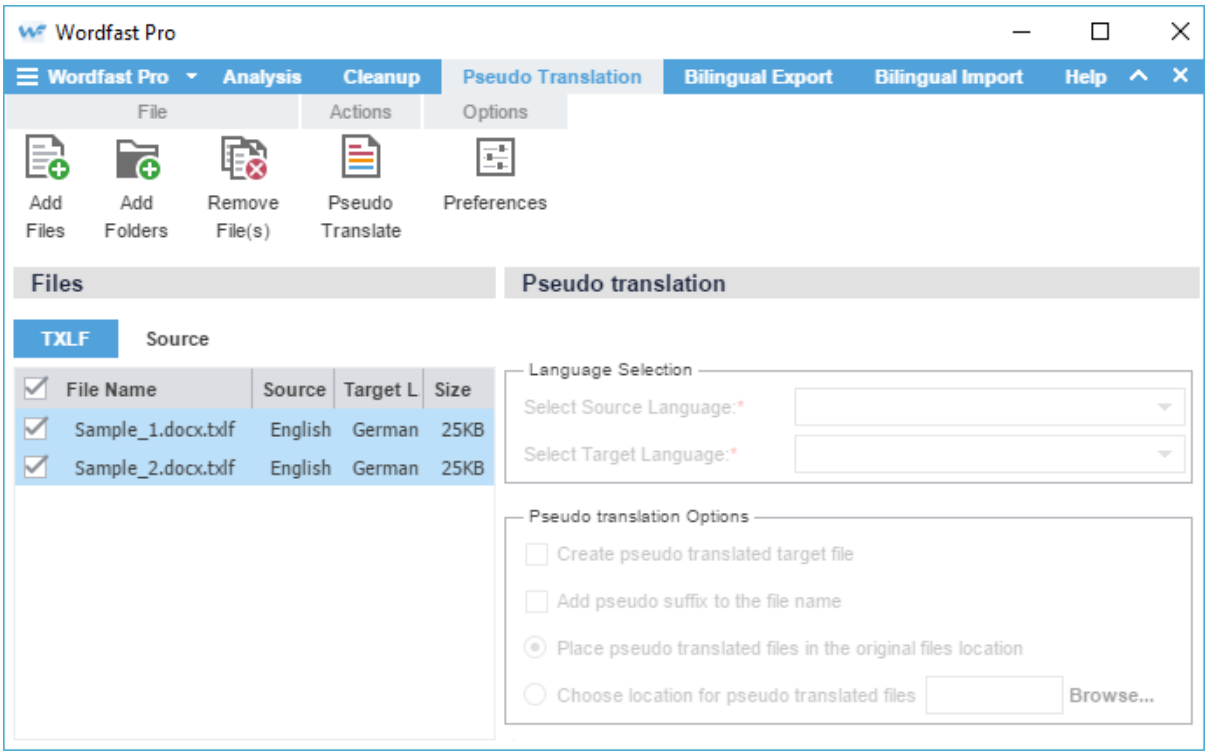
Up to 20 files can be processed at a time using Wordfast Pro in Demo mode. To pseudo translate more than 20 files, a Wordfast Pro license is required.

To pseudo translate files:

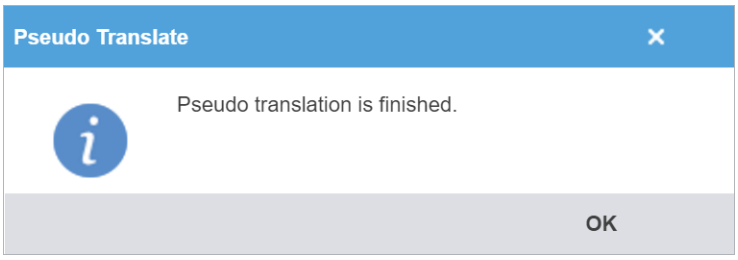
1. On **Quick Tools**, click the **Pseudo Translation** tab.



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

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

   A Pseudo Translate completed message is displayed.



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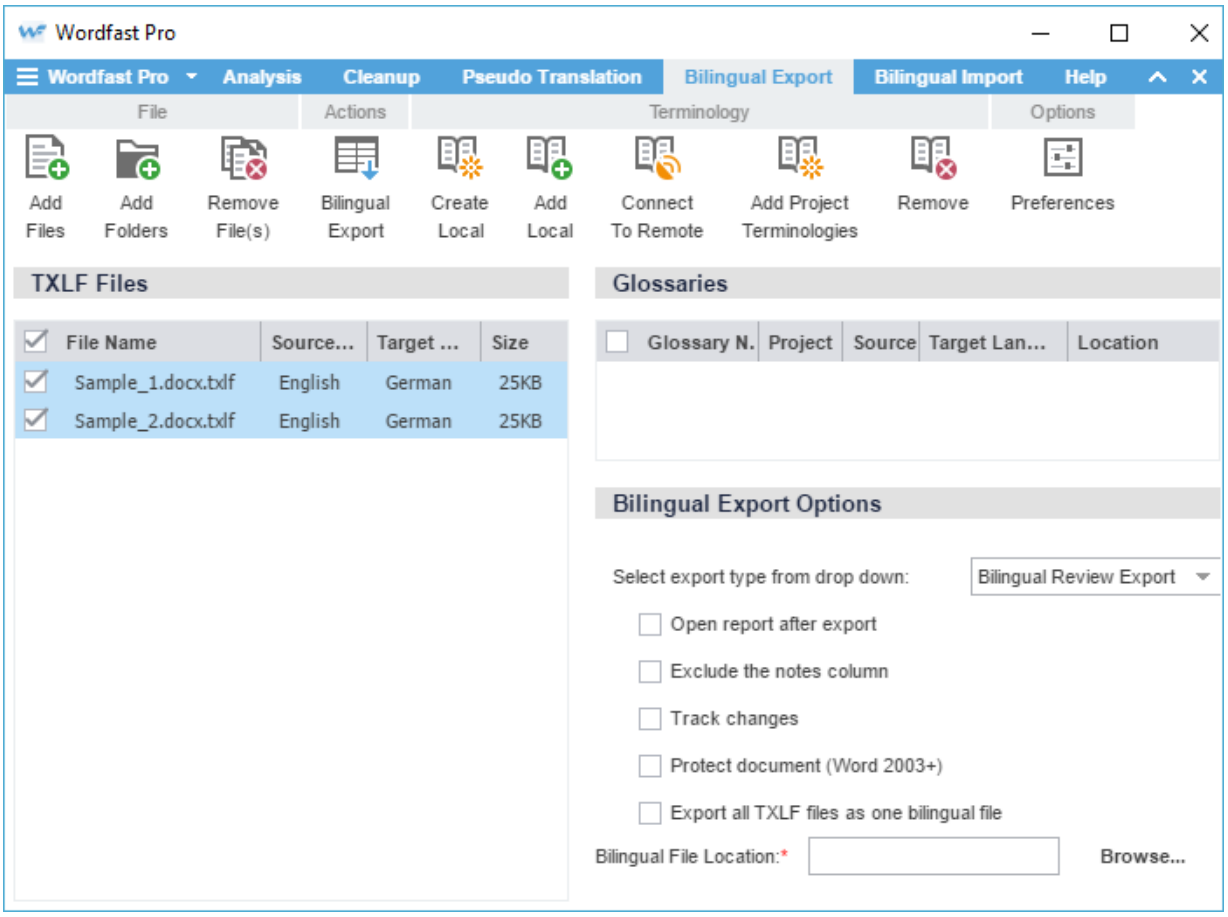
Bilingual Export

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

To complete bilingual export of files:

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



2. To add files, do one of the following:
   - Click **Add File** to browse and select a file from a folder. To add multiple files, press the **Ctrl** key and select the files.
   - Click **Add Folder** to browse and select a folder and add all files within.
   - Drag and drop files into the **TXLF Files** pane.
3. 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.
   - Click **Add Project Terminologies** to select glossaries associated with projects.
4. Select the TXLF files and glossaries for bilingual export.
5. Select the **Bilingual Export Options** and click **Bilingual Export**.

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Export Type	The export type options are: • **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

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

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

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

Level	Message
INFO	ToReviewMultiTxlf v1.2.0_RC1
INFO	Bilingual Review Export
INFO	Processing C:\Users\Laks\Desktop\LNK\Training\Revised files for Training\Revised files for...Sample_1.docx.txlf
INFO	37 tus written.

A sample of the bilingual export is given below.

<FID>a89b1def-4098-47c2-b58d-b7be4c60098f</FID> Sample_3.docx.txml.txlf

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	ACCELLERATE TIME TO MARKET	KÜRZERE 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

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.

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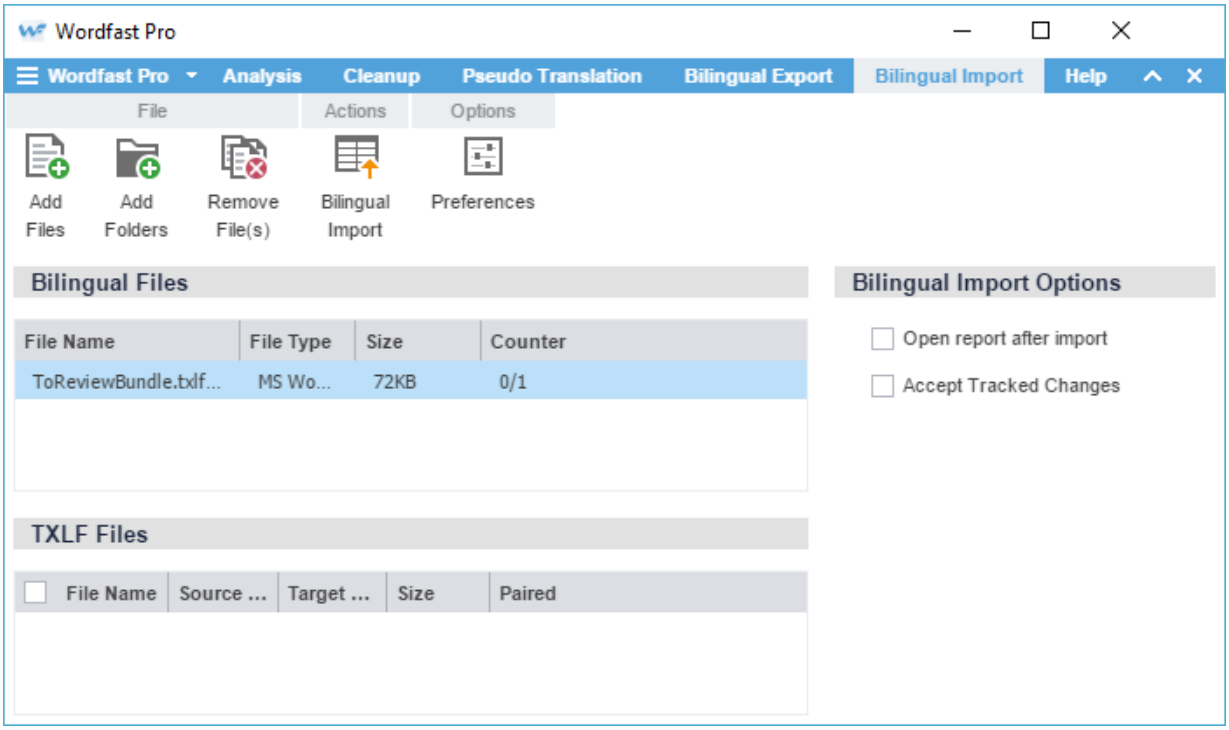
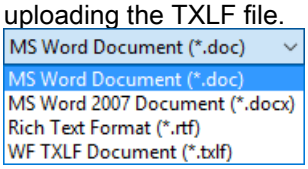
To complete bilingual import of files:

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



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



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

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

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

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

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

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

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

Level	Message
INFO	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.

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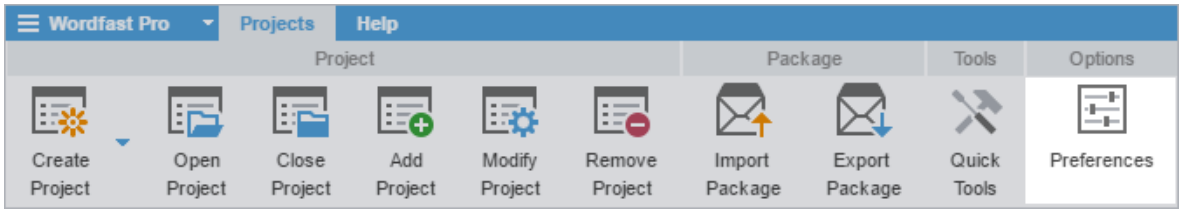
12. Preferences

The **Wordfast Pro** user interface is controlled by the preference options. You can configure these through **Preferences** and by pressing **F9**. Preferences can be accessed on the **Wordfast Pro** tab drop-down menu, **Projects** tab, **Project Files** tab, **Quick Tools**, and the **TXLF Editor**.



General Preferences

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

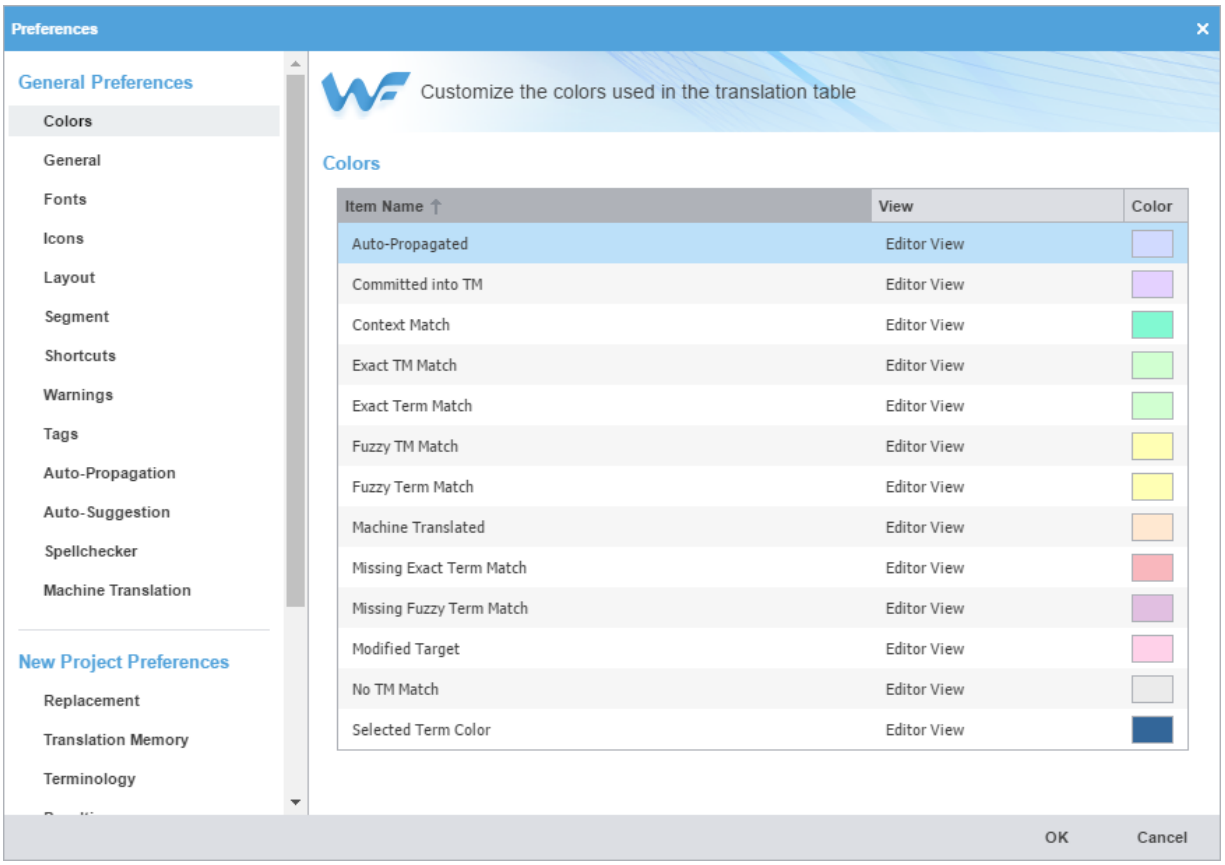
GENERAL PREFERENCES

Colors

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

To customize the colors used in the TXLF Editor:

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



2. Click the colored image for any **Item Name** in the **Color** column and select another color in the color palette.

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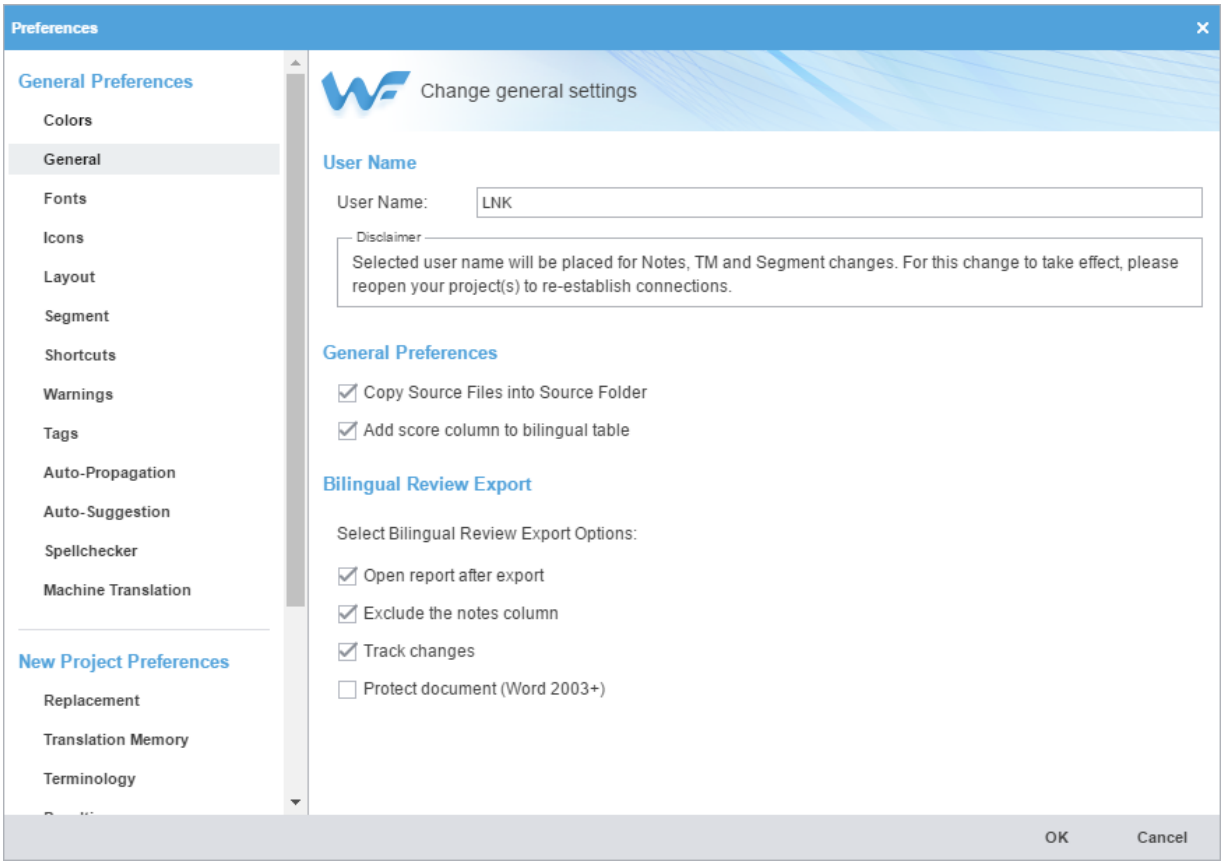
3. Click **OK** to save the change(s) and close the **Preferences**.

GENERAL PREFERENCES

General

To customize general and preferences:

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



2. Enter the **User Name** that will be displayed for Notes, TM, and segment changes.
3. Modify the general preferences as follows and click **OK**.

General Preferences

Copy Source Files into Source Folder	Creates a sub folder within the project folder to save source files.
Add score column to bilingual table	Select to add TM score to the exported bilingual table.

Bilingual Review Export: This option allows you to export the TXLF file with highlighted glossary terms into a DOC format and edit using Microsoft Word.

Open report after export	Automatically opens the export report in a new browser after the export action.
Exclude the notes column	Excludes the notes column from the exported MS Word document.
Track changes	Turns on or off, the track changes option in the exported MS Word document.

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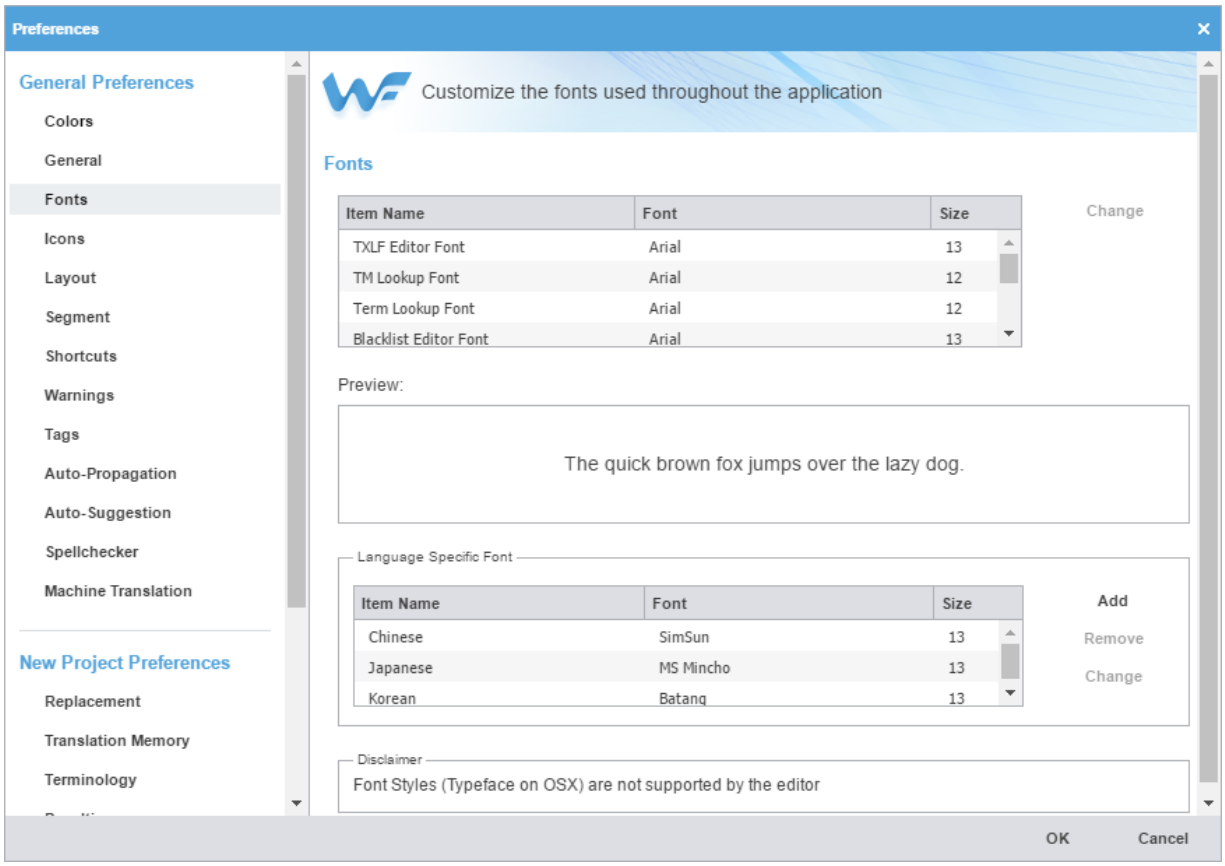
Protect document (Word 2003+)	Write protects the document, allowing users to edit only the target segment content and add notes. The other parts of the document are not writable.

GENERAL PREFERENCES

Fonts

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



The following tables list the standard fonts and associated sizes.

FONTS

Application Specific Fonts

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

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Application	Font Name	Font Size
Notes View Font	Arial	12
Segment History Font	Arial	12
Transcheck Font	Arial	12

FONTS

Adding Language Specific Fonts

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

GENERAL PREFERENCES

Icons

The icons appearance on the various tabs can be modified to the extent of relative size and the inclusion or exclusion of the icon title.

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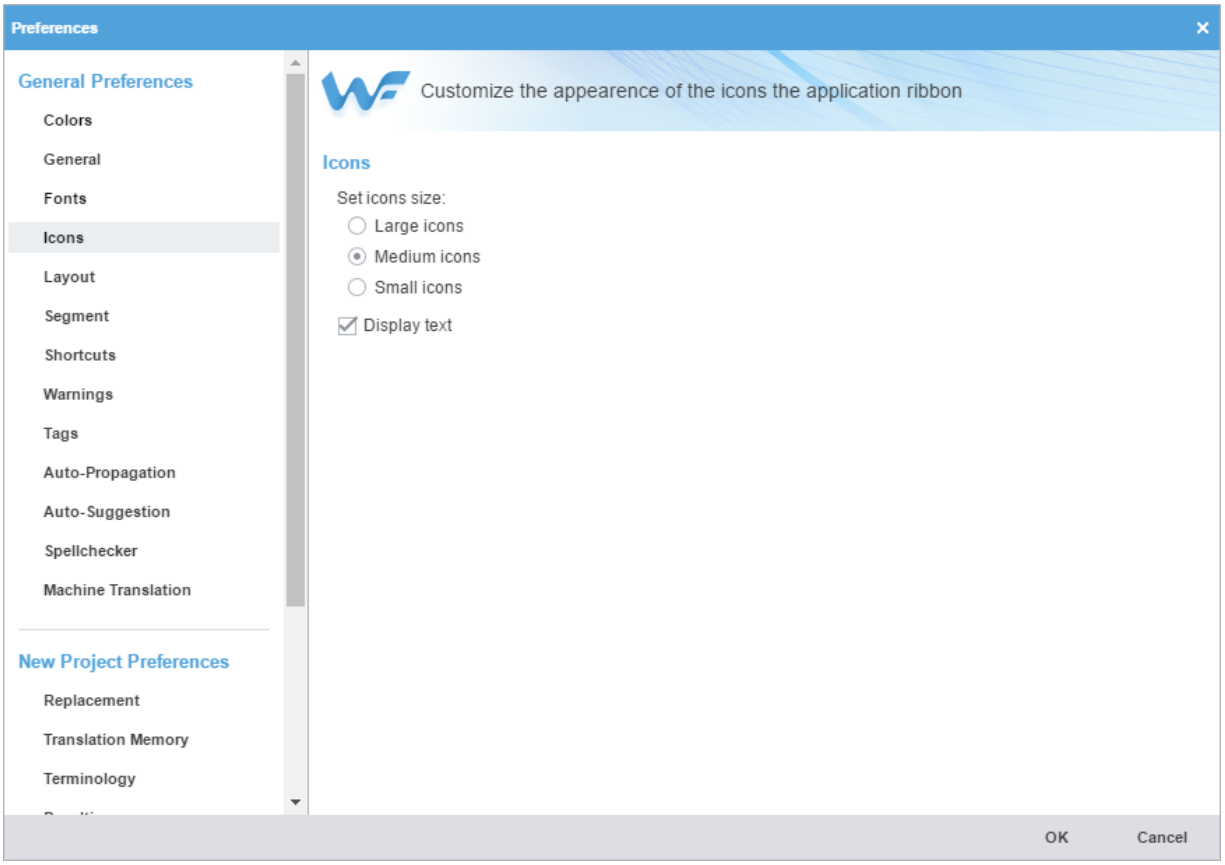
To customize the icon appearance:

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



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

GENERAL PREFERENCES

Layout

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

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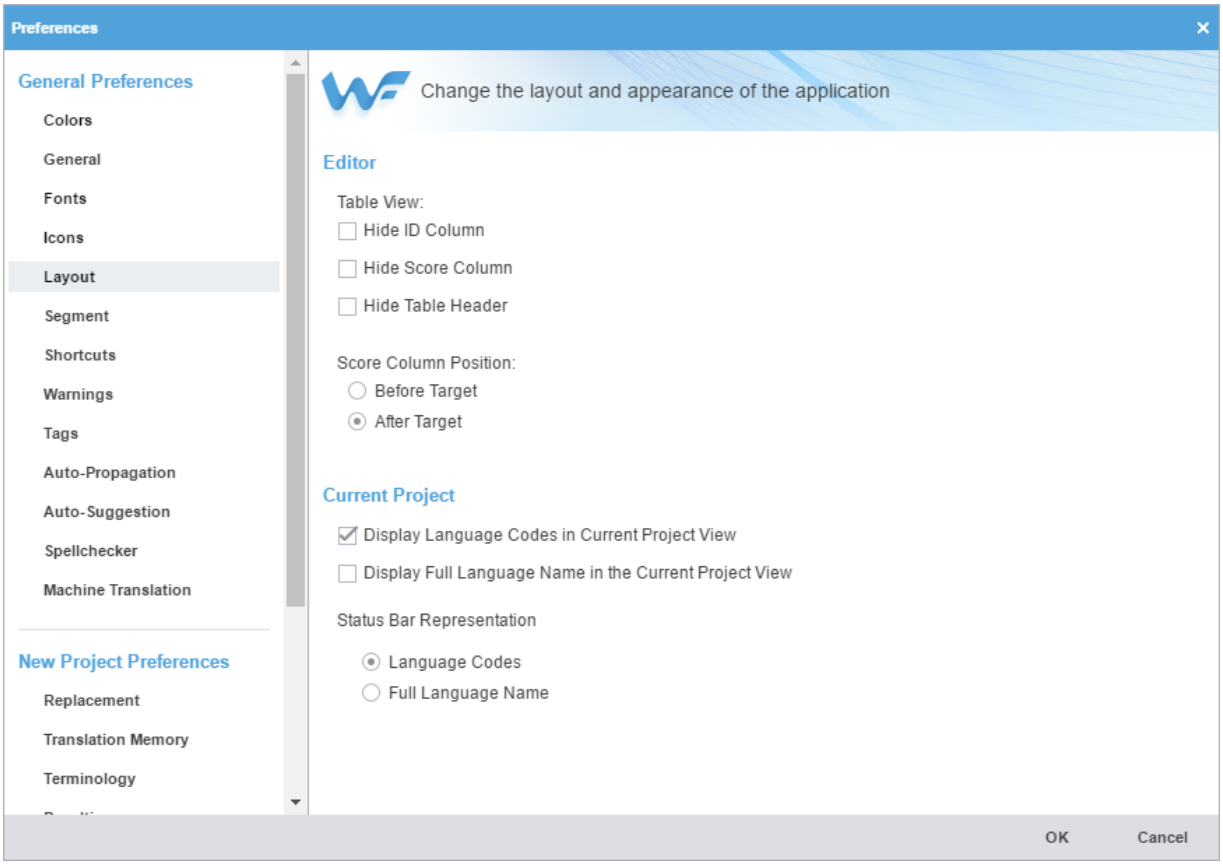
To change the layout options:

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



2. Modify the layout options as follows and click **OK**.

Table View

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

Score Column Position

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

Current Project

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

Status Bar Representation

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

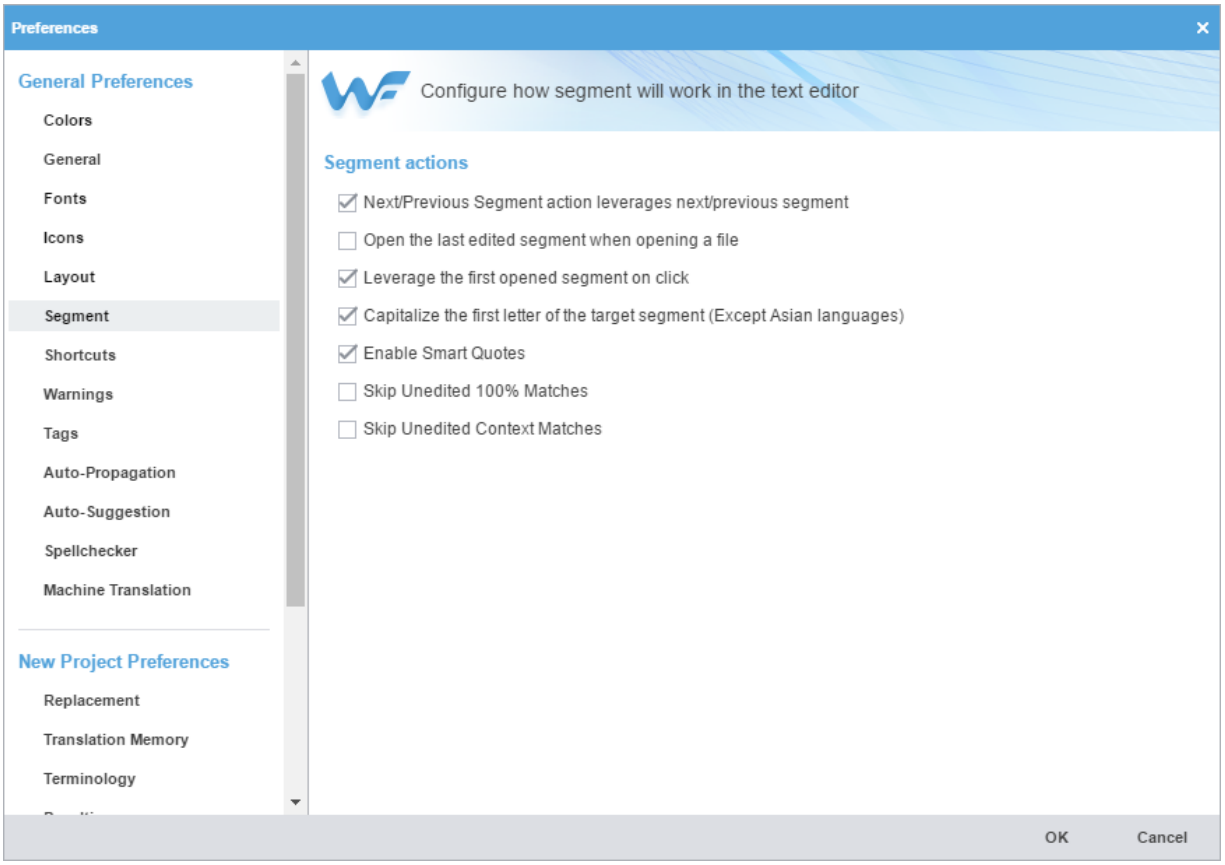
GENERAL PREFERENCES

Segment

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

To configure segment actions:

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



2. Select the segment options as follows.

Next/Previous Segment action leverages next/previous segment	Enable or disable the writing and leveraging action of the Next/ Previous Segment command.
Open last edited segment when opening a file	Go to the last segment edited when a file is opened.
Leverage the first opened segment on click	View the Translation Memory leverage of the first open segment when you open a TXLF file for translation.
Capitalize the first letter of the target segment (Except Asian Languages)	Translated segment are converted to sentence case, but not for Asian languages.

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Enable Smart Quotes	Changes the quotation marks to smart quotes. Depending on the target language, the quotation marks used when the user presses the quotation mark keys on the keyboard are changed.
Skip Unedited 100% Matches	Enable or disable skipping over those segments with perfect matches.
Skip Unedited Context Matches	Enable or disable skipping over those segments with context matching.

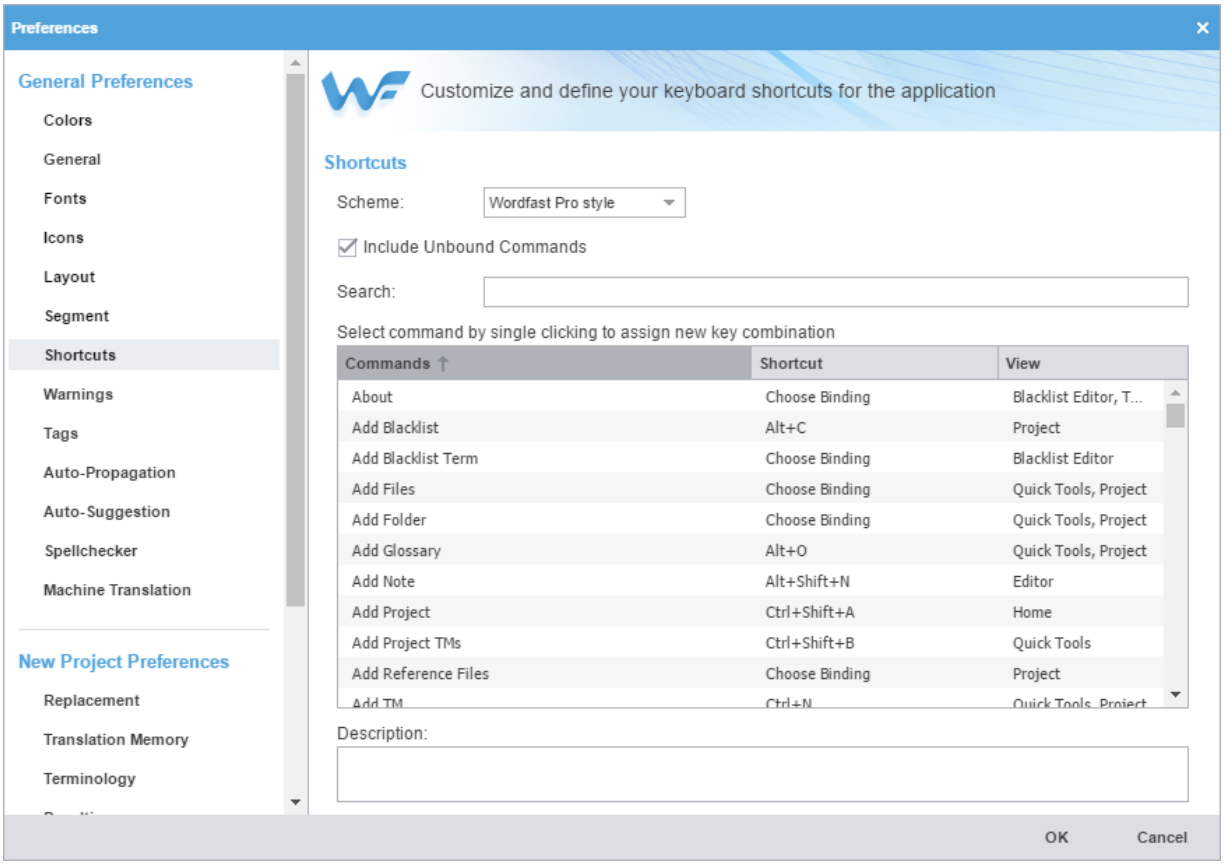
GENERAL PREFERENCES

Shortcuts

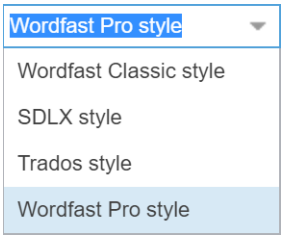
Many of the tools of **Wordfast** can be associated with keyboard shortcuts.

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

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



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



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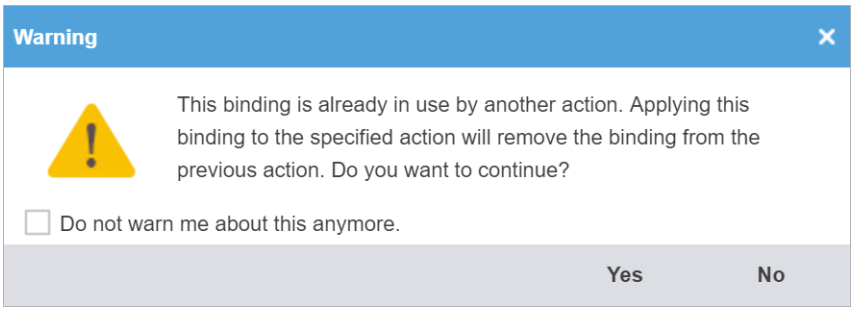
3. Select a **Command** from the command list, and enter a new sequence of keys in the **Shortcut** column and click **OK**.

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



   The shortcut key is modified to the new sequence.

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

GENERAL PREFERENCES

Warnings

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

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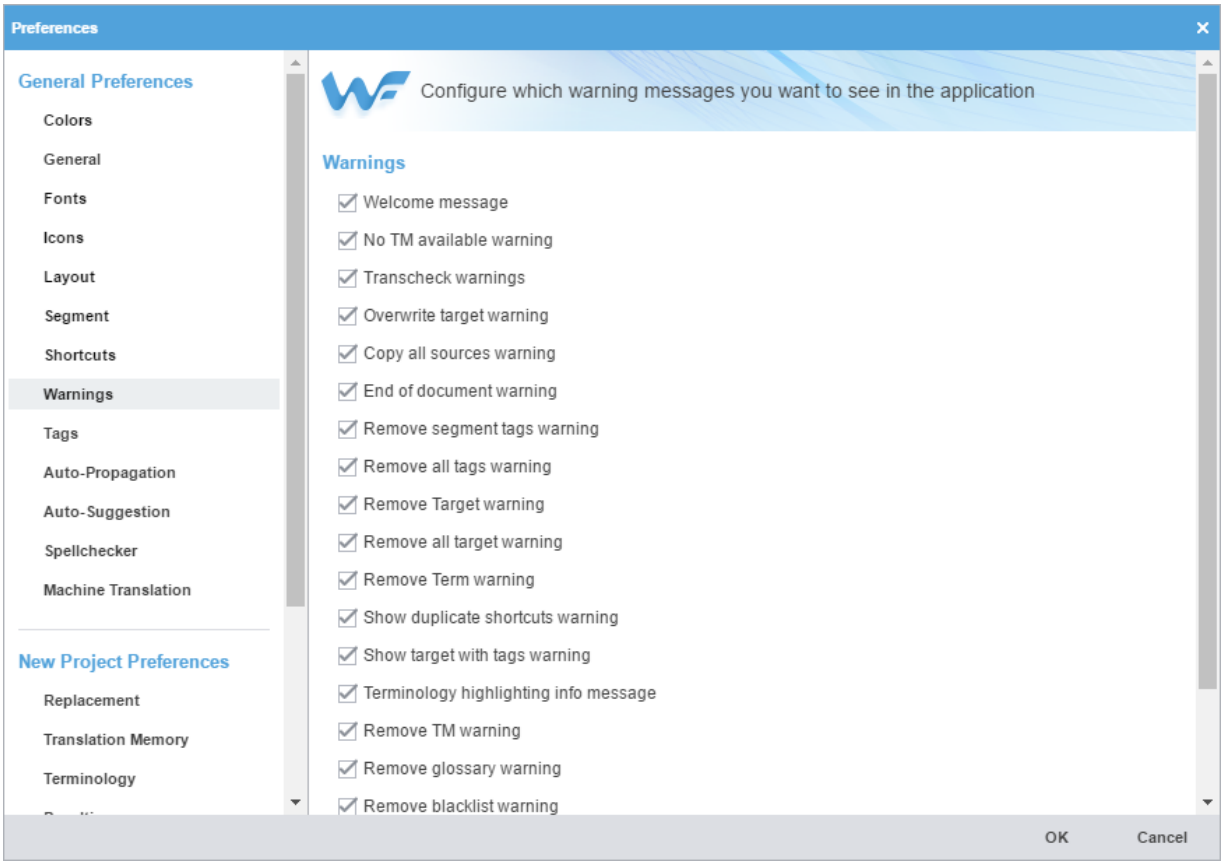
To select warnings:

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



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

GENERAL PREFERENCES

Tags

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

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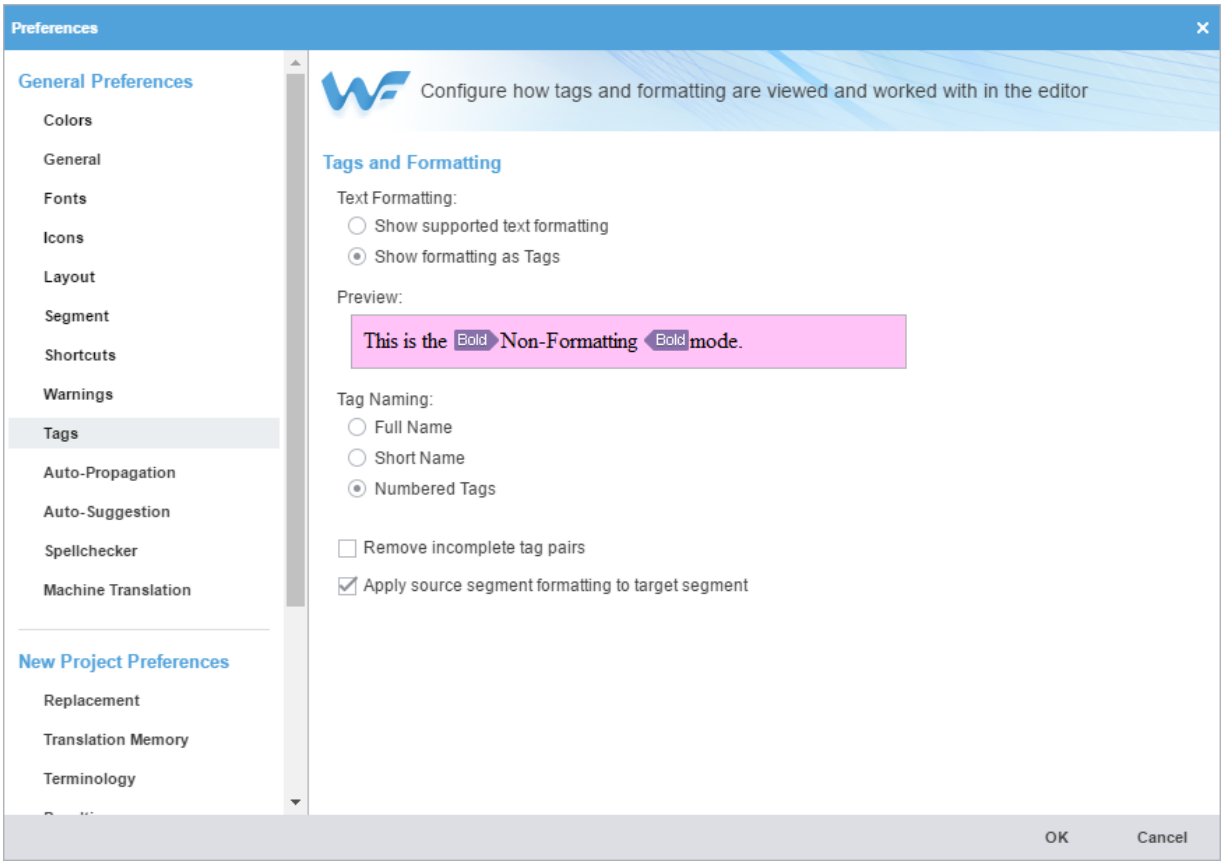
To configure tag options:

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



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

Text Formatting

Show supported 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

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

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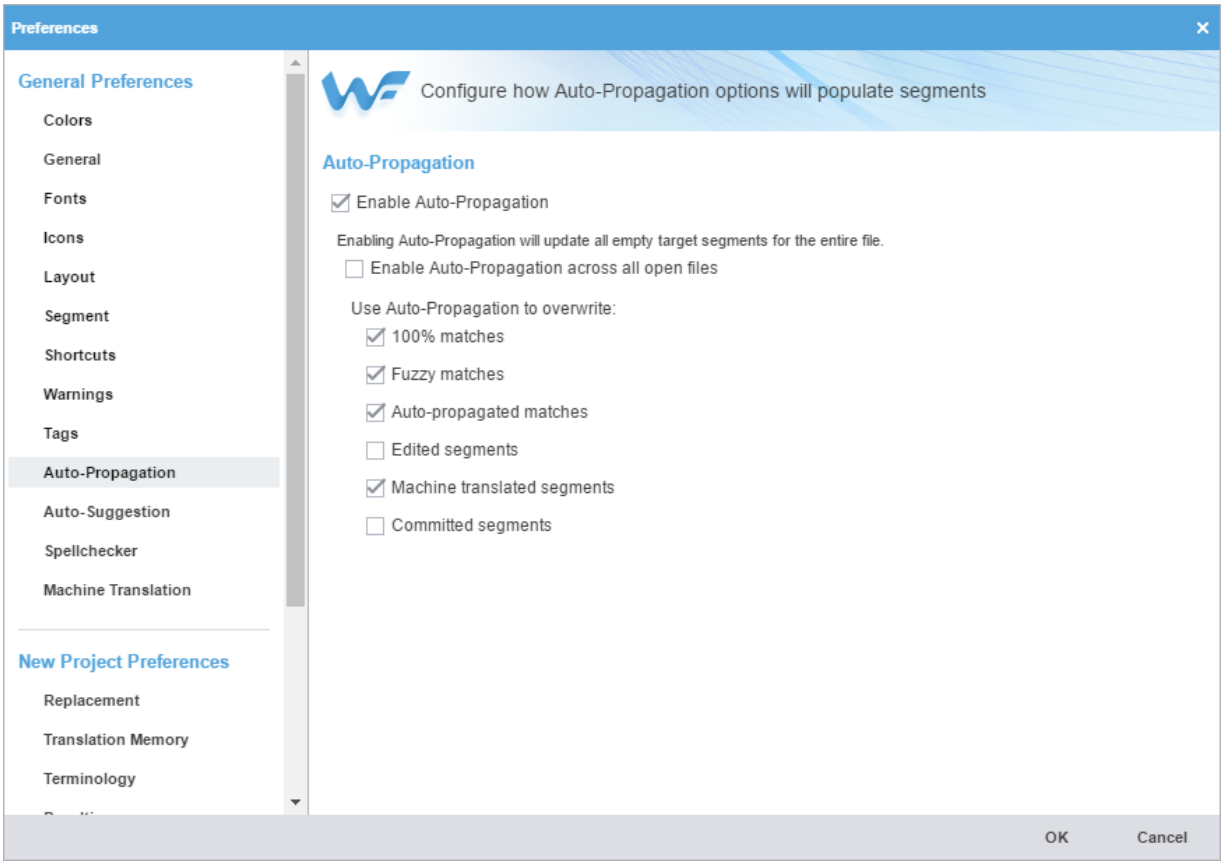
GENERAL PREFERENCES

Auto-Propagation

Auto-Propagation allows repetitive content in the file to be translated consistently by propagating translated segments.

To configure auto-propagation options:

1. Click **Auto-Propagation** in the **General Preferences** group.



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

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.
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.

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Committed segments	Overwrites translated content which is committed to the Translation Memory (TM).

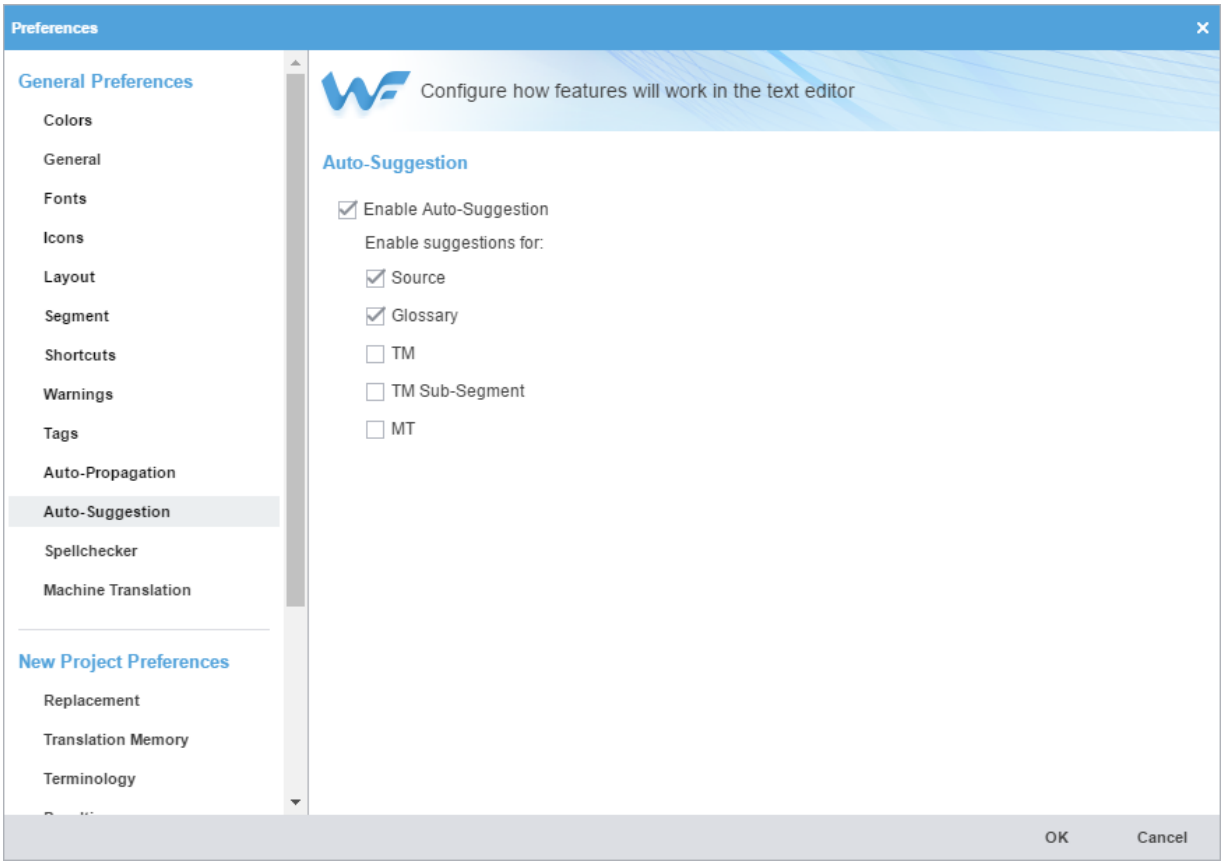
GENERAL PREFERENCES

Auto-Suggestion

The **Auto-Suggestion** option populates suggestions based on source content, such as numbers, URLs, and proper names. It can also suggest terms for the glossary, Translation Memory (TM) matches, and Sub-segment TM matches.

To configure auto-suggestion:

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



2. Select **Enable Auto-Suggestion** checkbox and additional auto-suggest options and click **OK**.

   With **Auto-Suggestion** enabled, there are four options available:

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

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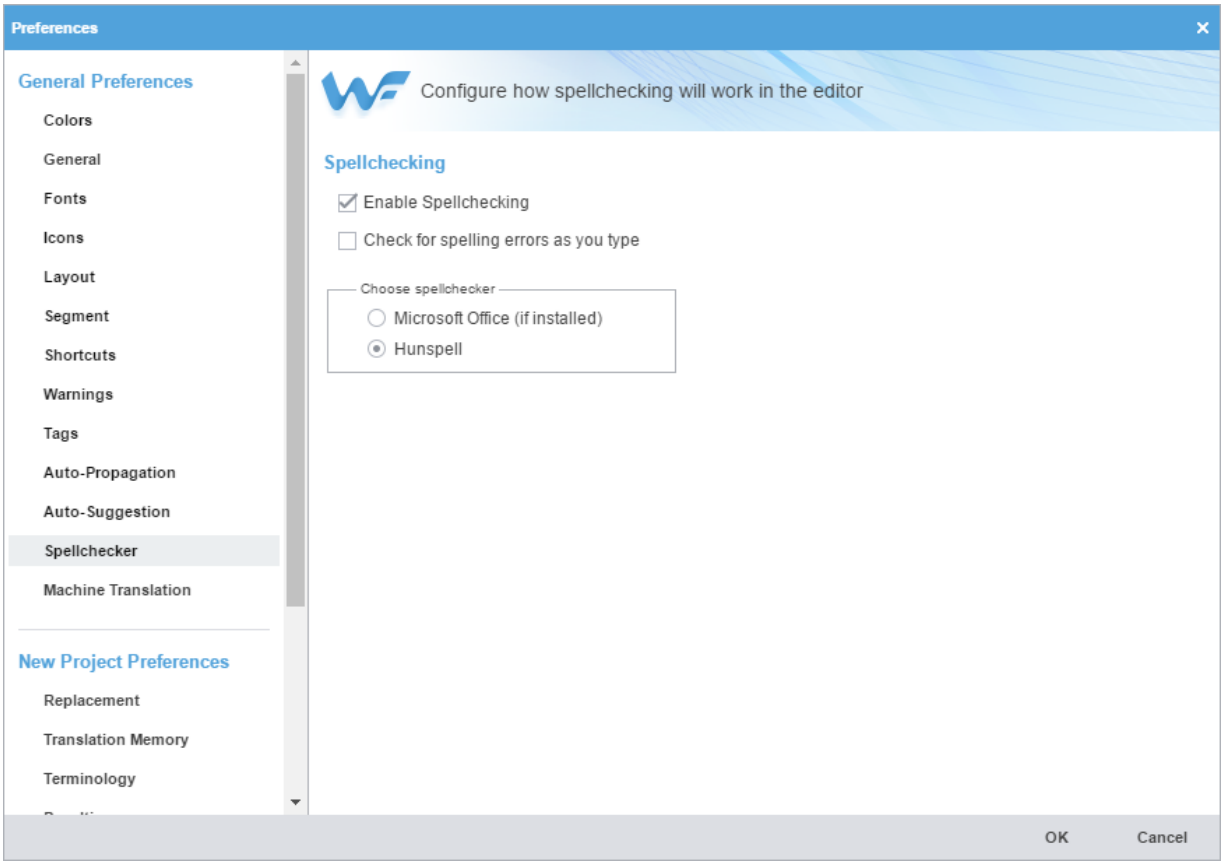
GENERAL PREFERENCES

Spellchecker

Spell check is supported in Microsoft Office and Hunspell.

To enable or disable spell check:

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



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

     Microsoft Office must be installed on your computer.

   - **Hunspell**

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

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

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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
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
Malaysian (Malaysia)		Indonesian (Indonesia)	
Japanese (Japan)			

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

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

GENERAL PREFERENCES

Machine Translation

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

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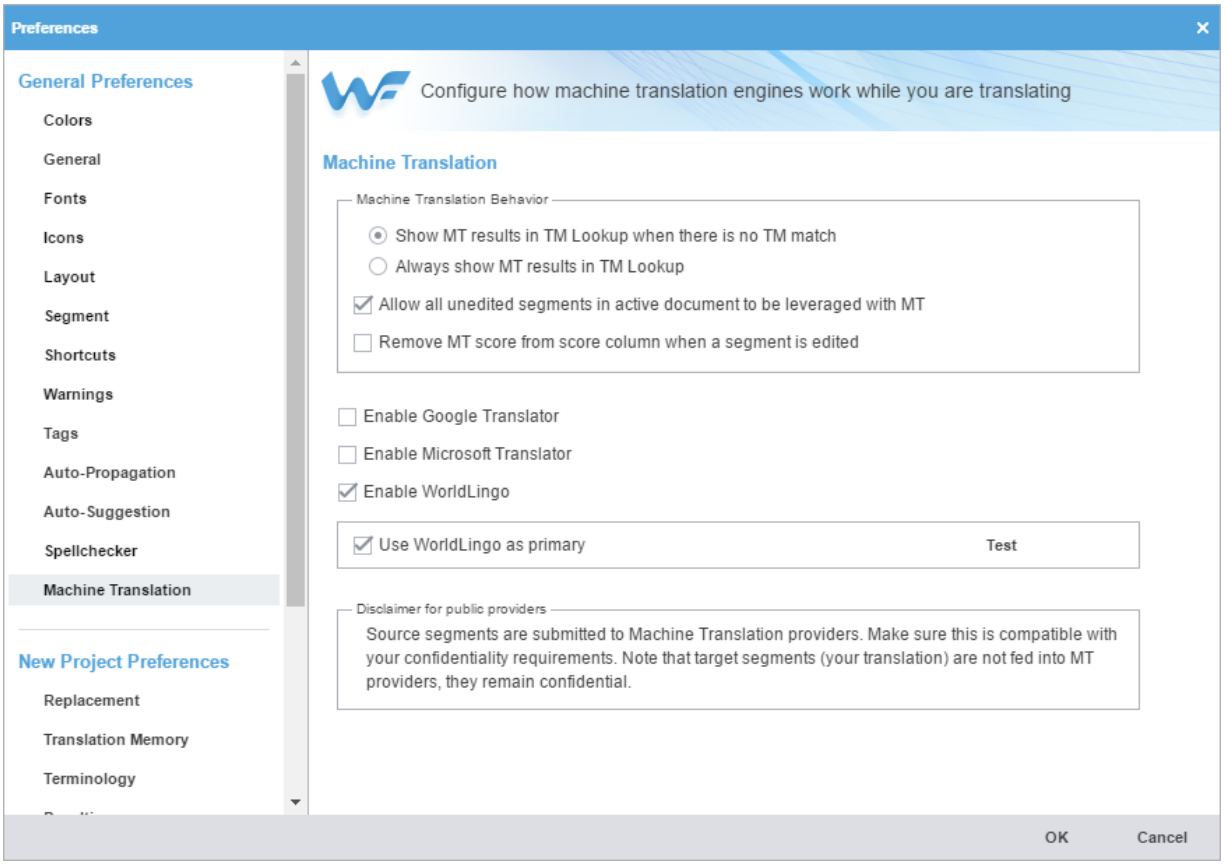
To enable machine translation:

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



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

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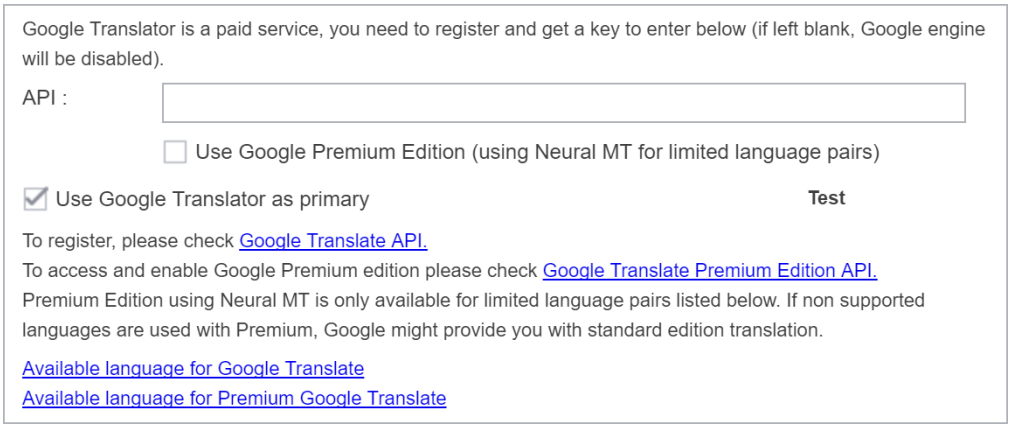
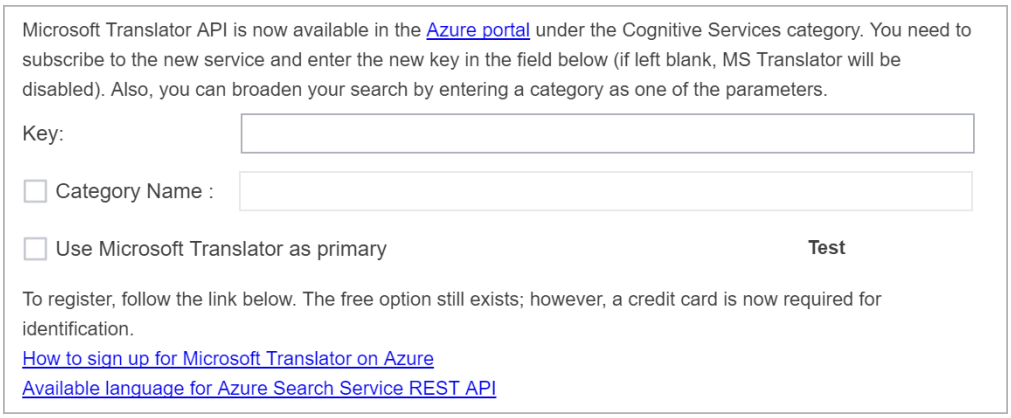
Translator	Options
Enable Google Translator	
Enable Microsoft Translator	
Enable WorldLingo	 Languages are limited to WorldLingo Languages listed below.

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

WorldLingo is limited to the language set listed below:

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

New Project Preferences

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

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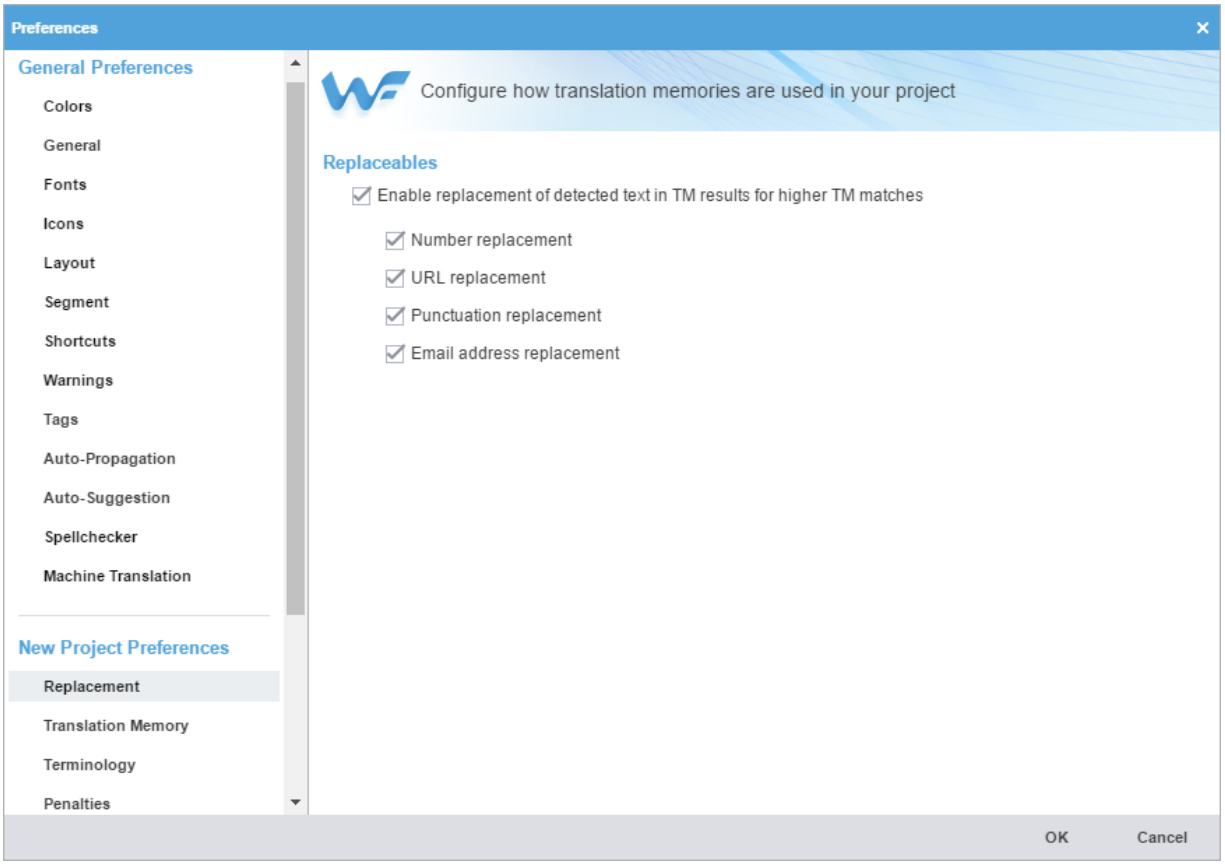
NEW PROJECT PREFERENCES

Replacement

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

To enable replacements:

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



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

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

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

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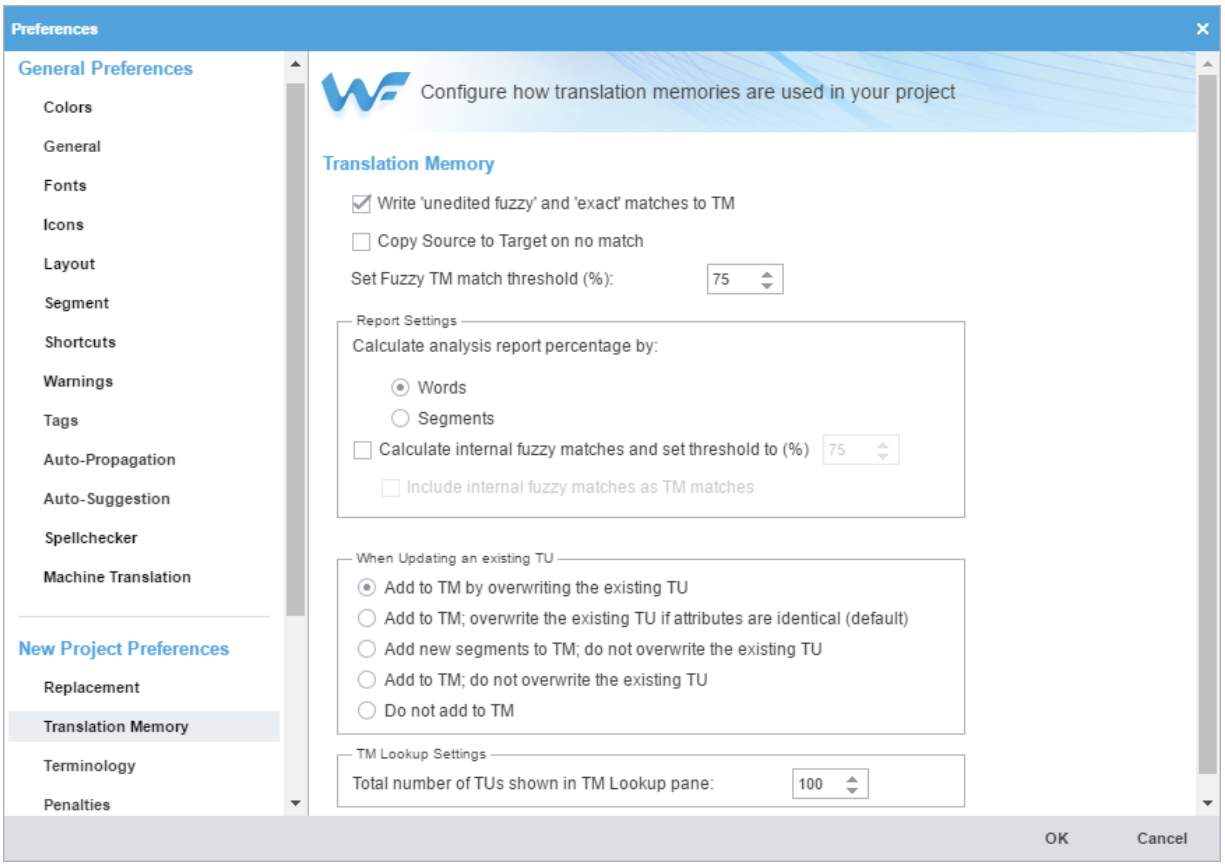
NEW PROJECT PREFERENCES

Translation Memory

To select translation memory options:

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



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.

   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**

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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 **Total number of TUs shown in TM Lookup pane** and click **OK**.

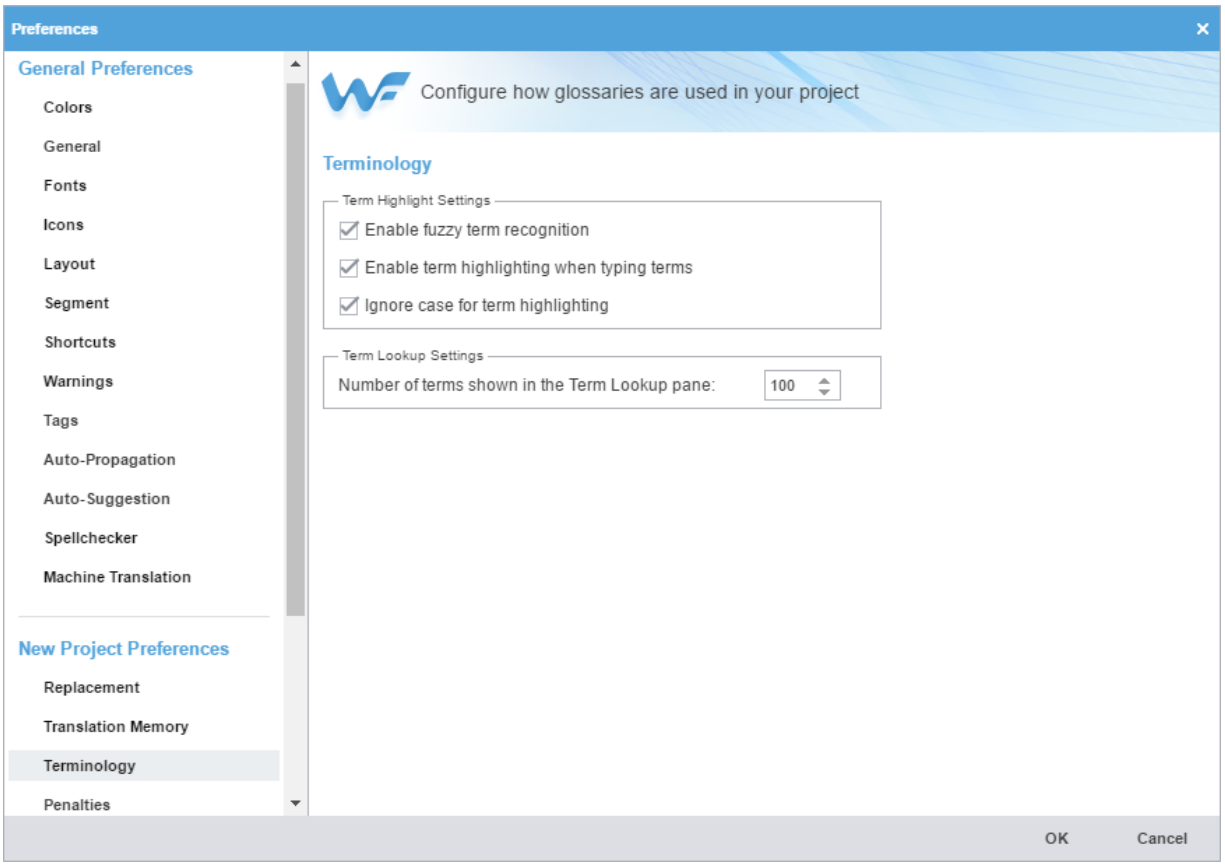
NEW PROJECT PREFERENCES

Terminology

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

To select terminology options:

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



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

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

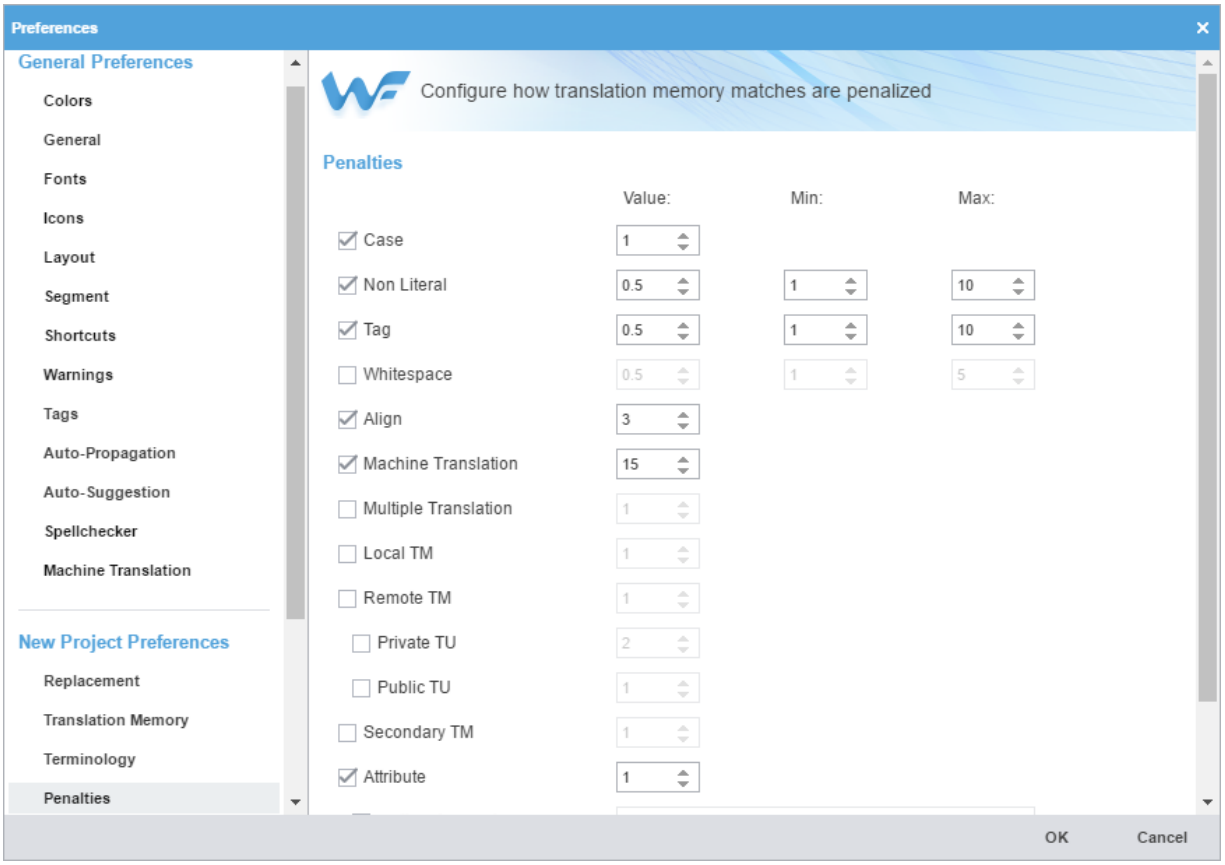
NEW PROJECT PREFERENCES

Penalties

Penalties are defined to maintain a high quality of content leveraged from 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 select penalties for TM matches:

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



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

Case	Differences in case is considered
Non Literal	Differences in special characters, including punctuation, space, apostrophe, dash, quote, etc,.
Tag	Differences in tagging
Whitespace	Differences in blank spacing
Align	Differences in Translation Units with alignment attributes
Machine Translation	Differences in Translation Units based on Machine Translation
Multiple Translation	Differences in Translation Units based on duplicates within the TM with different translations

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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

NEW PROJECT PREFERENCES

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 in the Status column.

To select Transcheck options:

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

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

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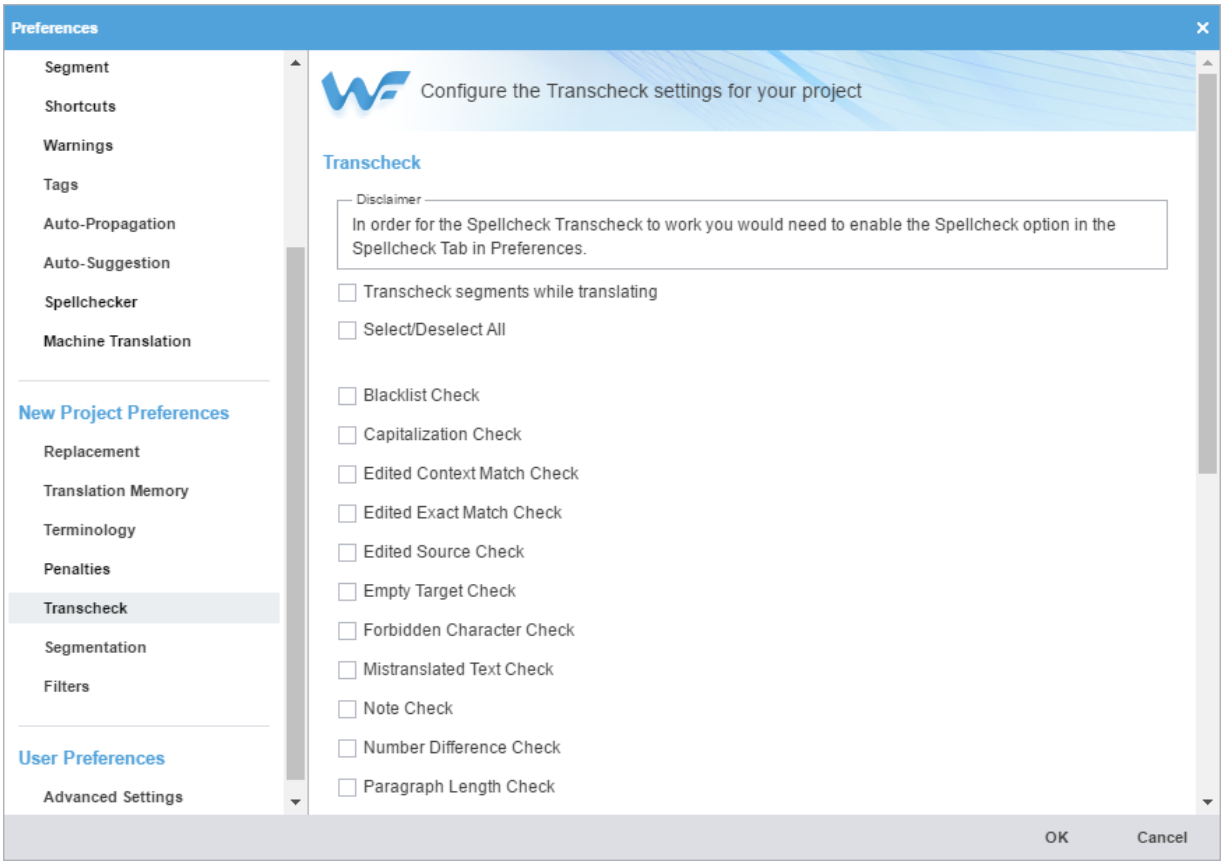

2. To control how Transcheck checks target segments, select the different configuration settings.

Transcheck segments while translating	Check to enable Transcheck during translation
Select/Deselect All	Check to enable all of the following options
Blacklist Check	Check if the target segment includes blacklisted terms. **Note:** The blacklisted term list must be a tab-delimited file. This check is available depending on the TMGR configuration for the project. Refer to Blacklist Check
Capitalization Check	Check differences in capitalization. To configure this option, refer to Capitalization Check
Edited Context Match Check	Check if context matches from the TM were edited
Edited Exact Match Check	Check if exact matches from the TM were edited
Edited Source Check	Check if the source of a segment was edited
Empty Target Check	Check for segments containing no translation
Forbidden Character Check	Check if the target segment includes forbidden characters. Refer to Forbidden Character Check
Mistranslated Text Check	Check if a segment has been translated incorrectly.

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Note Check	Check if notes exist in a segment
Number Difference Check	Check if the numerals in the source segment match the target segment. Refer to Number Difference Check
Paragraph Length Check	Check if the target paragraph length has exceeded the maximum character length set for the paragraph
Punctuation Check	Check for consistency in punctuation between source and target segments. Refer to Punctuation Check
Repeated Word Check	Check for repeated words in the translation
Segment Length Check	Check if the translation complies with preset limits on characters and words. Refer to Segment Length Check
Extended Punctuation Check	Check for consistency in extended punctuation between source and target segments
Copied Source Check	Check for copied source text in the target. Refer to Copied Source Check
Spelling Check	Check spelling as the translation is entered. Refer to Spell Check Note: If the spell check language is not available then a message is displayed informing the user that Transcheck will continue but a spell check will not take place.
Tag Check	Check for missing tags in the target segments. Refer to Tag Check
Terminology Check	Check if the terms in the source segment are translated correctly based on the terminology list. Refer to Terminology Check
Unconfirmed Segment Check	Check if segment is marked unconfirmed
Unedited Exact Check	Check if exact matches are unedited.
Unedited Fuzzy Check	Check if fuzzy matches were not edited
Unedited MT Check	Check if machine translated matches were not edited
Untranslatable Text Check	Check if the untranslatable content in source and target segments is consistent. Refer to Untranslatable Text Check
Untranslated Text Check	Check if any segments are not translated; for example, if Copy Source was used to enter translation
Whitespace Check	Check for mismatched or double white spaces in the target segment. Refer to Whitespace Check

3. Click **OK**.

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

TRANSCHECK

Blacklist Check

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

1. Click **Transcheck**.

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2. Select **Blacklist Check**.

   The related options are displayed.

3. Select the appropriate options.

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

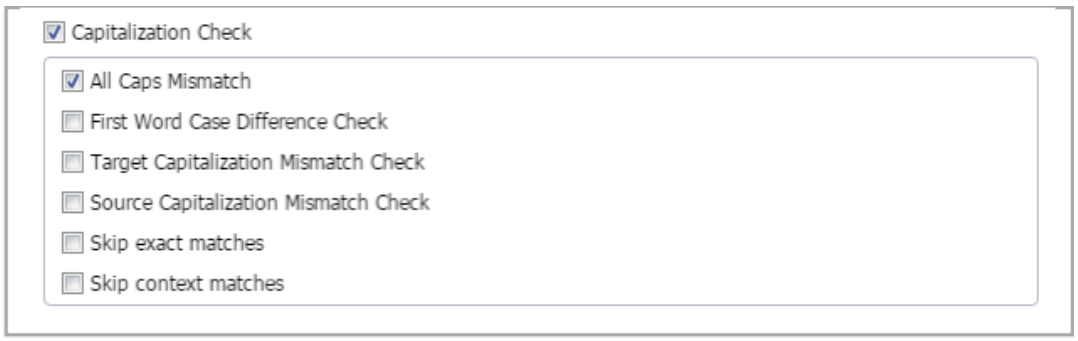
TRANSCHECK

Capitalization Check

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

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

   The related options are displayed.



3. Select the appropriate options.

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

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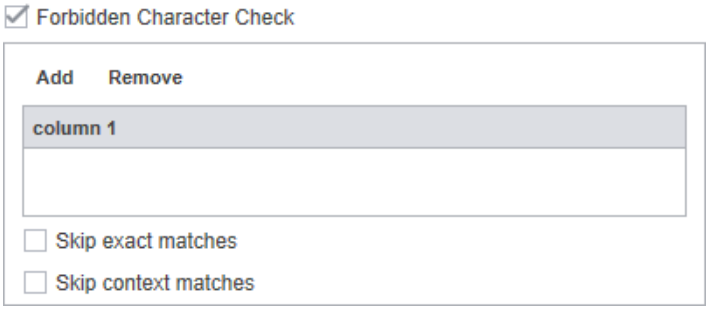
TRANSCHECK

Forbidden Character Check

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

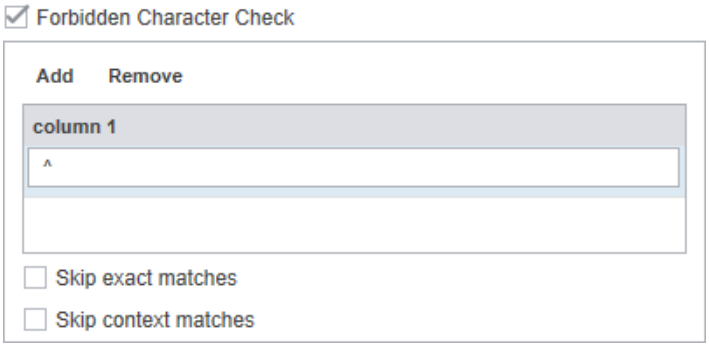
1. Click **Transcheck**.
2. Select **Forbidden Character Check**.

   The forbidden characters check is enabled.



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

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



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

TRANSCHECK

Punctuation Check

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

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

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

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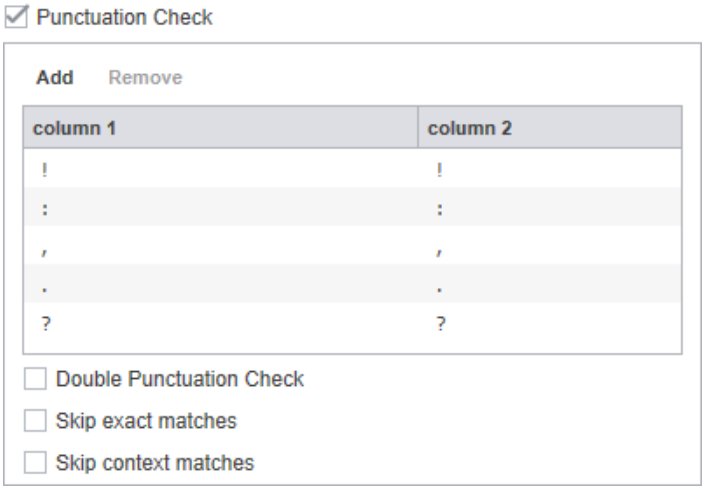
A list of current punctuation characters is displayed.



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

   To remove a punctuation character from checking, highlight the character in the list and click **Remove**.
5. Select any of the following options:
   - **Double Punctuation Check** to check for repeated punctuation
   - **Skip exact matches** to disable or enable checking for punctuation on exact matches
   - **Skip context matches** to disable or enable checking for punctuation on context matches
6. Click **OK**.

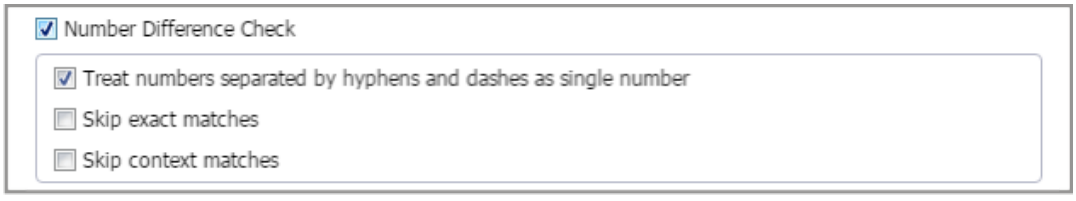
TRANSCHECK

Number Difference Check

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

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

   The related option is displayed.



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**.

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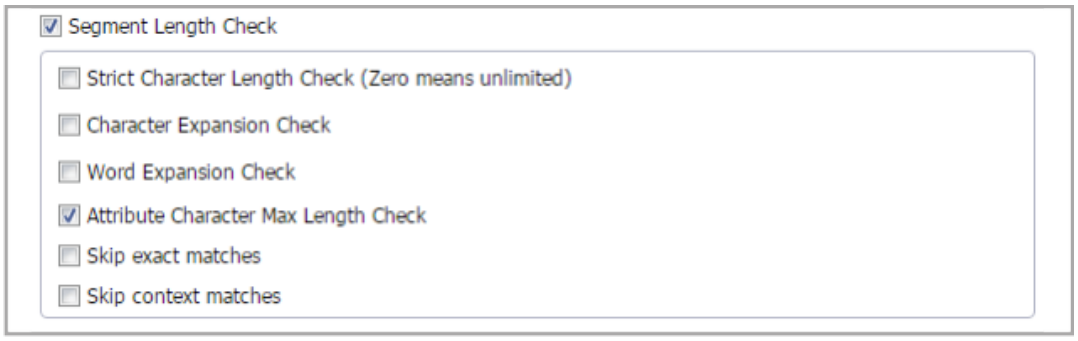
TRANSCHECK

Segment Length Check

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

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

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



3. Select those options that apply.

   The options are explained in the following table.

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

TRANSCHECK

Copied Source Check

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

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

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The related options are displayed.

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

TRANSCHECK

Spell Check

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

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

    The related options are displayed.

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

TRANSCHECK

Tag Check

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

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

    The related options are displayed.

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

TRANSCHECK

Terminology Check

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

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

    The related options are displayed.

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

TRANSCHECK

Untranslatable Text Check

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

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

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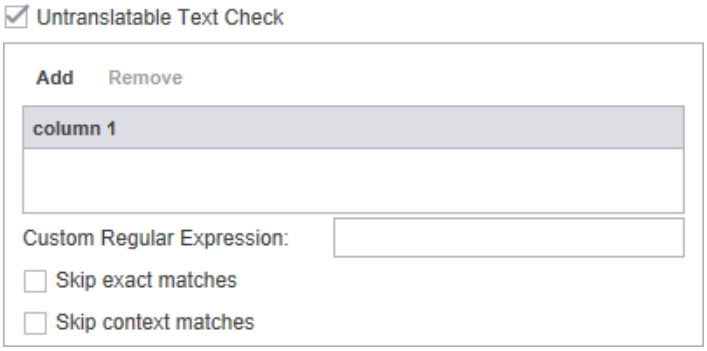
The **Untranslatable Text Check** expands to a dialog.



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

TRANSCHECK

Whitespace Check

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

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

   The related options are displayed.

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

NEW PROJECT PREFERENCES

Segmentation

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

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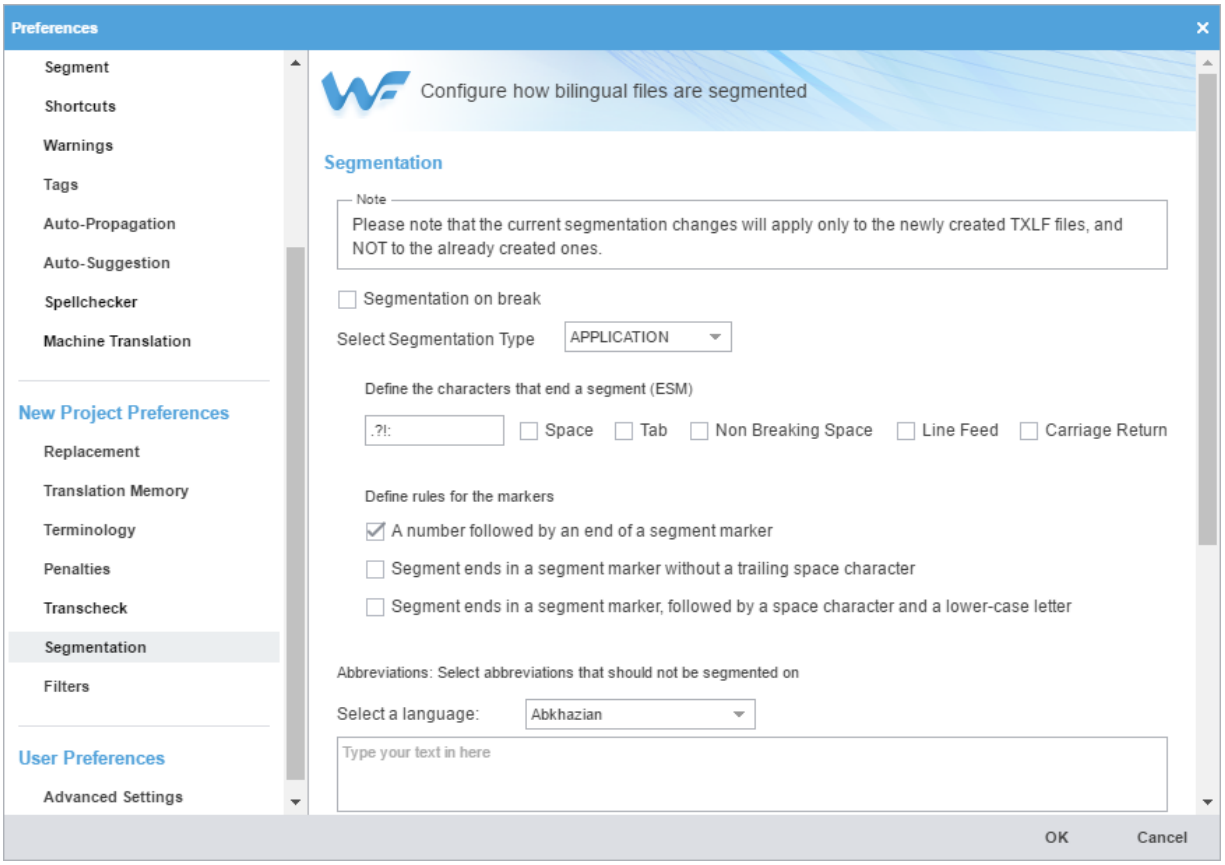
To select segmentation options:

1. Click **Segmentation** the **New Project Preferences** group.



2. Select the required segmentation options. These options are:
   - Select **Segmentation on break** to enable segmentation on line breaks.
   - Select the **Segmentation Type** as **APPLICATION** or **SRX** from the drop-down list.
3. Define the characters that end a segment (ESM):
   - Enter specific characters into the input field to specify custom segment end characters
   - Select **Space** to enable white-spaces as a segment end character
   - Select **Tab** to enable tabs as a segment end character
   - Select **Non Breaking Space** to enable non-breaking white-spaces as a segment end character
   - Select **Line Feed** to enable line-feed ASCII codes as a segment end character
   - Select **Carriage Return** to enable carriage return ASCII codes as a segment end character
4. Define the rules for the markers, select those that apply:
   - A number followed by an end of a segment marker.
   - Segment ends in a segment marker without a trailing space character.
   - Segment ends in a segment marker, followed by a space character and a lower-case letter.
5. Select abbreviations that should not be used in segmenting and click **OK**

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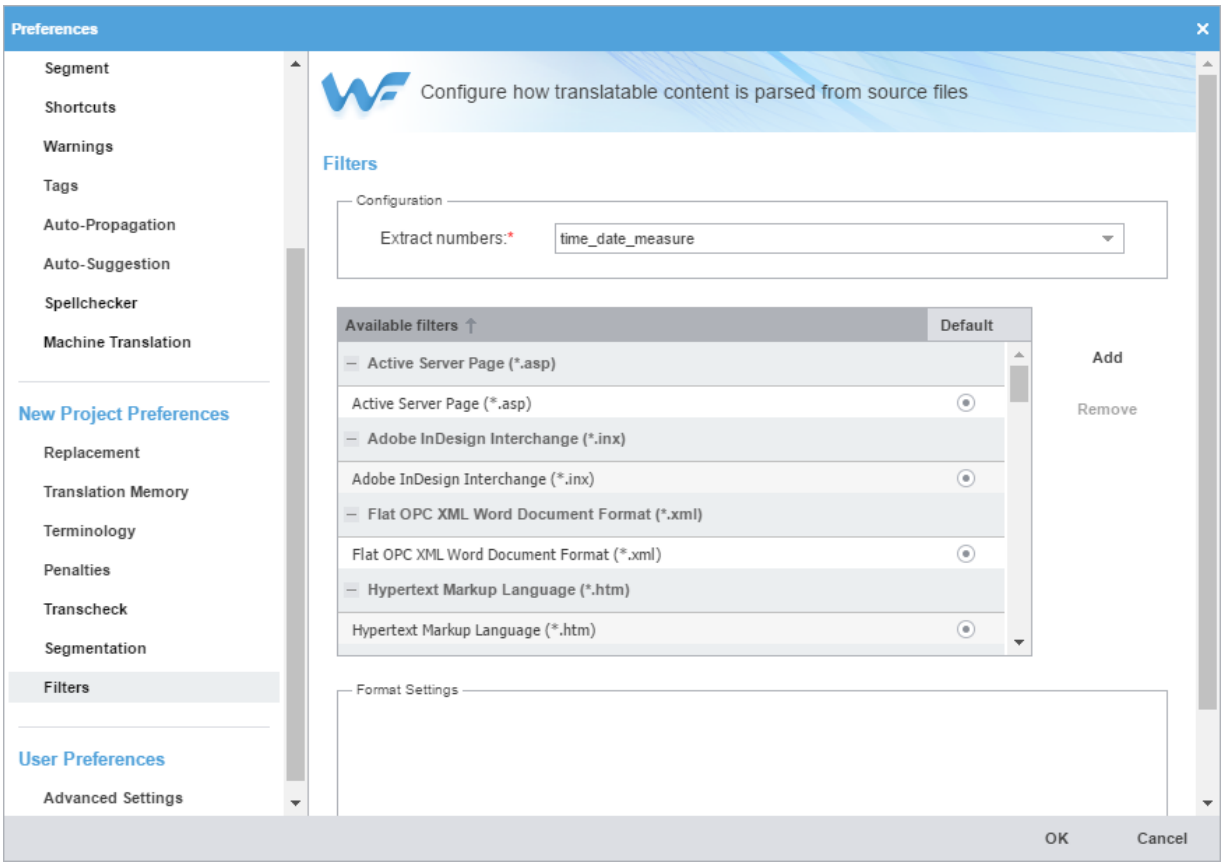
NEW PROJECT PREFERENCES

Filters

To select file filter options:

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



2. 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 Add New File Filter.

FILTERS

Add New File Filter

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

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

To add a new file filter:

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

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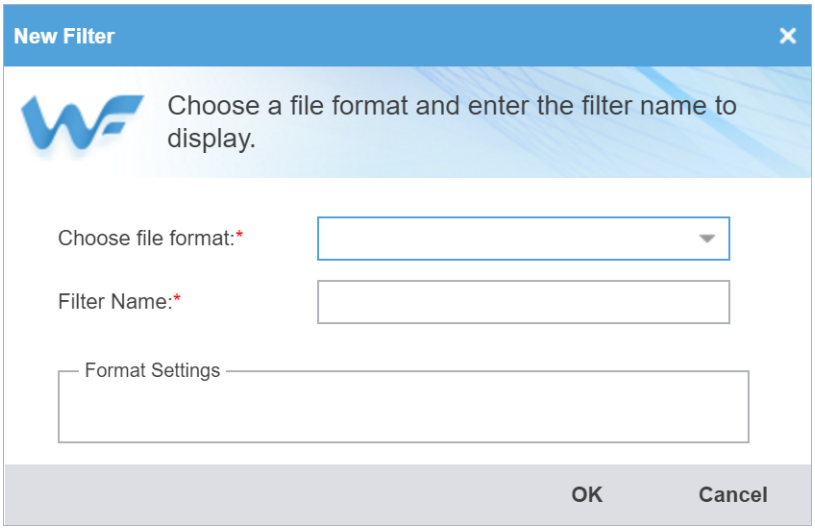

3. On the New Filter dialog, select the desired filter to use as a template for a new filter.
4. Enter the filter information, and click **OK**.

User Preferences

The User Preferences includes the user specific **Advanced Settings**.

USER PREFERENCES

Default Settings

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

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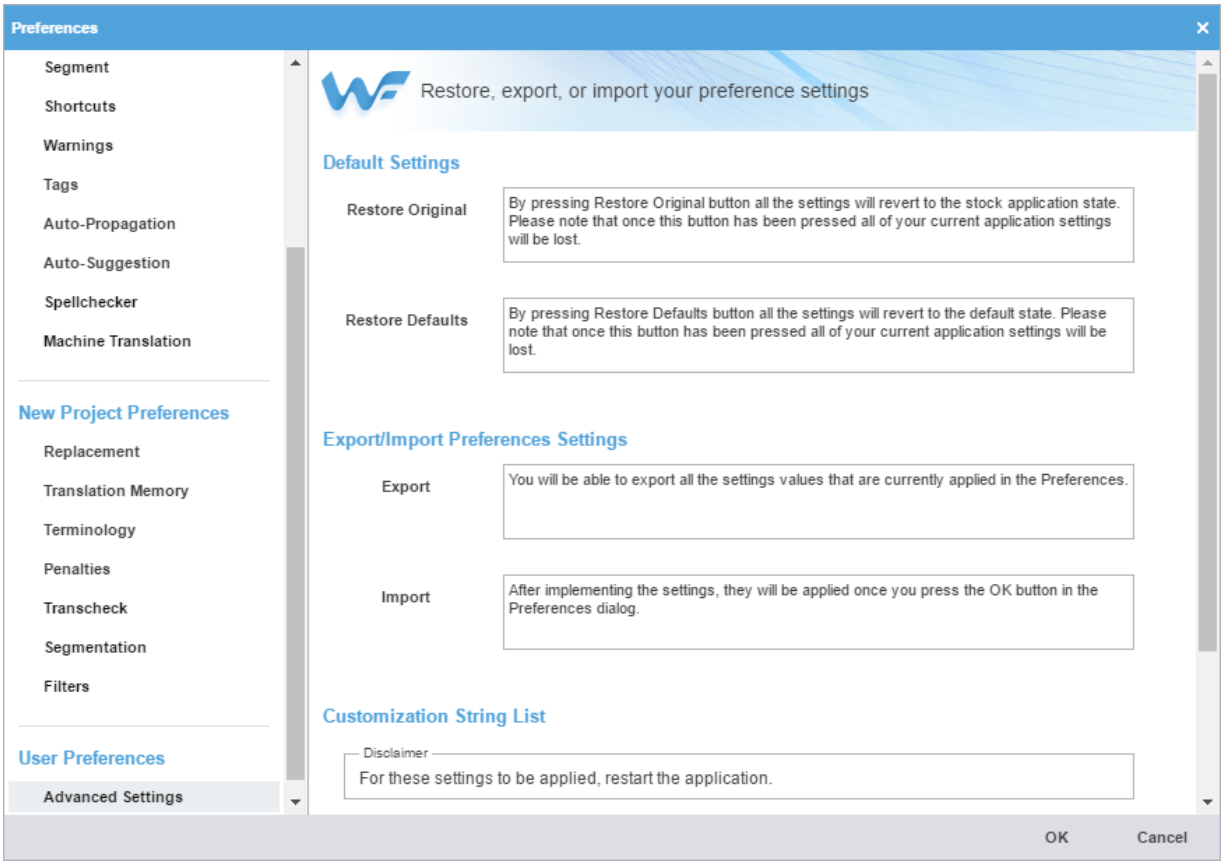
To restore Wordfast Pro to factory settings:

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



2. 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.
3. Click **OK**, to complete the restore process.

USER PREFERENCES

Export or Import Preferences

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

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

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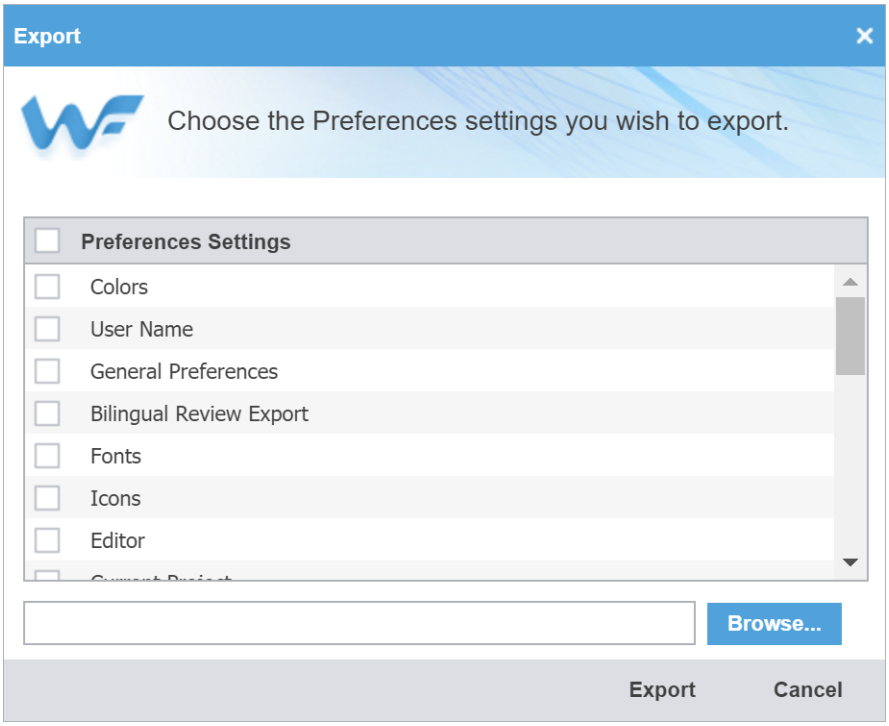
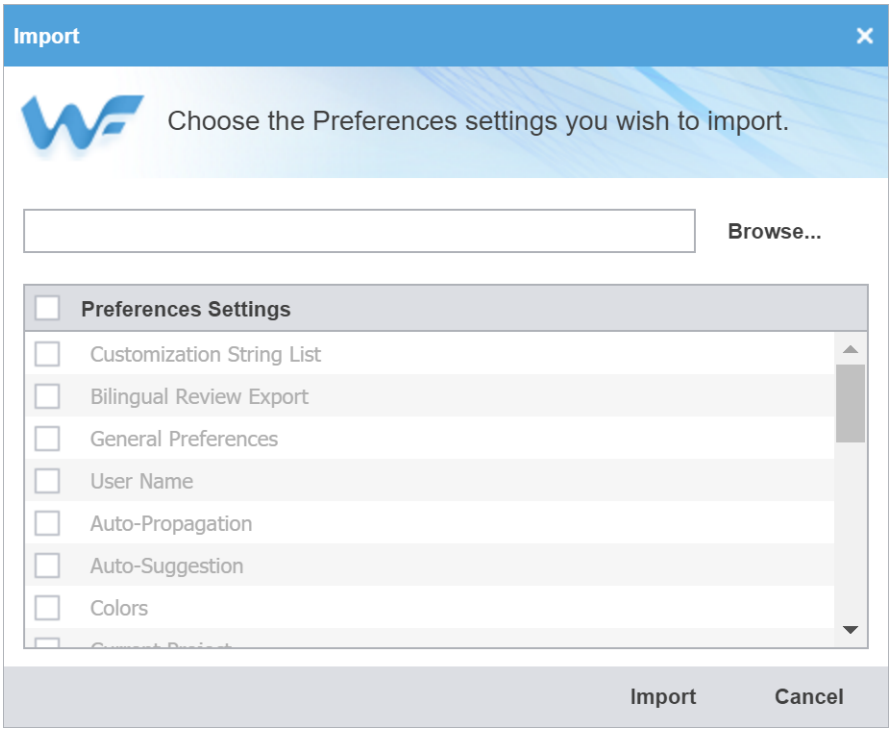


- **Import** to apply saved preferences



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

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13. FAQs

How do I obtain a Wordfast Pro License and install the application?

When you purchase a Wordfast license, you will receive an installer and a license certificate which contains login credentials for our website. When you install Wordfast Pro for the first time, it will be in **Demo** mode.

When you login to our website using the credentials on your license certificate, an activation key is provided. Enter the activation key in **Help > License Management**. This will change the **Demo** mode to a full version.

Refer to Install and Activate Wordfast Pro.

What does Wordfast Pro Demo mode mean?

When in **Demo** mode, you are limited to creating bilingual projects and storing up to 500 translation units in your Translation Memory. To get a full version, you must upload a license. Refer to Install and Activate Wordfast Pro.

What happens if a corrupted file is uploaded for translation?

When creating a project, if one of the files are corrupted or invalid, you will still be able to create a project with the clean files. The corrupt or invalid file will not be uploaded, and a warning message will be displayed.

How do I chain individual files?

Instead of opening files one-by-one to display in individual tabs, you can chain files to open in a single tab as long as these files are in the same batch. You cannot chain files across batches. Chaining files has the following main advantages:

- Open hundreds of files within seconds
- Filter or search and replace in one pass as opposed to once per individual file

Refer to Chain Files.

Why is the Analyze button inactive when a chained file is opened for translation?

The Analyze button on the TXLF Editor is inactive when a chained file is opened because the translation memory cannot provide the best results.

What are the different ways to analyze files?

The analysis process converts source files into TXLF, and leverages the content against existing translation memories and generates a report listing matches, non-matches, word count, character count, and segment count. Source files can be analyzed in the following ways:

- Analyze files within a project from the Project Files tab (Refer to Analyze)
- Analyze any files outside of the project files from the Quick Tools tab (Refer to Analyze)
- Analyze a file open for translation in the TXLF Editor by clicking the Analyze button under the Translation tab

How do I Skip 100% and 100%+ Segments when Navigating through Grid?

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To skip 100% and 100%+ segments when navigating to the next segment that requires linguistic changes, you have two options:

- Filter for **All except 100% and Context match segments** (Refer to Table Filter)
- Set preferences to **Skip 100% and 100%+ segments** (Refer to Segment)

The second option is preferred because it allows you so see the 100% and 100%+ segments for context while editing adjacent No Match and Fuzzy match or MT pre-translations.

How do I share and commit translations to TMs in real time?

To share your translation as soon as you are done translating or editing a segment, you must commit it to the TM. Committing a segment will turn the color highlight from pink to purple. You can commit a segment to the TM as follows:

- Move to the next segment using ALT + .
- Click **Translation > Commit**.
- Press **Alt+Q**.

If a segment does not require any changes, for example, if the 99% match or the MT match is linguistically correct, you can verify the segment. Verifying the segment will also commit it and turn the color highlight to purple. You can verify a segment as follows:

- Click the check mark next to the segment.
- Click the **Translation > Verify**.
- Press **Ctrl+Alt+V**.

Once the segment is committed to the TM, it becomes a private translation unit (TU) that is penalized at 1%. As a 99% match, the segment is listed following the 100% match. Your preliminary translations go through additional steps such as editing and proofing. This private TU is elevated to a public TU once the last linguistic step in the translation workflow is completed. A public TU is leveraged during analysis automatically at 100% or 100%+.

How do I keep translations from getting written to the master TM?

To prevent a segment from getting written to the TM:

1. Open the file for translation and click on the segment that you do not want to write to the TM.
2. On the **Translation** tab, click **Unconfirm/Confirm**. An unconfirmed segment will show a bull's eye icon in the Status column, and will not be written to the TM.
3. To write the segment to the TM, select the segment and click **Unconfirm/Confirm** again. The bull's eye icon disappears and the segment is written to the TM.
4. On the **Translation** tab, click **Unconfirm / Confirm All** to unconfirm or confirm all segments in the file.

How do I apply formatting correctly in WordFast Pro?

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Inline formatting can be applied to the target segment in two ways:

1. You can enter tag(s) from the source language segment for basic styles such as bold and italic using the buttons on the **Formatting** tab. However, these formatting buttons could introduce tags in the target that do not match the source. Unless the linguist identifies these mismatched tags using Transcheck and corrects them, they will prevent effected TXLF files from converting into monolingual files at the align stage.
2. To avoid the mismatched tags, after opening a file for translation, go to **Preferences > Tags** and select **Show Formatting as Tags.**
   Since this preference persists from one WFP session to another you only have to set it once. This preference enables you to reuse tags from the source using the **Copy** button under the **Translation** tab. If the tag preference is set to **Show Text Formatting (when supported)**, you must apply formatting using the buttons in the **Formatting** tab, unless you toggled segment-by-segment from **Tag Formatting** to **Tag Non-Formatting**.

Why is the Whole Words Only checkbox inactive in Find/Replace dialog?

In the **Find and Replace** dialog, the **Whole Words Only** checkbox will be inactive if multiple words or punctuation are added in the **Find** field.

What are Preferences for and how can I access them?

All the user interface options and features can be customized in the General, Current project and User preferences groups. Preferences can be accessed in the following ways:

- **Wordfast Pro** tab drop-down menu
- **Projects** tab
- **Project Files** tab
- **Quick Tools**
- **TXLF Editor**

Refer to Preferences.

What are the different ways that I can preview a file as PDF during translation?

You can preview any MS Office or HTML file as a PDF on the **TXLF Editor > File** tab. Refer to Preview PDF.

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