



**WORDFAST**

## User Guide

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# About this Guide

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

## Conventions

### CONVENTIONS

#### Typographical




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

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

### CONVENTIONS

#### Icons

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

	<b>Note:</b> This icon designates a note or helpful suggestion or reference relating to the surrounding text.
	<b>Best Practice:</b> This icon designates a suggestion for best practice relating to the surrounding text.
	<b>Alert:</b> This icon designates a warning or alert relating to the surrounding text. In this situation, the user should exercise caution to avoid an undesirable result.

# 1. Release Notes Summary

The following is a summary of new features, improvements, and issues fixed for Version 5.1.0.

## New Features and Improvements

- Added new Project Creation dialog that allows for faster project creation
- Added new Segment Statistics feature that counts segment and paragraph characters with a maximum segment length indicator
- Updated Completion Status calculation based on number of translated source words
- Live Preview support for DOC/DOCX files
- Added feature to import TMs during project creation
- Added feature to add TMs from other projects during project creation
- Added feature to pre-translate with Primary MT for no match segments during project creation
- Added feature to import SDLXLIFF files within SDL packages
- Added filter option to change SDL segment status to “Translated”
- Added option to use auto-propagation for context matches
- Added feature to filter segments by segment and paragraph metadata
- Project folders are now created next to GLP files by default
- Term mouseover now displays all source and target attributes
- Write unedited fuzzy and write unedited exact matches are now separated when writing to TM
- Added feature to create projects with TXLF files and have all updates done to those files
- Added support for MemoQ files
- Formatting options are disabled for non-Office files

## Fixed Issues

- Fixed issue of temp files being locked by OS and unable to be deleted
- Fixed issue of extra whitespace added to target segment when selected text is edited with new text
- Fixed issue of analysis not showing percentage based on words
- Fixed issue of cursor focus not moving to segments after applying filters to TXLF editor table
- Fixed issue of Translate All option not populating matches after a problematic segment is searched for
- Fixed issue of changes not remembered when shortcuts are updated
- Fixed issues of certain PPT and PPTX files not being added to a project
- Fixed issue that caused text formatting to persist after deletion
- Fixed issue of edit source action not appearing on the segment that was clicked on
- Fixed issue of selecting words in source after enabling show whitespaces
- Fixed issue of not all files being removed from the Cleanup tab when all files are selected
- Fixed issue of terms not copying to target when terms are next to punctuation
- Fixed issue of TM corruption after committing certain segments to TM
- Fixed issue of an NBSP getting pasted in Word as a character
- Fixed issue of mouseover not showing tag content accurately



- Fixed issue of the target column display in the bilingual table preview
- Fixed Find and Replace issue of a tooltip blocking the cursor
- Fixed issue of curly quotes causing false positives in Transcheck for en\_CA
- Fixed issue that caused Undo action to be disabled after Copy All Sources action
- Fixed issue of all exact TUs being deleted when one of the duplicates was deleted in TM Admin
- Fixed issue of translation disappearing from target segments when scrolling through the file
- Fixed issue of spell-check red underline disappearing unexpectedly
- Fixed issue of Google or Microsoft MTs being enabled without an API key
- Fixed issue that caused secondary TM marking (asterisk) to disappear from the Score column

## 2. About Wordfast Pro

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

### 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.

## 3. 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:

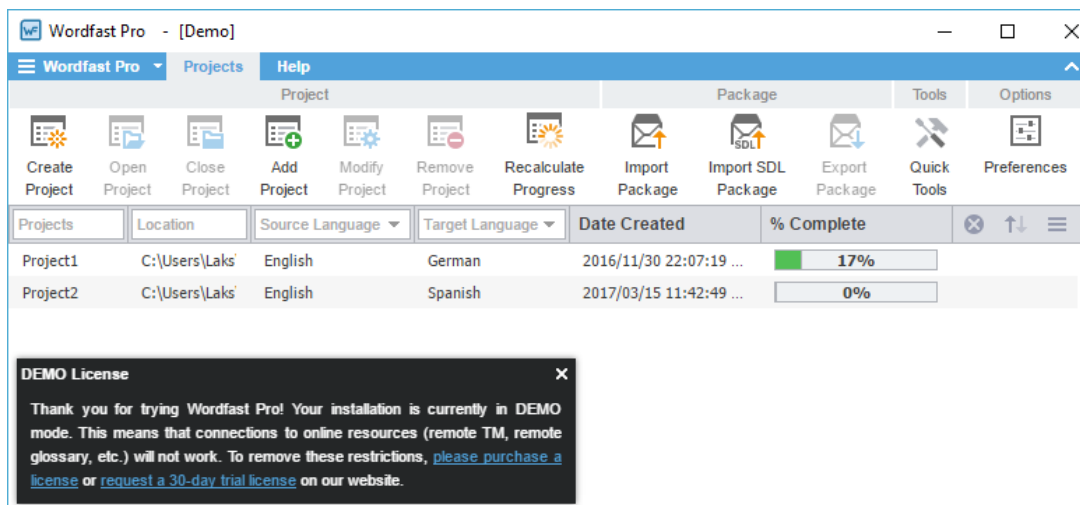
- Java JRE. If not present, it is installed automatically during Wordfast Pro installation
- Activation of the full Wordfast Pro installation requires a license and registration
- Minimum RAM of 2GB
- Minimum resolution of 1366 x 768 is recommended
- Operating systems: Microsoft Windows 7, 8, and 10, OSX 10.10+

### Install and Activate Wordfast Pro

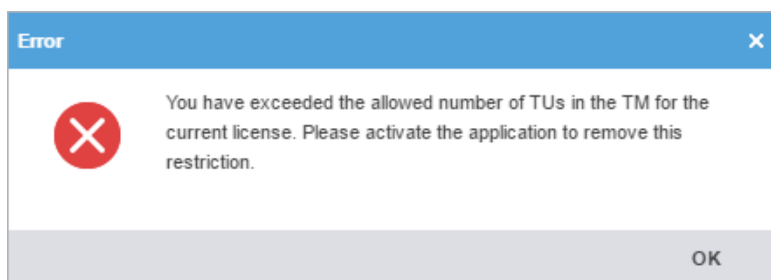
To install and activate Wordfast Pro:

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

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.

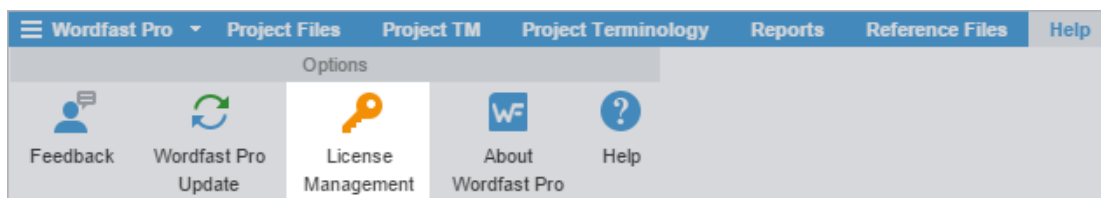
#### INSTALL AND ACTIVATE WORDFAST PRO

### Online Activation

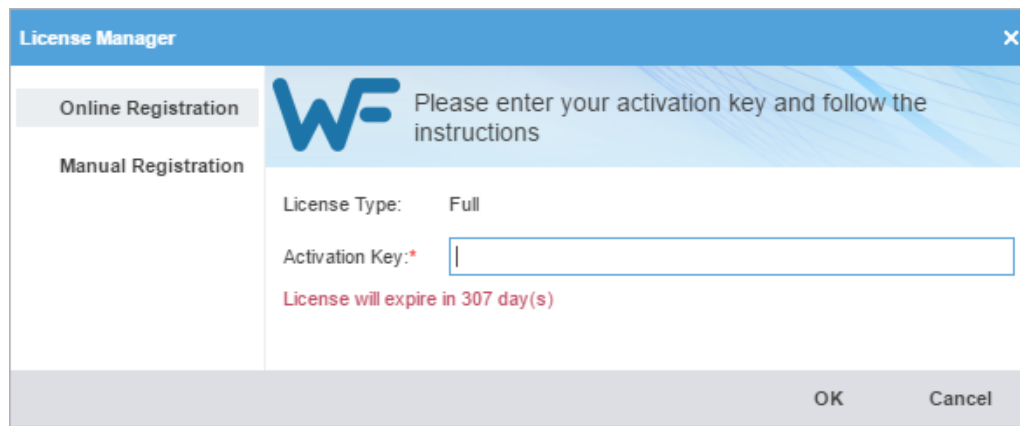
You can activate Wordfast Pro online using the **activation key** requested when you installed Wordfast Pro.

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**.



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**.

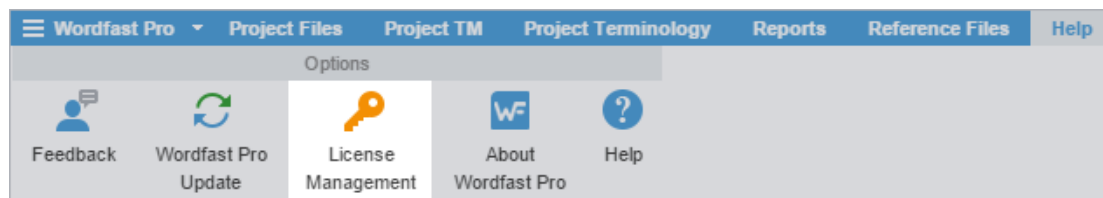
#### INSTALL AND ACTIVATE WORDFAST PRO

### 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.

## 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

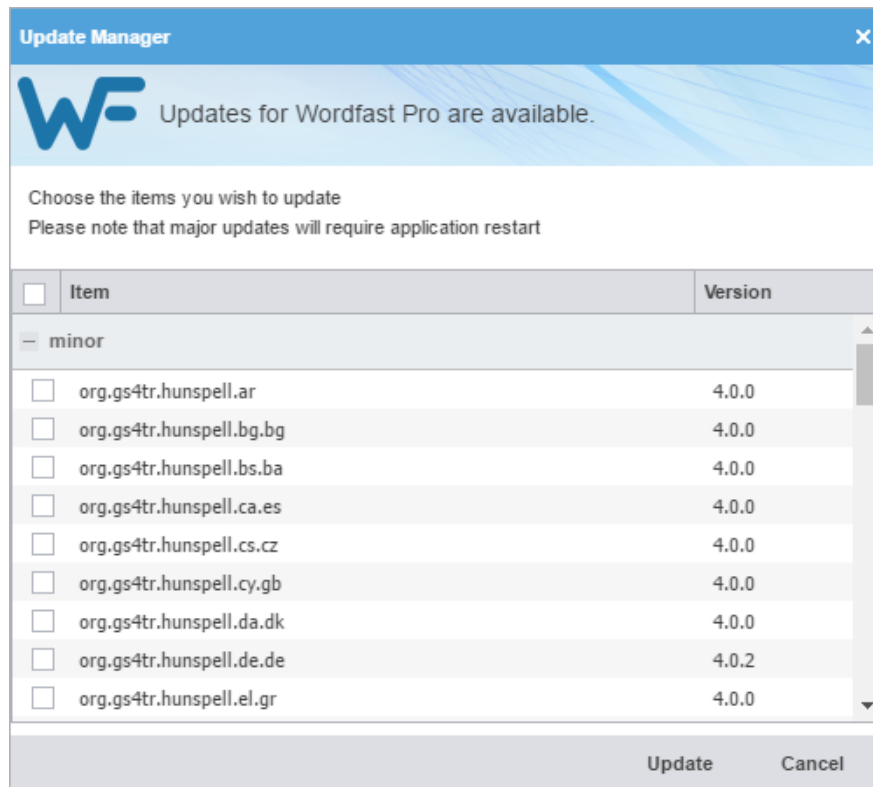
## View Updates

Upon opening Wordfast Pro, an update notification is displayed when there are newer versions or updated Hunspell spelling dictionaries available.

Alternatively, check for updates as follows:

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

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.



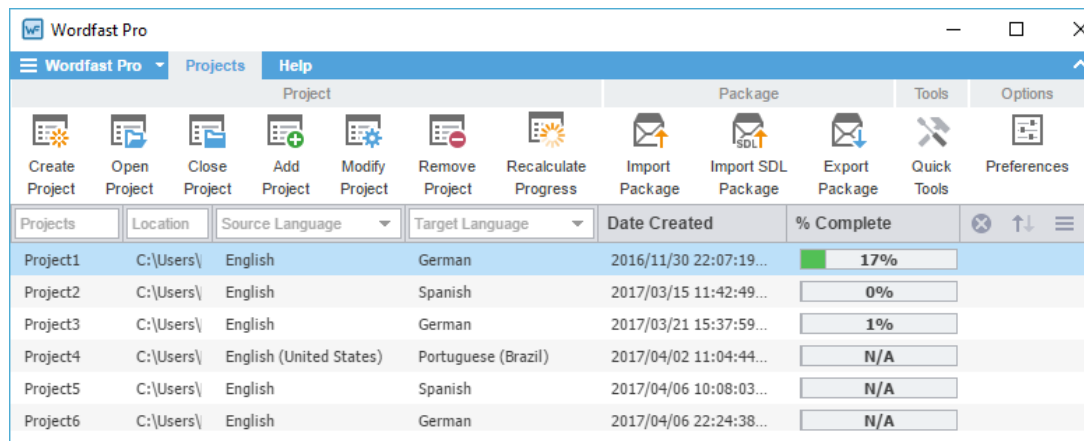
## 4. Start Wordfast Pro

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

To start Wordfast Pro:

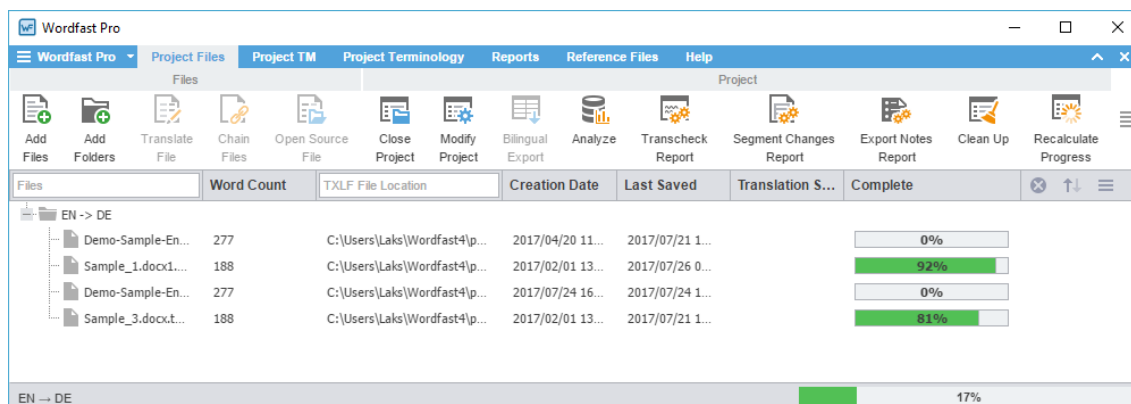
- Open **Wordfast Pro** by double-clicking the Wordfast icon on the desktop or from the Start menu.

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



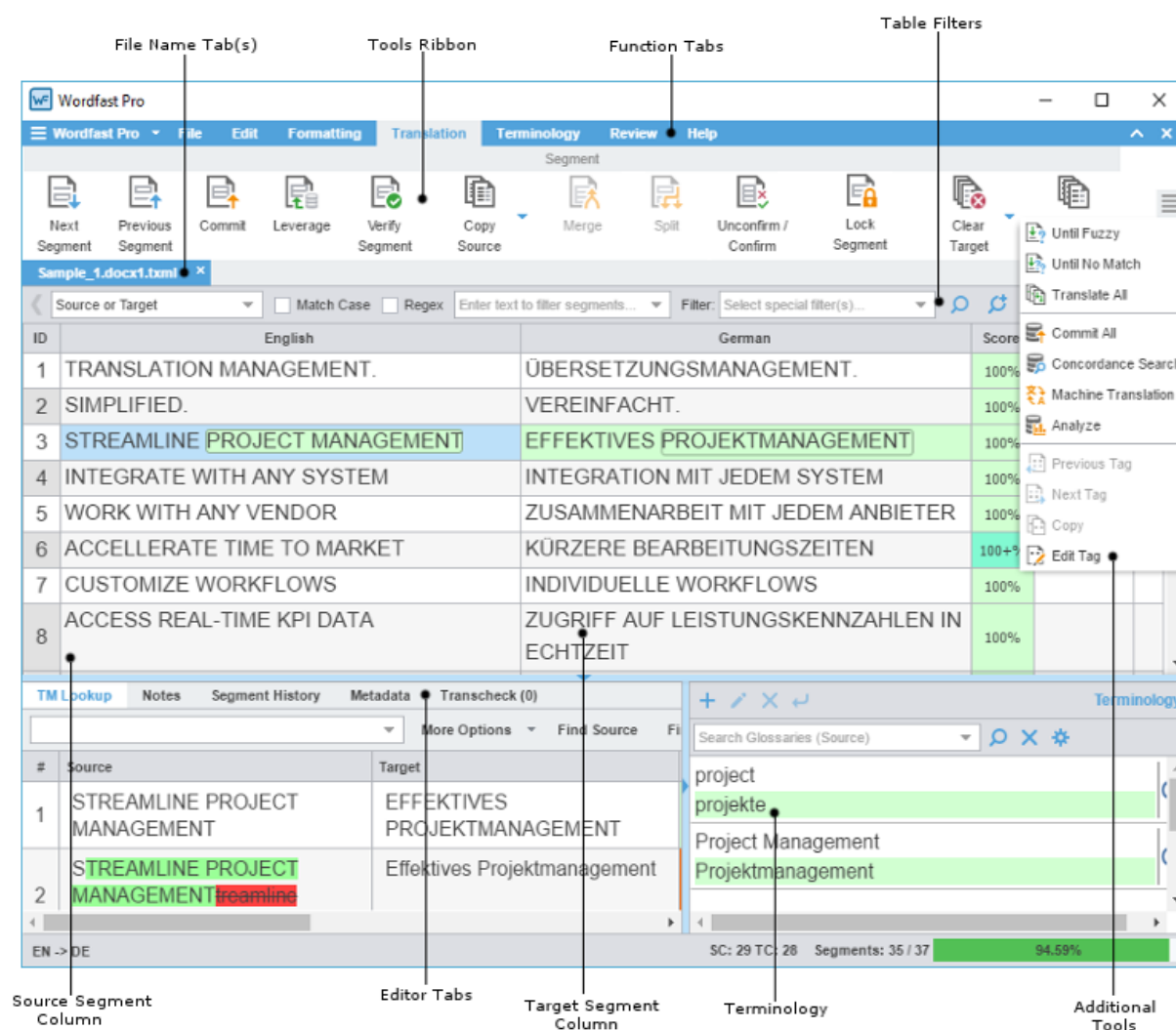
## Project Files Perspective

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



## TXLFF Editor Perspective

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

**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 represented 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
- Segment History
- Metadata
- Transcheck

### Terminology

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

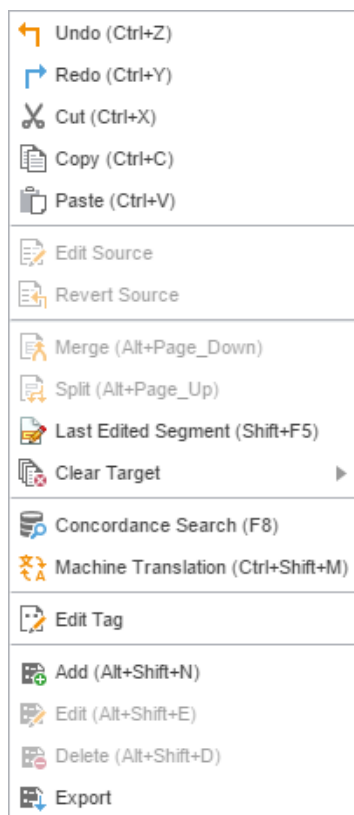
### Additional Tools

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

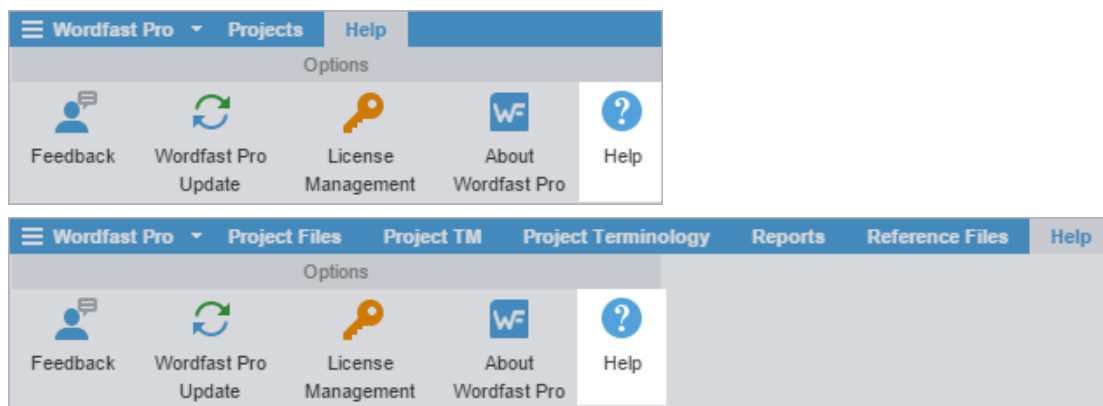
The unlabeled status icons used in the **TXLF Editor** are described in the following table.

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

Button	Description	Icon	Description
	Collapse the lower panel		Information is available
	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.

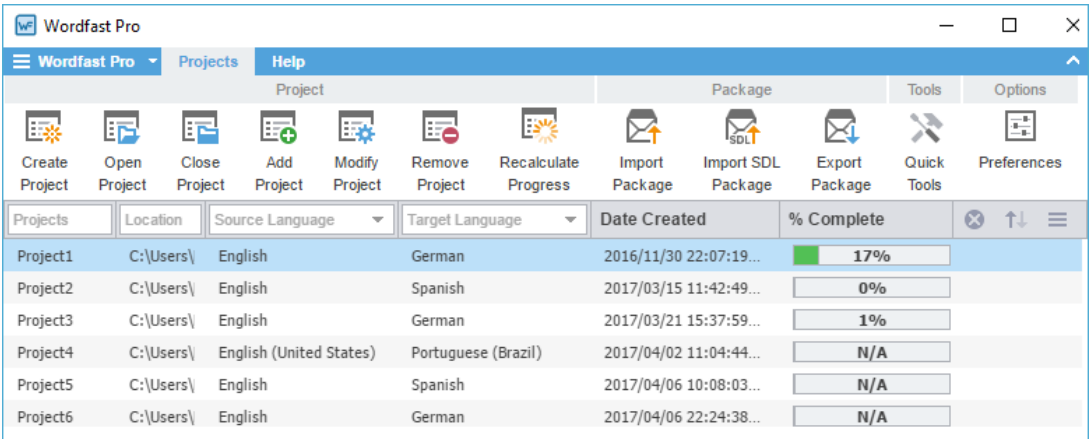


On the **Help** tab you can:

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

# 5. Projects

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



## 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.



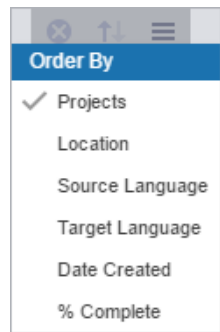
To view projects in a specific language pair, select a source and target language from the drop-down lists.



Click to clear the entered search filters.



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



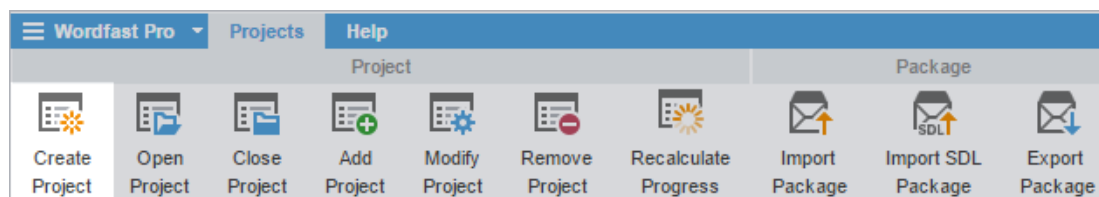
Click the sort menu to order the project details based on a specific column header.

# Create Project

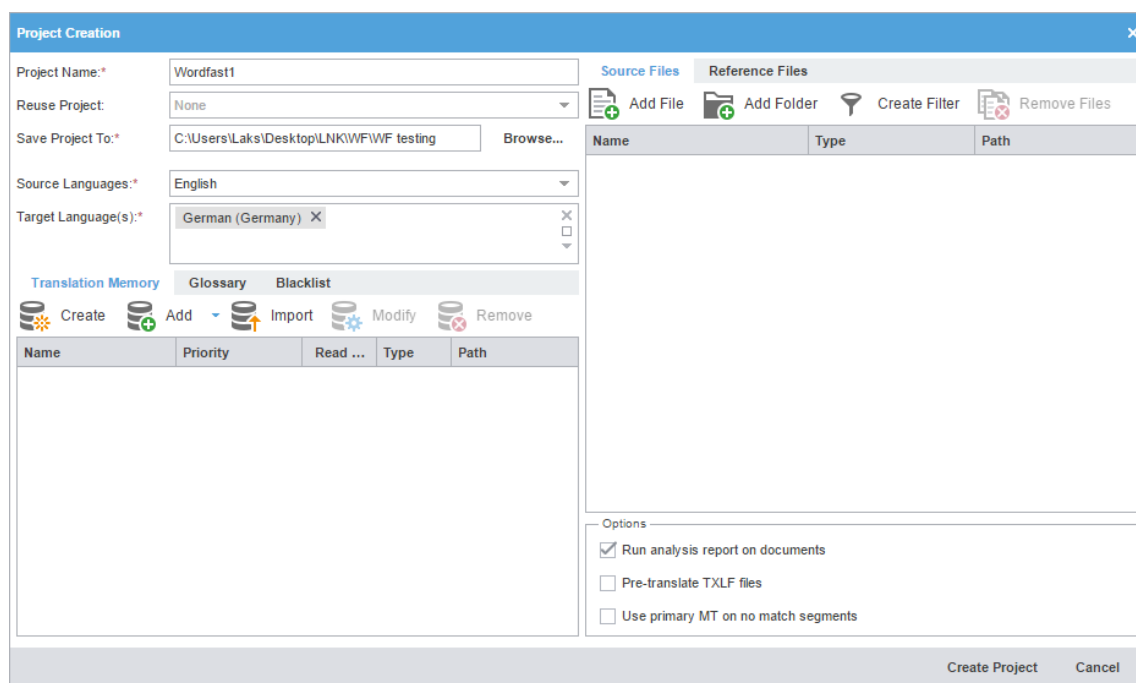
A project must be created in Wordfast Pro, before translating files. A project is the repository that contains source and target languages, glossary, translation memory (TM), and reference files. A project also includes file format filters that allow to prepare the translation files.

To create a project:

1. On the **Projects** tab, click **Create Project**.



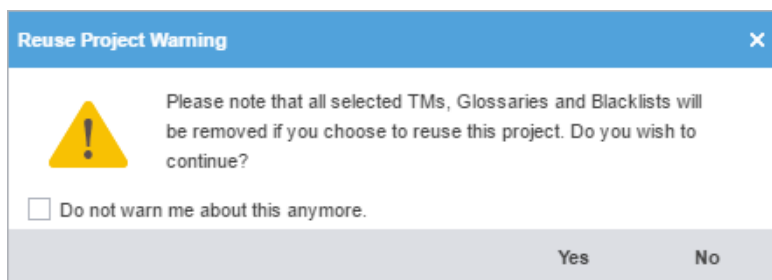
2. On the Project Creation dialog, enter a project name.



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



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



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



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

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

Translation Memory		Glossary	Blacklist
	Create		Add
	Import		Modify
	Remove		
Name	Priority	Read ...	Type

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

7. On the **Glossary** tab, enter the required information.

Translation Memory		Glossary	Blacklist
	Create		Add
	Import		Modify
	Remove		
Name	Read Only	Type	Path

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

1. Select the project that includes the glossaries that you want to import.  
The Source Language, Target Language(s), and List of Glossaries are displayed based on the project selection.
2. Remove the target languages or glossaries that you do not want to import, from the Target Language(s) and List of Glossaries fields.

- **Import** local glossary.

1. Select the import **File Type**: TBX or Tab delimited.
2. Click **Browse** to locate and select the import file.
3. Select the glossary creation option: **Create a new glossary** or **Import into existing glossary**.  
Refer to [Import Glossary](#).

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

Translation Memory		Glossary		Blacklist	
	Create		Add		Import
	Modify		Remove		
Name	Read Only	Type	Path		

- **Create**: create a new local blacklist.
- **Add Local**: browse and select an existing local blacklist.
- **Add Remote**: select an existing Term Manager connection.
- **Import** local blacklist.
  1. Select the import **File Type**: TXT
  2. Click **Browse** to locate and select the Import File.
  3. Select the blacklist creation option: **Create a new blacklist** or **Import into existing blacklist**.  
Refer to [Import Blacklist](#).

9. On the **Source Files** tab, add the source files.

Source Files		Reference Files	
	Add File		Add Folder
	Create Filter		Remove Files
Name	Type	Path	




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



To copy source files into the **Source File** folder within the Project folder on your computer, go to **Preferences > General** and select the **Copy Source Files into Source Folder** checkbox on the dialog. Refer to [General](#).

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



Source Files		Reference Files	
 Add File	 Add Folder	 Remove Files	
Name	Type	Path	


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

11. (Optional) Select the additional **Options**.






- **Run analysis report on documents**: analyzes source files against TMs and generates a report. This report can also be viewed under the **Reports** tab, after opening the project.
- **Pre-translate TXLF files**: populates TM leverage when TXLF files are open.
- **Use primary MT on no match segments**: leverages primary MT when no matches are received from the local and remote TMs. This option is only available if **Pre-translate TXLF files** is selected.

12. Click **Create Project** to analyze the files and display the project creation summary.

Wordfast1



Here you can see the number of the files added, TMs, blacklists and glossaries along with any errors that might have occurred.

	<b>Bilingual (TXLF) Files</b>
Created: 1	
Failed: 0	
	<b>Translation Memories</b>
Added: 1	
	<b>Glossaries</b>
Added: 2	
	<b>Reference Files</b>
Added: 0	
	<b>Blacklists</b>
Added: 2	

☒ Open created project

OK

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

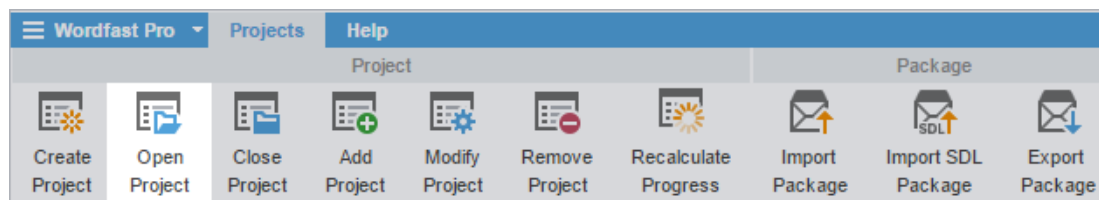
The project is created.

## Open Project

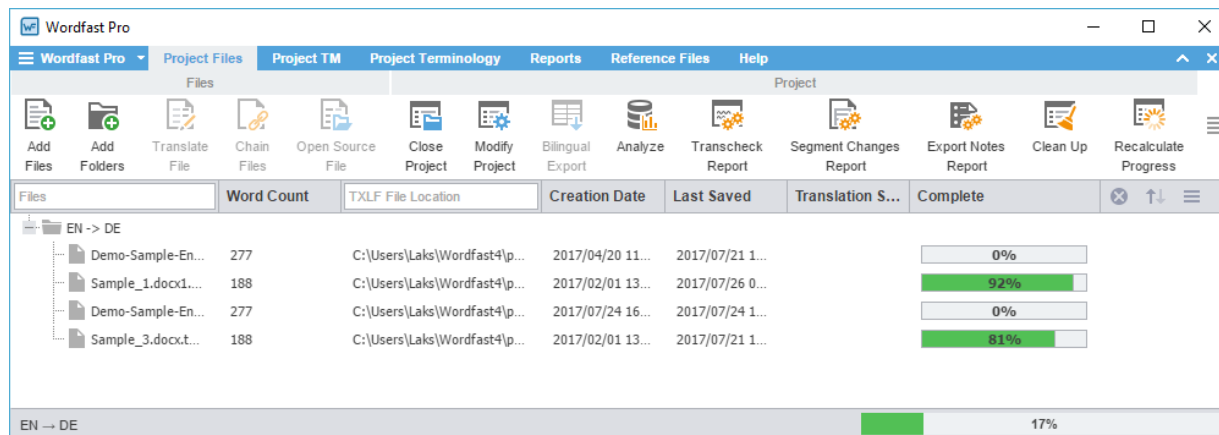
Projects must be opened before any files can be opened for translation.

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

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



The **Project Files** tab is displayed.

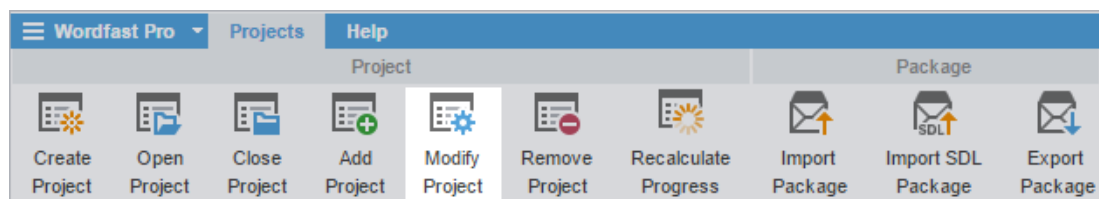


## Modify Project

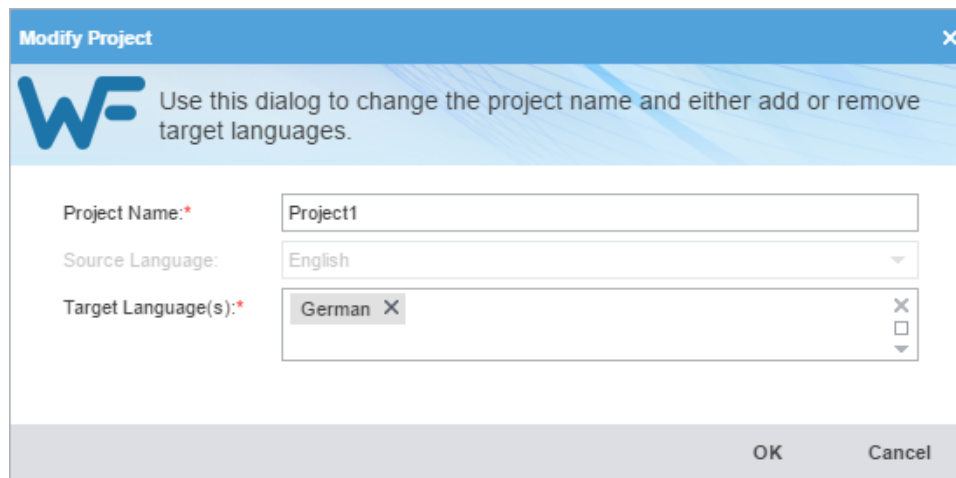
You can change a project's name, source language, and target language using the **Modify Project** option.

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

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



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



**Modify Project** [X]

Use this dialog to change the project name and either add or remove target languages.

Project Name:\*

Source Language:

Target Language(s):\* 

German X

OK Cancel

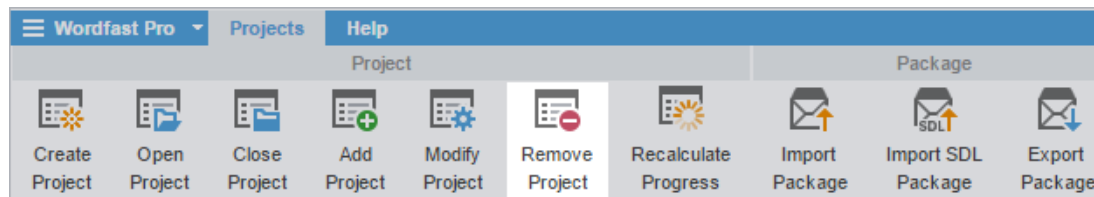
3. Add or remove the **Target Language(s)**, if required and click **OK**.

The project is modified and the project list is displayed.

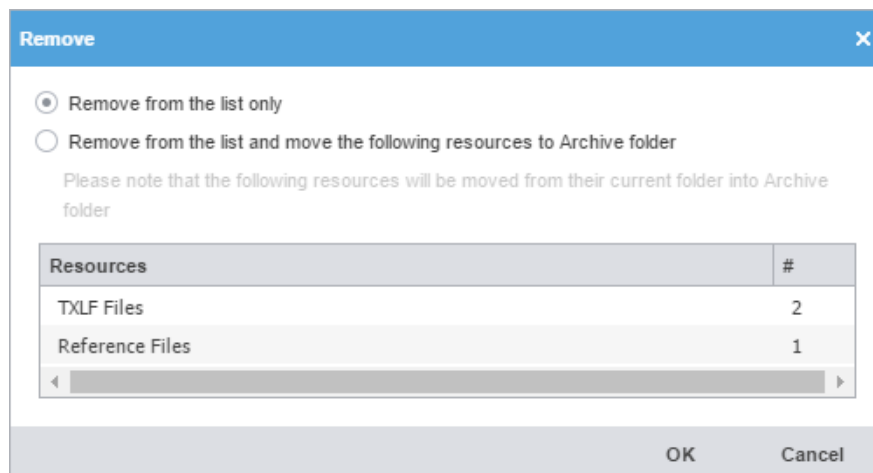
## Remove Project

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

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



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



**Remove** [X]

☒ Remove from the list only

☐ Remove from the list and move the following resources to Archive folder

Please note that the following resources will be moved from their current folder into Archive folder

Resources	#
TXLF Files	2
Reference Files	1

OK Cancel

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

The selected project is no longer in the Projects list.



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

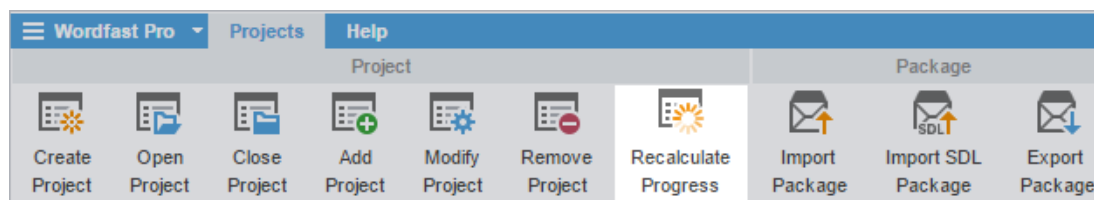
## Recalculate Progress

The **Recalculate Progress** option calculates and updates the progress of all projects in the projects list. If the projects list contains more than 100 projects, it could take up to 10 minutes to complete the update of all projects. You can recalculate the progress of an open project.

This option is useful to update the progress of projects with TXLF files that were created or edited in older Wordfast Pro versions. The project progress bar displays N/A, if these older TXLF files are included in the projects.

To recalculate progress of projects:

- On the **Projects** tab, click **Recalculate Progress**.



The progress is recalculated and updated to reflect the current % **Complete** status of the projects.



If an error occurs for any of the TXLF files, then all subsequent TXLF files and projects on the list are not updated.

## Package Files

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

A Package file can include:

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

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

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](#)

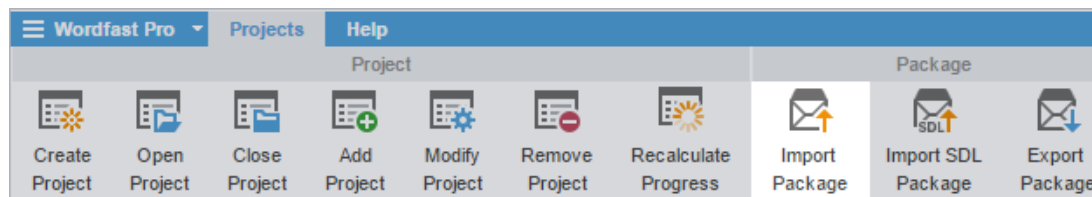
## PACKAGE FILES

## Import Package

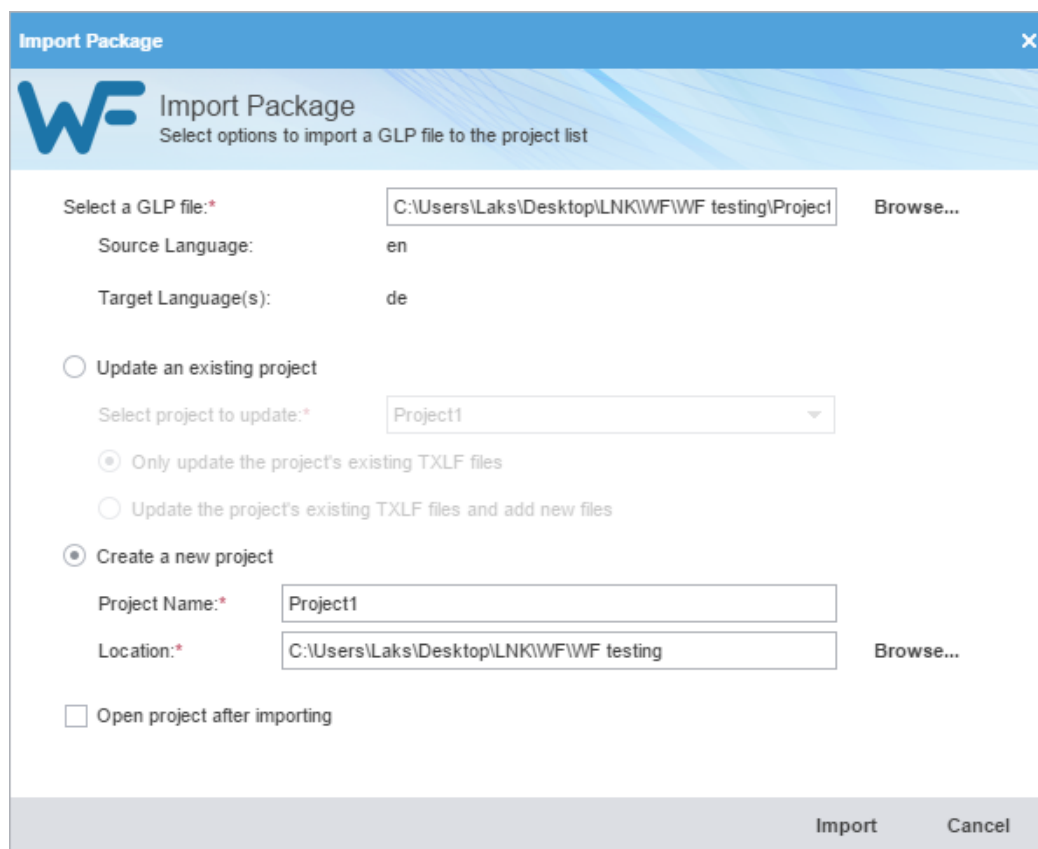
Using the **Import Package** option, a Package file can be imported into Wordfast Pro. These are files exported from another Wordfast Pro installation. When a Package file is imported, Wordfast Pro connects to the translation memories and glossaries and gives you access to all the translatable files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

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

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



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



3. Click one of the following options:
  - **Update A Current Project:** Select an existing project to update with the imported Package file. Select one of the update options:

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

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

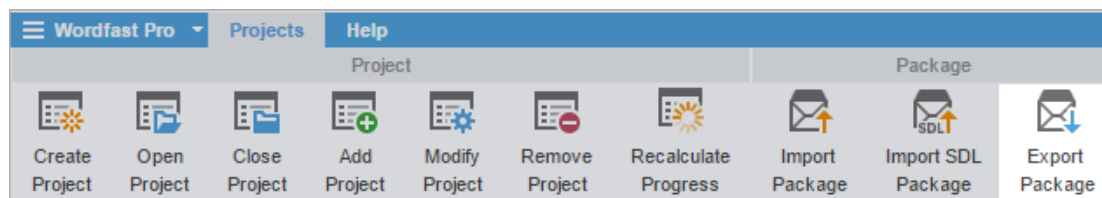
#### PACKAGE FILES

## Export Package

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

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

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



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

**Export Package**

Select options to prepare a project export for distribution or archiving

**Project Info**

Project Name: Project3

Project Location: C:\Users\Laks\Wordfast4\projects\Project3

Source Language: English

**Export**

☒ Entire Project

☐ Specific target languages and resources

Target Language:\* German

**Resources To Include In Export**

☒ Source Files ☒ Glossaries ☒ Reference Files

☒ TXLFF Files ☒ Translation Memories ☒ Blacklists

**GLP Name**

Select Naming Convention: GLP Name

Custom Name:\*

Preview: Project3

Select Location to Save

Browse...

Export Cancel

- **Entire Project:** select to export all target languages and their associated resources.
  - **Specific target languages and resources:** select the **Target Language(s)** and resources to be included in the export.
    - **Source Files**
    - **TXLFF Files**
    - **Glossaries**
    - **Translation Memories**
    - **Reference Files**
    - **Blacklists**
3. Select a **Naming Convention**.
- **GLP Name** to select a default name
  - **Custom Name** to enter a name of your choice
4. Select a location where the Package file will be saved and click **Export**.

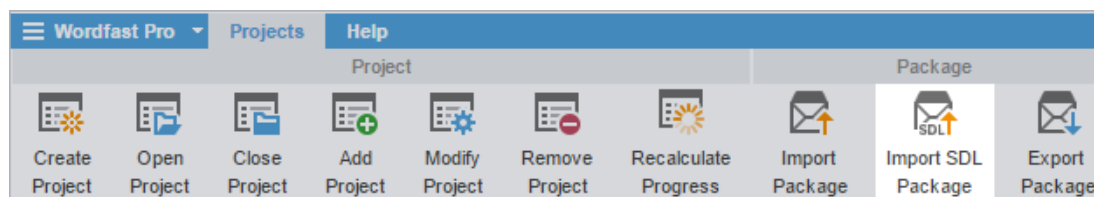
The exported Package file is built and saved to the selected folder location.

# Import SDL Package

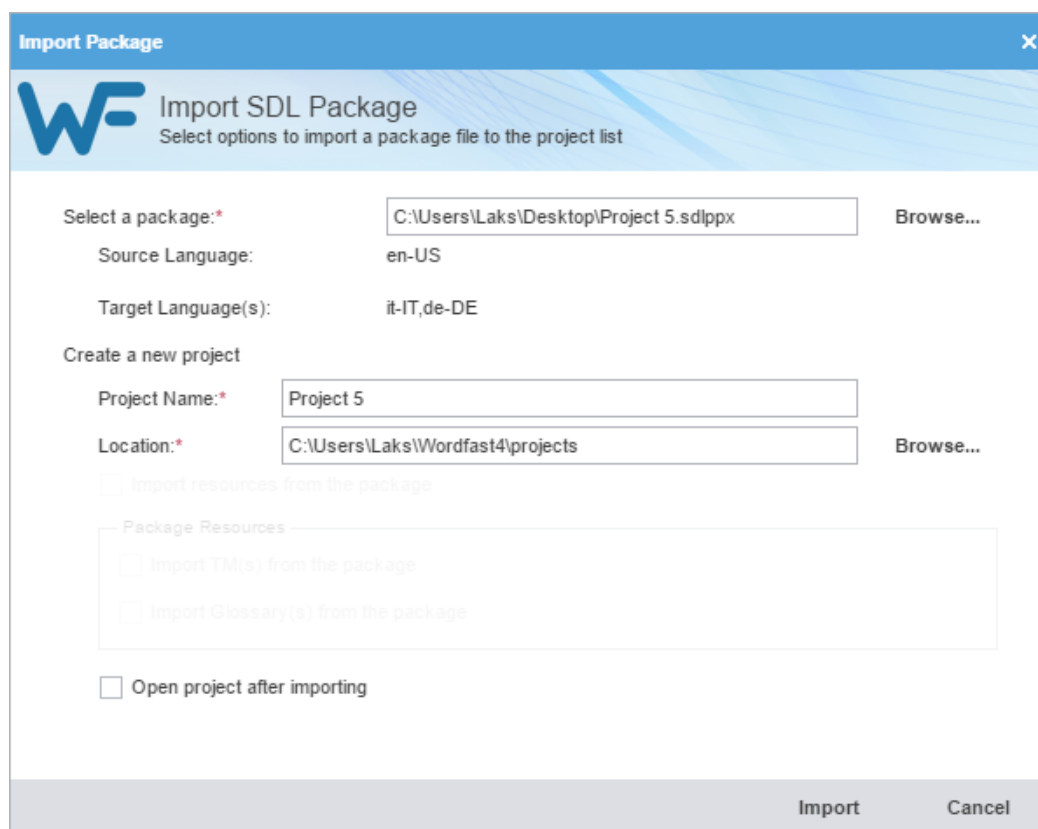
Using the **Import SDL Package** option, an SDL Package file can be imported into Wordfast Pro. When an SDL Package file is imported, the source files are converted to the Wordfast Pro compatible format. The translation memories, glossaries and reference file cannot be imported into the project.

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

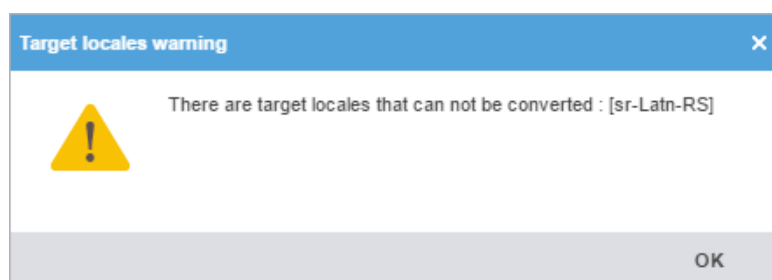
1. Click **Import SDL Package** or drag and drop an SDL Package file into the application window.



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



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



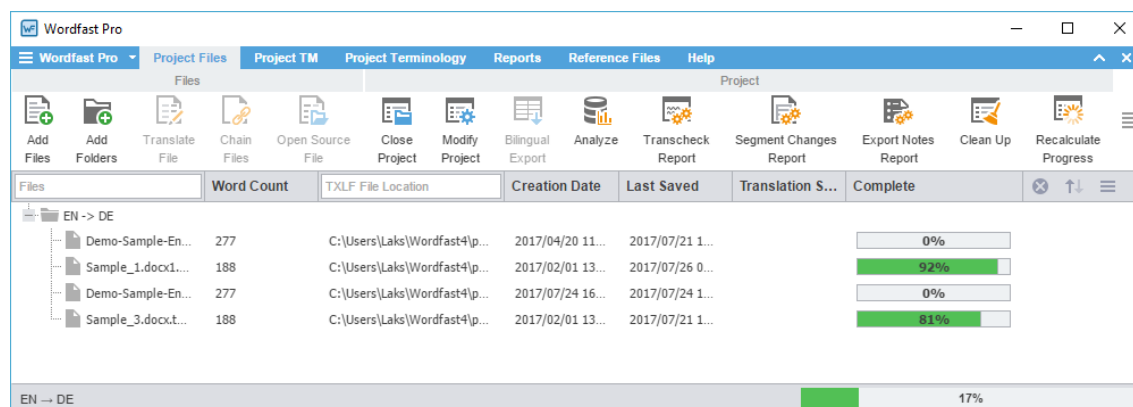


3. Enter the new **Project Name**.
4. Browse and select the location to save the new project.
5. (Optional) Select **Open project after importing** to open the project automatically after it is imported.
6. Click **Import**.

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

## 6. Project Files

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

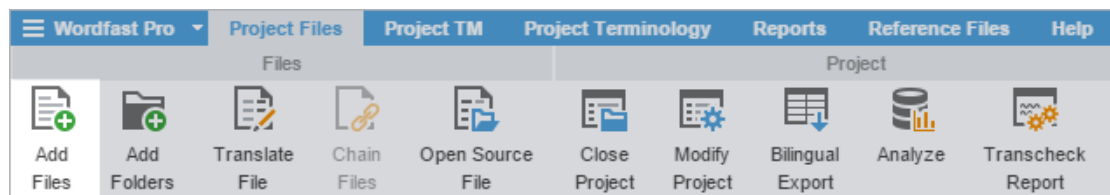


## Add Files

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

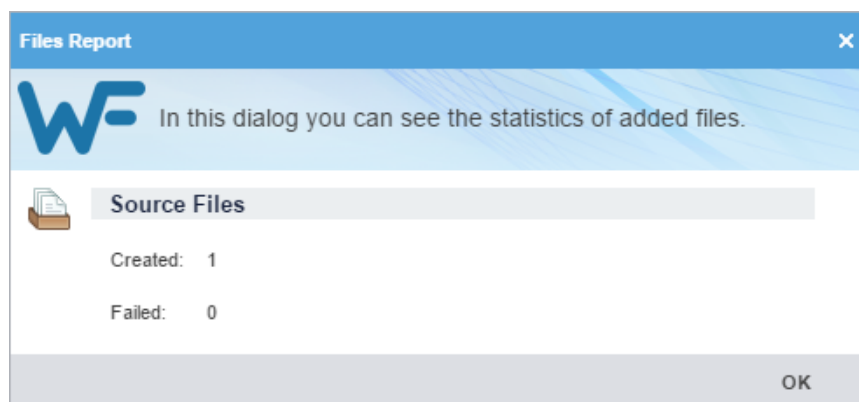
To add files to a project, on the **Project Files** tab:

1. Click **Add Files**.



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

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

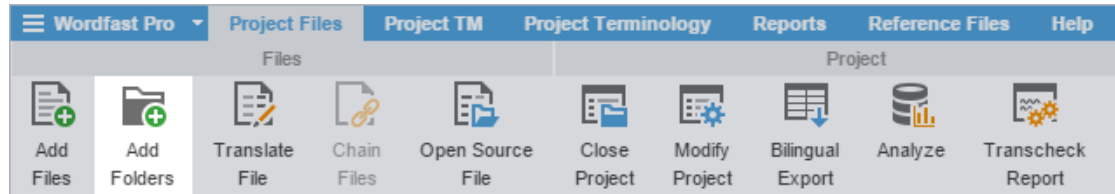


## Add Folders

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

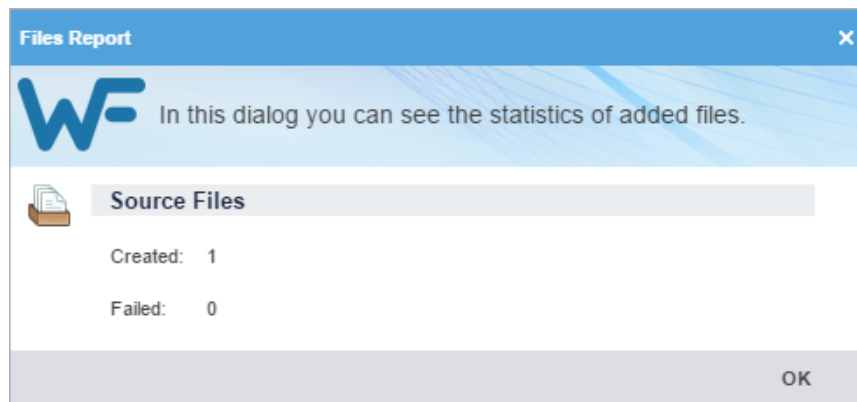
To add a folder to a project:

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



2. Click **Select Folder**.

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

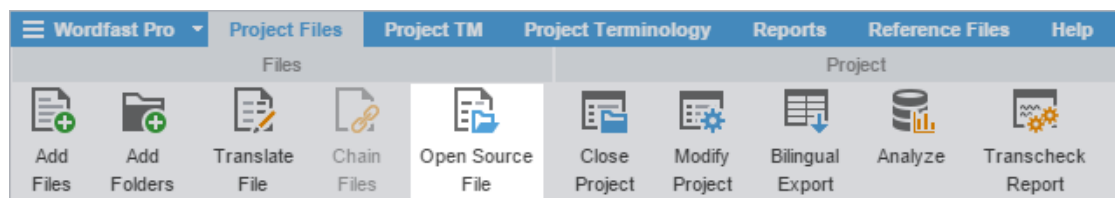


## Open Source File

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

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

- Click **Open Source File**.

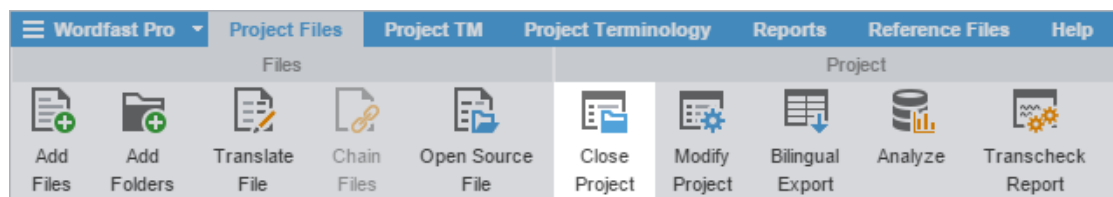


The source file opens in its default application. If the default application is not set, you are prompted to choose a program.

## Close Project

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

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



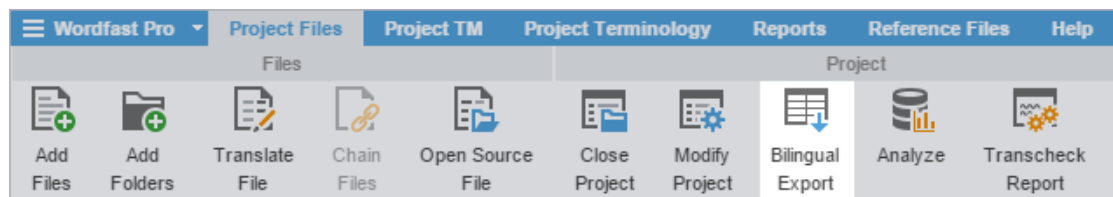
The project is closed and the **Projects** tab is displayed.

## Bilingual Export

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

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.

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

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

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

A sample of the bilingual export is given below.

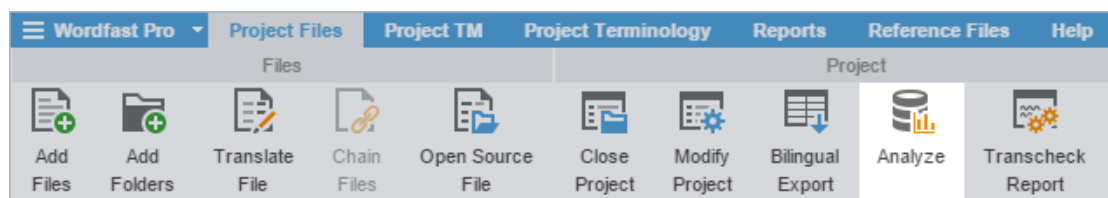
ID	Source (en)	Target (de)	Score	
1	TRANSLATION MANAGEMENT.	ÜBERSETZUNGSMANAGEMENT.	99	
2	SIMPLIFIED	VEREINFACHT.	100	
3	STREAMLINE PROJECT MANAGEMENT	EFFEKTIVES PROJEKTMANAGEMENT	100	
4	INTEGRATE WITH ANY SYSTEM	INTEGRATION MIT JEDEM SYSTEM	100	
5	WORK WITH ANY VENDOR	ZUSAMMENARBEIT MIT JEDEM ANBIETER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

## Analyze

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

To analyze files:

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



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

**Project Analyze**

### Project Files ( 1 )

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

### Analysis Options

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

☒ Pretranslate 100 % matches

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

Calculate analysis report percentage by:

☒ Words  
☐ Segments

### Report Settings

☐ Show only analysis report summary  
☒ Export Report

Report Name: Project1 analysis report

Report Type: html

Report Location: Browse...

### Translation Memory ( 2 )

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

Analyze Cancel

3. Select the **Analysis Options** as follows (refer to [Translation Memory](#)):
- a) Select **Pretranslate** to create translated TXLF files, including the options:

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

**Analysis Options**

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

☒ Pretranslate 100 % matches

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



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

- b) Calculate analysis report percentage by: **Words** or **Segments**
- c) Select the format for the output report under **Report Settings**:

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

**Report Settings**

☐ Show only analysis report summary

☒ Export Report

Report Name:\*

Report Type:

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

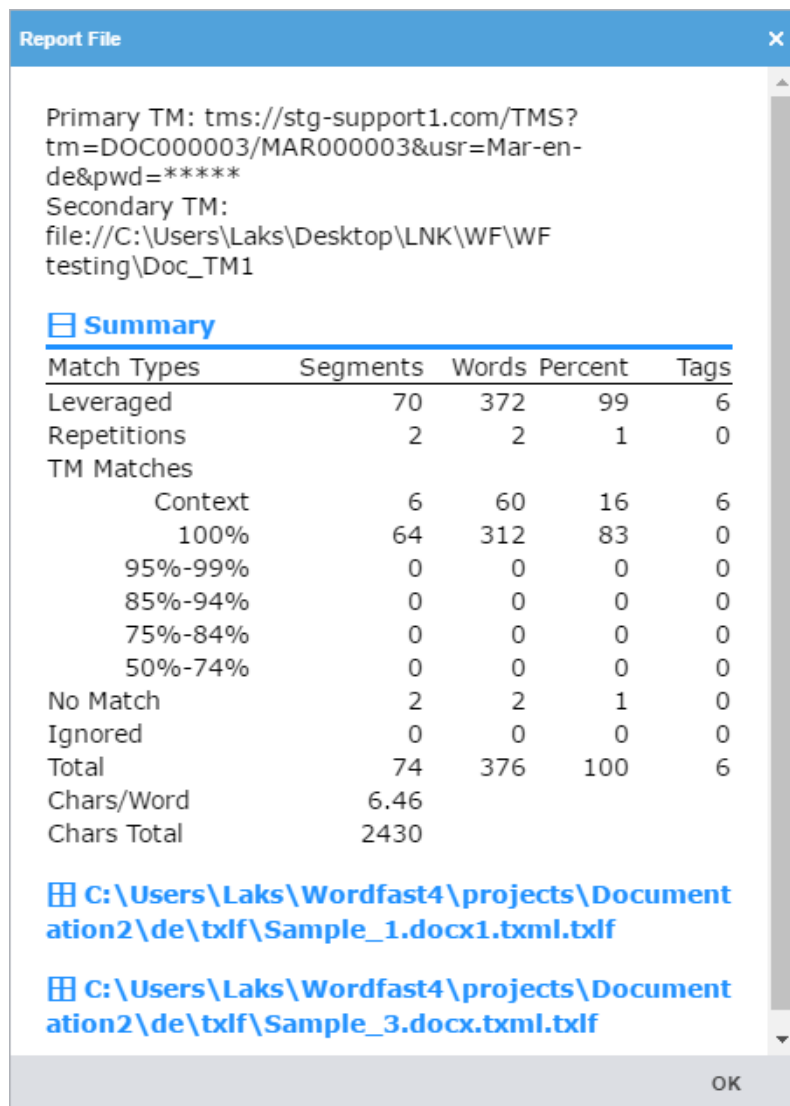
- d) Select the **Translation Memory** by:

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

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

4. Click **Analyze**.

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



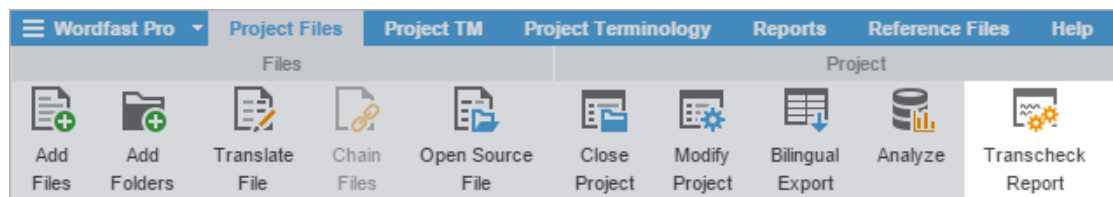
## Transcheck Report

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.

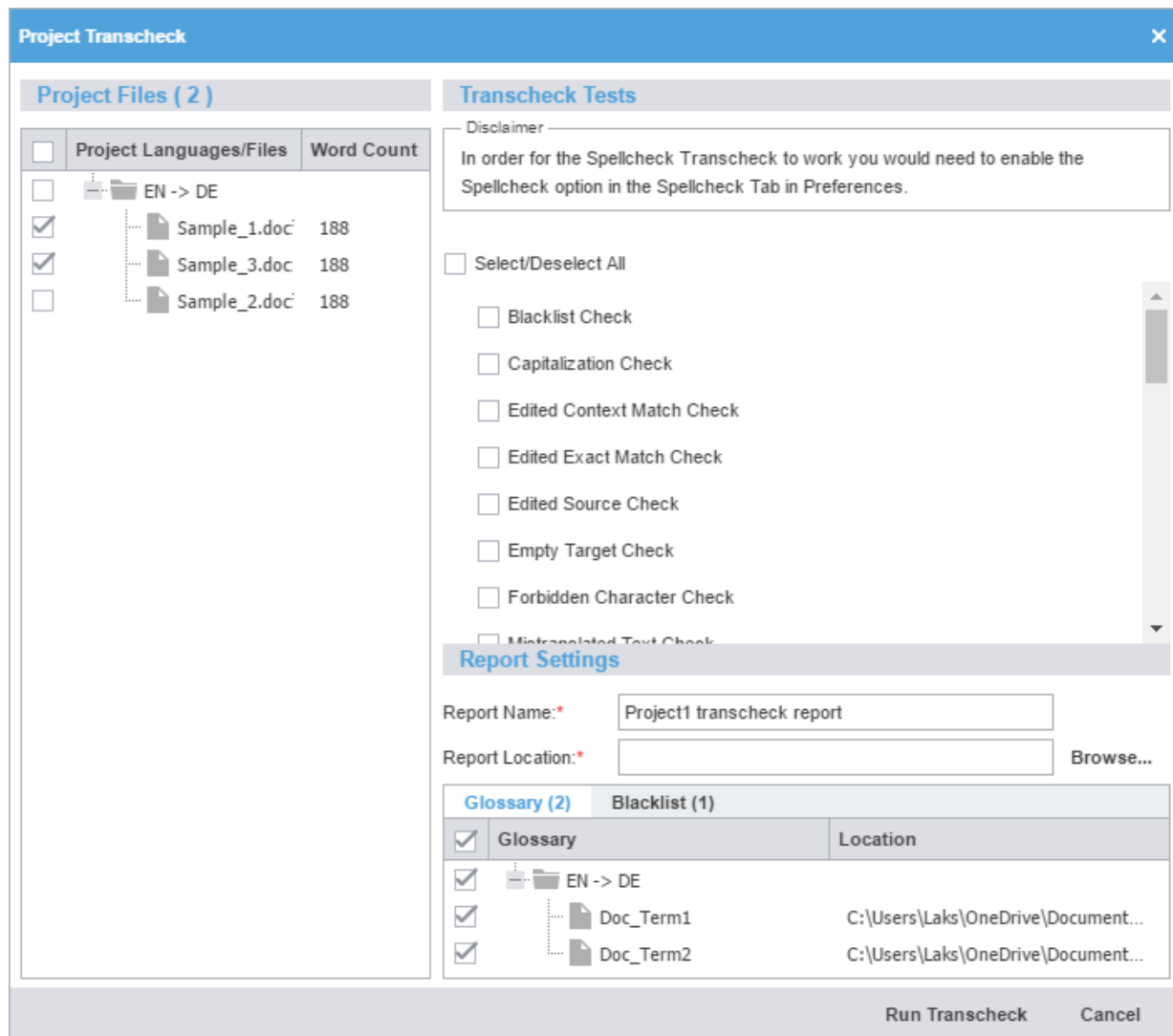
To open and run a Transcheck Report on the **Project Files** tab:

1. Click **Transcheck Report**.



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





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**.

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
<a href="#">Sample 1.docx1.xml.txl</a>	64
<a href="#">Sample 3.docx.xml.txl</a>	65

### [Sample 1.docx1.xml.txl](#)

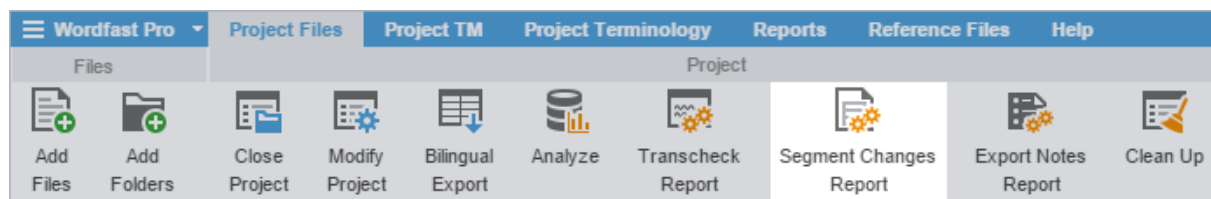
<input checked="" type="checkbox"/> TransCheck	64 Errors
<input checked="" type="checkbox"/> <a href="#">Blacklist Check</a>	2
Capitalization Check	0
Number Difference Check	0
Edited Exact Check	0
Edited Context Check	0
Edited Source Check	0
<input checked="" type="checkbox"/> <a href="#">Empty Target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

## Segment Changes Report

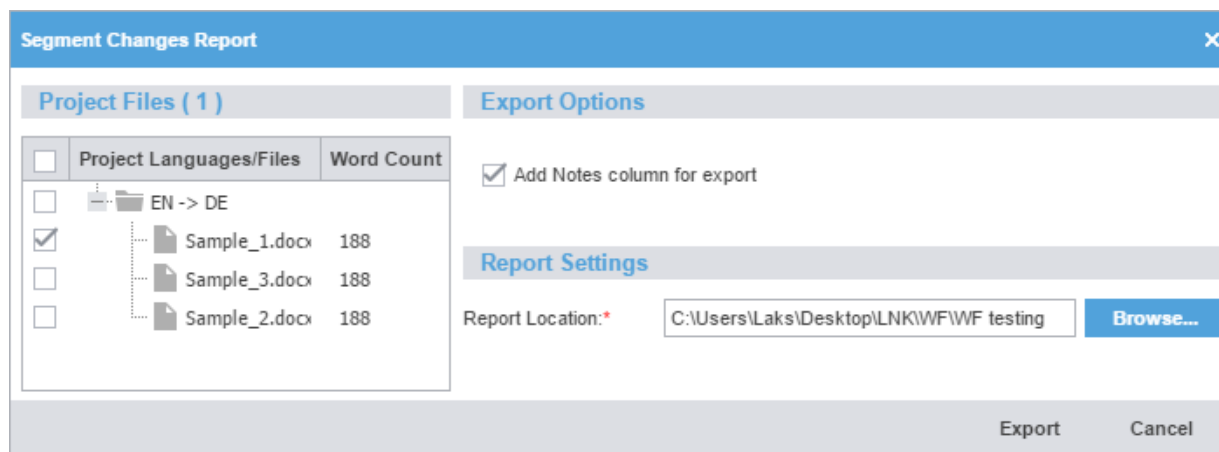
The segment changes report can be run on one or more project files to view the history of changes to a segment. The report includes the segment ID, TM score, source and target content with the highlighted changes, username, timestamp, and translator notes.

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

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



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



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

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

Segment Changes Summary			✕	
Filename	Segments	Segments with changes		
Sample_1.docx1.xml.txf	37	3		
Sample_2.docx1.xml.txf	37	0		
Doc_Term1.xlsx.txf	29	1		
			OK	

Segment Changes Report

File Name	Total Segments	Source Segments Changed	Target Segments Changed
<a href="#">PD_en-de-IDML-de#TR_DC#.idml5331243546933436583.txf</a>	32	0	2

[PD\\_en-de-IDML-de#TR\\_DC#.idml5331243546933436583.txf](#)

Target Revisions

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

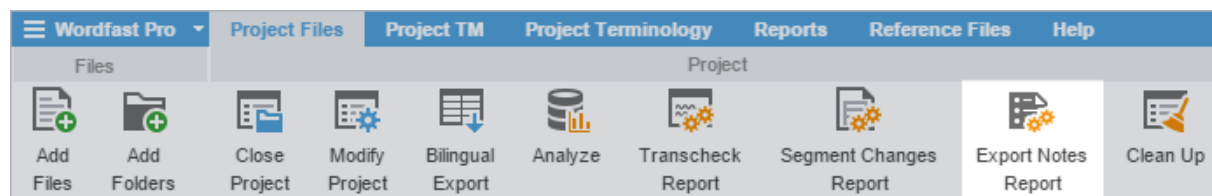
⚠ This is the first note. - documentation\_s - Mon Nov 21 13:51:50 CST 2016

## Export Notes Report

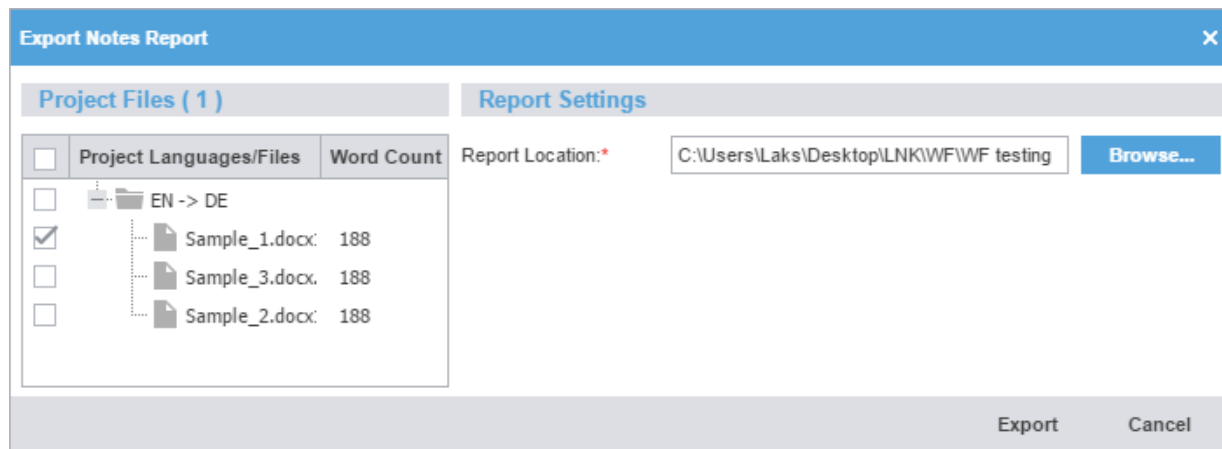
The notes report is an HTML file that includes all notes added to the bilingual project files.

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.

Export Notes Summary		
Filename	Segments	Segments with Notes
Sample_1.docx1.xml.txf	37	3
Sample_3.docx.xml.txf	37	1
Sample_2.docx1.xml.txf	37	0
OK		

4. Click **OK**.

The notes report is saved in the selected folder.

## Notes Report

### Sample\_1.docx1.xml.txf

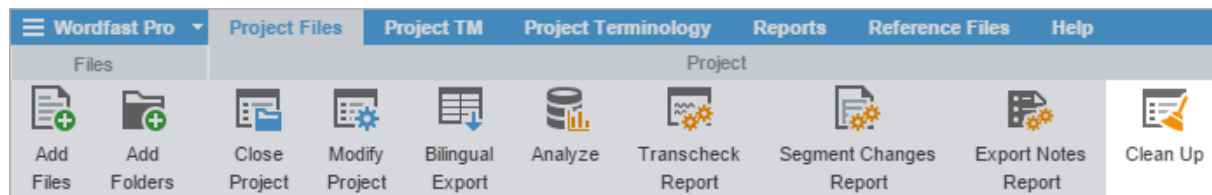
ID	Source	Target	Type	Notes	Creator	Date
4	INTEGRATE WITH ANY SYSTEM	INTEGRATION MIT JEDEM SYSTEM		Note2	Laks	Tue Apr 04 23:10:10 EDT 2017
9	GlobalLink Project Director saves organizations millions of dollars by automating the management of localization processes and resources.	Mit GlobalLink Project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

## Clean Up

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

To clean up and update the TM:

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



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

 The 'Project Clean Up' dialog box is shown. It has a blue header with the Wordfast logo and the title 'Project Clean Up'. Below the header, there is a subtitle: 'Select the options that you would like to use to write translated segments to TM and create translated files'. The dialog is divided into several sections:
 

- Select languages to cleanup:** Contains three radio buttons: 'All Language Pairs' (selected), 'Specific Language Pairs', and 'Single Language Pair'. There is a text input field for 'Specific Language Pairs' and a dropdown for 'Single Language Pair'.
- Translated File Settings:** Includes a dropdown menu set to 'Place translated files in the original path of source file', a text input field with a 'Browse...' button, and two checkboxes: 'Create subfolders by language' and 'Add language suffix to the translated file name'.
- TM Overwrite Options:** A dropdown menu set to 'Overwrite existing TU'.
- Select TM(s) to Update:** A table with columns: Symbolic Name, Type, Source, Target, and Path. It lists two TMs: 'Doc\_TM1' (LOCAL, en, de) and 'Doc\_TM2' (HTTP, en, de).

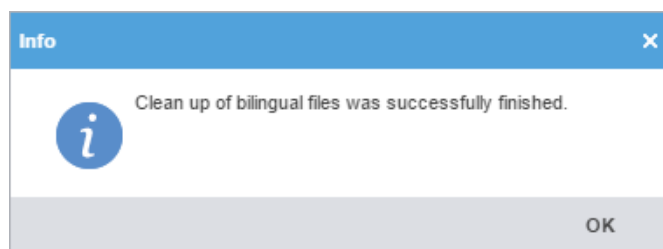
 At the bottom right, there are 'Clean Up' and 'Cancel' buttons.
 

Symbolic Name	Type	Source	Target	Path
<input type="checkbox"/> Doc_TM1	LOCAL	en	de	C:\Users\Laks\Desktop\LNK\WF\...
<input type="checkbox"/> Doc_TM2	HTTP	en	de	tms://stg-support1.translations...

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

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

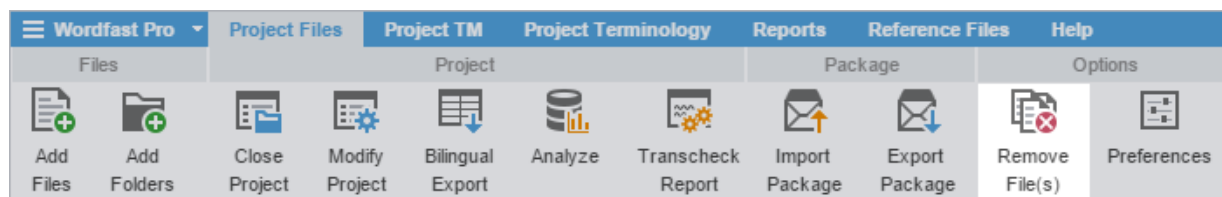
A confirmation message is displayed, and the cleaned files are saved at the selected location.



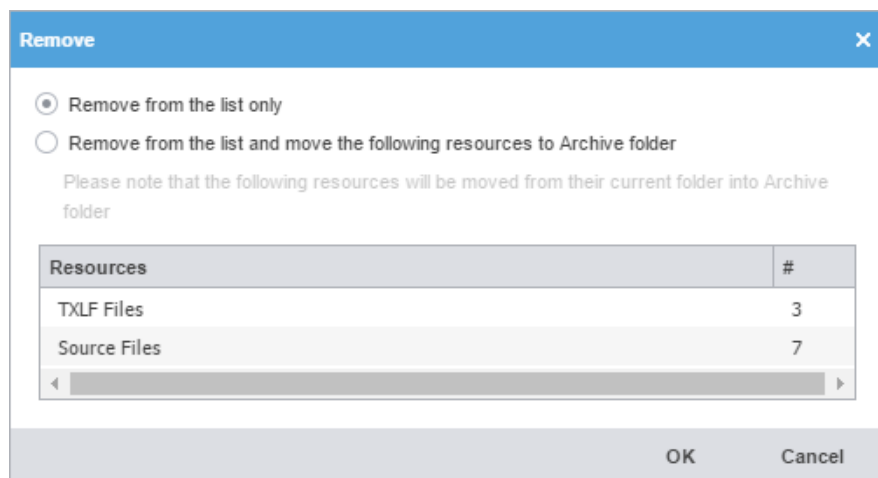
## Remove Files

To remove a file or files:

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



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



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

3. Click **OK**.

The files are removed from the current project.



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

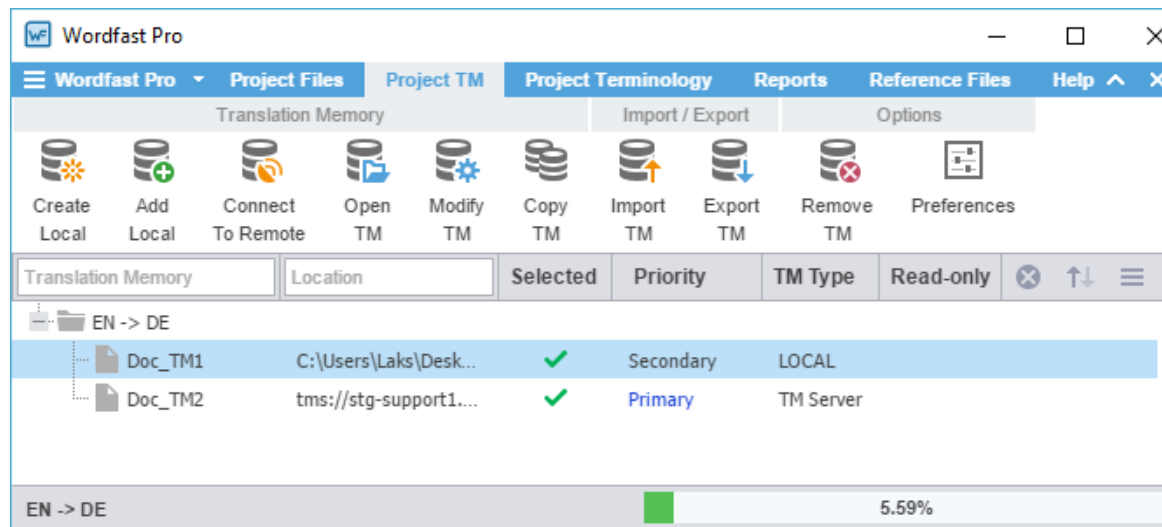


## 7. Project TM

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.

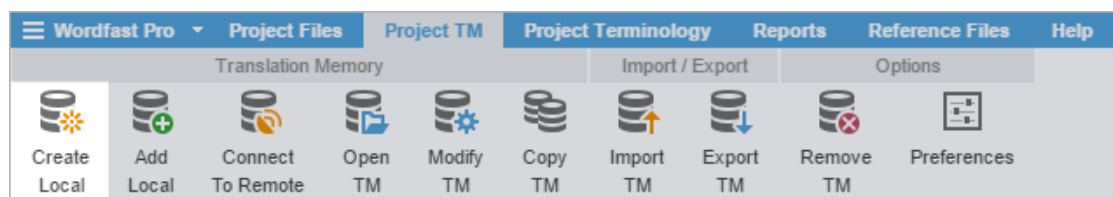
TMs can be managed both by project managers and translators from the **Project TM** tab.



## 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.

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

3. Click **OK**.

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

## Add Local TM

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

To add a local translation memory to a project:

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



2. On Opening TM navigation dialog, browse to the local TM folder, and select it.

3. Click **Select Folder**.

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

## Connect To Remote TM

You can connect to TMs residing on other computers.

To connect to a remote translation memory:

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



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

2. To add a TM Server:

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



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


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

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


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

3. To add a WF Server:

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

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

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

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

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

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

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

4. Click **OK**.

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

# Open TM

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

To open a local translation memory:

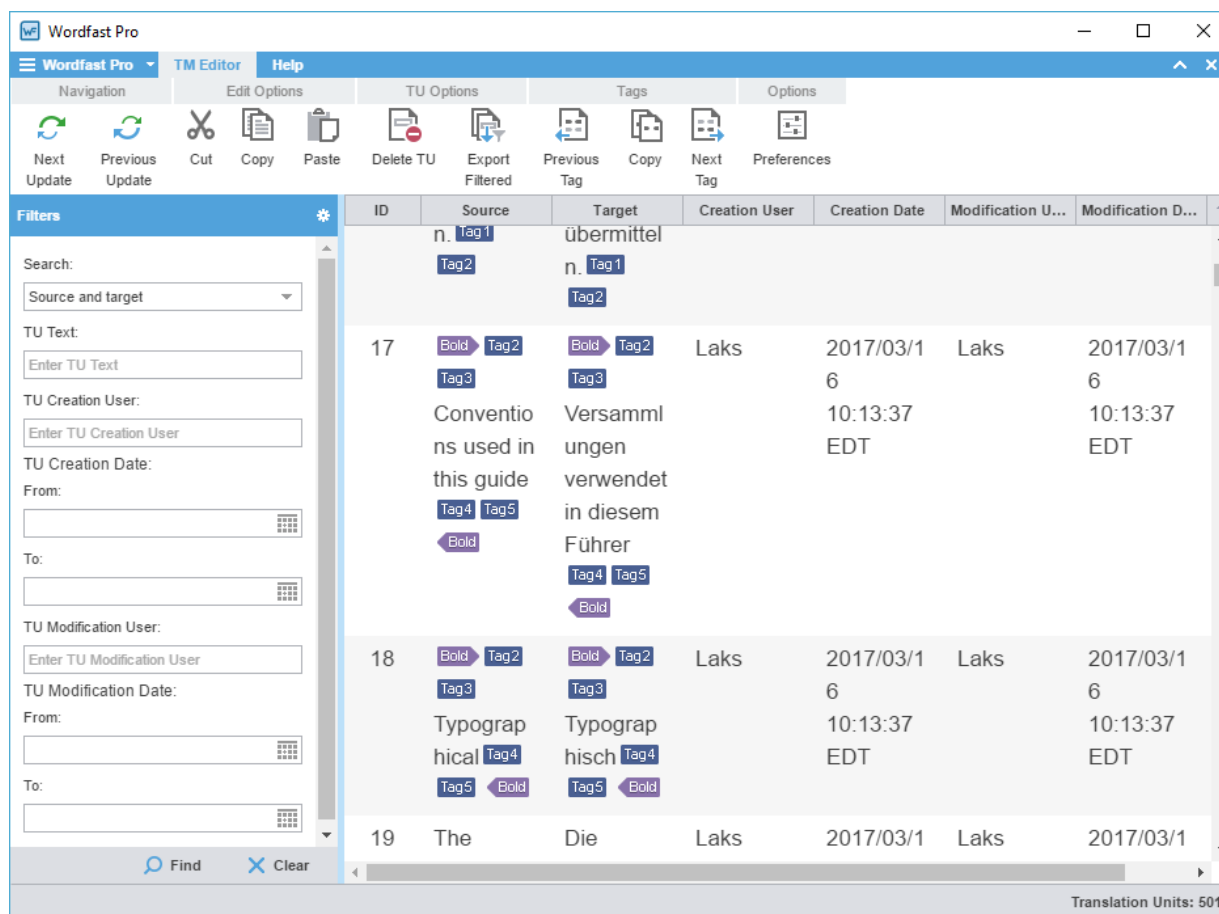
- On the **Project TM** tab, select a translation memory file, and click **Open TM**.



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



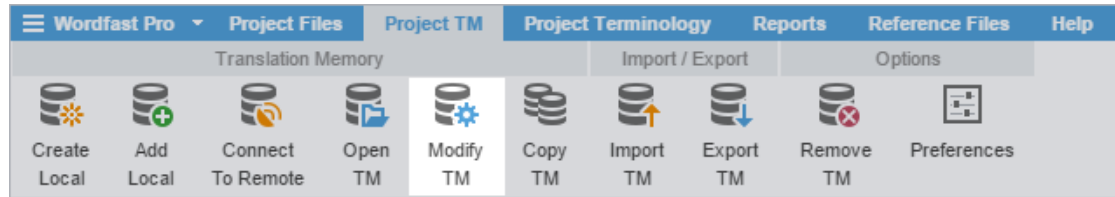
Remote TMs cannot be opened in Wordfast Pro.



# Modify TM

To modify a local or remote translation memory:

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



The Translation Memory dialog is displayed.

 The image shows a dialog box titled 'Translation Memory' with a close button (X) in the top right corner. The dialog has a blue header with the Wordfast logo and the text 'Modify TM'. Below the header are several input fields and checkboxes. The 'Name' field contains 'Doc\_TM1'. The 'Source Language' field contains 'English'. The 'Target Language' field contains 'German'. The 'Location' field contains 'C:\Users\Laks\Desktop\LNKWF\WF testing' and has a 'Browse...' button next to it. The 'Priority' field is a dropdown menu set to 'Secondary'. There are two checkboxes: 'Selected' (checked) and 'Read-only' (unchecked). At the bottom right are 'OK' and 'Cancel' buttons.

2. Modify the TM details as required.



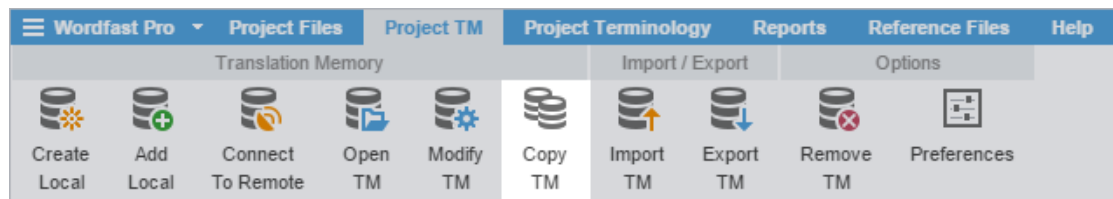
If you modify the TM **Name**, it will only apply within the Wordfast Pro application. The TM **Priority** can be either Primary or Secondary, but you can select only one Primary TM per project.

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

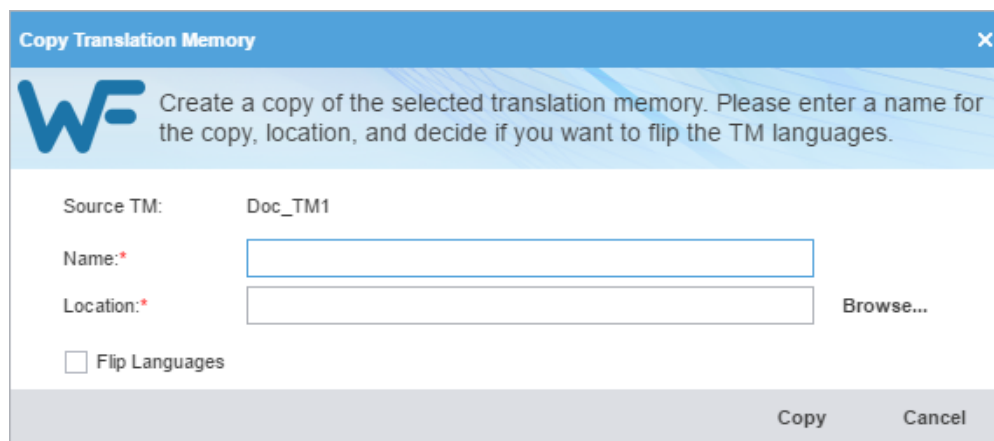
## Copy TM

To copy a local translation memory:

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



The Copy Translation Memory dialog is displayed.



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

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

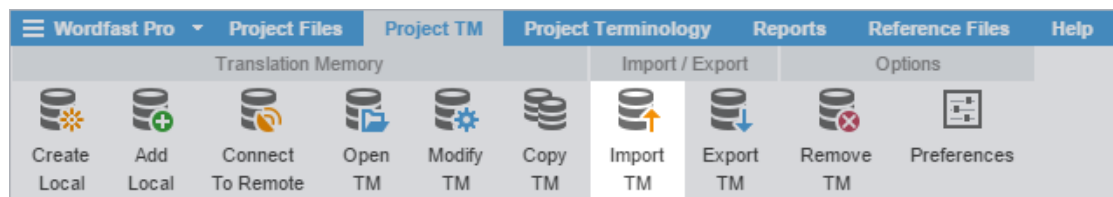


The copied TM will be in Wordfast Pro 4 or 5 TM format.

## Import TM

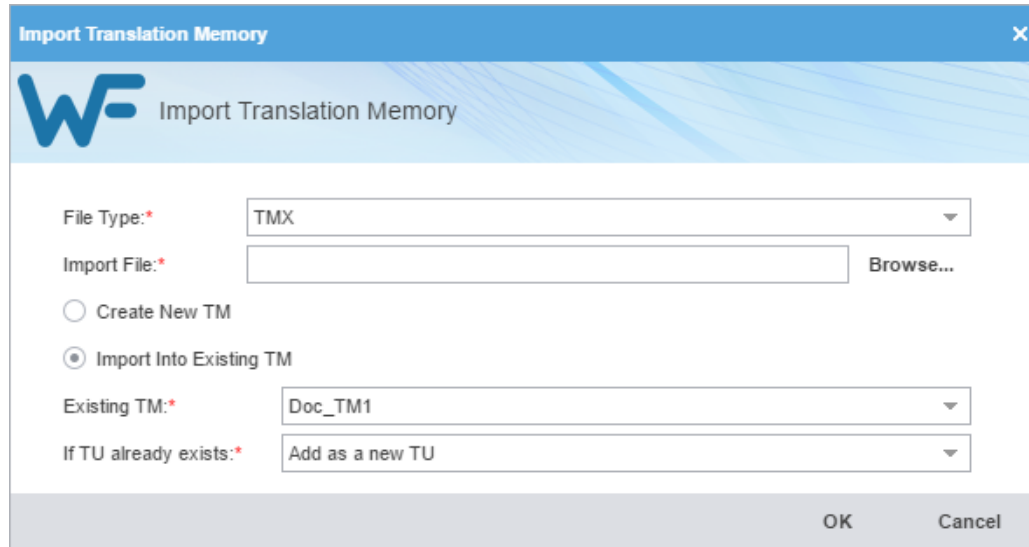
To import a local translation memory, on the **Project TM** tab:

1. Click **Import TM**.





The Import Translation Memory dialog is displayed.



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

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

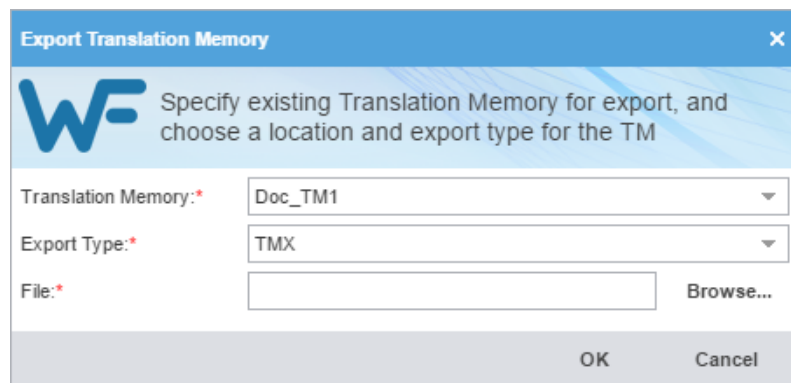
## Export TM

To export a local translation memory:

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



The Export Translation Memory dialog is displayed.



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

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

## Remove TM

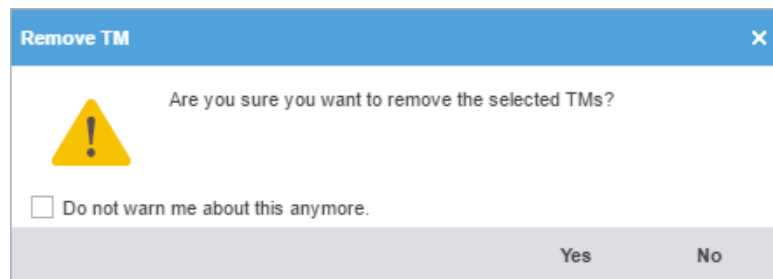
When a translation memory is removed from a project, the local TM file is retained in the TM folder on your computer.

To remove a translation memory:

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



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

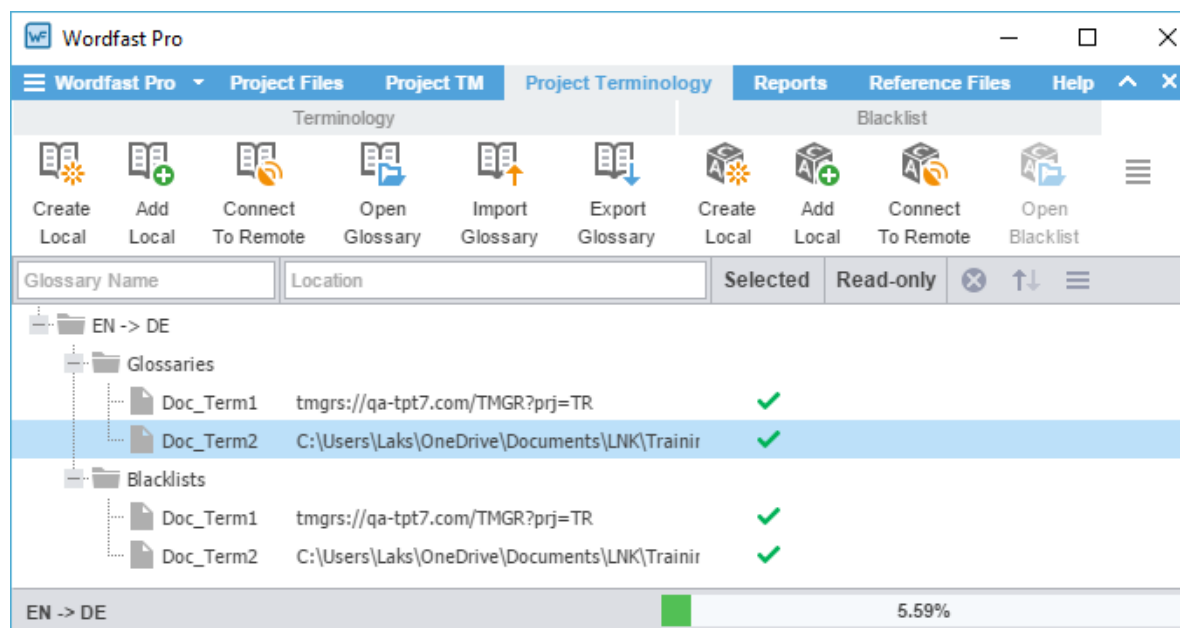


The selected translation memory is removed from the project TM list.

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

## 8. 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)

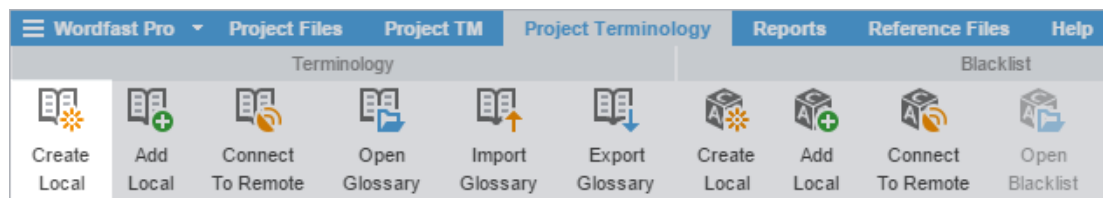
A terminology list, also called a glossary, includes source terms and their preferred translations.

TERMINOLOGY LISTS (GLOSSARIES)

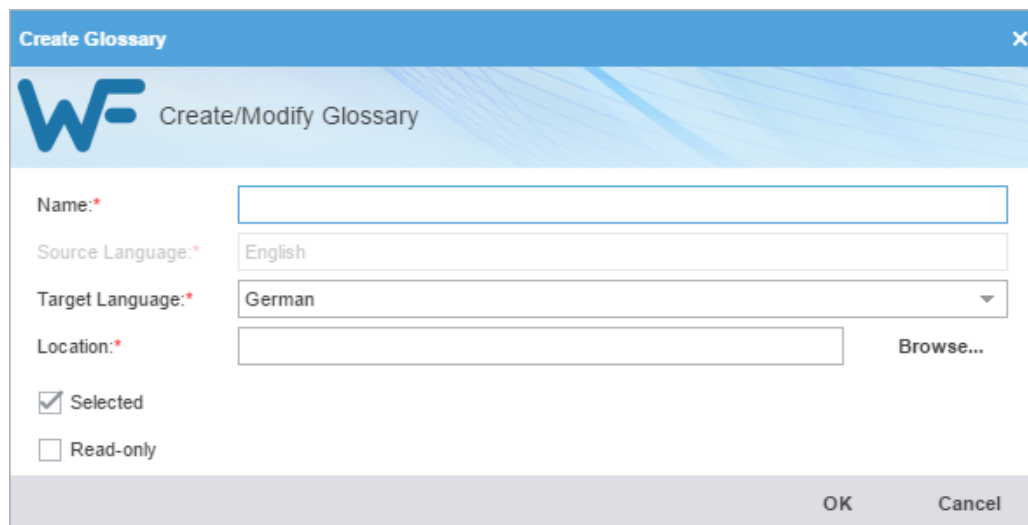
### Create Local Glossary

To create a local glossary:

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



The Create Glossary dialog is displayed



The 'Create Glossary' dialog box features a blue header with the Wordfast logo and the title 'Create/Modify Glossary'. It contains several input fields: 'Name:\*' (empty), 'Source Language:\*' (set to 'English'), 'Target Language:\*' (set to 'German' with a dropdown arrow), and 'Location:\*' (empty) with a 'Browse...' button. Below these are two checkboxes: 'Selected' (checked) and 'Read-only' (unchecked). At the bottom right are 'OK' and 'Cancel' buttons.

2. Enter the glossary information.

<b>Name</b>	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.
<b>Source Language</b>	The source language is populated based on the project.
<b>Target Language</b>	Select the target language for the glossary. The target language selection is limited to those configured in the project.
<b>Location</b>	Enter the location where the new glossary will be saved.
<b>Selected</b>	Select this checkbox to use this local glossary for the current project.
<b>Read Only</b>	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.

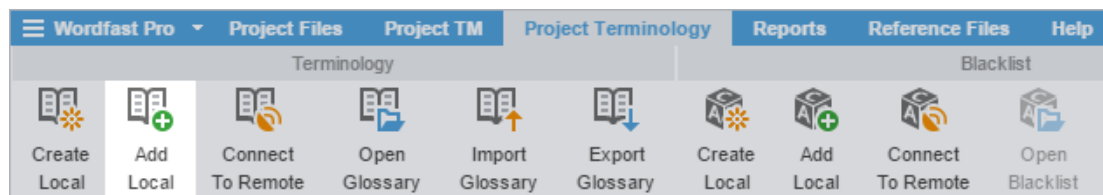
#### TERMINOLOGY LISTS (GLOSSARIES)

### 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.

### 3. Click **Select Folder**.

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

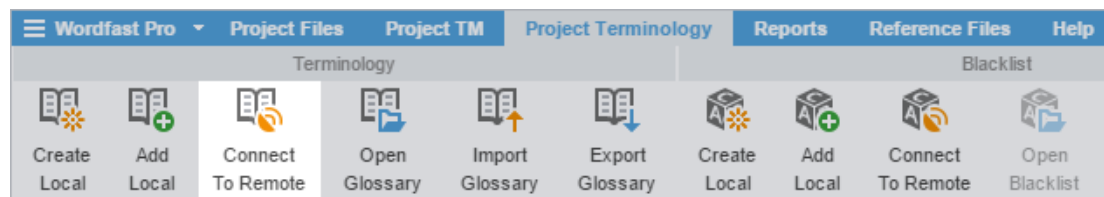
#### TERMINOLOGY LISTS (GLOSSARIES)

## Connect To Remote Glossary

You can connect to a glossary residing on another computer.

To connect to a remote glossary:

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



The Connect to Term Manager dialog is displayed.

 The 'Connect to Term Manager' dialog box is shown with the 'WF Server' tab selected. The 'Connect To Remote Glossary' section is active. The 'Name' field contains 'Doc\_Term1'. The 'Source Language' dropdown is set to 'English' and the 'Target Language' dropdown is set to 'German'. The 'URL Settings' section contains the following fields: 'URL' with the value 'tmgrs://qa-tp7.com/TMGR?prj=TR...', 'Address' with 'qa-tp7.com/TMGR', 'Username' with 'Training', 'Password' with masked characters, and 'Project Short Code' with 'TRA000075'. There is a 'Test' button next to the URL field. At the bottom, there are three checkboxes: 'Selected' (checked), 'Read-only' (unchecked), and 'Create Blacklist Connection' (checked). The 'OK' and 'Cancel' buttons are at the bottom right.

## 2. To add a Term Manager (TMGR) Server:

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



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

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

## 3. To add a WF Server:

**Connect to Term Manager**

**WF** Connect To Remote Glossary

**TMGR Server** **WF Server**

Name: \* Doc\_Term1

Source Language: \* English

Target Language: \* German

URL Settings

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

Address: \* qa-tp7.com/TMGR

Port: \* 22

Username: \* qa-tp7.com/TMGR?prj=TRA000075&usr=Training8

Password: \* \*\*\*\*\*

Workgroup ID:

☒ Selected

☐ Read-only

OK Cancel

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



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

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

4. Click **OK**.

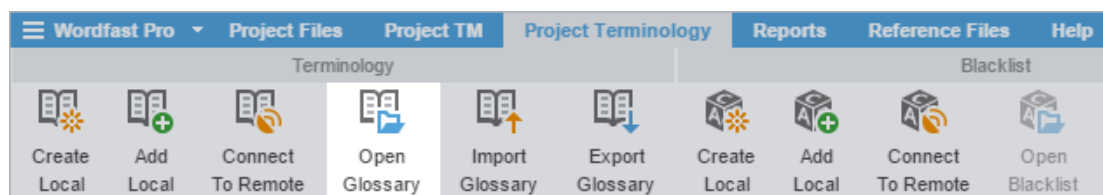
The new glossary is displayed in the project terminology list.

## TERMINOLOGY LISTS (GLOSSARIES)

## Open Glossary

To open a local glossary:

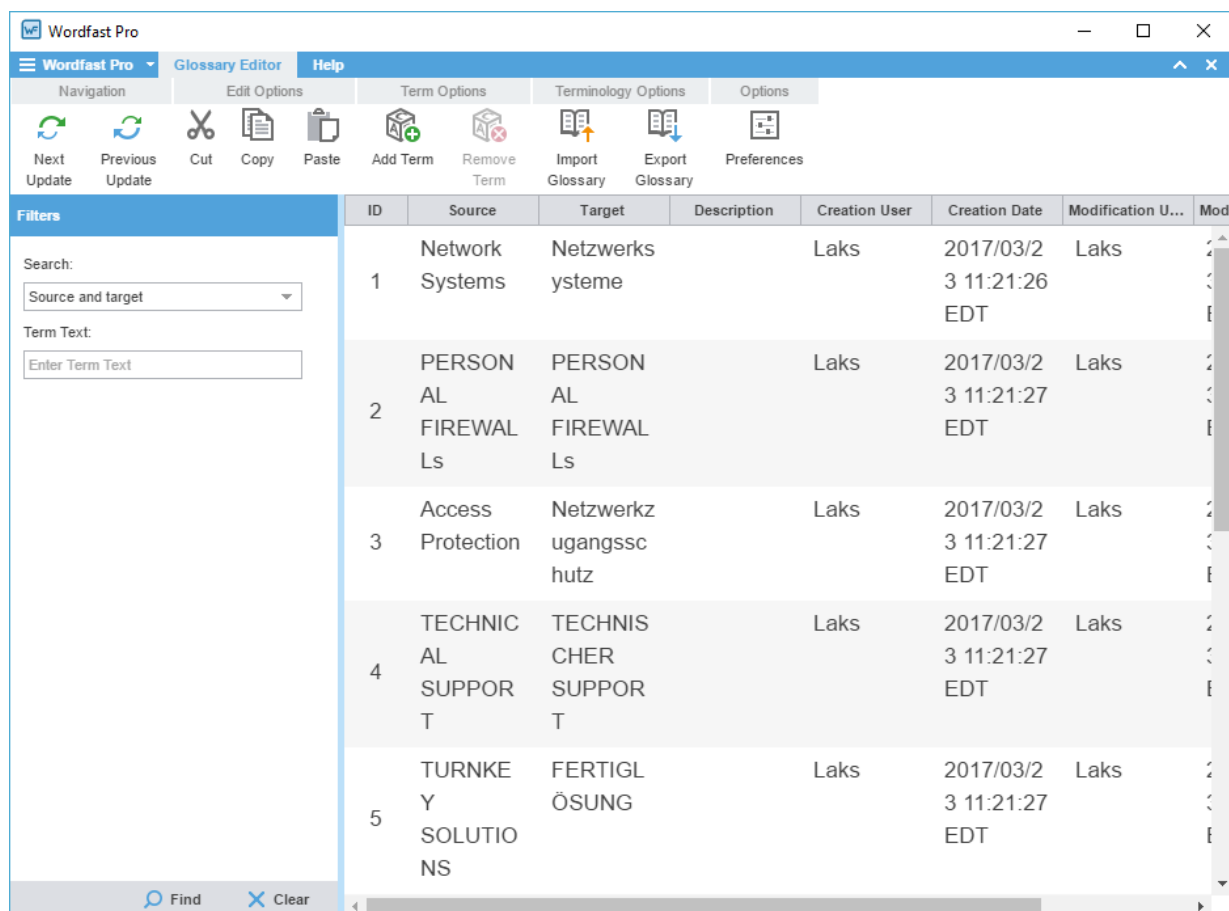
- On the **Project Terminology** tab, select a local glossary, and click **Open Glossary**.



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



Remote glossaries cannot be opened in Wordfast Pro.

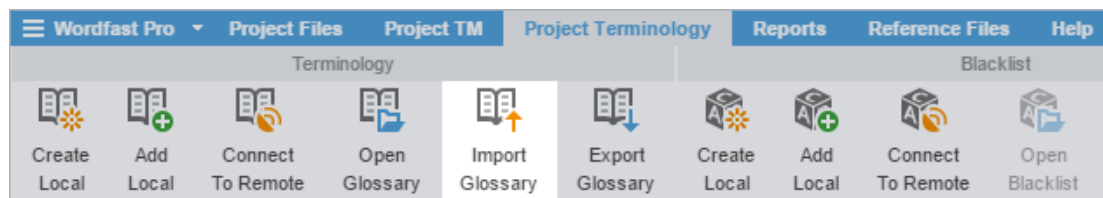


## TERMINOLOGY LISTS (GLOSSARIES)

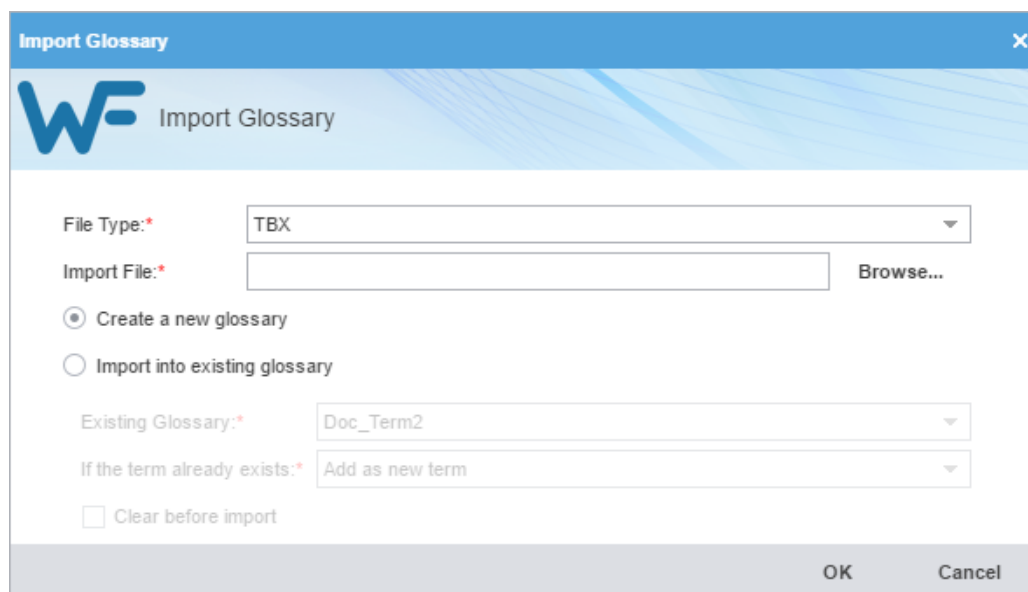
## Import Glossary

To import a local glossary:

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



The Import Glossary dialog is displayed.



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

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

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

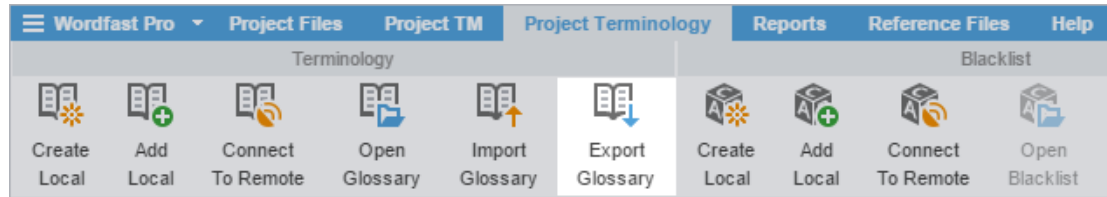


## TERMINOLOGY LISTS (GLOSSARIES)

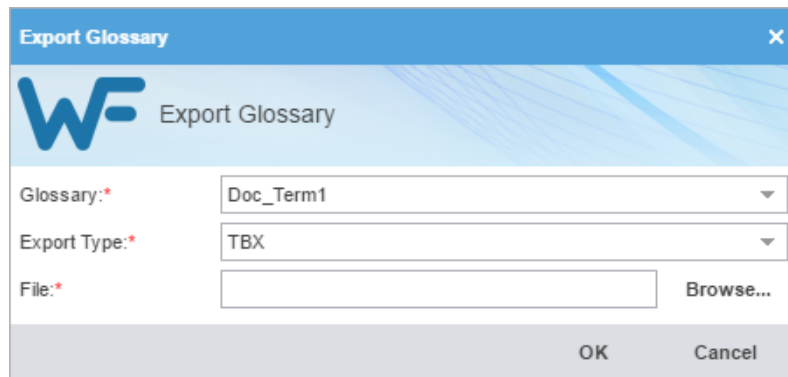
## Export Glossary

To export a local glossary:

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



The Export Glossary dialog is displayed.



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

The glossary is exported to the selected folder location.

## Blacklist

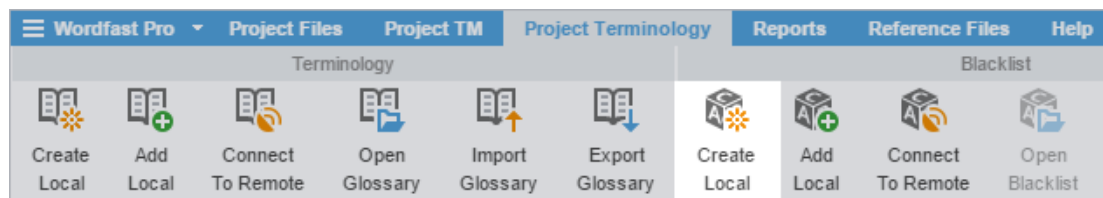
A blacklist includes words or phrases that should not be used in the target segment.

## BLACKLIST

## Create Local Blacklist

To create a local blacklist:

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



The Create Blacklist dialog is displayed.

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

2. Enter the blacklist information.

<b>Name</b>	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.
<b>Language</b>	Select the target language that the blacklist is applied to. The language selection is limited to those configured in the project.
<b>Location</b>	Enter the location where the new blacklist will be saved.
<b>Selected</b>	Select checkbox to use this local blacklist for the current project.
<b>Read-Only</b>	Select checkbox to allow users to leverage the blacklist but not update it with new terms.

3. Click **OK**.

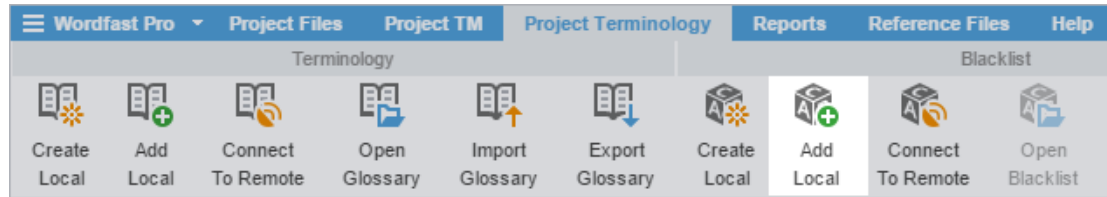
The new blacklist is displayed in the project terminology list.

## BLACKLIST

## Add Local Blacklist

To add a local blacklist:

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



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

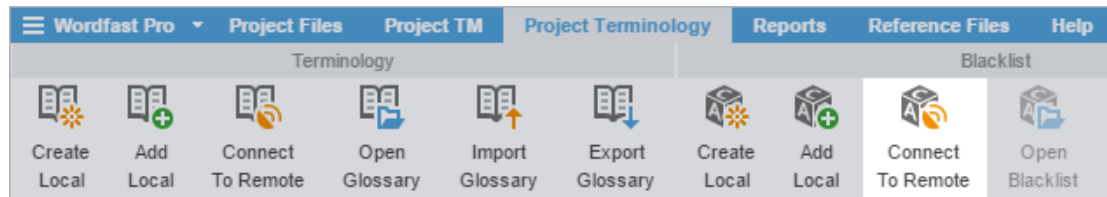
The selected blacklist is added to the project and displayed in the project terminology list.

## BLACKLIST

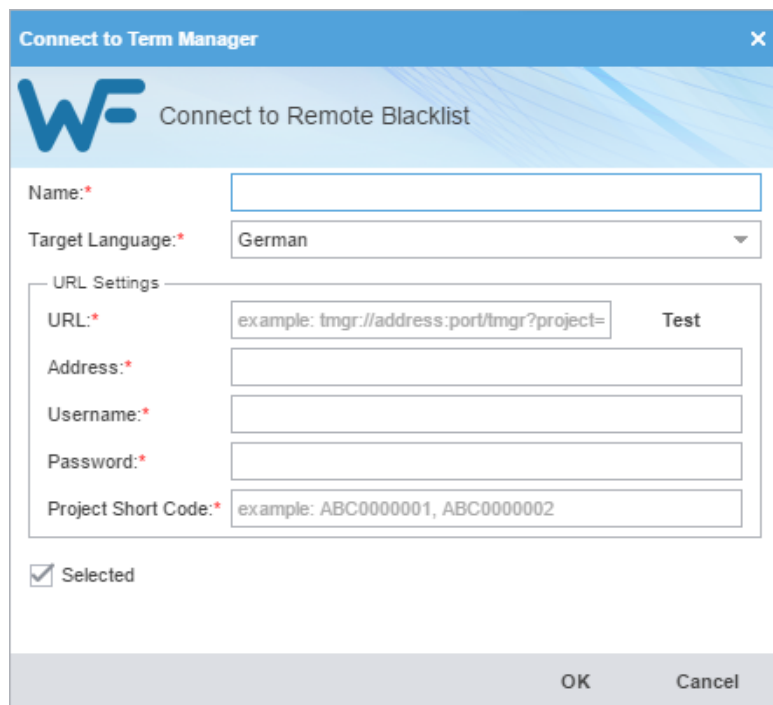
## Connect To Remote Blacklist

To connect to a remote blacklist:

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



The Connect to Term Manager dialog is displayed.



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

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

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

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



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

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

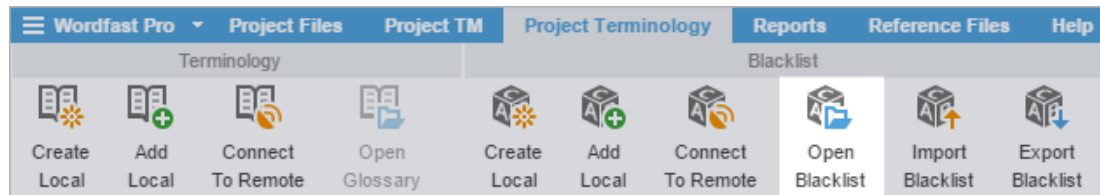
The new glossary is displayed in the project terminology list.

## BLACKLIST

### Open Blacklist

To open a local blacklist :

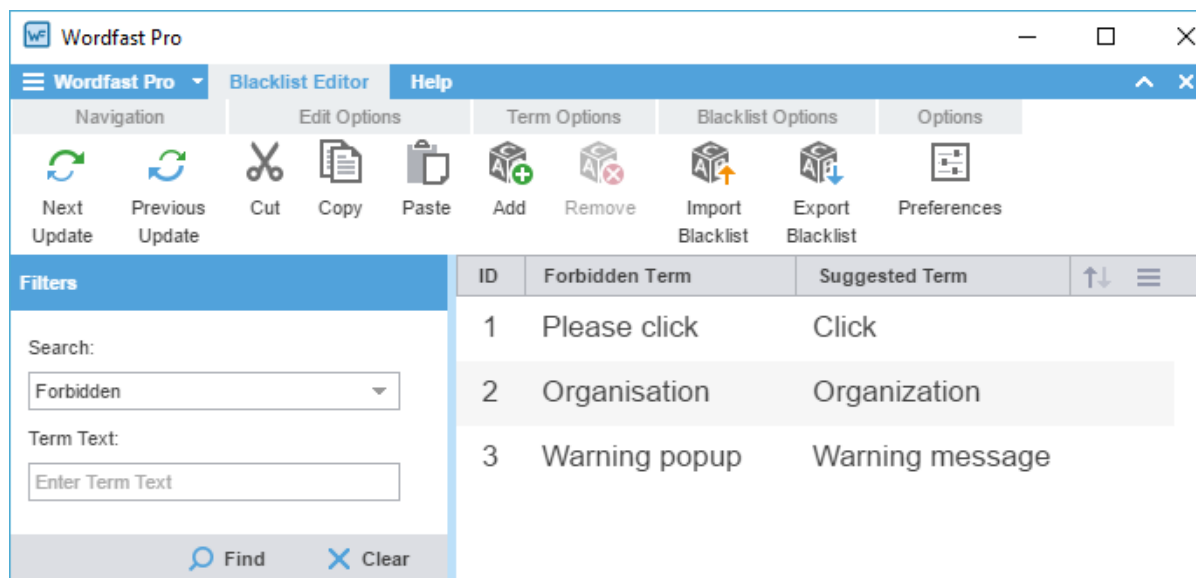
- On the **Project Terminology** tab, select a local blacklist, and click **Open Blacklist**.



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



Remote blacklists cannot be opened in Wordfast Pro.

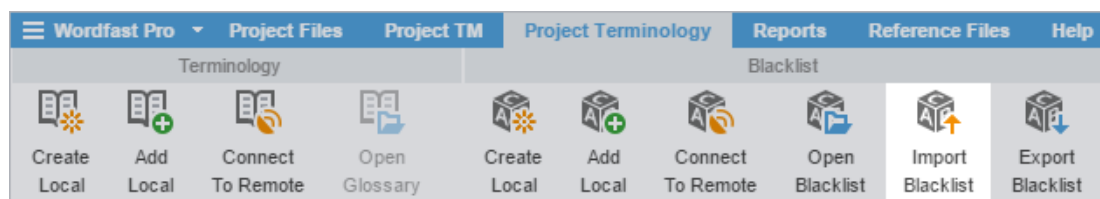


#### BLACKLIST

## Import Blacklist

To import a local blacklist:

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



The Import Blacklist dialog is displayed.

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

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

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

5. Click **OK**.

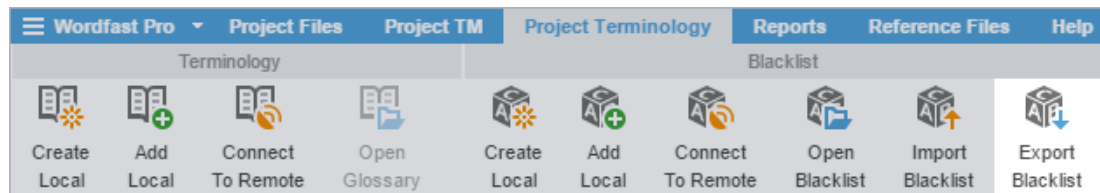
The blacklist is imported and is displayed in the project terminology list.

#### BLACKLIST

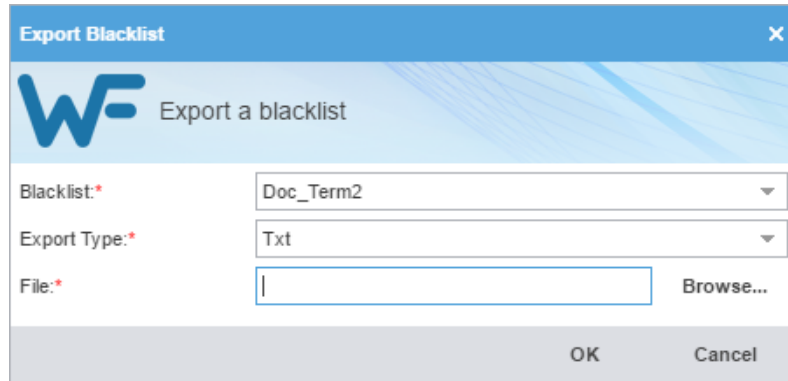
## Export Blacklist

To export a local blacklist:

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



The Export Blacklist dialog is displayed.



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

The blacklist is exported to the selected folder location.

## Options

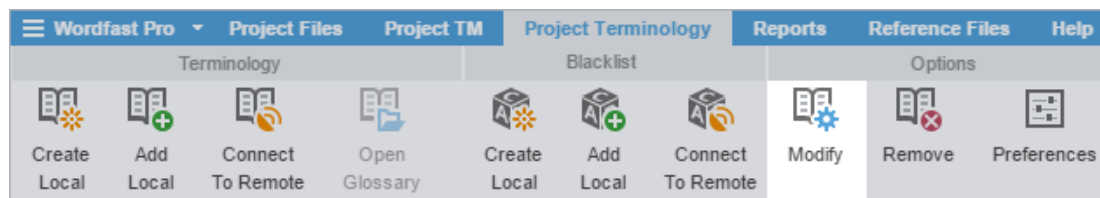
You can use the Options group of the **Project Terminology** tab to modify and remove glossaries and blacklists.

### OPTIONS

## Modify a Glossary or Blacklist

To modify a glossary or blacklist:

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



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

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

The second screenshot shows the 'Create Blacklist' dialog box. It has a blue header with the Wordfast logo and the title 'Modify a Blacklist'. The fields include: 'Name:\*' (text box containing 'Doc\_Term2'), 'Language:\*' (dropdown menu set to 'German'), and 'Location:\*' (text box containing 'C:\Users\Laks\OneDrive\Documents\LNK\T' with a 'Browse...' button). There are two checkboxes: 'Selected' (checked) and 'Read-only' (unchecked). At the bottom are 'OK' and 'Cancel' buttons.

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

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

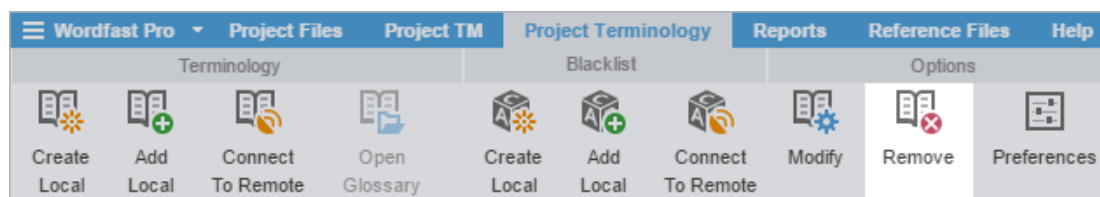
#### OPTIONS

## Remove a Glossary or Blacklist

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

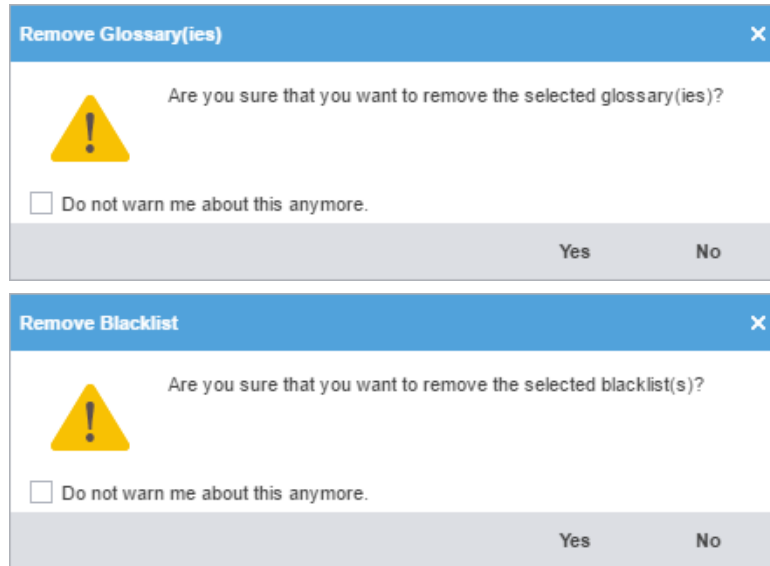
To remove a glossary or blacklist, on the **Project Terminology** tab:

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





The Remove dialog is displayed.



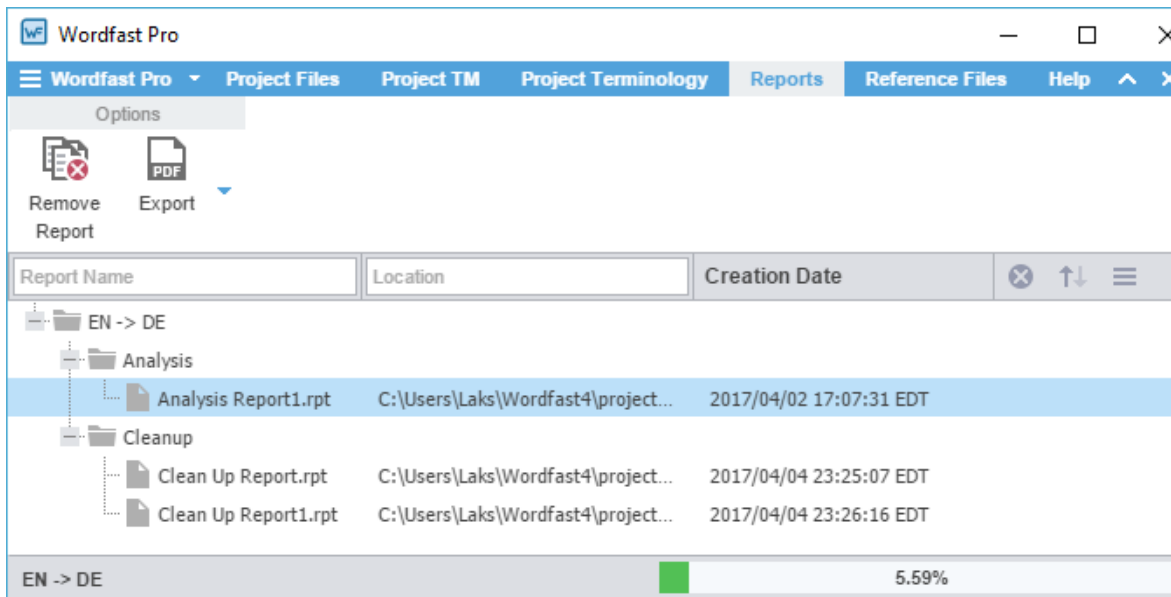
2. Click **Yes**.

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

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

## 9. Reports

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

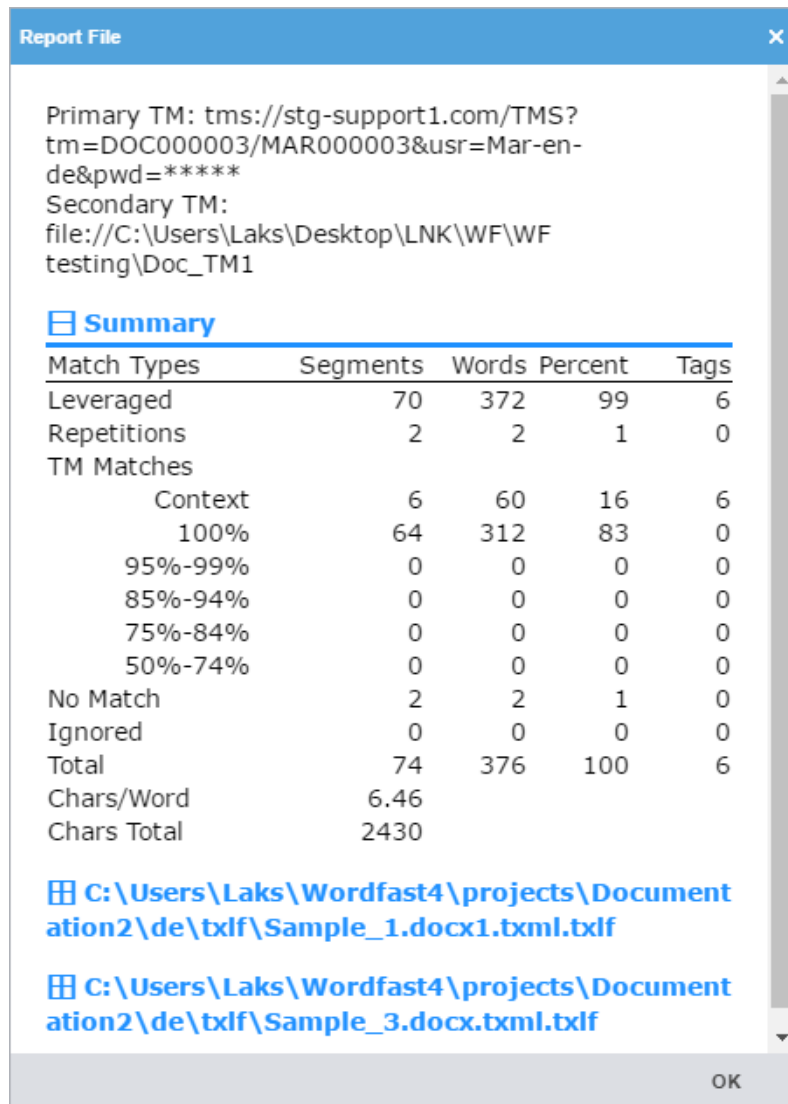


## Open Report

To open a report:

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

The Report File is displayed.



## Remove Report

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

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



The report is removed from the reports list.



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

# Export

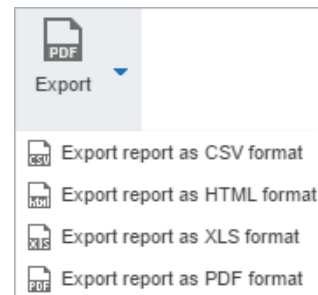
To export a report:

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



The export formats available are:

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



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

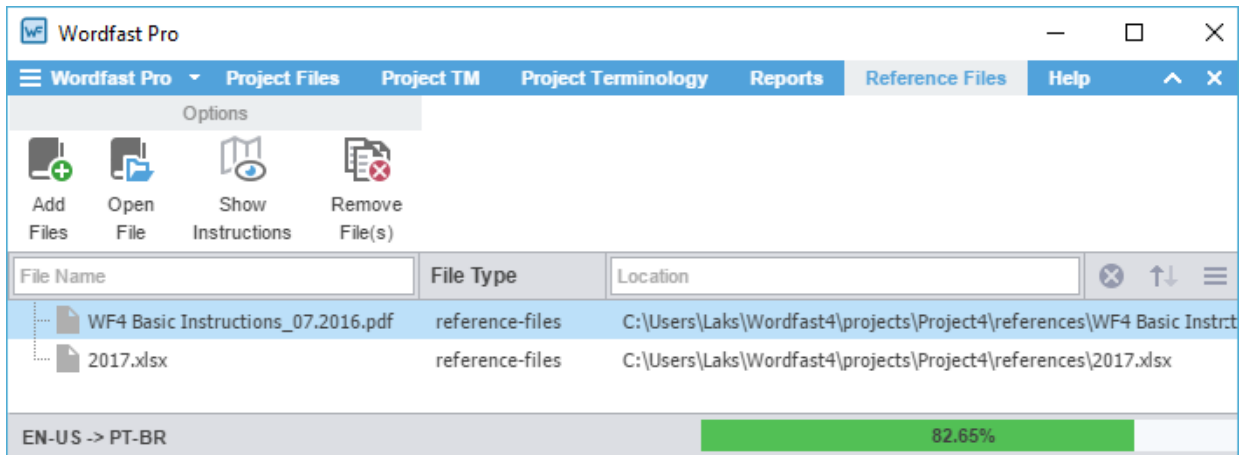
The report is saved in the selected folder location.

# 10. Reference Files

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



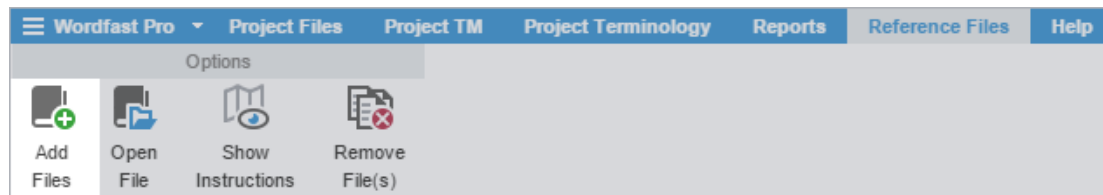
Reference files cannot be modified in Wordfast Pro.



## Add Reference Files

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

1. Click **Add Files**.



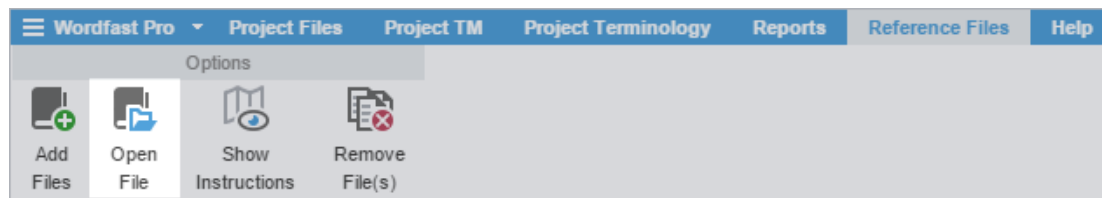
2. On the Open navigation dialog, browse and select the reference file. To select multiple reference files, press **Ctrl** and select them.
3. Click **Open**.

The files are added to the reference files list.

## Open File

To open a reference file:

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



The selected file opens.

## Show Instructions

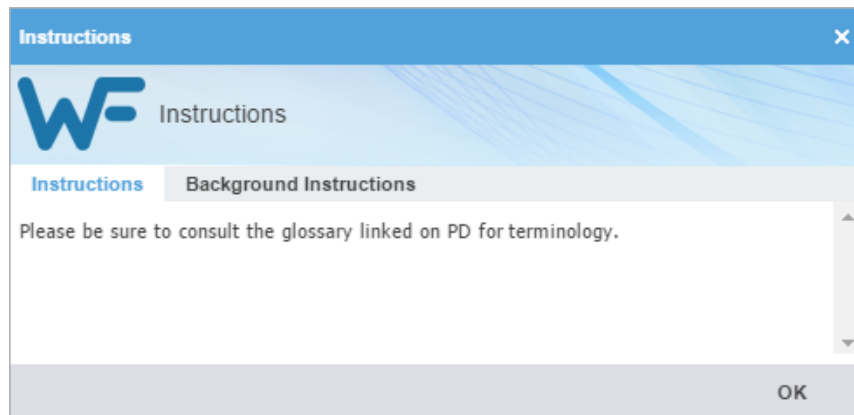
Instructions are included in the Package files that can be imported into Wordfast Pro. The instructions are available for viewing through the **Reference Files** tab.

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

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



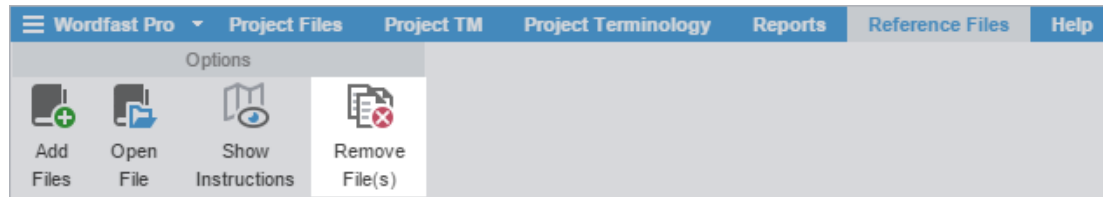
The Instructions dialog is displayed.



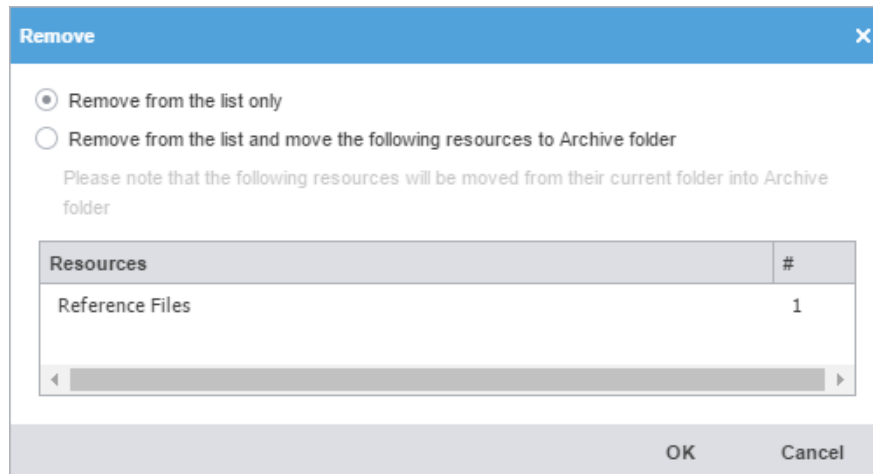
## Remove File

To remove reference files:

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

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

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



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

4. Click **OK**.

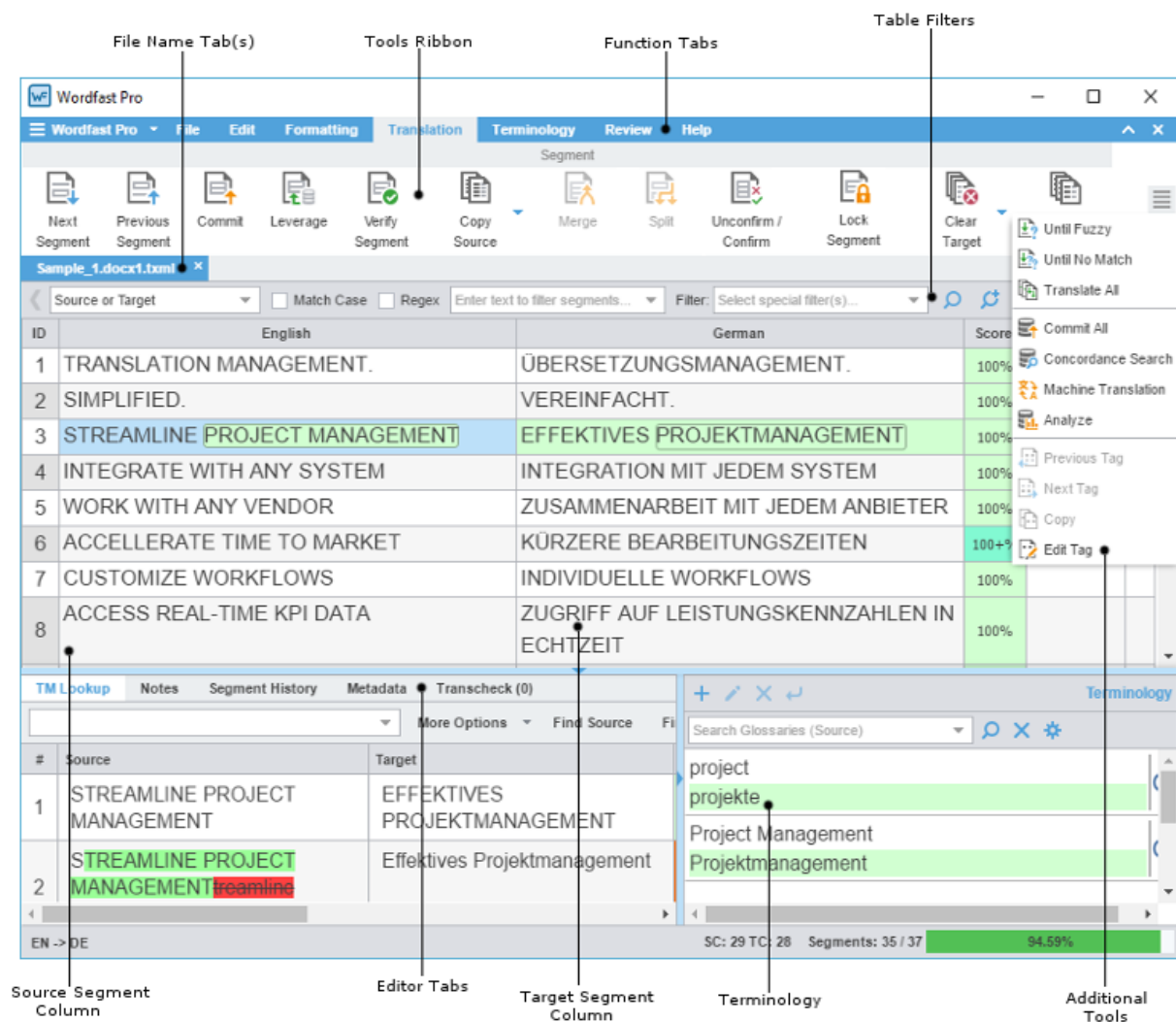
The selected file is removed from the reference file list.



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

# 11. 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 TXLFL editor.

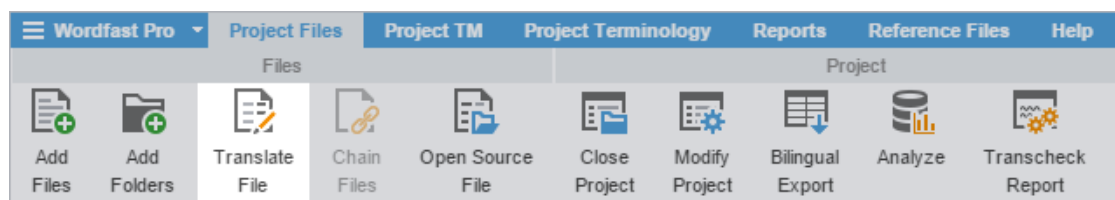


## Open and Translate File

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.



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

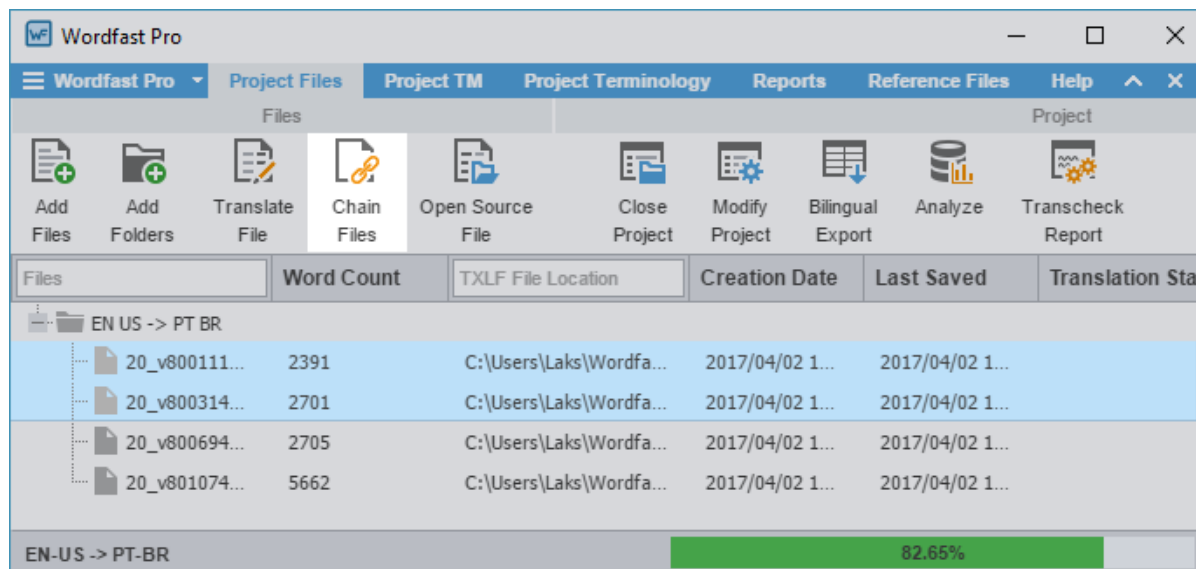
3. Click **Next Segment** or press **Alt+Down** to update the TM and move down one **Target** segment.
4. Save your work often by pressing **Ctrl+S** or clicking **Save** on the **File** tab. Refer to [Save File](#).

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



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

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

- Click in any segment.

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

*Chained-Centralization of Localization2.html.txlif x					
Source or Target <input type="checkbox"/> Match Case <input type="checkbox"/> Regex    Enter text to filter segments...    Filter: Select special filter(s)...					
ID	English	German	Score	Status	
1	1	1	100%		✓
2	Centralized Localization				
3	The main objective for most of our customers is to gain control over cost, quality, and turn-around time.				
4	Our customers seek to reduce a lack of consistency across languages, markets and programs, a lack of cost control over the same, and significant delays in launching global initiatives.				

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

*Chained-Centralization of Localization2.html.txlif x					
Source or Target <input type="checkbox"/> Match Case <input type="checkbox"/> Regex    Enter text to filter segments...    Filter: Select special filter(s)...					
ID	English	German	Score	Status	
19	On a longer-term basis, we will work with our customers to establish measurable results.				
20	These could increase customer satisfaction ratings, improve global product launches, widen the support of customers worldwide, or reduce the cost per publication and language.				
1	TRANSLATION MANAGEMENT.		100%		↺
2	SIMPLIFIED.	VEREINFACHT.	100%		↺

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

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



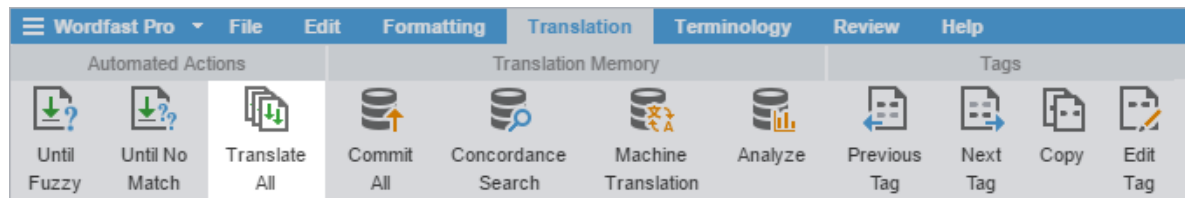
Chained files can only be opened in the TXLF Editor. You can open and work on multiple sets of chained files. Chained files cannot be exported and saved as a single TXLF file. The **Get Bilingual Table** option can be used to download the chained files as one document.

## Translate All Segments

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

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

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



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

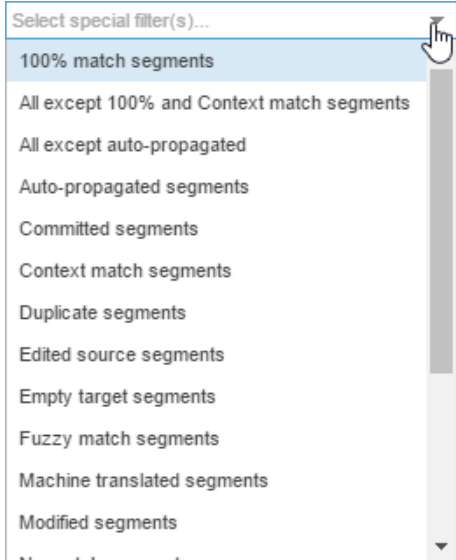



Sample_1.docx1.xml					
Source or Target <input type="checkbox"/> Match Case <input type="checkbox"/> Regex Enter text to filter segments... Filter: Select special filter(s)... Sort: Document					
ID	English	German	Score	Status	
1	TRANSLATION MANAGEMENT.	ÜBERSETZUNGSMANAGEMENT.	100%		
2	SIMPLIFIED.	VEREINFACHT.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

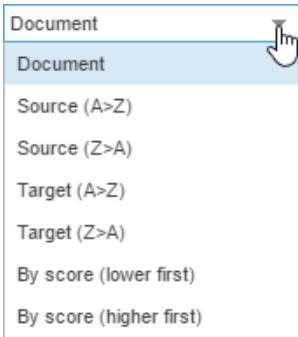
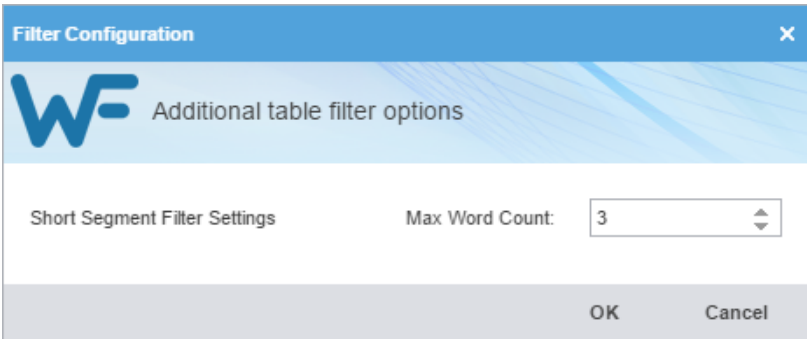
## Table Filter

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



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

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

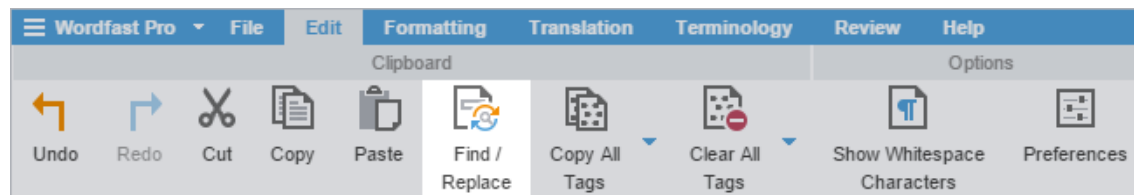
Item	Description
	Sort the filtered results by selected criteria where <b>Document</b> is selected by <b>Default</b>
	Configure additional table filter options by entering maximum segment filter word count. This option is applied to the <b>Short segments</b> filter

## Find and Replace Content

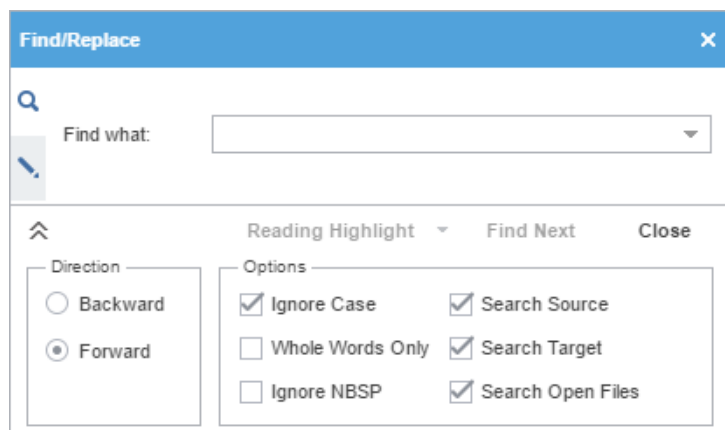
Text in translated content can be searched for and replaced using the **Find/Replace** option.



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**.

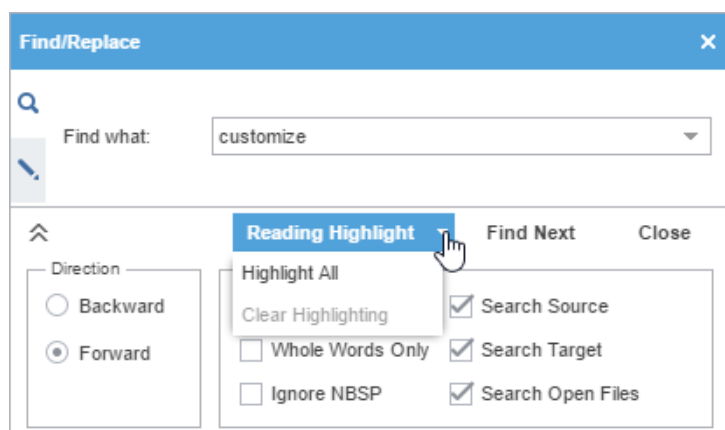



3. On the Find/Replace dialog, in the **Find**  tab, enter the **Find what** content.

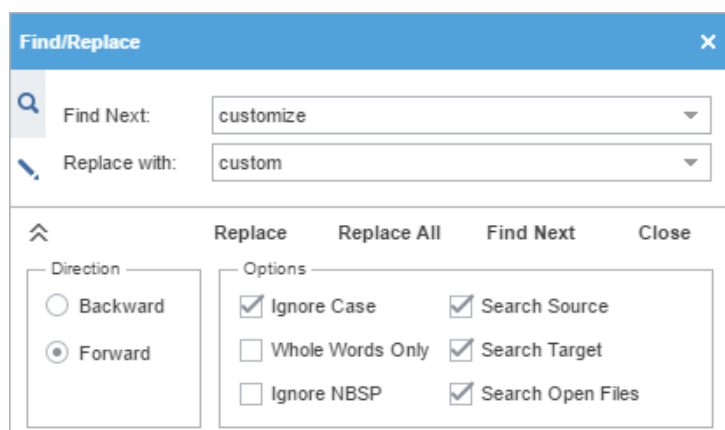


Click  and  to expand and collapse the additional options. Search text can include non-breaking spaces.

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.



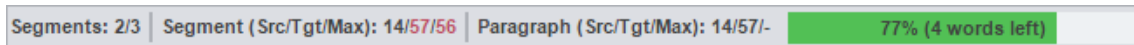
7. Click one of the following:
  - **Replace**, to replace the found content only
  - **Replace All**, to replace all instances of that content
  - **Find Next**, to move to the next instance of the content

The Find/Replace dialog includes the following additional options:

<b>Backward</b>	Search from cursor location to file beginning
<b>Forward</b>	Search from cursor location to file end
<b>Ignore Case</b>	Search for all instances of a word or phrase ignoring case
	Search for all instances of only whole word matches
<b>Whole Words Only</b>	Note: This checkbox will be disabled if multiple words or punctuation is added to the search.
<b>Ignore Non-breaking Space</b>	Search for all instances of a word or phrase including non-breaking spaces
<b>Search Source</b>	Search for all instances of a word or phrase in the source only
<b>Search Target</b>	Search for all instances of a word or phrase in the target only
<b>Search Through Open Files</b>	Search for all instances of a word or phrase in all open files


## TXLF Editor Progress Bar

The TXLF Editor progress bar is located in the bottom right-hand corner of the window. The progress bar provides a quick view of the number of completed segments, segment and paragraph word counts, alerts when the word count exceeds the maximum limit, percentage completed, and number of words that require translation.



The progress bar changes when you navigate between segments. It includes the following information.

<b>Segments: 2/3</b>	Number of segments completed / total number of segments.
<b>Segment (Src/Tgt/Max): 14/57/56</b>	<p>Number of characters in source segment / number of characters in target segment / maximum characters allowed in target segment.</p> <p>The number of characters and maximum characters allowed in the target segment turn red when it exceeds the maximum character allowed.</p>
<b>Paragraph (Src/Tgt/Max): 14/57/-</b>	<p>Number of characters in the source paragraph / Number of characters in target paragraph/ Maximum characters allowed in target paragraph.</p> <p>The number of characters and maximum characters allowed in the target paragraph turn red when it exceeds the maximum character allowed.</p>


 77% (4 words left)

Percentage of translation completed and the number of words remaining.

The percentage completed will progress only if one of the following criteria are met for each translated segment:

- 100% context match
- 100% context match from leveraged TM
- 100% match
- 100% match from leveraged TM
- Auto-propagation
- Edited context match
- Edited exact match
- Edited fuzzy match
- Edited no match
- Edited MT
- Edited segment
- Locked segment

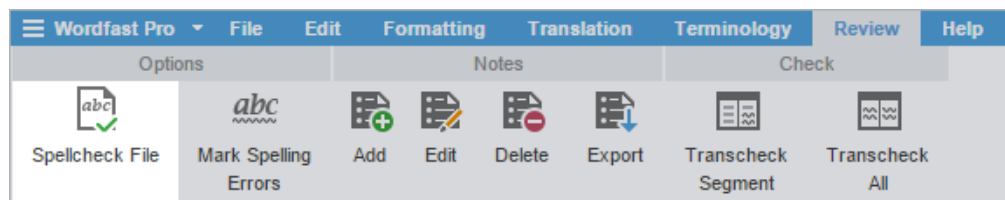
The percentage completed will not progress if the target segment is empty, and machine translated or fuzzy segments are not modified.

## Spell Check File

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

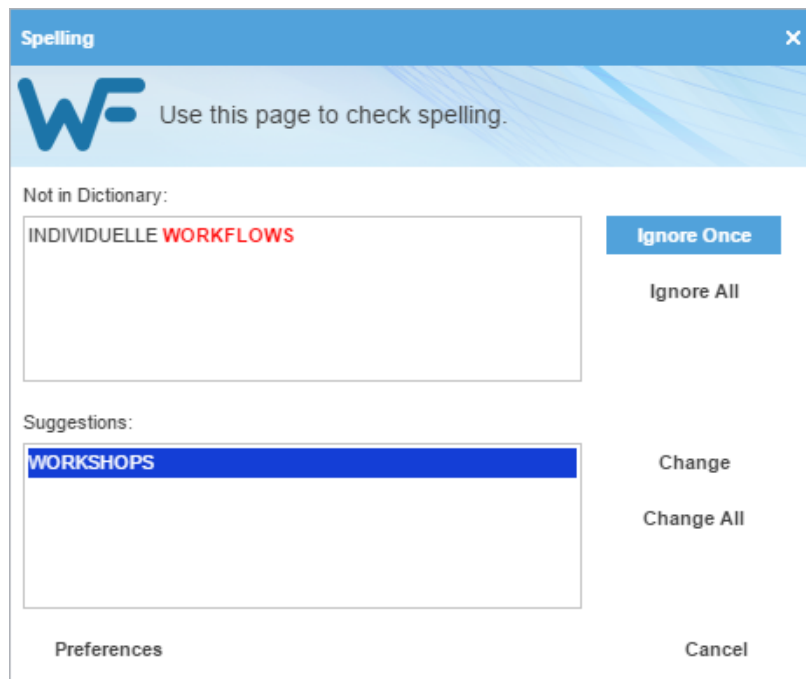
To spell check translated content:

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



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



**Ignore Once**

Ignore the suggested change for the word once

**Ignore All**

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

**Change**

Accept the suggested change for the word

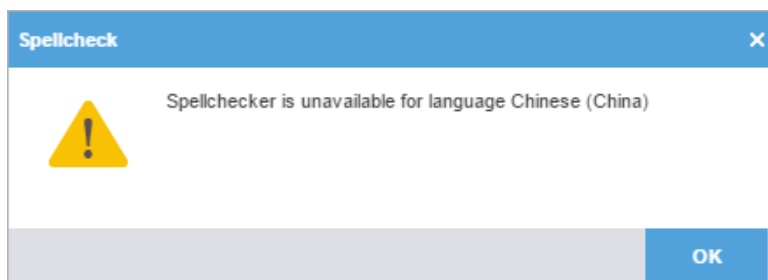
**Change All**

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



To view spell checking preferences, click **Preferences**. Refer to [Spellchecker](#).

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



## Translation Memory

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

### TRANSLATION MEMORY

## TM Color Codes

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

Color	Description
Yellow	Fuzzy match
Grey	No match
Green	100% match
Dark Green	Context match. A segment is considered a context match in the following scenarios: <ul style="list-style-type: none"> <li>• if the segments have correct checksum or attribute match</li> <li>• if the previous and next segments also have a 100% match</li> <li>• if the 100% matched segment is a single paragraph</li> </ul>
Pink	Modified segment
Purple	Modified segment updated or committed to the TM
Light Purple	Auto-propagated. A segment is considered auto-propagated when a segment is translated and committed, and other repetitive segments are automatically updated with the translation
Light Pink	Machine Translated

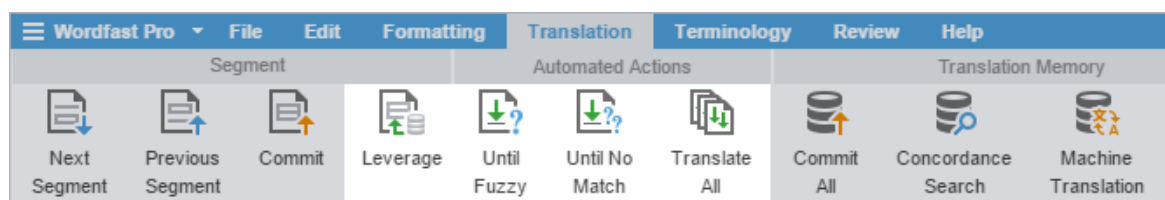
## TRANSLATION MEMORY

## Leverage TM

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

To leverage a translation memory:

1. Follow the steps in [Open and Translate 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 is displayed 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**.

The TM lookup results are displayed.

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

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

**More Options**

☐ Case Sensitive
 ☐ Exact
 ☒ Automatic Leverage
 ☒ Diff Highlight
 ☒ Include Private TU (GLTMS)

### 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.

The TM Lookup tab is populated with TM leverage results.

TM Lookup    Notes    Segment History    Metadata    Transcheck (0)							
<input type="text"/>				More Options ▾	Find Source	Find Target	Clear
#	Source	Target	Score	TM Name	Last Modified	Custom Attribute	
1	SIMPLIFIED.	VEREINFACHT.	100%	Doc_TM2	2015/11/04		<a href="#">i</a>
2	SIMPLIFIED. Simplified.	mit minimalstem Aufwand	99%	Doc_TM2	2013/04/26		<a href="#">i</a>
3	SIMPLIFIED. Simplified.	Vereinfacht.	99%	Doc_TM2	2014/03/14		<a href="#">i</a>
4	SIMPLIFIED. Simplified.	Vereinfacht.	99%	Doc_TM2	2014/11/07		<a href="#">i</a>
5	SIMPLIFIED.	VEREINFACHT.	100+%*	Doc_TM1	2017/04/04		<a href="#">i</a>

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



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

TM Lookup Info

TU Information:

Creation User	ELUNA
Creation Date	2015/11/04 13:43:51 EST
Modification User	ELUNA
Last Modified	2015/11/04 13:43:51 EST
TM Name	Doc_TM2

Score Breakdown:

Final Score

100%

OK



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

TM Lookup						
Notes Segment History Metadata Transcheck (0)						
<div> <div></div> <div>More Options</div> <div>Find Source</div> <div>Find Target</div> <div>Clear</div> </div>						
#	Source	Target	Score	TM Name	Last Modified	
5	SIMPLIFIED.			Doc_TM1	2017/04/06	
1	SIMPLIFIED.			Doc_TM2	2015/11/04	
3	SIMPLIFIED. Simplified	Vereinfacht.		Doc_TM2	2014/03/14	
4	SIMPLIFIED. Simplified	Vereinfacht		Doc_TM2	2014/11/07	
2	SIMPLIFIED. Simplified	mit minimalen Aufwand		Doc_TM2	2013/04/26	

Sort Ascending

Sort Descending

Columns

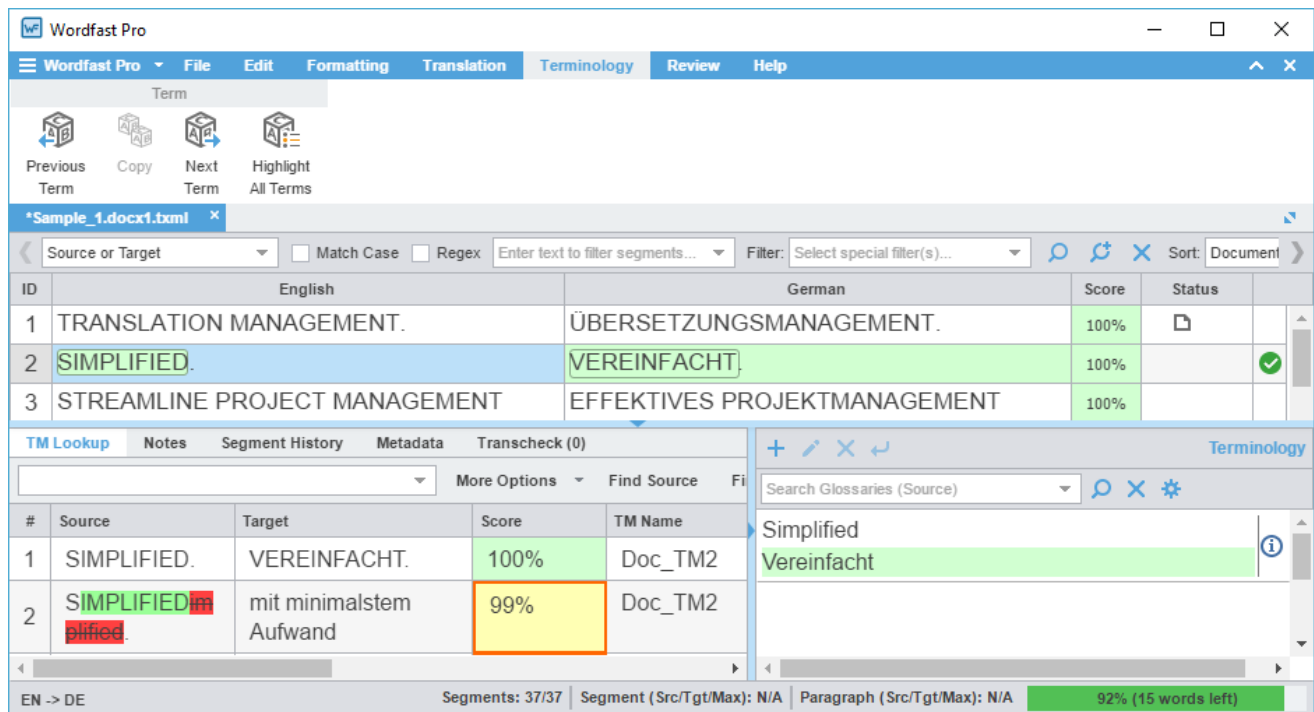
☒ #  
☒ Source  
☒ Target  
☒ Score  
☒ TM Name  
☐ Creation Date  
☐ Creation User  
☒ Last Modified  
☐ Modification User  
☒ Custom Attribute  
☒ Actions

## Terminology List

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

To set up a terminology list refer to [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**.



## TERMINOLOGY LIST

## Terminology Color Codes

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

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

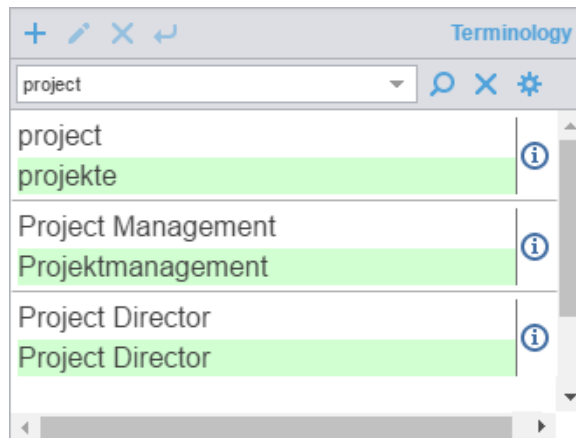
## TERMINOLOGY LIST

## Search Term

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

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

The search results from the connected glossaries are displayed.





#### TERMINOLOGY LIST

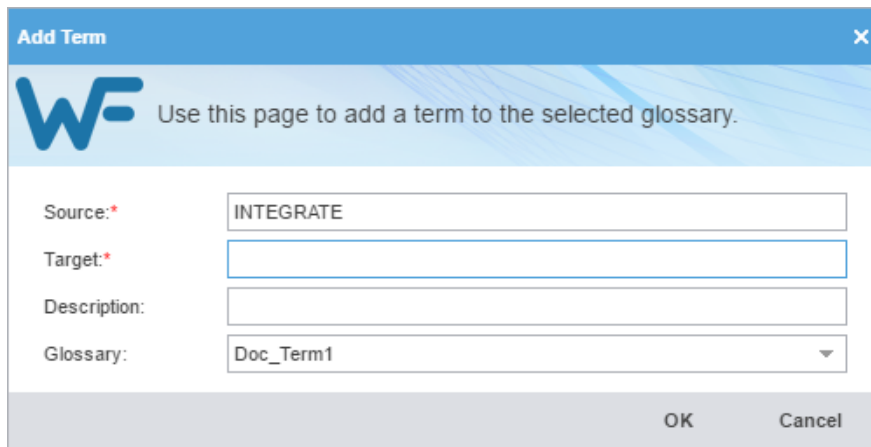
### Add Term

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

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

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

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



**Add Term** [X]

WF Use this page to add a term to the selected glossary.

Source:\* INTEGRATE

Target:\*

Description:

Glossary: Doc\_Term1

OK Cancel

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

The new term is added to the glossary.

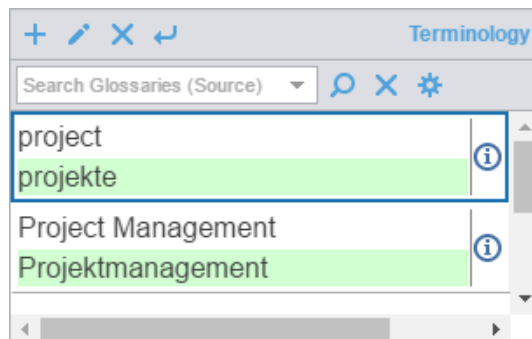
#### TERMINOLOGY LIST


### Edit Term

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

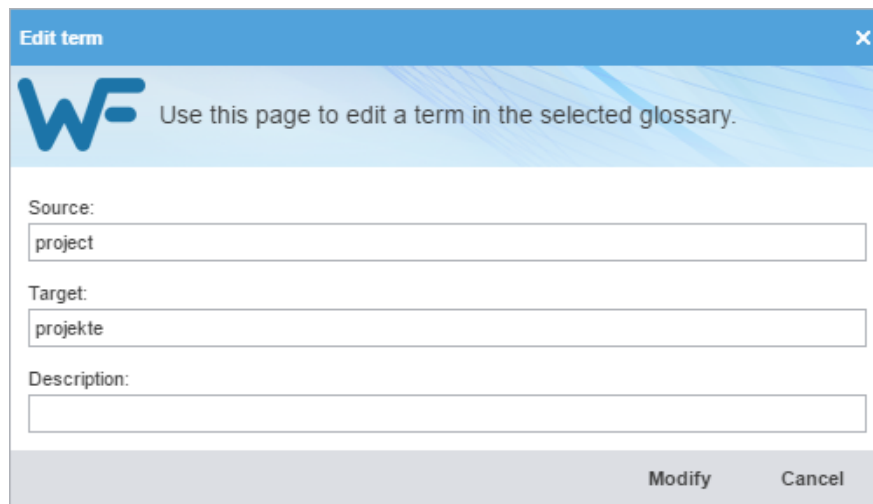
To edit a term in the glossary:

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



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





**Edit term** [X]

WF Use this page to edit a term in the selected glossary.

Source:

Target:

Description:

Modify Cancel


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

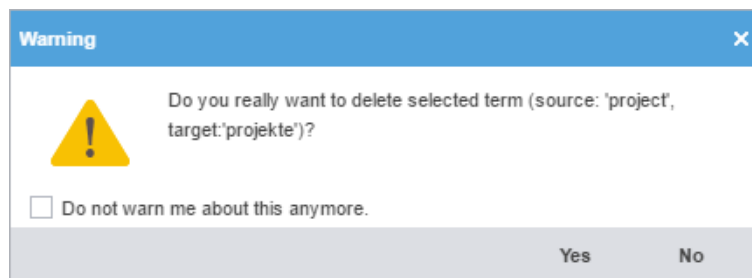
#### TERMINOLOGY LIST

### 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**.



**Warning** [X]

 Do you really want to delete selected term (source: 'project', target:'projekte')?

☐ Do not warn me about this anymore.


Yes No

The term is removed from the local glossary.

#### TERMINOLOGY LIST

### Insert Term

To insert a term into the current target:

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

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

## TERMINOLOGY LIST

## Copy Term

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

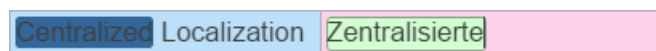
1. On the **TXLF Editor**, click a segment with glossary terms.
2. On the **Terminology** tab, click **Previous Term** (Ctrl+8) or **Next Term** (Ctrl+9) to select a source term.



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



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



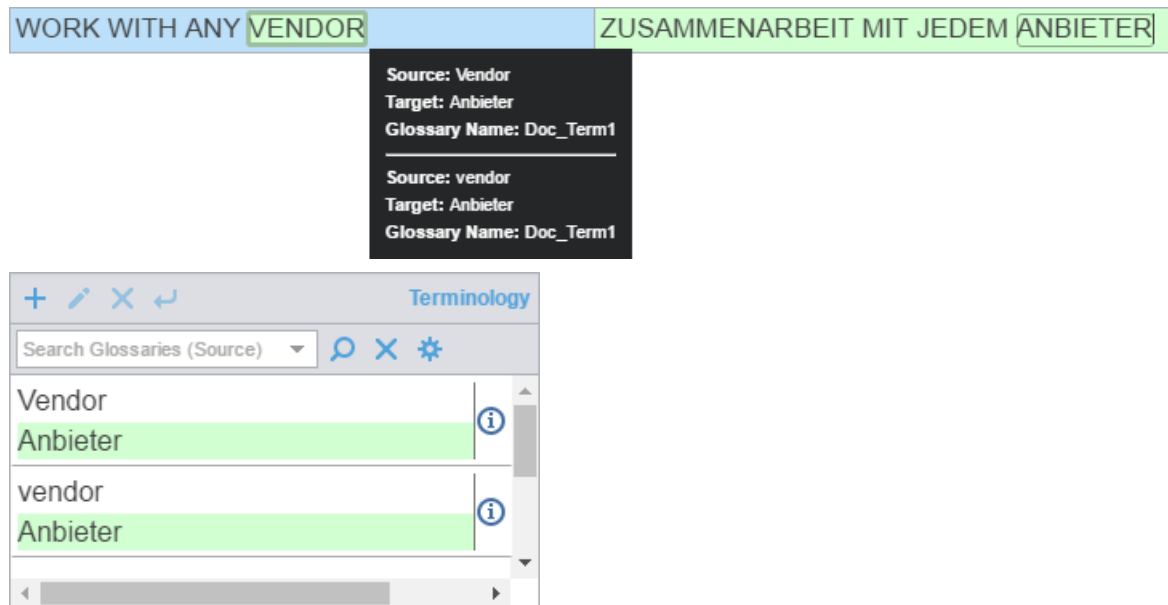
## TERMINOLOGY LIST

## View and Copy Synonym

To view and copy a synonym for a term:

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

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



2. Click within the target segment where the term translation should be copied.
3. Do one of the following:
  - Click **Copy** or press Ctrl+O 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:

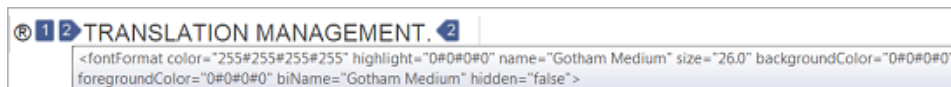
1. Follow the steps in [Open and Translate File](#)

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](#).

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:

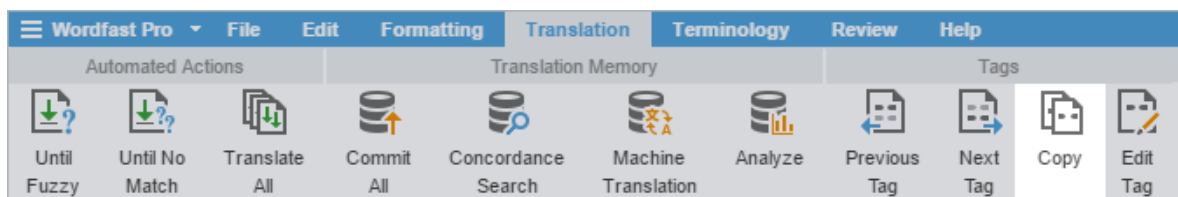
1. Follow the steps in [Open and Translate File](#)

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.

1 View virtually any set of data points in real time to gauge translation efficiency 3	2 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.

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

## TAGS

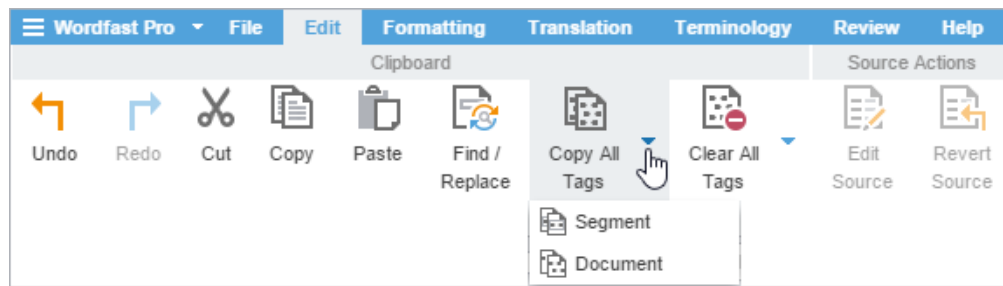
## Copy All Tags

To copy all tags:

1. 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.



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

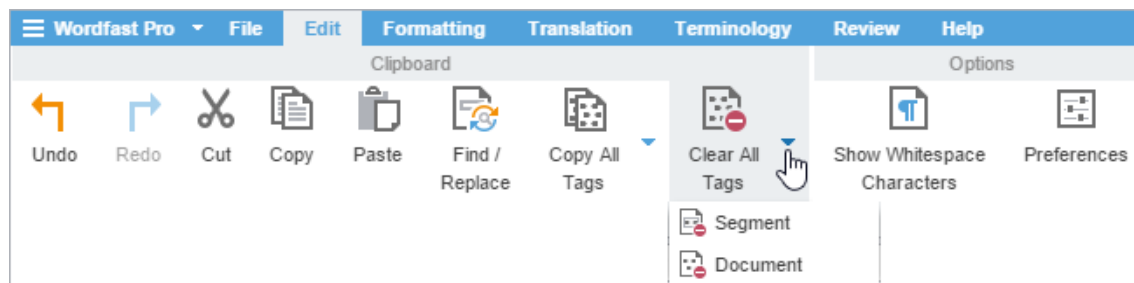
Tags can be cleared only from a target, and from either the current segment or from the entire document.

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.

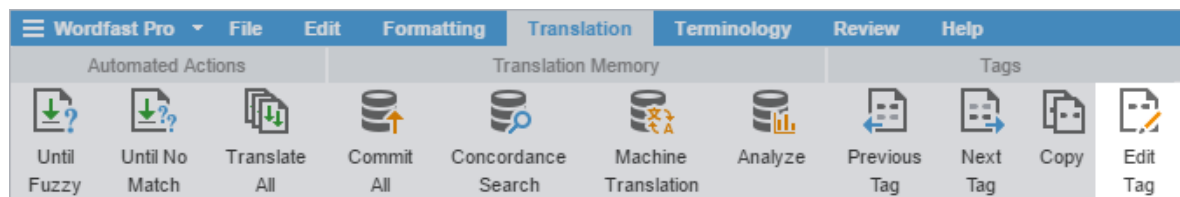
#### TAGS

## Edit Tag

To edit tags:

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

- 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.

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

## TAGS

### Delete Tag

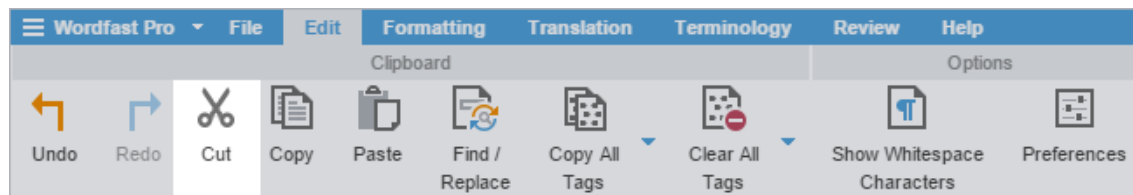
Tags can be deleted only in the target segment.

To delete tags:

- 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.

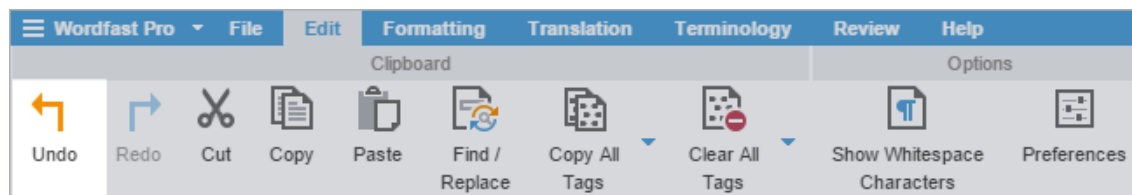
- On the **TXLF Editor**, select the tag in the target segment.
- Do one of the following:
  - Press **Delete**
  - On the **Edit** tab, click **Cut**



- 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.

## 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.

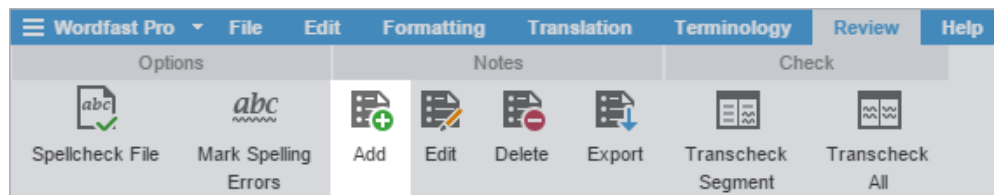
TM Lookup		Notes	Segment History	Metadata	Transcheck (0)
Add		Edit	Delete	Export	
ID	CreatorID	Type	Date	Details	
1	Laks	Translation	2017/04/04 23:09:56 EDT	Check for correctness	

## NOTES

## Add Note

To add a note:

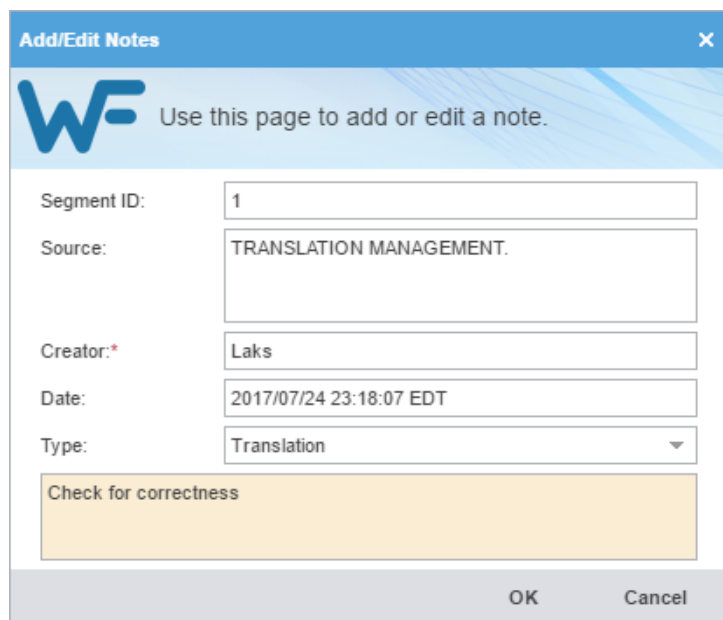
1. On the **TXLF Editor**, select a segment where the note is to be added and do one of the following:
  - On the **Review** tab, click **Add** in the **Notes** group.



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

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

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



**Add/Edit Notes** [X]

WF Use this page to add or edit a note.

Segment ID: 1

Source: TRANSLATION MANAGEMENT.

Creator: Laks

Date: 2017/07/24 23:18:07 EDT

Type: Translation

Check for correctness

OK Cancel

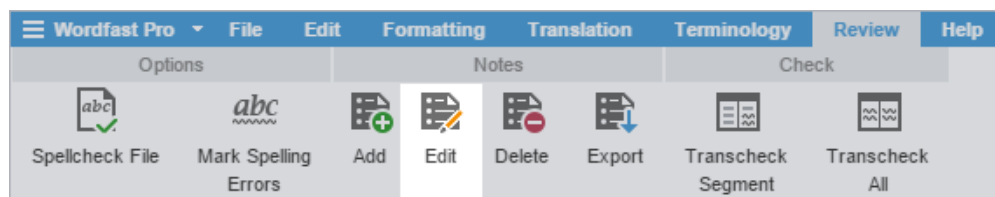
The note appears under the **Notes** tab and the **Notes** icon appears in the **Status** column.

## NOTES

### Edit Note

To edit a note:

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



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

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

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

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

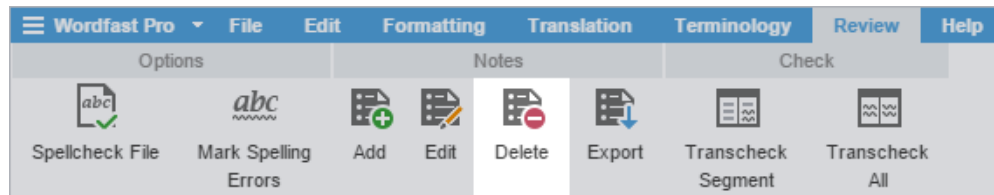


## NOTES

## Delete Note

To delete a note:

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



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

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

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

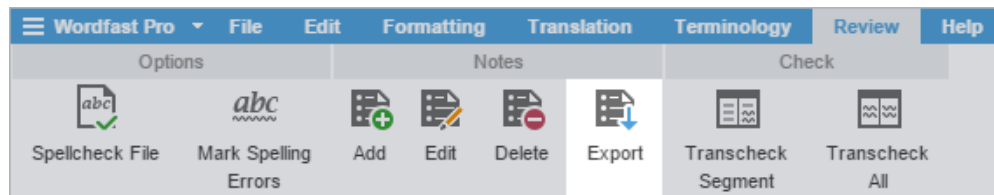
The note is deleted from the segment and the notes icon disappears from the **Status** column.

## NOTES

## Export Notes

To export notes of an open file:

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



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

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

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

## SEGMENTS

## View Segment History

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

TM Lookup	Notes	Segment History	Metadata	Transcheck (0)
Location	Value		User	Modification Date
Target	Vor-Ort-Installation oder Cloud-Bereitstellung mit vollem <b>F</b> funktionsumfang		Laks	2017/04/06 20:35:06 EDT
Target	Vor-Ort-Installation oder Cloud-Bereitstellung mit vollem Funktionsumfang		unknown	2017/04/06 20:35:06 EDT

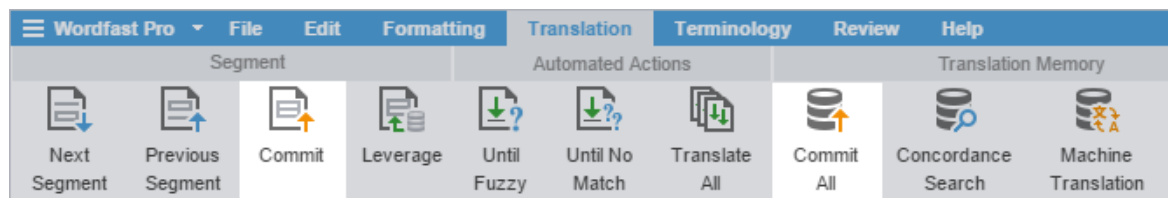
## SEGMENTS

## Commit to the TM

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

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

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



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

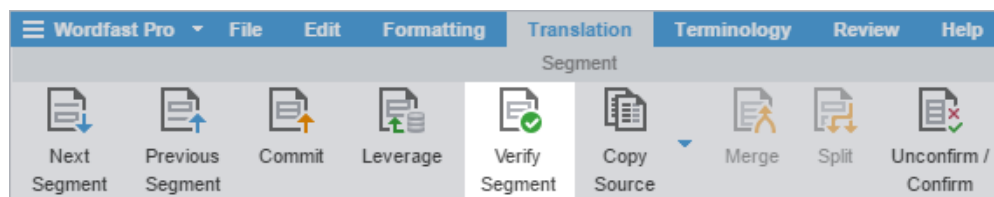
## SEGMENTS

## Verify Segment

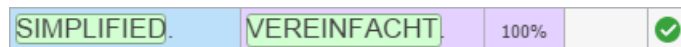
The Verify Segment option enables you to automatically modify and commit a 100%, fuzzy, or MT match segment in case it does not require any changes. You are no longer required to edit a segment if the content is correct. You can also verify segments that are not active.

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.

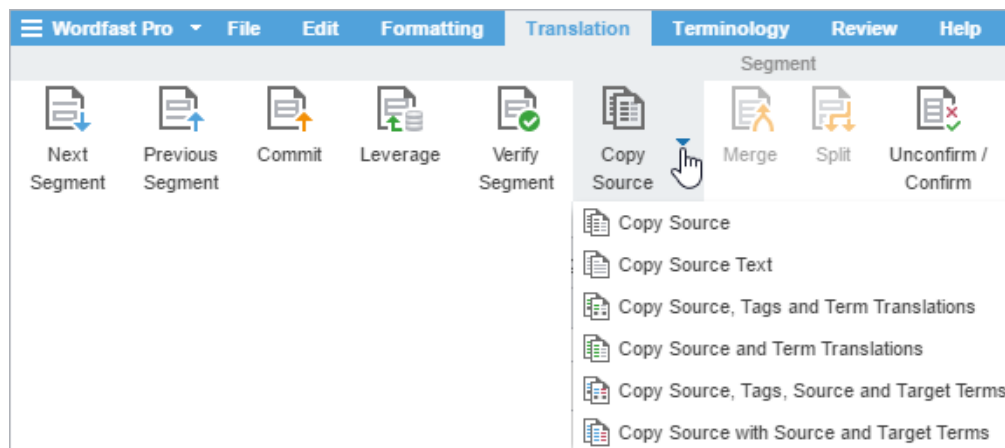



## SEGMENTS

### Copy Source

To copy a source segment to the target segment:

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



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

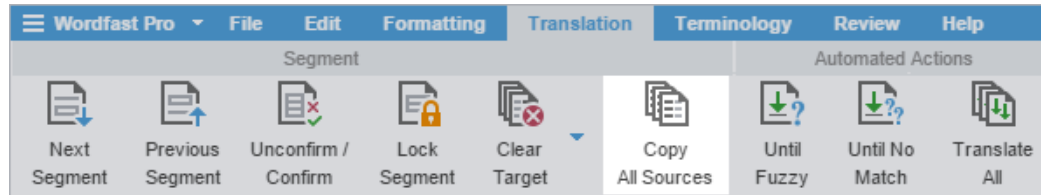
The source segment is copied to the target segment.

## SEGMENTS

## Copy All 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.

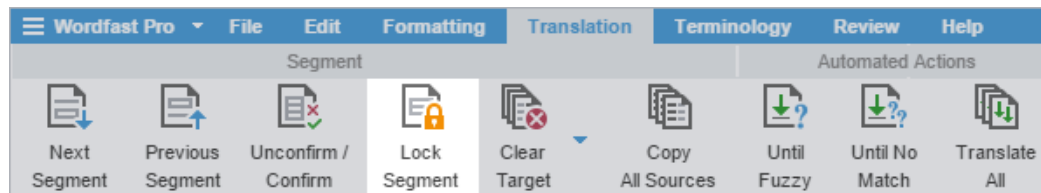
## SEGMENTS


## Lock Segment

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

To lock a segment:

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



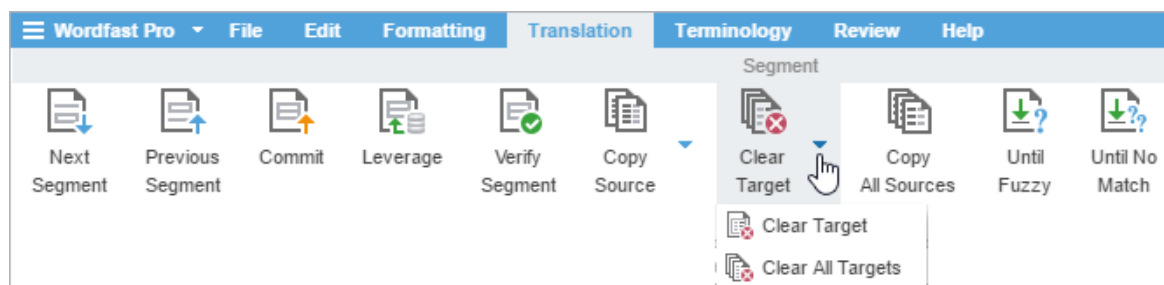
The **Locked Segment**  icon is displayed in the **Status** column of the selected segment.

## SEGMENTS

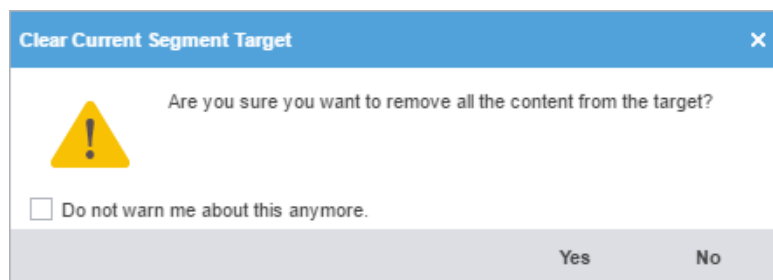
## Clear Target

To clear a target segment:

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



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

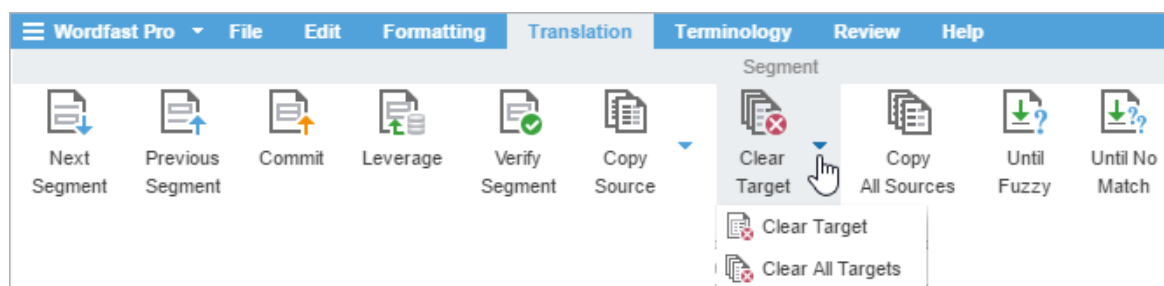


## SEGMENTS

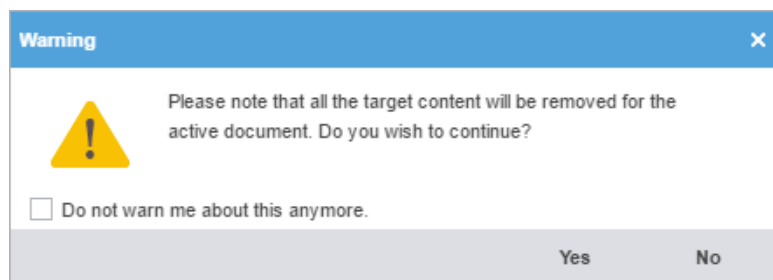
## Clear All Targets

To clear all content from the target segment:

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



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



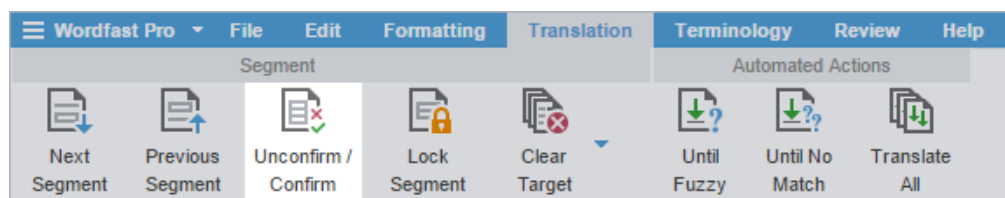
## SEGMENTS


## Unconfirm Segment

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

To unconfirm a segment:

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



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

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

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



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

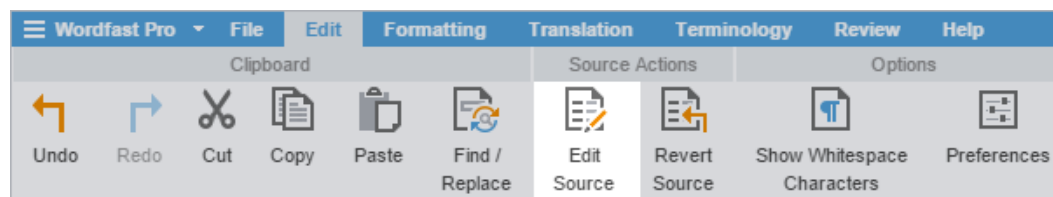
## SEGMENTS

### Edit Source

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

To edit the source segment:

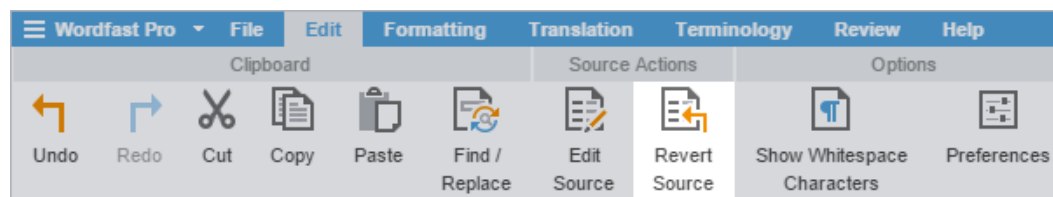
- On the **TXLF Editor**, select a source segment.
- On the **Edit** tab, click **Edit Source**.



- 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.

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



## SEGMENTS

### Accented Characters

The table below lists the letters with supported accents.

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

Accent	Sample	Key Combination	Notes
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 <b>Alt+Shift+Ctrl+!</b>
¿	Upside-down question mark	Alt+Shift+Ctrl+?	
Ç, ç	French C cedille (caps/lowercase)	Ctrl+, ,c Ctrl+, ,C	For ç, press Control, then the comma key. Release then press c.
Œ, œ	OE ligature (caps/lowercase)	Shift+Ctrl+&,o Shift+Ctrl+&,O	Press and hold <b>Shift+Ctrl+&amp;</b> , release the keys and press <b>o</b>
ß	German Sharp/Double S	Shift+Ctrl+&,S	
Ø, ø	Nordic O slash (caps/lowercase)	Ctrl+/,o Ctrl+/,O	
Å, å	Nordic A-ring, Angstrom sign (caps/lowercase)	Shift+Ctrl+@,a Shift+Ctrl+@,A	A with ring/Angstrom Sign
Æ, æ	Old English AE ligature (caps/lowercase)	Shift+Ctrl+&,a Shift+Ctrl+&,A	
Ð, ð	Old English eth (caps/lowercase)	Ctrl+',d Ctrl+',D	Icelandic/Old English eth ' = apostrophe key

## 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

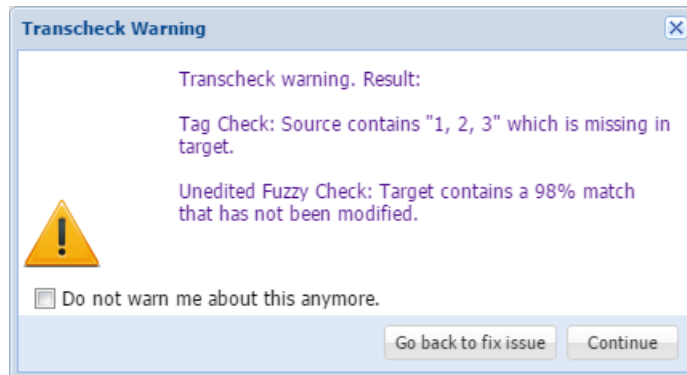
## Transcheck During Translation

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.

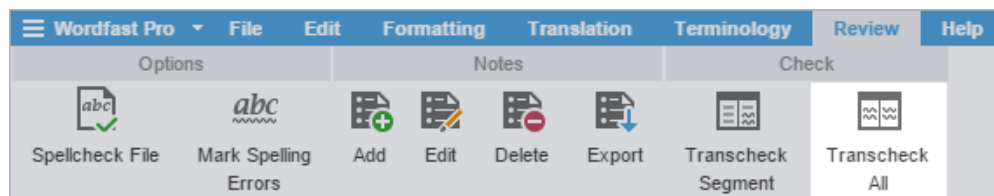
## TRANSCHECK

## Transcheck All

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

To check all segments of a file:

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



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

#### Report Summary (1 file)

TransCheck ran successfully on 1 file and found 16 errors.

File Name	Total Number of Errors
<a href="#">Translations.com_ProductBrief_ProjectDirector2.docx</a>	16

[Translations.com\\_ProductBrief\\_ProjectDirector2.docx](#)

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

#### Edited Exact Check

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

[^Go to File Summary](#)

[^^Go to Report Summary](#)

#### Edited Source Check

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


[^Go to File Summary](#)

[^^Go to Report Summary](#)

#### Empty Target Check

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

Transcheck Summary



Transcheck Summary

67 Warnings Total

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

OK

#### 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**.

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

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


TM Lookup	Notes	Segment History	Metadata	Transcheck (3)
Previous error		Next error	Refresh	Ignore warning
#	Warning	Explanation	Cause	
1	Tag Check	Source contains formatting missing in the target.	Source contains "1, 2, 3" which is missing in target.	
2	Unedited Fuzzy Check	Target contains a fuzzy match that has not been modified.	Target contains a 98% match that has not been modified.	
3	Untranslated Text Check	Source text is not translated in the target.	"in" should be translated in target.	



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

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

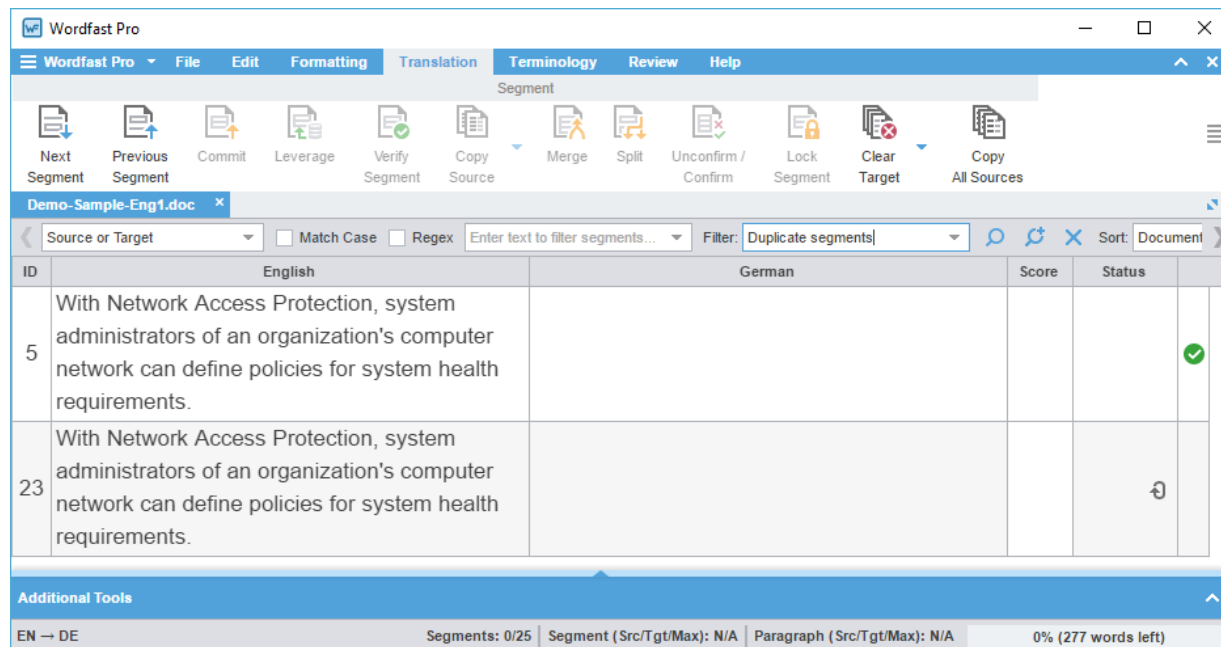
Wordfast Pro includes an automated machine translation feature that populates translations whenever a file is open or when there are no translation memory segment matches. To enable specific Machine Translation options, refer to [Machine Translation](#).

## Auto-Propagate

Auto-propagation or leveraging repetitive content re-uses segments that are repeated in a file. You can enable auto-propagation by selecting preferences in **Preferences > General Preferences > Auto-Propagation**. Refer to [Auto-Propagation](#).

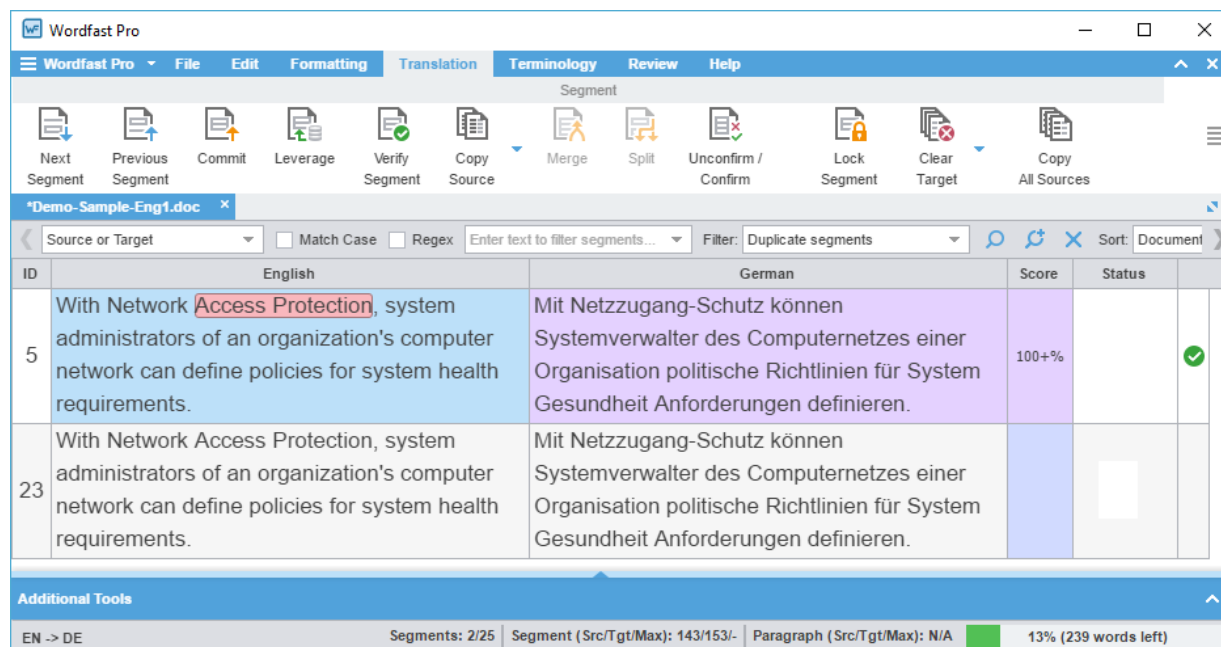
To leverage repetitive content:

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



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

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



## Auto-Suggest

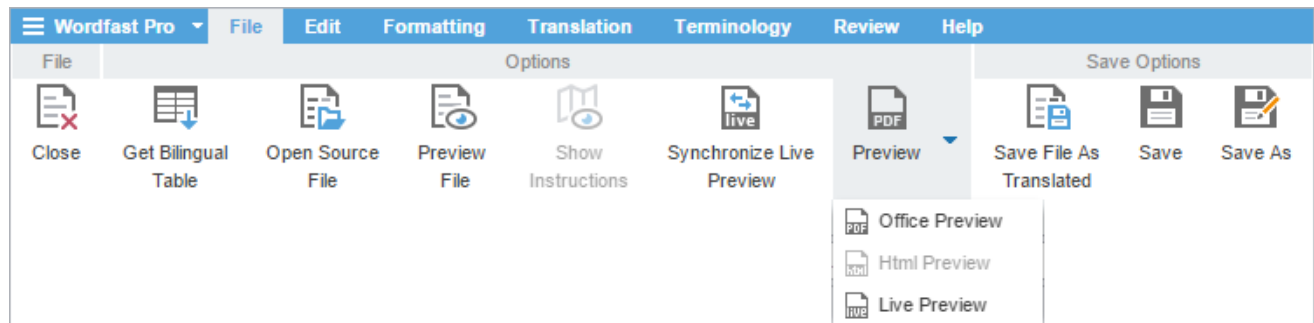
The Auto-Suggest option populates suggestions based on source content, such as numbers, URLs, and proper names. It can also suggest terms for the glossary, translation memory (TM) matches, and sub-segment TM matches. To enable Auto-Suggest, refer to [Auto-Suggestion](#).

## Preview PDF

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

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

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



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



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

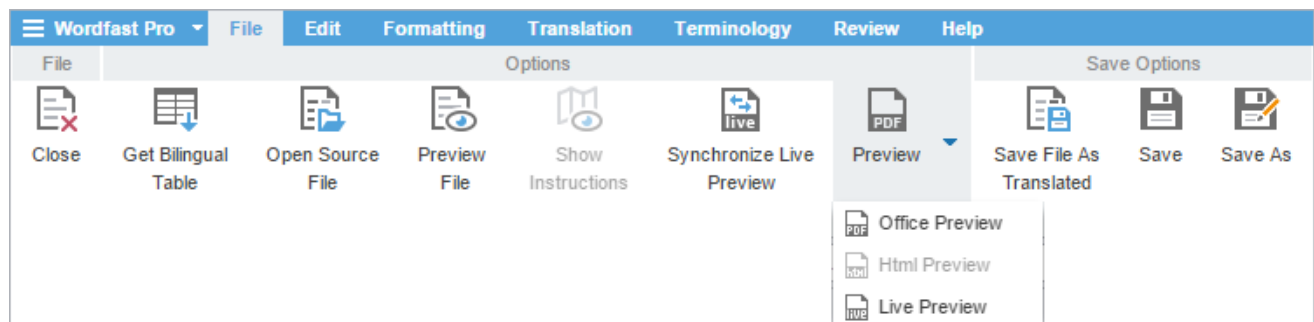
The preview of the translated content is displayed.

## Live Preview

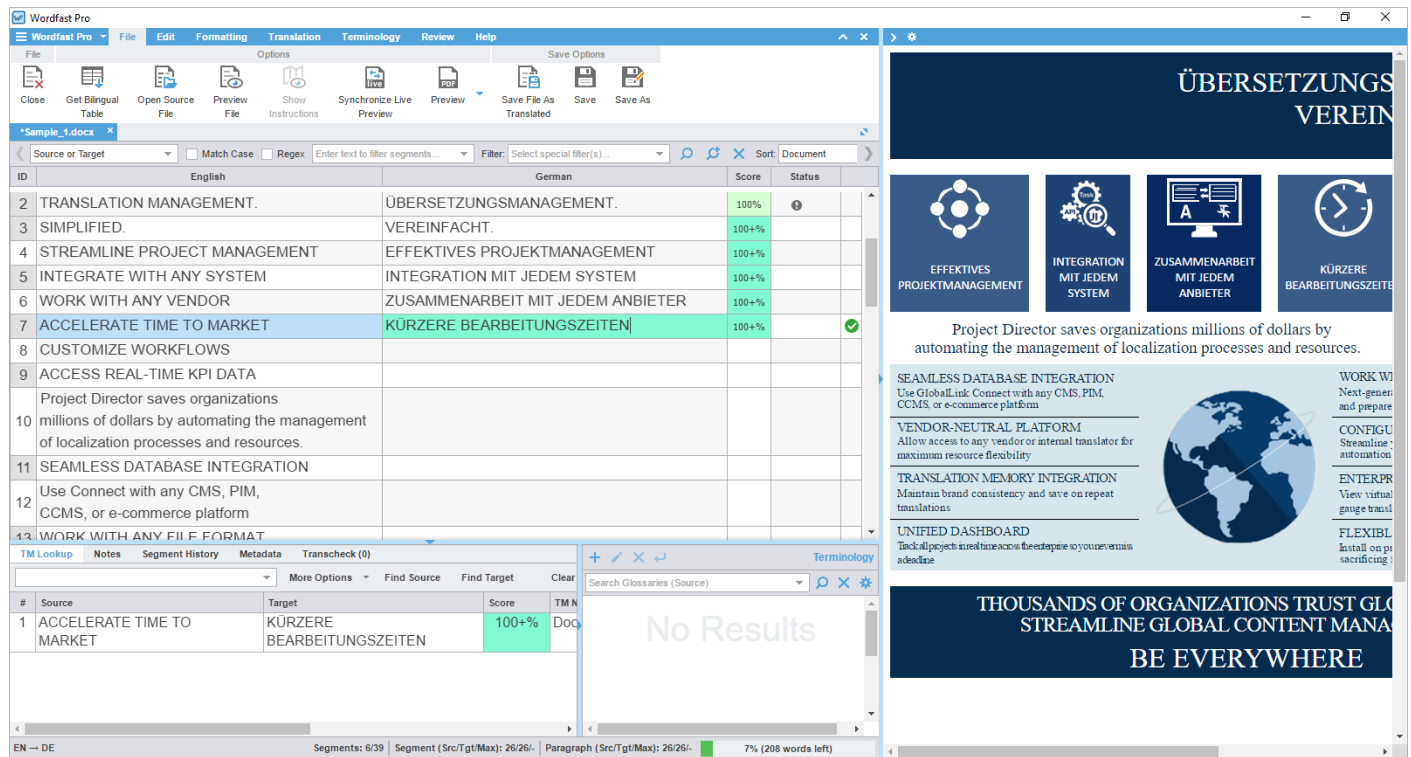
In the TXLF Editor, you can generate a dynamic live preview of the translated file. The **Live Preview** option only works on source MS Word DOC or DOCX files.

To generate a live preview on the **TXLF Editor**:

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




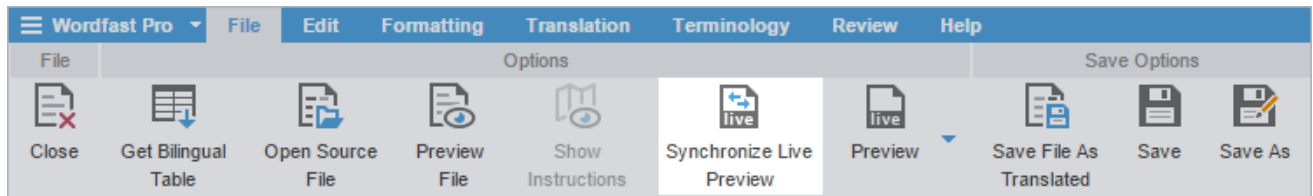
The live preview of the currently open file is displayed. The preview docks to the right of the TXLF Editor by default.





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

The new translation is displayed in the live preview.

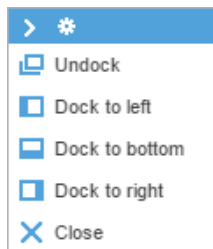
 To view the live preview when working on a segment, click **Synchronize Live Preview**. You can use this option if you want to view the preview before updating the TM or moving to another segment.



To view or work on a specific segment, you can click on that segment in the live preview. The cursor is placed in the segment.

To collapse and expand the live preview, click  and  respectively.

To change the position of the live preview, click  to display the following options.



<b>Undock</b>	Preview displays in a separate browser tab
<b>Dock to left</b>	Preview displays to the left of the TXLF Editor
<b>Dock to bottom</b>	Preview displays to the bottom of the TXLF Editor
<b>Dock to right</b>	Preview displays to the right of the TXLF Editor by default
<b>Close</b>	Closes the preview

## Formatting Tools


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






The formatting tools are categorized in three sections:

### FORMATTING TOOLS

#### Format

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



Button	Keyboard Shortcut	Description
 Bold	Ctrl+B	Format the selected text as bold.

Button	Keyboard Shortcut	Description
 Italic	Ctrl+I	Format the selected text as italic.
 Underline	Ctrl+U	Format the selected text as underlined.
 Subscript	Ctrl+=	Format the selected text as subscript.
 Superscript	Ctrl+Shift+=	Format the selected text as superscript.
 Strike	No shortcut	Format the selected text to display as strikethrough (deleted), without actually deleting the text.

## FORMATTING TOOLS

### Tags




The tag formatting options are:

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


## FORMATTING TOOLS

### Options

The other formatting options are:

Button	Keyboard Shortcut	Description
 Non-Breaking Space	Ctrl+Shift+Space	Insert a non-breaking space at the cursor location.
 Left To Right Marker	No shortcut	Insert a marker to indicate left-to-right reading direction.
 Right To Left Marker	No shortcut	Insert a marker to indicate right-to-left reading direction.

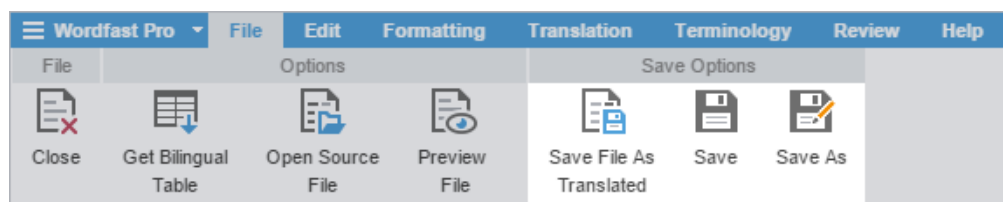


Button	Keyboard Shortcut	Description
 Attach / Detach	<b>Ctrl+D</b>	Attach and detach the <b>Formatting</b> toolbar. When attached, the toolbar is displayed as a tab. When detached, the toolbar is displayed as a minimized toolbar that can be moved to any area of the TXLF Editor.

## Save 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.

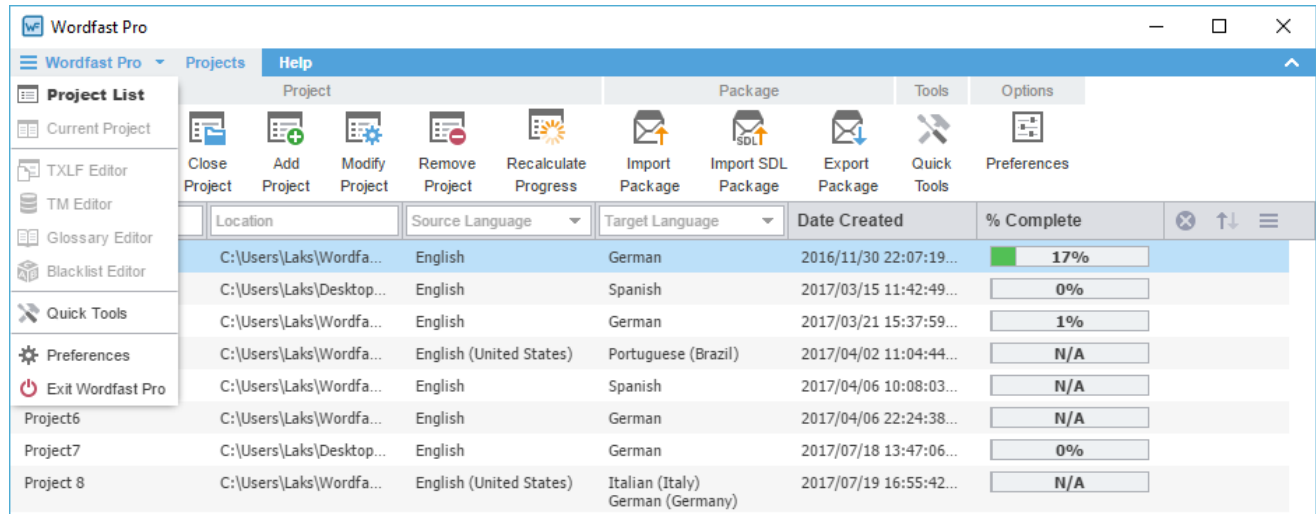
A pop-up progress bar is displayed, and upon completion, you will find the saved file in a local folder.

# 12. Quick Tools

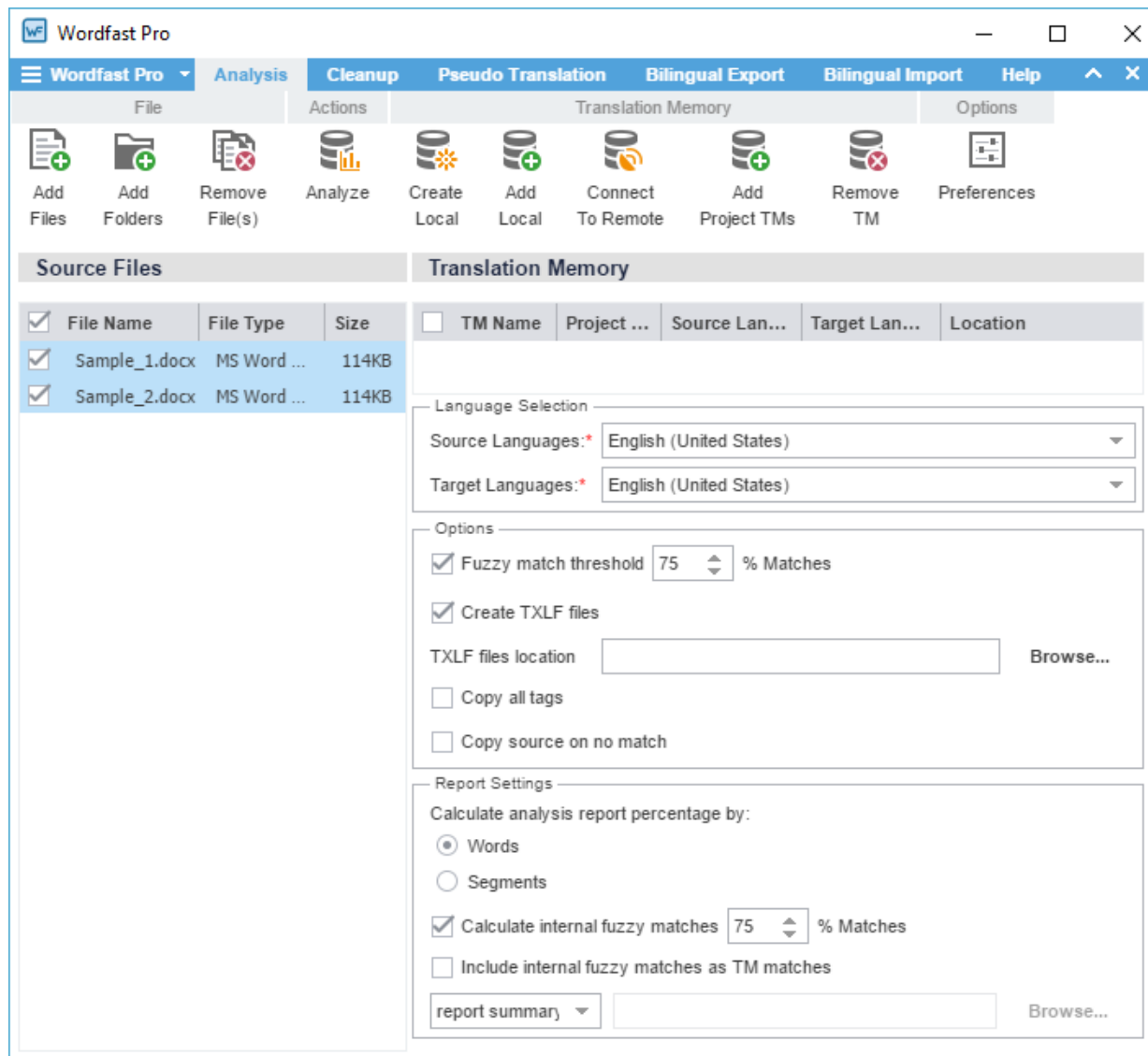
**Quick Tools** provides a collection of tools for users to create and work with files outside of projects. These tools are primarily used by Project Managers before sending the files to translators.

To open Quick Tools:

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



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



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

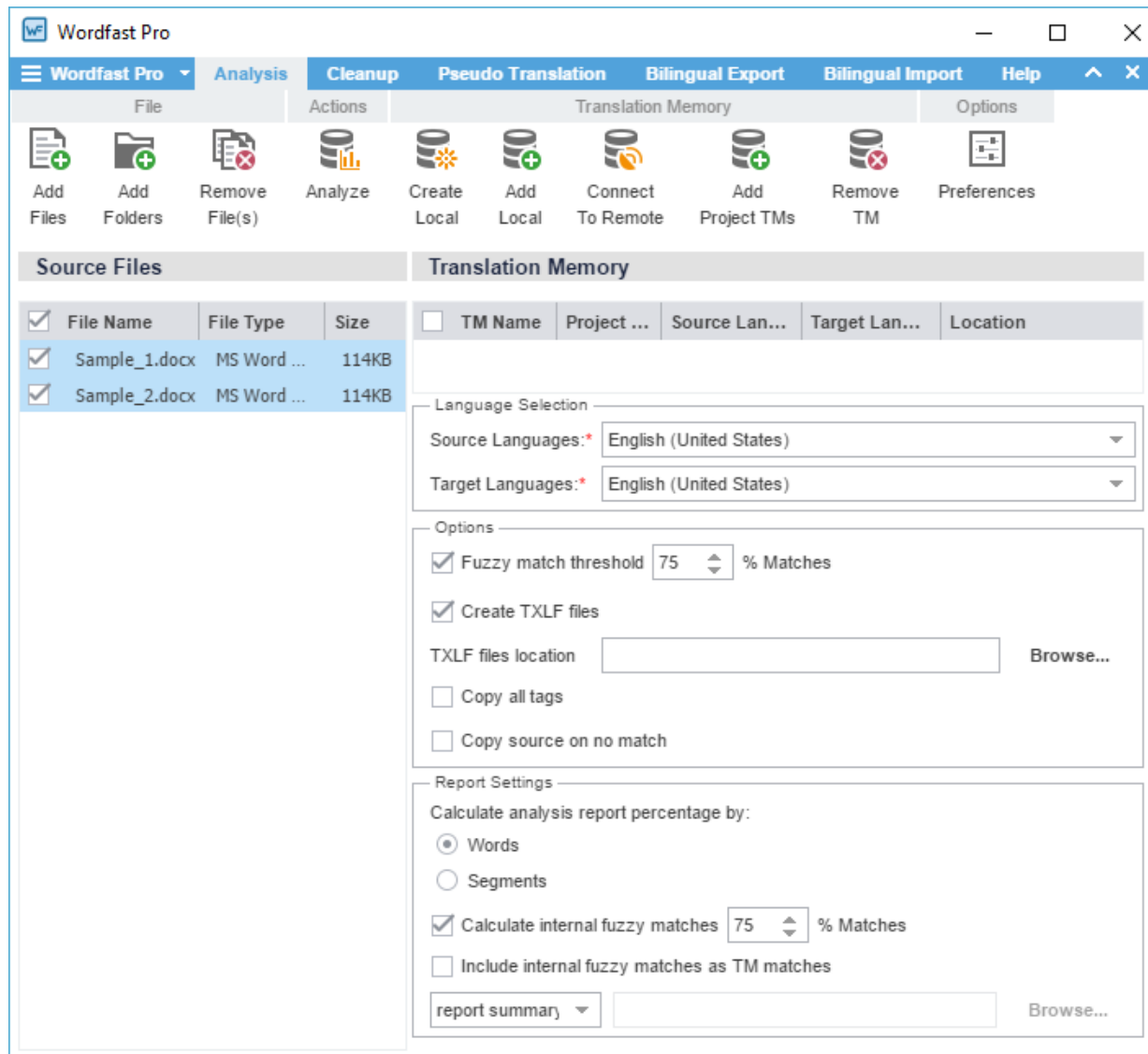
- To run a project file analysis, refer to [Analyze](#)
- To clean up and update the Translation Memory, refer to [Cleanup](#)
- To preview what is translatable and the complexity of formatting in the target, refer to [Pseudo Translation](#)
- To complete bilingual export of files, refer to [Bilingual 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**.

The Analysis tab is displayed by default.



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

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

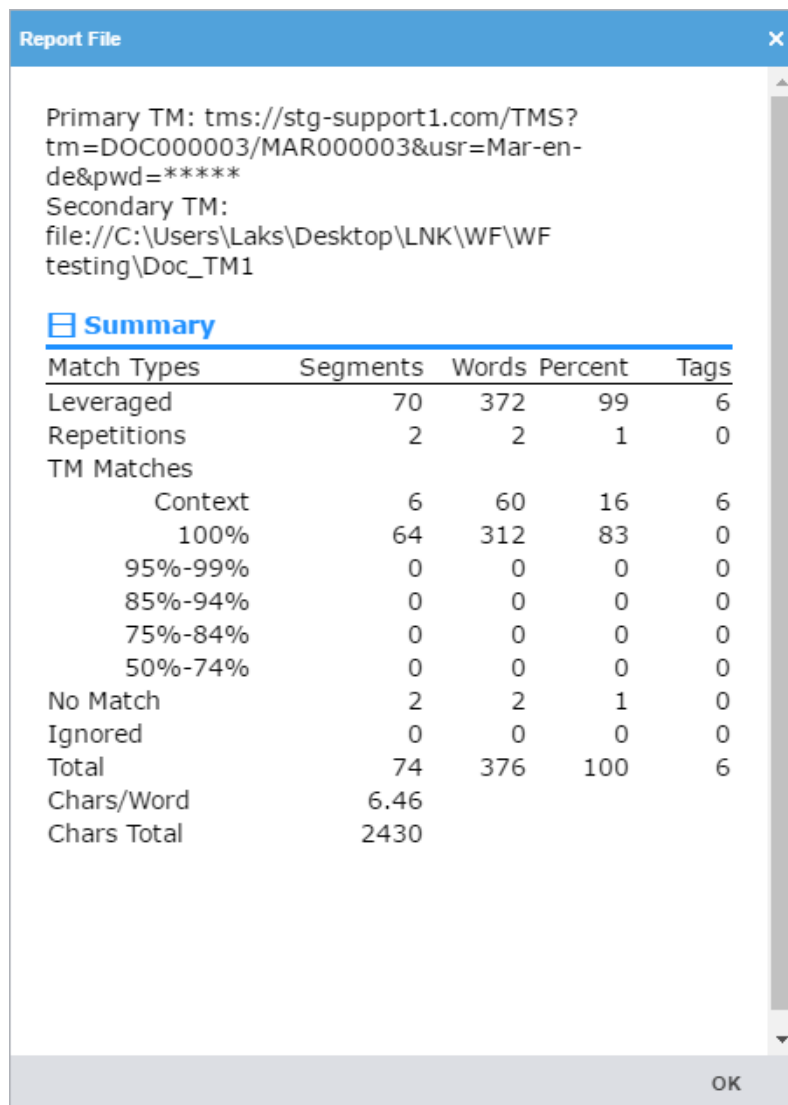
- **Copy all tags**
- **Copy source on no match**

6. Select the **Report Settings**:

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

7. Click **Analyze**.

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

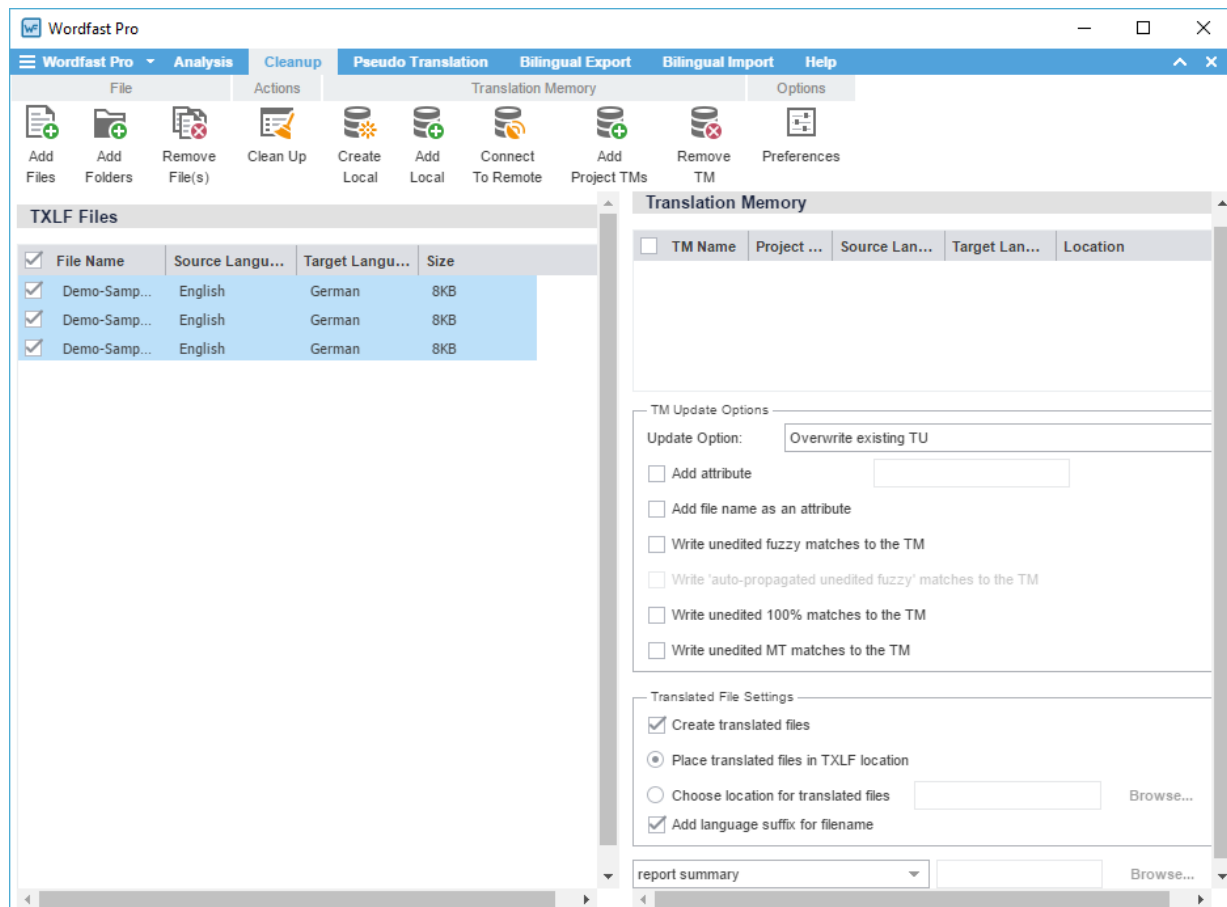


## Cleanup

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

To clean up and update the translation memory:

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



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



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

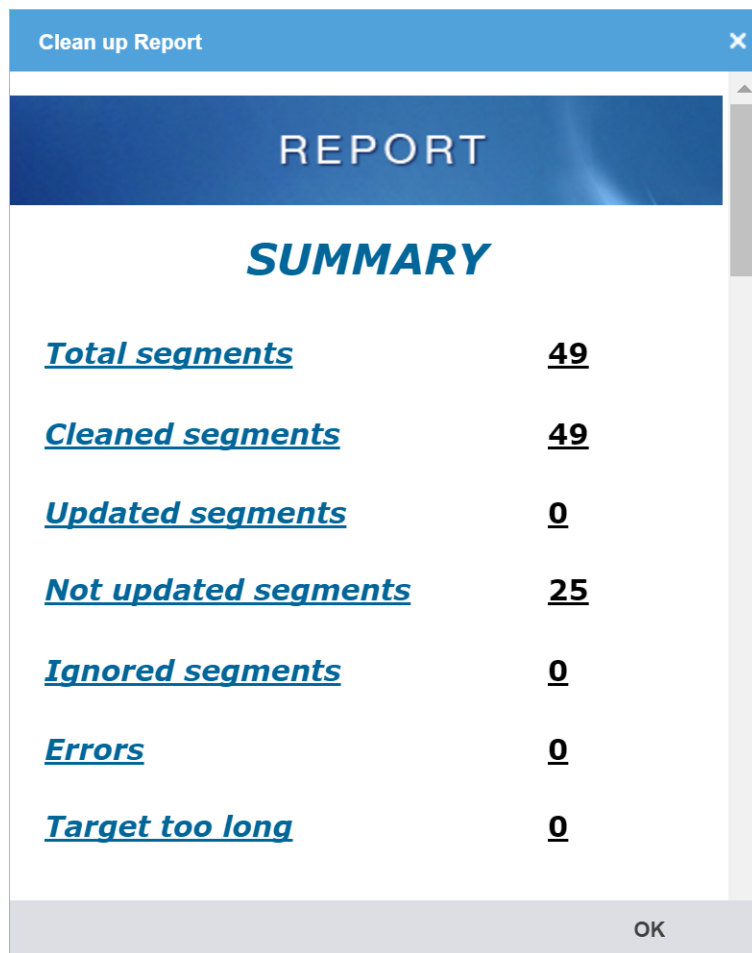
4. (Optional) Select the **TM Update Options**:
  - **Update Option**: Select one of the TM update options
  - **Add attribute**: Select and enter an attribute to be added to the cleaned up segments
  - **Add file name as an attribute**: Select to add the TXLF file name as an attribute to the cleaned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

5. (Optional) Select the **Translated File Settings**:

- **Create translated files**: This option is selected by default to generate final files in original format
- **Place translated files in TXLF location**: Select to save the translated files in the same folder location as the TXLF files
- **Choose location for translated files**: Select to browse and select a location for the translated files
- **Add language suffix for filename**: Select to add the translation language code to the file name suffix
- **Cleanup Report**: Select the report file format and browse and select the location to save it

6. Click **Clean Up**.

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



## Pseudo Translation

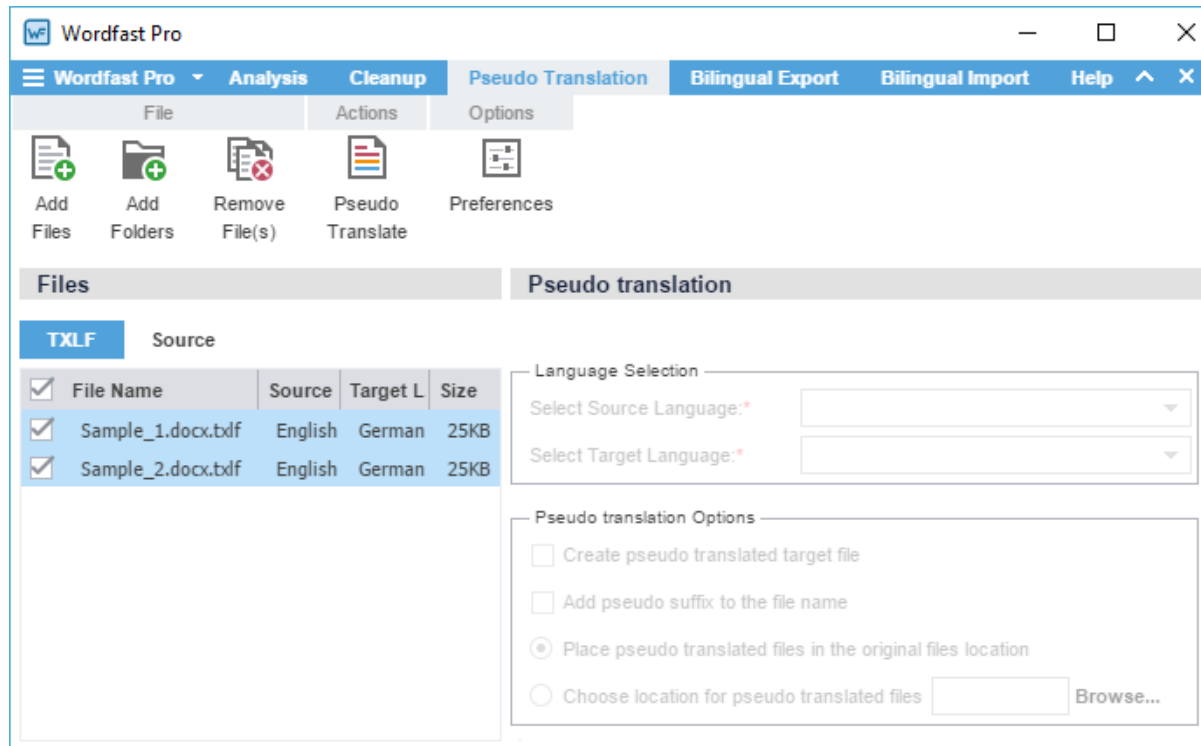
Pseudo translation copies the source content to the target where the content has accented characters and the text is expanded by twenty percent. The pseudo translation provides a preview of what content will be selected as translatable and how complex formatting appears in the target. Both source files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



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

To pseudo translate files:

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

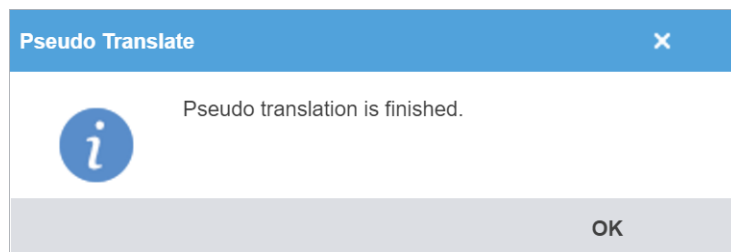


2. Select the file type for pseudo translation:
  - **TXLF**: Select and add a TXLF file
  - **Source**: Select and add source files, select **Source Language**, **Target Language**, and **Pseudo translation Options**
3. To add files, do one of the following:
  - Click **Add File** to browse and select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



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

A Pseudo Translate completed message is displayed.



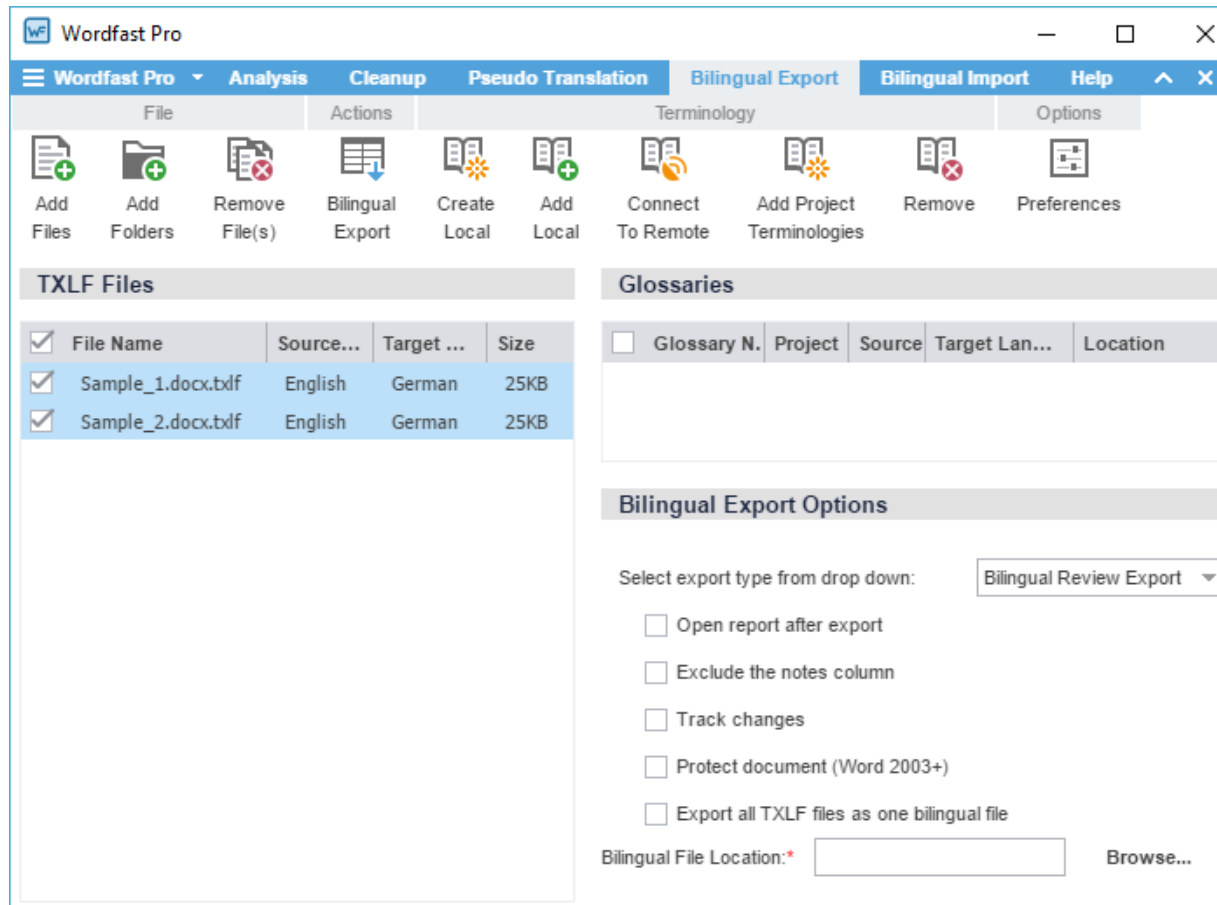


# Bilingual Export

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

To complete bilingual export of files:

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



2. To add files, 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**.

**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

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.bxl
INFO	37 tms written.

A sample of the bilingual export is given below.

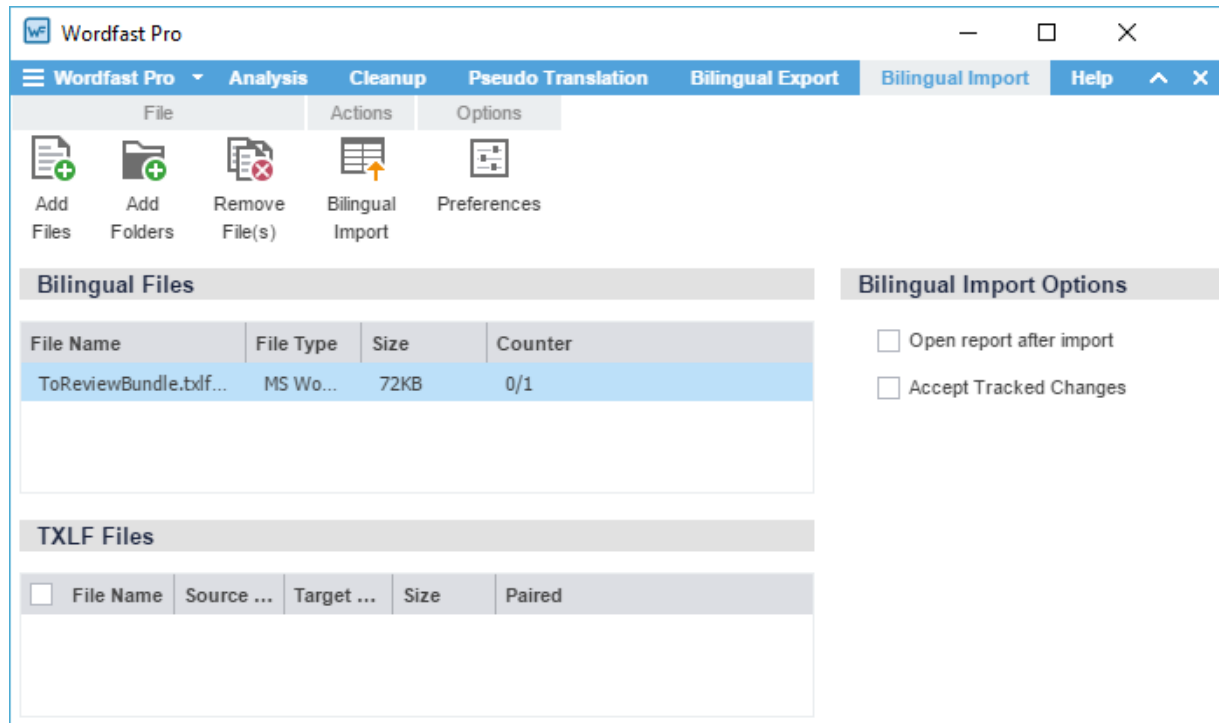
ID	Source (en)	Target (de)	Score	
1	TRANSLATION MANAGEMENT.	ÜBERSETZUNGSMANAGEMENT.	99	
2	SIMPLIFIED	VEREINFACHT.	100	
3	STREAMLINE <b>PROJECT</b> MANAGEMENT	EFFEKTIVES PROJEKTMANAGEMENT	100	
4	INTEGRATE WITH ANY SYSTEM	INTEGRATION MIT JEDEM SYSTEM	100	
5	WORK WITH ANY <b>VENDOR</b>	ZUSAMMENARBEIT MIT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

## Bilingual Import

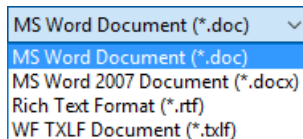
Bilingual Import is used for importing the translated or edited bilingual exported Word document. During this import you must add both the edited bilingual Word document and the corresponding TXLF file that was used during export. Once the bilingual import is complete, the translations or edits made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

To complete bilingual import of files:

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



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



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

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



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

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

**Open report after import**

Automatically opens the Import Report after the Bilingual Import action

**Accept Tracked Changes**

Accepts tracked changes in the bilingual Word document

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



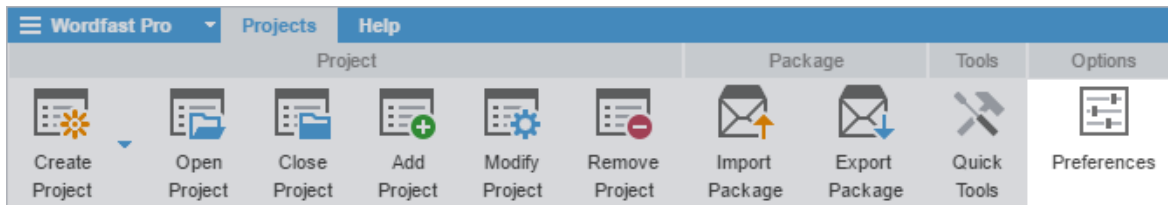
The TXLF file will be overwritten with the content in the imported bilingual Word document. It is recommended to create a backup of the original TXLF file for reference.

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

Level	Message
INFO	FromReviewMultiTxlf v1.2.0_RC1
INFO	Collecting offline tus from <a href="C:\Users\Laks\Desktop\LNK\WF\WF testing\Documentation\ToReviewBundle-1of2.txlf.doc">C:\Users\Laks\Desktop\LNK\WF\WF testing\Documentation\ToReviewBundle-1of2.txlf.doc</a>
INFO	WYSIWYG tag checker DISABLED
INFO	TransCheck DISABLED
INFO	Importing to <a href="C:\Users\Laks\Desktop\LNK\Training\Revised files for Training\Revised files for Training\Upload files\Sample_2.docx.txlf">C:\Users\Laks\Desktop\LNK\Training\Revised files for Training\Revised files for Training\Upload files\Sample_2.docx.txlf</a>
INFO	<b>Modified target:</b> 1-2-1 Diff : EFfEKTIVES PROJEKTE MANAGEMENT XML Before: EFfEKTIVES PROJEKTMANAGEMENT XML After: EFfEKTIVES PROJEKTE MANAGEMENT
INFO	<b>File changed:</b> 1 of 37 collected segments were merged.

# 13. 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.

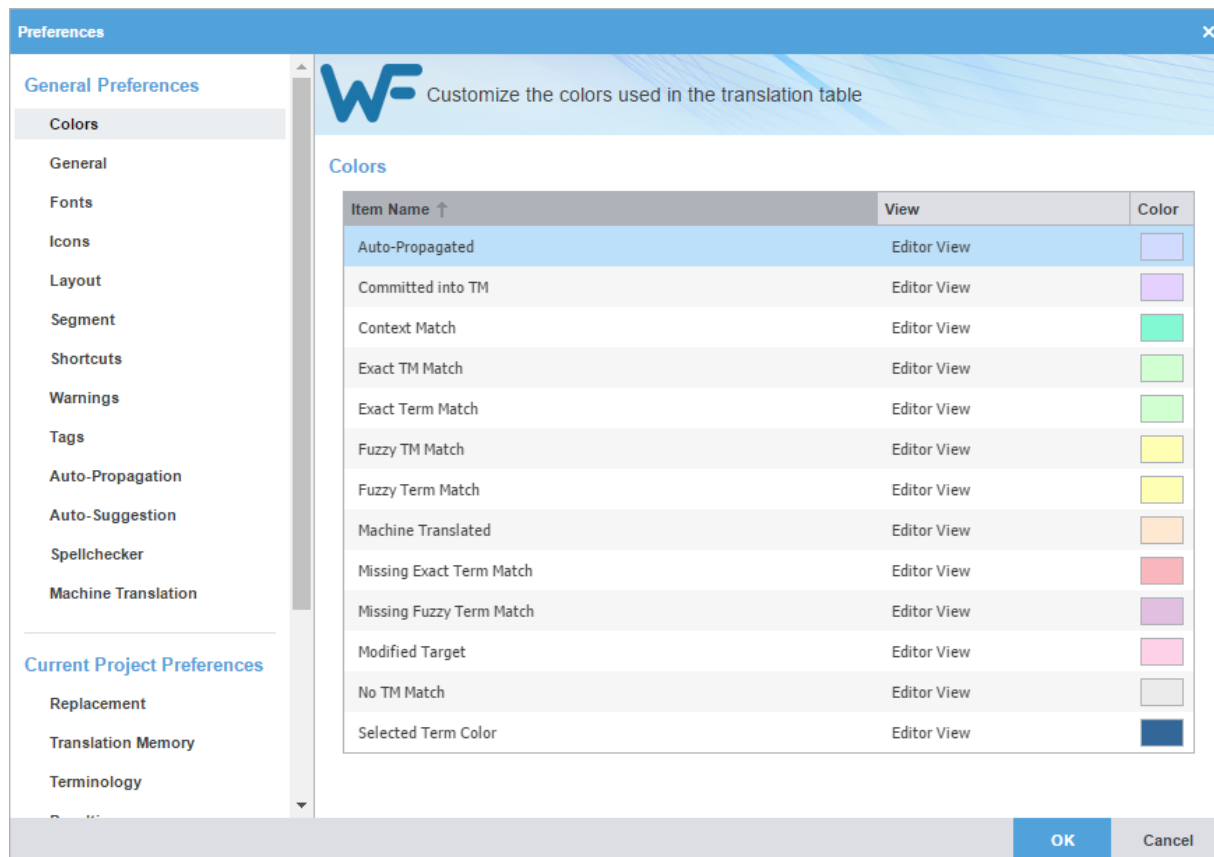
### GENERAL PREFERENCES

#### 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.

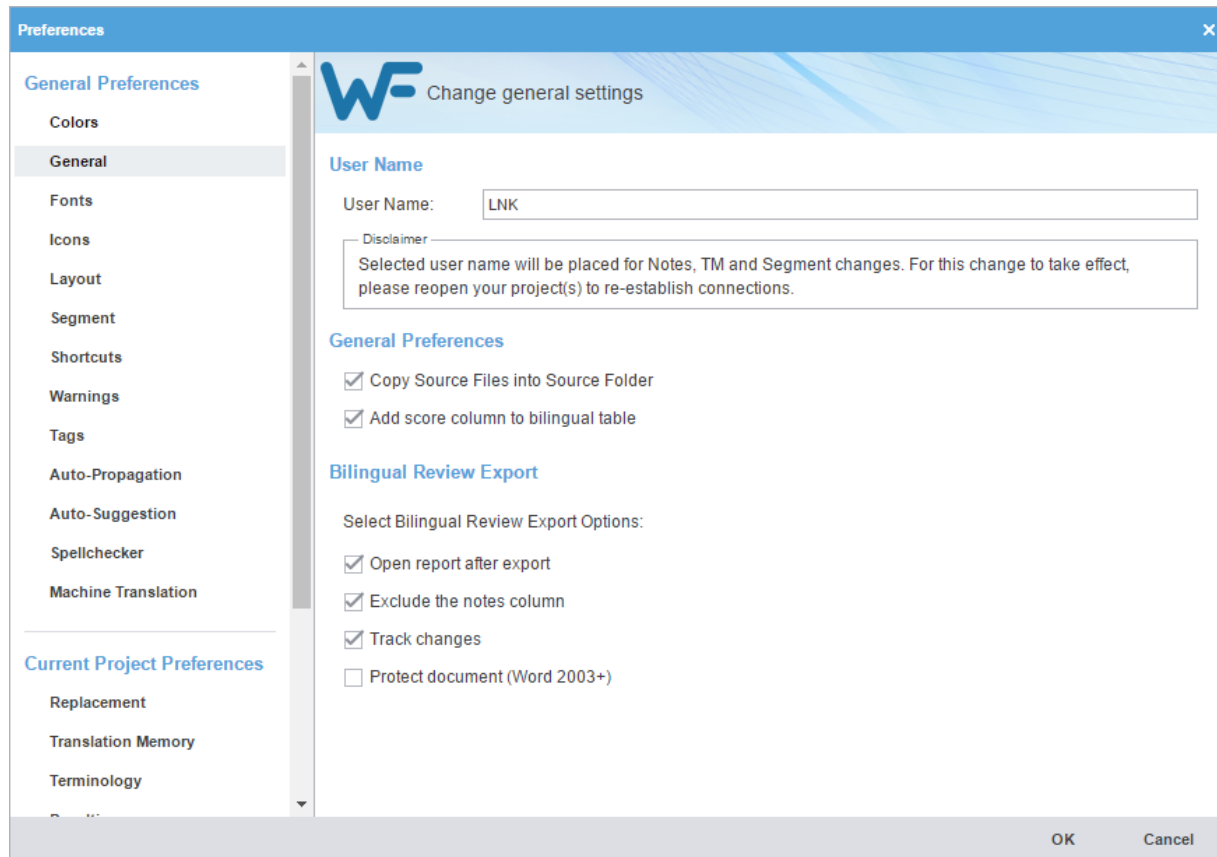
- Click **OK** to save the change(s) and close the **Preferences**.

## GENERAL PREFERENCES

## General

To customize general and preferences:

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



- Enter the **User Name** that will be displayed for Notes, TM, and segment changes.
- 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.

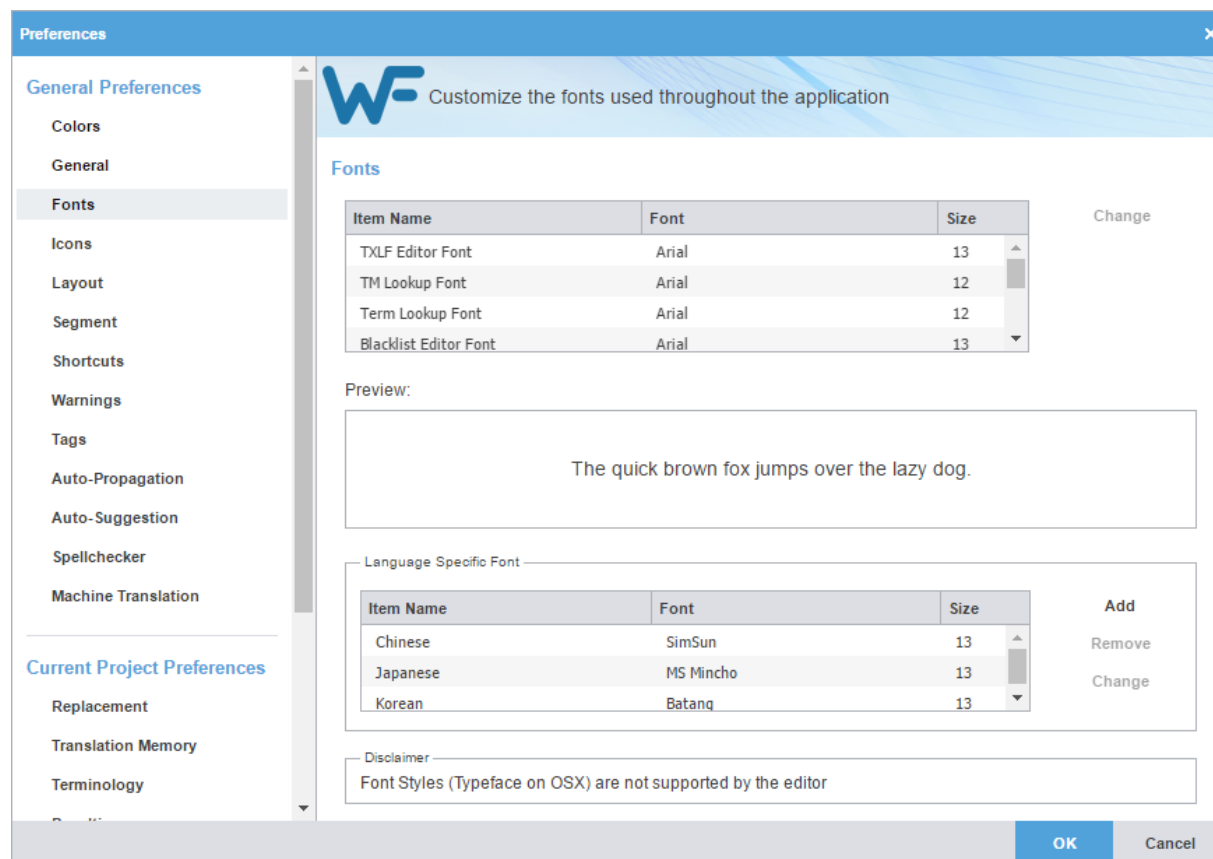
**Protect document (Word 2003+)**

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



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

## **FONTS**

### **Add Language Specific Fonts**

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

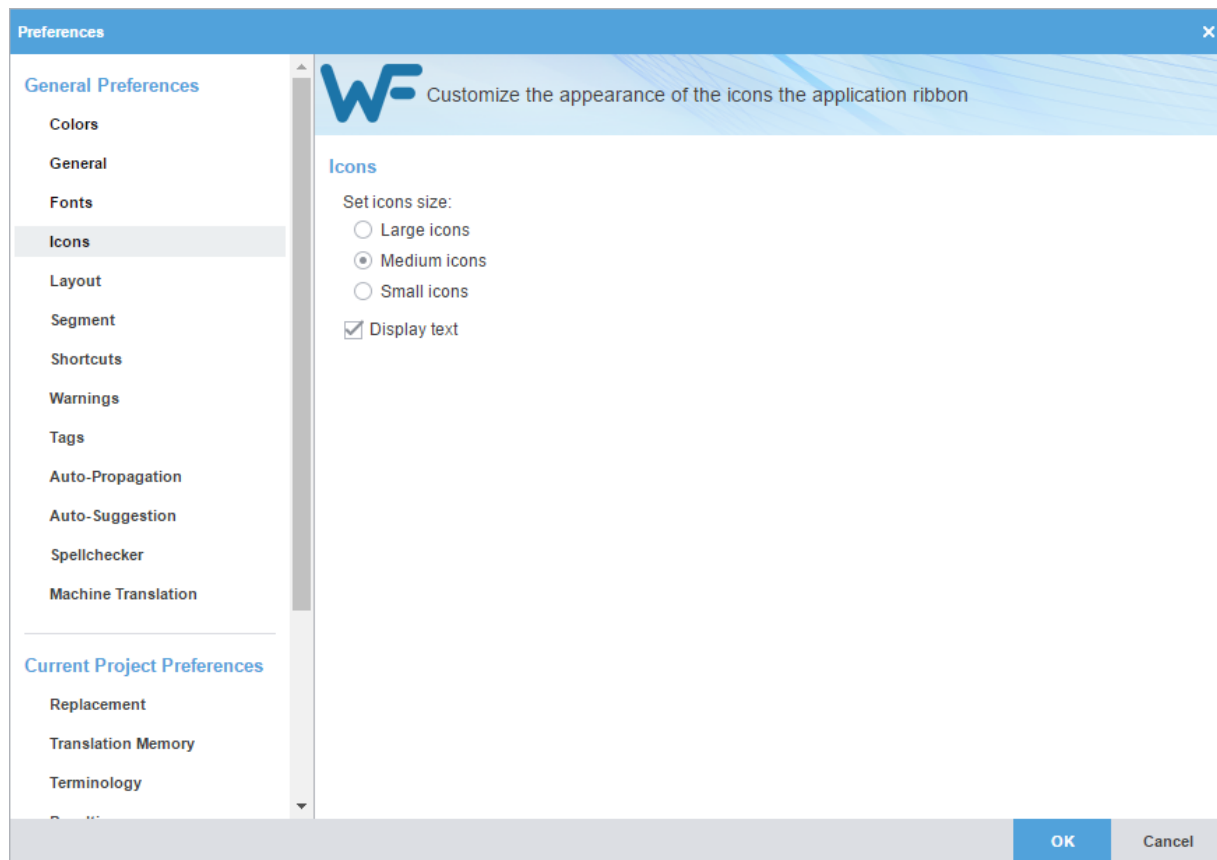
## **GENERAL PREFERENCES**

### **Icons**

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

To customize the icon appearance:

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



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

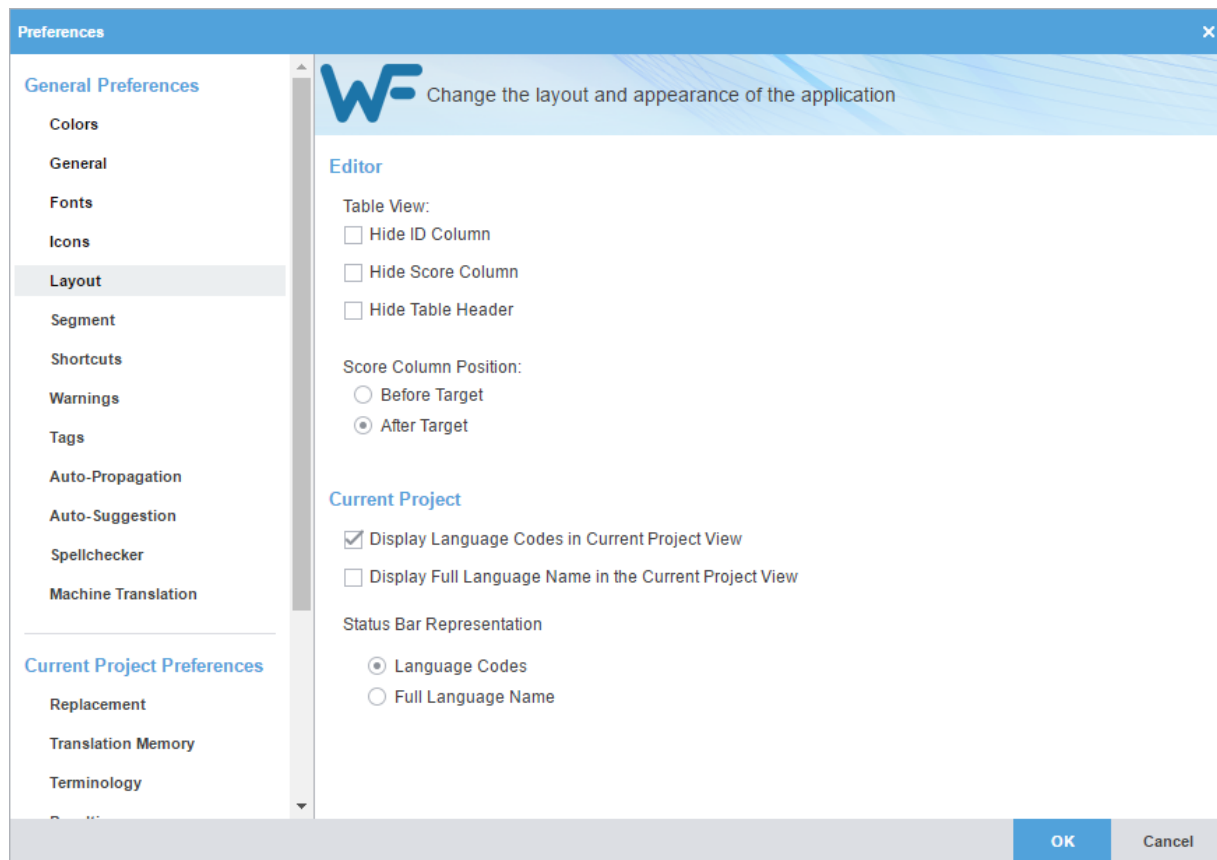
#### GENERAL PREFERENCES

### Layout

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

To change the layout options:

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



2. 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

**Language Codes**

Include the language codes on the Status Bar.

**Full Language Name**

Include the complete language name on the Status Bar.

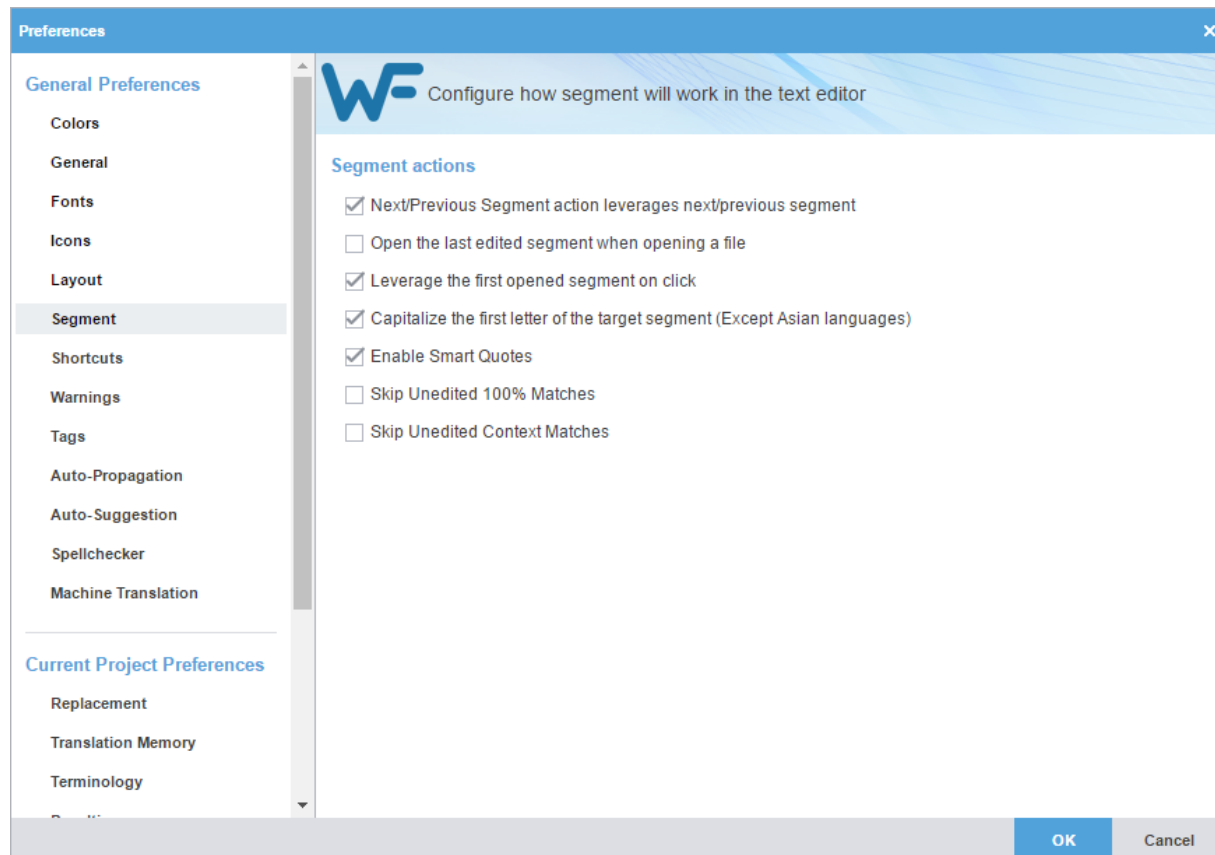
## GENERAL PREFERENCES

## 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.

**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.

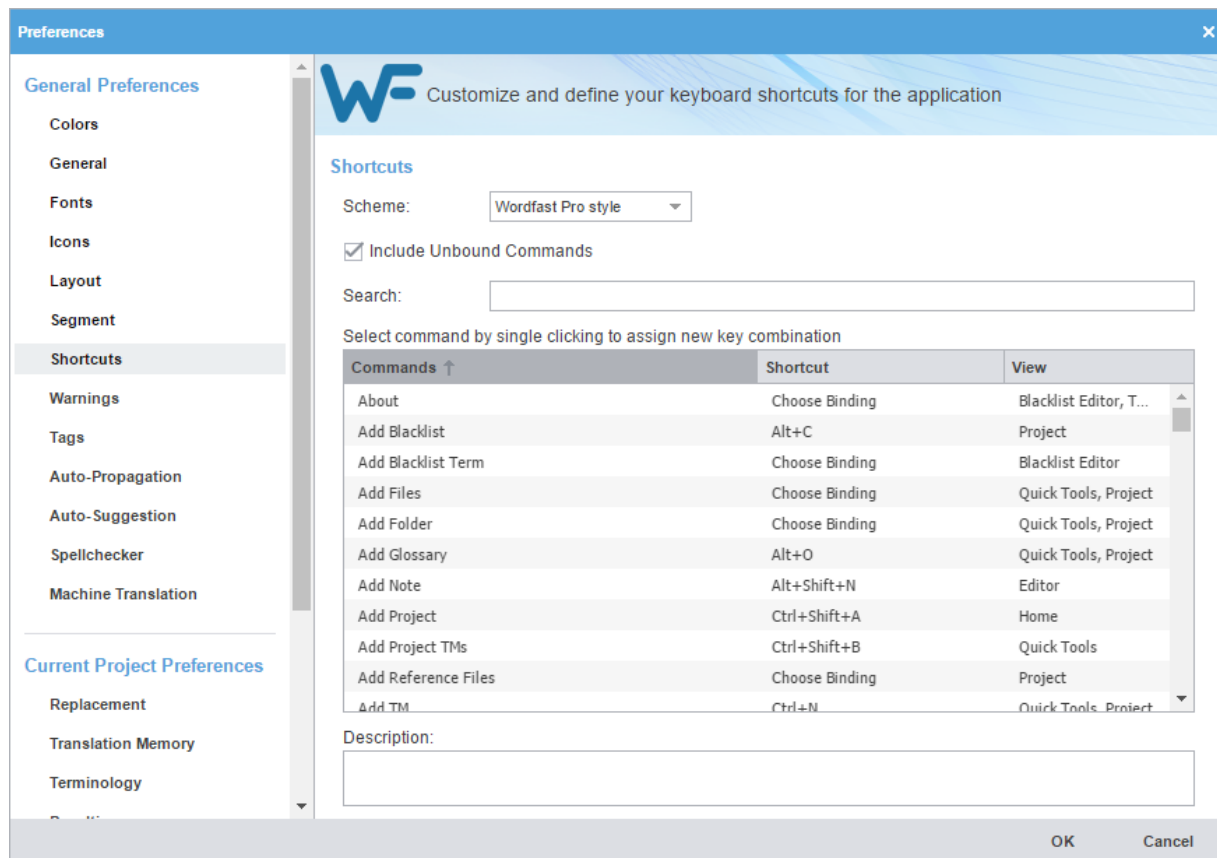
## GENERAL PREFERENCES

## Shortcuts

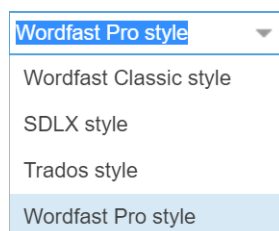
Many of the tools of **Wordfast** can be associated with keyboard shortcuts.

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

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

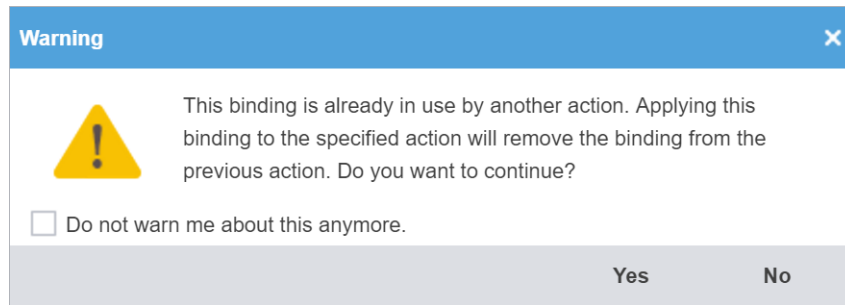


2. Select a **Scheme** from the drop-down list.




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

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



The shortcut key is modified to the new sequence.

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

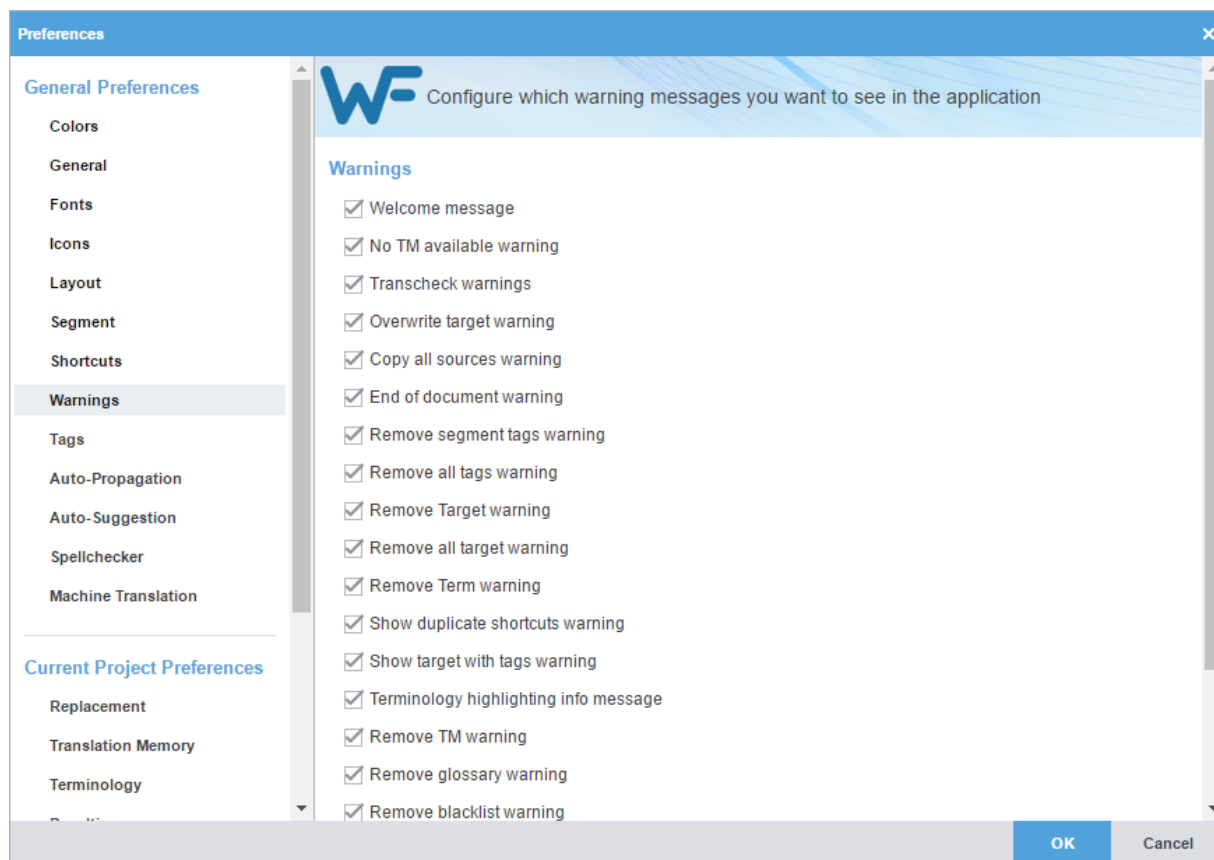
#### GENERAL PREFERENCES

### Warnings

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

To select warnings:

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



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

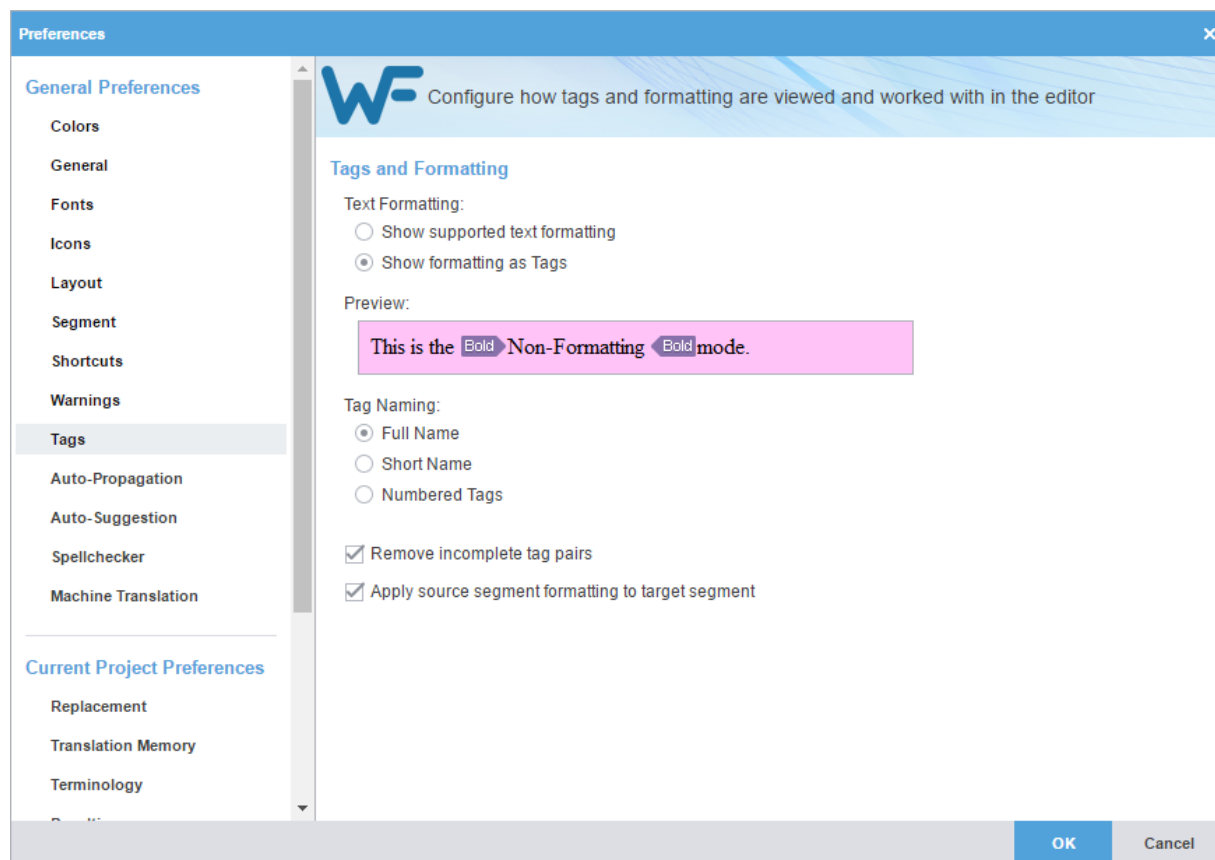
#### GENERAL PREFERENCES

### Tags

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

To configure tag options:

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



2. 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 is displayed.

#### Show formatting as Tags

Show the content of the formatting tags. When selected, a preview is displayed, 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

When the source segment is within a tag, the source segment formatting is applied to the target segment.



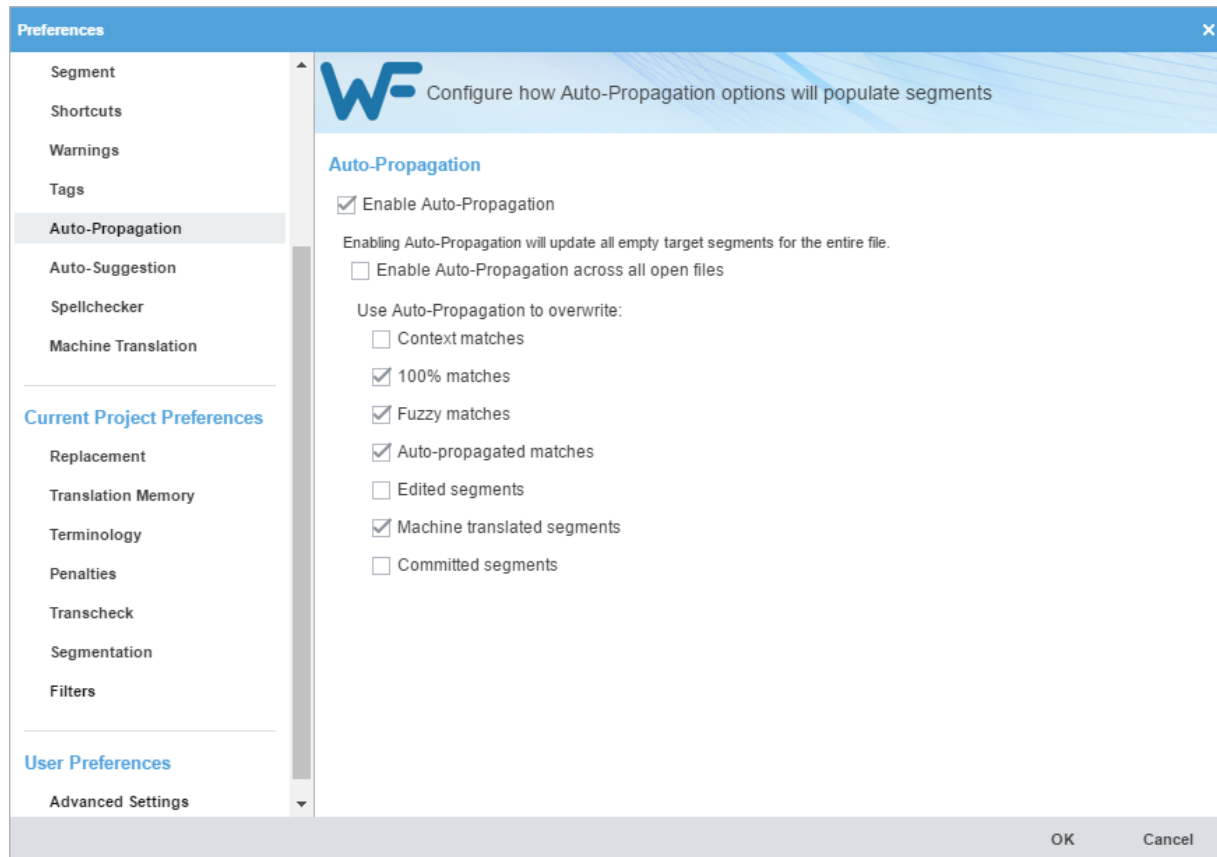
## GENERAL PREFERENCES

## Auto-Propagation

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

To configure auto-propagation options:

1. Click **Auto-Propagation** 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 as described below.

### Context matches

Overwrites context leveraged translation memory (TM) matches.

### 100% matches

Overwrites 100% leveraged TM matches.

### Fuzzy matches

Overwrites partial TM matches.

### Auto-propagated matches

Overwrites all auto-propagated matches. This means that if there are multiple segments that have the same content, editing one segment auto-propagates the change in all matching segments.

### Edited segments

Overwrites edited segments. This allows segments that have been edited to be overwritten by Auto-Propagation.

<b>Machine translated segments</b>	Overwrites machine translated content.
<b>Committed segments</b>	Overwrites translated content that is committed to the TM.

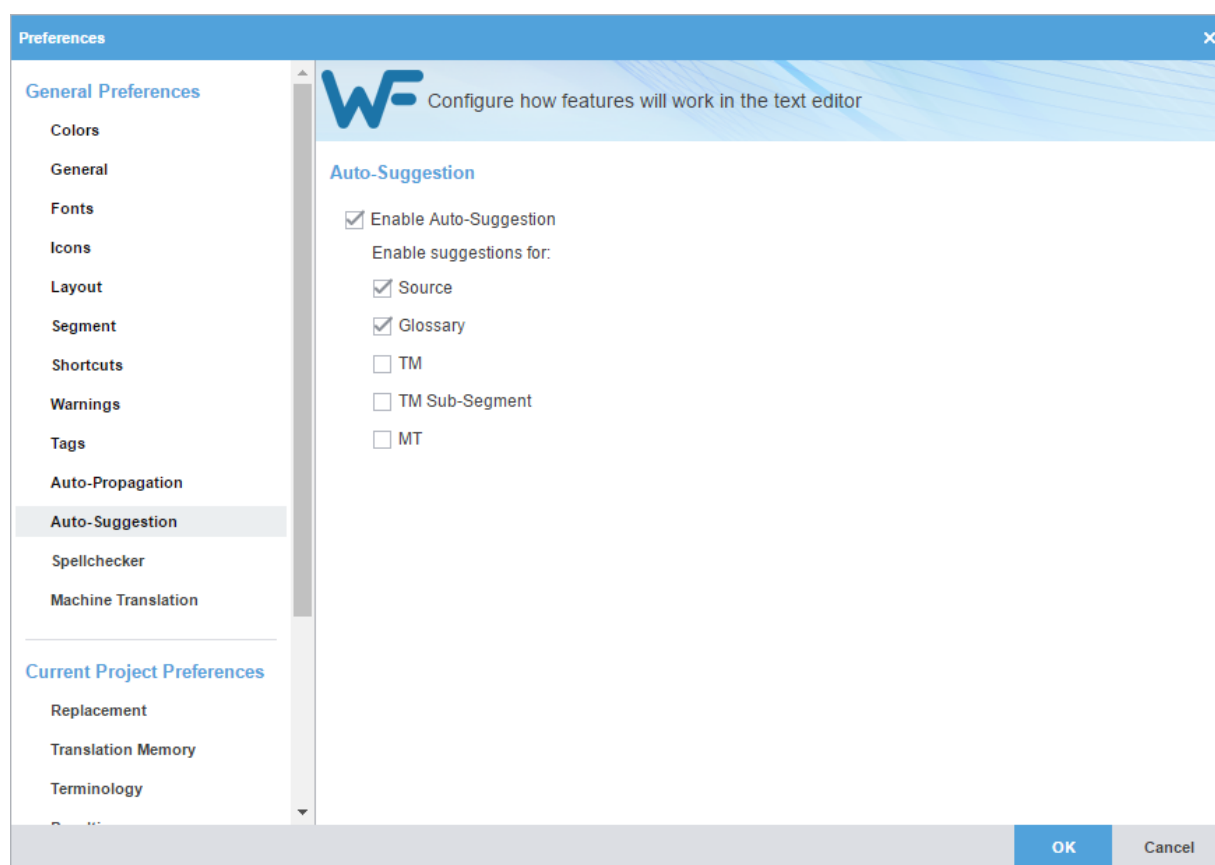
## GENERAL PREFERENCES

## Auto-Suggestion

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

To configure auto-suggestion:

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



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

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

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

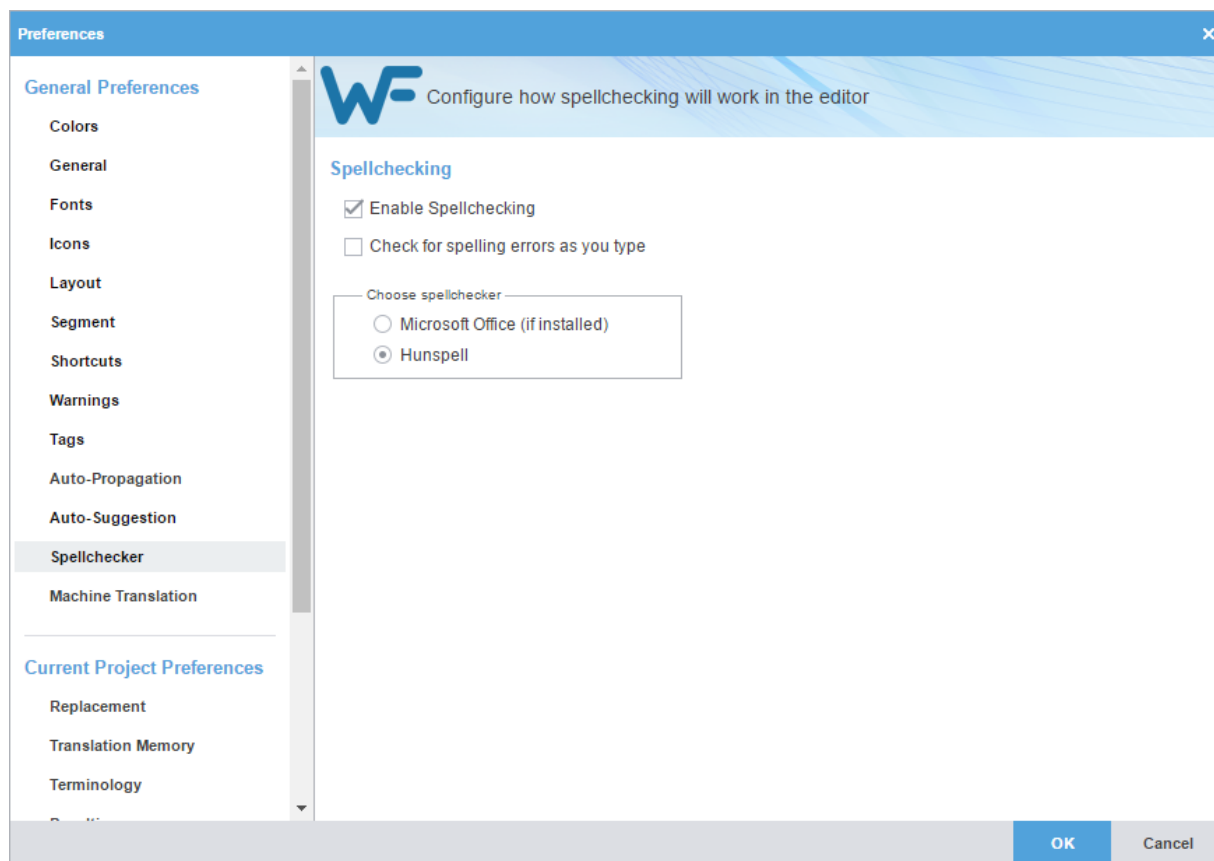
## GENERAL PREFERENCES

## Spellchecker

Spell check is supported in Microsoft Office and Hunspell.

To enable or disable spell check:

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



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

- **Microsoft Office**



Microsoft Office must be installed on your computer.

- **Hunspell**



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

Arabic	AR	Korean (South Korea)	KO-KR
Basque (Basque)	EU-ES	Latvian (Latvia)	LV-LV
Bosnian (Bosnia)	BS-BA	Lithuanian (Lithuania)	LT-LT
Bulgarian (Bulgaria)	BG-BG	Norwegian (Bokmål Norway)	NB-NO

Catalan (Catalan)	CA-ES	Norwegian (Nynorsk Norway)	NN-NO
Croatian (Croatia)	HR-HR	Polish (Poland)	PL-PL
Czech (Czech Republic)	CS-CZ	Portuguese (Brazil)	PT-BR
Danish (Denmark)	DA-DK	Portuguese (Portugal)	PT-PT
Dutch (Netherlands)	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)	MS-MY	Indonesian (Indonesia)	ID-ID
Japanese (Japan)	JA-JP		

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



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

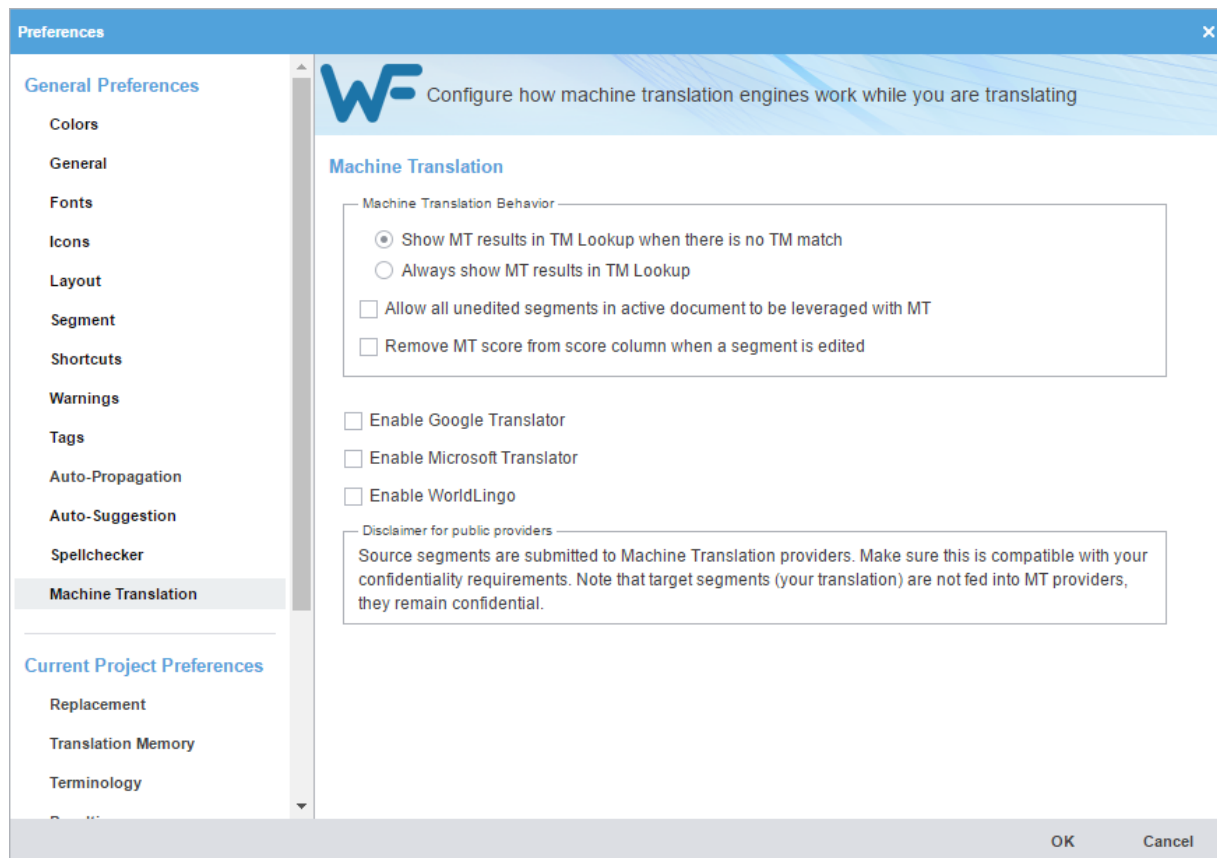
#### GENERAL PREFERENCES

### Machine Translation

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

To enable machine translation:

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



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

**Translator****Options****Enable Google Translator**

Google Translator is a paid service, you need to register and get a key to enter below (if left blank, Google engine will be disabled).

API :

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

☒ Use Google Translator as primary

**Test**

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

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

Premium Edition using Neural MT is only available for limited language pairs listed below. If non supported languages are used with Premium, Google might provide you with standard edition translation.

[Available language for Google Translate](#)

[Available language for Premium Google Translate](#)

**Enable Microsoft Translator**

Microsoft Translator API is now available in the [Azure portal](#) under the Cognitive Services category. You need to subscribe to the new service and enter the new key in the field below (if left blank, MS Translator will be disabled). Also, you can broaden your search by entering a category as one of the parameters.

Key:

☐ Category Name :

☐ Use Microsoft Translator as primary

**Test**

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

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

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

**Enable WorldLingo**

☐ Use WorldLingo as primary

**Test**

Languages are limited to WorldLingo Languages listed below.

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

WorldLingo is limited to the language set listed below:

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

## New Project Preferences

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

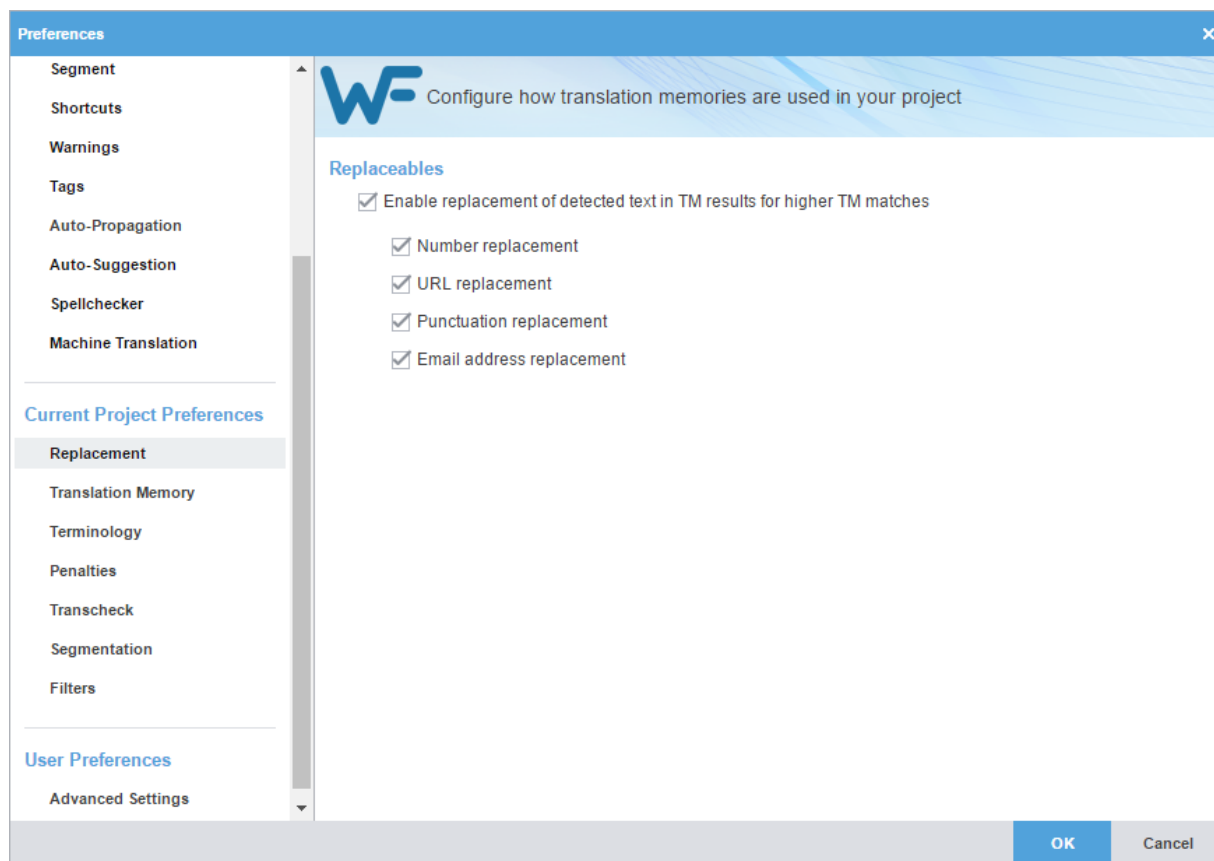
## NEW PROJECT PREFERENCES

## Replacement

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

To enable replacements:

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



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

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

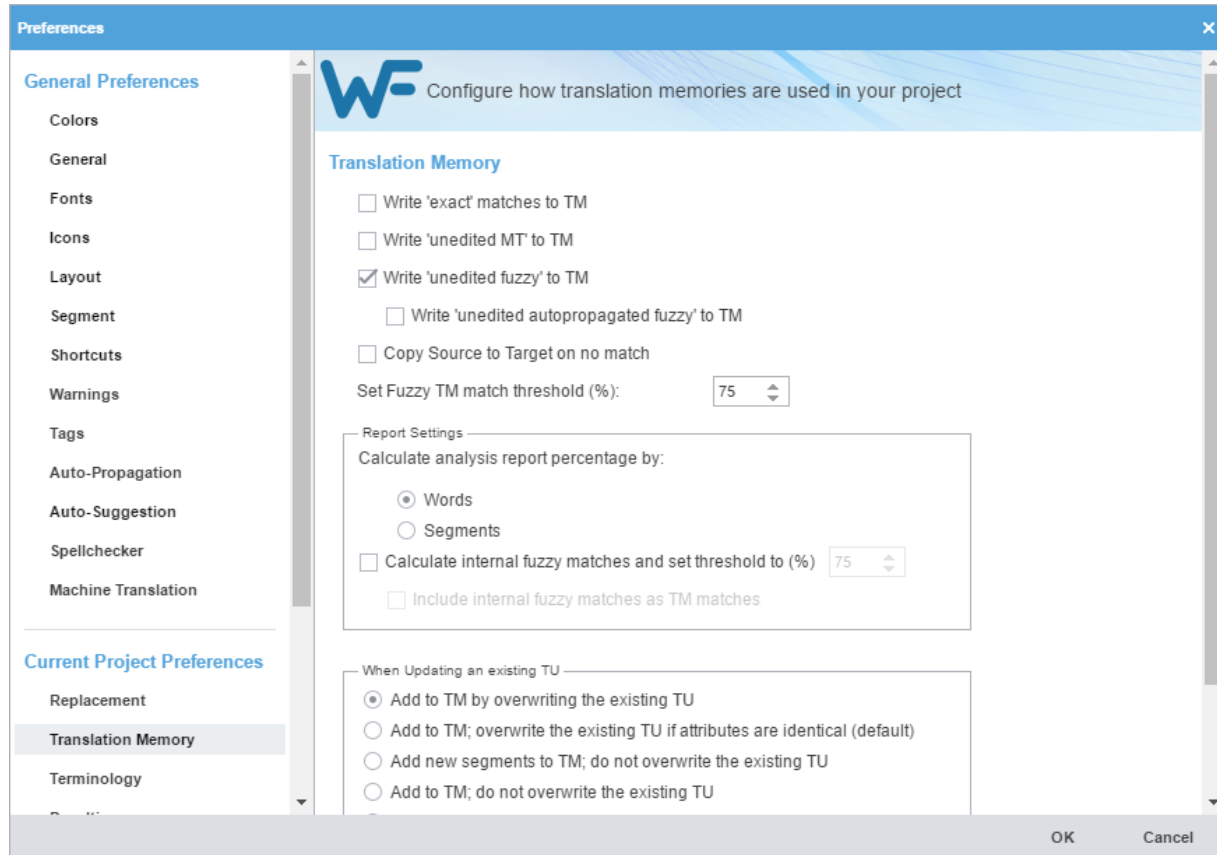
- Number replacement
- URL replacement
- Punctuation replacement
- Email replacement

## NEW PROJECT PREFERENCES

## Translation Memory

To select translation memory options:

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



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



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

8. Select the analysis **Report Settings**:
  - **Calculate analysis report Percentage by Words or Segments**
  - **Calculate Internal Fuzzy Matches** in percentage and **Include Internal Fuzzy Matches in TM Matches**



9. Select only one condition to be followed when editing an existing translation unit. The options are as follows:
  - **Add to TM by overwriting the existing TU** (default): Overwrite the existing translation unit
  - **Add to TM; overwrite the existing TU if attributes are identical**: Overwrite the existing translation unit if the attributes match
  - **Only add to TM the new TU; do not overwrite the existing TU**: No overwrite, just add new TUs to the existing translation unit
  - **Add to TM; do not overwrite the existing TU**: No overwrite, just add TUs to the existing translation unit
  - **Do not add to TM**: No addition to be made to the existing translation unit
10. Select the **Total number of TUs shown in TM Lookup pane** and click **OK**.

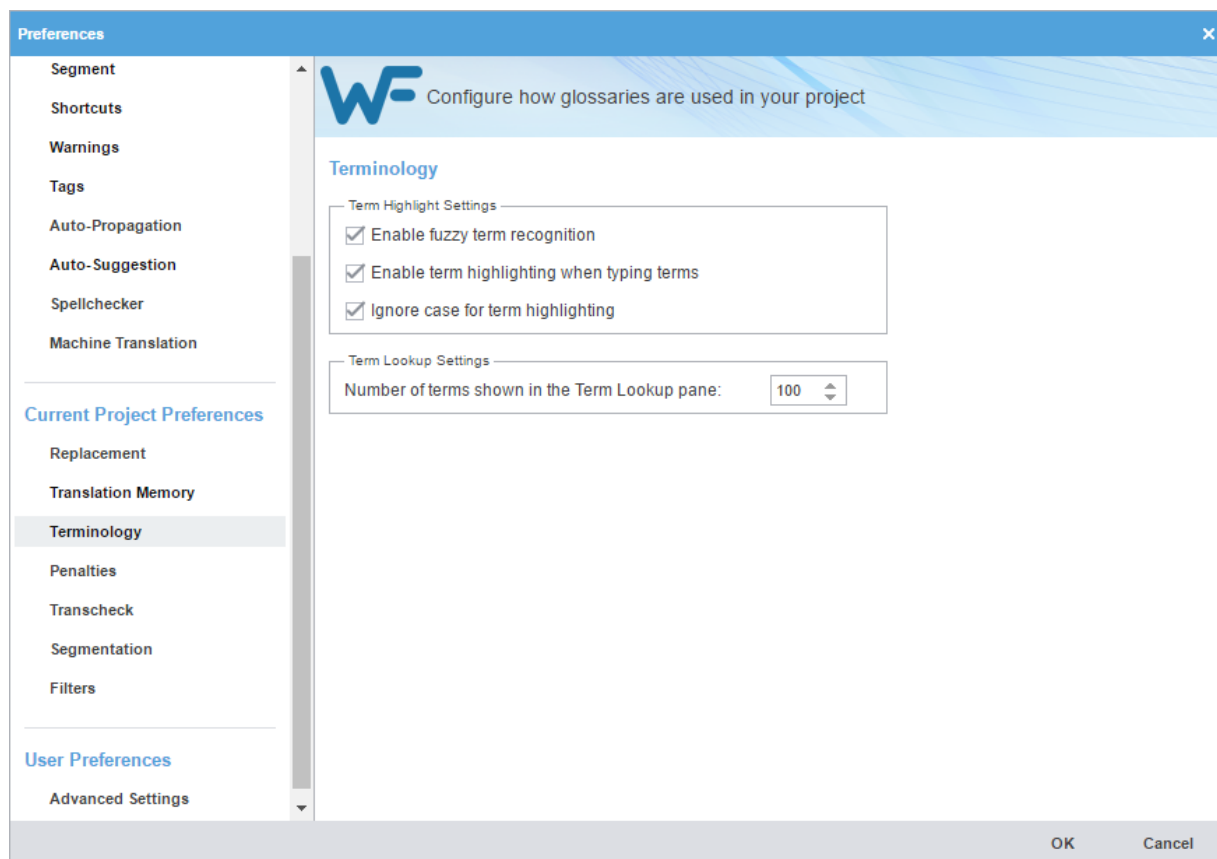
## NEW PROJECT PREFERENCES

## Terminology

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

To select terminology options:

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



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

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

## NEW PROJECT PREFERENCES

## Penalties

Penalties are defined to maintain a high quality of content leveraged from 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.

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

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

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

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

## NEW PROJECT PREFERENCES

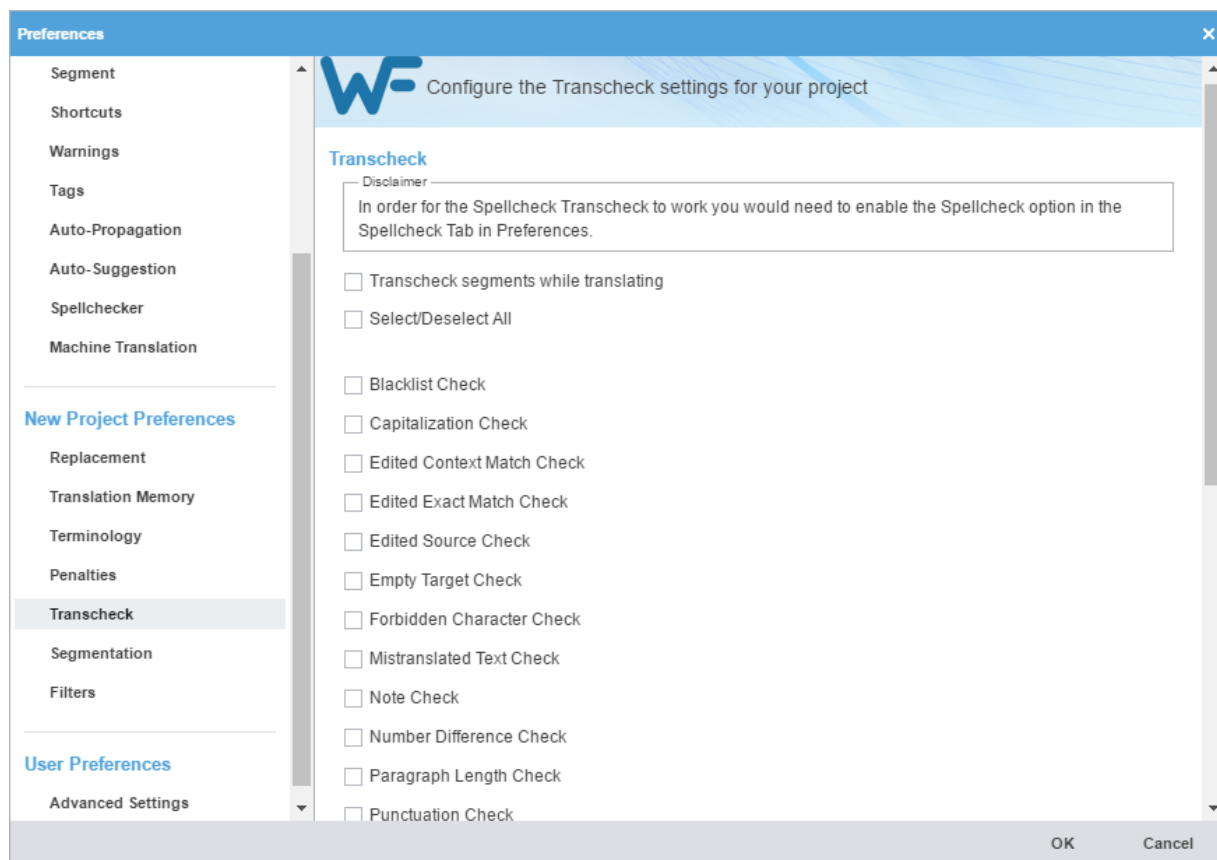
## Transcheck

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

To select Transcheck options:

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

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



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

**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](#).

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

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

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

## TRANSCHECK

## Blacklist Check

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

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

The related options are displayed.



A screenshot of the 'Blacklist Check' options in the Transcheck menu. The menu is open, showing a checked checkbox for 'Blacklist Check'. Below it, there is a sub-menu with two options: 'Skip exact matches' and 'Skip context matches', both of which are currently unchecked.

3. Select the appropriate options.

<b>Skip exact matches</b>	Do not check the blacklist when there is an exact match
<b>Skip context matches</b>	Do not check the blacklist when there is a context match

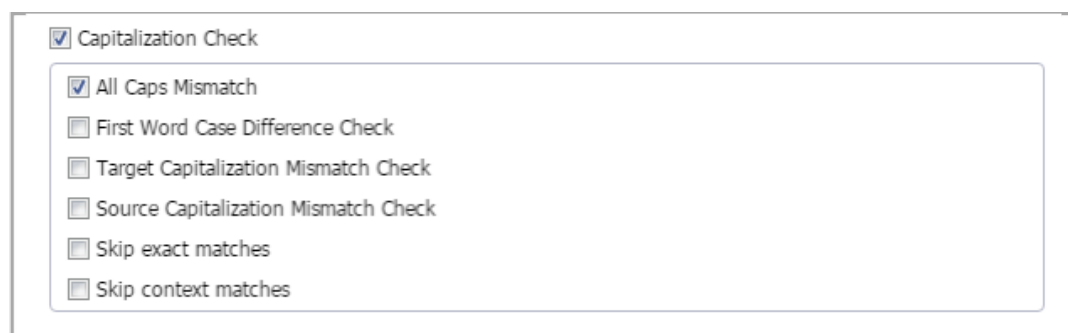
## TRANSCHECK

## 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.



A screenshot of the 'Capitalization Check' options in the Transcheck menu. The menu is open, showing a checked checkbox for 'Capitalization Check'. Below it, there is a sub-menu with six options: 'All Caps Mismatch' (checked), 'First Word Case Difference Check' (unchecked), 'Target Capitalization Mismatch Check' (unchecked), 'Source Capitalization Mismatch Check' (unchecked), 'Skip exact matches' (unchecked), and 'Skip context matches' (unchecked).

3. Select the appropriate options.

<b>All Caps Mismatch</b>	Check text in the target that is all in upper case, when the source is not all in upper case
<b>First Word Case Difference Check</b>	Check the first letter of the first word is capitalized consistently in source and in target
<b>Target Capitalization Mismatch Check</b>	Check upper case text in the target that is in lower case in the source

**Source Capitalization Mismatch Check**

Check upper case text in the source that is in lower case in the target

**Skip exact matches**

Disable or enable checking for capitalization on exact matches

**Skip context matches**

Disable or enable checking for capitalization on context matches

## TRANSCHECK

## Forbidden Character Check

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

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

The forbidden characters check is enabled.

☒ **Forbidden Character Check**

Add	Remove
column 1	
<input type="text"/>	
<input type="checkbox"/> Skip exact matches <input type="checkbox"/> Skip context matches	

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

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

☒ **Forbidden Character Check**

Add	Remove
column 1	
<input type="text" value="A"/>	
<input type="checkbox"/> Skip exact matches <input type="checkbox"/> Skip context matches	



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

## TRANSCHECK

## Mistranslated Text Check

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

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

1. Click **Transcheck > Mistranslated Text Check**.

The mistranslated text check is enabled.

☒ Mistranslated Text Check

- ☐ Suppress noise

☐ Skip exact matches

☐ Skip context matches

2. (Optional) Select any additional option:

- **Suppress noise**: removes redundancy from the reported warnings or errors
- **Skip exact matches**: exact matches are ignored upon check
- **Skip context matches**: context matches are ignored upon check

#### TRANSCHECK

## Punctuation Check

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

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

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

A list of current punctuation characters is displayed.

☒ Punctuation Check

**Add**   **Remove**

column 1	column 2
!	!
:	:
,	,
.	.
?	?

☐ Double Punctuation Check

☐ Skip exact matches

☐ Skip context matches

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

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

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



6. Click **OK**.

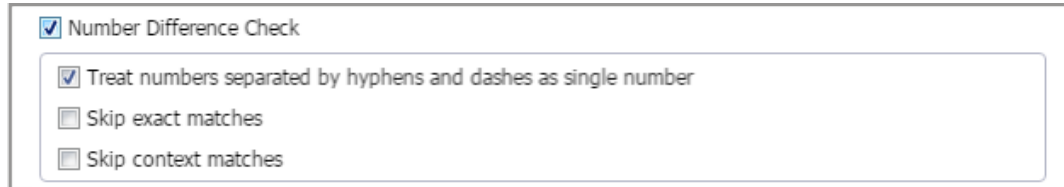
TRANSCHECK

## Number Difference Check

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

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

The related option is displayed.



☒ Number Difference Check

☒ Treat numbers separated by hyphens and dashes as single number

☐ Skip exact matches

☐ Skip context matches

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

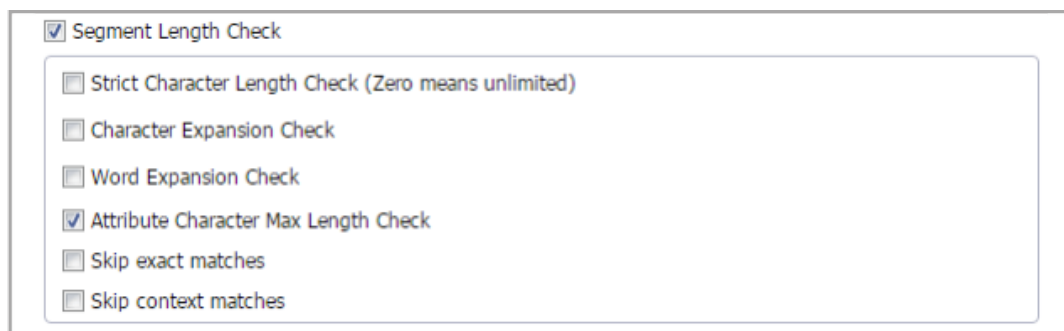
TRANSCHECK

## 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**.



☒ Segment Length Check

☐ Strict Character Length Check (Zero means unlimited)

☐ Character Expansion Check

☐ Word Expansion Check

☒ Attribute Character Max Length Check

☐ Skip exact matches

☐ Skip context matches

3. Select those options that apply.

The options are explained in the following table.

**Strict Character Length Check (Zero means unlimited)**

Check minimum and maximum character length

**Character Expansion Check**

Check minimum and maximum character expansion, as a percentage

**Word Expansion Check**

Check minimum and maximum word expansion, as a percentage

**Attribute Character Max Length Check**

Check attribute text that exceeds the maximum character length

**Skip exact matches**

Disable or enable checking for segment length on exact matches

**Skip context matches**

Disable or enable checking for segment length on context matches

## TRANSCHECK

## Copied Source Check

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

1. Click **Transcheck**.

The related options are displayed.



A screenshot of a dialog box titled "Copied Source Check". It contains a checked checkbox for "Copied Source Check" and three unchecked checkboxes below it: "Skip exact matches", "Skip context matches", and "Skip tokens".

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

## TRANSCHECK

## Spell Check

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

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

The related options are displayed.



A screenshot of a dialog box titled "Spelling Check". It contains a checked checkbox for "Spelling Check" and two unchecked checkboxes below it: "Skip exact matches" and "Skip context matches".

3. Select select any options that apply from the following list:

- **Skip exact matches** when checking for spelling
- **Skip context matches** when checking for spelling

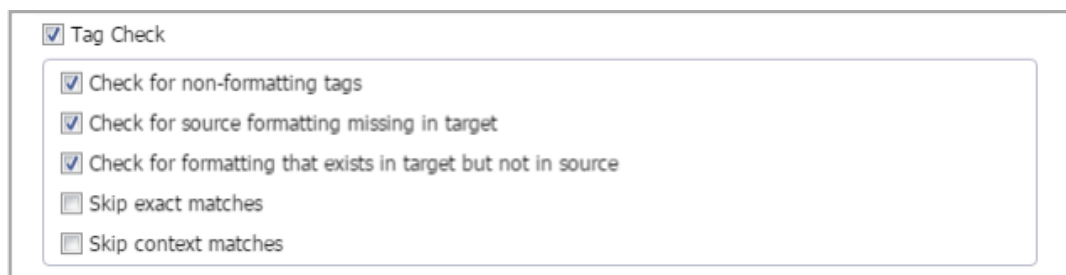
## TRANSCHECK

## Tag Check

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

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

The related options are displayed.



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

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

## TRANSCHECK

## Terminology Check

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

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

The related options are displayed.



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

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

## TRANSCHECK

## Untranslatable Text Check

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

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

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

☒ Untranslatable Text Check

**Add**   **Remove**

column 1

Custom Regular Expression:

☐ Skip exact matches

☐ Skip context matches

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.



A screenshot of a preferences dialog box. At the top, there is a checked checkbox labeled "Whitespace Check". Below it, within a rounded rectangular container, are two unchecked checkboxes: "Skip exact matches" and "Skip context matches".

3. Select any of the following options that apply.

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

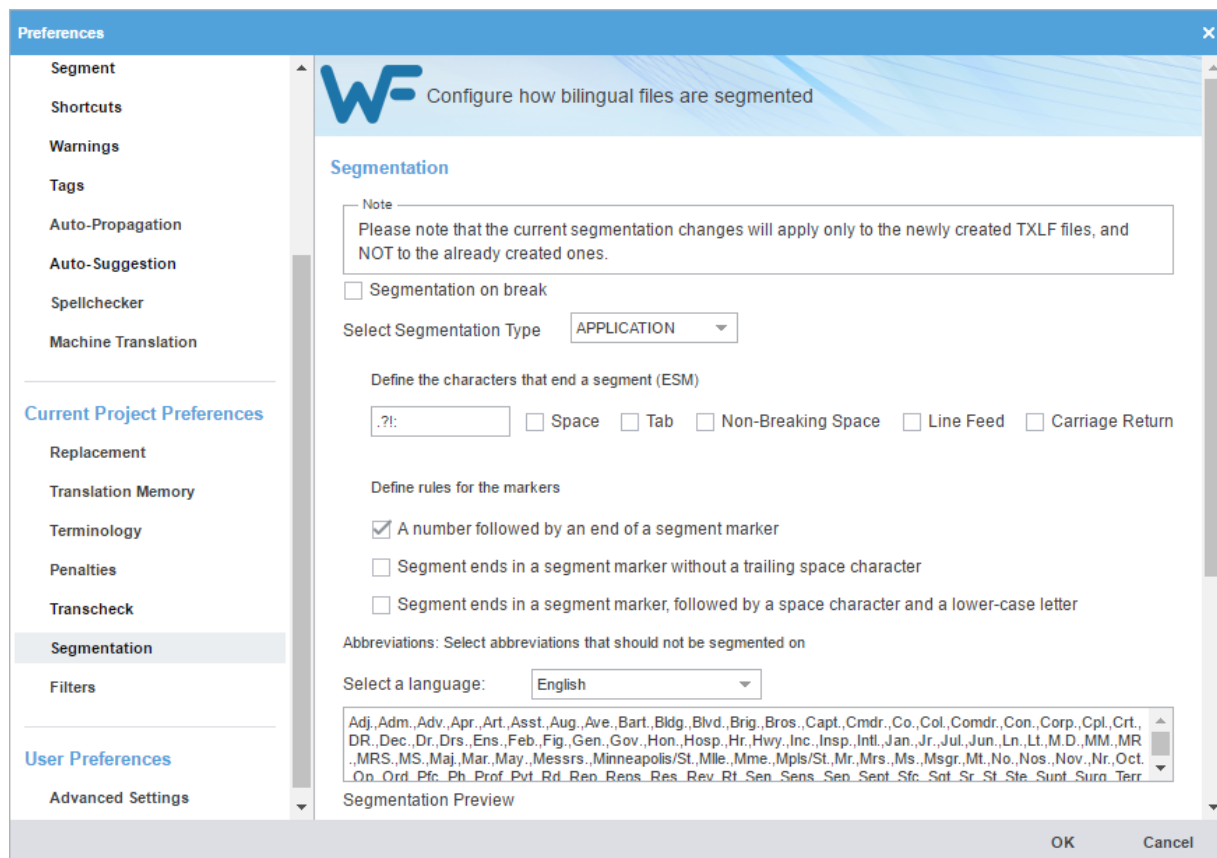
#### NEW PROJECT PREFERENCES

## Segmentation

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

To select segmentation options:

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



A screenshot of the "Preferences" dialog box in Wordfast, specifically the "Segmentation" tab. The left sidebar shows a list of preference categories: Segment, Shortcuts, Warnings, Tags, Auto-Propagation, Auto-Suggestion, Spellchecker, Machine Translation, Current Project Preferences (highlighted), Replacement, Translation Memory, Terminology, Penalties, Transcheck, Segmentation (selected), Filters, User Preferences, and Advanced Settings. The main area has a blue header with the Wordfast logo and the text "Configure how bilingual files are segmented". Below this is the "Segmentation" section. It includes a "Note" box stating that changes apply only to newly created TXLF files. There is an unchecked checkbox for "Segmentation on break". A "Select Segmentation Type" dropdown menu is set to "APPLICATION". Under "Define the characters that end a segment (ESM)", there is a text box containing ".?!" and several unchecked checkboxes for "Space", "Tab", "Non-Breaking Space", "Line Feed", and "Carriage Return". Under "Define rules for the markers", there are three checkboxes: "A number followed by an end of a segment marker" (checked), "Segment ends in a segment marker without a trailing space character" (unchecked), and "Segment ends in a segment marker, followed by a space character and a lower-case letter" (unchecked). There is a section for "Abbreviations: Select abbreviations that should not be segmented on" with a "Select a language:" dropdown set to "English" and a list of abbreviations. At the bottom, there is a "Segmentation Preview" section and "OK" and "Cancel" buttons.

2. Select the required segmentation options. These options are:

- Select **Segmentation on break** to enable segmentation on line breaks.
- Select the **Segmentation Type** as **APPLICATION** or **SRX** from the drop-down list.

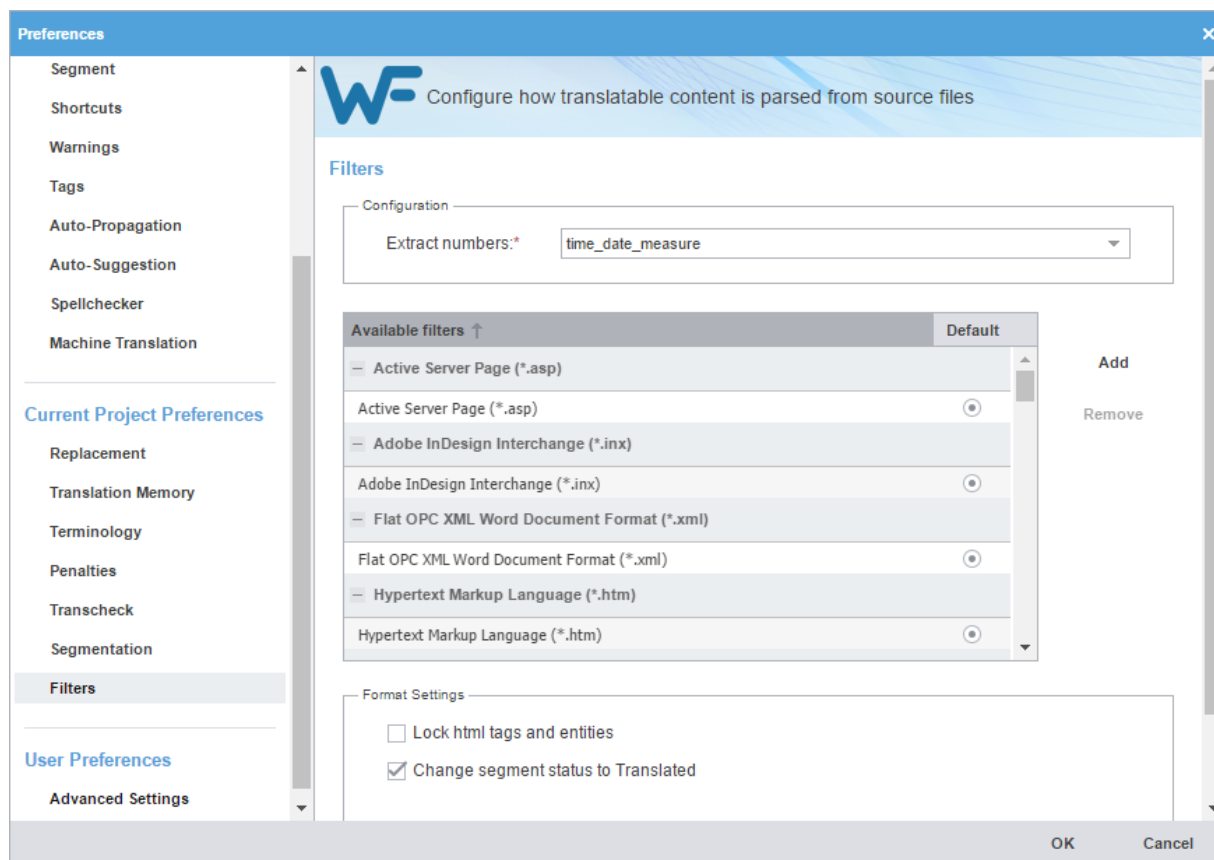
3. Define the characters that end a segment (ESM):
  - Enter specific characters into the input field to specify custom segment end characters
  - Select **Space** to enable white-spaces as a segment end character
  - Select **Tab** to enable tabs as a segment end character
  - Select **Non Breaking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

## NEW PROJECT PREFERENCES

## Filters

To select file filter options:

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



2. Select the **Extract numbers** from the drop-down list to define the filter action on source segments that contain only numbers. The options are:
  - **all**: extracts all segments with only numbers for translation
  - **time\_date\_measure**: extracts only segments with time and date
  - **none**: does not extract any segments with only numbers
3. To select the file filter settings for the open project, click a filter to list the current settings in the **Format Settings** box.

To add custom file filters, see [Add New File Filter](#).

#### FILTERS

## Add New File Filter

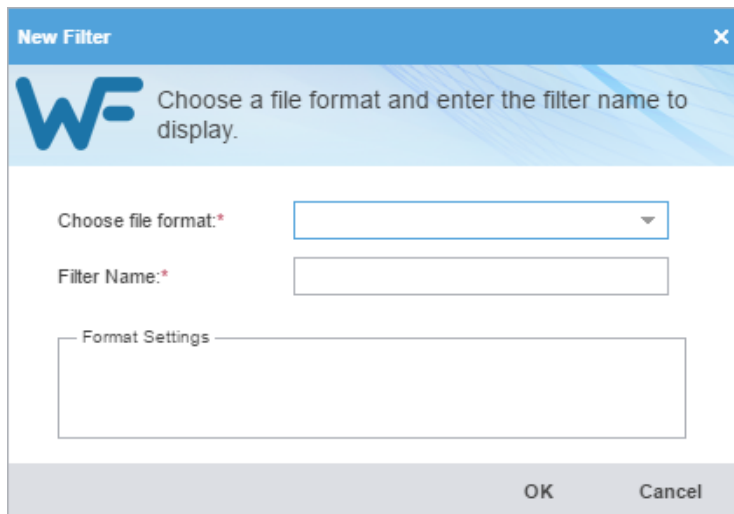
You can create a new filter based on one of the supported filters.



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**.

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

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

## User Preferences

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

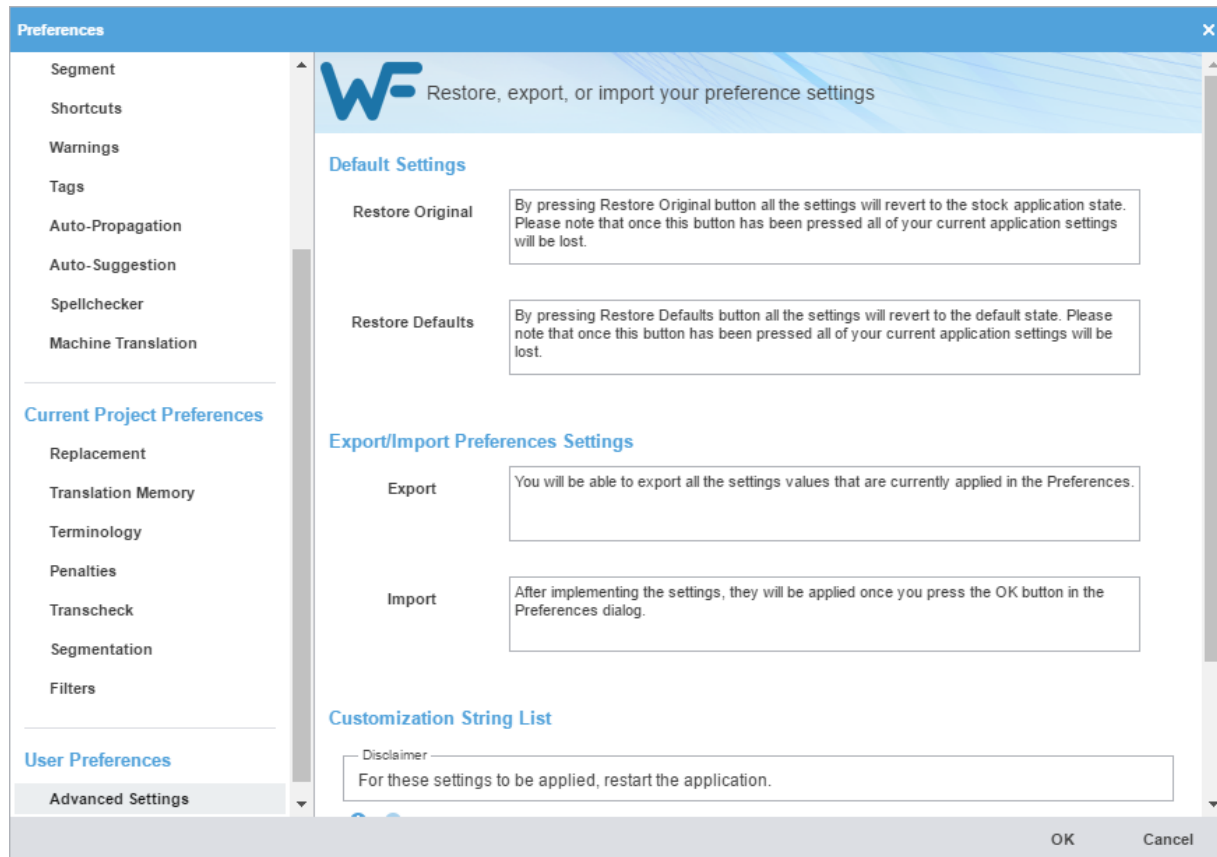
## USER PREFERENCES

## Default Settings

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

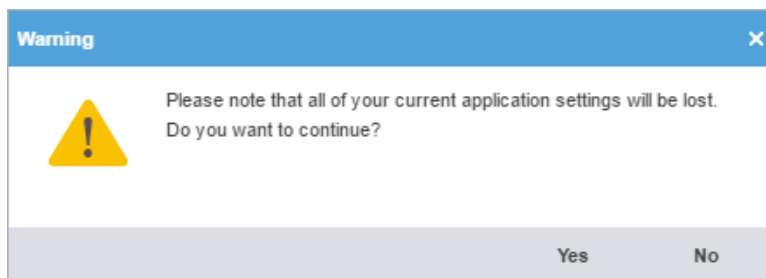
To restore Wordfast Pro to factory settings:

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



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

A warning message is displayed.



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

- **Restore Defaults** to revert this Wordfast Pro installation preferences to default preferences.



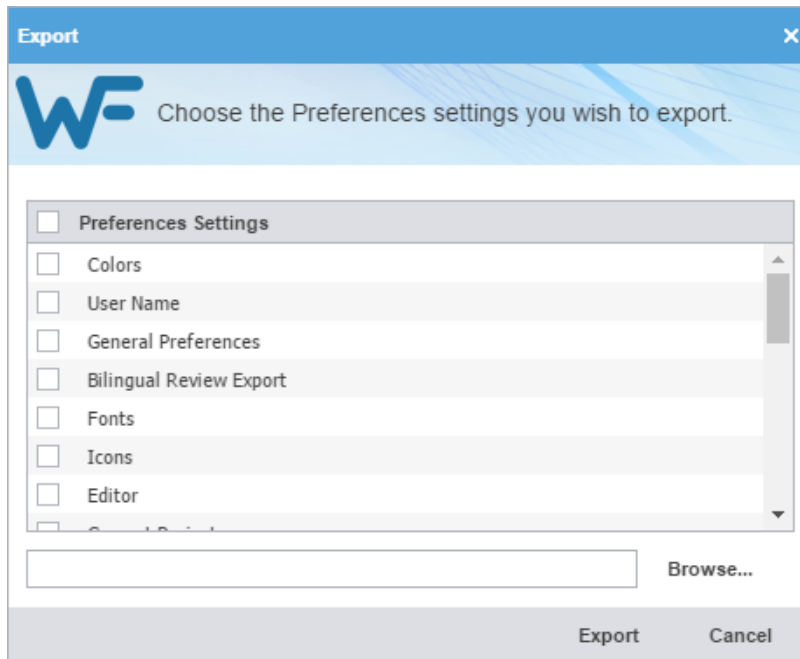
3. Click **OK** to complete the restore process.

## USER PREFERENCES

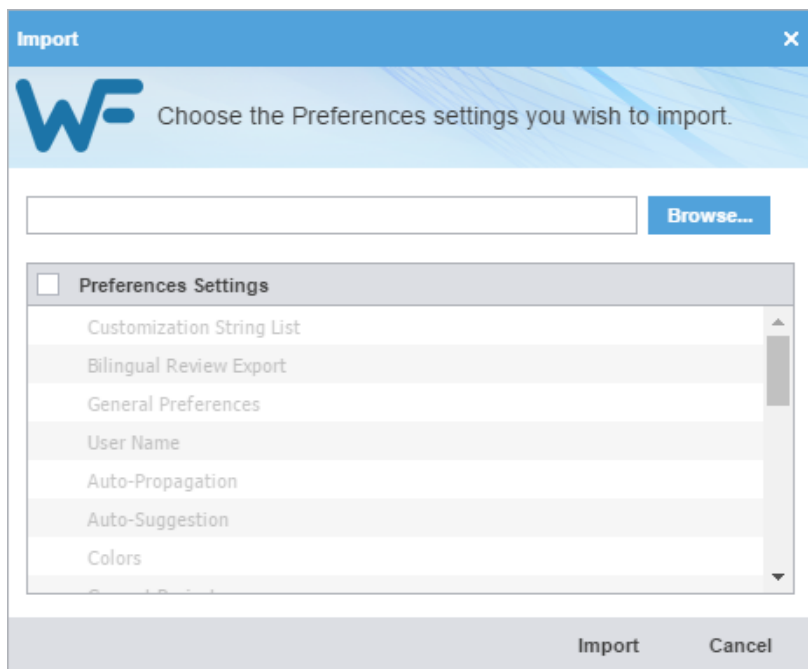
## Export or Import Preferences

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

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



- **Import** to apply saved preferences



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

# 14. FAQs

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

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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](#).

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## What does Wordfast Pro Demo mode mean?

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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](#).

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## What happens if a corrupted file is uploaded for translation?

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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.

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## How do I chain individual files?

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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](#).

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

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

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## What are the different ways to analyze files?

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

- Analyze files within a project from the Project Files tab (Refer to [Analyze](#))
  - Analyze any files outside of the project files from the Quick Tools tab (Refer to [Analyze](#))
  - Analyze a file open for translation in the TXLF Editor by clicking the Analyze button under the Translation tab
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## How do I Skip 100% and 100%+ Segments when Navigating through Grid?

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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 to see the 100% and 100%+ segments for context while editing adjacent No Match and Fuzzy match or MT pre-translations.

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

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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%+.

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

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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.

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### 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**.

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

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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.

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#### What are Preferences for and how can I access them?

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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](#).

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

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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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