

User Guide

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Release Notes Summary

8.9.0

We are proud to announce the release of WordFast 8.9.0. This version is a minor release that introduces improvements and addresses critical issues.

8.9.0

Improvements

• Lao language highlights glossary and word prediction without spaces With Lao as the source or target content, when terms are added without spaces, auto-suggestion suggests the terms.

^{8.9.0} Fixed Issues

• Mac: Status bar is not completely visible and panes are collapsed

Known Issues

- MacOS: Issue with Catalina/Big Sur reporting keystroke logging during opening of application
- TXLF Editor column outlines get hidden when windows display settings are set to 125%

1. Conventions

The images and topics contained in this guide are not representative of every product installation. 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 guide may differ from those available on your product installation.

Typographical Conventions

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

- **Bold** Indicates user interface controls, commands, and keywords in body text.
- *italic* Represents an input field where user input is expected.
- <...> Indicates generic parameters that must be replaced by specific code or text, usually through user input.

TYPOGRAPHICAL CONVENTIONS

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



Note:

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



Best Practice:

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



Alert:

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

2. About Wordfast Pro

Wordfast Pro is the latest standalone, multi-platform TM tool designed to address the needs of translators, language service providers, and multi-national companies. It offers a complete translation environment that stores your translated content for reuse on future projects, thereby maximizing efficiency, increasing overall consistency and reducing translation costs.

- Cross-platform compatibility Browser-based tool runs natively on Windows, Mac, and Linux.
- **Target-only Live Preview** After translation, provides a preview to proofread a target-only version with layout and formatting.
- Segment filtering Filters segments based on terms, regular expressions, match scores, notes, and other attributes.
- **Configure multi-lingual translation projects** Supports translation into multiple target languages and can send as a single package or separate packages based on language pairs.
- **Export and import translation packages** Allows configuration and export of translation packages for fast, seamless translation management.
- Format flexibility Supports virtually any file format, including MS Office, Adobe InDesign, FrameMaker, PDF, HTML, XML, SDL Trados Xliff, MemoQ Xliff, and more.
- **Chain files** Allows combination of multiple files into a single file to improve the consistency of repeated segments and facilitate file management.
- Unlimited TM and glossary access Accesses an unlimited number of TMs and glossaries simultaneously and prioritizes as primary or secondary.

3. Get Started

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

System Requirements

Supported Operating Systems	Microsoft Windows 7+ 64-bit, Mac OS X 10.11+ 64-bit, and Linux 64- bit
Java Runtime Environment	If not present, Wordfast Pro automatically installs Java Runtime Environment during the application installation process
License and Registration	Activation of the full Wordfast Pro installation requires a license and registration
Minimum System Memory	4 GB RAM
Minimum Screen Resolution	1366 x 768 pixels

Installation

Activation of Wordfast Pro requires a license and online or offline registration.



An unlicensed version of Wordfast Pro working in **Demo** mode is limited.

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

To install Wordfast Pro:

- 1. Download the Wordfast Pro Windows Installer Package from <u>www.wordfast.com</u>, based on your operating system.
- 2. In your Downloads folder, double-click the .MSI, .DMG, or .TGZ file to open the Wordfast Pro Setup Wizard.
- 3. Complete all steps to align with your configuration, then click Finish.

Wordfast Pro opens in Demo mode. It still requires manual or online activation. Refer to Activation.

Activation

You can activate Wordfast Pro either manually or online. Both methods require an activation key. When you purchase a Wordfast license, you can generate an activation key at <u>www.wordfast.net</u> by logging in with your login email and password. Copy and save the activation key.

To activate Wordfast Pro:

1. Open Wordfast Pro.

- 2. On the Sidebar, select the Open General icon to open the Wordfast Pro 5 application dialog.
- 3. Select Online Registration or Manual Registration, then follow the activation instructions.

Wordfast Pro 5		×
About	Please enter your activation key and follow the instructions	
Online Registration		
Manual Registration Update Wordfast Pro	License Type: Full, your license is activated Activation Key: License will expire in 324 days	
Feedback	License will expire in 524 days	Activate
		Close

Option	Description
Online Registration	Enter the Activation Key, then select Activate.
Manual Registration	 Enter the Activation Key, then select Generate.
	Copy the generated text into an email and send it to the email address provided on the screen.
	3. Save the license file from the return email.
	4. Select Browse to the license file.
	5. Select the license file, then select Activate.

After you activate the software, you can select either registration option to view the number of days remaining on your license.

4. Restart Wordfast Pro.

G

The Wordfast Pro activation process is complete.



Licensure

You can view license information after you have activated Wordfast Pro.

On the **Sidebar**, select the **Open General** icon to view product information, your current license information, Wordfast Pro update info, and to provide application feedback.



Wordfast Pro automatically monitors for updates. If an update is available, you receive notification after you open the application.

Vordfast Pro 5			×
About	Abou	ut Wordfast Pro 5	
Online Registration			
Manual Registration	Product Name:	Wordfast Pro	
Update Wordfast Pro	Version:	5.15.0.	
	Build ID:	20200124-1654	
Feedback		11.0.5 (amd64) WIN 10.0	
	Copyright (c) Wordfas	st Pro, 2020. All rights reserved.	
	Privacy Policy		
			Close
option	Description		

Option	Description
About	Use to review product information, including your current version number.
Online Registration	Use to activate your Wordfast Pro license online.
Manual Registration	Use to manually activate your Wordfast Pro license through e-mail.
Update Wordfast Pro	Use to check for updates to the application and to add languages for the application's Hunspell spelling dictionary.

Option	Description
Feedback	Use to send feedback about software issues. Be as specific as possible, providing the exact steps you took when the issue occurred. When sending feedback from the Wordfast Pro desktop, the values from Name and Your Email are remembered and
	saved after sending the report.
	Please do not submit software usage questions to Feedback.
	For software usage questions, select the Help icon 2 to review the online help. If you still have questions after reviewing the online help, log in to your user account at <u>www.wordfast.net</u> and submit a Hotline request.

Start Wordfast Pro

After you install and activate Wordfast Pro, it is ready to use.

To start Wordfast Pro:

1. Double-click the Wordfast Pro icon on the desktop or select Wordfast Pro from the Windows Start menu.

	Projects								? ^
w-	🔒 🗔	F		💀 🖪	1 200		\square		SD
	Open Create TXLF Projec	e Open Close t Project Projec		Nodify Remove roject Project	Recalculate Progress	Import Package	Export Package	Import SDL Package	Export SDL Package
	Projects	Location	Source Lang	guage 💌 🛛 Targe	et Language	▼ Date C	Last S	Comp	\odot 1 \equiv
	Wordfast Test	C:\Users\Wor	English	Gern	nan	2019/	. 2019/	11%	
	Quick Project	C:\Users\Wor	English	Gern	nan	2019/	. 2019/	15%	
	Another Test I	C:\Users\Desł	English	Gern Span	nan nish (Latin Ame	2019/ #	2019/	N/A	
\mathcal{C}	Wordfast1	C:\Users\Wor	English	Gern Gern	nan nan (Germany)	2019/	. 2019/	N/A	
	Wordfast_test	C:\Users\Wor	English	Gern	nan (Germany)	2019/		N/A	
34	Wordfast3	C:\Users\Wor	English	Gern	nan	2019/		N/A	
×									
국는									
«									

Wordfast Pro opens to the Project List view.

2. (Optional) Select another view if you have created a project and are ready to begin translation or review.

4. Explore the User Interface

Wordfast Pro allows users to coordinate and automate the translation and review process through an intuitive, stand-alone user interface.

Wordfast Pro uses a Sidebar to navigate among views. Click the icons to change from one view to another.

G	Fik	Edit Formatting Translation Terminology Review		1	? ^ >
<u>w</u>	Clos		Preview Save File As Save Save As		
f	Sta	ndard_OOO_Message-MSWORD01_TXLF_BASE-de-DE#TR_CQE#.do	c (1) ×		
		ource or Target - Match Case Regex Enter te	ext to filter segments + Filter: Select special filter(s + Q	🗙 🗙 Sort: Docum	nent]
	ID	English (United States)	German (Germany)	Score Status	
	3	corporate email.			~
2		Assuming that you do, then the <u>only</u> time you should be using an OOO message is if	Unter der Annahme, dass Sie dies tun, sollten Sie eine OOO-Nachricht nur dann		
*	4	you are completely unable to communicate by email for 3 hours or more.	verwenden, wenn Sie 3 Stunden oder länger nicht in der Lage sind, per E-Mail zu kommunizieren.		~
럁	5	The following are good reasons to put up an OOO message:	Die folgenden Gründe sind gute Gründe, eine OOO-Nachricht zu veröffentlichen:		1
	6	Trans-Atlantic Flight			~
	7	On vacation in Laos or other such locale without significant wireless coverage	Im Urlaub in Laos oder einem anderen ähnlichen Ort ohne nennenswerte WLAN- Abdeckung		1
	8	Extended personal or medical leave			~
	9	Hiking the Appalachian Trail	Wandern auf dem appalachian Trail	-	1
	10	The following are not good reasons to put up an OOO message:	1	-	~
	11	Client Meeting			~
	12	Dentist Appointment			1
«	Tran	lation Tools			,
	EN-	JS → DE-DE Segments: 23/26 Segment (Sro/Tgt/Max	0: 28/33/- Paragraph (Src/Tgt/Max): 28/33/- 88% Trans	lated (27 words left)	

Sidebar Icon	Action
W =	Click to open the General view. The General view includes general product information, as well as a form to provide product Feedback . In Wordfast Pro, you will also find product registration and software update information here. See <u>Activation</u> or <u>Licensure</u> for more information.
♠	Click to open the Project List view.
	Click to open the Current Project view.
U	Click to open the TXLF Editor view.
*	Click to open the Quick Tools view.
	Click to open the Preferences view.
«	Click to collapse the Sidebar . This action hides the icons and increases the workspace.
	Click ≫ to expand the Sidebar .

The default view is the Project List view.



When you begin working on a project from the project list, the result is the **Current Project** view.

Each view is explained in more detail in the subsequent sections.

Project List View

The **Project List** view displays a list of your active projects.

Sidebar	Action But	ton	Action Bar Projec			t List				
N F	Projects				134		EV.			? ^
Ť	Open Create TXLF Project	Open	Close	Add Project	Modify Project	Remove Project	Recalculate Progress	Import Package	Import SDL Package	Export Package
	Projects	Location	Source L	anguage	▼ Targe	t Language	▼ Date Cr.	Last Sa	. Complete	$\otimes \mathop{\rm im} \downarrow \equiv$
	Quick Project	C:\Users\Wc.	English		Germ		2019/0		15%	
	Wordfast Test	C:\Users\Wc.	English		Germ		2019/0		8%	
	Another Test	C:\Users\De.	English		Gern Span	ian ish (Latin Ame	2019/1	2019/1	N/A	
U	Wordfast1	C:\Users\Wc.	English		Gern Gern	an an (Germany)	2019/0	2019/0	N/A	
_	Wordfast_test	C:\Users\Wc.	English		Germ	an (Germany)	2019/0		N/A	
35	Wordfast3 C:\Users		/c. English		Germ	German 2019/			N/A	
×										
ホ										
«										
ltem		Ac	tion							
Sidebar		Cli	ck icons to	o switcł	h among	user views	. User views	include G	eneral app	lication
		inf	ormation,	Projec	t List, Cu	urrent Proj	ject, TXLF E	ditor, Qui	ck Tools, a	and
		Pr	eferences	S .						
Action B	utton	Pe	Perform a specific task.							
Action B	ar	Ac	Access all action buttons associated with a specific user view and tab.							
Project L	Project List			View all files associated with a specific project.						

Current Project View

The **Current Project** view displays a list of the TXLF files that are included in a selected project. Double-click a file from the list of TXLF files to open the **TXLF Editor**.

Sidebar		Menu Ta	ab		Action Button	Actio	n Bar					Collapsed Items
	Project	t Files 🔶	Project TM	Proje	ct Terminc logy	Reports	Reference	e Files			?	~ K
۲		Ē	Ð	8		F		1	Ħ			
	Add Files	Add Folders	Translate File	Chain Files	Open Source	Close Project	Save Project	Modify Project	Bilingual Export	Analyze		<u> </u>
11	Files •			Wor	TXLF File Location	Creati	on Date	Last Sa	aved	Complete	⊗ 1	≡ 41
•		EN -> DE •										
	-	_	de31.do	214	C:\Users\Wordfas		9/09 13:2		9/26 11		0%	
	-	_	de2.doc	10	C:\Users\Wordfas		9/12 13:0		9/26 11		0%	
_	-		-de3.d	214 🕈	C:\Users\Wordfas	,	9/09 13:1		0/04 10		7% •	
U	:	PD_er	-de.doc	175	C:\Users\Desktop	2019/0	9/03 10:4	2019/1	0/15 09		46%	
*												
낦												
«	0									15% Tra	nslated	
	File Filte		uage air	File L	.ist				Proj- Progres		Fil	-

Item	Action
Sidebar	Click icons to switch among user views.
Menu Tab	Access the various tools of the application. Each user view contains different tabs.
Action Button	Perform a specific task.
Action Bar	Access all action buttons associated with a specific tab.
Collapsed Items	Access any remaining tools that do not fit in the window.
File Filter	Create filter criteria to refine the file list.
Language Pair	Access the file list associated with a specific source and target language pair.

Item	Action
File List	Access a specific file within the language pair.
Project Progress Bar	View the percentage of work completed on a project.
File Progress Bar	View the percentage of work completed on a file.

You can view file information, filter criteria, and sort files using the provided search options.

Files Word Count	TXLF File LocationCreation DateLast SavedCompleteImage: Complete
Item	Action
Files	Lists the files available in the current project. Type a file name in the box to locate a file in the project list.
Word Count	Displays the total word count of each file in the project.
TXLF File Location	Displays the directory path to the stored file location. Type a path name in the box to locate a file or to group files in a particular path.
Creation Date	Displays the date and time the file was created based on the user's system settings.
Last Saved	Displays the date and time of the most recently saved the file.
Complete	Displays the file progress bar with completion percentage.
8	Clears filter criteria.
t↓	Sorts filter criteria in ascending or descending order.
	Change the sort order. The sort options are Files, Word Count, Translations Status, Complete, and Last Saved.

TXLF Editor View

The TXLF Editor view is your default translation and review workspace.

You can choose from two layouts for your **TXLF Editor** workspace.

- **Table view**—This layout displays the source segment to the left and the target segment to the right.
- **Stacked view**—This layout displays the source segment row directly above the target segment in a spanned row.

You can select either layout view by selecting the drop-down menu for the **Switch Editor Layout** action on the **File** tab.

Sidebar	File Name Action Mer Tab Button Ta	Bar Bar	Filter It	lapsed Preview tems Pane
⊡	File E sit Formatting Translation Image: Close Recalculate Progress Image: Close Image: Close Image: Close QRG-En-F Caultax X		Save File As Translated	Sync Preview Sync Preview A 1 Quide de référence rapide pour TransS 3 Introduction
	Source or Target Match C D English (United States) Software functions.	Ase Regex Intertext to filter - French (Canada) déjà l'interface et les fonctions de base du logiciel.	Filter: Select st v Q Score Status	Ce document présente aux utilisateurs essentielles associées à TransStudio Or suppose que vous connaissez déjà l'int fonctions de base du logiciel.
*	Use the online help for 6 more details.	Utilisez l'aide en ligne pour obtenir plus de details.	~	5 Utilisez l'aide en ligne pour obtenir ph 6 Demander une soumission Avant de pouvoir accéder à vos fichier:
벑	7 Claim a Submission Before you can access and	Demander une soumission Avant de pouvoir		 7 vous devez vous connecter à Project D utiliser le tableau de bord de PD. 8 Avant de travailler sur un fichier de sou devez le demander.
	M Lookup Notes Segment History Source Target	Metadata More Optio	← ► Termind es (Source ▼ Q ★ ♥	9 Pour modifier la façon dont vous recev otifications de PD concernant vos ficl soumission, consultez l'aide en ligne d
«	1 Use the online help Employez I' ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■	> NO	(Src/1gt/Max): 37/54/-	10 Pour demander une soumission:
		9	Score Status Segi Column Column Sta Colu	9

Item	Action
Sidebar	Select the icons to switch among user views.
File Name Tab	View an open or chained file.
Action Button	Perform a task.
Menu Tab	Access a specific function and its Action Buttons.
Filter Bar	Filter how segments are sorted and displayed.
Action Bar	Access all Action Buttons associated with a specific tab.
Table Filter	Create filter criteria for searching in the open file.
Collapsed Items	Access any remaining tools that do not fit in the window.
Preview Pane	View the translated content in its original format for MS Word .DOC and .DOCX files, MS PowerPoint .PPT and .PPTX files, Markdown .MD files, MS Excel .XLS and .XLSX files, or JSON .JSON files.
Editor Pane	Access editor tab content or interact with it using menus and sub-menus.
Source Column	View numbered text segments that will be translated in the Target Column.

ltem	Action
Target Column	Use as primary work area for translation entry with or without leveraging a translation memory (TM).
Terminology Pane	Search the source or target glossaries, or add terms to terminology glossaries, if enabled.
Segment Score Column	View the TM match score represented as a percentage.
Status Column	View the status of a segment by its status icon.
Segment State Column	View the state of the translated segment. Toggle between Needs Translation and Translated.
Progress Bar	View the progress of the total translation based on the number of translated segments. If you have chained files, the percentage includes all the segments in the chained file.

When the Preview, Editor, or Terminology panes are resized, Wordfast will remember the settings the next time it is run.

TXLF EDITOR VIEW

i

Use filter criteria to narrow your search for segment content.

Source or Target 👻	Match Case Rege	Enter text to filter segments ▼ Filter: Select special filter(s) ▼
Option		Action
Source or Targ	get	Select from drop-down menu to search source, and or target segments, or user attributes.
Match Case		Make your search case-sensitive.
Regex		Select to search on regular expression or wild card characters.
Text Filter		Filter segments based on text search.
ር ድ x		Activate the filter action. Activate the cumulative filter action for all search fields. Reset the toolbar filter fields.
Sort		Select from drop-down menu to order the remaining search list.
*		Configure the maximum word count for the segment filter.

Special Filters are a drop-down list of all available search filter criteria:

- 100% match segments: segments matching completely in the TM
- Aligned segments: segments that contains aligned score coming from aligner tool
- All except 100% and Context match segments: segments with partial TM match, no match, or modified segments

- All except 100%, Context match and Auto-propagated segments: segments that are modified, fuzzy, MT, no match, Align and Client provided scores
- All except 100%, Context match and Translated segments: segments that are fuzzy, modified, MT, no match, Align and Client provided scores with state Needs Translated Segments
- All except 100%, Context match and Auto-propagated and Translated segments: segments that are fuzzy, modified, MT, no match, Align and Client provided scores with state Needs Translated Segments
- All except Duplicate segments: will show one instance of repeated segments
- All except auto-propagated: all statuses except the segments that are auto-propagated
- All except locked segments: all segments that are not locked
- Auto-propagated segments: all auto-propagated matches
- Client provided segments: segments provided by the client TM
- Committed segments: segments with translated content committed to the TM
- **Context match segments**: all 100+% context matches. Context matches provide more refined matches that are based on contextual references in the TM. For example, a segment is considered a context match when the previous and next segments also have a 100% match against the TM.
- Do not write to TM segments: this is a status in editor to mark segments that should not be written to TM
- Duplicate segments: segments being duplicated in the file
- Edited 100% match segments: segments that contains 100% matches that are edited
- Edited MT segments: MT segments that have been edited
- Edited context match segments: segments that contains context matches that are edited
- Edited fuzzy match segments: segments that contains fuzzy matches that are edited
- Edited no match segments: segments that contains no matches that are edited
- Edited source segments: source segments that have changed
- Empty target segments: segments without a translated target
- Excel Sheetname Segments: segments that contain sheetnames from an Excel file
- First instance of Duplicate Segments: shows first instance of a segment that has more than one segment with the same source
- Fuzzy match segments: segments with partial TM match
- Locked segments: segments that cannot be edited
- Merged segments: segments that have been merged
- Modified segments: all modified segments. By default all modified segments are highlighted in pink
- Needs translation segments: untranslated segments
- No match segments: segments with no match in the TM
- Reviewed state segments: segments marked as reviewed
- Segments merged across paragraph: segments have been merged across a paragraph
- Segments with Transcheck warnings: segments with Transcheck warning status
- Segments with history: segments that have been edited and has a segment revision history viewable in the Segment History tab
- Segments with notes: segments containing comments
- Segments with repetitions: segments with repeated text strings
- Segments with tags: segments that contain tags
- Short segments: segments of fewer than {#} words, paragraphs or other blocks
- Signed off state segments: segments are signed off

- Split segments: segments that have been split into more than one segment due to length
- TU Autocorrected Segments: segments that have a target have replacement TUs applied
- Translated state segments: segments that have been translated
- Unedited MT segments: Machine Translated segments that are unedited
- Unique segments: segments that are not repeated

TXLF EDITOR VIEW

Segment Status

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

Status Icon	Segment Status
θ	A non-linguistic error occurred in the segment during a Transcheck test.
۵	The segment is locked, so you cannot edit it.
° ₀	The segment is do not write to TM, so you cannot commit it to the translation memory.
Ð	The segment repeats more than once in the current file.
D	The segment has a note associated with it.
/	The content of the source segment was edited.
ц	The segment was split.
Â	The segment was merged.
∕t⊓	Segments across a paragraph were merged.

TXLF EDITOR VIEW Segment State

The Segment State allows you to view, set, or change the state of a translation segment in the **TXLF Editor** view. Untranslated Target segments are automatically set to Needs Translation. Once a translation is committed to the translation memory, the application considers the translation to be complete and changes the state to Translated. Changes to the Segment State will also change the total translation completed percentage on the Progress Bar.

Segment	Segment State Description
State Icon	

Needs Translation — This state means that the segment is not finished and is therefore not included in the calculated progress shown on the Progress Bar.



- All untranslated target segments are set to Needs Translation, or select **Mark All Needs Translation** to change all segments to Need Translation. After translating the segment, select this icon to change the state to Translated.
- If you commit a segment to the translation memory, or select Mark All Translated, this state will automatically change to Translated.

Segment	Segment State Description
State Icon	

Translated — This state means that the segment is finished and is therefore included in the Progress Bar. Select this icon, or make a change in the translated segment, to change the state back to Needs Translation.

- Segments that are leveraged with Exact and Context matches are set to Translated by default and are included in the Progress Bar percentage.*
- As you translate, when you commit segments to the TM by selecting Next Segment or its shortcut key (ALT + DOWN), the segment state will change to Translated.**

The Segment State allows you to view, set, or change the state of a segment in the **TXLF Editor** view. Changes to the Segment State will also change the Translated completed percentage on the Progress Bar.



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* You can change this default setting on a project-by-project basis in **Preferences**. Select **Translation Memory** in the **Current Project Preferences** section. Clear or check the preferred check boxes in the **Segment state** section.

Segment state

Set segments to Translated with leveraged Context Matches

Set segments to Translated with leveraged 100% Matches

Set segments to Translated for Auto-propagated segments

** You can change the **Next Segment** action so that the segment state does not change to Translated. In **Preferences**, select **Segment** in the **General Preferences** section. Clear the check box for **Commit changes the segment state to Translated** in the **Segment actions** section.

Segment actions

Next/Previous Segment action leverages next/previous segment

Commit changes the segment state to Translated

TXLF EDITOR VIEW

Progress Bar

The **TXLF Editor** view displays translation information and status in the **Progress Bar** at the bottom of the window.

● EN-U8 → DE-DE Filtered Segments Total:	6 Translated: 84% (22 words done) Segments: 4/13 Segment (8rc/Tgt/Max): N/A Paragraph (8rc/Tgt/Max): N/A 22% Translated (20 words left)
Item	Description
Source and Target Languages	View the source and the target languages in the open translation file.
Filtered Segments Total	View the number of filtered segments in the open translation file. When filter criteria is cleared the Filtered Segments Total is removed from the status.

Item	Description						
Translated	View the percentage of filtered segments that are translated versus the total number of filtered segments in the open translation file. The words done total is calculated from all the translated segments from the filtered table. When filter criteria is cleared, the Translated % is removed from the status.						
Segments	View the number of segments completed versus the total number of segments in the open translation file.						
Segment (Src/Tgt/Max)	View the character breakdown in a segment. This breakdown includes the number of characters in the source and the target segments, and the maximum number of characters allowed in the target. Hover over this portion of the toolbar to view the progress in a larger display window.						
	Note: A red box flashes around the Max segment value if the number of characters exceeds the maximum allowed. Segment (Src/Tgt/Max): 6/46/31 The maximum length check counts HTML entities such as: &. These are real characters and are counted as part of the overall character count (1 Character per entity). Refer to Manage Tags for more information.						
Paragraph (Src/Tgt/Max)	View the character breakdown in a paragraph. This breakdown includes the number of characters in the source and target paragraphs, and the maximum number of characters allowed in the target paragraph. Hover over this portion of the toolbar to view the progress in a larger display window.						
	Note: A red box flashes around the Max segment value if the number of characters exceeds the maximum allowed. Paragraph (Src/Tgt/Max): 6/46/31 If the maximum length is set for a paragraph and the paragraph has only one segment then the maximum length limit is shown in the editor for a filtered editor						
Percent Translated	table. View the total progress of the translation in a file or in a group of chained files. If						
	you have chained files, the percentage complete will be the total for all the files as if they were one.						

Help and Feedback

HELP AND FEEDBACK

Select the **Help** icon to access the online help for answers about how to use the software. If you still have questions after reviewing the online help, log in to your user account at <u>wordfast.net</u> and submit a **Hotline** request.

HELP AND FEEDBACK



To send feedback about a software issue, select the **Open General** icon **C**, then select **Feedback**. Be as specific as possible, providing the exact steps you took when the issue occurred. Please do not submit questions related to software usage to **Feedback**. Instead, log in to your user account at <u>wordfast.net</u> and submit a **Hotline** request.

5. Manage Projects

When Wordfast Pro opens, the default view is the **Project List** view. This view displays all your active translation projects, and is where you manage the translation process for each project. On the **Projects** tab you can perform many project operations, including creating projects, opening and closing projects, adding and removing projects, and importing translation packages. After you create a project, you can keep a project on the projects list for as long as it takes to complete it. A project stays in the projects list until you remove it. You can filter the list of projects to display them by a variety of criteria including name, location, source or target language, and completion percentage.

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You can add a project to the projects list again, even after you remove it. Wordfast does not erase removed projects, so you can retrieve them from the project folder on your computer using the **Add Project** action.

To bypass the typical project creation process, create a Quick Project with the **Open TXLF** action.

	Project	t Files	Project TM	Projec	t Terminology	Reports	Reference	e Files				? 1	× × .
w-		Ē	B	8		F						B	_
	Add Files	Add Folders	Translate File	Chain Files	Open Source File	Close Project	Save Project	Modify Project	Bilingual Export	Analyze	Transcheck Report	Segment Change Report	is ≡
	Files			Word	TXLF File Locatio	n	Creation	Date	Last Save	d C	Complete	O ↑↓ 3	=
		EN -> DE											
		Samp	ole-File	188	C:\Users\Public\W	/FP\Proje	2019/11/	13 10:	2019/11/13	3 10:	53%		
			le-File_en	19	C:\Users\Public\W	/FP\Proje	2019/11/	13 10:	2019/11/13	3 10:	100%		
		Adapt 📄	iveTrans	193	C:\Users\Public\W	/FP\Proje	2019/11/	13 10:	2019/11/13	3 10:	0%		
2			ple2_Sa	193	C:\Users\Public\W	/FP\Proje	2019/11/	13 10:	2019/11/13	3 10:	18%		
			le-File_en	7	C:\Users\Public\W	/FP\Proje	2019/11/	13 10:			57%		
35	i	Samp	ple4_Sa	197	C:\Users\Public\W	/FP\Proje	2019/11/	13 10:			19%		
*													
닯													
«													
	$EN \rightarrow 0$	DE									24	% Translated	

Open a TXLF File

A TXLF file contains text segments in a source language and a target language. In Wordfast Pro, to translate the content in a TXLF file, you must create a project. A project may contain one TXLF file or multiple TXLF files. This section describes how to create a Quick Project by opening existing TXLF files. To set up a new project and prepare new TXLF files for translation, refer to <u>Create a Project</u>.

To open a TXLF file:

- 1. Choose one of the following actions:
 - Select the **Project List** icon **T** on the **Sidebar** to open the **Project List** view. Select **Open TXLF**, then browse to select a file.

Projects	8										? ^
	.	F	F	.	E	E _	B				
Open	Create	Open	Close	Add	Modify	Remove	Recalculate	Import	Export	Import SDL	Export SDL
TXLF	Project	Project	Project	Project	Project	Project	Progress	Package	Package	Package	Package

- Drag-and-drop one or more TXLF files to the project list.
- 2. If you used drag-and-drop, determine if you want to remember your choice on the **Quick Open TXLF** dialog, then choose one of three possible actions.

Quick Open TXLF	×
How would you like to open your TXLF files? Note: Quick Projects will not remain in the project	ct list once closed.
Remember this choice	
Open in New Project Open	en in Quick Project Cancel

- a) (Optional) Select Remember this choice to use your selected option each time you choose the Quick
 Open TXLF action without displaying the dialog again. Use General Preferences > General to show this dialog again, after you choose to Remember this choice.
- b) Select **Open in New Project** to use the standard **Project Creation** dialog.
- c) Select **Open in Quick Project** to open the TXLF file in **TXLF Editor** as a temporary Quick Project.
- d) Select Cancel to disregard the TXLF file open action and close the dialog.
- 3. If you chose to open the Quick Project, make your edits in the **TXLF Editor**, then save your changes and select **Close**.
- 4. Select Save Project to retain the project in the project list.
- 5. In the Save Project dialog, modify the project details.

Save Project		×
	s dialog to change the project name and set the loca will be saved.	ation where the
Project Name:" Save Project To:"	Quick Project C:\Users\Documents\WFP\Resources	Browse
	Save	Cancel

Required fields are marked with a red asterisk.

- a) Enter the Project Name.
- b) Browse and select the file location in the Save Project To field.
- c) Select Save.

Create a Project

In Wordfast Pro, every translation begins with a project. Projects act as repositories for all related content, along with associated translation memories (TMs) and glossaries.



You must create a project before you begin translation, unless you use the **Open TXLF** action.



A project also requires file format filters to convert the source content into segments prior to beginning the translation process.

To create a project:

1. Click the **Project List** icon **T** on the **Sidebar** to open the **Project List** view.

2. Click Create Project.

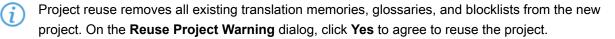
Project	ts										? ^
	•	F	E	.	E	E _	E **				S
Open	Create	Open	Close	Add	Modify	Remove	Recalculate	Import	Export	Import SDL	Export SDL
TXLF	Project	Project	Project	Project	Project	Project	Progress	Package	Package	Package	Package

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

Required fields are marked with a red asterisk.

Project Creation														×
Project Name:*	Project Name:" Wordfast6								Ref	erence Files	в			
Reuse Project:	None					Ŧ		Add File	Ē	Add Folde	er 🌱	Create Filter	Rem	ove Files
Save Project To:*	C:\Users\raf\WordfastPro\projects Browse					Nam	ie			Туре		Path		
Source Language:*	English (United	d States)				Ŧ								
Target Language(s):*	Spanish (Me	xico) ×				×								
Translation Memory	Glossary	Blocki	st											
Create 😽	Add 🝷 😽	Import	* •	Aodify	F	Remove								
Name	Priority	R	ead O	Туре	Path	ı								
								tions						
								,		t on docume	ents			
								Pre-transla	te TXLF	files				
								Use primar	y MT or		egments			
												Cr	eate Project	Cancel

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



- 5. Enter the Save Project To location or click Browse... to select the location for your project.
- 6. Select Source Language 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.

7. On the Editor pane, click the Translation Memory tab, if it is not already active.

Translation Memory	Glossary	Bloc	klist		
Secrete Sec. A	.dd 👻 😽	Impo	rt 💱 I	Vlodify	Remove
Name	Priority		Read	Туре	Path

- 8. (Optional) Click Create to add a new local TM for your project.
 - a) On the Create TM dialog, enter a unique name for the TM.
 - b) Select a target language to create a language pair, then select the location for the TM on your local disk.
 - c) Select either primary or secondary priority from the drop-down list to determine the TM you leverage first.



You can select only one TM as the primary. The primary status dictates that the content of that TM overrides any content in secondary TMs.

- d) (Optional) To prevent any edits to the TM, select Read-only.
- e) Click OK.

9. (Optional) To add an existing TM to your project, click **Add**, then select a local, remote, or a project-specific TM from the drop-down menu.



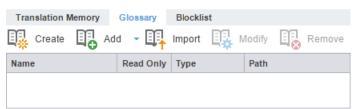
To use a free online tool for work and production that integrates with Wordfast Pro, use Wordfast Anywhere (WFA) as your remote, unlimited, and private TM.

- a) Add Local Select a location on your local disk.
- b) Add Remote Enter the TM Server, WF Server, or WFA Server details on the Connect to Remote TM dialog. Refer to <u>Connect to a Remote TM</u>.
- c) Add Project TMs Enter the details on the Add Project TMs dialog by selecting the project.

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The source language, target languages, and list of TMs auto-populate, based on the project you select. Remove the target languages or TMs that you do not want to import from the target languages and list of TM fields.

- 10. (Optional) To import an existing TM to your project, click Import.
 - a) On the Import Translation Memory dialog, select the import File Type: TMX or WF TXT TM format from the File Type drop-down list.
 - b) Click Browse to locate and select the project file that contains the TM that you want to import.
 - c) Select either the Create a new TM or Import into existing TM option. Refer to Import a Local TM.
 - d) If the TU already exists, select an overwrite option from the drop-down list.
 - e) Select Delete all TUs from existing TM if you want the import to overwrite and create a clean TM.
 - f) Click OK.
- 11. (Optional) To edit an existing TM in your project, click Modify.
 - a) On the Modify Local Translation Memory dialog, modify the name of the TM or its priority.
 - b) Select whether you want to protect the TM as read-only.
- 12. (Optional) On the Editor pane, click the Glossary tab.



- 13. (Optional) Click Create to add a new local glossary for your project.
 - a) On the Create Glossary dialog, enter a unique name for the glossary.
 - b) Select a target language from the drop-down list, then select the location for the glossary on your local disk.
 - c) If you want to prevent any edits to the glossary, select Read-only.
 - d) Click OK.
- 14. (Optional) To add an existing glossary to your project, click **Add**, then select a local, remote, or a projectspecific glossary from the drop-down list.
 - a) Add Local Select a location on your local disk.
 - b) Add Remote Enter the TMGR Server, WF Server, or WFA Server details on the Connect to Remote Glossary dialog. Refer to <u>Connect to a Remote Glossary</u>.

- c) Add Project Glossary Enter the details on the Add Project Glossary dialog by selecting the project.
- 15. (Optional) To import an existing glossary to your project, click Import.
 - a) On the **Import Glossary** dialog, select the import **File Type** from the drop-down list: TBX or Tab delimited.
 - b) Click Browse to locate and select the project file that contains the glossaries that you want to import.
 - c) To configure a glossary creation option, select either **Create a new glossary** or **Import into existing glossary**. Refer to <u>Import a Local Glossary</u>.
 - d) Select an overwrite option for preexisting terms.
 - e) Select **Delete all terms from existing glossary** if you want to ensure the import overwrites a clean glossary.
 - f) Click **OK**.
- 16. (Optional) On the Editor pane, click the Blocklist tab.

Translation Memory	Glossary	Blocklist						
Create 🚳 Ac	ld 🝷 🕅	Import	🙀 Modify	Remove 💦				
Name	Read Only	Туре	Path					

- 17. (Optional) Click Create to create a new local blocklist for your project.
 - a) On the Create Blocklist dialog, enter a unique name for the blocklist.
 - b) Select a target language for the blocklist, then select the location for the blocklist on your local disk.
 - c) If you want to prevent any edits to the blocklist, select Read-only.
 - d) Click OK.
- 18. (Optional) To add an existing blocklist to your project, click **Add**, then select a local or remote blocklist from the drop-down list.
 - a) Add Local Select a location on your local disk.
 - b) Add Remote Enter the details on the Connect to Remote Blocklist dialog. Refer to Connect to a Remote Blocklist.
- 19. (Optional) To import an existing blocklist to your project, click Import.
 - a) On the Import Blocklist dialog, select the import File Type: TXT.
 - b) Click **Browse** to locate and select the project file that contains the blocklist that you want to import.
 - c) Select the blocklist creation option: Create a new blocklist or Import into existing blocklist. Refer to Import a Local Blocklist.
 - d) Select an overwrite option for preexisting terms.
 - e) Select **Delete all terms from existing Blocklist** if you want to ensure the import overwrites a clean blocklist.
 - f) Click **OK**.
- 20. On the Source Files tab, choose a method to add project source files.

Source Files	Reference Files			
Add File	Add Folde	er 🌱	Create Filter	Remove Files
Name		Туре		Path



You can drag-and-drop files from a folder to the **Files** panel.

To copy source files into the **Source File** folder within the Project folder on your computer, select **Copy Source or TXLF Files into Project Folder Structure** in your **General Preferences**.

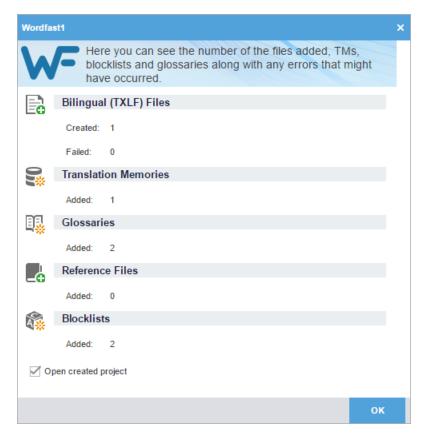
- a) (Optional) Add File Click to browse to the source file.
- b) (Optional) Add Folder Click to browse to the folder location for source files.
- c) (Optional) Create Filter Click to create a conversion filter the source files. You can create multiple filters.
- 21. (Optional) On the Reference Files tab, choose a method to add supporting documentation.

Source Files	Reference F	iles		
Add File	Add F	older	Ren	nove Files
Name		Туре		Path

- a) (Optional) Add File Click to browse to the source file.
- b) (Optional) Add Folder Click to browse to the folder location for source files.
- 22. (Optional) Select any additional Options.

Run analysis report on documents	Analyzes source files against TMs and generates a report. You can also view this report on the Reports tab, after opening the project.
Pre-translate TXLF files	Populates TM leveraged segments when TXLF files are open.
Use primary MT on no match segments	Leverages primary machine translation (MT) when there are no matches with the local and remote TMs. This option is only available if you selected Pre-translate TXLF files .

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



- 24. (Optional) On the Wordfast dialog, select Open created project.
- 25. Click OK.

The project is created.

Open a Project

Once you create a project, the next step is to open it. You cannot open files for translation without first opening the associated project.

To open a project:

- 1. In the Project List view, select a project name from the list.
- 2. Click Open Project or double-click the project name to open it.

Project	ls -										? ^
	.	I	F		E	E _	E **				S
Open	Create	Open	Close	Add	Modify	Remove	Recalculate	Import	Export	Import SDL	Export SDL
TXLF	Project	Project	Project	Project	Project	Project	Progress	Package	Package	Package	Package

The project opens in the **Current Project** view. A list of the project's language pairs and the associated translation files displays on the **Project Files** tab.

	Project	Files	Project TM	Projec	t Terminology	Reports	Reference	e Files					? ^	×
w-		Ē	Ð	8		F	E	.					è	_
	Add Files	Add Folders	Translate File	Chain Files	Open Source File	Close Project	Save Project	Modify Project	Bilingual Export	Analyze	e Transcheck Report	Segment C Repo	-	≡
	Files			Word	TXLF File Locatio	'n	Creation	Date	Last Save	d	Complete	8	î↓ ≡	
	E	EN -> DE												
		Samp	le-File	188	C:\Users\Public\V	/FP\Proje	2019/11/	13 10:	2019/11/13	3 10:	53%			
		Sampl	e-File_en	19	C:\Users\Public\V	/FP\Proje	2019/11/	13 10:	2019/11/13	3 10:	100%	D		
_		🗋 Adapti	veTrans	193	C:\Users\Public\V	/FP\Proje	2019/11/	13 10:	2019/11/13	3 10:	0%			
U	-	Samp	le2_5a	193	C:\Users\Public\V	/FP\Proje	2019/11/	13 10:	2019/11/13	3 10:	18%			
_		Sampl	e-File_en	7	C:\Users\Public\V	/FP\Proje	2019/11/	13 10:			57%			
	i	Samp	le4_5a	197	C:\Users\Public\W	/FP\Proje	2019/11/	13 10:			19%			
X														
症														
≪														
	$EN \rightarrow D$	DE									24	% Translated	ł	

Modify a Project

You can change the project name and target language using the Modify Project action.

To modify a project:

1. In the Project List view, select a project, then click Modify Project.

Project	ts										? ^
	*	F	F	.	.	E _	E ***				S
Open	Create	Open	Close	Add	Modify	Remove	Recalculate	Import	Export	Import SDL	Export SDL
TXLF	Project	Project	Project	Project	Project	Project	Progress	Package	Package	Package	Package

2. (Optional) On the Modify Project dialog, enter a different name in the Project Name field.

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

- 3. (Optional) In the Target Language(s) field, add a language by selecting one from the drop-down list. Deselect a language to remove it.
- 4. Click OK.

The modifications are active and the project list displays the changes.

Remove a Project

To remove a project:



You can add a project to the Project List again, even after you removed it. Wordfast Pro does not erase removed projects, so you can still retrieve them from the project folder on your computer using the **Add Project** action.



- 1. Click the **Project List** icon **Include** on the **Sidebar** to open the **Project List** view.
- 2. Select the project from the list, then click **Remove Project**.

Project	8										? ^
	.	F	F	E _	E	E _	B			SDL	
Open	Create	Open	Close	Add	Modify	Remove	Recalculate	Import	Export	Import SDL	Export SDL
TXLF	Project	Project	Project	Project	Project	Project	Progress	Package	Package	Package	Package

3. On the **Remove** dialog, click one of the action buttons.

Remove		×
Remove from the list only		
\bigcirc Remove from the list and move the following resources to Archive folder		
Please note that the following resources will be moved from their current folder into A folder	Archive	
Resources	#	
TXLF Files	2	
Reference Files	1	
4	•	
ок	Cancel	

Remove from the list only

Remove the project from the **Projects List** but retain project resources in the project folder on your computer.

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

Move the project TXLF, reference, and source files to the Archive sub-folder within the project folder on your computer.

4. Click OK.

The project is no longer in the Projects List.

Package Files

A package file contains all of the required information to work on a translation project. You can use a package file to share content and files among different Wordfast Pro (WFP) users. The package file can contain complete or incomplete projects.

A package file generally includes:

- Source files
- All target translatable files
- Instructions
- Background information
- Reference files
- Comments
- Connection to at least one Translation Memory (TM)
- · Connection to at least one glossary and blocklist

To access a package file from another user, import the file into WFP. Wordfast connects the imported files to translation memories and glossaries. It provides you access to all translatable files and additional resources, including TMs and glossaries, without any additional setup or configuration.

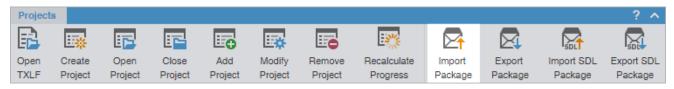
To share a completed project with other users, export it as a package file.

PACKAGE FILES Import Package Files

Package files allow different Wordfast Pro users to share files. When you import a package file, you automatically connect the files to translation memories and glossaries. You also gain access to all translatable files and additional resources. This eliminates the need for manually creating a project.

To import package files:

- 1. Click the Project List icon **T** on the Sidebar to open the Project List view.
- 2. Click Import Package.



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

Required fields are marked with a red asterisk.



Alternatively, you can drop a package file into the white space on the **Import Package** dialog to begin the import process.

Import Package				×
Import P Select option		GLP file to the project list		
Select a GLP file:*		C:\Users\raf\Documents\WORKING-Globallink\W]]	Browse
Source Language:		en-US		
Target Language(s)		de-DE		
Update an existing p	project			
Select project to up	date:*	Wordfast3	*	
 Only update the 	project's exis	sting TXLF files		
 Update the project 	ect's existing	TXLF files and add new files		
 Create a new project 	t			
Project Name:*	789_Batch	1_TS_Test GLP		
Location:*	Create pro	ject in projects folder	-	
Open project after ir	nporting			
			Import	Cancel

- 4. Choose one of the following:
 - Update a project by clicking Update an existing project and its options.
 - Create a new project by clicking **Create a new project** and its options. The project location drop-down gives three options. The selected option is remembered the next time a package is imported.
 - **Create project in projects folder** (Default): creates the project in the *projects* folder under the *WordfastPro* directory.
 - **Create project in same location as the package**: creates the project in the same location that the package has been saved to.
 - Enter the location to create the project: activates the Browse... button so that you can then choose a location.
- 5. (Optional) Select **Open project after importing** to open the project in the Current Project view when the import completes.
- 6. Click Import.

The package file is imported.

PACKAGE FILES Export Package Files

Use **Export Package** to share a complete project package with other Wordfast Pro users.

To export package files:

- 1. Click the **Project List** icon **T** on the **Sidebar** to open the **Project List** view.
- 2. Select a project from the list of projects , then click **Export Package**.

Project	8										? ^
	.	F	F	E	E	E _	E **				
Open	Create	Open	Close	Add	Modify	Remove	Recalculate	Import	Export	Import SDL	Export SDL
TXLF	Project	Project	Project	Project	Project	Project	Progress	Package	Package	Package	Package

3. On the Export Package dialog, select either Entire Project or Specific target languages and resources.

Export Package	×
Export Pac Select options	ckage to prepare a project export for distribution or archiving
Project Info	
Project Name:	Project 1
Project Location:	C:\Users\WordfastPro\projects\Project 1
Source Language:	English
Export	
 Entire Project 	
Specific target language	es and resources
Target Language:*	German (Germany) × ×
Resources to Include in Exp	ort
Source Files	Glossaries
Z TXLF Files	Translation Memories 🗹 Blacklists
Package Name	
Select Naming Convention:	Project Name
Custom Name:*	
Preview:	Project 1.glp
Select Location to Save	
C:\Users\Documents\Sourc	e\WFP Export Browse
	Export Cancel

Entire Project

Click to export all target languages and their associated resources.

Specific target languages and resources

- 1. Click to export specific target languages and associated resources.
- Click items from the drop-down list for further options to deselect specific Target Language and resources for exclusion from the export.

4. Choose an existing name from the **Select Naming Convention** drop-down list or enter a name of your choice in the **Custom Name** field.

 $ec{m u}$ The **Preview** field provides the name of the file as it will export below the **Package Name** fields.

5. Select a save location for the project package, then click **Export**.

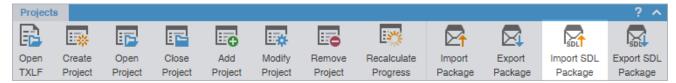
The exported project package is built and saved to the folder location.

PACKAGE FILES Import SDL Package Files

You can import an SDL package file for conversion of SDL source files to a compatible Wordfast Pro format. Imports include scores for source content, but do not include translation memories, glossaries, and reference files.

To import SDL package files:

- 1. Click the **Project List** icon **I** on the **Sidebar** to open the **Project List** view.
- 2. Click Import SDL Package or drop the SDL Package file into the application window.



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

If the SDL Package file contains unsupported target languages, a warning message notifies you. Click **OK**.

port Packag	e		
√ -		L Package to import a package file to the project list	
Select a pa Source	ackage:* e Language:	C:\Users\Desktop\Project 5.sdlppx en-US	Browse
Target Create a n	Language(s): ew project	it-IT,de-DE	
Projec	t Name:*	Project 5	
Locatio	on:*	C:\Users\Wordfast4\projects	Browse
Op	oen project afte	importing	
		Impo	ort Cance

- 4. Enter the new Project Name.
- 5. Browse to and select the save location for the new project.
- 6. (Optional) Select **Open project after importing** to automatically open the project in the **Current Project** view after import. If this option is not selected, the project displays in the **Project List** view.
- 7. Click Import.

The SDL Package file import completes.

PACKAGE FILES Export SDL Package Files

Use Export SDL Package to export an SDL package.

To export package files:

- 1. Click the **Project List** icon **T** on the **Sidebar** to open the **Project List** view.
- 2. Select a project from the list of projects, then click Export SDL Package.

Project	ts										? ^
	*	E	F	.	.	E _	E ***				SDL
Open	Create	Open	Close	Add	Modify	Remove	Recalculate	Import	Export	Import SDL	Export SDL
TXLF	Project	Project	Project	Project	Project	Project	Progress	Package	Package	Package	Package

3. On the **Export Package** dialog, select the location of the original package and the location for the exported package.

When exporting the SDL package, the **Select original package**: text box automatically selects the file path of the original imported package file location based on the previously used SDL package location. If the selected project was not imported from the SDL package then the **Select original package**: text box will be blank.

Export Package			×
Export SDL Pack Select options to export	cage SDL return package for projects containing SDL	XLIFF files	
Select original package:*	C:\Users\WordfastPro\projects\Project 1		Browse
Select return package location:*	C:\Users\Documents\Source\WFP Export		Browse
		Export	Cancel

The exported project package is built and saved to the folder location.

6. Manage Project Files

When you open a project, the view changes to the **Current Project** view. On the **Project Files** tab, the language pair of the project displays the list of translation files.

	Project	t Files	Project TM	Projec	t Terminology	Reports	Reference	e Files					? ^	×
w-		Ē	Ð	8		F	E	.				R.		_
	Add Files	Add Folders	Translate File	Chain Files	Open Source File	Close Project	Save Project	Modify Project	Bilingual Export	Analyze	e Transcheck Report	Segment Ch Report	-	≡
Π	Files			Word	TXLF File Locatio	n	Creation	Date	Last Save	d	Complete	⊗ 1	↓ ≡	
		EN -> DE												
		Samp	le-File	188	C:\Users\Public\W	/FP\Proje	2019/11/	13 10:	2019/11/13	: 10:	53%			
		Sample Sample	e-File_en	19	C:\Users\Public\W	/FP\Proje	2019/11/	13 10:	2019/11/13	: 10:	100%			
		Adapti	veTrans	193	C:\Users\Public\W	/FP\Proje	2019/11/	13 10:	2019/11/13	10:	0%			
\mathcal{L}			le2_Sa	193	C:\Users\Public\W	/FP\Proje	2019/11/	13 10:	2019/11/13	10:	18%			
			e-File_en	7	C:\Users\Public\W	/FP\Proje	2019/11/	13 10:			57%			
*	i	Samp	le4_5a	197	C:\Users\Public\W	/FP\Proje	2019/11/	13 10:			19%			
^														
벑														
«														
	$EN \rightarrow 0$	DE									24	% Translated		

Add Files

(i)

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

 If one or more of the source files have a different language code, you will receive a prompt to modify the project and add the new target language.

To add files to a project:

- 1. Click the Project List icon **T** on the Sidebar to open the Project List view.
- 2. Select a project from the project list, then click Open Project.
- 3. Click the Current Project icon on the Sidebar to open the Current Project view.
- 4. Click Add Files on the Project Files tab.

Projec	ct Files	Project TM	Project	Terminology	Reports	Reference Files				
	_ ⊕		8	R			.	Ħ		1
Add	Add	Translate	Chain	Open Source	Close	Save	Modify	Bilingual	Analyze	Transcheck
Files	Folders	File	Files	File	Project	Project	Project	Export		Report

- 5. Browse to and select one or more source files on the Open dialog.
- 6. Click Open.

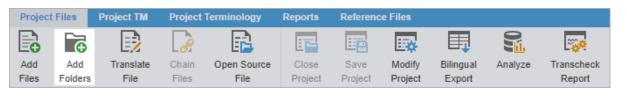
7. On the Files Report dialog, click OK.

Add a Folder

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. In the Current Project view, click Add Folders on the Project Files tab.



i

To activate the **Current Project** view, you must first open a project. Click the **Project List** icon on the Sidebar and select a project from the **Project List** view, then click the **Current Project** icon

- 2. Browse to the folder, select it, then click **Select Folder**. During the import process, you might be asked to define conversion filters for unknown file types.
- 3. View the statistics about the added files on the Files Report dialog, then click OK.

Open a Source File

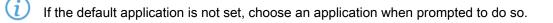
You can view a source file in its original format.

To open a source file:

1. In the Current Project view, select a file from the list, then click Open Source File.

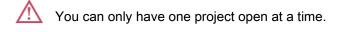


2. View the source file when its default application opens.

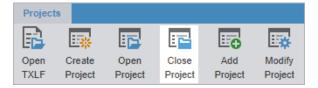


Close a Project

When you are finished working on a project, close it before you open another.



• In the Current Project view, click Close Project.



Conduct a Bilingual Export

Use **Bilingual Export** to export the TXLF file with highlighted glossary terms into a .DOC or .DOCX format. This allows you to edit and spell check the file using Microsoft Word, rather than the internal spell check. You can also complete a bilingual export or import outside the **Project List** view using **Quick Tools**.



Bilingual exports require you to set **Bilingual Export Options** in **Preferences > General Preferences**.

To conduct a bilingual export:

1. In the Current Project view, select a file, and click Bilingual Export on the Project Files tab.

Projec	t Files	Project TM	Project	Terminology	Reports	Referenc	e Files			
	₽		8	R			E			
Add Files	Add Folders	Translate File	Chain Files	Open Source File	Close Project	Save Project	Modify Project	Bilingual Export	Analyze	Transcheck Report



You cannot select files that are already open for bilingual export in TXLF Editor view.

2. Select the destination folder for the exported documents, then click Select Folder.

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

Log session start	og session start time Thu Sep 23 09:40:56 MDT 2021								
Number of TXLF	Files exported successfully: 1 Files exported with warnings 0 File exports failed: 0								
Level	essage								
INFO	ToReviewMultiTxlf v1.17.0								
INFO	Bilingual Review Export								
INFO	Processing C:\Users\Downloads\315_Batch1_TR_demQRG-En-FrCa_fr-CA-Training_Excel-fr-CA#TR_XE#.xlsx.txlf								
INFO	145 tus written.								

3. (Optional) Open the bilingual export report and review the results.

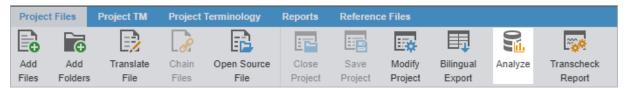
2 TSO Essentials Rudiments de TSO 100% 3 Quick Reference Guide for TransStudio Guide de référence rapide pour TransStudio Online 5 97% 4 Introduction Introduction 100% 5 This document provides users with essential tasks associated with TransStudio Online (TSO) and assumes you are already familiar with the interface and basic software functions. Ce document présente aux utilisateurs les tâches essentielles associées à TransStudio Online (TSO) et suppose que vous comaissez déjà l'interface et les fonctions de base du logiciel. 100% 6 Use the online help for more details. Utilisez l'aide en ligne pour obtenir plus de détails. 100% 7 Claim a Submission Demander une soumission 100%)	Source (en)	Target (fr-ca)	Score			
Quick Reference Guide for TransStudio Guide de référence rapide pour TransStudio Online 5 97% Introduction Introduction 100% This document provides users with essential tasks associated with TransStudio Online (TSO) and assumes you are already familiar with the interface and basic software functions. Ce document présente aux utilisateurs les tâches essentielles associées à TransStudio Online (TSO) et suppose que vous connaissez déjà l'interface et les fonctions de base du logiciel. 100% Use the online help for more details. Utilisez l'aide en ligne pour obtenir plus de détails. 100% Claim a Submission Demander une soumission 100%		Sheet1		-			
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This document provides users with essential tasks associated with TransStudio Online (TSO) and assumes you are already familiar with the interface and basic software functions. Ce document présente aux utilisateurs les tâches essentielles associées à TransStudio Online (TSO) et suppose que vous connaissez déjà l'interface et les fonctions de base du logiciel. 100% Use the online help for more details. Utilisez l'aide en ligne pour obtenir plus de détails. 100% Claim a Submission Demander une soumission 100%	ŀ	Introduction	Introduction	100%		OFRT:Glo	
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Osse me onme neip for more details. Ourse2 raide en ingue pour obteni plus de détails. Claim a Submission Demander une soumission 100%		essential tasks associated with TransStudio Online (TSO) and assumes you are already familiar with the interface and basic software functions.	tâches essentielles associées à TransStudio Online (TSO) et suppose que vous connaissez déjà l'interface et les fonctions			OFRT:GIO From: Glossary Source: submission Target: soumission Glossary: TMGR	
Claim a Submission Demander une soumission 100%		Use the online help for more details.		100%	\backslash	OFRT:Glo	
Before you can access and work on your Ayant de nouvoir accéder à yos fichiers et 100%		Claim a Submission	Demander une soumission	100%		OFRT:GIo	
	ŀ	Before you can access and work on your	Avant de pouvoir accéder à vos fichiers et	100%		OFRT:GIo	
ines, you must log in to ribject les traiter, yous devez yous connecter a						OFRT:GIo	
Director (PD) and use the PD Project Director (PD) et utiliser le tableau dashboardl. de bordl de PD. de bordl de PD.						OFRT:GIo	

Analyze Project Files

Project analysis compares source files to a connected translation memory (TM) to leverage reusable content. Use the **Analyze** action to assess files prior to translation or to pretranslate files.

To analyze project files:

1. In the Current Project view, click Analyze on the Project Files tab.



2. On the **Project Analyze** dialog, select the language pairs and files for analysis.



Verify that the TXLF file you want to analyze is not open in TXLF Editor. You cannot analyze an open file.

Project Analyze		×							
Project Files (1)		Analysis Options							
Project Languages/Files	Word Count	Pretranslate 100 🜲 % matches and Copy all tags on segments when t 💌							
EN -> DE DE		Use primary MT on no match segments							
AdaptiveTranscheck.docx.txlf	532	Calculate analysis report percentage by:* Words ~							
		Calculate internal fuzzy matches 75 🐥 % matches							
		Include internal fuzzy matches with TM matches							
		Lock segments with 100% matches from being edited							
		Do not allow segments to be merged							
		Do not allow sources to be edited							
		Ignore translated segments in from report							
		Ignore translated exact segments from report							
		Report Settings							
		Show only analysis report summary							
		C Export Report							
		Report Name:" Adapt_Project_EN-DE analysis report							
		Report Type:							
		Report Location:* Browse							
		Translation Memory (2)							
		TM Name Location							
		✓ = EN -> DE DE							
		German_DE C:\Users\Documents\So							
		AdantiveTranscheck-G C+\Users\Documents\So							
		Analyze Cancel							

3. Select options below the Analysis Options heading.

Option	Action					
Pretranslate	Select to create translated TXLF files, based on Pretranslate options.					
	Note: Selecting Pretranslate is an optional step. The percentage defines the minimum leverage required to pre-translate a specific segment.					
	 % matches—Select the percentage of matches to pre-translate from the list. 					
	 Select one of the following actions from the drop-down list: 					
	 Copy all tags on segments when there is no TM match 					
	 Copy segment source to target when there is no TM match Do nothing 					
	• Select Use primary MT on no match segments to leverage machine translation (MT) matches for all segments that do not have a TM match. If you have TM matches, but do not select the TM before you click Analyze , the MT overwrites all target segments.					
Calculate analysis report percentage by	Select an option from the drop-down menu to set the calculation percentage by either words or segments.					
Calculate internal fuzzy matches	Select to set the calculation percentage for internal partial matches, then optionally select Include internal fuzzy matches with TM matches .					
Lock segments with 100% matches from being edited	Select to prevent the edit of 100% matches and the overwrite of the TM with those edits.					

Option	Action
Do not allow segments to be merged	Select to prevent the merging of translation units (TUs) during analysis.
Do not allow sources to be edited	Select to prevent an overwrite of the source segment with new edits.
Ignore translated segments from report	Do not consider target segments identified in the Analysis report.
Ignore translated exact segments from report	Do not consider exact match target segments identified in the Analysis report.

- 4. Select the format for the output report below the **Report Settings** heading.
 - a) (Optional) Click Show only analysis report summary.
 - b) (Optional) Click Export Report, then complete the required fields and select a location.
- 5. Select a TM below the Translation Memory heading.
- 6. Click Analyze.
- 7. On the Report File dialog, view the project files analysis.
- 8. Click **OK**.

Run a Transcheck Report

Use a Transcheck Report to verify target segments and identify a variety of common errors within segments in the translated files.



If you have specific terms you want Transcheck to ignore, you can mark those segments for exclusion in the Transcheck Report using the Transcheck All action. This reduces false positives during Transcheck error detection.

To run a Transcheck Report:

1. In the Current Project view, click Transcheck Report on the Project Files tab.

Projec	t Files	Project TM	Project	Terminology	Reports	Referenc	e Files			
	ē		8				E	Ħ	0) j	
Add Files	Add Folders	Translate File	Chain Files	Open Source File	Close Project	Save Project	Modify Project	Bilingual Export	Analyze	Transcheck Report

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

Project Transcheck	×
Project Files (1)	Transcheck Tests
Project Languages/Files Word Count	Configure desired check in <u>Preferences > Transcheck</u>
EN -> DE DE	Report Settings
Transcheck.docx.txlf 532	Report Name:* Adapt_Project_EN-DE_Transch
	Report Location:* C:\Users\Documents\Source Browse
	Glossary (1) Blocklist (1)
	Glossary Location
	EN -> DE DE
	de-DE-TechDoc C:\Users\Documents
	Run Transcheck Cancel

- To select the Transcheck Tests you want to conduct, click the underlined Preferences > Transcheck path name in Transcheck Tests. This link opens the Preferences dialog where you can configure the preferred settings for each Transcheck.
 - Consistency checks are accessible through the **Project Transcheck** dialog. Or click the **Preferences**

icon **The** on the Sidebar, then click **Transcheck** under **Current Project Preferences**.

- 1. **Source Consistency** Use to search for segments with the same target translation, but with different source segments.
- 2. **Target Consistency** Use to search for segments with same source segments, but with different target translations.

Select the appropriate check boxes to ignore differences such as case, numbers, tags, and white space for source and target file consistency checks. Click **OK** to return to the **Project Transcheck dialog.**

- 4. Enter the **Report Name** and browse to select the **Report Location** folder, or accept the default settings.
- (Optional) If you want to enable the Glossary or Blocklist checks, select the location of the Glossary or Blocklist from the list on each tab.
- 6. Click Run Transcheck.



File Name	Errors in file (visible highlights)
PD_en-de.docx.txlf	0
Ignored Terminology Errors X Error Action Condition	Instances
Highlight: Exact Match Fuzzy Match Exact (No Match)	☑ Fuzzy (No Match)
Toggle Global Search Filters Global search filter is OFF	

Project TransCheck Report - Wordfast1 - English - German Report Summary (1 file)

Report Summary (1 file) TransCheck ran successfully on 1 file and found 39 errors. Target Consistency Check ran successfully with 0 errors. Source Consistency Check ran successfully with 0 errors.

File Name	Total Number of Errors
PD_en-de.docx.txlf	39
PD_en-de.docx.txlf	

✓TransCheck	39 Errors
Empty Target Check	0
Edited Source Check	0
Capitalization Check	0
Unedited Fuzzy Check	11
Edited Exact Check	3
Spelling Check	16
Tag Check	5
Whitespace Check	4
Repeated Words Check	0

Seg	Block	Source	Target	Score	Comment
6	1-6-1	ACCESS REAL-TIME DATA	ZUGRIFF AUF	75%	Target contains a

Generate a Segment Changes Report

A Segment Changes Report provides you with the history of changes to a segment. You can run a Segment Changes Report on one or more project files.

Г

G

To generate a segment changes report:

1. In the **Current Project** view, select one or more project files from the list on the **Project Files** tab, then click **Segment Changes Report**.

Projec	t Files	Project TM	Project	Terminology	Reports	Referenc	e Files			
	Ē		8				.		1	
Add Files	Add Folders	Translate File	Chain Files	Open Source File	Close Project	Save Project	Modify Project	Analyze	Transcheck Report	Segment Changes Report

If Hide Segment History was enabled in PD for the project file, then the **Segment Changes Report** button will be disabled.

2. On the Segment Changes Report dialog, select the languages or files to include in the report.

Segment Changes Report			×
Project Files (1)		Report Settings	
	Word Count 29	Show Columns: Notes Comments Ratings Post Edit Distance Segment State Enable Diff Highlight Include 'State' only change segments in re Show all segments (includes unmodified) Show latest changes in each phase Open report after export Filter Phase-name(s): Filter Phases before selected phase-	sport v
		Report Location:*	Browse
			Export Cancel

3. Select options from the Report Settings panel.

Option	Action
Show Columns	Select the columns you want displayed by clicking the appropriate check boxes. Comments, ratings, and notes each have their own column. Blank columns indicate the feature you selected is not available or there is no data related to that option for the segment.
	 Notes, Comments, and Ratings—Translators and reviewers each have their own notes column. Only reviewers can add comments and ratings. Post Edit Distance—Compares new target content to prior target content and determines how different they are, down to character additions and deletions. Segment State—Displays the current and previous states of the segment across linguistic and review phases.
Enable Diff Highlight	Select to compare differences between new target content to prior target content. Red strike-through highlights indicate deletions and green highlights indicate new content.
Include 'State' only change segments in report	Select to show segments that have state only modifications in the Target Revisions table.
Show all segments (includes unmodified)	Select to download all segments in the Segment Changes Report, regardless of any change to the target segment.
Show latest changes in each phase	Select to include the latest content from a specific workflow phase, regardless of total number of revisions for that phase.
Filter Phase-name(s)	Filter content in the report by a specific workflow phase by selecting that phase from the drop-down list. You will need to select this option or the next one prior to export.
Filter Process-name(s)	Filter content in the report by a specific process, such as No Review or Review from the drop-down list. This option can be inclusive, so you can select several processes. You will need to select this option or the one previous prior to export.
Include all phases before selected phase- name(s)	(Optional) Select this option to include all phases prior to the selected phase name.
Custom Report Name	(Optional) Enter a unique name for the report if it requires customization.
Report Location	Browse and select the file location for saving the segment changes report.

4. Click Export.

5. On the Segment Changes Summary dialog, verify the names of the files you chose to include, then click OK.

Segment Changes S	ummary		×
Filename	Segments	Source segments ch	Target segments ch
Wordfast1_Tran	26	0	0
PD_en-de.docx	32	0	4
PD_en-de.docx	32	0	6
			ОК

6. Open the Segment Changes Report in a new browser window, then close the browser window when you are done.

Segment Changes Report

Phase	Weighted Edit Distance ¹	мт		Total		Total Segments Modified		Estimated
	weighted Eait Distance	Words ²	Segments	Words	Segments	Modified %	Segments	Time ³
FE-1	0.00%	669	57	742	73	0.00%	0	00:00:00
Proof-1	1.99%	669	57	742	73	15.07%	11	00:07:57
PostEdit-1	20.21%	642	53	742	73	72.60%	53	00:06:37

¹Weighted Edit Distance = Average PED (Post Edit Distance) of all MT segments

² AT word count = All MT Segments including modified and un-modified ³Only includes time actively spent on modifying segments. (Note: does not include time spent in open segments which are not modified) Time spent reading segments if the segment was not opened in the Editor is not included. Time spent researching concepts or topics is not included, this is known and taken into account.

File Summary

	МТ	Tot	tal	Total Segmer	Estimated		
File	Words ²	Segments	Words	Segments	Modified %	Segments	Time ³
□ Quality Month Mailer v4 Bilingual- MS Word_TXLF-es- US#PR_BHMXVS#.docx.txlf	669	57	742	73	78.08%	57	00:14:34

Phase	Weighted Edit Distance ¹	м	т	Tot	al	Total Segme	Estimated	
FildSe	weighted Eult Distance	Words ²	Segments	Words	Segments	Modified %	Segments	Time ³
FE-1	0.00%	669	57	742	73	0.00%	0	00:00:00
Proof-1	1.99%	669	57	742	73	15.07%	11	00:07:57
PostEdit-1	20.21%	642	53	742	73	72.60%	53	00:06:37

ID	Source		Target	Score	Reviewer Comments	Ratings	Translator Notes	Edit Distance	State
1	Sample Document (Sed	reviewer (Review-1) Sun Feb 06 2022 12:16:07 GMT-0700	Sample Document	-				4	signed-off
		translator (Translation-1) Sat Feb 05 2022 13:24:31 GMT-0700	Sample-Document	•				50	translated
		leverager (unknown) Fri Feb 04 2022 14:34:04 GMT-0700		-				-	needs- translation
2	Headings	reviewer2 (Review- 1) Sun Feb 06 2022 14:36:37 GMT-0700	Headings (1993)					2	signed-off
		reviewer (Review-1) Sat Feb 05 2022 14:36:37 GMT-0700	Headings (1995)	-				•	reviewed
			BBB Headings (BBB	-	garam (Review-2) Fri Feb 04 2022 16:09:39 GMT- 0700 comments, new comments			-	-
			Bas Headings (Bas	-	reviewer (Review- 1) Fri Feb 04 2022 15:08:16 GMT- 0700 comments			-	-
		translator (Translation-1) Fri Feb 04 2022 14:36:37 GMT-0700	Headings					25	translated
		leverager (unknown) Fri Feb 04 2022 14:34:04 GMT-0700		•				•	needs- translation

12 12 Go to Report Summary

Generate an Export Notes Report

The Notes Report contains all notes added to the bilingual project files. It can be exported to HTML or MS Word.

To generate an Export Notes Report:

1. In the Current Project view, click Export Notes Report on the Project Files tab.

Projec	t Files	Project TM	Project Terminology		Project TM Project Tern		Reports	Reference Files		
	Ē		8					-		
Add Files	Add Folders	Translate File	Chain Files	Open Source File	Analyze	Transcheck Report	Segment Changes Report	Export Notes Report		

2. On the Export Notes Report dialog, select one or more project language files.

Ехро	rt Notes Report				×
Pro	oject Files (4)		Report Settings		
\checkmark	Project Languages/Files	Word Count	Export notes as:		
\bowtie			Word		
	PD_en-de.docx.txlf	175	 Html 		
	📄 PD_en-de3.docx.txlf	214	Report Location:*	C:\Users\Desktop\WF_Test_reports	Browse
	📄 PD_en-de31.docx.txlf	214			
	PD_en-de2.docx1.txlf_de_notes.doc.txlf	10			
				Export	Cancel

- 3. Browse and select the Report Location destination, then click Export.
- 4. On the Export Notes Summary dialog, click OK.

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

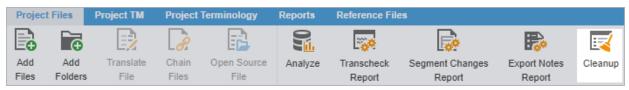
The notes report saves to the specified location.

Clean Up a Project

After you have translated project files, you can clean them and update the translation memory (TM). The **Clean Up** action converts the bilingual TXLF files into translated target files with the file format of the source.

To clean up the project and update the TM:

1. In the Current Project view, click Cleanup on the Project Files tab.



2. On the **Project Cleanup** dialog, select a language or languages.

Project Cleanup				×					
Project Clean Up Select the options that you wo	ould like to use to writ	te translated segmer	nts to TM and create	translated files					
Select languages to cleanup All Language Pairs			Add language suffix to the translated file name						
Select TM(s) to Update									
Symbolic Name	Туре	Source	Target	Path					
German_DE	local	en-US	de-DE	C:\Users\lzielsdorf\Documents\So					
AdaptiveTranscheck-German	local	en	de-DE	C:\Users\lzielsdorf\Documents\So					
				Clean Up Cancel					

All Language Pairs Click to clean up all language pairs for the project.

Specific Language Pairs Click to clean up only the language pairs you specify from the drop-down list.

Single Language Pair Click to clean up only one language pair you select from the drop-down list.

- 3. Specify the location for the translated files from the drop-down list.
- 4. (Optional) Select Create subfolders by language.
- 5. (Optional) Select Add language suffix to the translated file name.
- 6. Select TM Overwrite Options from the drop-down list.
- 7. (Optional) Enable Add attribute, then enter that attribute in the attribute field.
- 8. (Optional) Enable Add file name as attribute to add the file name to the file attributes.
- (Optional) Enable Overwrite private TUs (WFServer TM only) if you are connected to a Wordfast Server TM and want to overwrite the private translation units (TU).
- 10. Select the **TM(s) to Update** from the table.

11. Click Clean Up.

All the options selected for the Project Cleanup dialog settings are remembered for the current project and will not apply to other existing projects or new projects.

12. On the Info dialog, click OK.

When the cleaned files are saved at the designated location, a message displays indicating that the cleanup finished successfully.

Remove a File

Use these steps to remove one or more files from a project.



You can add a removed file back into a current project. Retrieve removed files from the project folder on your computer using the **Add Files** action.

To remove a file from a project:

1. In the Current Project view, select one or more files, then click Remove File(s) on the Project Files tab.

Projec	t Files	Project TM	Project	Terminology Rep	orts Referen	ce Files				
	Ē		8			I	E <u>**</u> *			
Add	Add	Translate	Chain	Segment Changes	Export Notes	Cleanup	Recalculate	Import	Export	Remove
Files	Folders	File	Files	Report	Report		Progress	Package	Package	File(s)

2. On the **Remove** dialog, choose a removal option.

Remove	×
Remove from the list only Remove from the list and move the following resources to Archive folder	# 3 7
Please note that the following resources will be moved from their current folder into Archive folder	þ.
Resources #	#
TXLF Files 3	
Source Files 7	
•	•
OK Cano	el

Remove from the list only

Click to remove the selected files from the file list without moving them to an Archive folder.

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

Click to remove the selected files from the file list and to move them into a local Archive folder. When this option is selected, a warning displays to alert you that this option physically moves the files from their current project folder into an Archive folder.

3. Click **OK**.

The files are removed from the current project.

7. Manage Submission Files

Once you have a project set up in Wordfast Pro, you are ready to work with the files. Access the project files from the **Current Project** view. When you open a TXLF file, the view switches to the **TXLF Editor** view. In the **TXLF Editor** view, you can translate, review, temporarily combine files by chaining them together, and work with translation memories and terminology lists.

Save a File

As you work on a file, frequently save your changes to a local folder.

To save a file:

1. Click the **File** tab, if you are not already on it, and then click the **Save File as Translated**, **Save** or **Save As** button.



Save File As Translated	Select to save the translated file to a local folder.
Save	Select to save the .TXLF file to a local folder with the existing filename.
Save As	Select to save the .TXLF file to a local folder under a different name.

A progress bar is displayed. After successful completion, the file is updated in a local folder.

2. (Optional) Continue with your translation or review. When you have finished, it is time to complete the file.

Chain Files

To combine multiple files and view them as a single file, use **Chain Files**. For example, if you are translating or reviewing ten files with ten segments each, you can temporarily chain them into a single file of 100 segments. Chaining files is particularly useful when working with duplicate or similar content among files.



You cannot export or save chained files as a single TXLF file.



You can open and work on a single chained file or multiple sets of chained files in the **TXLF Editor** view. Each chained file displays on its own tab.

To chain files:

G

1. In the Current Project view, on the **Project Files** tab, select a set of files, then click **Chain Files**.

i Use Shift+Click to select sequential files or Ctrl+Click to select individual files.

Project	t Files	Project TM	Project	Terminology	Reports	Refere	ence File	88								^ :	×
B	Ĩ.		8	B	F	E	E	¢	Ħ		[م ه	E.	è		:	=
Add Files	Add Folders	Translate File	Chain Files	Open Source File	Close Project	Save Projec		odify oject	Bilingual Export	Analyze		eport	Segment C Repo	~		:	=
Files							Wo	TXLF	File Locatio	Cre	Las	Comple	ete	۲	$\uparrow\downarrow$	≡	
- 1	EN -> DE																
	Sample-File_en-de-Captive_Word-Docs-de#HN#.docx.txlf							C:\U	sers\Publi	20	20		69%				
	Sample	2_Sample-File	_en-de.doc	x.bdf			193	C:\U	sers\Publi	20	20		6%				
	Sample	4_Sample-File	_en-de.doc	x.bdf			197	C:\U	sers\Publi	20	20		15%				
	Sample	-File_en-de-Ca	ptive_Wor	d-Docs-de#HN#1	.docx-004.tx	lf	19	C:\U	sers\Publi	20	20		100%				
	📄 Adaptiv	eTranscheck1_	_de-DE_se	gment_changes.h	tml.txlf		22	C:\U	sers\Publi	20	20		0%				
	Sample	-File_en-de-Ca	ptive_Wor	d-Docs-de#HN#1	.docx-002.tx	lf	7	C:\U	sers\Publi	20			57%				
	Sample	-File_en-de-Ca	ptive_Wor	d-Docs-de#HN#.	docx.txlf.doc	c.txlf	695	C:\U	sers\Publi	20			0%				
	Sample	-File en-de-Ca	ntive Wor	d-Docs-de#HN#3	.docx1.txlf		188	C:\U	sers\Publi	20		-	3%				

The chained file opens in the **TXLF Editor**.

To determine the related file name for a segment, hover over the segment ID.

Chai	ned Files 1 ×			ø
K So	ource or Target Match Case Regex Enter text to filter	Filter:	Select sr 👻	Q)
ID	English (United States) -> French (Canada)	Score	Status	
1	English ()		ଚ	Image: A state of the state
2	TSO Essentials Rudiments de TSO		Ð	1
3	Quick Reference Guide for TransStudio Online Bilingual_TSO_QRG_Adapted_FRCA-EnColumnOnly.docx Studio Online		ච	~
4	Introduction		Ð	1
	This document provides users with essential tasks		Ð	•

2. Click a segment to make it the active segment.

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

Chai	ned-Sample2_Sample-File_en-de.docx.txlf ×					0
< s	ource or Target Match Case Regex Enter text to filter segme Filter: Select special filter(s)	-	Q	øх	Sor	>
ID	English -> German	Score		Status		
1	TRANSLATION MANAGEMENT.				1	Î
0	MADE SIMPLE.					
2					~	
3	STREAMLINE PROJECT MANAGEMENT					
5					~	
	INTEGRATE WITH ANY SYSTEM					
4					1	
-	WORK WITH MULTIPLE VENDORS					
5					1	
0	ACCESS REAL-TIME DATA					
6					~	+
_					-	1

3. From the File tab, click Save.

If you need to review the files again, the chained files will open in the same order you saved them.

The segments are saved in the chained file and restored to their original files without the chained format. The progress for each individual file will show on the Progress tab.

Translate a File

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

To translate a file:

i

1. On the Project Files tab, select a file, then click Translate File or double-click the file name to open it.

Project Files		Project TM	Project	Project Terminology		Reference	e Files	? ? ?	
	⊡		8			E	E	Ħ	
Add Files	Add Folders	Translate File	Chain Files	Open Source File	Close Project	Save Project	Modify Project	Bilingual Export	

2. Select a target segment and enter the translation. If you have a translation memory (TM) added to the project, you can leverage translations from it.

*QR	*QRG-En-FrCa.xisx ×											
< So	ource or Target 🔹 📃 Match C	ase Regex Enter text to filter 💌	Filter: S	elect sr 👻	Q	Σ						
ID	English (United States)	French (Canada)	Score	Status								
3	TransStudio Online	, pour TransStudio Online 5	97%		1	^						
4	Introduction	Introduction	100%		~							
5	This document provides users with essential tasks associated with TransStudio Online (TSO) and assumes you are already familiar with the interface and basic software functions.	Ce document présente aux utilisateurs les tâches essentielles associées à TransStudio Online (TSO) et suppose que vous connaissez déjà l'interface et les fonctions de base du logiciel.			~	~						

 Once you are satisfied with the translation, click Next Segment or Alt + Down Arrow. This action updates the TM and moves to the next target segment. The segment state changes to Translated. Segments that are changed to Translated are calculated on the Progress Bar at the bottom of the window.

```
Segments: 24/33 | Segment (Src/Tgt/Max): 11/28/- | Paragraph (Src/Tgt/Max): 29/28/- 69% Translated (57 words left)
```

Translate Segments

When you convert a file to a translatable format, all complete sentences become separate segments, often divided by formatting or punctuation. Segments may be sentences, words, or numbers, depending on the formatting of the source file. After you save the segment translations, the application commits the segment translations to the translation memory (TM). Leveraging the TM automatically and consistently reduces the time and expense of future translations by translating reoccurring words and phrases.

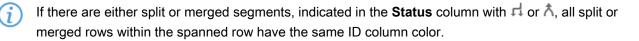


To facilitate rapid use of language-specific quotation marks, punctuation, and white space, select **Enable Smart Quotes** in **Preferences > General Preferences > Segment**.

You can choose from two layout views for your TXLF Editor workspace.

- Table view This layout view displays the source segment to the left and the target segment to the right.
- Stacked view This layout view displays the source segment row directly above the target segment in a spanned row.

You can select either layout view by clicking the drop-down list for the **Switch Editor Layout** action on the **File** tab.



ID	English (United States) -> French (Canada)	Score	Status		
2	TSO Essentials Tag1 Quick Reference Guide for TransStudio Online		∕₹⊓	~	•
	Rudiments de TSO Tag1Guide de référence rapide pour TransStudio Online				
3	Introduction	MT		~	
	This document provides users with essential tasks associated with TransStudio Online (TSO)		ų		
	Ce document présente aux utilisateurs les tâches				-

TRANSLATE SEGMENTS

Translate All Segments

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

To translate a project file using Translate All:

- 1. In TXLF Editor view, click in a segment.
- 2. On the Translation Tab, click Translate All.



This action leverages content in the connected TM and populates the target segments with translations. When this process is complete, the screen refreshes and displays the results in the target column. The segment states are all changed to Translated. The progress bar indicates the percentage of translation complete.

Translation Tools		^
$EN\toDE$	Segments: 2/2 Segment (Src/Tgt/Max): N/A Paragraph (Src/Tgt/Max): N/A	100% Translated (0 words left)

TRANSLATE SEGMENTS

View Segment History

In **TXLF Editor**, view the record of segment changes to the open file on the **Segment History** tab of the **Editor** pane. Changes to segments include segment updates, and lock actions.

			· · · · · · · · · · · · · · · · · · ·							
TM Lookup	Notes	Segment History	Metadata	Transche	ck (0)					
Туре	Value				Score	Modificati				
Target		le travailler su sion, vous de der.	nier de	100+%	2018/0 • 8/27 08:57:0 3 MDT					
Target		le travailler su sion, vous dev ler.	nier de		2018/0 2/19 13:25:2 4 MST					
4						E E				
$EN\toDE$		Segment (Src/Tgt/Max): 76/103/-								

TRANSLATE SEGMENTS Commit to the TM

Once you have finished translating some or all of the file segments, update the translation memory (TM) with your translation. This requires committing some or all of the translated target segments to the TM.

To update the translation memory:

- 1. In the TXLF Editor view, choose one of the following:
 - To commit a single segment to the TM, select a segment, then select **Commit** on the **Translation** tab.
 - To commit all segments in the file to the TM, select Commit All on the Translation tab.

File	Edit Forma	tting T	ranslation	Terminology	Review				
	Ē	E <mark>1</mark>	R		Ē	0¥	05		0)
Next	Previous	Commit	Leverage	Mark All	Сору	Commit	Concordance	Machine	Analyze
Segmen	t Segment			Translated	Source	All	Search	Translation	

2. (Optional) Verify that the updates you committed to the TM have a purple highlight.



The highlighted color can be selected in the **General Preferences** from the **Colors** option by selecting the listed **Committed into TM** item.

3. (Optional) If you are updating the TM for the current segment only, continue your work and repeat as often as necessary until you have committed all translated segments to the TM.

TRANSLATE SEGMENTS

Copy Source Content

To copy source content to the target:

- 1. In the **TXLF Editor** view, select a source segment.
- 2. To copy the source content, choose one of the following:
 - On the Translation tab, select Copy Source.
 - As a shortcut, press Alt+S to copy the source content.
- 3. Select a copy action from the resulting drop-down menu.

File I	Edit Forma	itting T	Franslation	Terminology	Review				
	E,	E <mark>1</mark>	R				± ?	<u>↓</u> ? _?	
Next Segment	Previous Segment	Commit	Leverage	Mark All Translated	Copy Source	Copy All Sources	Until Fuzzy	Until No Match	Translate All

Option	Action
Copy Source	Select to copy from source all content and tags to the target.
Copy Source Text	Select to copy only content from source to the target.
Copy Source, Tags and Term Translations	Select to copy from source to target all content text, its tags, and translated concordance glossary terms.
Copy Source and Term Translations	Select to copy from source to target all content text and translated concordance glossary terms.
Copy Source, Tags, Source and Target Terms	Select to copy from source to target all content text, its tags, and both source and translated concordance glossary terms.
Copy Source with Source and Target Terms	Select to copy all source and translated concordance glossary terms to the target.

The specified source content is copied to the selected target.

TRANSLATE SEGMENTS

Copy All Source Segments

To copy all source segments to all target segments:

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

File I	Edit Forma	tting T	Translation	Terminology	Review					
	e	E <mark>1</mark>	R				Ð	± ?	<u>⊥?</u> ?	I
Next	Previous	Commit	Leverage	Mark All	Сору	•	Сору	Until	Until No	Translate
Segment	Segment			Translated	Source		All Sources	Fuzzy	Match	All

All source segments are copied to all segments in the target column.

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

TRANSLATE SEGMENTS Split or Merge a Segment

You can split or merge an existing segment to change segmentation. This is particularly useful for certain file types or for languages where the next segment content may need to precede the previous segment. The best time to split or merge a segment is early in the translation process.

To split or merge a segment:

- 1. In the **TXLF Editor** view, select the segment to split or merge.
- 2. On the Translation tab, select Merge or Split.



The segment is merged or split and the segment **Status** column contains either the **Merge** icon Λ or the **Split** icon H, respectively. If the merge includes an entire paragraph, this is denoted with the **Merge Paragraph** icon Λ .

ID	English (United States) -> French (Canada)	Score	Status		
	TSO Essentials Tag1 Quick Reference Guide for		λ _n		
2	TransStudio Online				
2	Rudiments de TSO Tag1 Guide de référence rapide			~	
	pour TransStudio Online				
3	Introduction	МТ		,	
3	Introduction	MI		~	
	This document provides users with essential tasks		ц		
	associated with TransStudio Online (TSO)				
	Ce document présente aux utilisateurs les tâches				•

TRANSLATE SEGMENTS

Lock a Segment

You can lock a segment to prevent any further changes to that segment. The best time to lock a segment is when the translation is complete and the reviewer has confirmed the content after proofreading it. The **Commit** action still updates the translation memory (TM) with the target segment content.

To lock a segment:

- 1. Optionally, in the **TXLF Editor** view, use the table filter to filter out all unwanted segments.
- 2. In the TXLF Editor view, select the segment to lock.

- 3. On the **Translation** tab, select the **Lock/Unlock Segment** drop-down and select one of the two options:
 - Lock/Unlock Segment locks or unlocks a single selected segment.
 - Lock/Unlock All Segments locks or unlocks all segments. If the table filter was used to filter segments, only the filtered segments are locked or unlocked. When Lock/Unlock All Segments is selected, a warning dialog is displayed warning that all segments will be locked or unlocked; select Yes to continue.



^a is displayed in the segment **Status** column to indicate the segment or segments are locked.

TRANSLATE SEGMENTS Clear Target Segments

To clear target segments:

- 1. In the TXLF Editor view, select a target segment.
- 2. On the Translation tab, select Clear Target.



- 3. From the drop-down menu, select one of the following options:
 - To clear the selected target segment, select Clear Target.
 - To clear all target segments, select Clear All Targets.
- 4. On the Clear Current Segment Target dialog, select Yes to agree to the target content removal.

The target content is removed.

TRANSLATE SEGMENTS Do Not Write To TM

Translators or reviewers can use the **Do Not Write To TM** action to prevent a segment from being added to the translation memory (TM).

To prevent a segment from being added to the TM:

- 1. In the TXLF Editor view, place your cursor in a translation segment..
- 2. On the Translation tab, select Do Not Write To TM, or press Alt + Enter.



The TM is not updated with the target segment content.

The ^{\$} icon is displayed in the segment **Status** column.

3. (Optional) To later remove the restriction so the segment can be added to the TM, select **Do Not Write To TM** again.

Find and Replace Content

Use Find/Replace to search for and replace text in translated content.

To find and replace content in a file:

- 1. In the **TXLF Editor** view, click the **Edit** tab.
- 2. Click Find/Replace.

File	Edit	Format	ting	Translation	Termi	nology	Review				🕜 ^ X
Undo	Redo	Cut	Сору	Paste	Find / Replace	Copy All Tags	Clear All Tags	Edit Source	Revert Source	Show Whitespace Characters	

3. On the **Find/Replace** dialog, click in the **Find what** field, then enter your search text or select it from the dropdown list.

Find/Replace			×
C Find what:	translation		Ŧ
Direction Backward Forward	Reading Highlight Options Ignore Case Whole Words Only Ignore NBSP Use Regex	Search Source	Close

4. (Optional) Click the **Expand** icon [≫] to expand the panel for additional options, or click the **Collapse** icon [∧] to collapse the additional options.



Search text can include regular expressions (Regex), wild card characters, and non-breaking spaces.

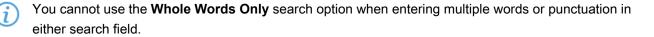
- 5. Click Find Next to move through all instances of the content.
- (Optional) Click Reading Highlight and select the Highlight All action from the drop-down list to highlight all instances of the content in all open files. Click Clear Highlighting to remove the highlighting from the previous search.

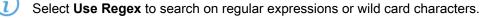
Find/Replace		×
Q Find what:	translation	Ŧ
Direction Backward Forward	Reading Highlight Find Nex Highlight All Search Sou Clear Highlighting Search Sou Whole Words Only Search Tar Ignore NBSP Search Ope Use Regex Search Ope	urce get

- 7. (Optional) To replace regular expressions, wild card characters, or words, click the **Replace** icon **S**. For additional options, click the down arrow on the sidebar.
- 8. Click in the Replace with field and enter the replacement text.

Find/Replace			×
Find Next: Replace with:	translation		v v
*	Replace Replace A	II Find Next	Close
Direction Backward	Options	Search Source	
 Forward 	Whole Words Only	Search Target	
	☐ Ignore NBSP	Search Open File	S

9. (Optional) Select the direction of the search and any other options.





10. (Optional) Click one of the following actions: Replace, Replace All, Find Next, or Close.

The content you found has been replaced with the new content.

Edit or Revert a Source Segment

Use Edit Source or Revert Source to edit or revert content in the Source column.

Depending on configuration settings, these buttons may not be present.

(i)

When the cursor is not on the source nor on the target segment then the **Edit Source** and **Revert Source** buttons are disabled.

To edit content in the source segments:

- 1. In the TXLF Editor view, place your cursor onto the source segment you want to edit.
- 2. Select the Edit tab and then select Edit Source.



3. Make edits to the source segment.

Editing the source adds the Edit Source status icon 🖉 to the Status column.

4. (Optional) To revert changes to the source segment, select Revert Source.

The **Revert Source** button is disabled when a source segment doesnot contain any edited content.

Selecting **Revert Source** keeps the Edit Source status icon for the edited source and also retains segment history of the source.

Spell Check a File

You can use a spellchecker to verify translated content aligns with configured spell checking preferences. Refer to <u>Configure and Enable Spellchecker</u>. You must verify that your Hunspell spelling dictionaries have the latest updates. Refer to <u>Licensure</u>.

To spell check a file:

i

i

1. On the Review tab, click Spellcheck File.



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

Spelling	×
Use this page to check spelling.	
Not in Dictionary:	
DICHTUNGSLOSE DATENBANKINTERGRATION	Ignore Once
	Ignore All
	Add to Dictionary
Suggestions:	
DATENBANKINTEGRATION	Change
EINWANDERERGENERATION	Change All
Preferences Cancel	

ltem	Action
Ignore Once	Click to disregard the suggested change for a word only once.
Ignore All Click to disregard the suggested change for all occurrences of a word in the fil	
Add to Dictionary Click to add word to personal dictionary.	
Change	Click to accept the suggested change for a word.
Change All	Click to accept the suggested change for all occurrences of a word in the file.

(i) If spell checking is not available for the target language, a warning message notifies you. Click **OK**.

- 3. To view spell checking preferences, click **Preferences** or click **Cancel** to reject any changes.
- 4. Close the **Spelling** dialog.

Leverage Translation Memory

Translation memory (TM) acts as a database to provide maximum re-use of previously translated content. It also serves to facilitate collaboration between globally distributed localization resources.

Projects connected to a translation memory (TM) leverage content matches against an existing TM. TM matches generally fall into three categories: 100% match, fuzzy repetitions, or no match. Your organization may choose to alter or add more fuzzy repetition categories. The typical fuzzy repetition values are for 95% to 75% matches. The segment highlight identifies the type of TM match.

Color Code	Category
Green	Indicates a 100% match.

Color Code	Category	
Green, Dark	Indicates a context match. A context match for a segment must meet one of the following criteria:	
	The segment has a correct checksum or attribute match.	
	 The previous and next segments also have a 100% match. 	
	• The 100% matched segment is a single paragraph.	
Grey	Indicates there is no TM match.	
Pink	Indicates a modified segment.	
Orange, Light	Indicates the segment was a machine translation (MT) instead of a human translation.	
Purple	Indicates an update to the TM for a modified segment.	
Purple, Light	Indicates the update to the TM of a translated and committed segment automatically updates other repetitive segments within the translation.	
Yellow	Indicates a fuzzy match.	

LEVERAGE TRANSLATION MEMORY

Leverage a TM

Leveraging a segment involves selecting the best possible translation from the connected translation memories (TMs) or machine translation engines to populate target segments.

To leverage a TM:

- 1. In the TXLF Editor view, select the segments to leverage against the current TM.
- 2. On the Translation tab, select an action to leverage the current TM.

Leverage	Select to leverage a single segment.
Until Fuzzy	Select to leverage segment content until reaching a fuzzy match.
Until No Match	Select to leverage segment content until there is no match.
Translate All	Select to leverage all content in all segments.

LEVERAGE TRANSLATION MEMORY

Conduct a Translation Memory Lookup

A translation memory (TM) lookup or concordance search looks for specific source segment text in a translation memory. To view search results for both source and target segments, use the **TM Lookup** tab in the **Editor** pane.

To conduct a TM lookup or concordance search:

- 1. Search for a word or phrase by entering it in the **TM Lookup** field. Then, to conduct a search of both source and target, press **Enter**. Instances of the search term are highlighted in the Editor pane, along with its bilingual equivalents. To conduct a more specific search, click **Find Source** or **Find Target**.
 - You can also select a word or phrase in the segment in the TXLF Editor view and then click Concordance Search from the Translation tab, or press F8.
 - Instances of the search term are highlighted in the Editor pane, along with its bilingual equivalents. To conduct a more specific search, click **Find Source** or **Find Target**.
 - *Y*ou can reorder the columns of the **TM Lookup** results. That reorganization remains, even after you exit the software.

тм	Lookup Notes Seg	ment History Metadata Tran	scheck (0))		
sub	mission	- More Opt	ions 👻	Find Source	Find Target	Cle
#	Source	Target	Score	TM Name	Last Modified	Custor
1	Create submission	Création d'une soumission	-	TM Server	2019/12/17 07:16:22 MST	^
2	Submission Template	Modèle de soumission	-	TM Server	2019/12/17 07:16:22 MST	
3	Save Submission	Enregistrez la soumission.	-	TM Server	2019/12/17 07·16·22	~
<						>

2. (Optional) To refine the search, select More Options and select a check box from the drop-down list.

Option	Action	
Match Case	Select to filter by upper and lower case.	
Exact	Select to filter for only those terms organized in the same sequential order.	
Automatic Leverage	Select to automatically update target content when moving to a new segment.	
Diff Highlight	Select to highlight the difference between the submitted segment and the TM source segment.	
Include Private TU (GLTMS)	Select to include private segments or translation units (TUs) when searching a remote TM.	

The refined search results for the word or phrase you selected are listed on the **TM Lookup** tab of the **Editor** pane. You can use the results of your search in the related target segments.

LEVERAGE TRANSLATION MEMORY View TM Leverage Results

Leveraging the translation memory (TM) occurs automatically as you move through the target segments. This provides you with the best possible segment matches from the TM and is the only search that uses scoring to select the best match.

To view TM leverage results:

1. In the **TXLF Editor** view, click on a source or target segment.

This populates the columns on the **TM Lookup** tab of the **Editor** pane and provides a score, based on TM leverage results.

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

2. Review TM leverage results in each TM Lookup column for that segment.

Item	Behavior	
Source	Displays source segments provided by the TM. Any difference between the submitted segment and the TM source segment is highlighted.	
Target	Displays target segments already in the TM.	
Score	Displays a TM leverage score.	
	• Percent (%) — 100% and fuzzy matches	
	Plus (+) — Context matches	
	Asterisk (*) — Secondary TM match	
	 Red outline — TM has assessed a penalty to the segment 	
	Refer to Leverage Translation Memory for more information on TM color codes.	
TM Name	Identifies the name of the leveraged TM. If you are leveraging multiple TMs, it lists the TMs in order of priority: primary, then secondary TMs.	
Creation Date	Identifies the TM segment creation date.	
Creation User	Identifies the username of the segment creator.	
Last Modified	Identifies the date of the last segment modification.	

Item	Behavior					
Modification User	Identifies the user who last modified the segment.					
Custom Attribute	Identifies any segment custom attribute name and its associated values					
(1) Actions	Acts as a button to access score breakdown information, including penalties.					

3. (Optional) To constrain the columns within the pane, click on any column head, then deselect the names of the columns you want to hide.

TM Lookup Notes Segment History Metadata Transcheck (0)												
More Options Find Source Find Target Clear												
#	Source			-	Target		Score ↓		TM Name	Last Modified		
5	SIMPL	IFIED.		Ť	Sort Ascending	🗹 #			Doc_TM1	2017/04/06		
1	SIMPL	IFIED.	-		Sort Descending	Sou Sou			Doc_TM2	2015/11/04		
3	SIMPLIFIED. Simplified.			Verennacht.			Target Score		Doc_TM2	2014/03/14		
4	SIMPL	IFIED.	Simplified		Vereinfacht	🗹 тм	Name		Doc_TM2	2014/11/07		
2	SIMPL	IFIED <mark>in</mark>	nplified.		mit minimals Aufwand	Cre	eation Date eation User		Doc_TM2	2013/04/26		
						Mo	at Modified dification User stom Attribute <i>tions</i>					

LEVERAGE TRANSLATION MEMORY Leverage Machine Translations

The machine translation (MT) feature can automatically populate target segments whenever you open a file or when there are no translation memory (TM) segment matches. Select a project for your MT and configure **Machine Translation** options under **Preferences > General Preferences**.

To leverage MT:

1. In **TXLF Editor** view, on the **Translation** tab, click **Machine Translation** to submit the source segment for MT and populate the target segment with the results.



2. (Optional) Verify that the quality of the translation for the source segments aligns with your requirements.

The target segments are populated with the MT for the source segments.

3. (Optional) If you are updating the current segment only, continue your work and repeat as often as necessary until you are ready to save and commit all translated segments to the TM.

Leverage Terminology Lists

Terminology lists provide users with the ability to standardize term usage and to control the use of terms, variants of terms, and parts of speech allowed for terms. A terminology list includes a glossary, a specialized list of source terms, their definitions, and their preferred translations. It also includes alternate phrases for blocklisted terms.

Segment selection highlights terms from the terminology list on the **Terminology** pane along with potential translation options.



There are two possible methods for moving among terms on the Terminology pane.

QR	G-En-FrCa_fr-CA-Training_E	Excel-fr-CA#TR_XE#	.xisx ×					ø	
ζ.	Source or Target	 Match Case 	e Regex	Enter text to filter 📼	Filter:	Select sr 👻	Q	>	
ID		English -> French	(Canada)		Score	Status			
12					-		1	•	
13	 In the Available folder, select a submission, then select the appropriate workflow phase tab. Dans le dossier Available, sélectionnez une soumission, puis sélectionnez l'onglet de la phase appropriée de la séquence des tâches. 						~		
	If another user a	ssigns you su	ubmissior	ns, your				-	
<	TM Lookup Notes	Segment Hist()	+ 🗷 :	x 😔 🖕		Terr	ninolo	ogy	
			Search Glos	ssaries (Source)		- Q X		•	
#	Source	Target	Available	2					
1	In the Available	Dans le do 🔶	Disponib				í)	
	folder, select a	Available,	· · ·					- 11	
	submission, then une soumit Folders)	
4	select the	select the sélectionne Dossiers							
	K → FR-CA Segments: 0/145 Segment (Src/Tgt/Max): 93/132/- Paragraph (Src/Tgt/Max): 93/132/-								

• Click Next Term (Ctrl + 9) or Previous Term (Ctrl + 8).

The term highlight identifies the type of translation match between the source term and the terminology list.

Use **Highlight All Terms** to view highlights for term matches in the open file.

Color Code	Category
Green	Exact term match
Yellow	Fuzzy term match
Red	Missing exact term match
Purple	Missing fuzzy term match

LEVERAGE TERMINOLOGY LISTS

Add a Term

You can add terms to both local and remote glossaries. You need read and write user permissions to add terms to a remote glossary that is not read-only.

To add a term to a glossary:

- 1. On the **Terminology** pane, select a word in the source segment and, optionally, the translation in the target segment, then click **+**.
- 2. (Optional) On the Add Term dialog, enter content in the Description field.

Required fields are marked with a red asterisk.

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

- 3. Select the proper Glossary from the drop-down list.
- 4. Click OK.

The new term is added to the glossary.

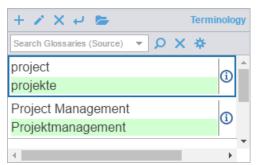




You can only edit terms in the local glossary.

To edit a term:

1. In the TXLF Editor view, on the Terminology pane, select a term.



- 2. Click the Edit term icon Z.
- 3. On the Edit term dialog, make your edits.

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

4. Click Modify.

The term is edited.

LEVERAGE TERMINOLOGY LISTS

Insert a Term

To insert a term into the current target segment:

- 1. In the **TXLF Editor** view, click the location for term insertion.
- 2. Select the term to insert from the Terminology pane.
- 3. Click e on the upper left menu bar within the **Terminology** pane.

The term is inserted into the target segment.

LEVERAGE TERMINOLOGY LISTS Search for a Term

To search for a term:

- 1. On the **Terminology** pane, enter a term in the terminology filter field.
- 2. Click the Search for Term icon 🔎.

The search results from the connected glossaries are displayed.

+ 🗸 🕹 🗁		Т	ermi	nolog	ју
project	Ŧ	Q	×	*	
project projekte				í	*
Project Management Projektmanagement				í	
Project Director Project Director				í	
4				F	Ŧ

LEVERAGE TERMINOLOGY LISTS

Copy a Term

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

- 1. In the **TXLF Editor** view, click a segment that contains glossary terms.
- 2. On the Terminology tab, click Previous Term or Next Term to select a source term.

File Edit	Formattir	ng Tra	anslation	Termino	logy	Review
					R.	
Terminology List	Previous Term	Copy Term	Next Term	Highlight All Terms	Open Glossar	y

- 3. Click on the target location where you want to copy to the glossary term.
- 4. Click Copy Term.

File	Edit	Formatti	ng Tra	anslation	Termino	logy I	Review
E	1		ales -	APR -		R.	
Termir Lis		Previous Term	Copy Term	Next Term	Highlight All Terms	Open Glossary	/

The glossary term is copied to the target segment.

LEVERAGE TERMINOLOGY LISTS

To copy a synonym for a term:

1. In the TXLF Editor view, select a source term in a segment that has a glossary term.

This highlights and adds a border around the source and target terms. Synonyms display on a temporary popup pane and on the **Terminology** pane.

9	Before working on a submission file, you must claim it. Avant de travailler sur devez le demander.	s.
	+	
	Fichier (i)	

- 2. Click within the target segment at the location where you want to copy the term.
- 3. Click the preferred target term from the **Terminology** pane. This copies the term to the cursor location in the target segment.

An alternative is to click **Copy Term**. This also copies the term to the cursor location in the target segment.

A				R.
Previous	Copy	Next	Highlight	Open
Term	Term	Term	All Terms	Glossary

The target synonym is copied to the target segment.

LEVERAGE TERMINOLOGY LISTS Remove a Term

You can only remove terms from local glossaries, not read-only or remote glossaries.

To remove a term:

- 1. In the TXLF Editor view, go to the Terminology pane.
- 2. Select a term, then click X.



Use the **Remove Term** X at the top of the **Terminology** pane. Do not use the **Reset Search** X. This clears the filter.

A warning message notifies you of the pending deletion and asks you to agree to the term removal.

3. Click Yes.

The term is removed from the local glossary.

Manage Tags

Tags contain information related to a block of text, such as format or indentation. Tags are not translated and come in pairs: an opening and a closing tag.



Translations must retain the same tags at the correct location within a target segment.

 \wedge

Unless you have disabled **Remove incomplete tag pairs** in **Preferences > General Preferences > Tags**, a warning message results when you try to save a target segment with a missing tag or an open tag. An open tag is part of a tag pair in the target segment that is missing its matching close tag. The warning will give you three choices: **Fix Manually**, **Delete**, or **Always delete**.

Hover over a tag to view tool-tip information.



Tags contain numerals to indicate their order in the segment.

Red	This is a tag you currently selected, such as the first tag, 1 , in the file.
Purple	This is a tag that specifies formatting, such as Bold Tag2 (Bold
Blue	This is a tag that specifies non-formatting controls, such as Tag1 ® Tag1

Any inline tags for the following HTML entities are displayed with a specific inline tag image to show the actual character of the entity. This is to help linguists to view the character representation of the entities directly without hovering over the tags.

Entity	Tag Image	Entity	Tag Image	Entity	Tag Image
&	&	"	"	≥	≥
<	<	'	ۮ	≤	≤
>	>	—	—	±	±
"	"		0	&plusm	±
'	'		0	´	,
'	'	–	-	µ	μ
•	•	»	»	μ	μ
©	©	"	"	·	
°	0	®	®	º	0
½	1/2	'	,	­	- (soft hyphen)
¼	1⁄4	™	тм	²	2
¾	3⁄4	۷	,	³	3
…		\"	"		

Entity	Tag Image	Entity	Tag Image	Entity	Tag Image
«	«	≥	2		

The maximum length check counts HTML entities such as: &. These are real characters and are counted as part of the overall character count (1 Character per entity).

MANAGE TAGS

Copy a Tag

Translated content retains the formatting of the source content, so tags are an important element in the final translation. You can copy tags from the source to the target for formatting and indentation accuracy.

Use **Preferences** > **General Preferences** > **Tags** to configure tags as full name, short name, or numbered tags.

To copy a tag:

- 1. Open a file.
- 2. In the TXLF Editor view, on the Translation tab, select a segment with tags.



When the selected segment contains tags, the first tag is automatically selected. Red indicates selection.

- 3. Choose one of the following actions:
 - Click a source segment tag and drag it to the corresponding location in the target segment or press Ctrl +Alt+Down Arrow.
 - Click a source segment tag, then click in the corresponding target segment location and click Copy Tag.
 - Right click a source segment tag, select **Copy (Ctrl+C)** in the drop-down menu, click in the corresponding target segment location, then select **Paste (Ctrl+V)**.

File	Edit	Formatti	ng T	ranslation	Terminology	Review						? /	∧ x
		e,	E <mark>1</mark>	R				R	R			Ŀ	
Next Segme		revious egment	Commit	Leverage	Mark All Translated	Copy Source	Ĭ	Merge	Split	Previous Tag	Next Tag	Copy Tag	Edit Tag

The target segment, highlighted in blue, contains the copied tag at the cursor location you selected in the target segment.

4. (Optional) Click Previous Tag or Next Tag to select another tag and repeat the process.

MANAGE TAGS Copy All Tags

Use **Preferences > General Preferences > Tags** to configure tags as full-sized or shortened.

To copy all tags:

- 1. In the TXLF Editor view, open a file.
- 2. On the Edit tab, click Copy All Tags.



All copied tags display at the location of the cursor. Reorder them to mimic the source content order using the drag-and-drop or copy-and-paste technique.

File	Edit	Segment	Translation	Terminology	Review
4	_ ⊢	<u>ि</u>			•
Undo	Redo	Find / Replace	Copy All Tags	Clear All Tags	Show Whitespace Characters

3. Select **Segment** or **Document** from the drop-down menu.

Segment or Alt+A Select to copy only the tags for the selected segment to the target.

Document or Alt-Shift+P Select to copy all tags for the entire document.

All tags are copied to the segment or document.

MANAGE TAGS Edit a Tag

Most tags in your target content have specific formatting and indentation settings copied from the source. You can modify tags to change content format in the translated file.



Do not edit tags in the source segment.

To edit a tag:

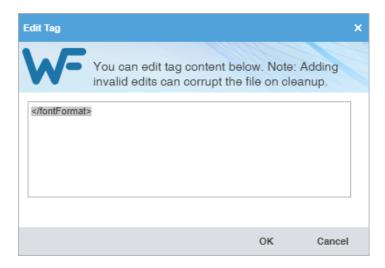
- 1. Open a translation file.
- 2. In the TXLF Editor view, select a tag in a target segment.
- 3. Choose one of the following actions:
 - On the Translation tab, click Edit Tag.



- Right-click the tag and select Edit Tag from the drop-down menu.
- 4. On the Edit Tag dialog, modify the tag.



Verify that all tag edits are valid. Otherwise, the file could become corrupt.



5. Click **OK**.

Edits to the tag are saved.

MANAGE TAGS

Use Preferences > General Preferences > Tags to configure tags as full-sized or shortened.

To clear all tags:

- 1. Open a file.
- 2. In the TXLF Editor view, on the Edit tab, click Clear All Tags.

File	Edit	Segment	Translation	Terminology	Review
←	Redo	Find /	Copy All	Clear All	Show Whitespace
Undo		Replace	Tags	Tags	Characters

3. Select Segment or Document.

Segment or Ctrl-Shift+V Select to clear only the tags from the selected segment.

Document Select to clear all segment tags for all target segments in the file.

A warning message asks you to agree to clear all tags from the open file.

4. Click Yes.

All tags are cleared for the target segment or for all target segments in the document.

MANAGE TAGS Delete a Tag

You may choose to delete target tags, particularly if there are multiple copies of the same tag in the same target segment. You can only delete target segment tags.

To delete a tag:

- 1. Open a translation file.
- 2. In the TXLF Editor view, select a tag in a target segment.
- 3. Choose one of the following actions:
 - Press Delete or Backspace.
 - On the Edit tab, click Cut, then paste the tag elsewhere.

File	Edit	Format	ting	Translation	Termi	nology	Review				🕜 ^ X
4	₽	Ж	Þ	Ď	R			B	E	1	
Undo	Redo	Cut	Сору	Paste	Find / Replace	Copy All Tags	Clear All Tags	Edit Source	Revert Source	Show Whitespace Characters	

To undo the change, click Undo or press Ctrl + Z.

The target tag is deleted.

Manage Project Notes

You can add notes that are specific to each segment during the translation and review process. If you have chained files together, you can review all notes for all files in the chain.

There are two ways to access the Notes editor.

- Use the Notes tab on the Editor pane to view and manage project notes.
- Use the Notes icons on the Review tab to view and manage project notes.

MANAGE PROJECT NOTES



Segments with notes include the Notes icon D in the Status column.

The Notes tab is on the Editor pane. Notes retain the same ID as the related segment.

To view notes:

- 1. Open a translation file.
- 2. In the TXLF Editor view, click the Notes tab on the Editor Pane, then view note details for all file segments.

ТМ	Lookup	Notes	Segmen	nt History	Metadata	Transcheck (0)		
A	dd Note	Edit	Note I	Delete Note	•			
ID	Туре		Date		Details			
2	Translation		2018/08	3/27	Use Vereir	nfacht as the approved		
2			16:30:5	4 MDT				
	,							
				-				
EN-	U8 → DE-I	DE Segm	ents: 7/33	Segment	(Src/Tgt/Max):	12/12/- Paragraph (Src/Tgt/Ma		

Notes for all file segments are displayed.

MANAGE PROJECT NOTES

Add a Note

To add a note:

- 1. Open a translation file.
- 2. In the TXLF Editor view, select a segment.
- 3. Choose one of the following actions:
 - Click the Notes tab on the Editor pane, then click Add Note.

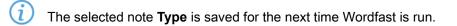
тм	Lookup	Note	es Segme	nt History Me	tadat	ta Transcheck (0)
A	dd Note	E	dit Note	Delete Note	Ехро	ort Notes
ID	CreatorID		Туре	Date		Details
13	Submitt	ter	Review	2018/06/04 13:19:02 ME	т	Check for correctness.
13	Submitt	ter	Question	2018/06/04 13:19:21 ME		Are you treating "internal translator" as a single phrase for DE?
4						
EN -	• DE-DE				Segn	nents: 29/33 Segment (Src/Tgt/Max): 83/83/- Par

 On the Review tab, click Add Note, or right click on the target segment and select Add Note to open Add/ Edit Notes dialog.

File	Edit	Formatting	Translation	Terminology	Review			
c	abc	abc				E)		***
Spellcl	heck File	Mark Spelling Errors	Add Note	Edit Note	Delete Note	Export Notes	Transcheck Segment	Transcheck All

4. On the Add/Edit Notes dialog, select a Type from the drop-down list.

Add/Edit Notes		×
Use t	his page to add or edit a note.	11/1
Segment ID:	13	
Source:	Allow access to any vendor or internal translator for maximum resource flexibility.	
Creator:*	Submitter	
Date:	2018/06/04 13:10:38 MDT	
Туре:	Translation	·]
	Review	
	Question	
	Important	
	Translation	
	OK Cance	1



Description
Select to include data for the reviewer from the translator.
Select to includes data for the translator from the reviewer.
Select to solicit a response about the segment from a user.
Select to flag the data for the segment as a priority for other users.

- 5. Enter the information in the note field.
- 6. Click OK.

The note is saved and associated with the segment.

MANAGE PROJECT NOTES

To edit a note:

- 1. Open a translation file.
- 2. In the TXLF Editor view, select a segment with a note.

- 3. Choose one of the following actions:
 - Click the Notes tab on the Editor pane, then click Edit Note.

TM	Lookup	Note	s Segme	nt History Me	etada	ta Transcheck	(0)		
A	dd Note	Ed	lit Note	Delete Note	Exp	ort Notes			
ID	CreatorID		Туре	Date		Details			
13	Submit	ter	Review	2018/06/04 13:19:02 ME	ЭΤ	Check for cor	rrectness.		
13	Submit	ter	Question	2018/06/04 13:19:21 ME	ЭТ	Are you treat as a single pl	-		
4									•
	• DE-DE				Segr	nents: 29/33 Seç	gment (Src/Tgt/N	Nax): 83/83/-	Par

• On the **Review** tab, click **Edit Note**.

File Edi	t Formatting	Translation	Terminok	ogy Review	
abc	abc		Ð		E)
Spellcheck F	ile Mark Spellin Errors	g Add Note	Edit Note	Delete Note	Export Notes

4. On the Add/Edit Notes dialog, edit the note.

Add/Edit Notes		×				
Use th	nis page to add or edit a note.					
Segment ID:	13					
Source:	Allow access to any vendor or internal translator for maximum resource flexibility.					
Creator:*	Submitter					
Date:	2018/06/04 13:19:02 MDT					
Type:	Review					
Check for correctne	SS.					
	OK Cancel					

5. Click OK.

The modified note is saved and associated with the segment.

MANAGE PROJECT NOTES Delete a Note

To delete a note:

- 1. Open a translation file.
- 2. In the TXLF Editor view, select a segment with a note.
- 3. Choose one of the following actions:
 - Click the **Notes** tab on the **Editor** pane, then click **Delete Note**.

тм	Lookup	Note	s Segme	nt History Metada	ata Transcheck (0)
A	dd Note	E	dit Note	Delete Note Exp	ort Notes
ID	CreatorID		Туре	Date	Details
13	Submit	ter	Review	2018/06/04 13:19:02 MDT	Check for correctness.
13	Submit	ter	Question	2018/06/04 13:19:21 MDT	Are you treating "internal translator" as a single phrase for DE?
 ✓ ► EN → DE-DE Segments: 29/33 Segment (Src/Tqt/Max): 83/83/- Par 					

• On the **Review** tab, click **Delete Note**.



The note is no longer attached to the segment. If there are no other notes, the notes icon is removed from the **Status** column for the segment.

MANAGE PROJECT NOTES

Export Notes

To export notes:

1. Open a translation file.

• Click the Notes tab on the Editor pane, then click Export Note.

							· · · · · · · · · · · · · · · · · · ·	
TM	Lookup	Note	es Segme	nt History M	etada	ta Transcl	neck (0)	
A	dd Note	E	dit Note	Delete Note	Ехро	ort Notes		
ID	CreatorID		Туре	Date		Details		
	Submit	ter	Review	2018/06/04		Check for	correctness.	
13				13:19:02 MI	DT			
	Submit	ter	Question	2018/06/04		Are you tr	eating "internal translator"	
13				13:19:21 MI	DT	as a singl	e phrase for DE?	
•								
EN →	DE-DE				Segr	ments: 29/33	Segment (Src/Tgt/Max): 83/83/-	Pa

• On the Review tab, click Export Notes.

File	Edit	Formatting	Translation	Terminology	y Review			
a	ibc	abc			B	E)		22
Spellch	neck File	Mark Spelling Errors	Add Note	Edit Note	Delete Note	Export Notes	Transcheck Segment	Transcheck All

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

All notes for the open file are saved in the selected folder location as a table in either MS Word or HTML file format.

Transcheck

You can use Transcheck to scan translated content for non-linguistic errors such as missing tags, empty targets, numbers, and terminology within target segments.
 is displayed in the **Status** column for segments with errors.

To enable Transcheck and customize Transcheck options, configure in **Preferences > Current Project Preferences > Transcheck**.

TRANSCHECK Use Transcheck

After you have configured Transcheck options, you can begin using Transcheck when you translate or review a segment and commit it to the TM. You can also use the Transcheck configuration option **Transcheck segments** while translating to check for errors during the translation process.

To use Transcheck during translation:

1. In the TXLF Editor view, select a segment and complete your translation of that segment.

- 2. Select **Next Segment** or press **Alt+Down Arrow** to update the TM, move down one segment, and leverage the next segment from the TM.
- 3. (Optional) If Transcheck identifies an error in the segment, it posts a warning message. Choose one of the following actions:
 - Select Go back to fix issue to correct the error.
 - Select Continue to continue translating without changes.

If you choose to correct the error, the **Error Status** icon **(**) is removed from the **Status** column and from the **Transcheck** tab.

If you do not correct the error, the **Error Status** icon **()** remains in the **Status** column and on the **Transcheck** tab.

TRANSCHECK Use Transcheck All

Use **Transcheck All** to scan all segments of a file for non-linguistic errors in the target segments and issue warnings for missing and incorrect text. Configure and enable your Transcheck preferences under **Preferences > Current Project Preferences > Transcheck**.

Do not use **Transcheck All** if you want Source and Target Consistency checks. Instead, use **Transcheck Report** from the **Project Files** tab on the **Current Project** view.



Use the Transcheck All option before you complete a file.

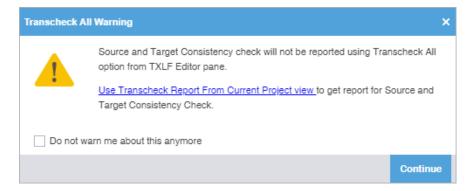
To use Transcheck All:

- 1. In the **TXLF Editor** view, finish translation of all segments in a file.
- 2. Click the Review tab, then click Transcheck All.



In General Preferences under Warnings, if Transcheck All Warnings is selected a Transcheck All Warning pop-up dialog appears. The "Do not warn me about this anymore" checkbox will turn off this popup dialog. The Use Transcheck Report From Current Project view link will open the Project Transcheck dialog.

3. Click **Continue**.



A Transcheck report and summary results.

4. (Optional) On the Transcheck Report, determine the terminology errors you want Transcheck to ignore from highlighted terms in the **Terminology Check** report section.



To best optimize the Transcheck Report, you can configure Transcheck to ignore highlighted terms you identify under conditions you specify. The terms and conditions you select are in the **Ignored Terminology Errors** section of the report.

Report is optimized for Goog	ile Chrome, some f	eatures might not w	ork well in vour	current browser
Report is optimized for door	na onionia, sonia i	carear es migne not m	one wearing your	contente bioinser

Project TransCheck Report Report Summary (1 files)

File Name	Errors in file (visible highlights)
PD_en-de.docx.txlf	0
Ignored Terminology Errors X Error Action Condition	Instances
Highlight: 🛛 Exact Match 🖓 Fuzzy Match 🖓 Exact (No Match)	Fuzzy (No Match)

Toggle Global Search Filters Global search filter is OFF

Project TransCheck Report - Wordfast1 - English - German Report Summary (1 file) TransCheck ran successfully on 1 file and found 39 errors. Target Consistency Check ran successfully with 0 errors. Source Consistency Check ran successfully with 0 errors.

File Name	Total Number of Errors
PD_en-de.docx.txlf	39
DD an da dama talf	

PD_en-de.docx.txlf

✓TransCheck	39 Errors
Empty Target Check	0
Edited Source Check	0
Capitalization Check	0
Unedited Fuzzy Check	11
Edited Exact Check	3
Spelling Check	16
Tag Check	5
Whitespace Check	4
Repeated Words Check	0

Se	eg	Block	Source	Target	Score	Comment
	6	1-6-1	ACCESS REAL-TIME DATA	ZUGRIFF AUF	75%	Target contains a

- 5. (Optional) Click a highlighted term.
- 6. (Optional) On the Ignore Terminology Transcheck Error dialog, compare the source string with the target equivalents.
- 7. (Optional) Select either When term is for source terms in the glossary or When target contains for target terms.

G

Ignore Terminology Transcheck Error X						
۲	Source string: When term is:	Streamline streamline(eine Str		, °		
0	When Target Contains:	geben) STREAMLI		<u>N)</u>		
Ignore	e Ignore All (3)		Previous	Next		

8. (Optional) Either click **Ignore** to disregard the single instance of a string or **Ignore All** to disregard every instance of a string.

The number following **Ignore All** contains the total number of instances within that file.

Ignore Te	Ignore Terminology Transcheck Error X						
	Source string: When term is:	<pre>translation process translation process (Übersetzungsprozess) <</pre>	>				
•	When Target Contains:	Übersetzungsprozess					
Ignore	Ignore All (3)	Previous	Next				

9. (Optional) Review the terms in the Ignored Terminology Errors section of the Transcheck report.

File Na	ame				Errors	in file	
trans	checkRep	ort548158	324964	47184112.html	16		
	-Ignore						
Х	Error	Error Act		Condition			Instances
X			was ignore when term is	d (Übersetzung	translation process (Übersetzungsprozess)		1
X	enterprise		was ignore when term is		ENTERPRISE (BERICHTERSTELLUNG)		3
X	VENDOR		was ignore when term is	d	VENDOR(ANBIETER)		1
Highli	Highlight: 🛛 Exact Match 🖓 Fuzzy Match 🖓 Exact (No Match) 🖓 Fuzzy(No Match) Terminology Check: transcheckReport5481583249647184112.html						
Seg. ID			Target	Target Co		mment	
3	1-3-1			EFFEKTIVES PROJEKTMANAGE	OJEKTMANAGEMENT streamline		nform geben)

- 10. (Optional) After closing the Transcheck report, select any remaining segments with the **Error Status** icon **(**) in the **Status** column.
- 11. (Optional) Click the **Transcheck** tab to examine the details of the segment error.

The total number of errors in the segment is the number in parentheses on the Transcheck tab.

 (\mathbf{i})

TM L	ookup Notes Segme	ent History Metadata Tra	nscheck (3)
Prev	ious error Next error	Refresh Ignore warning	ıg
#	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.

- 12. (Optional) Click **Next error** or **Previous error** on the **Transcheck** tab to view the next or prior segment error.
- 13. Choose one of the following actions:
 - Correct the error and click **Refresh** to complete the correction.
 - Click Ignore warning to continue reviewing error warnings without making any changes.

If you correct the error, the Error Status icon () is removed from the Status column.

If you do not correct the error, the Error Status icon ⁽¹⁾ remains in the Status column.

Leverage Auto-Propagation

The purpose of auto-propagation is to leverage repetitive segments and re-use content. Configure and enable your auto-propagation preferences under **Preferences > General Preferences > Auto-Propagation**.

To leverage repetitive content:

1. Select a segment for translation in the **TXLF Editor**. In this example, a filtered search locates and identifies duplicate segments.

*8a	mple4_Sample-File_en-de.docx × *Sample2_Sample-File_en-de.docx × *Sample5_Sample-File_en-de.docx ×					- 2	•
< .	Source or Target v Match Case Regex Enter text to filter segme v Filter: Duplicate segments	-	Q	ø	×	Sor	>
ID	English (United States) -> French (Canada)	Score	•	Statu	18		
28	Before working on a submission file, you must claim it.	100+9	,			,	
20	Avant de travailler sur un fichier de soumission, vous devez le	100+7	0			~	
	demander.						
	To modify how you receive PD notifications about your submission files,						
29	refer to PD online help.	100+9					
25	Pour modifier la façon dont vous recevez des notifications de PD	100+7	•		~	×	
	concernant vos fichiers de soumission, consultez l'aide en ligne de PD.						
	To modify how you receive PD notifications about your submission files,						
30	refer to PD online help.	100+9	6			~	
	Pour modifier la façon dont vous recevez des notifications de PD						Ŧ

2. Enter the translation for the first target segment.

- 3. Choose one of the following actions:
 - Click **Next Segment** or press **Alt+Down** to update the TM, move down one segment, and leverage the next segment from the TM.
 - Click Commit or Commit All to commit one or all of the segments to the TM.

Once you commit the target segment, this action automatically propagates the TM updates to duplicate segments throughout the file, based on segment preferences.

*8a	mple4_Sample-File_en-de.docx × *Sample2_Sample-File_en-de.docx × *Sample5_Sample-File_en-de.docx ×					2
$\langle \langle $	Source or Target Match Case Regex Enter text to filter segme Filter: Duplicate segments		o ø	×	Sor	>
ID	English (United States) -> French (Canada)	Score	Stat	us		
28	Before working on a submission file, you must claim it.	100+%			,	
20	Avant de travailler sur un fichier de soumission, vous devez le	1004.20			ř	
	demander.					
	To modify how you receive PD notifications about your submission files,					
29	refer to PD online help.	100+%				
29	Pour modifier la façon dont vous recevez des notifications de PD	100476			ř	
	concernant vos fichiers de soumission, consultez l'aide en ligne de PD.					
	To modify how you receive PD notifications about your submission files,					
30	refer to PD online help.	100+%			~	
	Pour modifier la façon dont vous recevez des notifications de PD					-

Leverage Auto-Suggestion

You can use auto-suggestion to propose target content based on specific source content, such as numbers, URLs, and proper names. You can also use auto-suggestion to propose terms for the glossary, machine translation (MT), translation memory (TM) matches, and sub-segment TM matches. Configure and enable your autosuggestion preferences under **Preferences > General Preferences > Auto-Suggestion**.

Monitor Maximum Segment Length

Based on Project Director (PD) settings, your files may have a set maximum segment length. Any violation of a segment that exceeds the maximum characters allowed results in a change to the segment **Max** value in the progress is indicated by a flashing red box appearing around this value.

Users can monitor the progress bar for maximum segment length violations, and can also configure the Transcheck Report to flag such violations.

Recalculate the Progress of a File

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

Refer to Chain Files to recalculate progress of multiple files.

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To recalculate the progress of a file:

- 1. On the File tab, click Recalculate Progress.
- 2. Review the progress bar for current file status.

The progress bar is updated to display the % Complete status of the file.

Get an MS Word Table

You can preview and save the file you have open for translation as a bilingual table in MS Word format.

To get an MS Word table:

- 1. In the TXLF Editor view, select a file with translated content.
- 2. (Optionally) In the TXLF Editor view, use the table filter to filter out any unwanted segments.
- 3. On the File tab, select Get MS Word Table.

File	Edit Forma	tting Transla	ation Termino	ology Review					
E	1	E.				live			B
Close	Recalculate Progress	Get MS Word Table	Open Source File	Switch Editor Layout	Preview File	Preview	Save File As Translated	Save	Save As

4. On the Get MS Word Table dialog, select Get MS Word Table.

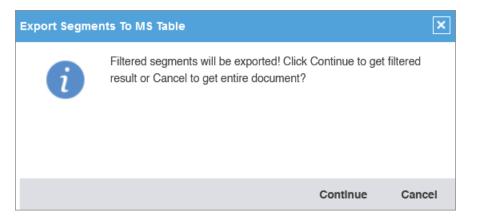
You can configure MS Word Table settings by clicking the hyperlink to the Preferences location. If you want to disable the dialog, select Don't show this dialog anymore. If you need to re-enable the warning dialog, select Show dialog to configure MS Word Table Preferences from General Preferences > Warnings.

Get MS Word Table	×
Configure MS Word Table in: Preferences > General > Get MS Word Table Options	
Don't show this dialog anymore	
Get MS Word Table Cancel	

5. If the segments were filtered, an **Export Segments To MS Table** dialog will appear. Select **Continue** to export only the filtered segments to the MS Word table.



Selecting **Cancel** will export all the segments to the MS Word table document regardless of any segment filter applied.



The file downloads as a Microsoft Word document containing a bilingual table of source and target segments.

FILE H	OME INSERT DESIGN PAGE LAYOUT	REFERENCES MAILINGS REVIEW	VIEW Benja	m *
🚔 🐰 T	imes New Roman 🔹 12 🔹 🗄 🗧 📲 👘			
	$I \ \underline{U} \ \underline{v} \ abc \ \mathbf{x}_2 \ \mathbf{x}^2 \ \underline{A} = \overline{\mathbf{x}}_2 $			
Paste	$\begin{array}{c c} \mathbf{J} & \mathbf{I} & \underline{\mathbf{U}} & -abc & \mathbf{x}_2 & \mathbf{x}^2 & & \mathbf{A} \\ \hline & \mathbf{a}_2^{m} & \mathbf{A}_2^{m} & \mathbf{A}_2^{m} & & \mathbf{A}_1^{m} & \mathbf{A}_2^{m} $	Styles Editing Manual		
pboard 5	Font 5 Paragraph	5 Styles 5 Data Protection		
puoaru 🧿		i styles is Data Protection		
WARNI	NG: Modifications done to this docum	nent cannot be imported back into ^v	Wordfast	
QRG-En	-FrCa.xlsx.txlf			
QRG-En	-FrCa.xlsx.txlf English (United States)	nent cannot be imported back into French (Canada)	Wordfast	
QRG-En ID 1	-FrCa.xlsx.txlf English (United States) Sheet1	French (Canada)	Score	
QRG-En	-FrCa.xlsx.txlf English (United States) Sheet1 TSO Essentials	French (Canada) Rudiments de TSO	Score	
QRG-En ID 1 2	-FrCa.xlsx.txlf English (United States) Sheet1	French (Canada)	Score	
QRG-En ID 1 2	-FrCa.xlsx.txlf English (United States) Sheet1 TSO Essentials Quick Reference Guide for	French (Canada) Rudiments de TSO Guide de référence rapide pour	Score	
QRG-En ID 1 2 3	-FrCa.xlsx.txlf English (United States) Sheet1 TSO Essentials Quick Reference Guide for TransStudio Online Introduction	French (Canada) Rudiments de TSO Guide de référence rapide pour TransStudio Online 5 Introduction	Score 100 97	
QRG-En 10 1 2 3 4	-FrCa.xlsx.txlf English (United States) Sheet1 TSO Essentials Quick Reference Guide for TransStudio Online	French (Canada) Rudiments de TSO Guide de référence rapide pour TransStudio Online 5	Score 100 97 100	

6. (Optional) Review the resulting file for completeness.

Preview a File

Use **Preview** to display the source content in its original format, such as MS Office, HTML, and Markdown source formats.

To preview files:

- 1. Open a file in the **TXLF Editor** view.
- 2. On the File tab, click Preview, then select a preview type on the drop-down list.



The preview of the source content is displayed in its original format.

Use Live Preview

Using **Live Preview** you can generate a dynamic preview of a translated file in its original format for the following file types:

- MS Word .DOC and .DOCX files
- MS PowerPoint .PPT and .PPTX files
- Markdown .MD files
- JSON .JSON files
- MS Excel .XLS and .XLSX files

Live Preview is enabled by default in the TXLF Editor view. To collapse or expand the live preview pane, click the Collapse icon or the Expand icon Collapse icon in or out of the live preview pane, select a percentage in the zoom drop-down list 100% . To enable or disable automatic opening of Live Preview, go to General Preferences > General, and select or deselect Automatically open Live Preview for supported files.

To generate a Live Preview:

- 1. Open a file in the **TXLF Editor** view.
- 2. On the File tab, select Live Preview from the Preview drop-down menu.

Only one preview option is possible at a time.

File	Edit Form	atting Transla	ation Termin	ology Review	•			
E	E **	Ħ	R					B
Close	Recalculate Progress	Get MS Word Table	Open Source File	Switch Editor Layout	Ť	Preview	Save File Translate	 Save As

3. (Optional) Interact with the Live Preview of the file.

For MS Word files

The live preview pane docks to the right. For docking options, click the live preview panel's **Settings** icon: **Live Preview** highlights the active segment. Move to any other segment by clicking on that area of the **Live Preview**.

FB	Edit Segment Translation Terminology	Review		? ^ X	100% - Synte Preview 🗘 - 💙
Clo	e Close All Recalculate Save Save All Switc	th Editor Complete Al	Get MS Word Download Table Source File	Proview S	GlobalLink TRANSLATION
-	Preview.Upload_1_fr-CA.docx ×			0	
<		Enter text to filter segme	Select special fi 👻 🔍	Q X Sort)	Critilect Direction
ID	English (United States)	French (Canada)	Score	Status	
1	TRANSLATION MANAGEMENT. 4			^	
2	MADE SIMPLE.			1	
3	STREAMLINE PROJECT MANAGEMENT			-	
4	INTEGRATE WITH MANY SYSTEMS			1	PROJECT WITH MANY HULTIPLE PROCESSING CU MANAGEMENT SYSTEMS VENDORS TIME WO
5	WORK WITH MULTIPLE VENDORS			1	GlobalLink Project Director saves millions of dollars by automating management of localization processes and resources.
6	QUICK PROCESSING TIME			1	management of localization processes and resources.
7	CUSTOMIZE WORKFLOWS			1	SEAMLESS DATABASE INTEGRATION WORK W Use GlobalLink Connect with any CMS. PIM. CCMS. Next-aener
8	ACCESS REAL-TIME DATA			1	or e-commerce platform for translat
	D GlobalLink Project Director				VENDOR-NEUTRAL PLATFORM Allow access to any vendor or internal translator for
~	saves millions of dollars by automating				maximum resource flexibility
9	management of localization processes			× -	TRANSLATION MEMORY INTEGRATION ENTERP

For MS Excel files

Excel documents display spreadsheets. Multiple sheets appear at the bottom of the live preview pane.

The live preview pane docks to the right. For docking options, click the live preview panel's **Settings** icon: . **Live Preview** highlights the active segment. Move to any other segment by clicking on that area of the **Live Preview**.

File	: Edit Segment	Translation	Terminology	Review	?	^	×			100% 👻 Sync Preview 🔅 🎽 📏
E		B B		ſ	3				A	В
6		루 ફ	<u> </u>	_ UE	<u> </u>	-		1	Term	Definitio
	ext Previous ment Segment	Commit Leverag	 Mark All Translated 	Cop		=	=	2	Submission	A file or collection of files sent for
Glo	ssary.xlsx ×					e e	•	3	1	The original language or content. being localized.
$ \langle $	Source or Target	 Match 	h Case 🔄 Rege	Enter te	ext te 👻 🛛	Filter:	2	4	Target	The translated (or localized) langu
1D	English (United Sta Sheet1	ates) French	(Canada)	Score	Status	1	-	5		A string of text that has been deriv text. Segments can also include ta
2	🗈 Term 🖪					1		6		An entity within a segment that gi the text between opening and clo
3	Submission					\checkmark				of the second seco
4	Source					1		7		A database of previously translate
5	Target					1				segments. New submissions are co
~	Commont						-		Translation Memory [TM]	target segments are populated wi

For MS PowerPoint files

PowerPoint files can be graphically intensive and may take time to load. The progress bar provides realtime loading status. Select the **View All Slides** box to load the entire document. Click **x** to cancel the **Live Preview**.

- Docking—The live preview pane docks to the right. For docking options, click the live preview panel's Settings icon:
 Live Preview highlights the active segment. Move to any other segment by clicking that area of the Live Preview.
- Slide Access—Click the forward or back arrow to progress through the slide deck or type the deck slide number in the Slide field. While in the editor, move back to the slide that correlates to the open

segment by clicking the Target icon: 🔯.

Fil	e Edit Segment Transla	tion Terminology	Review	? /	×	View All Slides 🔹 Slide: 1 /4 🕨 💠 100% 👻 Sync Preview 🏟 * 🗲
			D			Transstudio review (tsr) vs.
	Vext Previous Commit Le gment Segment	verage Mark All Translated	Copy Source	Merge Split	≣	
TS	R vs. TRP.pptx ×				$ \mathcal{Q}_{ij} $	
(Source or Target 📼 🗌 Match (Case Regex Enter	text to f 💌	Filter: Sel	ec 🔪	
ID	English (United States)	French (Canada)	Score	Status		
1	title				1 ÷	
2	January 2018				1	
	Transstudio review					
3	(tsr) vs. <pre>1</pre> translation				1	
	review portal (trp)					
4	Side by side views				1	
5	Benefits of tsr				1	# translations.
6	FOR SUBMITTERS				1	
	Selecting your					LANGUAGE AND TECHNOLOGY SOLUTIONS FOR GLOB
	reviewers or allowing					
	multiple reviewers to					

For Markdown files

The live preview pane docks to the right. For docking options, click the live preview panel's **Settings** icon: **Settings** icon: **Preview** highlights the active segment. Move to any other segment by clicking on that area of the **Live Preview**.

File	Edit Segment Trans	ation Terminology	Review	? /	×	100% 👻 Sync Preview 🔅 * 📏
Close	Close All Recalculate Progress		ch Editor	Complete	≡	Heading level 1
*Ultir	nateMarkdownTestFile_v2.md	×			ø	<u>freading lever 1</u>
< Sc	ource or Target 👻	Match Case Regex	Enter text to	▼ Filter: S	Sele 🔪	
ID	English (United States)	French (Canada)	Score	Status		
1	Heading level 1				^</td <td>Heading level 2</td>	Heading level 2
2	Heading level 2			Ð		
3	Heading level 3			ଚ	1	
4	Heading level 4			Ð	~	Heading level 3
5	Heading level 5			Ð	~	
6	Heading level 6			Ð		
7	Heading level 1			Ð	1	<u>Heading level 4</u>
8	Heading level 2			Ð	1	
9	Heading ID				1	
10	I really like using Markdown.				√ .	<u>Heading level 5</u>

For JSON files

The live preview pane docks to the right. For docking options, click the live preview panel's **Settings** icon: . **Live Preview** highlights the active segment. Move to any other segment by clicking on that area of the **Live Preview**.

For JSON files, Live Preview shows the translatable text in bold and at a larger font size.

File	Edit Formatting Tra	Inslation Terminology	Review	? ^ X	100% 👻 Sync Preview 🔅 🛩 🗲
Next Segme		Leverage Mark All Translated	Copy Source	≡	"PASSWORD_PLACEHOLDER": "Enter * a new password", "REQUIREMENTS": {
	April_TL.json × rce or Target English Characters	Match Case Reger		Filter:	"CHARACTERS": "Contain at least 3 of the following 4 types of characters", "LENGTH": "At least 8 characters in length",
29	At least 8 characters in length			~	"LOWER_CASE": "Lower case letters (a-z)", "NUMBERS": "Numbers (i.e. 0-9)", "SPECIAL": "Special
30	Lower case letters (a-z)			~	characters (e.g. !@#\$%^&*)", "TITLE": "Password Require "UPPER CASE": "Upper case
31	Numbers (i.e. 0-9)			1	letters (A-Z)"
32	Special characters (e.g. !@#\$%^&*)			~), "SAVE": "@:LANG.COMMON.SA "SET A PASSWORD": "Set a
33	Password Requirements			~	Roadside Config Password"), "PLACEHOLDER": "Placeholder",
34	Upper case letters (A-Z)	•			"SET_PASSWORD": "Set Password", "SHOW": "Show"

- 4. (Optional) Enter the translation or leverage the TM for any segment.
- 5. (Optional) On the **Translation** tab, click **Next Segment** or press **Alt+Down Arrow** to update the TM, move down one segment, and leverage the next segment from the TM.

The new translation is displayed.

6. (Optional) Click Sync Preview to refresh the preview.

Use Office Preview

The **Office Preview** option allows you to generate a static preview of MS Office documents using the target segments in your translation.

(i)

If the MS Office file type you select can be opened in a **Live Preview**, this option is shown, if not you see only the **Office Preview** option.

To generate an **Office Preview**:

- 1. Open a file in the **TXLF Editor** view.
- 2. On the File tab, select Office Preview from the Preview drop-down menu.

File	Edit Segr	nent Transla	tion Ten	minology	Review				Simple Viev	• ? 🔨 🗙
E	r.	13%		I	\checkmark	Ħ	_			
Close	Close All	Recalculate	Save	Save All	Finish	Get MS Word		Download	Switch Editor	Preview
Samp	ole-File_en-de	Progress .docx ×			Review	Table	Reference Files	Source Files	Layout	

3. (Optional) Interact with the newly opened **Office Preview** window. If you make changes to the target segments and wish to view those changes, just select **Office Preview** again and a new preview is generated.

Use HTML Preview

If you are working with an HTML submission, the translated document can be viewed using the HTML Preview.

To generate the HTML Preview:

- 1. Open an HTML file in the **TXLF Editor** view.
- 2. On the File tab, select HTML Preview from the Preview drop-down menu.

File	Edit	Segment	Trans	lation	Terminology	Review				? ^	×
E	R						r.	Ħ			
Close	Close All	Recalculate Progress	Save	Save All	Switch Editor Layout	Complete	Complete All	Get MS Word Table	Download Source Files	Preview	
*bas	ic_htm.htr	n ×							NO.	Html Previe	w

3. A new window opens and displays target content in context. To view new changes to target segments in a translated view, select HTML Preview again and a new window with the updated translated document generates.

8. Leverage Project TMs

A translation memory (TM) provides maximum content re-use and facilitates collaboration among localization resources. Users can leverage reusable content using one of two different types of TMs.



Consider using a free, hosted service: WordFast Anywhere (WFA). WFA allows translators to connect to a shared server and interact with a private, remote TM and glossary.

Local TMLocated on your local computer system and only you can access it.Remote TMLocated on a server that other translators can access. This allows multiple

Located on a server that other translators can access. This allows multiple translators to leverage the available content and update the TM with new reusable content.

You can remove a TM from a project so it is no longer in the project TM list. When you remove a local TM from a project, it remains in the TM folder on your computer system. To add a removed local TM back to the project, use the Add Local action on the Project TM tab. To add a removed remote TM to the project, use the Connect to Remote action on the Project TM tab.

Create a Local TM

Create a local translation memory (TM) for quick, local access. If it is possible you may need to share your TM with other users, connect to a free, hosted service: Wordfast Anywhere (WFA). Refer to <u>Connect to a Remote</u> <u>Glossary</u>.

To create a local TM:

- 1. In the Project List view, on the Projects tab, select a project from the projects list to open it.
- 2. On the Project TM tab, select Create Local.

Project	Files	Project TM	Project Termin	ology	Reports	Refere	nce Files		
03		Sa l	5	0	0,*	(f)	M		
Create Local	Add Local	Add Project TMs	Connect To Remote	Open TM	Modify TM	Copy TM	Import TM	Export TM	Remove TM

3. On the Translation Memory dialog, enter the required TM configuration.



Required fields are marked with a red asterisk.

Translation Memory			×
Create	Translation Memory		
Name:*			
Source Language:*	English		
Target Language:*	German		
Location:*		Browse	
Priority:*	Secondary		
Selected			
Read-only			
	c	K Cancel	

Field	Action
Name	Enter a unique TM name that includes the client or organization name and the TM's language for easy identification.
Target Language	Select target languages. Target languages are limited to those languages configured in the project.
Location	Select the destination where the application saves the new TM.
Priority	Set the TM sequence used during translation, using the Primary TM first, followed by any Secondary TMs.
	Note: You can only select one TM as primary.
Selected	(Optional) Select to use the current TM for the project.
Read-Only	(Optional) Select to leverage the TM without updating it with the new translation

4. Select OK.

The new TM is created and is displayed in the Project TM list.

Add a Local TM to a Project

You can add a local TM to your project at the time of creation or as a separate action.



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

To add a local TM to a project:

- 1. On the **Projects** tab, double-click a project from the projects list.
- 2. Select the Project TM tab, then select Add Local.

Project I	Files	Project TM	Project Termine	ology	Reports	Refere	nce Files		
	0,0	5	5	0	0	lib ⁰	9	01	
Create	Add	Add	Connect	Open	Modify	Сору	Import	Export	Remove
Local	Local	Project TMs	To Remote	TM	TM	TM	TM	TM	TM

- 3. On the **Opening TM** dialog, browse to the local TM folder and select it.
- 4. Select Select Folder.

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

Add Project TMs

Some projects may use multiple local and remote translation memories (TMs). In such instances, it is more efficient to add all of the TMs for the project with a single **Add Project TMs** action.

To add project TMs:

- 1. In Project List view, on the Projects tab, double-click a project from the projects list.
- 2. On the Project TM tab, select Add Project TMs.

Project I	Files	Project TM	Project Termin	ology	Reports	Refere	nce Files		
)	000	S.		05	0,*	(f)	N		
Create	Add	Add	Connect	Open	Modify	Сору	Import	Export	Remove
Local	Local	Project TMs	To Remote	TM	TM	TM	TM	TM	TM

3. On the Add Project TMs dialog, enter the project TM information.

Add Project TMs	×
Sele add	ct a Project containing TMs you would like to
Select a Project:*	AdaptiveTranscheck1
Source Language:	English
Target Language(s):	German (Germany)
List of TMs:	German_DE, AdaptiveTranscheck-German
	OK Cancel

Field	Action
Select a Project	Select a project name from the drop-down list.
Source Language	Leave the auto-populated source language.
Target Language(s)	Leave the auto-populated target languages.

Field	Action
List of TMs	Review the list of TMs associated with that project.

4. Select OK.

The selected project TMs are added to the project and are displayed in the Project TM list.

Connect to a Remote TM

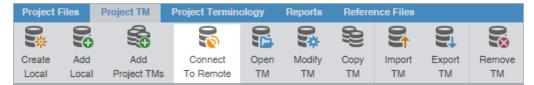
You can connect to one or more translation memories (TMs) on other computers, including a free, hosted service, such as Wordfast Anywhere (WFA).



WFA allows translators to connect to a shared server and interact with a private, remote TM and glossary.

To connect to a remote TM:

- 1. On the **Projects** tab, double-click a project from the projects list to open it.
- 2. In the Current Project view, and on the Project TM tab, click Connect To Remote.



- 3. On the **Connect to Remote TM** dialog, select the appropriate tab, based on your server options.
 - TM Server
 - WF Server
 - WFA Server
- 4. (Optional) Add a TM Server on the TM Server tab, complete the required fields, then click OK.

Required fields are marked with a red asterisk.

١.	1.		÷	\sim	F.
- \	v		ь		L

Connect to Re	mote TM		×
W-	Use this pag	e to connect to remote TM.	
TM Server	WF Server	WFA Server	
Symbolic Nam	ie:*		
- URL Setting	8		
URL:*		example: tm://address:port/TMS?tm=LEC Test	
Address:*			
Port:			
TMS Folder	- *		
Cluster Sho	rt Code:*		
TM Short Co	ode:*		
User:*			
Password:*			
Workgroup	ID:		
- TM Update 8	Settings		
TM Cleanup	Passcode:		
Priority:		Primary	-
Selected			
Read-only			
		OK Cano	el

Field or Option	Action
Symbolic Name	Enter a unique name for the TM. The symbolic name can be automatically populated from the URL String for remote TM connections.
URL	Enter the remote TM URL using the following format: tms://address:port/ TMS?. The remaining URL Settings automatically populate when you enter the URL string. Click Test to validate the connection. The symbolic name can also be automatically populated from the URL String for remote TM connections.
TM Cleanup Passcode	Enter the password to update the TM for the project.
Priority	Select a priority from the drop-down list. The priority determines the sequence of reference during translation, first referencing the primary TM, then any secondary TMs. You can only designate one TM as primary.
Selected	(Optional) Select to use the current TM for the project.
Read-only	(Optional) Select to leverage the TM without updating it with the new translation.

5. (Optional) Add a WF Server on the **WF Server** tab, complete the required fields, then click **OK**.

Required fields are marked with a red asterisk.

Connect to Remote TM X			
W-	Use this pag	ge to connect to remote TM.	
TM Server	WF Server	WFA Server	
Symbolic Name:*		Sample_TM	
- URL Setting	8		
URL:*		example: wf://jsmith:password@address	
Address:*			
Port:*			
Account Na	ime:*		
Account Pa	ssword:		
Workgroup	ID:		
- PM and TM	admin		
Use TM	I (Write) Passwor	rd	
TM (Write) Password:			
Priority:		Primary	*
Selected			
Read-only	Read-only		
		ОК Са	ncel

Field or Option	Action
Symbolic Name	Enter a unique name for the TM. The symbolic name can be automatically populated from the URL String for remote TM connections.
URL	Enter the remote TM URL using the following format: wf:// jsmith.password@address:port/TMS?. The remaining URL Settings automatically populate when you enter the URL string. The symbolic name can also be automatically populated from the URL String for remote TM connections. (Optional) The Password and Workgroup ID fields depend on server settings. Click Test to validate the connection.
Address	Enter the address associated with the URL.
Port	Enter the port associated with the URL.
Account Name	Enter the username associated with the URL log in.
Account Password	(Optional) Enter the password associated with the username.
Workgroup ID	(Optional) Enter the workgroup ID for the project.

Field or Option	Action
Use TM (Write) Password	Enable, if you are a PM or TM Administrator, to require a password to overwrite the existing TM with new translations.
TM (Write) Password	If enabled, enter the password to overwrite the existing TM with new translations.
Selected	(Optional) Select to use the current TM for the project.
Read-only	(Optional) Select to leverage the TM without updating it with the new translation.

6. (Optional) Add a WFA Server on the **WFA Server** tab, complete the required fields, then click **OK**.

Required fields are marked with a red asterisk.

Connect to Remote TM		×	
W-	Use this pa	ge to connect to remote TM.	
TM Server	WF Server	WFA Server	
Symbolic Nam	ne:*	WordFast Anywhere Adaptive Test	
API key:*			Test
Priority:		Primary	
Selected			
Read-only	1		
		ОК	Cancel

Field or Option	Action		
Symbolic Name	Enter a unique name for the TM.		
API key	Enter the API key you obtain from WFA.		
	1. Log in to your free WFA account at https://www.freetm.com.		
	2. Click TMs & Glossaries, then Setup.		
	3. On the TMs and glossaries management dialog, select a TM or glossary.		
	4. Click Manage Sharing.		
	5. On the TMs and glossaries shares dialog, click the API key and copy the		
	text string.		
	6. Paste the API key into the Connect to Remote TM dialog using the		
	following format: username@1234567, then click Test to validate the		
	connection.		
Priority	Select a priority from the drop-down list.		
	The priority determines the sequence of reference during translation, first		
	referencing the primary TM, then any secondary TMs. You can only designate		
	one TM as primary.		
Selected	(Optional) Select to use the current TM for the project.		

Field or Option	Action
Read-only	(Optional) Select to leverage the TM without updating it with the new translation.

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

Open and Edit a Local TM

You can open and edit local translation memory (TM) entries at any time after TM creation.



You cannot open a remote TM in **TM Editor**.

To open and edit a local TM:

- 1. In the Project List view, on the Projects tab, double-click a project from the projects list to open it.
- 2. On the **Project TM** tab, select a translation memory and select **Open TM**.

Project	Files	Project TM	Project Termin	ology	Reports	Refere	nce Files		
0)**		<u></u>	2	0	0,**	(f)		0))	
Create Local	Add Local	Add Project TMs	Connect To Remote	Open TM	Modify TM	Copy TM	Import TM	Export TM	Remove TM

3. On the **TM Editor** tab, view the translation units (TUs) for both source and target languages.

Next Update	Previous Update	X Cut	Сору	Paste	_	e TU Export Previous Filtered Tag	Copy Next Tag Tag					? ^
Filters				*	ID	Source	Target	Creation Use	Creation Date	Modification	Modification Date	t∔ ≡
Search: Source	ind target			¥			à la somme de contrôle du fichier source.					
Enter T Mate Exac TU Creat	h Case I Match	er			4	Another version was already uploaded earlier in this upload session.	Une autre version a déjà été téléchargée lors de cette session de téléchargement.	Project Directo rTDC	2019/03/12 11:53:43 MDT	Project Directo rTDC	2019/03/12 11:53:43 MDT	
To:	cation User:				5	Please translate the blank segments and try again.	Veuillez les traduire puis réessayez.	Project Directo rTDC	2019/03/12 11:53:43 MDT	Project Directo rTDC	2019/03/12 11:53:43 MDT	
Enter T	Modification				6	It contains invalid characters.	Il contient des caractères non valides.	Project Directo rTDC	2019/03/12 11:53:43 MDT	Project Directo rTDC	2019/03/12 11:53:43 MDT	
To:					7	Change the language codes to match the submission and upload again.	Modifiez-les puis réessayez.	Project Directo rTDC	2019/03/12 11:53:43 MDT	Project Directo rTDC	2019/03/12 11:53:43 MDT	
	Q	Find	× ci	ear	8	Upload contains a connative core file (aligned file) that is not a part of	Le téléchargement contient un fichier sinatif	Project Directo rTDC	2019/03/12 11:53:43 MDT	Project Directo rTDC	2019/03/12 11:53:43 MDT	

4. (Optional) To search for source or target translation units (TUs), enter your search criteria in the appropriate fields in the **Filters** sidebar, then select **Find**.



You can make your filtered search case-sensitive or specify an exact match, then filter further by creator, user, and modification date.

- 5. (Optional) To reset your search criteria, select Clear.
- 6. (Optional) Use the Edit Options actions, such as Cut, Copy, and Paste to edit a TM entry.

Modify a TM

To rename, write-protect, or change the priority of a TM, use the Modify TM action.

To modify a local or remote TM:

- 1. In the Project List view, on the Projects tab, double-click a project from the projects list to open it.
- 2. On the **Project TM** tab, click a TM.
- 3. Click Modify TM.



4. On the **Connect to Remote TM** dialog, modify the details for your connection. Based on your selection, other fields auto-populate. Refer to <u>Connect to a Remote TM</u>.



You can only select one primary TM for a project.

Required fields are marked with a red asterisk.

V		\sim	r		÷	0	CI
V	V	U		u	1	a	SI

Connect to Remote TM		×
Use this pa	ige to connect to remote TM.	
TM Server WF Server	WFA Server	
Symbolic Name:*	Sample_TMS_DE-de	
URL Settings		
URL:*	tms://www.com/TMS?	
Address:*	sity techdoc translations.com	
Port:		
TMS Folder:*	TMS	
Cluster Short Code:*	GR0000003	
TM Short Code:*	LTM000005	
User:*	LTM-en-de	
Password:*	panaword/1	
Workgroup ID:		
- TM Update Settings		
TM Cleanup Passcode:		
Priority:	Primary	~
Selected		
Read-only		
	OK Cancel	

- 5. (Optional) Select the TM identified in the Name field for the current project using Selected.
- 6. (Optional) Select **Read-only** to allow users to leverage the TM but not update it with new translation.
- 7. Click **OK**.

Your modifications to the TM are saved.

Copy a Local TM

Copy a TM to use an existing TM for a new project.



The copied TM is in the Wordfast Pro TM format, regardless of the original TM format.

To copy a local translation memory:

- 1. In the Project List view, on the Projects tab, double-click a project from the projects list to open it.
- 2. On the Project TM tab, select a translation memory and select Copy TM.

Project I	Files	Project TM	Project Termin	ology	Reports	Refere	nce Files		
03	0,9	5	5	0);	0,*	((Q	S	01	
Create Local	Add Local	Add Project TMs	Connect To Remote	Open TM	Modify TM	Copy TM	Import TM	Export TM	Remove TM

3. On the Copy Translation Memory dialog, enter the TM Name.

	_	- · · ·
_		~
	_	- 1
		- 1
•		
×	•	

Required fields are marked with a red asterisk.

Copy Translation Me	nory	×
	te a copy of the selected translation memory. Please e opy, location, and decide if you want to flip the TM lang	
Source TM:	Doc_TM1	
Name:*]
Location:*		Browse
Flip Language	15	
	Cop	oy Cancel

- 4. Browse and select the **Location** on your disk for the TM copy.
- 5. (Optional) Select Flip Languages, to reverse the source and target languages, then select Copy.

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

Import a Local TM

To use a local translation memory (TM) from another linguist, use the **Import TM** action.

To import a local TM:

- 1. In the Project List view, on the Projects tab, double-click a project from the projects list to open it.
- 2. Select Import TM on the Project TM tab.



 On the Import Translation Memory dialog, select the import File Type from the drop-down list. Required fields are marked with a red asterisk.

Import Translation Memo	лу	×
	Translation Memory	
File Type:*	ТМХ	Ŧ
Import File:*	C:\Users\Desktop\de-DE TM\TranscheckDE.tmx	Browse
Create New TM		
 Import Into Existi 	ng TM	
Existing TM:*		-
If TU already exists:*	Add as a new TU	-
Delete all TUs fro	m existing TM	
	ок	Cancel

Field	Action
File Type	Select an action from the drop-down list.
	 TMX — Translation Memory eXchange file format provides compatibility with all translation tools.
	 WF TXT TM format (.txt) — File format provides backward compatibility for Wordfast Classic and Wordfast Pro 3.
Import File	Browse to select the file for import.
Create New TM	Select to import the TM into a new TM file.
Import into Existing TM	Select to import the TM into an available TM file, based on selection from the drop-down list.
Existing TM	Select an available TM file from the drop-down list.
If TU already exists	Select a TM option from the drop-down list to import it into an available TM file.
Delete all TUs from existing TM	Select to delete the existing TM and replace it with the new TM.

4. Select OK.

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

Export a Local TM

To share a local translation memory (TM) with another linguist, use the **Export TM** action.

To export a local TM:

- 1. In the Project List view, on the Projects tab, double-click a project from the projects list to open it.
- 2. Select a TM assigned to that project.

(i

3. Select Export TM on the Project TM tab.

Proje	t Files	Project TM	Project Termin	ology	Reports	Refere	nce Files		
9	0)\$	- Sa	R	0;;	0,*	ŝ		<u>((</u>) je
Create Local	e Add Local	Add I Project TMs	Connect To Remote	Open TM	Modify TM	Copy TM	Import TM	Export TM	Remove TM

4. On the Export Translation Memory dialog, choose a location and export type for the TM export file.

Required fields are marked with a red asterisk.

Export Translation Memory							
W-		existing Translation Memory for export a location and export type for the TM	rt, and				
Translation Memory:*	I	EN_DE-de	Ŧ				
Export Type:*		TMX	Ŧ				
File Location:*			Browse				
		ок	Cancel				

Translation Memory	Select a TM from the drop-down list.
Export Type	Select the export file type from the drop-down list.
File Location	Browse and select the folder location for the export.

5. Select OK.

The selected translation memory exports to the selected folder location.

9. Leverage Project Terminology Lists

Terminology is a phrase used to identify two distinct groupings: the glossary and the blocklist.

- **Glossary**—A database of preferred source terms, words, and phrases paired with their target equivalents designated as preferred and client-specific
- Blocklist—A database of rejected target terms prohibited from use in the translation

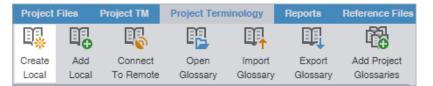
Leverage Project Glossaries

A glossary includes source terms and a correlated list of preferred target terms.

LEVERAGE PROJECT GLOSSARIES Create a Local Glossary

To create a local glossary:

- 1. In the Project List view, on the Projects tab, double-click a project from the projects list to open it.
- 2. In the Current Project view, on the Project Terminology tab, click Create Local.



3. On the Create Glossary dialog, enter the glossary information.

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

Required fields are marked with a red asterisk.

Field	Action
Name	Enter a unique name for the glossary.
Source Language	Do nothing, since the source language auto-populates.

Field	Action
Target Language	Select a language from the target languages available for your project in drop- down list.
Location	Browse and select the folder location for the new glossary.
Selected	(Optional) Select to use the current local glossary for the project.
Read Only	(Optional) Select to leverage the glossary without updating it with new terms.

4. Click OK.

The new glossary is displayed in the project glossary.

LEVERAGE PROJECT GLOSSARIES

Add a Local Glossary

You can only add glossaries created by Wordfast Pro 4 or 5. For glossaries from Wordfast Classic or Wordfast Pro 3, use the **Import Glossary** action. Refer to <u>Import a Local Glossary</u>.

To add a local glossary:

- 1. In the Project List view, on the Projects tab, double-click a project from the projects list.
- 2. In the Current Project view, on the Project Terminology tab, select Add Local.

Project F	Files	Project TM	Project Termine	ology	Reports	Refere	nce Files		
9	99	5	S		05	(fb	S	01	
Create	Add	Add	Connect	Open	Modify	Сору	Import	Export	Remove
Local	Local	Project TMs	To Remote	TM	TM	TM	TM	TM	TM

- 3. On the Creating Glossary dialog, browse to a glossary folder and select it.
- 4. Select Select Folder.

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

LEVERAGE PROJECT GLOSSARIES Add Project Glossaries

Some projects may use multiple local and remote glossaries. In such instances, you can add all of the glossaries from a previous project with a single **Add Project Glossaries** action.

To add project glossaries:

- 1. In the Project List view, on the Projects tab, double-click a project from the projects list to open it.
- 2. In the Current Project view, on the Project Terminology tab, select Add Project Glossaries.

Project I	Files	Project TM	Project Term	ninology	Reports	Reference Files
er.	00	E	R.		II.	1
Create Local	Add Local	Connect To Remote	Open Glossary	Import Glossary	Export Glossary	Add Project Glossaries

3. On the Add Project Glossaries dialog, enter the project glossaries information.

Add Project Glossaries X				
	ct a Project containing Glossaries you would o add			
Select a Project:*	AdaptiveTranscheck1	-		
Source Language:	English			
Target Language(s):	German (Germany)			
List of Glossaries:	de-DE-TechDoc			
	OK Cancel			

Field	Action
Select a Project	Select a project name from the drop-down list.
Source Language	Leave the auto-populated source language, based on the project.
Target Language(s)	Leave the auto-populated target languages, based on the project.
List of Glossaries	Review the list of glossaries associated with that project.

4. Select OK.

The selected project glossaries are added to the project and displayed in the project Glossaries list.

LEVERAGE PROJECT GLOSSARIES Connect to a Remote Glossary

You can connect to a glossary residing on another server, including a free hosted service, such as Wordfast Anywhere (WFA).



WFA allows translators to connect to a shared server and interact with a private, remote translation memory (TM) and glossary.

To connect to a remote glossary:

- 1. On the **Projects** tab, double-click a project from the projects list.
- 2. On the **Project Terminology** tab, click **Connect To Remote**.

Project I	Files I	Project TM	Project Term	ninology	Reports	Reference Files
₽ <mark>₽</mark>	П.	E S	R		Ц.	R.
Create Local	Add Local	Connect To Remote	Open Glossary	Import Glossary	Export Glossary	Add Project Glossaries

3. On the **Connect to Remote Glossary** dialog, select the appropriate tab, based on your server options.

- TMGR Server
- WF Server
- WFA Server
- 4. (Optional) Add a Term Manager (TMGR) Server on the TMGR Server tab and complete the required fields.

Required fields are marked with a red asterisk.

Connect to Remote Glossary		×
Connect To	Remote Glossary	
TMGR Server WF Serve	r WFA Server	
Name:*		
Source Language:*	English	-
Target Language:*	German (Germany)	-
URL Settings		
URL:*	example: tmgr://address:port/tmgr? Test	
Address:*		
Username:*		
Password:*		
Project Short Code:*	example: ABC0000001, ABC0000002	
Selected		
Read-only		
Create Blocklist Connect	ion	
	iver i	
	OK Ca	ncel

Field or Option	Action
Name	Enter a unique name for the glossary. The name can be automatically populated from the URL String for remote glossary connections.
Target Language	Select a language from the drop-down list. This list is constrained by the available target languages for your project.
URL	Enter the remote glossary URL using the following format: tmgrs://address:port/TMGR?.
	Note: The remaining URL Settings automatically populate when you enter the URL string. This includes the username, password, and project short code. The name can also be automatically populated from the URL String for remote glossary connections. Click Test to validate the connection.
Selected	(Optional) Select to use the current glossary for the project.
Read-only	(Optional) Select to leverage the glossary without updating new terms.

Field or Option	Action
Create Blocklist	(Optional) Select to connect to an available blocklist already in TMGR.
Connection	

5. (Optional) Add a WF Server on the **WF Server** tab and complete the required fields.

Required fields are marked with a red asterisk.

Connect to Remote Glossary		×
Connect To	Remote Glossary	111
TMGR Server WF Serve	WFA Server	
Name:*	Sample_Glossary	
URL Settings		ا ٦
URL:*	example: wf://jsmith:password@add Test	
Address:*		
Port:*		
Account Name:*		
Account Password:		
Workgroup ID:		
Selected		
Read-only		
	OK Cance	I

Field or Option	Action				
Name	Enter a unique name for the glossary. The name can be automatically populated from the URL String for remote glossary connections.				
URL	Enter the remote glossary URL using the following format: wf:// jsmith:password@address:port/tmgr?. The remaining URL Settings automatically populate when you enter the URL string. Click Test to validate the connection. The name can be automatically populated from the URL String for remote glossary connections.				
Address	Enter the address associated with the URL.				
Port	Enter the port associated with the URL.				
Account Name	Enter the username associated with the URL log in.				
Account Password	(Optional) Enter the password associated with the username.				
Workgroup ID	(Optional) Enter the workgroup ID for the project.				

Field or Option	Action
Selected	(Optional) Select to use the current glossary for the project.
Read-only	(Optional) Select to leverage the glossary without updating new terms.

6. (Optional) Add a WFA Server on the **WFA Server** tab and complete the required fields.

Connect to Remote Glossary							
Connect To Remote Glossary							
TMGR Server WF Serve	er WFA Server						
Name:*	WordFast Anywhere Adaptive Test						
Source Language:*	English	-					
Target Language:*	German (Germany)						
API KEY:*	username@1234567	Test					
Selected							
Read-only							
	ОК	Cancel					

Field or Option	Action				
Name	Enter a unique name for the glossary.				
Target Language	Select a language from the drop-down list.				
	Note: This list is constrained by the available target languages for your project.				
ΑΡΙ ΚΕΥ	Enter the API key you obtain from WFA.				
	1. Log in to your free WFA account at https://www.freetm.com.				
	2. Click on TMs & Glossaries, then Setup.				
	3. On the TMs and glossaries management dialog, select a glossary.				
	4. Click Manage Sharing.				
	On the TMs and glossaries shares dialog, click on the API key and copy the text string.				
	 Paste the API key into the Connect to Remote Glossary dialog on the WFA Server tab using the following format: username@1234567, then click Test to validate the connection. 				
Selected	(Optional) Select to use the current glossary for the project.				
Read-only	(Optional) Select to leverage the glossary without updating new terms.				

7. Click OK.

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

LEVERAGE PROJECT GLOSSARIES

Open a Remote Glossary

You can open and view remote glossary entries at any time after a glossary is connected.



You can only view the terms in a remote glossary. You cannot edit the glossary.

To open a remote glossary from the TXLF Editor view:

1. In the TXLF Editor view, click Open Glossary on the Terminology tab, or click the Open Glossary icon by on the Terminology pane.

The remote glossary will open in your default browser.

- 2. (Optional) If you are connected to multiple remote glossaries, clicking Open Glossary or the Terminology List button (from the Terminology tab) opens the **Project Glossaries** dialog; do one of the following:
 - Click a remote glossary location link.
 - Select a remote glossary, then click **Open**.

Project Glossaries				×
Name	Туре	Location	Read-o	Active
3MC000732_en-US_de-DE	http	tmgrs://stg-tmgr1.translations.com/TM	×	 Image: A second s
		Manage Project Glossaries	Open	Close

- 3. (Optional) In the Currect Project view, on the Project Terminology tab, do one of the following:
 - Click a remote glossary location link.
 - Select a remote glossary, then click **Open Glossary**.

The remote glossary will open in your default browser.

Open and Edit a Local Glossary

You can open and edit local glossary entries at any time after glossary creation.

To open and edit a local glossary:

- 1. In the Project List view, on the Projects tab, double-click a project from the projects list to open it.
- 2. In the Current Project view, on the Project Terminology tab, select a local glossary, and select Open Glossary.



3. In the **Glossary Editor**, view the terms for both source and target languages. You can also filter, add, remove, and update terms.

Glossary						~		~	~					? ^	×	
C Next	Previous	Cut	Coopy Coopy	Paste	Add Term	Remove			III xport							
Update	Update		ID	Source		Term Target	Glo	Descriptio	ossary	Creation	Creation	Modifica	Modificati	ţ↑	_	
Filters Search: Source and Term Text:		v	1	TermE	ntryID	en		en:Stati		ds	2019/0 8/26 09:31:2 2 MDT	ds	2019/08/ 26 09:31:22 MDT	1+	-	
Ciller re			2	845312 77f9-4 930a- 96f316	d4b-	Access Protectio	n	Approve	ed o	ds	2019/0 8/26 09:31:2 2 MDT	ds	2019/08/ 26 09:31:22 MDT			
			3	4e7d8 9cfb-41 a818- 6f994b		Applicati Support	on	Approve	ed o	ls	2019/0 8/26 09:31:2 2 MDT	ds	2019/08/ 26 09:31:22 MDT			
				4	68adc3 ef95-49 9e3e- 1eadb4 2		technolo	ду	Approve	ed o	ds	2019/0 8/26 09:31:2 2 MDT	ds	2019/08/ 26 09:31:22 MDT		
, <mark>O</mark> Fir	nd 🗙	Clear	5	a5f729 89bb-4 ab44- 8702c3 2		Worms		Approve	ed o	ds	2019/0 8/26 09:31:2 2 MDT	ds	2019/08/ 26 09:31:22 MDT			

4. (Optional) To search for source or target terms, enter your search criteria in the appropriate fields in the **Filters** sidebar, then select **Find**.



You can make your filtered search case-sensitive or specify an exact match, then filter further by creator, user, and modification date.

- 5. (Optional) To reset your search criteria, select Clear.
- 6. (Optional) Use the Edit Options actions, such as Cut, Copy, and Paste within the source and target columns.

LEVERAGE PROJECT GLOSSARIES

To exchange glossaries with other translators, save the exported glossary to a local drive, then use the **Import Glossary** action to import it to your project.

(i) To exchange glossaries among projects on your local drive, use the Add Project Glossaries action.

To import a local glossary:

- 1. In the Project List view, on the Projects tab, double-click a project from the projects list.
- 2. In the Current Project view, on the Project Terminology tab, select Import Glossary.

Project Files		ject Files Project TM		Project Terminology		Reference Files
∎ <mark>₽</mark>	Щ.	B	E C		II.	r de la companya de l
Create Local	Add Local	Connect To Remote	Open Glossary	Import Glossary	Export Glossary	Add Project Glossaries

3. On the Import Glossary dialog, select the import File Type from the drop-down list.

Required fields are marked with a red asterisk.

Import Glossary				×
	ossary			
File Type:* Import File:* ◯ Create a new glo:	<mark>BX</mark> ∵\Users\Documents\Source\de-DE ary	Term\de-DE_TechDo	Browse	7
 Import into existin 	glossary			
Existing Glossary:*	de-DE-TechDoc			-
If the term already e	sts:* Add as new term			-
Delete all terms	om existing glossary			
			ок с	ancel

Field	Action
File Type	Select a file format for importing raw text files.
	 Term Base eXchange (TBX) — Use with other CAT tool glossaries Tab delimited text file (TXT) — Use with Wordfast Classic and Wordfast Pro glossaries
Import File	Select Browse to locate and select an Import File.
Create a new glossary	Select to use the imported glossary to create a new glossary rather than add terms to an existing glossary.
Import into existing glossary	Select to use the imported glossary to add to the selected glossary.
Existing Glossary	Select from the drop-down list to append the imported glossary to an existing glossary file.

Field	Action
If term already exists	Select from the drop-down list to import the term into an existing glossary file.
	• Add as a new term — Add the term to the existing glossary file.
	 Do not overwrite — Ignore the term and retain the term already in the glossary file.
	• Overwrite existing term — Use the new term to replace the term already in the glossary file.
Delete all terms from existing glossary	Select to delete the existing term and replace it with the new glossary term.

4. Select OK.

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

LEVERAGE PROJECT GLOSSARIES Export a Local Glossary

To exchange glossaries with other translators, use the **Export Glossary** action and save it to a local drive, then send it to another translator to import to their project.



To exchange glossaries among projects on your local drive, use the Add Project Glossaries action.

To export a local glossary:

- 1. In the Project List view, on the Projects tab, double-click a project from the projects list.
- 2. In the Current Project view, on the Project Terminology tab, select a glossary and select Export Glossary.

Project Files		Project TM	Project Tern	ninology	Reports	Reference Files
₽ <mark>₽</mark>	0	E	R		Ц.	R.
Create Local	Add Local	Connect To Remote	Open Glossary	Import Glossary	Export Glossary	Add Project Glossaries

3. On the Export Glossary dialog, select a glossary from the drop-down list.

Export Glossary			×
₩ .	xport Glossary		
Glossary:*	Doc_Term1		*
Export Type:*	ТВХ		Ŧ
File:*			Browse
		ок	Cancel

- 4. Select the file Export Type from the drop-down list.
 - Term Base eXchange (TBX) Use with other computer-assisted translation (CAT) tool glossaries

- Tab delimited text file (TXT) Use with Wordfast Classic and Wordfast Pro 3 glossaries
- 5. Select Browse to locate and select the export file location, then select Save.
- 6. Select OK.

The glossary is exported to the specified file location.

Leverage Project Blocklists

You can use a blocklist to exclude words or phrases from use in the target segment.

LEVERAGE PROJECT BLOCKLISTS Create a Local Blocklist

You can create a blocklist for your project on your local computer.

To create a local blocklist:

- 1. In the Project List view, on the Projects tab, double-click a project from the projects list.
- 2. In the Current Project view, on the Project Terminology tab, select Create Local in the Blocklist group.



3. On the Create Blocklist dialog, enter the required blocklist information.



Required fields are marked with a red asterisk.

Create Blocklist		×
V- °	create a New Blocklist	
Name:*		
Language:*	German	.
Location:*		Browse
Selected		
Read-only	/	
	ок	Cancel

Field	Action
Name	Enter a unique blocklist name that includes the client or organization name and the blocklist target language for easy identification.
Language	Select the blocklist's target language, which is limited to languages configured in the project.
Location	Select the destination for the new blocklist.

Field	Action
Selected	(Optional) Select to use the current blocklist for the project.
Read-Only	(Optional) Select to leverage the blocklist without updating it with the new translation.

4. Select OK.

The new blocklist is created and is displayed in the project terminology list.

Add a Local Blocklists

Use a local blocklist already created on your computer when you want to leverage a translation blocklist, but do not want to collaborate with other users. You can add a local blocklist to your project at the time of creation or as a separate action.

To add a local blocklist:

- 1. In the Project List view, on the Projects tab, double-click a project from the projects list to open it.
- 2. In the Current Project view, on the Project Terminology tab, select Add Local in the Blocklist group.



3. On the **Creating Blocklist** dialog, browse to a blocklist file and select it.

4. Select Select Folder.

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

LEVERAGE PROJECT BLOCKLISTS Connect to a Remote Blocklist

You can connect to one or more blocklists on another computer or server.

To connect to a remote blocklist:

- 1. In the Project List view, on the Projects tab, double-click a project from the projects list.
- 2. In the Current Project view, on the Project Terminology tab, click Connect To Remote.

Project	Files	Project TM	Project Term	ninology	Reports	Reference Files	3				
₽ <mark>₽</mark> ₽		ES.	R	∎ <mark>₽</mark>	ШĮ	r 🔁	A			R	
Create	Add	Connect	Open	Import	Export	Add Project	Create	Add	Connect	Open	Import
Local	Local	To Remote	Glossary	Glossary	Glossary	Glossaries	Local	Local	To Remote	Blocklist	Blocklist

On the Connect to Remote Blocklist dialog, enter the required information, based on your server options.
 Required fields are marked with a red asterisk.

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

Field or Option	Action
Name	Enter a unique name for the blocklist.
Target Language	Select a target language from the drop-down list.
URL	Enter the remote TMGR URL using the following format: tmgrs:// address:port/TMS?. The remaining URL Settings automatically populate when you enter the URL string. Click Test to validate the connection.
Address	Enter the remote address.
Username	Enter the username associated with the URL log in.
Password	Enter the password associated with the username.
Project Short Code	Enter the short code for the project, such as ABC0000001.
Selected	(Optional) Select to use the current blocklist for the project.

4. Click OK.

The new remote blocklist is displayed in the project terminology list.

LEVERAGE PROJECT BLOCKLISTS

Open and Edit a Local Blocklist

You can open and edit local blocklist entries at any time after blocklist creation.

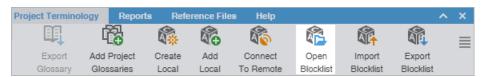


You cannot open a remote blocklist in Wordfast Pro.

To open and edit a local blocklist:

1. In the Project List view, on the Projects tab, double-click a project from the projects list to open it.

2. In the Current Project view, on the Project Terminology tab, select a local blocklist, and select Open Blocklist.



3. On the **Blocklist Editor** tab, view the blocklist terms for both source and target languages. You can also filter, add, remove, and update terms.

🔛 Wordfa	ast Pro - Blo	ocklist Editor										-		×
	Blocklist	Editor											? (?)	^ X
w	Next Update	Previous Update	X Cut	Copy	Paste	A	dd Term	Remove Term	Import Blocklist	Export Blocklist				
	Filters					ID	Forbid	den Term		Suggeste	ed Term		†↓.	\equiv
	Search:					1	Pleas	se click		Click				
	Forbidde	n			*	2	Orga	nisation		Organi	zation			
	Term Tex	t				~	e.ga			organ	Lation			
U	Enter Te	rm Text				3	Warn	ing popup		Warnin	ig message			
*														
랿														
≪		Q	Find	X CI	ear									

4. (Optional) To search for source or target blocklist terms, enter your search criteria in the appropriate fields in the **Filters** sidebar, then select **Find**.

(i)

You can make your filtered search case-sensitive or specify an exact match, then filter further by creator, user, and modification date.

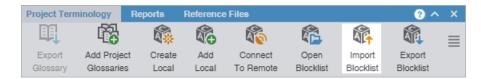
- 5. (Optional) To reset your search criteria, select Clear.
- 6. (Optional) Use the **Edit Options** actions, such as **Cut**, **Copy**, and **Paste** to edit entries within the forbidden and suggested term columns.

LEVERAGE PROJECT BLOCKLISTS

To use a local blocklist from another source, use the Import Blocklist action.

To import a local blocklist:

- 1. In the Project List view, on the Projects tab, double-click a project from the projects list.
- 2. In the Current Project view, on the Project Terminology tab, select Import Blocklist.



3. On the Import Blocklist dialog, select the import File Type from the drop-down list.

Required fields are marked with a red asterisk.

Import Blocklist			×
Import Block	dist		
File Type:*	Txt	*	
Import File:*	C:\Users\Documents\Source\de-DE Term\de-DE_Te	Browse	
 Create a new blocklist 		-	
O Import into existing bloc	klist		
Existing Blocklist:*		-	
If the term already exists:*		Ŧ	
Delete all terms from ex	cisting Blocklist		
	0	K Cance	el

Field	Action			
File Type	Select TXT as the file format for importing raw text files.			
Import File	Select Browse to locate and select an Import File.			
Create a new blocklist	Select to use the imported blocklist to create a new blocklist, rather than add terms to an existing blocklist.			
Import into existing blocklist	Select to use the imported blocklist to add to the selected blocklist.			
Existing Blocklist	Select from the drop-down list to append the imported blocklist to an existing blocklist file.			
If term already exists	Select from the drop-down list to import the term into an existing blocklist file.			
	 Add as a new term — Add the term to the existing blocklist file. 			
	 Do not overwrite — Ignore the term and retain the term already in the blocklist file. 			
	• Overwrite existing term — Use the new term to replace the term already in the blocklist file.			
Delete all terms from existing Blocklist	Select to delete the existing term and replace it with the new blocklist term.			

4. Select OK.

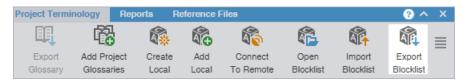
The blocklist is imported and displayed in the project **Blocklist**.

LEVERAGE PROJECT BLOCKLISTS Export a Local Blocklist

To share a local blocklist with another linguist, use the **Export Blocklist** action.

To export a local blocklist:

- 1. In the Project List view, on the Projects tab, double-click a project from the projects list.
- 2. In the Current Project view, on the Project Terminology tab, select a blocklist from the project Blocklist.
- 3. Select Export Blocklist on the Project Terminology tab.



4. On the **Export Blocklist** dialog, choose a blocklist name, export type, and folder location for the blocklist export file.



Required fields are marked with a red asterisk.

Export Blocklist			×
	Export a blocklist		
Blocklist:*	Blocklist		~
Export Type:*	Txt		~
File Location:*			Browse
		ОК	Cancel

Blocklist	Select a blocklist from the drop-down list.
Export Type	Select the export file type from the drop-down list.
File Location	Browse and select the folder location for the export file.

5. Select OK.

The selected blocklist exports to the selected folder location.

Use Project Terminology Options

You can use the Project Terminology tab to modify and remove glossaries and blocklists.

USE PROJECT TERMINOLOGY OPTIONS Modify a Glossary or Blocklist

To modify a glossary or blocklist:

- 1. In the Project List view, on the Projects tab, double-click a project from the projects list.
- 2. In the Current Project view, on the Project Terminology tab, select a glossary or blocklist.
- 3. Select Modify.



4. On the **Create Glossary** dialog, modify the details as required. Based on your selection, other fields autopopulate.



Required fields are marked with a red asterisk.

Modify Glossary X					
Modify	y Glossary				
Name:*	German Glossary				
Source Language:*	English				
Target Language:*	German				
Location:*	C:\Users\Documents\WFP_5.11.0_Images	Browse			
Selected					
Read-only					
	ОК	Cancel			

Name	Modify the name of the current glossary or blocklist.
Selected	(Optional) Select to use the current glossary or blocklist for modification.
Read Only	(Optional) Select to leverage the glossary or blocklist without updating it with the new translation.

5. Select OK.

Your modifications are saved.

USE PROJECT TERMINOLOGY OPTIONS

Remove a Glossary or Blocklist

When you remove a glossary or blocklist from a project, the glossary or blocklist file remains in the glossary or blocklist folder on your computer. You can add it again with the **Add Local** or **Connect to Remote** action.

To remove a glossary or blocklist:

- 1. In the Project List view, on the Projects tab, double-click a project from the projects list.
- 2. In the Current Project view, on the Project Terminology tab, select a glossary or blocklist.
- 3. Select Remove.



A warning message asks you to agree to the removal.

4. Select Yes.

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

10. Monitor Reports

Use the **Reports** tab to open and to export auto-generated analysis and cleanup reports to .CSV, .HTML, .XLS, and .PDF formats.

Wordfa	ast Pro			-			×
	Project Files Project TM Project T	erminology Reports	Reference File	#8		•	×
w-							
	Remove Export						
	Report			0	-	4.1	_
T	Report Name	Location		Creation Date	8	†↓	=
	EN -> DE						
	Cleanup						
	📗 Clean Up Report2.rpt	C:\Users\WordfastPro\pro	jects\Wordf	2019/09/13 14:01:19 MDT			
	📗 Clean Up Report1.rpt	C:\Users\WordfastPro\pro	jects\Wordf	2019/09/13 14:00:35 MDT			
	📔 Clean Up Report.rpt	C:\Users\WordfastPro\pro	jects\Wordf	2019/09/13 13:59:45 MDT			
\mathcal{C}							
*							
랿							
~							
	$EN \rightarrow DE$			23% Tran:	slated		

Open a Report

Use the Open Report action to open and view an auto-generated report.

To open a report:

- 1. In the Current Project view, on the Reports tab, select a report.
- 2. Double-click the report file name.

3. Review the report, then select **OK** to close the dialog.

Export a Report

You can export an auto-generated report to a CSV, HTML, XLS, or PDF file format before you view it.

To export a report:

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



3. Browse to the location for the report, enter a file name, and select Save.

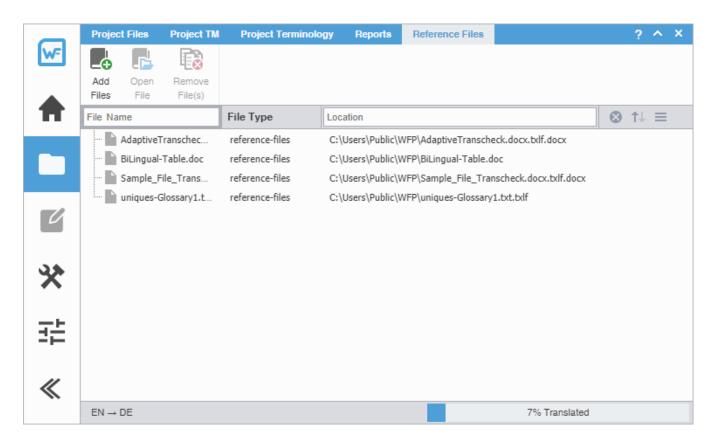
The report is saved to the designated location.

11. Manage Project Reference Files

You can include reference files in a project to provide context. Typical reference files are additional instructions, illustrations, workflow diagrams, certifications, or any file that might aid translators and reviewers. Reference files remain untranslated.



Users cannot modify reference files once you attach them to the project.



Add Reference Files

To add reference files:

- 1. In the Project List view, on the Projects tab, double-click a project from the projects list to open it.
- 2. In the Current Project view, on the Reference Files tab, select Add Files.



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

The files are added to the reference files list for the project.

Open a Reference File

To open a reference file:

- 1. In the Project List view, on the Projects tab, double-click a project from the projects list to open it.
- 2. In the Current Project view, on the Reference Files tab, select a reference file from the list.
- 3. Select Open File.

Projec	t Files	Project TM	Project Terminology	Reports	Reference Files	? ^ X
	F	To .				
Add Files	Open File	Show Instructions	Remove File(s)			

The selected file is opened.

View Submission Instructions

Submitters can include instructions as part of the Package files imported into Wordfast Pro.

To view instructions:

- 1. On the Projects tab, double-click a project from the projects list to open it.
- 2. On the Reference Files tab, select Show Instructions.

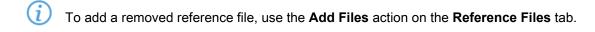


- 3. On the **Instructions** dialog, review the instructions on the first **Instructions** tab, then select the **Background Instructions** tab for any project-related or more general information and instructions.
- 4. Select OK.

The Instructions dialog is closed.

Remove a Reference File

You can remove a reference file from a project, but the file remains on your local computer.



To remove a reference file:

- 1. In the Project List view, on the Projects tab, double-click a project from the projects list to open it.
- 2. In the Current Project view, on the Reference Files tab, select the files you want to remove.
- 3. Select Remove File(s).

Project F	iles	Project TM	Project Term	ninology	Reports	Reference Files
_			6			
Add Files	Open File	Show Instructions	Remove File(s)			

4. On the **Remove** dialog, select one of the available buttons.

emove		
Remove from the list only		
Remove from the list and move the following	ng resources to Archive folder	
Please note that the following resources wi folder	Il be moved from their current folde	r into Archive
Resources		#
Reference Files		1
Reference Files		1
Reference Files		1
	ок	-

Remove from the list only

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

Removes the reference file from the files list, but retains the reference files resources in the project folder on your computer

Removes the reference file from the files list and moves them to the archive folder inside the project folder on your local computer

5. Select OK.

12. Use Quick Tools

You can use **Quick Tools** to create and work with files outside of projects. Typically, Project Managers use **Quick Tools** before cleaning up and sending files to translation.

- (i)
- When you first open **Quick Tools**, the default is the **Analysis** tab. Once you access **Quick Tools**, the default **Quick Tools** tab is the last one you used.
- You can choose to run many **Quick Tools** actions in the background and continue your work. This is useful when processing large numbers of files.

					Paeudo Translation Bilingual Export Bilingual Import Segment Chan
Files (1/1 Seld	ected)				Translation Memories (0/5 Selected)
🖪 🖬 🕻	8			Q	Si Si · Si Si Si Si Si O
File Name	File Type	Source Langu	Target Langua.	. Size	TM Name Sourc Target Type Workg Location Re
🗹 🦾 🖿 Wor	rdf MS Word 200			1	Translati Englis Germ Local C:\Users
					Sample English German Remote tms://st
					WFP14 English German Remote tms://st
					WFP Pro English German Remote tms://st
					Analysis Options
					Create TXLF files:" Do not create TXLF *
					Analyze without TM
					Source Languages:" English v
•					Target Languages:* English *
					- Analyze Options
					Pretranslate 75 💠 % matches and on no match Copy Source (clears ex 💌
					Lock leveraged 100% matches
					Lock leveraged context matches
					Ignore translated segments from report
					Ignore translated exact segments from report
					Ignore translated exact segments from report
					Ignore translated exact segments from report Set segments to Translated with leveraged 100% Matches
					Ignore translated exact segments from report Set segments to Translated with leveraged 100% Matches Set segments to Translated with leveraged Context Matches
					Ignore translated exact segments from report Set segments to Translated with leveraged 100% Matches Set segments to Translated with leveraged Context Matches
					Ignore translated exact segments from report Set segments to Translated with leveraged 100% Matches Set segments to Translated with leveraged Context Matches Report Settings Calculate analysis report percentage by:* Words
					Ignore translated exact segments from report Set segments to Translated with leveraged 100% Matches Set segments to Translated with leveraged Context Matches Report Settings Calculate analysis report percentage by:* Words Vords Vords v
					Ignore translated exact segments from report Set segments to Translated with leveraged 100% Matches Set segments to Translated with leveraged Context Matches Report Settings Calculate analysis report percentage by:* Words Calculate internal fuzzy matches T5 \$ % matches and Include internal fuzzy matches as TM matches
					Ignore translated exact segments from report Set segments to Translated with leveraged 100% Matches Set segments to Translated with leveraged Context Matches Report Settings Calculate analysis report percentage by:* Words Verds Calculate internal fuzzy matches Include internal fuzzy matches as TM matches Include whitespace in total character count (excludes CJK languages) Report type: report summary v
					Ignore translated exact segments from report Set segments to Translated with leveraged 100% Matches Set segments to Translated with leveraged Context Matches Report Settings Calculate analysis report percentage by:* Words Verds Calculate internal fuzzy matches Include internal fuzzy matches as TM matches Include whitespace in total character count (excludes CJK languages)
					Ignore translated exact segments from report Set segments to Translated with leveraged 100% Matches Set segments to Translated with leveraged Context Matches Report Settings Calculate analysis report percentage by:* Words Verds Calculate internal fuzzy matches Include internal fuzzy matches as TM matches Include whitespace in total character count (excludes CJK languages) Report type: report summary v
					Ignore translated exact segments from report Set segments to Translated with leveraged 100% Matches Set segments to Translated with leveraged Context Matches Set segments to Translated with leveraged Context Matches Calculate analysis report percentage by:* Words Calculate internal fuzzy matches T5 \$\$% matches and Include internal fuzzy matches as TM matches Include whitespace in total character count (excludes CJK languages) Report Location:
					Ignore translated exact segments from report Set segments to Translated with leveraged 100% Matches Set segments to Translated with leveraged Context Matches Report Settings Calculate analysis report percentage by:* Words Calculate internal fuzzy matches Calculate internal fuzzy matches as TM matches Include whitespace in total character count (excludes CJK languages) Report Location: Next to source
					Ignore translated exact segments from report Set segments to Translated with leveraged 100% Matches Set segments to Translated with leveraged Context Matches Report Settings Calculate analysis report percentage by:* Words Calculate internal fuzzy matches Calculate internal fuzzy matches as TM matches Include whitespace in total character count (excludes CJK languages) Report type: report summary * Report Location: Next to source

Analysis

You can use actions on the **Analysis** tab to create TXLF files or assess potential translation memory (TM) matches and repetitions for selected source files.

Analyze without using the TM panel is a quick way to obtain the word count of the files before TM leveraging.



• Selected languages are not required when using Analyze without a TM.

You can pre-translate target segments using your TM and machine translation on No Match. You can also select **Maintain existing target (if present)** to pre-translate only blank target segments and preserve any existing translations in TXLF target segments with no TM match.

To analyze files:

- 1. Select the Wordfast Pro drop-down menu, then select Quick Tools.
- 2. Select the Analysis tab, if it is not already selected.

	🕻 Analysis Extract Uniques Populate Uniques Transcheck TM Update Pseudo Translation Bilingust Export Bilingust Import Segment Chan
w-	Files (1/1 Selected) Translation Memories (0/5 Selected)
	Size TM Name Source Target Type Workg Location Re
	🗹 - 🔤 Wordf MS Word 200 1 🗌 Translati Englis Germ Local C:\Users
	Sample English German Remote tms://st
	WFP14 English German Remote tms://st
	WFP Pro Enolish German Remote tms://st
U	Analysis Options
_	Create TXLF files:" Do not create TXLF
~	Analyze without TM
*	Source Languages:" English v
	Target Languages:" English 💌
症	- Analyze Options
20	Pretranslate 75 👙 % matches and on no match Copy Source (clears ex. 💌
	Lock leveraged 100% malches
	Lock leveraged context matches
	Ignore locked segments from report
	Ignore translated segments from report
	Ignore translated exact segments from report
	Set segments to Translated with leveraged 100% Matches
	Set segments to Translated with leveraged Context Matches
	Report Settings
	Calculate analysis report percentage by:" Words -
	Calculate internal fuzzy matches 75 🖕 % matches and
	Include internal fuzzy matches as TM matches
	Include whitespace in total character count (excludes CJK languages)
	Report type: report summary *
	Report Location:
	Next to source
	Custom location Browse
	Analyze Files
≪	

3. On the Files panel, choose one of the following actions:



To search the **File Name** column for a particular string, enter the search string in the available search field next to \mathcal{P} on the **Files** panel.

Add Files

Select to browse and select a file from a folder.

Add Folder	Select to browse and select a folder and all its files.
Remove Files	Select to remove a folder and all its files or all selected files from the list.

4. (Optional) On the **Translation Memories** panel, select one or more TMs from the list of available TMs, then choose one of the following actions:

• To search the **TM Name** column for a particular string, enter the search string in the available search field next to \mathcal{P} on the **Translation Memories** panel.

• If you do not select a TM, the analysis report displays the word count without TM leverage and the Language Selection option is not available.

Item	Action
Create Local	Select to open the Create TM dialog and create a local TM for quick, local access. Refer to <u>Create a Local TM</u> .
Add Local TM	Select, then select a local TM or a project TM from the project list from the drop- down list. Refer to <u>Add a Local TM to a Project</u> and <u>Add Project TMs</u> .
Connect to Remote	Select to open the Connect to Remote TM dialog and complete the appropriate information to connect to a remote TM for the project. Refer to <u>Connect to a</u> <u>Remote TM</u> for entering information into the TM Server and WF Server tabs.The symbolic name can be automatically populated from the URL String for remote TM connections.
Import TM	Select to open the Import Translation Memory dialog and complete the appropriate information to import a TM for the project. Refer to <u>Import a Local TM</u> .
Open TM	Select to open and edit the selected TM. Refer to Open and Edit a Local TM.
Modify TM	Depending on the TM you select, select to open either the Modify a Local TM dialog or the Modify a Remote TM dialog, then complete the appropriate information to rename, write-protect, or change the priority of a TM for the project. Refer to <u>Connect to a Remote Glossary</u> .
Remove TM	Select to remove the selected TM from the project list.

- (Optional) On the Analysis Options panel, select the method for bilingual source file creation from the Create TXLF files drop-down list, such as InDesign or MS Word files.
- 6. For Analyze without TM, select the appropriate languages from the Source Languages and Target Languages drop-down list.
 - The options are not available for TXLF source files, or for non-TXLF source files when you also select a TM.
- 7. (Optional) Complete Pretranslation Options.

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a) Select **Pretranslate**, then set the baseline match percentage for the TM leverage with the type of match from the drop-down list.

Item	Action
Copy Source (clears existing target)	When there is no matching target content, select to insert source content in its place.
Copy Tags (clears existing target)	When there is no matching target content, select to insert source tags in its place.
Primary MT (if available, clears existing target)	Select to leverage machine translation (MT) matches for all segments that do not have a TM match. If you have TM matches, but do not select the TM before you select Analyze, the MT overwrites all target segments.
Maintain existing target (if present)	When there is existing target content, retain it. Otherwise, insert source content in its place.
Clear existing target content	Overwrite target content with source content.

b) Select any of the following actions:

Lock leveraged 100% matches	Write-protect all leveraged matches that are 100% matches.
Lock leveraged context matches	Write-protect all leveraged matches that are contextual matches.
Ignore locked segments from report	Do not consider locked target segments identified in the Analysis report.
Ignore translated segments from report	Do not consider target segments identified in the Analysis report.
Ignore translated exact segments from report	Do not consider only exact match target segments identified in the Analysis report.

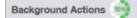
Item	Action	
Calculate analysis report percentage by:	Select Words or Segments as the means of	
	calculating analysis percentages from the drop-down	
	list.	

Item	Action			
Calculate internal fuzzy matches	 (Optional) Select according to the match percentage you set or select an alternate percentage. (Optional) Select Include internal fuzzy matches as TM matches. (Optional) Select Include whitespace in total character count (excludes CJK languages). This is useful for including space counts in the character count. 			
Report type	Select a report type from the drop-down list.			
Report location	Select one of the following actions:Next to source			
	• Custom location , then browse to and select an alternate location for the report on your local computer.			

- 9. Select Analyze Files.
- 10. (Optional) On the **Progress bar** dialog, you can select **Always run in background** to preserve the background batch action for future analysis actions, then select **Run in Background**.

Progress bar				
Analyzing document(s)				
79% completed				
Always run in background				
Run in Background	Cancel			

11. If you chose to run Analyze Files in the background, you can monitor its progress.



If you choose to run more than one batch action in the background, each action will have its own progress bar.

12. After successful completion, view the report, then close the report browser window.

The Analysis Report is saved to your computer at the specified location.

Extract Uniques

You can use actions on the **Extract Uniques** tab to remove frequently occurring segments, control exclusions for matches, and create a .TXLF file of these unique segments before sending it out for translation. It uses the action for each file you selected in the **TXLF Files** panel.

You can set the number of occurrences of a segment to be extracted to two or higher to create a file containing only repeated segments. If you exclude context TM matches, 100% TM matches, and locked segments from the extract, it further reduces the number of extracted segments.

To extract unique segments:

1. In the Quick Tools view, select the Extract Uniques tab, if it is not already selected.

<	Analysis	Extract Uniques	Populate Uniques	Transcheck	Т	M Update	Pseudo Translation	Bilingual Export	Bilingual Import	
TXLF Files (1/1 Selected) Extract U						t Unique Segments C	Options			
	, 📑 🗟	3			Q	Extract Mathematical	ake one uniques file per TX	(LF		
$\mathbf{\nabla}$	File Name	Source Langu	uage Target Languag	je Size			w uniques file after 250	segments		
$\mathbf{\nabla}$		e English	German	32 segmer	its			e eginenia		
						Pla Pla Pla Pla File pr Extract Extract Extract Extract Extract Extract Extract Report Report Report Ne	location	uniques ast 1 🜲 time	(s) Browse Browse	

2. On the TXLF Files panel, choose one of the following actions:

To search the **File Name** column for a particular string, enter the search string in the available search field next to \mathcal{P} on the **TXLF Files** panel.

Add Files	Select to browse and select a file from a folder.
Add Folder	Select to browse and select a folder and all its files.
Remove Files	Select to remove a folder and all its files or all selected files from the list.

3. (Optional) On the Extract Unique Segments Options panel, select an Extract option:

Make one uniques file per TXLF	Select to create a separate TXLF file for each selected file in the TXLF Files panel.
New uniques file after #	Select to split a TXLF file into smaller files, based on the number of unique
segments	segments you specified. The default value is 250. For example, this option would
	split a file with 1000 unique segments into four files of 250 segments each.

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- 4. (Optional) Select an Extract Location, by choosing one of the following actions:
 - Select Place unique segments next to TXLF.
 - Select **Place in subfolder**, then browse to and select a location on your computer, then use the default **uniques** prefix or create your own.
 - (i) If you changed the **uniques** prefix, it will have the prefix you designate at the location you select.
- 5. (Optional) Select the type of segments you want to exclude in the **Extract Uniques Options** panel and the minimum frequency of occurrence.
 - Exclude context TM matches
 - Exclude 100% TM matches
 - Exclude locked segments
- 6. (Optional) In the Report Options panel, add a report name prefix or use the default uniques-extracted.
- 7. In the **Report Options** panel, select a **Report Location**, by choosing one of the following actions:
 - Select Next to Original TXLF. This is the default Report location.
 - Select Custom Location, then browse to and select the report location on your computer.
- 8. Select Extract Uniques.
- 9. (Optional) On the **Progress bar** dialog, you can select **Always run in background** to preserve the background batch action for future analysis actions, then select **Run in Background**.

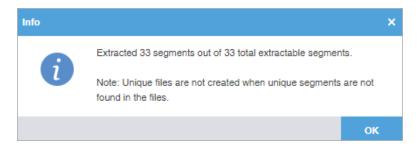
Progress bar				
Analyzing document(s)				
79% completed				
Always run in background				
Run in Background	Cancel			

10. If you chose to run Extract Uniques in the background, you can monitor its progress.

Background Actions

If you choose to run more than one batch action in the background, each action will have its own progress bar.

After successful completion, the TXLF files containing unique segments are saved to your computer at the selected location a dialog box listing the number of extracted segments. If a file did not have any unique segments, no file is created.



Populate Uniques

You can use actions on the **Populate Uniques** tab to add the target translation from the translated uniques file back into the original TXLF file. After the uniques population, it creates a Populate Unique Segments report that identifies all related segment errors. This is helpful when determining why certain target segments did not properly populate.

To populate unique segments:

1. In the Quick Tools view, select the Populate Uniques tab, if it is not already selected.

🐷 Wordf	ast Pro - Quick Tools							-		\times
	Analysis Extract	Uniques Populate	Uniques Transch	heck TN	M Update	Pseudo Translation	Bilingual Export	Bilingua	al Import	
w=	Uniques Files (1/1 Se	elected)				ate Unique Segment	s Options			
	🗟 🗟 📾			Q	Options	ulate TXLF in new folder				
	File Name	Source Language	Target Language	Size	Onl	y report non-populated se	gments			
••	uniques-P	English	German	3	Record	name prefix: uniques-po	vouloted			-1
					Report () Ne	Location ext to Original TXLF	pulated		Browse	
*								Populat	te Uniques	5
	Original TXLF Files (1/1 Selected)								
럁	🗈 🖬 🚯			Q						
-12	File Name	Source Language	Target Language	Size						
	PD_en-de	English	German	3						
«										

- On the Uniques Files and Original TXLF Files panels, choose one of the following actions to select a file or files to receive unique segments that have a high frequency of occurrence as an import from the original TXLF files you selected.
 - To search the **File Name** column for a particular string, enter the search string in the available search field next to \mathcal{P} on the **Uniques Files** and **Original TXLF Files** panels.

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• If you do not choose a new folder for this action, the populated files are placed in a separate folder.

Add Files	Select to browse and select a file from a folder.
Add Folder	Select to browse and select a folder and all its files.
Remove Files	Select to remove a folder and all its files or all selected files from the list.

- 3. (Optional) Select from the following Populate Unique Segments Options:
 - Populate TXLF in new folder
 - Only report non-populated segments
- 4. (Optional) Add a report name prefix or use the default **uniques-populated** prefix you used for the Extract Uniques report.
- 5. Select a **Report Location**, by choosing one of the following actions:
 - Select Next to Original TXLF.
 - Select **Custom Location**, then browse to and select the report location on your computer.
- 6. Select **Populate Uniques**.

The uniques from the translated uniques file are populated into the original .TXLF file.

 After successful completion of the action, view any errors that occur in the Populate Unique Segments report that have to do with the population of segments into the original TXLF file, then close the report browser window.

The Populate Unique Segments report is saved to your computer at the selected location.

Quick Tools Transcheck

You can use Transcheck to scan translated content for non-linguistic errors such as missing tags, empty targets, numbers, and terminology within target segments. Using the Quick Tools **Transcheck** action is best for running on groups of files as a bulk batch.



If you have specific terms you want Transcheck to ignore, you can mark those segments for exclusion to reduce false positives during Transcheck error detection.

To run Quick Tools Transcheck:

1. In the Quick Tools view, select the Transcheck tab, if it is not already selected.

	Analysis	Extract Uniques	Populate U	Iniques	Transcheck	TM	Update	Pseudo Tr	ranslation	Bilin	gual Export	Bilingua	l Import	
	TXLF Files (0	/0 Selected)					Trans	check Opti	ons					
	📑 🖬	8				Q		ranscheck			Capitalizat	ion		
Ì	File Name	Source L	anguage	Target Lan	nguage	Size		ent Content (Capitalization Gource Consist Garget Consist Copied Source Empty Target Note Number Differe Punctuation Repeated Word Gegment Lengt	ency ency ence		All Caps First Wor Target C: Check Source C Check Skip exac	d Case Diffe apitalization apitalizatior	Mismatch	1
	Glossary (0)	Blocklist (0)				Q		mart Punctua ag Whitespace ent Status Cl dited Context Edited Exact M	hecks Match	•				
	Glossary German G.	. English	arget Lan German	Local Glos		rs\	Report	t Settings t Name prefix: lext to TXLF	transcheck					
	Test	English	German (Local Glos	C:\Use	rs\		leport Location	1:				Browse heck Files	

- 2. On the TXLF Files panel, choose one of the following actions:
 - *i* To search the **File Name** column for a particular string, select the search icon *P* on the **TXLF Files** panel and enter the search string in the available search field.

Add Files	Select to browse and select a file from a folder.
Add Folder	Select to browse and select a folder and all its files.
Remove Files	Select to remove a folder and all its files or all selected files from the list.

3. Select an action for the **Glossary** or **Blocklist** tabs.

To search the **Glossary Name** or **Blocklist Name** column for a particular string, select the search icon \mathcal{P} on the **Glossary** or **Blocklist** panel and enter the search string in the available search field.

Option	Action
Create Local	Select to create a new glossary or blocklist and add it to the list of available ones.
Add Local	Select and choose from the drop-down list to add to a local or project glossary or blocklist.

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Option	Action
Connect to Remote	Select to connect a remote glossary or blocklist to the project. Refer to <u>Connect</u> to a <u>Remote Glossary</u> for entering information into the TMGR Server and WF Server tabs. The symbolic name can be automatically populated from the URL String for remote glossary connections.
Import Glossary or Import Blocklist	Select to import .TBX or tab-delimited files to a glossary or blocklist assigned to the project.
Open	Select to open a glossary or blocklist in the Editor view.
Modify	Select to modify a glossary or blocklist assigned to the project.
Remove	Select to remove a glossary or blocklist assigned to the project.

- 4. On the Transcheck Options panel, select items within any of the major categories.
 - To search for an option, enter text in the search field above the options column list. To select all, select the checkbox, and to clear all options, deselect the checkbox. Use the **Up** or **Down Arrow** keys to move among the options, then the **Spacebar** to enable or disable.
 - The Sub-options panel to the right of the Transcheck Options panel contains any sub-options related to the selected category. Use the Tab key to enter and move among sub-options, then the Spacebar to enable or disable. To enter the Sub-options panel, press Tab. To exit the Sub-options panel, press Shift + Tab.
 - a) Select items for the Segment Content Checks category.

Option	Action
Capitalization	Select to identify any capitalization issues for translated segments in the edited file.
Source Consistency	Select for consistency of source content across a single file or multiple edited files.
Target Consistency	Select for consistency of target content across a single file or multiple edited files.
Copied Source	Select to identify any target segments that are identical to the source segment in the edited file.
Empty Target	Select to identify any empty target segments that do not contain a translation in the edited file.
Note	Select to identify any target segments in the edited file with related notes.
Number Difference	Select to compare numerical values in source and target segments in the edited file, then identify any discrepancies.
Punctuation	Select to compare punctuation in source and target segments in the edited file, then identify any discrepancies.
Repeated Word	Select to identify any repetitions of words or subwords in target segments within the edited file. Repeated subwords are found using a regular expression.

Option	Action
Segment Length	Select to compare source and target segment length in the edited file, then identify any discrepancies.
Smart Punctuation	Select to confirm the punctuation in the target segment is correct for that language.
Тад	Select to identify any target segments in the edited file with missing tags.
Whitespace	Select to compare source and target segment white space usage in the edited file, then identify any discrepancies.

b) Select items for the Segment Status Checks category.

Option	Action
Edited Context Match	Select to identify any changes to the context matches for translated segments in the edited file.
Edited Exact Match	Select to identify any changes to exact matches for translated segments in the edited file.
Edited Source	Select to identify any updates to the original segment content in the edited file.
Do Not Write to TM Segment	Select to identify any translated segments marked as unconfirmed in the edited file, so not committed to the translation memory.
Unedited Exact Match	Select to identify any unedited or overlooked exact match segments in the edited file.
Unedited Fuzzy Match	Select to identify any unedited or overlooked fuzzy match segments in the edited file.

c) Select items for the Reference Checks category.

Option	Action
Blocklist	Select to cross-reference the available blocklist with the edited file.
Forbidden Character	Select to identify any provided forbidden characters remaining within the edited file.
Mistranslated Text	Select to identify any mistranslated or inaccurate translation in segments within the edited file.
Spelling	Select to identify any misspellings in translated segments within the edited file.
Terminology	Select to identify any overlooked terminology matches for translated segments in the edited file.
Untranslatable Text	Select to identify all target segments that contain content that cannot be translated in the edited file.
Untranslated MT	Select to identify all target segments that contain untranslated machine translation (MT) content in the edited file.

5. Create your **Report Settings**.

- a) (Optional) Use the default transcheck prefix or create an alternate prefix for the report.
- b) Select Next to TXLF to create the Transcheck Report next to the existing TXLF file location, or browse and select an alternate Report Location on your local computer.
- 6. Select Transcheck Files.
- 7. (Optional) On the Progress bar dialog, you can select Always run in background to preserve the background batch action for future analysis actions, then select Run in Background.



8. If you chose to run Transcheck in the background, you can monitor its progress.



Background Actions

If you choose to run more than one batch action in the background, each action will have its own progress bar.

9. After successful completion, view the report, then close the report browser window.

The Project Transcheck Report is saved to your computer at the selected location.

TM Update

To clean up and convert bilingual .TXLF files to their original source format in the target language, use TM Update. Refer to Translate Segments.



TM Update actions overwrite the translation memory (TM).

To use TM Update:

- 1. Select the Wordfast Pro drop-down menu, then select Quick Tools.
- 2. Select the TM Update tab, if it is not already selected.

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Wordfa	ast Pro - Quick Tools — 🗆 🗙	:
	Analysis Extract Uniques Populate Uniques Transcheck TM Update Pseudo Translation Bilingual Export Bilingual Import	>
w=	TXLF Files (1/1 Selected) Translation Memories (0/1 Selected)	
		>
	File Name A Source Language Target Language Size TM Name Sourc Target Type Work Location Re	
	PD_en English German 3 German English Germ local C:\User	
\mathcal{U}	TM Update Options Update Option: Overwrite existing TU	-
	Add attribute audience	-
*	Add file name as an attribute	
	Overwrite private TUs (WFServer TM only)	
	Write 'unedited fuzzy' to TM	
3F	Write 'unedited autopropagated fuzzy' to TM	
	Write 'context' matches to TM	
	Write 'exact' matches to TM Write 'unedited MT' to TM	
		_
	Translated File Settings Create translated files:* Next to source with target language suffix The source with target language suffix	٦
	Croate translated lines. There to source with target language sum	-
	report summary v Browse	
«	late & Create Translated Files Update TM	

3. On the TXLF Files panel, choose one of the following actions:

To search the **File Name** column for a particular string, enter the search string in the available search field next to ρ on the **TXLF Files** panel.

Add Files	Select to browse and select a file from a folder.
Add Folder	Select to browse and select a folder and all its files.
Remove Files	Select to remove a folder and all its files or all selected files from the list.

- 4. On the **Translation Memory** panel, choose a TM or several TMs from the list, then choose one of the following actions:
 - To search the **TM Name** column for a particular string, enter the search string in the available search field next to \mathcal{P} on the **Translation Memory** panel.
 - To better understand context matches or the TM, refer to Leverage Project TMs.

Item	Action
Create Local	Select to create a new TM and add it to the list of available TMs.

Item	Action						
Add Local TM or Add Project TMs	Select and choose from the drop-down list to add to a local TM or to a project TM.						
	Note: If you choose a project TM, you can only add a TM to a locale already assigned to the project.						
Connect to Remote	Select to connect a remote TM to the project. Refer to <u>Connect to a Remote</u> <u>TM</u> for entering information into the TM Server and WF Server tabs. The symbolic name can be automatically populated from the URL String for remote TM connections.						
Import TM	Select to import .TMX or .TXT files to a TM assigned to the project.						
Open TM	Select to open a TM in the TM Editor view.						
Modify TM	Select to modify a TM assigned to the project.						
Remove TM	Select to remove a TM assigned to the project.						

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

 \bigcirc Use the search field next to a TM action to search that column above the search field location.

Item	Action						
Update Option	Select one of the TM update options from the drop-down menu:						
	 Append Do not add to TM Do not overwrite TU to retain existing TUs Overwrite existing TU to overwrite existing translation units (TUs) Overwrite if attributes are identical 						
Add attribute	Select to add an attribute to write to the TM for cleaned up segments.						
Add file name as an attribute	Select to add the TXLF file name as an attribute to write to the TM for cleaned up segments.						
Overwrite private TUs (WFServer TM only)							
Write 'unedited fuzzy' to TM	Select to write fuzzy matches to the TM without user modification.						
Write 'unedited autopropagated fuzzy' to TM	Select to write automatically inserted fuzzy matches to the TM without user modification.						
Write 'context' matches toSelect to write context matches to the TM without user modification.TM							
Write 'exact' matches to TM	Select to write exact matches to the TM without user modification.						
Write 'unedited MT' to TM	Select to write machine translation to the TM without user modification.						

6. Select a Translated File Settings option for translation file creation from the drop-down list.

Item	Action					
Next to source with target language suffix	Select to save translated files in the same location as the source TXLF files, in original format, after appending the target language code to the file name as a suffix.					
Inside subfolder and maintain folder structure for folders	Select to save translated files in the same location as your TXLF files, but in a subfolder that retains the source folder hierarchy.					
Do not create translated files	Select to prevent the creation of translated files and retain the source TXLF files.					

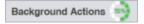
7. Choose one of the following actions, when enabled for the options you selected:

Item	Action
Update & Create	Select to update the TM and create a translated TXLF file.
Create Translated Files	Select to create a translated TXLF file without updating the TM.
Update TM	Select to update the TM without creating a translated TXLF file.

8. (Optional) On the **Progress Bar** dialog, you can select **Always run in the background** to preserve the background batch action for future analysis actions, then select **Run in Background**.

Progress bar					
Analyzing document(s)					
79% completed					
Always run in background					
Run in Background	Cancel				

9. If you chose to run Update & Create in the background, you can monitor its progress.



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If you choose to run more than one batch action in the background, each action will have its own progress bar.

The bilingual TXLF file is converted to its original source format in the target language.

Pseudo Translation

Pseudo-translation simulates the entire translation process. This is particularly useful for several situations.

- Use to verify successful completion of the extraction, translation, and creation of a translated file.
- Use to identify any text expansion issues that might occur during translation.
- Use to identify any font issues during creation of the translation file.
- Use to identify any formatting or missing content issues.

You can copy the source content to the target content to preview translatable content for target languages and the complexity of associated formatting. This preview is particularly useful when content has accented characters and when the content is likely to expand during translation.



- Pseudo-translation requires source files in a supported file format, such as .DOC or .TXT files.
- If you use Wordfast Pro in Demo Mode, the limit on processing pseudo translation is 20 files. To simultaneously pseudo-translate more than 20 files, obtain a Wordfast Pro license.

To pseudo-translate files:

1. In the Quick Tools view, select the Pseudo Translation tab, if it is not already selected.

Wordf	ast Pro - Quick Tools									-		×
	Analysis	Extract Uniques	Populate Unique	es Transched	ik T	M Update	Pseudo Translat	ion Bilin	jual Export	Bilingu	al Import	
w=	Files (2/2 Selec	ted)				Pseud	lo Translation O	ptions				
	🗟 🗟 🚯				Q	- Language	Selection					
	File Name	File Type	Source Lang	Target Lang	Size	Select Sou	urce Language:"	English (Unit	ed States)			Ŧ
	🗹 🖳 📄 PD		English	German	3	Select Tar	get Language:*	German (Ge	many)			¥
_	PD	WF TXLF Do	English	German	3	- Paeudo Tr	anslation Options					
						Create	pseudo translated ta	irget file				
						Add pa	seudo suffix to the file	name				
_						I Place	pseudo translated file	s in the origina	I files location			
U						O Choos	e location for pseudo	translated file	C:\Users\	B	rowse	
*										Pseudotr	ranslate Fi	lcs
랖												
«												

2. On the TXLF Files panel, choose one of the following actions:

To search the **File Name** column for a particular string, enter the search string in the available search field next to the **Search** icon \mathcal{P} on the **TXLF Files** panel.

Add Files Select to browse and select a file from a folder.

Add Folder Select to browse and select a folder and all its files.

Remove File(s) Select to remove a folder and all its files or all selected files from the list.

- 3. Select a Source Language and Target Language for the Language Selection section.
- 4. (Optional) In the **Pseudo Translation Options** section, select either or both options for creating a target file and adding a suffix to the target filename, then select an option to either place it next to the source file or to browse and select an alternate location.
- 5. Select Pseudotranslate Files.

6. (Optional) On the **Progress bar** dialog, you can select **Always run in background** to preserve the background batch action for future analysis actions, then select **Run in Background**.

Progress bar						
Analyzing document(s)						
79% completed						
Always run in background						
Run in Background	Cancel					

7. If you chose to run Pseudotranslate Files in the background, you can monitor its progress.

Background Actions	50 N.	
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If you choose to run more than one batch action in the background, each action will have its own progress bar.

The pseudo-translation is created and a successful completion message is displayed.

Quick Tools Bilingual Export

Use **Bilingual Export** to export the TXLF file with highlighted glossary terms to a .DOC or .DOCX format for edit and translation of the content using Microsoft Word (Word).



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You must not edit the exported table format. This includes merging or expanding segments and adding text outside of the target or notes column. Editing the exported table format will result in errors during bilingual import.

To conduct a Quick Tools bilingual export:

1. In the Quick Tools view, select the Bilingual Export tab, if not already selected.

	Analysis	Extract Uniques	Populate Uniques	Transcheck	TM Update	Pseudo Translation	Biling	ual Export	Bilin	gual Import Seg	ment Changes	Advanced		? 🔨 X
w=	TXLF File	es (1/2 Selected)					G	ilossaries	(1/5 Se	elected)				
		E 🗟				۵ م	Ē	🖁 📭	- 📭	n n n				Q
T T	File N	ame	Source Language		Target Language	Size		Glossary	Name	Source Langua	. Target Language	Туре 🕆		Location
		QRG-En-FrCa.xlsx.bd		ates)	French (Canada)	145		new1		English	German (German	y) Local		C:\Users\bg
	2 L	QRG-En-FrCa_fr-CA-	English		French (Canada)	145		local1		English (Unite	German (German	y) Local		C:\Users\bg
-									са	English (Unite	French (Canada)	Local		C:\Users\bg
							2	https://s	tg-doc	English	French (Canada)	Remote		https://stg
6								GLT0000	004_en	English	French (Canada)	Remote		tmgrs://stg
_							B	ilingual E	xport C	Options				
*							-	Options						
\sim								Select ever	ut turne fo	om drop down:	Bilingual Review E	wood	Ŧ	
											Configuration Contraction Co	Apon .	-	
主										after export				
								Excl	ude the n	otes column				
								Trac	k change	\$				
								Prot	ect docun	ment (Word 2003+)				
								Z Exp	ort as Do	DK .				
										LF files as one bilingu	al file			
										ur nies as one billigo	ai ne			
								Custom	instructio	ns:				Browse
								🗌 Арр	Name [Instructions	Legend 🗌 This do	cument		
								Place ex	ported file	es in the original files	location			
								Choose	location f	or the exported files	C:\Users\b	grafiDownloads		Browse
«													Expor	t Bilingual Files

2. On the TXLF Files panel, choose one of the following actions:



To search the **File Name** column for a particular string, enter the search string in the available search field next to \mathcal{P} on the **TXLF Files** panel.

Add Files	Select to browse and select a file from a folder.
Add Folder	Select to browse and select a folder and all its files.
Remove Files	Select to remove a folder and all its files, or all selected files from the list.

To search the **File Name** column for a particular string, enter the search string in the available search field next to \mathcal{P} on the **Glossaries** panel.

3. On the **Glossaries** panel, choose one of the following actions:

Item	Action
Create Local	Create a glossary on your local computer.
Add Local or Add Project Glossaries	Select and choose from the drop-down list to add to a local glossary or to a project glossary.
	Note: If you choose a project glossary, you can only add a glossary to a locale already assigned to the project.
Import Glossary	Select to import .TBX or tab-delimited files to a glossary assigned to the project.
Connect to Remote	Select to connect a remote glossary to the project. Refer to <u>Connect to a Remote</u> <u>Glossary</u> .
Open	Select to open a glossary in the Glossary Editor view.
Modify	Select to modify a glossary assigned to the project.
Remove	Select to remove a glossary assigned to the project.

4. On the Bilingual Export Options panel, choose your export options.

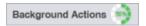
Option	Action
Select export type from drop-	Select an export type option from the drop-down list:
down	• Bilingual Review Export — Creates a bilingual Word document.
	 WFC Bilingual Export (Export only) — Creates a Wordfast Classic compatible document solely for export.
	 MS-Word Table — Creates a Word document with the source and target in a two-column table.
	 Bilingual Review Export - WFC (allows import) — Creates a bilingual Word document for import by Wordfast Classic users.
Open report after export	Select to automatically display the Export Report after action completion.

Option	Action
Exclude the notes column	Select to remove the Notes column from the exported Word document. Instead, the export includes the notes from the TXLF file as Comments in the Word document.
Track changes	Select to track changes in the exported Word document.
Protect document (Word 2003+)	Select to only allow content edits in the available table space.
	Note: This helps avoid any import errors.
Export as DOCX	Select to export bilingual file to a .DOCX Word file format.
Export all TXLF files as one bilingual file	Select to export all converted TXLF files into a single bilingual Word document.

- 5. (Optional) Either browse to and select a **Custom instructions** text file, or choose any of the following options to include in the file, using default instructions:
 - App Name
 - Instructions
 - Legend
 - This document
- 6. Choose to either use the original file location, or browse and select an alternate location.
- 7. Select Export Bilingual Files.
- 8. (Optional) On the **Progress bar** dialog, you can select **Always run in background** to preserve the background batch action for future analysis actions, then select **Run in Background**.



9. If you chose to run Export Bilingual Files in the background, you can monitor its progress.





If you choose to run more than one batch action in the background, each action will have its own progress bar.

Each exported document is saved to the specified folder on your local computer. The example does not include any custom content.

D	Source (en)	Target (fr-ca)	Score		
	Sheet1		-		
	TSO Essentials	Rudiments de TSO	100%		
	Ouick Reference Guide for TransStudio	Guide de référence rapide pour	97%	OFRT:GIo	
	Önline	TransStudio Online 5		OFRT:GIo	
	Introduction	Introduction	100%	OFRT:Glo	
				OFRT:Glo	
	This document provides users with	Ce document présente aux utilisateurs les	100%	OFRT:Glo	-
	essential tasks associated with	tâches essentielles associées à TransStudio		From: Glossary	
	TransStudio Online (TSO) and assumes	Online (TSO) et suppose que vous		Source: submission Target: soumission	
	you are already familiar with the interface and basic software functions.	connaissez déjà l'interface et les fonctions de base du logiciel.		Glossary: TMGR	
	Use the online help for more details.	Utilisez l'aide en ligne pour obtenir plus de	100%	OFRT:Glo	
		détails.			
	Claim a Submission	Demander une soumission	100%	OFRT:Glo	
	Submission	Somesion		OFRT:Glo	
	Before you can access and work on your	Arrest Arresto and Arresto Branching	100%	OFRT:GIo	
	files, you must log in to Project	Avant de pouvoir accéder à vos fichiers et les traiter, vous devez vous connecter à	10070	OFRT:Glo	
	Director (PD) and use the PD	Project Director (PD) et utiliser le tableau		OFRT:GIo	
	Diffector (1D) and use the 1D	riojeer Director (i D) et dunser le tableau		010.00	

10. (Optional) View the bilingual files at the location you specified on your computer.

Quick Tools Bilingual Import

Use Bilingual Import to re-import your translated or edited Microsoft Word (Word) bilingual export document.

Bilingual Import options allow you to open a report, accept tracked changes, and create a merged file from a translated Word document.



You must upload both the translated or edited bilingual Word document and the source TXLF file you used during export.



(i)

Since imports overwrite content from the export, create a backup of the original TXLF file for reference.

- For bilingual files, the first number in the Counter column 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.
- For TXLF Files, when the bilingual Word document and the corresponding TXLF file are paired,
 - ✓ is displayed. If the files are not paired, ≍ is displayed.

To conduct a Quick Tools bilingual import:

1. In the Quick Tools view, select the Bilingual Import tab, if not already selected.

Wordf	fast Pro - Quicl	k Tools									-		\times
	A Iniques	Transcheck	TM Upd	late P	seudo Translation	Bilingual	Export	Bilingual Imp	ort	Segment Changes	Advanced	? ^	×>
w-	Bilingual	Files (1/1 Sele	ected)				Bil	ngual Import C	Option	15			
						Q		iona Open report after	r import	1			
	File Na			ile Type		Size		Accept Tracked C	Change	:5			
		Bilingual_PD_en	-de	MS Word I	Document (*.doc)	16KB		Create merged fil	le				
							C	LF files location:				Browse.	
_											Import B	ilingual F	iles
\mathcal{U}													
*													
击													
-,													
«													

2. On the Bilingual Files panel, choose one of the following actions:

To search the **File Name** column for a particular string, enter the search string in the available search field next to \mathcal{P} on the **Bilingual Files** panel.

Add Files	Select to browse and select a TXLF file from a bilingual export folder, such as Sample.txlf.doc, and add it to the Bilingual Files list.
	: You must select the correct file format from the drop-down list. Select MS Word Document when uploading the bilingual Word document and WF TXLF Document when uploading the TXLF file.
Add Folder	Select to browse and select a folder and all its files from a bilingual export folder to add to the available TXLF Files list.
Remove Files	Select to remove a folder and all its files or all selected files from the list.

3. On the Bilingual Import Options panel, choose your import options.

Open report after import	Select to automatically open a report after bilingual import.
Accept Tracked Changes	Select to accept tracked changes in a bilingual Word document.
Create merged file	Select to create a single merged file as a bilingual Word document.

- 4. Browse to and select a TXLF files import location.
- 5. Select Import Bilingual Files.



Files excluded during export are ignored during import.

6. (Optional) On the **Progress bar** dialog, you can select **Always run in background** to preserve the background batch action for future analysis actions, then select **Run in Background**.

Progress bar	
Analyzing document(s)	
79% completed	
Always run in background	
Run in Background	Cancel

7. If you chose to run Import Bilingual Files in the background, you can monitor its progress.



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If you choose to run more than one batch action in the background, each action will have its own progress bar.

The translations and edits in the bilingual export Word document are imported into the specified TXLF file on your local computer.

(i) The import overwrites the TXLF file content with the imported bilingual Word document content.

Segment Changes

You can run a Segment Changes Report 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, time stamp, and translator notes. This is particularly useful in workflows that involve multiple people. To generate a segment changes report:

1. In the Quick Tools view, select the Segment Changes tab, if it is not already selected.

Wordfa	ast Pro - Quick Tool	s						-		×
	Viniques Tra	anscheck TM (Jpdate Pseud	lo Translation	Bilingual E	export Bilingual Impo	nt Segment Changes	Advanced	? ^	×>
w-	TXLF Files (1/	1 Selected)				Segment Changes	Report Options			
		3			Q	Options Show Columns				
	File Name	File Type	Source Lang.	Target Lang	Size	Notes				
•••	PD	WF TXLF Do	English	German	3	Comments				
_						Ratings				
						Post Edit Distanc	e			
						Enable Difference	ighlighting			
U						Show all segments	(including unmodified)			
						Show latest chang	es in each phase			
~						Open report after e	kport			
*						Filter Phase-name(s):			*
						O Filter Process-nam	es(s):			v
퍏						Include all phases t	efore selected phase-Name	t(s)		
						Report name prefix:	egmentchanges			
						Report Location:				
						Next to Original T	(LF			
						Custom location			Browse	,
							1			
								Run Segn	nent Char	iges
«										

2. On the TXLF Files panel, choose one of the following actions:

To search the **File Name** column for a particular string, enter the search string in the available search field next to \mathcal{P} on the **TXLF Files** panel.

Add Files	Select to browse and select a file from a folder.
Add Folder	Select to browse and select a folder and all its files.
Remove Files	Select to remove a folder and all its files, or all selected files from the list.

3. Select one or more files for the Segment Changes Report.

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- 4. On the Segment Changes Report Options pane, choose from the following options:
 - **Show Columns** option—Select any of the column options. The report does not include any columns you do not select with this option.
 - Enable Difference highlighting
 - Show all segments (including unmodified)
 - Show latest changes in each phase
 - Open report after export
 - Filter Phase-name(s)—Select a phase name from the drop-down list to filter by the project's workflow phases.
 - Filter Process-name(s)—Select a process name from the drop-down list to filter by the project's processes.
 - Include all phases before selected phase-Name(s)
- 5. (Optional) Use the default prefix of **segmentchanges** or enter a custom prefix.
- 6. Choose one of the following actions:
 - Select Next to Original TXLF to save the segment changes report next to the original TXLF file.
 - Browse and select the Custom location folder where you want to save the segment changes report.
- 7. Select Run Segment Changes.

The Segment Changes Summary is displayed.

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

- 8. After review, select OK.
- 9. (Optional) Go to the designated location and view the Segment Changes Report.

Segment Changes Report

Phase	Weighted Edit Distance ¹	мт		MT Total Total Segments Modified		Total Segments Modified		Estimated
riuse	weighted Luit Distance	Words ²	Segments	Words	Segments	Modified %	Segments	Time ³
FE-1	0.00%	669	57	742	73	0.00%	0	00:00:00
Proof-1	1.99%	669	57	742	73	15.07%	11	00:07:57
PostEdit-1	20.21%	642	53	742	73	72.60%	53	00:06:37

¹Weighted Edit Distance = Average PED (Post Edit Distance) of all MT segments

² MT word count = All MT Segments including modified and un-modified ³Only includes time actively spent on modifying segments. (Note: does not include time spent in open segments which are not modified) Time spent reading segments if the segment was not opened in the Editor is not included. Time spent researching concepts or topics is not included, this is known and taken into account.

File Summary

File Quality Month Mailer v4 Bilingual- MS Word_TXLF-es- US#PR_BHMXVS#.docx.txlf		МТ	Tota	1	lotal Segments	Estimated		
		Words ²	s ² Segments		Segments M	Aodified %	Segments	Time ³
		669 57		742 73		78.08%	00:14:34	
Phase	Weighted Edit Distance	MT		То	tal	Total Segme	Estimated	
rnusu	The grind Care Distance	Words ²	Segments	Words	Segments	Modified %	Segments	Time ³
		words	oegmento	TTOTUS	ocginentes	into annea 70	beginenes	
FE-1	0.00		57	742	73		0	00:00:00
FE-1 Proof-1	0.00	% 669				0.00%		00:00:00 00:07:57

Advanced Quick Tools

The Advanced tab gives you access to several advanced features, each with its own independent action or set of actions.

ADVANCED QUICK TOOLS

Lock or Unlock Segments

You can quickly lock or unlock segments in the .TXLF files you select. You can lock 100% or context matches to prevent translators or editors from making changes to them.

To lock or unlock segments:

1. In the Quick Tools view, select the Advanced tab, if it is not already selected.

<	Populate Uniques	Transcheck	TM Update	Pseudo Translal	tion I	Bilingual Export Bilingual Import Segment Changes Advanced ? A X			
TXI	F Files (1/1 Selecte	d)			Advanced Options				
	Te 🚯				Q	Lock/Unlock Segments			
	File Name	Source Langua	T.	arget Language	Size	Clock 100% matches			
	Wordfast w	English (United	-	German (Germany)	41	Cock context matches			
	Troibian II	Linguisti (orincou	searces) c	community)					
						Unlock Segments Lock Segments			
						Swap source and target			
						Clear target			
						Remove notes			
						Swap			
						Split/Morge TXLF			
						Split TXLF in new folder			
						Place split files in the original files location			
						Choose location for the split files Browse			
						Split File Options:			
						 Split after 2 TUs (approx.) 			
						◯ Split to 2 🚖 parts (approx.)			
						Split after 2 🚖 words (approx.)			
						Merge File Options:			
						Original files location: C:\Users\Public\Documents Browse			
						O Update existing file			
						Create new merged file			
						Merge TXLF in new folder			
						Choose location for the merged files Browse			
						Split TXLF Merge TXLF			

2. On the TXLF Files panel, choose one of the following actions:

To search the **File Name** column for a particular string, enter the search string in the available search field next to **P** on the **TXLF Files** panel.

Add Files Select to browse and select a file from a folder.	Add Files	Select to browse and select a file from a folder.
---	-----------	---

Add Folder Select to browse and select a folder and all its files.

Remove Files Select to remove a folder and all its files, or all selected files from the list.

- 3. On the Lock/Unlock Segments area, select one or both of the Lock/Unlock Segments options:
 - Lock 100% matches

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- Lock context matches
- 4. Select either Unlock Segments or Lock Segments.

The segments you selected are locked or unlocked.

ADVANCED QUICK TOOLS

Swap the Source and Target

You can swap the source and target in translation files to create a back translation that validates the translated content.

To swap the source and target:

1. In the **Quick Tools** view, select the **Advanced** tab, if it is not already selected.

Populate Uniques	Transcheck TM Upd	late Pseudo Translatio	on	Bilingual Export Bilingual Import Segment Changes Advanced ? ^ X			
TXLF Files (1/1 Selecte	ed)		Advanced Options				
🗟 🖬 🚯			Q	Lock/Unlock Segmenta			
File Name	Source Language	Target Language	Size	Lock 100% matches			
Wordfast w	English (United States)	German (Germany)	41	Lock context matches			
				Unlock Segments Lock Segments			
				Swap source and target			
				Clear target			
				Remove notes			
				Swap			
				Split/Merge TXLF			
				Split TXLF in new folder			
				Place split files in the original files location			
				O Choose location for the split files Browse			
				Split File Options:			
				 Split after 2 TUs (approx.) 			
				Split to 2 🔶 parts (approx.)			
				Split after 2 words (approx.)			
				Merge File Options:			
				Original files location: C:\Users\Public\Documents Browse			
				O Update existing file			
				Create new merged file			
				Merge TXLF in new folder			
				Choose location for the merged files Browse			
				Split TXLF Merge TXLF			

2. On the TXLF Files panel, choose one of the following actions:

To search the **File Name** column for a particular string, enter the search string in the available search field next to the **Search** icon \mathcal{P} on the **TXLF Files** panel.

Add Files Select to browse and select a file from a folder.

Add Folder Select to browse and select a folder and all its files.

Remove Files Select to remove a folder and all its files, or all selected files from the list.

- 3. On the Advanced Options panel in the Swap source and target area, select Swap.
- 4. (Optional) Select either or both of the following options before selecting Swap.

Clear target	Select to clear target language when Swap is selected. For example, swapping
	an English to German translation, German will be the source language and the
	target language column will be empty.
Remove notes	Select to remove all notes from each segment when Swap is selected.

The source and target content is swapped.

ADVANCED QUICK TOOLS Split or Merge a TXLF File

You can split files to break a large file into smaller files. You can set a specific number of translation units (TUs), parts, or words the translated content for each file. For example, you can break a file of 1,000 TUs into four files of 250 TUs each. If there is a remainder, the last file contains the remnant.

You can use a file merge to either update the original file or create a new merged file.

With either option, you designate a specific location to split or merge the files to.

To split or merge a TXLF file:

1. In the Quick Tools view, select the Advanced tab, if it is not already selected.

	Iniques	Transcheck	c TM Update	Pseudo Translation	Bilingual	Export	Bilingual Import	Segment Changes	Advanced	? ^ X >
w=	TXLF Files	(1/1 Selec	ted)			Adv	anced Options			
	📑 🖬				Q		/Unlock Segments			
	File Nam		Source Language	Target Language	Size	_	ock 100% matches			
		Sample-Fi	English	German	3		ock context matches			
-										
								Unlock Segments	Locks	Begments
							p source and target			
U							Clear target			
							lemove notes			
										wap
*										owap
륲							Merge TXLF Split TXLF in new fold	ar		
규는							Place split files in the			
								-	Users\Pul	Browse
							Choose location for th File Options:	e split files		
							Split after 2	TUs (approx.)		
							Split to 5	parts (approx.)		
								words (approx.)		
							e File Options:			
						Orig	inal files location:	Users\Public\Documen	ts	Browse
						0	Update existing file			
							Create new merged fi	e		
							Merge TXLF in nev	v folder		
						0	Choose location fo	r the merged files C:\Us	ers\Public	Browse
«								Split TXLF	Merg	je TXLF

2. On the **TXLF Files** panel, choose one of the following actions:

To search the **File Name** column for a particular string, enter the search string in the available search field next to \mathcal{P} on the **TXLF Files** panel.

Add Files	Select to browse and select a file from a folder.
Add Folder	Select to browse and select a folder and all its files.
Remove Files	Select to remove a folder and all its files, or all selected files from the list.

- 3. On the Advanced Options panel in the Split/Merge TXLF area, select one of the following:
 - Split TXLF in new folder
 - Place split files in the original files location
 - To Choose location for the split files, select Browse... to select a folder.

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- 4. Select one of the following Split File Options:
 - Split after x TUs (approx.)
 - Split to x parts (approx.)
 - Split after x words (approx.)
- 5. If you have already split files, you can merge them back into a single TXLF file. To do so, on the **TXLF Files** panel, **Add Files** to be merged, then choose one of the following **Merge File Options**:

Original files location:	Select Browse to select the folder the original files are in.
Update existing file	Select to browse and select a folder and all its files.
Create new merged file	The new file will be created in the original file location.
Merge TXLF in new folder	The merge TXLF file will be in a new folder in the original files location.
Choose location for the merged files	Select Browse to select a folder you want the merged file to be create.

6. Select either **Split TXLF** or **Merge TXLF**.

The files you selected are split into multiple .TXLF files or are merged into a single .TXLF file format.

13. Configure Preferences

User preference options control the functions available to you in the user interface. Configure preferences at either the project level or the file level.

Preferences fall into primary categories:

- General Preferences
- Current Project Preferences

General Preferences

Use General Preferences to configure user interface and TXLF Editor view preferences.

GENERAL PREFERENCES Configure Color Settings

The Colors preferences control color customization for specific types of content in TXLF Editor view.

When you change preferences from the default options, select **OK** to activate your selection. If you wish to return to the defaults, select **Restore Defaults** in **Advanced Settings**.

To configure colors used in the translation table:

- 1. On the **Sidebar**, select the **Preferences** icon
- 2. On the Preferences dialog, select Colors under General Preferences.

Preferences			
General Preferences	Customize the colors used in	the translation table	
General	Colors		
Fonts	Item Name 🕆	View	Color
lcons	Active Segment	Editor View	
Layout	Auto-Propagated	Editor View	
Segment	Committed into TM	Editor View	
Shortcuts	Context Match	Editor View	
Warnings	Exact TM Match	Editor View	
Tags	Exact Term Match	Editor View	
Auto-Propagation	Fuzzy TM Match	Editor View	
Auto-Suggestion	Fuzzy Term Match	Editor View	
Spelichecker	Machine Translated	Editor View	
Machine Translation	Missing Exact Term Match	Editor View	
lew Project Preferences	Missing Fuzzy Term Match	Editor View	
Replacement	Modified Target	Editor View	
Translation Memory	No TM Match	Editor View	
Terminology	Selected Term	Editor View	
	•		
		c	Cancel

- Select the color box for any Item Name, then select another color from the color palette on the Color Picker dialog.
- 4. Select **OK** to close the dialog.
- 5. Select OK.

GENERAL PREFERENCES Configure General Settings

General preferences link a specific username to project-related content changes.

To customize general settings:

- 1. On the **Sidebar**, select the **Preferences** icon
- 2. On the Preferences dialog, select General under General Preferences.

Preferences		×			
General Preferences Colors	Change general settings	^			
General	User Name				
Fonts	User Name: Sample User				
Icons	Disclaimer				
Layout	Selected user name will be placed for Notes, TM and Segment changes. For this change to take effect, please reopen your project(s) to re-establish connections.				
Segment					
Shortcuts	Project Source file options				
Warnings	Copy Source or TXLF Files into Project Folder Structure Create TXLF File with language suffix next to the Source File				
Tags	 Create Folder with language suffix next to the Source File where TXLF file will be stored 				
Auto-Propagation	Disclaimer				
Auto-Suggestion	Project Source file options will not be applied when working with Quick Projects				
Spellchecker	Quick Project Options				
Machine Translation	Show Open TXLF choices dialog when opening TXLF				
New Project Preferences	Get MS Word Table Options				
Replacement	Show Columns: Segment ID				
Translation Memory	Source				
Terminology	Score				
Danalijan	Set tag mode to: Show supported text formatting	-			
	OK Cancel				

- 3. Enter the User Name for user identification on notes, TM, and segment changes.
- 4. Select one of the source file locations.



If the source file is a TXLF file, a copy is saved.

Option	Action
Copy Source or TXLF Files into Project Folder Structure	Select to create a sub-folder within the project language folder for storing source files.
Create TXLF File with language suffix next to the Source File	Select to create a TXLF copy of the source file at the same location with the target language code as a suffix.
Create Folder with language suffix next to the Source File where TXLF file will be stored	Select to create a TXLF copy of the source file in a source file sub-folder using the target language code as a suffix.

- 5. Select the **Quick Project Options** to show the **Open TXLF** choices dialog during the process of creating a Quick Project. Refer to <u>Open a TXLF File</u>.
- 6. Select columns to include in the Get MS Word Table Options, then set the tag mode.

Option	Action
Segment ID	Select to include the Segment ID column in the MS Word table.

Option	Action
Source	Select to include the Source column in the MS Word table.
Score	Select to include the Score column in the MS Word table.
Set Tag mode to:	 Select the tag mode from the drop-down list. Show supported text formatting Show formatting as Tags Do not show Tags

 Select the Bilingual Review Export options to export a file with highlighted glossary terms in a Microsoft Word .DOC or .DOCX format.

Option	Action
Open report after export	Select to automatically open the Bilingual Report after the export completes.
Exclude the notes column	Select to exclude the notes column from the exported MS Word document.
Track changes	Select to enable track changes in the exported MS Word document.
Protect document (Word 2003+)	Select to write-protect the document. This allows users to edit only the target segment content and add notes.
Export as Docx	Select to export the bilingual report in the Word .DOCX file format.
Export all TXLF files as one bilingual file	Select to export all submission files as a single bilingual file.

- 8. Select the option to display the dialog for running **Quick Tools** analysis and cleanup as batch actions that run in the background.
- To automatically provide a live preview of the translated file when working in the TXLF Editor, enable the Live Preview option. This option supports MS Word .DOC and .DOCX, MS Powerpoint .PPT and .PPTX, and Markdown .MD source file formats.
- 10. Set the search depth when using the remote TM for your connected TM server type. The search depth is the number of segment results that can be viewed for a particular search within a remote TM.

GENERAL PREFERENCES

Fonts preferences control customization of font type and size for application-wide functions, such as notes.

To configure fonts:

- 1. On the **Sidebar**, select the **Preferences** icon
- 2. Select Fonts under General Preferences.

Customize the fo	onts used throughout the application		
Fonts			
			01
			Change
		14	
Blacklist Editor Font	Arial	13 🕈	
Preview:			
	The quick brown fox jumps over the l	azy dog.	
Language Specific Font	The quick brown fox jumps over the l	azy dog.	
	The quick brown fox jumps over the l	azy dog. Size	Add
Language Specific Font			Add Remove
Language Specific Font	Font	Size	Remove
Language Specific Font	Font Botang	Size	
Language Specific Font Item Name Korean Japanese	Font Botang Karen Type	Size	Remove
Language Specific Font Item Name Korean Japanese Navajo Disclaimer Language Specific Font selecte	Font Batang Karen Type Times New Roman Navajo	Size	Remove
Language Specific Font Item Name Korean Japanese Navajo Disclaimer Language Specific Font selecte	Font Batang Karen Type Times New Roman Navajo	Size	Remove
	Fonts Item Name TXLF Editor Font TM Lookup Font Term Lookup Font Blacklist Editor Font	Item Name Font TXLF Editor Font Arial TM Lookup Font Arial Term Lookup Font Arial Blacklist Editor Font Arial	Item Name Font Size TXLF Editor Font Arial 12 TM Lookup Font Arial 12 Term Lookup Font Arial 12 Blackist Editor Font Arial 13

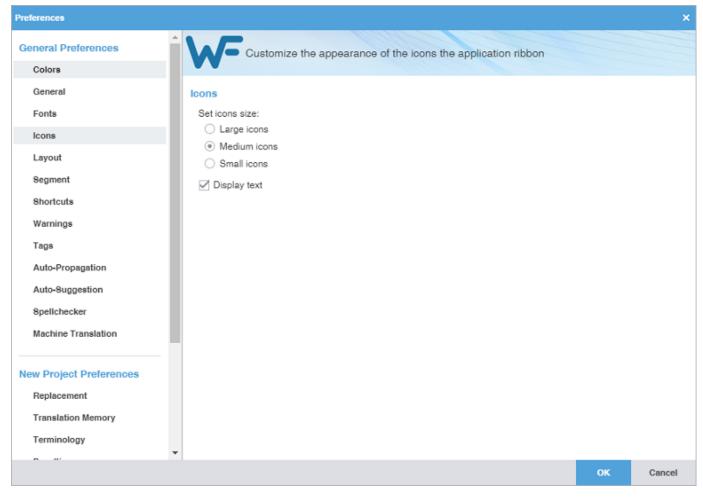
- 3. Select an application-specific font and size for an item name, such as Segment History Font.
- 4. Select Change. A sample of the selected font displays in the Preview: pane.
- 5. Select a language-specific font.
- 6. Add, remove, or change the language-specific font
- 7. Select OK.

GENERAL PREFERENCES Configure Icon Settings

Icons preferences control the relative size of the icon and include or exclude the icon title.

To configure icon settings:

- 1. On the **Sidebar**, select the **Preferences** icon
- 2. On the Preferences dialog, select Icons under General Preferences.



- 3. Select a size for application icons.
- 4. (Optional) Clear Display text to exclude icon description text.
- 5. Select OK.

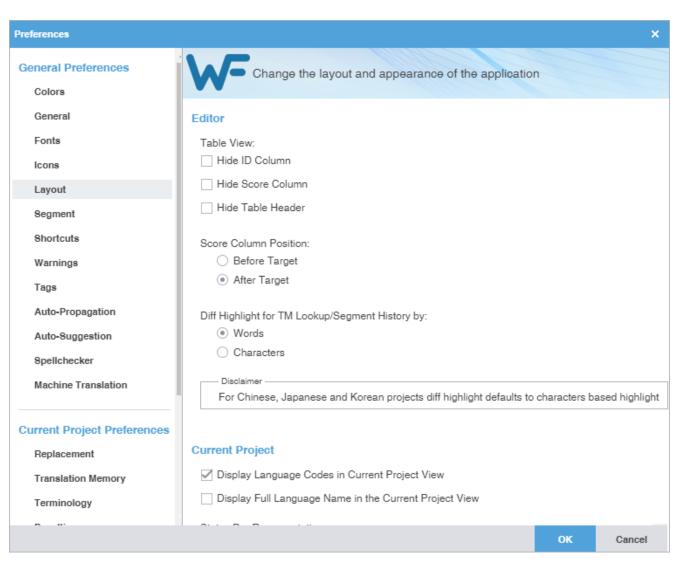
GENERAL PREFERENCES

Configure Layout Options

Layout preferences control the arrangement of user interface views.

To configure layout options:

- 1. On the **Sidebar**, select the **Preferences** icon
- 2. Select Layout under General Preferences.



- 3. Modify the **Table View** layout to hide or show columns and headers. The default setting has none of these items selected.
- 4. Modify the TM Score Column Position layout for before or after the target column. The default setting is After Target.
- Modify the TM Difference Highlight to highlight differences in TM Lookup and Segment History tabs based on words or characters. The default setting is Words except for CJK languages where the default is Characters.
- 6. Modify the **Current Project** layout to include the target language name or use a language code in the view.
- 7. Modify the Status Bar Representation layout in the Current Project view.

Language Codes	Select to include language codes on the Status Bar.
Full Language Name	Select to include the complete language name on the Status Bar.

8. Select OK.

GENERAL PREFERENCES Configure Segment Actions

Segment Actions preferences control segment action behaviors, such as Smart Quotes or Smart Punctuation.

To configure segment actions:

- 1. On the **Sidebar**, select the **Preferences** icon
- 2. On the Preferences dialog, select Segment under General Preferences.

Preferences		
General Preferences Colors	Configure how segment will work in the text editor	
General	Segment actions	
Fonts	Next/Previous Segment action leverages next/previous segment	
lcons	Commit changes the segment state to Translated	
Layout	Open the last edited segment when opening a file	
Segment	Leverage the first opened segment on click	
Shortcuts	Capitalize the first letter of the target segment (Except Asian languages)	
Warnings	Enable Smart Quotes	
Tags	Copy source with number conversion	
Auto-Propagation	Skip locked segments	
Auto-Suggestion	Skip Unedited 100% Matches	
Spelichecker	Skip Unedited Context Matches	
Machine Translation	Commit changes the state of empty segments to Translated	
	Cursor position on segment opening:	
New Project Preferences	 Start 	
Replacement	O End	
Translation Memory		
Terminology	Number conversion character selection (overrides default):	
Penalties	Digit Grouping Character:* Comma -	
Transcheck	Decimal Character:* Period -	
Segmentation	Enable digit grouping for numbers having less than five digits	
Filters	*	
	ок	Canc
	OK OK	Canc

3. Select a segment option.

Option	Action
Next/Previous Segment action	Select to automatically leverage the TM for the segment as you
leverages next/previous segment	make the segment active.

Option	Action	
Commit changes the segment state to Translated	Select to change the segment state to Translated when you select Commit. You can toggle back to Needs Translation by selecting the segment state.	
Open the last edited segment when opening a file	Select to go to the last segment edited after reopening a file.	
Leverage the first opened segment on click	Select to automatically leverage the TM for the first open segment you click after opening a file for translation.	
Capitalize the first letter of the target segment (Except Asian Languages)	Select to convert translated segments to sentence case. Not applicable for Asian languages.	
Enable Smart Quotes	Select to activate both Smart Quote and Smart Punctuation features.	
	 Smart Quotes—Changes the quotation marks to smart quotes, depending on the target language. Smart Punctuation—Changes white space and punctuation mark elements to those appropriate for the target language, with the exception of Chinese, Japanese, and Korean (CJK) languages and those that read from right-to-left (RTL), such as Arabic, Hebrew, Persian, and Urdu. 	
	Note: The white space group includes spaces, non-breaking spaces, and white space representations: the middot and overring. The white space group also includes cases where an exclamation point or question mark exists in isolation at the beginning of the segment, sentence, or paragraph.	
Copy source with number conversions	Select to enable suggesting the correct number conversion as the top suggestion and copy source numbers into the target with the correctly converted numbers for the language.	
Skip locked segments	Select to enable skipping locked segments when the next segment or previous segment action is used.	
Skip Unedited 100% Matches	Select to ignore 100% matched segments.	
Skip Unedited Context Matches	Select to ignore segments with context matches.	
Commit changes of the state of empty segments to Translated	Select to have all empty segments in the source show as Translated	
Cursor position on segment opening	 Select to place the cursor at the beginning or end of the active segment. Start—The default places the cursor at the beginning of the segment on segment selection. End—Places the cursor at the end of the segment on 	
	segment selection.	

Option	Action
Number conversion character selection (overrides default):	Select to override the default number conversion character for all languages in the project.
	 Digit Grouping Character: Space, Period, Comma, Non- breaking Space, Apostrophe, or Blank Decimal Character: Period, or Comma
	 Enable digit grouping for numbers having less than five digits: will not group numbers less than five digits, for example: 9999.00 instead of 9,999.00

GENERAL PREFERENCES
Customize Keyboard Shortcuts

Shortcuts preferences control keyboard shortcuts for the commands that you frequently use.

To customize keyboard shortcuts:

- 1. On the **Sidebar**, select the **Preferences** icon
- 2. On the Preferences dialog, select Shortcuts under General Preferences.

Preferences			
General Preferences	Customize and define	your keyboard shortcuts for the applic	ation
General	Shortcuts		
Fonts	Scheme: Wordfast Pro styl	e 🔻	
Icons	Include Unbound Commands]	
Layout	Search:		
Segment		and a second second second	
Shortcuts	Select command by single clicking to Commands ↑	Shortcut	View
Warnings	Add Blacklist	Alt+C	Project
Tags	Add Blacklist Term	Choose Binding	Blacklist Editor
-	Add Files	Choose Binding	Quick Tools, Project
Auto-Propagation	Add Folder	Choose Binding	Quick Tools, Project
Auto-Suggestion	Add Glossary	Alt+O	Quick Tools, Project
Spellchecker	Add Note	Alt+Shift+N	Editor
Machine Translation	Add Project	Ctrl+Shift+A	Home
	Add Project Glossaries	Choose Binding	Quick Tools, Project
	Add Project TMs	Ctrl+Shift+B	Quick Tools, Project
lew Project Preferences	Add Reference Files	Choose Binding	Project
Replacement	Add TM	Ctrl+N	Ouick Tools Project
Translation Memory	Description:		
Terminology	•		

3. Select a style Scheme from the drop-down list.



You cannot change the standard Windows keyboard shortcuts such as copy, paste, bold, or italic.

When changing or creating new shortcut key sequences, the sequence must either begin with a **Ctrl**, **Alt**, or **Shift**, must use a function key, or use a combination of these.

- 4. Select a **Command** from the command list and enter a new sequence of keys in the **Shortcut** column, then select **OK**.
- 5. (Optional) If you choose a shortcut key sequence already in use, a warning message notifies you that it will override the prior key sequence. Click **Yes** to save the new shortcut for a command.

The new shortcut key sequence is saved.

GENERAL PREFERENCES

Configure Warning Messages

Warnings preferences control the type of warning notifications you receive.

To configure warning messages:

- 1. On the **Sidebar**, select the **Preferences** icon
- 2. On the Preferences dialog, select Warnings under General Preferences.

eferences		
eneral Preferences Colors	Configure which warning messages you want to see in the application	
General	Warnings	
Fonts	☑ Welcome message	
Icons	✓ No TM available warning	
Layout	✓ Transcheck warnings	
Segment	✓ Overwrite target warning	
Shortcuts	Copy all sources warning	
Warnings	✓ End of document warning	
Tags	✓ Remove segment tags warning	
Auto-Propagation	Remove all tags warning	
Auto-Suggestion	Remove Target warning	
Spellchecker	Remove all target warning	
Machine Translation	TM, glossary, blocklist location change warning	
- Discipat Distance	Remove Term warning	
v Project Preferences Replacement	Show duplicate shortcuts warning	
Translation Memory	Show target with tags warning	
Terminology	Terminology highlighting info message	
Penalties	Transcheck All Warnings	
Transcheck	Remove TM warning	
Segmentation	Remove glossary warning	
Filters	Remove blocklist warning	
	✓ Segment unlock warning	

- 3. Select your warning notifications.
- 4. Select OK.

GENERAL PREFERENCES Configure Tags and Formatting

Tags and Formatting preferences control the tag mode, representation, and font size in the TXLF Editor view.

To configure tag and formatting options:

- 1. On the **Sidebar**, select the **Preferences** icon
- 2. On the Preferences dialog, select Tags under General Preferences.

Preferences		×
General Preferences Colors	Configure how tags and formatting are viewed and worked with in the editor	
Colors General Fonts Icons Layout Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion Spellchecker Machine Translation New Project Preferences Replacement Translation Memory Terminology	Fact Formatting: Show supported text formatting Show formatting as Tags Preview: Tais is the Formatting mode. Tay Naming: Short Name Short Name Numbered Tags Perove incomplete tag pairs Apply source segment formatting to target segment 	
	OK Cance	9

3. Modify **Text Formatting** options.

Option	Action
Show supported textSelect to display formatted content in the TXLF Editor view, a sample of the formatted content in Preview.	
Show formatting as Tags Select to display content with formatting tags in the TXLF E along with a sample of the formatted content and tags in President Content and tags in President Content and tags in President Content Conten	

4. Modify Tag Naming options.

Option	Action
Full Name	Select to view the tag's full name, for example Font.
Short Name	Select to view the tag's short name, for example F.

Option	Action
Numbered Tags	Select to view the tag's number, for example 3.
Remove incomplete tag pairs	Select to delete incomplete or incorrect tags from the file.
Apply source segment formatting to target segment	Select to apply segment formatting within a tag from the source segment to the target segment.

GENERAL PREFERENCES

Configure Auto-Propagation

Auto-Propagation preferences control the automatic update of TXLF segments with specified types of repeated content.

To configure auto-propagation:

- 1. On the **Sidebar**, select the **Preferences** icon
- 2. On the Preferences dialog, select Auto-Propagation under General Preferences.

Preferences			×
General Preferences Colors	Configure how Auto-Propagation options will populate segments		
General	Auto-Propagation		
Fonts	Enable Auto-Propagation for repetitions		
Icons	Enabling Auto-Propagation will update all empty target segments for the entire file.		
Layout	Enable Auto-Propagation across all open files		
Segment	Use Auto-Propagation to overwrite segments containing:		
Shortcuts	☐ Context matches ✓ 100% matches		
Warnings	✓ Fuzzy matches		
Tags	No match		
Auto-Propagation	Auto-propagated matches		
Auto-Suggestion	Edited segments		
Spellchecker	Machine translated segments		
Machine Translation	Committed segments		
New Project Preferences			
Replacement			
Translation Memory			
Terminology	•		
n "'		ок	Cancel

- 3. Select Enable Auto-Propagation for repetitions to activate additional auto-propagation options (default).
- 4. Select **Enable Auto-Propagation across all open files** to allow the user to apply the proposed propagation to all files that are open.
- 5. Select any of the Auto-Propagation overwrite options.

Option	Action
Context matches	Select to overwrite context leveraged translation memory (TM) matches.
100% matches	Select to overwrite 100% leveraged TM matches, enabled by default.
Fuzzy matches	Select to overwrite partial TM matches, enabled by default.
No match	Select to overwrite the target segment for segments that have no match, enabled by default.
Auto-propagated	Select to overwrite all auto-propagated matches, enabled by default.
matches	Note: If there are multiple segments with the same content, editing a segment auto-propagates the change to all matching segments.
Edited segments	Select to overwrite edited segments.
Machine translated segments	Select to overwrite machine translated segments, enabled by default.
Committed segments	Select to overwrite all translated segments that are committed to the TM.

GENERAL PREFERENCES Configure Auto-Suggestion

Auto-Suggestion preferences control automatic recommendations for source content, such as numbers, URLs, and proper names. It can also recommend terms for the glossary, Translation Memory (TM) matches, and machine translation (MT) matches.

To configure auto-suggestion:

1. On the **Sidebar**, select the **Preferences** icon

2. On the Preferences dialog, select Auto-Suggestion under General Preferences.

Preferences			×
General Preferences Colors	Configure how features will work in the text editor		
General Fonts Icons Layout Segment Shortcuts Warnings Tags Auto-Propagation Auto-Suggestion Spellchecker Machine Translation	Auto-Suggestion Enable Auto-Suggestion Enable suggestions for: Capitalized source words Glossary terms TM TM sub-segments MT		
Replacement Translation Memory Terminology			
N 11'		ок	Cancel

3. Select the Enable Auto-Suggestion check box and suggestion options, then select OK.

Option	Action
Capitalized source words	Select for source segment suggestions: numbers and capitalized words only.
Glossary terms	Select for glossary suggestions, based on the project.
тм	Select for translation suggestions from the TM.
TM sub-segments	Select for sub-segment translation suggestions from the TM.
МТ	Select for machine translation (MT) translation suggestions.

GENERAL PREFERENCES

Configure and Enable Spellchecker

Spellchecker preferences control the interaction between the application and Microsoft Office, Hunspell, or Bing. The Hunspell option requires software installation on your computer.

To configure and enable Spellchecker:

1. On the **Sidebar**, select the **Preferences** icon

2. Select Spellchecker in the General Preferences group.

Preferences			×
General Preferences	Configure how spellchecking will work in the editor		
Colors			
General	Spellchecking		
Fonts	Enable Spellchecking		
Icons	Check for spelling errors as you type		
Layout	Choose spellchecker		
Segment	O Microsoft Office (PC-only and if installed)		
Shortcuts	Hunspell		
Warnings	O Bing		
Tags	API Key*:		
Auto-Propagation	*You need an active Bing Spell Check subscription to use this service.		
Auto-Suggestion	Disclaimer for Bing Spell Check — Target segments are submitted to Microsoft Bing Spell Check. Make sure this is		
Spellchecker	compatible with your confidentiality requirements. Bing Spell Check API goes through		
Machine Translation	constant changes and sometimes results are inconsistent.		
New Project Preferences			
Replacement			
Translation Memory			
Terminology			
Parallian	•		
		OK	Cancel

3. Select Enable Spellchecking to activate the spellchecker in TXLF Editor. This option is selected by default, and makes the Spellcheck File option available on the Review tab in TXLF Editor. You need to configure the spellchecker for Microsoft Office, Hunspell, or Bing language engines. Hunspell is selected by default, and comes with several languages already preset: English, German, French, and Spanish.

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Clear **Enable Spellchecking** to disable the spellchecker. Disabling the spellchecker clears all spellchecker preferences. You must reconfigure your preferences the next time you enable **Spellchecker**.

Bing requires a paid subscription.

To install additional Hunspell languages, select **W** on the **Sidebar**, then select **Update Wordfast Pro**. Select **Check For Updates**. Select the languages to update, then select **Update**. You will then need to restart the application. Hunspell is available for the following languages.

Language	Code	Language	Code
Arabic	AR	Korean (South Korea)	KO-KR
Basque (Basque)	EU-ES	Latvian (Latvia)	LV-LV
Bosnian (Bosnia)	BS-BA	Lithuanian (Lithuania)	LT-LT
Bulgarian (Bulgaria)	BG-BG	Malaysian (Malaysia)	MS-MY

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

4. Select Check for spelling errors as you type to auto-check text as you type it into TXLF Editor.

5. Select **OK** to save your spellchecker configuration.

GENERAL PREFERENCES

Configure Machine Translation

Machine Translation (MT) preferences control automatic population of target segments with translations that have no translation memory (TM) segment matches using a machine translation engine.

To configure machine translation:

- 1. On the Sidebar, select the Preferences icon
- 2. On the Preferences dialog, select Machine Translation under General Preferences.

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

- 3. Select one of the following:
 - Show MT results in TM Lookup when there is no TM match, to show machine translated content without local or remote TM matches.
 - Always show MT results in TM Lookup, to show machine translated content with leveraged segments. TM matches display in TM Lookup with the MT matches.
- 4. 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 a segment is edited.
- Select Enable DeepL Pro, Enable Google Translator, Enable Microsoft Translator, Enable SYSTRAN Pure Neural Server, Enable WorldLingo or, Enable Custom MT as the primary machine translator. You can enable all five, but you can only designate one as the primary machine translator.
- 6. Select MT options for each machine translator, then perform the designated setup tasks associated with each machine translator.



WorldLingo has a limited set of source languages for MT.

• Arabic

• Dutch

• English

•

• Chinese Simplified

Chinese Traditional

- French
- German •
- Greek ٠
- Italian •
- Japanese •

- Korean •
- Portuguese •
- Russian •
- Spanish •
- Swedish •

Translator	Options		
Enable DeepL Pro	Enable DeepL Pro		
	You need to subscribe to DeepL Pro in order to use this machine translation service. After subscribing, enter your API key below (if left blank, DeepL Pro will be disabled). API : Formality: Default Image: Service of the DeepL Pro as primary To subscribe, please go to the DeepL Pro website. For the list of available languages and other FAQ, please check out DeepLs FAQ.		
Enable Google Translator	Google Translator Google Translator		
	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 <u>Google Translate API.</u> To access and enable Google Premium edition please check <u>Google Translate Premium Edition API.</u> Premium Edition using Neural MT is only available for limited language pairs listed below. If unsupported languages are used with Premium, Google might provide you with standard edition translations. Available language for Google Translate Available language for Premium Google Translate		
Enable Microsoft Translator	 Enable Microsoft Translator Microsoft Translator API is now available in the <u>Azure portal</u> 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 : Region: Global (Non-Regional) 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 		
	Default option: Global (Non-Regional) Other options are: United States, Europe, Asia Pacific		

Translator	Options
Enable SYSTRAN Pure Neural Server	C Enable SYSTRAN Pure Neural Server
	You need a SYSTRAN Pure Neural Server enterprise account to use this machine translation service. Enter your Gateway URL and API key provided by SYSTRAN below (if left blank, SYSTRAN Pure Neural Server will be disabled). Gateway URL : API :
	Use SYSTRAN Pure Neural Server as primary Test To subscribe, please go to the <u>SYSTRAN Pure Neural Server</u> List of available languages
Enable WorldLingo	Z Enable WorldLingo
	Use WorldLingo as primary Test
	WorldLingo MT has a limited source language set.
Enable Custom MT	Use Custom MT for unlisted MT providers. Please refer to the MT providers API documentation for constructing the URL and JSON Key. URL: JSON Key: Header: Use Custom MT as primary
	If your remote Machine Translation provider is not listed as a provider tab, use the Custom MT to create a custom connector. A Custom MT is only possible if the API of your MT provider uses a REST standard, and returns results in JSON or similar format. That is the case with major MT providers currently available with WFP, for example, Google, Microsoft, WorldLingo, deepL, etc Note: This section is Do-It-Yourself. Our hotline cannot assist with the customization of an MT engine because that requires knowledge of the remote provider specifications. Public discussion groups may offer help.

- 7. Select Test to validate the connection to the external machine translation provider.
- 8. Read the disclaimer and select **OK**.

Your machine translation preferences are configured.

Current Project Preferences

Current Project Preferences control settings unique to individual projects. Either you or your Project Manager can set project preferences.

New Project Preferences displays if a project is not opened in the Project List view.

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CURRENT PROJECT PREFERENCES Configure Replacement

Replacement preferences allow you to select certain types of content in the source translation units (TUs) that will be replaced with the correct target language format in the translation memory (TM). These replacements provide better TM matches when the files are analyzed.

To enable replacements:

- 1. On the **Sidebar**, select the **Preferences** icon
- 2. Select Replacement in the Current Project Preferences group.

Preferences	×
General Preferences Colors	Configure how translation memories are used in your project
General	Replaceables
Fonts	Enable replacement of detected text in TM results for higher TM matches
lcons	✓ Number replacement
Layout	URL replacement
Segment	Punctuation replacement
Shortcuts	Email address replacement
Warnings	
Tags	
Auto-Propagation	
Auto-Suggestion	
Spellchecker	
Machine Translation	
Current Project Preferences	
Replacement	
Translation Memory	
Terminology	
	OK Cancel

3. Select **Enable replacement of detected text in TM results for higher TM matches**, then enable specific content type replacement options. You can select one or more options. All options are selected by default.

Options include:

- Number replacement
- URL replacement
- Punctuation replacement

- Email address replacement
- 4. Select OK.

CURRENT PROJECT PREFERENCES Configure a Translation Memory

Translation Memory (TM) preferences control project-level TM behaviors.

To configure a translation memory:

- 1. On the **Sidebar**, select the **Preferences** icon
- 2. Select Translation Memory in the Current Project Preferences group.

Preferences		×
segment		
Shortcuts	Configure how translation memories are used in your project	
Warnings		
Tags	Segment state	
Auto-Propagation	Set segments to Translated with leveraged Context Matches	
Auto-Suggestion	☑ Set segments to Translated with leveraged 100% Matches	
Spellchecker	Set segments to Translated for Auto-propagated segments	
Machine Translation	Translation Memory	
	Write 'context' matches to TM	
Current Project Preferences	Write 'exact' matches to TM	
Replacement	Write 'unedited MT' to TM	
Translation Memory	Write 'unedited fuzzy' to TM	
Terminology	Write 'unedited autopropagated fuzzy' to TM	
Penalties	Copy Source to Target on no match	
Transcheck	Copy Source 👻	
Segmentation	Set Fuzzy TM match threshold (%): 75 🜲	
Filters	Report Settings	
	Calculate analysis report percentage by:	
User Preferences	Words	
Advanced Settings	⊖ Segments	
ν	Calculate internal fuzzy matches and set threshold to (%) 75 🜲	-
	ОК Са	ancel

3. Configure how TMs are used in your project. After all segment and TM options are selected, select **OK** to activate them.

Option	Action			
Segment State	Use these options to tell TXLF Editor how to handle segments that have high leverage from the TM. The default setting has the following options selected.			
	Set segments to Translated with leveraged Context Matches — When a translated segment has a context match from the TM, this option sets the segment state to Translated.			
	Set segments to Translated with leveraged 100% Matches — When a translated segment has a 100% Match from the TM, this option sets the segment state to Translated.			

Option	Action			
	Set segments to Translated for Auto-propagated segments — When			
	segment is auto-propagated, this option sets the segment state to Translated.			
Translation Memory	Use these options to determine TM behavior during translation in TXLF Editor .			
	Write 'context' matches to TM — Automatically add context matched segments to the TM. This action changes the segment state to Translated.			
	Write 'exact' matches to TM — Automatically add exact matched segments to the TM. This action changes the segment state to Translated.			
	Write 'unedited MT' to TM — Automatically add unedited machine translated segments to the TM. This action changes the segment state to Translated.			
	Write 'unedited fuzzy' to TM — Automatically add unedited fuzzy matched segments to the TM. This action changes the segment state to Translated.			
	Write 'unedited autopropagated fuzzy' to TM — Automatically add unedited autopropagated fuzzy matched segments to the TM. This option is only available when the Write 'unedited fuzzy' to TM option is selected.			
	 Copy source to Target on no match — Automatically copy the source content into the target translation field when there is no matching from the TM. This option allows the translators to replace the source text as they translate in the target language. Select an option from the drop-down list to specify which elements from the source segments will be copied to the target fields: 			
	Copy SourceCopy Source Text			
	Copy Source, Tags And Term TranslationsCopy Source And Term Translations			
	 Copy Source, Tags, Source And Target Terms Copy Source with Source And Target Terms 			
	Set Fuzzy match threshold (%): — Select or type the baseline percentage for fuzzy TM matches in the percentage box. The default is 75%. This percentage specifies the TM leverage limit for a fuzzy match. For example, with a threshold of 75%, all segment translations between 75 to 99% match with the TM are considered Fuzzy Match segments. Any segment matches below 75% are considered No Match segments.			

Option	Action Report Settings — The settings in this box are used for narrowing the calculations in TM analysis reports.
	 Calculate analysis report percentage by: — Select either Words or Segments. Words is the default setting. Calculate internal fuzzy matches and set threshold to (%) — Use this option to calculate internal fuzzy matches in the analysis report. Internal fuzzy matches are segments that are translated in the current project but not yet incorporated into the TM. Select or type the threshold percentage for internal fuzzy matches in the percentage box. The default is 75%. They will be included in a separate report category unless the next option is selected as well. Include internal fuzzy matches as TM matches — Select this option to include internal fuzzy matches as fuzzy matches in the project TM analysis. This option is only available when the previous option is selection. Internal fuzzy matches will be included in the fuzzy match percentage instead of broken out into a separate category.
	 When Updating an existing TU — The settings in the box determine how you want the TM to behave when editing an existing translation unit (TU). Add to TM by overwriting the existing TU — This option overwrites the previous translation in the TM. Add to TM; overwrite the existing TU if attributes are identical (default) — If all attributes of the TU are identical, this option overwrites the previous translation in the TM. Add new segments to TM; do not overwrite the existing TU — This option adds edited segments to the TM as new segments instead of overwriting the previously translated segment. Add to TM; do not overwrite the existing TU — This option adds the translation to the TM without overwriting the existing translation. Instead of creating a new segment, the translation will be offered as another possible translation of the same source segment. Do not add to TM — Edits to existing TUs are not committed to the TM. The segment state will remain as Needs Translation.
	TM Lookup Settings — Select or type the total number of TUs to be shown in the TM Lookup pane during translation.

Configure Terminology

Terminology preferences control terminology lists for leveraging previously translated content.

To select terminology options:

1. On the ${\bf Sidebar},$ select the ${\bf Preferences}$ icon .

2. Select Terminology under Current Project Preferences. All options are enabled by default.

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

- 3. Select Enable fuzzy term recognition to view fuzzy matches.
- 4. Select **Enable term highlighting when typing terms** to indicate terminology matches by highlight when entered in the translation.
- 5. Select Ignore case for term highlighting to ignore case difference in terminology matches.
- 6. Select the number of matches you can view, then select OK.

CURRENT PROJECT PREFERENCES

Penalties preferences help maintain a high quality of content leveraged from a translation memory (TM). This involves assessing a penalty to TM matches to provide a relative score for those TM matches. You can assign a relative value to each penalty type when calculating the translation score. This score helps users differentiate between 100% match, fuzzy match, and no match content.

To configure penalties for TM matches:

1. On the Sidebar, select the Preferences icon .

2. On the Preferences dialog, select Penalties under New Project Preferences.

Preferences					×
Shortcuts		ranslation memory ma	tches are nenalized	d	
Warnings		ansiation memory me	acries are perialized	u	
Tags	Penalties				
Auto-Propagation		Value:	Min:	Max:	
Auto-Suggestion	🗹 Case	1 🗘			
Spellchecker	🗹 Non Literal	0.5 🌲	1 🚔	10 🌲	
Machine Translation	🗹 Tag	0.5 🌲	1 🌲	10 🌲	
	Whitespace	0.5 🌲	1 🌲	5 🌲	
New Project Preferences	🗹 Align	3 🌲			
Replacement Translation Memory	Machine Translation	15 🌲			
Terminology	Multiple Translation	1 🌲			
Penalties	Local TM	1 🌲			
Transcheck	Remote TM	1 🗘			
Segmentation	Private TU	2			
Filters	Public TU	4			
		1 👻			
User Preferences	Secondary TM	1			
Advanced Settings	Attribute	1			-
				ок	Cancel

3. Select a penalty, supply a threshold, then select **OK**.

Penalty	Action
Case	Select to consider differences in case.
Non Literal	Select to consider differences in special characters, including punctuation, space, apostrophe, dash, and quote.
Тад	Select to consider differences in tagging.
Whitespace	Select to consider differences in blank spacing.
Align	Select to consider differences in translation units (TUs) with alignment attributes.
Machine Translation	Select to consider differences in TUs based on machine translation (MT).
Multiple Translation	Select to consider differences in TUs based on duplicates within the TM with different translations.
Local TM	Select to consider differences in TUs from the local desktop copy.
Remote TM	Select to consider differences in TUs from a remote TM.
Private TU	Select to consider differences in work-group TUs from a remote TM.

Penalty	Action
Public TU	Select to consider differences in non-work-group TUs from a remote TM.
Secondary TM	Select to indicate that the translation leverages a secondary TM.
Attribute	Select to consider differences in attributes.
If attribute is not	Select for when a custom attribute in a TU does not match the text box attribute.
lf filename attribute does not match	Select for when the file name attribute in a TU does not match the TXLF file name.

CURRENT PROJECT PREFERENCES

Configure Transcheck

Transcheck preferences control how Transcheck verifies target segments and issues warnings about common translation errors within a project. For example, if a translated term conflicts with the designated glossary, the **Error Status** icon **①** displays in the **Status** column in the **TXLF Editor** view.

To configure Transcheck:

1. On the **Sidebar**, select the **Preferences** icon



(i)

- To search for an option, enter text in the **Transcheck** search field above the options column list. To select all, select the **Transcheck** check box. To clear all options, deselect the check box. Use the **Up** or **Down Arrow** keys to move among the options, then the **Spacebar** to enable or disable.
- The Sub-options panel to the right of the **Transcheck Options** panel contains any sub-options related to the selected category. Use the **Tab** key to enter and move among the sub-options, then the **Spacebar** to enable or disable. To exit the Sub-options panel, press **Shift+Tab**.

Preferences			×
aegment	Transcheck segments while translating		
Shortcuts		_	0
Warnings	Transcheck		Capitalization
Tags	Tag	^	All Caps Mismatch
-	Whitespace		First Word Case Difference Check
Auto-Propagation	Segment Status Checks	-	Target Capitalization Mismatch Check
Auto-Suggestion	Edited Context Match		Source Capitalization Mismatch Check
Spellchecker	Edited Exact Match		
Machine Translation	Edited Source		Skip exact matches
Machine translation	Do Not Write To TM Segment		Skip context matches
	Unedited Exact Match		
New Project Preferences	Unedited Fuzzy Match		
Replacement	Unedited MT		
Translation Memory	Reference Checks	-1	
	Blocklist		
Terminology	Forbidden Character		
Penalties	Mistranslated Text		
Transcheck	Spelling		
Segmentation	Terminology		
-	Untranslatable Text		
Filters	Untranslated Text	Ŧ	
	Source and Target Consistency Check work only for	Droie	act Transcheck
User Preferences	Enable Spellchecking in Preferences > Spellchecker		
Advanced Settings	Diff highlight defaults to Characters for all Chinese, J	apan	ese and Korean Projects
			OK Cance

- 3. Enable Transcheck segments while translating to use Transcheck during translation.
- 4. On the Transcheck Options panel, select items within any of the major categories.
 - a) Select items for the Segment Content Checks category.

Option	Action
Capitalization	Select to identify any capitalization issues for translated segments in the edited file.
Source Consistency	Select for consistency of source content across a single file or multiple edited files.
Target Consistency	Select for consistency of target content across a single file or multiple edited files.
Copied Source	Select to identify any target segments that are identical to the source segment in the edited file.
Empty Target	Select to identify any empty target segments that do not contain a translation in the edited file.
Note	Select to identify any target segments in the edited file with related notes.
Number Difference	Select to compare numerical values in source and target segments in the edited file, then identify any discrepancies.
Punctuation	Select to compare punctuation in source and target segments in the edited file, then identify any discrepancies.
Repeated Word	Select to identify any repetitions of words or subwords in target segments within the edited file. Repeated subwords are found using a regular expression.

Option	Action			
Translation Length	Select to set a character length restriction on the translated segment or to check character and word expansion percentages.			
Smart Punctuation	Select to confirm the punctuation in the target segment is correct for that language.			
Тад	Select to identify any target segments in the edited file with missing tags.			
Whitespace	Select to compare source and target segment white space usage in the edited file, then identify any discrepancies.			

b) Select items for the Segment Status Checks category.

Option	Action
Edited Context Match	Select to identify any changes to the context matches for translated segments in the edited file.
Edited Exact Match	Select to identify any changes to exact matches for translated segments in the edited file.
Edited Source	Select to identify any updates to the original segment content in the edited file.
Do Not Write To TM Segment	Select to identify any translated segments marked not to be committed to the translation memory.
Unedited Exact Match	Select to identify any unedited or overlooked exact match segments in the edited file.
Unedited Fuzzy Match	Select to identify any unedited or overlooked fuzzy match segments in the edited file.
Unedited MT	Select to identify all target segments that contain unedited machine translation (MT) content in the edited file.

c) Select items for the Reference Checks category.

Option	Action	
Blocklist	Select to cross-reference the available blocklist with the edited file.	
Forbidden Character	Select to identify any provided forbidden characters remaining within the edited file.	
Mistranslated Text	Select to identify any mistranslated or inaccurate translation in segments within the edited file.	
Spelling	Select to identify any misspellings in translated segments within the edited file.	
Terminology	Select to identify any overlooked terminology matches for translated segments in the edited file.	
Untranslatable Text	Select to identify all target segments that contain content that cannot be translated in the edited file.	
Untranslated Text	Select to identify all target segments that contain untranslated content in the edited file.	

5. Select OK.

Transcheck is configured for the current project.

CURRENT PROJECT PREFERENCES

Configure Segmentation

Segmentation preferences control how the TXLF editor separates file content into logical segments for a project.

To select segmentation options:

- 1. On the Sidebar, select the Preferences icon
- 2. Select Segmentation under Current Project Preferences.

Preferences	×			
segment				
Shortcuts	Configure how bilingual files are segmented			
Warnings				
Tags	Segmentation			
Auto-Propagation	Note Please note that the current segmentation changes will apply only to the newly created TXLF files, and NOT			
Auto-Suggestion	to the already created ones.			
Spellchecker	Segmentation on break			
Machine Translation	Select segmentation type APPLICATION ~			
Current Project Preferences Replacement	Define end-of-segment markers (ESM)			
Translation Memory	Define rules for ending segments			
Terminology	A number followed by an ESM			
Penalties	An ESM without a trailing space should end a segment			
Transcheck	An ESM followed by a space and a lower-case letter should end a segment			
Segmentation	Select abbreviations that should not be segmented on			
Filters	Select a language: English (United States) *			
User Preferences Advanced Settings	Adj.,Adm.,Adv.,Apr.,Art.,Asst.,Aug.,Ave.,Bart.,Bldg.,Blvd.,Brig.,Bros.,Capt.,Cmdr.,Co.,Col.,Comdr.,Con.,Corp.,Cpl.,Crt ,,DR.,Dec.,Dr.,Drs.,Ens.,Feb.,Fig.,Gen.,Gov.,Hon.,Hosp.,Hr.,Hwy.,Inc.,Insp.,Intl.,Jan.,Jr.,Jul.,Jun.,Ln.,Lt.,M.D.,MM.,M R.,MRS.,MS.,Maj.,Mar.,May.,Messrs.,Minneapolis/St.,Mlle.,Mme.,Mpls/St.,Mr.,Mrs.,Ms.,Msgr.,Mt.,No.,Nos.,Nov.,Nr.,O cl. On. Ord. Pfc. Ph. Prof. Pvt. Rd. Rep. Reps. Res. Rev. Rt. Sen. Sens. Sen. Sent. Sfc. Sot. Sr. St. Ste. Sunt. Sura Segmentation Preview			
	OK Cancel			

3. Change **Segmentation** based on your preferences. After all segmentation preferences are selected, select **OK**.

Option	Description	
Segmentation on break	Select this option to enable segmentation on line breaks.	
Select segmentation	Select APPLICATION from the drop-down list to use application-specific	
type	segmentation rules.	
	Select SRX from the drop-down list to use SRX segmentation rules.	

Option	Description	
Define end-of-segment markers (ESM)	Enter specific characters into the ESM field to specify custom segment end characters, such as .?!:. Select checkboxes for any additional end-of-segment markers. Select as many or as few as you prefer. Options include:	
	 Space Tab Non-Breaking Space Line Feed Carriage Return 	
Define rules for ending segments	 Select the rules you want for ending segments. Select as many or as few as you prefer. Options include: A number followed by an ESM An ESM without a trailing space should end a segment An ESM followed by a space and a lower-case letter should end a segment 	
Select abbreviations that should not be segmented on	 This area allows you to define which abbreviations should not be considered as end-of-segment markers (ESM). To do so, first select a language from the Select a language the drop-down list. Standard abbreviations for that language will be displayed in the text box below the language selection. You can edit, add, or delete abbreviations in the box. In the Segmentation Preview box, type a few lines of text that contain abbreviations or an ESM. Select Check it out to view how the text will be segmented in the bilingual files for translation. 	

CURRENT PROJECT PREFERENCES Configure a File Format Filter

Filters preferences control the file format filters for importing source content to Wordfast Pro.

To configure a file format filter:



1. On the **Sidebar**, select the **Preferences** icon 2. On the Preferences dialog, select Filters under Current Project Preferences.

references			
Segment			
Shortcuts	Configure how translatable content is parsed from source files		
Warnings	••		
Tags	Filters		
Auto-Propagation	Configuration		
Auto-Suggestion	Extract numbers:* time_date_measure		-
Spellchecker			
Machine Translation	Available filters	Default	
	 Active Server Page ([*].asp) 	^	Add
urrent Project Preferences	Active Server Page (*.asp)	۲	Remove
Replacement	 Adobe FrameMaker Interchange Format (*.mif) 		
Translation Memory	Adobe FrameMaker Interchange Format (*.mif)	Adobe FrameMaker Interchange Format (*.mif)	
Terminology	 Adobe InCopy Markup Language (^x.icml) 		
Penalties	Adobe InCopy Markup Language (*.icml)		
Transcheck	 Adobe InDesign Interchange (^x.inx) 		
Segmentation	Adobe InDesign Interchange (*.inx)		
Filters			
	- Format Settings		
Jser Preferences			

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

allSelect to extract all segments with only numbers for translation.time_date_measureSelect to extract only segments with a measurement value or the time and date.noneSelect to ignore any segments that contain only numeric values during extract.

4. To select the file filter settings for the open project, select a filter to list the current settings on the **Format Settings** pane.



To search the filters, enter the search string in the Available filters search field.

- 5. (Optional) Highlight a filter name and change settings on the **Format Settings** pane. The available options are specific to the file filter you select.
- 6. (Optional) Add a custom file filter for a filter you need that is not already in the list by selecting **Add** or **Remove**.
- 7. On the **New Filter** dialog, select a format from the **Choose file format** drop-down list to use as a template for the new filter.



The Format Settings options vary, depending on the file format you choose.

New Filter	×
Choose a file format and enter the file display.	ter name to
Choose file format:" Adobe InDesign Interchange Filter Name:" Sample INX File Filter	(*.inx) v
	owse
ок	Cancel

- 8. Enter a filter name in the **Filter Name** field, then verify your configuration is correct on the **Format Settings** pane.
- 9. (Optional) Browse for and select any of the related Format Settings for that file format.
- 10. Select OK.

The file format filter you selected is configured.

User Preferences

You can manage your user preferences, including restoring them to the default state and exporting or importing them.

USER PREFERENCES Configure Advanced Settings

Advanced Settings preferences allow you to restore a Wordfast Pro installation to factory or default settings, migrate preferences between computers, and customize strings.

To configure advanced settings:

- 1. On the **Sidebar**, select the **Preferences** icon
- 2. Select Advanced Settings under User Preferences.

eferences Segment		
Shortcuts	Restore	, export, or import your preference settings
Warnings Tags	Default Settings	
Auto-Propagation	Restore Original	By pressing the Restore Original button, all of your preferences will revert to their original settings at the time of installation. Please note that once this button has been pressed, all of your customized new project and general preferences will be lost.
Spellchecker Machine Translation	Restore Defaults	By pressing the Restore Defaults button, all of your preferences for the current project will revert to the default new project preferences. Please note that a project needs to be open for this button to have any effect.
Replacement Translation Memory	Export/Import Prefe	erences Settings
Terminology Penalties	Export	You will be able to export all the settings values that are currently applied in the Preferences.
Transcheck Segmentation Filters	Import	After implementing the settings, they will be applied once you press the OK button in the Preferences dialog.
ser Preferences	Customization Stri	ng List

3. Change Advanced Settings based on your preferences.

Option	Description	
Default Settings	Restore Original reverts all the preferences to their original factory settings.	
	Note: Once you select this option, all general preferences and custom new project preferences will be lost. Restore Defaults reverts the preferences only for the current project to the default new project preferences.	
	Note: You must have a project open for this option to take effect.	
Export/Import Preferences Settings	 Export allows you to export the settings values that you currently have applied in Preferences for general settings and for a current project. You can select specific preferences or export them all. You will be asked to browse to a path where the export file will be saved with a .pref extension. Import allows you to browse to a saved .pref file and import it. When the file is selected, a dialog displays the preferences that will be imported. The imported settings will not be activated in Preferences until you select OK. 	
Customization String List	This field is primarily for developer's use. Select the Plus icon O , type an option in the Customization String List field, then select OK . Highlight an option and select the Minus icon O to delete it from the list. Note: You must restart the application for the customized strings to be applied or removed.	

14. Appendix

Formatting Tools

The Formatting tab in the TXLF Editor includes formatting tools you can use to edit the target content format.

Formatting tools fall into three categories: format, tags, and options.

FORMATTING TOOLS

Format category options are only available for MS Office source file formats.

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

FORMATTING TOOLS

Tags

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

Button	Keyboard Shortcut
L	Ctrl+Shift+Space
Non-Breaking Space	

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

Description

Insert a non-breaking space at the cursor location.

Format Filters

The **Filters** selection on the **Preferences** dialog box configures how translatable content is parsed from source files.

FORMAT FILTERS

Format and Extension

Active Server Page (*.asp)
Adobe FrameMaker Interchange Format (*.mif)
Adobe InCopy Markup language (*.icml)
Adobe InDesign Interchange (*.inx)
Adobe InDesign Markup Language (*.idml)
Flat OPC XML Word Document Format (*.xml)
Hypertext Markup Language (*.htm)
Hypertext Markup Language (*.html)
JSON files (*.json)
Java Server Page (*.jsp)
MS Excel 2007 Spreadsheet (*.xlsx)

Format and Extension

MS Excel Open XML Macro-Enabled Spreadsheet (*.xlsm)

MS Excel Open XML Spreadsheet Template (*.xltx)

MS Excel Open Spreadsheet (*.xls)

MS Excel Spreadsheet template (*.xlt)

MS PowerPoint 2007 Presentation (*.pptx)

MS PowerPoint 97-2003 Template (*.pot)

MS PowerPoint Macro-Enabled Presentation (*.pptm)

MS PowerPoint Macro-Enabled Show (*.ppsm)

MS PowerPoint Macro-Enabled Template (*.potm)

MS PowerPoint Presentations (*.ppt)

MS PowerPoint Show (*.ppsx)

MS PowerPoint Template (*.potx)

MS Visio Document (*.vdx)

MS Visio Document (*.vsd)

MS Visio Document (*.vsdx)

MS Word 2007 Document (*.docx)

MS Word Document (*.doc)

MS Word Open XML Macro-Enabled Document (*.docm)

MS Word Open XML Macro-Enabled Template (*.dotm)

MS Word Open XML Template (*.dox)

MS Word Template (*.dot)

Markdown file (*.md)

MemoQ XLIFF (*.mqxliff)

Microsoft Word 2003 WordprocessingML document (*.xml)

PO files (*.po)

Plain Text (*.txt)

Portable Document Format (*.pdf)

Quark Documents (*.tag)

Rich Text Format (*.rtf)

SDL XLIFF (*.sdlxliff)

SubRip (*.srt)

TXML (*.txml)

Trados TTX (*.ttx)

Format and Extension	
WF TXLF Document (*.txlf)	
XLIFF (*.xlf)	
XLIFF 2.0 (*.xlf)	
XLIFF 2.0 (*.xliff)	

Keyboard Shortcuts

This topic includes the keyboard shortcuts that are available for PC and Apple users for Wordfast Pro, Wordfast Classic, SDLX, and Trados.

KEYBOARD SHORTCUTS

PC Scheme - Wordfast Pro Style



This section only includes shortcuts with a default application-assigned keystroke sequence.

Commands	Shortcut	View
Add Blocklist	Alt+C	Project
Add Glossary	Alt+O	Project
Add Note	Alt+Shift+N	Editor
Add Project	Ctrl+Shift+A	Home
Add Project TMs	Ctrl+Shift+B	Quick Tools
Add Term	Ctrl+Alt+T	Editor
Add TM	Ctrl+N	Project
Analyze	Ctrl+Space	Editor
Attach/Detach Toolbar	Ctrl+D	Editor
Bold	Ctrl+B	Editor
Clear all tags (Segment)	Ctrl+Shift+V	Editor
Clear Target Document	Alt+Shift+Delete	Editor
Clear Target Segment	Ctrl+Alt+X	Editor
Close	Ctrl+W	Editor
Close project from home window	Ctrl+Shift+X	Home
Close segment	Esc	Editor
Commit All Segments to TM	Ctrl+Alt+End	Editor
Commit Current Segment	Alt+End	Editor
Confirm/Unconfirm Segment	Alt+Enter	Editor

Commands	Shortcut	View
Confirm All Segments	Ctrl+Shift+Enter	Editor
Сору	Ctrl+C	Blocklist Editor, TM Editor, Glossary Editor, Editor
Copy All Sources	Ctrl+Alt+Insert	Editor
Copy All Tags (Document)	Alt+Shift+P	Editor
Copy All Tags (Segment)	Alt+A	Editor
Copy selected text to target	Alt+F12	Editor
Copy Source	Alt+S	Editor
Сору Тад	Ctrl+Alt+Down	Editor
Copy Term	Ctrl+0	Editor
Сору ТМ	Ctrl+Shift+C	Project
Create Blocklist	Alt+B	Project
Create Glossary	Alt+N	Project
Create TM	Ctrl+Shift+N	Project
Current Segment Leverage	Alt+-	Editor
Cut	Ctrl+X	Blocklist Editor, TM Editor, Glossary Editor, Editor
Delete Note	Alt+Shift+D	Editor
Edit Note	Alt+Shift+E	Editor
Edit Term	Ctrl+E	Editor
Export Blocklist	Alt+K	Project
Export Glossary	Alt+E	Project
Export Report as PDF format	Alt+U	Project
Export TM	Ctrl+Shift+E	Project
Find/Replace	Ctrl+F	Editor
Get Bilingual Table	Ctrl+Alt+P	Editor
Go To Segment	Ctrl+G	Editor
Help	Ctrl+Alt+H	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Import Blocklist	Alt+J	Project
Import Glossary	Alt+I	Project
Import TM	Ctrl+Shift+I	Project
Insert a cent sign	Ctrl+;	Editor
Insert Copyright Symbol	Ctrl+Alt+C	Editor
Insert Ellipsis	Ctrl+Alt+.	Editor

Commands	Shortcut	View
Insert em dash	Alt+Shift+-	Editor
Insert en dash	F10	Editor
Insert non-breaking hyphen	Ctrl+Shift+-	Editor
Insert non-breaking space	Ctrl+Shift+Space	Editor
Insert Registered Trademark symbol	Ctrl+Alt+R	Editor
Italic	Ctrl+I	Editor
Key Assist Panel	Ctrl+Shift+L	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Last Modified Segment	Shift+F5	Editor
Leverage Previous TU	Alt+Left	Editor
Leverage the first TM Lookup match	Alt+1	Editor
Leverage the second TM Lookup match	Alt+2	Editor
Leverage the third TM Lookup match	Alt+3	Editor
Leverage the fourth TM Lookup match	Alt+4	Editor
Leverage the fifth TM Lookup match	Alt+5	Editor
Leverage the sixth TM Lookup match	Alt+6	Editor
Leverage the seventh TM Lookup match	Alt+7	Editor
Leverage the eighth TM Lookup match	Alt+8	Editor
Leverage the Next TU	Alt+Right	Editor
Machine Translate	Ctrl+Shift+M	Editor
Merge Segments	Alt+Page_Down	Editor
Modify	Alt+M	Project
Modify TM	Ctrl+Shift+T	Project
Move the cursor between the source and the target	Shift+Tab	Editor
Next Segment (Commit to TM)	Alt+Down	Editor
Next Segment (No Commit)	Ctrl+Down	Editor

Commands	Shortcut	View
Next Tag	Ctrl+Alt+Right	Editor
Next Term	Ctrl+9	Editor
Next View	Alt+W	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Open Blocklist	Alt+H	Project
Open Glossary	Alt+G	Project
Open Project	Ctrl+Shift+P	Home
Open TM	Ctrl+Shift+G	Project
Paste	Ctrl+V	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Preferences	F9	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Previous Segment (No Commit)	Ctrl+Up	Editor
Previous Segment (TM Commit)	Alt+Up	Editor
Previous Tag	Ctrl+Alt+Left	Editor
Previous Term	Ctrl+8	Editor
Pseudo Translate	Ctrl+Shift+Y	Quick Tools
Quick Tools	Alt+Q	Home
Redo	Ctrl+Y	Blocklist Editor, TM Editor, Glossary Editor, Editor
Remove Glossary	Alt+R	Project
Remove Reference Files	Alt+0	Project
Remove Report	Alt+Z	Project
Remove TM	Ctrl+Shift+R	Project
Replace/Find	Ctrl+H	Editor
Run Transcheck	Ctrl+Shift+Q	Editor
Save	Ctrl+S	Editor
Save As	F12	Editor
Save File As Translated	Ctrl+Alt+S	Editor
Show White Space Characters	Ctrl+Shift+8	Editor
Simple Project Creator	Ctrl+P	Home
Source TM Lookup	Ctrl+Shift+F	Editor
Spell Check	F7	Editor
Split Segment	Alt+Page_Up	Editor
Strikethrough	Ctrl+K	Editor

Commands	Shortcut	View
Subscript	Ctrl+=	Editor
Superscript	Ctrl+Shift+=	Editor
Term Info	Alt+T	Editor
Terminology Highlight	Ctrl+F5	Editor
TM Concordance	F8	Editor
Toggle uppercase/lowercase	Shift+F3	Editor
Translate All	Ctrl+Shift+End	Editor
Translate File	Ctrl+O	Project
Translate Until Fuzzy	Ctrl+Alt+F	Editor
Translate Until No Match	Ctrl+Shift +Page_Down	Editor
Unconfirm All Segments	Alt+Shift+Enter	Editor
Underline	Ctrl+U	Editor
Undo	Ctrl+Z	Blocklist Editor, TM Editor, Glossary Editor, Editor
Verify Segment	Ctrl+Alt+V	Editor

KEYBOARD SHORTCUTS

PC Scheme - Wordfast Classic Style

This section only includes shortcuts with a default application-assigned keystroke sequence.

Commands	Shortcut	View
Add Blocklist	Alt+C	Project
Add Glossary	Alt+O	Project
Add Project	Ctrl+Shift+A	Home
Add Project TMs	Ctrl+Shift+B	Quick Tools
Add Reference Files	Alt+1	Project
Add Term	Ctrl+Alt+T	Editor
Add TM	Ctrl+N	Project
Analyze	Ctrl+Space	Quick Tools
Attach/Detach Toolbar	Ctrl+D	Editor
Bold	Ctrl+B	Editor
Clear Target Document	Alt+Shift+Delete	Editor
Clear Target Segment	Ctrl+Alt+X	Editor

Commands	Shortcut	View
Close project from home window	Ctrl+Shift+X	Home
Commit All Segments to TM	Ctrl+Alt+End	Editor
Commit Current Segment	Alt+Q	Editor
Confirm/Unconfirm Segment	Alt+Enter	Editor
Confirm All Segments	Ctrl+Shift+Enter	Editor
Сору	Ctrl+C	Blocklist Editor, TM Editor, Glossary Editor, Editor
Copy All Sources	Ctrl+Alt+Insert	Editor
Copy All Tags (Segment)	Alt+P	Editor
Copy Source	Alt+Insert	Editor
Сору Тад	Alt+Shift+Down	Editor
Copy Tag	Ctrl+Alt+Down	TM Editor
Copy Term	Ctrl+Alt+0	Editor
Сору ТМ	Ctrl+Shift+C	Project
Create Blocklist	Alt+B	Project
Create Glossary	Alt+N	Project
Create TM	Ctrl+Shift+N	Project
Current Segment Leverage	Alt+-	Editor
Cut	Ctrl+X	Blocklist Editor, TM Editor, Glossary Editor, Editor
Export Blocklist	Alt+K	Project
Export Glossary	Alt+E	Project
Export Package	Ctrl+E	Home
Export Report as PDF format	Alt+U	Project
Export TM	Ctrl+Shift+E	Project
Find/Replace	Ctrl+F	Editor
Go To Segment	Ctrl+G	Editor
Help	Ctrl+Alt+H	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Import Blocklist	Alt+J	Project
Import Glossary	Alt+I	Project
Import TM	Ctrl+Shift+I	Project
Insert non-breaking space	Ctrl+Shift+Space	Editor
Italic	Ctrl+I	Editor
Key Assist Panel	Ctrl+Shift+L	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home

Commands	Shortcut	View
Last Modified Segment	Shift+F5	Editor
Leverage Previous TU	Alt+Left	Editor
Leverage the Next TU	Alt+Right	Editor
Merge Segments	Alt+Page_Down	Editor
Modify	Alt+M	Project
Modify Project	Ctrl+Shift+M	Home
Modify TM	Ctrl+Shift+T	Project
Next Segment (No Commit)	Ctrl+Down	Editor
Next Tag	Ctrl+Alt+Right	Editor
Next Term	Ctrl+Alt+9	Editor
Next Update	Alt+Down	Blocklist Editor
Next View	Alt+W	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Open Blocklist	Alt+H	Project
Open Glossary	Alt+G	Project
Open Project	Ctrl+Shift+P	Home
Open Reference Files	Alt+2	Project
Open TM	Ctrl+Shift+G	Project
Paste	Ctrl+V	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Preferences	F9	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Previous Segment (TM Commit)	Alt+Up	Editor
Previous Tag	Ctrl+Alt+Left	Editor
Previous Term	Ctrl+Alt+8	Editor
Pseudo translate	Ctrl+Shift+Y	Quick Tools
Redo	Ctrl+Y	Blocklist Editor, TM Editor, Glossary Editor, Editor
Remove Glossary	Alt+R	Project
Remove Project	Ctrl+Alt+R	Home
Remove Reference Files	Alt+0	Project
Remove Report	Alt+Z	Project
Remove tag	Ctrl+Alt+Up	Editor
Remove TM	Ctrl+Shift+R	Project
Replace/Find	Ctrl+H	Editor

Commands	Shortcut	View
Save	Ctrl+S	Editor
Save As	F12	Editor
Save File As Translated	Ctrl+Alt+S	Editor
Show White Space Characters	Ctrl+Shift+8	Editor
Simple Project Creator	Ctrl+P	Home
Spell Check	F7	Editor
Split Segment	Alt+Page_Up	Editor
Strikethrough	Ctrl+K	Editor
Subscript	Ctrl+=	Editor
Superscript	Ctrl+Shift+=	Editor
Term Info	Alt+T	Editor
Terminology Highlight	Ctrl+F5	Editor
TM Concordance	Ctrl+Shift+F	Editor
Translate File	Ctrl+O	Project
Translate Until Fuzzy	Ctrl+Alt+F	Editor
Translate Until No Match	Ctrl+Shift +Page_Down	Editor
Unconfirm All Segments	Alt+Shift+Enter	Editor
Underline	Ctrl+U	Editor
Undo	Ctrl+Z	Blocklist Editor, TM Editor, Glossary Editor, Editor
Verify Segment	Ctrl+Alt+V	Editor

KEYBOARD SHORTCUTS

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PC Scheme - SDLX Style

This section only includes shortcuts with a default application-assigned keystroke sequence.

Commands	Shortcut	View
Add Blocklist	Alt+C	Project
Add Glossary	Alt+O	Project
Add Note	Alt+Shift+N	Editor
Add Project	Ctrl+Shift+A	Home
Add Project TMs	Ctrl+Shift+B	Quick Tools
Add Term	Ctrl+Alt+T	Glossary Editor

Add TMCtrl+NProjectAnalyzeCtrl+SpaceEditorAttach/Detach ToolbarCtrl+DEditorBoldCtrl+BEditorBoldCtrl+BEditorClear Target DocumentAlt+Shift+DeleteEditorClear Target SegmentCtrl+Alt+XEditorCloseCtrl+Shift+WEditorClose project from home windowCtrl+WHomeCommit All Segments to TMAlt+EndEditorCommit Current SegmentAlt+QEditorConfirm/Unconfirm SegmentAlt+EnterEditorConfirm All SegmentsCtrl+Shift+EnterEditorCopyCtrl+CBlocklist Editor, TM Editor, Glossary Editor, EditorCopy All SourcesCtrl+Alt+InsertEditorCopy All Tags (Document)Alt+PEditorCopy SourceF4EditorCopy TagCtrl+Alt+DownEditorCopy TagCtrl+Alt+DevrEditorCopy TagCtrl+Alt+DevrEditorCopy TagCtrl+Alt+DevrEditorCopy TagCtrl+Alt+DevrEditorCopy TagCtrl+Alt+DevrEditorCopy TagCtrl+Alt+DevrEditorCopy TagCtrl+Alt+DevrEditorCreate BlocklistAlt+BProjectCreate BlocklistAlt+NProjectCreate BlocklistAlt+NProjectCreate TMCtrl+Shift+NProject	Commands	Shortcut	View
AnalyzeCtrl+SpaceEditorAttach/Detach ToolbarCtrl+DEditorBoldCtrl+BEditorClear Target DocumentAlt+Shift+DeleteEditorClear Target SegmentCtrl+Alt+XEditorClear Target SegmentCtrl+Alt+XEditorCloseCtrl+Shift+WEditorClose project from home windowCtrl+WHomeCommit All Segments to TMAlt+EndEditorCommit Current SegmentAlt+EndEditorConfirm/Unconfirm SegmentAlt+EnterEditorConfirm/Unconfirm SegmentAlt+EnterEditorCopyCtrl+Shift+EnterEditorCopy All SourcesCtrl+Alt+InsertEditorCopy All SourcesCtrl+Alt+InsertEditorCopy SurceF4EditorCopy TagCtrl+Alt+DownEditorCopy TagCtrl+Alt+OEditorCopy TagCtrl+Alt+BProjectCreate BlocklistAlt+BProjectCreate GlossaryAlt+NProjectCreate TMCtrl+Shift+NProject	Add Term	Ctrl+T	Editor
Attach/Detach ToolbarCtrl+DEditorBoldCtrl+BEditorClear Target DocumentAlt+Shift+DeleteEditorClear Target SegmentCtrl+Alt+XEditorCloseCtrl+Shift+WEditorCloseCtrl+Shift+WEditorClose project from home windowCtrl+WHomeCommit All Segments to TMAlt+EndEditorCommit Current SegmentAlt+QEditorConfirm/Unconfirm SegmentAlt+EnterEditorConfirm/IUnconfirm SegmentAlt+EnterEditorCopyCtrl+Alt+InsertEditorCopy All SourcesCtrl+Alt+InsertEditorCopy All Tags (Document)Alt+PEditorCopy Selected text to targetAlt+F12EditorCopy TagCtrl+Alt+DownEditorCopy TagCtrl+Alt+DEditorCopy TagCtrl+Alt+DEditorCopy TagCtrl+Shift+CProjectCreate BlocklistAlt+BProjectCreate GlossaryAlt+NProjectCreate TMCtrl+Shift+NProject	Add TM	Ctrl+N	Project
BoldCtrl+BEditorClear Target DocumentAlt+Shift+DeleteEditorClear Target SegmentCtrl+Alt+XEditorCloseCtrl+Shift+WEditorClose project from home windowCtrl+WHomeCommit All Segments to TMAlt+EndEditorCommit Current SegmentAlt+QEditorConfirm/Unconfirm SegmentAlt+EnterEditorConfirm All SegmentsCtrl+Shift+EnterEditorConfirm All SegmentsCtrl+Shift+EnterEditorConfirm All SegmentsCtrl+Shift+EnterEditorCopyCtrl+CBlocklist Editor, TM Editor, Glossary Editor, EditorCopy All SourcesCtrl+Alt+InsertEditorCopy All Tags (Document)Alt+PEditorCopy SourceF4EditorCopy TagCtrl+Alt+DownEditorCopy TagCtrl+Alt+0EditorCopy TMCtrl+Shift+CProjectCreate BlocklistAlt+NProjectCreate GlossaryAlt+NProject	Analyze	Ctrl+Space	Editor
Clear Target DocumentAlt+Shift+DeleteEditorClear Target SegmentCtrl+Alt+XEditorCloseCtrl+Shift+WEditorClose project from home windowCtrl+WHomeCommit All Segments to TMAlt+EndEditorCommit Current SegmentAlt+QEditorConfirm/Unconfirm SegmentAlt+EnterEditorConfirm All SegmentsCtrl+Shift+EnterEditorConfirm All SegmentsCtrl+Shift+EnterEditorCopyCtrl+CBlocklist Editor, TM Editor, Glossary Editor, EditorCopy All SourcesCtrl+Alt+InsertEditorCopy All Tags (Document)Alt+PEditorCopy Selected text to targetAlt+F12EditorCopy SourceF4EditorCopy TagCtrl+Alt+DownEditorCopy TagCtrl+Alt+OEditorCopy TMCtrl+Shift+CProjectCreate BlocklistAlt+NProjectCreate GlossaryAlt+NProject	Attach/Detach Toolbar	Ctrl+D	Editor
Clear Target SegmentCtrl+Alt+XEditorCloseCtrl+Shift+WEditorClose project from home windowCtrl+WHomeCommit All Segments to TMAlt+EndEditorCommit Current SegmentAlt+QEditorConfirm/Unconfirm SegmentAlt+EnterEditorConfirm All SegmentsCtrl+Shift+EnterEditorConfirm All SegmentsCtrl+Shift+EnterEditorCopyCtrl+CBlocklist Editor, TM Editor, Glossary Editor, EditorCopy All SourcesCtrl+Alt+InsertEditorCopy All Tags (Document)Alt+PEditorCopy Selected text to targetAlt+PEditorCopy SourceF4EditorCopy TagCtrl+Alt+DownEditorCopy TagCtrl+Alt+0EditorCopy TMCtrl+Shift+CProjectCreate BlocklistAlt+NProjectCreate GlossaryAlt+NProjectCreate TMCtrl+Shift+NProject	Bold	Ctrl+B	Editor
CloseCtrl+Shift+WEditorClose project from home windowCtrl+WHomeCommit All Segments to TMAlt+EndEditorCommit Current SegmentAlt+QEditorConfirm/Unconfirm SegmentAlt+EnterEditorConfirm All SegmentsCtrl+Shift+EnterEditorCopyCtrl+CBlocklist Editor, TM Editor, Glossary Editor, EditorCopy All SourcesCtrl+Alt+InsertEditorCopy All Tags (Document)Alt+PEditorCopy Selected text to targetAlt+F12EditorCopy TagCtrl+Alt+DownEditorCopy TagCtrl+Alt+0EditorCopy TMCtrl+Shift+CProjectCreate BlocklistAlt+NProjectCreate TMCtrl+Shift+NProject	Clear Target Document	Alt+Shift+Delete	Editor
Close project from home windowCtrl+WHomeCommit All Segments to TMAlt+EndEditorCommit Current SegmentAlt+QEditorConfirm/Unconfirm SegmentAlt+EnterEditorConfirm All SegmentsCtrl+Shift+EnterEditorCopyCtrl+CBlocklist Editor, TM Editor, Glossary Editor, EditorCopy All SourcesCtrl+Alt+InsertEditorCopy All Tags (Document)Alt+PEditorCopy Selected text to targetAlt+F12EditorCopy TagCtrl+Alt+InsertEditorCopy TagCtrl+Alt+0EditorCopy TMCtrl+Shift+CProjectCreate BlocklistAlt+BProjectCreate GlossaryAlt+NProjectCreate TMCtrl+Shift+NProject	Clear Target Segment	Ctrl+Alt+X	Editor
Commit All Segments to TMAlt+EndEditorCommit Current SegmentAlt+QEditorConfirm/Unconfirm SegmentAlt+EnterEditorConfirm All SegmentsCtrl+Shift+EnterEditorCopyCtrl+CBlocklist Editor, TM Editor, Glossary Editor, EditorCopy All SourcesCtrl+Alt+InsertEditorCopy All Tags (Document)Alt+Shift+PEditorCopy Selected text to targetAlt+F12EditorCopy TagCtrl+Alt+InsertEditorCopy TagCtrl+Alt+0EditorCopy TMCtrl+Shift+CProjectCreate BlocklistAlt+BProjectCreate GlossaryAlt+NProject	Close	Ctrl+Shift+W	Editor
Commit Current SegmentAlt+QEditorConfirm/Unconfirm SegmentAlt+EnterEditorConfirm All SegmentsCtrl+Shift+EnterEditorCopyCtrl+CBlocklist Editor, TM Editor, Glossary Editor, EditorCopy All SourcesCtrl+Alt+InsertEditorCopy All Tags (Document)Alt+Shift+PEditorCopy Selected text to targetAlt+F12EditorCopy TagCtrl+Alt+DownEditorCopy TagCtrl+Alt+0EditorCopy TMCtrl+Shift+CProjectCreate BlocklistAlt+BProjectCreate TMCtrl+Shift+NProject	Close project from home window	Ctrl+W	Home
Confirm/Unconfirm SegmentAlt+EnterEditorConfirm All SegmentsCtrl+Shift+EnterEditorCopyCtrl+CBlocklist Editor, TM Editor, Glossary Editor, EditorCopy All SourcesCtrl+Alt+InsertEditorCopy All Tags (Document)Alt+Shift+PEditorCopy All Tags (Segment)Alt+PEditorCopy Selected text to targetAlt+F12EditorCopy TagCtrl+Alt+DownEditorCopy TermCtrl+Alt+0EditorCopy TMCtrl+Shift+CProjectCreate BlocklistAlt+NProjectCreate TMCtrl+Shift+NProject	Commit All Segments to TM	Alt+End	Editor
Confirm All SegmentsCtrl+Shift+EnterEditorCopyCtrl+CBlocklist Editor, TM Editor, Glossary Editor, EditorCopy All SourcesCtrl+Alt+InsertEditorCopy All Tags (Document)Alt+Shift+PEditorCopy All Tags (Segment)Alt+PEditorCopy selected text to targetAlt+F12EditorCopy SourceF4EditorCopy TagCtrl+Alt+DownEditorCopy TermCtrl+Alt+0EditorCopy TMCtrl+Shift+CProjectCreate BlocklistAlt+NProjectCreate TMCtrl+Shift+NProject	Commit Current Segment	Alt+Q	Editor
CopyCtrl+CBlocklist Editor, TM Editor, Glossary Editor, EditorCopy All SourcesCtrl+Alt+InsertEditorCopy All Tags (Document)Alt+Shift+PEditorCopy All Tags (Segment)Alt+PEditorCopy selected text to targetAlt+F12EditorCopy SourceF4EditorCopy TagCtrl+Alt+DownEditorCopy TermCtrl+Alt+0EditorCopy TMCtrl+Shift+CProjectCreate BlocklistAlt+BProjectCreate GlossaryAlt+NProject	Confirm/Unconfirm Segment	Alt+Enter	Editor
Copy All SourcesCtrl+Alt+InsertEditorCopy All Tags (Document)Alt+Shift+PEditorCopy All Tags (Segment)Alt+PEditorCopy Selected text to targetAlt+F12EditorCopy SourceF4EditorCopy TagCtrl+Alt+DownEditorCopy TermCtrl+Alt+0EditorCopy TMCtrl+Shift+CProjectCreate BlocklistAlt+BProjectCreate GlossaryAlt+NProject	Confirm All Segments	Ctrl+Shift+Enter	Editor
Copy All Tags (Document)Alt+Shift+PEditorCopy All Tags (Segment)Alt+PEditorCopy selected text to targetAlt+F12EditorCopy SourceF4EditorCopy TagCtrl+Alt+DownEditorCopy TermCtrl+Alt+0EditorCopy TMCtrl+Shift+CProjectCreate BlocklistAlt+BProjectCreate GlossaryAlt+NProjectCreate TMCtrl+Shift+NProject	Сору	Ctrl+C	Blocklist Editor, TM Editor, Glossary Editor, Editor
Copy All Tags (Segment)Alt+PEditorCopy selected text to targetAlt+F12EditorCopy SourceF4EditorCopy TagCtrl+Alt+DownEditorCopy TermCtrl+Alt+0EditorCopy TMCtrl+Shift+CProjectCreate BlocklistAlt+BProjectCreate GlossaryAlt+NProjectCreate TMCtrl+Shift+NProject	Copy All Sources	Ctrl+Alt+Insert	Editor
Copy selected text to targetAlt+F12EditorCopy SourceF4EditorCopy TagCtrl+Alt+DownEditorCopy TermCtrl+Alt+0EditorCopy TMCtrl+Shift+CProjectCreate BlocklistAlt+BProjectCreate GlossaryAlt+NProjectCreate TMCtrl+Shift+NProject	Copy All Tags (Document)	Alt+Shift+P	Editor
Copy SourceF4EditorCopy TagCtrl+Alt+DownEditorCopy TermCtrl+Alt+0EditorCopy TMCtrl+Shift+CProjectCreate BlocklistAlt+BProjectCreate GlossaryAlt+NProjectCreate TMCtrl+Shift+NProject	Copy All Tags (Segment)	Alt+P	Editor
Copy TagCtrl+Alt+DownEditorCopy TermCtrl+Alt+0EditorCopy TMCtrl+Shift+CProjectCreate BlocklistAlt+BProjectCreate GlossaryAlt+NProjectCreate TMCtrl+Shift+NProject	Copy selected text to target	Alt+F12	Editor
Copy TermCtrl+Alt+0EditorCopy TMCtrl+Shift+CProjectCreate BlocklistAlt+BProjectCreate GlossaryAlt+NProjectCreate TMCtrl+Shift+NProject	Copy Source	F4	Editor
Copy TMCtrl+Shift+CProjectCreate BlocklistAlt+BProjectCreate GlossaryAlt+NProjectCreate TMCtrl+Shift+NProject	Сору Тад	Ctrl+Alt+Down	Editor
Create Blocklist Alt+B Project Create Glossary Alt+N Project Create TM Ctrl+Shift+N Project	Copy Term	Ctrl+Alt+0	Editor
Create Glossary Alt+N Project Create TM Ctrl+Shift+N Project	Сору ТМ	Ctrl+Shift+C	Project
Create TM Ctrl+Shift+N Project	Create Blocklist	Alt+B	Project
· ·	Create Glossary	Alt+N	Project
	Create TM	Ctrl+Shift+N	Project
Current Segment Leverage F8 Editor	Current Segment Leverage	F8	Editor
Cut Ctrl+X Blocklist Editor, TM Editor, Glossary Editor, Editor	Cut	Ctrl+X	Blocklist Editor, TM Editor, Glossary Editor, Editor
Delete Note Alt+Shift+D Editor	Delete Note	Alt+Shift+D	Editor
Edit Note Alt+Shift+E Editor	Edit Note	Alt+Shift+E	Editor
Edit Term Ctrl+E Editor	Edit Term	Ctrl+E	Editor
Export Blocklist Alt+K Project	Export Blocklist	Alt+K	Project
Export Glossary Alt+E Project	Export Glossary	Alt+E	Project
Export Report as PDF format Alt+U Project	Export Report as PDF format	Alt+U	Project

Commands	Shortcut	View
Export TM	Ctrl+Shift+E	Project
Find/Replace	Ctrl+F	Editor
Go To Segment	Ctrl+L	Editor
Help	Ctrl+Alt+H	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Import Blocklist	Alt+J	Project
Import Glossary	Alt+I	Project
Import TM	Ctrl+Shift+I	Project
Insert copyright symbol	Ctrl+Alt+C	Editor
Insert ellipsis	F11	Editor
Insert em dash	Ctrl+F10	Editor
Insert en dash	F10	Editor
Insert non-breaking hyphen	Ctrl+F9	Editor
Insert non-breaking space	Ctrl+Shift+Space	Editor
Insert Registered Trademark symbol	Ctrl+Alt+R	Editor
Italic	Ctrl+I	Editor
Key assist panel	Ctrl+Shift+L	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Last Modified Segment	Shift+F5	Editor
Leverage previous TU	Alt+Left	Editor
Leverage the first TM Lookup match	Alt+1	Editor
Leverage the second TM Lookup match	Alt+2	Editor
Leverage the third TM Lookup match	Alt+3	Editor
Leverage the fourth TM Lookup match	Alt+4	Editor
Leverage the fifth TM Lookup match	Alt+5	Editor
Leverage the 6th TM Lookup match	Alt+6	Editor
Leverage the 7th TM Lookup match	Alt+7	Editor

Commands	Shortcut	View
Leverage the 8th TM Lookup match	Alt+8	Editor
Leverage the Next TU	Alt+Right	Editor
Machine Translate	Ctrl+Shift+F8	Editor
Merge Segments	Ctrl+J	Editor
Modify	Alt+M	Project
Modify Project	Ctrl+Shift+M	Home
Modify TM	Ctrl+Shift+T	Project
Move the cursor between the source and the target	Shift+Tab	Editor
Next Segment (Commit to TM)	Alt+Down	Editor
Next Segment (No Commit)	Ctrl+Down	Editor
Next Tag	Ctrl+Alt+Right	Editor
Next Term	Ctrl+Alt+9	Editor
Next View	Alt+W	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Open Blocklist	Alt+H	Project
Open Glossary	Alt+G	Project
Open Project	Ctrl+Shift+P	Home
Open TM	Ctrl+Shift+G	Project
Paste	Ctrl+V	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Preferences	F9	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Previous Segment (No Commit)	Ctrl+Up	Editor
Previous Segment (TM Commit)	Alt+Up	Editor
Previous Tag	Ctrl+Alt+Left	Editor
Previous Term	Ctrl+Alt+8	Editor
Pseudo Translate	Ctrl+Shift+Y	Quick Tools
Redo	Ctrl+Y	Blocklist Editor, TM Editor, Glossary Editor, Editor
Remove Glossary	Alt+R	Project
Remove Reference Files	Alt+0	Project
Remove Report	Alt+Z	Project
Remove Tag	Ctrl+Alt+Up	Editor
Remove TM	Ctrl+Shift+R	Project

Commands	Shortcut	View
Replace/Find	Ctrl+H	Editor
Run Transcheck	F12	Editor
Save	Ctrl+S	Editor
Save File As Translated	Ctrl+Alt+S	Editor
Show White Space Characters	Ctrl+Shift+8	Editor
Simple Project Creator	Ctrl+P	Home
Source TM Lookup	Ctrl+Shift+F	Editor
Spell Check	F6	Editor
Split Segment	Ctrl+Enter	Editor
Strikethrough	Ctrl+K	Editor
Subscript	Ctrl+=	Editor
Superscript	Ctrl+Shift+=	Editor
Term Info	Alt+T	Editor
Terminology Highlight	Ctrl+F5	Editor
TM Concordance	F7	Editor
Toggle uppercase/lowercase	Shift+F3	Editor
Translate All	Ctrl+Shift+End	Editor
Translate File	Ctrl+O	Project
Translate Until Fuzzy	Ctrl+Alt+F	Editor
Translate Until No Match	Ctrl+Shift +Page_Down	Editor
Unconfirm All Segments	Alt+Shift+Enter	Editor
Underline	Ctrl+U	Editor
Undo	Ctrl+Z	Blocklist Editor, TM Editor, Glossary Editor, Editor
Verify Segment	Ctrl+Alt+V	Editor

PC Scheme - Trados Style

Commands	Shortcut	View
Add Blocklist	Alt+C	Project
Add Glossary	Alt+O	Project

Commands	Shortcut	View
Add Project TMs	Ctrl+Shift+B	Quick Tools
Add Reference Files	Alt+1	Project
Add Term	Ctrl+Alt+T	Glossary Editor
Add Term	Ctrl+F11	Editor
Add TM	Ctrl+N	Project
Analyze	Ctrl+Space	Quick Tools
Attach/Detach Toolbar	Ctrl+D	Editor
Bold	Ctrl+B	Editor
Clear Target Document	Alt+Shift+Delete	Editor
Clear Target Segment	Ctrl+Alt+X	Editor
Close	Ctrl+W	Editor
Close project from home window	Ctrl+Shift+X	Home
Commit All Segments to TM	Ctrl+Shift+U	Editor
Commit Current Segment	Alt+Q	Editor
Confirm/Unconfirm Segment	Alt+Enter	Editor
Confirm All Segments	Ctrl+Shift+Enter	Editor
Сору	Ctrl+C	Blocklist Editor, TM Editor, Glossary Editor, Editor
Copy All Tags (Segment)	Alt+P	Editor
Copy selected text to target	Alt+F12	Editor
Copy Source	F4	Editor
Copy Tag	Ctrl+F4	Editor
Copy Term	Ctrl+Alt+Down	Editor
Сору ТМ	Ctrl+Shift+C	Project
Create Blocklist	Alt+B	Project
Create Glossary	Alt+N	Project
Create TM	Ctrl+Shift+N	Project
Current Segment Leverage	Alt+Space	Editor
Cut	Ctrl+X	Blocklist Editor, TM Editor, Glossary Editor, Editor
Export Blocklist	Alt+K	Project
Export Glossary	Alt+E	Project
Export Package	Ctrl+E	Home
Export Report as PDF format	Alt+U	Project
Export TM	Ctrl+Shift+E	Project

Editor Blocklist Editor, TM Editor, Glossary Editor, Quick
Blocklist Editor, TM Editor, Glossary Editor, Quick
Tools, Editor, Project, Home
Project
Project
Project
Editor
Editor
Editor
Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Editor
Editor
Editor
Project
Home
Project
Editor
Editor
Editor
TM Editor
Blocklist Editor
Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Project
Project
Home
Project
Project
Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Editor

Commands	Shortcut	View
Previous Update	Alt+Up	Blocklist Editor
Pseudo Translate	Ctrl+Shift+Y	Quick Tools
Redo	Ctrl+Y	Blocklist Editor, TM Editor, Glossary Editor, Editor
Remove Glossary	Alt+R	Project
Remove Project	Ctrl+Alt+R	Home
Remove Reference Files	Alt+0	Project
Remove Report	Alt+Z	Project
Remove TM	Ctrl+Shift+R	Project
Save	Ctrl+S	Editor
Save File As Translated	Ctrl+Alt+S	Editor
Show White Space Characters	Ctrl+Shift+8	Editor
Simple Project Creator	Ctrl+P	Home
Source TM Lookup	Ctrl+Shift+F	Editor
Spell Check	F6	Editor
Split Segment	Alt+S	Editor
Strikethrough	Ctrl+K	Editor
Subscript	Ctrl+=	Editor
Superscript	Ctrl+Shift+=	Editor
Term Info	Alt+T	Editor
Terminology Highlight	Ctrl+F5	Editor
TM Concordance	F7	Editor
Translate All	Ctrl+Shift+A	Editor
Translate File	Ctrl+O	Project
Unconfirm All Segments	Alt+Shift+Enter	Editor
Underline	Ctrl+U	Editor
Undo	Ctrl+Z	Blocklist Editor, TM Editor, Glossary Editor, Editor
Verify Segment	Ctrl+Alt+V	Editor

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Mac Scheme - Wordfast Pro Style

Commands	Shortcut	View
Add Blocklist	~ ⊡C	Project
Add Glossary	~:0	Project
Add Note	~ ⊂û N	Editor
Add Project	₩ûA	Home
Add Project TMs	₩ûB	Quick Tools
Add Term	ื่∺T	Editor
Add TM	жN	Project
Analyze	жSpace	Editor
Attach/Detach Toolbar	жD	Editor
Bold	жB	Editor
Clear all tags (Segment)	₩ûV	Editor
Clear Target Document	_î ₪	Editor
Clear Target Segment	^_ZX	Editor
Close	жW	Editor
Close project from home window	អ បិ X	Home
Close segment	#	Editor
Commit All Segments to TM	#~ ∵ ∨ #	Editor
Commit Current Segment	~ : ∖ #	Editor
Confirm/Unconfirm Segment	<i>∼</i> : ⊷ #	Editor
Confirm All Segments	₩û ⇔#	Editor
Сору	жC	Blocklist Editor, TM Editor, Glossary Editor, Editor
Copy All Sources	≇∽ ⊡Insert	Editor
Copy All Tags (Document)	_ûP	Editor
Copy All Tags (Segment)	~ _A	Editor
Copy selected text to target	∼ :F12	Editor
Copy Source	~ _S	Editor
Сору Тад	ਖ਼∼⁻↓	Editor
Copy Term	光O	Editor
Сору ТМ	¥ûC	Project
Create Blocklist	~ ∃ B	Project
Create Glossary	~:N	Project
Create TM	₩û N	Project
Current Segment Leverage	~ _ Q	Editor

Commands	Shortcut	View
Cut	жX	Blocklist Editor, TM Editor, Glossary Editor, Editor
Delete Note	∼∵û D	Editor
Edit Note	∕≂ûE	Editor
Edit Term	жЕ	Editor
Export Blocklist	~ ∹K	Project
Export Glossary	~:E	Project
Export Report as PDF format	~ ∠ U	Project
Export TM	₩ûE	Project
Find/Replace	жF	Editor
Get Bilingual Table	ж¬∠Р	Editor
Go To Segment	жG	Editor
Help	≋∽⊂H	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Import Blocklist	~_J	Project
Import Glossary	~zl	Project
Import TM	ℋ 爺┃	Project
Insert a cent sign	¥;	Editor
Insert copyright symbol	ж∽_сС	Editor
Insert ellipsis	# ~ <u>ट</u> .	Editor
Insert em dash	~	Editor
Insert en dash	√2Û-	Editor
Insert non-breaking hyphen	₩û-	Editor
Insert non-breaking space	೫ûSpace	Editor
Insert Registered Trademark symbol	≋∽ ∶ R	Editor
Italic	жI	Editor
Key Assist Panel	₩û L	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Last Modified Segment	û F5	Editor
Leverage Previous TU	¥←	Editor
Leverage the first TM Lookup match	∖_1	Editor
Leverage the second TM Lookup match	∖_2	Editor

Commands	Shortcut	View
Leverage the third TM Lookup match	~_3	Editor
Leverage the fourth TM Lookup match	~-4	Editor
Leverage the fifth TM Lookup match	~:5	Editor
Leverage the sixth TM Lookup match	~_6	Editor
Leverage the seventh TM Lookup match	~-7	Editor
Leverage the eighth TM Lookup match	~_8	Editor
Leverage the Next TU	ਖ਼→	Editor
Machine Translate	ដΩ អាម	Editor
Merge Segments	~_‡	Editor
Modify	<i>∼</i> :M	Project
Modify TM	¥û T	Project
Move the cursor between the source and the target	Û →	Editor
Next Segment (Commit to TM)	$\sim \downarrow$	Editor
Next Segment (No Commit)	£↓	Editor
Next Tag	ੜਿ∕⊂→	Editor
Next Term	#9	Editor
Next View	~-W	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Open Blocklist	~:H	Project
Open Glossary	∼:G	Project
Open Project	₩ûP	Home
Open TM	೫ûG	Project
Paste	жV	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Preferences	F9	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Previous Segment (No Commit)	¥↑	Editor
Previous Segment (TM Commit)	\sim t	Editor
Previous Tag	ਸ਼∕∠⊷	Editor

Previous Term #K8 Editor Pseudo Translate # 1 Y Quick Tools Redo # Y Blocklist Editor, TM Editor, Glossary Editor, Editor Remove Glossary ~R Project Remove Reference Files ~0 Project Remove TM # 1 R Project Replace/Find # H Editor Ray and the system of	Commands	Shortcut	View
Redo#YBlocklist Editor, TM Editor, Glossary Editor, EditorRemove Glossary\rangle RProjectRemove Reference Files\rangle OProjectRemove Report\rangle ZProjectRemove TM#/RProjectRenove TM#/RProjectRenove TM#/RProjectRun Transcheck\frac{AQ}EditorSave#SEditorSave AsF12EditorSave AsF12EditorSave Characters#/REditorSimple Project Creator#PHomeSource TM Lookup#3/FEditorSpilt Segment\rangle 4EditorSubscript#=EditorSubscript#2EditorSuperscript#3/FEditorTerm Info\rangle TEditorTerm Info\rangle TEditorTranslate All#0.\#F5EditorTranslate All#0.\#F5EditorTranslate All#0.\#F5EditorTranslate All#0.\#FEditorTranslate Inli Mo Match#0.\#FEditorTranslate Until Fuzzy#\rangle EditorTranslate EditorTranslate Until Ruzzy#\rangle EditorEditorTranslate Until No Match#0.\#EditorTranslate Until No Match#0.\#EditorUnconfirm All Segments\rangle HeidorUnderline#UEditorUnderline#UEditor	Previous Term	ж8	Editor
Remove Glossary ~R Project Remove Report ~2 Project Remove Report ~Z Project Remove TM ¥0 R Project Renove TM ¥0 R Editor Save S Editor Save Save Save Save Save Save Save Save	Pseudo Translate	₩û Y	Quick Tools
Remove Reference Files \cdots Project Remove Report \cdotsZ Project Remove TM ₩%R Project Replace/Find #H Editor Run Transcheck ^Q Editor Save #S Editor Save As F12 Editor Save File As Translated #\cdotsS Editor Source TM Lookup #\cdotsF Editor Spell Check F7 Editor Spell Check F7 Editor Subscript #\alpha = Editor Superscript #\alpha = Editor Term Info \cdotsT Editor Tanslate All #\cdotsF Editor </td <td>Redo</td> <td>жY</td> <td>Blocklist Editor, TM Editor, Glossary Editor, Editor</td>	Redo	жY	Blocklist Editor, TM Editor, Glossary Editor, Editor
Remove Report \ncZ Project Remove TM #0 R Project Replace/Find #1H Editor Run Transcheck ^Q Editor Save #S Editor Save As F12 Editor Save File As Translated #\ncS Editor Source TM Lookup #\ncS Editor Spell Check F7 Editor Spell Check F7 Editor Subscript #\ncS Editor Superscript #\ncS Editor Term Info \ncT	Remove Glossary	~ ∴ R	Project
Remove TM #⊡R Project Replace/Find #H Editor Run Transcheck ^Q Editor Save #S Editor Save As F12 Editor Save File As Translated #< <s< td=""> Editor Show White Space Characters #:08 Editor Simple Project Creator #P Home Source TM Lookup #:0F Editor Spell Check F7 Editor Spell Check F7 Editor Spell Check F7 Editor Superscript #:E Editor Subscript #:= Editor Superscript #:= Editor Superscript #:= Editor Term Info ~:T Editor Toggle uppercase/lowercase #F3 Editor Translate All #::D *# Editor Translate File #:O Project Translate File #:O Project Translate Intil Fuzzy #::>F Editor Translate Intil Fuzzy #::>F Editor Translate Intil Fuzzy #::>F Editor Translate Intil Fuzzy #::>F Editor</s<>	Remove Reference Files	~0	Project
Replace/Find3tHEditorRun Transcheck^QEditorSave3tSEditorSave AsF12EditorSave File As Translated%\SEditorShow White Space Characters%18EditorSimple Project Creator%PHomeSource TM Lookup%1FEditorSpell CheckF7EditorSpell CheckF7EditorSpell CheckF7EditorSuperscript3£=EditorSuperscript3£=EditorSuperscript3£F5EditorTerm Info~TEditorToggle uppercase/lowercase0F3EditorTranslate All%5 *#EditorTranslate All%60 *EditorTranslate Until Fuzzy%1~FEditorTranslate Until Fuzzy%2 *EditorTranslate Until Fuzzy%2 *EditorTranslate Until Fuzzy%2 *EditorTranslate Intil Segments~0 ~*#EditorTranslate Until Fuzzy%2 *EditorTranslate Until Fuzzy%2 *EditorTranslate Until Fuzzy%2 *EditorTranslate Until Fuzzy%2 *EditorUnconfirm All Segments~0 ~*#EditorUnderline3£UEditorUnderline3£UEditorUnderline3£ZBlocklist Editor, TM Editor, Glossary Editor, Editor	Remove Report	~-Z	Project
Run Transcheck^QEditorSave¥SEditorSave AsF12EditorSave File As Translated¥C\SEditorShow White Space Characters¥0.8EditorSimple Project Creator¥PHomeSource TM Lookup¥0.1FEditorSpell CheckF7EditorSplit Segment\td>EditorSubscript¥#=EditorSuperscript#61=EditorSuperscript#61=EditorTerm Info\td>TTerminology Highlight#F5EditorTogle uppercase/lowercase0F3EditorTranslate All#60 \theta EditorTranslate Until Fuzzy#C\FEditorTranslate Until No Match#60 \theta EditorUnconfirm All Segments\td>EditorUnconfirm All Segments\td>EditorEditorEditorTranslate Until No Match#60 \theta EditorUnconfirm All Segments\td>EditorUnderline#EUEditorEdi	Remove TM	₩ûR	Project
Save₩SEditorSave AsF12EditorSave File As Translated₩\\SEditorShow White Space Characters₩08EditorSimple Project Creator₩PHomeSource TM Lookup₩0FEditorSpell CheckF7EditorSplit Segment\\1 +EditorSubscript₩=EditorSuperscript₩=EditorSuperscript₩=EditorSuperscript₩=EditorTerm Info\\1 +EditorTo ConcordanceF8EditorTranslate All₩0 +#EditorTranslate Until Fuzzy₩EditorTranslate Until No Match₩0 +#EditorUnconfirm All Segments\\0 +<#	Replace/Find	жH	Editor
Save AsF12EditorSave File As Translated₩\\SEditorShow White Space Characters₩08EditorSimple Project Creator₩PHomeSource TM Lookup₩0 FEditorSpell CheckF7EditorSplit Segment\\+ 4EditorSubscript₩EEditorSubscript₩EEditorSuperscript₩0 =EditorSuperscript₩EEditorTerm Info\\-TEditorToggle uppercase/lowercase↑F3EditorTranslate All₩0 +EditorTranslate Until Fuzzy₩0 +EditorTranslate Until No Match₩0 +EditorUnconfirm All Segments\\-0 + #EditorUnderline₩UEditorUnderline₩UEditorEditorEditorTranslate Until No Match₩0 +EditorEdi	Run Transcheck	^Q	Editor
Save File As Translated# ℃SEditorShow White Space Characters# 0.8EditorSimple Project Creator# PHomeSource TM Lookup# 0 FEditorSpell CheckF7EditorSplit Segment∿ 4EditorStrikethrough#KEditorSuperscript# =EditorSuperscript# 0 =EditorTerm Info∿ TEditorTerminology Highlight# F5EditorToggle uppercase/lowercase0 F3EditorTranslate All# 0 ∿ #EditorTranslate Until Fuzzy# ℃ FEditorTranslate Until No Match# 0 ↓EditorUnconfirm All Segments∿ 0 ↓EditorUnderline# UEditorUnderline# UEditorEditorEditorTranslate EditorEditorTranslate Until No Match# 0 ↓EditorEdi	Save	жS	Editor
Show White Space Characters#08EditorSimple Project Creator#PHomeSource TM Lookup#0FEditorSpell CheckF7EditorSpell CheckF7EditorSplit Segment~14EditorStrikethrough#KEditorSubscript#=EditorSuperscript#0=EditorTerm Info~17EditorTerminology Highlight#F5EditorToggle uppercase/lowercase0 F3EditorTranslate All#0 ~#EditorTranslate File#OProjectTranslate Until Fuzzy#~FEditorUnconfirm All Segments~20 +#EditorUnderline#UEditorUnderline#ZBlocklist Editor, TM Editor, Glossary Editor, Editor	Save As	F12	Editor
Simple Project Creator#PHomeSource TM Lookup# # FEditorSpell CheckF7EditorSplit Segment\not #EditorStrikethrough#KEditorSubscript#=EditorSuperscript# #=EditorSuperscript# # =EditorTerm Info\not TEditorToggle uppercase/lowercase# F3EditorTranslate All# # 0ProjectTranslate File# 0ProjectTranslate Until Fuzzy# \not FEditorUnconfirm All Segments\not 0 + #EditorUnderline# UEditorUnderline# ZBlocklist Editor, TM Editor, Glossary Editor, Editor	Save File As Translated	#~ _ S	Editor
Source TM Lookup#0FEditorSpell CheckF7EditorSplit Segment\timestartim	Show White Space Characters	₩û 8	Editor
Spell CheckF7EditorSplit Segment\tag{4}EditorStrikethrough\$KEditorSubscript\$%=EditorSuperscript\$%0=EditorTerm Info\tag{1}TEditorTerminology Highlight\$%F5EditorTM ConcordanceF8EditorToggle uppercase/lowercase0 F3EditorTranslate All\$%0 \not \$#<	Simple Project Creator	жP	Home
Split SegmentT<#EditorStrikethrough%KEditorSubscript%=EditorSuperscript%0=EditorTerm InfoTEditorTerminology Highlight%F5EditorTM ConcordanceF8EditorToggle uppercase/lowercase0F3EditorTranslate All%0 \not #EditorTranslate File%OProjectTranslate Until Fuzzy%CFEditorTranslate Until No Match%0 \not #EditorUnconfirm All SegmentsTC0 \not ##EditorUnderline%UEditorUndo%ZBlocklist Editor, TM Editor, Glossary Editor, Editor	Source TM Lookup	₩ûF	Editor
Strikethrough ₩K Editor Subscript ₩= Editor Superscript ₩0= Editor Term Info ~T Editor Terminology Highlight ₩F5 Editor TM Concordance F8 Editor Toggle uppercase/lowercase ∿F3 Editor Translate All ₩0 ># Editor Translate File ₩O Project Translate Until Fuzzy ₩~F Editor Translate Until No Match ₩0 ≠ Editor Unconfirm All Segments ~℃0 +# Editor Underline ₩U Editor Undo ₩Z Blocklist Editor, TM Editor, Glossary Editor, Editor	Spell Check	F7	Editor
Subscript#=EditorSuperscript#0 =EditorTerm Info~TEditorTerminology Highlight#F5EditorTM ConcordanceF8EditorToggle uppercase/lowercase0 F3EditorTranslate All#0 >#EditorTranslate File#OProjectTranslate Until Fuzzy#~FEditorTranslate Until No Match#0 #EditorUnconfirm All Segments~C0 +#EditorUnderline#UEditorUndo#ZBlocklist Editor, TM Editor, Glossary Editor, Editor	Split Segment	~_‡	Editor
Superscript₩ŵ=EditorTerm InfoImage: Total and the second se	Strikethrough	жK	Editor
Term Info\top TEditorTerminology Highlight#F5EditorTM ConcordanceF8EditorToggle uppercase/lowercaseIPF3EditorTranslate All#IP \n#EditorTranslate File#OProjectTranslate Until Fuzzy#INTEREditorTranslate Until No Match#IP +EditorUnconfirm All Segments\top IP \confirmEditorUndo#ZBlocklist Editor, TM Editor, Glossary Editor, Editor	Subscript	#=	Editor
Terminology Highlight₩F5EditorTM ConcordanceF8EditorToggle uppercase/lowercaseDF3EditorTranslate All₩D ₩#EditorTranslate File₩OProjectTranslate Until Fuzzy₩CFEditorTranslate Until No Match₩D #EditorUnconfirm All Segments\CD +#EditorUndo#ZBlocklist Editor, TM Editor, Glossary Editor, Editor	Superscript	೫ û =	Editor
TM Concordance F8 Editor Toggle uppercase/lowercase □F3 Editor Translate All ₩□># Editor Translate File ₩O Project Translate Until Fuzzy ₩□>F Editor Translate Until Fuzzy ₩□ Editor Translate Until No Match ₩□ ≠ Editor Unconfirm All Segments □□□ □ □ □ □ □ □ □ ₩U Editor Underline ₩U Editor Undo ₩Z Blocklist Editor, TM Editor, Glossary Editor, Editor	Term Info	-∕-T	Editor
Toggle uppercase/lowercaseû F3EditorTranslate All₩û \u01c4#EditorTranslate File₩OProjectTranslate Until Fuzzy₩ \u21c4 EEditorTranslate Until No Match₩ û \$EditorUnconfirm All Segments\u21c4 +#EditorUnderline₩ UEditorUndo₩ ZBlocklist Editor, TM Editor, Glossary Editor, Editor	Terminology Highlight	жF5	Editor
Translate All%î \#EditorTranslate File%OProjectTranslate Until Fuzzy% \FEditorTranslate Until No Match%î ‡EditorUnconfirm All Segments\trice +#EditorUnderline%UEditorUndo%ZBlocklist Editor, TM Editor, Glossary Editor, Editor	TM Concordance	F8	Editor
Translate File೫OProjectTranslate Until Fuzzy೫∿FEditorTranslate Until No Match೫û‡EditorUnconfirm All Segments∿û+#EditorUnderline೫UEditorUndo೫ZBlocklist Editor, TM Editor, Glossary Editor, Editor	Toggle uppercase/lowercase	û F3	Editor
Translate Until Fuzzyℜ∿FEditorTranslate Until No Match೫û‡EditorUnconfirm All Segments∿û↔#EditorUnderline೫UEditorUndo೫ZBlocklist Editor, TM Editor, Glossary Editor, Editor	Translate All	₩û \#	Editor
Translate Until No Match₩û ‡EditorUnconfirm All Segments\\cdot 0 +#EditorUnderline₩UEditorUndo₩ZBlocklist Editor, TM Editor, Glossary Editor, Editor	Translate File	жО	Project
Unconfirm All Segments\\\\\\\\\CirclettermailEditorUnderline\$\tildettermailEditorUndo\$\tildetlettermailBlocklist Editor, TM Editor, Glossary Editor, Editor	Translate Until Fuzzy	∺∽:_F	Editor
Underline #U Editor Undo #Z Blocklist Editor, TM Editor, Glossary Editor, Editor	Translate Until No Match	₩û‡	Editor
Undo Blocklist Editor, TM Editor, Glossary Editor, Editor	Unconfirm All Segments	~_î ~#	Editor
	Underline	жU	Editor
Verify Segment #~_V Editor	Undo	жZ	Blocklist Editor, TM Editor, Glossary Editor, Editor
	Verify Segment	#¬_V	Editor

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KEYBOARD SHORTCUTS

Mac Scheme - Wordfast Classic Style

Commands	Shortcut	View
Add Blocklist	~ ∠ C	Project
Add Glossary	~_0	Project
Add Note	~ ⊂û N	Editor
Add Project	ដûA	Home
Add Project TMs	₩û B	Quick Tools
Add Reference Files	∼1	Project
Add Term	ื่#¬_:T	Editor
Add TM	жN	Project
Analyze	жSpace	Quick Tools
Attach/Detach Toolbar	жD	Editor
Bold	жB	Editor
Clear Target Document		Editor
Clear Target Segment	^X	Editor
Close project from home window	ដΩ អ	Home
Commit All Segments to TM	ื่#~_: ∨#	Editor
Confirm/Unconfirm Segment	∖_ ⇔#	Editor
Confirm All Segments	#û ⇔#	Editor
Сору	жC	Blocklist Editor, TM Editor, Glossary Editor, Editor
Copy All Sources	∽⊂û Insert	Editor
Copy All Tags (Segment)	~_P	Editor
Copy Source	∼∃Insert	Editor
Сору Тад	ื่∺√_1	TM Editor
Сору Тад	~_=12 ↓	Editor
Copy Term	೫¬∕=0	Editor
Сору ТМ	₩ûC	Project
Create Blocklist	~ _B	Project
Create Glossary	~ ⊂N	Project
Create TM	₩û N	Project

Commands	Shortcut	View
Current Segment Leverage	~ _ Q	Editor
Cut	жX	Blocklist Editor, TM Editor, Glossary Editor, Editor
Delete Note	~_:û D	Editor
Edit Note	∼cûE	Editor
Edit Term	жE	Editor
Export Blocklist	~ ⊂K	Project
Export Glossary	τĒ	Project
Export Package	жЕ	Home
Export Report as PDF format	~_U	Project
Export TM	¥ûE	Project
Find/Replace	жF	Editor
Go To Segment	жG	Editor
Help	ӝ╲҈Н	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Import Blocklist	~_J	Project
Import Glossary	~1	Project
Import TM	₩ûI	Project
Insert non-breaking space	೫û Space	Editor
Italic	жI	Editor
Key Assist Panel	₩ûL	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Last Modified Segment	û F5	Editor
Leverage Previous TU	¥←	Editor
Leverage the Next TU	#→	Editor
Merge Segments	~⊂‡	Editor
Modify	~ _ M	Project
Modify Project	₩ û M	Home
Modify TM	ж û Т	Project
Next Segment (No Commit)	¥↑	Editor
Next Tag	∕⊂û→	Editor
Next Term	ℋ ¬_ :9	Editor
Next Update	~↓	Blocklist Editor
Next View	<u>~</u> -₩	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home

Commands	Shortcut	View
Open Blocklist	~_H	Project
Open Glossary	∼⊒G	Project
Open Project	₩ûP	Home
Open Reference Files	∖_ 2	Project
Open TM	₩ûG	Project
Paste	жV	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Preferences	F9	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Previous Segment (TM Commit)	~:↑	Editor
Previous Tag	ਸਿ∕⊂←	Editor
Previous Term	ਸ਼∼ _8	Editor
Pseudo Translate	₩ûY	Quick Tools
Redo	жY	Blocklist Editor, TM Editor, Glossary Editor, Editor
Remove Glossary	∼:R	Project
Remove Project	ื่∺∽ะR	Home
Remove Reference Files	~:0	Project
Remove Report	<i>¬</i> -Ζ	Project
Remove tag	୫∼ะ↑	
Remove TM	₩ûR	Project
Replace/Find	жH	Editor
Save	жS	Editor
Save As	F12	Editor
Save File As Translated	∺∕∵S	Editor
Show White Space Characters	#û 8	Editor
Simple Project Creator	жP	Home
Spell Check	F7	Editor
Split Segment	~_‡	Editor
Strikethrough	жK	Editor
Subscript	# =	Editor
Superscript	₩û =	Editor
Term Info	¬∵T	Editor
Terminology Highlight	жF5	Editor
TM Concordance	₩ûF	Editor

Commands	Shortcut	View
Translate File	жO	Project
Translate Until Fuzzy	೫∿:F	Editor
Translate Until No Match	೫û‡	Editor
Unconfirm All Segments	∖_û⇔#	Editor
Underline	жU	Editor
Undo	жZ	Blocklist Editor, TM Editor, Glossary Editor, Editor
Verify Segment	ж¬_гV	Editor

Mac Scheme - SDLX Style

Commands	Shortcut	View
Add Blocklist	~ ∶C	Project
Add Glossary	~:0	Project
Add Note	~ ⊂û N	Editor
Add Project	₩ûA	Home
Add Project TMs	₩ûB	Quick Tools
Add Term	жT	Editor
Add Term	ืж∼:T	Glossary Editor
Add TM	жN	Project
Analyze	жSpace	Editor
Attach/Detach Toolbar	жD	Editor
Bold	жB	Editor
Clear Target Document	<u>∖</u> tî⊠	Editor
Clear Target Segment	^X	Editor
Close	ដû₩	Editor
Close project from home window	жW	Home
Commit All Segments to TM	~ ∠ ∨ #	Editor
Confirm/Unconfirm Segment	~_ ~#	Editor
Confirm All Segments	#û ⊷#	Editor
Сору	жC	Blocklist Editor, TM Editor, Glossary Editor, Editor
Copy All Sources	ืื≝า∕∷Insert	Editor

Commands	Shortcut	View
Copy All Tags (Document)	∼ ∵û P	Editor
Copy All Tags (Segment)	∼₽	Editor
Copy selected text to target	~_F12	Editor
Copy Source	F4	Editor
Сору Тад	ੜ∕_↓	Editor
Copy Term	೫ ∿_0	Editor
Сору ТМ	# û C	Project
Create Blocklist	~ : ₿	Project
Create Glossary	~ ∵N	Project
Create TM	ដΩំN	Project
Current Segment Leverage	~ ∵Q	Editor
Cut	жX	Blocklist Editor, TM Editor, Glossary Editor, Editor
Delete Note	₹ûD	Editor
Edit Note	∕∵îE	Editor
Edit Term	жE	Editor
Export Blocklist	~ ⊂ K	Project
Export Glossary	тЕ	Project
Export Report as PDF format	~_U	Project
Export TM	¥ûE	Project
Find/Replace	жF	Editor
Go To Segment	жL	Editor
Help	ж√:Н	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Import Blocklist	~_J	Project
Import Glossary	~1	Project
Import TM	₩û 	Project
Insert copyright symbol	ж√_С	Editor
Insert ellipsis	F11	Editor
Insert em dash	<u>∼</u>	Editor
Insert en dash	╲_Û-	Editor
Insert non-breaking hyphen	ж F9	Editor
Insert non-breaking space	೫û Space	Editor
Insert Registered Trademark symbol	ж∕∼ R	Editor

Commands	Shortcut	View
Italic	жI	Editor
Key Assist Panel	₩û L	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Last Modified Segment	û F5	Editor
Leverage Previous TU	¥←	Editor
Leverage the first TM Lookup match	~_1	Editor
Leverage the second TM Lookup match	~_2	Editor
Leverage the third TM Lookup match	~_3	Editor
Leverage the fourth TM Lookup match	~_4	Editor
Leverage the fifth TM Lookup match	~:5	Editor
Leverage the sixth TM Lookup match	~_6	Editor
Leverage the seventh TM Lookup match	~7	Editor
Leverage the eighth TM Lookup match	~_8	Editor
Leverage the Next TU	Ж→	Editor
Machine Translate	光 압 F8	Editor
Merge Segments	~_J	Editor
Modify	$\sim M$	Project
Modify Project	₩ûM	Home
Modify TM	₩ûT	Project
Move the cursor between the source and the target	∁→	Editor
Next Segment (Commit to TM)	$\sim \downarrow$	Editor
Next Segment (No Commit)	£↓	Editor
Next Tag	₩∖∠→	Editor
Next Term	# ∖_ 9	Editor
Next View	~-W	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Open Blocklist	~ ∵ H	Project

Commands	Shortcut	View
Open Glossary	∼⊒G	Project
Open Project	₩ûP	Home
Open TM	₩ûG	Project
Paste	₩V	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Preferences	F9	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Previous Segment (No Commit)	∺ ↑	Editor
Previous Segment (TM Commit)	~:↑	Editor
Previous Tag	ਸਿ∕⊂←	Editor
Previous Term	ਸ਼ ∼ :8	Editor
Pseudo Translate	₩ûY	Quick Tools
Redo	жY	Blocklist Editor, TM Editor, Glossary Editor, Editor
Remove Glossary	∼zR	Project
Remove Reference Files	~:0	Project
Remove Report	¬Ζ	Project
Remove tag	୫∼ニ↑	Editor
Remove TM	₩ûR	Project
Replace/Find	жH	Editor
Run Transcheck	F12	Editor
Save	жS	Editor
Save File As Translated	∺∕₋S	Editor
Show White Space Characters	#û 8	Editor
Simple Project Creator	жP	Home
Source TM Lookup	ដ ជ៌ F	Editor
Spell Check	F6	Editor
Split Segment	~_ ~#	Editor
Strikethrough	жK	Editor
Subscript	¥=	Editor
Superscript	ℋ☆=	Editor
Term Info	<i>¬</i> .⊤	Editor
Terminology Highlight	жF5	Editor
TM Concordance	F7	Editor
Toggle uppercase/lowercase	û F3	Editor

Commands	Shortcut	View
Translate All	#û ∖#	Editor
Translate File	жO	Project
Translate Until Fuzzy	ื่∺ุ∕ะF	Editor
Translate Until No Match	#û‡	Editor
Unconfirm All Segments	∼⊂û ⊷#	Editor
Underline	жU	Editor
Undo	жZ	Blocklist Editor, TM Editor, Glossary Editor, Editor
Verify Segment	#¬V	Editor

Mac Scheme - Trados Style

Commands	Shortcut	View
Add Blocklist	~ ⊡C	Project
Add Glossary	~:0	Project
Add Project TMs	₩ûB	Quick Tools
Add Reference Files	∖_1	Project
Add Term	жF11	Editor
Add Term	∺∽_T	Glossary Editor
Add TM	жN	Project
Analyze	жSpace	Quick Tools
Attach/Detach Toolbar	жD	Editor
Bold	жB	Editor
Clear Target Document		Editor
Clear Target Segment	^X	Editor
Close	жW	Editor
Close project from home window	₩ûX	Home
Commit All Segments to TM	₩ûU	Editor
Confirm/Unconfirm Segment	~_ ~ #	Editor
Confirm All Segments	∺ û ⊷#	Editor
Сору	жC	Blocklist Editor, TM Editor, Glossary Editor, Editor
Copy All Tags (Segment)	∼⁻₽	Editor

Commands	Shortcut	View
Copy selected text to target	~:F12	Editor
Copy Source	F4	Editor
Сору Тад	∺F4	Editor
Copy Term	≇~⊂↓	Editor
Сору ТМ	₩û C	Project
Create Blocklist	~ ⊡ B	Project
Create Glossary	~ _ N	Project
Create TM	₩û N	Project
Current Segment Leverage	~ _ Q	Editor
Cut	жX	Blocklist Editor, TM Editor, Glossary Editor, Editor
Export Blocklist	~:K	Project
Export Glossary	~-E	Project
Export Package	жE	Home
Export Report as PDF format	~_U	Project
Export TM	¥ûE	Project
Go To Segment	жL	Editor
Help	ж∕₋Н	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Import Blocklist	~_J	Project
Import Glossary	~1	Project
Import TM	ж û I	Project
Insert en dash	~ ①-	Editor
Insert non-breaking space	жûSpace	Editor
Italic	жI	Editor
Key Assist Panel	₩ûL	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Last Modified Segment	û F5	Editor
Machine Translate	ቘ û F8	Editor
Merge Segments	жJ	Editor
Modify	¬.−M	Project
Modify Project	ж û M	Home
Modify TM	₭ û Т	Project
Move the cursor between the source and the target	û →	Editor

Commands	Shortcut	View
Next Segment (Commit to TM)	⇔ #	Editor
Next Segment (No Commit)	∺↑	Editor
Next Tag	ੜੋ∖∠→	TM Editor
Next Update	$\sim \downarrow$	Blocklist Editor
Next View	~ _ ₩	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Open Blocklist	~ ∠H	Project
Open Glossary	∼⊒G	Project
Open Project	₩ûP	Home
Open Reference Files	∖ _2	Project
Open TM	₩ûG	Project
Paste	жV	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Preferences	F9	Blocklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Previous Tag	¥∕∠←	Editor
Previous Update	~↑	Blocklist Editor
Pseudo Translate	₩ûY	Quick Tools
Redo	жY	Blocklist Editor, TM Editor, Glossary Editor, Editor
Remove Glossary	ר⊂R	Project
Remove Project	ж¬:-R	Home
Remove Reference Files	~_0	Project
Remove Report	¬_Z	Project
Remove TM	₩ûR	Project
Save	жS	Editor
Save File As Translated	ж¬ ∷S	Editor
Show White Space Characters	₩û 8	Editor
Simple Project Creator	жР	Home
Source TM Lookup	₩ûF	Editor
Spell Check	F6	Editor
Split Segment	~ ∵ \$	Editor
Strikethrough	жК	Editor
Subscript	#=	Editor
Superscript	₩û =	Editor

Commands	Shortcut	View
Term Info	~_T	Editor
Terminology Highlight	೫F5	Editor
TM Concordance	F7	Editor
Translate All	₩ûA	Editor
Translate File	жO	Project
Unconfirm All Segments	∕_û ⇔#	Editor
Underline	жU	Editor
Undo	жZ	Blocklist Editor, TM Editor, Glossary Editor, Editor
Verify Segment	₩√_V	Editor

FAQs

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

Wordfast products are try-before-you-buy. You can download a free 30-day Demo mode of Wordfast Pro from <u>wordfast.com</u>. Demo mode has limited functionality until you enter the activation key. When you purchase a Wordfast license, you can generate an activation key at <u>wordfast.net</u> by logging in with your login email and password. Copy and save the activation key.

To activate Wordfast Pro, click **W** on the **Sidebar**. Click either **Online Registration** or **Manual Registration** and follow the instructions to activate your product using the activation key. Once activated, Wordfast Pro changes from **Demo** mode to the full unlocked version.

What does Wordfast Pro Demo mode mean?

When in **Demo** mode, you are limited to creating bilingual projects and storing up to 500 translation units in your Translation Memory. To get a full version, you must upload a license. Refer to <u>Activation</u>.

Why is my completed project now showing as less than 100% complete in my Projects List?

The latest version of Wordfast Pro contains a new segment state feature and an improved Progress Bar. As a result, projects from legacy versions of Wordfast Pro might register as less than 100% complete or N/A in the **Projects List**. To resolve the issue, open the project, then open the translation file. If you have multiple translation files, chain them together. In the **TXLF Editor** view, click **Mark All Translated**. Save and close the project. In the **Project List** view, click **Recalculate Progress**. The project should now register as 100% complete.

What happens if I upload a corrupt file for translation when creating a project?

If one of the files is corrupt or invalid, you can still create a project with clean files. The corrupt or invalid file will not upload and you receive a warning message.

How do I chain individual files?

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

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

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

The **Analyze** action you can normally access in **TXLF Editor** view is inactive when you open a chained file because the translation memory cannot provide the best results.

What are the different ways to analyze files?

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

- Analyze files within a project in the Current Projects view.
- Analyze any files outside of the project files on the Analysis tab in the Quick Tools view.
- Analyze a file open for translation in **TXLF Editor** view by clicking the **Analyze** button on the **Translation** tab.

Refer to Analysis

How do I use Skip 100% and 100%+ Segments when using TXLF Editor view?

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

- (Preferred) Set preferences to Skip 100% and 100%+ segments. This allows you to view the 100% and 100%+ segments for context while editing adjacent No Match and Fuzzy match or MT pre-translations.
- Filter for All except 100% and Context match segments.

How do I update a TM with my translations?

To update a TM after you finish translating or editing a segment in **TXLF Editor** view, 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 clicking the **Next Segment** button, or by using **Alt + Down Arrow**.
- While your cursor is in a segment, click **Commit** on the **Translation** tab.
- Click **Commit All** on the **Translation** tab to add all the segments in the file to the TM.

If a segment does not require any changes, for example, if the 99% match or the MT match is linguistically correct, you can change the Translation Memory settings in **Preferences** to add these items to the TM. To change the TM settings:

- Click Translation Memory in the Current Project Preferences section.
- Select the items you would like to have committed to the TM when working in your project:
 - Write 'exact' matches to TM
 - Write 'unedited MT' to TM
 - Write 'unedited fuzzy' to TM

How do I keep translations from updating the master TM?

To prevent a segment from updating the TM:

- 1. Open the file for translation and click on the segment that you do not want to write to the TM.
- 2. In the **TXLF Editor** view, click **Do Not Write To TM** on the **Translation** tab. The **Status** column displays **•**, and does not update the TM.
- To write the segment to the TM, select the segment and click **Do Not Write To TM** again. The
 is removed from the **Status** column, and the segment may then be updated to the TM.

How do I correctly apply inline formatting?

You can apply inline formatting to the target segment in two ways:

- You can enter tag(s) from the source language segment for basic styles such as bold and italic using the buttons on the **Formatting** tab. However, these formatting buttons could introduce tags in the target that do not match the source. Unless the linguist identifies these mismatched tags using Transcheck and corrects them, they will prevent affected TXLF files from converting into monolingual files at the align stage.
- 2. To avoid the mismatched tags, after opening a file for translation, go to **Preferences > Tags** and select **Show Formatting as Tags**.

Since this preference persists from one WFP session to another, you only have to set it once. This preference enables you to reuse tags from the source using the **Copy** button under the **Translation** tab. If the tag preference is set to **Show Text Formatting (when supported)**, you must apply formatting using the buttons in the **Formatting** tab, unless you toggled segment-by-segment from **Tag Formatting** to **Tag Non-Formatting**.

Why is the Whole Words Only check box inactive on the Find/Replace dialog?

In the **Find and Replace** dialog, the **Whole Words Only** check box is inactive if you added multiple words or punctuation to the **Find** field.

What are Preferences and how do I access them?

You can customize all user interface options and features in the preferences section.

- Configure preferences that will apply to all projects in the General Preferences section.
- Configure preferences that apply only to the currently active project in the Current Project Preferences section.
- Configure advanced settings in the User Preferences section.

Refer to Configure Preferences.

How can I preview a file during translation?

In **TXLF Editor**, on the **File** tab, click **Preview**, then select **Live Preview**, **Office Preview**, or **Html Preview** from the drop-down menu. **Live Preview** works with Word, PowerPoint, or Markdown files. It opens a preview of the target content for comparison to your source content. If you click on a line of text in the preview document, your cursor will move to that segment in the TXLF file. **Office Preview** will open a PDF preview of the current translation file. **Html Preview** will open a preview as an HTML file, only if the source file was HTML.

Another option is to click **Preview File**, and a translated file will open if the source is available.