



Wordfast Pro Essentials

Quick Reference Guide for Wordfast 5.6.0

Introduction

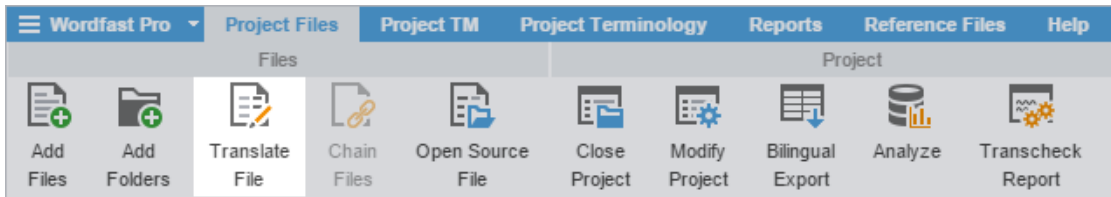
This document provides users with essential tasks associated with Wordfast Pro (WFP) and assumes you are already familiar with the interface and basic software functions. Use the online help for more details.

Translate a File

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

To translate a file:

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




2. (Optional) On the **Translation** tab, copy all tags in the source segment to the target segment. Refer to [Copy All Tags](#).
3. Select a target segment and enter the translation.


ID	English -> German	Score	Status
1	TRANSLATION MANAGEMENT. ÜBERSETZUNGSMANAGEMENT.	100+%	✔
2	MADE SIMPLE. VEREINFACHT.	99%	
3	STREAMLINE PROJECT MANAGEMENT EFFEKTIVES PROJEKTMANAGEMENT INTEGRATE WITH ANY SYSTEM	MT	📄

4. Click **Next Segment** or press **Alt+Down** to update the TM, move down one target segment, and leverage next segment content.

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. This is particularly useful with duplicate or similar content among files.

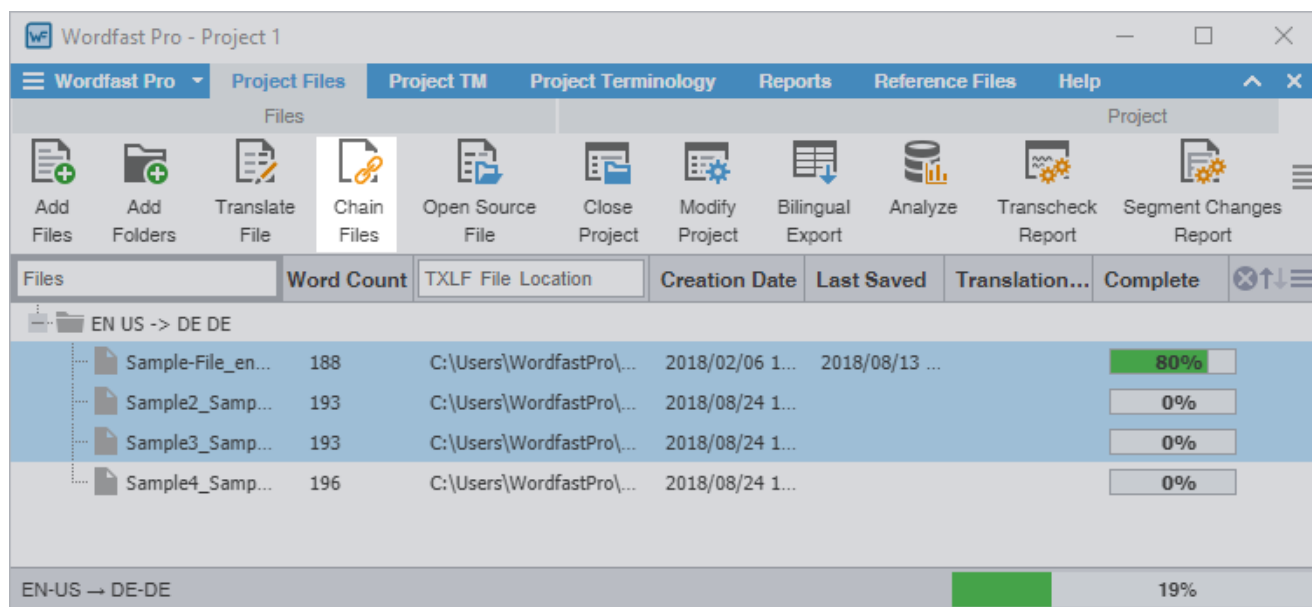
 You cannot export or save chained files as a single TXLF file.

 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:

1. On the **Project Files** tab, select a set of files, then click **Chain Files**.

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



The screenshot shows the Wordfast Pro interface with the 'Project Files' tab selected. The 'Chain Files' button is highlighted in the ribbon. Below the ribbon is a table with columns for 'Files', 'Word Count', 'TXLF File Location', 'Creation Date', 'Last Saved', 'Translation...', and 'Complete'. The table lists four sample files with their respective word counts, locations, dates, and translation progress bars.

Files	Word Count	TXLF File Location	Creation Date	Last Saved	Translation...	Complete
EN US -> DE DE						
Sample-File_en...	188	C:\Users\WordfastPro\...	2018/02/06 1...	2018/08/13 ...		80%
Sample2_Samp...	193	C:\Users\WordfastPro\...	2018/08/24 1...			0%
Sample3_Samp...	193	C:\Users\WordfastPro\...	2018/08/24 1...			0%
Sample4_Samp...	196	C:\Users\WordfastPro\...	2018/08/24 1...			0%
EN-US → DE-DE						19%

The chained file opens in **TXLF Editor** with a default file name of *Chained Files 1*. Each file in the chain starts with a segment ID of 1 and ends with a file divider. Following segments in the file display a sequential number located in the **ID** column.

ID	English (United States) -> German (Germany)	Score	Status
1	TRANSLATION MANAGEMENT. ÜBERSETZUNGSMANAGEMENT.	100+%	
2	MADE SIMPLE. VEREINFACHT.	100+%	
3	STREAMLINE PROJECT MANAGEMENT EFFEKTIVES PROJEKTMANAGEMENT	99%	
4	INTEGRATE WITH ANY SYSTEM INTEGRATION MIT JEDEM SYSTEM	100+%	
5	WORK WITH MULTIPLE VENDORS ZUSAMMEN ARBEIT MIT JEDEM ANBIETER	99%	
6	ACCESS REAL-TIME DATA ZUGRIFF AUF LEISTUNGSKENNZAHLEN IN ECHTZEIT	100+%	

- Click in a segment.

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

ID	English (United States) -> German (Germany)	Score	Status
1	TRANSLATION MANAGEMENT. ÜBERSETZUNGSMANAGEMENT.	100+%	✓
2	MADE SIMPLE. VEREINFACHT.	100+%	
3	STREAMLINE PROJECT MANAGEMENT EFFEKTIVES PROJEKTMANAGEMENT	99%	
4	INTEGRATE WITH ANY SYSTEM INTEGRATION MIT JEDEM SYSTEM	100+%	
5	WORK WITH MULTIPLE VENDORS ZUSAMMEN ARBEIT MIT JEDEM ANBIETER	99%	
6	ACCESS REAL-TIME DATA ZUGRIFF AUF LEISTUNGSKENNZAHLEN IN ECHTZEIT	100+%	

- Translate, review, or edit each segment.

ID	English (United States) -> German (Germany)	Score	Status
32	OneLink	99%	
33	View virtually any set of data points in real time to gauge translation efficiency. Praktisch alle Datenpunkte in Echtzeit ansehen, um die Effizienz der Übersetzungen einzuschätzen.	MT	
1	TRANSLATION MANAGEMENT.		↻ ✓
2	MADE SIMPLE.		↻
3	STREAMLINE PROJECT MANAGEMENT		↻

- Click **Save** on the **File** tab to save the chained file.

The segments are saved in the chained file and restored to their original files without the chained format.

Copy All Tags



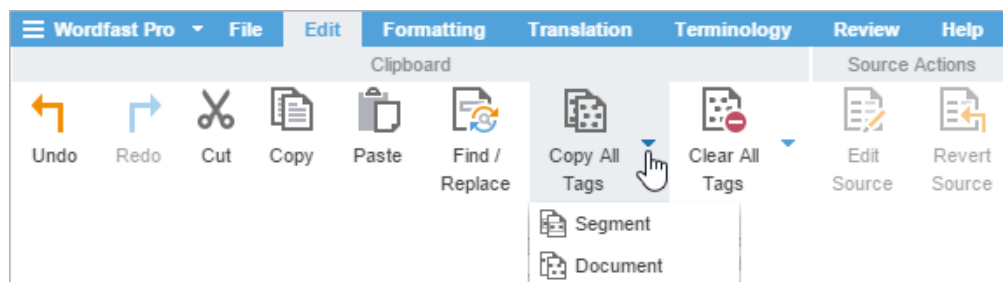
Use **Preferences > General Preferences > Tags** to configure tags as full-sized or shortened.

To copy all tags:

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



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



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

Segment or **Alt+A** Copy only the tags for the selected segment to the target.

Document or **Alt-Shift+P** Copy all tags for the entire document.

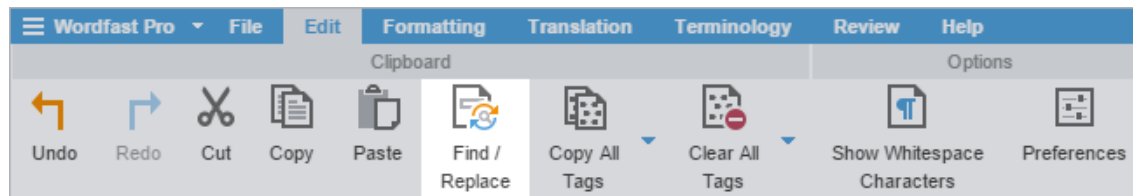
All tags are copied to the segment or document.

Find and Replace Content

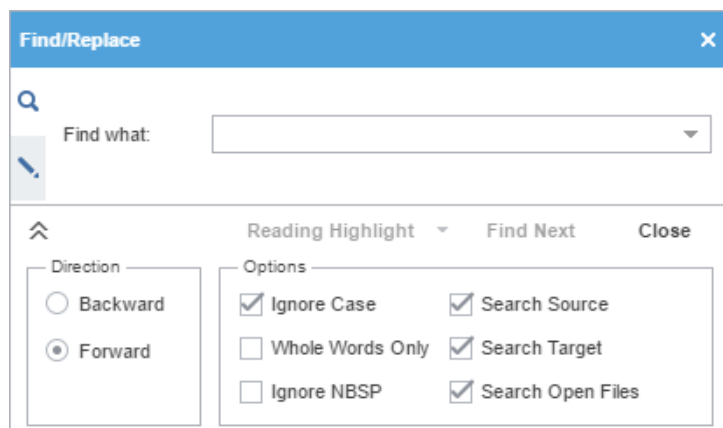
Use **Find/Replace** to search for and replace text in translated content.

To find and replace content in a file:

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



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

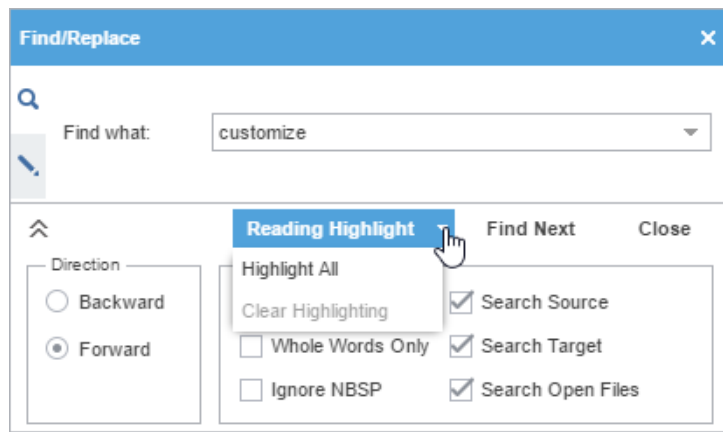


4. (Optional) Click  and  to expand and collapse the panel for additional options.

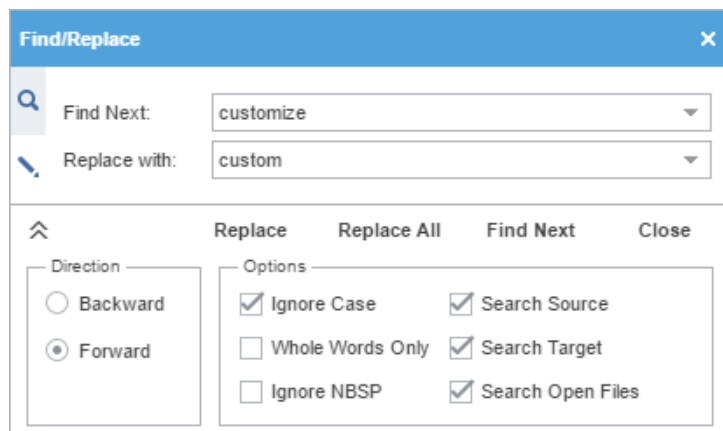


Search text can include non-breaking spaces.

5. Click **Find Next** to move through all instances of the content.
6. (Optional) Click **Reading Highlight** to highlight all instances of the content in all open files.



7. (Optional) To replace characters or words, click the down arrow on the sidebar, then click in the **Replace with** field and enter a replacement.



8. (Optional) Select the direction of the search and any further options.



You cannot use the **Whole Words Only** search option when entering multiple words or punctuation in either search field.

9. (Optional) Click the desired action: **Replace**, **Replace All**, **Find Next**, or **Close**.

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

Review a File


To review a file:



1. In the **Project List** view, double-click a project.



Projects with a single file automatically open in **TXLF Editor** view.

2. In **TXLF Editor**, review the source segment and the target translation, then make changes to the **Target** segment as needed.

-  Verify that all tags in the **Source** segment are in the corresponding location within the **Target** segment.

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- (Optional) Click **Find/Replace** to search for and replace repeated content. Refer to [Find and Replace Content](#).
- Click **Next Segment** or press **Alt+Down** to update the TM, move down one segment, and leverage the next segment from the TM.

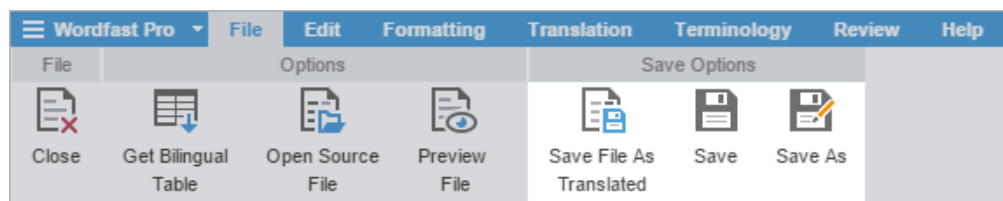
-  Save your work often by pressing **Ctrl+S** or clicking **Save** on the **File** tab.

Save a File

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

To save your work:

- Click the **File** tab, if you are not already on it.
- In **TXLF Editor**, click either **Save** or a **Save Options** action.



Save File As Translated Select to save the active file to a local folder.

Save Select to save the active file to a local folder with the existing file name.

Save As Select to save the active 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.