WORDFAST

User Guide

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Release Notes Summary

New Features and Improvements

- Implemented Stacked View in TXLF Editor with source segment directly above target segment in a spanned row
- Improved active segment: no background color, highlighted outline color based on segment status
- Implemented option to place cursor at start or end of segment for Next Segment action
- Improved Bilingual Export in Quick Tools, allows export of TXLF files into Wordfast Classic format files and import of translation back to TXLF with Bilingual Import
- Improved performance for typing speed and segment-to-segment transitions inside segments
- Improved split or merge of segments with new status icons: split, merge, and merged across paragraph segments
- Implemented copy source options in Preferences to copy tags and terms when segment has no TM match for file leverage and analysis
- Added Cleanup Passcode for TM server TMs to provide administrator access
- Added new Unedited MT segments and All Except Duplicate segments table filter options
- Added option for DOCX or DOC file format during Bilingual Export

Fixed Issues

- Fixed issue with term highlight for certain segments with tags
- Fixed issue with tag removal from source during edit
- Fixed issue with missing terminology highlight on words next to paragraph tag
- Fixed issue where editor displays blank space
- Fixed issue with Undo adding space after an accented letter
- Fixed issue where Undo or Redo action does not mark segment as modified
- Fixed issue where term selection is lost with Next Term shortcut
- Fixed issue where merge does not work on previously split segment
- Fixed issue with translation disappearing from segments when applying formatting
- Fixed issue when source segment edit leaves blank segment in source
- Fixed issue when term highlight remains after using Cut shortcut to remove a term
- Fixed issue with speed performance while opening Live Preview
- Fixed issue where font size increases in Live Preview when empty segment gets leveraged
- Fixed issue with index out-of-bounds error during Save File As Translation action
- Fixed issue with remembering last used location for Save File As Translated action
- Fixed issue with generating report after running Analysis
- Fixed issue when VSD filter unable to open files for translation
- Fixed issue with rendering active segments in TXLF Editor while scrolling
- Fixed issue with SDLXLIFF filter showing empty target segments instead of translated content
- Fixed issue where surface devices not scaling properly

- Fixed issue with language-specific font, specified in Preferences, not used in target column
- Fixed issue with Adaptive Transcheck report ignoring options for specific terms
- Fixed issue with Autosuggestion handling accented characters present at the end of a word

Known Issues

- TXLF Editor columns hidden when windows display settings are set to 125%
- Enabling Show Whitespace Characters makes the cursor jump to different location when deleting tags

1. About this Guide

Conventions

Typographical

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

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

Icons

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

	Note: This icon designates a note or 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 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+, OSX 10.10+, and Linux 64-bit
Java JRE	If not present, Wordfast Pro automatically installs Java JRE during the application installation process
License and Registration	Activation of the full Wordfast Pro installation requires a license and registration
Minimum System Memory	2GB RAM
Minimum Screen Resolution	1366 x 768 pixels

Installation

To install Wordfast Pro:

1. Download the Wordfast Pro Windows Installer Package from http://www.wordfast.com/.

2. In your Downloads folder, double-click the .msi file to open the **Wordfast Pro Setup Wizard** and complete all steps to align with your desired configuration, then click **Finish**.

   Wordfast Pro opens in **Demo** mode, so still requires activation. Refer to Activation.

   ⚠ 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. To remove this restriction, purchase a license and activate the licensed application.

Activation

You can activate Wordfast Pro with one of two methods: manually or online. Both require an **activation key**.

To activate Wordfast Pro:

1. Open **Wordfast Pro**.

2. On the **Help** tab, click **License Management**.
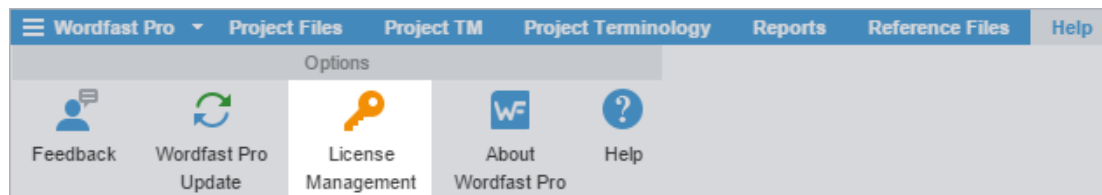
3. On the **License Manager** dialog, click **Online Registration** or **Manual Registration**.

4. Follow online or manual registration directions.

Option	Description
Online Registration	Enter the **Activation Key** and click **OK**.
Manual Registration	1. Enter the **Activation Key** and click **Generate**.
	2. Copy this text into an email and send it to the email address provided.
	3. Copy the license file in the return email to the local disk where you installed Wordfast Pro.
	4. On the **License Manager** dialog and **Manual Registration** tab, click browse and select the license file.
	5. Select the license file and click **OK**.

5. Restart Wordfast Pro.

   The Wordfast Pro activation process is complete.

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

Licensure

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

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

License Management	View the current license and keep track of the days remaining to license expiration.
WordFast Pro Update	Use to update your application or Hunspell spelling dictionary.

Start Wordfast Pro

After you have installed and activated Wordfast Pro on your computer, it is ready to use.

To start Wordfast Pro:

1. Double-click the Wordfast icon on the desktop or from the **Start** menu to open Wordfast Pro.

Wordfast Pro opens to the **Projects** view.
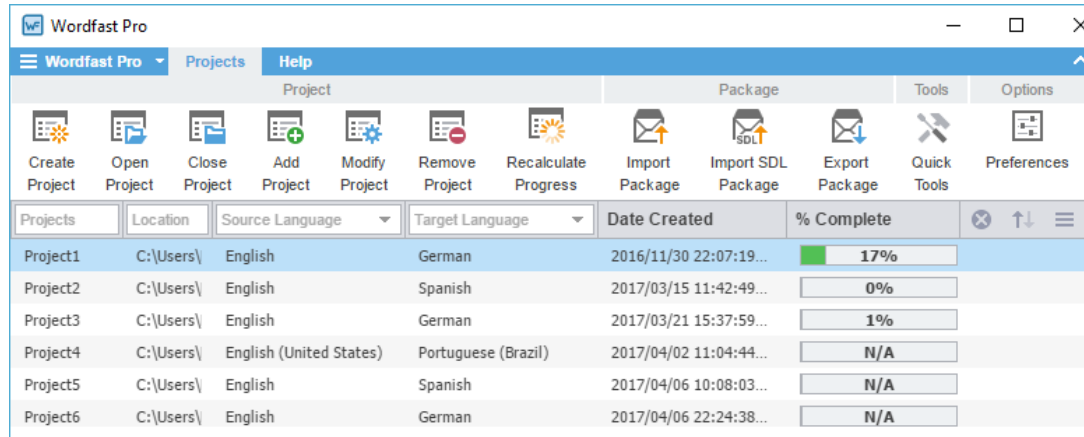
2. (Optional) Select another view if you have already created a project and are ready to begin translation or review.

Explore the User Interface

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

ⓘ   To change to a different view, select one from the Wordfast Pro drop-down menu.

EXPLORE THE USER INTERFACE
Project List View

The **Project List** view gives you access to a list of your projects. Double-click a project to open the **Current Projects** view and access files within the project.
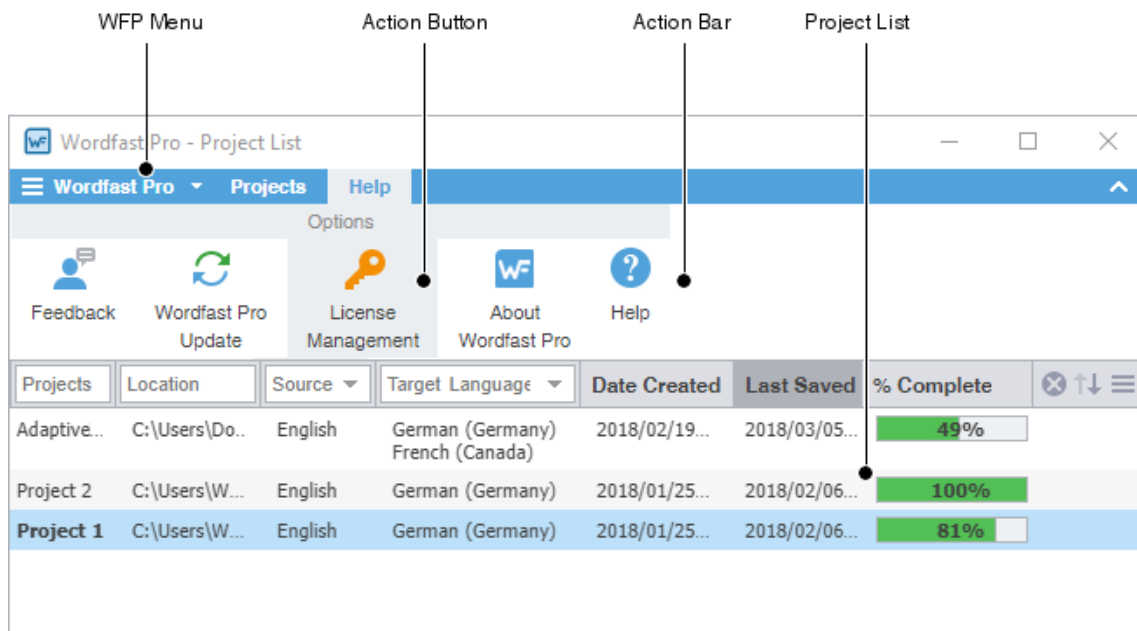
Item	Action
WFP Menu	Access user views and user preferences
Action Button	Perform a specific task
Action Bar	Access all action buttons associated with a specific tab
Project List	Access files associated with a specific project

EXPLORE THE USER INTERFACE
Current Project View

The **Current Project** view is for projects that contain multiple files. Double-click a file from the list of TXLF files ready for translation to open the **TXLF Editor** view and access source and target segments.
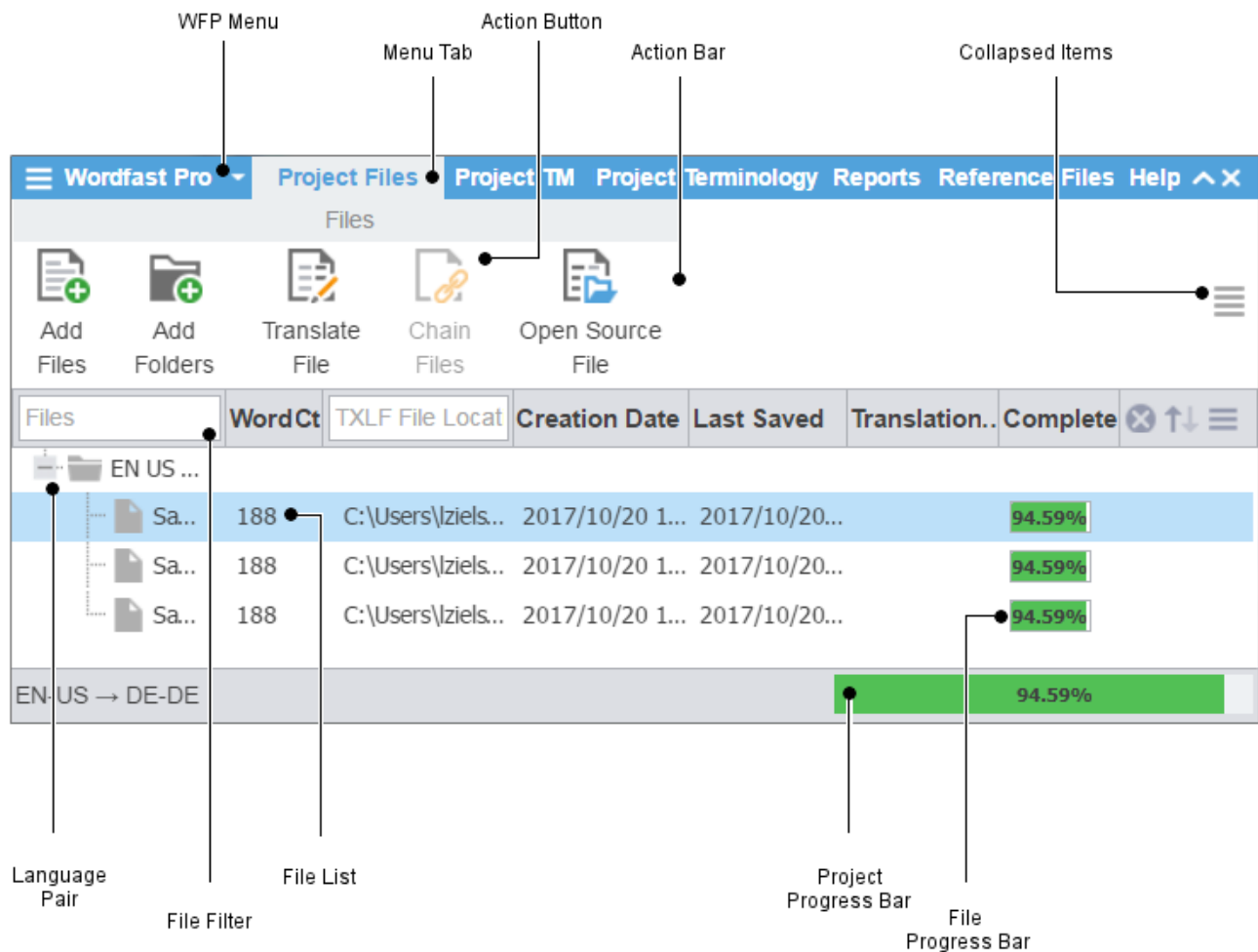
Item	Action
WFP Menu	Access the **Current Project** or **TXLF Editor** views and user preferences
Menu Tab	Access the various tools of the application
Action Button	Perform a specific task
Action Bar	Access all action buttons associated with a specific tab
Collapsed Items	View all available items not visible in the currently sized window
Language Pair	Access the file list associated with a specific source and target language pair
File Filter	Create filter criteria for searching the file list
File List	Access a specific file within the language pair
File Progress Bar	Monitor the percentage of work completed on a file
Project Progress Bar	Monitor the percentage of work completed on a project

You can use filter criteria and sort files using the provided search options.
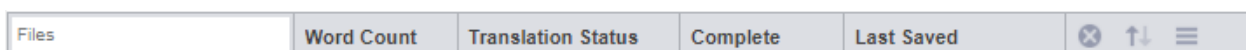
Item	Action
Files	Create file filter criteria
Word Count	View total file word count
Translation Status	View status of pending, active, delivered, or completed files
Complete	View the file progress bar with completion percentage
Last Saved	View the date for when the user most recently saved the file
⊗	Clear filter criteria
↑↓	Sort filter criteria in ascending or descending order

EXPLORE THE USER INTERFACE

TXLF Editor View

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

There are two configurations for the **TXLF Editor** view, controlled from **Preferences > Layout**.

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

ⓘ   Right-click anywhere in the source or target segments to access the **TXLF Editor Context Menu**.
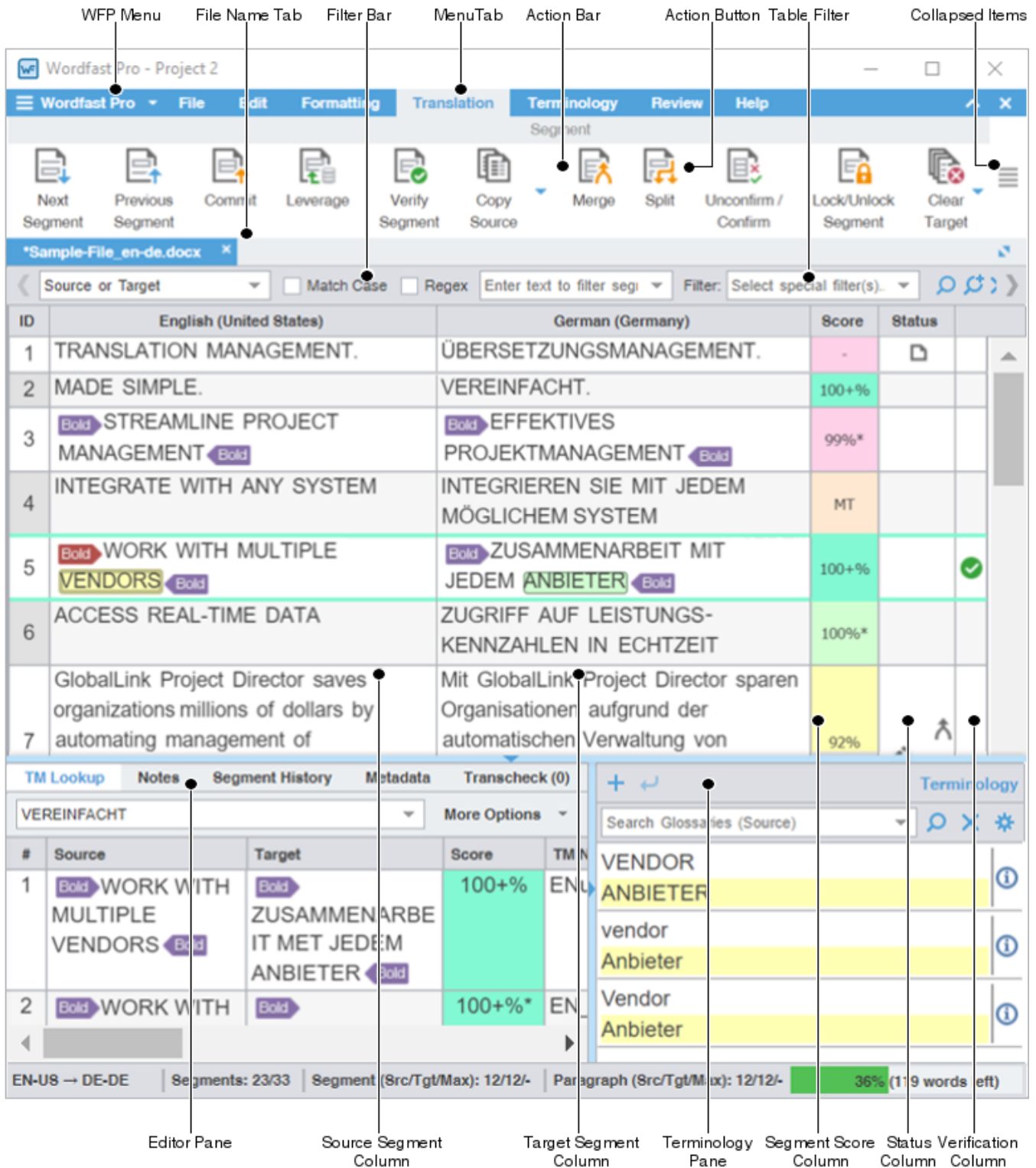
Item	Action
WFP Menu	Access different views, quick tools, and user preferences
File Name Tab	View an open or chained file
Filter Bar	Access all action buttons associated with a specific tab

Item	Action
Menu Tab	Access a specific function and its action buttons
Action Bar	Access all action buttons associated with a specific tab
Action Button	Perform a task
Table Filter	Create filter criteria and or search in the open file
Collapsed Items	Access any remaining tools that do not fit in the window
Editor Pane	Access editor tab content or interact with it using menus and sub-menus
Source Segment Column	View numbered color-coded segments after source file analysis.
Target Segment 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
Verification Column	Verify and commit a segment with the ✅

TXLF EDITOR VIEW

Filter Criteria

Use filter criteria to constrain searches of segment content.

Option	Function
Source or Target	Select from drop-down menu to search source or target segments
Match Case	Make your search case-sensitive
Regex	Select from drop-down menu to search on regular expression or wild card characters
Filter	Select from drop-down menu to constrain search even further
🔍	Activate the filter action
🔍ₓ	Clear the cumulative filter action
✕	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

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
❗	A non-linguistic error has occurred in the segment during a Transcheck test
🔒	The segment is locked, so you cannot edit it
🔗	The segment is unconfirmed, so you cannot commit it to the translation memory
🔁	The segment repeats more than once in the current file
ⓘ	There is segment information available
🗋	The segment has a note associated with it
✎	The source segment has been modified

TXLF EDITOR VIEW

Progress Bar

The **TXLF Editor** registers translation progress at the lower right of the window.

| Segments: 2/3 | Segment (Src/Tgt/Max): 14/57/56 | Paragraph (Src/Tgt/Max): 14/57/- | 77% (4 words left) |

Item	Behavior
Segments	Registers the number of segments completed versus the total number of segments
Segment (Src/Tgt/Max)	Registers the number of characters in a source segment and the target segment, followed by the maximum number of characters allowed in the target segment Note: The **Max** segment value turns red when it exceeds the maximum allowed.
Paragraph (Src/Tgt/Max)	Registers the number of characters in the source paragraph and the target paragraph, followed by the maximum number of characters allowed in the target paragraph Note: The **Max** segment value turns red when it exceeds the maximum allowed.
Word Count Progress Bar	Registers the percentage complete and the number of words remaining Best Practice: The percentage complete will not progress if the target segment is empty, or if you have not modified machine translated or fuzzy segments. To progress to the next unedited or machine translation (MT) fuzzy segment, either use the **Verify Segment** action on the **Translation** tab or use the ✅ in the **Verification** column. Use the **Recalculate Progress** action button on the **File** tab to update the progress bar for files created or edited in legacy versions. Note: For Japanese, the percentage complete is in characters, not in words.

EXPLORE THE USER INTERFACE

Quick Tools View

Use the **Quick Tools** view to work with files outside of your projects. Typically, Project Managers use **Quick Tools** actions to perform several regular functions on files before sending them on to translators, such as analysis or cleanup.
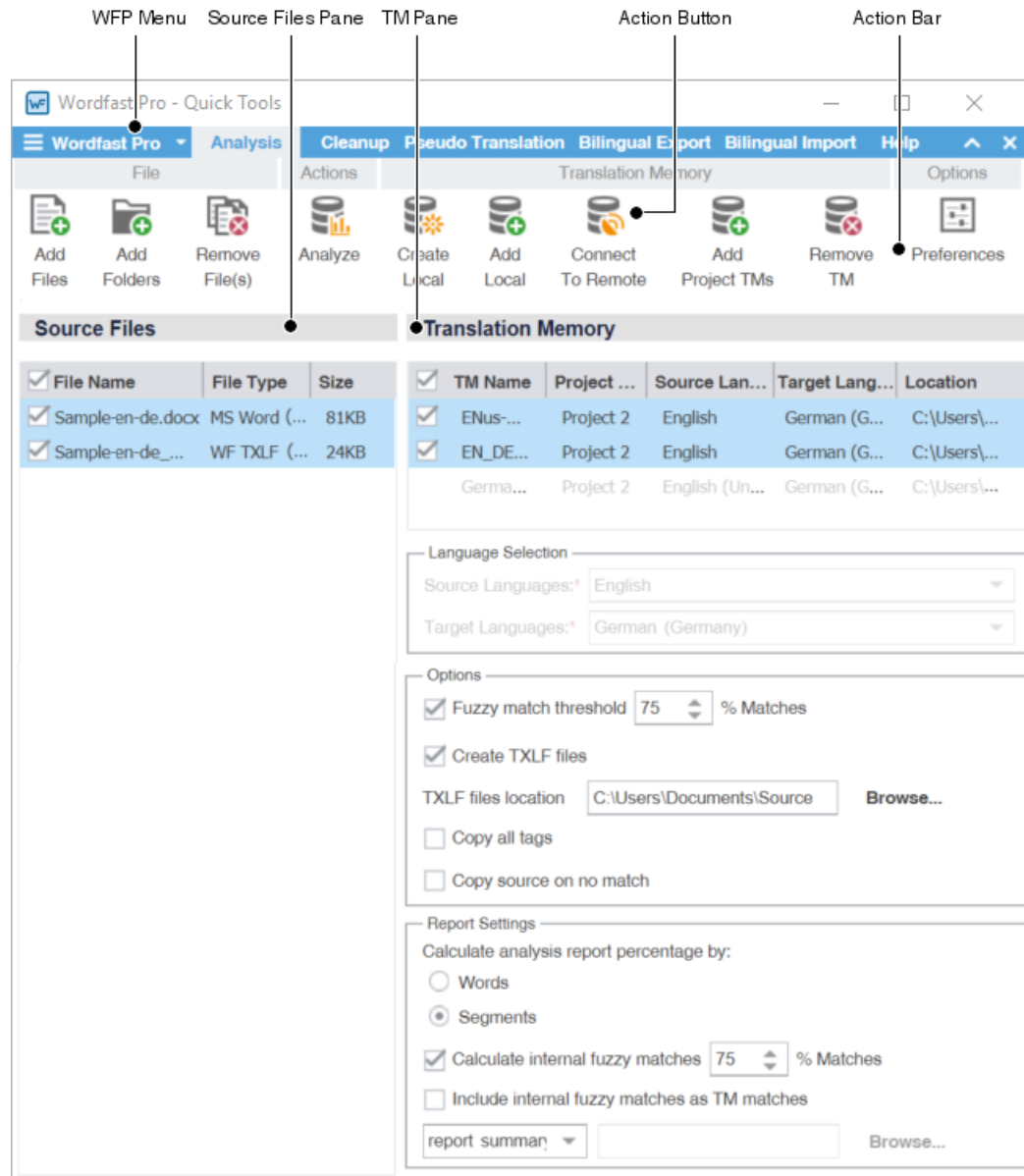
Item	Action
WFP Menu	Access user views and user preferences
Source Files Pane	Select from the available source files list
TM Pane	Select and create TXLF files of the translation memory or configure reports
Action Button	Perform a specific task

Item	Action
Action Bar	Access all action buttons associated with a specific tab

EXPLORE THE USER INTERFACE
Help and Feedback

HELP AND FEEDBACK
Help

Access online help by selecting the **Help** action button on the **Help** tab. If you still have questions after reviewing online help information, email Hotline Support at `support@translations.com`.

⚠️   Do not submit requests for changes to the software using **Help**.
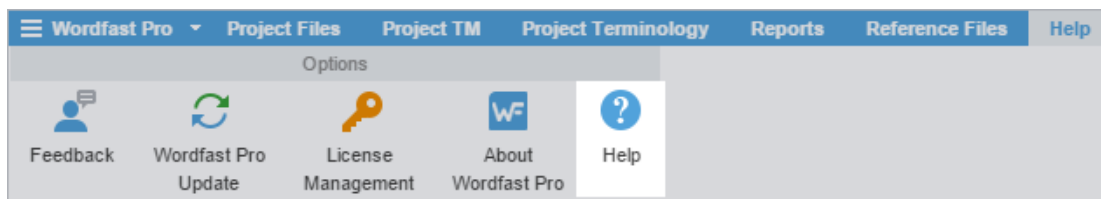
HELP AND FEEDBACK
Feedback

For software issues only, click **Feedback**. Be as specific as possible, providing the exact steps you took when the issue occurred.

⚠️   Do not submit questions related to software usage to **Feedback**.

Feedback ✕

We welcome your feedback

Name: [   ]

Your E-mail:* [   ]

If you have questions about how to use Wordfast Pro, or need help, please review our Online Support information at wordfast.com/training_support.

If you need help with an externally-provided project, please contact your Project Manager first.

Please enter your feedback in the space below. If you have found a bug, please list the exact steps to reproduce it.

[Enter your feedback here

]

In order to help us investigate the problem, you have the option of sharing your application log and project files. By the terms of our Non-Disclosure Agreement, we will not disclose or use your information nor your project information for anything other than resolving the bug.

☐ Send application log files

☐ Send project files

Select a project from the list:*   [AdaptiveTranscheck1   ▾]

OK   Cancel

4. Manage Projects

When Wordfast Pro opens, the default view is the **Project List** view. Once you create a project, you can keep a project on the project list for as long as it takes to complete it. A project stays in the project list until you remove it.

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

The **Project List** view is where you use file format filters; add files; set source and target languages; and select translation memories (TMs), terminologies, and reference files to manage the translation process for the project.
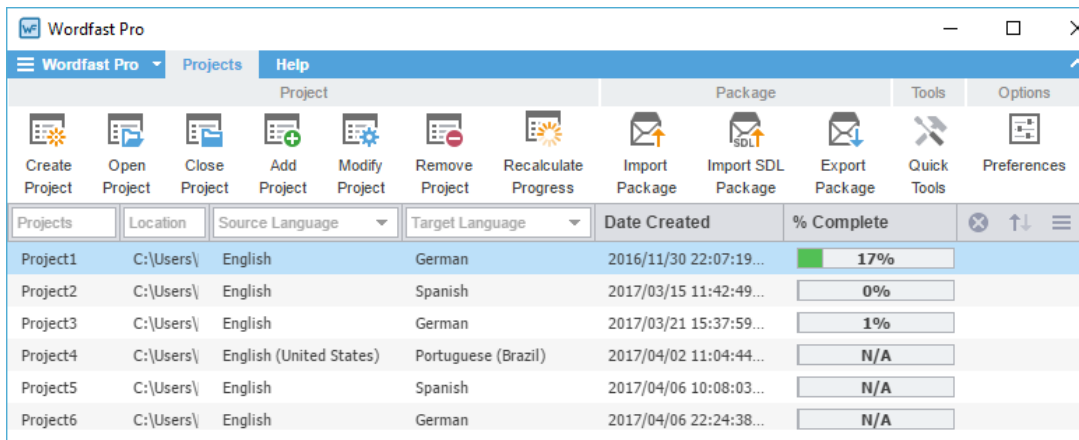
Create a Project

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.

(i) 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. On the **Projects** tab, click **Create Project**.
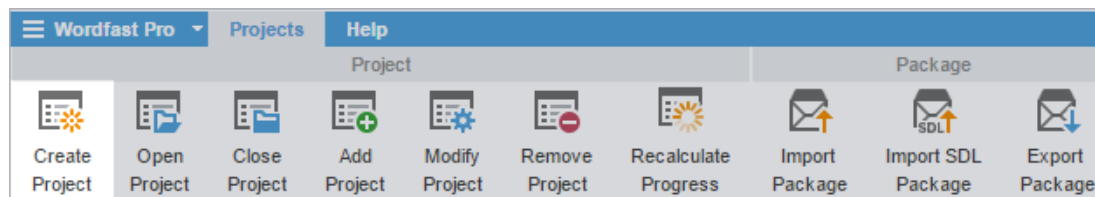
2. On the **Project Creation** dialog, enter a project name.

(i) Required fields are marked with a red asterisk.
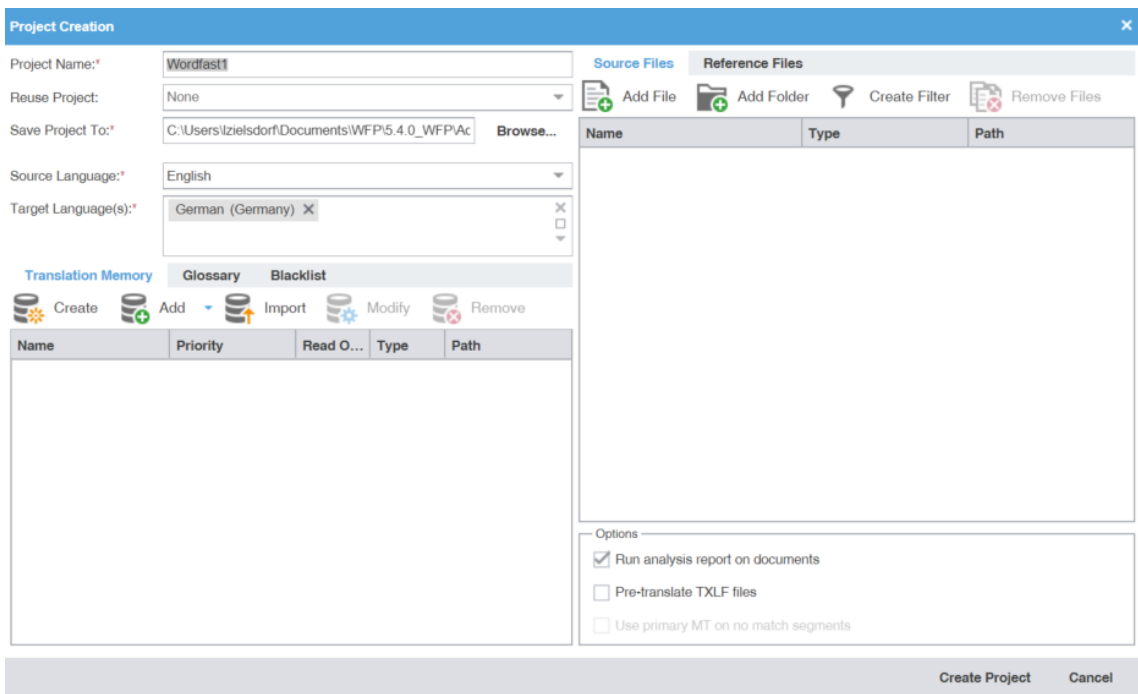
3. (Optional) If you want to reuse the profile of a previously created local project, select it from the **Reuse Project** drop-down list.

> (i) Project reuse removes all existing translation memories, glossaries, and blacklists from the new project. On the **Reuse Project Warning** dialog, click **Yes** to agree to reuse the project.

4. Enter the **Save Project To** location or click **Browse...** to select the location for your project.

5. 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.

6. In the **Editor** pane, click the **Translation Memory** tab, if it is not already active.
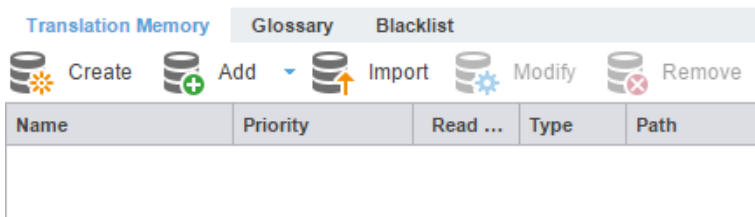
7. (Optional) Click **Create** to add a new local TM for your project.

   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 which 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**.

8. (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 translation memory (TM).

   a) **Local** — Select a location on your local disk.

   b) **Add Remote** — Enter the **TM Server** or **WF Server** or **WFA Server** details on the **Connect to Remote TM** dialog. Refer to Connect to a Remote TM.

   c) **Add Project TMs** — Enter the details on the **Add Project TMs** dialog by selecting the project.

   > ⓘ 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 TMs fields.

9. (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 **Clear before import** if you want to ensure the import overwrites a clean TM.

   f) Click **OK**.

10. (Optional) To edit an existing TM to 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.

11. (Optional) In the **Editor** pane, click the **Glossary** tab.
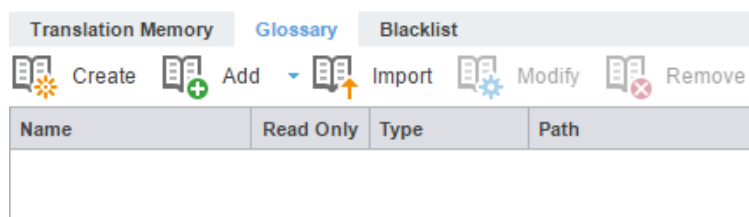
12. (Optional) Click **Create** to add a new local glossary for your project.

   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) Select either primary or secondary priority from the drop-down list to determine which glossary you leverage first.

   > (i) You can select only one TM as the primary. The primary status dictates that the content of that glossary overrides any content in secondary glossaries.

   d) If you want to prevent any edits to the glossary, select **Read-only**.

   e) Click **OK**.

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

   a) **Local** — Select a location on your local disk.

   b) **Add Remote** — Enter the **TMGR Server** or **WF Server** or **WFA Server** details on the **Connect to Remote Glossary** dialog. Refer to Connect To a Remote Glossary.

   c) **Add Project Glossary** — Enter the details on the **Add Project Glossary** dialog by selecting the project.

   > (i) 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 TMs fields.

14. (Optional) To import an existing glossary to your project, click **Import**.

   a) On the **Import Glossary** dialog, select the import **File Type**: 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 the **Create a new glossary** or **Import into existing glossary**. Refer to Import a Local Glossary.

   d) Select an overwrite option for preexisting terms.

   e) Select **Clear before import** if you want to ensure the import overwrites a clean glossary.

   f) Click **OK**.

15. (Optional) In the **Editor** pane, click the **Blacklist** tab.
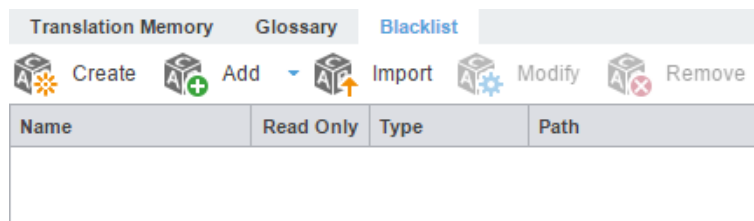
16. (Optional) Click **Create** to create a new local blacklist for your project.

   a) On the **Create Blacklist** dialog, enter a unique name for the blacklist.

   b) Select a target language for the blacklist, then select the location for the blacklist on your local disk.

   c) If you want to prevent any edits to the blacklist, select **Read-only**.

   d) Click **OK**.

17. (Optional) To add an existing blacklist to your project, click **Add,** then select a local or remote blacklist from the drop-down list.

   a) **Local** — Select a location on your local disk.

   b) **Add Remote** — Enter the details on the **Connect to Remote Blacklist** dialog. Refer to [Connect to a Remote Blacklist](#).

18. (Optional) To import an existing blacklist to your project, click **Import**.

   a) On the **Import Blacklist** dialog, select the import **File Type**: TXT.

   b) Click **Browse** to locate and select the project file that contains the blacklist that you want to import.

   c) Select the blacklist creation option: **Create a new blacklist** or **Import into existing blacklist**. Refer to [Import a Local Blacklist](#)

   d) Select an overwrite option for preexisting terms.

   e) Select **Clear before import** if you want to ensure the import overwrites a clean blacklist.

   f) Click **OK**.

19. On the **Source Files** tab, choose a method to add project source files.
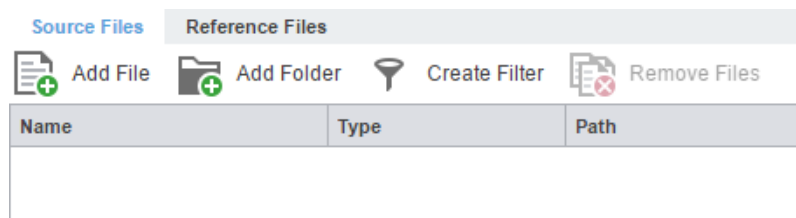
ⓘ   You can drag-and-drop files from a folder to the **Files** panel.

ⓘ   To copy source files into the **Source File** folder within the Project folder on your computer, select **Copy Source Files into Source Folder** 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.

20. On the **Reference Files** tab, choose a method to add supporting documentation.
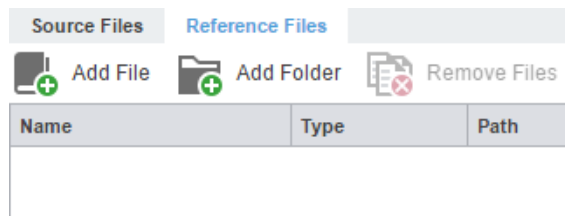
   a) (Optional) **Add File** — Click to browse to the source file.

   b) (Optional) **Add Folder** — Click to browse to the folder location for source files.

21. (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 under 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**.

22. Click **Create Project** to analyze the files and display the project creation summary.
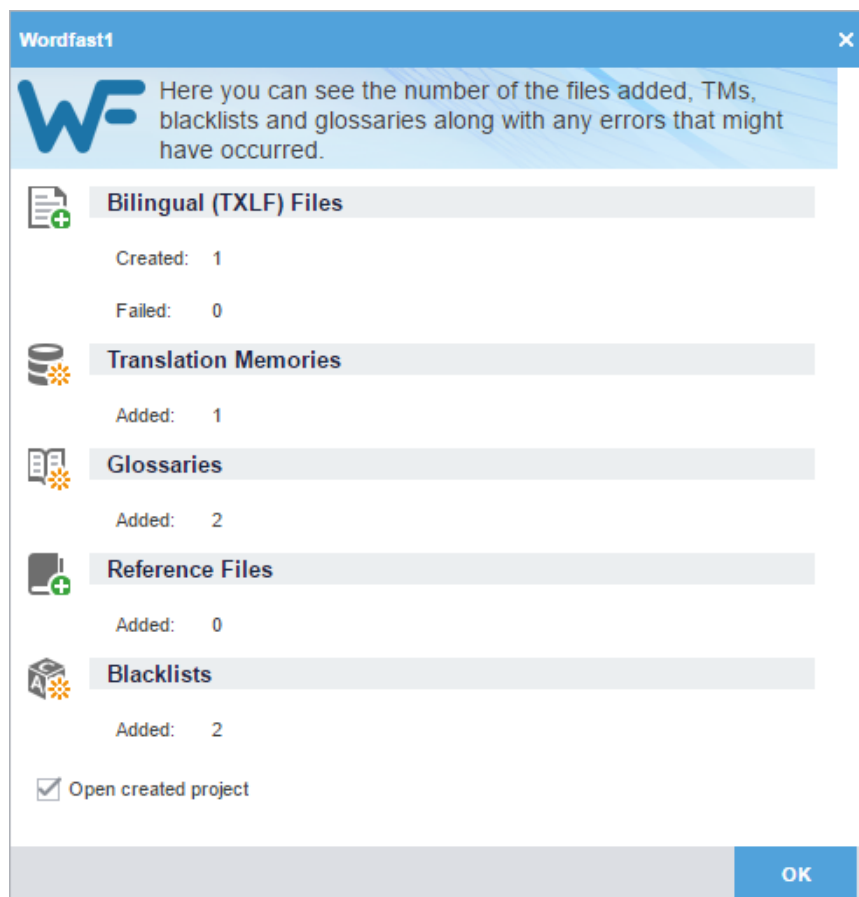
23. (Optional) On the **WordFast1** dialog, select **Open created project**.

24. 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 on the **Projects** tab:

1. Select a project name from the project list on the **Projects** tab.

2. Click **Open Project**. You can also double-click on the project name to open it.
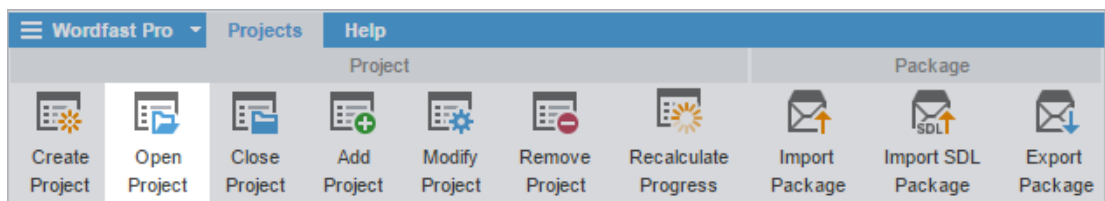
The files ready for translation are displayed below the folder for the project language pair on the **Project Files** tab.
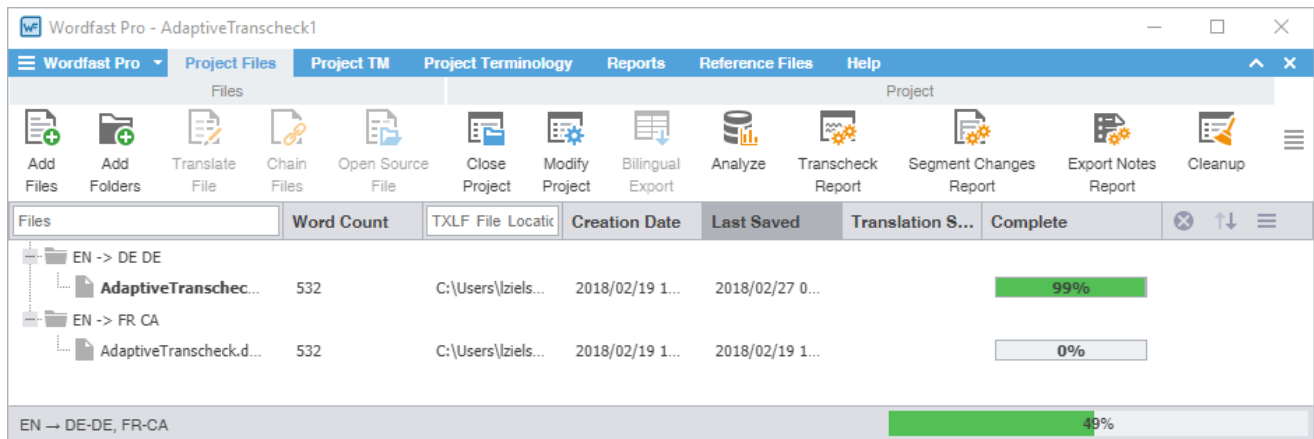
Modify a Project

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

To modify a project:

1. On the **Projects** tab, select a project, and then click **Modify Project**.
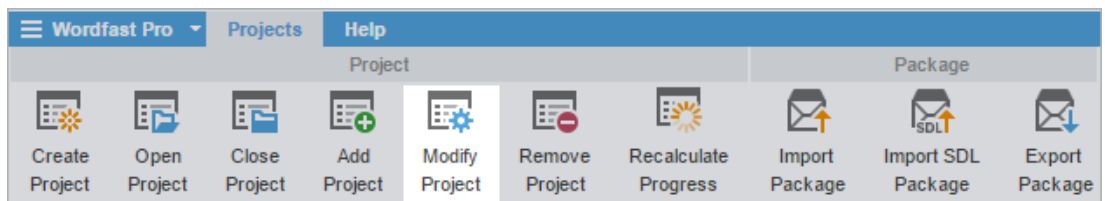
2. (Optional) On the **Modify Project** dialog, enter a different title in the **Project Name** field.
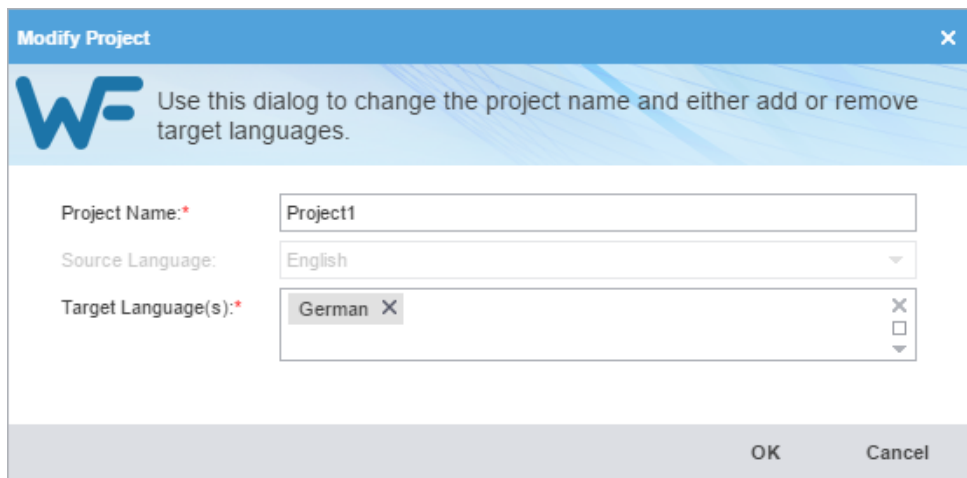
3. (Optional) Add a language in the **Target Language(s)** field by selecting one from the drop-down list or remove a language by deselecting it.

4. Click **OK**.

   The modifications are active and the project list displays.

Remove a Project

To remove a project:

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

1. On the **Projects** tab, select the project to remove, and then click **Remove Project**.
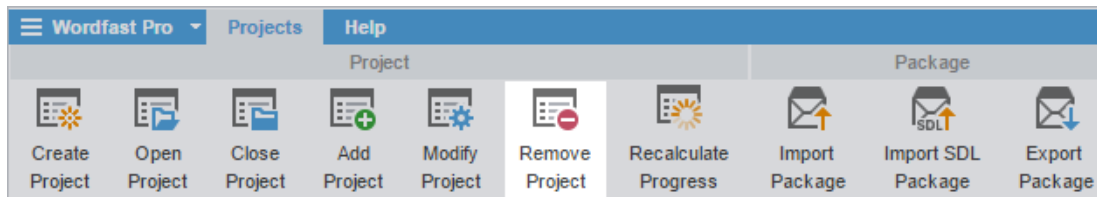
2. On the **Remove** dialog, click one of the action buttons.
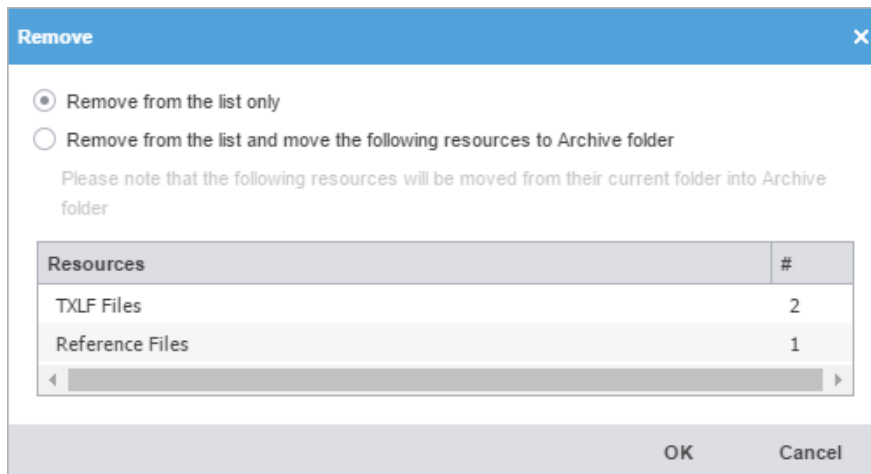
Remove from the list only	Remove the project from the **Projects List** but retain project resources in the project folder on your computer
Remove from the list and move the following resources to Archive folder	Move the project TXLF, reference, and source files to the Archive sub-folder within the project folder on your computer

3. 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 blacklist

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 the 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 (WFP) 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. On the **Projects** tab, click **Import Package**.

    ✅   For ease of use, you can drag-and-drop to move a package file into the window's white space.
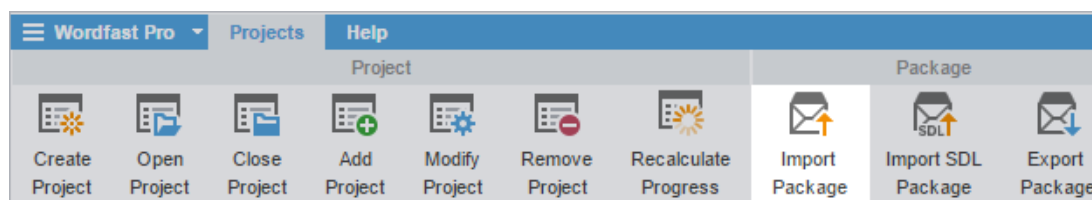
2. On the **Import Package** dialog, click **Browse** to locate and select the package file.

    Required fields are marked with a red asterisk.

3. Choose one of the following:

   - Update the active project by clicking **Update an existing project** and its options.

   - Create a new project by clicking **Create a new project** and its options.

4. (Optional) Select **Open project after importing** to open the updated or new project when the import completes.

5. Click **Import**.

   The package file is imported.

   (i)   If you did not deselect **Open project after importing**, the current project view opens and displays files for translation.

PACKAGE FILES
Export Package

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

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

1. Select a project, and then click **Export Package**.
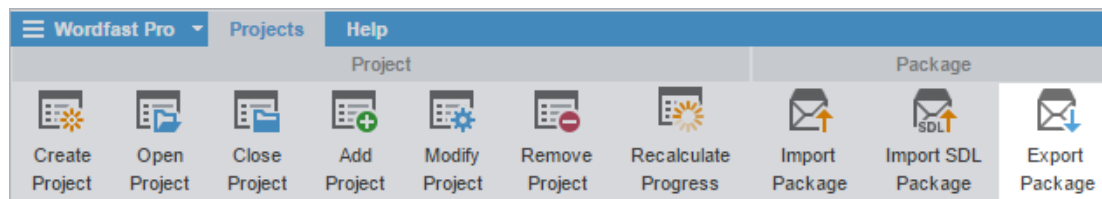
2. On the **Export Package** dialog, select either **Entire Project** or **Specific target languages and resources**.

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. 2. Click items from the drop-down list for further options to deselect specific **Target Language** and resources for exclusion from the export.

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

ⓘ   The **Preview** field provides the name of the file as it will export below the **Package Name** fields.

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

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

Import an SDL Package

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 an SDL package:

1. On the **Projects** tab, click **Import SDL Package** or drag-and-drop the SDL Package file into the application window.
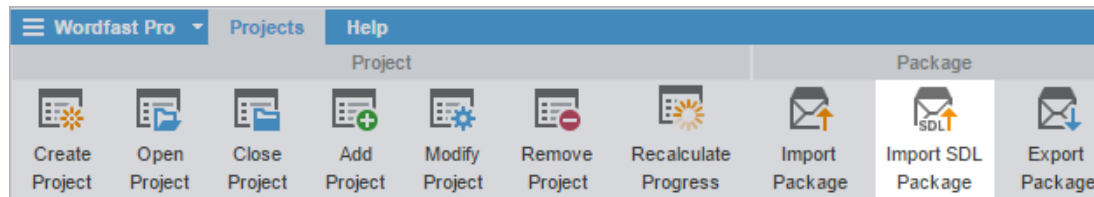
2. On the **Import Package** dialog, click **Browse** to locate and select the SDL Package file.

⚠️   If the SDL Package file contains unsupported target languages, a warning message notifies you. Click **OK**.
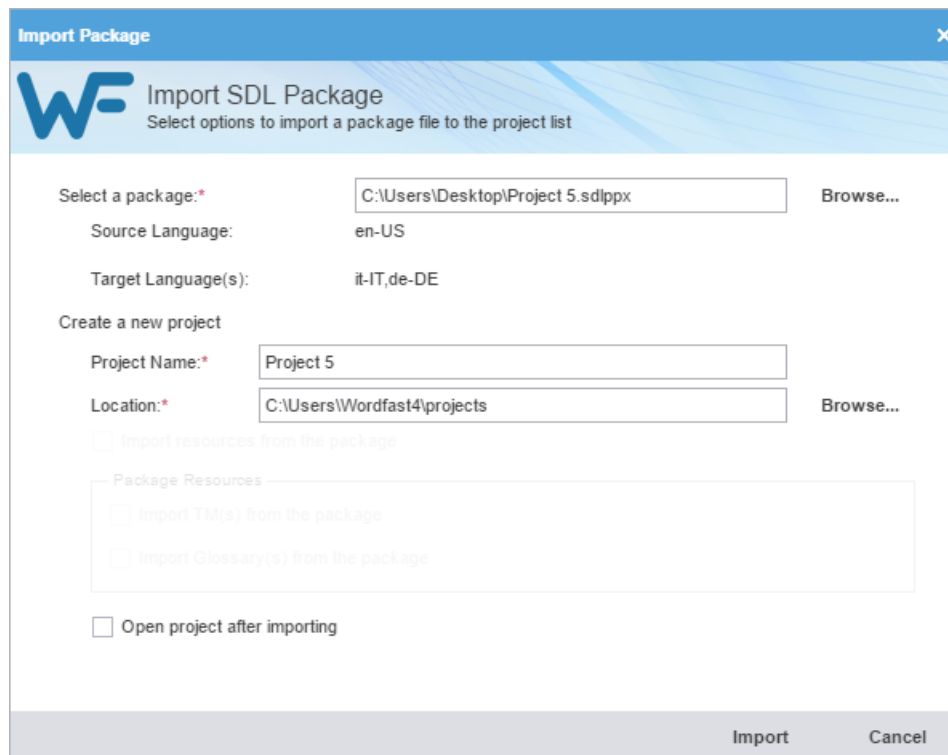
3. Enter the new **Project Name**.

4. Browse and select the save location for the new project.

5. (Optional) Select **Open project after importing** to open the project automatically after import.

6. Click **Import**.

    The SDL Package file import completes. For imports with **Open project after importing** selected, the current project view is opened and the files for translation are displayed.

5. Manage Project Files

When you open Wordfast Pro, the default **Project List** view lists all projects you can open. When you open Wordfast Pro for a project with multiple files, the **Current Project** view lists all files associated with the project below the language pair on the **Project Files** tab.
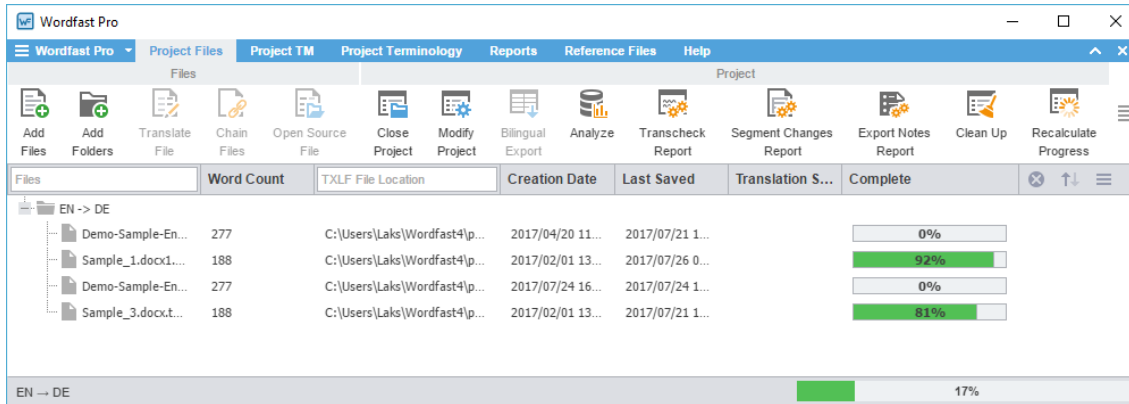
Add Files

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

(i)
- If one or more of the source files has a different language code, you will receive a prompt to modify the project and add the new target language.
- You can add files to a project with different language code variants, as long as they are not country specific. For example, a project with the country code EN > DE accepts files of any language code variants. However, if the project language code is EN-US > DE-DE, the only acceptable additional language code is the generic EN > DE.

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

1. Click **Add Files**.
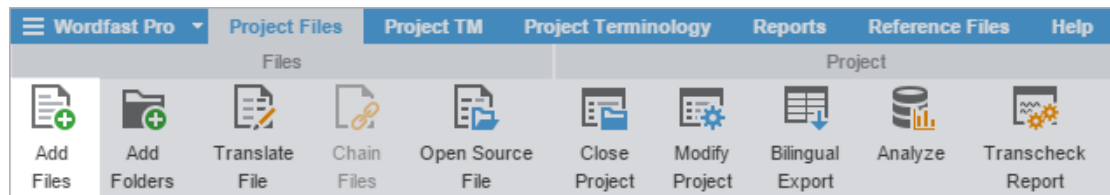
2. Browse to and select one or more source files on the **Open** dialog.

3. Click **Open**.

4. 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. On the **Project Files** tab, click **Add Folders**.
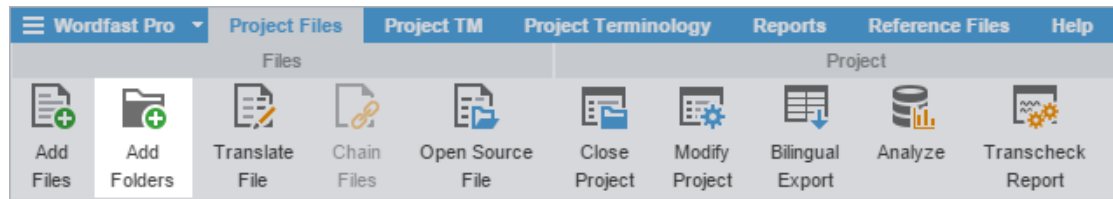
2. Click **Select Folder**.

3. On the **Files Report** dialog, click **OK**.

Open a Source File

You can view a source file in its original format.

To open a source file:

1. Click **Open Source File** on the **Project Files** tab.
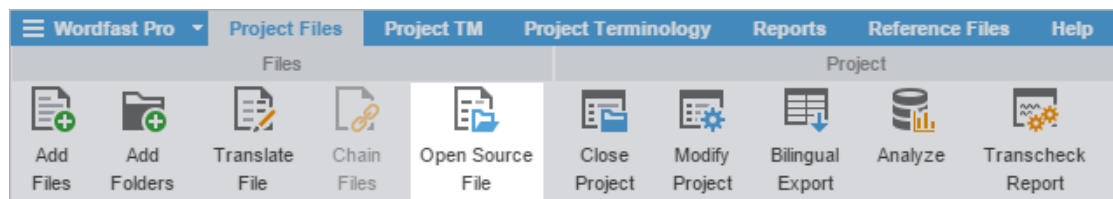
2. View the source file when its default application opens.

(i)   If the default application is not set, choose an application when prompted to do so.

Close a Project

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

⚠️   You can only have one project open at a time.

1. Click **Close Project** on the **Project Files** tab.
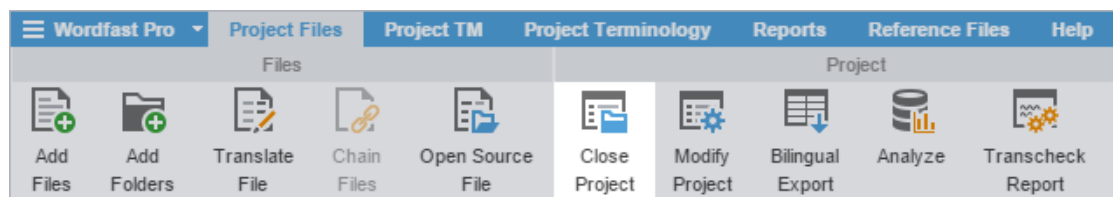
2. (Optional) On the **Projects List** view, select a new project from the list and click **Open Project**.

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. On the **Project Files** tab, select a file or multiple files, then click **Bilingual Export**.
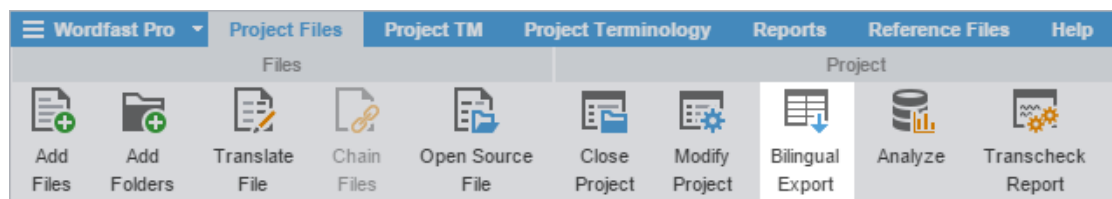
ⓘ You cannot select files that are already open for bilingual export in **TXLF Editor**.

2. On the **Select bilingual file location** dialog, select the destination folder for the exported documents, then click **Select Folder**.

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

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

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

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

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

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

Comment [OFRT:Glo1]:
From: Glossary
projekte

Comment [OFRT:Glo2]:
From: Glossary
anbieter

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

Comment [OFRT:Glo4]:
From: Glossary
DATENBANKINTEGRATION

Comment [OFRT:Glo5]:
From: Glossary
GlobalLink

Comment [OFRT:Glo6]:
From: Glossary
Anbieterneutrale

Comment [OFRT:Glo7]:
From: Glossary
anbieter

Analyze 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 pre-translate files.

To analyze project files:

1. In the **Current Project** view, click **Analyze**.
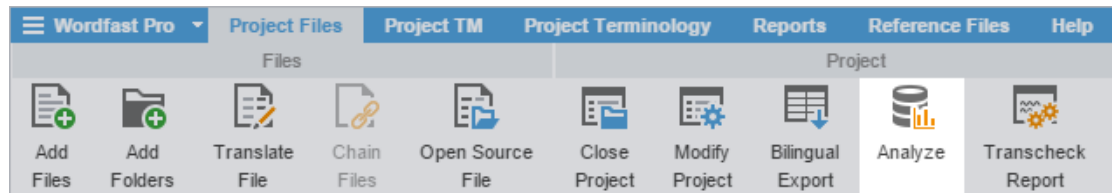
2. On the **Project Analyze** dialog, select the language pairs and files for analysis.

⚠️ Verify that the TXLF file you want to analyze is not open in TXLF Editor. You cannot analyze an open file.
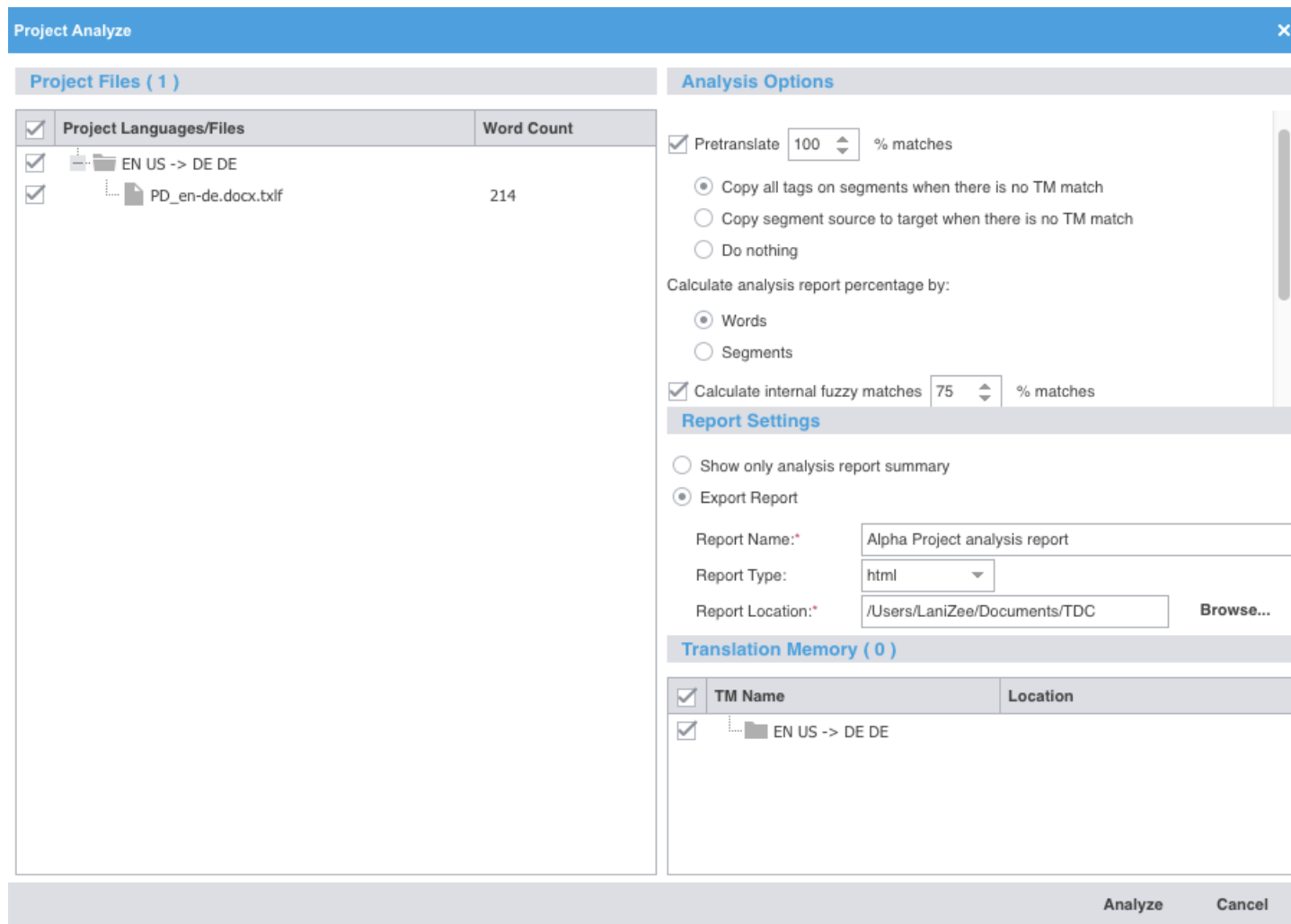
3. Select options under the **Analysis Options** heading.

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 - **Copy all tags on segments when there is no TM match** - **Copy segment source to target when there is no TM match** - **Do nothing**
Calculate analysis report percentage by:	Click an option to set the calculation percentage by either words or segments.
Calculate internal fuzzy matches	Select to set the calculation percentage for internal partial matches.
Lock segments with 100% matches from being edited	Click 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	Click to prevent the merging of translation units (TUs) during analysis.
Do not allow sources to be edited	Click to prevent an overwrite of the source segment with new edits.

4. Select the format for the output report under 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 under 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 **Transcheck Report** to verify target segments and flag a variety of common errors within segments. Run a **Transcheck Report** on one or more languages or files in a project.

☑   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. Refer to Use Transcheck All.

To run a Transcheck Report:

1. Click **Transcheck Report** on the **Project Files** tab.
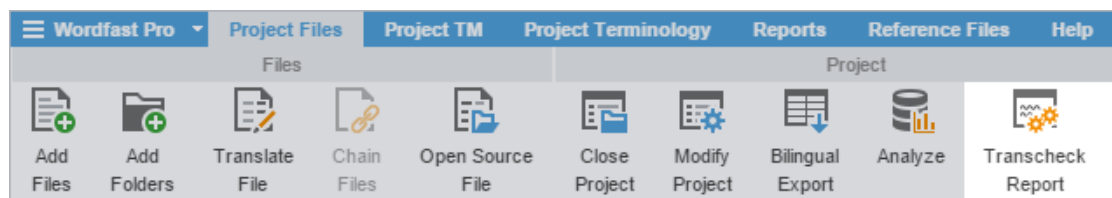
2. On the **Project Transcheck** dialog, select one or more languages or files.

Project Transcheck   ✕

Project Files (2)   **Transcheck Tests**

	Project Languages/Files	Word Count
☐	⊟ 📁 EN -> DE	
☑	📄 Sample_1.doc	188
☑	📄 Sample_3.doc	188
☐	📄 Sample_2.doc	188

┌─ Disclaimer ─────────────────────────────────┐
│ In order for the Spellcheck Transcheck to work you would need to enable the │
│ Spellcheck option in the Spellcheck Tab in Preferences. │
└──┘

☐ Select/Deselect All

   ☐ Blacklist Check

   ☐ Capitalization Check

   ☐ Edited Context Match Check

   ☐ Edited Exact Match Check

   ☐ Edited Source Check

   ☐ Empty Target Check

   ☐ Forbidden Character Check

   ☐ Mistranslated Text Check

Report Settings

Report Name:*   Project1 transcheck report

Report Location:*   [   ]   Browse...

Glossary (2)	Blacklist (1)

☑	Glossary	Location
☑	⊟ 📁 EN -> DE	
☑	📄 Doc_Term1	C:\Users\Laks\OneDrive\Document...
☑	📄 Doc_Term2	C:\Users\Laks\OneDrive\Document...

               Run Transcheck   Cancel

3. Select the **Transcheck Tests** you want to conduct.

ⓘ Consistency checks are only accessible through the **Project Transcheck** dialog.

    1. **Source consistency check** — Use to search for segments with the same target translation, but with different source segments.

    2. **Target consistency check** — Use to search for segments with same source segments, but with target translations.

   Select the appropriate checkbox to ignore differences such as case, numbers, tags, and whitespace for source and target file consistency checks.

4. Enter the **Report Name** and browse to select the **Report Location** folder.

5. (Optional) If you want to enable the **Terminology Check** or **Blacklist Check** tests, select the location of the **Glossary** or **Blacklist** you want Transcheck to use from the list on its tab.

6. Click **Run Transcheck**.

A Report Summary is created and the report is saved to the chosen location.

Project TransCheck Report - Project1 - English - German

Report Summary (2 files)

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

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

Sample_1.docx1.txml.txlf

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

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.

To generate a segment changes report:

1. Select a single project file or multiple project files, then click **Segment Changes Report**.
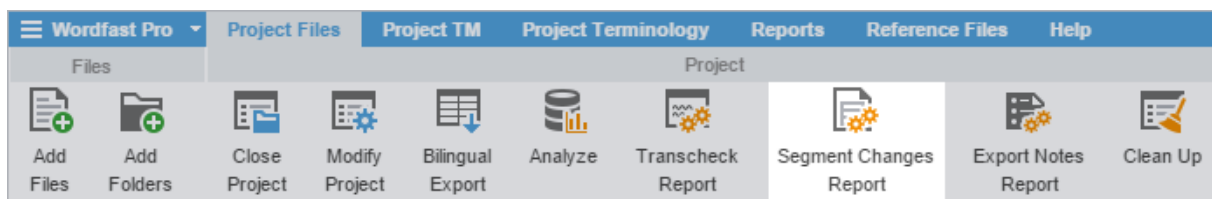
2. On the **Segment Changes Report** dialog, select the languages or files to include in the report.
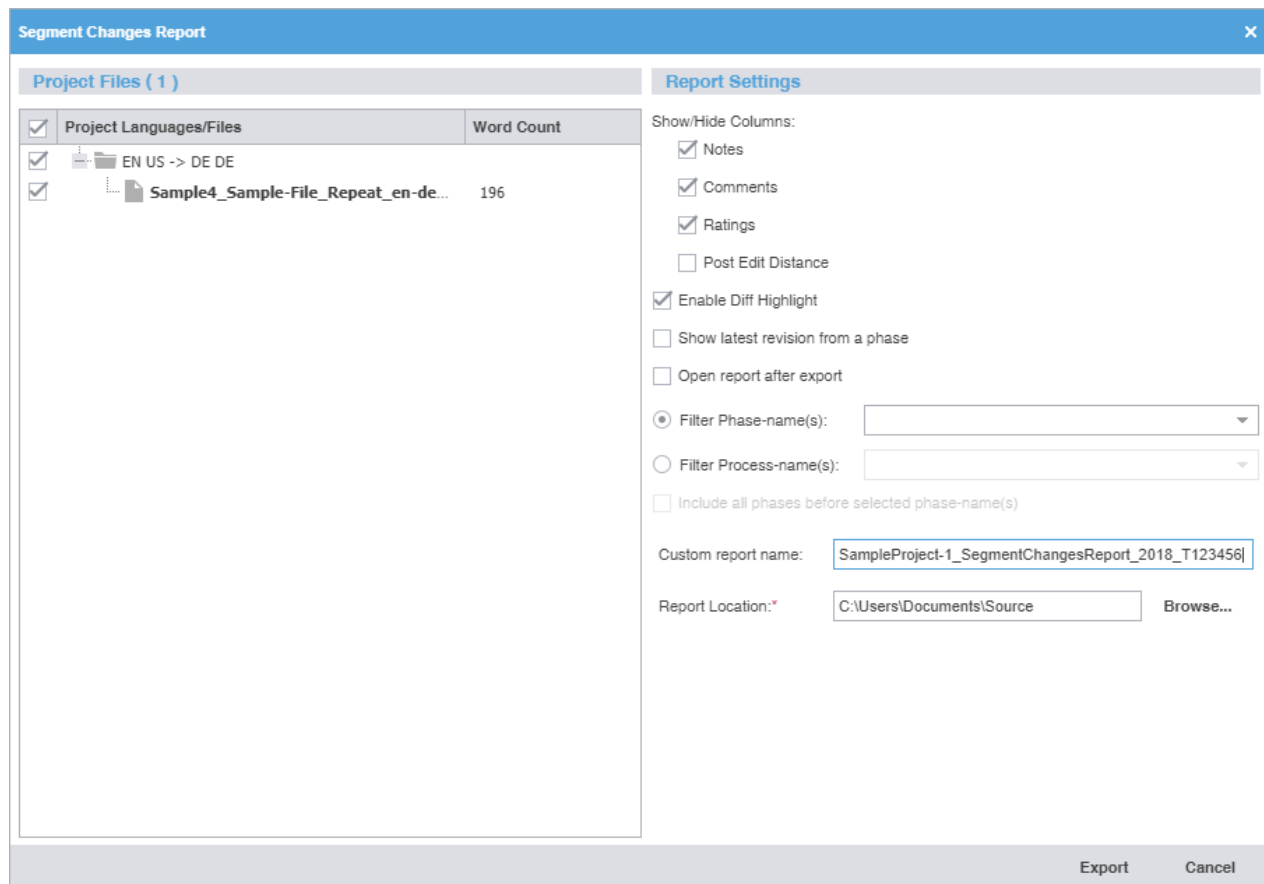
3. Select options from the **Report Settings** pane.

Option	Action
Show/Hide Columns	Select the columns you want to show by clicking the appropriate checkboxes.
	Note: Notes, comments, and ratings each have a 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
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.
Show latest revision from a phase	Select to include the latest content from a specific workflow phase, regardless of total number of revisions for that phase.
Open report after export	Automatically open the report once the export completes.
Filter Phase-name(s)	Filter content in the report by a specific workflow phase by selecting that phase from the drop-down list, then choose to include all phases prior to the selected phase name.

Option	Action
Filter Process-name(s)	Filter content in the report by a specific process, such as **No Review** or **Review** from the drop-down list, then choose to include all phases prior to the selected phase name. This can be inclusive, so you can select several processes.
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**.

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

Generate an Export Notes Report

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

To generate an **Export Notes Report**:

1. On the **Project Files** tab, click **Export Notes Report**.
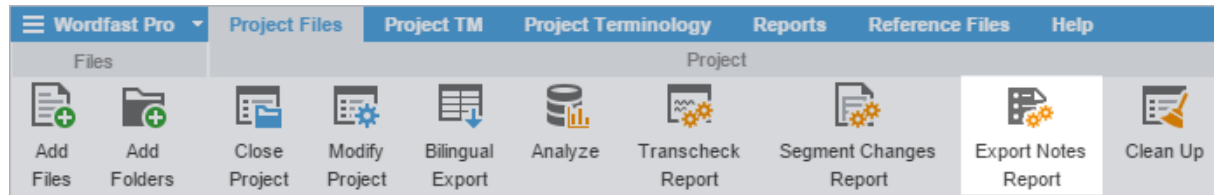
2. On the **Export Notes Report** dialog, select one or more project language files.
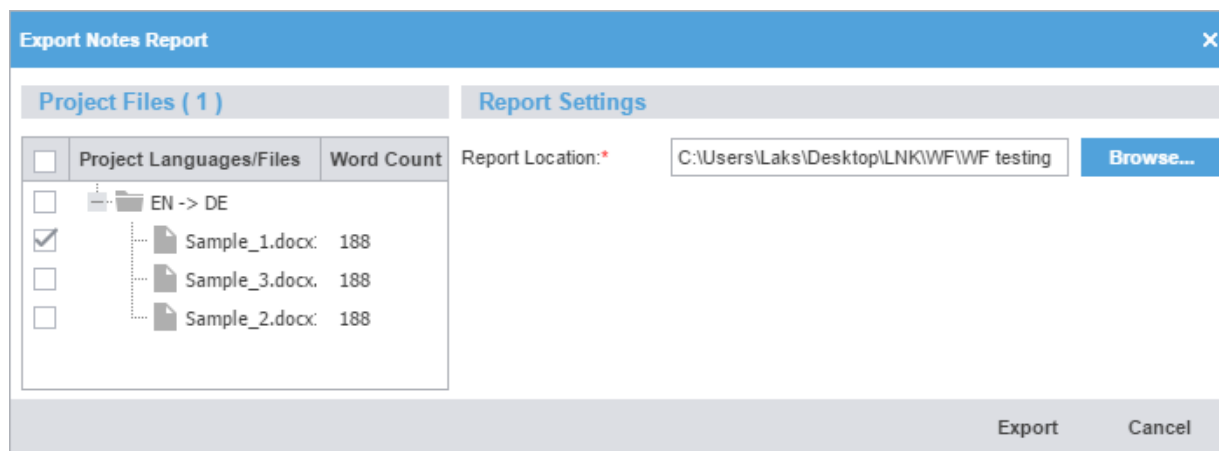
3. Browse and select the **Report Location** destination, then click **Export**.

4. On the **Export Notes Summary** dialog, click **OK**.
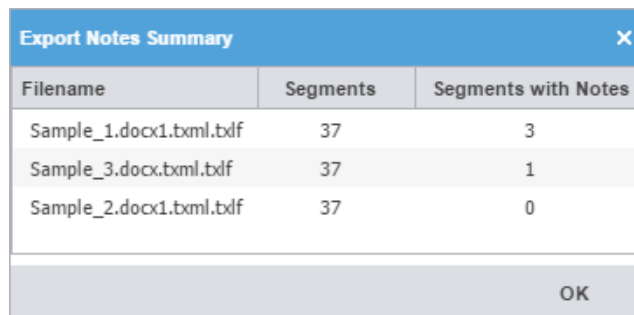
The notes report saves to the specified location.

Clean Up a Project

After you have translated project files, it is time to 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 **Current Project** view and on the **Project Files** tab, click **Clean Up**.
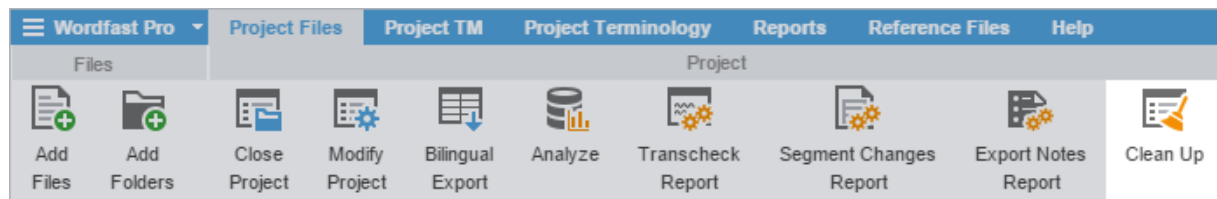
2. On the **Project Clean Up** dialog, select the languages to clean up.
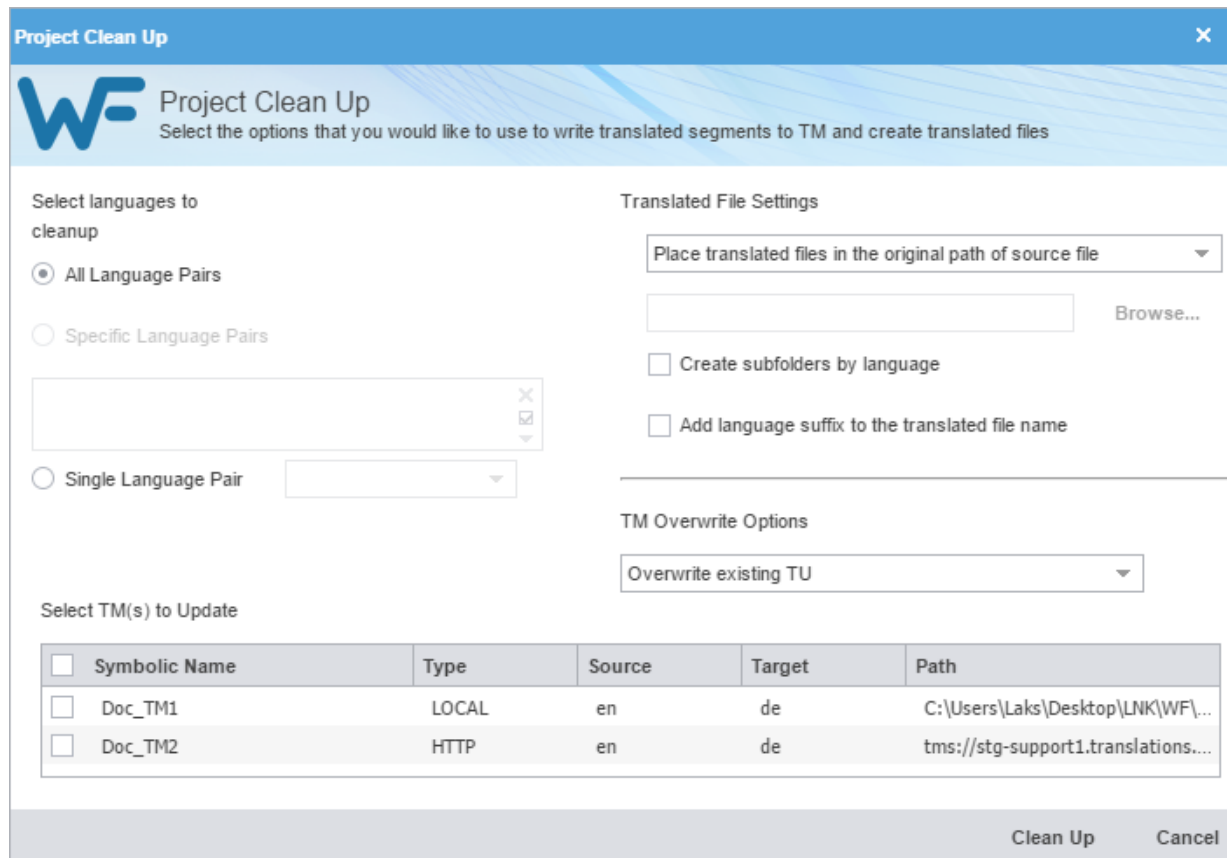
All Language Pairs	Cleans up all language pairs for the project
Specific Language Pairs	Cleans up only the language pairs you select from the drop-down list
Single Language Pair	Cleans up only one language pair you select from the drop-down list

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. Select the **TM(s) to Update** from the table.

8. Click **Clean Up**.

9. On the **Info** dialog, click **OK**.

The cleaned files are saved at the designated location.

Remove a File

If you decide a file does not belong with a specific project, remove it.

(i) You can add a removed file back to the current project. Retrieve removed files from the project folder on your computer by using the **Add Files** action.

To remove a file from a project:

1. On the **Project Files** tab, select one or more files, and then click **Remove File(s)**.

2. On the **Remove** dialog, choose a removal option.
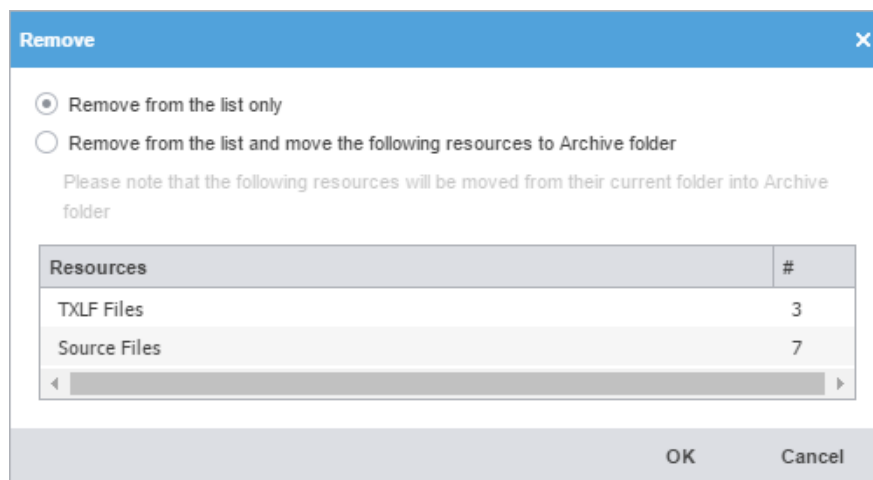
Remove from the list only	Removes the file from the files list
Remove from the list and move the following resources to Archive folder	Removes the file from the files list, and moves file resources to the Archive sub-folder on your computer

3. Click **OK**.

The files are removed from the current project.

6. Translate or Review Files

After completing the initial steps of creating a project, connecting to translation memories, and glossaries, the project files are ready for translation in the **TXLF Editor** view. After completion of the translation, the project files are ready for review, using the same **TXLF Editor**.

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**.
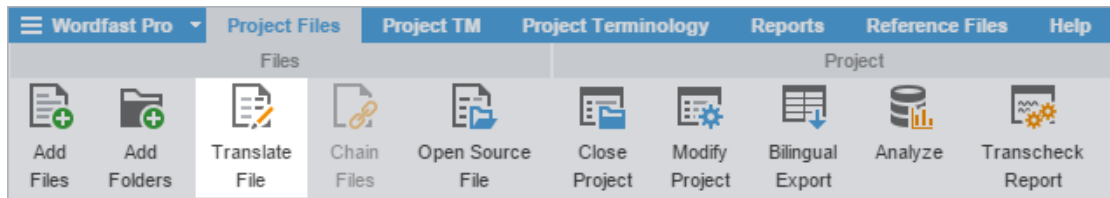
2. (Optional) On the **Translation** tab, copy all tags in the source segment to the target segment. Refer to Copy All Tags.

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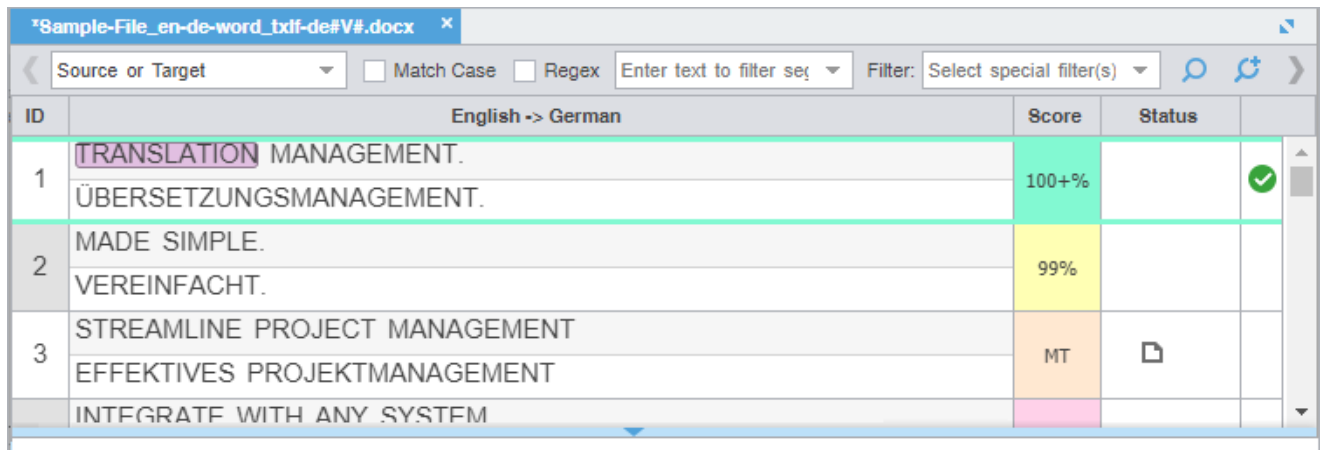
4. Click **Next Segment** or press **Alt+Down** to update the TM, move down one target segment, and leverage next segment content.

Translate Segments

When you convert a file to a translatable TXLF 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**.

There are two configurations for modifying segments in the **TXLF Editor** view. You can control your configuration from **Preferences** > **Layout**.

- **Table view** — Default view displays the source segment to the left and the target segment to the right.
- **Stacked view** — Displays the source segment row directly above the target segment in a spanned row. This configuration distinguishes among rows by alternating row colors.

ⓘ If there are either split or merged segments, indicated in the **Status** column with ⬐or ⋀, all split or merged rows within the spanned row have the same ID column color.

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**, click inside a segment.

2. Click **Translate All**.
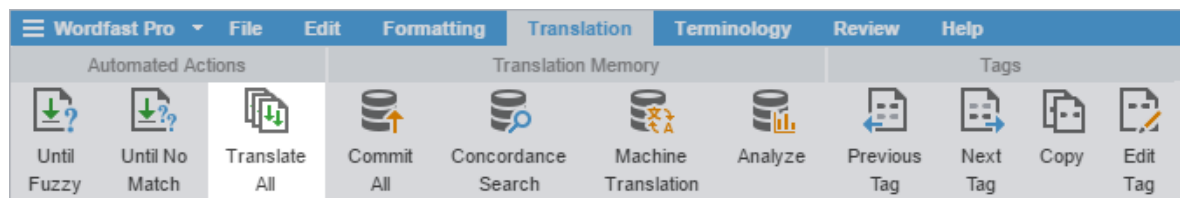
This leverages content in the connected TM and populates the target segments with translations. When this process is complete, the screen refreshes and displays the results in the target column. The progress bar indicates the percentage of translation already complete.

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, as well as verify and lock actions.

TRANSLATE SEGMENTS
Verify a Segment

Use the **Verify Segment** action to automatically modify and commit to a translation memory (TM) a 100%, fuzzy, context match, or machine translation (MT) match segment, if the segment does not require any further changes.

ⓘ   When you verify a segment, it automatically calculates the segment content into the total progress for the file. Progress totals display in the progress bar using a completion percentage.

To verify a segment:

1. In **TXLF Editor**, select a segment.

2. Either click ✅ or click **Verify Segment** on the **Translation** tab.
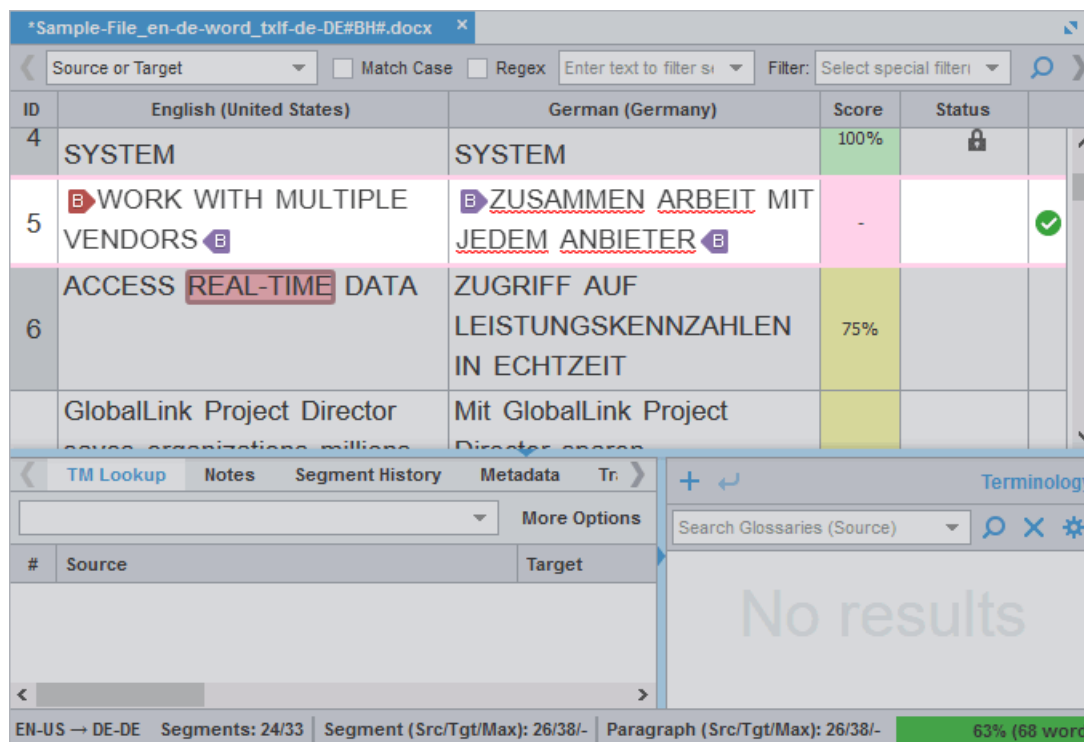
The segment status is changed to **Edited** and the segment is committed to the TM, changing the highlight color of the target segment to purple. When you move to the next segment, the target highlight changes from purple to pink.

TRANSLATE SEGMENTS
Copy Source Content

To copy source content to the target:

1. In **TXLF Editor** and on the **Translation** tab, select a source segment.

2. To copy the source content, choose one of the following:

   - Click **Copy Source**.

   - As a shortcut, press **Alt-S** to copy the source content.

3. Select the desired copy action from the resulting drop-down menu.
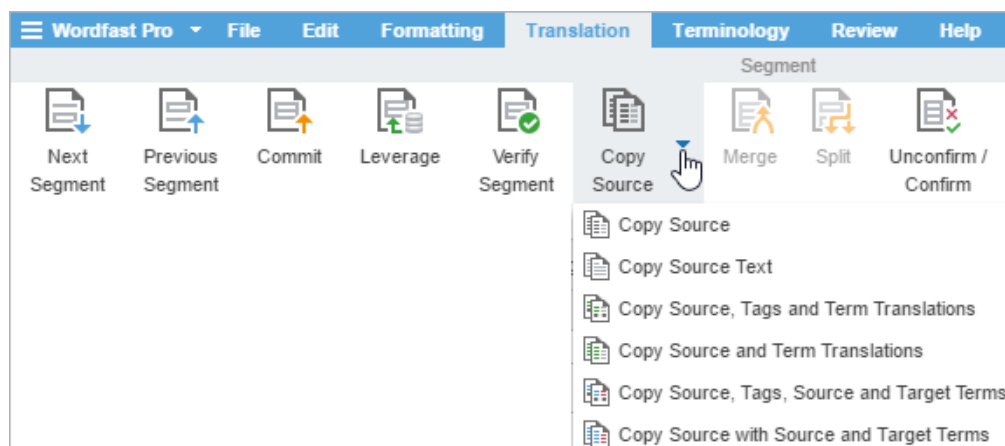
Option	Action
Copy Source	Copies from source to target all content and tags
Copy Source Text	Copies only content from source to target
Copy Source, Tags and Term Translations	Copies from source to target all content text, its tags, and translated concordance glossary terms
Copy Source and Term Translations	Copies from source to target all content text and translated concordance glossary terms
Copy Source, Tags, Source and Target Terms	Copies from source to target all content text, its tags, and both source and translated concordance glossary terms
Copy Source with Source and Target Terms	Copies to target all source and translated concordance glossary terms

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 **TXLF Editor** and on the **Translation** tab, click **Copy All Sources**.
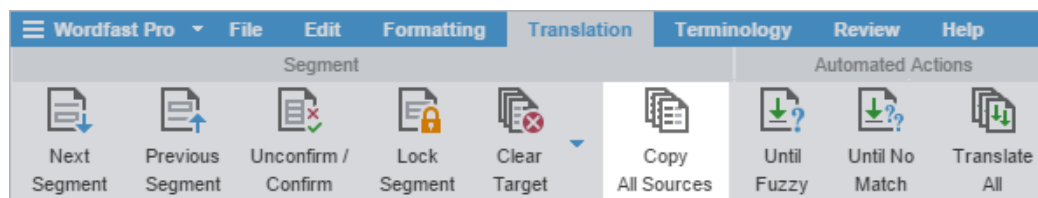
All source segments are copied to all segments in the target column.

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 **TXLF Editor** and on the **Translation** tab, select the segment to split or merge.

2. Click **Merge** or **Split**.
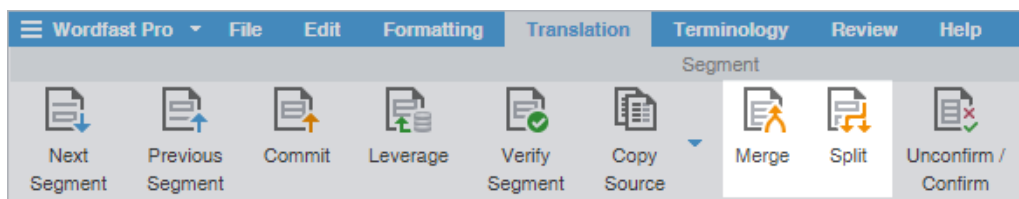
The segment is merged or split and the segment **Status** column contains either ⚊ or ⚊, respectively. If the merge includes an entire paragraph, this is denoted with ⚊.

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. In **TXLF Editor** and on the **Translation** tab, select the segment to lock.

2. Click **Lock Segment**.
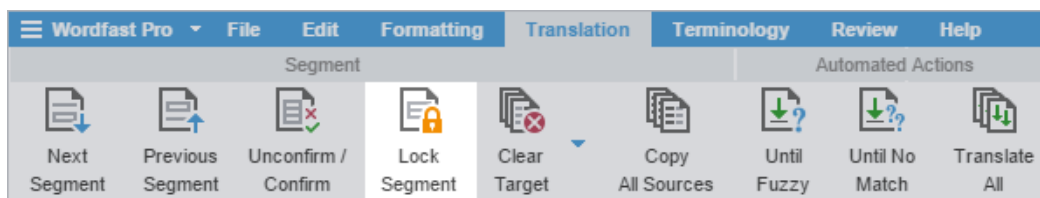
The 🔒 is displayed in the segment **Status** column to indicate the segment is locked.

Clear Target Segments

To clear target segments:

1. In **TXLF Editor** and on the **Translation** tab, select a target segment.

2. Click **Clear Target**.
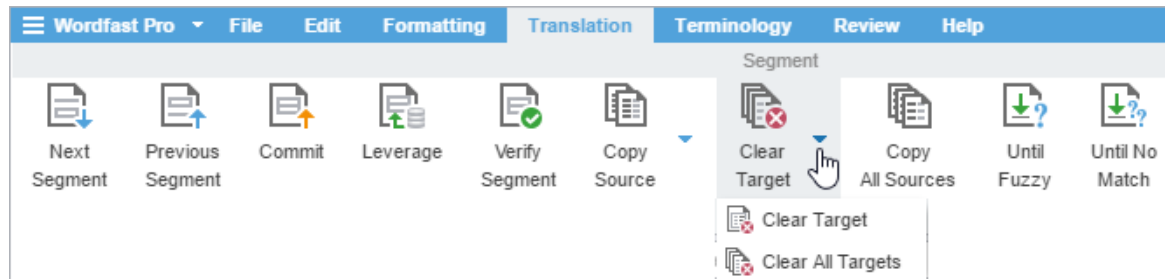
3. From the drop-down menu, choose one of the following:
   - Select **Clear Target** to clear the selected target segment.
   - Select **Clear All Targets** to clear them all.

4. On the **Clear Current Segment Target** dialog, click **Yes** to agree to the target content removal.

   The target content is removed.

Unconfirm a Segment

Translators can temporarily mark a segment that should not be committed to the translation memory (TM) using the **Unconfirm/Confirm** action. This allows translators to temporarily mark the segment, later refer to translation resources, make any changes, then confirm the translation for that segment based on that research.

To unconfirm a segment:

(i)   You can only unconfirm a segment that is already confirmed.

1. On the **Translation** tab, choose one of the following actions:
   - Press **Alt+Shift+Enter** for unconfirm all segments.
   - Click **Unconfirm/Confirm**.
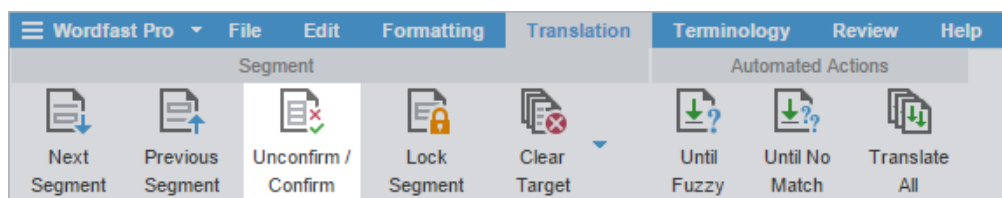
   The TM is not updated with the target segment content.

   The 🐾 is displayed in the segment **Status** column.

2. (Optional) To later confirm the segment, click **Unconfirm/Confirm** again.

TRANSLATE SEGMENTS

Edit a Source Segment

You can modify the source content of a TXLF file, since you can restore the original source content at any time. To update the translation memory (TM), commit the edited source segments.

To edit a source segment:

1. In **TXLF Editor**, select a source segment.

2. On the **Edit** tab, click **Edit Source**.
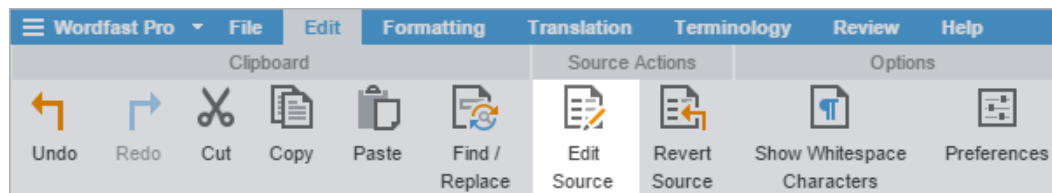
3. Edit the source content, then click outside the segment.

    The source segment is saved and the ✐ is displayed in the **Status** column.

4. To revert to the original source, click **Revert Source**.
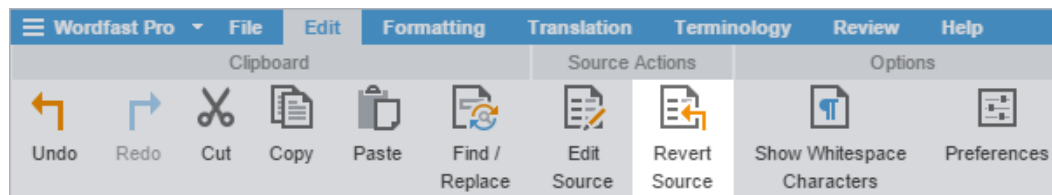
Review a File

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.

3. (Optional) Click **Find/Replace** to search for and replace repeated content. Refer to [Find and Replace Content](#).

4. 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.

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**.

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

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.

2. Click in a segment.

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

3. Translate, review, or edit each segment.

4. 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.

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**.
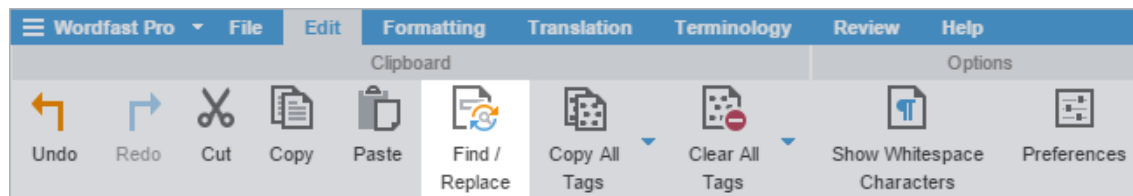
3. On the **Find/Replace** dialog, click in the **Find what** field, and then enter your search text or select it from the drop-down list.
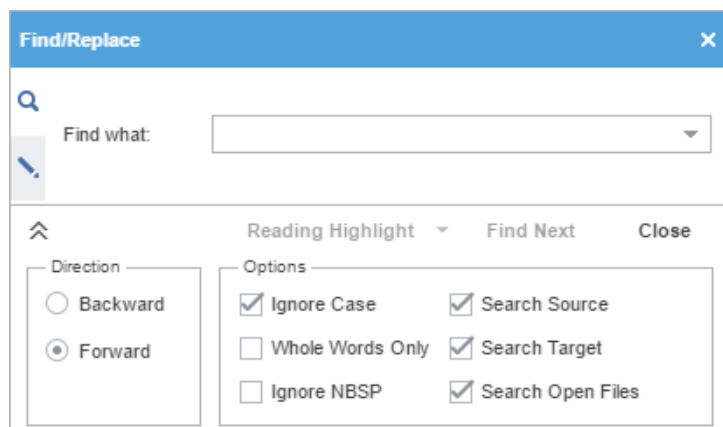
4. (Optional) Click ⌄ and ⌃ to expand and collapse the panel for additional options.

   ⓘ   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.
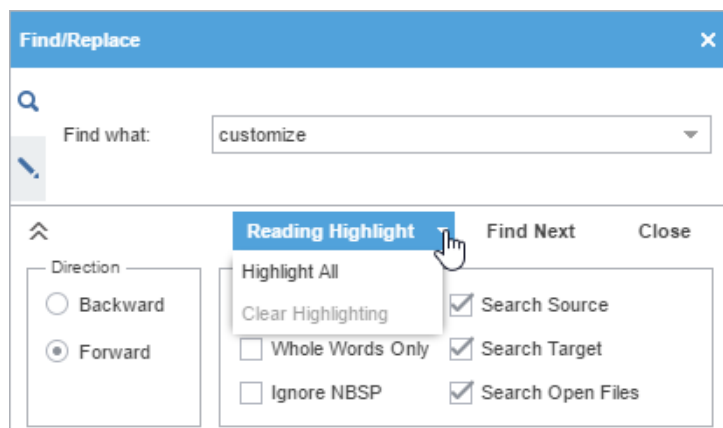
7. (Optional) To replace characters or words, click the down arrow on the sidebar, then click in the **Replace with** field and enter a replacement.
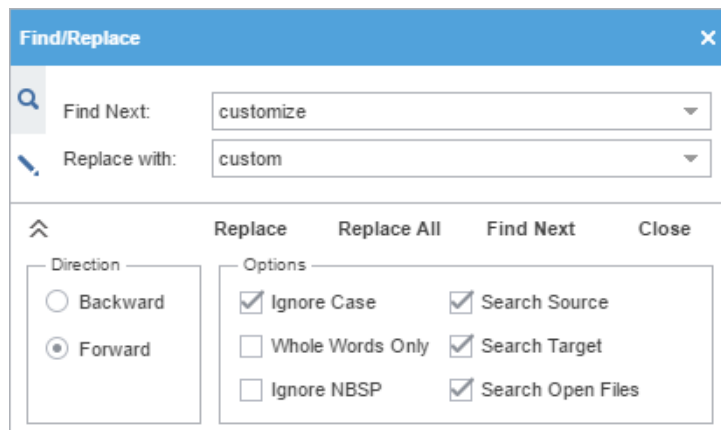
8. (Optional) Select the direction of the search and any further options.

> ⓘ 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.

Recalculate Progress

Use **Recalculate Progress** to calculate and update the progress of translated files, particularly 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. Use the recalculate action to update the progress and word count.

> ⓘ Refer to [Chain Files](#) to recalculate progress of multiple files.

To recalculate progress of a file:

1. Click **Recalculate Progress**.

2. Verify the progress bar reflects the current file status.

   The progress is updated to reflect the **% Complete** status of the file.

Spell Check a File

You can use a spellchecker to verify translated content aligns with configured spell checking preferences. Refer to [Configure and Enable Spellchecker](#). You must verify your Hunspell spelling dictionaries have the latest updates. Refer to [Licensure](#).

To spell check a file:

1. On the **Review** tab, click **Spellcheck File**.
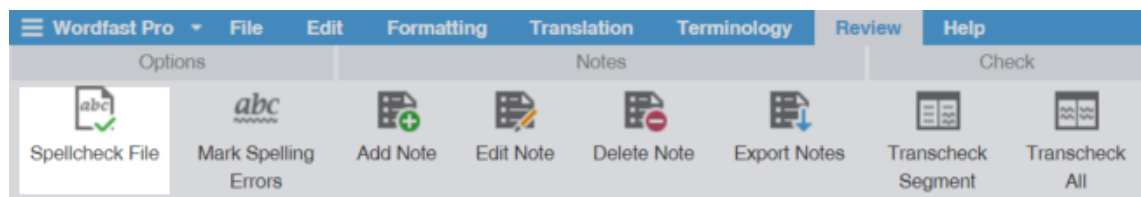
2. On the **Spelling** dialog, review the suggestions and select one of the options.
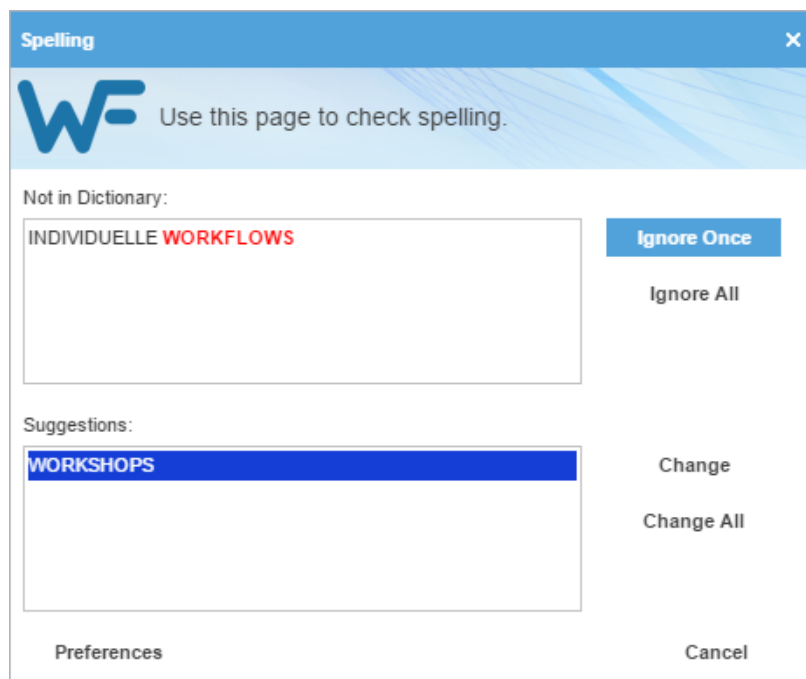
Item	Action
Ignore Once	Click to ignore the suggested change for the word once
Ignore All	Click to ignore the suggested change for all the occurrences of the word in the file
Change	Click to accept the suggested change for the word
Change All	Click to accept the suggested change for all the occurrences of the word in the file

ⓘ   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.
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.
Pink, 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. Follow the steps in Translate a File.

2. Click the **Translation** tab in the **TXLF Editor**, then select the segments to leverage against the current TM.

3. Select an action to leverage the current TM.

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

LEVERAGE TRANSLATION MEMORY
Conduct a Concordance Search

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

To conduct a concordance search:

1. Click the **Translation** tab, then select a word or phrase in the segment in **TXLF Editor**.

2. Click **Concordance Search** from the **Translation Memory** group or press **F8**.

> (i) You can also 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**.

> (i) You can reorder the columns of the **TM Lookup** results. That reorganization remains, even after you exit the software.

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

Option	Action
Case Sensitive	Filters by upper and lower case
Exact	Filters for only those terms organized in the same sequential order
Automatic Leverage	Automatically updates target content when moving to a new segment
Diff Highlight	Highlights the difference between the submitted segment and the TM source segment
Include Private TU (GLTMS)	Includes 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.

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 **TXLF Editor**, 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.

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
ⓘ **Status**	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.

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 the desired project for your MT and configure **Machine Translation** options under **Preferences** > **General Preferences**.

To leverage MT:

1. In **TXLF Editor** and on the **Translation** tab, click **Machine Translation** to send the source segment out for MT and populate the target segment with the results.
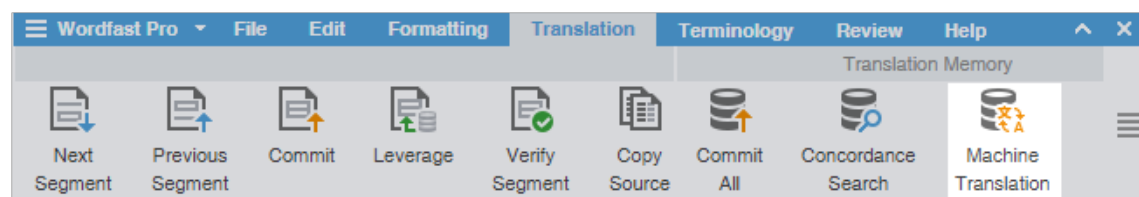
2. (Optional) Verify that the quality of the translation for the source segments aligns with your requirements.

   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 TRANSLATION MEMORY
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 **TXLF Editor** and on the **Translation** tab, choose one of the following:
   - First select the segment, then click **Commit** to commit a single segment to the TM.
   - Click **Commit All** to commit all segments in the file to the TM.
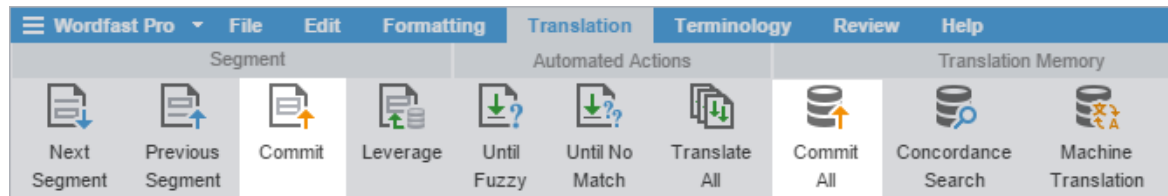
2. (Optional) Verify that the updates you committed to the TM have a purple highlight.

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.

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 blacklisted terms.

To set up a terminology list, refer to Configure Terminology.

When you select a segment, it highlights all terms within that segment that are in the terminology list with possible translations in the **Terminology** pane.

(i)   There are two possible methods for moving among terms in the **Terminology** pane.

   - Click **Next Term** or **Previous Term**.
   - Press **Ctrl+8** or **Ctrl+9**.

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
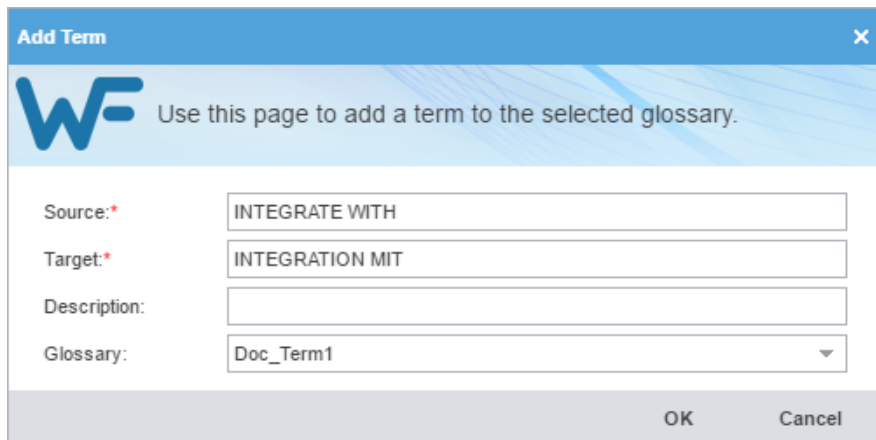
Add a Term

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. In 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.

(i)   Required fields are marked with a red asterisk.

3. Select the proper **Glossary** from the drop-down list.

4. Click **OK**.

    The new term is added to the glossary.

LEVERAGE TERMINOLOGY LISTS

Edit a Term

⚠️   You can only edit terms in the local glossary.

To edit a term:

1. In **TXLF Editor**, and on the **Terminology** pane, select a term.
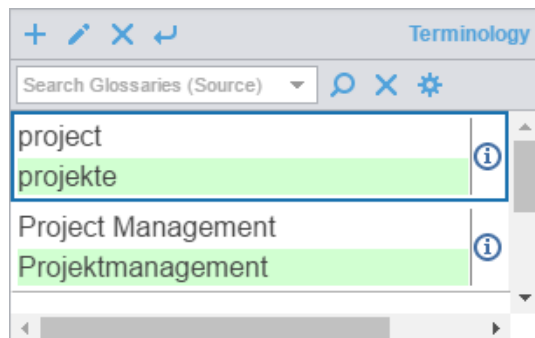
2. Click ✎.

3. On the **Edit term** dialog, make your edits.

4. Click **Modify**

   The term is edited.

Insert a Term

To insert a term into the current target segment:

1. In **TXLF Editor**, click at the location for term insertion.

2. Select the term to insert from the **Terminology** pane.

3. On the upper left of the **Terminology** pane, click ↵.

   The term is inserted into the target segment.

Search for a Term

To search for a term:

1. In the **Terminology** pane, enter a term in the terminology filter field, such as the term `project`.

2. Click 🔍 .

The search results from the connected glossaries are displayed.
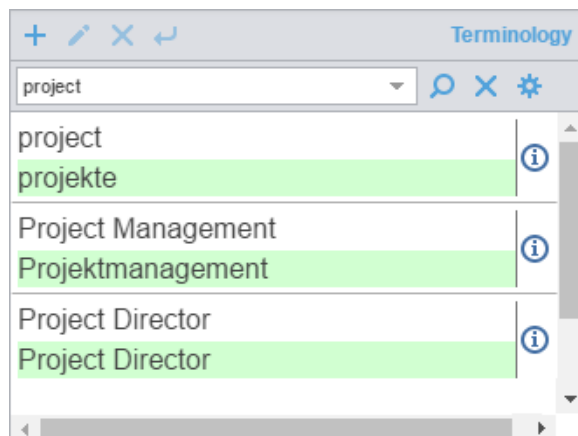
LEVERAGE TERMINOLOGY LISTS
Copy a Term

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

1. In **TXLF Editor**, click a segment that contains glossary terms.

2. On the **Terminology** tab, click **Previous Term** or **Next Term** to select a source term.

3. Click on the target location where you want to copy to the glossary term.

4. Click **Copy**.

The glossary term is copied to the target segment.

LEVERAGE TERMINOLOGY LISTS
Copy a Synonym

To copy a synonym for a term:

1. In **TXLF Editor**, 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 in a temporary pop-up pane and in the **Terminology** pane.
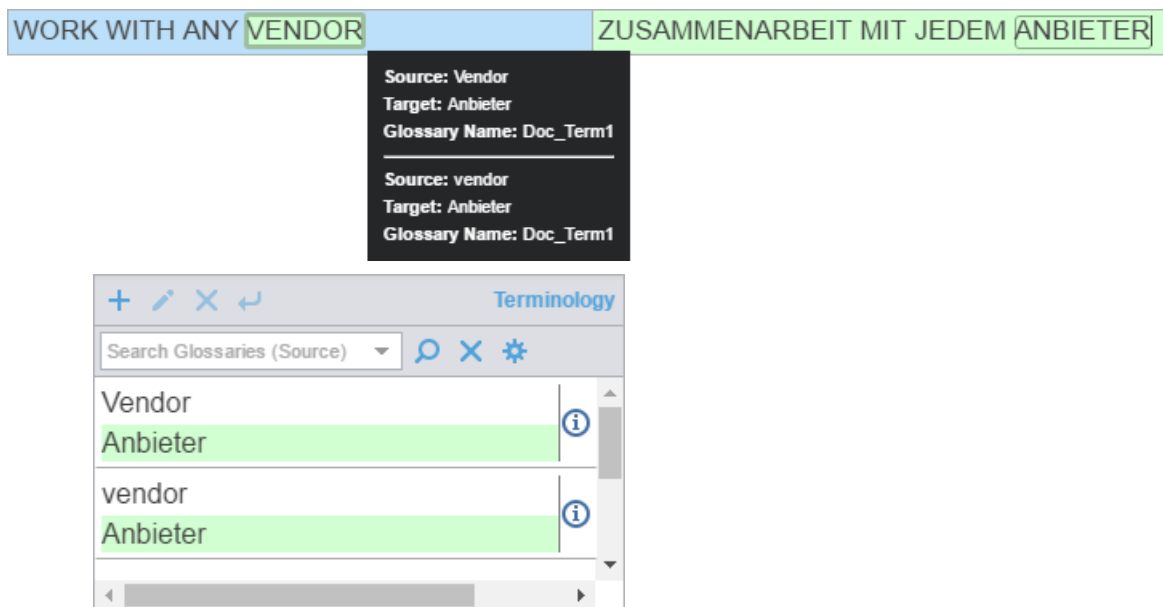
2. Click within the target segment at the location where you want to copy the term.

3. Click **Copy**.

> ⓘ An alternative is to click the preferred target term from the **Terminology** pane. This also copies the term to the cursor location in the target segment.

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**, go to the **Terminology** pane.

2. Select a term, and then click ✕.

> ⚠ Use the **Delete Term** ✕ at the top of the **Terminology** pane. Do not use the **Reset Search** ✕. This clears the filter.

A warning message notifies you of the pending deletion and asks you to confirm 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.

⚠️ 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.
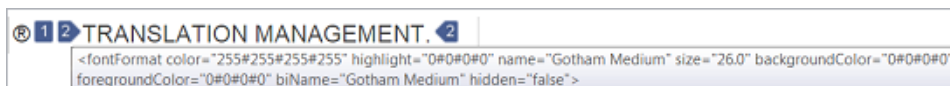
Tags contain numerals to indicate their order in the segment.

Red	Indicates you selected the tag, such as ▮
Purple	Indicates a tag that specifies formatting, such as ▮
Blue	Indicates a tag that specifies non-formatting controls, such as ▮

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-sized or shortened.

To copy a tag:

1. Open a file.

2. In **TXLF Editor** and 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-Down**.

- Click a source segment tag, then click in the corresponding target segment location and click **Copy**.
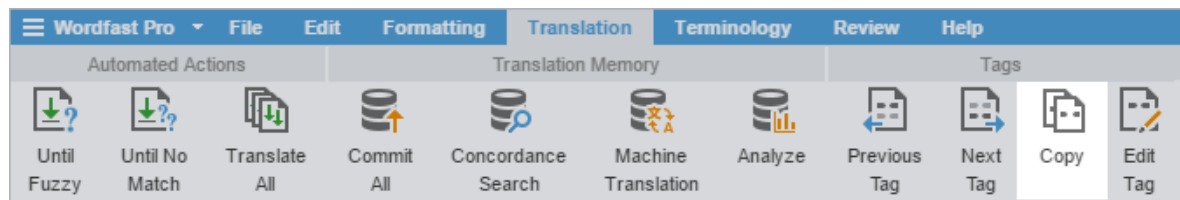
The target segment, highlighted in pink, contains the copied tag at the cursor location you selected in the target segment.

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

MANAGE TAGS
Copy All Tags

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

To copy all tags:

1. In **TXLF Editor**, 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 reflect the source content order using the drag-and-drop or copy-and-paste technique.
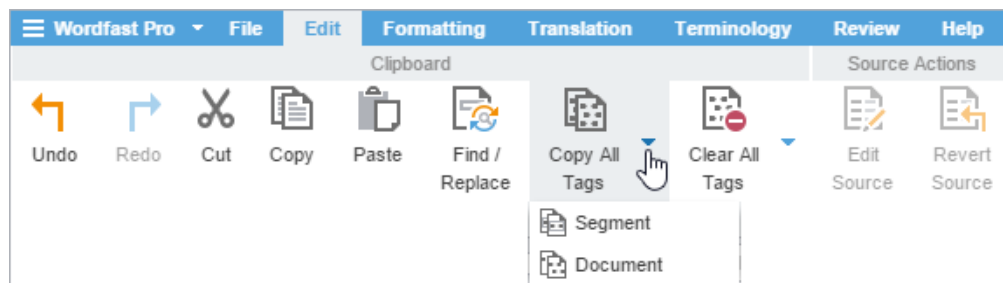
3. Select **Segment** or **Document** from the drop-down menu.

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.

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 file.

2. In **TXLF Editor**, select a tag in a target segment.

3. Choose one of the following actions:

   - On the **Translation** tab, click **Edit Tag**.
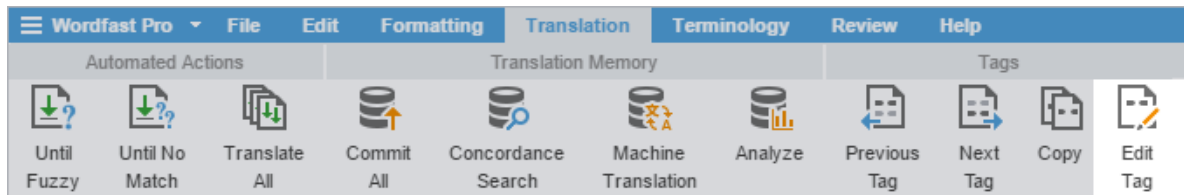
   - Right-click the tag and select **Edit Tag** from the drop-down menu.

4. On the **Edit Tag** dialog, modify the tag.

⚠️   Verify that all tag edits are valid. Otherwise, the file could become corrupt.
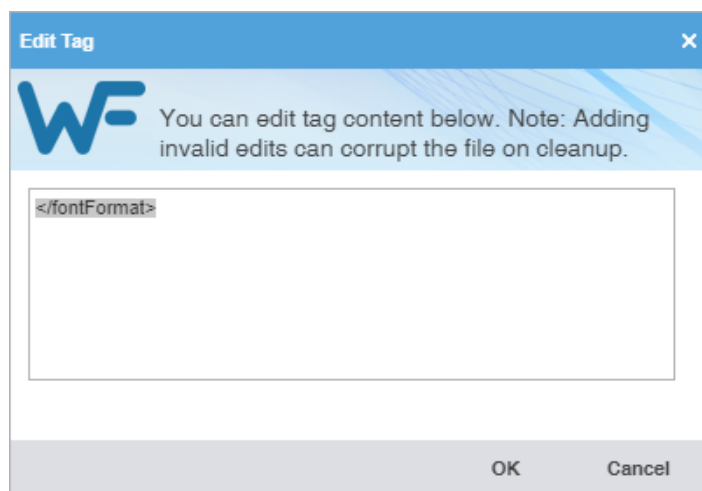
5. Click **OK**.

   Edits to the tag are saved.

MANAGE TAGS
Clear All Tags

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

To clear all tags:

1. Open a file.

2. In **TXLF Editor**, and on the **Edit** tab, click **Clear All Tags** to expand the drop-down menu.
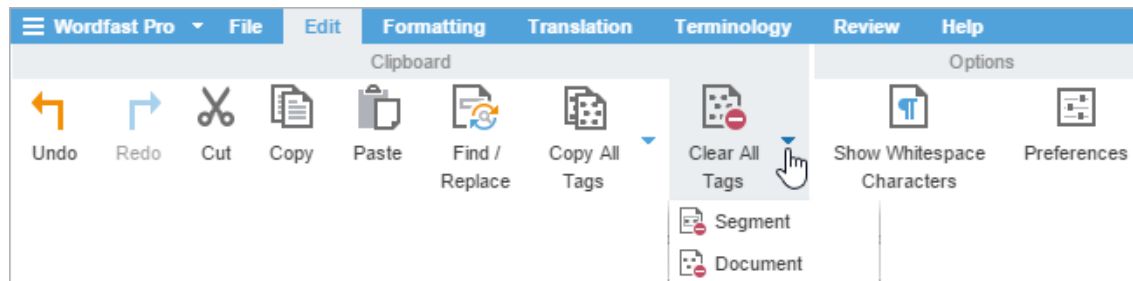
3. Select **Segment** or **Document**.

Segment or **Ctrl-Shift-V**	Clear only the tags from the selected segment
Document	Clear all segment tags for all target segments in the document

A warning message asks you to agree to have all tags cleared 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 file.

2. Follow the steps in Translate a File

3. In **TXLF Editor**, select a tag in a target segment.

4. Choose one of the following actions:

   ● Press **Delete** or **Backspace**.

   ● On the **Edit** tab, click **Cut**, then paste the tag elsewhere.
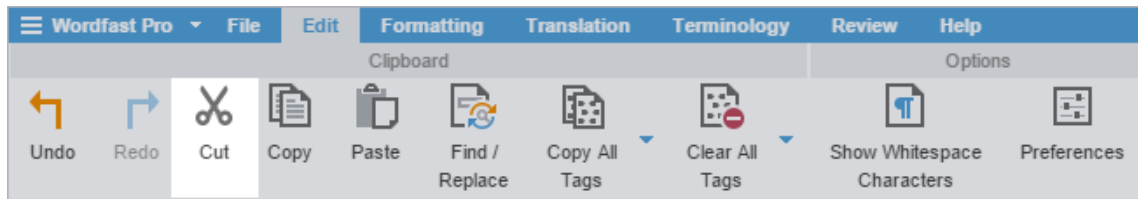
> ⓘ   To undo the change, click **Undo** or press **Ctrl-z**.

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.

Use the **Notes** tab in the **Editor** pane to view and manage project notes.

> ☑   To quickly access **Notes** actions, right-click the segment. Then, select a notes action from the resulting drop-down list.

MANAGE PROJECT NOTES
View Notes

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

> ⓘ   Segments with notes include a ⬒ in the **Status** column.

To view notes:

1. Open a file.

2. In **TXLF Editor**, click the **Notes** tab in the **Editor Pane**, then view note details for all file segments.

Notes for all file segments are displayed.

MANAGE PROJECT NOTES
Add a Note

To add a note:

1. Open a file.

2. In **TXLF Editor**, select a segment.

3. Choose one of the following actions:

   - Click the **Notes** tab in the **Editor** pane, then click **Add Note**.

   - On the **Review** tab, click **Add Note**.

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

Type	Description
Translation	Select to include data for the reviewer from the translator
Review	Select to includes data for the translator from the reviewer
Question	Select to solicit a response about the segment from a user
Important	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

Edit a Note

To edit a note:

1. Open a file.

2. In **TXLF Editor**, select a segment with a note.

3. Choose one of the following actions:
   ● Click the **Notes** tab in the **Editor** pane, then click **Edit Note**.

   ● On the **Review** tab, click **Edit Note**.
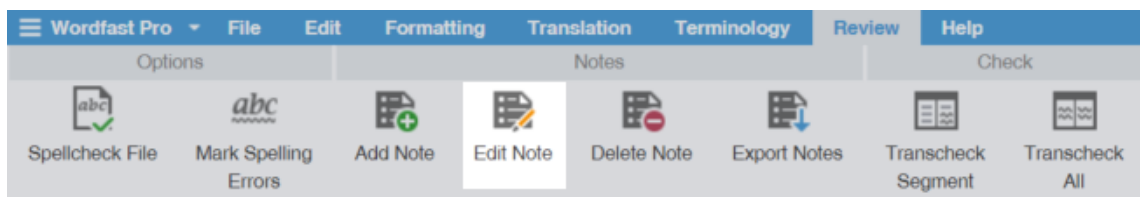
4. On the **Add/Edit Notes** dialog, edit the note.

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 file.

2. In **TXLF Editor**, select a segment with a note.

3. Choose one of the following actions:

   - Click the **Notes** tab in the **Editor** pane, then click **Delete Note**.

   - On the **Review** tab, click **Delete Note**.
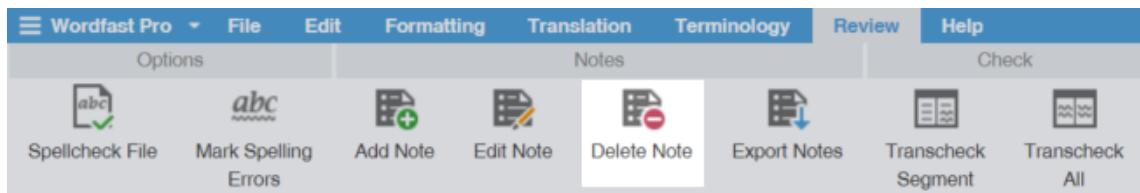
   The note is no longer attached to the segment. If there are no other notes, the notes icon is removed from the **Status** column for the segment.

MANAGE PROJECT NOTES

Export Notes

To export notes:

1. Open a file.

2. In **TXLF Editor**, choose one of the following actions:
    - Click the **Notes** tab in the **Editor** pane, and then click **Export Note**.

    - On the **Review** tab, click **Export Notes**.
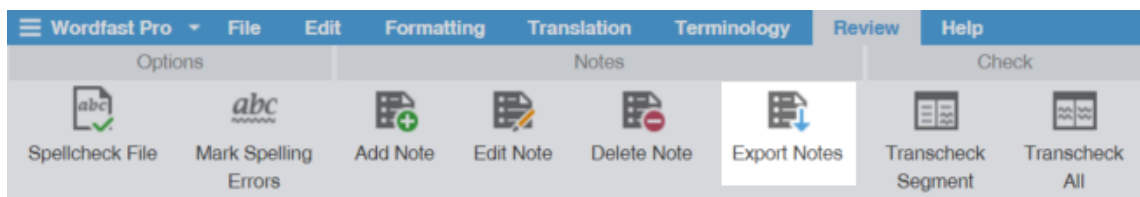
    - Right-click the segment and click **Export Notes**.

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 the notes for the open file are saved in the selected folder location as a table in an HTML file format.

Use 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. The ❶ is displayed in the **Status** column for segments with errors.

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

USE TRANSCHECK
Use Transcheck During Translation

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

To use Transcheck during translation:

1. In **TXLF Editor**, click a segment and complete your translation of that segment.

2. Click **Next Segment** or **Alt+Down**.

3. (Optional) If Transcheck identifies an error in the segment, it posts a warning message. Choose one of the following actions:

   - Click **Go back to fix the issue** to correct the error.

   - Click **Continue** to continue translating without changes.

   If you choose to correct the error, the ⓘ is removed from the **Status** column and from the **Transcheck** tab.

   If you do not correct the error, the ⓘ remains in the **Status** column and on the **Transcheck** tab.

USE 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.

☑   Use the **Transcheck All** option before you complete a file.

To use **Transcheck All**:

1. In **TXLF Editor**, finish translation of all segments in a file.

2. Click the **Review** tab, then click **Transcheck All**.
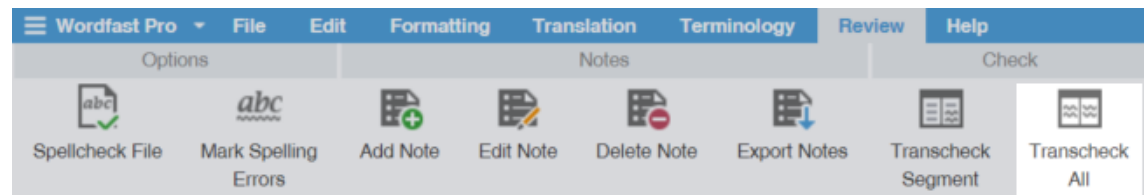
   A Transcheck report and summary result.

3. Review the warnings in the **Transcheck Summary** dialog, then click **OK**.

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.

File Name	Errors in file
transcheckReport5481583249647184112.html	16

Ignored Terminology Errors

X	Error	Action	Condition	Instances

Highlight: ☑ Exact Match ☑ Fuzzy Match ☑ Exact (No Match)
☑ Fuzzy(No Match)

Terminology Check: transcheckReport5481583249647184112.html

[Hide this report]

Seg. ID	Block ID	Source	Target	Comment
3	1-3-1	STREAMLINE PROJECT MANAGEMENT	EFFEKTIVES PROJEKTMANAGEMENT	Incorrect terminology: streamline (eine Stromlinienform geben), STREAMLINE (OPTIMIEREN), Streamline (Optimierung).
12	1-12-1	VENDOR-NEUTRAL PLATFORM	ANBIETERNEUTRALE PLATTFORM	Incorrect terminology: VENDOR (ANBIETER).
15	1-15-1	Streamline your translation process through automation of manual tasks.	Optimierung des Übersetzungsprozesses durch Automatisierung manueller Aufgaben	Incorrect terminology: translation process (Übersetzungsprozess).
21	2-6-1	Track all projects in real time	Unternehmensweit alle Projekte in Echtzeit nachverfolgen und nie	Incorrect terminology: ENTERPRISE (BERICHTERSTELLUNG).

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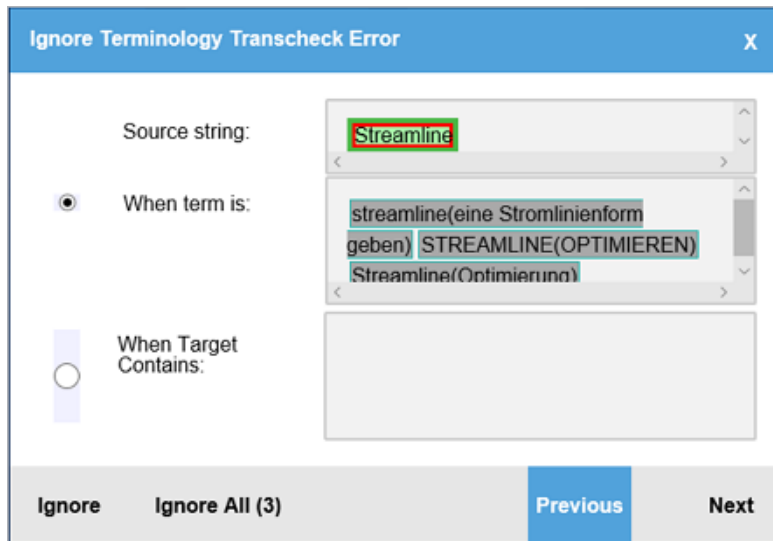
8. (Optional) Either click **Ignore** to disregard the single instance of a string or **Ignore All** to disregard every instance of a string.

ⓘ   The number following **Ignore All** contains the total number of instances within that file.
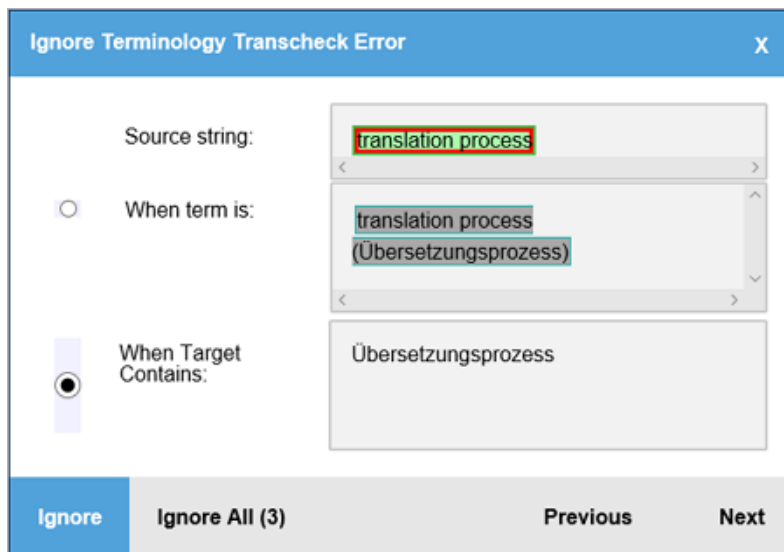
9. (Optional) Review the terms in the **Ignored Terminology Errors** section of the Transcheck report.

File Name	Errors in file
transcheckReport5481583249647184112.html	16

────**Ignored Terminology Errors**────

X	Error	Action	Condition	Instances
X	STREAMLINE	was ignored when term is	streamline(eine Stromlinienform geben)	3
X	translation process	was ignored when term is:	translation process (Übersetzungsprozess)	1
X	enterprise	was ignored when term is	ENTERPRISE (BERICHTERSTELLUNG)	3
X	VENDOR	was ignored when term is:	VENDOR(ANBIETER)	1

Highlight: ☑ Exact Match　☑ Fuzzy Match　☑ Exact (No Match)
☑ Fuzzy(No Match)

────**Terminology Check:**
transcheckReport5481583249647184112.html

[Hide this report]

Seg. ID	Block ID	Source	Target	Comment
3	1-3-1	STREAMLINE PROJECT MANAGEMENT	EFFEKTIVES PROJEKTMANAGEMENT	Incorrect terminology: streamline (eine Stromlinienform geben), STREAMLINE (OPTIMIFRFN)

10. (Optional) After closing the Transcheck report, select any remaining segments with a 🛈 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.

TM Lookup	Notes	Segment History	Metadata	Transcheck (3)

Previous error   Next error   Refresh   Ignore warning

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

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 ❶ is removed from the **Status** column.
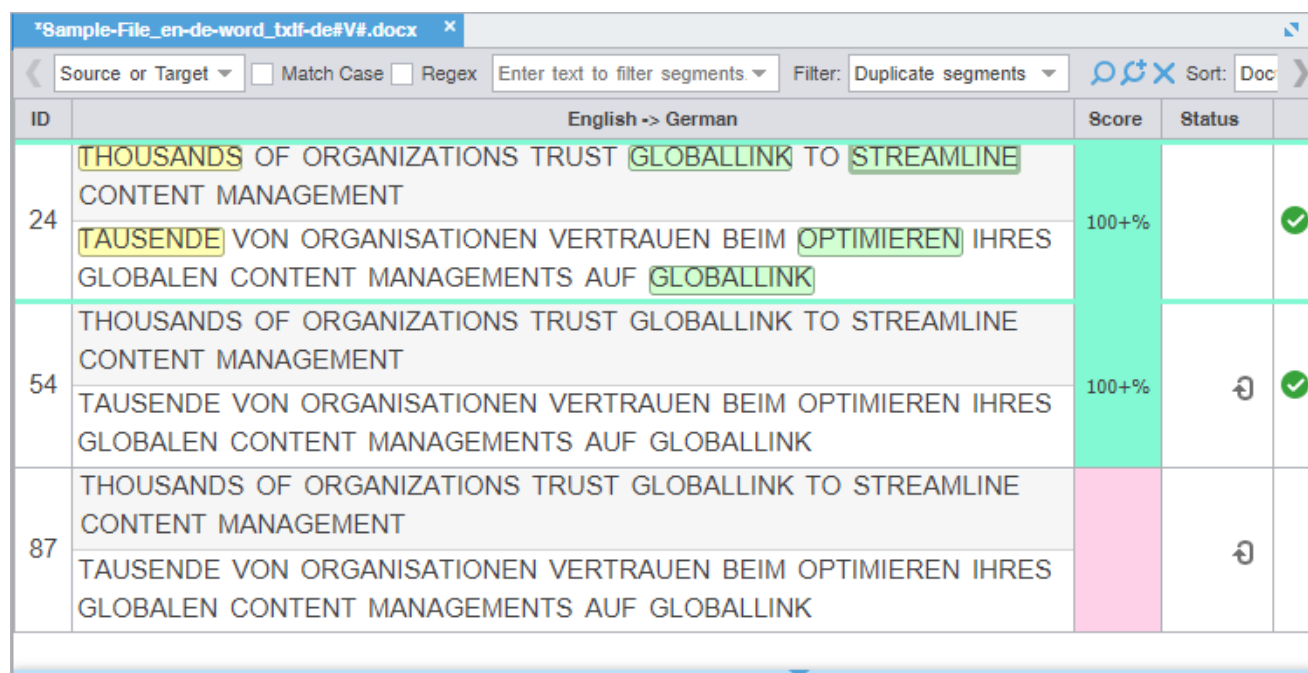
If you do not correct the error, the ❶ remains in the **Status** column.

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.

2. Enter the translation for the first target segment.

3. To commit terms, click **Commit,** or click **Next Segment**, then press **Alt+Down**.

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

Leverage Auto-Suggestion

You can use autosuggestion to propose target content based on specific source content, such as numbers, URLs, and proper names. You can also use it to propose terms for the glossary, 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 bar from black to red. In the example, the target segment has 57 characters, when there is a limit of 56.

Users can monitor the progress bar for maximum segment length violations, and can also configure the Transcheck Report to flag such violations. Refer to [Configure Transcheck](#).

Use Live Preview

You can view the translated content in its original format for MS Word DOC and DOCX files or MS PowerPoint PPT and PPTX files.

Use the default **Live Preview** to generate a dynamic preview of the translated file in **TXLF Editor**.

To generate a live preview:

1. Open a file in **TXLF Editor**.

2. On the **File** tab, select **Live Preview** from the **Preview** drop-down menu.

> (i)   Only one preview option is possible at a time.

3. (Optional) Interact with the live preview of the file.

For MS Word files

The preview pane docks to the right. Click ⚙ for docking options. **Live Preview** highlights the active segment. Move to any other segment by clicking on that area of the live preview.

For MS PowerPoint files

PowerPoint files can be graphically intensive and so may take time to load. The progress bar provides real-time loading status. Click ✖ to cancel the **Live Preview**.

*   **Docking** — The preview pane docks to the right. Click ⚙ for docking options. **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 **Page** field. To return to the first slide in the deck, click ⚙.
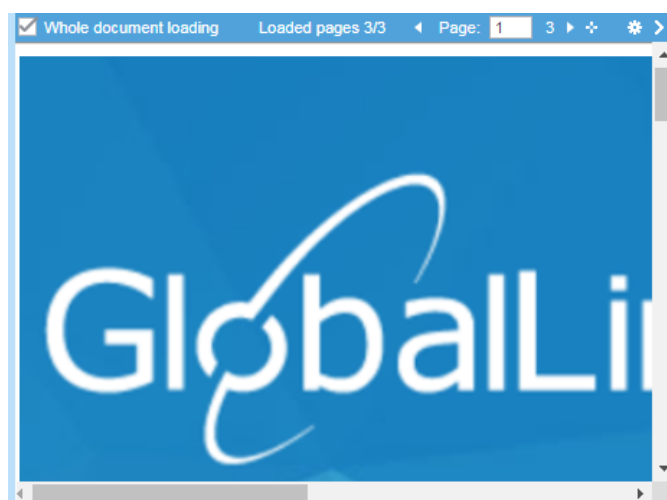
4. Enter the translation or leverage the TM for any segment, then click **Next Segment** on the **Translation** tab or press **Alt-Down**.

The new translation is displayed. To collapse or expand the live preview pane, click ▶ or ◀.

5. (Optional) Click **Synchronize Live Preview** on the **File** tab to refresh the pane.

Use PDF or HTML Preview

You can view the translated content in its original format, if it is an MS Office or HTML source format, using the **Preview** action in the **TXLF Editor**.

To preview files as a PDF or in HTML output:

1. Select a file with translated content on the **File** tab.

2. Select **Office Preview** or **Html Preview** from the **Preview** drop-down menu.

ⓘ   Only one preview option is possible at a time.
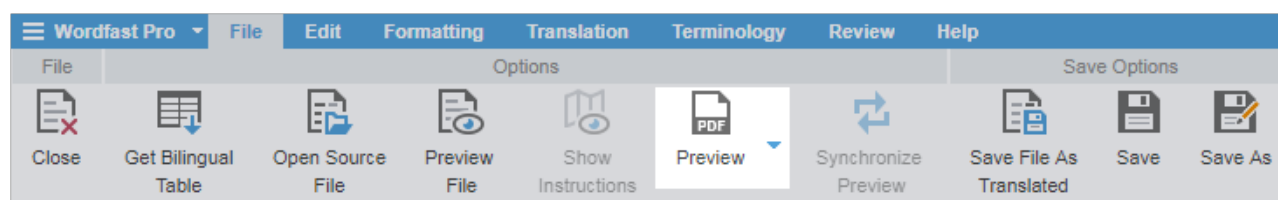
The preview of the translated content is displayed.

Save a File

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

To save your work:

1. Click the **File** tab, if you are not already on it.

2. In **TXLF Editor**, click either **Save** or a **Save Options** action.
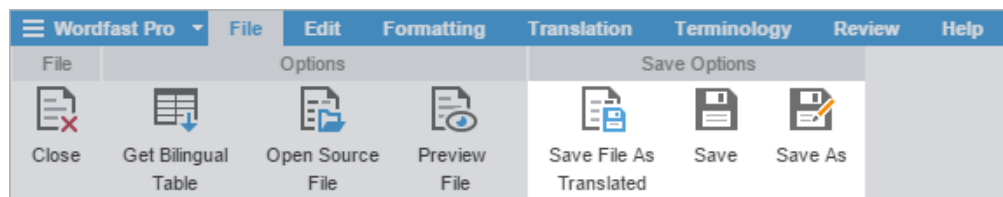
Save File As Translated	Select to save the active file to a local folder.
Save	Select to save the active file to a local folder with the existing file name.
Save As	Select to save the active file to a local folder under a different name.

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

7. 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 TM	Located on your local computer system and only you can access it.
Remote TM	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) when you are sure you do not want collaboration with other users. If you are not sure, connect to a free, hosted service: Wordfast Anywhere (WFA). Refer to [Connect To a Remote Glossary](#).

To create a local TM:

1. On the **Projects** tab, double-click a project from the projects list to open it.

2. On the **Project TM** tab, click **Create Local**.
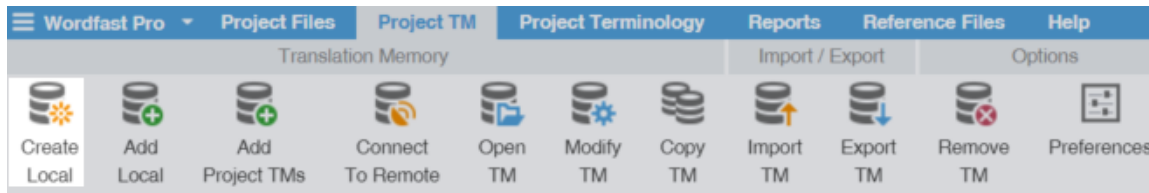
3. On the **Translation Memory** dialog, enter the required TM configuration.

ⓘ Required fields are marked with a red asterisk.

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 sequence in which the application uses the TM 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. Click **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. Click the **Project TM** tab, and then click **Add Local**.
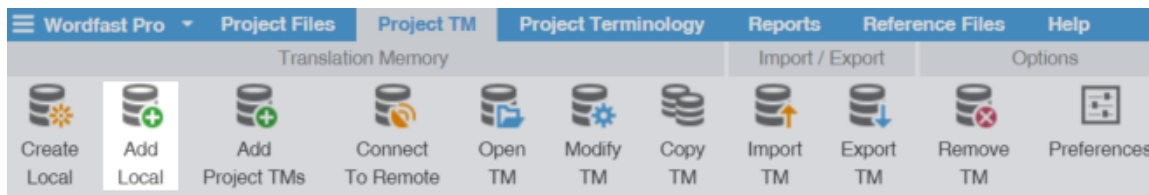
3. On the **Opening TM** dialog, browse to the local TM folder and select it.

4. Click **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. On the **Projects** tab, double-click a project from the projects list.

2. On the **Project TM tab**, click **Add Project TMs**.
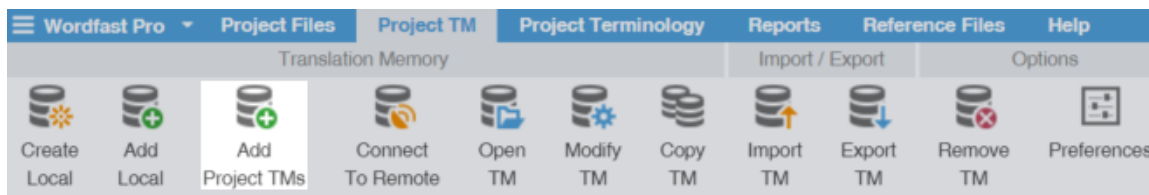
3. On the **Add Project TMs** dialog, enter the project TM information.
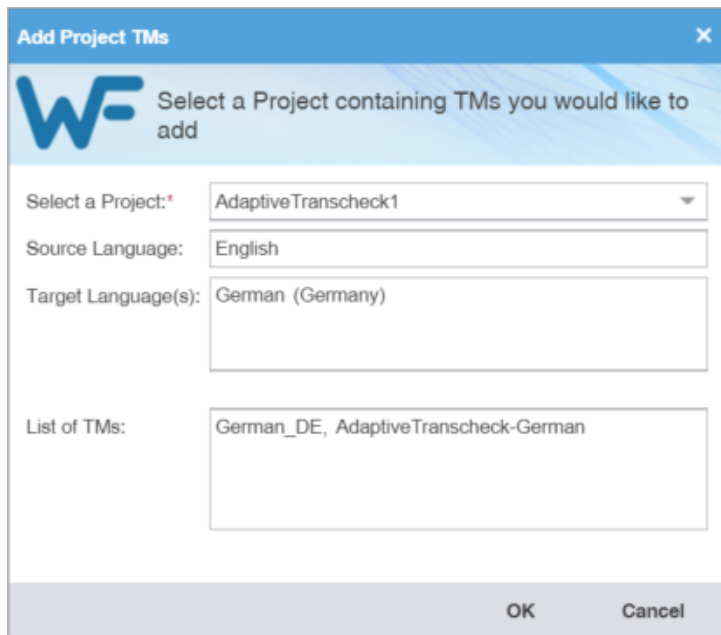
Field	Action
Select a Project	Select a project name from the drop-down list.
Source Language	Leave the auto-populated source language.

Field	Action
Target Language(s)	Leave the auto-populated target languages.
List of TMs	Review the list of TMs associated with that project.

4. Click **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) that reside on other computers, including a free, hosted service: Wordfast Anywhere (WFA).

(i)   Wordfast Anywhere 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. On the **Project TM** tab, click **Connect To Remote**.
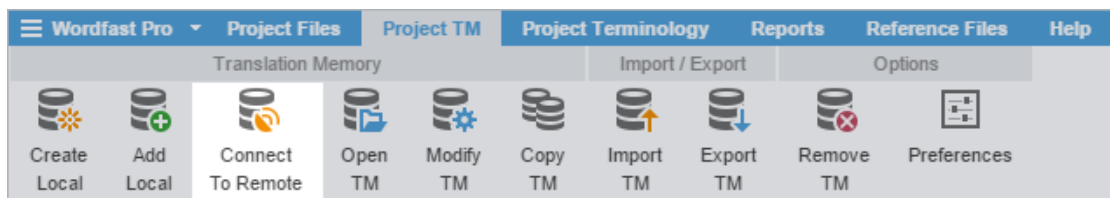
3. On the **Connect to Remote TM** dialog, select the appropriate tab, based on your server options.

    - **TM Server**
    - **WF Server**
    - **WFA Server**

4. (Optional) Add a TM Server on the **TM Server** tab, complete the required fields, and then click **OK**.

    Required fields are marked with a red asterisk.

Field or Option	Action
Symbolic Name	Enter a unique name for the TM.
URL	Enter the remote TM URL using the following format: `tm://address:port/TMS?`. The remaining URL Settings automatically populate when you enter the URL string. Click **Test** to validate the connection.
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, and then click **OK**.

Required fields are marked with a red asterisk.

Field or Option	Action
Symbolic Name	Enter a unique name for the TM.
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. (Optional) The **Password** and **Workgroup ID** fields depend on server settings. 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.
Use TM Write Password	(Optional) Require a password to clean up target content and update the TM. Include the password in the **TM Write Password** field after selecting this option. If a password is not set in the **WF Server**, then select the checkbox, but leave the field empty.
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, and then click **OK**.

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 on **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 on 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`, and 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.
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. 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 click **Open TM**.
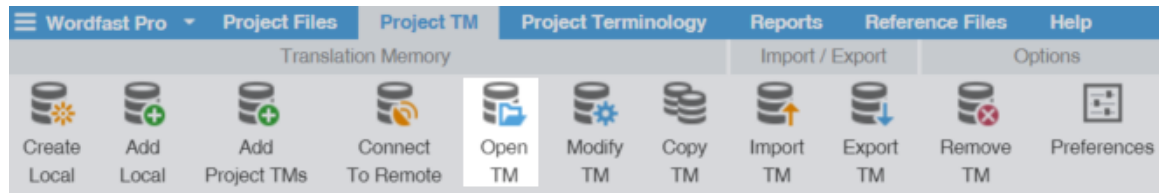
3. On the **TM Editor** tab, view the translation units (TUs) for both source and target languages.
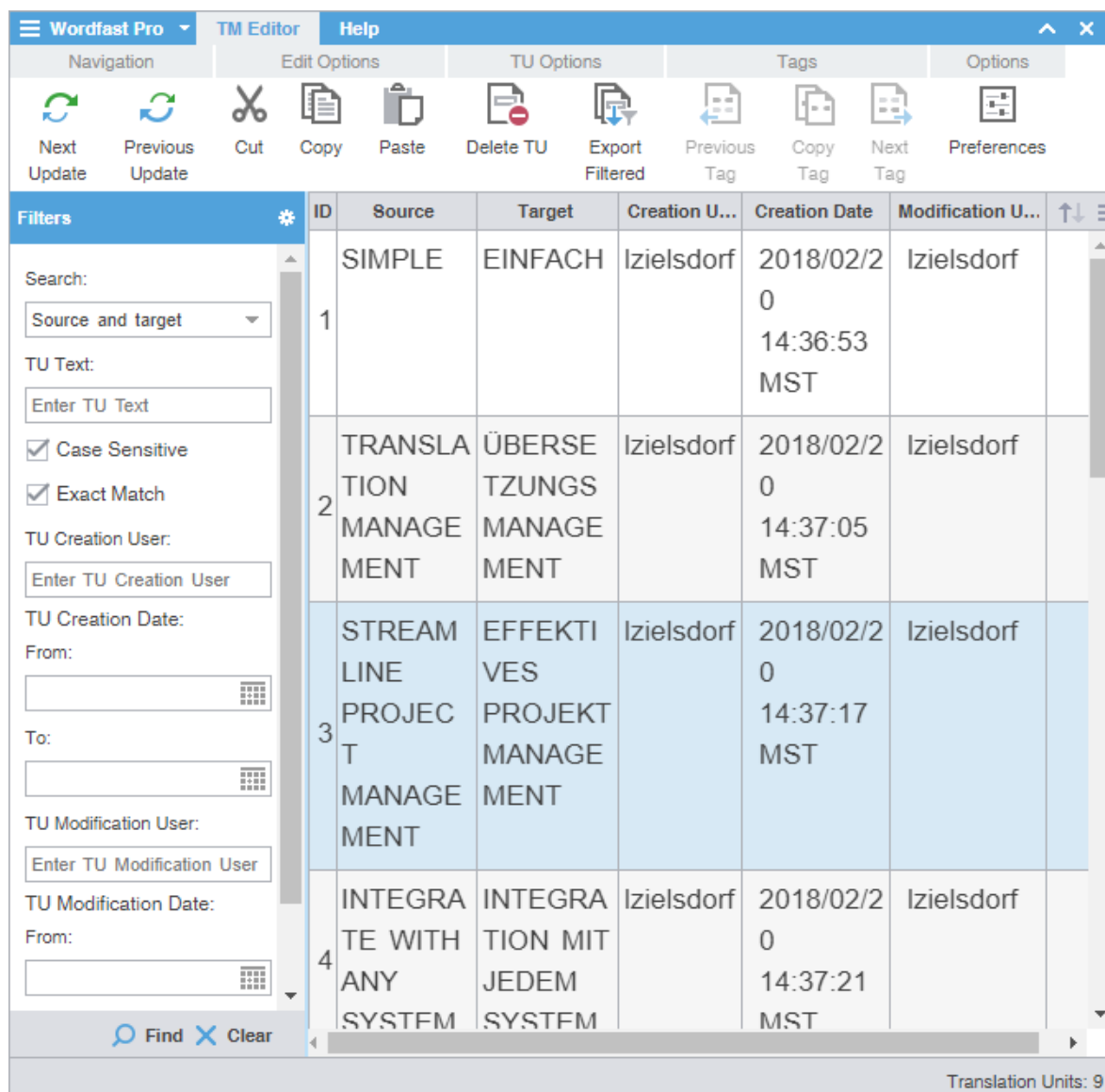
4. (Optional) To search for source or target translation units (TUs), enter your search criteria in the appropriate fields in the **Filters** sidebar, and then click **Find**.

> (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, click **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.
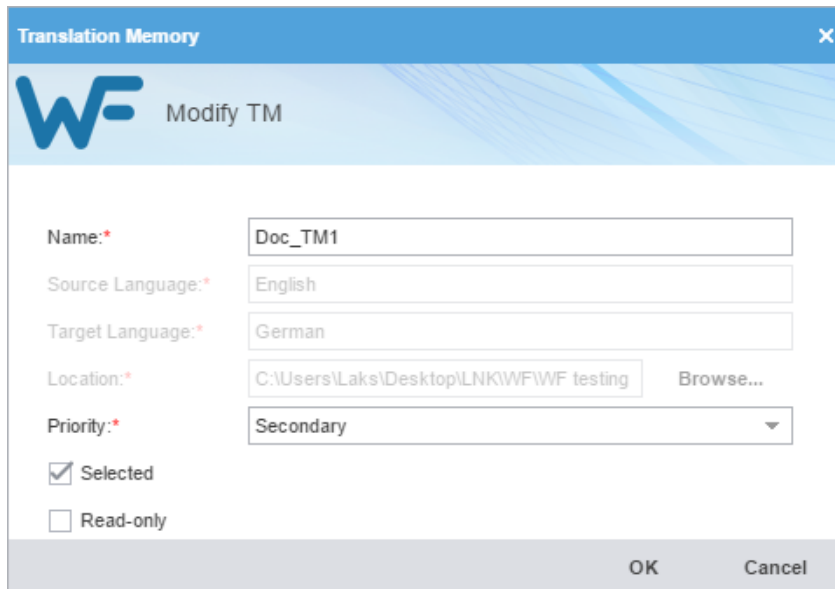
To modify a local or remote TM:

1. On the **Projects** tab, double-click a project from the projects list to open it.

2. Select a TM.

3. On the **Project TM** tab, click **Modify TM**.
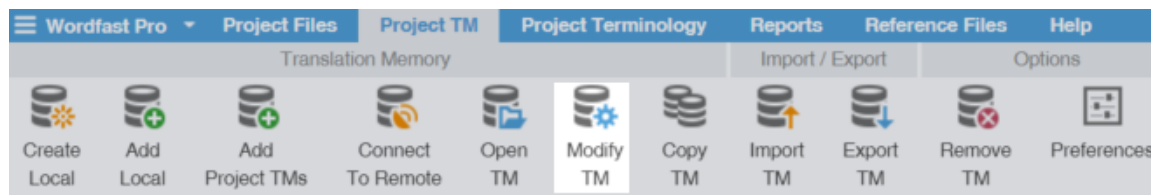
4. On the **Translation Memory** dialog, modify the TM details as required.

> (i) Required fields are marked with a red asterisk.

> (i) If you modify the **Name** field, it will only make the TM name change within the Wordfast Pro application, not on your local disk.

ⓘ   You can only select one primary TM for a project.

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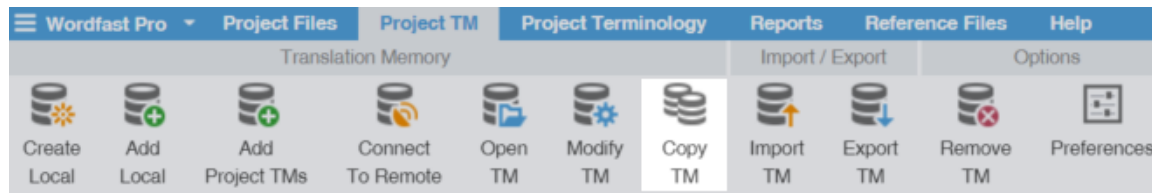
3. On the **Copy Translation Memory** dialog, enter the TM **Name**.

ⓘ   Required fields are marked with a red asterisk.
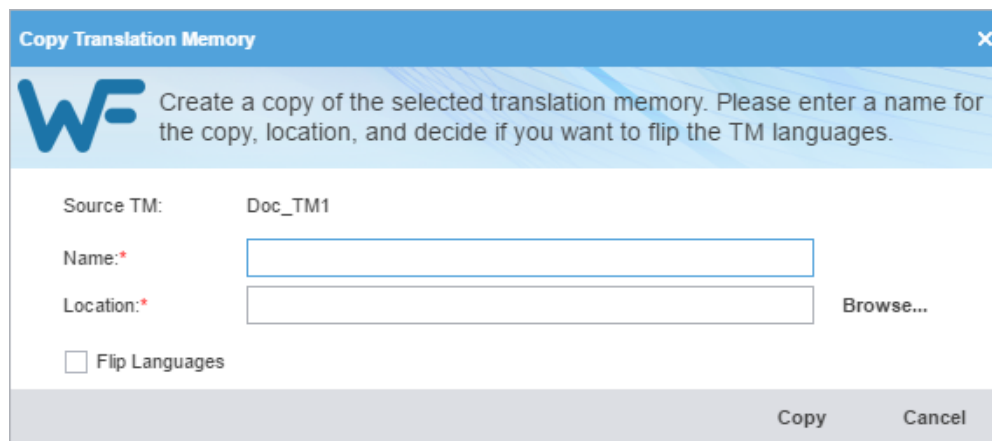
4. Browse and select the **Location** on your disk for the TM copy.

5. (Optional) Select **Flip Languages**, to reverse the source and target languages, and then click **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. On the **Projects** tab, double-click a project from the projects list to open it.

2. Click **Import TM** on the **Project TM** tab.

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

ⓘ   Required fields are marked with a red asterisk.

Field	Action
File Type	• **WF Classic TM**—File format provides backward compatibility for Wordfast Classic and Wordfast Pro 3. • **TMX—**Translation Memory eXchange file format provides compatibility with all translation tools.
Import File	Identifies the file for import.
Create New TM	Imports the TM into a new TM file.
Import into Existing TM	Imports the TM into an available TM file, based on selection from the drop-down list.

Field	Action
Existing TM	Selects an available TM file, based on selection from the drop-down list.
If TU already exists	Imports the TM into an available TM file, based on selection from the drop-down list.
Delete all TUs from existing TM	Deletes the existing TM and replaces it with the new TM.

4. Click **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. On the **Projects** tab, double-click a project from the projects list to open it.

2. Select a TM assigned to that project.

3. Click **Export TM** on the **Project TM** tab.

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.

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. Click **OK**.

The selected translation memory exports to the selected folder location.

8. Leverage Project Terminology Lists

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

- **Glossary**—A database of preferred source terms, words, and phrases paired with their target equivalents designated as preferred and client-specific
- **Blacklist**—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. On the **Projects** tab, double-click a project from the projects list.

2. On the **Project Terminology** tab, click **Create Local**.
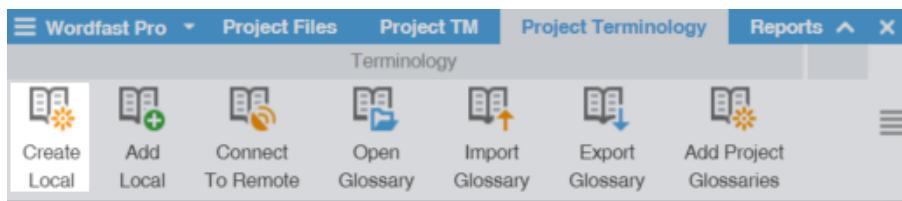
3. On the **Create Glossary** dialog, enter the glossary information.

ⓘ   Required fields are marked with a red asterisk.

Field	Action
Name	Enter a unique name for the glossary.
Source Language	The source language auto-populates.

Field	Action
Target Language	Select a language from the drop-down list. The target languages for your project are those available in the drop-down list.
Location	Enter the file 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 Import a Local Glossary.

To add a local glossary:

1. On the **Projects** tab, double-click a project from the projects list.

2. On the **Project Terminology** tab, click **Add Local**.
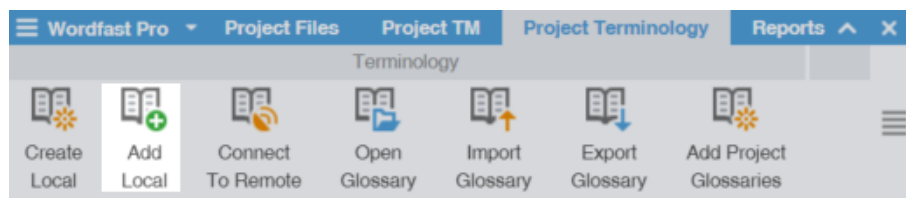
3. On the **Creating Glossary** finder, browse to a glossary folder and select it.

4. Click **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. On the **Projects** tab, double-click a project from the projects list to open it.

2. On the **Project Terminology tab**, click **Add Project Glossaries**.
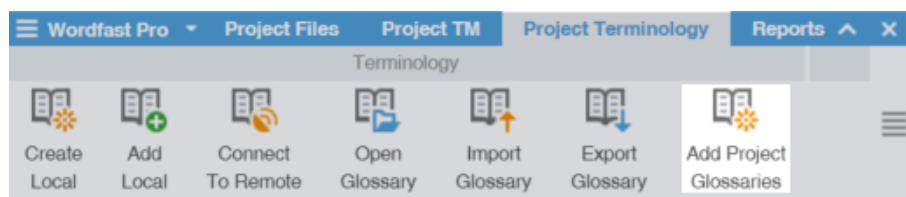
3. On the **Add Project Glossaries** dialog, enter the project glossaries information.

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. Click **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: Wordfast Anywhere (WFA).

(i) Wordfast Anywhere 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**.
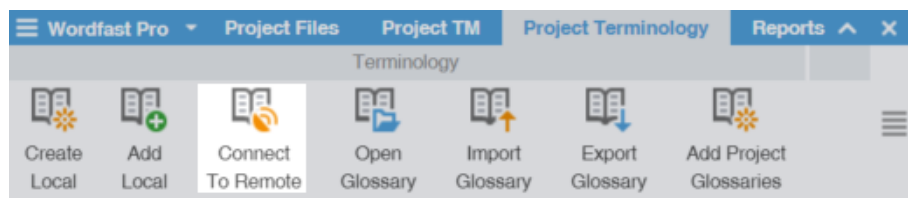
3. On the **Connect to Remote Glossary** dialog, select the appropriate tab, based on your server options.

4. (Optional) Add a Term Manager (TMGR) Server on the **TMGR Server** tab, complete the required fields, then click **OK**.

ⓘ   Required fields are marked with a red asterisk.

Field or Option	Action
Name	Enter a unique name for the glossary.
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: `tmgr://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. 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.
Create Blacklist Connection	(Optional) Select to connect to an available blacklist already in TMGR.

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

   Required fields are marked with a red asterisk.

Field or Option	Action
Name	Enter a unique name for the glossary.
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: `wf://jsmith:password@address:port/tmgr?`. The remaining URL Settings automatically populate when you enter the URL string. Click **Test** to validate the connection.
Address	Enter the address associated with the URL.
Port	Enter the port associated with the URL.
Username	Enter the username associated with the URL log in.
Password	(Optional) Enter the password associated with the username.
Workgroup ID	(Optional) Enter the workgroup ID for the project.
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 by completing the required fields, then click **OK**.

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.
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 on **TMs & Glossaries**, then **Setup**. 3. On the **TMs and glossaries management** dialog, select a glossary. 4. Click **Manage Sharing**. 5. On the **TMs and glossaries shares** dialog, click on the API key and copy the text string. 6. 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.

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

LEVERAGE PROJECT GLOSSARIES

Open and Edit a Local Glossary

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

⚠️ You cannot open a remote glossary in Wordfast Pro.

To open and edit a local glossary:

1. On the **Projects** tab, double-click a project from the projects list to open it.

2. On the **Project Terminology** tab, select a local glossary, and click **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.
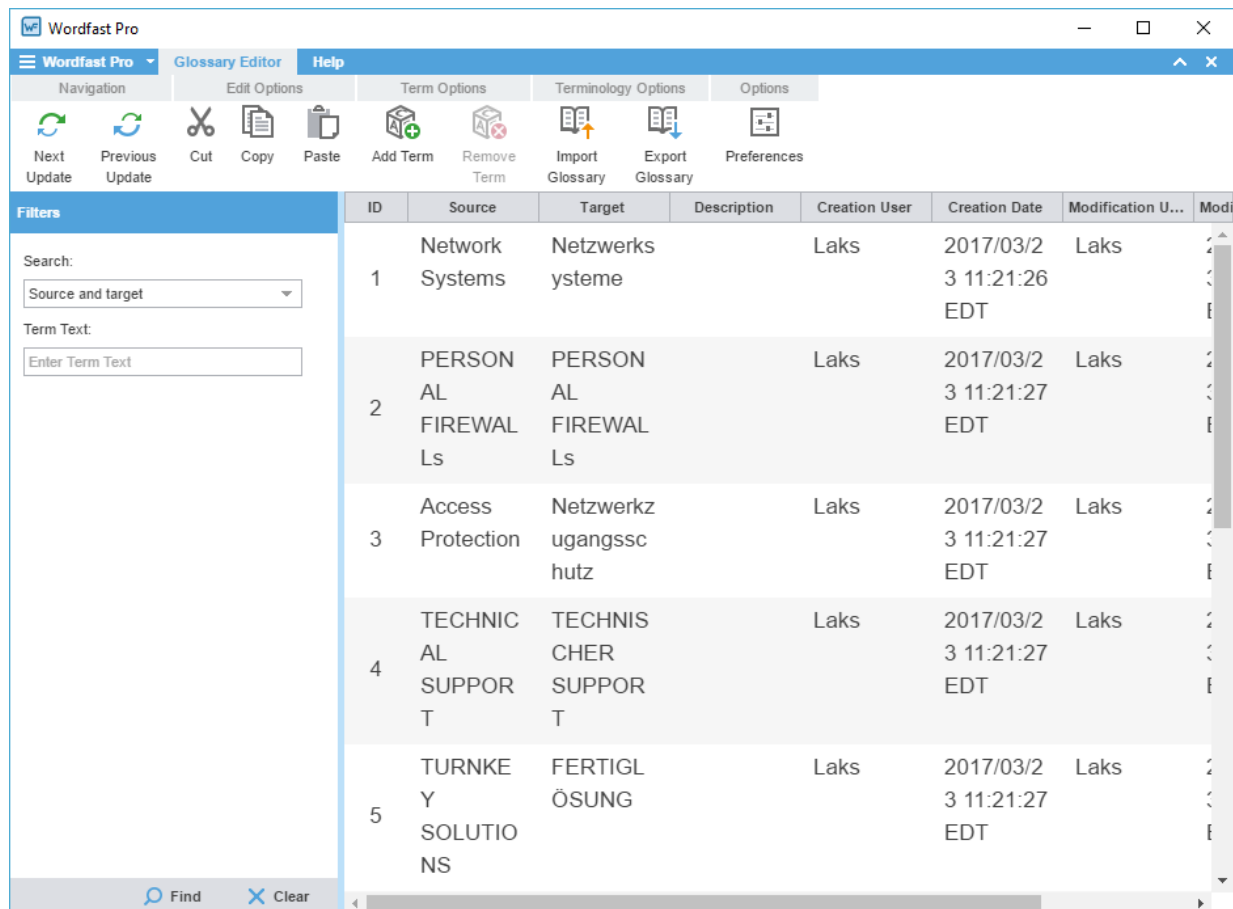
4. (Optional) To search for source or target terms, enter your search criteria in the appropriate fields in the **Filters** sidebar, and then click **Find**.

   (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, click **Clear**.

6. (Optional) Use the **Edit Options** actions, such as **Cut**, **Copy**, and **Paste** within the source and target columns.

LEVERAGE PROJECT GLOSSARIES
Import a Local Glossary

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.
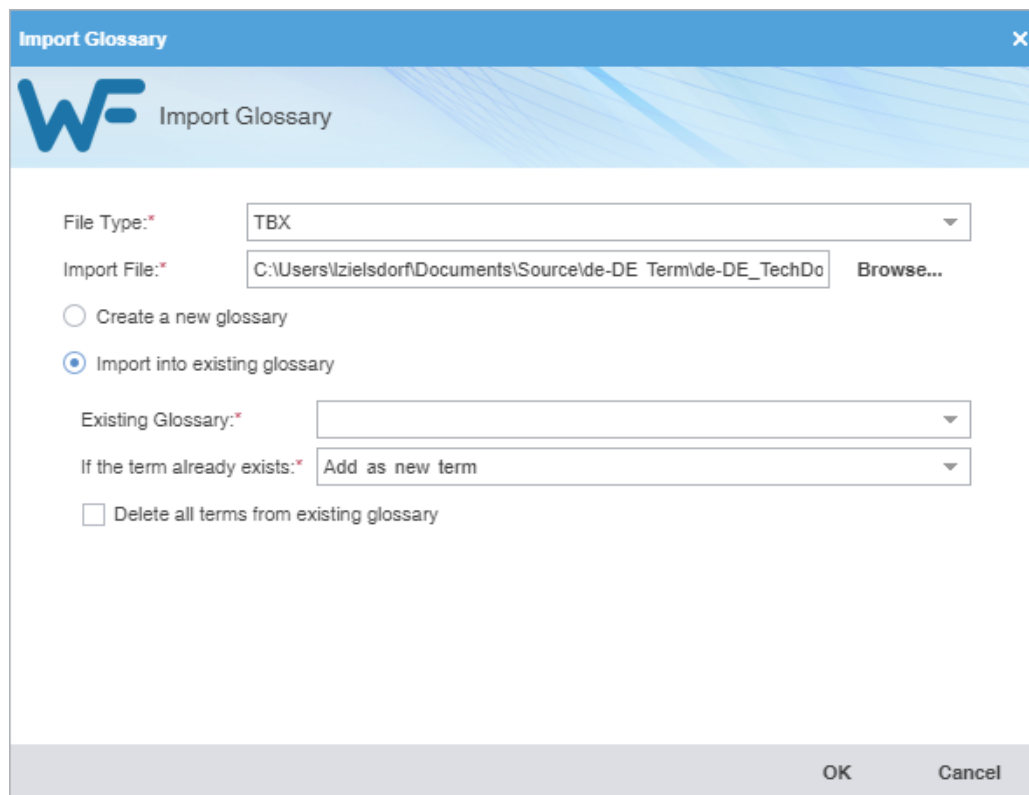
To import a local glossary:

1. On the **Projects** tab, double-click a project from the projects list.

2. Click **Import Glossary** on the **Project Terminology** tab.

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

   Required fields are marked with a red asterisk.

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	Click **Browse** to locate and select an **Import File**.
Create a new glossary	Click to use the imported glossary to create a new glossary rather than add terms to an existing glossary.
Import into existing glossary	Click 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.
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. Click **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.

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

To export a local glossary:

1. On the **Projects** tab, double-click a project from the projects list.

2. On the **Project Terminology** tab, select a glossary and click **Export Glossary**.
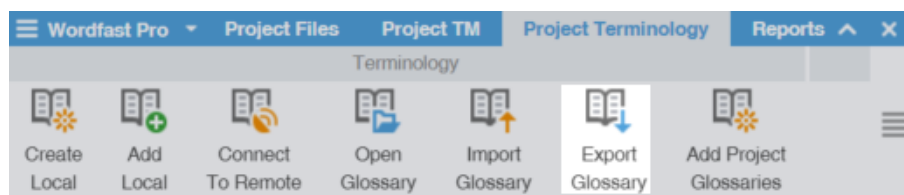
3. On the **Export Glossary** dialog, select a glossary from the drop-down list.
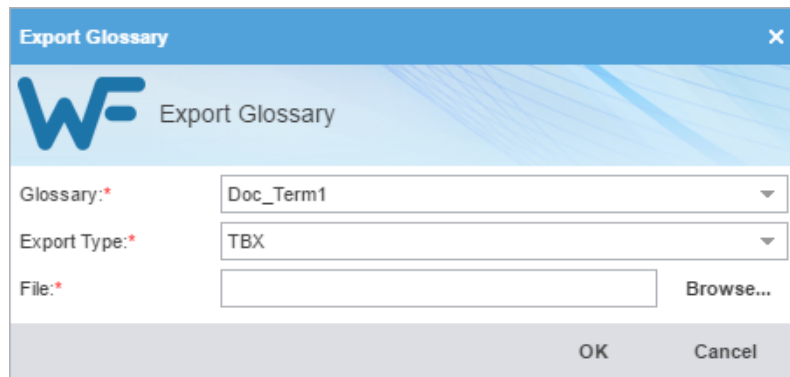
4. Select the file **Export Type** from the drop-down list.

- **Term Base eXchange (TBX)** — Use with other CAT tool glossaries
- **Tab delimited text file (TXT)** — Use with Wordfast Classic and Wordfast Pro 3 glossaries

5. Click **Browse** to locate and select the export file location, then click **Save**.

6. Click **OK**.

    The glossary is exported to the specified file location.

Leverage Project Blacklists

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

LEVERAGE PROJECT BLACKLISTS

Create a Local Blacklist

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

To create a local blacklist:

1. On the **Projects** tab, double-click a project from the projects list.

2. On the **Project Terminology** tab, click **Create Local** in the **Blacklist** group.
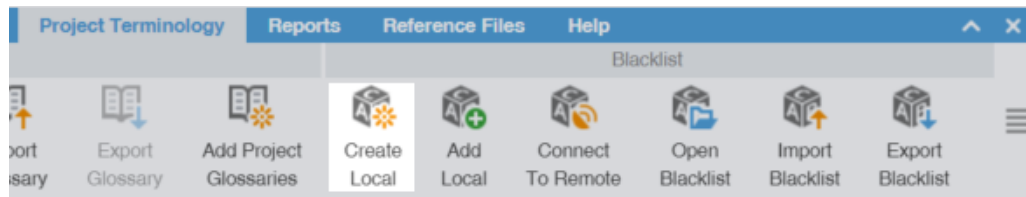
3. On the **Create Blacklist** dialog, enter the required blacklist information.

   (i)   Required fields are marked with a red asterisk.

Field	Action
Name	Enter a unique blacklist name that includes the client or organization name and the blacklist target language for easy identification.
Language	Select the blacklist's target language, which is limited to languages configured in the project.
Location	Select the destination for the new blacklist.
Selected	(Optional) Select to use the current blacklist for the project.
Read-Only	(Optional) Select to leverage the blacklist without updating it with the new translation.

4. Click **OK**.

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

LEVERAGE PROJECT BLACKLISTS
Add a Local Blacklist

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

To add a local blacklist:

1. On the **Projects** tab, double-click a project from the projects list to open it.

2. On the **Project Terminology** tab, click **Add Local** in the **Blacklist** group.
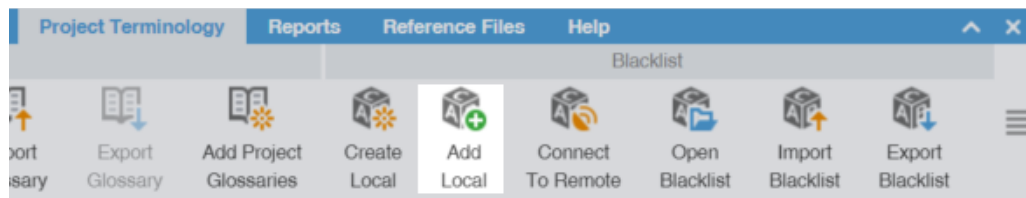
3. On the **Creating Blacklist** finder, browse to a blacklist file and select it.

4. Click **Select Folder**.

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

LEVERAGE PROJECT BLACKLISTS

Connect to a Remote Blacklist

You can connect to one or more blacklists that reside on other computers.

To connect to a remote blacklist:

1. On the **Projects** tab, double-click a project from the projects list.

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

3. On the **Connect to Remote Blacklist** dialog, enter the required information, based on your server options.

(i)   Required fields are marked with a red asterisk.

Field or Option	Action
Name	Enter a unique name for the blacklist.
Target Language	Select a target language from the drop-down list.
URL	Enter the remote TMGR URL using the following format: `tmgr://address:port/TMS?`. The remaining URL Settings automatically populate when you enter the URL string. Click **Test** to validate the connection.

Field or Option	Action
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 blacklist for the project.

4. Click **OK**.

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

LEVERAGE PROJECT BLACKLISTS

Open and Edit a Local Blacklist

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

⚠️   You cannot open a remote blacklist in Wordfast Pro.

To open and edit a local blacklist:

1. On the **Projects** tab, double-click a project from the projects list to open it.

2. On the **Project Terminology** tab, select a local blacklist, and click **Open Blacklist**.
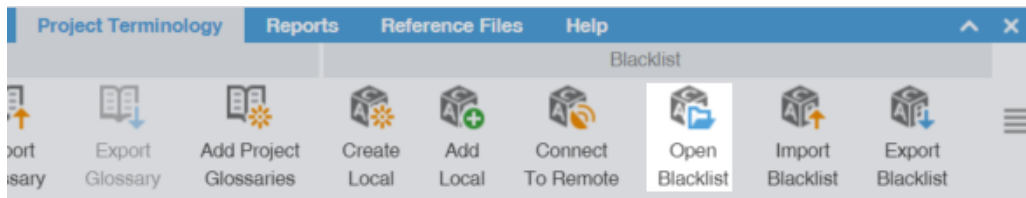
3. On the **Blacklist Editor** tab, view the blacklist terms for both source and target languages. You can also filter, add, remove, and update terms.
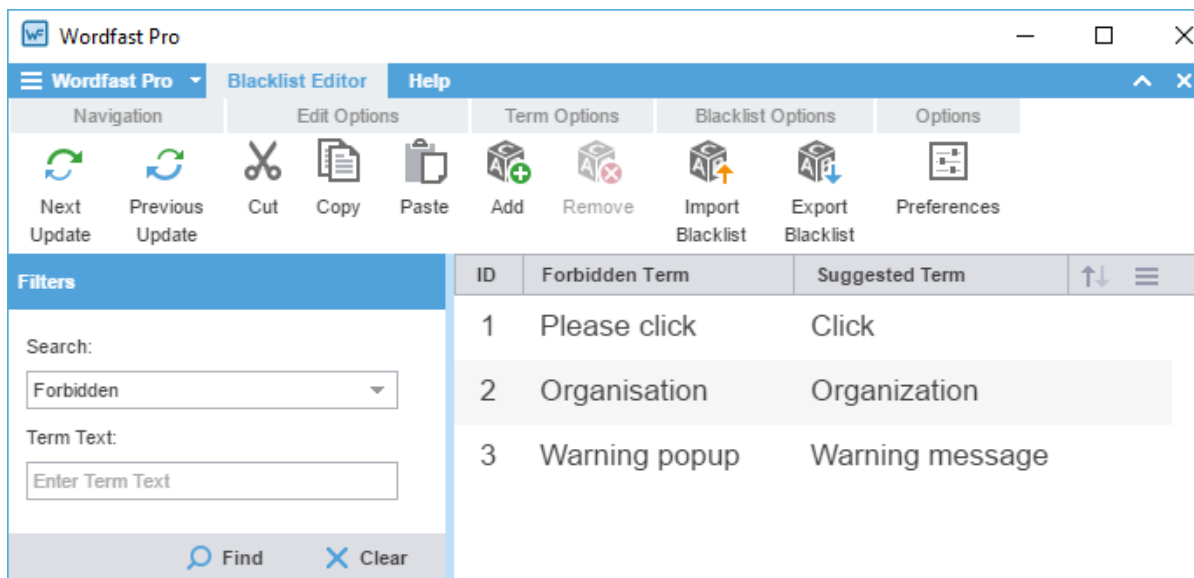
4. (Optional) To search for source or target blacklist terms, enter your search criteria in the appropriate fields in the **Filters** sidebar, and then click **Find**.

> (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, click **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 BLACKLISTS

Import a Local Blacklist

To use a local blacklist from another source, use the **Import Blacklist** action.
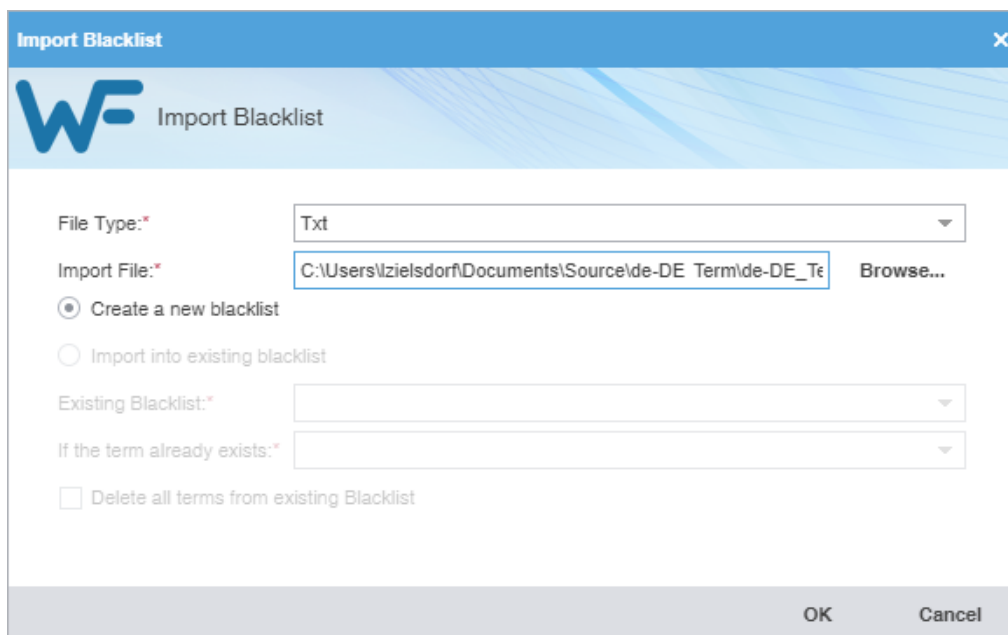
To import a local blacklist:

1. On the **Projects** tab, double-click a project from the projects list.

2. Click **Import Blacklist** on the **Project Terminology** tab.
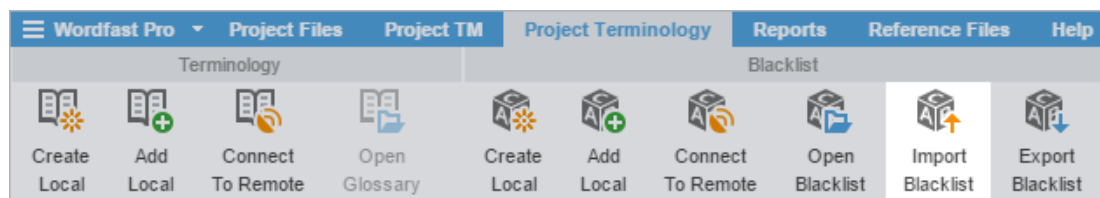
3. On the **Import Blacklist** dialog, select the import **File Type** from the drop-down list.

   Required fields are marked with a red asterisk.

Field	Action
File Type	Select **TXT** as the file format for importing raw text files.

Field	Action
Import File	Click **Browse** to locate and select an **Import File**.
Create a new blacklist	Click to use the imported blacklist to create a new blacklist, rather than add terms to an existing blacklist.
Import into existing blacklist	Click to use the imported blacklist to add to the selected blacklist.
Existing Blacklist	Select from the drop-down list to append the imported blacklist to an existing blacklist file.
If term already exists	Select from the drop-down list to import the term into an existing blacklist file. **Add as a new term** — Add the term to the existing blacklist file. **Do not overwrite** — Ignore the term and retain the term already in the blacklist file. **Overwrite existing term** — Use the new term to replace the term already in the blacklist file.
Delete all terms from existing Blacklist	Select to delete the existing term and replace it with the new blacklist term.

4. Click **OK**.

   The blacklist is imported and displayed in the project **Blacklist**.

LEVERAGE PROJECT BLACKLISTS
Export a Local Blacklist

To share a local blacklist with another linguist, use the **Export Blacklist** action.

To export a local blacklist:

1. On the **Projects** tab, double-click a project from the projects list.

2. Select a blacklist from the project **Blacklist** on the **Project Terminology** tab.

3. Click **Export Blacklist** on the **Project Terminology** tab.
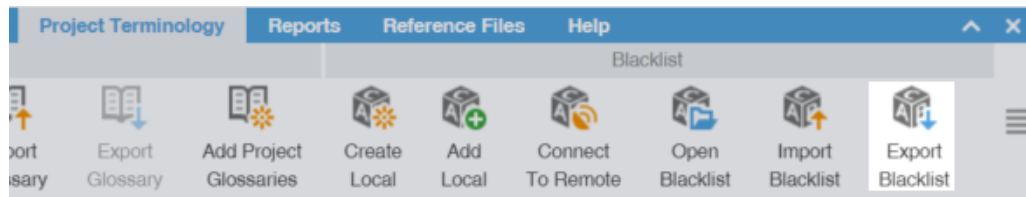
4. On the **Export Blacklist** dialog, choose a blacklist name, export type, and folder location for the blacklist export file.

   ⓘ Required fields are marked with a red asterisk.
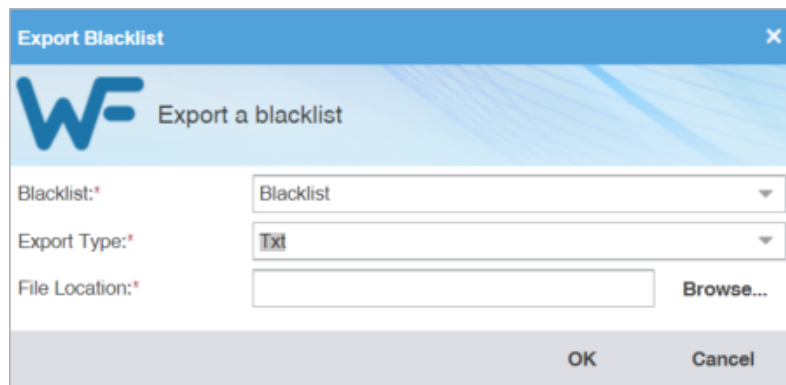
Blacklist	Select a blacklist from the drop-down list.
Export Type	Select the export file type from the drop-down list.
File Location	Browse and select the folder location for the export file.

5. Click **OK**.

   The selected blacklist exports to the selected folder location.

Use Project Terminology Options

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

USE PROJECT TERMINOLOGY OPTIONS
Modify a Glossary or Blacklist

To modify a glossary or blacklist:

1. On the **Projects** tab, double-click a project from the projects list.

2. On the **Project Terminology** tab, click a glossary or blacklist.

3. Click **Modify**.
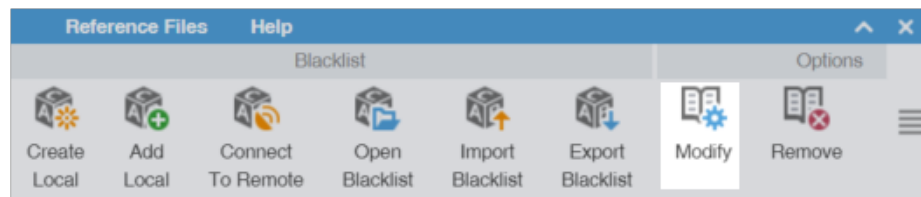
4. On the **Create Glossary** or **Modify a Blacklist** dialog, enter the required information. Based on your selection, other fields auto-populate.

   (i)   Required fields are marked with a red asterisk.

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

5. Click **OK**.

   Your modifications are saved.

USE PROJECT TERMINOLOGY OPTIONS

Remove a Glossary or Blacklist

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

To remove a glossary or blacklist:

1. On the **Projects** tab, double-click a project from the projects list.

2. On the **Project Terminology** tab, select a glossary or blacklist.

3. Click **Remove**.
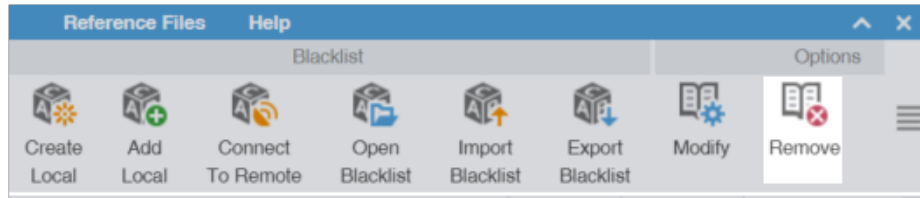
A warning message asks you to agree to the removal.

4. Click **Yes**.

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

9. Monitor Reports

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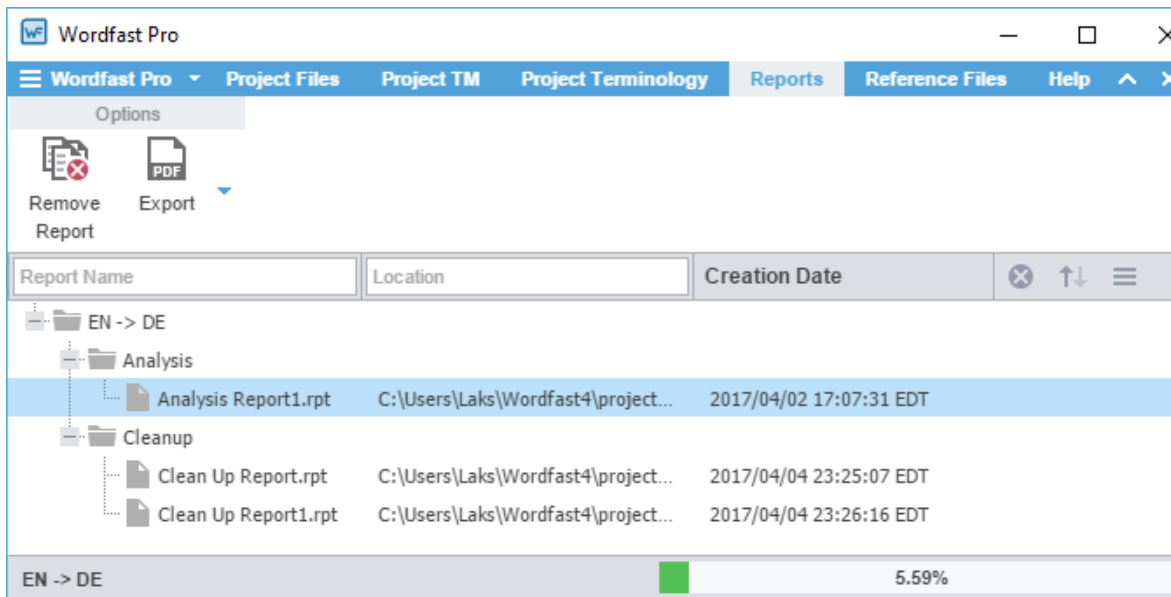
Open a Report

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

To open a report:

1. On the **Reports** tab, select a report.

2. Double-click the report file name.

Report File   ✕

Primary TM: tms://stg-support1.com/TMS?
tm=DOC000003/MAR000003&usr=Mar-en-
de&pwd=*****
Secondary TM:
file://C:\Users\Laks\Desktop\LNK\WF\WF
testing\Doc_TM1

⊟ Summary

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

⊞ **C:\Users\Laks\Wordfast4\projects\Document
ation2\de\txlf\Sample_1.docx1.txml.txlf**

⊞ **C:\Users\Laks\Wordfast4\projects\Document
ation2\de\txlf\Sample_3.docx.txml.txlf**

                                                              OK

3. Review the report, and then click **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.

≡ Wordfast Pro ▾	Project Files	Project TM	Project Terminology	Reports	Reference Files	Help

Options

Remove   Export
Report

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

    The report is saved to the designated location.

10. 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.
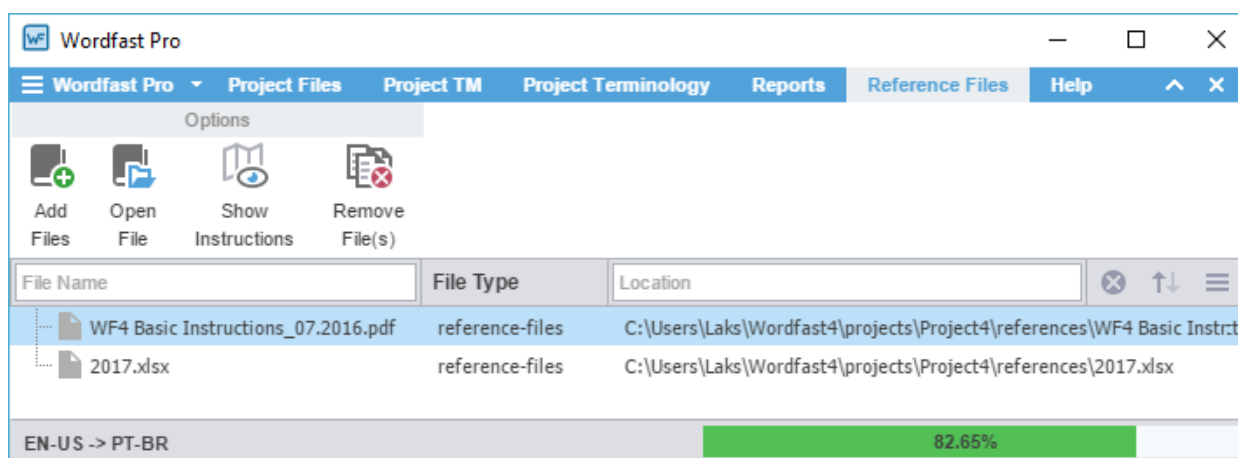
Add Reference Files

To add reference files:

1. On the **Projects** tab, double-click a project from the projects list to open it.

2. On the **Reference Files** tab, click **Add Files**.

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

4. Click **Open**.

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

Open a Reference File

To open a reference file:

1. On the **Projects** tab, double-click a project from the projects list to open it.

2. On the **Reference Files** tab, select a reference file from the list.

3. Click **Open File**.
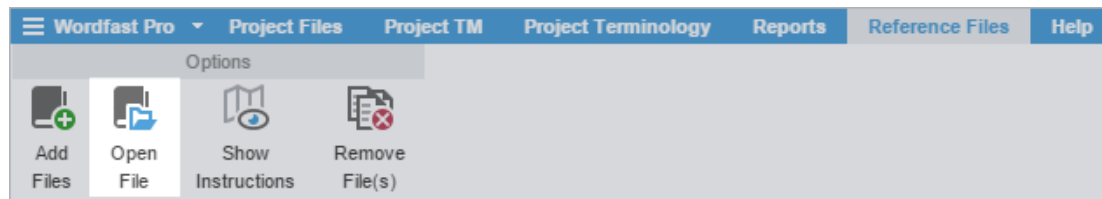
The selected file is opened.

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, click **Show Instructions**.
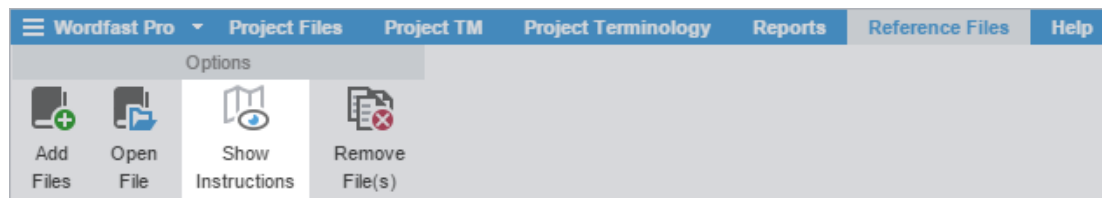
3. In the **Instructions** dialog, review the instructions on the first **Instructions**tab, then click the **Background Instructions** tab for any project-related or more general information and instructions.

4. Click **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.

(i)   To add a removed reference file, use the **Add Files** action on the **Reference Files** tab.

To remove a reference file:

1. On the **Projects** tab, double-click a project from the projects list to open it.

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

3. Click **Remove File(s)**.
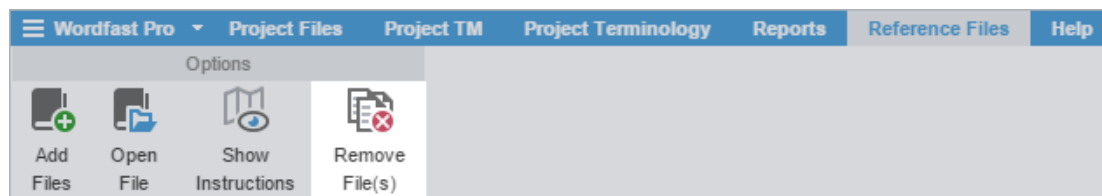
4. On the **Remove** dialog, select one of the available buttons.
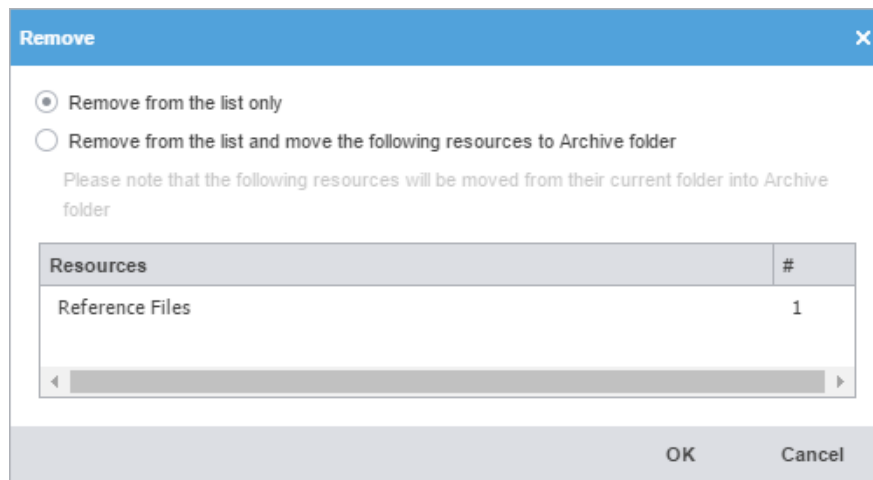
Remove from the list only		Removes the reference file from the files list, but retains the reference files resources in the project folder on your computer
Remove from the list and move the following resources to Archive folder		Removes the reference file from the files list and moves them to the archive folder inside the project folder on your local computer

5. Click **OK**.

11. 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 on to translation.

ⓘ Access the **Quick Tools** view from the drop-down menu on the **Wordfast Pro** tab.
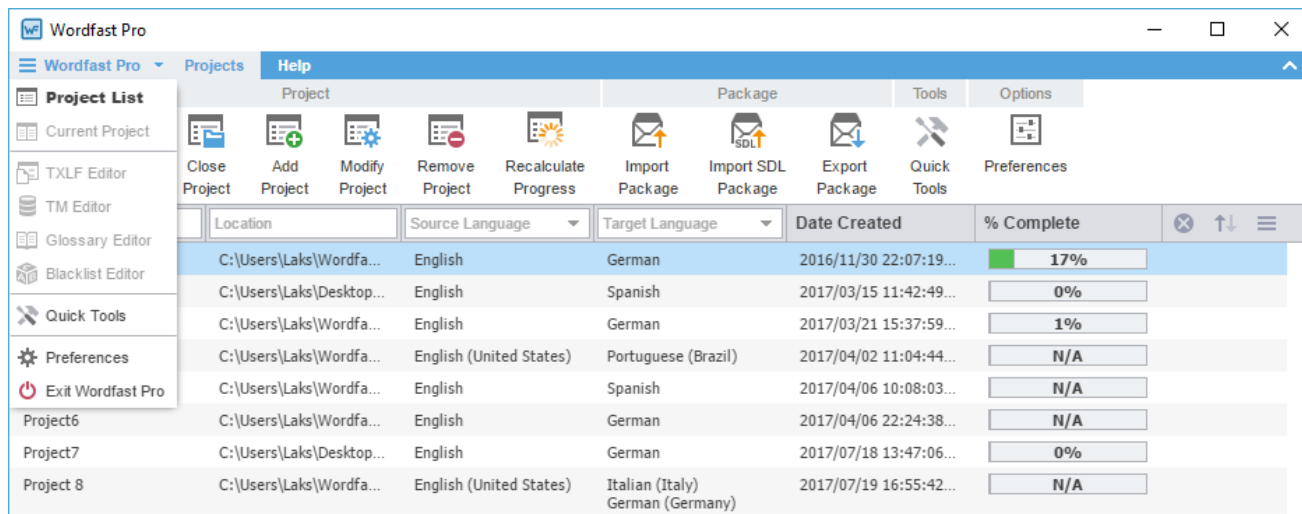
Analysis

ⓘ The **Analysis** tab is displayed when you first open **Quick Tools**. Any further **Quick Tools** access displays the last **Quick Tools** tab you used.

To analyze files:

1. Click the **Wordfast Pro** drop-down menu and select **Quick Tools**.

2. Click the **Analysis** tab if it is not already selected.
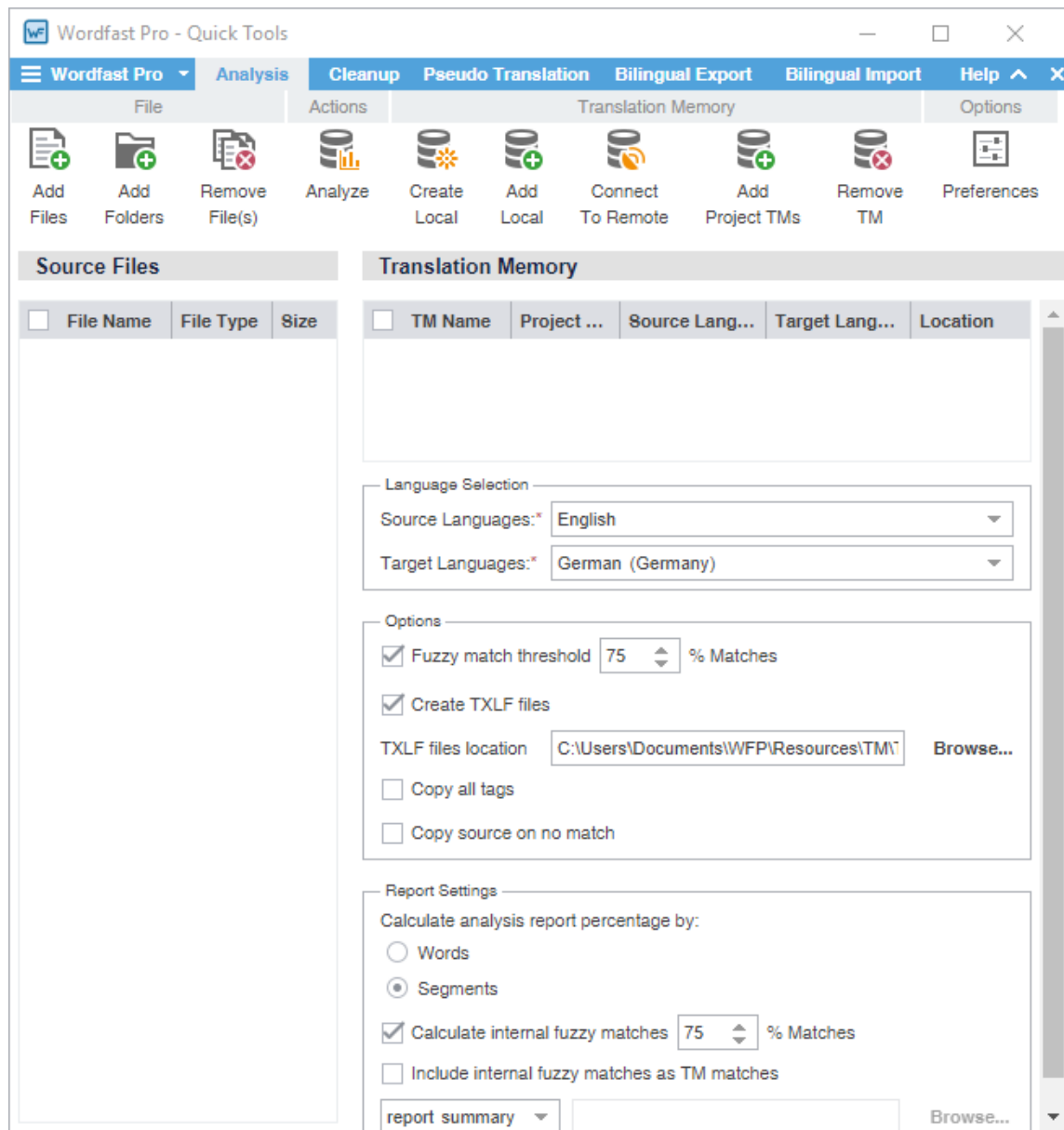
3. Click **Add Files** to browse and select a file from a folder or click **Add Folder** to browse and select a folder and all its files.

ⓘ   To add multiple files, press the **Ctrl** key and select the files.

ⓘ   You can also drag and drop files into the **Source Files** pane.

4. (Optional) Add and select a **Translation Memory**.

ⓘ   If you do not select a TM, the analysis report displays the word count without TM leverage.

5. Select the **Source Language** and **Target Languages**.

6. (Optional) Select analysis report **Options**:

- **Fuzzy match threshold** — Select the baseline match percentage for TM leverage
- **Create TXLF files** — Create a TXLF file format as part of the analysis
- **TXLF file location** — Browse and select the TXLF analysis file location
- **Copy all tags** — Include all source tags in the target segments of the TXLF analysis file
- **Copy source on no match** — When there is no matching target content, insert source content in its place

7. Select **Report Settings**.

- Select **Words** or **Segments** as the means of calculating analysis percentages.
- (Optional) Select **Calculate internal fuzzy matches** according to the match percentage you set or select an alternate percentage.
- (Optional) Select **Include internal fuzzy matches as TM matches**
- Select the report format from the drop-down list, then browse and select a location for the report on your local computer.

8. Click **Analyze**.

The **Report File** dialog is displayed and the report summary in the chosen format is saved to your local computer.

Report File

Primary TM: tms://stg-support1.com/TMS?
tm=DOC000003/MAR000003&usr=Mar-en-
de&pwd=*****
Secondary TM:
file://C:\Users\Laks\Desktop\LNK\WF\WF
testing\Doc_TM1

Summary

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

OK
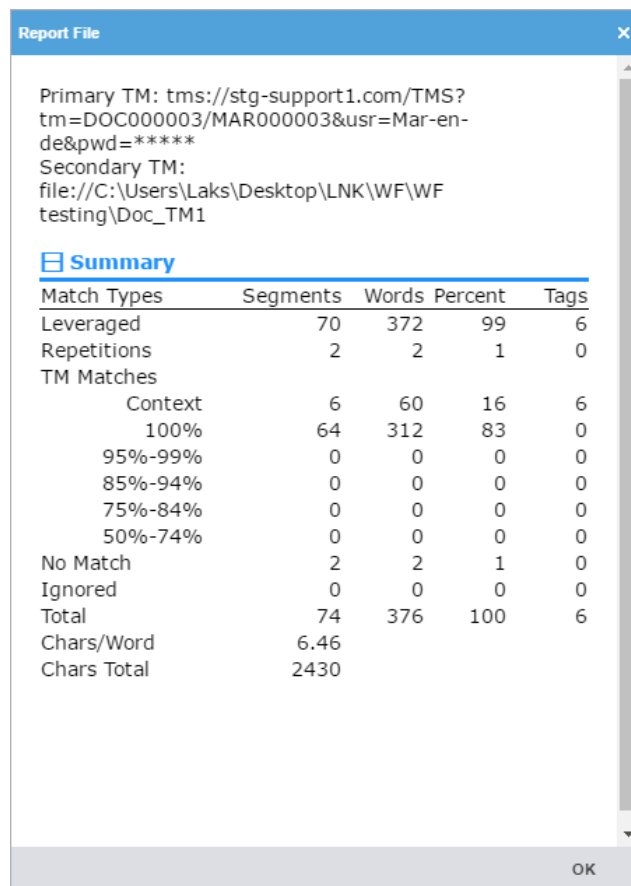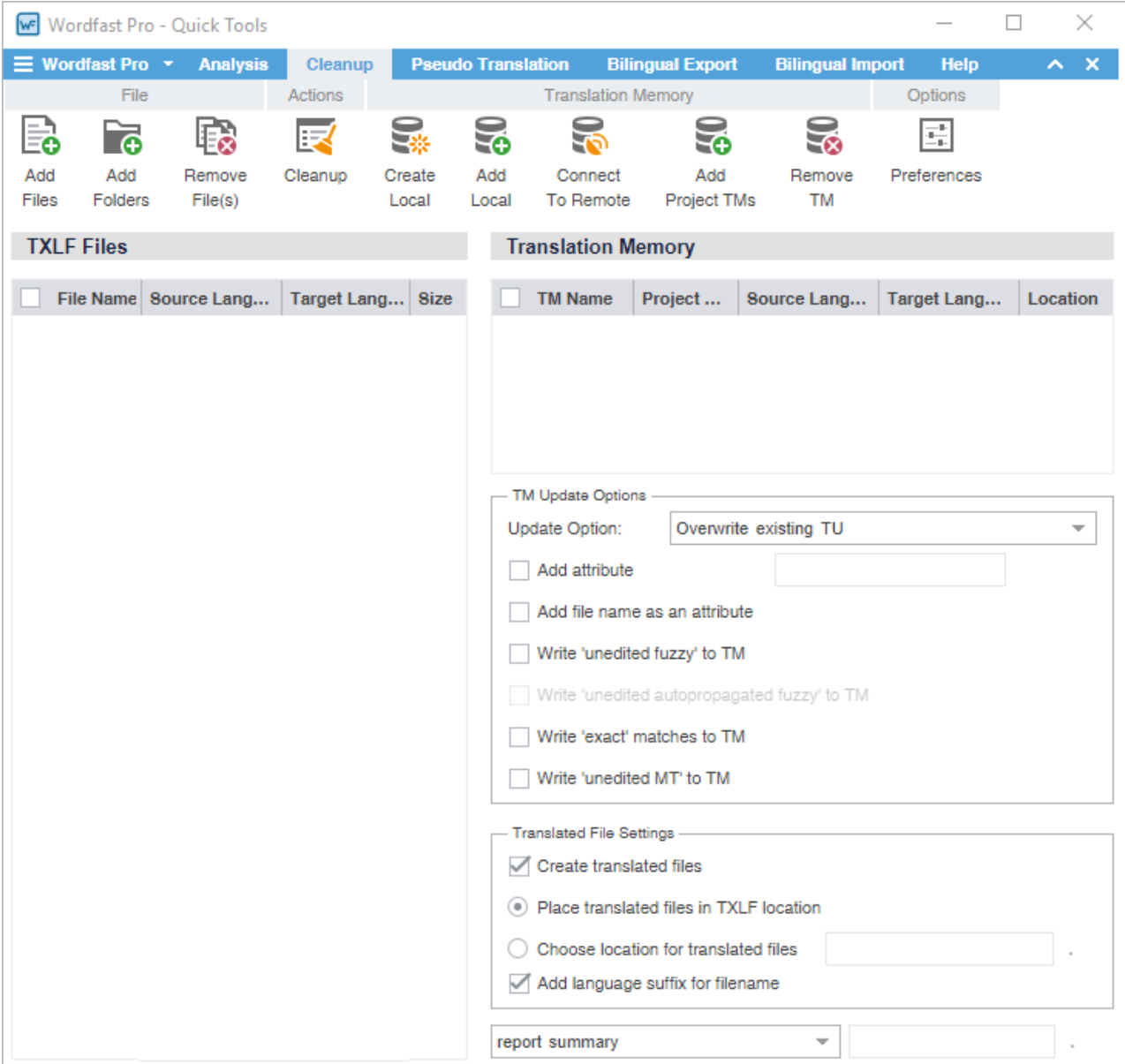
Cleanup

To convert bilingual TXLF files to their original source format in the target language, use the **Cleanup** action. Refer to [Translate Segments](#).

⚠️ **Cleanup** updates the translation memory (TM).

To clean up a bilingual TXLF file:

1. Click the **Wordfast Pro** drop-down menu and select **Quick Tools**.

2. Click the **Cleanup** tab.

3. Click **Add Files** to browse and select a file from a folder or click **Add Folder** to browse and select a folder and all its files.

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

ⓘ   To better understand content matches or the TM, refer to [Leverage Project TMs](#).

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

- **Update Option** — Select one of the TM update options from the drop-down menu: **Append**, **Do not add to TM**, **Do not overwrite TU**, **Overwrite existing TU**, or **Overwrite if attributes are identical**.
- **Add attribute** — Select and enter an attribute to write to the TM for the 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
- **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 'exact' matches to TM** — Select to write context matches to the TM without user modification
- **Write 'unedited MT' to TM** — Select to write machine translation to the TM without user modification

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

- **Create translated files** — Default option; generates final files in original format
- **Place translated files in TXLF location** — Saves the translated files in the same location as your TXLF files
- **Choose location for translated files** — Sets a location on your local computer for translated files after you browse and select it
- **Add language suffix for filename** — Adds the target language code to the file name as a suffix

7. Click **Clean Up**.

Pseudo Translation

You can copy the source content to the target content as a pseudo translation for target languages. Pseudo translations are of use when the content has accented characters and the text expands by twenty percent or more. Pseudo translation provides a preview of translatable content and any formatting complexities in the target.

ⓘ   You can pseudo translate source or TXLF files.

ⓘ   If you are using Demo Mode, the limit on processing pseudo translation is 20 files. To pseudo translate more than 20 files simultaneously, obtain a Wordfast Pro license.

To pseudo translate files:

1. Click the **Wordfast Pro** drop-down menu and select **Quick Tools**.

2. Click the **Pseudo Translation** tab.
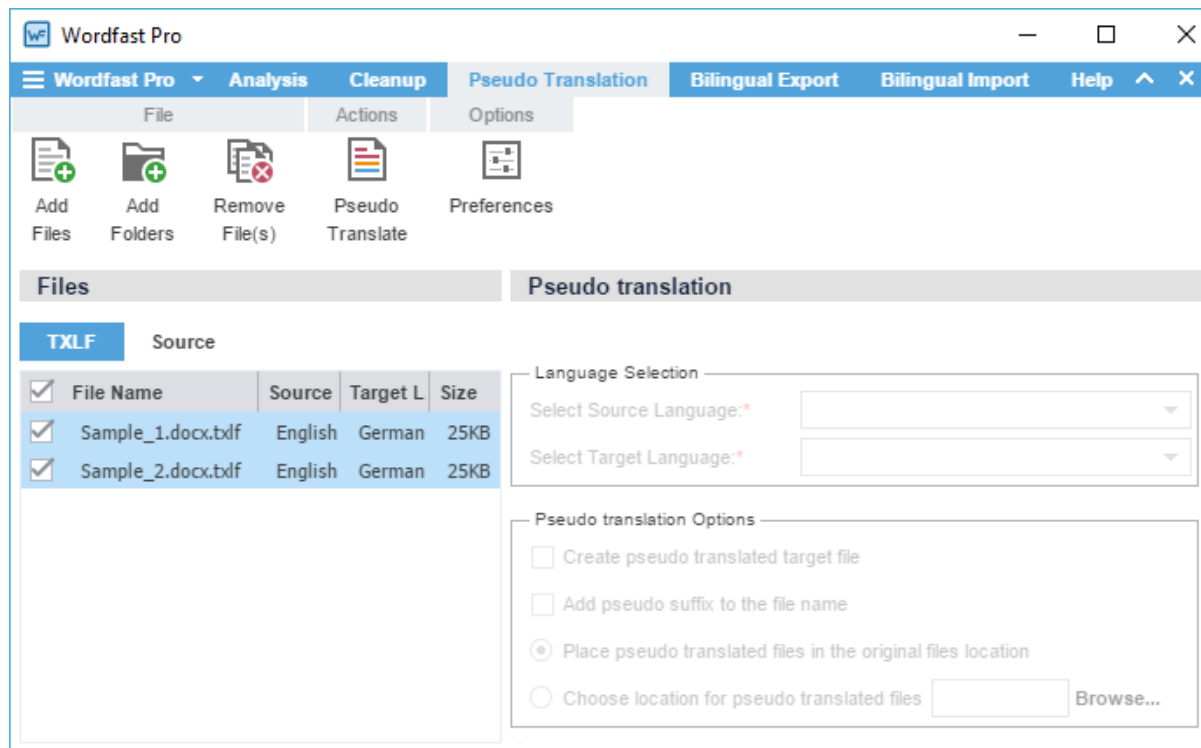
3. Select either the **TXLF** or **Source** file type for pseudo translation.

4. In the **Language Selection** pane, select a **Source Language** and **Target Language**.

5. (Optional) In the **Pseudo translation Options** pane, select the desired check boxes and one of the radio button options.

6. Click **Add Files** to browse and select a file from a folder. Click **Add Folder** to browse and select a folder and all its files.

> To add multiple files, press the **Ctrl** key and select the files. You can also drag and drop files into the **Source Files** pane.

7. Click **Pseudo Translate**.

   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).

> You must not edit the export table format. This includes merging or expanding segments and adding text outside of the target or notes column. Editing the export table format will result in errors during bilingual import.

To conduct a Quick Tools bilingual export:

1. Click the **Wordfast Pro** drop-down menu and select **Quick Tools**.

2. Click the **Bilingual Export** tab.
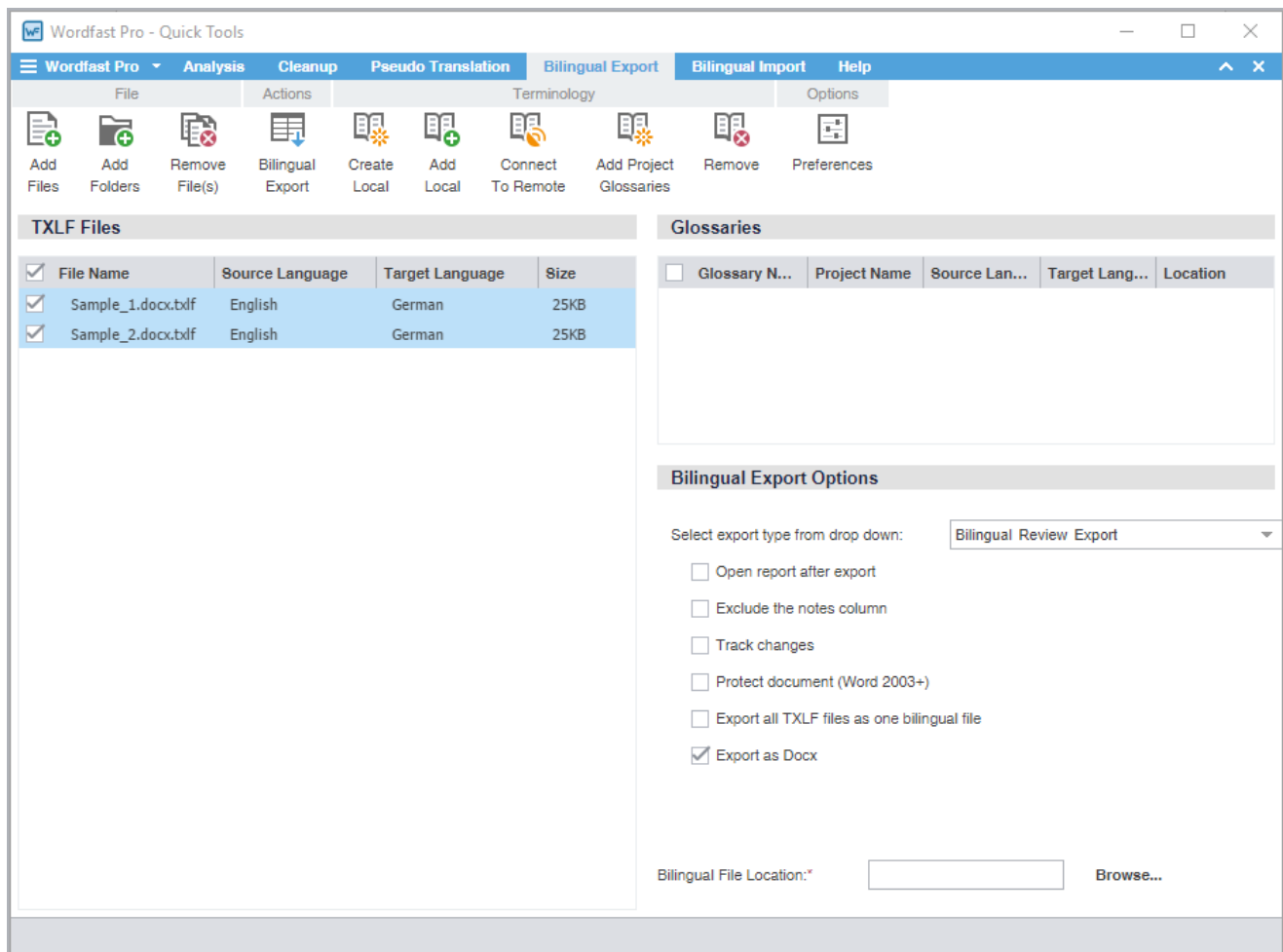
3. Click **Add Files** to browse and select a TXLF file from a folder or click **Add Folder** to browse and select a folder and all its files.

4. Click **Add Local** to browse and select a local glossary file from a folder or click **Connect To Remote** to browse and select a remote glossary.

5. (Optional) Click **Add Project Glossaries** to browse and select a glossary associated with a specific project to add to the available **Glossaries** list.

6. Select the TXLF files and glossaries for bilingual export from each list.

7. Select your **Bilingual Export Options**.

Option	Action
Export Type	Export type options: • **Bilingual Review Export** — Creates a bilingual Word document. • **WFC Bilingual Export (Export only)** — Creates a Wordfast Classic compatible document solely for export. • **MSWord 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	Automatically displays the Export Report after a bilingual export.

Option	Action
Exclude the notes column	Removes 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	Selects track changes in the exported Word document.
Protect document (Word 2003+)	Only allows content edits in the available table space. This helps avoid any import errors.
Export all TXLF files as one bilingual file	Exports all converted TXLF files into a single bilingual Word document.
Export as Docx	Exports bilingual file in the .DOCX Word file format.
Bilingual File Location	Sets the folder location for bilingual export documents.

8. Click **Bilingual Export**

   The bilingual export log is displayed and saved to the specified folder on your local computer.

   The exported document is also saved to the specified folder on your local computer.

Quick Tools Bilingual Import

Use **Bilingual Import** to re-import your translated or edited Microsoft Word bilingual export document.

⚠️ You must upload both the translated or edited bilingual Word document and the source TXLF file you used during export.

☑ 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, a ✔ is displayed. If the files are not paired, a ✖ is displayed.

To complete bilingual import of files:

1. Click the **Wordfast Pro** drop-down menu and select **Quick Tools**.

2. Click the **Bilingual Import** tab.
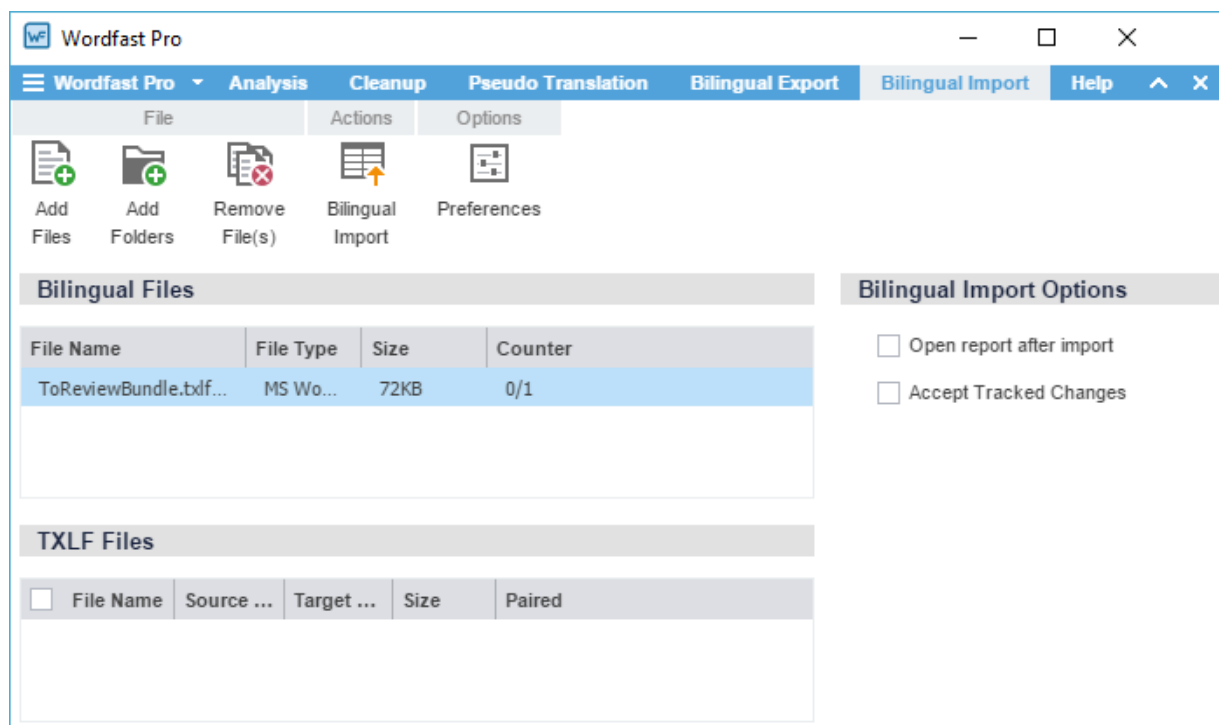
3. Click **Add Files** to browse and select a TXLF file from a bilingual export folder, such as `Sample.txlf.doc`, and add it to the **Bilingual Files** list.

⚠ 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.

4. (Optional) Click **Add Folder** to browse and select a folder and all its files from a bilingual export folder to add to the available **TXLF Files** list.

5. Select the **Bilingual Files** and **TXLF Files** from each list for bilingual import.

ⓘ To select multiple files, press the **Ctrl** key during selection.

6. Select your **Bilingual Import Options**.

Open report after import   Automatically opens the report after the bilingual import

Accept Tracked Changes   Accepts tracked changed in the bilingual Word document

7. Click **Bilingual Import**.

The bilingual import log is displayed. The translations and edits in the bilingual export Word document are imported into the specified TXLF file on your local computer.

ⓘ   The import overwrites the TXLF file content with the imported bilingual Word document content.

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

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

12. Configure Preferences

You user preference options control the functions available to you in the user interface. Configure preferences at either the project level or the file level.
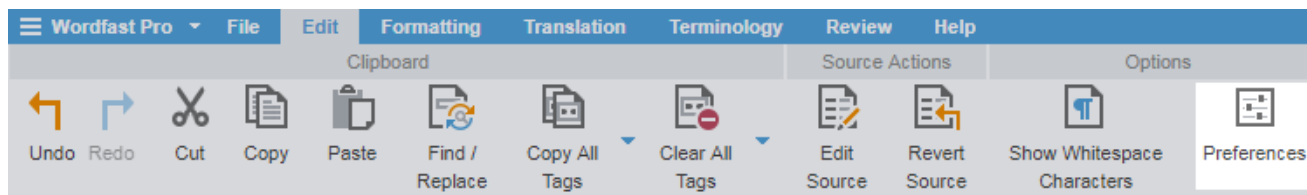
Preferences fall into three primary categories:

- **General Preferences**
- **Current Project Preferences**
- **User Preferences**

General Preferences

Use **General Preferences** to configure user interface and **TXLF Editor** preferences.

GENERAL PREFERENCES
Configure Color Settings

Colors preferences control color customization for specific types of content in **TXLF Editor**.

To configure colors used in the translation table:

1. Select **Preferences** from the **Wordfast** drop-down menu.

2. On the **Preferences** dialog, click **Colors** under **General Preferences**.
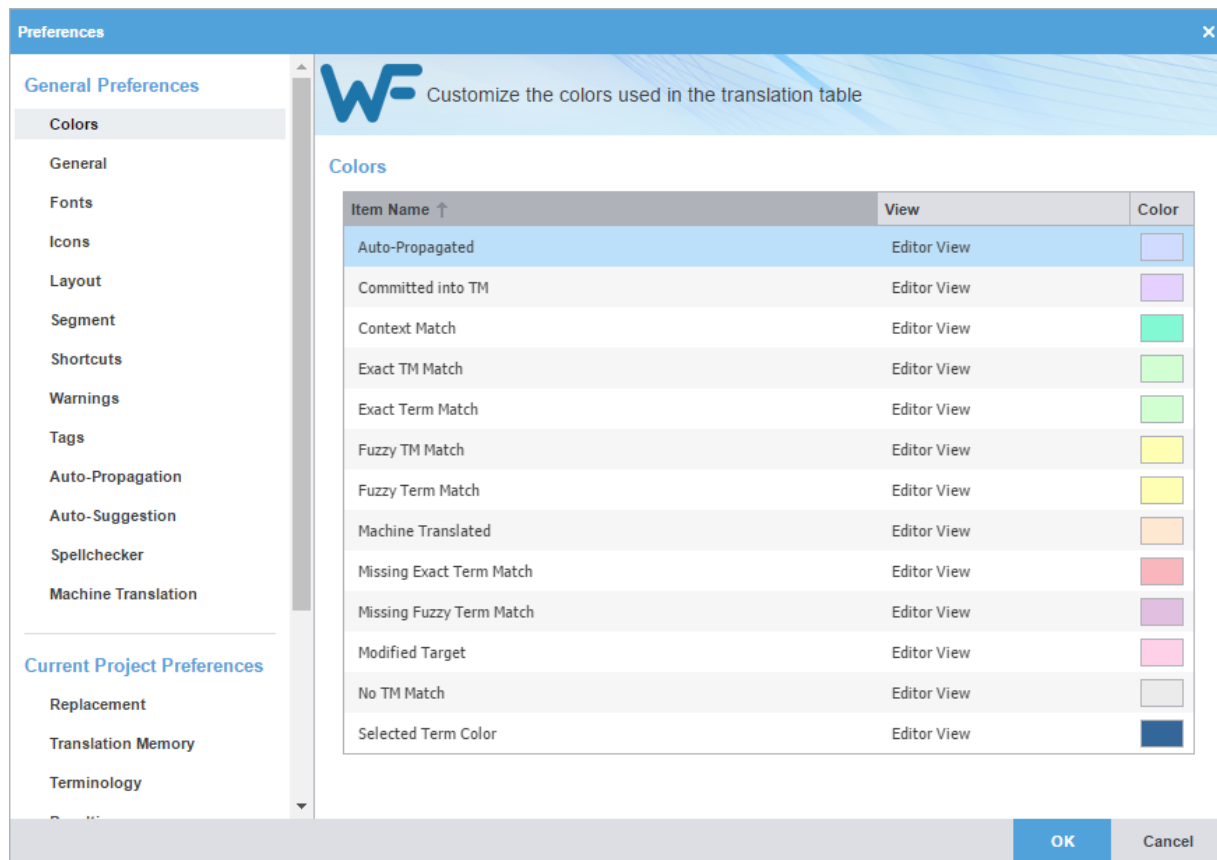
3. Click the color box for any **Item Name**, then select another color from the color palette on the **Color Picker** dialog.

4. Click **OK** to close the dialog.

5. Click **OK**.

GENERAL PREFERENCES

Configure General Settings

General preferences link a specific username to project-related content changes.

To customize general settings:

1. Select **Preferences** from the **Wordfast** drop-down menu.

2. On the **Preferences** dialog, click **General** under **General Preferences**.
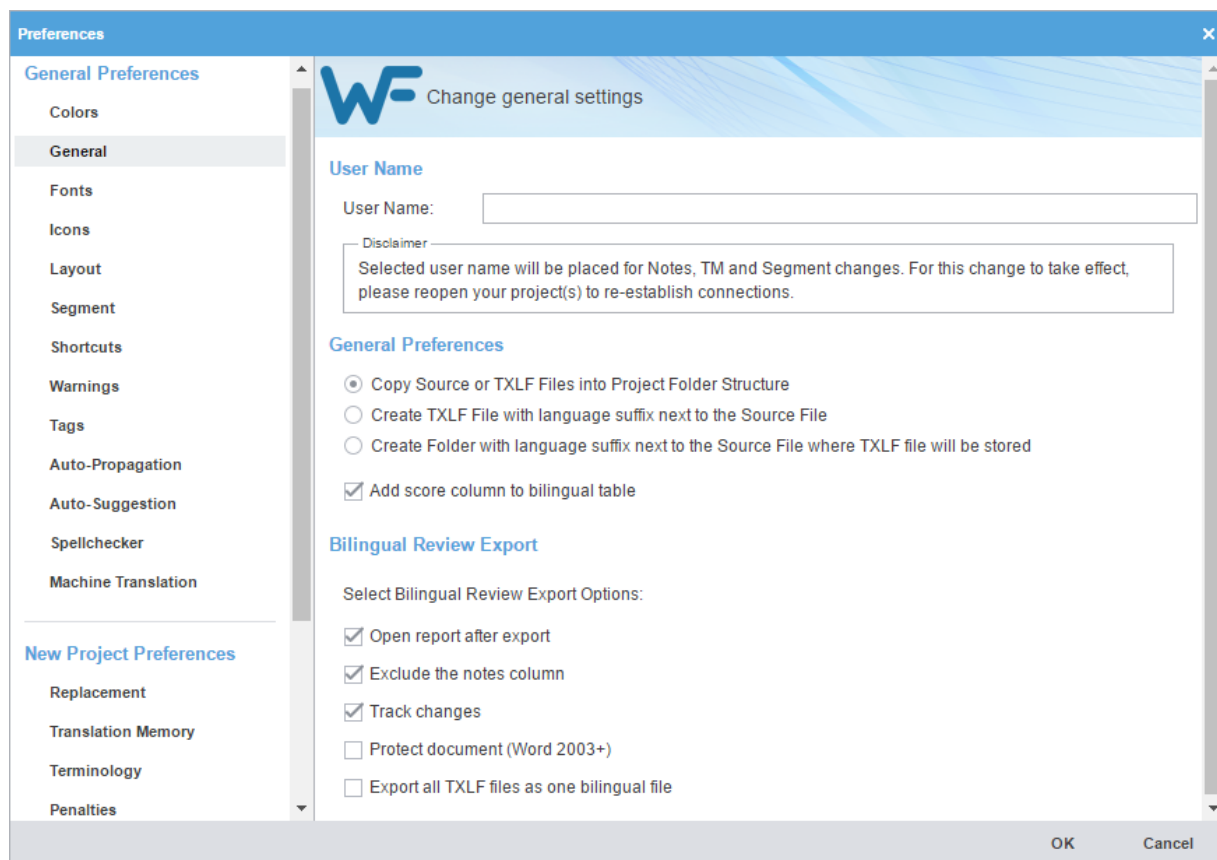
3. Enter the **User Name** for user identification on Notes, TM, and segment changes.

4. Select one of the source file locations.

Option	Action
Copy Source or TXLF Files into Project Folder Structure	Click to create a sub-folder within the project language folder for storing source files.

Note: If the source file is a TXLF file, a copy is saved. |
| **Create TXLF File with language suffix next to the Source File** | Click to create a TXLF copy of the source file at the same location with the target language code as a suffix.

Note: If the source file is a TXLF file, no copy is saved. |
| **Create Folder with language suffix next to the Source File where TXLF file will be stored** | Click to create a TXLF copy of the source file in a source file sub-folder using the target language code as a suffix.

Note: If the source file is a TXLF file, no copy is saved. |
| **Add score column to bilingual table** | Select to include the TM score in the bilingual table export. |

5. Select the **Bilingual Review Export** options that allow you to export a file with highlighted glossary terms to 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 all TXLF files as one bilingual file	Select to export all submission files as a single bilingual file.
Export as Docx	Select to export the bilingual report in the Word .DOCX file format.

GENERAL PREFERENCES

Configure Fonts

Fonts preferences control customization of font type and size for application-wide functions, such as notes.

To configure fonts:

1. Select **Preferences** from the **Wordfast** drop-down menu.

2. Click **Fonts** under **General Preferences**.
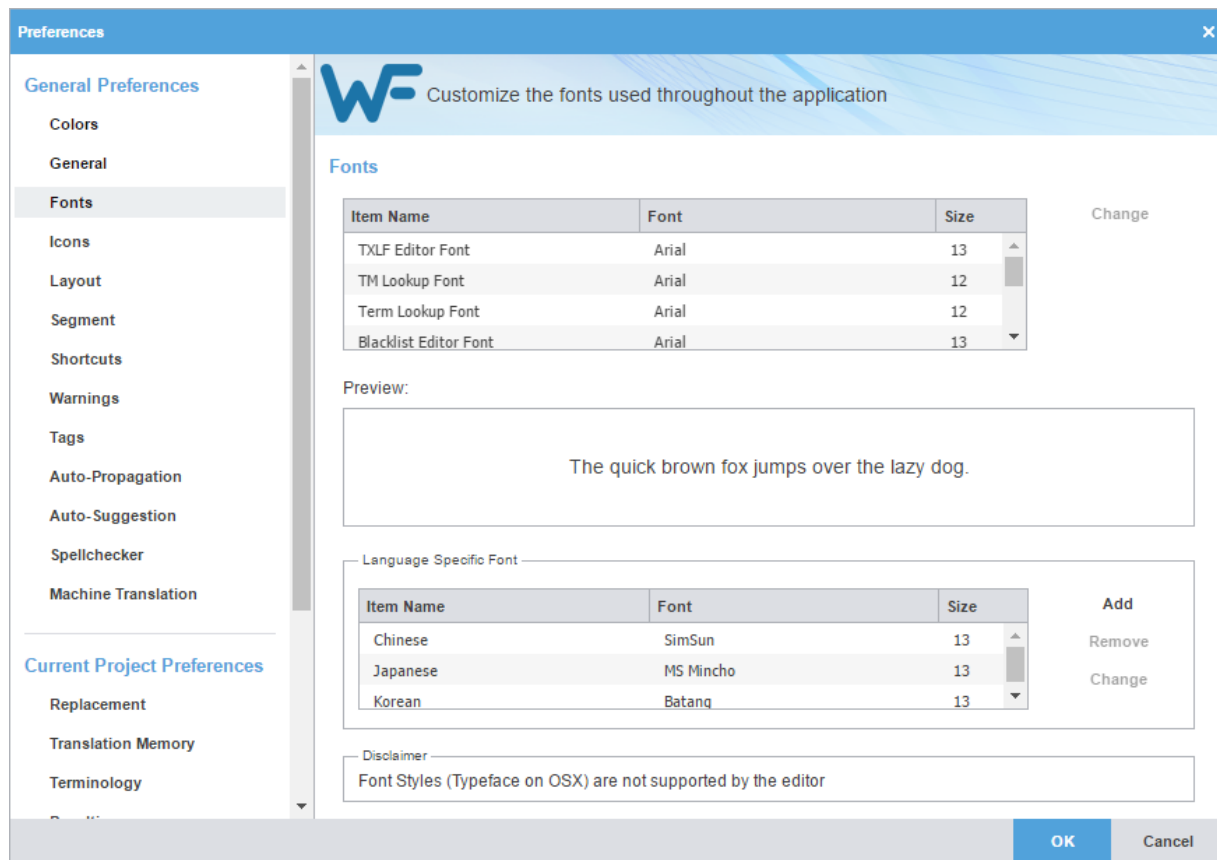
3. Select an application-specific font and size for an item name, such as **Segment History Font**.

4. Click **Change**.

5. (Optional) Preview the impact of your change in the **Preview** pane.

6. Select a language-specific font.

7. Add, remove, or change the language-specific font

8. Click **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. Select **Preferences** from the **Wordfast** drop-down menu.

2. On the **Preferences** dialog, click **Icons** under **General Preferences**.
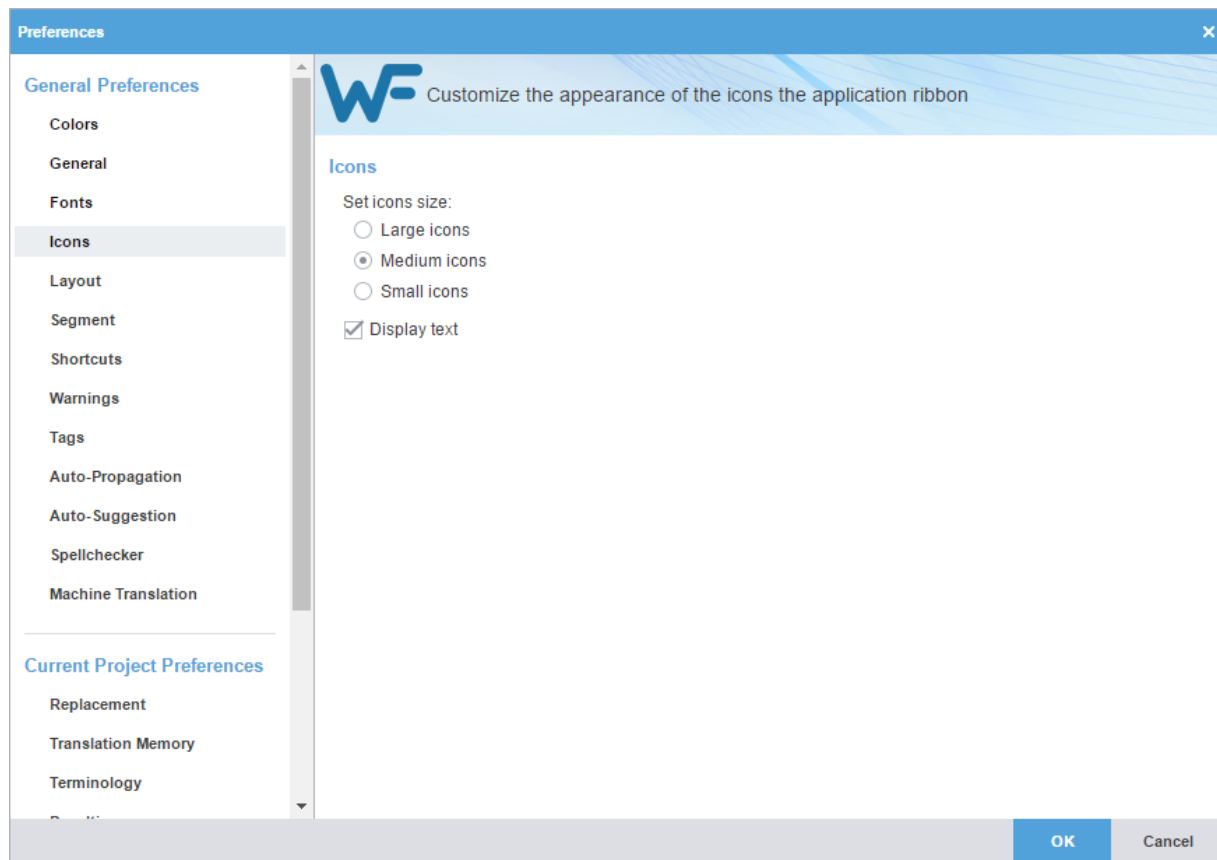
3. Select a size for application icons.

4. (Optional) Deselect **Display text** to exclude icon description text.

5. Click **OK**.

GENERAL PREFERENCES

Configure Layout Options

Layout preferences control the arrangement of user interface views.

To configure layout options:

1. Select **Preferences** from the **Wordfast** drop-down menu.

2. Click **Layout** under **General Preferences**.
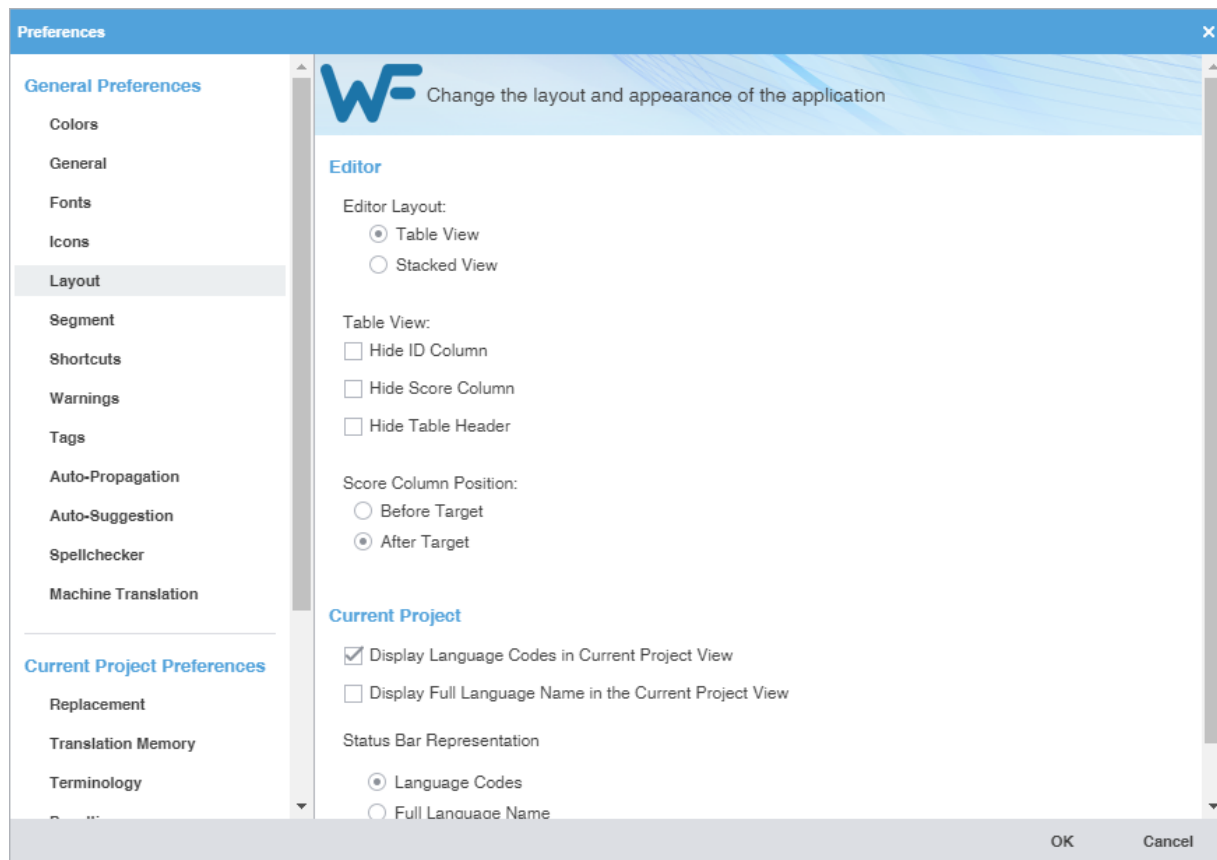
3. (Optional) Modify the **Editor Layout**.

Table View	Default view displays the source segment to the left and the target segment to the right.
Stacked View	Displays the source segment directly above the target segment in a spanned row.

4. (Optional) Modify the **Table View** layout to hide or show columns.

5. (Optional) Modify the TM **Score Column Position** layout for before or after the target column.

6. (Optional) Modify the **Current Project** layout to include the target language name or use a language code in the view.

7. (Optional) Modify the **Status Bar Representation** layout in the **Current Project** view.

Language Codes	Click to include language codes on the Status Bar.
Full Language Name	Click to include the complete language name on the Status Bar.

8. Click **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. Select **Preferences** from the **Wordfast** drop-down menu.

2. On the **Preferences** dialog, click **Segment** under **General Preferences**.
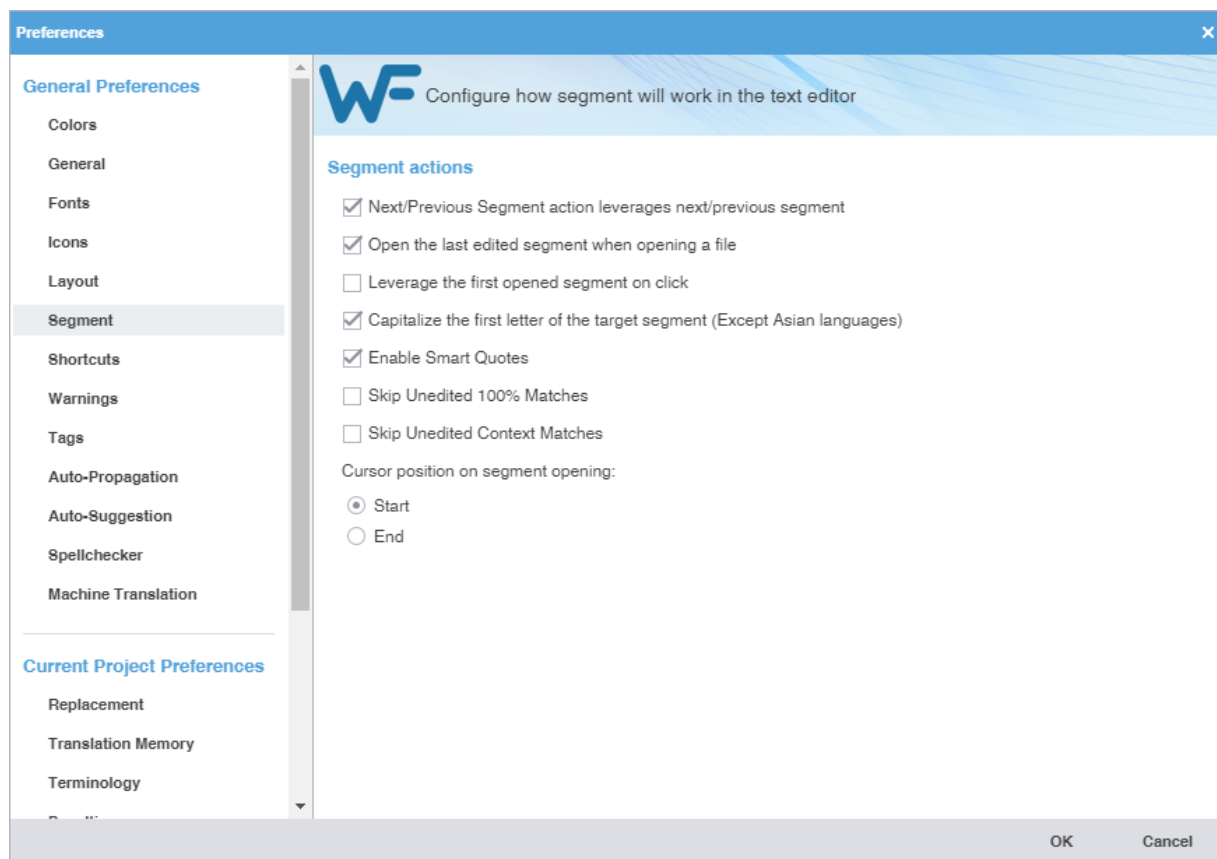
3. Select a segment option.

Option	Action
Next/Previous Segment action leverages next/previous segment	Select to automatically leverage the TM for the segment as you make the segment active.
Open 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.

Option	Action
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.

Option	Action
Skip Unedited 100% Matches	Select to ignore 100% matched segments.
Skip Unedited Context Matches	Select to ignore segments with context matches.
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.

GENERAL PREFERENCES
Customize Keyboard Shortcuts

Shortcuts preferences control keyboard shortcuts for the commands that you frequently use.

To customize keyboard shortcuts:

1. Select **Preferences** from the **Wordfast** drop-down menu.

2. On the **Preferences** dialog, click **Shortcuts** under **General Preferences**.
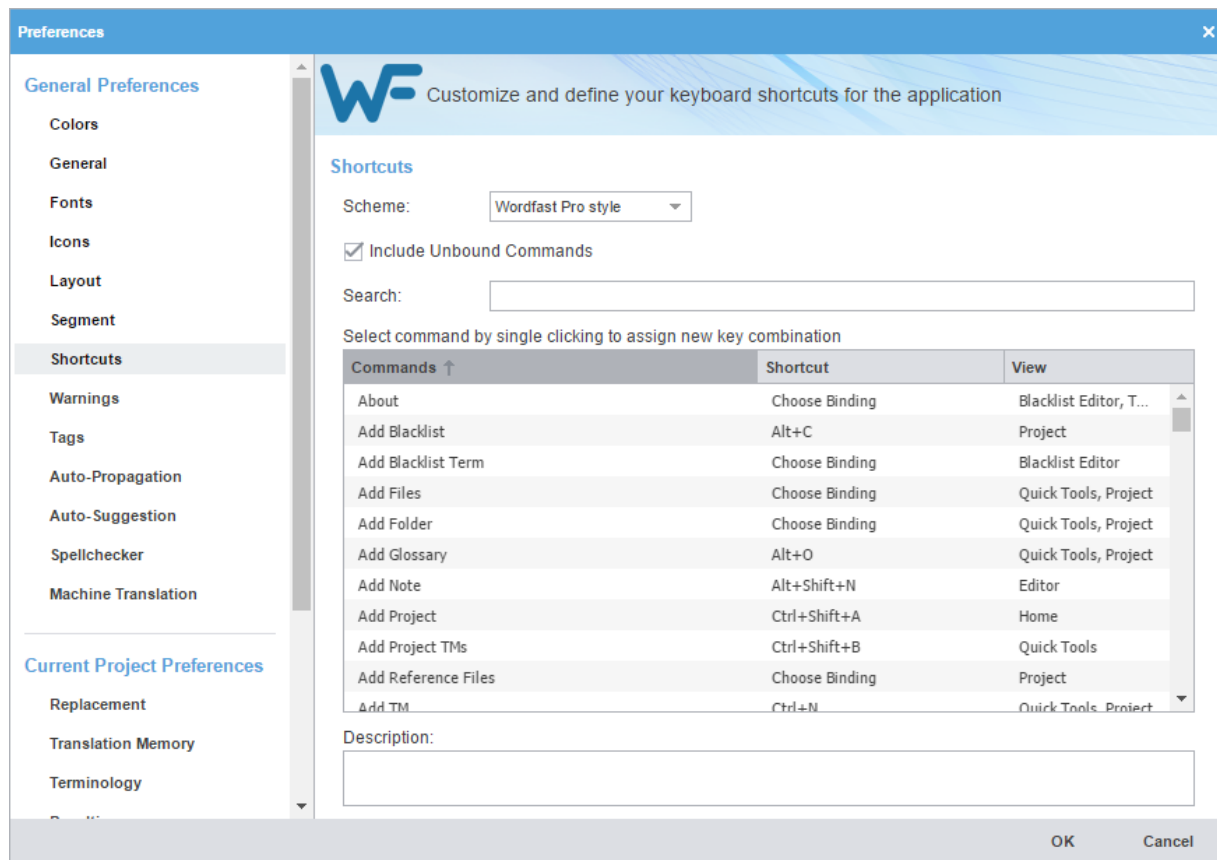
3. Select a style **Scheme** from the drop-down list.

(i) 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 click **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. Select **Preferences** from the **Wordfast** drop-down menu.

2. On the **Preferences** dialog, click **Warnings** under **General Preferences**.
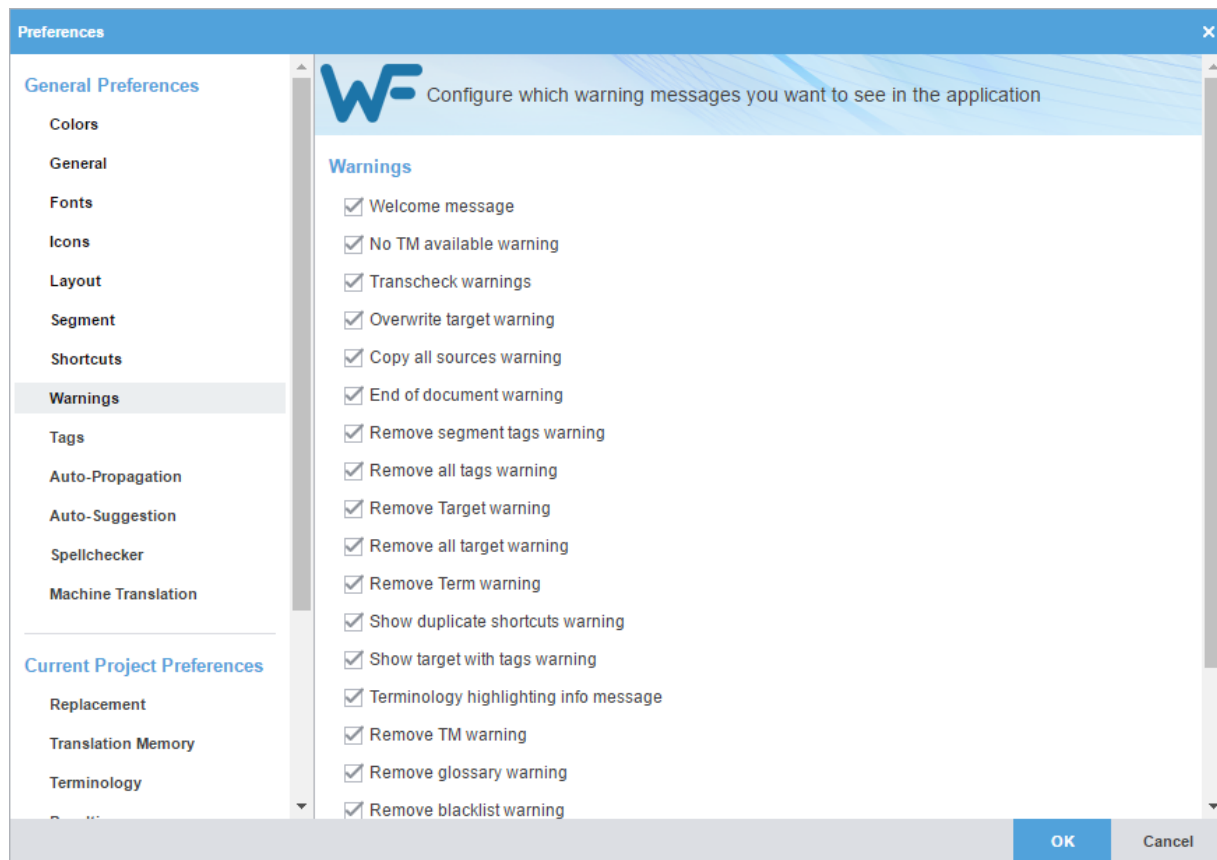
3. Select your warning notifications.

4. Click **OK**.

GENERAL PREFERENCES

Configure Tags and Formatting

Tags and Formatting preferences control the tag mode, representation, and font size in **TXLF Editor**.

To configure tag and formatting options:

1. Select **Preferences** from the **Wordfast** drop-down menu.

2. On the **Preferences** dialog, click **Tags** under **General Preferences**.
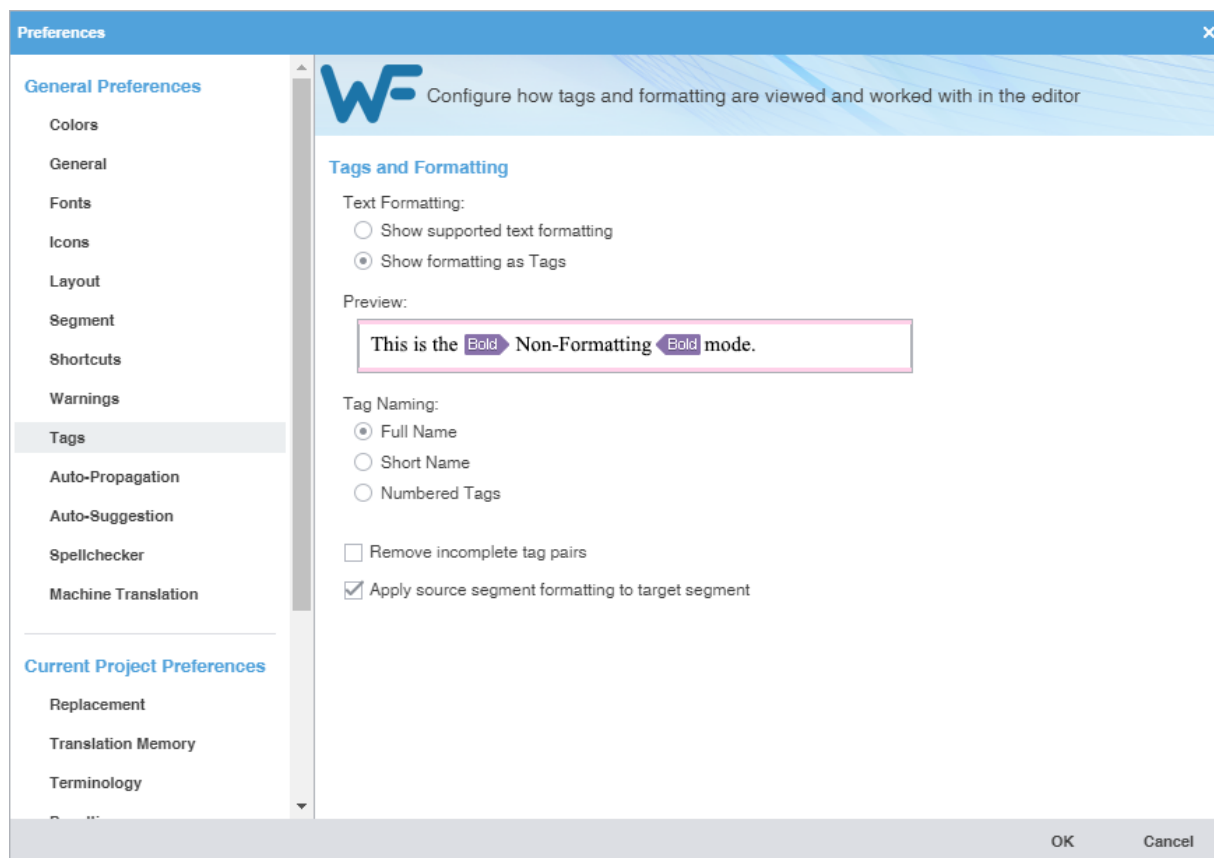
3. (Optional) Modify **Text Formatting** options.

Option	Action
Show supported text formatting	Click to display formatted content in **TXLF Editor** view, along with a sample of the formatted content in **Preview**.
Show formatting as Tags	Click to display content with formatting tags in **TXLF Editor** view, along with a sample of the formatted content and tags in **Preview**.

4. (Optional) Modify **Tag Naming** options.

Option	Action
Full Name	Click to view the tag's full name, for example `Font`.
Short Name	Click to view the tag's short name, for example `F`.
Numbered Tags	Click 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 content with specified types of TM matches.

To configure auto-propagation:

1. Select **Preferences** from the **Wordfast** drop-down menu.

2. On the **Preferences** dialog, click **Auto-Propagation** under **General Preferences**.
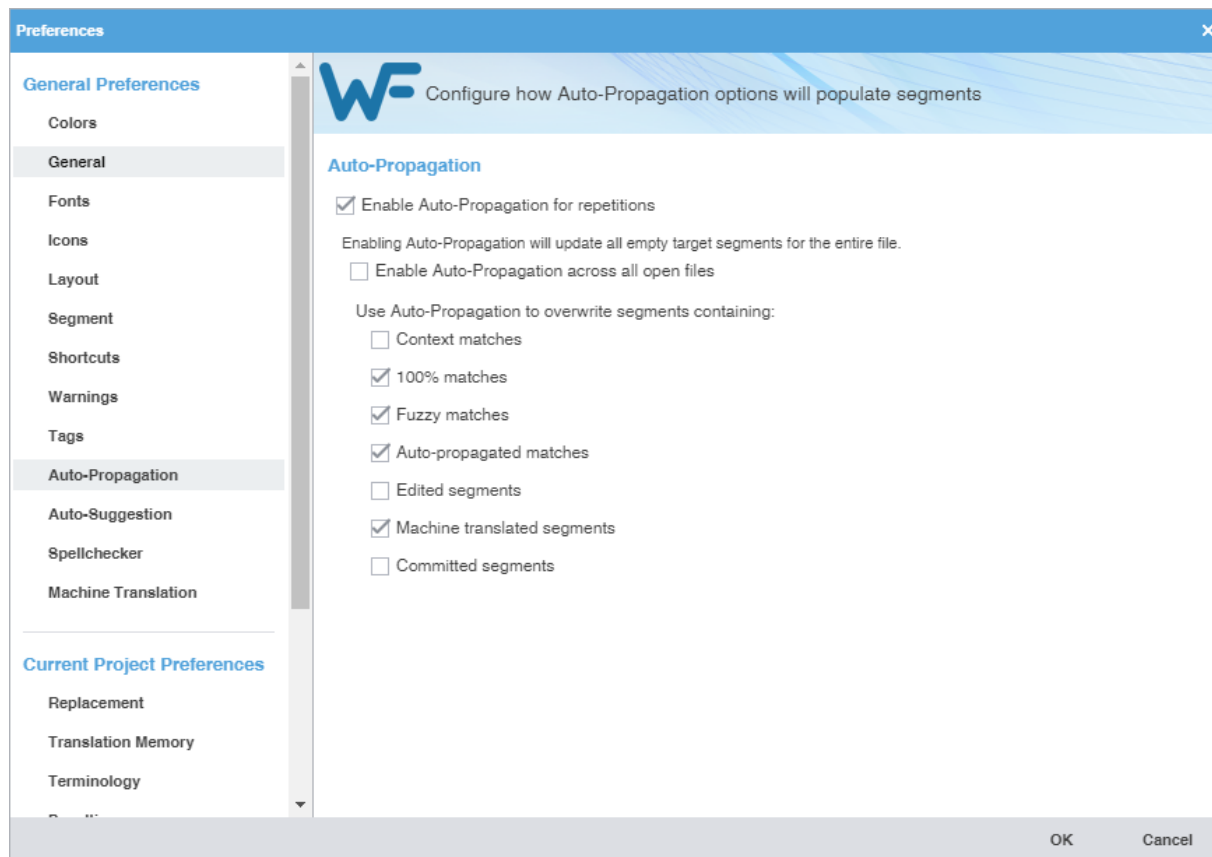
3. Select **Enable Auto-Propagation for repetitions** to activate additional auto-propagation options (default).

4. (Optional) Select **Enable Auto-Propagation across all open files** to apply auto-propagation to all files that are open.

5. Select the desired **Auto-Propagation** options.

Option	Action
Context matches	Select to overwrite context leveraged translation memory (TM) matches
100% matches	Select to overwrite 100% leveraged TM matches (default)
Fuzzy matches	Select to overwrite partial TM matches (default)
Auto-propagated matches	Select to overwrite all auto-propagated matches (default) Note: If there are multiple segments that have the same content, editing a segment auto-propagates the change to all matching segments.
Edited segments	Select to overwrite edited segments using Auto-Propagation
Machine translated segments	Select to overwrite machine translated content (default)
Committed segments	Select to overwrite translated content that is 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. Select **Preferences** from the **Wordfast** drop-down menu.

2. On the **Preferences** dialog, click **Auto-Suggestion** under **General Preferences**.
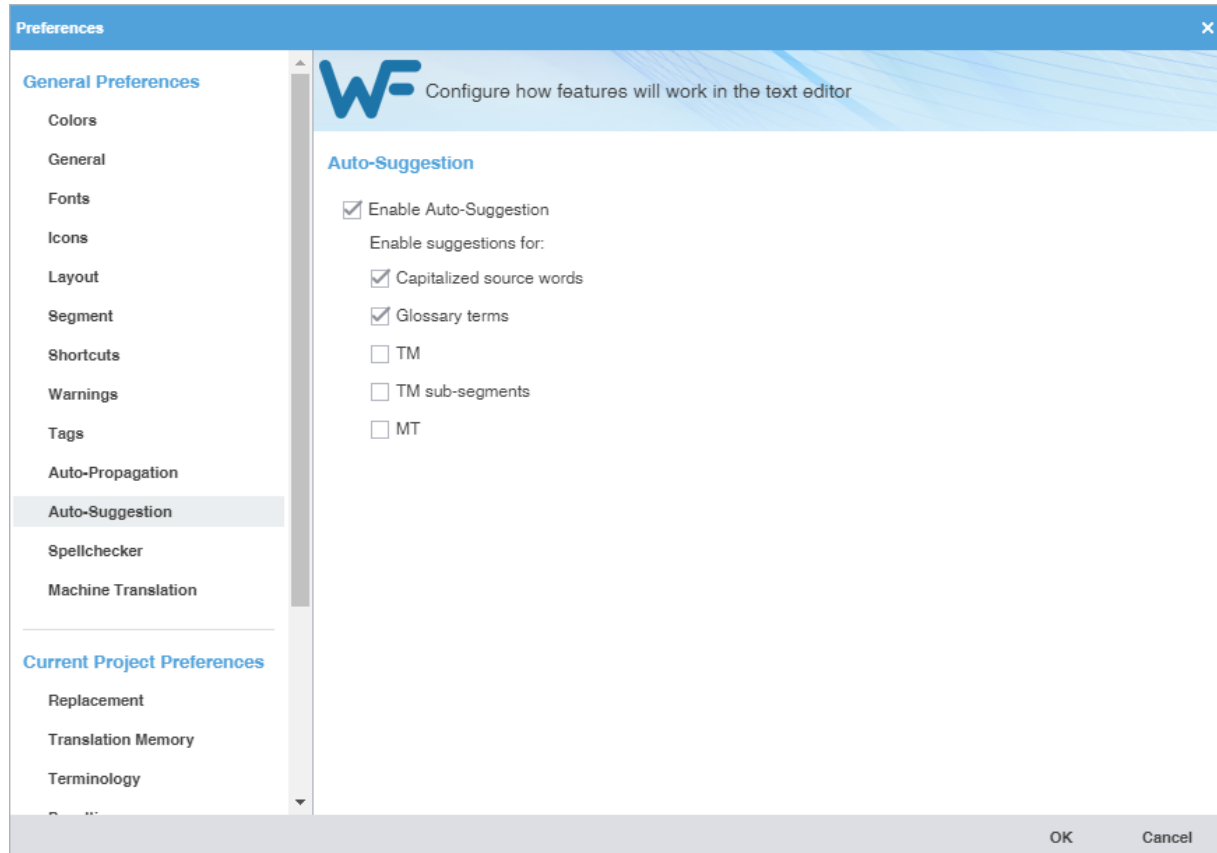
3. Select the **Enable Auto-Suggestion** check box and suggestion options, then click **OK**.

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
TM	Select for translation suggestions from the TM
TM sub-segments	Select for sub-segment translation suggestions from the TM
MT	Select for machine translation (MT) translation suggestions.

GENERAL PREFERENCES

Configure and Enable Spellchecker

Spellchecker preferences control the interaction between the application and either Microsoft Office or Hunspell. Either option requires software installation on your computer.

To configure and enable Spellchecker:

1. Click **Spellchecker** in the **General Preferences** group.
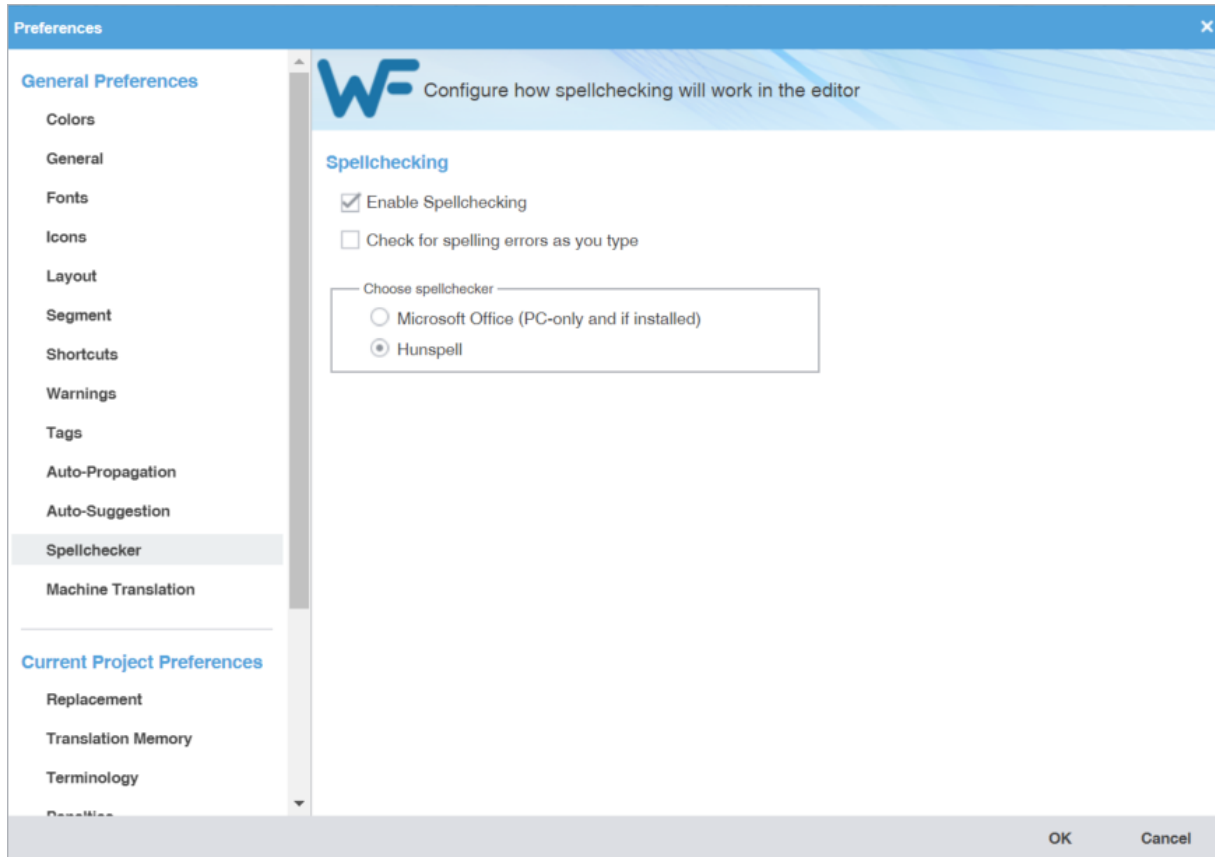
2. Select **Enable Spellchecking** to enable Spellchecker.

> ⚠️ Deselect **Enable Spellchecking** to disable Spellchecker. Disabling Spellchecker clears all Spellchecker preferences. You must reconfigure your preferences when you re-enable Spellchecker.

3. (Optional) Select **Check for spelling errors as you type** and configure for Microsoft Office or Hunspell, based on your installation.

> ⓘ To install Hunspell, go to **Help > Wordfast Pro Update**, choose the required language JAR, and click **Update**. Select Hunspell for any of the following languages after you install it.

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

Language	Code	Language	Code
Bulgarian (Bulgaria)	BG-BG	Malaysian (Malaysia)	MS-MY
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. Click **OK** to save your 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.

To configure a machine translation engine:

1. Select **Preferences** from the **Wordfast** drop-down menu.

2. On the **Preferences** dialog, click **Machine Translation** under **General Preferences**.
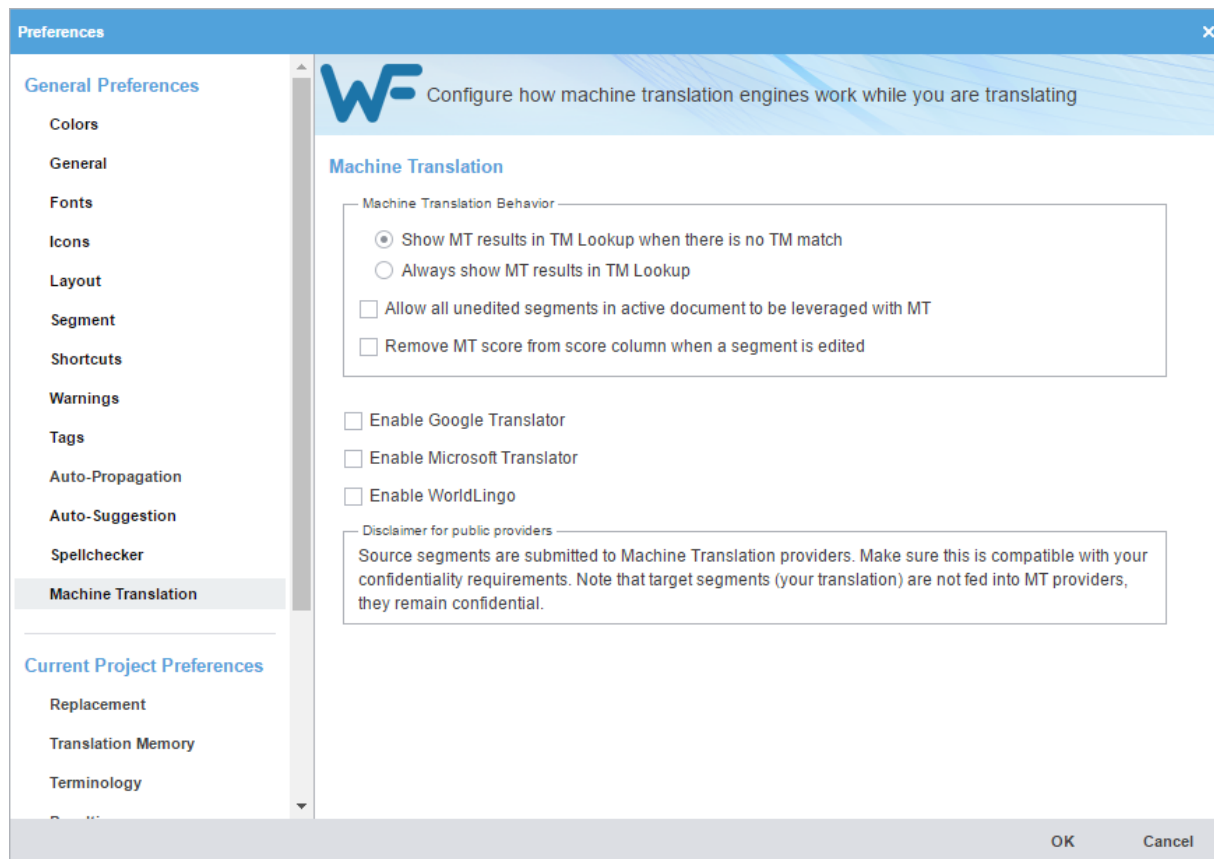
3. Select one of the following:

   ● **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 segment is edited**.

5. Select **Google Translator**, **Microsoft Translator**, or **WorldLingo** as the primary machine translator. You can enable all three, 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.

   (i)   WorldLingo has a limited set of source languages for MT.

- Arabic
- Chinese Simplified
- Chinese Traditional
- Dutch
- English

- French
- German
- Greek
- Italian
- Japanese

- Korean
- Portuguese
- Russian
- Spanish
- Swedish

Translator	Options
Enable Google Translator	Google Translator is a paid service, you need to register and get a key to enter below (if left blank, Google engine will be disabled). API : [ ] ☐ Use Google Premium Edition (using Neural MT for limited language pairs) ☑ Use Google Translator as primary **Test** To register, please check Google Translate API. To access and enable Google Premium edition please check Google Translate Premium Edition API. Premium Edition using Neural MT is only available for limited language pairs listed below. If non supported languages are used with Premium, Google might provide you with standard edition translation. Available language for Google Translate Available language for Premium Google Translate
Enable Microsoft Translator	Microsoft Translator API is now available in the Azure portal under the Cognitive Services category. You need to subscribe to the new service and enter the new key in the field below (if left blank, MS Translator will be disabled). Also, you can broaden your search by entering a category as one of the parameters. Key: [ ] ☐ Category Name : [ ] ☐ Use Microsoft Translator as primary **Test** To register, follow the link below. The free option still exists; however, a credit card is now required for identification. How to sign up for Microsoft Translator on Azure Available language for Azure Search Service REST API
Enable WorldLingo	☐ Use WorldLingo as primary **Test** WorldLingo MT has a limited source language set.

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

   Your machine translation preferences are configured.

New Project Preferences

New project preference options control whatever has been set up for this project by the Project Manager.

ⓘ   Settings begin with standard defaults.

NEW PROJECT PREFERENCES

Configure TM Content Replacement

Replacement preferences control TM replacement of specified types of content to increase TM match results.

To enable replacements:

1. Click **Replacement** in the **New Project Preferences** group.
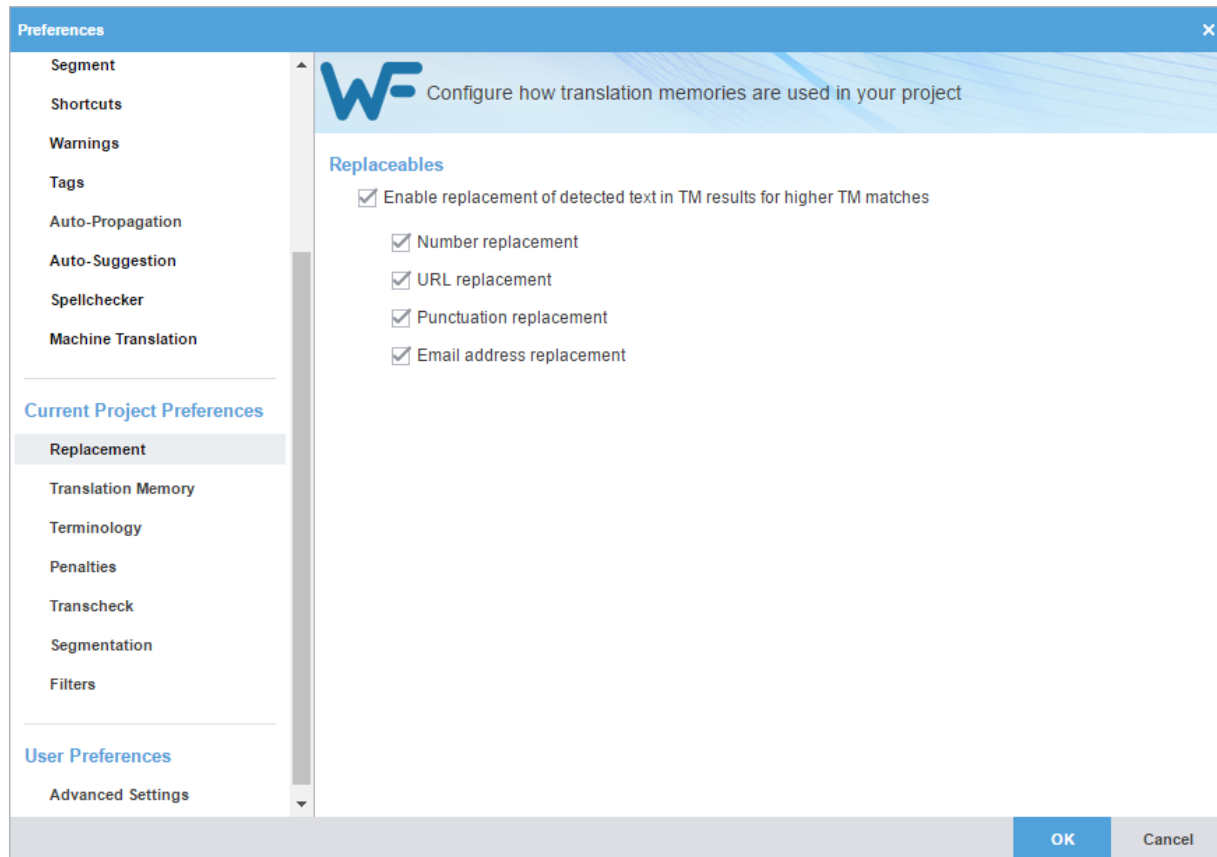
2. Select **Enable replacement of detected text in TM results for higher TM matches**, and then enable specific content type replacement options.

3. Click **OK**.

NEW PROJECT PREFERENCES

Configure a Translation Memory

Translation Memory (TM) preferences control project-level TM behaviors.

To configure a translation memory (TM):

1. Click **Translation Memory** in the **New Project Preferences** group.
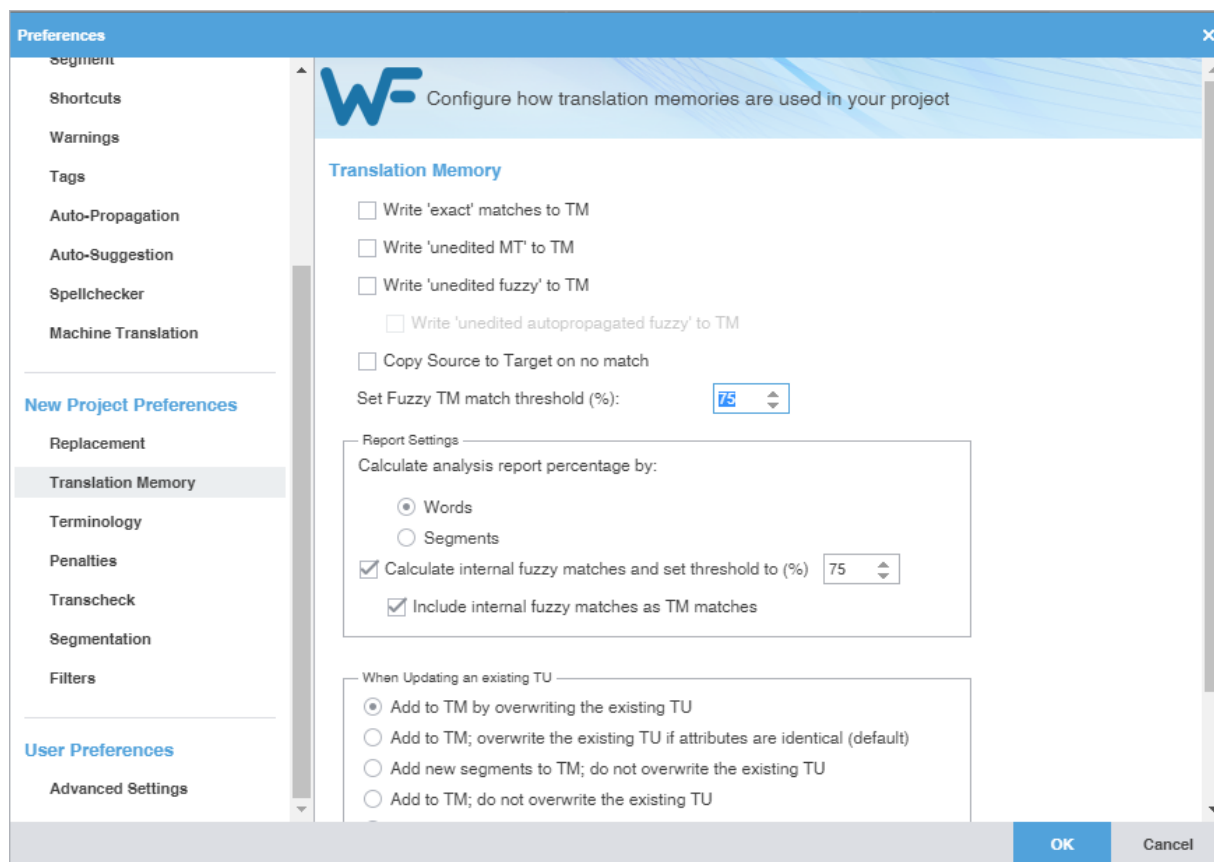
2. (Optional) Select TM match options.

Option	Action
Write 'exact' matches to TM	Select to commit contextual matches to a TM.
Write 'unedited MT' to TM	Select to commit unedited machine translated matches to a TM.
Write 'unedited fuzzy' to TM	Select to commit unedited fuzzy matches to a TM.
Write 'unedited autopropagated fuzzy' to TM	Select to commit unedited auto-propagated fuzzy matches to a TM.
Copy source to Target on no match	Select one of the options to copy specific content components to the target segment when there is no match during TM leverage.
Fuzzy Match Threshold	Select the baseline percentage for TM matches from the drop-down list.
	Note: This percentage specifies the TM leverage limit for a fuzzy match. For example, with a threshold of 75%, all segment translations below a 75% match are marked as 'No match' segments.

3. Select **Report Settings** options.

4. (Optional) Select only one TM condition from **When Updating an existing TU** when editing an existing translation unit (TU).

5. (Optional) Select the **Total number of TUs shown in TM Lookup pane** value.

6. Click **OK**.

NEW PROJECT PREFERENCES
Configure Terminology

Terminology preferences control terminology lists for leveraging previously translated content.

To select terminology options:

1. Select **Preferences** from the **Wordfast** drop-down menu.

2. Click **Terminology** under **New Project Preferences**.
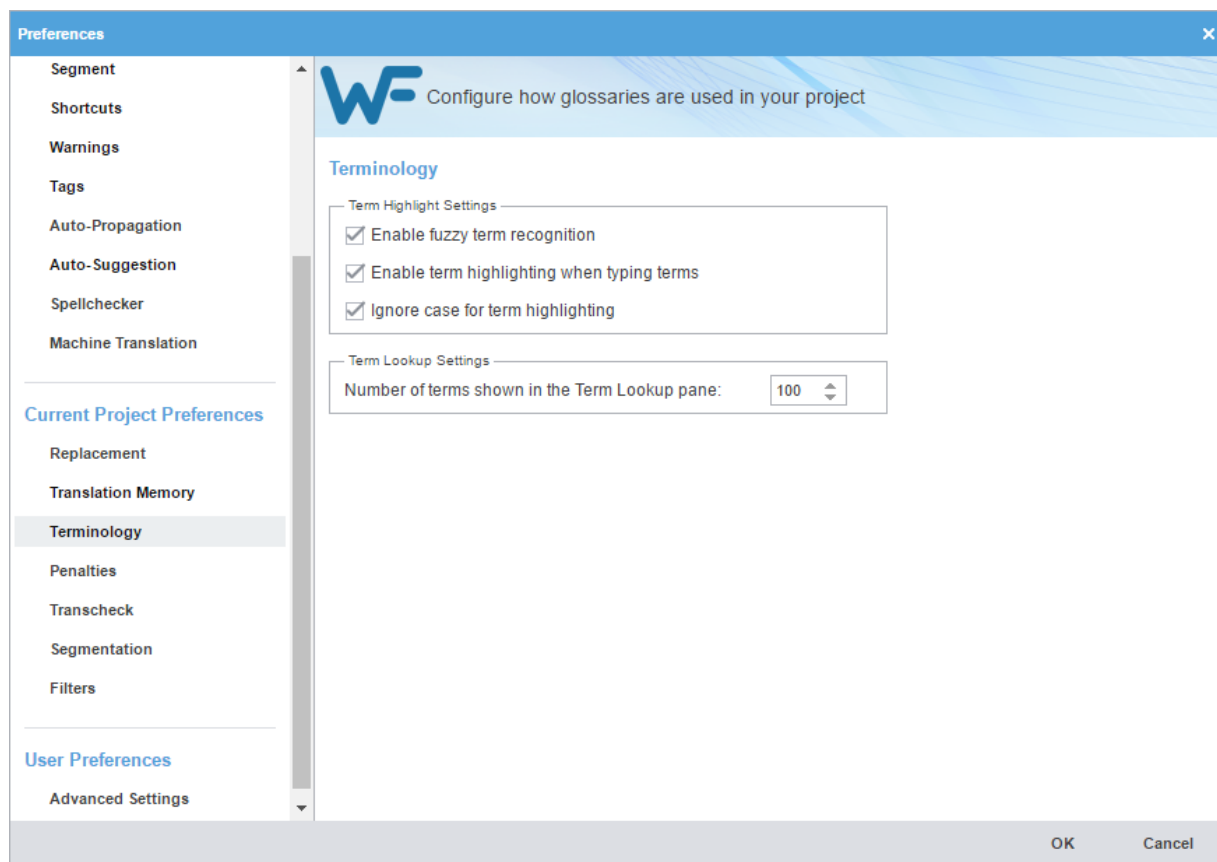
3. Select **Enable fuzzy term recognition** to view fuzzy matches.

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 click **OK**.

NEW PROJECT PREFERENCES

Configure TM Penalties

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. Select **Preferences** from the **Wordfast** drop-down menu.

2. On the **Preferences** dialog, click **Penalties** under **New Project Preferences**.
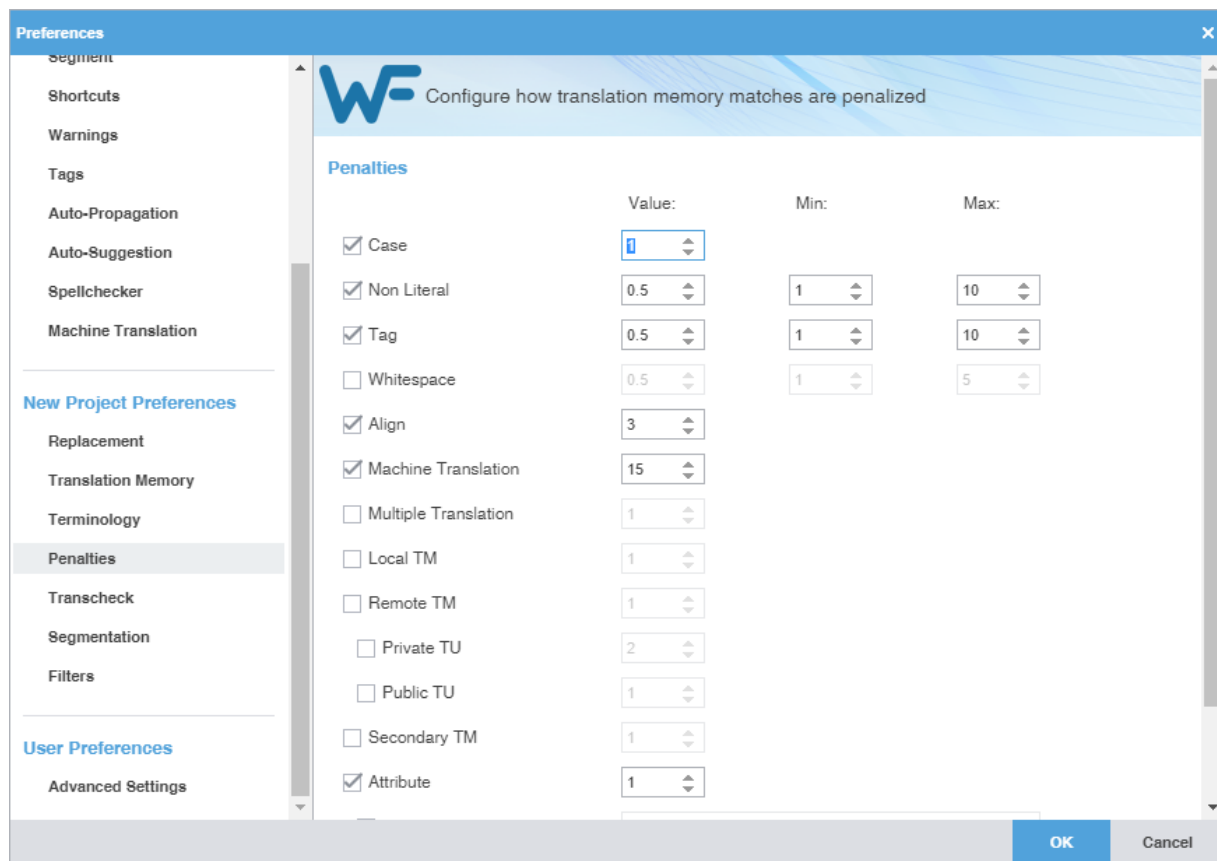
3. Select a penalty, supply a threshold, then click **OK**.

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
Tag	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

Penalty	Action
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
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
If filename attribute does not match	Select for when the file name attribute in a TU does not match the TXLF file name

NEW PROJECT PREFERENCES

Configure Transcheck

Transcheck preferences control at the project level how Transcheck verifies target segments and issues warnings about common translation errors. For example, if a tag is missing or there is incorrect text, a ⓘ displays in the **Status** column.

To configure Transcheck:

1. Select **Preferences** from the **Wordfast** drop-down menu.

2. On the **Preferences** dialog, click **Transcheck** under **New Project Preferences**.

   ⓘ   There are primary Transcheck options, some of which provide additional sub-options.
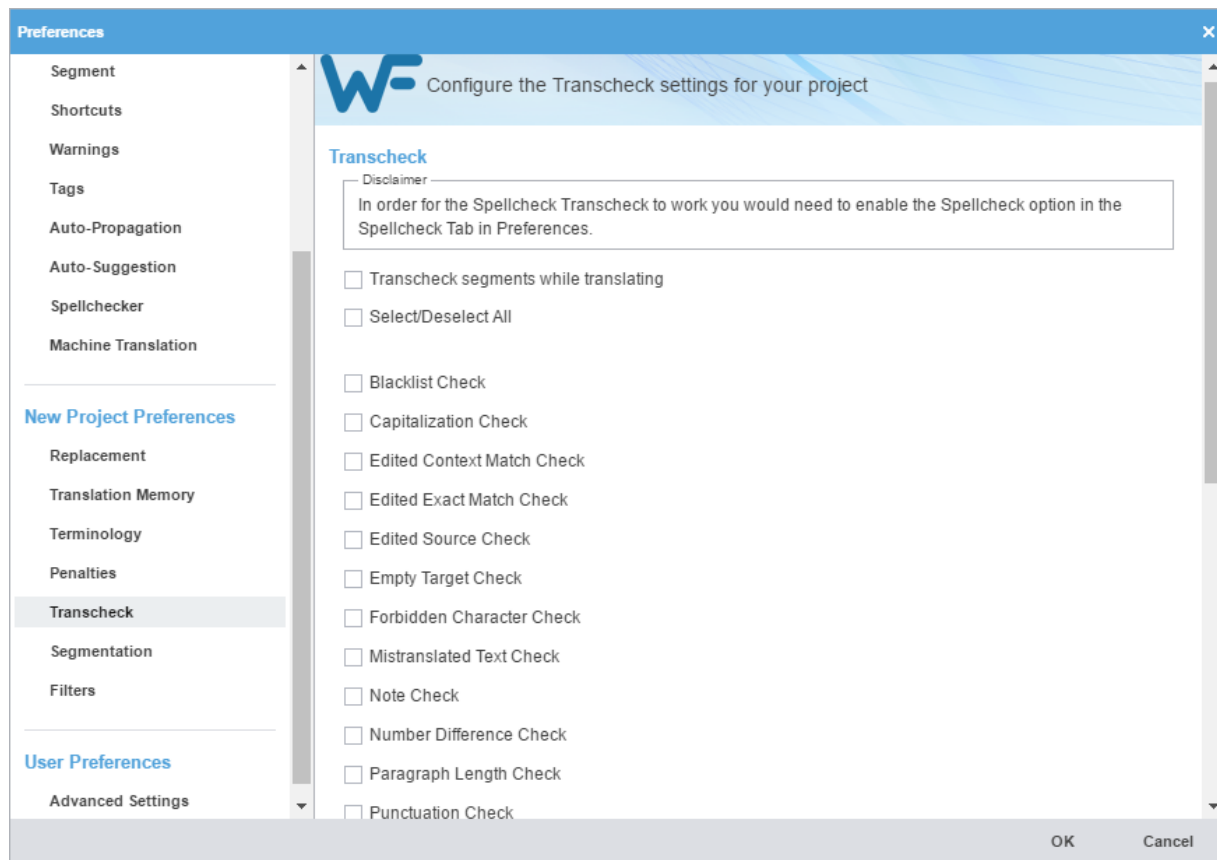
3. To control how Transcheck evaluates source and target segments, select different configuration settings.

Option	Action
Transcheck segments while translating	Select to enable Transcheck during translation.
Select/Deselect All	Select to enable or disable all Transcheck options. To select only some Transcheck options, continue down the settings list.
Blacklist Check	Select to identify terms in target segments that are banned from use in the content.
	Note: The blacklisted term list must be a tab-delimited file.

Option	Action
Capitalization Check	Select to identify differences in capitalization, then select the appropriate check boxes. • **All Caps Mismatch** — Select to identify text in the target that is all upper case, when the source is not all upper case. • **First Word Case Difference Check** — Select to verify the first letter of the first word is capitalized consistently in source and in target. • **Target Capitalization Mismatch Check** — Select to identify upper case text in the target that is in lower case in the source. • **Source Capitalization Mismatch Check** — Select to identify upper case text in the source that is in lower case in the target. • **Skip exact matches** — Select to ignore capitalization on exact matches. • **Skip context matches** — Select to ignore capitalization on context matches.
Edited Context Match Check	Select to identify if there are edits to context matches from the TM.
Edited Exact Match Check	Select to identify if there are edits to exact matches from the TM.
Edited Source Check	Select to identify if there are edits to the source of a segment.
Empty Target Check	Select to identify segments containing no content in the target column.
Forbidden Character Check	Select to identify target segments containing forbidden characters, such as the tilde, asterisk, or ampersand. 1. Click **Add**, enter the forbidden character or character string in the **column 1** field, then click **Update**. 2. Select whether you want to ignore exact matches or content matches.
Mistranslated Text Check	Select to identify segments with common translation errors. This generates a report that lists the correct and wrong usage of translated text. 1. **Suppress noise** — Select to remove redundancy from the reported warnings or errors. 2. **Skip exact matches** — Select to ignore common translation errors on exact matches. 3. **Skip context matches** — Select to ignore common translation errors on context matches.
Note Check	Select to identify and run a report of segments with notes. When you run Transcheck while in TXLF Editor, every segment that has notes has a related alert flag • **Skip exact matches** — Select to ignore notes on exact matches. • **Skip context matches** — Select to ignore notes on context matches.

Option	Action
Number Difference Check	Select to identify numerals in the source segment that match the target segment. • **Treat numbers separated by hyphens and dashes as single number** — Select to ignore hyphenation and dashes separating numbers. • **Skip exact matches** — Select to ignore numerals on exact matches. • **Skip context matches** — Select to ignore numerals on context matches.
Paragraph Length Check	Select to identify target paragraph lengths that exceed the maximum character length set for the paragraph.
Punctuation Check	Select to identify consistency in typical punctuation, such as commas or periods, between source and target segments. 1. Click **Add**, enter the source punctuation mark in the **column 1** field, the target punctuation mark in the **column 2** field, then click **Update**. 2. Select to include dual occurrences of a punctuation mark, ignore exact matches, or ignore content matches.
Repeated Word Check	Select to identify duplicated words in the translation. • **Skip exact matches**—Select to ignore repeated words on exact matches. • **Skip context matches**—Select to ignore repeated words on context matches.
Segment Length Check	Select to verify if the translation complies with preset limits on characters and words. • **Strict Character Length Check (Zero means unlimited)** — Select to identify violations of minimum and maximum character length. • **Character Expansion Check** — Select to identify violations of minimum and maximum character expansion, as a percentage. • **Word Expansion Check** — Select to identify violations of minimum and maximum word expansion, as a percentage. • **Attribute Character Max Length Check** — Select to identify violations of attribute text that exceeds the maximum character length. • **Skip exact matches** — Select to ignore segment length on exact matches. • **Skip context matches** — Select to ignore segment length on context matches.
Extended Punctuation Check	Select to identify consistency in less common symbols, such as copyright symbols, trademarks, and bullets, between source and target segments. • **Skip exact matches** — Select to ignore extended punctuation on exact matches. • **Skip context matches** — Select to ignore extended punctuation on context matches.

Option	Action
Copied Source Check	Select to identify segments in the target that contains segments copied from the source. • **Skip exact matches** — Select to ignore exact matches of copied source content. • **Skip context matches** — Select to ignore exact matches of copied source content. • **Skip tokens** — Select to ignore software tokens within regular expressions in the copied source, such as `[-+_/\[\]()#:;.A-Z0-9]+`
Spelling Check	Select to employ spellcheck as you enter the translation. If the spellcheck language is not available, a message notifies you that Transcheck will continue, but the spellcheck does not take place. • **Skip exact matches** — Select to ignore spellcheck on exact matches. • **Skip context matches** — Select to ignore spellcheck on context matches.
Tag Check	Select to identify missing tags in the target segments. • **Check for non-formatting tags**. • **Check for Source formatting missing in target**. • **Check for formatting that exists in target but not in source**. • **Skip exact matches** — Select to ignore tags with exact matches. • **Skip context matches** — Select to ignore tags with context matches.
Terminology Check	Select to determine if the terms in the source segment are translated correctly based on the terms in the terminology list. • **Enforce Term Case** — Select to verify the source text matches the exact case of the term. • **Fuzzy Term Check** — Select to include terms that approximately match the term. • **Skip exact matches** — Select to ignore terms with exact matches. • **Skip context matches** — Select to ignore terms with context matches.
Unconfirmed Segment Check	Select to verify if the segment is marked unconfirmed. • **Skip exact matches** — Select to ignore unconfirmed exact match segments. • **Skip context matches** — Select to ignore unconfirmed context match segments.
Unedited Exact Check	Select to determine if exact matches were not edited.
Unedited Fuzzy Check	Select to determine if fuzzy matches were not edited.
Unedited MT Check	Select to determine if machine translated matches were not edited.

Option	Action
Untranslatable Text Check	Select to determine if the content that cannot be translated in source and target segments is consistent. 1. Click **Add**, enter the untranslatable content in the **column 1** field, then click **Update**. 2. Enter an untranslatable regular expression in the custom field. 3. **Skip exact matches** — Select to ignore exact matches of untranslatable regular expressions. 4. **Skip context matches** — Select to ignore content matches of untranslatable regular expressions.
Untranslated Text Check	Select to determine if any segments are not translated. Typically, this occurs when you copy the source into the target segment prior to translation, but missed translating that segment. • **Skip exact matches** — Select to ignore untranslated exact match text. • **Skip context matches** — Select to ignore untranslated context match text.
Whitespace Check	Select to identify mismatched or double white spaces in the target segment. • **Skip exact matches** — Select to ignore exact white space matches. • **Skip context matches** — Select to ignore white space context matches.

4. Click **OK**.

Transcheck is reconfigured for the current project.

NEW 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. Select **Preferences** from the **Wordfast** drop-down menu.

2. Click **Segmentation** under **New Project Preferences**.
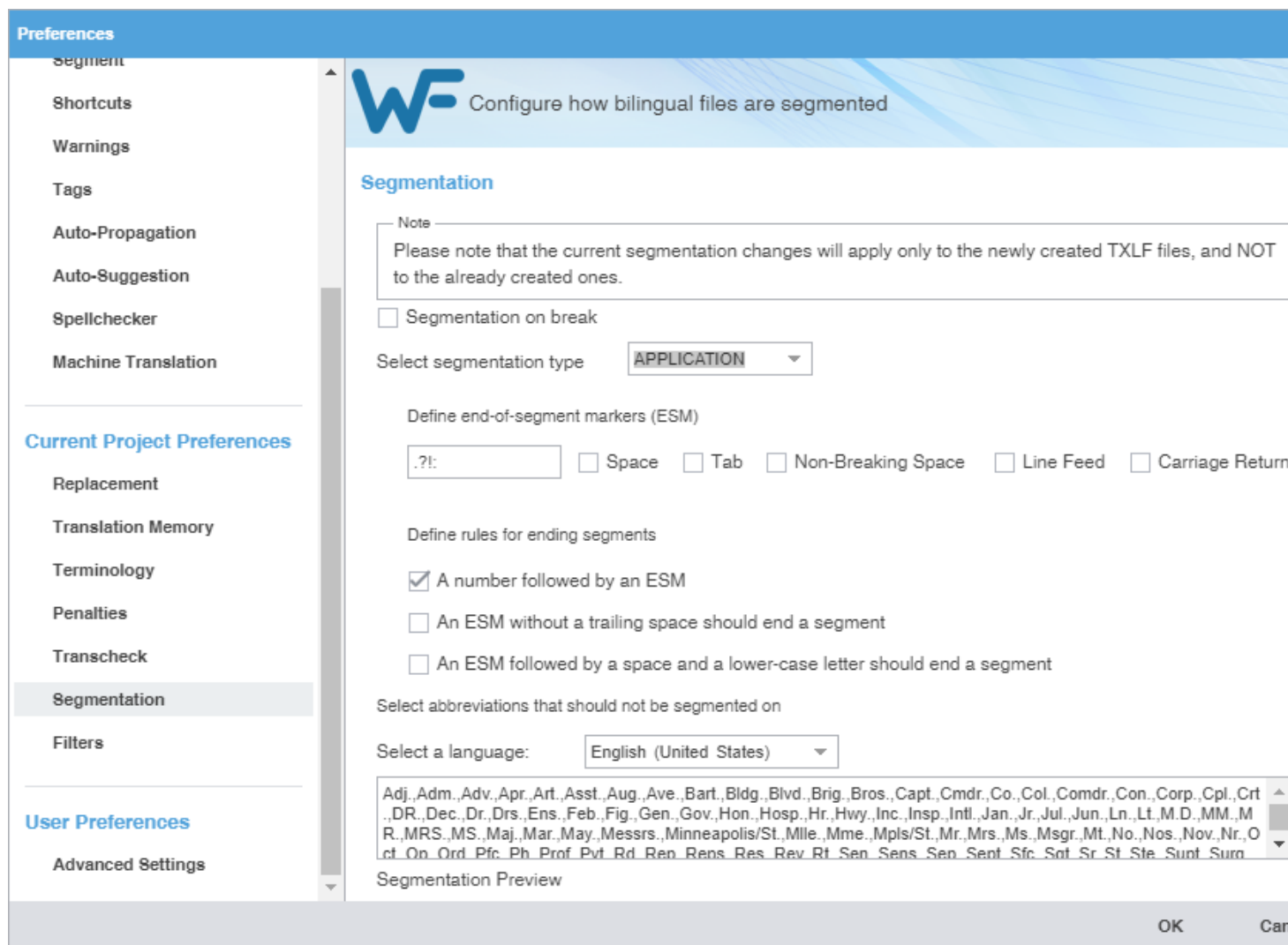
3. Select **Segmentation on break** to enable segmentation on line breaks.

4. Select **APPLICATION** or **SRX** from the **Segmentation Type** drop-down list.

5. Define the end-of-segment marker (ESM) characters.

   1. (Optional) Enter specific characters into the **ESM** field to specify custom segment end characters.
   2. (Optional) Select checkboxes for any additional end-of-segment markers.

6. Select the rules you want for ending segments.

7. Select a language from the drop-down list. The default language is US English.

8. (Optional) Enter abbreviations you want to ban during the segmentation process, separated by commas.

9. (Optional) Enter and review sample text to test your configuration.

10. Click **OK**.

NEW PROJECT PREFERENCES
Configure File Format Filters

Filters preferences control the file format filters for importing source content to Wordfast Pro.

To configure file format filters:
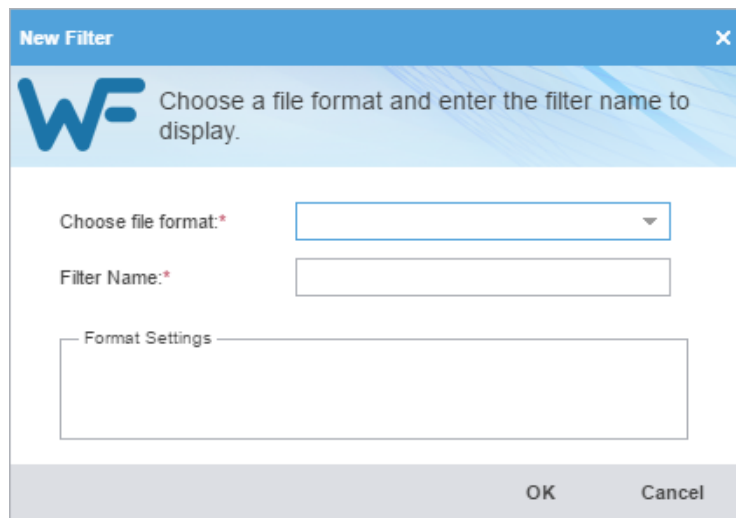
1. Select **Preferences** from the **Wordfast** drop-down menu.

2. Click **Filters** under **New Project Preferences**.
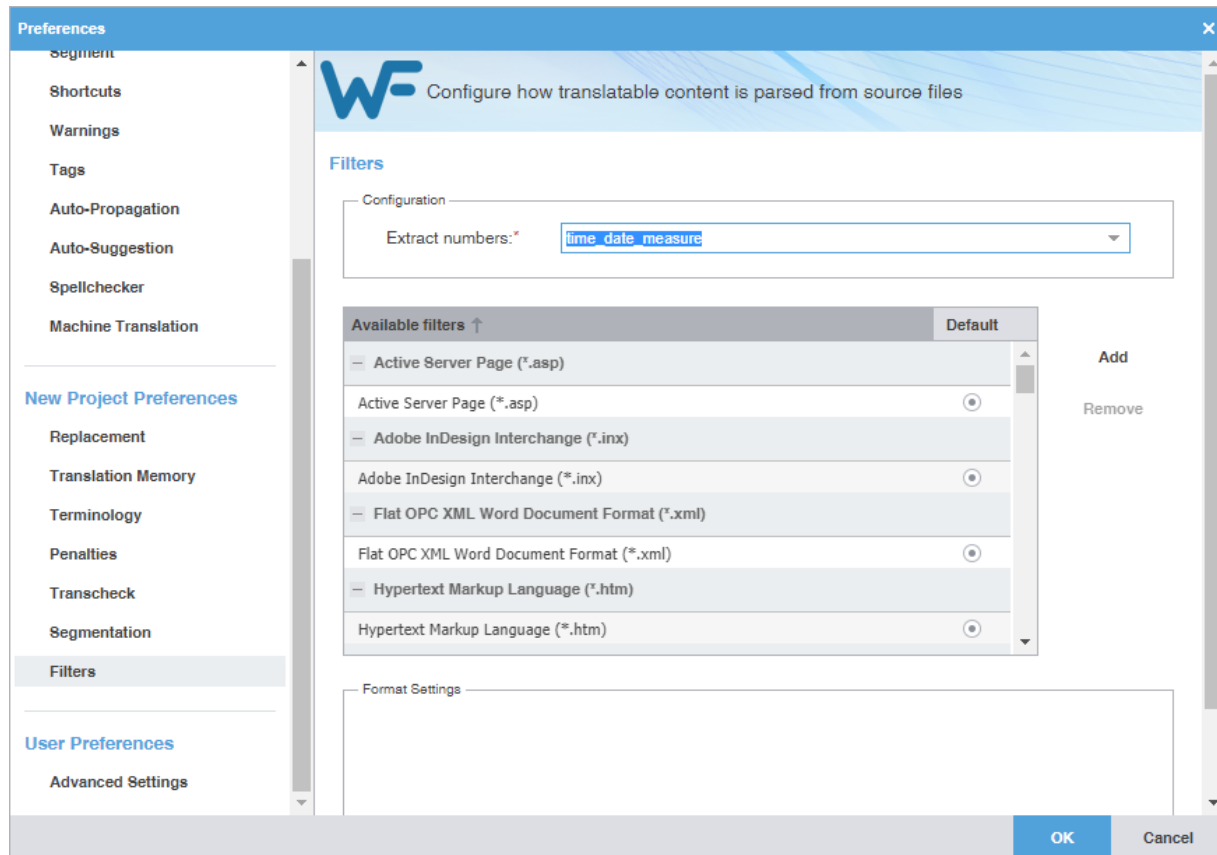
3. Select a filter configuration from the **Extract numbers** drop-down list to define the filter action on source segments that contain only numbers.

all	Extracts all segments with only numbers for translation
time_date_measure	Extracts only segments with time and date
none	Does not extract any segments that contain only numbers

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

5. (Optional) Change settings in the **Format Settings** pane. The 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 clicking **Add**.

7. On the **New Filter** dialog, click the **Choose file format** drop-down menu and select a format from the list you want to use as a template for the new filter.

8. Enter a filter name in the **Filter Name** field, and then verify your configuration is correct in the **Format Settings** pane.

9. Click **OK**.

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 control the means to restore a Wordfast Pro installation to factory or default settings, migrate preferences between computers, and customize strings.

To configure advanced settings:

1. Click **Advanced Settings** in the **User Preferences** group.
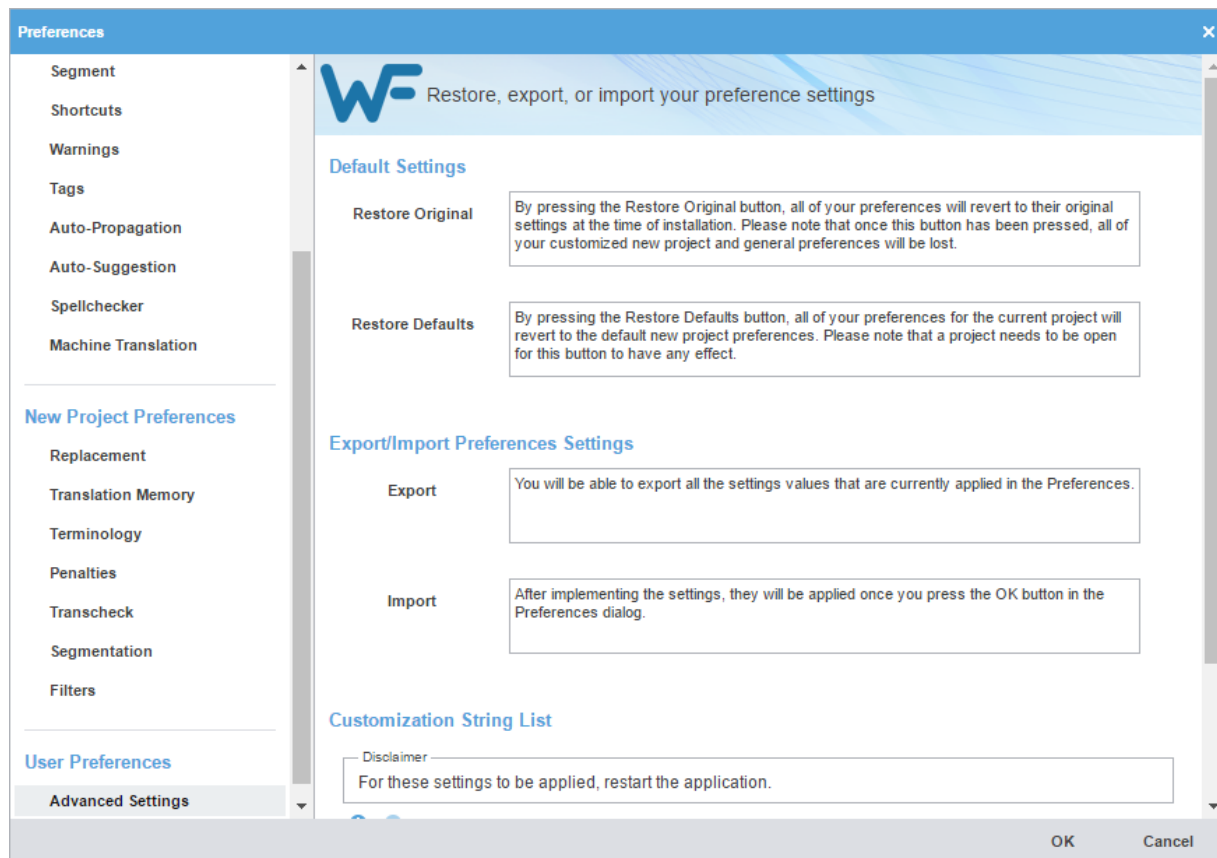
2. (Optional) Restore the **Default Settings** by either clicking **Restore Original**, based on original settings at the time of installation, or **Restore Defaults**, based on default preferences.

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

3. (Optional) To set export and import preferences, click **Export** or **Import** to apply export or import settings values to user preferences.

   - On the **Export** dialog, select all or some of the preferences settings, browse and select a file name and location, then click **Export**.
   - On the **Import** dialog, browse and select the exported preferences file name and location, select all or some of the preferences settings, then click **Import**.

4. (Optional) Click ⊕, type an option in the **Customization String List** field, then click **OK**.

5. Click **OK**.

   The configuration is complete.

13. Appendix

Accented Characters for Windows

The application supports accented characters for many language sets: those accents combined with standard characters and those that are autonomous ligatures.

ⓘ The key combinations identified here are for use with Windows operating systems and do not pertain to Mac OS.

Many accents combine with standard characters.

Accent	Sample	Key Combination	Notes
Acute	ó or Ó	Ctrl+', v Ctrl+', Shift+V	' is the apostrophe key v is a lower case vowel V is an upper case vowel
Circumflex	ô or Ô	Shift+Ctrl+^, v Shift+Ctrl+^, Shift+V	v is a lower case vowel V is an upper case vowel
Grave	ò or Ò	Ctrl+`, v   Ctrl+`, Shift+V	v is a lower case vowel V is an upper case vowel
Tilde	ñ or Ñ	Shift+Ctrl+~, c Shift+Ctrl+~, Shift+C	~ is the tilde key c or C is a character, but only works with upper and lower case N, O, or A
Umlaut	ö or Ö	Shift+Ctrl+:, v Shift+Ctrl+:, Shift+V	: is the colon key v is a lower case vowel V is an upper case vowel

Other accents require incorporation with the individual characters, so are treated as a complete character.

Complete Character	Name	Key Combination	Notes
¡	Inverted exclamation point	Alt+Shift+Ctrl+!	Press and hold all three keys simultaneously
¿	Inverted question mark	Alt+Shift+Ctrl+?	Press and hold all three keys simultaneously
ç or Ç	French C cedilla	Ctrl+, , c Ctrl+, , Shift+C	Press Control and the comma key, release both keys, then press **C** or press and hold **Shift+C**
œ or Œ	OE ligature	Shift+Ctrl+&, o Shift+Ctrl+&, Shift+O	Press and hold **Shift+Ctrl+&**, release the keys, and press **O** or press and hold **Shift+O**
ß	German sharp or double S	Shift+Ctrl+&,s	Press and hold **Shift+Ctrl+&**, release the keys, and press **S**
ø or Ø	Nordic O slash	Ctrl+/, o Ctrl+/, Shift+O	Press and hold **Ctrl+/**, release both keys, and press **O** or press and hold **Shift+O**

Complete Character	Name	Key Combination	Notes
å or Å	Nordic A-ring, Angstrom sign	Shift+Ctrl+@, a Shift+Ctrl+@, Shift+A	Press and hold **Shift+Ctrl+@**, release the keys, and press **A** or press and hold **Shift+A**
æ or Æ	Old English AE ligature	Shift+Ctrl+&, a Shift+Ctrl+&, Shift+A	Press and hold **Shift+Ctrl+&**, release the keys, and press **A** or press and hold **Shift+A**
ð or Ð	Icelandic or Old English eth	Ctrl+', d Ctrl+', Shift+D	' is the apostrophe key Press and hold **Ctrl+'**, release both keys, and press **D** or press and hold **Shift+D**

To insert accents or accented characters:

1. (Optional) To enter a character that combines with an accent, follow the key combinations in the accent table.

   - For example, to create an A with an acute ligature, hold down the Control key and press the apostrophe key. Release both keys and either press **A** or press and hold **Shift+A**.
   - For example, to create an O with the grave ligature, hold down the Control key and press the apostrophe key. Release both keys and either press the **O** or press and hold **Shift+O**.

2. (Optional) To enter a complete accented character, follow the key combinations in the complete character table.

   - For example, to create the inverted exclamation point, press and hold **Alt+Shift+Ctrl+!**, then release all keys.
   - For example, to create the œ ligature, first press and hold **Shift+Ctrl+&**, then release the keys and either press **O** or press and hold **Shift+D**.

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

(i)   Format category options are only available for MS Office source file formats.

Button	Keyboard Shortcut	Description
B Bold	**Ctrl+B**	Format the selected text as bold.
I Italic	**Ctrl+I**	Format the selected text as italic.

Button	Keyboard Shortcut	Description
$\underline{U}$ Underline	**Ctrl+U**	Format the selected text as underlined.
X_2 Subscript	**Ctrl+=**	Format the selected text as subscript.
X^2 Superscript	**Ctrl+Shift+=**	Format the selected text as superscript.
~~ABC~~ Strike	**No shortcut**	Format the selected text to display as strikethrough (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
Options

Button	Keyboard Shortcut	Description
Non-Breaking Space	**Ctrl+Shift+Space**	Insert a non-breaking space at the cursor location.
Left To Right Marker	**No shortcut**	Insert a marker to indicate left-to-right reading direction.
Right To Left Marker	**No shortcut**	Insert a marker to indicate right-to-left reading direction.
Attach / Detach	**Ctrl+D**	Attach and detach the **Formatting** toolbar. When attached, the toolbar is displayed as a tab. When detached, the toolbar is displayed as a minimized toolbar that can be moved to any area of the TXLF Editor.

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 Blacklist	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
Confirm All Segments	Ctrl+Shift+Enter	Editor
Copy	Ctrl+C	Blacklist 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

Commands	Shortcut	View
Copy selected text to target	Alt+F12	Editor
Copy Source	Alt+S	Editor
Copy Tag	Ctrl+Alt+Down	Editor
Copy Term	Ctrl+0	Editor
Copy TM	Ctrl+Shift+C	Project
Create Blacklist	Alt+B	Project
Create Glossary	Alt+N	Project
Create TM	Ctrl+Shift+N	Project
Current Segment Leverage	Alt+-	Editor
Cut	Ctrl+X	Blacklist Editor, TM Editor, Glossary Editor, Editor
Delete Note	Alt+Shift+D	Editor
Edit Note	Alt+Shift+E	Editor
Edit Term	Ctrl+E	Editor
Export Blacklist	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	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Import Blacklist	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
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

Commands	Shortcut	View
Italic	Ctrl+I	Editor
Key Assist Panel	Ctrl+Shift+L	Blacklist 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
Next Tag	Ctrl+Alt+Right	Editor
Next Term	Ctrl+9	Editor
Next View	Alt+W	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Open Blacklist	Alt+H	Project
Open Glossary	Alt+G	Project

Commands	Shortcut	View
Open Project	Ctrl+Shift+P	Home
Open TM	Ctrl+Shift+G	Project
Paste	Ctrl+V	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Preferences	F9	Blacklist 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	Blacklist 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
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

Commands	Shortcut	View
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	Blacklist 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 Blacklist	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
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
Copy	Ctrl+C	Blacklist Editor, TM Editor, Glossary Editor, Editor

Commands	Shortcut	View
Copy All Sources	Ctrl+Alt+Insert	Editor
Copy All Tags (Segment)	Alt+P	Editor
Copy Source	Alt+Insert	Editor
Copy Tag	Alt+Shift+Down	Editor
Copy Tag	Ctrl+Alt+Down	TM Editor
Copy Term	Ctrl+Alt+0	Editor
Copy TM	Ctrl+Shift+C	Project
Create Blacklist	Alt+B	Project
Create Glossary	Alt+N	Project
Create TM	Ctrl+Shift+N	Project
Current Segment Leverage	Alt+-	Editor
Cut	Ctrl+X	Blacklist Editor, TM Editor, Glossary Editor, Editor
Export Blacklist	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	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Import Blacklist	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	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
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

Commands	Shortcut	View
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	Blacklist Editor
Next View	Alt+W	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Open Blacklist	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	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Preferences	F9	Blacklist 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	Blacklist 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
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

Commands	Shortcut	View
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	Blacklist Editor, TM Editor, Glossary Editor, Editor
Verify Segment	Ctrl+Alt+V	Editor

KEYBOARD SHORTCUTS
PC Scheme: SDLX Style

⚠ This section only includes shortcuts with a default application-assigned keystroke sequence.

Commands	Shortcut	View
Add Blacklist	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 Term	Ctrl+T	Editor
Add TM	Ctrl+N	Project
Analyze	Ctrl+Space	Editor
Attach/Detach Toolbar	Ctrl+D	Editor
Bold	Ctrl+B	Editor
Clear Target Document	Alt+Shift+Delete	Editor

Commands	Shortcut	View
Clear Target Segment	Ctrl+Alt+X	Editor
Close	Ctrl+Shift+W	Editor
Close project from home window	Ctrl+W	Home
Commit All Segments to TM	Alt+End	Editor
Commit Current Segment	Alt+Q	Editor
Confirm/Unconfirm Segment	Alt+Enter	Editor
Confirm All Segments	Ctrl+Shift+Enter	Editor
Copy	Ctrl+C	Blacklist 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+P	Editor
Copy selected text to target	Alt+F12	Editor
Copy Source	F4	Editor
Copy Tag	Ctrl+Alt+Down	Editor
Copy Term	Ctrl+Alt+0	Editor
Copy TM	Ctrl+Shift+C	Project
Create Blacklist	Alt+B	Project
Create Glossary	Alt+N	Project
Create TM	Ctrl+Shift+N	Project
Current Segment Leverage	F8	Editor
Cut	Ctrl+X	Blacklist Editor, TM Editor, Glossary Editor, Editor
Delete Note	Alt+Shift+D	Editor
Edit Note	Alt+Shift+E	Editor
Edit Term	Ctrl+E	Editor
Export Blacklist	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
Go To Segment	Ctrl+L	Editor
Help	Ctrl+Alt+H	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Import Blacklist	Alt+J	Project

Commands	Shortcut	View
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	Blacklist 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
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

Commands	Shortcut	View
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	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Open Blacklist	Alt+H	Project
Open Glossary	Alt+G	Project
Open Project	Ctrl+Shift+P	Home
Open TM	Ctrl+Shift+G	Project
Paste	Ctrl+V	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Preferences	F9	Blacklist 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	Blacklist 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
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

Commands	Shortcut	View
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	Blacklist Editor, TM Editor, Glossary Editor, Editor
Verify Segment	Ctrl+Alt+V	Editor

KEYBOARD SHORTCUTS
PC Scheme: Trados Style

⚠ This section only includes shortcuts with a default application-assigned keystroke sequence.

Commands	Shortcut	View
Add Blacklist	Alt+C	Project
Add Glossary	Alt+O	Project
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

Commands	Shortcut	View
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
Copy	Ctrl+C	Blacklist 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
Copy TM	Ctrl+Shift+C	Project
Create Blacklist	Alt+B	Project
Create Glossary	Alt+N	Project
Create TM	Ctrl+Shift+N	Project
Current Segment Leverage	Alt+Space	Editor
Cut	Ctrl+X	Blacklist Editor, TM Editor, Glossary Editor, Editor
Export Blacklist	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
Go To Segment	Ctrl+L	Editor
Help	Ctrl+Alt+H	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Import Blacklist	Alt+J	Project
Import Glossary	Alt+I	Project
Import TM	Ctrl+Shift+I	Project

Commands	Shortcut	View
Insert en dash	F10	Editor
Insert non-breaking space	Ctrl+Shift+Space	Editor
Italic	Ctrl+I	Editor
Key Assist Panel	Ctrl+Shift+L	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Last Modified Segment	Shift+F5	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)	Enter	Editor
Next Segment (No Commit)	Ctrl+Down	Editor
Next Tag	Ctrl+Alt+Right	TM Editor
Next Update	Alt+Down	Blacklist Editor
Next View	Alt+W	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Open Blacklist	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	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Preferences	F9	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Previous Tag	Ctrl+Alt+Left	Editor
Previous Update	Alt+Up	Blacklist Editor
Pseudo Translate	Ctrl+Shift+Y	Quick Tools
Redo	Ctrl+Y	Blacklist Editor, TM Editor, Glossary Editor, Editor
Remove Glossary	Alt+R	Project
Remove Project	Ctrl+Alt+R	Home
Remove Reference Files	Alt+0	Project

Commands	Shortcut	View
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	Blacklist Editor, TM Editor, Glossary Editor, Editor
Verify Segment	Ctrl+Alt+V	Editor

KEYBOARD SHORTCUTS
Mac Scheme: Wordfast Pro Style

⚠ This section only includes shortcuts with a default application-assigned keystroke sequence.

Commands	Shortcut	View
Add Blacklist	⌥C	Project
Add Glossary	⌥O	Project
Add Note	⌥⇧N	Editor
Add Project	⌘⇧A	Home
Add Project TMs	⌘⇧B	Quick Tools
Add Term	⌘⌥T	Editor

Commands	Shortcut	View
Add TM	⌘N	Project
Analyze	⌘Space	Editor
Attach/Detach Toolbar	⌘D	Editor
Bold	⌘B	Editor
Clear all tags (Segment)	⌘⇧V	Editor
Clear Target Document	⌥⇧⌦	Editor
Clear Target Segment	^⌥X	Editor
Close	⌘W	Editor
Close project from home window	⌘⇧X	Home
Close segment	#	Editor
Commit All Segments to TM	⌘⌥↘#	Editor
Commit Current Segment	⌥↘#	Editor
Confirm/Unconfirm Segment	⌥↩#	Editor
Confirm All Segments	⌘⇧↩#	Editor
Copy	⌘C	Blacklist Editor, TM Editor, Glossary Editor, Editor
Copy All Sources	⌘⌥Insert	Editor
Copy All Tags (Document)	⌥⇧P	Editor
Copy All Tags (Segment)	⌥A	Editor
Copy selected text to target	⌥F12	Editor
Copy Source	⌥S	Editor
Copy Tag	⌘⌥↓	Editor
Copy Term	⌘0	Editor
Copy TM	⌘⇧C	Project
Create Blacklist	⌥B	Project
Create Glossary	⌥N	Project
Create TM	⌘⇧N	Project
Current Segment Leverage	⌥Q	Editor
Cut	⌘X	Blacklist Editor, TM Editor, Glossary Editor, Editor
Delete Note	⌥⇧D	Editor
Edit Note	⌥⇧E	Editor
Edit Term	⌘E	Editor
Export Blacklist	⌥K	Project
Export Glossary	⌥E	Project

Commands	Shortcut	View
Export Report as PDF format	⌥U	Project
Export TM	⌘⇧E	Project
Find/Replace	⌘F	Editor
Get Bilingual Table	⌘⌥P	Editor
Go To Segment	⌘G	Editor
Help	⌘⌥H	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Import Blacklist	⌥J	Project
Import Glossary	⌥I	Project
Import TM	⌘⇧I	Project
Insert a cent sign	⌘;	Editor
Insert copyright symbol	⌘⌥C	Editor
Insert ellipsis	⌘⌥.	Editor
Insert em dash	⌥-	Editor
Insert en dash	⌥⇧-	Editor
Insert non-breaking hyphen	⌘⇧-	Editor
Insert non-breaking space	⌘⇧Space	Editor
Insert Registered Trademark symbol	⌘⌥R	Editor
Italic	⌘I	Editor
Key Assist Panel	⌘⇧L	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Last Modified Segment	⇧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

Commands	Shortcut	View
Leverage the seventh TM Lookup match	⌥7	Editor
Leverage the eighth TM Lookup match	⌥8	Editor
Leverage the Next TU	⌘→	Editor
Machine Translate	⌘⇧M	Editor
Merge Segments	⌥↨	Editor
Modify	⌥M	Project
Modify TM	⌘⇧T	Project
Move the cursor between the source and the target	⇧⇥	Editor
Next Segment (Commit to TM)	⌥↓	Editor
Next Segment (No Commit)	⌘↓	Editor
Next Tag	⌘⌥→	Editor
Next Term	⌘9	Editor
Next View	⌥W	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Open Blacklist	⌥H	Project
Open Glossary	⌥G	Project
Open Project	⌘⇧P	Home
Open TM	⌘⇧G	Project
Paste	⌘V	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Preferences	F9	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Previous Segment (No Commit)	⌘↑	Editor
Previous Segment (TM Commit)	⌥↑	Editor
Previous Tag	⌘⌥←	Editor
Previous Term	⌘8	Editor
Pseudo Translate	⌘⇧Y	Quick Tools
Redo	⌘Y	Blacklist Editor, TM Editor, Glossary Editor, Editor
Remove Glossary	⌥R	Project
Remove Reference Files	⌥0	Project
Remove Report	⌥Z	Project
Remove TM	⌘⇧R	Project

Commands	Shortcut	View
Replace/Find	⌘H	Editor
Run Transcheck	^Q	Editor
Save	⌘S	Editor
Save As	F12	Editor
Save File As Translated	⌘⌥S	Editor
Show White Space Characters	⌘⇧8	Editor
Simple Project Creator	⌘P	Home
Source TM Lookup	⌘⇧F	Editor
Spell Check	F7	Editor
Split Segment	⌥⇳	Editor
Strikethrough	⌘K	Editor
Subscript	⌘=	Editor
Superscript	⌘⇧=	Editor
Term Info	⌥T	Editor
Terminology Highlight	⌘F5	Editor
TM Concordance	F8	Editor
Toggle uppercase/lowercase	⇧F3	Editor
Translate All	⌘⇧⌥#	Editor
Translate File	⌘O	Project
Translate Until Fuzzy	⌘⌥F	Editor
Translate Until No Match	⌘⇧⇳	Editor
Unconfirm All Segments	⌥⇧↩#	Editor
Underline	⌘U	Editor
Undo	⌘Z	Blacklist Editor, TM Editor, Glossary Editor, Editor
Verify Segment	⌘⌥V	Editor

KEYBOARD SHORTCUTS
Mac Scheme: Wordfast Classic Style

⚠ This section only includes shortcuts with a default application-assigned keystroke sequence.

Commands	Shortcut	View
Add Blacklist	⌥C	Project
Add Glossary	⌥O	Project

Commands	Shortcut	View
Add Note	⌥⇧N	Editor
Add Project	⌘⇧A	Home
Add Project TMs	⌘⇧B	Quick Tools
Add Reference Files	⌥1	Project
Add Term	⌘⌥T	Editor
Add TM	⌘N	Project
Analyze	⌘Space	Quick Tools
Attach/Detach Toolbar	⌘D	Editor
Bold	⌘B	Editor
Clear Target Document	⌥⇧⌦	Editor
Clear Target Segment	^⌥X	Editor
Close project from home window	⌘⇧X	Home
Commit All Segments to TM	⌘⌥↘#	Editor
Confirm/Unconfirm Segment	⌥↵#	Editor
Confirm All Segments	⌘⇧↵#	Editor
Copy	⌘C	Blacklist Editor, TM Editor, Glossary Editor, Editor
Copy All Sources	⌥⇧Insert	Editor
Copy All Tags (Segment)	⌥P	Editor
Copy Source	⌥Insert	Editor
Copy Tag	⌘⌥↓	TM Editor
Copy Tag	⌥⇧↓	Editor
Copy Term	⌘⌥0	Editor
Copy TM	⌘⇧C	Project
Create Blacklist	⌥B	Project
Create Glossary	⌥N	Project
Create TM	⌘⇧N	Project
Current Segment Leverage	⌥Q	Editor
Cut	⌘X	Blacklist Editor, TM Editor, Glossary Editor, Editor
Delete Note	⌥⇧D	Editor
Edit Note	⌥⇧E	Editor
Edit Term	⌘E	Editor
Export Blacklist	⌥K	Project
Export Glossary	⌥E	Project

Commands	Shortcut	View
Export Package	⌘E	Home
Export Report as PDF format	⌥U	Project
Export TM	⌘⇧E	Project
Find/Replace	⌘F	Editor
Go To Segment	⌘G	Editor
Help	⌘⌥H	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Import Blacklist	⌥J	Project
Import Glossary	⌥I	Project
Import TM	⌘⇧I	Project
Insert non-breaking space	⌘⇧Space	Editor
Italic	⌘I	Editor
Key Assist Panel	⌘⇧L	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Last Modified Segment	⇧F5	Editor
Leverage Previous TU	⌘←	Editor
Leverage the Next TU	⌘→	Editor
Merge Segments	⌥⇳	Editor
Modify	⌥M	Project
Modify Project	⌘⇧M	Home
Modify TM	⌘⇧T	Project
Next Segment (No Commit)	⌘↓	Editor
Next Tag	⌥⇧→	Editor
Next Term	⌘⌥9	Editor
Next Update	⌥↓	Blacklist Editor
Next View	⌥W	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Open Blacklist	⌥H	Project
Open Glossary	⌥G	Project
Open Project	⌘⇧P	Home
Open Reference Files	⌥2	Project
Open TM	⌘⇧G	Project
Paste	⌘V	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home

Commands	Shortcut	View
Preferences	F9	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Previous Segment (TM Commit)	⌥↑	Editor
Previous Tag	⌘⌥←	Editor
Previous Term	⌘⌥8	Editor
Pseudo Translate	⌘⇧Y	Quick Tools
Redo	⌘Y	Blacklist Editor, TM Editor, Glossary Editor, Editor
Remove Glossary	⌥R	Project
Remove Project	⌘⌥R	Home
Remove Reference Files	⌥0	Project
Remove Report	⌥Z	Project
Remove tag	⌘⌥↑	
Remove TM	⌘⇧R	Project
Replace/Find	⌘H	Editor
Save	⌘S	Editor
Save As	F12	Editor
Save File As Translated	⌘⌥S	Editor
Show White Space Characters	⌘⇧8	Editor
Simple Project Creator	⌘P	Home
Spell Check	F7	Editor
Split Segment	⌥↨	Editor
Strikethrough	⌘K	Editor
Subscript	⌘=	Editor
Superscript	⌘⇧=	Editor
Term Info	⌥T	Editor
Terminology Highlight	⌘F5	Editor
TM Concordance	⌘⇧F	Editor
Translate File	⌘O	Project
Translate Until Fuzzy	⌘⌥F	Editor
Translate Until No Match	⌘⇧↨	Editor
Unconfirm All Segments	⌥⇧↵#	Editor
Underline	⌘U	Editor
Undo	⌘Z	Blacklist Editor, TM Editor, Glossary Editor, Editor

Commands	Shortcut	View
Verify Segment	⌘⌥V	Editor

KEYBOARD SHORTCUTS
Mac Scheme: SDLX Style

⚠ This section only includes shortcuts with a default application-assigned keystroke sequence.

Commands	Shortcut	View
Add Blacklist	⌥C	Project
Add Glossary	⌥O	Project
Add Note	⌥⇧N	Editor
Add Project	⌘⇧A	Home
Add Project TMs	⌘⇧B	Quick Tools
Add Term	⌘T	Editor
Add Term	⌘⌥T	Glossary Editor
Add TM	⌘N	Project
Analyze	⌘Space	Editor
Attach/Detach Toolbar	⌘D	Editor
Bold	⌘B	Editor
Clear Target Document	⌥⇧⌫	Editor
Clear Target Segment	^⌥X	Editor
Close	⌘⇧W	Editor
Close project from home window	⌘W	Home
Commit All Segments to TM	⌥↘#	Editor
Confirm/Unconfirm Segment	⌥↩#	Editor
Confirm All Segments	⌘⇧↩#	Editor
Copy	⌘C	Blacklist Editor, TM Editor, Glossary Editor, Editor
Copy All Sources	⌘⌥Insert	Editor
Copy All Tags (Document)	⌥⇧P	Editor
Copy All Tags (Segment)	⌥P	Editor
Copy selected text to target	⌥F12	Editor
Copy Source	F4	Editor
Copy Tag	⌘⌥↓	Editor
Copy Term	⌘⌥0	Editor

Commands	Shortcut	View
Copy TM	⌘⇧C	Project
Create Blacklist	⌥B	Project
Create Glossary	⌥N	Project
Create TM	⌘⇧N	Project
Current Segment Leverage	⌥Q	Editor
Cut	⌘X	Blacklist Editor, TM Editor, Glossary Editor, Editor
Delete Note	⌥⇧D	Editor
Edit Note	⌥⇧E	Editor
Edit Term	⌘E	Editor
Export Blacklist	⌥K	Project
Export Glossary	⌥E	Project
Export Report as PDF format	⌥U	Project
Export TM	⌘⇧E	Project
Find/Replace	⌘F	Editor
Go To Segment	⌘L	Editor
Help	⌘⌥H	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Import Blacklist	⌥J	Project
Import Glossary	⌥I	Project
Import TM	⌘⇧I	Project
Insert copyright symbol	⌘⌥C	Editor
Insert ellipsis	F11	Editor
Insert em dash	⌥-	Editor
Insert en dash	⌥⇧-	Editor
Insert non-breaking hyphen	⌘F9	Editor
Insert non-breaking space	⌘⇧Space	Editor
Insert Registered Trademark symbol	⌘⌥R	Editor
Italic	⌘I	Editor
Key Assist Panel	⌘⇧L	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Last Modified Segment	⇧F5	Editor
Leverage Previous TU	⌘←	Editor

Commands	Shortcut	View
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	⌘→	Editor
Machine Translate	⌘⇧F8	Editor
Merge Segments	⌥J	Editor
Modify	⌥M	Project
Modify Project	⌘⇧M	Home
Modify TM	⌘⇧T	Project
Move the cursor between the source and the target	⇧⇥	Editor
Next Segment (Commit to TM)	⌥↓	Editor
Next Segment (No Commit)	⌘↓	Editor
Next Tag	⌘⌥→	Editor
Next Term	⌘⌥9	Editor
Next View	⌥W	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Open Blacklist	⌥H	Project
Open Glossary	⌥G	Project
Open Project	⌘⇧P	Home
Open TM	⌘⇧G	Project
Paste	⌘V	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home

Commands	Shortcut	View
Preferences	F9	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Previous Segment (No Commit)	⌘↑	Editor
Previous Segment (TM Commit)	⌥↑	Editor
Previous Tag	⌘⌥←	Editor
Previous Term	⌘⌥8	Editor
Pseudo Translate	⌘⇧Y	Quick Tools
Redo	⌘Y	Blacklist Editor, TM Editor, Glossary Editor, Editor
Remove Glossary	⌥R	Project
Remove Reference Files	⌥0	Project
Remove Report	⌥Z	Project
Remove tag	⌘⌥↑	Editor
Remove TM	⌘⇧R	Project
Replace/Find	⌘H	Editor
Run Transcheck	F12	Editor
Save	⌘S	Editor
Save File As Translated	⌘⌥S	Editor
Show White Space Characters	⌘⇧8	Editor
Simple Project Creator	⌘P	Home
Source TM Lookup	⌘⇧F	Editor
Spell Check	F6	Editor
Split Segment	⌥↵#	Editor
Strikethrough	⌘K	Editor
Subscript	⌘=	Editor
Superscript	⌘⇧=	Editor
Term Info	⌥T	Editor
Terminology Highlight	⌘F5	Editor
TM Concordance	F7	Editor
Toggle uppercase/lowercase	⇧F3	Editor
Translate All	⌘⇧↘#	Editor
Translate File	⌘O	Project
Translate Until Fuzzy	⌘⌥F	Editor
Translate Until No Match	⌘⇧‡	Editor

Commands	Shortcut	View
Unconfirm All Segments	⌥⇧↵#	Editor
Underline	⌘U	Editor
Undo	⌘Z	Blacklist Editor, TM Editor, Glossary Editor, Editor
Verify Segment	⌘⌥V	Editor

KEYBOARD SHORTCUTS

Mac Scheme: Trados Style

⚠ This section only includes shortcuts with a default application-assigned keystroke sequence.

Commands	Shortcut	View
Add Blacklist	⌥C	Project
Add Glossary	⌥O	Project
Add Project TMs	⌘⇧B	Quick Tools
Add Reference Files	⌥1	Project
Add Term	⌘F11	Editor
Add Term	⌘⌥T	Glossary Editor
Add TM	⌘N	Project
Analyze	⌘Space	Quick Tools
Attach/Detach Toolbar	⌘D	Editor
Bold	⌘B	Editor
Clear Target Document	⌥⇧⌫	Editor
Clear Target Segment	^⌥X	Editor
Close	⌘W	Editor
Close project from home window	⌘⇧X	Home
Commit All Segments to TM	⌘⇧U	Editor
Confirm/Unconfirm Segment	⌥↵#	Editor
Confirm All Segments	⌘⇧↵#	Editor
Copy	⌘C	Blacklist Editor, TM Editor, Glossary Editor, Editor
Copy All Tags (Segment)	⌥P	Editor
Copy selected text to target	⌥F12	Editor
Copy Source	F4	Editor
Copy Tag	⌘F4	Editor
Copy Term	⌘⌥↓	Editor

Commands	Shortcut	View
Copy TM	⌘⇧C	Project
Create Blacklist	⌥B	Project
Create Glossary	⌥N	Project
Create TM	⌘⇧N	Project
Current Segment Leverage	⌥Q	Editor
Cut	⌘X	Blacklist Editor, TM Editor, Glossary Editor, Editor
Export Blacklist	⌥K	Project
Export Glossary	⌥E	Project
Export Package	⌘E	Home
Export Report as PDF format	⌥U	Project
Export TM	⌘⇧E	Project
Go To Segment	⌘L	Editor
Help	⌘⌥H	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Import Blacklist	⌥J	Project
Import Glossary	⌥I	Project
Import TM	⌘⇧I	Project
Insert en dash	⌥⇧-	Editor
Insert non-breaking space	⌘⇧Space	Editor
Italic	⌘I	Editor
Key Assist Panel	⌘⇧L	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Last Modified Segment	⇧F5	Editor
Machine Translate	⌘⇧F8	Editor
Merge Segments	⌘J	Editor
Modify	⌥M	Project
Modify Project	⌘⇧M	Home
Modify TM	⌘⇧T	Project
Move the cursor between the source and the target	⇧⇥	Editor
Next Segment (Commit to TM)	↵#	Editor
Next Segment (No Commit)	⌘↓	Editor
Next Tag	⌘⌥→	TM Editor
Next Update	⌥↓	Blacklist Editor

Commands	Shortcut	View
Next View	⌥W	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Open Blacklist	⌥H	Project
Open Glossary	⌥G	Project
Open Project	⌘⇧P	Home
Open Reference Files	⌥2	Project
Open TM	⌘⇧G	Project
Paste	⌘V	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Preferences	F9	Blacklist Editor, TM Editor, Glossary Editor, Quick Tools, Editor, Project, Home
Previous Tag	⌘⌥←	Editor
Previous Update	⌥↑	Blacklist Editor
Pseudo Translate	⌘⇧Y	Quick Tools
Redo	⌘Y	Blacklist Editor, TM Editor, Glossary Editor, Editor
Remove Glossary	⌥R	Project
Remove Project	⌘⌥R	Home
Remove Reference Files	⌥0	Project
Remove Report	⌥Z	Project
Remove TM	⌘⇧R	Project
Save	⌘S	Editor
Save File As Translated	⌘⌥S	Editor
Show White Space Characters	⌘⇧8	Editor
Simple Project Creator	⌘P	Home
Source TM Lookup	⌘⇧F	Editor
Spell Check	F6	Editor
Split Segment	⌥S	Editor
Strikethrough	⌘K	Editor
Subscript	⌘=	Editor
Superscript	⌘⇧=	Editor
Term Info	⌥T	Editor
Terminology Highlight	⌘F5	Editor
TM Concordance	F7	Editor
Translate All	⌘⇧A	Editor

Commands	Shortcut	View
Translate File	⌘O	Project
Unconfirm All Segments	⌥⇧↵#	Editor
Underline	⌘U	Editor
Undo	⌘Z	Blacklist Editor, TM Editor, Glossary Editor, Editor
Verify Segment	⌘⌥V	Editor

FAQs

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

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

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

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 Licensure.

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.

Refer to Chain Files.

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 on the **Project Files** tab.
- Analyze any files outside of the project files on the **Quick Tools** tab.
- Analyze a file open for translation in **TXLF Editor** view by clicking the **Analyze** action 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 share my translation or commit my translation to a TM in real time?

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

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

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

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

Once the segment is committed to the TM, it becomes a private translation unit (TU) with a penalty of 1%. As a 99% match, the segment follows 100% matches in the list. Your preliminary translations go through additional steps such as editing and proofing. Private TUs change to public TUs once you complete the final linguistic step in the translation workflow. You can automatically leverage a public TU during analysis at 100% or 100%+.

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. On the **Translation** tab, click **Unconfirm/Confirm**. The **Status** column displays 🔹, and does not update the TM.
3. To write the segment to the TM, select the segment and click **Unconfirm/Confirm** again. The 🔹 is removed from the **Status** column, and the segment may then be updated to the TM.
4. On the **Translation** tab, click **Unconfirm / Confirm All** to unconfirm or confirm all segments in the file.

How do I correctly apply inline formatting?

You can apply inline formatting to the target segment in two ways:

1. You can enter tag(s) from the source language segment for basic styles such as bold and italic using the buttons on the **Formatting** tab. However, these formatting buttons could introduce tags in the target that do not match the source. Unless the linguist identifies these mismatched tags using Transcheck and corrects them, they will prevent 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 in 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 using **General**, **Current Project**, and **User Preferences** groups.

To access preferences, choose one of the following:

- Use the **Wordfast Pro** tab drop-down menu.
- Use the **Projects** tab.
- Use the **Project Files** tab.
- Use the **Quick Tools**.
- Use the **TXLF Editor** view.

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** or **Office Preview** from the drop-down menu. This opens a document with the target content for comparison to your source content.