Training Course

SDL Trados Studio 2011 Getting Started for Translators

Innovation Delivered.

SDL Trados Studio 2011

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INTRODUCTION

Chapter

1

ABOUT THIS TRAINING WORKBOOK

The scope of this workbook is to familiarize you with the main features of SDL Trados Studio 2011. It contains practical, real-life examples of how to leverage SDL Trados Studio 2011 to streamline your translation processes. This document provides the following:

- General information on CAT technologies
- An overview of the SDL Trados Studio 2011 user interface
- An example of how to translate documents using the most commonly used SDL Trados Studio 2011 features
- An example of how to process documents contained in a project package

The main focus of this training guide is on practical life examples, for which training sample files are available.

We recommend that you copy the sample files to your **Desktop**, so that you can find them easily.

CAT TECHNOLOGIES OVERVIEW

This chapter gives you a quick overview of the CAT technologies referred to in this training workbook:

- Translation memories (TMs)
- Terminology databases
- Alignment
- AutoSuggest dictionaries
- Process and workflow overview

It also explains the scope of the two applications referred to in this training workbook:

- SDL Trados Studio 2011
- SDL MultiTerm 2011

Chapter

2

WHAT ARE CAT TECHNOLOGIES?

CAT stands for *Computer-Aided Translation*. This term refers to technologies used to streamline translation and localization processes.

Translation Memories

Translation memories (TMs for short) are databases that store source sentences and their translations as segment pairs. Note that as not every text element in a document is a full sentence, translation tools refer to *segments* rather than sentences. Usually a segment is a sentence, but it could also be just a few words, like the heading *Getting Started*. The TM 'remembers' each segment that is translated, and stores the source/target segment pairs in the TM database as translation units (TUs). If an identical or a similar segment comes up later, it does not need to be translated from scratch. Instead, the translation can be easily retrieved from the TM database.

This technology offers two main advantages:

- Faster turnaround times and cost-savings, as repetitive content can be translated much more quickly.
- Better consistency and quality: with TM technology you can make sure that you do not translate repeated occurrences of the same sentence differently, which can be confusing to readers.

Terminology Databases (Termbases)

Terminology databases (or termbases) are similar to electronic dictionaries. Rather than storing whole segments, they contain single words or expressions. Creating and maintaining termbases is useful for storing organization-specific, customer-specific or product-specific terms, which cannot be found in standard dictionaries. Example: a termbase used for software localization may contain terms such as *dialog box*, *dropdown list*, *taskbar*, etc.

Termbases can be accessed from within a translation environment, e.g. SDL Trados Studio 2011. In this case, the source sentences are automatically searched for relevant terminology in the background. The corresponding target terms can then easily be inserted into the translation. This process is called *active term recognition*. This saves you the trouble of having to open a separate application in order to do time-consuming research work. Termbases offer the following main advantages:

- Cost and time savings, as you avoid tedious extra work such as researching and typing long-winded expressions.
- Quality increases, as the same expressions are used consistently throughout a document. Termbases help you effectively avoid unnecessary variations, which can be confusing to readers.
- You can create and manage terminology that is customer or product-specific and that cannot be found in any standard dictionary.

AutoSuggest Dictionaries

While TMs store whole segments, AutoSuggest dictionaries are used for retrieving segment fragments. When you use an AutoSuggest dictionary, it will automatically suggest segment fragments while you are typing. For example, when you start typing the letter *d*, it will suggest relevant expressions that fit the current context, e.g. *distribution pattern of centipedes*.

AutoSuggest dictionaries are created from translation memories. SDL Trados Studio 2011 offers a wizard that allows you to select a given TM for creation of an AutoSuggest dictionary. A sophisticated algorithm analyzes the TM for useful words, expressions and phrases, which can later be automatically suggested while typing.

NOTE

The Freelance Edition of SDL Trados Studio 2011 allows you to create AutoSuggest dictionaries for a duration of 30 days after installation. Users of the Freelance Edition need to purchase an SDL AutoSuggest Creator license to be able to continue creating AutoSuggest dictionaries after the initial 30 days. The Professional Edition of SDL Trados Studio 2011 has no restrictions when it comes to using and creating AutoSuggest dictionaries.

The SDL Trados Studio 2011 Starter Edition does not support the creation or use of AutoSuggest dictionaries.

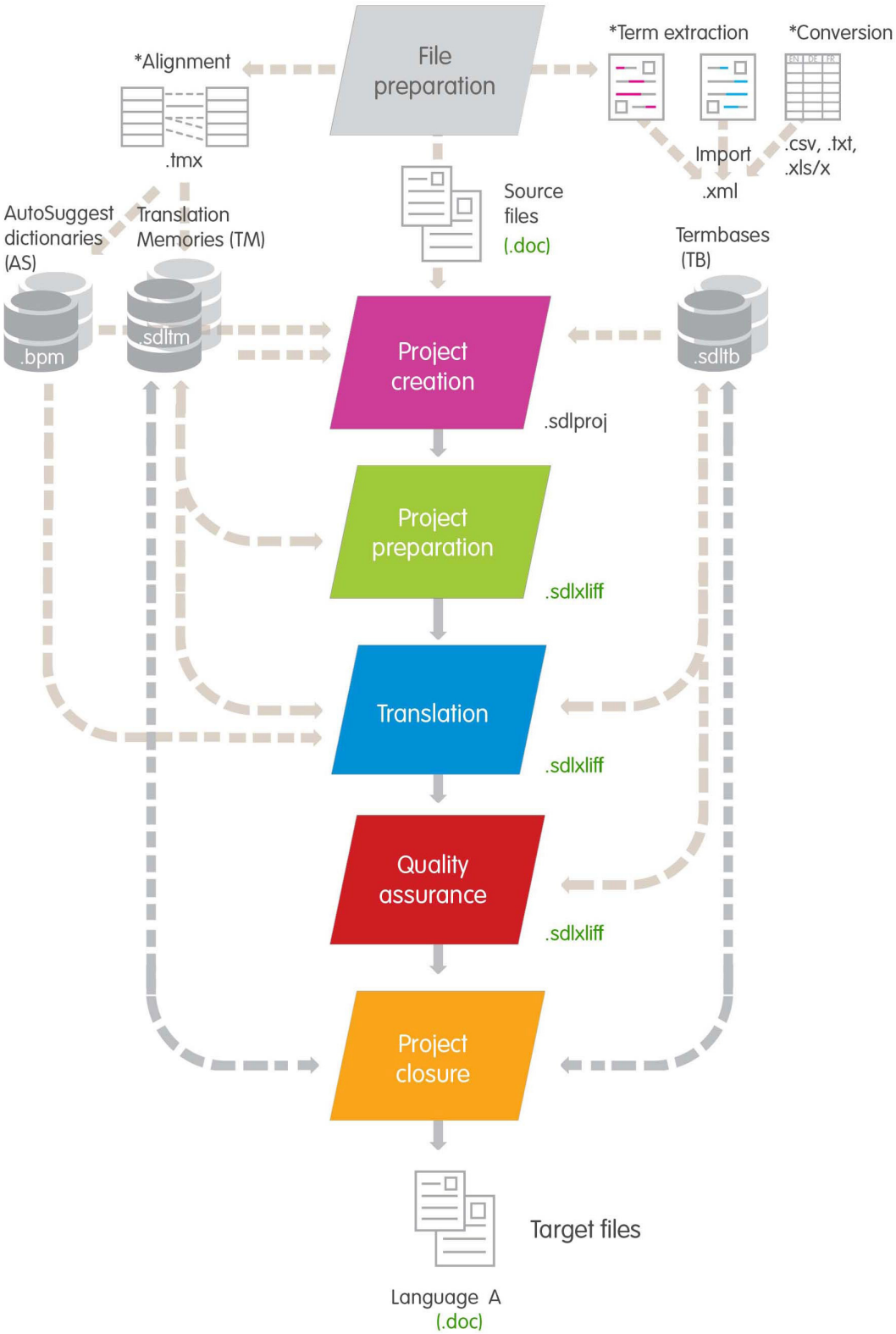
For information on the differences between the three available editions, please refer to http://www.translationzone.com/en/products/sdl-trados-studio/#tab2.

Alignment

When you start using a translation memory tool, you will have to fill it with your own translations, as the database is empty at the beginning. In order to re-use any translations you have already done, you can use the alignment tool to create segment pairs out of two separate documents (source language document and translated document). These segment pairs can then be imported into your translation memory. From there you can easily re-use your previous translations.

Process and Workflow overview with SDL Trados Studio 2011

The following diagram summarizes the translation workflow and processes within SDL Trados Studio 2011. It shows how the different databases are used in the translation workflow.



Applications Overview

Below you find an overview of the two applications referred to in this training workbook.

SDL Trados Studio 2011

SDL Trados Studio 2011 is the application that this training workbook focuses on. It provides the following main functions in an integrated user interface:

- Translation memory capability
- An editing environment for translating and reviewing various source document formats such as Microsoft Office, Desktop Publishing, like Adobe InDesign, tagged formats like XML, HTML, etc.
- Automatic quality assurance features
- Functionality for creating and managing projects

This training workbook focuses on the most common functionality for translating documents quickly and efficiently in SDL Trados Studio 2011.

NOTE

There are currently three different editions of SDL Trados Studio 2011 available: the Professional, Freelance and the Starter Edition. For information on the differences between these editions, please refer to http://www.translationzone.com/en/products/sdl-trados-studio/#tab2.

SDL MultiTerm 2011

SDL MultiTerm 2011 was designed for searching, editing, creating, and maintaining terminology databases. This Getting Started training workbook focuses on how to use terminology in the translation process. Note that the Getting Started course only contains some basic information on how to use MultiTerm, it does NOT include a detailed course on terminology and SDL MultiTerm 2011. SDL MultiTerm 2011 is extensively covered in dedicated courses for translators and project managers.

THE SDL TRADOS STUDIO 2011 ENVIRONMENT

This chapter provides a quick overview of the SDL Trados Studio 2011 user interface. You will learn how to:

- Start the application for the first time
- Select a user profile
- Handle the user interface

Chapter

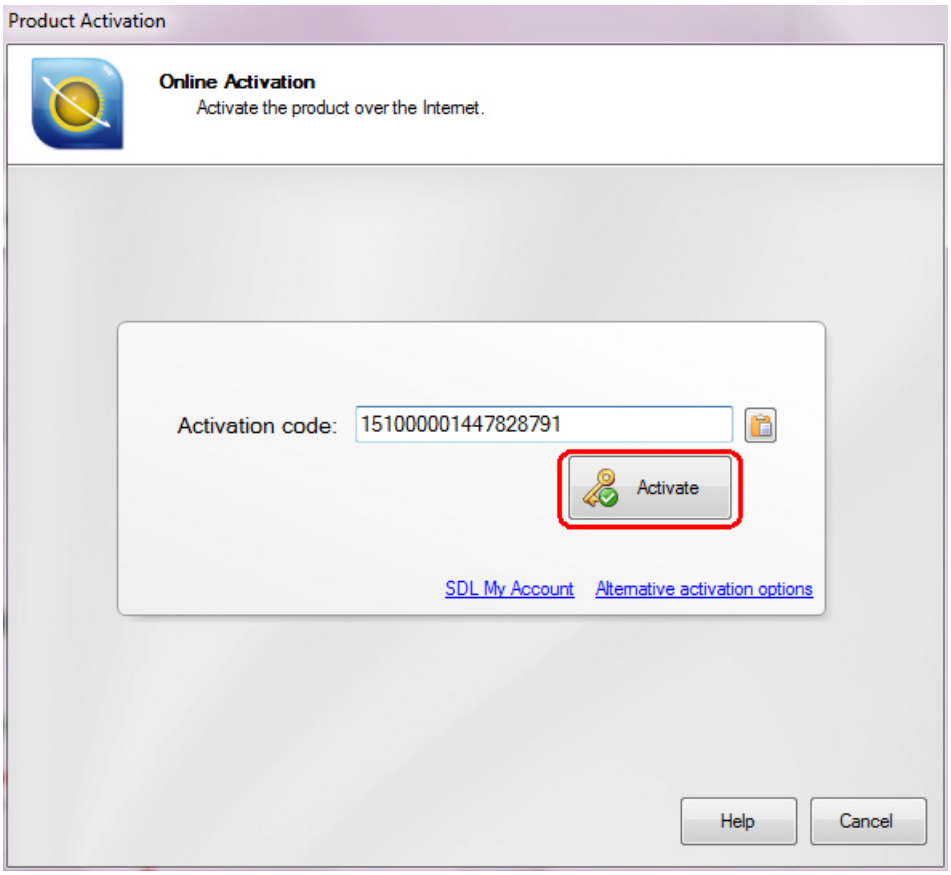
3

INITIAL STARTUP OF THE APPLICATION

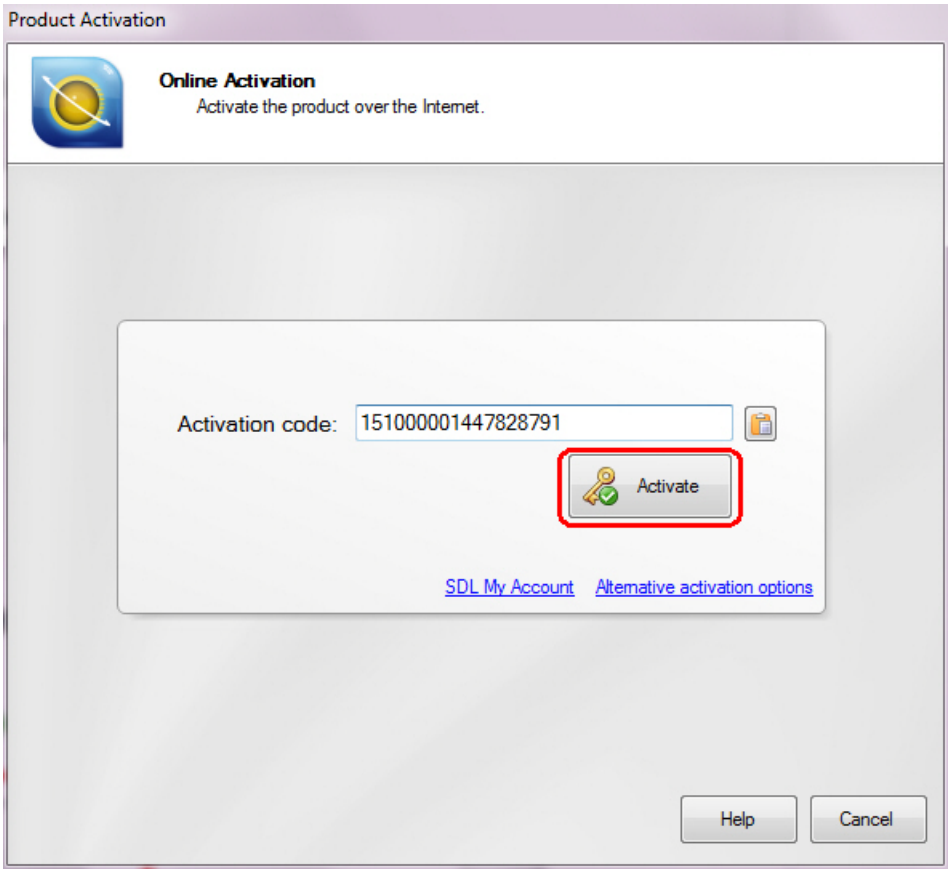
After installation, start SDL Trados Studio 2011 by clicking the corresponding application icon. To do this take the following steps:

1. Select the program group **All Programs -> SDL -> SDL Trados Studio 2011** and click the **SDL Trados Studio 2011** application icon.

2. When starting the application for the first time, you need to activate the product. To do this click the **Activate** button.

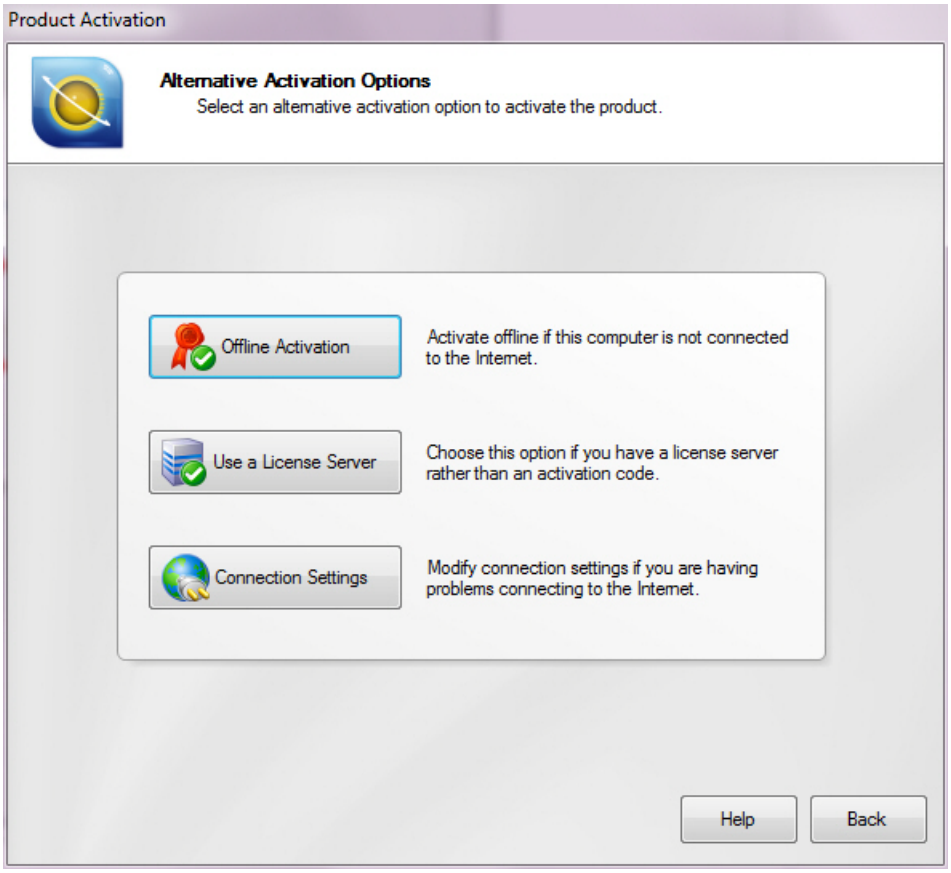


3. Enter or paste the activation code that you have received into the **Activation code** text field, then click the **Activate** button again.



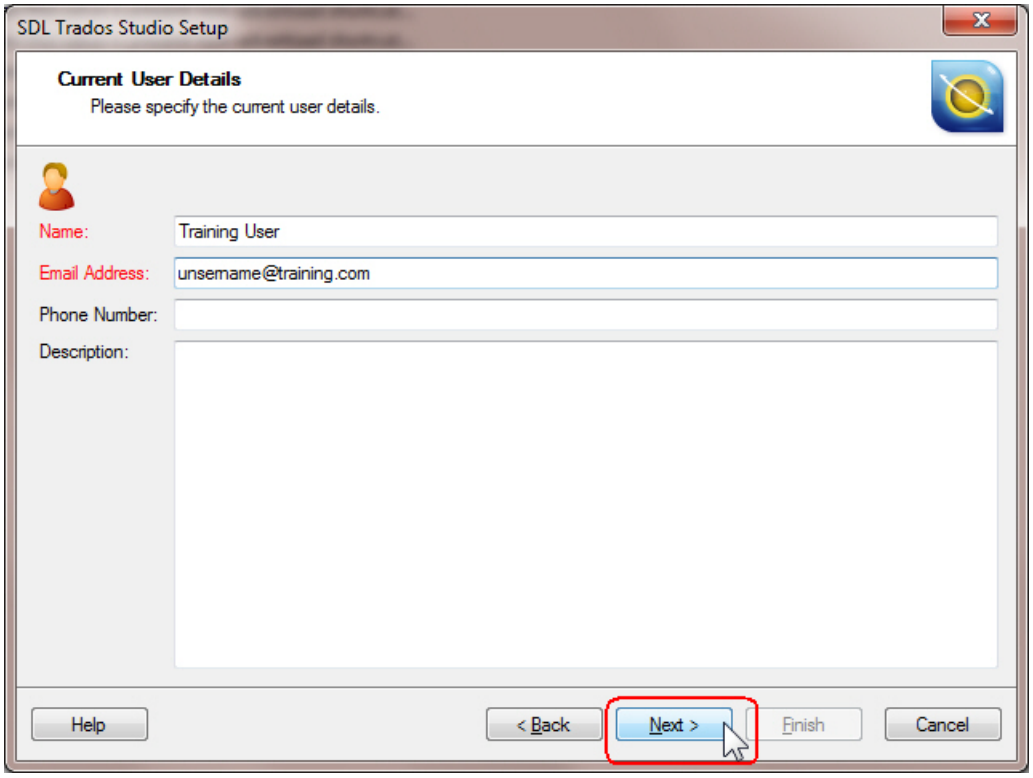
NOTE

You may use alternative activation options (e.g. a license server) if applicable. If this is the case, click the **Alternative activation options** link, which will open the window shown below. Select the activation option that is relevant for you and follow the instructions on the screen.

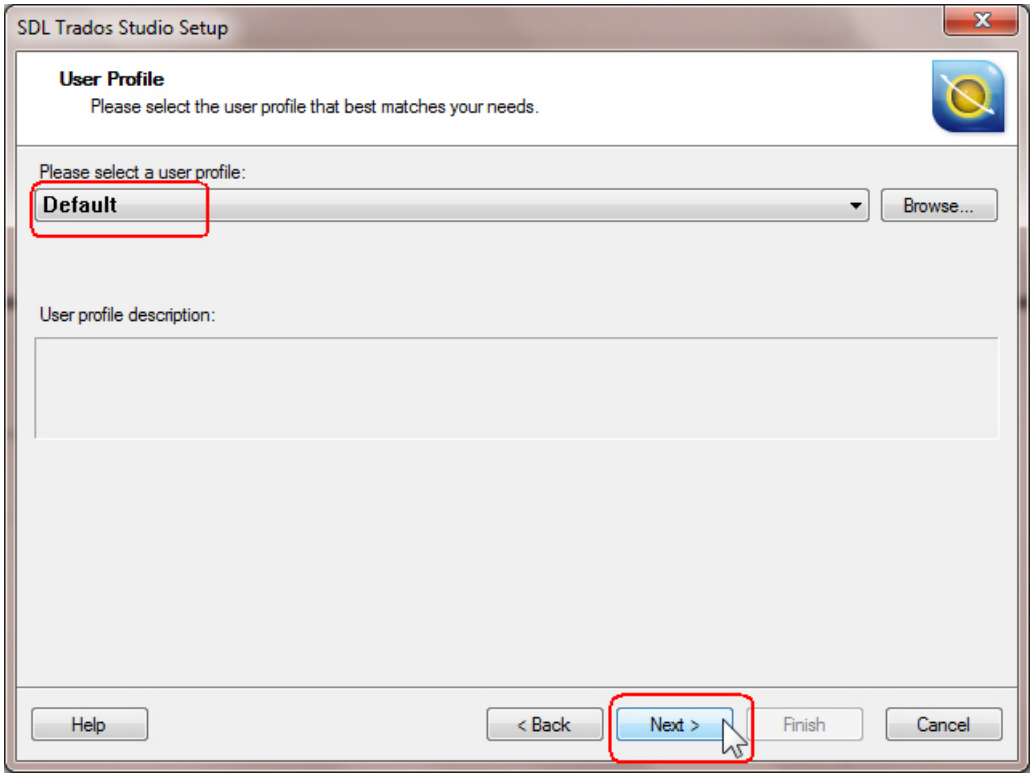


4. After successful activation of the product the setup wizard of SDL Trados Studio 2011 will open. On the welcome screen just click **Next**.

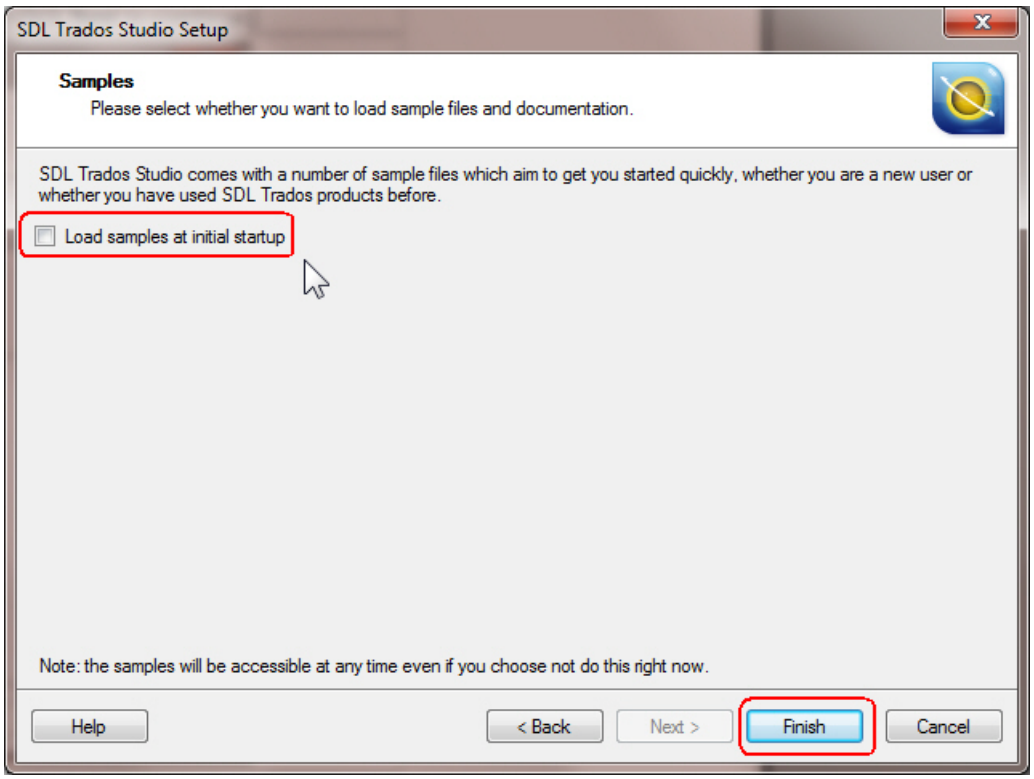
5. On the **Current User Details** screen The **Name** text field should already be pre-filled. Enter your e-mail address, which is mandatory information. Then click **Next**.



6. You can leave the **Default** setting on the **User Profile** unchanged and click **Next** to continue.



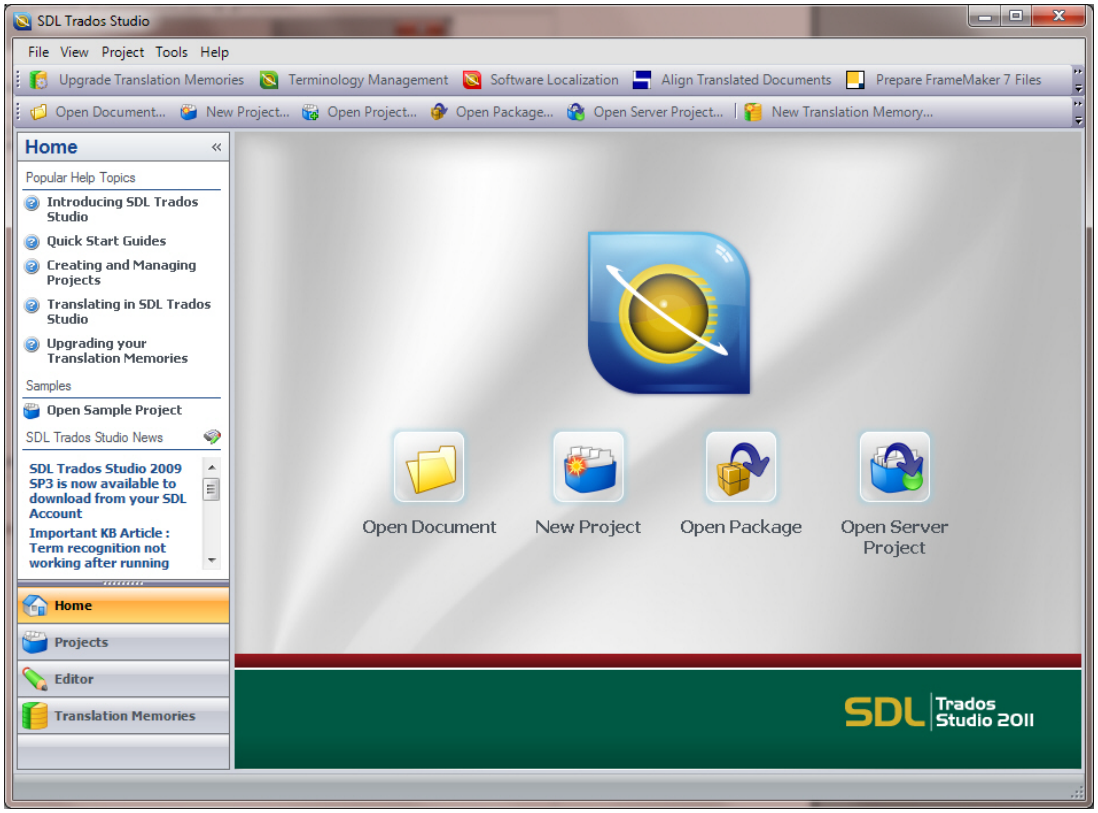
7. Deselect the **Load samples at initial startup** option, as the sample project is not required for this training course. Then click **Finish** to finish the setup process.



NOTE

The above steps are only necessary when you open the application for the first time.

You will now see the **Home** screen of SDL Trados Studio 2011:



NOTE

The toolbar buttons **Software Localization and Terminology Management** will only work if the corresponding applications (i.e. SDL Passolo and SDL MultiTerm) are installed on your PC.

The SDL Trados Studio 2011 User Interface

The Home Screen

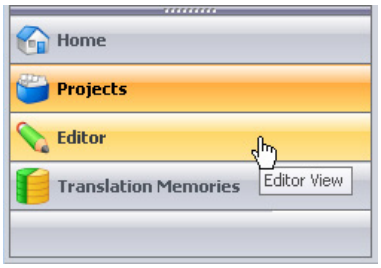
The **Home** screen of SDL Trados Studio 2011 provides quick access to commonly used functions:

- **Open Document**: opens single documents for translation
- **New Project**: starts a project wizard to prepare one or more files for translation into one or more target languages (this functionality is not covered in Getting Started, but in the Intermediate course)
- **Open Package**: opens a project package sent by a project manager for translation or editing; this button can also be used by project managers to open return packages that were sent back by translators or reviewers
- **Open Server Project**: allows access to an online project on a server where several users can work together in one project at the same time.

The Navigation Pane

The **Navigation** pane on the left-hand side features links to popular help topics. Below the help topics you find links to latest news items (if an Internet connection is available).

On the bottom of the **Navigation** pane you find a set of buttons: **Home, Projects, Editor, Translation Memories**. By clicking these buttons you can switch between different views. During this training course we will mainly work in the **Editor** view, which is used to translate, edit and review documents.



NOTE

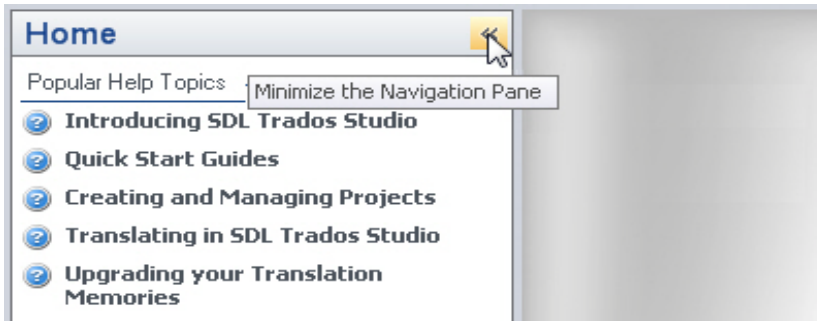
The content of the **Navigation** pane changes when you switch to a different view. For example, in the **Editor** or **Projects** view it offers different functions than in the **Home** view. In the **Editor** view it offers functions relevant for editing and navigating documents, in the **Projects** view it contains functions relevant for managing projects.

The Application Toolbar

On the top of the application window you will find the application toolbars with buttons, which provide access to common functions such as **Open Document, Open Package, New Translation Memory**, etc. Apart from that you will find buttons used to access more advanced functions such as **Align Translated Documents**.

Optimizing your Screen Space

You can minimize the **Navigation** pane on the left-hand side by clicking the **Minimize the Navigation Pane** button. When minimized, the links to help topics and the navigation button labels are no longer visible. However, the navigation buttons on the bottom of the **Navigation** pane will still be accessible.



With the keyboard shortcut **F11** you can switch to the **Full Screen** mode. This will hide elements such as the top application bar. By pressing **F11** again you can exit the **Full Screen** mode.

These tips can be helpful especially for users with small screens, e.g. if you are working with a notebook.

FOR MORE INFORMATION

- Overview: Introducing SDL Trados Studio 2009
- System Requirements
- Introducing the Views
- Overview: Screen Layout and Functionality

CREATING A TRANSLATION MEMORY

In this chapter you will learn how to create a new translation memory database. We will use this database for translating a sample document.

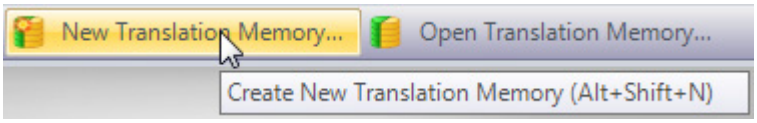
Chapter

4

CREATING A TRANSLATION MEMORY

To create a new translation memory (TM) database take the following steps:

1. On the **Home** screen of SDL Trados Studio 2011 click the **New Translation Memory...** button.



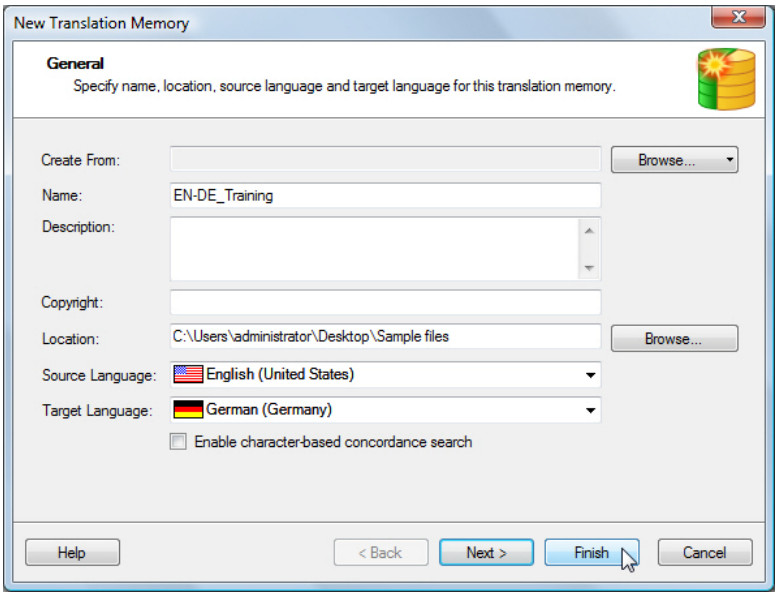
2. In the **Name** text field of the **New Translation Memory** dialog box enter the name of your TM. It is good practice to use descriptive file names for translation memories, which reflect the language pair, e.g. *EN-DE_Training*.

3. The **Location** text field shows the default path in which the TM file will be stored. The TM file will have the extension SDLTM. As you need to select the newly-created TM later for translation, we recommend that you specify a location that you can find easily, e.g. your **Desktop/Sample files**.

4. To do this click the **Browse** button, select your preferred path in the **Browse For Folder** dialog box, and confirm with **OK**.

5. Make sure that *English (United States)* is selected in the **Source Language** dropdown list.

6. From the dropdown list **Target Language** select *German (Germany)*.



NOTE

The sample documents in this course are in English. Therefore it is important that you select English as the source language. Some of the examples use German as a target language, so we recommend that you also use German in this training course.

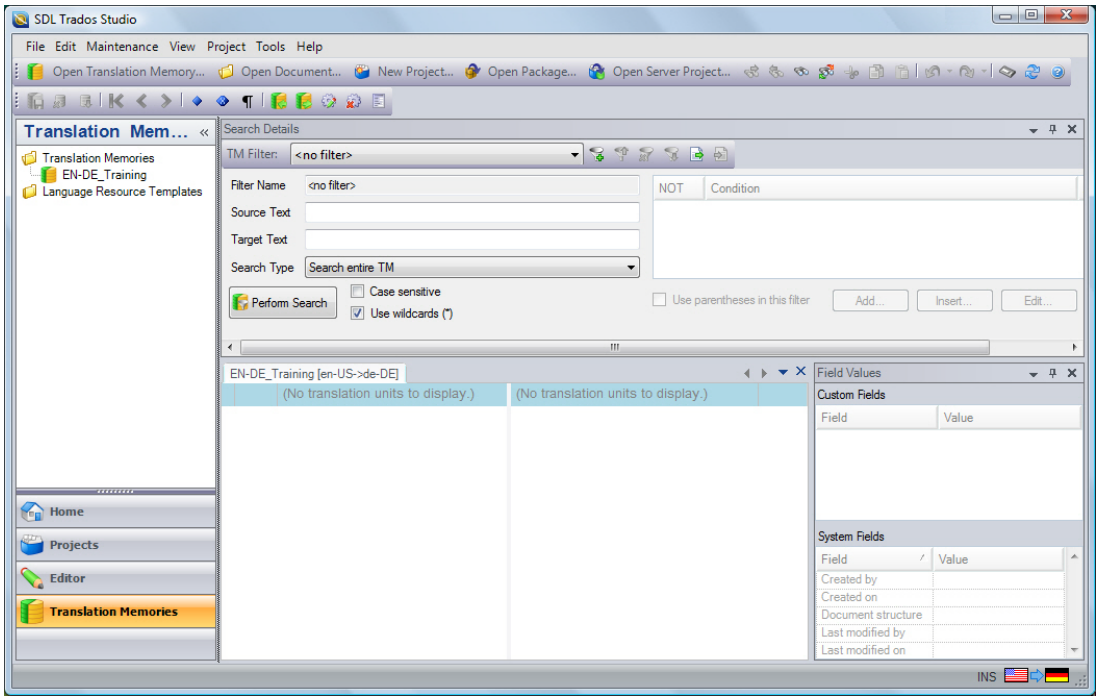
7. There are some more options when you set up a TM, but for this course, we only need the basic settings. Click the **Finish** button to create the TM.

8. On the following page a progress bar will indicate when the TM creation is completed. When this is the case, click the **Close** button.

FOR MORE INFORMATION

How to create a local translation memory

Note that SDL Trados Studio 2011 has switched to the **Translation Memories** view. Since the newly-created TM is empty, there are no translation units (TUs) to display. In the following chapter you will learn how you use this TM for translation.



TRANSLATING SINGLE FILES

Chapter 5

This chapter provides an example of how to translate a simple Microsoft Word document from English into your preferred target language. You will learn how to:

- Open a source document and selecting the language direction
- Select language resources: translation memory and AutoSuggest dictionary
- Navigate in the Editor
- Use matches from the translation memory
- Look up words and expressions through a concordance search
- Correct spelling mistakes
- Apply character formatting
- Track your translation progress
- Preview the document in its native format
- Generate the target document in its native format

OVERVIEW

When you only have one file to translate, you can open the file directly in SDL Trados Studio 2009, the system will create a project for your file automatically. But even though a project is created, there are differences between translating a single file and setting up a project with the project wizard. The project of a single file is limited to this file, new files cannot be added to the project.

Then you choose which translation memory and termbase you want to use.

For translation, your file will be saved into the internal SDLXLIFF format. This file will contain source and target language sentences while you translate.

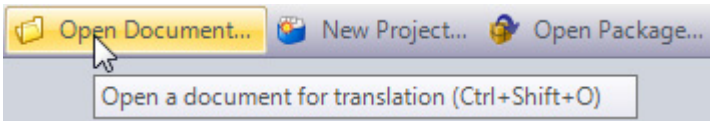
After translation you save your translated file back to the original file format.

OPENING A FILE

To open the sample document for translation, take the following steps:

Selecting the Document and the Language Pair

1. Click the **Open Document** toolbar button on the top of the application.



2. Browse to the sample files folder in which the sample document is located, e.g. *..\Sample Files\Translating Single Files*.
3. Select the file *sample.doc* by double-clicking it.
4. In the **Open Document** dialog box, make sure that *English (United States)* is selected as the source language.

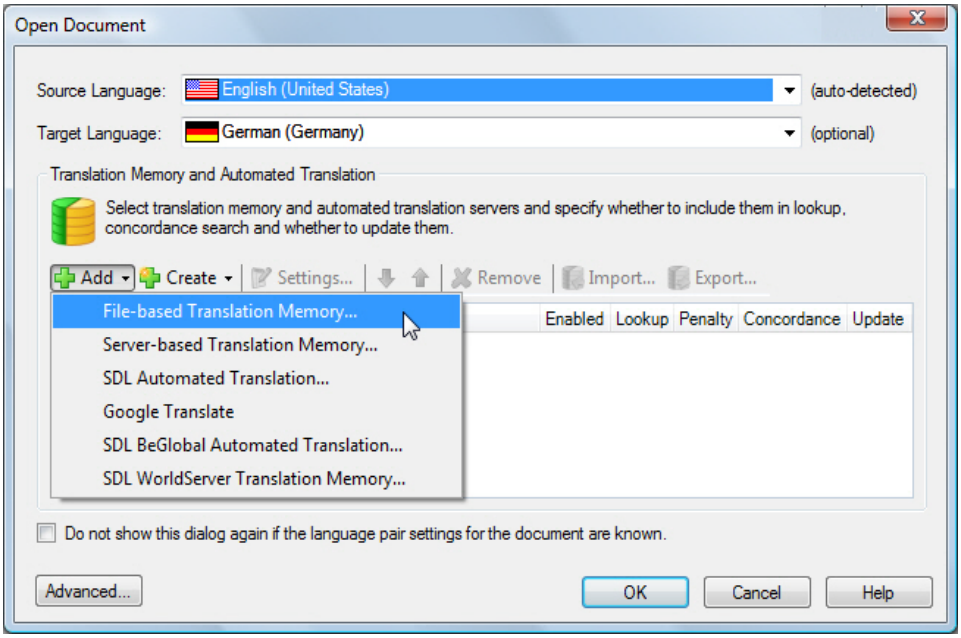
NOTE

The source and target languages you select here need to match the language pair of the translation memory that you created in the previous chapter (i.e. EN-US_DE).

5. Select your target language from the **Target Language** dropdown list, i.e. *German (Germany)*.

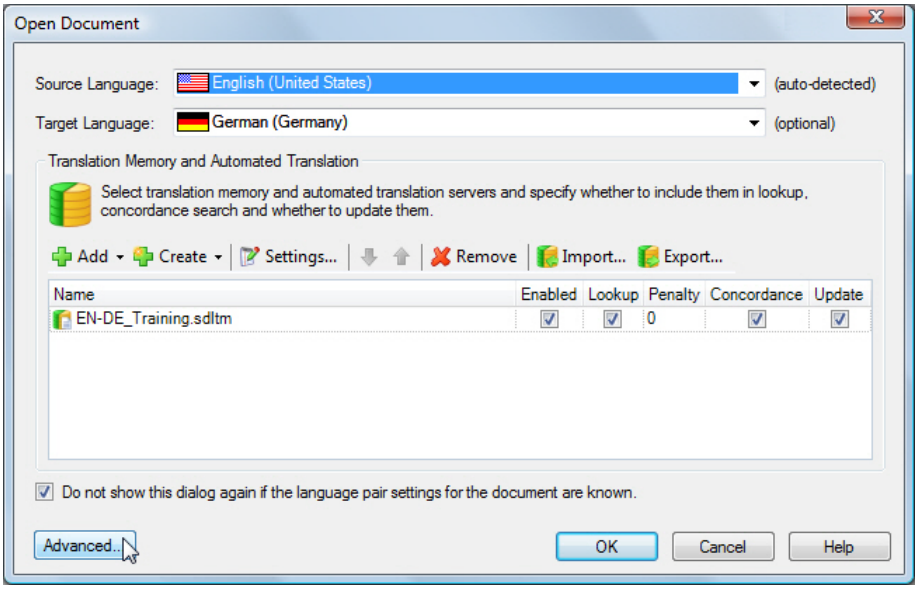
Selecting a Translation Memory

1. Add your recently created TM by clicking **Add -> File-based Translation Memory**.



2. Browse for your TM file, i.e. EN-DE_Training.sdltm, and double-click the file to add it.

3. The selected TM should now be displayed as shown below:



4. Make sure that all four checkboxes are selected, to be able to use this TM for this translation (enable), to get segment lookup, to get lookup of segment parts (concordance9 and to save your translations to this TM (update)

Selecting an AutoSuggest Dictionary

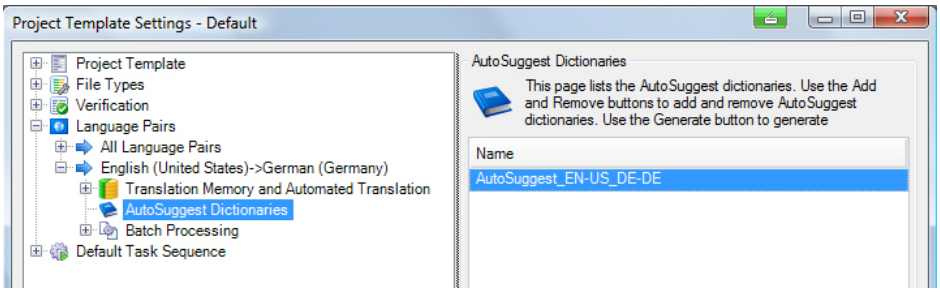
1. Click the **Advanced** button to add a sample AutoSuggest dictionary and a termbase. This will open the **Project Template Setting** dialog box.

NOTE

Remember that translation memories allow matching on a sentence (segment) basis, while AutoSuggest dictionaries are used for matching segment fragments.

2. Click **AutoSuggest Dictionaries** on the bottom of the tree on the left-hand side of the dialog box.Click the **Add** button in the lower right corner of the dialog box.

3. Select the AutoSuggest dictionary for your language combination by double-clicking the file, e.g. *..\Sample Files\AutoSuggest\AutoSuggest_EN-US_DE-DE.bpm*.



Selecting a Termbase

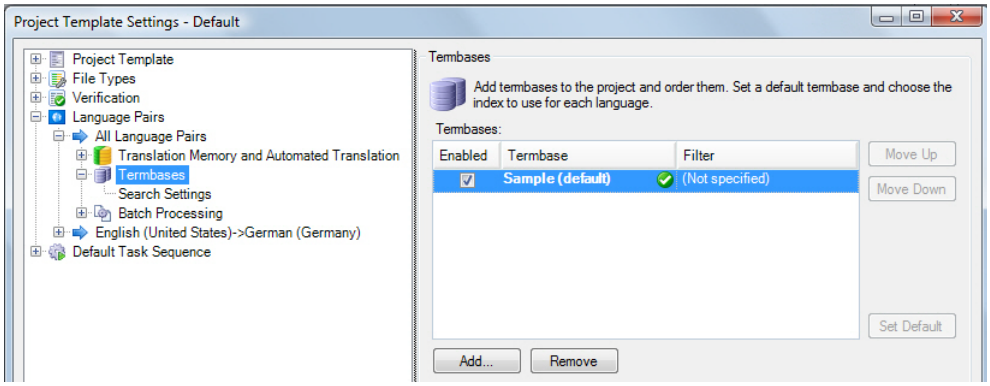
1. Next, select the sample termbase. To do this click **All Language Pairs,** and then select **Termbases.**

2. Click the **Add** button to open the **Select Termbases** dialog box. Here, you need to click the **Browse** button.

3. Browse to the *Termbase* folder of your sample file set (e.g. *..\Sample Files\Termbase*) and double-click the termbase file *Sample.sdltb*.

4. The termbase name should now be displayed in the **Select Termbases** dialog box. Note that the check box next to the termbase name needs to be selected, which is already done by default.
Close the **Select Termbases** dialog box by clicking **OK**.

5. An information message appears, which you simply close with **OK**.



6. Click **OK** again to open the sample source document in the **Editor** view.

NOTE

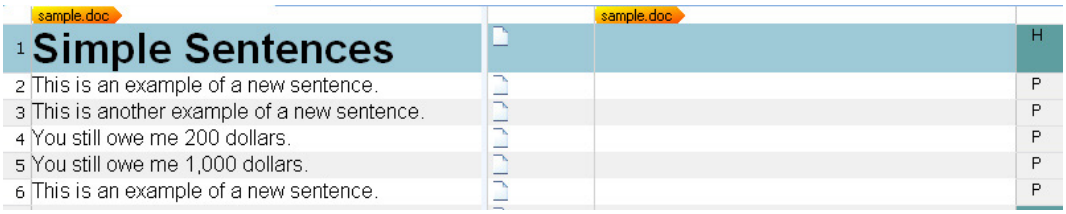
Term bases can contain several languages, this is why they are selected in the area **All Language Pairs**, while AutoSuggest dictionaries are always specific to one language pair, therefore you add them in the section of this specific language pair.

FOR MORE INFORMATION

How to Add an AutoSuggest Dictionary File for a Language Pair

TRANSLATION EDITOR OVERVIEW

The **Editor** view presents a side-by-side view of the document:



The source document is displayed in a table, with each sentence (commonly referred to as *segment*) is displayed in a table row. The table has five columns:

1. The first column shows the segment number, by which each segment can be uniquely referred to.
2. The second column shows the source segments.
3. The third column shows the segment status. It contains icons indicating the translation status and the translation origin. Here, you can ascertain at a glance whether a translation is in draft status, is confirmed, etc. In the beginning, all cells in this column contain a white icon, which indicates that all segments are currently untranslated.

FOR MORE INFORMATION

Segment Status Column (Side-by-Side Editor)

4. The fourth column shows the target language. This is where you enter the translations of the corresponding source segments.
5. The fifth column shows the document structure information. Here, you can see whether a segment is e.g. a heading, a footnote, normal paragraph text. For example, the first segment is a heading which is indicated by letter ***H***. Move the mouse pointer over the **H** in this cell. This will display a tooltip with the full description, i.e. **Heading**. Move the mouse pointer over one of the cells below, which contain the letter **P**. This will show a **Paragraph** tooltip.

FOR MORE INFORMATION

Overview: Side-by-Side Editor Components

The Windows in the Editor

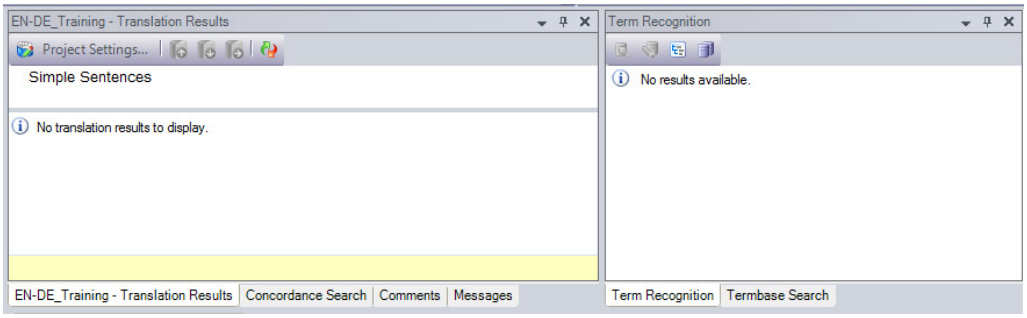
Above the side-by-side editor, you see a number of tabs, most importantly the **Translation Results** window. This is where matches from the TM (if any) are displayed. For the first segment in our sample document the message **No matches found** is displayed, as the TM does not contain a match for the current segment.

Note that the window actually consists of a number of tabs. By clicking the tabs you can switch between different windows, e.g. **Translation Results, Messages, Concordance Search**, and **Comments**. In the course of this exercise you will get to know the function of each tab.

Each source language sentence (segment) you are going to translate is compared to all source language segments in the TM. If a similar segment or the same segment is found, the translation saved with this segment will be shown as a translation suggestion. The comparison between the segment to translate and the segment in the TM is called „matching". If you see a suggestion for a translation, a match for the source language segment was found in the TM, i.e. the translation from the TM might be useful for the translation you have to do now.

For the first segment in our sample document the message **No matches found** is displayed, as the TM is still empty does not contain a match for the current segment.

In the course of this exercise you will get to know the function of each tab (**Translation Results, Messages, Concordance Search**, and **Comments**).



FOR MORE INFORMATION

Overview: The Editor View Windows
Translation Results Window

Next to the **Translation Results** window you find the **Term Recognition** window, which displays hits from the selected termbase(s).

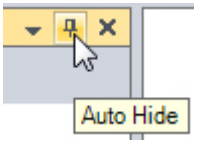
FOR MORE INFORMATION

Term Recognition Window

You can close, resize, and rearrange all windows to leverage your screen space as required. Try to perform the steps below on the **Term Recognition** window:

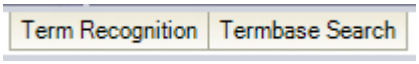
- **Closing windows**: Click the **Close (X)** button in the upper right corner of the window to close it. Instead of the **Term Recognition** window, the **Termbase Search** window is displayed, which you can close as well. To re-open both windows select the **View -> Termbase Search** and **View -> Term Recognition** menu commands.

- **Auto-hide windows**: You can auto-hide windows by clicking the **Auto Hide** button in the upper right corner of the window.



If the **Auto Hide** button is pointing to the left, the window automatically collapses once you move the mouse pointer away.

The name of the hidden window (e.g. **Term Recognition**), however, will still be displayed in a tab.



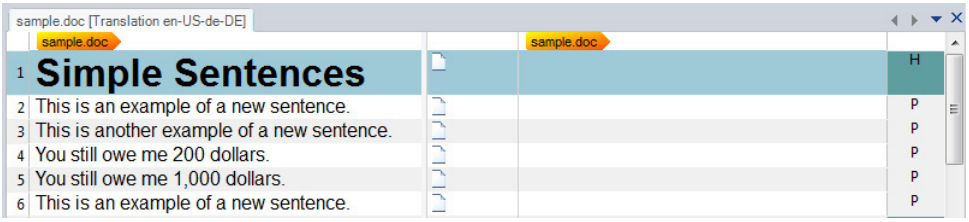
When moving the mouse pointer over the tab, the window will reappear. If you move the mouse pointer out, the window will hide again. You can disable **Auto Hide** and fix the position of the window by clicking the **Auto Hide** button once more. When the **Auto Hide** button icon is pointing down, the window stays locked in its current position.

- **Moving and docking windows**: You can move and rearrange windows within the application or even drag the window and position it outside of SDL Trados Studio 2011. For example, you can move a window to a second screen. To move a window:
  - Move mouse pointer over the title bar of the window and press the left mouse button.
  - With the left mouse button pressed, start moving the window to another position. (You can also move it to a position outside of the application window.)
  - While you are dragging the window direction indicators will appear on your screen. To dock the window, for example, to the right border of SDL Trados Studio 2011, move your mouse pointer (with the left mouse button still pressed) over the direction indicator pointing to the right and release the left mouse button.
  - The window is now docked on the right-hand side of SDL Trados Studio 2011.
- **Resetting the window layout**: You can always reset the windows layout to the default setting by using the menu command **View -> Reset Windows Layout**.

Navigating in the Editor

Moving from Segment to Segment

You can easily move to the next or previous segment to translate or edit in the Editor simply by using the **Up/Down Arrow** keys on your keyboard. Of course, you can also click inside a segment to select it. The selected segment will then be highlighted.



Navigating in the Document Tree

The document tree in the **Navigation** pane on the left-hand side allows you to quickly jump to a particular section in the file. The sample documents contains three main sections. The section headlines are shown in the document tree. For example, to jump to the second headline simply click the link *Segments with Formatting* in the document tree. The corresponding segment in the document will then be selected.

Now click the first link in the document tree, i.e. *Simple Segments*. This will lead you back to the first segment.

FOR MORE INFORMATION

The Editor View Navigation Pane

Translating the First Segment

In the target column enter the translation for the first segment, e.g. *Einfache Sätze*.

NOTE

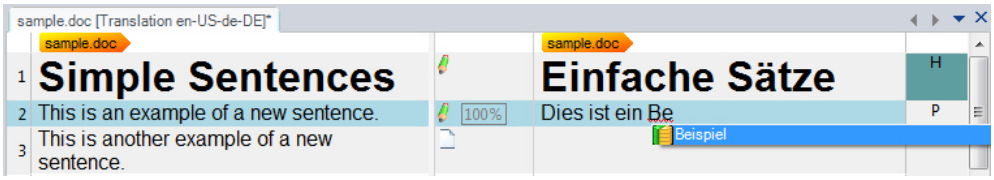
The letter **H** in the last column on the right-hand side indicates that this segment is a heading.

Note that as soon as you start typing the translation the icon next to the segment changes to the following symbol, which indicates that this segment has been edited:

Note that this symbol also indicates that this segment is still in draft status, and has not been confirmed and added to the TM yet.

Using AutoSuggest

Use the *Down* key on your keyboard to move to the following segment (*This is an example of a new sentence*). Example for a German translation: *Dies ist ein Beispiel für einen neuen Satz*. Note that as soon as you start entering the translation for the word *example*, the application suggests the corresponding translation, i.e. the German word *Beispiel*).



NOTE

There will be further examples of hits from the AutoSuggest dictionary, which you can insert into your translations.

Instead of typing the whole word, just press the **Enter** key on your keyboard to insert the suggestion. Then go on by completing your target segment. Confirm the translation and save it to your TM by pressing the key combination **Ctrl+Enter**. Observe that icon between the source segment and your translation changes to the following:

This icon indicates that your translation has been confirmed and saved to your TM.

Auto-propagating Translations

The moment you have confirmed the second segment two things happen:

Row 6 is a repetition of the second sentence, which you have just translated. By confirming segment 2, your translation has been automatically inserted into segment 6, which is identical to segment 2. This feature is called *Auto-propagate*. It means that whenever you translate or edit one instance of a segment that is repeated within your document, all other occurrences of the same segment will be updated accordingly.
Note that the icon next to the translation in row 6 has been changed to the following:

1. This symbol indicates that this segment is 100% identical (i.e. an exact match) to the segment from row 2, which you have previously translated and stored in the TM.

Moreover, row 3 now also contains a translation suggestion. The segment is similar to the one in row 2, which you have translated and added to the TM. Between the source and target segment you will see the following icon:

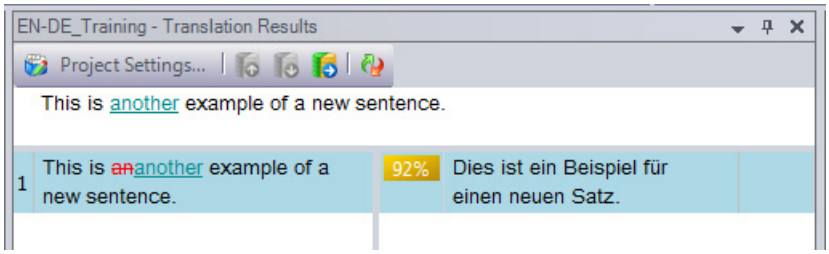
2. The icon indicates that a translation has been automatically suggested from the TM, but it has not been confirmed. Moreover, the 92% match icon shows that this is not an exact match, as segment 3 is only similar to a previously translated segment. In the above example the degree of similarity is 92%. This means that you need to adapt the suggested translation before you confirm and save it to the TM.

FOR MORE INFORMATION

- About Translation Memory Lookups
- About Translation Memory Matches

Editing a Fuzzy Match

When you get a suggestion for an identical segment, we talk about a 100% or exact match. Whenever there is a match rate below 100%, this is called a fuzzy match. Take a look at the **Translation Results** window above the document. This window highlights what the differences are between the segment in the document and the similar segment from the TM and helps you to determine which changes you need to make to the suggested translation.



In the **Translation Results** window you will find three segments:

1. At the top of the window you see the current segment from the document.

2. The segment below it is the source segment retrieved from the TM. Differences between the segment from the TM and the currently active segment from the document are highlighted with strikethrough and underline formatting. In the above example the word *an* has been replaced by *another*. Note that words that have been removed (e.g. *an*) are highlighted with red strikethrough formatting. Words that have been added (e.g. *another*) are highlighted with blue-green underline formatting.

3. On the right-hand side you find the translation for the segment retrieved from the TM, which has also been inserted into the document as a suggestion.

Edit the suggested translation as required by the current source context.

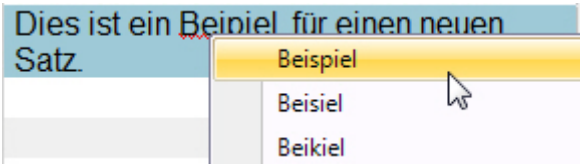
When you edit translations suggested from the TM, the translation origin icon (which shows 92%) becomes transparent (see example below). This indicates that a translation has been suggested from the TM, but a human translator has modified it.

Spell Check as you Type

If you misspelled a word in the translation this will instantly be highlighted with a wavy red line.

Correct spelling mistakes as follows:

1. Right-click the incorrect word.
2. This opens a context menu with one or more suggested corrections.
3. Pick the appropriate suggestion from the context menu to correct the spelling mistake.



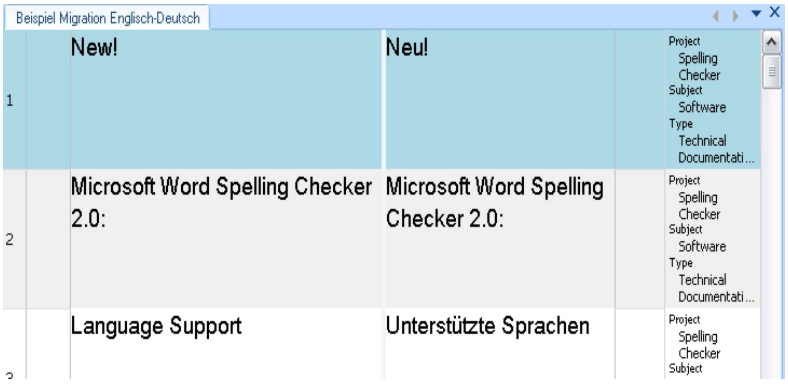
Press **Ctrl+Enter** to confirm and save the modified translation to the TM and to go to the next segment.

FOR MORE INFORMATION

- How to Check Spelling As You Type
- How to Enable/Disable Check Spelling As You Type

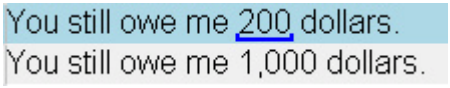
NOTE

You can also run a spell check on the entire document (i.e. after you have completed the translation) through the menu command **Tools -> Check Spelling**. Any spelling suggestions will then be shown for selection in the **Spell Checker** dialog box.



Automatic Number Substitution

Now translate segment 4 (*You still owe me 200 dollars*), and confirm it with **Ctrl+Enter**. As soon as you confirm the following segment will automatically be translated and marked as a 100% match. Note that the only difference between segment 4 and 5 is the number, i.e. *200* vs. *1,000*.



Number differences are adapted by SDL Trados Studio 2011 automatically. This is why the next segment has been marked as a confirmed 100% match so you do not need to modify the segment manually. Just press **Ctrl+Enter** to continue.

NOTE

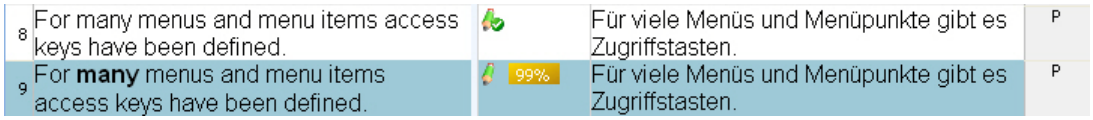
Segments may contain elements such as numbers, which are called *placeables*, as they are 'placed' inside the target segment rather than being translated. Note that placeable elements are marked with a blue underline in the source segment.

NOTE

If your segment contains more than one number, check carefully that the numbers in the translation appear at the correct position, especially if the translation was retrieved as a 100% match.

Applying Character Formatting

Now translate segment 7, confirm it, and proceed to segment 8:



Note that segments 8 and 9 are almost identical, the only difference is the formatting of the word „many". When you translate segment 8 and store the translation in the TM, SDL Trados Studio 2011 will suggest the translation for segment 9. The difference in character formatting is the reason, why you do not get an exact match, but a 99% match.

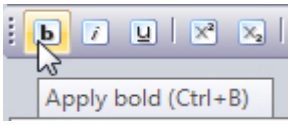
NOTE

TMs do not only take text differences into account, but also character formatting differences.

Modify the suggested translation by applying bold formatting to the target segment:

1. Select the word in the target segment that needs to be formatted (e.g. by double-clicking it).

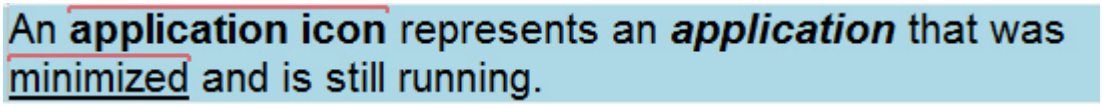
Click the **Apply bold** button in the toolbar.



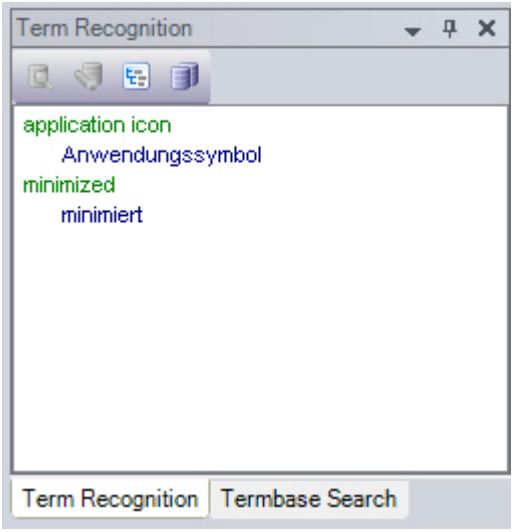
2. The selected word has now been formatted accordingly, and you can press **Ctrl+Enter** to proceed.

Active Terminology Recognition

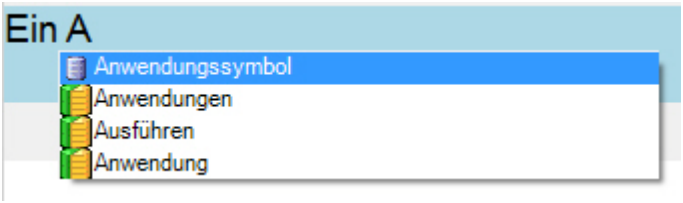
Take a look at the next segment. You will notice that two words are highlighted with red bracketed lines:



These lines are used to highlight words that have been found in the terminology database. If a termbase has been selected for a project, the source segments will be automatically scanned for any known terminology. This feature is called *Active Terminology Recognition*. Take a look at the **Terminology Recognition** window in the upper right corner of the application. Note that it lists the recognized source terms and their translations.



As soon as you start by typing first letter of the translation for *application icon*, the system will automatically offer the full term, which you can insert into your target segment by pressing the **Enter** key.



Inserting terminology into your target segments is done in the same way as inserting matches offered by the AutoSuggest dictionary. In the above example the list contains suggestions both sources, i.e. the AutoSuggest dictionary and the termbase. You can easily distinguish between termbase matches and AutoSuggest dictionary matches, as they are marked with different icons.

Terminology matches have the following icon:

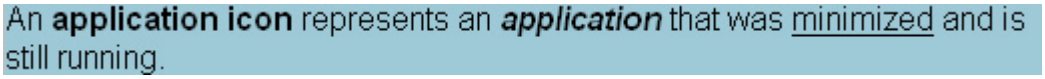
AutoSuggest dictionary matches are marked by the following icon:

NOTE

Termbase suggestions are usually more reliable than AutoSuggest dictionary matches, as termbases are maintained by a terminologist or translator.

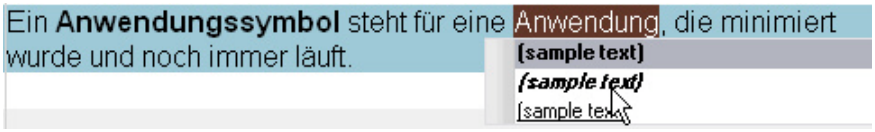
Applying Character Formatting Through QuickPlace

To apply formatting to words in the translation, we have already used the usual way of marking the word and applying formatting with a formatting button. There is another way to apply the formatting information from the source segment to words in the target segment, which is called QuickPlace. It works the same way as inserting terms from the termbase or AutoSuggest dictionary.



1. Highlight the words in your target segments to which you wish to apply some character formatting.
2. Press the following keyboard combination: **Ctrl+,** (comma).

This will open a QuickPlace list - with the three types of character formatting that are used in the source segment - and which allows you to apply character formatting quickly by using simple keyboard commands.



3. Select the required formatting and press **Enter** on your keyboard.

NOTE

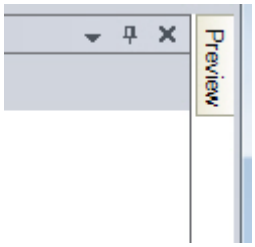
The available types of formatting are sorted in an intelligent manner so that the formatting type that is most likely to apply to the selected word(s) is listed first. However, you can select any other suggested formatting type from the list by using the **Up Arrow** and **Down Arrow** keys on your keyboard.

4. Repeat these steps for the other strings in the target segment that need to be formatted, and confirm the segment.

Real-time Preview

It is often useful to view the actual Microsoft Word document layout. You can do this any time while you are translating:

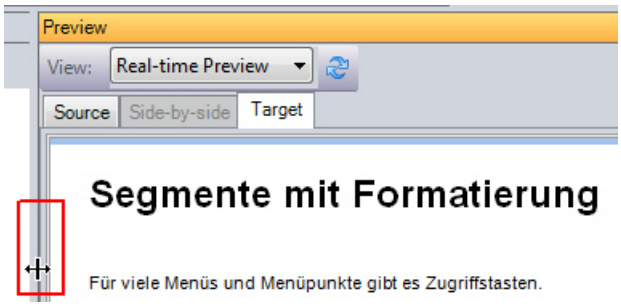
Move the mouse pointer over the **Preview** tab on the top right of the application window.



5. The **Preview** window will slide in. Click the **Click here to generate initial preview** link in the **Preview** window.
6. This will show the target text in a Microsoft Word preview window.

TIP

Depending on your screen size and resolution, the preview may turn out too small to read. You can resize the **Preview** window by moving your mouse pointer over the divider of the left-hand side of the window and drag it to the left while keeping your left mouse button pressed.

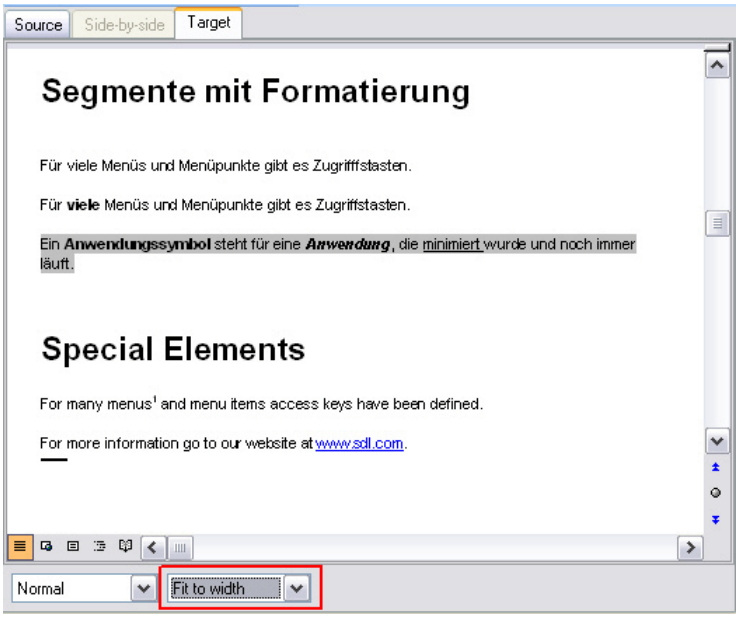


NOTE

The real-time preview is available for the following file formats: Word, PowerPoint, HTML, and XML. All other supported document formats (e.g. Adobe FrameMaker, InDesign etc. can be previewed in the native application if installed on your PC).

TIP

To make sure the text is not cut off, you can select **Fit to width** from the dropdown list on the bottom of the **Preview** window.



In the **Preview** window the currently selected segment from the Editor is highlighted with a grey background. That way you can quickly ascertain which part of the document you are currently translating. You can also click a segment in the **Preview**. This will select the corresponding segment in the **Editor** view.

By default the **Preview** window is set to auto-hide, i.e. it will disappear once you move the mouse pointer away from it.

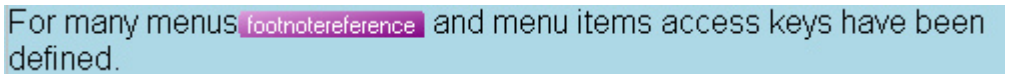
FOR MORE INFORMATION

You can keep the **Preview** window open while you are translating. That way you can see how the actual layout changes segment by segment. To lock the **Preview** window in place, click the **Auto Hide** button, i.e. How to Preview the Translation

Inserting Single Tags

Some information in the text will be shown as tags, which are basically placeholders. Tags can appear for specific formatting information like subscript or superscript or for elements like footnote or index markers.

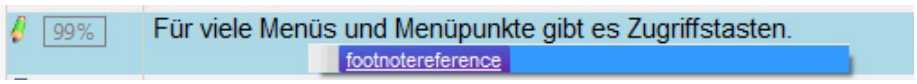
Translate and confirm the segment *Special Elements* (e.g. *Besonderheiten*), and move on to the next segment, which is:



This segment contains a *footnotereference* tag.

The text of the current segment identical to another one that you translated previously. However, you need to insert the tag into the target segment before you proceed. Otherwise, the footnote reference would be missing in the target document. To do this take the following steps:

1. Place the cursor at the position in the target segment where the tag needs to be inserted.
2. Press the keyboard combination: **Ctrl+,** (i.e. the same one you used previously for applying character formatting).
3. This will open a QuickPlace list, which contains a footnote reference tag. Press **Enter** to insert the tag into your target segment.



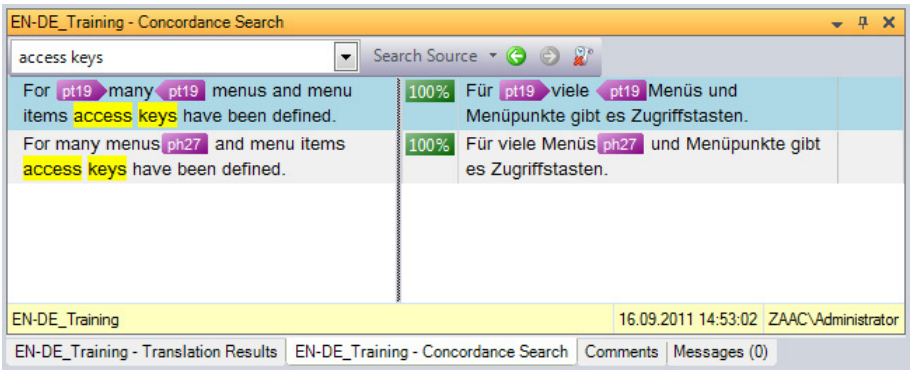
4. This will insert the tag into the target segment. Confirm the target segment with **Ctrl+Enter** and proceed.

Concordance Search

In the next segment you find the actual footnote content. The TM does not offer any matching segment for this sentence. However, the TM contains the expression *access keys*, which you have translated in previous segments. You can check how *access keys* was previously translated, by using the concordance search feature. A concordance search allows you to select a particular word or expression and look it up in the TM:

1. Select the expression *access keys* in the source segment.
2. Press **F3** on your keyboard (or click the right mouse button and select **Concordance Search** from the context menu).

3. This will display all segment pairs from the TM that contain the selected expression in the Concordance tab. In the source segments, the search string is highlighted with a yellow background.



NOTE

The concordance search also finds derived and inflected forms of your search string. For example: if you select *access key*, the TM will still find *access keys*.

NOTE

The concordance search can also be carried out in the target language. To do this select a string in the target language and press **F3**.

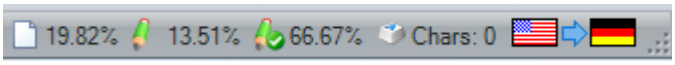
Finish translating this segment, and confirm it with **Ctrl+Enter**.

FOR MORE INFORMATION

- Concordance Search Window (Editor View)

Tracking the Translation Progress

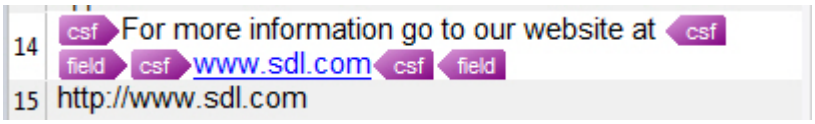
Before you translate the next segment, take a minute to check on your translation progress. When you edit or confirm a segment, the status of the document is updated in the status bar on the bottom of the application window:



The status bar indicates the percentage of words in the text that have not yet been translated (about 20%), that are in draft status (about 14%), and that have been confirmed (about 67%).

Inserting Tag Pairs

The next segments contains two tag pairs. Tag pairs consist of an opening and a closing tag, which enclose in this example a Web address.



To translate this segment take the following steps:

1. First, translate the segment. Just ignore the tags for now.
2. Then highlight the Web address in the target segment.

3. Move the mouse pointer over one of the *csf* tags in the source segment. (You can select either the opening or closing *csf* tag.

NOTE

csf stands for change style formatting

4. With the **Ctrl** key pressed click one of the *csf* tags.

5. This will insert the *csf* tags around the Web address in your target segment. Repeat steps 3 and 4 for the *field* tag pair and the *csf* tag pair around the rest of the text.

NOTE

Tags here are placeholders for the beginning and end of formatting information, but they do not substitute spaces. Please be sure that you are typing all the spaces your text needs.

Ghost Tags

Tags here are placeholders for the beginning and end of formatting information, but they do not substitute spaces. Please be sure that you are typing all the spaces your text needs.

Before moving on to the next segment we would like to introduce the concept of *ghost tags*. Very often tags need to occur in pairs, i.e. an opening tag and a closing tag to start and end some formatting. Deleting a closing tag, for example, while leaving the opening tag in the translation is likely to cause problems in your target document. For example, character formatting may be applied to words that are not supposed to have this type of formatting. SDL Trados Studio 2011 offers an effective way of drawing your attention to such problems. Try the following:

1. Try to remove the last (i.e. the closing) *field* tag with the **Backspace** key.

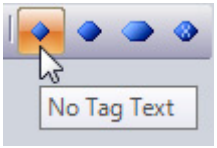
2. Note that the tag is not fully deleted. Instead, it becomes transparent. This is what is called a ghost tag. The ghost tag will actually only be removed if you delete its opening counterpart as well. Turning tags into 'ghosts' is a way of warning users that they are missing a tag.

3. To restore the tag that you tried to delete, highlight the ghost tag, and click the right mouse button. **Then select Restore Tags** from the context menu, which will restore the tag pair. Confirm the segment with **Ctrl+Enter** to proceed.

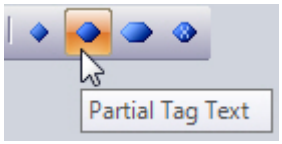
Tag View Options

You can change the way tags are displayed using the corresponding toolbar buttons. Clicking the **Full Tag Text** button will show the entire tag text, for example, the underline style information, the color code, etc.:

Using the **No Tag Text** button you can minimize the tags as shown below:



Switch back to the **Partial Tag Text** view by clicking the corresponding button. This is the recommended default tag display option, as it shows only the names of the tags (e.g. *field*), which gives you a good idea of what a particular tag stands for.



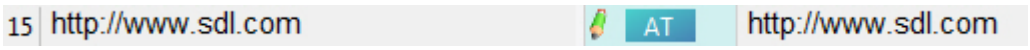
FOR MORE INFORMATION

About Ghost Tags

Automated Translations

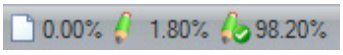
The last segment only contains a Web address, which should remain unchanged in the target document. The entire source segment is considered a placeable element. This is why it has a blue underline.

Moreover, the Web address has been automatically inserted into the target segment. The **AT** icon between the source and the (identical) target segment indicates that this is an **Automated Translation** suggestion. SDL Trados Studio 2011 'assumed' that the Web address does not need to be localized and translated the segment automatically. If the Web address indeed does not need to be changed in the target segment, confirm this short segment with **Ctrl+Enter**.



Finishing the Translation

You have now translated all segments in the document. Note that the status bar on the bottom of the application window indicates that we have not confirmed and committed all segments to the TM.



In the above example about 2% of the text are edited, but not confirmed. Remember that you have not yet confirmed the first segment. Place the cursor into the target column of the top row. Imagine you are not happy with the way you first translated the first segment. Therefore, make a change to the translation (e.g. instead of *Einfache Sätze* write *Simple Sätze*). After editing the first segment, press **Ctrl+Enter** to confirm and save it to the TM.

NOTE

At this point you can still edit any of the target segments in the **Editor** view. By pressing **Ctrl+Enter**, you can reconfirm them and commit the changes to the TM. The previously entered translation will then be overwritten with the latest version.

Saving the Document

Now save the document in SDL Trados Studio 2011:

1. Select the menu command **File -> Save**.
2. This opens the **Save As** dialog box. In the text field **File name** the suggested file name is *sample.doc_en-US_de-DE.sdlxliff*. (The actual name depends on your source/target language combination, as the language pair is appended to the original document name.
3. Click the **Save** button to save the document.

NOTE

SDL Trados Studio 2011 saves all documents in the bilingual SDLXLIFF format (i.e. not in the native format, e.g. DOC or PPT). SDLXLIFF files contain both languages, the source language segments and your translated segments. You will learn how to save your translation back into the original file format later.

FOR MORE INFORMATION

SDLXLIFF File Format

Generating a Printable WYSIWYG Preview

For proofreading purposes, you might want to create a preview of your translated file:

1. Select the menu command **File -> View In -> MS Word as Target**.
2. This will open the target document in Microsoft Word. You can use this preview for printing and proofreading the document from paper.
3. Please note that any changes you make to this preview document do not go back into your translation environment or the translation memory. Any changes have to be made inside the Editor in the SDLXLIFF file.
4. Now close Microsoft Word and return to SDL Trados Studio 2011.

Saving the Translation in the Original Document Format

Finally you save the file back to its native format, here Microsoft Word. To create a DOC file from our SDLXLIFF document, take the following steps:

1. Select the menu command **File -> Save Target As**.
2. This opens the **Save Target As** dialog box.
3. Select a location to save your target file.
4. In the text field **File name** the original file name, i.e. *sample.doc* has been entered automatically. If you want to save the translated file into the same folder as your original file, change the suggested name to e.g. *sample_de.doc*, so as not to overwrite the original file.
5. Click **Save** to confirm and save the target Microsoft Word file.
6. Now that you have finalized the translation, you can close the document in SDL Trados Studio 2011 with the **File -> Close** menu command.

FURTHER EXERCISES

In addition to the file you have translated in this chapter, the subfolder *Translating Single Files* contain an additional files that you can use for further training:

- *answering_machine.ppt*: an example of a Microsoft PowerPoint file

Use the features you have learned in this chapter to translate the sample file into your preferred target language.

SUMMARY

- When opening a file for translation you select the source/target language pair, the TM, an AutoSuggest dictionary and a termbase.
- Documents are translated in a side-by-side editor, which separates content from layout.
- When you have selected an AutoSuggest dictionary, relevant words and phrases are automatically suggested while you are typing. By pressing **Enter** you can insert these suggestions into your target segments.
- Repeated segments are translated automatically once you have translated and confirmed the first occurrence. This feature is called auto-propagate.
- The TM recognizes identical segments and translates them automatically by suggesting a 100% match.
- When a similar segment is found, a fuzzy match (e.g. a match of 79%) is suggested, which usually needs to be modified to fit the current context.
- Translations are entered into the target column on the right-hand side. By pressing **Ctrl+Enter** you confirm your translation, move to the next segment and store the translation in the TM.
- Pressing **Ctrl+,** opens a list of available character formatting options and/or tags, which you can insert into your target segment.
- Any terms that are found in the termbase (if available) are marked with a red bracket. The target terms can be easily inserted into your translation just by typing the first letter of the target term and by pressing **Enter**.

- To view the document layout you can view the translation either in the native application (e.g. Word). Alternatively you can also open a preview window within Studio, which shows you the document layout while you are translating.
- During translation in Studio files are saved to an intermediary, bilingual exchange format called SDL XLIFF.
- When the translation is finished, you can generate the target document in its native format (e.g. Word).

PROJECT PACKAGES

This chapter provides an example of how to translate files contained in a project package that has been sent to you by your client or agency. You will learn how to:

- Open a project package
- View an analysis report
- Use active term recognition
- Add comments
- Verify tags
- Deliver a return package

Chapter

6

WHAT ARE PROJECT PACKAGES?

Project packages are created by project managers using SDL Trados Studio 2011. Packages are compressed archives that contain the documents and resources required by translators, editors, proofreaders, etc. to complete a task, e.g.

- Source documents to translate (edit, proofread, etc.)
- Reference files
- Translation memories
- Termbases
- AutoSuggest dictionaries

Upon opening a project package the files contained therein are automatically extracted, and added to your SDL Trados Studio 2011 environment. The content of the package will appear as a new project in your list of projects. A project package file carries the extension **.sdlppx*.

FOR MORE INFORMATION

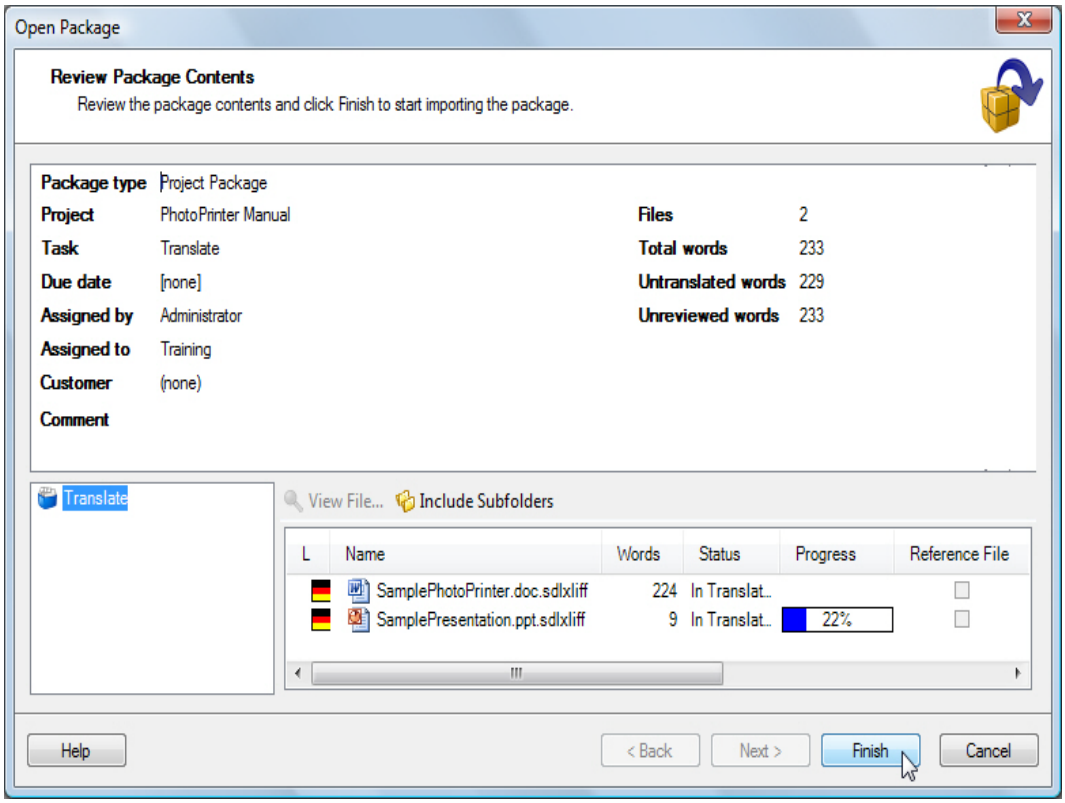
- Overview: Working with Packages
- About Packages

OPENING A PROJECT PACKAGE

To open our sample project package take the following steps:

1. Click the **Open Package** button in the SDL Trados Studio 2011 toolbar.
2. Browse to the sample files location and select the package file for your source/target language combination by double-clicking it, e.g. *....\Sample Files\Packages\Sample_Package_English-German.sdlppx*.

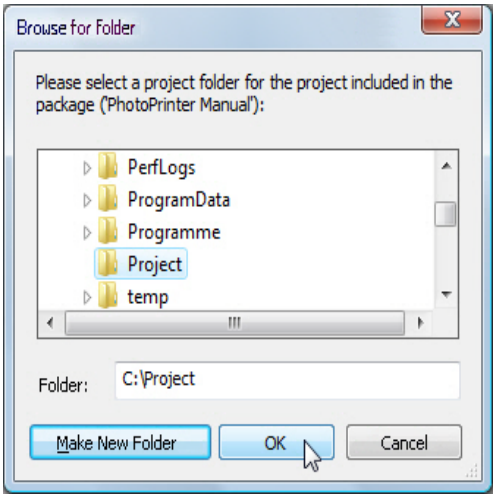
3. This will open the **Open Package** dialog box:



4. This dialog box displays, for example, project name, the due date (if any), the total and the untranslated number of words, the source files to translate contained in the package, etc.

5. After taking a look at the information in this dialog box, click **Finish** to extract and import the package content.

6. You will be prompted to select a folder into which the project files should be extracted. Browse for an *empty* folder, select it, and click **OK** to confirm.

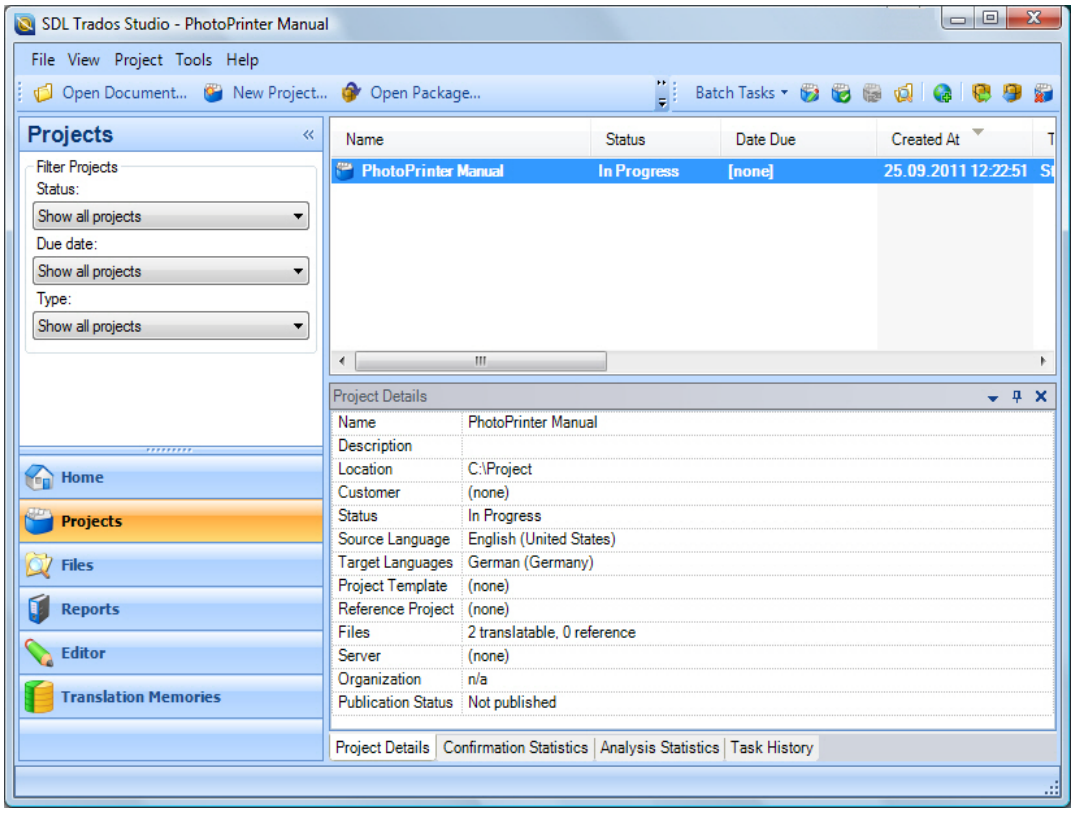


NOTE

Please note that the folder you select here MUST be empty. If required you can use the **Make New Folder** button in the **Browse for Folder** dialog box to create a new, empty folder on the fly.

7. Once the import is complete, click the **Close** button at the bottom right corner of the **Open Package** dialog box.

8. After importing the package content SDL Trados Studio 2011 switches to the **Projects** view. The project that you have just imported from the package is shown in the **Projects** list.



FOR MORE INFORMATION

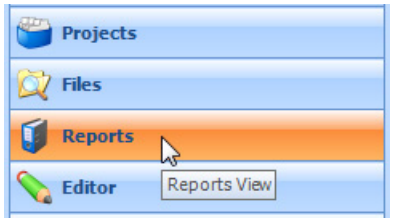
Overview: Open Package Wizard

VIEWING THE ANALYZE FILES REPORT

The sample project package contains an **Analyze Files Report**. This report provides useful information on the scope of the project, e.g. the total number of words, the number of repeated segments, the number of segments for which matches have been found in the TM, etc.

To view the report:

1. Click the **Reports** button on the bottom of the **Navigation** pane.



2. The **Analyze Files Report** is now displayed on the right-hand side. Take a look at the table with the heading **Totals**. This section of the report gives you an overview of all the files contained in the package.

Total	Type	Segments	Words	Characters	Percent	Placeables
Files:2	PerfectMatch	0	0	0	0.00%	0
Chars/Word:4.64	Repetitions	1	7	35	3.00%	0
	Context Match	2	4	28	1.72%	0
	100%	0	0	0	0.00%	0
	95% - 99%	1	20	91	8.58%	4
	85% - 94%	1	7	35	3.00%	0
	75% - 84%	0	0	0	0.00%	0
	50% - 74%	0	0	0	0.00%	0
	New	18	195	891	83.69%	14
	Total	**23**	**233**	**1080**	**100%**	**18**

Analyze Files Results

Read the **Totals** from bottom to top:

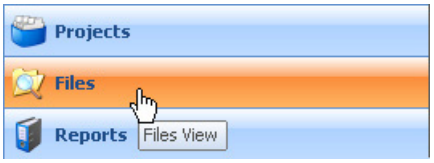
- The last (**Total**) row in the above example displays the total number of segments *(22)* and words *(233)*.
- The row **New** shows the number of segments and words for which no TM matches have been found.
- In the rows above **New** you find the number of segments and words for which fuzzy matches have been identified.
- The row **100%** shows the number of exact matches.
- The row **Context Match** shows the number of segments for which so called context matches have been found in the TM. These are segments for which a 100% match has been found in the TM and which are preceded by the same segment as the segment from the TM. This is why context matches are considered even more reliable than 100% matches.
- **Repetitions** shows the number of segments for which no 100% TM match has been found, but which are repeated within the document(s).

FOR MORE INFORMATION

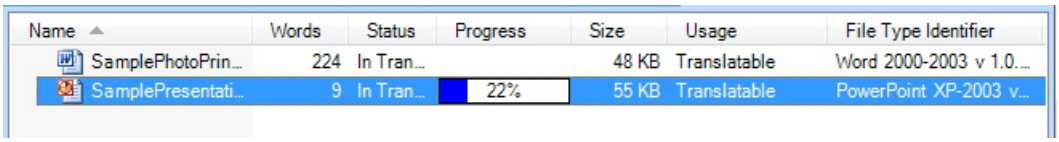
Analyze Files Report Layout

VIEWING THE FILES IN THE PACKAGE

Click the **Files** button on the **Navigation** pane.



The package that you have just imported contains two files, a Microsoft Word and a Microsoft PowerPoint document, which have already been saved to the Studio-internal SDLXLIFF format.



For each file the total number of words is shown in the column **Words**. A **Progress** bar indicates whether a file has pre-translated content. In the above example, the Microsoft PowerPoint document has been 22% pre-translated by the person who sent you the package.

SELECTING A DOCUMENT FOR TRANSLATION

To start translating the document *SamplePhotoPrinter.doc.sdlxliff* double-click the file name. This will open the document in the **Editor** view.

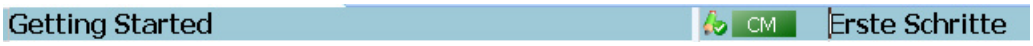
In addition to the files to translate the sample project package also contains a TM, a termbase, and an AutoSuggest dictionary. These databases have been automatically added to the project upon opening the package, and will be used when you translate the files.

Context Matches

Click inside the first segment, which will insert a translation from the TM. This time you get a so-called context match, which is indicated with a green CM icon in the translation status column. You can also see that the translation is confirmed.

A context match is better than a 100% match. To be a context match, the translation memory segment must be a 100% match for the document segment and the two segments must have the same document context. For the document segment and the translation memory segment to have the same context, they must both have been preceded by the same segment.

In the example a Context Match is retrieved, as the TM 'knows' that in a previously translated document this segment was also found at the beginning of the document.

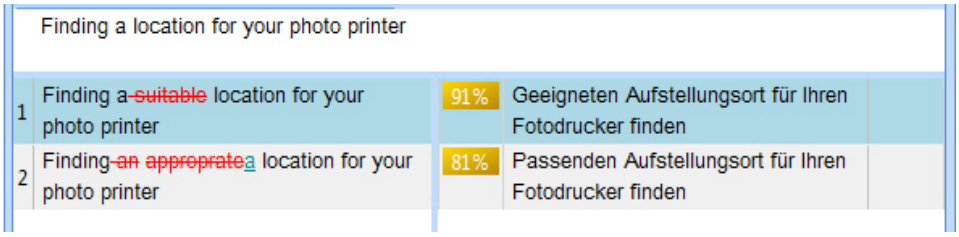


FOR MORE INFORMATION

About Translation Memory Matches

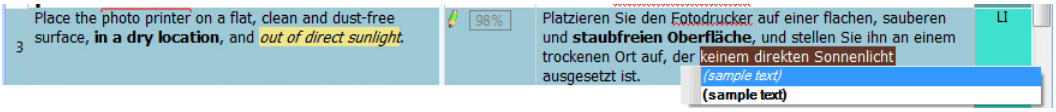
Choosing from Several TM Matches

Move down to the next segment. For this segment, a 91% fuzzy match has been found in the TM. Take a close look at the **Translation Results** window. You will notice that there are actually two possible TM matches, i.e. a 91% and an 81% match:



By default, SDL Trados Studio 2011 always suggests the highest match. You can switch between the TM matches by clicking the **Select Next Match** and **Select Previous Match** buttons. This will highlight the selected match in the **Translation Results** window and insert the corresponding target segment into the target cell.

Modify the selected translation to fit the current source segment, then confirm it with **Ctrl+Enter** to move to the next segment. For the next segment, the TM has suggested a high fuzzy match. Linguistically the suggested translation is correct, but it lacks some character formatting. Apply the required character formatting (bold and italics) by marking the text in the target segment that needs the formatting, pressing the shortcut key **Ctrl+,** and selecting the appropriate formatting from the QuickPlace list.

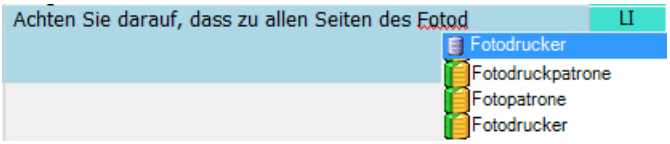


Then confirm the modified translation and move to the next segment.

Active Terminology Recognition

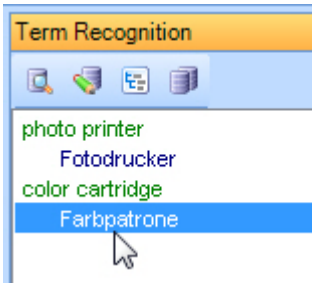
Some words in the source segments are highlighted with red bracketed lines to indicate that they have been found in the termbase (i.e. *photo printer* and *color cartridge*). Note that the termbase is part of our sample project package, and was deployed to your PC when you opened the package.

1. Start translating the current segment, for which no TM match has been found.
2. As soon as you start typing the first letters of the target term for *photo printer*, a list opens, and suggests possible translations, e.g. *Fotodrucker* for *photo printer*.



   In the above example the same translation is suggested from the AutoSuggest dictionary (the suggestion marked by the green/yellow icon) and from the termbase (the suggestion marked by the gray icon).

3. You can click any of the suggestions to insert the target term into your translation.
4. You may also use another way of inserting the target terms from the termbase: the second recognized term in the current segment is *color cartridge*. To insert the target term into your translation use the shortcut key combination **Ctrl+Shift+L**.



5. This will open a list with all termbase suggestions (and only termbase suggestions) relevant for the current segment. Click the target term for *color cartridge* in the list (i.e. *Farbpatrone*) to insert it into your translation.

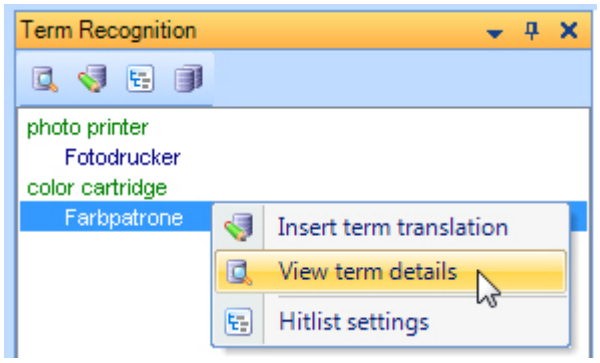
FOR MORE INFORMATION

- Term Recognition Window
- Working with Termbases

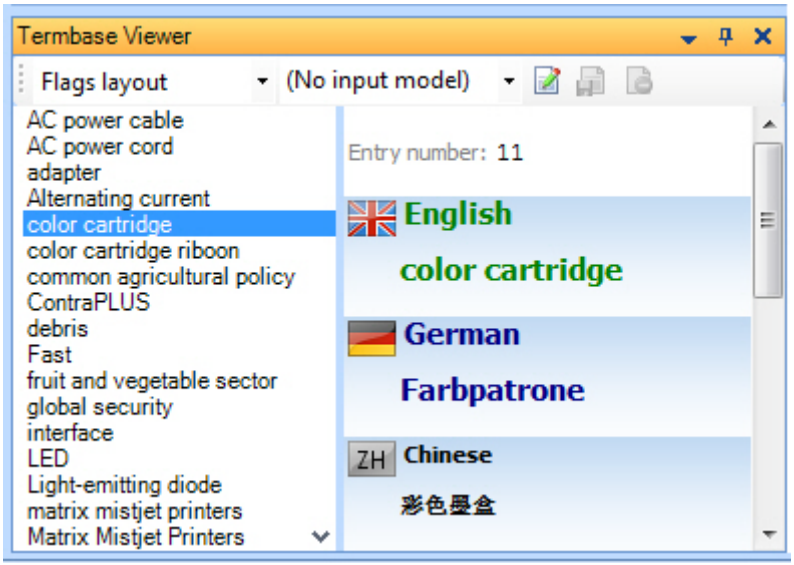
Displaying the Full Termbase Entry

Sometimes it can be useful to view the entire termbase entry rather than only the source and target term. To do this take the following steps:

1. In the **Term Recognition** window select one of the displayed source or target terms.
2. Right-click the selected term and select **View term detail** from the context menu.



3. This will open the **Termbase Viewer** window, which displays the full entry and an alphabetically sorted list of some other terms on the left-hand side.



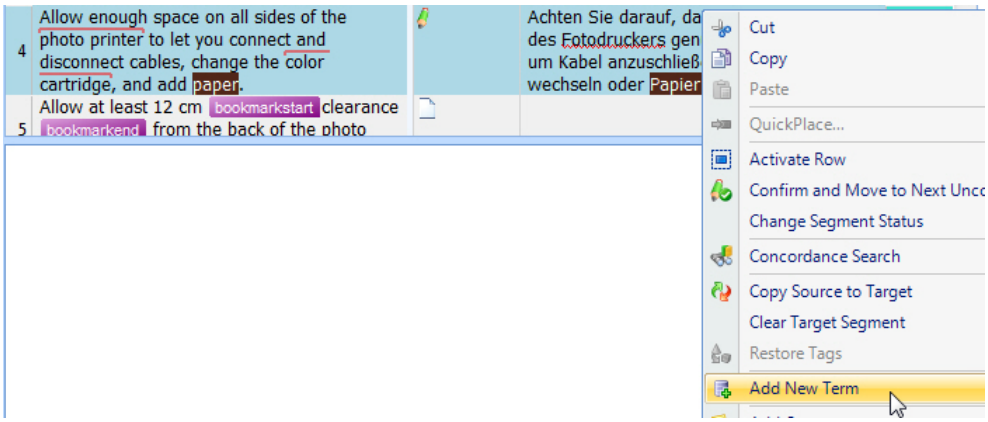
4. A termbase entry can contain a lot more information than just the terms in the different languages. Click the term *ContraPLUS* to view the full entry content.

5. This is an example of a termbase entry that includes additional information such as definitions, graphics, etc.

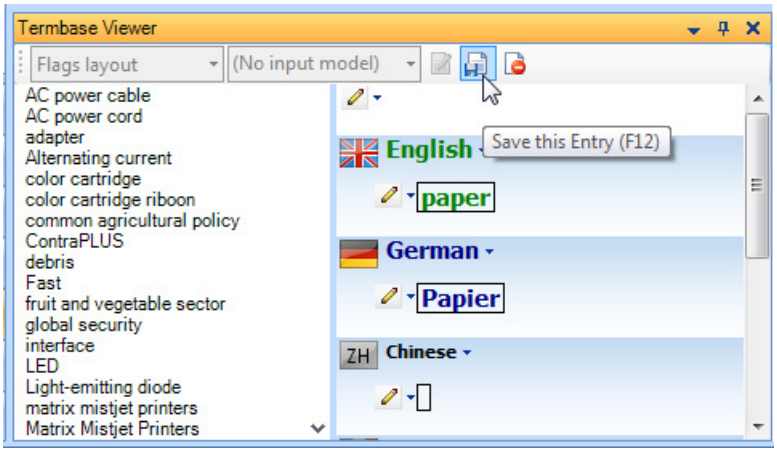
Adding Terms on the Fly

Besides inserting terms from the termbase into your target segments, you can also add new terms from the document to the termbase. Example: the word *paper* has not been found in the termbase. To add it to the termbase, take the following steps:

1. Highlight the word *paper* in the source segment by double-clicking it.
2. Highlight its equivalent in the target segment (e.g. *Papier*).
3. While both words are highlighted click the right mouse button on one of the highlighted terms.
4. Select **Add New Term** from the context menu.



5. A draft entry is now displayed in the **Termbase Viewer** window. Click the **Save this Entry** button to save the new entry in the termbase.



Close the **Termbase Viewer** window, if you need more space on the screen for your translation work. Confirm the finished target segment with **Ctrl+Enter**. When you move to the following segment note that the term *paper* is now highlighted with a red bracketed line. This means that you can click the shortcut key combination **Ctrl+Shift+L** to open a list of available target terms, among which you will find the translation for the newly-added term *paper*.

FOR MORE INFORMATION

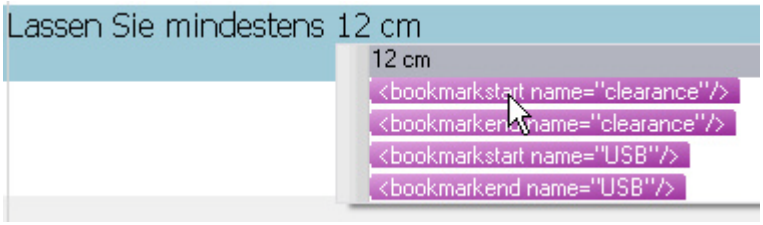
How to Add Terms to a Termbase

Inserting Tags

Now we translate segment number 5, for which there is no TM match. It contains a string enclosed in a *bookmark* start and end tag pair. In one of the previous chapters you already learned how to insert tags into the target segment by clicking them in the source segment with the **Ctrl** key pressed.

To insert the tags using the keyboard, take the following steps:

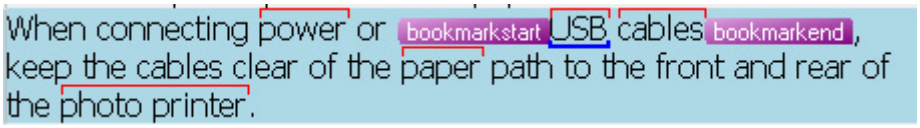
1. Start translating the segment and stop just before you translate the English word *clearance*, which is enclosed in *bookmark* start/end tags.
2. Press the **Ctrl+,** on your keyboard. This opens a list of possible tags to place at the current cursor position.



3. Select the entry *<bookmarkstart name="clearance"/>* from the list.
4. Type the target equivalent for *clearance*, press **Ctrl+,** again and select the *<bookmarkend name="clearance"/> tag* from the list to insert the second tag into your translation by pressing the **Enter** key.
5. Finish translating the segment and confirm it with **Ctrl+Enter** to continue.

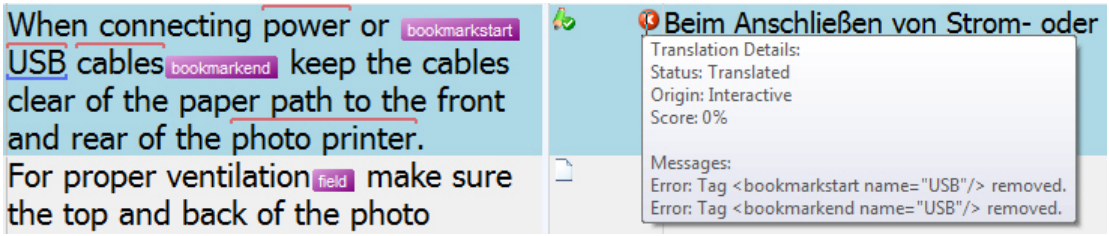
Interactive Tag Verification

The next segment also contains a *bookmark* start/end tag pair:



Intentionally leave out both tags, and confirm with **Ctrl+Enter** to see what happens.

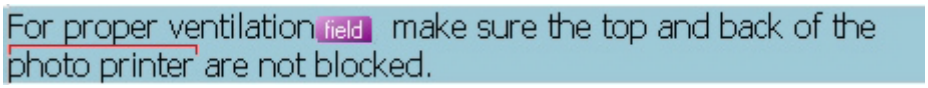
As soon as you confirm the translation a red **Error** icon will be displayed between the source and target segment.



Move the mouse pointer over the icon. This will display the reason for the error in a tooltip. In the above example, you are being warned that you left out both *bookmark* tags.

Go back to the segment (e.g. with the **Up Arrow** key on your keyboard) and insert the tags using the **Ctrl+,** keyboard shortcut. Then confirm the segment again.

The interactive tag verification is triggered when you confirm a segment. How does SDL Trados Studio 2011 react when you neglect to insert tags, and you do *not* confirm the segment? Give it a try with the next segment, which contains a *field* tag:



Translate the segment without inserting the tag. Then move to the following segment without confirming it, i.e. simply use the **Down** key to continue. Observe that although you left out the tag, no warning icon appears when moving to the next segment, i.e. the interactive tag verification is only triggered when you confirm a translation.

You can also run a tag verification on the entire document, i.e. also on unconfirmed segments. We will have a look at this type of verification later, when you have finished translating the document.

For now, translate and confirm the next segment, which consists of a single word (i.e. *ventilation*). Then go to the following segment (*Connecting and turning on the power*).

FOR MORE INFORMATION

- Tag Verification

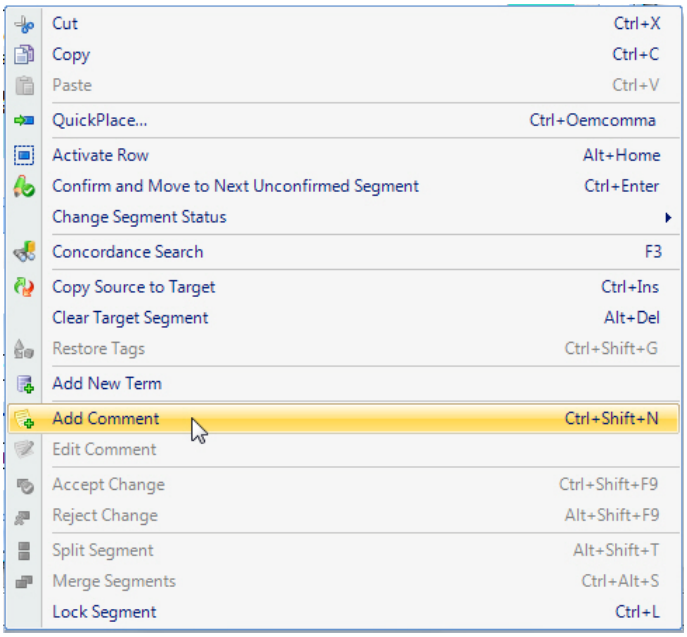
Adding Comments

You can add comments to particular segments or expressions/words in your translation (not to the source language segments). This is useful e.g. when you want to:

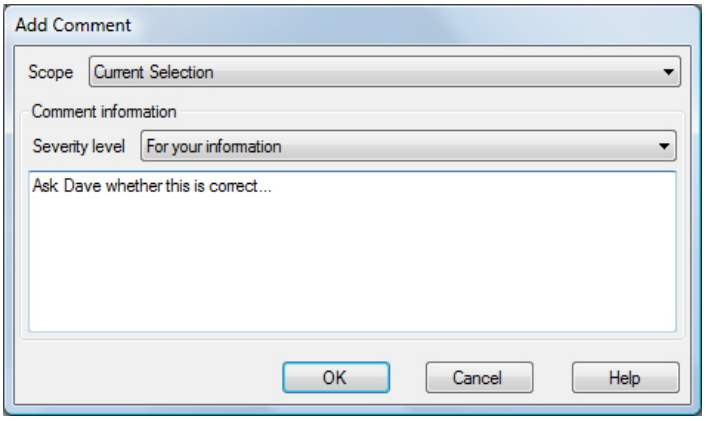
- Flag a translation that you need to check on later
- Provide information for the reviewer, proofread, project manager, etc.

To add a comment, take the following steps:

1. Translate segment 9, i.e. *Connecting and turning on the power.*
2. Select a word in your translation, e.g. by double-clicking it.
3. Right-click the highlighted word. From the context menu select **Add Comment**.



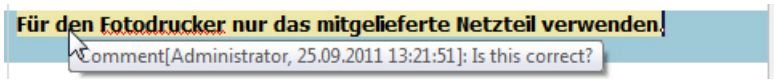
4. In the text area of the **Add Comment** dialog box enter the comment text, e.g. *Ask Dave whether this is correct*. Then click **OK**.



5. After adding the comment the selected word is highlighted. When you move the mouse pointer over the highlighted string, the comment text (including the name of the user who added the comment as well as the date/time) is displayed in a tooltip.

Confirm the segment with **Ctrl+Enter**, and continue translating the following segments. Let us add another comment, this time not to a particular string, but to the segment as a whole:

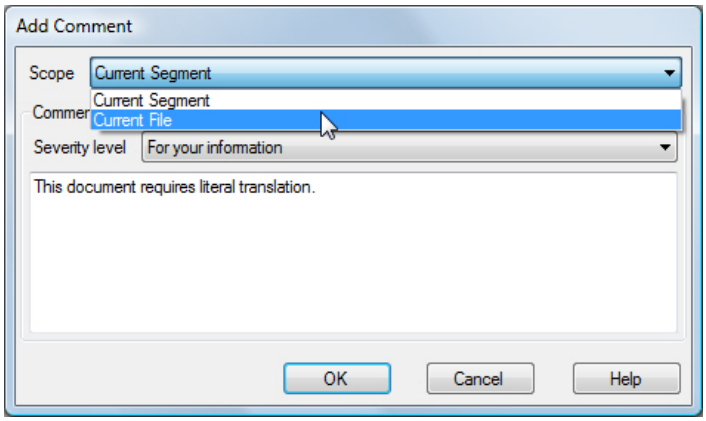
1. After translating the segment, make sure that no particular word is selected.
2. Right-click anywhere inside the segment and select **Add Comment** from the context menu.
3. Enter the comment text into the **Add Comment** dialog box, then click **OK**.
4. This time the whole segment content is highlighted.



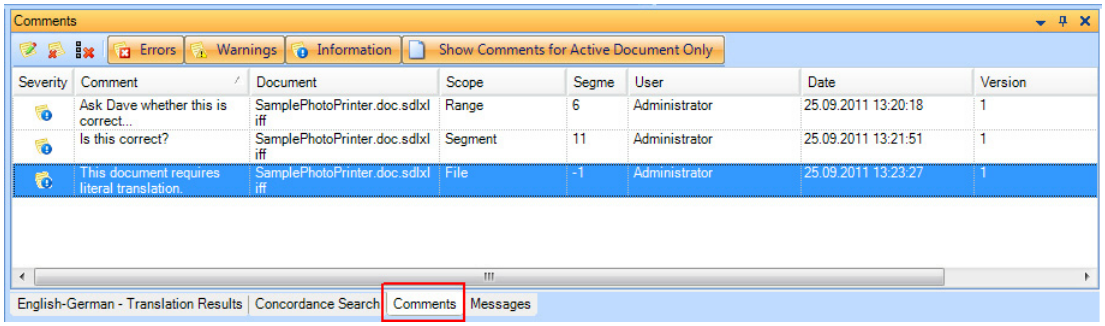
You can also edit existing comments by right-clicking the commented expression/word or segment. Select **Edit Comment** from the context menu. In the **Edit Comment** dialog box click **Edit** to edit an existing comment text. With **Add** you can add another comment to the same segment or expression/word.

TIP

If a comment applies to the whole document rather than to a particular string or segment, select **Current File** from the **Scope** dropdown list before adding the comment.



Commented segments and expression/words are highlighted and therefore easy to spot. However, if you want to see all comments in a document (or several open documents), click the **Comments** tab.



For each comment you will see the comment text, the name of the document the comment was found in, the date/time, etc.

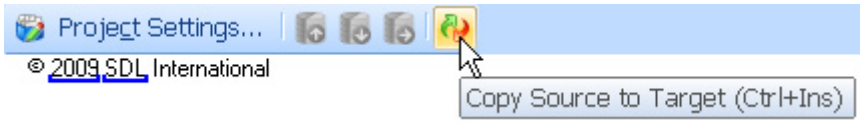
- Edit Comments
- Comments Window

Copy Source to Target

Continue translating the remaining segments, i.e. segments 12 - 21. The last segment (21) says:
• *2009 SDL International*. This segment actually does not need to be translated. It can be pasted into the target cell. Rather than relying on the Windows clipboard (i.e. copy/paste), you can use the **Copy Source to Target** button located at the top of the **Translation Results** window.

Click this button to duplicate the source segment into the target cell. (The default keyboard shortcut is **Ctrl+Ins**.) Then confirm the segment with **Ctrl+Enter**.

The **Copy Source to Target** function is highly useful for target segments that are identical or very similar to their source-language counterparts, e.g. sentences that contain a lot of untranslatable product names.

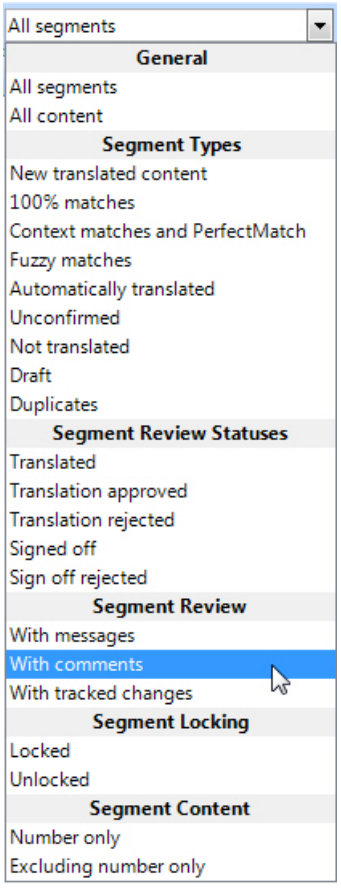


Display Filtering

Suppose you have finished translating the entire document, and you would like to take a particular look at all segments that have comments. To show only specific segments, take the following steps:

1. Select the menu command **View -> Toolbars -> Display Filter**.

2. This will display an additional toolbar in SDL Trados Studio 2011.



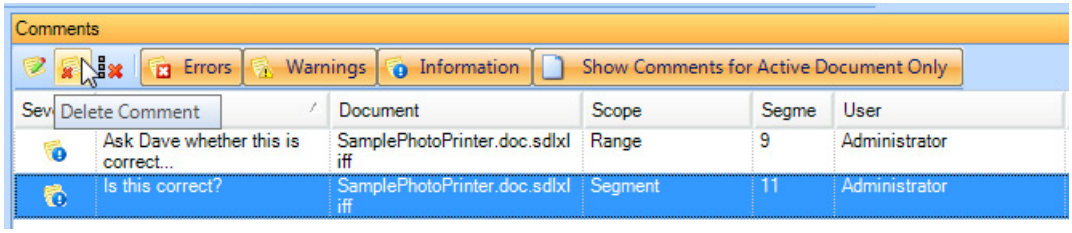
3. From the **Display** dropdown list select **Segment Review -> With comments**.

4. The Editor now displays only segments with comments, regardless of whether the comments were added to a selection or to the whole segment. This is useful, for example, if you want to focus on the commented segments during proofreading.

When you have checked on a commented segment and found it to be correct, you will certainly want to delete the comment:

1. Select the comment to delete in the **Comments** window.

2. Click the **Delete Comment** button.



3. This removes the comment from the list and, of course, also from the corresponding segment.

To display all segments again, goto the **Display** dropdown list (in the **Display Filter** toolbar) and select **General -> All segments**. Make sure all segments in the current document are translated and confirmed. Save the document with the menu command **File -> Save**.

NOTE

Comments that were added to a document rather than a word/phrase or segment can only be viewed in the comments window.

NOTE

Comments added in SDL Trados Studio 2011 will not be part of the actual target document in the native format.

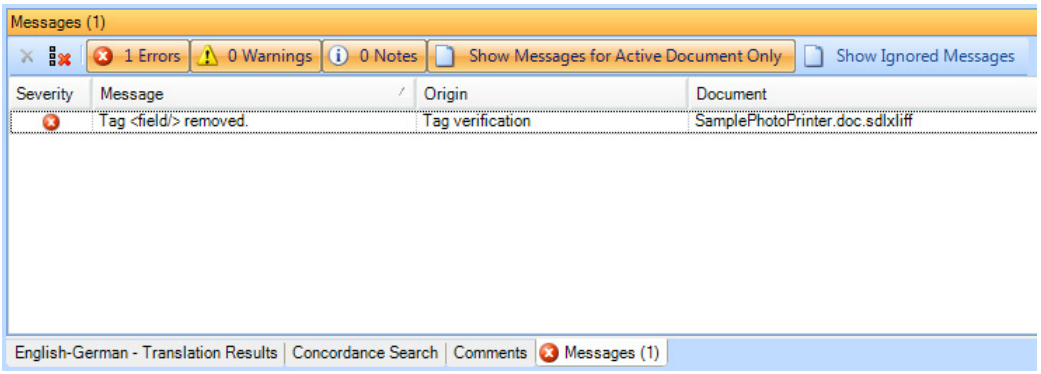
FOR MORE INFORMATION

About Filtering Segments

Running Tag Verification on the Whole Document

After translating a document you should run a tag verification on the entire text. To start a tag verification on the entire document take the following steps:

1. From the **Tools** menu select **Verify**.
2. If tag errors are found, they will be listed in the **Messages** window, which will be displayed instead of **Translation Results**.
   In the above example a missing *field* tag has caused an **Error** message.



3. Double-click the message to jump to the segment in which the problem has been found.

NOTE

There are three different message types:
Errors (red) are serious problems, which can in a worst-case scenario even prevent you from saving the translation back in its native format.
Warnings (yellow) point to problems that might, for example, lead to a loss of formatting, bookmarks, etc., however, that usually do not prevent you from saving the translation in its native format.
Notes (white) usually point to cosmetic issues such as missing spaces around tags.

4. Insert the missing tag into the highlighted segment, and confirm it with **Ctrl+Enter**, which will remove the **Error** message from the list.
5. Save the file again. For this you can also use the keyboard shortcut **Ctrl+S**.

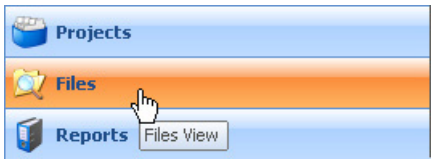
FOR MORE INFORMATION

Messages Window

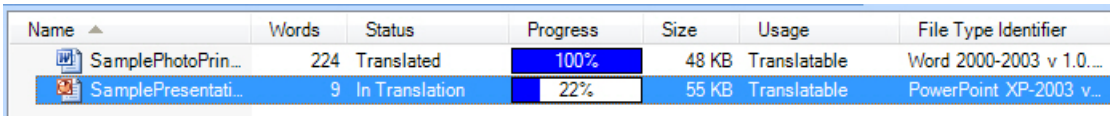
Selecting the Second File in the Package

Remember that the project packages also contains a small Microsoft PowerPoint file. To switch to the second document take the following steps:

1. Click the **Files View** button in the **Navigation** pane

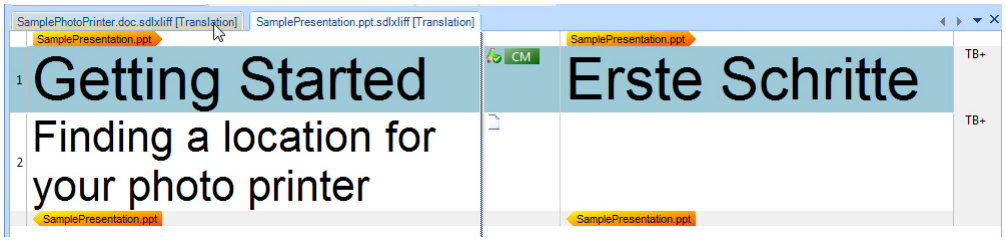


2. Note that in the file list the progress for the Microsoft Word document is at 100%, (provided that you translated and confirmed all segments). Double-click the file *SamplePresentation.ppt.sdlxliff* to open it in the **Editor** view.



The sample presentation is very easy to translate, as it contains only two segments, which are both context matches. This is because they occur in exactly the same order in the Microsoft Word document that you previously translated.

Note that as you did not close the previous document, its name is still being shown in a tab in the **Editor** view. You can quickly switch back to the first document by clicking the corresponding tab.



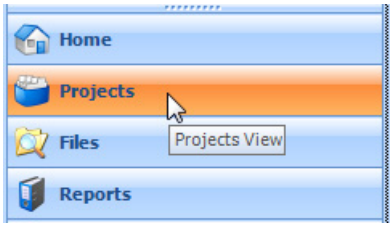
In SDL Trados Studio 2011 you can have several documents open at the same time. This can be useful, for example, if you want to quickly check on the translation in a previous document.

Save the sample presentation by using the **File -> Save** command.

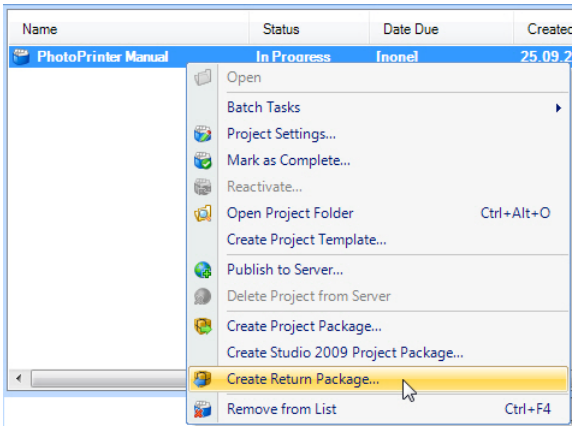
CREATING AND SENDING THE RETURN PACKAGE

After finishing the translation you send back the package to the project manager in the form of a return package. Return packages (like project packages) are compressed archives that contain the translated, edited, or proofread documents. To create the return package, take the following steps:

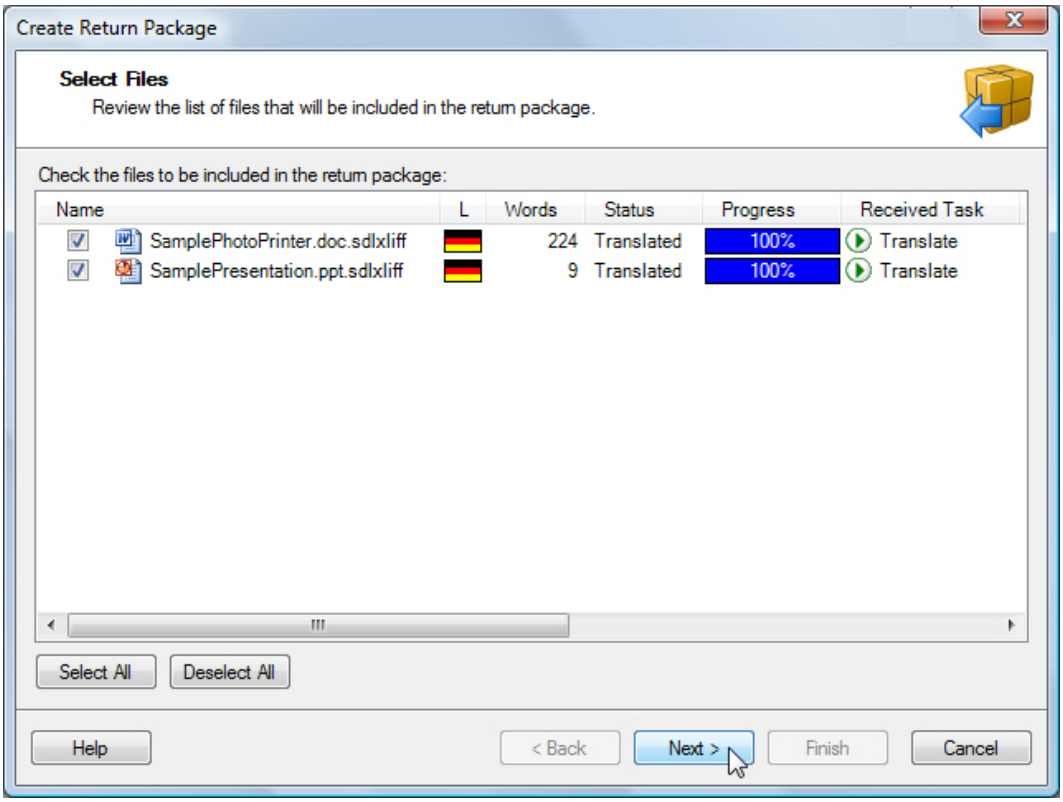
1. Click the **Project View** button to open the **Project** view.



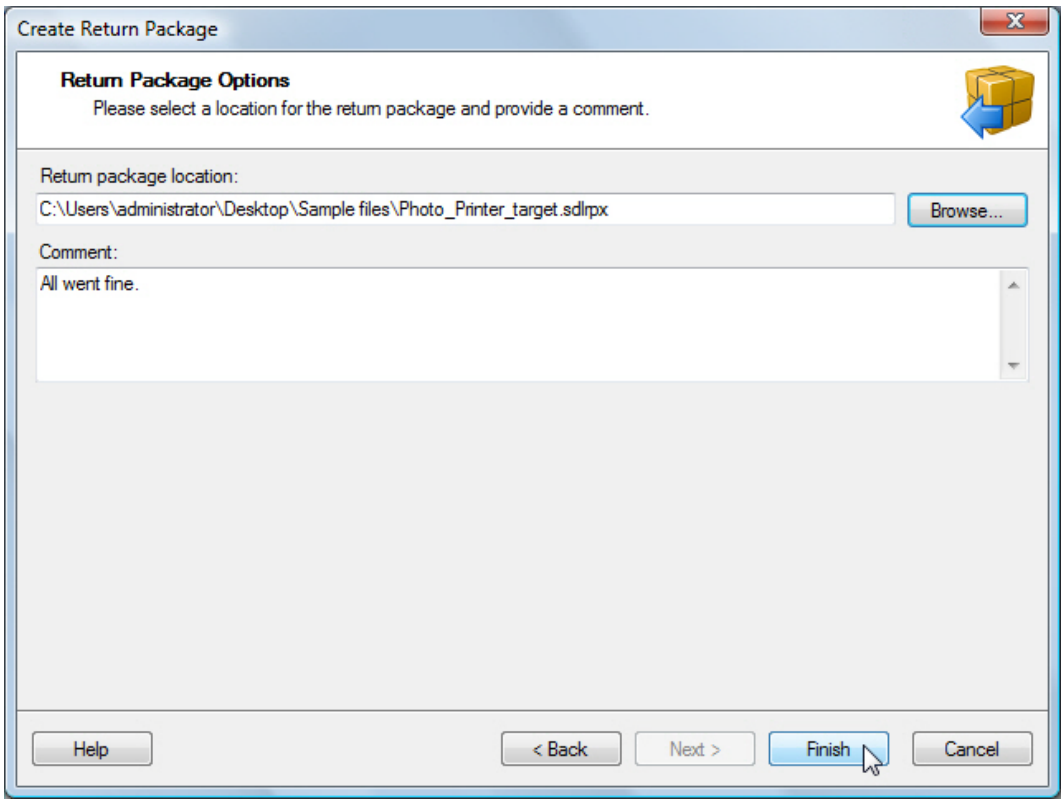
2. Right-click the *PhotoPrinter Manual* project and select **Create Return Package** from the context menu.



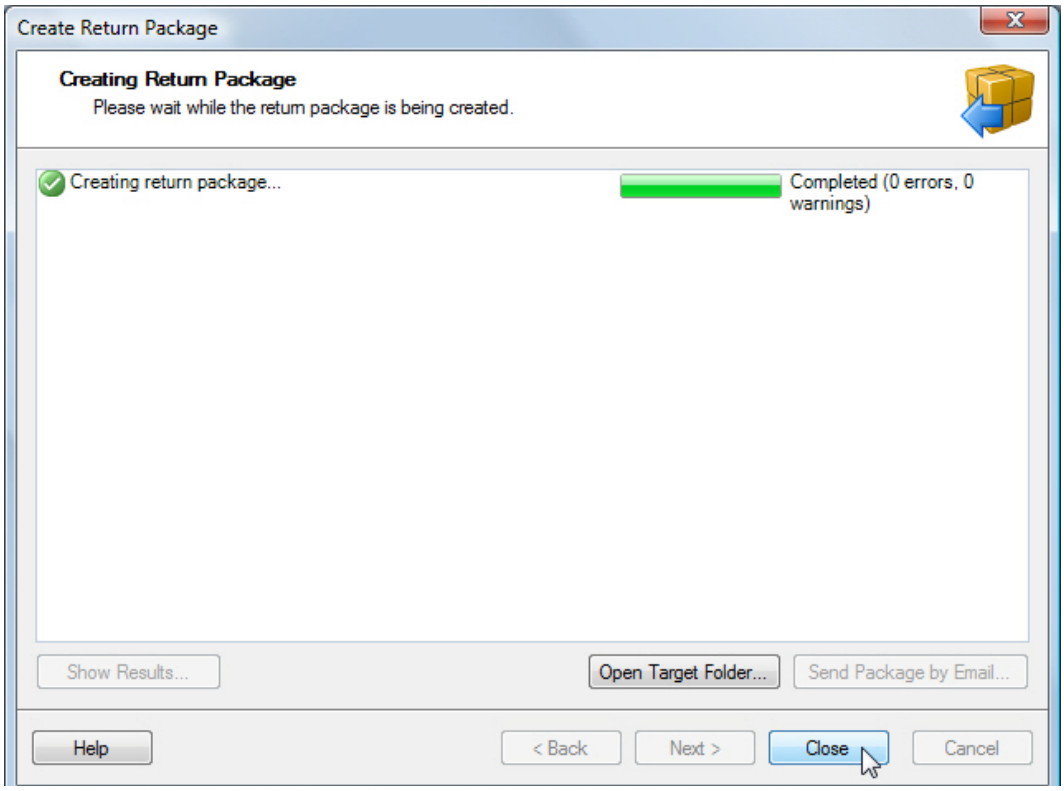
3. The **Progress** bars in the **Create Return Package** dialog box show the translation progress for each file. They should be at 100%. Click **Next** to continue.



4. Click **Browse** and select the location for the return package and the file name. Enter *Photo_Printer_target.sdlprx* as return package name. Note that return packages have the extension **.sdlrpx*, which is added automatically to the file name. In the **Comment** text field you can enter an optional message for the recipient of the package (i.e. the customer or project manager).



5. When the return package has been created you can send the return package by clicking the **Send Package by Email** button.



6. This will automatically create an email using Microsoft Outlook (if available), and add the return package as an attachment.

7. You can also choose to click the **Open Target Folder** button. This will launch Windows Explorer, where you can view the file, attach it to an email, upload it to an FTP server, etc.

8. Last, click **Close** to close the **Create Return Package** dialog box.

FOR MORE INFORMATION

- How to Return Completed Work in a Return Package
- Create Return Package Wizard > Creating Return Package

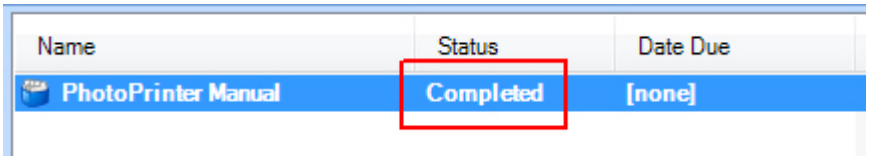
Marking the Project as Complete

Make sure that you are still in the **Project View**. Note that the project, which you initially imported from the project package, is still shown as **In Progress** in the **Status** column.

For good measure, mark the project as complete. When you are dealing with multiple projects this will help you see at a glance which projects are completed, and which ones are still in progress.

1. Right-click the project name in the **Projects View**, and select **Mark as Complete** from the context menu.
2. Confirm by clicking **Yes**.

Note that the **Status** column now shows **Completed** for the sample project.



SUMMARY

- Project packages contain the translatable files, project translation memories and possibly further elements such as reference files, termbases, etc.
- When opening a project package in Studio the package content needs to be extracted to an empty folder.
- The project package contains a file analysis reports, which gives an overview of the total number of words, the repetition and the TM leverage rate, etc.
- You can view the translatable project files in the **Files** view. From there you can open the files for translation by double-clicking them.
- After finishing the translation you create a return package, which contains the translated files, and which can then, for example, be e-mailed to the customer/project manager.

USER DEFINED SETTINGS

This chapter provides some information on customization options, like setting your preferred language pair or specific fonts. for viewing your translation.

You will learn how to:

- Set the default language pair, so that whenever you open a file for translation, the language pair is already set correctly.
- Customize the font size for viewing files in the editor.
- Select the colors used in the translation results window for marking differences between match from the TM and segment in the editor.

Chapter

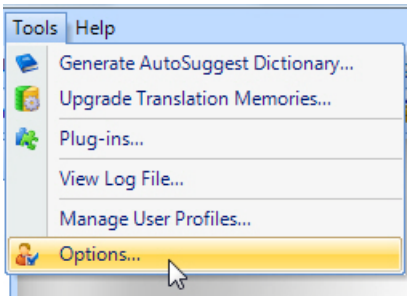
7

CUSTOMIZATION

As you can customize the layout of the windows in SDL Trados Studio 2011, you can also customize how text is shown in the editor or how differences between a match from the TM and the segment in the editor are marked.

Setting the font size for the editor

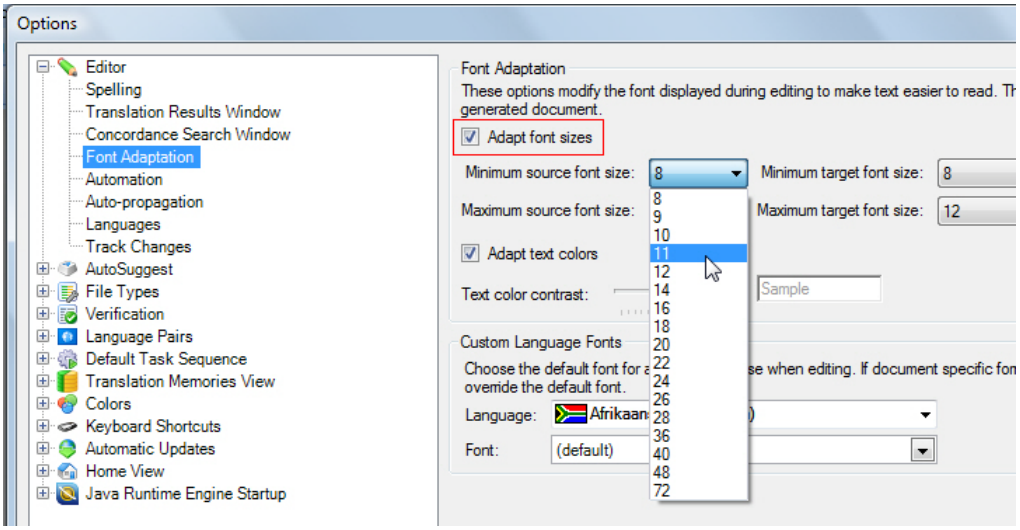
1. Select the menu command **Tools -> Options**, to go to the general settings for SDL Trados Studio 2011



2. Select **Editor** and click on the small plus symbol to expand the list of options for the editor.

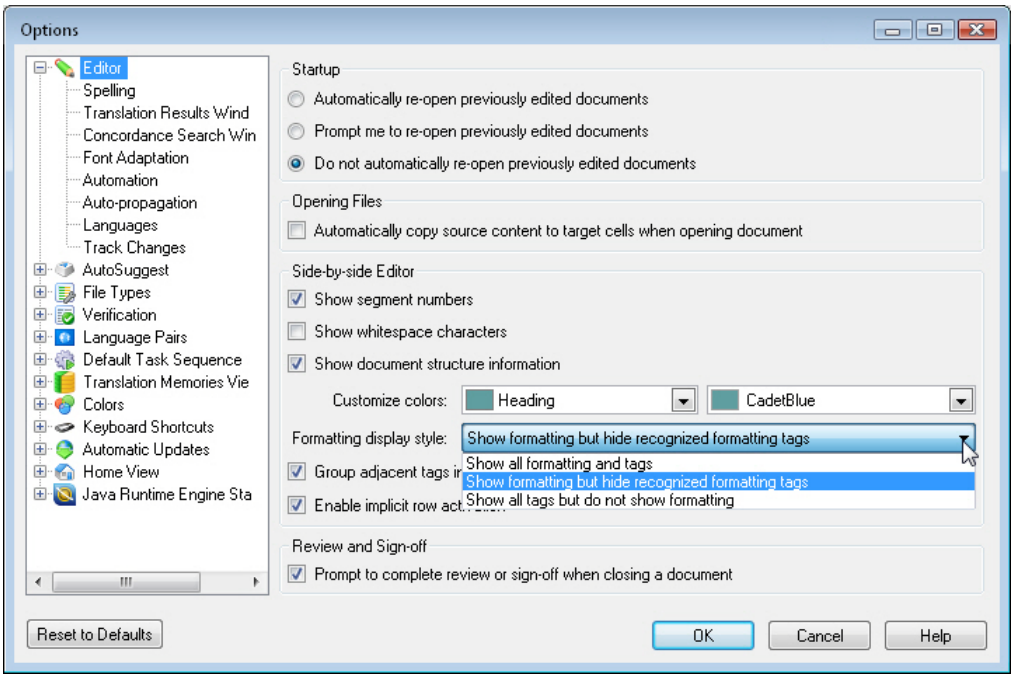
3. Select **Font Adaptation** from the list to view all possible settings

4. Activate the **Adapt Font sizes** checkbox and select for example the minimum font size for text in the source column.

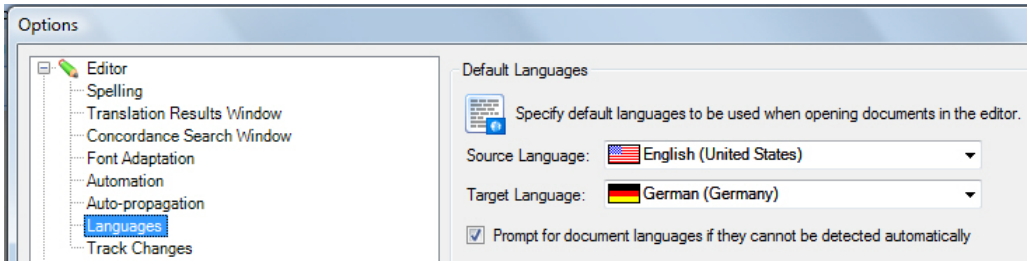


5. Changing the font size might become necessary, if the text in the source document is not readily readable with a font size of 8 point.

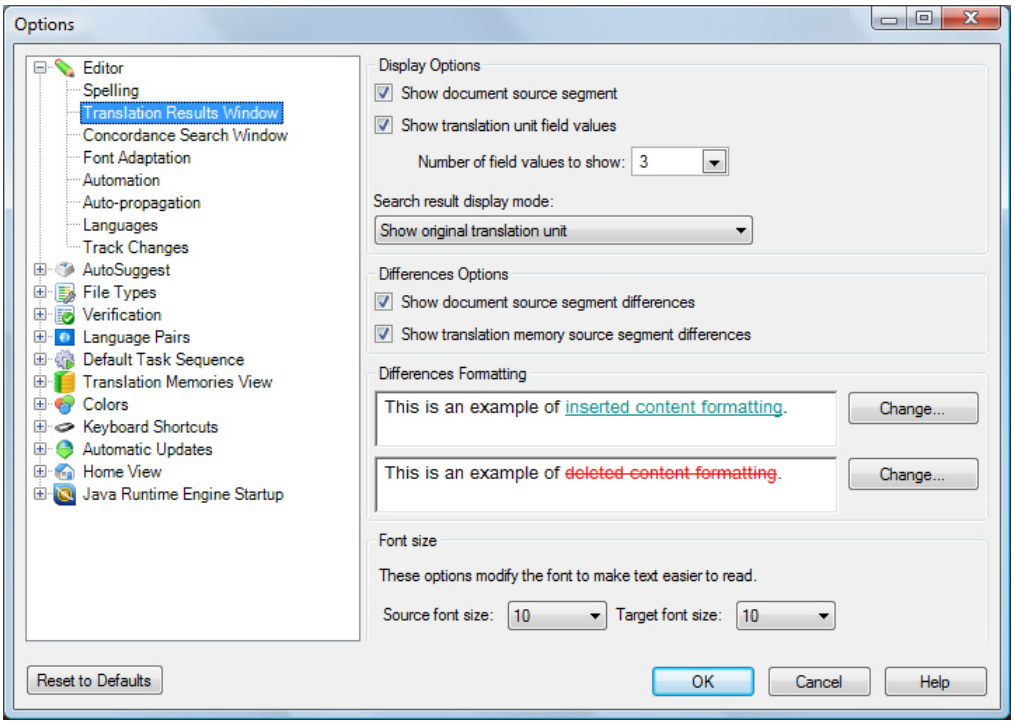
6. SDL Trados Studio 2011 will by default try to show the formatting in the side-by-side editor in the same way as it is in the actual source document. This way, commonly used formatting like bold, underlined or italics will be shown as such and not through tags surrounding the words. If you want to switch to another view, select the Editor option and choose another setting form the **Formatting display style** drop-down menu



7. Select **Language** on the left-hand list and set the default source and target language you want to use whenever you translate a single document.



8. Select **Translation Results Window** on the left-hand side and choose the colors that should be used to mark added or deleted words in the TM matches.



NOTE

If you change a setting in the **Options** dialog, SDL Trados Studio 2011 will remember this setting until you change it again, i.e. for every project you work on after customizing you settings, this settings will be applied.

ALIGNMENT

This chapter provides an example of how to process existing source documents and their translations through alignment. An alignment allows you to import translated legacy content into a translation memory. You will learn how to:

- Set up an alignment project
- Review the alignment result
- Import the alignment result into a TM

Chapter

8

WHAT IS ALIGNMENT?

Alignment is a process that allows you import existing translations into a TM. Imagine that you have an English source file and the corresponding target document, but the content is not stored in a translation memory database, as the translation was done without a TM system. Alignment allows you to pre-process both the source and the target file(s), so that you can import the legacy content into a TM. The aligned content can then be leveraged for future translation projects. SDL Trados Studio 2011 uses the **SDL WinAlign** component to process legacy source and target documents.

The main challenge during alignment is to determine whether segments or entire paragraphs were left out during translation. Sometimes content is left out, because it is not relevant for the target audience. Also, translators often change the segmentation, e.g. by combining two source segments into one. Although WinAlign uses a sophisticated algorithm to detect such discrepancies between the source and the target text, it is recommended that you review the alignment result.

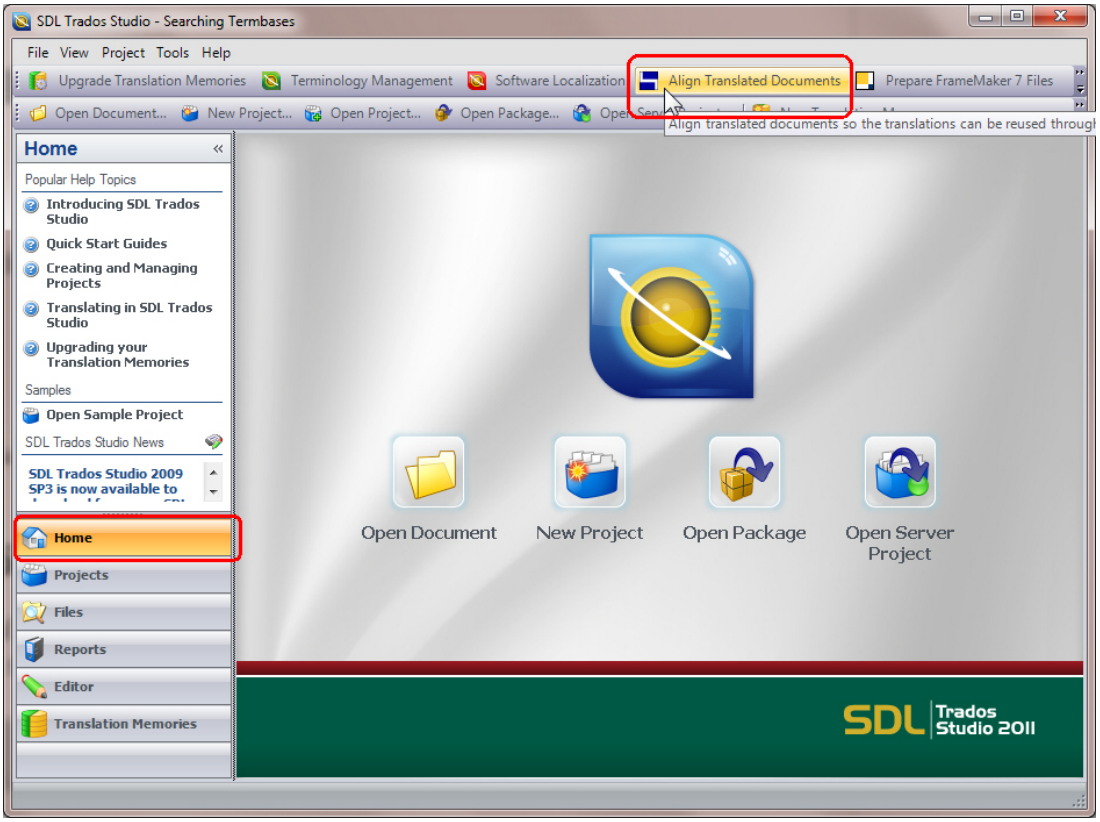
The exercise in this chapter involves a scenario in which an English source document needs to be aligned with its translation. The sample files for this exercise can be found in your sample files folder, i.e. *..\Sample Files\Alignment*.

SETTING UP AN ALIGNMENT PROJECT

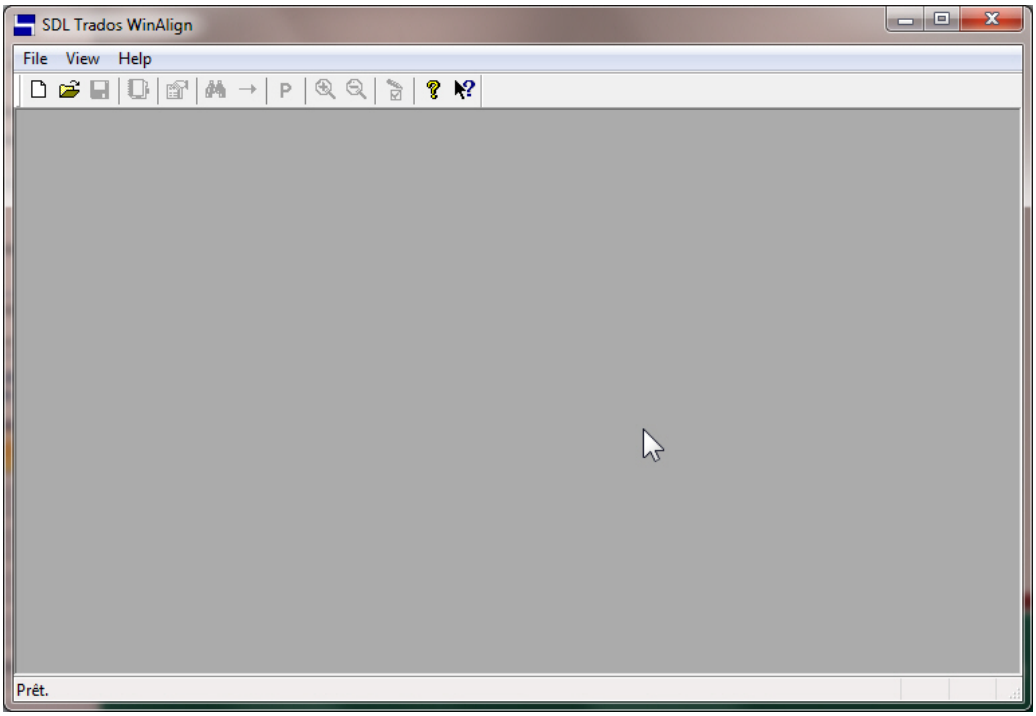
Creating an Alignment Project

To create an alignment project take the following steps:

1. On the **Home** screen of SDL Trados Studio 2011 click the **Align Translated Documents** toolbar button.

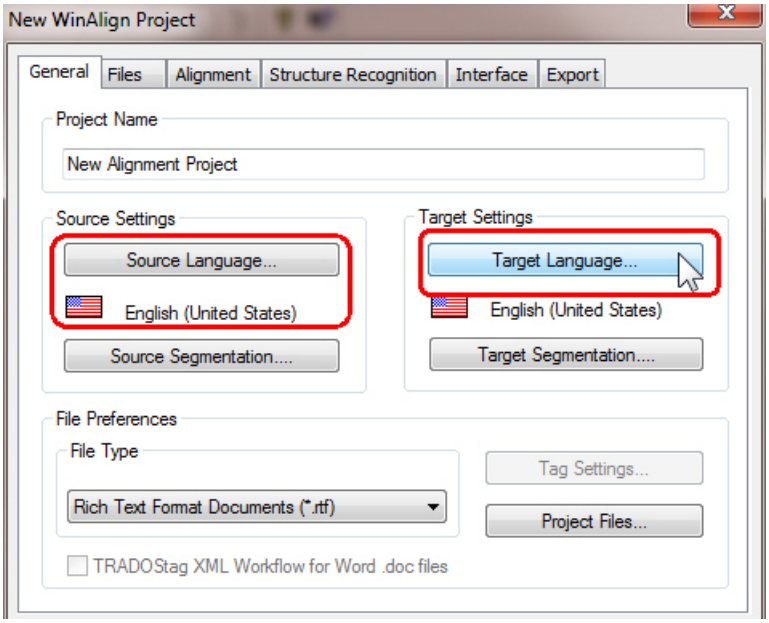


2. This opens the SDL WinAlign application.

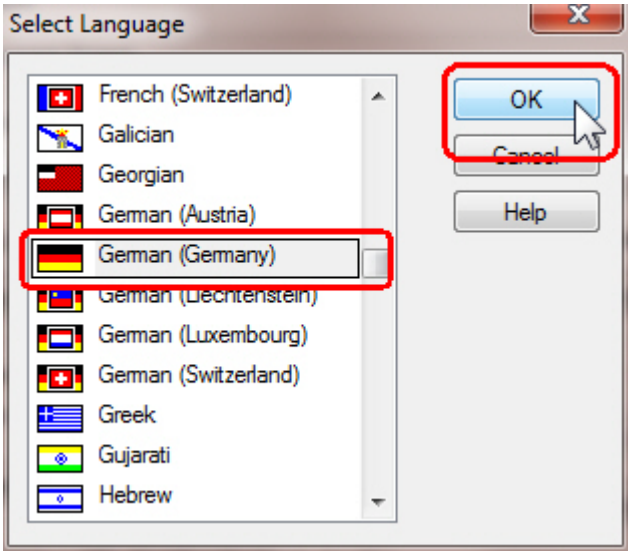


3. In SDL WinAlign select the **File -> New** menu command.

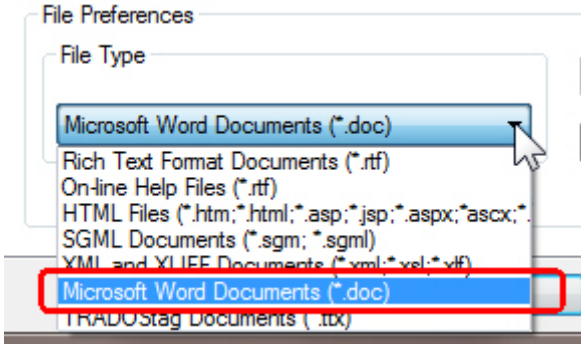
4. In the **New WinAlign Project** dialog box make sure that **English (United States)** is selected as source language. Note the source sample file is in English.



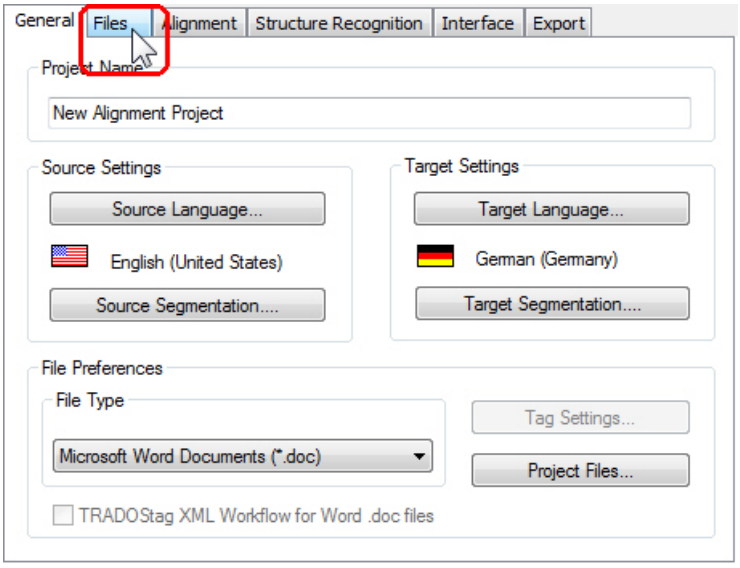
5. Click the **Target Language** button to select your target language from the list, i.e. **German (Germany)** from the list, then confirm by clicking **OK**.



6. From the **File Type** dropdown list select **Microsoft Word Documents (*.doc)**, as the sample files to align are in Microsoft Word (DOC) format.

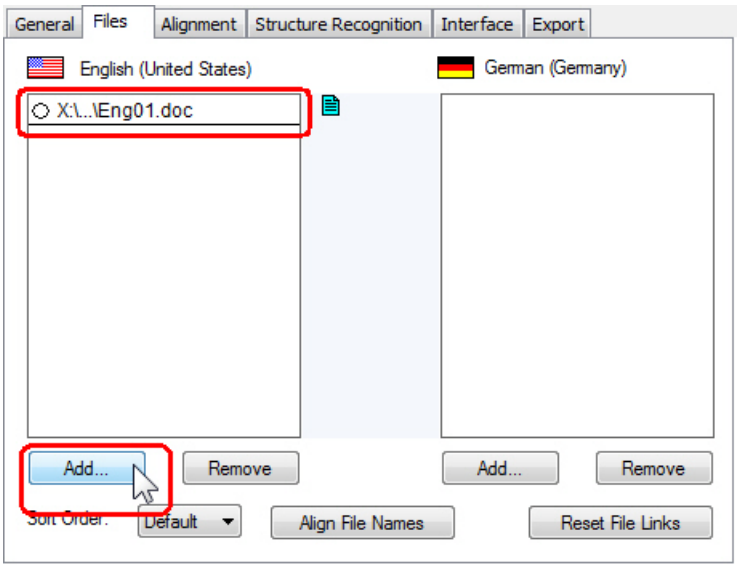


7. The dialog box should now look as shown below. Click the **Files** tab to proceed.

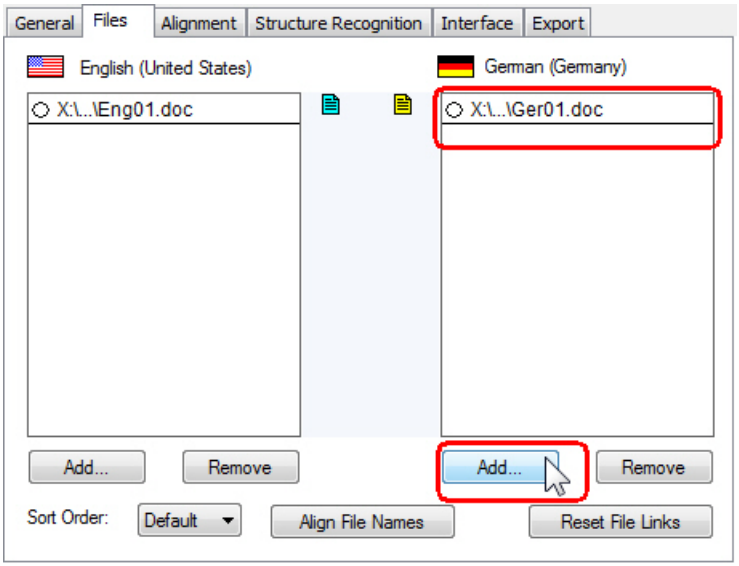


Selecting the Files to Align

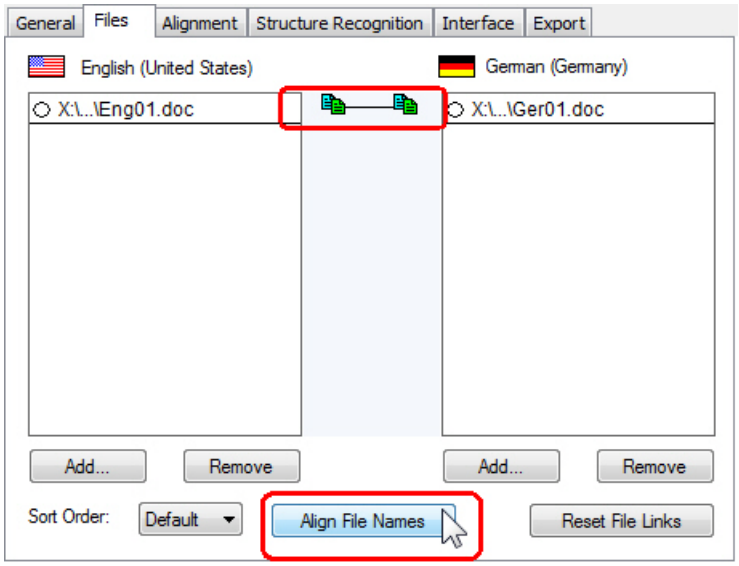
1. On the **Files** tab click the **Add** button in the lower left part of the dialog box. Then browse to your sample files location and select the source document, i.e. **Eng01.doc** by double-clicking it.



2. Repeat this procedure to select the target file, i.e. click the **Add** button on the right-hand side of the dialog box and pick the sample file for the selected target language, i.e. *Ger01.doc*.

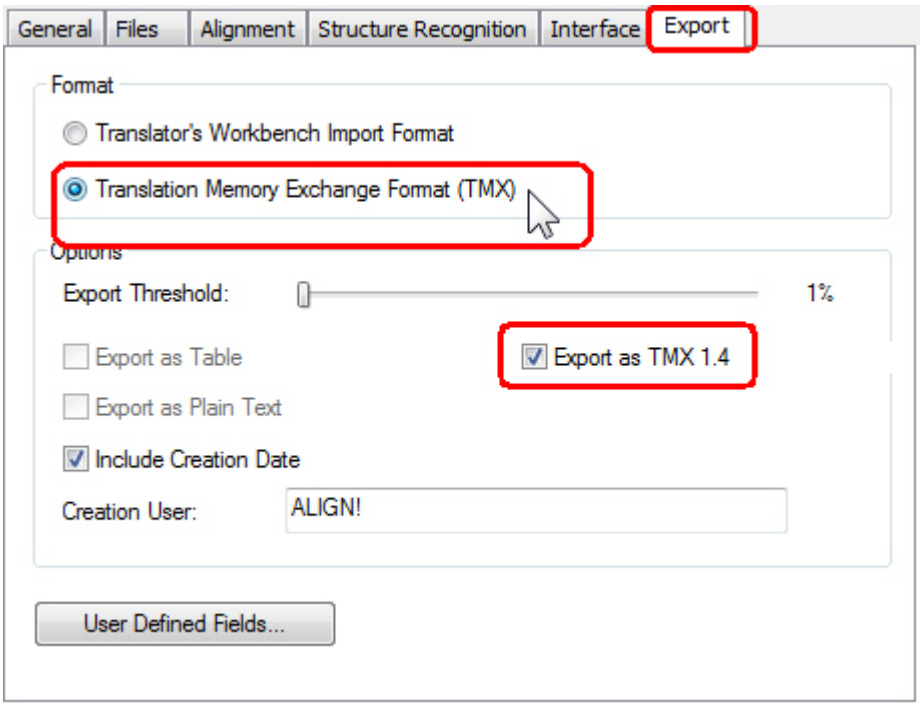


3. Then click the **Align File Names** button. Note that a line is drawn between the two selected files, which now form a file pair.



Configuring the Export Settings

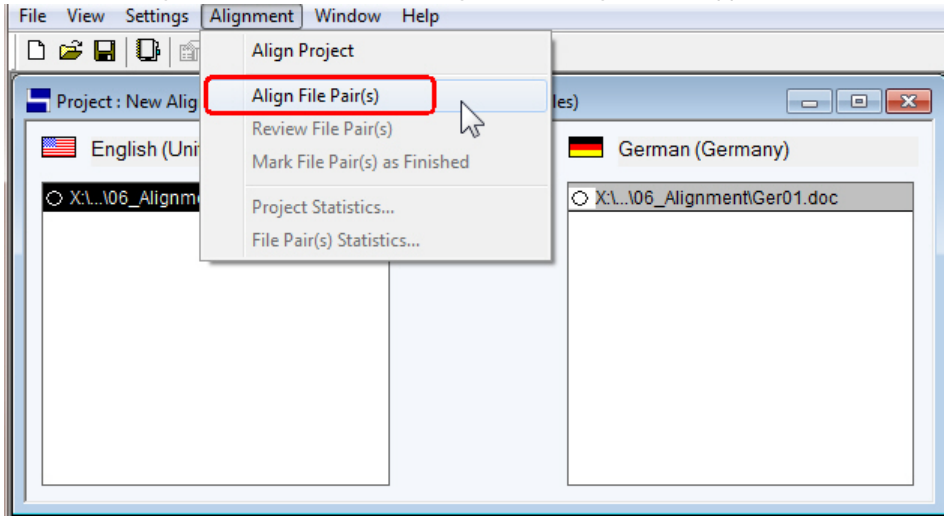
1. Click the **Export** tab and select the **Translation Memory Exchange Format (TMX)** radio button.
2. Then activate the **Export as TMX 1.4** check box.



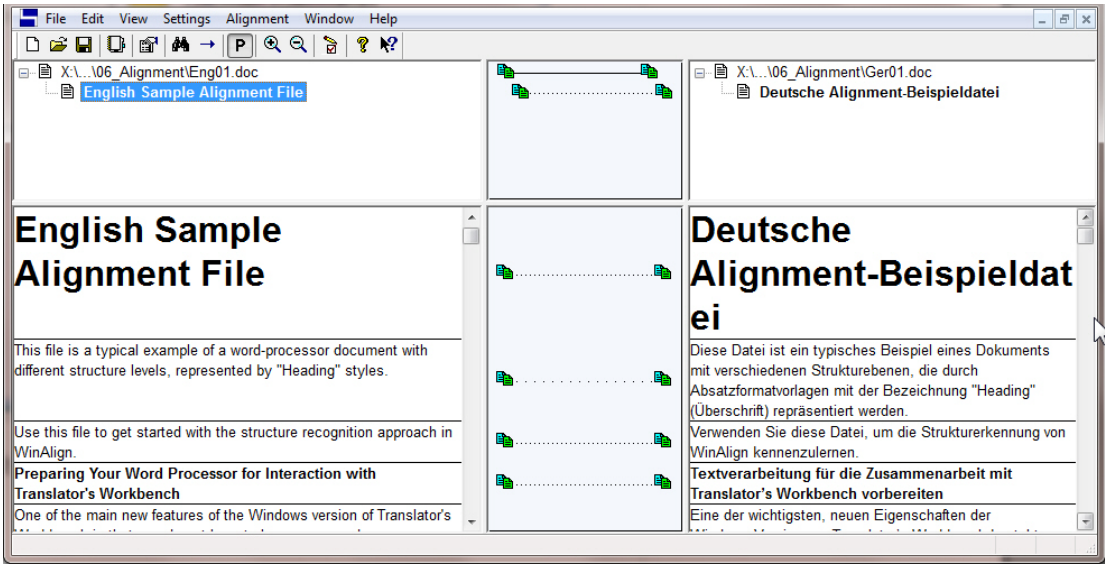
3. Now click **OK** to close the **New WinAlign Project** dialog box.

RUNNING THE ALIGNMENT PROCESS

1. To run the alignment process select the **Alignment -> Align File Pair(s)** menu command.



2. Wait a few seconds for the alignment result to show be displayed, and which should look as shown below:



NOTE

At this point you can check the alignment result segment by segment and make changes and corrections if necessary. However, this is not covered in this chapter. We simply assume that the alignment is correct, and go on exporting the result.

EXPORTING THE ALIGNMENT RESULT

We will now export the alignment result to a TMX file, which you can then import into an SDL Trados Studio 2011 TM. To do this take the following steps:

1. Select the **File -> Export File Pair** menu command.

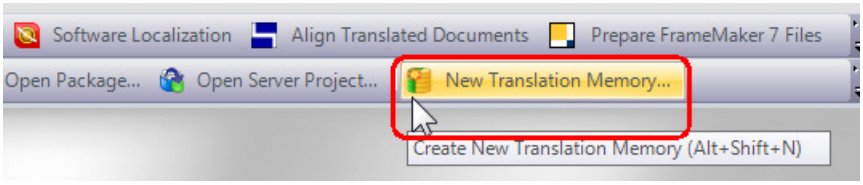
2. In the **Export File Pair to File** dialog box browse to the location for your export file. Take a folder that you can find and access easily, e.g. your desktop. You can accept the suggested file name (e.g. **Eng01.tmx**) by clicking **Save** to run the export.

3. Wait a few seconds for the export to finish. You should now see the TMX export file on your desktop.

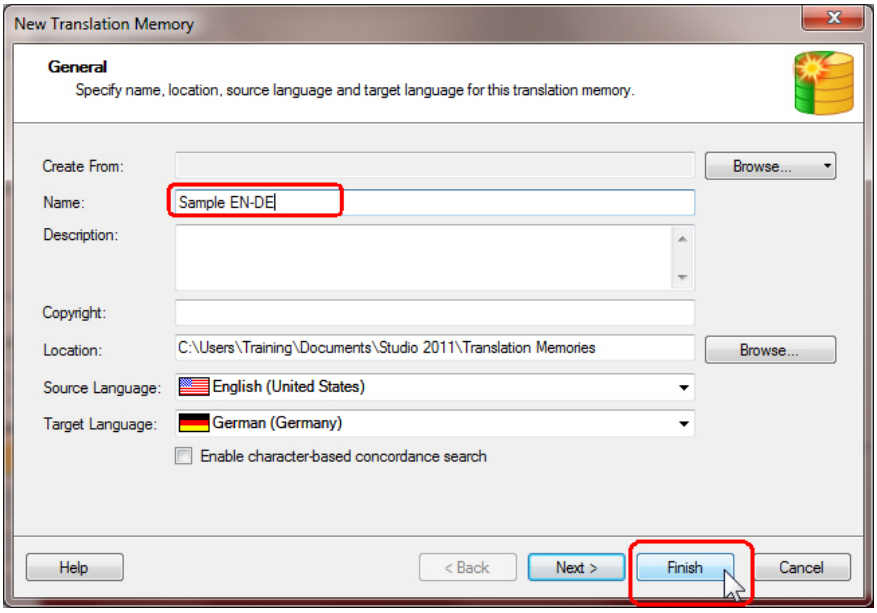
CREATING A TRANSLATION MEMORY (TM)

Now we will create a new TM into which we will import the alignment result. Take the following steps:

1. Switch to SDL Trados Studio 2011 and click the **New Translation Memory** toolbar button.



2. This opens the **New Translation Memory** dialog box. Enter the name of your TM into the **Name** text field, e.g. *Sample EN-DE*.

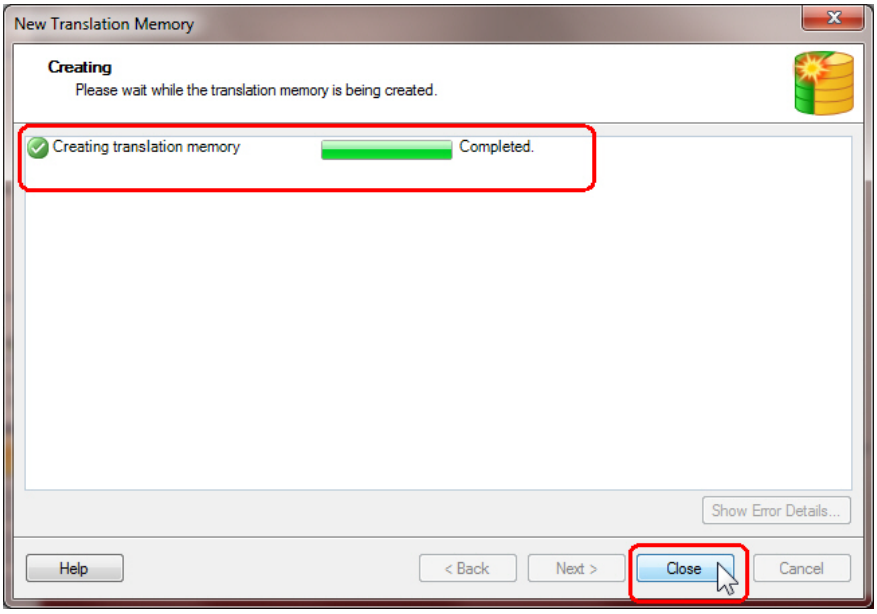


3. Make sure that the source and target language selected here matches the language pair from the alignment project. Then click **Finish** to create the TM file.

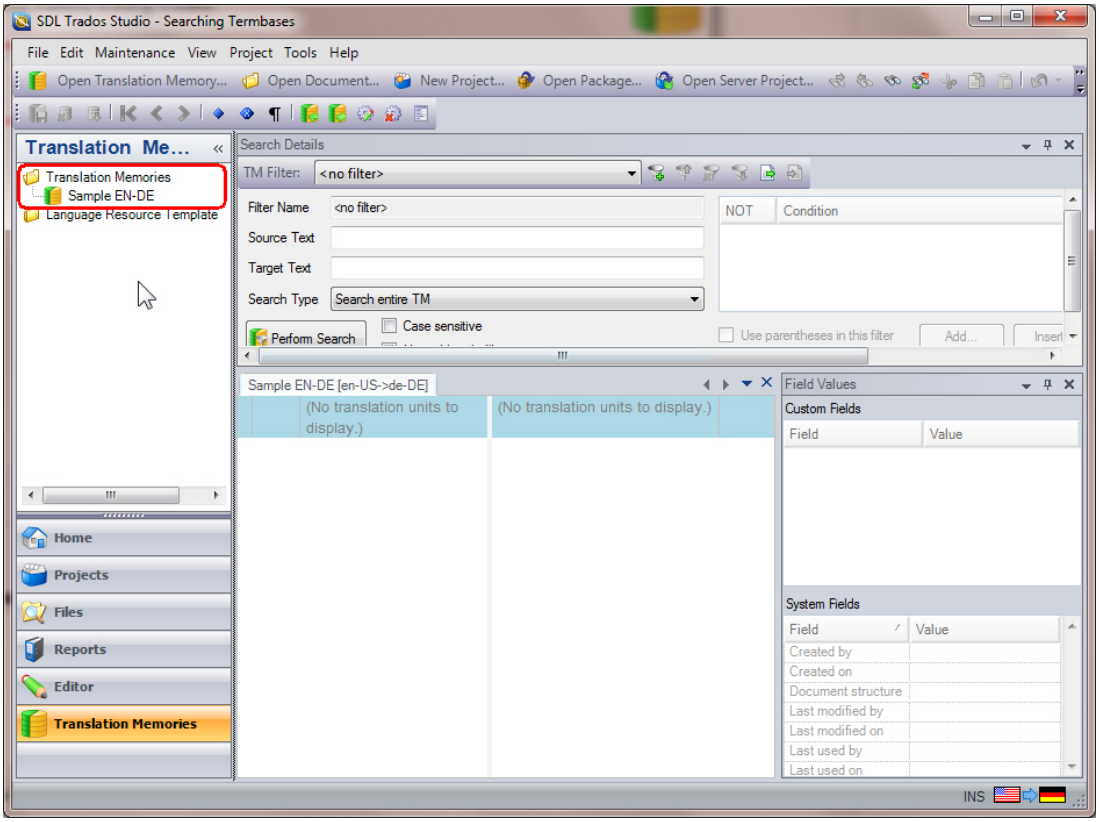
NOTE

Note the location in which the TM file is going to be created. You can change it by clicking the **Browse** button and selecting another folder.

4. Click the **Finish** button, then wait for the TM creation to complete. Finally, click **Close**.



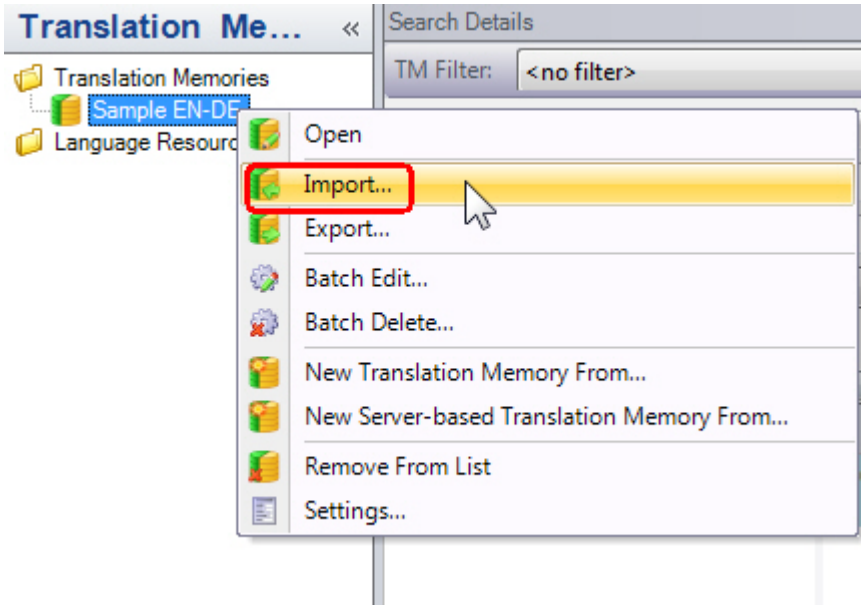
5. The application now switches to the **Translation Memories** view, where your new TM is shown in the top left corner.



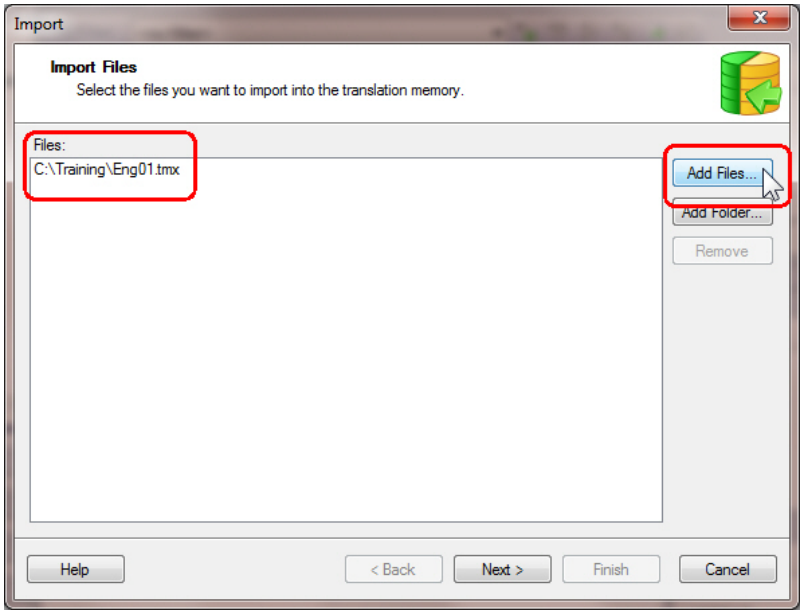
IMPORTING THE ALIGNMENT RESULT INTO THE TM

Now you can import the alignment result into a TM by following the steps below:

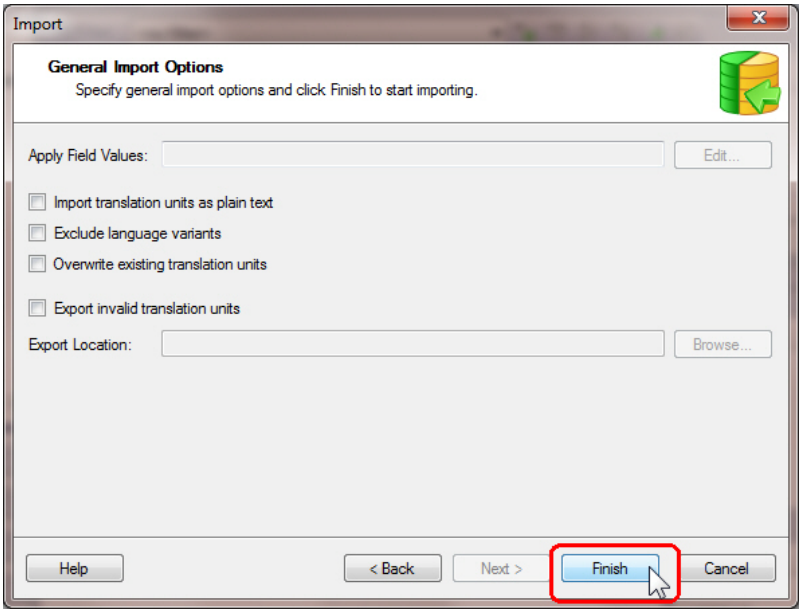
1. Right-click the TM and select the **Import** command from the context menu. This opens the **Import** dialog box.



2. In the **Import** dialog box click the **Add Files** button and select the *Eng01.tmx* file, which you previously exported from SDL WinAlign. Then click **Next** to proceed.



3. You can leave the TMX import options on the next page unchanged. Just click **Next** again. On the following page click **Finish** to start the import.



4. Wait a few seconds for the import process to complete, then click **Close**.

5. The import result is shown in the **Translation Memory** view. The TM is no available for future translation projects.

FOR MORE INFORMATION

- Import Wizard Overview
- Importing and Exporting Translation Memory Data

SUMMARY

- SDL WinAlign generates TM content from existing source documents and their translations through a process called alignment.
- In SDL WinAlign you pair up the files to align. Alignment is an automatic process.
- The alignment result can be reviewed and corrected if required.
- The alignment result is then exported to a TMX (Translation Memory eXchange) file.
- The export file can then be imported into a new or into an existing TM.

GENERATING AUTOSUGGEST DICTIONARIES

In this chapter you will learn how to:

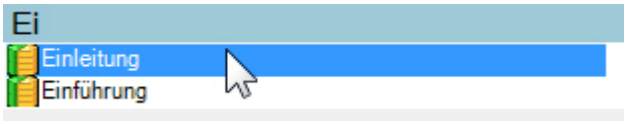
- Create an AutoSuggest dictionary from a TM export file in TMX format

Chapter

9

GENERATING AN AUTOSUGGEST DICTIONARY

AutoSuggest dictionaries offer for segment fragment matching for increasing translation productivity. AutoSuggest dictionaries intelligently suggest segment fragments that fit the current context while you are typing.



AutoSuggest dictionaries are created from existing translation memories. The TM input files can be in one of the following formats:

- **.sdltm*
- **.tmx* (Translation Memory Exchange)
- **.tmx.gz* (compressed TMX format)

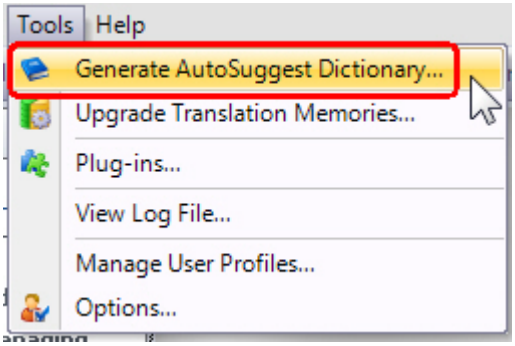
For this exercise we provide a TMX sample file, which you can find in your sample files folder. i.e. *..\Sample Files\Generating AutoSuggest Dictionaries*.

To create an AutoSuggest dictionary from an existing TMX file, take the following steps:

FREELANCE

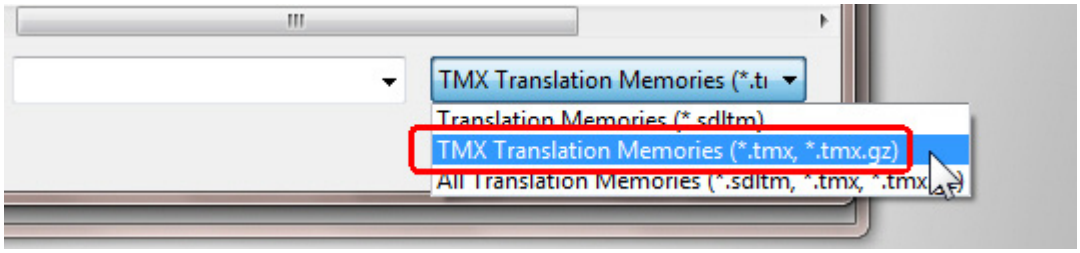
AutoSuggest dictionaries can only be created with the Professional or Freelance Plus Edition of SDL Trados Studio 2011. With the Freelance Edition you can use AutoSuggest dictionaries, but you can only create them within the first 30 days after installation of the product.

1. Select the **Tools -> Generate AutoSuggest Dictionary** menu command.



2. This opens the **New AutoSuggest Dictionary** dialog box. Here, click the **Browse** button to select the TMX input file.

3. In the **Open File-based Translation Memory** dialog box, make sure that the file type **TMX Translation Memories (*.tmx;*.tmx.gz)** is selected in the file type dropdown list.

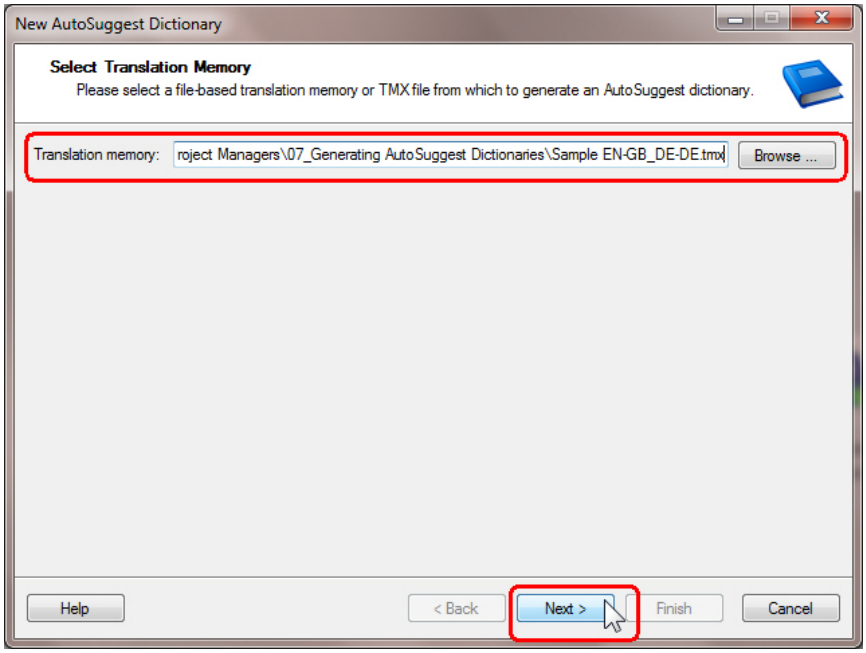


4. Browse for the sample TMX file from which the AutoSuggest dictionary is to be created, i.e. *Sample EN-GB_DE-DE.tmx*.

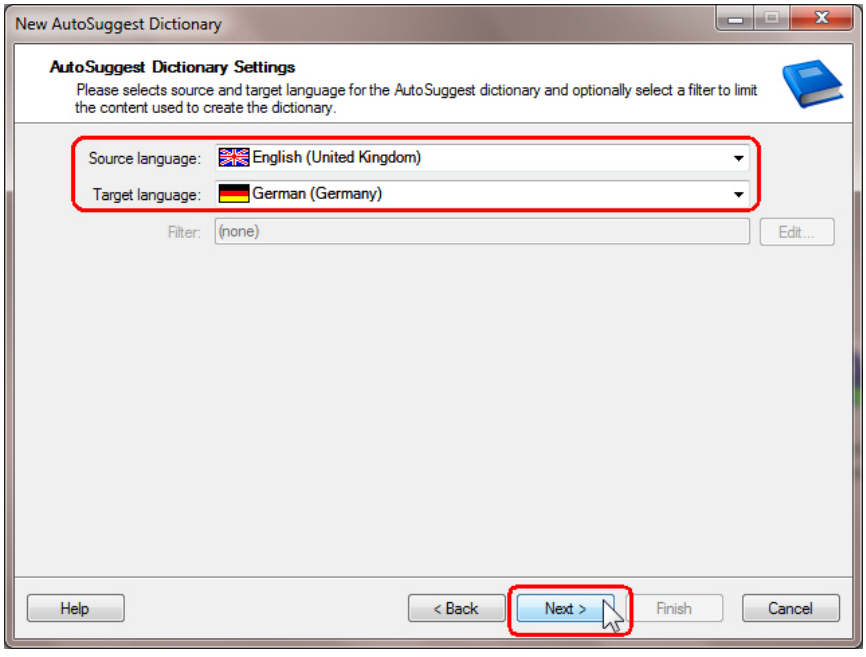
NOTE

The sample file is an English-German TM in TMX format that contains approx. 40,000 TUs.

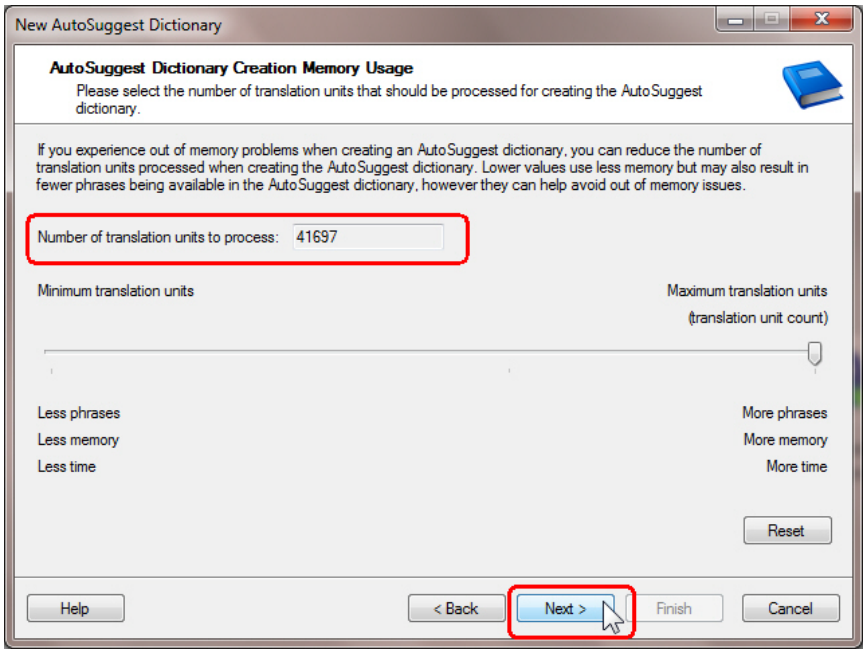
5. Click *Next* and wait a few seconds for the TMX file to load.



6. On the next page you can see the language pair of the AutoSuggest dictionary (i.e. *English -> German*). Just click **Next** to continue.



7. On the page **AutoSuggest Dictionary Creation Memory Usage** the total number of units to process is displayed. The sample TMX file contains over 40,000 units. You may decide to reduce the number of units to process. Reducing the number of units to process can be helpful when processing very large TMs, which could help avoid memory issues. However, for our sample input file this is not required, as it is relatively small. Therefore, just click **Next** to continue.



8. On the following page click **Browse** and select the location in which the AutoSuggest dictionary is to be created. Select a location that you can find easily, e.g. your desktop, and enter a name for the AutoSuggest dictionary file, e.g. *EN-DE*.

NOTE

AutoSuggest dictionary files have the extension **.bpm* (for bilingual phrase mapping).

9. Click **Finish** to start the creation of your AutoSuggest dictionary. Depending on the size of the TMX file, generation of the AutoSuggest dictionary takes some time (for the sample file about 3 minutes).

NOTE

The AutoSuggest dictionary can only be generated, if your input TM contains 25,000 translation units or more. TMs with less units do not provide a sufficient basis for reliable phrase extraction.

10. When the generation process is complete, click **Close**. Open Windows Explorer to view the newly-created AutoSuggest dictionary file, e.g. *EN-DE.bpm*.

FOR MORE INFORMATION

How to Create an AutoSuggest Dictionary

SUMMARY

- AutoSuggest dictionaries support the translation process by interactively suggesting relevant words and expressions while you are typing.
- AutoSuggest dictionaries can be generated from a TM or a TM in TMX export format.
- The source TM needs to contain at least 25,000 units (i.e. pairs of source and target segments) for meaningful phrase extraction.

CREATING TERMBASES FROM EXCEL GLOSSARIES

In this chapter you will learn how to:

- Convert a glossary file in Excel format into an SDL MultiTerm termbase

Chapter

17

ABOUT CONVERTING EXCEL GLOSSARIES

SDL MultiTerm comes with an additional product called SDL MultiTerm Convert, which allows you to convert, for example, Excel glossaries to SDL MultiTerm XML format. This XML format then be imported into a termbase.

PREPARING YOUR GLOSSARY FOR CONVERSION

In your sample files folder, i.e. ..*Sample Files**Converting_Glossaries*, you find the *glossary.xlsx* sample file. When opened in Microsoft Excel the glossary looks as shown below:

	A	B	C
1	**Subject**	**English**	**German**
2	Software	Menu	Menü
3	Software	Tracks	Titel
4	Software	Artists	Künstler
5	Software	Albums	Alben
6	Software	Genres	Genres
7	Software	Playlists	Playlists
8	Software	Play List	Playlist abspielen
9	Software	Play Album	Album abspielen
10	Software	Mobile Playlist	Mobile Playlist
11	Software	Settings	Einstellungen
12	Software	All Tracks	Alle Titel
13	Software	Play Shuffled	Zufallswiedergabe
14	Software	Unknown	Unbekannt

Note that this file already fits the requirements for converting into SDL MultiTerm XML format, i.e.:

- The terms for each language and the values of the descriptive field (i.e. *Subject*) are listed in separate columns.
- The column headers contain the label of each index field and the descriptive field. It is important that the column headers match the names that the fields will have in the SDL MultiTerm termbase.

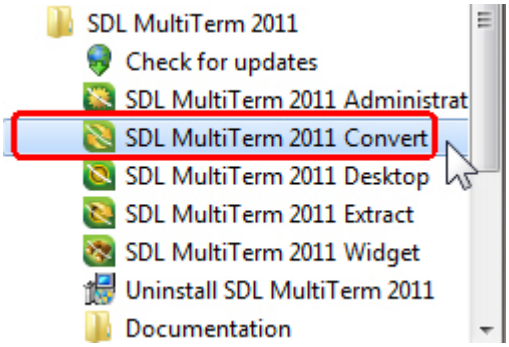
CONVERTING THE MICROSOFT EXCEL FILE

Specifying the Input Format and File

To convert the Microsoft Excel glossary take the following steps:

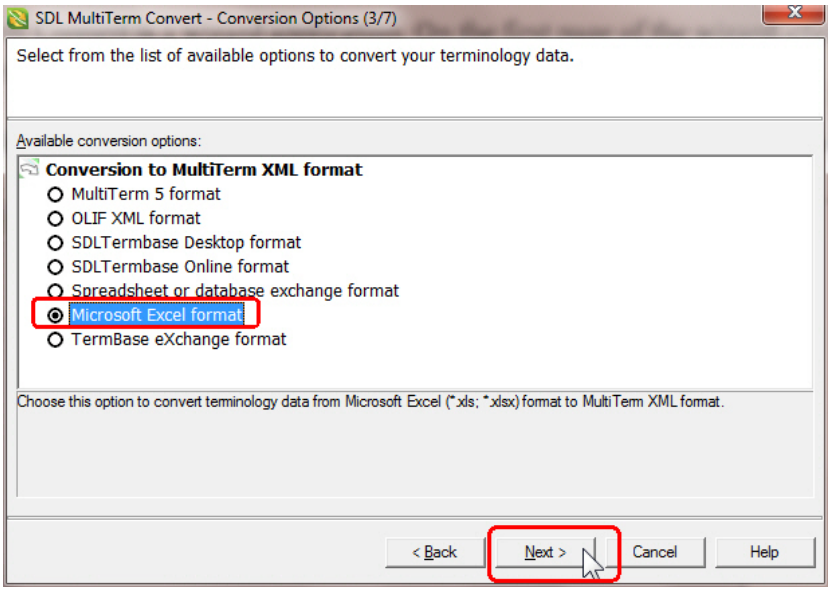
1. First, make sure that the file to convert is NOT open in Microsoft Excel.

2. Launch SDL MultiTerm Convert through **Start -> All Programs -> SDL -> SDL MultiTerm 2011**. Then click the **SDL MultiTerm 2011 Convert** application icon.

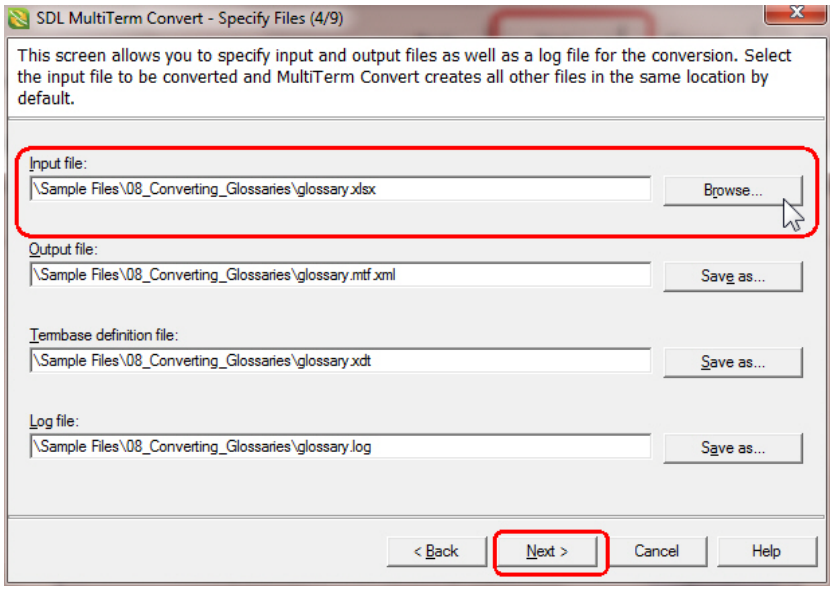


3. This will open SDL MultiTerm Convert, which is a wizard application. On the first page of the wizard, click **Next** to continue. On the following page click **Next** again.

4. On the **Available conversion options** page select **Microsoft Excel format** from the available input formats, then click **Next**.



5. On the **Specify Files** page you select the file to convert. Click the **Browse** button and select the file *glossary.xsls* from your sample files location (i.e. *..\Sample Files\08_Converting_Glossaries*) by double-clicking it. Then click **Next**.

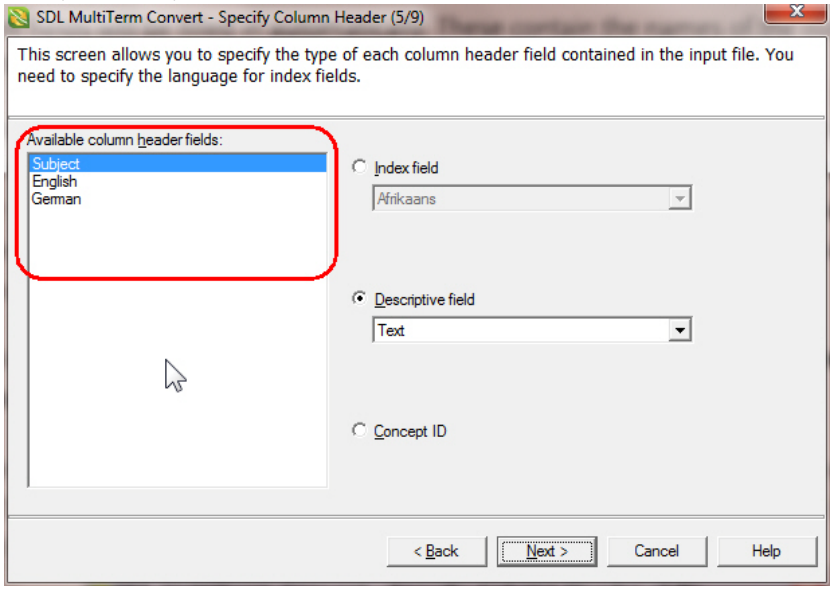


NOTE

The other text fields will be filled in automatically. These contain the names of the output file paths, most importantly the XML output file, which we will later import into a termbase.

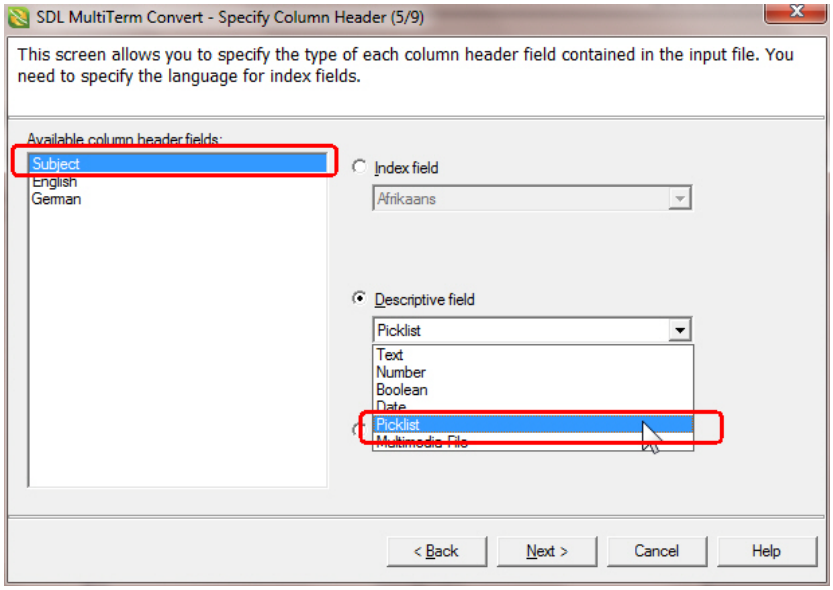
Specifying the Termbase Fields

1. On the **Specify Column Header** page, the field names from the column headers in the selected Excel file are shown in the **Available column header fields** list. On this page you need define which column headers should be processed as index fields (i.e. languages), and which ones contain additional (descriptive) information.



2. Start with the **Subject** field. Make sure that this field is highlighted in the **Available column header fields** list.

3. The **Subject** column contains descriptive information (i.e. no terms), therefore the **Descriptive fields** radio button, which is already pre-selected, applies here. Just change the value in the dropdown list below from **Text** to **Picklist**.



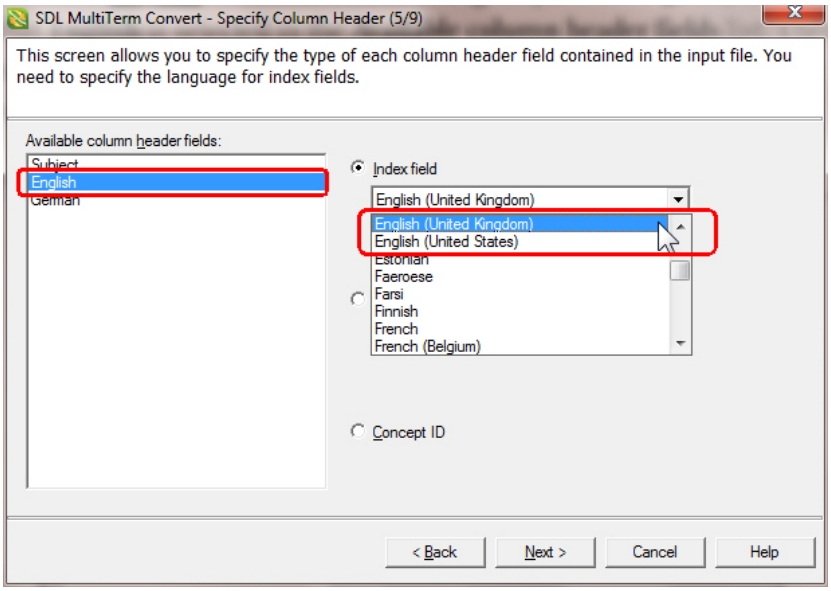
NOTE

The data type **Text** is used for fields that allow for free text, e.g. a definition, note, example, etc. When you have a limited number of values (e.g. only a limited number of clients), then use the data type **Picklist**. This is the likely data type for **Subject**, as a **Subject** is usually associated with a limited set of values, e.g. *general, politics, science*, etc.

4. Continue with the other columns, i.e. **English** and **German**. Let us assume that the terms listed in the **English** column should be stored as **English (United Kingdom)** in the termbase. To do this make sure that **English** is selected in the **Available column header fields** list.

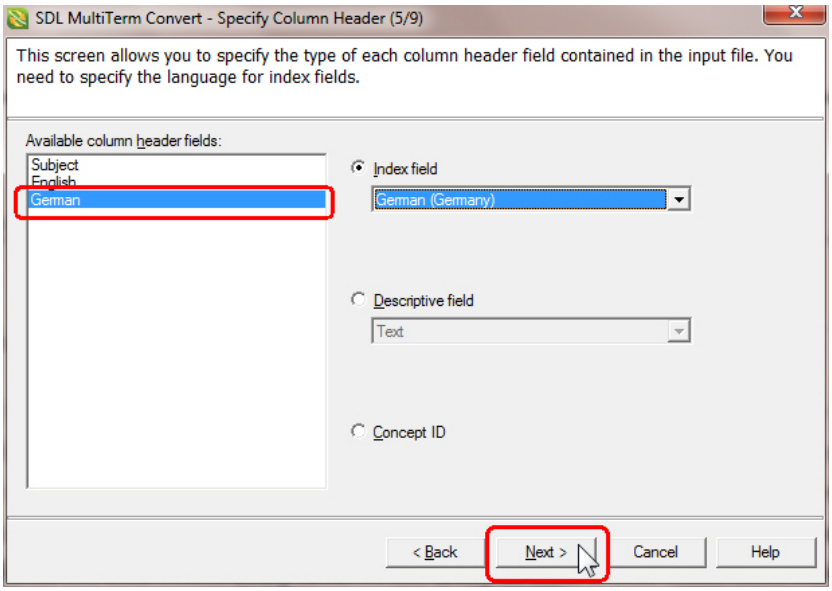
5. Then click the **Index field** radio button, as **English** is an index field (i.e. a language), not descriptive information.

6. From the dropdown list below **Index field** select **English (United Kingdom)**.



7. Repeat the above step for **German**, which needs to be assigned to **German (Germany)**.

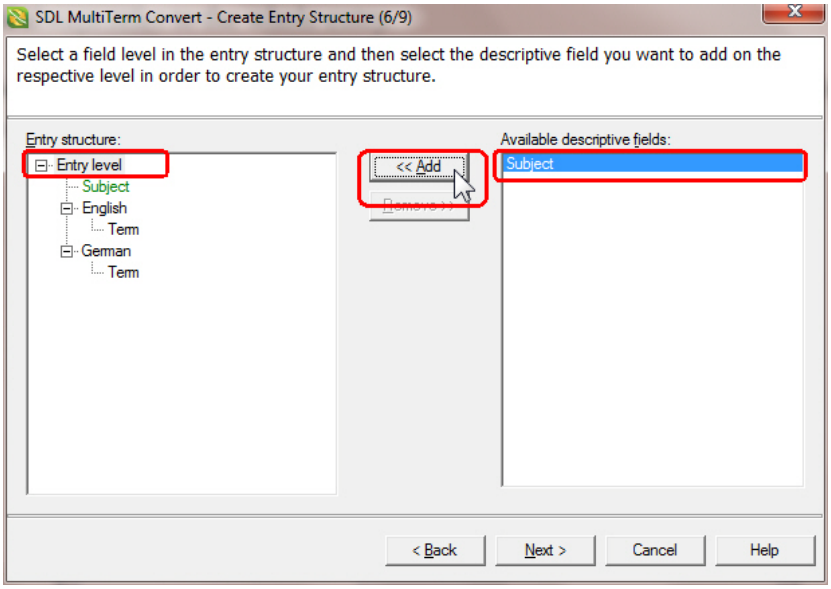
8. Click **Next** to continue.



Specifying the Entry Structure

1. Descriptive information can be assigned to the entry level (i.e. the top level), if they refer to the entry as a whole, i.e. to all terms contained in the entry. Descriptive fields can also be assigned to the term level, if they refer only to a particular term. Let us assume that the **Subject** field value should always refer to the whole entry.

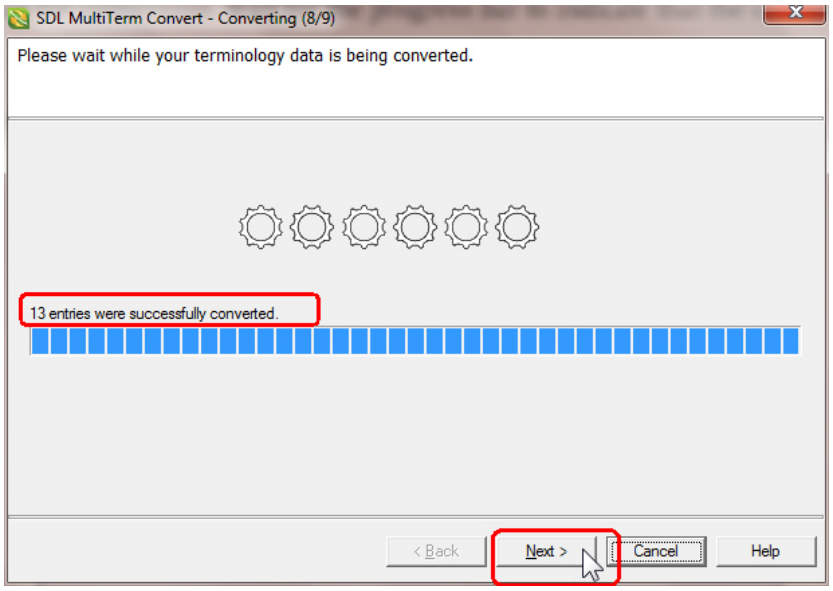
2. Highlight **Subject** in the **Available descriptive fields** list and select **Entry level** in the **Entry structure** box. Then click the **Add** button.



3. Note that the **Subject** field has now been added under **Entry level** and therefore above the languages. Click **Next** to continue.

Starting the Conversion

1. On the **Conversion settings summary** page click **Next**.
2. This will start the conversion. Wait for the progress bar to indicate that the conversion is finished.
3. Proceed by clicking **Next** and then click **Finish**.



4. Take a quick look at the sample folder that contains your *glossary.xslx* file.
   SDL MultiTerm Convert has created the following files:
   - *glossary.xdt*: this is the termbase definition file from which we will create a new (empty) termbase
   - *glossary.mtf.xml*: this is the termbase content, which we will import into the termbase (which we are going to create in the next step)

FOR MORE INFORMATION

About SDL MultiTerm Convert

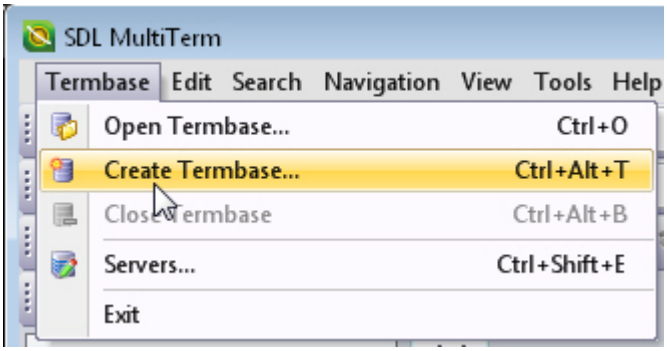
CREATING A NEW TERMBASE

Start SDL MultiTerm if it is not running through **Start -> All Programs -> SDL -> SDL MultiTerm 2011 -> SDL MultiTerm 2011 Desktop**.

Creating the Termbase File

To start creating the new termbase take the following steps:

1. Select the **Termbase -> Create Termbase** menu command.



2. This opens the **Save New Termbase** dialog box, in which a location and a default name for the new termbase is already suggested, i.e. *New Termbase.sdltlb*.

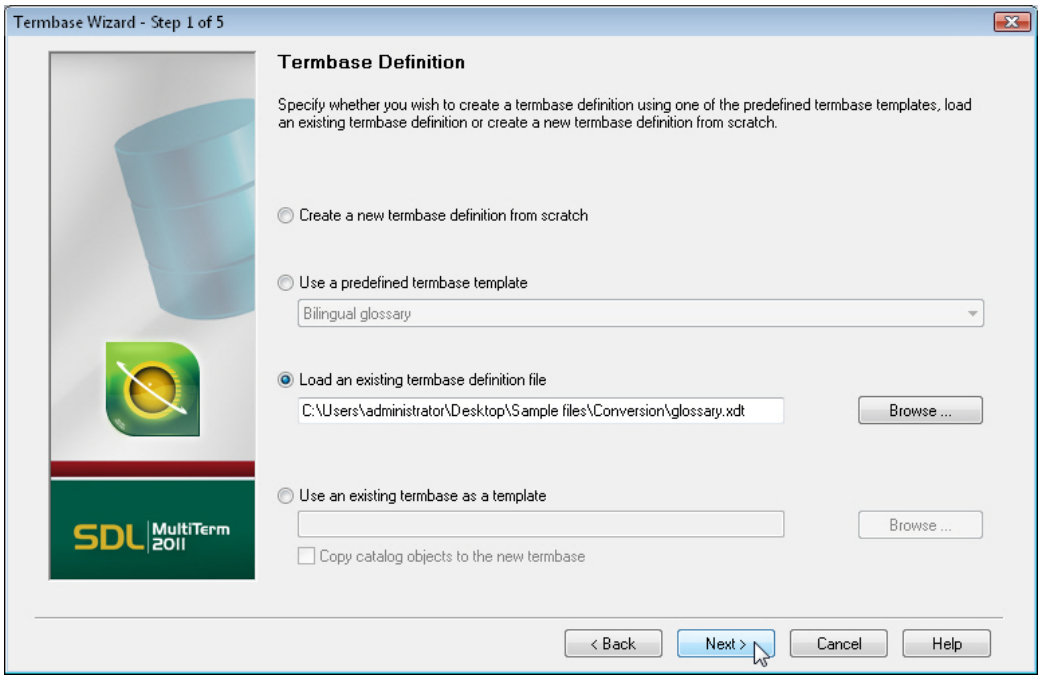
3. Replace the suggested termbase file name with *glossary.sdltb*, then click **Save**.

Loading the Termbase Definition

1. This opens the **Termbase Wizard**. On the first screen of the wizard just click **Next** to continue.

2. We will now create the new termbase based on the *glossary.xdt* termbase definition, which SDL MultiTerm Convert has created. To select this termbase definition click the **Load an existing termbase definition file** radio button.

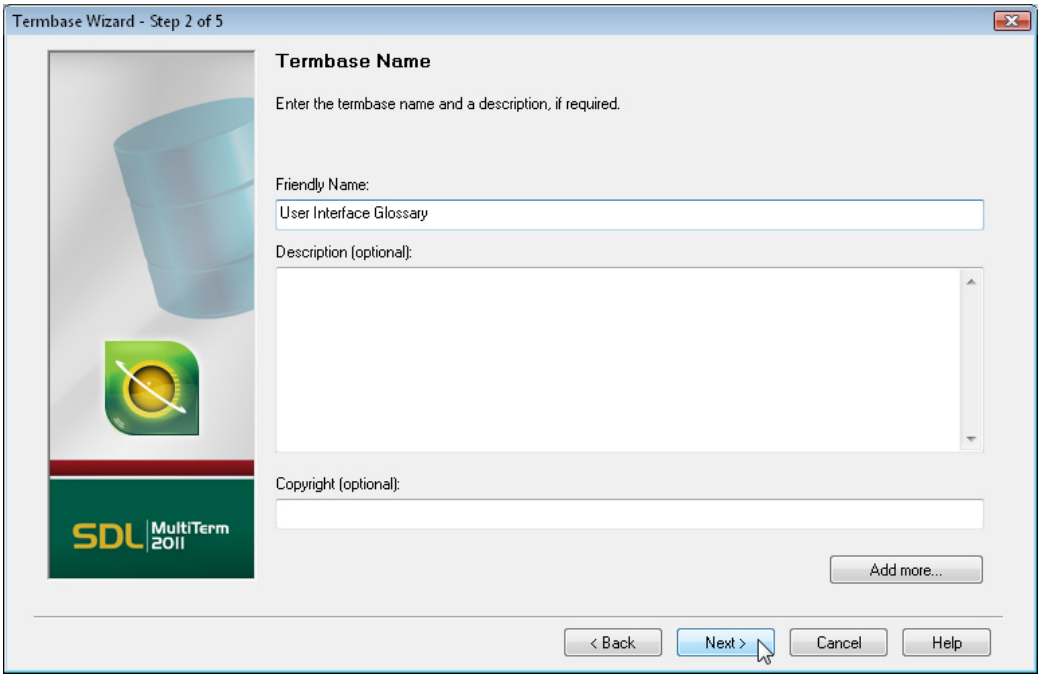
3. Click the **Browse** button and select the file *glossary.xdt* from your sample files location.



4. Then click **Next** to continue.

Naming the Termbase

1. On the **Termbase Name** page, enter a name for your termbase into the **Friendly Name** text field, e.g. *User Interface Glossary*.

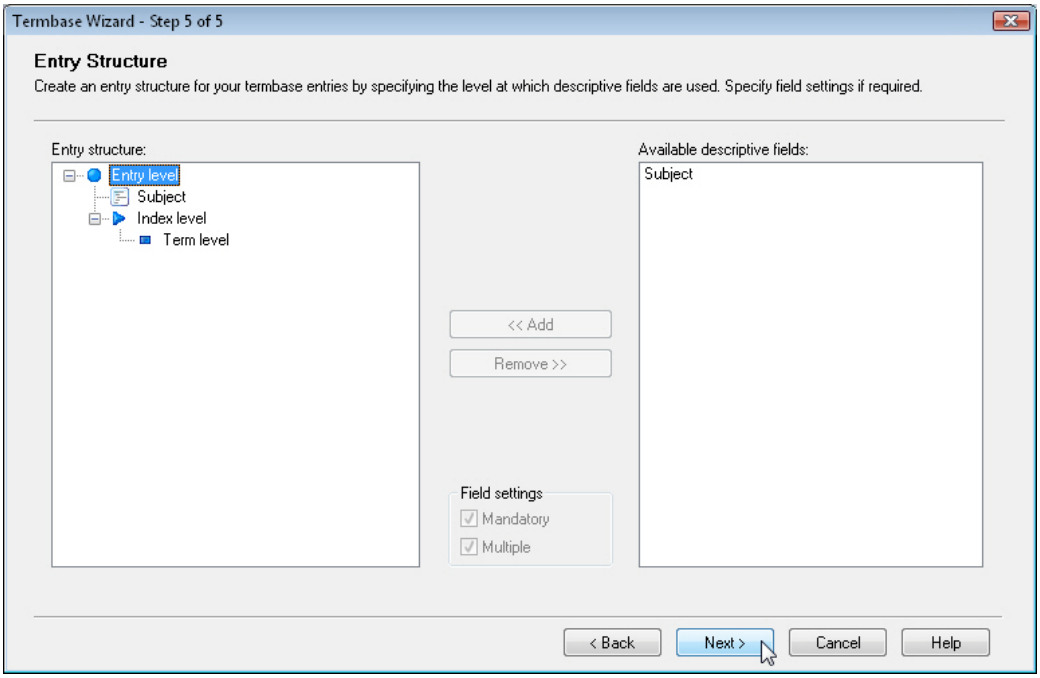


2. Then click **Next** to continue.

Languages and Descriptive Fields

1. The **Index Fields** page lists the indexes (i.e. languages) taken over from the Excel file. Here you just need to click **Next** to continue.

2. You can also skip the next two pages, i.e. **Descriptive Fields** and **Entry Structure** by clicking **Next** twice.



3. On the **Wizard Complete** page click **Finish** to create the termbase.

4. Wait a few seconds for the new termbase to be created. Note that the termbase name is shown in the application title bar.

FOR MORE INFORMATION

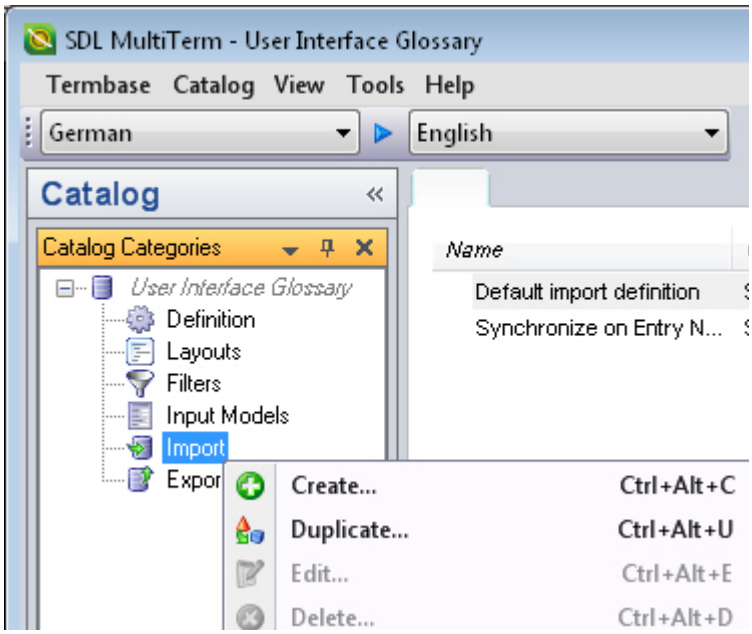
About Creating Termbases

Importing the Glossary Content

Note that the newly created termbase is still empty. You need to import the content that you converted from the Excel glossary into the termbase. To do this take the following steps:

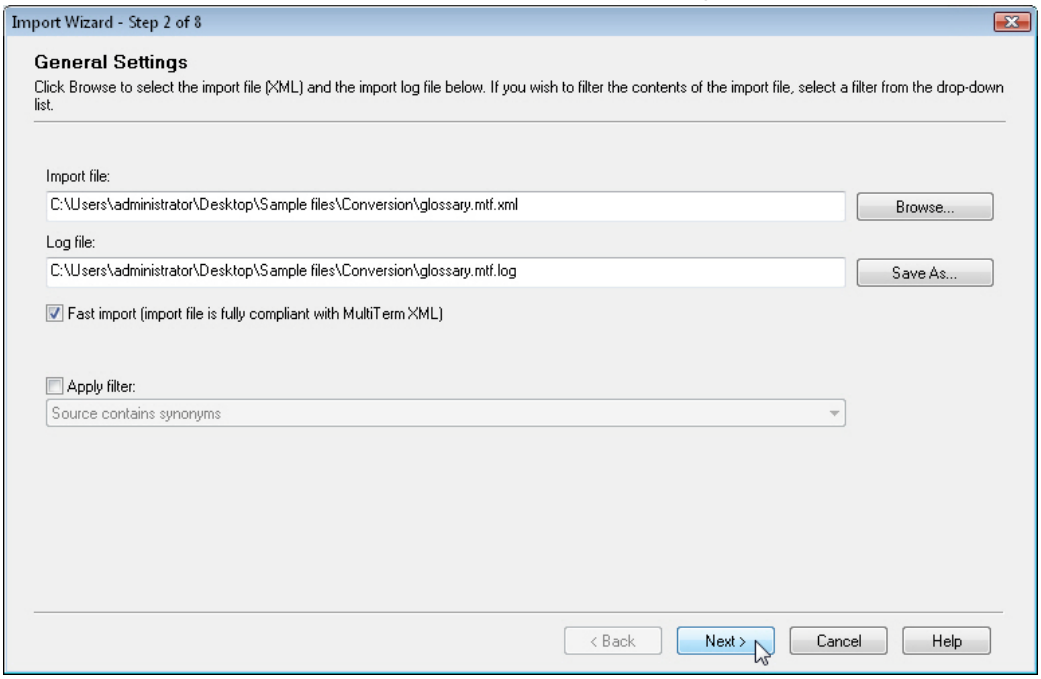
1. Click the **Catalog** button on the bottom of the **Navigation** pane.

2. Right-click **Import** and then select **Process** from the context menu.



3. On the first page of the **Import Wizard** click **Browse** and select the file *glossary.mtf.xml*, which has been created by SDL MultiTerm Convert, from your sample files folder.

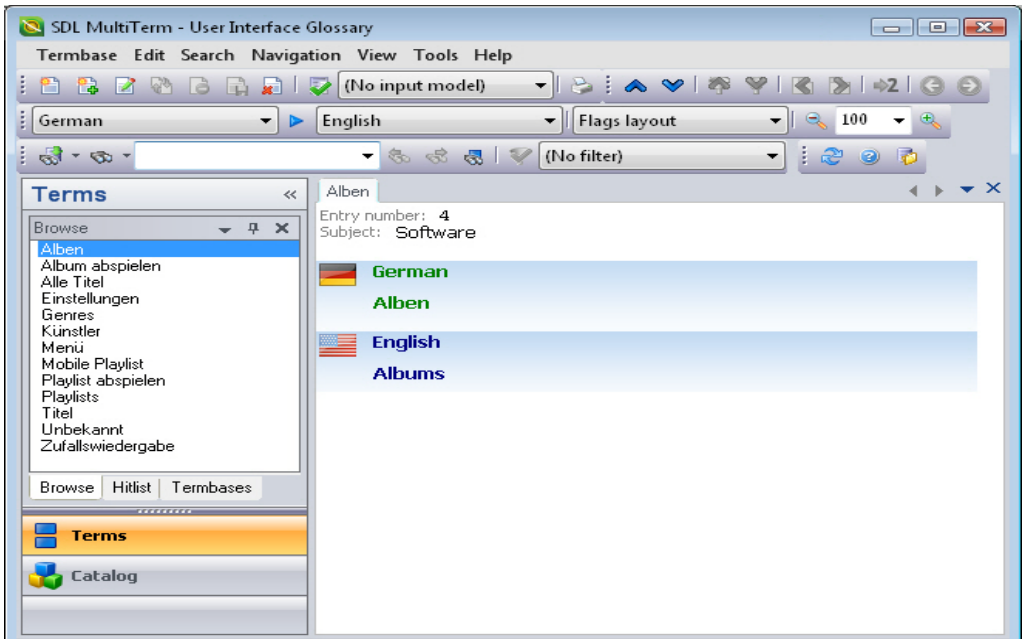
4. Then activate the **Fast import** check box and proceed by clicking **Next**.



5. On the following page click **Next** again.

6. Wait for the progress bar to reach 100%. After all entries have been processed click **Next**, and then **Finish**.

7. The application should now switch to the **Terms** view, and the terms from the imported entries are now shown in the **Browse** list.



FOR MORE INFORMATION

How to Import Termbase Data

SUMMARY

- Glossaries in Excel format can be converted to SDL MultiTerm XML through SDL MultiTerm Convert, which is a wizard application.
- The field and language names need to be stated in the first row, i.e. in the column headers.
- SDL MultiTerm Convert generates an **.xdt* file, which contains the termbase definition and from which a termbase can be created.
- SDL MultiTerm Convert also generates an **.xml* file, which contains the actual entries, and which can be imported into the termbase.

INTERMEDIATE TOPICS - OVERVIEW

This chapter provides a quick overview of the topics covered in the Intermediate training course for SDL Trados Studio 2011.

Chapter

11

SDL Trados Studio 2011 Intermediate for Translators - Overview

The Intermediate training course covers the following topics:

- Processing multiple files through projects
- Automated project preparation
- Using multiple translation memories
- Find/replace functionality
- More on the display filter function
- Changing the segmentation on the fly (merging and splitting segments)
- Finalizing and completing projects
- Merging multiple files into one
- Reviewing documents (tracking changes)
- Selecting your preferred spell check module
- Automated quality assurance (QA Check)
- Automated terminology verification
- Fine-tuning the auto-propagate settings
- Customizing keyboard shortcuts

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