SDL Trados Studio 2011

Getting Started for Translators
Training Course

SDL Trados Studio 2011 – components and their interaction

- What is a translation memory, termbase, AutoSuggest dictionary?

How to…

- Translate files in SDL Trados Studio making use of the most common features

- Deliver the finished translation

- Create translation memories and termbases using legacy content (e.g. Excel glossaries and already translated documents)

Agenda

- **Training outline**

- **SDL Trados Studio 2011 – Technologies overview**

- **Working with SDL Trados Studio 2011: Workflow overview**

- **Training presentation**

- **Questions and answers**

Training outline

Training outline

● **Introduction to SDL Trados Studio Technologies**

- Translation memories (TM)
- Termbases (TB)
- AutoSuggest dictionaries (AS)
- Translation workflow and processes

● **The SDL Trados Studio 2011 environment**

- Starting the application for the first time
- User interface overview
- Setting up the environment

Training outline

Translating a single file

- Opening a file for translation
- Selecting translation memory, termbase, AutoSuggest dictionary
- Introduction to the translation editing environment
- Translating and re-using existing translations from translation memory, termbase, AutoSuggest dictionary
- Applying formatting and inserting tags (QuickInsert)
- Quality assurance: Spell check and Tag verification
- Previewing files in their original layout
- Saving your translation

Training outline

- **Project packages**
  - What are project packages?
  - Opening a project package
  - Reading the Analyze Files report
  - Accessing the package files
  - Translating the package files
  - Creating the return package for delivery

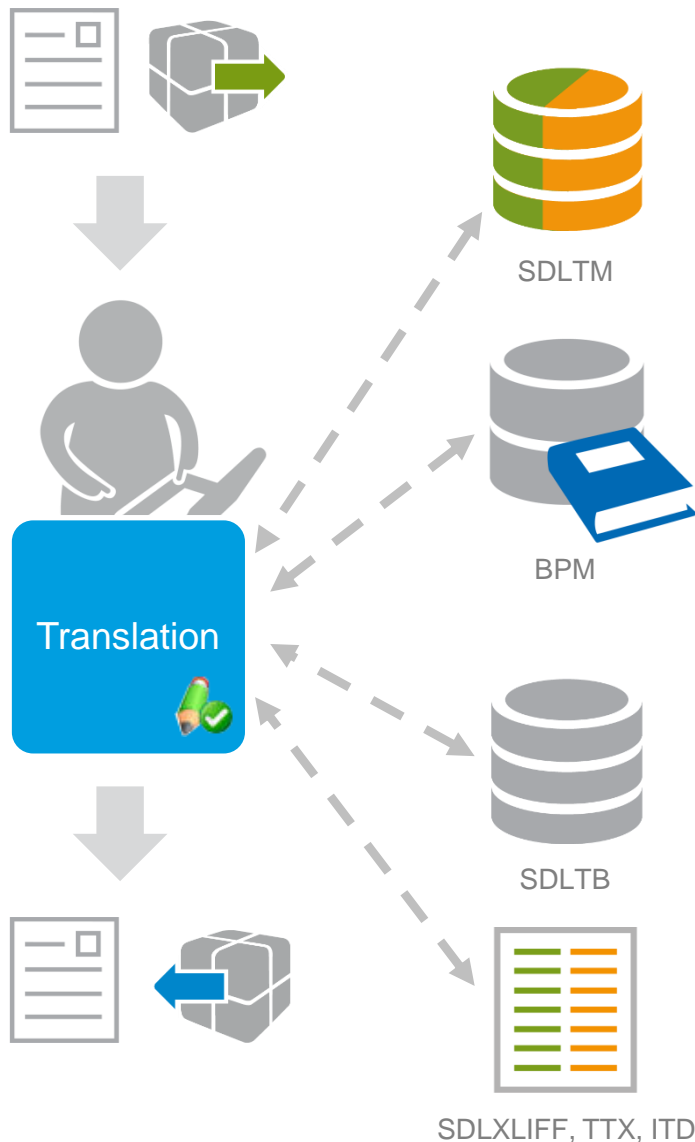- **Pre-production: creating translation resources from legacy documents**
  - Leveraging previously translated documents through alignment
  - Creating an auto-suggest dictionary
  - Creating a simple termbase
  - Converting glossaries into a termbase

SDL Trados Studio 2011
Technologies overview

Technologies overview: Translation providers

SDL

Translation Memory (TM)
- Bilingual database
- Source + target <u>sentences</u> = translation unit (TU)
- Additional information
- Automatic look-up, pre-translation
- 100% matches, Fuzzy matches, Context matches
- Matches can be reused or edited

SDLTM

AutoSuggest dictionary (AS)
- Bilingual database
- Source + target sentence <u>fragments</u> (words, expressions)
- Suggested automatically while typing
- Context-sensitive, related to current source segment
- Read-only!
- Created from a TM (needs AutoSuggest Creator or Professional Edition)

BPM

Termbase (TB)
- Multilingual database
- Concept-oriented (all synonyms stored in one entry)
- Source + target terms
- Additional information: Status, definition, context, notes…

SDLTB

Bilingual reference files
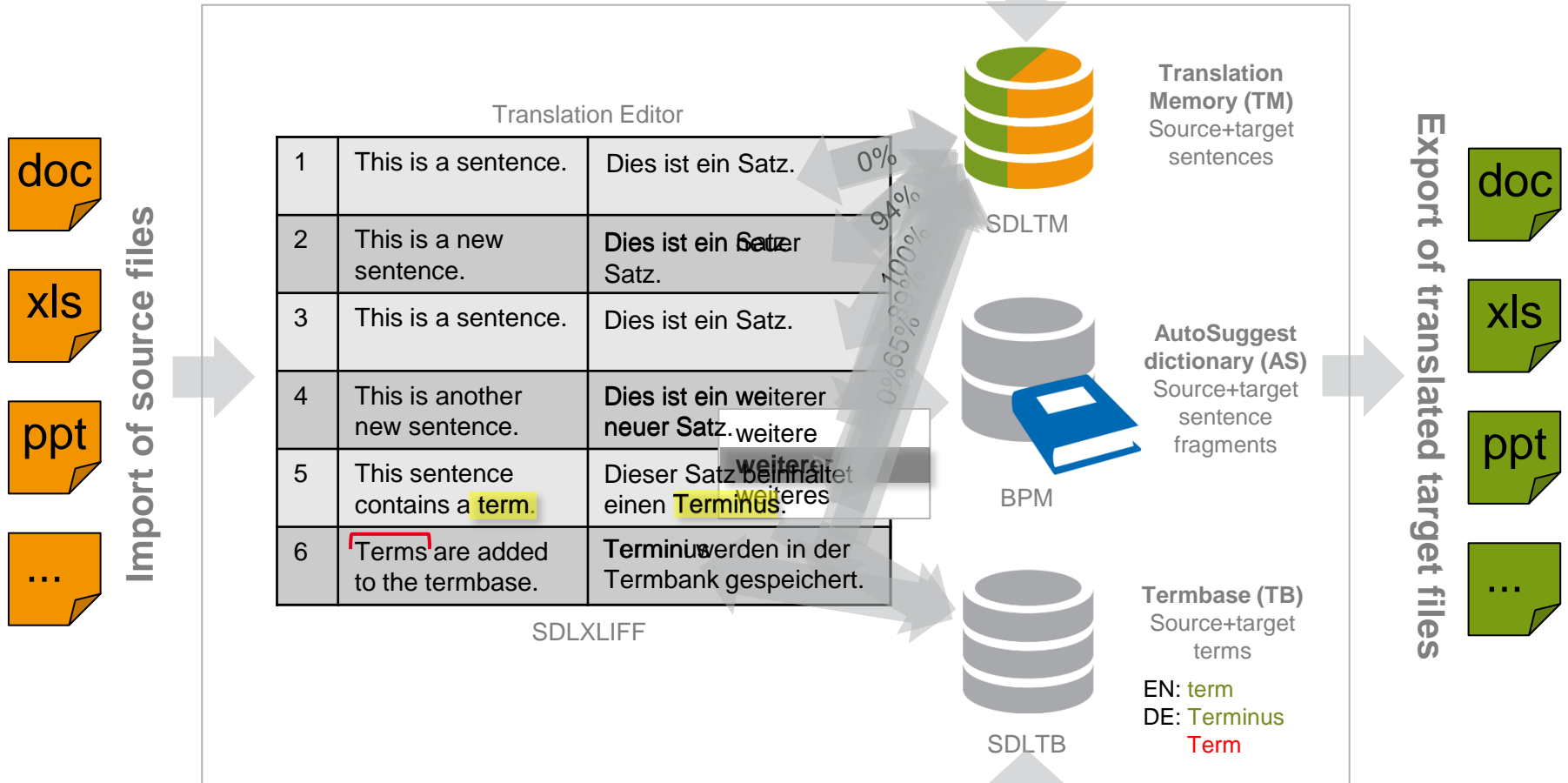- In context matching using paragraphs (Perfect Match = PM)
- Pre-translation with Perfect Match only available in Professional Edition

SDLXLIFF, TTX, ITD

Translation

✓ **Re-use**
✓ **Ensure consistency**
✓ **Accelerate processes**
✓ **Reduce costs**
✓ **Create assets**

9

SDL Trados Studio 2011

| Alignment of translated files | **SDL WinAlign** |

Import of source files

doc
xls
ppt
…

Translation Editor

1	This is a sentence.	Dies ist ein Satz.	0%
2	This is a new sentence.	Dies ist ein neuer Satz.	
3	This is a sentence.	Dies ist ein Satz.	
4	This is another new sentence.	Dies ist ein weiterer neuer Satz.	
5	This sentence contains a term.	Dieser Satz beinhaltet einen Terminus.	
6	Terms are added to the termbase.	Terminus werden in der Termbank gespeichert.	

SDLXLIFF

94%
100%
0% 65% 80%

Translation Memory (TM)
Source+target sentences

SDLTM

AutoSuggest dictionary (AS)
Source+target sentence fragments

BPM

Termbase (TB)
Source+target terms

EN: term
DE: Terminus
Term

SDLTB

Export of translated target files

doc
xls
ppt
…

SDL MultiTerm Extract
SDL MultiTerm Convert

| Terminology extraction |
| Glossary conversion |

Segment status concept

```
                    ┌──────────────┐
                    │     Not      │
                    │  translated  │  📄
                    └──────┬───────┘
                           │
┌──────────────┐           │          ┌──────────────┐
│              │           │          │              │
│    Draft     │───────────┴──────────│  Translated  │ ✏️✅
│          ✏️  │                      │              │
└──────────────┘                      └──────┬───────┘
                                             │
              ┌──────────────┐         ┌─────┴────────┐
              │ Translation  │─────────│ Translation  │
              │  approved    │         │  rejected    │
              │         🔍✅ │         │         🔍❌ │
              └──────┬───────┘         └──────────────┘
                     │
┌──────────────┐     │          ┌──────────────┐
│              │     │          │   Sign-off   │
│  Signed-off  │─────┴──────────│   rejected   │
│         🏺✅ │                │         🏺❌ │
└──────────────┘                └──────────────┘
```

Translator — *Open for translation*

Reviewer 1 — *Open for review*

Reviewer 2 or Project manager — *Open for sign-off*

11
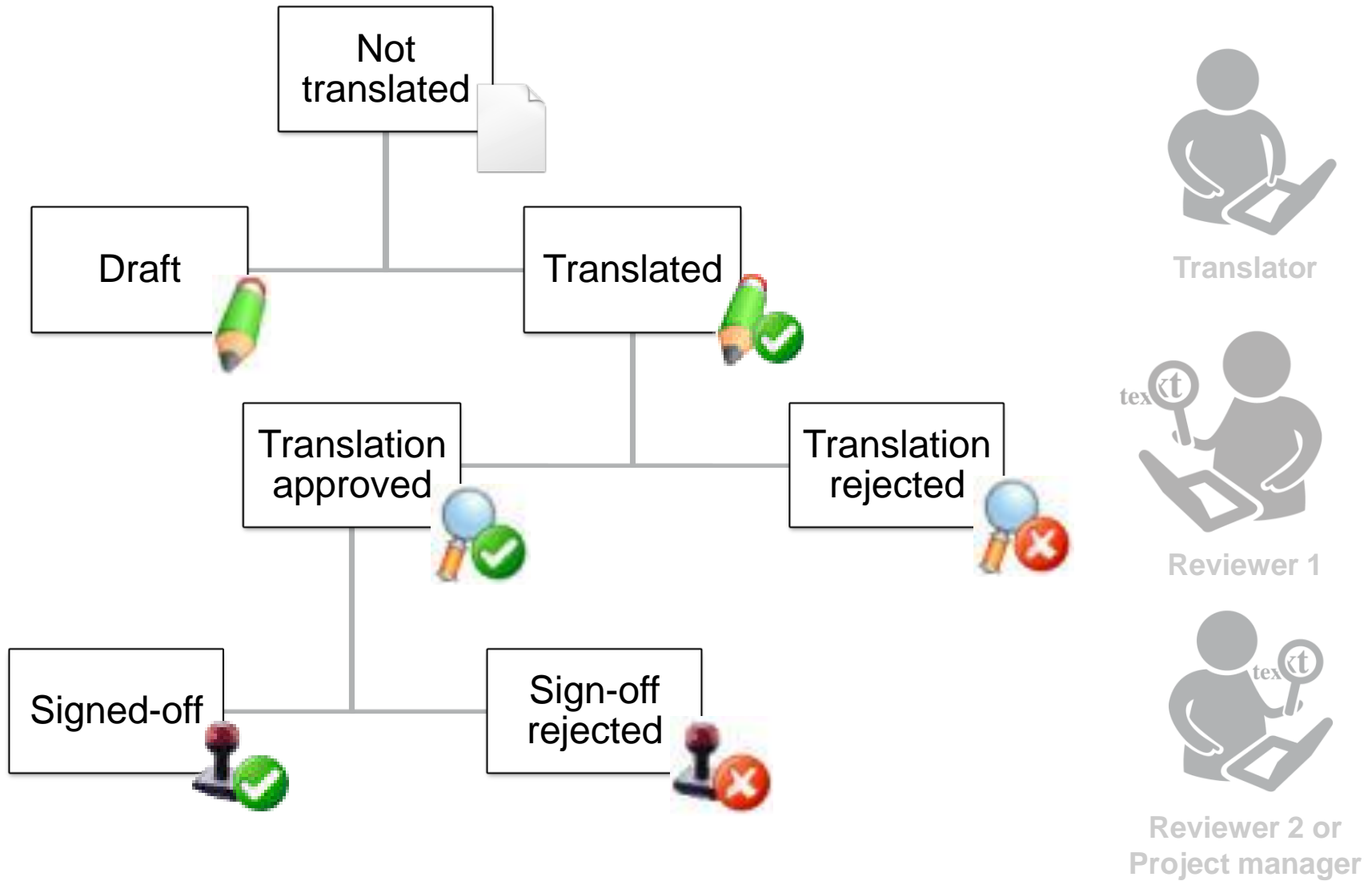
SDL Trados Studio 2011 – Applications overview

SDL Trados Studio 2011

- **Translation environment**
  - Translation editor
  - Translation memory
  - AutoSuggest™
  - Interface to termbase
  - Project management
  - QA plug-ins

SDL MultiTerm 2011

- **Terminology management**

  SDL MultiTerm
  - Desktop
  - Convert
  - Extract*
  - Widget
  - Administrator*

  - Interface to MS Word, SDL Trados Studio, SDL Passolo
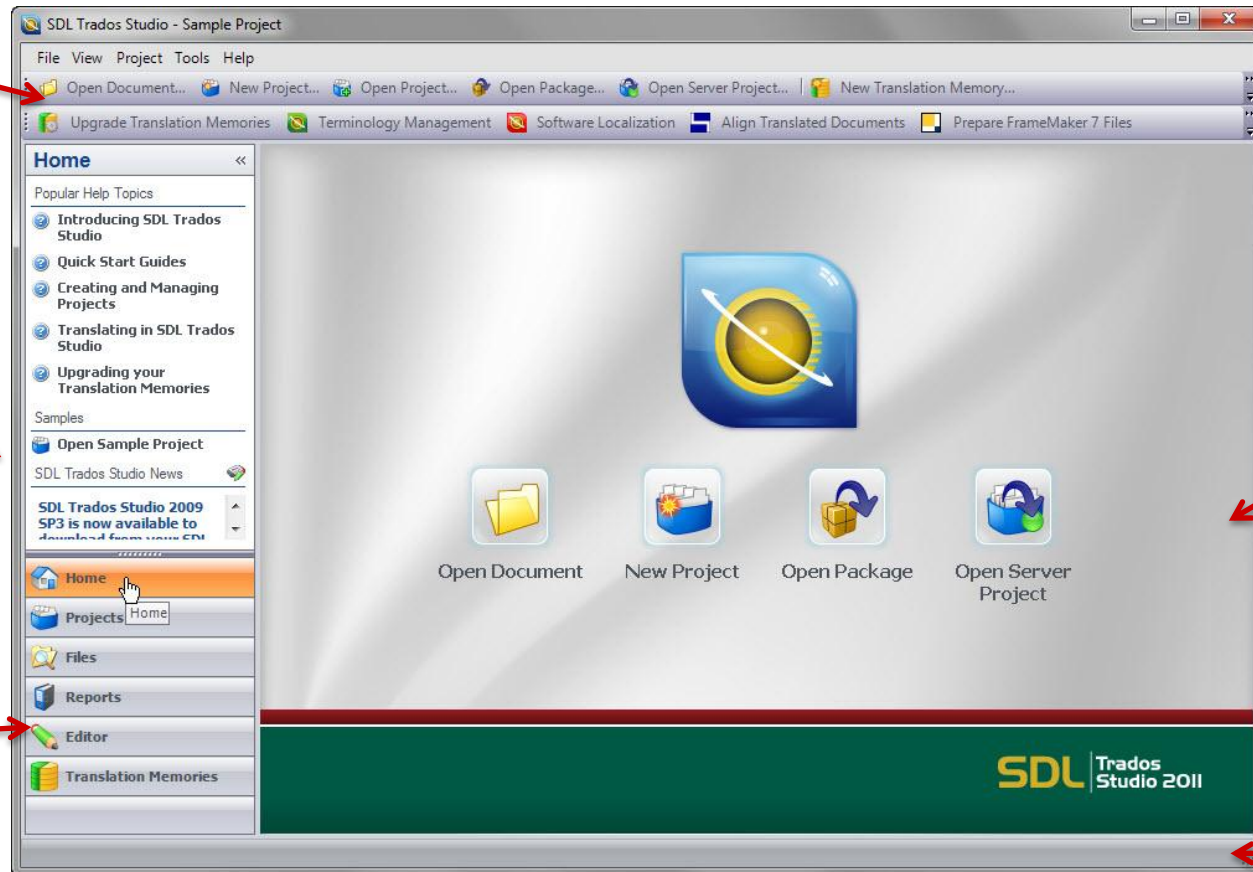
SDL WinAlign

- **Alignment**

SDL OpenExchange Apps

- **Extensions**
  - SDLXLIFF Converter for MS Office
  - SDL T-Window for Clipboard
  - SDL Batch Find / Replace
  - SDL TTX It!

More apps available for download!

User Interface overview

Menus and toolbars

F11

Navigation pane

Work pane

View navigation buttons

Status bar

Integrated, fully customizable user interface. You can maximize, minimize, move windows to a second screen…

Training presentation

Additional information

Supported File Types, Pre-production, Processes

Supported File Types

Office Formats

- Microsoft Word (2000, XP, 2003, 2007, 2010)
- Microsoft PowerPoint (XP, 2003, 2007, 2010)
- Microsoft Excel (2000, XP, 2003, 2007, 2010)
- OpenOffice

Desktop Publishing Formats

- Adobe FrameMaker (8, 9, 10 MIF files)
- Adobe InDesign (CS2, CS3, CS4, CS5 INX & IDML files)
- Adobe InCopy (CS4, CS5 ICML)
- QuarkXPress (through SDL Trados 2007)
- Interleaf / QuickSilver (through SDL Trados 2007)
- PageMaker (through SDL Trados 2007)

Supported File Types

SDL

Software

- Java Resources
- DLLs, Executables (through SDL Passolo)
- Microsoft .NET Resources

Mark-up Formats

- HTML
- Custom XML
- XLIFF
- OASIS DITA, DocBook, and W3C ITS compliant XML
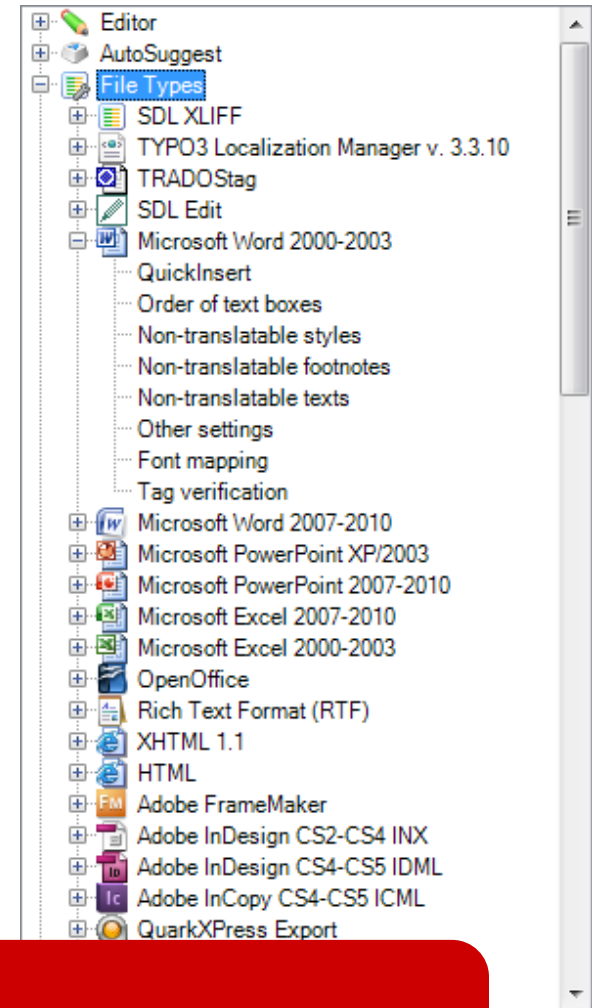- SGML (through SDL Trados 2007)

Supported File Types

● **Text-only Formats**

- Delimited text files
- Custom text formats through freely-definable regular expressions filter

● **PDF**

● **Bilingual Formats**

- DOC/X (SDL Trados)
- TTX (SDL Trados)
- ITD (SDLX)
- SDLXLIFF

For all file formats various settings are available under:
Tools > **Options** > **File types**

A tree view panel shows:
- Editor
- AutoSuggest
- File Types
  - SDL XLIFF
  - TYPO3 Localization Manager v. 3.3.10
  - TRADOStag
  - SDL Edit
  - Microsoft Word 2000-2003
    - QuickInsert
    - Order of text boxes
    - Non-translatable styles
    - Non-translatable footnotes
    - Non-translatable texts
    - Other settings
    - Font mapping
    - Tag verification
  - Microsoft Word 2007-2010
  - Microsoft PowerPoint XP/2003
  - Microsoft PowerPoint 2007-2010
  - Microsoft Excel 2007-2010
  - Microsoft Excel 2000-2003
  - OpenOffice
  - Rich Text Format (RTF)
  - XHTML 1.1
  - HTML
  - Adobe FrameMaker
  - Adobe InDesign CS2-CS4 INX
  - Adobe InDesign CS4-CS5 IDML
  - Adobe InCopy CS4-CS5 ICML
  - QuarkXPress Export

Pre-production Overview

Pre-production overview

Translation Memories (TM)

Upgrading TMs from SDL Trados 2007

Trados Studio 2011

Creation & configuration of TMs

Trados Studio 2011

TM maintenance

Trados Studio 2011

Alignment

WinAlign

Termbases (TB)

Creation & configuration of TBs

MultiTerm 2011

Upgrading TBs from SDL MultiTerm 2007 or earlier

MultiTerm 2011

Converting glossaries

MultiTerm Convert

Terminology extraction

MultiTerm Extract 2011

AutoSuggest™ dictionaries (AS)

Generation of AutoSuggest dictionaries

Trados Studio 2011

File preparation and testing

File conversion

Native application

Creation & configuration of file types

Trados Studio 2011

Pseudo-translation

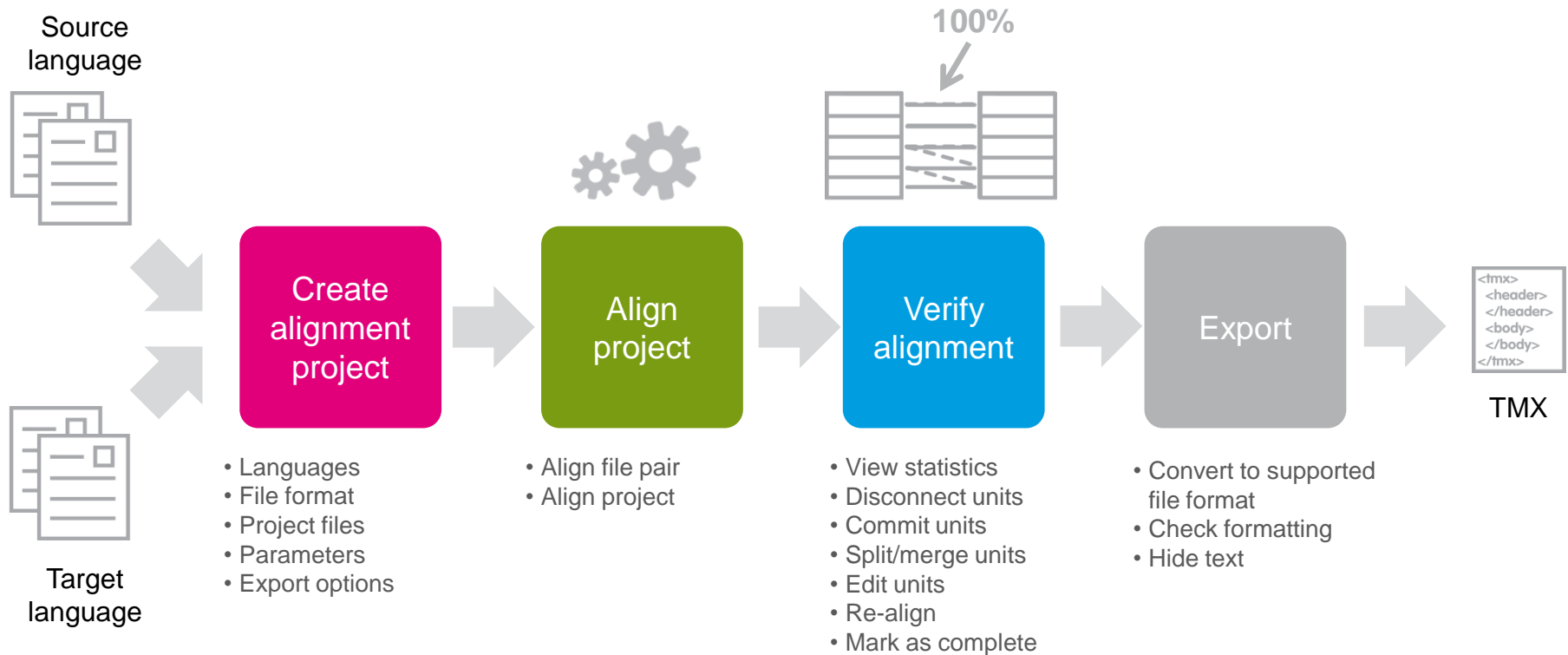Trados Studio 2011

Pre-production
Detailed view

Creating Translation Memories

SDL Trados Studio

```
General          →    Fields and      →    Language       →    [SDLTM database icon]
information            settings              resources
                      (optional)            (optional)
```

General information
- Name, description, copyright
- Languages
- Character-based concordance search

Fields and settings (optional)
- Text or List fields
- Settings
  - Recognize dates
  - Recognize times
  - Recognize numbers
  - Recognize acronyms
  - Recognize variables
  - Recognize measurements

Language resources (optional)
- Variable list
- Abbreviation list
- Ordinal follower list
- Segmentation rules

SDLTM

If product names and proper names are added to the variable list they will be treated as placeables during translation.
The TM needs to be re-indexed if language resources have been added or modified.

Aligning Translated Documents

SDL

SDL WinAlign

Source
language

Target
language

100%

Create alignment project

- Languages
- File format
- Project files
- Parameters
- Export options

Align project

- Align file pair
- Align project

Verify alignment

- View statistics
- Disconnect units
- Commit units
- Split/merge units
- Edit units
- Re-align
- Mark as complete

Export

- Convert to supported file format
- Check formatting
- Hide text

```
<tmx>
 <header>
 </header>
 <body>
 </body>
</tmx>
```

TMX

Don't forget to save the alignment project (PJT).
The exported TMX file can be imported into a translation memory.
WinAlign can be started from the Home view via the button Align translated documents.

Generate AutoSuggest Dictionaries

SDL

SDL Trados Studio


```
<tmx>
 <header>
 </header>
 <body>
 </body>
</tmx>
```

Generate

BPM

• SDLTM or TMX file
• Settings
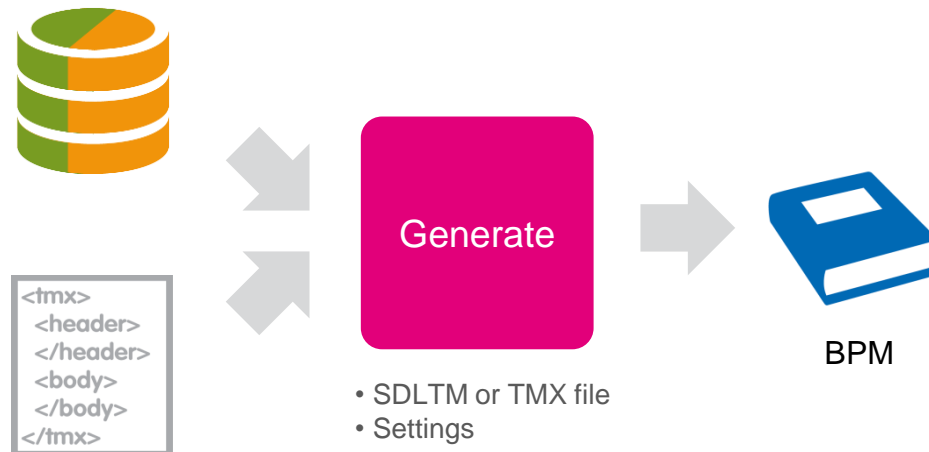
A TM with at least 25,000 translation units is required to generate an AutoSuggest dictionary.
AutoSuggest generation process can run in the background.
AutoSuggest dictionaries are not updated during translation.

Creating Termbases

SDL MultiTerm

What information is needed in addition to source and target term? Add as little fields as possible and as many as necessary…

Which field describes the concept (entry level)? Which field relates to the whole language (index level) and which one to a specific term (term level)

Specify Termbase definition	→	Add general information	→	Add fields	→	Specify entry structure	→	SDLTB

- Create new termbase definition
- Use
  - predefined termbase template
  - existing termbase definition
  - existing termbase

- Name
- Description
- Copyright

- Index fields = languages
- Descriptive fields
  - Status, Note, Context, Source…
  - Type: Text, Picklist, Multimedia

- Entry level
  - Index level
    - Term level

The predefined termbase templates can be adjusted and extended during termbase creation.

Converting glossaries

SDL MultiTerm Convert

SDL MultiTerm

CSV, TXT,
XLS/X, TBX

Convert

- Map imported
  information to
  termbase structure
- Convert

`<xdt/>`

`<xml/>`

**Create
termbase**

- Based on termbase
  definition (XDT)

**Import
terms**

- Into existing or new
  termbase

SDLTB

When importing into existing glossaries: Make sure that column headers in the glossary to be converted match the field names defined in the MultiTerm termbase.
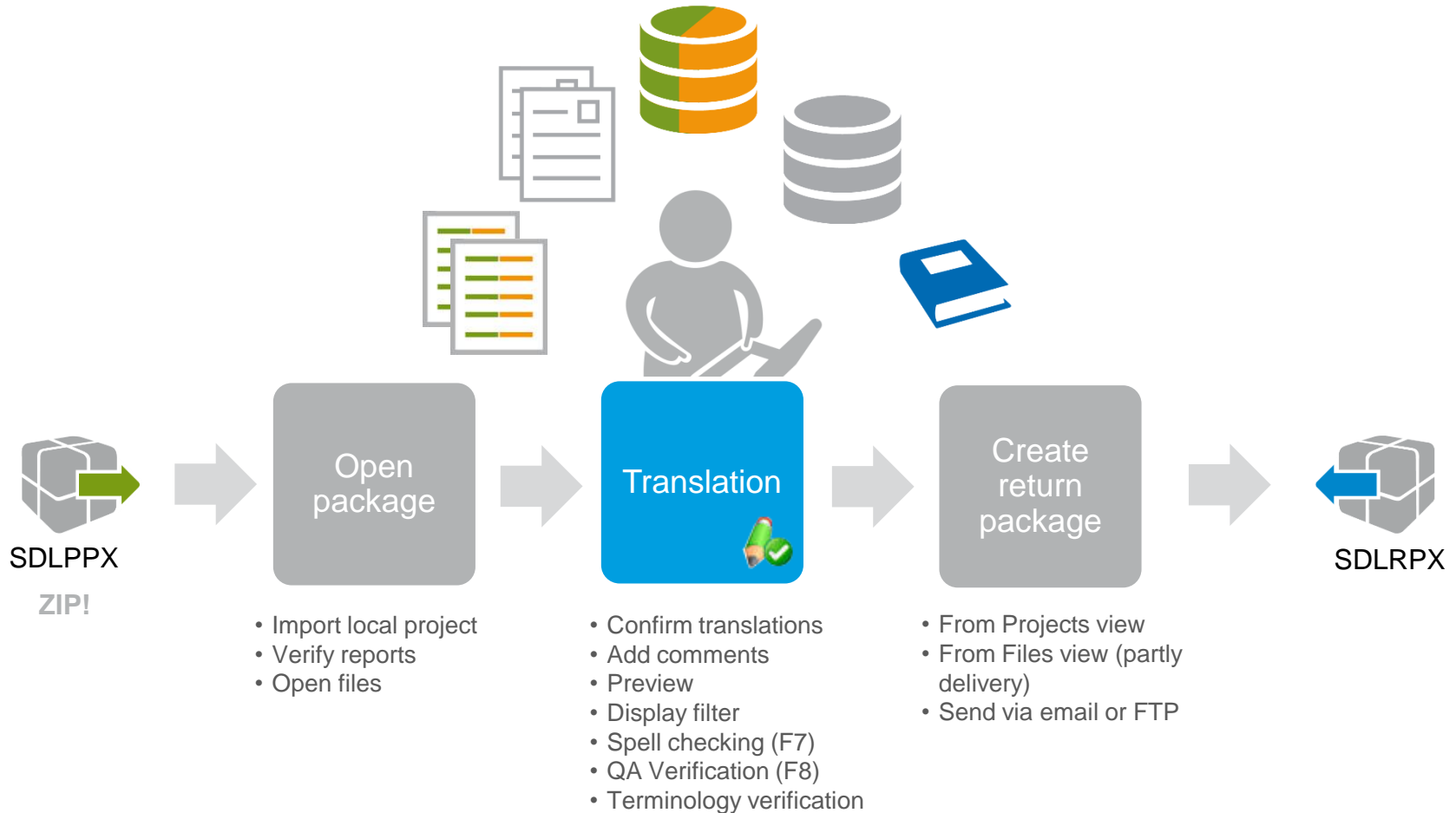
Translation processes
Detailed view

Translating Single Files

DOC/X,
PPT/X,
XLS/X
…

Open document
- Open document
- Add TM, TB, AS
- Save bilingual SDLXLIFF

SDLXLIFF

Translation
- Look-up in TM, TB, AS
- Confirm translations
- Add comments
- Preview
- Spell checking (F7)
- QA Verification (F8)
- Terminology verification

SDLXLIFF

Save translation
- Save Target as
- Update TM
- Mark as complete
- Remove from list

DOC/X,
PPT/X,
XLS/X
...
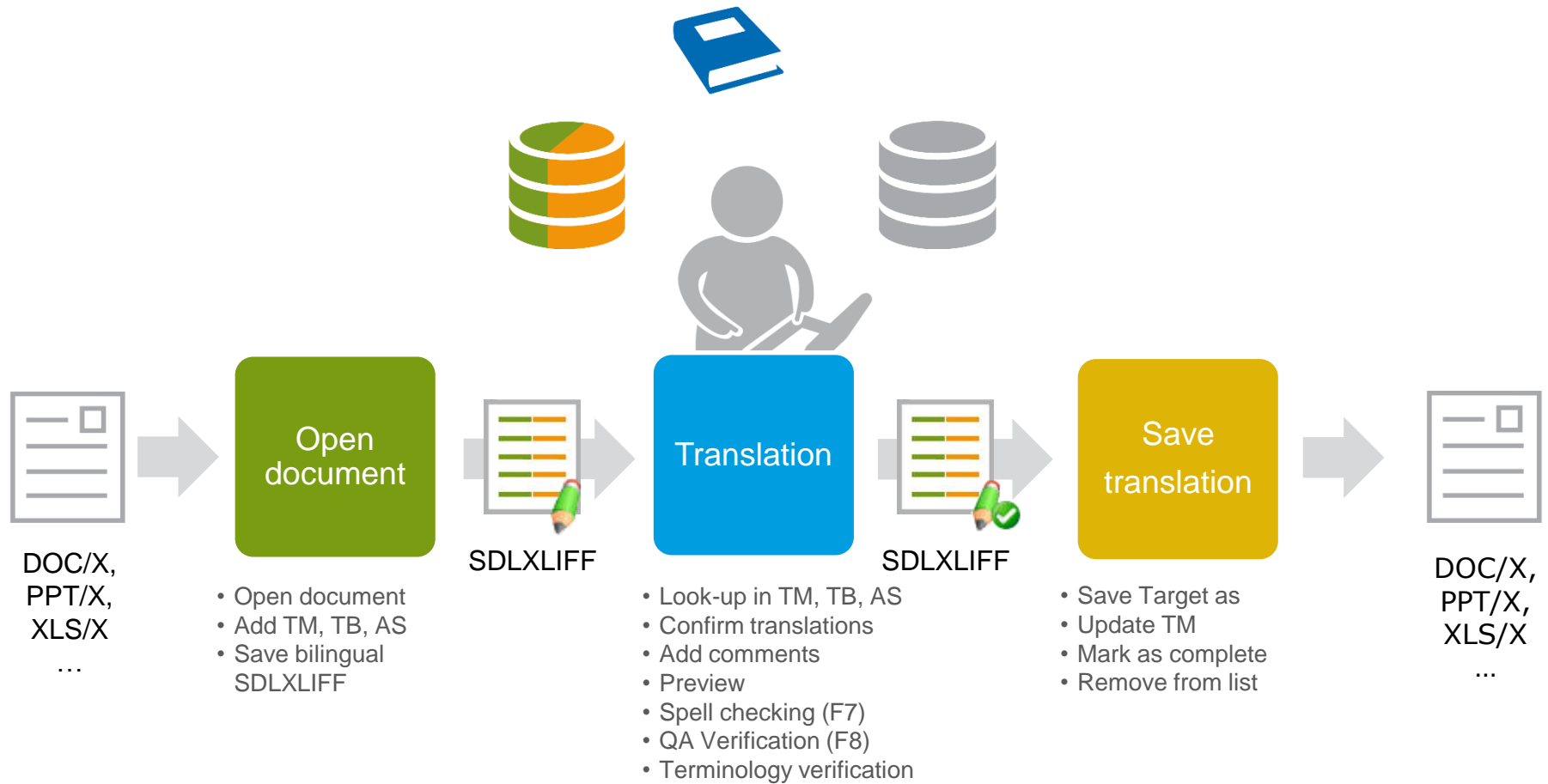
Make sure all translations are confirmed before saving the translation!

Translating Project Package Files (Translator's Perspective)

SDL

SDLPPX

ZIP!

Open package
- Import local project
- Verify reports
- Open files

Translation
- Confirm translations
- Add comments
- Preview
- Display filter
- Spell checking (F7)
- QA Verification (F8)
- Terminology verification

Create return package
- From Projects view
- From Files view (partly delivery)
- Send via email or FTP

SDLRPX

Make sure all translations are confirmed before creating the return package!

SDLXLIFF

Create return package

SDLRPX

- From Projects view
- From Files view (partly delivery)
- Send via email or FTP

The return package only contains the translated SDLXLIFF files!
Note: You can also do a partly delivery…

Working With Comments

SDL

SDLRPX

- Add comments
  - Document
  - Segment
  - Selection

- Display filter >
  Segments with
  comments
- Edit comments
- Delete comments
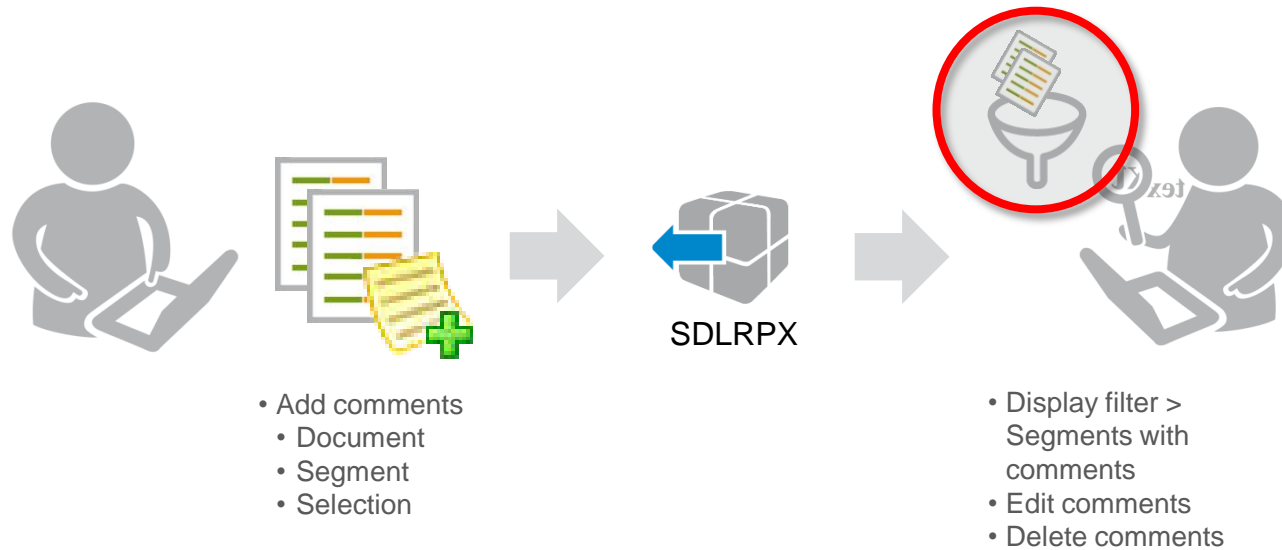
The display filter can be found under View > Toolbars > Display filter.
Add conventions for using comments to translation guidelines.

Verifying translated documents

SDL

Spell checking

Hunspell
Microsoft Office

Document verification
Tag verification

Segment verification
with QA Checker 3.0

Segment verification
Inconsistencies
Punctuation
Numbers
Word List
Regular Expressions
Trademark Check
Length verification
Exclude Segments

Terminology verification

Check for forbidden terms
Check for non-usage of target
term
Check for terms without
translation in TB

Interactive verification (Ctrl+Enter)

Translation

Review

Batch Tasks > Verify

Report
Error
Warning
Note
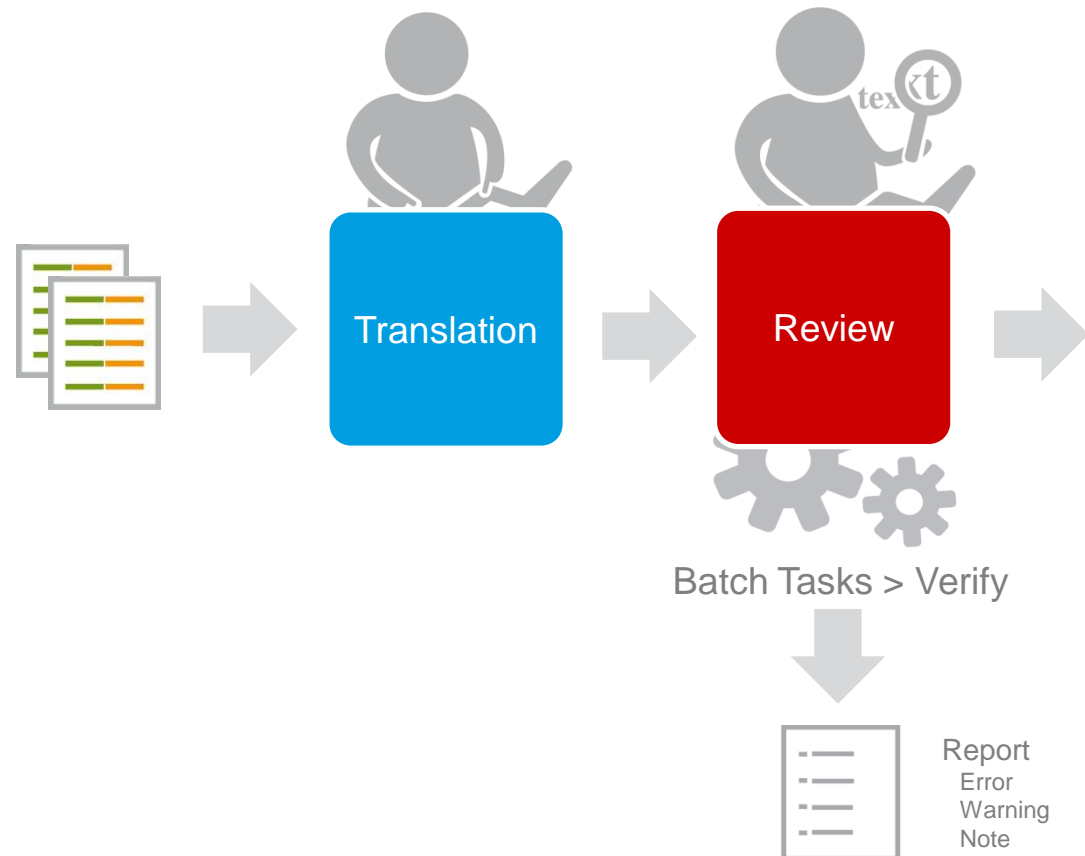
Tools > Options > Verification & Tools > Options > Editor > Spelling
QA Checker options can be saved in a QA Checker profile

Dealing with formatting, tags, placeables

Ctrl+,

Formatting

An **application icon** represents an *application* that was minimized and is still running.

An cf ›application icon‹ cf represents an cf *application* cf that was cf ›minimized cf and is still running.

An **application icon** represents an *application* that was minimized and is still running.

Ein Anwendungssymbol stellt eine Anwendung dar,
d (Beispieltext)
(Beispieltext)
(Beispieltext)

Tags

For **many** menus footnotereference and menu items access keys have been defined.

footnotereference <footnotereference style="Footnote Reference" autonumber="1"/> ph27

Ghost-Tags

field → field

Placeables

| 4 | You still owe me 200 dollars. | | Du schuldest mit noch| |
| 5 | You still owe me 1,000 dollars. | | 200 |

| 5 | You still owe me 1,000 dollars. | 100% | Du schuldest mit noch 1.000 Dollar. |

| 15 | http://www.sdl.com | AT | http://www.sdl.com |

You can use the QuickPlace function to insert formatting, tags and placeables.

Using the Display filter

SDL

Restrict the editor to show only certain segments

Translation	→	Review	→	Sign-off

General

All segments
All content

Segment types
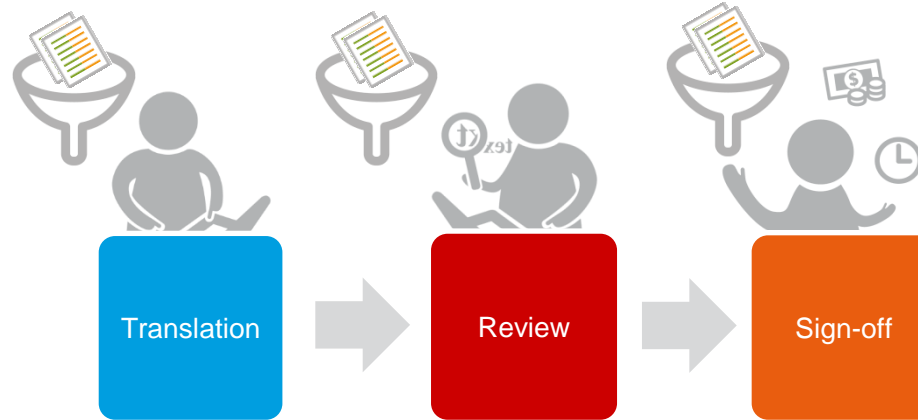
New translated content
100% matches
Context matches and PerfectMatch
Fuzzy matches
Automatically translated
Unconfirmed
Not translated
Draft
Duplicates

Segment review status

Translated
Translation approved
Translation rejected
Signed off
Sign off rejected

Segment review

With messages
With comments
With tracked changes

Segment content

Number only
Excluding number only

Segment locking

Locked
Unlocked

Search expression

Source language
Target language
Supports regular expressions

Menu View > Toolbars > Display Filter
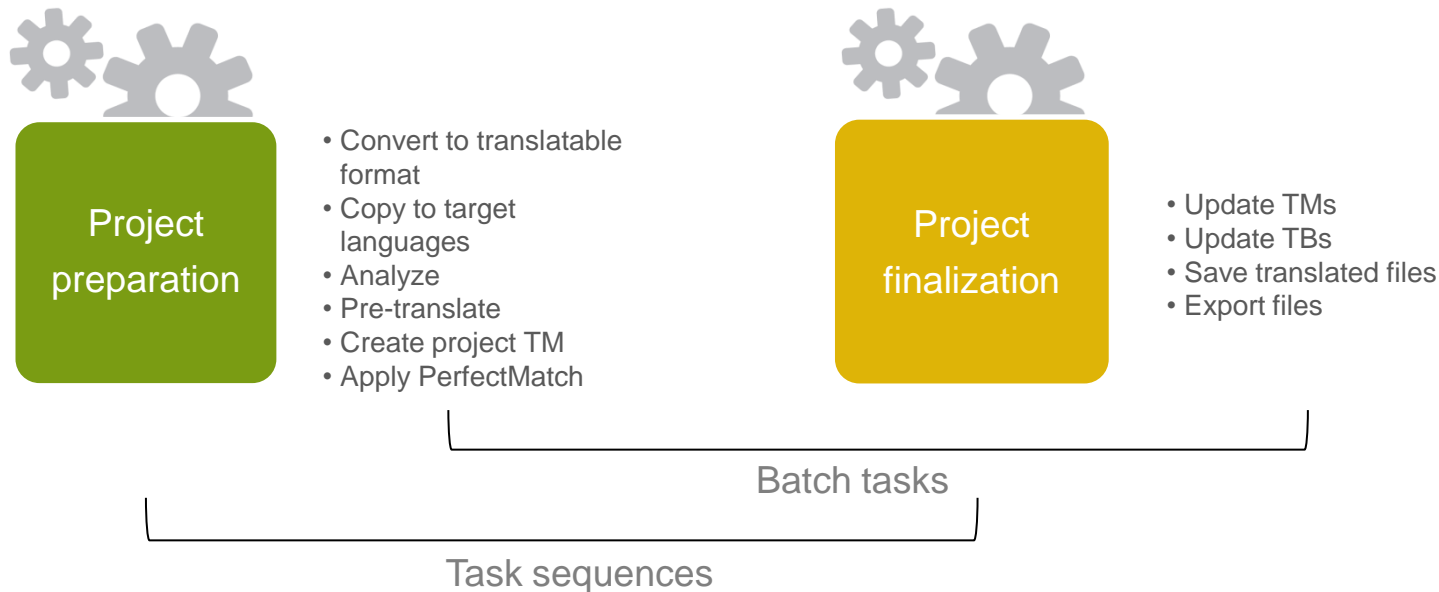
34

Previewing translated files
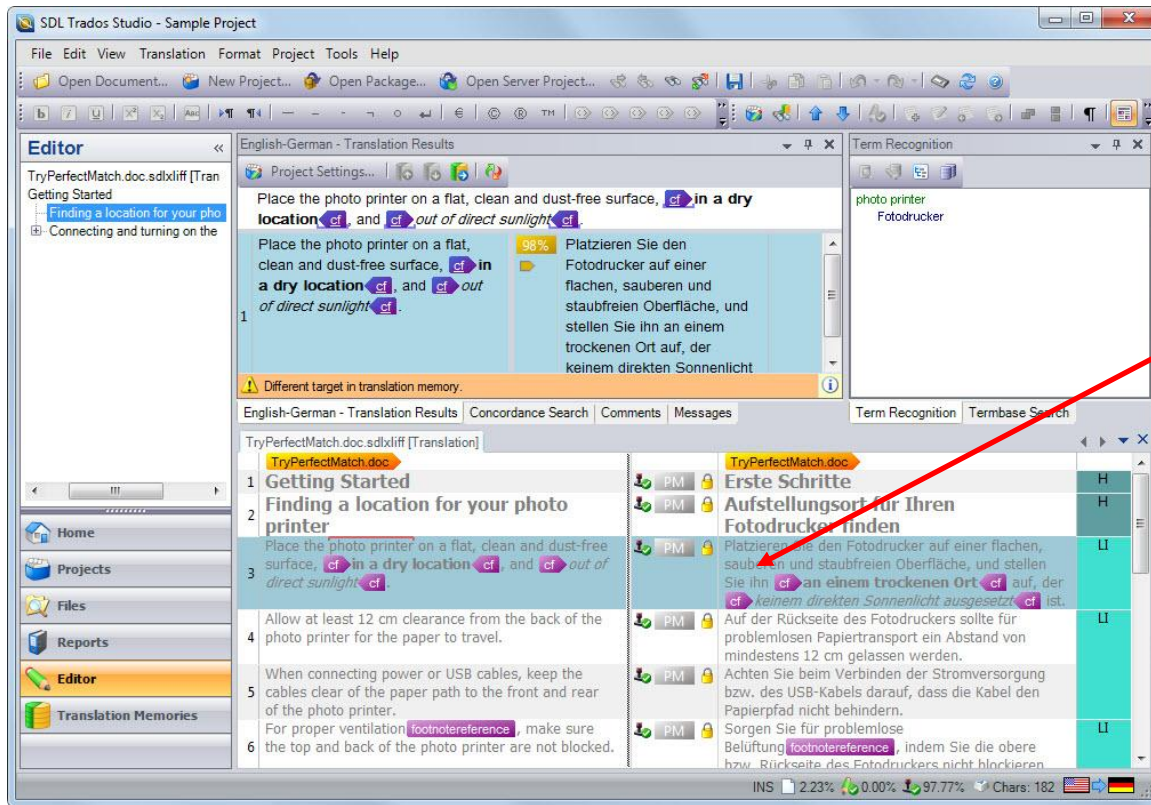
Place on 2nd screen
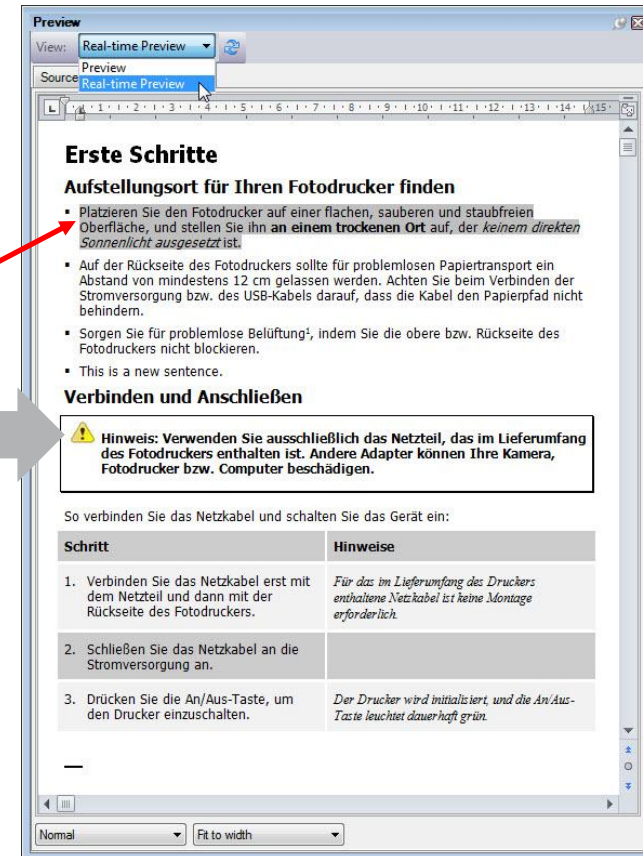
See your translation progress segment-by-segment in the native document format.
Available for DOC/X, PPT/X, RTF, HTML, XML

Automating tasks with batch tasks

SDL

- 🔴 **Processes performed by SDL Trados Studio 2009 on**
  - ● an individual file / a group of files / the entire project
- 🔴 **Can be combined into a task sequence**

Project preparation
- Convert to translatable format
- Copy to target languages
- Analyze
- Pre-translate
- Create project TM
- Apply PerfectMatch

Project finalization
- Update TMs
- Update TBs
- Save translated files
- Export files

Batch tasks

Task sequences

The results of a batch task can be viewed in a report.

Questions?

productraining@sdl.com

https://support.sdl.com

How was your SDL Trados Training today?

Please fill in the online feedback form to help us to make our training (even) better:

http://bit.ly/Studio2011

SDL

Thank you very much for your attention!

www.sdl.com