

SDL Trados Studio 2019 Getting Started Part One: Translation

Training Course

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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. It contains practical, real-life examples of how to leverage SDL Trados Studio to streamline your translation processes. This document provides the following:

- ❑ General information on CAT technologies
- ❑ An overview of the SDL Trados Studio user interface
- ❑ An example of how to translate documents using the most commonly used SDL Trados Studio features

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
- ▣ SDL MultiTerm

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. 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 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 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 has no restrictions when it comes to using and creating AutoSuggest dictionaries.

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

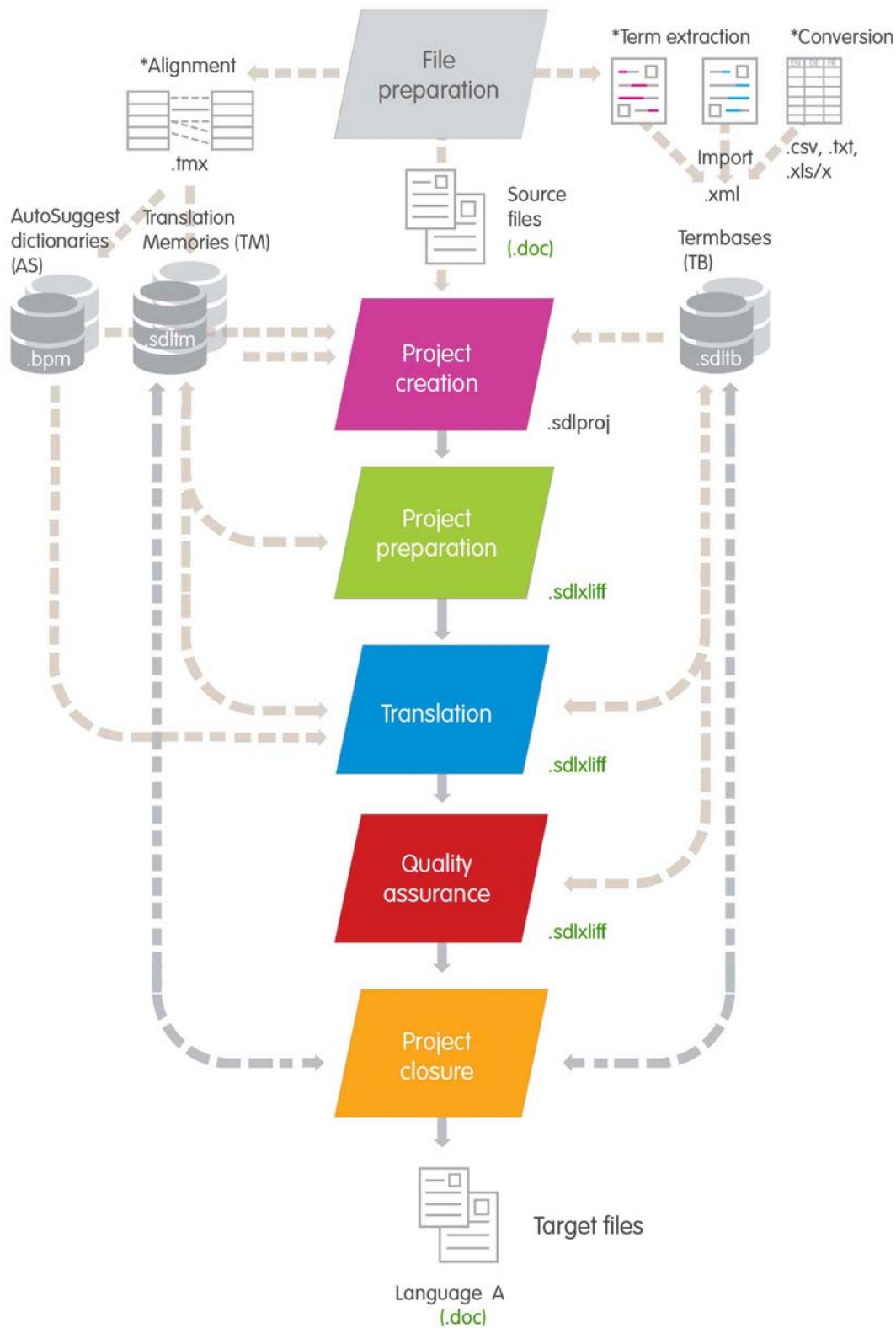
For information on the differences between the three available editions, please refer to <http://www.translationzone.com/en/products/sdl-trados-studio/#tab2>.

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

The following diagram summarizes the translation workflow and processes within SDL Trados Studio. 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

SDL Trados Studio 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.



NOTE

There are currently three different editions of SDL Trados Studio 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

SDL MultiTerm 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. SDL MultiTerm is extensively covered in dedicated courses for translators and project managers.

THE SDL TRADOS STUDIO ENVIRONMENT

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

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

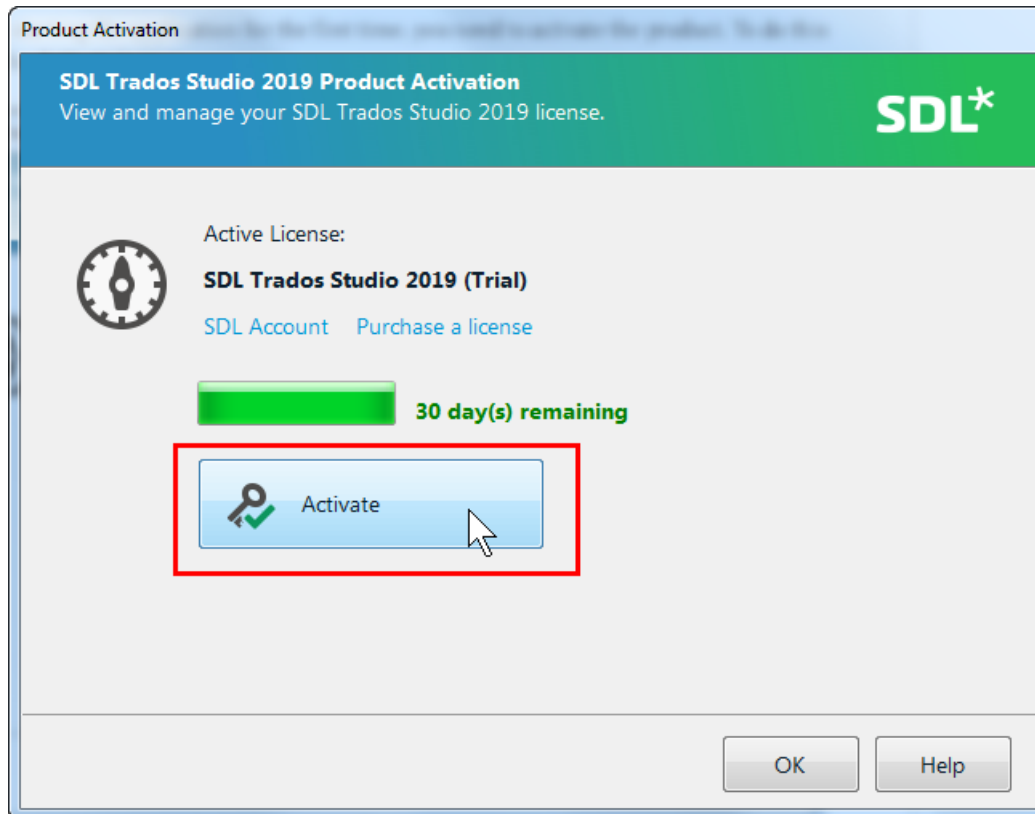
Chapter

3

INITIAL STARTUP OF THE APPLICATION

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

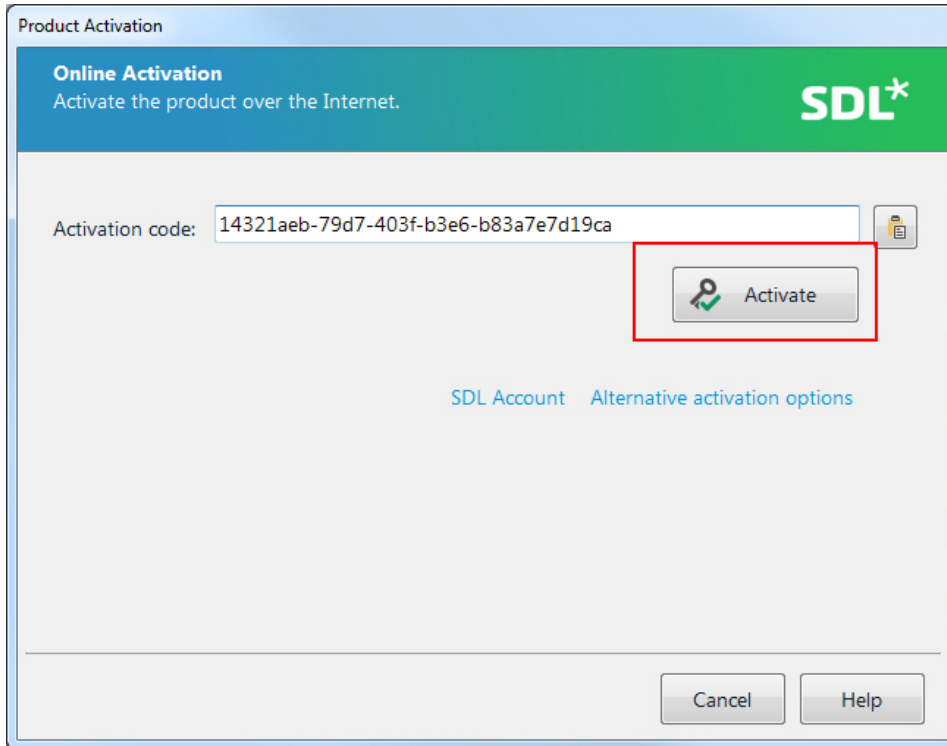
1. Select the program group **All Programs -> SDL Trados Studio 2019** and click the **SDL Trados Studio 2019** application icon.
2. When starting the application for the first time, you need to activate the product. To do this click the **Activate** button.



➔ NOTE

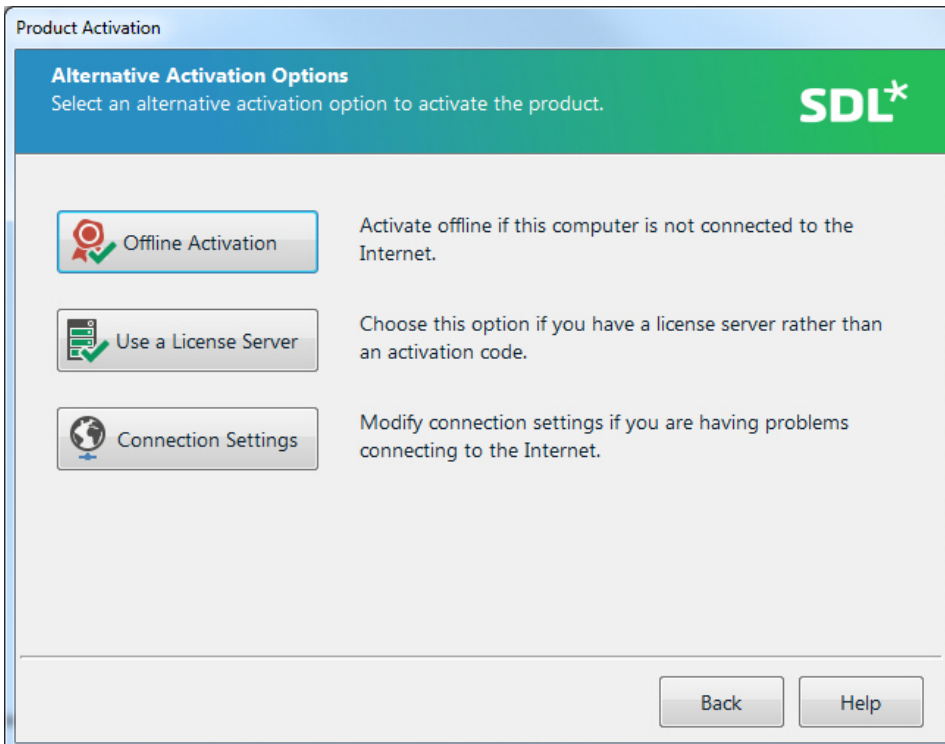
Without a license, the application will run in demo mode for 30 days.

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

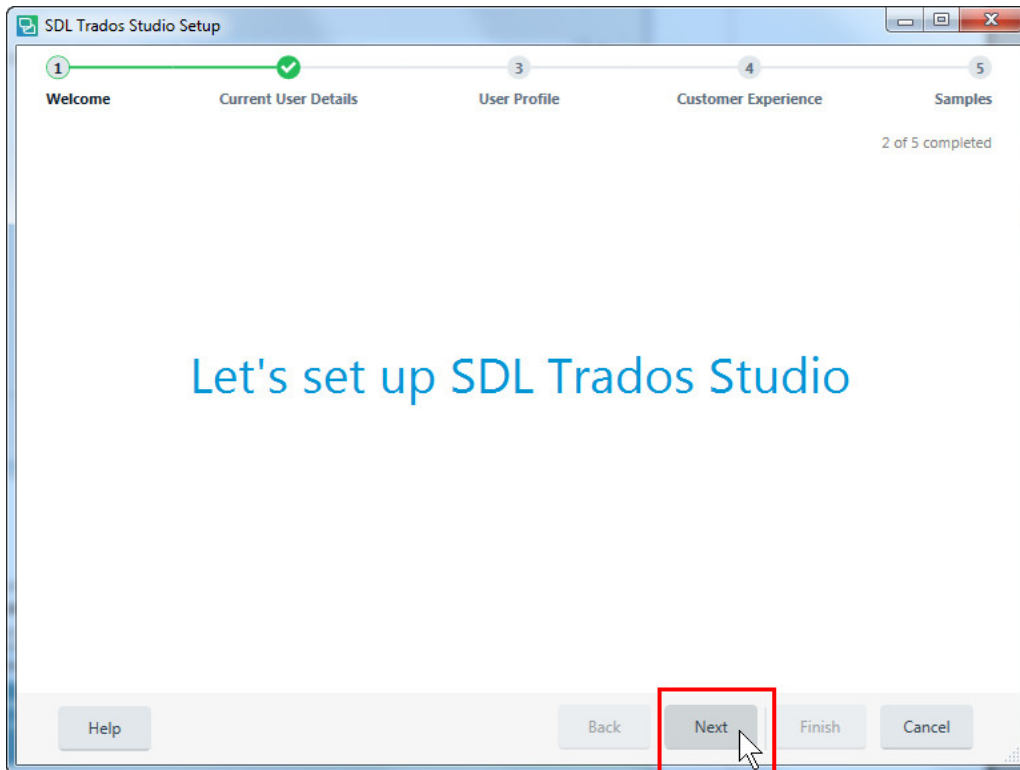


→ NOTE

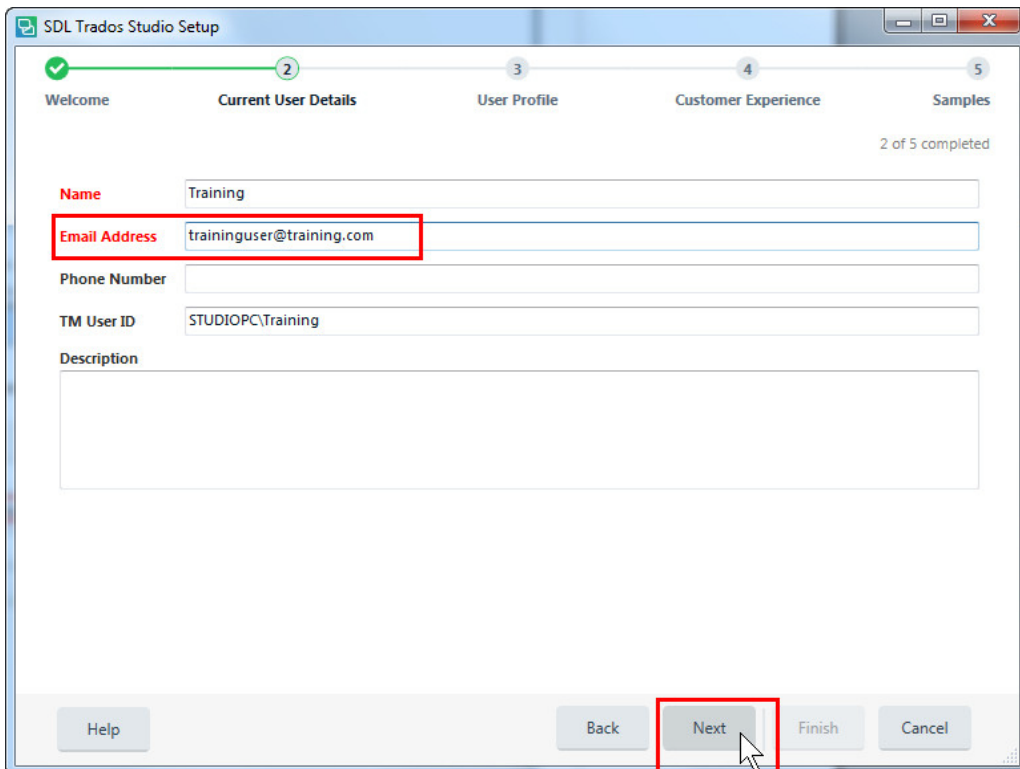
You may use alternative activation options (e.g. a license server) if applicable. If this is the case, click the **Alternative activation options** link, which will open the window shown below. Select the activation option that is relevant for you and follow the instructions on the screen.



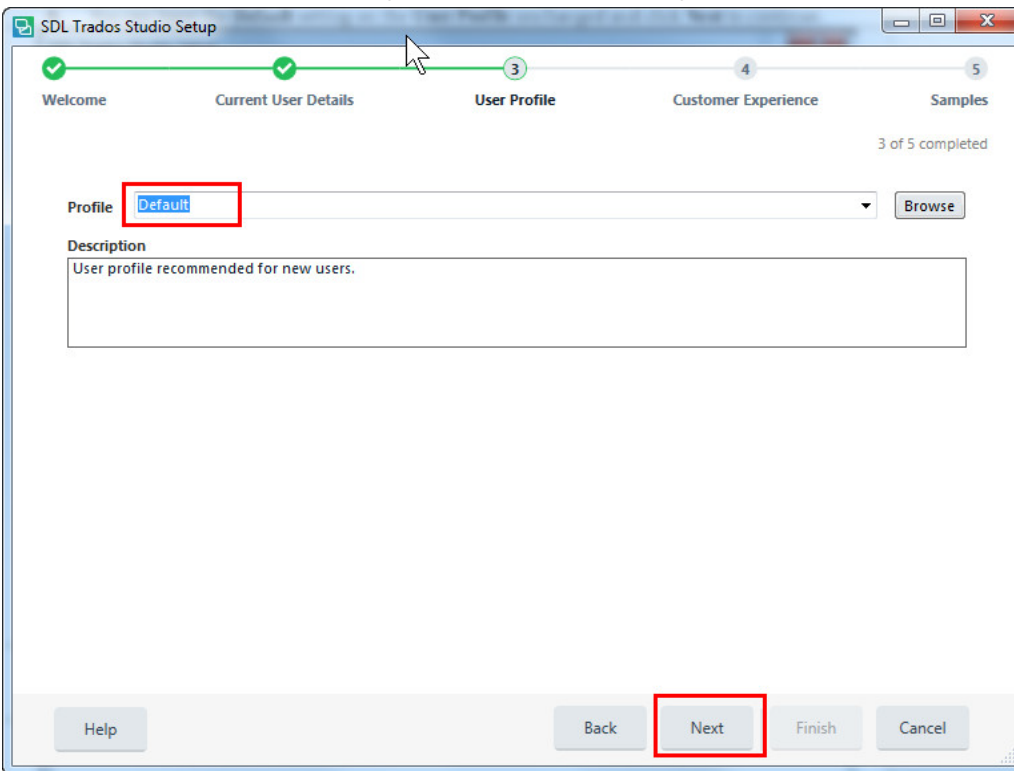
4. After successful activation of the product the setup wizard of SDL Trados Studio will open. On the welcome screen just click **Next**.



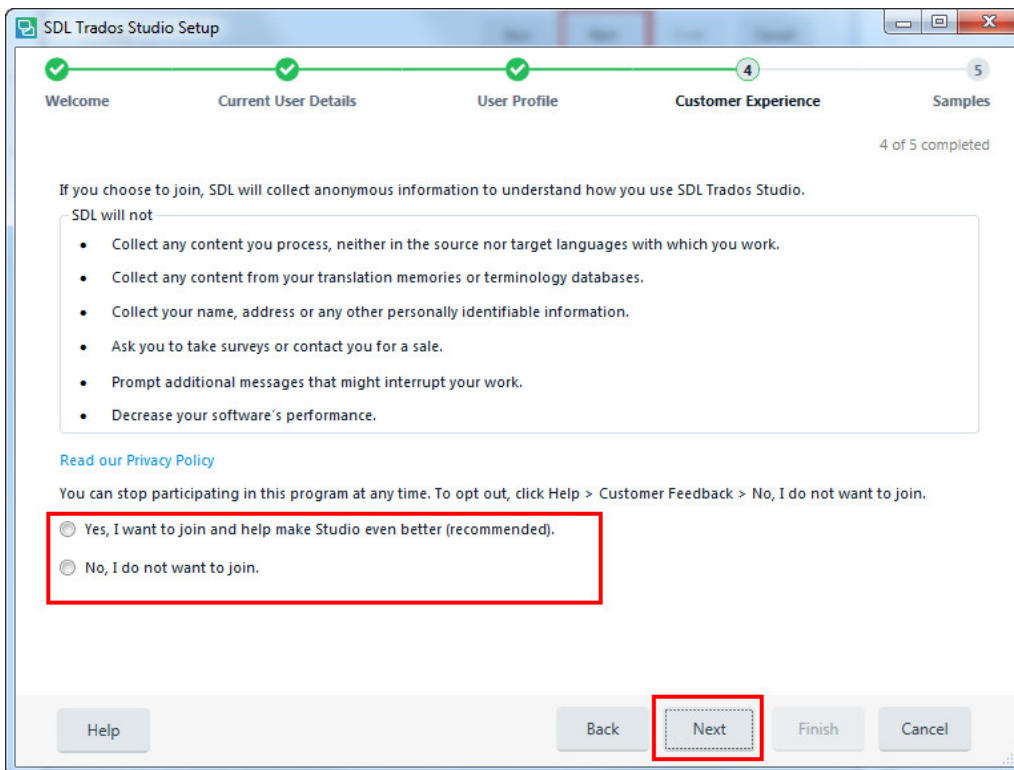
5. On the **Current User Details** screen The **Name** text field should already be pre-filled. Enter your e-mail address, which is mandatory information. Then click **Next**.



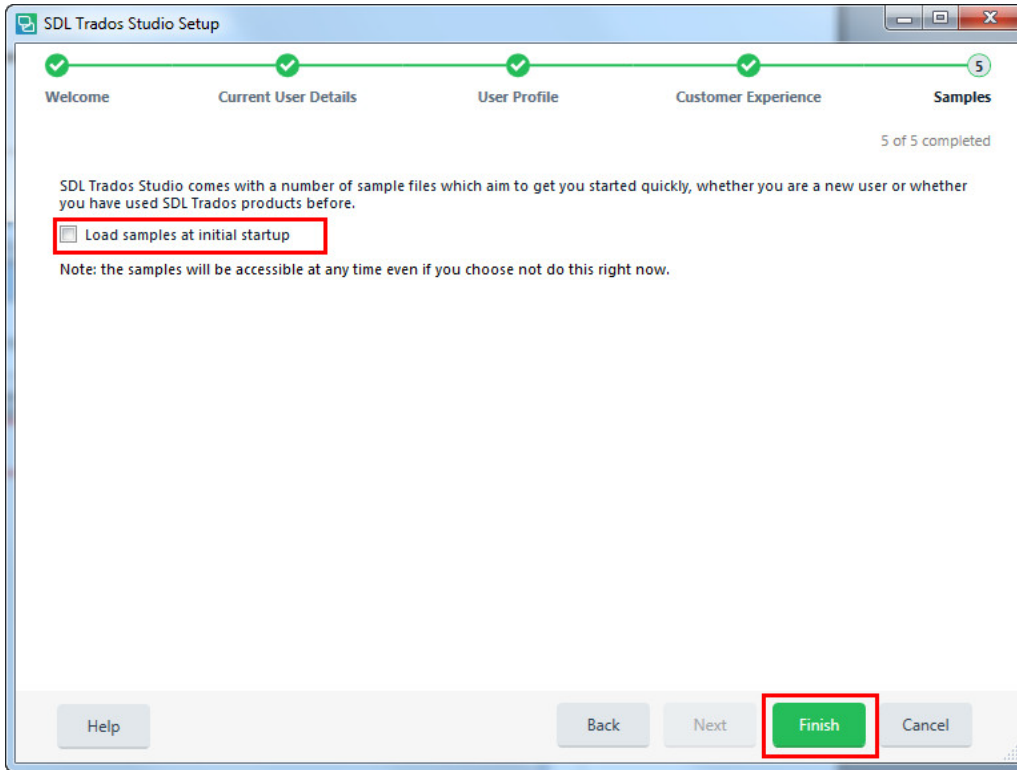
6. You can leave the **Default** setting on the **User Profile** unchanged and click **Next** to continue.



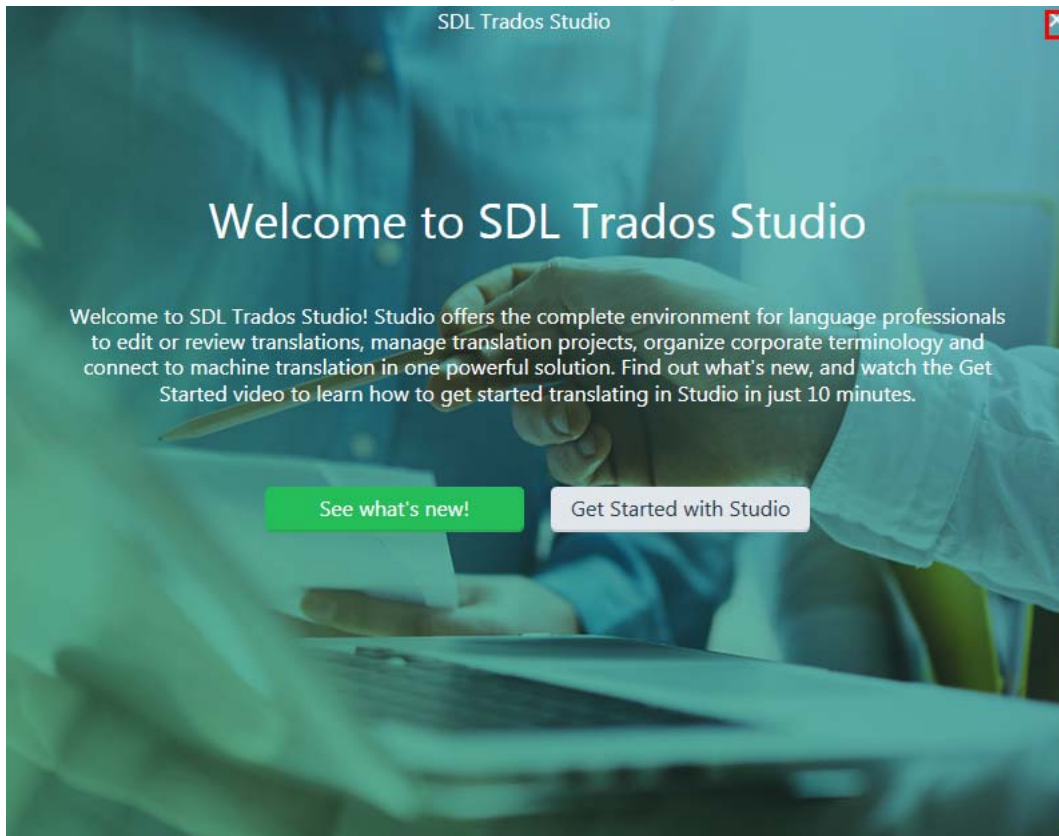
7. You will now be asked whether you want to join the SDL Customer Experience Improvement Program. Choose **Yes** or **No**, then click **Next**.



8. 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.



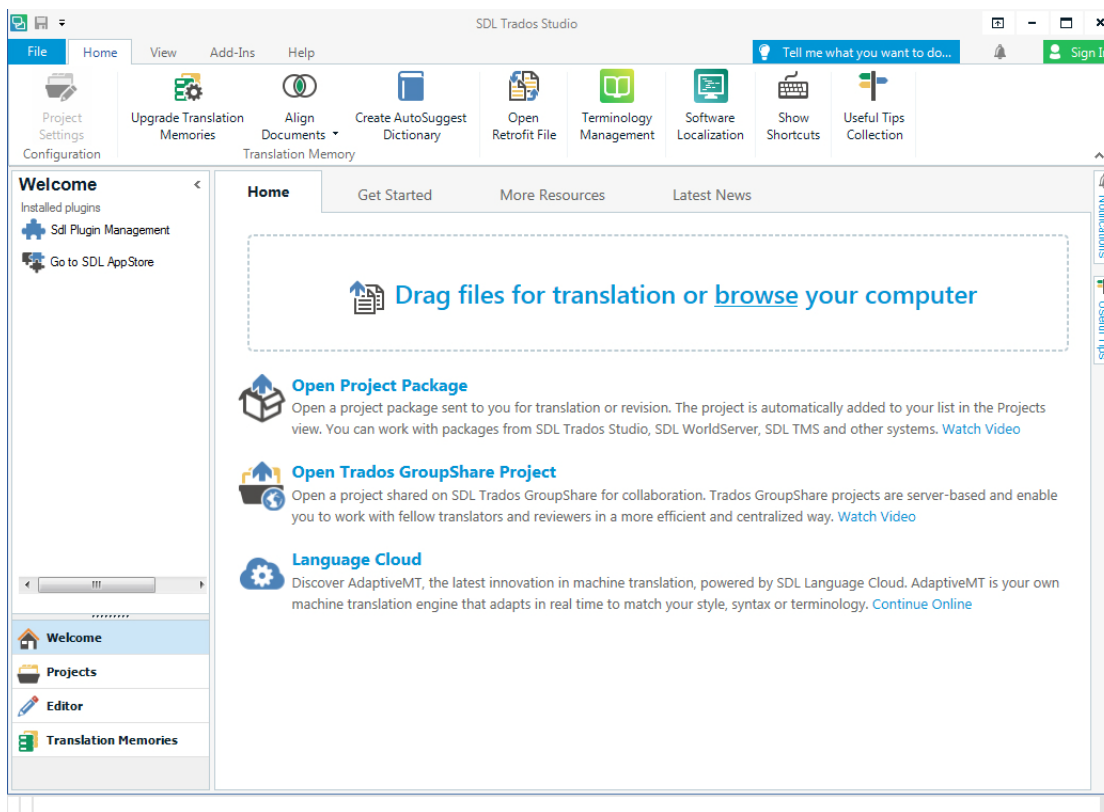
9. The following window links to an Internet-based **Get Started with Studio** tutorial and to an overview of what is now in the latest Studio version. To close this window and start working with the application, click the cross button in the upper-right corner.



NOTE

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

You should now see the **Welcome** screen of SDL Trados Studio:



NOTE

The 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 User Interface

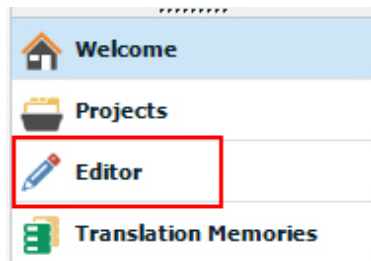
The Welcome Screen

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

- ❑ **Drag files for translation or browse your computer:** allows you to select one or several files for translation.
- ❑ **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. (This function is covered in Getting Started Part 2.)
- ❑ **Open GroupShare Project:** allows access to an online project on a GroupShare Server where several users can work together in one project at the same time. (This function is covered in Getting Started Part 2.)

The Navigation Pane

On the bottom of the **Navigation** pane you find a set of buttons: **Welcome**, **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.

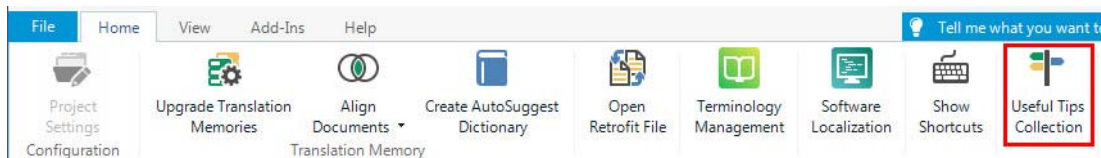


➔ NOTE

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 **Welcome** 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.

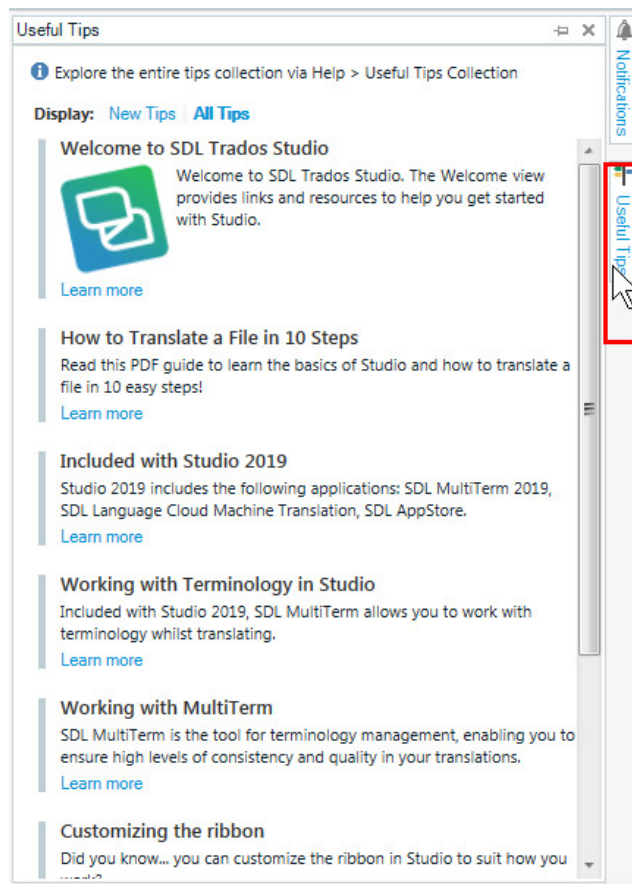
The Application Ribbon

On the top of the application window you will find the application ribbon with buttons, which provide access to other functions such as **Show Shortcuts**, **Generate AutoSuggest Dictionary**, etc.



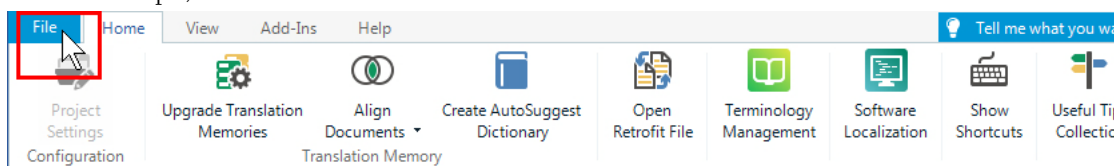
On the ribbon, you will find, among other things, a button that opens a collection of useful tips.

When you move your mouse pointer over the **Useful Tips** tab on the right-hand side, you can also slide in a window that features a list of useful tips & tricks for using Studio. The tips given in this window apply to the currently selected view. In the **Editor** view, for example, you will see tips related to the editing environment of Studio.

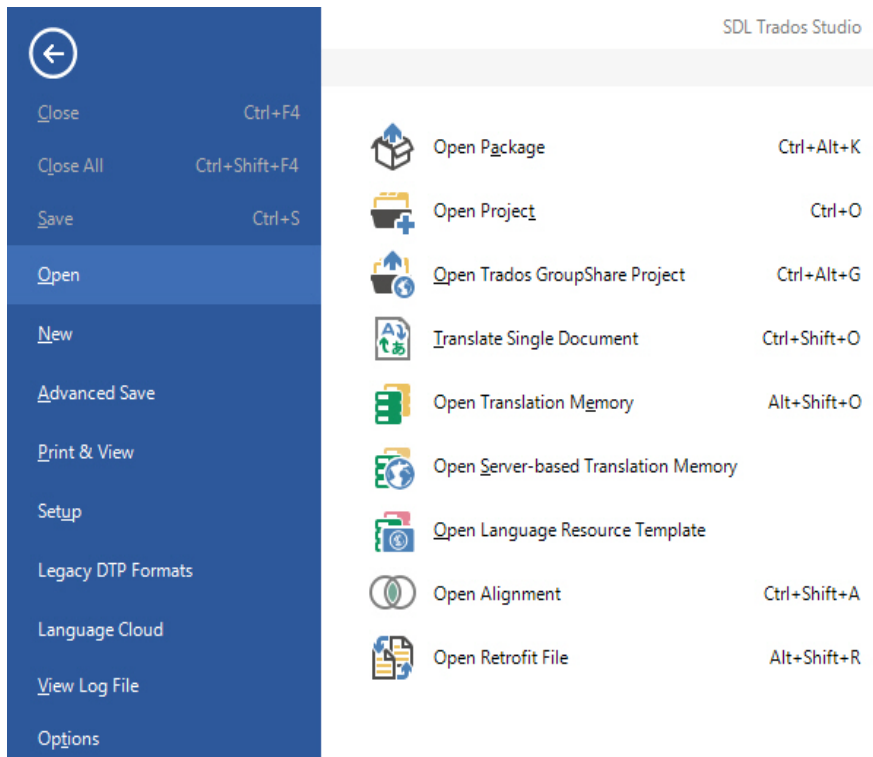


The ribbon features a number of tabs, e.g. **File**, **Home**, **View**, etc. Each tab provides access to specific functions.

For example, click the **File** tab:



This tab contains the commands for file-related operations such as **Save**, **Close**, etc.



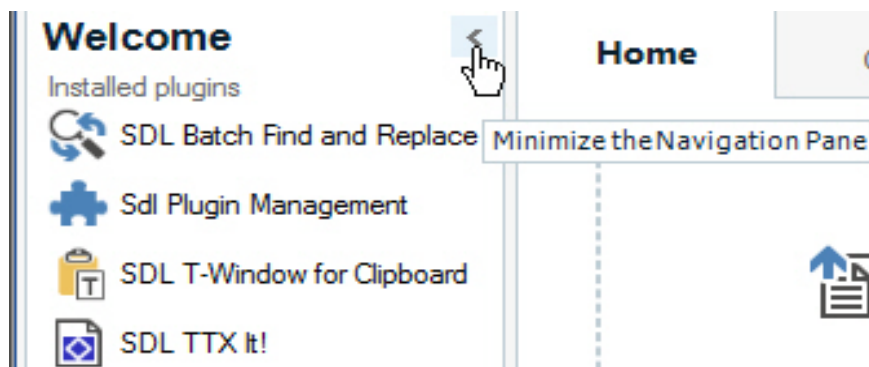
Now switch back to the **Home** tab by clicking the **Back** button.



Note that the content of the tabs changes depending on the view that is currently selected. For example, in the **Welcome** view, the **Home** tab shows different buttons than in the **Editor** view, which is used for translating 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 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.



MORE INFORMATION

- ❑ [Overview: Introducing SDL Trados Studio](#)
- ❑ [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.

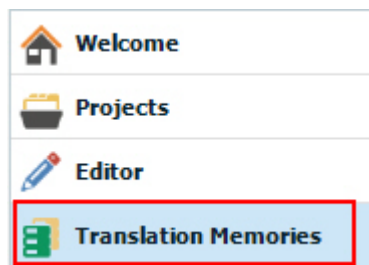
Chapter

4

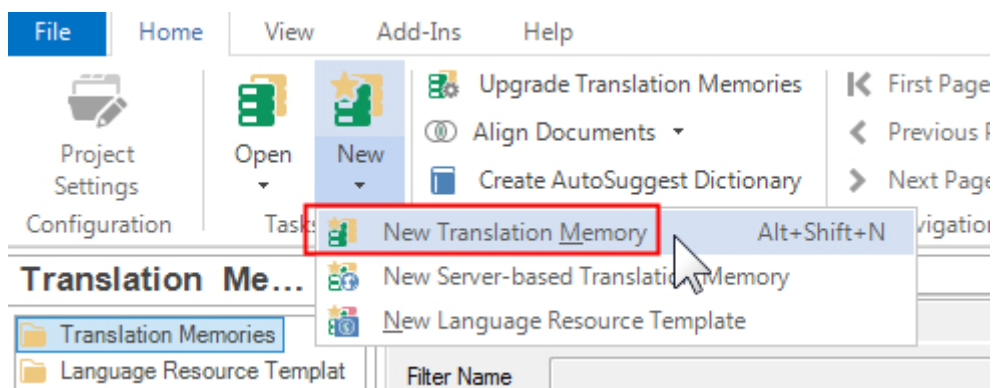
CREATING A TRANSLATION MEMORY

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

1. Click the **Translation Memories** button in the lower-left corner to switch to the **Translation Memories** view.



2. Note that the **Home** tab of the ribbon has changed to show TM-related functions. Click the **New** button, then select **New Translation Memory**.



3. 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*.
4. 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*.
5. To do this click the **Browse** button, select your preferred path in the **Browse For Folder** dialog box, and confirm with **OK**.
6. Make sure that *English (United States)* is selected in the **Source Language** dropdown list.

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

The screenshot shows the 'New Translation Memory' dialog box with the following details:

- Tab: **General** (1 of 4 completed)
- Fields:
 - Create From: [Empty] [Browse...]
 - Name: **EN_DE-Training** (highlighted)
 - Description: [Empty]
 - Copyright: [Empty]
 - Location: C:\Users\Training\Documents\Studio 2019\Translation Mer [Browse...]
 - Source Language: English (United States)
 - Target Language: **German (Germany)**
 - Enable character-based concordance search
- Buttons: Help, Back, Next, **Finish** (highlighted), Cancel

➔ NOTE

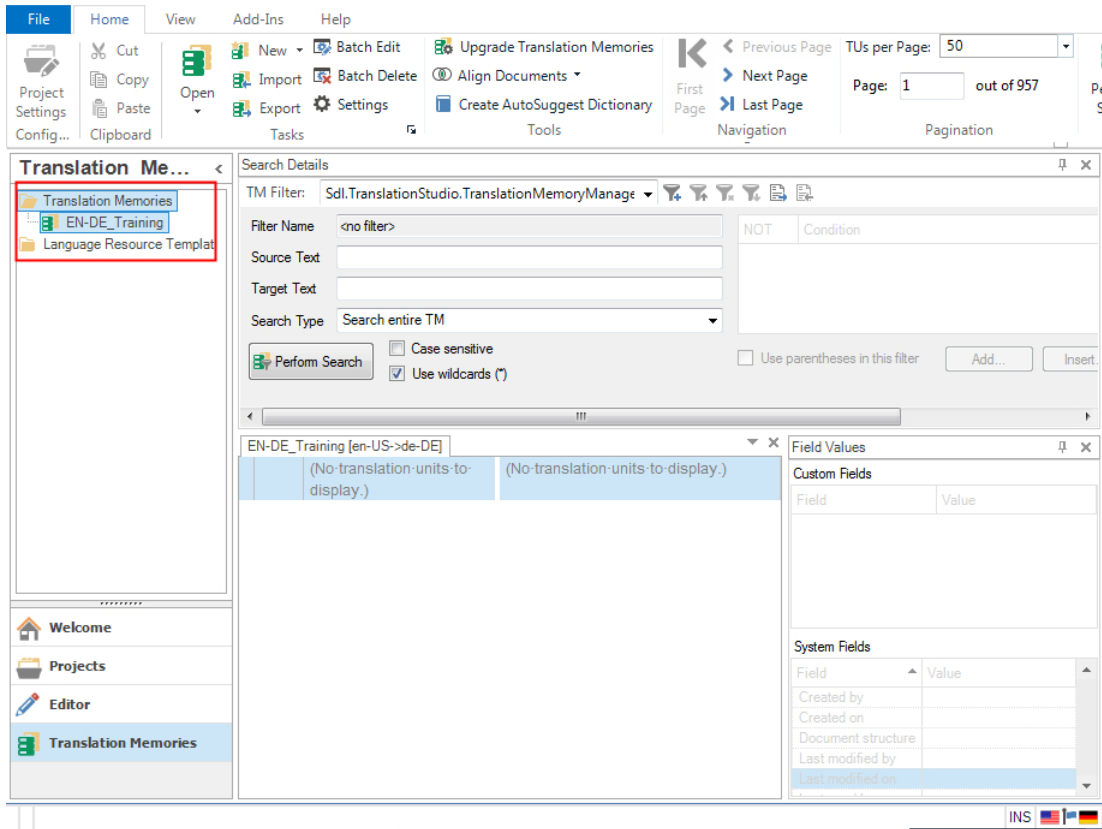
The sample documents in this course are in English. Therefore it is important that you select English as the source language. Some of the examples use German as a target language, so we recommend that you also use German in this training course.

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

📘 MORE INFORMATION

[How to create a local translation memory](#)

The TM has now been created, and is displayed in the **Navigation** pane on the left-hand side. 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 FILES - MS WORD

This chapter provides an example of how to translate a simple MS 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

Chapter

5

INTRODUCTION

When you only have one file to translate, you can open the file directly in SDL Trados Studio, 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 SDL XLIFF 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

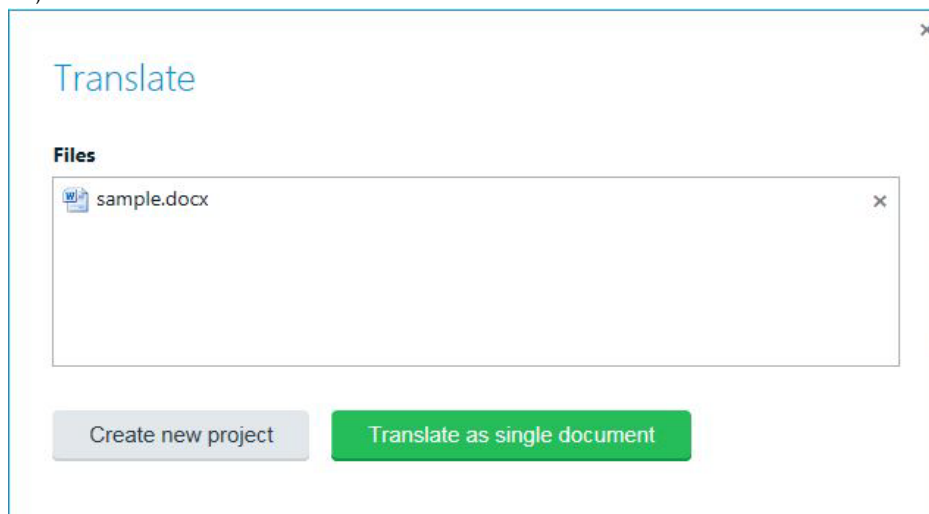
To open the sample document for translation, take the following steps:

Selecting the Document and the Language Pair

1. Switch to the **Welcome** screen, and then click the **Browse** link.



2. Browse to the sample files folder in which the sample document is located, e.g. `..\Sample Files\Sample documents`.
3. Select the file `sample.docx` by double-clicking it. A window opens that shows the file you have just selected. Click **TRANSLATE SINGLE DOCUMENT**.



4. In the **Translation Memory and Document Settings** window that appears now, make sure that *English (United States)* is selected as the source language.



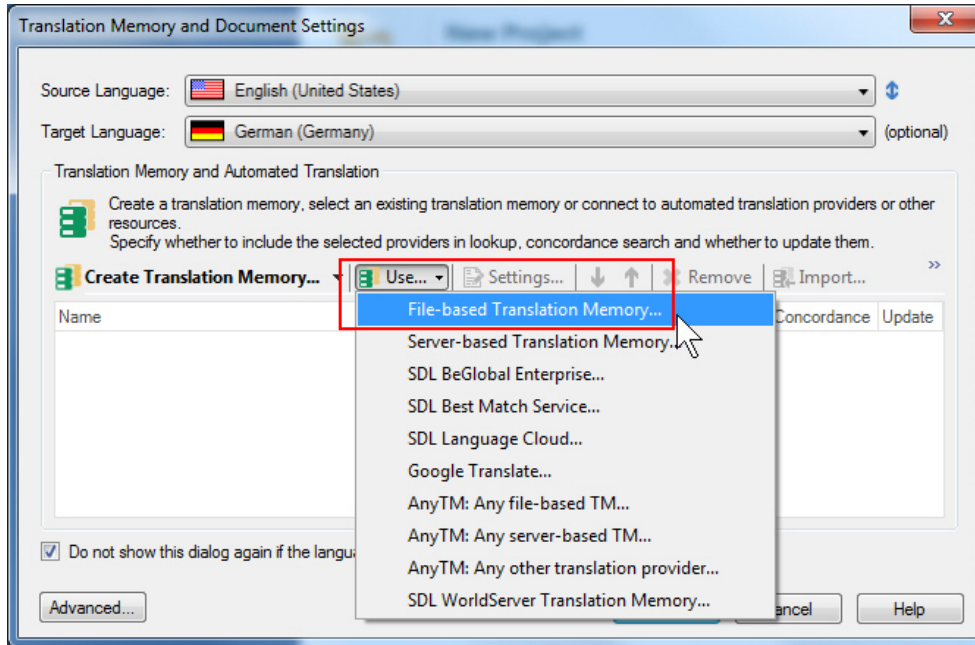
NOTE

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).

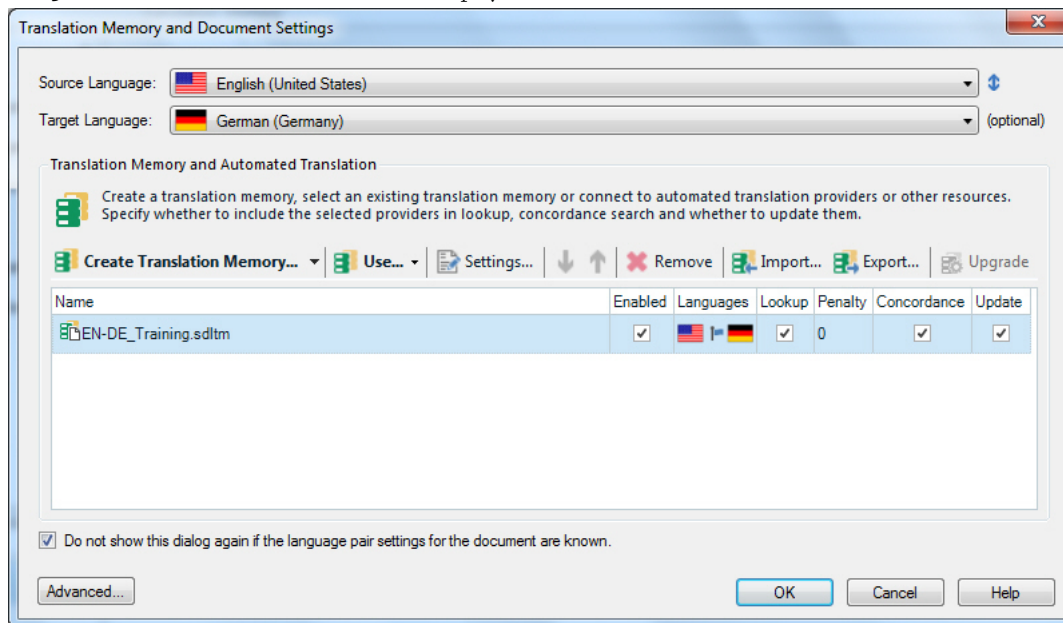
5. Select your target language from the **Target Language** dropdown list, i.e. *German (Germany)*.

Selecting a Translation Memory

1. Add your recently created TM by clicking **Use -> 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 (concordance) and to save your translations to this TM (update)

Selecting an AutoSuggest Dictionary

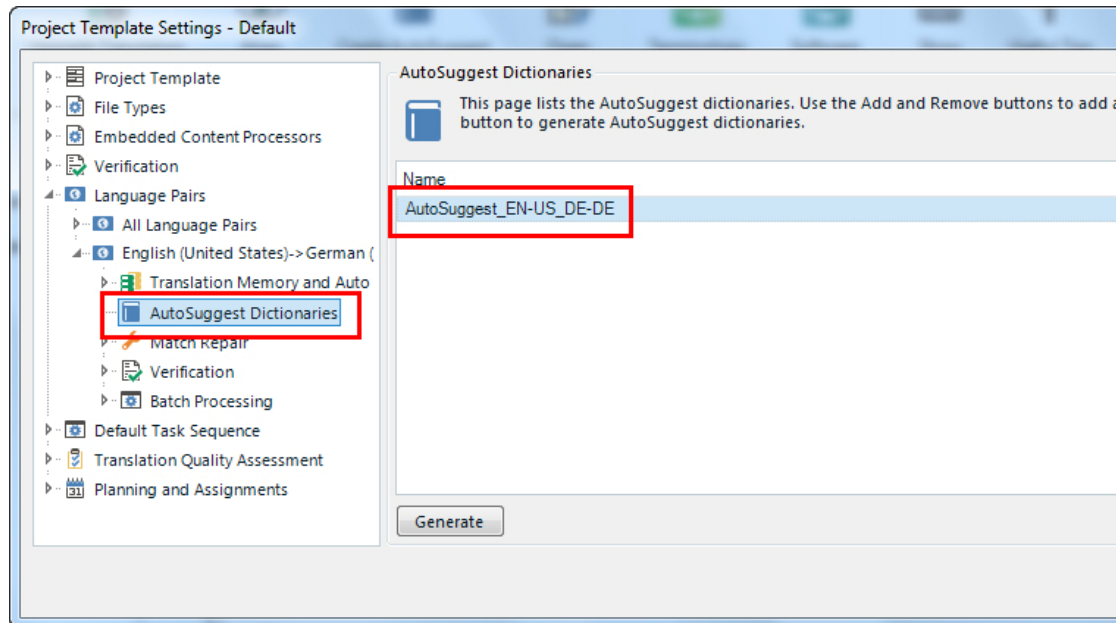
1. Click the **Advanced** button to add a sample AutoSuggest dictionary and a termbase. This will open the **Project Template Setting** dialog box.



NOTE

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

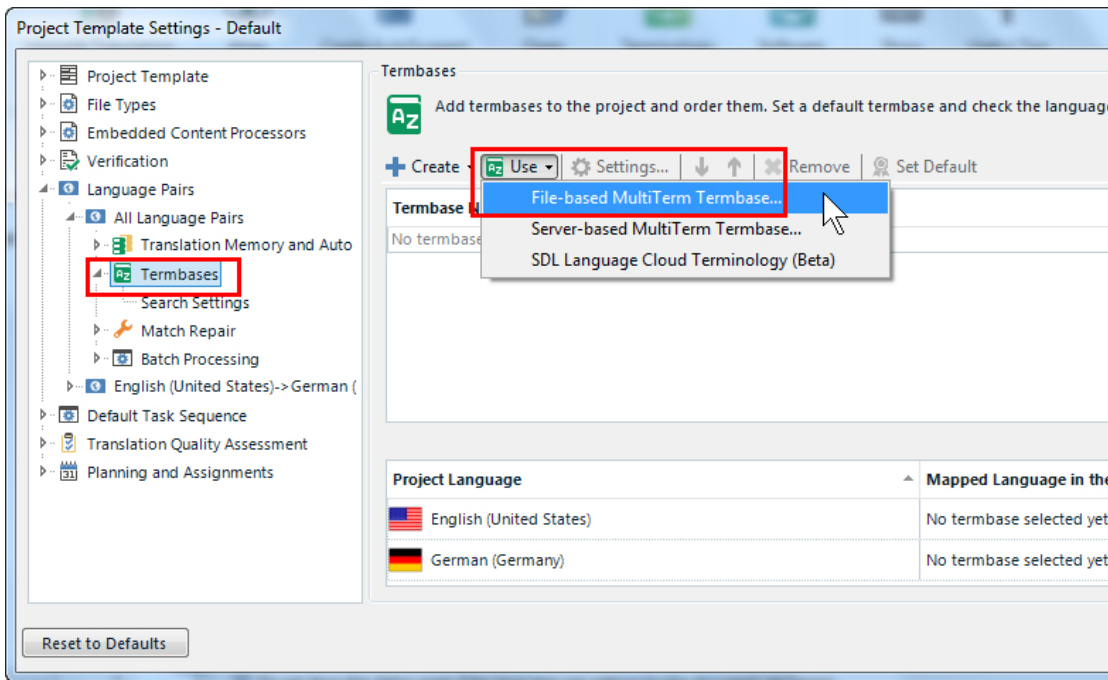
2. Click **AutoSuggest Dictionaries** on the bottom of the tree on the left-hand side of the dialog box. Click the **Add** button in the lower right corner of the window.
3. Select the AutoSuggest dictionary for your language combination by double-clicking the file, e.g. `..\Sample Files\AutoSuggest\AutoSuggest_EN-US_DE-DE.bpm`.



Selecting a Termbase

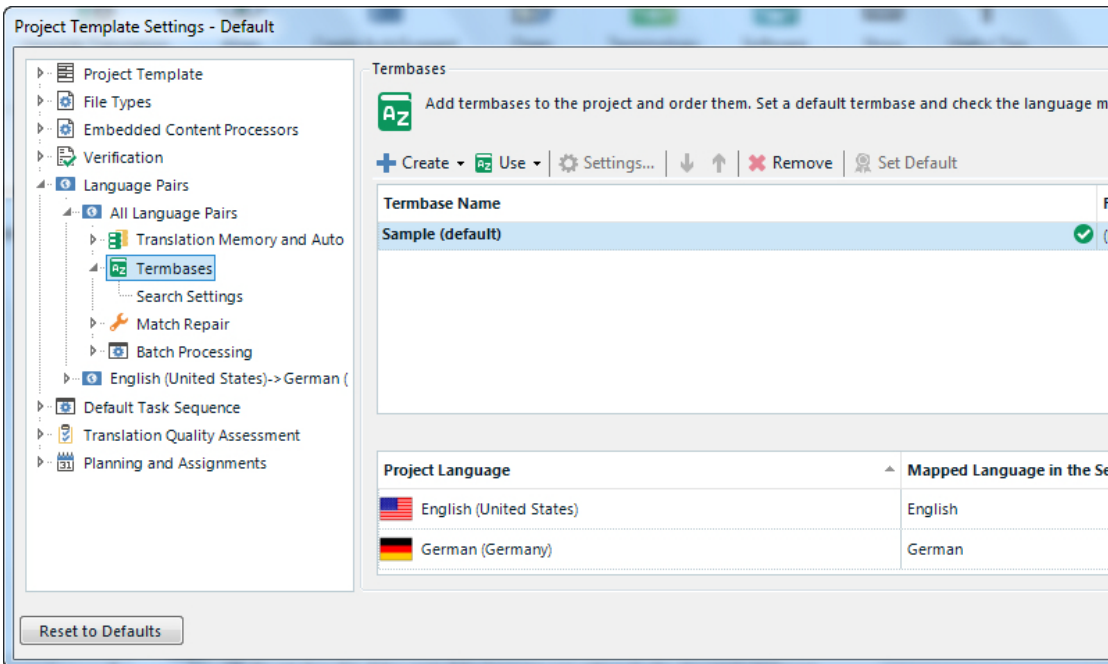
1. Next, select the sample termbase. To do this click *All Language Pairs*, and then select *Termbases*.

2. Select Use -> File-based MultiTerm Termbase.



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 **Project Template Settings** window.



5. 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.

**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:

Segment Number	Source Segments	Segment Status	Target Language	Document Structure Information
1	Simple Sentences	[White icon]		H
2	This is an example of a new sentence.	[White icon]		P
3	This is another example of a new sentence.	[White icon]		P
4	You still owe me 200 dollars.	[White icon]		P
5	You still owe me 1,000 dollars.	[White icon]		P
6	This is an example of a new sentence.	[White icon]		P
7	Segments with	[White icon]		H

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.

**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.

**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.

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



MORE INFORMATION

- [Overview: The Editor View Windows](#)
- [Translation Results Window](#)

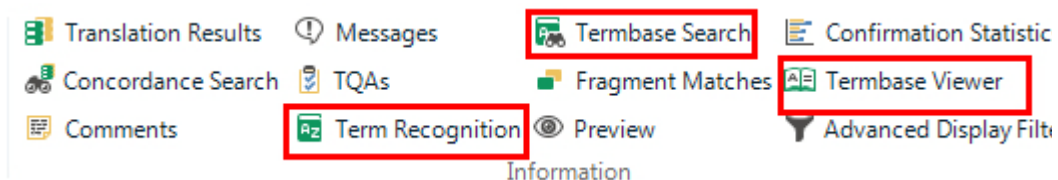
Next to the **Translation Results** window you find the **Term Recognition** window, which displays hits from the selected termbase(s).

MORE INFORMATION

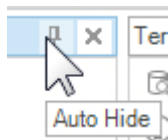
- [Term Recognition Window](#)

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 click the corresponding buttons on the **View** tab.



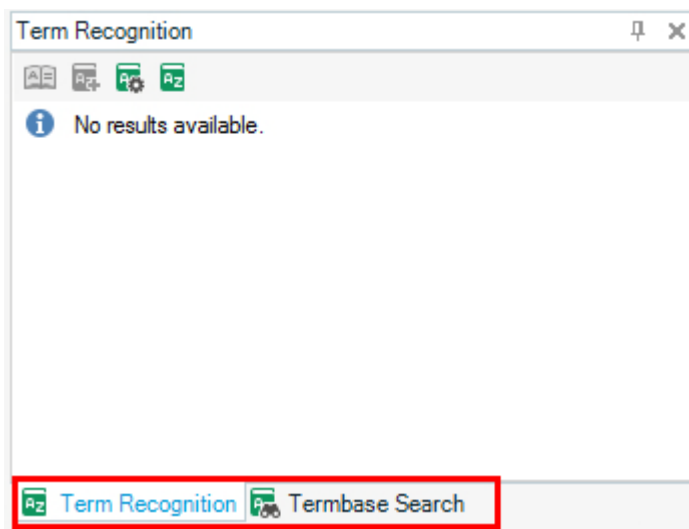
- ❑ **Auto-hide windows:** You can auto-hide windows by clicking the **Auto Hide** button in the upper right corner of the window.



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. 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, 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.
- ❑ **Resetting the window layout:** You can always reset the windows layout to the default setting by using the **Reset Windows Layout** command on the **View** tab.

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.

sample.doc (Translation en-US-de-DE)		sample.docx	sample.docx
1	Simple Sentences		H
2	This is an example of a new sentence.		P
3	This is another example of a new sentence.		P
4	You still owe me 200 dollars.		P
5	You still owe me 1,000 dollars.		P
6	This is an example of a new sentence.		P

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.



MORE INFORMATION

[The Editor View Navigation Pane](#)

TRANSLATING THE DOCUMENT

Now we will start the actual translation work.

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.

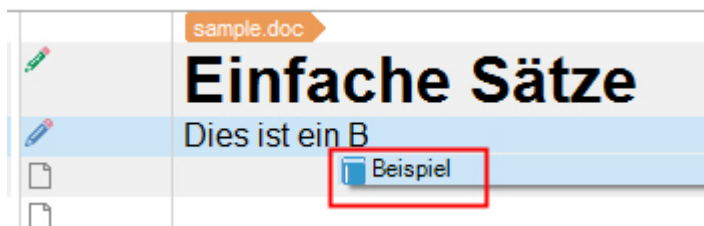
Note that as soon as you start typing the translation the icon next to the segment changes to the following symbol, which indicates that this segment has been edited:



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:



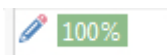
This icon indicates that your translation has been confirmed and saved to your TM.

Auto-propagating Translations

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

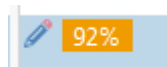
Row 6 is a repetition of the second sentence, which you have just translated. By confirming segment 2, your translation has been automatically inserted into segment 6, which is identical to segment 2. This feature is called *Auto-propagate*. It means that whenever you translate or edit one instance of 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:



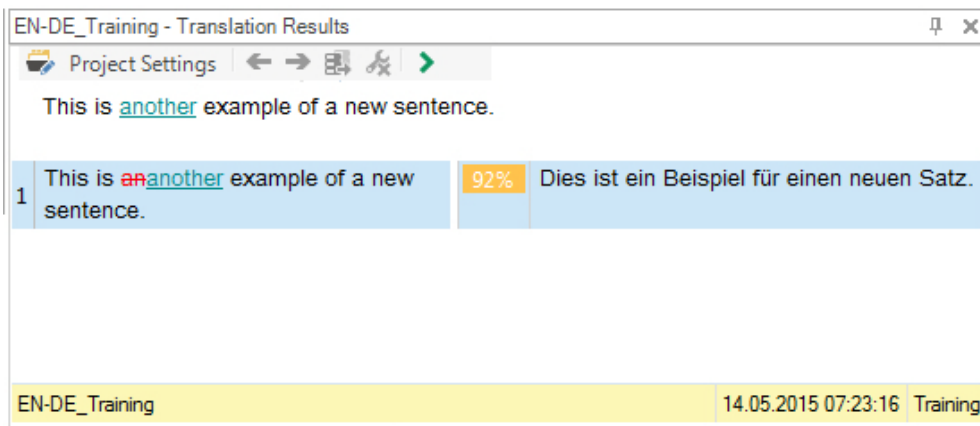
2. The icon indicates that a translation has been automatically suggested from the TM, but it has not been confirmed. Moreover, the 92% match icon shows that this is not an exact match, as segment 3 is only similar to a previously translated segment. In the above example the degree of similarity is 92%.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

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.

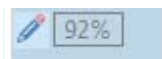


In the **Translation Results** window you will find three segments:

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.



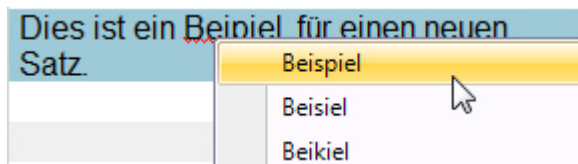
Spell Check as you Type

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.

- 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.



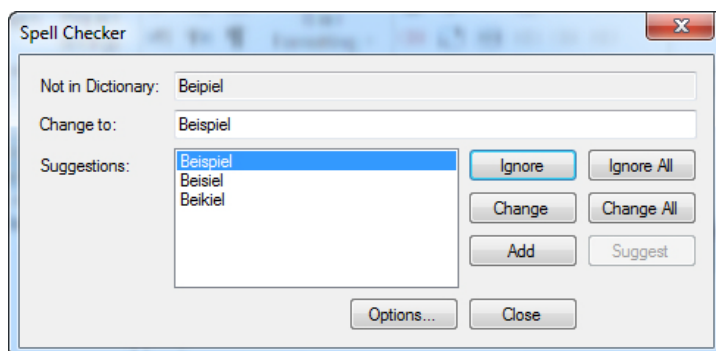
MORE INFORMATION

- [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) by pressing **F7**. 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.

You still owe me 200 dollars.
 You still owe me 1,000 dollars.

Number differences are adapted by SDL Trados Studio 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:

8	For many menus and menu items access keys have been defined.		Für viele Menüpunkte wurden Zugriffstasten definiert.
9	For many menus and menu items access keys have been defined.	 99%	Für viele Menüpunkte wurden Zugriffstasten definiert.

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 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).
2. Click the **Apply bold** button in the ribbon.



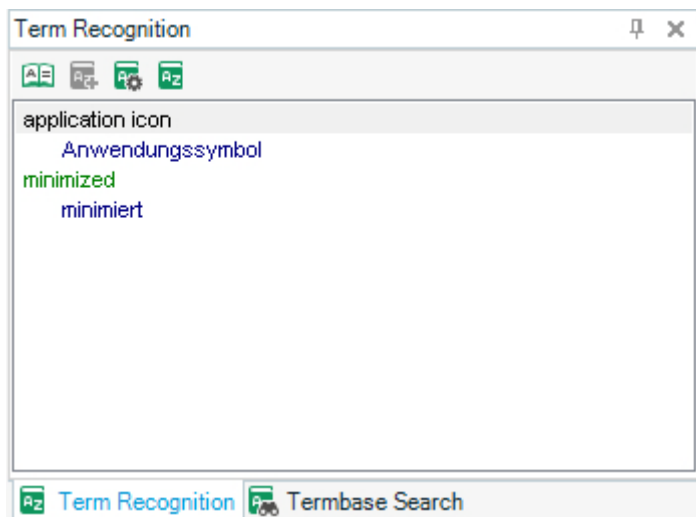
3. The selected word has now been formatted accordingly, and you can press **Ctrl+Enter** to proceed.

Active Terminology Recognition

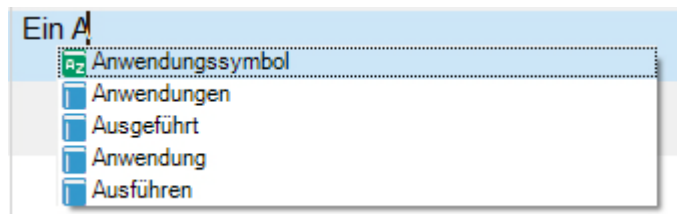
Take a look at the next segment. You will notice that two words are highlighted with red bracketed lines:

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

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.

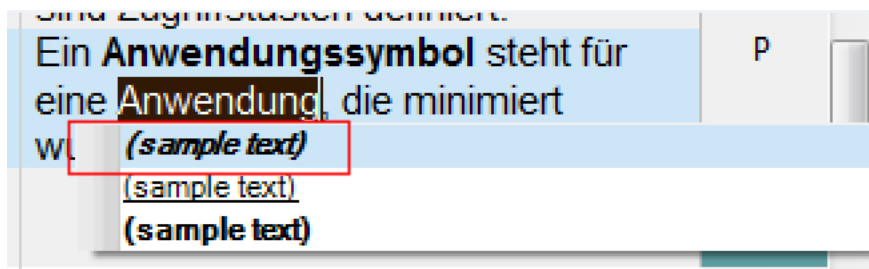
Applying Character Formatting Through QuickPlace

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.

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

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

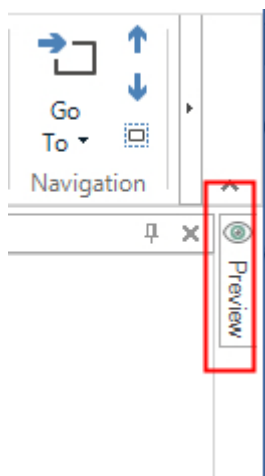
The available types of formatting are sorted in an intelligent manner so that the formatting type that is most likely to apply to the selected word(s) is listed first. However, you can select any other suggested formatting type from the list by using the **Up Arrow** and **Down Arrow** keys on your keyboard.

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 MS 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.

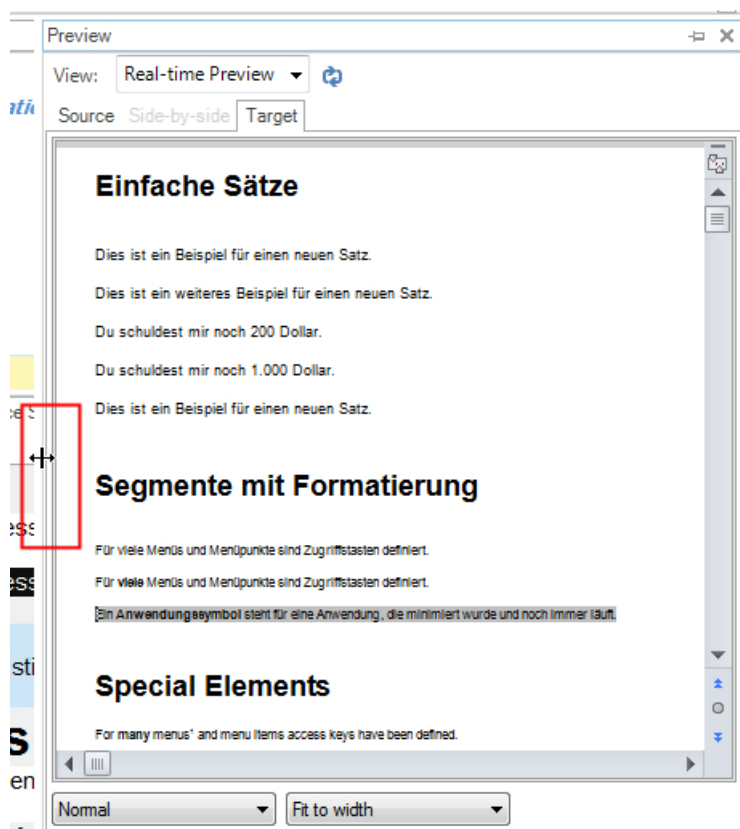


5. The **Preview** window will slide in. Click the **Click here to generate initial preview** link in the **Preview** window.
6. This will show the target text in an MS Word preview window.



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.

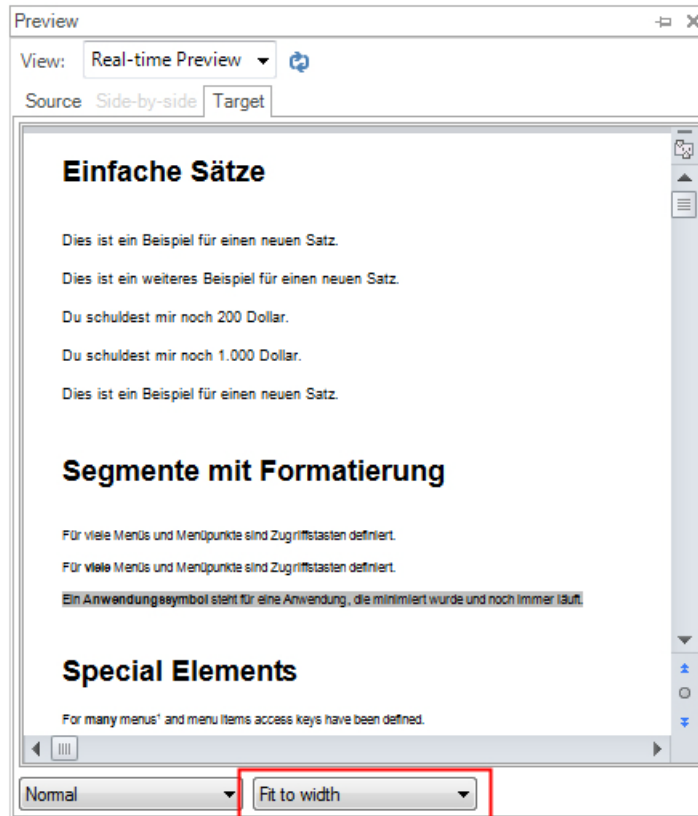


NOTE

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.

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.:



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.

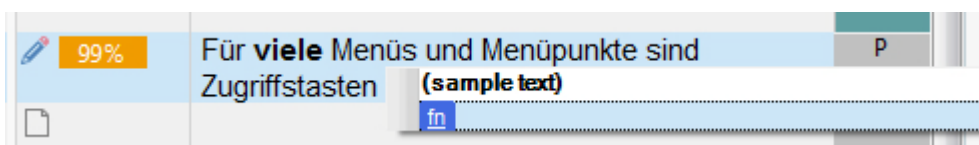
Translate and confirm the segment *Special Elements* (e.g. *Sonderfunktionen*), and move on to the next segment, which is:

12 For **many** menus **fn** and menu items access keys been defined.

This segment contains a *fn* 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.



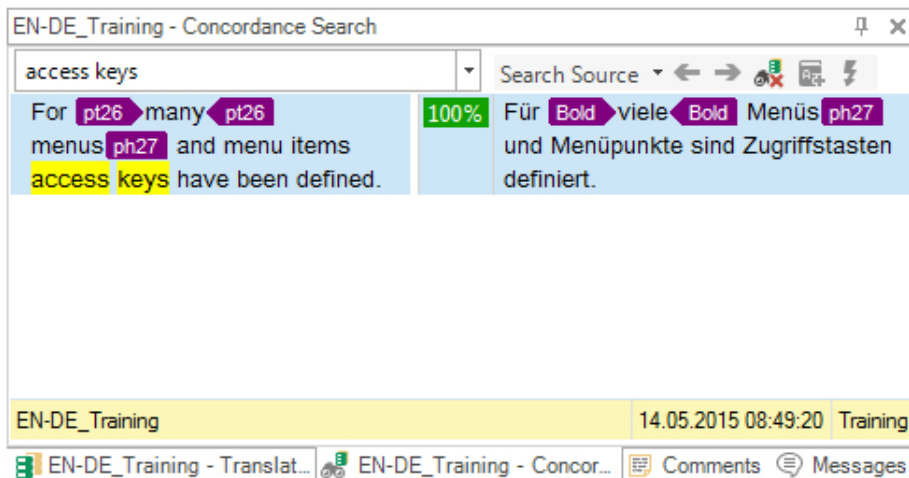
This will insert the tag into the target segment. Confirm the target segment with **Ctrl+Enter** and proceed.

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 Search** window. In the source segment(s), 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**.

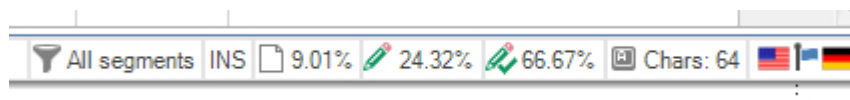
Finish translating this segment, and confirm it with **Ctrl+Enter**.

MORE INFORMATION

[Concordance Search Window \(Editor View\)](#)

Tracking the Translation Progress

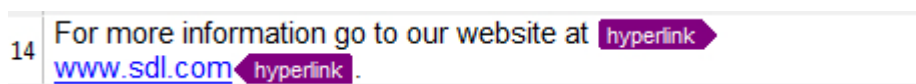
Before you translate the next segment, take a minute to check on your translation progress. When you edit or confirm a segment, the status of the document is updated in the status bar on the bottom of the application window:



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 a tag pair. 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**

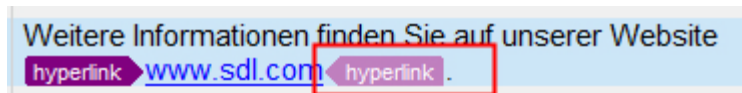
Tags here are placeholders for the beginning and end of formatting information, but they do not substitute spaces. Please be sure that you are typing all the spaces your text needs.

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 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.



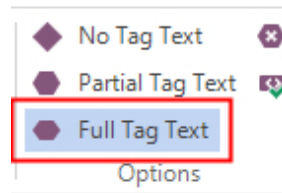
3. To restore the tag that you tried to delete, highlight the ghost tag, and click the right mouse button. **Then select Restore Tags** from the context menu, which will restore the tag pair. Confirm the segment with **Ctrl+Enter** to proceed.

Tag View Options

You can change the way tags are displayed using the corresponding ribbon buttons by taking the following steps:

1. Select the **View** tab of the application ribbon.

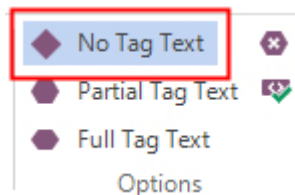
- Click the **Full Tag Text** button to show the entire tag text, for example, the underline style information, the color code, etc.:



The tags will then be displayed as shown below:

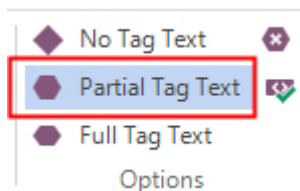
Weitere Informationen finden Sie auf unserer Website
 <hyperlink value="http://www.sdl.com">www.sdl.com</hyperlink>

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



Weitere Informationen finden Sie auf unserer Website ►
 www.sdl.com◀

- 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.



- Now switch back to the **Home** tab.



MORE INFORMATION

[About Ghost Tags](#)

Automated Translations

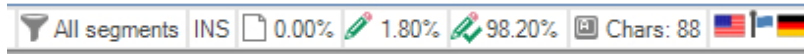
The last segment only contains a Web address, which should remain unchanged in the target document. The entire source segment is considered a placeable element. This is why it has a blue underline.

The Web address can be easily inserted into the target segment by pressing **Ctrl+T**. The **AT** icon between the source and the (identical) target segment indicates that this is an **Automated Translation** suggestion. SDL Trados Studio '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**.

15 <http://www.sdl.com> **AT** <http://www.sdl.com>

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:

1. Switch to the **Files** tab, then click **Save**.
2. **Save As** dialog box. In the text field **File name** the suggested file name is *sample.docx_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 saves all documents in the bilingual SDL XLIFF format (i.e. not in the native format, e.g. DOC or PPT). SDL XLIFF 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.

MORE INFORMATION

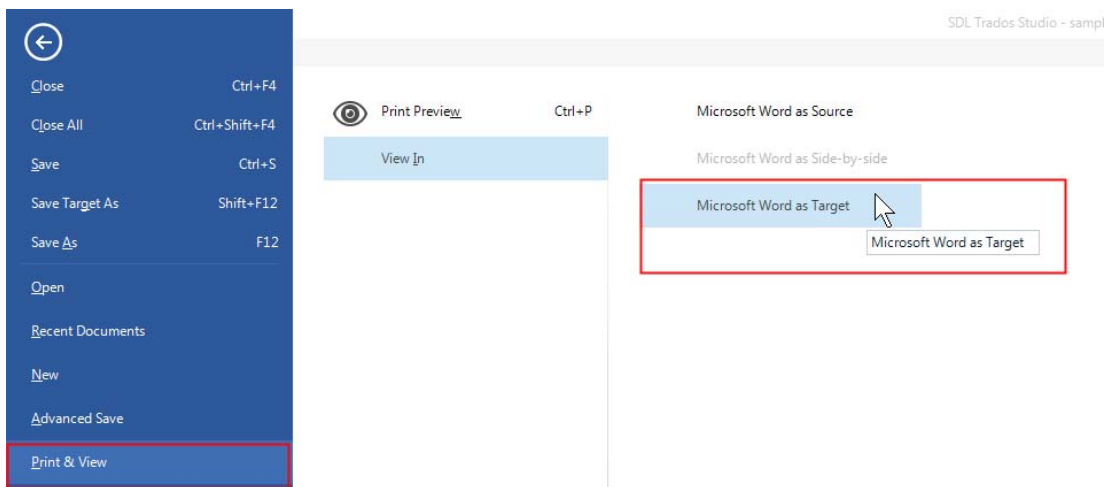
[SDL XLIFF File Format](#)

GENERATING A PRINTABLE WYSIWYG PREVIEW

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

1. Switch to the **File** tab of the application ribbon.

2. Then select the **Print and View -> View In -> Microsoft Word as Target**

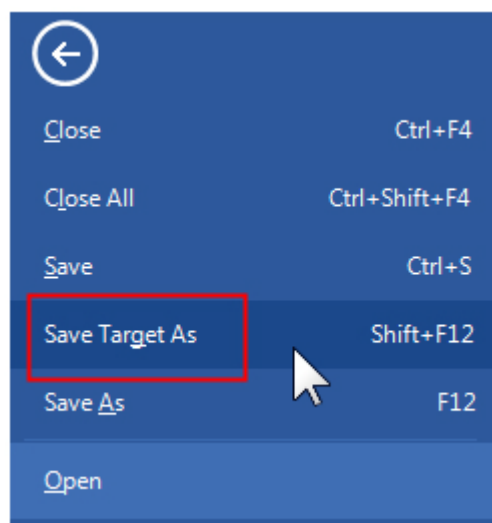


3. This will open the target document in MS Word. You can use this preview for printing and proofreading the document from paper.
4. Please note that any changes you make to this preview document do not go back into your translation environment or the translation memory. Any changes have to be made inside the Editor in the SDL XLIFF file.
5. Now close MS Word, and return to SDL Trados Studio.

SAVING THE TRANSLATION IN THE ORIGINAL DOCUMENT FORMAT

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

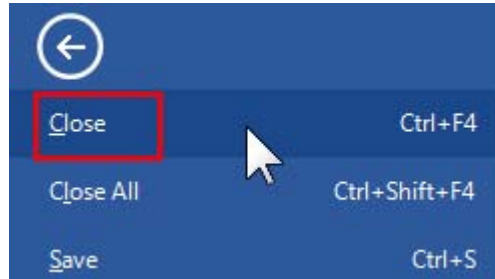
1. Switch to the **File** tab of the application ribbon.
2. Then click **Save Target As**.



3. **Save Target As** dialog box.
4. Select a location to save your target file.

5. In the text field **File name** the original file name, i.e. *sample.docx* 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.docx*, so as not to overwrite the original file.
6. Click **Save** to confirm and save the target MS Word file.

Now that you have finalized the translation, you can close the document in SDL Trados Studio by clicking **Close** on the **File** tab.



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).

TRANSLATING FILES - MS POWERPOINT

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

- ❑ Open a source document through drag & drop
- ❑ Have dates auto-localized during translation through QuickInsert
- ❑ Edit source content
- ❑ Merge segments
- ❑ Preview MS PowerPoint files for checking the layout

Chapter

6

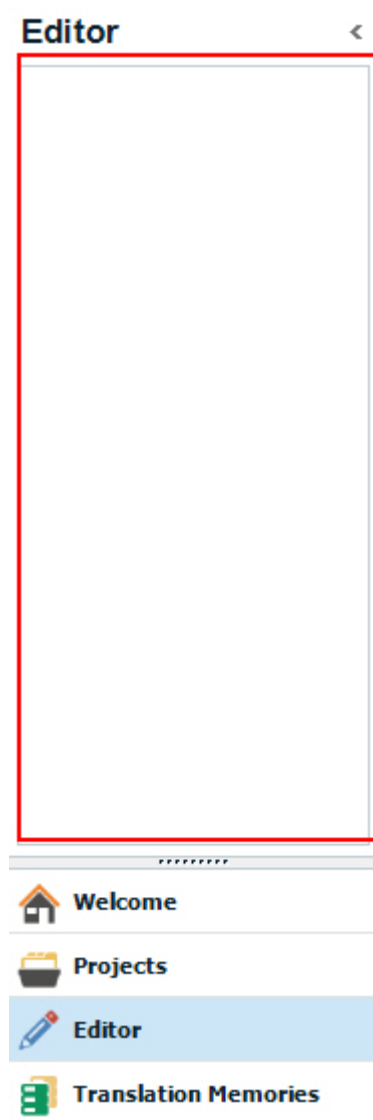
INTRODUCTION

This exercise is similar to the one of the previous chapter. This time, you will translate an MS PowerPoint file and learn about some more useful features.

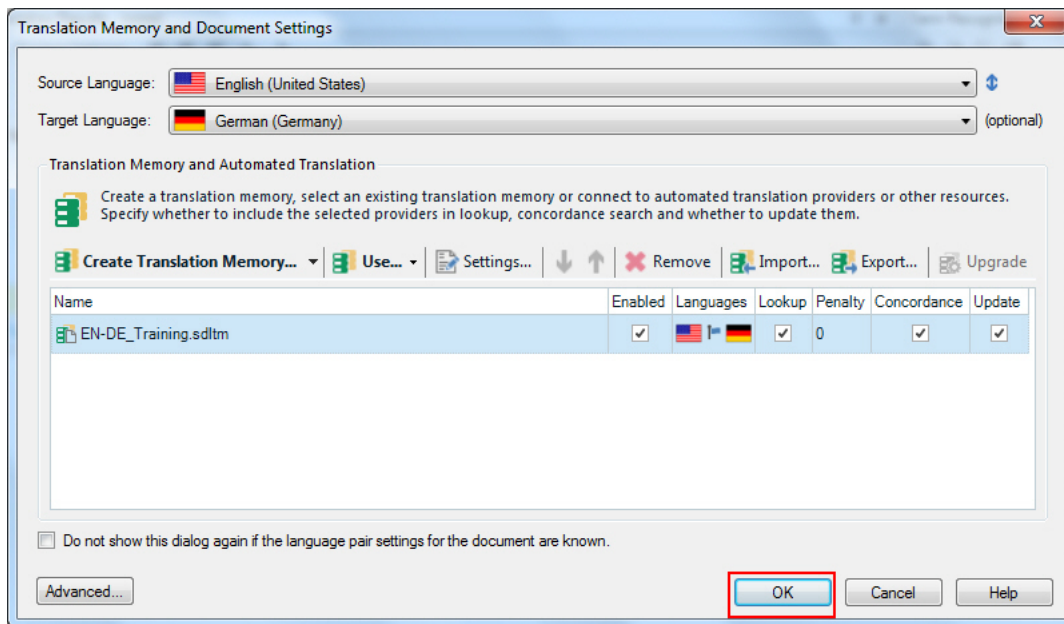
OPENING THE FILE THROUGH DRAG AND DROP

Open the folder ..\Sample Files\Sample documents, select the file *sample_answering_machine.pptx* in Windows Explorer, and drag and drop it into SDL Trados Studio:

1. Make sure that you are in the **Editor** view.
2. Drag the above document from Windows Explorer into the area on the **Navigation** pane that is highlighted below:



- In the **Translation Memory and Document Settings** window make sure that the correct source/target language pair is selected. Then click **OK** to open the document.



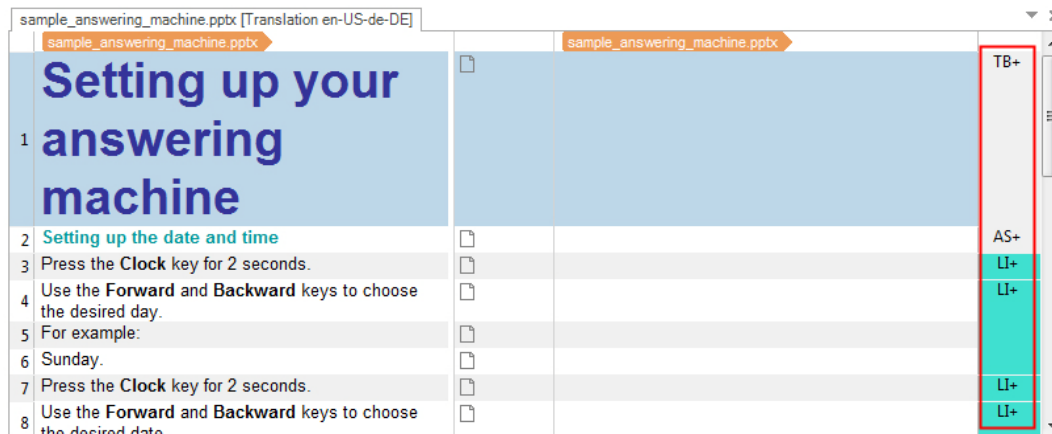
NOTE

This time you did not have to select the translation memory, the termbase and the AutoSuggest dictionary. The application has 'remembered' which resources you used for your specific language pair, and automatically selects them for all subsequent documents.

TIP

If a document is already open, you can also drag and drop the new document anywhere into the **Editor** window.

The document will look as shown below:



NOTE

The information provided in the structure information column on the right-hand side differs from what you saw when you opened the MS Word sample document. This time, you find MS PowerPoint-specific structure element names such as **TB** (for text box), **AS** (for AutoShape), etc.

TRANSLATING THE DOCUMENT

Start by translating segments 1 through 9. This is a revision exercise, in which you can use all the functions that you learned about in the previous chapter, e.g. confirming segments, AutoSuggest, QuickPlace, etc.

Auto-localizing Dates

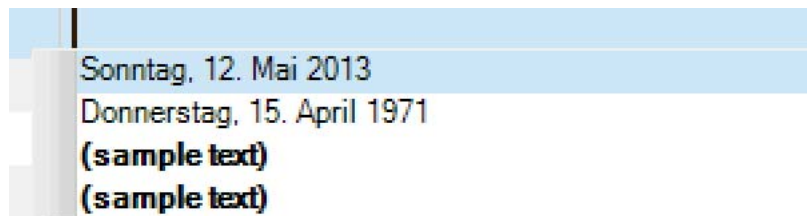
After translating and confirming segment 9, take a look at segment 10, which contains two dates:

10	May 12, 2013, April 15, 1971, etc.
11	Press the Clock key for 2 seconds againn.
12	The device suggest a time of the day.

Note that the dates are marked with a blue line, which indicates that these are elements that you can place inside your target segment by using QuickPlace, i.e. **Ctrl+**, (rather than typing them manually).

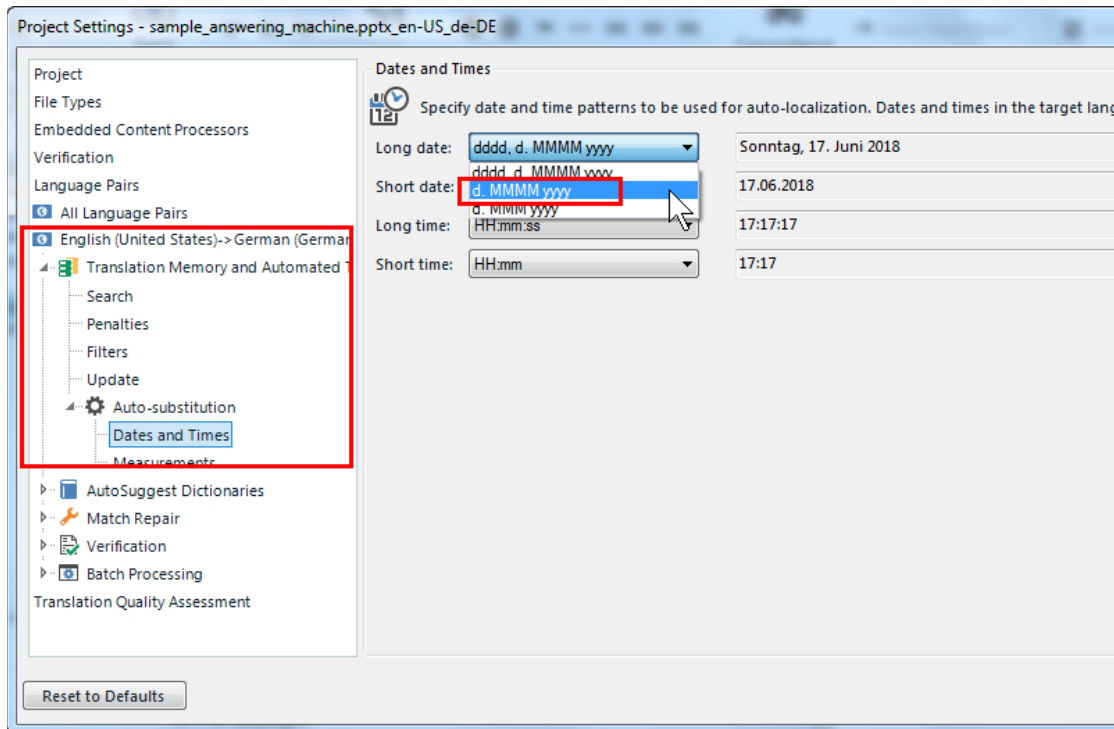
Now take the following steps:

1. Make sure that your cursor is in the corresponding target cell and press **Ctrl+**. This will show the following QuickPlace list:

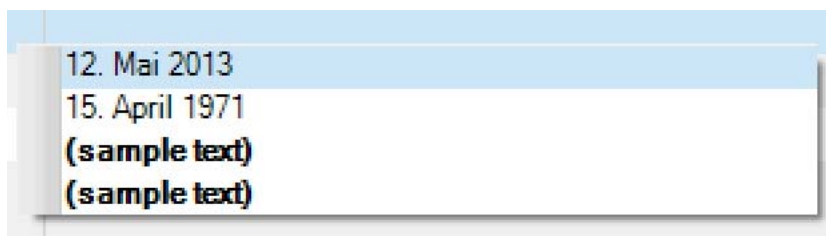


2. The QuickPlace list contains the two dates in already localized format. From here, you can select the dates and insert them by pressing the **Enter** key.
3. Note that by default, Studio uses the long date format, which includes the names of the days. Let us assume you want to change the long date format to exclude the name of the date. First, close the QuickPlace list by pressing **ESC**.
4. Click the **Project Settings** button on the **Home** tab.

- In the **Project Settings** dialog box click **Language Pairs**. Then select your current language pair, e.g. **English (United States) -> German (Germany)**, and click **Translation Memory and Automated Translation -> Auto-substitution -> Dates and Times**.



- On the right-hand side, you can select your preferred **Long date** format, e.g. **d.MMM.yyyy** from the corresponding dropdown list.
- Click **OK** to confirm the setting.
- Click **Ctrl+**, again to show the QuickPlace list, which now contains the dates in your selected format.



- Translate the current segment by making use of the QuickPlace suggestions. Then confirm the segment by pressing **Ctrl+Enter**.

Editing Source Content

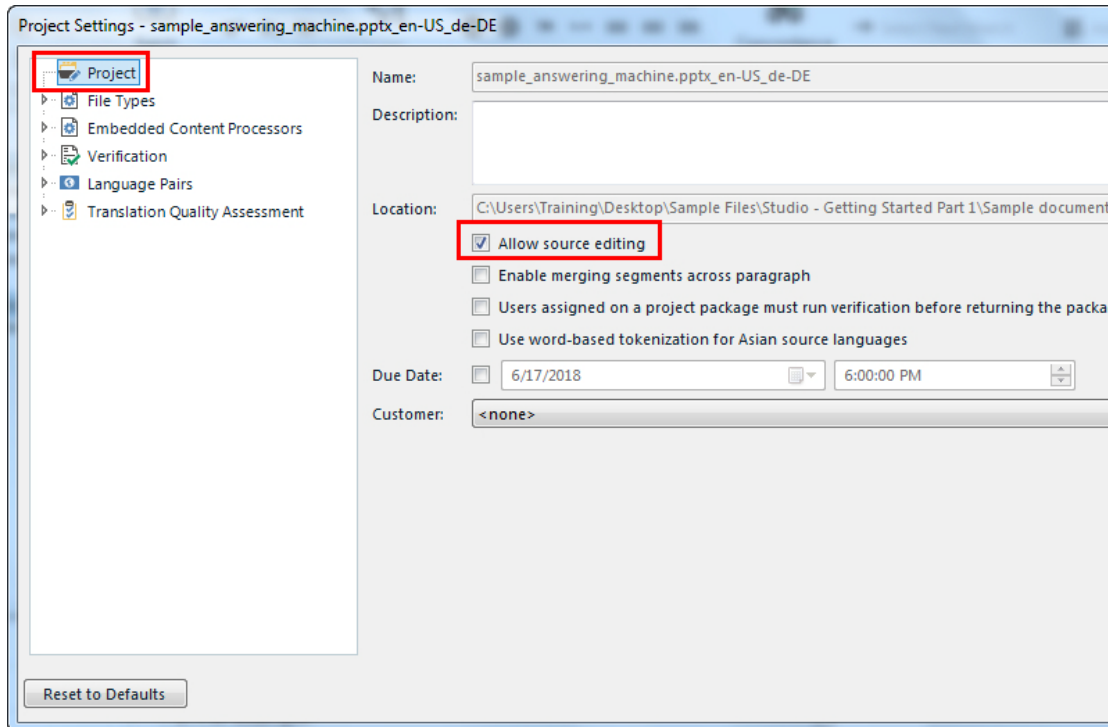
Note that the next segment contains a spelling mistake in the source segment:



You can correct, for example, spelling or grammar mistakes when you happen to notice them during translation. Thereby you can avoid adding faulty source content to your TM.

By default, the ability to edit source content is disabled. To enable source editing, take the following steps:

1. Click the **Project Settings** button on the **Home** tab.
2. Click the **Project** icon in the upper-left corner of the **Project Settings** dialog box.
3. Activate the **Allow source editing** check box. Then click **OK**.



➔ NOTE

Currently, source editing is only supported for MS Word and MS PowerPoint documents.

4. Right-click inside source segment 11, and select **Edit source** from the context menu.
5. Note that the current source segment is highlighted with a yellow frame. While the frame is displayed you can edit the source segment to correct the spelling mistake.

Press the **Clock** key for **2** seconds againn.

➔ NOTE

This feature is only intended for pure text changes, you cannot insert tags, apply formatting, etc.

Now click inside the target cell, edit the suggested translation as required, and confirm it by pressing **Ctrl+Enter**. Note that this will update your TM to include the corrected source segment.

Source segment 12 contains a grammar mistake (*suggest* instead of *suggests*). Right-click the source segment and select **Edit source** from the context menu as before. Then translate and confirm the segment.

Auto-localizing Times

Continue by translating segments 13 through 15. Segment 16 only contains a time specification. You can insert the localized time exactly the same way that you used for auto-localizing dates, i.e.:

1. Press **Ctrl+**, to show the QuickPlace list.

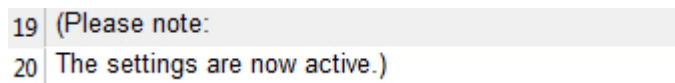


2. Press **Enter** to insert the localized time into your target segment. Then confirm the segment by pressing **Ctrl+Enter**.

Now continue by translating segments 17 and 18.

Merging Segments

Segments 19 and 20 could actually be translated as one segment. However, the application always starts a new segment when the previous one ends on a colon and the following segment starts with an upper case letter.



Let us assume that you would like to merge these two segments. Take the following steps:

1. Click the number of the first segment that you would like to merge, i.e. 19.
2. Keep the **Shift** key on your keyboard pressed, and click the number 20. Both segments should now be highlighted with different background colors.



NOTE

Make sure that your mouse pointer stays over the segment numbers. Do not move to the actual text.

3. While your mouse pointer is still over the segment number 20, click the right mouse button.
4. This opens a context menu, from which you select the **Merge Segments** command. Segments 19 and 20 should now be merged into a single segment.



NOTE

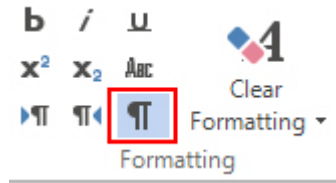
You would not be able to merge, e.g. segment 19 and 21. If you try to do this, the **Merge Segment** command will not be available. The reason for this is the fact that these two segments occur in different list items. Note the different **LI** boxes in the structure recognition column on the right-hand side. Segments that belong to different structural elements (e.g. different paragraphs, text boxes, table cells, etc.) cannot be merged.

18	Press the Clock key again.		Drücken Sie erneut auf die Uhr-Taste .	LI+
19	(Please note: The settings are now active.)			
21	You can now listen to the date and time setting that you have just configured.			LI+
22	Setting up the date and time is complete.			

Inserting Soft Line Breaks

Segment 21 contains a forced line break (soft break). You can display non-printable characters such as spaced, protected spaces, tabs, soft breaks, etc. by taking the following steps:

1. Make sure that the **Home** tab of the application ribbon is selected.
2. Then click the button **Show Whitespace Characters**.



3. This will display the soft return in the source segment.

You can now listen to the date and time setting
that you have just configured.

4. To insert the soft return in your translation press **Shift+Enter**.

SAVING THE DOCUMENT

1. Finish translating the document and save it in SDL XLIFF format by pressing **Ctrl+S**.
2. This opens the **Save As** dialog box. In the **File name** text field the file name *sample_answering_machine.pptx_en-US_de-DE.sdlxiff* will be suggested.



NOTE

The actual name depends on your source/target language combination, as the language pair is appended to the original document name.

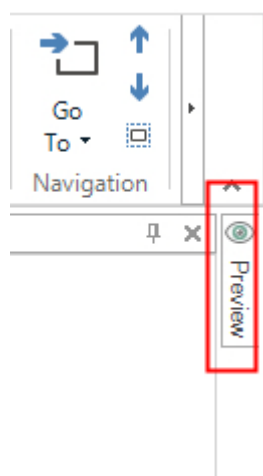
3. Click **Save** to generate the SDL XLIFF file.

PREVIEWING THE TARGET DOCUMENT

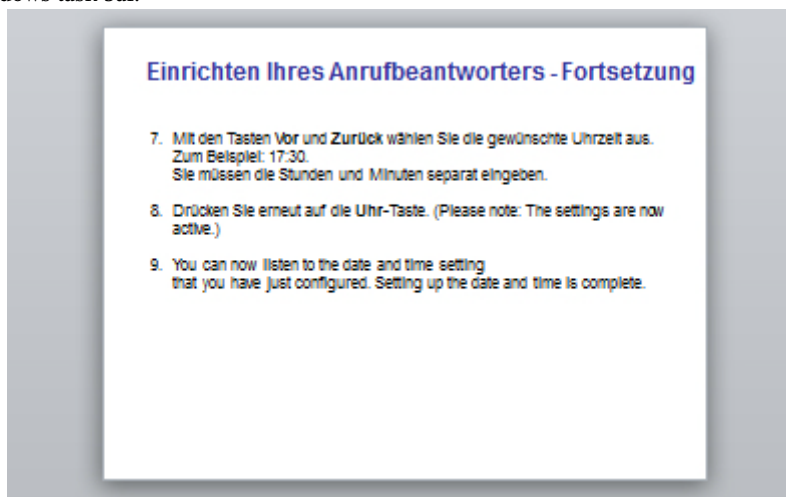
Previewing your target content in the actual layout might be particularly important for MS PowerPoint files, for example, to check whether the target text fits into the text boxes or whether the layout is disrupted, e.g. because the target text is too long.

To generate the internal preview take the following steps:

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



1. The **Preview** window will slide in. Click the **Click here to generate initial preview** link in the **Preview** window.
2. This will show the target text in PowerPoint proper. Note that the PowerPoint application window might not be shown immediately. In this case click the PowerPoint icon in the Windows task bar.



3. The PowerPoint document is linked dynamically to the **Editor** view in Studio. When you click a segment in Studio, the preview will jump to the slide in which this segment occurs.



TIP

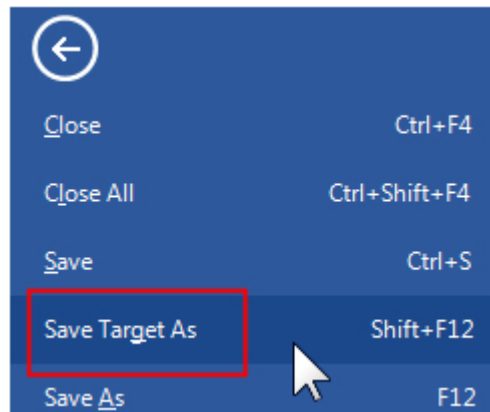
Ideally, you have a second screen to which you can move the PowerPoint preview window. That way you can make sure you can always view the document in Studio and in the preview.

SAVING THE TRANSLATION IN THE ORIGINAL DOCUMENT FORMAT

Finally you save the file back to its native format, here MS PowerPoint. To create a PPTX file from our SDL XLIFF document, take the following steps:

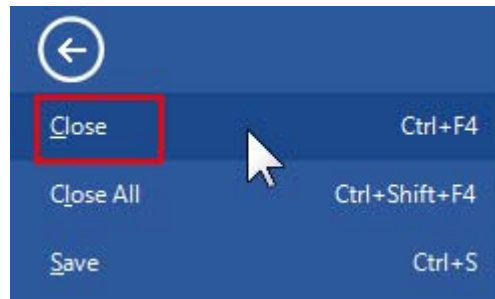
1. Switch to the **File** tab of the application ribbon.

- Then click **Save Target As**.



- This opens the **Save Target As** dialog box.
- Select a location to save your target file.
- In the **File name** text field the original file name, i.e. *sample_answering_machine.pptx* 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_answering_machine_de.pptx*, so as not to overwrite the original file.
- Click **Save** to confirm and save the target MS PowerPoint file.

Now that you have finalized the translation, you can close the document in SDL Trados Studio by clicking **Close** on the **File** tab.



SUMMARY

- ❑ Files can be opened just by dragging and dropping them into the Editor of SDL Trados Studio.
- ❑ The application ‘remembers’ which TM(s), termbase(s) and AutoSuggest dictionaries were selected last time for the specified language pair. Therefore, there is no need to select these resources again.
- ❑ Dates and times can be placed into the target segment using **Ctrl+.**, Dates and times are automatically localized.
- ❑ You can activate source editing for particular file types (currently MS Word and MS PowerPoint) to correct e.g. spelling mistakes in the source content.
- ❑ You can merge segments into one, as long as they do not belong to different structural elements.
- ❑ You can insert soft breaks by pressing **Shift+Enter**.
- ❑ You can choose to display whitespace characters by clicking the corresponding button.
- ❑ For MS PowerPoint files, you can create a real-time preview in PowerPoint proper.

TRANSLATING FILES - MS EXCEL

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

- ❑ Copy all source segments into the target cells with one click
- ❑ Effectively insert terminology into the target segments
- ❑ Preview MS Excel files

Chapter

7

INTRODUCTION

This exercise is similar to the ones of the previous chapters. This time, you will translate an MS Excel file and learn some more useful features.

OPENING THE FILE THROUGH DRAG AND DROP

Make sure that you are in the **Editor** view. Open the folder `..\Sample Files\Sample documents` in Windows Explorer, select the file `sample_connecting.xlsx`, and drag and drop it into SDL Trados Studio.

The document will look as shown below:

sample_connecting.xlsx [Translation en-US-de-DE]		sample_connecting.xlsx	
1	Connecting		WSN+
2	To connect and turn on the power, proceed as outlined below:		C+
3	Step		C+
4	Notes		C+
5	Connect the AC power cord to the AC power adapter, then to the back of the device.		C+

→ NOTE



The information provided in the structure information column on the right-hand side differs from what you saw when you opened the MS Word sample document. This time, you find MS Excel-specific structure element names such as **WSN** (for worksheet name) and **C** (for cell).

TRANSLATING THE DOCUMENT

Start by translating segments 1 through 4. This is a revision exercise, in which you can use all the functions that you learned in the previous chapter, e.g. confirming segments, AutoSuggest, etc.

Inserting Terminology

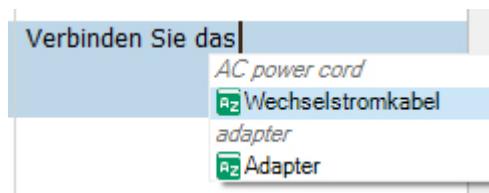
Take a look at segment 5, which contains some terms that have been recognized in the termbase. In the previous chapters you saw that you can insert the corresponding target terms simply by typing the first letter. This will show a list of AutoSuggest hits, which is comprised of entries from the termbase and from the AutoSuggest dictionary. The termbase hits are by default listed first. See the example below:

4	Notes		
5	Connect the AC power cord to the AC power adapter, then to the back of the device.	Verbinden Sie das W	<ul style="list-style-type: none">  Wechselstromkabel  Wechselstromadapter

Let us assume, however, that you would like the list to contain *only* termbase hits. This can be preferable if you want to focus on the termbase entries, and if you want to insert terms without having to type the first letter of the corresponding termbase suggestion. To do this take the following steps:

1. If the AutoSuggest list is still open, press **ESC** to close it.

- Now press **Ctrl+Shift+L**, which will show only the termbase hits:

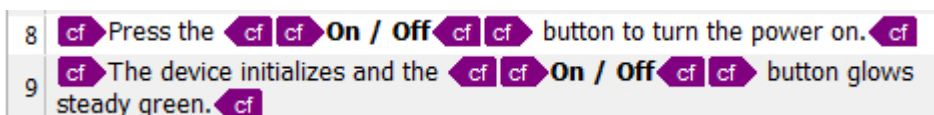


- Within this list you can move up and down to select the corresponding target term. Press **Enter** to insert the selected target term into your translation.

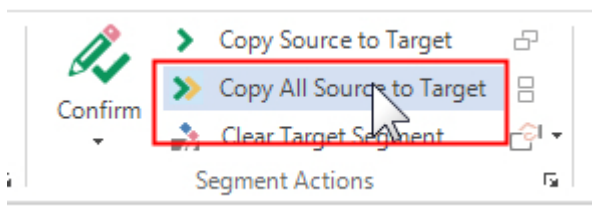
Continue by translating and confirming segments 5 through 7.

Copying All Remaining Segments to Target

Segments 8 and 9 contain a number of inline tags:



Rather than inserting the tag pairs one by one, you can just copy the source content for all remaining (i.e. still untranslated) segments into the target cell by clicking **Copy All Source to Target** on the **Home** tab of the application ribbon.



Now you can simply translate by entering your target text between the inline tags.

SAVING THE DOCUMENT

- Finish translating the document and save it in SDL XLIFF format by pressing **Ctrl+S**.
- This opens the **Save As** dialog box. In the **File name** text field the file name *sample_connecting_machine.xlsx_en-US_de-DE.sdlxiff* will be suggested.
- Click **Save** to generate the SDL XLIFF file.

PREVIEWING THE TARGET DOCUMENT

Note that for MS Excel files no internal (or real-time) preview is available. MS Excel documents can only be previewed in MS Excel proper.

To preview the document, take the following steps:

- Switch to the **File** tab of the application ribbon.
- Then select **Print and View - > View In -> MS Excel as Target**.

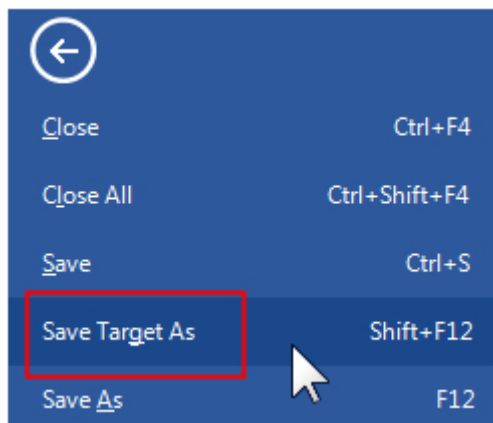
This opens the target document in MS Excel proper. Here you can, for example, check the layout, print the document for proofreading from paper, etc.

Close MS Excel, and switch back to SDL Trados Studio.

SAVING THE TRANSLATION IN THE ORIGINAL DOCUMENT FORMAT

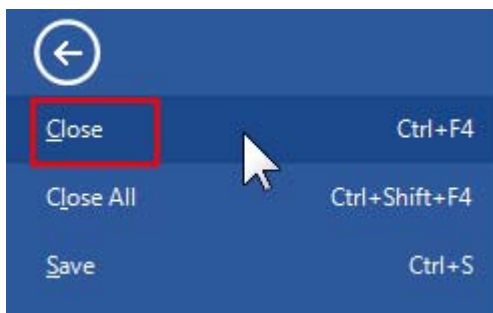
Finally you save the file back to its native format, here MS Excel. To create an XLSX file from our SDL XLIFF document, take the following steps:

1. Switch to the **File** tab, and then click **Save Target As**.



2. This opens the **Save Target As** dialog box.
3. Select a location to save your target file.
4. In the **File name** text field the original file name, i.e. *sample_connecting.xlsx* 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_connecting_de.xlsx*, so as not to overwrite the original file.
5. Click **Save** to confirm and save the target MS Excel file.

Now that you have finalized the translation, you can close the document in SDL Trados Studio with the **Close** command on the **File** tab.



SUMMARY

- ❑ To retrieve only the termbase suggestions use the keyboard shortcut **Ctrl+Shift+L**.
- ❑ You can copy all source content into (untranslated) target cells by clicking **Copy All Source to Target** on the **Home** tab of the application ribbon.

TRANSLATING FILES - PDF

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

- ❑ Open a PDF document for translation
- ❑ Analyse the document against the selected TM
- ❑ Read the analysis results
- ❑ Preview the target document

Chapter

8

INTRODUCTION

Note that although SDL Trados Studio can process PDF files, translating PDF should only be considered when the original format (e.g. MS Word, Adobe InDesign, etc.) is no longer available. When opening a PDF document, SDL Trados Studio extracts the translatable content and converts it to MS Word format.

OPENING THE FILE THROUGH DRAG AND DROP

Open the folder ..\Sample Files\Sample documents, select the file *sample_PDF.pdf* in Windows Explorer, and drag and drop it into the **Editor** of SDL Trados Studio. When opening the PDF file in SDL Trados Studio, it will automatically be converted to DOCX in the background. The document will look as shown below:

sample_PDF.pdf [Translation en-US-de-DE]		sample_PDF.pdf	
1	User Guide to setting		H
2	up your answering machine		P
3	To set up the date and time take the following steps:		P
4	Press the Clock key for 2 seconds.		LI
5	Use the Forward and Backward keys to choose the desired day.		LI
6	For example:		
7	Sunday.		

NOTE

The translatability of the resulting document depends on the quality of the PDF file. As mentioned above, PDF should only be processed if the original format is no longer available.

Analyzing Files

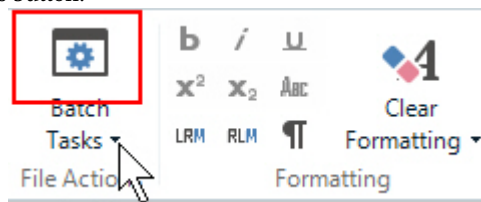
This sample document contains a lot of segments that are similar or identical to the MS PowerPoint file that you translated in a previous chapter.

Let us assume that you would like to ascertain the scope of your current translation job before you actually start working on the document. Moreover, you would like to determine how many exact and fuzzy matches you can retrieve from the TM.

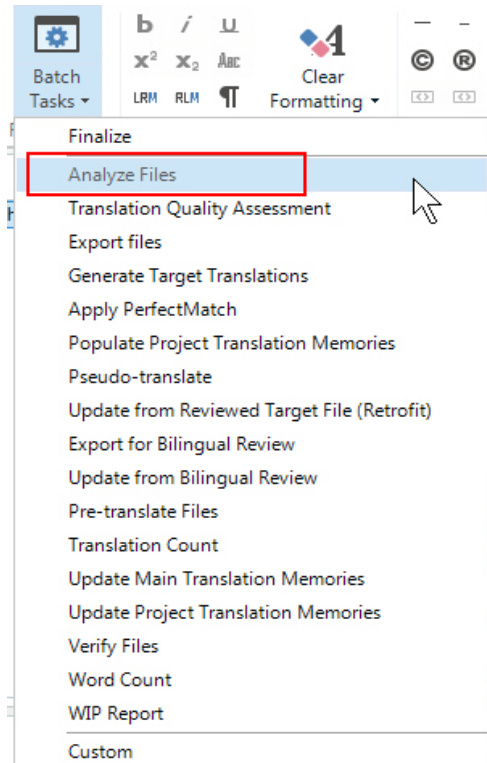
Running the File Analysis

To do this you can have the current file analyzed as follows:

1. Select the **Home** tab of the application ribbon.
2. Click the **Batch Tasks** button.



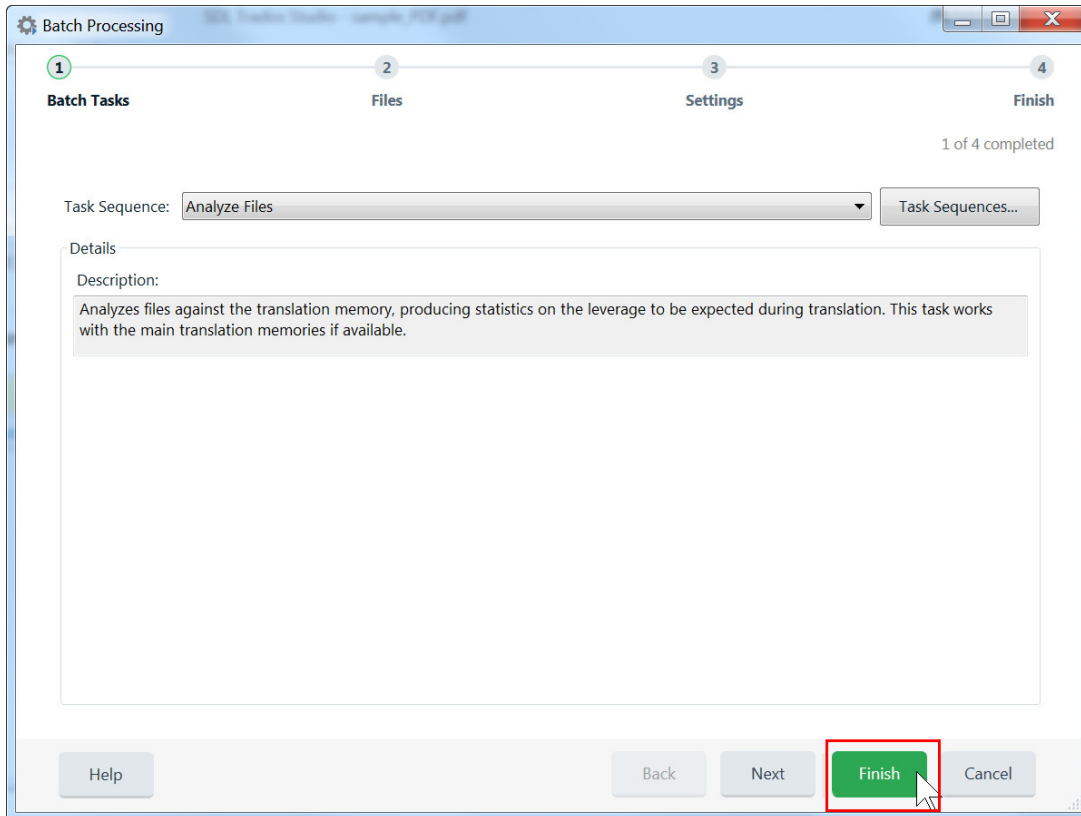
- This opens a list of available batch tasks below the **Batch Tasks** button. Here, you need to select **Analyze Files**.



→ NOTE

As you can see, there are many more batch tasks available. However, in this training course we will only cover the file analysis. Other batch tasks are covered in continuative courses.

- This will open the **Batch Processing** window. Click **Finish** to start the analyze task.

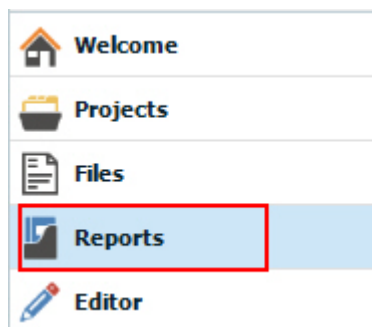


- When the process is finished, click **Close**.
- You will now be prompted to re-open the file. Click **Yes** to confirm.

Viewing the Analysis Result

To view the result of the file analysis, take the following steps:

- Switch to the **Reports** view by clicking the corresponding button in the **Navigation** pane.



2. Take a look at the **Totals** section of the report on the right-hand side:

Total	Type	Segments	Words	Characters	Percent	Recognized Tokens	Repaired words	Fragment words (whole TU)	Fragment words (TU fragment)	AdaptiveMT Impact	Tags
Files:1	PerfectMatch	0	0	0	0.00%	0	0	0	0		0
Chars/Word:4.54	Context Match	4	14	87	11.11%	3	0	0	0		0
	Repetitions	1	7	28	5.56%	9	0	0	0		8
	Cross-file Repetitions	0	0	0	0.00%	0	0	0	0		0
	100%	3	6	33	4.76%	0	0	0	0		0
	95% - 99%	1	8	30	6.35%	2	0	0	0		2
	85% - 94%	6	57	250	45.24%	56	0	6	0		54
	75% - 84%	2	9	44	7.14%	8	1	0	0		8
	50% - 74%	1	10	39	7.94%	0	0	0	0		0
	New/AT	2	15	61	11.90%	0	0	0	0		0
	AdaptiveMT Baseline	0	0	0	0.00%	0	0	0	0		0
	AdaptiveMT with Learnings	0	0	0	0.00%	0	0	0	0	0.00%	0
	Total		20	126	572	100%	78	1	6	0	0.00%

The above report can be read as follows:

- The last (**Total**) row in the above example displays the total number of segments (20) and words (128).
- The row **New/AT** shows the number of segments and words for which no TM matches have been found.
- In the rows above **New/AT** 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 Matches** shows the number of so-called context matches, which are very similar to the 100% matches, and therefore can also be counted as exact matches.



TIP

The Getting Started Part 2 training course provides more detailed information on context matches.



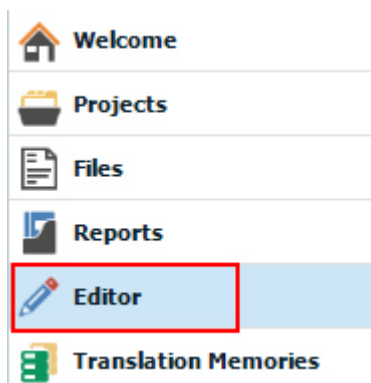
NOTE

The report also shows automated translation matches (AT). These refer to translation suggestions provided by an online machine translation provider such as SDL Language Cloud. AT matches, however, are not covered in this course.

From this analysis result you can deduce that for most segments in the current document you will be offered either exact or fuzzy matches. There is a fairly low percentage of new content, here only about 12%.

TRANSLATING THE DOCUMENT

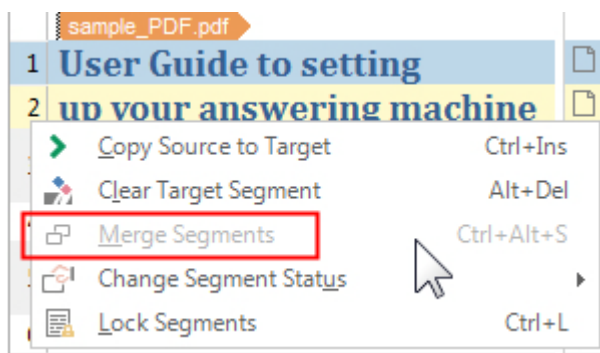
Now switch back to the document by clicking the **Editor** button in the **Navigation** pane.



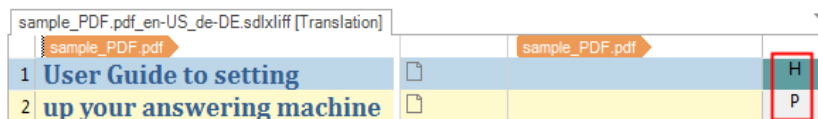
Restrictions when Merging Segments

Take a look at segments 1 and 2. This is an example of a segment that has been broken up in the middle when the PDF was converted to DOCX.

You might now want to merge these segments as you have learned before, i.e. by selecting segments 1 and 2 and right-clicking. However, in this case, the context menu will show the **Merge Segments** command as inactive:



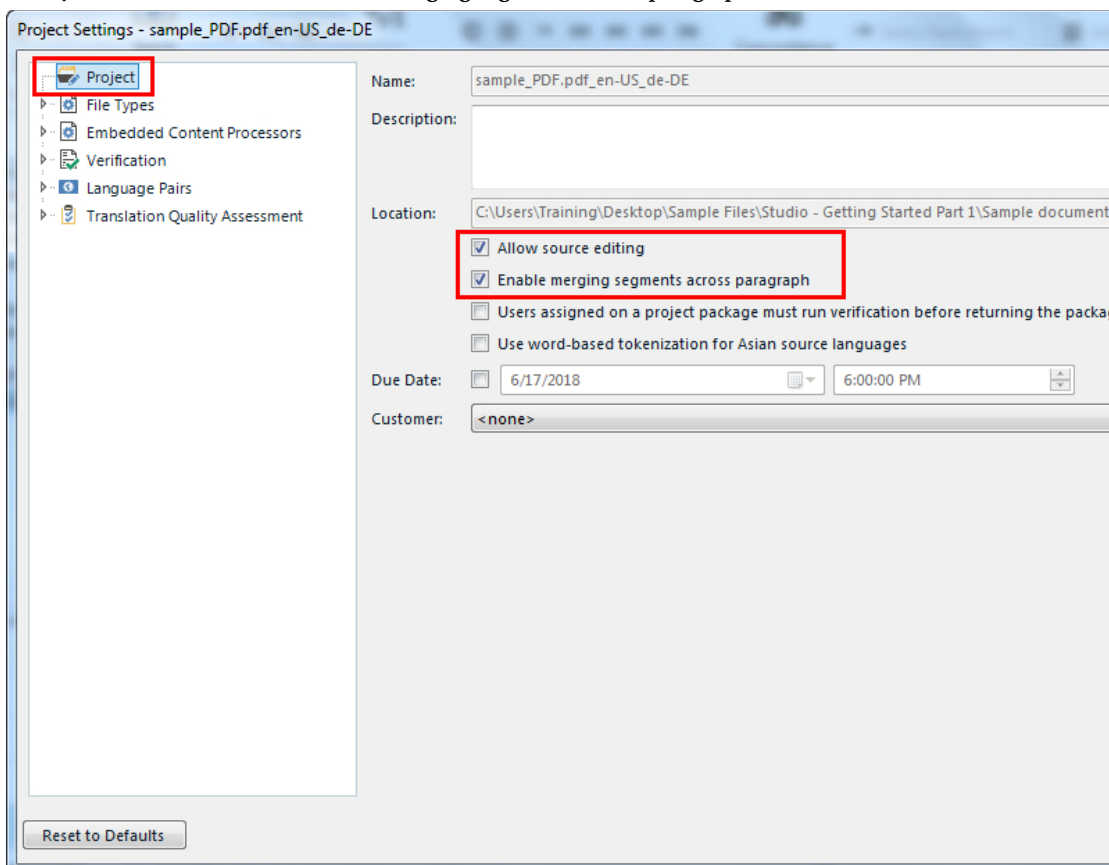
The reason for this is that segment 2 has ended up in a different paragraph (as shown in the structure information column on the right-hand side). Therefore, merging this segment with the one above is not possible.



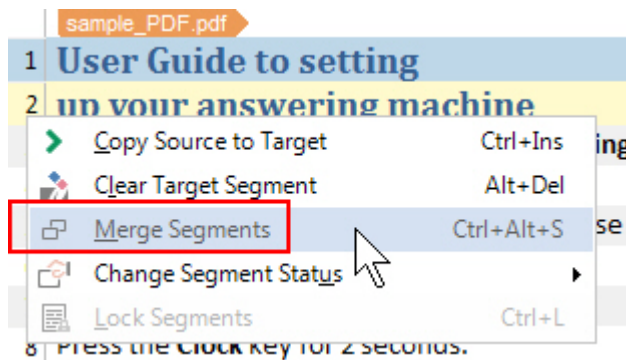
In this case, you can allow merging across paragraphs by taking the following steps:

1. In the ribbon, click **Project Settings**.
2. In the **Project Settings** window, click **Project**.
3. Activate the check box **Allow Source editing**.

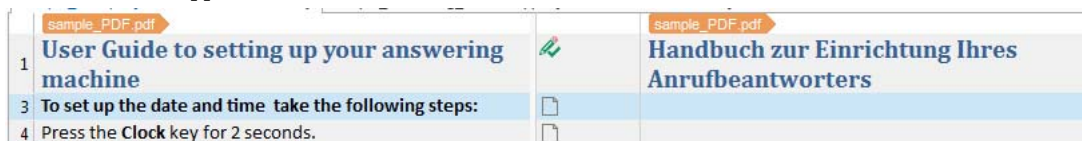
- Then check the box **Enable merging segments across paragraphs**.



- Click **OK** to confirm and to close the **Project Settings** window.
- Try merging segments 1 and 2 again. Note that the **Merge Segments** command is now available.

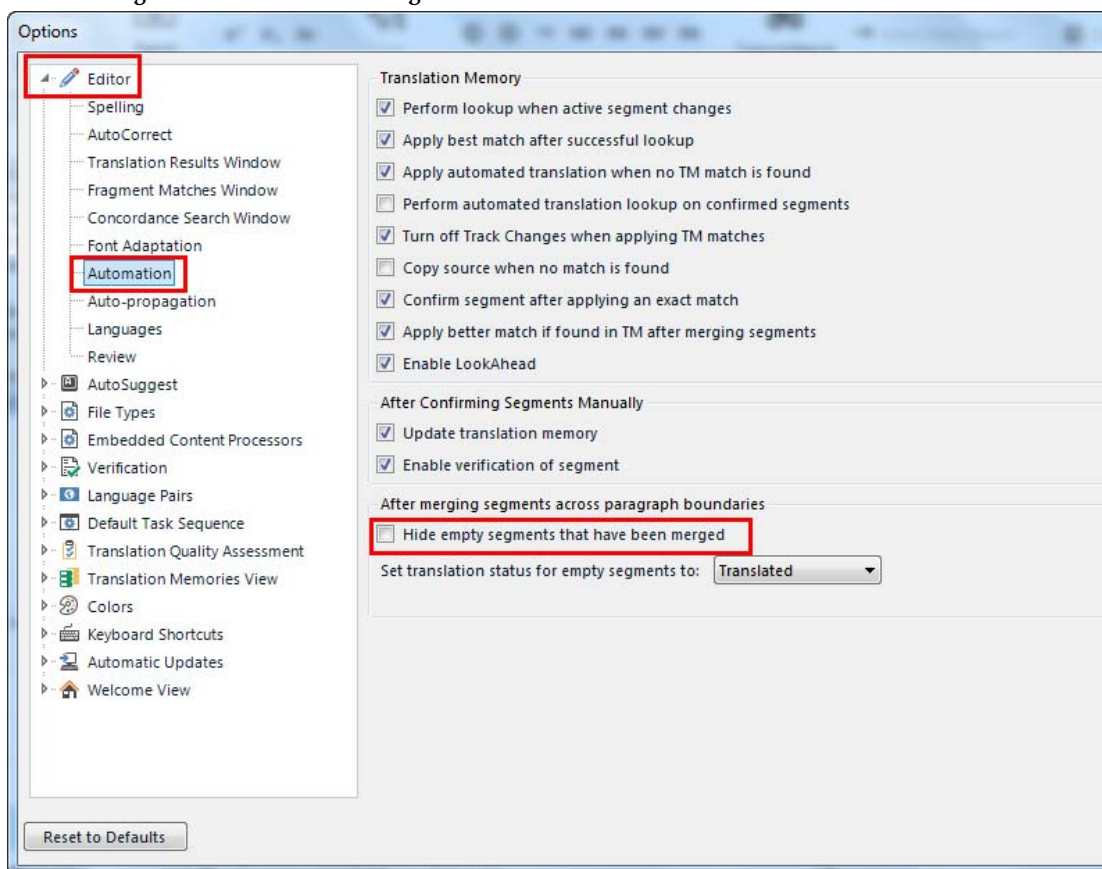


- After merging, you can translate the expanded segment 1. Note that segment 2 appears to have disappeared:



When merging segments 1 and 2 across the paragraph mark, the content of segment 2 has been copied into segment 1, leaving segment 2 empty. By default, SDL Trados Studio hides empty lines that are created when merging across paragraph marks. However, you can display the empty segment 2 by taking the following steps:

1. Select **File -> Options**.
2. In the **Options** window select **Editor -> Automation**. Then uncheck the box **Hide empty segments that have been merged**.



3. Click **OK** to confirm and to close the **Options** window.
4. Note that the empty segment is now shown displayed. It is also locked, to prevent you from accidentally enter target text, while there is no more source text to translate.

1	User Guide to setting up your answering machine		Handbuch zur Einrichtung Ihres Anrufbeantworters
2			
3	To set up the date and time take the following steps:		
4	Press the Clock key for 2 seconds.		

Note that these empty lines in SDL Trados Studio lead to redundant paragraph marks in the target document, which will become obvious in the document preview.

PREVIEWING THE TARGET DOCUMENT

As the PDF document is actually processed as DOCX, previewing works the same way as for MS Word documents.

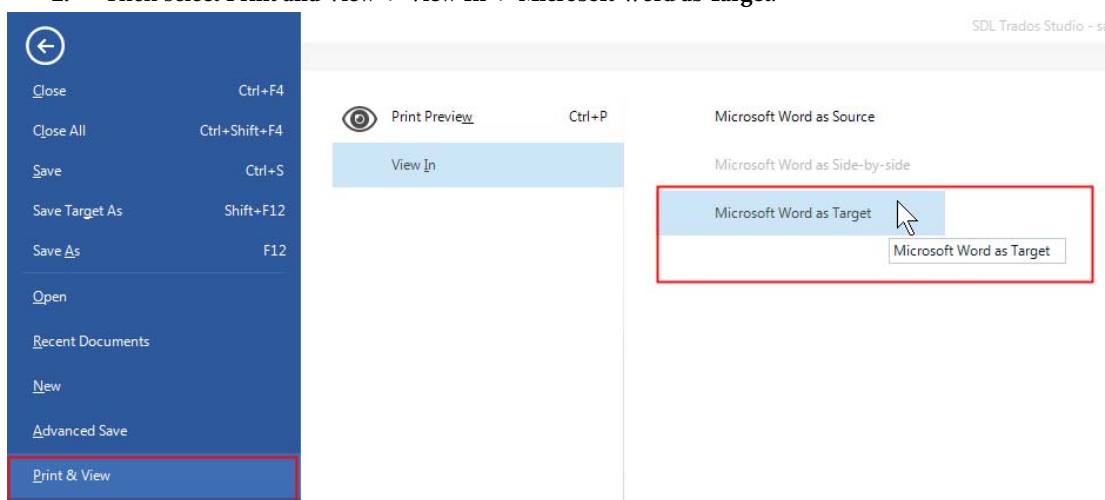
NOTE

PDF documents are always treated as MS Word documents, even when the PDF files originate from other application such as Adobe FrameMaker or InDesign.

External Preview

To open the target document in MS Word proper, take the following steps:

1. Switch to the **File** tab of the application ribbon.
2. Then select **Print and View -> View In -> Microsoft Word as Target**.



3. This opens the target document in MS Word proper. Here you can, for example, check the layout, print the document for proofreading from paper, etc. Note that the target document contains an additional empty paragraph:



Handbuch zur Einrichtung Ihres Anrufbeantworters ¶

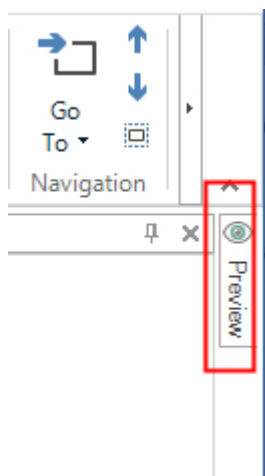


4. Merging across paragraphs can lead to redundant paragraph marks, empty bullet points, etc., which then have to be removed in the final target file.
5. Close MS Word, and switch back to SDL Trados Studio.

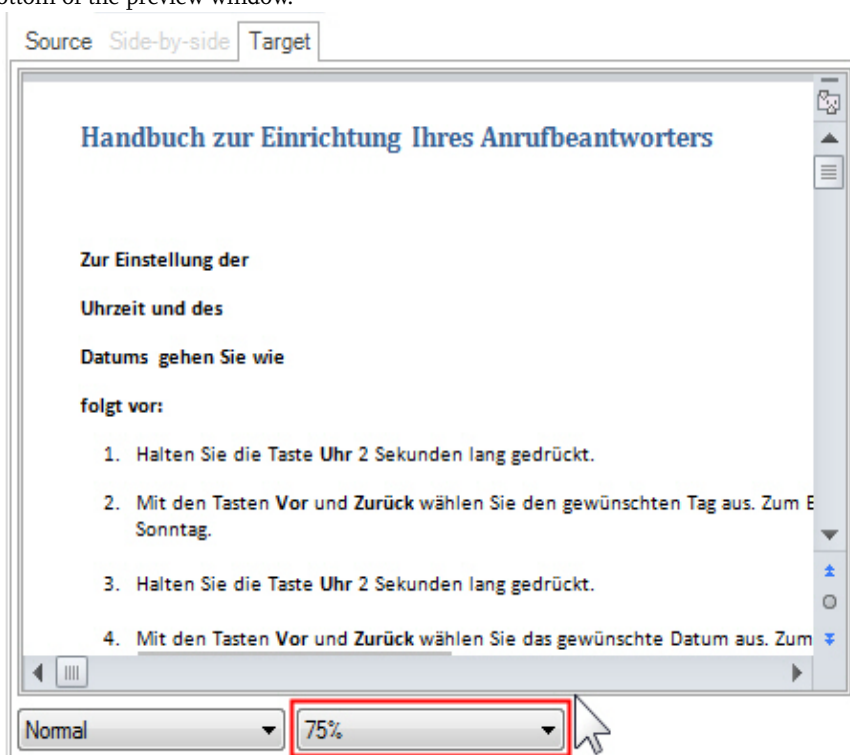
Real-time Preview

To generate the real-time preview take the following steps:

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



6. The **Preview** window will slide in. Click the **Click here to generate initial preview** link in the **Preview** window.
7. This will show the target text in a MS Word preview window. If the preview document is hard to read, resize the window or select e.g. 75% from the zoom dropdown list on the bottom of the preview window.



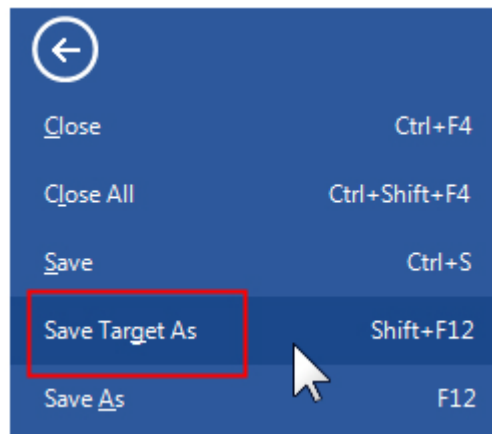
TIP

If you have closed the **Preview** window in the previous exercise, the **Preview** tab is no longer available. In this case, click **Reset Window Layout** on the **View** tab of the application ribbon. Then confirm with **OK**. This will restore all windows to their default settings.

SAVING THE TRANSLATION IN THE ORIGINAL DOCUMENT FORMAT

Finally you save the file back to its native format, here MS Word (i.e. not PDF). To create a DOCX file from our SDL XLIFF document, take the following steps:

1. Select the **File** tab of the application ribbon.
2. Then click **Save Target As**. This opens the **Save Target As** dialog box.



3. Select a location to save your target file.
4. In the **File name** text field the original file name, i.e. *sample_PDF.docx* has been entered automatically. You may want to change the name of the target file, e.g. to *sample_PDF_de.DOCX*.

➔ NOTE

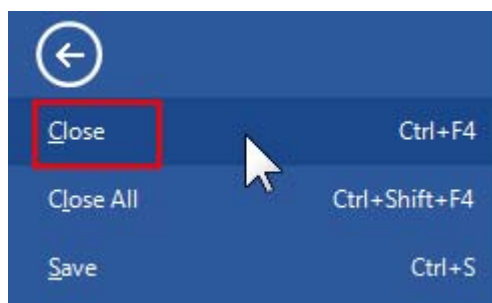
The file *sample_PDF.docx* is available in the folder where the original PDF document resides, as the PDF has been converted in the background to DOCX when you opened the file.

5. Click **Save** to generate the target MS Word target file.

➔ NOTE

Empty lines that result from merging across paragraphs might have to be removed manually from the target file.

Now that you have finalized the translation, you can close the document in SDL Trados Studio by clicking **Close** on the **File** tab.



SUMMARY

- ❑ SDL Trados Studio can process PDF documents, however, you should only use this option if the original document format, e.g. MS Word, Adobe InDesign, is no longer available.
- ❑ When opening a PDF document SDL Trados Studio converts the file to DOCX in the background.
- ❑ As the PDF file is always processed as DOCX, the same preview options than for MS Word are available, i.e. real-time preview and preview in MS Word proper.
- ❑ If you do not want segment pairs to be stored in the TM, just do not confirm them, i.e. leave them in draft status.
- ❑ The target file will always be saved in DOCX format (i.e. not PDF).
- ❑ Segments of different paragraphs, table cells, etc. can be merged when you configure the project settings accordingly. Merging across paragraphs leads to redundant lines, empty bullet points, etc., which then have to be cleaned up in the target document.

SEGMENT FRAGMENT MATCHING

This chapter provides examples of how to retrieve segment fragments from your translation memory during translation. You will learn how to:

- ❑ Retrieve segment fragments from full TUs
- ❑ Enable and configure retrieval of segment fragments from partial TUs
- ❑ Prepare your translation memory for segment fragment retrieval from partial TUs

Chapter

9

WHAT ARE SEGMENT FRAGMENTS?

Up to now you have learned how to retrieve full segment matches from a TM. For example, let us assume that you have to translate a segment like:

Click here to open the dialog box.

For this segment, your TM might give you full segment matches and their corresponding translations, such as:

Click here to close the dialog box. -> Klicken Sie hier, um das Dialogfeld zu schließen.

Click to open the dialog box. -> Klicken Sie, um das Dialogfeld zu öffnen.

etc.

However, the TM does not give you segment fragments such as:

Click here

the dialog box

to close

etc.

You have learned that terminology and segment fragments can, however, be suggested from termbases and AutoSuggest dictionaries. This is very convenient, as relevant terminology is automatically suggested while you are typing. However, it might be that resources such as AutoSuggest dictionaries and termbases are simply not available, and that the only thing you have is a TM.

In this case, it would (of course) be good if the TM could also suggest segment fragments in addition to full segment matches - similar to the way AutoSuggest dictionaries and termbases provide matching fragments.

The exercises in this chapter show you how to obtain useful fragment matches from your TM.

SEGMENT FRAGMENTS FROM WHOLE TUs

There are two kinds of segment fragment matches:

1. Fragments from full TUs
2. Fragments from partial TUs

We will start by showing you how fragments from full TUs work. Imagine that the following (very short) segment pair is already contained in your TM:

Dialog box -> Dialogfeld

Let us assume that you now need to translate a segment like:

A dialog box will pop up.

This new segment contains the term *dialog box*, which is stored as a separate unit in the TM. In this case, your TM can automatically suggest the required term while you are translating. The good news is that this works out-of-the box, i.e. no special settings are required. Every TM that you create will automatically be enabled for what we call whole TU fragment matching. This, of course, also applies to the training TM that you created at the beginning of the course, and that you have been using until now.

To see how fragment matching for whole TUs works, take the following steps:

1. Open the sample file ..\Sample Files\Fragment matching\01 - Whole Fragment Matches.docx for translation.
2. We are going to use the same TM, AutoSuggest dictionary, and termbase as in all previous exercises, so there is no need to change any settings. In the **Editor** view the document will look like this:

1	The Grammar Checker		H
2	(Keyboard Shortcuts)		P
3	Below you find some information on how to configure and use the Grammar checker.		H
4	Tools Menu		H
5	The grammar checker can be launched directly from the Tools menu.		P
6	Alternatively, you can also use the keyboard shortcut F7 .		
7	Options Dialog Box		H
8	In the Options dialog box, you can configure various settings for the grammar checker.		P

3. Translate and confirm the first two segments. When come to segment 3, you should see the following:

The screenshot shows the SDL Trados Studio interface. The main editor window displays the document '01 - Whole Fragment Matches.docx' with the following content:

1	The Grammar Checker	Die Grammatikprüfung	H
2	(Keyboard Shortcuts)	(Tastaturkürzel)	P
3	Below you find some information on how to configure and use the Grammar checker.		H

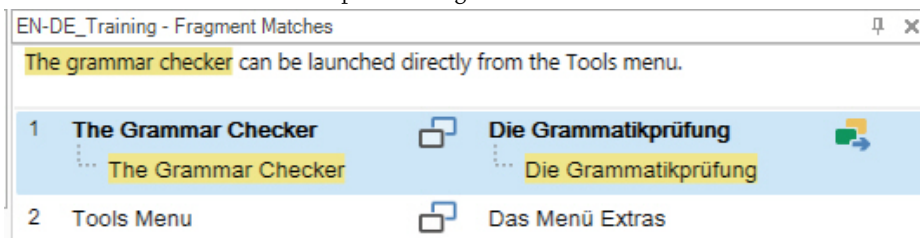
The Term Recognition window on the right shows 'No results available.' A red box highlights the segment match in the editor.

4. The window above the document shows a segment fragment match, as you have translated the term *Grammar Checker* in the first segment.
5. Translate the current segment, and watch what happens when you start typing the target equivalent for the term *Grammar checker*:

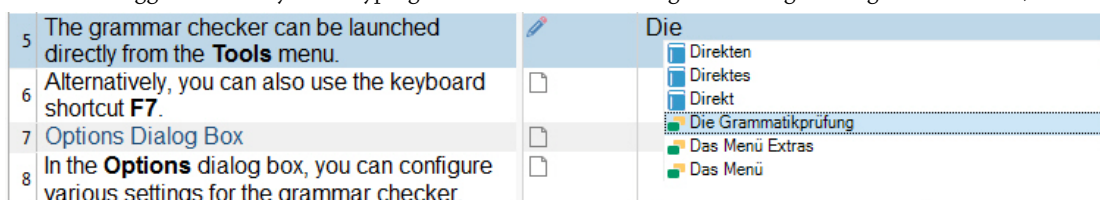
1	The Grammar Checker	Die Grammatikprüfung	H
2	(Keyboard Shortcuts)	(Tastaturkürzel)	P
3	Below you find some information on how to configure and use the Grammar checker.	Unten stehend finden Sie einige Informationen zur Verwendung und Konfiguration der G	H
4	Tools Menu		

The target term will be automatically suggested as soon as you type the first letter. Press **Enter** to insert the suggested target term.

6. Finish translating the current segment, then confirm it. In segment 5, two fragment matches have been found from previous segments:



7. When translating this segment, you can use the fragment matches that are automatically suggested while you are typing. Translate the current segment using the fragment matches,



and confirm it.

➔ NOTE

When you are using different AutoSuggest providers, i.e. AutoSuggest dictionary, TM fragments, and termbases, the AutoSuggest list might contain hits from several sources. The hits are then marked with different icons. TU fragment matches are marked with the following icon:



8. Translate the rest of the document, then save and close it.

SEGMENT FRAGMENTS FROM PARTIAL TUs

In the previous section, you saw what happens when the whole content of a (small) TU comes up in a larger segment. You might now wonder whether it is also possible to recognize a fragment that was part of a previously translated (larger) segment. Example:

Previously translated segment:

A dialog box will pop up. -> Es öffnet sich ein Dialogfeld.

New segment to translate:

The dialog box has to be closed.

In the above example, the term *dialog box* does not occur as a standalone string within a very short segment, but is part of a longer segment.

It is possible to recognize such segment fragments owing to a technology called 'fine alignment'. Fine alignment determines which fragments in the source segment correspond to which fragments in the target segment. This is, of course, not always easy, as the order of the words in the target segment is often different from the word order in the source, as is the case in this example, i.e.:

A dialog box

Es öffnet sich

will pop up.

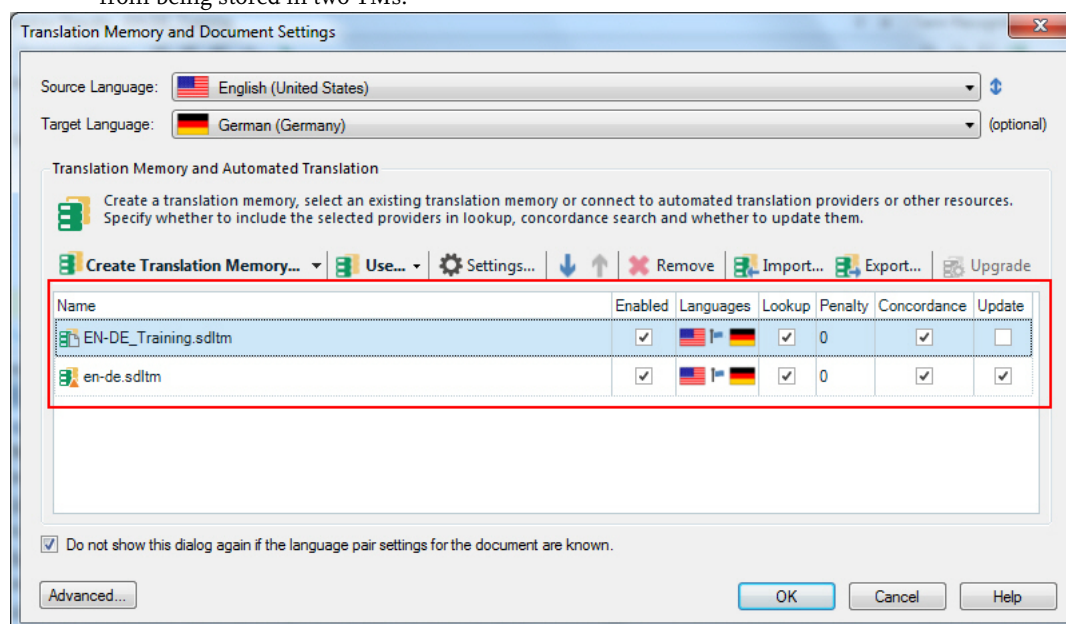
ein Dialogfeld.

Fine alignment can identify those shifts in position, and still assign the correct source terms to their target equivalents to provide meaningful matches.

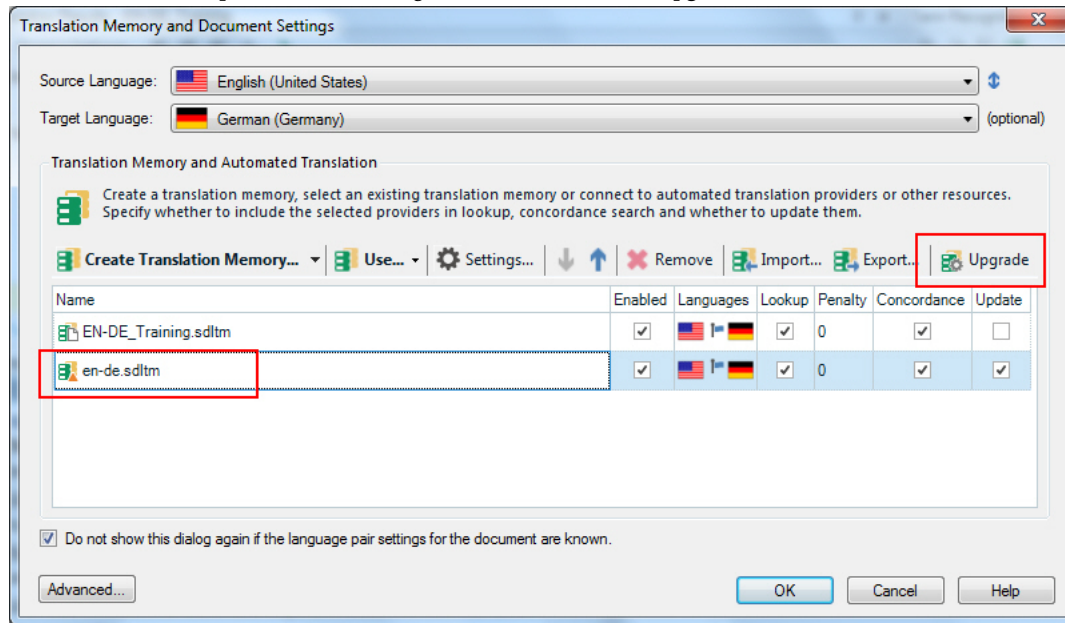
Preparing your TM for Fragments from Partial TUs

However, before you can use fragment matching from partial TUs, you have to configure some settings in your TM. Also note that the TM should have at least 5,000 TUs for the fine alignment to work. Since the TM that you have been using during this course is too small, we need to add another (bigger) TM for the next exercise:

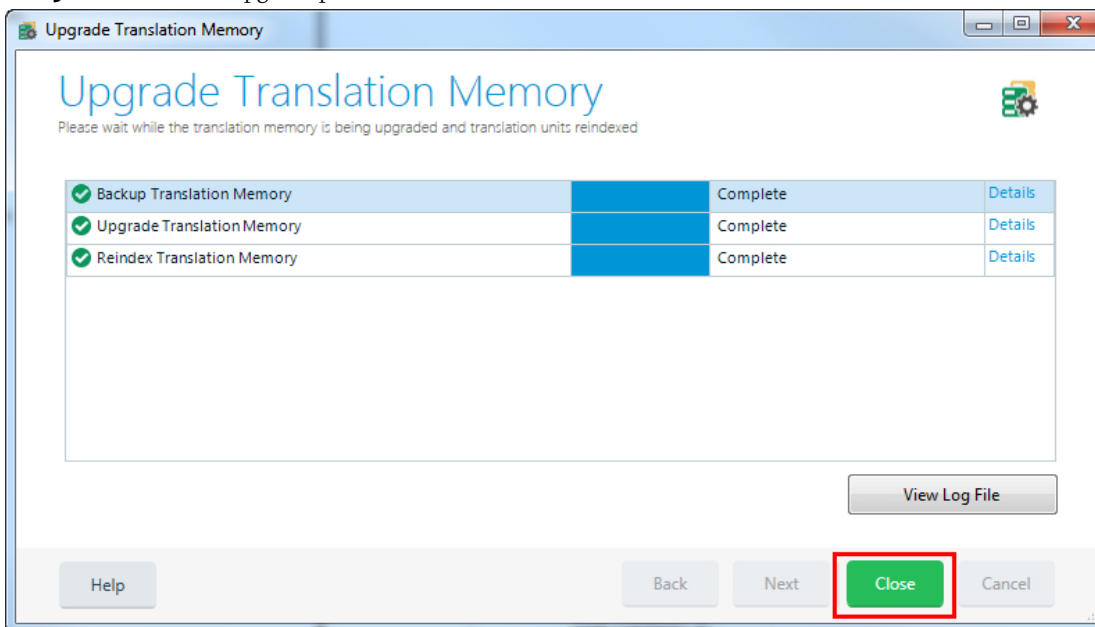
1. Open the sample file from ..\Sample Files\Fragment matching\02 - Partial Fragment Matches.docx.
2. In the **Translation Memory and Document Settings** window you need to select another TM. The folder ..\Sample Files\Fragment matching contains a few sample TMs with more 5,000 TUs. Click **Use -> File-based Translation Memory**, and select your preferred sample TM, e.g. English -> German.
3. Make certain that the **Update** check box is activated for the newly-added TM. This means that everything that you translate from now is going to be stored in this TM. You can deactivate the **Update** check box for the first (*Training*) TM to prevent the same segments from being stored in two TMs.



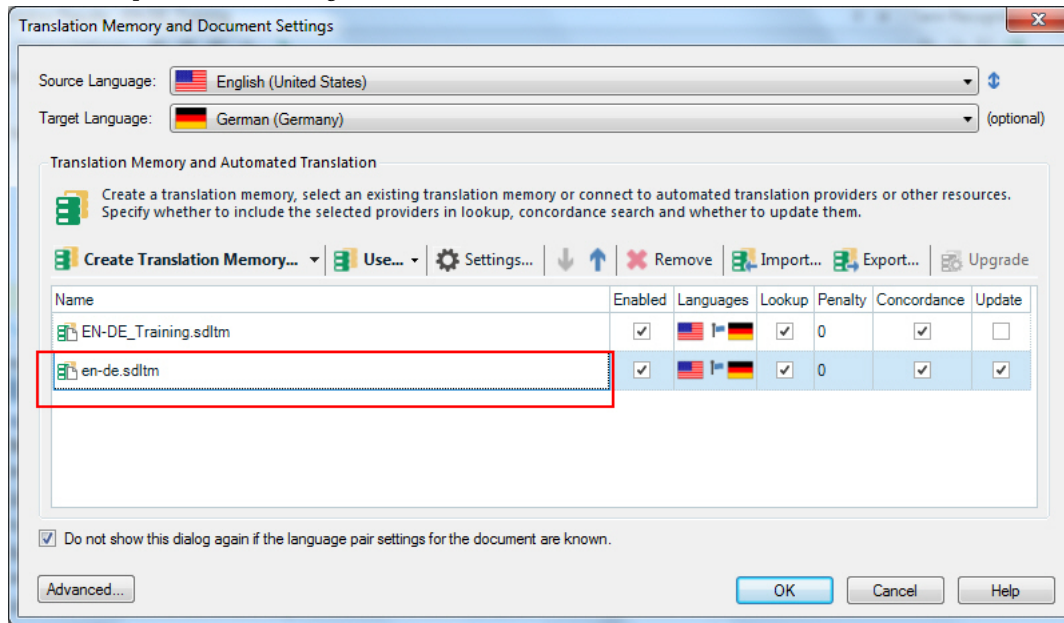
4. Note the little warning triangle next to the TM name. It indicates that this TM is not yet enabled for partial TU matching. To enable it, click the **Upgrade** button.



5. Wait for the upgrade process to finish, then click **Close**.



- Note that the warning triangle has disappeared, which means that the TM is now enabled for partial TU matching.

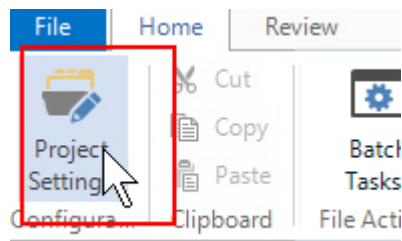


- Click OK again to open the document in the **Editor** view.

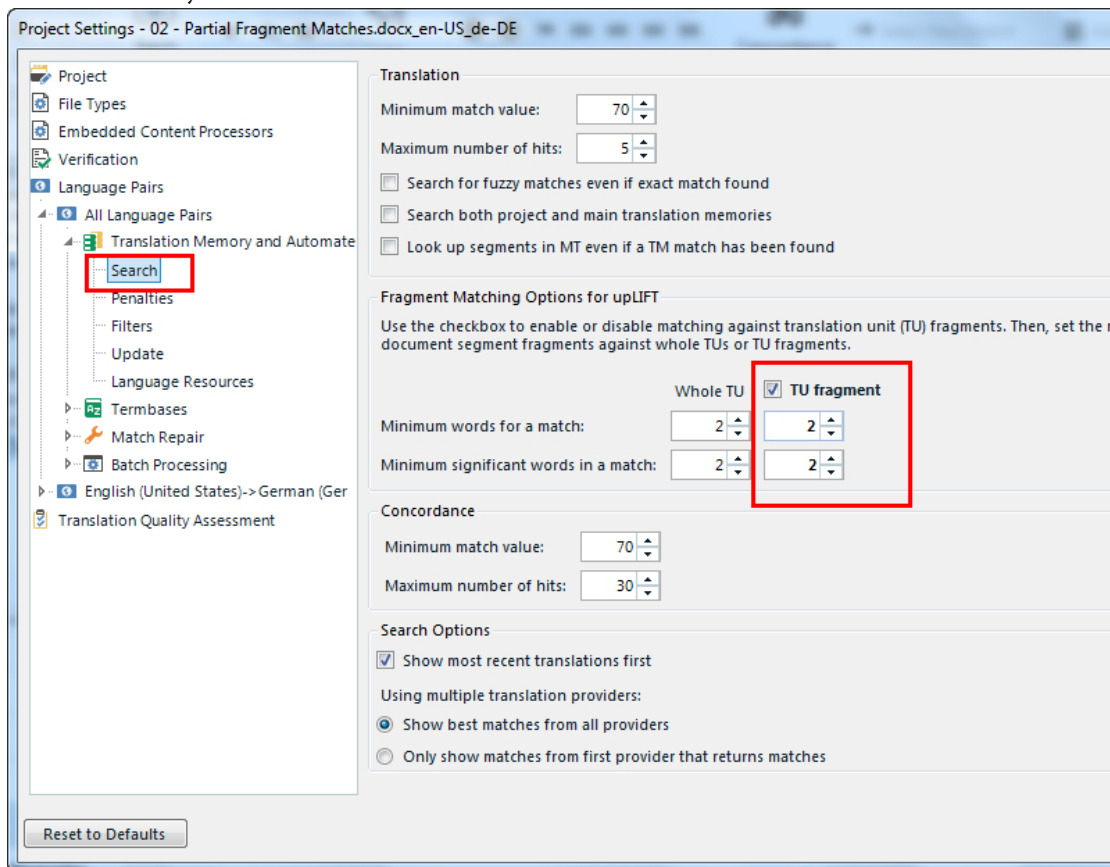
Configuring Partial TU Fragments for your Project

By default, partial TU fragment matching is not active. To activate it, take the following steps:

- Click the **Project Settings** button in the ribbon.



- On the left-hand side of the **Project Settings** window, select **All Language Pairs -> Translation Memory and Automated Translation -> Search**.



- Then select 2 as value for the options **Minimum words for a match** and **Minimum significant words in a match**. This means that segment fragments need to have at least two words to be suggested. This prevents you from getting potentially short and potentially useless suggestions such as *house*, *car*, etc.
- Click **OK** to confirm the settings.

Using Partial TU Fragments while Translating

Now take the following steps:

1. Start translating the first segment. Note that the term *termbase* comes up in another (longer) segment stored in the TM. Owing to fine alignment, the term has been correctly assigned to its target equivalent in the TM, which are both highlighted in the **Fragment Matches** window above the document.

The screenshot shows the 'Fragment Matches' window with the following content:

Search	Match
1 Search termbases sequentially until a matching term is found	Termbanken der Reihe nach durchsuchen, bis ein Treffer gefunden wird.
2 Search termbases	Alle Termbanken der
3 Search termbases	Alle Termbanken
4 searching termbase	der Termbank

The 'Term Recognition' window shows: No open termbase.

The document window shows a table with the following content:

Source	Target	Term
1 Searching Termbases		Termbanken der
2 The following search types are supported:		Termbanken
3 Normal Search		Termbank
4 Fuzzy Search		

2. You will therefore get suggestions while you are typing into the target cell. Finish translating the first segment, then confirm it.
3. For the following segment a whole TU fragment has been recognized. Translate segment 2, then confirm it.

**NOTE**

In the **Fragment Matches** window whole TU fragments are marked with the following icon:



Partial TU fragments are marked with this icon:



- In segment 3, a partial TU fragment has been identified. Translate this segment, and confirm it.

EN-DE_Training,en-de - Fragment Matches

Normal Search

1 normal search normale Suche

Activate to perform a normal search In aktiviertem Zustand wird eine normale Suche ausgeführt.

en-de 18/11/08 17:49:38 ntobin

EN-DE_Traini... EN-DE_Traini... Concordance... Comments TQAs (0) Messages Term Recognition Termbase S

01 - Whole Fragment Matches.docx [Translation en-US-de-DE]* 02 - Partial Fragment Matches.docx [Translation en-US-de-DE]*

1	Searching Termbases	In Termbanken suchen
2	The following search types are supported:	Die folgenden Suchtypen werden unterstützt:
3	Normal Search	No
4	Fuzzy Search	Normalmodus
5	Note that by default, the maximum number of hits is 25.	Normaler
6	Before you search, select the termbases you	Normal
		Normale Suche
		Normale

- In segment 4 as well, a partial TU match has been found. Translate and confirm the segment

Fragment Matches - en-de

Fuzzy Search

1 Fuzzy Search Unschärfe Suche

For a more flexible search in MultiTerm, choose Fuzzy Search in MultiTermIDM_FUZZYSEARC HINMTW from the context menu. Um in MultiTerm flexibler suchen zu können, wählen Sie den Befehl Unschärfe Suche in MultiTerm... aus dem Kontextmenü.

- For segment 5, a number of segment fragments have been found. Note that the **Fragment Matches** window shows the highlighted source and target fragment, and the full segment in which it occurs. If you click the second fragment match, it will expand to show the full segment content. This can be useful if you want to see the context in which the fragment occurs.

Fragment Matches - en-de

Note that by default, the maximum number of hits is 25.

1	Maximum Number of Hits	Maximale Trefferzahl
2	the maximum number of	die maximale Anzahl von
	Cannot edit the field value because the maximum number of pending changes has been reached.	Der Feldwert kann nicht bearbeitet werden, weil die maximale Anzahl von vorläufigen Änderungen erreicht wurde.
3	Maximum Number of Hits	Maximale Trefferzahl eingestellte

- Now that you have seen how partial fragment matching works, continue translating and confirming the current and all remaining segments, in which you should, of course, get numerous partial and whole TU fragment matches.

SUMMARY

- ❑ You can retrieve entire segments as well as segment fragments from a TM.
- ❑ When a short segment stored in the TM comes up as part of larger segment, it is automatically suggested and can be inserted with the **Enter** key.
- ❑ Using a technique called 'fine alignment', the TM can also determine which source fragment of a larger segment corresponds to which fragment in the target segment. That way, the TM can also suggest segment fragments from partial TUs.
- ❑ For the fine alignment to work, the TM should contain at least 5,000 units. Also, you need make sure that partial TU fragment matching is enabled in the project settings.

FURTHER EXERCISES

This chapter provides a summary of the most important keyboard shortcuts and points to some additional sample files that you can use for further practice.

Chapter

10

IMPORTANT KEYBOARD SHORTCUTS

Below you find a list of keyboard shortcuts that are covered in this training course:

- ❑ **Ctrl+Enter**: Confirms the current segment and moves to the next unconfirmed segment. The current segment pair is stored in the TM.
- ❑ **Ctrl+.**: Opens a QuickPlace list to apply formatting, insert tags and placeable elements such as numbers and dates.
- ❑ **Enter**: Inserts the selected AutoSuggest hit into the target segment.
- ❑ **Ctrl+Space**: Removes formatting from the selected string.
- ❑ **Ctrl+Shift+L**: Opens a list with termbase suggestions to insert into the current target segment.
- ❑ **Shift+Enter**: Inserts a soft break.
- ❑ **F3**: Starts a concordance search for the selected string.
- ❑ **Ctrl+S**: Saves the current document in SDL XLIFF format.
- ❑ **Ctrl+F4**: Closes the current document.

MORE SAMPLE FILES

In your sample files folder we have included additional documents that you can use for further practice. You can find them in the *../Sample Files/Sample documents - modified* sub-folder.

These documents are modified versions of the files that you have translated during this course. Therefore, your training TM should yield a lot of matches. Translate those files and use as much of the features that you have learned and the above shortcuts, e.g.:

- ❑ File analysis
- ❑ Concordance search
- ❑ AutoSuggest
- ❑ QuickPlace
- ❑ etc.

GETTING STARTED PART 2 - TOPICS OVERVIEW

This chapter provides a quick overview of the topics covered in the *Getting Started Part 2 - Working with the Supply Chain and Pre-production* training course for SDL Trados Studio.

Chapter

11

SDL Trados Studio Getting Started Part 2 - Topics Overview

Part 2 of the Getting Started training course covers the following topics:

- Customizing the user interface, e.g. changing the font size
- How to work in the localization supply chain: processing SDL Trados Studio and SDL WorldServer packages
- Delivering jobs to the supply chain through return packages
- What are context matches and perfect matches?
- Adding terminology to your termbase on the fly
- Interactive tag verification
- Adding comments to your translation
- Working with fuzzy match repair
- Downloading and installing plugins from the SDL AppStore
- Filtering for particular segments, e.g. show only segments that are untranslated
- What is SDL GroupShare?
- Creating your own AutoSuggest dictionaries
- Creating termbases from MS Excel files
- Alignment: how to leverage existing source/target documents to fill your translation memories with legacy content



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