

SDL Trados Studio 2019 Getting Started Part Two: Working with the supply chain and pre-production

Training Course

SDL* Trados Studio

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INTRODUCTION

Chapter

ABOUT THIS TRAINING WORKBOOK

The scope of this workbook is to expand on the knowledge that you acquired in the training course SDL Trados Studio Getting Started Part I. It contains practical, real-life examples of how to leverage SDL Trados Studio to streamline your translation processes. This document provides the following:

- Exercises that explain how you work in SDL Trados Studio- and SDL WorldServer-based supply chains
- An example of how to convert source and target legacy files into TM content to be used for upcoming translation projects (alignment)
- □ Instructions on how to create your own AutoSuggest dictionaries
- A sample glossary in MS Excel format to convert into a termbase

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.

USER DEFINED SETTINGS

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

You will learn how to:

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

Chapter

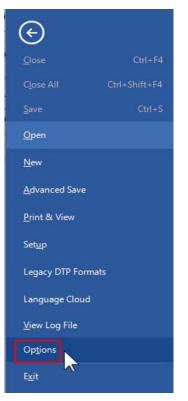


CUSTOMIZATION

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

Setting the Font Size for the Editor

1. Switch to the File tab, then click Options to access to the general settings for SDL Trados Studio.



2. This will open the **Options** dialog box. Select **Editor** and click on the small plus symbol to expand the list of options for the editor.

3. Select Font Adaptation	from the list to view the available settings.
Options	4
Editor Spelling AutoCorrect Translation Results Window Fragment Matches Window Concordance Search Window Font Adaptation Auto-propagation Languages Review Soluto Suggest Sol	 Font Adaptation These options modify the font displayed during editing to make text easier to read. They have no effect Adapt font sizes Minimum source font size: 8 Maximum target font size: 8 Maximum source font size: 12 Maximum target font size: 12 Maximum source font size: 12 Maximum target font size: <lu> Sample </lu> Custom target font for a language to use when editing. If document specific formatting is shown target font: <lu> Maximum target font size: Maximum targ</lu>

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

Options	a a
 Editor Spelling AutoCorrect Translation Results Window Fragment Matches Window Concordance Search Window Concordance Search Window Font Adaptation Autonation Auto-propagation Languages Review Image AutoSuggest Image File Types Image Embedded Content Processors Verification Language Pairs Default Task Sequence Translation Memories View Sociors 	 Font Adaptation These ontions modify the font displayed during editing to make text easier to read. They have no effective of the dapt font sizes Maximum source font size: Maximum source font size: Maximum source font size: Maximum target font size: Maximum target font size: 10 Adapt text colors 11 12 14 15 16 18 Custom Language Fonts 20 21 36 Font: (default font for 24 40 72 36 Font: (default) 40 72 36 72 36 36 36 36 36 36 36 36 36 36 36 36 36 36 36 36
Reset to Defaults	▼

- **5.** Changing the font size might become necessary, if the text in the source document is not readily readable with a font size of 8 point.
- 6. Set the minimum font size to 12 for both the source and target language.

7. Set the maximum font size to 18. The maximum font size is useful when the source document uses very large font sizes in the source text (e.g. 120 points), which would take an unreasonable amount of space on your screen.

Selecting your Preferred Language Pair

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

Options		6 months frages
🖉 🥒 Editor		Default Languages
Spelling		
AutoCorrect		Specify default languages to be used when opening documents in the editor.
····· Translation Results Window		Source Language: English (United States)
Fragment Matches Window		
Concordance Search Window		Target Language: German (Germany)
Font Adaptation		
Automation		Prompt for document languages if they cannot be detected automatically
Auto propagation		
Languages		
Review		
♦ ·· III AutoSuggest		
File Types		
Embedded Content Processors		
Verification		
Ianguage Pairs		
Default Task Sequence		
🕨 💈 Translation Quality Assessment		
Translation Memories View	ч	
▶ 🛞 Colors		
Keyboard Shortcuts	-	
Reset to Defaults		

Changing the Colors in the Translation Results Window

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

Options		4
🖅 🤌 Editor		Display Options
Spelling		Show document source segment
AutoCorrect		Show translation unit field values
Translation Results Window		Number of field values to show: 3
Fragment Matches Window		Search result display mode:
Concordance Search Window		Show original translation unit
Font Adaptation Automation		
Auto-propagation		Differences Options
Languages		Show document source segment differences
Review		Show translation memory source segment differences
▶ III AutoSuggest		Differences Formatting
		This is an example of inserted content formatting.
Embedded Content Processors		
🕨 🗟 Verification		This is an example of deleted content formatting .
Ianguage Pairs		This is an example of deleted content formatting.
Default Task Sequence)
🕨 🔋 Translation Quality Assessment		Font size
Translation Memories View		These options modify the font to make text easier to read.
Colors		Source font size: 10 Target font size: 10 Target font size: 10
Keyboard Shortcuts	-	
Reset to Defaults		

> NOTE

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



PROJECT PACKAGES

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

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

Chapter



WHAT ARE PROJECT PACKAGES?

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

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

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



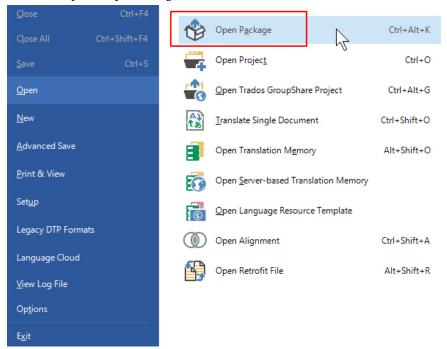
O FOR MORE INFORMATION

- **Overview: Working with Packages**
- About Packages

OPENING A PROJECT PACKAGE

To open our sample project package take the following steps:

- Switch to the File tab of the application ribbon. 1.
- Then select **Open -> Open Package**. 2.



In the Open Package dialog box, browse to the sample files location and select the package 3. file for your source/target language combination by double-clicking it, e.g. .. \Sample Files\Packages\Sample_Package_English-German.sdlppx.

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

Package type	Project Package		
Project	PhotoPrinter Manual	Files	2
Task	Translate	Total words	233
Due date	[none]	Untranslated words	229
Assigned by	Administrator	Unreviewed words	233
Assigned to	Training		
Customer	(none)		
Comment			

- **5.** This dialog box displays, for example, project name, the due date (if any), the total and the untranslated number of words, the source files to translate contained in the package, etc.
- **6.** After taking a look at the information in this dialog box, click **Finish** to extract and import the package content.

🛟 TIP

The package content is usually extracted into the default project folder, i.e. C:\Users\<User Name>\Documents\Studio 2019\Projects. Upon extraction of the package, the application creates a new sub-folder that has the name of the project. If this folder already happens to exist, you will need to select a different folder, which must be empty. Once the import is complete, click the Close button at the bottom right corner of the Open Package dialog box.

Open Package	
Importing Package	e
Please wait while the package is being imported.	
Importing package	
	Completed (0 errors, 0 warnings)
Show Results	
Halp	Back Next Close Cancel
Help	

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

File Home				SDL Trados Studio - P	hotoPrinter Manı	ual		
	View /	Add-Ins Help				🌻 Tell m	ne what you want to do	
	New Projec	t 🖹 View Projec	:t Files 😽 Ma	ark as Complete		Publish Project	🎲 Open Package	
	Open Proje	ct 👼 Set as Activ	re 🗰 Rev	vert to In Progress		📸 Open Project	🍪 Create Project Package	
Project			10	-	Open Project			(
	batch Tasks	Kemove fro	_	eate Project Template	Folder	🚱 Unpublish Project	Create Return Package	1
Configuration			Tasks			Trados GroupShare	Packages	_
Projects	<	Name		Status	Due Date	Created At	Туре	
Filter Projects		😅 PhotoPrinter I	lanual	In Progress	[none]	31/07/17 11:06:52	Studio package	C
Status:		_						
Show all projects	-							
Due date:								
Show all projects	•							
Type:								
Show all projects	•							
		•		III				
		Project Details						
		Name	PhotoPrinter Ma	anual				
		Description				- Diatas Masual		
					2017\Projects\Phot	OF DIDLEF MANUAL		
		Location		ing Documents Studio 2				
		Customer	(none)	ing Documents Studio 2				
Welcome		Customer Status	(none) In Progress					
		Customer Status Source Language	(none)	l States)				
Yelcome		Customer Status	(none) In Progress English (United	l States)				
Yelcome		Customer Status Source Language Target Languages	(none) In Progress English (United German (Germ	l States)				
Welcome Projects		Customer Status Source Language Target Languages Project Template	(none) In Progress English (United German (Germ (none)	l States) any)				
Yelcome		Customer Status Source Language Target Languages Project Template Reference Project Files Server	(none) In Progress English (United German (Germ (none) (none) 2 translatable, ((none)	l States) any)				
Welcome Projects Files		Customer Status Source Language Target Languages Project Template Reference Project Files Server Organization	(none) In Progress English (United German (Germ (none) (none) 2 translatable, ((none) n/a	l States) any)				
 Welcome Projects Files Reports 		Customer Status Source Language Target Languages Project Template Reference Project Files Server	(none) In Progress English (United German (Germ (none) (none) 2 translatable, ((none)	l States) any)				
 Welcome Projects Files Reports 	Iories	Customer Status Source Language Target Languages Project Template Reference Project Files Server Organization	(none) In Progress English (United German (Germ (none) (none) 2 translatable, ((none) n/a	l States) any)				



FOR MORE INFORMATION

Overview: Open Package Wizard

VIEWING THE ANALYZE FILES REPORT

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

To view the report:

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

Melcome
Projects
Files
Reports
🖉 Editor
Translation Memories

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

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

Analyze Files Results

Read the Totals from bottom to top:

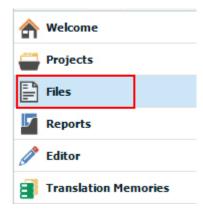
- The last (Total) row in the above example displays the total number of segments (22) and words (233).
- □ The row **New** shows the number of segments and words for which no TM matches have been found.
- In the rows above **New** you find the number of segments and words for which fuzzy matches have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

Repetitions shows the number of segments for which no 100% TM match has been found, but which are repeated within the document(s).



VIEWING THE FILES IN THE PACKAGE

Click the Files button on the Navigation pane.



The package that you have just imported contains two files, an MS Word and an MS PowerPoint document, which have already been saved to the Studio-internal SDL XLIFF format.

Name 🔺	Words	Status	Progress	Size	Usage
SamplePhotoPrinter.doc.s	224	In Translat	0%	48 KB	Translatable
SamplePresentation.ppt.s	9	In Translat	22%	55 KB	Translatable

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

SELECTING A DOCUMENT FOR TRANSLATION

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

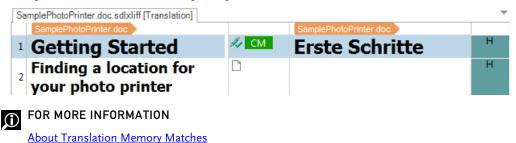
In addition to the files to translate the sample project package also contains a TM, a termbase, and an AutoSuggest dictionary. These databases have been automatically added to the project upon opening the package, and will be used when you translate the files.

Context Matches

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

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

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



Choosing from Several TM Matches

Move down to the next segment. For this segment, a 91% fuzzy match has been found in the TM. Take a close look at the **Translation Results** window. You will notice that there are actually two possible TM matches, i.e. a 91% and an 86% match:



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



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

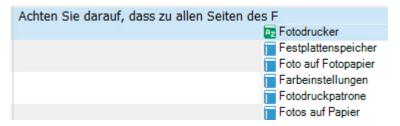
3	Place the photo printer on a flat, clean and dust-free surface, in a dry location , and <i>out of direct sunlight</i> .	I 98%	Platzieren Sie den Eotodrucker auf einer flachen, sauberen und staubfreien Oberfläche, und stellen Sie ihn an einem trockenen Ort auf, der keinem direkten Sonnenlicht (sample text)	Ц
	Allow enough space on all sides of the	Ľ	(sample text)	

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

Active Terminology Recognition

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

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



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

3. You can click any of the suggestions to insert the target term into your translation.

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

Term Recognition	П	×
photo printer		
Fotodrucker		
color cartridge		
Farbpatrone		
Term Recognition Recognition		

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



FOR MORE INFORMATION

- Term Recognition Window
- Working with Termbases

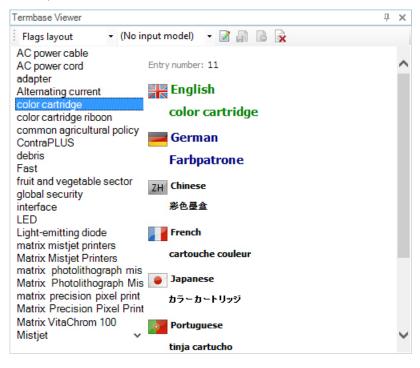
Displaying the Full Termbase Entry

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

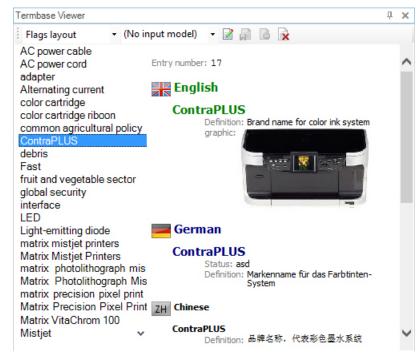
- 1. In the Term Recognition window select one of the displayed source or target terms.
- 2. Right-click the selected term and select View term details from the context menu.

Term Recognition		Д	×				
AB Ra Ra Rz							
photo printer Fotodrucker color cartridge							
Farbpatrone	• • • • • •						
Pc.	Insert term translation						
	View term details						
35	Hitlist settings						
Az Term Recognitio	n 🛼 Termbase Search						

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



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



- **5.** This is an example of a termbase entry that includes additional information such as definitions, graphics, etc.
- **6.** Move the mouse pointer out of the **Termbase Viewer** window, which will cause it to hide automatically.

Adding Terms on the Fly

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

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

	Place the photo printer on a flat, clean and dust-free surface, in a dry location , and <i>out of direct sunlight</i> .			>	Copy Source to Target
4	Allow enough space on all sides of the photo printer to let you connect and disconnect cables, change the color cartridge, and add paper.	ll4	Achten Sie darauf, dass zu Fotodruckers genügend Pla Kabel anzuschließen und z		C <u>lear Target Segment</u> Edit Source <u>R</u> estore Tags
L			einzusetzen und um Papie		Add New Term
	Allow at least <u>12 cm bookmarkstart</u> clearance bookmarkend from the back of the photo printer for the paper to travel.		l	÷.	Quick Add New Sym
	with an annual transmission of the transmissio				

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



Move the mouse pointer out of the **Termbase Viewer** window, which will cause it to auto-hide. Confirm the finished target segment with **Ctrl+Enter**. When you move to the following segment note that the term *paper* is now highlighted with a red bracketed line. This means that you can click the shortcut key combination **Ctrl+Shift+L** to open a list of available target terms, among which you will find the translation for the newly-added term *paper*.



FOR MORE INFORMATION

How to Add Terms to a Termbase

Inserting Tags

Now we translate segment number 5, for which there is no TM match. It contains a string enclosed in a *bookmark* start and end tag pair.

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

 For this exercise it is useful to display the full tag text. To do this click the Full Tag Text button on the View tab. Afterwards, go back to the Home tab.

Adv	anced View Add-I	ns Help	💡 Tell me what yo	u want i	to do	4	💄 s	lign Ir
	O User Interface Language	je 💇 Full Screen	Translation Results	D 🗗		† ↓↓	• 0	
	Scolor Scheme •	器 Ribbon Customization	😹 Concordance Search	3 🗖		<u>}</u>	بې 🕒	
ries	🖏 Refresh View	🕞 Reset Window Layout	🗒 Comments	Az @	Y (Š		
	User I	nterface	Informatio	on		Ac	dyft	^

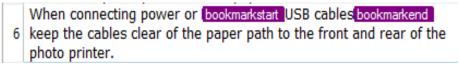
- **2.** Start translating the segment and stop just before you translate the English word *clearance*, which is enclosed in *bookmark* start/end tags.
- **3.** Press the **Ctrl+**, on your keyboard. This opens a list of possible tags to place at the current cursor position.

1	Lassen Sie mindestens 12 cm	LI
		12 cm
		<bookmarkstart name="clearance"></bookmarkstart>
		<bookmarkend name="clearance"></bookmarkend>
		<bookmarkstart name="USB"></bookmarkstart>
		<bookmarkend name="USB"></bookmarkend>

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

Interactive Tag Verification

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



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

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

6	When connecting power or bookmarkstatt USB cables bookmarkend keep the cables clear of the paper path to the front and rear of the photo printer.	Re (Beim Anschließen von Strom- oder Translation Details: Status: Translated
7	For proper ventilation field make sure the top and back of the photo printer are not blocked.	Ľ	Origin: Interactive Score: 0%
8	ventilation		
9	Connecting and turning on the power	Ľ	Messages: Error: Tag " <bookmarkstart name="USB"></bookmarkstart> " removed. Error: Tag " <bookmarkend name="USB"></bookmarkend> " removed.

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

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

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

, For proper ventilation field make sure the top and back of the photo printer are not blocked.

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

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

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



Tag Verification

Adding Comments

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

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

To add a comment, take the following steps:

- 1. Translate segment 9, i.e. Connecting and turning on the power.
- 2. Select a word in your translation, e.g. by double-clicking it.

- Ж 睮 ì Paste -QuickPlace Ctrl+Oemcomma Activate Row Alt+Home Confirm and Move to Next Unconfirmed Segment Ctrl+Enter ß 191 Change Segment Status Concordance Search F3 > Copy Source to Target Ctrl+Ins Clear Target Segment -Alt+Del D Edit Source Ctrl+Shift+G (0) Restore Tags Add New Term Ctrl+F2 A. Ctrl+Shift+F2 Quick Add New Term Add Comment Ed<u>i</u>t Comment Accept Change Ctrl+Shift+F9 5 Reject Change Alt+Shift+F9 5 1+ Add bookmark Split Segments 8 Merge Segments Lock Segments Ctrl+L
- Right-click the highlighted word. From the context menu select Add Comment. 3.

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

Add Comment							
Scope Current Selection							
Comment infom	Comment information						
Severity level	Severity level For your information						
Ask Dave whether this is correct							
<u></u>							
	OK Cancel Help						

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

nschalten der Stromversorgung	E	
lphaomment[Administrator, 25.09.2011 13:20:18]: Ask Dave whether this	s is correct.]

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

After translating the segment, make sure that no particular word is selected. 1.

- 2. Right-click anywhere inside the segment and select Add Comment from the context menu.
- 3. Enter the comment text into the Add Comment dialog box, then click OK.
- 4. This time the whole segment content is highlighted.



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

😫 TIP

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

Add Comment					
Scope Current Segment					
Commer Current File					
Severity level For your information					
This document requires literal translation.					
OK Cancel Help					

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

Comments(3)					
	X	🔕 Errors 🔺 Warnings 📵 Information	Show Comments for Active Document Only	-	
Severity	S/T	Comment	Document	Scope	
Ð	E	This document requires literal translation.	SamplePhotoPrinter.doc.sdlxliff	File	
Θ	E	Ask Dave whether this is correct?	SamplePhotoPrinter.doc.sdlxliff	Range	
Θ	E	Is this corect?	SamplePhotoPrinter.doc.sdlxliff	Segment	

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

- Edit Comments
- Comments Window

Copy Source to Target

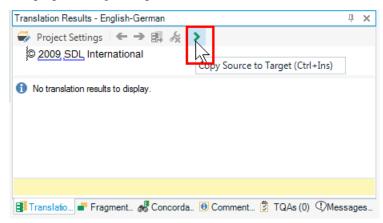
Continue translating the remaining segments, i.e. segments 12 - 21. The last segment (21) says:

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

·	
-	

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

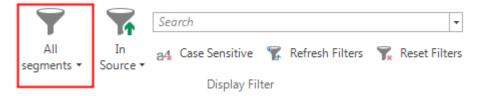
The **Copy Source to Target** function is highly useful for target segments that are identical or very similar to their source-language counterparts, e.g. sentences that contain a lot of untranslatable product names.



Display Filtering

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

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



2. By default, the display filter is set to display all segments. Click **All segments** (i.e. the filter button) to show the numerous display options.

3. From the available options select Segment Review -> With comments.

	0		
T		Search	
All	In	a4 Case S	Sensit
segments *	Source *		
All 🔻			
General			- 1.
All segments			
All content			
Segment Typ			-
New translate			
100% matche			
Context match		rfectMatch	
Fuzzy matches			
Automatically	translated		
Unconfirmed			
Not translated	I		
Draft			
Repetitions			_
All			
First occurren	ces		
Excluding first	t occurrenc	tes	
Segment Rev	iew Statu	ses	
Translated			
Translation ap	proved		
Translation rej	ected		
Signed off			
Sign off reject	ed		
Segment Rev	iew		
With message	s		_
With commen	ts N		
With tracked o	har		
Segment Loc	king With c	comments	

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

	Connecting and turning	<i>A</i> 4	Anschließen und
9	on the power		Einschalten der
			Stromversorgung
11	Use only the <u>AC</u> power adapter included with your photo printer.	A.	Für den Fotodrucker nur das mitgelieferte Netzteil verwenden.

5. Note that the status bar on the bottom of the application also shows the currently selected display filter option. Even when the **Review** tab of the ribbon is not selected, you can ascertain at a glance which display filter is currently active. Clicking the display filter option in the status bar opens the display filter list and switches to the **Review** tab.



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

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

Commente(3)

3

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

Commenta(3)		
🖉 💌 📴 💿 Errors 🔺 Warnings 📵 Information 🗌	Show Comments for Active Document Only	
Severing 5/T_Comment	Document	Sco
0 Defete Comment	SamplePhotoPrinter.doc.sdlxliff	Seg
		-

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

To display all segments again, go to the display filter dropdown list (on the **Review** tab) and select **General** -> **All segments**. Make sure all segments in the current document are translated and confirmed. Save the document with **Ctrl+S**.

> NOTE

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



FOR MORE INFORMATION

About Filtering Segments

Running Tag Verification on the Whole Document

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

1. In the **Review** tab click the **Verify** button (or press F8).



2. If tag errors are found, they will be listed in the Messages window, which will be displayed instead of Translation Results.

In the above example a missing **field** tag has caused an **Error** message.

(1)		д х
😮 1 Errors 🛕 0 Warnings 🐧 0 Note	es 🗋 Show Messages for Active Document Only	
Message	✓ Origin	Document
Tag " <field></field> " removed.	Tag Verifier	SamplePhotoPri
	🕄 1 Errors 🛕 0 Warnings 🚯 0 Note Message	 1 Errors A 0 Warnings 1 0 Notes Show Messages for Active Document Only Message

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

> NOTE

There are three different message types:

Errors (red) are serious problems, which can in a worst-case scenario even prevent you from saving the translation back in its native format.

Warnings (yellow) point to problems that might, for example, lead to a loss of formatting, bookmarks, etc., however, that usually do not prevent you from saving the translation in its native format.

Notes (white) usually point to cosmetic issues such as missing spaces around tags.

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



FOR MORE INFORMATION

Messages Window

Selecting the Second File in the Package

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

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

솕	Welcome
-	Projects
	Files
5	Reports
ø	Editor
3	Translation Memories

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

Name 🔺	Words	Status	Progress	Size	Usage	File Type Iden
SamplePhotoPrinter.doc.sd	224	Translated	100%	48 KB	Translatable	Word 2000-200
SamplePresentation.ppt.sdl	N 9	In Translat	22%	55 KB	Translatable	PowerPoint XP
	N					

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

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



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

Save the sample presentation by pressing Ctrl+S.

CREATING AND SENDING THE RETURN PACKAGE

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

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

♠	Welcome
	Projects
	Files
┏	Reports
Ø9	Editor
3	Translation Memories

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

Name			Status	Due Dat	te	С
📛 PhotoPrinter M	anual		In Progress	Inonel		6/2
		-	Set as <u>A</u> ctive			
		Ē	<u>V</u> iew Project Files			
			<u>B</u> atch Tasks			×
		۳	Project <u>S</u> ettings			
		-	Mark as Complete			
		5	Revert to In Progres	SS		
			Open Project <u>F</u> olde	er	Ctrl+Alt+O	
		1	Create Project Tem	plate		
		ø	Publis <u>h</u> Project			
•		3	Unpublish Project			
Project Details		1	Create <u>P</u> roject Pack	age		
Name	PhotoPrint	Ô	Create <u>R</u> eturn Pack	age	Ν	-
Description		-	Remove from List	2010 T :	Strl+Alt+F4	-

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

足 Cr	eate Proj	ect Package							
	Review the	ect Files list of files that will be included in			ges.				Ċ
	Name	ne files to be included in proje	ct pac	-	Words	Status	D	Sent Task	Path
	Name V	SamplePhotoPrinter	L.	Usage Translatable		Translated	Progress 100%	n/a	Yath
	~	SamplePresentation		Translatable		Translated	100%	n/a	N I
	<		III						h
	Selec	t All Deselect All							
	Help					Back	Next	Finish	Cancel

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

Create Return Package		
O	2	3
File Selection	Return Package Options	Return Package Creation
		2 of 3 completed
Return package location:		
C:\Users\Training\Documen	ts\Studio 2019\Projects\PhotoPrinter Manual.sdlrpx	Browse
Comment:		
Everything fine		^
		•
Help	Back Next	Finish Cancel

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

✓	⊘	
File Selection	Return Package Options	Return Package Creatio
		3 of 3 complete
Creating return package	Completed (0 errors, 0 war	nings)
Show Results		Sand Dackage by Email
	Open Target Folder	Send Package by Email
Show Results		

- **6.** This will automatically create an email using Microsoft Outlook (if available), and add the return package as an attachment.
- **7.** You can also choose to click the **Open Target Folder** button. This will launch Windows Explorer, where you can view the file, attach it to an email, upload it to an FTP server, etc.
- 8. Last, click Close to close the Create Return Package dialog box.



FOR MORE INFORMATION

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

Marking the Project as Complete

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

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

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

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

Name	Status	Date Due
PhotoPrinter Manual	Completed	[none]

SUMMARY

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

SDL WORLDSERVER PACKAGES

This chapter contains an example of how to process project packages that come from SDL WorldServer. You will learn how to:

- Open an SDL WorldServer package
- Handle locked segments and PerfectMatches
- Create a Work in Progress (WIP) report
- Create the return package for delivery to SDL WorldServer

Chapter



WHAT IS SDL WORLDSERVER?

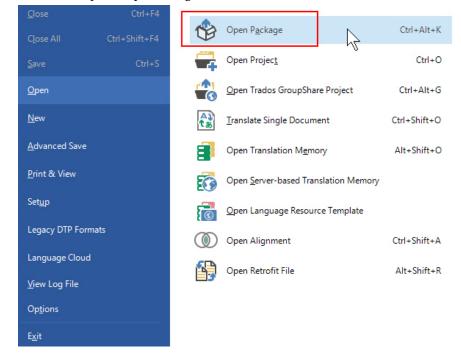
SDL WorldServer is a sophisticated online workflow management system. It can generate project packages, which are similar to the packages that you have seen in the previous chapter. SDL WorldServer packages can be downloaded through your Web browser. After opening and translating the package content with SDL Trados Studio, you can create a return package and upload it to SDL WorldServer.

In this chapter you will see how to open a sample package, which has downloaded from SDL WorldServer. The process of opening the package is identical to opening SDL Trados Studio packages (see previous chapter).

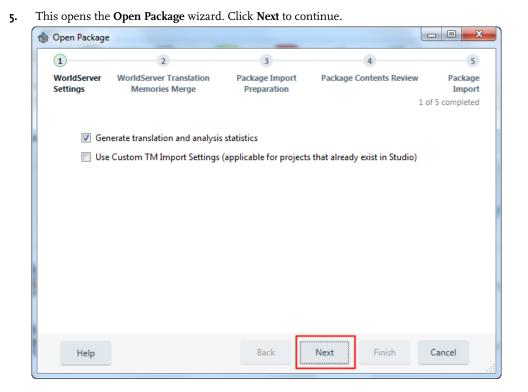
Opening the SDL WorldServer Package

To open our sample SDL WorldServer package take the following steps:

- 1. Switch to the File tab of the application ribbon.
- 2. Then select **Open -> Open Package**.



- **3.** In the **Open Package** dialog box, browse to the folder that contains the sample packages, i.e. ...*Sample Files\Packages*.
- 4. If you prefer to open a sample package that goes from English into German, then select the file tasks_Sample_WorldServer_Project_1037_de_DE_xliff. For English into French, select tasks_Sample_WorldServer_Project_1038_fr_FR_xliff.



6. Wait until the package has been prepared for import, and then click Next again.

7. The following screen shows an overview of the package content, e.g. the total numbers of words, the files and their respective progress, etc. Click **Finish** to unpack the project files.

			_	
9	O		4	
VorldServer ettings	WorldServer Translation Package Import Prepara Memories Merge	tion Package C	ontents Review	Package Impo
Package type	Project Package			
Project	Sample WorldServer Project_de_DE_20130806_2239	Files	2	
Task	Translate	Total words	235	
Due date	[none]	Untranslated w	ords 188	
Assigned by	Admin	Unreviewed wo	rds 188	
Assigned to	Training			
Customer	(none)			
Comment				
Project Folder:	C:\Users\Training\Desktop\projects\Sample World Append project name to project folder Use default Studio project location	Server Project_de	_DE_201308(Browse
Project Folder:	Append project name to project folder	Server Project_de	_DE_201308(Browse
	 Append project name to project folder Use default Studio project location 	Server Project_de		Browse
	Append project name to project folder Use default Studio project location View File Include Subfolders L Name Image: Stample_answering_mach Image: Stample_21292413846075	Words in 124		Progress 14% 26%
	Append project name to project folder Use default Studio project location View File Include Subfolders L Name Mame Mame Mame	Words in 124	Status I In Transl	Progress 14%

The package content is usually extracted into the default project folder, i.e. C:\Users\<User Name>\Documents\Studio 2019\Projects. Upon extraction of the package, the application creates a new sub-folder that has the name of the project. If this folder already happens to exist, you will need to select a different folder, which must be empty.

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

Den Package	
Importing Package	
Please wait while the package is being imported.	
Importing package	Completed (0 errors, 0 warnings)
Show Results	
Help	Back Next Close Cancel

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

Translating the Package Files

Double-click the project name to switch to the **Files** view. Here, you double-click the file *sample2129241384607501759.sdlxliff* (i.e. the file with the MS Word icon) to open it in the **Editor**.



Names of files have been downloaded from SDL WorldServer typically contain a sequence of numbers. This ensures uniqueness of all files in the SDL WorldServer system.

PerfectMatch Segments

The sample file will look as shown below:

Si	mple2129241384607501759.sdlxliff [Translation]			-
1	C:\KD\test\Projects\1035_Sample WorldServer Proje	🖓 РМ 🔒	C.\KD\test\Projects\1035_Sample WorldServer Einfache	Н
	Sentences		Sätze.	
2	This is an example of a new sentence.	🔑 РМ 🔒	Dies ist ein Beispiel für einen neuen Satz.	P
3	This is another example of a new sentence.		Dies ist ein weiteres Beispiel für einen neuen Satz.	P
4	You still owe me 200 dollars.			Р
5	You still owe me 1,000 dollars.			Ρ
6	This is an example of a new sentence.	🔑 РМ 🔒	Dies ist ein Beispiel für einen neuen Satz.	P

Note that segments I through 3 are marked with a PM icon, which stands for PerfectMatch. PM matches are considered highly reliable (even more reliable than context matches), as PerfectMatch takes the context of a segment into consideration even more than CM matches. For this reason, they are often locked, i.e. they usually are not supposed to be edited.

However, let us assume that you would like to make a change in segment 3, for example, you would like to exchange the word *weiteres* with *anderes*. Take the following steps:

1. Try to edit target segment 3 accordingly. Note that this is not possible, and a popup message will inform you that the current segment is locked.



 However, you can unlock this segment by clicking the Lock Segment -> Unlock segments command on the Advanced tab. Note that the yellow lock icon has disappeared, and that the segment text is no longer grayed out. The segment is now available for editing.

Advanced	/iew Add	-Ins He	elp		
ocument Settings		🛃 Edit So	ource	H	
	Lock	🔓 Clear	Draft Segme	ents	
	Segment +	🅵 Looku	p Translatio	ons	
Actions	🛃 Un <u>l</u> ock	Segments		Ctrl+L	
🗟 WorldServer -	🔒 Unloc <u>k</u>	Selection	V		

- 3. Edit the segment as required, and then confirm it.
- 4. To restore the lock for the edited segment, click inside segment 3, then click the Lock Segment -> Lock Segments command. Note that the yellow lock icon has re-appeared next to the segment and that the segment text is grayed out.

TIP -

You can also unlock and lock segments by pressing Ctrl+L.

Handling Tags

Continue by translating and confirming 4 and 5. Note that after confirming segment 5, segments 6 and 7 are skipped, as they are already confirmed. Now translate segments 8 through 11. This is mostly a revision exercise from the Getting Started Part 1 training course.

The sample document contains a few tags, which you should handle as outlined below:

SDL WorldServer	Packages
-----------------	----------

 Note that segment 12 contains one placeholder tag, which has already been inserted into the target cell. Files that are pre-processed in SDL WorldServer typically have all tags pre-inserted into the target segment if no match has been found, as is the case for segment 12.

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

- 2. When you get inside segment 12, a translation suggestion will be inserted, and the tag will be removed. The reason for this is the fact that you have already translated this segment before, but without the tag. Consequently, a 99% fuzzy match will be automatically inserted.
- 3. However, you still need to decide where the tag needs to be placed in the target segment. This is not done automatically, as the position of the tag can be different in the target language. Use Ctrl+, (i.e. QuickPlace), to insert the tag where it is required to be, and then confirm the segment.
- 4. Continue by translating and confirming segment 13.
- **5.** Segment 14 contains a number of tags. Here, it turns out quite useful that SDL WorldServer has populated empty target cells with the tags. All you need to do is to enter your translation between the tags.

14	csf For more information go to our website at csf field csf	csf csf field csf csf field csf csf
	www.sdl.com csf field csf . csf	

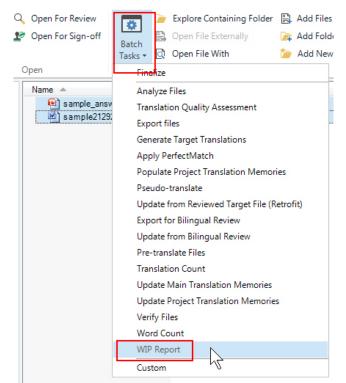
6. Confirm segments 14 and 15.

Finally, you can save the document (by pressing Ctrl+S) and close it (by pressing Ctrl+F4).

Work in Progress (WIP) Report

After closing the document you should be back in the **Files** view. Being in the middle of the project, you may now want to get an overview of how much work still has to be done, e.g. how many segments still need to be translated or reviewed. For this, you can create a so-called WIP (Work in Progress) report. This report gives you a concrete idea of the work that still has to be done. For example, untranslated segments remain to be translated, draft segments need to be edited, translated segments usually need to be reviewed, etc. To create a WIP report for the current project, take the following steps:

1. Make sure that both files in the package are selected, then click Batch Tasks -> WIP Report.



- 2. On the first screen of the Batch Processing wizard, click Next.
- **3.** The **Settings** page lists the confirmation levels, match types, and the required type of work. For example, untranslated segments require translation (of course), while translated segments require review, and locked segments do not require any type of work. Just take a look at these settings, as they cannot be changed anyway. Then click **Finish**.

Ø	O		3	
Batch Tasks	Files Sett		ettings	Finis
File Types	Report Settings			3 of 4 complete
Embedded Content Proc	Exclude locked segments	from report		
Verification	Select the required type of w	ork for confirmation levels and	match types:	
4 3 Language Pairs	Confirmation Level	Match Type	Required Type of Work	
All Language Pairs	Not Translated		Translation	
Translation Mem	Draft	AT	Post-editing	
Figure 1 Termbases	Draft	50%-74%	Translation	
🕨 🧈 Match Repair	Draft	75%-84%	Translation	Service of the servic
A Batch Processing	Draft	85%-94%	Translation	
WIP Report	Draft	95%-99%	Translation	
▶ G English (United State	Draft	100%	Translation	
▶ 🦻 Translation Quality Asses	Draft	ContextMatch	Translation	
	Translated		Review	
	Translation Rejected		Translation	
	Translation Approved		Sign-off	
	Sign-off Rejected		Translation	
	Signed off		None	
	Locked		None	
				7

- 4. When the report creation has finished, click Close.
- 5. In the Navigation pane click Reports to switch to the Reports view.
- **6.** Make sure **WIP Report** under **Multiple Languages** is selected. This will display the WIP report. Scroll down to the section **Total** in order to view the WIP statistics for the whole project. As you can see, 13 segments remain to be translated, while 10 translated segments require review.

Reports <		Translated		0	0	0	0	0	Review
Group by languages		Translation Rejected		0	0	0	0	0	Translation
German (Germany)		Translation Approved		0	0	0	0	0	Sign-off
Analyze Files		Sign-off Rejected		0	0	0	0	0	Translation
Multiple Languages		Signed off		0	0	0	0	0	None
WIP Report		Locked		5	29	132	0	0	None
Word Count	Total	Not Translated		23	188	865	58	39	Translation
		Draft	AT	0	0	0	0	0	Post-editing
		Draft	50%-74%	0	0	0	0	0	Translation
		Draft	75%-84%	0	0	0	0	0	Translation
Group by		Draft	85%-94%	0	0	0	0	0	Translation
Languages		Draft	95%-99%	0	0	0	0	0	Translation
Report types		Draft	100%	0	0	0	0	0	Translation
Melcome		Draft	ContextMatch	0	0	0	0	0	Translation
Projects		Translated		0	0	0	0	0	Review
Files		Translation Rejected		0	0	0	0	0	Translation
Reports		Translation Approved		0	0	0	0	0	Sign-off
Editor		Sign-off Rejected		0	0	0	0	0	Translation
		Signed off		0	0	0	0	0	None
Translation Memories		Locked		11	47	224	0	0	None

7. Let us assume that you are not the one doing the review. Your job is just to finish the translation. Therefore, switch back to the Files view, and double-click the file sample_answering_machine8320977215196477423.sdlxliff to open it in the Editor.

Translate the second document, which also contains a number of PerfectMatches. Again, this is largely a revision exercise, and you can use all the features that you learned in the Getting Started Part I training course.

Creating the Return Package

After having saved and closed the second sample files, you should be back in the **Files** view. As both files have been fully translated, you will want to deliver them back to SDL WorldServer. To do this take the following steps:

- 1. Select both files, and then click the right mouse button.
- 2. Select Create Return Package from the context menu.
- 3. On the first screen of the Create Return Package wizard click Next.
- 4. There are two ways of delivering your translated files to SDL WorldServer:
 - The translations are either uploaded directly to SDL WorldServer from SDL Trados Studio, if you have a live connection, or ...
 - □ You create a return package file, which you then upload later to SDL WorldServer through the Web browser.

5. Let us assume that for the moment we have no live connection to SDL WorldServer. Therefore, we go for the latter option, and create a return package (like we did for the SDL Trados Studio package in the previous chapter). To do this click the File radio button. This enables the corresponding text field in which you see the return package file path and name.

Create Return	Package	
O	2	3
File Selection	Return Package Options Ret	turn Package Creation
		2 of 3 completed
Return pac	kage location:	
Server		Authentication
	Fast import	
File	C:\Users\Training\Documents\Studio 2019\Projects\Sample WorldServer Pr	Browse
Comment		
		*
		~
Help	Back Next Finish	



NOTE

In this training course, we are using a generic package with no live connection to an SLD WorldServer system. In a real-life scenario, the address of the corresponding SDL WorldServer would be visible in the **Server** field, and you could upload your translation directly.

- SDL Trados Studio creates the packages at a default location, i.e. at C:\Users\<UserName>\Documents\Studio 2019\Projects. Click Finish to create the return package.
- **7.** After the package has been created click **Close**.

Open the folder in which the return package has been stored in Windows Explorer, i.e. *C:\Users\<UserName>\Documents\Studio 2019\Projects.*

There you will find the package file to upload to SDL WorldServer.



The suggested return package names can also be changed.

SUMMARY

- □ SDL WorldServer creates project packages, which are very similar to the SDL Trados Studio project packages, and which can be opened in exactly the same way.
- □ Files that have been processed in SDL WorldServer can also be translated the same way as files that have been directly opened in SDL Trados Studio. The only difference is that SDL WorldServer automatically copies any tags into the target cells if no TM match has been found for a particular segment.

- □ To deliver your translations you can either create a return package or upload directly to SDL WorldServer, if a live connection is available. Otherwise, you need to manually upload the return package to SDL WorldServer using the Web browser.
- PerfectMatches are considered highly reliable translation suggestions, as they fit the current context.
- □ You cannot edit locked segments unless you unlock the with the keyboard shortcut **Ctrl+L** or the corresponding button.

4-12 SDL TRADOS STUDIO GETTING STARTED PART 2 SDL plc Confidential. Copyright © 2018 SDL plc.

ALIGNING LEGACY FILES

This chapter provides an example of how to align source documents with their existing translations. An alignment allows you to import translated legacy content into a translation memory for use in future translation projects. You will learn how to:

- □ Align a single file pair
- Review and edit the alignment result
- Import the alignment result into a translation memory
- □ Align multiple file pairs

Chapter



WHAT IS ALIGNMENT?

Alignment is a process that allows you import existing translations into a TM. Imagine that you have an English source file and the corresponding target document, but the content is not stored in a translation memory database, as the translation was done without a TM system. Alignment allows you to pre-process both the source and the target file(s), so that you can import the legacy content into a TM.

The main challenge during alignment is to determine whether segments or entire paragraphs were left out during translation. Sometimes content is left out, because it is not relevant for the target audience. Also, translators often change the segmentation, e.g. by translating two source segments with just one target segment. SDL Trados Studio uses a sophisticated algorithm to detect such discrepancies between the source and the target content.

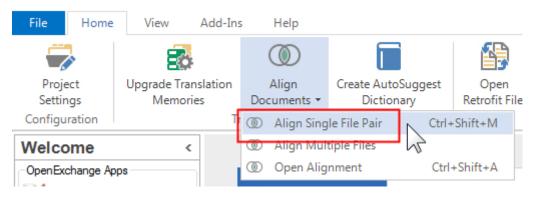
The exercises in this chapter involve two scenarios in which English source documents needs to be aligned with their translations. The sample files for this exercise can be found in your sample files folder, i.e. ...\Sample Files\Alignment.

ALIGNING A SINGLE FILE PAIR

In the first exercise we are going to align an English legacy source file with its translation.

To set up the alignment project take the following steps:

1. On the Welcome screen of SDL Trados Studio select Align Documents -> Align Single File Pair.



	- Andrew Control of Co	
lign Documents		
the documen	lation memory and ts to align rource and target files for the alignment.	۲
🕂 Add 👻 🌟 Create 🗸 🔅 Setti	inas 🗶 Remove	
Source File:		
		Browse
Target File:		Browse
		Browse
	Back Next	

Creating a new Translation Memory

Let us assume that you would like to import the alignment result into a new TM. Therefore, set up an empty TM by taking the following steps:

1. Click the Create button, and select New File-based Translation Memory.

P Align Documents	
Select a translation memory and the documents to align Specify a translation memory and the source and target files for the alignment.	۲
Add Create Settings Remove New File-based Translation Memory New Server-based Translation Memory Source File:	
Target File:	Browse
	Browse
Help Back Next Fin	ish Cancel

2. This will open the New Translation Memory wizard. Enter the name for your TM into the Name text field, e.g. *Alignment TM En-De*. Note that the sample files to align are English to German. Make certain that the correct source and target language pair is selected.

2	New Translation Memo	ry					
	1	2			3		4
	General	Fields and Settings		Langua	ge Resources		Finish
							1 of 4 completed
	Create From:					Bro	owse 🔻
	Name:	Alignment TM En-De]	
	Description:				*		
					-		
	Copyright:]	
	Location:	C:\Users\Training\Docu	ments\St	udio 2019\Tra	nslation Me	Pr	owse
		_		3010 2015 (110			owse
	Source Language:	English (United Stat	tes)		•		
	Target Language:	German (Germany)			•		
		Enable character-base	ed conco	rdance search	1		
	Help		Bac	k N	ext	Finish	Cancel

🛟 TIP

The TM file will be stored at the path that is shown in the **Location** text field. You may change the TM location by clicking **Browse** and selecting another path.

3. Click Next to continue. This will lead you to the Fields and Settings page. It is possible to store additional meta information in a TM. For example, for each segment pair you can store the name of the project that it relates to, the customer name, etc. Let us assume that you would like to add the name of the project to each segment pair that will later be imported from the alignment into the new TM.

4. To enable your new TM to store the project name, click into the empty field under **Name** and enter the field name, i.e. *Project*.

	and S and S		-					
Fields								
Name	Туре	Picklist	Allow Multiple Values		Add			
Project					Remove			
4	2							
Recognize								
✓ Dates	Acronyms	🗸 Alp	hanumeric strings					
✓ Times ✓ Variables								
	Vumbers Measurements							
	Measureme							
Numbers								
Numbers	if words:		Contain for	natting tags				
Numbers	if words:		Contain for Contain apo					

5. Fields can be of different types, e.g. free text fields, list fields, etc. Let us assume that the project name should be a free text field. Click into the empty field under **Type** and select the option **Text**.

New Trans	New Translation Memory							
	ds and settings for th							
Fields								
Name	Туре	Picklist	Allow Multiple V	alues		Add		
Project	Text Number Date/time List					Remove		
🗸 Date	es 🔽 Acronyms	a 🔽 Alı	phanumeric strings					
🗸 Time	es 🔽 Variables							
Num	nbers 📝 Measuren	nents						
🗸 Are ł	s one if words: nyphenated oined by dashes			ain formatting ain apostroph				
Help			Back	Next	Finish	Cancel		

6. To create the TM click **Finish**, then **Close**. The TM name and path is now shown in the **Align Documents** window.

P Align Documents	
Select a translation memory and the documents to align Specify a translation memory and the source and target files for the alignment.	۲
🕂 Add 🛛 🛨 Create 🗸 🌣 Settings 🗱 Remove	
C:\Users\Training\Documents\Studio 2019\Translation Memories\Alignment TM En-De.sdl	tm
Source File:	
Turat Film	Browse
Target File:	
	Browse
Help Back Next Finish	Cancel

Adding the Documents to Align

To select the file pair take the following steps:

1. Click the **Browse** button below the Source File text field and select the English sample file, i.e. ..*Sample Files**Alignment**English.docx*.

2. Repeat the above step for the target file, i.e. .. \Sample Files \Alignment \German.docx.

8	Align Documents	
	Select a translation memory and the documents to align Specify a translation memory and the source and target files for the alignment.	۲
	🕂 Add 👻 🛧 Create 👻 🎝 Settings 🛛 🗱 Remove	
	C:\Users\Training\Documents\Studio 2019\Translation Memories\Alignment TM	l En-De.sdltm
	Source File:	
	C:\Users\Training\Desktop\Sample Files\Studio - Getting Started Part 2\Alignmer	Browse
	Target File:	browse
	C:\Users\Training\Desktop\Sample Files\Studio - Getting Started Part 2\Alignmer	nt\German.docx
		Browse
	Help Back Next	Finish Cancel

3. Click Finish to start the alignment.

Viewing the Alignment Result

After a few seconds you will find yourself in the **Alignment** view, which shows the alignment result in a side-by-side view:

╗╗┶╘	SDL Trados Studio - Sample WorldS	erver Proj	ject_de_DE_2013	080	06_223927 💿 -	
File Home View	Add-Ins Help					
% Cut Image: Copy Image: Copy ☐ Paste Image: Clipboard	Import into Translation Memory ► Import into Translation Memory Import into SDLXLIFF file Tasks	ose ose All	Connect	Con Reje	Alignment	
lignment <	sample_PDF.docx.sdlretrofit English_German.s	sdlalign*			English German.sdlalign	*
	English Sample Alignment File	1		1	Deutsche Alignment-Beispieldatei	
	Preparing Your Word Processor for Interaction with Translator's Workbench	2		2	Textverarbeitung für die Zusammenarbeit mit Translator's Workbench vorbereiten	
Welcome	One of the main new functions of the Windows version of Translator's Workbench is that you do not have to leave your wrd processor—that is, Microsoft Word (Word for short)—in order to fully explore the functionality of Translator's Workbench.	3		3	Eine der wichtigsten, neuen Eigenschaften der Windows-Version von Translator's Workbench besteht darin, daß Sie Ihre Textverarbeitung, also Microsoft Word (kurz Word), nicht verlassen müssen, um die Funktionalität von Translator's Workbench voll nutzen zu können.	
Files Reports	You just stay inside your word processor and access the program from within via the program's toolbar and/or special shortcut key combinations.	4		4	Sie arbeiten wie gewohnt in der Textverarbeitung und greifen über eine entsprechende Symbolleiste und/oder Tastenkombinationen auf Translator's Workbench zu.	
* Editor Translation Memories	The following section describes how to prepare the corresponding word-processing system for use with	5		5	Der folgende Abschnitt beschreibt, wie Sie das entsprechende Textverarbeitungssystem für die	
D Alignment	Translator's Workbench. Preparing Microsoft Word	6		6	Verwendung mit Translator's Workbench vorbereiten. Microsoft Word vorbereiten	
			-	~		

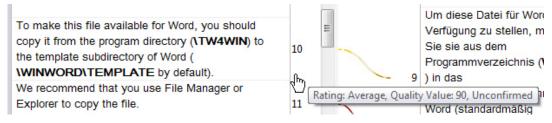
The column on the left-hand side shows the source segments, the column on the right-hand side lists the corresponding target segments. The column between source and target segment visualizes the connections that have been made between source and target content during the alignment process.

You might have noticed that some segment pairs are connected using a green dotted line, while others show a yellow or red line. The colors indicate how reliable a particular segment pair is considered to be by the alignment algorithm.

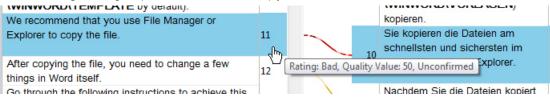
Move the mouse pointer over the id (i.e. 2) of the second segment pair, which has a green line. A tooltip shows that this particular alignment pair is considered to be of good quality with a trust score of 92.



If you move your mouse pointer over the id of source segment 10, which is connected to target segment 9 with a yellow line, you will see that this segment pair is considered of average alignment quality with a trust score of 90.



Source segment number 11, which is connected to target segment 10 using a red line, is even considered of low alignment quality with a trust score of only 50.



NOTE

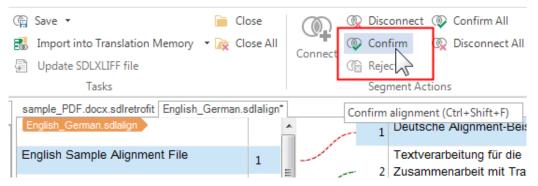
Alignments of average or low quality are not necessarily incorrect. The dotted line color and the trust score are just indications of how reliable the alignment algorithm is considering a particular segment pair alignment to be.

Confirming Segment Pairs

All segment pairs are by default unconfirmed. When you review an alignment result, you can confirm the segment pairs and re-connect segments if required.

To confirm segment pairs that are correct, take the following steps:

1. As you can see, the first segment pair has been aligned correctly. Therefore, click the **Confirm** button or press **Ctrl+Shift+F**.



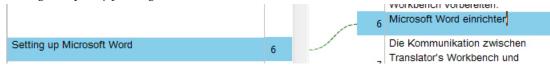
2. Note that after confirming the first segment pair, a full green line is drawn between the source and the target segment. Also, the tooltip shows that the segment pair is confirmed with a trust score of 100.

English_German.sdlalign*				
English_German.sdlalign			1	Deutsche Alignment-Beispieldatei
English Sample Alignment File	1		2	Textverarbeitung für die Zusammenarbeit mit Translator's
Preparing Your Word Processor for		ating: Good, Qu		Value: 100, Confirmed en
Interaction with Translator's Workhanch	7			

 Use the Arrow Down key to move to the second segment pair, which you confirm as well. Repeat this procedure for segments 3 through 5.

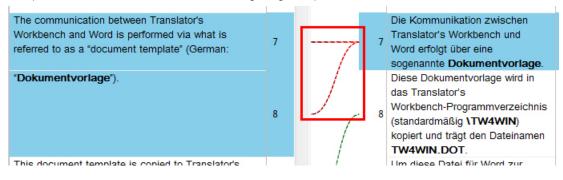
Editing Segments

You can edit the content of source and target segments if necessary. Let us assume that in segment 6 you would like to replace *Preparing Microsoft Word* with *Setting Up Microsoft Word*. All you have to do is overwrite the source text as required. Make the corresponding change in the target cell, then confirm the segment pair by pressing **Ctrl+Shift+F**.



n:n Alignments

Up to this point you have only had clean I:I alignments. However, different segmentation between source and target segments can also lead to, for example, 2:I alignments, which is the case for source segments 7 and 8, which have both been linked to target segment 7.



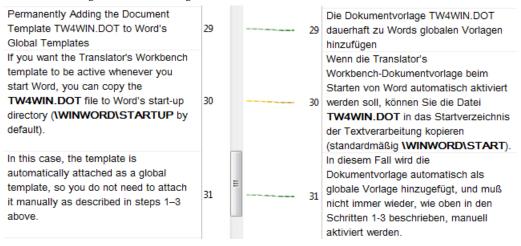
In this case, the 2:1 alignment is correct, and you can therefore confirm it. You can also confirm source segments 9 through 24, as these are all correct alignments.

Correcting Misalignments

It can also happen that segment pairs are not correctly aligned. This is the case, for example, for source segment 27. Click inside source segment 25, which will highlight the target segments to which it has been linked, i.e. 26 and 27. As you can see, the alignment is not entirely correct here. Actually, source segment 27 should be linked only to target segment 26.



This misalignment has caused a subsequent problem: Source segment 28 has been linked to target segment 28. However, it should have been linked to target segments 27 and 28. From segment 29 onwards, the alignment is correct again.

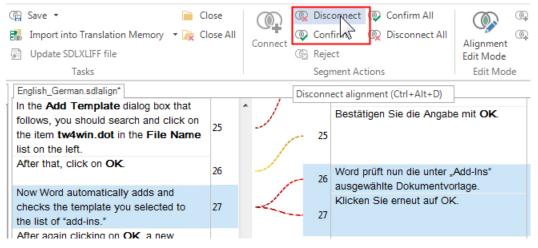


NOTE

Misalignments can lead to consecutive faults, but usually these remain limited to a specific part of the text. I.e. a single misalignment does not have an impact on the entire rest of the document.

To correct the misalignments take the following steps:

 Make sure that you are inside source segment 25, then click the Disconnect button or press Ctrl+Alt+D.



 Note that this has removed the connections between source segment 27 and target segments 26 and 27.

Now Word automatically adds and checks the template you selected to the list of "add-ins."	27	[25	Destatigen die Angabe mit UN.
After again clicking on OK , a new toolbar and a new menu, labelled Trados , will be added to Word's toolbar	28	!		26	Word prüft nun die unter "Add-Ins" ausgewählte Dokumentvorlage.
section and menu bar.			l	27	Klicken Sie erneut auf OK.
Permanently Adding the Document	20			21	

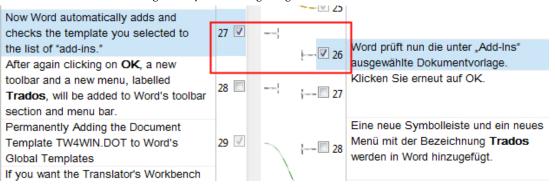
3. Disconnect source segment 28 in the same way.

4. Now click the Alignment Edit Mode button.



n Sie in dem darauthin andezei

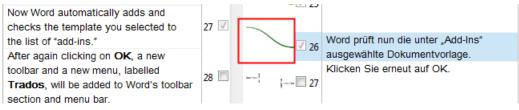
5. Observe that in the alignment edit mode you find check boxes next to each segment. Check the box for source segment 27 and for target segment 26.



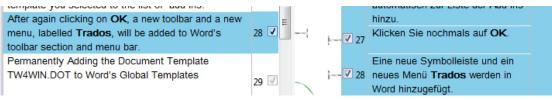
6. All of the above segment pairs require simple 1:1 alignments. Therefore click the **Connect 1:1** button.



7. Note that this has turned the checked segment pair into a confirmed alignment.



8. Observe that source segment 28 needs to be connected to target segments 27 and 28 through a 1:2 alignment. Therefore, make sure that the corresponding check boxes are selected.



9. To establish the 1:2 connection click the **Connect n:n** button.

	👰 Connect 1:1		
Alignment	🕼 Connect n:n		
Alignment Edit Mode	T		
Edit Mode			

- Click the Alignment Edit Mode button once more to deactivate the alignment edit mode. Note that the 1:2 connection has been confirmed between source segment 28 and target segments 27 and 28.
- 11. Confirm all remaining segment pairs, which are aligned correctly.

Saving the Alignment Result

To save your work take the following steps:

1. Click **Save -> Save** in the application ribbon.

Н	ome	View	Add-Ir	ns Help		
y te	Ope		Gave	Impo	ort into on Memory 🔻	Update SDLXLIFF file
rd	1		(îi)	Save	Ctrl	+Shift+S
ment <		ିଲ୍ଲ Save As		Ctrl+Alt+Shift+S		
nglisl	h_Germ	an.sdlalign	Ē	Save SDLXLIF	F C	trl+Alt+X

2. You will now be prompted to save the alignment result as an *.*sdlalign* file. Click **Save** to confirm.

Importing the Alignment Result into the Selected TM

To import the alignment result into your translation memory take the following steps:

1. In the application ribbon select Import into Translation Memory -> Advanced Import.



NOTE

The **Quick Import** option will import the alignment result directly into the TM with a single click. The **Advanced Import** allows you to set a number of options before the import is performed.

- 2. On the first page of the Translation Memory Import wizard click Next.
- 3. You will now see a few import settings that you can configure. One example is the Alignment quality value, which is by default set to o. If you want to have only confirmed segment pairs to be imported into your TM, you should set this value to 100. If you want to have segment pairs with an average or low trust score to be imported, then select a value lower than 100. For this exercise let us keep the alignment quality value unchanged.

Translation Memory Import Wizard	
Alignment and Translation Memory	
Import Options	
Specify the alignment and translation memory import options and click Finish to start importing.	
Alignment Options	
Alignment quality value: 0	
TM Import Options	
Apply Field Values:	Edit
Import translation units as plain text	
Exclude language variants	
If target segments differ:	
Add new translation units	
Overwrite existing translation units	
\odot Leave existing translation units unchanged	
C Keep most recent translation units	
✓ Use information from bilingual file to update TU system fields	
Help Back Next	Finish Cancel

4. Remember that we have set up our TM with a *Project* text field. Let us assume that you would like each segment pair to feature the name of the project that the aligned documents belong to, e.g. *Alignment Sample*. To make sure that this piece of meta information is added to the imported segment pairs, click the **Edit** button, which will open the **Field Values** dialog box.

ranslation Memory Import V	/izard	
Import Optio	nd Translation M ons memory import options and click Finish to star	
Field Values		X
Field Values:		
Field	Value	
Project		
	OK	Cancel Help
Overwrite existing trans	ation units	
C Leave existing translation	n units unchanged	
C Keep most recent trans	ation units	
☑ Use information from bi	ingual file to update TU system fields	

5. Click inside the empty field below Value, and enter *Alignment Sample*. Then confirm with OK.

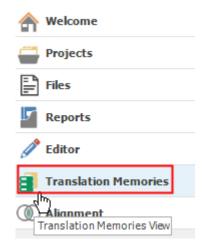
Field Values	×
Field Values:	
Field	Value
Project	Alignment Sample
	OK Cancel Help

6. Finally, click **Finish** to start the import. After a few seconds a message box appears to inform you how many segment pairs have been added to your TM. Click **OK** to close the message box.

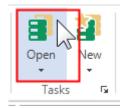
Viewing the TM Content

To view the TM content take the following steps:

1. Click the **Translation Memories View** button in the **Navigation** pane to switch to the **Translation Memories** view.



2. Click the **Open** button in the application ribbon.



- **3.** Browse to the location where you created your TM, and select the TM file by double-clicking it.
- 4. The TM content (i.e. the alignment result) is now displayed as shown below:

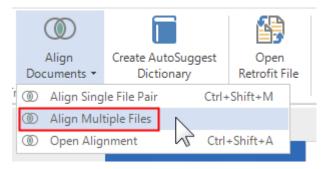
Alignment TM En-De [en-US->de-DE]				
1		English Sample Alignment File	Deutsche Alignment-Beispieldatei	Project Alignment Sample SourceFile English_Germa n.sdlalign TargetFile English_Germa n.sdlalign
2		Preparing Your Word Processor for Interaction with Translator's Workbench	Textverarbeitung für die Zusammenarbeit mit Translator's Workbench vorbereiten	Project Alignment Sample SourceFile English_Germa n.sdlalign TargetFile English_Germa n.sdlalign
		One of the main new functions of the Windows version of Translator's Workbench is that you do not have to leave your wrd processor—that is, Microsoft Word (Word for short)—in order	Eine der wichtigsten, neuen Eigenschaften der Windows-Version von Translator's Workbench besteht darin, daß Sie Ihre	Project Alignment Sample SourceFile English_Germa n.sdlalign

The segment pairs are shown in a side-by-side view. Take a look at the column on the right-hand side. This column contains the meta information that has been added to each imported translation unit, i.e.: the alignment document name, and the **Project** field value.

ALIGNING MULTIPLE FILE PAIRS

In addition to aligning one source with one target file, you can also align multiple files at the same time. These files can also be stored in various sub-folders. To do this take the following steps:

1. Switch to the **Welcome** screen, and select **Align Documents -> Align Multiple Files** from the application ribbon.



 On the first page of the Align Documents wizard click Add -> File-based Translation Memory.

Align Documents	
Choose a translation memory for the aligned translations. You can select an existing transmemory or create a new one. ↓ Add ↓ ★ Create ↓ ☆ Settings ★ Remove File-based Translation Memory	slation
Server-based Translation Memory	
Save alignment result files for later review	
C:\Users\Training\Documents\Studio 2019\Alignment Results	Browse for folder
Help Back Next	Finish Cancel

3. Browse for the TM that you created in the previous section when you aligned the single document pair, and select it by double-clicking the TM file.

The alignment results will be stored in a folder, e.g. .. *Studio 2019**Alignment Results*. You may select a different folder by clicking the **Browse for folder** button.

4. Click **Next** to continue.

1.	Click the Add button, then select Source Files by Folder.		
🔁 Align	1 Documents		_ D X
	ocuments for Alignment ct the source and corresponding target files to align.		٢
₿ A	\dd - 🗟 Remove - 📄 🔻 Fi <mark>e</mark> Types		
	Source Files Target File		
	Target File		
	Target Files by Folder		
H	Help Back	Next Finish	Cancel

2. Browse to your sample files location and select the folder .. \Sample Files \Alignment \English.

lign Documents		
Documents for Select the source and corresponding to		
🛱 Add 🔹 🗟 Remove 🔹 🍽 🏹 Fi	le Types	
Source Files Source Files by Folder	Target File	
Target File	.de.resx	
Target Files by Folder	rDialog.de.resx dPageControl.de.resx	
	ttingsPageControl.de.resx	
Change	PasswordDialog.de.resx	
	ActionWizardPageControl.de	
	undJobProgressControl.de.resx Dialog.de.resx	
	ialControl.de.resx	
	ColumnChooser.de.resx	
	CustomizeDialog.de.resx FiltersDialog.de.resx	
	ViewsDialog.de.resx	
	ssages.de.resx	
	nDialog.de.resx	
	/izardPageControl.de.resx	
	log.de.resx ressDialog.de.resx	
Jobriog	dShortcutSottingsPageContr	

4. Browse to your sample files location and select the folder .. \Sample Files \Alignment \German.

The source and target folders contain various sub-folders. Drill down to

 .\English\Desktop\Common. This will reveal the corresponding source and target files.

Docume	ents for Alignme	nt	
lect the source and co	orresponding target files to align.		
Add 🔹 🗟 Remov	⁄e • 📄 ♥ File Types		
Alignment TM De-Ei English (46/46)	n Source File	Target File	
English (46/46)	AboutDialog.de.resx	AboutDialog.de.resx	
	AddEditServerDialog.de.resx	AddEditServerDialog.de.resx	
	BackupWizardPageControl.de.resx	BackupWizardPageControl.de.resx	
	BlankSettingsPageControl.de.resx	BlankSettingsPageControl.de.resx	
	ChangePasswordDialog.de.resx	ChangePasswordDialog.de.resx	
	ChooseActionWizardPageControl.de	ChooseActionWizardPageControl.de	
	CompoundJobProgressControl.de.resx	CompoundJobProgressControl.de.resx	
	ConsoleDialog.de.resx	ConsoleDialog.de.resx	
	CredentialControl.de.resx	CredentialControl.de.resx	_
	DataListColumnChooser.de.resx	DataListColumnChooser.de.resx	
	DataListCustomizeDialog.de.resx	DataListCustomizeDialog.de.resx	
	DataListFiltersDialog.de.resx	DataListFiltersDialog.de.resx	
	DataListViewsDialog.de.resx	DataListViewsDialog.de.resx	
	ErrorMessages.de.resx	ErrorMessages.de.resx	
	ExceptionDialog.de.resx	ExceptionDialog.de.resx	
	ExportWizardPageControl.de.resx	ExportWizardPageControl.de.resx	
	HelpDialog.de.resx	HelpDialog.de.resx	
	JobProgressDialog.de.resx	JobProgressDialog.de.resx	
	KouboardChortcutCottingcDageContr	KowhoardShortcutSottingcBageContr	

> NOTE

The source and target files do not necessarily have to have identical names for the alignment to work.

6. Click **Finish** to start the alignment process.

Wait until all documents have been processed, then click Close. 7. Align Documents Aligning Documents (\bigcirc) Please wait while the files are aligned and the aligned translations are imported into the translation memory. BlankSettingsPageControl.de.resx Aligned segments 3 . CompoundJobProgressControl.de.resx Aligned segments 2 ExceptionDialog.de.resx Aligned segments 9 JobProgressDialog.de.resx Aligned segments 4 LanguageDirectionsControl.de.resx Aligned segments 8 MessageBar.de.resx Aligned segments 1 StringResources.de.resx Aligned segments 104 DataListColumnChooser.de.resx Aligned segments 9 DataListCustomizeDialog.de.resx Aligned segments 1 DataListFiltersDialog.de.resx Aligned segments 5 DataListViewsDialog.de.resx Aligned segments 5 PluginResources.de.resx Aligned segments 1 ErrorMessages.de.resx Aligned segments 1 PluginResources.de.resx Aligned segments 46 StringResources.de.resx Aligned segments 191 KeyboardShortcutSettingsPageControl.de.resx Aligned segments 5 UpdateSettingsPageControl.de.resx Aligned segments 5 UserProfilesControl.de.resx • Aligned segments 3 Show Error Details. Help Back Next Cancel

- **8.** You will now be prompted whether to open the folder that contains the alignment result files. Choose **Yes**.
- **9.** This will open the folder that contains the alignment results in the form of *.*sdlalign* files. For each aligned file pair a bilingual *.*sdlalign* file has been created, which contains the actual alignment result.
 - bataListControl
 - BlankSettingsPageControl.de.sdlalign
 - CompoundJobProgressControl.de.sdlalign
 - ExceptionDialog.de.sdlalign
 - JobProgressDialog.de.sdlalign
 - LanguageDirectionsControl.de.sdlalign
 - MessageBar.de.sdlalign
 - StringResources.de.sdlalign

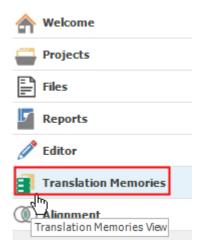


You could review each alignment result in Studio, by double-clicking the corresponding *.*sdlalign* file, and then confirm and modify the results as required. However, to keep this exercise simple, let us assume that this time we want to import all alignment result files without reviewing them.

Importing the Alignment Result into the TM

To import all alignment result files into the TM take the following steps:

1. Click the **Translation Memories View** button in the **Navigation** pane to switch to the **Translation Memories** view.



2. The TM from the previous exercise should still be open. Click the **Import** button in the application ribbon.



Alignin	g Legacy Files 5
 In the Import window click Add Folder, and select that folder that contains your result. All *.sdlalign files will then be listed under Files. 	
Import	
Import Files Select the files you want to import into the translation memory.	
Files: C:\Users\Training\Documents\Studio\Alignment Results\English\Desktop\Common\BlankSettin C:\Users\Training\Documents\Studio\Alignment Results\English\Desktop\Common\Compound. C:\Users\Training\Documents\Studio\Alignment Results\English\Desktop\Common\LanguageD C:\Users\Training\Documents\Studio\Alignment Results\English\Desktop\Common\LanguageD C:\Users\Training\Documents\Studio\Alignment Results\English\Desktop\Common\LanguageD C:\Users\Training\Documents\Studio\Alignment Results\English\Desktop\Common\LanguageD C:\Users\Training\Documents\Studio\Alignment Results\English\Desktop\Common\DataListCor C:\Users\Training\Documents\Studio\Alignment Results\English\Desktop\Common\DataListCor C:\Users\Training\Documents\Studio\Alignment Results\English\Desktop\Common\DataListCor C:\Users\Training\Documents\Studio\Alignment Results\English\Desktop\Common\DataListCor C:\Users\Training\Documents\Studio\Alignment Results\English\Desktop\Common\DataListCor C:\Users\Training\Documents\Studio\Alignment Results\English\Desktop\Common\DataListCor C:\Users\Training\Documents\Studio\Alignment Results\English\Desktop\Common\DataListCor C:\Users\Training\Documents\Studio\Alignment Results\English\Desktop\Platform\ErrorMessag C:\Users\Training\Documents\Studio\Alignment Results\English\Desktop\Platform\ErrorMessag C:\Users\Training\Documents\Studio\Alignment Results\English\Desktop\Platform\PluginResou C:\Users\Training\Documents\Studio\Alignment Results\English\Desktop\Platform\ErrorMessag C:\Users\Training\Documents\Studio\Alignment Results\English\Desktop\Platform\ErrorMessag C:\Users\Training\Documents\Studio\Alignment Results\English\Desktop\Platform\ErrorMessag C:\Users\Training\Documents\Studio\Alignment Results\English\Desktop\Platform\ErrorMessag C:\Users\Training\Documents\Studio\Alignment Results\English\Desktop\Platform\ErrorMessag	Add Foldor

Help			Back	Next	Finish	Cancel	
 	·	 					

4. Now click the Next button.

•

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- The following pages display a number of advanced options, which we leave unchanged. Therefore, just click Next twice to continue.
- 6. On the last page of the import wizard click **Finish** to start the import.
- 7. Wait a few seconds for the import to finish, then click **Close**.

Browsing the TM Content

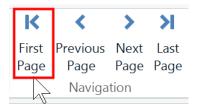
You should now see the content of your TM. Note that all segment pairs are sorted chronologically, i.e. the units that were first imported are shown first. By default only 50 segment pairs are displayed on one page. To navigate to the next 50 units take the following steps:

1. Make sure that the Home tab of the application ribbon is selected. Then click the Next Page button.

Κ	<	>	Х		
First Page	Previous Page	Next Page	Last Page		
Navigation					

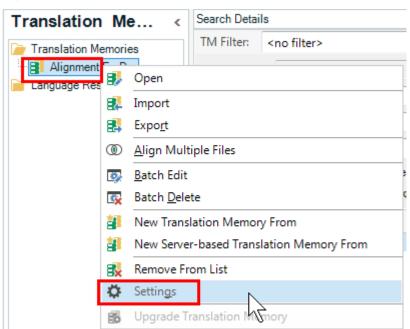
- **2.** This shows the next 50 segment pairs. Click the **Next Page** button two or three more times to browse further in your TM.
- 3. To move back to the previous page click the **Previous Page** button.

4. Now move back to the first page by clicking the First Page button.



Viewing the TU Count

To ascertain how many segment pairs have been imported in your TM, right-click the TM name, then select **Settings** from the context menu.



On the bottom of the Translation Memory Settings dialog box you can see the number of translation units:

Translation Memory Settings - Alignment En-D	De Name:	Alignment En-De
Language Resources Access Rights Performance and Tuning	Description:	
Fragment Alignment	Copyright: Location: Source Language:	C:\Users\Training\Documents\Studio 2019\Translation Memories English (United States)
	Target Language:	German (Germany) √ Enable character-based concordance search
	Created By: Created At:	STUDIOPC\Training 6/24/2018
	Translation Units:	465

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

SUMMARY

- □ SDL Trados Studio offers an alignment feature through which you can import the content of legacy source and target documents into a translation memory.
- □ You can add single file pairs as well as folder structures that contain multiple source and target documents.
- □ You can review the alignment result to correct any misalignments. During review you can confirm, disconnect, and reconnect segment pairs, and edit the source and target content.
- □ Studio uses different colors (green, yellow and red) to visualize whether a particular segment pair alignment is considered of good, average or low quality.
- □ The alignment supports one-to-one as well as one-to-many connections for cases in which, for example, one source segment has been translated with two target segments.
- After reviewing the alignment result you can import it into the selected TM. When importing you can choose to apply TM field values, import the alignment result as plain text, set the alignment quality value, etc.
- □ You can also import the alignment result (i.e. the *.*sdlalign* files) directly into the TM without reviewing it.

GENERATING AUTOSUGGEST DICTIONARIES

In this chapter you will learn how to:

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

Chapter



GENERATING AN AUTOSUGGEST DICTIONARY

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

Achten Sie darauf, dass zu allen Seiten des F		
	E Fotodrucker	
	Festplattenspeicher	
	Foto auf Fotopapier	
	Farbeinstellungen	
	Fotodruckpatrone	
	Fotos auf Papier	

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

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

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

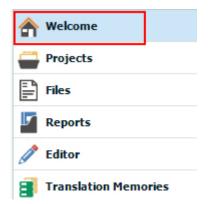
To create an AutoSuggest dictionary from an existing TMX file, take the following steps:

FRE

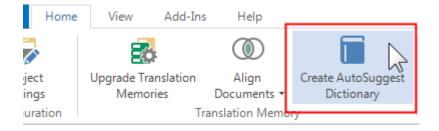
FREELANCE

AutoSuggest dictionaries can only be created with the SDL Trados Studio Professional or the Freelance Edition with the AutoSuggest dictionary creator add-on. If you have the Freelance Edition without the add-on, you can use AutoSuggest dictionaries, but you can only create them within the first 30 days after installation of the product.

1. Switch to the Welcome view.



2. Make sure that the Home tab is selected. Then click the Create AutoSuggest Dictionary button.



- This opens the New AutoSuggest Dictionary dialog box. Here, click the Browse button to 3. select the TMX input file.
- In the Open File-based Translation Memory dialog box, make sure that the file type TMX 4. Translation Memories (*.tmx;*.tmx.gz) is selected in the file type dropdown list.



Browse for the sample TMX file from which the AutoSuggest dictionary is to be created, i.e. 5٠ Sample EN-GB_DE-DE.tmx.



NOTE

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

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

New AutoSuggest Dict	tionary		
Select Tra	Inslation Memory		
	anslation memory or TMX file from which to generate an AutoSu	ggest dictionary.	
Translation memory:	C:\Users\Training\Desktop\Sample Files\Studio -	Getting Started Part 2\Generating Au	Browse
Help		Back Next	Finish Cancel

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

🔁 New Auto	Suggest Dictionary		X
		Dictionary Settings age for the AutoSuggest dictionary and optionally select a filter to limit the content used to create the	
	Source language:	English (United States)	
	Target language:	German (Germany)	
	Filter:	(none)	Edit
Help		Back Next Finish	Cancel

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

New AutoSuggest Dictionary	
AutoSuggest Dictionary Co Please select the number of translation units that should be processed for cr	
	an AutoSuggest dictionary, you can reduce the number of translation . Lower values use less memory but may also result in fewer phrases y can help avoid out of memory issues.
Number of translation units to process: 41237	
Minimum translation units	Maximum translation units (translation unit count)
Less phrases Less memory Less time	More phrases More memory More time
	Reset
Help	Back Next Finish Cancel

- 6
- **9.** On the following page click **Browse** and select the location in which the AutoSuggest dictionary is to be created. Select a location that you can find easily, e.g. your desktop, and enter a name for the AutoSuggest dictionary file, e.g. *EN-DE*.



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

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

→ NOTE

The AutoSuggest dictionary can only be generated, if your input TM contains 10,000 translation units or more. TMs with less units do not provide a sufficient basis for reliable phrase extraction.

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



FOR MORE INFORMATION

How to Create an AutoSuggest Dictionary

SUMMARY

- AutoSuggest dictionaries support the translation process by interactively suggesting relevant words and expressions while you are typing.
- AutoSuggest dictionaries can be generated from a TM or a TM in TMX export format.
- □ The source TM needs to contain at least 10,000 units (i.e. pairs of source and target segments) for meaningful phrase extraction.

CREATING TERMBASES FROM EXCEL GLOSSARIES

In this chapter you will learn how to:

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

Chapter

ABOUT CONVERTING EXCEL GLOSSARIES

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

PREPARING YOUR GLOSSARY FOR CONVERSION

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

- 21	А	В	С
1	Subject	English	German
2	Software	Playlists	Playlists
3	Software	Play List	Playlist abspielen
4	Software	Play Album	Album abspielen
5	Software	Mobile Playlist	Mobile Playlist
6	Software	Settings	Einstellungen
7	Software	All Tracks	Alle Titel
8	Software	Play Shuffled	Zufallswiedergabe
9	Software	Unknown	Unbekannt
10	Software	Open Documen	Dokument öffnen
11	Software	single-file transl	Übersetzung einer E
12	Software	File menu	Menü Datei
13	Software	Open for Review	Zur Überprüfung öffn
14	Software	Open for Sign-o	Zur Freigabe öffnen

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

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

CONVERTING THE MICROSOFT EXCEL FILE

Specifying the Input Format and File

To convert the Microsoft Excel glossary take the following steps:

- 1. First, make sure that the file to convert is NOT open in Microsoft Excel.
- Launch SDL MultiTerm Convert through Start -> All Programs -> SDL MultiTerm 2019. Then click the SDL MultiTerm 2019 Convert application icon.
- **3.** This will open SDL MultiTerm Convert, which is a wizard application. On the first page of the wizard, click **Next** to continue. On the following page click **Next** again.

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

SDL MultiTerm Convert - Conversion Options (3/	7)		152.4-	x
Select from the list of available options to conver	t your termin	ology data.		
Available conversion options:				
🖾 Conversion to MultiTerm XML format				
O MultiTerm 5 format				
O OLIF XML format				
O SDLTermbase Desktop format				
O SDLTermbase Online format				
O Spreadsheet or database exchange forma	at			
Microsoft Excel format				
O TermBase eXchange format				
Choose this option to convert terminology data from Micros	oft Excel (* xls: *	xlsx) format to Multi	Term XMI form	at
	< Back	Next >	Cancel	Help

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

SDL MultiTerm Convert - Specify Files (4/9)	X
This screen allows you to specify input and output files as well as a log file for the con the input file to be converted and MultiTerm Convert creates all other files in the same default.	
Input file: C:\Users\Training\Desktop\Sample Files\SDL MultiTerm 2015\Converting_Glossaries\glossary.xl	B <u>r</u> owse
Qutput file: [C:\Users\Training\Desktop\Sample Files\SDL MultiTerm 2015\Converting_Glossaries\glossary.m	Sav <u>e</u> as
Termbase definition file: C:\Users\Training\Desktop\Sample Files\SDL MultiTerm 2015\Converting_Glossaries\glossary.xv	Save as
Log file: C:\Users\Training\Desktop\Sample Files\SDL MultiTerm 2015\Converting_Glossaries\glossary.lc	S <u>a</u> ve as
< <u>B</u> ack <u>N</u> ext > Cance	Help

NOTE

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

Specifying the Termbase Fields

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

SDL MultiTerm Convert - Specify Column Header (5/9)
This screen allows you to specify the type of each column header field contained in the input file. You need to specify the language for language fields.
Available column <u>h</u> eader fields: Subject English German
(
C Concept ID
< <u>B</u> ack Cancel Help

- 2. Start with the **Subject** field. Make sure that this field is highlighted in the **Available column** header fields list.
- 3. The Subject column contains descriptive information (i.e. no terms), therefore the Descriptive fields radio button, which is already pre-selected, applies here. Just change the value in the dropdown list below from Text to Picklist.

X

_				
5	SDL MultiTerm Conve	et Conscifu Column	- Header (5/0)	1 mar 1
S	SDL Multi ern Conve	rt - specily Column	n neader (J/9)	

I

This screen allows you to specify the type of ended to specify the language for language field	each column header field contained in the input file. You lds.
Available column header fields: Subject English German	Language field Afrikaans Descriptive field Text Text Number Boolean Date Picklist Multimedia Hie
	< Back Next > Cancel Help

X

> NOTE

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

- 4. Continue with the other columns, i.e. English and German. Let us assume that the terms listed in the English column should be stored as English (United Kingdom) in the termbase. To do this make sure that English is selected in the Available column header fields list.
- **5.** Then click the **Language field** radio button, as **English** is language, not descriptive information.
- From the dropdown list below Language field select English (United Kingdom).
 SDL MultiTerm Convert Specify Column Header (5/9)

This screen allows you to specify the type of each column header field contained in the input file. You need to specify the language for language fields.	ı
Available column header fields: Subject Finglish Cenman Ce	
< <u>B</u> ack <u>N</u> ext > Cancel Help	

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

need to specify the language for	ify the type of each column header field contained in the input file. Yo or language fields.
Available column <u>h</u> eader fields: Subject English German	Language field German
	C Descriptive field
	C <u>C</u> oncept ID

Specifying the Entry Structure

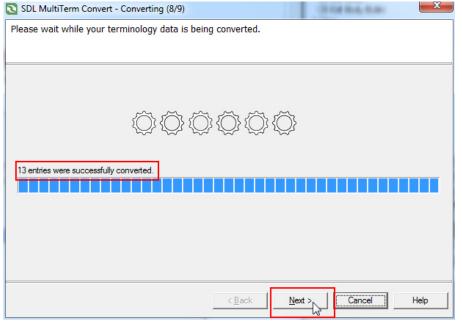
- 1. Descriptive information can be assigned to the entry level (i.e. the top level), if they refer to the entry as a whole, i.e. to all terms contained in the entry. Descriptive fields can also be assigned to the term level, if they refer only to a particular term. Let us assume that the **Subject** field value should always refer to the whole entry.
- 2. Highlight Subject in the Available descriptive fields list and select Entry level in the Entry structure box. Then click the Add button.

SDL MultiTerm Convert - Create Entry Structur	re (6/9)		d final, final	x
Select a field level in the entry structure and t respective level in order to create your entry s		scriptive field y	ou want to add	on the
Entry structure:	Eemove >>	Available descript	ive fjelds:	
	< <u>B</u> ack	<u>N</u> ext >	Cancel	Help

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

Starting the Conversion

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



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



FOR MORE INFORMATION

About SDL MultiTerm Convert

CREATING A NEW TERMBASE

Start SDL MultiTerm if it is not running through **Start -> All Programs -> SDL MultiTerm 2019 -> SDL MultiTerm 2019 Desktop**.

Creating the Termbase File

To start creating the new termbase take the following steps:

- 1. Switch to the File tab, and then select the New -> Create Termbase.
- This opens the Save New Termbase dialog box, in which a location and a default name for the new termbase is already suggested, i.e. New Termbase.sdltlb.
- 3. Replace the suggested termbase file name with glossary.sdltb, then click Save.

Loading the Termbase Definition

- 1. This opens the Termbase Wizard. On the first screen of the wizard just click Next to continue.
- **2.** We will now create the new termbase based on the *glossary.xdt* termbase definition, which SDL MultiTerm Convert has created. To select this termbase definition click the **Load an existing termbase definition file** radio button.
- 3. Click the Browse button and select the file *glossary.xdt* from your sample files location.

Termbase Wizard - Step 1 of 5	×
	Termbase Definition Specify whether you wish to create a termbase definition using one of the predefined termbase templates, load an existing termbase definition or create a new termbase definition from scratch.
	○ Create a new tembase definition from scratch
	 Use a predefined template Bilingual glossary
	Load an existing tembase definition file C:\Users\Training\Desktop\Sample Files\Studio - Getting Started Part 2\Co Browse
SDL*	Use an existing tembase as a template Browse Browse
	< Back Next > Cancel Help

4. Then click Next to continue.

Naming the Termbase

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

Termbase Wizard - Step 2 of 5	×
	Termbase Name
	Enter the tembase name and a description, if required.
	Friendly Name:
	User Interface Glossary
	Description (optional):
	<u>^</u>
	w.
	Copyright (optional):
an t	
SDL*	
	Add more
	< Back Next > Cancel Help

2. Then click Next to continue.

Languages and Descriptive Fields

- **1.** The **Language Fields** page lists the languages taken over from the Excel file. Here you just need to click **Next** to continue.
- 2. You can also skip the next two pages, i.e. **Descriptive Fields** and **Entry Structure** by clicking **Next** twice.

Entry structure:	Available descriptive fields: Subject	
Subject ⊡▶ Index level ∎ Term level		
	< Add	
	Remove >>	
	Field settings	
	 ✓ Mandatory ✓ Multiple 	

- 3. On the Wizard Complete page click Finish to create the termbase.
- **4.** Wait a few seconds for the new termbase to be created. Note that the termbase name is shown in the application title bar.

• 🗅 🗄) A A -				SDL MultiTerm - User Interface Glossary
File	Home	View	Add-Ins	Help	
) F0	R MORE	INFORM	ATION		

About Creating Termbases

Importing the Glossary Content

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

- 1. Click the Termbase Management button on the bottom of the Navigation pane.
- 2. Right-click Import and then select Process from the context menu.

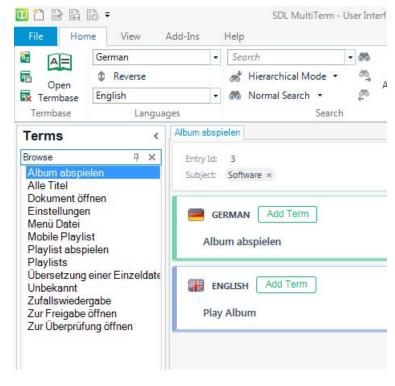
Termbase I	Mar	<	Import	
Catalog Categorie	es		ųΧ	Name
	iition uts s Mode			Defau Synch
An Impo		<u>C</u> reate	Ct	rl+Alt+C
	ß	D <u>u</u> plicate	Ct	rl+Alt+U
		<u>E</u> dit	Ct	rl+Alt+E
	¢	Update		
	2	<u>D</u> elete	Ct	rl+Alt+D
		<u>L</u> oad	Ct	rl+Alt+L
	25	<u>S</u> ave	Ct	rl+Alt+S
	Ċ,	<u>P</u> rocess	Ct	rl+Alt+P
			5	

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

4.	Then activate the	Fast import check	box and proceed b	y clicking Next
----	-------------------	-------------------	-------------------	-----------------

nport Wizard - Step 2 of 8	X
General Settings Click Browse to select the import file (XML) and the import log file below. If you wish to filter the contents of the import file, select a filte list.	r from the drop-down
Import file:	
C:\Users\Training\Desktop\Sample Files\Studio - Getting Started Part 2\Converting Glossaries\glossary.mtf.xml	Browse
Log file:	
C:\Users\Training\Desktop\Sample Files\Studio - Getting Started Part 2\Converting Glossaries\glossary.mtf.log	Save As
Fast import (import file is fully compliant with MultiTerm XML) For form full reorganization after import Apply filter:	
Source contains synonyms	
<back next=""> Cancel</back>	Help

- 5. On the following page click **Next** again.
- **6.** Wait for the progress bar to reach 100%. After all entries have been processed click **Next**, and then **Finish**.
- **7.** Switch back to the **Terms** view, and the terms from the imported entries are now shown in the **Browse** list.



FOR MORE INFORMATION

How to Import Termbase Data

SUMMARY

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

LEVERAGING LEGACY RESOURCES

The exercise in this chapter demonstrates how you can use the translation memory, the termbase, and the AutoSuggest dictionary that you created in the previous chapters to translate a sample document.

Chapter



ABOUT THIS EXERCISE

The document for this exercise can be found in your sample files folder, i.e.: ..\Sample Files\Sample documents.

This document is an updated version of one of the files that you aligned before. Moreover, it also contains terminology that can be found in the converted glossary.

OPENING THE FILE FOR TRANSLATION

Open the file Sample_EN.docx for translatione.g. by pressing Ctrl+Shift+O.

Make sure that you select the corresponding TM, termbase, and the AutoSuggest dictionary that you created in the previous chapters.

Translation Memory and Document Settings	-							×
Source Language: English (United States)								(optional)
Translation Memory and Automated Trans Create a translation memory, selec Specify whether to include the sel Create Translation Memory	ct an existing translation mem lected providers in lookup, co	ncordance	search ar	nd whether t	o updat	e them.		
Name			Enabled	Languages	Lookup	Penalty	Concordance	Update
Alignment TM En-De.sdltm			✓	■ → ■	~	0		<
Do not show this dialog again if the language	ge pair settings for the document	are known.			ОК		Cancel	Help
/ dranoba					UIK		Carloci	nop

The Alignment Penalty

Take the following steps:

1. Make sure that your cursor is placed inside the empty target cell of the first segment.

Note that you will get a translation suggestion, which is marked as a 99% fuzzy match. 2. Move the mouse pointer over the icon below the match value in the Translation Results window.

Project Settings				
English Sample Alignment File I I I I I I I I I I I I I I I I I I	A	ignment TM En-De - Translation Results	џ	х
Alignment Sample Score: 99 Alignment TM En-De Alignment TM En-De Alignment TM En-De - Translation Results Concordance Search Comments Co	•			
Alignment TM En-De - Translation Results Concordance Search Comments Comments Messages Sample_EN.docx Sample_EN.docx English Sample Alignment File 9% Deutsche	1	Alignment Score: 99 Alignment penalty (-1%) SourceFile		* =
Sample_EN.docx [Translation en-US-de-DE]* Sample_EN.docx English Sample Alignment File 99% Deutsche P	A	ignment TM En-De 19.05.2015 18:35:0	Train	ning
1 English Sample Alignment File 🖉 🧕 Deutsche P				- x
	1	English Sample Alignment File 🖉 🥺 Deutsche	Р	* III

- A tooltip will appear to indicates that an alignment penalty of 1% has been applied to current 3. translation suggestion. Note that this penalty is by default applied to all translation units that come from an alignment. The purpose of the alignment penalty is to alert the user that the current translation suggestion comes from an alignment and might not be 100% reliable.
- However, in this case, the correct translation has been suggested. Therefore, you can 4. confirm the current segment without making any changes.

	N	ОТ
- 2		

Е

Once an aligned unit has been confirmed during translation, it will be offered as a 100% or even a CM match the next time that the same segment comes up in a document again.

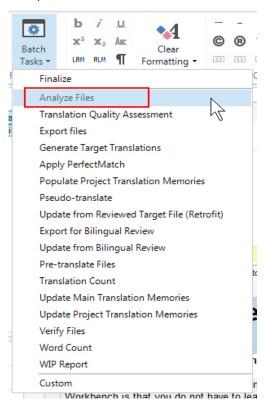
NOTE

The alignment penalty is also the reason why you will find a lot of 99% matches in the analysis report when you run an analysis on the current file.

Analyzing the File

Now run an analysis on the file. Take the following steps:

1. Click **Batch Tasks -> Analyze Files**.



- 2. In the Batch Processing dialog box click Finish, and after the process is complete click Close.
- **3.** When prompted to re-open the file, click **Yes**.
- 4. Switch to the **Reports** view to view the analysis result.
- 5. Note that most segments can be found in the 95%-99% range, which is due to the alignment penalty, as most segments will be 100% matches that have a 1% alignment penalty.

т	o	ta	ls	

Total	Туре	Segments	Words	Characters	Percent	Recognized Tokens	Repaired words	Fragment words (whole TU)
Files:1	PerfectMatch	0	0	0	0.00%	0	0	0
Chars/Word:5.38	Context Match	0	0	0	0.00%	0	0	0
	Repetitions	0	0	0	0.00%	0	0	0
	Cross-file Repetitions	0	0	0	0.00%	0	0	0
	100%	0	0	0	0.00%	0	0	0
	95% - 99%	31	493	2630	96.10%	62	0	0
	85% - 94%	1	19	110	3.70%	0	0	0
	75% - 8 4%	0	0	0	0.00%	0	0	0
	50% - 74%	0	0	0	0.00%	0	0	0
	New/AT	1	1	19	0.19%	2	0	0
	AdaptiveMT Baseline	0	0	0	0.00%	0	0	0
	AdaptiveMT with Learnings	0	0	0	0.00%	0	0	0
	Total	33	513	2759	100%	64	0	0

Leveraging Legacy Resources

8

Switch back to the **Editor** view to translate the rest of the document. For most segments, you will get high fuzzy matches that require very little or no editing. For the segments that have no TM match, you should get a number of hits from the termbase and/or from the AutoSuggest dictionary, e.g.:

	0	,		00	1.0	
	NOTE If you are doing a single-file translation and	[
35	are not working with a project, you can also use the		S	ingle-file translation		
33	Translate Single Document command on the File			Obersetzung einer Ei	nzeldatei	
	menu to open any document for translation.		F	ile menu		N
36	If the document is not associated with a project then	[- E	Menü Datei		2
50	SDL Trados Studio automatically creates a project.		0)pen Document		~
37	Click here for step-by-step instructions.	[<u> </u>	Dokument öffnen		
38	Open for Review		<u> </u>			

SUMMARY

- □ The resources that you generated through alignment of legacy documents and conversion of MS Excel glossaries can be easily used for processing new documents.
- □ Translation suggestions that come from an alignment are automatically assigned a penalty of 1% to alert users to the fact that the current suggestion might not be 100% trustworthy.
- □ Once you have confirmed a translation suggestion that originates from an alignment, the alignment penalty will no longer be applied, i.e. the translation will be offered as a 100% or CM match the next time that the same segment comes up.



FUZZY MATCH REPAIR

In this chapter you will learn:

- □ What fuzzy match repair is
- $\hfill\square$ How to use fuzzy match repair in your daily work

Chapter



ABOUT FUZZY MATCH REPAIR

You already know that a TM can provide translation suggestions even if the segment that you need to translate is not identical, but only similar to a previously translated segment. In this case, Studio will suggest a fuzzy match and highlight the differences between the current and the previously translated segment. You then have to adapt the suggested translation manually.

Now imagine the following: Studio automatically modifies the suggested target segment to fit the current context, so that you only have minimal or even no post-editing work. This automatic adaptation of fuzzy matches is called Fuzzy Match Repair.

Take the following example:

Your TM contains the following source / target segment pair:

Source: Please close the window.

Target: Das Fenster bitte schließen.

Now you need to translate the following segment:

Source: Please open the window.

The only difference between the previous and the current source segment is the fact the verb has changed from *close* to *open*. After retrieving the suggested translation, you need to manually adapt the target segment by manually inserting the target-language equivalent for the word *open*.

With Fuzzy Match Repair, the corresponding word in the target segment gets replaced automatically. This means that you can save even more time when dealing with fuzzy matches. For this to work, of course, Studio has to 'know' where the words to replace are located in source and target. Furthermore, Studio has to 'know' which target-language words to insert. For this Studio can draw from the following sources:

- 1. Fragments from other segments stored in the TM (in our example, other segments in which the words *open* and *close* occur)
- 2. Termbase entries that contain the relevant terminology
- **3.** Web-based machine translation systems such as SDL Language Cloud (which we will not be using in this exercise)

USING FUZZY MATCH REPAIR

In this section you will see examples of how Fuzzy Match Repair works.

Opening the Sample File, TM, and Termbase

To select the sample file, TM, and termbase, take the following steps:

 Press the keyboard shortcut combination Ctrl+Shift+O, and browse to the folder ..\Sample Files\Studio - Getting Started Part 2\Fuzzy match repair.

Select the file Sample_Document.docx. Select English (United Kingdom) as source and 2. German (Germany) as target language. Use the sample TM that you find in the same folder as the sample document.

Translation Memory and Document Settings			Laffeet in				×	
Source Language: 🐹 English (United Kingdom) 🔹 🕏							•	
Target Language: 📕 German (Germany) 🔹 (opti						(optional)		
Translation Memory and Automated Translation	Translation Memory and Automated Translation							
Create a translation memory, select an existing translation memory Specify whether to include the selected providers in lookup, con						s or other reso	ources.	
		👐 n.					University	
Settings View Settings	ΨT							
Name		Enabled	Languages	Lookup	Penalty	Concordance	Update	
En-de.sdltm		✓	₩→=	✓	0	✓	✓	
Do not show this dialog again if the language pair settings for the document	are known							
Advanced				ОК		Cancel	Help	

Then click the Advanced button in the lower-left corner of the window. In the Project 3. Template Settings window select Language Pairs -> All Language Pairs -> Termbases. Then click Use -> File-based MultiTerm Termbase to select the termbase that you find under

..\Sample Files\Fuzzy match repair\Termbase.

▶ 💞 Project	Termbases	
 ▶ · ▶ · ▶ · ▶ · ■ Embedded Content Processors 	Add termbases to the project and order them. Set a default termba	se and check the langu
 Verification Language Pairs All Language Pairs Translation Memory and Auto Termbases Search Settings Match Repair Batch Processing English (United States)-> German (: Default
Translation Quality Assessment		
	Project Language	Mapped Language in
	English (United States)	English
	German (Germany)	German

- Click OK twice to open the document in the Editor view. 4.
- Select All Language Pairs -> Translation Memory and Automated Translation -> Search. 5.

Fuzzy Match Repair in Action

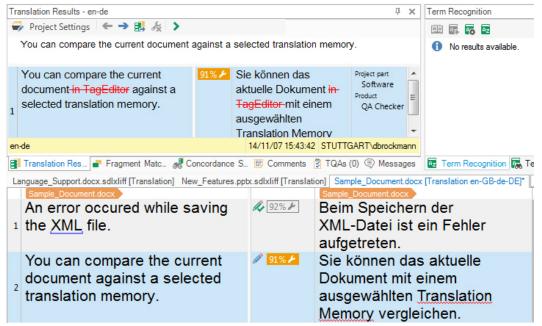
Now that the document is open, take the following steps:

9

 For the first segment you are getting a repaired fuzzy match, which is indicated by the wrench symbol in the match value box. In this case, the word *adding* has been replaced with *saving*. In the Translation Results window, the changes are not only highlighted for the source segment, but also for the target segment. This indicates that the target segment has been 'repaired' by inserting the correct term.

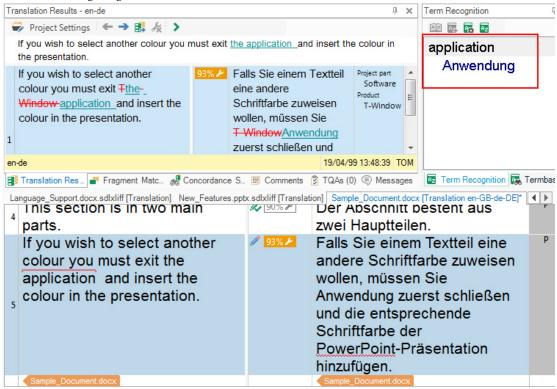
Tra	anslation Results - en-de			д	×	Term Recognition	д
-	🖗 🕂 Project Settings 🛛 🗲 🏓 🛃 🦧	>					
	An error occurred while saving the	XML file.				 No results available. 	
1	An error occurred while addingsaving the licenseXML file.	ł	Beim Hinzufügen <u>Speichern</u> Jer HzenzdateiSpeichern st ein Fehler aufgetreten.	Project part Software Product Synergy	•		
	An error occurred when while	75%	Beim Speichern des	Product			
en	-de	3/11/200	17 2:25:38 PM STUTTGA	RT\dbrockm	ann		
3	Translation 📑 Fragment M 🚜 Conc	ordanc 🖻 C	Comments 💈 TQAs (0)	(1) Message	s (😰 Term Recognition 🔂 Termbase	e Search
S	ample_Document.docx [Translation en-0	iB-de-DE]*					-
1	An error occurred while save file.	ng the XM	and the second se	Beim Sp Fehler au		hern der Speichern ist ein etreten.	Р

- 2. You might still have to adapt the suggested translation, but you should have less editing work than if you had to 'repair' the whole fuzzy match manually. Edit the segment as required, and confirm it.
- **3.** For the next segment you are also getting a repaired fuzzy match. The string *in TagEditor* has been removed from the source, as this is an outdated product name. Studio has also removed it from the target. Verify whether the repaired fuzzy match is correct, edit it if necessary, then confirm it.



4. For segments 3 and 4 you should also get repaired fuzzy match suggestions. Studio has been able to repair these matches using segment fragments from other translation units in the same TM. Edit the suggested translations as required, and confirm them.

5. For the last segment you also get a repaired fuzzy match: the outdated product name *T*-*Window* has been replaced with the *application*. Thanks to the fact that this term has been found in the termbase, Studio was able to automatically insert the correct target term into the target segment.



6. Edit the suggested translation as required, and confirm it.

Finally, you can save and close the document.

SUMMARY

- Studio can automatically adapt fuzzy matches, which means less manual editing work for you.
- □ Studio determines which terms have to be changed in the target segments using segment fragments from other translation unit in the TM, terms from a terminology database, or Web-based machine translation systems such as SDL Language Cloud.
- **Repaired** fuzzy matches are highlighted with a wrench symbol to distinguish them from non-repaired matches.
- □ For repaired fuzzy matches, the **Translation Results** window also highlights the changes in the target segment, so that you can see what automatic fuzzy match repair has changed.

9 Fuzzy Match Repair

SDL GROUPSHARE

This chapter provides a quick overview of SDL GroupShare. You will learn how to:

- Connect to a GroupShare Server
- Open a project from a GroupShare Server
- Check out and check in a file

Chapter

10

ABOUT SDL GROUPSHARE

SDL Trados Studio has the capability to connect to a central SDL GroupShare Server. A GroupShare Server allows you to do the following:

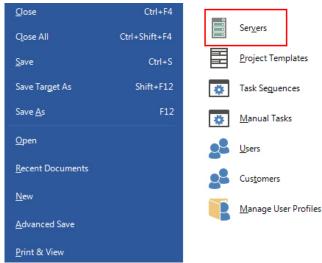
- Access centralized projects
- Upload and download files to/from a central server over the Internet or an Intranet

GroupShare facilitates the handling of projects that involve distributed teams. Rather than sending out package files to project team members, translators can log on to the server and check out the files that they need to process. GroupShare logs which files have been checked out by which user. That way you can transparently trace who currently owns which files. The system thereby effectively avoids conflicts, e.g. two users changing the same file.

LOGGING IN TO A GROUPSHARE SERVER

Note that the following exercise is only relevant for you if you have access to a GroupShare. To connect to a GroupShare Server take the following steps:

1. Switch to the File tab. Then select Setup -> Servers.



2. In the Servers dialog box click Add to add a connection to a GroupShare Server.

Servers	X
🛃 Add 🗗 Edit 🖳 Delete 🛛 🖏 🤇	Check Server Availability 🛛 🖳 Clear Stored Credentials 🛛 🖫 Change Password
Name 2	Status
Add	·
	Close Help

- 3. In the Add SDL Server dialog box enter the server name into the Server Address text field.
- **4.** The default port is *8o*. If the port number needs to be changed, enter the value into the **Port** text field.

- **5.** In this example we assume that SDL authentication is used, therefore make sure that the **Use SDL authentication** radio button is selected.
- 6. Enter the user name and password that was given to you (e.g. by your administrator).
- **7.** If you do not want to be prompted for your credentials every time you open the application, then activate the **Do not prompt me again** check box.

Edit SDL	Server	-		X
	Server Address:	gsdemo		
	Port:	80		
		The server red	quires a sec	cure connection (SSL)
	Authentication			
	Use Windows	authentication		
	Use SDL auth	entication		
	User name:	demo		
	Password:	•••••	•	
8	Do not promp	t me again		
				OK Cancel Help

8. Then click **OK** to connect. If you have been successfully connected, then the server should be shown as **Available**. Now click **Close**.

Servers		and the second	×
🛃 Add 🛃 Edit 🛃 Delete 🔤	Check Server Availability	🙀 Clear Stored Credentials	🖥 Change Password
Name	Status		
I Image: Ima	Available.		
			Close Help

OPENING A PROJECT FROM THE SERVER

Now that you are connected to the server you can open projects that have been published through GroupShare, and are accessible to authorized users.

To access a server-based project take the following steps:

1. Switch to the Welcome screen, and then click Open GroupShare Project.



n Open Trados GroupShare Project

Open a project shared on SDL Trados GroupShare for collaboration. Trados GroupShare projects are server-based and enable you to work with fellow translators and reviewers in a more efficient and centralized way. Watch Video

2. This will raise the Open GroupShare Project dialog box. On the left-hand side you will see a list of so-called organizations. Projects are usually stored in different organizations (e.g. *Marketing, User Guides* etc.), similar to the way files on a hard disk are stored in different folders.

Dopen Trados GroupShare Project					- D X
Select Trados Group Select the Trados GroupShare project you want to ope Server: https://gs	· · · · · · · · · · · · · · · · · · ·	:		▼ Ser	vers
Filter	Server Projects				
🖶 Training	Name [^] Training Sample Pro	Customer	Due Date [none]	Status In Progr	Publishe 4/8/2018
Help		Back	Next	Finish	Cancel

- 3. Translators and reviewers can be given access to particular organizations. Let us assume that the project that you would like to access is called Training Sample Project, which can be found in the Training organization. To open this server project, select the Training organization, and then click the corresponding project name. Finally, click Next.
- 4. On the following page you see that a folder has been suggested into which the project information file will be downloaded. Leave the suggested location unchanged, and then click Finish.



NOTE

In this step you will NOT download the actual files to translate, but just the project information file. The files to process need to be downloaded in a separate step (see section below).

5. After the project information has been downloaded to your local PC click Close.

6. Now switch to the Projects view.

솕	Welcome
	Projects
	Files
J	Reports
1	Editor
1	Translation Memories

7. Note that the server project is now listed in the application. The project icon with the green globe indicates that this is a GroupShare Server project.

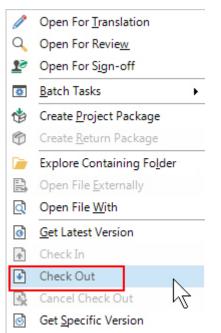
[none]

CHECKING OUT FILES

As mentioned before, by opening the project you have just downloaded the information on the project, but not the actual project files. The process of downloading files to translate or review is called check-out.

To check out a project file take the following steps:

- 1. Double-click the project to switch to the Files view.
- 2. Right-click the first file, and select Check Out from the context menu.



Note that after you have checked out the file it is marked with a specific icon, and the name 3. of the user who has checked out the file is stated in the Checked Out To column. By checking out the file you have claimed ownership of the document. This means that no other translator or reviewer can check out the file now. All authorized users can see who has claimed ownership of a project file.

Name 🔺	Words	Checked Out	То
Configuration.docx.sdlxliff	162	Training User	
Language_Support.docx.sd	31	(none)	
🔨 New_Features.pptx.sdlxliff	19	(none)	
🕢 The_Check_Spelling_Com	86	(none)	



FOR MORE INFORMATION

About GroupShare Projects

CHECKING IN FILES

Since checking out a file means that you have downloaded it to your local PC. You can now translate or edit it just like any other file that you have opened in Studio. After having translated the file you will want to upload it to the GroupShare Server, i.e. check it in.

To check in a project file take the following steps:

- 1. Make sure that you are back in the Files view. Right-click the file, and then select Check In from the context menu.
- This raises the Check In dialog box. Here you may enter an optional comment. Click Check 2. In to upload the file to the server.
- Note that by checking in you have released ownership of the file, which is now available to, 3. for example, a reviewer, an editor, the project manager, etc.

SUMMARY

- SDL GroupShare helps distributed teams to work more effectively on projects.
- To connect to a GroupShare Server you require the server address and a login.
- Once connected to a server you can open projects that have been published and to which you have access.
- Project files and be downloaded (check out) and uploaded (check in) from/to the server. It is transparent to all those involved who is currently working on which file.

THE SDL APPSTORE

The SDL AppStore is an online platform from which you can download useful plugins (most of which are for free) to add new functionality to your Studio. This chapter provides a quick introduction to the SDL AppStore. You will learn how to:

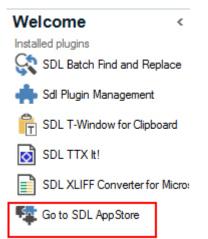
- Open the SDL AppStore
- Download a plugin
- Install a plugin
- Manage your plugins

Chapter

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NAVIGATING TO THE SDL APPSTORE

The easiest way to find the SDL AppStore is by clicking the corresponding link in the **Welcome** view of the **Navigation Pane**.



This will open the **SDL AppStore** in your Web browser:

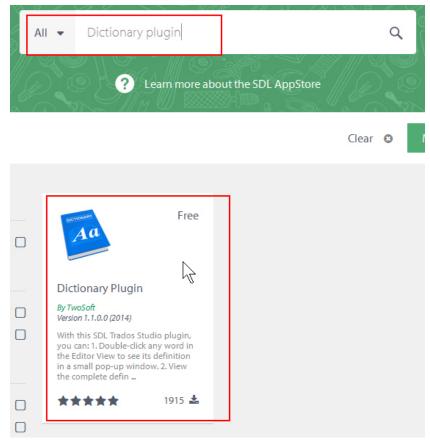
Automated translation File filters Process automatic Category Apps of the Month Language Image Product Image SDL Trados Studio Jobs	earn more abo	out the SDL AppStore ence Terminology	C		All apps
Automated translation File filters Process automatic Category Apps of the Mont Language Image Product Image SDL Trados Studio Jobs	on Refere			i memory	All apps
Category Apps of the Mont Language Product SDL Trados Studio Jobs		ence Terminology	Translation	i memory	All apps
Language Product SDL Trados Studio					
Product SDL Trados Studio Jobs					
SDL Trados Studio Jobs	Free	¥	Free		Free
Jobs					
SDL MultiTerm By SDL Community Develo		Antidote Verifier		#YourProductivity	У
Version 0.2.2	ers	By SDL Community Deve Version 0.8.2	lopers	By SDL Community Devel Version Studio 2015 - 1.1.	
5DL Passolo This plugin provides a n		Antidote is a spelling and grammar		Measure #YourProductivity and	
SDL Language Cloud view from where you can navigate jobs posted on website. You can filter or	the ProZ source and	checking tool from Druide informatique inc that integrates with MSWord and a variety of other		compete against translators around the globe! SDL's #YourProductivity app counts the keystrokes you save	
SDL Studio GroupShare target languages as well ★★★★★	 (a) 	applications. This free	558 📥	with SDL Trados Studio	217 🛓

DOWNLOADING AN APP

Imagine you have heard about a useful plugin called *Dictionary Plugin*, which allows you to look up online dictionaries directly from Studio. To download the plugin take the following steps:

1. Enter the name of the plugin into the search field, i.e. Dictionary Plugin, then press Enter.

2. Click the icon of the corresponding plugin that appears in the search result(s).



3. Then click **Download**. You will then be prompted to log in with your SDL user account, or to sign up if you have no account with SDL. After logging in you will be able to download the plugin to your PC.

DICTIONARY	Dictionary Plugin By TwoSoft Version 1.1.0.0 (2015)	Free
	★★★★★ 1915 ▲ (3 reviews)	Download
1. Double-click any window. 2. View the by triggering the ac	is Studio plugin, you can: word in the Editor View to see its definition in a small pop-up e complete definition of any word or phrase in the Editor View, tion from the Advanced Tab, or from the contextual menu. 3. on about your request by clicking the More link from the	Works with SDL Trados Studio 2014 - SDL Trados Studio 2015
pop-up window. 4. Trados Studio and t	duckly Enable/Disable the lookup. Once installed, restart SDL he Dictionary Plugin will start to work automatically by any word in the editor view.	Supported languages English
		Technical requirements

INSTALLING A PLUGIN

To safe you the trouble of downloading, we have already placed the plugin into your sample files folder, i.e. *..Studio - Getting Started Part 2\Apps.* There you will find the **.sdlplugin* file, which you need to double-click. This will open the **SDL Plugin Installer**:

1. On the first screen click Next.

- Accept the terms and conditions, then click Next again. 2.
- Select the version of Studio for which the plugin should be installed 3.
- On this screen, you can also decide in which folder the plugin should be installed. The 4. option All your domain machines will deploy the plugin to a roaming folder, so that you can use it from any PC in a local network. The option Local machines will put the plugin to a folder that is only accessible on the local PC. Select your preferred deployment option, then click Next.

SDL Plugin Installer	x				
Installed Studio versions Please select for which Studio versions you want to install the plugin					
All Studio version installed on the machine are displayed on the right list. Studio versions that are not compatible with the plugin will be grayed out.	SDL Studio 2015 - 12.2.5141.6 SDL Studio 2017 - 14.0.5714.0				
Please select the folder where the plugin will be installed	Locations All your domain machines Local machines Program data				
	< Back Next > Cancel				



NOTE

If you have several versions of Studio installed, you can deploy the plugin to all Studio versions.

Finally click OK. If Studio is already started, please close the application, and re-start it. The 5٠ plugin will only be available after a re-start.

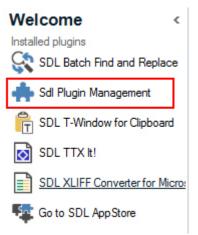
You can now start using the plugin. In case of our sample plugin, you will find an extra button on the Advanced tab in the Editor view, which you can use to look up selected terms in Wiktionary.

Advanced	View Add-Ins	s Help			
ocument Settings	orginent co	Edit Source Clear Draft Segme Lookup Translation	ns	Dict man Low up	lar
Actions Fragment Matche		nent Actions	Editi ធ	Search Dict Dictionary	
		utomated translation se		ents 🗟 TQAs	s (0)
PhotoPrinter.doc UISCOT COLOR (c Translation en-GE Inect capi cartridge,	es, change and add p	e me		
	connectir or <mark>USB c</mark>	ng power cables kee	p the		

MANAGING PLUGINS

If you download and install a lot of plugins you might want to get an overview of which plug-ins are installed, and possibly remove a plugin you no longer need. To manage your plugins take the following steps:

- **1.** Switch to the **Welcome** view.
- 2. Click Sdl Plugin Management in the Navigation Pane.



3. This will open the following window in which you can view information like: installed plugins, version, author, and a button that allows you to uninstall the corresponding plugin.

SDL Plugin Management				
All installed plugins are listed below. Ensure Studio is closed and then click the Uninstall button for the plugins you wish to remove. Plugins that require Administrator rights for installation will not be listed unless you run this uninstaller with Admin rights.				
Name	Version	Author	Minimum supported Studio v	Uninstall
Trados StudioDiction Trados StudioDictionaryPlugin smartQuery	1.1.0.0	N/A	9.1	Uninstall
	3.0.1.19	N/A	12.0	Uninstall

SUMMARY

- □ The SDL AppStore offers a big choice of plugins that add new functionality to your Studio, e.g. plugins that allow you to look up terms in online dictionaries.
- □ To download a plugin, you need to have an account with SDL.

- The plugin file can be installed by double-clicking the plugin file. Studio needs to be restarted before you can access the plugin functionality.
- From the **Welcome** view you can manage and if required uninstall plugins.

INTERMEDIATE TOPICS -OVERVIEW

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

Chapter



SDL Trados Studio Intermediate for Translators - Overview

The Intermediate training course covers the following topics:

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



SDL*

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