

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

Training Course

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INTRODUCTION

Chapter

1

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 1. 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

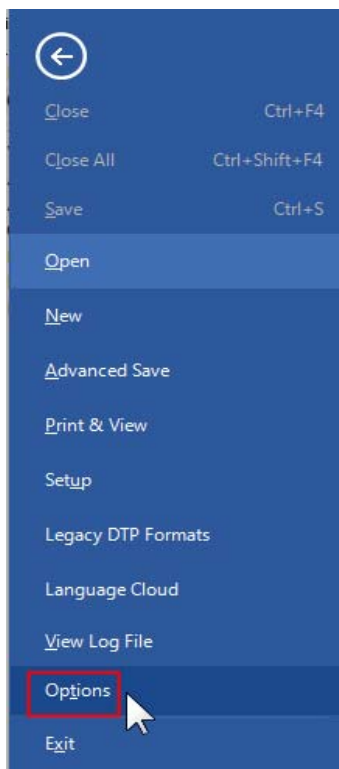
2

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.

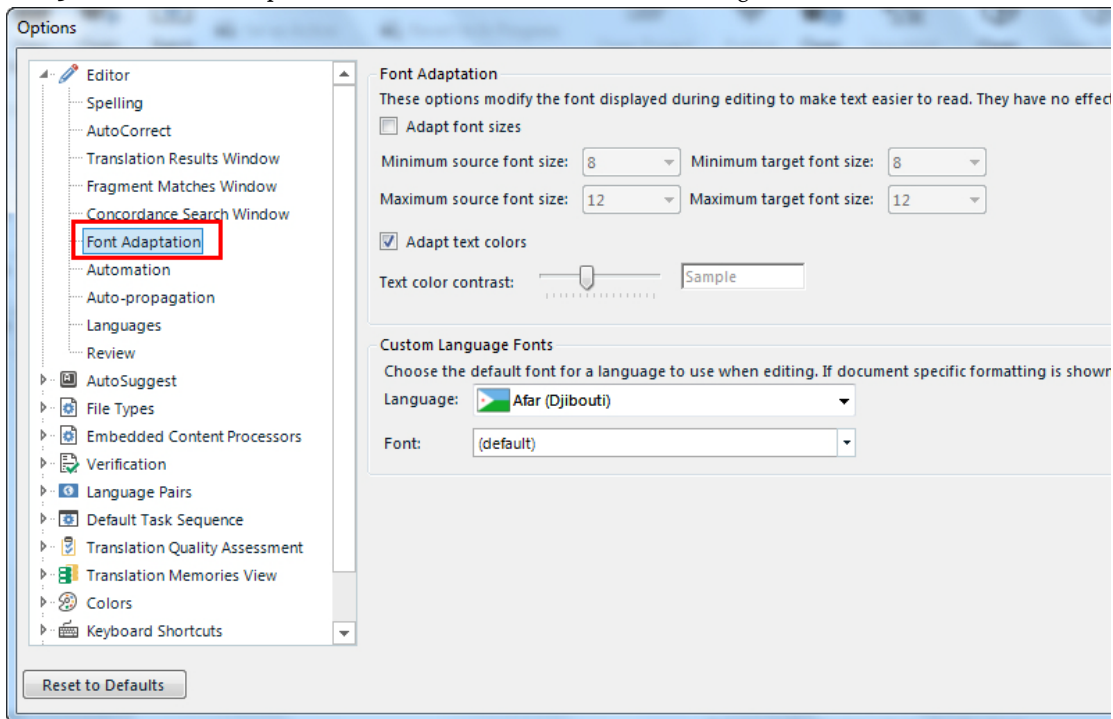
Setting the Font Size for the Editor

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

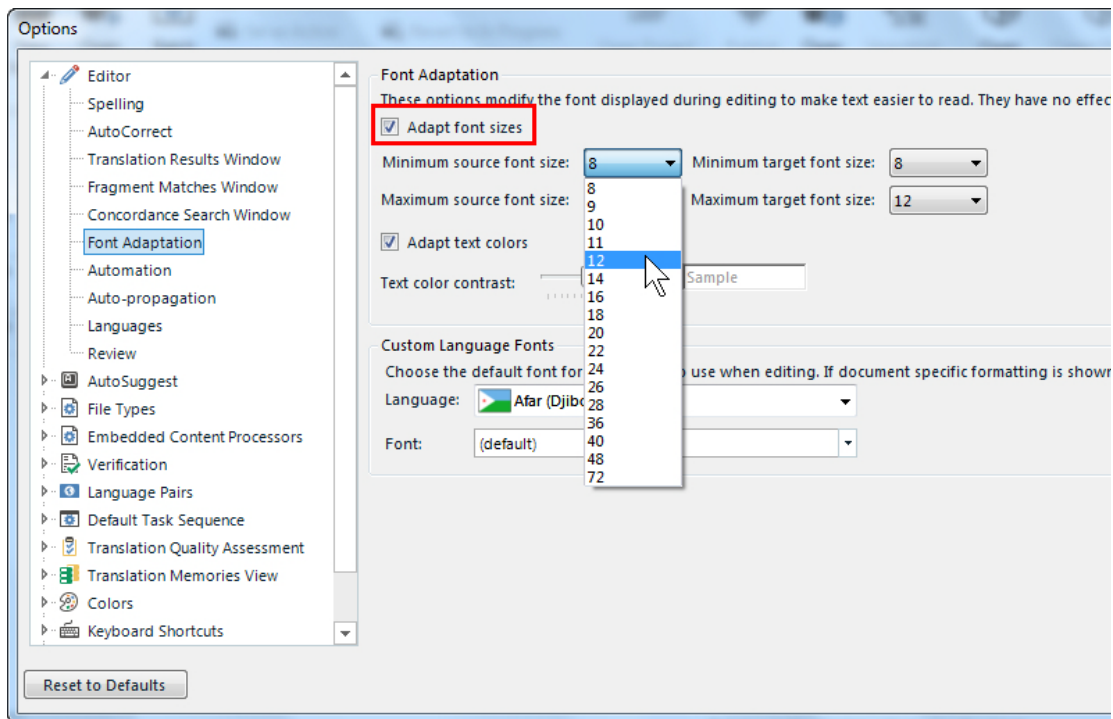


2. This will open the **Options** dialog box. Select **Editor** and click on the small plus symbol to expand the list of options for the editor.

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



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

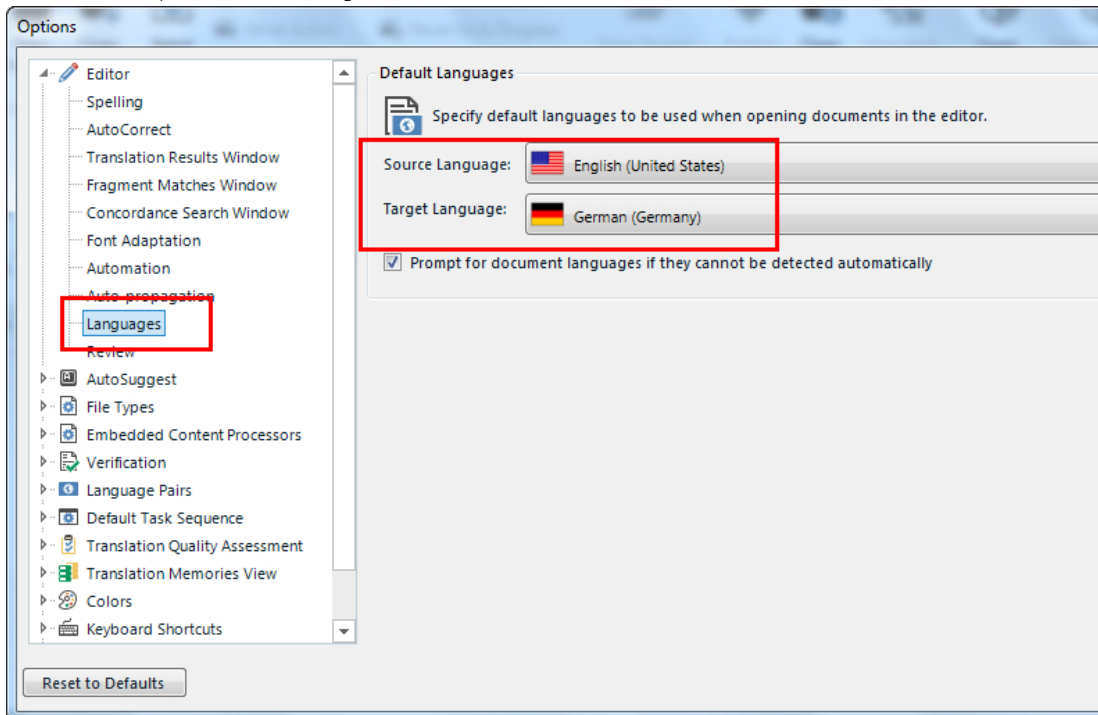


5. Changing the font size might become necessary, if the text in the source document is not readily readable with a font size of 8 point.
6. Set the minimum font size to 12 for both the source and target language.

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.

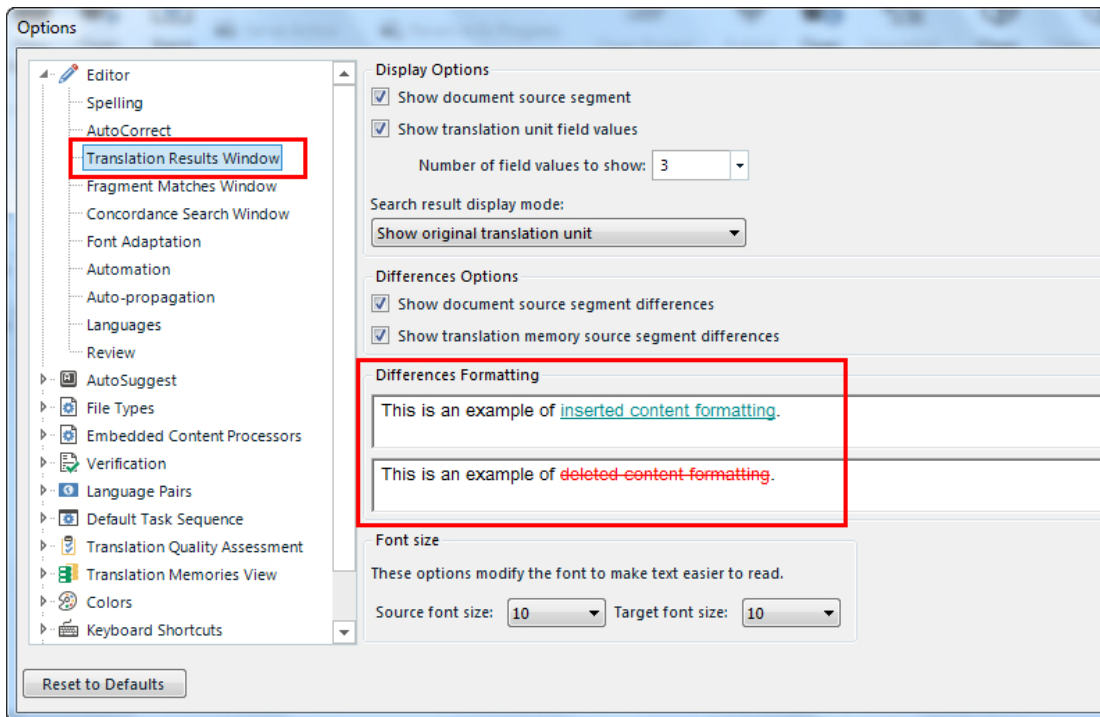
Selecting your Preferred Language Pair

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.



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.



➔ 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

3

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*.



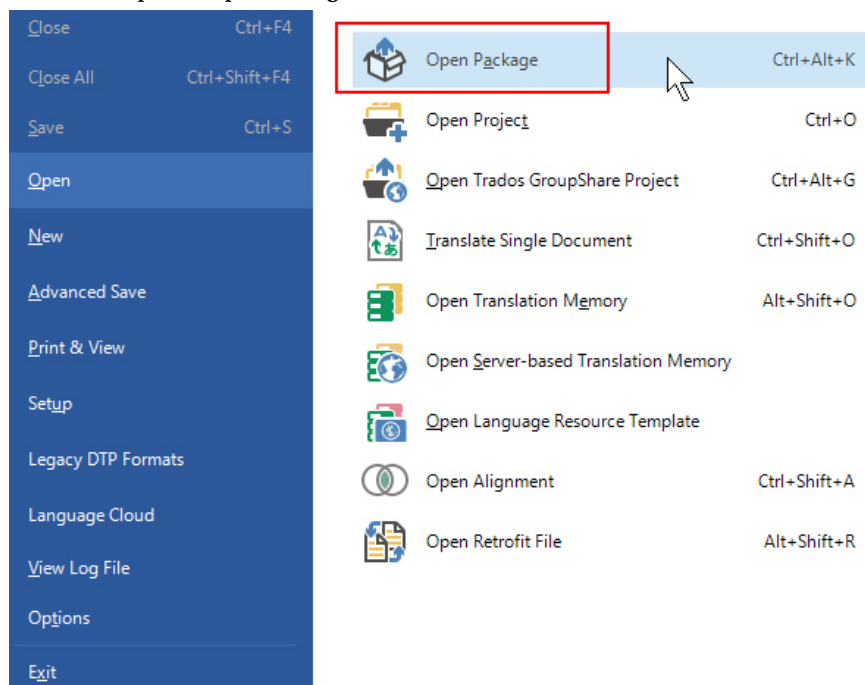
FOR MORE INFORMATION

- ❑ [Overview: Working with Packages](#)
- ❑ [About Packages](#)

OPENING A PROJECT PACKAGE

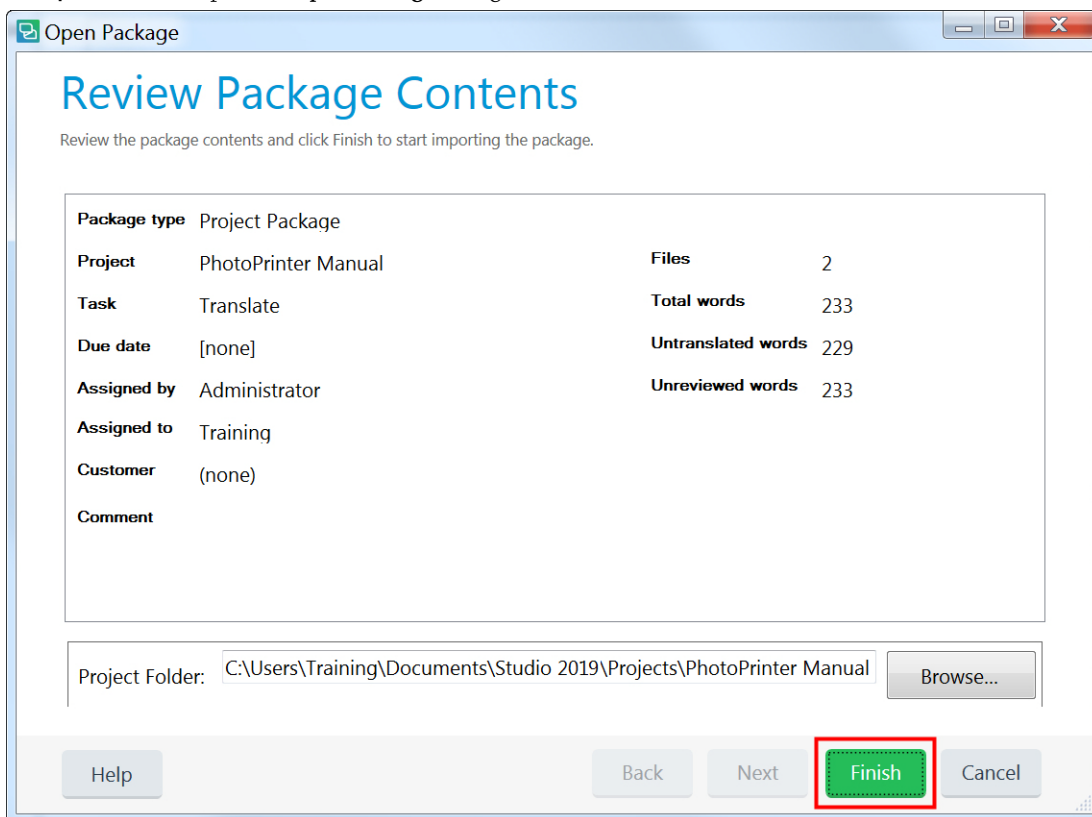
To open our sample project package take the following steps:

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 sample files location and select the package file for your source/target language combination by double-clicking it, e.g. *..\Sample Files\Packages\Sample_Package_English-German.sdlppx*.

- This will open the **Open Package** dialog box:



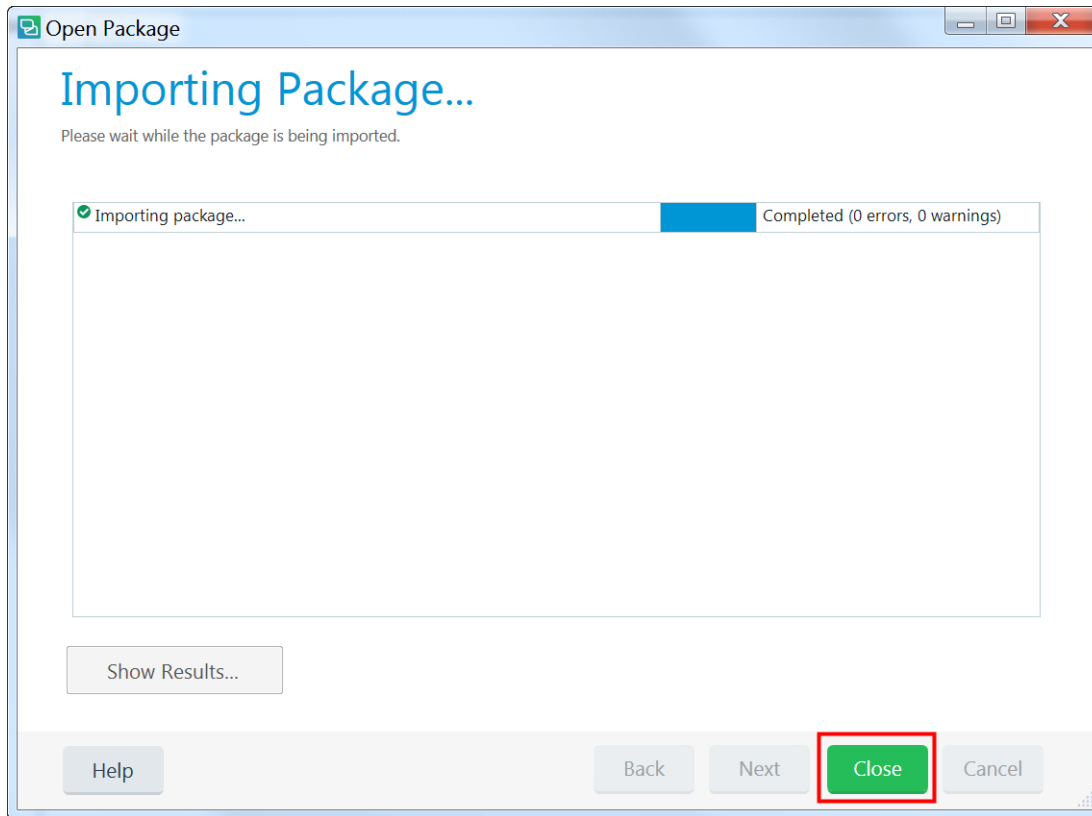
- This dialog box displays, for example, project name, the due date (if any), the total and the untranslated number of words, the source files to translate contained in the package, etc.
- After taking a look at the information in this dialog box, click **Finish** to extract and import the package content.



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.

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



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

The screenshot shows the SDL Trados Studio interface with the 'Projects' view active. The 'PhotoPrinter Manual' project is highlighted in the Projects list. Below the list, the Project Details pane shows the following information:

Project Details	
Name	PhotoPrinter Manual
Description	
Location	C:\Users\Training\Documents\Studio 2017\Projects\PhotoPrinter Manual
Customer	(none)
Status	In Progress
Source Language	English (United States)
Target Languages	German (Germany)
Project Template	(none)
Reference Project	(none)
Files	2 translatable, 0 reference
Server	(none)
Organization	n/a
Publication Status	Not published



FOR MORE INFORMATION

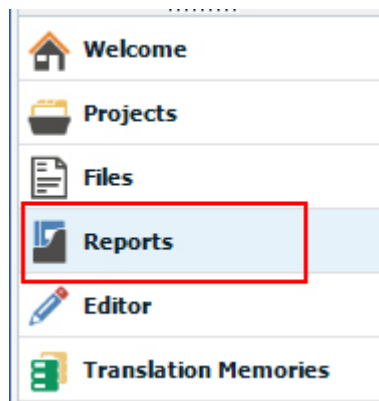
[Overview: Open Package Wizard](#)

VIEWING THE ANALYZE FILES REPORT

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

To view the report:

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



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

Totals

Total	Type	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.

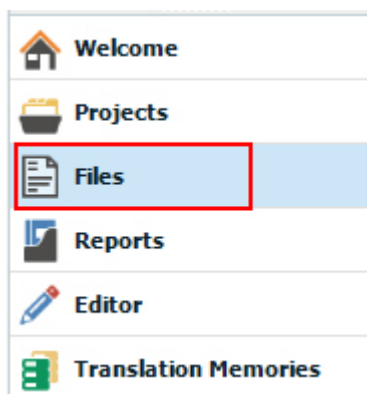
- ❑ **Repetitions** shows the number of segments for which no 100% TM match has been found, but which are repeated within the document(s).

FOR MORE INFORMATION



[Analyze Files Report Layout](#)

VIEWING THE FILES IN THE PACKAGE

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



The package that you have just imported contains two files, 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.sdlxiff** 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.

SamplePhotoPrinter.doc.sdxliff [Translation]			
	SamplePhotoPrinter.doc		SamplePhotoPrinter.doc
1	Getting Started	 CM	Erste Schritte
2	Finding a location for your photo printer		



FOR MORE INFORMATION

[About Translation Memory Matches](#)

Choosing from Several TM Matches

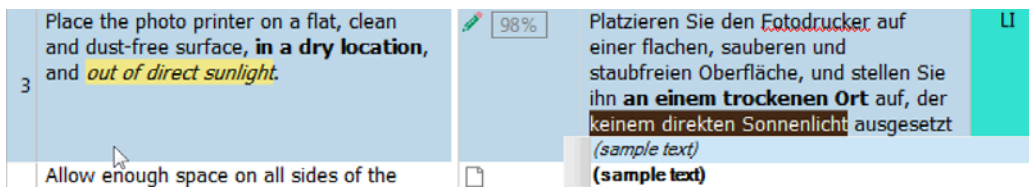
Move down to the next segment. For this segment, a 91% fuzzy match has been found in the TM. Take a close look at the **Translation Results** window. You will notice that there are actually two possible TM matches, i.e. a 91% and an 86% match:

English-German - Translation Results			
Project Settings			
Finding a location for your photo printer			
1	Finding a suitable location for your photo printer	91%	Geeigneten Aufstellungsort für Ihren Fotodrucker finden
2	Finding an appropriate location for your photo printer	86%	Passenden Aufstellungsort für Ihren Fotodrucker finden
English-German		02.11.2008 18:42:06	STUTTGART\dbrockmann

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.

Translation Results - English-German			
Project Settings			
Finding a location for your photo printer			
1	Finding a suitable location for your photo printer	91%	Geeigneten Aufstellungsort für Ihren Fotodrucker finden
2	Finding an appropriate location for your photo printer	86%	Passenden Aufstellungsort für Ihren Fotodrucker finden
English-German		11/2/2008 6:42:06 PM	STUTTGART\dbrockmann

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

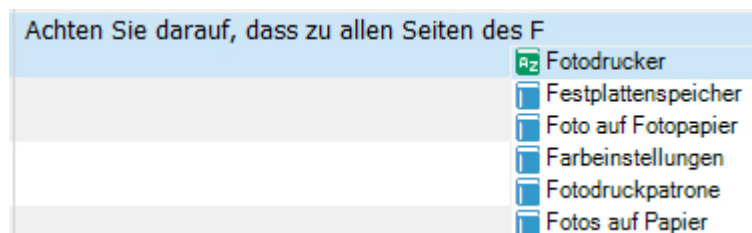


Then confirm the modified translation and move to the next segment.

Active Terminology Recognition

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

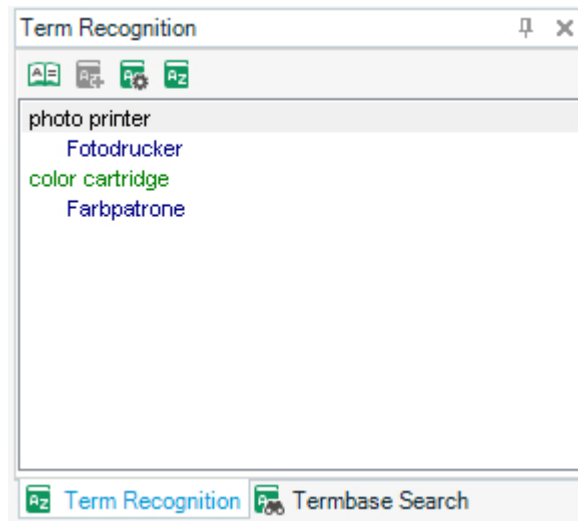
1. Start translating the current segment, for which no TM match has been found.
2. As soon as you start typing the first letters of the target term for *photo printer*, a list opens, and suggests possible translations, e.g. *Fotodrucker* for *photo printer*.



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

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

- 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**.



- 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.



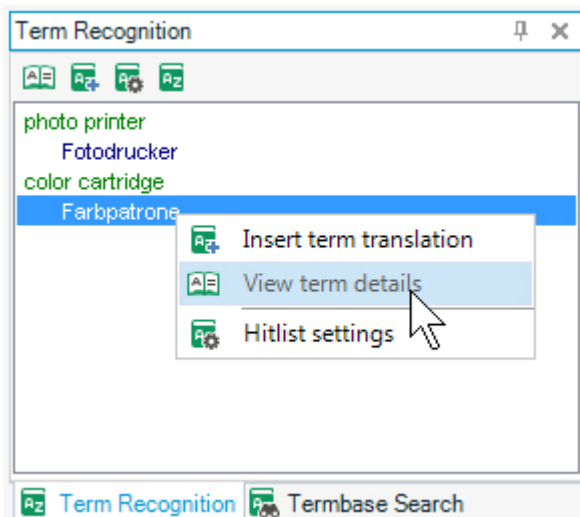
FOR MORE INFORMATION

- [Term Recognition Window](#)
- [Working with Termbases](#)

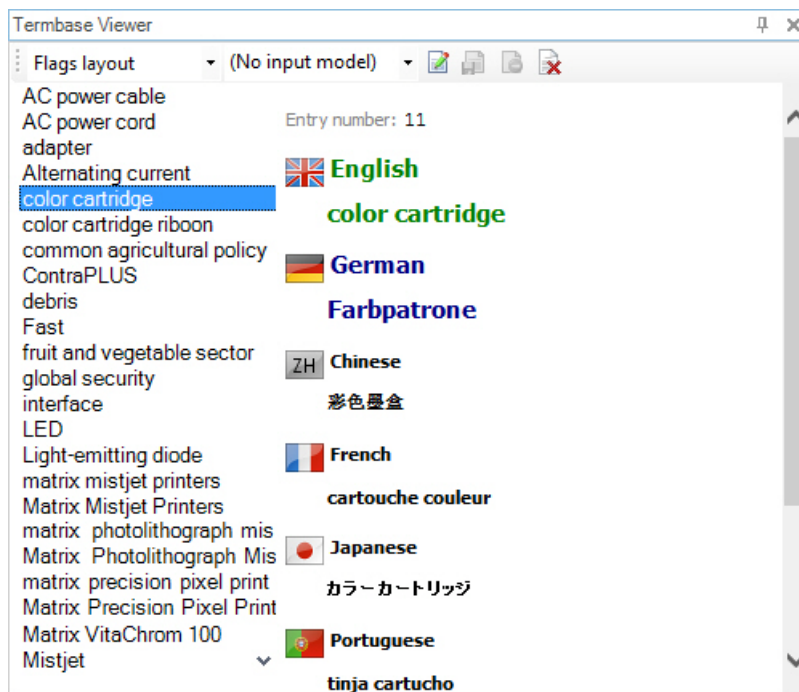
Displaying the Full Termbase Entry

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:

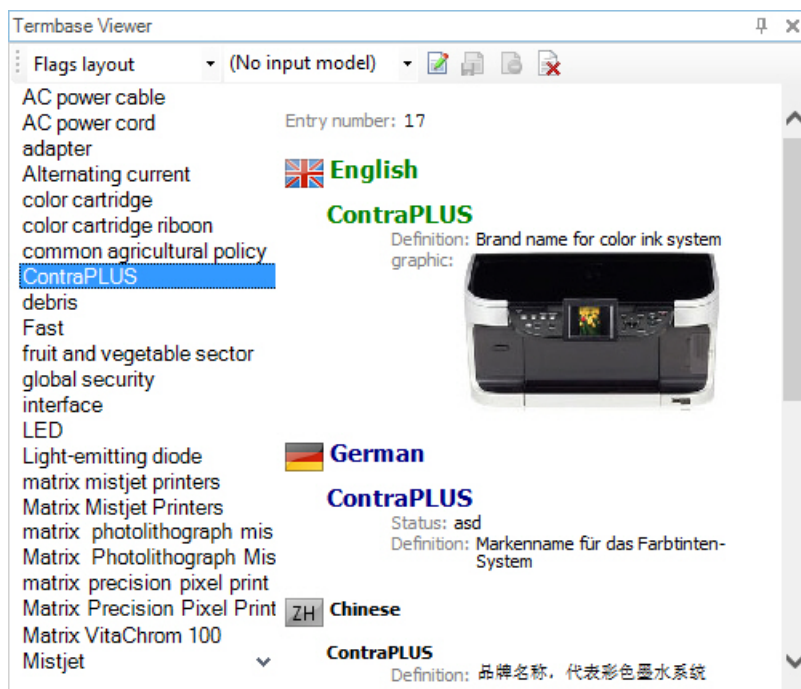
1. In the **Term Recognition** window select one of the displayed source or target terms.
2. Right-click the selected term and select **View term details** from the context menu.



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.



- 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.

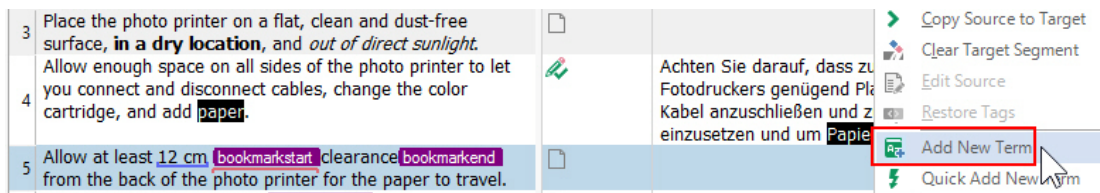


- This is an example of a termbase entry that includes additional information such as definitions, graphics, etc.
- Move the mouse pointer out of the **Termbase Viewer** window, which will cause it to hide automatically.

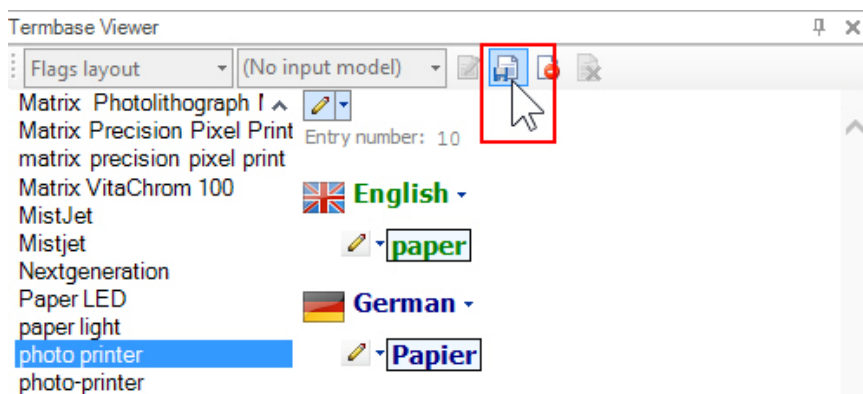
Adding Terms on the Fly

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:

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



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



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

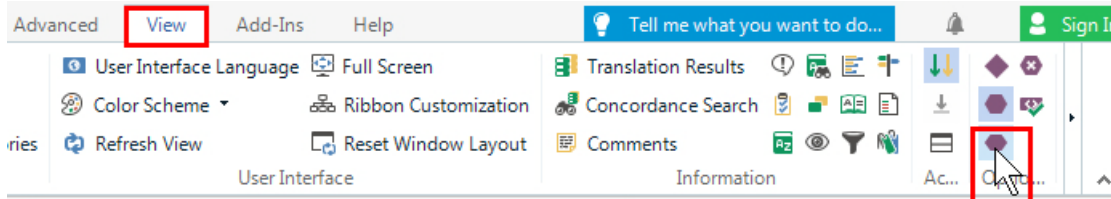
[How to Add Terms to a Termbase](#)

Inserting Tags

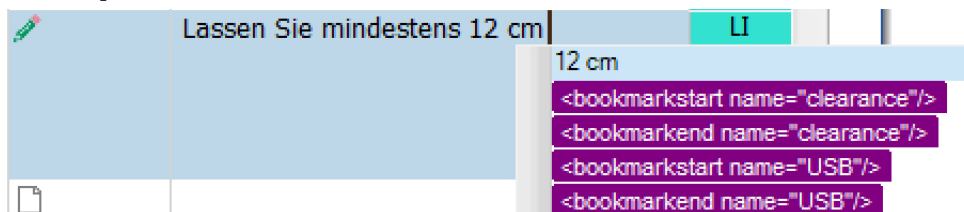
Now we translate segment number 5, for which there is no TM match. It contains a string enclosed in a *bookmark* start and end tag pair.

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

1. 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.



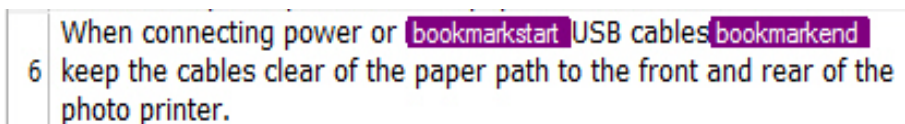
2. Start translating the segment and stop just before you translate the English word *clearance*, which is enclosed in *bookmark* start/end tags.
3. Press the **Ctrl+**, on your keyboard. This opens a list of possible tags to place at the current cursor position.



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.

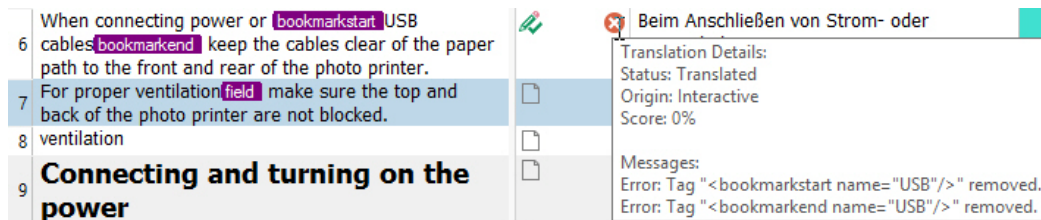
Interactive Tag Verification

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.

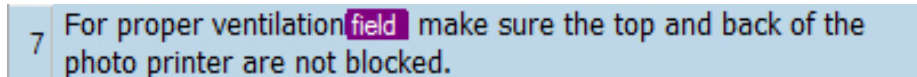
As soon as you confirm the translation a red **Error** icon will be displayed between the source and target segment.



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:



7 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*).



FOR MORE INFORMATION

[Tag Verification](#)

Adding Comments

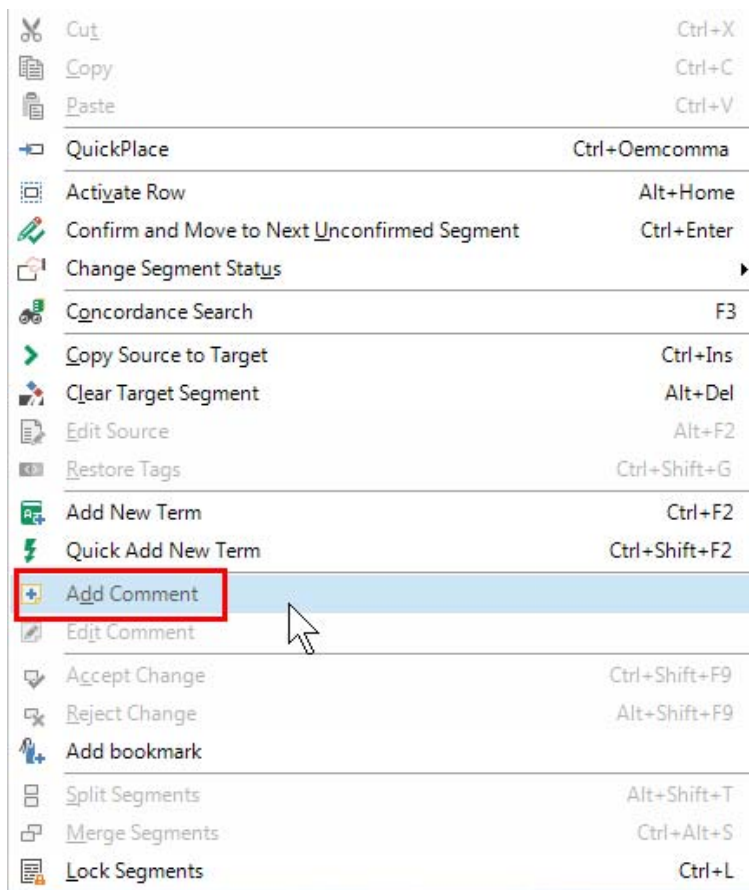
You can add comments to particular segments or expressions/words in your translation (not to the source language segments). This is useful e.g. when you want to:

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

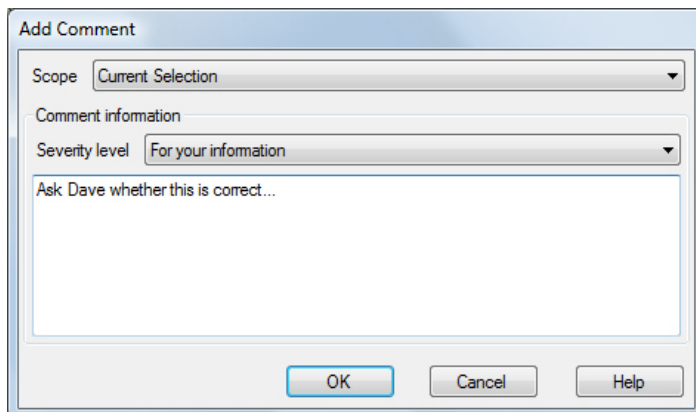
To add a comment, take the following steps:

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

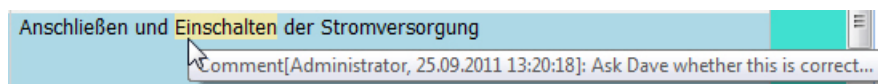
- Right-click the highlighted word. From the context menu select **Add Comment**.



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



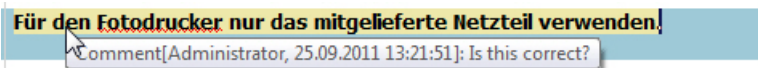
- After adding the comment the selected word is highlighted. When you move the mouse pointer over the highlighted string, the comment text (including the name of the user who added the comment as well as the date/time) is displayed in a tooltip.



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

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

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

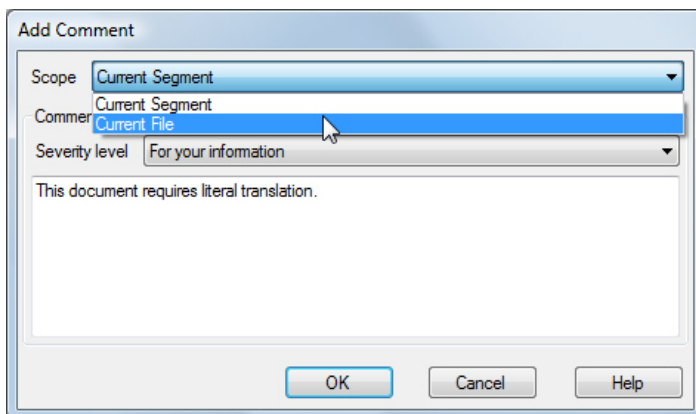


You can also edit existing comments by right-clicking the commented expression/word or segment. Select **Edit Comment** from the context menu. In the **Edit Comment** dialog box click **Edit** to edit an existing comment text. With **Add** you can add another comment to the same segment or expression/word.

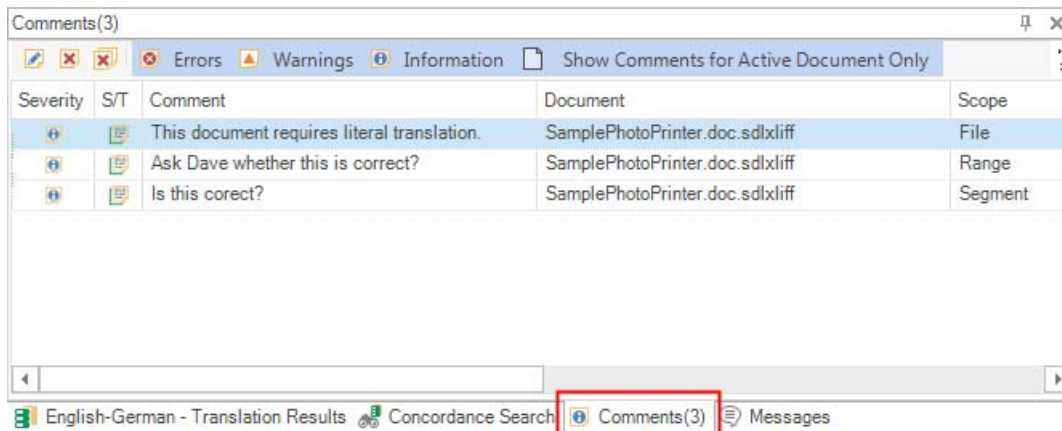


TIP

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



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



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

- ▣ [Edit Comments](#)
- ▣ [Comments Window](#)

Copy Source to Target

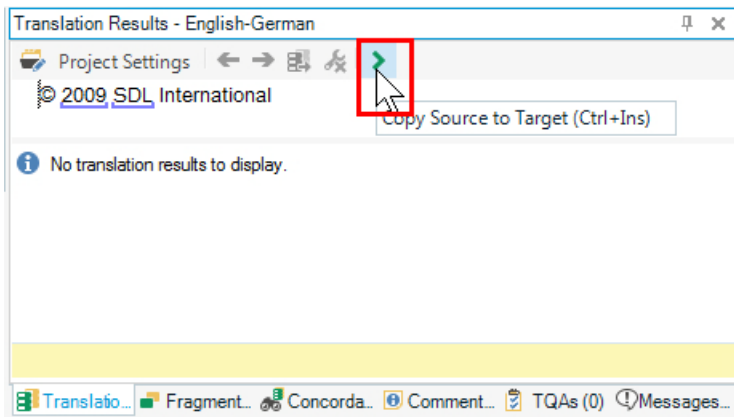
Continue translating the remaining segments, i.e. segments 12 - 21. The last segment (21) says:

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



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

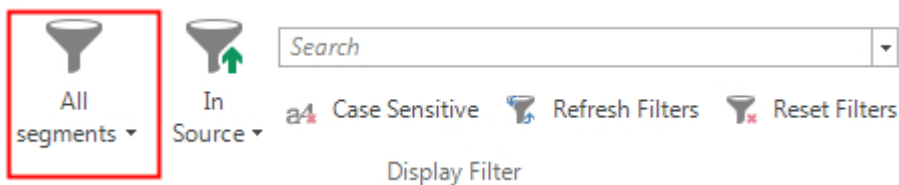
The **Copy Source to Target** function is highly useful for target segments that are identical or very similar to their source-language counterparts, e.g. sentences that contain a lot of untranslatable product names.



Display Filtering

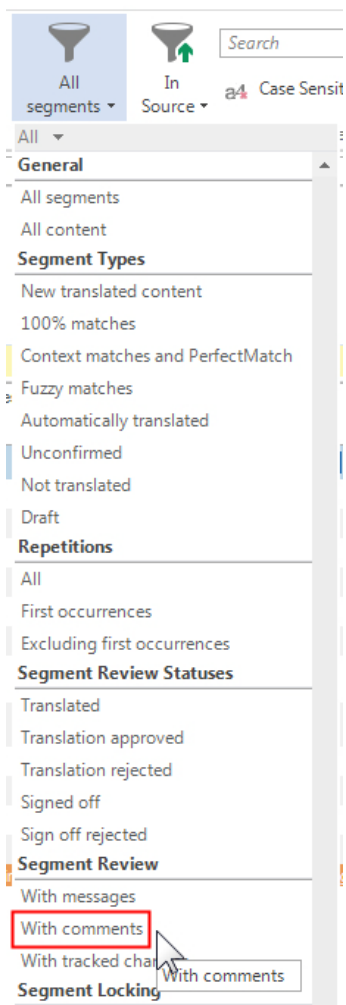
Suppose you have finished translating the entire document, and you would like to take a particular look at all segments that have comments. To show only specific segments, take the following steps:

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

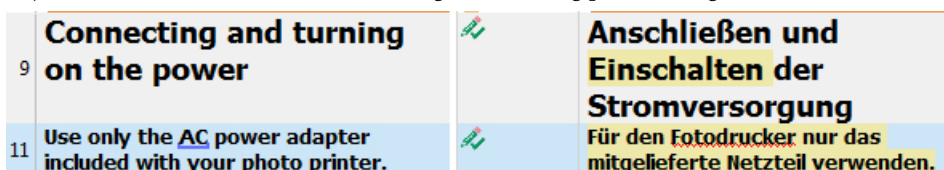


2. By default, the display filter is set to display all segments. Click **All segments** (i.e. the filter button) to show the numerous display options.

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



- 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.



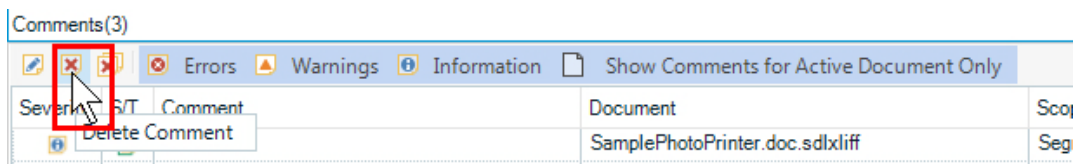
- Note that the status bar on the bottom of the application also shows the currently selected display filter option. Even when the **Review** tab of the ribbon is not selected, you can ascertain at a glance which display filter is currently active. Clicking the display filter option in the status bar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

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

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



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

To display all segments again, 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.

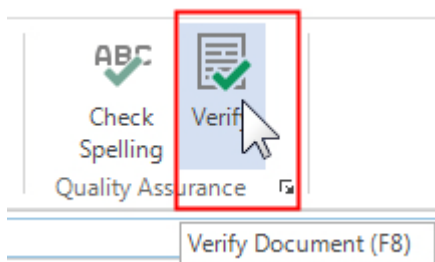
📘 FOR MORE INFORMATION

[About Filtering Segments](#)

Running Tag Verification on the Whole Document

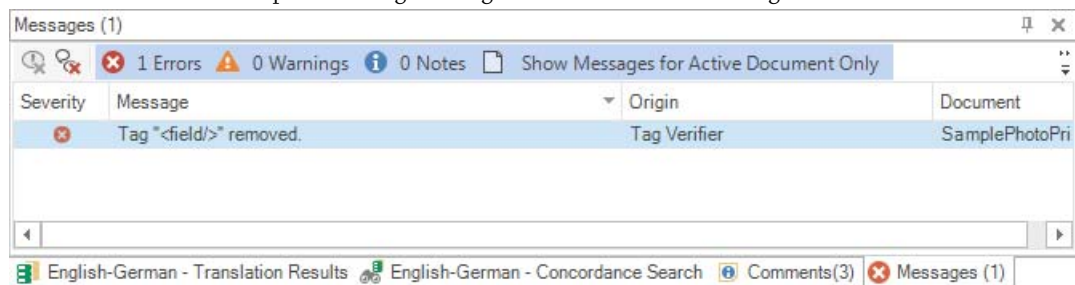
After translating a document you should run a tag verification on the entire text. To start a tag verification on the entire document take the following steps:

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.



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**.



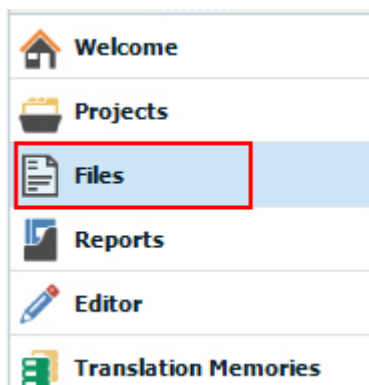
FOR MORE INFORMATION

[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.

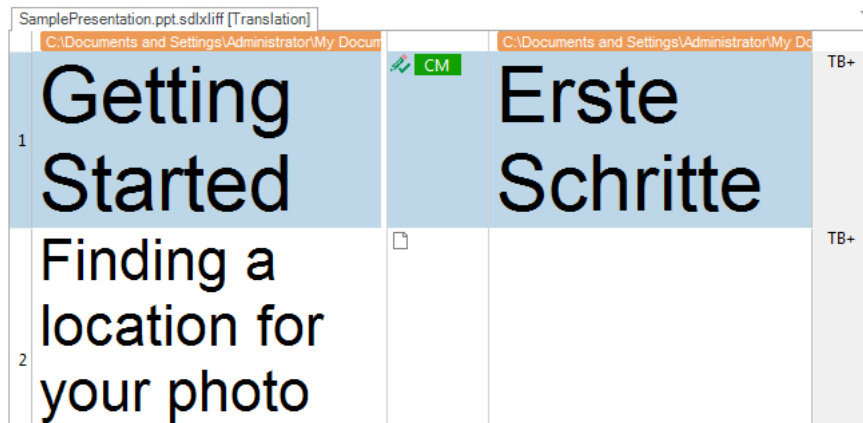


2. Note that in the file list the progress for the Microsoft Word document is at 100%, (provided that you translated and confirmed all segments). Double-click the file *SamplePresentation.ppt.sdlxliff* to open it in the **Editor** view.

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

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.



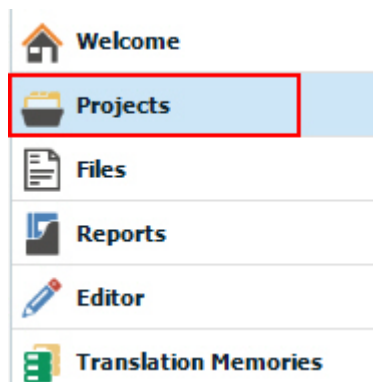
In SDL Trados Studio you can have several documents open at the same time. This can be useful, for example, if you want to quickly check on the translation in a previous document.

Save the sample presentation by pressing **Ctrl+S**.

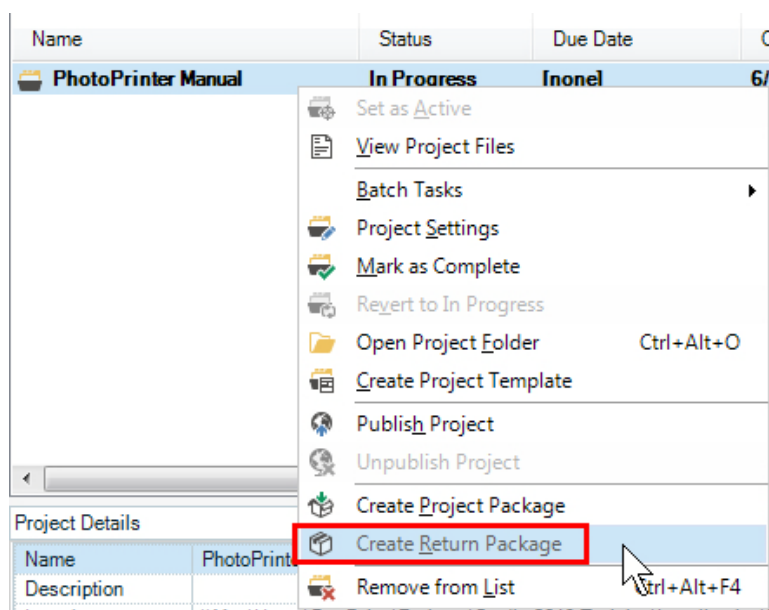
CREATING AND SENDING THE RETURN PACKAGE

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:

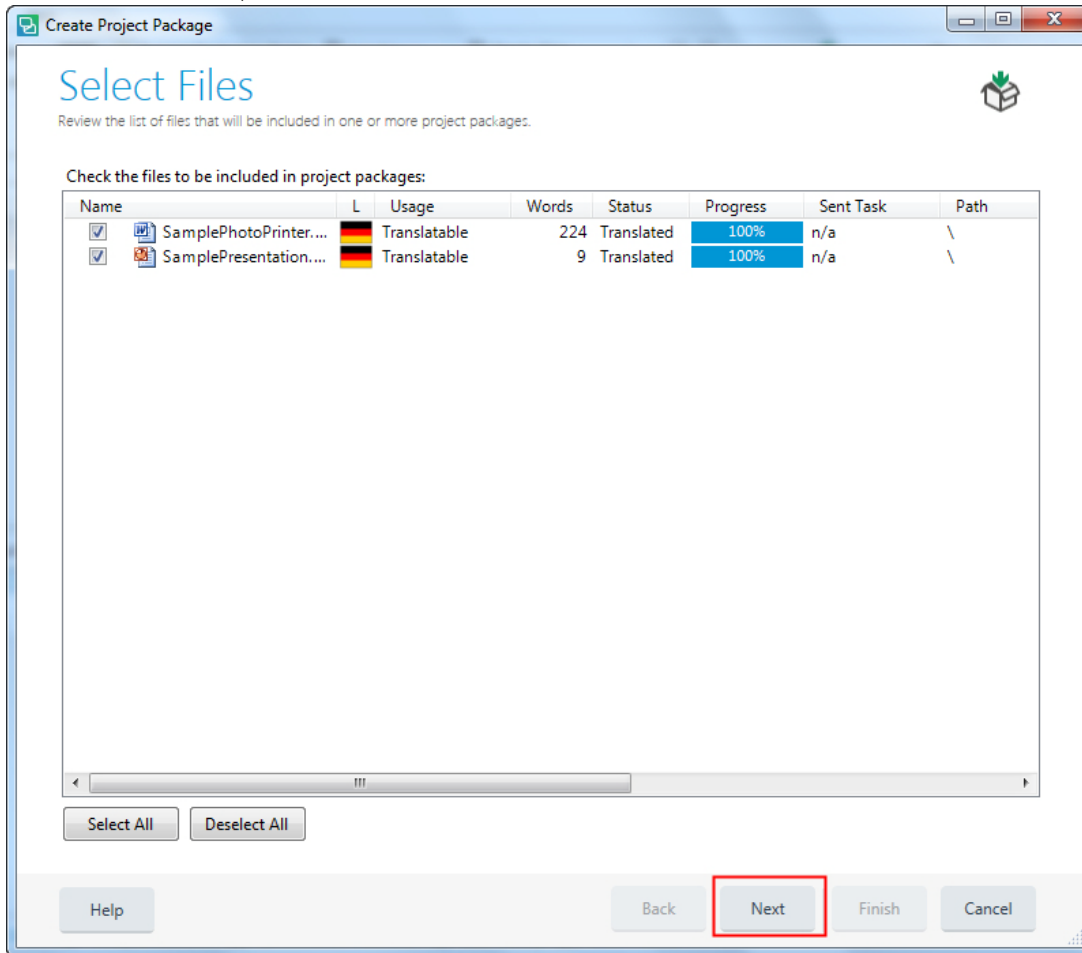
1. Click the **Projects View** button to open the **Projects** view.



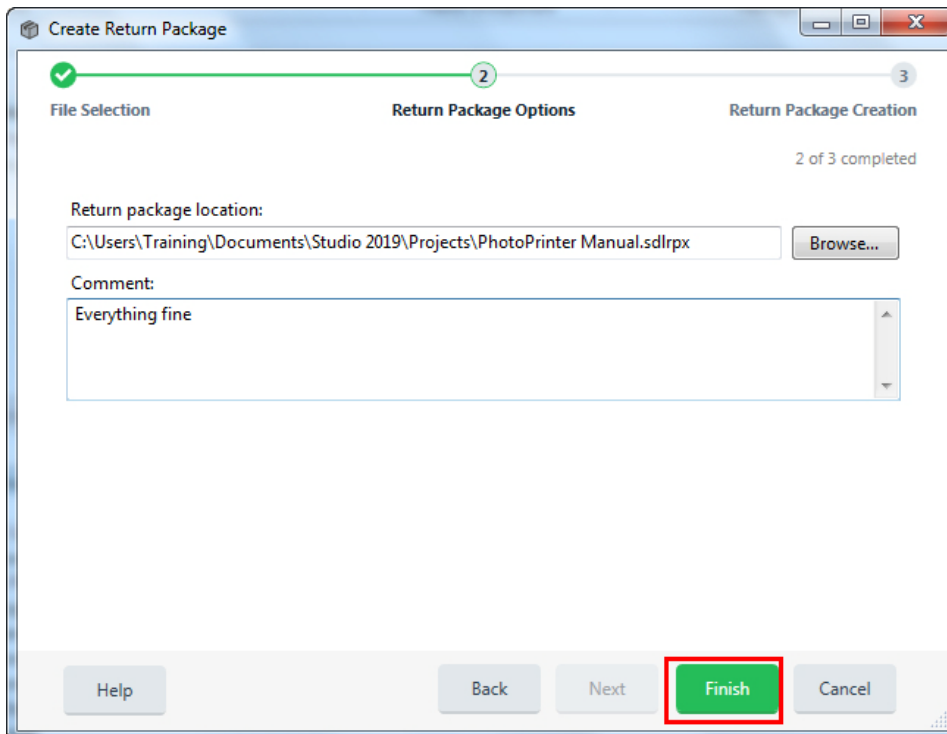
2. Right-click the *PhotoPrinter Manual* project and select **Create Return Package** from the context menu.



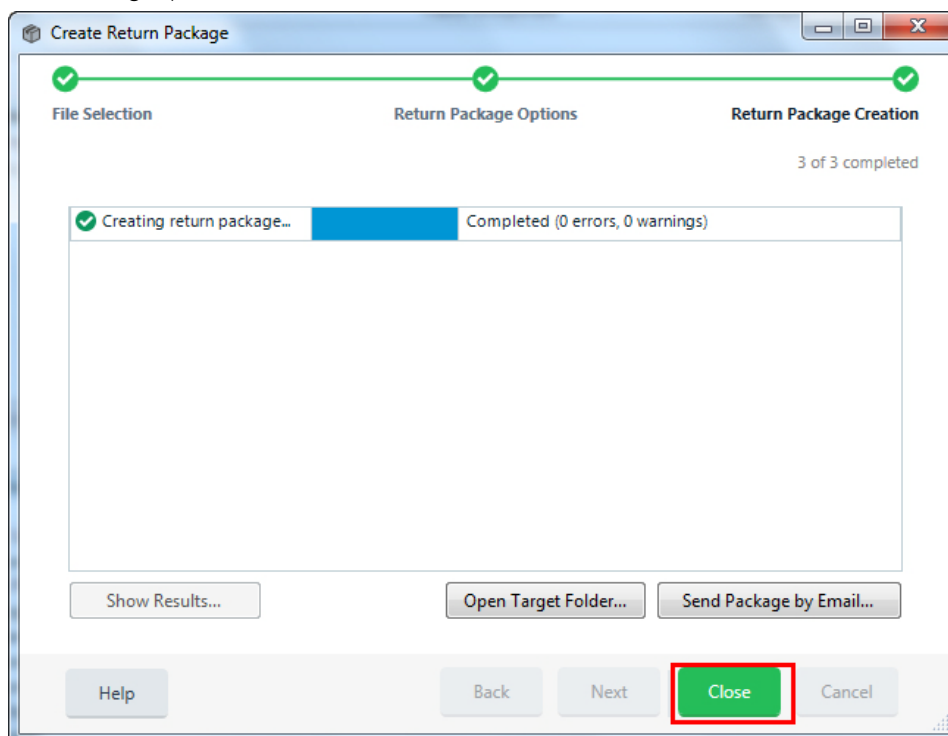
- The **Progress** bars in the **Create Return Package** dialog box show the translation progress for each file. They should be at 100%. Click **Next** to continue.



- 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 **.sdlprx*, 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).



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



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

**FOR MORE INFORMATION**

- [How to Return Completed Work in a Return Package](#)
- [Create Return Package Wizard > Creating Return Package](#)


Marking the Project as Complete

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

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

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

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

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

4

WHAT IS SDL WORLDSERVER?

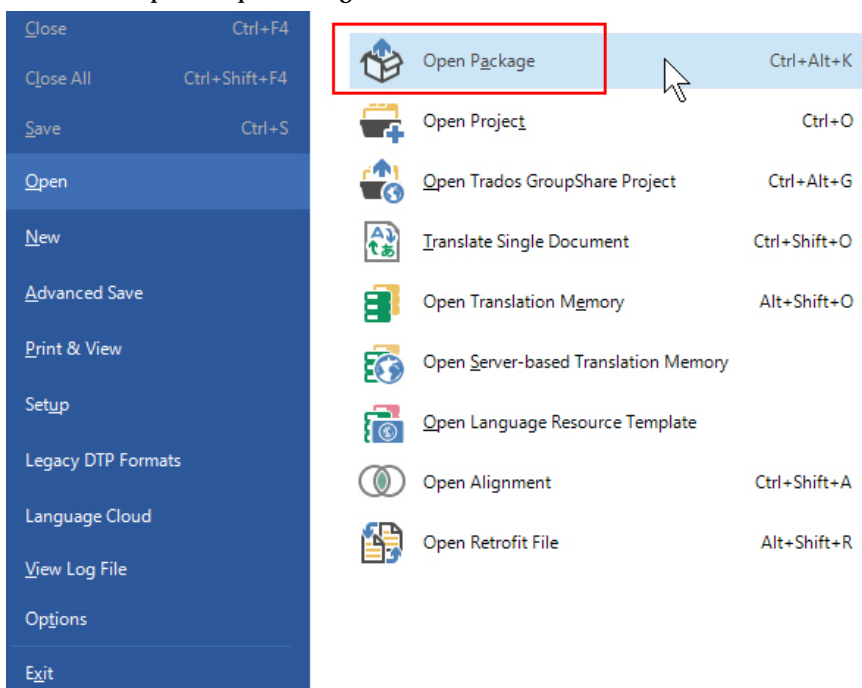
SDL WorldServer is a sophisticated online workflow management system. It can generate project packages, which are similar to the packages that you have seen in the previous chapter. SDL WorldServer packages can be downloaded through your Web browser. After opening and translating the package content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

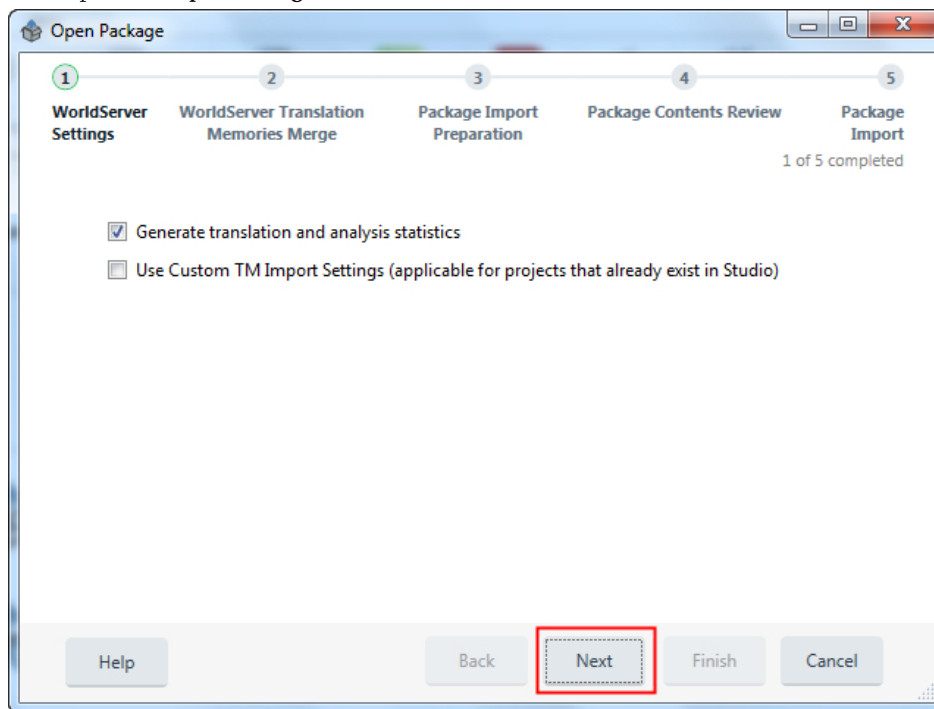
To open our sample SDL WorldServer package take the following steps:

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



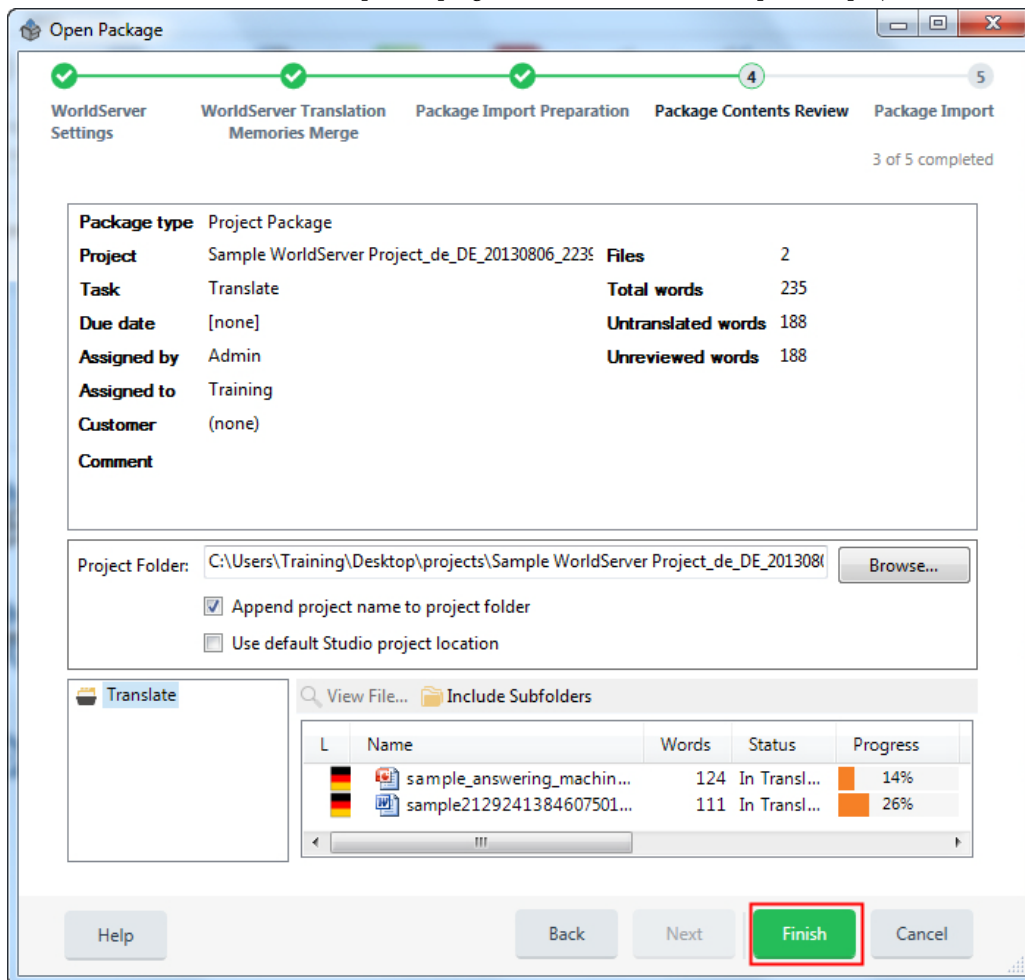
3. In the **Open Package** dialog box, browse to the folder that contains the sample packages, i.e. `..\Sample Files\Packages`.
4. If you prefer to open a sample package that goes from English into German, then select the file `tasks_Sample_WorldServer_Project_1037_de_DE_xliff`. For English into French,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

5. This opens the **Open Package** wizard. Click **Next** to continue.



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

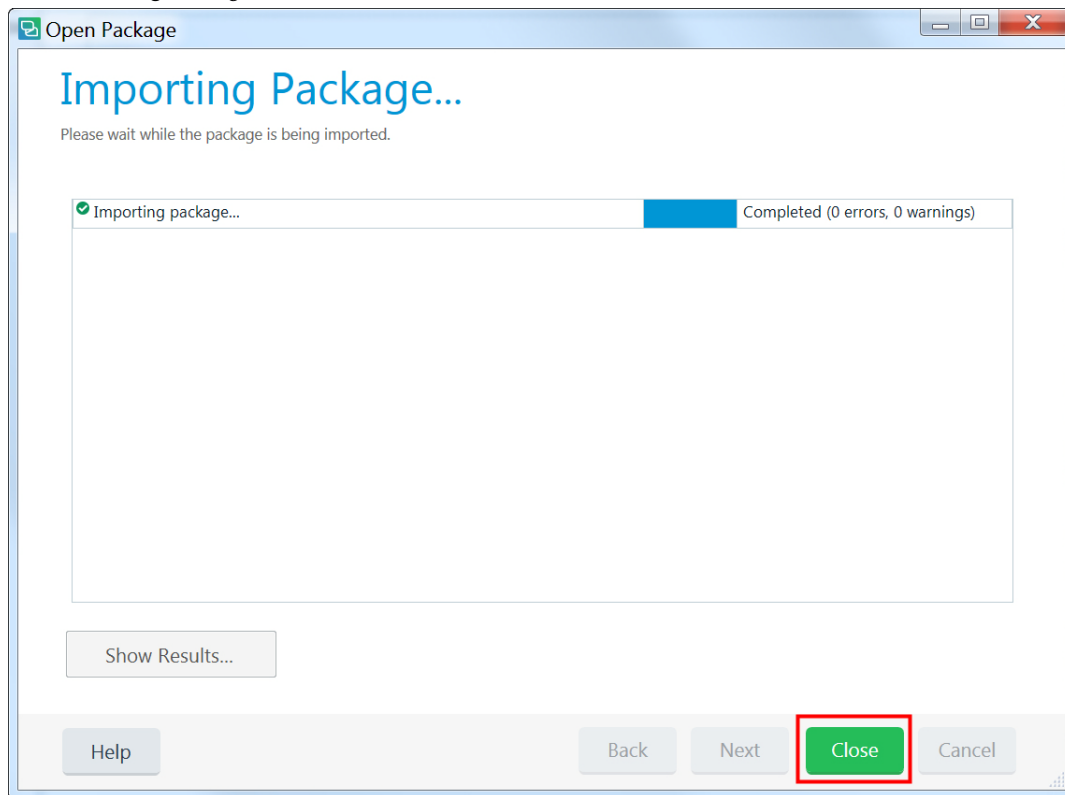
7. The following screen shows an overview of the package content, e.g. the total numbers of words, the files and their respective progress, etc. Click **Finish** to unpack the project files.



NOTE

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.



- 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**.



NOTE

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:

sample2129241384607501759.sdlxliff [Translation]		C:\KD\test\Projects\1035_Sample WorldServer Proj		C:\KD\test\Projects\1035_Sample WorldServer I	
1	Simple Sentences	PM	PM	Einfache Sätze.	H
2	This is an example of a new sentence.	PM	PM	Dies ist ein Beispiel für einen neuen Satz.	P
3	This is another example of a new sentence.	PM	PM	Dies ist ein weiteres Beispiel für einen neuen Satz.	P
4	You still owe me 200 dollars.				P
5	You still owe me 1,000 dollars.				P
6	This is an example of a new sentence.	PM	PM	Dies ist ein Beispiel für einen neuen Satz.	P

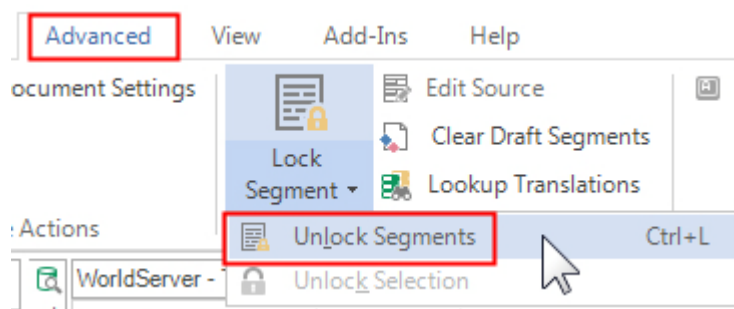
Note that segments 1 through 3 are marked with a PM icon, which stands for PerfectMatch. PM matches are considered highly reliable (even more reliable than context matches), as PerfectMatch takes the context of a segment into consideration even more than CM matches. For this reason, they are often locked, 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.



2. 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.



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:

- 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.



- 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.
- 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.
- Continue by translating and confirming segment 13.
- 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.



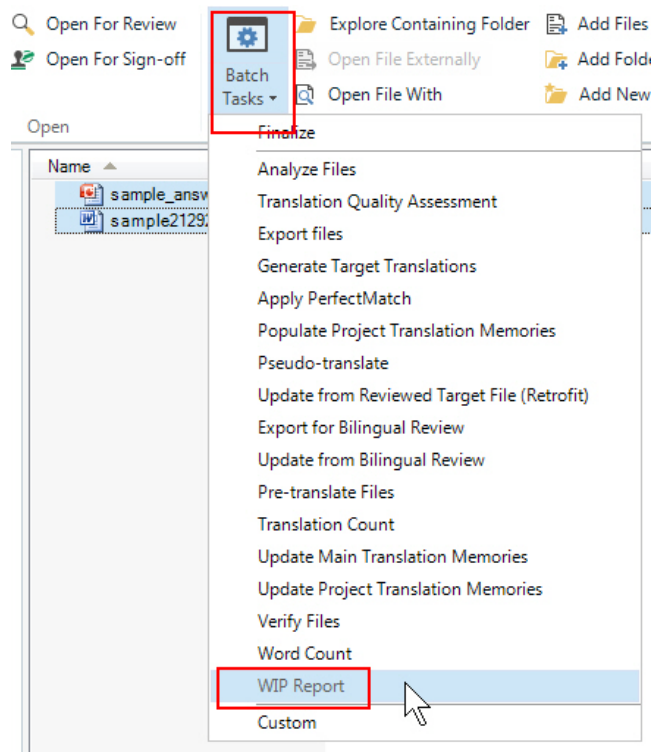
- Confirm segments 14 and 15.

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

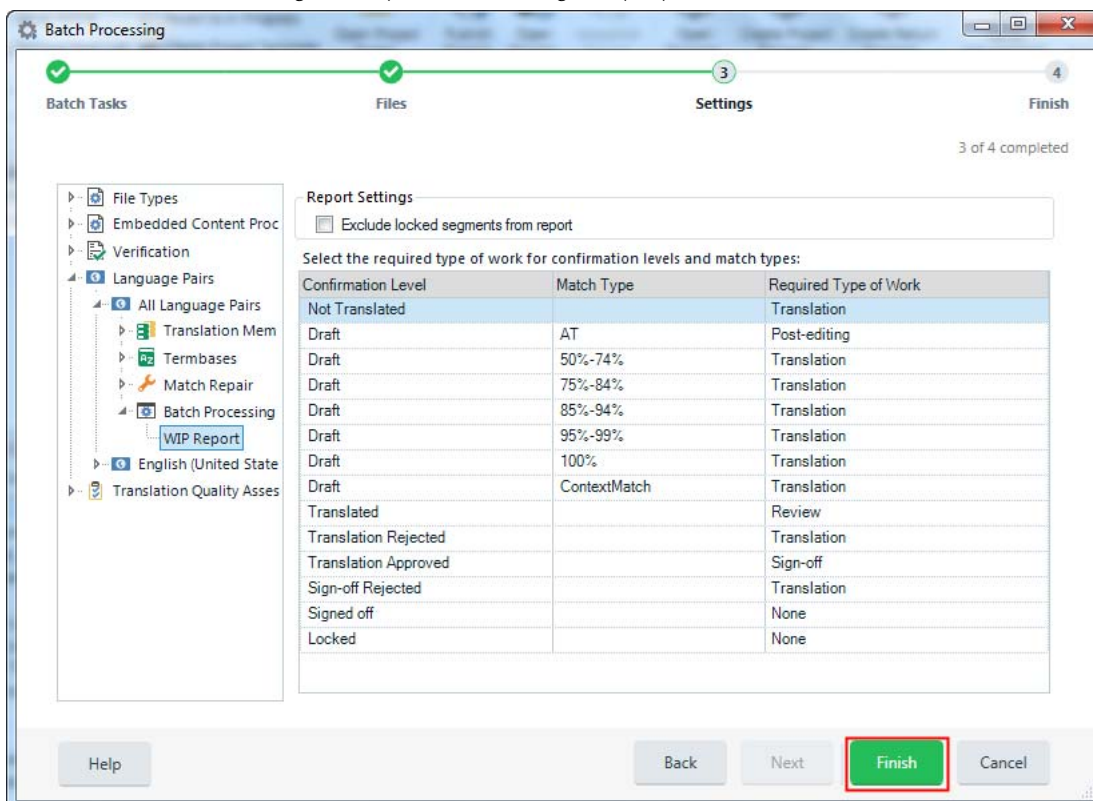
Work in Progress (WIP) Report

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**.



- When the report creation has finished, click **Close**.
- In the **Navigation** pane click **Reports** to switch to the **Reports** view.
- 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.

Translated		0	0	0	0	0	Review	
Translation Rejected		0	0	0	0	0	Translation	
Translation Approved		0	0	0	0	0	Sign-off	
Sign-off Rejected		0	0	0	0	0	Translation	
Signed off		0	0	0	0	0	None	
Locked		5	29	132	0	0	None	
Total	Not Translated	23	188	865	58	39	Translation	
	Draft	AT	0	0	0	0	Post-editing	
	Draft	50%-74%	0	0	0	0	Translation	
	Draft	75%-84%	0	0	0	0	Translation	
	Draft	85%-94%	0	0	0	0	Translation	
	Draft	95%-99%	0	0	0	0	Translation	
	Draft	100%	0	0	0	0	Translation	
	Draft	ContextMatch	0	0	0	0	Translation	
	Translated		0	0	0	0	Review	
	Translation Rejected		0	0	0	0	Translation	
	Translation Approved		0	0	0	0	Sign-off	
	Sign-off Rejected		0	0	0	0	Translation	
	Signed off		0	0	0	0	None	
	Locked		11	47	224	0	0	None

- 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**.

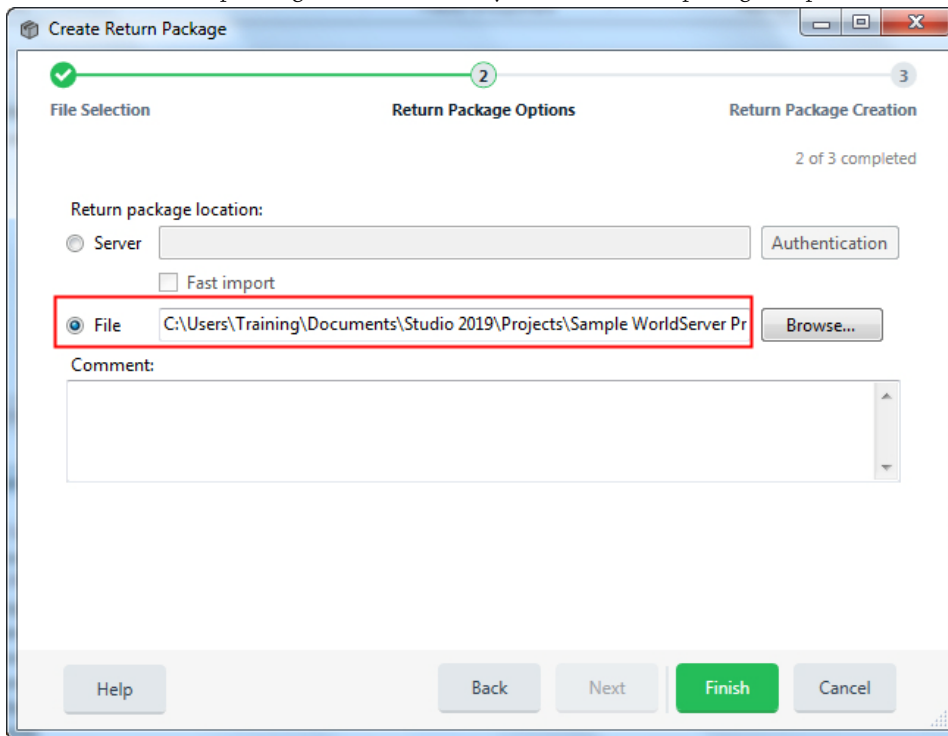
Translate the second document, which also contains a number of PerfectMatches. Again, this is largely a revision exercise, and you can use all the features that you learned in the Getting Started Part 1 training course.

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:

- Select both files, and then click the right mouse button.
- Select **Create Return Package** from the context menu.
- On the first screen of the **Create Return Package** wizard click **Next**.
- 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.

- 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.



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.
- 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.

TIP

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.

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

5

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.

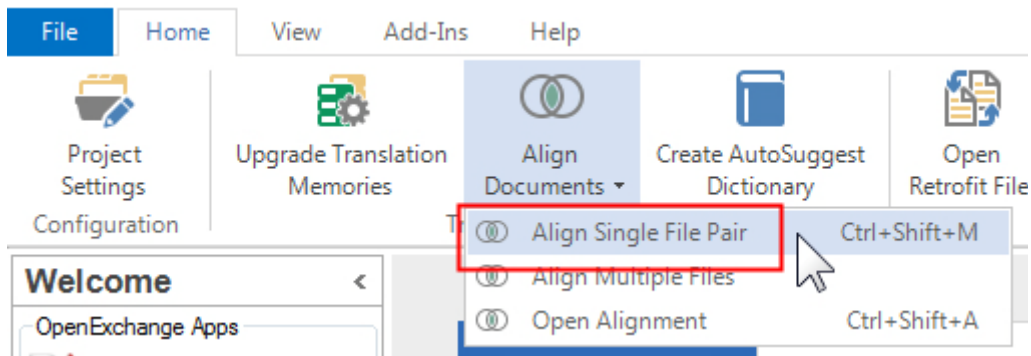
The exercises in this chapter involve two scenarios in which English source documents needs to be aligned with their translations. The sample files for this exercise can be found in your sample files folder, i.e. `..\Sample Files\Alignment`.

ALIGNING A SINGLE FILE PAIR

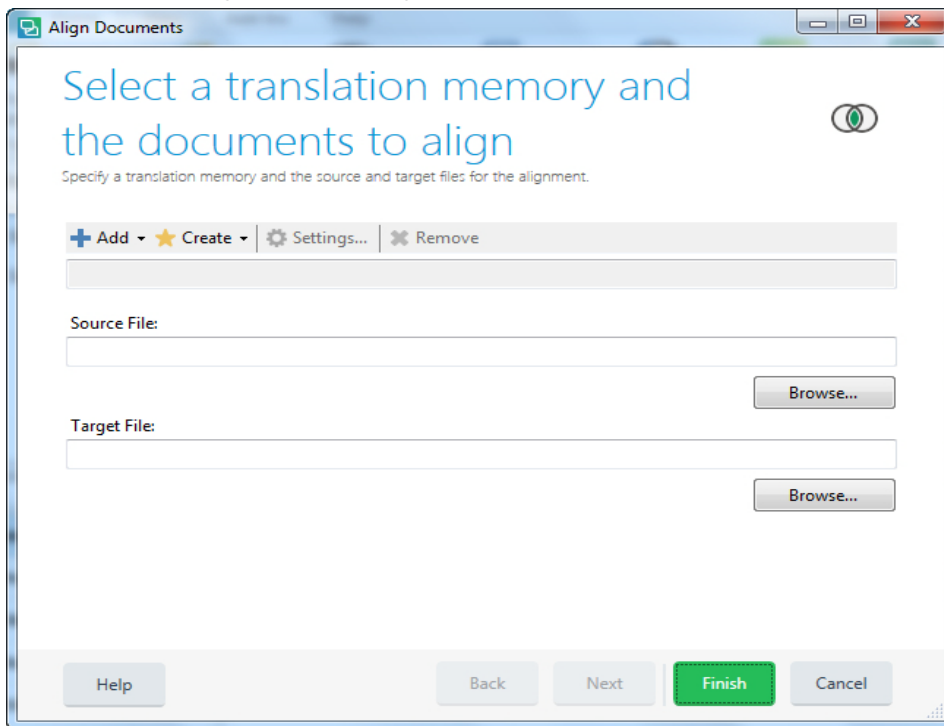
In the first exercise we are going to align an English legacy source file with its translation.

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**.



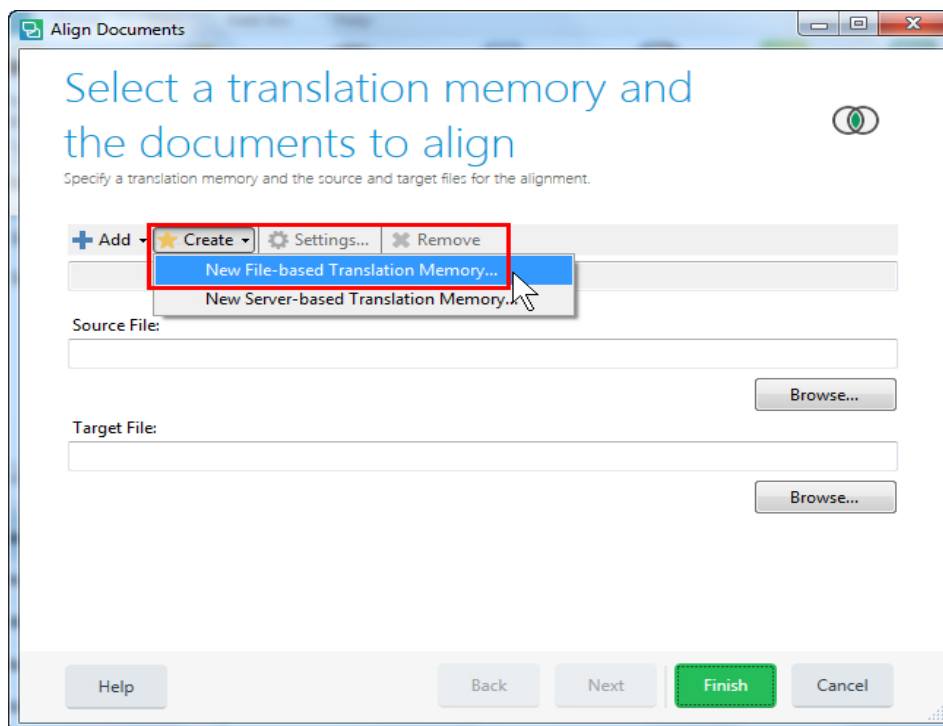
2. This opens the **Align Documents** page.



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**.



- 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.

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

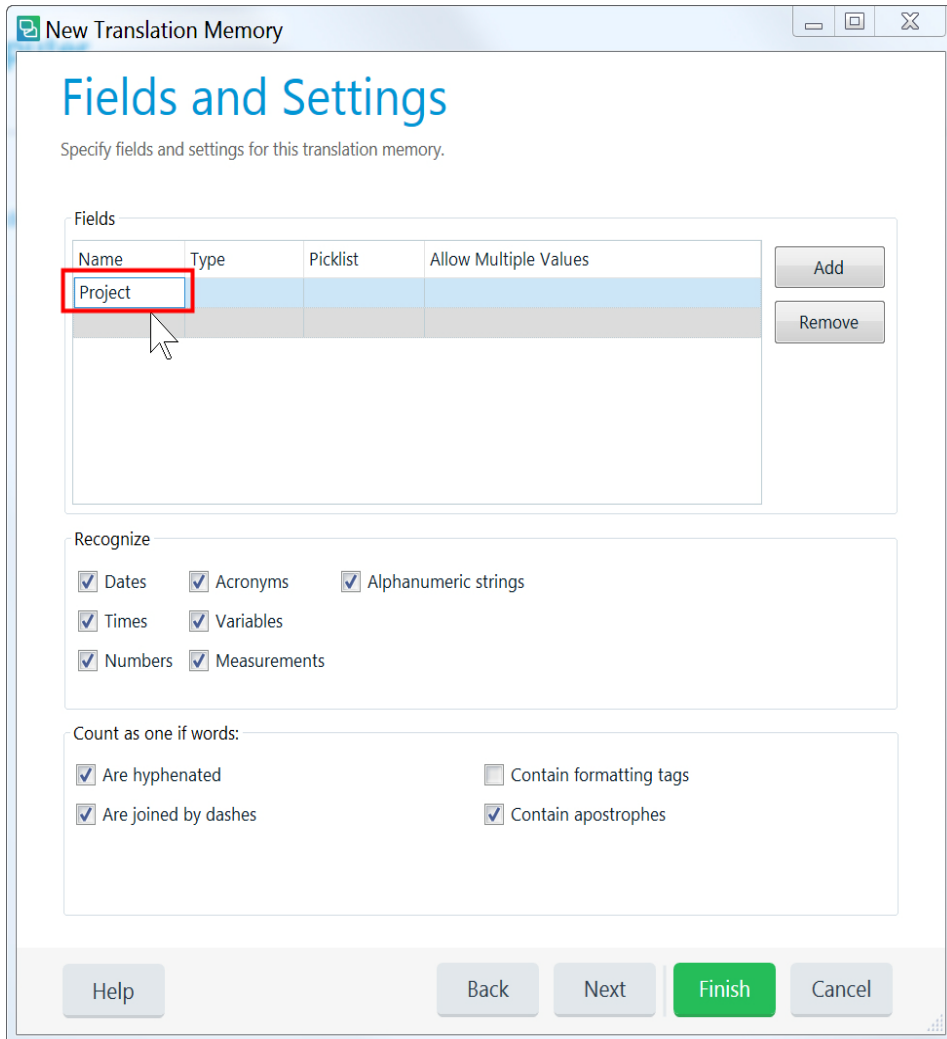
- Step 1 of 4 completed: **General**
- Fields: **Name** (Alignment TM En-De), **Description** (empty), **Copyright** (empty), **Location** (C:\Users\Training\Documents\Studio 2019\Translation Mer), **Source Language** (English (United States)), **Target Language** (German (Germany)).
- Checkbox: Enable character-based concordance search
- Buttons: **Finish** (highlighted in green), **Back**, **Next**, **Cancel**, **Help**.

**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.

- 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.

- 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*.



New Translation Memory

Fields and Settings

Specify fields and settings for this translation memory.

Fields

Name	Type	Picklist	Allow Multiple Values
Project			

Recognize

Dates Acronyms Alphanumeric strings

Times Variables

Numbers Measurements

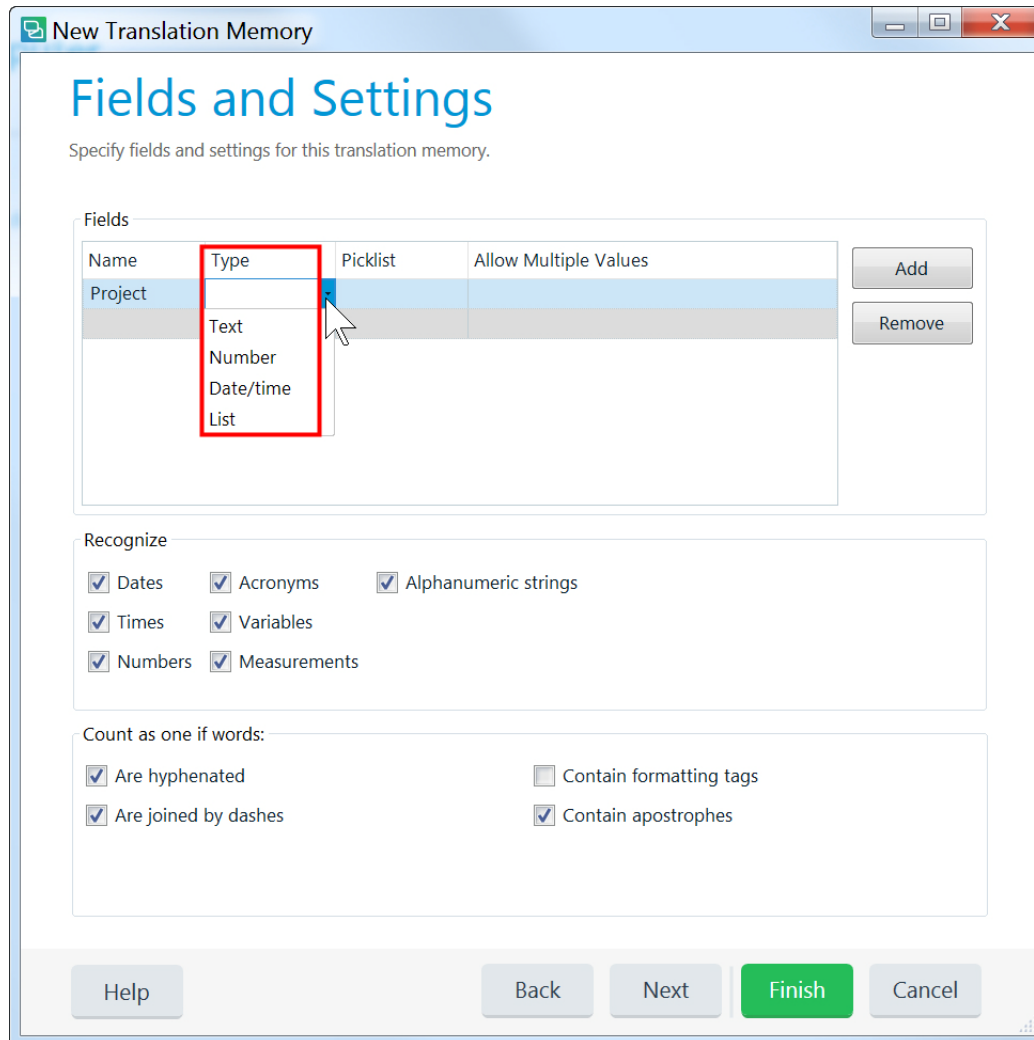
Count as one if words:

Are hyphenated Contain formatting tags

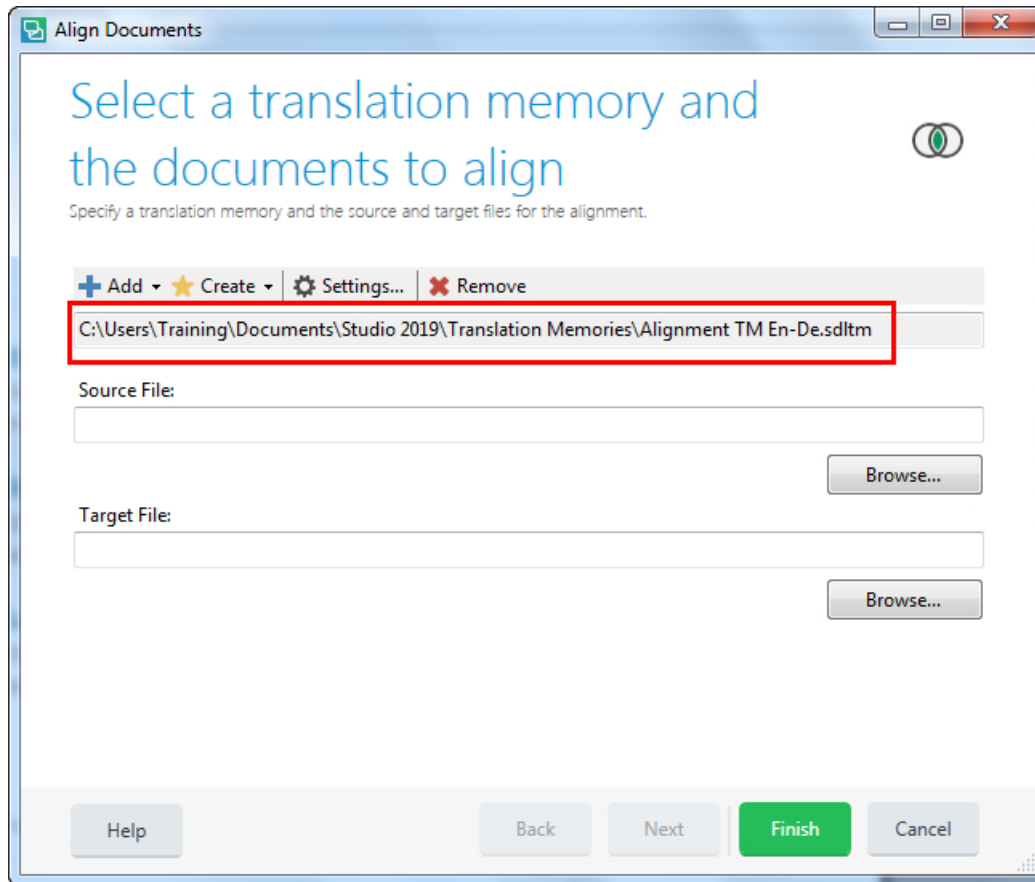
Are joined by dashes Contain apostrophes

Buttons: Help, Back, Next, **Finish**, Cancel

- 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**.



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

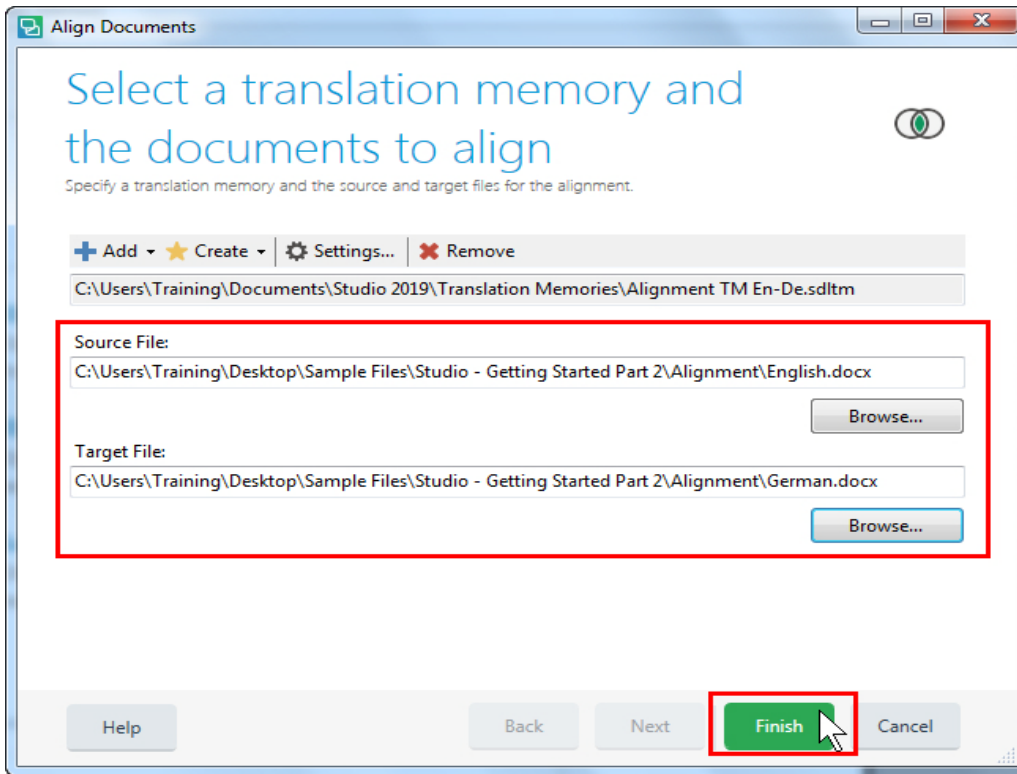


Adding the Documents to Align

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*.

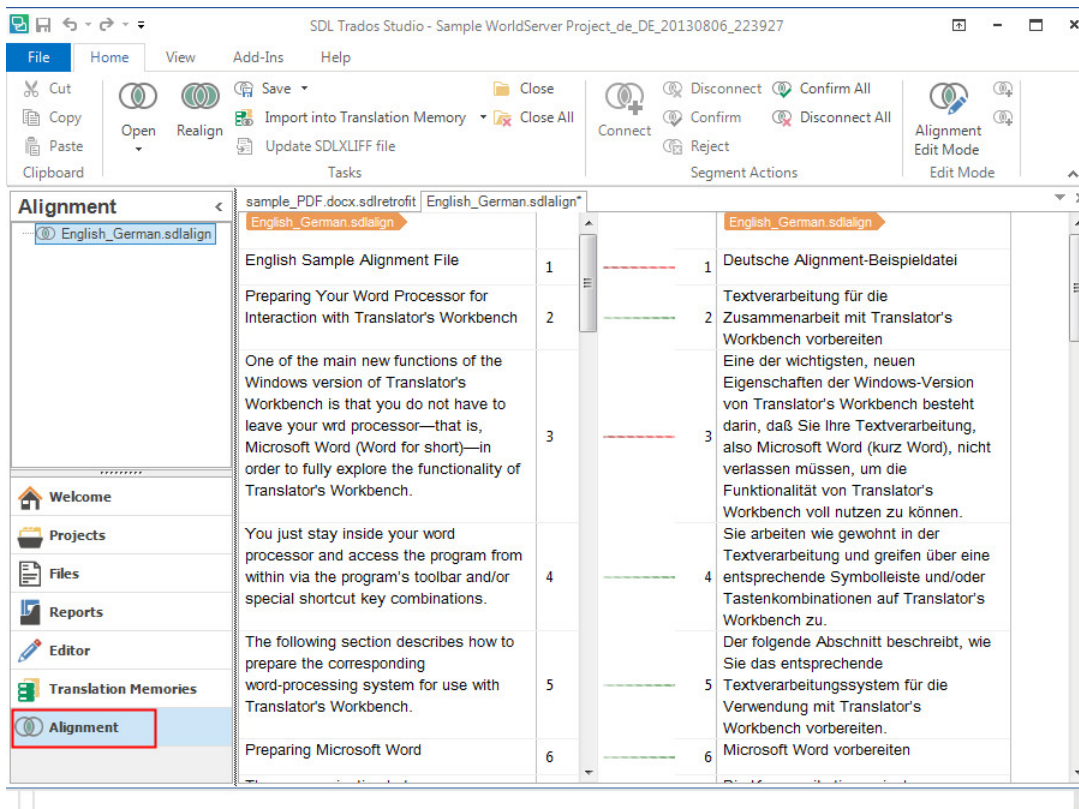
2. Repeat the above step for the target file, i.e. ...*Sample Files\Alignment\German.docx*.



3. Click **Finish** to start the alignment.

Viewing the Alignment Result

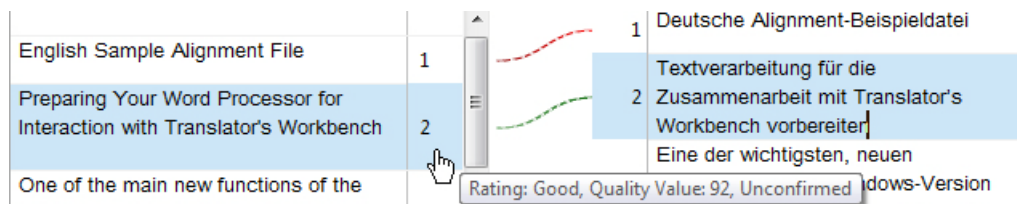
After a few seconds you will find yourself in the **Alignment** view, which shows the alignment result in a side-by-side view:



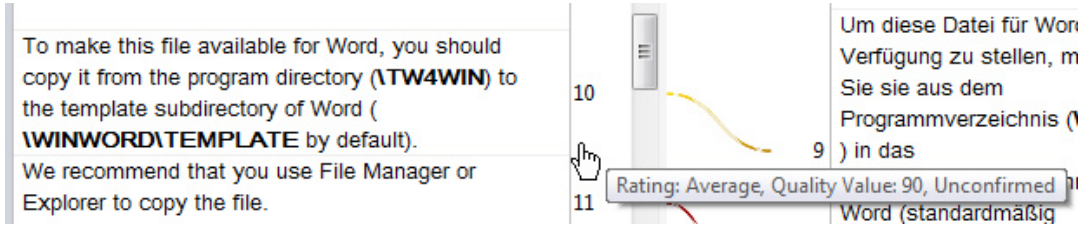
The column on the left-hand side shows the source segments, the column on the right-hand side lists the corresponding target segments. The column between source and target segment visualizes the connections that have been made between source and target content during the alignment process.

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.

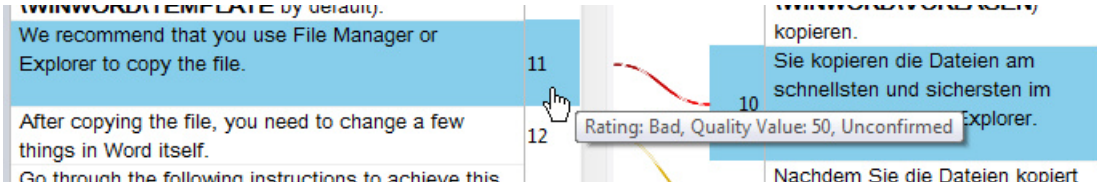
Move the mouse pointer over the id (i.e. 2) of the second segment pair, which has a green line. A tooltip shows that this particular alignment pair is considered to be of good quality with a trust score of 92.



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

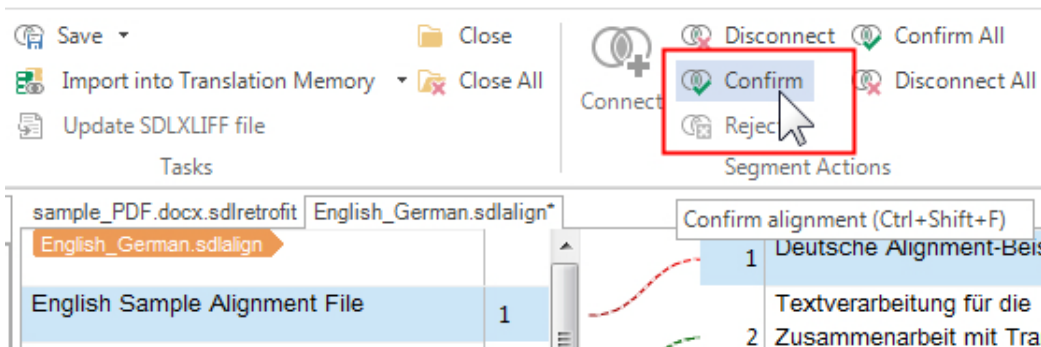
Alignments of average or low quality are not necessarily incorrect. The dotted line color and the trust score are just indications of how reliable the alignment algorithm is considering a particular segment pair alignment to be.

Confirming Segment Pairs

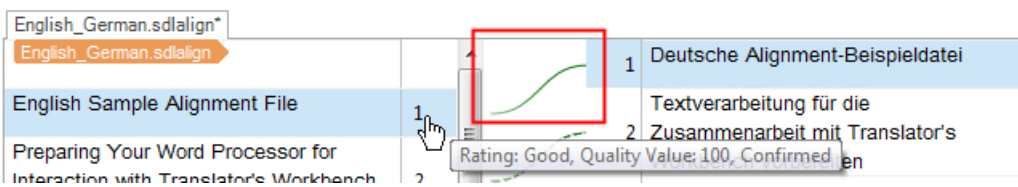
All segment pairs are by default unconfirmed. When you review an alignment result, you can confirm the segment pairs and re-connect segments if required.

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

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



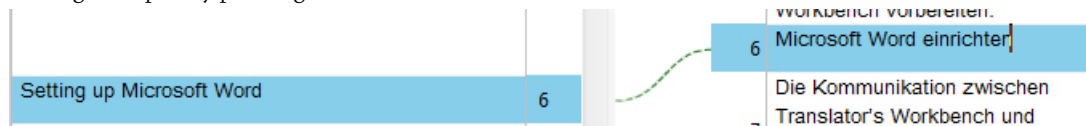
- Note that after confirming the first segment pair, a full green line is drawn between the source and the target segment. Also, the tooltip shows that the segment pair is confirmed with a trust score of 100.



- 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.

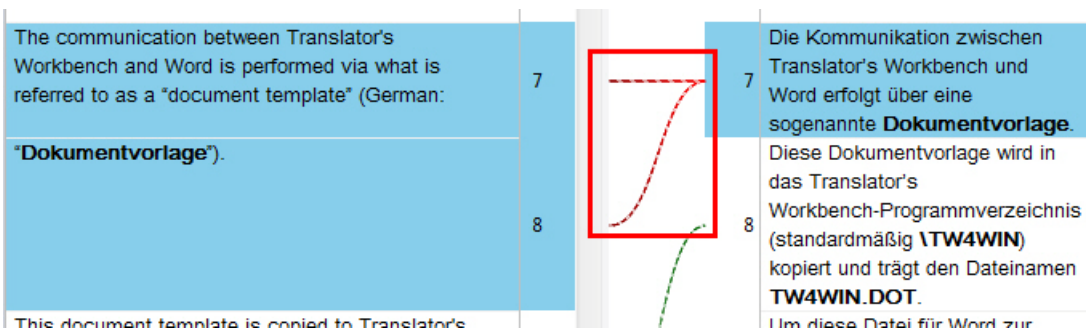
Editing Segments

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 1:1 alignments. However, different segmentation between source and target segments can also lead to, for example, 2:1 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.

Permanently Adding the Document Template TW4WIN.DOT to Word's Global Templates If you want the Translator's Workbench template to be active whenever you start Word, you can copy the TW4WIN.DOT file to Word's start-up directory (WINWORD\STARTUP by default). In this case, the template is automatically attached as a global template, so you do not need to attach it manually as described in steps 1–3 above.		Die Dokumentvorlage TW4WIN.DOT dauerhaft zu Words globalen Vorlagen hinzufügen Wenn die Translator's Workbench-Dokumentvorlage beim Starten von Word automatisch aktiviert werden soll, können Sie die Datei TW4WIN.DOT in das Startverzeichnis der Textverarbeitung kopieren (standardmäßig WINWORD\START). In diesem Fall wird die Dokumentvorlage automatisch als globale Vorlage hinzugefügt, und muß nicht immer wieder, wie oben in den Schritten 1-3 beschrieben, manuell aktiviert werden.
--	--	---

→ 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.

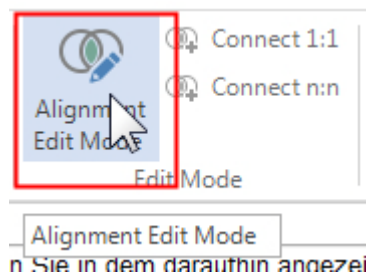
To correct the misalignments take the following steps:

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

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

3. Disconnect source segment 28 in the same way.

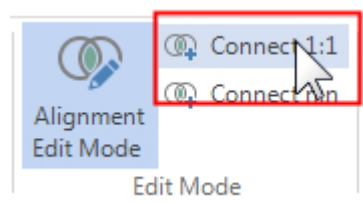
4. Now click the **Alignment Edit Mode** button.



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.

Now Word automatically adds and checks the template you selected to the list of "add-ins."	27 <input checked="" type="checkbox"/>	--	-- <input checked="" type="checkbox"/> 26	Word prüft nun die unter „Add-Ins“ ausgewählte Dokumentvorlage. Klicken Sie erneut auf OK.
After again clicking on OK , a new toolbar and a new menu, labelled Trados , will be added to Word's toolbar section and menu bar.	28 <input type="checkbox"/>	--	-- <input type="checkbox"/> 27	Eine neue Symbolleiste und ein neues Menü mit der Bezeichnung Trados werden in Word hinzugefügt.
Permanently Adding the Document Template TW4WIN.DOT to Word's Global Templates	29 <input checked="" type="checkbox"/>	~	~ 28	
If you want the Translator's Workbench				

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



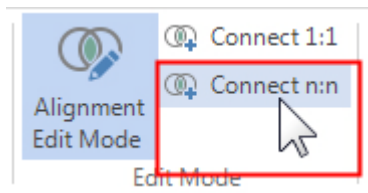
7. Note that this has turned the checked segment pair into a confirmed alignment.

Now Word automatically adds and checks the template you selected to the list of "add-ins."	27 <input checked="" type="checkbox"/>	~	~ <input checked="" type="checkbox"/> 26	Word prüft nun die unter „Add-Ins“ ausgewählte Dokumentvorlage. Klicken Sie erneut auf OK.
After again clicking on OK , a new toolbar and a new menu, labelled Trados , will be added to Word's toolbar section and menu bar.	28 <input type="checkbox"/>	--	-- <input type="checkbox"/> 27	

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.

template you selected to the list of "add-ins."	28 <input checked="" type="checkbox"/>	--	-- <input checked="" type="checkbox"/> 27	automatisch zur Liste der Add-Ins hinzu. Klicken Sie nochmals auf OK .
After again clicking on OK , a new toolbar and a new menu, labelled Trados , will be added to Word's toolbar section and menu bar.	29 <input checked="" type="checkbox"/>	~	~ <input checked="" type="checkbox"/> 28	Eine neue Symbolleiste und ein neues Menü Trados werden in Word hinzugefügt.

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



- 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.
- Confirm all remaining segment pairs, which are aligned correctly.

Saving the Alignment Result

To save your work take the following steps:

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



- 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:

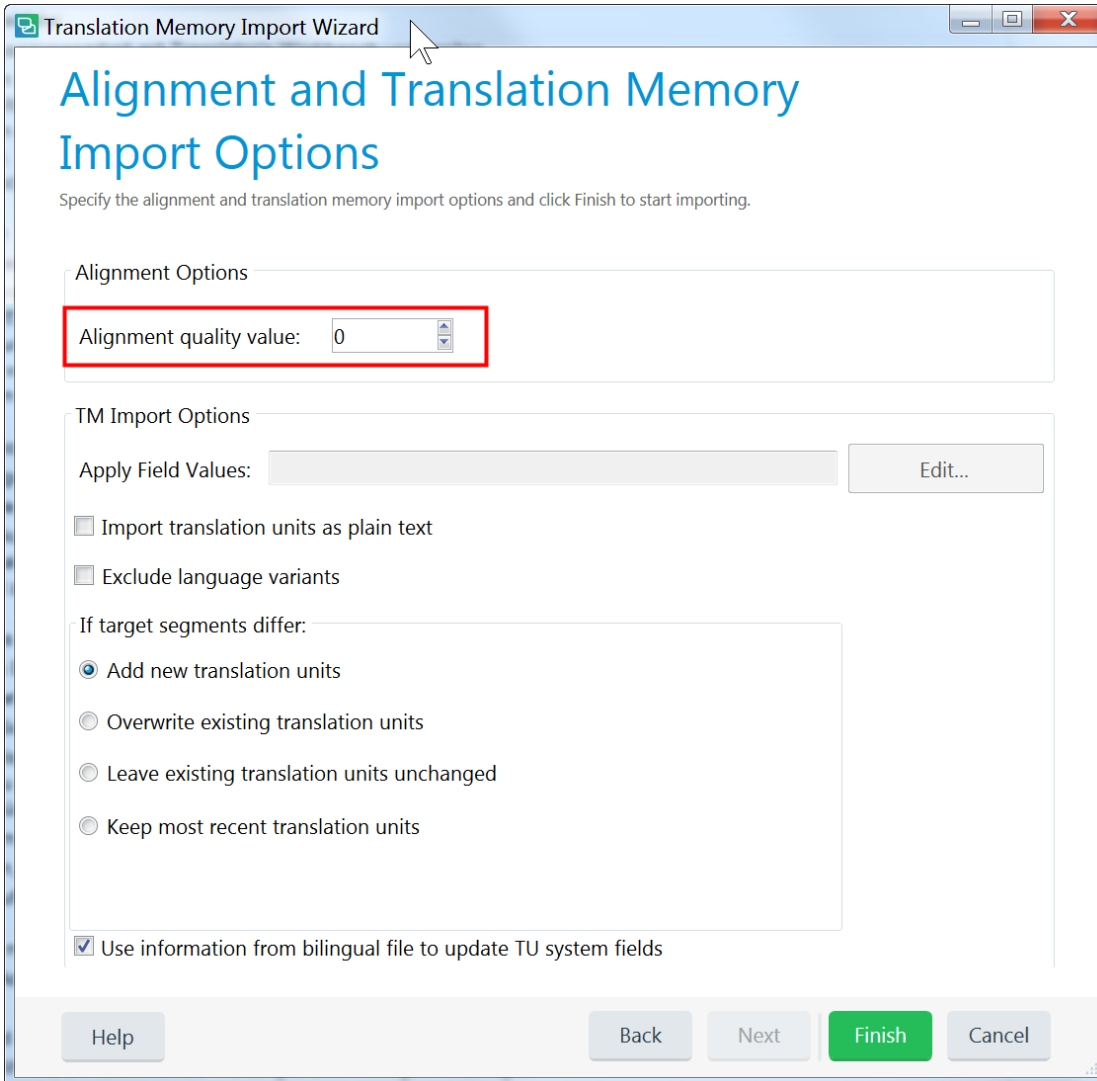
- In the application ribbon select **Import into Translation Memory** -> **Advanced Import**.



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 0. 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

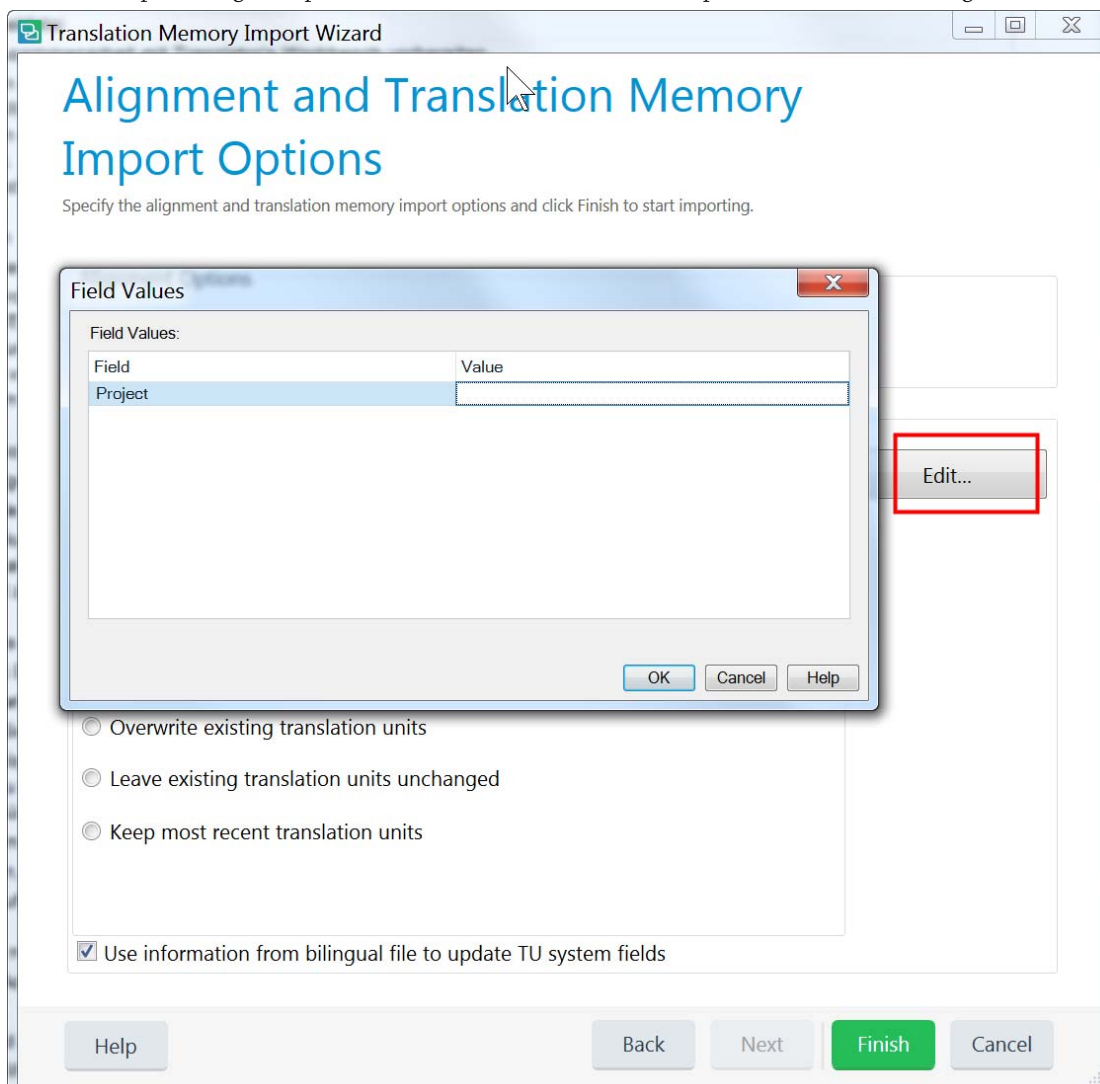
Leave existing translation units unchanged

Keep most recent translation units

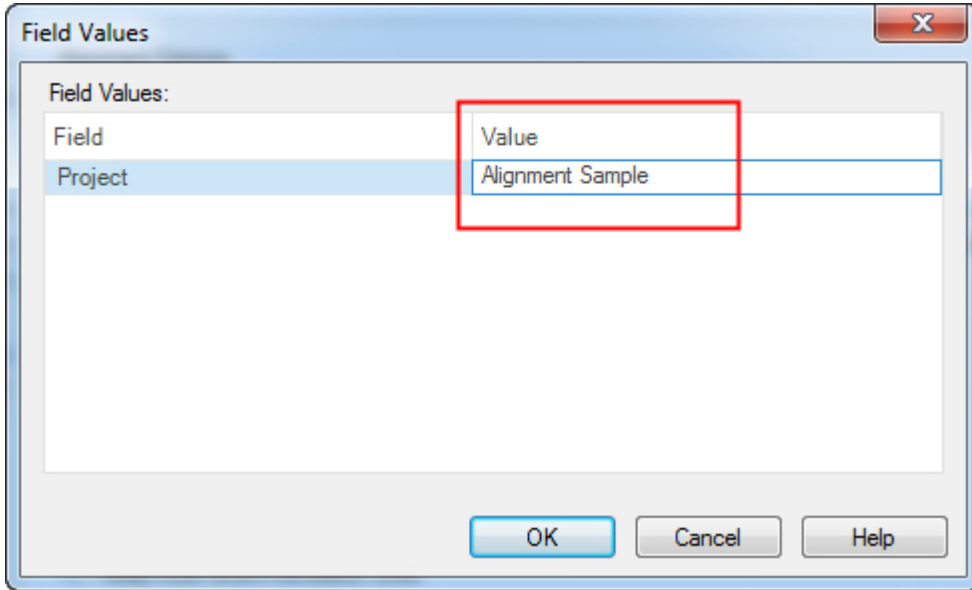
Use information from bilingual file to update TU system fields

Help Back Next Finish Cancel

- 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.



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

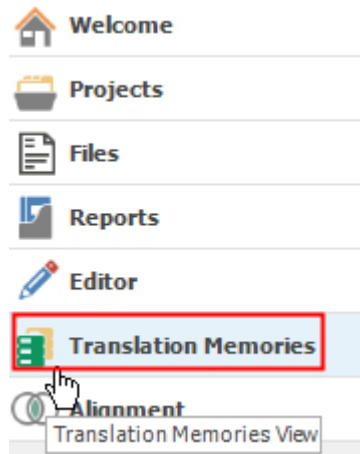


- Finally, click **Finish** to start the import. After a few seconds a message box appears to inform you how many segment pairs have been added to your TM. Click **OK** to close the message box.

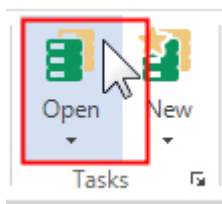
Viewing the TM Content

To view the TM content take the following steps:

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



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



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

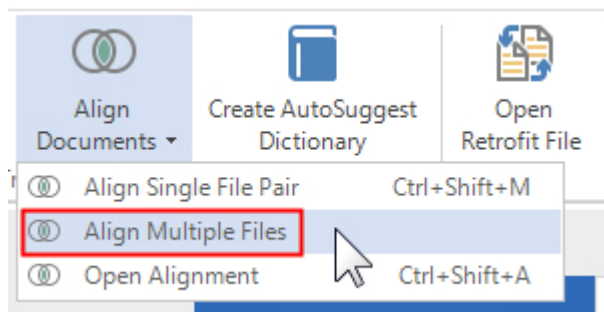
Alignment TM En-De [en-US->de-DE]			
1	English Sample Alignment File	Deutsche Alignment-Beispieldatei	Project Alignment Sample SourceFile English_Germa nsdlalign TargetFile English_Germa nsdlalign
2	Preparing Your Word Processor for Interaction with Translator's Workbench	Textverarbeitung für die Zusammenarbeit mit Translator's Workbench vorbereiten	Project Alignment Sample SourceFile English_Germa nsdlalign TargetFile English_Germa nsdlalign
	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 nsdlalign

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.

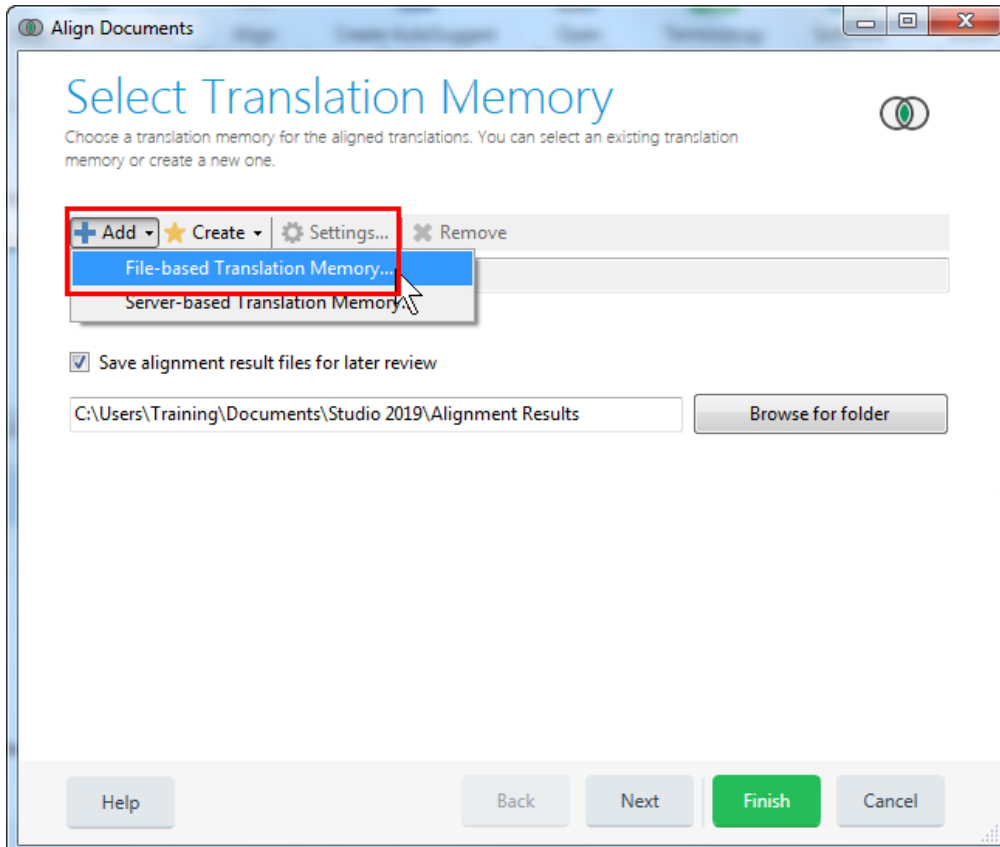
ALIGNING MULTIPLE FILE PAIRS

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:

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



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



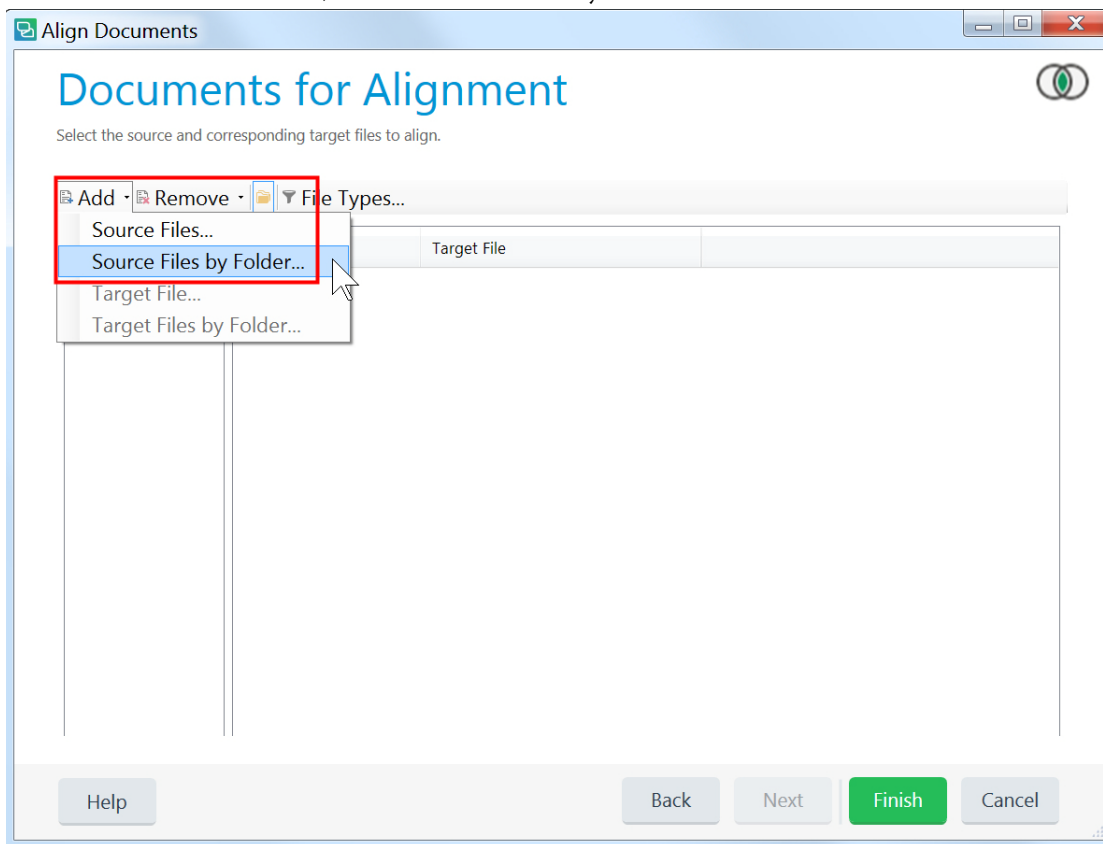
3. Browse for the TM that you created in the previous section when you aligned the single document pair, and select it by double-clicking the TM file.

NOTE

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.

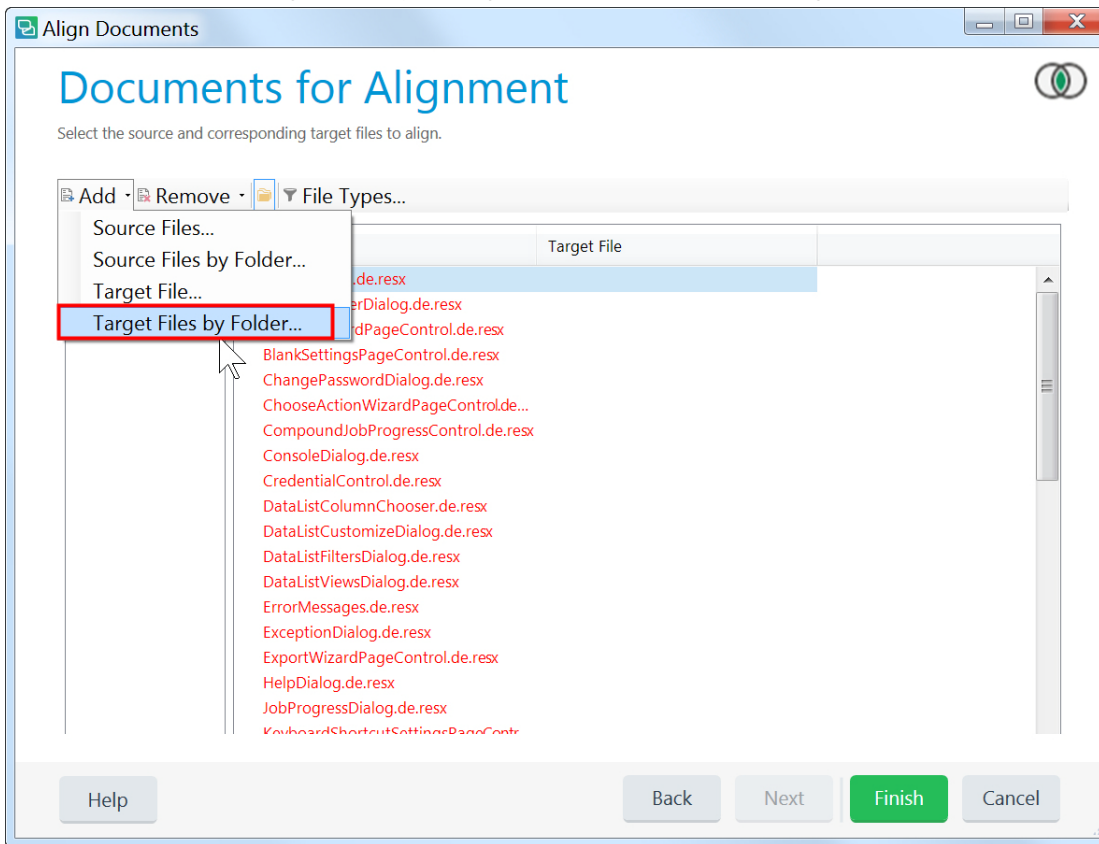
4. Click **Next** to continue.

1. Click the **Add** button, then select **Source Files by Folder**.



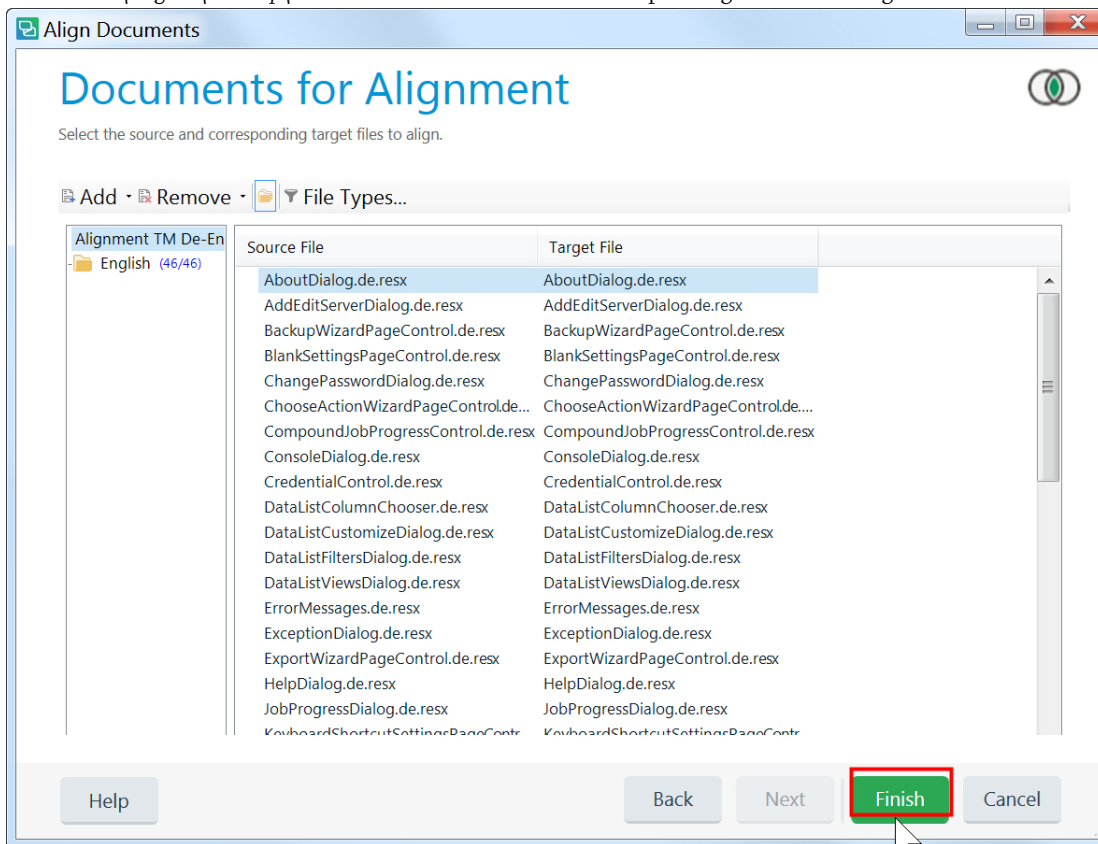
2. Browse to your sample files location and select the folder `..\Sample Files\Alignment\English`.

- Now select the target folder by clicking the **Add** button, then select **Target Files by Folder**.



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

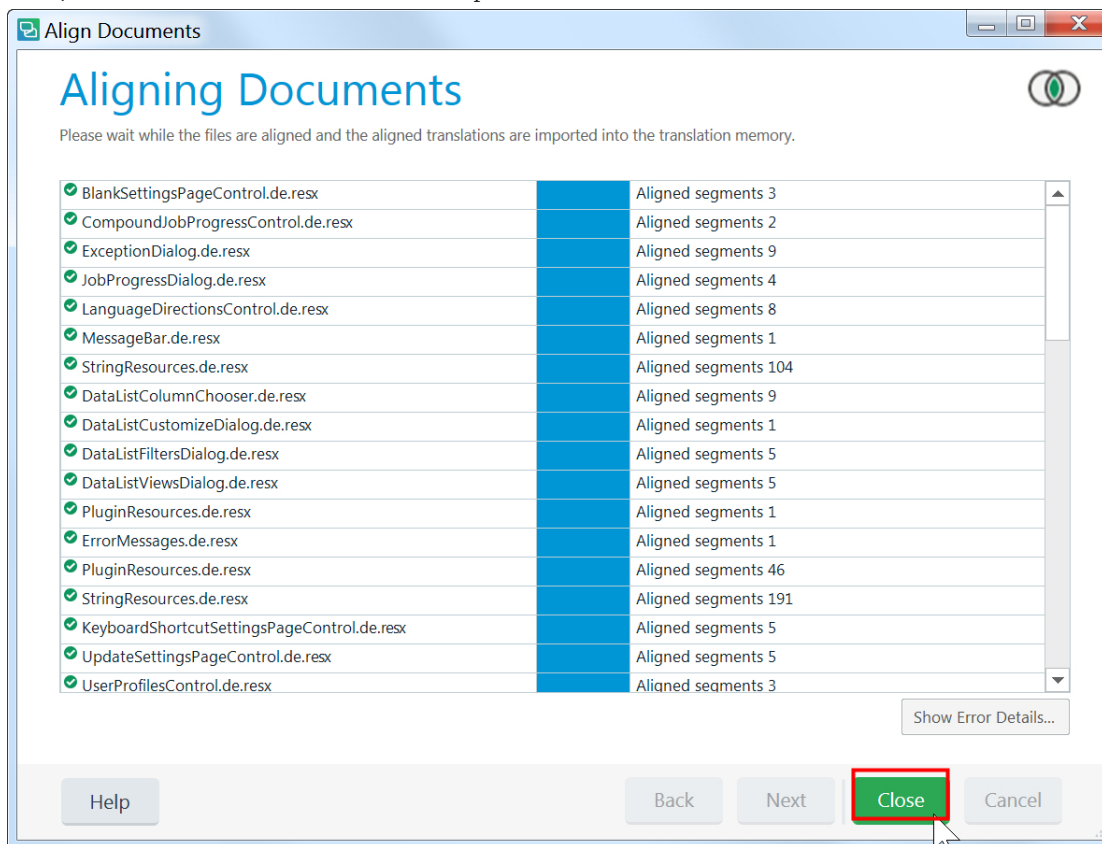
- The source and target folders contain various sub-folders. Drill down to `..|English|Desktop|Common`. This will reveal the corresponding source and target files.

**NOTE**

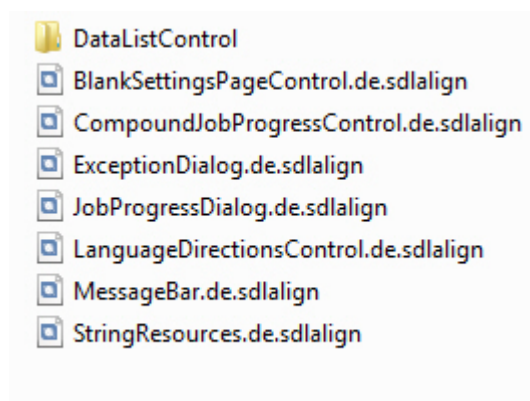
The source and target files do not necessarily have to have identical names for the alignment to work.

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

7. Wait until all documents have been processed, then click **Close**.



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.



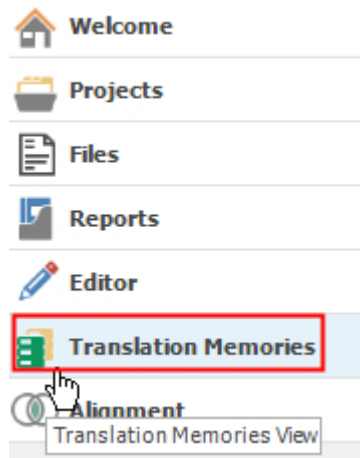
→ NOTE

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.

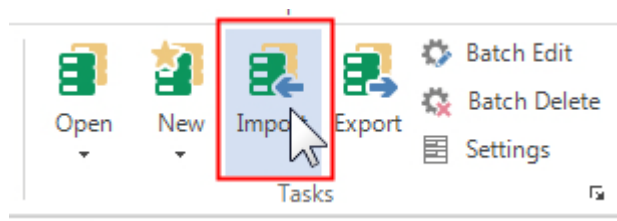
Importing the Alignment Result into the TM

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

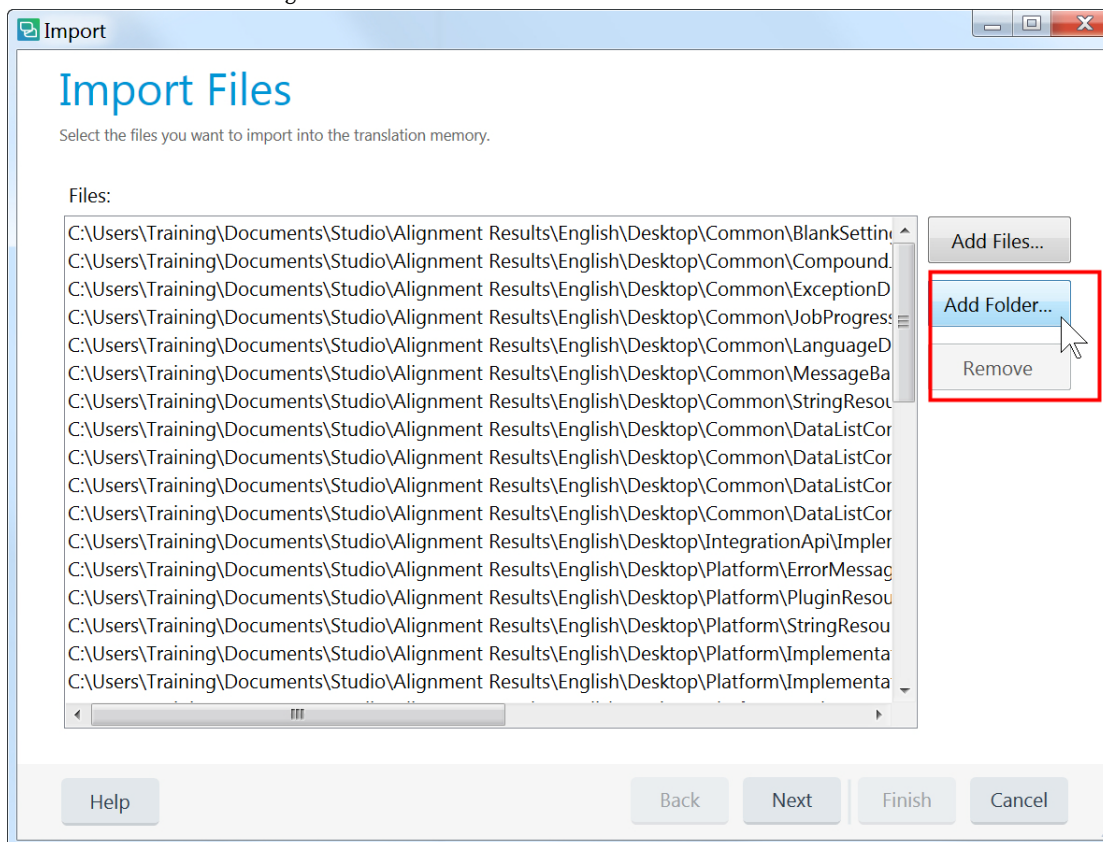
1. Click the **Translation Memories View** button in the **Navigation** pane to switch to the **Translation Memories** view.



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



3. In the **Import** window click **Add Folder**, and select that folder that contains your alignment result. All *.sdlalign files will then be listed under **Files**.

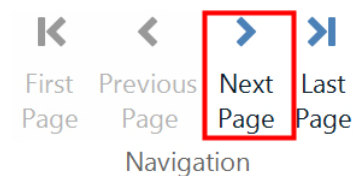


4. Now click the **Next** button.
5. The following pages display a number of advanced options, which we leave unchanged. Therefore, just click **Next** twice to continue.
6. On the last page of the import wizard click **Finish** to start the import.
7. Wait a few seconds for the import to finish, then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

Browsing the TM Content

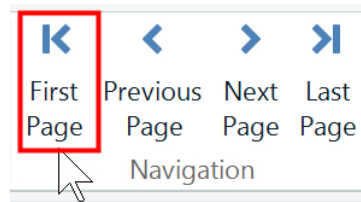
You should now see the content of your TM. Note that all segment pairs are sorted chronologically, i.e. the units that were first imported are shown first. By default only 50 segment pairs are displayed on one page. To navigate to the next 50 units take the following steps:

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



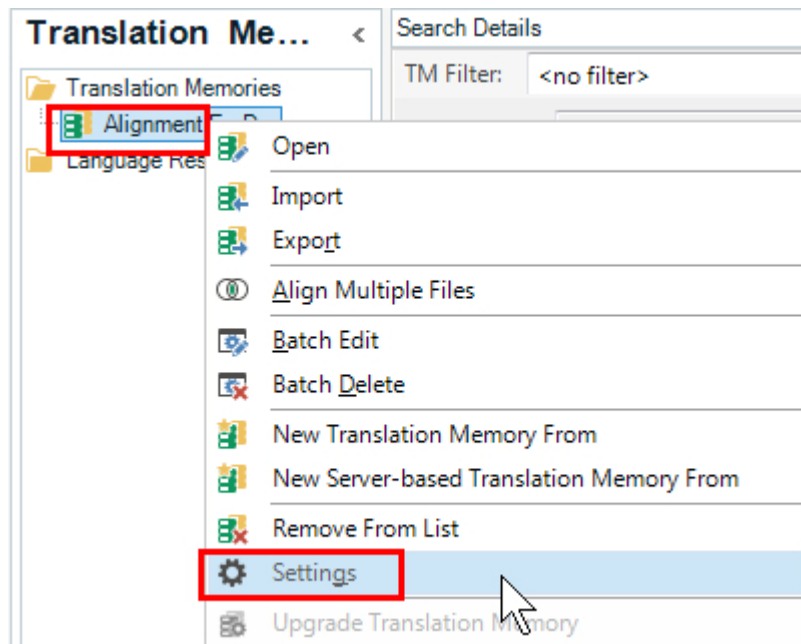
2. This shows the next 50 segment pairs. Click the **Next Page** button two or three more times to browse further in your TM.
3. To move back to the previous page click the **Previous Page** button.

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

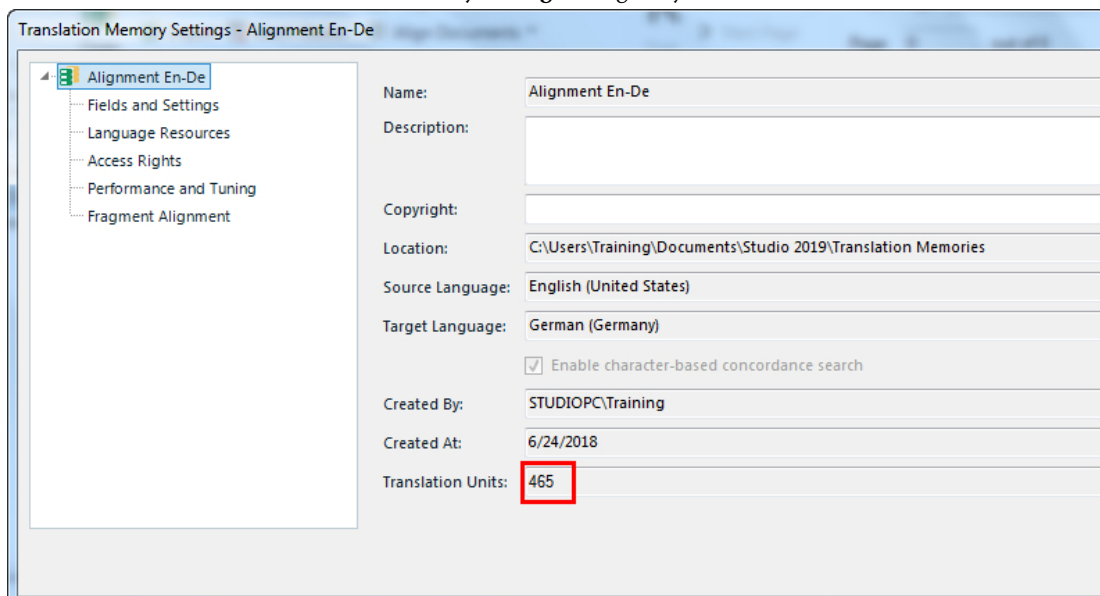


Viewing the TU Count

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:



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:

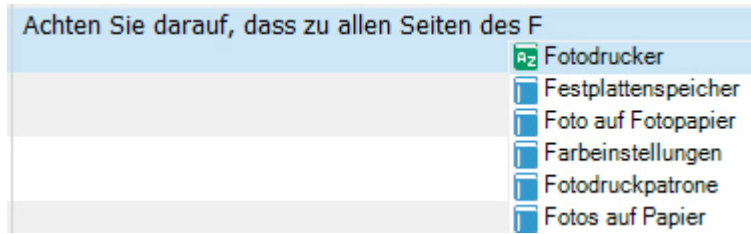
- ❑ Create an AutoSuggest dictionary from a TM export file in TMX format

Chapter

6

GENERATING AN AUTOSUGGEST DICTIONARY

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



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

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

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

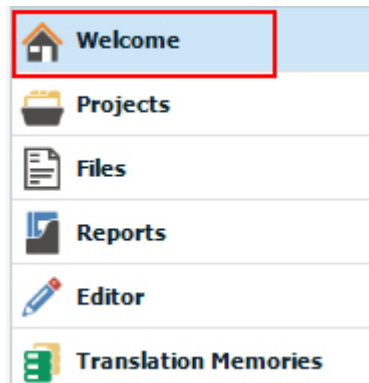
To create an AutoSuggest dictionary from an existing TMX file, take the following steps:



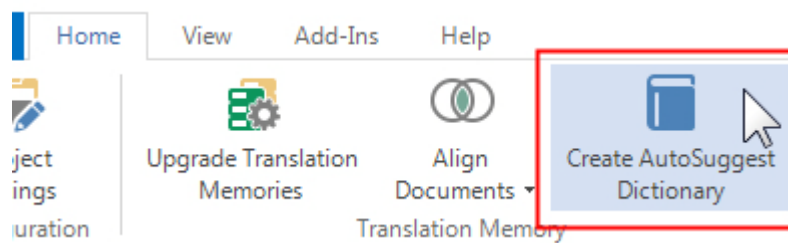
FREELANCE

AutoSuggest dictionaries can only be created with the 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.

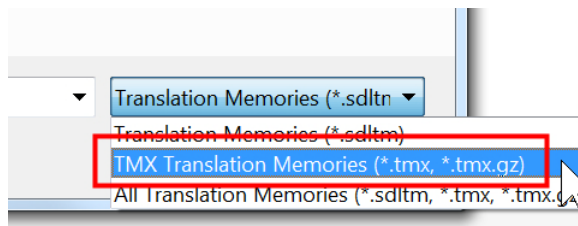
1. Switch to the **Welcome** view.



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



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

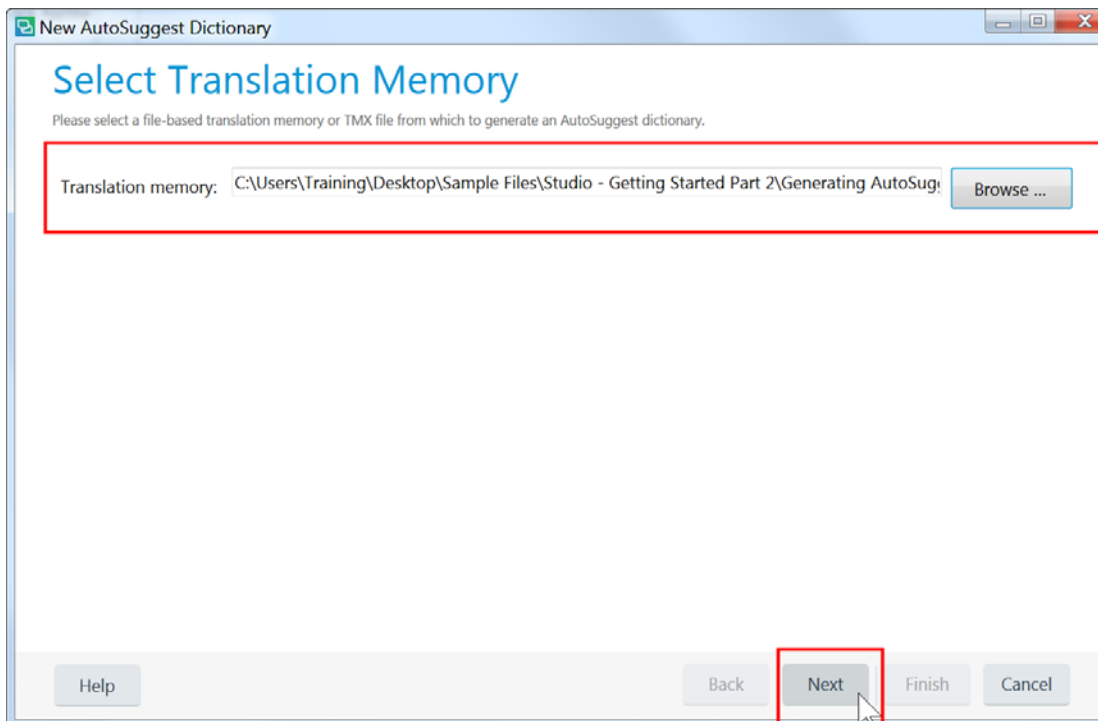


5. Browse for the sample TMX file from which the AutoSuggest dictionary is to be created, i.e. *Sample EN-GB_DE-DE.tmx*.

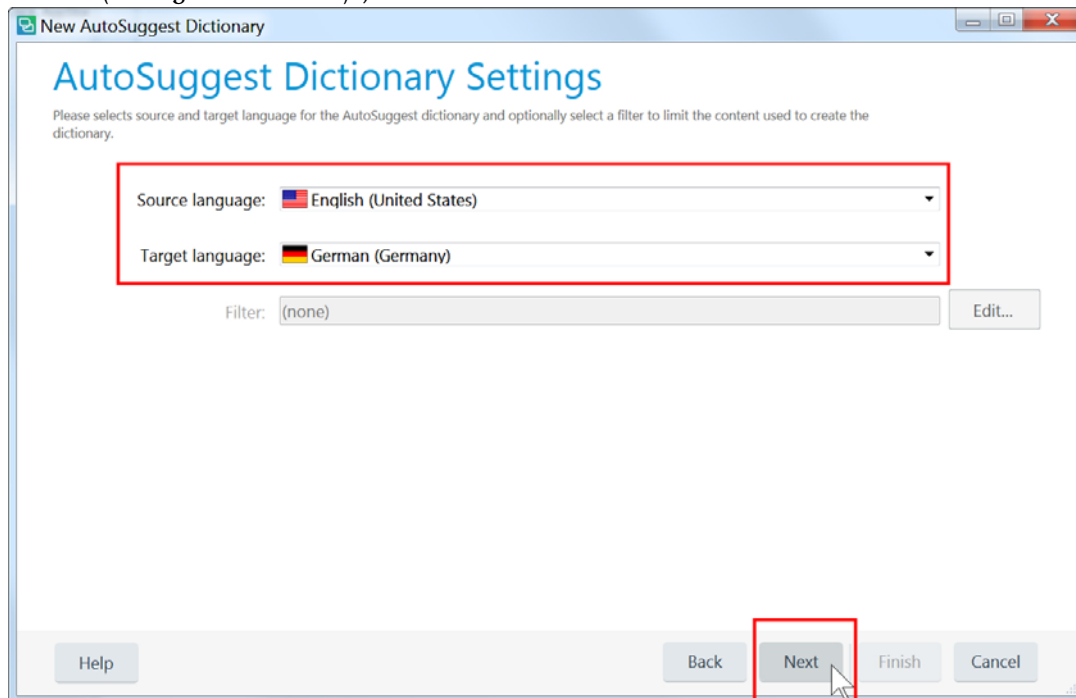
**NOTE**

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

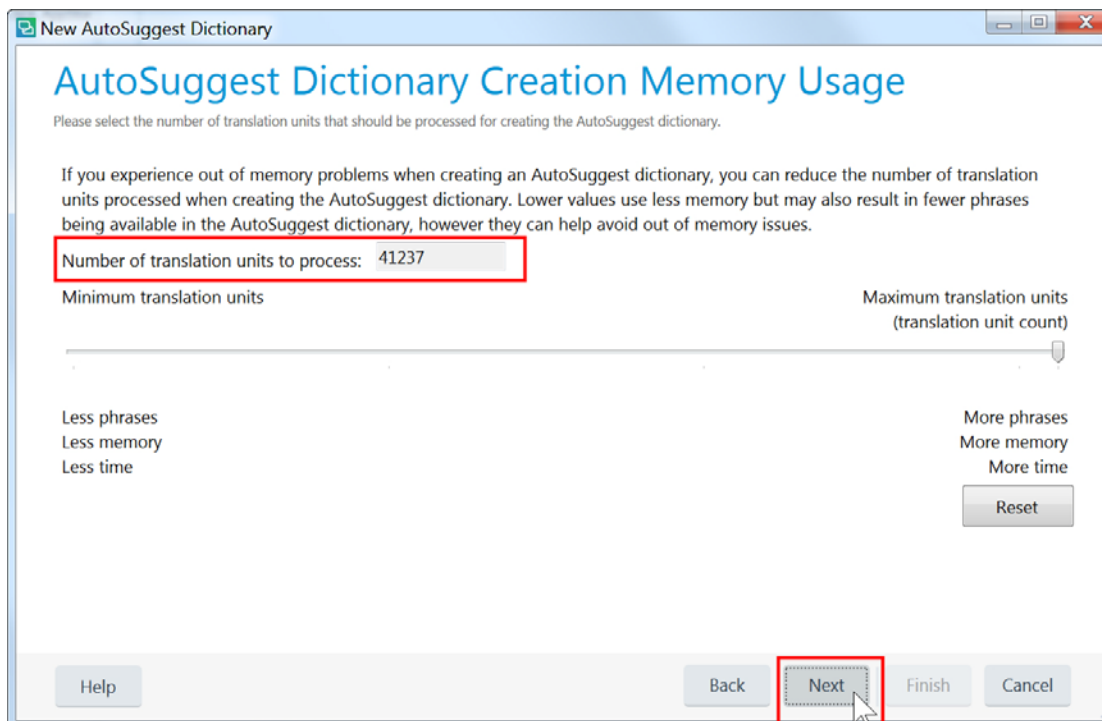
6. Click **Next** and wait a few seconds for the TMX file to load.



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



- 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.



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*.

 **NOTE**

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

7

ABOUT CONVERTING EXCEL GLOSSARIES

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

PREPARING YOUR GLOSSARY FOR CONVERSION

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

	A	B	C
1	Subject	English	German
2	Software	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.

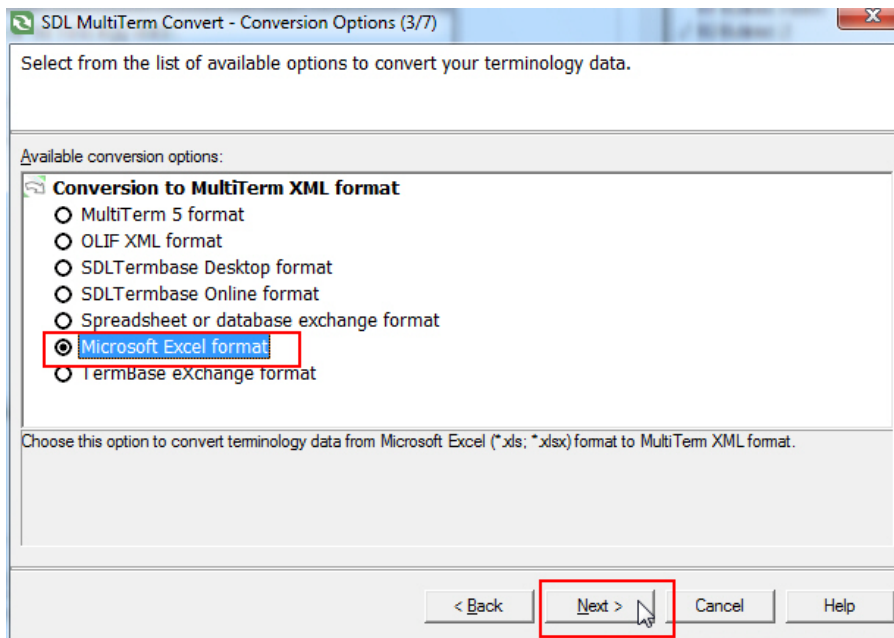
CONVERTING THE MICROSOFT EXCEL FILE

Specifying the Input Format and File

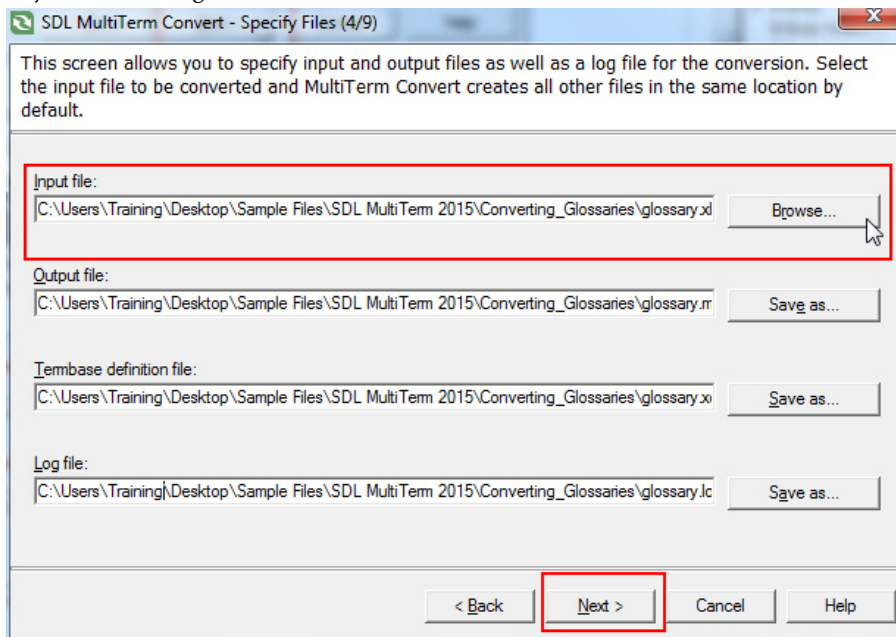
To convert the Microsoft Excel glossary take the following steps:

1. First, make sure that the file to convert is NOT open in Microsoft Excel.
2. 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.

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



- 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**.

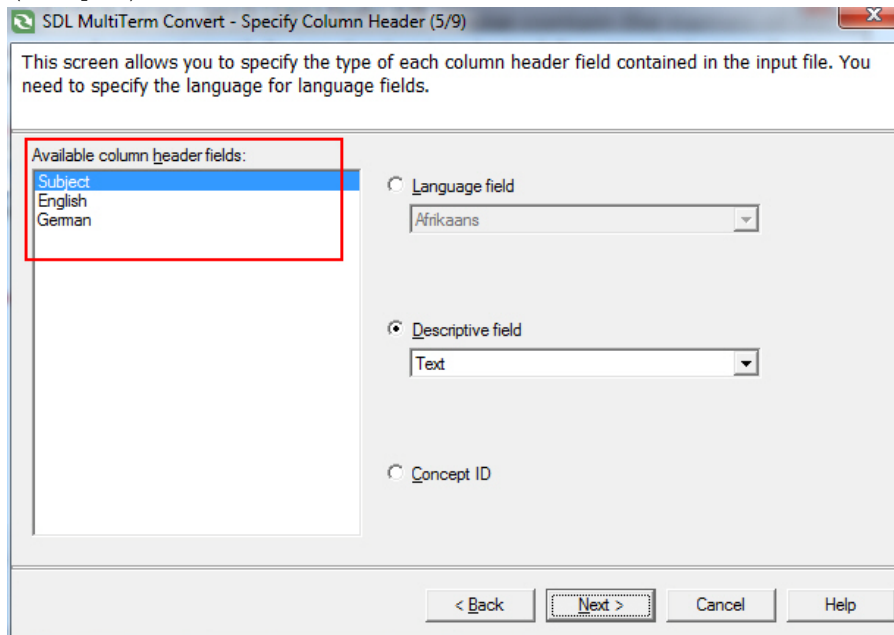


➔ NOTE

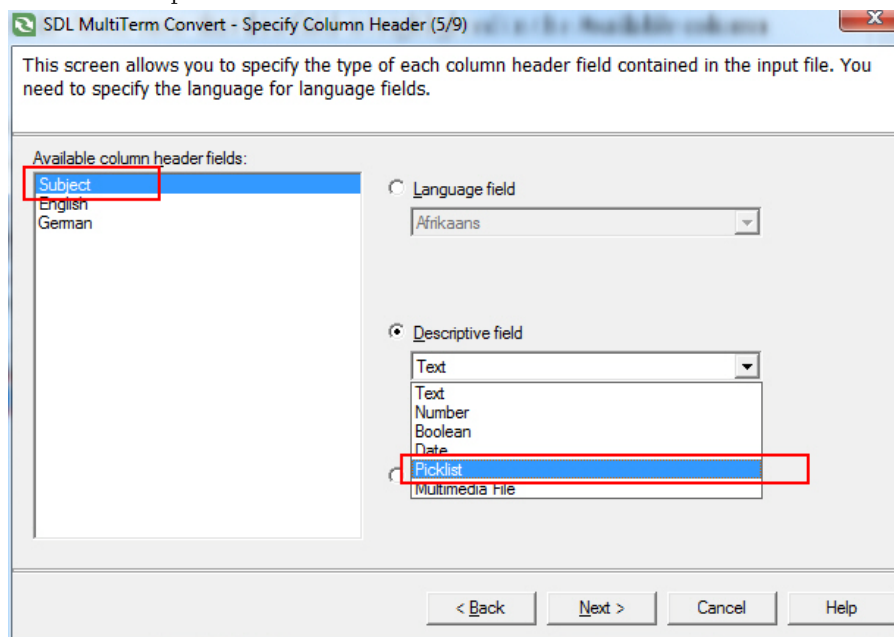
The other text fields will be filled in automatically. These contain the names of the output file paths, most importantly the XML output file, which we will later import into a termbase.

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.



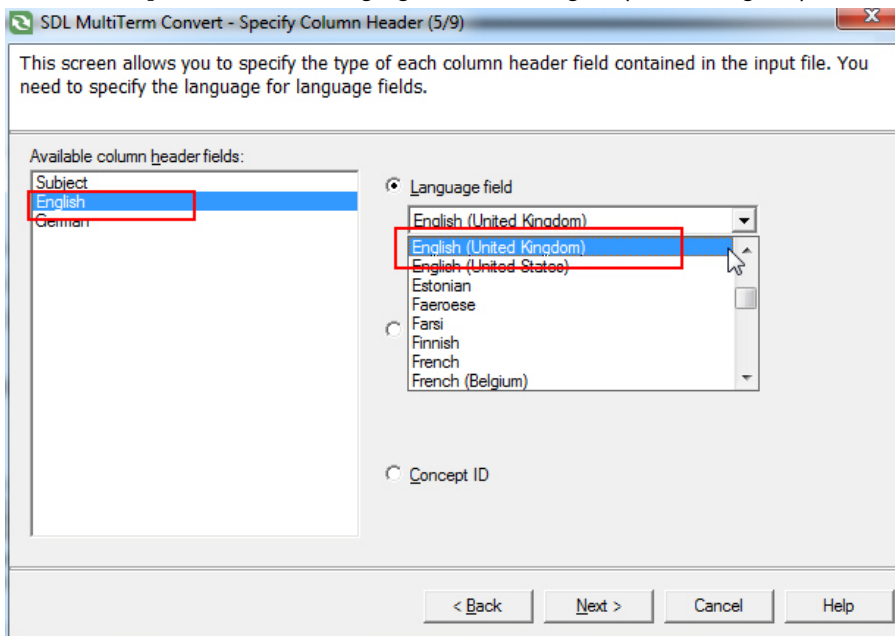
2. Start with the **Subject** field. Make sure that this field is highlighted in the **Available column header fields** list.
3. The **Subject** column contains descriptive information (i.e. no terms), therefore the **Descriptive fields** radio button, which is already pre-selected, applies here. Just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



→ NOTE

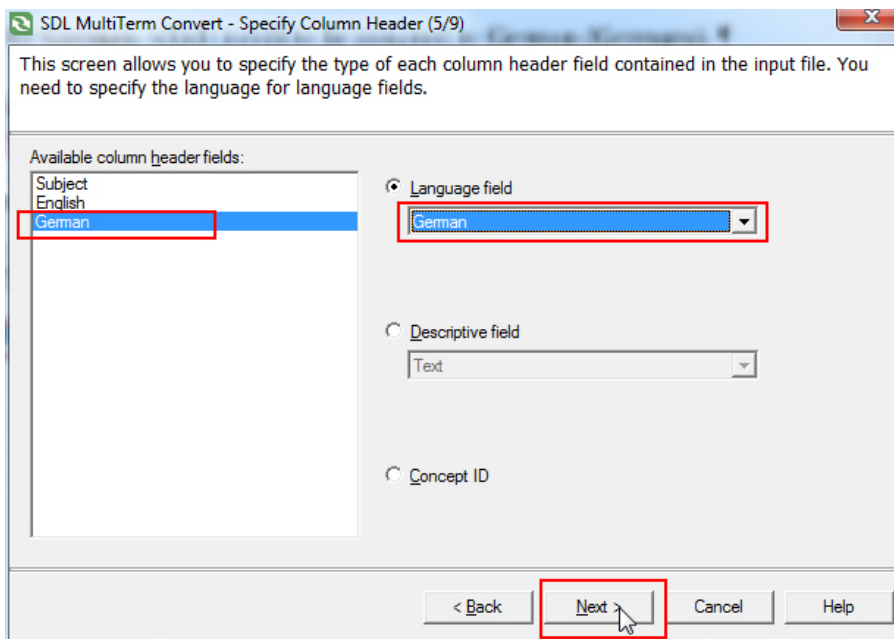
The data type **Text** is used for fields that allow for free text, e.g. a definition, note, example, etc. When you have a limited number of values (e.g. only a limited number of clients), then use the data type **Picklist**. This is the likely data type for **Subject**, as a **Subject** is usually associated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

- 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.
- 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)**.



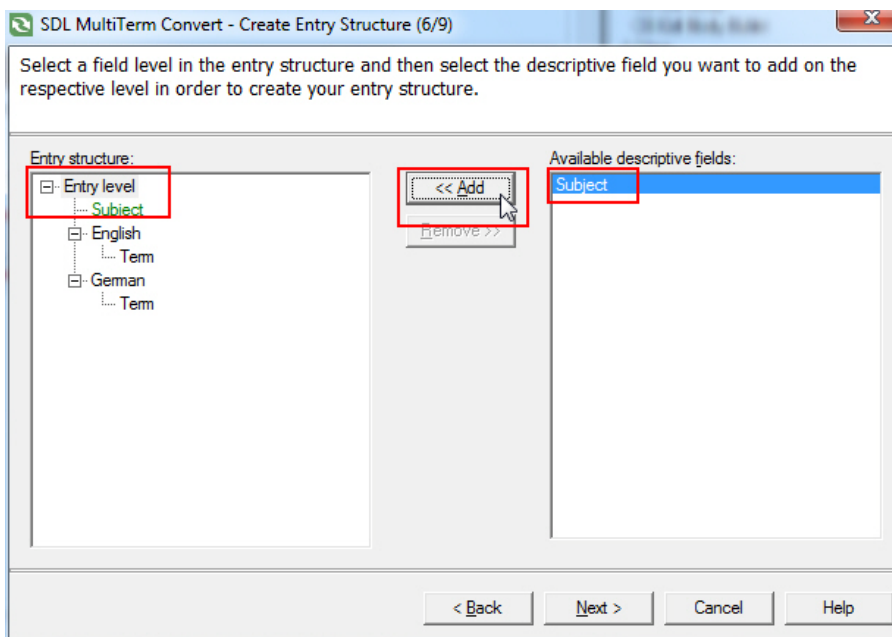
- Repeat the above step for **German**, which needs to be assigned to **German (Germany)**.

- Click **Next** to continue.



Specifying the Entry Structure

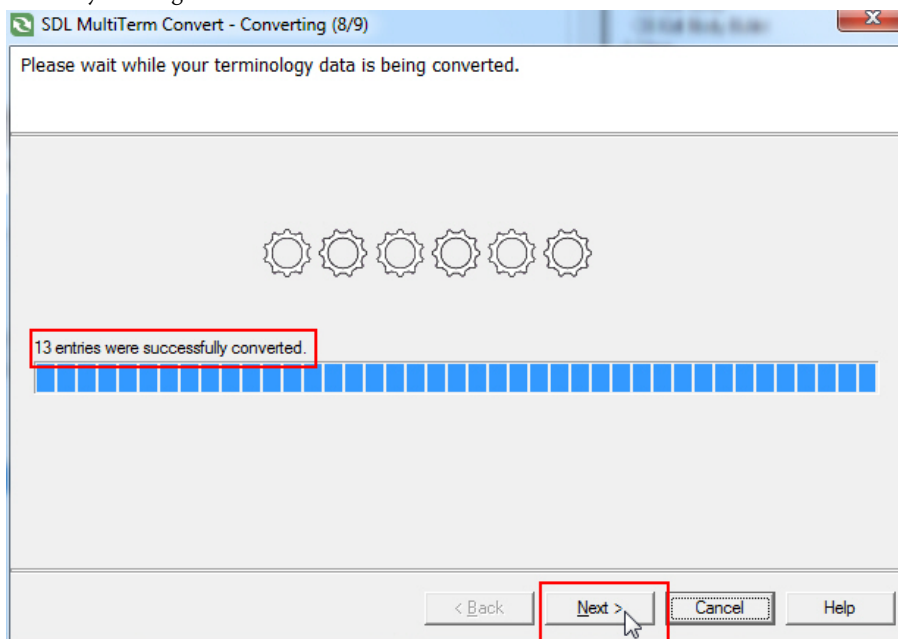
- Descriptive information can be assigned to the entry level (i.e. the top level), if they refer to the entry as a whole, i.e. to all terms contained in the entry. Descriptive fields can also be assigned to the term level, if they refer only to a particular term. Let us assume that the **Subject** field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



- 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.xlsx* 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**.

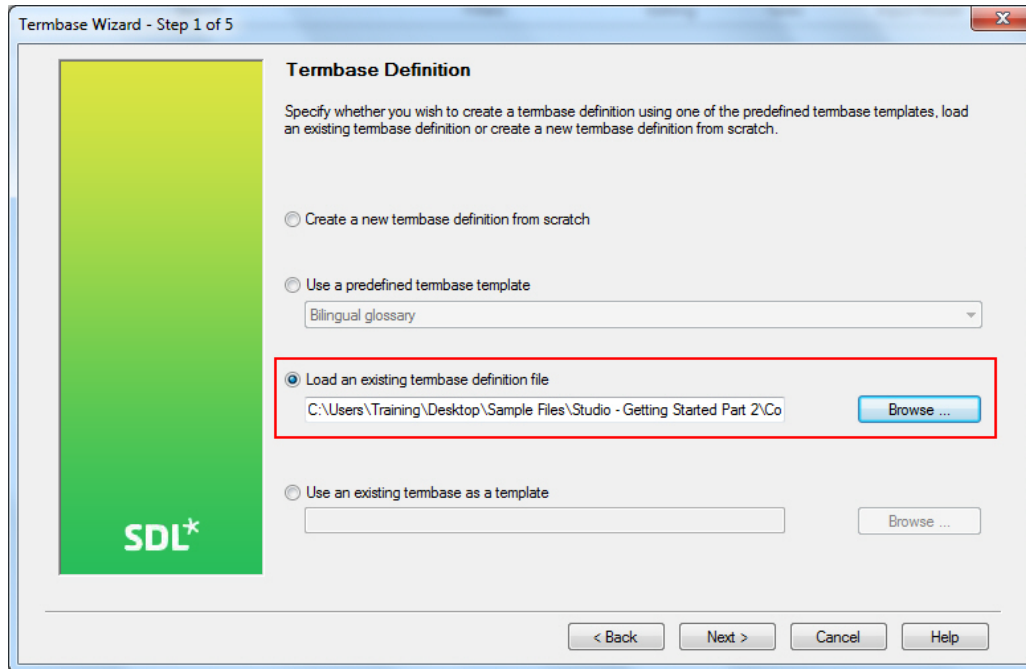
Creating the Termbase File

To start creating the new termbase take the following steps:

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

Loading the Termbase Definition

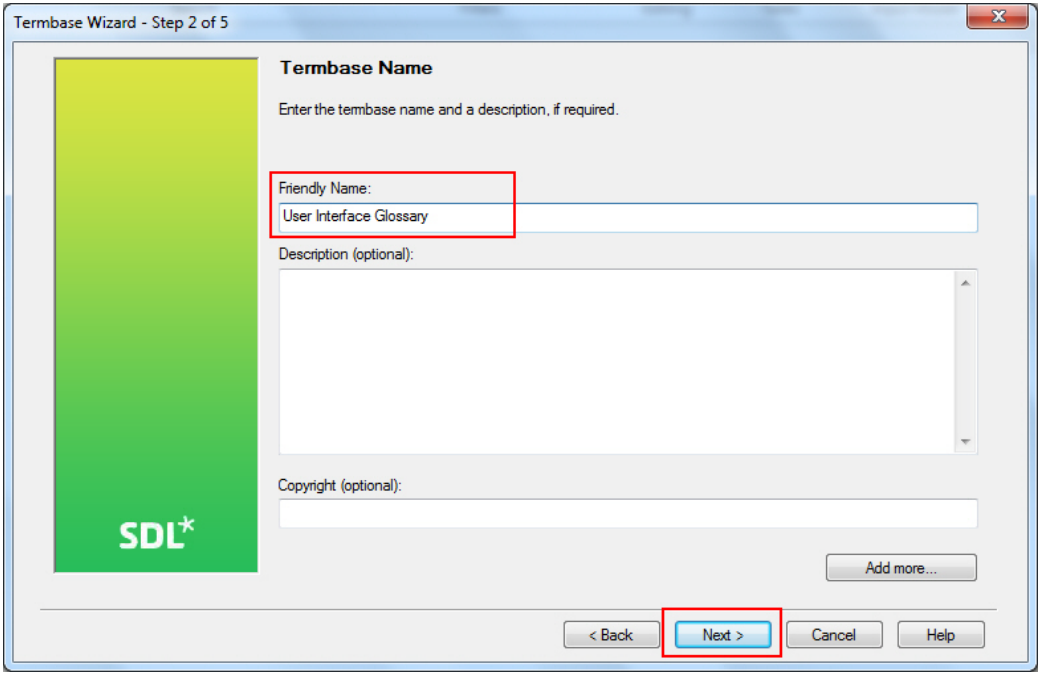
1. This opens the **Termbase Wizard**. On the first screen of the wizard just click **Next** to continue.
2. We will now create the new termbase based on the *glossary.xdt* termbase definition, which SDL MultiTerm Convert has created. To select this termbase definition click the **Load an existing termbase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



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

Naming the Termbase

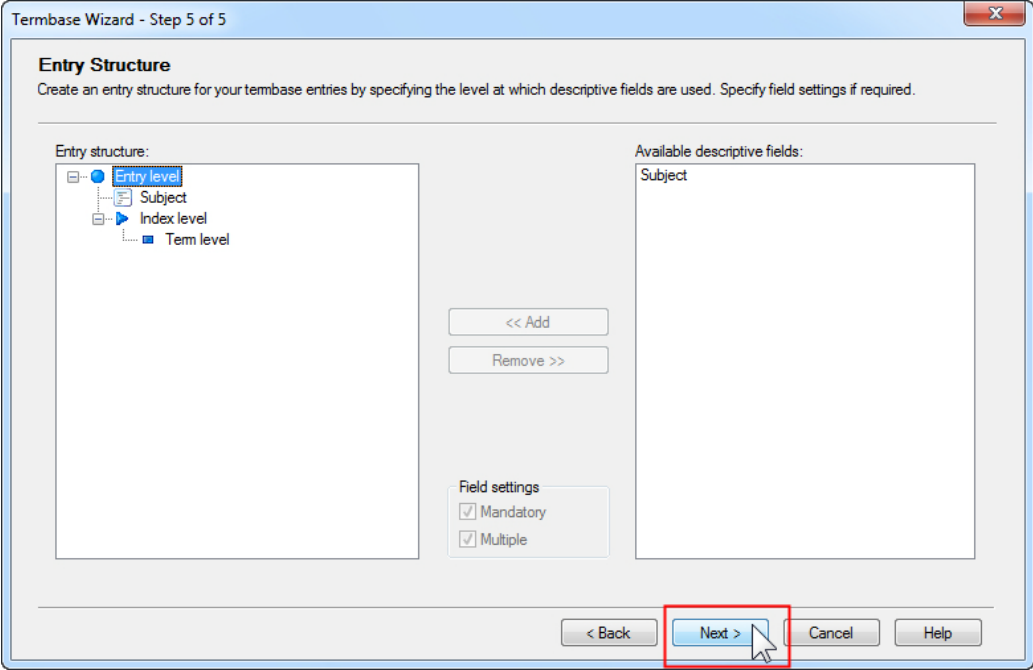
1. On the **Termbase Name** page, enter a name for your termbase into the **Friendly Name** text field, e.g. *User Interface Glossary*.



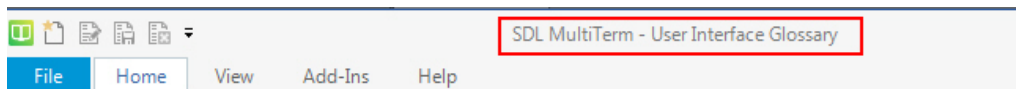
2. Then click **Next** to continue.

Languages and Descriptive Fields

1. The **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.



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



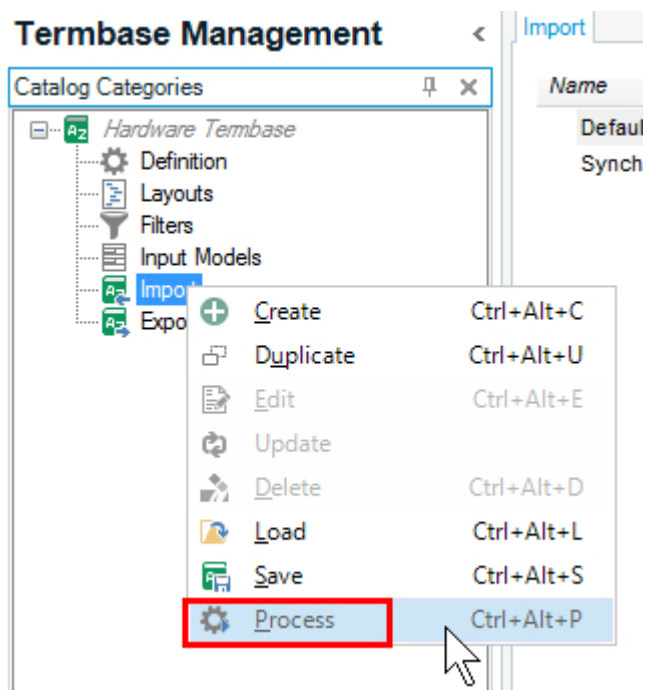
FOR MORE INFORMATION

[About Creating Termbases](#)

Importing the Glossary Content

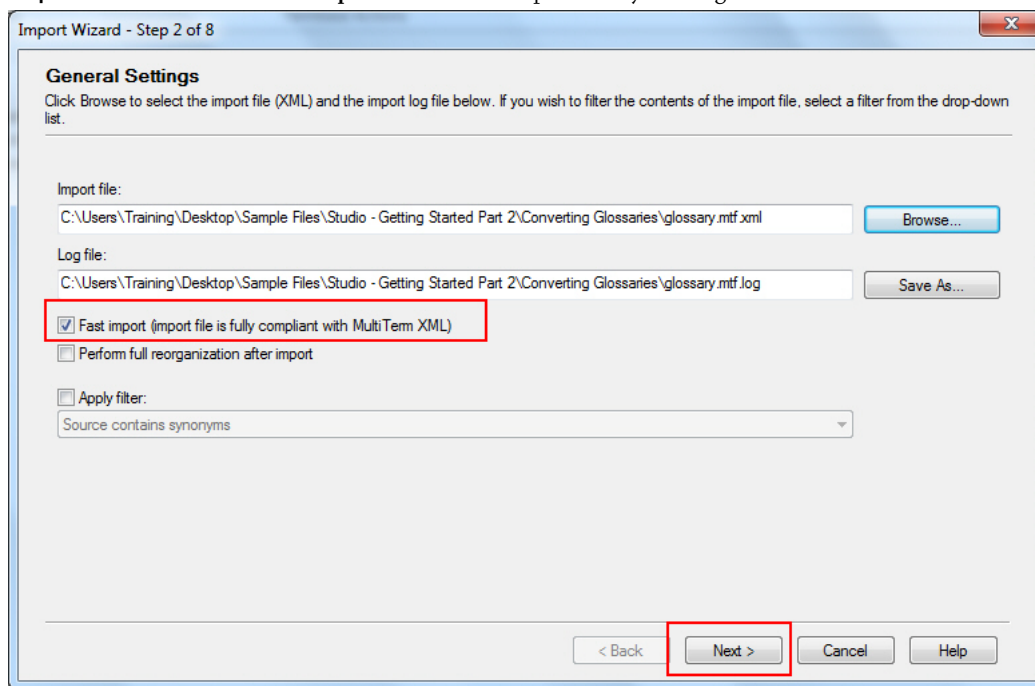
Note that the newly created termbase is still empty. You need to import the content that you converted from the Excel glossary into the termbase. To do this take the following steps:

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

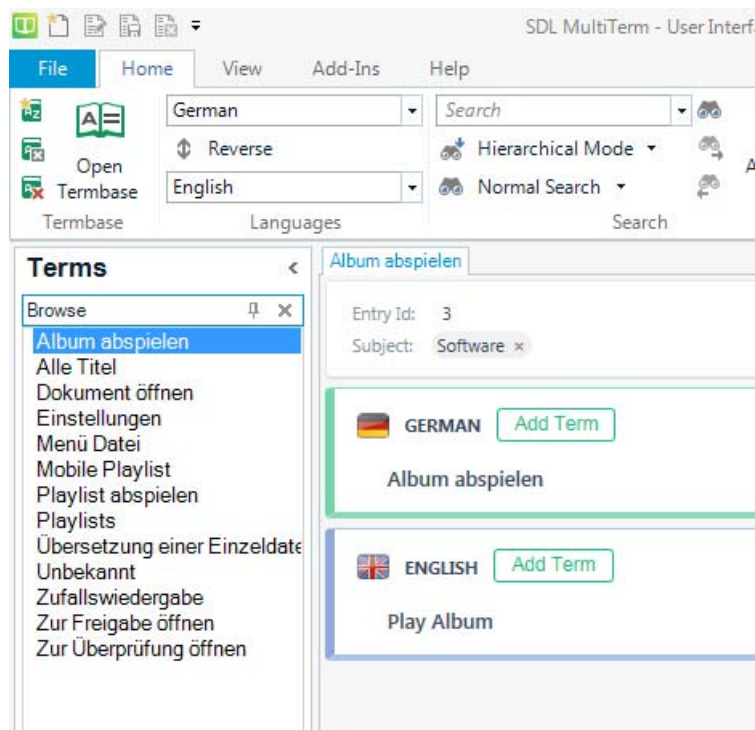


3. On the first page of the **Import Wizard** click **Browse** and select the file *glossary.mtf.xml*, which has been created by SDL MultiTerm Convert, from your sample files folder.

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



- On the following page click **Next** again.
- Wait for the progress bar to reach 100%. After all entries have been processed click **Next**, and then **Finish**.
- 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

8

ABOUT THIS EXERCISE

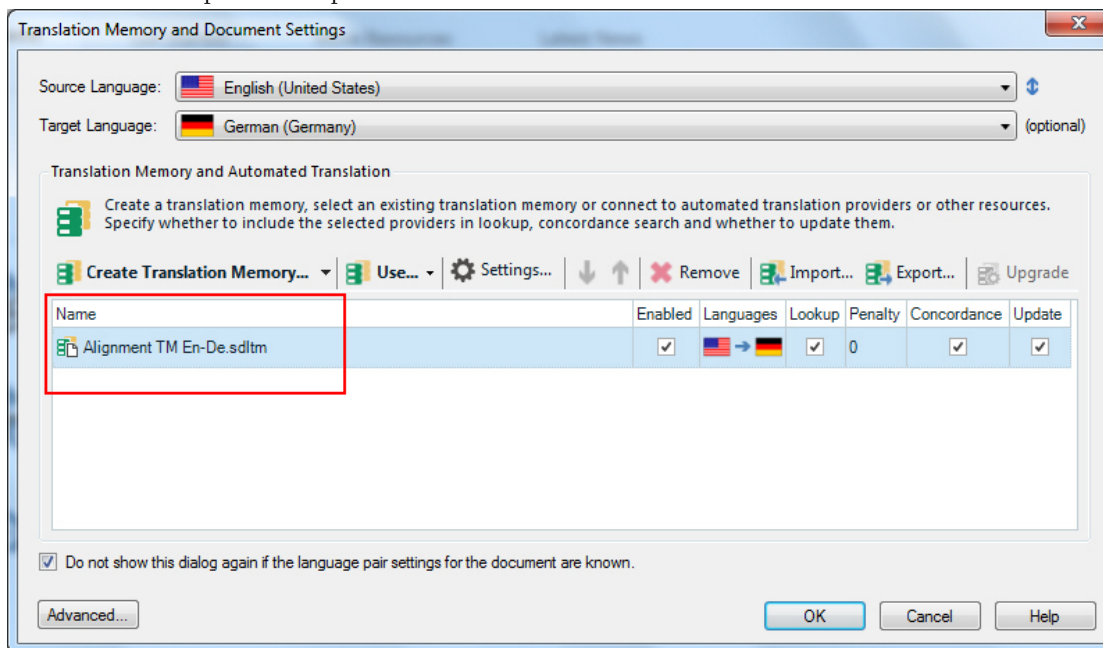
The document for this exercise can be found in your sample files folder, i.e.: ..\Sample Files\Sample documents.

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 translation, e.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.

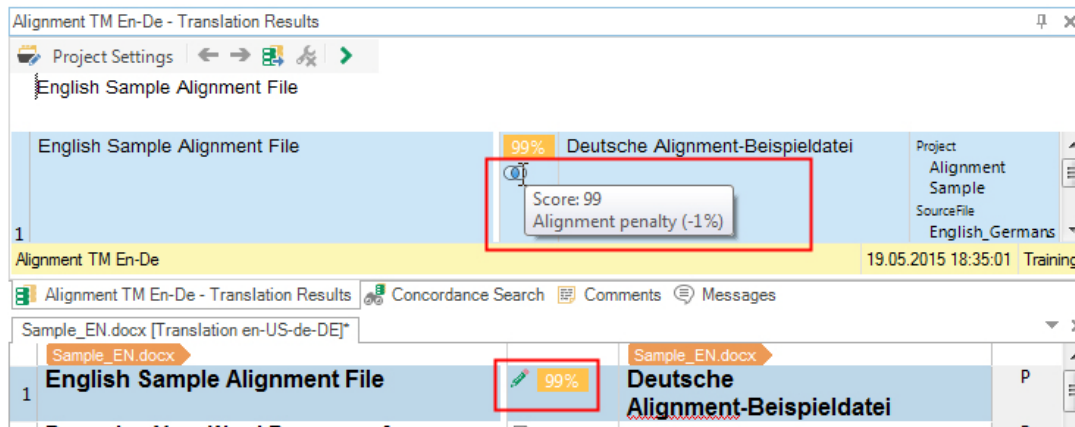


The Alignment Penalty

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. Move the mouse pointer over the icon below the match value in the **Translation Results** window.



- A tooltip will appear to indicate that an alignment penalty of 1% has been applied to current 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 confirm the current segment without making any changes.

➔ NOTE

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.

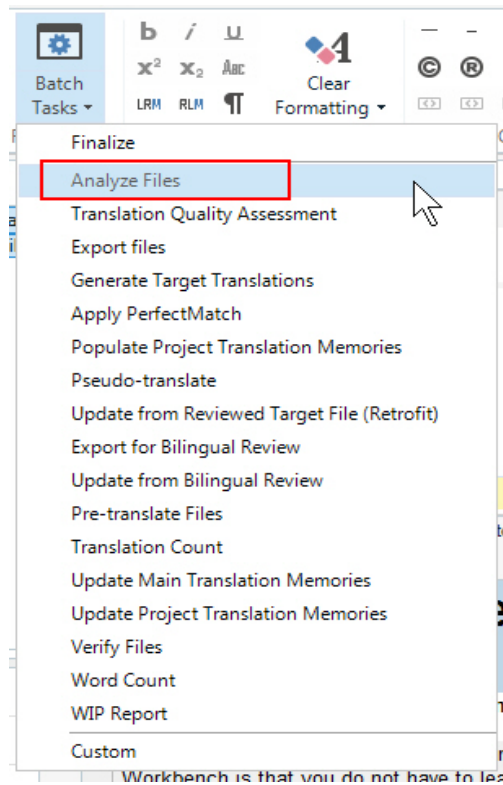
➔ NOTE

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**.

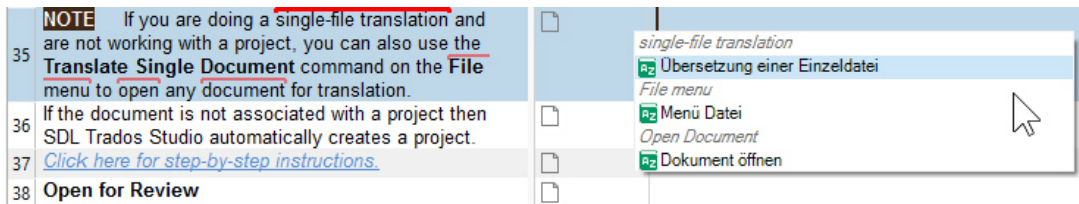


2. In the **Batch Processing** dialog box click **Finish**, and after the process is complete click **Close**.
3. When prompted to re-open the file, click **Yes**.
4. Switch to the **Reports** view to view the analysis result.
5. Note that most segments can be found in the **95%-99%** range, which is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

Totals

Total	Type	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% - 84%	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

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.:



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
- ❑ How to use fuzzy match repair in your daily work

Chapter

9

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

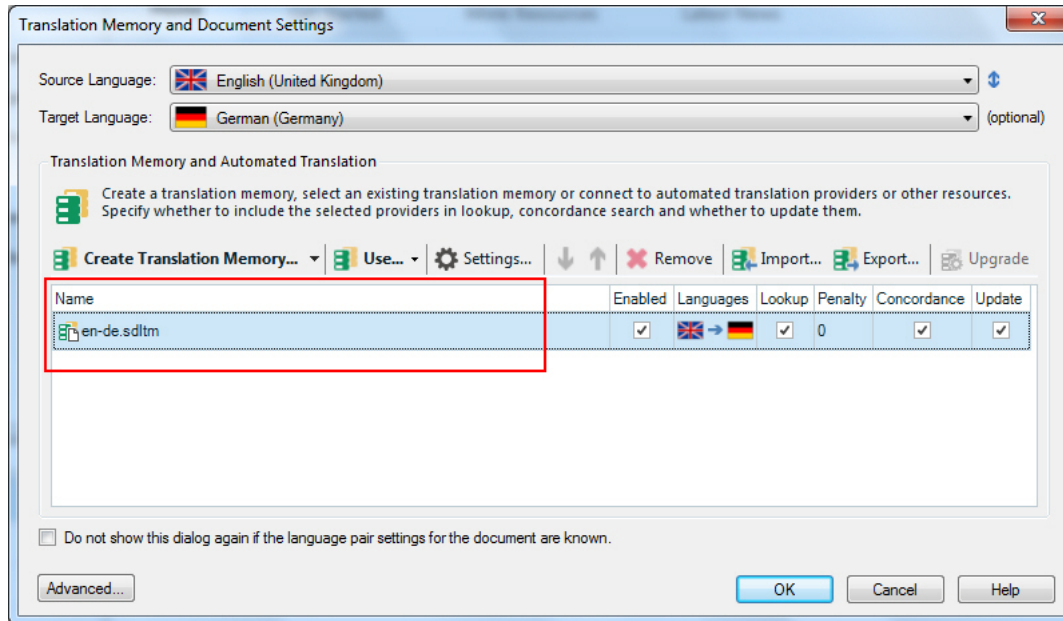
In this section you will see examples of how Fuzzy Match Repair works.

Opening the Sample File, TM, and Termbase

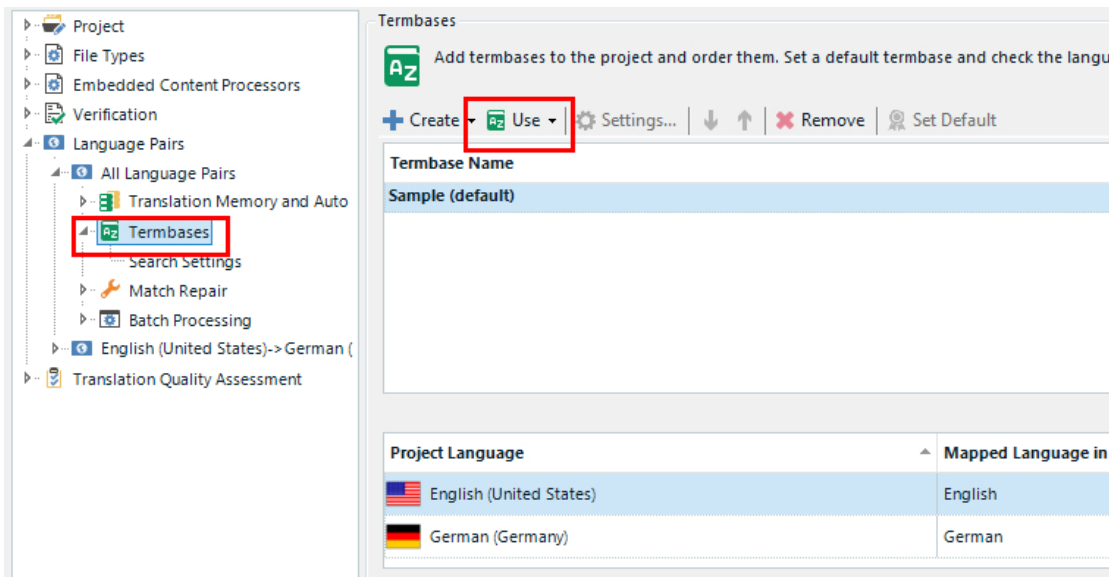
To select the sample file, TM, and termbase, take the following steps:

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

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



3. Then click the **Advanced** button in the lower-left corner of the window. In the **Project 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*.

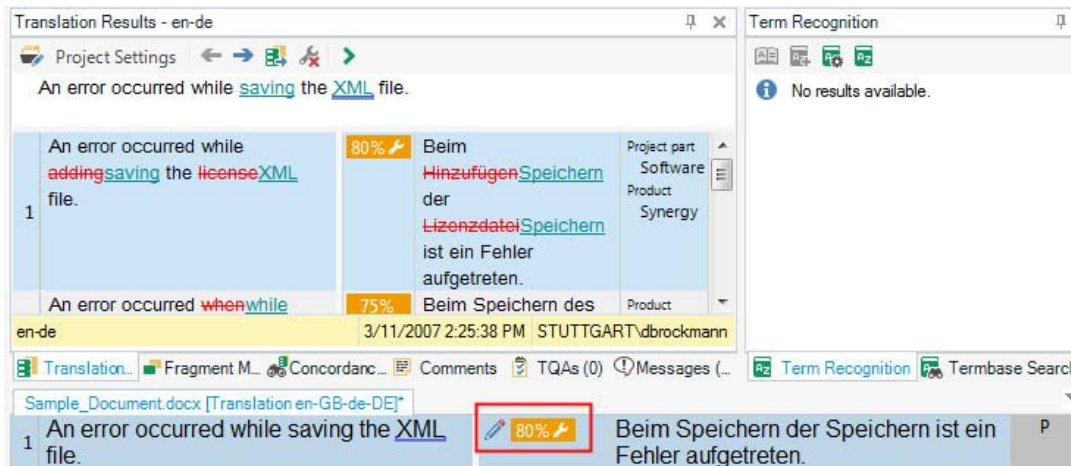


4. Click **OK** twice to open the document in the **Editor** view.
5. Select **All Language Pairs -> Translation Memory and Automated Translation -> Search**.

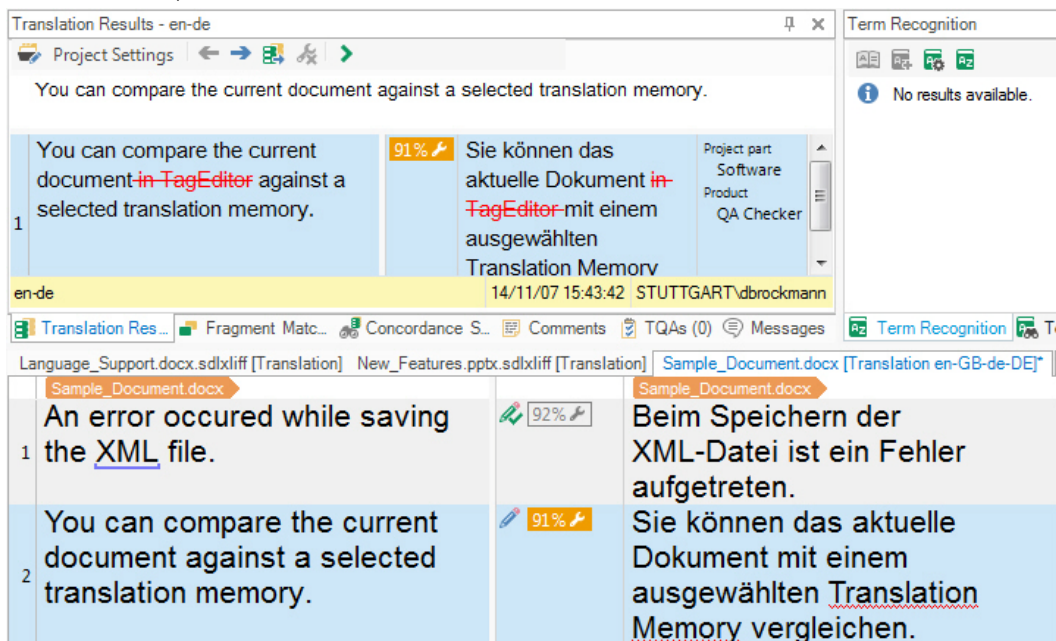
Fuzzy Match Repair in Action

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

1. 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.

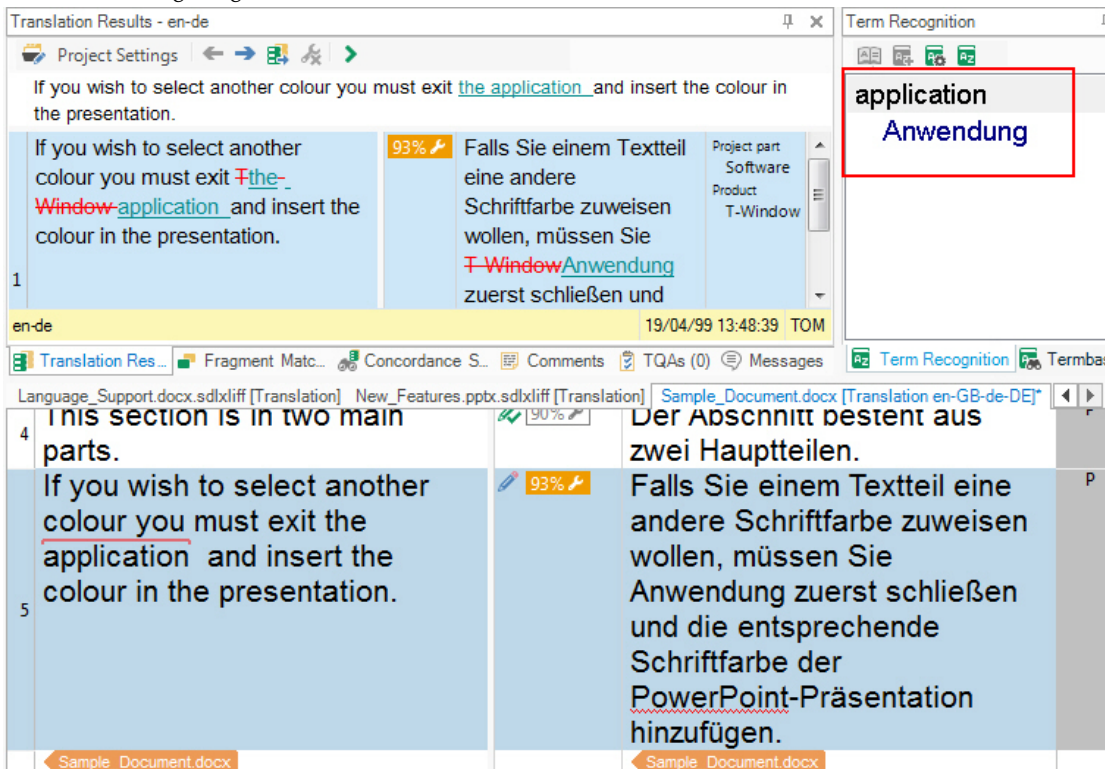


2. You might still have to adapt the suggested translation, but you should have less editing work than if you had to 'repair' the whole fuzzy match manually. Edit the segment as required, and confirm it.
3. For the next segment you are also getting a repaired fuzzy match. The string *in TagEditor* has 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.

- 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.



- 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.

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:

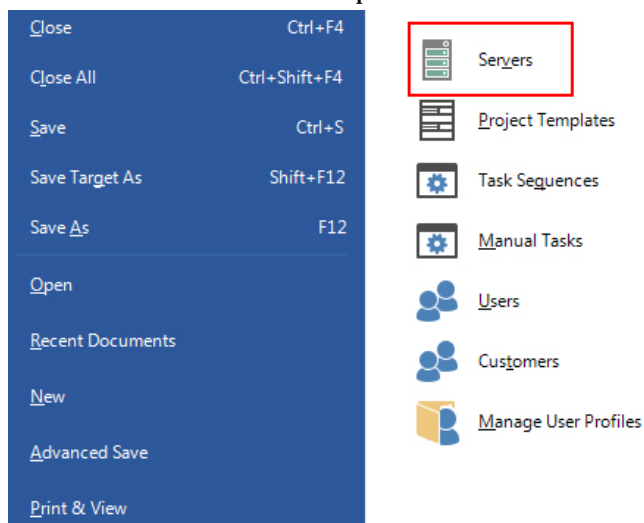
- ❑ Access centralized projects
- ❑ Upload and download files to/from a central server over the Internet or an Intranet

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.

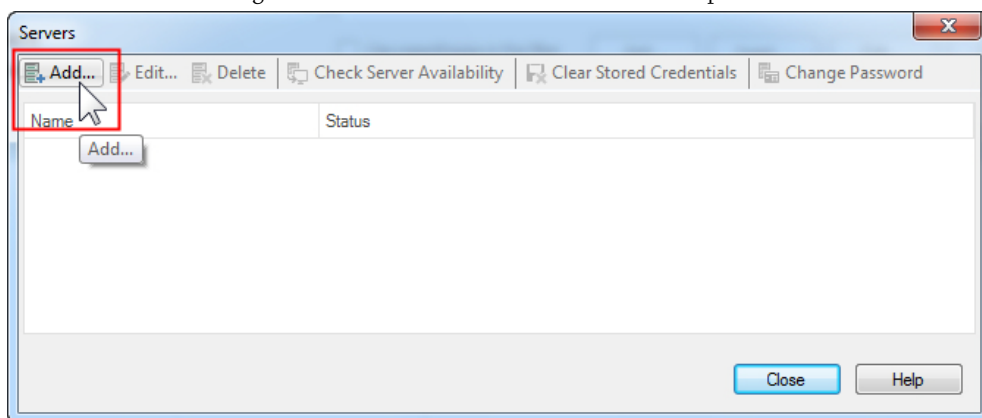
LOGGING IN TO A GROUPSHARE SERVER

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**.

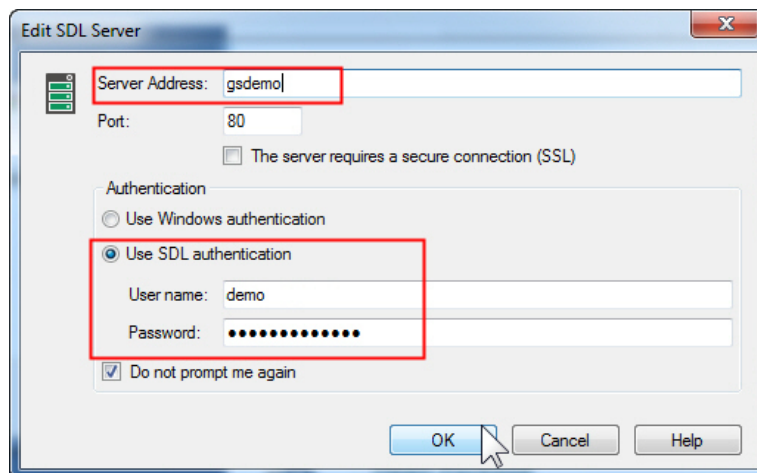


2. In the **Servers** dialog box click **Add** to add a connection to a GroupShare Server.

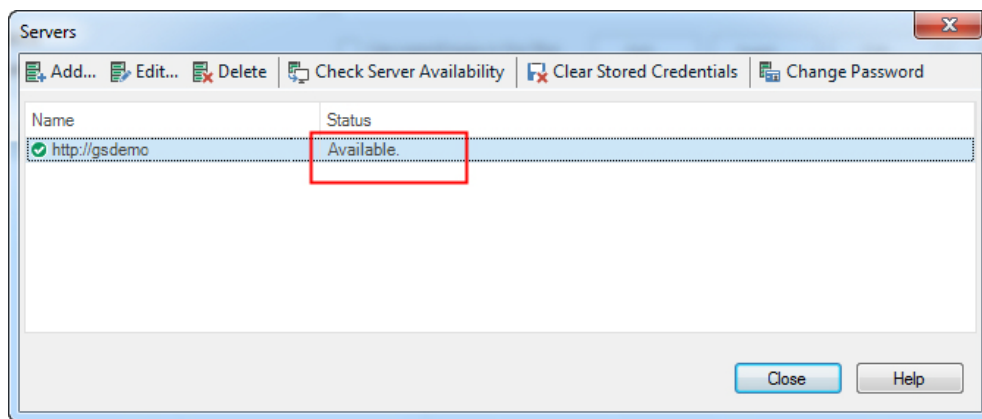


3. In the **Add SDL Server** dialog box enter the server name into the **Server Address** text field.
4. The default port is 80. If the port number needs to be changed, enter the value into the **Port** text field.

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.



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



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:

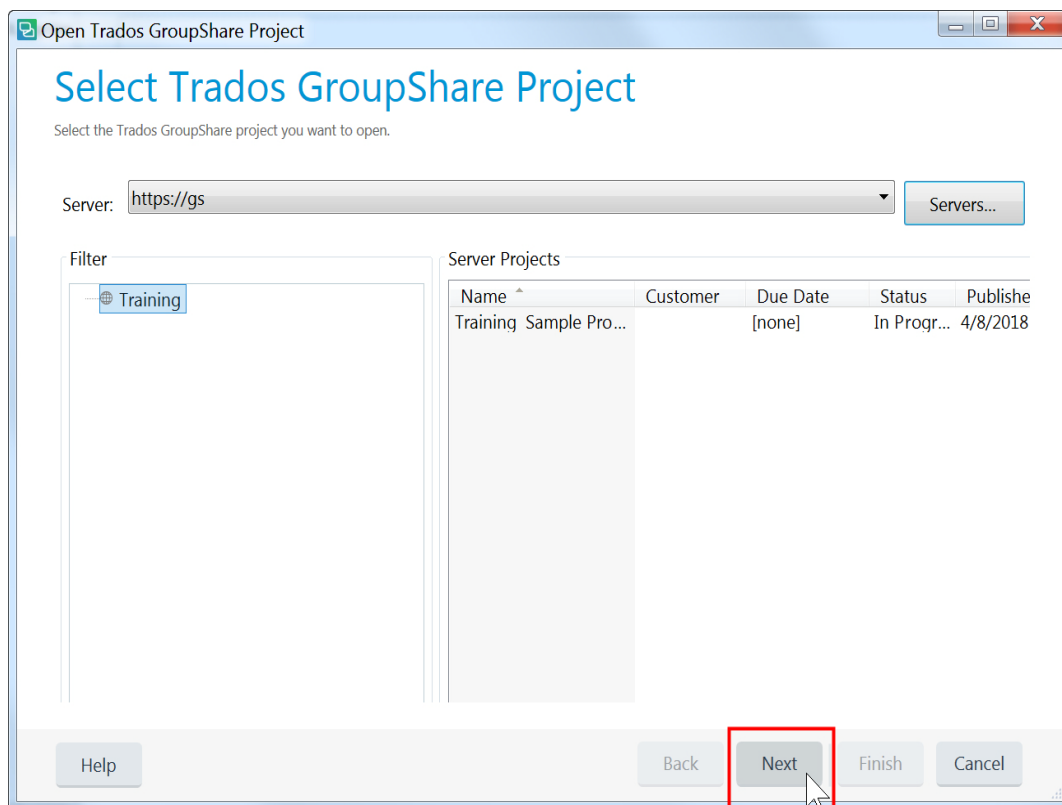
1. Switch to the **Welcome** screen, and then click **Open GroupShare Project**.



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](#)

- 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.



- 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**.
- 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**.

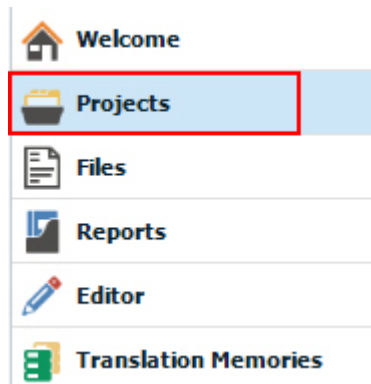


NOTE


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).

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

- Now switch to the **Projects** view.



- 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.

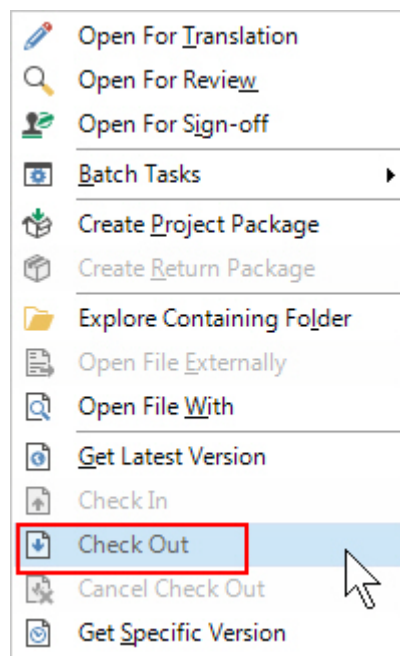
Name	Status	Due Date
 Training Test Project	In Progress	[none]

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:

- Double-click the project to switch to the **Files** view.
- 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 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 To
 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:

- 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 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, 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 can 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:

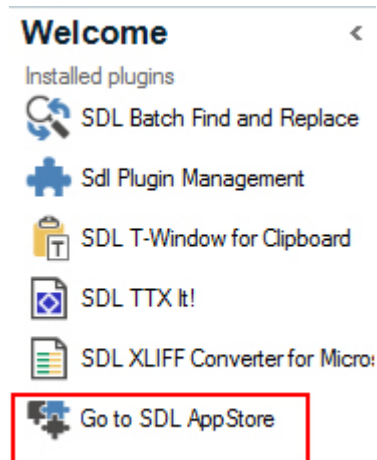
- ❑ Open the SDL AppStore
- ❑ Download a plugin
- ❑ Install a plugin
- ❑ Manage your plugins

Chapter

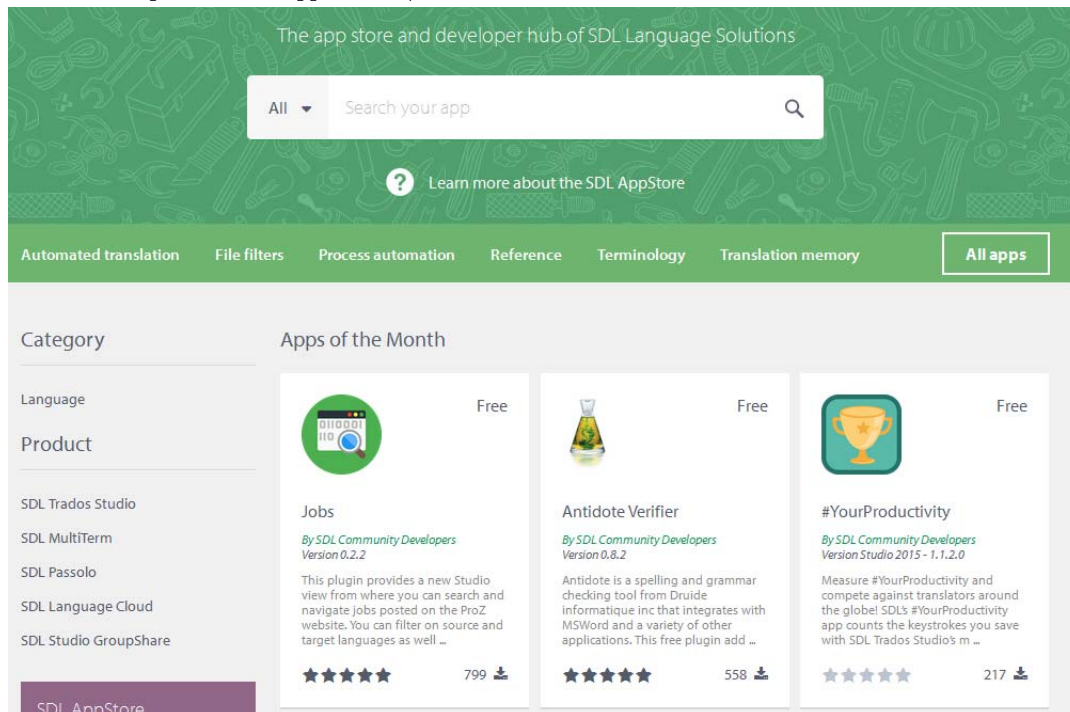
11

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:

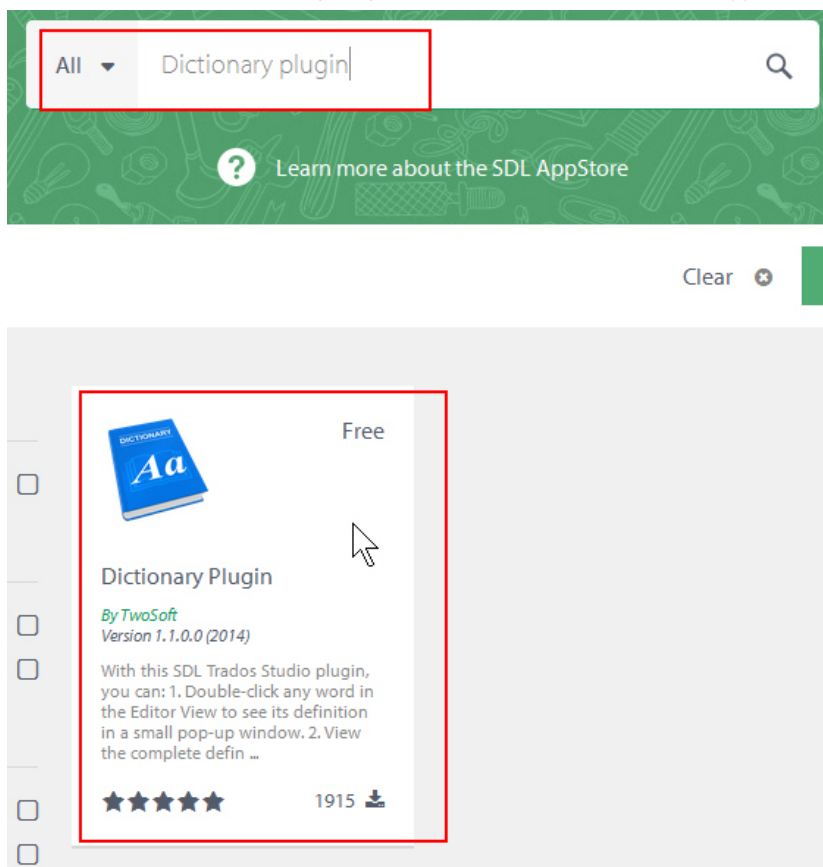


DOWNLOADING AN APP

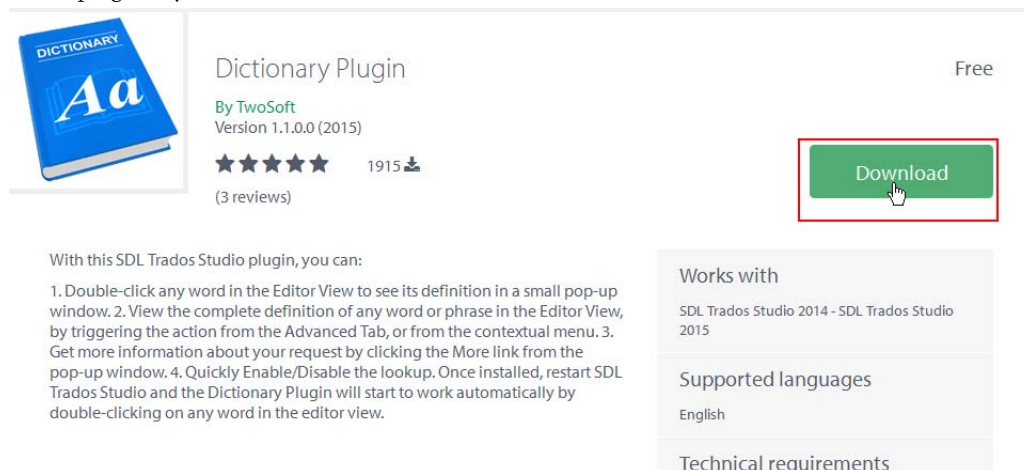
Imagine you have heard about a useful plugin called *Dictionary Plugin*, which allows you to look up online dictionaries directly from Studio. To download the plugin take the following steps:

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

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



- 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.

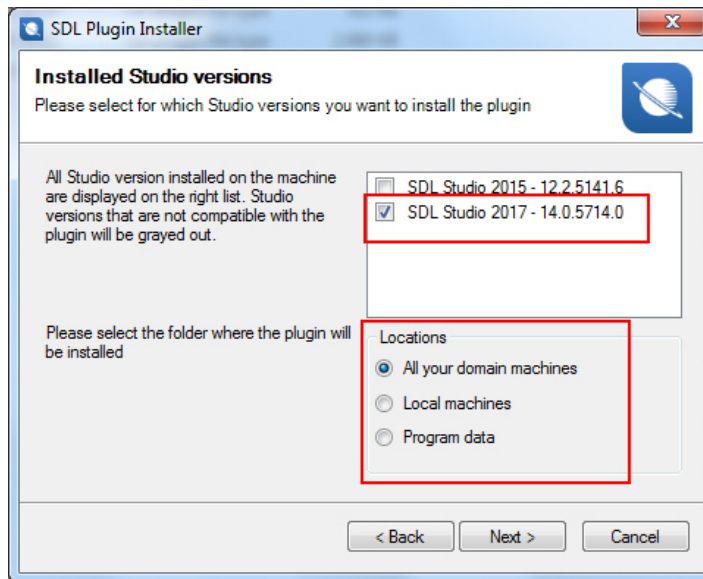


INSTALLING A PLUGIN

To save 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**:

- On the first screen click **Next**.

2. Accept the terms and conditions, then click **Next** again.
3. Select the version of Studio for which the plugin should be installed
4. On this screen, you can also decide in which folder the plugin should be installed. The 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**.

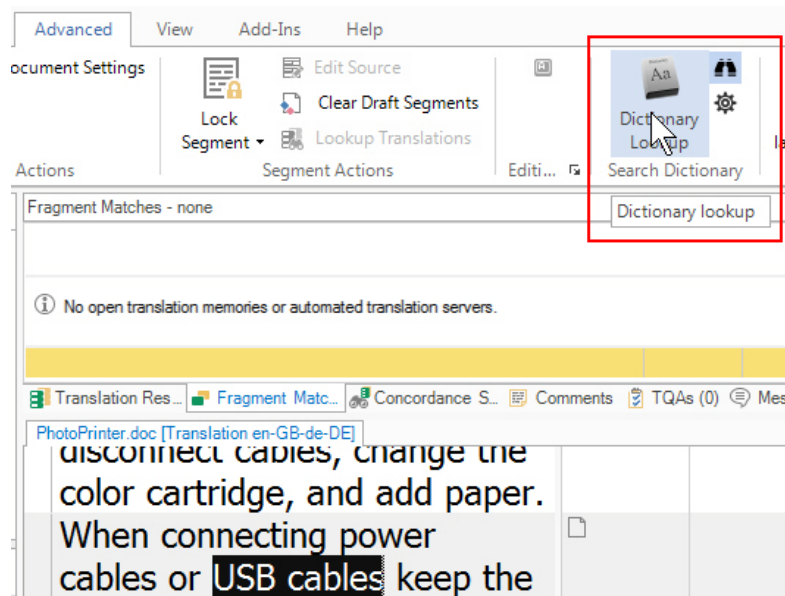


→ NOTE

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

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

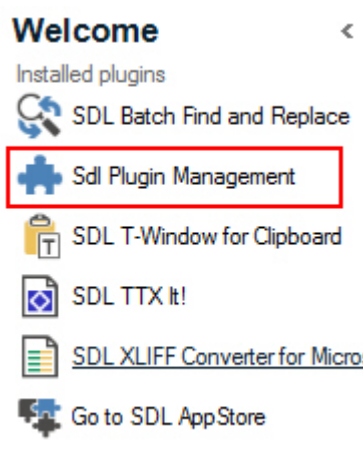
You can now start using the plugin. In case of our sample plugin, you will find an extra button on the **Advanced** tab in the **Editor** view, which you can use to look up selected terms in Wiktionary.



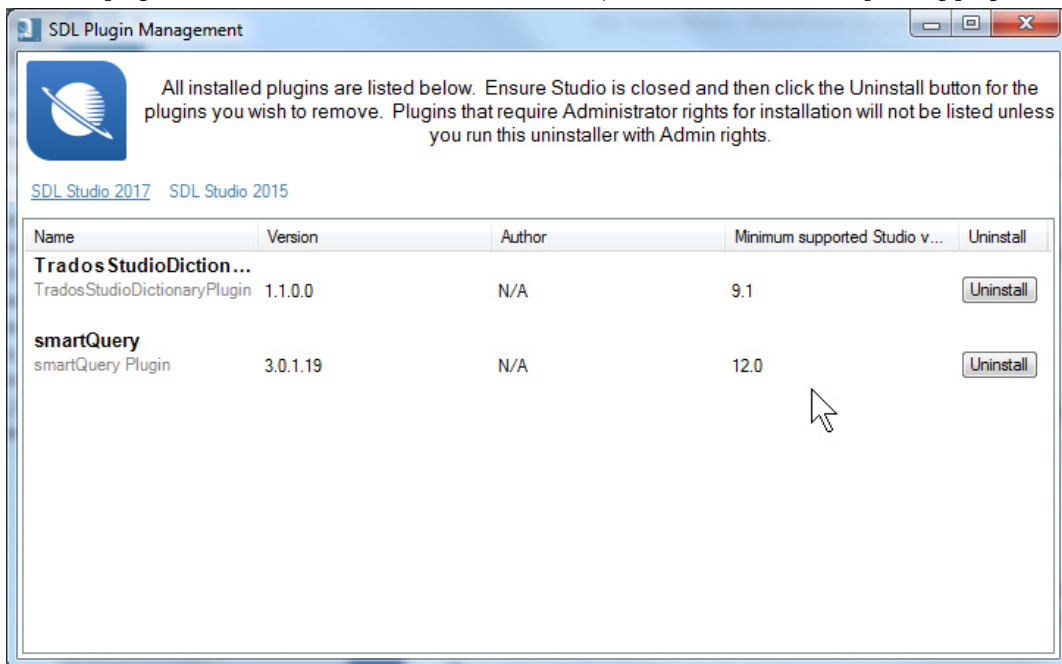
MANAGING PLUGINS

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.



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

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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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