

SDL Trados Studio 2011



THE MANUAL

For self-study and easy reference.

Second edition

Mats Dannewitz Linder

SDL Trados Studio 2011

THE MANUAL

For self-study
and easy reference.

Mats Dannewitz Linder

Copyright © 2012 Mats Dannewitz
Linder. All rights reserved.

Contents at a glance

PART I – INTRODUCTORY MATERIAL

- About this manual 2
- 1 SDL Trados Studio – a presentation 3
- 2 Help 6

PART II – BASICS

- 3 User interface overview 10
- 4 Keyboard shortcuts 14
- 5 Specific Studio concepts 16

PART III – QUICK GUIDE

- 6 Basic use 22
- 7 Workflow 23
- 8 Creating a project 24
- 9 Translation memory handling 28
- 10 Translating a single file which is not part
of an existing project 33
- 11 Translating 35
- 12 The (p)review process 46
- 13 Saving documents; generating
translated documents 48

PART IV – GENERAL FUNCTIONS

- 14 User Profile 52
- 15 Language pairs 53
- 16 Language resource templates 55
- 17 Projects 57
- 18 Project templates 77
- 19 Levels for settings – document/project/
project template 80
- 20 Project packages 82
- 21 File types; file type handling 85
- 22 Batch Processes 89
- 23 Project and file statistics; reports 96

PART V – EDITING/TRANSLATING

- 24 Starting the editing/ translation process 106
- 25 The Editor view 110
- 26 Segment handling 121
- 27 Using TMs 128
- 28 Using termbases 141
- 29 Placeables and tag handling 146
- 30 Automatic substitution/ localization of specific
expressions 154
- 31 AutoSuggest 158
- 32 Auto-Propagation 167
- 33 Spell checking 169
- 34 Comments 173
- 35 Changes in source documents 176
- 36 Verification 179
- 37 Preview 190

SDLX, Trados, MultiTerm, SDL PerfectMatch, Language Weaver, GroupShare and TranslationZone are registered trademarks of SDL plc. Translator's Workbench, Trados Studio, TagEditor, QuickPlace and AutoSuggest are registered trademarks of SDL plc. Word, PowerPoint, WordPad and Excel are trademarks of Microsoft Corporation. FrameMaker, InDesign and PageMaker are registered trademarks of Adobe Systems Inc.. QuickSilver is a trademark of BroadVision Inc. QuarkXPress is a trademark of Quark, Inc. StarOffice is a trademark of Sun Microsystems Inc. All other product names are trademarks or registered trademarks of their respective companies.

All images: Copyright © 2012 SDL plc. All rights reserved. All company product or service names referenced herein are properties of their respective owners

38 Saving documents and updating TMs; generating translated documents	197
39 Review and sign-off	200
40 Bilingual Word files, PDF, TTX and Excel files in Studio	204
41 Pseudo-translation	208

PART VI – TRANSLATION MEMORIES

42 Handling Studio translation memories	212
43 Handling legacy (old format) TMs	223
44 Translation Units maintenance	235
45 Reversing languages in a TM	244
46 Using server-based TMs	245

PART VII – TERMBASES

47 MultiTerm and termbases	250
-----------------------------------	------------

PART VIII – AUTOMATED TRANSLATION

48 Automated translation – basic information	264
---	------------

PART IX – REGULAR EXPRESSIONS

49 Regular expressions – an introduction	272
---	------------

ANNEXES	273
----------------	------------

INDEX	295
--------------	------------

Contents in detail

PART I – INTRODUCTORY MATERIAL

About this manual.....	2
1 SDL Trados Studio – a presentation	3
Changes in the 2011 version, including SP2.....	4
Studio setup.....	5
2 Help	6

PART II – BASICS

3 User interface overview	10
The Home view	10
The main Studio window.....	12
Customizing the views	13
Rearranging the work panes.....	13
4 Keyboard shortcuts	14
5 Specific Studio concepts	16
The “Project” concept.....	16
The “Project template” concept.....	17
The “User profile” concept.....	17
The “Project package” concept.....	18

PART III – QUICK GUIDE

6 Basic use	22
7 Workflow	23
One source file only, no initial creation of a project.....	23
Several source files, with project creation.....	23
8 Creating a project	24
Project without centralised resources	24
Project with centralised resources via SDL WorldServer.....	27
9 Translation memory handling	28
Creating a TM.....	28
Importing a legacy (old format) TM into an existing Studio TM.....	29
Upgrading an legacy (old format) TM to Studio format	32
10 Translating a single file which is not part of an existing project	33
11 Translating	35
Opening a previously saved file (or files)	35
Editing.....	36
The Editor pane	37
Segment handling.....	37
Segment status; filtering	40
Find & replace.....	41
“Placeables”, tags, formatting and special characters; whitespace characters.....	42
Lookup: TM, concordance, termbase.....	43
AutoSuggest	44
Comments	44
Quality control.....	45
12 The (p)review process	46
Previewing as you translate	46
Previewing in the original file format.....	46
The Preview toolbar	47
Printing the preview	47
Tracking changes (as in Microsoft Word)	47

13 Saving documents; generating translated documents	48
PART IV – GENERAL FUNCTIONS	
14 User Profile.....	52
15 Language pairs	53
16 Language resource templates.....	55
17 Projects.....	57
Creating a project.....	57
Preparations	57
Basic project data.....	58
Project files.....	60
TM management	62
Termbase handling.....	65
Project preparation	66
Task history	72
Managing projects.....	72
Project settings.....	72
The Projects view	73
Changing projects list settings	75
Changing file type settings	75
Add/remove files or folders	75
Add/remove TMs.....	76
Add/remove termbases	76
Add new target languages	76
18 Project templates	77
Managing project templates	77
Managing language pairs	79
General settings of TMs and termbases	79
19 Levels for settings – document/project/ project template.....	80
20 Project packages.....	82
Opening a project package.....	82
Opening files in a project package.....	83
Returning a project package.....	83
21 File types; file type handling	85
Supported file types	85
File type settings	87
22 Batch Processes	89
Batch tasks and task sequences included in Studio	89
For processing files and preparing projects	89
For preparing projects only	92
Running a batch task or task sequence on files.....	93
23 Project and file statistics; reports.....	96
Report handling.....	97
Project and file analysis (for fuzzy statistics, etc.).....	99
Word count (no “fuzzy matches” statistics).....	101
Current status (no “fuzzy matches” statistics).....	102
Pre-translation report	103
PART V – EDITING/TRANSLATING	
24 Starting the editing/ translation process.....	106
Settings for the opening of a document.....	106
Opening a new document for translation.....	106
Opening several new documents for translation.....	108
Continuing working on a project	108
25 The Editor view	110
Terminology	110

Overview: The Editor view	111
Customizing the Editor pane	113
Navigating between (and in) open documents	115
Documents in the Files view	116
Language and encoding settings	119
Changing project settings	120
26 Segment handling	121
Segment navigation and manipulation	121
Segment status; filtering; find & replace	125
Filtering according to status	125
Find & replace	127
27 Using TMs	128
Opening, creating and deactivating TMs during translation	128
Project translation memories	128
Specific “fuzzy match” threshold for the project TM creation	129
TM lookups	130
Customizing the Translation Results pane	131
Handling TM lookup results	133
Types of TM matches	133
PerfectMatches	133
TM lookup settings	134
Editing/deleting TUs in the Translation Results pane	137
Concordance search	137
Updating the TM	138
Automatic update during translation – settings	138
Manual update of the TM(s) during or after translation	139
28 Using termbases	141
Termbase search (terminology lookup)	141
The Termbase Viewer	144
29 Placeables and tag handling	146
“Placeables”, tags, formatting and special characters; whitespace characters	146
Inserting placeables	146
Special characters	148
Adding a custom button to the QuickInsert toolbar	149
Whitespace characters	150
Tag handling	151
Ghost tags	152
Translatable and non-translatable tags	153
30 Automatic substitution/ localization of specific expressions	154
31 AutoSuggest	158
Setting up AutoSuggest	158
Generating/adding an AutoSuggest dictionary	159
Creating AutoText entries	163
TermInjector: and auto-insertion	164
32 Auto-Propagation	167
33 Spell checking	169
Checking the spelling	169
Spell checking settings	170
Managing dictionaries	170
34 Comments	173
35 Changes in source documents	176
Source documents with tracked changes	176
Editing source segments	177
36 Verification	179
Verifying the translation	180
Automatic verification (verification during translation)	180

Verifying a project (normally after translation)	181
QA Checker settings.....	182
Terminology Verifier	187
Tag Verification	188
XML validation.....	188
37 Preview	190
Previewing as you translate.....	190
Previewing in original file format	191
The Preview toolbar	191
Printing the preview.....	191
Printing the preview via Studio	191
Printing the preview as a Word document	192
Comparing SDLXLIFF files.....	196
38 Saving documents and updating TMs; generating translated documents.....	197
Saving the bilingual and source documents.....	197
Updating the TMs.....	197
Generating a translated document	198
Finalizing the translation	198
Exporting files.....	198
Marking a project as complete.....	199
39 Review and sign-off	200
The review process.....	200
Tracking changes in target segments (as in Microsoft Word).....	201
Making changes	202
Reviewing tracked changes	202
The sign-off process	203
40 Bilingual Word files, PDF, TTX and Excel files in Studio	204
Handling bilingual Word files.....	204
Handling PDF files	205
Handling TTX files.....	205
A case of Excel file handling.....	205
The SDLXLIFF to Legacy Converter.....	205
Converting SDLXLIFF files to/import from Trados legacy formats	206
Converting SDLXLIFF files to TMX format.....	207
41 Pseudo-translation.....	208
PART VI – TRANSLATION MEMORIES	
42 Handling Studio translation memories.....	212
Translation units – description	212
Creating a new TM	213
Exporting/importing a Studio TM	215
TM settings.....	216
Editing the TM description.....	216
Creating/editing Custom Fields	217
Language Resource settings.....	217
Segmentation rules	218
Variable list.....	220
Abbreviation list	221
Ordinal followers.....	221
Other TM settings	221
Access Rights – Passwords.....	221
Fuzzy Index statistics	221
Re-index the TM.....	222
Advanced tuning of the TM	222
43 Handling legacy (old format) TMs.....	223

Migrating non-Studio format TMs into Studio	223
Importing files into an existing Studio TM	224
A: Importing TTX, ITD and SDLXLIFF bilingual files	224
B: Importing DOC and RTF bilingual files	226
C: Importing TMX files	226
D: Upgrading legacy (old format) TMs.....	228
Upgrading one file only	228
Upgrading one or more files	229
E: Migrating INI and ANL files from XML	233
Aligning translated documents to produce a new TM	233
Creating a TM from a termbase	234
44 Translation Units maintenance	235
The Translation Memories view	235
The side-by-side editor pane	236
Customizing the Translation Memories view	237
Editing individual TUs.....	237
Deleting several TUs at the same time (batch delete)	238
Editing several TUs at the same time (batch edit).....	239
Searching for duplicates	241
Filtering TUs	242
45 Reversing languages in a TM	244
46 Using server-based TMs.....	245
Managing servers.....	245
Adding a server connection	245
Adding a server-based TM.....	246
PART VII – TERMBASES	
47 MultiTerm and termbases.....	250
The MultiTerm window.....	250
The Terms view	250
The Catalog view	252
Opening termbases.....	252
Creating a termbase.....	253
Importing/exporting a termbase	255
Importing a termbase.....	255
Exporting a termbase	256
Converting a termbase from non-MT format	257
Searching the termbase.....	258
Search filter – defining and using.....	259
Adding, editing and deleting termbase entries.....	260
PART VIII – AUTOMATED TRANSLATION	
48 Automated translation – basic information.....	264
Connecting to an Automated Translation Server (ATS).....	264
Connecting to an existing server connection.....	264
Usefulness of automated translation	268
Using automated translation during pre-translation.....	269
Other ATS settings	270
PART IX – REGULAR EXPRESSIONS	
49 Regular expressions – an introduction	272
ANNEXES	
Annex A	274
Keyboard shortcuts – All views	274
Annex B	275

Keyboard shortcuts – Editor	275
Annex C	278
Keyboard shortcuts – Editor > QuickInsert Toolbar	278
Annex D	279
Keyboard shortcuts – Editor > TM and Concordance Window	279
Annex E	280
Keyboard shortcuts – Editor > Track Changes	280
Annex F	281
Keyboard shortcuts – Shortcuts used in Editor and All views	281
Annex G	286
Keyboard shortcuts – Files	286
Annex H	287
Keyboard shortcuts – Projects	287
Annex I	288
Keyboard shortcuts – Reports	288
Annex J	289
Keyboard shortcuts – Translation Memories	289
Annex K	290
Document structure codes	290
Annex L	291
Special characters – coding	291
Annex M	294
Segmentation differences between Studio and Trados 2007/SDLX 2007	294
INDEX	295

There are many ways to get help with the use of Studio:

- SDL offers a large number of different help facilities to the freelance translator. Go to **Help > SDL on the Web > Translationzone**. Under the heading *Resources*, you will find under [Downloads](#) and [Useful Links](#), in particular, a large number of very useful items. Under *Academic Portal*, look especially for [SDL Blog](http://blog.sdl.com/community/blog) (<http://blog.sdl.com/community/blog>), which is a rich mine of useful texts (you can also subscribe to this blog). I would strongly urge you to familiarize yourself with these resources since they may provide many tips and help with Studio uses that you would not otherwise discover.
- The *SDL Knowledgebase* (go to Translationzone as described above and look under *Support*) contains an enormous amount of information (solutions to problems, FAQs, etc.).
- Under the **Support** menu tab of translationzone.com (*not* the Support header in the middle of the page), you will find both [Tips and Tricks](#) and a large number of [Video Tutorials](#) and [FAQs](#). There are also a number of video sequences at youtube.com/sdltrados as well as in the Help itself (under the heading [SDL Trados Studio Video Help Series](#)).
- Documentation: The *SDL Trados Studio Migration Guide* is an introduction to Studio for those who are familiar with the “old” Trados (as well as others) and does a quite good job of it. There are also three Quick Start Guides (*Translating and Reviewing*, *Translation Memory Management*, and *Project Management*). All four are accessible via **Start > SDL > SDL Trados Studio 2011 > Documentation**; the latter three also via the Help.
- The [OpenExchange](#) page (**Start > SDL > SDL Trados Studio 2011 > SDL OpenExchange**, or go to <http://www.translationzone.com/en/openexchange/>), where users can offer their own enhancement applications and, of course, download them. Very useful! And the SDL Blog mentioned above has a [topic specifically geared](#) to commenting on and explaining some of these applications.
- The main user-driven help facility is *the unofficial Trados user group*, [TW_users](#) (search for that term), where more than 5000 users discuss everything to do with Trados (not only Studio) and offer very swift help on all sorts of problems.
- Various sites and blogs run by translators. Here are a few:

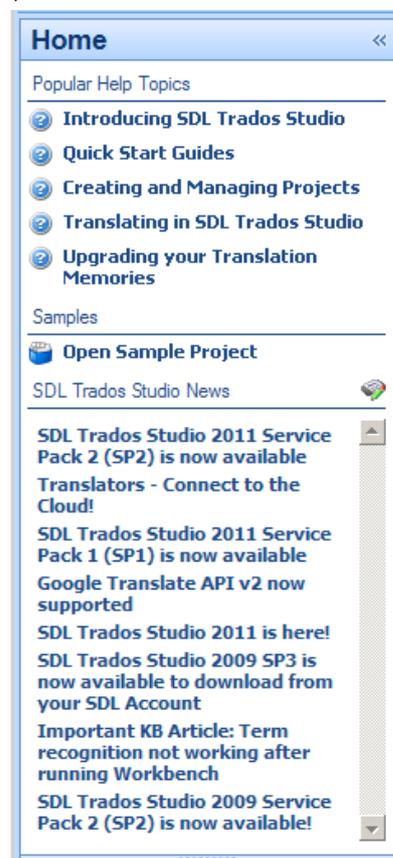


- [— multifarious](http://multifarious.filkin.com) (multifarious.filkin.com) – Paul Filkin’s expert blog on various Studio issues. Invaluable for everyone who is using Studio in any but the most basic ways. Regularly updated.
- [Between Translations](http://foxdocs.biz) (foxdocs.biz) – Jayne Fox is an extremely knowledgeable Studio user and translator who willingly shares her experiences of translation and translation tools.
- [My Migration to Trados Studio 2009](http://tradoshelp.wordpress.com) (tradoshelp.wordpress.com) – Tuomas Kostianen’s very informative blog.
- [\(SDL Trados\) Studio Troubleshooting \(unofficial\)](http://studio-troubleshooting.blogspot.se) (studio-troubleshooting.blogspot.se) – Sébastien Desautel’s sparsely occurring but very knowledgeable help on specific issues.
- [Claudia’s Translation Blog](http://www.hispaniclanguages.com/blog/tag/trados) (www.hispaniclanguages.com/blog/tag/trados) – Practical advice and tips from Claudia Alvis.
- [21st Century Translations](http://english-german-translation.blogspot.se) (english-german-translation.blogspot.se) – Gabriel Brunner on “all things translation, online marketing, technology, and some personal stuff”; very much about SDL Trados.
- [Thoughts On Translation](http://thoughtsontranslation.com) (thoughtsontranslation.com) – Corinne McKay’s interesting and personal blog about her life as a freelance translator, with – among other useful things – long lists of site references.
- [ABC Technical Translation](http://www.abc-tech.se/?cat=10) (www.abc-tech.se/?cat=10) – Support & tips (from Katarina Bovin). In Swedish.
- [Salt Hat Translation Notes](http://salthatten.blogspot.com) (salthatten.blogspot.com) – “Salthatten’s” experiences of translating with CAT tools (haven’t been active for a while, though).

This list can also be found at the SDL Trados Studio Manual site, where it is continually updated.

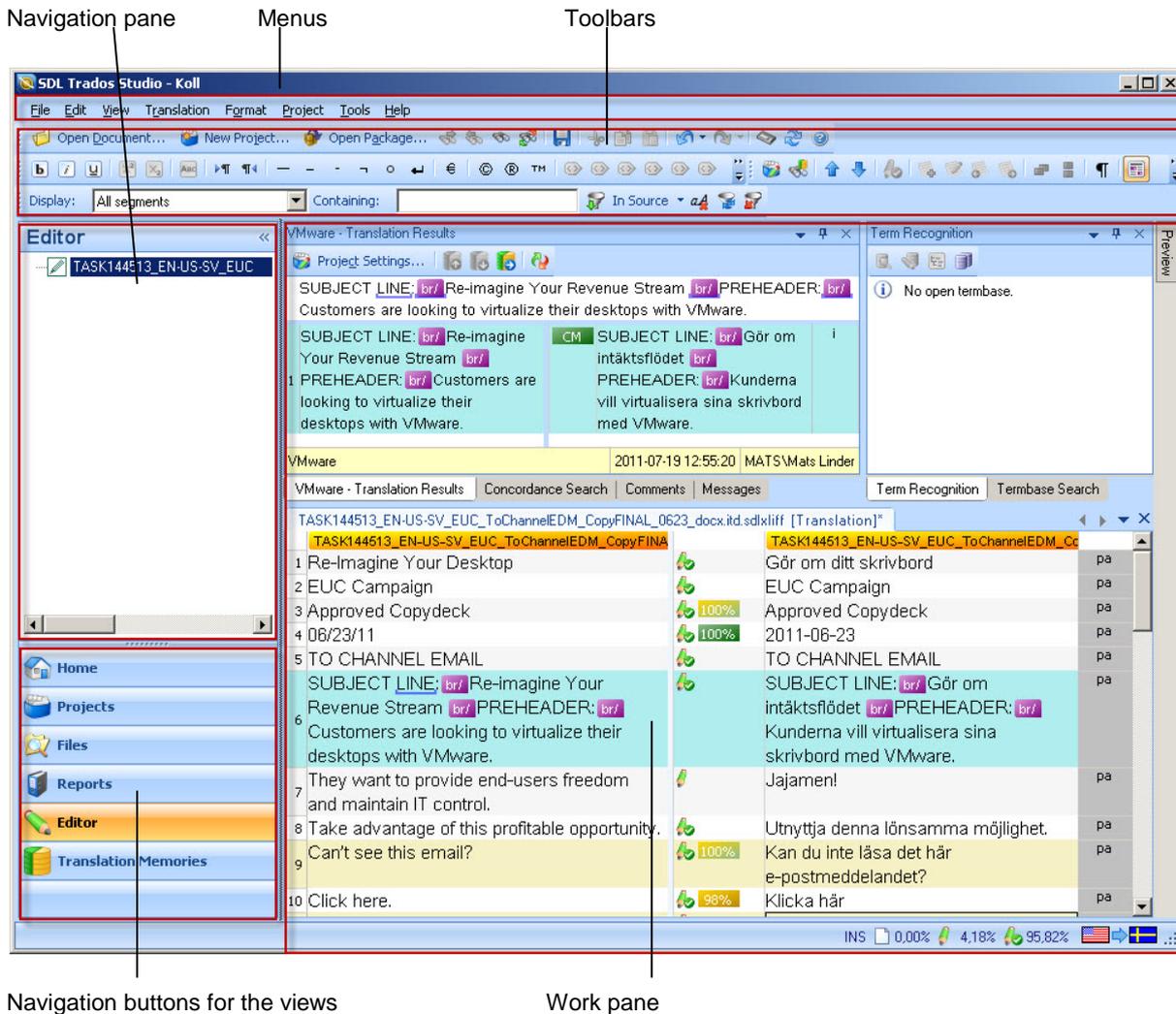
Studio help

Last but not least, note that in every dialog you can use F1 (or the **Help** button to the right or to the left at the bottom of the dialog) to arrive at the help page relevant to that dialog. (If instead you arrive at the very first Help page, try “Access local help files”; see below.) Very useful, since the Help function – even if the Help navigation pane in the *Home* view (shown at right) is helpful, with Popular Help Topics and also SDL Trados Studio News – as usual will very quickly



The main Studio window

Once you have begun working with Studio, you will normally upon starting the program be met with the main Studio window. Here is the *Editor* view – the one you will use the most – as an example:



Navigation buttons for the views

Work pane

The names of the views – *Home*, *Projects*, *Files*, *Reports*, *Editor* and *Translation Memories* – tell us exactly what they are for.

The menus, toolbars and work panes are context-sensitive and depend on which view is open.

All in all, this is, to my mind, a successful way of accommodating the control of the very large number of features that are included in Studio.

You can switch between all panes and open documents with **Ctrl+Tab** and **Ctrl+Shift+Tab** (the difference is the direction in which you go). See p. 111.

Customizing the views

As well as rearranging the work panes (see below), you can make changes to the look of the user interface window.

- ⦿ **Toolbars** can be dragged and dropped both within the window and outside of it. Toolbars outside of the window will disappear when you change the view and reappear when you return to it.
- ⦿ **Navigation panes** (including the view buttons) can be minimized by clicking the double arrow in the top right corner (and maximized again by clicking the corresponding double arrow).
- ⦿ **Color scheme:** With **View > Color Scheme**, you can switch between Office 2007 Blue (default), Office 2007 Black and Office 2007 Silver.

And don't forget that you can select what toolbars to show, by selecting **View > Toolbars**.

Rearranging the work panes

If the pane has a pin symbol next to the **x** in the top right-hand corner, you can move it freely to other places on the screen (or screens): drag it by its title bar. However, if you simply drag it, you will also drag the all the panes that are indicated by the tabs below the one you are dragging. If you want to drag *only* the pane that is open, you have to first select the **Floating** alternative from the ▼ menu.

Possible actions:

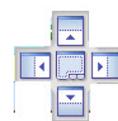
- ▼ Opens a menu with options **Close**, **Floating**, **Auto Hide**.

 **Auto Hide** (same as the menu alternative): The pane (including “sub-panes”) is hidden and is replaced by tabs above the pane. It is shown when you point to the tab. You stop Auto Hide by clicking  again.

x **Close**. (Open again from the **View** menu.)

Note: The symbols   have other meanings (Pin and Unpin) in a floating pane. However, I have not been able to discover the difference between pinned and unpinned; a pinned window can be moved in the same way as an unpinned one.

The symbols that you see (on the right) when you drag a pane work like this: when you drag the pane so that the cursor points to such a symbol, and you release the mouse button, the pane jumps to the position indicated by the symbol.



- ⦿ **Restore a floating pane to its original position:** Double-click its title bar, or right-click its title bar and de-select **Floating**.
- ⦿ **Restore all panes to their original positions:** Press **View > Reset Window Layout**.



Note: The rearrangement that you have done is retained in the user profile (see p. 52) that is active at the time.

4

Keyboard shortcuts

Keyboard shortcuts are ergonomic and should be used as much as possible. And at last, Trados lets you can customize the shortcuts.

There are shortcuts for the following categories:

- All Views (shortcuts common to all views)
- Category Window (don't know what this is for)
- Editor
- Editor: QuickInsert Toolbar (for formatting and some special characters; see p. 148)
- Editor: TM Window (for handling search results and TM matches)
- Files (file handling; default state: no shortcuts)
- Projects
- Reports
- Translation Memories

The shortcuts depend on which user profile (p. 52) you are using. There are slight differences between the default and the SDL Trados profile shortcuts; considerably more between the default and the SDLX shortcuts. In this manual, those differences are noted wherever they occur; they are also reflected in the shortcut lists in the annexes.

☉ **View shortcuts:** There are two ways to do this:

- In the tool bar, click the **Display all available shortcuts** icon . A windows opens where you can scroll through all shortcuts, and for each one the corresponding icon is shown. You can also print this list.
- Open Tools > Options and expand Keyboard Shortcuts.

☉ **Change, delete or create a shortcut:** Open the shortcut window (Tools > Options > Keyboard Shortcuts) and select the desired category. Locate the action in question and change/delete the existing key combination or add a new one. If you try to assign a shortcut which is already in use, the row will be highlighted in red and you will have to try another one. (It is alright to use the same shortcut in different categories except for conflicts with **All Views** or conflicts between the three Editor tables.)

☉ **Reset shortcuts:** Click the Reset to Defaults button. This applies only to the category that is open.

26

Segment handling

Segment navigation and manipulation

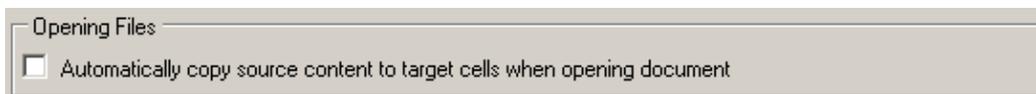
You can quickly get access to many commands for segment handling by right-clicking in the segment. This gives you the following options (note also the shortcuts).

	Cut	Ctrl+X
	Copy	Ctrl+Ins
	Paste	Ctrl+Skift+Ins
	QuickPlace...	Ctrl+Alt+Down
	Activate Row	Alt+Home
	Confirm and Move to Next Unconfirmed Segment	Ctrl+Retur
	Change Segment Status	▶
	Concordance Search	F3
	Copy Source to Target	Ctrl+Ins
	Clear Target Segment	Alt+Del
	Restore Tags	Ctrl+Skift+G
	Add New Term	
	Add Comment	Ctrl+Skift+N
	Edit Comment	
	Accept Change	Ctrl+Skift+F9
	Reject Change	Alt+Skift+F9
	Split Segment	Alt+Skift+T
	Merge Segments	Ctrl+Alt+S
	Lock Segment	Ctrl+L

The basic editing functions familiar from Word and other office programs have the same shortcuts here; e.g. cut/copy/paste, cursor movement, selection/deletion of a word, change case (all minor case, capitalisation of first character, all capitals – for this function, you can also use **Format > Change case**), select text until end of paragraph (segment), etc.

See also the **Edit** menu and the shortcut lists in Annexes A and B.

- ⦿ **Copy source to target:** Press Ctrl+Insert or Alt+Ins. Any text in the target segment will be overwritten.
- ⦿ **Copy all sources to targets:** Press Alt+Shift+Insert [SDLX: Shift+F4]. Only empty target segments are affected. Note that you can elect to have this done every time you open a document for the first time. Go to Tools > Options > Editor. In the right-hand pane, there is this option:



This option should be used with care, however. For instance, if you are translating a WorldServer (p. 266) document which contains already translated segments, this option will overwrite those segments with the corresponding source content.

- ⦿ **Clear the target segment:** Press Alt+Del.
- ⦿ **Clear all target segments:** Select all segments (see below) and press Alt+Del.
- ⦿ **Clear draft segments:** Press Alt+Shift+Del.
- ⦿ **Toggle between source and target:** Press F6.
- ⦿ **Delete to end of row:** Press Ctrl+D.
- ⦿ **Delete to next tag:** Press Ctrl+Shift+D.
- ⦿ **Lock segment:** Press Ctrl+L. A locked segment cannot be changed in any way. (The same command unlocks a locked segment.)

Confirm a translation

A translated segment is *confirmed* when you finalize it with Ctrl+Enter [SDL Trados: Alt+(num)+]. The translation unit is then entered into the TM and *the next unconfirmed segment* is activated. The confirmed status is indicated in the status column by the 🟢 symbol. (If you go to next row by simply pressing the down arrow key, the translation will remain unconfirmed and nothing will be entered into the TM.)

Sometimes you need to *confirm the translation and just go to the next segment*. If so, press Ctrl+Alt+Enter.

You “unconfirm” a translation by right-clicking in the row, selecting **Change Segment Status** and then selecting the appropriate status. Note, however, that the corresponding TU in the TM does not change even if you apply the status **Not translated**.

You can *deactivate the TM update upon manual confirmation*: Go to Tools > Options; select Editor and its Automation option; de-select Update translation memory under **After Confirming Segments Manually**.



You can make a note to yourself that a particular translation needs to be checked by leaving the segment with **Draft** status.

Translate to fuzzy

“Translate to fuzzy” is a function well-known to users of the “old” Trados. It means that the program steps through each target segment – including confirmed ones (except PerfectMatches) – inserting every 100% match until it comes to a non-100% match (a “fuzzy” match, which may of course be 0%). If the TM hit is different from an exist-

ing target segment text, the process stops so you can edit if necessary. (About types of TM matches, see p. 133.)

Activate translate to fuzzy: Press Ctrl+Alt+F.

Stop translate to fuzzy: Press Esc.

More on this process can be found in Paul Filkin's SDL blog post "[Studio 2011 Series: Translate to Fuzzy](#)" (search the net for Translate to fuzzy).

Add as duplicate

When you confirm a translation, and there is already a TU with the same source text but a different target text, the new translation will overwrite the existing one. If instead you want to *add* the current translation as a duplicate of the existing one, press Ctrl+Shift+U [SDL Trados: Ctrl+Alt+Up | SDLX: Ctrl+Shift+U] before you confirm the translation.

Navigate between rows

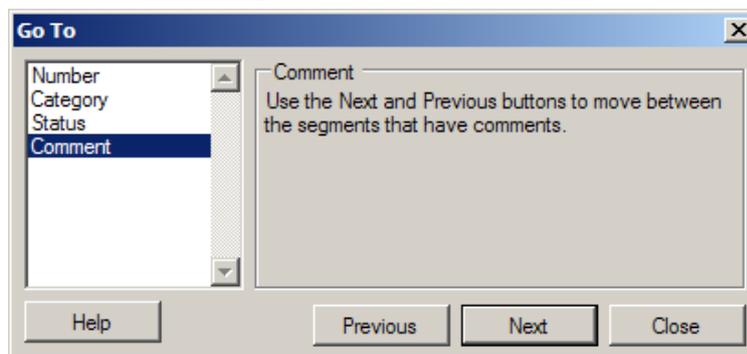
When you place the cursor in a row, it automatically becomes *active*, which is indicated by a light blue-grey colour (which, like all colours, may be changed; see p. 114).

You can disable this "implicit row activation". Open Tools > Options and select Editor. In the Side-by-side Editor area you will see the option Enable implicit row activation. If this function is disabled, and you want to activate a row by clicking in it, you can manually activate it with Translation > Activate Row.

Navigation commands:

Go to functions:

- Beginning of target segment: Press Ctrl+PageUp
- End of target segment: Press Ctrl+PageDown
- Next row (without confirmation of the current one): Press DownArrow
- Previous row (without confirmation of the current target segment): Press UpArrow
- Next unconfirmed target segment (without confirmation of the current target segment): Ctrl+DownArrow
- Previous unconfirmed target segment (without confirmation of the current target segment): Ctrl+UpArrow
- Specific row: Open the Go To dialog with Ctrl+G: The Go To-command can be repeated with Ctrl+J [SDLX: Ctrl+Shift+G].



29

Placeables and tag handling

“Placeables”, tags, formatting and special characters; whitespace characters

Placeables is what Trados calls content items which do not require translation (numbers, trademarks, etc.) or which may be easily “transformed” (localized) to the target segment according to specific rules (e.g. dates and numbers). They are indicated either by being colored **BR** or by a blue square-bracket underline **URL,USB**.

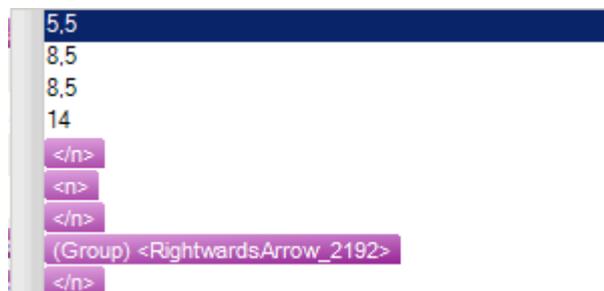
Tags (for formatting, structuring and placeholder) are the most common placeables. They are shown as colored fields.

Normally, text formatting is “inherited” from the source segment by way of tags. However, you can also easily introduce formatting and *special characters* (such as em and en dashes, copyright symbols, etc.) by way of the QuickInsert toolbar; see below.

Inserting placeables

There are several ways to insert placeables (always at the place of the cursor in the target segment):

- **Keyboard:** Press Ctrl+[comma] or Ctrl+Alt+DownArrow. A *QuickPlace* list of the “candidates” in the source segment opens.



Note that for every option that you go to – with **DownArrow** – the affected text in the source segment will be highlighted. Select the required option and insert it by pressing **Return**.



By pressing **Ctrl+Alt+RightArrow/LeftArrow**, you step between the placeables (but not the numbers) in the source segment, forwards or backwards; each placeable is highlighted in turn. When you let up the keys, the selected placeable is inserted in the target segment (but it is still highlighted, so you need to press **RightArrow** before you start typing again, or it will be replaced by the next character). For some reason, the **RightArrow** always starts with the first placeable – and the **LeftArrow** always with the last – regardless of which one was the last inserted. Irritating, but there you are.



You can apply a particular formatting/tag pair from the source segment to a word or words in the target segment by selecting those words and then use one of the above methods. See also about Ghost tags, p. 152.



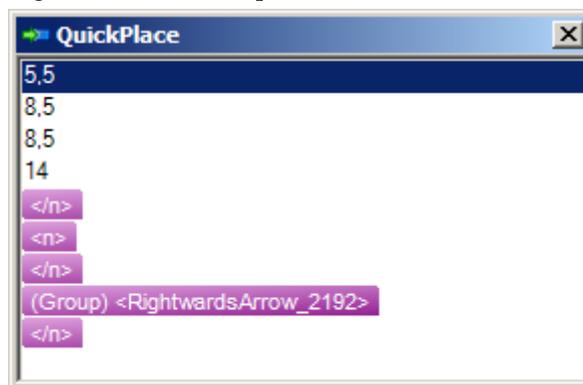
If you don't like long lists of numbers (as sometimes happens; see the figure above) – which are useful only when the numbers are really big – you should be able to get rid of them by de-selecting the **Recognize numbers** and/or **Recognize measurements** options in the **Fields and Settings** dialogue: click the **Project Settings** tab above the *Translation Results* pane, select the TM in question, click the **Settings** tab above the TM list, select **Fields and Settings** in the new dialog, and make the desired changes. (Can't promise it works, though; it seems a bit erratic.)

Note 1: There are numerous shortcuts for the Quick-Insert/QuickPlace options; see Annex C (or simply point to the toolbar buttons).

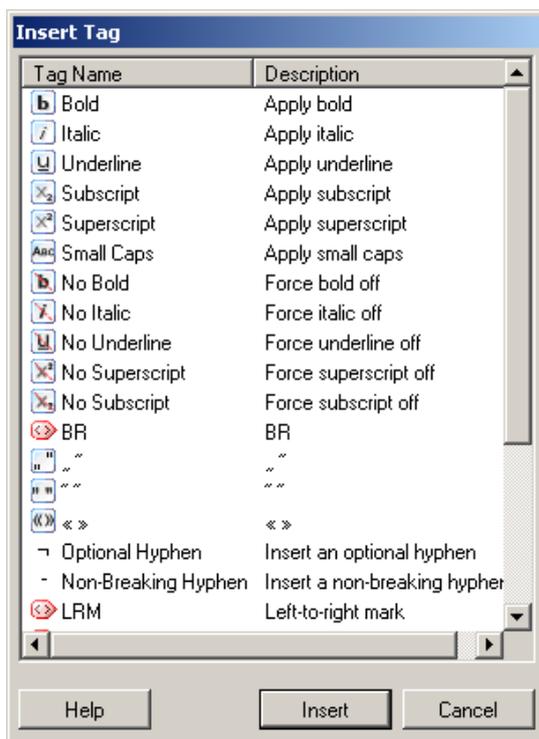
Note 2: You close the list/dialog without insertion of an entry with **Right/LeftArrow**.

Note 3: As for Studio's ability to correctly recognise numbers etc., it is based on conventions for each (sub)language based on their representations as defined by Microsoft in their *National Language Support (NLS) API Reference*. Hence the source text must follow these conventions, or Studio will not be able to perform recognition correctly.

- **Mouse:** Click in the place of insertion and then click the placeable in the source segment while pressing **Ctrl**. Or right-click in the place of insertion and select **QuickPlace** to open the **QuickPlace** dialog with the same options as the list mentioned above:



Or click the QuickInsert list button , which opens the Insert Tag dialog, looking for example like this:



- If the source segment contains many tags, it may be preferable to copy source to target – **Ctrl+Insert** – and overwrite the non-placeable text.
- You can of course also *copy* placeables – and any text containing them – from anywhere to a place in a target segment.
- **Move a placeable:** Drag it with the mouse to the desired position. (If it's one of a tag pair – see below –, both tags will be moved but not any text between them.) However, if *Track Changes* (p. 201) is enabled, this method does not work.

You *cannot* move placeables from source to target segment in this way.

If – as sometimes happens – a source segment contains several adjacent tags, it can be bothersome to insert them one by one. There is a way to avoid that (enabled by default): open **Tools > Options** and select **Editor**. In the **Side-by-side Editor** area, there is the option to **Group adjacent tags in formatting window**, making such tags to be grouped together as a single item in the **QuickPlace** drop-down list (press **Ctrl+[comma]**) and the corresponding **QuickPlace** dialog. They can thus be inserted all at once.

Special characters

The QuickInsert toolbar makes it easy to insert e.g. specific quotation marks, line breaks and other characters which otherwise may not be easily accessible. The contents of this toolbar to some extent depends on the source file type. Examples:

Automatic substitution/ localization of specific expressions

You can set up Studio to recognize certain types of expressions and treat them as *tokens* (a new Studio term). This means that, during translation,

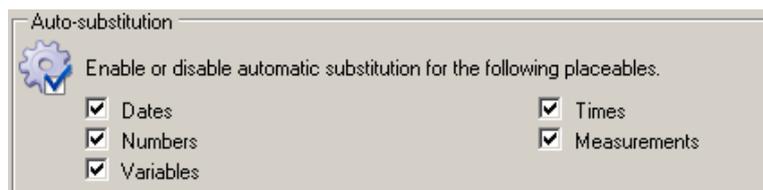
- a. if the source segment is identical to a TU except for tokens, Studio will insert the corresponding target segment as a 100% match with the target versions of the tokens inserted; or
- b. if no hit in the TM is found for the source segment, you will still be able to insert the token in the simplified way using Quick-Insert (see p. 148).

The types of expressions are:

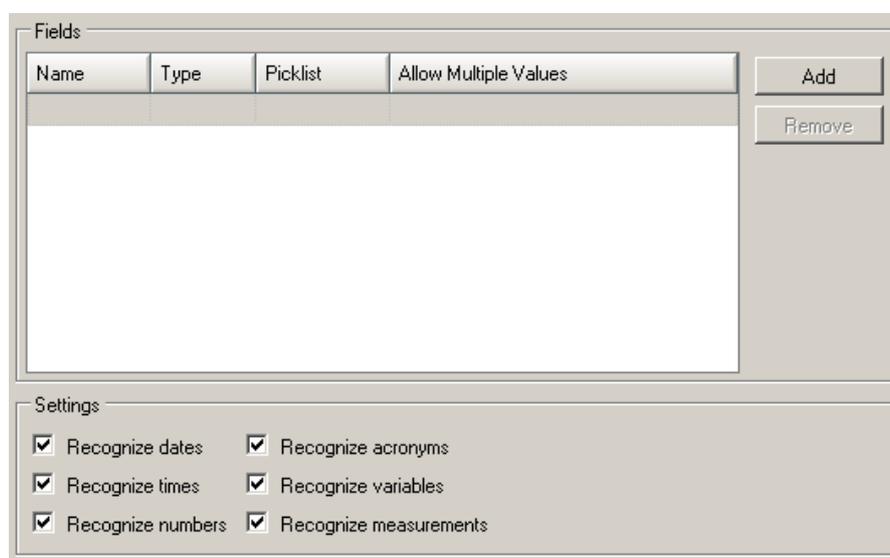
- Acronyms
- URLs
- Variables
- Inline tags
- Dates
- Times
- Numbers (in numerals)
- Measurements

The first four of these tokens are handled as *placeables* (p. 146), which means that the suggested target is the same as the source.

The last four of these tokens can be automatically *localized* according to the settings for the target language. If you want automatic localization to take place *during pre-translation* or *when applying matches from a TM*, the Auto-Substitution function must also be enabled – which it is by default. This is how you disable it: Depending on whether to do this in the default settings, the current project or a specific project template (see p. 80), select in the respective dialog the TM in question, then select **Auto-Substitution**, and deselect the appropriate options:



- (De)activate a recognition/substitution (by default they are all activated; normally there is no reason to deactivate them, but it may happen that e.g. number expressions do not follow the rules set out by Microsoft in their *National Language Support (NLS) API Reference*, and then numerous of false QA errors may be reported if these settings are active): Select the *Translation Memory* view; right-click the TM in question (it does not have to be open) and select **Settings**; then select **Fields and Settings**:



Substitution of numbers, acronyms and variables

More on the substitution of *numbers*, *acronyms* and *variables*:

- Numbers are automatically localized according to the settings for the target language. (Note that in particular the word “in” can cause problems if preceded by a number – it may be interpreted as “in.”, i.e. inches. There is probably a way of avoiding this even if I haven’t yet figured out how.)
- Acronyms are identified as consisting of an uppercase letter, followed by 0–4 more uppercase letters, *or* by the & character and by a single uppercase letter (e.g. “A&B”).
- Variables are set by yourself for a specific TM: Select the *Translation Memory* view; right-click the TM in question and select **Settings**; then **Language Resources**. Select at right **Variable list** and click **Edit**. Add variables as necessary in the dialog that opens. (Go to the end of the list, double-click and type the new variable. If you need to edit an entry, double-click it.) Depending on the type of document you are translating, this is potentially a quite powerful function.

Punctuation within variables is not allowed.

31

AutoSuggest

AutoSuggest is a new function whereby Studio, by detecting the first few characters that you type, makes suggestions based on expressions in the selected *termbases* and in specific *AutoSuggest dictionaries*, and on expressions that you have entered into an *AutoText list* for the target language in question. The symbol to the left of the suggestion indicates its source.

The more characters you type, the more specific the suggestions will be.



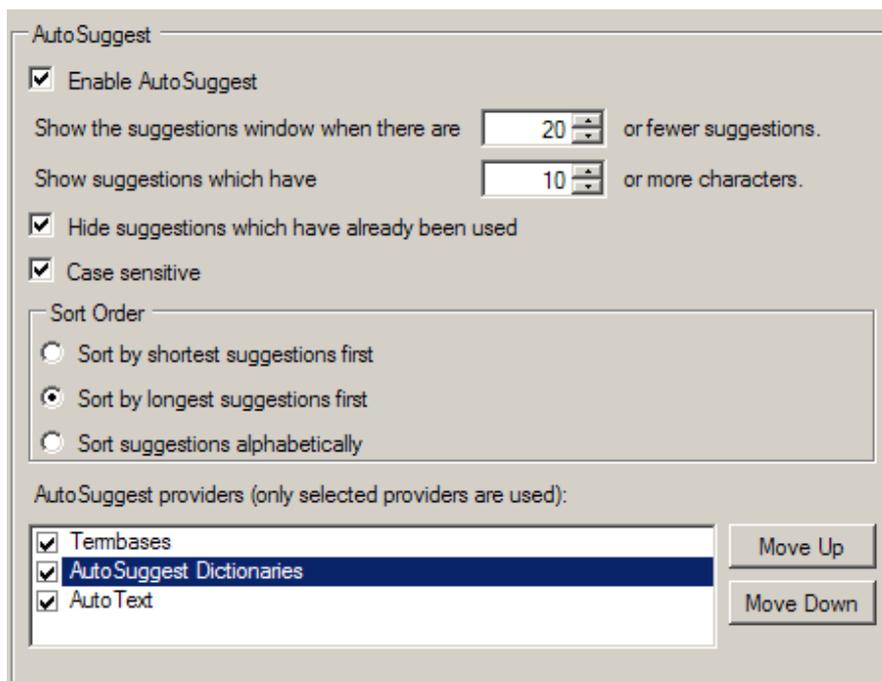
Make your selection with the **Up/DownArrow** and press **Enter**. If you want to close the list without using any of the suggestions, press **Right/LeftArrow**. Or just go on typing, ignoring the list.

An AutoSuggest dictionary contains words and phrases extracted from a TM.

You will find a detailed discussion of the uses of AutoText and AutoSuggest in Paul Filkin's SDL blog post "[Studio 2011 Series: Using Auto-text and AutoSuggest](#)" (search the Help for Using Auto-text and AutoSuggest).

Setting up AutoSuggest

- ⦿ **Enable AutoSuggest and select "providers" of AutoSuggest entries:** Open Tools > Options and select AutoSuggest in the navigation pane:



For the settings of the *number of suggestions* to show and their *number of characters*, you should experiment. But you probably do not want a large number of suggestions – which might happen, even if the suggestions are based on the source context –, nor will you want very short expressions to be suggested.

- **Hide suggestions which have already been used** means “used before in the current segment”; i.e. the word/phrase already exists in the current target segment.
- **Case sensitive** – if you uncheck this, AutoSuggest will not only find results regardless of case, it will also adapt the hits accordingly (i.e. if the term you start to type starts with a lower-case letter, then the hits will do the same regardless of whether they are listed like that in the sources).

Whether or not to use termbases depends very much on the relevance of the terms in the bases. There is a risk that you will be presented with numerous suggestions for which you have no use (but with customer-specific termbases, AutoSuggest may offer great advantages).

- **Sort order** is self-explanatory.
- *The order of sources for the suggestions* presented may be changed by moving each source up/down (buttons **Move Up** / **Move Down**) under **AutoSuggest Providers**.
- *Defaults* (button **Reset to Defaults**) does *not* affect the settings of AutoSuggest providers.

Generating/adding an AutoSuggest dictionary

Generate a dictionary

This function is not by default included in the Freelance edition, but it may be bought as an add-on. You can base the dictionary on a Studio

32

Auto-Propagation

Auto-Propagation means that the translation of a segment is copied to all other target segments with identical source content in the same document. It takes place when you confirm the translation.

Settings

Select Tools > Options. Select Editor in the navigation tree and select Auto-Propagation. Make settings as follows (the figure shows the default settings):

General

Enable Auto-propagation

Minimum match value:

Auto-propagate exact matches to confirmed segments

Confirm segment after auto-propagating an exact match

Starting Position

Auto-propagate from:

Prompt User

When auto-propagating a segment, the user will be prompted:

Always

Conditionally when:

Matching segment has been translated differently

Matching segment has no translation

Matching segment is confirmed

Never - always auto-propagate translations without prompting user

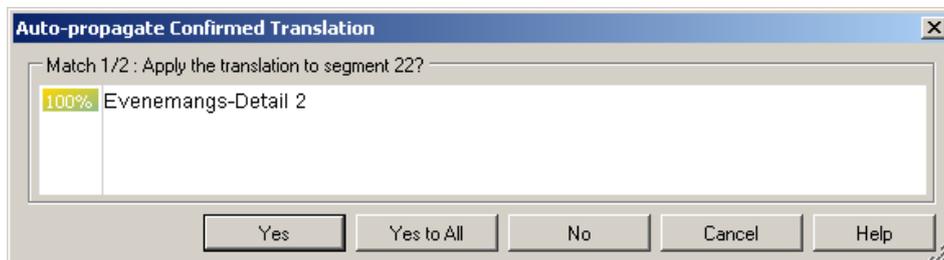
Note: The options Auto-propagate exact matches to confirmed segments and Conditionally when are selected here for the sake of visibility; they are not active by default.

Explanations:

- **Enable/disable:** Under General: Select/unselect the check-box Enable Auto-Propagation.
- **Matching requirement:** Under General: Select a 100% minimum match value or lower (hardly advisable). Note that you do not have the choice of “context match”, i.e. 101%.
- **Auto-propagate exact matches to confirmed segments:** If you make a change to a target segment with matching source text elsewhere in the document, the change will be propagated also to

those segments which are already translated and confirmed. In my experience, this is a very useful option.

- **Confirm segment after auto-propagating an exact match** will probably save time. If you have set the matching requirement – see above – to less than 100%, any such propagated “lesser matches” will not be confirmed.
- **The whole document or only “below” the current segment:** Select as **Starting Position** either **First segment** or **Next segment in document**. (Obviously, you cannot propagate “upwards” only.)
- **Prompt for confirmation:** Select whether you want to be warned for every segment to which the translation or change is propagated (**Always**), or not at all (**Never**), or conditionally when the **matching segment has been translated differently**, and/or the **matching segment has no translation**, and/or the **matching segment is confirmed**. The latter option is of course available only when auto-propagation to confirmed segments has been selected. The warning looks like this:



Note 1: Auto-propagated segments with tags missing from the target segments will get a ‘missing tag’ penalty.

Note 2: The Auto-Propagation function can sometimes be tricky and may give unwanted results with numbers. Discussions in [TW_Users](#) (see p. 6) indicate that some experimenting with the settings may be required to get satisfactory results.

40

Bilingual Word files, PDF, TTX and Excel files in Studio

There are some file “types” which are more common than others and the handling of which in Studio is not completely straight-forward. I will take a look at PDF and TTX files and, most particularly, the handling of bilingual Word files – it seems to be quite common that clients want to receive an “uncleaned” Word file of the same format as the old Trados used to deliver.

Handling bilingual Word files

Users of “old” Trados (and also Wordfast, Déjà Vu and some other CAT tools) will recognize the bilingual Word file format which is the result – directly or indirectly – of translation in those tools. Such a document typically looks like this:

```
{0:} Turns the browser bar green, green, showing visitors that your website is
secure. {1:} Webbadressfältet blir grönt och visar på så sätt att webbplatsen är säker. {0:}
{0:} Displays the name of your organisation, verified by VeriSign Authentication Services
as proof of rigour authentication. {1:} Namnet på ditt företag visas, och det framgår att det
har kontrollerats av VeriSign Authentication Services som bevis på sträng
autentisering. {0:}
```

I.e. source segments (here: blue) and target segments (green) separated and enclosed by “Trados tags” (violet).

The 2009 version of Studio could neither handle nor produce such documents, to the chagrin of many users whose clients demanded results delivered in that format. Workaround processes were soon developed, but those are no longer needed. You can import a bilingual Word document – also complex ones, with footnotes and other sub-segments such as index entries – directly into Studio, work on it and export it (with **Shift+F12** [SDLX: **Ctrl+Shift+ F12**] or **File > Save Target As**) to the same bilingual format. As for delivering “normal” translations (i.e. where the source document is not a bilingual file), see *The SDLXLIFF to Legacy Converter* below. Paul Filkin gives us a general discussion of the handling of bilingual Word documents in his SDL blog entry [“Studio 2011 Series: The Return of the Bilingual Word File Type”](#).

Handling PDF files

While SDL Trados claims that Studio is able to handle PDF files, most users agree that the result is far from satisfying. Often, the text is cluttered with so many tags that it is impossible to work with.

So, the basic rule still stands: If at all possible, *do not base the job on PDF files* but demand the files in the format on which the PDF conversion was based.

If you cannot obtain anything but the PDF versions, the normal procedure as with any CAT tool applies:

1. Convert the PDF file(s) to a suitable office document format, e.g. Word. There are numerous tools for this; check with colleagues and the net.
2. Pre-edit the result. Be particularly careful with misplaced paragraph characters, new line characters (instead of paragraphs), soft hyphens, etc. Preferably, compare the result to the PDF(s).



It is of course also possible to open a PDF file in Studio, export the result to a source or target file, and edit it.

3. Translate as usual.

Handling TTX files

Handling of TTX files in Studio normally is no problem, and the translated files can be exported into a TTX format which looks exactly like a TTX translation generated by the “old” Trados.

There is a particular setting which concerns “compatibility” with regard to tags: you can either use the “smart tag pairing mode” or the “compatibility mode”. By default, the former is selected (in Tools > Options > File Types > TRADOSTag > Compatibility). This topic is covered in detail in a chapter called “TTX Compatibility with SDL Trados Studio” in the *Migration Guide* (see p. 6). A brief explanation is given in the corresponding Help section.

A case of Excel file handling

Sometimes you get the task of translating a text column in Excel and placing the translation in another column. Usually you can accomplish this without big problems by for instance copying, pasting, translating, copying and pasting again, but Paul Filkin describes a more elegant method in his [multifarious](#) blog: *A couple of little known gems in SDL Trados Studio*.

The SDLXLIFF to Legacy Converter:

Studio user Patrick Hartnett has given us a brilliant OpenExchange application, the [SDLXLIFF to Legacy Converter](#).

43

Handling legacy (old format) TMs

Migrating non-Studio format TMs into Studio

There are a number of non-Studio format TMs, and the way they can be migrated into Studio TM format, and what can be migrated, varies. See also the *Trados Studio Migration Guide* (p. 6) for very detailed information. The section designations refer to the subheadings on pp. 224–233.

Source program	Format	Method	System fields	Custom fields	Segmentation rules	Language resources ¹	Tags	See section
Trados 7.x, 2006 and 2007	TMW	Upgrade	✓	✓	✓ ²	⁵	✓	D
Trados 7.x, 2006 and 2007	TMX 1.4b	Upgrade	✓	✓ ³	–	⁵	✓	D
Trados 7.x, 2006 and 2007	TMX 1.4b	Import	✓	✓	–	⁵	✓	C
Trados 7.x, 2006 and 2007	TXT	Upgrade	✓	✓	–	⁵	✓	D
SDLX 2005, 2006, and 2007	MDB	Upgrade	✓	✓	✓	⁶	✓	D
SDLX 2005, 2006, and 2007	TMX 1.4b	Import	✓	✓	–	⁶	✓	C
Other programs	TMX 1.4b or earlier	Upgrade	✓	Possibly	–	–	Possibly	D
Other programs	TMX 1.4b or earlier	Import	✓	Possibly	–	–	Possibly	C
Trados Studio	SDLXLIFF bilingual	Import	–	–	–	–	✓	–
Trados 2007	TTX biling.	Import	–	–	–	–	✓	A
Trados 2007	DOC biling.	Import	–	–	–	–	–	B
Trados 2007	RTF biling.	Import	–	–	–	–	–	B
SDLX 2007	ITD biling.	Import	–	–	–	–	✓	A
Trados 2007	INI	Import	–	–	✓	–	✓ ⁴	E
Trados 2006	INI	Import	–	–	✓	–	✓ ⁴	E
SDLX 2007	ANL	Import	–	–	✓	–	–	E

¹ These settings include segmentation rules, abbreviations list, ordinal followers list, and variable list; see p. 217 and footnotes below.

² If you migrate the Trados 2007 segmentation rules, they will totally replace the Studio ones.

³ With some restrictions.

⁴ Formatting.

⁵ Segmentation rules: only Trados 2007. The lists: only if they are user-defined.

⁶ Only segmentation rules.

Except for the Word formats (DOC and RTF), TMs that are based on bilingual formats have the added advantage of including context match information which makes possible both Context Match and Perfect Match analysis (see p. 99), which may make it more advantageous to import such files than to upgrade the corresponding TMX files, if you have the choice. On the other hand, bilingual files do not contain custom fields.

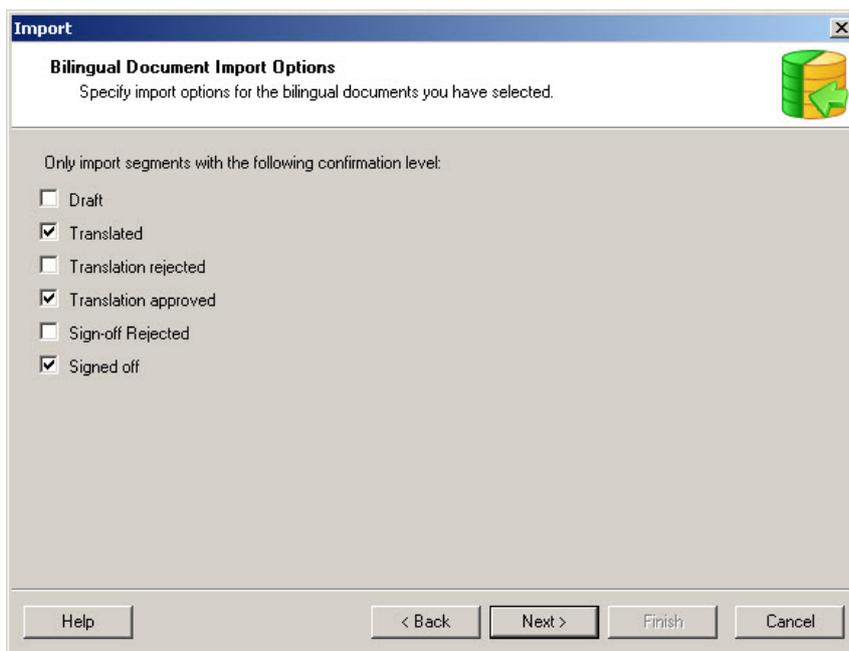
Note: As the table shows, TMX files can be either imported into existing Studio TMs, or upgraded into new Studio TMs. In the former case, the imported file is not scanned for custom fields, but you can choose to import/ignore those. When importing, you may also filter out unwanted TUs and define what custom field values to apply to the imported TUs (if the target TM contains custom fields). During upgrade, custom fields which do not contain any values will not be included in the process.

Importing files into an existing Studio TM

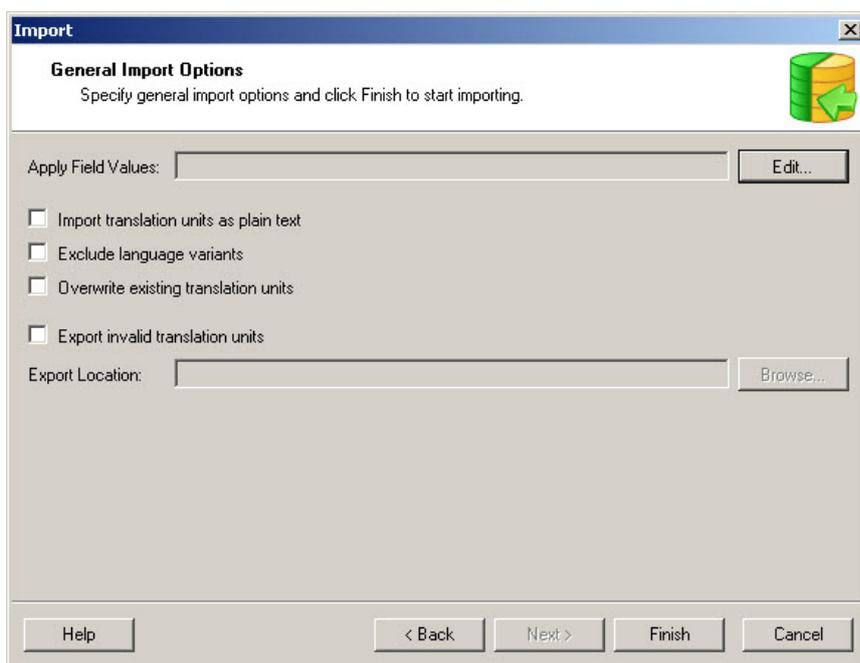
A: Importing TTX, ITD and SDLXLIFF bilingual files

Supported bilingual formats for import are Trados 2007 TTX and SDLX 2007 ITD and Studio SDLXLIFF.

- ➊ In the *Translation Memories* view, right-click the desired TM and select **Import**, or select the TM and then **File > Import**. The **Import** wizard opens with the **Import Files** page.
- ➋ Depending on whether you are going to import a file or a folder (with several TM files), click the **Add Files** or **Add Folder** button. Select the file(s) to import. The **Import – Bilingual Document Import Options** page opens:



- ③ Select confirmation (i.e. status) levels for the TUs to be imported. (Draft corresponds to Fuzzy Match or Machine Translated in TTX; Translated corresponds to 100% Match or Manually translated in TTX and Confirmed in ITD; Translation Approved corresponds to Context Match and PerfectMatch in TTX and Unconfirmed in ITD.) Click Next. The General Import Options page opens.



- ④ Apply Field Values permits specification of which custom field values (p. 217) shall be assigned to the imported TUs, if the importing TM has such fields (the bilingual files do not).

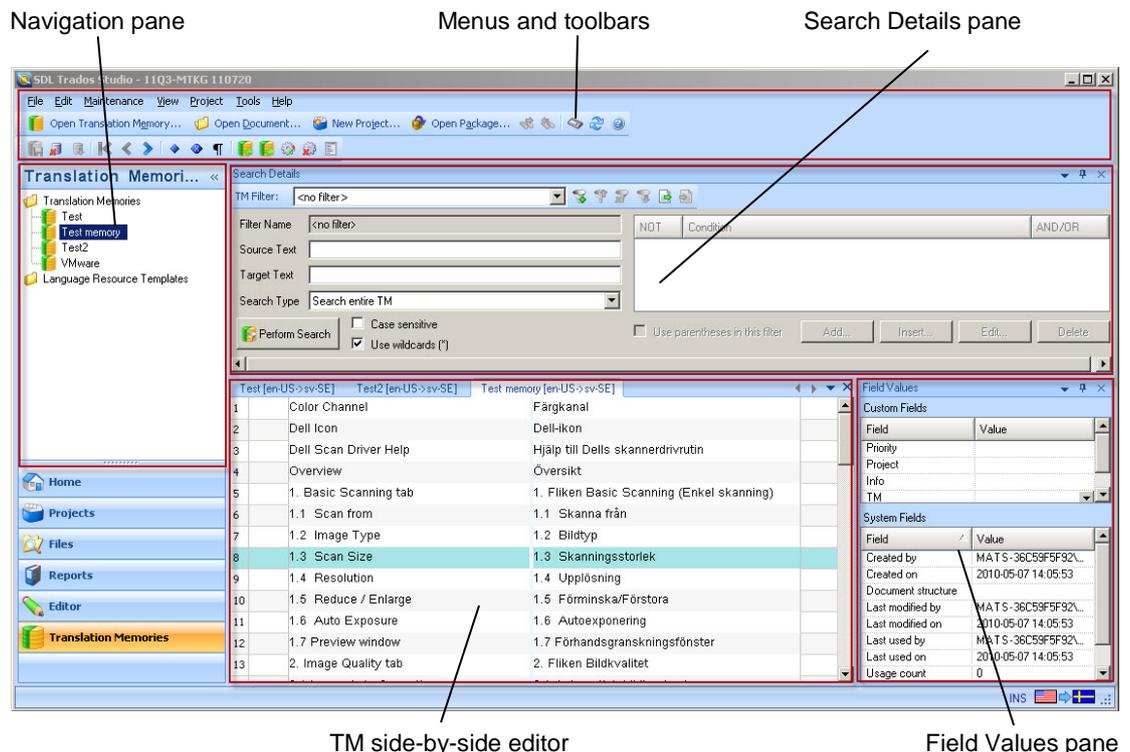
The other options are self-explanatory. Here it is important to consider whether to import TUs as plain text, in which case all tags (in-

44

Translation Units maintenance

The Translation Memories view

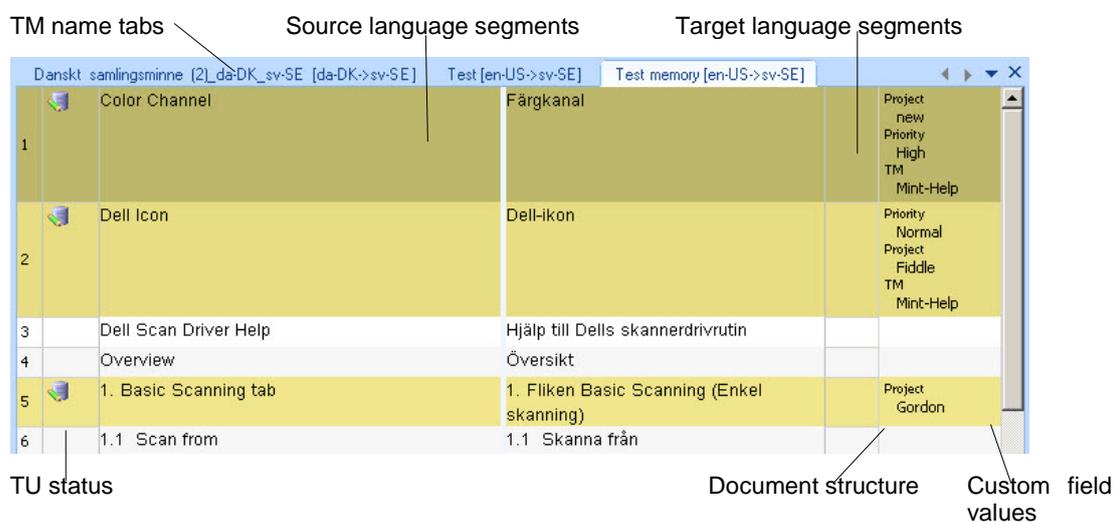
The *Translation Memories* view is where you edit the TUs stored in your TMs; i.e. change texts, formatting, field values, etc. – in fact much like you work with the segments when translating; one difference being that you can also edit the source segments; another that you also have field values to manipulate (if you have defined custom fields). The view typically looks like this (as usual, you can customize it by moving any pane which has a  symbol in its title list; see p. 13):



- Custom Fields (in the *Field Values* pane) are fields which are not standard (system) fields but have been added by a user.
- System Fields are automatically generated, e.g. creation and modification dates (p. 212).

- ⦿ **Open a TM:** Double-click its name in the *Navigation* pane (or with **Alt+Shift+O**, but then of course you have to locate it in the usual **Open** window). You can have several TMs open, but only one can be active. If you have several TMs open, you go between them by clicking the tabs on top of the editor pane. If you have really many open, you can use the ▼ symbol in the top right-hand corner; a list of all the open TMs is shown.
- ⦿ **Close a TM:** As usual, click the **x** in top right hand corner of the editor pane. If you have made any (pending) changes (see p. 237), you will be asked whether to commit them or discard them.
- ⦿ **Remove a TM:** In the navigation pane, right-click the TM to be removed and select **Remove From List**.

The side-by-side editor pane



A TM will normally take up several pages in the editor pane. The number of TUs per page is set with **Tools > Options**, select *Translation Memories* view and then set the **Number of translation units per page** as necessary.

Some explanations:

⦿ **TU status:**



Edited: Some change(s) has been made



To be deleted



Invalid: Some error (e.g. one segment is empty) was detected during verification (when the cursor was moved to another TU)

The status is also reflected in the background colors of the TU:

- *White or gray:* No pending changes.
- *Yellow:* Pending changes.
- *Pink:* Marked for deletion.
- *Blue:* Currently selected.

47

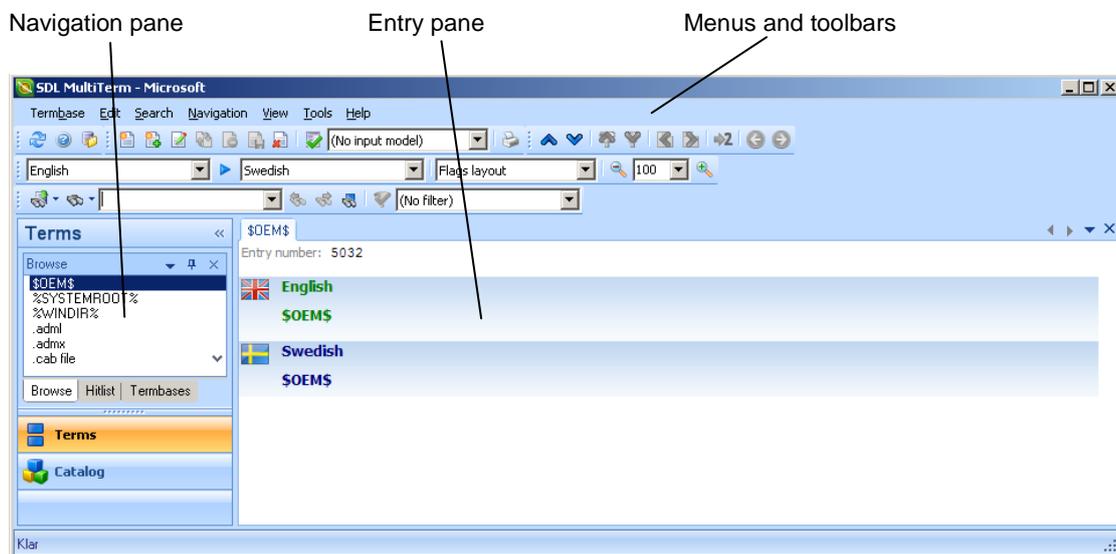
MultiTerm and termbases

The use of MultiTerm is integrated in the use of Studio, where you can search for, edit and create termbase entries. For more radical termbase management – such as advanced searches, and the creation of new termbases – you have to start and use MultiTerm itself. Here I will just cover the basic uses; for the rest, I refer to the quite extensive Help function and SDL Trados' own resources, at www.translation-zone.com/en/translator-products/sdlmultitermdesktop.

The MultiTerm window

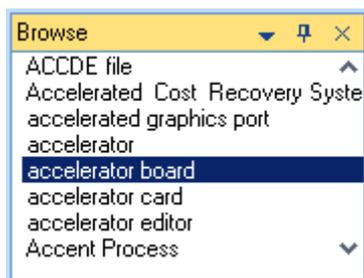
The Terms view

This is a typical MultiTerm window with the *Terms* view activated.

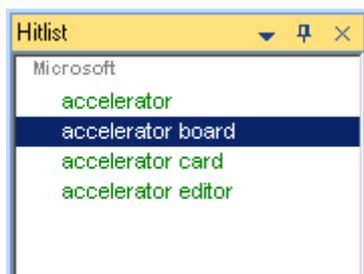


In the *Terms* view, you work with terms and termbase entries. In the corresponding *Navigation* pane, there are three tabs:

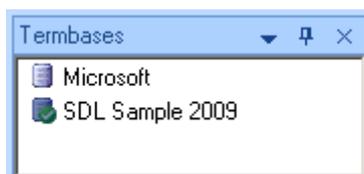
- Browse, with the terms from the selected database shown in alphabetical order.



- Hitlist, where you work with the termbase search results.



- Termbases, where you select, in the list of open termbases, which termbase (the *default* termbase) to view in the **Browse** pane (click that termbase), and exclude termbases from searches. There are also other actions to perform; right-click a termbase name and they all become available.

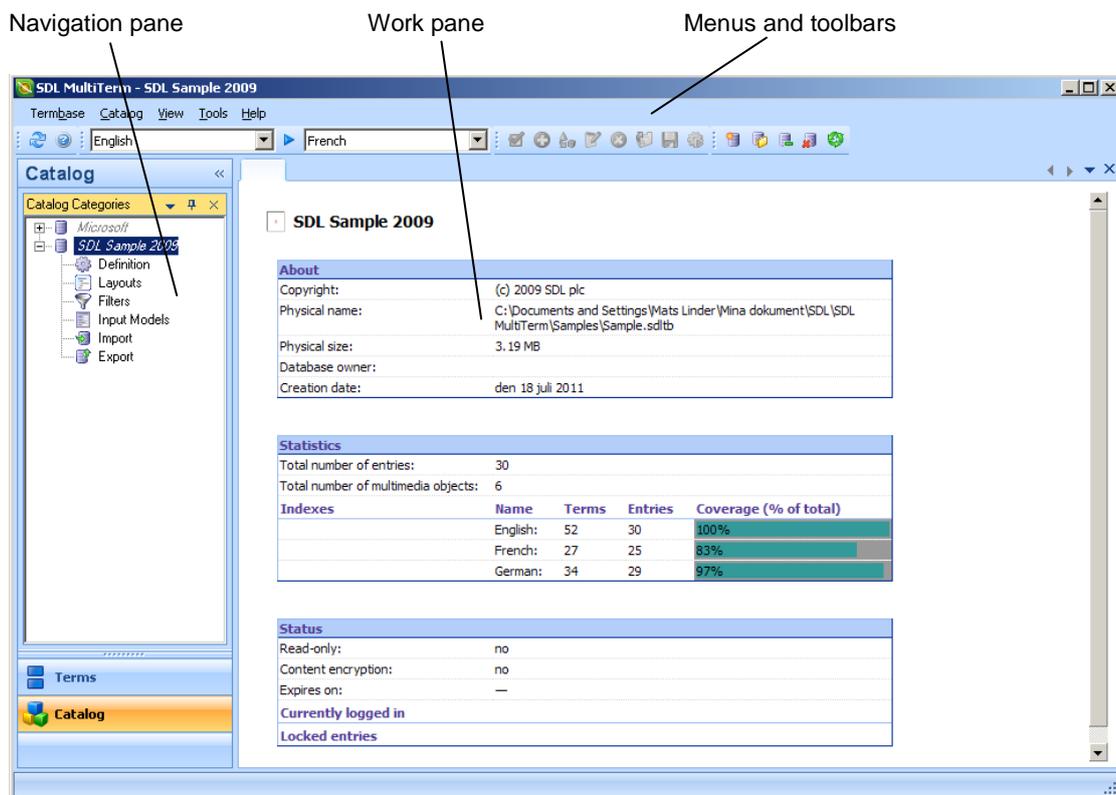


There are also other actions to perform; right-click a termbase name and they all become available:



The Catalog view

This is a typical *Catalog* view:



In the *Navigation* pane, you have a termbase navigation tree. Under each branch (termbase) is a list of object types. When you click an object type, the corresponding information is shown in the *Work* pane.

Opening termbases

Press Ctrl+O (or select Termbase > Open Termbase) and browse (in the Select Termbases dialog) to the desired file (or use the Servers and Login buttons). When you're through, make sure that the bases you want to open are selected and press OK.

Note: At the bottom of the dialog is a link to [SDL OpenExchange](#), where you can find termbases provided by other Trados users. At the time of writing, there are three (El-En, He-En, De-En-Fr). And one company provides Microsoft 2011 terminology collections for the European languages (Eastern European languages plus English; Western European languages plus Africans; English, Arabic, Hebrew, Japanese, Korean and 3 Chinese; English and Dutch (!); and separate ones for Greek, German, French).