

Trados Manual for Dummies

A Beginners' Guide

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Introduction

For whom is this manual intended?

This manual is intended for users who have bought the program but never used it, as well as for those who have neither the time nor the patience to read the official manual. It is also intended for translators who, after first attempting to use the program, have encountered problems that they have been unable to solve, and have consequently consigned their dongle to a drawer.

The time has come to retrieve that dongle and take full advantage of this fantastic tool, a tool that will allow you to save large amounts of time and multiply your earnings.

Mastering Trados actually takes no more than five short hours.

Who am I?

I have been an official Trados trainer and in charge of Trados support in Spain and Portugal for four years. In this capacity I have had the opportunity to give many Trados training courses, not only to independent translators but also to large companies and organizations. These courses have allowed me to become intimately acquainted with all aspects of this translation tool, and to develop a practical method whereby the basics of this extraordinary application may be grasped quickly.

In addition to this, I am a professional translator, and for five years now I have been a member of a group of 20 translators who use a network version of Trados. I was charged with the administration of Trados for this network and with the management of all the various translation memories that the company sent to the individual independent translators. Three years ago, I decided to set up my own company and began to work as an independent translator myself.

My professional path has allowed me to explore the entire gamut of possibilities that the program offers (whether working in a network or not, maintenance, management of memories between several offices, etc.) and I have performed all possible functions in the world of translation (independent translator, group translator, project manager, company director, computer administrator, terminologist). My wide range of experience grants me unique insight into the possibilities of the application and allows me to understand what every professional expects from the program.

Convention

In order to optimize the use of Trados and to accelerate your work, I recommend that you always use the keyboard. I will not be using the arrows that appear in the Translator's Workbench bar except in a single, exceptional case. In due course you will thank me for this tip.

Good luck!

So, how the devil do I install this thing?

1. The Dongle

A dongle is a security key that prevents the unauthorised use of this software. When you connect the dongle, you are able to use all Trados functions. If you do not connect it, Trados works in Demonstration Mode only.

Note: The latest version sold by Trados no longer employs dongles. If you've bought this version (since version 6.5.5) and are therefore operating without a dongle, please go directly to Point 2 of this lesson.

1.1 How do I connect the dongle?

First of all, it is important to note that there are two types of dongles:

- parallel port dongles (on the left in Figure 1)
- USB dongles (on the right in Figure 1)



Figure 1

1.1.1 Dongle for parallel port

The parallel port dongle connects to the printer port of the computer. It's very easy to insert: go to the back of your computer box and look for the only pin connector that your dongle fits into.

If you have a printer connected directly to your computer, don't panic. Just loosen the printer connector, replace with the dongle, tighten its screws, and then connect the printer connector to the dongle, daisy-chain fashion.

1.1.2 USB dongle

The USB dongle connects, as its name would indicate, to the USB port (which is a small rectangular socket at the back of your machine or on the side of laptops).

2. Installation of software

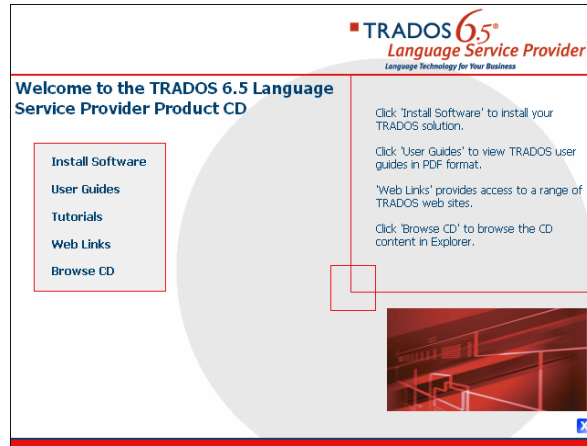
If you have never installed a program before, don't worry: Trados is very easy to install.

In the earliest versions, Trados sent an installation CD through the mail. Now you have to download the software directly from the Trados web site.

If you have the installation CD, insert it in the drive and wait until the installation window appears. If the window does not appear after one minute, find your CD drive using Windows Explorer and use the Start.exe file that is in the root directory of the CD.

If you have downloaded the program from the Trados site, look for it on your hard disk and execute it.

A window of the following type appears (this varies according to the different versions):



Select **Install Software** (or **Install**) and in the following window select **Install Trados**. From this point on, accept all windows as they come up (using the **Next** button). At some point, you will have to tick that you accept the Agreement Contract before being able to click on the **Next** button. Finally, select the **Finish** button to finish the installation.

Intro 1: I've installed it but... where on earth is it?

1. Trados is a program that offers a suite of applications

Trados is the name of a package of applications, amongst them Translator's Workbench, MultiTerm, TagEditor, the S-Taggers, TermExtract, T-Windows, and a series of filters for specific DTP programs. In this manual, however, I am only going to be dealing with Translator's Workbench, TagEditor, and MultiTerm. These programs are sufficient to handle 99% of the translations you will receive.

2. To open Trados

2.1 From Start

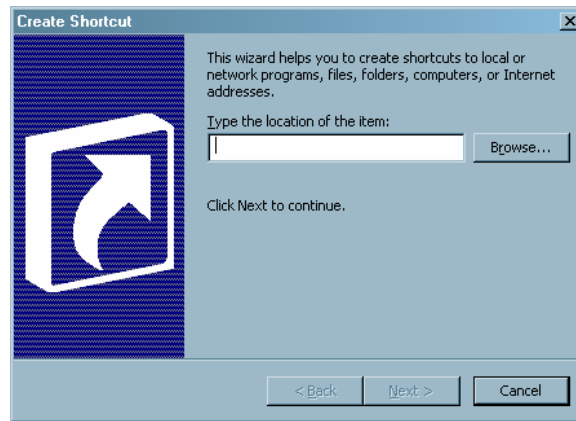
Select **Start-All Programs**, look for **Trados (5, 5.5, or 6.5, depending on your version)**, and select **Translator's Workbench** from the pop-up menu (in some versions it's in a submenu called **Translation**).




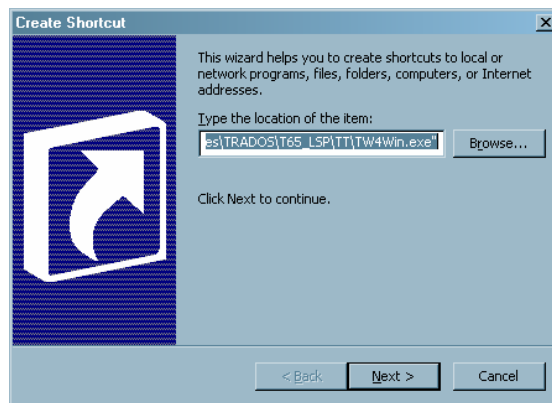
2.2 With a shortcut

In order to access Translator's Workbench (henceforth referred to as TWB) easily, you can create a shortcut on your desktop. You will need to open Translator's Workbench several times a day, so I highly recommend that you do this.

In order to create a shortcut, right click on the desktop. In the pop-up menu, select **New Shortcut**, whereupon the following window appears:



Select **Browse**, and the **Browse For Folder** window will open. Look in **My PC/C:/Program Files/Trados/T5 (or T55 or T65, or something similar)/TT** for a file called *TW4Win.exe* marked with the symbol . Double click on it and select **OK**. This causes the following window to open:



Now select **Next**, **Next**, and **Finish**.

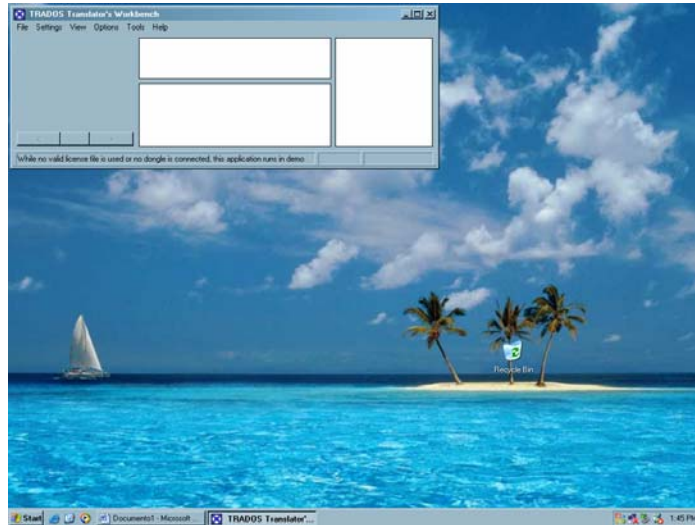
Your shortcut to TWB should now appear on your desktop. From now on, a simple double click on this shortcut will allow you to open TWB.

3. Window layout

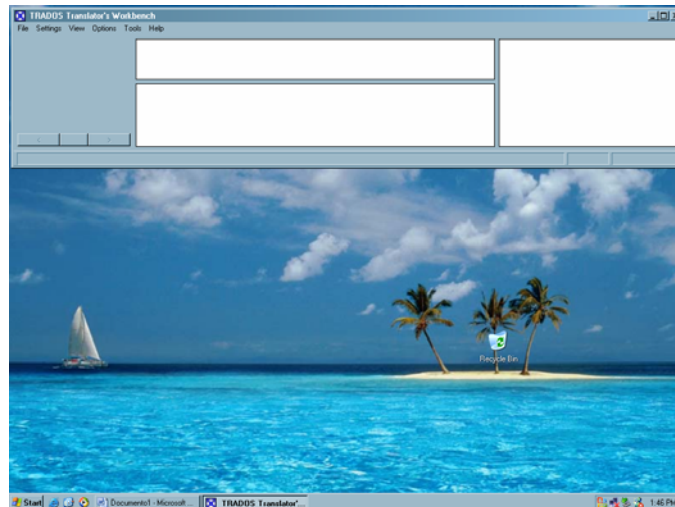
Before being able to work with TWB we need to customize the TWB window as well as the window for Microsoft Word.

3.1 TWB window

Open TWB if it is not already open. A window of the following kind should open on your desktop:






TWB should occupy the entire upper third of your screen. In order to move it into this position, place the mouse pointer on the right lower corner of the window and stretch the window until you reach the right hand edge of the screen so that TWB occupies the whole upper third. It should end up looking like this:

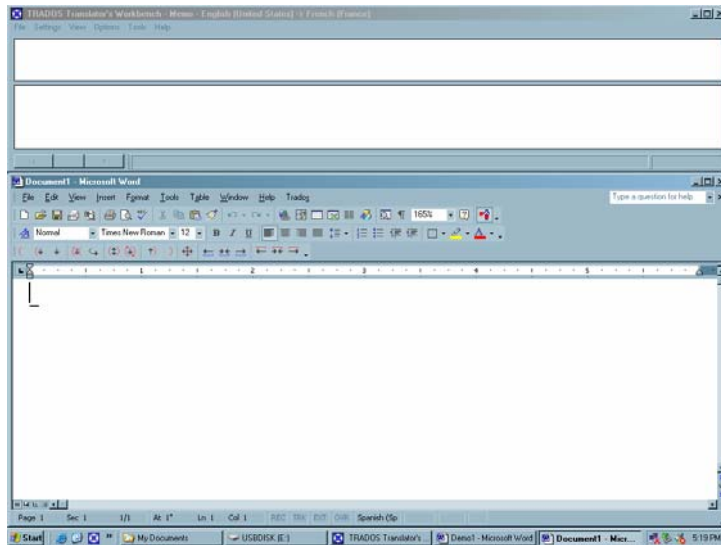


3.2 Word window

In the same way that we modified the position of TWB, we have to modify the position of the Microsoft Word window to be able to see both windows simultaneously.

Open Word (**Start-All Programs- (Office) - Microsoft Word**). Word opens as a full screen. Click on **Maximise** (the second button of the three that are in the top right-hand corner of the Word window:   ). Next, stretch Word by its corners until it occupies the lower two-thirds of the screen.

It should then look something like this:



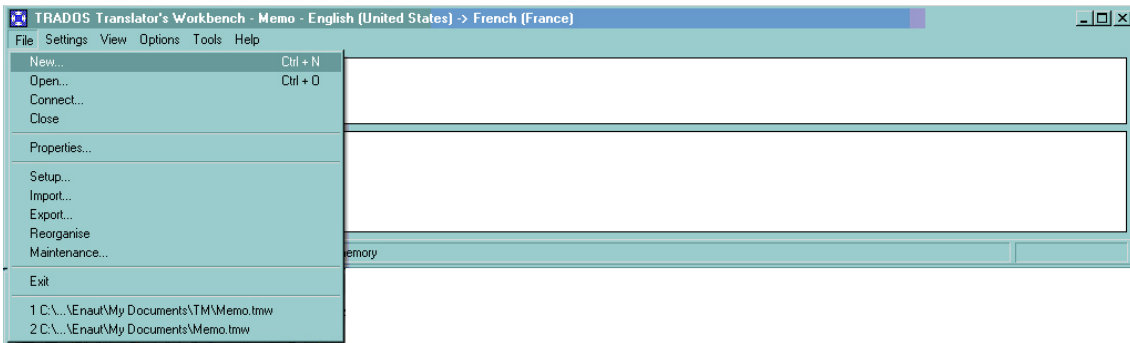
Intro 2: Preparing TWB

1. Creating a memory

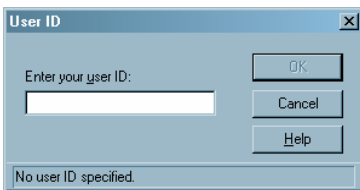
The database in which our translations will be stored is called a “translation memory” (TM).

In order to begin to work, we must first create a translation memory.

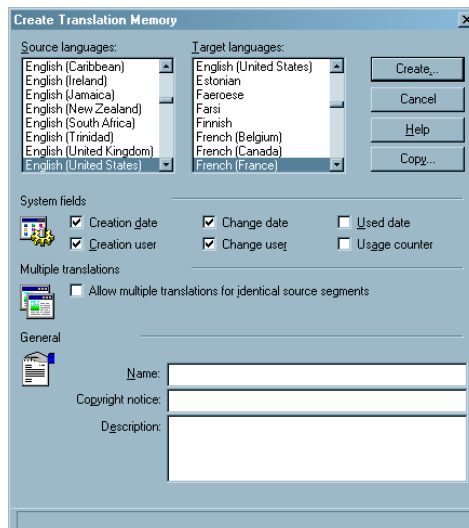
To do this, first select **File-New** in the TWB window (which, you may remember, is the uppermost window!).



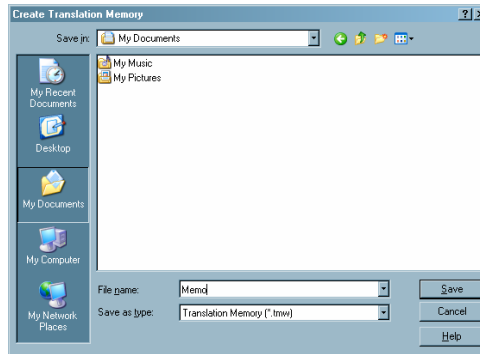
This opens the following window:



Please note, this window only appears the first time you use Trados. Enter your name or your initials in the empty field and press **OK**. At this point the translation memory creation window opens.



Select in the first column the source language (English) and the target language in the second column (French or any other). Then click on **Create**.



Now give your translation memory a name (*Memo*, for instance) and save it in a folder of your choice (*My Documents*, for example).

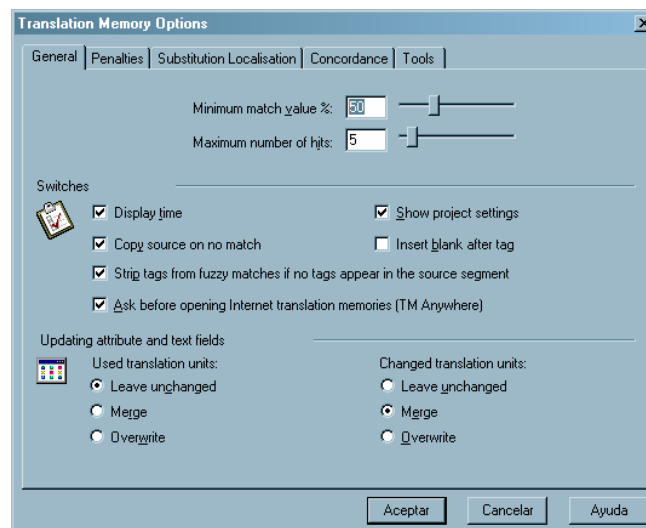
Note: We will ignore the other possibilities offered by this window for the purposes of this short beginners' course.

The memory that we've just created is now open. And how exactly do I know this? Because at the top, in the title line, you can read "*Memo*".

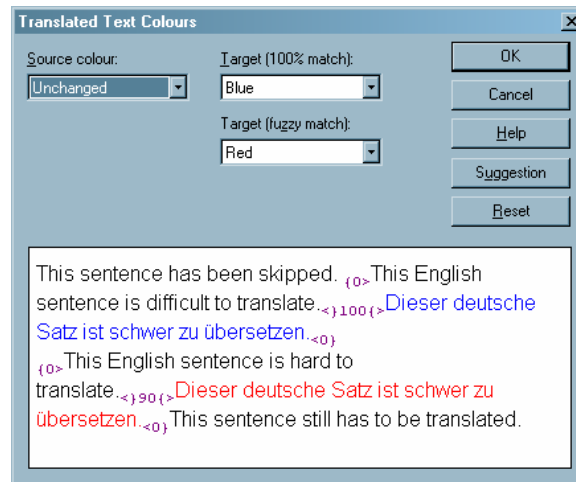
2. Adjusting the options

Before beginning work, we need to adjust the TM options to facilitate our work.

2.1. In the TWB **Options** menu, select **Translation Memory Options**. Under the **General** tab, deactivate the **Copy source on no match** check box if it is activated (further on, we will change this option) and confirm that the "**Minimum match value %**" is set to "**50**".








2.2. In the TWB **Tools** menu, select **Translated text colours**. We will assign the colour blue to **Target (100% match)** and the colour red to **Target (fuzzy match)**.



2.3. To see all the possibilities that the program offers, we will extend its windows to their maximum size. To do this, select **View-Big Windows**.

2.4. If you prefer, you can change the interface language to Spanish, German, or French, using the **User Language Interface** option of the **View** menu. In this manual, I will continue to use and refer to the English version of the menu, so I recommend that you change the interface language only after finishing this short course.

2.5. In Microsoft Word, make sure that the option **Show/Hide ¶** is deactivated (i.e. there should be no small dots between all the words).

2.6. In Microsoft Word, select **View-Normal** or click on the first icon of the five on the left:     . The Normal view mode is the recommended view mode for translation. At the end of the translation we will be returning to the Page Layout view mode to confirm that we have translated all the elements.

3. That darned TWB toolbar

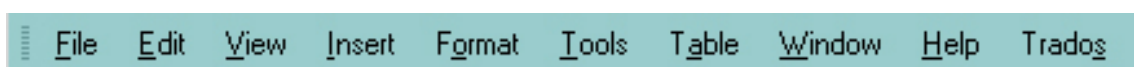
Finally, before beginning, we need to verify that the TWB bar appears in Word. In Microsoft Word, alongside the regular toolbars that always appear when you are word processing, you should now see a new bar that looks like this:



In addition to this bar, the Trados "flagman" should appear at the end of the first toolbar. The flagman looks like a cross between a train signalman and a bull-fighter (don't ask me why!):



And a new option (**Trados**) should appear in the Word menu, next to **Help**:



Normally these three new elements are automatically installed when you install the program, but sometimes this is unfortunately not the case.

If none of those three elements appears, please do the following to rectify the situation:

1. With the Windows Explorer, look for the C:\Program Files\TRADOS\ (T55, T6, T65 or something similar)\TT\Templates folder.
2. Copy the template TW4Win2k.dot, TRADOS5.dot or TRADOS6.dot (etc.) to the C:\Program Files\Microsoft Office\OFFICE\ (Word)\STARTUP folder.
3. When starting Word, the TWB bar should now appear underneath the other bars of Word.

Note: The paths and the template names indicated above may differ based on the version of Office and Trados you have installed. I cannot list all the possible variations in this manual. But if problems arise, just send me an email specifying your Office and Windows version and I'll tell you the exact path for your case.

Problems?

The TWB bar appears twice.

With the most recent versions of Trados, it is quite usual to get the TWB bar twice. I will not deal with this in any detail in this manual. I would simply recommend that you click on one of the "flagman" to deactivate one of the templates.

Lesson 1: Fasten your seatbelt, because here we go!

1. Open the file Demo1.doc

Open the file Demo1.doc I've sent you with the manual.

2. Place your cursor at the beginning of the document

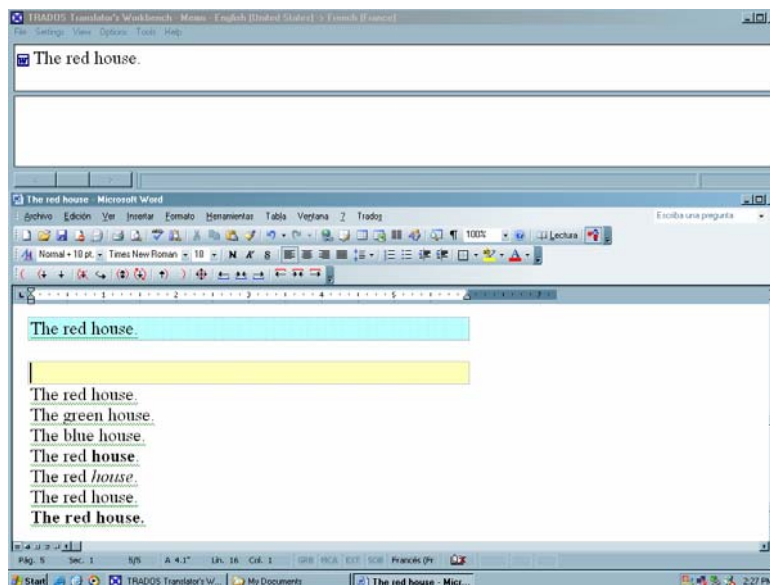
First of all, to work with Trados, you must place the cursor at the beginning of the document (either at the very beginning or within the first sentence).

3. Make sure you are working in Normal view mode in Word

4. Next , press the ALT+Home keys.



The result should look something like this:

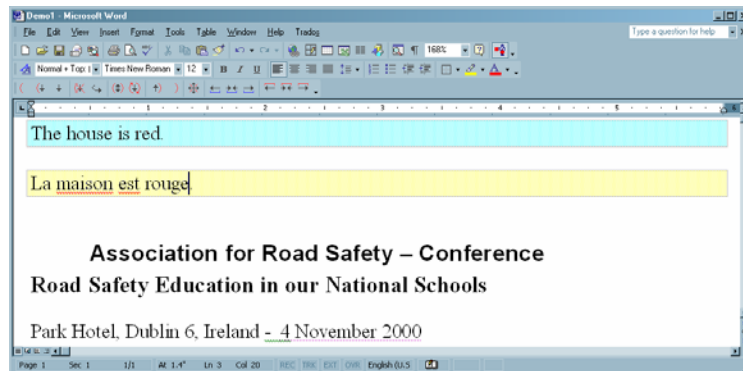


In order to understand how TWB works, I will give a small preliminary excursus. What is happening is that communication is being established between TWB and Word, whereby Word places the sentence that we have to translate into a blue bar and sends it to TWB. TWB then shows it in its upper window.

Remember: The upper sentence in TWB and the sentence you have to translate in Word (i.e. in the blue bar) are always the same. This is an important rule of thumb.

Next, TWB looks in its translation memory to see if it can find a similar sentence previously translated. If it finds one, it shows it in its bottom window along with its translation. In this first example, TWB has not found anything similar so it does not/cannot show any suggestion: thus the second window of TWB remains blank and the yellow bar in Word remains empty.

Since TWB has not found anything that can help us, we must translate this sentence the normal way. To do this, just make sure your cursor is in the yellow bar and then simply type your translation, which should look something like this:



Note: The following rule is fundamental and, perhaps, the most important of all: **your cursor must always be in the yellow bar, never outside it!** Respecting this rule will help you avoid many headaches.

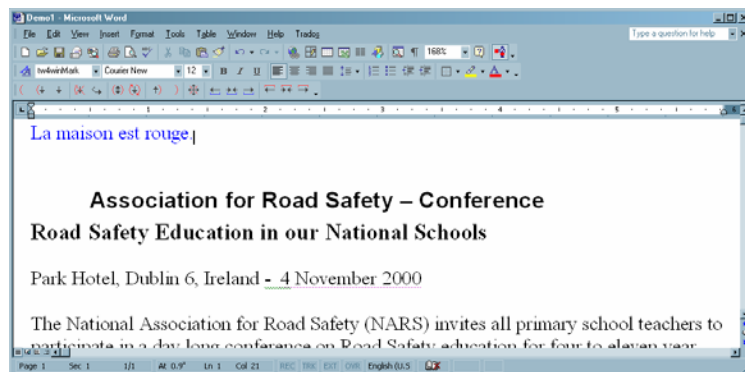
5. Save your translation and cut the communication

Once you've translated the sentence, you have to save it. To do that, use the key combination **ALT+End**.



The TWB window now appears empty, since, effectively, we have severed communications between TWB and Word, and so the blue and yellow boxes disappear in the Word document. The translated sentence appears in blue font, which confirms that it has been stored in the translation memory (although you can't see it).

This is what you should be left with:



When we saved the translation and cut the communication cord at the end of the first sentence, the cursor was automatically moved to the beginning of the following sentence. In order to translate the following sentence, we must establish a new communication session between Word and TWB, and we do this using.....(Were you concentrating before???).....
That's right! The **ALT+Home** key combination.

When we have established a new communication connection between TWB and Word, Word puts the new sentence we have to translate into a blue bar and it sends it to TWB. And, yes, you've guessed it . . . TWB shows the same sentence in its upper window.
And remember: the upper sentence in TWB and the sentence you have to translate at this point in Word (in the blue bar) are always exactly the same.

Now, TWB searches its translation memory for a similar sentence that has been translated in the past. If it finds one, it shows it in its bottom window along with its translation. In the case in point, it has not found anything similar so it does not display a suggestion: thus the second window of TWB remains blank and the yellow bar in Word remains empty.

Since TWB has not found anything that can help us, we must translate this sentence as per normal. To do this, make sure the cursor is in the yellow bar and just type away unassisted!

In order to save it and to cut the communication connection to TWB, press **ALT+End**.

Proceed the same way with the following sentence: **ALT+Home**, translate the sentence in the yellow bar, **ALT+End**. And on and on *ad nauseam* all the way to the end of the document. See, it's so easy, you're bored already!

Note: You should NEVER close a document if the blue and yellow bars are still visible. If you ever do this, you may damage the file and you may have difficulty establishing a new connection to TWB.

Never close the document in Word without having cut the connection! In other words: the Word document cannot be closed if the coloured bars are visible or if a sentence is still visible in the upper window of TWB.

Summary:

ALT+Home Place the cursor at the beginning of the sentence you want to translate and then press **ALT+Home** to connect TWB and Word.

ALT+End This combination allows you to store the translated sentence and to close the communication connection between TWB and Word.

Lesson 2: ALT+PLUS, that magic combination...

1. Open Demo2.doc

Open Demo2.doc in Word.

2. Place the cursor at the beginning of the document

When working with Trados, you must first place the cursor at the beginning of the document (i.e. at the very beginning or within the first sentence).

3. Make sure you are working in Normal view mode in Word

4. Next, press ALT+Home

When we establish a communication connection between TWB and Word, the sentence we want to translate is put into a blue bar and is sent to TWB. TWB shows it in its upper window.

Remember: The sentence in the TWB upper window and the sentence I am translating at any point in time in Word (in the blue bar) are always the same.

Now TWB searches its translation memory to see if it can find a similar sentence, already translated in the past. If it finds one, it shows it in the lower window alongside its translation. And in this case, that's what has happened. TWB has found a sentence in its memory identical to the one you have to translate, and it is showing it in its bottom window alongside its translation. It now pastes the translation into the yellow bar in the Word document and changes the yellow colour to green to indicate that the sentence found is exactly the same as (in other words, has "100% in common" with) the sentence you are translating.

In this case, we do not have to do anything. The sentence you must translate has already been translated in the past and TWB saved it in its TM and now has suggested that earlier translation to you. Continue with the following sentence without touching anything. To do this, we'll be using a new key combination.

Remember: If the yellow bar becomes green, TWB has found an identical sentence previously translated in its TM and is suggesting it to you for use here. We presume that no modification to the earlier translation is necessary.

5. Save the sentence and go to the next sentence without cutting the connection

In lesson 1, we cut the communication after each sentence simply to practice establishing and cutting the communication connection between Word, thereby learning how the two programs interact. However, in practice, we will not be cutting the communication connection after each sentence.

In order to store a translation and go to the following sentence without cutting the communication, simply use the key combination **ALT+PLUS** (on the numerical block).



When we use this key combination, TWB saves the sentence that we've just translated (in this particular case we have simply validated TWB's suggestion), goes to the following sentence and, as usual, looks in its memory to see if it can find a matching second-hand translation for the sentence we are working on now. Essentially, TWB is a kind of scavenger, searching through a refuse pile of old translations for bits that can be re-used. (Nice image!)

In this case, it does not find anything matching the next sentence. So translate the sentence yourself (you have no choice!) and go on to the following one by hitting **ALT+PLUS**.

Continue on to the end of the document using the key combination **ALT+PLUS**.

When you finally arrive at the last sentence, you should use the key combination **ALT+End** to cut the communication connection, but in actual fact this is not strictly necessary. (Give TWB some credit, please!) In other words, TWB realises that there are no more sentences to be translated, so it cuts the communication connection to Word automatically.

Summary:

- ALT+Home** Place the cursor at the beginning of the sentence that you want to translate and press **ALT+Home** to establish a communication between TWB and Word.
- ALT+PLUS** This combination allows you to save the sentence you've just finished translating. Once the sentence is stored, the system opens the next sentence in line.
- ALT+End** This combination allows you to store the translated sentence and to cut the communication connection between TWB and Word. (I would use this combination when I feel like throwing in the towel for the day, or when TWB starts getting stropopy and cites labour law at me – only joking; it really doesn't do that, I assure you!)
- Remember** **Never EVER close the document while the coloured bars are still visible or if there is still a sentence in TWB's upper window!** You must first cut the communication connection using **ALT+End**, and then save and close the document. Then you can knock off for the day, by all means!

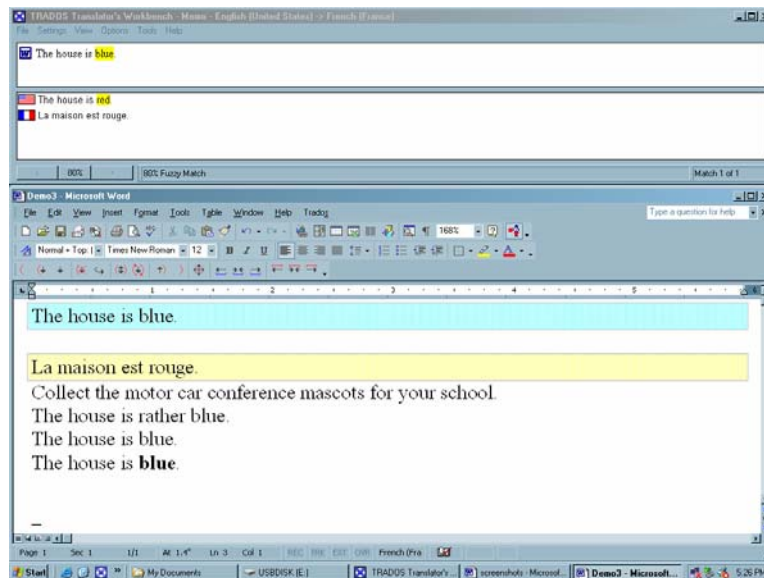
Lesson 3: How to modify translation suggestions made by TWB

1. Open Demo3.doc

Open Demo3.doc with Word.

2. Press ALT+Home

Whereupon you should get this:



Problems?

1. What happens if my TWB opens a sentence that is not the first one of the document?

If the sentence that appears in the coloured bar is not the first one in the document, this is because you did not place your cursor at the beginning of the document before starting. TUT TUT! It is very important to know where your cursor is before you press **ALT+Home**. If you have not taken this simple precautionary measure, and, as a result, have got yourself into a pickle, you can rectify the problem quite easily: by pressing **ALT+Delete**, placing the cursor at the beginning of the document, and then pressing **ALT+Home** again.

2. I cannot see the blue bar

If the blue bar has disappeared under the Word bars, don't panic. You are just not in Normal view mode in Word. Simply select Normal view and you'll get the blue bar back.

3. Case 1

TWB has rummaged around in its copious memory to see if it can find something similar, and it has come up with a sentence that has 80% in common with the one you are working on (the percentage button reads "80% Fuzzy Match" in the TWB message bar). This means that 20% of the sentence is different/inaccurate/unsuitable, and therefore it will be necessary to correct 20% of the suggestion in the yellow bar.

In order to help you in this arduous task, TWB uses the colour yellow to indicate the words in the sentence from the memory that are different from the words in the sentence that you have to translate. What a sweetheart!

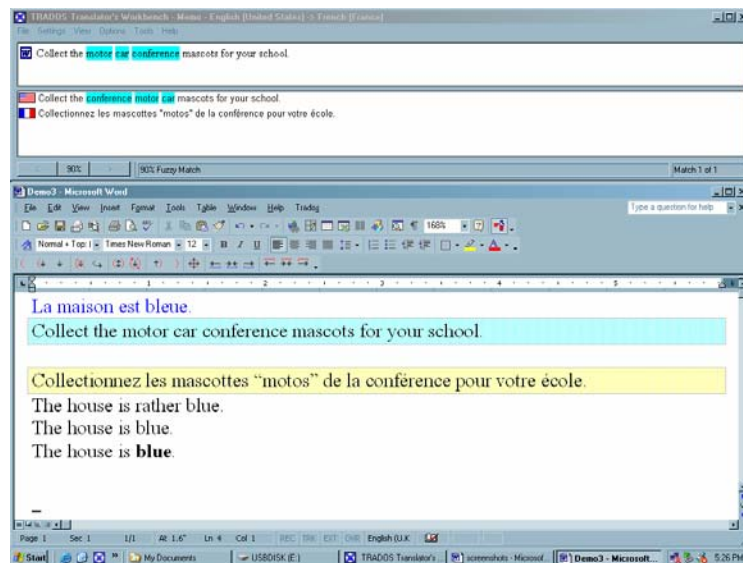
The sentence that you have to translate right now is "The house is blue", whereas the sentence that TWB found in the memory is "The house is red". So, the hard-working and eager-to-please TWB puts "blue" and "red" in yellow, so to speak, in order to call our attention to that (pretty crucial) difference.

In order to adapt the suggestion offered by TWB, we will have to replace the French "rouge" (red) with "bleue" (blue).

Confirm that your translation corresponds to the original sentence in the blue band. If this is the case, follow with **ALT+PLUS**.

3. Case 2

In the next sentence, some words appear in blue in the windows of TWB. This means that the words in blue are in a different position in the sentence that you have to translate and in the similar sentence found by TWB.

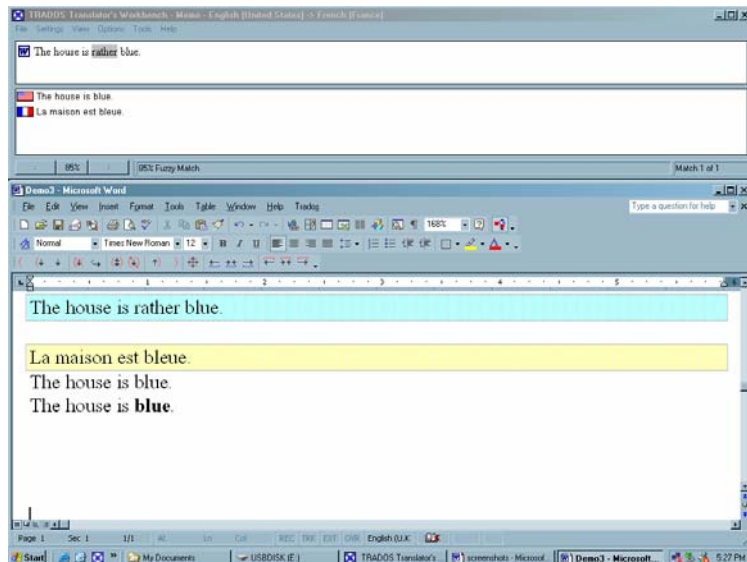


We must adapt the suggested sentence so that it matches the sentence that you are translating right now. In the case in point, we will have to adapt the translation in the yellow bar.

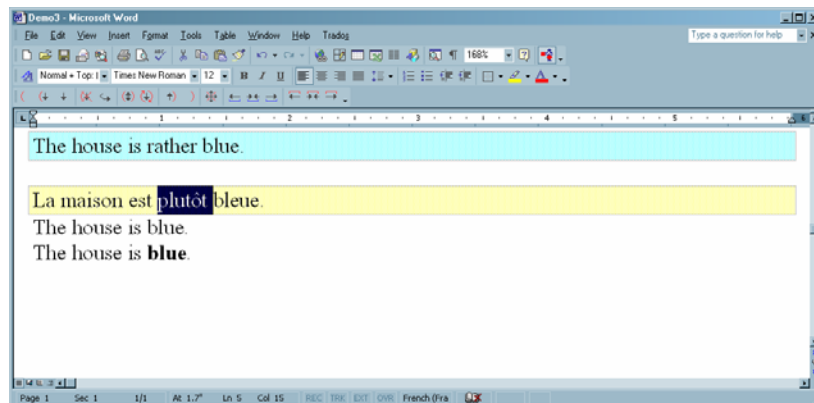
Confirm that your translation corresponds to the original sentence in the blue bar. If you are satisfied that your translation is correct, continue to the next sentence using **ALT+PLUS**.

4. Case 3

Here, TWB uses the colour grey to indicate that there is an extra word in the sentence that you are currently translating. In other words, the sentence that you are translating has one more word than the nearest equivalent in the translation memory.



In order to resolve this, just add the missing word into the yellow bar as below:

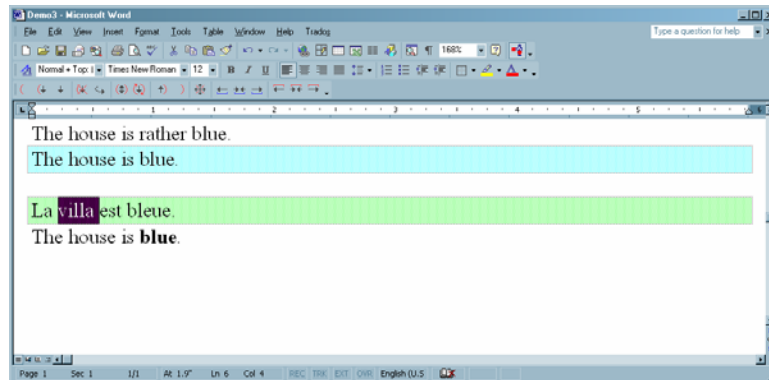


Now you can continue using **ALT+PLUS**.

5. Case 4

This is a special case. TWB has found an identical sentence in its translation memory, but, for whatever reason, you just don't like the translation proposed and you would like to change it in the translation memory.

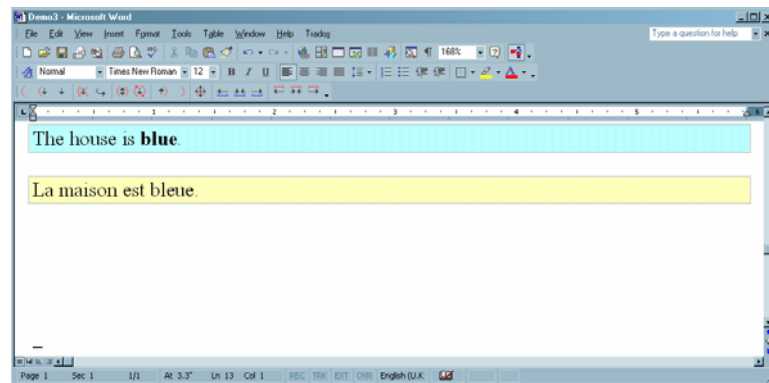
To do that, just replace the text in the green bar that you do not like with your preferred translation. In the example I give, I will replace “maison” with “villa”. The result is:



Press **ALT+PLUS**.

NOTE!: If you press ALT+PLUS, your new translation will be saved BUT the old translation from the memory will be erased. The most recent translation is the only one that will be kept in the TM; the former one will be overwritten. In this way, you can correct sentences that have been incorrectly saved in the translation memory, or that have been incorrectly translated by other translators, for example. This technique is often used when doing corrections. We will explore this technique in greater detail in the chapter “Corrections”.

6. Case 5: Formatting changes

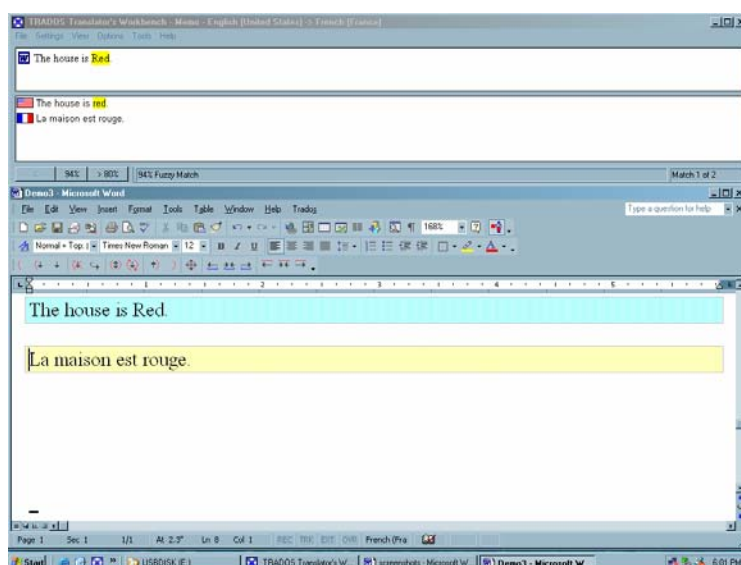


In this case, the word “blue” appears in bold, but there is no bold in the sentence stored in TWB. In order to indicate this difference, the kindly TWB has put the word in yellow and has “penalised” the suggested sentence because of the formatting difference. Instead of being a “100% match”, TWB deducts 1% from its score and makes it a mere 99% match.

The suggested sentence is correct but you have to put the word “bleue” in bold. To do this, just bold the word “bleue” in the yellow bar and go on, using **ALT+PLUS**.

Since there’s nothing left to translate in this document (aw, shame!), TWB cuts the communication connection. We have already finished, so we can save and close the document as we always do.

7. Case 6: Another difference in formatting



In this case, the word “red” is capitalised, whereas it is completely in lower case in the sentence stored in TWB. In order to indicate this, TWB put the word in yellow and penalised the sentence suggested, deducting a whopping 6% because of the tiny formatting difference. Instead of having the “100% match” it gets a modest 94%.

As you can see, TWB is quite case-sensitive!

Exercise

Take the Demo4.doc file and try to apply the three functions that we have learnt so far.

To do this:

1. Open Demo4.doc file in Word.
2. Make sure that you are working in Normal view.
3. Place the cursor at the beginning of the document.
4. Press **ALT+Home**.
5. The system now invites you to put your translation **into the yellow bar**.
6. When you finish writing your translation into the yellow bar, press **ALT+PLUS** to validate it and proceed with the next sentence.
7. The system invites you to put your translation of this sentence **into the yellow bar**.
8. When you have finished entering your translation into the yellow bar, press **ALT+PLUS** to validate it and to go on to the next sentence, and so on and so forth, until the end of the document. . . .
9. If you want to take a break, translate the sentence you are currently in, press **ALT+End**, save and close the document, and have a coffee . . . or do whatever you do during breaks.
10. When you have had your break, open your document again. Put the cursor in the first untranslated sentence (pretty easy to locate: it will be the first sentence in black) and press **ALT+Home**.
11. The system invites you to put your translation **into the yellow band**.
12. When you have finished, press **ALT+PLUS** to validate your translation and move on to the next sentence, and so on and so forth until the end of the document. . . .
13. After the last sentence, TWB will automatically cut the communication connection.

Caution! ALT+End allows you to store the translation that you have entered into the yellow band. However, if you haven't translated anything in the yellow band and you want to cut the communication connection, this key combination will not work. In this case you'll have to use **ALT+Delete** instead.

Lesson 4: Other shortcuts

In this lesson we will learn seven additional shortcuts.

I will begin with the two most important. (The last ones that we will look at are used in very special cases only.)

And of these two, the first one (concordance) is the most important to remember, because it is, after **ALT+Home** and **ALT+PLUS**, the most useful of all 13.

1. Open Demo5.doc

Open Demo5.doc with Word and press **ALT+Home**.

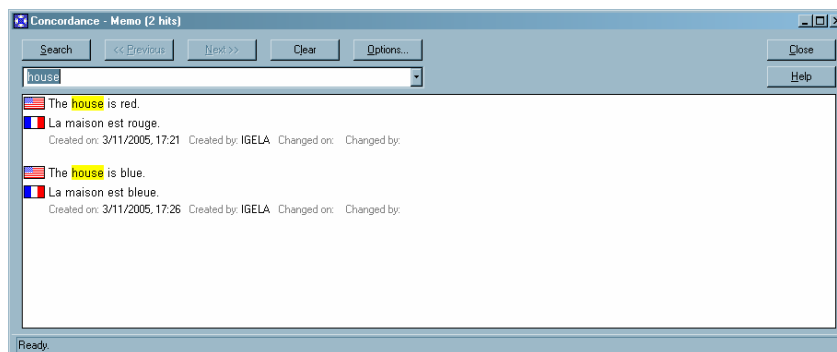
2. Concordance

This shortcut, **ALT+↑**, is very useful in the case of large memories. It allows you to look at all occurrences of a word or an expression in the entire translation memory.

Exceptionally in this case, I will allow you to place your cursor in the blue bar, but remember, this is the one and only case. In all the other cases, the cursor **MUST ALWAYS BE IN THE YELLOW BAR**.

In order to use the concordance function, you must **select** one or more words in the blue bar and press **ALT+↑**. A window will appear in TWB showing the concordances.

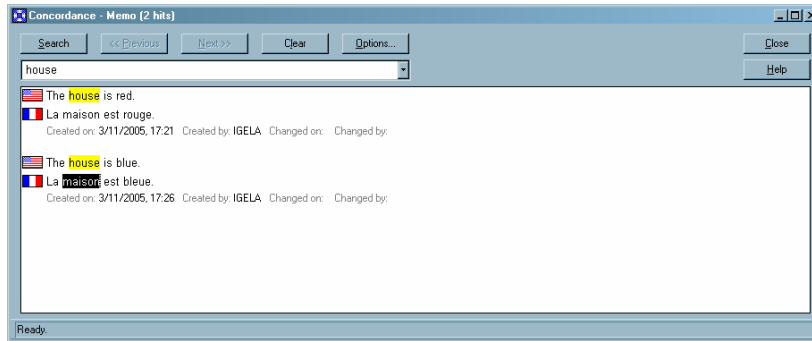
Example: select the word "house" in the blue bar. Press **ALT+↑**. A window opens with all the occurrences of the word "house" in the translation memory:



This window allows you to do several things:

- to see how you have translated a particular word for this particular client
- to see if you have been consistent in translating a word in all your documents
- and finally, if the client has sent you an old TM, it allows you to check how the client translates a particular word or expression, so that you can adhere to the client's terminological preferences

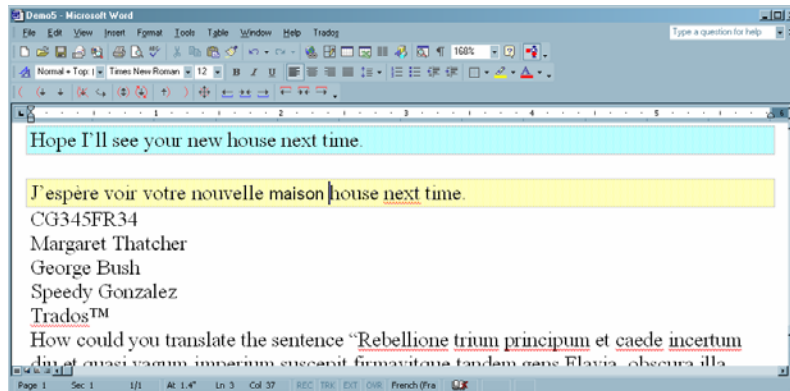
If you want, you can copy the translation and paste it into the yellow bar. To do this, select the translation of the word "house" in the concordance window. In this case, "maison" as follows:



Press **CTRL+C** (to copy), place the cursor in the yellow bar in Word, and press **CTRL+V** (to paste).

Note!: CTRL+C and CTRL+V are normal Windows shortcuts; they have nothing specifically to do with Trados.

The word "maison" now appears in the yellow bar:



Problem?

When pasting the word "maison", Word may use a font other than the one used in the current Word document. This often happens with the latest versions of Trados.

To fix this problem, we will have to use the Word formatting brush .

Place the cursor in the word "house" in the blue bar or in any word in the yellow bar that is not "maison"; then click on the formatting brush and, immediately, select the word "maison" in the yellow bar to apply the correct format to it.

Finish translating the sentence and then press **ALT+PLUS**.

3. Restore Source

This shortcut, **ALT+Delete**, allows you to cut the communication connection without saving any translation; alternatively it allows you to recover the sentence as it was before processing it with Trados.

3.1. Cut the communication connection without saving

If at some time you have to stop work urgently, or if for some reason you do not want to or you do not know how to translate the sentence that you have to

translate, you can cut the communication connection although the yellow bar is empty. To do this, press **ALT+Delete**.

Note:

1. **ALT+End STORES** the translation that you've put in the yellow bar and closes the communication connection, whereas **ALT+Delete DOES NOT STORE** the sentence that you've entered in the yellow bar. This translated sentence is then lost forever.
2. If you haven't translated anything in the yellow bar, **ALT+End** does not allow you to cut the communication connection. In this case you have to use **ALT+Delete**.

3.2 To recover the source sentence

If for some reason you want to recover the source sentence in a pristine state, as if you had never tampered with it, just press **ALT+Delete**.

An important case in point: it is not a good idea to store every single sentence in the translation memory. Some sentences should not be stored: for example, proper names, product codes, serial numbers, and any expression that does not have general value for the translation process. These elements would simply clog up the TM uselessly, so it is better not to store them in the first place. When you encounter data of this kind, press **ALT+Delete** and **ALT+Home** to skip on to the next sentence.

Practice with the five sentences that are not worth storing in the Demo4 file.

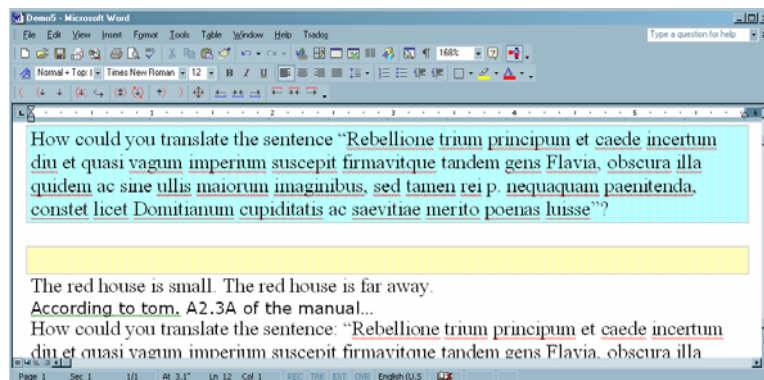
4. Copy Source

Sometimes you may want to copy the source sentence in the yellow bar in order to avoid having to write numbers or whole expressions that do not need translation.

Example: I have to translate the following sentence.

How could you translate the sentence "Rebellionem trium principum ET caede incertum diu ET quasi vagum imperium suscepit firmavitque tandem gens Flavia, obscura illa quidem ac sine ullis maiorum imaginibus, sed tamen rei p. nequaquam paenitenda, constat licet Domitianum cupiditatis ac saevitiae merito poenas luisse"?

As soon as you enter this sentence, the yellow bar appears empty like this:



The piece in Latin doesn't need to be translated, so you have three possibilities:

1. Translate "how could you translate" and then manually transcribe the entire Latin sentence.

2. Translate “how could you translate” and copy/paste the sentence in Latin from the blue bar into the yellow bar.
3. Use the Copy Source function, **ALT+Ins**, and then translate only “how could you translate”.

As you can see, the **ALT+Ins** function allows you to copy all the content of the blue bar into the yellow bar.

Note: If you begin to translate the sentence and then you press **ALT+Ins**, you'll lose the bit that you have already translated.

There's another solution, but we'll leave that until the next lesson.

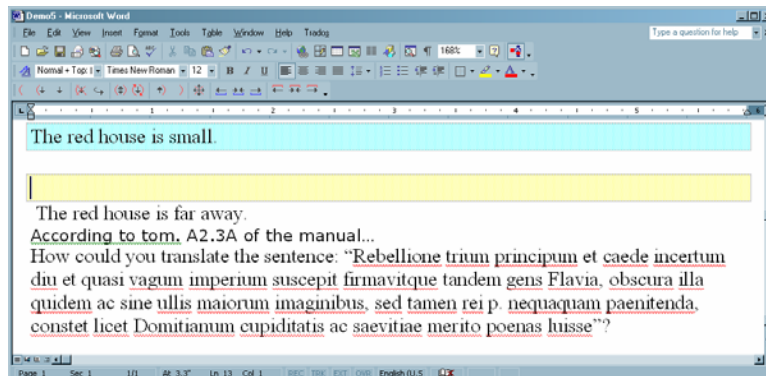
Translate the sentence and go on to the next one, **ALT+PLUS**.

5. Expand Segment

Sometimes it is necessary to join two source sentences into a single translated sentence.

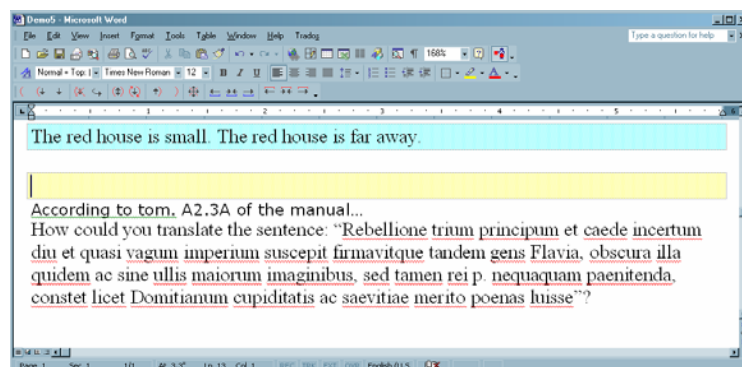
For example: The red house is small. The red house is far away.

This is our initial situation:



. . . but I would like to join the two sentences into one.

To do this, use the shortcut **ALT+CTRL+Page Down**. This gives you:



Now I can merge the two sentences into one in my translation in the yellow bar (“The small red house is far away”).

5.1. Abbreviations

This function is quite useful in translations where abbreviations are not recognised as such by Word.

For example: "According to tom. A2.3A of the manual" will be cut in two sentences because TWB will think that the point at the end of "tom" is the full stop of the sentence when it is obviously not. In this case, you have to use the function **ALT+CTRL+Page Down** to join the two parts of the sentence together to form a single sentence.

5.2. Colon and semicolon

Similarly, TWB has been programmed to cut sentences with colons (:) and semicolons (;). If you wish to join the two parts of sentences with (:) or (;), you have to use **ALT+CTRL+Page Down**. Alternatively you have to change the segmentation rules for Trados (but that lies beyond the scope of this manual).

Note: A segment followed by a tabulator or a hard return cannot be expanded.

6. Shrink segment


Just as I have been able to expand a segment, I can also contract one. To shrink segments, use **ALT+CTRL+Page Up**. This function is obviously not as useful as the previous one.

7. Close without saving


This function does not have any associated shortcut but it is useful in a number of cases.

1. We have already seen how to save a translation and cut the communication without having translated anything in the yellow band, or if you want to leave the sentence in pristine condition, as though you had never touched it, use **ALT+Delete**.

But what happens if I have translated only part of the sentence and I want to cut the communication connection, or if I do not want to store my translation because I am not sure of it?


In this case you can use the function "**Close**", which closes the communication connection and does not save the translation in TWB, but rather only in Word. In order to do this, just click on the  symbol in the TWB bar in Word.

The communication connection is cut (nothing appears in the topmost window of TWB) and the sentence remains in red to remind you that you have to correct something in that sentence during the correction process.

2. If you accidentally close the document while the coloured bars are still visible, when you open the document again you have to close the translation unit opened in Word but not in TWB. To do this, use the function "**Close**". In fact, Word will even tell you to do so (at the bottom, in the Word message bar) if you try to press **ALT+Home**: "**Translation seems to be opened: close it before opening a new one**". At that point, click on .

8. Fix Document


Finally, if everything seems to be frozen (you can't make the coloured bars disappear and so you can't close the document), there's a radical solution to fall back on: "**Fix Document**".

Before using this function, activate the function **Show/Hide** in Word () so you can see the hidden codes in Word.

Then go to the Trados menu in Word and select "**Fix Document**". The coloured bars should disappear.

Caution! When using the function "**Fix Document**", the hidden codes Trados uses to operate will probably get damaged. See Lesson 6 to learn how to solve this problem.

Summary:

- ALT+Home** Place the cursor at the beginning of the sentence that you want to translate and press **ALT+Home** to establish communication between TWB and Word.
- ALT+PLUS** This shortcut allows you to **save** your translation **and open the next** sentence.
- ALT+End** This shortcut allows you to **save** a translated sentence **and close communication** between TWB and Word (at the end of your working day, for example, or when you want to take a coffee break).
- ALT+Delete** This shortcut allows you to **close communication** between TWB and Word **without saving** the translated sentence or when you haven't translated anything yet.
- ALT+↑** Before using this shortcut, select the word or expression you want to search for in the whole TM and press **ALT+↑**. The Concordance window opens.
- ALT+Ins** This function copies the source sentence in the yellow bar.
- ALT+CTRL+Page Down**
Joins two sentences into one.
- ALT+CTRL+Page Up**
Separates joined sentences.
- Close**  This function allows you to close a sentence without saving it in TWB but without losing it in Word. It stays red (instead of changing to blue).
This function allows you to close the coloured bars if you accidentally closed the file when the coloured bars were visible.
- Fix Document** This function allows you to get out of trouble when everything has been frozen and you can't get rid of the coloured bars.
- Remember** **Never close the document while the coloured bars are visible or while a sentence is visible in the TWB upper window!** First, close communication between Word and TWB with **ALT+End** or with **ALT+Delete** and save your document.

Lesson 5: I have finished the translation. What do I do?

Until now, we have been working in the **Normal** view in Word. The disadvantage of this view mode is that we do not see the headers, footers, or embedded text boxes in the document.

As soon as you finish translating the plain text, go back to the **Page Layout** view mode in Word to see the headers, footnotes, etc.

1. Headers and footers

Look for headers and footers on all pages of the document. Open and translate them with Trados. Usually, when you translate them on the first page, the following pages are automatically updated.

2. Text boxes

Text boxes are usually difficult to translate with Trados. Often the yellow box is not visible. So I recommend that you do not use Trados to translate them. Translate them as normal – by overwriting the text.

Lesson 6: What you can't see

1. Copy source on no match

Before we go on, I'll ask you to activate an option we deactivated at the beginning of this manual. I recommend that you keep it activated from now on.

In the TWB **Options** menu, select **Translation Memory Options**. In the **General** tab, check the **Copy source on no match** box.

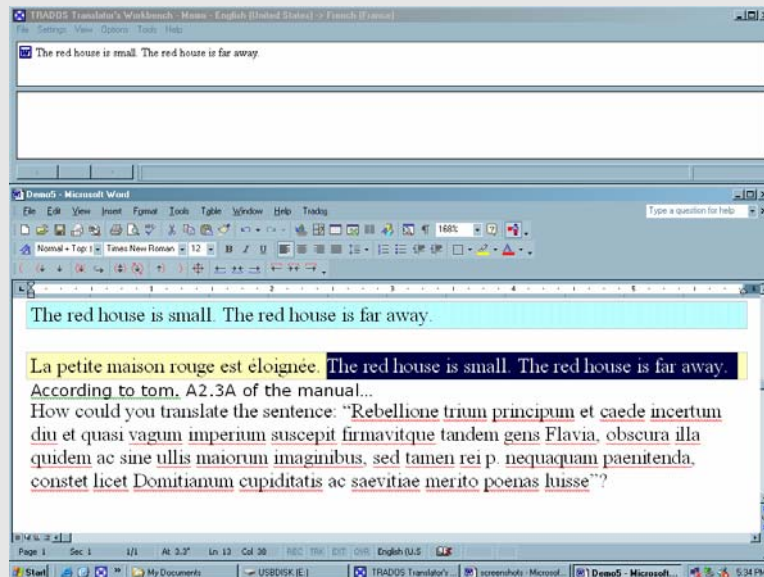
From now on, the yellow bar will never be empty. If TWB does not find anything in its TM, it automatically copies the original sentence into the yellow bar and you'll have to overwrite it.

You have several possibilities but I recommend that you use the one that you have always used:

- you can use the overwrite function (**Insert** key)
- you can select all of the text and overwrite it
- or you can just push the text forward as you are translating and erase the original text as soon as you finish the translation.

Caution! Please take care with the last two options! Select the text that you are going to erase but **DO NOT SELECT THE LAST SPACE AFTER THE FULL STOP OR AFTER THE LAST CHARACTER**. If you do this, you could erase an invisible code that Trados needs to function correctly.

Avoid this situation:



Do not select the space after the full stop.

2. Open Demo6.doc

Open Demo6.doc in Word.

3. Place the cursor at the beginning of the document

4. Make sure you are working with the Normal view in Word

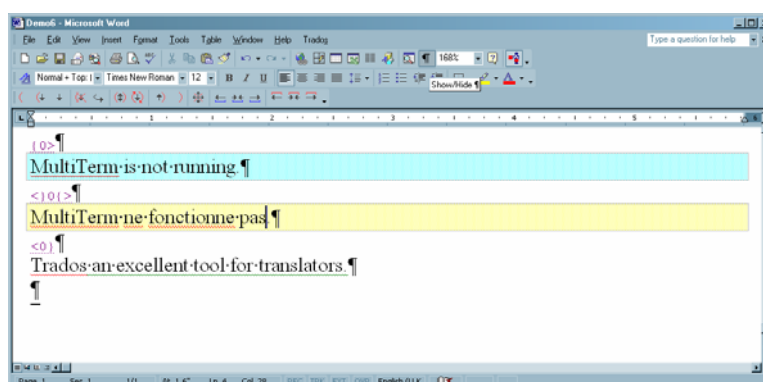
5. Press ALT+Home

6. Activate Show/Hide function

Activate the **Show/Hide** ¶ function in Word (small dots and other marks will appear between each word).

7. What you can't see

As you can see, Trados uses hidden codes to work. Those codes are called tags and are fuchsia. For each translated sentence, there are three.



In your translation memory, TWB saves pairs of sentences: the source sentence and the target sentence. Together, the source and target sentences are called a translation unit (TU).

1. To indicate the beginning of a translation unit, TWB uses the tag {0>.
2. To separate both parts of the translation unit, TWB uses the tag <}number{> in which the number can be any value between 0 and 100.
3. To close a translation unit, TWB uses the tag <0;.

The source sentence is always between Tag 1 and Tag 2 and the target sentence between Tag 2 and Tag 3.

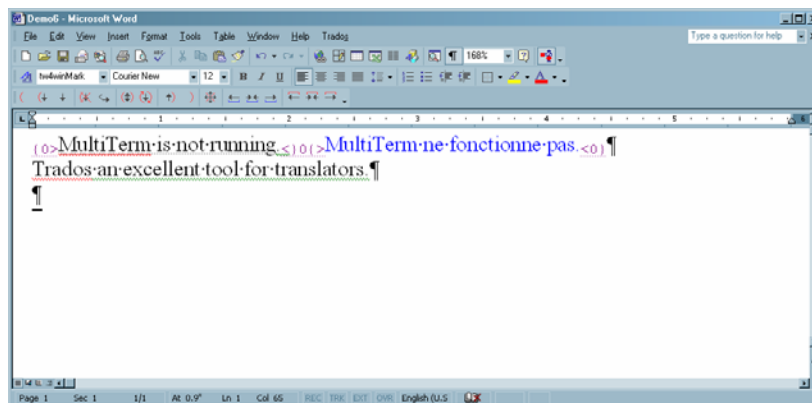
Translation units always correspond to this formula:

{0>Source sentence<}number{>Target sentence<0;

Don't touch those tags! This is why I've asked you to control the position of your cursor at all times. If you accidentally place your cursor in the wrong position and damage one of those tags, TWB will no longer be able to function correctly.

Translate the sentence in the yellow bar and press **ALT+End**.

Now look at the sentence:



8. OK, but why do I need to know this?

This is essential because the great majority of problems you may encounter are due to these hidden codes.

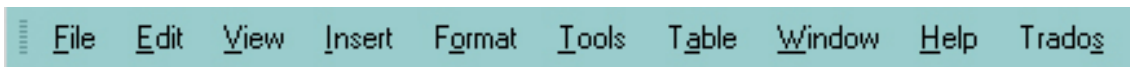
Let's try this:

Place the cursor anywhere in the middle of a tag and write something.

Now try to erase what you have written. As you can see, Word does not let you.

You can write in tags but you can't erase them!

To modify tags, you will have to deactivate tag protection in the Word menu:



From the **Trados** menu, select **Toggle Tag Protection**. Now you can erase tags or correct them so that they correspond to the standard translation unit structure.

```
{0}>Source sentence<}number{>Target sentence<0}
```

As soon as you finish, reactivate the protection by selecting **Toggle Tag protection** again.

Clear? If you're not sure, reread this chapter – it's essential!

Recommendations

1. If you are scared of writing into the tags, you can show the hidden Word codes at all times, but I don't recommend this. If you always control the position of your cursor, you shouldn't have any problems.
I recommend that you show the codes only to correct problems when they arise.
2. Before correcting tags, close communication with TWB.
3. These corrections may be necessary the first two or three days that you use Trados. After that, they won't happen more than once every several months.

Deactivate the **Show/Hide** function in Word.

Lesson 7: How do I put in corrections?

1. Spellchecker

If you usually use the spell-check function, you can continue using it as normal:

- You can leave it activated while you are writing (the words are underlined in red and/or green).
- You can use it at the end of the translation (the spellchecker window pops up).

The right time to use it is after finishing the translation and before printing the document.

2. Printing

If you usually print the document to read it on paper, you can print it now that you have finished the translation and after you have used the spellchecker.

3. Corrections

There are two ways to make corrections in Trados.

- First, with Trados: easier and safer but also slower.
- Second, without Trados: trickier but faster.

Choose whichever method you prefer.

3.1 Corrections with Trados

3.1.1. If you've made the corrections to a hard copy, you already know where the mistakes are. In this case, I recommend the first solution:

Look in your document on the screen for the first sentence that contains a mistake. Place the cursor in the first word of the sentence and press **ALT+Home**. Correct the mistakes in the green bar and press **ALT+End**.

When you press **ALT+End**, you save the translation unit again in the TM. This new translation unit replaces the older, erroneous one.

Next, look for the following sentence that contains a mistake and repeat the process. Proceed in this way until the end of the document. If you already use this method, skip to the next lesson.

3.1.2. If you prefer to correct directly on screen, place the cursor in the middle of the first word of the document and press **ALT+Home**. Confirm that the translation in the green bar is correct.

- If it is, press **ALT+PLUS** to confirm the next one.
- If it is not, correct the error in the green bar, press **ALT+PLUS**, and confirm the next one.

Confirm each sentence in this way until the end of the document.

3.2 Corrections without Trados

3.2.1. If you have corrected the document on paper, you already know where the mistakes are. In this case, I recommend the following:

For this method, please always activate the **Show/Hide** function in Word. The hidden codes must be visible so you won't damage them.

Look in your document on screen for the first sentence that contains a mistake. Place the cursor where you need to insert a change (always in the blue sentences, of course) and make the correction or overwrite the word(s). But: **Caution! Don't touch the tags!**

Your cursor should always be in the blue text. Don't mix up tags and blue text. Remember that to erase text you have accidentally written in tags, you will need to deactivate tag protection (**Trados menu -Toggle Tag Protection**).

3.2.2. If you want to modify the text directly on screen, read the text with the **Show/Hide** function deactivated. When you find an error, place the cursor on it and activate the **Show/Hide** function in Word. Make your corrections in the blue text but don't write in the tags.

Deactivate the **Show/Hide** function and look for the next mistake. Repeat this procedure until the end of the document.

4. Save the document and close it

Lesson 8: Clean up

1. Clean-up process

Before delivering a document translated with Trados, you must clean it. You can't deliver a document with blue sentences and fuchsia hidden codes.

2. Close the document

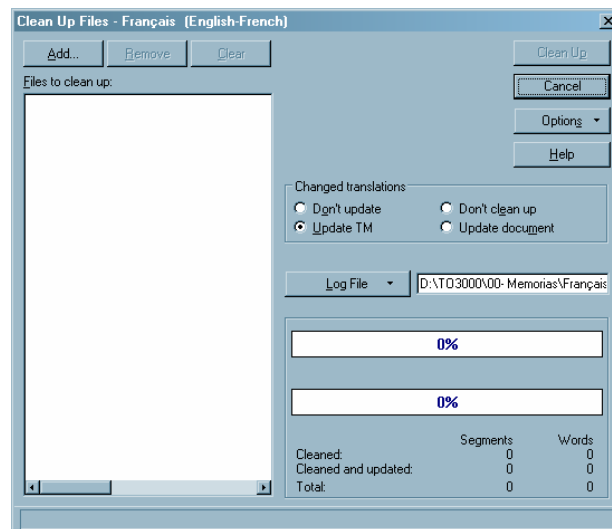
Before cleaning up the document, you must close it. Trados will not let you clean a document if it is open in Word.

3. Clean Up function

In order to clean a document, select the **Clean Up** function from the **Tools** menu in Translator's Workbench.

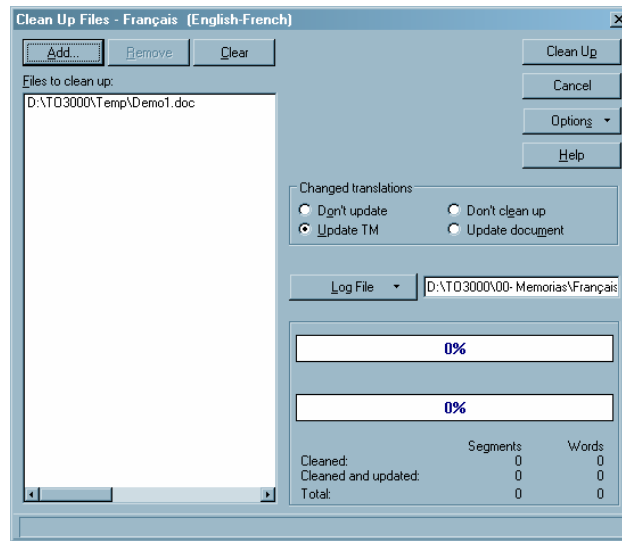


The following window opens:



With the **Add** button, tell the program where the files you want to clean are. You can clean more than 500 files simultaneously without any problem. In our case, we will look for the Demo1.doc file.

Once you've selected the file, it appears in the column of the Clean Up window like this:



By default, select the **Update TM** radio button. This means that whenever you clean a document, all the translation units will be reloaded in the translation memory. If the translation you made for a sentence in the document is different from the one given in the TM, this one will be replaced by the latest version of the document. This option is really worthwhile, and we'll see why below.

I will not describe the other buttons.

Press the **Clean Up** button. TWB cleans the document in a matter of seconds. Close this window and open the document again in Word to verify that it is correct.

Open Demo1.doc in Word:

- Check that the text is black (nothing's left in blue).
- When you activate the **Show/Hide** function in Word, the source sentence and the fuchsia tags should have disappeared.

Confirm that the format is in line with the original format. If this is the case, you can deliver the document to the client.

Note: Before cleaning the document, TWB creates a copy of the document with the extension BAK (in this case, Demo1.BAK) and puts it in the same folder as Demo1.doc. This file is a copy of the document **prior to cleaning**. Should problems arise during cleaning, you will always be able to use this file as a backup file. The BAK can be opened **from Word**.

Problems?

When opening the document to verify if it is correct, you've found an uncleaned blue sentence and a green symbol (>>).

This indicates that the tags in that sentence have been damaged. Before delivering the document to the client, you'll have to correct the tag problem using the instructions in lesson 5. After that, **you will have to clean the document again**.

I strongly recommend that you make a copy of the document and rename it before correcting the problem with the tags.

Lesson 9: Analysis

I changed the “real” temporal sequence in which Trados is used when presenting the various TWB functions and options here for purely didactic reasons. In fact, in terms of normal workflow, the analysis should be the very first step. In lesson 10, we will put each step back into its “real” position. The sequence of events will now reflect the steps a translator would take in “reality”.

1. What is the analysis?

The analysis tells you how many words there are in the document the client has asked you to translate.

It has two basic functions:

- It allows you to perform an accurate word count so that you can give your client an exact quote.
- It allows you to verify the analysis of an outsourcing agency to ensure that their count is correct and they are not simply trying to pull the wool over your eyes! (Those wily agencies!)

Moreover, the analysis gives important information:

- It details how many segments or how many words are translated in the TM and how much the translator has to translate him/herself. (Sigh!)

When we begin to work with Trados our TM is empty, but as it increases you’ll find an ever greater number of similar sentences. . . .

The client often sends an old TM, which is great. But in order to know how much we can utilize that TM, we need to be able to analyse the text.

2. The document must be closed

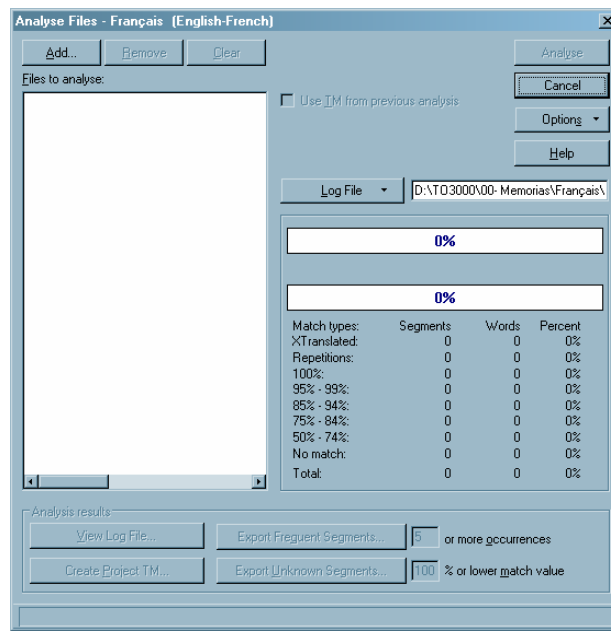
As in the case of cleaning, to be able to analyse a file that file must be closed.

3. How does it work?

In order to analyse a document, first go into **Tools-Analyse** in TWB.

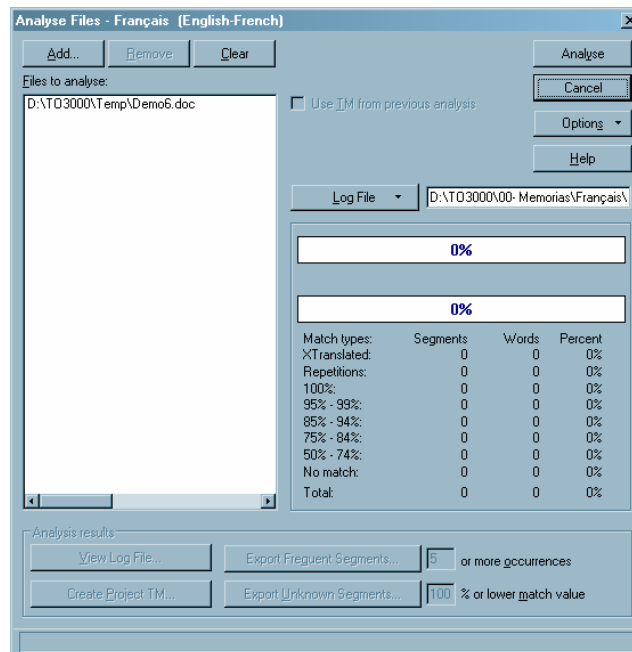


The following window opens:



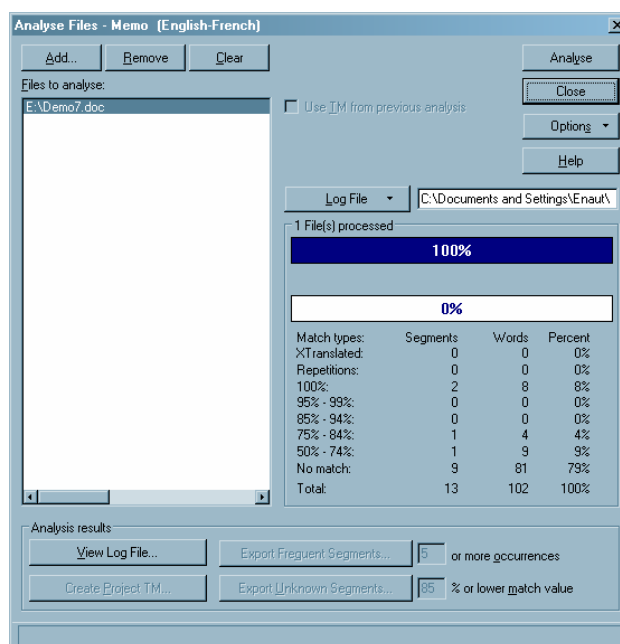
Use the **Add** button to indicate the program where the files are that you want to analyse. In our case, we will look for the Demo7.doc file.

Once the file has been selected, it appears in the column of the Analyse window like this:



Click on the **Analyse** button. TWB will analyse the document in a few seconds.

The analysis appears in the table on the right:



To interpret the analysis, you must understand the following concepts. I strongly recommend that you take the time to come to grips with this because the analysis is the best way of conning agencies!

XTranslated	Simply forget this, because I won't be dealing with it here.
Repetitions	Internal repetitions in the document (sentences that occur several times within a document)
100%	These segments are identical in the TM and the document.
95-99%	These segments are very similar in the TM and the document. There are only minimum changes for the translator to make: a comma, a full stop, etc.
85-94%	These segments are very similar in the TM and the document. There are few changes to make: a capital letter, a word to replace, etc.
75-84%	These segments are similar in the TM and the document. There are some changes to make: a word or two to replace, a word that has to be moved, etc.
50-74%	These segments are quite different in the TM and in the document. It will be necessary to make lots of modifications.
No match	These segments have no similar or vaguely similar equivalent in the TM, so they have to be translated from scratch.
Total	Total number of segments, words, etc.

In practise, the word recount column is the only interesting one, as almost all agencies work with the word recount today.

Terminology

- All the segments that are 100% identical (i.e. there is total overlap between the TM and document) are called "**100% matches**". Here the TM has total recall, and the translator has nothing to do.
- The segments that have between 50 and 99% in common are called "**fuzzy matches or fuzzies**".

- The segments that have less than 50% in common are called **"no matches"**.

Rate policies

Many agencies pay and charge on the basis of this analysis. Each agency follows its own policy in this matter, but in general:

1. They pay full rate for "no matches".
2. They pay between 50-60% of the full rate for "fuzzies".
3. They pay between 10-20% of the full rate for repetitions and "100% matches".

The log file

The analysis can be extracted in a text file that is called the "log file". Usually, the agencies send this analysis to the freelancers along with the files to let them know how many words they have to translate. I recommend, however, that you check this analysis yourself.

To consult the log file, carry out the analysis and then select **"View Log File"** in the analysis window. A file with all the various counts opens. Scroll down until the end of the file to see a detailed analysis (file by file) and a total analysis of the project that you've just analysed. The total analysis is the same as the one that appears in the main analysis window.

The analysis in the log file reads something like this:

Total Analysis (1 file):

Match Types	Segments	Words	Percent	Placeables
XTranslated	0	0	0	0
Repetitions	0	0	0	0
100%	2	8	8	0
95% - 99%	0	0	0	0
85% - 94%	0	0	0	0
75% - 84%	1	4	4	0
50% - 74%	1	9	9	0
Non Match	9	81	79	0
Total	13	102	100	0

Chars/Word 4.54

Total Chars 464

Whenever you receive a project, I recommend strongly that you perform your own analysis to make sure that the agency has not made any "mistakes", because you'd be surprised how common that is. . . .

Lesson 10: Pretranslation

1. What is the pretranslation?

Whereas the analysis just tells you how many words are already available in the TM, the Translate function allows you "to pretranslate" those words to save time.

2. The document must be closed

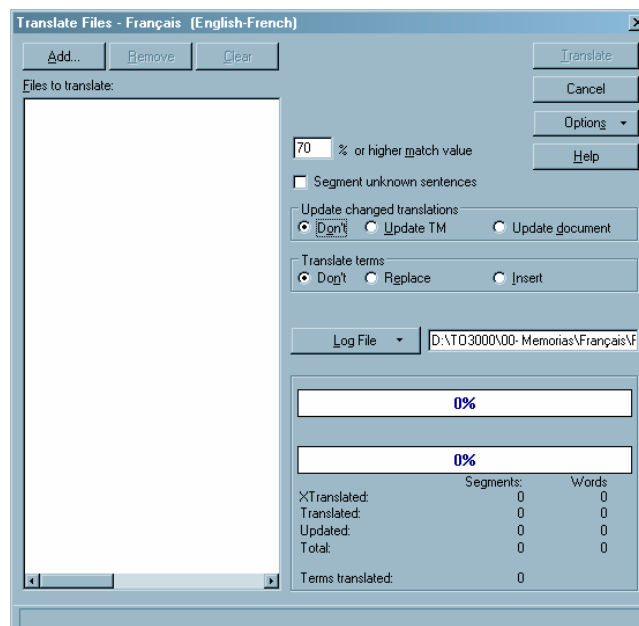
As when cleaning and performing an analysis, if you are going to pretranslate a file, the file in question must be closed.

3. How does it work?

To pretranslate a document, go into **Tools-Translate** in TWB.



This window opens:

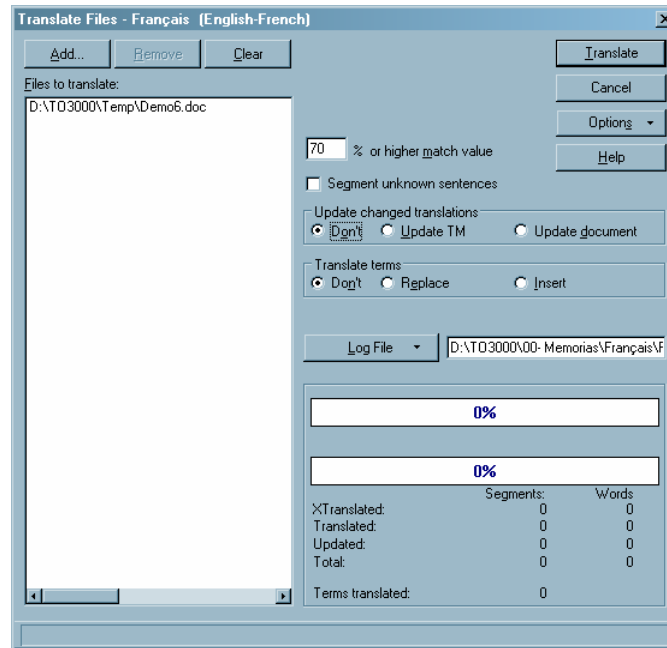


Confirm that the options are set as they are in the picture:

- **70%** or higher match value
- The checkbox **Segment unknown sentences** is deactivated.
- **Update changed translations** is set to **Don't**
- **Translate terms** is set to **Don't**

Use the **Add** button to indicate where the files that you want to pretranslate are. It is possible to pretranslate more than 500 files simultaneously without any problem. In our case, we will pretranslate Demo7.doc file.

Once you've selected the file, it appears in the column of the Translate window like this:



Press the **Translate** button to let TWB pretranslate the document in a few seconds.

Open the file with Word:

- The 100% matches are pretranslated and appear in blue.
- The fuzzy matches appear pretranslated in red.
- The no matches remain in English and in black.

Now you only have to correct the sentences in red and to translate the black sentences.

The objective is to turn every sentence blue.

Note: When pretranslating a file, sometimes almost all the sentences are pretranslated and you only have to translate a few remaining sentences. In this case, place the cursor at the beginning of the document and instead of using **ALT+Home** and **ALT+PLUS**, use **ALT+CTRL+Home** and **ALT+CTRL+PLUS**. TWB will skip over all the pretranslated sentences and it will only stop at the partially translated sentences (in red) and at the untranslated sentences (in black).

Lesson 11: Workflow

As I mentioned above, I have not introduced the different TM functions in a chronological order. Instead, the order I have used is the result of many years of training. I altered the order to see if the students understood better, and I have come to the conclusion that this is the best way to acquaint people with the different (basic) functions of Trados.

This “disorder” in the training process means that I am forced to devote a section to defining the workflow at the end of the course, so that each function is put back into its proper place.

And that’s what this section is all about.

This is the normal workflow:

1. You receive the file from the client along with an analysis.
2. Verify the client’s analysis by doing your own analysis of the same files using the same TM (see Analysis, Lesson 9).
If the client has not sent an analysis, do it by yourself to find out how many words you will have to translate and so you can write an accurate invoice.
3. If the analysis indicates that you can take advantage of segments saved in the TM, pretranslate the file (Pretranslation, Lesson 10).
This step is optional.
4. Open the file in Word **for the first time**. Remember that for the analysis and the pretranslation the file had to be closed.
5. Translate the file in Word with TWB (Lessons 1 to 5).
6. Change the view mode in Word to Page Layout to see the headers, the footers, and the text boxes.
7. Use the spellchecker.
8. Print the document on paper. This step is optional.
9. Add the corrections using one of the two methods explained in Lesson 6.
10. Copy the XXX.doc document and save it as XXX_unclean.doc.
11. Clean the XXX.doc document.
11. Deliver documents XXX.doc and XXX_unclean.doc to the client (along with the TM if so requested).

Note: If the client does not know that you use Trados, it is not necessary to make a copy of Demo.doc. Just clean the file and send the cleaned version to him.

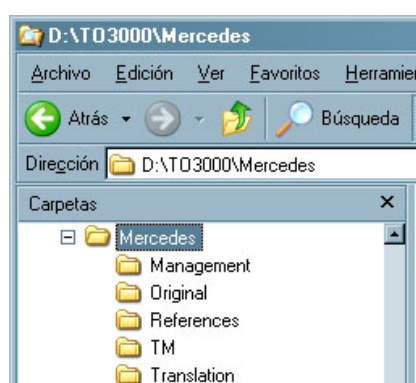
Lesson 12: I don't understand what the agency wants from me

1. What do agencies usually send the translator?

The agencies generally send a project with several files, a TM, an analysis (or log file), instructions, and sometimes references.

Personally, I recommend that you work this way:

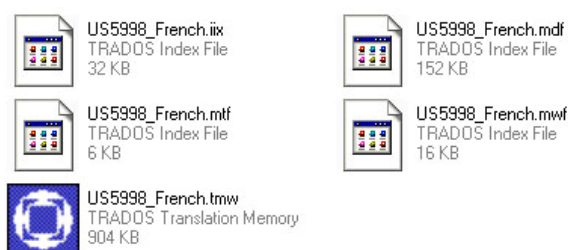
- Create a folder in Windows Explorer for the client.
- Create a folder for each new project with five different folders in it: Management, TM, Original, Translation, and Reference.



In the Management folder, save the analysis along with the PO of the client.
In the TM folder, save the translation memory and the glossary.
In the Original folder, save the documents you have to translate.
In the Translation folder, copy the documents from Original and work in these.
In the Reference folder, save any reference material you may have.

Always work in the Translation folder. Don't touch the Original folder.

The only problem that can arise at this point is with the format of the TM. Some agencies will send you an old TM. A TM consists of five files that are **inseparable**.



If you want to send a TM, you will have to send these five files together. Otherwise the client will not be able to open it.

If the client has sent you those five files, confirm that you can open them with your version of Trados. Double click on the main one (*.tmw, with the blue icon). If you can open it, there is no problem. If a message tells you can't open that TM with

your Trados version, you will have to ask the agency to send you the extracted or exported TM.

Similarly, it is possible that an agency will not be able to open your TM because it uses an older version of Trados. In that case, you will have to send it exported as a TXT file.

2. To export the TM

In order to send your TM to the client in TXT format, you have to export it. To do this, click on **File-Export**. Select **OK**, and indicate where you want to save the exported file. Then select **Save**.

Send the file to the agency as requested.

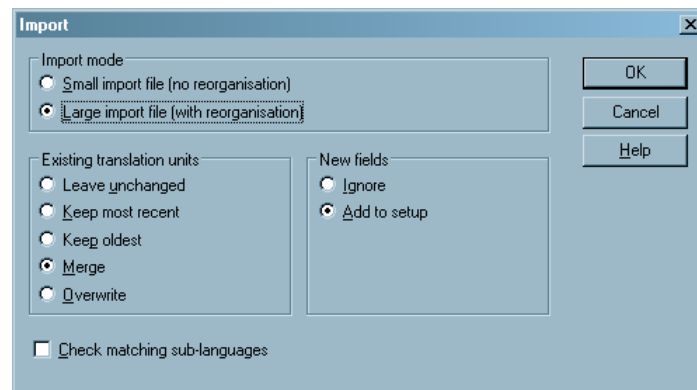
Problems?

If the **Export** command appears in grey, open the TM from Translator's Workbench (**File-Open**) and make sure the checkbox **Exclusive** is checked at the bottom of the Open window.

3. To import a TM

To import an extracted TM in TXT format, open TWB, select **File-New**, and select the source and target languages indicated by the agency.

Next, select **File-Import**.



Select the **Large import file (with reorganisation)** checkbox and then click on **OK**.

Search for the relevant TXT file and **Open**.

The content of the TXT is now imported into your new TM.

If all goes well, "**Import finished successfully. x TUs read in y seconds: 0 updated, x added, 0 invalid.**" should appear in the message bar where x=translation unit number and y=import time.

Problems?

Instead of this message, a message such as "Import successfully. x TUs read in y seconds: 0 updated, 0 added, x invalid." appears. In this case, it is likely that you have used an incorrect source or target language. Ask the agency what source and target languages were used in the TM definition (English (United States), English (United Kingdom), Spanish (Cuba), Spanish (Spain),...) and create a new TM taking that information into account.

4. What else do agencies usually request?

Aside from the memory, the agencies usually request the "clean" and "unclean" files.

What for?

Usually they request the "clean" files to be able to deliver the files immediately to the client without having to clean them. When working that way, they make sure that you have not left any problems with the tags in the files that you deliver.

On the other hand, they usually want the "unclean" files, too, so they can update their TM (when doing the clean-up, all the units of translation are loaded again). This method is far better than requesting the TM because you may have saved sentences from another project in your TM by accident or you may have saved "garbage translations". The "unclean" files are used to permit an external proofreader to enter corrections in such a way that their modifications are registered in the TM.

To deliver "unclean" files, there are two options:

- a. You can deliver the "clean" files along with the BAK files.
- b. Copy the file that you are going to clean before making the cleaning. If your translation is called "Demo1_FR.doc", name the copy "Demo1_FR_unclean.doc". Clean the file "Demo1_FR.doc" and deliver "Demo1_FR.doc" and "Demo1_FR_unclean.doc".

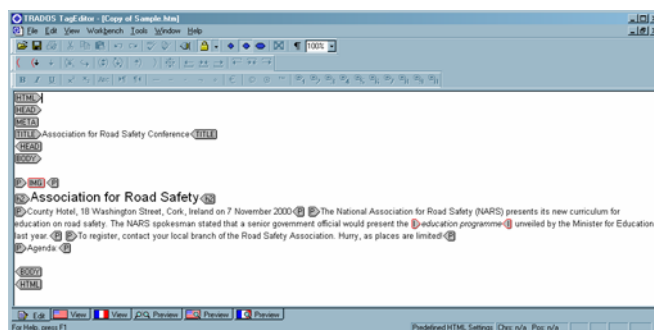
This second option is the better one because the agencies usually do not like the BAK.

Lesson 13: TagEditor

TagEditor is basically a program which hides the tags (commands usually written between < and > which indicate how the document should be displayed). Those tags may indicate the font size, the colour of the background, if the text is centred, in bold, etc. HTML is a typical format written with tags. Today these formats are more and more common. This is a typical tagged file:

```
<HTML>
<HEAD>
<META HTTP-EQUIV="Content-Type" content="html/text; charset=windows-1252">
<TITLE>Association for Road Safety Conference</TITLE>
</HEAD>
<BODY LINK="#0000ff" VLINK="#800080">
<P><IMG SRC="images/618671.gif" WIDTH=154 HEIGHT=153
ALT=""></P>
<h2>Association for Road Safety</h2>
<P>County Hotel, 18
Washington Street, Cork, Ireland on 7 November 2000</P> <P>The
National Association for Road Safety (NARS) presents its new
curriculum for education on road safety. The NARS spokesman stated
that a senior government official would present the <l>education
programme</l> unveiled by the Minister for Education last year.</P> <P>To register, contact your local branch
of the Road Safety Association. Hurry, as places are limited!</P>
<P>Agenda:</P>
</BODY>
</HTML>
```

Tagged files are quite difficult to translate because of the number of tags and because it is not clear which words need translation and which not. To solve this problem, Trados created TagEditor. In TagEditor, each tag is shown as a half-rhombus. This way, it is really easy to distinguish the words that need translation. For example, this is the same file as above.



Usually there must be an opening tag and its corresponding closing tag. In our example, opening tags are <HTML>, <HEAD>; their corresponding closing tags are </HTML>, </HEAD>. The slash indicates that the tag is not applicable anymore. The information contained in the tags applies only to the text placed between the opening tag and the closing tag.

For several years, Trados has been creating several programs able to transform special files into tagged RTF files. Initially, those RTF files could be easily done with Word: tags were put in red (internal tags) or in grey (external tags), but caution was necessary because it was possible to delete them. In TagEditor, however, external tags are usually protected while internal tags can be changed, moved, or deleted.

Internal tags contain structural information that relates to a word or expression within a sentence, while external tags contain information that relates to a

paragraph or to the structure of the document. Internal tags are typically used for bold, italic, underlined, superscript, subscript, or font changes.

Note: All the internal tags relate to a special string within the text, so the position of the tags is essential. If the word "Caution" is between tags for bold, its translation must be contained between those same tags.

Example:

Please do not translate this sentence (which shows as "Please do **not** translate this sentence").

This should be translated as:

Veuillez ne pas traduire cette phrase (which appears as "Veuillez ne **pas** traduire cette phrase").

It is essential to put the translation of "not" ("pas" in French) between the tags.

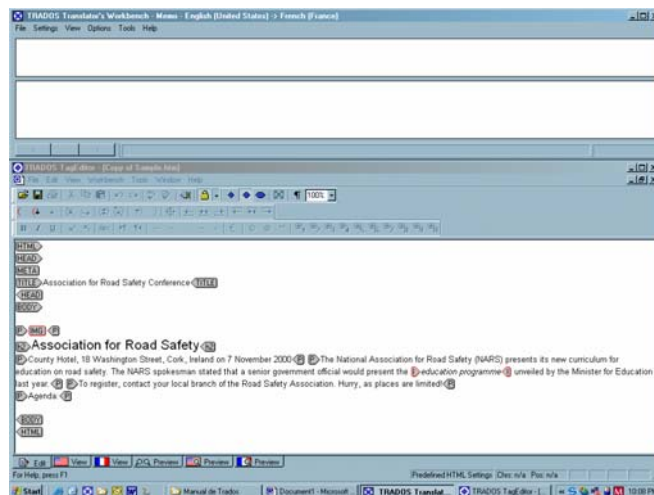
As a general rule, translate the word(s) between tags just between the tags in your target sentence.

These are the formats TagEditor can handle today: HTML, SGML, XML, RTF files, FrameMaker, Interleaf, QuarkXPress, PageMaker, resource files, Excel, PowerPoint, InDesign (since Trados 6), and Word (Trados 7).

In its newly released version 7, Trados now permits the translation of Word files with TagEditor. This new feature could sooner or later make the use of Translator's Workbench with Word obsolete (as long as the spelling and grammar checkers work, which is not always the case).

A. Preparation of the window

Open Translator's Workbench if it is not already open and open TagEditor (Start-All Programs-Trados version nr.-TagEditor). Just as we did at the beginning with Word, we'll have to stretch the TagEditor window by its corners until it occupies the lower two-thirds of the screen.



B. Overview

B.1. Sample

Open the sample file called sample.htm (sent with the manual) from the TagEditor menu (**File-Open**). You should see the file as shown here above.

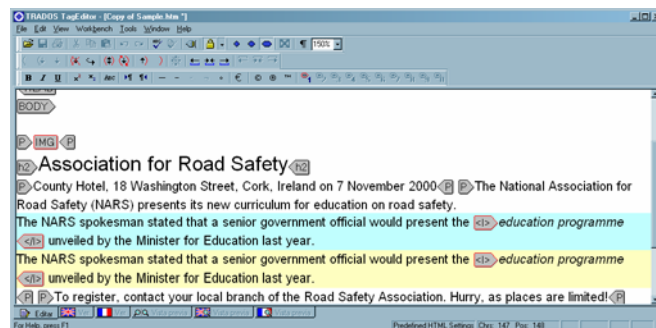
The file will open with the same language combination as for the TM. To see the pair of languages, just have a look at the flags on the tabs at the bottom of the main window. This is the function of those six tabs:

1. **Edit**: work screen. To translate the file, you must stay in the screen.
2. **(1st flag) View**: this screen shows only the source language (i.e. the file as it was before you started)
3. **(2nd flag) View**: this screen shows only the target language (i.e. the file as you'll leave it when you finish translating)
4. **Preview**: this screen permits (with some formats) previewing the source and the target files as they should read in reality, taking into account the format information. The source file is on the left part of the screen; the target file is on the right.
5. **(1st flag) Preview**: this screen only previews the source file.
6. **(2nd flag) Preview**: this screen only previews the target file.

Once you've seen what each screen looks like, select the **Edit** tab and make sure all the tags are visible (select **View-Tag Text-Complete**).

B.2. Translation

Just as you've done with Word, press **ALT-Home**. The colour bars will appear. Translate the sentence in the yellow bar. Go on until the sentence "The NARS spokesman stated that a senior government official . . .". As you can see, this sentence contains (internal) tags shown in red (<I> and </I> which stand for italic):



As I've told you before, the translation for "education program" MUST be written between the tags. The remaining parts of the sentence may be before or after the tags.

Note: All the tags in the source sentence should be in the target sentence. With experience you'll learn that some tags may be deleted, but forget this possibility for the moment.

Be careful: sometimes TBW will suggest sentences where one or several tags are missing or unnecessary/overdue. As soon as you validate a sentence where the tags are missing/overdue or incorrect, a message will warn you. In this case, correct as necessary.

Trick

To get a tag from the original sentence, use **ALT+CTRL+↓** (for the 1st one in the sentence) and **ALT+CTRL+→** for the others.

B.3. Saving the file

To save the file, you have two possibilities: you may save it as a bilingual file (**Save Bilingual As**) or as a target language file (**Save Target As**). Bilingual files contain the source and the target languages, while target language files only contain the target language. Bilingual files are saved as TTX files (a Trados proprietary format), while target language files are saved with the format of the original file (HTML, SGML, etc.).

Trick

Always save the file as bilingual (TTX). Usually the clients will ask you to deliver the bilingual file. Forget the **Save Target As** option.

C. DTD Settings

C.1. INI files

To translate a file, TagEditor needs an INI file. This file contains the information necessary for TagEditor to understand the tags. In fact, TagEditor already knows how tags work for many formats – HTML, QuarkXpress, Resource, InDesign, FrameMaker, etc. – but some languages are “customizable” (SGML and XML, for instance). This means that each client may create or customize the tags according to their needs. To understand those customized tags, TagEditor needs a customized INI file. In this case, your client should send it to you. If the client hasn’t sent it to you, ask for it.

Remember!

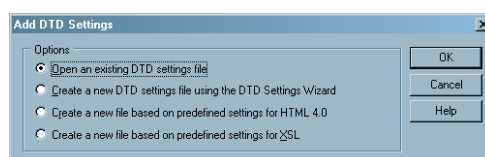
For SGML and XML formats, you need an INI file!

C.2. DTD settings

Once you have the INI file and before opening an SGML or XML file, you have to add a DTD (document type definition) to help TagEditor understand how the tags work. You should add it in TagEditor but also in Translator’s Workbench. The process to do so is the same.

C.2.1 Adding DTD settings in Translator’s Workbench

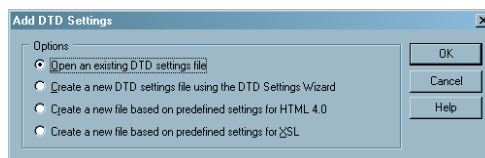
Go to **Options-Translation Memory Options-Tools-DTD Settings** files in Translator’s Workbench. Click on the **Add** button.



Choose the first option (**Open an existing DTD settings file**), then click on **OK**. Locate the INI file and confirm. Now you can analyse, translate, or clean the file.

C.2.2 Adding DTD settings in TagEditor

To do this, go to **Tools-DTD Settings** in TagEditor. Click on the **Add** button.



Choose the first option (**Open an existing DTD settings file**), then click on **OK**. Locate the INI file and confirm. Now, from **File-Open**, open the XML or SGML file you want to open.

D. Recommended workflow

Once you have added the DTD settings in Translator's Workbench and in TagEditor, you can follow the normal workflow on page XXX.

Note: Usually clients will send you the files already prepared in TTX, especially for special formats such as FrameMaker, InDesign, etc. In this case, you can directly start translating in TagEditor with Translator's Workbench. If the files are not prepared, you can follow the normal workflow for HTML, SGML, XML, Excel, PowerPoint, etc.
For special formats (FrameMaker, Interleaf, InDesign, PageMaker, QuarkXPress), you need to learn first how to use the filters (S-Taggers, etc.). In this case, see the Trados official manual. I'll try to write another manual for experts as soon as possible to learn how to use those filters.

D.1. Analyse

Analyse the file as you would with a Word document. In Translator's Workbench, select **Tools-Analyse**.

D.2. Pretranslation

Translate the file from Translator's Workbench, **Tools-Translate**. The file in PowerPoint, Excel, XML, etc. will be converted to a TTX file you can translate in TagEditor. For Word or RTF files, you'll have to open the files directly from within TagEditor (**File-Open**), then save them as bilingual (TTX) since they are not automatically converted to TTX.

D.3. Translation

Translate the file in TagEditor. Within TagEditor, select **File-Open** and look for the TTX file. Translate the file as you would in Word: **ALT+Home**, etc.

D.4. Correction and spell-check

Correct the file as you would in Word using one of two possibilities: with or without Trados.

D.4.1 Corrections with Trados

Click on the target language tab to see ONLY your translated text. Read the translation and as soon as you see a mistake, put the cursor on it. Click on the first **Edit** tab. The cursor is still placed in the position of the mistake. Press **ALT+Home**, correct the sentence, and press **ALT+End**. Go back to the target language tab, continue reading, and proceed in the same way until the end of the document.

D.4.2 Corrections without Trados

To enter corrections in TagEditor without using Trados, you must deactivate the document protection first. To do so, go to **Tools-Options-Protection** in TagEditor. Uncheck the **Protect Document** checkbox. You only need to do it once. Next time you open TagEditor, this box will be unchecked.

Click on the target language tab to see **ONLY** your translated text. Read the translation and as soon as you see a mistake, put the cursor on it. Click on the first **Edit** tab. The cursor is still placed in the position of the mistake. Correct the sentence directly. Go back to the target language tab, continue reading, and proceed in the same way until the end of the document.

D.4.3 Spellchecking

The spellchecking function is not very good in TagEditor. This is something Trados should improve. There's no grammar checker and sometimes the spellchecker doesn't work.

To spell-check the file, confirm that you are in the bilingual **Edit** tab, put your cursor at the beginning of the document, and press F7.

E. More options

More options are available in TagEditor but I won't deal with them here. I think these explanations are sufficient to start using it.

Lesson 14: MultiTerm

MultiTerm is a professional program for terminology management. This is possibly the best program created by Trados. It permits the management of dictionaries in a professional manner thanks to thousands of options.

Databases in MultiTerm are called termbases. Termbases have nothing to do with translation memories. Translation memories contain translation units, i.e. source segments (sentences) with their corresponding target segments, while termbases contain (glossary) terms or entries.

Glossaries may contain all kind of words, but I'll ask you to consider only two kinds of terms for MultiTerm: **highly technical terms** and **very often-used terms**.

In MultiTerm, it is possible to enter lots of data – terms, synonyms, context, definition, source, clients, gender, etc. – but in this beginners' manual we'll deal with the most efficient and practical glossary: only terms.

Note: Please bear in mind that entries in MultiTerm are concept-oriented. This means each entry represents only one concept. The term "équipe" in French means both "team" or "equipment". In MultiTerm, you'll have to create two entries because these are two different concepts. The first will contain the concept "équipe/team", the second will contain "équipe/equipment".

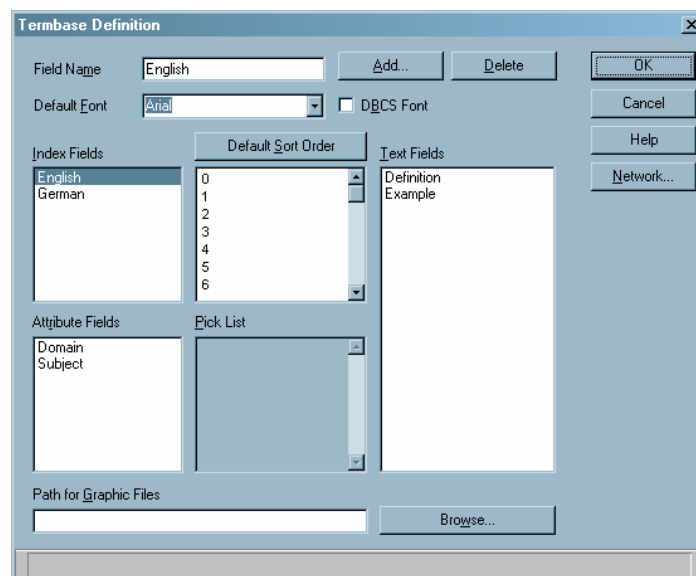
Depending on your Trados version, two versions of MultiTerm are available: MultiTerm 5 and MultiTerm iX. If you have MultiTerm 5, please read section 1; otherwise, 3 and 4. Otherwise, read section 2, 3 and 4.

Section 1: MultiTerm 5

1. Creating a termbase

Open MultiTerm: **Start-All Programs-Trados (3 or 5) -Terminology-MultiTerm English.**

Select **File>Create New Termbase**. This window appears:



For our basic termbase, we'll only use the Index Fields. In the first column on the left, click on English, then put your cursor in the Field Name box. Write the first language you need (for example, French). Then select German in the Index Fields column and put the cursor in the Field Name box. Overwrite German with the second language you need (English, for example).

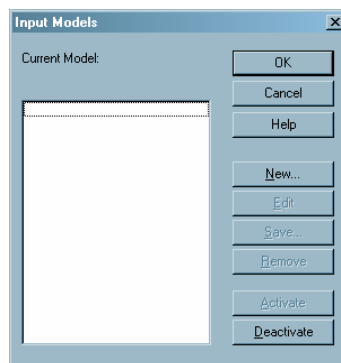
Click on **OK**, give a name (glossary for instance), and save your termbase somewhere on your hard disk.

You've now created your first termbase and it is open: you can see its name on the title bar.

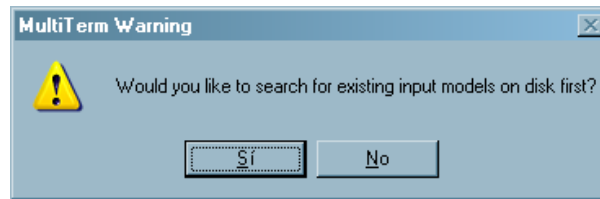
Now we'll have to create new entries. To facilitate the task, we'll create an Input Model (like a template) to easily enter new words. Please follow the process below. Don't try to understand; just do it!

2. Input model

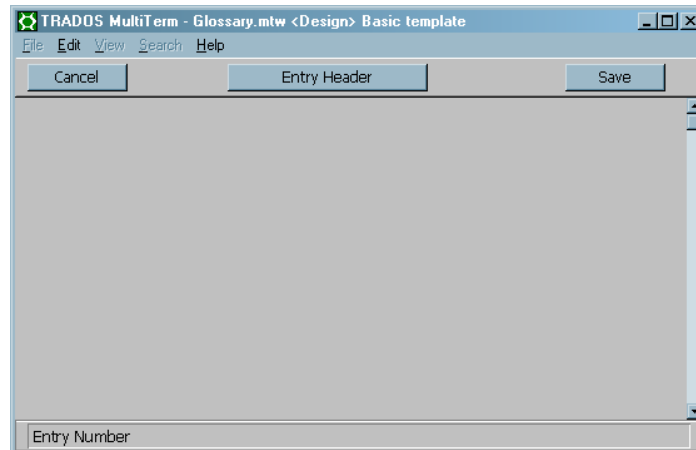
In MultiTerm, press **CTRL+F3**.



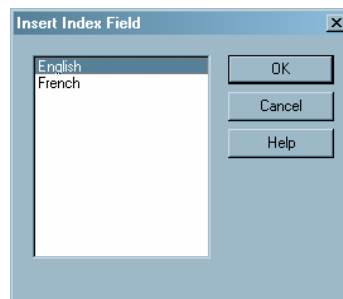
Then press **New**. Enter a name for your input model: "Basic template" for instance. Press **OK**. The following window pops up.



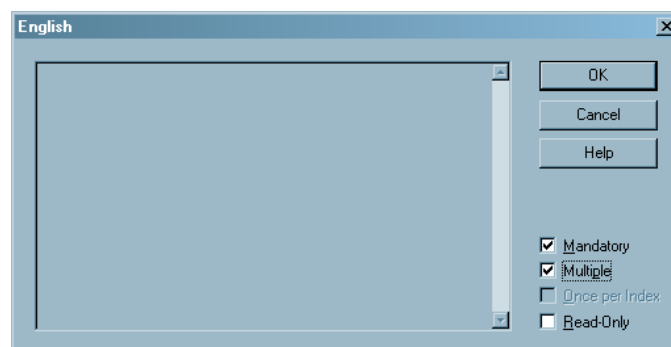
Click **No**. You get this:



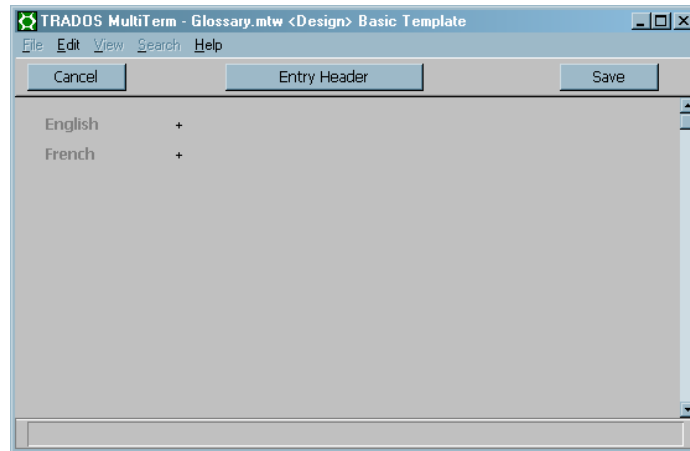
Click in the space between the **Entry Header** and **Save** buttons (not in the centre of the window!) and press the letter **i** (for **Index**). You'll see this window:



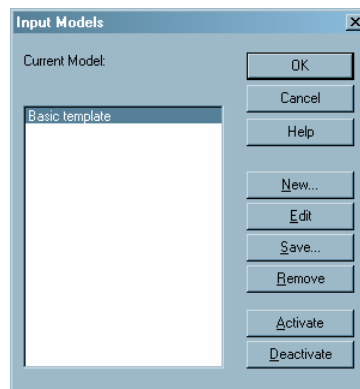
English is selected: press **OK**. In the following window, check **Mandatory** and **Multiple**. Then confirm by pressing **OK**.



Press the letter **i** again immediately. "Spanish" (or your other language) is selected; press **OK**. In the following window, check **Mandatory** and **Multiple**. Then confirm by pressing **OK**. You get this:



Now click on the **Save** button. The Input Models window appears again with the template we've just created. Press on **Activate**.



And finally, click on **OK**.

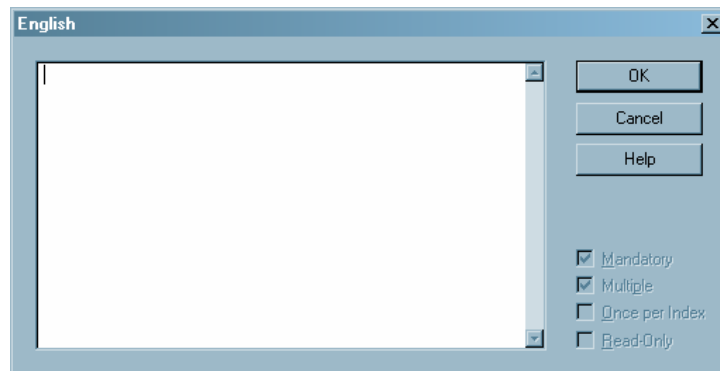
Now, we've created a simple template that we'll use to enter terms in our dictionary.

Important!

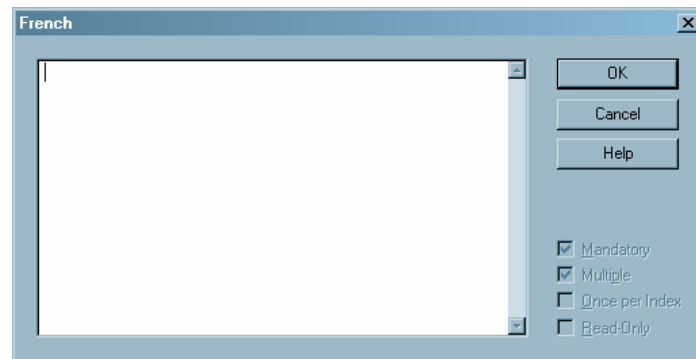
Now please push your mouse away and **don't use it** for the next steps!

2. Adding new entries

To enter a new entry (a word or an expression), press **F3**. You'll see that the pointer locates only on the first language. Press **Enter** on the keyboard. You'll see this:

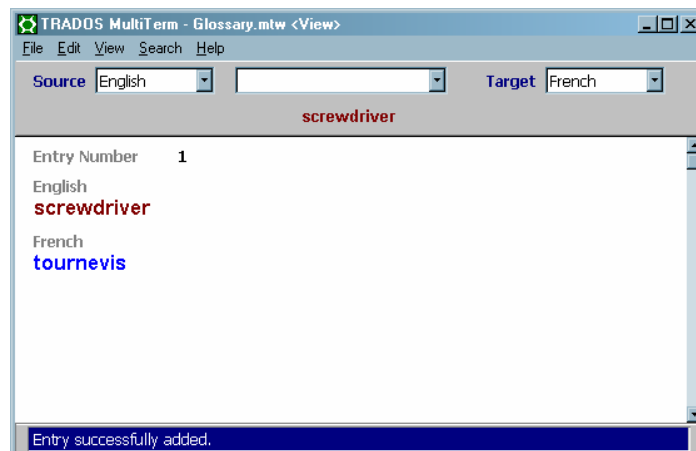


Enter your first term. This window is for English, so the term must be entered in English. For example, type "screwdriver" and press **Enter**. Press **Enter** again to access the other language window.



Enter the translation of screwdriver in French – "tournevis" – and press **OK**. Now press the letter **s** (for **Save**).

Now you will return to the View mode of MultiTerm:



You've created your first entry. Now you can create other entries using the same process:

1. **F3**
2. Term in the first language
3. **Enter - Enter**
4. Translation of the term in the second language
5. **Enter**, then letter **s**.

To practice, enter the following terms in your glossary:

armature	induit
armature shaft	arbre d'induit
armature winding	bobine d'induit
arming	amorçage
armor plate	plaque de blindage
armrest	accoudoir
armrest attaching	fixation d'accoudoir
power source	source d'alimentation
for instance	par exemple
Ministry of Foreign Affairs	ministère des Affaires étrangères

Please enter them all since we'll need them later.

Trick

Enter the terms as they usually appear in the text: without upper cases (except for words that usually appear with upper case like "Ministry"), only roots for languages with declination, etc.

3. Searching for an entry

To search for an entry, use one of these methods:

1. **F4** to see the previous entry and **F5** to see the following entry.

2. **Simple search**: enter a letter, several letters, or a word in the field placed between the language dropdown lists (source and target) and press **Enter**.

3. **Global search**: use the wildcard * to search for the entry you are looking for and press **Enter**.

Ex: ar* (which means a word that begins with the letters A and R and followed by anything), *rma*, etc.

In this case, you'll get a Hit List. Double click on the term you want to see.

4. Editing an entry

Once you've found the entry you were looking for, you may edit it if necessary. To edit **the entry you see on screen**, press **F2**. If you need to edit the first language term, press **Enter**, edit the entry, and press **OK** and the letter **s** to save the entry. If you need to edit the target language term, press the ↓ key, then press **Enter**, edit the entry, and press **OK** and the letter **s** to save the entry.

5. Fuzzy Index

To use MultiTerm in conjunction with Translator's Workbench you will have to create a Fuzzy Index. To create the fuzzy index, select **Create Fuzzy Index** in the **File** menu. Wait a moment until the fuzzy index is finished.

This step is essential if you want to use MultiTerm with Translator's Workbench.

Thanks to this function, you now have a new search method: the **fuzzy search**. To use it, put the cursor in the search field (between source and target language dropdown lists), write the wildcard # followed by the word(s) you're looking for, and press **Enter**.

This method allows an error range. For example, look for "#winding amrature" (caution: write aMRature and not aRMature) and press **Enter**. Regardless of the spelling mistake and the order, MultiTerm will find the term!

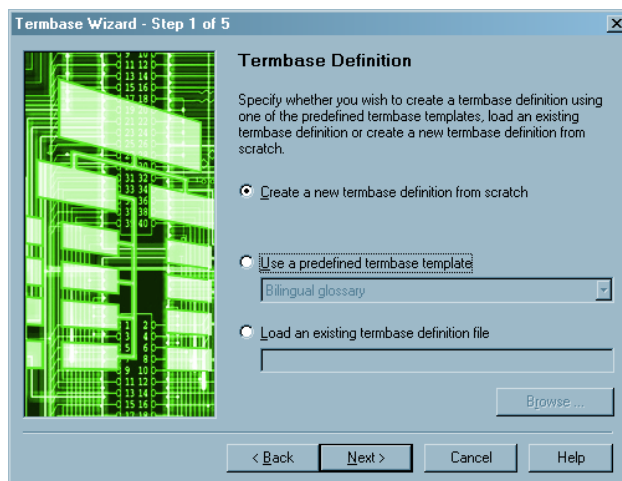
Note: A fuzzy index must be created each time you introduce new entries if you want them to appear in Workbench.

Section 2: MultiTerm iX

1. Creating a termbase

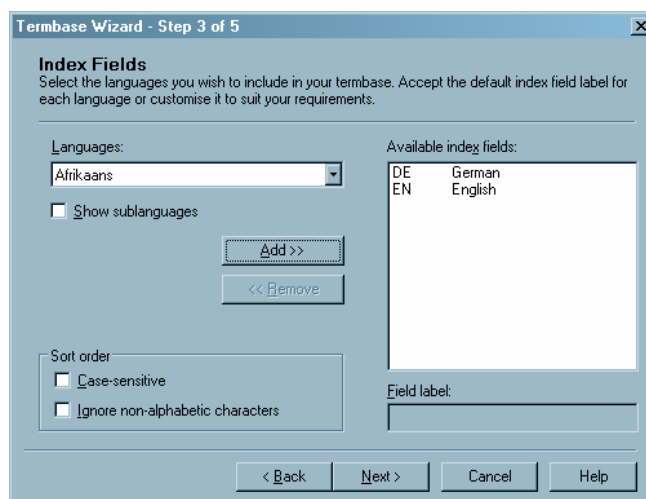
Open MultiTerm: **Start-All Programs-Trados-MultiTerm.**

Select **Termbase>Create Termbase.** Select a location for your termbase. The Termbase wizard appears. Click on **Next**:



Check the “Use a predefined termbase template” radio button and select “Bilingual glossary” in the dropdown list. Click on **Next**.

Give a name to your termbase (“Glossary”, for example) and click on **Next**. In the following window, select German in the right column and click on the **Remove** button. Do the same with English if you won’t use English. Otherwise, keep English and add a new language with the left dropdown list. Select the language you need (French for our example), click on **Add**, then on **Next**.

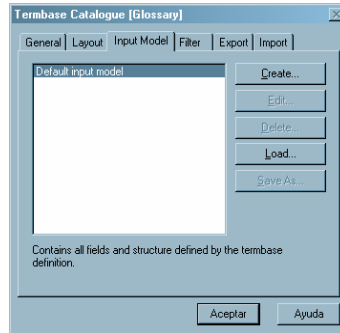


We won’t use descriptive fields, so click on **Next** twice and then on **Finish**.

Now we’ll have to create new entries. To facilitate the task, we’ll create an Input Model (like a template) to easily enter new words. Please follow the process below. Again, don’t try to understand; just do it!

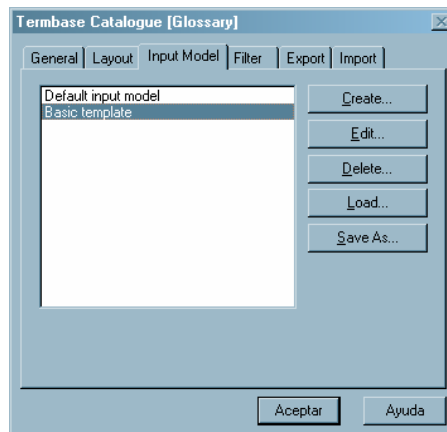
2. Input model

In MultiTerm, press **CTRL+SHIFT+M**. This window pops up:



Click on **Create**. The Input Model wizard appears on the screen. Click on **Next**. Enter a name for your input model – “Basic template”, for instance. Press **Next**. In the following window, right click on the word Entry in the left column. Select your first language (English) with a double left click. Right click again on the word Entry and select French. Click on **Next**, then on **Finish**.

The following window pops up.

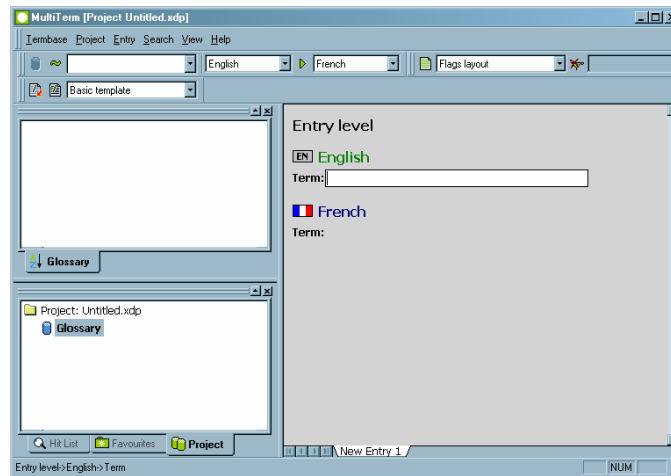


Select Basic template and click on **OK**.

Now we've created a simple template that we'll use to enter terms in our dictionary.

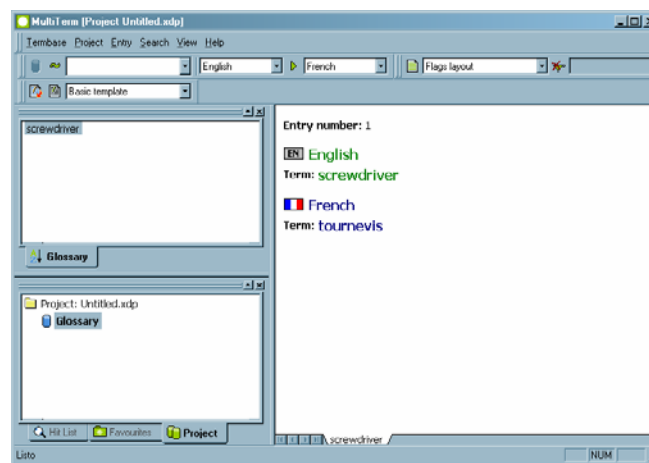
2. Adding new entries

To enter a new entry (a word or an expression), press **F3**. An empty entry appears on the right panel. Click on Term under English.



Enter your first term in the white field. This field is for English, so the term must be entered in English. Type, for example, "screwdriver" and press **Enter**. Click on Term under French and write the translation of "screwdriver" ("tournevis"). Press **F10** to save the entry.

Doing so, you return to the View mode of MultiTerm:



You've created your first entry. Now you can create other entries using the same process:

6. **F3**
7. Type the term in the first language
8. **Enter**
9. Type the translation of the term in the second language
10. **Enter**, then **F10**.

To practice, enter the following terms in your glossary:

armature	induit
armature shaft	arbre d'induit
armature winding	bobine d'induit
arming	amorçage
armor plate	plaque de blindage
armrest	accoudoir
armrest attaching	fixation d'accoudoir
power source	source d'alimentation
for instance	par exemple
Ministry of Foreign Affairs	ministère des Affaires étrangères

Please enter them all since we'll need them later.

3. Searching for an entry

To search for an entry, use one of these methods:

1. Simple search: enter a letter, several letters, or a word in the first field on the left and press **Enter**.

2. Global search: use the wildcard * to search for the entry you are looking for and press **Enter**.

Ex: ar* (which means a word that begins with the letters A and R and followed by anything), *rma*, etc.

You'll get the result in the first column on the left. Click on the term you want to see.

4. Editing an entry

Once you've found the entry you were looking for, you may edit it if necessary. To edit **the entry you see on screen**, press **F2**. If you need to edit the first language term, click on Term under English, edit the entry, and press **Enter** and **F10** to save the entry. If you need to edit the target language term, click on Term under French, edit the entry, and press **Enter** and **F10** to save the entry.

Section 3: Importing a glossary from Word or Excel

1. File preparation

1.1 MultiTerm 5

MultiTerm uses a special language to export or import the content of the termbases. It looks like this:

```
**  
<Creation Date>25.05.2005 - 10:34:07  
<Created By>super  
<Change Date>25.05.2005 - 10:34:07  
<Changed By>super  
<Entry Class>1  
<Graphic>  
<Entry Number>1  
<English>screwdriver  
<French>tournevis  
**  
<Creation Date>25.05.2005 - 12:02:37  
<Created By>super  
Etc.
```

The symbol ** indicates the beginning of a new entry. The strings between tags (< and >) are the field names (English, French, etc.). In front of them, you'll find the field value.

To import a glossary into MultiTerm, we'll have to prepare the glossary we have in Excel or Word to get this structure. There are other solutions, easier in some cases, to import lexicons, but this method is the best one in my opinion.

Since our termbase is very simple, we only need to get a simple structure like this one:

```
**  
<English>screwdriver  
<French>tournevis  
**  
<English>subterranean  
<English>underground  
<French>sous-terrain
```

1.1.1. Excel files

Step 1

Open the glossary you have in Excel. Make sure the first line of the document already contains terms and not the language name. Delete the first line(s) and the unnecessary columns to wind up with only one column with French words and one column with English words, like this:

	A	B	C	D	E
1	A/C	clim.			
2	A/C clutch	débrayage de la climatisation			
3	A/C compressor	compresseur du climatiseur			
4	A/C compressor clutch	débrayage du compresseur du climatiseur			
5	A/C outlets	bouches de climatisation			
6	A/C request signal	signal de sollicitation du climatiseur			
7	A/C select signal	signal de sélection du climatiseur			
8	A/C LINR	spandeur d'air			
9	A/D	analogique/numérique			
10	A/OUT	sortie d'air			
11	AT	transmission automatique			
12	ABC	après le P.M.B.			
13	ABDC	après P.M.B.			
14	abnormal	anormal			
15	about midway	vers le centre			
16	about to	sur le point de			
17	above sea level	d'altitude			
18	acid splashes	projections d'acide			
19	ABS	ABS			
20	ABS brake pedal travel sensor negative output (TSO)	sortie négative du capteur de course de la pédale de frein ABS			
21	ABS brake pedal travel sensor positive output (TSE)	sortie positive du capteur de course de la pédale de frein ABS			
22	ABS brakes	freins ABS			
23	ABS pump	pompe ABS			
24	ABS valve	électrovanne ABS			
25	absolute power consumption	puissance absorbée			
26	absorbent sleeve	manchon absorbant			
27	absorber	amortisseur			
28	abuse	mésuser			
29	abutment	butee			
30	AC	CA			
31	AC charging circuit	Circuit de charge en courant alternatif			
32	AC charging system	circuit de charge en courant alternatif			

Trick:

If you use three languages, leave column C empty and put the third language in column D. If you have four languages, leave two empty columns after column D and then paste the fourth language in column G and so on.

Now save your file as "Text (delimited by tabulations)" somewhere on your hard disk and name it "glossary" (reply "Yes" to the question).

Open Word, and from within Word open this glossary.txt you've just created (**File-Open**).

Step 2

The file should look like this:

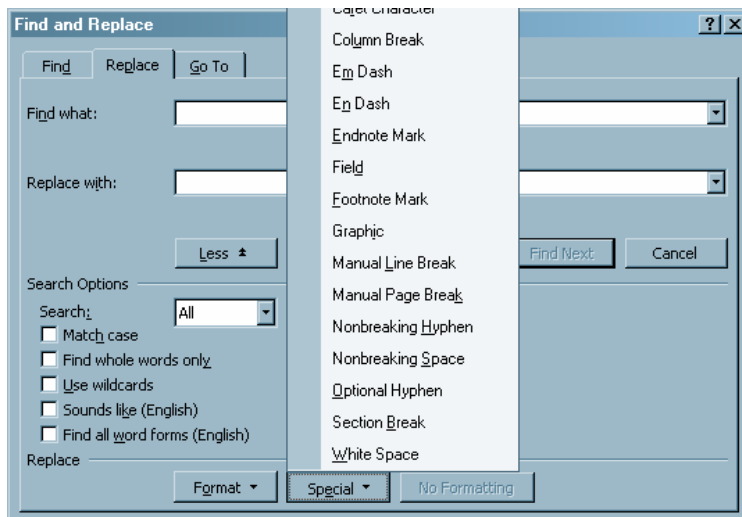
```

Act → se.comporter¶
Acted→Influencé¶
Active.Suspension→Suspension.active¶
Activated.position → en.position.d'actionnement¶
Actual → Effectif¶
actuate → Actionner¶
actuating → commande¶
actuating.device→mécanisme.de.commande¶
actuating.lever → levier.de.commande¶
actuating.link → biellette.de.commande¶
actuating.variable → grandeur.d'influence¶
Acceleration → Accélération¶
actuation.test.mode → mode.d'essai.d'actionneur¶
actuator → Actionneur¶
acumen → Acuité¶
adaptator → Adaptateur¶

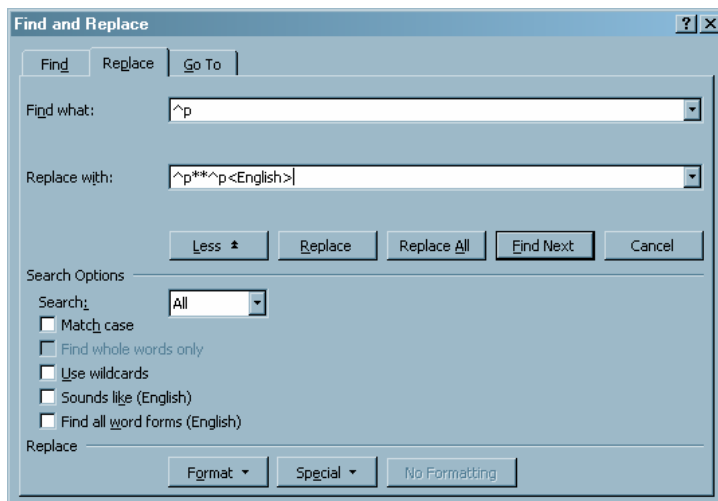
```

Now use the Search and Replace function in Word.

Put your cursor in the first field (Find what) and click on **More**. Click on **Special** and then on **Paragraph mark**.



Put the cursor in the second field (Replace with) and click on **More-Special-Paragraph Mark**. Then type two *, enter another paragraph mark (**More-Special-Paragraph Mark**), and type "<English>" (English is the first language in our example). The window should look like this:



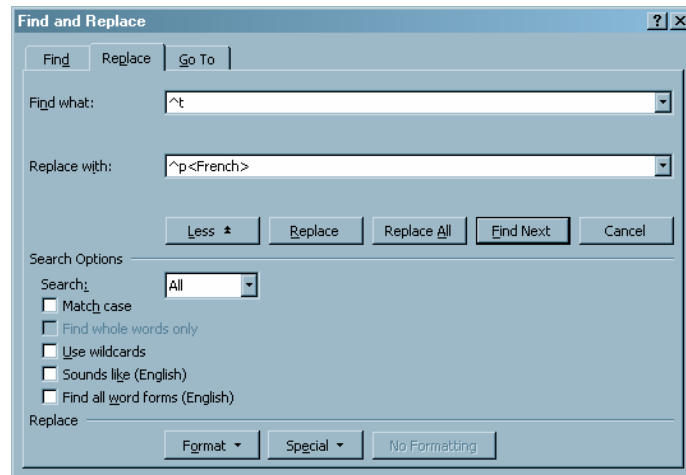
Click on **Replace All**.

Step 3

Now we'll replace the tabulations with the other field name.

Put your cursor in the first field (Find what) and click on **More**. Click on **Special** and then on **Tabulation mark**.

Position the cursor in the second field (Replace with) and click on **More-Special-Paragraph Mark**, then enter "<French>" (French is the second language in our example). The window should look like this:



Click on **Replace All**.

Trick

If you have three or more languages, start replacing the tabulations from the right side of the screen. That is: replace three tabulations (^t^t^t), then repeat the process for two tabulations (^t^t) and finally for one tabulation (^t).

Confirm that the first entry begins with **. If not, correct this first entry according to the structure shown above.

Go to the end of the document and check that the last word is a French word. Otherwise, delete everything after the last French word.

Save your document as text only (txt).

Now you should have the MultiTerm structure. You can now import it into MultiTerm.

1.1.2. Word files

Glossaries in Word files may present different formats. If the glossary uses columns, copy the columns into an Excel file and proceed as for Excel files. If it uses tabs, check that there's only one tab between the source words and the target ones. Use Search and Replace to correct this if necessary, save the file as text, and start at step two of the Excel method.

Some formats are very difficult to handle and much too time-consuming.

1.2 MultiTerm iX

1.2.1. Excel files

Open the glossary you have in Excel. Make sure that the first line of the document already contains terms and not the language name. Delete the first line(s) and the unnecessary columns so that you have only one column with French words and one column with English words, like this:

	A	B	C	D	E
1	A/C	clim.			
2	A/C clutch	débrayage de la climatisation			
3	A/C compressor	compresseur du climatiseur			
4	A/C compressor clutch	débrayage du compresseur du climatiseur			
5	A/C outlets	bouches de climatisation			
6	A/C request signal	signal de sollicitation du climatiseur			
7	A/C select signal	signal de sélection du climatiseur			
8	A/C LAMP	spareur d'air			
9	A/D	analogique/numérique			
10	A/OUT	sortie d'air			
11	AT	transmission automatique			
12	ABC	après le P.M.B.			
13	ABDC	après P.M.B.			
14	abnormal	anormal			
15	about midway	vers le centre			
16	about to	sur le point de			
17	above sea level	d'altitude			
18	acid splashes	projections d'acide			
19	ABS	ABS			
20	ABS brake pedal travel sensor negative output (TSO)	sortie négative du capteur de course de la pédale de frein ABS			
21	ABS brake pedal travel sensor positive output (TSE)	sortie positive du capteur de course de la pédale de frein ABS			
22	ABS brakes	freins ABS			
23	ABS pump	pompe ABS			
24	ABS valve	électrovanne ABS			
25	absolute power consumption	puissance absorbée			
26	absorbent sleeve	manchon absorbent			
27	absorber	amortisseur			
28	abuse	mésuser			
29	abutment	butée			
30	AC	CA			
31	AC charging circuit	Circuit de charge en courant alternatif			
32	AC charging system	circuit de charge en courant alternatif			

Now save your file as an XLS file.

1.2.2. Word files

Glossaries in Word files may present different formats. If the glossary uses columns, copy the columns into an Excel file and proceed as for Excel files. If it uses tabs, check that there's only one tab between the source words and the target ones. Save the file as "Text only". Open this TXT file from within Excel and proceed as for Excel files.

Some formats are very difficult to handle and much too time-consuming.

2. Importing the glossary

2.1 MultiTerm 5

Open MultiTerm, create a new termbase if necessary, and select **Import** in the **File** menu. Click **OK** on the next window, look for the *.TXT you created before, and click on **Open**.

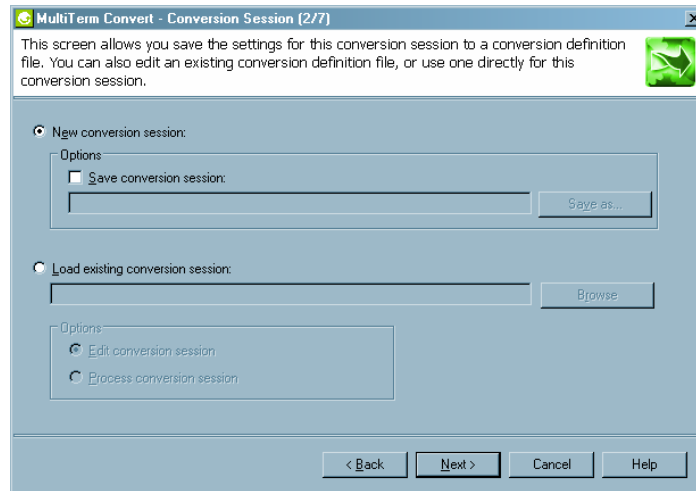
Problems?

If you can't select the Import function in MultiTerm because it is deactivated, open the termbase again (**File-Open**) and reply **"Yes"** to the question **"You are logged in as the system administrator (super user)..."**.

2.2 Multiterm iX

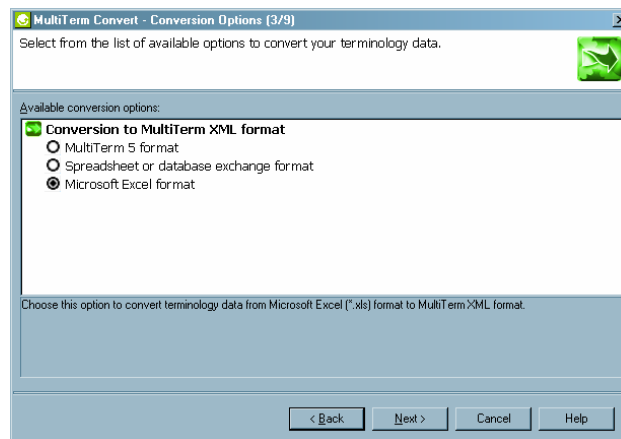
Step 1

To import a termbase into MultiTerm iX (or 2003, 2004), you have to convert it first to XML. To do this, open MultiTerm Convert (**Start-All programs-Trados-MultiTerm-MultiTerm Convert**). Click on **Next** in the wizard.

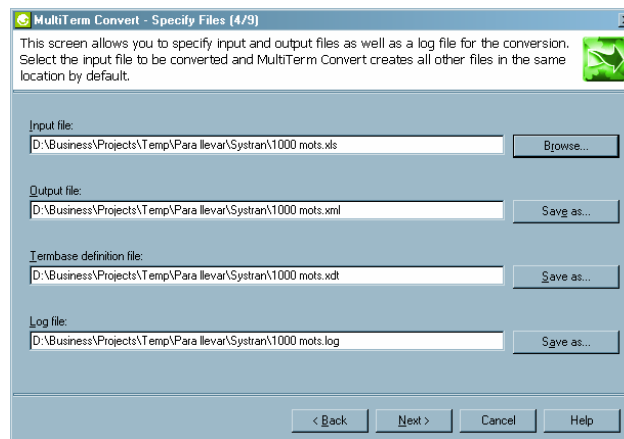


When the above window appears, click on **Next**.

In the next window, select "Microsoft Excel format" and click on **Next**.

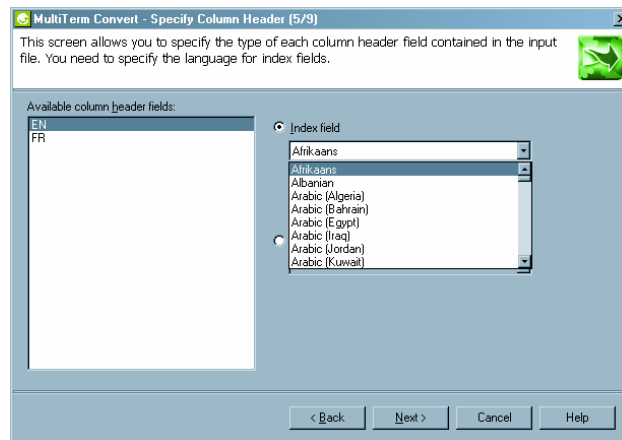


Click on the **Browse** button after **Input file**.



Locate the Excel file we created before. Click on **Next**.

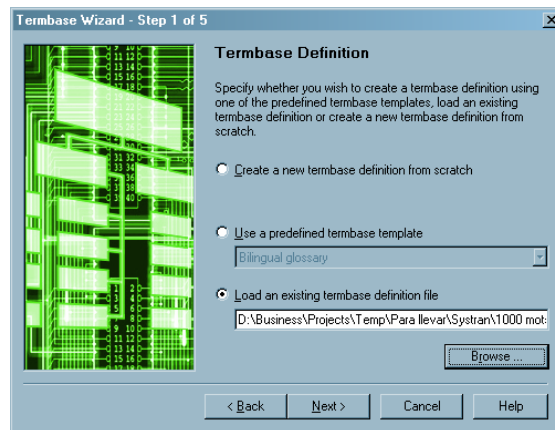
In the following window, match the first column name with English and the second column name with French.



Click on **Next** three times to convert the XLS file into XML. When the process is finished, click on **Next**, then on **Finish**.

Step 2

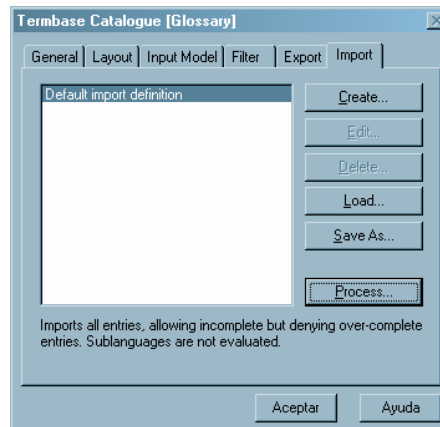
Open MultiTerm and create a new termbase this way: select **Create Termbase** in the **Termbase** menu. Tell the program where you want to store your termbase. Select "Load an existing database definition file" and click on **Browse**. Look for the XDT file created by MultiTerm Convert at the same time as the XML termbase (in the same folder as the XLS file).



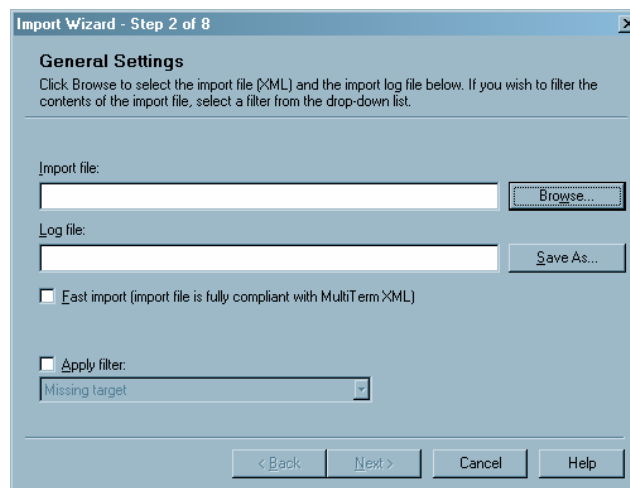
Click on **Next**. Give a name to your termbase ("Glossary", for example), click on **Next** three times, and then click on **Finish**.

Step 3

Select **Import entries** in the **Termbase** menu.



Click on **Process**.



In the above window, click on **Browse** after **Import file** and locate the XML file created with MultiTerm Convert (it should be in the same folder as the original XLS file). Check the box **Fast Import** and click on **Next** twice.

If everything's OK, you should now have a MultiTerm ix database.

Section 4: Translating with MultiTerm

As I've told you before, you should use MultiTerm mostly to store highly technical words or very often-used words. You'll see why in a few minutes.

Open Translator's Workbench, Word, and MultiTerm (5 or iX). Go to **Options-Term Recognition Options** in Translator's Workbench. Select the MultiTerm version you use (5 or iX). In Termbase Location, indicate where you stored the termbase. For MultiTerm 5, look in your hard disk. For MultiTerm iX, click on local databases, then select the database you want to use.

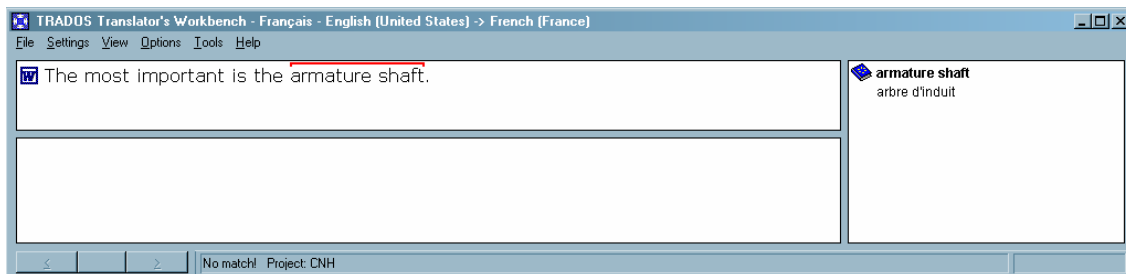
Make sure the language order is correct: English into French and not French into English, for example. Click on **OK**.

Make sure **Term Recognition** is activated in **Tools** (it should be checked).

Translation process with MultiTerm

Leave MultiTerm in the background. You should only see Translator's Workbench and Word. Open Demo8.doc in Word.

Start translating the file: **ALT+Home**. Translate the first sentence, then press **ALT+PLUS** to go on with the next sentence. In the next sentence, MultiTerm, working in the background, will find a term in its termbase and will display it in the small window on the right of Translator's Workbench window. At the same time, Workbench will display a red line above the words found in the termbase.



Start translating the sentence in the yellow bar, then stop as soon as you need to enter the translation of "armature shaft". Press **ALT+↓**.

As you can see, the translation of "armature shaft" has been pasted directly from MultiTerm into Word. Now finish translating the sentence and go on with the next one (**ALT+PLUS**).

In the next sentence, several terms have been found in MultiTerm. Start translating the sentence. As soon as you need the translation of those terms, press **ALT+↓** and the translation of the first of them will appear. To get the next ones, press one, two, or three times **ALT+→** until you get the translation you need. Finish translating the sentence and go on to the next one (**ALT+PLUS**) and so forth until the end of the document.

Note: As you'll see, MultiTerm can be very useful, primarily in two cases:

1. **For highly technical or client-specific terms** you can't always remember. Using MultiTerm will help you to remember that those terms should be translated as they are shown in the upper window on the right.
2. **For very usual words or expressions** you don't want to translate any more (names of laws, names of ministries, expressions like "for instance", "according to", "power source", etc.).




Even though creating glossaries can seem time-consuming, I can assure you it is the best way to gain time. Termbase creation from an Excel file will only take you about five minutes after you have done it two or three times. Using the input model trick detailed above, you can enter more than 3,000 terms per hour without any problem.

Solutions to basic use problems

Trados offers you thousands of functions and options, so it is impossible for me to deal with all the problems that may theoretically arise when you use it. If you have a problem that does not appear in this short table, I advise you to use the official Trados support or some Internet forum like Yahoo or www.Proz.com. This last one is really excellent.

When a problem arises, always keep an eye on the message bars (bottom bars) of Word and of your TWB to see if some message appears that may help to determine the cause of the problem.

General problems

<p>This window appears:</p> 	<p>This window appears if you press ALT+Home and TWB is not open. Simply open TWB and press ALT+Home again.</p>
<p>I do not see the blue bar</p>	<p>You are not working in Normal view mode in Word. Select View-Normal in Word and the blue bar should reappear.</p>
<p>I can't see the TWB bar</p>	<p>Consult Intro 2 in this manual.</p>
<p>The TWB bar appears twice</p>	<p>This problem is quite usual with the latest versions of Trados. Click on one Trados "flagman"  to deactivate one of the bars. Another solution exists but it is a bit complicated and I'd rather not go into that here.</p>
<p>When copying a word from the Concordance window, the pasted text is in another font.</p>	<p>When pasting a word from the Concordance window, it is possible that Word has used another font than the one in the actual document of Word. In order to fix this problem, you will have to use the Word format brush . Place the cursor in the blue bar, click on the brush, and select the word that you have copied to apply the correct format to it.</p>
<p>The symbol { } appears</p>	<p>This problem can arise for many reasons, but most of the time (and to remain within the remit of this manual) you can assume that you've probably tried to paste something into the yellow bar. You have kept something on the clipboard and you have tried to paste it into Word. The problem is that when you tried to paste the contents of the clipboard, it no longer contained what you had copied but other things that TWB needed. In order to solve this problem, you should immediately use</p>


	the undo function in Word. If it is too late, use the function " Fix Document ".
I cannot clean the document	If for some reason you cannot clean the document (OLE/ COM problems, problems converting rtf to doc, etc.), use this very simple trick: place the cursor in Word, press ALT+F8 , look for the macro tw4winClean.Main in the list, and select Execute . Caution! The translation units you've corrected without using Trados will not be reloaded.

Error messages that appear in TWB

MultiTerm is not running.	This message appears in red on the TWB message bar. It indicates that MultiTerm (the Trados terminology program) is not running. But this is not a problem because we aren't going to be using it!!!
(33203) The {0> mark for starting a translation unit is missing or damaged.	This message appears in red on the TWB message bar. It indicates that the starting tag of the translation unit which you want to enter is damaged. Correct this using the instructions in Lesson 6.
(33206) The <} n {> mark for delimiting source and target is missing or damaged.	This message appears in red on TWB message bar. It indicates that the separation tag between the source and target sentences which you want to enter is damaged. Correct this using the instructions in Lesson 6.
(33201) The <0} mark for ending a translation unit is missing or damaged.	This message appears in red on the TWB message bar. It indicates that the ending tag of the translation unit which you want to enter is damaged. Correct this using the instructions in Lesson 6.
(33353): end of paragraph not found	This error is due to the fact that the sentence you are trying to translate is followed by a section break and that a line break is missing between the sentence and the section break. Cut the communication connection by pressing ALT+Delete if necessary and insert a line break (Enter key) by hand just at the end of the sentence. Place the cursor in the sentence and press ALT+Home .
Don't use ; as list separator	This error is due to an option activated in the Control Panel. In order to modify it, go to Start-Control Panel-Regional and Language Options-Customize and, as List Separator , select a comma instead of semicolon.
(50104) Folder does not exist, was moved or renamed (xxxx)	This error, which may appear in the Analyse, Translate, or Clean Up window,

	means that the path or log file is incorrect or no longer exists. Erase the log file path or change it (in front of the Log File button).
I can't select the Setup/Import/Export/Reorganise/Maintenance functions in TWB	To access those commands, you must open the TM in exclusive mode. In TWB, select File-Open , check the Exclusive checkbox at the bottom of the Open window, then select the TM you want to open and click Open .

Error messages that appear in the message bar of Word

Translation Unit seems to be open: close it before opening a new one!	This message may appear when you have already opened a translation unit in the document. Search for this unit and close it. If this unit was already open when you opened the document in Word, it is probable that you left it open when you closed the document the last time. In this case, use the function " Close "  to close it.
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HAPPY TRANSLATING!