
TRADOS Translator's Workbench 2.2

TRADOS TagEditor 1.0

32-Bit Translation Memory System

for Windows 95/98 and NT

User's Guide

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1. Introduction

Thank you very much for your decision to purchase Translator's Workbench 2.2, the 32-bit generation of the leading and established integrated software workstation for translators developed by ■TRADOS.

■TRADOS Translator's Workbench, or "Translator's Workbench" for short, represents the state of the art as far as powerful and flexible management of linguistic reference material is concerned. It offers lightning-fast access to previous translations not only at sentence and word level, but also at sentence part level, thus helping all translators who want to be relieved of time-consuming and repetitive tasks:

- The **Translation Memory (TM)** is a database in which source-language sentences are stored together with their target-language equivalents. A TM learns unobtrusively while the translator works and makes sure that no repeated term or phrase has to be keyed in twice. Cutting-edge technology is used to perform fuzzy searches in this database to give you instant reference to text segments that you have already translated. But a TM can do even more for you: it can manage additional data such as the client of the translation project, or the domain in which translation units were created. Later, among other things, these additional data can be used to distinguish between different subsets of the data stored in the TM.
- **Active terminology recognition:** Translator's Workbench is shipped with MultiTerm '95 Plus, the mature multilingual terminology management system developed by ■TRADOS. Known terms are stored in this database and are automatically highlighted by Translator's Workbench. Their translations can be pasted into your word processor at the click of a mouse button or a keystroke. Active terminology recognition works with a fuzzy-matching algorithm, too. Thus, compound words or morphologically modified forms are found even if they don't occur in the same form in the text to be translated. Let's assume you have to translate the sentence *Many windows are displayed on the screen*. Now, if there is an entry in the MultiTerm database containing the term *screen display*, it will be found although the original sentence did not contain the term in this form, but only the words *displayed* and *screen*.
- **Bilingual Concordance:** It happens very often that, when working on a translation, you are sure that you have already translated a part of the sentence you are about to translate next. So you would like to search Translation Memory not only at entire sentence level, but also at sentence part level. This need has been met in Translator's Workbench: it is not restricted to entire sentences or other text segments. It can also create what is referred to as "bilingual concordances" from sentence segments. Mark the part of a sentence that interests you, click once with the mouse, and in a flash, a window opens with all the source- and target-language sentences from Translation Memory that contain the selected sentence segment.

In short: Translator's Workbench gives you instant and flexible access to previous translation material at three levels; at sentence level and sentence part level thanks to its Translation Memory and Concordance Feature, and at terminology level thanks to active terminology recognition performed in co-operation with MultiTerm.

How can Translator's Workbench achieve all these demanding tasks? The answer is that it stores all linguistic data in what is referred to as neural networks. This powerful new technology enables it to look for all kinds of data in a flash and with a degree of flexibility and assurance that will convince you as you try the different functions of Translator's Workbench in the following chapters.

1.1 New in Release 2.2: TRADOS TagEditor and Much More!

This section sums up the most important news in release 2.2: ■TRADOS TagEditor, Translator's Workbench Freelance Edition, and T-Window for PowerPoint. To get an overview of what's new in Translator's Workbench 2 compared to version 1, see "What's New in Translator's Workbench 2" below.

1.1.1 TRADOS TagEditor

■TRADOS TagEditor is the new, *free* companion to ■TRADOS Translator's Workbench 2.2 or higher. With ■TRADOS TagEditor, a specialised translation editor for tagged file formats such as SGML/HTML, STF (as produced by The S-Tagger for FrameMaker and Interleaf), PageMaker, Ventura etc. has finally been combined with the most advanced and powerful translation memory system available today. This section sums up the most important features of TagEditor and provides references to corresponding topics in the documentation (User's Guide and online Help).

To get started with TagEditor as quickly as possible, we recommend to go through the self-running demo that is available from the TagEditor product home page at <http://www.trados.com/TagEditor>. This User's Guide also contains a "Getting Started" chapter that we recommend you to read.

Supported Formats

Converting HTML and SGML files to and from RTF is no longer necessary. TagEditor provides direct support for HTML and SGML. Pre-defined HTML settings allow you to start translating HTML documents immediately. TagEditor's DTD Settings Wizard guides you through setting up support for your SGML files. The Wizard scans your DTD, lets you specify tag properties, and facilitates entity management.

Workbench RTF as produced by The S-Tagger and the ITP Filter Pack is also supported permitting you to apply all of TagEditor's advantages while translating FrameMaker, Interleaf, PageMaker, Ventura and QuarkXPress documents. No preparation step is required for this format (other than creating Workbench RTF from the original DTP format).

Tag Protection & Verification

TagEditor protects all tags so that you cannot edit or delete them. TagEditor can also check the tags for correct syntax after they have been transferred from the source document to the translated document. This can be done in either interactive or batch mode. For more information on tag protection and verification, see the "Tag Protection and Verification" chapter in the TagEditor online Help.

Familiar TRADOS Toolbar and Shortcuts

TagEditor features the same toolbar, menu and keyboard shortcuts as are available when working with Translator's Workbench and Microsoft Word. For more information on the interface, see the "Interface Between Translator's Workbench and Your Word Processor/TagEditor" chapter.

Key Editing Functions

TagEditor features many key text editing functions including Find & Replace, multiple undo, specialised toolbars and a "Multiple Document Interface" allowing you to work on more than one document at a time. You can also drag and drop documents from Windows Explorer directly into the TagEditor window.

Document Views

HTML and SGML documents may be viewed in semi-WYSIWYG format for more user-friendly translation. You can switch between three different translation views: Source view, Target view, and Bilingual Edit view.

TagEditor also features a special Internet Explorer Preview Mode. With one mouse click you can display the document as it will appear in your browser from within TagEditor. This allows you to quickly check the formatting of the translated HTML. Printing options are also available from Preview mode.

If you do not wish to view your document in Internet Explorer or you are translating SGML documents, simply specify the external browser of your choice to achieve the same results. For more information on this, see the “DTD Settings Wizard” chapter.

Other TagEditor Highlights

- **Fully UNICODE™ Compliant.** TagEditor is based on the UNICODE™ standard, allowing you to use any language combination that Translator's Workbench supports. This includes all Asian or Eastern European languages as well as Greek.
- **Font Translation.** The translator can map western fonts to their Eastern European and double-byte font counterparts.
- **Customisable Interface.** The TagEditor interface may be customised to suit your preferences. You can define the way tags look, automatically start up Translator's Workbench with TagEditor and much more!
- **Full MultiTerm Integration.** Terminology management via TRADOS MultiTerm works in the same way as for the standard Translator's Workbench interface.
- **Multiple Dialog Languages.** Switch between dialog languages for the user interface and on-line help.
- **Platforms Supported.** TagEditor is a 32-bit, object oriented C++ application which runs under Windows 95, Windows 98 and Windows NT.

1.1.2 Translator's Workbench Freelance Edition

Along with Translator's Workbench 2.2, TRADOS has also released Translator's Workbench Freelance, a new member in the TRADOS family of translation memory systems mainly aimed at freelance translators.

The only difference between the full version of Translator's Workbench and the Freelance Edition is that the Freelance Edition is not network-enabled, that is, it does not allow to share translation memories over a local area network. This is because Translator's Workbench Freelance Edition opens each translation memory in exclusive access mode.

All documentation is also valid for the Freelance Edition; the difference in network support is mentioned wherever appropriate.

1.1.3 T-Window for PowerPoint

Along with Translator's Workbench 2.2, TRADOS has also released T-Window for PowerPoint. This new solution allows users to translate PowerPoint slides directly within PowerPoint, availing of all the Workbench functionality. For further information, please see the documentation and on-line Help shipped with T-Window for PowerPoint and the product home page on our Web site at <http://www.trados.com/twindow>.

1.2 What's New in Translator's Workbench 2 Compared to Version 1?

In Translator's Workbench 2, the TRADOS developers have not only refined the proven features of the previous version—Translation Memory with neural network technology, fuzzy-matching, active terminology recognition, concordance searching, word processor integration etc.—but have also added many innovative new functions:

- Full support for Word 97. Translator's Workbench 2 is directly integrated into Word 97, and the Workbench functions make full use of the VBA programming language. Of course Word 6.0 and 7.0 continue to be supported. See the "Getting Started" and "Interface With Your Word Processor" chapters.
- Support for the Unicode™ standard. This means that *all* languages available in Windows 95/NT are supported by Translator's Workbench 2, including Eastern European as well as Asian languages, both as source and target. Translator's Workbench is the first TM system to fully support fuzzy-matching for Asian languages. See the "Translation Memory" chapter.
- Full support for non-WYSIWYG formats such as SGML/HTML, FrameMaker, FrameMaker + SGML & Interleaf (via The S-Taggers for FrameMaker and Interleaf), Ventura, Pagemaker, Bookmaster, RC, etc. See the "Translating Tagged Files with Translator's Workbench" chapter.
- New database and neural network design for even faster access to large translation memories especially in shared network TMs.
- New, hot Translation Memory maintenance function for global search & replace operations, attribute manipulation, etc. See the "Translation Memory Maintenance" section in the "Translation Memory" chapter.
- Enhanced tokenizer for more linguistically refined analysis and advanced substitution of interchangeable elements (numbers, names, acronyms, date, time, etc.). See the "Translation Memory" chapter.
- New access-rights model for protecting read-only translation units via user group passwords. See the "Network Operation" chapter.
- Dynamically switchable dialog languages. You can choose your preferred user interface language at run-time via the **Dialog Language** command from the **Settings** menu.
- OLE/COM-based API (Application Programming Interface) for third-party applications. A great variety of Translator's Workbench functions can be called by any third-party application through OLE/COM. This is valid for interactive as well as batch translation.
- Translator's Workbench 2 is a 32-bit application for Windows 95/98 and NT.

1.3 Accessing Translator's Workbench From Your Word Processor

When you are not working on tagged formats but "normal" Word documents, Translator's Workbench is unlike all other Translation Memory systems: it works directly from within the working environment to which you are accustomed—your word processor. This means you don't have to leave Word in order to take full advantage of the features offered by Translator's Workbench. This is because Translator's Workbench has a built-in interface that works with the most popular word-processing systems (Word 97, Word 95 (7.0), Word 6.0). You translate directly in your word processor, without any need to import or export the text, and your translation is stored in the same format in Translation Memory as you have used in your word processor. For instance, titles will remain in boldface, and highlighted text passages will remain in italic characters. The Translation Memory will store this formatting information together with the sentences they belong to.

1.4 Translation Memory—What Is It?

Translator's Workbench takes advantage of the fact that text segments in technical documentation are often repeated. This may be that modern products are generally based on existing products, and the accompanying documentation follows suit. Shorter product life cycles also lead to shorter revision cycles for manuals. Research has shown that the repetition rate can reach 70% or even more.

While the translator works, Translator's Workbench builds a database that stores all translations together with their source-language equivalents. Such a sentence pair is referred to as a **translation unit**. The database consists of these **translation units** and stores them in what is called a neural network. This innovative technology later enables the program to find identical or similar sentences in a flash. The database itself and its associated neural network are as a whole referred to as **Translation Memory**.

The following diagram sums up what has just been said:

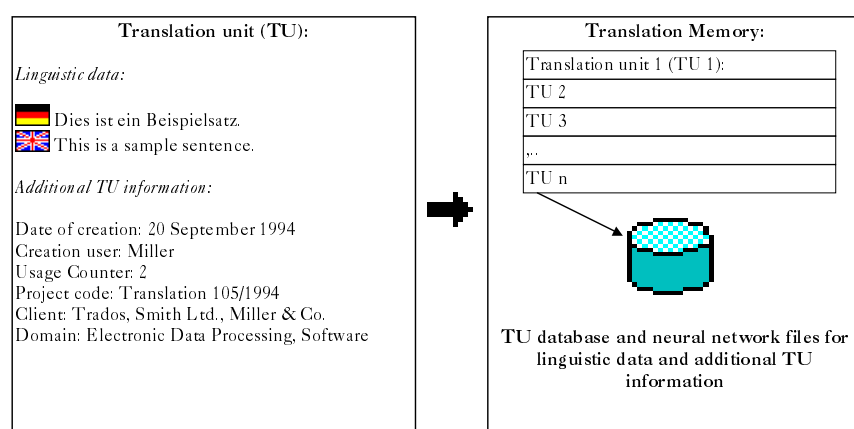


Figure 1-1: Translation Units and Translation Memory

1.4.1 Building Translation Memory

As the translator works, Translator's Workbench unobtrusively updates the Translation Memory in the background. As soon as the translator finishes entering a translation (usually a sentence) into the target language, the program stores the translation unit in Translation Memory and displays the next translation unit in the word processor.

The import feature allows you to load data from previous translations into Translation Memory, including those created with previous versions of Translator's Workbench (Version 1.x, Translator's Workbench II for DOS) or with ■TRADOS WinAlign. WinAlign is the automatic text alignment programs developed by ■TRADOS which can generate Translation Memories from documents that are translations of each other. Thus, for instance, a translation department could load major jobs from recent years into Translation Memory to have reference material immediately available before starting new projects.

1.4.2 Automatic Translation

When the system comes to a sentence that has already occurred, it automatically translates the sentence by reading the corresponding target-language sentence from Translation Memory.

Unfortunately, these 100% identical sentences don't occur as often as one might hope. Much more common are sentences that have been slightly changed, for instance with a new product name or a different performance statistic. To solve this problem, that is, find sentences that are

only *similar* to each other, the computer linguists at ■TRADOS have over the last years developed and refined what is referred to as **linguistic fuzzy matching**.

1.4.3 Linguistic Fuzzy Matching

Computers generally search for exact matches. **Fuzzy matching** is a technique for finding data that has only a certain *similarity* to the search argument. In Translator's Workbench, this means that sentences are found even if they are only similar to others already translated.

Small differences may alter the meaning of a sentence completely. On the other hand, sometimes a sentence is still very similar to another in spite of more significant changes. In order to find matches with meaningful content, an artificial neural network design has been developed for Translator's Workbench. It works like this: a new sentence is matched against the ones already present in the Translation Memory and its associated neural network. Linguistic processing is carried out in the network to find the sentence with the fewest changes in Translation Memory. This sentence is then selected as "best match." Meanwhile, other sentences that are less similar to the search sentence are not totally discarded by Translator's Workbench. On the contrary, Translator's Workbench gives you the possibility to look at these less similar matches and choose them if you prefer them to the one originally offered by the program.

The user will probably have to make minor modifications to the translation chosen as "best match." To simplify this process, the system uses colour to highlight the differences between the current sentence and the sentence from Translation Memory. For instance, inserted words are displayed in grey, and changed words in yellow.

The fuzzy matching algorithm calculates a percentage value to express the level of similarity between two sentences. The user can set a minimum value that must be achieved for the system to suggest a translation. All sentences below this minimum are translated manually.

1.4.4 Active, "Fuzzy" Terminology Recognition

But even if Translator's Workbench cannot find any sentence match in its Translation Memory, it is far from leaving the translator to work alone. It can still be of great value when it comes to retrieving information at term level. All terms that are stored in the MultiTerm terminology database (and are therefore "known" to Translator's Workbench) are highlighted in the source text and the corresponding terminology entries displayed in a separate window of Translator's Workbench. A click on the mouse button or a keystroke pastes the corresponding translation into your text. Of course Translator's Workbench displays all translations of known terms together with their attributes, so you can choose the best translation for your current project. Thus, for example, if one of your German clients prefers the translation *Anwendung* to *Anwendersoftware* for the English word *application*, Translator's Workbench will display both German translations and you can decide which one fits best into your current context. Of course, you can also call MultiTerm at any time and have a closer look at the whole entry for *application*.

The active and automatic terminology matching carried out by Translator's Workbench also required the development of special fuzzy-matching algorithms. It would be desirable to find not only morphologically reduced forms, for example base forms of verbs, but also root forms of compound words, even if the elements of these compound words are spread all over the sentence. Consider the following example:

One of the companies located on the Danube river produces steamboats.

Now, if there is an entry in MultiTerm for *Danube steamboat*, it would be nice to find it even if this compound has been split up in the source sentence and occurs in the plural. Also, it would of course be desirable to find entries for *locate* and *produce*, even if the past participle and 3rd person singular form of these verbs are used in the sentence to be translated. Translator's Workbench

will find all these terms thanks to the fuzzy-matching algorithm that is used not only to access Translation Memory, but also MultiTerm terminology databases.

1.5 About This Manual

This User's Guide has been written to help you learn to use Translator's Workbench and TagEditor in your daily work as quickly and simply as possible. Once you have learned the program's basic functions, this User's Guide will serve as a reference where you will quickly find Help when questions arise. The individual chapters are structured as follows: At the beginning of each chapter, we present a brief introduction to the topics that will be discussed in that chapter. The subsequent sections in the chapter give you complete instructions on how to perform the corresponding tasks. Since most people learn better by doing, we recommend that you carry out the instructions on your PC as you read them.

Since Translator's Workbench and TagEditor are Windows programs, basic functions like selecting commands from a menu are probably already familiar to you from other programs, such as your word processor. If Windows is still new to you, please take some time to learn the basic functions with the Help of your Windows User's Guide or the Windows tutorial. Our instructions assume you have a basic knowledge of Windows.

As with most Windows programs, Translator's Workbench and TagEditor let you perform operations using the mouse or the keyboard. We enclose keys that you must press in square brackets, for example [Alt]. A plus sign + means that you should press two keys simultaneously; a comma between key names means that you should press one key, then the other. A letter in square brackets means that you should press the key for that letter. For example, [D] doesn't mean press [Shift]+[D] to create a capital D; just type the letter **d**.

Special key combinations that abbreviate a series of commands, for instance [Ctrl]+[O] to open a Translation Memory, are shown at the appropriate place in parentheses.

Translator's Workbench currently has a built-in interface with the following applications:

- ■TRADOS TagEditor
- Microsoft Word, versions 6.0 and higher, including Word 97. Word 2000 integration is currently being tested, please refer to our Web site for updated information.
- PowerPoint (via the separate application T-Window for PowerPoint).

Translator's Workbench 2.x no longer supports WordPerfect 6.1. However, there is a special version of Translator's Workbench 1.x on our Web site that works with both the old Workbench 1.x dongle *and* the new dongle shipped with Translator's Workbench 2.x. So you can keep working with Workbench 1.x for WordPerfect 6.1 projects even if you "only" have the new Workbench 2.x dongle. Exchanging translation memories between the two versions is possible. Corresponding procedures are described in the "Importing and Exporting Translation Memories" chapter.

1.6 Additional Documentation

This User's Guide explains how to work with Translator's Workbench, how to use its interface with TagEditor and the word processors Microsoft Word 6.0, 7.0, and 97, and how to build, use, and manage Translation Memory.

MultiTerm '95 Plus!, the terminology management system included in Translator's Workbench, can also be purchased as a separate Windows application and also works with additional word-

processing systems. This User's Guide explains how MultiTerm interacts with Translator's Workbench, Translation Memory, and Word/WordPerfect. For more detailed information on MultiTerm, including its use independently of Translator's Workbench, please refer to the MultiTerm User's Guide.

WinAlign, the visual text aligner used to build translation memories from previously translated texts, is also available as a separate Windows application. For more detailed information on WinAlign, please refer to the WinAlign documentation and product home page at <http://www.trados.com/WinAlign>.

The S-Tagger 2.0 for FrameMaker and The S-Tagger for Interleaf, the professional conversion solutions that create TagEditor and Translator's Workbench compatible tagged files from FrameMaker and Interleaf documents, are available as separate Windows applications. For more detailed information on The S-Tagger, please refer to the S-Tagger documentation and product home page at <http://www.trados.com/Stagger>.

T-Window for PowerPoint, the new solution for translating PowerPoint slides with Translator's Workbench, is also available as a separate Windows application. For more detailed information on T-Window for PowerPoint, please refer to the T-Window documentation and the product home page at <http://www.trados.com/Twindow>.

Extensive information on all other ■TRADOS applications, including demo versions and tutorials, are available at the ■TRADOS Web Site at <http://www.trados.com>.

1.7 Copyright Notice

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- Microsoft is a registered trademark; Word, Word for Windows, WinWord, PowerPoint, Windows, Windows 95, Windows 98 and Windows NT are trademarks of Microsoft Corporation.
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1.9 System Requirements

To use Translator's Workbench efficiently, we recommend the following setup:

- PC AT with a Pentium or higher processor running at 100 MHz or more, with at least 32 MB of RAM. Recommended is a Pentium II or higher processor, 64 MB of RAM or more, and a 17" monitor.
- Hard disk containing the following software: Windows 95/98 or higher, NT 4.0 or higher, Microsoft Word for Windows 6.0 or higher (including Word 97).
- Translator's Workbench runs on any network that supports standard DOS calls at version 3.3 or higher (for example, Windows NT, Novell NetWare, Microsoft LAN Manager). For optimum performance, we recommend running Windows NT on both the server and the workstations.
- If you want to process Asian languages, we recommend you work with the localised version of the operating system (e.g. Japanese Windows 95/98/NT) rather than with an overlay product (e.g. Japanese Star, TwinBridge, etc.).

2. Installing TRADOS Translator's Workbench and TRADOS TagEditor

Notes

- We recommend that you first install MultiTerm '95 Plus, the terminology management system shipped with Translator's Workbench, before installing Translator's Workbench itself. Please refer to the MultiTerm '95 Plus User's Guide for information on how to install MultiTerm '95 Plus.
- If you are upgrading from earlier versions (1.x) to Translator's Workbench 2.x, please read the notes in the section "Upgrading from Version 1.x to Translator's Workbench 2.x" *before* installing the new version.
- The installation process of Translator's Workbench Freelance is exactly the same as for the full version, so you can follow the installation procedures below in exactly the same way.
- As this document goes to press, ■TRADOS is in the process of converting to CD production for product shipment. This CD-ROM will contain a visual interface guiding you through the Setup of all ■TRADOS applications. This will change the steps 1 through 4 below accordingly.

An installation program is used to install Translator's Workbench 2.x. The program files are shipped in compressed form on the installation diskettes labelled "Translator's Workbench, 32-Bit Edition for Windows 9x/NT, Program Disk." For this reason, you *must* use the installation program to install Translator's Workbench on your hard disk.

Follow these steps to install the program:

1. Start Windows, if it's not already running. Translator's Workbench 2.x runs under Windows 95, 98 and NT 4.0.
2. Insert the diskette labelled "TRADOS Translator's Workbench 2, 32-Bit Edition for Windows 9x/NT, Program Disk" into drive a: (or b: if this is the letter of the drive for small diskettes).
3. From the Windows **Start** menu, choose **Run**. The **Run** dialog appears.
4. Type a:setup (or b:setup) into the **Open** box, and click **OK**.
5. The installation program now guides you through the installation process. By default, \Program Files\TRADOS\TW4Win is suggested as the target folder for Translator's Workbench. It is recommended that you use this setting, but you can also adapt the folder name to your needs.
6. Since Translator's Workbench is integrated into your word processor, the Setup program tries to determine where the word processor is located on your system. More specifically, it looks for your word processor's startup folder.

- If Setup can find a valid folder, it will display the following dialog and later copy the interface files there:

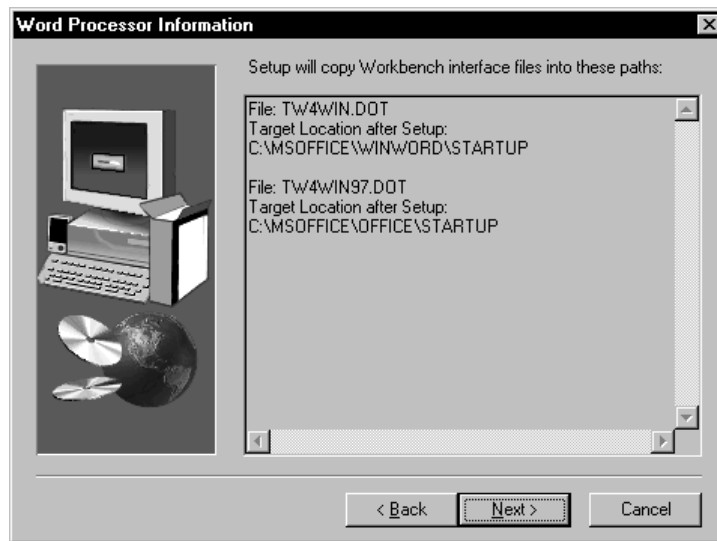


Figure 2-1: Detecting Word Processor Startup Folders (here, for Word 7 and 97)

- If Setup cannot find a valid folder, you will be asked to specify your word processor and its startup folder. You can also Select **None** if you intend to use Translator's Workbench only with TagEditor, T-Window for PowerPoint or other Translator's Workbench integration solutions.

How you integrate the Workbench interface files into the daily work with your word processor is described under "Preparing your Word Processor for Interaction with Translator's Workbench" below.

7. Near the end of the installation, the setup program adds a new program folder and different program icons to your Windows environment. By default, the program group is called "TRADOS fine translation tools"; the main icon gets the name "Translator's Workbench 2". The other icons let you configure the dongle drivers for your operating system. To install the drivers, see the next step.
8. On the last Setup dialog, you have the following options:
 - You can view the Readme file with late-breaking information on Translator's Workbench.
 - You can choose to install the drivers required for the hardware copy protection ("dongle") shipped with Translator's Workbench. Setup looks whether you have already installed these drivers. (This is the case, for instance, when you are installing a Maintenance Release of Translator's Workbench 2.) If dongle drivers can be found, the check box for installing the drivers is not ticked. Otherwise, it will be activated so that the drivers will be installed. For more information on how to use the dongle, please read the section "Hardware Copy Protection (Dongle)" below.
9. This completes the installation. Keep the original diskettes in a safe place.

The Dynamic Link Library (DLL) and other files that Translator's Workbench and TagEditor need during execution are all copied to the installation directory. No program file whatsoever is copied to the Windows system directory (except for the dongle drivers).

Note on TagEditor Installation

Under certain circumstances (“old” Windows 95 and NT 4.0 installations, for instance), you may experience problems with some TagEditor functions such as previewing documents or setting program options via the **Options** dialog from the **Tools** menu. In most cases, this is due to an old version of a Windows Dynamic Link Library (DLL) called Comctl32.dll. Translator’s Workbench and TagEditor come with a new version of this DLL, but it is *not* installed by default. To install the DLL update, follow these steps:

1. In Explorer, open the Translator’s Workbench installation folder (\Program Files\TRADOS\TW4Win by default).
2. In this folder, you will find a subfolder called ComCtlUpd. Inside this subfolder, double-click the file 40Comupd.exe. This will launch a Setup program that will install the new version of the Comctl32.dll library. After installing the DLL update and re-booting your system, you should be able to use TagEditor without problems.

Performing this update is *not* necessary under Windows 98 or on computers running Internet Explorer 4.x.

2.1 Hardware Copy Protection (Dongle)

“Dongle” is the name of a small module that protects software against unauthorised use and allows users to install a program on several computers without violating license agreements.

2.1.1 Installing and Configuring Dongle Drivers

As mentioned above, the Setup program tries to determine whether you have already installed the dongle drivers for a previous release of Translator’s Workbench 2. If this is the case, you don’t need to install the drivers. However, if you have problems using the dongle, or if an update of Translator’s Workbench also contains new drivers, it might be useful to install or configure the drivers nonetheless. Depending on the operating system you are using, follow one of the procedures below to install the drivers.

Installing/Configuring Drivers For Windows NT

IMPORTANT

To install the dongle drivers under Windows NT, you must have administrator rights. It is not possible to install the drivers without these rights. If you do not know if you have administrator privileges, please ask your system administrator.

During installation, a program icon for Windows NT dongle driver installation has been created in the Translator’s Workbench program folder. Follow these steps to install the driver:

1. From the Windows **Start** menu, choose **Programs**. The **Programs** menu opens.
2. Open the Translator’s Workbench program folder (**TRADOS fine translation tools** by default).
3. Click the icon labelled “Configure Dongle Drivers for Win NT.” This starts a small utility called **Sentinel Driver Setup Program**. You use this program to install, configure, or remove the dongle driver.
4. Perform one of these tasks as required:

- To install the dongle driver, on the **Functions** menu, select **Install Sentinel Driver**. This opens a dialog with a path specification. You can accept the path as is by clicking **OK**.

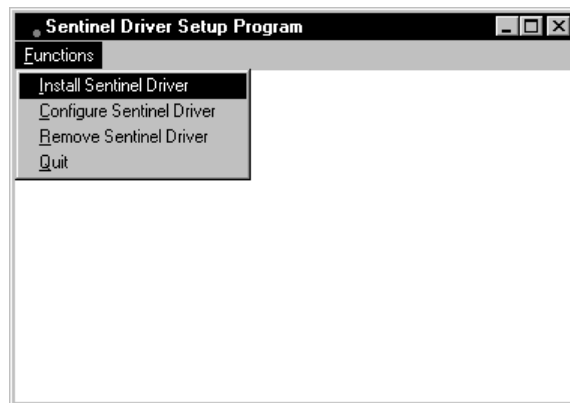


Figure 2-2: Installing the Sentinel Dongle Driver

- To configure the driver, select **Configure Sentinel Driver**.
 - To remove the driver, select **Remove Sentinel Driver**.
5. If you have installed the driver, you should get the message "Driver Installed! Please restart your system." Confirm this message with **OK**.
 6. The drivers are now installed. For the changes to take effect, please reboot Windows NT. After that, you are ready to use Translator's Workbench.

Note

If you have any trouble installing the dongle drivers or would like further information, please consult the `Sentinel.hlp` Help file located in the `\Dongle\WIN_NT\I386` folder. This folder has been created during installation and is located under the main Translator's Workbench installation folder (`\Program Files\TRADOS\TW4Win` by default). The `Sentinel.hlp` Help file contains more information on configuring the dongle driver.

Installing/Configuring Drivers For Windows 95/98

During installation, a program icon for Windows 9x dongle driver installation has been created in the Translator's Workbench program folder. Follow these steps to install the driver:

1. From the Windows **Start** menu, choose **Programs**. The **Programs** menu opens.
2. Open the Translator's Workbench program folder (**TRADOS fine translation tools** by default).
3. Click the icon labelled "Configure Dongle Drivers for Win 9x." This starts a small utility called **Sentinel Driver Setup Program**. You use this program to install or remove the dongle driver.
4. Perform one of these tasks as required:
 - To install the dongle driver, on the **Functions** menu, select **Install Sentinel Driver**. This opens a dialog with a path specification. You can accept the path as is by clicking **OK**.

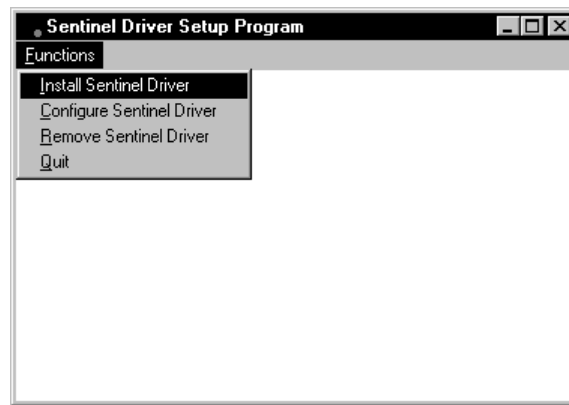


Figure 2-3: Installing the Sentinel Dongle Driver

- To configure the driver, select **Configure Sentinel Driver**.
 - To remove the driver, select **Remove Sentinel Driver**.
5. If you have installed the driver, you should get the message "Driver Installed! Please restart your system." Confirm this message with **OK**.
 6. The drivers are now installed. For the changes to take effect, please restart Windows 9x. After that, you are ready to use Translator's Workbench.

Note

If you have any trouble installing the dongle drivers or would like further information, please consult the `Sentw95.hlp` Help file located in the `\Dongle\win_95` folder. This folder has been created during installation and is located under the main Translator's Workbench installation folder (`\Program Files\TRADOS\TW4Win` by default). The `Sentw95.hlp` Help file contains more information on configuring the dongle driver.

2.1.2 Running Translator's Workbench With Dongle

You must plug the dongle into your computer's parallel port in order for Translator's Workbench to execute without restrictions. If a printer or other peripheral is already using the parallel port, you simply plug its cable into the back of the dongle. This does not restrict the functioning of the device in any way. TagEditor can also be used as a stand-alone application without dongle.

2.1.3 Running Translator's Workbench Without Dongle

If you don't plug in the dongle, the program will run in "demo mode." In demo mode, the full functionality of the program is available. There are, however, some restrictions with regard to the size of the databases that you can use:

- Translation Memories may contain up to ~ 100 translation units
- The **Export Frequent Segments**, **Export Unknown Segments**, and **Create Project TM** options in the **Analyse** dialog box are not available
- MultiTerm '95 Plus terminology databases may contain up to ~ 200 entries for the terminology recognition to function properly

2.2 Installing Translator's Workbench on a Network

Installing Translator's Workbench on a network is the same as installing it on a local PC except that when the installation routine asks where to install the program (step 5 above), you specify a network drive. As with local installation, the installation program then copies all the program files to the folder you specify as the installation folder. This is also true of the Dynamic Link Library (DLL) files shipped with the system. So the only things you need to do on each local PC are the following:

- create a program folder and icon pointing to Translator's Workbench and TagEditor main executable files (TW4Win.exe and TagEditor.exe);
- copy the interface files with Word to each local PC (see "Preparing Your Word Processor for Interaction with Translator's Workbench" below);
- perform the update of the ComCtl32.dll if at all necessary (see "Note on TagEditor Installation" above);
- install the dongle drivers on each local PC and equip each PC with a dongle (see "Installing and Configuring Dongle Drivers" above).

This completes the installation. As far as access rights to the installation folder of Translator's Workbench are concerned, you can make it read-only. This only applies, however, if you keep the data created with the program—that is, the Translation Memory databases—in a separate folder. In the database folder, make sure that each user gets *all* rights. This is necessary for a lot of program functions Workbench performs during execution.

For the actual network operation, please refer to the chapter "Network Operation."

2.3 Upgrading from Version 1.x to Translator's Workbench 2.x

Translator's Workbench 2.x comes with a completely new database engine and fuzzy-matching algorithms. This is why the program *cannot* directly open Translation Memories created with version 1.x. Instead, it will display an error message if you try to do this.

You will of course want to continue using the Translation Memories created with version 1.x. To achieve this, you first need to *export* your existing Translation Memories. In a second step, you then *import* them into Translation Memories created with the new version.

2.3.1 Exporting Translation Memories from Version 1.x

Follow these steps to export your Translation Memories created in version 1.x:

1. Start Translator's Workbench 1.x.
2. Open the Translation Memory you want to export for use with version 2.x. In order to be able to export the Translation Memory, you need to open it exclusively. To achieve this, in the **Open** dialog, activate the **Exclusive** check box. Translator's Workbench 1.x confirms the exclusive open with a corresponding message in its status bar.
3. From the **File** menu, choose **Export**. The **Export** dialog opens.
4. Since you want to export the entire Translation Memory, you can confirm the standard Export settings with **OK**. The **Create Export File** dialog opens.
5. Choose a drive and folder as convenient. Assign a file name to the export file, and confirm your settings with **OK**. Translator's Workbench now exports all translation units of your

Translation Memory to the specified text file. Depending on the size of the Translation Memory, this may take a while.

6. Repeat the steps 2 through 5 for all Translation Memories that you want to continue using in Translator's Workbench version 2.x.
7. You are now ready to import the exported text files into Translation Memories created with the new version.

Important

We strongly recommend you to keep backups of the text files exported from Translator's Workbench 1.x for future reference.

2.3.2 Importing 1.x Export Files into Translation Memories Created with Version 2.x

Follow these steps to import the export text files created above into new Translation Memories created with Translator's Workbench version 2.x:

1. Start Translator's Workbench 2.x.
2. If you have not already created a Translation Memory, do so now. You achieve this via the **New** command from the **File** menu. Make sure to choose the same language direction and system fields as in your old Translation Memory. Otherwise the 1.x export file will not be imported correctly, or some information may be missing after the import. Enter a name, copyright information and description for your new Translation Memory as convenient. For more information on how to define the basic setup of a Translation Memory, see the section "Creating a Translation Memory" in the "Translation Memory" chapter.
3. Once you have defined the settings for your new Translation Memory, click the **Create** button. The **Create Translation Memory** dialog opens. Choose a drive and folder as convenient. Assign a file name to your new Translation Memory, and confirm with **OK**. Translator's Workbench will now save the new Translation Memory and create all associated files.
4. You are now ready to start the import. For this purpose, from the **File** menu, choose **Import**. The **Import** dialog opens. It's best to accept the default import settings, since this makes sure that any text and attribute fields from the import file will automatically be added to your new Translation Memory. Confirm with **OK**. The **Open Import File** dialog opens.
5. Locate the drive and folder where you created the 1.x export file as described under 2.3.1 above. Once you have found the file, double-click its filename to start the import.
6. Translator's Workbench will now import the file exported from your old Translation Memory, thereby taking over all information into the new one. Depending on the size of the import file, this may take a while.
7. Repeat this procedure for each 1.x export file. Create as many Translation Memories as required and convenient. You can also merge several 1.x export files into one Translation Memory. For more information on import and merging, see the "Importing and Exporting Translation Memories" chapter.

Important

We strongly recommend you to make regular backup exports of Translation Memories you use in Translator's Workbench 2.x. The procedure is described in the "Importing and Exporting Translation Memories" chapter under the heading of "Using the Export Function to Create a Backup."

2.4 Preparing Your Word Processor for Interaction with Translator's Workbench

One of the many unique features of Translator's Workbench is that you do not have to leave your word processor in order to fully explore the functionality of the program while translating documents. You can stay inside your word processor and access Translator's Workbench via the program's toolbar and special shortcut keys. Currently, Translator's Workbench supports Microsoft Word for Windows versions 6.0, 7.0 (Office 95), and 97 (sometimes also referred to as Word 8.0). We will refer to all versions as "Word" for short unless there are differences between them.

While you can translate tagged file formats such as SGML/HTML, STF (as produced by The S-Tagger for 2.0 for FrameMaker and Interleaf) etc. in Word, we recommend using TagEditor since it features many specialised functions for tagged formats (tag protection and verification, among many others).

2.4.1 Automatic Installation of the Workbench Interface

As described above, the Setup program tries to determine which word processor you are using and where its startup folder is located. If it can find a valid folder, it will copy its interface files there. The next time you start your word processor, the Workbench interface will then also be started automatically. If, however, the Setup program cannot find a valid path, please read through the following sections. They describe how to manually prepare your word processor for use with Translator's Workbench. If you intend to use Translator's Workbench only with TagEditor, T-Window for PowerPoint or other Translator's Workbench integration solutions, you can ignore the following sections.

2.4.2 Preparing Word 97 (Word 8.0)

Notes

- You only need to go through the procedures described below if the Setup program failed to copy the Workbench interface file to Word's startup folder, or if you are installing the Workbench on a network and are currently preparing each local PC for use with Translator's Workbench.
- We *strongly* recommend you to use Translator's Workbench in conjunction with one of the two available service releases of Word 97, commonly referred to as SR-1 and SR-2. These releases are much more robust than the original version of Word 97.

The communication between Translator's Workbench and Word 97 is performed via a Word 97 document template that has been specially developed by TRADOS for smooth integration. This template is copied to Translator's Workbench's program directory (\Program Files\TRADOS\TW4Win by default) during installation and is labelled TW4Win97.dot. To make the template easily available in Word, we recommend you to copy it from Workbench's program directory to the template subdirectory of Word (\MSOffice\Office\Templates by default). After copying the file, you need to change a few things in Word itself.

Installing the Workbench Interface for Word 97

In order to prepare Word 97 for the communication with Translator's Workbench, you must integrate the document template TW4Win97.dot that we have copied to Word's template directory in the previous section. Follow these steps:

1. Start Word, if it is not already running.
2. In Word, from the **Tools** menu, select **Templates and Add-Ins**. The **Templates and Add-ins** dialog opens.

3. Here you can specify templates as "Global Templates" and "Add-ins." You can use this template list to add the Workbench template TW4Win97.dot as a "global template" to the standard Word template Normal.dot. To achieve this, click the **Add...** button. The **Add Template** dialog opens, listing all templates available in Word's template directory (MSOffice\Office\Templates by default).
4. If you have copied the TW4Win97.dot file into this template directory as described above, you can now select it. (Otherwise, you can browse to Workbench's installation directory and select it from there.) Confirm with **OK**. Word adds TW4Win97.dot to the list of global templates and activates it.
5. Click **OK** again to confirm these settings. You are returned to Word's standard program window, where a new toolbar and a new menu called **Trados** are added to Word's standard toolbar section and menu bar. You can move the toolbar around as convenient. Please refer to the Word documentation for more information on toolbars. Both the toolbar and **Trados** menu will be explained in the "Getting Started" and "Interface With Your Word Processor" chapters.
6. Note that after each new start of Word, you will have to re-activate the template TW4Win97.dot. You achieve this by choosing **Templates and Add-Ins** from the **Tools** menu in Word and checking the item TW4Win97.dot on the **Global Templates** list. This will then once more give you Translator's Workbench's toolbar and menu. If you want these items to appear *automatically* each time you start Word, follow the instructions coming next.

Permanently Adding the Document Template TW4Win97.dot to Word's Global Templates

If you want the Translator's Workbench template to be active whenever you start Word 97, you can copy the TW4Win97.dot file to Word's start-up directory (MSOffice\Office\Startup by default). In this case, the template is automatically attached as a global template, so you do not need to attach it manually as described above. You can deactivate the template temporarily by selecting **Templates and Add-Ins** from the **Tools** menu and clearing the check box next to TW4Win97.dot. To permanently deactivate the template, delete the TW4Win97.dot file from the start-up directory and re-start Word.

2.4.3 Manually Preparing Word 6.0 and 7.0 (Office 95)

Note

You only need to go through the procedures described below if the Setup program failed to copy the Workbench interface file to Word's startup folder, or if you are installing the Workbench on a network and are currently preparing each local PC for use with Translator's Workbench.

The communication between Translator's Workbench and Word 6.0/7.0 is performed via a Word document template that has been specially developed by ■TRADOS for smooth integration. This template is copied to Translator's Workbench's program directory (\Program Files\TRADOS\TW4Win by default) during installation and is labelled TW4Win.dot. To make the template easily available in Word, we recommend you to copy it from Workbench's program directory to the template subdirectory of Word (\Winword\Templates or \MsOffice\Templates by default). After copying the file, you need to change a few things in Word itself.

Installing the Workbench Interface for Word 6.0/7.0

In order to prepare Word 6.0/7.0 for the communication with Translator's Workbench, you must integrate the document template TW4Win.dot that we have copied to Word's template directory in the previous section. Follow these steps:

1. Start Word, if it is not already running.
2. In Word, from the **File** menu, select **Templates**. The **Templates and Add-ins** dialog opens.
3. Here you can specify templates as "Global Templates" and "Add-ins." You can use this template list to add the Workbench template TW4Win.dot as a "global template" to the standard Word template Normal.dot. To achieve this, click the **Add...** button. The **Add Template** dialog opens, listing all templates available in Word's template directory (\Winword\Templates or \MsOffice\Templates by default).
4. If you have copied the TW4Win.dot file into this template directory as described above, you can now select it. (Otherwise, you can browse to Workbench's installation directory and select it from there.) Confirm with **OK**. Word adds TW4Win.dot to the list of global templates and activates it.
5. Click **OK** again to confirm these settings. You are returned to Word's standard program window, where a new toolbar and a new menu called **Trados** are added to Word's standard toolbar section and menu bar. You can move the toolbar around as convenient. Please refer to the Word documentation for more information on toolbars. Both the toolbar and **Trados** menu will be explained in the "Getting Started" and "Interface With Your Word Processor" chapters.
6. Note that after each new start of Word, you will have to re-activate the template TW4Win.dot. You achieve this by choosing **Templates...** from the **File** menu in Word and checking the item TW4Win.dot on the **Global Templates** list. This will then once more give you Translator's Workbench's toolbar and menu. If you want these items to appear *automatically* each time you start Word, follow the instructions coming next.

Permanently Adding the Document Template TW4Win.dot to Word's Global Templates

If you want the Translator's Workbench template to be active whenever you start Word 6.0/7.0, you can copy the TW4Win.dot file to Word's start-up directory (\Winword\Startup by default). In this case, the template is automatically attached as a global template, so you do not need to attach it manually as described above. You can deactivate the template temporarily by selecting **Templates** from the **File** menu and clearing the check box next to TW4Win.dot. To permanently deactivate the template, delete the TW4Win.dot file from the start-up directory and re-start Word.

2.4.4 Support for WordPerfect 6.1 Discontinued

Translator's Workbench 2.x no longer supports WordPerfect 6.1. However, there is a special version of Translator's Workbench 1.x on our Web site that works with both the old Workbench 1.x dongle *and* the new dongle shipped with Translator's Workbench 2.x. So you can keep working with Workbench 1.x for WordPerfect 6.1 projects even if you "only" have the new Workbench 2.x dongle. Exchanging translation memories between the two versions is possible. Corresponding procedures are described in the "Importing and Exporting Translation Memories" chapter.

3. Getting Started

Now that you have installed Translator's Workbench and TagEditor on your PC and prepared your word processor, let's take a look at some of the features that have been implemented into the programs. We suggest that you try the functions on your PC as you read the chapter.

This chapter is in two main parts:

- first, we will describe how to use Translator's Workbench from within Word;
- second, we will discuss how to translate tagged file formats (SGML/HTML, STF as produced by The S-Tagger for FrameMaker and Interleaf, etc.) with Translator's Workbench and TagEditor.

Please be sure to follow both sections carefully to get a full overview of the capabilities of Translator's Workbench.

3.1 Getting Started With Translator's Workbench and Microsoft Word

In this section, you will learn how to use the interface between Translator's Workbench and Microsoft Word.

3.1.1 Starting the Programs, Opening the Demo Files, Adapting Your Environment

In the Installation section, you have seen how a program group and icon for Translator's Workbench have been created. You can now start the program just like any other Windows application by clicking on its program icon via the **Start – Programs** menu. By default, the Translator's Workbench program icon is located in the **Trados fine translation tools** program group. Clicking this icon will load Translator's Workbench and open its main program window.

After starting Translator's Workbench, start MultiTerm '95 Plus! (we'll refer to it as "MultiTerm" throughout the manual). If you have not installed this program, you should do it now. To do this, please refer to the Installation section in the MultiTerm User's Guide.

Once you are in MultiTerm, please open the demonstration terminology database shipped with Translator's Workbench, `Trados.mtw`. You will find this database in Translator's Workbench's program directory (`\Program Files\TRADOS\TW4Win` by default). In order for Translator's Workbench to correctly work with MultiTerm databases, they must be available in "fuzzy format." So, before Translator's Workbench can access the data stored in MultiTerm, you must create a fuzzy index from the database. To achieve this, choose the command **Create Fuzzy Index** from the **File** menu in MultiTerm. MultiTerm now works through the database and creates fuzzy images of all its terms in all languages, adding them to a neural network which is created in addition to your database. For this reason, please make sure that you have enough space on your hard disk before starting this process. A message in the status bar confirms that MultiTerm is currently busy creating a fuzzy index. Depending on the speed of your hardware, this may take up to a few minutes. You should by all means wait until MultiTerm has finished creating the fuzzy index; otherwise, the neural network may be incomplete or even damaged. A message appears in the status bar after the fuzzy index has been created successfully. Note that you don't have to do this every time you use Translator's Workbench, but only after you have

made changes to the entries in MultiTerm. Please refer to the “Interface with MultiTerm ’95” chapter or to the MultiTerm User’s Guide for more information.

Now we’re almost there. The only thing left to do is start your word processor and open the demonstration document shipped with Translator’s Workbench, namely a document called `Demo.doc`. You will find this file in Translator’s Workbench’s directory that was created during installation (`\Program Files\TRADOS\TW4Win` by default). Thus, after starting your word processor, choose the **Open** item from the **File** menu. Then choose Translator’s Workbench’s program directory and open the demonstration document `Demo.doc`. Once you’ve opened this document, save it under a new name, for example `Demo_g.doc`, to indicate that it will be the German version of the English original. Please make also sure that you have installed and activated the Workbench interface files `TW4Win.dot` (Word 6.0/7.0) or `TW4Win97.dot` respectively, as explained under the heading “Preparing Your Word Processor for Interaction with Translator’s Workbench” above.

Recapitulation

You should now have three programs running:

- Translator’s Workbench
- MultiTerm ’95 Plus with the fuzzy-indexed demonstration database `Trados.mtw`. Please make sure that English is selected as source language and German as target language. This is crucial for Translator’s Workbench’s terminology recognition feature described further down. After setting this language direction in MultiTerm, we suggest that you minimise its program window.
- Your word processor with the copy of the demonstration document `Demo_g.doc` and the template add-in `TW4Win.dot` (Word 6.0/7.0) or `TW4Win97.dot` (Word 97). We suggest that you arrange Translator’s Workbench and your word processor’s program windows in such a way that you can see both on your screen at the same time as depicted in the screen shot below. This arrangement of program windows is important for what follows.

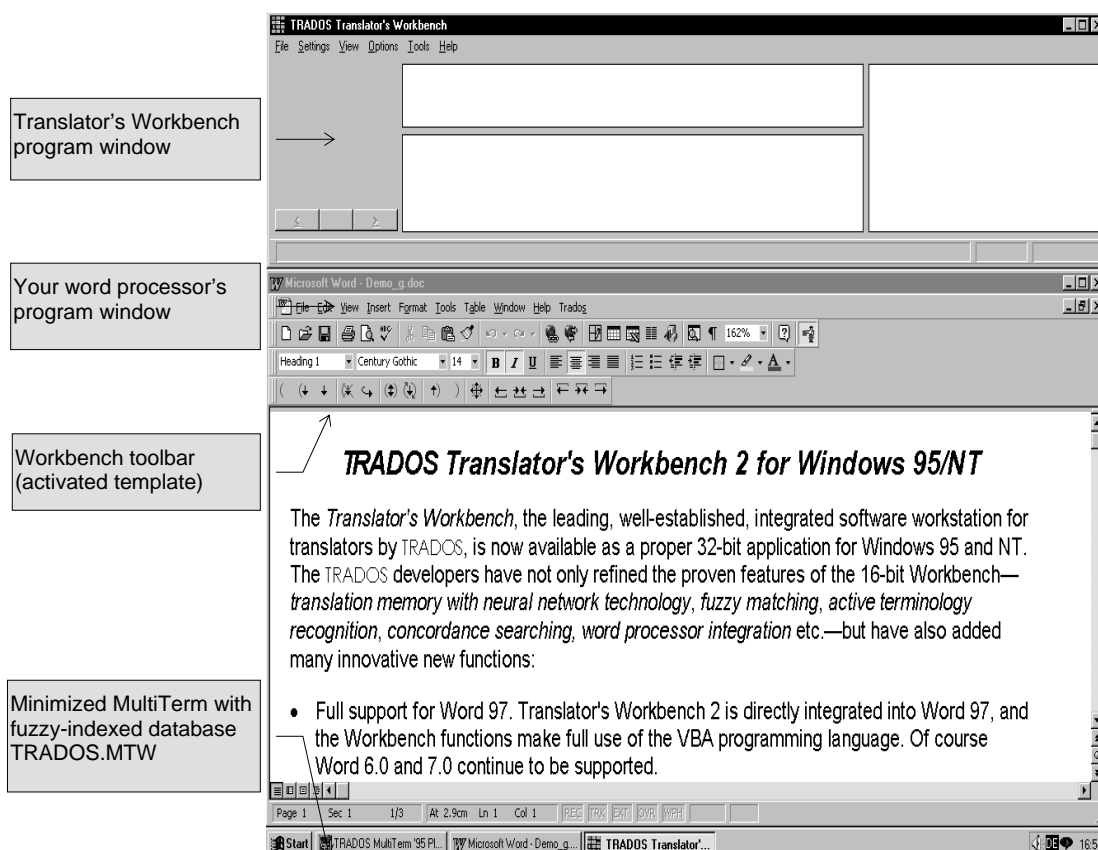


Figure 3-1: Arranging Program Windows (here with Word 97)

If your screen looks roughly like this, we're ready to take a look at Translator's Workbench's main features.

3.1.2 Opening a Translation Memory (TM)

To open a Translation Memory (TM), select the **Open** command from the **File** menu of Translator's Workbench.

Entering Your User ID

If you have not entered any user ID up to this moment, you will be asked to do it now. Translator's Workbench must know your ID before opening a Translation Memory for the first time. The program will remember this ID when you exit the program, so you won't be asked to enter it again.



Figure 3-2: The Userid Dialog

In the **Userid** dialog, enter your user ID, for example "Miller" or "Smith." From now on, each newly created or changed translation unit will get this ID.

Opening the Demonstration TM

After entering your user ID, the **Open Translation Memory** dialog box appears on the screen. In the list of available TMs, select `Demo . tmw` and click **OK**.

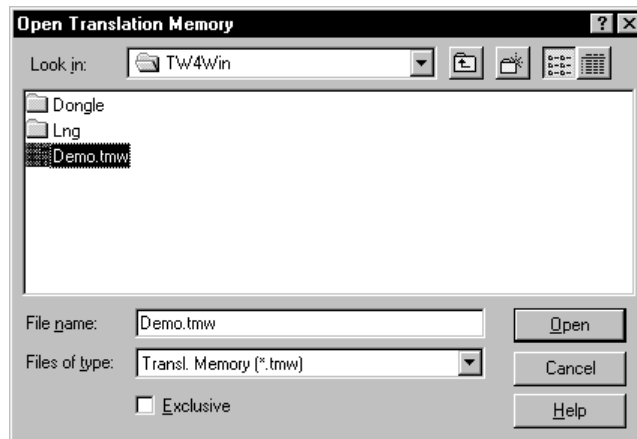


Figure 3-3: Opening a Translation Memory

Translator's Workbench will now open the demonstration TM. A message appears in the program's status bar confirming that the TM `Demo . tmw` has been opened.

Before we describe the program's features, let's take a look at the various parts of Translator's Workbench's program window. After opening the demonstration TM, the window looks like this:

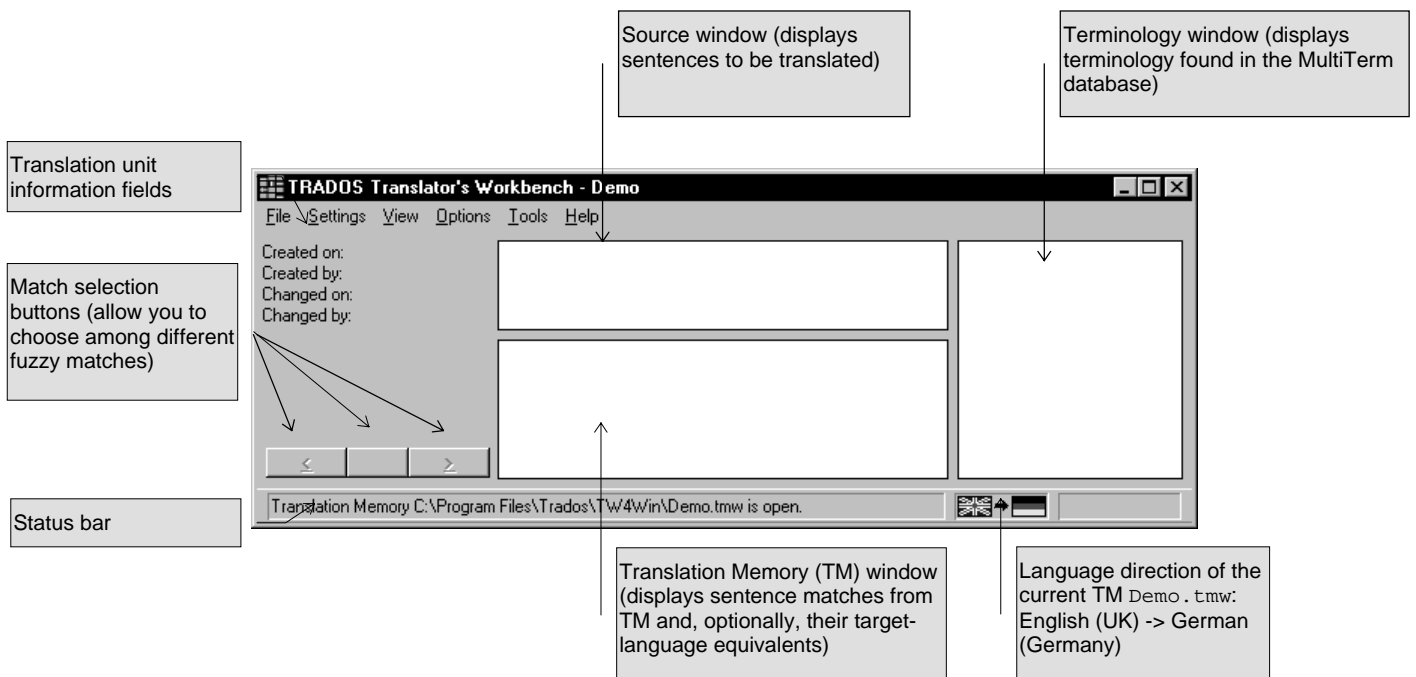


Figure 3-4: Translator's Workbench's Different Program Window Areas

As we go along this chapter, you will get to know all of these different areas. You will see how the different windows will be filled with information from your word processor, the Translation Memory `Demo . tmw`, and the MultiTerm demonstration database `Trados . mtw`.

3.1.3 Using Translation Memory Mode

Most of the time, you will use Translator's Workbench in its Translation Memory mode, TM mode for short. When you are not in TM mode, you can use your word processor to page through and edit your text. In TM mode, on the other hand, you translate a text by going through it segment by segment. Such a segment usually is a sentence.

Let's try this out on a first example. Activate your word processor's program window, and move the cursor to the beginning of the paragraph starting with the sentence *What exactly is a Translation Memory (TM)?* Move the cursor somewhere inside this sentence.

You can now start TM mode either by clicking on the **Open Get** (📄) symbol of the Translator's Workbench toolbar or by pressing the key combination [Alt] + [Home]. As its name indicates, the "Open Get" function **opens** a new translation unit and tries to **get**, i.e. find, a perfect or fuzzy match for the current sentence to be translated in its TM. To achieve this, your word processor performs two steps:

1. It highlights the source sentence and places a blue field around it.
2. It passes the source sentence on to Translator's Workbench. Translator's Workbench will take the sentence and check it in several respects:
 - Is the sentence similar to or exactly the same as a sentence already stored in TM? If yes, who created the corresponding translation unit and when? Is there any further information on the translation unit stored in the TM database?
 - Are there any known terms in the sentence, that is, are there any terms that are similar to or the same as terms stored in the MultiTerm database Trados.mtw?
 - Are there any other elements such as acronyms, numbers, dates that might stay the same in the translation?

The result of this brief analysis is displayed in the various windows of Translator's Workbench. You will get the following screen:

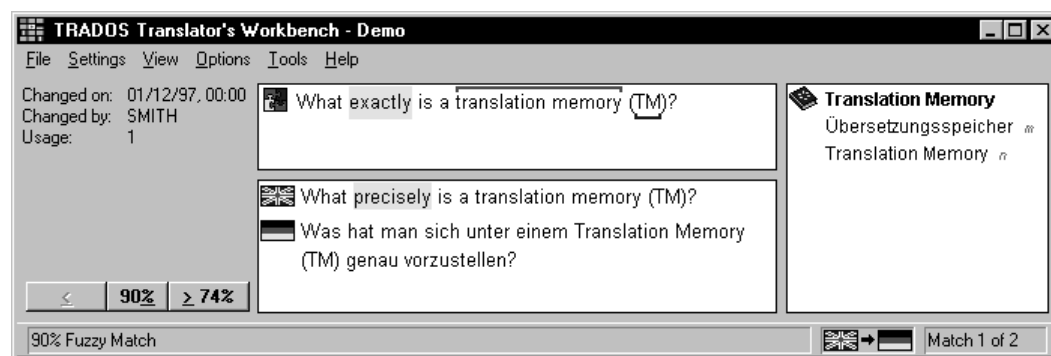


Figure 3-5: Translator's Workbench's Program Window After a Fuzzy Match

The Source and Translation Memory Windows

In the Source window, you can see the sentence as it was transferred from your word processor to Translator's Workbench, symbolised by the icon of your word processor (Word 97 in the above example). In the Translation Memory window below the Source window, Translator's Workbench displays an English-German translation unit from the Translation Memory Demo.tmw. In the lower left corner of the program window, Translator's Workbench informs us that the English sentence from TM bears a certain similarity to the one to be translated: we are looking at a 90% match.

In the left part of the window, Translator's Workbench tells us that the translation unit from Translation Memory has been last changed by a certain Mr. Smith on 01 December 1997, and that the unit has been used once in translations since its creation (Usage = 1).

Note

To display the date and time in such fields as *Changed On* in the above example, Translator's Workbench uses the same format as specified in your Windows environment. You can change these settings via **Start - Settings - Control Panel - Regional Settings - Time** and/or **Date**.

Active Terminology Recognition

Second, our sentence has been analysed as to whether there is any known terminology in it. This feature is referred to as "active terminology recognition." A terminology management system like MultiTerm offers quick and easy access to terminology. The slight disadvantage is, though, that the user still has to initiate the search for a term. Not so in Translator's Workbench: it performs this task for you by automatically looking for known terms in the sentence to be translated and interactively telling you that the terms are known. It marks them with a red bracketed line and displays their translation in the Terminology Window at the right-hand side, symbolised by a dictionary with the EU flag on it. In our example, it found an entry for *Translation Memory* in the terminology database *Trados.mtw* and immediately displayed its translations *Übersetzungsspeicher* and *Translation Memory* in the Terminology window, together with gender information.

Keep in mind that terminology recognition also works with a fuzzy-matching algorithm. This means that terms in your sentence are found even if they don't occur in the same form in the terminology database. Further down, we will give you examples on this.

Active Recognition of Variable Elements (Acronyms, Numbers, Dates, etc.)

Last but not least, our sentence has been analysed as to whether there are any variable elements in it. "Variable elements" are items which, typically, do not change in the translation, such as numbers, dates, time specifications, acronyms, etc. In most cases, you simply place these elements unchanged somewhere in your translated sentence. In our example, Translator's Workbench found the acronym *TM* to be such an element. You recognise this by the blue bracket that underlines it. Let's not go into too much detail on this now. Below, under the heading of "Working With Non-Translatable Elements", you will find more examples on this feature.

Choosing Among Different Matches

After having found out all these different bits of information, Translator's Workbench passes the German translation of the TM sentence back to your word processor. Remember that you can still see the original English sentence in the blue field. Now, the 90% match German equivalent from Translation Memory, *Was hat man sich unter einem Translation Memory (TM) genau vorzustellen?*, is inserted into a yellow editing field beneath the source field. This yellow field is also referred to as "target field." So, to recapitulate, you'll see the English original in the blue and the 90% match German equivalent in the yellow editing field as follows:

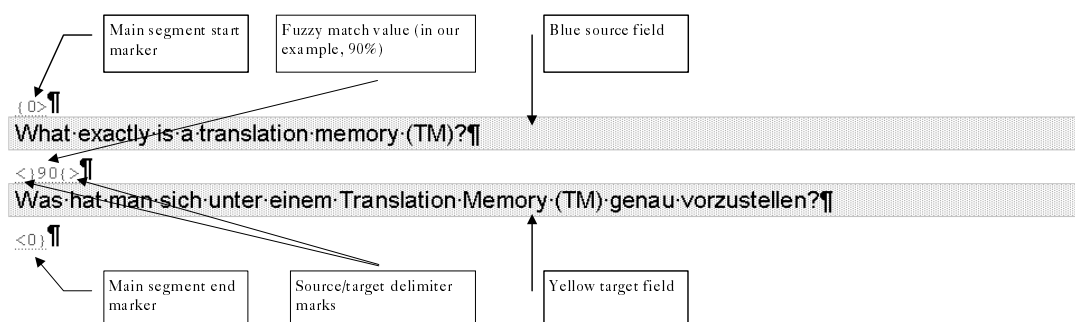


Figure 3-6: Your Document After a Fuzzy Match

In your word processor, you have several possibilities to view non-textual data, such as carriage returns. For example, it might be that you don't see the delimiting marks inserted by Translator's Workbench into the document, {0> and <0}, or the match value between the current source segment and its counterpart from Translation Memory (in our example, 90). Or it might be that you don't see the carriage return characters (¶). In this case, you can customise your word processor to display these items. Follow one of these procedures:

- Click on the ¶ button in Word's standard toolbar. This will make visible both the carriage returns and the delimiting tags.
- Alternatively, choose the **Options** item from Word's **Tools** menu. In the dialog box that follows, select the **View** tab as shown below:

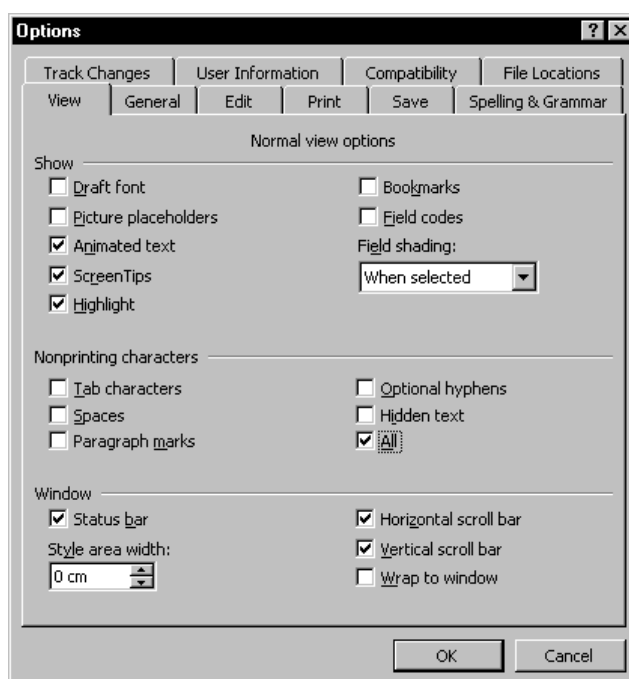


Figure 3-7: The View tab in Word's Options Dialog (here, Word 97)

Tick the **All** option in the **Non-Printing Characters** section, as depicted above, and click **OK**. This will make all non-printing characters, including Translator's Workbench's delimiting marks, visible.

Now let's return to our above example. You could now simply accept the German translation without editing it—after all, the difference between *exactly* and *precisely* is not too big. But let's suppose that you do not want to accept this translation as is. Instead, you would first of all like to know what the other match (74%) looks like.

To achieve this, you can simply click on the **> 74%** button next to the **90%** button in Translator's Workbench's program window. The program will now tell you that the 74% match translation unit from TM reads as follows:

What is meant by translation memory (TM)? with the German equivalent Was versteht man unter einem Translation Memory (TM)?

(The 90% match went: *What exactly is a Translation Memory (TM)? with the German equivalent Was hat man sich unter einem Translation Memory (TM) genau vorzustellen?*)

As you can see, there are some changes in this sentence. For example, the adverb *exactly* has been left out in this sentence. Note that Translator's Workbench highlights missing words in grey. Note also the different information on the *Changed By* and *Usage* items in the translation unit information fields. Now, if you would like to transfer the German equivalent of this slightly changed sentence to the yellow editing field (= target field) in your word processor, you can click the **Get Translation** button (↓) in the Workbench toolbar. This function **gets** the current translation from the TM window and transfers it to the target field in your word processor, thus replacing our 90% fuzzy-match translation with the 74% one.

Suppose you prefer this translation to the first one, so you would like to accept it and move on to the next sentence. To achieve this, simply click on the **Set Close Open Get** button (↕). This function **sets**, i.e. accepts the translation in the target field, **closes** the corresponding translation unit, moves on to the next sentence, **opens** the next translation unit, and tries to **get** a match from TM for the next sentence. Let's try this out—please click on the ↕ button.

For the next sentence, Translator's Workbench again finds a fuzzy match, this time a 95% one. The only thing that has changed is that the TM sentence contains a word that our sentence does not contain, namely the word *linguistic*. Note that Translator's Workbench highlights such inserted words in grey. Again, Translator's Workbench displays the German equivalent of this 95% fuzzy match in its Translation Memory window and transfers it to the target field in your word processor. The German translation reads as follows:

Ein TM ist eine linguistische Datenbank, die alle Übersetzungen und ihre Originalsätze aufnimmt, während Sie übersetzen.


The German equivalent contains a translation of *linguistic*, viz. *linguistisch*. You can now move to the word *linguistisch* in the yellow target field and delete it, if you like, since our English sentence doesn't contain the word *linguistic*. After changing the German translation, we will now temporarily leave TM mode and take a look at the other buttons available in the toolbar. To achieve this, press the ↑ button, labelled **Set Close**. This function **sets** the changed translation, i.e. adds a new translation unit to the TM with the English and German sentences that we have just changed, and **closes** the translation unit after that.

Entering a New Translation

Done? Now let us move to the first sentence of the demo text, starting with *Translator's Workbench, the leading...* and re-start TM mode by clicking on the ↓ button to **open** a new translation unit and try to **get** the best match from TM. This time, however, the sentence to be translated is completely new. There was no similar sentence found in TM, so unfortunately Translator's Workbench cannot suggest a translation. However, at least the known terms are marked with a red bracketed line; you don't have to type the translations for these terms.

Pasting Translations of Known Terms

In your word processor, you will still see the English sentence to be translated into German in the blue source field, but, logically, the target field is empty. Let us now find a German translation for the English sentence, using active terminology recognition and a powerful feature that has been integrated into Translator's Workbench, referred to as the Concordance function. More on that later, let's start translating!

The first known term shown to us by Translator's Workbench in its Terminology window is the German "translation" of the product name *Translator's Workbench*. It also shows us the gender information for the German word, telling us that it is a feminine noun. As a consequence, we know we have to type a *Die* into the yellow target field. You can now press the  button in the toolbar to paste the translation into the target field. Alternatively, you can choose the menu item **Get Current Term** from the **Trados** menu or press the [Alt] + [↓] key combination. Our sentence should now read *Die Translator's Workbench*. Enter the translation for *the leading, well-established* by hand, for instance by typing *die erfolgreiche, bewährte*.

Using the Concordance Function

Our translation should now read "*Die Translator's Workbench, die erfolgreiche, bewährte*." Let us now take a look at the Concordance function. Suppose that you know for sure that you have already translated the word *integrated* in TM mode before, but you hadn't added any entry to the current MultiTerm database. As a consequence, Translator's Workbench does not tell you that the term is known. Still, there must be one or more English-German sentence pairs that contain the word, and it would be nice to have a look at them. To cut a long story short, you would like to see all English sentences from TM where you translated the word *integrated*, together with their German equivalents. No problem: simply activate Translator's Workbench's program window and mark the word *integrated* in the Source window by double-clicking on it. Now press the *right* mouse button. A context menu, sometimes also referred to as "popup menu," will open instantly. Choose the first item, **Perform Concordance Search**, from this menu. The following window will open instantly:

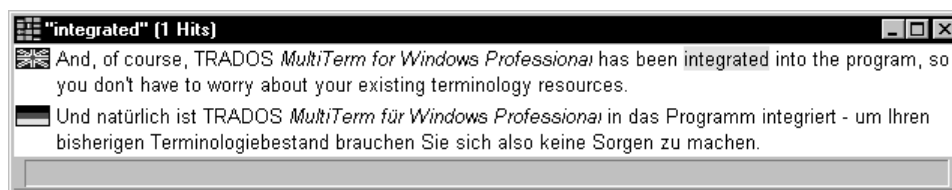



Figure 3-8: The Concordance Window




This window shows you a sentence pair from TM where the word *integrated* in the English sentence is highlighted in yellow. This window is called Concordance window. It always shows you all sentences from TM where your search term appears. As you can see from the German translation of this sentence, the equivalent of *integrated* is *integriert*.

Using the Clipboard to Transfer Text from the Concordance Window to Target Applications

Suppose you would like to transfer this translation to your word processor. To achieve this, simply select the word *integriert* in the German sentence with your mouse, and again click the *right* mouse button. This time, choose **Copy to Clipboard** from the context menu. This copies the selection to the Windows Clipboard. You can now close the Concordance window by choosing the **Exit** menu item from its system menu or by pressing the key combination [Alt] + [F4]. Now go back to your word processor, and make sure the cursor is located at the end of the target field. Now choose the **Paste** command from your word processor's **Edit** menu. This pastes the word *integriert* into the target field at the cursor position. Copying text this way works from any window of Translator's Workbench to any target application that allows the pasting of text.

Note


You can also access the Concordance feature directly from within your word processor by clicking the  button after selecting your search term. You can also open several Concordance windows at a time, simply by selecting passages in the first Concordance window that interest you, again clicking with the right mouse button and choosing **Perform Concordance Search** from the context menu that follows. A new Concordance window will open instantly and show you all sentence pairs where the previously marked selection occurs. And so on.

Let's return to our above translation. You can now type the German translation of the bits in between the known terms into the target field, adding *Software-Lösung für*. Our sentence should now read *Die Translator's Workbench, die erfolgreiche, bewährte, integrierte Software-Lösung für*. Again, a known term appears, viz. *translators*. You can paste the translation of this term into the target field either by clicking on the  (**Get Next Term**) button, or by pressing the key combination [Alt] + [→]. The  function browses forward through the known terms of the sentence to be translated and pastes them into your document at the cursor position. The  button or [Alt] + [←] does the same thing, but browses backward through the known terms in your sentence.

Now try it yourself: translate the remainder of the sentence, using the terminology pasting functions for the term *Windows* and the Concordance option for the words *available* and *version*.

In the end, our translation should read something like this:

Die Translator's Workbench, die erfolgreiche, bewährte, integrierte Software-Lösung für Übersetzer aus dem Hause TRADOS, ist nun auch als echte 32-Bit-Anwendung für Windows 95/NT verfügbar.

You can now again press the  button to add this new translation to TM and close the corresponding translation unit and yellow editing field.


Working With Non-Translatable Elements

Non-Translatable Elements are elements which do not change in the translation. They can be divided into two groups:

- graphics, fields, and other word-processor specific items
- numbers, dates, acronyms, and other word-processor independent items

Graphics, Fields, and other Word-Processor Specialities

In our next example, we will translate a small sentence containing a graphic and a page reference field. This special functionality is available for the Word interface only. Translator's Workbench treats graphics and other non-translatable elements, such as most fields—for instance, the DATE field which inserts the current date, or reference fields as in our example—as “placeable” elements. In most cases, such elements will be left as they are in the target text. The only thing that will change is their position within the translation. This is why they are referred to as “placeables.” As this name indicates, it's you who decides where to place them in your target text as you translate.

Let's go through an example to illustrate this. Place the cursor at the beginning of the sentence starting on the last page of the demo text (*Insert a diskette...*). As you can see, it contains two graphics: a floppy disk and a computer. Now let's see what Translator's Workbench does with these. Re-start TM mode by clicking the  button once more to **open** a new translation unit and try to **get** the best match from TM. Again, no match is found in Translation Memory. What's special about this sentence, though, is that once Translator's Workbench has analysed it, you will see that it displays special symbols in its Source window that represent the graphics and the page reference contained in the English sentence.

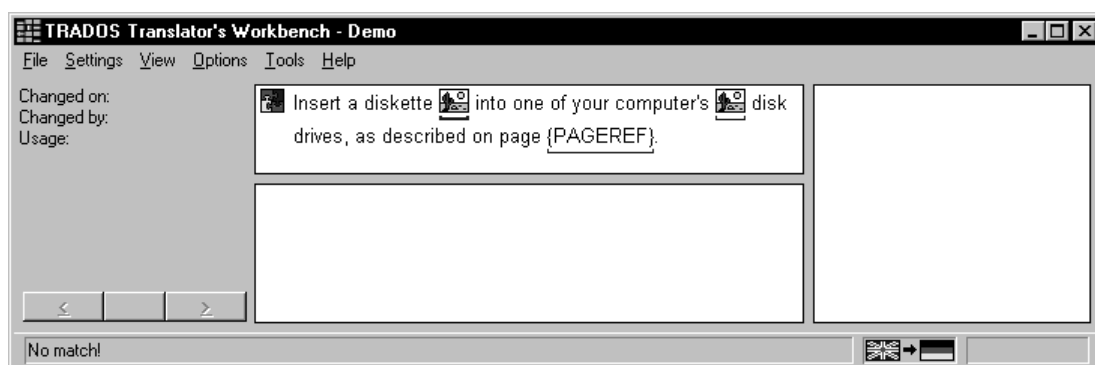







Figure 3-9: Sentence with Graphics and a Page Reference

As you can see, it underlines the graphic symbols as well as the page reference field with a blue bracketed line. This line always tells you that Translator's Workbench has found one or more "placeable" element(s) in the sentence to be translated next. You can now start translating as usual in the yellow target field, saying something like *Legen Sie eine Diskette*. Now you're ready to insert the first graphic—better: "placeable"—into your translation. In analogy to the terminology buttons in the Translator's Workbench toolbar, there are special buttons to transfer placeables into your target text. Thus, to insert the currently highlighted placeable—which you recognise by the bold blue bracketed line—, press the  button in the toolbar. Note that the button also has a blue bracketed line to indicate that it's used to transfer placeables. (Alternatively, you can also press the key combination [Alt] + [Ctrl] + [↓] or use the **Get Current Placeable** command from the **Trados** menu.) As was to be expected, clicking the  button copies the diskette graphic into your translation.

Now go on translating until the next graphic placeable, saying something like *in eines der Laufwerke Ihres Computers*, and click the  button ([Alt] + [Ctrl] + [→]) to copy the next placeable to your translation. Translator's Workbench automatically transfers the computer graphic into the target field. After that, you can continue the translation by adding the separable prefix *ein* to complete the verbal phrase of the main German sentence.


Continue translating until the next placeable—this time, the page reference field—for instance by saying *wie auf Seite*. To insert the last placeable into the target field, again click the  button. This will insert the page reference field. Finish the translation by adding the adjective *beschrieben* as a translation of *described*. Your translation should now look as follows:

Legen Sie eine Diskette  *in eines der Laufwerke Ihres Computers*  *ein, wie auf Seite 1 beschrieben.*

You can now again press the  button to add this new translation to TM and close the corresponding translation unit and yellow editing field. Please refer to the "Interface With Your Word Processor" chapter for a complete description of all buttons.

Acronyms, Numbers, Dates, Time and Other Variable Elements

When analysing source sentences, Translator's Workbench does not only identify normal words, punctuation, graphics, and fields, but also many different types of so-called "variable elements." Such elements can be numbers, acronyms, but also dates, time, measurements or variable elements that you specify (such as product names, names of cities, etc.). Typically, they do not change in translation. To see how Translator's Workbench handles such elements, in our next example, we will translate a small sentence containing acronyms and numbers. In the demo document, this example is found under the heading of "Acronyms and Numbers" and reads *The DAX index hovered between 4,919.60 and 4,936.32 points.*

Re-start TM mode by clicking the  button once more. Again, no match is found in Translation Memory. However, similar to the graphics and fields in our previous example, Translator's Workbench displays the acronyms and numbers as "placeable elements."

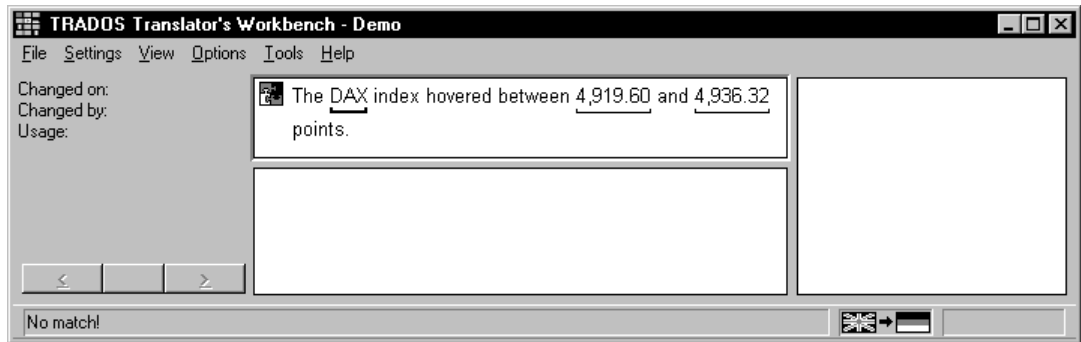





Figure 3-10: Sentence with Acronyms and Numbers

Similar to the previous example, you can "place" the acronyms and numbers into the target sentence as you translate, using the  and  buttons. With the acronym *DAX*, this is a comparably trivial exercise. When transferring the numbers, however, Translator's Workbench not only places them into your translation, but also adapts the number format to the requirements of the German language. The program replaces the English digit grouping symbol (","") and decimal symbol (".") with their German counterparts, which have to appear exactly the other way round. In a way, Translator's Workbench "localises" the numbers so that they appear in their correct form as expected by a German reader. This is why this adapting process is also referred to as "substitution localisation." When finished, your translation should read something like *Der DAX-Index pendelte zwischen 4.919,60 und 4.936,32 Punkten.*

Now, what happens if a sentence with the same wording but different acronyms and numbers occurs? Let's try this out. Confirm your sentence with . Translator's Workbench moves to the next sentence, which reads *The XETRA index hovered between 3,687.80 and 3,699.48 points.* As you can see, all three variable elements of our previous example have changed. Despite these changes, Translator's Workbench is still able to produce a 100% match and, what's more, automatically adapts the acronyms and numbers to fit the new translation:

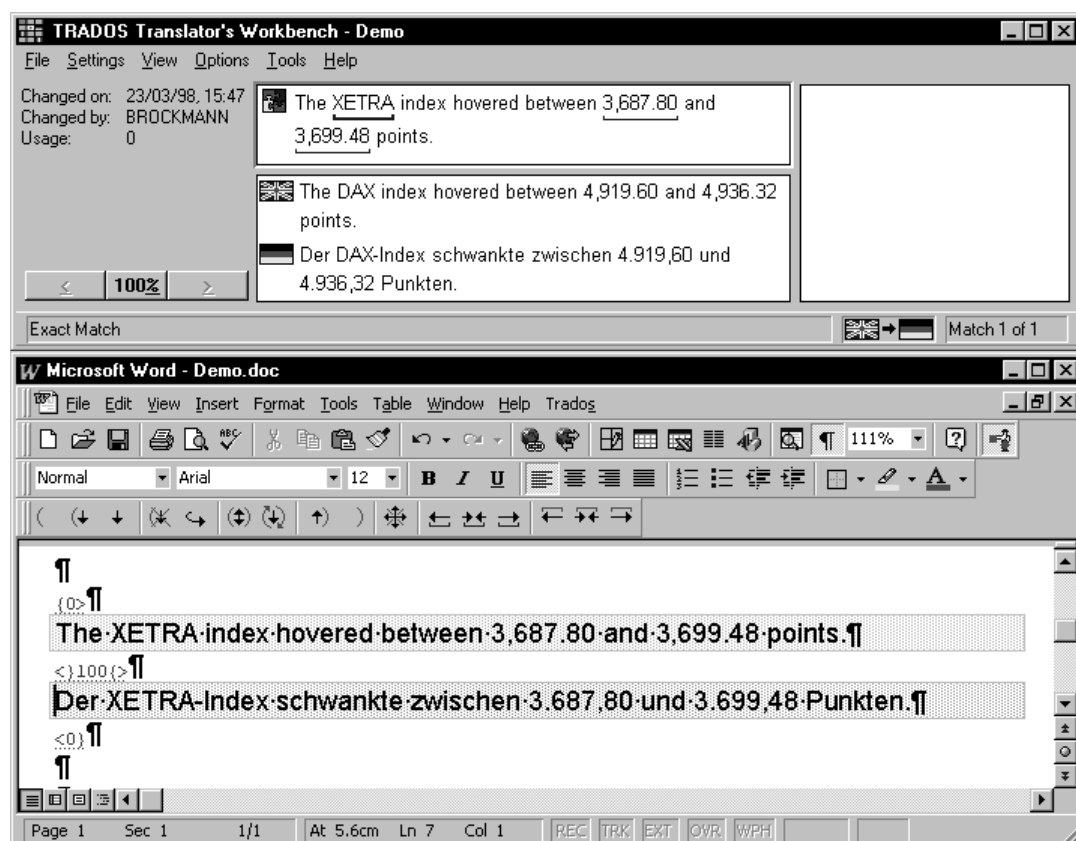



Figure 3-11: Getting 100% Matches Despite Changes in Variable Elements

To sum up, if only variable elements have changed in a new version of an already translated document, Translator's Workbench will be able to substitute and adapt them as required in the new translation, without your having to do a single bit of extra work. You can imagine that this will not only boost your productivity, especially in texts where many of these elements occur. It will also help reduce the error rate when "translating" numbers, dates, time, measurements, and the like.

What's more, Translator's Workbench does not only adapt formats as shown in the above examples, it can also convert measurements as appropriate. For example it can convert *inch* to *cm* or *°F* to *°C* if you wish. For information and examples on this as well as all other substitution types, see "Defining Automatic Substitutions" and "Defining Substitution Localisation Settings" in the "Translation Memory" chapter. There are also a few more examples with variable elements in the demo document for you to play around.

After completing the translation of the demo text or whenever you like, you can press the  button to add the last translation to TM and close the corresponding translation unit and yellow editing field. Please refer to the "Interface With Your Word Processor" chapter for a complete description of all buttons.

Switching the Dialog Language in Translator's Workbench

You can use Translator's Workbench in different dialog languages. Follow these steps:

1. From the **Settings** menu, choose **Dialog Language**. The **Dialog Language** dialog opens.
2. Choose the new language from the **Select Language** drop-down list. (The list of available dialog languages is constantly expanded.)
3. Click **OK**. From now on, Translator's Workbench uses the new language for menus, dialogs, messages, online Help, etc.

3.2 Getting Started With Translator's Workbench and TagEditor

In this section, you will learn how to use the interface between Translator's Workbench and TagEditor. We suppose that you have worked through the previous section and are thus already familiar with the interface between Translator's Workbench and Microsoft Word.

3.2.1 What Is a Tagged Format?

Tagged file formats play an increasingly important role in document authoring and translation. For example, tags are used to define the structure and layout of Internet pages (HTML). The "big brother" of HTML, the Standardised General Markup Language (SGML), is also more and more frequently used for the structuring of complex documentation.

Besides these standardised markup languages, DTP packages such as FrameMaker, Interleaf, PageMaker, Ventura etc. produce exchange formats that allow further processing by third-party applications such as Translator's Workbench and TagEditor. However, these formats are often not very translation-friendly and difficult to handle. That's why TRADOS offers special applications that convert these formats into a Translator's Workbench-compatible, easy-to-translate tagged format. In this documentation, all types of these tagged Translator's Workbench-compatible formats are referred to as "Workbench RTF."

In this Getting Started section, we will show you how to translate a HTML document.

Notes

- All tagged formats (SGML, HTML, and Workbench RTF) can be edited and translated using Translator's Workbench and TagEditor. For a complete list of supported formats, the applications you use to convert them, and the translation workflow involved, see the chapter "Translating Tagged Files With Translator's Workbench and TagEditor."
- Workbench RTF files can be translated using either TRADOS TagEditor or Microsoft Word. We recommend using TagEditor since it features many specialised functions for tagged formats not available in Word (tag protection and verification, among many others).
- For "normal" Word documents or RTF-based online Help files, use Word. TagEditor *only* supports Workbench RTF files.

3.2.2 Starting the Programs, Opening the Demo Files, Adapting Your Environment

In the previous section, you have seen how to start Translator's Workbench, MultiTerm, and Microsoft Word and open the demo documents and databases. For the purpose of this Getting Started section, make the following preparations:

1. Close Microsoft Word, if it is still running.
2. Start Translator's Workbench, if it is no longer running. Once you are in Translator's Workbench, open the demonstration TM Demo.tmw (it should in fact be re-opened automatically from the previous examples).
3. Start MultiTerm, if it is no longer running. Once you are in MultiTerm, open the demonstration terminology database shipped with Translator's Workbench, Trados.mtw (it should in fact be re-opened automatically from the previous examples). If you have not already done so, create a fuzzy index for this database now. The procedure is described in the "Getting Started with Translator's Workbench and Microsoft Word" section above.
4. Start TagEditor. Once you are in TagEditor, open the HTML demonstration document shipped with TagEditor, a document called Demo.htm. You will find this file in the

TEDemo subfolder under Translator's Workbench's installation folder (\Program Files\TRADOS\TW4Win\TEDemo by default).

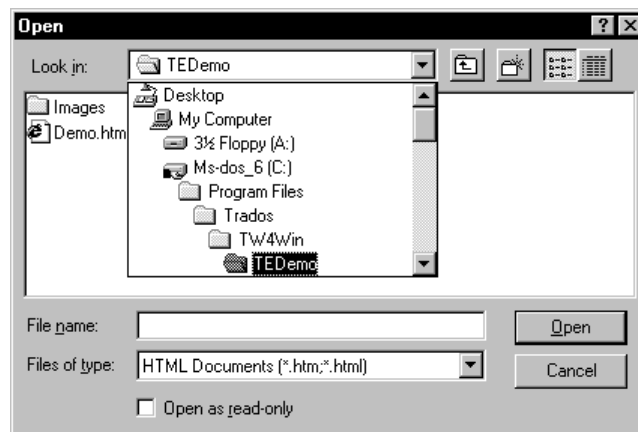


Figure 3-12: Opening the Demo HTML Document in TagEditor

Recapitulation

You should now have three programs running:

- Translator's Workbench with the opened demonstration TM Demo.tmw;
- TagEditor with the opened demonstration HTML document Demo.htm. We suggest that you arrange Translator's Workbench and TagEditor's program windows in such a way that you can see both on your screen at the same time (similar to what you did with Word in the previous section). This arrangement of program windows is important for what follows.
- MultiTerm '95 Plus with the fuzzy-indexed demonstration database Trados.mtw. Please make sure that English is selected as source language and German as target language (same as in the previous examples). After setting this language direction in MultiTerm, we suggest that you minimise its program window.

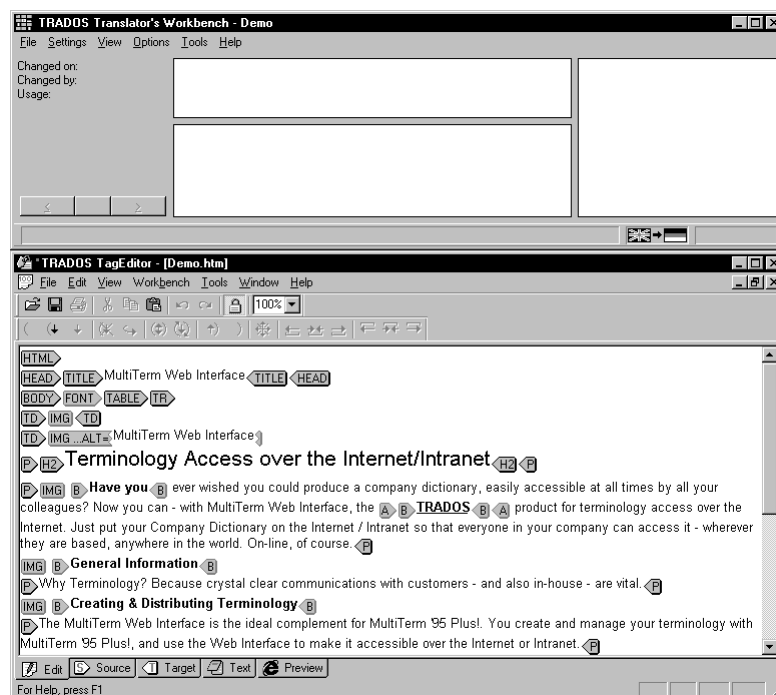


Figure 3-13: Arranging the Windows of TagEditor and Translator's Workbench

3.2.3 A First Glance at a Tagged File in TagEditor

Activate TagEditor's program window. Before we actually start translating a few sentences, let's first take a look at the demonstration HTML document that we have just opened. What we see in front of us is a typical example of an HTML file. In fact, it's a slightly modified version of a (bigger) HTML document found on our Web site at <http://www.trados.com/muwi>.


Different Types of Tags

The HTML tags are certainly the most striking feature in the file. There are several types of tags in the demo document. For our purpose, let's just make a few very important, basic distinctions:

- **External vs. Internal tags:** All tags have either a black border (for instance, the `<HTML>` tag right at the beginning) or a red border (for instance, the `` and `` tags). Tags with a *black* border are referred to as **external tags**. They typically represent structural information, are completely ignored during translation and can only appear *outside* sentences (hence the name "external"). Tags with a *red* border are referred to as **internal tags**. They represent formatting information, surround hyperlinks or other markers etc., and may appear *inside* the text (hence the name "internal"). Most internal tags can be moved around within the sentence to suit the translation. Some can be added or deleted as required. You will learn more about this later.
- **Opening and Closing Tags vs. Standalone Tags:** Most of the tags that you will encounter give instructions by first placing an opening tag. The opening tag is then followed by text and, in some cases, more tags. The instruction invoked by the opening tag must then be revoked by inserting the closing tag. A typical example of such tag pairs are `<HTML>`, `</HTML>`, `` and ``. Standalone tags, as their name suggests, do not occur in pairs. You can easily recognise them since they don't have "sharp" edges. An example of standalone tags are the image tags `` in the demo document.
- **Translatable Text Within Tags:** When translating a tagged file format, no text inside any of the tags may be changed. However, sometimes there is text inside a tag that requires translation. In this case, TagEditor will display the tag in three parts. The text to be translated appears as normal text and the parts of the tag that surround it will appear as interconnected parts. For example, in the demo document we have just opened, the text "MultiTerm Web Interface" in the "IMG" tag displays as ``. As you can see, this text is the value for the "ALT" attribute, and contains the text that is shown in place of the image if the image is not shown. Thus it needs to be translated.

Protected Tags

By default, TagEditor protects all tags in any document to make sure they stay in place during translation. You can test this: for instance, place the cursor after any tag and press the [Backspace] key. The tag is not deleted and stays in place. Or select a tag with your mouse and press the [Del] key: same result.

Sometimes, it may be necessary to temporarily deactivate tag protection to be able to delete tags or move them around to suit the translation. Tag protection can be switched on and off via the **Tag Protection** command from the **Edit** menu (or the  button in the TagEditor toolbar). For more information, see the chapter "Working With Tag Protection and Verification" in the TagEditor online Help.

Semi-WYSIWYG View

TRADOS TagEditor is all about making the translation of tagged text much easier and more ergonomic than ever before. In this spirit, instead of just showing you text and (protected) tags which you then translate, TagEditor can "map" tags to formatting to allow a more WYSIWYG view at the document. For example, a heading in HTML is usually surrounded by Heading tags

(H1, H2 etc.). In the HTML file we have just opened, there is an example of a second-level heading ("Terminology Access over the Internet/Intranet"). Instead of just displaying the heading tags and text as is, TagEditor changes the appearance of the text between the Heading tags, so that it displays in a bigger font than the rest of the document. This makes navigating and orientation in the file of course much easier.

Now that we have taken a first look at the file, let's start translating it. You will see that using Translator's Workbench from within TagEditor is very similar to using it from within Word.

3.2.4 Using Translation Memory Mode

Let's try this out on a first example. Activate TagEditor's program window, and move the cursor to the beginning of the heading "Terminology Access over the Internet."

Click the **Open Get** (📄) symbol of the Translator's Workbench toolbar, or press the key combination [Alt] + [Home]. As we have seen above, the "Open Get" function **opens** a new translation unit and tries to **get**, i.e. find, a perfect or fuzzy match for the current sentence in the TM and looks for known terminology in MultiTerm.

The result of this brief analysis is again displayed in the various windows of Translator's Workbench. You will get the following screen:

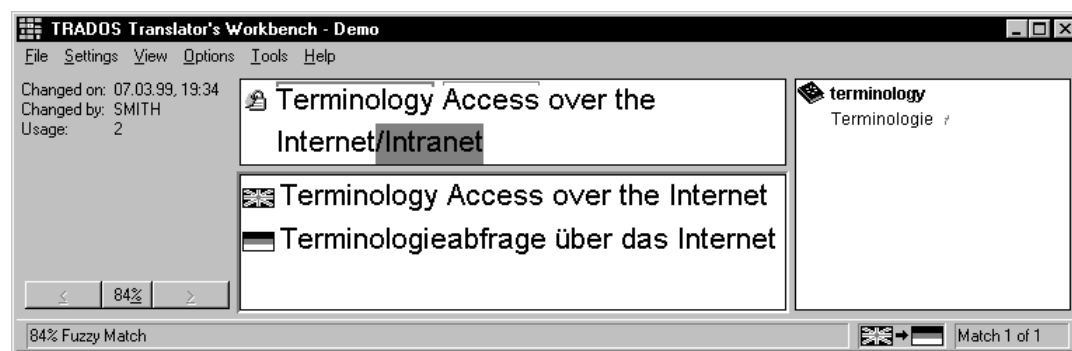


Figure 3-14: Translator's Workbench's Program Window After a Fuzzy Match

First of all, it is important to note that the heading tags ("P" and "H2") have been completely left out of the opened translation unit although they surround it. TagEditor does this on purpose: As mentioned above, tags with a black border are "external" to the translation process and can thus be ignored completely.

Second, similar to the examples given in the Getting Started section on the Word interface, Translator's Workbench informs us that the English sentence from TM bears a certain similarity to the one to be translated: This time, we are looking at a 84% fuzzy match. In the left part of the window, Translator's Workbench tells us that the translation unit from Translation Memory has been last changed by a certain Mr. Smith on 07 March 1999, and that the unit has been used twice in translations since its creation (Usage = 2).

Third, our sentence has been analysed for known terminology. In our example, Translator's Workbench found entries for *terminology* and *access* in the Trados.mtw database. As seen before, the program marks these known terms with a red bracketed line and displays the first of them in the Terminology window.

You will now want to adapt the German translation, adding something like */Intranet*. This already completes our translation of the first sentence in TagEditor! Let's confirm the translation with the by now well-known (📄) button.


A Perfect Match With Tags...

The next sentence has been translated exactly as is before, so Translator's Workbench gives us a 100% match, inserting the translation into a green target field. Let's take a closer look at the tags in it. We see two tags with a red border, viz. the tag pair **B** and **B**. In HTML, "B" stands for "bold", hence the bold formatting of the text between the starting and ending tag—again, the semi-WYSIWYG effect.

Note

Note that all formatting shown in TagEditor is just on the surface, it's just "display". Unlike in Word, any formatting in the text is *not* transferred to Translator's Workbench and will *not* be reflected in the TM. The tags, however, will be. So what ends up in TM is pure text with tags—as it should be when dealing with SGML and HTML.

The formatting information is just there to make your life easier when you translate tagged documents. Incidentally, that's why there's no formatting toolbar in TagEditor. There is nothing you could format ☹. So don't worry if you sometimes do not achieve the same formatting in the target segment as in the source. As long as you transfer all internal tags from the source to the translated segment, all is well. More on tags below.

Let's confirm this sentence and move on to the third, last example: Confirm the 100% match with .

... and a Fuzzy Match With Tags

In this last example, we get a 90% fuzzy match. The only difference between the new sentence and the one from TM are tags. The sentence in TM doesn't have tags, the new sentence does: the word *TRADOS* is enclosed by opening and closing "A" (anchor) and "B" (bold) tags. Anchor tags are used to link HTML pages with other pages or Internet addresses (also known as uniform resource locators, URLs).

Displaying the Contents of Tags via "Tag Tips"

Anchor tags do not just consist of the "A", but also of the URL they refer to. To see the full URL in our example, move the mouse pointer over the tag and wait a small moment: a "tag tip" appears, showing you the full contents of the "A" tag:







Figure 3-15: Displaying a "Tag Tip"

You can always display the full contents of single tags via this special "tag tip" function. If you want to permanently display the full contents of all tags, use the **Full Tags** command from the **View** menu in TagEditor. This is especially useful for STF files as produced by The S-Tagger for FrameMaker and Interleaf.

Transferring Tags from the Source to the Target Segment

The only thing we need to do in the German translation of this last example is copy the tags from the source sentence to the target sentence. Translator's Workbench treats internal tags as "placeables" in the same way as numbers, dates, and other variable elements whose treatment we have already seen in the Getting Started with Word section. As a result, it underlines the tags with blue bracketed lines.




You can now move the cursor to the word *TRADOS* in the target segment, and place the first two tags by clicking the **Get Current Placeable**  button. This inserts the opening “A” and “B” tags. Then, place the cursor directly after the word *TRADOS* and before the hyphen, and place the closing tag pairs by clicking the **Get Next Placeable**  button twice. This inserts the closing “A” and “B” tags. (The first time you click , you will note that the word *TRADOS* is transferred to the target segment. This is because *TRADOS* is recognised as an acronym which is treated as a placeable in the same way as tags).

Let's confirm the last example and leave TM mode. You achieve this as usual via the  button.

Note

After confirming any translation with internal tags, TagEditor can verify whether the tags have been correctly transferred to the target segment. For more information, see the chapter “Working With Tag Protection and Verification” in the TagEditor online Help.

3.2.5 Saving a Document in Bilingual Format

Now that we have put some effort into our first translations in TagEditor, let's take a look at what we have achieved so far. We have translated three segments. In a similar way to what we have seen in the Getting Started with Word section, TagEditor holds the source and target segments as so-called “translation units” in one and the same document. That's what the ,  and  delimiting tags are there for. These delimiting tags have exactly the same function as the delimiting marks in Word: they identify the source segment, match value, and the target segment.

Now let's save our work. To achieve this, from the **File** menu, choose the **Save (Bilingual)** command. As you can see from the name of this command, the file-saving functionality in TagEditor is slightly different from what you know from other applications such as Word. What does **Save (Bilingual)** mean exactly? As long as the document is “under translation”, that is, there are source and target language segments in it, TagEditor will save it in a special bilingual format and change the file name extension to BIF (short for **B**ilingual **F**ormat). For example, if you save a document called *MyDoc.htm* for the first time, it will be saved under a new name as *MyDoc.bif*. The bilingual format holds every information TagEditor and Translator's Workbench need to correctly identify source and target segments, delimiting tags, match values, etc.

You may now certainly ask how you get the original file format back after you have completely finished translating a HTML or other tagged file. Let's hold this question back for a small moment. First, let's take a look at one of the most exciting features in TagEditor: previewing HTML documents.

3.2.6 Previewing HTML Documents in TagEditor

You can preview any HTML document within TagEditor at any time to check how the file looks in your browser. By default, TagEditor uses Internet Explorer 4 for previewing. To achieve this, TagEditor does not need to launch Internet Explorer; instead, it opens an IE window *within* the main TagEditor application window.

Important

This “direct” IE view is available for version 4.0 or later of Internet Explorer. If you use a previous version of IE or another browser such as Netscape Navigator or Communicator, you can specify that browser as an “external” viewer. For more information, see the keyword “Preview command (View menu)” in the TagEditor online Help and the “Preparing TagEditor for Handling HTML and SGML Files” section in the “Translating Tagged Files With Translator’s Workbench and TagEditor” chapter.

What’s especially intriguing about the HTML preview feature is that you can choose between previewing the source version, target version, or bilingual version of any document. That’s what the **Source**, **Target**, **Text**, and **Preview** tabs below the active document window are there for. Let’s play around with them a bit. Follow these steps:

1. Click the **Source** tab, followed by the **Preview** tab. You will now see the source version exactly as it appears in Internet Explorer.
2. Click the **Target** tab, followed by the **Preview** tab. You will now see the target version exactly as it appears in Internet Explorer.
3. Now click the **Edit** tab, followed by the **Preview** tab, and hold your breath: TagEditor displays both the source and target version in two Internet Explorer windows at the same time!

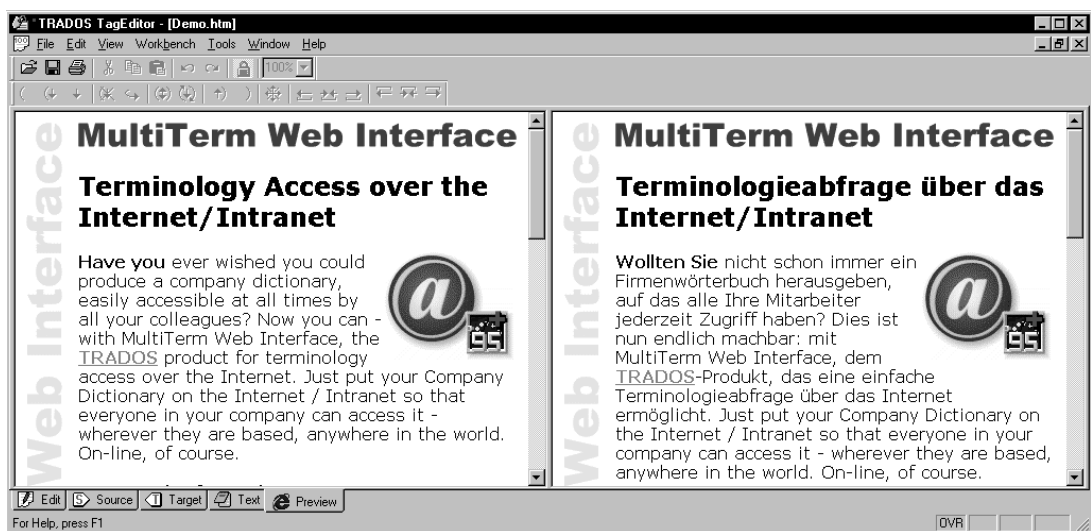


Figure 3-16: Previewing Source and Target HTML Documents in TagEditor

You can now scroll through source and target at the same time, which makes reviewing your translation much more comfortable. Tip: Pressing the [F6] key switches between the source and target window. If you use an external browser for previewing, two instances of the browser will open, one showing the source and one showing the translated document.

Note

While the active document is in Internet Explorer Preview mode, you can print it, using the **Print** command. If you use an external viewer, you can use the **Print** command of that application if available.

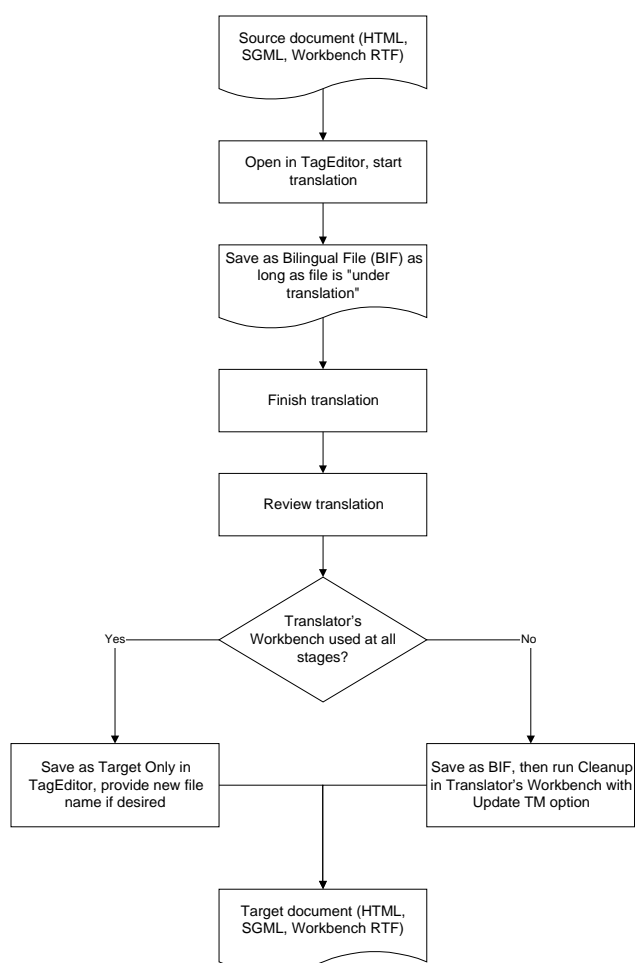
3.2.7 Saving the Target Version of a File in the Original File Format After Translation

After previewing our document, let's come back to our important question: How can the original file format of a document be restored after translation? Once you have completely finished translating a document and want to save it in its target-language version, follow one of these procedures:

- If you have used Translator's Workbench to translate and edit the document at all times, use the **Save As** command in TagEditor and specify the original file type (SGML, HTML, or Workbench RTF) from the **Save as Type** drop-down list. When saving the document, TagEditor will "clean up" the document. It will strip out all source segments and delimiting tags, thereby leaving only the target-language version. Make sure to adapt the file name of your document as convenient.
- If you have made changes to the target segments without using Translator's Workbench, these changes have not yet been made in the current Translation Memory. This is the case if you have corrected, say, typing errors, without first re-opening the translation unit and saving the corrected translation in the TM afterwards. In this case, save the document in the BIF format, and use Translator's Workbench **Cleanup** function to strip out the source-language segments and update the TM at the same time. After the cleaning process, Translator's Workbench will also restore the original file name extension (SGM, HTM or RTF). For more information on the **Cleanup** feature, see the "Document Analysis, Translation, and Cleanup" chapter.

To cut a long story short, the translation workflow with TagEditor can be summed up as follows:

Translation Workflow in TagEditor



Note

You should not continue working on a file that you have saved as **Target Only**. Even though it may look as if the file is still in bilingual format, it is not; only the target language version is saved. This is why we recommend to close the file immediately after saving it in the target language version.

3.3 We're Almost Finished...

This completes our first round-up of the program's capabilities. You have learned the following things, among others:


- operating Translator's Workbench from within Word and TagEditor
- opening and using a Translation Memory database
- understanding how Translator's Workbench interprets linguistic and non-linguistic information from your word processor and TagEditor and sends its information back
- using active terminology recognition and the bilingual Concordance feature
- ... and much more.

You may already have a sense of the productivity gains that Translation Memory makes possible. In the remaining sections of this documentation, you will get to know the program's many functions in detail, telling you how to extract the greatest benefits from the program for your daily work.

3.3.1 Starting a New Project

Here are the basic steps you need to follow when starting a new project and the references on where to find more information in this documentation:

- If you don't have a Translation Memory that you want to use, define a new Translation Memory. See the "Creating a Translation Memory" section in the "Translation Memory" chapter.
- If this is a new project or subject area for this Translation Memory, add the corresponding text and attribute fields to the Translation Memory setup. See "Configuring a Translation Memory" in the "Translation Memory" chapter.
- Select the Translation Memory you want to work with, the filter attributes to use for selecting translations, and the terminology database settings. See the sections "Working With Translation Memories" and "Defining Project Settings" in the "Translation Memory" chapter as well as the "Interface With MultiTerm '95 Plus" chapter.
- Set the options to your preferred settings. See "Translation Memory Options" in the "Translation Memory" chapter.
- Depending on the type of file you want to translate, follow one of these procedures:
 - If you want to translate "conventional" word-processor documents, start your word processor (Microsoft Word 6.0, 7.0 or 97).
 - For any tagged file format, start TagEditor. If you want to translate HTML or Workbench RTF in TagEditor, no further preparation is necessary. However, if you want to translate SGML documents, make sure you specify corresponding DTD settings. See the "Preparing Tagged Files for Translation" chapter.

- Open the file you want to translate, and make a copy of it by saving it under a new name. To achieve this, use the **Save as** command from the **File** menu in your word processor or the **Save Bilingual** command in TagEditor.
- Click the  button to start Translation Memory mode and start translating! For a complete description of the interface between Translator's Workbench and your word processor/TagEditor, refer to the "Interface With Your Word Processor and TagEditor" chapter.

3.4 Using the On-line Help

When you need more information on how to do something in Translator's Workbench or TagEditor, you can access the on-line Help at any time by pressing the [F1] key or clicking the Help button in dialog boxes. To get Help for any menu item (including those that are not followed by a dialog box, e.g. the **Big Windows** option in the **View** menu of Translator's Workbench), follow these steps:

1. Highlight the menu item that interests you with your mouse or the cursor keys. If you are using a mouse, *don't* release the mouse button.
2. Press the [F1] key. This will open the help page for the corresponding menu item.

The on-line Help is context sensitive, so it automatically gives you information about the function you are using at the moment.

You can also access Help topics via the **Contents** tab of the Translator's Workbench and TagEditor online Help systems. You access the **Contents** tab by calling the **Help Topics** command from the **Help** menu. The on-line Help system of Translator's Workbench and TagEditor work exactly like the Help in other Windows applications.

4. Translation Memory

Translator's Workbench's most important feature is its ability to store completed translations in a Translation Memory and to use them later to create suggested translations.

This chapter explains how Translation Memory works and how to use it productively.

4.1 How Translation Memory Works

In Translation Memory (TM), a source sentence is always stored with its translation. Additional descriptive information such as project attributes and text fields are stored with the sentence pair, along with such administrative information as the date of the entry, the usage counter, the user ID of the creator, and so on. The sentence pair plus these additional data make up what is referred to as a **translation unit (TU)**.

Example

Linguistic data (source sentence and its translation(s) in one or more target languages):



This is a sample sentence.



Dies ist ein Beispielsatz.

Additional TU information:

Creation Date: 16 March 1998

Creation User: Miller

Usage Counter: 2

Client: Trados

Domain: IT, Software

Project ID code: Translation 1234/1998

In order to work with Translation Memory, the source document must be available as a Translator's Workbench-compatible document. Currently supported formats are:

- Word-based formats: DOC and RTF (e.g. online Help).
- DTP formats: FrameMaker, FrameMaker + SGML, FrameBuilder (all three via The S-Tagger for FrameMaker), Interleaf (via The S-Tagger for Interleaf), Ventura, PageMaker, QuarkXPress (via the ITP Filter Pack), Bookmaster
- Tagged formats: SGML, HTML
- Other formats: RC, Troff
- Of course the document can also be available in any other format that can be imported by, or converted to, a Workbench-compatible tagged file format with Translator's Workbench and TagEditor. See the "Translating Tagged Files With Translator's Workbench and TagEditor" chapter for details.

Depending on the type of format, we recommend using Word (for DOC and RTF-based online Help files) or TagEditor (for DTP and tagged formats) in conjunction with Translator's Workbench. The source text is opened in your word processor or TagEditor and translated segment by segment (usually a sentence). In the process, the source text is replaced by the

target text. This mode of working allows Translator's Workbench to build translation units and store them in Translation Memory.

4.1.1 Linguistic Fuzzy Matching

Finding a 100% identical sentence in Translation Memory is of course simple and goes very quickly. However, one of Translator's Workbench's key features is its ability to quickly and accurately find sentences in Translation Memory that are only *similar* to each other.

Sequentially comparing a sentence with all the other sentences in Translation Memory would be much too slow. Instead, in addition to the translation units themselves, the sentences in TM are stored in a neural network along with special linguistic access structures. This technology allows a rapid and yet fuzzy access to Translation Memory. An algorithm developed by computer linguists at TRADOS is able to very quickly find a set of sentences that have a certain similarity to the search sentence. The sentence match with the highest degree of similarity is displayed by Translator's Workbench. The others with a lower similarity, if any, are added to the match list which you can access by clicking on the match selection buttons in Translator's Workbench's program window.

In this process, Translator's Workbench calculates a percentage for each match, the so-called **match value**, which expresses the degree of similarity with the search sentence. The higher the match value, the more similar the sentences. The percentage is determined in a mixed calculation based on changed sentence parts and words. In addition, consideration is also given to whether the changes consist solely of variable elements (numbers, acronyms, etc.) or known terminology.

To calculate the percent similarity, the fuzzy match algorithm has to determine what changed in a sentence, that is, which words and sentence parts were exchanged, deleted, inserted, or moved. Of course, the user needs this information later in order to efficiently adapt the suggested translation.

4.2 Creating a Translation Memory

Translation Memories and the associated neural networks are stored in several files. The main file has the extension `.tmw`. To create a new, empty TM database, follow these steps:

1. From the **File** menu, select **New**. The **Create Translation Memory** dialog opens.

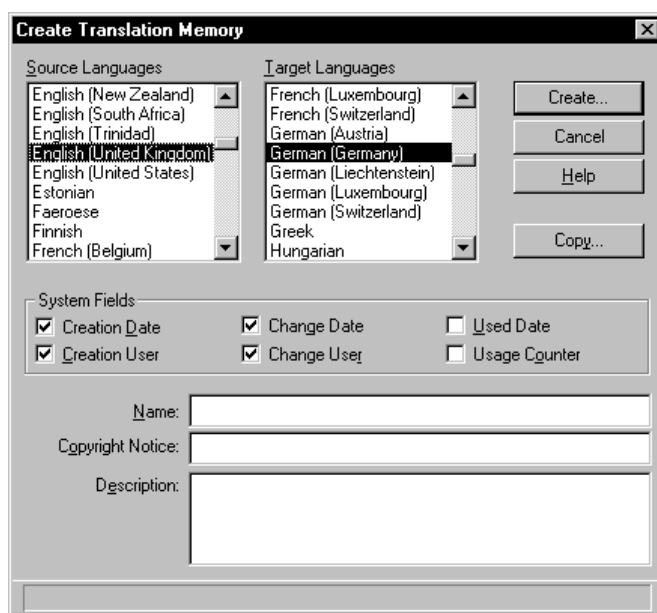


Figure 4-1: The Create Translation Memory Dialog

2. Define the options for your new Translation Memory as convenient:

- Source Languages:** Use this list to specify the source language of your TM. Since Translator's Workbench is based on the Unicode™ standard, it supports all languages available in Windows 95 and NT. The only exception are bi-directional languages. If a language you want to use is not listed, this means that your copy of Windows does not yet support it. Under Windows NT, you can install new languages from the \Langpack folder on the NT Setup CD. Under Windows 95, you can install additional language support via **Start - Settings - Control Panel - Add/Remove Programs - Windows Setup - Multilanguage Support**. Look for the keyword "languages" in the Windows online Help index for details. Once you have added the new languages and rebooted your system, they should also figure on the **Source Languages** list in Translator's Workbench.
- Target Languages:** Use this list to specify the target language of your TM. You can select several target languages, thereby creating multilingual Translation Memories. To achieve this, hold down the [Ctrl] key while you click the desired number of target languages. Note that you cannot undo your choice for source and target languages at a later stage. However, you can add new target languages at any time via the **Setup** command of the **File** menu.
- System Fields:** Use this group box to choose the system fields Translator's Workbench should add to each translation unit (TU) created with your new TM. System fields typically store administrative information such as when a translation is created and by whom. The following table explains all available system fields:

Field Name	Description
Creation Date	Specifies the date on which a TU was created.
Change Date	Specifies the date on which a translation unit was last changed.
Used Date	Specifies the date on which a TU was last used.
Creation User	Specifies the name of the user who created a TU.
Change User	Specifies the name of the user who last changed a TU.
Usage Counter	Specifies the number of times a TU was used.

Note that for updating the information contained in the system fields **Used Date** and **Usage Counter**, Translator's Workbench has to perform a write access to Translation Memory each time a TU is used. A write operation takes longer than a read operation.

To speed up Translation Memory access, you might thus want to leave these two system fields out. The system fields **Creation Date**, **Creation User**, **Change Date**, and **Change User** do not require a write access to TM when a TU is used. You cannot undo your decision for system fields at a later stage.

- **Copy:** Use this button to copy Translation Memory setups (source and target languages, system fields, copyright information, fields, etc.) from other Translation Memories to your new TM.
 - **Name:** Use this box to assign a name to your new TM, for example *My first Translation Memory*. This name will be saved in your TM and is *not* the filename itself. The name will be displayed in the **Properties** dialog of the **File** menu.
 - **Copyright Notice:** Use this box to specify copyright information, for example *© 1998 by TRADOS GmbH, Stuttgart, Germany*. This copyright information will be displayed in the **Properties** dialog. You can change the copyright notice at any time using the **Setup** command of the **File** menu.
 - **Description:** Use this box to describe the contents of your TM, for example *This TM contains all TRADOS Translator's Workbench documentation in English and German*. This description will be displayed in the **Properties** dialog. You can change the description at any time using the **Setup** command of the **File** menu.
3. Once you are satisfied with the settings, click the **Create** button. This opens the standard Windows file dialog. Assign a file name to your TM, and save it in a folder of your choice. Long file names are supported, so you can call it *My First Translation Memory*, for instance. Translator's Workbench automatically adds the *.tmw* extension and stores the new TM and its associated neural network files on your hard disk.

When creating a new Translation Memory (TM), Translator's Workbench creates not only a database file in which the translation units will be stored, but also the neural network files that the program needs for its fuzzy search capabilities. After a new TM has been created, you will find five new files in the creation folder:

Extension	Description
*.tmw	main Translation Memory database file
*.mdf, *.mtf, *.mwf, *.iix	neural network files

For each of these files, the "*" represents the filename you assigned to the TM, for example "My First Translation Memory." A Translation Memory is empty to begin with. Over time, it is filled with translations. The longer you work with it, the more likely it is that good matches will be found.

IMPORTANT

- If you want to copy a TM with the help of the Windows Explorer, make sure to copy *all* five TM files with the above-mentioned extensions. Otherwise, Translator's Workbench will display an error message when opening the copied TM.
- We strongly recommend you to make regular backup exports of Translation Memories you use in Translator's Workbench 2.x. The procedure is described in the "Importing and Exporting Translation Memories" chapter under the heading of "Using the Export Function to Create a Backup."

4.2.1 Using TRADOS WinAlign to Create a Translation Memory from Existing Translations

If you already have translations in electronic form, it would of course be desirable to fill a Translation Memory with these translations before starting. For this purpose, WinAlign, a visual, interactive text alignment program, has been developed by ■TRADOS. This powerful and flexible tool is able to automatically generate Workbench-compatible translation memories from existing plain documents in various formats. Please contact your local ■TRADOS dealer for more information. You can also download an evaluation copy including documentation and a tutorial demo at <http://www.trados.com>.

4.3 Configuring a Translation Memory

After creating a new TM, you will first want to configure it in various respects. You achieve this via the **Setup** command from the **File** menu. This opens the **Setup** dialog. This dialog consists of the following tabs: **General**, **Fields**, **Fonts**, **Substitutions**, **Segmentation Rules**, **Non Xlatable Text**, and **Access Rights**.

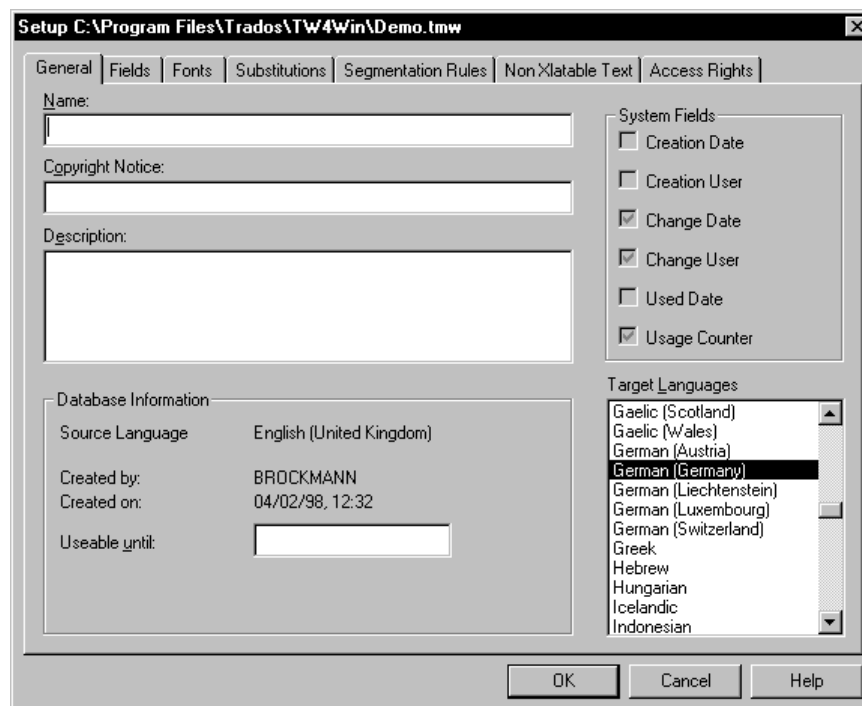


Figure 4-2: The Setup Dialog

In the **General** tab you specify the name, copyright notice, and description of your TM. Moreover, this tab displays the source and target languages of your TM. See “Defining General TM Options” below.

In the **Fields** tab you specify the text and attribute fields to be used in your TM. See “Adding Text and Attribute Fields to Your TM Setup” below.

In the **Fonts** tab you set the default font to be used for displaying source and target language. Moreover you can define automatic font replacements during translation into such languages as Russian, Japanese, etc. See “Defining Font Options” below.

The **Substitutions** tab allows you to define if, and which, non-translatable items such as numbers, names, dates should be automatically replaced during translation. See “Defining Automatic Substitutions” below.

In the **Segmentation Rules** tab you can set the rules governing the segmentation of your texts based on stop characters, abbreviation lists, etc. See “Defining Segmentation Rules” below.

In the **Non Xlatable Text** tab you define character styles to be skipped during translation. This tab is not described in this chapter since it refers to issues concerning the word processor integration of Translator’s Workbench. See “Using Character Styles to Exclude Text Parts From the Translation Process” in the “Interface With Your Word Processor” chapter.

In the **Access Rights** tab you define passwords to restrict access to your TM at various levels. This tab is not described in this chapter, since it refers to network operation issues. See “Protecting TM Databases” in the “Network Operation” chapter.

4.3.1 Defining General TM Options

You use the **General** tab of the **Setup** dialog to enter or modify the TM name, copyright information, description, etc. You can define the following options as required:

- **Name:** Use this box to assign a name to your new TM, for example *My first Translation Memory*. This name will be saved in your TM and is *not* the filename itself. The name will be displayed in the **Properties** dialog of the **File** menu.
- **Copyright Notice:** Use this box to specify copyright information, for example © 1998 by TRADOS GmbH, Stuttgart, Germany. This copyright information will be displayed in the **Properties** dialog.
- **Description:** Use this box to describe the contents of your TM, for example *This TM contains all TRADOS Translator’s Workbench documentation in English and German*. This description will be displayed in the **Properties** dialog.
- **Database Information:** This group box displays the source language, the user ID of the TM creator, and the date on which the TM was created. Use the **Usable until** box to enter a date on which the TM will no longer be functional (unless opened in exclusive mode by the system administrator with a corresponding password).
- **Target Languages:** In this list, the name of the currently selected target language is highlighted. To add a new target language to your TM, click on the desired new target language(s). They will be added to your current TM setup. Note that once you click **OK**, the new target language(s) will be irreversibly added to your TM. You will not be able to deselect them later on.
- **System Fields:** System fields are automatically added to each new translation unit and contain administrative information. Each system field whose box is ticked is used in the current TM. The list is greyed, so you cannot make any changes here. You define system fields when creating a new Translation Memory as described under “Creating a Translation Memory” above.

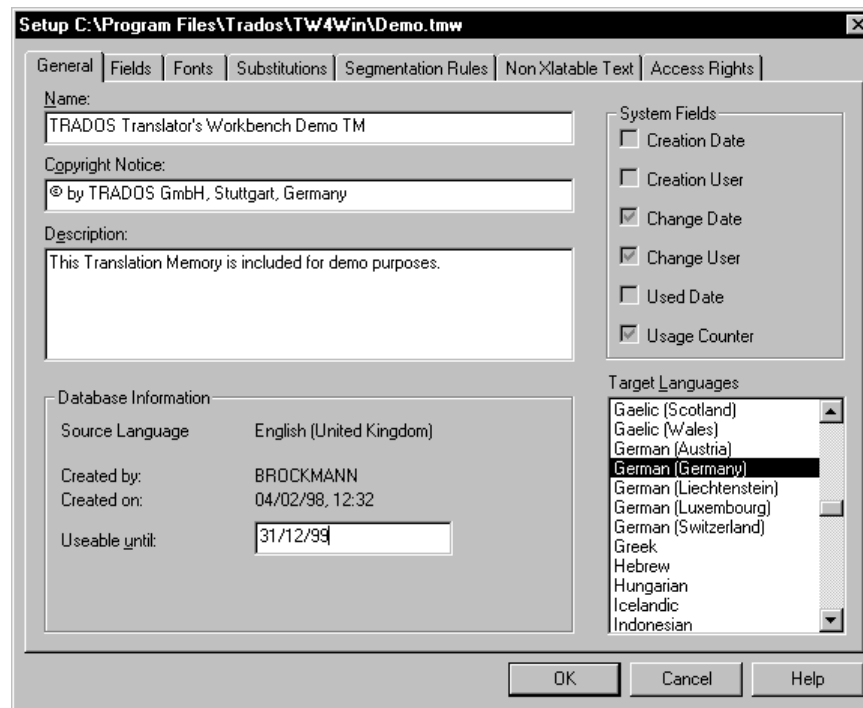


Figure 4-3: Defining General TM Options

4.3.2 Adding Text and Attribute Fields to Your TM setup

You use the **Fields** tab of the **Setup** dialog to define text and attribute fields to further describe the linguistic data stored in your Translation Memory (TM).

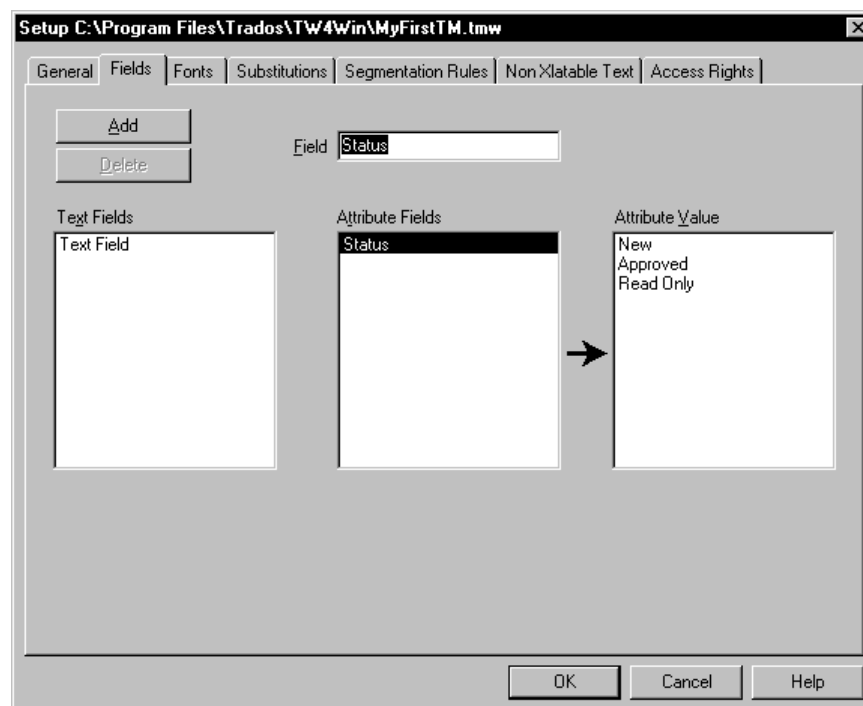


Figure 4-4: The Fields Tab

Information that classifies translation units in your Translation Memory, for example the names of your clients or the domains in which you are specialised, are best managed via attribute fields.

They are composed of an attribute field name, for example *Client*, and a picklist containing the values the attribute *Client* can assume, for example *New Chemicals Ltd.* or *BetaSoft*. Each new TM contains one sample attribute field by default: *Status* with the attribute values *New*, *Approved*, and *Read Only*. This is just an example that you can modify as convenient.

Information that is rather free and changes from project to project is best stored in text fields. For instance, you might want to store the ID code of translation projects or documents in text fields. Text fields are composed of a text field name, for example *ID code*, and the contents of the text field, which can be set at will during each translation project.

Attribute and text field contents that you define before beginning a new translation are added to each translation unit created during that project.

The following restrictions apply to text and attribute fields:

- You can define up to 50 text fields for each database. The length of the text field name is limited to 24 characters, the contents that you define for it are also limited to 24 characters.
- You can define up to 90 attribute fields for each database. The picklist itself can contain up to 255 elements. Attribute field names and values are limited to 24 characters.

Defining Text Fields, Attribute Fields, and Attribute Values

Follow these steps to define text fields, attribute fields, or attribute values:

1. Click inside the list to which you want to add the new field or value.
 - To add a text field, click inside the **Text Fields** list.
 - To add an attribute field, click inside the **Attribute Fields** list.
 - To add a new value to an attribute field, first select the desired attribute field name, then click inside the **Attribute Values** list.
2. Click the **Add** button. The cursor moves to the **Field** input box.
3. Type a name for the new field or value. The name is added to the list of fields or value names.
4. Repeat the same procedure for each field or value that you want to add.

Changing Text and Attribute Fields at a Later Date

Once you have worked with the database for a while, you may want to add new text fields, attribute fields, and attribute values. Or you might want to change existing ones.

You can *add* new names to any list at any time without causing any problems. However, if you want to change text or attribute fields, there are a few things to keep in mind. All these items are stored in the database in compressed form rather than as complete text strings. This means that if you want to change, say, the attribute field name *Domain* to *Subject*, you simply click on that name and change it in the **Field** box. From that point onward, wherever *Domain* occurred in the database, the new attribute field name *Subject* now appears.

Caution

You should never change the order of the labels on the different lists, since this would change basic data. If a change in the order of the **Text Fields** list, **Attribute Fields** list, or picklists is absolutely necessary, you must first export the entire database, then create a new database, define the new ordering of setup items, and finally re-import the data, as explained under “Importing and Exporting Translation Memories.” The same goes for deleting: Translator’s Workbench makes sure that you cannot delete items once you have defined them. If deletion is absolutely necessary, you must also export and re-import the entire database into a new one.

Defining Text and Attribute Fields: Example

Suppose you are working in a language service of a big institution. Normal translation projects have the following information items:

- every document to be translated has its own identification code, consisting of the abbreviation *PROJ* for project and a number consisting of the year and a number (for example *98/105*, meaning the 105th translation in the year 1998)
- you are currently working for three clients: *New Chemicals Ltd.*, *Pro Software Inc.*, and *Heavy Engineering & Co.*
- you are specialised in the domains chemistry, software, hardware and engineering

Adding selected bits of this information to new translation units will give you the possibility to later only activate certain parts of your TM when translating for, say, *Pro Software Inc.*, and other parts when translating for *Heavy Engineering & Co.* The following example will tell you how to add such information to your TM database setup.

Since you don’t know the identification code before actually translating the document it belongs to, you will create a text field for this information category. This makes sure that you can add new identification codes to existing ones in your TM without any problems. You will just enter the ID code for new documents when starting a new translation. New translation units for that document will then be stored in TM with the new ID code. In order to create a text field labelled *ID Code*, follow these steps:

1. In the **Fields** tab of the **Setup** dialog, click on the first and only item in the **Text Fields** list, labelled *Text Field*. This element is highlighted and its name transferred into the **Field** input box.
2. Click inside the **Field** box. Change the name from *Text Field* to *ID Code*.

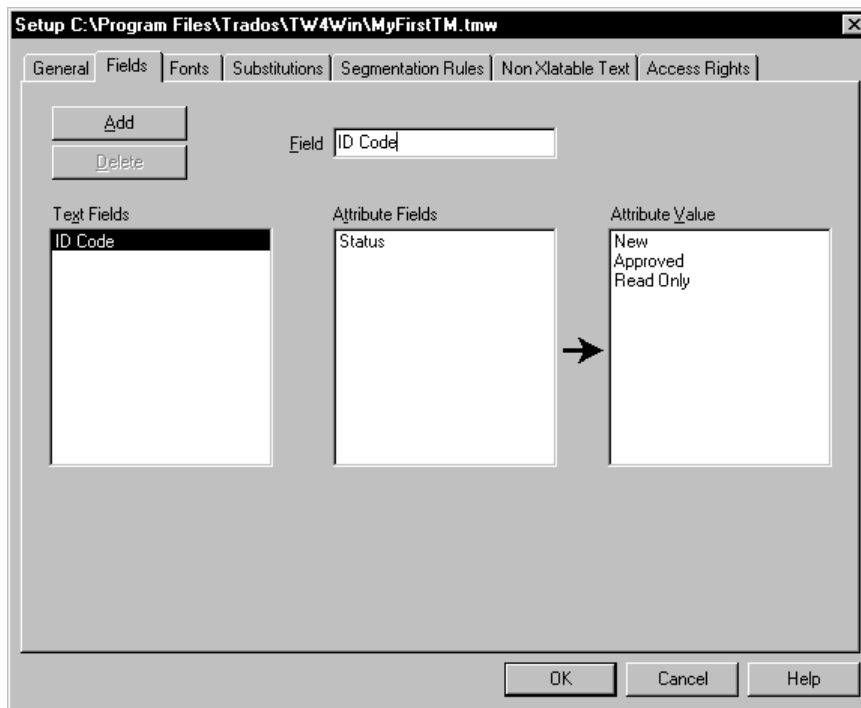


Figure 4-5: Adding Text Fields to the TM Setup

This already completes defining the text fields for this Translation Memory. As mentioned above, you will later be able to enter the actual ID code information (for example *PROJ 98/105*) into this text field when starting a new translation project.

As far as the second and third type of translation project information is concerned (clients and domain), it is fairly obvious that this information can be neatly classified. Therefore it is useful to specify attribute fields for this kind of information. Translator's Workbench gives you the possibility to enter a name for the attribute field itself and specify different elements in a picklist which will contain all the different values the attribute can assume. Let's try it out. To add a *Client* and *Domain* attribute field, follow these steps:

1. Click in the **Attribute Fields** list to highlight the first item, *Status*.
2. We will not rename this field but rather add a new one. To achieve this, click the **Add** button. The cursor moves to the **Field** input box.
3. Type *Client* into the **Field** box. This will be the name of our first attribute field.
4. Now it is best to add the names of your clients to the picklist. Click on the item *A Value* in the picklist. The item is now highlighted.
5. Click in the **Field** box to rename *A Value* to the name of your first client, *New Chemicals Ltd*.
6. To add the two remaining clients, click the **Add** button, and type the clients' names into the **Field** box.

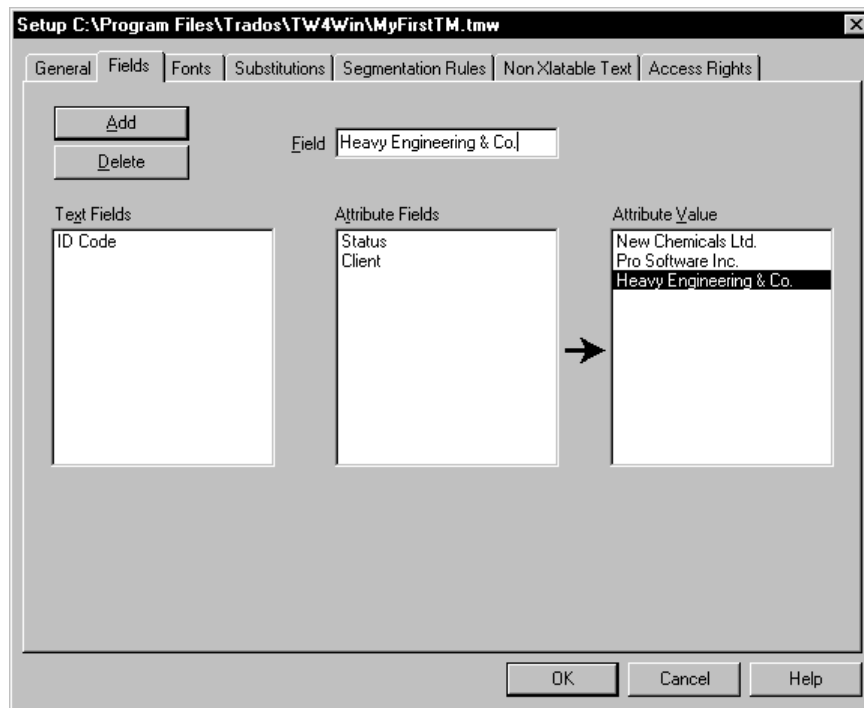


Figure 4-6: Adding Attribute Fields and Values to the TM Setup

7. To create a new attribute field for the translation project domains mentioned above, first re-activate the **Attribute Fields** list by clicking on the *Client* item.
8. Click the **Add** button and enter *Domain* in the **Field** box. This adds a new attribute field to the list. Try it yourself for the different domains to be added to the picklist, i.e. *Chemistry*, *Software*, *Hardware*, and *Engineering*.

Once completed, your setup should look as follows:

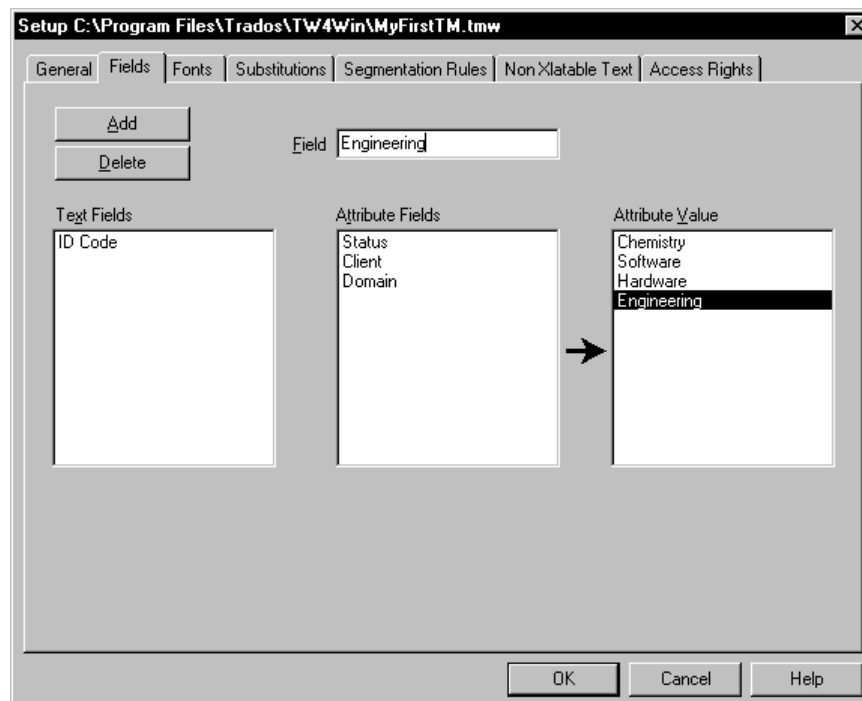


Figure 4-7: Complete Setup of Text and Attribute Fields

4.3.3 Defining Font Options

Note

In Translator's Workbench 2.2 or higher, the **Font Translation** feature has been further improved. It is no longer necessary to define any font translations. However, if you experience any problems with fonts not being correctly displayed either in Translator's Workbench or Word, please follow the instructions below.

You use the **Fonts** tab of the **Setup** dialog to define the default font used to display the source and target language text. You can also define automatic font changes for translation into and from such languages as Russian, Greek, Japanese, Chinese, etc.

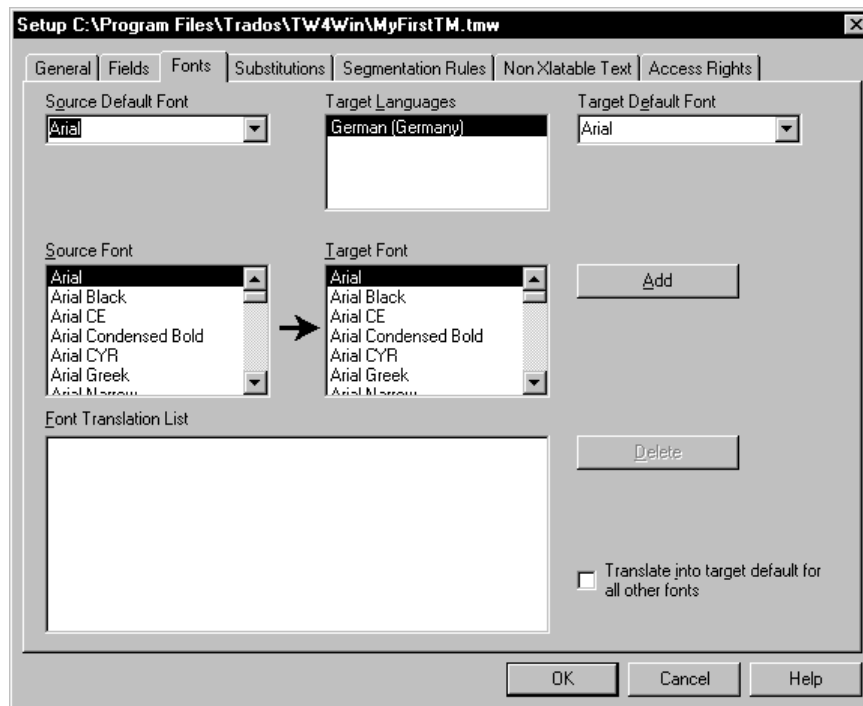


Figure 4-8: The Fonts Tab

Defining Default Fonts for Source and Target Language

Follow these steps to change the default font for the source or target language:

1. To change the default font for the source language, select a new font from the **Source Default Font** drop-down list.
2. To change the default font for the target language, select the desired target language from the **Target Languages** list, and select a new font from the **Target Default Font** drop-down list.

By default, Translator's Workbench uses the "Arial" font for all languages.

Defining Font Translations

For translation into or from such languages as Russian, Greek, Japanese, Chinese, Korean, etc., it is useful to "translate" source fonts into target fonts. For example, when translating from German to Russian, you may want to translate, say, "Arial" into "Arial CYR."

To add one or more font translations, follow these steps:

1. Select the source font name (usually the font used in your source-language documents) on the **Source Font** list.
2. Select the appropriate target font name (usually the font of the target language you're translating into) on the **Target Font** list.
3. Click the **Add** button to add it to the **Font Translation List**.
4. Repeat this procedure for all source fonts that should be translated into different target fonts.

To always translate whatever font might appear in your source documents to the target-language default font, check the **Translate into target default for all other fonts** option.

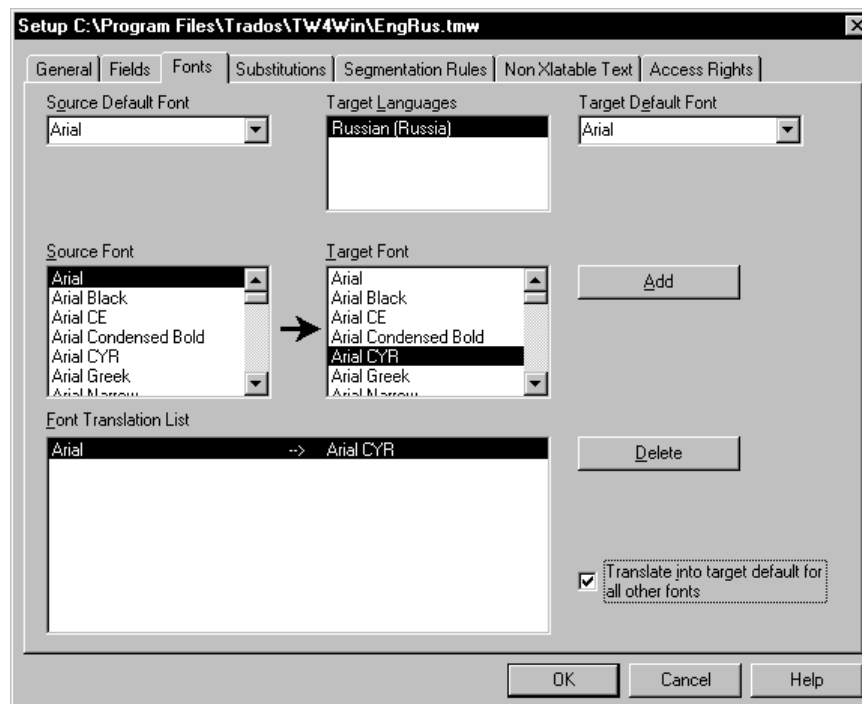


Figure 4-9: Defining Font Translations (here, for Russian)

Explanations and Examples

Let's assume your Translation Memory has English (United Kingdom) as the source and Greek as the target language. That's why you have selected Arial as default font for your source language and Arial Greek as default font for your target language. Let's further assume that the documents you translate use the Arial font as default font as well. In this case, when translating from English to Greek, you will want to automatically activate Arial Greek as the font for the target-language segments instead of having to manually change from Arial to Arial Greek every time. To achieve this, you would either

- define the font translation **Arial->Arial Greek**, or
- you would check the **Translate into target default for all other fonts** option. In this case, Translator's Workbench will always activate **Arial Greek** as the target-language default font, even if Arial is *not* used in your source documents.

4.3.4 Defining Automatic Substitutions

You use the **Substitutions** tab of the **Setup** dialog to determine whether numbers, acronyms, names and similar variable elements should be treated as variables or normal words by Translator's Workbench. Variables typically are elements which do not change in the translation. Translator's Workbench can therefore automatically substitute them. If the only thing that changes in a new sentence are variables, the program will still produce a 100% match.

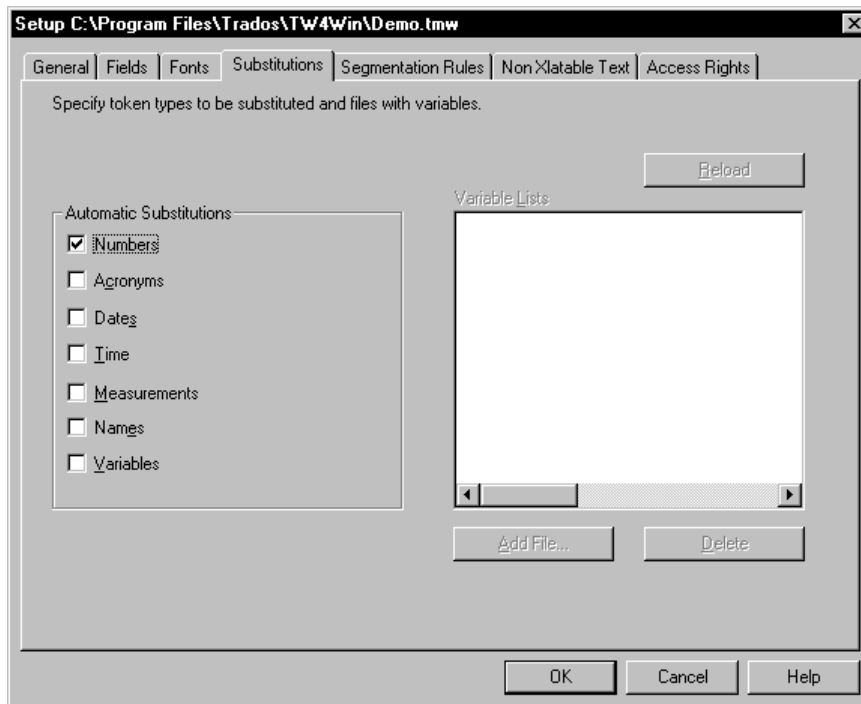


Figure 4-10: The Substitutions Tab

The following variable elements are available: **Numbers, Acronyms, Dates, Time, Measurements, Name, Variables**. Check the element(s) which you would like to be automatically replaced during translation.

In addition to such elements as numbers or acronyms which are automatically identified by Translator's Workbench, you can supply your own list of variables. In this list, you can supply words that are interchangeable in the same way as acronyms, names, etc. The list you supply must meet the following requirements:

- Each element must figure on a line of its own. Make also sure to write the words *exactly* as they appear in your texts. Otherwise Translator's Workbench will not be able to recognise them. Example:
Bremen
Stuttgart
Bruxelles
TW4Win
- The list must be provided as a plain text file (save the file as **Text Only** in Word, or create it in Notepad).

To include your own list of variables in the TM setup, follow these steps:

1. Create the variables list in your word processor, and save it as **Text Only** (*.txt).
2. In Translator's Workbench, select **Setup** from the **File** menu, and click the **Substitutions** tab.

3. Check the **Variables** option. This activates the **Variable List**.
4. Click the **Add File** button. The **Variable List File** dialog opens.
5. From the **Look In** drop-down box, choose the desired drive and folder as convenient.
6. Click the name of the file you created under step 1, and click **Open** to confirm.
7. Repeat this procedure for each variable list that you want to include.

If you make changes to the lists at a later stage, click the **Reload** button for Workbench to update the list.

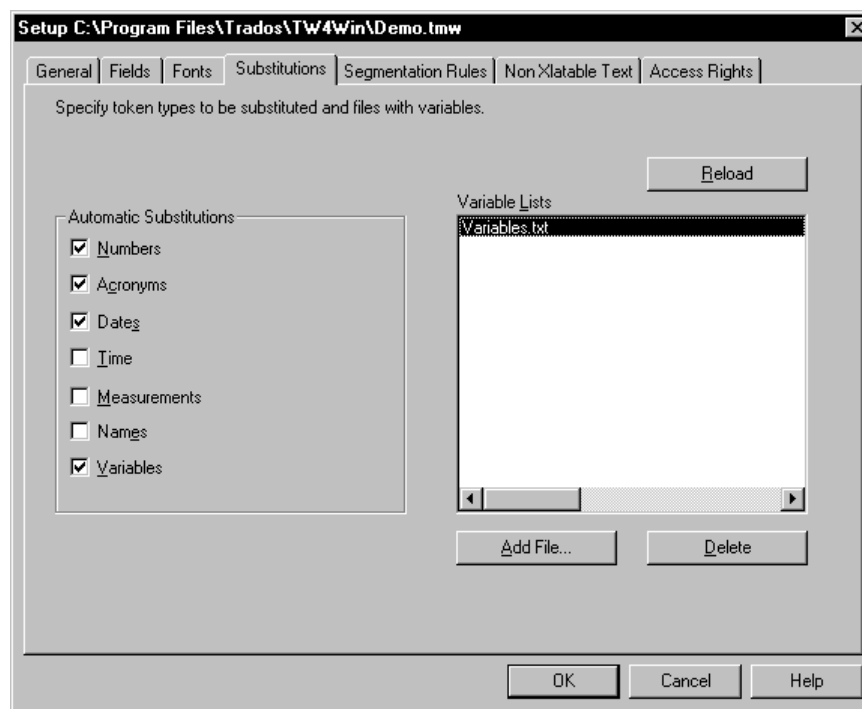


Figure 4-11: Adding a Variable List File

Note

If you add a variable list to a TM that already contains translation units, make sure to reorganise the TM. Translator's Workbench can only process the variables correctly after a reorganisation of the TM.

Substitutions: Explanation and Examples

When technical documentation is revised, such variable elements as certain numerical performance data or product names are frequently changed. The rest, however, often stays the same. Variable elements generally have no influence on translations; they are usually copied as they appear in the source sentence. Translator's Workbench can therefore recognise and treat these elements as variables. If there are several of these elements in a sentence, Translator's Workbench notes their positions, which of course can be different in the translation.



In order for Translator's Workbench to establish this relationship, the first time you enter a target sentence, you must enter the variable elements exactly as they appear in the source sentence. From then on, this first translation unit is taken as a "model" for new source sentences where the variable element might be different. So Translator's Workbench only has to create one translation unit for all future translations where only the variable elements have changed. In all other cases, a new translation unit is of course created.

Moreover, the variable elements will automatically be substituted by Translator's Workbench in the new target-language sentence if they constitute the only changes to the sentence. Translator's Workbench will automatically insert the new variable element and show a 100% match in spite of the changes. The program will also try to make these automatic substitutions in fuzzy matches, but it can only do so if the sentence part containing the variable element in the fuzzy match has not been changed.


For each element whose check box you don't tick, it will be treated as a normal word and not as a variable during translation. As a result, Translator's Workbench will not be able to automatically substitute these elements in your new target-language sentence. Moreover, it will create a new translation unit even if the variable element is the only thing that changed in the sentence. On the other hand, you will be able to look for these variable elements in your TM via the Concordance function. This cannot work if these elements are treated as variables.

Example


Let us suppose the following English-German translation unit exists in your Translation Memory:

	Thank you for purchasing TWII, the software workstation for translators by TRADOS, that has been released on 12 October 1992.
	Vielen Dank für den Kauf von TWII, dem Software-Arbeitsplatz für Übersetzer aus dem Hause TRADOS, der am 12. Oktober 1992 auf den Markt kam.

Let's further suppose that you now have to translate the following sentence:

	Thank you for purchasing TWBWIN, the software workstation for translators by TRADOS, that has been released on 15 February 1998.
-------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------

In this example, Translator's Workbench will be able to automatically replace TWII with TWBWIN in the new target-language sentence because it recognises TWII and TWBWIN as being acronyms that are interchangeable in this context. Also, it will be able to change the date accordingly, and transfer the following—automatically adapted—translation to your word processor:

	Vielen Dank für den Kauf von TWBWIN, dem Software-Arbeitsplatz für Übersetzer aus dem Hause TRADOS, der am 15. Februar 1998 auf den Markt kam.
-------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------

In Translation Memory, there is only one translation unit which will be used in both examples, since the differences between the two sentences only consist in variable elements.

Note

The prerequisite that the above example can work is of course that you have checked the corresponding elements in the **Substitutions** tab.

Automatically Adapting Date, Time, Number, Measurement, and Name Formats to the Target Language

In addition to recognising variable elements and substituting them in the target sentence as required, Translator's Workbench can also change the format of these elements where necessary. This process is referred to as “substitution localisation”—the substituted elements do not just get transferred to the target sentence, but also adapted (“localised”) to the target-language requirements. For instance, when translating a sentence with an English date into German, you will want to adapt the English date format to German standards in the translated sentence. Translator's Workbench can do this for you automatically, according to the settings you define.

For further information, please see “Defining Substitution Localisation Settings” in the “Translation Memory Options” section below.

4.3.5 Defining Segmentation Rules

You use the **Segmentation Rules** tab of the **Setup** dialog to display and modify the rules Translator’s Workbench uses to segment your source texts.

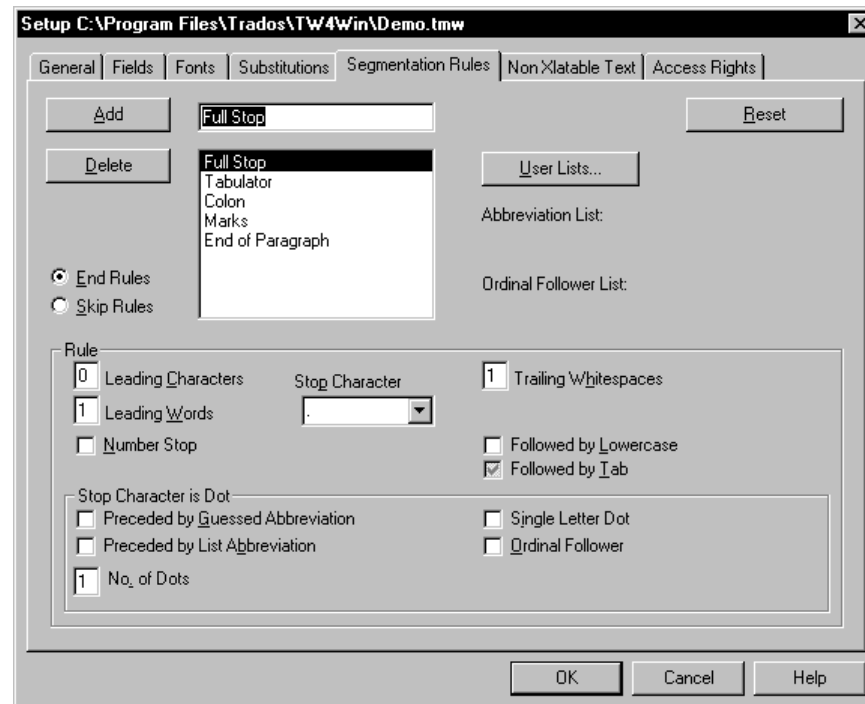


Figure 4-12: The Segmentation Rules Tab

As already described, translation units in Translation Memory consist of at least one source and one target language segment. A segment normally represents a sentence. When translating in TM mode, Translator’s Workbench automatically determines the current sentence and attempts to find it in Translation Memory. Translator’s Workbench uses punctuation as orientation in identifying a sentence. As a general rule, a full stop, exclamation mark, question mark, colon, or tab end a sentence when they are followed by a space. A quotation mark (” or ’) or a close parenthesis (“)”) may follow the closing punctuation mark and precede the space. A semicolon (;) does not end a sentence.

To change the segmentation rules, click the name of the rule you wish to change, and make the desired adjustments in the **Rule** group box. In the following sections, all available options in this dialog will be described, along with explanations and examples where appropriate.

End Rules

Use this option to define the rules for ending segments. Each **End Rule** thus tells Translator’s Workbench when a segment in your source text ends.

The default end rules **Full Stop**, **Tabulator**, **Colon**, **Marks**, and **End of Paragraph** are summed up below under the heading of “Default End Rules—Summary.” The **Full Stop End Rule**, the most sophisticated and important rule, is described under “The Full Stop End Rule—Explanations and Examples.”

To change one of these rules, select the desired rule from the list, and change the parameters as required in the **Rule** group box. The parameters are explained below. To remove a rule from the

list, select the corresponding rule name, then click the **Delete** button and confirm this setting by clicking the **OK** button. To add a new rule to the list, click the **Add** button, enter a new name and define the desired settings in the **Rule** group box of the dialog.

Skip Rules

Use this option to define the rules that tell Translator's Workbench to continue reading a segment even if it has found a potential stop character, that is, a character that could end a segment. There is only one default **Skip Rule** labelled **Semicolon**. When Translator's Workbench encounters a semicolon (";"), it does not interpret this punctuation mark as the end of the current segment, but continues reading until it finds the next stop character, for example a dot (".") or a question mark.

To change this rule, that is, tell Translator's Workbench to *stop* reading a segment as soon as it encounters a semicolon, remove the rule by clicking the **Delete** button and confirm this setting with **OK**.

To add a new rule to the list, click the **Add** button, enter a new name and define the desired settings in the **Rule** group box of the dialog.

The Rule Group Box

In the **Rule** group box, you define the different parameters for each **End** or **Skip Rule**. The following parameters are available:

Leading Characters

The numeric value you enter here governs how many characters must precede the stop character (see "Stop Character List" below) in order for the segmentation rule to take effect. For example, if you enter a value of 5 for the **Full Stop End Rule**, a dot will *not* be interpreted as a full stop if it is preceded by less than five characters.

If the value is set to 0, it is ignored by Translator's Workbench and does not have any impact on the current rule.

Leading Words

The numeric value you enter here governs how many words must precede the stop character (see "Stop Character List" below) in order for the segmentation rule to take effect. For example, if you enter a value of 5 for the **Full Stop End Rule**, a dot will *not* be interpreted as a full stop if it is preceded by less than five words.

If the value is set to 0, it is ignored by Translator's Workbench and does not have any impact on the current rule.

Stop Character List

This list contains the punctuation marks that Translator's Workbench recognises as stop characters, that is, characters that end a segment. It is a multiple list, so you can choose more than one punctuation mark to define the same parameters for several stop characters in one go. For example, the **Marks End Rule** covers both the question mark and the exclamation mark. You can also define your own stop characters.

Note

Translator's Workbench uses different default sets of segmentation rules, one for single-byte languages (such as all European languages) and one for multi-byte languages (such as Japanese, Korean, Chinese). The **Stop Character List** will vary depending on which language you have selected as source language in your TM.

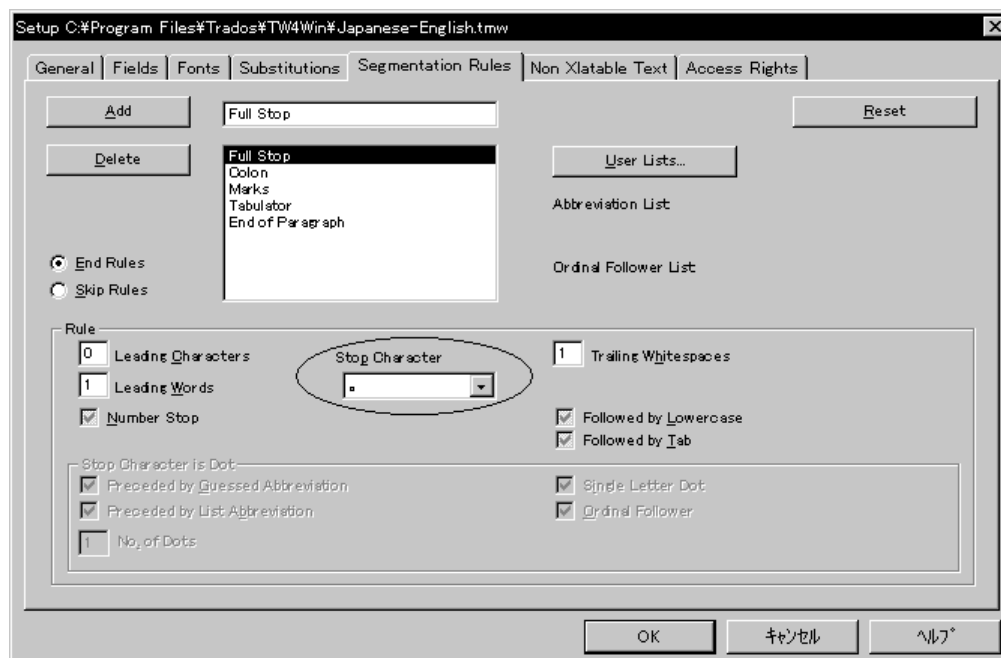


Figure 4-13: Default Full Stop Character for Japanese

The dot is a special stop character in so far as it does not necessarily end a sentence. For example, it may also be the end of an abbreviation or an ordinal number, and not part of the sentence punctuation. This is why the developers at TRADOS have defined a very sophisticated default End Rule covering almost every possible use of the dot. This rule is described below under the heading of “The Full Stop End Rule: Explanations and Examples.” You can adapt this rule to your specific needs or create a new rule governing other uses of dots in your texts.

If the dot is selected in the list of stop characters, the **Stop Character is Dot** group box of the dialog becomes accessible. You’ll find more information on this below under the heading of “Stop Character is Dot.”

Trailing Whitespaces

The numeric value you enter here governs how many space characters must follow a stop character (see “Stop Character List” above) in order for the segmentation rule to take effect. For example, if you enter a value of 2 for the **Full Stop End Rule**, a dot will *not* be interpreted as a segment boundary marker/full stop if it is followed by less than two spaces.

Number Stop

This is a three-state option box. This means it can assume three different states: checked, not checked, and greyed.

- If it is *checked*, then Translator's Workbench *only* interprets the selected stop character(s) to be the end of a segment if it is preceded by a number.

- If it is *not checked*, then Translator's Workbench *does not* interpret the stop character to be the end of a segment if it is preceded by a number. This is the default setting for the **Full Stop End Rule**, since normally, numbers and dots (e.g. "1.") are not the only element in a segment. Usually, as in number lists, the number & dot precede a statement or other listed segment that should be translated as one unit. This is why Translator's Workbench continues reading after numbers.
- If it is *greyed*, then Translator's Workbench ignores this option, that is, it does not matter if the selected stop character is preceded by a number or not.

Followed By Lowercase

This is a three-state option box. This means it can assume three different states: checked, not checked, and greyed.

- If it is *checked*, then Translator's Workbench *only* interprets the selected stop character(s) to be the end of a segment if it is followed by a lowercase letter.
- If it is *not checked*, then Translator's Workbench *does not* interpret the stop character to be the end of a segment if it is followed by a lowercase letter. This is the default setting for the **Full Stop** and **Marks End Rules**, since normally, new sentences do not start with a lowercase letter.
- If it is *greyed*, then Translator's Workbench ignores this option, that is, it does not matter if the selected stop character is followed by a lowercase letter or not.

Followed By Tab

This is a three-state option box. This means it can assume three different states: checked, not checked, and greyed.

- If it is *checked*, then Translator's Workbench *only* interprets the selected stop character(s) to be the end of a segment if it is followed by a tab character.
- If it is *not checked*, then Translator's Workbench *does not* interpret the stop character to be the end of a segment if it is followed by a tab character.
- If it is *greyed*, then Translator's Workbench simply ignores this option, that is, it does not matter if the selected stop character is followed by a tabulator or not. This is the default setting for the **Full Stop End Rule**.

Stop Character is Dot

This group box governs the special uses of the dot as a stop character. The dot is a special stop character in so far as it does not necessarily end a sentence. For example, it may also be the end of an abbreviation or an ordinal number, and not part of the sentence punctuation. The following options are available:

Preceded By Guessed Abbreviation & Preceded By List Abbreviation

Definitions

"Guessed Abbreviation" means that Translator's Workbench *presumes* the string preceding the dot(s) to be an abbreviation. Examples are the German *z. B.* and *z. Zt.* "List Abbreviation" means that Translator's Workbench has found the string preceding the dot either on its language-dependent internal abbreviation lists or on the current user-customisable abbreviation list (see under "Loading User-Defined Abbreviation and Ordinal Follower Lists" below).

Both the **Preceded By Guessed Abbreviation** & the **Preceded By List Abbreviation** option boxes are three-state option boxes. This means they can assume three different states: checked, not checked, and greyed.

- If they are *checked*, then Translator's Workbench only interprets the dot to be the end of a segment if it is preceded by a guessed or list abbreviation.
- If they are *not checked*, then Translator's Workbench *does not* interpret the dot to be the end of a segment if it is preceded by a guessed or list abbreviation. This is the default setting for the **Full Stop End Rule** since abbreviations usually do not end a sentence. In those cases where it *does* end the segment, use the **Shrink Segment** command from the **Trados** menu in your word processor to reduce the size of the suggested segment (see the "Interface With Your Word Processor" chapter).
- If they are *greyed*, then Translator's Workbench ignores them, that is, it does not matter if the selected stop character is preceded by a guessed/list abbreviation or not.

Number of Dots

The numeric value you enter here defines how many dots must appear in a row for the segmentation rule to take effect. The default setting is 1, since one single dot normally ends a segment. This of course also covers cases where more than 1 dot end a segment, as in *This is a sentence ending in three dots... This is a normal sentence.*

Single Letter Dot

This is a three-state option box. This means it can assume three different states: checked, not checked, and greyed.

- If it is *checked*, then Translator's Workbench *only* interprets the dot to be the end of a segment if it is preceded by a single letter.
- If it is *not checked*, then Translator's Workbench *does not* interpret the dot to be the end of a segment if it is preceded by a single letter. This is the default setting for the **Full Stop End Rule**, since normally, letters and dots (e.g. "a."; "C.") are not the only element in a segment. Usually, as in lists, the letter & dot precede a statement or other listed segment that should be translated as one unit. This is why Translator's Workbench continues reading after single letters followed by dots.
- If it is *greyed*, then Translator's Workbench simply ignores this option, that is, it does not matter if the dot character is preceded by a letter or not.

Ordinal Follower

This is a three-state option box. This means it can assume three different states: checked, not checked, and greyed.

- If it is *checked*, then Translator's Workbench *only* interprets the dot to be the end of a segment if it is preceded by a number and followed by a word typically following numbers. This word, also referred to as "ordinal noun" or "ordinal follower" is either found on language-dependent internal lists or is part of the user-customisable list of ordinal nouns that you can define to further enhance the segment boundary recognition phase. You'll find more information on this below under "Loading User-Specified Lists of Abbreviations and/or Ordinal Followers".
- If it is *not checked*, a dot is *not* interpreted as a segment boundary marker if it is preceded by a number and followed by an ordinal noun. This is the default setting for the **Full Stop End Rule**, since normally, numbers followed by a dot and an ordinal noun do not end a segment.
- If it is *greyed*, Translator's Workbench ignores this option, that is, it does not matter if the dot is preceded by a number and followed by an ordinal noun.

Loading User-Defined Abbreviation and Ordinal Follower Lists

In the **Segmentation Rules** tab, you can also specify user-specified lists of abbreviations and/or ordinal followers. To achieve this, click the **User Lists** button. This opens the **User Lists** dialog:

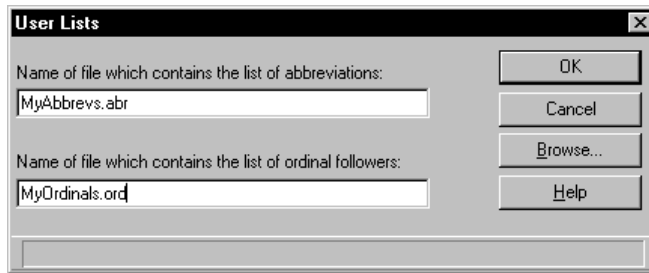


Figure 4-14: The User Lists Dialog

Use this dialog to specify the filenames of your own **Abbreviation List** and/or a **List of Ordinal Followers**. You can use these lists to support and further enhance Translator's Workbench's segmentation algorithms. Enter the path and filename of the file into the input boxes, or use the **Browse** button to locate it on your system. Workbench-compatible abbreviation list files have the extension *.abr, ordinal follower list files have the extension *.ord. To create your own abbreviation and/or ordinal follower file, follow the procedures described below.

Explanation on Abbreviation Files

Translator's Workbench uses internal lists of abbreviations when segmenting text. If a string that is followed by a full stop (".") in the text occurs in this abbreviation list, Translator's Workbench interprets this full stop as an abbreviating punctuation mark and thus keeps reading until the next full stop.

In addition to these internal lists of abbreviations that are language-dependent, you can create and include your own, language-independent list of abbreviations to further enhance Translator's Workbench's segmentation algorithms. This list must be in "Text Only" format, that is, standard ANSI Windows text. You can use any text editor or Windows word processor to create this format.

When creating your own list of abbreviations, make sure to stick to the following rules:

- Always put one abbreviation on a line, followed by a period. Example:

```
dr.
mwst.
engl.
```
- Only use lower case spelling in the abbreviation list, even if the abbreviations include one or more upper case letters. For example, the German abbreviation for VAT (value-added tax) is *Mw.St.* (*Mehrwertsteuer*). You would include this abbreviation in the user-specified abbreviation list as *mwst.*
- You can use any text editor or Windows word processor to create your own abbreviation list. Make sure to save it as "Text Only" (ANSI = standard Windows text format).
- Add the extension *.abr to the filename of your abbreviation lists. For example, you could give the name *Mylist.abr* to your own abbreviation file.

Explanation on Ordinal Follower Files

Note

This file is only necessary after you have changed the default segmentation rules in such a way that a dot may represent a sentence boundary marker, even if it occurs after a number (see the explanations under “Number Stop” above). If you haven’t changed the **End Rules**, you don’t need a user-specified ordinal follower file. Otherwise, please read through the following explanations.

When segmenting a text, Translator’s Workbench tries to exclude the uses of the “.” that are potentially misleading. This phase of the segmentation process is not relevant for all languages, but it is particularly useful with the German language. In German, the “.” is very often used after ordinal numbers, for example, in frequently used date formats such as *12. Januar*. Consider the following example:

Gültig ist der Beschluß vom 12.03. nur bis zum 31. Zudem wurde am 22.03.1988 vor der 12. Kammer des Landgerichts Hamburg festgehalten, daß der Jahresabschluß am 13. Januar 1988 vorgelegt und am 18. Februar bestätigt wurde und gültig ist bis zur Revision im Jahre 1989.¹

In this example, if you have changed the default segmentation rules for numbers preceding dots, Translator’s Workbench will not be able to segment the text correctly, but stop after each dot that is preceded by a number and followed by a space and an uppercase letter (in the above example, this concerns the numbers 31, 12, 13, and 18). There is only one true sentence boundary after a number, namely after 31. All the other cases are not sentence boundaries, because they are followed by what is referred to as ordinal followers, that is, nouns typically following a number in German, such as month names or names of institutions.

In order to solve problems involving ordinal uses of numbers, as in *12. Kammer* or *13. Januar*, you can create and include your own list of ordinal followers to further enhance Translator’s Workbench’s segmentation algorithms. When creating your list, keep to the following rules:

- The lists must be in “Text Only” format, that is, standard ANSI Windows text. You can use any text editor or Windows word processor to create this format.
- In the list, every noun must appear in a line of its own. Example:
Januar
Februar
Kammer
Landgericht
- When saving the list in your word processor or editor as “Text Only,” add the extension *.ord to the filename you assign to the list. For example, you could give the name Mylist.ord to your own ordinal follower file.

The Default End Rules—Summary

A full stop, tabulator stop, exclamation mark, question mark, or colon end a sentence when the following conditions are met:

- They are preceded by at least one word (see the **Leading Words** value described above). Thus, those source segments which only consist of a number (for example in a table cell) are simply ignored, since normally, you don’t change numeric values in a translation.

¹ Translation: The decision of 12 March is only valid until the 31st. In addition, the 12th chamber of the Hamburg district court stated on 22 March 1988 that the annual report had been submitted on 13 January 1988 and confirmed on 18 February 1988, and that it would be valid until the audit in 1989.

- With the exception of the tab character, they are followed by at least one space (see the **Trailing Whitespaces** value described above).
- A quotation mark (" or ') or a close parenthesis (")") may follow the closing punctuation mark and precede the space.

Of course, a full stop may also be the end of an abbreviation or an ordinal number, and not part of the sentence boundary punctuation. Translator's Workbench therefore tries to determine whether it is dealing with an abbreviation or the end of the sentence. In the following cases, Translator's Workbench assumes that it has encountered an abbreviation, and therefore continues reading:

- The letter before the full stop is uppercase or is not an entire word (see the **Leading Words** value described above).
- The character before the full stop is a number (the **Number Stop** option is *not* checked).
- The first character after the full stop is a number.
- Workbench presumes the string before the full stop to be an abbreviation (the **Preceded By Guessed Abbreviation** option is *not* checked).
- The string before the full stop is found on Translator's Workbench own or on a user-customisable abbreviation list (the **Preceded By List Abbreviation** option is *not* checked; see also "Loading User-Defined Abbreviation and Ordinal Follower Lists" above).
- The full stop is followed by a word found on Translator's Workbench own or on a user-customisable list of ordinal followers (the **Ordinal Follower** option is *not* checked; see also "Loading User-Defined Abbreviation and Ordinal Follower Lists" above).

A semicolon (;) does not end a segment. This may be changed by modifying the **Semicolon Skip Rule**.

You can change all these rules by adapting the parameters of the individual rules as appropriate in the **Rule** group box of the **Segmentation Rules** dialog.

The Full Stop End Rule—Explanations and Examples

This section contains detailed information on the default rule governing all kinds of uses of the full stop (".") during the segment boundary recognition carried out by Translator's Workbench for each new segment.

The **Full Stop End Rule** stipulates the following uses of the dot (".") as a **Stop Character**, that is, as a full stop character that ends a segment:

- A dot is *only* interpreted as a segment boundary marker (full stop) if it is preceded by at least one word: the **Leading Words** option contains the value "1".
- A dot is *only* interpreted as a segment boundary marker if it is followed by at least one space: the **Trailing Whitespaces** option contains the value "1".
- A dot is *not* interpreted as a segment boundary marker if it is preceded by a number: the **Number Stop** option is *neither* checked *nor* greyed.
- A dot is *not* interpreted as a segment boundary marker if it is followed by a lowercase character: the **Followed by Lowercase** option is *neither* checked *nor* greyed.
- In the segment boundary recognition phase, it does not matter if the dot is followed by a tab character: the **Followed by Tab** option is greyed.

When the stop character is a dot, as in the present case, the **Stop Character is Dot** group box of the **Segmentation Rules** tab is accessible. For the **Full Stop End Rule**, this section stipulates the following rules for special uses of the dot:

- A dot is *not* interpreted as a segment boundary marker if it is preceded by a presumed abbreviation: the **Guessed Abbreviation** option is *neither* checked *nor* greyed. “Guessed abbreviation” means that Translator’s Workbench presumes the string preceding the dot(s) to be an abbreviation. Examples are the German *z. B.* and *z. Zt.*
- A dot is *not* interpreted as a segment boundary marker if it is preceded by an abbreviation to be found on user-customisable abbreviation lists: the **Preceded By List Abbreviation** option is *neither* checked *nor* greyed. These abbreviations are listed in language-independent abbreviation lists that you can define to further enhance the segment boundary recognition phase. You’ll find more information above under “Loading User-Defined Abbreviation and Ordinal Follower Lists.”
- A dot is *not* interpreted as a segment boundary marker if it is only preceded by a single letter: the **Single Letter Dot** option is *neither* checked *nor* greyed.
- A dot is *not* interpreted as a segment boundary marker if it is followed by a word to be found on a program-internal or a user-customisable list of nouns typically following numbers, i.e. ordinal followers: the **Ordinal Follower** option is *neither* checked *nor* greyed. These nouns are either listed in language-dependent internal lists or on lists that you can define to further enhance the segment boundary recognition phase. You’ll find more information above under “Loading User-Defined Abbreviation and Ordinal Follower Lists.”
- A dot is only interpreted as such if it occurs at least as one single dot: the **No. of Dots** value is set to 1.

If you’d like to change one or more parameters of this rule, change the corresponding setting according to your needs and confirm your settings by clicking on **OK**. Americans might for example change the **Trailing Whitespaces** value to “2”, because a dot in American English texts only ends a sentence if it is followed by two spaces. Or you might want to increase the **Leading Words** value to, say, “5”, to tell Translator’s Workbench to *not* interpret a dot as a sentence end marker if it is preceded by less than five words.

Examples

1. a. c. This is a sample sentence.

Despite the dots, the above example is interpreted as one entire segment for several reasons:

- There is no leading word before the first dots (the **Leading Words** value is set to 1).
- The **Number Stop** option is *not* checked, that is, numbers followed by dots do not end a segment.
- The **Single Letter** option is *not* checked, that is, single letters followed by dots do not end a segment.
- The **Followed by Lowercase** option is *not* checked, that is, dots followed by lowercase letters do not end a segment.

Die Zentrale ist z. Zt. nicht erreichbar; versuchen Sie es ab 10. August 1993 wieder, dann sind wir evtl. wieder für Sie da.²

Despite the dots and the semicolon, the above example is interpreted as one entire segment for several reasons:

- Translator’s Workbench presumes the string *z. Zt.* to be an abbreviation, i.e. treats it as a “guessed abbreviation.” As a result, it keeps reading until the next punctuation mark.

² Translation: You cannot reach our head office at the moment; please try again after 10 August 1993–after that date, we will perhaps answer the phone again.

- The semicolon (“;”) does not represent a sentence boundary marker for Translator’s Workbench (see the corresponding **Skip Rule**).
- Translator’s Workbench does not stop after the *10.* before the month name *August*, since the **Number Stop** option is *not* checked, and the proper noun *August* is a typical ordinal follower which Translator’s Workbench finds on its internal, language-dependent ordinal follower list.
- Translator’s Workbench does not stop after the dot preceded by the abbreviation *evil.*, because the word following it is in lowercase. If it was in uppercase, Translator’s Workbench would have stopped. In this case, you could add this abbreviation to your list of abbreviations and load it by choosing it in the **User Lists** dialog. Translator’s Workbench would then even read past this abbreviation. You could also use the **Expand Segment** command from the **Trados** menu in your word processor to size the above segment past the abbreviation *evil*. Please refer to the “Interface With Your Word Processor” chapter.

This is a sentence.

7543.

This is another sentence.

In this example, Translator’s Workbench will ignore the number in between the two sentences, because there must at least be one leading word in each segment—the **Leading Words** value is set to 1. In the second sentence, there is no leading word. Ignoring such “non-linguistic” segments is very useful, if you have to translate, say, tables in which many cells only consist of numbers. Translator’s Workbench ignores these source segments since in the translation, numeric values are not supposed to be changed and, as a result, do not need to be translated.

4.3.6 Defining Options for Non-Translatable Text

In the **Non Xlatable Text** tab you define character styles to be skipped during translation. This tab is not described here since it refers to issues concerning the word processor integration of Translator’s Workbench. See “Using Character Styles to Exclude Text Parts From the Translation Process” in the “Interface With Your Word Processor” chapter.

4.3.7 Defining Access Rights

In the **Access Rights** tab you define passwords to restrict access to your TM at various levels. This tab is not described here, since it refers to network operation issues. See “Protecting TM Databases” in the “Network Operation” chapter.

4.4 Working With a Translation Memory

In order to show you what options you have when working with TMs, let us go through a practical example. Please open the demonstration TM *Demo.tmw*, start MultiTerm with the demo database *Trados.mtw*, and start your word processor and load the demonstration document *Demo.doc* (Word) or *Demo.wpd* (WordPerfect) which you’ll find in Translator’s Workbench’s program directory (*\Program Files\Trados\TW4Win* by default). For the purposes of this example, the demonstration TM *Demo.tmw* was configured as explained in the section above (“Configuring a Translation Memory”).

4.4.1 Defining Project Settings

Let’s assume that you are about to start an English-German translation project for your client *Pro Software Inc.* The document you will translate contains information on a new program by this company. You have already translated several documents for *Pro Software Inc.* in the past, that’s

why you have added the company's name to the *Client* attribute picklist in the TM setup (see "Defining Text and Attribute Fields: Example" above). Now you would like to add the following information to each translation unit created during the new translation project:

- the name of your client, that is, *Pro Software Inc.*
- the ID code of the document that you are going to translate. In this example, let's assume that the ID code is *PROJ 98/105*.
- your user ID
- the overall domain of the translation project: *Software*

Setting Text Field Contents

To add such text information as the ID code *PROJ 98/105* to each new translation unit, you define a "translation project text field content." Follow these steps:

1. From the **Settings** menu in Translator's Workbench, select **Project Settings**. This opens the **Translation Project Settings** dialog.

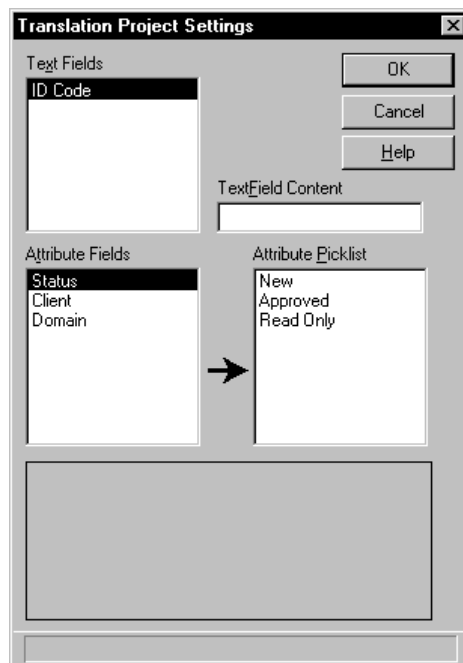


Figure 4-15: The Translation Project Settings Dialog

2. This dialog displays the current setup of your TM with regard to text and attribute fields. To define the ID Code, click in the **Text Field Content** input box and enter *PROJ 98/105*.

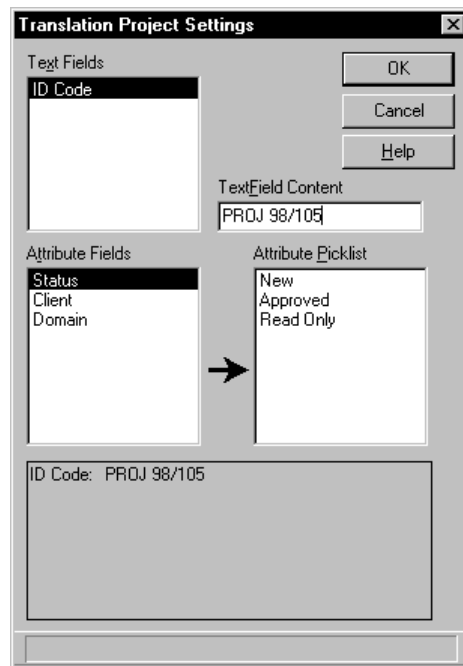


Figure 4-16: Defining Text Field Contents For Translation Projects

Since the ID Code has been set up as a text field, you will be able to enter new contents at any moment as needed. When you start a new translation project labelled *PROJ 98/106*, you will just follow the same steps, and each new translation unit will then receive this new ID code.

Text field contents allow for any kind of free text, up to a length of 24 characters.

Setting Project Attributes

To add such project information as your client's name, *Pro Software Inc.*, and the domain, *Software*, to each new translation unit, you define what is referred to as "translation project attributes." Follow these steps:

1. In the **Translation Project Settings** dialog, click the *Client* item in the **Attribute Fields** list. The *Client* picklist appears.
2. Click the item *Pro Software Inc.* on the **Attribute Picklist**.

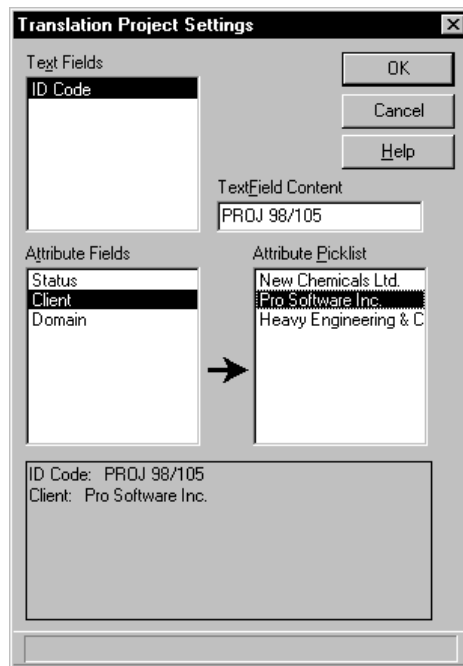




Figure 4-17: Defining Translation Project Attributes

3. To set the second project attribute, click the *Domain* item in the **Attribute Fields** list and then click on *Software*. To confirm your text and attribute fields, click **OK**.

Notes

- You can choose several values at once from any attribute picklist. So you could for example set several domains for each new translation unit or define several clients or whatever attribute fields you define for your own TM.
- Using the **Show Project Settings** option in the **General** tab of the **Translation Memory Options** dialog, you can force Translator's Workbench to display the **Translation Project Settings** dialog whenever a TM is opened. This includes the start-up of the program. Thus you can make sure to check your current translation project settings as often as possible.

Each new translation unit will now get all the information we have just defined: your user ID (via the Creation User and/or Change User system field), the ID Code *PROJ 98/105*, and the project attributes *Client: Pro Software Inc.* and *Domain: Software*. A typical translation unit created in the project will look like this:

 This is a sentence that was translated from English into German.
 Dies ist ein Satz, der vom Englischen ins Deutsche übersetzt wurde.

Additional TU information (system fields, text and attribute fields):

Creation Date: 20 September 1998
 Creation User: MILLER
 ID Code: PROJ 98/105
 Client: Pro Software Inc.
 Domain: Software

4.4.2 Using Project Attributes as Filters

Translator's Workbench can use attributes as a filter when searching in a TM database. This assures that given several possible target language sentences for the same source sentence, the correct or desired translation will be found. To select filter attributes, follow these steps:

1. From the **Settings** menu in Translator's Workbench, select **Filter**. This opens the **Translation Memory Filters** dialog.

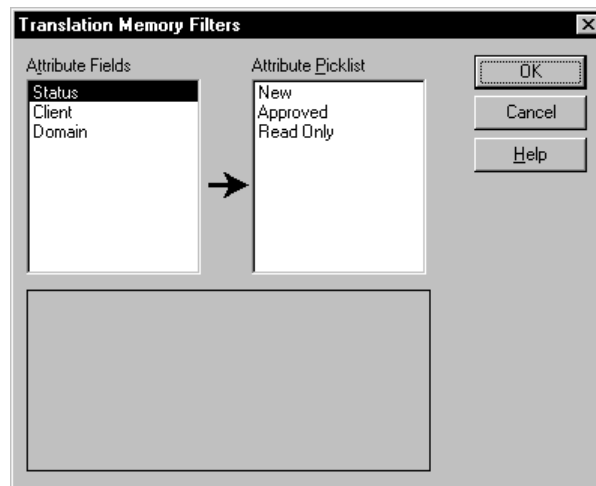


Figure 4-18: The Translation Memory Filters Dialog for the Demo TM

2. In this dialog, click on the attribute whose picklist item(s) you would like to select as filter(s). For example, if you want to give all translation units with the project attribute *Domain: Software* priority over other translation units, you would click on *Domain* in the **Attribute Fields** list and then select the *Software* item on the picklist.

Now, if a database search finds several 100% or fuzzy matches, Translator's Workbench selects the match whose project attribute is included in the set of filter attributes. If the project attribute does not match an active filter attribute, Translator's Workbench chooses a translation unit from another project.

Note

You can also “punish” translation units whose attributes don't match the currently selected filter attributes. This is explained in the following section, “Setting Translation Memory Options,” under the heading of “Not Matching Attributes Penalty.”

4.5 Translation Memory Options

To work with Translation Memories as effectively as possible, you can define various TM options such as fuzziness, update modes, penalties, substitution settings, Concordance options etc. To achieve this, from the **Options** menu in Translator's Workbench, select **Translation Memory Options**. This opens the **Translation Memory Options** dialog:

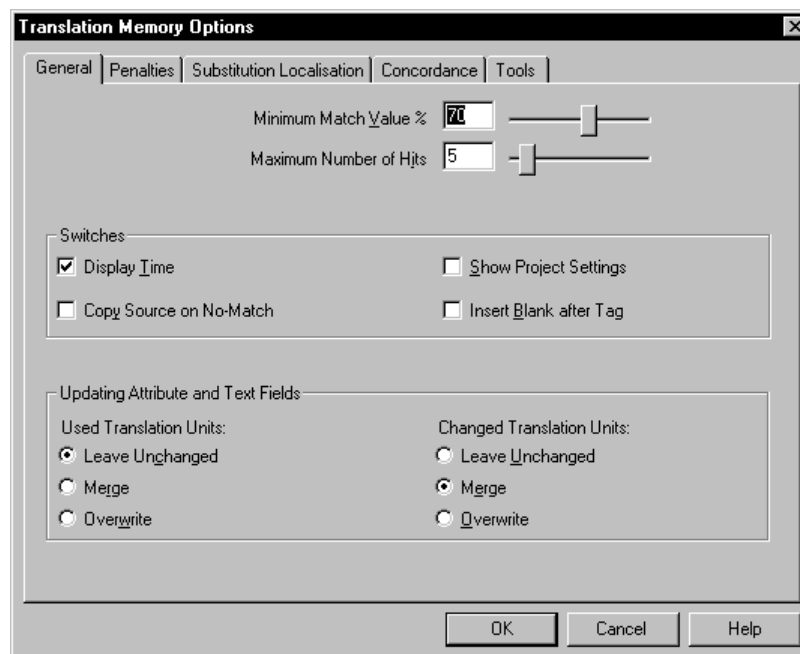


Figure 4-19: The Translation Memory Options Dialog

The **Translation Memory Options** dialog consists of the following tabs: **General**, **Penalties**, **Substitution Localisation**, **Concordance**, and **Tools**.

- In the **General** tab you set the fuzziness level for TM searching, activate certain switches as convenient, and define update modes for text and attribute fields.
- In the **Penalties** tab you define how TUs from alignments, machine translation, “wrong” projects etc. should be “punished.”
- In the **Substitution Localisation** tab you specify how the format of variable elements such as dates, time, numbers, measurements, and names should be adapted to the target language.
- In the **Concordance** tab you set the fuzziness level and other options for Concordance searching.
- In the **Tools** tab, you set various options for the **Analyse**, **Translate**, and **Cleanup** batch utilities from the **Tools** menu of Translator's Workbench.

The different options are listed below in more detail, along with explanations and examples where appropriate.

4.5.1 Defining “General” Translation Memory Options

You use the **General** tab to set the fuzziness level for TM searching, activate certain switches as convenient, and define update modes for text and attribute fields.

Minimum Match Value (%)

The **Minimum Match Value** expresses the degree of similarity between the source sentence and the sentence found in TM. The higher the value, the more similar the sentences. The more dissimilar the sentences, the greater the amount of work required to adapt the suggested translation. After a certain point, the differences are so great that displaying a suggested translation no longer makes sense.

You can therefore set a boundary value in the **Minimum Match Value** box. Fuzzy matches that fall below this value are not shown; they are treated as “No matches.” Translators will work with different values according to their tastes and preferred work methods. Experience has shown that the minimum match value will generally lie between 60% and 75%. To find your preferred value, it’s best to start with a low value, say 50%, and increase it step by step until you find your ideal value.

Maximum Number of Hits

Use the **Maximum Number of Hits** value to define how many sentence matches Translator’s Workbench collects as a maximum before displaying them in its program window. You can set a **Maximum Number of Hits** value between 1 and 99, the default is 5. Let’s assume that a sentence to be translated has five similar sentences in TM whose fuzziness ranges from 98% to 75%. In this case, at a **Maximum Number of Hits** value of 5, Translator’s Workbench will collect all these matches and display the one with the highest fuzziness value (98%) as “best match.” You can access the four lower-percentage matches by clicking on the match selection buttons in Translator’s Workbench’s program window.

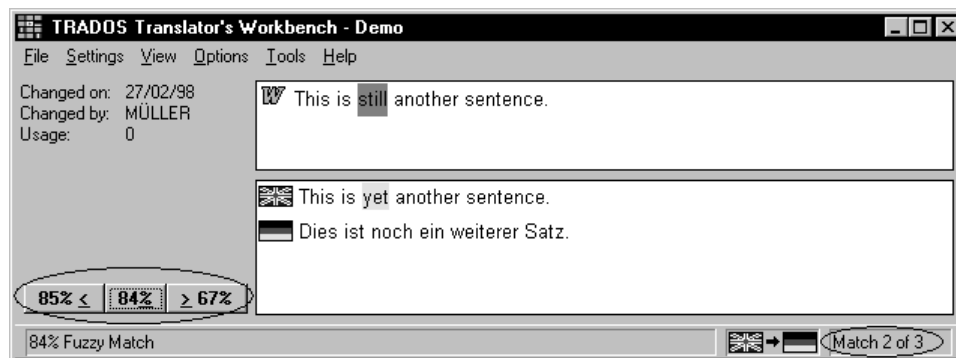


Figure 4-20: Choosing Among Different Matches

Note

The higher the **Maximum Number of Hits** value, the longer it takes Translator’s Workbench to search Translation Memory. It makes a considerable difference for the performance of Translator’s Workbench whether it has to look for 20 potential fuzzy matches or for only five. That’s why we recommend you work around a value of five hits. This will be an absolutely satisfactory setting for everyday translation purposes.

Translation Memory Switches

Use the **Switches** group box in the **General** tab to set the following options as convenient:

- **Display Time:** Check this option if you want to display the time in the system fields *Creation Date*, *Change Date*, and *Used Date* in addition to the date itself.
- **Show Project Settings:** Check this option if you want Translator's Workbench to bring up the **Project Settings** dialog each time you start the program or open a TM.
- **Copy Source on No-Match:** Check this option if you want Translator's Workbench to copy the source sentence to the target field each time it cannot find a match in Translation Memory.
- **Insert Blank After Tag:** Check this option if you want Translator's Workbench to automatically insert a blank after each tag you place in the target field. For more information, see the "Internal Tags and Blanks" section in the "Translating Tagged Files with Translator's Workbench and TagEditor" chapter.

How Translation Memory Is Updated

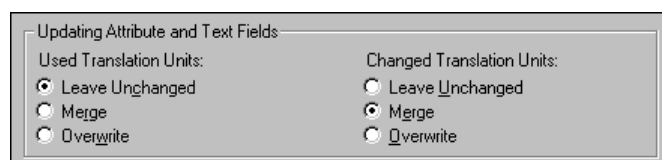


Figure 4-21: Translation Memory Options for Updating Translation Units

The two Translation Memory options depicted above can only be explained by taking a close look at how Translation Memory is updated.

As you work your way through a text, the TM is automatically updated in the background. The basic principle to keep in mind is that a Translation Memory does *not* contain duplicate translation units: there is only one translation allowed for a given source sentence and set of project attributes. For instance, there cannot be two different translations for the same sentence, the same client, and the same domain. Otherwise the coherence and consistence of your translations would be impaired. When translating with Translator's Workbench, four basic situations arise which have an impact on how Translation Memory is updated:

- Case 1: you translate the new sentence from scratch
- Case 2: Translator's Workbench finds a 100% match in TM for the new sentence, and you *don't* make any changes
- Case 3: Translator's Workbench finds a 100% match in TM for the new sentence, and you *do* make changes
- Case 4: Translator's Workbench finds one or several fuzzy matches for the new sentence, and you edit the translation as needed

Let's explain what happens in these four cases one by one.

Case 1: Entering New Translations From Scratch

Each sentence you translate from scratch is stored in TM with its translation. If you have set any translation project attributes or text field contents, they will be attached to the sentences as additional information. Together with the system fields, the sentences, text and attribute fields form a new translation unit in TM.

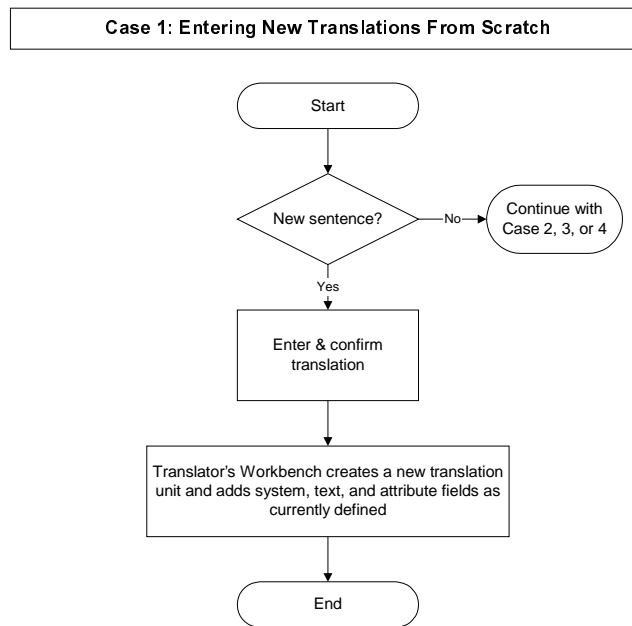


Figure 4-22: Entering New Translations

Case 2: Updating Attribute and Text Fields of Used Translation Units

If a 100% match is found, and you *don't* make any changes, the two system fields *Usage Counter* and *Used Date* of the matching translation unit are updated, if applicable. Beyond that, the current **Updating Attributes and Text Fields of Used Translation Units** setting determines what should happen to the text and attribute fields of the 100% matching TM translation unit (TMTU):

- they should stay untouched: the **Leave Unchanged** option is selected
- they should be merged with the currently selected project settings: the **Merge** option is selected
- they should be replaced by the currently selected project settings: the **Overwrite** option is selected

When you choose **Leave Unchanged**, the attributes and text fields of the TMTU stay the same. Currently selected project settings are ignored by Translator's Workbench, even if they differ from those in the TMTU.

When you choose **Merge**, the attributes and text fields of the TMTU are merged with the currently selected project settings. If there is a new text field, it is added to the text fields of the TMTU. If a new attribute picklist item, for example the name of a client, is selected as a project setting, it is added to the attributes already present in the TMTU.

When you choose **Overwrite**, the currently selected project attributes and text fields replace those of the TMTU.

The following flowchart sums up what has just been said. An example follows after that.

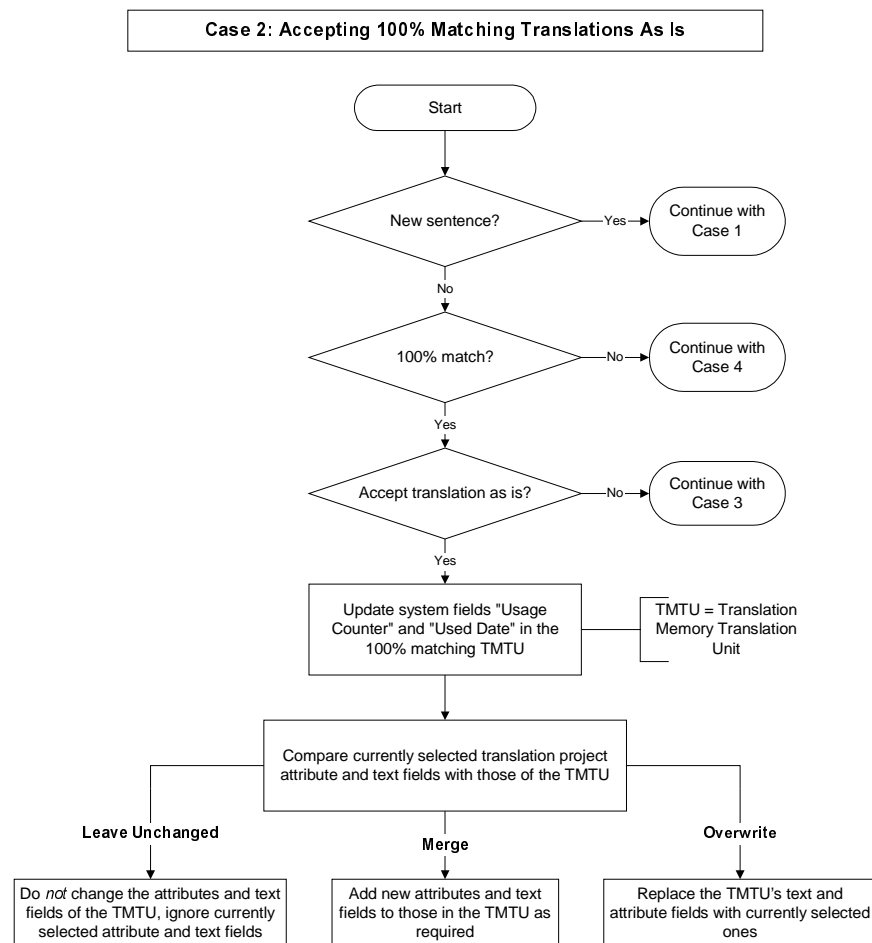


Figure 4-23: Accepting 100% Matching Translations As Is

Example:

Let's assume the following sentence occurs in your English-German translation project:

Thank you for purchasing our video recorder VR101.

Furthermore, you have selected the following project settings:

- text field content: *Project Code: Trans 1998/107*
- attribute: *Client: ConsumElectro Inc.*
- attribute: *Domain: Electronics*

Translator's Workbench analyses the sentence above and finds the following 100% matching translation unit in the TM:



Thank you for purchasing our video recorder VR101.

Vielen Dank für den Kauf unseres Videorecorders VR101.

System Fields:

Creation User: MILLER
 Creation Date: 05/05/95
 Change User: SMITH
 Change Date: 10/06/97
 Usage Counter: 10

Attribute Fields:

Client: ConsumElectro Inc., VideoSys Ltd.
 Domain: Audio/Video
 Status: Approved

Text Fields:

Project Code: Trans 1995/122

You accept this translation as is. In this case, what happens to the attributes and text fields of the translation unit you just used? This is where the **Updating Attribute and Text Fields** setting for **Used Translation Units** comes into play:

- **Leave Unchanged:** The text and attribute fields of the above TU stay exactly the same, your project settings are ignored. As far as the project attribute *Client: ConsumElectro Inc.* is concerned, this doesn't matter: it was already present in the TMTU. However, the other project attribute you set, that is, *Domain: Electronics*, is *not* added to the TMTU. Likewise, the project code of the new translation, *Trans 1998/107*, is *not* added to the corresponding text field. The Usage Counter is incremented to 11.
- **Merge:** The information contained in your project settings is added to the TMTU as follows: The *Electronics* value is merged into the *Domain* attribute. The text field *Project Code*, up to now filled with the information *Trans 1995/122*, is completed with the information *Trans 1998/107*. The other information in the TMTU stays untouched. To sum things up, it will now look like this:



Thank you for purchasing our video recorder VR101.

Vielen Dank für den Kauf unseres Videorecorders VR101.

System Fields

Creation User: MILLER
 Creation Date: 05/05/95
 Change User: SMITH
 Change Date: 10/06/97
 Usage Counter: **11**

Attribute Fields

Client: ConsumElectro Inc., VideoSys Ltd.
 Domain: Audio/Video, **Electronics**
 Status: Approved

Text Fields

Project Code: Trans 1995/122, **Trans 1998/107**

- **Overwrite:** The current project settings *replace* those in the TMTU. In our example, after you have accepted the translation, the translation unit will look like this:



Thank you for purchasing our video recorder VR101.



Vielen Dank für den Kauf unseres Videorecorders VR101.

System Fields

Creation User: MILLER
 Creation Date: 05/05/95
 Change User: SMITH
 Change Date: 10/06/97
 Usage Counter: 11

Attribute Fields

Client: **ConsumElectro Inc.**
 Domain: **Electronics**

Text Fields

Project Code: **Trans 1998/107**

The attributes *Client: VideoSys Ltd.*, *Status: Approved*, and *Domain: Audio/Video* have disappeared, as well as the contents *Trans 1995/122* of the *Project Code* text field. The current project settings have been added to the TMTU instead.

Recommendations

- *Merging* project settings with existing translation units is the safest way to keep as much information in your translation units as possible. Old attributes and text fields are kept, new items are added as needed. On the other hand, heavily used translation units can soon become quite large with respect to attribute and text field contents.
- To keep project information of translation units at a certain *status quo*, you might choose to *leave unchanged* attributes and text fields of existing translation units. New project settings are not added to existing translation units.
- Choosing *Overwrite* is the most “dangerous” option for used translation units, since all former attribute and text field contents are lost once you replace them with the current project settings. Still, it might be useful to “clean up” translation units this way, stripping them of information that is no longer needed.

Choosing the most appropriate option depends on *your* mode of working, on *your* translation context.

Case 3: Updating Attribute and Text Fields of Changed Translation Units

This option is only relevant under the following conditions:

- a 100% match is found;
- you change the target sentence;
- the currently selected project settings are a *subset* of the project settings of the 100% matching TU.

In this case,

- the **Leave Unchanged** option will replace the old target-language sentence with the new one and leave the project settings in the TU untouched
- the **Merge** option will also replace the old target-language sentence with the new one and leave the project settings in the TU untouched (since they are a superset anyway)

- the **Overwrite** option will overwrite the TU's attributes and text fields with the currently selected project settings and will replace the old target sentence with the new one

The flowchart below sums up what has just been said.

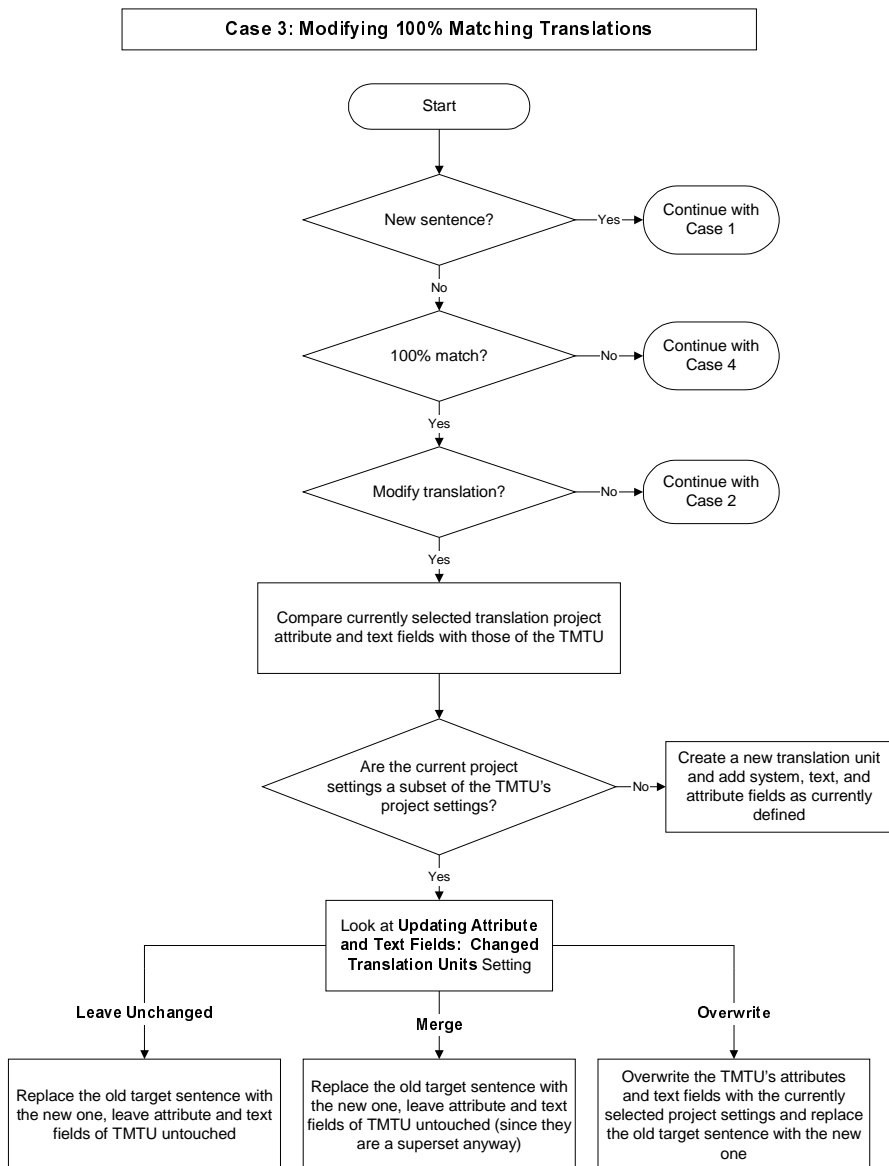


Figure 4-24: Modifying 100% Matching Translations

Note

The default Translation Memory Options setting for **Attributes and Text Fields of Changed Translation Units** is **Merge**, which means that if you change a translation, the translation in the corresponding translation unit is replaced, and any project attributes are merged, as described above. Workbench always applies this merging algorithm to the translation unit *currently displayed* in the Workbench Source window. Thus, if the current project attribute setting is different from the attribute of the displayed translation unit, a new unit will be added to TM regardless of whether another translation unit with the same attribute already exists. To avoid creating multiple translation units for the same source sentence, always set the Filter to the same attribute(s) as the Project Settings. This will cause the translation unit with matching attribute(s) to be displayed and thus updated.

Case 4: Fuzzy Matches

Fuzzy matches occur much more frequently than 100% matches. Fuzzy matching is the process by which Translator's Workbench looks for one or more sentences in Translation Memory that are as similar as possible to the source sentence. We will refer to the sentence from Translation Memory as Translation Memory sentence (TM sentence). Fuzzy matching is based on the assumption that the similarity between source sentences will also exist between the TM sentence's translation and the translation you're creating. Exact matches with penalties (Not Matching Attributes, Formatting, etc.) are also regarded as fuzzy matches.

The similarity between the source sentence and the database sentence, as explained above, is expressed as a percentage value. This match value is displayed in Translator's Workbench's program window. If Translator's Workbench finds more than one fuzzy match, it treats the most similar match as "best match" and displays it in the Translation Memory window. You can choose between different matches by clicking on the match selection buttons in Translator's Workbench's program window.

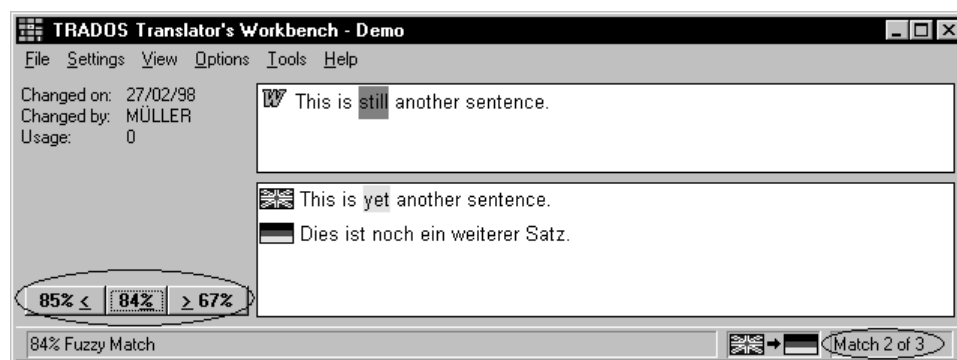


Figure 4-25: Choosing Among Different Matches

If a fuzzy match is found, then a new translation unit is created in Translation Memory. The current project settings (attributes and text fields) become the project information for the new translation unit. The Usage Counter of the old (fuzzy match) translation unit is incremented, and the newly created one gets the currently selected user ID if the current Translation Memory contains the system fields *Creation User* or *Change User*.

The following flowchart sums up what has just been said.

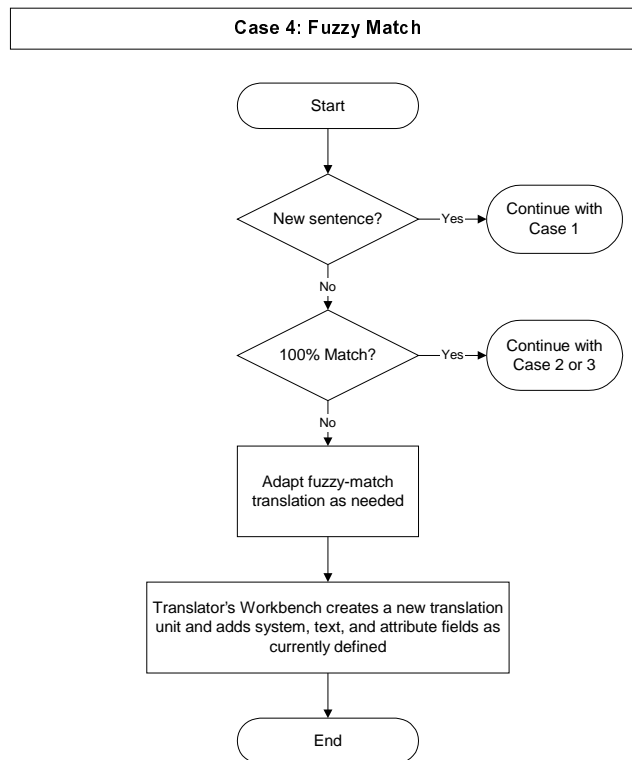


Figure 4-26: Editing a Fuzzy Match

4.5.2 Defining “Penalties”

You use the **Penalties** tab of the **Translation Memory Options** dialog to define how TUs with formatting differences or TUs from alignments, machine translation, “wrong” projects etc. should be “punished.”

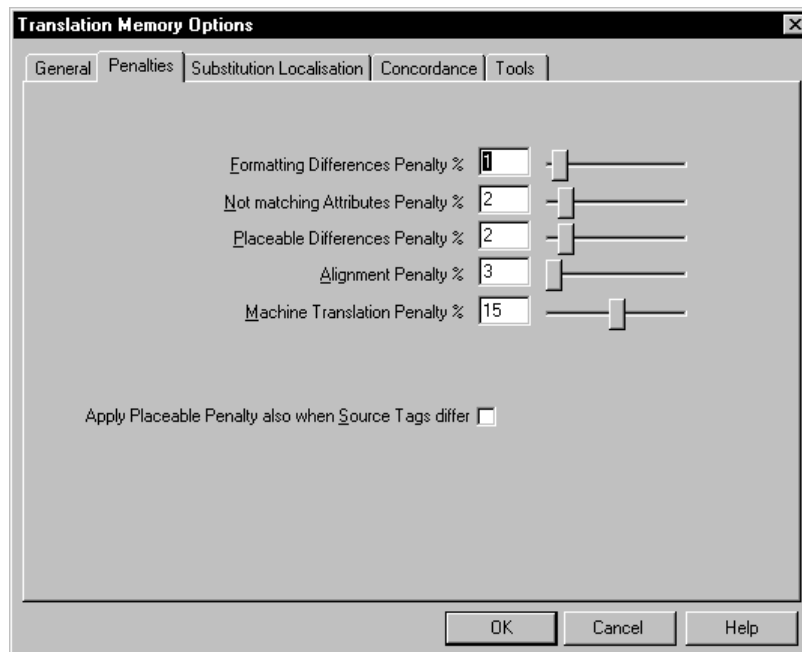


Figure 4-27: The Penalties Tab

Formatting Differences Penalty (%)

When comparing the current source sentence with the TM sentences, Translator's Workbench not only evaluates linguistic differences, but can also take formatting into account. Let's suppose the current source sentence reads *The VR 101 is our **brilliant new** video recorder*. In this case, the author chose bold formatting for the adjective phrase *brilliant new*. Suppose that in your TM, there is a linguistically 100% identical sentence with different formatting: *The VR 101 is our brilliant new video recorder*. In this instance, the adjective phrase does not carry a special formatting.

In contrast to all other TM systems on the market, Translator's Workbench recognises an "exact match," but reduces the match value by 1% because of the formatting difference:

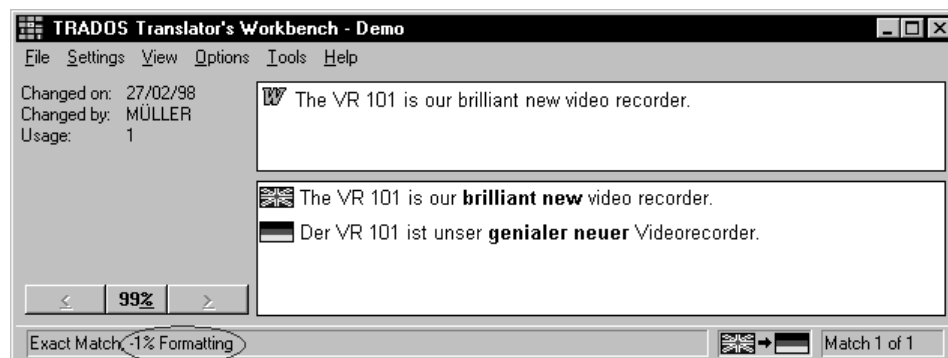


Figure 4-28: Example of Formatting Penalty

Formatting penalties are not only valid for 100% matching sentences but also for fuzzy matches. You can choose a value between 0 and 20%. The default is one percent per formatting difference, since formatting differences are not as important as linguistic ones.

Not Matching Attributes Penalty (%)

It's best to explain the **Not Matching Attributes Penalty** with the help of an example.

As was explained at the beginning of this chapter, a TM is made up of translation units (TUs) that, as a minimum, contain a source-language sentence together with its target-language equivalent. However, TUs will often also contain classifying information in the form of such attributes as client, domain, etc. Let us suppose that you have translated the sentence *Press the [Enter] key to continue* during two translation projects, one for Pro Software Inc., the other one for BetaSoft Unlimited. Pro Software Inc. required you to translate *[Enter] key* with *[Eingabetaste]* into German, whereas BetaSoft wanted you to translate it with *[Return]-Taste*. To keep these two translations separate, you decided to define two different project attributes for them: *Client: Pro Software Inc.* and *Client: BetaSoft Unlimited*. As a result, Translator's Workbench created two different TUs for these two different translations of the same source-language sentence:

TU for Pro Software Inc.:



Press the [Enter] key to continue.



Drücken Sie die [Eingabetaste], um fortzufahren.

Client: Pro Software Inc.

TU for BetaSoft Unlimited:



Press the [Enter] key to continue.



Drücken Sie die [Return]-Taste, um fortzufahren.

Client: BetaSoft Unlimited

Suppose now that you're starting a new translation for Pro Software Inc. *and* set the corresponding filter attribute (*Client: Pro Software Inc.*) before translating, as explained above under "Using Project Attributes as Filters."

Now, if the sentence *Press the [Enter] key to continue* occurs in your new translation project, Translator's Workbench will find *two* identical matches in its TM. Only one, however, has the "right" project attribute: *Client: Pro Software Inc.*. This is where the **Not Matching Attributes Penalty** comes into play: at a penalty value of, say, 2%, Translator's Workbench will treat the "wrong" match as a 98% match only. Even if the sentence itself is of course 100% identical, its attributes are not 100% identical with the selected filter attributes, and Translator's Workbench "punishes" this with the penalty.

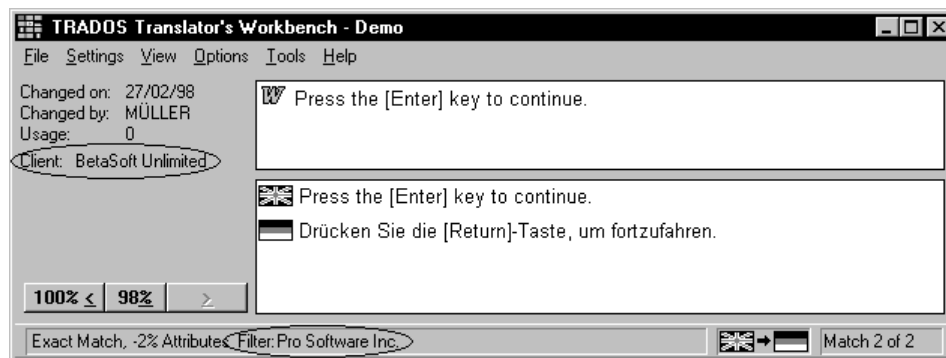


Figure 4-29: Example of Not Matching Attributes Penalty

Note that in the case of several project attributes, Translator's Workbench decreases the match value by 2% every time a project attribute does not match the currently selected filter attributes. Thus, for a 100% identical sentence with four "wrong" project attributes, Translator's Workbench will display a match value of only 92%.

You can set a **Not Matching Attributes Penalty** value between 0 and 20%. The default is 2%.

Placeables Difference Penalty (%)

This penalty is only relevant under the following conditions:

- the segment you are translating contains placeables (in most cases, tags);
- a match for the segment is found in TM;
- the tags in the target segment differ from the source segment of the matching TU. As a result, Translator's Workbench cannot place tags automatically in the new translation.

In this case Translator's Workbench applies the **Placeables Difference Penalty**. The penalty is not only valid for 100% matching sentences, but also for fuzzy matches. You can choose a value between 0 and 20%. The default is 2%.

Example

When comparing the current source sentence with the TM sentences, Translator's Workbench not only evaluates linguistic differences, but can also take tagging into account.

When Translator's Workbench matches sentences containing tags with segments in TM, the program always tries to automatically determine the tagging order for the new target sentence by comparing it to the matching TU. In ideal circumstances, the source and target of a TU contain the same tags in the same positions. This, of course, poses no problem. Even if tags occur in a different sequence in the target segment of the TU, as long as the *same* tags are used, Translator's Workbench will be able to correctly determine the tagging order.

As soon as the tags in the target segment of the TMTU differ from those of the source, however, Translator's Workbench cannot be sure to correctly place the tags for the new translation. This is where the **Placeables Difference Penalty** comes into play.

For instance, let's suppose you have to translate the sentence:

The VR 101 is our brilliant new video recorder.

There are tags before and after the adjective phrase *brilliant new*.

Suppose that in your current TM, Translator's Workbench can find the following TU with the same text but with different tagging in the source and target segments:



The VR 101 is our <I>brilliant new</I> video recorder.



Der VR 101 ist unser <U>toller neuer</U> Videorecorder.

In the translation, the tagging differs from the source sentence. Rather than proposing a 100% match, using the and tags from the new source sentence--which might result in incorrect tagging in the new target--, Translator's Workbench will propose the following target sentence and apply a **Placeables Difference Penalty**:

Der VR101 ist unser <U>toller neuer</U> Videorecorder.

Now you can decide whether you want to accept the tagging of the TM target sentence, or whether you want to use the new tags from the new source sentence.

Apply Placeable Penalty also when Source Tags differ: Use this check box if you want to apply the **Placeable Differences Penalty** every time the tags in the new sentence differ from those of the source segment from the TM. Normally, Translator's Workbench tries to automatically substitute changed tags in the new translation, as described in the example above. You can deactivate this behaviour and *always* apply the **Placeable Differences Penalty** as soon as there is a difference between the tags of the new source sentence and those of the matching TM source sentence.

Alignment Penalty (in %)

As has already been mentioned in the "Create Translation Memories" section, [®]TRADOS offers a tool called WinAlign that generates Translation Memories from existing documents and their translations. It is an interactive, very flexible and versatile tool, offering a wide range of options to help you get optimum alignment results. These results are available as files that you import into Translator's Workbench. See the section on "Importing and Exporting Translation Memories" and the WinAlign User's Guide and product information on the Web at <http://www.trados.com/winalign> for more information.

Despite its alignment power, it may happen that parts of your texts are "misaligned," that is, they don't actually represent sentence pairs that are translations of each other. This is why Translator's Workbench offers you the possibility to set a "penalty" for translation units that have been created by WinAlign (or its predecessor TAlign). A typical WinAlign-generated TU will look like this:



Press [F1] for help.



Drücken Sie die Taste [F1], um Hilfe zu erhalten.

Change User: WinAlign!

Change Date: 01/01/98

If the sentence *Press [F1] for help* occurs in your translation project, Translator's Workbench will obviously find the above sentence in the TM as an exact match, but will deduct 3%, which is the

default percentage for the **Alignment Penalty**. Once you confirm the translation, your user ID will replace WinAlign! as the Change User in the translation unit, which makes the **Alignment Penalty** obsolete. You can define a value between 0 to 20% for the **Alignment Penalty**. The default is 3%.

Machine Translation Penalty (in %)

Machine Translation (MT) systems offer the possibility to translate texts automatically. However, in many cases, these translations are prone to a variety of errors—at least if you consider the current state of the art. Still, in some contexts, they can be useful for pre-translation purposes of technical documentation. Against this background, it is useful that Translator's Workbench treats translation units created by MT systems differently than those created by “human” translators.

This is what the **Machine Translation Penalty** is there for. By default, it is set at 15%. Thus, even if Translator's Workbench finds a perfect match for a new sentence in the Translation Memory, it will display a match value of only 85% if the corresponding TU was created by an MT system.

Example:



Press [F3] if you would like to continue.



Drücken [F3] wenn Sie würden mögen zu fortsetzen.

Creation User: MT!

Creation Date: 01/01/98

Now, if the sentence *Press [F3] if you would like to continue* occurs, Translator's Workbench will obviously find the above sentence in the TM as an exact match, but will deduct 15%, which is the default percentage for the **Machine Translation Penalty**. Once you confirm the translation, your user ID will replace MT! as the Change User in the translation unit, which makes the **Machine Translation Penalty** obsolete. You can define a value between 0 to 20% for the **Machine Translation Penalty**.

4.5.3 Defining “Substitution Localisation” Settings

You use the **Substitution Localisation** tab of the **Translation Memory Options** dialog to specify if, and how, Translator's Workbench should automatically adapt the format of such variable elements as numbers, dates, etc. to the target language during translation. Depending on how your TM has been set up, you can define substitution localisation settings for **Dates**, **Time**, **Numbers**, **Measurements**, and **Names** as explained below.

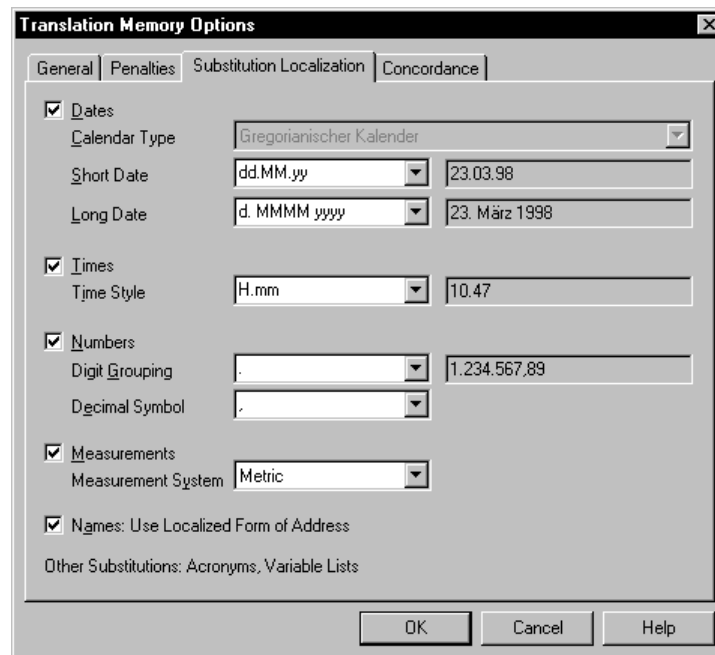


Figure 4-30: The Substitution Localisation Tab

Important

If one or more options in the **Substitution Localisation** tab are greyed out, this means that the TM has not (yet) been set up to automatically replace the corresponding elements. See “Defining Automatic Substitutions” in the “Configuring a Translation Memory” section above.

Defining Substitution Settings for Dates

The **Calendar Type** drop-down box shows which calendar is being used. The options in this box are determined by the regional settings defined in the Windows setup of the target language of your TM. Translator’s Workbench can switch calendar types during translation if necessary. This is especially useful for translation into languages that use a calendar type different from the Gregorian Calendar, such as Japanese and Chinese. Use the **Short Date** and **Long Date** boxes to change the way the short and long date formats in the source language are adapted to the target language during translation.

The following calendar types are supported by Translator’s Workbench for the automatic substitution localisation feature:

- Gregorian calendar
- Japanese Era: Year of the Emperor
- Year of the Republic of China (Taiwan)
- Tangun Era (Korea)
- Hijri (Arabia, some countries)
- Thai calendar
- Hebrew calendar

Examples

Short Dates

Let's suppose the following sentence occurs in your English (UK)-German translation: *Today is 19/03/98*. In this example, Translator's Workbench will recognise *19/03/98* as a short date and display it as a placeable. When you place the date in the target sentence, the program looks at the setting in the **Short Date** box of the **Substitution Localisation** dialog. If you have defined the date format *dd.MM.yy* for German short dates, the transferred date will be inserted as *19.03.98*.

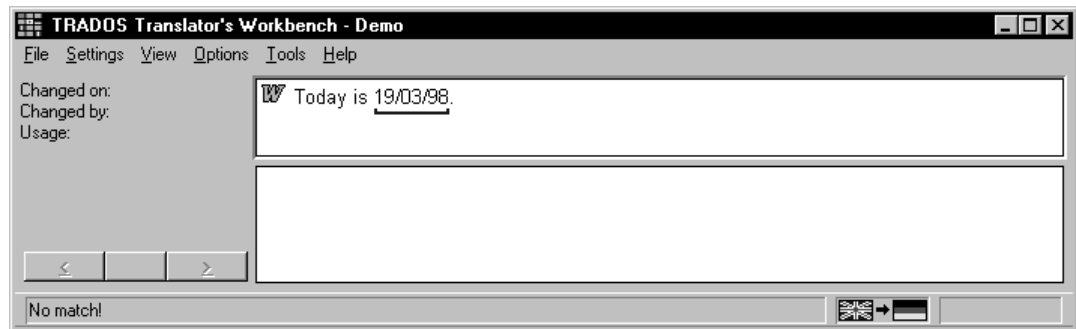


Figure 4-31: Recognising Dates as Placeables

Long Dates

Let's suppose the following sentence occurs in your English (UK)-German translation: *Today is 19 March 1998*. In this example, Translator's Workbench will recognise *19 March 1998* as a long date and display it as a placeable. When you place the date in the target sentence, the program looks at the setting in the **Long Date** box of the **Substitution Localisation** dialog. If you have defined the date format *d. MMMM. yyyy* for German long dates, the transferred date will be inserted as *19. März 1998*.

Note

If a sentence with the same wording but a different date occurs, Translator's Workbench will still be able to produce a 100% match and transfer the new date in the correct target-language format to your word processor.

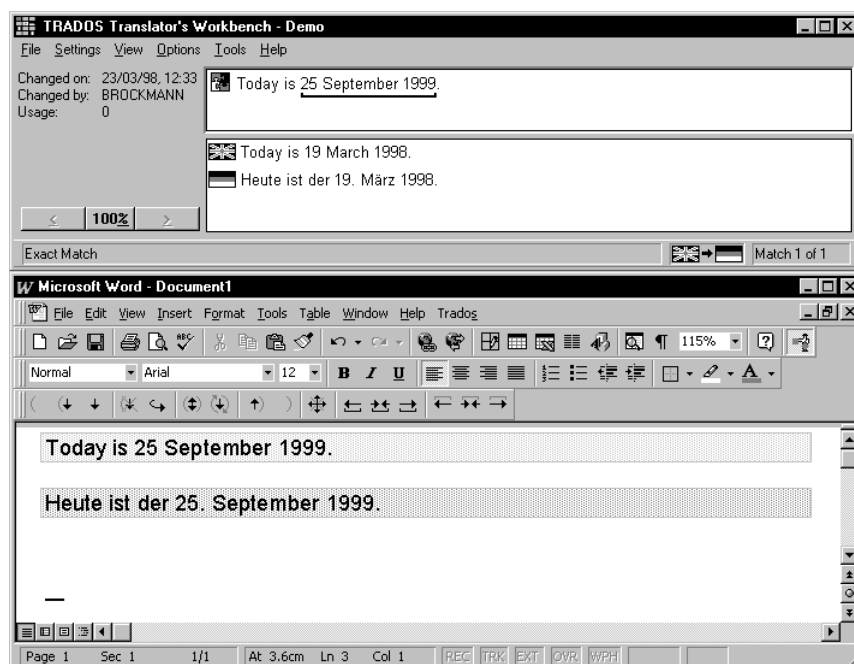


Figure 4-32: Recognising and Automatically Substituting Variable Elements

Defining Substitution Settings for Time Specifications

Use the **Time Style** box to change the way how the time format in the source language is adapted to the target language during translation.

Example

Let's suppose the following sentence occurs in your English (UK)-German translation: *The new German chancellor will arrive at 10:45.* In this example, Translator's Workbench will recognise 10:45 as a time specification and display it as a placeable. When you place the time specification in the target sentence, the program looks at the setting in the **Time Style** box of the **Substitution Localisation** dialog. If you have defined, say, the style *H.mm' Uhr* for German time specifications, for instance, the transferred time will be correctly adapted and inserted as *10.45 Uhr*.

Note

If a sentence with the same wording but a different time specification occurs, Translator's Workbench will still be able to produce a 100% match and transfer the new time in the correct target-language format to your word processor.

Defining Substitution Settings for Numbers

You use the **Digit Grouping** box to specify the symbol that is used in the target language to group the digits in large numbers. Use the **Decimal Symbol** box to specify which symbol indicates decimal values in the target language.

Examples

Let's suppose the following sentence occurs in your English (UK)-German translation: *Today, the DAX was down 11.98 points (= 0.55%) to 4,312.79.* In this example, Translator's Workbench will recognise all numbers (even the percentage specification) and display them as placeables. When you place the numbers in the target sentence, the program looks at the settings in the **Digit Grouping** and **Decimal Symbol** box of the **Substitution Localisation** dialog. By default, the dot (".") is the digit grouping symbol and the comma (",") the decimal symbol in German. (So it's exactly the other way round as in English.) As a result, the numbers will be correctly transferred as *11,98, 0,55%, and 4.312,79.*

Note

If a sentence with the same wording but different numbers occurs, Translator's Workbench will still be able to produce a 100% match and transfer the new numbers in the correct target-language format to the target field in your word processor.

Defining Substitution Settings for Measurements

You use the **Measurement System** box to determine which system of measurement is used in the target language. Translator's Workbench can automatically switch the measurement system during translation and determine the correct value for the new measurement unit. For instance, the measurement *3 in* will be automatically "translated" to *7,62 cm* during translation from English to German.

Supported Measurement Units

The following measurement systems and units are supported by Translator's Workbench for the automatic substitution localisation feature:

Metric System

- Length: Millimetre (mm), centimetre (cm), decimetre (dm), and kilometre (km).
- Area: Square millimetre (mm²), square centimetre (cm²), square meter (m²), are (a), hectare (ha), and square kilometre (km²).
- Mass: Milligram (mg), gram (gr), kilogram (kg), and metric ton (t).
- Capacity: Millilitre (ml), cubic centimetre (cm³), centilitre (cl), decilitre (dl), litre (l), and cubic meter (m³).

British Imperial System

- Length: Inches (inch, inches, in), foot (feet, foot, ft), yard (yard, yards, yd), furlong (furlong), and miles (mile, miles, mi).
- Area: Square inch (sq in, in²), square foot (sq ft, ft²), square yard (sq yd, yd²), acre (acre, acres), and square mile (sq mi, mi²).
- Avoirdupois weight/mass: Avoirdupois ounce (oz avdp, oz), avoirdupois pound (lb avdp, #, lb), stone, short hundredweight (short cwt), long hundredweight (long cwt), short ton, and long ton.
- Capacity (British imperial liquid and dry measure): UK fluid ounce (fl oz), UK pint (pt), UK quart (qt), UK bushel (bu), and UK gallon (gal).
- US liquid measure: US fluid ounce (fl oz), US fluid pint (pt), and US fluid gallon (gal).
- US dry measure: US dry pint (pt) and US dry bushel (bu).

Temperature Conversion

Degrees Centigrade (°C), degrees Fahrenheit (°F), and degrees Kelvin (°K).

Examples

Let's suppose the following sentence occurs in your English (US)-German translation: *Mary is used to working in temperatures as high as 105°F*. In this example, Translator's Workbench will recognise *105°F* as a temperature measurement specification and displays it as a placeable. When you place the measurement in the target sentence, the program looks whether the **Measurement** option in the **Substitution Localisation** dialog is checked. If it is, Translator's Workbench will convert the temperature to °C (as used in Germany) and insert it as *40,56°C*.

Notes

- If a sentence with the same wording but a different measurement specification occurs, Translator's Workbench will still be able to produce a 100% match and transfer the new measurement in the correct target-language format to your word processor.
- In the case of the metric vs. the U.S. measurement system, you can use the **Measurement System** box to determine which system of measurement is used in the target language. This way you can avoid undesired conversions of, say, inches, to centimetres.

4.5.4 Defining Options for Concordance Searching

You use the **Concordance** tab of the **Translation Memory Options** dialog to specify some settings for the Concordance function of Translator's Workbench. For more information, please refer to the chapter "Working With Bilingual Concordances."

4.5.5 Defining Options for Translator's Workbench's Batch Tools

You use the **Tools** tab to set various options for the **Analyse**, **Translate**, and **Cleanup** batch utilities from the **Tools** menu of Translator's Workbench.

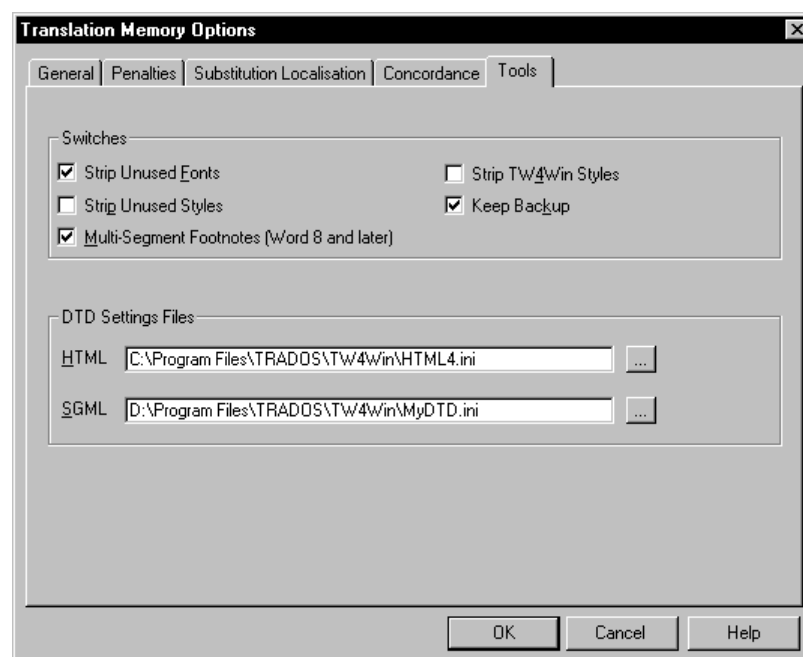


Figure 4-33: The Tools Tab

Setting Options for the Processing of “Normal” Word Documents

You use the **Switches** group box to set the following options as convenient (these switches are only valid for the interface between Translator’s Workbench and Word):

- **Strip Unused Fonts:** Check this option if you want Translator’s Workbench to remove all unused fonts from documents during batch translation or cleanup. For more information, see the “Style and Font Issues” section in the “Tips & Tricks” chapter of the online Help and the “Document Analysis, Translation and Cleanup” chapter.
- **Strip Unused Styles:** Check this option if you want Translator’s Workbench to remove all unused styles from documents during batch translation or cleanup. For more information, see the “Style and Font Issues” section in the “Tips & Tricks” chapter of the online Help and the “Document Analysis, Translation and Cleanup” chapter.
- **Strip TW4Win Styles:** Check this option if you want Translator’s Workbench to remove all of its styles (*tw4winExternal*, *tw4winInternal*, *tw4winTerm*, etc.) during cleanup. See the “Document Analysis, Translation and Cleanup” chapter.
- **Keep Backup:** Check this option if you want Translator’s Workbench to create a backup file (extension .bak) of each document processed by the **Translate** and **Cleanup** batch tools. See the “Document Analysis, Translation and Cleanup” chapter.
- **Multi-Segment Footnotes (Word 8 and later):** Check this option if you work with Word 97 documents and therefore want to benefit from the multi-segment footnote handling not only in interactive mode, but also in batch mode. For more information on multi-segment footnotes, see the “Footnote Handling in Batch Mode” section in the “Interface Between Translator’s Workbench and Word” chapter. This feature is only available for Word 97 or later. If you work with Word 7.0 or earlier, uncheck this option.

Setting Options for the Batch Processing of SGML/HTML Files

In the **DTD Settings Files** group box, you specify which initialisation files Translator’s Workbench should use when analysing, batch-translating or cleaning up HTML and/or SGML files. DTD settings files are created and maintained using the DTD Settings Wizard of TRADOS TagEditor. For more information, see the “Translating Tagged Files With Translator’s Workbench and TagEditor” chapter or the online Help of TagEditor.

4.6 Maintaining Translation Memories

The longer you work with a Translation Memory, the larger it gets. When several people are using the same TM over a network, it will grow even more quickly. So it is essential to always have the maximum possible control over the contents in the TM and to be able to modify them at a global level, if required. Translator’s Workbench offers ways to directly edit TM contents at two levels:

- **Spot editing:** You can edit or delete any translation unit from the Concordance window or the TM window at any time, provided you have write access to the TM. Procedures are described under “Editing & Deleting Translation Units” below.
- **Global editing:** You can also modify the TM contents at a more global level via the **Maintenance** function. See “Translation Memory Maintenance” below.

A further, more indirect possibility to globally change a TM is to export its contents, modify them in the exported text file in any word processor, and to re-import the file into a new TM. See the “Importing and Exporting Translation Memories” chapter for more information.

4.6.1 Editing & Deleting Translation Units

When translating your documents, you might make mistakes that you will only realise after storing the translation in Translation Memory. Other corrections might be given to you by an editor after revising the translation. In both cases, you will want to make the corrections not only in your target text, but also in Translation Memory. This is why Translator's Workbench offers possibilities to edit and delete translation units from the Concordance or Translation Memory window. Follow these steps:

1. In Translator's Workbench, open the Translation Memory that you want to edit, if you have not already done so.
2. Perform a Concordance search to identify the sentences that need editing. To achieve this, from the **Tools** menu, select the **Concordance** command, or press [F3]. Enter one of the words of the source sentence to be edited. After that, click the **Search** button. This will start the Concordance search and bring up the Concordance window containing all translation units containing your search criterion.



Figure 4-34: Performing a Concordance Search

3. Look for the translation unit you would like to edit or delete.
4. Move the mouse pointer to one of the flags preceding the translation unit in question and press the right mouse button or press [Shift] + [F10]. This opens the translation unit context menu. It contains two commands: **Edit Translation Unit** and **Delete Translation Unit**.

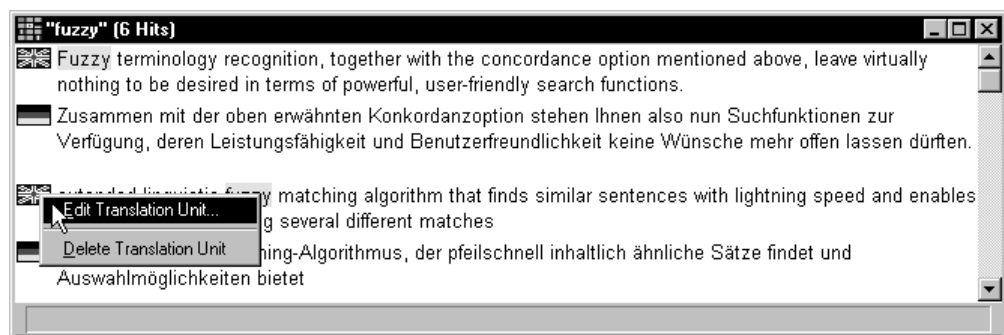


Figure 4-35: The Translation Unit Context Menu

- To remove the translation unit from Translation Memory, select **Delete Translation Unit**. This highlights the TU, and Translator's Workbench asks whether you really want to delete it or not. Choose **Yes** to irreversibly remove it. This action cannot be undone. Choose **No** to return to the Concordance window.
- To modify the translation unit, select **Edit Translation Unit**. This opens the **Edit Translation Unit** dialog, which displays the TU (including all additional information) and allows you to edit it:

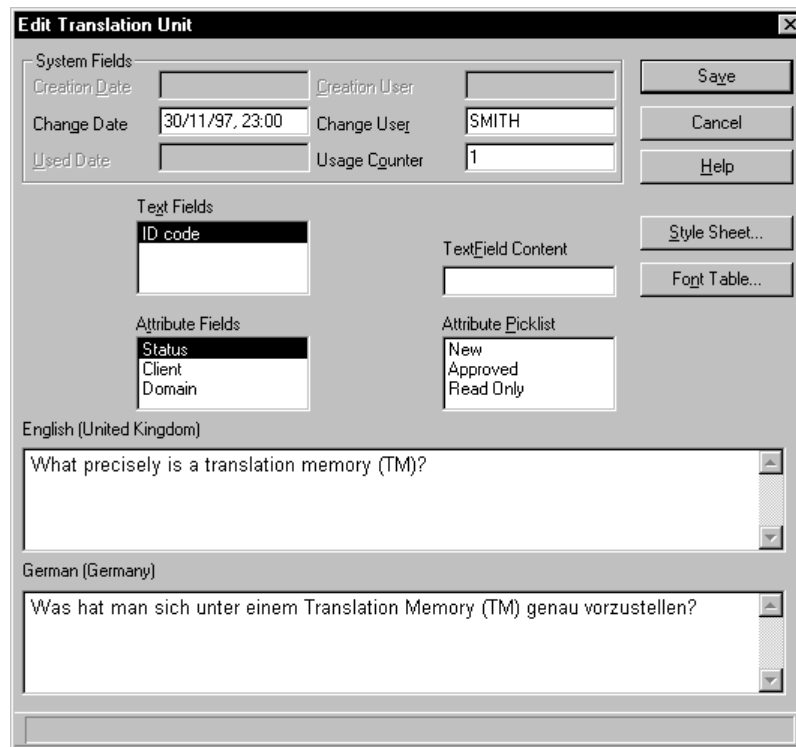


Figure 4-36: The Edit Translation Unit Dialog

5. In the **Edit Translation Unit** dialog, change any information as required. You can even modify the translation unit information (text and attribute fields) and, if you are using the Translation Memory in exclusive access mode, such system fields as Creation User and Change Date.
6. Once you are satisfied with the changes, click the **Save** button or press the [Enter] key. This will save your edited translation unit, thus updating the Translation Memory and Concordance window which will now show you the corrected translation unit.
7. Start further Concordance searches as needed, and correct or delete all translation units as described in this instruction.

There are two further buttons in the **Edit Translation Unit** dialog labelled **Style Sheet** and **Font Table**. These two buttons will now be explained.

Used Character Styles (from Style Sheets)

Click the **Style Sheet** button to bring up **Used Character Styles** dialog:

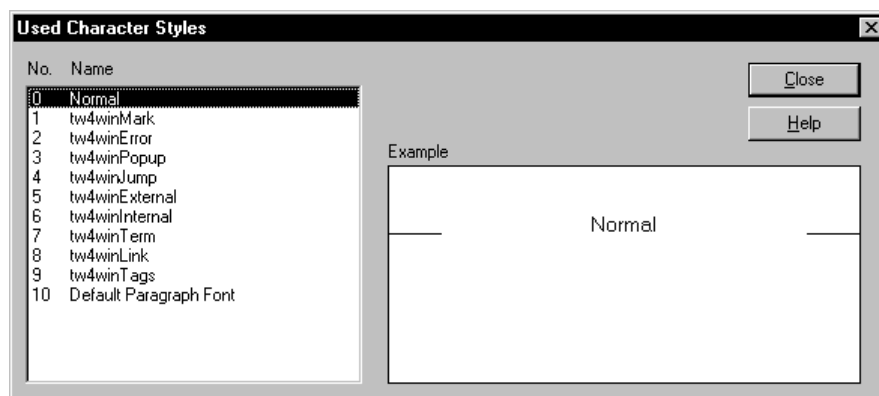


Figure 4-37: The Used Character Styles Dialog

This dialog lists all character styles from the source documents that have been translated using the current Translation Memory. In addition, this list is used by Translator's Workbench to mark up your translated documents in various ways. You cannot edit the list, it is for information purposes only. The **No.** column shows you the number of the character style as used in the RTF format stored in TM (see further down for an example). The **Name** column lists the character style names. The **Example** box shows you examples of what the character styles look like in your documents.

As you might know, word processors such as Word or WordPerfect ensure the consistency of your document formats by means of what is referred to as style sheets. These style sheets work at two levels, paragraph and character. For example, when you open a new document in Word based on the standard document template `Normal.dot`, the style "Normal" is the default paragraph style automatically assigned to the first paragraph.

In Translator's Workbench, paragraph styles are treated as external styles (since they are external to the text) and character styles as internal styles. In order to keep track of formatting in your document and to store it in Translation Memory together with your source and target text, Translator's Workbench checks each sentence for paragraph (= external) and character (= internal) style formatting. External styles are stripped from the text and not stored in Translation Memory. Internal styles and font changes, however, are recognised and added to the **Used Character Styles** and **Font Table** lists which Translator's Workbench updates as you translate your texts.

Consider the following example:

In this sample sentence, the word *bush* has been formatted in a character style that is different from the rest of the sentence: Century Gothic, 14 point, bold, italic characters.

If you chose to edit the corresponding translation unit, Translator's Workbench would display the following text in the **Edit Translation Unit** dialog:

In this sample sentence, the word {cs16 bush} has been formatted in a character style that is different from the rest of the sentence: Century Gothic, 14 point, bold, italic characters.

In this example, the word *bush* is enclosed in curly braces and preceded by RTF-encoded information. This information is interpreted as follows: "The word 'bush' is formatted in character style number 16 (='cs16')." If you consult the **Used Character Styles** list, it will give you an example of what character style 16 looks like: just look for its number in the left column to get the name and an example of the style. To change the character style of the word *bush*, look for the number of the character style you would like to use, remember the number, and replace the old character style number in the sentence with the new one. From now on, the sentence part enclosed in the curly braces will appear in the new character style.

Note

In every TM, character styles are added to the **Used Styles** list in the order in which they appear in the source documents. So each TM has its own individual **Used Styles** list (the only exception being some reserved styles used by Translator's Workbench to mark up your documents). If documents are heavily formatted with character styles, this may affect the overall performance of Translator's Workbench on the long run. To avoid overly long **Used Styles** lists, you can "strip" superfluous styles from your documents before and during translation. See the keyword "Styles" and the topic "Style and Font Issues" in the online Help of Translator's Workbench for more information.

Used Fonts (Font Table)

Click the **Font Table** button to bring up **Used Fonts** dialog:

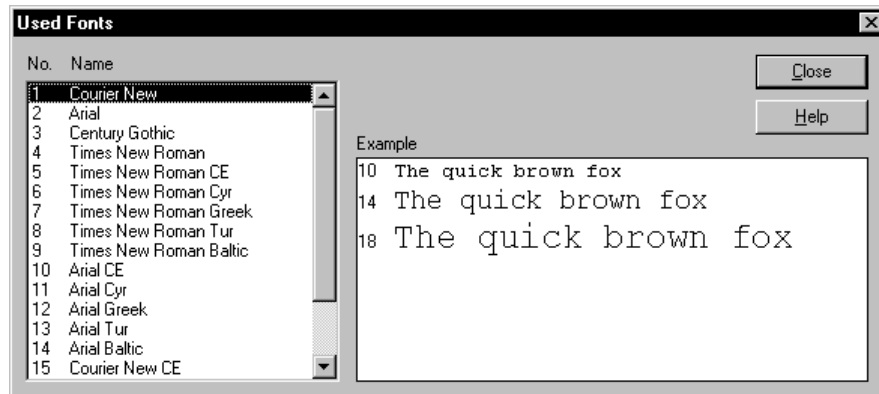


Figure 4-38: The Used Fonts dialog

This dialog lists all fonts from the source documents that have been translated using the current Translation Memory. You cannot edit this list, it is for information purposes only. The **No.** column shows you the number of the font as used in the RTF format stored in TM (see further down for an example). The **Name** column lists the font names. The **Example** box shows you examples of what the fonts look like.

In order to keep track of formatting in your document and store them in Translation Memory together with your source and target text, Translator's Workbench checks each sentence for character styles (see above) and font changes. These font changes typically occur within a sentence. Consider the following example:

In this sample sentence, the word *tree* is formatted in Courier New 10 point.

In the sentence above, the author chose to format the word *tree* in a font that's different from the rest of the sentence. Translator's Workbench can automatically recognise this font, assign an internal number to it and add it to the list of fonts used as shown in the **Used Fonts** list.

This kind of font management is crucial when editing translation units (TUs). You might for example want to change a certain font in a given target sentence of a TU. Since Translator's Workbench stores all TUs in Rich Text Format (RTF), the above sample sentence would read as follows in the **Edit Translation Unit** dialog:

In this sample sentence, the word {f1\fs10 tree} is formatted in Courier New 10 point.

In this example, the word *tree* is enclosed in curly braces and preceded by RTF-encoded information. This information is interpreted as follows: "The word 'tree' is formatted in font number 1 (= 'f1'), and the font size of the characters is 10 (= 'fs10')." In our example, the **Used Fonts** list would give you the information that font number 1 is indeed Courier New. Now, in order to change the font, you need to know the number that Translator's Workbench assigned to it. This is where the **Used Fonts** list helps you. On the list, look for the font you would like to use, remember its number, and replace the old font number with the number of the font you would like to use. From now on, the sentence part enclosed by the curly braces will appear in the new font.

Note

In every TM, fonts are added to the **Used Fonts** list in the order in which they appear in the source documents. So each TM has its own individual **Used Fonts** list. If documents are heavily formatted with fonts, this may affect the overall performance of Translator's Workbench on the long run. To avoid overly long **Used Fonts** lists, you can "strip" superfluous fonts from your documents before and during translation. See the keyword "Fonts" and the topic "Style and Font Issues" in the online Help of Translator's Workbench for more information.

4.6.2 Translation Memory Maintenance

When more exhaustive corrections have to be made for a large number of translation units, the method described above for spot-editing and deleting translation units can become somewhat tedious. In this case, it is recommendable to use the **Maintenance** command from the **File** menu instead. The **Maintenance** feature lets you directly modify the contents of your Translation Memory at a global level, without having to export or import data. Using the **Maintenance** function, you can:

- find & replace text in translation units (TUs)
- find & alter information in system fields
- find & alter information in attribute and text fields

Notes

- This function is designed for advanced users only, since it allows you to radically change the contents of your translation memory at all levels.
- We recommend in all cases that you make a backup copy of your Translation Memory before making any global changes. If for some reason the global changes do not give the desired results, it is often easier to start over with the unchanged Translation Memory than to try to reverse undesired changes.

The **Maintenance** process typically comprises the following steps:

1. Open the TM in which you would like to carry out your maintenance operations.
2. From the **File** menu in Translator's Workbench, choose the **Maintenance** command. The **Translation Memory Maintenance** dialog opens.

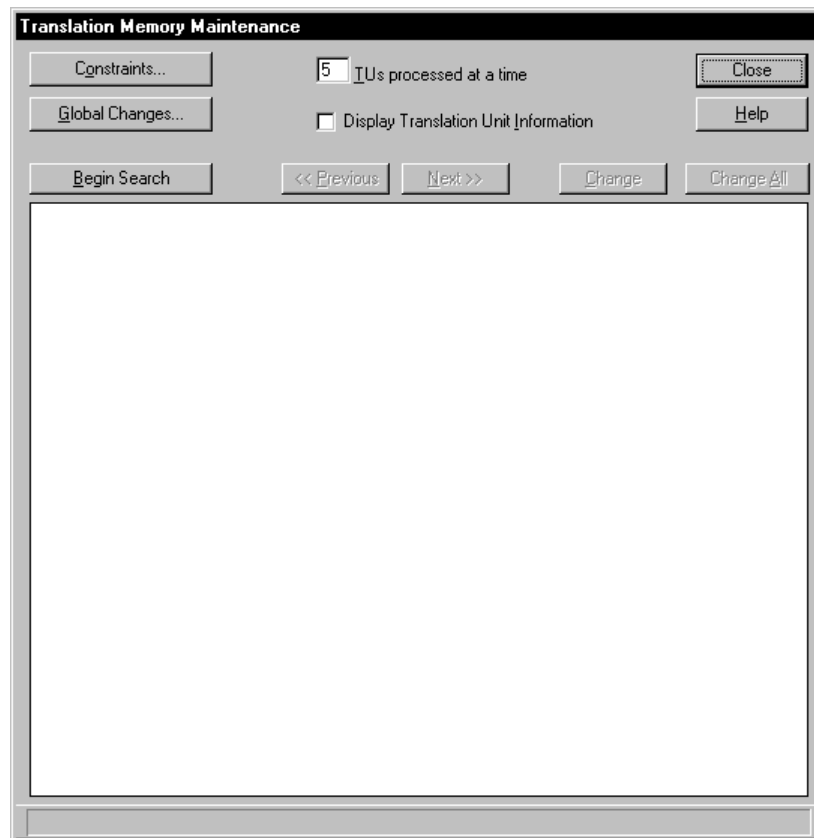


Figure 4-39: The Translation Memory Maintenance Dialog

3. If you want to confine your maintenance operations to a well-defined subset of translation units, you first specify constraints. This is useful, for example, if you want to only change translation units whose English segment contains a certain word or phrase. To specify such restrictions, click the **Constraints** button and make the desired settings as needed. For a description of defining constraints, see “Defining Constraints for Translation Memory Maintenance” below.
4. If you want to define global search & replace actions, click the **Global Changes** button. For instance, you might want to replace an English search term in all translation units with a synonym. For a description of defining global changes, see “Defining Global Changes for Translation Memory Maintenance” below.
5. Set the desired global **Maintenance** options:
 - In the **TUs Processed at a time** input box, you specify how many translation units should be displayed at any given moment in the **Maintenance** dialog. This gives you more control over global changing procedures.
 - If you want to display translation unit information such as system or attribute fields, tick the **Display Translation Unit Information** check box.
6. Click the **Begin Search** button to start searching the first set of TUs which match the constraints defined under step 3. Translator’s Workbench will display the first set of matching TUs in the TU window. Additionally, in the title bar, the program shows you the numbering range in which the matching TUs have been found. For example, if the program finds five matching TUs in the TU range 17-30, it will display this range information (“TU No. 17-30”) in the title bar. This makes it easier for you to keep track of where you are located at the moment, especially in larger TMs. To get hold of the total number of TUs in your TM, use the **Properties** command from the **File** menu.
7. If you have defined global changes under step 4, you can now decide if, and how, you want to apply these changes.

- If you want to change a *single* translation unit, click one of its flags with the right mouse button, and choose the **Change Translation Unit** command from the context menu.

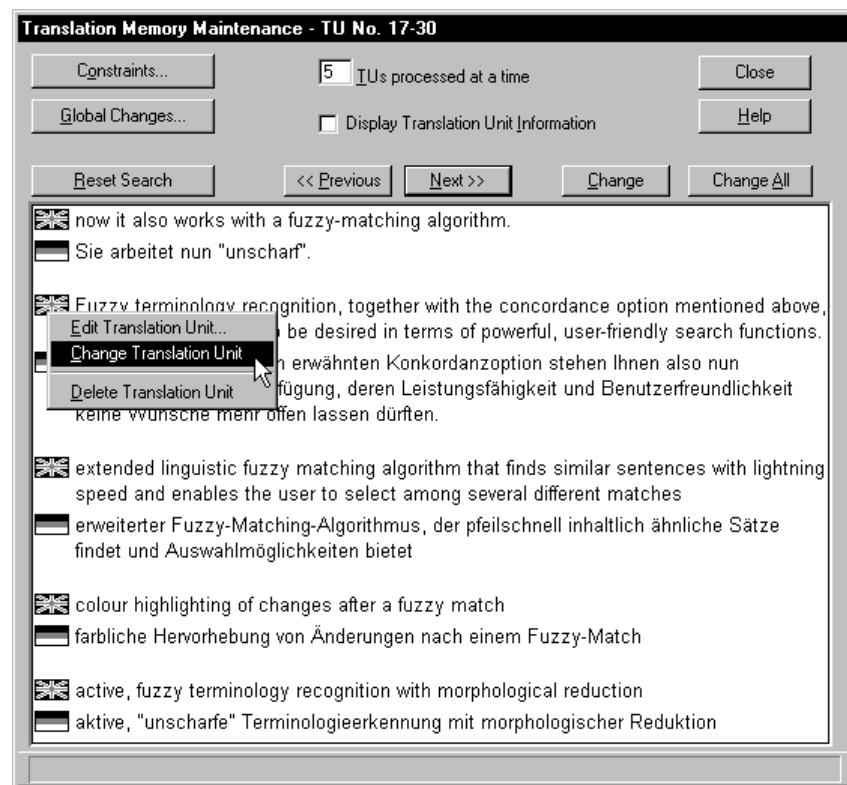


Figure 4-40: Applying a Change to a Single Translation Unit

- If you want to change all translation units *in the current window* in one go, click the **Change** button.
 - If you want to change all translation units in the *entire Translation Memory* in one go, click the **Change All** button. Depending on your Global Changes criteria, this may take a while. Note that the **Change All** function is only available in exclusive access mode.
8. To continue searching for the next set of matching TUs, click the **Next** button. To return to previously displayed set of matching TUs, click the **Previous** button (this can only work if you have not performed global changes in the source segments). To start a new, fresh search after you have defined new constraints or global changes, click the **Reset Search** button.
 9. Repeat the steps 3–8 for all Maintenance actions that you want to take. Once you are satisfied with the results, click the **Close** button.

Defining Constraints for Translation Memory Maintenance

As mentioned above, you can confine your maintenance operations to a well-defined subset of translation units. To achieve this, in the **Translation Memory Maintenance** dialog, click the **Constraints** button. This opens the **Constraints** dialog.

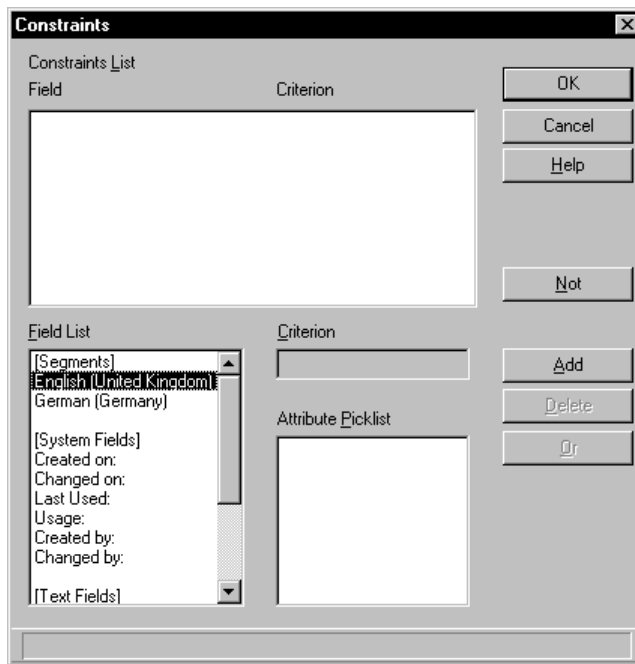


Figure 4-41: The Constraints Dialog

The following is a recapitulation of all options in the **Constraints** dialog. For examples, see the section “Translation Memory Maintenance: Examples” below.

Constraints List

This list contains all items that specify the restrictions you select for the data to be manipulated in your Translation Memory. If you leave this list empty (by just clicking on **OK**), the searches you perform in the **Maintenance** dialog will affect your entire TM. If you would like to manipulate only a certain subset—for example, only those translation units that have been created by a certain user, or all TUs containing a certain text—you need to define constraints as explained below.

Field List

Here you choose the labels of language segments, system fields, attribute fields, and text fields to define constraints for your maintenance operations. Click on the item that you want to use, then click on **Add** or **Or** followed by **Add**, depending on whether you would like to add a logical AND or a logical OR to the **Constraints List**. See the examples below for a detailed description.

Criterion

After making your selection in the **Field List**, you define a criterion in the **Criterion** field, for example “>1” for the system field *Usage Counter*, which would mean that you would like to only manipulate all TUs that have been used at least twice during translation projects. Or you would specify the criterion **user-friendly** for the **[Segments]** field **English (United Kingdom)** to manipulate only TUs whose English segment contains the word *user-friendly* somewhere.

Important

Translator’s Workbench’s Maintenance function is case-sensitive. This means that it makes a difference whether you enter the criterion **user-friendly**, **USER-FRIENDLY** or **User-friendly** into the **Criterion** field. To make sure all these cases are taken into account for your Maintenance operation, you must add them all to the **Constraints List**, separated by a logical OR. You achieve this by clicking the **Or** button before defining the different criteria.

The Criterion Input Box

With the exception of attribute fields, all fields allow you to enter a criterion in the **Criterion** input box. Here you specify the criterion for the field that you add to the **Constraints List**.

The following conventions apply to Maintenance constraints criteria:

Criterion	Description
text	The segment or field referred to must contain precisely this text and no other.
text*	The segment or field referred to must begin with this text.
*text	The segment or field referred to must end with this text.
text	The segment or field referred to must contain this text somewhere in its contents.
?text	The segment or field referred to must contain this text, preceded by any single character. You can specify any number of "?"s to indicate a sequence of any characters.
?text?	The segment or field referred to must contain this text, preceded and followed by any single character. You can specify any number of "?"s to indicate a sequence of any characters.
!*text*	None of the segments or fields referred to may contain this text.
>...	The field must contain a value that is greater than the criterion. Can only be used by the system date fields <i>Creation Date</i> , <i>Change Date</i> , and <i>Used Date</i> as well as the system field <i>Usage Counter</i> .
<...	The field must contain a value that is less than the criterion. Can only be used by the system date fields <i>Creation Date</i> , <i>Change Date</i> , and <i>Used Date</i> as well as the system field <i>Usage Counter</i> .

Attribute Picklist

If you select an item from the **[Attribute Fields]** section in the **Field List** and click the **Add** button, the corresponding picklist opens automatically and is displayed in the **Attribute Picklist**. At the same time, the first item of the picklist is used as the default criterion in the **Constraints List**. To use another picklist item, select it with your mouse. Translator's Workbench will automatically update the **Constraints List** accordingly.

Defining Global Changes for Translation Memory Maintenance

As mentioned above, you can use the Maintenance function to globally find & replace information in your Translation Memory. To achieve this, from the **Translation Memory Maintenance** dialog, click the **Global Changes** button. This opens the **Global Changes** dialog.

Figure 4-42: The Global Changes Dialog

Use this dialog to define any global search & replace actions for the Maintenance process. You can specify global change criteria at three levels:

- system fields
- text and attribute fields
- source and/or target segments

System Fields

To globally change the value of any system field, follow these steps:

1. Enter the desired new value into the input box of the system field that you want to change. Depending on what system fields are available in your translation memory, some system field input boxes will be greyed out.
2. Click **OK**. You are returned to the **Maintenance** dialog, where you can apply the changes as described under step 7 of the Maintenance process.

Text Fields

To globally change the value of any text field or add new text fields to TUs, follow these steps:

1. Click the name of the text field whose content you want to change or which you want to globally add to TUs.
2. Enter the new contents in the **Text Field Content** box.

Global Changes

System Fields

Creation Date: [] Creation User: []

Change Date: [] Change User: []

Used Date: [] Usage Counter: []

OK Cancel Help

Text and Attribute Fields

Text Fields

ID code: []

TextField Content: [Trans 1998/115]

Attribute Fields

Status: []

Client: []

Domain: []

Attribute Picklist

New Approved Read Only

☒ Merge ☐ Overwrite

Segments

Find What: [] Replace With: []

Source: [] Target: []

☐ Match Case ☐ Match Whole Word Only

Figure 4-43: Setting Text Field Contents for Global Changes

3. Set the desired TU update option:
 - The **Merge** option will *add* the new text field contents to all TUs which contain the text field specified in step 1. If the text field does not exist in the TUs to be changed, it will be created.
 - The **Overwrite** option will *replace* the text field contents of all TUs which contain the text field specified in step 1. If the text field does not exist in the TUs to be changed, it will be created.
4. Click **OK**. You are returned to the **Maintenance** dialog, where you can apply the changes as described under step 7 of the Maintenance process.

Attribute Fields

To globally change the value of any attribute field or add new attribute fields to TUs, follow these steps:

1. Click the name of the attribute field whose content you want to change or which you want to globally add to TUs. The corresponding picklist is displayed in the **Attribute Picklist**.
2. Select the new item(s) from the **Attribute Picklist**.

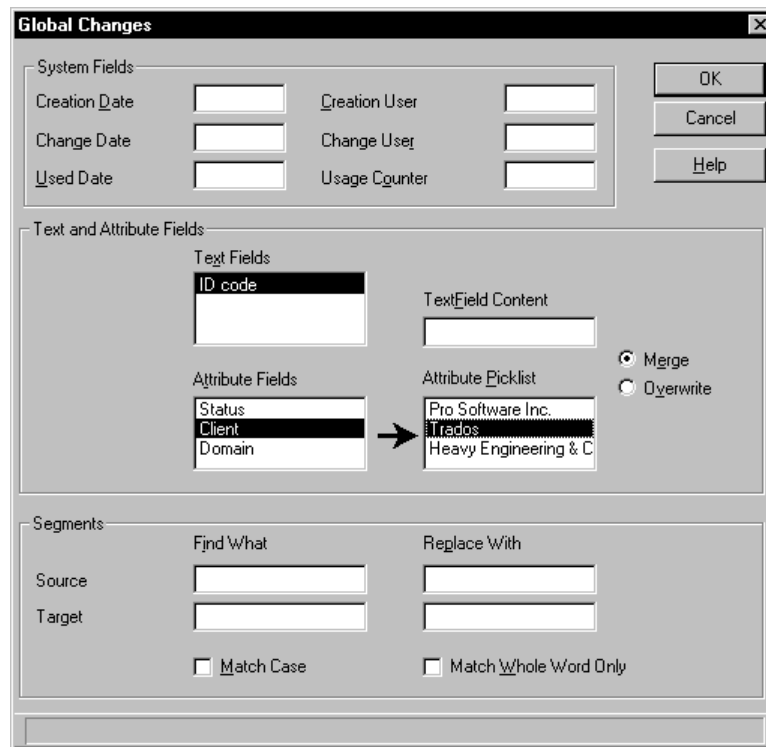


Figure 4-44: Setting Attribute Values for Global Changes

3. Set the desired TU update option:
 - The **Merge** option will *add* the new attribute field contents to all TUs which contain the attribute field specified in step 1. If the attribute field does not exist in the TUs to be changed, it will be created.
 - The **Overwrite** option will *replace* the attribute field contents all TUs which contain the attribute field specified in step 1. If the attribute field does not exist in the TUs to be changed, it will be created.
4. Click **OK**. You are returned to the **Maintenance** dialog, where you can apply the changes as described under step 7 of the Maintenance process.

Source and Target Segments

To globally change text in source and/or target segments, follow these steps:

1. To specify what words to search for, enter them in the **Find What** box of the language you want to change.
2. To replace the text in the **Find What** box, type the replacement text in the **Replace With** box of the language you want to change. To delete the text in the **Find What** box, leave the **Replace With** box blank.
3. To distinguish between uppercase and lowercase characters, select the **Match Case** check box.

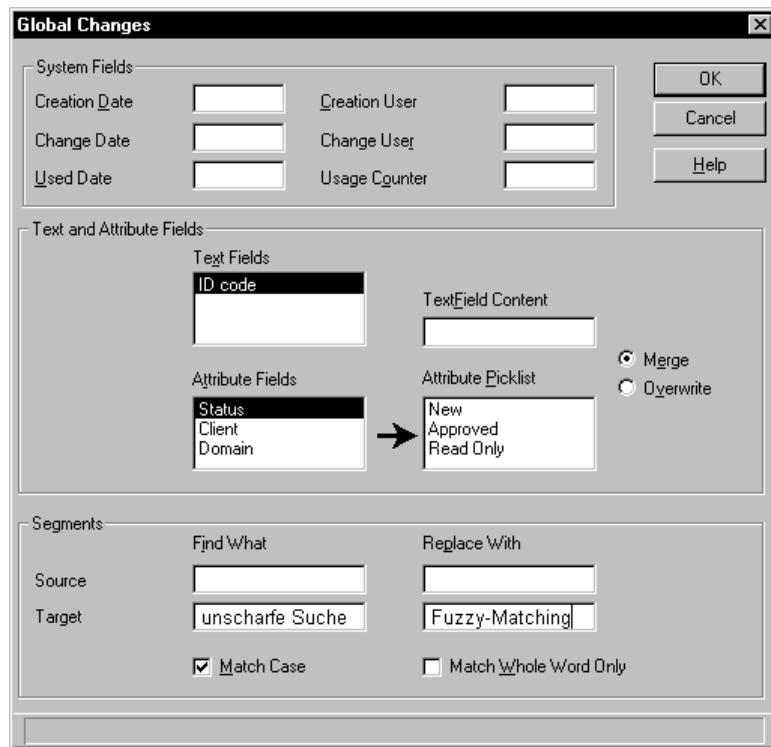


Figure 4-45: Changing Text in Segments

4. To search for occurrences that are whole words, and not part of a larger word, select the **Match Whole Word Only** check box.
5. Click **OK**. You are returned to the **Maintenance** dialog, where you can apply the changes as described under step 7 of the Maintenance process.

4.6.3 Translation Memory Maintenance: Examples

You can try the following examples with the demonstration TM shipped with Translator's Workbench, `Demo.tmw`. In all examples, we assume that you have already opened this TM. Note that you can combine any of the search and replace items at will.

Example 1: Searching All Translation Units Changed After a Certain Date

Let's assume you want to use the Maintenance function to display all TUs that have been changed after a certain date. This is useful, for example, to proof-read or spot-check translations at regular intervals. Follow these steps:

1. From the **File** menu in Translator's Workbench, choose the **Maintenance** command. The **Translation Memory Maintenance** dialog opens.
2. To only look for TUs that have been changed after a certain date, you need to specify corresponding constraints for the *Change Date* system field. To achieve this, click the **Constraints** button. This opens the **Constraints** dialog.
3. In our example, let's assume you want to look at all TUs changed after 1 January 1997. To specify this constraint, on the **Field List**, click the **Changed On** system field, and click **Add** to add it to the **Constraints List**. By default, Translator's Workbench assumes you want to search all TUs changed after 31 December 1997. Change this to 01 January 1997 as depicted below. (Note that the date format depends on your regional settings as defined in Windows Control Panel. In the status bar of the **Constraints** dialog, Translator's Workbench gives you an example of what the date format should look like.)

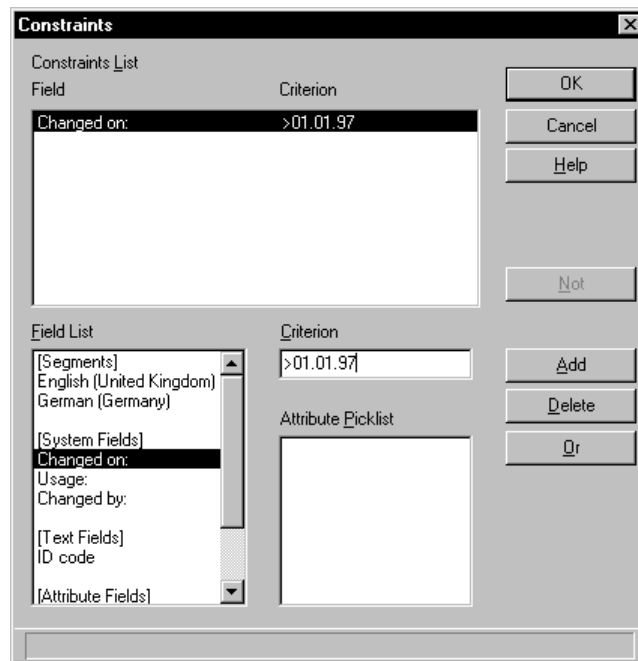


Figure 4-46: Defining System Field Constraints for Maintenance Searches

- Click **OK** to confirm these settings. You are returned to the **Maintenance** dialog. To start searching for the first set of matching TUs, click the **Begin Search** button.

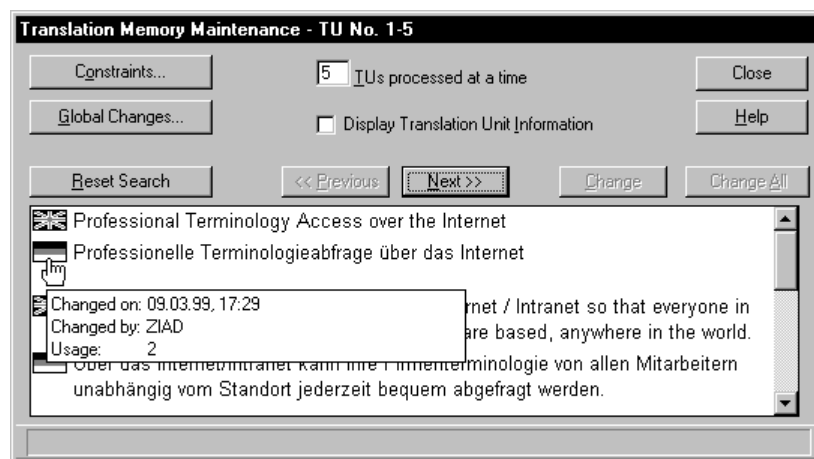


Figure 4-47: Maintenance Search Results

- In our example, after a brief moment, the first set of five matching TUs is displayed. In your Maintenance searches, use the **TUs Processed at a Time** input box to specify how many translation units should be displayed at any given moment, and the **Next>>** and **<<Previous** buttons to sequentially browse through sets of matching TUs.

Example 2: Searching All Translation Units Changed After a Certain Date AND By a Certain User

In our second example, let's assume you want to use the Maintenance function to display all TUs that have been changed after a certain date AND modified by a certain user. Follow these steps:

- From the **File** menu in Translator's Workbench, choose the **Maintenance** command. The **Translation Memory Maintenance** dialog opens.

- To only look for TUs that have been changed after a certain date and modified by a certain user, you need to specify corresponding constraints for the *Change Date* and *Change User* system fields. To achieve this, click the **Constraints** button. This opens the **Constraints** dialog.
- In our example, let's assume you want to look at all TUs changed after 1 January 1994 by a user called MILLER. To specify these constraints, on the **Field List**, click the **Changed On** system field, and click **Add** to add it to the **Constraints List**. By default, Translator's Workbench assumes you want to search all TUs changed after 31 December 1997. Change this to 01 January 1994.
- To specify MILLER as the Change User, on the **Field List**, click the **Changed By** system field, and click **Add** to add it to the **Constraints List**. After that, in the **Criterion** box, type MILLER, as depicted below.

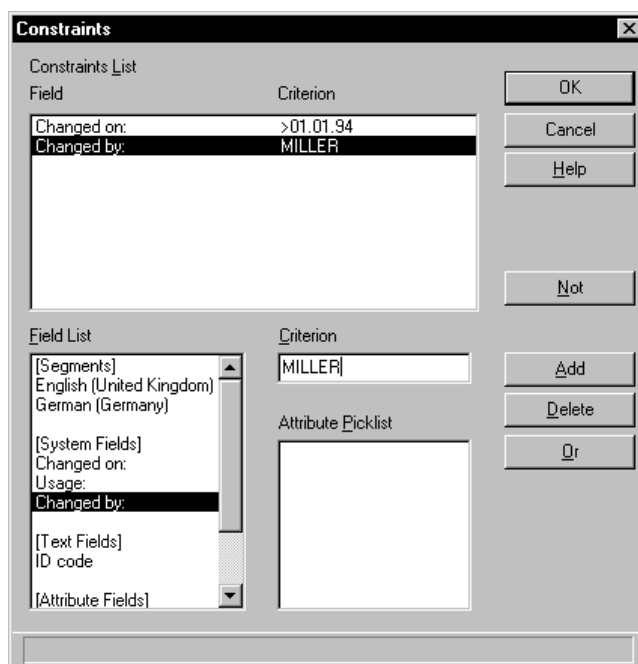


Figure 4-48: Defining System Field Constraints for Maintenance Searches

- Click **OK** to confirm these settings. You are returned to the **Maintenance** dialog. To start searching for the first set of matching TUs, click the **Begin Search** button.
- In our example, after a brief moment, the first set of five matching TUs is displayed. In your Maintenance searches, use the **TUs Processed at a Time** input box to specify how many translation units should be displayed at any given moment, and the **Next>>** and **<<Previous** buttons to sequentially browse through sets of matching TUs.

Example 3: Searching Translation Units According to Project Settings

In our third example, let's assume you want to use the Maintenance function to display all TUs that have certain project settings in the form of attribute and/or text fields. This is useful, for instance, when you want to spot-check or proof-read TUs from specific projects. Follow these steps:

- From the **File** menu in Translator's Workbench, choose the **Maintenance** command. The **Translation Memory Maintenance** dialog opens.
- To only look for TUs that have certain project settings, you need to specify corresponding constraints for the text and/or attribute fields in question. To achieve this, click the **Constraints** button. This opens the **Constraints** dialog.
- In our example, let's assume you want to look at all TUs that have been created for the client *Pro Software Inc.* OR that have the ID code *PROJ 94/105*. To specify these constraints,

on the **Field List**, click the **Client** attribute field, and click **Add** to add it to the **Constraints List**. This opens the picklist for the **Client** attribute field. Pick *Pro Software Inc.* from this list.

4. To define a logical OR, click the **Or** button. This adds an [Or] to the **Constraints List**.
5. To specify the second constraint, on the **Field List**, click the **ID code** text field, and click **Add** to add it to the **Constraints List**. Type PROJ 94/105 into the **Criterion** box.

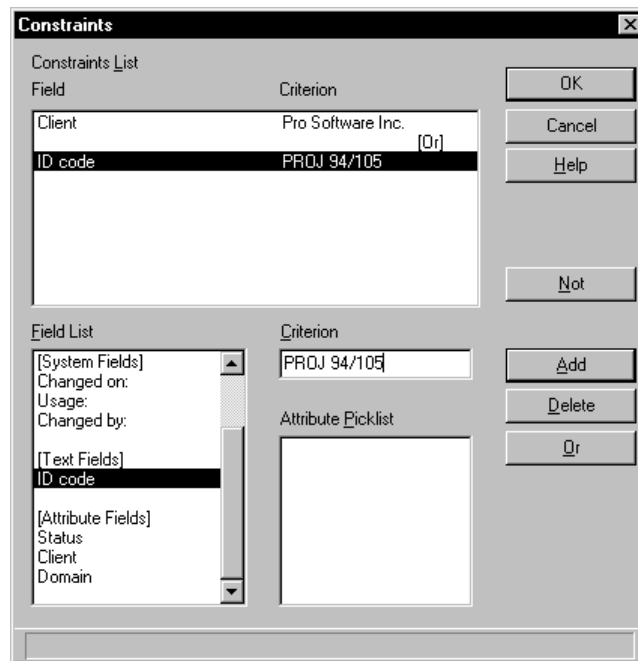


Figure 4-49: Defining Project Settings as Constraints for Maintenance Searches

6. Click **OK** to confirm these settings. You are returned to the **Maintenance** dialog. Since we are looking for project settings, which are part of the TU information, it's useful to tick the **Display Translation Unit Information** check box.
7. To start searching for the first set of matching TUs, click the **Begin Search** button.
8. In our example, only one TU matches our search criteria. In your Maintenance searches, use the **TUs Processed at a Time** input box to specify how many translation units should be displayed at any given moment, and the **Next>>** and **<<Previous** buttons to sequentially browse through sets of matching TUs.

Example 4: Changing All Translation Units With Certain Project Settings

In our fourth example, let's assume you want to use the Maintenance function to *change* all TUs that have certain project settings. This is useful, for instance, when you want to globally assign new or changed fields to TUs from specific projects. Follow these steps:

1. From the **File** menu in Translator's Workbench, choose the **Maintenance** command. The **Translation Memory Maintenance** dialog opens.
2. To only look for TUs that have certain project settings, you need to specify corresponding constraints for the text and/or attribute fields in question. To achieve this, click the **Constraints** button. This opens the **Constraints** dialog.
3. In our example, let's assume you want to change all TUs that have been created for the client *Pro Software Inc.* into TUs for the client *New Chemicals Ltd.* To specify these constraints, on the **Field List**, click the **Client** attribute field, and click **Add** to add it to the **Constraints List**. This opens the picklist for the **Client** attribute field. Pick *Pro Software Inc.* from this list.
4. Click **OK** to confirm these settings. You are returned to the **Maintenance** dialog. Now, to replace all matching TUs with the new project setting *Client: New Chemicals Ltd.*, we need to

define a “global change” for the *Client* attribute field. To achieve this, click the **Global Changes** button. The **Global Changes** dialog opens.

- From the **Attribute Fields** list, select the *Client* attribute field, and choose *New Chemicals Ltd.* from the picklist. Since we want to *replace* all TUs created for Pro Software Inc. with the new setting, choose the **Overwrite** option. (If you wanted to *add* the information to the TU, you would choose the **Merge** option).

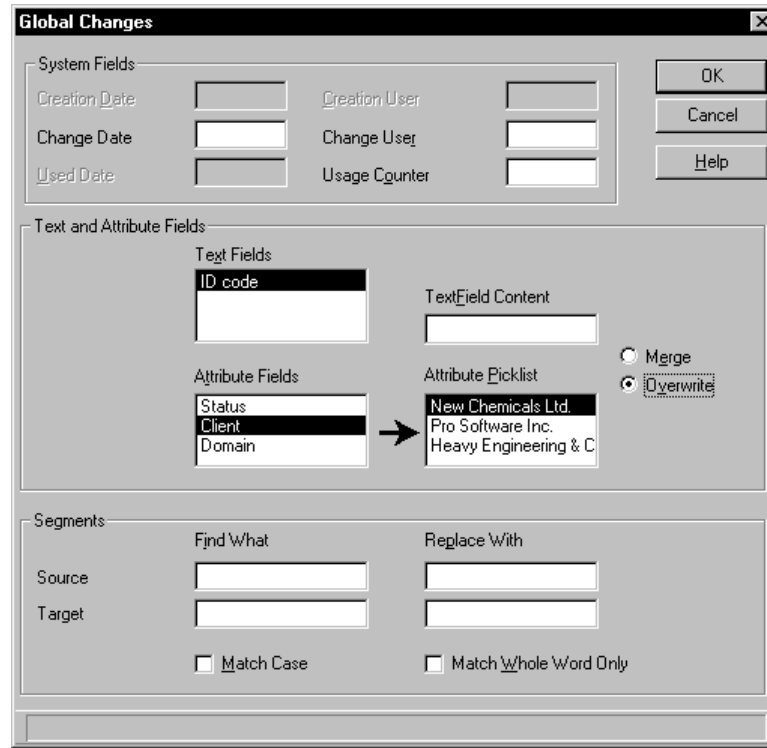


Figure 4-50: Defining Global Changes for an Attribute Field

- Click **OK** to confirm these settings. You are returned to the **Maintenance** dialog. Since we are looking for project settings, which are part of the TU information, it's useful to tick the **Display Translation Unit Information** check box.
- To start searching for the first set of matching TUs, click the **Begin Search** button.

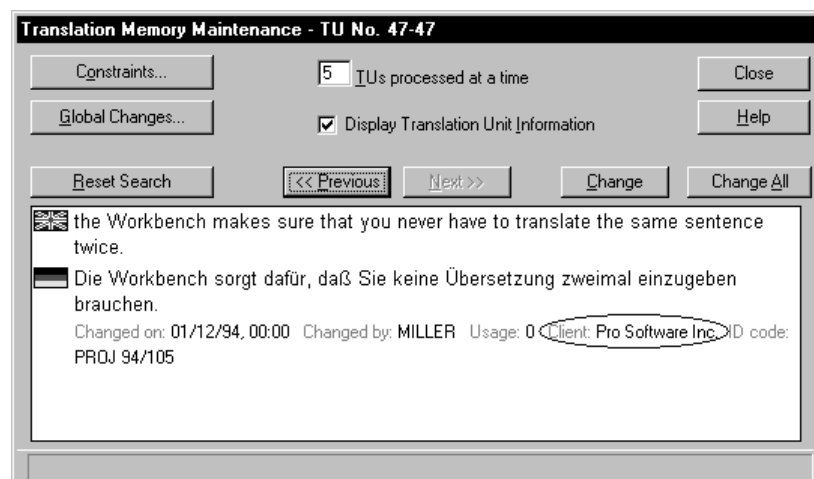


Figure 4-51: Matching TUs

- In our example, only one TU matches our search criterion. In your Maintenance searches, use the **TUs Processed at a Time** input box to specify how many translation units should be

displayed at any given moment, and the **Next>>** and **<<Previous** buttons to sequentially browse through sets of matching TUs.

9. You can now decide if, and how, you want to apply the change to the *Client* attribute field:
 - To change a *single* translation unit, click one of its flags with the right mouse button, and choose the **Change Translation Unit** command from the context menu.
 - To change all translation units *in the current window* in one go, click the **Change** button.
 - To change all translation units in the *entire Translation Memory* in one go, click the **Change All** button. Depending on your Global Changes criteria, this may take a while. Note that the **Change All** function is only available in exclusive access mode.

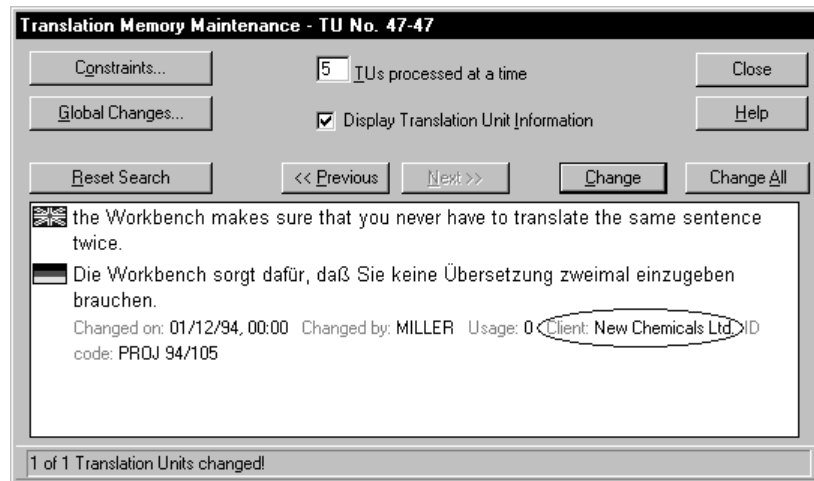


Figure 4-52: Changing Translation Units

10. Once you are satisfied with the changes, click the **Close** button to dismiss the **Translation Memory Maintenance** dialog.

Example 5: Performing Global Text Changes

In our fifth example, let's assume you want to use the Maintenance function to change all TUs that have a certain German text. This is useful, for instance, when you want to globally find and replace text in your Translation Memory as a result of terminology changes or similar global modifications. Follow these steps:

1. From the **File** menu in Translator's Workbench, choose the **Maintenance** command. The **Translation Memory Maintenance** dialog opens.
2. To only look for TUs that have a certain German text, it's best to specify corresponding constraints (otherwise your change operation will be cluttered by unnecessary TUs). To achieve this, click the **Constraints** button. This opens the **Constraints** dialog.
3. In our example, let's assume you want to replace the German word *Datenbank* with the word *Datenbasis* throughout your TM. To only look for TUs whose German segment contains the word *Datenbank*, on the **Field List**, click **German (Germany)**, and click **Add** to add it to the **Constraints List**.
4. In the **Criterion** input box, you can now type what you're looking for, in our example, the word *Datenbank*. It's best to enclose it in asterisks ("*") to make sure that every occurrence of this word is found, not only those segments *only* consisting of it.

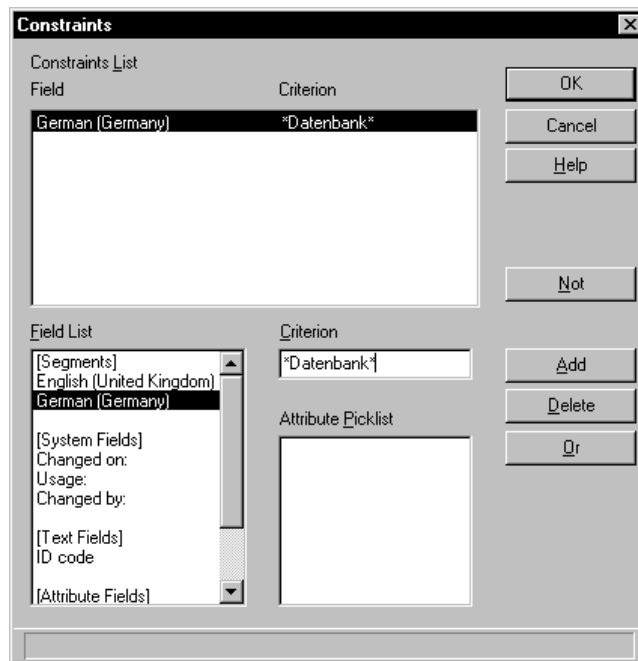


Figure 4-53: Defining Constraints for Text Searches

5. Click **OK** to confirm these settings. You are returned to the **Maintenance** dialog. Now, to replace all occurrences of *Datenbank* with *Datenbasis*, we need to define a “global change” for target segments. To achieve this, click the **Global Changes** button. The **Global Changes** dialog opens.
6. To specify the word *Datenbank* as search text, enter it in the **Find What** box of the **Target** segment. Type the replacement text, *Datenbasis*, in the **Replace With** box the **Target** segment.

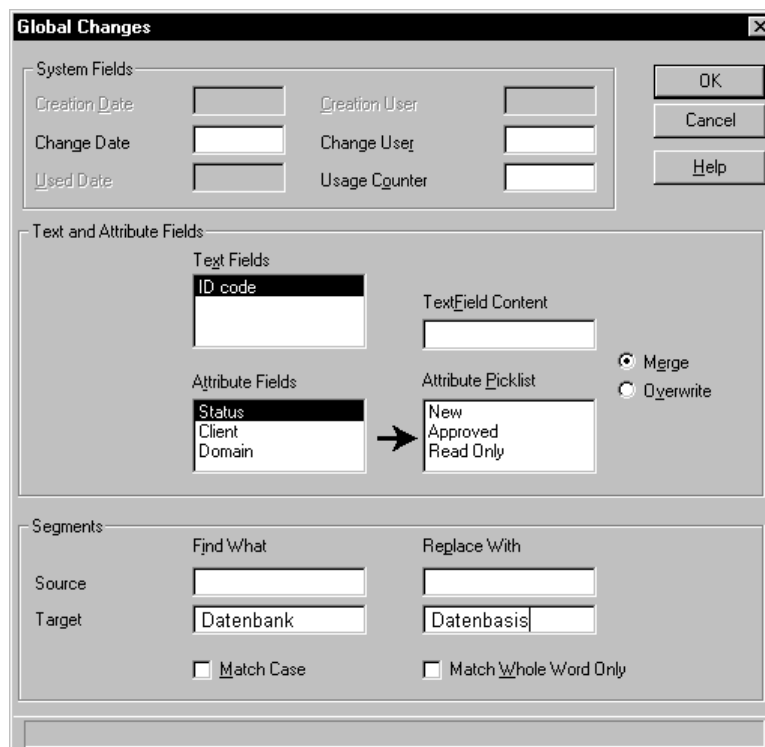


Figure 4-54: Defining Global Text Changes

7. Click **OK**. You are returned to the **Maintenance** dialog.

8. To start searching for the first set of matching TUs, click the **Begin Search** button.

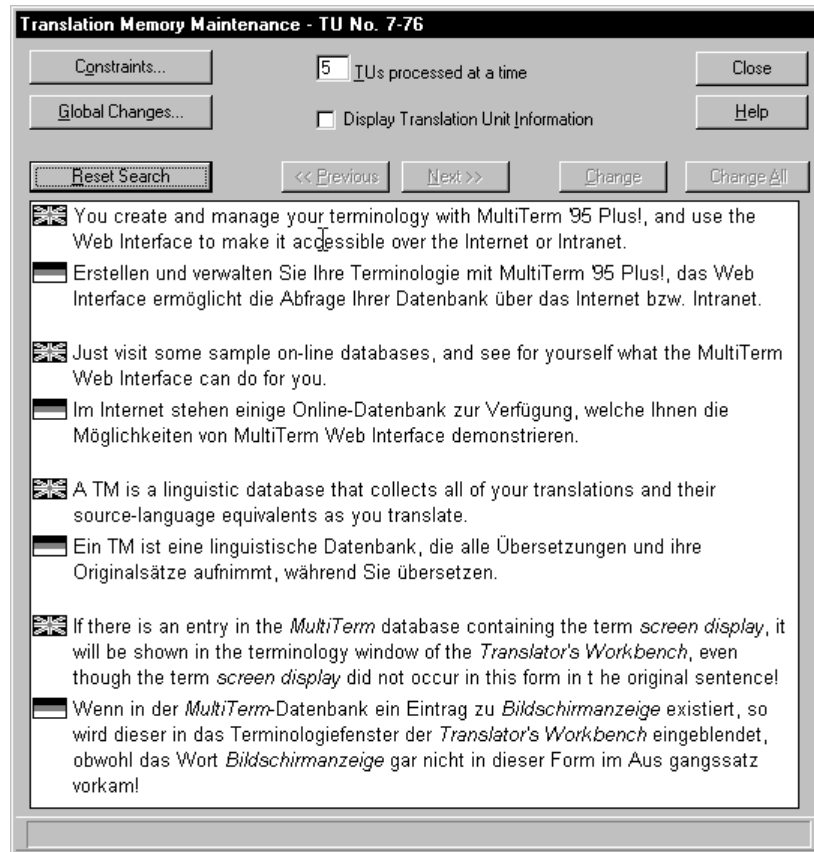


Figure 4-55: TUs Whose German Segments Contain the Word *Datenbank*

9. In our example, four TUs match our search criteria. In your Maintenance searches, use the **TUs Processed at a Time** input box to specify how many translation units should be displayed at any given moment, and the **Next>>** and **<<Previous** buttons to sequentially browse through sets of matching TUs.
10. You can now decide if, and how, you want to apply the text change:
- To change a *single* translation unit, click one of its flags with the right mouse button, and choose the **Change Translation Unit** command from the context menu.
 - To change all translation units *in the current window* in one go, click the **Change** button.
 - To change all translation units in the *entire Translation Memory* in one go, click the **Change All** button. Depending on your Global Changes criteria, this may take a while. Note that the **Change All** function is only available in exclusive access mode.

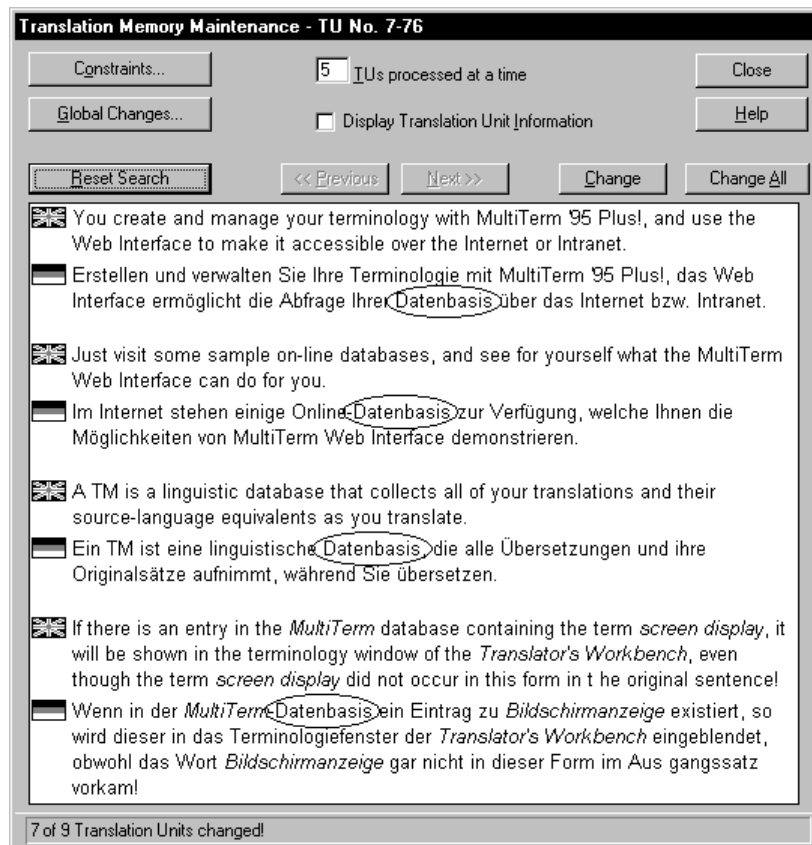


Figure 4-56: Performing Global Text Changes

11. Once you are satisfied with the changes, click the **Close** button to dismiss the **Translation Memory Maintenance** dialog.

This completes the round-up of the Maintenance function. As you have seen, it is a very flexible and powerful feature. Please be aware that any changes you make cannot be undone, so we recommend you to carry out your Maintenance operations with great care.

5. Working With Bilingual Concordances

Translator's Workbench lets you access previous translations at three levels:

- sentence level
- term level
- “any text” level

As already mentioned, Translator's Workbench automatically looks for identical or similar sentences in Translation Memory and performs an automatic term recognition in the MultiTerm database. In addition, you can search Translation Memory for any part of text that has been translated before. This kind of search is referred to as **Bilingual Concordance Search**.

5.1 Performing Bilingual Concordance Searches

To perform Concordance searches, follow these steps:

1. Open the Translation Memory you would like to work with, if you have not already done so.
2. From the **Tools** menu, choose **Concordance**, or press [F3]. The **Concordance** dialog appears.



Figure 5-1: Starting a Concordance Search

3. Enter any word(s) or sentence parts you want to look for in the current TM—in our example, the word “fuzzy”—and click the **Search** button. Translator's Workbench now identifies all source-language segments containing your search term or something similar. All matching translation units will then be displayed in what is referred to as the **Concordance window**. If you use the demonstration TM shipped with Translator's Workbench, `Demo.tmw`, the following Concordance window opens:

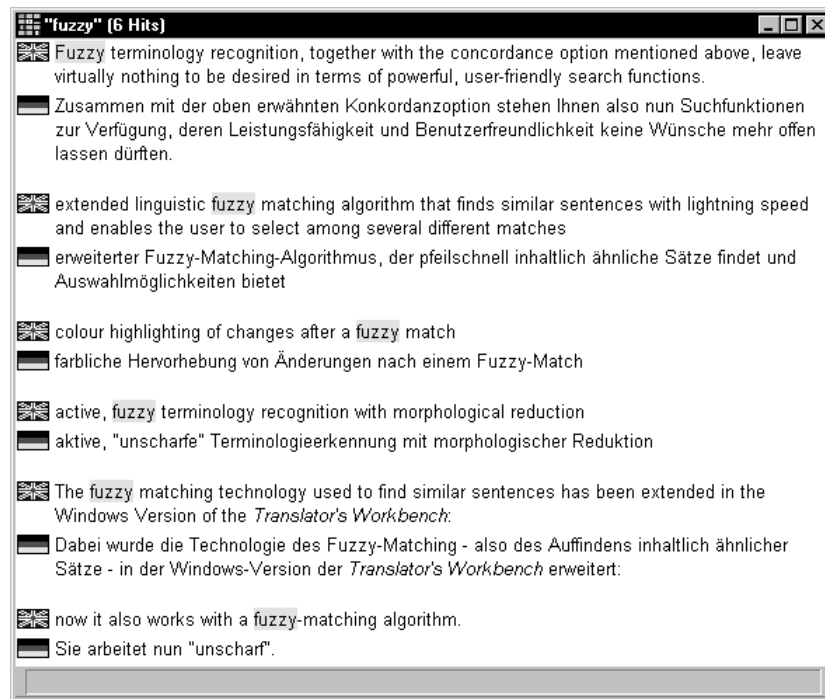


Figure 5-2: The Concordance window, after searching for “fuzzy” in the demo TM

4. To start further Concordance searches from any open Concordance or other Workbench window, select the sentence part that interests you and click the right mouse button ([Shift] + [F10]). This opens the text context menu. From this menu, choose **Perform Concordance Search** as depicted below.

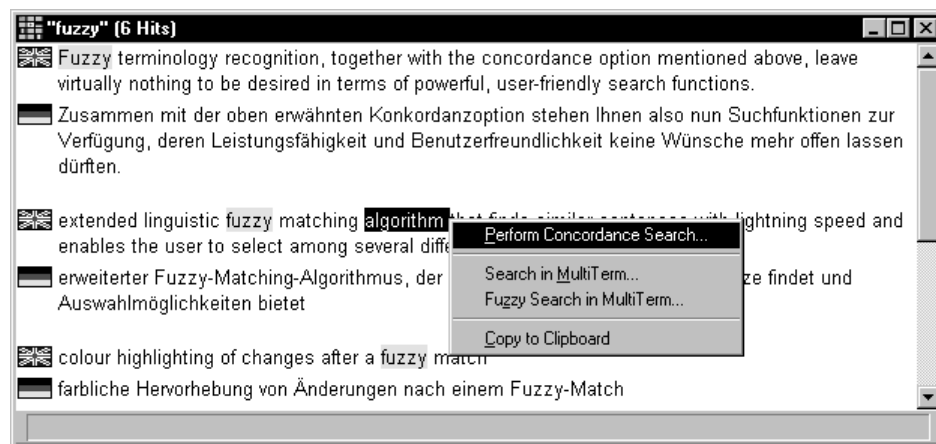



Figure 5-3: Starting further Concordance searches

5. In this example, we performed a Concordance search based on the word *algorithm*. Translator’s Workbench will open a new Concordance window showing all translation units whose English source sentence contains our search word.

Notes

- Translator's Workbench keeps a list of the last 20 Concordance search strings. You can access them from the drop-down list in the **Concordance** dialog.
- You can also start Concordance searches from within your word processor or TagEditor via the  button. For more information, please refer to the "Interface With Your Word Processor and TagEditor" chapter.
- You can edit or delete translation units from within the Concordance window. See "Editing & Deleting Translation Units" in the "Translation Memory" chapter.
- For a full overview of mouse and keyboard functions in the Concordance window, see "Translator's Workbench's Windows—Mouse Functions and Key Assignments."

To close a Concordance window, follow one of these procedures:

- Press [Alt] + [F4].
- Click the "x" button in the upper right corner of the Concordance window.
- Double-click the Concordance window's system menu.

5.2 Setting Concordance Options

Since the Concordance function also works with a fuzzy-matching algorithm, you can set options for the Concordance search precision. In addition, you can choose a second, read-only "background" Translation Memory for your Concordance searches, and you can restrict the number of translation units to be displayed in the Concordance window.

To set these options, follow one of these procedures:

- From the **Options** menu, choose **Translation Memory Options**. The **Translation Memory Options** dialog opens. Click the **Concordance** tab.
- Click the **Options** button in the **Concordance** dialog box shown at the beginning of this chapter. This opens the **Concordance** tab of the **Translation Memory Options** dialog.

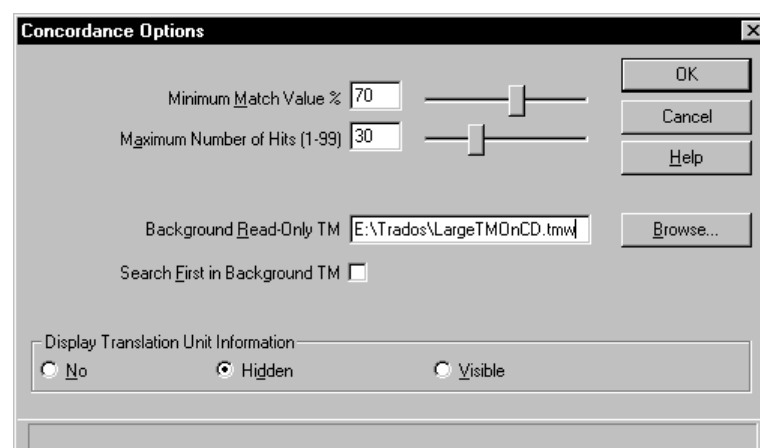


Figure 5-4: Setting Concordance Options

Define any of the following options as required:

- **Minimum Match Value:** Here you set the boundary value for the fuzziness of the Concordance function. Generally, a value ranging from 65 to 75% yields the best results. Default: 70%. Please refer to the next section for examples.
- **Maximum Number of Hits:** Here you define the maximum number of translation units to be displayed in the Concordance window. The default is 30. This means that if the search criterion occurs in more than 30 sentences, only the first 30 will be found and shown in the Concordance window. You can set a value between 1 and 99. Note that the higher the **Maximum Number of Hits** value, the longer the Concordance search will take.
- **Background Read-Only TM:** Use this input box to specify the location of a second TM for Concordance searches. You can also use the **Browse** button to locate it on your system. Since the contents of the background TM cannot be modified, it may reside on a CD-ROM or write-protected network folder.
- **Search First in Background TM:** Check this box if you want to first use the background TM for Concordance searches.
- **Display Translation Unit Information (No/Hidden/Visible):** You can also decide whether to display or hide translation unit information from the TM, such as “Change User: Miller” or “Project: Software for Europe.”
 - **No** means that translation unit information will not be shown at all.
 - **Hidden** means that you can click on any flag in the Concordance window to visualise translation unit information in a small popup window. This is the default setting.
 - **Visible** means that the translation unit information will be displayed explicitly under each translation unit.

5.2.1 Examples

The following examples can be tried on the Translation Memory shipped with Translator's Workbench, Demo.tmw.

Suppose you want to look for all sentences in this TM where the word *memory* has been translated.

A **Minimum Match Value** of 90% to 100% will only find exact matches, that is, sentences where the word *memory* has been used in exactly this form. A value of around 70%, however, will also find sentences where this word starts with a capital letter (*Memory*) or the plural form occurs (*memories*).



The same goes for multi-word units. Looking for every sentence where the word *memory* has been used at one place, and the word *translation* at some other, will only be successful if you set the **Minimum Match Value** at a value below 100%. Otherwise, you will only find those sentences where the compound *translation memory* has been used as such.

In conclusion, the Concordance function opens new ways to retrieve valuable Translation Memory information that pushes translating creativity and flexibility to new heights.

Note

As a general rule, setting the **Minimum Match Value** to 70% will be more flexible and versatile than setting it to higher, “stricter” values. Again, we recommend that you “play around” with this value until you find a setting that best fits your needs.

6. Interface With Your Word Processor and TRADOS TagEditor

In this chapter, you will get detailed information on how to use Translator's Workbench from within your word processor and TagEditor. Differences between the two applications are mentioned wherever appropriate with the help of icons ( is used for Word, and  for TagEditor). Additional information on terminology features will follow in the chapter "Interface With MultiTerm '95 Plus."

In the Installation section, you have seen how to prepare your word processor for interaction with Translator's Workbench. After activating the template TW4Win.dot (Word 6.0 and 7.0) or TW4Win97.dot (Word 97), the toolbar below appears in your word processor (for TagEditor, no special preparation is necessary):

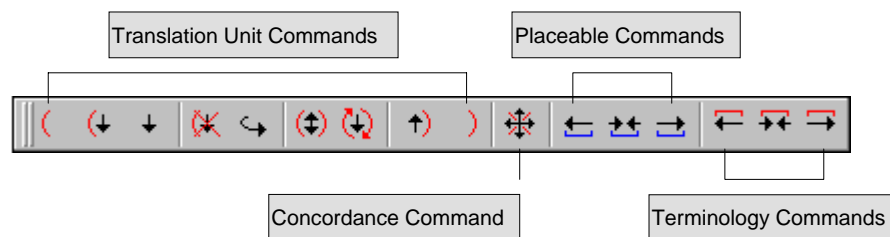


Figure 6-1: Translator's Workbench Toolbar in your Word Processor and TagEditor

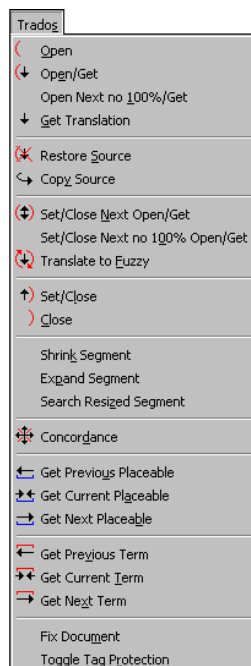




















Figure 6-2: The Trados Menu in Word (Workbench in TagEditor)¹






¹ In both TagEditor and Word 97, the menu is available in different languages. At the time of printing, the menu is available in English, French, German, and Japanese. When starting up Word, Translator's Workbench checks which

The following table explains the functions of each toolbar button and menu item. Some functions are *only* available in the menu. The table is in two columns. The left column lists the button icons and their names as well as shortcut assignments to use to activate the corresponding functions; the description column tells you what the functions do exactly.

Button, Menu Item, Shortcut	Description
Translation Unit Commands	
 Open	Opens the current sentence and searches for potential matches in Translation Memory.
 Open Get [Alt] + [Home]	Opens the current sentence, searches for potential matches in Translation Memory and transfers the translation—if any—to your document (combination of  and ). Use this button to start translation mode.
 Get Translation	Transfers the translation currently displayed in Workbench's Translation Memory window to your document. This is useful if you would like to transfer a fuzzy match other than the one initially suggested by the  Open Get function.
 Restore Source [Alt] + [Del]	Undoes the last translation and restores the original source sentence. This is useful if you would like to get your source text back without having to enter a translation.
 Copy Source [Alt] + [Ins]	Copies the source sentence to the target field. This button is helpful if the target sentence is very much the same as the source sentence.
 Set Close Open Get [Alt] + [+] on the numeric keypad	Closes the currently open translation unit, saves it in Translation Memory, opens the next sentence and transfers the translation—if any—to your document (combination of  and ). Use this button to confirm a translation and move on to the next sentence.
 Translate to Fuzzy [Alt] + [x] on the numeric keypad ([Alt] + [*] on some systems)	Translates all 100% matches automatically, starting from the currently open translation unit, and stops at the next fuzzy match.
 Set Close [Alt] + [End]	Closes the currently open translation unit and saves it in Translation Memory. Use this button to end translation mode.
 Close	Closes the currently open translation unit <i>without</i> saving the translation in Translation Memory and ends translation mode. This is useful if you would like <i>not</i> to save your current translation to TM. If the target field is empty, Translator's Workbench will restore your original source text in the same way as  Restore Source .
Additional Menu Functions in TM Mode	
Open Next non-100% Get [Ctrl] + [Alt] + [Home]	Skips all 100% translated sentences and opens the first fuzzy match or no match sentence. This command is very useful in texts that have already been partly translated using the Translate function from Translator's Workbench's Tools menu.

language version of Word you are using. If you are working with the German Word, for instance, the menu will be German, too.

Set Close Next non-100% Open Get [Ctrl] + [Alt] + [+] on the numeric keypad	Closes the currently open translation unit, saves it in Translation Memory, skips all 100% translated sentences and opens the next fuzzy match or no match sentence. This command is very useful in texts that have already been partly translated using the Translate function from Translator's Workbench's Tools menu.
Shrink Segment [Ctrl] + [Alt] + [Page ↑]	<p>Reduces the current source segment by one sentence. When segmenting your text, Translator's Workbench may sometimes read past an abbreviation or number at the end of a sentence, thus suggesting a segment for translation that is too long. This is what the Shrink Segment command is there for. If the segment cannot be reduced any further, a beep sounds and Translator's Workbench displays the message "Cannot resize segment."</p> <p>After resizing the segment, you may want to search Translation Memory for a potential match. To do this, choose the Search Resized Segment command from the Trados (TagEditor: Workbench) menu, or press the shortcut [Ctrl] + [Alt] + [↑]. If Translator's Workbench can find a match, it will transfer the target segment to your document.</p>
Expand Segment [Ctrl] + [Alt] + [Page ↓]	<p>Expands the current source segment by one sentence. During translation, you may decide to translate two source sentences with one target sentence. This is what the Expand Segment command is there for. A segment cannot be expanded past a paragraph end marker (§). In this case, a beep sounds and Translator's Workbench displays the message "Cannot resize segment."</p> <p>After resizing the segment, you may want to search Translation Memory for a potential match. To do this, choose the Search Resized Segment command from the Trados (TagEditor: Workbench) menu, or press the shortcut [Ctrl] + [Alt] + [↑]. If Translator's Workbench can find a match, it will transfer the target segment to your document.</p>
Search Resized Segment [Ctrl] + [Alt] + [↑]	After resizing a segment using the Expand Segment or Shrink Segment command, you may want to search the Translation Memory for a potential match. This is what the Search Resized Segment command is there for. If Translator's Workbench can find a match, it will transfer the corresponding target segment to your document.
Concordance Command	
 Concordance [Alt] + [↑]	After selecting a word or other sentence part in your document, use the Concordance command to search the Translation Memory for the selected text. If Translator's Workbench can find the same or similar text, it will open a Concordance window showing all matching translation units.
Shortcuts For Choosing Between Matches	
[Alt] + [Page ↑] & [Alt] + [Page ↓]	If Translator's Workbench finds more than one match for the current source segment, you can use shortcuts to choose between them from within your word processor or TagEditor. [Alt] + [Page ↓] browses to the next match with a lower percentage value. [Alt] + [Page ↑] browses to the previous match with a higher percentage value.
"Placeable" Commands	
 Get Previous Placeable [Alt] + [Ctrl] + [←]	Copies the previous placeable (tag, graphic, field, hyperlink, or other non-translatable element) to the target field at the cursor position. You recognise placeable elements by a blue bracketed underlining.
 Get Current Placeable [Alt] + [Ctrl] + [↓]	Copies the current placeable to the target field at the cursor position. You recognise the current placeable element by the bold blue bracketed underlining.




 Get Next Placeable [Alt] + [Ctrl] + [→]	Copies the next placeable to the target field at the cursor position.
Terminology Commands	
 Get Previous Term [Alt] + [←]	Transfers the translation of the previous term to the target field.
 Get Current Term [Alt] + [↓]	Transfers the translation of the currently highlighted term (bold red bracketed line) to the target field.
 Get Next Term [Alt] + [→]	Transfers the translation of the next term to the target field.
Switching the Workbench Toolbar and Menu on/off (W 97 only)	
 Translator's Workbench	Switches the Translator's Workbench toolbar and menu on or off.
In Case of Problems (W only)	
Fix Document	If you run into problems during interactive translation—if Translator's Workbench cannot open a translation unit or you inadvertently try to open two translation units at the same time, for instance—this function helps you to restore your document to its previous state.

6.1 How To Use Translator's Workbench in Your Word Processor and TagEditor

The following are suggestions on how to proceed when using Translator's Workbench from within your word processor or TagEditor.

6.1.1 Before Starting: Some Background Information & Useful Settings (W)

In your word processor, you have several possibilities to view such nonprinting data as paragraph marks or tabs. Another important nonprinting category is what is referred to as "hidden text." Translator's Workbench makes extensive use of hidden text to perform several tasks:

- When opening a sentence using the , , or  button, Translator's Workbench inserts hidden marks into your document. These marks typically are {0>, <0}, and <_n{>, n being the match value between the current source segment and the matching segment from Translation Memory. For example, <_100{> means that Translator's Workbench has found an exact match, <_85{> means that it has found a 85% fuzzy match, and <_0{> means that it could not find any match at all. The two other marks, {0> and <0}, delimit the current segment pair, that is, the source and target segment:

```
{0>
This is a sample sentence.
<_92{>
Dies ist ein Beispielsatz.
<0}
```

Among other things, the delimiting marks play a crucial role for recognising already translated parts of documents.

- After translating, the source segment and all delimiting marks are kept in your document as hidden text. The target text, that is, your translation, is formatted as visible text with all formatting intact. Example:

{0>...This is a sample sentence that has already been translated...<}92{>Dies ist ein Beispielsatz, der bereits übersetzt wurde...<0}




This is why we recommend you to set your word processor's view options to display hidden text. To display hidden text in Word, click the  button in Word's standard toolbar. This will make visible all nonprinting characters, including paragraph and delimiting marks. Repeatedly clicking  toggles between displaying and hiding nonprinting characters. If you want to control which nonprinting characters should be displayed, you can use the **Options** command from Word's **Tools** menu. In the **Options** dialog, select the **View** tab as follows:






Figure 6-3: The View tab in Word's Options dialog (here, Word 97)

Check the desired items in the **Non-Printing Characters** section, and confirm with **OK**. In our example, we checked the **All** option, which has the same effect as the  button.

Also, we strongly recommend that you work in **Normal** view mode when translating documents with Translator's Workbench. This speeds up your work considerably, and makes using the different Workbench functions much smoother. If you translate documents with footnotes, you *must* work in the **Normal** view mode, otherwise problems will occur.

Note

In a similar way to Word, TagEditor holds the source and target segments in one and the same document. That's what the ,  and  delimiting tags are there for. These delimiting tags have exactly the same function as the delimiting marks in Word: they identify the source segment, match value, and the target segment.

6.1.2 Segmenting a Text and

As has already been described in detail, Translator's Workbench automatically determines the current sentence and attempts to find it in Translation Memory during interactive translation. The program uses punctuation as orientation in identifying a sentence. As a general rule, a full

stop, exclamation mark, question mark, colon, or tab end a sentence when they are followed by a space. A quotation mark (” or ’) or a close parenthesis (“)”) may follow the closing punctuation mark and precede the space. A semicolon (;) does not end a sentence. If required, you can change these basic settings in the **Segmentation Rules** tab of the **Translation Memory Setup** dialog which is used to configure a Translation Memory. Please refer to the section on “Defining Segmentation Rules” in the “Translation Memory” chapter for details.

Note only)

Translator’s Workbench also uses your word processor’s built-in language features to segment your text. If the program always interprets, say, the German abbreviation *bzw.* to be the end of a sentence, it’s useful to check in which language your source text has been formatted. To achieve this, select the text part that interests you, and choose the **Language** command from your word processor’s **Tools** menu. If the text is formatted in English, for instance, Translator’s Workbench “thinks” it deals with English language, thus interpreting *bzw.* to be the end of a sentence. To change the language formatting, select the desired text portion, assign a new language via your word processor’s **Language** command.

Excluding Text Parts From the Translation Process only)

In the following two sections, you learn how you can leave text parts out of the translation process. Translator’s Workbench can ignore text units ranging from whole paragraphs to single characters.

Using Paragraph Styles to Exclude Paragraphs From the Translation Process only)

Leaving entire paragraphs out of the translation process is useful, for instance, if your text contains paragraphs with nothing but program code, non-translatable examples, or other text that should be left untranslated. When opening a translation unit, Translator’s Workbench checks the name of the current paragraph style and compares it with the names on a list of so-called “non translatable” paragraphs that you can define. If the current paragraph style is non-translatable, Translator’s Workbench will skip it and all paragraphs with the same style until it finds a paragraph whose style does not figure on the list. As a result, in order for Translator’s Workbench to recognise “non-translatable” text parts as such, the paragraphs in question must be formatted in styles with unique names. Let’s suppose that you are about to translate the following text:

This is a sample paragraph that should be translated, formatted in the paragraph style “Normal.”

This is a sample paragraph that should be skipped, formatted in the paragraph style “SkipDuringTranslation.”

This is a sample paragraph that should be translated, formatted in the paragraph style “Normal.”

In this example, Translator’s Workbench can ignore the second paragraph when moving from the first to the third one. In order for this to work, the paragraph style name *SkipDuringTranslation* must figure on the list of **Non-Translatable Paragraphs**. To achieve this, you would follow these steps:

1. In Translator’s Workbench, choose the **Non Translatable Paragraphs** command from the **Settings** menu. The **Non Translatable Paragraphs** dialog appears. Here you specify the names of the paragraph styles that should be skipped by Translator’s Workbench during translation.

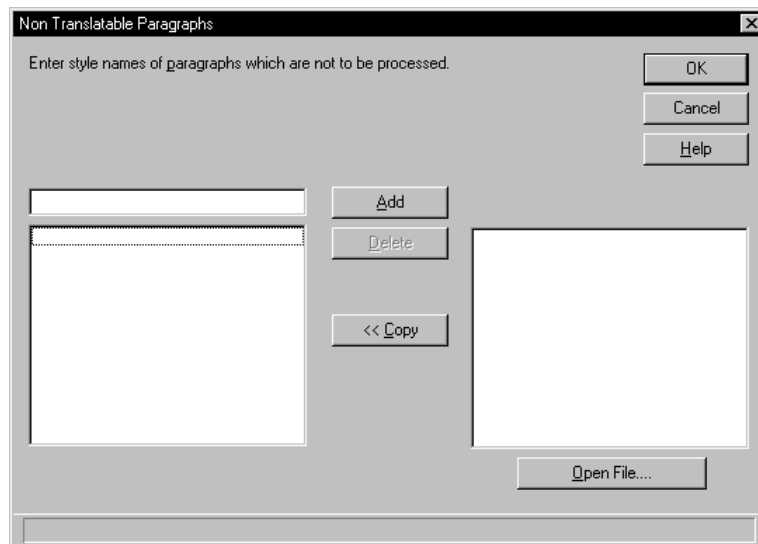


Figure 6-4: The Non Translatable Paragraphs Dialog

2. To add a style name to the list, follow one of these procedures:
 - Click inside the input box. The cursor starts blinking. Enter the name of the paragraph style representing the text that should be left untranslated. In our example, you would enter "SkipDuringTranslation." Click **Add** to confirm.

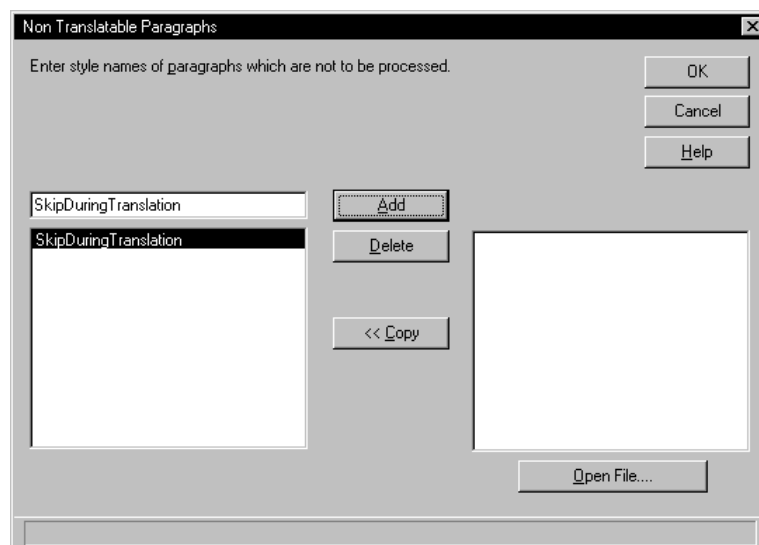


Figure 6-5: Adding Non Translatable Paragraph Styles "By Hand"

- You can also pick the styles from existing Word documents. To achieve this, click the **Open File** button. The **Style List File** dialog opens. Locate the desired Word document on your system, and click **Open**. Translator's Workbench will now quickly scan the document and then display a list of all its paragraph styles. Select the desired style names and click the **<< Copy** button. The style names are copied to the list of non-translatable paragraph styles.

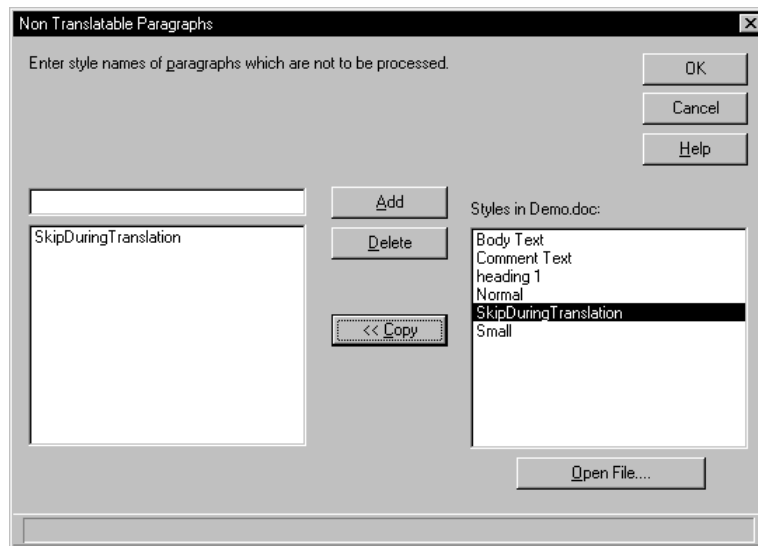


Figure 6-6: Picking a Non Translatable Paragraph Style from a Document

3. The name is added to the list on non-translatable paragraphs.
4. If required, repeat steps 2-3 for other paragraph style names.
5. Click **OK** to confirm your settings. From now on, Translator's Workbench takes into account which paragraph styles are to be ignored during translation.

Hint

If you're not familiar with styles, you can find more information in your word processor's documentation. In Word, for example, it's all in the on-line Help under "Automatic Formatting and Styles."

Using Character Styles to Exclude Text Parts From the Translation Process (W only)

In addition to paragraph styles, Translator's Workbench can skip text formatted with specific character styles during interactive or batch translation. This is especially useful for on-line Help files or other document types with character styles designed to identify jump and popup context IDs or similar non-translatable information.

Translator's Workbench treats non-translatable text as "external" or "internal". If you define a character style as external, Translator's Workbench will completely ignore the corresponding text during translation and treat all text formatted with that style as the end of a segment. This is more or less similar to the non-translatable paragraph feature described above. Sometimes, however, non-translatable text can also occur *within* a segment, for example a jump topic ID following double-underlined jump text in the middle of a sentence. In this case, you can define the character style of the jump topic ID as "internal." Translator's Workbench will then treat the jump topic ID text as a "placeable" element. See below for examples and further information on placeable elements.

You define the list of non-translatable character styles in the Translation Memory setup. Follow these steps:

1. From the Translator's Workbench **File** menu, choose **Setup**. To be able to access the **Setup** menu item, you need to open the Translation Memory exclusively. The **Setup** dialog opens.
2. Click the **Non Xlatable Text** tab.

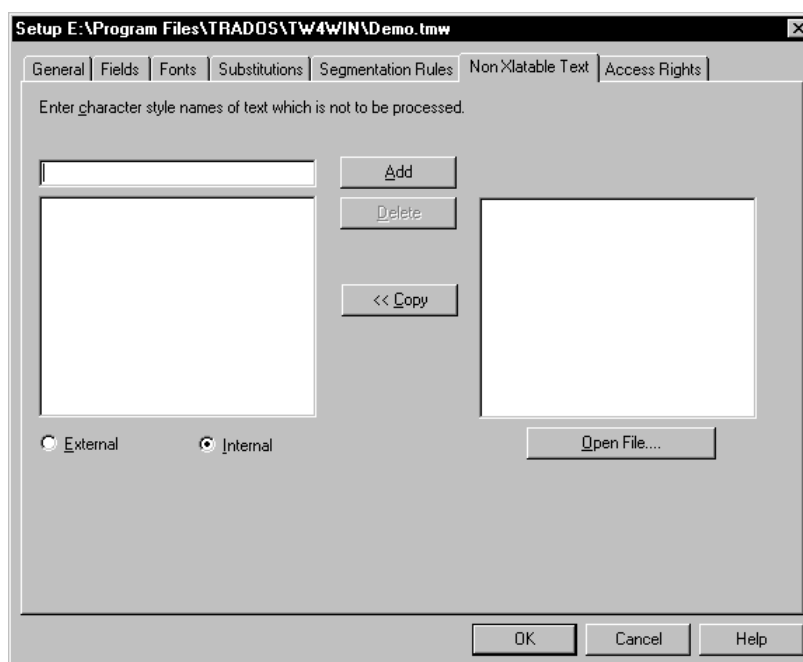


Figure 6-7: The Non Xlatable Text Tab

3. Here you compile the list of non-translatable character styles. You can enter the style names “by hand” or pick them from one or more Word documents.
 - To pick the styles from Word documents, click the **Open File** button. The **Style List File** dialog opens. Locate the desired Word document on your system, and click **Open**. Translator's Workbench will now quickly scan the document and then display a list of all its character styles. Select the desired style names and click the **<< Copy** button. The style names are copied to the list of non-translatable styles.

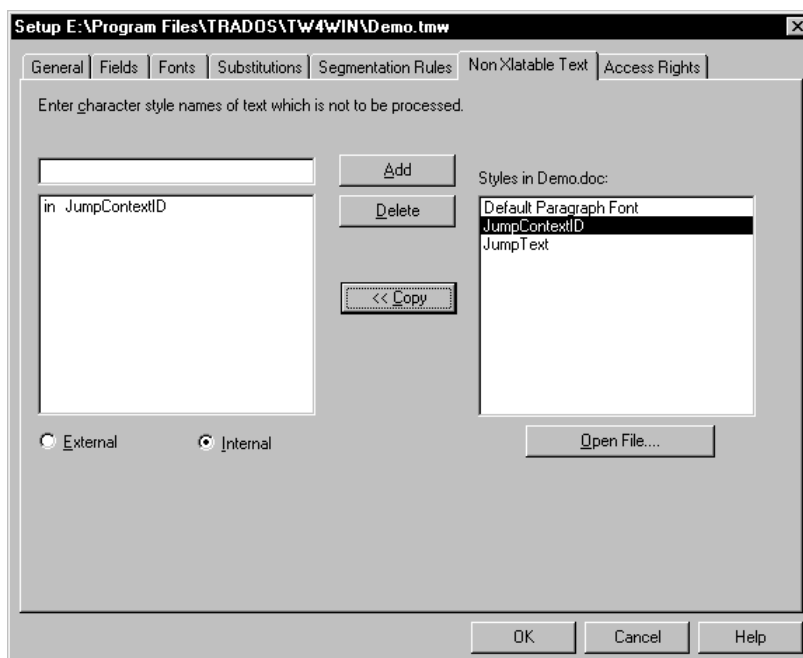


Figure 6-8: Picking Non Translatable Character Styles from Documents

- You can also simply type the style names into the input box and click the **Add** button.

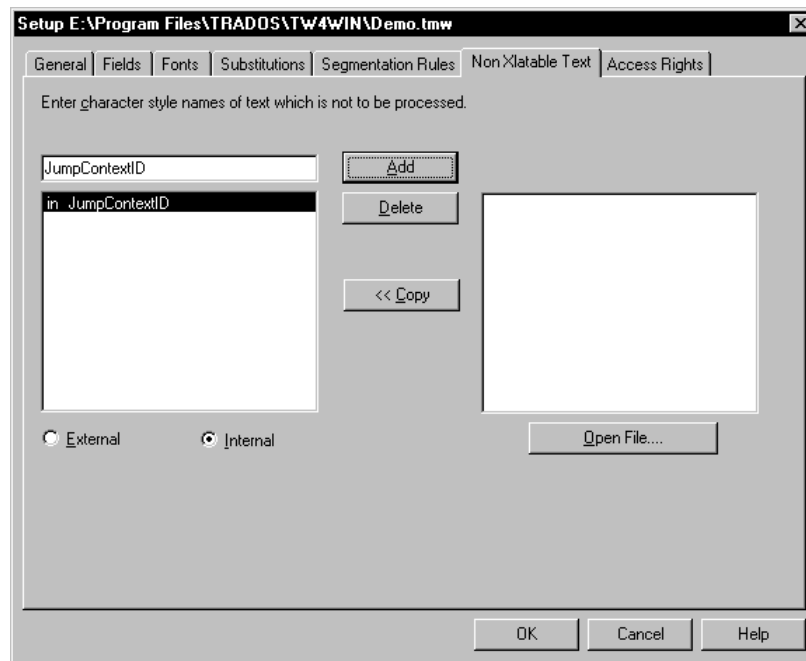


Figure 6-9: Manually Adding Non Translatable Character Styles

4. For each character style, the **Internal** option is activated by default, meaning that text formatted in the corresponding style will be treated as a placeable element. For each style to be *completely* ignored during translation, highlight it and click the **External** radio button.
5. Click **OK** to confirm the list.

Example

This is a jump linkMyJump to a related topic.¶

Text formatted in character style "JumpText" Text formatted in character style "JumpContextID"

Figure 6-10: Example of Character Styles

In this example, the text *jump link* would have to be translated, whereas the hidden text *MyJump* following it must remain the same in the target version, since it contains a unique context ID used by the Help compiler to identify the page with the related topic.

As a consequence, you would add the character style name *JumpContextID* as an “internal” style to the list of non-translatable character style names.

For more information on translating on-line Help files, see the “Translating Online Help Files with Translator’s Workbench” chapter.

6.1.3 Using Colouring To Identify Translated Parts of Documents (only)

Colouring can help you identify which parts of a text have already been translated and which remain to be dealt with. It may also be desirable to easily distinguish between source and target text, in addition to Translator’s Workbench’s delimiting marks described above under “Before Starting: Some Background Information & Useful Settings.”

To change the colouring of translated parts of text, follow these steps:

1. From Translator's Workbench's **Options** menu, select the **Translated Text Colours** command. The **Translated Text Colours** dialog appears.

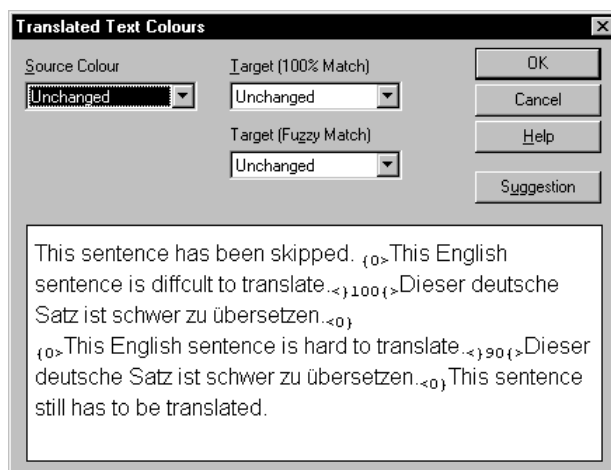


Figure 6-11: The Translated Text Colours Dialog


2. In this dialog, choose the desired colours from the **Source Colour** and **Target Colour** drop-down lists. There are two target colour lists, one for exact and one for fuzzy matches. By default, Translator's Workbench does not change the colouring of your text (All drop-down lists are set to **Unchanged**). Click the **Suggestion** button if you want to use the same colours as those used for the source and target field during interactive translation in your word processor: blue for already translated source text, dark green for exact matches, and dark yellow for fuzzy matches. The small window below the colour drop-down lists shows you the effects your changes will have on your translation work. Translator's Workbench will remember the changes you make for future re-use.

The **Translated Text Colours** option is especially useful in combination with the **Translate** function described in the "Document Analysis, Translation, and Cleanup" chapter. After pre-translating files, you will see immediately which parts of text must still be translated (original colour), edited (dark yellow colour for fuzzy matches) or those which can be accepted as is (dark green colour). But it's also useful for interactive translation work from within your word processor: for instance, if you re-open a file that you have already started translating before, you will find out immediately where to re-start working, thanks to the colours that help you find those parts that still have to be translated.


Notes and Recommendations

- Make sure to use colours that don't already exist in your source texts in order to avoid confusion.
- As mentioned above, changes to the colour settings affect both your interactive translation work in your word processor as well as the **Translate** function used to pre-translate documents in batch mode described in the "Document Translation" chapter. To remove the colouring after finishing all your translation work, use the **Clean Up** function described in the "Cleaning Up Translated Documents" chapter.
- Once you have made a choice for source and target colours, you must stick to that choice until the clean up stage in order to avoid errors. So do not start translating with one colour setting and then change colours in the middle of the translation work. Apart from confusing you, it will make the cleaning process impossible.
- Translated text colours are not supported in TagEditor.

6.1.4 Standard Translation Situations with Translator's Workbench (and)

To start TM mode, it's best to use  (**Open Get**). This makes sure that Translator's Workbench transfers potential 100% or fuzzy-matching translations to the target field in your document.

Note

The first time you click the  button, it might take some time for Translator's Workbench to perform its different analysing tasks with your source text. Do not interrupt this function in any way. Just wait until Translator's Workbench inserts the blue source and yellow/green target field into your document.

After analysing your source sentence, several possibilities arise:

- Translator's Workbench may find one or more 100% matches. This case is explained under "Case 1: 100% Match."
- Translator's Workbench may find one or more fuzzy matches. This case is explained under "Case 2: Fuzzy Matches."
- Translator's Workbench may not find any match at all. This case is explained under "Case 3: No Match."
- You might want to edit one or more translations at a later stage and store these changes not only in your document, but also in Translation Memory. This case is explained under "Case 4: Making Corrections to Already Translated Segments."
- Another special case is the translation of subsegments. A subsegment is a "segment within the segment," typically a footnote, index entry, and the like. This case is only valid for the interface between Translator's Workbench and Word (not TagEditor). Read more in the section "Case 5: Handling Footnotes, Index Entries, Table of Contents Entries, etc."
- Another speciality are non-translatable elements occurring within sentences, such as tags, graphics, date or name fields, numbers, acronyms, and so on. These elements are referred to as "placeables." This is explained under "Copying Placeable Elements to the Target Field."


Let's go through each translation situation in a separate section.

Case 1: 100% Match

Of course, 100% matches are the best. A 100% match means that exactly this sentence was already translated, and the suggested translation can therefore be accepted as is. The match value is displayed in the lower left corner of Translator's Workbench's program window.

In your document, you can immediately recognise a 100% match from the colour of the target field. If the colour is *green*, then this means that Translator's Workbench has just transferred a 100% match.

Automatic Translation

If Translator's Workbench finds a 100% match and the data in your Translation Memory is reliable, the program could of course translate a 100% match without confirmation from you. If several 100% matches follow one another, Translator's Workbench should only stop at the next fuzzy match. The  button, also labelled **Translate to Fuzzy**, tells Translator's Workbench to do precisely this. You can also use the shortcut [Alt] + [x] ([Alt] + [*] on some systems) on the separate numeric keypad to start this function.

Note

The **Translate to Fuzzy** command can only be started from an open translation unit.

Interrupting Automatic Translation

To interrupt the **Translate to Fuzzy** function, click with the left mouse button somewhere inside Translator's Workbench's program window. The program will stop translating automatically after the next translation unit.

Case 2: Fuzzy Matches

When one or more fuzzy matches are found, you will need to adapt the suggested translation in most cases, since it is the translation of the Translation Memory sentence and not the translation of the new source sentence. Translator's Workbench displays the new source sentence in both its Source window and the source field in your document. It displays the TM sentence in its TM window and the translation of this sentence in the yellow target field in your document. The differences between the new source sentence and the Translation Memory sentence are highlighted in different colours.

Colours For Identifying Differences

To allow the translator to see the differences between the source sentence and its fuzzy match equivalent from Translation Memory (=TM sentence) as quickly and easily as possible, changed words are highlighted in different colours. The following conventions are used:

Colour	Meaning
Yellow	is used for all words that were replaced in a certain part of the sentence. For instance, if a different product name is used in the source sentence than in the fuzzy-match equivalent from TM, both product names will be shown in yellow.
Grey	is used to identify all words that have either been added or left out in the source sentence. That is, these words make the source sentence longer or shorter than the TM sentence. As a general rule, the translation of these words must be adapted accordingly. As a consequence, if something has been added to the new source sentence, you will probably have to add the corresponding words to the suggested translation. Likewise, if something has been left out in the source sentence, you will have to delete the corresponding parts in the suggested translation as well.
Blue	indicates that a part of the sentence has moved. A clause like <i>for instance</i> can occur in several different places in the sentence without changing its overall meaning. This means that frequently the suggested translation does not need further adaptation.

Automatic Substitution of Interchangeable Elements

As was already explained in the "The Substitutions Tab" section of the "Translation Memory" chapter, you can decide whether numbers, acronyms, names, and similar variable elements are treated as variables or normal words by Translator's Workbench. This has an influence on how your Translation Memory looks and how target-language sentences are transferred to your document in the case of a fuzzy match. If you have decided to have Translator's Workbench automatically substitute numbers, Translator's Workbench will automatically adapt all numerical data in the target sentence to match the values from the new source sentence, even if the TM sentence contains different numbers.

Note

If a number or other variable element is the only thing that changed in the new source sentence, Translator's Workbench treats it as a 100% match. This means that it will transfer the adapted translation as a 100% match to your document. As a result, even if the numbers have changed, you will see a green target field in your document.

Please read through the "The Substitutions Tab" section for examples and further explanations.

Case 3: No Match



A "no match" refers to the situation when no similar sentence was found in Translation Memory, or when the match value is less than the **Minimum Match Value** that you specify using the **Translation Memory Options** command (see the corresponding section in the "Translation Memory" chapter for details).




If Translator's Workbench cannot find any fuzzy match, it will display a corresponding message ("No match!") in its status bar, and you will be presented with an empty yellow target field. Of course you will still see the source sentence in the blue source field and in the Source window of Translator's Workbench.

However, even when you get a "no match," Translator's Workbench offers several functions to make the translation process faster and easier.


Copying Terminology


As mentioned in the "Getting Started" chapter, Translator's Workbench highlights known terms with red bracketed lines in the Source window, and displays the first translation of a term in its Terminology window. You will want to insert translated terms into the target field while entering the new translation. Follow these steps:

1. Start translating until you want to insert the first known translation of a term.
2. Click the  button ([Alt] + [↓]). The translation for the current term is now inserted. It remains selected.
3. Press [→] to get out of the selection. Adapt the inserted term linguistically if required.
4. Go on translating until you want to insert the next translation. Click the  button ([Alt] + [→]) to move to the next known translation of a term and insert it into your target field.

Repeatedly pressing the  or  button ([Alt] + [→] or [Alt] + [←]) lets you browse through the different translations of known terms. You also use the  button to paste the second, third etc. translation of a known term in case of synonyms.

Using the Concordance Function to Copy Known Translations of Sentence Segments

If certain terms or other sentence parts interest you but are not known terminology-wise, you can always use the Concordance function () to search the Translation Memory for the selected part of text. Follow these steps:

1. Select the sentence part that interests you, usually one or more words in the source field.
2. Click the  button. Translator's Workbench will search for the text in the current TM. If it can find one or more translation units containing the text, it will open a Concordance window with all matching TUs.





You will note that the more your Translation Memory grows, the more useful the Concordance function gets. We recommend that you make heavy use of this feature to push your productivity to new heights.

To transfer text parts from the Concordance window to the target field in your document, follow these steps:



1. Select the text to be copied in the Concordance window, usually the translation of the term or sentence part that you have searched for.
2. Press the *right* mouse button ([Shift] + [F10]), and select **Copy to Clipboard** from the context menu that opens.
3. Close the Concordance window by double-clicking on its system menu or by pressing the shortcut [Alt] + [F4].
4. Change back to your document, position the cursor where you wish to insert the text, and choose the **Paste** command from the **Edit** menu.

Copying Placeable Elements to the Target Field

Source segments often also contain non-translatable elements, such as tags, graphics, fields, numbers, dates, etc. In most cases, these elements will be left as is in the target text. The only thing that will change is their position in the target segment. Therefore, these elements are referred to as *placeables*, since you decide where to *place* them during translation. To make this task as easy as possible, Translator's Workbench marks placeable elements with a blue bracketed line in analogy to known terminology and offers special buttons and key combinations to transfer them to the target segment.



To transfer the currently highlighted placeable to your target segment, click the  button or press [Alt] + [Ctrl] + [↓]. To transfer the following placeable—if any—click the  button ([Alt] + [Ctrl] + [→]). Repeatedly pressing the  or the  button ([Alt] + [Ctrl] + [→] or [Alt] + [Ctrl] + [←]) lets you browse and transfer the different available placeables.

Exploring Your Word Processor and TagEditor as a Translation Editor

In your word processor, you have countless possibilities to manage your text when it comes to moving, copying, and formatting it in any way. Since Translator's Workbench does not impede this rich functionality, you can continue exploring it as before. Sometimes, for instance, certain words are not translated. In these cases, you don't have to manually retype the words that appear in the source window but can use the Copy and Paste functions. The same goes for formatting ( only): If parts of the source sentence are formatted differently from the rest and you want to transfer this formatting to the corresponding parts of the target sentence, use your word processor's quick-formatting facilities (the  button in Word). Please refer to your word processor's extensive on-line Help and documentation for more information on copying and formatting text.

Case 4: Making Corrections to Already Translated Segments

If you would like to make corrections to translations after their initial creation, you should always do this in TM mode so that the corrections will be stored in Translation Memory as well as in your document. Follow these steps:

1. Place the cursor somewhere in the sentence to be corrected.
2. Click the  button to re-open the translation unit in TM mode.
3. Make the desired changes to the target segment.
4. After the correction, click the  button. This will update the translation unit both in Translation Memory and in the text.

If you have more exhaustive corrections to make, for instance general terminology or style changes that occur in many sentences, the method described above can become somewhat tedious. In this case, we recommend you correct the sentences in one go, for instance by using the **Find & Replace** command. That of course implies that TM mode is not active during such

corrections. This means that changes are made to the *document* but not to *Translation Memory* at the same time. This is where Translator's Workbench's **Cleanup** function comes into play. This function can update your TM based on the corrections you made in the text. For more information, see "Cleaning Up Translated Documents" in the "Document Analysis, Translation, and Cleanup" chapter.

There are also various ways to edit the translation units directly in Translation Memory:

- For spot corrections, you can edit translation units from within the Source or Concordance window. See "Editing and Deleting Translation Units" in the "Translation Memory" chapter.
- For more exhaustive corrections, it's best to use the **Maintenance** utility from Translator's Workbench's **File** menu. Among other things, this tool lets you carry out global replacement operations on a specific number of translation units. See "Translation Memory Maintenance" in the "Translation Memory" chapter.

Case 5: Handling Footnotes, Index Entries, Table of Contents Entries, etc.

In today's word processors, text does not only occur in the form of a neat sequence of sentences and paragraphs. It can also contain all kinds of elements occurring *within* sentences, for example index entries or footnotes. In Word, for instance, index and TOC entries are represented in "XE" and "TC" fields, whereas footnotes are created using a footnote reference symbol and footnote text. In Translator's Workbench terminology, these elements are referred to as "subsegments," since they occur as segments within segments.

How does Translator's Workbench treat such subsegments? For those cases where subsegments do *not* contain translatable text—for instance, graphics, date or time fields—the program treats them as "placeable" elements. Refer to the "Getting Started" chapter and to "Copying Placeable Elements from the Source Field to the Target Field" above for more information on this.



As soon as translatable text is contained in the subsegment, you need to do two things:

- place the subsegment at the appropriate location in the target sentence
- translate the information in the subsegment

It's best to go through an example to illustrate this. Let's assume you have to translate the following sentence with an index entry:

The apple {XE "fruits:apple"} is a fruit growing on a tree.

In Workbench terminology, this sentence consists of *two* segments: the **main segment** (the sentence itself), and the **subsegment** (the index entry in the XE field). To translate this example, follow these steps:


1. Since index entries are formatted as "hidden text" in Word, make sure that hidden text is visible. To achieve this, choose the **Options** command from Word's **Tools** menu, click the **View** tab, and check the **All** item in the **Non-printing characters** section.
2. After opening the translation unit with  or , Translator's Workbench displays the segment and its sub-segment in the blue source field as follows:

```
{0>
The apple {1>{XE "fruits:apple"}<1} is a fruit growing on a tree.
<1>0{>
```

3. The delimiting marks ({0>, <1>0{>, {1> and <1}) as well as the index entry ({XE fruits:apple}) are formatted as hidden characters, which you can recognise by the dotted line under them.

4. As you can see, the main segment has the number 0 (it's delimited by `{0>` and `<0}` marks), whereas the subsegment has the number 1 (it's delimited by `{1>` and `<1}` marks). Further subsegments would be numbered accordingly. As a general approach, it's best to first translate the main segment completely and then deal with the subsegments. In our example you would translate *The apple is a fruit growing on a tree*, saying something like *Der Apfel ist eine Obstsorte, die auf Bäumen wächst*.
5. Once you have translated the main segment, place the cursor where you would like the first subsegment to go. In our example, you would place the cursor after the word *Apfel*. Now press the key combination [Alt] + [1]. Translator's Workbench inserts an empty "XE" field at the current cursor position and delimits it with `{1>` and `<1}` marks as follows: `{1>{XE""}<1}`. After that, it places the cursor inside the quotation marks. Now you can translate the index entry (*fruits:apple*), saying something like *Obstsorten:Apfel*. Your target field will now look like this:


```
<0}{>
Der Apfel {1>{XE"Obstsorten:Apfel"}<1} wächst auf Bäumen.
<0}
```

6. You can now confirm the translation unit and move on to the next sentence as usual by clicking the  button.

Note

Internally, Translator's Workbench treats the main segment (0) and subsegment (1) as two separate translation units. As a result, it stores two separate translation units in Translation Memory. If one of the above segments comes up again in the same or a similar form, Translator's Workbench will automatically retrieve the corresponding translation unit. Also, if both come up again as one segment, the corresponding TUs will be retrieved and the corresponding match will be treated as a 100% one.

If more than one subsegment occurs, follow the same procedure:

1. Translate the main segment (0).
2. Place the cursor where you would like to insert the first subsegment (1) and press [Alt] + [1].
3. Translate the first subsegment.
4. Place the cursor where you would like to insert the second subsegment (delimited by `{2>` and `<2}` marks) and press [Alt] + [2].
5. Translate the second subsegment.
6. Repeat this procedure for all other subsegments.
7. Confirm the entire translation with .


Footnotes: a Special Case

Depending on your version of Word, Translator's Workbench handles footnotes in quite different ways. We will first describe the footnote handling in Word 6.0/7.0, followed by Word 97.

Footnote Handling in Word 6.0 and 7.0


Note

You cannot translate footnotes in Layout view mode. Before translating a text containing footnotes, make sure to change to Normal view mode by choosing the **Normal** command from Word's **View** menu.

When the subsegment is a footnote, once you place the subsegment via [Alt] + its number, Translator's Workbench will automatically insert a footnote reference symbol into the target field and open your word processor's footnote pane used for editing footnote text. Here you can enter the translation of the footnote text into the yellow target field as usual. After completing the entire translation (main segment and footnote), click the  button to move to the next segment.

Improved Footnote Handling in Word 97 or Higher

In contrast to earlier Word versions, footnotes in Word 97 documents are not treated as single segments. Instead, as soon as you place a footnote inside the target segment, Translator's Workbench opens a temporary document called TW4Win Footnote.doc, where you translate the footnote just as any other document, using the full Workbench functionality. After translating the footnote, you return to the main segment in your document and continue translating as usual. To translate a segment containing one or more footnotes, follow these steps:

1. Be sure to always work with hidden text turned on. Click the  button in Word's standard toolbar to achieve this.
2. As soon as you open a sentence containing footnotes, Translator's Workbench will automatically assign a subsegment number to each footnote in the source field, using its segmentation marks. The subsegment numbers assigned to the footnotes always start from 1. So, for example, if a segment contains five footnotes, their subsegment numbers will range from 1 to 5, whereas their absolute numbers might range from 6 to 10 or 70 to 74.

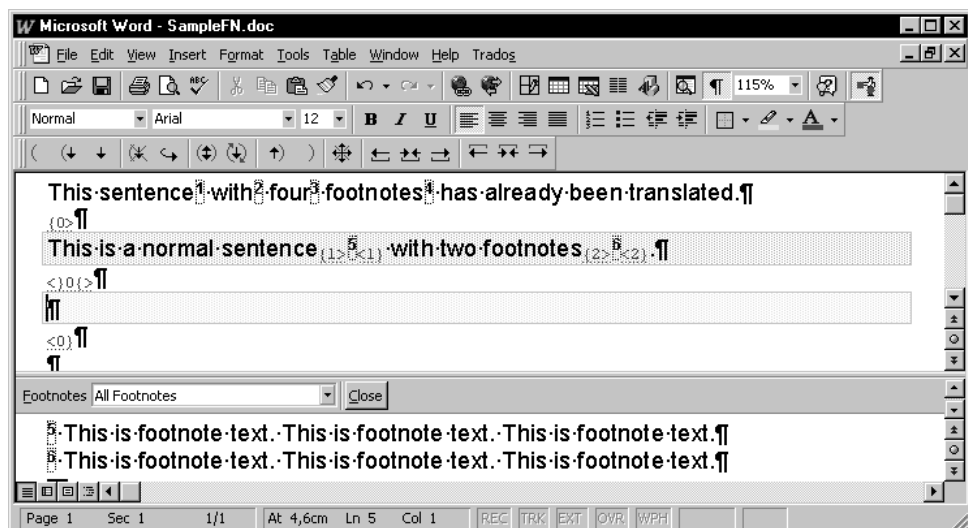


Figure 6-12: Opening a Segment With Footnotes (the subsegment numbers are 1 and 2, the absolute numbers are 5 and 6)

3. You can now start translating the segment. We recommend you to first translate the main sentence and only then the footnotes (as before), but you are also free to start with the footnotes without entering any text into the main segment at all, or translate the footnotes in a different order. When translating the footnotes, there is one simple rule: do not look at the absolute numbering of the footnotes, only at the subsegment marks Workbench has assigned to the footnotes.

4. To start translating any footnote, press [Alt] + its subsegment number. For instance, if Translator's Workbench has assigned subsegment number 3 to the footnote you want to translate, press [Alt] + [3].
5. From now on, the behaviour is different from the one you were used to. Translator's Workbench no longer opens the footnote pane below the main document to show the footnote text. Instead, a new document is opened, always called TW4Win Footnote.doc. Inside this document, normal segmentation takes place, as shown below. In other words, long footnotes are no longer treated as a single segment.

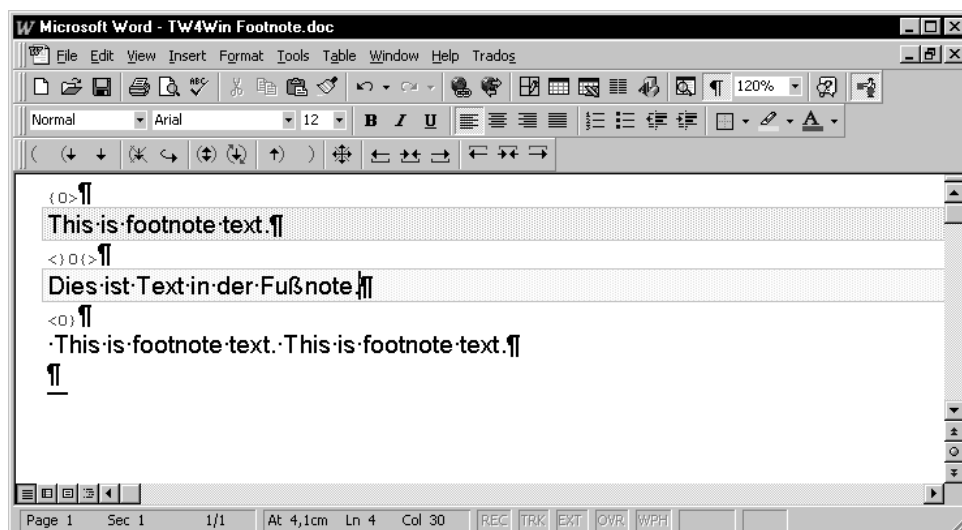




Figure 6-13: Translating footnotes in the Document TW4Win Footnote.doc

6. Translate the footnote text just as any other text, making full use of Translator's Workbench's functionality along the way. Please keep a few things in mind, however:
 - Do not close the document TW4Win Footnote.doc. Translator's Workbench will automatically close it as soon as you confirm the last segment in the footnote (see step 7 below).
 - You can switch over to the main document at any time, for instance to take a look at the text in the main segment. You will see that Translator's Workbench highlights the footnote you are currently translating. Be sure to not alter this or anything else in the main document at this stage; instead, switch back to TW4Win Footnote.doc to complete the translation of the footnote.
7. When you have finished translating the last segment in your footnote, follow one of these procedures to get back to the main document:
 - To return immediately to the main document, click .
 - If you want to review the footnote translation or perform similar tasks prior to switching back to the main document, click . This makes sure that you remain in the footnote document, where you can now edit the translation as usual. After the review, to get back to the main document, press [Alt] + [0].
8. After returning from TW4Win Footnote.doc, you will find the cursor at the position where you placed the footnote into the target segment. To continue translating the main segment, move the cursor out of the subsegment by placing the cursor after the `<cn>` tag after the footnote and press [Ctrl] + [Space]. This applies the default formatting to the cursor position and thus prevents you from typing the further translation in the wrong style.
9. You can now continue translating the main segment or the other footnotes in the main document. Repeat steps 4 through 8 for all other footnotes the main segment contains.

Notes

- Translator's Workbench 2.x supports a maximum of 19 subsegments (footnotes or index entries) per main segment. To place subsegments 1 through 9, press [Alt] + [1] through [Alt] + [9]. To place subsegments 10 through 19, press [Alt] + [Shift] + [0] through [Alt] + [Shift] + [9].
- Once you have translated a footnote and you have come back to your main document, its absolute (not subsegment) number in the source language disappears. The superscript no longer contains a number, but the code ^{fn} instead. The absolute numbers have changed accordingly, both in the source and in the target fields: the numbering now begins or continues from the first untranslated footnote in the source segment until the last translated footnote in the target segment. For example, in the screenshot below, the first footnote has already been translated, so it has got the ^{fn} code; the other two footnotes have not yet been translated. Absolute numbering continues from the previous paragraph, now skips the translated footnote with the ^{fn} code, goes to the first untranslated footnote in the source segment (absolute number 5, subsegment number 2), and continues with the translated footnote in the target segment (absolute 7, subsegment 1).

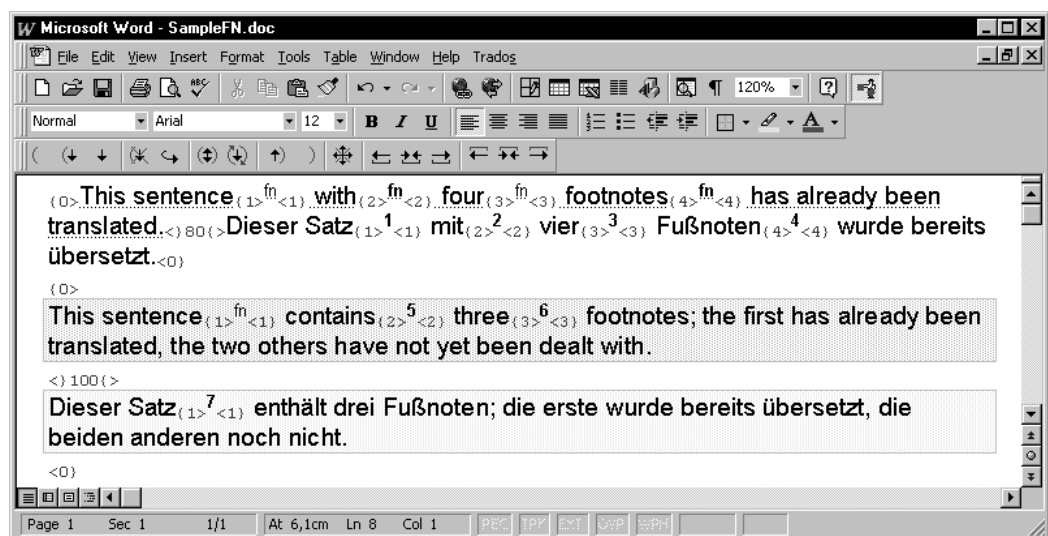




Figure 6-14: Footnote Numbering in Partly Translated Segments

- This numbering system tells you which footnotes have already been translated and are already in the memory; moreover, when you have finished, your target segment should contain the same number of footnotes as the original, and with the same numbering, while in the source segment every footnote should have got its ^{fn} code. In fact, everything it is very easy if you stick to the golden rule: do not look at the absolute numbering of the footnotes, only at the subsegment marks Workbench has assigned to the footnotes.
- As for Word's footnote pane (where you usually edit footnotes), it is possible at any time to place the cursor inside the footnote pane inside an already translated segment and use  to re-open it. In this case, Translator's Workbench will re-open the corresponding footnote document TW4Win Footnote.doc to allow you to edit your translation as usual. After finishing the editing process with , press [Alt] + [0] as described under step 7 above to return to the main document.

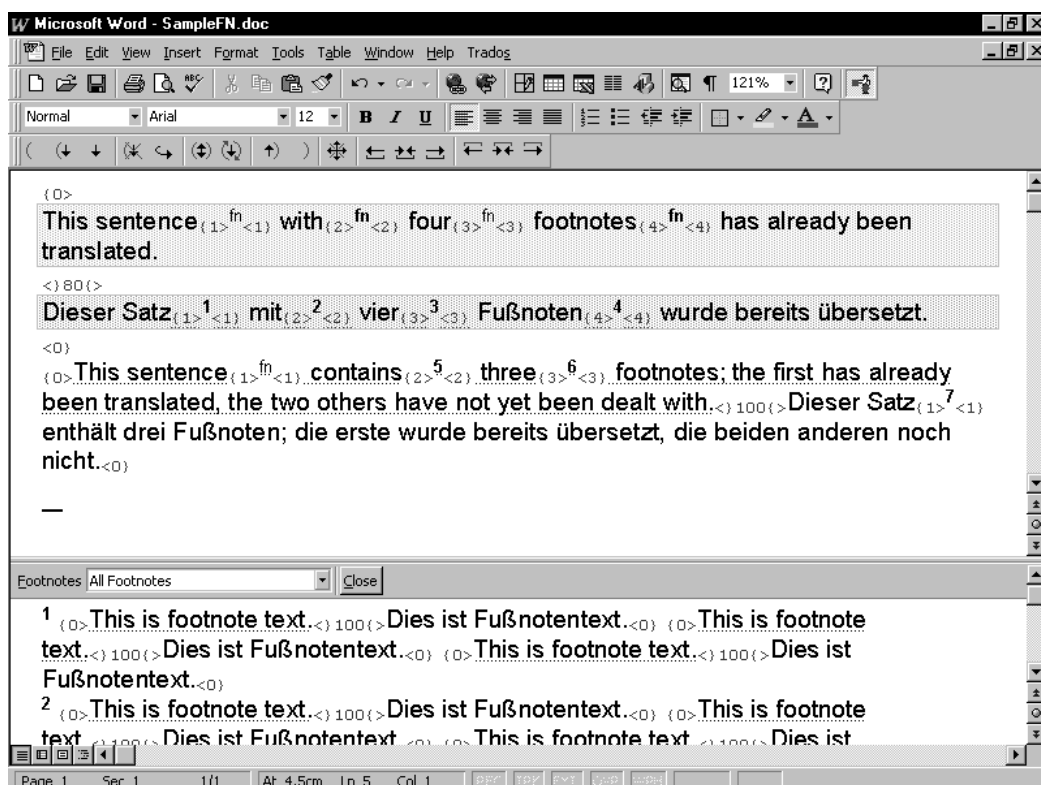


Figure 6-15: Re-opening Footnotes from within the Footnote Pane

- Be sure to *never* delete a footnote that you have already placed inside the target segment. It will not be possible to re-place the footnote since in the meantime, its counterpart from the source segment has already been replaced by the **fn** code.
- By the same token, be sure to translate all footnotes inside a segment, so that each **fn** code in the source is matched up by a corresponding footnote in the target. If large parts of text in a footnote are left untranslated, use the **Copy Source** function inside TW4Win Footnote.doc to copy the source text as is into the target.
- After you finish the translation inside TW4Win Footnote.doc, do *not* use close the document via the **Close** command from Word's **File** menu. Rather, use [Alt] + [0] to return to the main document as described under step 7 above. Translator's Workbench will then automatically close the document and place the translated footnote where it belongs into the main document.

Footnote Handling in Batch Mode

The footnote handling in Word 97 also has some impact on the batch functions **Analyse**, **Translate**, and **Cleanup**. If you can be sure that all translators you're working with have Word 97 and do *not* use previous Word versions, you need to activate the Word 97 footnote handling feature for the batch functions. To achieve this, follow these steps:

1. In Translator's Workbench, from the **Options** menu, choose **Translation Memory Options**. The **Translation Memory Options** dialog opens.
2. In the **Tools** tab, activate the switch **Multi-Segment Footnotes (Word 8 or later)**. During the **Analyse**, **Translate**, and **Cleanup** functions, Translator's Workbench will then treat footnotes in the same way as in Word 97 in interactive mode.

If you plan to send pre-translated documents to translators using Word 6.0 or 7.0, you *must* deactivate the **Multi-Segment Footnotes** switch.

New Footnote Handling and Keyword (K) Footnotes in RTF-Based Online Help Files

Due to the changes in the footnote handling in Word 97, it's now possible to handle keywords in RTF-based online Help files as separate segments within semicolon-delimited keyword (K) footnotes. For more information, see the "Translating On-line Help Files with Translator's Workbench" chapter.


Case 6: Expanding and Reducing Segments

When segmenting your text, Translator's Workbench may sometimes read past an abbreviation or number at the end of a sentence, thus suggesting a segment for translation that is too long. On the other hand, you may decide to translate two source sentences with one target sentence.



Workbench therefore offers commands for expanding and reducing source segments. Choosing **Shrink Segment** ([Ctrl] + [Alt] + [Page ↑]) from the **Trados** menu reduces the current segment by one sentence. If the segment cannot be reduced any further, a beep sounds and Translator's Workbench displays the message "Cannot resize segment." Likewise, choosing **Expand Segment** ([Ctrl] + [Alt] + [Page ↓]) from the **Trados** menu extends the current segment by one sentence. A segment cannot be expanded past a paragraph end marker (§). In this case, a beep sounds and Translator's Workbench displays the message "Cannot resize segment."

After resizing the segment, you may want to search Translation Memory for a potential match. To do this, choose the **Search Resized Segment** command from the **Trados** menu, or press the shortcut [Ctrl] + [Alt] + [↑]. If Translator's Workbench can find a match, it will transfer the target segment to your document.

Confirming the Translation & Moving on to the Next Sentence


After you have finished translating a sentence and you want to move on to the next one, click the  button. This saves the new translation unit in TM, and you move on to the next text segment, and open a new translation unit. If a perfect or fuzzy match is found, Translator's Workbench will automatically transfer its translation into the target field in your document.


Leaving TM Mode


In order to leave TM mode, use the  button ([Alt] + [End]). This makes sure that the new translation unit is stored in TM. If, for any reason, you do *not* want to store the translation in TM—e.g. since further terminology research is necessary before the translation can be completed—click the  button.

6.1.5 Tips & Tricks For Word

The following is a list of useful tips & tricks while working with Translator's Workbench in Word.

- Make sure that you never delete the delimiting marks used by Translator's Workbench to identify the main and subsegments of a translation unit (`{0>`, `{1>`, `{2>`, `<0}`, `<1}`, `<2}`, etc.). To prevent the accidental deletion of these vital non-printing characters, make hidden characters, such as the ¶, visible. In Word, you achieve this by clicking the  button in Word's standard toolbar. You find more information on view options in the section "Before Starting: Some Background Information & Useful Settings" in this chapter.
- Make sure not to delete the carriage return (¶) character at the end of the source and target field, because this deletes the source and target field colour formatting. Translator's Workbench can still store the translation unit even without the formatting, but you might be irritated.
- If Translator's Workbench does not seem to be able to store your translation unit in TM or if you cannot confirm your translation and move on to the next sentence, you might get such

an error message as "Bookmark still exists, run Fix document from the Trados menu." In this case, choose the **Fix document** command from the **Trados** menu to clean up bookmarks, source and target fields etc. that might still be present in your document at the current problematic position. After that, click the  button to try again.

- Once you have a TM of a reasonable size, make extensive use of the Concordance option. Select the word or sentence part that interests you and click the Concordance button (). You will see that the Concordance function will push your productivity to new heights, because it not only gives you the translations of the selected sentence parts, but also usage examples.
- As far as the View mode in your word processor is concerned, always work in Normal mode rather than Page Layout / Outline. This will speed up your translation work considerably, because your word processor does not have to repaginate each time you start translating a new sentence. In Word, you set Normal view mode in the **View** menu by selecting the item **Normal**.
- If your documents contain many graphics, we recommend that you set Word to display placeholders instead of the graphics themselves. This speeds up working considerably. To achieve this, choose the **Options...** item from the **Tools** menu, and select the **View** tab. Here, activate the **Picture Placeholders** option. Confirm with **OK**. You'll now see empty boxes where the graphics used to occur. This causes Word to work much faster with Translator's Workbench.
- To save space on your screen (e.g. if you're working with a low resolution), you can deactivate Word program window elements that you do not need during translation with Translator's Workbench. We would recommend you to check if you can do without the horizontal scroll bar or one or more toolbars. To activate and deactivate scroll bars, use the **View** tab of the **Options** dialog. To select and de-select toolbars, right-click in the toolbar section, and uncheck all toolbars that you don't want to see at the moment.
- Word 97 only: For advanced users, we recommend changing some Registry settings that can speed up Word considerably. The most effective way to achieve this is using the RegOptions macro from the Support8.dot template shipped with Word 97. This template provides macros that can be used for manipulating the Registry. It is not installed by default; be sure to select it during Setup. You can also install it at a later stage, or download it from the Web (the address at the time of writing was <http://support.microsoft.com/support/downloads/dp2750.asp?FR=0>). The Registry Options that most speed up Word are the "CacheSize" value (by default, it is set to 64; we recommend a value of 512 or 1024) and the "BitmapMemory" (again, use 512 or 1024 instead of 64).

7. Translating RTF-Based On-line Help Files With Translator's Workbench

Translator's Workbench offers special functionality for translating RTF-based on-line help files. The following chapter describes how you can go about translating this type of files, using your word processor and Translator's Workbench as described in the "Interface With Your Word Processor and TagEditor" chapter. The information contained in this chapter is only valid for the interface between Translator's Workbench and Word (not TagEditor). We will describe the special features of Translator's Workbench when translating on-line Help files; we will not deal with specialities of the Help files themselves (for instance, hot spot graphics or the difference between, and appearance of, first- and second-level keywords). If you would like more information on Help files in general, we recommend specialised literature, for example the "Microsoft® Windows 95 Help Authoring Kit" or the manuals of help authoring tools that might be used at your site.

To translate HTML-based on-line Help files, please follow the instructions in the "Translating Tagged Files with Translator's Workbench" chapter.

7.1 Characteristics of On-line Help Files

Generally, translatable on-line Help files come as specially formatted RTF (Rich Text Format) files. In most cases, these files have been created in a word processor such as Word and/or a help authoring tool like HelpMagician®, ForeHelp®, RoboHelp® or other.

RTF on-line help files differ from conventional documents in so far as they typically contain the following elements:

- Custom footnotes ("\$", "#", "K", "+", and others). Among other things, these footnotes are used to identify help pages with a unique ID—also referred to as "context string" or "topic ID"—, or to indicate browse sequences later allowing the help user of the compiled help file to browse through topics sequentially.
- Specially formatted text, for example double or single underlined. Such formatting indicates a link to a related topic (hypertext function).
- Hidden text. Hidden text normally follows double or single underlined text immediately. Hidden text is used to link help topics with related topics (so-called "jumps" and "popups").

Some of these elements must be translated whereas others should or must be ignored during the translation process, for example the "#" footnote containing the context string/topic ID of a help page.

Below you'll find a typical example of a help page.

These are custom footnotes containing information on identifying the help page (see footnotes below). They normally precede the title text.

This is a reference to a graphic file to be displayed on this help page.

The “#” footnote contains the topic ID (context string) used to uniquely identify this help page. It must not be translated.

The “+” footnote indicates a browse sequence. It must not be translated.

A typical help page looks like this:

\$#K+ My First On-line Help Page

{bmc c:\help\sample.bmp}

This is normal text on the help page.

This is a jumpMyJump link to a related topic.

This is a popupMyPopup link to a related topic.

\$ My First On-line Help Page

MyFirstPage

K Help Contents; First Page;

+ Introduction:001

This line contains the title of the help page. The title text is normally the same as in the “\$” footnote. See the “\$” footnote below.

Generally, links to other help pages are formatted as double or single underlined text followed by hidden text.


The “\$” footnote contains the title of the help page. It must be translated.

The “K” footnote contains keywords that will later appear in the Help Index to help users locate help pages. It must be translated.

7.2 Special Functions in Translator's Workbench for On-line Help Files

Translator's Workbench offers a series of functions that take account of the special formatting of on-line Help files. It's best to go through a detailed example to describe these special features.

The following step-by-step instructions tell you how Translator's Workbench would react when translating the above example. Simply apply the instructions to your own Help files. To translate the above example, you would follow these steps:

1. Open the RTF on-line Help file in Word. Make sure that Word is set to display hidden text (see “Before Starting: Some Background Information & Useful Settings” in the “Interface With Your Word Processor” chapter) and to normal view mode (from Word's **View** menu, choose **Normal**). Since there are footnotes on each Help page, we also highly recommend to save as much space as possible on your screen, removing Word's superfluous scroll and status bars (see “Special Tips and Tricks for Word” in the “Interface With Your Word Processor” chapter).
2. Make sure that Translator's Workbench is running and that Word's Workbench toolbar and menu are active.
3. Place the cursor before the “\$” footnote and click the  button ([Alt] + [Home]). Depending on which Word version you use, Translator's Workbench works differently, due to the different footnote handling (see “Footnotes: a Special Case” in the previous chapter):
 - In Word 6.0 and 7.0, Translator's Workbench opens Word's footnote pane, presenting you with blue and yellow source and target fields as usual. The cursor is blinking at the beginning of the target field in the footnote pane. Word also displays a source and target field in its main document window, showing the footnote reference symbol “\$”.

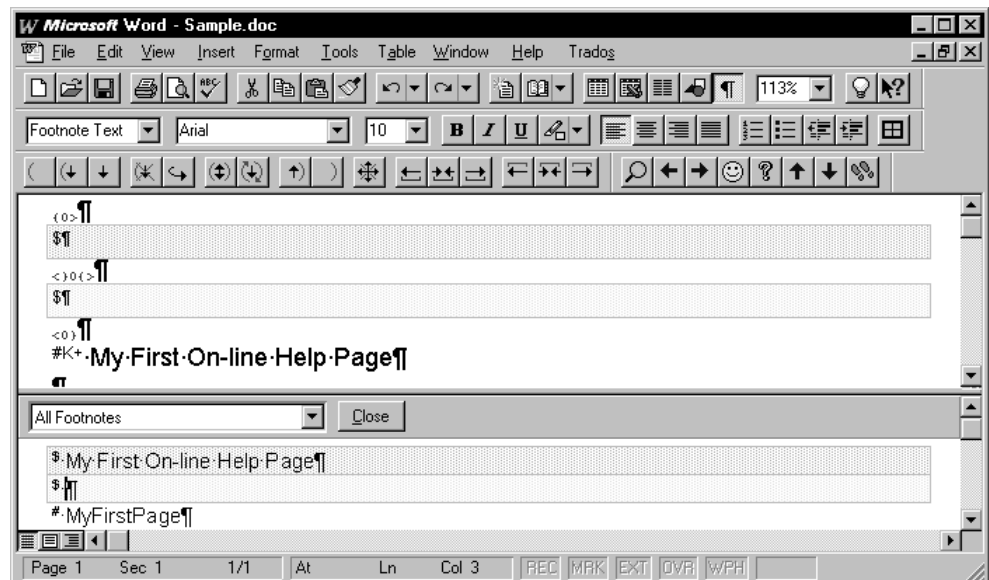


Figure 7-1: Word 95's Program Window after Opening a Footnote Segment in the Footnote Pane

- In Word 97, Translator's Workbench opens the temporary document TW4Win Footnote.doc, where it inserts the contents of the \$ footnote in the blue source field. The advantages of this way of handling footnotes are described in detail in the "Interface with Your Word Processor or TagEditor" chapter.

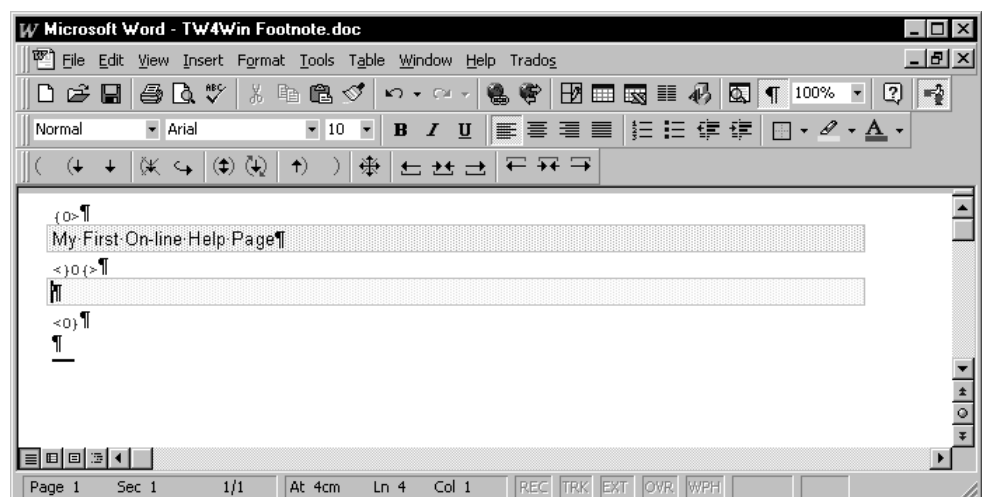



Figure 7-2: Word 97's Program Window after Opening a Footnote in the Temporary Document TW4Win Footnote.doc

4. Type the translation of the "\$" footnote into the target field, saying something like *Meine erste Online-Hilfeseite*. If you see only part of the footnote pane in Word 95 (for instance, only the target but not the source field), drag the separator bar between the document and footnote pane to enlarge the footnote window.
5. Confirm the translation as usual by clicking the  button. Translator's Workbench will now automatically skip the "#" footnote since it must be left untranslated. It will open the "K" footnote containing the keywords that will later appear in the Help index of the translated Help file. Again the cursor will be blinking at the beginning of the target field in the footnote pane (Word 95 and earlier) or the temporary document TW4Win Footnote.doc (Word 97 and later). As a translation, type something like *Inhalt der Hilfe; erste Seite*. Respect the syntax of keywords, that is, include semicolons and commas exactly as they appear in the source field. This is important for the correct functioning of first- and second-level keywords in the Help index. **Note:** Due to the multi-segment footnote handling in Word 97, it is

possible to handle keywords in RTF-based online Help files as separate segments within semicolon-delimited keyword (K) footnotes. See “New Footnote Handling and Keyword (K) Footnotes in RTF-Based Online Help Files” below for more information.

6. Again, confirm the translation. Translator's Workbench will again skip a “non-translatable” footnote (the “+” footnote indicating a browse sequence) and move on to the title. As you will notice, it will offer an “Exact Match” for the title itself, since it is the same as the “\$” footnote we have translated in steps 3 to 4. You can thus simply confirm the translation.
7. Translator's Workbench will now open the graphic reference *{bmc c:\help\sample.bmp}*. Since this part should be left untranslated, you can use the **Copy Source** button (📋, [Alt] + [Ins]) to transfer the text exactly as is to the target field. You can also leave this kind of “text” out of the translation process by turning it into a “placeable” element. See “Turning Graphic References Into Placeables” below.
8. Confirm the translation. Translator's Workbench will now move to the first “normal” sentence of the help page, viz. *This is normal text on the help page*. You can translate it without any special precaution, saying something like *Dies ist normaler Text auf der Hilfeseite*.
9. After confirming the translation, Translator's Workbench will open the first example with a jump link in it. The program treats jump and popup links as “placeables,” that is, non-translatable elements that you will want to place somewhere in the target sentence. As a result, it places a blue bracketed line under the jump ID:

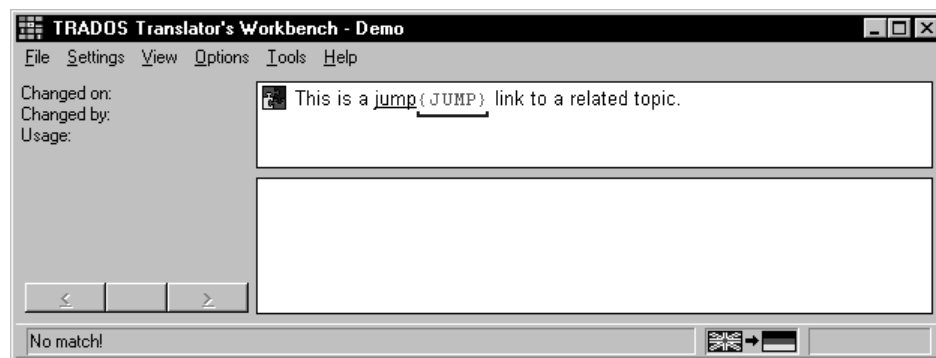


Figure 7-3: A Segment with a Jump

10. In our example, you would start translating, saying something like *Dies ist eine Hypertext (Jump)-Verknüpfung*. After that, you would apply the double underlined formatting of the word *jump* to the translation *Hypertext (Jump)-Verknüpfung*. It's easiest to use Word's quick-formatting capabilities to achieve this (use the button in Word's toolbar or the shortcuts [Shift] + [Ctrl] + [C] to copy the formatting of selected text and [Shift] + [Ctrl] + [V] to paste it to the target selection).
11. Now you are ready to place the actual jump ID into the target field. Place the cursor immediately after the double-underlined *Hypertext (Jump)-Verknüpfung*. You can now use the “Get Current Placeable” button (📌, shortcut [Alt] + [Ctrl] + [↓]) to copy the jump ID *MyJump* to the target field. If there are more than one jump or popup IDs, you can use the other two “Get Placeable” buttons to browse to the placeable you would like to insert. Note that Translator's Workbench inserts an extra blank into the target field after the jump ID. (To prevent Workbench from inserting the additional blank, refer to the “Internal Tags and Blanks” section in the “Translating Tagged Files With Translator's Workbench” chapter.) The jump label remains selected. To continue typing the translation, press the [→] key to get out of the selection, and press the [Backspace] to remove the extra blank, if desired. You can now continue translating, saying something like *mit einem verwandten Thema*. Your translation unit should now look something like this:

```
{0>¶
This is a jumpMyJump link to a related topic.¶
<)0{>¶
Dies ist eine Hypertext (Jump)-VerknüpfungMyJump mit einem verwandten Thema.¶
<0)¶
```

12. Note that Translator’s Workbench applies special character styles to popup and jump IDs, called “tw4winJump” and “tw4winPopup” respectively. These character styles might look different from the original jump and popup IDs of your help files. This does not affect the compilation process of the finished help file in any way.
13. You can now confirm the translation and continue with the next sentence. The translation of this sentence works exactly as for the previous one, except that this time, the placeable element is the popup ID text *MyPopup*, and the text that precedes it is single underlined.

This completes the round-up of special elements in Help files and Translator’s Workbench’s functionality in this respect. You have seen that the program ignores footnotes that should be left out of the translation process, and that jumps and popups are recognised as placeable elements. For exceptions and limitations, see the “Exceptions and Special Issues” section below.

7.3 Word 97 Footnote Handling and “K” Footnotes in RTF-Based Online Help Files

Due to the multi-segment footnote handling in Word 97, it’s possible to handle keywords in RTF-based online Help files as separate segments within semicolon-delimited keyword (K) footnotes. For this to work, you need to do two things:

- modify the existing Semicolon **Skip Rule** in your TM(s);
- add a new segmentation rule for the semicolon to the existing **End Rules**.

Follow these steps:

1. In Translator’s Workbench, open the TM in which you want to change the segmentation rules. Be sure to open it in exclusive access mode.
2. From the **File** menu, choose **Setup**. The **Setup** dialog opens.
3. Click the **Segmentation Rules** tab.
4. Let’s first change the existing Semicolon **Skip Rule**. Click the **Skip Rule** option to display the Semicolon rule.

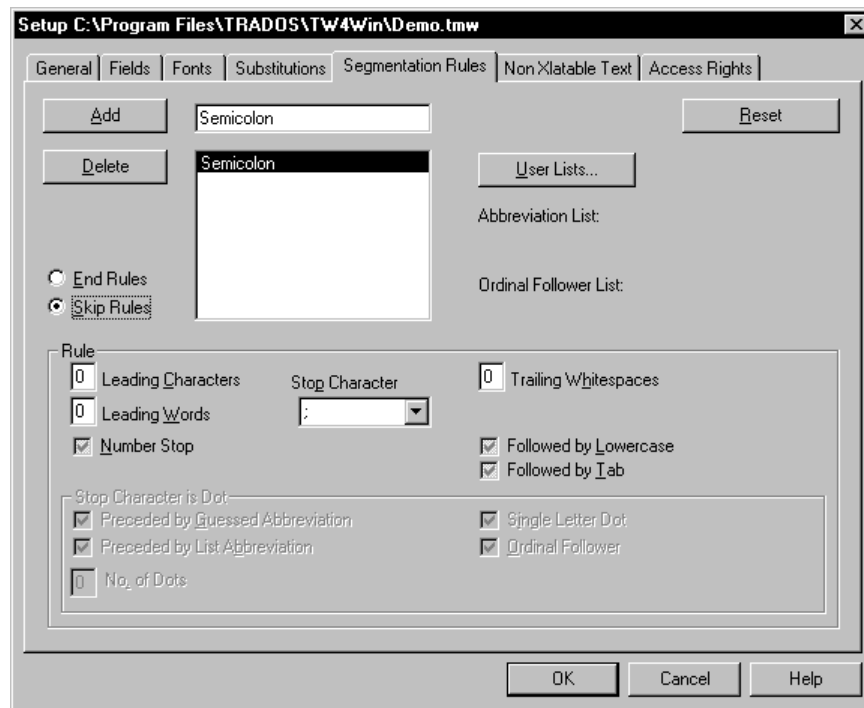


Figure 7-4: The Semicolon Skip Rule for the Demo TM

5. In the **Trailing Whitespaces** box, change the value to 1, as depicted below. From now on, Translator's Workbench will *only* interpret the semicolon as a skip character if it is followed by at least one space character.

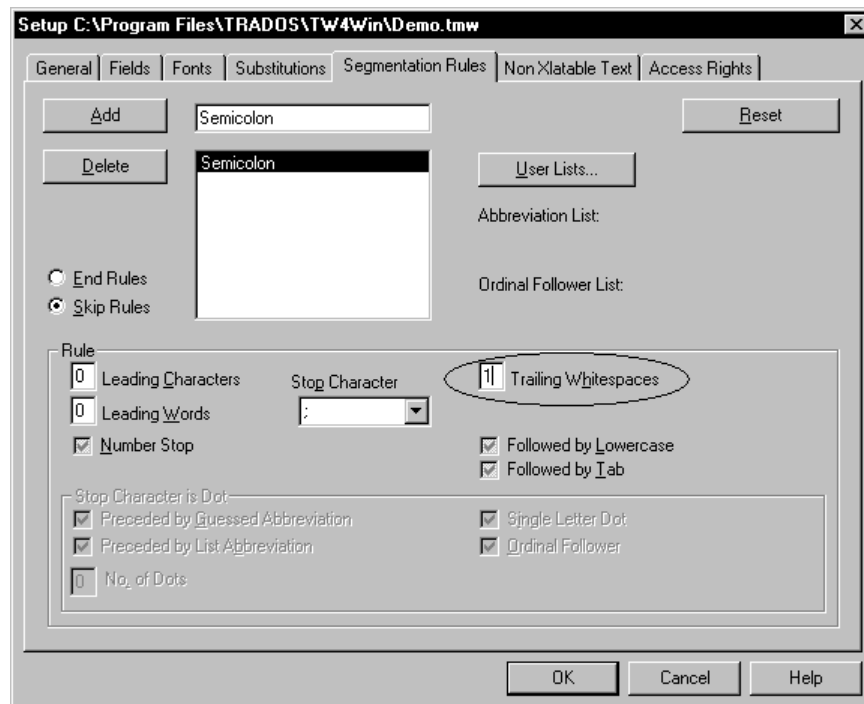


Figure 7-5: Changing the Semicolon Skip Rule

6. Click the **End Rules** option. Workbench now lists the set of **End Rules** that have been defined for the current TM.
7. Click the **Add** button to add a new rule to the existing ones. Provide a name, e.g. *Semicolon in Keyword FNs*.

8. From the **Stop Character** drop-down list, choose the semicolon (";").
9. In the **Trailing Whitespaces** box, change the value to 0. From now on, Translator's Workbench will *always* interpret the semicolon as a stop character if it is *not* followed by at least one space character. This is typically the case in Keyword footnotes of online Help files.
10. Make also sure to grey the options **Followed by Lowercase** and **Number Stop**. When finished, your new **Stop Rule** should look as depicted below:

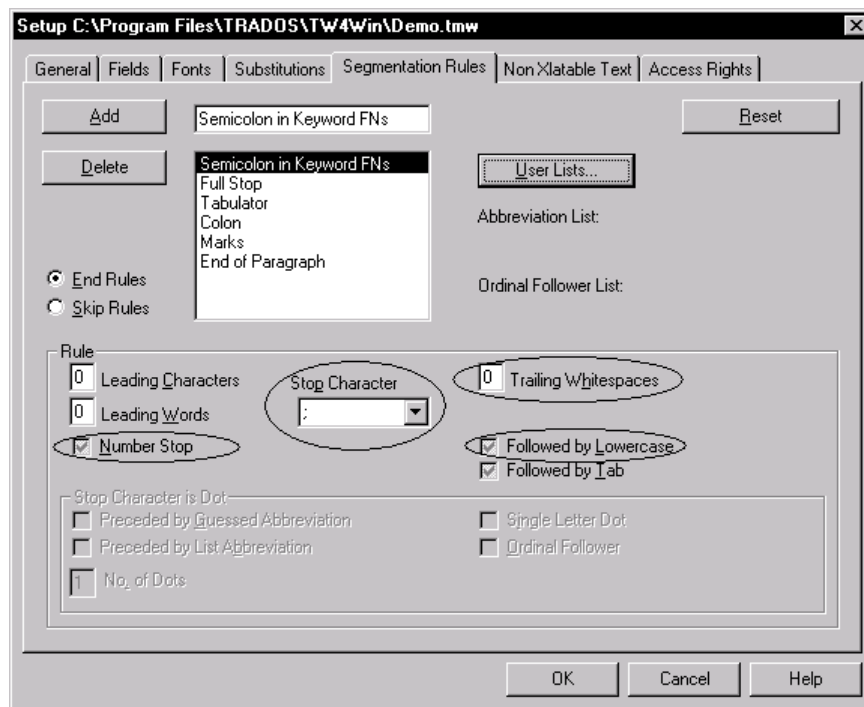


Figure 7-6: Defining a New Semicolon Stop Rule

11. Click **OK** to confirm your two new rules. From now on, whenever a semicolon is followed by a space, Translator's Workbench will continue reading until the next stop character (same behaviour as in previous versions).

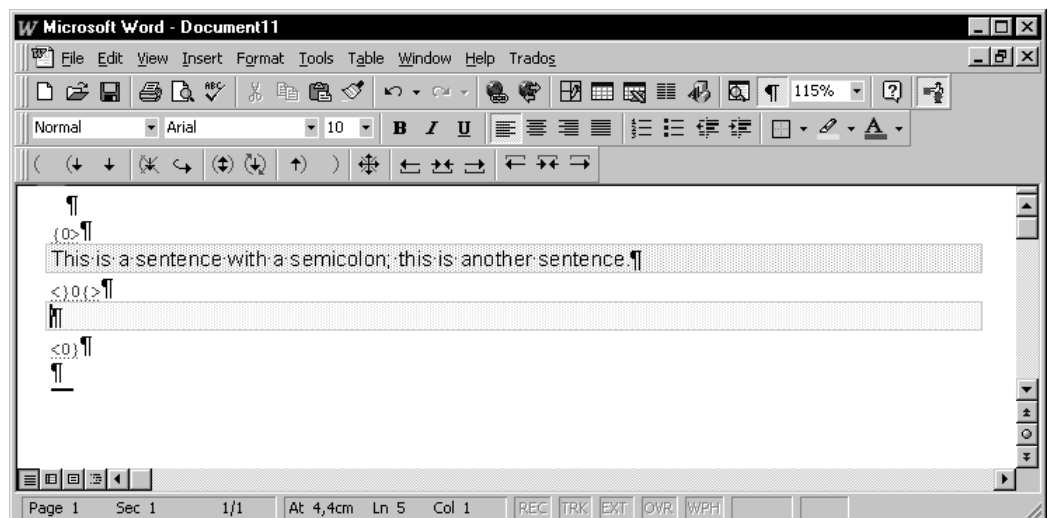


Figure 7-7: Normal Segmentation in Sentences with Semicolons

12. However, when it is *not* followed by a space, as is the case in Keyword footnotes, Translator's Workbench will treat the text within the semicolons as single segments:

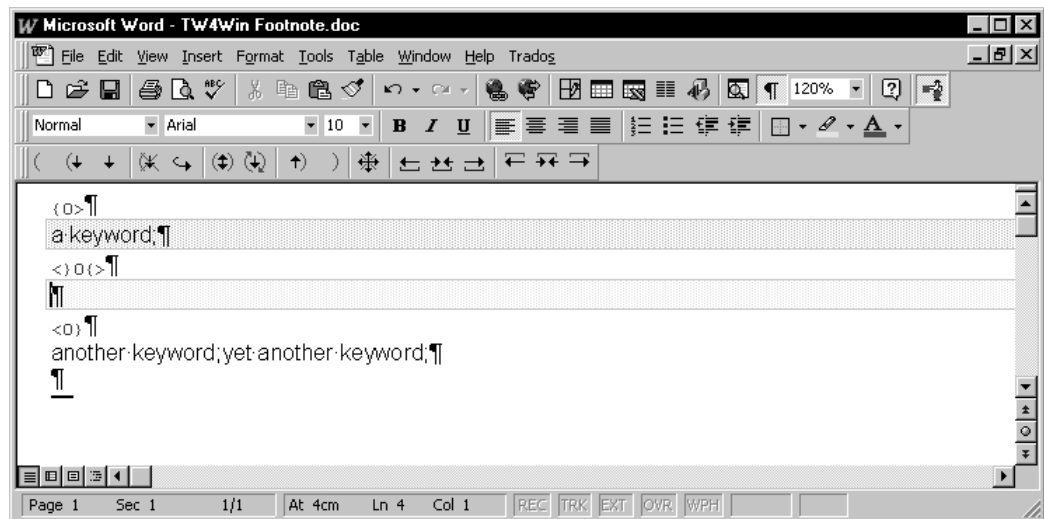


Figure 7-8: Segmentation in a Keyword Footnote

13. Define the same rule settings for all TMs whose semicolon **Skip** and **End Rules** you want to modify to handle keyword footnotes.

7.4 After Translating...

After you have finished the translation of an on-line Help file, follow these steps:

1. Edit the translation as necessary, using your preferred method (interactive editing with Translator's Workbench in the background, editing without Translator's Workbench and subsequent update of the Translation Memory with the Clean Up tool).
2. Clean the files of the source text and update the Translation Memory if necessary, using the Clean Up function described in the "Cleaning up Translated Documents" chapter.
3. Translate other bits and pieces that belong to the help project (for instance, translatable parts of the Help project (*.HPJ) file).
4. Compile the translated help file, using the Help compiler or the Help tool that you normally work with.

7.5 Exceptions and Special Issues

7.5.1 Non-Standard Help Files

Footnote Issues

The functionality described above is fully available if the Help file is written according to general Help standards. In some cases, however, Help authors format their files differently. For instance, the "K" or other footnotes are sometimes located **after** the title, or there might be other footnotes than the ones described above.

If the "K" or any other footnote is located after the title, you can treat it as a subsegment. See "Footnotes: A Special Case" in the "Case 5: Handling Index Entries, Footnotes, Table of Contents Entries, and the like" section in the previous chapter.

If the file contains other footnotes than the ones mentioned above, Workbench might treat them as normal footnotes, thus including them in the translation process. If this is the case and the footnote should be left untranslated, it's always best to use the "Copy Source" button (↵, [Alt] + [Ins]) to transfer the source text exactly as is to the target field. Thus you make sure that the footnote text will be left unchanged in the target-language version of the Help file.

Also make sure that footnotes are always formatted properly, that is, using Word's built-in "Footnote Reference" character style. Otherwise Translator's Workbench may not be able to recognise footnotes as such, which leads to undesired behaviour when opening segments containing footnotes.

Link Issues (Jumps and Popups)

If jumps/popups and jump/popup IDs are formatted with character styles, Translator's Workbench does not automatically recognise them as "placeables." However, you can compile a list of character style names for jump/popup IDs and add them to the list of "non-translatable text" names in the Translation Memory Setup. As a result, Translator's Workbench will treat the IDs as placeables. See "Excluding Text Parts From the Translation Process Using Character Styles" in the "Interface With Your Word Processor" chapter.

7.5.2 Translating On-line Help Files Authored in RoboHelp

The most widely used on-line Help authoring system these days is certainly RoboHelp® by BlueSky® Software. Translator's Workbench works especially well with RoboHelp files since they are always authored in Word and not some help editor that produces non-standard RTF. The only thing you should keep in mind is that you should *de-attach* the RoboHelp template Robohelp.dot during translation with Translator's Workbench and use Normal.dot (or some other template of your choice) instead. Among other things, de-attaching is necessary due to clashing keyboard shortcuts and other irregularities between Robohelp.dot and the Translator's Workbench template TW4Win(97).dot. Once you are ready with the translation and want to compile the translated Help file, simply *re-attach* Robohelp.dot. De-attaching and re-attaching the RoboHelp template does *not* impede the functionality of the Help file in any way. You attach templates via the **Templates and Add-ins** command in Word.

7.5.3 Turning Graphic References Into "Placeables"

It is possible to exclude graphic references, such as the `{bmc c:\help\sample.bmp}` in our above example, from the translation process by applying a special character style called "tw4winInternal" to it. Text formatted with this character style is recognised by Translator's Workbench as being a "non-translatable" element that is then treated as a placeable during the translation process.

To create this character style, follow these steps:

1. In Word, from the **Format** menu, choose **Style**. The **Style** dialog appears.

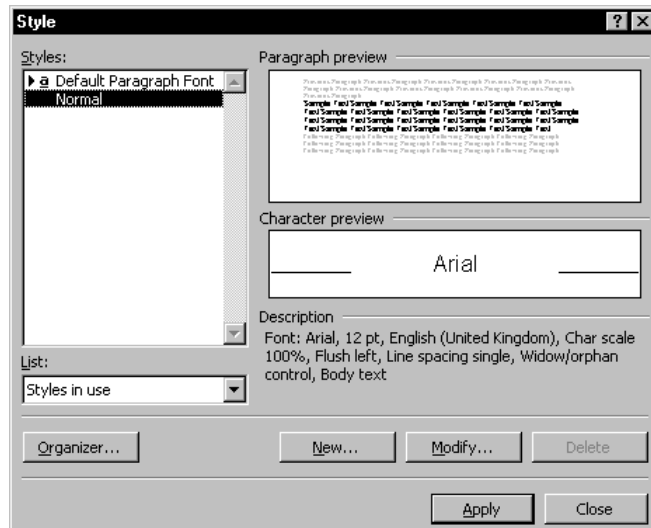


Figure 7-9: The Style Dialog in Word (here, Word 97)

2. Click **New...** The **New Style** dialog appears.
3. In the **Style Name** text box, type "tw4winInternal" (exactly as shown).
4. From the **Style Type** drop-down list, choose **Character**.
5. Click the **Format...** drop-down button and choose **Font...** The **Font** dialog appears.
6. Assign font attributes according to your choice, for example Courier New font, bold, red colour, then click **OK** twice to confirm. You are returned to the **Style** dialog which should now look like this:

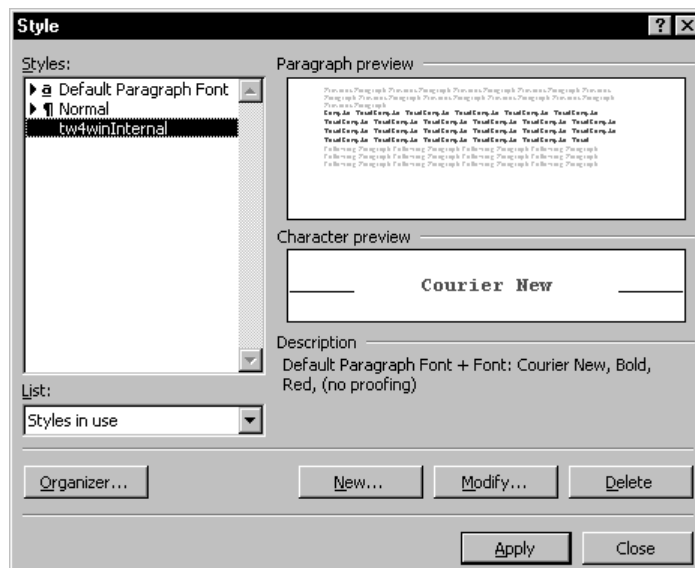


Figure 7-10: Defining the Character Style tw4winInternal

7. Click **Close** to dismiss the **Style** dialog.

To apply the character style "tw4winInternal" to any text enclosed in curly braces, you can now use Word's **Replace** function. Follow these steps:

1. Move the cursor to the beginning of the document to replace all occurrences of the desired search criterion.
2. From Word's **Edit** menu, choose **Replace** ([Ctrl] + [H]). The **Replace** dialog appears.

3. In Word 97, click **More** to display the entire **Replace** dialog. This is not necessary in earlier Word versions.

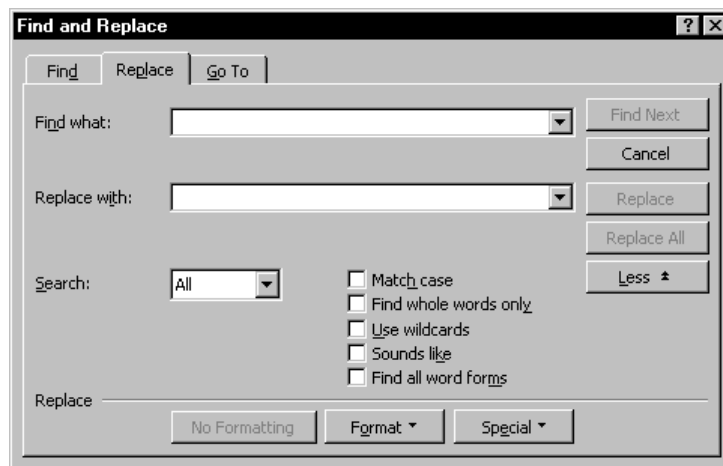


Figure 7-11: The Find and Replace Dialog (here, Word 97)

4. In the **Find What** input box, type “\{bm*\}”. Activate the **Use wildcards** check box (in Word 7.0 and earlier, this option is referred to as **Use Pattern Matching**). The “\{bm*\}” search criterion means “the string bm followed by any text, all enclosed in curly braces.” For more information on pattern matching and advanced searching, see Word’s extensive on-line Help (it’s easier to find the information in Word 6.0, but it’s also included in version 7.0 and 97—look for “search criteria” or “searching criteria” in the Help Index).
5. In the **Replace With** box, type “^&”. This means that Word will replace the **Find What** with, indeed, the **Find What** text, that is, the graphic reference text will remain exactly as is.
6. Remain in the **Replace With** box, and click the **Format** drop-down button. From the drop-down list that opens, choose **Style...** The **Replace Style** dialog appears.

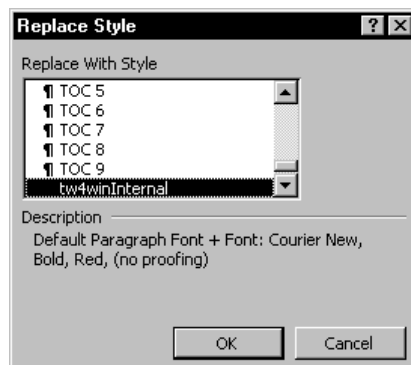


Figure 7-12: The Replace Style Dialog

7. From the **Replace With Style** list, choose **tw4winInternal**, and click **OK** to confirm. The **Replace** dialog should now look as follows:

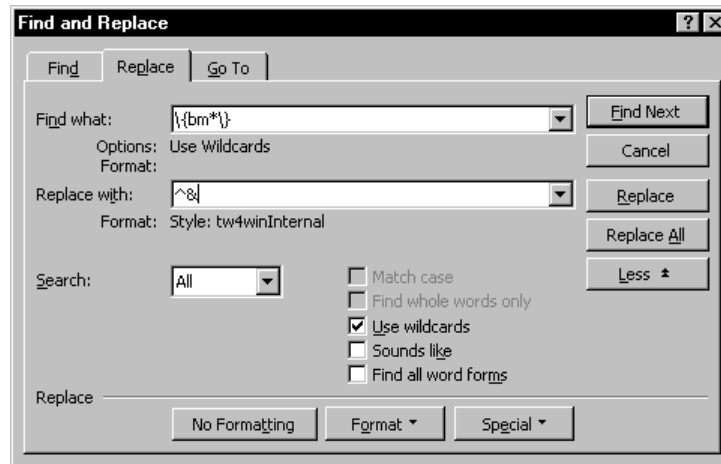


Figure 7-13: Using Word's Replace Function to Apply the Character Style "tw4winInternal" (here, Word 97)

8. Click the Replace option of your choice (**Find Next/Replace** or **Replace All**). Word will now apply the **tw4winInternal** character style to all graphic references. If your on-line Help file contains other elements that match the above search criterion, they will of course also get the **tw4winInternal** style, which you might want to avoid. In this case, make the **Find What** text more specific. In our example, the search criterion could also have been "{bmc*}". It's best to test this out on your specific Help files to avoid unpredictable replacements.
9. During translation of the Help file, Translator's Workbench will ignore segments solely consisting of graphic references. If the graphic reference occurs inside a segment, the program will treat it as a "placeable."

8. Translating Tagged Files with Translator's Workbench and TagEditor

This chapter contains information on how to translate tagged documents (e.g. SGML/HTML, FrameMaker, Interleaf, Ventura, PageMaker, QuarkXPress, RC, Bookmaster) with Translator's Workbench and TagEditor, the new companion of Translator's Workbench for translating tagged file formats.

8.1 What Is a Tagged Format?

Tagged file formats play an increasingly important role in document authoring and translation. For example, tags are used to define the structure and layout of Internet pages (HTML). The "big brother" of HTML, the Standardised General Markup Language (SGML), is also more and more frequently used for the structuring of complex documentation.

Besides these standardised markup languages, DTP packages such as FrameMaker, Interleaf, PageMaker, Ventura etc. produce exchange formats that allow further processing by third-party applications such as Translator's Workbench and TagEditor. However, these formats are often not very translation-friendly and difficult to handle. That's why [®]TRADOS offers special applications that convert these formats into a Translator's Workbench-compatible, tagged format that is easy to translate. In this documentation, all types of tagged Translator's Workbench-compatible formats are referred to as "Workbench RTF." Workbench RTF documents are files that comply with the Translator's Workbench standard for tagged RTF. They typically contain tags marked up with the `tw4winExternal` and `tw4winInternal` tag styles.

Note

Workbench RTF files can be translated using either TRADOS TagEditor or Microsoft Word. We recommend using TagEditor since it features many specialised functions for tagged formats (tag protection and verification, among many others).

8.2 Processing Tagged Files with Translator's Workbench and TagEditor

In this section, we describe the workflow for the various tagged formats that Translator's Workbench and TagEditor support from preparation via translation to cleanup and further processing.

8.2.1 List of Tagged File Formats Supported by Translator's Workbench and TagEditor

Currently, Translator's Workbench and TagEditor support the following tagged file formats:

- SGML/HTML (no special filter or conversion tool required)
- FrameMaker, FrameMaker + SGML, FrameBuilder (all via The S-Tagger 2.0 for FrameMaker). For more information on The S-Tagger 2.0 for FrameMaker, visit us on the Web at <http://www.trados.com/stagger>.
- Interleaf ASCII (through The S-Tagger 2.0 for Interleaf). For more information on The S-Tagger 2.0 for Interleaf, visit us on the Web at <http://www.trados.com/stagger>.
- Ventura Publisher, PageMaker, QuarkXPress (all through the ITP Filter Pack). For more information on the ITP Filter Pack, visit us on the Web at http://www.trados.com/filters/fi_pack.htm. At the time of writing, TRADOS was developing a tool to further optimise the translation of PageMaker files. Be sure to visit us at our Web site for details.
- Windows Resource (RC) Files, Bookmaster DCF, and Troff (all via special preparation macros included in the TW4Win.dot and TW4Win97.dot template for Word)

Depending on the type of tagged documents, the translation workflows differ slightly. For more information, be sure to read the following sections.

8.2.2 Preparing TagEditor for Handling HTML and SGML Files

For HTML, no special preparation is necessary. TagEditor ships with a file named HTML4.INI which contains all settings necessary for correctly processing HTML files that are based on the HTML 4.0 DTD. Of course, you can adapt these settings to your requirements. To achieve this, you use TagEditor's **DTD Settings Wizard**, described in detail below.

If you want to translate SGML documents, some preparatory steps are required. Among other things, you will want to specify on which document type definition (DTD) they are based, how to handle SGML elements such as tags, character entities, and so on.

What is a DTD?

The structure for an SGML document is stored in an ASCII file separate from the text of the document. This file is called the **document type definition** (DTD). The DTD defines the structure, elements, and conventions to which a document must conform. The DTD serves as the "rule" book for creating an SGML document. While everyone can develop their own DTD, many standard DTDs have been designed, such as ISO 12083, which includes book, article, and serial DTDs. Other standard DTDs have been written for a number of specific types of publications.

Among other things, TagEditor scans DTDs to get hold of all external (=structural) and internal (=formatting etc.) tags. The most prominent example of a DTD is the HTML 4.0 DTD. All HTML 4.0 documents are based on this DTD.

To prepare TagEditor for handling all kinds of SGML files, you use TagEditor's DTD Settings Wizard. It's best to show this wizard with the help of an example. In this example, let's presume that the following files exist on your system:

- the DTD (in our example, we will use a DTD that defines the rules for writing letters in SGML)
- a set of representative SGML files that make use of this DTD (in our example, letters written in SGML)

In your context, you would also need to meet both these requirements, otherwise it will be very difficult to successfully adapt TagEditor for handling your SGML documents correctly.

In our example, we follow the steps below. We suggest that you try the functions with your DTD and SGML files as you read this section.

1. From the **Tools** menu in TagEditor, choose **DTD Settings**. This opens the **DTD Settings** dialog.

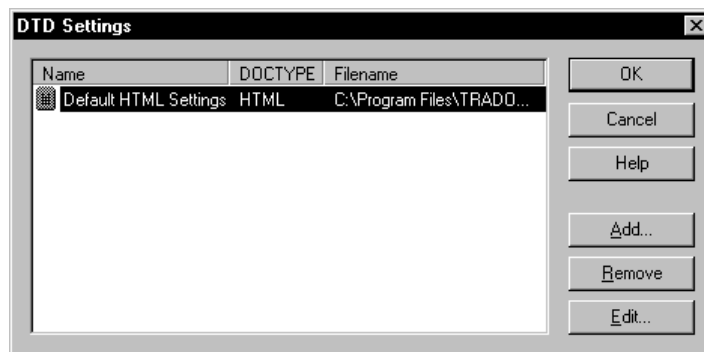


Figure 8-1: The DTD Settings Dialog

2. You use the **DTD Settings** dialog to manage the settings list for DTDs. You can perform the following tasks:
 - define new settings for DTDs to be added to the list;
 - edit existing DTD settings (for instance, the default HTML settings shipped with TagEditor);
 - remove existing DTD settings from the list.

In our example, we want to add a new DTD and define settings for it. To achieve this, click the **Add** button. This opens the **New DTD Settings** dialog.

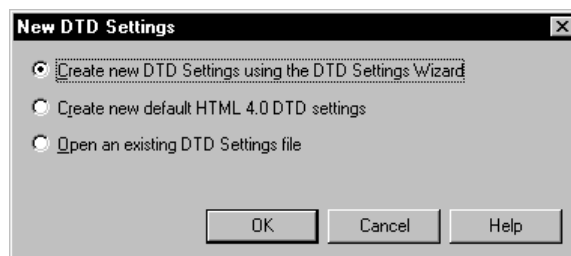


Figure 8-2: The New DTD Settings Dialog

3. You use this dialog to perform one of the following tasks:
 - create new DTD settings using the DTD Settings Wizard;
 - create new default settings for HTML (for instance after changing them and finding out that after the changes the HTML processing doesn't work correctly anymore);
 - open an existing settings file which may reside on your network or have been given to you by a colleague.

In our example, we want to create new DTD settings from scratch. So we can confirm the first option by clicking on **OK**. As was to be expected, this opens the DTD Settings Wizard.

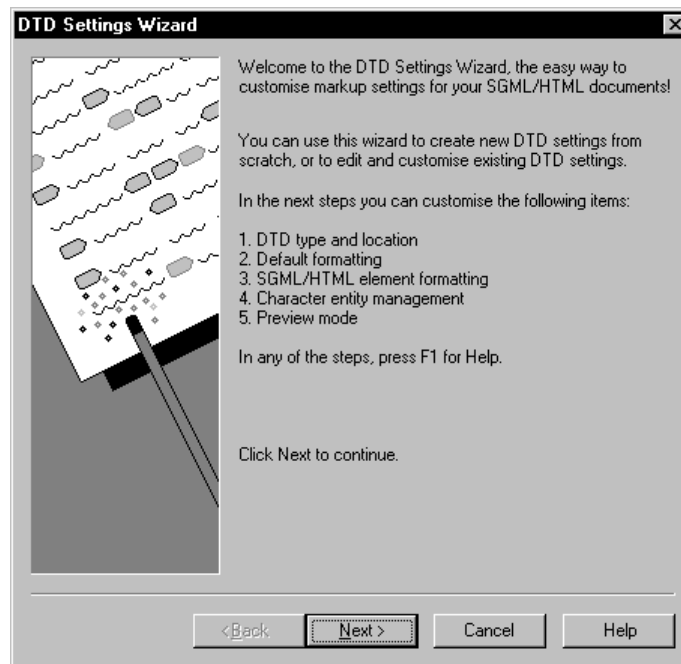


Figure 8-3: The DTD Settings Wizard

4. Take a moment to read the introductory text which sums up the steps of the wizard. After that, click **Next**. This opens “Step 1: Document Type Definition” which lets you specify general DTD settings such as DTD filename etc.

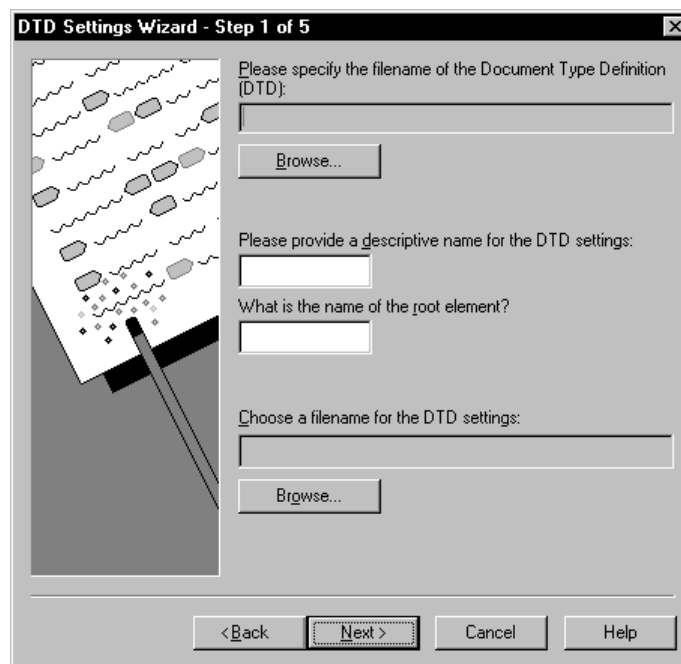


Figure 8-4: DTD Settings Wizard (Step 1): Document Type Definition

5. In this dialog, follow these steps:
 - Specify the filename of the DTD you want to use. Click the **Browse** button to locate it on your system. You may have to get in touch with the originator of the SGML files to get hold of the DTD. In our example, we assume the DTD is called `Letter.dtd`.
 - Provide a descriptive name for the DTD settings you are going to define. Note that this is not a filename or whatever, just a “friendly” name that describes the DTD settings.

For instance, you could provide such a name as *My DTD Settings* or, in our example, *Letter DTD*.

- If you know the name of the root element, type it into the corresponding input box (optional). For instance, for HTML documents, the name of the root element (often also referred to as DOCTYPE) is "HTML". If you do not know the name of the root element, TagEditor will attempt to identify it for you once you click **Next**. You may also want to get in touch with the originator of the DTD to get hold of the name of the root element. In our example, we assume the root element is *Letter*. Very often, the name of the DTD is the same as the name of the root element, but this is not necessarily the case.
- Specify a filename for the DTD settings you are going to define in the next steps of the wizard. Use the **Browse** button to open the standard Windows file dialog. Here you can provide the name and location for the file in which TagEditor should save the DTD settings. By default, it is recommended to take the same file name as the DTD with an .ini extension. In our example, since the DTD is called, *Letter.dtd*, we would call the INI file *Letter.ini*.

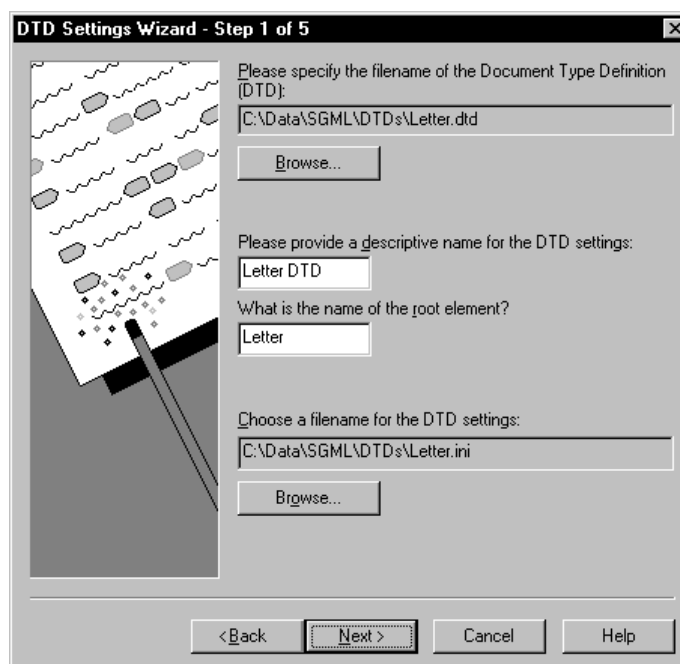


Figure 8-5: DTD Settings Wizard (Step 1): Specifying Basic DTD Settings

Once you're done with these basic settings, click **Next**. TagEditor will now open the DTD specified above in the background and allow you to proceed with the DTD Settings Wizard.

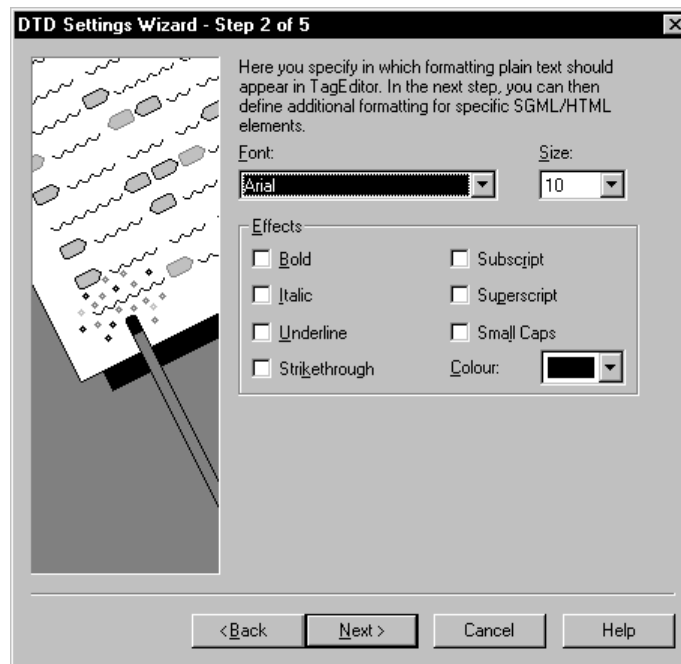


Figure 8-6: DTD Settings Wizard (Step 2): Default Formatting

6. In this step, you specify how plain text should appear in the TagEditor window. The default is Arial, 10 point, no effects, black colour. Make any changes as required. For more information, see the TagEditor on-line Help. Once finished, click **Next** to proceed with the DTD Settings Wizard.

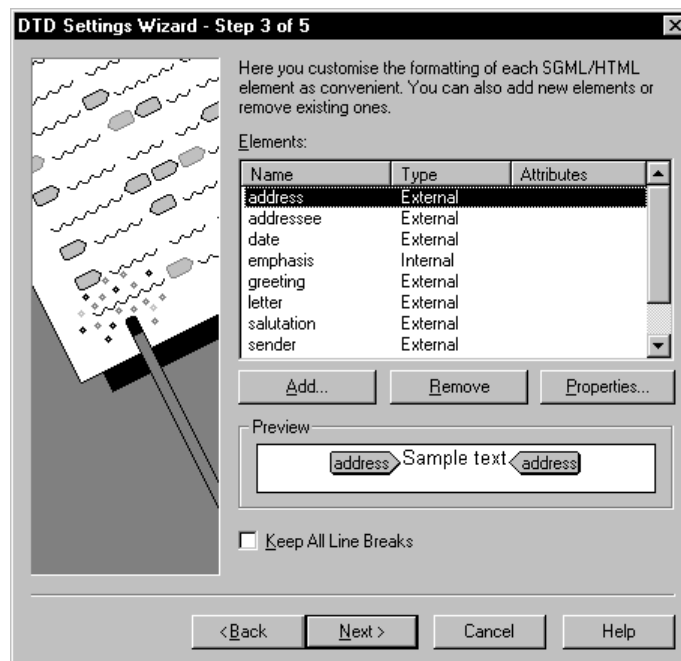


Figure 8-7: DTD Settings Wizard (Step 3): Element Properties

7. The **Element Properties** step is the central step in the DTD Settings Wizard. You use this step to perform one or more of the following tasks:
 - classify the tags contained in the currently used document type definition (DTD) as external, internal, or non-translatable
 - define translatable attributes within tags (for example, the ALT attribute within the IMG tag in HTML)

- assign special formatting to text between specific tags (for example, headings or emphasised text)
- add or remove tags from the list of elements
- specify whether all line breaks should be kept in all files to be translated with TagEditor

For more information on this step, press [F1] in TagEditor. This will give you an overview of what you can achieve here. Another good idea is to look at the default HTML settings to see what tag formatting and classification the developers at **TRADOS** have defined for HTML.

In our example, we want to show you how to map formatting to tags, since this is highly recommendable for more ergonomic and user-friendly translation.

8. As you can see in the above screen shot, there's one internal tag in our DTD called *Emphasis*. This would be a typical example of an internal tag for which you may want to define formatting. (Another example would be heading tags that are almost always present in a DTD; e.g. <H1>, <H2> etc. in HTML.) In our example, let's define that any text between *Emphasis* tags should be formatted in bold. Follow these steps:
9. In the **Elements** list, select the *Emphasis* tag, and click **Properties**. This opens the **Element Properties** dialog for the *Emphasis* tag.

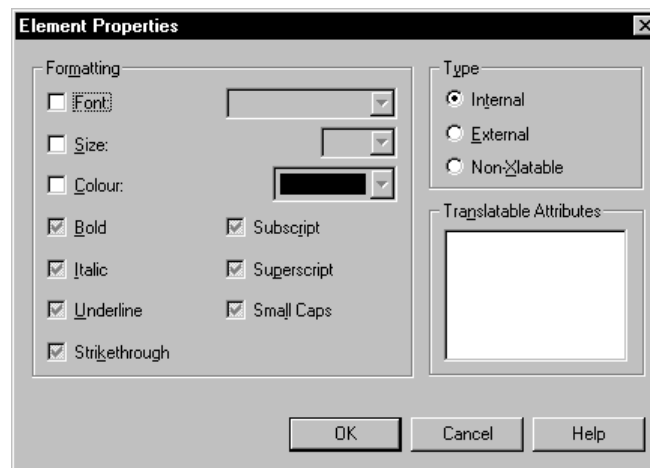


Figure 8-8: The Element Properties Dialog

10. In this dialog, click the **Bold** option, and confirm with **OK**. You are returned to the **Element Properties** step of the DTD wizard, where the text formatting has been changed according to your specifications. You can see what the tag will look like in TagEditor in the **Preview** box. Repeat this procedure for each tag whose formatting properties you wish to change.

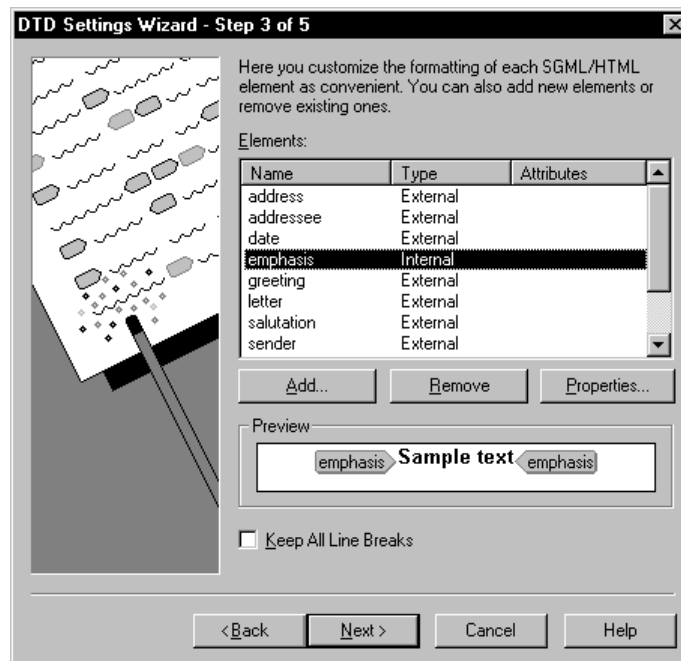


Figure 8-9: Mapping Tags to Formatting

11. After customising the properties of each SGML element, click **Next** to proceed with the DTD Settings Wizard.

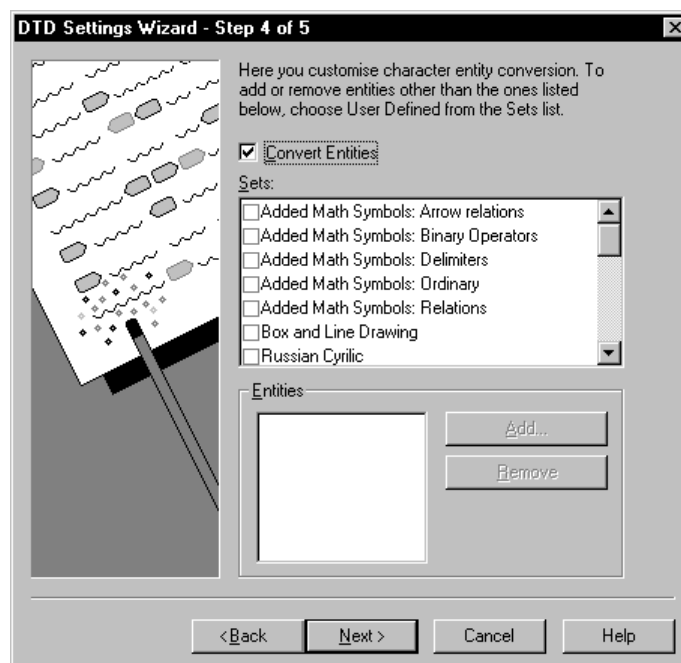


Figure 8-10: DTD Settings Wizard (Step 4): Entity Conversion Management

12. You use this step to specify which SGML/HTML character entities should be converted to “real” characters and which should be left untouched. TagEditor formats unconverted entities as internal tags, using the SGML markup with the ampersand and semicolon delimiters. For example, the entity “>” (Greater Than symbol) is displayed as > in TagEditor. It is recommended not to make big changes to the default settings for character entity conversion. The default setting makes sure that all character entities are handled properly by TagEditor: All entities that have Windows character equivalents will be converted, all others will be left as is and treated as internal tags. If you want to adapt the default setting to your needs, please proceed with great care. Generally, this should only be

done by SGML/HTML experts. For more information on this step, press [F1] in TagEditor. This will give you an overview of what you can achieve here. After customising character entity conversion, click **Next** to proceed with the last step of the DTD Settings Wizard: preview mode settings.

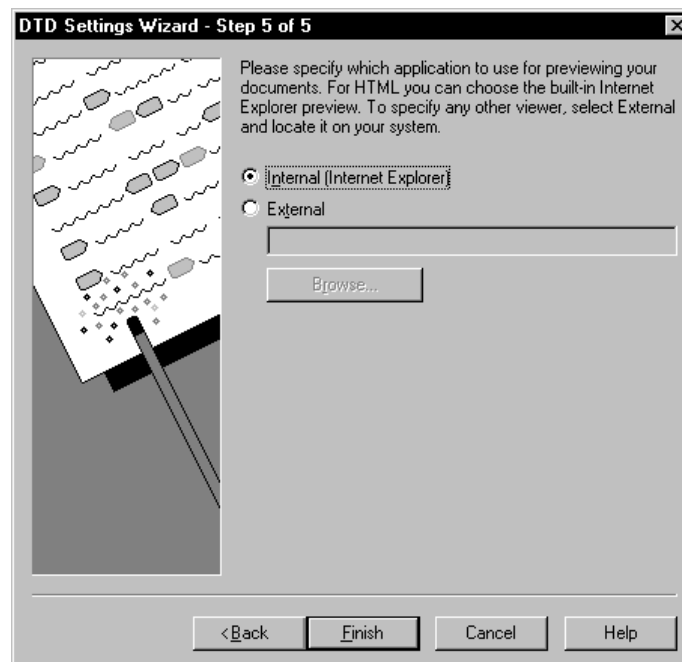


Figure 8-11: DTD Settings Wizard (Step 5): Preview Mode Settings

13. Use this step to specify which application you want to use to preview files you translate in TagEditor. By default, Internet Explorer 4 (IE 4) is used as internal browser (or viewer). “Internal” means that TagEditor does not have to launch IE in an external window; instead, it opens a special window *within* the main TagEditor application window. You may want to use another application for previewing files. For instance, if you prefer the Netscape browser suite to Internet Explorer for viewing HTML files, you can specify Netscape Navigator as external viewer. In the case of SGML files, as in our example, you will of course also want to use a different external viewer. To achieve this, click the **External** radio button, and use the **Browse** button to locate the desired application on your system.

From now on, as soon as you click the **Preview** tab, TagEditor will launch the external application you specified. In addition, a message (“In external preview mode”) will appear in the TagEditor application window. Some more notes on the preview mode settings:

- For viewing HTML files, we strongly recommend using a recent browser, for instance the built-in Internet Explorer 4.x or Netscape Communicator/Navigator 4.x. Older browsers may not be fully supported.
- For viewing SGML files, use any current SGML browser, such as MultiDoc Pro from Citec.
- Before returning from the external application to TagEditor, we recommend you close the file in the external application (or the application itself) to avoid potential conflicts with the open file in TagEditor.
- Since TagEditor only sends a temporary file to the external application, do not modify it outside TagEditor. Instead, if you want to make changes to the file, do them within TagEditor itself. Otherwise changes will be lost.
- When you return from the external application, the external preview mode will still be active in TagEditor. To continue translating or otherwise editing the file in TagEditor, switch back to **Edit**, **Source**, or **Target** view.

14. This completes our round-up of the DTD Settings Wizard. When you are satisfied with the settings in the last step, click the **Finish** button. You are returned to the **DTD Settings** dialog, where the new DTD setting is now displayed, along with the DOCTYPE (root element) and file name:

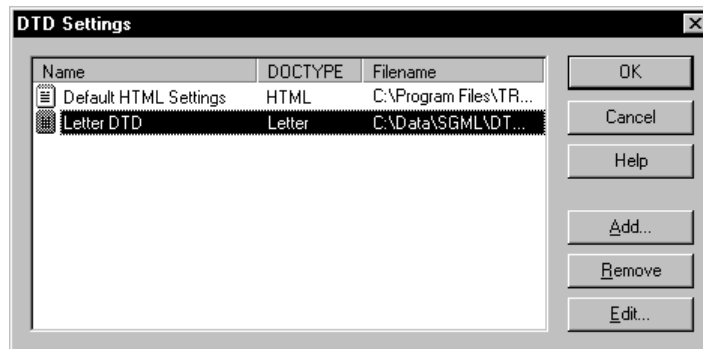


Figure 8-12: Our Letter DTD Settings Have Been Added to the List

15. You could now add further settings to the list, or edit existing settings. For instance, you could edit all settings, except “Step 1: Basic DTD Settings”, of the DTD you have just added to the list.

After defining all DTD settings as desired, an SGML file based on the *Letter DTD* would typically look like this (we have added a few more formatting mappings):

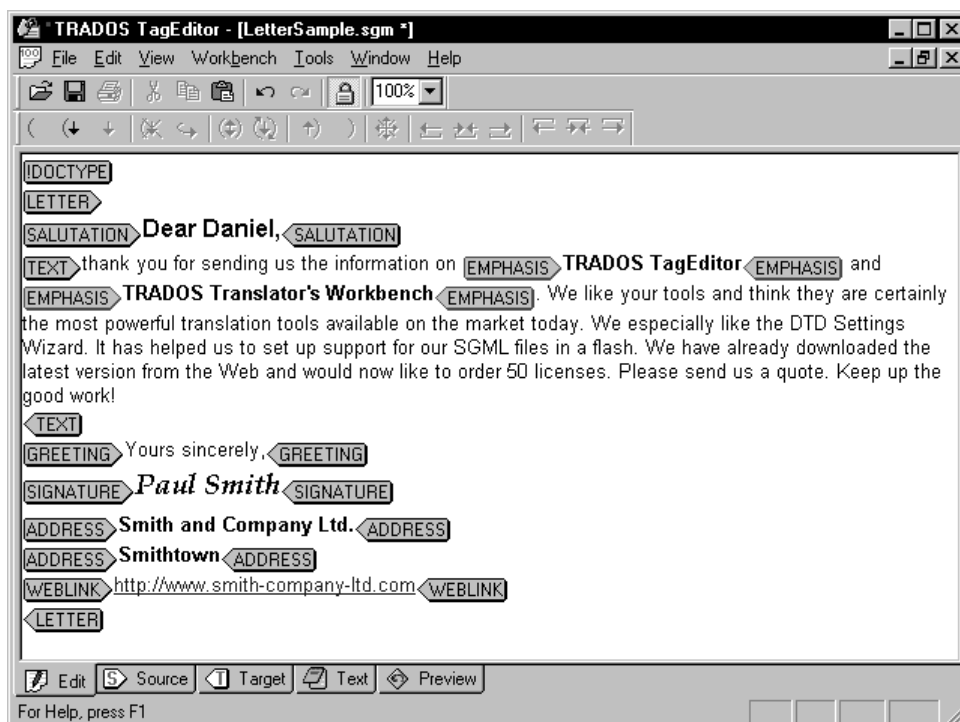


Figure 8-13: Opening an SGML File Based on the Letter DTD

You are now ready to translate this type of SGML files using Translator's Workbench. How you go about this is described in the “Translating Tagged Files” section below.

Note

With the DTD Settings Wizard, the developers at [®]TRADOS have made setting up SGML support as easy as possible. Still, if you would like further help with adapting your DTDs for translation with TagEditor, do not hesitate to contact your local [®]TRADOS office for consultancy services in this area.

8.2.3 Preparing Other Tagged File Formats for Translation in TagEditor

In this section, you will learn how to prepare the other tagged formats for translation with Translator's Workbench and TagEditor.

FrameMaker & Interleaf

To prepare FrameMaker, FrameMaker + SGML, FrameBuilder, and Interleaf documents, it's best to use TRADOS' conversion solutions for these DTP packages, The S-Tagger 2.0 for FrameMaker and/or The S-Tagger 2.0 for Interleaf. For more information on The S-Tagger 2.0, visit us on the Web at <http://www.trados.com/stagger>.

Ventura Publisher, PageMaker, QuarkXPress

To prepare all of these tagged formats, it's best to use the ITP Filter Pack. For more information on this free application, visit us on the Web at http://www.trados.com/filters/fi_pack.htm. At the time of writing, [®]TRADOS is developing a tool to further optimise the translation of PageMaker files. Be sure to visit us at our Web site for details.

Windows Resource (RC) Files, Bookmaster DCF, Troff

To prepare these formats, you can use special Word preparation macros included in the TW4Win.dot and TW4Win97.dot templates shipped with Translator's Workbench. Follow these steps:

1. In Word, activate the document template TW4Win.dot (Word 6.0/7.0) or TW4Win97.dot as explained in the Installation chapter in the "Preparing Your Word Processor" section.
2. If you have not already done so, de-activate the AutoCorrect option **Change Straight Quotes To Smart Quotes**. This is achieved differently depending on the Word version you use:
 - In Word 6.0, select the **AutoCorrect** command from the **Tools** menu, and uncheck the above-mentioned option.
 - In Word 7.0, select the **Options...** command from the **Tools** menu. In the **Options** dialog that follows, select the **AutoFormat** tab, and uncheck the **Straight Quotes With Smart Quotes** option in the **Replace as You Type** section.
 - In Word 97, select the **AutoCorrect** command from the **Tools** menu, click the **AutoFormat** tab, and uncheck the **Straight Quotes With Smart Quotes** option in the **Replace** section.

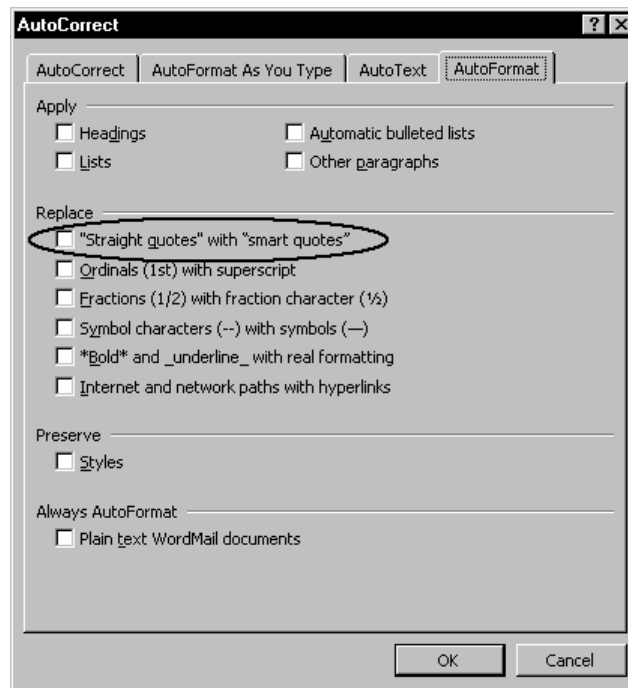


Figure 8-14: The Replace Straight Quotes with Smart Quotes Option

3. Select the **Open** command from Word's **File** menu to open the tagged text files.
 - In Word 6.0, make sure to check the **Confirm Conversion** option box in the **Open** dialog.
 - In Word 7.0 and Word 97, if you have not already done so, activate the **Confirm Conversion at Open** option. You achieve this by selecting the **Options...** command from the **Tools** menu. In the **Options** dialog that follows, select the **General** tab, and check the **Confirm Conversion at Open** option.

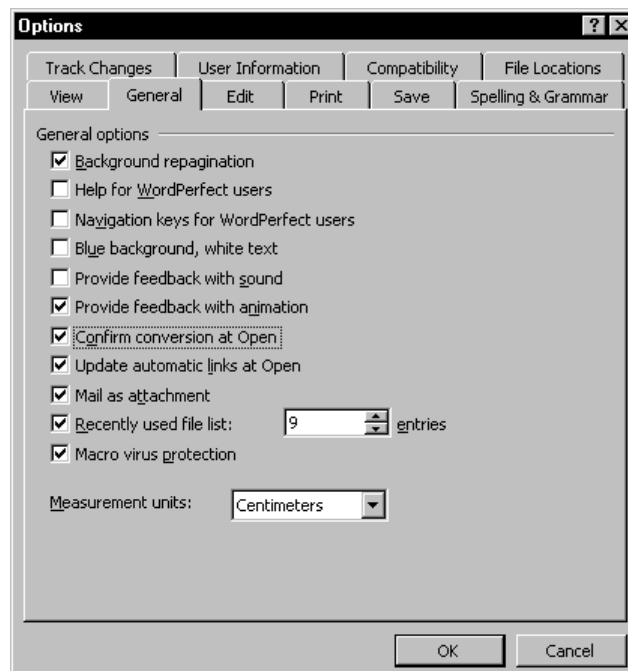


Figure 8-15: The Confirm Conversion at Open Option (here, Word 97)








4. After a small moment, Word suggests converting the selected file from "Text Only." Accept this setting if the text is in ANSI; choose "MS-DOS Text", however, if it is in ASCII. In both cases, click **OK** to confirm your choice.

5. Word now opens the tagged ASCII/ANSI document. **It is now very important that you save the documents immediately as "real" Word documents (*.doc extension by default).** To achieve this, select the **Save As...** command from Word's **File** menu. In the **Save As** dialog that follows, from the **Save as Type** drop-down list, choose **Word document**. Assign a file name of your choice and click **OK** to confirm. Word now saves the file in its internal format. After translation, we will convert the files back to text only (see "Cleaning Up Tagged Files After Translation" below).
6. Depending on the type of tagged file, you will certainly recognise that it contains lots of information that needn't—or even mustn't—be translated but contains mere typesetting information of all sorts (see "Translating Tagged Files" below for an example). In order to separate translatable from non-translatable text, the template TW4Win.dot or TW4Win97.dot contains macros that prepare your texts. Special macros are available for each of the tagged formats mentioned above. The names of the macros all start with "tw4winPrepare" and continue with the name of the tagged format, for instance "RC" for Windows Resource files. Thus, to prepare a RC file for translation, for instance, select the **Macro...** command from Word's **Tools** menu, choose "tw4winPrepareRC" from the **Macro name** list, and click the **Run** button. Macros currently available include:
 - **tw4winPrepareRC:** Prepares Windows application-based resource files (*.RC extension by default).
 - **tw4winPrepareDCF:** Prepares Bookmaster/DCF files.
 - **tw4winPrepareTroff:** Prepares TROFF files.
7. The macro now starts and modifies the tagged text in such a way that it looks for tags and translatable text. One of the difficulties in doing so is to accurately distinguish between what is referred to as "external" and "internal" tags. Internal tags can occur within a sentence, for instance bold on/off. External tags usually define the beginning of a new paragraph format like a heading or other paragraph. External tags always end a segment. When translating tagged files, internal tags are read in with the segment and stored in Translation Memory. If an internal tag occurs at the beginning of a sentence, however, it is ignored.
8. When Translator's Workbench prepares the tagged documents, it applies special character styles to internal and external tags. The character style "tw4winExternal" (Courier New font, dark grey colour) is applied to external tags, the character style "tw4winInternal" (Courier New font, light red colour) to internal tags. Depending on the size of the document to be prepared, this may take a moment.
9. After this preparatory step, you're ready to start translating the tagged document. Refer to the "Translating Tagged Files" section below for detailed explanations on how to go about the actual translation.

8.2.4 Translating Tagged Files

Let's assume you have to translate an HTML document. After opening it in TagEditor, it will typically contain tagged text as follows:

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This line contains two external tags ( and ) and two internal tags ( and , which means bold on/off in HTML). During translation, it is necessary to ignore external tags, thus leaving them out of the translation process entirely. The internal tags, however, must be present in the target text as well. That's why, after opening the sentence for translation—as usual with the ,  or  button—Translator's Workbench will open a translation unit that contains the following tagged text in the source field:

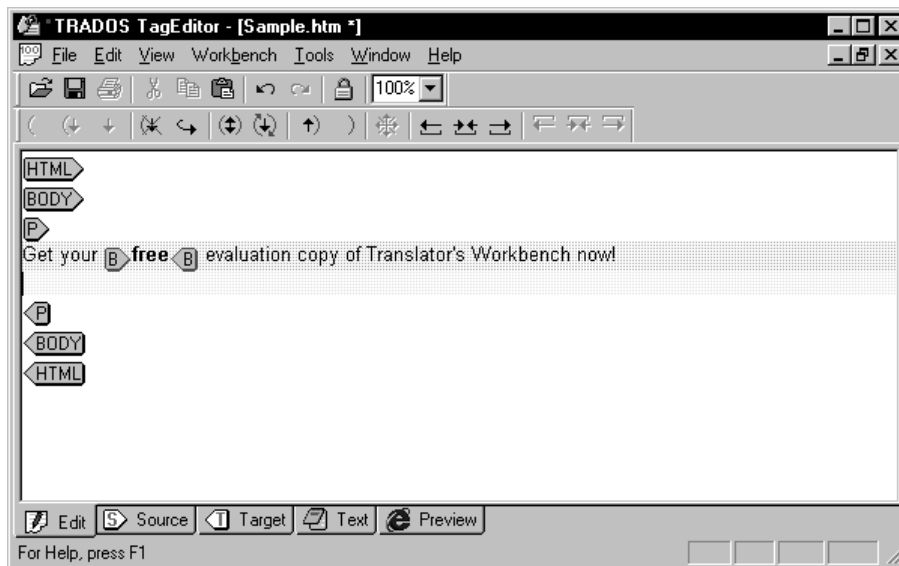


Figure 8-16: TagEditor's Program Window After Opening a Segment With Internal Tags

As you can see, the internal tags have been read in with the segment. In the Source window of Translator's Workbench, these internal tags are marked as "placeable elements," which you can recognise by the blue bracketed line that underlines them:

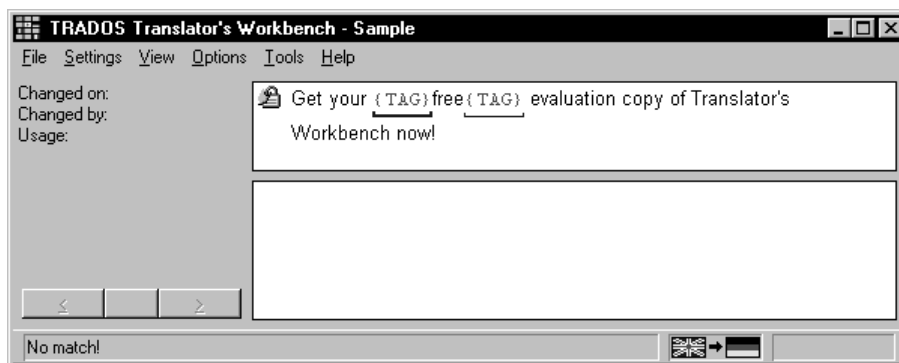





Figure 8-17: Source Window After Reading a Segment With Internal Tags

Placeable elements typically are non-translatable elements occurring within a segment. These can be graphics, fields, numbers, or, as in our example, tags. Please refer to "Copying Placeable Elements" in the "Interface With Your Word Processor and TagEditor" chapter for more information on placeables.

To translate the above example, you would follow these steps:

1. First of all start typing the translation of the English sentence into the target field in TagEditor, saying something like *Holen Sie sich Ihre*.
2. Now you're ready to insert the first tag. To achieve this, simply click the **Get Current Placeable** button (↔). The **B** tag is inserted into the target field, followed by a blank. (To prevent Workbench from inserting the additional blank, refer to the "Internal Tags and Blanks" section below.) The tag remains selected.
3. To continue typing the translation, press the [→] key to get out of the selection, and press the [Backspace] to remove the extra blank, if desired.

4. You can now go on translating until the next tag, and then click the **Get Next Placeable** button () to insert the  tag into the target field. If more internal tags were present, you would repeat the procedure for each internal tag until all tags would have been copied to the target field of the currently open translation unit.
5. To confirm your translation and move on to the next segment, you use the  button as usual. Translator's Workbench then looks for the next "translatable" segment, that is, ignores all external tags until it finds the next actual sentence.

Internal Tags and Blanks


By default, Translator's Workbench inserts a blank after each internal tag that you place inside the target field, which is necessary for historic reasons (the interface for tagged files between Translator's Workbench and Word). It is no longer necessary for the interface between Translator's Workbench and TagEditor, however.

To prevent Translator's Workbench from inserting the extra space, deactivate the **Insert Blank After Tag** option in the **General** tab of the **Translation Memory Options** dialog.

Hint

Deactivating the **Insert Blank After Tag** option is especially useful for those people who prefer keying in the translation first and then place the tags. In this case the additional blank is annoying because you always have to explicitly delete the blank after the placed tag.

Tip for Translating Documents With Many Internal Tags

Should your documents contain many internal tags, the method described above for placing them into your target segment may become somewhat tedious. Translator's Workbench offers a useful option for this called **Copy Source on No-Match**. When this option is active, Translator's Workbench copies the source segment as is into the target field each time it cannot find a match in the Translation Memory (the same as clicking the  button interactively). You can then leave the tags in place and just overtype the text in the target segment with the translation. To activate the **Copy Source on No-Match** option, follow these steps:

1. In Translator's Workbench, from the **Options** menu, choose **Translation Memory Options**. This opens the **Translation Memory Options** dialog.
2. In the **General** tab, activate the **Copy Source on No-Match** option.

Tip for Translating Workbench RTF Files in TagEditor

By default, TagEditor displays all tags in a short form to make translating tagged documents easier. For translating STF files, that is, Workbench RTF files that have been converted using The S-Tagger for FrameMaker or The S-Tagger for Interleaf, this may not be the desired behaviour, since The S-Tagger makes extensive use of tags with important content. This content is not displayed due to the shortened tags. For example the tag "<:v "Rolling Stones" 1>" will only be displayed as "<:v". To change this behaviour, use the **Full Tags** command from the **View** menu in TagEditor.

Working with **Full Tags** switched on may also be a useful option for other Workbench RTF files. For SGML/HTML, however, we recommend not to switch this option on since this may reduce the clear layout of the document in TagEditor. To see any full tag, you can move with your mouse over it and wait for the tag tip to appear. The tag tip always shows the full contents of any tag.

8.2.5 Cleaning Up Tagged Files After Translation

When saving a file in TagEditor, it will be saved in a special bilingual format known as BIF. For more information on this format, see the “Saving a Document in Bilingual Format” section in the “Getting Started” chapter.

After finishing and editing the translation of the tagged document, it will still contain the source text, and it will contain other information, such as delimiting marks, as explained in the “Before Starting: Some Background Information & Useful Settings” in the “Interface with Your Word Processor and TagEditor” chapter. It is therefore necessary to “clean” the translated document in such a way that it does not contain elements that impede its re-import into the DTP program or other application for further processing.

There are two ways to achieve the cleanup once you have completely finished translating a document and want to save it in its target-language version.

Cleaning a File Translated and Edited Using Translator's Workbench *At All Times*

If you have used Translator's Workbench to translate and edit the document at all times, use the **Save As** command and specify the original file type (SGML, HTML, or Workbench RTF) from the **Save as Type** drop-down list in TagEditor. When saving the document, TagEditor will “clean up” the document. It will strip out all source segments, thereby leaving only the target-language version. Make sure to adapt the file name of your document as convenient.

Cleaning a File Translated and Edited *Without Using Translator's Workbench At All Times*

If you have made changes to the target segments *without* using Translator's Workbench, these changes have *not* yet been made in the current Translation Memory.

There are several reasons why Translator's Workbench may not be active at all times at the document editing stage:

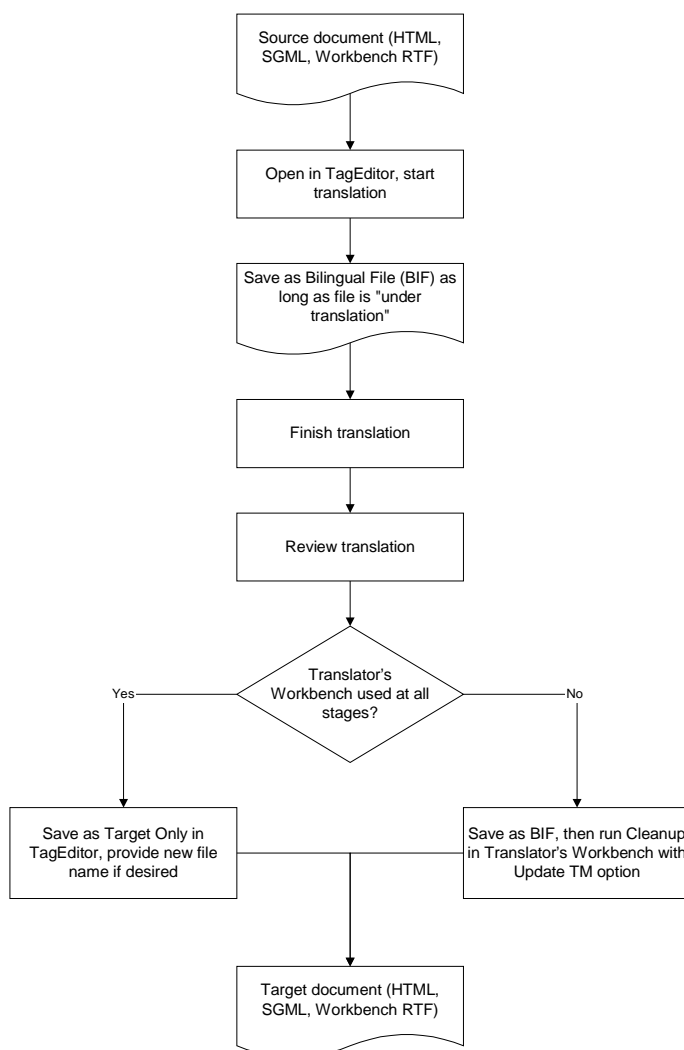
- You correct, typing errors, without first re-opening (⬇) the translation unit and saving (⬆) the corrected translation in the TM afterwards
- You use the **Replace** command to make global text changes.

In these cases, you can use Translator's Workbench **Clean Up** command to strip out the source-language segments and update the TM at the same time. Follow these steps:

1. In TagEditor, save the tagged document as BIF, and close it.
2. Run the **Cleanup** command from Translator's Workbench's **Tools** menu to clean the document from source text and delimiting marks, as explained under “Cleaning Up Translated Documents” in the “Document Analysis, Translation, and Cleanup” chapter. Any changes made to the target-language version will be reflected in the TM provided you use the **Update TM** option.

To cut a long story short, the translation workflow with TagEditor can be summed up as follows:

Translation Workflow in TagEditor



Further Processing of Cleaned Files

Depending on the type of tagged documents you have cleaned up, the steps required before further processing differ slightly.

HTML & SGML

No special step is necessary for HTML or SGML after saving the file in TagEditor as **Target Only** or after running the **Cleanup** of the BIF file in Translator's Workbench. You can give the translated file away as is for further processing.

FrameMaker & Interleaf

When saving the files in TagEditor as **Target Only** or after running the **Cleanup** of the BIF file in Translator's Workbench, they will be saved in Workbench RTF format.

To convert these files back to their original format, use The S-Tagger 2.0 for FrameMaker or The S-Tagger 2.0 for Interleaf. Follow the instructions in the User Guides for these programs for more information.

Ventura Publisher, PageMaker, QuarkXPress

When saving the files in TagEditor as **Target Only** or after running the **Cleanup** of the BIF file in Translator's Workbench, they will be saved in Workbench RTF format.

To convert these files back to their original format, use the ITP Filter Pack. Follow the instructions in the online Help for the ITP Filter Pack for more information.

Windows Resource (RC) Files, Bookmaster DCF, Troff

To clean up these formats, you need to use Word. Follow these steps:

1. After saving the files in TagEditor as **Target Only** or after running the **Cleanup** of the BIF file in Translator's Workbench, re-open the document in Word. To achieve this, use the **Open** command from Word's **File** menu. If you are asked whether to convert it from Rich Text Format, confirm this setting with **OK**.
2. After opening the tagged document, you will see that it contains the target-language version of your text, with all external and internal tags intact. You can now save the translation—preferably under a new name—in the format from which it was originally converted (see “Preparing Tagged Files for Translation” above). To achieve this, select the **Save As...** command from Word's **File** menu. In the **Save As** dialog that follows, choose the format from which you converted the file by selecting it from the **Save as Type** drop-down list (**MS-DOS Text** for ASCII texts, **Text Only** for ANSI texts). Assign a file name of your choice and click **OK** to confirm. Word now saves the file in the desired format.
3. You can now re-import the file to the DTP program or other application that you want to use for further processing. Please refer to the documentation on the corresponding program for more information on how to achieve this.

9. Document Analysis, Translation, and Cleanup

In addition to interactive translation in your word processor or TagEditor, where you work your way from sentence to sentence, Translator's Workbench offers a series of "batch functions" to analyse, pre-translate, or clean up documents in one go. This chapter describes in detail what the individual functions do. You'll find all of them in Translator's Workbench's **Tools** menu.

For more information on the overall workflow of document analysis and translation, we highly recommend you to read the "Translator's Workbench Workflow Manual" that is available for free from our Web Site www.trados.com. At the time of printing, the exact address is <http://www.trados.com/texts/workflow.zip>.

9.1 Document Analysis

The **Analyse** function is one of Translator's Workbench's most interesting features. It analyses one or more Word or TagEditor (SGML/HTML, S-Tagger/FrameMaker, S-Tagger/Interleaf, PageMaker, Ventura, RC, etc.) documents for their match values by comparing them to the data contained in the currently selected Translation Memory. This means the program reads the text(s) segment by segment and determines the corresponding match value by searching for identical or similar sentences in your TM. In addition, Translator's Workbench examines the texts for repetitions (= exact matches) occurring within the same Analyse run. The first occurrence of a sentence with no match in TM will be interpreted as a "no match;" the second occurrence of the same sentence will be counted as a repetition. A repetition is different from a 100% match in so far as it has no match in TM but occurs once or several times within the same document(s) and will thus have to be translated only once and used several times in the same translation project.

After the analysis, you can create what is referred to as a Project Translation Memory. A Project Translation Memory contains only a project-relevant subset of the TM used for the analysis. You can also export frequent and unknown segments from the analysed documents into different text files for further processing, e.g. by Machine Translation systems.

The calculated match values are accumulated in a table for each file and for all files combined. In addition, the program counts the number of segments, words, and placeable elements, such as tags, graphics, fields, and so on. The data is displayed on the screen as well as being written to log files that you can consult after the analysis. In the case of placeables, the information is written to the log files only.

This means that before a project starts, you can use the **Analyse** function to determine accurately what kind of productivity gains using Translator's Workbench will bring. The budget and time required to complete the project are also easier to estimate.

To perform an analysis of one or more documents, follow the steps below. Note that these instructions are basic steps; special options are described under “Analyse Results: Options and Explanations” at the end of this section.

1. Perform the following preparation tasks as necessary:
 - If you want to analyse Word documents, make sure to start Word and activate the template TW4Win.dot (Word 6.0/7.0) or TW4Win97.dot (Word 97) before the analysis. Workbench needs Word running to perform the conversion from Word’s DOC format to RTF (Rich Text Format) and back. If the files are already available in RTF format, this step is not necessary.
 - If you want to analyse SGML or HTML documents, make sure the correct DTD settings files have been specified in the **Tools** tab of the **Translation Memory Options** dialog. For more information, see the “Defining Options for Translator’s Workbench’s Batch Tools” in the “Translation Memory” chapter.
 - If you want to analyse Workbench RTF documents (as produced by the S-Tagger 2.0 for FrameMaker and Interleaf, for instance), make sure to prepare them as described under “Translating Tagged Files with Translator’s Workbench and TagEditor”.
2. In Translator’s Workbench, choose the **Analyse** command from the **Tools** menu. The **Analyse Files** dialog opens.

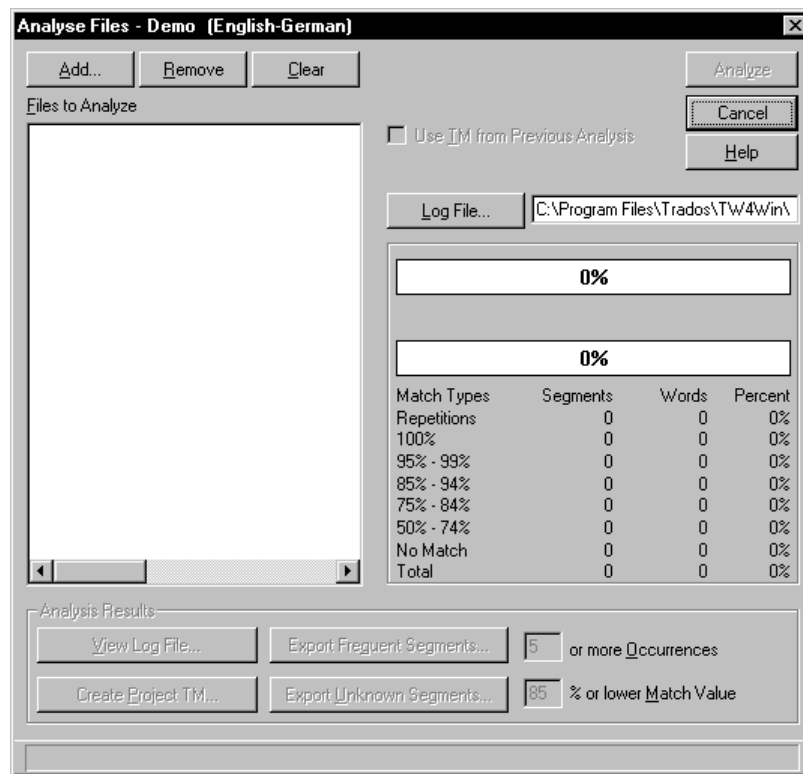


Figure 9-1: The Analyse Files Dialog

3. In this dialog, add the files to be analysed to the **Files to Analyse** list. There are different ways to achieve this:
 - Click the **Add...** button. The **Files to Analyse** dialog opens. Select the desired drive, folder, and file type as convenient. Select as many document files as desired, and click **Open** to add them to the **Files to Analyse** list.
 - Drag & drop the file(s) from the Windows Explorer, **Find Files** dialog, or File Manager into the **Files to Analyse** list.

- To remove undesired files from the list, select them and click the **Remove** button. You can also delete the entire list by clicking the **Clear** button.

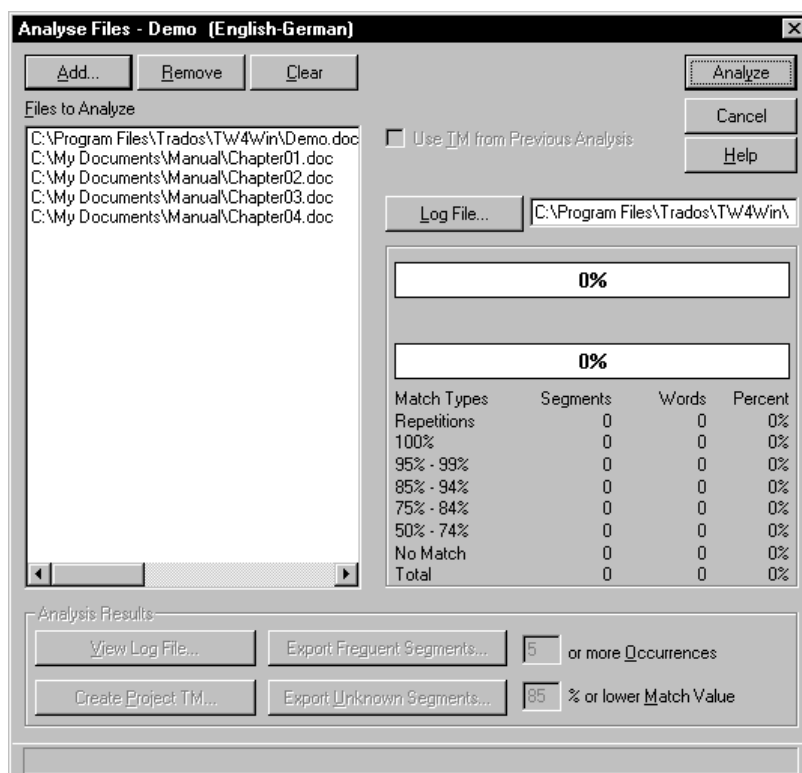


Figure 9-2: Adding Files to the Files to Analyze List

- Select the name of the log file where Translator's Workbench saves the statistical information. Translator's Workbench creates two log files, one in text format with a *.log extension, one in comma-separated form with a *.csv extension. The CSV format is ready for direct import into spreadsheet applications such as Microsoft Excel and presents the analysis results in a tabular form. This then makes it easier for you to process the analysis results for budgeting and similar purposes. By default, the log files are located in the same folder and have the same file name as the current Translation Memory. For instance, the logs for the demonstration Translation Memory Demo.tmw are written to files called Demo.log and Demo.csv.
- Click the **Analyze** button to start the analysis. Translator's Workbench will display its progress on two progress indicators, one for the current file and one for the total number of files.

After the analysis has been performed, Translator's Workbench offers you a range of options in the **Analysis Results** group box of the **Analyse Files** dialog. The functionality and implications of these options are explained in detail below.

9.1.1 Analysis Results: Options and Explanations

View Log File

This button allows you to take a look at the log file that contains the statistical information of the analysis (number of different match types, number of segments, words, etc.). In addition to the information that is also displayed on your screen during the analysis, Translator's Workbench includes the number of characters per word and the number of "placeable" elements in the log file information. This information helps you to estimate how much "non-translatable" elements your analysed source documents contain. Note that Translator's Workbench does not count placeable elements as words.

As soon as you click the **View Log File** button, it is automatically loaded into the Windows Notepad where you can browse through or edit it.

Note

Translator's Workbench also creates a second log file in comma-separated form with a *.csv extension. The CSV format is ready for direct import into spreadsheet applications such as Microsoft Excel and presents the analysis results in a tabular form. This then makes it easier for you to process the analysis results for budgeting and similar purposes.

Create Project TM

This option is particularly interesting. Many firms and translation agencies give translations out to freelancers who do not need the big Translation Memory of the corresponding firm or agency. Rather, they will need a smaller part of it that is relevant for the particular project the freelancers will be working on. This is why a project-orientated TM will be much handier for them to use than a big TM containing data that won't be used. So, in an ideal situation, the translation agency would first want to analyse all files that are going to be translated by freelancers and then create a project TM that they will hand out together with the files to be translated. The freelancers will then use Translator's Workbench together with the project TM for the translation that they have to do. This way, they can be sure that the TM contains all data that they will really need for their particular translation.

This is what the **Create Project TM** option is there for. As explained above, during analysis, Translator's Workbench compares all documents against the Translation Memory. This means that the program also analyses which parts of the Translation Memory are actually needed for subsequent translation. For example, in the case of a rather large TM, only a small portion might be needed for the documents of a particular project. To obtain such a filtered, project-orientated Translation Memory after the analysis of your documents, click the **Create Project TM** button and assign a file name to it. Translator's Workbench will then extract the relevant translation units from the current TM and add them to your project TM.

Export Frequent Segments

You use this option to create a text file consisting of all segments that occur more than a specific number of times in your source texts and that are *not* contained in the TM used for the analysis. You specify the minimum number of times a segment should occur in the **Or More Occurrences** box. The default is 5.

In the case of frequently used segments, it is very important that their translation be consistent. That's why, before translating documents, it may be useful to know all frequent segments and pre-translate them before actually translating the documents themselves. Translator's Workbench can therefore export these segments into a text file in its native text format. The

program will produce a file containing “translation” units that consist of repeatedly used source-language segments that don’t have any target-language equivalent. Example:

```
<TrU>
<ChD>13031998
<ChU>BROCKMANN
<UsC>1
<Seg L=EN_GB>This is a frequently used segment.
<Seg L=DE_DE>n/a
</TrU>
```

Then, using Translator’s Workbench, you could translate these segments and add them to your Translation Memory before actually starting to translate the analysed documents. This way you make sure that translations exist for frequently used segments, thus ensuring consistency in their translation.

For more information on Translator’s Workbench’s text format, refer to “Translator’s Workbench’s Text Format” in the “Importing and Exporting Translation Memories” chapter.

Export Unknown Segments

You use this option to create a text file consisting of those segments that are not contained in the Translation Memory used for the analysis, that is, which fall below the fuzzy-match value that you specify in the **% or lower Match Value** field (default: 85%). Translator’s Workbench then exports all sentences falling below this match value into a text file in its native text format. You will thus get a file containing “translation” units that consist of unknown source-language segments that don’t have any target-language equivalent. Example:

```
<TrU>
<ChD>13091995
<ChU>BROCKMANN
<UsC>1
<Seg L=EN_GB>This is an unknown segment.
<Seg L=DE_DE>n/a
</TrU>
```

You can for example feed a Translator’s Workbench-compatible Machine Translation (MT) system, such as LOGOS™ or Systran® Professional for Windows, with this text file.

Note

It is also possible to export all unknown segments directly into a file that LOGOS or Systran can process without further ado. To achieve this, from the **Export Unknown Segments** dialog, choose Systran (*.rtf) or Logos (*.sgm) from the **Save as Type** drop-down list. Translator’s Workbench will then create a specially formatted text file that can be directly processed by Systran or LOGOS.

The MT system can then produce a rough translation of all unknown segments. After this rough translation, you can import the machine-translated units back into the project TM (see above). As a result, you will get a mixed project TM: on the one hand, it will contain high-quality translation units from the current TM (see “Create Project TM” above); on the other hand, it will consist of roughly translated segments generated by a Translator’s Workbench-compatible MT system. Of course, Translator’s Workbench will use its Machine Translation penalty to make sure you do not accept the rough translation units as is. See “Machine Translation Penalty” under “Translation Memory Options” for more information.

For more information on Translator’s Workbench’s text format, please refer to “Translator’s Workbench’s Text Format” in the “Importing and Exporting Translation Memories” chapter.

Use TM from Previous Analysis

This option is particularly useful if you would like to compare different translation projects with each other even if you have an empty translation memory. Let's go through an example to illustrate what this option does.

Let's assume you want to analyse two different releases or versions of a manual. Let's further assume that the manual files are called `Manual1.doc` and `Manual2.doc` and that you've got a Translation Memory called `Manuals.tmw`. To find out the leverage and differences between the two, follow these steps:

1. Analyse the first version of the manual (`Manual1.doc`), running it against your Translation Memory `Manuals.tmw`. When analysing files, Translator's Workbench builds up a temporary Translation Memory that contains all source sentences from the analysed files. In our case, after the analysis, Translator's Workbench would have created a temporary TM containing all sentences of `Manual1.doc`. We will benefit from this functionality in the next step.
2. Clear the file `Manual1.doc` from the **Files to Analyse** list and add the second file, `Manual2.doc`, to it instead. Now check the **Use TM from Previous Analysis** option, and click **Analyse** again. During the second analysis, Translator's Workbench will not run `Manual2.doc` against the TM `Manuals.tmw`, but against the temporary TM which was created during the first analysis and which contains all source sentences from `Manual1.doc`. The results of this second analysis will then show you the differences between the two manuals, enabling you to see exactly to what extent they are different and, more interestingly, to what extent they are identical or roughly the same.

This procedure is also highly useful to determine whether an alignment of old translation material is worth the effort or not. The more similar two document generations are, the more useful an alignment will be.

9.2 Document Translation

In many firms and translation agencies, translations are done by freelancers who do not have access to modern tools like Translator's Workbench. To circumvent this limitation, the **Translate** function lets you give these freelancers access to the data accumulated in Translation Memories and MultiTerm '95 databases.

The **Translate** function can perform the following tasks as required:

- automatically translate all segments from one or more Word or tagged documents that reach a certain match value in the current Translation Memory
- replace translations of known terms or insert them as annotations in segments for which no match is found in TM
- segment unknown sentences in your document so that they can be more easily translated without Translator's Workbench and later imported into TMs
- If the document to be processed has already been partially or entirely translated using Translator's Workbench and changed after that, it might happen that target sentences in the translated document differ from those in TM. In this case, you can decide whether the TM or the document should be updated, or if changes should be ignored.

When translating files, the program counts the number of terms and segments that could be translated. The data is displayed on the screen as well as being written to a log file that you can consult after the translation.

Note

When finished, the translated files are stored back to disk. By default, Translator's Workbench makes a backup copy of each file processed during the Translate function for later use. The backup copy gets the same name as the original version with the extension .bak. If you do not want this, deactivate the **Keep Backup** option in the **Tools** tab of the **Translation Memory Options** dialog. See "Translation Memory Options" in the "Translation Memory" chapter for more information.

To perform a translation of one or more documents, follow these steps:

1. Perform the following preparation tasks as necessary:
 - If you want to translate Word documents, make sure to start Word and activate the template TW4Win.dot (Word 6.0/7.0) or TW4Win97.dot (Word 97) before the translation. Workbench needs Word running to perform the conversion from Word's DOC format to RTF (Rich Text Format) and back. If the files are already available in RTF format, this step is not necessary.
 - If you want to translate SGML or HTML documents, make sure the correct DTD settings files have been specified in the **Tools** tab of the **Translation Memory Options** dialog. For more information, see the "Defining Options for Translator's Workbench's Batch Tools" in the "Translation Memory" chapter.
 - If you want to translate Workbench RTF documents (as produced by the S-Tagger 2.0 for FrameMaker and Interleaf, for instance), make sure to prepare them as described under "Translating Tagged Files with Translator's Workbench and TagEditor".
2. In Translator's Workbench, choose the **Translate** command from the **Tools** menu. The **Translate Files** dialog opens.

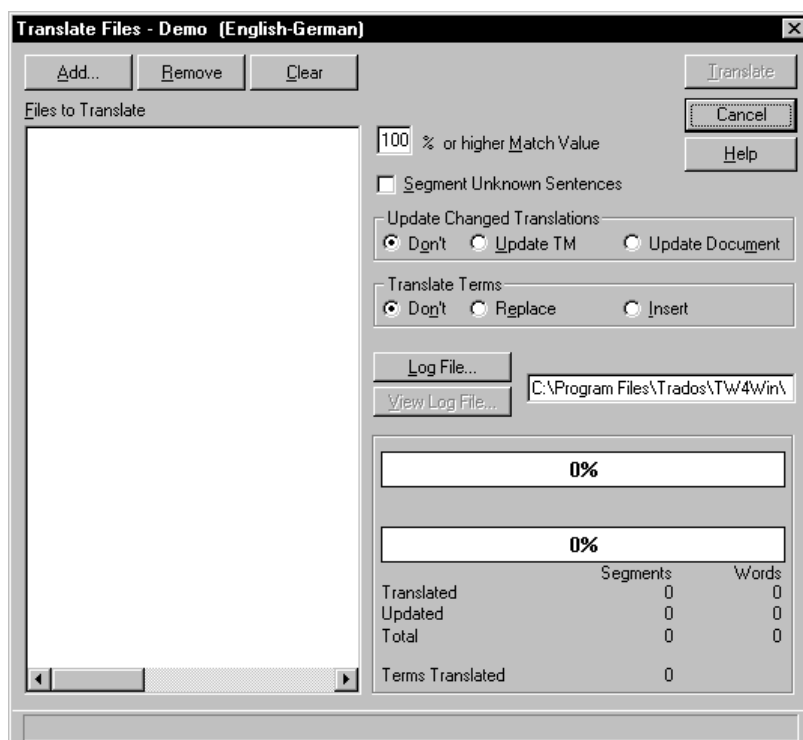



Figure 9-3: The Translate Files Dialog

3. In this dialog, add the files to be translated to the **Files to Translate** list. There are different ways to achieve this:

- Click the **Add...** button. The **Files to Translate** dialog opens. Select the desired drive and folder as convenient. Select as many document files as desired, and click **Open** to add them to the **Files to Translate** list.
 - Drag & drop the file(s) from the Windows Explorer, **Find Files** dialog, or File Manager into the **Files to Translate** list.
 - To remove undesired files from the list, select them and click the **Remove** button. You can also delete the entire list by clicking the **Clear** button.
4. Set the desired **Translate** options as follows: Use the **% or higher Match Value** field to set the minimum match value for segments to be translated. If you set it to 100%, only those segments from the documents that have an exact match in the current Translation Memory will be translated. If you set it to a lower value, say, 95%, all segments whose match value is higher than 95% will be translated. Segments whose match value falls below 95% will be left untranslated. Note that the **Translate** function takes account of penalties that you may have set in the Translation Memory options. For more information, see “Translation Memory Options” in the “Translation Memory” chapter.
 5. Check the **Segment Unknown Sentences** option if you would like to have Translator’s Workbench put its delimiting marks not only around translated segments, but also around those segments for which the program can’t find any match in the Translation Memory. This is useful for translating documents without using Translator’s Workbench, since it will be a much easier task to import new translations into TMs after the translation. It is also very handy in combination with the **Translate Terms** option explained below. For more information on Translator’s Workbench’s segmentation algorithms, see “Defining Segmentation Rules” in the “Configuring a Translation Memory” section; for information on how Translator’s Workbench segments your texts in your word processor, see “Before Starting: Some Background Information & Useful Settings” in the “Interface With Your Word Processor and TagEditor” chapter.
 6. The **Translate Terms** group box is only applicable to those segments for which Translator’s Workbench can’t find a match in the Translation Memory. The following selections are available: **Don’t**, **Replace**, and **Insert**.
 - **Don’t** means that Translator’s Workbench will not translate known terms at all.
 - **Replace** means that the program will replace known terms with their translations from the MultiTerm database. If multiple translations are present, the first is used. Translated terms are formatted in a special character style called “tw4winTerm” (default paragraph font + blue colour) to help you identify more easily what terms could be translated. If you choose to replace known terms, we highly recommend that you also activate the **Segment Unknown Sentences** option. Thus you’ll make sure that translations are only inserted into the target sentence; your source sentences will be left as they are as hidden text.
 - **Insert** means that translated terms are inserted into the sentence as annotations (Word 6.0 and Word 95) or comments (Word 97). If multiple translations are present, they are separated by a comma inside the annotation or comment. Annotations/comments are notes that Translator’s Workbench adds to your translated document(s). Each annotation/comment has an identifying mark, usually the annotator’s initials and a number. So, if Translator’s Workbench inserts translated terms into your files, they will appear with the identifying mark [tw1], [tw2], [tw3], and so on. Annotations/comments appear in a separate annotation/comment pane; double-click the annotation/comment mark in Word to open the pane and read the translations that Translator’s Workbench has found for the known terms of the current sentence. The annotation/comment mark appears in your document as hidden text. To display annotation/comment marks and all other nonprinting characters in a Word document, click the Show/Hide  button on Word’s Standard toolbar. Click the same button again to hide annotation/comment marks. For further information on working with annotations/comments, see Word’s on-line Help and documentation.

7. The **Update Changed Translations** group box is only applicable to those documents that meet the following requirements:
 - They have already been partially or entirely translated with Translator's Workbench. As a consequence, they contain translation units (hidden source text with target text translation).
 - The TM used for the **Translate** function is the same as the one that had been used for the previous translation.
 - Later on, changes have been made to the translation units in the document without use of Translator's Workbench, which means that these changes have *not* been made in the corresponding TM. As a result, some translation units in the document differ from those in TM.

In this case, you can decide what should happen to the pre-translated document and the corresponding TM. You have three options: **Don't**, **Update TM**, and **Update Document**.

- **Don't** means that changes made to the translation units in the document stay untouched and are not reflected in the corresponding TM.
 - **Update TM** means that the changes made to translation units in the document are also reflected in the TM used for the **Translate** function. As a result, the TM will be updated according to the changes made to the document.
 - **Update Document** means that the changes made to the translation units in the document are undone—the translations from the TM will be used instead.
8. Select the name of the log file where Translator's Workbench saves the statistical information. Translator's Workbench creates two log files, one in text format with a *.log extension, one in comma-separated form with a *.csv extension. The CSV format is ready for direct import into spreadsheet applications such as Microsoft Excel and presents the analysis results in a tabular form. This then makes it easier for you to process the logged results for budgeting and similar purposes. By default, the log files are located in the same folder and have the same file name as the current Translation Memory. For instance, the logs for the demonstration Translation Memory Demo.tmw are written to files called Demo.log and Demo.csv.
 9. Click the **Translate** button to start the translation process. Translator's Workbench will display its progress on two indicators, one for the current file and one for the total number of files.

After the translation, click the **View Log File** button to take a look at the log file that contains the statistical information of the translation (number of translated and/or updated segments and words, number of translated/inserted terms, characters per word, number of placeables, etc.).

9.3 Cleaning Up Translated Documents

As described under “Before Starting: Some Background Information & Useful Settings” in the “Interface With Your Word Processor and TagEditor” chapter, Translator's Workbench retains the source-language together with their target-language counterparts during translation. After finishing and editing your translation, you will certainly want to “clean up” your document, that is, remove all source text from it so that it does not remain in your finished translation. It is also desirable to be able to edit translations in your documents without use of Translator's Workbench—for instance to do some spell checking or global changes without Translator's Workbench being active, or have somebody proof-read and correct your translation directly in the word processor or TagEditor. Afterwards, it is of course necessary to reflect changes made in this way in Translation Memory since it wasn't active during these changes.

This is where the **Cleanup** function comes into play: It compares your finished translation with all segments in Translation Memory, and removes all source sentences from your target text. You can choose whether changes made to documents without use of Translator's Workbench will be reflected in Translation Memory or not. Or vice versa: It is also possible to update your document based on the data stored in your TM.

If you have used the **Translated Text Colours** option to change the colouring of already translated parts of text, the **Cleanup** function restores the original colouring of your text during the cleaning process. **Translated Text Colours** are not supported by TagEditor.

In addition to this, the program counts the number of segments and words that have been updated. The data is displayed on the screen as well as being written to a log file that you can consult after the cleaning.

Note

When finished, the cleaned up files are stored back to disk. Since Translator's Workbench will remove the hidden source text during cleanup, the link to Translation Memory will be irreversibly lost. As a result, you will not be able to make corrections to the cleaned up version in interactive mode—that is, using your word processor and Translator's Workbench to update the document *and* Translation Memory at the same time, as described under "Making Corrections to Already Translated Segments" in the "Interface With Your Word Processor" chapter. You should therefore make copies of the files to be cleaned up before performing the **Cleanup** function if you want to keep the "non cleaned up" files for future reference. By default, Translator's Workbench does this for you: it makes a backup copy of each file processed during the Cleanup function for later use. The backup copy gets the same name as the original version with the extension `.bak`. If you do not want this, deactivate the **Keep Backup** option in the **Tools** tab of the **Translation Memory Options** dialog.

To clean up one or more documents, follow these steps:

1. Perform the following preparation tasks as necessary:
 - If you want to clean up Word documents, make sure to start Word and activate the template `TW4Win.dot` (Word 6.0/7.0) or `TW4Win97.dot` (Word 97) before the cleanup. Workbench needs Word running to perform the conversion from Word's DOC format to RTF (Rich Text Format) and back. If the files are already available in RTF format, this step is not necessary.
 - If you want to clean up TagEditor bilingual documents (BIF), make sure the correct DTD settings files have been specified in the **Tools** tab of the Translation Memory Options dialog, so that the target SGML/HTML files can be created successfully. For more information, see the "Defining Options for Translator's Workbench's Batch Tools" in the "Translation Memory" chapter.
2. In Translator's Workbench, choose the **Clean Up** command from the **Tools** menu. The **Cleanup Files** dialog opens.

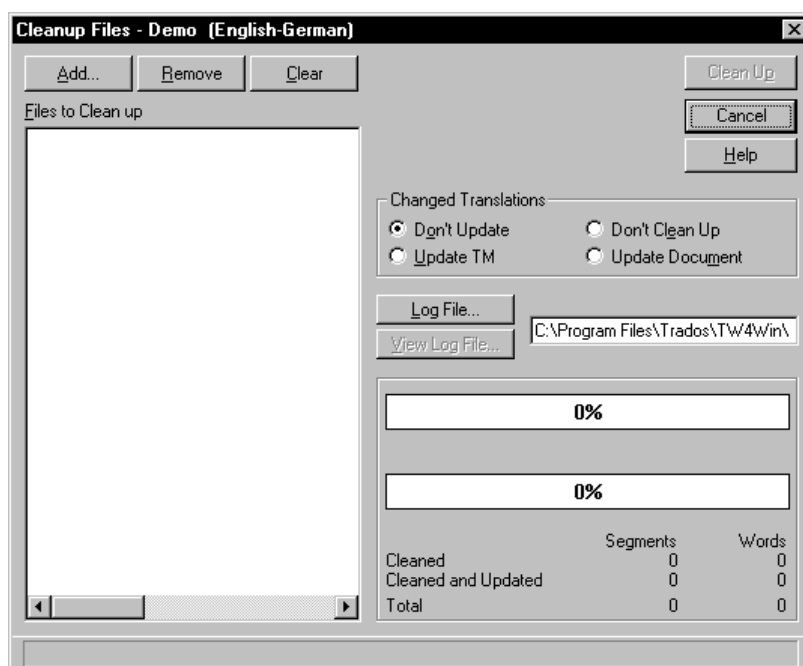


Figure 9-4: The Cleanup Files Dialog

3. In this dialog, add the files to be cleaned to the **Files to Clean up** list. There are different ways to achieve this:
 - Click the **Add...** button. The **Files to Clean up** dialog opens. Select the desired drive and folder as convenient. Select as many document files as desired, and click **Open** to add them to the **Files to Clean up** list.
 - Drag & drop the file(s) from the Windows Explorer, **Find Files** dialog, or File Manager into the **Files to Clean up** list.
 - To remove undesired files from the list, select them and click the **Remove** button. You can also delete the entire list by clicking the **Clear** button.
4. Set the desired **Changed Translations** option. This option only comes into play for those documents that meet the following requirements:
 - They have been translated with Translator's Workbench. As a consequence, they contain translation units (hidden source text with target text translation). The TM used for the **Cleanup** function is the same as the one that had been used for the translation of the documents.
 - Changes have been made to the translation units in the document *without* use of Translator's Workbench, which means that these changes have *not* been made in the corresponding Translation Memory. As a result, some translation units in the document differ from those in the Translation Memory. This is the case, for instance, after the document has been spell-checked or edited otherwise.

In this case, you can decide what should happen to those translation units in the document that differ from the corresponding translation units in TM. You have four options: **Don't Update**, **Don't Clean Up**, **Update TM**, and **Update Document**.

- **Don't Update** means that during the **Cleanup** process, changes made to the translation units in the document stay untouched and are *not* reflected in the corresponding TM. The hidden source text and delimiting marks are cleaned throughout the document.
- **Don't Clean Up** means that the translation units in the document that differ from their counterparts in TM are *not touched at all* during the **Cleanup** process. Unlike the **Don't Update** option, **Don't Clean Up** does *not* remove the hidden source part and delimiting marks of the changed document translation units. This allows you to check the

differences between the translation units in the document and those from Translation Memory after the **Cleanup** process, and thus gives you additional control over changes between the translated documents and the corresponding TM. Note that the **Don't Clean Up** option is *not* available for TagEditor BIF documents.

- **Update TM** means that the changes made to translation units in the document are also reflected in the TM used for the **Cleanup** function. As a result, the TM will be updated according to the changes made to the document. This is especially useful after spell-checking or otherwise enhancing the translated document without use of Translator's Workbench. Please note also that if source text has been changed in one or more document translation units, Translator's Workbench compares the new source text to Translation Memory. If a corresponding translation unit exists in TM, it will be overwritten. Otherwise a new translation unit will be created in TM with the new source text from the document together with its translation.
 - **Update Document** means that the changes made to the translation units without use of Translator's Workbench are *undone* in the document—the initial translations from the TM will be used instead.
5. Select the name of the log file where Translator's Workbench saves the statistical information. Translator's Workbench creates two log files, one in text format with a *.log extension, one in comma-separated form with a *.csv extension. The CSV format is ready for direct import into spreadsheet applications such as Microsoft Excel and presents the analysis results in a tabular form. This then makes it easier for you to process the logged results for budgeting and similar purposes. By default, the log files are located in the same folder and have the same file name as the current Translation Memory. For instance, the logs for the demonstration Translation Memory Demo.tmw are written to files called Demo.log and Demo.csv.
 6. Click the **Clean Up** button to start the cleaning and updating process. Translator's Workbench will display its progress on two indicators, one for the current file and one for the total number of files. When cleaning up, Translator's Workbench performs the following tasks:
 - It compares the translation units of your text with sentences stored in Translation Memory. Depending on the setting of the **Changed Translations** option, Translator's Workbench will update your TM if changes have been made to your document(s) that have not already been reflected in TM.
 - Unless you chose the **Don't Clean Up** option for **Changed Translations**, it removes all hidden source segments and delimiting marks from your documents. If you chose the **Don't Clean Up** option, all changed translation units are still in the document, with hidden source segments and delimiting marks.
 - If you have used the **Translated Text Colours** option from the **Options** menu to change the colouring of already translated parts of text, the Clean up function also restores the original colouring of your text during the cleaning process. This option is not available for TagEditor BIF documents.

After cleaning, click the **View Log File** button to take a look at the log file that contains the statistical information of the cleaning process (number of updated segments and words, characters per word, number of placeables, etc.).

You can open the cleaned Word or TagEditor documents in your word processor or any other target application that supports the format of your cleaned up target files. If you want, you can now save the files as "normal" word-processing documents or give them out for printing or further processing.

9.4 Troubleshooting Batch-Processed Files

The information in this section is only valid for Word (DOC or RTF) documents. With TagEditor, the problems described below cannot occur, since delimiting tags are *always* protected.

During document translation and cleanup, Translator's Workbench segments your texts, or it removes existing segmentation tags. If it runs into problems doing so, it displays corresponding error messages, for example "Start of mainsegment not found", during the batch process. You can find a complete list of these error messages in the error message appendix. These error messages are also written to the log file.

Since these errors occur during a batch process, it's not possible for you to interactively troubleshoot them. That's why Translator's Workbench inserts a special tag into the document at the location where an error occurs, and then continues with the batch process. This special tag is a double arrow, pointing in the direction where the error occurred (">>" or "<<"). The arrow is formatted in a character style called "tw4winError." This makes it easier to find the critical spots after the batch process. To locate those spots, follow these steps:

1. Open the file(s) containing the error(s) in your word processor.
2. From your word processor's **Edit** menu, choose **Find**. In Word 97, click **More** to display the entire **Replace** dialog. This is not necessary in earlier Word versions.
3. Since you don't know in which direction the arrow points, you cannot enter any search text. However, you can search for any character formatted with the character style "tw4winError." To achieve this, click the **Format** button, and choose **Style** from the drop-down list. In the **Find Style** dialog that follows, choose **tw4winError**, and click **OK**. The **Format** specification for the **Find What** box should now read "tw4winError."

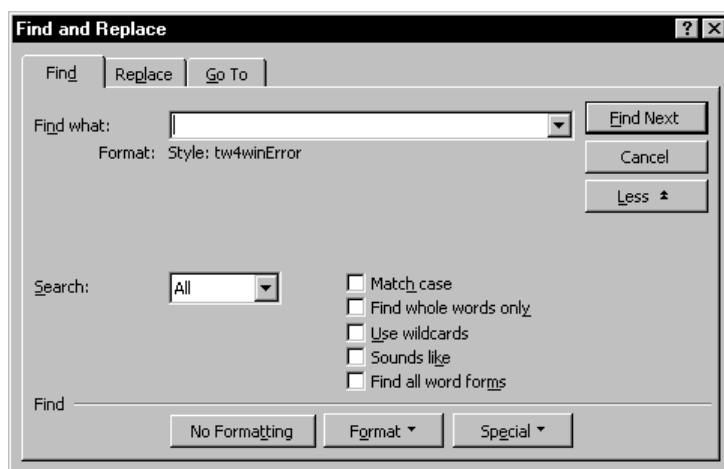


Figure 9-5: Finding the Character Style "tw4winError" in Word (here, Word 97)

4. Click the **Find Next** button. Your word processor will now jump to the first location of a double arrow formatted in the character style "tw4winError." The error will almost certainly have come up because of a segmentation tagging error (a start of mainsegment has been accidentally deleted, or a subsegment start mark couldn't be found). Please refer to the error messages appendix for a complete description of errors and troubleshooting options you have.
5. After troubleshooting all error causes in the document files, you will certainly want to batch-process them again. To achieve this, save and close the files in your word processor, and run the Translator's Workbench batch tool again (**Translate** or **Cleanup**).

9.4.1 Removing the “tw4winError” Markers From Troubleshoot Files

After you have removed the causes for segmentation errors and re-translated or re-cleaned the corresponding files successfully, the “tw4winError” markers will still be present in your documents. To remove them, follow these steps:

1. Open the file(s) containing the error marker(s) in your word processor.
2. From your word processor’s Edit menu, choose **Replace**.
3. Since you don’t know in which direction the arrow points, you cannot enter any search text. However, you can search for any character formatted with the character style “tw4winError” and replace it with nothing. Make sure the cursor is blinking in the **Find What** box. Then click the **Format** button, and choose **Style** from the drop-down list. In the **Find Style** dialog that follows, choose **tw4winError**, and click **OK**. The **Format** specification for the **Find What** box should now read “tw4winError.” From the **Search** drop-down list, choose **All**. You can now replace all error markers in one go by clicking the **Replace All** button.

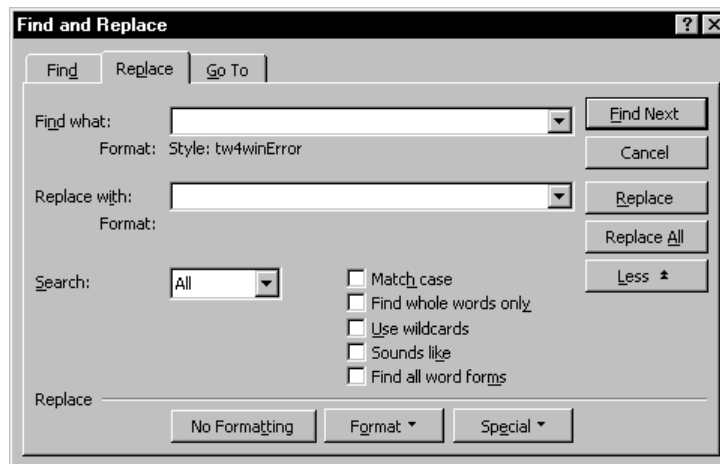


Figure 9-6: Replacing all “tw4winError” Occurrences with Nothing

4. After removing all error markers successfully, save your documents again. The files are now ready for further processing.

10. Interface With MultiTerm '95 Plus

MultiTerm '95 Plus! (MultiTerm for short) is integrated into Translator's Workbench. However, it is included as an independent program as well. This means that you can also access your terminology databases when you're not working in Translator's Workbench.

This section describes the interface between Translator's Workbench and MultiTerm. For further information on MultiTerm, please refer to the MultiTerm '95 Plus User's Guide.

10.1 Accessing MultiTerm from Translator's Workbench

There are many ways in which Translator's Workbench and its terminology module, MultiTerm '95 Plus, interact. First and most important of all, there is the active, "fuzzy" terminology recognition feature. What is this? Active, "fuzzy" terminology recognition is an extremely powerful feature whereby Translator's Workbench compares the current source sentence with the data in MultiTerm. Every known term—which of course includes those consisting of multiple words—, or every term that is only *similar* to terms stored in the MultiTerm database, is highlighted by a red bracketed line in the Source window of Translator's Workbench. In addition to that, the first known term is displayed in the Terminology window of Translator's Workbench, along with its translation in the target language you set in MultiTerm. To take a look the other terms and their translations, click on the red line that marks them in the Source window, and Translator's Workbench will display the corresponding term and its translation(s) in its Terminology window.

A click on the mouse button or a keystroke pastes the corresponding translation into your document as described in the "Interface With Your Word Processor" chapter. Translator's Workbench displays all translations of known terms together with their attributes, so you can choose the one which fits best into the current context. Thus, for example, if one of your German clients prefers the translation *Anwendung* to *Anwendersoftware* for the English word *application*, Translator's Workbench will display both German translations and you can decide which one fits best into your current context. Of course, you can also activate MultiTerm at any time and have a closer look at the whole entry for *application*.

10.1.1 Activating and Deactivating Terminology Recognition

The toggle **Term Recognition** in Translator's Workbench's **Options** menu determines whether Translator's Workbench should automatically activate terminology recognition, thus integrating MultiTerm into the translation process. If the **Term Recognition** menu item is checked, Translator's Workbench automatically displays the Terminology window and displays known terminology in it. If it is not checked, Translator's Workbench assumes that you do not want to work with MultiTerm at the moment. As a result, the program will maximise its Source and Translation Memory windows, thereby hiding the Terminology window.

Deactivating the **Term Recognition** option can be useful, for example, if you want to create or update the Fuzzy Index in MultiTerm, used for the automatic terminology recognition carried out by Translator's Workbench for each source sentence. For more information, please refer to "Terminology Recognition—What Is It?" in the "Introduction" chapter and "Common Questions: Current MultiTerm Has No Fuzzy Index" below.

10.1.2 “Fuzzy” Terminology Recognition: Examples

The active, fuzzy terminology matching carried out by Translator's Workbench also required the development of special fuzzy-matching algorithms. For instance, it is desirable to find not only morphologically reduced forms, for example base forms of verbs or singular forms of plural nouns, but also base forms of compound words, even if the elements of these compound words are spread over the sentence. Consider the following example:

One of the companies located on the Danube river produces steamboats.

Now, if there is an entry in MultiTerm for *Danube steamboat*, it would be nice to find it even if it this compound has been split up in the source sentence and occurs in the plural. Also, it would of course be desirable to find entries for *locate* and *produce*, even if the past participle and 3rd person singular form of these verbs are used in the sentence to be translated. In order for Translator's Workbench to successfully carry out terminology recognition, you can set terminology recognition options. Let's first explain these options and then come back to the above example.

10.1.3 “Fuzzy” Terminology Recognition: Options

You specify the terminology recognition settings via the **Term Recognition Options** command from the **Options** menu. You can define the following parameters:

Minimum Match Value: The match value expresses the degree of similarity between the terminology in your sentence and the terminology found in MultiTerm. The greater the value, the more similar the terms must be. The more dissimilar the terms in your sentence and in MultiTerm, the greater the amount of work required to find matching terms. You can therefore set two values for terminology recognition, the **Minimum Match Value** and the **Search Depth**. The **Minimum Match Value** option sets the boundary value for the fuzziness of term recognition. Translators will work with different values according to their tastes and preferred work methods. Experience has shown that the minimum match value will generally lie between 65% and 75%. The default is 70%, you can choose a value between 30 and 100%.

Search Depth: When scanning a sentence for terminology, Translator's Workbench evaluates not only single words but also multi-word units, trying to find similar terms in your current MultiTerm database. The **Search Depth** value defines the number of fuzzy hits Workbench should examine as possible candidates from the MultiTerm database. As a consequence, increasing the **Search Depth** value slows down terminology recognition, lowering it speeds it up. You can set a value between 10 and 999; however, high values are only necessary if you are working with large terminology databases (see “Back to Our Example” below). For medium-scale terminology databases, a value of as few as 20 should yield perfect results.

Back to Our Example...

Let's return to our above example. Suppose you have to translate the sentence *One of the companies located on the Danube river produces steamboats*. Suppose furthermore that in your current MultiTerm database, there are three entries that Translator's Workbench should find, if possible: *locate*, *produce*, and, much more interestingly, *Danube steamboat*.

If you set a **Minimum Match Value** of 100% for the terminology recognition, Translator's Workbench will not find a single one of these terms. This is because in the sentence, these words do not occur in their base form, which would be 100% identical to the terms in the MultiTerm database. *Located* occurs as a past participle, *produces* as the inflected form of the verb *produce* in the third person singular, and the individual elements of the compound *Danube Steamboats* have been split up and moved. To find this compound, Translator's Workbench does not only have to reduce the plural noun *steamboats* to its singular form, but also re-order the elements occurring in the sentence in such a way that it can find the matching term entry in MultiTerm.

Of course it would be very desirable to find all these terms. This is why you can define your own preferred fuzziness and search depth values for the active terminology recognition. For the above example, setting a **Minimum Match Value** of, say, 97%, and a **Search Depth** of, say, 20, will find the *Danube Steamboat* compound, but not the verbs *locate* and *produce*. Further reducing the fuzziness value to below 95% will also find the two verbs.

We recommend that you work with fuzziness value settings of around 70% to make sure that even complex compounds like the above example can be found, even if their parts have been moved around a lot in your sentence. It is also important to work with a sufficiently high **Search Depth** value to make sure that Translator's Workbench evaluates enough candidates from the MultiTerm database before it suggests them as matching terms. Experience has shown that as a general principle, the bigger the terminology database gets, the higher the **Search Depth** value needs to be in order to find even complex terms. In this case, it might be recommendable to increase the **Search Depth** value beyond 200. Please note, however, that the higher the search depth, the more time Translator's Workbench needs in order to evaluate term candidates. For everyday purposes and medium-scale terminology databases, a search depth of 20 to 40 should yield absolutely satisfying results.

Hint

We recommend that you play around with these settings to find the values that best meet your everyday requirements.

10.1.4 Displaying a MultiTerm Entry

In its Terminology window, Translator's Workbench shows you the term, its translation(s), and term attributes (e.g. gender information) as found in the current MultiTerm entry. However, terminology databases often contain additional information besides terms and their attributes, for instance definitions, examples, source references, and so on. Especially when multiple translations are displayed or the term found is a homonym, you may want to look at the full MultiTerm entry for the term so you can make the correct choice.

To take a closer look at an entry in MultiTerm, double-click on the dictionary icon preceding it in the Terminology window. This activates the MultiTerm program window with the corresponding entry.

It is also possible to click once on the dictionary icon preceding found terms. This toggles between showing and hiding the translation(s) of the terms. If there is no translation in the currently selected target language in the terminology database—usually the same as the current target language of your Translation Memory—Workbench displays a corresponding message: “No target term available in MultiTerm entry.”

10.1.5 Performing Terminology Searches From Translator's Workbench

In any of Translator's Workbench's windows (Source, Translation Memory, Terminology, or Concordance window), after selecting text with the left mouse button, clicking the *right* mouse button brings up a context menu. In this context menu, there are two options for performing terminology searches in MultiTerm:

- **Search in MultiTerm:** Use this command to start a simple search in MultiTerm, based on your current text selection. “Simple search” means that MultiTerm will perform a search by looking through the index of the current source language selected in the MultiTerm database—usually the same as the one selected as the source language of the current TM—and display the first entry whose headword begins with the search term. MultiTerm will then pop up and show you the corresponding entry. If it cannot find the term you have looked for, a corresponding message (“Not found”) will be displayed in MultiTerm's status bar.

- **Fuzzy Search in MultiTerm:** Use this command to start a fuzzy search in MultiTerm, based on your text selection. If MultiTerm can find matching entries, it will pop up and show you a hit list with all entries that could be found. If it cannot find anything, it will display a corresponding messages (“No matching entries found”) in its status bar.

10.2 Using Filters in MultiTerm

Filters that you define in MultiTerm are recognized by Translator’s Workbench. When a MultiTerm filter is active, Translator’s Workbench uses the following conventions to display found terms:

- If a term does not match the MultiTerm filter and does not have homonyms, Translator’s Workbench will still display it. To make you aware that the term does not match the MultiTerm filter, the dictionary icon is grey. (For a discussion of homonyms and similar linguistic cases, please consult the “Special Linguistic Cases” section in the “Editing Entries” chapter of the MultiTerm User’s Guide.)
- In case of homonyms, Translator’s Workbench attempts to find the term(s) matching the MultiTerm filter. If the program can find a matching term, it will be displayed with a normal (blue) dictionary icon. If several terms match the filter, they will all be displayed with blue icons. If none match the filter, they will all be displayed with grey icons.

10.2.1 Examples

Let’s assume your MultiTerm database contains two homonym entries for the English term *keyboard*, one with the computer meaning (German translation: *Tastatur*), one with the music meaning (German translation: *Keyboard*). To distinguish between the two entries, you have created a global *Subject* attribute field in both MultiTerm entries with the corresponding attribute values (*Computer* and *Music*).

Now, if a sentence with the word *keyboard* occurs in your translation and you don’t set any filter in MultiTerm, Translator’s Workbench will display both found entries as usual:

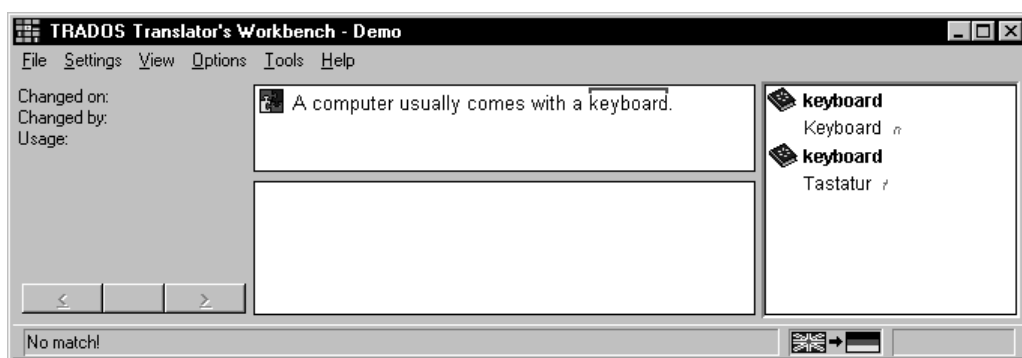


Figure 10-1: Displaying MultiTerm Entries With No Filter Activated

As you can see, in this example, you have to explicitly choose the second translation in the current context.

If you set a filter in MultiTerm for the *Computer* domain, Translator’s Workbench will only display the term matching this filter:

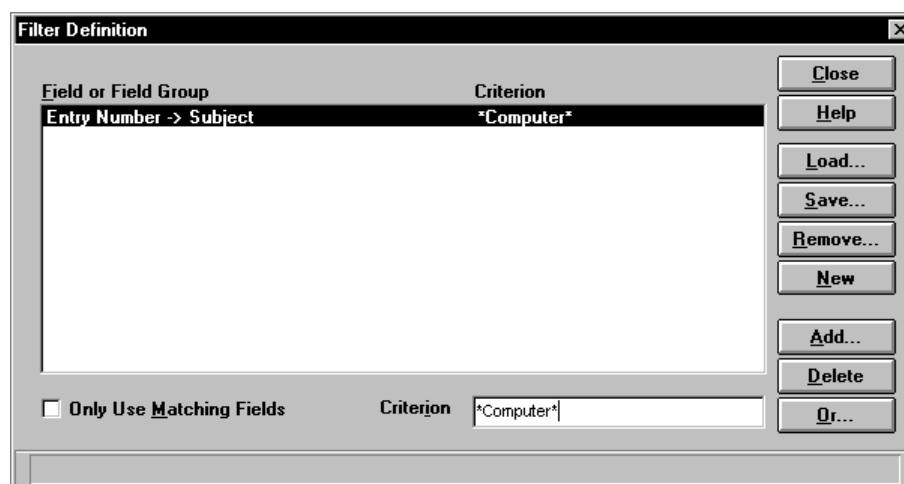


Figure 10-2: Setting a Filter in MultiTerm

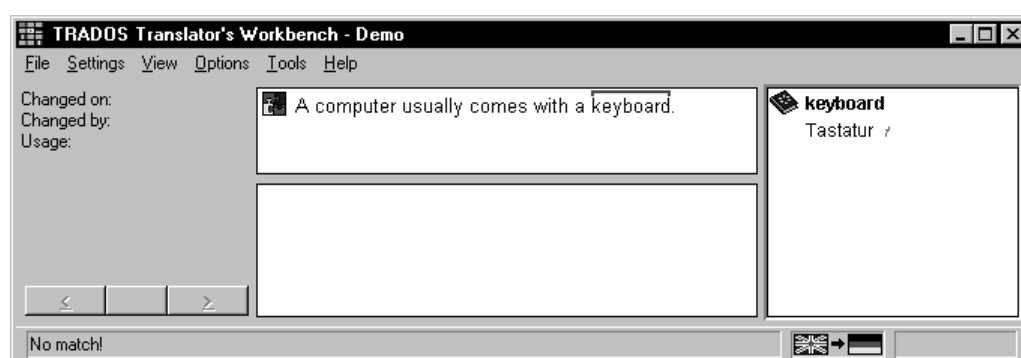


Figure 10-3: Displaying MultiTerm Entries with an Active Filter

If you set a filter to a different domain (say, *Chemistry*), Translator's Workbench will again display both entries. This time, however, it greys out the dictionary icons to let you know that the terms don't match the current filter in MultiTerm:

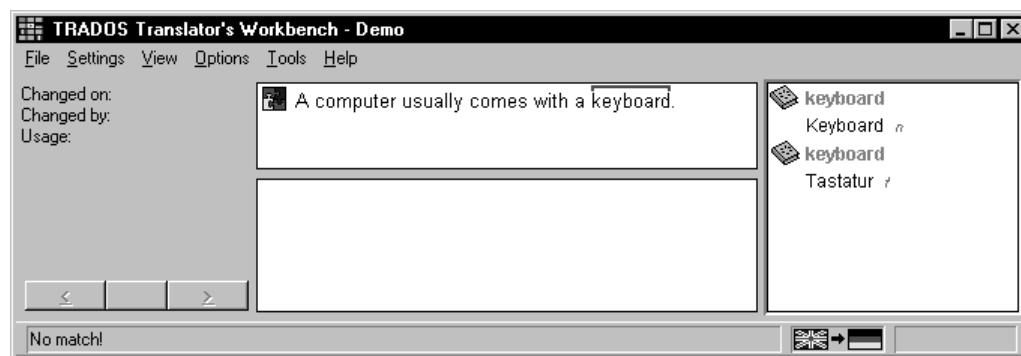


Figure 10-4: Displaying Non-Matching Terms

10.2.2 Further Reading

For a full description on filtering in MultiTerm, please see the "Filtering Entries" chapter in the MultiTerm User's Guide.

10.3 Common Questions

Below, you will find commonly asked questions about the interaction between Translator's Workbench and MultiTerm and the problems that you might encounter.

10.3.1 Terminology is not Correctly Recognised

After opening a new translation unit from my word processor, Translator's Workbench does not display known terms in its Terminology window, although the terms are definitely in the MultiTerm database. Why is that?

If Translator's Workbench's active terminology recognition does not seem to work correctly, check the following settings in Translator's Workbench and MultiTerm:

- In Translator's Workbench, check the current settings for the terminology recognition options. You define them by selecting the **Term Recognition Options** item from the **Options** menu. It might be, for example, that the **Minimum Match Value** is set to a too strict percentage, e.g. 95%. We recommend that you work with fuzziness settings of around 70%. Likewise, it might be that the **Search Depth** value is set too low, e.g. 10. For medium-scale terminology databases, we recommend a **Search Depth** value of 20-40. Note that you can also set maximum values stretching far beyond 900. Note, however, that with these high settings, the search time of the terminology recognition takes considerably more time than with settings of, say, 100.
- In MultiTerm, check the current language direction. As you might know, MultiTerm uses index fields to store terminology in different languages. You know that in Translator's Workbench, the language direction is more or less fixed. An English-German Translation Memory will always have English as the source language. A MultiTerm database, on the other hand, can of course be multi-lingual. This is why, before being able to work correctly with Translator's Workbench's terminology recognition feature, you have to set a language direction in MultiTerm that reflects the direction of the current TM. For instance, if your current TM is English(UK)-German, set the same language direction in the current MultiTerm database. Otherwise, MultiTerm will be searching in the wrong source language (index) and hence not find any matching entries.
- It might also be that the fuzzy index of the MultiTerm database is not current. If this is the case, Translator's Workbench's active terminology recognition cannot find entries that you have added *after* creating the fuzzy index the last time. Always remember that a fuzzy index of a MultiTerm database is *static* and therefore only contains those terms that were present when you last created it. Newly created entries are *not* automatically added to the fuzzy index. Therefore, you must re-create a fuzzy index every time that you have entered a number of new entries to the MultiTerm database and would like to include them in the automatic terminology search carried out by Translator's Workbench for each new sentence. We recommend that you do this regularly, at the end of each week, for instance.

Note

In order for MultiTerm to be able to create a fuzzy index, make sure that no translation unit is currently open in Translator's Workbench. Alternatively, deactivate term recognition temporarily via the **Term Recognition** toggle from the **Options** menu.

10.3.2 MultiTerm is not Running

I always get the following messages: "MultiTerm not running" or "DDE timeout while communicating with MultiTerm." What do these messages mean?

These messages can mean two different things:

- You are using Translator's Workbench without MultiTerm. Translator's Workbench's active terminology recognition feature can only work if you have started MultiTerm and opened a terminology database with a fuzzy index (see next section for further information on this).
- You have started MultiTerm, but it is in edit mode, that is, you are currently editing an entry. In this case, Translator's Workbench cannot access MultiTerm. MultiTerm must be in display mode in order for Translator's Workbench to send messages to it.

If you ignore the message, Translator's Workbench assumes that you do not want to work with MultiTerm at the moment. It will maximise its Source and Translation Memory windows, thus hiding the Terminology window. If, later on, you would like to start MultiTerm and use the active terminology recognition feature (a step that we highly recommend), Translator's Workbench automatically recognises that MultiTerm is now running and will thus re-display its Terminology window.

10.3.3 Current MultiTerm Database Has No Fuzzy Index

I always get the message: "Current MultiTerm database has no fuzzy index." What does this mean?

This means that you have opened a terminology database in MultiTerm for which you have not yet created a "fuzzy index." In order for Translator's Workbench to correctly work with MultiTerm databases, they must be available in "fuzzy format." So, before Translator's Workbench can access the data stored in MultiTerm, you must create a fuzzy index for the terminology database. To achieve this, select the **Create Fuzzy Index** command from the **File** menu in MultiTerm. MultiTerm now works through the database and creates fuzzy images of all its terms in all languages, adding them to neural network files which are created in addition to your terminology database. For this reason, please make sure that you have enough space on your hard disk before starting this process. A message in the status bar confirms that MultiTerm is currently busy creating a fuzzy index. This will take up to a few minutes. You should by all means wait until MultiTerm has finished creating the fuzzy index; otherwise, the neural network may be incomplete or even damaged. A message appears in the status bar after the fuzzy index has been created successfully. For more information on fuzzy indexes in MultiTerm, please consult the MultiTerm '95 Plus User's Guide.

11. Importing and Exporting Translation Memories

This chapter shows you how to export and import TMs as a whole or in part. It also shows you how to invert the language direction of a Translation Memory.

11.1 Importing

You can use the **Import** function of Translator's Workbench's **File** menu to load a text file in the format of the Windows or DOS Translator's Workbench (TW II) into the current Translation Memory. Import files in TMX level 1 format are also supported. Import text files of the Windows Workbench and WinAlign are in ANSI code (file extension *.txt), those in TMX are in XML format, and those of the DOS Translator's Workbench or TAlign in ASCII (*.asc, *.al). If you would like to import Translation Memories created with the DOS Translator's Workbench or TAlign, please refer to the section on "Importing TW II or TAlign ASCII text files into a TM of the Windows Workbench" at the end of this section.

The **Import** menu item can only be activated when opening a TM in exclusive mode. To achieve this, check the **Exclusive** box in the **Open Translation Memory** dialog. If the TM database is password-protected, you need to know the SuperUser password in order to have exclusive access.

Note

In Translator's Workbench Freelance Edition, there is no **Exclusive** check box in the **Open Translation Memory** dialog. This is because Translator's Workbench Freelance Edition automatically opens each TM in exclusive mode.

11.1.1 Translator's Workbench's Text Format

The text files created with the export function of the Windows Workbench consists of two main sections: first, what is referred to as the "RTF Preamble," and second, the translation units as well as translation unit information such as *Change User* or project attributes and text fields.

RTF Preamble

The following is an example of a typical RTF preamble in Translator's Workbench text format:

```
<RTF Preamble>
<StyleSheet>{\stylesheet {\s0 normal;}{\cs1\cf5\fl\sub\vtw4winTags;}{\cs15\b\fl\fs24\i Test;}{\cs15\b\fl\fs24 Trados;}}
<FontTable>{\fonttbl {\fl\fmmodern\fcharset0\fprq1 Courier New;}{\f2\fwiss\fcharset0\fprq2 Arial;}{\f3\fcharset0\fprq2 Bookman Old Style;}{\f4\fcharset0\fprq2 Wide Latin;}{\f5\fcharset0\fprq2 Century Gothic;}}
</RTF Preamble>
```

In this header, preceded by the tag `<RTF Preamble>`, Translator's Workbench lists the character styles and fonts that were used when building up the Translation Memory. These styles and fonts are referenced in RTF tags in the translation units. Please refer to the section on "Used Character Styles" and "Used Fonts" in the chapter on "Editing & Deleting Translation Units" for further information. The RTF preamble ends with the tag `</RTF Preamble>`.

Translation Units

The following is an example of a typical translation unit in Translator's Workbench text format:

```
<TrU>
<CrD>17071994
<CrU>MILLER
<ChD>18071994
<ChU>SMITH
<UsD>18071994
<UsC>1
<Att L=Client>Pro Software Inc.
<Att L=Domain>Software
<Txt L=ID code>TR 1994/123 AB
<Seg L=EN_GB>What exactly is a Translation Memory (TM)?
<Seg L=DE_DE>Was hat man sich unter einem Translation Memory (TM) genau
vorzustellen?
</TrU>
```

The following table provides a brief description of what the tags at the beginning of each line mean:

Tag name	Description
<code><TrU></code> , <code></TrU></code>	Means that a new Translation Unit starts/ends here.
<code><CrD></code>	Specifies the Date of Creation of this translation unit in the format DDMMYYYY.
<code><CrU></code>	Specifies the User ID of the person who Created the translation unit.
<code><ChD></code>	Specifies the Date of the last Change to this translation unit in the format DDMMYYYY.
<code><ChU></code>	Specifies the User ID of the person who last Changed the translation unit.
<code><UsD></code>	Specifies the Date when the current translation unit was last Used in the format DDMMYYYY.
<code><UsC></code>	Shows how often a translation unit has been used, i.e. specifies the Usage Counter .
<code><Att L=Attribute Field Label></code>	Specifies the Label of one of the translation unit's project Attributes . In the above example, the first attribute is called <i>Client</i> and its contents are <i>Pro Software Inc.</i> , meaning that this translation unit was created during a translation project for this company.
<code><Txt L=Text Field Label></code>	Specifies one of the translation unit's Text field Labels . In the above example, the text field label is <i>ID code</i> .
<code><Seg L= Segment Language Label></code>	Contains the Language label of the Segment that follows. In the above example, <i>EN_GB</i> stands for English (United Kingdom), <i>DE_DE</i> for German (Germany). Lines starting with a <code><Seg L></code> tag contain the actual sentences and their target-language equivalents.

In the text format of Translator's Workbench 2.x or higher, the labels used for the `<Seg L=Segment Language Label>` tag are in two parts. The first part lists the language, the second part the country or region where the language is spoken. The codes used for the language follow the ISO 639 norm of two-letter language codes. The codes for the country follow the ISO 3166 norm of two-letter country codes. You can find a complete listing of ISO 639 codes at many sites on the Internet, for example at <http://www.stonehand.com/unicode/standard/>

iso639.html. ISO 3166 codes are listed at http://eexpert.com/_gp_dng.htm or <http://nic.xlink.net/domains/iso3166-codes.html>, for instance.

Examples: DE_DE stands for German (Germany), DE_CH for German (Switzerland), ZH_CN for Chinese (China), and ZH_SG for Chinese (Singapore). If a language is only spoken in one country, “00” is used as country code. Examples: FI_00 stands for Finnish, JA_00 for Japanese.

11.1.2 Defining Import Options

To define import options, choose **Import** from the **File** menu. The **Import** dialog appears.

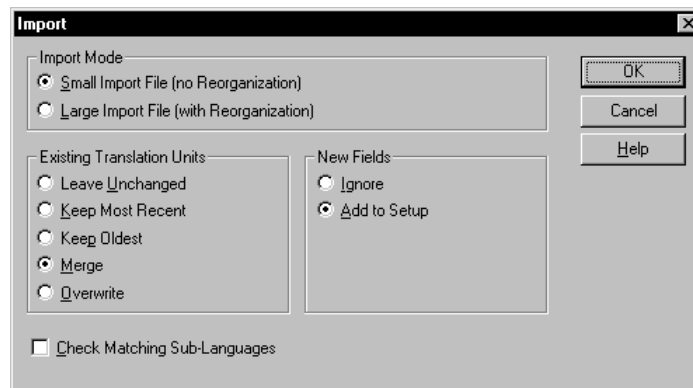


Figure 11-1: The Import Options dialog

Import Mode

The **Import Mode** group box gives you the following options:

- **Small Import File (no Reorganisation):** This option is useful if you only want to import a small import file with few translation units. When importing a small import file, Translator’s Workbench reads the translation units from the text file and simply *adds* them to the current TM and its associated neural network files. In the neural network used by Translator’s Workbench, it takes a bit more time to add new translation units than to merge them with it. Merging, however, requires a complete reorganisation of the network after the import, whereas adding data doesn’t. It is therefore advisable to use the “slow” import only if you would like to import, say, 50 translation units into a TM of 10.000 units. Since a reorganisation isn’t necessary, this import mode is a better choice in this case.
- **Large Import File (with Reorganisation):** This option is useful if you want to import a large import file with many translation units. During a fast import, Translator’s Workbench first reads and analyses all translation units from the text import file and then *merges* them with the existing data in the neural network files. It takes less time to merge a translation unit with the neural network data than to add it (see above). However, merging requires a reorganisation of the network after the import, which might take some time, depending on the size of the TM database and its associated files. Nevertheless, this import mode is the normal choice, since merging and reorganising are generally faster with larger import files than the **Small Import File** mode which needs no reorganisation.

Existing Translation Units During Import

This group box gives you the following options: **Leave Unchanged**, **Keep Most Recent**, **Keep Oldest**, **Merge**, and **Overwrite**.

The options **Keep Most Recent** and **Keep Oldest** are straightforward: **Keep Most Recent** means that Translator’s Workbench will always keep the TU that is “youngest.” So if an imported unit

has the same source sentence as a unit in TM *and* is newer than the unit in TM, it will be imported. If it is older, it will be rejected. The **Keep Oldest** option has the opposite effect. It will always keep the older TU.

Explaining the remaining three options, **Leave Unchanged**, **Merge**, and **Overwrite**, is a bit more complex. The following chart diagram clarifies what Translator's Workbench does during import, depending on the setting you choose (ITU stands for Imported Translation Unit, TMTU stands for Translation Memory Translation Unit):

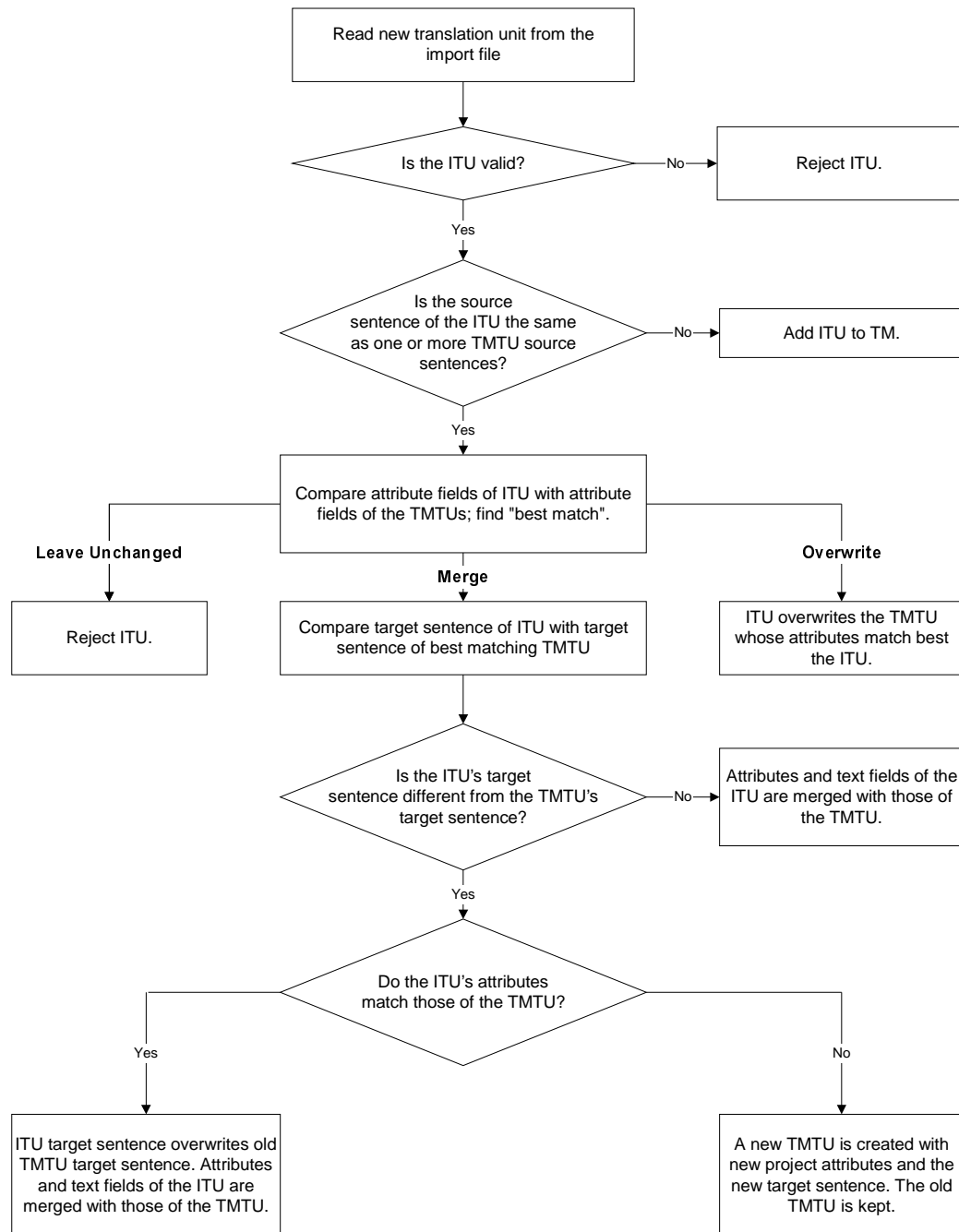


Figure 11-2: Existing Translation Units During Import

New Fields in the Import File

The **New Fields** group box of the **Import** dialog box gives you two options: **Ignore** and **Add to Setup**.

If you choose **Ignore**, Translator's Workbench will ignore all new attribute fields and text fields that might be part of the import file. This means they will not be added to the setup of your current TM.

Choosing **Add to Setup**, on the other hand, will add all new attribute and text fields to your current TM setup. So, for example, if the following line crops up in your import file:

```
<Att L=Client>Trados
```

and you did not have the attribute field *Client* in your TM setup, Translator's Workbench will automatically add this item to it. Likewise, if you did have a *Client* attribute field but *Trados* hadn't been on the attribute picklist up to now, it will automatically be added to the picklist.

Check Matching Sub-Languages

Check this box *only* if you want to make sure that Translator's Workbench compares the sub-language codes from the import file with the languages specified in the Translation Memory used for the import. If you leave this check box empty, Translator's Workbench will also import, say, English (United Kingdom) segments even if the TM has English (United States) as source or target language. If you check this option, however, all English (United Kingdom) segments will be regarded as invalid and thus not be imported. For more information on the concept of language codes and sub-languages as used in Translator's Workbench 2.x import files, see "Translator's Workbench's Text Format" above.

11.1.3 Starting the Import

After you have made your import settings as described above, click **OK** to confirm. The **Open Import File** dialog opens.

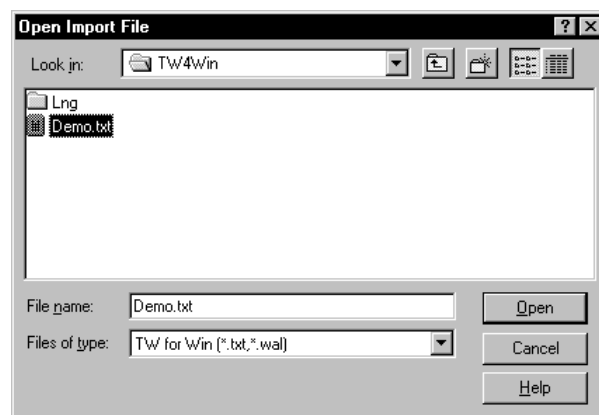


Figure 11-3: Opening an Import File

In this dialog, the desired file type, **TW for Windows/WinAlign (*.txt)**, is already selected in the **Files of Type** list. From the **Look In** drop-down box, choose the desired drive and folder as convenient. After that, click the desired file name, and click **Open** to confirm. The import will now start. Translator's Workbench automatically adds the translation units to your TM as defined in the "Defining Import Options" section.

11.1.4 Importing a WinAlign File Into a Translator's Workbench Translation Memory

Follow these steps to import a text file created with TRADOS WinAlign into a Translation Memory:

1. If you have not already exported the alignment results from WinAlign into a text file, do so now. The procedure is explained in the WinAlign manual in the "Exporting the Alignment Results" section of the "Getting Started" chapter.
2. If you have not already created a Translation Memory in Translator's Workbench, do so now. The procedure is described in the "Creating a new Translation Memory" section of the "Translation Memory" chapter.
3. Open the Translation Memory that you would like to use for the import. Make sure to open it in exclusive access mode.
4. From the **File** menu, choose **Import**. The **Import** dialog box opens.
5. Make the appropriate selections as explained in the section "Defining Import Options" above. Click **OK** to confirm your settings. The **Open Import File** dialog opens.
6. In the **Open Import File** dialog, choose **TW for Windows/WinAlign (*.txt)** from the **Files of Type** list. Choose the desired drive and folder as convenient.
7. Click the desired file name, and click **Open** to confirm. The import will now start. Translator's Workbench automatically adds the translation units to your TM as defined in the "Defining Import Options" section.

11.1.5 Importing TW II or TAlign ASCII text files into a TM of the Windows Workbench

If you are upgrading from the DOS Translator's Workbench (TW II) to the Windows version, you will of course like to continue using your old Translation Memories. To achieve this, follow these steps:

1. If you have not already exported your old DOS Translation Memory into an ASCII text file, do so now. The procedure is explained in the TW II manual in the "Exporting" section of the "Utilities" chapter.
2. If you have not already created a Translation Memory in Translator's Workbench, do so now. The procedure is described under "Creating a new Translation Memory" in the "Translation Memory" section.
3. Open the Translation Memory that you would like to use for the import. Make sure to open it in exclusive access mode.
4. From the **File** menu, choose **Import**. The **Import** dialog box opens.
5. Make the appropriate selections as explained in the section "Defining Import Options" above. Click **OK** to confirm your settings. The **Open Import File** dialog opens.
6. In the **Open Import File** dialog, choose **TW for DOS/TAlign (*.asc;*.al)** from the **Files of Type** list. Choose the desired drive and folder as convenient.
7. Click the desired file name, and click **Open** to confirm. The import will now start. Translator's Workbench automatically converts the data to Translator's Workbench Translation Memory format and add translation units to your TM as defined in the "Defining Import Options" section.

11.1.6 Migrating from IBM's Translation Manager to TRADOS Translator's Workbench

If you are migrating from IBM's TM/2 or TM/Win programs to TRADOS Translator's Workbench, you will of course want to continue using your old Translation Memories. To achieve this, follow these steps:

1. If you have not already exported your old TM/2 or TM/Win Translation Memory into a text file (by default, it has the extension *.exp), do so now. The procedure is explained in the TM/2 and TM/Win manuals respectively.
2. If you have not already created a Translation Memory in Translator's Workbench, do so now. The procedure is described under "Creating a new Translation Memory" in the "Translation Memory" section.
3. From the **File** menu, choose **Import**. The **Import** dialog box opens.
4. Make the appropriate selections as explained in the section "Defining Import Options" above. Click **OK** to confirm your settings. The **Open Import File** dialog opens.
5. In the **Open Import File** dialog, choose **IBM TM/2 (*.exp)** from the **Files of Type** list. Choose the desired drive and folder as convenient.
6. Click the desired file name, and click **Open** to confirm. The import will now start. Translator's Workbench automatically converts the data to Translator's Workbench Translation Memory format and adds translation units to your TM as defined in the "Defining Import Options" section.

11.1.7 Importing Translation Memory Exchange (TMX) Files Into a Translator's Workbench Translation Memory

Follow these steps to import a text file created with other TM systems that support "Level 1" of the Translation Memory Exchange (TMX) format:

1. If you have not already exported the TM from the other TM system into a TMX Level 1-compliant text file, do so now. The procedure should be explained in the manual of the other TM system.
2. If you have not already created a Translation Memory in Translator's Workbench, do so now. The procedure is described under "Creating a new Translation Memory" in the "Translation Memory" section.
3. From the **File** menu, choose **Import**. The **Import** dialog box opens.
4. Make the appropriate selections as explained in the section "Defining Import Options" above. Click **OK** to confirm your settings. The **Open Import File** dialog opens.
5. In the **Open Import File** dialog, choose **TMX (*.tmx)** from the **Files of Type** list. Choose the desired drive and folder as convenient.
6. Click the desired file name, and click **Open** to confirm. The import will now start. Translator's Workbench automatically converts the data to Translator's Workbench Translation Memory format and adds translation units to your TM as defined in the "Defining Import Options" section.

Note

"TMX Level 1" means that internal formatting information inside the imported units is lost during the import. For more information on TMX, see the TMX Web site at <http://www.lisa.org/tmx>.

11.2 Exporting

An export writes the contents of a Translation Memory to a file in the Translator's Workbench 2.x text format (*.txt) as specified in the section above. Optionally, you can export the TM to a file in the Translator's Workbench 1.x or the DOS Translator's Workbench (TW II) text format for further use in the old versions. Exporting into the "TMX Level 1" format mentioned in the note above is also supported. For more information on TMX, see the TMX Web site at <http://www.lisa.org/tmx>.

When doing an export, you can specify various criteria to export only parts of a Translation Memory. Specifying an attribute or only one element of a picklist of that attribute lets you export a certain subset of the data, for instance to use for creating a new Translation Memory. Likewise, such system fields as *Creation Date* or *Change User* let you export all translation units that have been added since the beginning of a project, for instance. The usage counter lets you export those translation units that have actually been re-used. You can also specify the user ID as an export criterion, and so on.

To perform an export, you have to open the TM in exclusive access mode. You achieve this by checking the **Exclusive** box in the **Open Translation Memory** dialog. If the TM database is password-protected, you need to know the SuperUser password in order to have exclusive access.

Note

In Translator's Workbench Freelance Edition, there is no **Exclusive** check box in the **Open Translation Memory** dialog. This is because Translator's Workbench Freelance Edition automatically opens each TM in exclusive mode.

11.2.1 Defining Export Options

To define export options, select **Export** from the **File** menu. This opens the **Export** dialog.

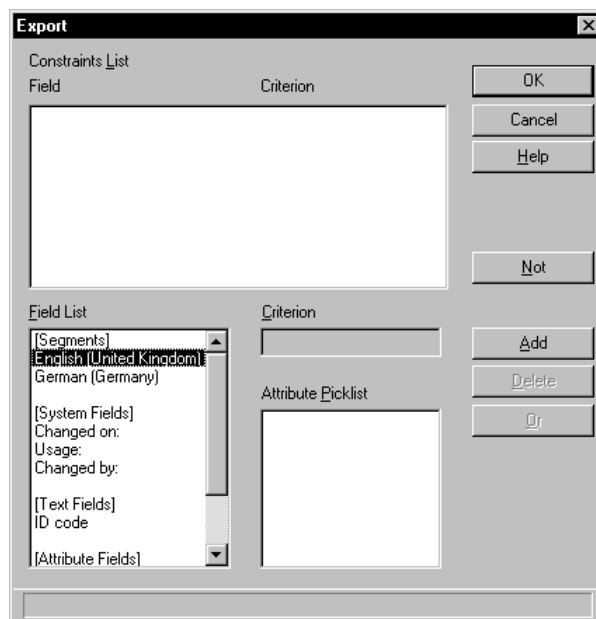


Figure 11-4: The Export dialog with the Field List of the demonstration TM **Demo . tmw**

The following is a recapitulation of all options in the **Export** dialog. You will find an example at the end of this section.

Constraints List

This list contains all the items that specify the restrictions you select for the data to be exported from your Translation Memory. If you leave this list empty (by just clicking on **OK**), you will export your entire TM, thus creating a backup of it in text form. If you would like to export only a certain subset—for example, only those translation units that have been created by a certain user, or all TUs belonging to a certain domain—you have to define constraints as explained below.

Field List

Here you choose the labels of language segments, system fields, attribute fields, and text fields to define constraints for your export. Click on the item that you want to use, then click on **Add** or **Or** followed by **Add**, depending on whether you would like to add a logical AND or a logical OR to the **Constraints List**. See the examples below for a detailed description.

Criterion

After making your selection in the **Field List**, you define a criterion in the **Criterion** field, for example “>1” for the system field “Usage Counter,” which would mean that you would like to only export all TUs that have been used at least twice during translation projects. Or you would specify the criterion “*user-friendly*” for the **[Segments]** field **English (United Kingdom)** to export only TUs whose English segment contains the word *user-friendly* somewhere.

Important

Translator’s Workbench’s export function is case-sensitive. This means that it makes a difference whether you enter the criterion “*user-friendly*”, “*USER-FRIENDLY*” or “*User-friendly*” into the **Criterion** field. To make sure all these cases are taken into account during export, you must add all these cases to the **Constraints List**, separated by a logical OR. You achieve this by clicking the **Or** button before defining the different criteria.

The Criterion Input Box

With the exception of attribute fields, all fields allow you to enter a criterion in the **Criterion** input box. Here you specify the criterion for the field that you add to the **Constraints List**.

The following conventions apply to export constraints criteria:

Criterion	Description
text	The segment or field referred to must contain precisely this text and no other.
Text*	The segment or field referred to must begin with this text.
*text	The segment or field referred to must end with this text.
text	The segment or field referred to must contain this text somewhere in its contents.
?text	The segment or field referred to must contain this text, preceded by any single character. You can specify any number of “?”s to indicate a sequence of any characters.
?text?	The segment or field referred to must contain this text, preceded and followed by any single character. You can specify any number of “?”s to indicate a sequence of any characters.
!*text*	None of the segments or fields referred to may contain this text.
>...	The field must contain a value that is greater than the criterion. Can only be used by the system date fields “Creation Date,” “Change Date,” and “Used Date” as well as the system field “Usage Counter.”
<...	The field must contain a value that is less than the criterion. Can only be used by the system date fields “Creation Date,” “Change Date,” and “Used Date” as well as the system field “Usage Counter.”

Attribute Picklist

If you select an item from the **[Attribute Field]** section in the **Field List** and you click the **Add** button, the corresponding picklist opens automatically and is displayed in the **Attribute Picklist**. At the same time, the first item of the picklist is used as the default criterion in the **Constraints List**. To use another picklist item, select it with your mouse. Translator's Workbench will automatically update the **Constraints List** accordingly.

11.2.2 Exporting: An Example

Let's try an example with the demonstration TM `Demo.tmw`. You can see its setup (system, text, and attribute fields) in the **Field List** section on the screen shot above. If you just clicked on **OK** in this dialog, you would export the whole TM, since you would not specify any export constraints (the **Constraints List** is empty, meaning all translation units will be exported). For our purposes, though, let's assume that we would like to export only a part of our TM `Demo.tmw`, namely all translation units that fulfil the following criteria:

- they have at least been used twice
- OR
- their ID code is *PROJ 94/105* (meaning the 105th project in the year 1994)
- AND
- the client of the translation project *PROJ 94/105* was *Pro Software Inc.*

To export only the translation units matching these criteria, you have to add corresponding items to the **Constraints List**. To achieve this, follow these steps:

1. First of all, we would like to specify a criterion telling Translator's Workbench to only export translation units that have at least been used twice. To do this, click on the item **Usage** in the **[System Fields]** section of the **Field List** in the **Export** dialog. After that, click on the **Add** button. This will automatically add the item **Usage Counter** to the field list. At the same time, the **Criterion** input box is filled with a value, in this case "**>0**". This means that all translation units that have at least been used once will be exported. However, we would like to export only those that have been used *twice*. So we will have to replace the "**>0**" with a "**>1**". You can make this slight yet important correction in the **Criterion** input box.

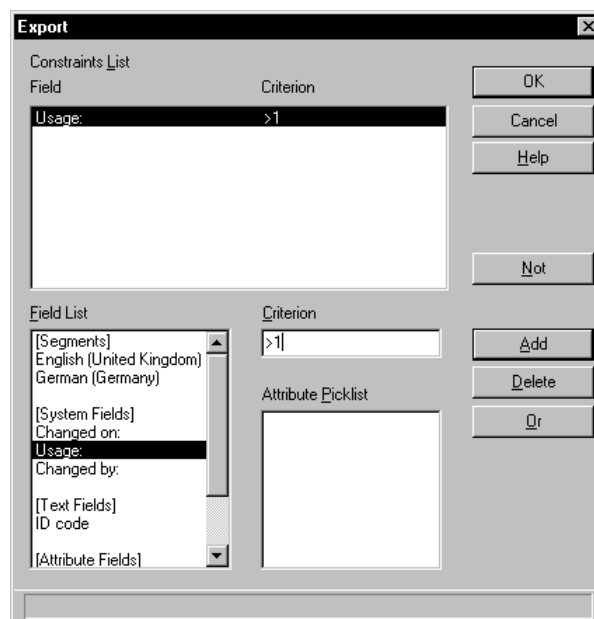


Figure 11-5: Adding the Usage Field to the Constraints List

- Before defining the second criterion, we have to keep in mind that we would EITHER like to export all translation units having been used at least twice OR all units bearing the *ID code PROJ 94/105* and having been translated for *Pro Software Inc.* So the first thing will be to click on the **Or** button. This adds an **[Or]** item to the list of export constraints. After that click on the item *ID code* in the **[Text Fields]** section of the **Field List**. Now click on the **Add** button again. This will automatically add the item *ID code* to the list of export criteria. To specify the export criterion *PROJ 94/105*, simply type this text into the **Criterion** box where the cursor is already blinking. This completes specifying the second export criterion.

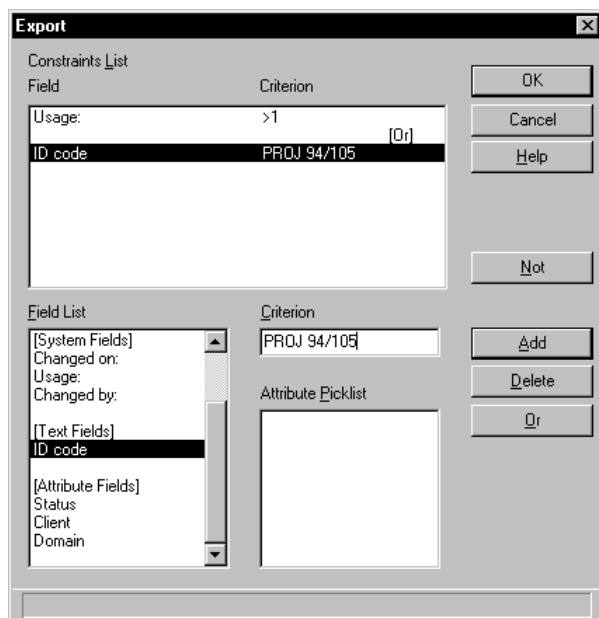


Figure 11-6: Adding a Text Field to the Constraints List

- Now let's set the third export criterion, namely the attribute *Client Pro Software Inc.* To do this, click on the item *Client* in the **[Attribute Fields]** section of the **Field List**. After that, click on the **Add** button again. The attribute *Client* is automatically added to the list of export criteria, and its picklist appears automatically. In this picklist, the item *Pro Software Inc.* is already highlighted as the criterion of the attribute field *Client*. This completes defining our export constraints. Your **Export** dialog should now look as follows:

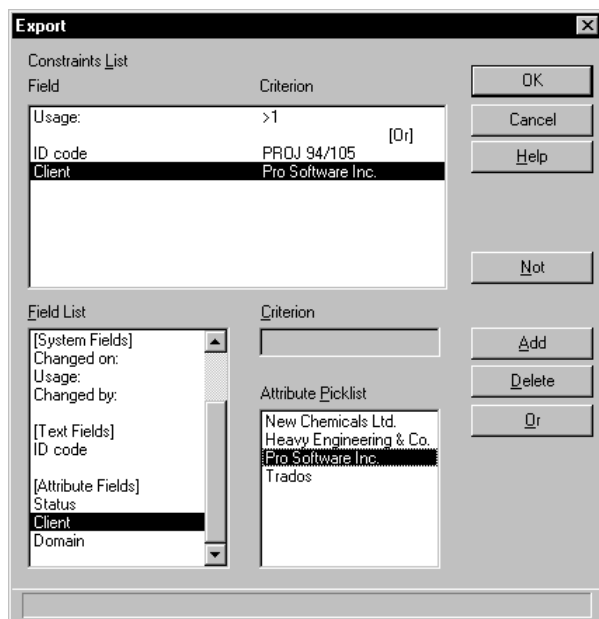


Figure 11-7: Finished Export Definition

4. If your screen looks like this, you can now click the **OK** button to export the part of our TM matching the export criteria defined under steps 1-3. This opens the **Create Export File** dialog.
5. Choose the desired drive and folder as convenient.
6. Type a name into the **File Name** box, for example `My First Export`, and Click **Save**. Translator's Workbench will automatically add the `.txt` extension and start writing the translation units to the export text file. To overwrite an existing export file, you can double-click its name in the files list. You will then be asked whether you want to replace it or not.

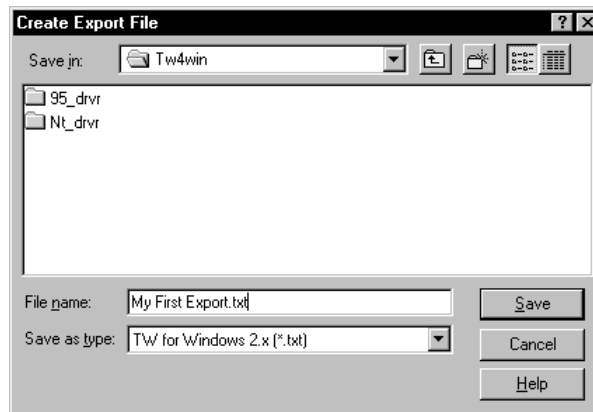


Figure 11-8: Creating an Export File

7. The export now starts. In its status bar, Translator's Workbench informs you of the progress of the export. When completed, the program informs you of the total number of translation units that were exported.

11.3 Using the Export Function to Create a Backup

The most secure method to create a backup of your Translation Memory is to completely export the data to a text file. Follow these steps:

1. Open the Translation Memory for which you would like to create a backup. Make sure to open it in exclusive access mode.
2. From the **File** menu, select the **Export** command. The **Export** dialog opens.
3. Since you normally want to save all data in a backup, you do not need to define any constraints. Just click **OK** to confirm the empty constraints list. The **Create Export File** dialog opens.
4. Choose the desired drive and folder as convenient.
5. Type a name into the **File Name** box, for example `Backup`, and Click **Save**. Translator's Workbench will automatically add the `.txt` extension and start writing the translation units to the export text file. To overwrite an existing export file, you can double-click its name in the files list. You will then be asked whether you want to replace it or not.
6. The export now starts. In its status bar, Translator's Workbench informs you of the progress of the export. When completed, the program informs you of the total number of translation units that were exported.

11.4 Creating Export Files for Earlier Versions of Translator's Workbench

You can export the contents of your Translation Memory in such a way that they are compatible with earlier versions of Translator's Workbench (version 1.x, TW II for DOS). Follow these steps:

1. Open the Translation Memory which you would like to export. Make sure to open it in exclusive access mode.
2. From the **File** menu, select the **Export** command. The **Export** dialog opens.
3. Specify any export constraints as explained above under "Defining Export Options."
4. Click **OK** to confirm your settings. The **Create Export File** dialog opens.
5. Set the desired export format from the **Save as Type** drop-down list.
 - To export the TM for use with Translator's Workbench 1.x, choose **TW for Windows 1.x (*.txt)**.
 - To export the TM for use with Translator's Workbench II for DOS, choose **TW for DOS (*.asc)**.
6. Choose the desired drive and folder as convenient.
7. Type a name into the **File Name** box, for example `ExportForVersion1`, and Click **Save**. Translator's Workbench will automatically add the `.txt` extension and start writing the translation units to the export text file. To overwrite an existing export file, you can double-click its name in the files list. You will then be asked whether you want to replace it or not.
8. The export now starts. In its status bar, Translator's Workbench informs you of the progress of the export. When completed, the program informs you of the total number of translation units that were exported.

11.5 Inverting Translation Memories

If you have a bilingual Translation Memory, you might want to also use it in the opposite language direction. This is easily achieved by using the **Export** and **Import** function. Follow these steps:

1. Open the Translation Memory you want to invert. Make sure to open it in exclusive access mode.
2. Use the **Export** command from the **File** menu to export the Translation Memory into a text file, as described above.
3. Create a new Translation Memory, using the **New** command from the **File** menu. Make sure to set the language direction that is opposite to the TM you've exported under step 2. You can also open an existing TM which has the opposite language direction of the exported TM.
4. Use the **Import** command from the **File** menu to re-import the exported text file created under step 2. Translator's Workbench will automatically assign the translation units in the inverted order. After the import, you will have a new TM with the opposite language direction.

12. Network Operation

Building and maintaining a Translation Memory (TM) can be quite time-consuming. It is therefore particularly worthwhile where several people work together, and their combined knowledge needs to be available to everyone.

Translator's Workbench is therefore fully networkable. When used on a network, you should have the program files and databases on a central disk that all users can access. Of course, users can continue to maintain private databases locally.

This chapter explains the aspects of Translator's Workbench that are important to network operation. The chapter is primarily intended for the network administrator in charge of Translator's Workbench installation.

Note

The Freelance Edition of Translator's Workbench is not network-enabled. This means that it cannot be used to share TMs with several users in a network. TMs opened with the Freelance Edition are always opened in exclusive access mode, giving the user the SuperUser rights mentioned below. By extension, this means that you can only open a password-protected TM in the Freelance Edition if you know the SuperUser password.

12.1 System Settings

When Translator's Workbench is run on a network, the central translation memories should be installed in a special directory. The users need *at least* the following access rights to the network directory:

- Open existing files
- Read files
- Write files
- Create files
- Erase files

If one of these rights is missing, you will experience problems with crucial Workbench functions.

12.2 Protecting Translation Memory Databases

Translation Memories can be protected at multiple levels. This is done via defining passwords that are linked to specific access rights. The following password levels are available:

- **SuperUser Password.** This password grants users the following rights:
 - ✓ Exclusive TM access mode. The exclusive mode gives users access to the **Setup**, **Import**, **Export**, and **Reorganise** commands from the **File** menu.
 - ✓ Access to the **Change All** function in the **Maintenance** dialog. This function is designed to perform global changes throughout the TM in one go. See the “Maintaining a Translation Memory” section for more information.

If a SuperUser password does not exist, each user can open the TM in exclusive mode. The SuperUser Password includes all access levels described in the next bullets.

- **Maintenance/Reorg Password.** This password grants users the following rights:
 - ✓ Exclusive TM access mode, but only to the **Reorganise** and the **Maintenance** commands;
 - ✓ Access to the **Maintenance** command from the **File** menu in exclusive and read-write mode. If the Maintenance function is used in read-write mode, the **Change All** function is disabled. If the Maintenance function is used in exclusive mode, however, the **Change All** function is enabled.

The **Maintenance/Reorg Password** is especially useful for companies who usually work with external translation agencies and want to protect the TM against altering the setup or against exporting its contents while still allowing them to reorganise the memories and use the Maintenance function.

- **Read-Write Password.** This password grants users the following rights:
 - ✓ Read-write TM access mode. The read-write mode allows users to add or modify those translation units which are *not* protected by specific project passwords (see below).
 - ✓ If a **Maintenance/Reorg Password** does *not* exist, the **Read-Write Password** also gives users access to the **Maintenance** command from the **File** menu, excluding the **Change All** function.
- **Project Passwords.** These passwords grant users the following rights:
 - ✓ Read-write TM access mode (see above).
 - ✓ Create and modify translation units in specific projects. Project passwords can be defined for each attribute field and attribute value contained in the TM setup. You define project passwords for attributes that you want to specifically protect against unauthorised writing. If users only know the **Read-Write Password**, they will not be able to change translation units whose attributes have been protected with project passwords.
 - ✓ Project passwords also include the right to use the **Maintenance** function, however not the **Change All** function.
- **Read-Only Password:** This password allows users to open the TM in read-only mode only. The read-only mode allows users to open the TM and use all translation units. However, they cannot change them in any way.

12.2.1 Defining a SuperUser Password

To define a **SuperUser** password, follow these steps:

1. Open the TM for which you want to define the password in exclusive mode.

2. From the **File** menu, choose the **Setup** command. The **Setup** dialog opens.
3. Click the **Access Rights** tab.

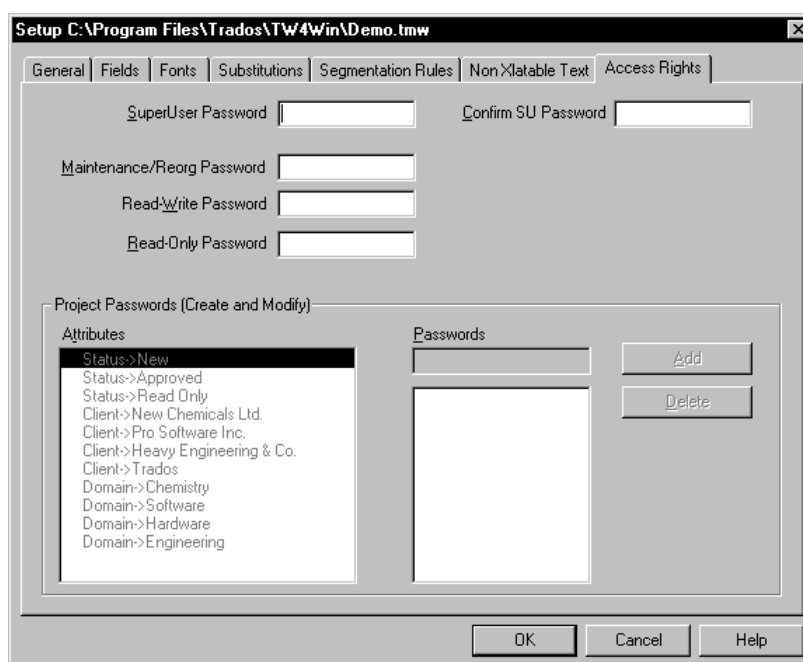


Figure 12-1: The Access Rights Tab

4. Enter the password into the **SuperUser Password** box. Note that Translator's Workbench only displays asterisks while you enter the password.
5. Confirm your password by entering it again into the **Confirm SU Password** box.

12.2.2 Defining a Maintenance/Reorg Password

To define a **Maintenance/Reorg** password, follow these steps:

1. Open the TM for which you want to define the password in exclusive mode.
2. From the **File** menu, choose the **Setup** command. The **Setup** dialog opens.
3. Click the **Access Rights** tab.
4. Enter the password into the **Maintenance/Reorg Password** box.

12.2.3 Defining a Read-Write Password

To define a general **Read-Write** password, follow these steps:

1. Open the TM for which you want to define the password in exclusive mode.
2. From the **File** menu, choose the **Setup** command. The **Setup** dialog opens.
3. Click the **Access Rights** tab.
4. Enter the password into the **Read-Write Password** input box.

12.2.4 Defining a Read-Only Password

To define a general **Read-Only** password, follow these steps:

1. Open the TM for which you want to define the password in exclusive mode.
2. From the **File** menu, choose the **Setup** command. The **Setup** dialog opens.
3. Click the **Access Rights** tab.
4. Enter the password into the **Read-Only Password** input box.

12.2.5 Defining Project Passwords

To define project-specific passwords, follow these steps:

1. Open the TM for which you want to define the password in exclusive mode.
2. From the **File** menu, choose the **Setup** command. The **Setup** dialog opens.
3. Click the **Access Rights** tab.
4. If you have not yet defined a SuperUser password as described above, you need to do this now. Project passwords can only be defined once a SuperUser password has been set.
5. In the **Attributes** list, click the attribute that you want to password-protect.
6. Enter a password into the **Passwords** input box.

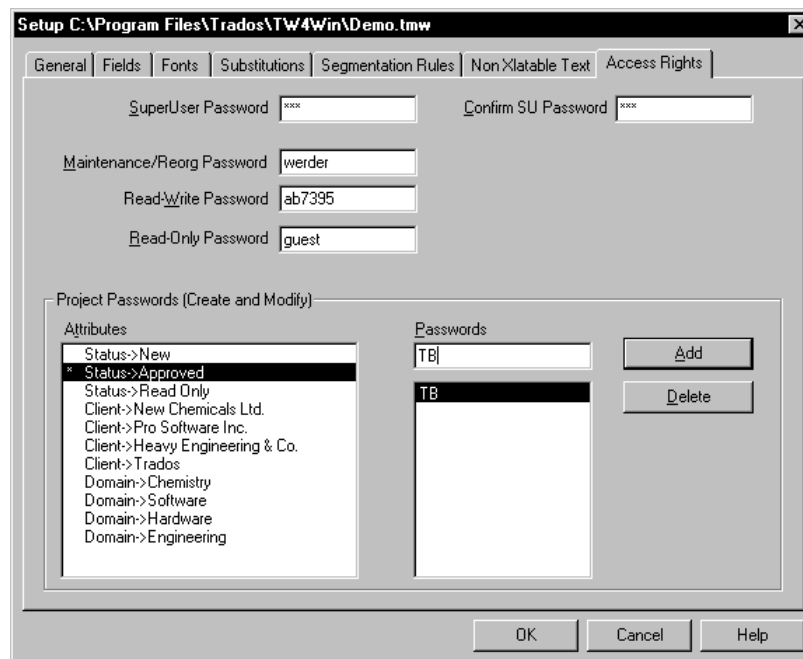


Figure 12-2: Entering Project Passwords for the Attribute “Status - Approved”

7. Click the **Add** button. The password is added to the list. To assign multiple passwords to one and the same attribute, enter them one by one into the **Passwords** list and click the **Add** button. To delete an undesired password, highlight it, and click the **Delete** button.
8. Repeat this procedure for all attributes that you want to protect. Only those users who know the project passwords will then be able to add or modify any translation units in that project. Attributes for which a project password has been defined are all marked with an asterisk as depicted above.

Notes

- Project passwords can only be defined once a **SuperUser Password** has been set.
- Project passwords also include the right to use the **Maintenance** function, however not the **Change All** function.

13. Translator's Workbench's Windows— Mouse Functions and Key Assignments

In all of Translator's Workbench's windows, particularly the Concordance and Maintenance windows, you can perform a lot of tasks. You can for example move through the text, select any part of text, copy selections to the clipboard, perform searches in MultiTerm, display translation unit information, and edit and delete translation units. The following pages recapitulate all available mouse functions and key assignments. Unless stated otherwise, all functions described in this chapter are available in the Source, Translation Memory, Terminology, Concordance, and Maintenance window.

13.1 Left Mouse Button

To select any part of text in any Translator's Workbench window, press and hold the left mouse button and “drag” across the part of text you would like to select. You can double-click on any word to select it immediately.

13.1.1 Displaying Translation Unit Information

In the Translation Memory and Concordance window, clicking with the left mouse button on one of the flag icons preceding each translation unit makes the current TU information (system, text and attribute fields) visible. This is useful, for instance, when working in **Big Windows** mode.

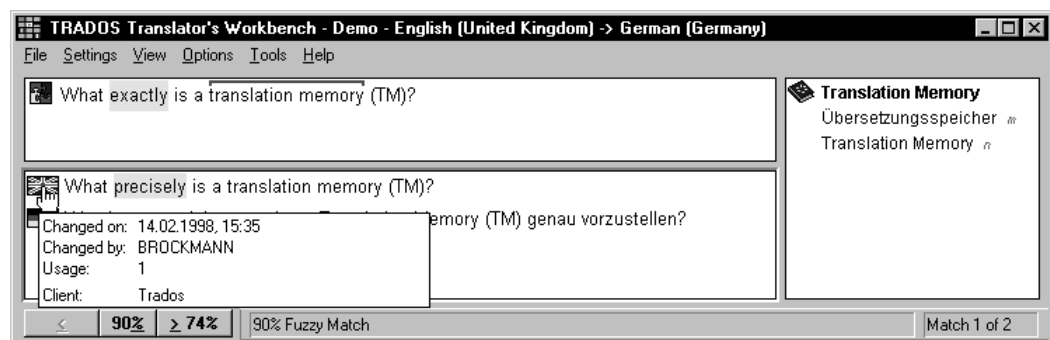


Figure 13–1: Displaying Translation Unit Information in “Big Windows” Mode

13.1.2 Activating MultiTerm

If your mouse pointer is located on the dictionary icon of the Terminology window, a *single* click will toggle between displaying and undisplaying the translation of the current term. *Double-clicking* the left mouse button will bring up the MultiTerm window. This is useful if you would like to take a closer look at the current entry in MultiTerm.

13.2 Right Mouse Button

After selecting text with the left mouse button as described above, clicking the right mouse button in any window opens a context menu at the current selection cursor position. In this context menu, you have four options:

- **Perform Concordance Search:** If Translator's Workbench can find the part of text that you have selected in one or more source-language sentences of the current TM, it will immediately open a new Concordance window where it displays all corresponding sentence pairs containing the found text. From here you can start further Concordance searches in the same way as just described. If Translator's Workbench cannot find any Concordance based on your selection, a corresponding message will appear in the status bar of the main program window.
- **Search in MultiTerm:** Use this command to start a simple search in MultiTerm, based on your current text selection. "Simple search" means that MultiTerm will perform a search by looking through the index of the current source language selected in the MultiTerm database—usually the same as the one selected as the source language of the current TM—and display the first entry whose headword begins with the search term. MultiTerm will then pop up and show you the corresponding entry. If it cannot find the term you have looked for, a corresponding message ("Not found") will be displayed in MultiTerm's status bar.
- **Fuzzy Search in MultiTerm:** Use this command to start a fuzzy search in MultiTerm, based on your text selection. If MultiTerm can find matching entries, it will pop up and show you a hit list with all entries that could be found. If it cannot find anything, it will display a corresponding messages ("No matching entries found") in its status bar.
- **Copy to Clipboard:** Use this command to transfer your text selection to Windows' clipboard. From there you can paste it into your word processor or any other application that allows the pasting of text from the clipboard, for example the Windows notepad or DTP programs.

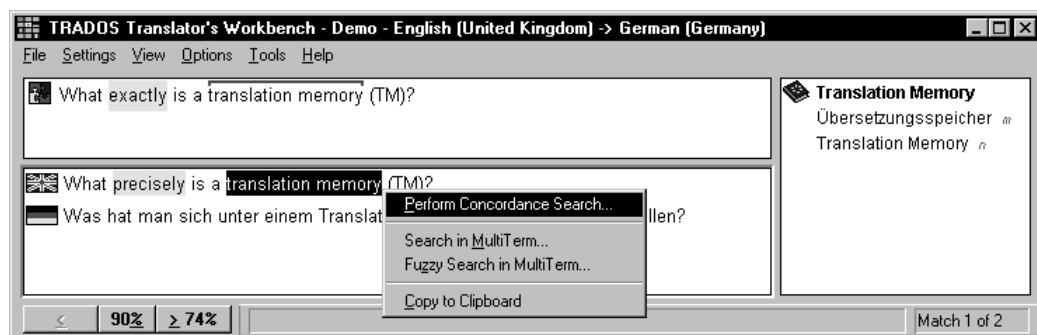


Figure 13-2: Opening the Text Selection Context Menu

13.2.1 Editing & Deleting Translation Units

The right mouse button is also used to edit or delete translation units from within the Translation Memory, Concordance, and Maintenance windows. Refer to the section on "Editing & Deleting Translation Units" in the "Translation Memory" chapter for more information.

13.3 Key Assignments

In Translator's Workbench's windows, the following key assignments are available to move the cursor around (most of them are also valid for the TagEditor window):

[Home]	Moves the cursor to the beginning of the current line.
[End]	Moves the cursor to the end of the current line.
[Ctrl] + [Home]	Moves the cursor to the beginning of the text displayed in the currently active window.
[Ctrl] + [End]	Moves the cursor to the end of the text displayed in the currently active window.
[→]	Moves the cursor one character to the right.
[←]	Moves the cursor one character to the left.
[↑]	Moves the cursor one line up.
[↓]	Moves the cursor one line down.
[Page ↑]	Moves the cursor up one screen page.
[Page ↓]	Moves the cursor down one screen page.
[Ctrl] + [→]	Moves the cursor one word to the right.
[Ctrl] + [←]	Moves the cursor one word to the left.

If one or more known terms and/or placeable elements have been found for the current source sentence, the following additional shortcuts can be used in the Source window of Translator's Workbench to move from one element to the next and vice versa:

[Alt] + [→]	Moves the focus (bold red bracket) to the next known term. This function is only available in the Source window.
[Alt] + [←]	Moves the focus to the previous known term. This function is only available in the Source window.
[Alt] + [Ctrl] + [→]	Moves the focus (bold blue bracket) to the next placeable element. This function is only available in the Source window.
[Alt] + [Ctrl] + [←]	Moves the focus to the previous placeable element. This function is only available in the Source window.

To select text, the following key assignments are available:

[Shift] + [→]	Moves the selection one character to the right.
[Shift] + [←]	Moves the selection one character to the left.
[Shift] + [Home]	Selects text from the current cursor position up to the beginning of the current line.
[Shift] + [End]	Selects text from the current cursor position up to the end of the current line.
[Shift] + [↑]	Moves the selection up one line.
[Shift] + [↓]	Moves the selection down one line.
[Shift] + [Page ↑]	Moves the selection one screen page up.
[Shift] + [Page ↓]	Moves the selection one screen page down.
[Shift] + [Ctrl] + [Home]	Selects text from the current cursor position up to the beginning of the text displayed in the currently active window.
[Shift] + [Ctrl] + [End]	Selects text from the current cursor position up to the end of the text displayed in the currently active window.

13.3.1 Special Key Functions and Shortcuts

The shortcut **[Ctrl] + [C]** or **[Ctrl] + [Ins]** copies selected text to the Windows clipboard. From there you can paste it into your word processor or any other application that allows the pasting of text from the clipboard, for example the Windows notepad or DTP programs.

The **[Enter]** key has several functions:

- If you have selected text in any window, pressing **[Enter]** starts a new Concordance search, based on your selection.
- If the mouse pointer is located on a flag and you have chosen the translation unit information to be **Hidden** (see “Setting Concordance Options” in the “Working With Bilingual Concordances” chapter), the **[Enter]** key will toggle between visualising and hiding the corresponding information (system fields, attributes and text fields). The same applies if the mouse pointer is located on the database icon in the Translation Memory window.
- If the mouse pointer is located on the dictionary icon in the Terminology window, the **[Enter]** key displays/undisplays the translation of the current term.

After selecting text with keys as described above, pressing the shortcut **[Shift] + [F10]** in any window opens a context menu at the current selection cursor position. This menu is described above under “Right Mouse Button.”

13.3.2 Editing & Deleting Translation Units

You can also use the **[Shift] + [F10]** shortcut to edit or delete translation units from within the Translation Memory, Concordance, and Maintenance windows. Refer to the section on “Editing & Deleting Translation Units” in the “Translation Memory” chapter for more information.

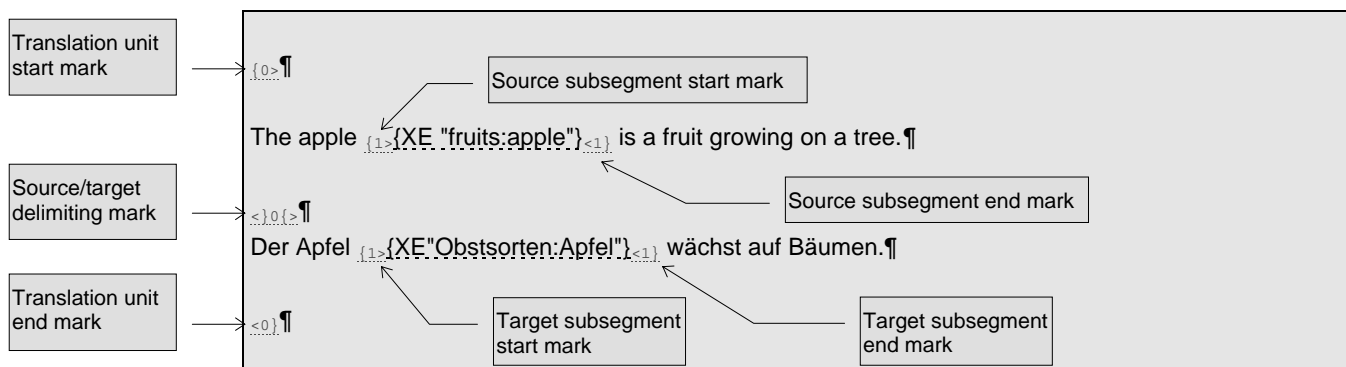
Appendix A : Error Messages & Troubleshooting

This appendix lists error messages that Translator's Workbench might display during your work with the program. It also gives some hints as to how to troubleshoot them. The following types of errors are covered:

- segmentation error messages Translator's Workbench might display during interactive translation work (from within your word processor) or batch mode (Translate, Analyse, and Clean Up tools). Note that such errors cannot happen when working with TagEditor since it always protects all delimiting marks;
- database errors;
- matrix errors;
- miscellaneous other error messages.

Segmentation Error Messages

Error messages appearing during interactive or batch translation work all have to do with how Translator's Workbench segments your texts (see the "Before Starting: Some Background Information and Useful Settings" section in the "Interface With Your Word Processor and TagEditor" chapter). The graphic below sums up the segmentation terminology:



Troubleshooting

The following section provides all error messages involving segmentation errors and gives hints as to how correct and avoid them in the future. As a general rule, set your word processor to display hidden text to view the special marks that Translator's Workbench inserts into your text during translation. To find problematic spots in batch-processed files, see "Troubleshooting Batch-Processed Files" in the "Document Analysis, Translation, and Cleanup" chapter.

The mark for starting a translation unit is missing or damaged

Explanation: One or more characters of the `{0>` string at the beginning of the translation unit have been accidentally deleted.

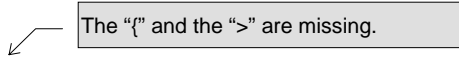
Solution: Check the beginning of the TU. Every TU must have the delimiting mark `{0>` at its beginning. Otherwise Translator's Workbench is unable to process it.

Examples

These are examples of translation units for which Translator's Workbench will display the above error message:

`{0>This is a sample sentence (closed TU).<0{>Dies ist ein Beispielsatz (geschlossene TU).<0}`

 The "0" is missing.

`0{¶`

 The "{" and the ">" are missing.
 This is a sample sentence (open TU).¶
`<0{>¶`
 Dies ist ein Beispielsatz (geöffnete TU).¶
`<0}>¶`

The mark for ending a translation unit is missing or damaged

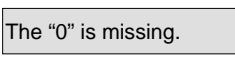
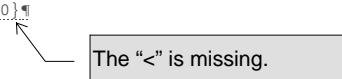
This error is very similar to the previous one.

Explanation: One or more characters of the `<0}` string at the end of the TU have been accidentally deleted.

Solution: Check the end of the TU. It must have the delimiting mark `<0}` at its end. Otherwise Translator's Workbench is unable to process it.

Examples

These are examples of TUs for which Translator's Workbench will display the above error message:

`{0>This is a sample sentence (closed TU).<0{>Dies ist ein Beispielsatz (geschlossene TU).<}`

 The "0" is missing.
`{0>¶`
 This is a sample sentence (open TU).¶
`<0{>¶`
 Dies ist ein Beispielsatz (geöffnete TU).¶
`0}>¶`

 The "<" is missing.

The mark for delimiting source and target is missing or damaged

Explanation: One or more characters of the `<0{>` string between the source and target segment of the TU have been accidentally deleted.

Solution: Check the string between the source and target segment of the TU. It must have the delimiting mark `<0{>` exactly as shown. Otherwise Translator's Workbench is unable to process it.

Examples

These are examples of TUs for which Translator's Workbench will display the above error message:

`{0>This is a sample sentence (closed TU).<}` Dies ist ein Beispielsatz (geschlossene TU).`<0}`

The "0" is missing.

`{0>¶`

This is a sample sentence (open TU).`¶`

`>0>¶`

Dies ist ein Beispielsatz (geöffnete TU).`¶`

`<0} ¶`

The "<" and the "{" are missing.

The mark for starting a subsegment is missing or damaged

Explanation: One or more characters of the `{n>` string (*n* being any number between 1 and 9) at the beginning of a subsegment (index entries, footnotes, etc.) have been accidentally deleted.

Solution: Check the beginning of the TU's subsegment(s). Every subsegment must have the delimiting mark `{n>` at its beginning. Otherwise Translator's Workbench is unable to process the corresponding TU.

Example

This is an example of a TU for which Translator's Workbench will display the above error message:

`{0>This is a sample sentence {1>{XE "sample sentence"}<1}. with a subsegment.<0} Dies ist ein Beispielsatz {1>{XE "Beispielsatz"}<1} mit einem Subsegment.<0}`

The "1" is missing.

The mark for ending a subsegment is missing or damaged

Explanation: One or more characters of the `<n}` string (*n* being any number between 1 and 9) at the end of a subsegment (index entries, footnotes, etc.) have been accidentally deleted.

Solution: Check the end of the TU's subsegment(s) you want to save or re-open. Every subsegment must have the delimiting mark `<n}` at its end. Otherwise Translator's Workbench is unable to process the corresponding TU.

Example

This is an example of a TU for which Translator's Workbench will display the above error message:

{0>This is a sample sentence {XE "sample sentence"}<1> with a subsegment.<0> Dies ist ein Beispielsatz {XE "Beispielsatz"}<1> mit einem Subsegment.<0>

↑
The "<" before the "1" is missing.

Subsegment Has Already Been Placed

Explanation: You press [Alt] + [n] to place a subsegment inside the target field (*n* being the number of the subsegment you would like to place), but fail to achieve this. Instead Translator's Workbench displays the above error message. The reason is that you have already placed a subsegment with that number inside the target field. It cannot be placed twice.

Solution: Make sure your word processor is set to display hidden text. You will find that you have already placed a subsegment with the number you just pressed along with the [Alt] key. Delete that subsegment and place it in a different location, or change it as convenient.

Subsegment Not Found

Explanation: You press [Alt] + [n] to place a subsegment inside the target field (*n* being the number of the subsegment you would like to place), but fail to achieve this. Instead Translator's Workbench displays the above error message. The reason is that the source segment of the current TU does not contain any subsegment with the number you just pressed along with the [Alt] key. It can therefore not be placed.

Solution: It is not possible to place a subsegment that does not exist in the source segment of a TU. If you want to insert, say, an extra index entry inside the target field—that is, an index entry that does not exist in the source field—do this with your word processor's conventional methods.

Database Errors

There is one major database error message in Translator's Workbench (version 2): **Not a TW4Win v2 file**. This error occurs in two situations:

- You try to open a TM database created with version 1.x of Translator's Workbench. Translator's Workbench version 2.x cannot directly open a TM of the previous version. See the "Upgrading from Version 1.x to Translator's Workbench 2.0" in the "Installing Translator's Workbench 2.0" chapter.
- You try to open a file that has not been created using Translator's Workbench. For instance, if you create a file in your word processor and assign a filename with the extension *.tmw to it, this file will of course not open in Translator's Workbench although it has the "correct" extension. Instead, you will get the above error message.

Other database error messages you may get are "Invalid record reference" and "Key not found." If such an error occurs, it's generally necessary to reorganise the Translation Memory database. If the error still persists, you may need to export the Translation Memory into a text file, create a new database with the same setup, and re-import the text file into the new Translation Memory.

Matrix Errors

Matrix errors are errors that the neural network reports. They all indicate problems with the fuzzy searching capabilities of Translator's Workbench and/or MultiTerm. The error message Translator's Workbench displays always gives you the name of the file in which the error occurred.

If a matrix error occurs, it's generally necessary to reorganise the Translation Memory database. If the error still persists, you may need to export the Translation Memory into a text file, create a new database with the same setup, and re-import the text file into the new Translation Memory.

Miscellaneous Other Messages

The following section lists messages that may come up in various situations, e.g. when opening a Translation Memory or during the initialisation of the program, but also during the interactive work in your word processor.

The system cannot find the file specified. [Drive:Path\Filename.iix]

This error message can occur when opening a Translation Memory. It indicates that you have moved or copied the Translation Memory to a new location without moving or copying all Translation Memory files. See "Translation Memory Files" in the "Translation Memory" chapter for further information.

Couldn't obtain database lock. Couldn't open [Filename.tmw]. Probably already open exclusively.

This error indicates that you are trying to open a Translation Memory that has already been opened in exclusive mode by another user, probably your Translator's Workbench system administrator. Exclusive mode is necessary for doing a Reorganize or other critical TM operation. You will have to wait until your system administrator makes the Translation Memory available again to everyone.

Don't use ; as list separator in style name.

This message comes up when Translator's Workbench detects a semicolon (;) in a style name of the document that you are translating interactively or in batch mode. A semicolon in a style name is invalid, and Word as well as Translator's Workbench will run into trouble handling style names with this character when converting from and to RTF. This problem often occurs with documents that have been formatted with NAE styles and that are translated in Europe.

To fix this problem, you have to change a Windows setting that is independent of Workbench or Word. Follow these steps:

1. Click the **Start** button.
2. From the **Settings** menu, choose **Control Panel**. The **Control Panel** opens.
3. Double-click the **Regional Settings** icon. The **Regional Settings** dialog opens.
4. Click the **Number** tab.
5. In the **List Separator** text box, change the semicolon to a character of your choice, preferably a comma.
6. Click **OK** to confirm these settings to dismiss the **Regional Settings** dialog. The above message will no longer come up.

Invalid RTF format

This error can come up before or during the Analyse, Translate, or Clean Up utility. It indicates that you are trying to batch process one or more RTF files not coming from Word 2.0 or higher. Open the file(s) in question in Word 6.0 or higher, save them again as RTF, and try again.

It is also possible that you have added DOC files to the list but forgotten to open Word and activate the Workbench template TW4Win.dot (Word 6.0/7.0) or TW4Win97.dot (Word 97) before starting the batch utility. Translator's Workbench can only accept Word DOC files if this template is loaded, since it converts the files to and from RTF during the batch process.

Too many open files

This error comes up mostly before or during the Analyse, Translate, or Clean Up utility. It indicates that too many files have been opened on your system simultaneously.

To fix the problem, check the FILES line in your CONFIG.SYS start-up file. Increase the value if possible and necessary (a recommended setting would be FILES = 70 or higher).

If you're working in a Novell NetWare environment, it might also be useful to check the NET.CFG file that contains parameters controlling your network access. It sometimes contains a FILE HANDLES line. Increase the value indicated in this line if possible and necessary (a recommended setting would be FILE HANDLES 50 or higher).

Outdated document template (TW4Win.dot). Please use current version.

This error often happens after installing a new maintenance release of Translator's Workbench. It indicates that you forgot to copy the TW4Win.dot (Word 6.0/7.0) or TW4Win97.dot (Word 97) template file shipping with the new version to the Template or Startup directory of Word. See "Preparing Your Word Processor for Interaction with Translator's Workbench" in the installation chapter for further information.

Solving "Out of Memory" Problems

When you get "Out of Memory" messages in Translator's Workbench, this is often due to a very large font table in the current translation memory (TM). By exporting the memory into a text file, removing fonts from the RTF Preamble and re-importing the text file into a new memory, you can solve these problems in most cases. Follow these steps:


1. Open the TM which gives you the "Out of Memory" messages in exclusive access mode.
2. From the **File** menu, choose **Export**. This opens the **Export** dialog.
3. Since you want to export the whole contents of the TM, click **OK**. This opens the **Create Export File** dialog.
4. Provide a file name, and start the export by clicking **Save**. Translator's Workbench now exports the entire TM into the text file you specified.
5. Once completed, open the text file in a text editor that can handle large text files. You can also use Word for this in most cases.
6. After you have opened the text file, you will notice that the section is very big. Often it contains more than 1000 fonts. Under rare circumstances, this can then lead to the "Out of Memory" messages.
7. Experience has shown that it is generally possible to delete all fonts starting from number 100. So, if the font table has 1000 fonts, you can safely delete fonts number 101-1000.
IMPORTANT: Be careful with the last font name in the table. It has two closing curly

braces. It is very important that these curly braces remain there. So it is recommended not to delete the very last font name; otherwise the text file will become invalid.





8. After deleting the font names from the table, save the file again in text only format (.TXT).
9. In Translator's Workbench, create a new TM. Do not copy the setup of the old TM, since these would also copy the font table of your old TM, and the problem would remain. Instead, re-configure the TM manually in the same way as your old one.
10. You can now import the text file saved in step 8 into the new TM. Run a few tests to see if the new TM is complete and if the "Out of memory" problem has gone away. If it has, you can delete the old TM or archive it for future reference.

No previous search! Could not save translation unit. Use "Close" without saving.

This message comes up after you have carried out the following steps:





1. You have closed the current Translation Memory or exited Translator's Workbench before closing the currently open translation unit in your word processor with the  button.
2. You have re-opened a Translation Memory or re-started Translator's Workbench after realizing this.
3. Now the program displays the above message when you try to save the still open translation unit.

To fix the problem and still be able to save the translation unit in TM, perform these steps:



1. Close the translation unit, using the  button.
2. Place the cursor somewhere inside the translation unit you have just closed, and click the  button to re-open it.
3. Click the  to save the TU in Translation Memory. If you want to immediately go on to the next unit, click the  button.

Different target in TM. Use "Get" to update document or "Set" to update TM.

This message comes up when Translator's Workbench finds out that the target segment of the currently open translation unit (TU) is not the same as its counterpart in Translation Memory (TM). In this case you can decide if you want to use the target segment from TM, if you want to update TM based on the changes in the current TU, or if you want to cancel without making any changes to your document or TM:

- To update the document based on the target segment from Translation Memory, click .
- To update the TM based on the target segment in the current TU, click the  or  button.
- To neither change the document nor the TM, click the  button. This will allow you to keep the target text in your document without changing the TU in Translation Memory.

New Translation Unit! Use "Set" to add it to the TM.

This message comes up when Translator's Workbench finds out that the current translation unit (TU) does not have any counterpart in Translation Memory (TM). This happens, for instance, after pre-segmenting a document using the **Translate** function and then opening a new TU in the pre-processed file from within your word processor. Make the desired changes, if any, to the target segment of the TU in your word processor and click the  or  button to save the TU in the document as well as in Translation Memory.

Dongle Problems

The following messages indicate that Translator's Workbench does not correctly recognise the dongle connected to the parallel port of your computer:

- “While no dongle is connected to the parallel port, program only runs in demo mode”
- “Translation memory too big for demo mode. Connect dongle to parallel port!”

If you get these messages even if you have properly connected the dongle, try fixing the problem by using the **Configure Dongle Drivers** program from the **Trados fine translation tools** program group. The dongle driver utility also contains a Help file with more information on how to set up the drivers.

Appendix B : Application Programming Interface Reference

Please note that this appendix is no longer available as an integral part of the Translator's Workbench manual. However, you can find it as a PDF document on our Web site. At the time of writing, the exact download address was <http://www.trados.com/texts/twb2api.zip>. The API documentation is regularly updated, so you may want to check back every now and then for the latest version. It is only available in English.

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