SDL TRADOS STUDIO 2017 – SHORT & SIMPLE

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TRANSLATING A DOCUMENT IN TRADOS STUDIO 2017 – SHORT & SIMPLE INSTRUCTIONS

Files can be brought into Trados Studio for translation either by directly opening a file or by first creating a project. These instructions are for the former method which is usually used when translating a single file. For additional information, see Appendix A: *Project Type Comparison*.

1. Open the source file in the native application for reviewing/prepping, if needed. (This is particularly important if the file has non-translatable content or incorrectly placed paragraph marks.) Close the file.

2. Open the **Welcome** screen of Trados Studio, click the **Drag files for translation or browse your computer** area and select the source file.

3. The **Translate** dialog box opens offering two options: **Create new project** OR **Translate as single document**. Select **Translate as single document**. (Select **Create new project** if you have more than one file to translate for the same project, or you want to use a specific project template.)

4. The **Translation Memory and Document Settings** dialog box opens (see Figure 1). Select **Source Language** and **Target Language**, as needed.

5. Select the translation memories (TM) you want to use from the list.

   a. You can add existing TMs to the list by selecting **Use…** or create a new TM by selecting **Create Translation Memory**.

6. Define TM usage settings (**Enabled/Lookup/Penalty/Concordance/Update**) for each TM, as needed.

7. Click **OK** to close the **Translation Memory and Document Settings** dialog box. The translation file opens in the **Editor** view as a bilingual SDLXLIFF file and is ready for translation.

8. Save the bilingual SDLXLIFF file (**File > Save**). **Pay attention to the target location!** Note that the paths on the top and the bottom part of the **Save As** dialog box are not necessarily the same. Modify the **File name:** path, if needed!

9. Type your translation into the fourth column (second from the right).

10. While translating, utilize exact and fuzzy matches offered by the enabled TMs, AutoSuggest suggestions (from AutoSuggest dictionaries, MultiTerm termbases, AutoText entries, translation memories, machine translation), and the **Concordance** (F3) (manual search) function. You can change the settings for most of these functions through **Project Settings.** (Note that general AutoSuggest settings are located in **File > Options > AutoSuggest**.)

11. While translating, apply formatting and tags as needed. (See the *Working with Tags* topic in the Online Help and this blog article for more information about working with tags.)

12. When a segment has been translated and formatted, confirm the translation (**Ctrl+Enter** or **Confirm** button in the toolbar) to save it to the TM and to move to the next <u>unconfirmed</u> segment (or **Ctrl+Alt+Enter** to confirm and move to the next segment). **Note that if you don't confirm a segment, it does not get saved in the TM.**

13. Translate the file to the end (and edit/proofread/spell-check/QA).

14. You can preview the formatted translation in the interactive **Preview** window (**Preview** tab on the right), in the native application (**File** > **Print & View > View In**) or as a bilingual table in a web browser (**File** > **Print & View** > **Print Preview**), as needed. Note that your preview options depend on the source file type.

15. When the file has been translated and edited, save the <u>translated target file</u> in its original file format (**File** > **Save Target As**). **Pay attention to the target location!**

16. That's it. You have now the translated document in the original file format (in addition to the bilingual SDLXLIFF file), and those TMs that you chose to have updated were updated during the translation.

17. If you need to open a previously created (partially translated) bilingual SDLXLIFF file, double-click the file name in the **Files** view of the project (or right click the file name and select **Open For Translation**) in Trados Studio. This opens the file in the editor.

FOR MORE INFORMATION: See the **Get Started** and **More Resources** pages in the **Welcome** view for accessing the Help System, Quick Start Guides, Release Notes, SDL Trados Migration Guide, Videos and other helpful materials.
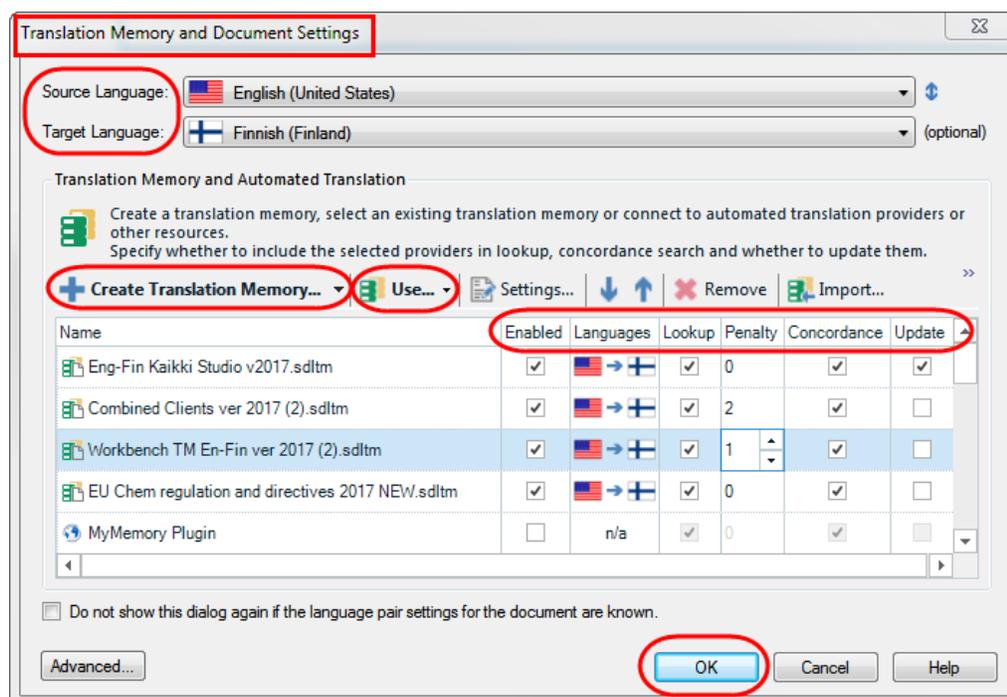

Figure 1. Translation Memory and Document Settings dialog box with several translation memories enabled for lookup and concordance but only one for update.
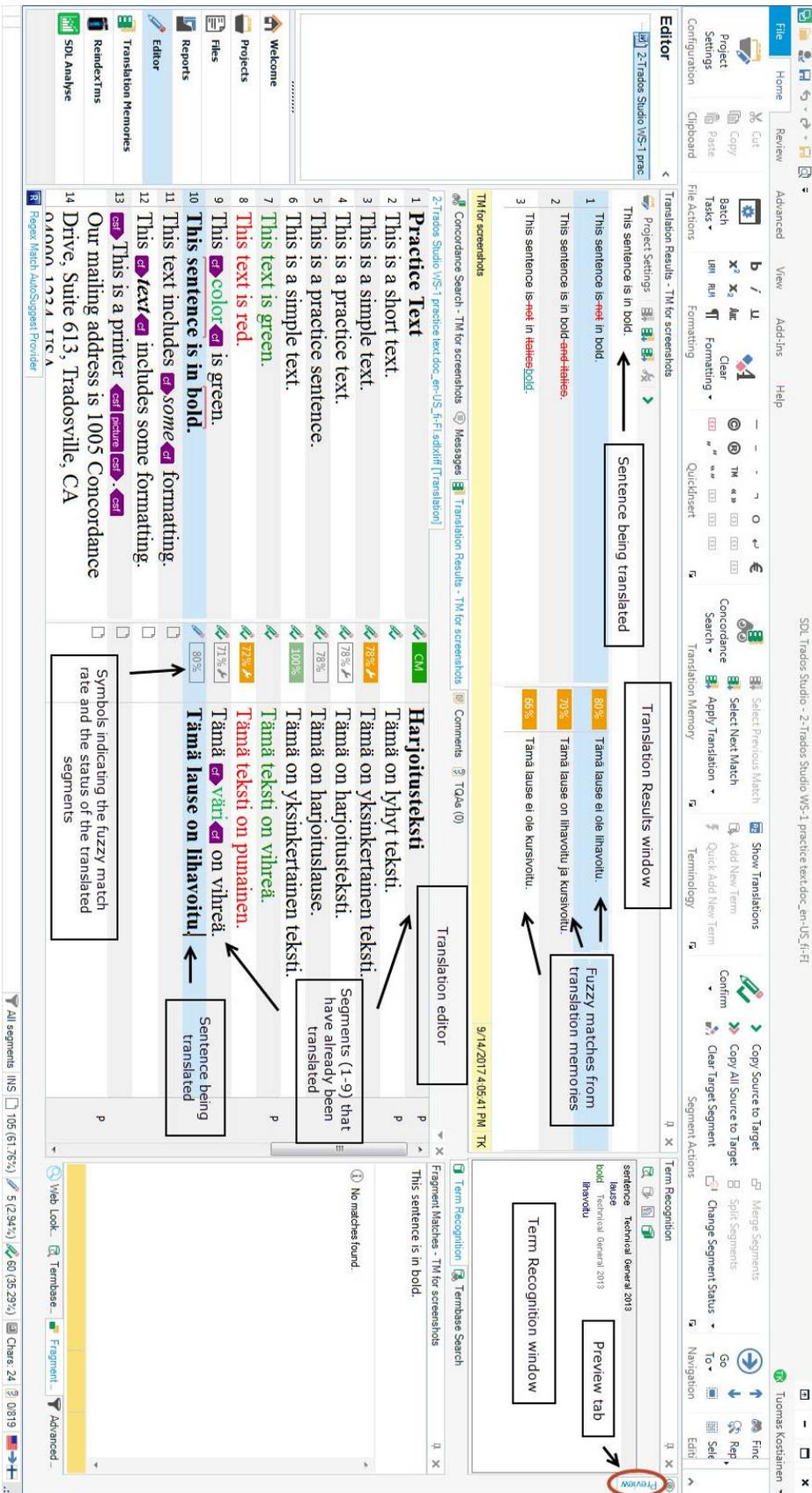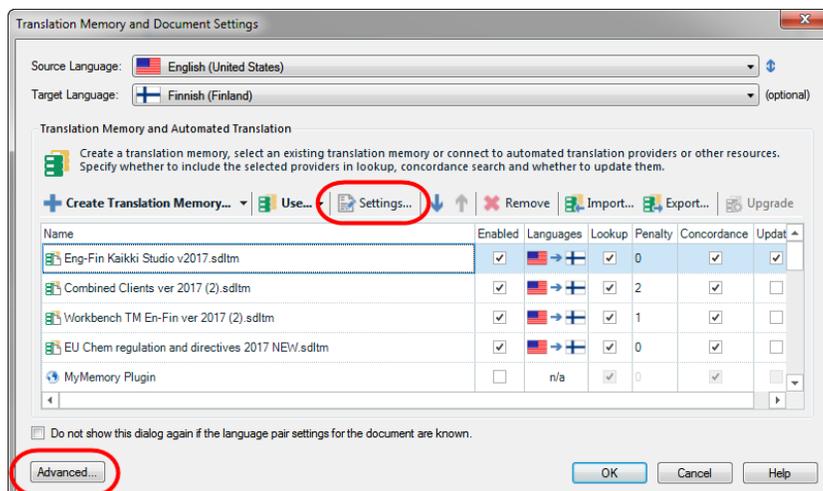
Figure 2. Overview of the **Trados Studio 2017** Editor. A file open and partially translated.

Appendix A.   Comparison of Project Types

1. Translate as single document

- Only 2 questions: (1) the file and (2) the languages & translation memories

- The project settings of this project will be based on your default project template settings (**File** > **Options**).
- If needed, you can change TM-specific settings by selecting the **Settings...**. button and project-specific settings (such as File Type settings) by selecting the **Advanced...** button.
- Does NOT include a word count analysis but it can be done separately afterwards.
- Listed as "Single file project" in the Projects view.

2. Create new project

- A multi-step wizard (= several questions):
  - Project Type, Project Details (name & location), Project Languages, Project Files, TMs, Termbases, PerfectMatch, Project Preparation, Batch Processing Settings, Project Summary
  - Can be simplified by creating and using Project Templates
- Automatically includes a word count analysis.
- Listed as "Studio project" in the Projects view.

3. Project package

- Contains a Studio project created by a client.
- When opened, creates a copy of the same project with its project settings on your computer.
- You can change its client-set project settings via Project Settings, if needed.
- When translation is finished, create a Return Package to be sent to the client.
- Listed as "Studio package" in the Projects view.

Appendix B.   Options and Project Settings

The Options **(File > Options)** and Project Settings **(Project > Project Settings…)** dialog boxes look very similar and have several identical settings. However, it's important to understand their difference. The **Project Settings** are project-specific whereas the settings in the **Options** dialog box function as default settings for all <u>**future**</u> projects/files. The **Project Settings** override the **Options** settings. So, if you want to change a setting for a current project, you need to do it through the **Project Settings** dialog box if the setting is available there. Note that some settings, such as **Editor** settings, are only in the **Options** dialog box and affect the current project as well as all future projects. For details, see [this blog article](#).

- **Project Settings** affect only your active project.
- The five "shared" items in **File > Options** dialog box (**File Types, Embedded Content Processors, Verification, Translation Quality Assessment** and **Language Pairs**) affect only future projects. These are your "global" settings for future projects. See Figure 3 below.
- The other eight items in **File > Options** dialog box affect active, past and future projects. They are not really project settings but affect other, more general preferences, such as font sizes, color, spell checker, keyboard shortcuts, etc. that control how Studio functions, regardless of any project-specific settings.
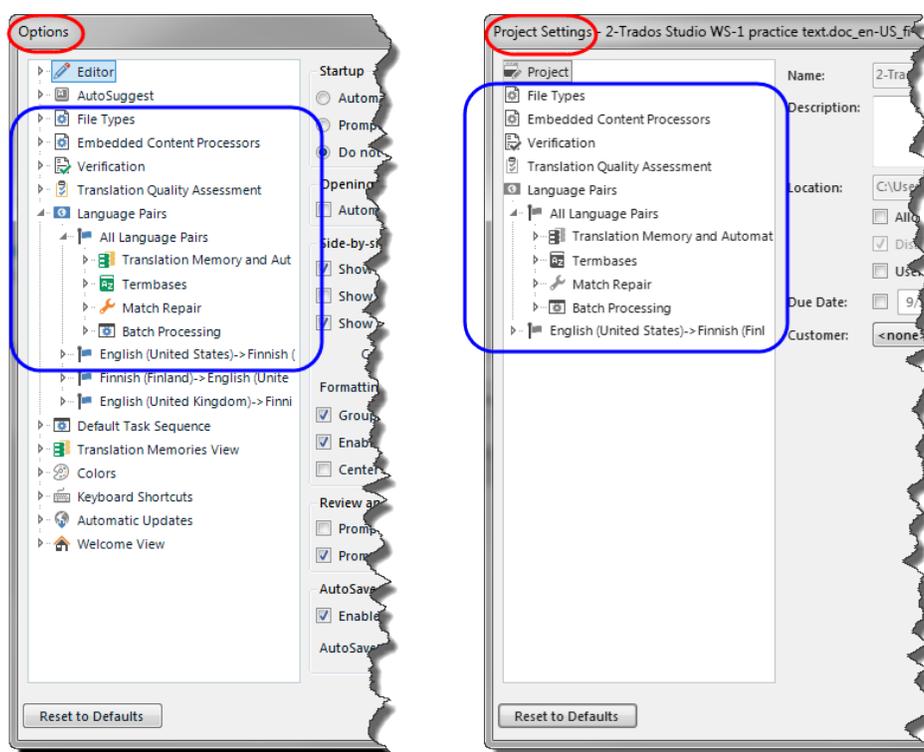

Figure B-1. Comparison of **Options** settings ("global settings") and **Project Settings**. Identical parts are marked with a blue frame.

Appendix C.   Upgrading, Importing and Exporting Translation Memories

In addition to the normal interactive translation, Trados Studio memory content can be created from existing translation memories and from certain bilingual files. The method used (upgrading a TM or importing) depends on the source file and whether a new or existing Studio TM will be used.
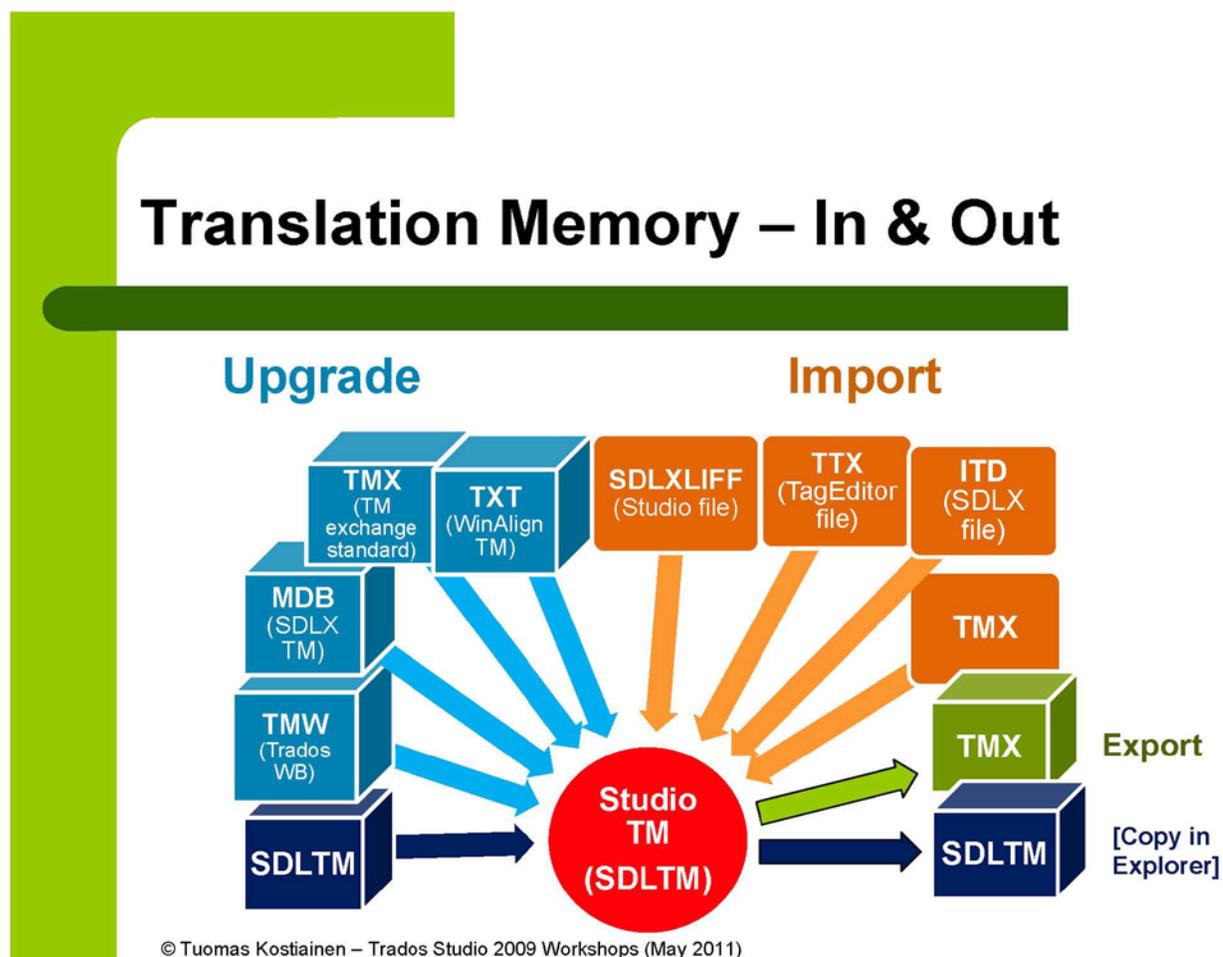

Figure C-1. Functions and file types for upgrading, importing and exporting translation memories in Trados Studio.

Appendix D   Using Termbases

Very easy to create, manage and use in Trados Studio.

- Creating termbases
    - o Create a new (empty) termbase in MultiTerm Desktop and add new terms manually one by one.
    - o If you already have a glossary as an Excel table you can easily convert it to MultiTerm format with the Glossary Converter app.
- Termbase activation in Studio
    - o Select termbases either during project creation or afterwards from the **Editor** view by selecting the **Project Termbase Settings** button in the **Term Recognition** window. You may use several termbases at the same time.
- Termbase use during translation
    - o Term Recognition is an automatic function and the results (hits) are shown in the **Term Recognition** window (upper right corner by default). Term translations are entered into translation using the AutoSuggest feature by typing the first letter(s) of the translated term, or by using the **Insert term translation** button (in the **Term Recognition** window).
    - o Further details about the active term can be viewed by clicking the **View term details** button. It opens the **Termbase Viewer** window on the left (by default).
- Adding new terms to the termbase
    - o Select a source term and the matching target term in the Editor, right-click either one of the terms and select **Add New Term**. This opens the **Termbase Viewer** with the new term pair saved in the default termbase and available for editing, if needed.