

# ADVANCED TRADOS WORKSHOP

## Workbench Dissected

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The majority of the information in this document was taken or modified from Translator's Workbench Help, (c) 1994-2002 TRADOS Ireland Ltd., Dublin, Ireland.

#### File/New / Allow Multiple Translations for Identical Source Segments

Adding Multiple Translations to Translator's Workbench

- **Add as New Translation** command is available on the Workbench **whenever** Translator's Workbench identifies an **exact multiple translation or 100% match** for the currently open translation unit in your document. The Add as New Translation command gives you the option of creating a new translation for the current source segment, which is then stored along with the original translation unit, as a multiple translation unit in the translation memory.
- When you create a multiple translation using Add as New Translation in Word or TagEditor, a message appears in the status bar of Translator's Workbench saying New translation added successfully. Use "Set/Close" to continue. By default, Translator's Workbench applies a **1% match penalty** to multiple translations. Accordingly, whenever a multiple translation is retrieved from the translation memory, a message appears in the status bar of Translator's Workbench saying **Exact Match, -1% Multiple Translations**.
- To avoid unnecessary duplication in the translation memory, Translator's Workbench applies certain restrictions to the creation of multiple translations for identical source segments. *By default, multiple translation units with identical source segments are allowed only if the project settings for these translation units are different.* However, if you select the Allow multiple translations with identical source segments option when creating a new translation memory, Translator's Workbench allows you to create multiple translation units with identical source segments without having to define different project settings for each translation unit.
- The multiple translation property is **defined when** you are **creating** a new translation **memory**: it cannot be changed afterwards.
- By default, not selected.

## **File/Setup/Fields - Use in conjunction with Settings/Project and Filter Settings...**

Text Fields:

Use for project markers such as file name (which change every time)

Attribute Fields:

For instance, in a General memory, you might want to set up a 'Client' field and along with it under Attribute Values, a list of the names of your clients. This is one way, to have multiple translations for the same Source text, as long as the Attribute (in this case, the Client) differs for each one.

## **File/Setup/Fonts**

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 languages such as Russian, Greek, Japanese and Chinese.

## **File/Setup/Substitutions**

### **Exercise: A\_Substitutions.doc**

A customized list of variables that you can include in the translation memory setup. Each item on the list is treated as a **non-translatable element (placeable)** in Translator's Workbench.

Each variable element must be on a line of its own.

List items must appear **exactly as** they do **in your documents**.

**Punctuation** inside variables, such as hyphens or commas, is **not supported**.

If you add a variable list to a translation memory that already contains translation units, **reorganize** the translation memory.

Examples:

Wocekswski

Whatshisname

Sundial MicroMacro Incorporated LLC

## **File/Setup/Segmentation Rules**

For the most part leave as is

## **File/Setup/Non Xlatable Text**

This is particularly useful for **online help files** or other Word-based document types **with character styles** designed to identify jump and popup context IDs or similar non-translatable information.

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April 2004, Jersey City, NJ

External

WB skips it

Internal

Treated as placeable

## File/Import

Existing translation units

- **Leave Unchanged** — imported always rejected.
- **Keep Most Recent** — compares both creation dates keeps the most recent
- **Keep Oldest** — older unit is kept.
- **Merge** has several ramifications:
  - **If both target segments are identical**, external text and attributes are added to existing translation unit.
  - **If both target segments are different and text and attributes do not match**, a **new translation unit is created** with the new target segment and its text and attribute fields. The **old** translation unit is **also kept**.
  - **If both target segments are different and text and attributes match:**  
**Multiple translations allowed:** a new translation unit is created with the new target segment and its text and attribute fields and old translation is also kept.  
or  
**Multiple translations not allowed:** external target segment overwrites existing target segment.
- **Overwrite** — always overwrites existing translation.

Check Matching Sub-Languages

- The translation units for import include source segments in English (United Kingdom) and English (United States). The source language in your current translation memory is English (United Kingdom) only.

## File/Export

- Create a backup
- Invert source and target languages
- Transfer the memory to someone else

## **File/Reorganize**

- Keep your memory at peak performance
- Do often
- Then export

## **File/Maintenance**

Modify the contents of your translation memory at a global level

Global Search and Replace

Single Unit Changes

## **Settings**

Project Settings

- Activate text and attribute fields for a specific project.
- The values you set for each field are added to each new translation unit created during the project.
- Very helpful to save project settings (remember they must be the same when cleaning up a file).

Filter Settings

The Filter Settings tab in the Project & Filter Settings dialog box allows you to define attributes as filters, which are then used by Translator's Workbench when searching the translation memory.

## **Options/Translation Memory Options**

General

### **Updating Attribute and Text Fields**

- Exercise: A\_Updating...doc

### **Options/Translated Text Colors**

- To avoid confusion and potential problems at clean-up stage, do not use colors that already exist in your source texts.
- Changes to the color settings affect interactive translation work as well as batch translation using the Translate function.
- To remove text colors after finishing translation, use the Clean Up function.
- It is not advisable to use the Translated Text Colors function for texts with color changes inside sentences, such as help files.

- Translated text colors apply to Word documents only and are not fully supported in TagEditor.
- If having file edited, make sure reviewer uses the same color settings or file won't clean-up properly.

## **Tools/Analyze**

Export Frequent Segments

- Great when working in a team
- Analyze all file projects, distribute frequents to one member before project begins
- Choose RTF

Export Unknown Segments

When working with a file that has a great number of 100% matches or difficult formatting (e.g. text boxes)

Then you can run a Tools/Translate

## **Tools/Translate**

Automatically translate all segments (pre-translate)

Segment unknown sentences (colleague who doesn't have Trados)

Replace or insert terms from MultiTerm

Only applies to segments that don't have a match in the memory (you could use an empty memory to just replace terms)

Activate Segment Unknown Sentences or the terms will be replaced in the Source Segment.

## **Tools/Clean Up**

Changed Translations

### **Don't Update**

Changed units are not updated, text is cleaned

### **Don't Clean Up**

Units that differ in the document from the memory are not cleaned up (they are totally ignored). Useful to review just the segments that an editor changed. Afterwards, clean the file again, setting to Update TM.

## **Update TM**

The memory is updated with the text from the file.

## **Update Document**

Changes made to the document not using this memory (e.g. by editor or working not interactively) are undone in the document. Translations in memory are used and document is cleaned. Could be useful if a change of terminology comes at the end of a project and it does not have gender/number, etc. issues. You could make a global change in File/Maintenance and then Update Document (save a backup).

## **Translation in Tag Editor**

- Direct support for HTML, XML and SGML documents.
- Pre-defined HTML settings allow you to start translating HTML documents immediately. (You can drag them directly into the TagEditor window)
- TagEditor provides direct support for the most commonly used desk-top publishing formats, including:
  - FrameMaker and Interleaf documents that have been converted to STF, TRADOS tag or Workbench RTF) using the S-Tagger conversion utilities.
  - PageMaker, Ventura, QuarkXPress and InDesign tagged text file formats that have been generated using the TRADOS Story Collectors or third-party native export utilities.

Modified from: TagEditor 6 online help. (c) 1994-2000, TRADOS GmbH, Stuttgart, Germany. (c) 2000-2003, TRADOS Ireland Ltd., Dublin.