



# **S-TAGGER FOR FRAMEMAKER**

**USER GUIDE**

# COPYRIGHT

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# CHAPTER



## GENERAL INFORMATION

*This chapter contains general information  
about TRADOS S-Tagger for FrameMaker  
and TRADOS S-Tag Verifier  
for FrameMaker.*

*It is recommended that all persons  
working with projects on which  
TRADOS S-Tagger for FrameMaker  
is to be used read this chapter.*

## **WHAT IS TRADOS S-TAGGER FOR FRAMEMAKER?**

TRADOS S-Tagger for FrameMaker is a Windows application which works on fully formatted FrameMaker and FrameMaker+SGML files which have been saved as MIF (Maker Interchange Format). Text for translation is extracted from the MIF statements and placed into a text file in the order in which it appears in the FrameMaker file. All formatting information from the file is converted into concise translation-friendly tags. The text and the tags together make up the STF file.

STF is a tagged text format which is suitable for translation and for working with translation memory (TM) and machine translation (MT) systems. TRADOS S-Tagger for FrameMaker was developed specifically for use with TRADOS Translator's Workbench.

If you are planning to use an MT system for all or part of your translation process, check with the vendor or distributor of the MT system to see if an STF filter already exists for that particular system.

### **ABOUT STF TAGS**

STF tags are brief coded statements, contained within angular brackets. Each type of formatting has its own tag. For example, a character style tag is different to an index marker tag; an anchored frame which contains text has a different tag to an anchored frame which does not contain any text. A complete tag reference chart is available in the on-line help.

### **TRANSLATING STF FILES**

The translators and editors work with a hard copy of the FrameMaker document and translate only the text in the STF file. The tags can be moved, added or deleted as necessary to adapt the formatting of the file to make the best quality translation.

When translation is complete, the STF files are converted back to MIF format. The MIF files are opened in FrameMaker and DTP tidy-up is carried out. All formatting that was applied to the original document is retained in the translated document.

DTP tidy-up generally includes adjusting pagination for the expected expansion in text and aligning and/or re-positioning text strings and text boxes in frames to fit the translations and the new translated graphics.

### **TRADOS S-TAG VERIFIER**

TRADOS S-Tag Verifier is a standalone application which does not require a separate licence or dongle (copy protection device). It can be distributed freely to all persons working with STF files. The translators use TRADOS S-Tag Verifier to ensure that the tags are in the correct positions before completing the translation. As the translated file may require slightly different formatting to the original file, it is essential that translators can manipulate certain tags to adapt the formatting. To protect the integrity of the file when it is converted back, tag protection needs to be available. TRADOS S-Tagger for FrameMaker provides this protection through TRADOS S-Tag Verifier.

# TRADOS S-TAGGER FOR FRAMEMAKER FEATURES

## FILE SIZE

Because STF files contain only the text for translation and none of the bulky graphic or formatting information contained in a MIF file, STF file size is a small percentage of MIF file size.

## REDUCED TRAINING COSTS

STF files can be opened and edited in any text editor that supports ANSI text, allowing translators to work within their favourite word processor without having to install and learn FrameMaker. Training costs and time-to-market issues are radically reduced.

## USE WITH TRADOS TRANSLATOR'S WORKBENCH

STF files can be used with TRADOS Translator's Workbench or with a machine translation system that recognises tagged text formats. This allows you to create a translation memory from your FrameMaker documentation which can be used for subsequent translations of updates to the text, at a reduced cost.

## ALL TEXT READILY ACCESSIBLE

Translators have full access to all translatable text, including text in index markers, text in frames, footnote text, text in table headings, and cells. Any hidden conditional text is not presented as text but as a marker.

## ANCILLARY TEXT

Some text, such as text in headers and footers, text in variables, cross-references and paragraph numbering formats, is not presented in the STF file for translation. This is because much of this information is usually only translated once per file (if not per book) and is translated in special places in FrameMaker. We refer to this text as "ancillary text" and it can be automatically extracted and re-inserted after translation.

## STF IS EASY TO LEARN

STF tags are brief codes which translators quickly learn. STF tags which represent formatting can be moved by the translator to make the best fit possible with the translation.

## TAG PROTECTION

Translators use TRADOS S-Tag Verifier to ensure that they have positioned all tags correctly in the translated files. TRADOS S-Tag Verifier checks that all the necessary tags which were present in the untranslated files are still present in the translated version.

## MINIMAL DTP

After translation the files are converted back to MIF. All formatting that was applied to the original document is retained in the translated document and minimal DTP work is necessary.

## HOW TRADOS S-TAGGER FOR FRAMEMAKER WORKS

This is a brief outline of how TRADOS S-Tagger for FrameMaker works. To find where to get information about a specific topic, see the Table of Contents.

### OVERVIEW

TRADOS S-Tagger for FrameMaker works on FrameMaker files which have been saved as MIF. It isolates all the text which should be translated, with some documented exceptions.

The MIF statements are re-arranged so that the text for translation appears in the order in which it appears in the FrameMaker file. The MIF statements are then converted to STF tags.

### SETTINGS

If the user has set RTF as their file format preference, the STF file is converted to RTF and TRADOS Translator's Workbench for Windows character styles are applied to the internal and external tags. The files have the extension `.rtf`.

If the user has chosen ANSI text as the file format, the files will have the extension `.txt`. The tags and text appear as plain text.

### NOTE



Throughout this User Guide, all of the files, whether saved as RTF or ANSI text, are referred to as STF files.

### THE ORG FILE

Whether the files are saved as RTF (the recommended option) or in ANSI text format, TRADOS S-Tagger for FrameMaker produces a second file, with the extension `.org`.

TRADOS S-Tagger for FrameMaker uses the ORG file as the basis for the new translated MIF file when the files are being converted back from STF.

### WARNING!



The ORG file must never be deleted until after the project is complete and the files have been converted back to MIF. You will not be able to convert STF files back to MIF without the ORG file.

### THE ANCILLARY FILE

Some text from the FrameMaker file will not be available for translation in the STF file. Instead, it is presented in an ancillary file. Text in the ancillary file is referred to as "ancillary text". Ancillary text is text which is normally only translated once per file and includes all text found in:

- master pages
- paragraph numbering formats
- variables

- cross-reference formats
- element prefixes and suffixes (FrameMaker+SGML)
- footnote prefixes and suffixes

The text within variables, cross-references and paragraph numbering formats is visible in the STF file, but is presented in tags which cannot be translated. That text is translatable in the ancillary file. Text on master pages, including text in headers and footers, is only visible and translatable in the ancillary file.

The ancillary text is isolated in the FrameMaker file, as the MIF file is being converted to STF, and is placed into an ancillary file only when used. The ancillary file should be translated with the STF files. When translation is complete and the files are converted back to FrameMaker, the translated text from the translated ancillary file is automatically re-inserted into the new MIF file, so long as the translated ancillary file is present.

## VERIFYING THE STF FILES

After translation the translators must verify that the STF tags they are working with are correct, by running the files through TRADOS S-Tag Verifier. Because of the existence of a comprehensive tag verifier, translators can manipulate the tags to suit the translation, rather than translate to suit the tags. TRADOS S-Tag Verifier can be distributed freely to all those working with STF files. No separate licence or dongle is required. It is a good idea to periodically verify the tags when translators are new to working with STF files.

TRADOS S-Tag Verifier is a modified version of TRADOS S-Tagger for FrameMaker where only the Verify S-Tags function is available.

TRADOS S-Tag Verifier checks the translated file against the original untranslated STF file. If there are differences between the tags in the two files, this is reported and the translator has the opportunity to fix them.

Some tag changes are allowed, for example, those that are simple character formatting or punctuation tag changes. Other tag changes are not allowed, for example, tag changes which would affect the structure of the FrameMaker file or create an invalid FrameMaker file.

TRADOS S-Tag Verifier produces a report file, which has the same base name as the file being verified, with the extension `.cmp`.

## CONVERTING BACK TO MIF

Once the translated files have been verified and all tags are in the correct positions and sequence, the STF files are converted back to MIF. The MIF files are opened in FrameMaker.

All translated text is now present in the new FrameMaker files and is ready for DTP tidy-up and book-building.

## **USER PROFILES**

### **PREPARATION**

It is strongly advised that persons preparing the FrameMaker files for use with TRADOS S-Tagger for FrameMaker have an in-depth knowledge of FrameMaker and of DTP.

### **CONVERTING MIF**

Anybody can convert MIF files, using TRADOS S-Tagger for FrameMaker, with minimal training, but it is advised that persons converting MIF files also have a good basic knowledge of FrameMaker and DTP in general.

### **CONVERTING STF**

Anybody can convert STF files, using TRADOS S-Tagger for FrameMaker, with minimal training, but it is advised that persons converting STF files also have a good basic knowledge of FrameMaker and of DTP in general.

Anyone preparing FrameMaker files or converting MIF files to or from STF should read Chapter 1, Chapter 2 and Chapter 4.

### **TRANSLATING STF**

There are no special requirements for translators working with STF files. However, translators who are used to working in a WYSIWYG (What You See Is What You Get) environment may need some time to adapt to working with a tagged text format.

### **USING TRADOS S-TAG VERIFIER**

Anybody can use TRADOS S-Tag Verifier, with minimal training. It is strongly advised that a copy of TRADOS S-Tag Verifier is delivered to translators with each set of STF files so that they can verify the tags they are manipulating in the translation as they work.

Anyone translating, editing or verifying STF files should read Chapter 1, Chapter 3 and Chapter 4.

### **NOTE**



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TRADOS S-Tag Verifier installs with its own on-line User Guide.

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# SYSTEM AND OTHER REQUIREMENTS

## SYSTEM REQUIREMENTS

The minimum specification to be able to run TRADOS S-Tagger for FrameMaker is a PC with a 90 MHz Pentium or higher compatible processor and at least 16 MB RAM. If you are using Windows NT, you will need at least 32 MB RAM.

SVGA graphics card and mouse are strongly recommended.

### When Converting

The amount of free hard disk space needed will depend on the size of the files you want to convert. When converting MIF files to and from STF, it is always advisable to free up at least three times the amount of hard disk space taken up by the original MIF file. This is to ensure that there is enough hard disk space to store the original MIF file, the ORG file, the STF files and a new MIF file.

### When Translating

Translation stations do not require upgrading specifically for use with STF files. However, if TRADOS Translator's Workbench is being used for the first time, it is advisable to ensure that the machine specifications for the translation stations comply with requirements. TRADOS Translator's Workbench is the ideal environment for translating STF files.

## PLATFORM

TRADOS S-Tagger for FrameMaker is a 32-bit application and runs under Windows 95, Windows 98, Windows NT version 4.0 (with Service Pack 3 or later installed) and Windows 2000.

Even though TRADOS S-Tagger for FrameMaker is a Windows application, the FrameMaker files can be saved as MIF on any platform supported by FrameMaker. TRADOS S-Tagger for FrameMaker works equally effectively on MIF files saved on Macintosh or UNIX platforms as on those created on a Windows platform.

STF files created under any Windows operating system can be used under any other Windows operating system. For example, STF files generated under Windows 95 can be translated under Windows NT. STF files can also be translated under any other operating system which has support for ANSI text or RTF.

## BACKWARDS COMPATIBILITY

TRADOS S-Tagger for FrameMaker does not work on files created using The S-Tagger version 2 or version 1 for FrameMaker. If you have any files created using version 2 or 1 of the software which you need to convert back to MIF or to verify, you must continue to use that version for these files. Translation memories containing STF tags are backwards compatible.

## **INSTALLING TRADOS S-TAGGER FOR FRAMEMAKER**

Run `setup.exe` from your installation media, which may be one of the following: floppy disk, CD or download from the Internet.

### **COPY PROTECTION**

TRADOS S-Tagger for FrameMaker is copy-protected, but TRADOS S-Tag Verifier is not. If you are using TRADOS S-Tag Verifier only, you do not need to read about the dongle.

#### **Dongle**

TRADOS S-Tagger for FrameMaker is copy-protected. It uses a form of copy protection known as a security key or dongle. The dongle is a small device that you insert into the parallel port of your computer.

TRADOS S-Tagger for FrameMaker checks that the dongle is attached. If it is not attached, the application runs in demo mode.

Before you install the software for TRADOS S-Tagger for FrameMaker, you must ensure that the dongle is connected to the parallel port of your computer. If you are unsure how to connect the dongle to the parallel port of your computer, consult the documentation that was shipped with your computer or ask the technical support or network administration personnel responsible for the maintenance of your computer system.

#### **Comprehensive Mode**

When a version of TRADOS S-Tagger for FrameMaker is purchased, it is delivered with a dongle. If you have purchased a copy of TRADOS S-Tagger for FrameMaker, and have not received a dongle, please contact your local TRADOS office. See the TRADOS Web site for contact information:  
<http://www.trados.com>

#### **Demo Mode**

For the purposes of demonstrating TRADOS S-Tagger for FrameMaker, the demo version is distributed freely without copy protection. However, demo versions of TRADOS S-Tagger for FrameMaker will only process very small files. You can check which mode TRADOS S-Tagger for FrameMaker is running in by looking at the System Settings Overview in the About tab.

In demo mode, file size limitations apply to the MIF files and STF files which can be processed. These are:

- MIF files: 300 KB
- RTF files: 50 KB
- TXT (ANSI text) files: 25 KB

If TRADOS S-Tagger for FrameMaker is running in demo mode, you will not be able to process files bigger than these.

**Dongle Recognition**

If the dongle is not correctly attached to your computer or if the dongle device driver has not been correctly installed, you will get a message similar to the one below when you launch TRADOS S-Tagger for FrameMaker:



This message also appears when no dongle has been supplied and TRADOS S-Tagger for FrameMaker is running in demonstration mode.

If you get this message after you have installed the driver software and re-started Windows, check that the dongle is fully connected. You can test this by trying to access any other peripheral which is attached to the parallel port, such as a printer. The parallel port is usually referred to as LPT1.

If you are consistently getting this message and cannot find any documented reason for it, contact your local TRADOS office for technical support.

## WHAT'S NEW IN VERSION 3 - SUMMARY

This summary outlines the main new features in TRADOS S-Tagger 3 for FrameMaker. All these features are described in detail later in the User Guide.

### **Customisable Verifier Report**

Probably the most frequently requested new feature. The Customise Verifier Report setting on the Settings tab allows you to suppress (or not display) warnings or alerts about the inclusion or deletion of certain tags during the verification process.

### **TRADOS Font Mapper for FrameMaker**

TRADOS Font Mapper allows you to change fonts in your translated, converted MIF files quickly and easily. This is particularly relevant for Asian and Eastern European languages, where font changes have to be made to represent the text correctly. For more information, see the on-line help for TRADOS Font Mapper for FrameMaker.

### **Asian Language Support as Source and Target**

This was introduced gradually as Adobe introduced the relevant support in FrameMaker. Asian languages as both source and target are now officially supported in TRADOS S-Tagger 3.

### **Internal Index Sort Levels**

The next most frequently requested new feature has been the introduction of internal index sort level tags, particularly for Japanese translations. An additional tag `<:so>` has been introduced to ensure that Japanese index entries can be sorted correctly and the sort order stored in the translation memory.

### **Japanese WinAlign as a Source Language**

Japanese WinAlign has been added as a source language to generate STF files that use `<:so>` tags instead of `<ss>` and `<sl>` tags in index markers. This is useful for alignment purposes because Japanese documents contain sort strings for all index entries and index levels.

### **API**

Certain functionality is exposed via an API for advanced users who wish to automate some TRADOS S-Tagger for FrameMaker functions. See the API on-line help for more information.

### **New Setting for Smart Quotes**

When STF files are translated using some language versions of Microsoft Word, smart, or curly, quotation marks are changed automatically by Word into their target language equivalent symbols. To prevent this happening, we have introduced a setting whereby you can save the smart quotes as tags rather than as text, so that they are not inadvertently converted into the wrong symbol.

### **Numbered Error Messages**

All messages now have a number assigned to them to make them easier to identify.

**Additional Languages**

Additional languages have been added to the source/target language drop-down list. This includes the option "None" for translations where no language dictionary is available.

**New Tags**

New tags have been added. See TRADOS S-Tagger for FrameMaker on-line help for more information.

**Customisable Source Marker Length**

This new feature allows you to specify to the maximum length of source markers before you receive the message that markers may become too long during the translation process.

**SOME THINGS TO BE AWARE OF****Backwards Compatibility**

You will not be able to convert or verify files created with version 2 of The S-Tagger back to MIF using TRADOS S-Tagger for FrameMaker. The translation memories will be compatible, but not the file formats.

**Win 32s and Windows NT 3.5x**

S-Tagger 3 no longer supports Win32s and Windows NT 3.5x.

**Additional Program Files**

TRADOS S-Tagger is structured differently: it will no longer be possible to just move the .exe file; other necessary files will be installed in the installation directory.

**R40 Tag**

<:r40> tag will no longer be used; this is replaced by the <s1> tag.

**All Corresponding Files Option**

All Corresponding Files option is no longer available in the file dialog boxes, standard shift/click/select is now available.



# CHAPTER **2**

## CONVERTING MIF TO AND FROM STF

*This chapter contains full instructions for converting MIF files to and from STF. It also contains hints on preparing FrameMaker files for use with TRADOS S-Tagger for FrameMaker.*

*It is assumed that all persons reading this chapter have a detailed knowledge of FrameMaker or FrameMaker+SGML, and of the process of book-building and DTP in general.*

## QUICK START TUTORIAL

The aim of this tutorial is to give you a quick overview of how to use TRADOS S-Tagger for FrameMaker.

### TOOLS

Before you start this tutorial:

- you will need a copy of FrameMaker or FrameMaker+SGML, with the additional language dictionaries installed
- install a copy of TRADOS S-Tagger for FrameMaker
- install the sample files shipped with the application
- make sure that you have a word processor that interprets RTF

### NOTE

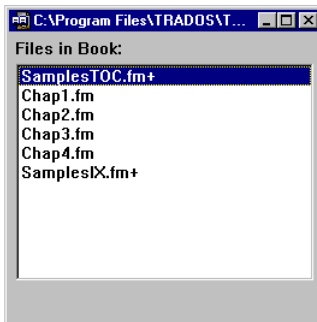


It is important to install the additional language dictionaries if you are working with FrameMaker files which are to be translated using TRADOS S-Tagger for FrameMaker. If you do not have access to the additional language dictionaries, some language features will not work correctly.

### GETTING STARTED

Create a test directory in the Samples directory. You can name it whatever you wish, for example, "Test".

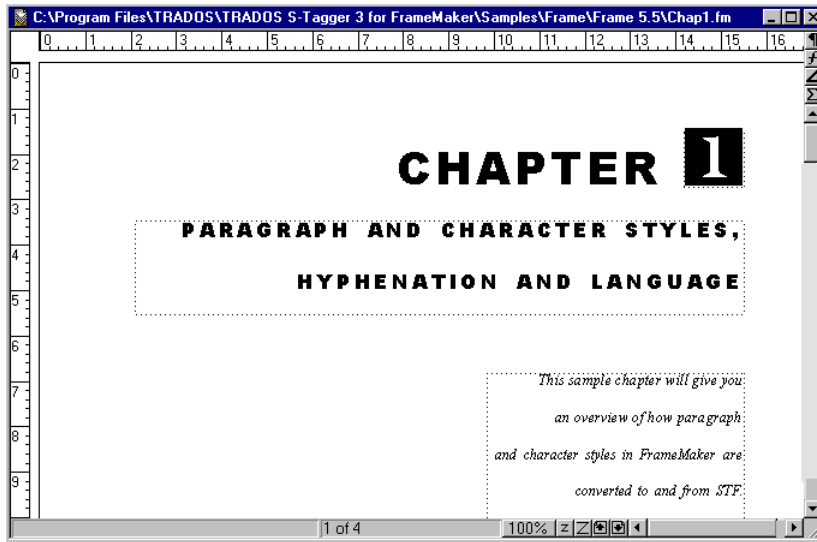
Open the book file `Samples.book` in the `Samples` directory. The Samples book contains four chapter files, a Table of Contents and an Index.



We start the tutorial by working on `Chap1.fm`.

## SAVING AS MIF

Open the file Chap1.fm:



The default language for this file is UK English. If you do not have the additional language dictionaries installed on your computer, you may get a message in the FrameMaker Console window alerting you to missing languages. You can continue with the tutorial, but will not be able to examine any of the language-specific features.

Take a brief look at the content of the file. It is a short file, containing examples of paragraph and character styles, local overrides and hyphenation and language properties.

Save the file as MIF. Be sure to give the new MIF file the extension .mif. Close the file Chap1.fm. Open the new MIF file you have just created. Use Alt+Tab to ensure that no unexpected error messages have appeared in the FrameMaker Console window. Close the MIF file without saving it.

### Setting up Directories

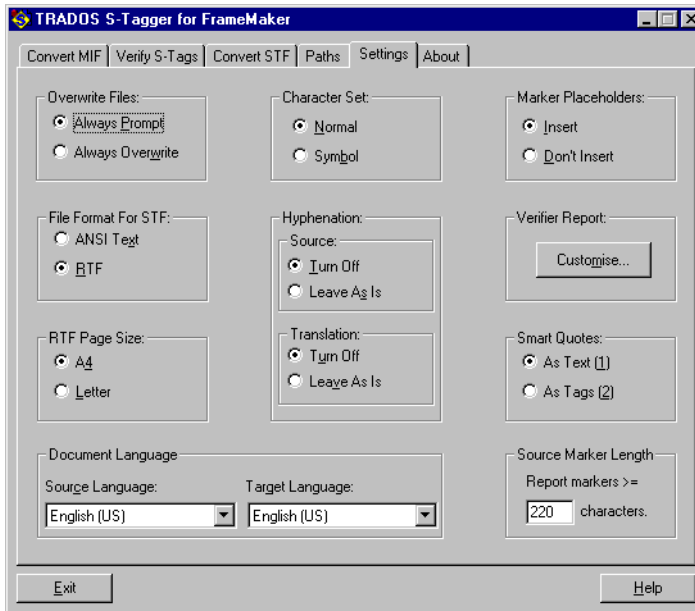
You can leave the MIF files in the Samples directory or you can copy them into the directory you created earlier. It is usually neater to copy the MIF files into a separate directory rather than to the one containing the source FrameMaker files.

## CONVERTING MIF TO STF

Choose TRADOS S-Tagger for FrameMaker from the Start Bar or double-click the application's icon on the desktop. If you do not have a dongle attached to the parallel port of your computer, you will get a message telling you that the program will run in demo mode. For more information, see "Demo Mode" on page 1-8.

**The About Tab**

TRADOS S-Tagger for FrameMaker opens at the About tab as a default. The About tab contains information about your system. Click the Settings tab to set your preferences.

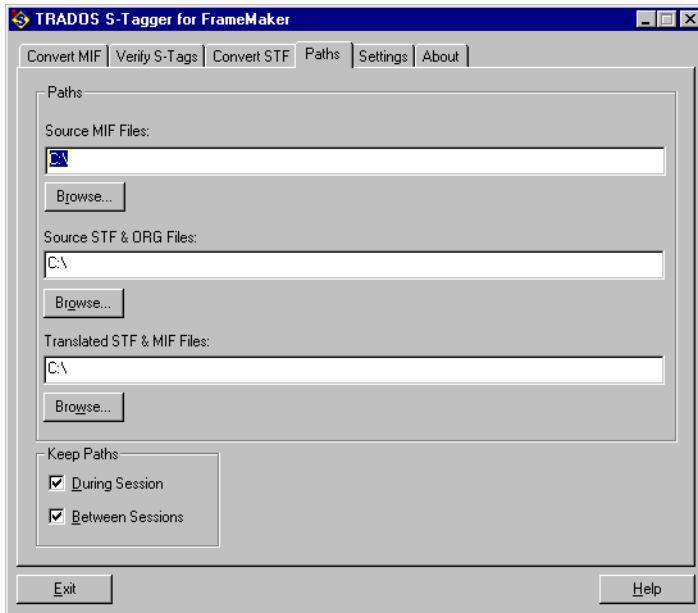
**The Settings Tab**

For the purposes of this tutorial you can accept the default settings. We will examine the settings in depth later on in this chapter.

You may wish to change the source language of the document from UK to US English, or whichever language is the default for your installation of FrameMaker, if you do not have the additional language dictionaries installed. You do not set the target language at this point.

## The Paths Tab

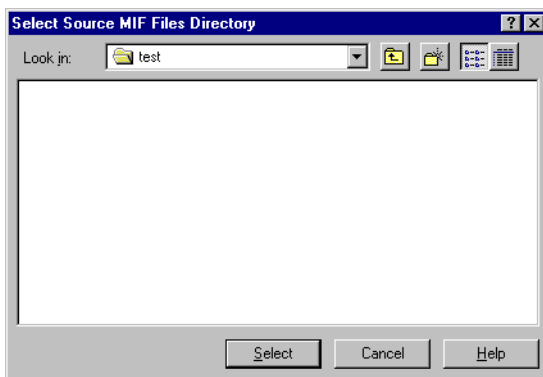
When you have set up the preferences in the Settings tab, click the Paths tab:



When you first start a session of TRADOS S-Tagger for FrameMaker, these paths point to the root directory or the C:\ drive. You can either type in the paths to the directories you will be using or click the Browse button underneath each option to choose a path.

## Changing the Paths

Click the Browse button under the Source MIF Files option and locate the directory in which you have stored the file Chap1.mif. Double-click the directory to open it:



Note that the MIF files will not be visible in the Select Source MIF Files Directory dialog box. Click the Select button.

**Source and Target Files**

Next you need to create a directory for the source STF and ORG files.

TRADOS S-Tagger for FrameMaker creates three new files for each MIF file it converts. It creates an STF file, which is the tagged text file, and an ORG file, which is used as the basis for the new MIF file when the translated STF file is being converted back to MIF. A copy of the STF file is also created.

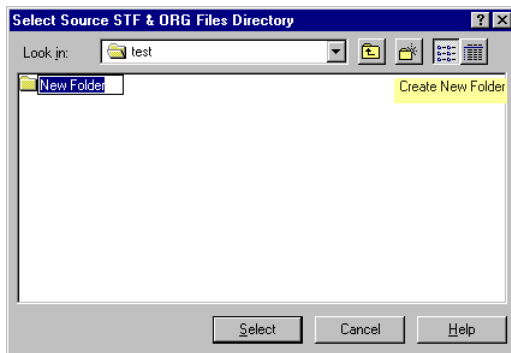
The copy of the STF file is the one that is to be translated. TRADOS S-Tagger for FrameMaker requires that the original, untranslated, source STF file is present when the tags are being verified after translation.

Because the file names do not change when the files are translated, the files need to be kept in separate directories. The directories are referred to as "source" and "target" directories. The target directory is where all the translated files will be stored.

**Creating the Source and Target Directories**

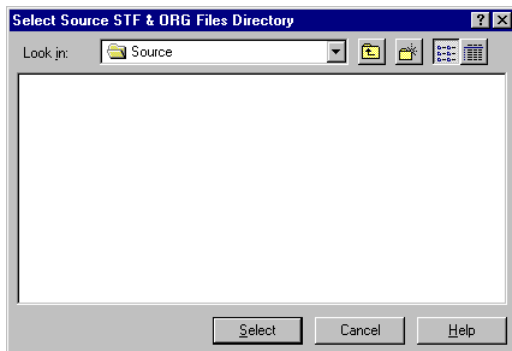
You can create the Source STF & ORG Files and the Translated STF & MIF Files directories without exiting TRADOS S-Tagger. To create the first directory, click the Browse button underneath the Source STF & ORG Files option in the Paths tab.

Choose the drive on which you wish to create the directory. Locate the parent directory where you want to create the new directory, in this case the Test directory you created earlier, then click the Create New Folder icon.



Type in the name of the directory you wish to create, in this case "Source".

Now select the Source directory in the window, double-click it to open it, then click Select:



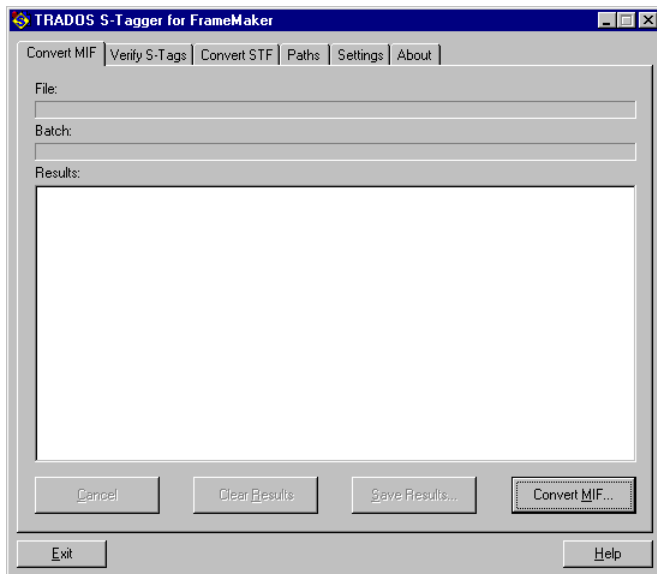
You return to the Paths tab. Next, click the Browse button under the Translated STF and MIF Files option. Select the Test directory again. Create a new directory for the translated STF files, calling it, for example, "Target". Select the newly created directory, double-click it to open it, and click Select.

The Paths tab should now show the correct paths.

Remember that these paths are defaults. You can change them at any point by choosing other paths during a conversion or verification.

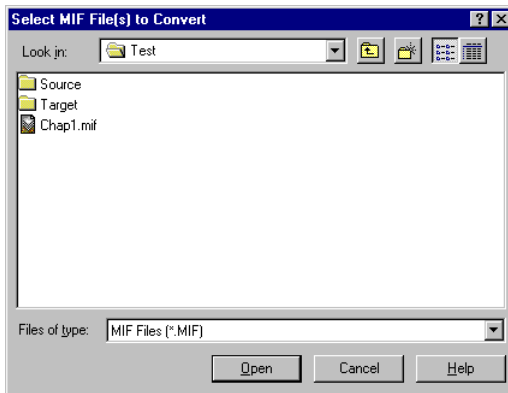
### Convert MIF

Now that you have set the default paths and your preferences, click the Convert MIF tab:



**Select MIF File to Convert**

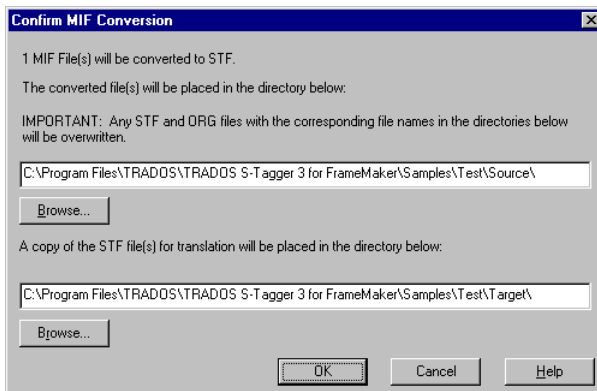
To select the file to convert, click the Convert MIF button. A dialog box appears, prompting you to select the MIF file or files to convert:



You will see that the path to the MIF file is the same as the one you set on the Paths tab to be your default MIF files directory. To continue with the conversion, select the file `Chap1.mif` and click the Open button.

**Confirm MIF Conversion**

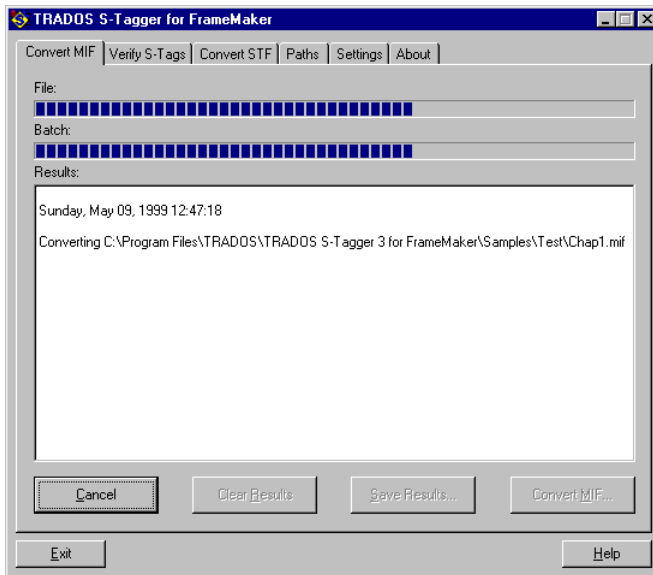
After you have selected the file to be converted and clicked OK, a dialog box appears, prompting you to confirm the conversion:



You will see that the paths listed here are the same as those you set up on the Paths tab. You could change these paths at this point, if you wanted to, by clicking the Browse button and creating new directories or choosing other existing ones. We will just click OK for now.

### The Results Window and the Progress Indicators

As the file is being converted, a series of messages appears in the Results window. Any warnings about the content of the file appear here. If there were any problems converting the file, the error messages would appear here. The progress indicators show you how far through the process the file and batch have got:



When the file has been converted, a message box appears telling you that the file converted correctly. Click OK. Another message box then appears asking you if you would like to create an ancillary file.

### Ancillary File

The ancillary file is a file which contains text which is normally only translated once in a FrameMaker file and which is not translated in the running text, such as the text of variables, text in cross-reference and paragraph numbering formats.

It is recommended that you accept this option, by clicking the Yes button. When you click the Yes button, the ancillary file is created in the source directory and a copy is placed in the target directory along with the STF files. The ancillary file is always called `ancillary.rtf` (or `ancillary.txt` if you have chosen to save the STF files in ANSI text format).

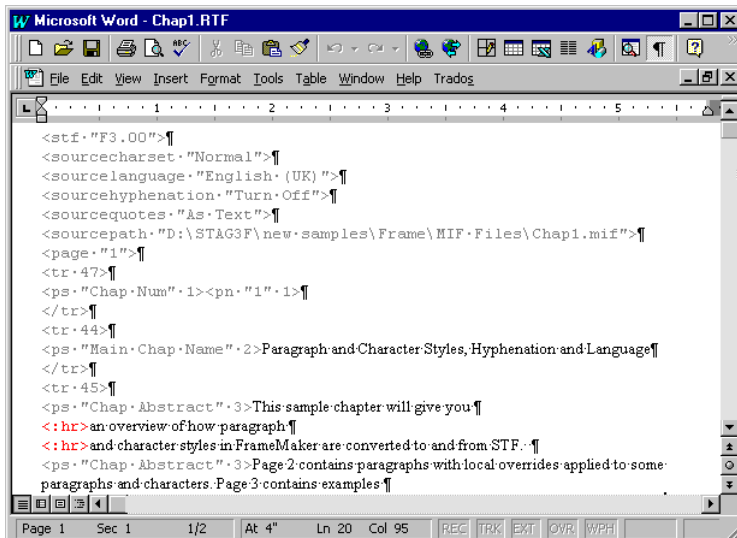
If you do not create an ancillary file, the translators will not have access to the text of variables, cross-reference formats, text in paragraph numbering formats, text in element and footnote prefixes, text in suffixes or text on master pages.

The MIF file has now been converted to STF. In the next part of this tutorial, we look at the STF file which was produced, make a small change to it and convert it back to MIF.

## LOOKING AT STF FILES

### Opening the STF file

Open up the file `Chap1.rtf` in the target directory which you have just created. You can use Microsoft Word or any word processor that supports RTF:



You will see that the STF tags are coloured grey and red. The grey tags are external tags. External tags represent structural formatting like paragraph styles, tables and anchored frames. External tags are rarely moved, added or deleted. The red tags are internal tags. Internal tags generally represent formatting which may have to change according to the needs of the translation. Character styles, font changes, special characters and other internal formatting features are represented by internal tags. The text to be translated appears in normal text style and this is what the translator changes.

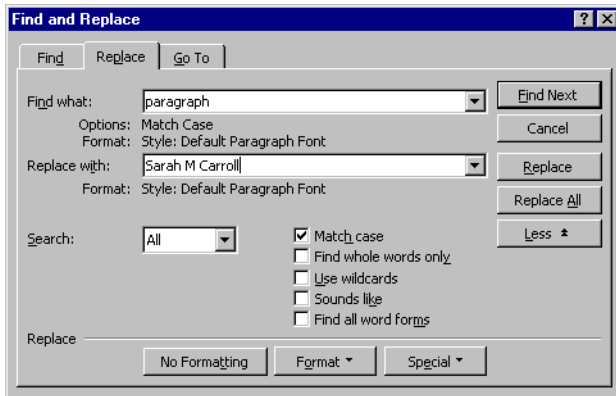
We will now do a "pseudo" translation of `Chap1.rtf` and then convert it back to MIF.

### Pseudo Translating

To "pseudo" translate the file, you replace each instance of the word "paragraph" with the long version of your own name.

Select the Find/Replace option in your word processor. Set it to change all instances of the word "paragraph", that have the default paragraph font applied to them, to your own name. It is important to specify the default paragraph font, otherwise any instances of the word "paragraph" that appear in tags will be changed. Changing anything within a tag will result in an error which will prevent the file from converting back to MIF.

In the following example, we have changed the word “paragraph” to “Sarah M Carroll”:



Save the file and close it. Open up the file `ancillary.rtf`. Run the same search and replace on it. Save the file and close it.

You are now ready to convert the file back to MIF.

### Verifying the STF Tags

Before you convert the STF file back to MIF, you must check the tags in the STF file and the ancillary file using the Verify S-Tags command. This is to ensure that if any changes have been made to the tags, these changes will not affect the validity of the MIF file.

If any errors occur in the tags, an error message appears in the Results window and the file will not convert correctly. The errors are reported in an error log. The error log has the same base name as the file being verified, but with the extension `.cmp`. The CMP file is saved into the same directory as the STF file which is being verified.

Choose TRADOS S-Tagger for FrameMaker from the Start Bar or double-click the application's icon on the desktop. Click the Settings tab.

If you have the additional language dictionaries installed with your version of FrameMaker, change the Target Language setting in the Document Language section of the Settings tab to one of the languages currently supported by FrameMaker. If you do not have these dictionaries installed, you do not need to change the target language of the file. You will normally change the Target Language setting to the language that the file has been translated into.

### NOTE

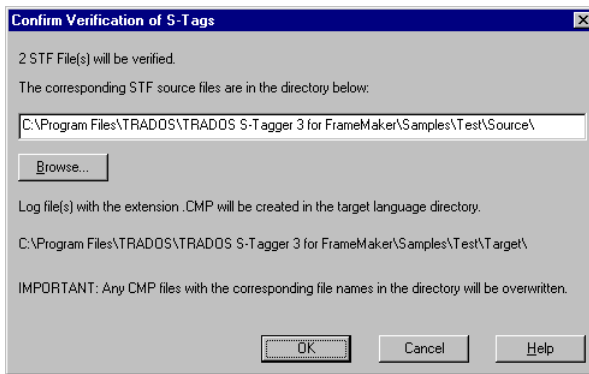


If you are translating into a language using a different character set than that used by the source text, you must change the target language to ensure that the correct font is used for any CMP files generated. If you are translating into an Asian language, you must change the Character Set to Symbol. This also applies to some Eastern European languages.

The source language you specify on the Settings tab must be the same as the source language in the STF file. You can find out what language that is by looking at the top of the STF file, at the tag which says `<sourcelanguage "xxx">`. The xxx is the language as it would appear on the Settings tab.

Click the Verify S-Tags tab and click the Verify S-Tags button. A dialog box appears, prompting you to choose the STF files you wish to verify. S-Tagger defaults to the target directory where you last placed STF files unless you have specified a different directory in the Paths tab or have deleted the directory.

Select the files `Chap1.rtf` and `ancillary.rtf` and click Open. A dialog box appears, prompting you to confirm the verification of the S-Tags and the path to the source STF files.



Ensure that the correct path is chosen and click OK. The files are now verified. If there are any errors in the tags, the message box which alerts you to the fact that the verification has finished will tell you that there are tag changes. In this case, so long as you have followed the instructions, there will be no tag changes:



Normally, a slightly more detailed report is written to the Results window in which you see a breakdown of how many errors, alerts and/or warnings there are in the document.

An error will stop a file from converting back to MIF. All errors must be fixed before conversion can be successful. An alert lets you know that some changes have been made to the tags which might have an unexpected and/or undesirable effect on the FrameMaker file. Warnings refer to changes in formatting and addition or deletion of any of the tags which may be manipulated.

So long as you have followed the instructions carefully, there should be no errors, alerts or warnings now. You can proceed to converting the STF file back to MIF.

### **Converting STF**

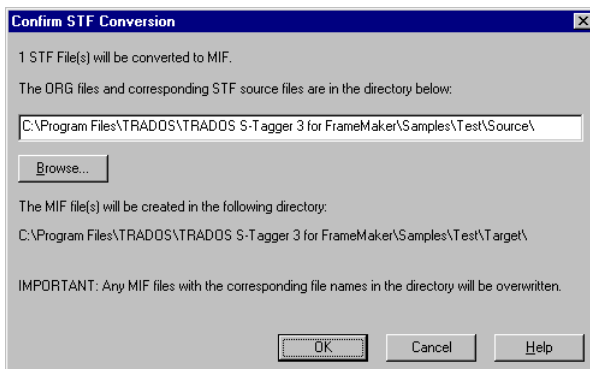
The only option on the Settings tab that needs to be changed for conversion back to MIF is the language setting. If you did not do this before verifying the files, you should do this now.

**NOTE**

If you are translating into a language using a different character set than that used by the source text, you must change the target language to ensure that the correct font is used for any CMP files generated. If you are translating into an Asian language, you must change the Character Set to Symbol. This also applies to some Eastern European languages.

Click the Convert STF tab and then the Convert STF button. If you have not converted any other STF files to MIF since you converted this file from MIF, the path which appears should be the correct one.

Select the file `Chap1.rtf` in the target directory and click OK. You will be prompted to confirm the STF conversion:



If it is correct, click OK. The conversion now starts.

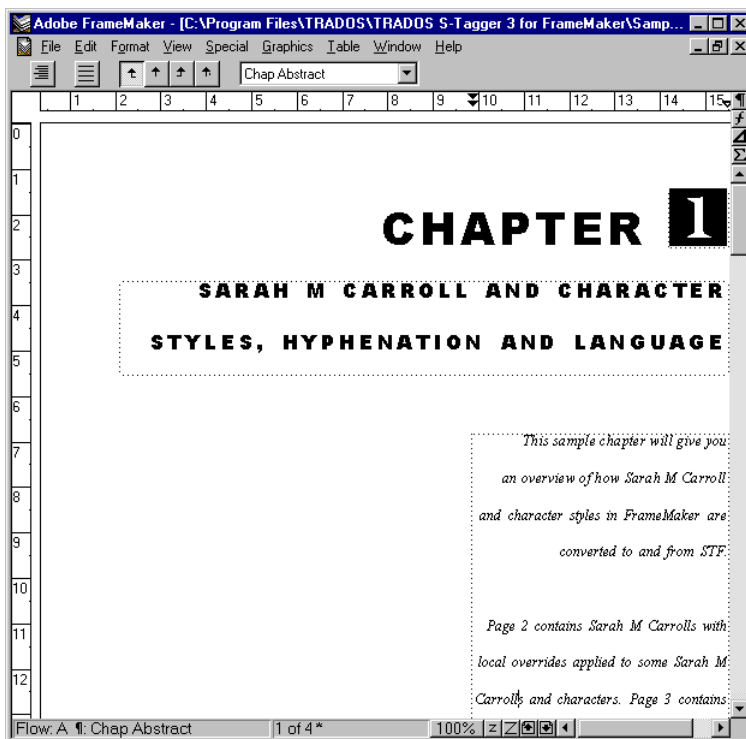
**NOTE**

You do not convert the ancillary file (`ancillary.rtf`); TRADOS S-Tagger for FrameMaker inserts the translations from the ancillary file into the correct places in the translated MIF files automatically. If you attempt to convert the ancillary file, you will get an error message.

When the file has been converted back to MIF, a message box appears to let you know that the file converted successfully. Click OK.

**Opening the New MIF file**

The new MIF file will have been created in the target directory. You can now open the new MIF file in FrameMaker and examine the results:



You should see every instance of the word "paragraph" replaced with your own name, including such instances on master pages, in variables and in text in cross-reference and paragraph numbering formats.

You can save this file, repeat the process with the rest of the files in the book and update the generated files to reflect the new text.

**End of Tutorial**

You have now completed the Quick Start Tutorial and are ready to start converting your own files to STF. You may also wish to examine the other sample files in the Samples book.

## PREPARING FRAMEMAKER FILES

This section contains instructions on the preparation of FrameMaker files which should be done before the files are converted by TRADOS S-Tagger for FrameMaker. While all of this preparation is not essential, the quality of the STF files will be significantly improved if the files have been prepared according to the advice on the following pages.

### WARNING!



The preparation of FrameMaker files should be carried out only by persons with thorough experience of DTP in general and of FrameMaker and book-building in particular.

### PLATFORM NOTES

The preparation of FrameMaker files should be done on whichever platform the files originate on. It is not necessary to port Macintosh or UNIX FrameMaker files to FrameMaker for Windows to either prepare them or save them out as MIF.

It is strongly advised, however, that as part of the conversion to STF process, the new STF files are converted back to MIF and opened again in FrameMaker. For the purpose of saving time in porting, it may be more efficient to open the new MIF files in FrameMaker for Windows where possible.

TRADOS S-Tagger for FrameMaker recognises MIF files generated by FrameMaker version 4.0 to 5.5, FrameBuilder and FrameMaker+SGML 5.0 to 5.5. MIF files generated by the use of customised tools or applications may not be supported by TRADOS S-Tagger for FrameMaker. Manually built or edited MIF files are not supported by TRADOS S-Tagger for FrameMaker.

### BACKUP COPY

Before starting to prepare the files for use with TRADOS S-Tagger for FrameMaker, it is advisable to make a backup copy of the original FrameMaker files. Do this straightaway. Make sure that the directory structure is maintained. Be sure to give this backup copy a name that is easily understood and try to include a version number if possible.

### DIRECTORY STRUCTURE

TRADOS S-Tagger for FrameMaker never changes the name of a file it is working on. It generates files which have the same base name as the files being processed; only the extensions are different. TRADOS S-Tagger for FrameMaker gives the generated STF files the extension `.stf` or `.txt`, depending on the output file format chosen, and it gives the ORG files (the files which are used to convert the STF file back to MIF) the extension `.org`.

When translation is complete and the STF files are converted back to MIF, TRADOS S-Tagger for FrameMaker gives the new generated MIF files the extension `.mif`.

Part of the conversion process back to MIF from STF involves a comparison between the tags which were contained in the original untranslated STF file and the new translated STF file. Because of this, TRADOS S-Tagger for FrameMaker requires that you keep a copy of the original untranslated STF files in the same directory as the ORG files.

Translated STF files to be converted back to MIF must be in a separate directory to the directory containing the original untranslated STF files and the ORG files.

The new MIF files which will be generated from the translated STF files are created in the same directory as the one in which the translated STF files are found. The new MIF files are given the same base name as the STF files and the extension `.mif`.

## **WARNING!**



NEVER keep the original MIF files in the same directory as the translated STF files. If you do, they will be overwritten during the conversion process.

The directory structure for the project should follow the rules below:

- The source MIF files should be in one directory
- There should be a source directory - save the ORG and STF files as well as the ancillary file into this directory
- Create at least one target directory - save a copy of the STF files and the ancillary file into this directory

## **SETTING UP THE FILES**

While you are preparing the FrameMaker files and saving them as MIF, you should work within the directory structure that has been set up for the project. This is particularly important if there are cross-references in the files to other files within the book structure.

However, if your book has been set up with duplicate file names in separate books which contain separate chapters, you will need to rename each of the files.

This is because, when you are converting the FrameMaker files to STF, it is more efficient to keep all the MIF files in one directory (rather than having to change directory for each file you wish to convert) and all the STF and ORG files in another directory (rather than having to send several directories to the translator).

## **NOTE**



Any translatable text on reference pages is not available to the translator in the STF file or in the ancillary file. If you have any translatable text on a reference page in your documents, consider placing it in a separate file for translation purposes.

## **FILES TO CONVERT**

The files which you will be converting to STF are those files which contain translatable text. Generated files, such as Table of Contents and Index files, should be converted only if there is text on the master pages, in variables or cross-reference formats, or text in paragraph numbering formats, element or footnote prefixes or suffixes which should be translated. The text in the generated file should not be translated, but the ancillary text can be translated in the ancillary file.

If the Table of Contents and/or the Index have not been generated, but are manually built, the files should be included for conversion and translation.

TRADOS S-Tagger for FrameMaker will only convert MIF files which have the extension `.mif`.

## FRAMEMAKER TIDY-UP

Not all of the preparation steps outlined on the following pages are always necessary. However, following this advice will enhance the quality and efficiency of the translation. Some preparation work is required; the relevant steps are given below.

### REQUIRED PREPARATION

#### FrameMaker Console Window Messages

Open the first file in the book. If the FrameMaker Console window appears and the message is about font substitution, close the file without saving it. Locate the missing fonts and install them on your system. If you are using FrameMaker 5.5 products and the Remember Fonts option was checked when the file was saved as MIF, you should also check the Remember Fonts option in your Preferences dialog box, to ensure that any font assignment is retained.

If the message in the FrameMaker Console window is about missing language dictionaries, you may ignore the message. However, you may wish to locate and install the missing language dictionaries on your system.

If you do not know how to install fonts or language dictionaries on your system, consult your FrameMaker manual or seek advice from qualified FrameMaker technical support staff.

#### Conditional Text

Ensure that any conditional text styles which should be set to Hide are hidden and any which should be set to Show are showing.

#### Change Bars

Turn off Automatic Change Bars and select Clear All Change Bars. TRADOS S-Tagger for FrameMaker will not process MIF files which contain change bars. If you have turned on Change Bars in any character or paragraph format, you must turn them off in these formats.

#### Cross-References

When you are confident that the file has opened correctly, check that there are no unresolved cross-references in the file. An unresolved cross-reference may indicate that the cross-referencing is not up to date. Update each unresolved cross-reference.

#### IXgen

If you are using IXgen to index your documents, you must ensure that all markers are collapsed before saving the file as MIF. If markers are expanded, you will not be able to convert the file to STF. If the file you wish to convert contains IXgen markers which are expanded, choose Collapse Markers from the IXgen menu on the menu bar. If you do not have a registered copy of IXgen, contact the person from whom you received the files. Instruct them to send you new files with the markers collapsed.

When you are confident that the file has been prepared correctly, save the file as MIF. You must give the file the extension `.mif`, otherwise it will not be recognised as a MIF file by TRADOS S-Tagger for FrameMaker.

**Open Each MIF File**

It is essential that you open each MIF file after you have saved and closed it. This is to ensure that there are no errors in the MIF files. Errors in the MIF files can be caused by faulty graphic export filters or other non-standard MIF statements inserted by some customised Doc to Help tools. If the FrameMaker Console window appears when you re-open the MIF file, you must examine the message that is contained in there. In most cases, it will not represent an error and you can ignore it. However, you should note any such messages in a readme file which should travel with the ORG and source STF files. This is because somebody else may be converting the files back to MIF after translation and it is important they know that the error was not introduced by TRADOS S-Tagger for FrameMaker and is not relevant. Close the files again without saving them.

**ADVISED PREPARATION****Anchored Frames**

Check that all graphics and art files are contained within anchored frames. Graphics which are not contained within anchored frames, but are positioned on a page with text manually positioned around them, will most probably not retain their position in the translated files due to the probable text expansion which will occur when the text is translated.

**Frame Anchors**

Ensure that all anchored frames which contain either text boxes or text strings are positioned at either the beginning or the end of a paragraph of text. An anchored frame which is positioned in the middle of a sentence will break up the sentence at the point where the frame anchor is positioned, making translation of the segment difficult. Anchored frames which contain only graphics or rules may be positioned in the middle of a sentence, as they will be represented by internal tags.

**Hard Returns**

Scan through the document to see if any instances of hard returns (manual line breaks) have been inserted.

- If the hard return has been inserted to make a paragraph look nicer in the source language, you should delete it. If the translators are working with a translation memory system, they will see two segments instead of one sentence, making it difficult to translate.
- If the hard return has been inserted to create a new line without incurring new paragraph properties, there is no need to delete it.

### Example of Hard Return Inserted for Cosmetic Purposes

1) If the Hard Return has been inserted to make a paragraph look nicer in the source language, you should delete it. If the translators are working with a Translation Memory system, they will see two segments instead of one sentence, making it difficult to translate. ¶

← Hard return

In the example above, the word “a” was falling too far out to the right, making the paragraph look unbalanced. Inserting a hard return makes the paragraph look better. Hard returns which have been inserted for this purpose should always be removed before saving the FrameMaker file as MIF.

### Example of Hard Return Inserted to Create a New Line

5) If the Hard Return has been inserted to make a paragraph look nicer in the source language, you should delete it. < ← Hard return  
If the translators are working with a Translation Memory system, they will see two segments instead of one sentence, making it difficult to translate. ¶

In the example above, we wished to make an obvious break between the two sentences to emphasise the point being made, so we inserted a hard return.

If we had inserted an ordinary carriage return, a new paragraph, with the number 6 as its prefix, would have been inserted. Since this is not a new point, but a continuation of point 5, we have inserted a hard return to break the paragraph into two.

Hard returns inserted for this sort of purpose should be retained.

### Hyphenation

If your document contains formats which have automatic hyphenation turned on, you may wish to turn off the automatic hyphenation. You will be able to do this automatically when converting the MIF files to STF. If you have inserted “no-hyphen” characters in the text, you should remove these from any words which are to be translated, as the character will be converted into an internal tag and will impair the efficiency of the translation process. Discretionary hyphen characters should be removed as well, for the same reason.

### Markers

Markers can only be a maximum of 255 characters in length. FrameMaker will not allow you to enter more than 255 characters into the Marker dialog box. However, when the text of the marker is translated, the number of characters will most probably increase. For this reason, it is advisable to always break any markers which contain translatable text into two or more markers if they contain more than 220 characters in the source language.

If an index marker, or any other marker, is placed inside a word, it will make the translation process less efficient. Ensure that all markers are placed outside individual words for maximum efficiency.

### Text Insets

Depending on the type of text inset, the text of the inset may or may not appear in the STF file. A text inset will always be recognised by TRADOS S-Tagger for FrameMaker as such and does not lose its properties; however, if it appears in the STF file, the translator may inadvertently translate the text

within it. If your document contains text insets that should be translated, you should copy them into the document rather than referencing them.

If the text inset should not be translated, you should bear the following in mind:

- do not include the word count of the text inset in the number of words for translation
- instruct the translators not to translate this text

If the text inset is not a FrameMaker file, insert it as an OLE object.

If the text inset is a FrameMaker file, inserting it as an OLE object is not ideal. Instead, a more creative workaround is required. Create a new condition in FrameMaker and apply it to the text inset. Set the condition to hidden. When you convert the MIF file to STF, the text inset will appear as a hidden conditional text marker.

## **ADDITIONAL INFORMATION**

### **OLE Objects**

OLE objects are treated in a similar fashion to graphics. The anchored frame containing the OLE object is represented, but the actual object does not appear in the STF file. If there are any text boxes or text strings in the frame, the text within these is represented in the STF file.

### **Symbols and Special Characters**

All symbols and special characters which can appear in FrameMaker are converted to either their ANSI text equivalent in the STF file or to a STF internal tag. A full list of all FrameMaker symbols and special characters can be found in your FrameMaker documentation.

### **Table of Contents and Index**

If your book contains generated lists such as Table of Contents and Index files, you can include the text (such as the words "Contents" and "Index") in the ancillary file. To do this, you convert the Table of Contents and Index along with the rest of the files in the book, as if they were normal chapter files containing translatable text. You must be sure to instruct the translator not to attempt to translate the generated text in these files. After translation is complete and the files are converted back to FrameMaker, you update the Table of Contents and Index files as normal.

## **COMPLETING THE PREPARATION**

Repeat the steps outlined above for each file to be converted to STF.

When you have prepared all the files and saved them as MIF, you may wish to copy all the new MIF files into a single directory.

## USING TRADOS S-TAGGER FOR FRAMEMAKER

For a practical overview on converting MIF files to and from STF, please refer to the tutorial section at the beginning of this chapter.

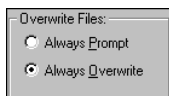
When you launch a session of TRADOS S-Tagger for FrameMaker, the About tab appears. Before you actually convert MIF files to or from STF, you must set the preferences for the file or files you are converting. You set these preferences by activating the Settings tab. If you have used TRADOS S-Tagger for FrameMaker before and your settings have not changed since the previous session, you do not need to reset the preferences.

If this is the first time you are using TRADOS S-Tagger for FrameMaker or if you are starting to work on a new project, you may wish to set or change the default paths for this session. You change the default paths in the Paths tab. It is not essential to set default paths at this stage since you can choose paths by clicking the Browse buttons at every point in the process.

### THE SETTINGS TAB

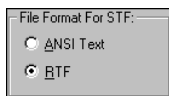
Before converting files to or from STF, or verifying the STF files, you must set the preferences for the file or files you are processing. When you click the Settings tab, you access the part of the program that allows you to do this. The following options are available:

#### Overwrite Files



Check Always Prompt if you wish to always be prompted when you are about to create new files which have the same names as existing ones. Check Always Overwrite if you do not wish to receive this warning.

#### File Format for STF



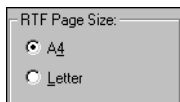
You can set the File Format For STF files to be ANSI Text or RTF.

If you choose RTF as the file format, the STF files that result will be in Rich Text Format. The STF tags will be marked with formatting suitable for use with TRADOS Translator's Workbench. That is, internal and external tags will be assigned tw4winInternal and tw4winExternal character styles. RTF is the recommended format.

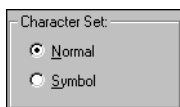
If you choose ANSI Text as the file format, the resulting file will be in ANSI text format. It can be opened and edited in any Windows text editor. The tags will not have any special formatting.

**NOTE**

If you are translating into Eastern European or Asian languages, you must choose RTF as the file format.

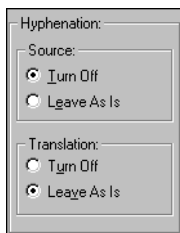
**RTF Page Size**

When you choose RTF as the file format for the STF files, you can also choose the page size for the RTF files. US and European page sizes differ: A4 size is the most usual paper size in Europe and Asia. Translators usually print out the RTF files to proofread them and it is preferable that they do not have to change the page setup before printing.

**Character Set**

Asian and some Eastern European fonts are treated as “Symbol” fonts by FrameMaker. If your source file was created in a language whose fonts are treated as Symbol by FrameMaker, you will need to set the Character Set to Symbol before converting the files to STF.

If the target language is Asian or one of the relevant Eastern European languages, you must set the Character Set to Symbol when converting the STF file back to MIF. If you do not, the resulting text will not be coherent, even when the correct fonts are applied. For more information, see “TRADOS Font Mapper for FrameMaker” on page 2-44.

**Hyphenation**

When automatic hyphenation is turned on in a format in the source language, the hyphens appear in the STF file. This is not desirable for translation, as the words containing hyphens will be translated and the hyphenation specification will need to change to the specification for the language the file is being translated into.

However, some users will wish to retain the hyphenation as it is, so TRADOS S-Tagger for FrameMaker allows you to “Turn Off” automatic hyphenation (thereby removing all automatically inserted hyphens

in the STF document) or to "Leave As Is", whereby the automatic hyphens appear in the STF files as the tag <:sh>.

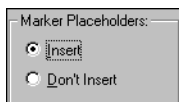
If automatic hyphenation has not been turned on in any paragraph format, these options do not apply. After translation, you can choose to either "Turn Off" the automatic hyphenation (if it was originally turned on in any format in the source file) or "Leave As Is", which applies automatic hyphenation in the language chosen as the target language to any format which originally had automatic hyphenation turned on.

## NOTE



If the original document did not have automatic hyphenation turned on in any format, TRADOS S-Tagger for FrameMaker will not turn it on. This must be done manually, in the FrameMaker file.

## Marker Placeholders



This feature applies to index markers and other markers which may contain translatable text. It does not refer to hidden conditional text, hypertext or cross-reference markers.

FrameMaker allows the user to place user-definable markers at any point within the text. Markers are sometimes placed in the middle of words and frequently appear in the middle of a sentence. The text of the marker usually has to be translated and so is presented to the translator. If the marker appears in the middle of a sentence, it would make for difficult translation if the translator had to stop translating the sentence, translate the text of the marker and then go back to translating the rest of the sentence.

To avoid this difficulty, TRADOS S-Tagger for FrameMaker moves the tags which represent a marker and the text within the marker to the end of the paragraph in which the marker was originally found. The translator translates the sentence and then translates the text of the marker separately.

However, some markers may be placed strategically within the middle of a sentence for various reasons and the user may want the marker in the translated file to appear in a similar position within the translated sentence. For this reason, TRADOS S-Tagger for FrameMaker offers you the option of inserting a marker placeholder at the point where the marker was originally found, while still placing the marker and its text at the end of the paragraph in the STF file. If marker placeholders have been inserted, the marker retains its position in the new translated FrameMaker file when the STF file is converted back to MIF.

If you check Don't Insert, no marker placeholders will be inserted and, when the file is converted back to FrameMaker, all markers will appear at the ends of the paragraphs in which they were originally found.

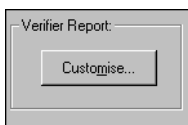
If your FrameMaker document contains markers which have been placed in the middle of words, your translation will be less efficient if you check Insert, as the placeholders will appear in the middle of the words and the translators will have to translate around them. In addition, if a translation memory or machine translation system is being used as part of the translation process, the system will find significantly fewer matches between segments of text. If you have no specific reason for wishing to maintain the position of the markers, check Don't Insert.

## **WARNING!**

If you are converting FrameMaker+SGML files to STF, you must choose Insert Marker Placeholders.

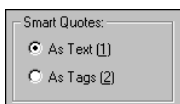


### **Verifier Report**



Clicking the Customise command button activates the Customise Verifier Report dialog box, which allows you to select the alerts and warnings you wish to suppress during the tag verification process. For more information, see “Verifier Report” on page 4-13.

### **Smart Quotes**



Smart quotation marks can be turned on in a FrameMaker document via the Text Options dialog box. You can choose whether to have the smart quotation marks saved as tags or as text in the STF files.

Examples of quotation styles are “English”, «French» and „German”.

When a STF file which has been saved in RTF format is opened in Microsoft Word, all the smart quote opening and closing symbols are converted to RTF keywords. If a translator inserts a smart quote which uses a different opening or closing symbol to the one used in the source text, it is also stored as a RTF keyword.

In a project where several different language versions of Microsoft Word are being used, these RTF keywords are localised differently when the RTF files are opened in the English and the localised version of Microsoft Word. For example, the translators may translate the documents using German Microsoft Word and the DTP staff may work on the files after translation using the English version.

To ensure that the correct version of smart quotes appears in the appropriate place, you can choose to save the smart quotes as tags. All smart quotes found in the text will be converted to STF tags (for example, <:ldq> for English left double quote or <:frq> for a French right quote). When the translator wants to insert or change a smart quote, they should also use the tags instead of the literal

symbols. This way the smart quotes will stay the same, no matter what language version of Microsoft Word is being used.

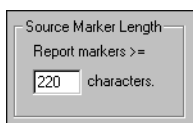
In a project where all parties are using the English version of Microsoft Word, it is possible to use the As Text option and all smart quotes will be represented as literals. This also works for languages that use the same smart quote symbols as English.

The Smart Quotes setting does not apply to Asian languages as smart quote characters are among the characters above character 127 which are not supported by this version of TRADOS S-Tagger.

Smart quotes found in tags are represented by straight quotes or as tags in the STF file, depending on the setting chosen for Smart Quotes.

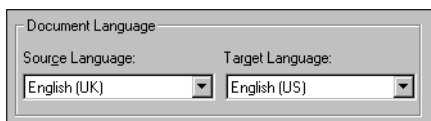
Be sure to let the translators know what way they should insert smart quotes in the translation.

### Source Marker Length



Index and other markers may only contain a maximum of 255 characters. FrameMaker will not allow you to create markers longer in length than this. If the marker is to be translated, there is a good chance that the number of characters in the translated marker will increase. For this reason, TRADOS S-Tagger for FrameMaker warns you if you try to convert a MIF file containing a marker which has more than a specified number of characters in it. Specify the number of characters in the edit box under Source Marker Length in the Settings tab. The default is set to 220, which is satisfactory for most Western European languages. We recommend 150 characters for Asian languages.

### Document Language

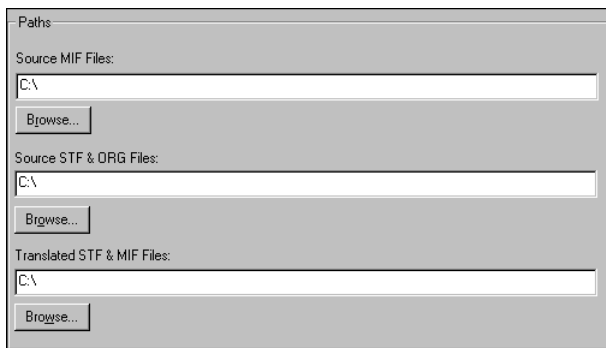


Before you convert MIF files to STF using TRADOS S-Tagger for FrameMaker, you must set the Source Language of the document in the Document Language section of the Settings tab. This should always be set correctly. If it is not, the spell checking and other language-related features of FrameMaker may not work correctly for the translated files.

The Target Language should be set when converting the translated STF files back to MIF. The Target Language setting allows the user to change all instances of the source language found in the document to the target language. It will not change the language assignment of paragraph or character formats which have a different language to the specified source language, or none at all, assigned. If the source document language has been set incorrectly, the Target Language setting will not work and the translated file will retain the language setting of the source file.

## THE PATHS TAB

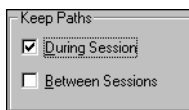
When you click the Paths tab, a series of edit boxes for the various default paths appears:



### First Use of TRADOS S-Tagger for FrameMaker

The first time you use TRADOS S-Tagger for FrameMaker, all of these edit boxes default to the C:\ prompt. Click the Browse button underneath each path to locate the directories you wish to use as defaults or type in an existing path.

### Keep Paths During Session



If you check the During Session box, TRADOS S-Tagger for FrameMaker remembers the path to the last directory in which it found files to Convert from MIF, Convert to MIF or Verify S-Tags, and it uses these as the defaults until you exit the application.

If you do not check the During Session box, you will not be able to check the Between Sessions box either.

### Keep Paths Between Sessions



If you check the Between Sessions box, the default paths are written to the registry and the next time you use TRADOS S-Tagger for FrameMaker, the same paths appear as defaults.

## NOTE



If you have set a directory as the default directory and you subsequently delete it, TRADOS S-Tagger for FrameMaker defaults to the C:\ prompt.

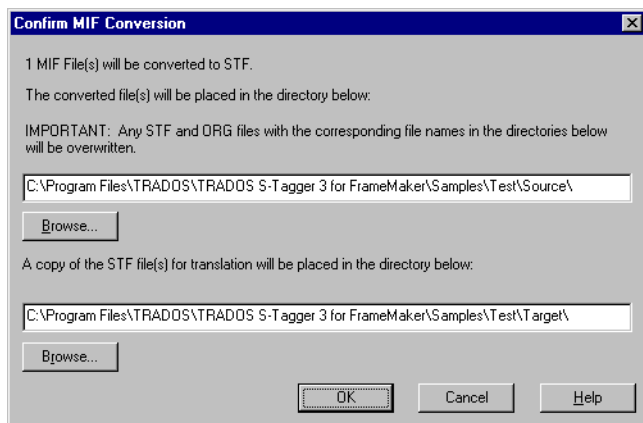
## CONVERTING MIF FILES

When the settings and the paths are correct, click the Convert MIF tab. When the Convert MIF tab is active, click the Convert MIF button under the Results window.

A dialog box appears, prompting you to select the file or files you wish to convert. You may select one or many files at a time. You may only select MIF files (those with the extension `.mif`). You will see that the path to the MIF files is the same as the one you set on the Paths tab to be your default MIF directory.

### Confirming the Conversion

Select the files you wish to convert and click OK. A dialog box appears, prompting you to confirm the conversion:



This dialog box shows you the directory where TRADOS S-Tagger for FrameMaker intends to place the generated STF and ORG files. You can change this directory by clicking the Browse button and choosing a different directory.

You will also see that there is a path to where you can place a copy of the generated STF files. This should be your target directory.

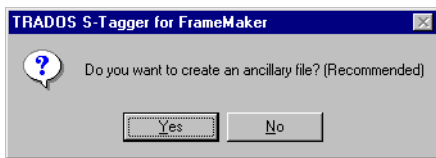
When you are satisfied that the directory information is correct, click the OK button.

If you have made a mistake and wish to cancel the conversion, click the Cancel button.

As the files are being converted, information about them and about the conversion process is displayed in the Results window. You can choose to save this information when the batch is finished by clicking the Save Results button or you can choose to clear the text in the window by clicking the Clear Results button.

## THE ANCILLARY FILE

Once the MIF files have been converted to STF, you can generate an ancillary file. A message box appears, asking you if you would like to create an ancillary file:



An ancillary file is a file which contains text which cannot be translated in the STF file. Ancillary text is text which is not normally translated as actual text in the FrameMaker file, but which is accessed via a dialog box or in some other way.

Ancillary text includes text in paragraph numbering formats, in cross-reference formats, in variables, in element suffixes and prefixes (FrameMaker+SGML), in footnote prefixes and suffixes, and text on master pages.

You can only generate an ancillary file after you have converted a file or files to STF. It is always advisable to accept the option of generating an ancillary file; you do not have to do anything with it if it is not relevant to your translation project.

The ancillary file is placed in the same directory as the one in which you have placed the STF files and a copy is placed in the target directory. The file is called `ancillary.rtf` or `ancillary.txt` if the File Format For STF was set to be ANSI Text. The ancillary file should be translated along with the rest of the files in the project. This file must be present in the directory when you are converting the STF files back to MIF after translation to ensure that the translations are correctly implemented in the new translated FrameMaker file.

If your generated files, such as Table of Contents and Index, have translatable text other than the generated text, or text in paragraph numbering formats or any other non-generated text, you must convert them along with the chapter files to ensure that the text is included in the ancillary file.

If you have forgotten to include the generated files when you converted the chapter files to STF, you must convert all files to STF again, including the generated files, to create a fully correct ancillary file.

## WARNING!

Do not just convert the Table of Contents and Index and create an ancillary file in the same directory as the chapter files, as the new ancillary file will contain **ONLY** the text from the Table of Contents and Index.



## NEXT STEPS

After the MIF files have been successfully converted to STF, you must now confirm that the files are completely valid. Follow the steps in the next section to convert the STF files back to MIF.

## VERIFYING THE STF FILES

Once you have converted MIF files to STF, you must convert the generated STF files back to MIF before continuing the translation process. This will assure you that any errors in tags or formatting changes which appear in the new STF files during or after translation are not errors introduced by TRADOS S-Tagger for FrameMaker.

### TESTING THE NEW STF FILES

When you are testing or verifying the STF files before translation, be sure that the source STF files and ORG files are in the source directory.

Make sure that there is a copy of the STF files in the target directory. Make a small change to the STF files in the target directory, so that you can quickly see which file is the source and which the target when the files are opened in FrameMaker. Change all "a" characters to several "à" characters, for example, or change the word "the" to your own name. Be sure to make a similar change to the text in the ancillary file.

### WARNING!

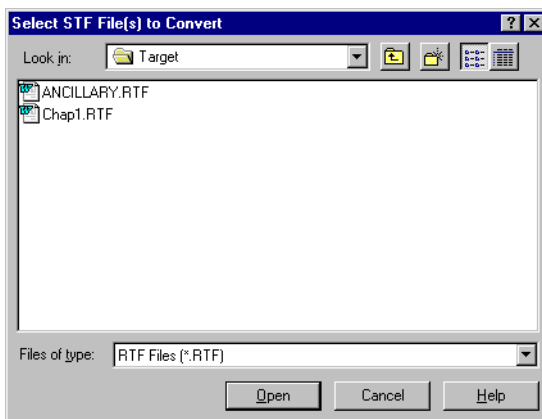


When making any artificial change to the STF files for the purpose of testing the files, be sure to make the change to the text only, not to the tags. If you change any of the text in any tag, the tag will no longer be valid and the file will not convert back to MIF.

If you make any artificial change to the STF files in the target directory, be sure to overwrite the changed files with the correct versions from the source directory when you have finished testing.

### CONVERTING STF

With the Convert STF tab active, click the Convert STF button under the Results window. A dialog box appears, prompting you to select the translated STF files you wish to convert to MIF. Select the file or files you wish to convert, and click OK.



Do not select the ancillary file (`ancillary.rtf`) as the text from this file is automatically inserted in the correct corresponding files.

A second dialog box then appears, prompting you to confirm the number of files to be converted to MIF and detailing the path where it expects to find the ORG files and the original untranslated STF files.

## **NOTE**

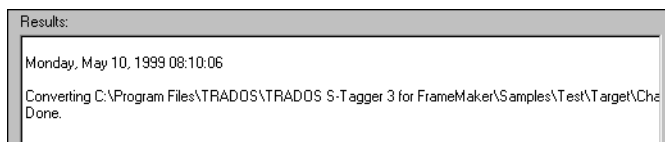


If you have checked the "Keep Paths..." check boxes in the Paths tab, TRADOS S-Tagger for FrameMaker automatically finds the last directory where it found STF and ORG files. The Keep Paths settings information is not project-specific, but relates to the last use of the software.

If you wish to change the path which TRADOS S-Tagger for FrameMaker should follow to find the ORG files, click the Browse button. If the paths are correct, click the OK button.

## **THE RESULTS WINDOW**

As the files are being converted, an analysis of the process appears in the Results window, similar to the one below:

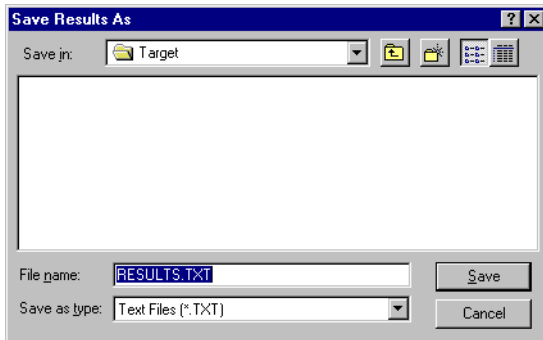


## **ERRORS**

If errors were encountered during the conversion process, these are listed and described in the Results window.

If you wish to save the text in the Results window to a log file, you can do this by clicking the Save Results button.

A dialog box appears, prompting you to name the file. Give the file a name. The log file is automatically given the extension `.txt` and can be opened in any text editor:



Open and examine the log file, then turn to the on-line help for information about the error messages and how to fix them, if necessary. Note that only actual file errors will be listed here. Any error messages which are to do with the number or position of tags will not be saved to the results file, but will appear in the CMP file.

When you use the Verify S-Tags command, you are alerted to any errors in the tags. You also receive information about alerts and warnings in the files. TRADOS S-Tagger for FrameMaker does not allow you to convert any files which contain errors, but will allow you to convert files which only contain alerts and warnings.

## OPENING THE NEW MIF FILES

Because TRADOS S-Tagger for FrameMaker is a Windows application, it is recommended that, where possible, the new MIF files are opened in FrameMaker for Windows. Opening the new MIF files in FrameMaker for Windows rather than on any other platform reduces the amount of time needed for bug fixing.

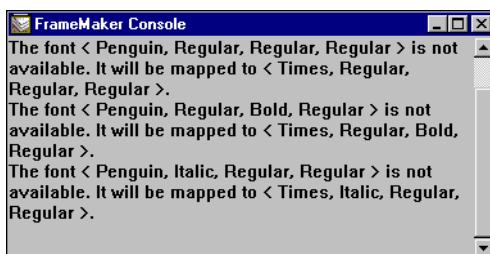
This section is written for users working in FrameMaker for Windows. If you are opening the files in FrameMaker for Macintosh or UNIX, the illustrations and instructions on the following pages may not be relevant to you.

Open the new MIF files in FrameMaker.

### ERRORS IN THE MIF FILE

#### Missing Fonts

The errors may be due to missing fonts on your system, in which case the message will be similar to the one below. This message is not due to an error caused by TRADOS S-Tagger for FrameMaker.



If you are opening the MIF files to check that the STF files have converted correctly, you can ignore this message and continue opening the file.

If you are opening the MIF file for any other purpose and you get this message, you should note the missing fonts as listed in the FrameMaker Console window and close the MIF file without saving it. If you are using a FrameMaker 5.5 product and Remember Missing Fonts was checked when this file was saved as MIF, ensure that you have checked Remember Missing Fonts, then continue the process.

Install the relevant fonts on your system and open the file again.

If you are in any doubt about missing fonts, consult your FrameMaker documentation or seek advice from qualified FrameMaker technical support staff.

#### Missing Languages

You may be alerted to the fact that the document calls for a language dictionary different to the one installed with your copy of FrameMaker. You should check the Settings tab to see what language you set as the Document Target Language. You should, however, consider installing the additional language dictionaries on your system if you will be opening the FrameMaker files after translation and after they have been converted back to MIF. If the Document Target Language is different to the Document Source Language, you can safely ignore this message for the purpose of testing the files.

If you are in any doubt about missing languages, consult your FrameMaker documentation or seek advice from qualified FrameMaker technical support staff.

**Cross-References**

If your document contains external cross-references, you may be alerted to unresolved cross-references because your files now have the extension `.mif` and are therefore not recognised as the source files for the cross-references. You can safely ignore this message until you are at the stage in the conversion process where all files have been renamed.

If, after renaming all files with the correct extensions and placing them within the correct directory structure, you still receive this message, consult your FrameMaker documentation or seek advice from qualified FrameMaker technical support staff.

**Other Messages**

If any other messages appear in the FrameMaker Console window, consult your FrameMaker documentation or seek advice from qualified FrameMaker technical support staff.

## **CHECKING THE NEW MIF FILES**

Assuming there are no error messages in the FrameMaker Console window, check the following in the new FrameMaker file (against the original FrameMaker file, wherever applicable):

### **Text**

Take a quick look to ensure that all the text is present. Do this by checking that the page count in the new MIF file is roughly similar to that of the original FrameMaker file.

### **Formatting**

Check that the formatting in the new document exactly reflects the formatting in the original document.

### **Special Characters/Symbols**

If there are special characters or symbols in your documents, you may wish to satisfy yourself that these have converted correctly.

### **Art Files and Text**

If your document contains art files and text, you may wish to ensure that they are still in their correct positions in the document.

### **Position of Markers**

If you checked Don't Insert Marker Placeholders when converting the MIF files to STF, view your new MIF file with Text Symbols turned on. You will see that all the markers (other than cross-reference, hypertext and hidden conditional text markers) have been moved to the ends of the paragraphs they were originally contained in.

If you are concerned about the position of the markers and the effect this will have on a generated Index, generate the Index and compare it against the original one from the FrameMaker files. If you find that an index marker refers to a paragraph which breaks over a page, you may wish to make a note that the index marker should be moved to another place in the paragraph when final pagination is being done. Bear in mind that the pagination will probably change with translation.

You can also check the Insert Marker Placeholders option on the Settings tab and convert the files from MIF to STF again.

### **Other Features**

Check any other aspect of the files which you feel may not have converted correctly. If you encounter any difficulties other than those listed above, contact technical support.

When you are satisfied that the STF files have converted successfully to and from STF, you are ready to proceed with the next step.

If you find anything in the new FrameMaker files which you wish to change, you should make the change in the original FrameMaker file, convert the file to STF, convert it back to FrameMaker and then continue the process.

If you are working with Eastern European or Asian languages, you need to change the fonts before opening the files in FrameMaker. See the on-line help for TRADOS Font Mapper for FrameMaker.

## COMPLETING THE PROCESS

You can now save the translated MIF files in the correct structure. Open the MIF files in FrameMaker and save them out as FrameMaker files. Reference the translated art, update the cross-references, complete DTP tidy-up and pagination. Finally, generate the Table of Contents and the Index.

## WARNING!



If the translated STF files have had their language changed, you should not save the files unless you have the relevant language dictionary installed on your system. Opening and saving files without having the language dictionary installed will change the language assignment used for spell checking and hyphenation.

## **INTERPRETING THE STF FILES**

After you have completed the conversion process and are satisfied that the files convert to and from STF correctly, it is a good idea to scroll through the STF files to ensure that each STF file reflects the FrameMaker file correctly. You will also want to alert the translators to any particular oddities in the file.

### **CHECKING THE STF FILES**

Before you hand over the STF files to the translators, the following steps should be carried out:

- 1** Check the STF files to ensure they contain all the text for translation. You do this by making a quick check of the STF files against the hard copy.
- 2** Isolate and document any unconventional use of tags or characters or symbols in the files.
- 3** Tidy up the index markers if necessary. For more information, see “Markers” on page A-11.
- 4** Examine the ancillary file and make a note of any specific instructions for the translators regarding translation of text in variables, cross-reference and/or paragraph numbering formats, or text on master pages.

You should work on the STF files which are in the source directory. When you have completed any necessary fixes, copy these files into the target language directories, making sure that you overwrite the older files.

### **WARNING!**

If you make any changes to the tags, be sure to convert the files back to MIF to ensure that no errors have been introduced inadvertently.



### **PREPARING A PACKAGE FOR TRANSLATORS**

When the MIF files have been converted to STF, the ancillary file has been generated and all the STF files checked, prepare a package to hand off for translation.

Ensure that the package contains at least the following:

- a hard copy of the original source language FrameMaker documents
- the target language directory for the relevant language containing the STF files and the ancillary file
- a directory containing the source language STF files and the ancillary file (this is so that the translators can verify the tags as they work)

- install disks for TRADOS S-Tag Verifier plus the TRADOS S-Tag Verifier documentation set: on-line PDF and on-line help
- a copy of Adobe Acrobat Reader for viewing the PDF documentation

Make sure to include any special instructions about the files or the process that you think the translators ought to know about.

## WORKING WITH FRAMEMAKER+SGML

Convert FrameMaker+SGML files in exactly the same way as FrameMaker files. The main difference in the FrameMaker+SGML STF files is that there will be additional tags representing the SGML elements. FrameMaker+SGML elements and element prefixes and suffixes have special tags in STF. For more information, see "FrameMaker+SGML Elements in FrameMaker" on page A-10.

### FRAMEMAKER+SGML FEATURES

The following are some FrameMaker+SGML features and their representation in STF.

#### Element Catalog

Text in any element defined in the Element Catalog will be available for translation in the ancillary file and is inserted in the new MIF file when you convert the STF file to MIF. The Element Catalog will contain the translated text rather than the original text imported from the EDD (element definition document).

### TIPS AND TRICKS FOR WORKING WITH FRAMEMAKER+SGML FILES

- When converting from MIF to STF, always select Insert under Marker Placeholders in the Settings tab.
- If an element has an attribute applied to it, where the attribute value contains translatable text, this text will not be available for translation in either the STF file or the ancillary file.
- Every variation of an element prefix or suffix definition is included in the ancillary file even if the definition is only used once. Before sending files out to translation, check the ancillary file for this and inform your translators.
- During translation, never insert new paragraphs or index markers.
- During translation, translators may insert frequently used formatting tags: `<:b>`, `<:bi>`, `<:c>`, `<:c1>`, `<:c2>`, `<:i>` and `<:s>`. During the STF to MIF conversion, these tags become the following character styles in the new MIF file: STagBold, STagBoldItalic, STagNormal, STagCourierNew, STagArial, STagItalic and STagSmallCaps, respectively. If you are saving your translated files as FrameMaker+SGML, add these character styles to your Element Catalog or convert the styles to existing element styles.

## **WORKING WITH EASTERN EUROPEAN TRANSLATIONS**

TRADOS S-Tagger for FrameMaker fully supports Eastern European, Greek, Cyrillic, Turkish and Baltic languages as both source and target languages. Certain Eastern European-specific features must be taken into consideration when preparing FrameMaker files for translation either to or from Eastern European languages using TRADOS S-Tagger for FrameMaker. This section contains some additional information for those working with Eastern European translations.

### **NOTE**



Not all Eastern European languages need special treatment. It depends on FrameMaker's treatment of specific fonts. Test convert your files to assess whether or not these guidelines apply to your files.

### **FILE FORMAT**

If you are translating into or from an Eastern European language, you must select RTF as the STF File Format. ANSI text files cannot be used for this purpose.

### **SYMBOL CHARACTER SET**

#### **Eastern European Languages as Source**

When converting Eastern European languages as source, you may need to change the character set from Normal to Symbol to ensure that the characters are correctly represented in the STF file. For more information, see "Character Set" on page 2-22.

#### **Eastern European Languages as Target**

When converting Eastern European languages as target, you may need to change the character set from Normal to Symbol to ensure that the characters are correctly represented in the MIF file. For more information, see "Character Set" on page 2-22.

### **CHARACTER SET TAG CHARACTER FORMATS**

If your STF files contain ANSI characters higher than 127 and you wish to retain these characters in your translated MIF file, you must place the internal character set tag `<: c>` and `<: /c>` around the character or word.

For example, if your documentation contains the product name "qualité" and you wish to retain the product name in the final translation, use the character set tag as follows: `<: c>qualité<: /c>`.

### **TIP**



Convert the Eastern European MIF files to STF, make a small change to them, save and check. Open the new MIF files and examine for any problem characters. If you find any, go back to the original MIF files, search for the characters and replace them with an alternative Western character that is lower than 128.

If your Western text in the source document is formatted using one of the following fonts – Times New Roman, Courier New or Arial – you will wish to retain this font in the translated MIF file. Do this by adding <:c> and <:/c> to insert Times New Roman font; <:c1> and <:/c1> to insert Courier New font; and <:c2> and <:/c2> to insert Arial font.

Where you add the character set tag, additional character formats are added to the translated MIF file. Up to three formats may be added: STagNormal where you have added <:c> and <:/c>; STagCourierNew where you have added <:c1> and <:/c1>; and STagArial where you have added <:c2> and <:/c2>. These are character styles created by TRADOS S-Tagger for FrameMaker to allow the translator to retain the characteristics of Western European extended characters (those ANSI characters above 127, such as ß or à) within the STF file. For example, if a product name or company name was not to be translated, the translator would insert the tags <:c> to <:/c> around the text which is not to be translated. Text surrounded by these tags will have the character style STagNormal applied to it when it is converted from STF to MIF. In summary:

Character Set Tag	Font	Character Format in FrameMaker
<:c> and <:/c>	Times New Roman	STagNormal
<:c1> and <:/c1>	Courier New	STagCourierNew
<:c2> and <:/c2>	Arial	STagArial

If you find instances of characters which are appearing as garbage in isolated pockets in a file, check if the characters should have had the normal font encoding applied to them in the STF file and insert the <:c> tags where necessary.

## NOTE



Where a font other than Times New Roman, Courier New or Arial has been used to represent the Western characters in the source text, you must alter the translated MIF file accordingly.

## APPLYING EASTERN EUROPEAN FONTS

If the source FrameMaker files do not contain the correct Eastern European fonts for displaying the translated text in FrameMaker, use TRADOS Font Mapper for FrameMaker to map the source fonts to their Eastern European equivalents. For more information, see “TRADOS Font Mapper for FrameMaker” on page 2-44.

## **WORKING WITH ASIAN TRANSLATIONS**

TRADOS S-Tagger for FrameMaker fully supports the following Asian languages as both source and target languages: Japanese, Korean, Simplified and Traditional Chinese. Certain Asian-specific features must be taken into consideration when preparing FrameMaker files for translation either to or from Asian languages using TRADOS S-Tagger for FrameMaker. This section contains some additional information for those working with Asian translations.

### **OPERATING SYSTEM**

If you are translating your documents into an Asian language, you will need to open up the translated MIF files in FrameMaker on the correct operating system. Translators will also need to ensure that the word processor or translation memory system they are using to translate is properly set up to work with the Asian language.

### **WARNING!**



You cannot translate into an Asian language using an English version of Word 97 running on an Asian operating system. You must use an Asian language version of Word 97.

### **FILE FORMAT**

If you are translating into or from an Asian language, you must select RTF as the STF File Format. ANSI text files cannot be used for this purpose.

## **ASIAN LANGUAGES AS TARGET**

### **Symbol Character Set**

When you convert MIF files originating on a Western European system to STF, select the Normal option under Character Set in the Settings tab of TRADOS S-Tagger for FrameMaker.

After you have completed translation and you wish to convert the translated Asian STF files to MIF, select the Symbol option under Character Set in the Settings tab of TRADOS S-Tagger for FrameMaker.

### **Hyphenation**

Hyphenation for Asian languages does not work in the same way as for European languages. Before converting Western MIF files to STF, select Turn Off under Hyphenation in the Settings tab of TRADOS S-Tagger for FrameMaker.

### **Index Entry**

Index entries expand when you translate into an Asian language. TRADOS S-Tagger for FrameMaker allows you to specify at what number of characters you wish to receive an alert. For more information, see "Source Marker Length" on page 2-25.

## ASIAN LANGUAGES AS SOURCE

### Symbol Character Set

When you convert MIF files originating on an Asian system to STF, select the Symbol option under Character Set in the Settings tab of TRADOS S-Tagger for FrameMaker.

When you have completed translation of an Asian language STF file and you wish to convert it back to MIF, you must select the Normal option under Character Set in the Settings tab of TRADOS S-Tagger for FrameMaker.

### Western Characters Above 127

When converting any of the Asian languages as source, TRADOS S-Tagger for FrameMaker assumes that all the text is in Asian encoding in the FrameMaker document. Only the first 127 characters of any Western or Symbol font are supported. Characters 128 and higher will not display correctly.

Before converting the Asian MIF files to STF, check for any Western characters above 127 in all parts of your documents: body text, paragraph numbering, variable and cross-reference formats. If you find any Western characters above 127, you can either substitute the Western characters for their double byte equivalents or use an alternative Western character below 128.

### TIP



Convert the Asian MIF files to STF, make a small change to them, save and check. Open the new MIF files and examine for any problem characters. If you find any, go back to the original MIF files, search for the characters and replace them with their double byte equivalents or an alternative Western character that is lower than character number 128.

### Japanese WinAlign as a Source Language

Japanese WinAlign has been added as a source language to generate STF files that use `<:so>` tags instead of `<ss>` and `<sl>` tags in index markers. This is useful for alignment purposes because Japanese documents contain sort strings for all index entries and index levels. If you are converting Japanese MIF files to STF for the sole purpose of alignment, select Japanese (WinAlign) from the Source Language on the Settings tab.

### NOTE



TRADOS S-Tagger for FrameMaker does not support the extraction of more than one sort string per index entry or index level.

## CHARACTER SET TAG CHARACTER FORMATS

If your STF files contain ANSI characters higher than 127 and you wish to retain these characters in your translated MIF file, you must place the internal character set tag `<:c>` and `<:/c>` around the character or word.

For example, if your documentation contains the product name “qualité” and you wish to retain the product name in the final translation, use the character set tag as follows: `<:c>qualité<:/c>`.

If your Western text in the source document is formatted using one of the following fonts – Times New Roman, Courier New or Arial – you will wish to retain this font in the translated MIF file. Do this by adding <:c> and <:/c> to insert Times New Roman font; <:c1> and <:/c1> to insert Courier New font; and <:c2> and <:/c2> to insert Arial font.

Where you add the character set tag, additional character formats are added to the translated MIF file. Up to three formats may be added: STagNormal where you have added <:c> and <:/c>; STagCourierNew where you have added <:c1> and <:/c1>; and STagArial where you have added <:c2> and <:/c2>. These are character styles created by TRADOS S-Tagger for FrameMaker to allow the translator to retain the characteristics of Western European extended characters (those ANSI characters above 127, such as ß or à) within the STF file. For example, if a product name or company name was not to be translated, the translator would insert the tags <:c> to <:/c> around the text which is not to be translated. Text surrounded by these tags will have the character style STagNormal applied to it when it is converted from STF to MIF. In summary:

Character Set Tag	Font	Character Format in FrameMaker
<:c> and <:/c>	Times New Roman	STagNormal
<:c1> and <:/c1>	Courier New	STagCourierNew
<:c2> and <:/c2>	Arial	STagArial

If you find instances of characters which are appearing as garbage in isolated pockets in a file, check if the characters should have had the normal font encoding applied to them in the STF file and insert the <:c> tags where necessary.

## NOTE



Where a font other than Times New Roman, Courier New or Arial has been used to represent the Western characters in the source text, you must alter the translated MIF file accordingly.

## MULTIPLE ASIAN CHARACTER SETS

TRADOS S-Tagger for FrameMaker does not support multiple different Asian character sets in the same document.

## UNSUPPORTED CHARACTERS ALERT

Some Asian characters which are available to translators working with Microsoft Word are not supported in FrameMaker. If the translators have inserted any of the unsupported characters in the STF file, you will receive a message when you verify the files. This applies to each of the Asian languages supported.

### Japanese

FrameMaker uses the EUC-JP character set on the UNIX platform and the Shift-JIS character set on the Macintosh and Windows platform. TRADOS S-Tagger for FrameMaker supports MIF files generated on any of these platforms. Microsoft has added characters to the Shift-JIS standard and if any of these characters are used in FrameMaker, they will be displayed as garbage in FrameMaker under UNIX and Macintosh. As a translator working under Windows will have access to these characters, there is no way of preventing their usage in the translated STF file. However, TRADOS S-Tag Verifier generates a warning message alerting the translator to the fact that the STF file contains unsupported characters.

### Simplified Chinese

FrameMaker uses the GB2312-80 character set on the UNIX, Macintosh and Windows platforms. Under the Windows platform, the GBK character set is supported; this is a superset of GB2312-80. If any character in the GBK character set is used in FrameMaker, it will be displayed as garbage in FrameMaker under UNIX and Macintosh. As a translator working under Windows will have access to the GBK character set, there is no way of preventing usage of these characters. However, TRADOS S-Tag Verifier generates a warning message alerting the translator to the fact that the STF file contains unsupported characters.

### Traditional Chinese

FrameMaker uses the BIG5 character set on the Macintosh and Windows platform. It uses EUC-CNS under UNIX. Under the Windows platform, there are Microsoft-specific extensions to the BIG5 character set called ETen. If any character in the ETen character set is used in FrameMaker, it will be displayed as garbage in FrameMaker under UNIX and Macintosh. As a translator working under Windows will have access to the ETen extensions, there is no way of preventing usage of these characters. However, TRADOS S-Tag Verifier generates a warning message alerting the translator to the fact that the STF file contains unsupported characters.

### NOTE



TRADOS S-Tagger for FrameMaker does not currently support MIF files generated under the UNIX platform for Traditional Chinese. These MIF files are encoded using EUC-CNS (CNS11643-1992). As FrameMaker only supports the EUC-CNS characters that also exist in BIG5, it should be possible to convert the EUC-CNS MIF files to BIG5 using a text conversion program. This limitation does not affect translation into Traditional Chinese.

### Korean

FrameMaker supports the basic plane of the KSC5601-1992 character set on all platforms. The Windows platform supports the full Johab character set, but FrameMaker does not. As a translator working under Windows will have access to the full Johab character set, there is no way of preventing usage of these characters. However, TRADOS S-Tag Verifier generates a warning message alerting the translator to the fact that the STF file contains unsupported characters.

### RUBI SUPPORT

Japanese Rubi characters consist of small characters that appear on top of other characters. They annotate characters, providing information about their pronunciation. While FrameMaker provides

support for Rubi characters, TRADOS S-Tagger for FrameMaker does not. Any Rubi text found in a FrameMaker file is treated as ordinary text and translators should be alerted to this. If Rubi text is required in a file being translated into Japanese, this must be done in FrameMaker.

## **INDEX MARKERS**

When translating index markers into an Asian language, you may need to insert sort strings and sort levels for the index entry and index levels. This is especially relevant for Japanese. For more information, see "Asian Language Translation" on page 3-17.

## **APPLYING ASIAN FONTS**

After translation when the STF file has been converted to MIF, use TRADOS Font Mapper for FrameMaker to map the source fonts to their Asian equivalents.

## **TRADOS FONT MAPPER FOR FRAMEMAKER**

TRADOS Font Mapper for FrameMaker maps, or replaces, the fonts in the original document with fonts that you specify. Other attributes, such as font size and some styles, can also be changed. These changes are referred to as font mappings. For example, you may wish to map each instance of the Western font Times to the Japanese font Mincho.

TRADOS Font Mapper for FrameMaker allows you to change the fonts in FrameMaker's two master catalogs where formats are defined: the Paragraph Catalog and the Character Catalog. It also allows you to change fonts in any local overrides made to paragraph and character formats.

TRADOS Font Mapper for FrameMaker also supports the mapping of combined fonts, treating them in the same way as any other font.

To map the fonts in one document or set of documents to a different font or fonts, you first create a font file containing the fonts you intend to replace the original fonts with. Font files can be either FrameMaker MIF files, created from files where the fonts were actually used, or they can be font map files, generated by TRADOS Font Mapper for FrameMaker.

Next, you select the files which are to be font-mapped and the font files, and specify a directory where the new files are to be placed after the mapping. You then load all the files and choose which fonts to map to different fonts.

The new files can be opened in FrameMaker and only fine-tuning of fonts should be necessary.

Consult the TRADOS FontMapper for FrameMaker on-line help for more information.

# CHAPTER **3**

## GUIDELINES FOR TRANSLATING STF FILES

*This chapter contains full instructions  
for translators and editors working  
with STF files.*

*Any person translating or editing STF files  
should read this chapter.*

## **ABOUT TRADOS S-TAGGER FOR FRAMEMAKER**

The files you are going to translate have been converted from FrameMaker or FrameMaker+SGML files using TRADOS S-Tagger for FrameMaker. You do not need to have a copy of FrameMaker or TRADOS S-Tagger for FrameMaker to translate these files nor do you need to know how to use either package.

STF (Sarah's Tag Format) is a tagged text format which is suitable for translation in the traditional manner and for working with translation memory (TM) systems. TRADOS S-Tagger for FrameMaker was developed for use with TRADOS Translator's Workbench.

### **ABOUT TAGGED TEXT FORMATS**

Tagged text formats are ways of representing formatted text without having to use a specific DTP package to change, edit or translate the text. The text is presented along with a series of tags (or codes) which represent formatting information like paragraph styles, bolding or graphics.

Tagged text formats are becoming more and more popular with the development of sophisticated translation memory and machine translation systems. HTML, which is the standard format for building and developing information for the World Wide Web, is also a tagged text format.

When working with STF files, you translate the text as you would normally, then move some tags around so that the translated text is formatted in the best way to suit your translation. Some of the tags cannot be changed and a full explanation of which ones can be moved, added and/or deleted is contained in "Adding, Deleting and Moving STF Tags" on page 3-10. You translate only the text, never the tags.

At any stage during translation, you can check that you are working with the tags in the correct way by using TRADOS S-Tag Verifier. You should ensure that you have received a copy of TRADOS S-Tag Verifier before you start working on any project.

You may be familiar with working with STF files and many of the tags if you have already been working with TRADOS S-Tagger for Interleaf.

### **ABOUT THE STF FILES**

The files you have received are in Windows text only (ANSI text, with the extension .txt), or Rich Text Format (with the extension .rtf). STF files contain translatable text from FrameMaker files.

### **WHAT IS IN AN STF FILE?**

An STF file is a text file which contains translatable text from a FrameMaker file. Along with the text, there is a series of tags. Tags can be internal tags or external tags.

Internal tags represent simple formatting information which often changes with translation. A font change is represented by an internal tag. Some punctuation and special characters are also represented by internal tags. You will often have to move these tags around to suit the translation. For complete information about which tags may be moved, added or deleted, see "Adding, Deleting and Moving STF Tags" on page 3-10.

External tags represent the kind of formatting that you do not, in the normal course of events, have to concern yourself with. Most of this formatting is structural. Paragraph styles and graphics are

represented by external tags. You will rarely need to change the paragraph styles or move the kind of graphic represented by an external tag.

### WHAT IS NOT IN AN STF FILE?

Almost all the text that you will need to translate is represented in the STF file. The exception to this is text in footnote prefixes and suffixes, and text on master pages.

Some text to be translated will appear in tags. This includes text in:

- variables
- paragraph numbering formats
- cross-reference formats
- element prefixes and suffixes (FrameMaker+SGML)

This text may never be translated in the STF file. You translate it in the ancillary file and the translated text is automatically inserted into the new translated MIF file when the file is converted back to MIF from STF after you have completed translation and editing.

The actual graphics that you see in the FrameMaker file do not appear in the STF file; instead, the frame in which they are contained is represented by a tag.

Any text on master pages appears in the master pages section of the ancillary file.

### THE ANCILLARY FILE

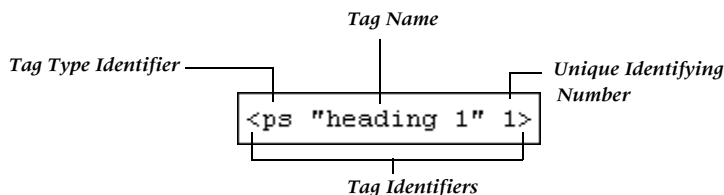
The ancillary file is a special kind of STF file which contains all the text which must be translated, but which cannot be seen and/or accessed in the STF files you have received. The ancillary file is always called `ancillary.rtf` (or `ancillary.txt` if ANSI text format has been chosen).

Any time you come across some text in the hard copy which is not presented in the STF file, you will find it in the ancillary file. If you do not find it in the ancillary file, contact the technical support personnel for the project or the project manager.

After translation, as the files are being converted back to MIF, the translated text from the ancillary file is automatically re-inserted into the new MIF file when the ancillary file is present in the same directory as the STF files being converted back to MIF.

## ABOUT STF TAGS

STF tags are taken from long and complex MIF statements and converted into brief codes. A tag consists of several parts:



### Tag Identifiers

The first parts are the tag identifiers. These consist of the braces (< and >) which surround the tag. If the opening brace (<) is immediately followed by a colon (:), then the tag is identified as an internal tag. If it is not, then it is identified as an external tag.

### Tag Type Identifier

The second part of the tag is the tag type identifier. This is usually a single or double character, but in some cases there are more than two characters used. The tag type identifier characters immediately follow the opening brace or brace and colon. For example, a paragraph style tag type is identified by the characters "ps"; an anchored frame tag type is identified by the characters "af"; a marker showing hidden conditional text is identified by the characters "cnmk"; a tab character is represented by the character "t".

### Unique Identifying Number

The third part of the tag is its unique identifying number. Most tags are assigned a unique identifying number. This is because although you can apply a style with the same name to two separate paragraphs, the actual properties of that style may be completely, or even just slightly, different. To preserve all the formatting that has been applied, all tags which have any sort of properties applied to them (which is all tags except for symbols and special characters) have a unique identifying number.

This number should be almost irrelevant to you as you are translating, since you will be using tags which already exist in the document. The majority of tags that you will be adding will not have unique identifying numbers. However, if you are adding any tag other than a punctuation tag, a frequently used formatting tag, a marker, or a symbol or special character, be sure to copy one which already exists. Do not make up your own identifying number, as this will create an invalid tag.

### Tag Name or Text

Some items, such as paragraph styles, have names. If an item has a name, this name will be inserted in between the tag type identifier and the unique identifying number. It always appears within quotes (" and "). Some items, such as variables, cross-references and prefixes, may contain text. When an item contains text, the text appears in quotes in between the tag type identifier and the unique identifying number. If an item has both a name and some text, only the text is displayed.

## THE WORKFLOW

STF files consist of tags, internal and external, and text. The text is translatable text from a FrameMaker file. The tags are never translated, but some of them can be moved, added to or deleted from the translated STF file, according to the needs of the translation.

Text in the STF files is translated as normal, using Microsoft Word for Windows or any other translation editor which interprets RTF, or a text editor with support for ANSI text if you are working with TXT files. STF files can be used with any translation memory or machine translation system which has support for tagged text formats.

Some text which is not available for translation in the STF file is translated in a separate text file, the ancillary file.

At various points during the translation, you should check that you are working correctly with the tags by using TRADOS S-Tag Verifier. TRADOS S-Tag Verifier checks that the position and sequence of all the tags is correct. It also ensures that any tags which have been added or deleted or moved have been manipulated correctly. TRADOS S-Tag Verifier compares the types and number of tags which are in the translated file against the original source language file and gives you a report on any tags that have been incorrectly used.

When translation is complete, you run TRADOS S-Tag Verifier on the STF files as a final step. The generated report is sent to DTP or other technical personnel who are converting the files back to FrameMaker. This shows them that you are satisfied that any additions or deletions of tags are deliberate and assures them of the quality of the files.

The ancillary file is also verified and sent to DTP.

The files are converted back to FrameMaker. A DTP tidy-up is carried out and a new Table of Contents and Index are generated where required.

## FRAMEMAKER FEATURES

Throughout this guide, we refer to certain FrameMaker features that you may not be familiar with. Here are some of the FrameMaker features that may be relevant to your translation.

### Cross-Reference Formats

FrameMaker allows the user to set up complex cross-reference formats which may contain text to be translated. The structure of the cross-reference format may also have to change to make the best translation possible.

A cross-reference format will often take the form of:

See "The Beginning" on page 73 of Chapter 6 for more information.

This cross-reference will be made by combining text (the words *See, on page, of and for more information.*) with building blocks (*The Beginning, 73 and Chapter 6*). The building blocks are FrameMaker commands that the user inserts into the cross-reference format. Examples of building blocks are `<$paratext[paratag]>`, which means the text of the paragraph whose style is specified in the `[paratag]`, or `<$pagenum[paratag]>`, which means the page number of the page where the text of a paragraph whose style is specified in the `[paratag]` is found. For more information, see "How Cross-References Appear in STF" on page A-8.

**Variables**

In FrameMaker, a variable is a special kind of building block. When you create a variable, you enter text into a dialog box, then every time you insert that variable into the text, the same text appears.

Variables are often used for product names or company names. For more information, see "How Variables Appear in STF" on page A-20.

**Anchored Frames**

Text in anchored frames can be in a text box or a text string. Text boxes can contain text that is formatted in a similar way to the rest of the document, but text strings limit the user greatly. For more information, see "How an Anchored Frame Appears in STF" on page A-5.

**Conditional Text Styles**

Conditional text styles are applied when the user wishes to show some text under certain conditions and different text under other conditions. For example, a printer may work in much the same way when connected to a Windows or a Macintosh operating system; however, there is some difference in terminology between the two. The writer may set up the documentation using two conditional text styles, "mac" and "win", then only show the "mac" style when printing the documentation to ship with Macintosh installation disks, and hide the "mac" style and show the "win" style when printing for the Windows installation. For more information, see "How Conditional Text Appears in STF" on page A-7.

**Text in Paragraph Numbering Formats**

In FrameMaker, a user can enter text and/or an autonumbering sequence into the Numbering section of the Paragraph Designer. When this is done, the text and/or the numbering sequence appears as a prefix or a suffix (depending on the type chosen) to each paragraph that has that style applied to it. For more information, see "How Prefixes Appear in STF" on page A-15.

**Markers**

FrameMaker's marker feature is quite sophisticated. The user can set up many different types of markers and use the text in the markers for generated lists or as hooks for hypertext for other applications. Markers can contain building blocks, such as `<$startrange>` and `<$nopage>` which give FrameMaker instructions as to how to represent that particular marker entry in a generated list. For example, `<$startrange>` would tell FrameMaker that this marker entry should span more than one page until you find the same marker entry with the building block `<$endrange>`; `<$nopage>` would tell FrameMaker not to insert a page number with this marker entry in a generated list such as an Index.

Some markers, like cross-reference markers and hidden conditional text markers, never contain translatable text and are treated differently by TRADOS S-Tagger for FrameMaker. Index markers are given special treatment since they are the most common kinds of markers found. For more information, see "How Index Markers Appear in STF" on page A-12.

**FrameMaker+SGML**

SGML is Standard Generalized Markup Language. It is a programming language for designing tagged text formats. Implementations of SGML are often used for retrieving text from database systems.

FrameMaker+SGML is a FrameMaker application which also allows the user to create structured documents which can be saved in SGML format. For more information, see "How FrameMaker+SGML Elements Appear in STF" on page A-10.

### Text Insets

In FrameMaker, the user can insert a reference to an external file containing text by inserting a text inset. Depending on the type of text inset, the text of the inset may or may not appear in the STF file. If a text inset appears in the STF file you may need to refer to the technical support personnel for the project to find out how you should treat the text inset. It is possible that the text inset should not be translated or should remain referenced to an external document which will be translated or updated separately.

## TRANSLATION CHECKLIST

Before you start working with the STF files, always ensure you have at least the following material:

- a hard copy of the original, untranslated FrameMaker documents
- the STF files that should be translated - these can be saved as either RTF files with the extension `.rtf` or text only files with the extension `.txt`
- the ancillary file, containing text that will not be available for translation in the STF file
- a copy of TRADOS S-Tag Verifier, plus the TRADOS S-Tag Verifier documentation set: on-line PDF User Guide and on-line help
- a copy of Adobe Acrobat Reader for viewing the PDF documentation

Always keep a copy of the original, untranslated STF files in a separate directory on your computer. These will be used for comparing the tags in the translated STF files.

Never rename the STF files! Neither TRADOS S-Tagger for FrameMaker nor TRADOS S-Tag Verifier will work with files which have different names to the source files. Keep them in separate directories to avoid any confusion.

If you are translating the files using TRADOS Translator's Workbench for Windows, you need:

- all the hardware and software required for using TRADOS Translator's Workbench for Windows
- a translation memory, either an existing one, one created from the old files using an alignment program or a new translation memory that has been set up correctly

## **WORKING WITH THE STF TAGS**

To start translating an STF file, open the file in the translation editor of your choice.

The text in the file appears unformatted, interspersed with tags. The text is what you will translate. If you are working on RTF files, you will see that some of the tags are grey in colour and some are red in colour. This is so that you can quickly distinguish an external tag from an internal tag, respectively.

External tags usually represent structural formatting. This means that the features that they represent are used to build the basic skeleton of the file. External tags include tags for paragraph styles, anchored frames which contain translatable text and table descriptions. You very rarely need to move, add or delete an external tag.

Internal tags (which always start with < : ) are usually used for text formatting. They represent items such as font changes, special characters and some punctuation marks. Most internal tags can be moved around to change the formatting of a sentence or they can be added or deleted to fit the translation.

Complete instructions on which tags may be added, deleted or moved are contained in "Adding, Deleting and Moving STF Tags" on page 3-10.

## **WORKING WITH RTF FILES**

If you are working with RTF files, it is best to translate and edit using Microsoft Word for Windows. If you are translating in conjunction with a translation memory system, you should use the same translation memory system when translating and editing the STF files as when translating the ancillary file. This will ensure that the text in the ancillary file goes into the translation memory.

## **WORKING WITH TEXT ONLY FILES**

If you are going to translate ANSI text files (files with the extension .txt) and the files are very large, you may not be able to edit them in Notepad or other "small" text editors. Always open and save the files as text only, without formatting. It is very important that you never open or save the files as MS-DOS text or in a DOS-based editor.

### **NOTE**



If you are translating the STF files into Eastern European or Asian languages, the files must be in RTF format.

---

## TRANSLATING STF FILES

### Hard Copy

When translating/editing STF files, always use a hard copy of the original source language document for reference, in order to see what part of the text you are working on.

### List of Tags

A list of all the internal and external tags and their meanings will be very useful to you as you are translating. You will find such a list in the TRADOS S-Tag Verifier on-line help.

### Formatting

Always use the Normal font to enter text. Any form of formatting other than that made by use of a tag will be lost.

If you wish to make a word bold, italic or both, or to apply small caps, insert the tag `<:b>` for bold, `<:i>` for italic, `<:bi>` for bold/italic or `<:s>` for small caps, in front of the word you wish to format, and place the closing tag (`<:/b>`, `<:/i>`, `<:/bi>` or `<:/s>`) at the point where you wish to return to the default font.

### Extended Characters and Symbols

Insert extended or accented characters using the keyboard, not the Insert Symbol function in Word or the Character Map utility in Windows. ALT sequences and country-specific keyboards can be used without problems. If symbols appear in the hard copy, they may appear either as anchored frame tags, as single characters surrounded by font change tags, or as STF internal tags in the STF files. For example, `<:fc 3>S<:/fc>`. This implies that the letter "S", when given the character style "fc 3", appears as the symbol you see in the hard copy.

Special characters, like hard spaces or thin spaces, cannot be inserted in the ordinary way in Word. If you want to use these features, you have to insert the corresponding STF tag where you want the character to appear.

For example, `<:hs>` for hard space.

### Quotation Marks

You can insert quotation marks either by typing in the ANSI code or by inserting the STF tags for quotation marks. If smart quotes are to be used in the document, English smart quotes appear as the tags `<:ldq>` for the opening quote and `<:rdq>` for the closing quote. French quotes appear as `<:flq>` and `<:frq>`, and German quotes as `<:glq>` and `<:grq>`.

If you are using a localised version of Microsoft Word, you must insert smart quotes as tags for German and French.

**Adding, Deleting and Moving Tags**

Add, delete or move internal tags (tags starting with <:) as necessary to suit the translation. Always follow the rules in the section "Adding, Deleting and Moving STF Tags" on page 3-10.

Always make sure that the translated text contains the same tags as the original source language text (except when an internal tag has to be added or deleted).

**File Format**

When you save the files, be sure to save them in the same format that you received them in. For example, if you received RTF files, save the files with the extension `.rtf`, ensuring that the format in the "Save as type" drop-down list is Rich Text Format.

## **ADDING, DELETING AND MOVING STF TAGS**

On a global basis, TRADOS S-Tagger for FrameMaker works by changing MIF statements into STF tags. Many of these STF tags are essential tags which may never be changed. When files have been translated and are being converted back to MIF, TRADOS S-Tagger for FrameMaker reads the STF file, interprets the STF tags and changes them back into MIF statements.

The order and positioning of some tags must always stay the same, otherwise TRADOS S-Tagger for FrameMaker will not be able to convert the files successfully to MIF.

Successful conversion depends on the tags:

- having correct opening and closing signs (< and >)
- always starting with the correct tag (all FrameMaker STF files must start with the tag `<stf "F?..??">` and end with the tag `</stf>`)
- having the correct `<sourcecharset "xxx">`,  
`<sourcelanguage "xxx">`, `<sourcequotes "xxx">`,  
`<sourcehyphenation "xxx">` and `<sourcepath "xxx">` tags
- being valid tags (correct STF tags)
- following the correct sequence (some tags must follow a particular sequence; for example, `<imk ?>` must be followed by at least one `<ie>` tag and a closing `</imk>`)
- being in the correct position; for example, external tags usually start at the beginning of a paragraph

During the Verify S-Tags procedure, all the tags are checked to ensure that they conform to the rules as listed above.

TRADOS S-Tagger for FrameMaker has been developed for use primarily with documents which are to be localised. Localisation issues that frequently arise are listed below:

- Paragraphs are often moved to positions in the translation that are different to their positions in the source.

- Formatting changes. Some languages may require the addition of bolding to some characters; in most translations, formatting tags need to be moved and/or deleted or added; in most translations, punctuation will be different to some degree.
- Paragraphs and/or sentences or words are often deleted. Some translations require the merging of paragraphs or sentences, or the deletion of a word which has been inserted as, for example, a variable.
- Paragraphs and/or sentences are often added. Some translations require a paragraph in the source language to be split into two paragraphs in the translation.

To facilitate the flexibility required of TRADOS S-Tagger for FrameMaker, it is necessary to have clear defined rules for adding, deleting or moving all tags. The following sections outline these rules.

## ADDING OR DELETING INTERNAL TAGS

During translation it is often necessary to add or delete internal tags. The following tables outline which internal tags may be added or deleted. If a tag is not listed here, it should never be added or deleted.

The following tags may be freely added or deleted. Note that none of these tags contain numbers.

Internal Tag	Format
<:hr>	Hard return
<:ems>	Em space
<:ens>	En space
<:hs>	Hard (non-breaking) space
<:lt>	Less than sign
<:gt>	Greater than sign
<:dh>	Discretionary hyphen
<:nh>	No hyphen
<:hh>	Hard (non-breaking) hyphen
<:ns>	Number space
<:sh>	Hyphen
<:t>	Tab
<:ts>	Thin space
<:lq> or <:rq>	English left and right single quotes

<b>Internal Tag</b>	<b>Format</b>
<code>&lt;:ldq&gt;</code> or <code>&lt;:rdq&gt;</code>	English left and right double quotes
<code>&lt;:flq&gt;</code> or <code>&lt;:frq&gt;</code>	French left and right double quotes
<code>&lt;:glq&gt;</code> or <code>&lt;:grq&gt;</code>	German left and right double quotes

The following tags do not exist in the source document, but may be added to the target document as required. Always remember to add the closing tag when inserting these frequently used formatting tags.

<b>Internal Tag</b>	<b>Format</b>
<code>&lt;:b&gt;</code> and <code>&lt;:/b&gt;</code>	Bold
<code>&lt;:i&gt;</code> and <code>&lt;:/i&gt;</code>	Italic
<code>&lt;:bi&gt;</code> and <code>&lt;:/bi&gt;</code>	Bold Italic
<code>&lt;:s&gt;</code> and <code>&lt;:/s&gt;</code>	Small Caps
<code>&lt;:c&gt;</code> and <code>&lt;:/c&gt;</code>	Character Set
<code>&lt;:c1&gt;</code> and <code>&lt;:/c1&gt;</code>	
<code>&lt;:c2&gt;</code> and <code>&lt;:/c2&gt;</code>	
<code>&lt;:so&gt;</code>	Sort order

You may delete character style, font change, variable and cross-reference format tags. Remember that deleting font change or character style tags will affect the formatting of the text. You may add character style, font change, variable and cross-reference format tags where the tags already exist in the source text. You cannot create new ones!

<b>Internal Tag</b>	<b>Format</b>
<code>&lt;:fc ?&gt;</code> and <code>&lt;:/fc ?&gt;</code>	Font change
<code>&lt;:cs "xxx" ?&gt;</code> and <code>&lt;:/cs&gt;</code>	Character style
<code>&lt;:v "xxx" ?&gt;</code>	Variable
<code>&lt;:xr "xxx" ?&gt;</code>	Cross-reference

## MANIPULATING EXTERNAL TAGS

During translation it may be necessary to add or delete external tags. However, this should only be undertaken by experienced users of FrameMaker and STF.

If an external tag is to be deliberately added to the file, it must contain a # sign as its second character. For example, to add the external tag `<ps "Head 3" 2>` to a file, the tag must be written as `<#ps "Head 3" 2>`. The # symbols are deleted during the STF conversion process.

If you are adding tags, you are advised to copy an existing tag and change the text, being very careful to keep any spaces before, after and within the opening and closing braces.

If an external tag from the allowed list is added without a # sign placed in front of the tag type identifier, it is detected as an invalid tag and the file will not compare correctly, nor will it be converted.

## EXTERNAL TAGS WHICH MAY BE ADDED OR DELETED

The following tags are the only external tags which may be added or deleted.

### Paragraph Styles

`<ps "xxx" ?>` - Paragraph style tag

If you add a paragraph style tag to a STF file, you must use a paragraph style that already exists within the document. If you do not, the file will not convert. Never add a paragraph style tag to a STF file unless you are absolutely confident of the effect it will have on the formatting. Remember that paragraph styles are usually used to generate the Table of Contents from a FrameMaker document, so changing a paragraph's style may have an unwanted effect on the Table of Contents.

Deleting a paragraph style tag and not replacing it with another tag means that all the text in the paragraph is moved to the end of the previous paragraph, without a new paragraph break. Also, the style assigned to the previous paragraph is assigned to this paragraph too.

### Paragraph Numbering Format

`<pn "xxx" 3>` - Paragraph numbering format (prefix)

Text in a prefix. This tag may be added only if a paragraph style tag (`<#ps "xxx" ?>`) has been added, which is normally followed by the `<pn "xxx" ?>` tag.

If you delete a `<ps "xxx" ?>` tag which is followed by a `<pn "xxx" ?>` tag, you must also delete the `<pn "xxx" ?>` tag. Deleting a `<pn "xxx" ?>` tag on its own will not delete the prefix from the paragraph in the FrameMaker file.

**Index Markers**

You may add and delete index markers. If you are adding an index marker, you must insert the # symbol and do not include a number. An `<imk>` tag must be followed by at least one `<ie>` tag and a `</imk>` tag.

<b>External Tag</b>	<b>Format</b>
<code>&lt;imk&gt;</code>	Index marker tag
<code>&lt;ie&gt;</code>	Index entry
<code>&lt;il&gt;</code>	Index entry sub-entry
<code>&lt;ss&gt;</code>	Sort string
<code>&lt;sl&gt;</code>	Sort level
<code>&lt;/imk&gt;</code>	End index marker tag

If you add an index marker sequence to the file, the index marker is positioned at the end of the paragraph of text immediately preceding the marker in the STF file. You cannot add an internal `<:imk ?>` marker to position the marker within the text.

Deleting an `<imk ?>` tag has the effect of deleting an index marker. If an `<imk ?>` tag is deleted, all following text and tags, up to and including the closing `</imk>` tag, must also be deleted.

Deleting an `<ie>` tag has the effect of deleting an index entry. Never delete an `<ie>` tag unless you are deleting an entire index marker. If you need to radically change the structure of an index entry and are confident in what you are doing, replace the existing index marker in its entirety with a new index marker, using the # syntax.

Deleting an `<il>` tag has the effect of deleting a sub-entry to an index entry. Only delete `<il>` tags if you are sure you wish to delete the sub-entry.

Deleting a sort string tag and text has the effect of replacing the sort string text with nothing. If you wish to delete a sort string entry, delete only the text and leave the tag in place.

Deleting a sort level tag and text has the effect of replacing the sort level text with nothing. If you wish to delete a sort level entry, delete only the text and leave the tag in place.

**WARNING!**

You may never add paragraphs or index markers or other external tags to FrameMaker+SGML STF files.

**External Tags That May NEVER Be Added or Deleted**

No external tag other than those described above may ever be added or deleted.

When working with STF files from FrameMaker+SGML, you may never remove paragraphs or index markers.

## QUICK REFERENCE

Tag	Explanation
< >	All tags start with < and end with >.
<:lt> or <:gt>	Any actual less than or greater than symbols that appear in the text will be converted to <:lt> or <:gt> tags.
<:	All internal tags start with <:. Most internal tags can be moved, added or deleted if necessary. Make sure that you know what the tag represents before you alter it.
<	All external tags start with < (without a colon). They should rarely be moved, deleted or changed. Most external tags start at the beginning of a line.
</ or <:/	Tags that start with either </ or <:/ indicate the end of something, e.g. end of a table (</tbl>); end of a font change (<:/fc>); end of an index marker (</imk>).
<ps	Tags starting with <ps represent paragraph styles.
<:cs "xxx" ?> or <:fc ?>	A font change can be indicated by either a <:cs "xxx" ?> tag or a <:fc ?> tag. Both of these tags <b>MUST</b> be followed by their corresponding closing tag.
<:b>, <:i>, <:bi>, <:c> and <:s>	Add these tags when you wish to apply a frequently used formatting style, for example, bold, italic, small caps or the character set tag. Don't forget the closing tag!
<stf "F?.??">	All STF files created by TRADOS S-Tagger for FrameMaker start with the external tag <stf "F?.??"> and end with the external tag </stf>. These tags must never be removed.
<sourcecharset "xxx">, <sourcelanguage "xxx">, <sourcehyphenation "xxx">, <sourcequotes "xxx">, <sourcepath "xxx">	These tags appear underneath the external tag <stf "F?.??"> in a STF file. These tags may never be changed or removed.

## **EASTERN EUROPEAN TRANSLATION**

If you are translating into an Eastern European, Greek, Cyrillic, Turkish or Baltic language, find out first if the fonts being used require special treatment as Symbol fonts. If they do, you may find the information in this section helpful.

### **TRANSLATION MEMORY**

You may need to set up the translation memory (if you are using one) so that it works correctly with the code page and fonts for your language. Check with the technical support personnel for the project if you are in any doubt.

### **FILE FORMAT FOR STF**

You should always work with RTF files rather than ANSI text files. Plain text files can only display one character set at a time. If you are translating into an Eastern European language, the CMP file will contain two character sets, namely, the source language character set and the translated language character set. If you have been sent ANSI text files to translate, contact the person from whom you received the files and request RTF files instead.

### **CHARACTER SET TAG**

If your STF files contain ANSI characters higher than 127 and you wish to retain these characters in your translated MIF file, you must place the internal character set tag `<:c>` and `<:/c>` around the word.

For example, if your documentation contains the product name “qualité” and you wish to retain the product name in the final translation, use the character set tag as follows: `<:c>qualité<:/c>`.

#### **Character Set Tag Fonts**

If your Western text in the source document is formatted using one of the following fonts – Times New Roman, Courier New or Arial – you may wish to retain this font in the translated MIF file. Do this by adding the following tags around the characters which are to be kept in the Western font: `<:c>` and `<:/c>` to insert Times New Roman font; `<:c1>` and `<:/c1>` to insert Courier New font; and `<:c2>` and `<:/c2>` to insert Arial font.

### **WARNING!**

You cannot place the `<:c>` tags in markers. Markers only support one character set, that of the language you are translating into.



## ASIAN LANGUAGE TRANSLATION

If you are translating into an Asian language, for example, Japanese, Korean, Simplified or Traditional Chinese, you will find the information in this section helpful.

### TRANSLATION MEMORY

You may need to set up the translation memory (if you are using one) in a special fashion to ensure that it works correctly with the code page and fonts for your language. Check with the technical support personnel for the project if you are in any doubt.

### FILE FORMAT FOR STF

You should always work with RTF files rather than ANSI text files. Plain text files can only display one character set at a time. If you are translating into an Asian language, the CMP file will contain two character sets, both the source language character set and the translated language character set. If you have been sent ANSI text files to translate, contact the person from whom you received the files and request RTF files instead.

### CHARACTER SET TAG

If your STF files contain ANSI characters higher than 127 and you wish to retain these characters in your translated MIF file, you must place the internal character set tag `<:c>` and `<:/c>` around the word.

For example, if your documentation contains the product name “qualité” and you wish to retain the product name in the final translation, use the character set tag as follows: `<:c>qualité<:/c>`.

#### Character Set Tag Fonts

If your Western text in the source document is formatted using one of the following fonts – Times New Roman, Courier New or Arial – you may wish to retain this font in the translated MIF file. Do this by adding the following tags around the characters which are to be kept in the Western font: `<:c>` and `<:/c>` to insert Times New Roman font; `<:c1>` and `<:/c1>` to insert Courier New font; and `<:c2>` and `<:/c2>` to insert Arial font.

### UNSUPPORTED CHARACTERS

Some Asian characters which are available to translators working with Microsoft Word are not supported in FrameMaker. These characters exist for Japanese, Korean and both Simplified and Traditional Chinese. If an unsupported character is inserted during translation, TRADOS S-Tag Verifier will detect the character and you will receive a message when you verify the files.

### INDEX MARKER SORT LEVELS

As Japanese is sorted phonetically, translation into the Japanese language requires that every index entry and index level have a corresponding sort string and sort level.

#### Adding a Sort String or a Sort Level to Markers

Where there is no sort string or sort level in the source text, you need to add them when translating into Japanese. Adding the internal tag `<:so>` allows the translator to assign sort levels to index markers.

In this example, the source index marker has no sort string or sort levels:

```
<imk 1>
<ie>File
<il>Open
</imk>
```

The index entry “File” has “Open” as an index level. If we translate this into Japanese, we must insert a sort string and a sort level. To insert this sort string, we add the internal tag <:so>:

```
<imk 1>
<ie>ファイル<:so>ふぁいる
<il>開<:so>ひらく
</imk>
```

By adding the internal tag <:so>, the sort information is stored with the translation in the translation memory. When you convert the STF file to MIF, TRADOS S-Tagger for FrameMaker pre-processes the marker and inserts the sort string and sort level.

## NOTE



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TRADOS S-Tagger for FrameMaker only allows you to insert one <:so> tag per index entry or index level.

### Changing the Source Sort Order

If a marker in FrameMaker contains sort strings and sort levels, these will be presented using <ss> and <sl> tags in STF. When translating into Japanese, you will replace the source sort string and sort level with their Asian equivalent. The following example illustrates how TRADOS S-Tagger processes this type of index marker:

```
<imk 2>
<ie>Graphics
<il>inserting
<il>Deleting
<ss>Graphics
<sl>inserting
<sl>deleting
</imk>
```

When translated into an Asian language, the translator will need to modify the sort strings and sort levels to suit the translation. Do this by inserting the `<:so>` tag. Using this process, the example above becomes:

```
<imk 2>
<ie>画像<:so>がそう
<i1>挿入<:so>そう(こゅう
<i1>削除<:so>さくじょ
<ss>Graphics
<s1>inserting
<s1>deleting
</imk>
```

The `<:so>` tags will override the existing sort strings and sort levels. Before TRADOS S-Tagger for FrameMaker converts the STF file to MIF, it will pre-process the marker and replace the source sort order with the translated one. This pre-processing occurs internally in TRADOS S-Tagger for FrameMaker and is not visible to the user. For example, the translated MIF file sort order would appear in STF as follows:

```
<imk 2>
<ie>画像
<i1>挿入
<i1>削除
<ss>がそう
<s1>そう(こゅう
<s1>さくじょ
</imk>
```

## NOTE



During translation, where a source sort order is modified by using the `<:so>` tags, you can delete or ignore the source `<ss>` and `<s1>` tags in STF. If you delete the tags, TRADOS S-Tagger for FrameMaker will recreate the translated sort order from the `<:so>` tags during the STF to MIF conversion. If you ignore the `<ss>` and `<s1>` tags in STF, TRADOS S-Tagger for FrameMaker will overwrite them in the translated MIF file with the correct translated sort order.

**Markers Containing both Western and Asian Text**

Where markers contain both Western and Asian text, you can add a sort string for the Asian text.

For example:

```
<imk 3>
<ie>Windows 2000
<il>installing
</imk>
```

You do not wish to translate Windows 2000, but you do require a sort string for “installing”. Add the internal tag `<:so>` as follows:

```
<imk 3>
<ie> Windows 2000
<il>インストール<:so>いんすとーる
</imk>
```

TRADOS S-Tagger for FrameMaker will pre-process the text when converting from STF to MIF. The text “Windows 2000” becomes the sort string and the Japanese translation for “installing” becomes a sort level underneath Windows 2000.

**NOTE**

TRADOS S-Tag Verifier will check the length of the marker and will report if it is too long. When calculating the length of the marker, TRADOS S-Tag Verifier will only consider text which will be included in the marker during conversion from STF to MIF.

# CHAPTER **4**

## VERIFYING THE S-TAGS

*This chapter contains full instructions for verifying the STF tags during and after translation.*

*This chapter should be read by all persons responsible for verifying STF files. This includes all translators and editors who are working with STF files and all technical personnel who are converting STF files back to MIF.*

## QUICK START TUTORIAL

The aim of this tutorial is to give you a quick overview of how to verify STF files during and after translation. You use the sample files supplied to learn how to select the files for verification, verify the files, understand and interpret the results of the verification process.

### TOOLS

Before you start this tutorial, ensure that you have installed on your computer:

- A copy of TRADOS S-Tagger for FrameMaker or TRADOS S-Tag Verifier
- A translation editor that interprets RTF, such as Microsoft Word for Windows
- The sample files shipped with the application. You will find these in the directory `Samples\Verify`

### GETTING STARTED

The sample files in the directory `Samples\Verify\Target` have had some tag changes made to them. The source STF files are in the directory `Samples\Verify\Source`. You must always have a copy of the source STF files as well as the translated STF files available when you are verifying STF files.

Choose TRADOS S-Tagger for FrameMaker or TRADOS S-Tag Verifier for FrameMaker from the Start Bar or double-click the application's icon on the desktop.

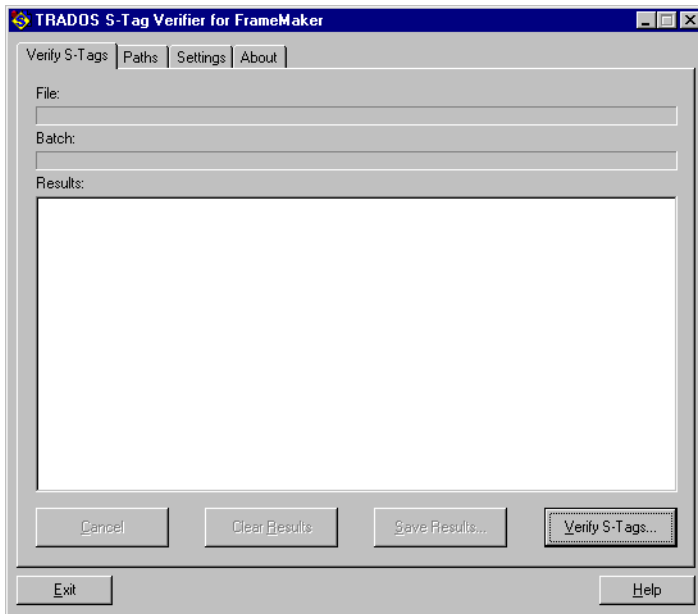
### NOTE



For this tutorial, we will be using TRADOS S-Tag Verifier for FrameMaker in all examples. If you are using TRADOS S-Tagger for FrameMaker, the screenshots of the software will differ somewhat from your version, but the instructions are equally valid.

## THE VERIFY S-TAGS TAB

The application opens in the Verify S-Tags tab:



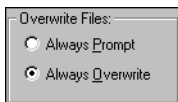
You will see that there are four tabbed windows: Verify S-Tags, Paths, Settings and About.

## THE SETTINGS TAB

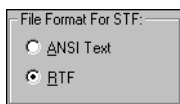
Click the Settings tab to set your preferences for the files.

There are only four types of preference to set:

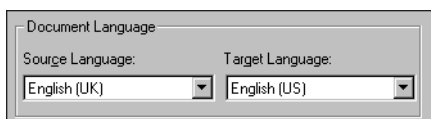
### Overwrite Files



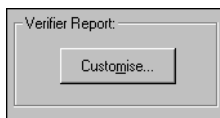
Here you choose if you wish to be warned if any existing CMP files with the same name in the same directory as the files you are verifying should be overwritten. CMP files are log files generated by TRADOS S-Tag Verifier which contain information about tag changes between the translated files and the source files. Check Always Overwrite for the purpose of this tutorial.

**File Format For STF**

STF files can be saved as ANSI Text or in RTF format. The sample files for this tutorial are saved in RTF format. Check RTF to continue.

**Document Language**

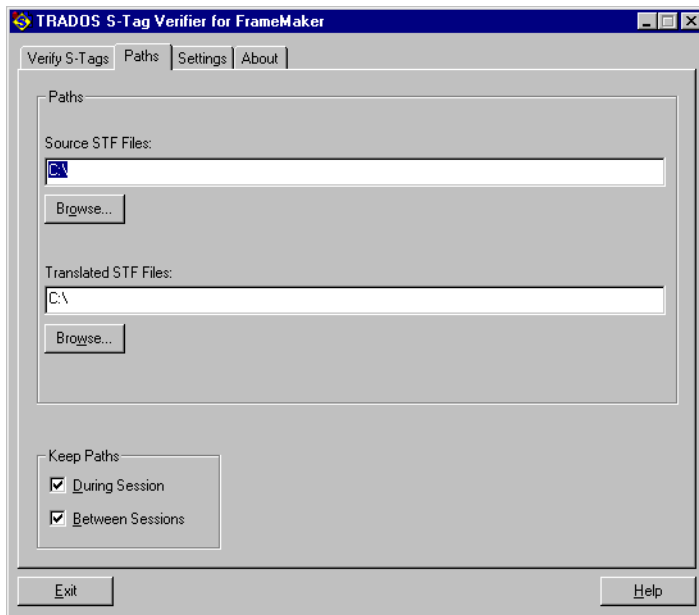
To set the Target Language, click the scroll arrow and scroll through the drop-down list to locate the language you are translating into. In this tutorial, we will be translating from UK English into US English, so choose English (US) from the drop-down list.

**Verifier Report**

Click the Customise button. This activates the Customise Verifier Report dialog box which allows you to select the warnings and alerts you wish to suppress during the verification process. For the purpose of this tutorial, accept the default settings in the Customise Verifier Report dialog box.

## THE PATHS TAB

Next, click the Paths tab. Here you set the default paths that TRADOS S-Tag Verifier will follow to find the files you wish to verify:



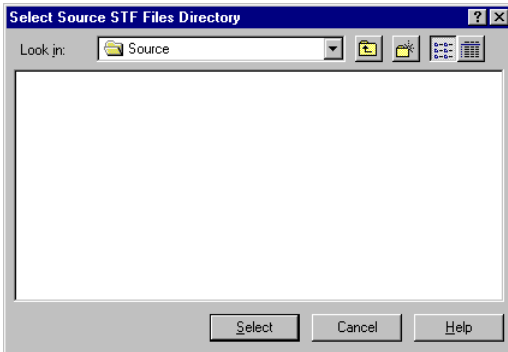
If this is the first time you have used TRADOS S-Tag Verifier, the paths will have defaulted to the root (C:\) directory.

You set these paths by either typing in the path to the relevant directories (if they exist) or clicking the Browse button underneath each of the paths listed.

You should check both the During Session and Between Sessions check boxes in the Keep Paths section here for the purpose of this tutorial.

### The Browse Button

Click the Browse button underneath the space for entering the Source STF Files directory. A dialog box appears, prompting you to choose the directory in which the source (untranslated) STF files are kept:



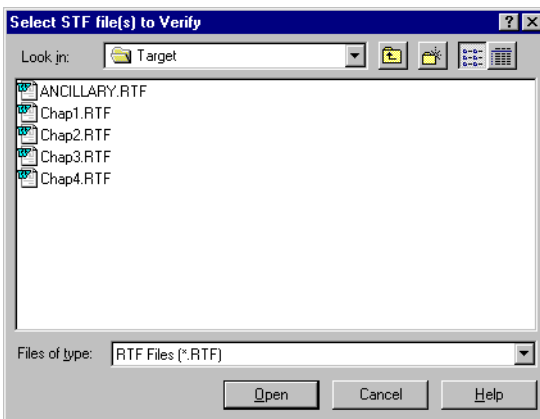
In this dialog box, you could also create a new directory, but you would then have to place the source STF files into that directory. Select the `Samples\Verify\Source` directory, then click OK.

Next, click the Browse button underneath the Translated STF Files path; locate the `Samples\Verify\Target` directory, select it and click OK.

Your default paths are now set up. These paths will be presented to you as defaults each time you choose to Verify S-Tags, until you either uncheck the Keep Paths During Session box on the Paths tab or use a different set of paths when verifying other files.

## VERIFYING THE S-TAGS

Click the Verify S-Tags tab and then click the Verify S-Tags button. A dialog box similar to the one below appears:

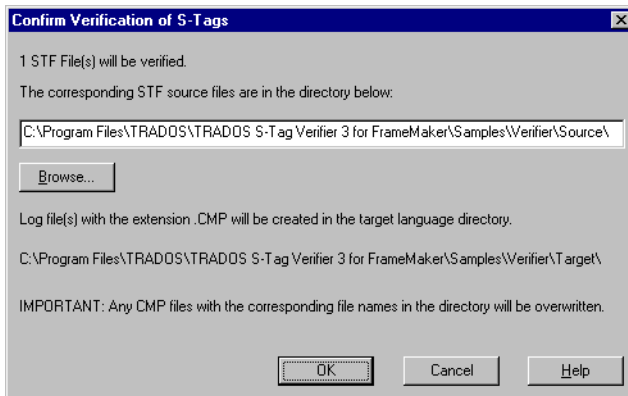


The directory that TRADOS S-Tag Verifier has automatically gone to is the one that you directed it to go to, as a default, on the Paths tab. If you had not checked the Keep Paths During Session box, you would now have to locate this directory and all subsequent directories.

In the dialog box, you see a list of all STF files with the extension `.rtf`. Click `Chap1.rtf`, then click OK.

## CONFIRM VERIFICATION OF S-TAGS

A dialog box appears, prompting you to confirm the path to the source STF files:



This path is the one you specified on the Paths tab if you checked Keep Paths During Session and have not used any other path in the meantime. Check that the path is correct and click OK.

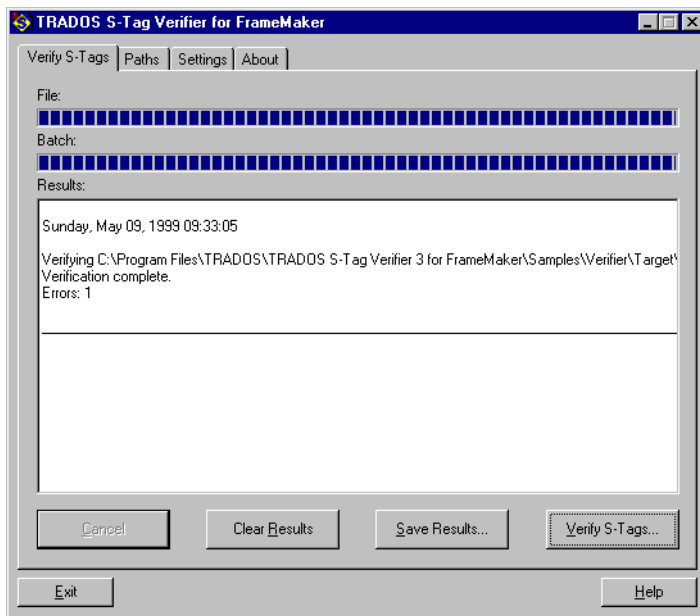
When the verification is complete, a message box appears, similar to the one below:



This message tells you that TRADOS S-Tag Verifier was able to verify the files and that it found some changes between the tags in the source and the target STF files. The message in the Results window provides more detail, telling you how many errors, alerts or warnings were found. You will find out more about the categories of tag changes later on in this chapter.

## RESULTS WINDOW

In this example, there is one error:

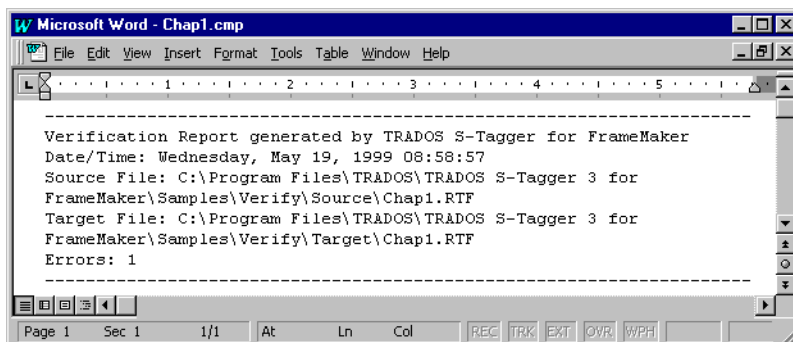


Errors must always be fixed, otherwise the file will not convert back to MIF. To find out where the error is and to fix it, open the file `Chap1.cmp` which you find in the target directory. You can use whichever word processor you use for translation to open the file, so long as it can interpret RTF.

## THE CMP FILE

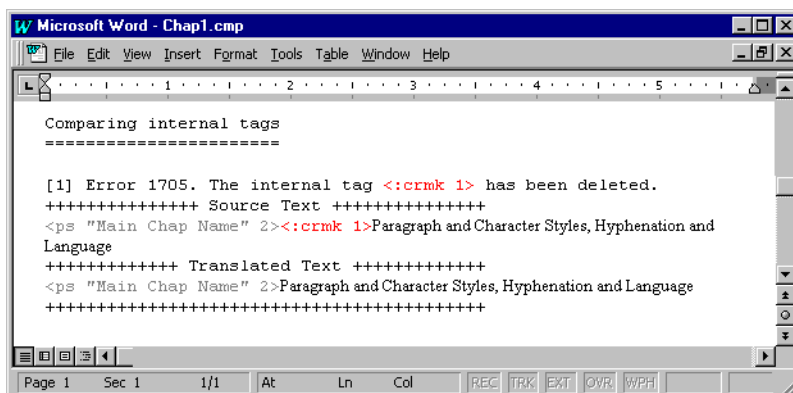
The CMP (or compare) file will list the number and type of errors, alerts or warnings found in the file being verified. The CMP file always has the extension `.cmp` and is always placed in the same directory as the translated files which are being verified. The CMP file always starts with a date and time stamp; it then shows you the source file which was used as a basis for the comparison and the name and path of the file which was being verified.

A summary of the total number of errors, alerts and/or warnings appears at the top of the CMP file. This is followed by a full description of the errors, alerts and warnings. In the following graphic, the Internal Tags Report section is displayed.



## COMPARING INTERNAL TAGS

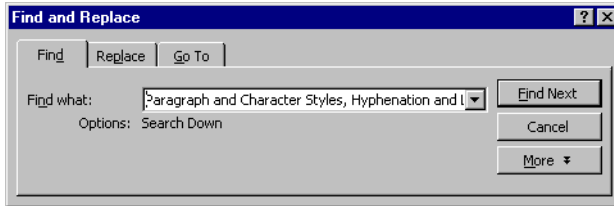
Scroll down through the CMP file. Under the section *Comparing internal tags*, you will see something similar to the illustration below:



The error in the verification of the file was caused by the inadvertent deletion of the internal tag <:crmk 1>. This tag represents a cross-reference marker. If cross-reference markers are deleted, the file will not be verified as correct.

To correct the error, open the file Chap1.rtf in the target directory.

Copy the text from the target text section in the CMP file into the Find dialog box in the target file `Chap1.rtf` in the target directory:



Switch to the target file's window. Click Find. When you locate the text, place the cursor at the end of the tag `<ps "Main Chap Name" 2>` and before the word "paragraph" on the same line.

Switch to the CMP file's window. Copy the tag `<:crmk 1>`. Switch back to the target file's window and paste the tag in position at the cursor.

Save the target file and close it. Save the file `Chap1.cmp` as `Chap1cm1.cmp` and close it.

## NOTE



If you are using Microsoft Word for Windows 95 or later, you should save the file as `chap1cm1.doc` in Word format rather than as RTF, as Word may attempt to give the file a `.rtf` extension. You do not want the file to have a `.rtf` extension since it will then appear in the list of files to verify.

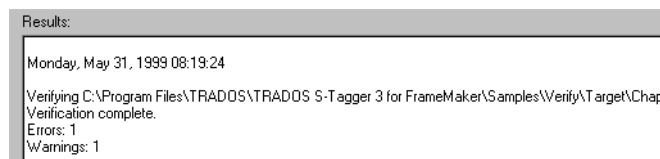
Click the Verify S-Tags tab again. Select the file `Chap1.rtf` in the target directory. Click OK, confirm the path to the source STF files and click OK. So long as you have followed the instructions in this tutorial, the file will be verified and you will see a message box at the end of the verification letting you know that the file has been verified as correct:



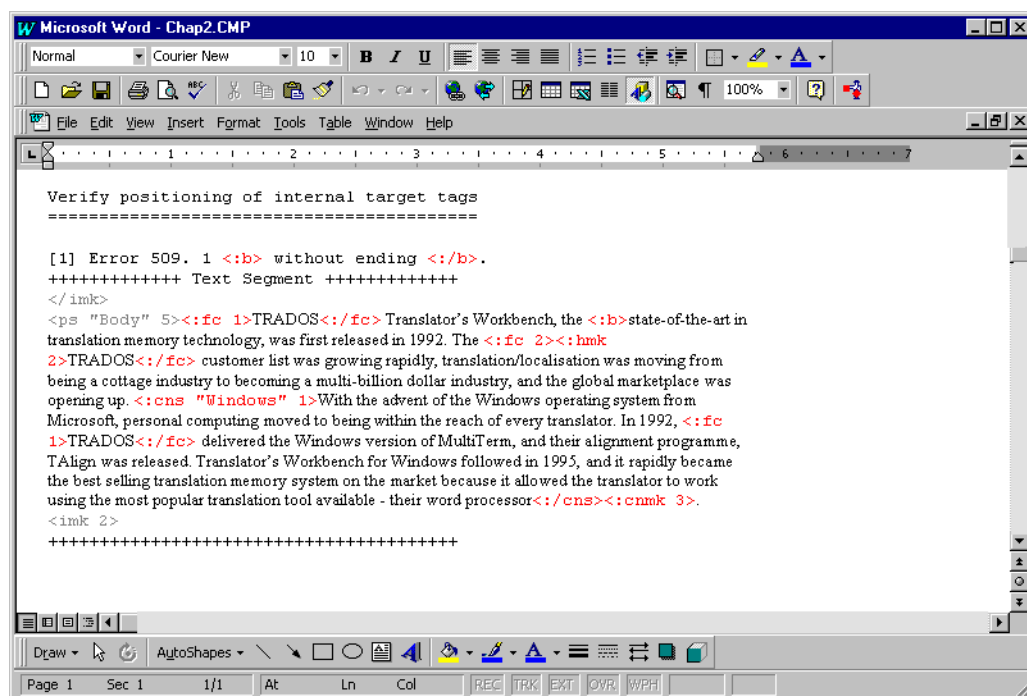
## ERRORS WHEN ADDING FREQUENTLY USED FORMATTING TAGS

Using the instructions outlined previously, verify the file `Chap2.rtf` which you will find in the target directory in the `Samples` directory.

This time, the message in the Results window will be similar to the message below:



Open the CMP file Chap2.cmp. Find the first instance of Error. The error was found in the `Verify` positioning of internal target tags section and is telling you that a `<:b>` has been found without a closing `<:/b>`. This is an error because, although `<:b>` is one of the internal tags that may be added during translation, it must always be accompanied by a closing tag.



You are only shown the target text segment, and not the source text segment, since this tag (`<:b>`) only appears in a target file. To fix this error, open the file `Samples\Verify\Target\Chap2.rtf` and place a closing `<:/b>` tag after the word "state-of-the-art". Save the file.

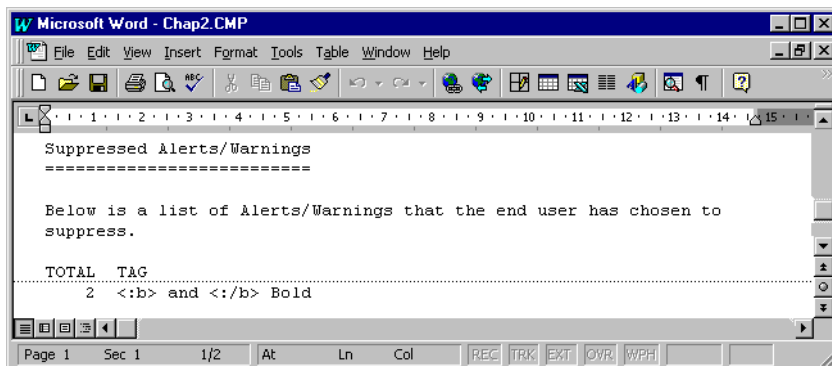
## SUPPRESSED ALERTS AND WARNINGS

Verify the file again. Although you have added the closing `< /b>` tag, no alert or warning appears during the verification process.

The text Suppressed Alerts/Warnings also appeared in the Results window. If you scroll down through the CMP file, you will come to the section `Suppressed Alerts/Warnings`. This contains a list of the alerts and warnings you suppressed through the Customise Verifier Report dialog box. In the case of this tutorial, you accepted the default settings which are included in the CMP file below.

During translation, it is often necessary to add tags to the translated text that were not present in the source document. For example, bold formatting is used more frequently in German texts than in English, so a German translation may contain more instances of bold text than its English source.

Some changes to tags do not prevent the STF file from being converted back to MIF; in such instances, TRADOS S-Tag Verifier generates alerts and warnings which inform the translator that these changes have taken place. The translator examines the alerts and warnings, and determines which changes were intentional. Before running the verification process, the translator can determine which of the customisable alerts and warnings they wish to suppress. TRADOS S-Tag Verifier detects these changes, but does not include detailed information about them in the CMP file. A list of all suppressed alerts and warnings appears at the end of the CMP file.



## END OF TUTORIAL

You have now come to the end of this Quick Start Tutorial and should be ready to proceed with reading the rest of this chapter. You can also look at the other sample files in the `Samples\Verify` directory to see some other common errors.

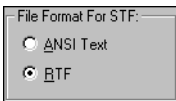
## TRADOS S-TAG VERIFIER

TRADOS S-Tag Verifier works in exactly the same way as the Verify S-Tags tab in the full version of TRADOS S-Tagger for FrameMaker, except that only the Verify S-Tags, the Paths, Settings and About tabs are presented. The Settings tab does not have as many options as in the full version. The examples in this section all refer to TRADOS S-Tag Verifier, but apply equally to verifying the STF files using TRADOS S-Tagger for FrameMaker.

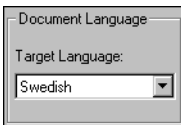
By default, TRADOS S-Tag Verifier opens in the Verify S-Tags tab. Switch to the Settings tab to set your preferences.

### TO VERIFY S-TAGS

Before verifying the S-Tags, you must check that the settings are correct. Activate the Settings tab. Ensure that the “File Format For STF” radio button has been set to the correct format for the files you are working with, that is, RTF for working with RTF files, ANSI Text for working with ANSI text:



Change the Target Language in the Document Language section to the language your file has been translated into:



### NOTE



If you are translating into an Asian or Eastern European language, it is essential that you select the relevant language as the Target Language. This is to ensure that the correct font is used to represent any segments in the CMP file.

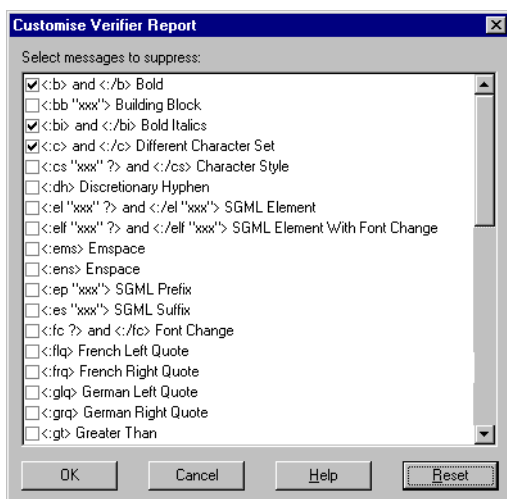
If you are working with the Verify S-Tags tab in the full version of TRADOS S-Tagger for FrameMaker, other options on the Settings tab will be available to you. You do not need to change any settings other than the Target Language and the File Format For STF.

### VERIFIER REPORT

Click the Customise command button under Verifier Report. The Customise Verifier Report dialog box appears. The dialog box contains a list of tags which TRADOS S-Tag Verifier detects during verification. During translation, it is often necessary to add tags to the translated text that were not present in the source document. For example, bold formatting is used more frequently in German texts than in English, so a German translation may contain more instances of bold text than its English source.

Similarly, translators have to manipulate tags to suit their translation. TRADOS S-Tag Verifier detects every added or deleted tag. Some changes to tags do not prevent the STF file from being converted back to MIF; in such instances, TRADOS S-Tag Verifier generates alerts and warnings which inform the translator that these changes have taken place. The translator examines the alerts and warnings, and determines which changes were intentional. Before running the verification process, the translator can determine which of the customisable alerts and warnings they wish to suppress. TRADOS S-Tag Verifier detects these changes, but does not include detailed information about them in the CMP file. A list of all suppressed alerts and warnings appears at the end of the CMP file.

In the Customise Verifier Report dialog box, tags are divided into external and internal tag sections. Within each section, tags are listed in alphabetical order. Scroll down through the list and select those warnings and alerts you wish to suppress in your CMP file by checking the box opposite the tag. All tags preceded by a checked box will be suppressed.



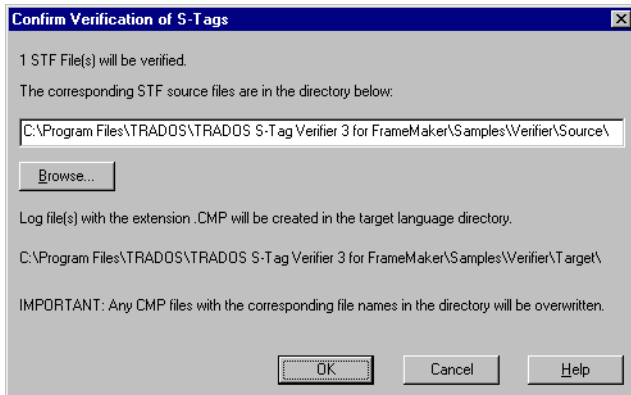
For example, if you have translated a STF file from English into French and have substituted French smart quotes for English smart quotes, you may wish to suppress all warnings and alerts in relation to deleting English smart quotes and inserting French smart quotes. In this case, you would check the box beside English smart quotes (<:ldq>, <:rdq>) and beside French smart quotes (<:flq>, <:frq>). A list of suppressed tags will appear at the end of the CMP file after you have run the verification process.

## NOTE



The CMP file contains a list of all the warnings and alerts that have been suppressed during the verification process. This is useful if the verification and conversion processes occur in different locations. No CMP file is generated if only suppressed alerts and warnings are found during verification. However, the number of suppressed alerts and warnings are repeated in the Results window.

Activate the Verify S-Tags tab. Click the Verify S-Tags button. Select the target language (translated) STF files you wish to verify and click OK. A message box similar to the one below appears, prompting you to confirm that the path to the directory in which the source (untranslated) STF files are kept is correct:



If the path that TRADOS S-Tag Verifier has listed here as the one it will follow to find the source STF files is not correct, click the Browse button and locate the correct directory.

During the verification process, the outcome of the comparison is written to the Results window. When the verification is complete, a message box similar to the one below appears. In this example, there were changes to the tags, but no errors were found.



The Results window also shows the results of the comparison.

## S-TAG VERIFIER CMP FILE MESSAGES

As well as the overall messages that appear in the Results window, a more detailed account of the errors encountered is written to a compare file.

The compare file has the same base name as the file being verified, with the extension `.cmp`. The CMP file is written to the target language directory.

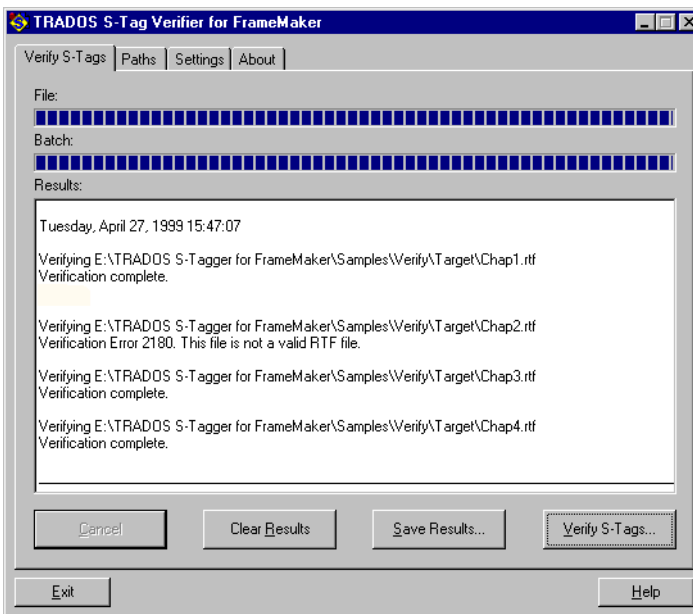
There are three categories of errors: file errors, comparison errors and tag errors. These are all described on the following pages.

### FILE ERRORS

These occur when a file cannot be opened or closed, or if a file has not been saved in the correct format. When a file error is encountered, a CMP file is not created for the file; the error message is written in the Results window.

#### Example

In the following example, we attempted to convert files from the directory `E:\TRADOS S-Tagger for FrameMaker\Samples\Test\Target`. One of the files, `Chap2.rtf`, was saved in Microsoft Word format, but with the extension `.rtf`:



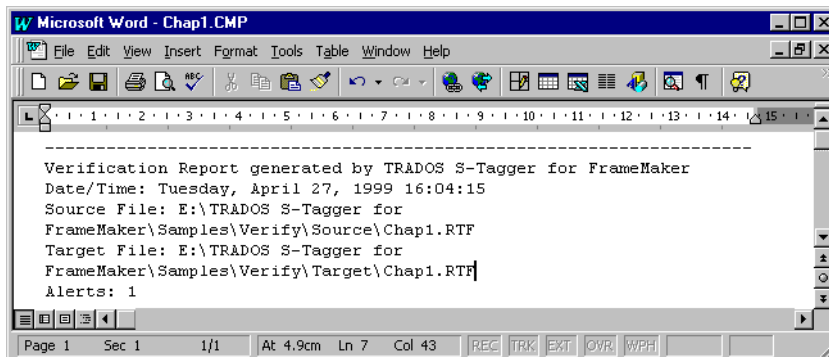
To correct this error, open the file in Word, save it as RTF, make sure it has the extension `.rtf` and re-verify the file.

## OPENING THE CMP FILE

You can open the CMP file in any text editor or word processor with support for ANSI Text or RTF depending on the file format of the translated files. If you are working with RTF files, open the CMP file in whichever word processor you are using to translate/edit the STF files.

Open the STF file in a second window (if possible).

The CMP file always starts with a header message which date/time stamps the file. The date/time stamp is followed by a list of the source file and the target file being verified and lists the total number of errors, alerts, warnings and suppressed alerts and warnings found in the file. The header message will be similar to the one below:



The header message is followed by a report of the procedures that TRADOS S-Tag Verifier has gone through. If an error, alert or warning is found during any of the procedures, it is listed in the section for that procedure. This can lead to the same error, alert or warning being reported several times.

You will become familiar with the workings of TRADOS S-Tag Verifier and how it reports errors, alerts and warnings very quickly.

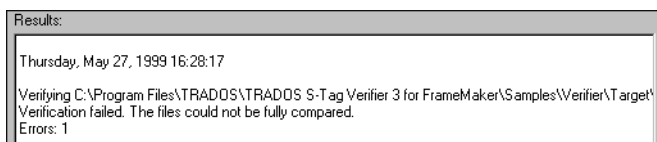
## COMPARISON ERRORS

These are serious errors which prevent the files from being fully compared. In most cases, a CMP file is created, which details the errors found.

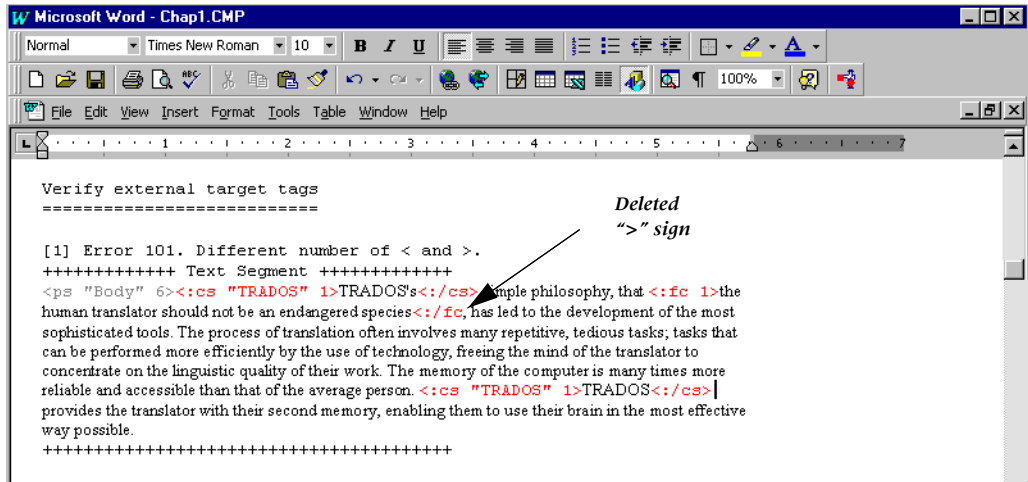
### Example

In this example, a > symbol was deleted accidentally.

In the Results window, you will see a message similar to the one below for this file:



In the CMP file, you will see a message similar to the one below:



In this example, a > sign has been deleted. This > sign was the closing bracket for the internal tag <:/fc>. To correct this error, simply insert a > sign after the <:/fc> statement in the target language RTF file. Save the file, close it and run it through TRADOS S-Tag Verifier again. Be sure to close the CMP file as well.

## TAG ERRORS

Tag errors usually occur because an external tag has been added, deleted or changed. They can also occur because the position of some important tag has been changed. Adding or deleting some internal tags can also cause tag errors. There are strict rules for adding and deleting tags which are outlined in the section "Adding, Deleting and Moving STF Tags" on page 3-10 of this guide. These rules must be followed when adding or deleting any tag in the translation. Tags may never be changed.

If a tag error occurs in your file, it is not possible to convert it back to MIF. All errors must be corrected. When the error has been corrected, the files must be saved, closed and run through TRADOS S-Tag Verifier again.

### Example

In the example below, an internal tag <:crmk 1> (this represents a cross-reference marker) has been deleted accidentally. If this happens, the message in the Results window for this file will be similar to the one below:

Wednesday, May 19, 1999 20:11:19

Verifying C:\Program Files\TRADOS\TRADOS S-Tag Verifier 3 for FrameMaker\Samples\Verifier\Target

Verification complete.

Errors: 1

In this instance, one error has been reported; <:crmk ?> tags may never be deleted, which is why the level is error, rather than alert or warning.

In the CMP file, you will see a message similar to the following:

```
[1] Error 1705. The internal tag <:crmk 1> has been deleted.
+++++++ Source Text ++++++
<ps "Main Chap Name" 2><:crmk 1>Paragraph and Character Styles, Hyphenation and
Language
+++++++ Translated Text ++++++
<ps "Main Chap Name" 2>Paragraph and Character Styles, Hyphenation and Language
+++++++
```

The error message details what the segment looked like in the source file and shows how it looks in the translated file.

You should copy the text from the translated segment in the CMP file and switch to the translated STF file. Find the relevant text in the STF file and insert the correct tag, either from the CMP file or from the source STF file, into the translated STF file. Save the file and close all open files. Verify the file again.

## DIFFERENCES IN THE TAGS

In addition to comparison and tag errors, TRADOS S-Tag Verifier lets you know about other differences between the tags in the source file and those in the target file. Tag differences are sorted into two categories: alerts and warnings.

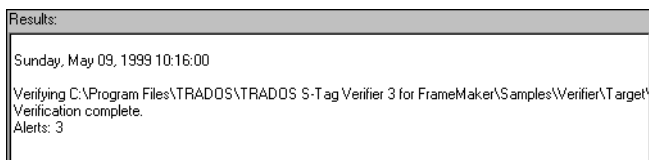
### ALERTS

Alerts refer to differences in the files which may have serious consequences for the file itself, but which will not prevent the file from being converted to MIF. Alerts also serve as higher level warnings for tag differences which may have been intended.

#### Example

In this example, we want to delete an index marker. To do this, you must delete the opening `<imk ?>` tag, each `<ie>` and `<il>` tag and the text of the entry. Also, be sure to delete any `<ss>` and `<sl>` tags, as well as the closing `</imk>` tag. If you just wish to delete an index sub-entry, only delete the relevant `<il>` tag and text.

The message in the Results window will be similar to the one below:



You can see from the illustration above that there are three alerts reported. Look in the CMP file for full details of these alerts.

In the CMP file, the first section you encounter is the `External tags report`. This gives you summary information about which tags have been added or deleted. The external tags report will look similar to the illustration below:

```
External tags report
=====

Errors reported in this section may correspond to problems reported
below.
Correct the problems, using the information in this section as a
reference, and run TRADOS S-Tag Verifier again.

1 occurrence(s) of the external tag <imk 1> deleted.
1 occurrence(s) of the external tag <ie> deleted.
1 occurrence(s) of the external tag </imk> deleted.
```

Details of where in the source file the tags which have been deleted from the target file appear follow this section. Following this section, you will see where in the source and target segments the tags have been added or deleted.

You will see a message similar to the one below for each `<imk ?>`, `<ie>`, `<il>`, `<ss>` and `</imk>` tag deleted:

```
Assuming 3 external tag(s) deleted, none added.

[1] Alert 1511. The external tag <imk 1> has been deleted.
+++++++ Source Text ++++++
<ps "Body" 1>TRADOS<:imk 1>, the makers of the finest translation tools have announced
record sales this year.
<imk 1>
<ie>TRADOS
</imk>
<ie>TRADOS
+++++++ Translated Text ++++++
<ps "Body" 1>TRADOS<:imk 1>, the makers of the finest translation tools have announced
record sales this year.
<ps "Body" 1>
+++++
```

If you should not, in fact, have deleted this index marker, follow the steps outlined below to replace it.

- 1** Open the source STF file.
- 2** Find the tag "`<imk 1>`".
- 3** Copy the section from "`<imk 1>...`" to "`</imk>`".
- 4** Open the target STF file.
- 5** Find the text where the marker should have been.
- 6** Insert a carriage return after the end of the last paragraph or tag.
- 7** Position the cursor on the empty line.
- 8** Paste the text from the source STF file into the target STF file.
- 9** Save the target STF file.
- 10** Translate the text of the index marker.
- 11** Close all files and verify the file using TRADOS S-Tag Verifier again.

## WARNINGS

These refer to differences in tags between the files which usually relate to formatting or punctuation. Warnings can normally be ignored while the file is being converted, but a list of the warnings helps you to find quickly where formatting has changed.

There will often be many warnings in a translated file, as the formatting of the translation will probably be different to the formatting of the source language.

Some of the most common warnings are:

Warning 1703. The internal tag `<:fc ?>` has been deleted.

Warning 1703. The internal tag `<:/fc>` has been deleted.

These warnings may appear often as you adapt the formatting of the text to fit the translation. If you add a `<:b>`, `<:i>`, `<:bi>`, `<:c>`, `<:c1>`, `<:c2>` or `<:s>` tag, you will not be informed of this, unless you have forgotten to add the closing tag or have turned on the reporting of these tags in the Customise Verifier Report dialog box.

Warning 1703. The internal tag `<:hs>` has been deleted.

Warning 1703. The internal tag `<:hs>` has been added.

These warnings refer to hard, or non-breaking, spaces, which are represented by the internal tag `<:hs>`.

Translators using TRADOS S-Tag Verifier should check out all warnings to ensure that the format change is intended. Include the CMP file, complete with suppressed alerts and warnings, with the delivery of the translated STF files.

#### NOTE



Remember to always verify the ancillary file.

## S-TAG VERIFIER MESSAGES

You will get an error message if you add or delete any tags from the following list. Note that the tag `<stf "F?. ??">` is not included in the list. This is because TRADOS S-Tag Verifier does not recognise the file as a valid STF file without the opening `<stf "F?. ??">` tag and therefore will not attempt to process it.

Tag	Explanation
<code>&lt;:cnmk ?&gt;</code>	Hidden conditional text marker
<code>&lt;:cns "xxx" ?&gt;</code> or <code>&lt;:/cns&gt;</code>	Conditional text style
<code>&lt;:crmkn ?&gt;</code>	Cross-reference marker
<code>&lt;:fn ?&gt;</code>	Footnote reference marker
<code>&lt;:fmk1 ?&gt;</code>	Header/footer marker 1
<code>&lt;:fmk2 ?&gt;</code>	Header/footer marker 2
<code>&lt;:hmk ?&gt;</code>	Hypertext marker
<code>&lt;:iaf ?&gt;</code>	Internal art file

Tag	Explanation
<:ti ?> or <:/ti>	Text inset
<af ?> or </af>	Anchored frame containing text
<bb "xxx">	Building block in ancillary file
<ct ?> or </ct>	Table cell
<e "xxx">	SGML element
<el "xxx" ?> or </el "xxx">	External SGML element
<elf "xxx" ?> or </elf "xxx">	External SGML element with font change
<epsfmt "xxx">	Element prefix/suffix format in ancillary file
<file "xxx"> or </file>	File name in ancillary file
<fn ?> or </fn>	Footnote
<hrow ?>	Hidden table row
<mk "xxx" ?> or </mk>	Marker of type xxx or end of marker
<page "?">	Page number
<pnfmt "xxx">	Text in paragraph numbering format in ancillary file
<row ?> or </row>	Table row
<sourcecharset "xxx">	Source document character set
<sourcelanguage "xxx">	Source document language
<sourcehyphenation "xxx">	Source document hyphenation
<sourcequotes "xxx">	Source document quotes
<sourcepath "xxx">	Source path of the converted MIF file
</stf>	End of STF file
<tb ?> or </tb>	Table
<tbb> or </tbb>	Table body
<tbf> or </tbf>	Table footer rows
<tbh> or </tbh>	Table header rows

Tag	Explanation
<code>&lt;tblt&gt; or &lt;/tblt&gt;</code>	Table title
<code>&lt;tr ?&gt; or &lt;/tr&gt;</code>	Text box
<code>&lt;ts ?&gt; or &lt;/ts&gt;</code>	Text string
<code>&lt;ufo ?&gt; or &lt;/ufo&gt;</code>	Unanchored frame
<code>&lt;vfmt "xxx"&gt;</code>	Variable format in ancillary file
<code>&lt;xrfmt "xxx"&gt;</code>	Cross-reference format in ancillary file

You will get an alert if you add or delete any of the tags from the following list:

Tag	Explanation
<code>&lt;:bb "xxx"&gt;</code>	Building block
<code>&lt;:el "xxx" ?&gt; or &lt;:/el "xxx"&gt;</code>	Internal SGML element
<code>&lt;:elf "xxx" ?&gt; or &lt;:/elf "xxx"&gt;</code>	Internal SGML element with font change
<code>&lt;:imk ?&gt;</code>	Index marker placeholder
<code>&lt;:mk ?&gt;</code>	Marker placeholder
<code>&lt;:r1&gt; and upwards</code>	FrameMaker reserved characters
<code>&lt;ie&gt; or &lt;il&gt;</code>	Index entry or sub-entry
<code>&lt;imk ?&gt; and &lt;/imk&gt;</code>	Index marker
<code>&lt;sl&gt;</code>	Index marker sort level
<code>&lt;ss&gt;</code>	Sort string entry
<code>&lt;:v "xxx" ?&gt;</code>	Variable
<code>&lt;:xr "xxx" ?&gt;</code>	Cross-reference

Adding or deleting any other tag will generate a warning. For more information, see “Adding, Deleting and Moving STF Tags” on page 3-10.

## INTERPRETING A CMP FILE

Whenever an error, alert or warning about the tags is detected, TRADOS S-Tag Verifier creates a CMP file. This CMP file has the same base name as the file being processed, but with the extension `.cmp`. The CMP file is always saved in the same directory in which TRADOS S-Tag Verifier found the translated files. The CMP file is saved in the same STF file format as the files being verified. If you have set RTF as the file format, the CMP file will be in RTF format as well. If no errors, alerts or warnings were generated, no CMP file is created.

Messages in the CMP file are usually clear and self-explanatory. If you do not understand a message, turn to TRADOS S-Tag Verifier on-line help. If you still cannot understand the message, contact the technical support personnel for the project.

If you find any errors, alerts or warnings in the CMP file which you then fix in the STF file, you should save the CMP file with another extension, for example, `.cm1`.

You do this because even after fixing any errors, alerts or warnings found in the first pass, more errors may be found. These new errors are listed in a file with the same name as the first CMP file which is overwritten.

## TIPS AND TRICKS FOR VERIFICATION

- You must run the file through TRADOS S-Tag Verifier a second time after fixing any errors, alerts or warnings that were generated the first time round.
- You must continue verifying the files until you are satisfied that any remaining alerts or warnings refer to changes which are intentional.
- Each time you run the file(s) through TRADOS S-Tag Verifier, save the CMP file with a new extension to ensure the previous files are not overwritten.
- If you are running TRADOS S-Tag Verifier during the translation process, you should save the last CMP files which show warnings about tag changes you intended to make. Deliver these files with the finished translation, to facilitate smoother processing by technical and DTP personnel.
- If there are alerts or warnings in the final translated files, which you have examined and approved, write a note to this effect on the CMP file before delivery.
- Don't forget to verify the ancillary file!

## SORTED FILES

It can happen that translated files are sorted differently to the source files, if, for example, the file is a glossary or other alphabetically sorted list. This is allowed. However, TRADOS S-Tag Verifier will not be able to compare the tags against the source file, as many paragraphs will be in different positions. It will, however, verify that the tags are valid tags and that they appear in the correct order and in the right position, so that the files can be converted to MIF. You may get alerts and warnings when you have sorted a file, even if there is nothing actually wrong with the positioning of the tags.

**WARNING!**

You should never try and sort FrameMaker+SGML files.

**TAG FORMATTING WHILE USING TRADOS TRANSLATOR'S WORKBENCH**

Some errors in formatting of tags may be introduced by first-time users of TRADOS Translator's Workbench. Most of these errors will be picked up by TRADOS S-Tag Verifier.

A common error occurs when the target text has been accidentally formatted as hidden text when working with the Workbench. The example below illustrates such an error:

```
<ps "Body" 7> <0> With offices throughout the world, and a<:cs "TRADOS"
2>TRADOS<:/cs> product on the desk of more than 20,000 professional translators.<:cs
"TRADOS" 2>TRADOS<:/cs> is recognised as one of the market leaders in translation
technology.<0> With offices throughout the world, and a<:cs "TRADOS" 2>TRADOS<:/cs>
product on the desk of more than 20,000 professional translators.<:cs "TRADOS"
2>TRADOS<:/cs> is recognised as one of the market leaders in translation technology.<0> ¶
```

Here you can see that the first piece of text in the file is the sentence which starts with "With offices throughout the world...". The source text is formatted as hidden, illustrated by the dotted underlining.

If the Hidden attribute was accidentally applied to the target segment as well when the file was verified, a message similar to the one below would appear:

```
[1] Warning:1703..The internal tag<:cs "TRADOS" 2> has been deleted. ¶
[2] Warning:1703..The internal tag<:/cs> has been deleted. ¶
[3] Warning:1703..The internal tag<:cs "TRADOS" 2> has been deleted. ¶
[4] Warning:1703..The internal tag<:/cs> has been deleted. ¶
[5] Warning:1703..The internal tag<:cs "TRADOS" 2> has been deleted. ¶
[6] Warning:1703..The internal tag<:/cs> has been deleted. ¶
[7] Warning:1703..The internal tag<:cs "TRADOS" 2> has been deleted. ¶
[8] Warning:1703..The internal tag<:/cs> has been deleted. ¶
+++++Source Text+++++
<ps "Body" 7> With offices throughout the world, and a<:cs "TRADOS"
2>TRADOS<:/cs> product on the desk of more than 20,000 professional translators.<:cs
"TRADOS" 2>TRADOS<:/cs> is recognised as one of the market leaders in translation
technology.<:cs "TRADOS" 2>TRADOS<:/cs> customers include such diverse organisations as
Microsoft, Oracle, Berlitz, Nortel Networks, SAP, Siemens, PeopleSoft and Parametric Technology
Corporation. Customers from the government and non-profit sectors include Amnesty International,
The International Monetary Fund, INTELSAT, European Investment Bank, the European Parliament,
the World Intellectual Property Organization, NATO and the Zollkriminalamt. More than 150
universities, from Finland to Chile, also use<:cs "TRADOS" 2>TRADOS<:/cs> products. ¶
+++++Translated Text+++++
<ps "Body" 7> ¶
+++++
```

You can tell very quickly what has happened here, because the paragraph style tag in the Translated Text section is the same, but it is not followed by any text or tags. To fix this, open the target STF file. Make sure that non-printing characters are showing and remove the hidden formatting from the translated segment.

Where an error occurs repeatedly and you cannot understand why, contact the technical support number provided with your TRADOS S-Tagger for FrameMaker licence. If you are using TRADOS S-Tag Verifier, contact the support staff for the project you are working on.

# APPENDIX A

## STF TAGS AND EXAMPLES

*This chapter contains a list of examples of  
FrameMaker features, their functions and  
equivalent STF tags.*

*Anyone preparing or translating and  
editing STF files will find this chapter  
useful.*

*STF Tags and examples are listed in  
alphabetical order, except for the ancillary  
file which appears first.*

## ANCILLARY FILE

### WHAT IS AN ANCILLARY FILE?

An ancillary file is a generated RTF or text only file which contains text which cannot be accessed in the STF file, but which needs to be translated.

The ancillary file is always called `ancillary.rtf` (or `ancillary.txt` if ANSI text is the File Format For STF chosen). The character set, smart quotes, hyphenation and language attributes always match those of the STF files it has been generated from.

Each file converted has a section in the ancillary file. Within the file sections, which are delineated by the tag `<file "xxx">`, there are several sub-sections:

- cross-reference formats
- variable formats
- paragraph numbering formats
- element prefix/suffix formats (FrameMaker+SGML)
- footnote prefix/suffix formats
- master pages

Each master page is listed, the name assigned to it being the name of that master page in the FrameMaker file.

If there is no ancillary text within any section in any particular file, the section is empty.

### TRANSLATING TEXT IN THE ANCILLARY FILE

It is usually more efficient to translate the text of the ancillary file before translating the rest of the text in the documentation set. This way, all translators working on a project can see the translations in the ancillary file and the translations are contained in the translation memory. Remember to only translate the necessary text, and not the tags, in the ancillary file.

#### NOTE



The ancillary file must always be verified, along with the rest of the STF files, to ensure that the structure of the file is correct.

#### Cross-References

In the cross-reference formats section, you will find the cross-reference format for each type of cross-reference used within that particular file.

#### Example

In the file `Chap2.rtf`, you see a cross-reference tag: `<:xr "For more information, see "The Alignment Program" on page<:hs>2-2." 1>`. To translate this cross-

reference format and all others in the same file which use this format, open the ancillary file, `ancillary.rtf`.

First search for the tag `<file "C:\CHAP2.MIF">`, then scroll down until you come to the tag `<bb "Cross-Reference Formats">`.

Then scroll down until you see the tag:

```
<bb "Cross-Reference"><:xr "For more information, see "The  
Alignment Program" on page<:hs>2-2." 1>
```

When doing the search, remember that there may be multiples of this tag, or of the cross-reference format, in the ancillary file.

Following the first instance of this tag you will see another tag, in this case:

```
<xrfmt "01 For more info chapter 2">
```

, which tells you the name of the cross-reference format you are about to adapt.

The actual text of the cross-reference format follows its name. If this format is made up of only tags such as `<:bb "paratext">` or `<:bb "paratext[heading1]">`, you have no text to translate. However, you may wish to move the tags around so that the structure is correct for your language.

In our example, the text following the `<xrfmt "xxx">` tag contains translatable text: the words "For more information, see" and "on page".

In this instance, you would translate the relevant words, re-arrange the tags if necessary and save the file. You may wish to search for any other cross-reference format with the same name in the rest of the formats in the ancillary file. Cross-reference formats can differ between chapters, even in the same book, so do not replace any other cross-reference format unless you are sure it is identical to the first one.

### **Footnote Prefix/Suffix**

Tags representing footnote prefixes and suffixes always appear in the ancillary file even if there are no footnotes in the MIF document. For more information, see "Footnotes" on page A-9.

### **Paragraph Numbering Formats**

Paragraph numbering formats often contain a single character as the first character within them. This character, followed by a colon (:), is the flow specification and should never be changed. For prefixes, translate the text after any `<pnfmt "xxx">` tags.

### **Variables**

For variables, you translate the text you find after any `<vfmt "xxx">` tags.

### **Element Prefixes or Suffixes**

Element Prefixes or Suffixes will only be present if the files have been converted from FrameMaker+SGML format. If they are present, translate the text after the `<epsfmt "xxx">` tags.

**Master Pages**

Where there is text for translation on the master pages, it will appear after the section:

<bb "Master Pages">.

Under this tag, each master page is listed (where there is more than one) with the text that appears on that page. Translatable text appears as normal text. Translate any text that requires translation and save the file. When you convert the STF file to MIF, the translated text will automatically be incorporated into the correct location on the correct master page.

**NOTE**

Sometimes all text on the master page is generated text. For example, running headers and footers where the text comes from the headings on the body pages. In this case, there is no master page text for translation in the ancillary file.

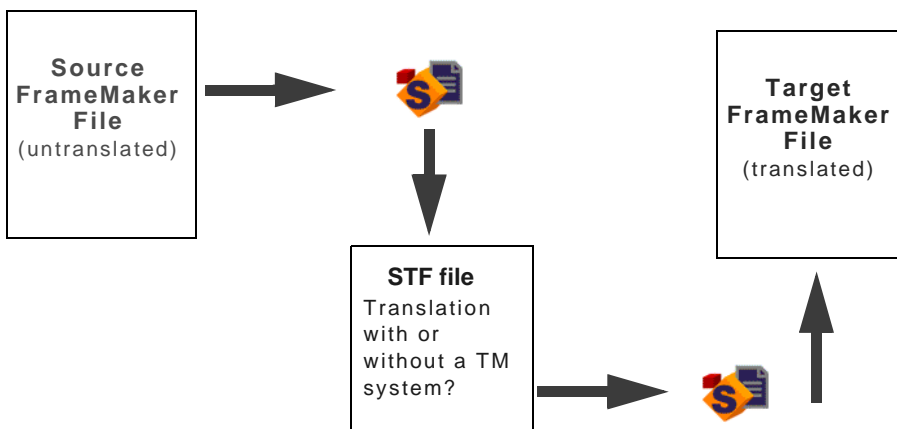
If there is no ancillary text within any section in any particular file, the section is empty.

## **ANCHORED FRAMES**

**ANCHORED FRAMES IN FRAMEMAKER**

Text in anchored frames can be in a text box or a text string. Text boxes can contain text that is formatted similarly to the rest of the document, but text strings are more limited.

The illustration below shows how TRADOS S-Tagger workflow is represented in graphical format:



Most of the text is included in text boxes, with the text "STF file" in the centre graphic appearing in a text string. This anchored frame is used in the following examples.

## HOW AN ANCHORED FRAME APPEARS IN STF

When an anchored frame contains a text box or a text string or both, the frame is assigned the external tag <af ?>. If no text is found within the frame, it is represented by the internal tag <:iaf ?>. <:iaf ?> tags do not have a closing tag. The unique number assigned to each <af ?> and <:iaf ?> tag is truly unique within the file. There are never two <af ?> tags with identical numbers. An <af ?> tag must always be followed by its corresponding </af> tag in the appropriate position.

Text boxes are represented by the tags <tr ?> to </tr>. Paragraph style tags and all other tags allowed within text can appear within a <tr ?> to </tr> sequence. Text strings are represented by the tags <ts ?> to </ts>; only character formatting tags can appear within a <ts ?> sequence.

This illustration shows how our example of an anchored frame is represented in STF:

```
<af·2>¶
<tr·3>¶
<ps·"Callout"·8><:fc·3>Source·FrameMaker·File<:/fc>(untranslated)¶
</tr>¶
<tr·5>¶
<ps·"Callout"·8><:fc·4>Target·FrameMaker·File<:/fc><:fc·5>(translated)<:/fc>¶
</tr>¶
<ts·9>STF·file¶
</ts>¶
<tr·4>¶
<ps·"Callout"·9>Is·translated·using·a·TM·system·or·in·the·usual·way¶
</tr>¶
</af>¶
</tr>¶
```

In this example, only the text "STF file" is a text string; the rest of the text is contained within text boxes. In the STF file, you see first the text box for the source FrameMaker file (<tr 3>), then the target FrameMaker file (<tr 5>), next the text string (<ts 9>) and lastly, the text box (<tr 4>).

The text boxes and text strings are presented in this order because of their physical position in the frame. TRADOS S-Tagger for FrameMaker places the text item according to the co-ordinates of the items, starting with top left.

When text is placed inside a text box inside an anchored frame, it is treated by FrameMaker in exactly the same way as text in any other part of the document.

A text string, on the other hand, can only ever be one line of text. If you see text on the hard copy which looks like a paragraph of text which is a series of text strings in the STF file, you will need to pay particular attention to the number of characters in each line. You cannot use markers, footnotes or most other FrameMaker features in text strings.

## CHARACTER STYLES AND FONT CHANGES

### CHARACTER STYLES AND FONT CHANGES IN FRAMEMAKER

There are two main ways in which character formatting can be changed within FrameMaker.

You can create a character style which is given a name and properties. Every time a particular type of formatting is required, the originator can apply the character style to the text.

The second way in which you can make character formatting and font changes is by clicking the bold/italic/underline buttons on the menu bar in FrameMaker or by simply changing the text properties of the individual characters.

### HOW CHARACTER STYLES APPEAR IN STF

Because there are two ways of applying character formatting in FrameMaker, there are also two ways in which it is represented in STF.

When a character style is applied to a character or characters, the characters affected are preceded by the internal tag `<:cs "xxx" ?>` (where xxx is the name of the style). A character style tag is always followed by its closing tag `<:/cs>` in the appropriate place.

#### NOTE



Character style tags in index and other markers do not have a unique identifying number in them.

#### Example

The sentence "The man likes chocolate and the woman likes cake." is found in a FrameMaker file. The words "chocolate" and "cake" have had bolding applied to them, using the character style "Bold". In STF, the sentence would be represented by:

```
<ps "para" 6>The man likes <:cs "Bold" 3>chocolate<:/cs> and the  
woman likes <:cs "Bold" 3>cake<:/cs>.
```

### HOW FONT CHANGES APPEAR IN STF

Where a font change is made to a character or characters by changing the text properties or clicking a formatting button on the menu bar, TRADOS S-Tagger for FrameMaker represents this by inserting the internal tag `<:fc ?>`. The end of the formatting is represented by the corresponding closing tag `<:/fc>`. An `<:fc ?>` tag must always be followed by its closing tag in the appropriate position.

An `<:fc ?>` tag never has a name; it is identified only by its number. Be careful if you are adding, deleting or moving an `<:fc ?>` tag. Always be sure you have the correctly numbered tag. Always be sure to insert the closing `<:/fc>` tag when you want the text to return to the default font of the paragraph style.

**Example**

The sentence "The man likes <:fc 3>chocolate<:/fc> and the woman likes <:fc 3>cake<:/fc>." appears in a FrameMaker document. A font change has been applied to the words "chocolate" and "cake", making them bold compared to the rest of the text in the sentence. This font change is represented in STF by the opening and closing internal tags <:fc 3> and <:/fc>.

## CONDITIONAL TEXT

### CONDITIONAL TEXT IN FRAMEMAKER

Documents may be written for different audiences. FrameMaker allows authors to use conditional text to generate multiple versions of a document or documents from one source by using conditional text. Text with a condition applied to it can be hidden or showing. If it is hidden in the FrameMaker file, it will not be available for translation.

### HOW CONDITIONAL TEXT APPEARS IN STF

Conditional text which is set to show will appear in the STF file preceded by the internal tag <:cns "xxx" ?>, where xxx is the name of the conditional text style. A <:cns "xxx" ?> tag must always be followed by its closing tag <:/cns> in the appropriate position. Conditional text which is set to hide does not appear in the STF file. The position of the hidden conditional text is marked by the internal tag <:cnmk ?>.

**Example**

A book is being written in two versions, one for men and one for women. Most of the content is the same, only some words or phrases will change slightly depending on the version. The sentence "Give the cake to the man" is presented in the male version and "Give the cake to the woman" is presented in the female version. Two conditional text styles have been set up: one is called "male", the other is called "female". To print or edit the male version, you hide the style "female" and vice versa. However, to translate both versions at the same time, both styles must show. The sentence might be presented as "Give the cake to the manwoman".

In STF, this would be presented as:

```
<ps "para" 6>Give the cake to the <:cns "male" 3>man<:/cns>
<:cns "female" 3>woman<:/cns>.
```

When such a sentence is set up, you should copy the article ("the") so that it is contained within the conditional text style tags, as in some languages the article is different for masculine and feminine. The correct sentence in STF would then read:

```
<ps "para" 6>Give the cake to <:cns "male" 3>the man<:/cns>
<:cns "female" 3>the woman<:/cns>.
```

## CROSS-REFERENCES

### CROSS-REFERENCES IN FRAMEMAKER

FrameMaker allows the user to create a cross-reference to a page number or to some text. It also allows the user to create some sophisticated cross-reference formats. These formats can often pose problems for translation as the structure of the translated sentence may differ from that of the source sentence. Cross-references can be internal (to an item within the same file) or external (making reference to another file in a book).

### HOW CROSS-REFERENCES APPEAR IN STF

Cross-references appear in the STF files within the internal tags `<:xr "xxx" ?>`, where `xxx` is the actual text of the cross-reference as it appears in the FrameMaker file. The text that is being referenced is translated during the translation process and the cross-references are updated when the files are opened in FrameMaker after translation. Internal cross-references are automatically updated; external cross-references are not automatically updated until the files have been saved in FrameMaker format and are organised back into the original file structure.

Any text within a cross-reference format, such as "See" or "on page", is presented in the ancillary file. The translator translates the text of the cross-reference format in the ancillary file and this is automatically inserted into the new MIF file when the STF file is converted back to MIF.

#### Example

In the illustration below, the words "For more information, see "The Translation Memory System" on page 1-2." are a cross-reference to a section which appears later in the file:

WinAlign allows the translator to create a translation memory retrospectively, it is a recycling tool for former translations. It's output is a translation memory, ready for use for with an updated document. For more information, see "The Translation Memory System" on page 1-2.

The following illustration shows how the above paragraph is represented in the STF file:

```
<:v "<:cs "TRADOS">WinAlign</cs>" 4> allows the translator to create a translation
memory retrospectively, it is a recycling tool of for former translations. It's output is a translation
memory, ready for use for with an updated document. <:xr "For more information, see
"The Translation Memory System" on page<:hs>1-2." 2>
```

The entire cross-reference is contained within the `<:xr "xxx" ?>` tag. The actual text that is being referenced, "The Translation Memory System", is translated as part of the text and, when the file is converted back to MIF and opened in FrameMaker, the text of the cross-reference is updated. You will need to translate the text that is not part of the cross-reference and may also need to change the structure of the sentence and the cross-reference itself. You do this in the ancillary file.

If this is the first time a cross-reference of this particular type is encountered, you can search through the ancillary file for the text as it appears in the STF file.

In the ancillary file, you first go to the section of the file which is relevant to the STF file you are translating. You find this by searching for the file name. Next, go to the cross-references section, which starts with the tag `<bb "Cross-Reference Formats">`. In the ancillary file, under the correct section, you will find the cross-reference description and text:

```
<bb "Cross-Reference"><:xr "For more information, see "The
Translation Memory System" on page<:hs>1-2." 2>
<xrfmt "01 For more info this chapter">For more information, see "<:bb
"paratext">" on page<:hs>1-<:bb "pagenum">.
```

Any text which appears in the normal style is translatable text; the tags represent building blocks used by FrameMaker to build the cross-reference. In this example, the building blocks `paratext` and `pagenum` have been used. You can translate the text and move the tags to change the structure of the cross-reference.

It is always better if the cross-reference is an entire sentence in itself, but this is not always the case. You need to visualise how the entire sentence will look after you have moved the tags around and be aware that you will need to change the sentence structure each time the cross-reference format appears in a sentence later on in the file.

## FOOTNOTES

### FOOTNOTES IN FRAMEMAKER

Footnotes are created in FrameMaker by inserting a footnote reference marker into the text and then typing the text of the footnote where it appears at the bottom of the page.

### HOW FOOTNOTES APPEAR IN STF

Footnotes are represented in STF with two sets of tags. There is an internal tag `<:fn ?>` at the point where the footnote reference occurs in the text and there is a series of external tags, surrounding the actual text of the footnote, at the end of the paragraph in which the footnote reference has been placed. The number “?” found in the internal tag matches the number of its corresponding external tag `<fn ?>`. The footnote text can contain any of the features found elsewhere in a FrameMaker file, such as paragraph styles, character styles, index markers, even graphics.

You may never add a footnote to an STF file. If you wish to create a new footnote, you must give this information to the DTP person who will be converting the files back to FrameMaker. They will insert the footnote at the relevant point according to your instructions.

#### Example

In the example below, there is a footnote in the paragraph:

For more information about [TRADOS](http://www.trados.com) and our products, see  
<http://www.trados.com><sup>1</sup>

The footnote, which appears after the text, is presented as follows in the STF file:

```
<ps "Body" 7>For more information about <:fc 1>TRADOS</fc> and our products, see  
<ps "Body" 7>http://www.<:fc 1>trados</fc>.com<:fn 50>  
<fn 50>  
<ps "Footnote" 9>For customers in the United States and Europe  
</fn>
```

When you are translating this sentence, you may move the <:fn ?> tag in the translated sentence to the correct position within the translation. Never move the <fn ?> to </fn> tags from their position at the end of the paragraph which contains the footnote reference.

## FRAMEMAKER+SGML ELEMENTS

### FRAMEMAKER+SGML ELEMENTS IN FRAMEMAKER

FrameMaker+SGML is a version of FrameMaker which is used when the originator wishes to apply a strict structure to the FrameMaker documents and/or wishes to save the documents in SGML format.

### HOW FRAMEMAKER+SGML ELEMENTS APPEAR IN STF

In STF, SGML elements are presented within the tags <el "xxx" ?>, <elf "xxx" ?>, <:el "xxx" ?> and <:elf "xxx" ?>. An <el "xxx" ?> or <:el "xxx" ?> tag represents an element without a font change. An <elf "xxx" ?> or <:elf "xxx" ?> tag represents an element which is followed by a font change. These different tags have been created to minimise the number of tags found in the document. All element structure is maintained and translators are restricted in the number and types of tag changes they can make in an STF file created from a FrameMaker+SGML file.

Element prefixes and suffixes are represented within the tags <:ep "xxx"> and <:es "xxx">, where xxx represents the actual text of the prefix or suffix as it is presented in the FrameMaker file. The format of the prefix or suffix is taken from the Element Catalog and is translated in the ancillary file, in the element prefix/suffix formats section. SGML element tags can be internal and external. The element name is included in both the opening and closing tag. The example below shows a paragraph from a FrameMaker+SGML file.

#### Example

```
<ps "Body" 1>  
<el "paragraph" 3>The zoo was full of <:el "animal" 5> Elephants  
<:/el "animal"> and <:el "animal" 5> Giraffes<:/el "animal">.  
</el "paragraph">
```

Note that the closing tags do not have a unique number in them along with the element name. There will always be a closing tag following an opening element tag.

If any of the elements is followed by a font change, TRADOS S-Tagger for FrameMaker includes the font change in the element tag. For example, a font change occurs after the element tag

```
<:el "animal" 5>. When this happens, the element tag will appear as  
<:elf "animal" 5> instead of <:el "animal" 5>. The closing tag will also be  
<:/elf "animal" 5>.
```

Some element tags are followed by font changes. In this case, the tags appear as `<elf "paragraph" 3>` and `<:elf "animal" 5>`. The closing tag also appears as `</elf "paragraph">` and `<:/elf "animal">`.

As in normal FrameMaker files, there can be text in paragraph numbering formats in FrameMaker+SGML files. In addition to this, text may appear in an element prefix or suffix. An element prefix or suffix will appear in the STF file within the tag:

`<:ep "xxx">` for prefix and `<:es "xxx">` for suffix.

The xxx is the actual text visible on the hard copy. You translate this text in the ancillary file, under the section Element Prefix/Suffix Formats, in much the same way that you translate the text in a paragraph numbering format.

If you are working with FrameMaker+SGML STF files, you may not add or delete paragraphs in the same manner as you would in normal FrameMaker STF files. This is because of the highly structured nature of FrameMaker+SGML files which follow a very strictly defined set of rules you may not be aware of.

If you add any of the frequently used formatting tags, such as `<:b>`, `<:bi>`, `<:i>`, `<:c>` or `<:s>`, be sure to notify the DTP personnel of this fact, so that they can apply the correct structure to this formatting, in order to retain it when the files are saved as SGML. If there are multiple "If" statements or Arguments within an Element Definition which contains a prefix or suffix, the alternative text will be presented for translation along with the text of the prefix or suffix which appears in the STF file. All text belonging to an element prefix/suffix format should be translated; the translators should be alerted to the meaning of the text and the context in which it will be presented and advised on how best to approach its translation.

### Example

An element has, as its prefix, the text "Discussion and example". This prefix text is specified in the EDD. The EDD designer is also aware that there may not always be an example to follow the discussion and so allows the writer to insert only "Discussion". All instances of this element in the document use the full prefix, rather than the "Discussion" only prefix. But in the ancillary file, the translator will see:

```
<bb "Element Prefix/Suffix"><:ep "Discussion and example">
<epsfmt "Discuss">
<bb "Prefix">Discussion and example
<bb "Prefix">Discussion
```

Both options can be translated, but you will need to let the translators know why they are presented.

## MARKERS

### MARKERS IN FRAMEMAKER

Markers are used in FrameMaker to automatically generate a list or index from a set of FrameMaker files. The most common markers that appear in FrameMaker files are index markers.

Index and other markers may only contain a maximum of 255 characters. FrameMaker will not allow you to create markers longer in length than this. If the marker is to be translated, there is a good chance that the number of characters in the translated marker will increase. For this reason, TRADOS S-Tagger

for FrameMaker warns you if you try to convert a MIF file containing a marker which has more than a specified number of characters in it. Specify the number of characters in the edit box under Source Marker Length in the Settings tab. The default is set to 220 which is satisfactory for most Western European languages. We recommend 150 characters for Asian languages. If you get such a warning, you should isolate the marker, ascertain if it contains translatable text and, if so, break it into two or more markers.

## HOW INDEX MARKERS APPEAR IN STF

Index markers are represented in STF by a series of external tags. The beginning of an index marker is represented by the tag `<imk ?>`. This is followed by at least one `<ie>` tag. The `<ie>` tag represents an index entry. There may be multiple `<ie>` tags within any one marker. The `<ie>` tag will be followed by the text of the marker. Sub-entries are represented by the tag `<il>`, for index level. There may be multiple `<il>` tags following each `<ie>` tag; `<ie>` and `<il>` tags do not have closing tags. If a sort string has been defined for an index marker, this is represented by a `<ss>` tag which is followed by the actual sort string. The sort string may be one or many characters. If there is a sort string for an index level, it will appear after a `<sl>` tag in STF.

Any other index properties, such as page range, are represented by the internal tag `<:bb "xxx">`. The `<:bb "xxx">` tag represents a building block. Character style changes within markers are represented by the internal tags `<:cs "xxx">` to `<:/cs>`, similar to character style tags within the text only without the unique identifying number.

If you have chosen to insert marker placeholders, the placeholder will be an internal tag `<:imk ?>`, whose number corresponds to the number of the `<imk ?>` following the paragraph.

If you are assigning a sort string or a sort level to any entry, you should try to sort under an entire word rather than a single character. If you assign a single character, this character may have to change when the text is translated.

### Example: Index Markers in STF

In STF, index markers are presented in the following way:

```
<imk 3>
<ie>TRADOS S-Tagger for FrameMaker
</imk>
```

The first part of the index marker is the `<imk ?>` tag. This shows you that an index marker is about to start.

The second part of the index marker is the `<ie>` tag. This is followed immediately by the actual text of the index entry (`<ie>` stands for index entry). There can be multiple entries in any index marker.

The third part of the index marker illustrated above is the `</imk>` tag, which represents the end of that index marker.

This is an index marker in its simplest form.

This index marker would result in the text  
"TRADOS S-Tagger for FrameMaker"  
appearing under "T" in a generated Index.

An index entry can have sub-entries in it. In STF, each sub-entry is presented with an <il> tag in front of it. An <il> tag followed by another <il> tag means that the text following the second <il> tag is a sub-entry to the text of the first <il> tag. If you wish to make a second sub-entry to an index entry, you must insert a new <il> tag and text.

### Example

An index marker such as the example below:

```
<imk 1>
<ie>TRADOS S-Tagger for FrameMaker
<il><:cs "italic">described<:/cs>
</imk>
```

will appear in a generated index as follows:

```
T
TRADOS S-Tagger for FrameMaker
    described, 3
```

The <il> entry shows that the word "described" is a sub-entry of the entry "TRADOS S-Tagger for FrameMaker". The <:cs "italic"> tag made the formatting of that sub-entry appear in italics.

If any <ie> tag and text is followed by the tag:

```
<ss>
```

and some text, this means that the originator wishes the index entry to be sorted under some letter other than the first letter of the index entry.

For example, if the originator wants the index entry "TRADOS S-Tagger for FrameMaker" to always be sorted under "S" for S-Tagger, then the sort string for the index entry "TRADOS S-Tagger for FrameMaker" would be "S-Tagger". Such an index entry would be represented in the STF file by:

```
<imk 1>
<ie>TRADOS S-Tagger for FrameMaker
<ss>S-Tagger
</imk>
```

The resulting Index would contain the entry TRADOS S-Tagger for FrameMaker under S instead of T.

Sort string entries should really always be an entire word rather than a letter; however, it often happens that only a letter is entered. In this case, you need to look at the hard copy of the Index to determine under which letter the entry should be sorted in your language.

When an index entry has a sort level, it is represented with the external tag <s1> in the STF file.

When an index entry spans across a page range, you will see the tag <:bb "startrange"> at the point where the page range begins and the tag <:bb "endrange"> at the point where it ends. Other popular building blocks used in markers include "nepage" and "singlepage". Character styles can also be found in index markers and you may add the frequently used formatting tags <:b>, <:bi>, <:i> and <:s> if necessary. Don't forget the closing tag!

## INDEX MARKER SORT LEVELS

When translating index markers into an Asian language, you may need to insert sort strings and sort levels. Or you may need to alter an existing sort order to suit the translation.

### Adding a Sort String or a Sort Level to Markers

As Japanese is sorted phonetically, translation into Japanese requires the addition of sort strings and sort levels to every index entry and index level. Adding the internal tags `<:so>` allows the translator to assign sort levels to index markers. For more information, see “Index Marker Sort Levels” on page 3-17.

## OTHER MARKERS

Cross-reference, hypertext and conditional text markers are not presented to the translator for translation nor are they moved from their position within the text, whether or not marker placeholders are inserted.

All other marker types follow the rules for index markers, with the exception of the tag types. Other markers are represented by the internal tag `<:mk ?>` when marker placeholders are inserted. The actual text of the marker is found in between the tags `<mk "xxx" ?>` and `</mk>` at the end of the paragraph in which the marker was originally placed. The `xxx` in the `<mk "xxx" ?>` tag is the name of the marker. In FrameMaker 5.5, you can create user-defined markers and name them.

## PARAGRAPH STYLES

### PARAGRAPH STYLES IN FRAMEMAKER

In FrameMaker, each paragraph is assigned a paragraph style. The properties of each style are defined in the Paragraph Designer. Each paragraph style will have a name and properties. Properties may be changed for any paragraph without giving the paragraph style a new name. This type of change is typically referred to as a local override.

### HOW PARAGRAPH STYLES APPEAR IN STF

Paragraph styles are represented by the tag `<ps "xxx" ?>`. The `xxx` is the name of the paragraph style. The unique identifying number at the end of the tag will be different when local overrides are applied to the individual paragraph. On occasion, you will find a different unique identifying number is produced when there is no obvious local override. This can be caused by the way the MIF statement is written by FrameMaker; the paragraph will not be affected by it when the file is converted back to FrameMaker.

#### Example

A paragraph style called “heading 1” might have the STF tag:

```
<ps "heading 1" 2>.
```

A paragraph style tag always starts at the beginning of a line. The text that follows it has that same style applied to it, until another paragraph style tag is encountered.

You never translate, or change, the text within the tag and you may never make up a new paragraph style tag yourself. Always leave the tag where it is and translate the text that follows it.

If you wish to split a paragraph into two parts, or need to add a paragraph, follow the rules for adding, deleting or moving tags described in “Adding, Deleting and Moving STF Tags” on page 3-10.

### Example of Splitting a Paragraph into Two Parts

A paragraph similar to the one below is presented:

```
<ps "indent" 8>STF files can be opened and edited in any
ANSI Text Editor, allowing your translators to work within their
favourite word processor, without having to install and learn
Interleaf. Training costs and time to market issues are radically
reduced.
```

To split this paragraph into two, create a new paragraph with the same paragraph style as the original paragraph.

As you can see from the illustration below, the paragraph has been split into two parts: the paragraph tag `<ps "indent" 8>` has been placed in front of the new paragraph and a # symbol has been placed at the front of the tag:

```
<ps "indent" 8>STF files can be opened and edited in any
ANSI Text Editor, allowing your translators to work within their
favourite word processor, without having to install and learn
Interleaf.
<#ps "indent" 8>Training costs and time to market issues are
radically reduced.
```

TRADOS S-Tagger for FrameMaker does not allow you to add paragraph style tags to a file without inserting a # in front of them. The # is removed during the conversion back to FrameMaker.

## PARAGRAPH NUMBERING FORMATS

### PREFIXES IN FRAMEMAKER

A paragraph style tag is often followed by a prefix tag. If you want a piece of text or a symbol to always precede the text of a particular paragraph style in FrameMaker, you insert the text in the paragraph numbering format. The text of a prefix is really a property of the paragraph style and only needs to be translated once, which is why it is contained within a tag. The actual text for the prefix is translated in the ancillary file.

A prefix often contains a number or a symbol, like a bullet. Prefixes are also often used for note or warning text.

### HOW PREFIXES APPEAR IN STF

When a paragraph format includes a prefix, or text in the paragraph numbering format, the prefix is converted into the external tag `<p1 "xxx" ?>`, where `xxx` represents the text of the prefix as it appears in the FrameMaker file, not as it appears in the numbering section in the Paragraph Designer.

A prefix tag is represented in STF by the external tag:

```
<pn "text" ?>
```

where "pn" is the tag type; "text" is the actual text visible on the hard copy of the FrameMaker file and "?" is the unique identifying number for the prefix.

You never translate, or change, the text within the tag and you may never make up a new prefix tag yourself. Always leave the tag where it is in the STF file and translate the text that follows it. You translate any text within the tag, which should be translated in the ancillary file. After translation is complete, the text in the ancillary file which you have translated is automatically inserted into the new MIF file when the file is converted back to MIF.

If you are adding a paragraph which also has a prefix, you must add the prefix tag as well as the paragraph tag. Make sure to add a # symbol in front of both the `<pn "xxx" ?>` tag and the `<ps "xxx" ?>` tag.

### Example

The illustrations below show how a bulleted list appears in a FrameMaker file and its corresponding STF interpretation:

- When translating the files, always use a hard copy of the original source language file for reference;
- A list of all the Internal and External tags and their meanings will be very useful.
- Always use the Normal font to enter text. Any form of formatting other than that made by use of a tag will be lost.

In the example below, the letter "S" in the `<pn "xxx" ?>` tag represents a bullet in Symbol font. The `<:t>` following it represents a tab character.

```
<ps "bullet" 3><pn "S<:t>" 1>When translating the files,
always use a hard copy of the original source language file for
reference;
<ps "bullet" 3><pn "S<:t>" 1>A list of all the Internal and
External tags and their meanings will be very useful.
<ps "bullet" 3><pn "S<:t>" 1>Always use the Normal font
to enter text. Any form of formatting other than that made by use of a
tag will be lost
```

In the ancillary file, you will see: `<pnfmt "S<:t>">S<:t>`

You would translate the text following the `<pnfmt "S<:t>">` tag if it were translatable. None of the text in our example is translatable, so in this instance it is left unchanged.

## TABLES

### TABLES IN FRAMEMAKER

Tables in FrameMaker are user-defined and may have custom ruling and shading applied to individual cells and/or rows. Text can straddle rows or cells. The text within the cells is exported to the STF file row by row, cell by cell.

### HOW TABLES APPEAR IN STF

Tables are represented in STF by a series of tags. A table starts with the tag `<tb ?>` and continues with a sequence which will probably include at least one of the following tag sets: `<tblt>` to `</tblt>`; `<tblh>` to `</tblh>`; `<tblb>` to `</tblb>`; `<row ?>` to `</row>`; `<ct ?>` to `</ct>`; `<tblf>` to `</tblf>`, until it reaches its corresponding `</tb>` closing tag. A `<tblt>` tag represents the title of the table and is only present if the table has a title. A `<tblh>` tag represents the header rows in that table. There may be more than one set of `<row ?>` tags before the ending `</tblh>` tag if the table has multiple header rows. A `<tblb>` tag represents the body of the table. A `<row ?>` tag represents a table row and a `<ct ?>` tag represents a table cell.

Text within the table cells is formatted just like text anywhere else, with paragraph and character styles applied. There can be markers, graphics and footnotes within the cells, which are treated just like markers, graphics and footnotes in the main text.

If custom ruling and shading has been applied to any cells or rows, this does not appear in the STF file, but is retained within the tag for when the file is converted back to MIF. Any rows hidden by means of a hidden conditional text style are represented by the tag `<hrow ?>`. The text of hidden rows will not be accessible.

Tables which span pages will be presented in the STF file as one continuous table with no page breaks.

In STF files, tables appear row by row, cell by cell. You may only ever translate the text that follows a `<ct ?>` tag.

A table consists of:

- The opening table tag `<tb ?>` where ? is the unique number for that table
- A series of `<tblt>` to `</tblt>` tags, if there is a table title; `<tblh>` to `</tblh>` tags, if there is a table header; `<tblb>` to `</tblb>` tags, for the table body; `<tblf>` to `</tblf>` tags, if there is a table footer
- A series of row tags, `<row ?>` to `</row>`
- A series of `<ct ?>` to `</ct>` tags

Each `<ct ?>` tag is followed by a paragraph style tag and then the text, just like a regular paragraph.

**Example**

The following table appears in a FrameMaker file:

<b>Product</b>	<b>Developed by</b>	<b>Description</b>
SuperPrinter	Perfect Printers	This is our base model.

In the STF file, this table appears as follows (the different parts are explained in the second column):

**STF tag and text**

`<tb 13>`

`<tbh>`

`<row 1>`

`<ct 1>`

`<ps "cellheading" 1>Product`

`</ct>`

`<ct 1>`

`<ps "cellheading" 1>Developed by`

`</ct>`

`<ct 1>`

`<ps "cellheading" 1>Description`

`</ct>`

`</row>`

`</tbh>`

`<tbb>`

`<row 2>`

**Denotes**

Start of the table

Start of the table heading rows

Start of the first (and only) heading row

Start of the first cell in the heading row

Text in the first cell in the heading row with paragraph style "cellheading"

End of the first heading row cell

Start of the next cell

The text in the cell

End of the cell

Start of the next cell

The text in the cell

End of the cell

End of the first (and only) heading row

End of the table's header rows

Start of the table's body rows

Start of the first body row

**STF tag and text**

```

<ct 1>
<ps "cellbody" 1>SuperPrinter

</ct>

<ct 1>
<ps "cellbody" 1>Perfect<:ts>
Printers

</ct>

<ct 1>
<ps "cellbody" 1>This is our base model.

</ct>

</row>

</tbb>

</tbb>

```

**Denotes**

Start of the first body row cell

The text in the cell with paragraph style "cellbody"

End of the cell

Start of the next cell

The text in the cell

End of the cell

Start of the next cell

The text in the cell

End of the cell

End of the row

End of the table's body rows

End of the table

When translating tables, you need only be concerned with the text in the cells. Use a hard copy for reference, so that you can easily see which cell you are translating.

**UNANCHORED FRAMES**

Unanchored frames are represented by the tag `<ufo ?>`. It is generally more efficient to anchor frames to the text, but unanchored frames may appear on master pages where the text will not be as subject to expansion as the body text after translation.

## VARIABLES

### VARIABLES IN FRAMEMAKER

In FrameMaker, a variable is a special kind of building block. When you create a variable, you define your variable definition by entering text into a dialog box and then every time you insert that variable the same text appears.

### HOW VARIABLES APPEAR IN STF

Both system and user variables appear in the STF file within the internal tag `<:v "xxx" ?>`, where `xxx` is the text of the variable which is visible on the hard copy. When you come across a variable in an STF file, you do not translate the text of the tag, but you may move it to another part of the sentence if required. Do not replace a variable with text unless it is absolutely necessary. Usually variables are used for items like software names or version numbers or even internal code names before software is shipped. If you exchange the variable for actual text, you will make updating the file very difficult.

The actual text of the variable is translated in the ancillary file and the text from the ancillary file is inserted into the new MIF file as the STF files are being converted back to MIF.

#### Example

A variable called "Product Name" has been used to represent the name of a product throughout the FrameMaker files. In this case, the variable contains the text "SuperPrinter".

The following text appears in a FrameMaker file:

"SuperPrinter is a wonderful printer. If you have not done so already, buy a SuperPrinter."

In the STF file, this text appears as:

```
<ps "Emphasis" 4><:v "SuperPrinter" 2> is a wonderful printer. If  
you have not done so already, buy a <:v "SuperPrinter" 2>.
```

When you translate this sentence, move the variable tags `<:v "SuperPrinter" 2>` so that they appear in the correct positions in the translation.

In this case, the company probably wants to keep the product name (SuperPrinter) in the translated versions, so this text does not have to be translated in the ancillary file.

# GLOSSARY

## A

### **ALERTS**

High level warning which is generated during tag verification. Certain alerts may be suppressed during the verification process by customising the Verifier Report.

### **ALIGNMENT**

Process of building a translation memory from previously translated material. WinAlign is the TRADOS visual alignment tool.

### **ANCHORED FRAMES**

These are usually used to create a box into which a graphic will go along with text and pointer lines (callouts and rules). Anchored frames are placed at a particular point in the text, with which they will always stay. So even if the text grows, the graphic will be anchored to the text that it is associated with.

### **ANCILLARY FILE**

Generated RTF or text only file, which contains text which cannot be accessed in the STF file, but which needs to be translated.

### **ANSI TEXT**

ANSI (American National Standards Institute) text is used by Windows.

### **API**

Application Program Interface. Use TRADOS S-Tagger for FrameMaker API to automate tasks using a programming language that supports COM, for example, VBA.

## B

### **BATCH PROCESSING**

Processing multiple files at one time is referred to as batch processing.

### **BOOK FILES**

FrameMaker allows the user to organise their files into books. This organisation can include generating files like Table of Contents and Index, and assigning page numbering.

### **BROWSE BUTTONS**

Buttons, located below the Paths boxes, which allow you to choose a different path.

### **BUILDING BLOCKS**

FrameMaker uses a set of building blocks to insert frequently used commands in markers, cross-references and variables. The building blocks generally take the form of <\$text>, where "text" is the relevant instruction.

## C

### **CALLOUTS**

Captions that appear beside a graphic explaining items in the graphic.

### **CANCEL BUTTON**

Button that allows you to cancel or terminate any operation. When you click Cancel, a message box appears asking you to confirm that you wish to cancel the operation. The Cancel button will be greyed out until an operation or activity is in progress.

**CAT**

Computer Aided Translation. Translation memory systems are also CAT systems.

**CELL**

A table cell.

**CHANGE BARS**

A FrameMaker feature that allows the user to automatically mark every place where they have made a change since the last version of the file was open, with a change bar. TRADOS S-Tagger for FrameMaker will not process files which contain change bars.

**CHARACTER SETS**

FrameMaker has two ways of internally encoding characters, Normal and Symbol. Normal is used to encode most Western European languages. Symbol is generally used for Asian characters, as well as some Eastern and Central European languages.

**CHARACTER STYLES**

Font attributes (typeface, size, bold, italic) that can be given a character style and applied to individual or sets of characters.

**CLEAR RESULTS BUTTON**

Button which clears all the text in the Results window. The Clear Results button will be greyed out if there is no text in the Results window.

**CMP FILE**

File generated by TRADOS S-Tag Verifier. It details all errors, alerts and/or warnings about tags.

**COMMAND BUTTON**

Button which activates a process. The text in the command button changes according to the activity being performed. For example, when the

Convert MIF tab is active, the Command button will say "Convert MIF...".

**CONDITIONAL TEXT STYLES**

Should you wish for some text to only appear under certain conditions, you would assign it a conditional text style and choose when to show it or hide it. In this way, you could have a document that is mostly the same, but where some paragraphs are written differently. For example, if you were creating a software manual for a product that runs on Windows and Macintosh, you would apply the conditional text style WIN to the text for the Windows manual and only display that style when you wanted to print/edit the Windows manual. You would apply the conditional text style MAC to the text for the Macintosh manual and only display that style when you wished to print/edit the Macintosh manual and so on.

**CROSS-REFERENCE FORMATS**

FrameMaker feature which allows the user to insert cross-references. The formats of the cross-references can be quite sophisticated and include translatable text.

**CUSTOMISE VERIFIER REPORT**

Option which allows you to suppress certain alerts and warnings during the verification process. Where you select to suppress an alert, TRADOS S-Tag Verifier will not provide detailed information about that alert in the CMP file.

**D****DEMO MODE**

TRADOS S-Tagger for FrameMaker can be used in demonstration mode when no dongle (or copy-protection device) is attached. File size restrictions apply.

**DONGLE**

TRADOS S-Tagger uses a copy protection device, called a dongle. You connect the dongle to the parallel port of your computer.

**DOCUMENT LANGUAGE**

A setting in FrameMaker which dictates how system variables and date/time formats appear. When converting files to and from STF, you set the document language of the source and target files to ensure that the language attributes are correct.

**DTP**

Desktop Publishing.

**E****EASTERN EUROPEAN LANGUAGES**

Languages which may not be represented in the same way as Latin-based languages in FrameMaker. These include Turkish, Greek, Polish, Czech, Hungarian, Russian and Baltic languages.

**ELEMENTS**

In FrameMaker+SGML, all text in a file is contained within elements. Elements include paragraphs, formatting changes, index markers and items in bulleted lists.

**EQUATIONS**

FrameMaker has an equation editor to facilitate the insertion of equations. Equations appear in anchored frames. They are not visible in the STF file.

**ERRORS**

Changes to the tags in a translated file which would prevent the file from being converted back to MIF.

**EXIT BUTTON**

Click the Exit button to quit TRADOS S-Tagger for FrameMaker.

**EXTENDED CHARACTERS**

Accented letters and symbols which do not appear in the standard ASCII character set, for example: à, é.

**EXTERNAL TAGS**

Tags which represent structural formatting in a STF file. Paragraph styles, anchored frames and tables are represented by external tags.

**F****FILE FORMAT**

When converting files to STF, you choose the file format of the STF files. They can be saved in RTF (Rich Text Format) or as ANSI text.

**FONTS**

Typefaces.

**FOOTERS**

Running footers. Where the same text should be inserted at the bottom of each page of a particular type, a footer is inserted.

**FOOTNOTES**

Plain, ordinary footnotes.

**FORMATTING**

Refers to the format of the document. Includes paragraph and character styles.

**FRAME ANCHORS**

When an anchored frame is inserted into a FrameMaker file, the frame anchor is visible when text symbols are set to view. It looks a bit like an upside-down T.

**FRAMEMAKER CONSOLE WINDOW**

FrameMaker's Error handling window.

**FRAMEBUILDER**

FrameBuilder is an early version of FrameMaker+SGML.

**FRAMEMAKER**

FrameMaker is a powerful Desktop Publishing and book-building package. It runs on several platforms: UNIX, Macintosh and Windows.

**FRAMEMAKER+SGML**

FrameMaker+SGML is a FrameMaker product which has all the functionality of FrameMaker and which also allows the user to create structured documents, using a SGML DTD, and to save those documents in SGML format.

**FREQUENTLY USED FORMATTING**

Certain types of formatting, such as applying bold or italics to individual characters, is referred to as frequently used formatting. Special STF tags can be inserted to represent this type of formatting.

**GENERATED FILES**

FrameMaker allows the user to generate several types of files from FrameMaker files for the purpose of book-building. Typical generated files are Table of Contents and Index.

**GRAPHICS**

Graphics, in FrameMaker, are usually presented within anchored frames. Many types of graphics can be found in a FrameMaker file.

**HARD COPY**

This refers to a printout.

**HARD RETURN**

Manual line break or a non-breaking carriage return. When you want a new paragraph to begin, but do not want to incur new beginning of paragraph attributes, or end of previous paragraph attributes, you insert a hard return.

**HEADERS**

Running headers. Where the same text needs to be inserted at the top of each page of a particular type, a header is inserted.

**HIDDEN TEXT**

Text in a RTF file which has been formatted as hidden.

**HTML**

Hypertext Markup Language is used mainly for documents which are to be viewed and distributed on the World Wide Web.

**HYPERTEXT MARKERS**

FrameMaker allows the user to insert markers which are used as hooks for hypertext, such as a jump to an URL on the World Wide Web or a pop-up in a FrameViewer file.

**HYPHENATION**

Automatic hyphenation tables are stored in the spelling function for each language. If hyphenation is turned on in the paragraph format, hyphenation will be applied according to the language in the paragraph or character format. Hyphenation does not refer to manually inserted hyphens.

# I

## INDEX MARKERS

In FrameMaker, index entries are stored in index markers. The cursor is placed at the point in the text where you want an index entry to be referenced to and the text is typed into the index marker. In STF files, index markers are moved to the ends of the paragraphs they were originally contained in.

## INTERLEAF

A Desktop Publishing package, which has some similar features to FrameMaker. The STF produced from Interleaf files is similar to the STF produced from FrameMaker files.

## INTERNAL ART FILES

When an anchored frame is found in a FrameMaker document, it is converted to either an internal tag `<:iaf ?>` or an external tag `<af ?>`. If there is no text for translation within the anchored frame, it is converted to an internal tag. If there is any translatable text in the frame, it is converted to an external tag. Internal art files can be moved to a different position within the translation without creating an error. This is because they often represent icons or other graphics which must be moved to fit the translation.

## INTERNAL TAGS

Tags which are used in STF for formatting commands which do not affect the overall structure of the file, such as character styles, variables and special characters, such as non-breaking spaces.

## IXGEN

FrameMaker index generator and marker management tool which provides a quick and easy method to generate and maintain markers,

which means easy index and generated list maintenance.

# L

## LANGUAGE DICTIONARIES

FrameMaker currently works with over 40 different languages, including Western European, Eastern European and Asian languages. When working with files which have been translated into a language other than the default for your installation of FrameMaker, be sure that you have the relevant language dictionaries installed on your system.

## LEVERAGING

Technique used to allow for the reuse of translated text between different files or different versions of the same file.

## LOCALISED NUMBER FORMATS

Different decimal separator than US or International English; different currency or time formats.

# M

## MACHINE TRANSLATION

Translation system where all the translation work is done by the computer system. A glossary of terms and their translations are fed into the system, along with various grammatical and other rules, and the translation is done automatically. The quality of output of machine translated text is the subject of debate. Some companies are now using machine translation systems in conjunction with translation memory systems with good results.

**MANIPULATING TAGS**

Moving tags around to suit the translation.

**MARKER PLACEHOLDERS**

When you convert a MIF file to STF, any markers which contain translatable text are moved outside of the paragraph of text they were originally contained in, to make the translation more efficient. Marker placeholders can be inserted so that the markers retain their original position in the translated MIF file.

**MASTER PAGES**

FrameMaker allows the user to define multiple master pages within a document, whose properties can be applied to any page within the document. Text on master pages will only have to be translated once per file and so is treated differently.

**MIF**

Maker Interchange Format, a text format used by FrameMaker which allows you to exchange information between FrameMaker and other applications. All formatting and page layout information is retained in the MIF document.

**OLE OBJECTS**

Items which are linked or embedded using Object Linking and Embedding techniques.

**OPENING/CLOSING TAGS**

Many STF tags are really made up of a sequence of tags. When they are made up of a sequence, the sequence is normally  
`<opening tag>text</closing tag>`.

**ORG FILE**

When you convert a MIF file to STF, an ORG file is produced for each MIF file. During the

conversion back from STF to MIF, TRADOS S-Tagger for FrameMaker uses the ORG file as the basis of the new translated MIF file. The ORG file must never be deleted until the project is complete.

**PAGE BREAKS**

Default page breaks are set in a paragraph format. You can give a paragraph style a pagination attribute so that it always starts at the top of a page or always stays with the following paragraph. Most documents will contain some paragraph formats whose pagination attributes are overridden. For example, a forced page break has been inserted.

**PARAGRAPH STYLES**

Paragraph style properties, such as indents, line spacing, tab stops, font attributes (typeface, size or colour), pagination, hyphenation and word spacing, are all assigned within the Paragraph Designer.

**PATHS**

Location of a file or directory.

**PLATFORM**

Operating system.

**PREFIX**

Piece of text which always precedes the text of a particular paragraph or line of text. This is set in the Paragraph Designer and is often referred to as text in paragraph numbering formats.

**PRE-TRANSLATE**

Automatically insert matches from a translation memory into a document for translation. Many translation memory tools have a pre-translation feature.

## PROGRESS INDICATORS

While the files are being converted or the STF files are being verified, the progress indicators give you an approximate idea of what stage the process is at.

## R

### REMEMBER FONTS

In FrameMaker 5.5 products, you can tell FrameMaker to remember what fonts are used in a document, even if the document is opened on a system which does not have those fonts loaded.

### RESULTS WINDOW

As files are being converted or the STF files are being verified, the Results window details the names of the files being processed and adds comments.

### ROW

Row of cells in a table.

### RTF

Rich Text Format. This is an interchange file format invented by Microsoft.

## S

### SAVE RESULTS BUTTON

Button that allows you to save the text of the Results window into a text file. When you click Save Results, a dialog box appears, prompting you to choose the file name and path you wish to use to store the file. The Save Results button is greyed out unless there are results to be saved.

### SESSION

Time from when you start the application to the first time you exit the application.

## SETTINGS TAB

Before converting files to or from STF, or using TRADOS S-Tag Verifier, you must set the output preference for the file or files you are converting. When you click the Settings tab, you access the part of the program that allows you to do this.

### SGML

Standard Generalized Markup Language, a language used for designing tagged text formats. Implementations of SGML are often used for database retrieval.

### SORT STRING ENTRY

Part of an index marker that instructs the index to sort a particular entry under a different letter or symbol to that of the first letter of the entry.

### SMART QUOTES

Curly left and right quotation marks instead of straight ones. Smart quotes differ in format in languages; for example, German smart quotes are different to English smart quotes.

### SOURCE FILES

Original, untranslated files.

### SPACES

Standard spaces.

### SPECIAL CHARACTERS

Symbols like ® ™ ©, as well as accented characters such as á and ì. Special characters and symbols must be inserted into the STF file using the Alt keyboard sequence. They may NEVER be inserted using the Insert Symbol function in Microsoft Word for Windows.

**STF**

Sarah's Tag Format. A text only markup language which replaces actual formatting from FrameMaker files with brief coded statements. Named for the inventor of TRADOS S-Tagger, Sarah Carroll.

**SYSTEM SETTINGS OVERVIEW WINDOW**

System Settings Overview Window collects and shows useful information about the system settings of your computer. If you need to obtain technical support, take a note of the system settings in this window before calling.

**SYMBOL FONT**

FrameMaker can use several different types of Symbol fonts to represent symbols in a file.

**TABLES**

FrameMaker has a special feature for creating tables. You can design a format for your table which includes all you need, such as cell height, number of columns and alignment.

**TABS**

Regular tabs.

**TABBED WINDOWS**

TRADOS S-Tagger uses a series of tabbed windows instead of menus. You select the activity you wish to carry out by clicking on a window tab.

**TAGS**

Brief markup statements which represent formatting from a file in another format. There are two types of tags: external and internal tags.

**TARGET FILES**

Translated files or files which are to be translated.

**TEXT**

Any textual information in your document, includes the main body of text and other ancillary text.

**TEXT BOXES**

When text is placed within an anchored frame, it is placed in either a text box or a text string. When it is placed within a text box, there can be many lines of text and the text can be formatted in a similar manner to text in the rest of the document.

**TEXT EXPANSION**

When English text is translated into virtually any other language, the number of characters required to represent the translation is normally much greater than the number required for the source. We refer to this increase in the number of characters as text expansion. The opposite is also true.

**TEXT INSETS**

In FrameMaker, you can reference an entire piece of text, or indeed an entire external file, by inserting a text inset. The text in the inset is generally translated/updated separately to the rest of the text.

**TEXT STRINGS**

FrameMaker allows the user to insert text strings into anchored frames. Text strings are fairly limited as to the kinds of formatting they can contain. When it is necessary to insert text into an anchored frame, it is always advisable to use a text box instead.

**TRADOS S-TAG VERIFIER**

TRADOS S-Tag Verifier checks the translated file against the original, untranslated STF file. If there are differences between the tags in the two files, this is reported and the translator has the opportunity to fix them.

**TRADOS TRANSLATOR'S WORKBENCH**

TRADOS Translator's Workbench is the world's fastest selling and most frequently used translation memory system.

**TRANSLATION MEMORY**

Database of source language segments and their target language equivalents. Translation memories may also contain additional information, for example, attributes of the translation material.

**U****UNRESOLVED CROSS-REFERENCES**

In FrameMaker, cross-references can be made to external files. The paths to those external files are often absolute. If the path to a file which is being referenced changes, the cross-reference is referred to as being unresolved. If a file name changes, the cross-reference will be unresolved, until it is updated with the new file name. This will normally happen with STF files which have been converted back to MIF, before the MIF file has its extension changed back to what the original file had as its extension.

**UNANCHORED FRAMES**

You can insert a frame containing text and/or graphics without inserting a frame anchor in FrameMaker. Such frames are floating and are associated with the physical page they are placed on, rather than the text around them.

**V****VARIABLES**

In FrameMaker, you can define a variable which contains text. Every time the variable is inserted, the same text appears. This is often used for product names, which may be changed or updated later on.

**VERIFYING TAGS**

During and after translation, the translators should verify that they have placed all the tags in the translated files in the correct sequence and position. They do this by running the files through TRADOS S-Tag Verifier. TRADOS S-Tag Verifier can be used without the copy protection device (dongle) and it can be distributed freely to all those working on STF files.

**W****WARNINGS**

Changes in tags which do not affect the structure of the file, only the formatting of the text within the file. Warnings are generated by TRADOS S-Tag Verifier during comparisons. Certain warnings may be suppressed during the verification process by customising the Verifier Report.

**WYSIWYG**

What You See Is What You Get.



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