

■ TRADOS

**T-WINDOW
FOR POWERPOINT**

ESSENTIALS GUIDE

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Without you, we would not be looking through our first Translation Window into the future. Thanks!

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GLOSSARY

CHAPTER **1**

ABOUT TRADOS T-WINDOW FOR POWERPOINT

*This chapter contains an overview
of the functionality of
TRADOS T-Window for PowerPoint. This
chapter also outlines the kinds of
translation processes where
TRADOS T-Window for PowerPoint
is an essential
fine translation tool.*

WELCOME

TRADOS T-Window for PowerPoint represents a unique new concept in the history of the TRADOS fine translation tool set. The T-Window is a translation environment which provides all the powerful language processing features of TRADOS Translator's Workbench while also giving the translator full access to the essential formatting features of Microsoft PowerPoint during the translation process.

Microsoft PowerPoint (PPT) presentations normally rely heavily on sophisticated formatting, so for a translation environment to be at all useful, the translator must be able to see what the impact of the translation on the text will do to the visual aspect of the segment.

Translation memory technology is an essential part of the professional translator's tool kit, and TRADOS Translator's Workbench is widely recognised as the world leader in this field. Used by thousands of professional translators across the world every day, in industry, education and wherever translation of technical reference material is taking place, TRADOS Translator's Workbench provides the ultimate in state of the art translation memory technology.

TRADOS T-Window for PowerPoint is the only translation environment that allows the translator to fully access a translation memory database whilst working directly within Microsoft PowerPoint.

HOW THE TRANSLATION WINDOW WORKS

Later on in this Essentials Guide, you will be introduced to the main features of TRADOS T-Window for PowerPoint, and you will also find a tutorial which will bring you through the basic steps and provide you with enough information to start translating your own PPT presentations, and creating your translation memory. This overview outlines the basic functionality of TRADOS T-Window for PowerPoint, and offers some information for those using PowerPoint as a medium for the delivery of complex technical information in several languages.

Translating PowerPoint presentations used to be a case of either over-typing text directly in PowerPoint or the even more laborious process of copying/pasting from a text file into PowerPoint. Neither method allowed access to the full power of TRADOS Translator's Workbench.

TRADOS T-Window for PowerPoint radically changes all that by offering the translator a powerful double tool:

- a translation editor which allows the translator to work directly in PowerPoint while retaining full access to both source and target text

- a fast interface with the full power of TRADOS Translator's Workbench and MultiTerm '95 Plus!.

TRADOS T-Window for PowerPoint can also deliver useful presentation statistics and extract text for further analysis.

WHAT IS A TRANSLATION MEMORY

A Translation Memory (TM) is a database in which source language sentences (or parts of sentences) are stored together with their target-language equivalents. A TM learns unobtrusively while the translator works and makes sure that no repeated term or phrase has to be keyed in twice. Cutting-edge technology is used to perform fuzzy searches in this database to give you instant reference to text segments that you have already translated.

WHAT IS A TERMINOLOGY MANAGEMENT SYSTEM

Translator's Workbench is shipped with MultiTerm '95 Plus!, the world's best multilingual terminology management system developed by TRADOS. Known terms are stored in this database and are automatically highlighted by Translator's Workbench. Their translations can be pasted into your translation environment at the click of a mouse button or a keystroke. Active terminology recognition works with a fuzzy matching algorithm.

CONCORDANCE SEARCHING

Often, when working on a translation, you come across part of a segment that you are sure you have translated before. So you would like to search the TM for parts of sentences as well as full sentences or segments. Using Translator's Workbench you can mark the part of a source sentence that interests you, click once with the mouse, and in a flash, a window opens with all the source and target language sentences from the TM that contain the selected source sentence segment.

FEATURE LIST

TRADOS T-Window for PowerPoint is a Translation Window between TRADOS Translator's Workbench and Microsoft PowerPoint, allowing the translator to work directly within PowerPoint and also avail of all the powerful features of TRADOS Translator's Workbench.

TRANSLATE DIRECTLY WITHIN POWERPOINT

TRADOS T-Window for PowerPoint adds a TRADOS menu and a translation toolbar to your PowerPoint installation. Translators work directly within the PowerPoint presentation, with the T-Window as the editing field.

MORE THAN JUST A TEXT EDITOR

TRADOS T-Window for PowerPoint is more than just a carefully crafted text editor, passing information to and from the Translator's Workbench. A PowerPoint presentation depends heavily on the visual formatting of the text, so the translator must have access to the formatting tools. TRADOS T-Window for PowerPoint ensures that the translator has access to all the formatting tools they need at the point they need them - as they are translating.

ALL TEXT PRESENTED FOR TRANSLATION

All the text on a PowerPoint slide is presented for translation, including grouped text and text in WordArt format. Translators use the unique Preview button to preview the translation, and ensure that it fits correctly. The text is presented following the natural flow of text on the slide, for maximum usability.

Text on Notes Pages and Master Slides is also available, the translator sets the Translation Sequence, and decides which order to translate these items in.

FORMATTING BUTTONS

TRADOS T-Window for PowerPoint provides the translator with all the formatting options they need, in a handy button bar. The translator can easily apply bold, italics, underline, shadow or emboss to the translated segment. The Format Painter allows the translator to quickly apply the formatting of the new source segment to the target segment. All formatting is retained and is completely visible in the T-Window.



FAMILIAR TRADOS TOOLBAR

Translators use the same toolbar and keyboard short-cuts that they are familiar with when working with Translator's Workbench and Microsoft Word or TRADOS TagEditor.



T-Window for PowerPoint uses the standard Workbench toolbar to give you access to all the familiar functions. Some adaptations have been made to ensure that it adds as much value as possible to the process of translating PowerPoint presentations.

TERMINOLOGY MANAGEMENT

Terminology management via MultiTerm '95 Plus! works in the same way as for the classic Translator's Workbench interface.

DISPLAY COLOUR OPTION

The translator sets the Display Colour according to the colour of the text being translated. The colour of the object in the slide remains the same. This feature allows the translator to view the text against a colour which displays the text best.

LANGUAGES SUPPORTED

Translation into all western and eastern European languages supported by PowerPoint are supported by T-Window for PowerPoint.

VERSIONS SUPPORTED

PowerPoint 97, all language versions.

Previous versions of PowerPoint.

Presentations created in previous versions of PowerPoint will need to be opened in PowerPoint 97 before translating with TRADOS T-Window for PowerPoint.

PLATFORM INFORMATION

Windows 95, 98 and NT 4.0 with Service Pack 3.

Although TRADOS T-Window for PowerPoint is a Windows application, PowerPoint 97 files from any platform supported by PowerPoint can be translated, so long as they are opened in PowerPoint 97 on a Windows Platform. No distinction is made between them.

CONTACT INFORMATION

For information on how to obtain your copy of TRADOS T-Window for Powerpoint, please refer to the TRADOS Web Site: <http://www.trados.com> or contact your local TRADOS office.



CHAPTER **2**

T-WINDOW TUTORIAL

This chapter will show you, using a brief tutorial, how to get started with translating your Microsoft PowerPoint presentations using TRADOS Translator's Workbench and TRADOS T-Window for PowerPoint.

GETTING STARTED

To try out this version of TRADOS T-Window for PowerPoint you will need to have TRADOS Translator's Workbench (version 2.2 or later) installed on your computer as well as TRADOS T-Window for PowerPoint, Microsoft PowerPoint 97 and MultiTerm '95 Plus!. MultiTerm '95 Plus! is the terminology database from TRADOS, which allows you quick access to all your terms. If MultiTerm '95 Plus! is not installed on your computer, you can still use TRADOS T-Window for PowerPoint, but you will not be able to avail of the powerful terminological benefits of MultiTerm.

Once you have installed the relevant applications, following the directions in the installation routine, you should launch the products in the following order:

- 1** MultiTerm '95 Plus!
- 2** TRADOS Translator's Workbench
- 3** TRADOS T-Window for PowerPoint

MULTITERM

Launch MultiTerm '95 Plus! and open the database `guidemo.mtw` which you will find in the directory into which you installed MultiTerm.

Choose Create Fuzzy Index from the File menu. This may take a few moments to complete. You will be alerted when the fuzzy index is created.

USING TRANSLATOR'S WORKBENCH

EXPERIENCED TRANSLATOR'S WORKBENCH USERS

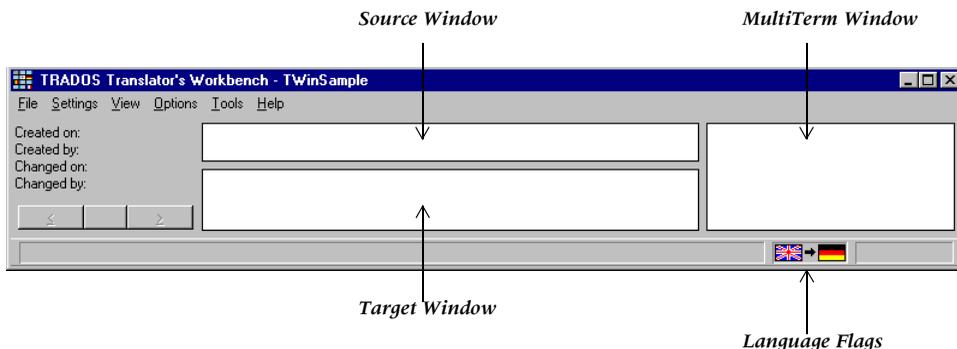
If you are an experienced Translator's Workbench user, you can go straight to the T-Window for PowerPoint specifics of the Tutorial. See "TRADOS T-Window for PowerPoint" on page 2-8.

TRANSLATOR'S WORKBENCH NEW USERS

The T-Window self running demo which may be found on <http://www.trados.com> provides a comprehensive introduction to the basic features of Translator's Workbench. If you have not already done so, download the self running demo and work your way through it. The following tutorial gives an overview of some of the core features of Translator's Workbench. As you become more familiar with Translator's Workbench you will discover its other powerful features. Refer to the glossary at the end of this manual for explanations on some of the translation memory terms used and to the Translator's Workbench User Guide for more information on other Translator's Workbench features.

Opening a Translation Memory

Open TRADOS Translator's Workbench, and open the sample translation memory `twinsample.tmw` which you will find in the `samples` directory in the directory into which you installed TRADOS T-Window for PowerPoint. In the View menu of Translator's Workbench, set the Zoom to 60%.



A translation memory is a database of sentence pairs. The source language sentence or segment is stored in the translation memory database along with its corresponding target language segment. For example if we have translated the phrase "The Translation Window for PowerPoint" before, then this text is stored in the translation memory along with its corresponding translation. If this segment occurs again in our text for translation Translator's Workbench sees that we have translated this sentence before and offers it to us as a match.

If we examine the screenshot above we can see that the Translator's Workbench window is split into three areas:

- Source Window. The Source Window contains the source text for translation.

- **Target Window.** The Target Window contains the matching segment that Translator's Workbench finds in the translation memory. Both the source and target text as they appear in the translation memory are displayed in the Target Window.
- **MultiTerm Window.** Where there are words in the text for translation which are also found in the MultiTerm glossary, they are displayed in the MultiTerm Window. The MultiTerm Window displays the word or words as they appear in the MultiTerm glossary and at least one suggested translation.

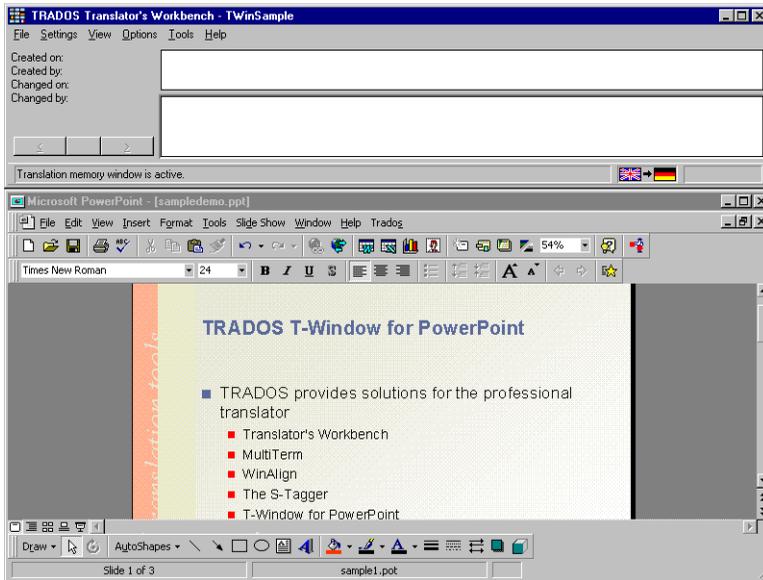
The language flags that appear in the Translator's Workbench window denote the source and target languages. The source language is the language you are translating from, in this case UK English. The target language is the language you are translating into, in this case German.

Launching TRADOS T-Window for PowerPoint

Launch T-Window for PowerPoint. Launching T-Window will also launch Microsoft PowerPoint. Notice that a Trados menu has been added to the PowerPoint menu bar. Also, the Flagman icon  has appeared on the PowerPoint standard toolbar. Open a presentation. In this case we will open the sample presentation `twinsample.ppt` which you will find in the `samples` directory in the directory into which you installed TRADOS T-Window for PowerPoint.

Arranging the Applications

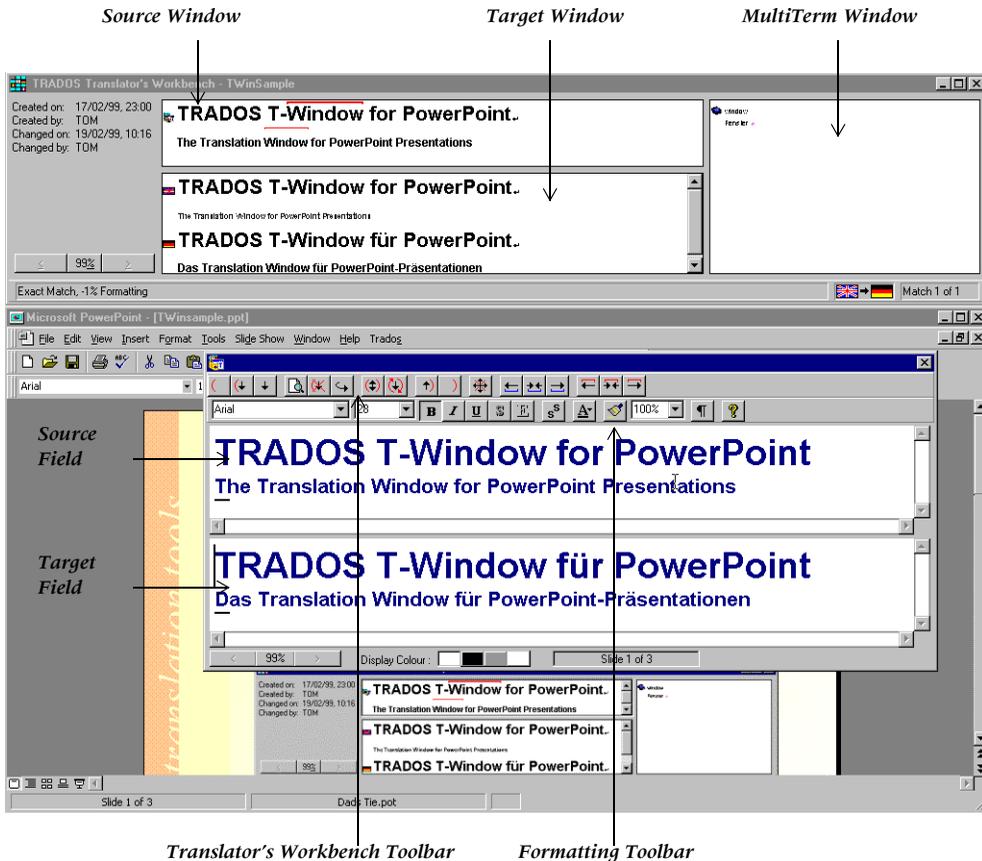
You now have MultiTerm, Translator's Workbench and T-Window open. Arrange the Translator's Workbench window and the PowerPoint window so that you can see the source and target windows of Translator's Workbench at the same time as the PowerPoint presentation.



Overview - How Translator's Workbench and T-Window Work

Click on the Flagman icon  on the standard toolbar to start translation. T-Window reads the first text for translation in the presentation and sends it to the Translator's Workbench's translation memory. Translator's Workbench searches for an identical or similar (fuzzy) sentence in the translation memory. If a match is found Translator's Workbench sends the translated sentence back to T-Window and

presents the match in T-Window's target field.



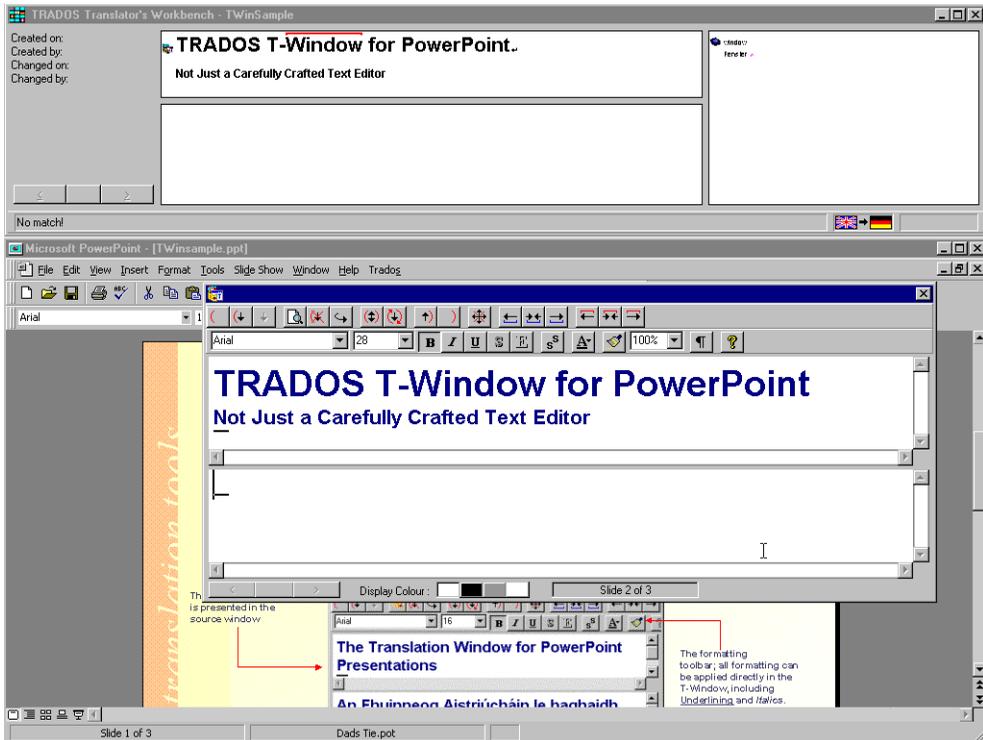
The T-Window contains two toolbars: one for communicating with Translator's Workbench and another which allows the translator to apply formatting to the translated text. The source field displays the source text from the presentation and the target field presents the suggested match from the translation memory. If the text in the source and target field do not match exactly you may edit the text in the target field. For the purpose of this overview do not edit the match, simply accept it and move on.

Accepting the Translation

Click the Set/Close Next Open/Get button . The Set/Close Next Open/Get command sends the translated segment to the translation memory database along with the source segment, for storage for future use, closes the segment and goes forward in the presentation to the next segment. T-Window then sends the next segment for translation to Translator's Workbench.

No Match in the Translation Memory

For this next segment in the presentation no match was found in the translation memory. If no match is found both the Translator's Workbench target window and the T-Window target field remain empty. Enter your translation in the T-Window target field.



Closing the Segment

To complete this overview finish entering your translation and click on the Set/Close button . The Set/Close command saves the translated segment to the translation memory but does not open the next segment for translation.

You have now completed your overview of how Translator's Workbench and T-Window for PowerPoint work together. Continue with the Tutorial to find out more about T-Window for PowerPoint.

TRADOS T-WINDOW FOR POWERPOINT

Launching TRADOS T-Window for PowerPoint will also launch Microsoft PowerPoint, unless PowerPoint is already open. When you work with TRADOS T-Window for PowerPoint, you work in Microsoft PowerPoint for all activities other than the actual translation of the segments, and application of any formatting to the new translated segments, in PowerPoint itself.

The only differences you will see between your normal installation of PowerPoint and PowerPoint with TRADOS T-Window for PowerPoint are the Flagman icon on the standard toolbar and the TRADOS menu in the menu bar. TRADOS T-Window for PowerPoint features can only be accessed when there is a PowerPoint presentation open.

NOTE



The standard toolbar must be visible before you will see the TRADOS Flagman on your screen.

SAMPLE FILE

Open the sample file `twin-sample.ppt` which you will find in the `samples` directory in the directory into which you installed TRADOS T-Window for PowerPoint. Save the file with a new name, into the directory of your choice.

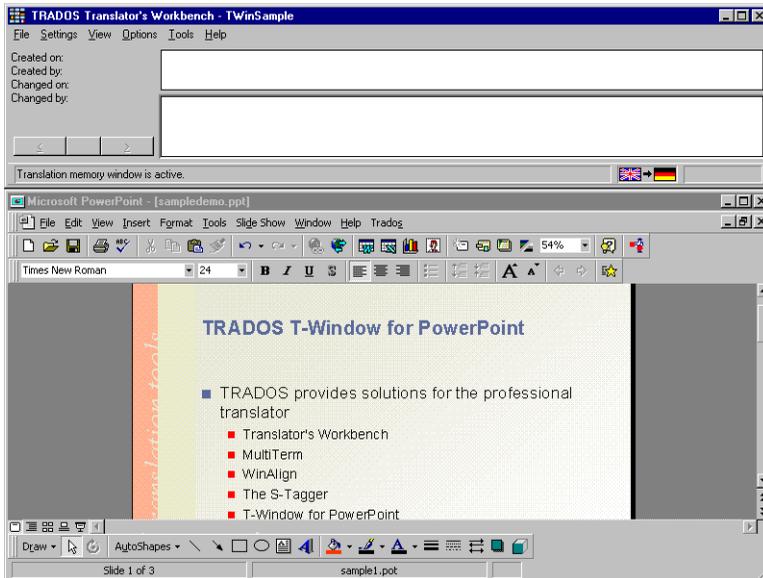
NOTE



The demo version of TRADOS T-Window for PowerPoint will only allow you to translate presentations which contain three slides or less. If you have an existing presentation that you wish to try out, open the presentation, choose Slide Sorter from the View menu, and copy three of the existing slides into a new presentation.

ARRANGING THE APPLICATIONS

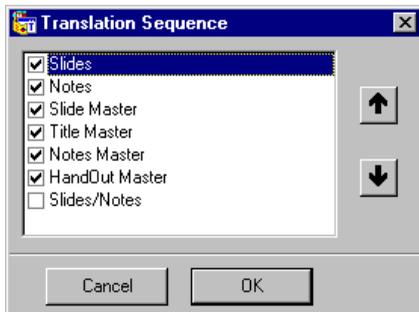
You now have MultiTerm, Translator's Workbench and T-Window open. Arrange the Translator's Workbench window and the PowerPoint window so that you can see the source and target windows of Translator's Workbench at the same time as the PowerPoint presentation.



TRANSLATION SEQUENCE

Before we start translating the sample slide, we should set our Translation Sequence. The Translation Sequence option allows you to choose in which order you wish to translate the various items within a PowerPoint presentation. We will choose to translate first a slide, followed by the notes on the Notes page for that slide.

Choose Translation Sequence from the TRADOS menu on the menu bar. A dialog box will appear, where you check the items you wish to translate and the sequence in which you wish to translate them.

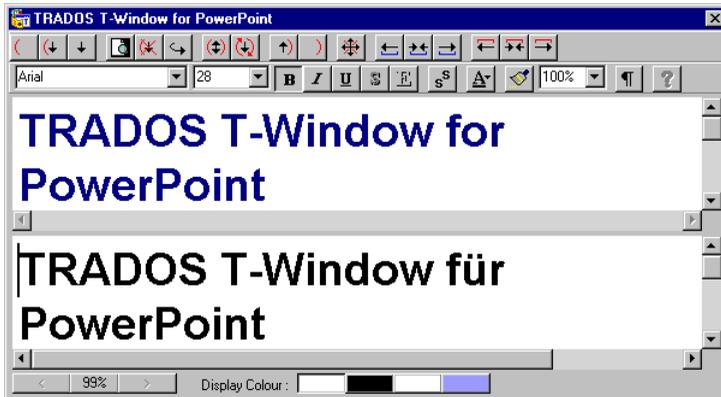


Check the box beside the Slides/Notes option, and click OK. T-Window for PowerPoint will now start the translation sequence with the first slide and then continue to the Notes page for the first slide, if there is any text on the Notes page. The second slide will be presented for translation after the notes for the first slide.

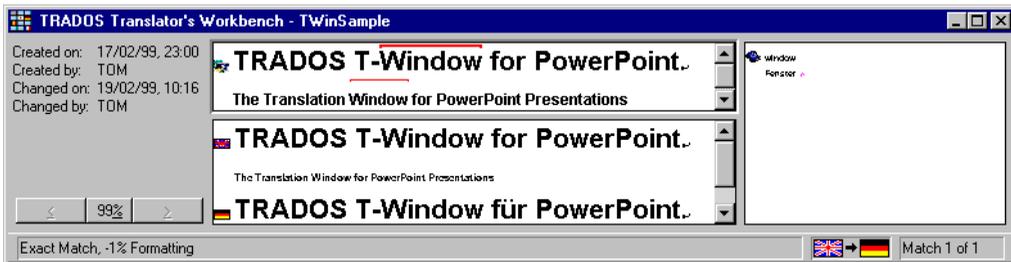
STARTING TO TRANSLATE

To start translation of the PowerPoint slide, click on the Flagman icon  on the standard toolbar, or choose Open/Get from the TRADOS menu. You should choose Open/Get rather than just Open as this will ensure that the translation memory is searched for the first segment without further prompting.

A certain amount of activity will then take place on your screen. This is T-Window for PowerPoint re-arranging the windows to ensure maximum visibility. The translation window will then appear on your screen. If you are using the `twinsample.ppt` file and the `twinsample.tmw` along with the `guidemo.mtw` files for this tutorial, you will see that the translation window looks something similar to the illustration below:



The Translator's Workbench window should look something similar to the illustration below:



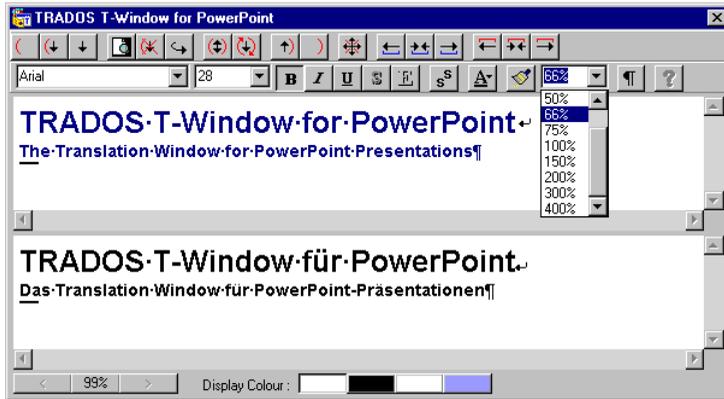
In the Translator's Workbench window, we can see that there are two parts to this segment, whereas in the T-Window we can only see the first part of the segment. To see both parts of the segment, we will do two things. First we will show the invisibles, so that we can see the non-breaking carriage return symbol, and then we will change the percentage zoom so that the entire segment is presented in the T-Window.

SHOW ALL

Click on the Show All button to reveal non-printing characters. You will find it particularly useful when the source PowerPoint text contains tabs, manual line breaks or extra carriage returns. These are not visible in PowerPoint and are often used to achieve text manipulation which you may need to replicate in the translated text.

ZOOM

When you click on the Zoom button, a drop down list appears from which you can choose the percentage size you wish to display the text in the T-Window at. We will choose 66%, and our T-Window will now look similar to the illustration below:



PERCENTAGE MATCH

On the bottom left of the T-Window you will see three buttons. These buttons display the percentage to which the segment which was found in the new source window matches a segment found in the translation memory.

In this example, we can see that the match is 99%. If we look at our Translator's Workbench window, we will see that the status bar displays the text "Exact Match, -1% Formatting". This tells us that the text is identical, but a penalty has been applied, because the formatting of the two segments are different. We can see that this is so, as the text in the source window is blue, and the text in the target window is black.

We will wish to accept the translation, but we also wish to change the colour of the new segment from black to blue.

CHANGING FORMATTING ATTRIBUTES

There are two ways in which we can change the colour of the new target segment. We can either select the text in the target window, and apply the correct colour to it that way, or we can use the Format Painter to automatically apply the source's formatting to the target.

TEXT COLOUR

Select all the text in the target window and click on the Text Colour button. Clicking on the Text Colour button activates the palette of colours you can apply to text in the target window:



Select the blue colour. This applies the blue formatting to the target segment text.

FORMAT PAINTER

The format painter allows you to copy formatting quickly and easily from the source segment to the target segment. This is the recommended way to apply formatting attributes from the source to the target text. To use the Format Painter:

- 1 Select some blue text in the source segment
- 2 Click on the Format Painter button
- 3 Select the text in the target field. The formatting of the source segment will now be applied to the text in the target segment.

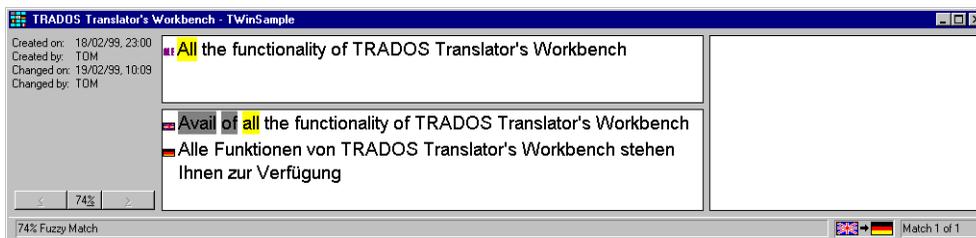
ACCEPTING THE TRANSLATION

Now that we are happy with this translation, we will save the translation unit to the translation memory by clicking on the Set/Close button and proceed to the next segment by clicking on the Open/Get button. The Set/Close Next Open/Get command sends the formatted, translated segment to the translation memory database along with the source segment, for storage for future use, and goes forward in the presentation to the next segment. It then performs the Open/Get command on the new segment.

Click on the Set/Close Next Open/Get button.  T-Window for PowerPoint will move down through the slide, and find the next segment for translation.

A FUZZY MATCH

In our sample file, the next segment that T-Window for PowerPoint finds is a Fuzzy Match. A Fuzzy Match is a segment in the translation memory which does not exactly match the source segment being searched for but which matches it to a certain degree.



In this case, the Fuzzy Match is a 74% match. In the Translator's Workbench window, we can see which parts of the Fuzzy Match stored in the translation memory differ from the segment displayed in the source window. The words "Avail of" are in the segment stored in the TM, but not in the new source segment.

We make the decision that the segment stored in the TM is the better one in this circumstance, and so we will accept the translation. However, since this translation will now be somewhat longer than the original source segment, we will preview the translation in the PowerPoint file before saving the translated segment in the translation memory.

PREVIEW THE TRANSLATION

When the translation of a segment results in a new segment which is longer or shorter than the original sentence, you may wish to look at how the translated slide will be affected by the change in length.

To preview a translation, click on the Preview button on the toolbar.  The Preview button allows you to check, for example, whether it would be desirable to change the point size or, perhaps, insert manual line breaks in order to achieve a better fit before updating the translation memory and moving on to another segment.

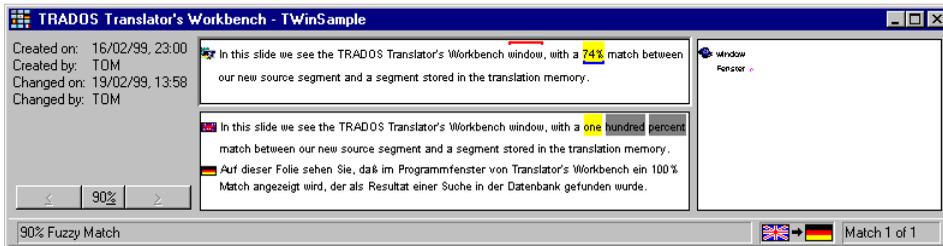
You may need to move the T-Window around the screen a little bit, in order to view the slide. This will depend on the size of your screen.

When you are satisfied that the length of the new translation, and any formatting you have applied, are correct, click the Set/Close Next Open/Get button. In this example it is not necessary to make any changes to the formatting of the translated text.

We have completed the translation of the slide. Since we have selected Slides/Notes in our Translation Sequence we proceed to the Notes page to translate the text located there.

TERMS AND PLACEABLES

In our example, there is text on the Notes page, and Translator's Workbench has identified the first segment on the Notes page as a 90% match. When you look at the Translator's Workbench window, you will see that the source window contains the new source segment, with some additional formatting applied to it aside from the yellow and grey shading which indicate the differences in the text between the source and target segments:



In this illustration, we see that the word "window" has a thick red over-line. This line indicates that "window" is stored in the MultiTerm database as a term. A term is an item in the MultiTerm database which will have at least one advised translation displayed. You can see the term and its translation in the Term window. If there was more than one identified term in the segment, the other terms would have a thinner red over-line. The thick red over-line indicates the Current Term.

We can also see from this illustration that the number "74%" has a thick blue under-line applied to it. This indicates that the number is the Current Placeable. Placeables are items which Translator's Workbench has identified as non-translatable items but which must be "placed" in the target segment. Numbers, dates and hyperlinks are all recognised as being Placeables.

INSERTING TERMS AND PLACEABLES

To use the suggested translation of the term displayed in the terminology window, click on the  Get Current term button. This places the translated term in the cursor position in the Target Field. In our example the previous translator has used the figure 100% in the translation instead of spelling out the numbers. We will use the same style, but need to replace the 100% with the 74%. We could just copy the numbers from the source window, but T-Window for PowerPoint offers you a faster and more efficient method of doing this.

Select the text "100%" and click on the  Get Current Placeable button. You will see that Workbench has inserted the correct text in the target segment, replacing the original 100%. The other buttons,  and  activate the Get Previous Placeable and Get Next Placeable respectively.

SAVING YOUR PRESENTATION

As you are translating each translation unit is automatically added to your translation memory. However, you must save your PowerPoint presentation. Use the short-cut [Ctrl]+[S] to save your presentation.

COMPLETING THE TUTORIAL

Click on the  Set/Close button to stop translating for the moment. You will be able to carry on where you left off by choosing Open at Last Edited from the TRADOS menu when you are ready to resume.

We have now completed the tutorial section of this Essentials Guide. You should now be able to continue translating the sample file using TRADOS T-Window for PowerPoint and TRADOS Translator's Workbench with confidence. The User Guide for TRADOS Translator's Workbench and the on-line help file will give you some more information about the powerful tools available to you when you use TRADOS Translator's Workbench, no matter what format the files you are translating are presented in.

GLOSSARY

TRANSLATION MEMORY TERMINOLOGY

If you are an experienced Translator's Workbench user, most of the terminology in this Essentials Guide will already be familiar to you. However, if you are new to TRADOS Translator's Workbench and the other fine translation tools from TRADOS, you will find this terminology list helpful. For a full explanation of all Translator's Workbench terminology, please refer to the documentation shipped with TRADOS Translator's Workbench.

100% MATCH

A 100% match represents an exact match between the current segment (the new segment in the source window) and at least one other segment stored in the TM.



CLOSE

Closes the currently open translation unit without saving the translation in translation memory and ends translation mode. This is useful if you would like not to save your current translation to TM. If the target field is empty, Translator's Workbench will restore your original source text in the same way as Restore Source.

CONCORDANCE

After selecting a word or other sentence part in your word processor, use the Concordance command to search the translation memory for the selected text. If Translator's Workbench can find the same or similar text, it will open a Concordance window showing all matching translation units.

COPY SOURCE

This command copies the source sentence to the target field. This button is helpful if the target sentence is very much the same as the source sentence.



EXPAND SEGMENT

Expands the current source segment by one sentence. During translation, you may decide to translate two source sentences with one target sentence. This is what the Expand Segment command is there for. A segment cannot be expanded past a paragraph end marker (¶). In this case, a beep sounds and Translator's Workbench displays the message "Cannot resize segment".

After resizing the segment, you may want to search the translation memory for a potential match. To do this, press the short-cut [Ctrl] + [Alt] + [-]. If Translator's Workbench can find a match, it will transfer the target segment to the Translation Window.



FUZZY MATCH

A fuzzy match is where the TM has found a segment in its database which is similar but not identical to the current segment. You can set the percentage of fuzzy matching yourself. A segment stored in the TM may match the new segment exactly, except for the formatting. In that case, a formatting penalty would be applied, and the 100% match would become a fuzzy match.

G**GET CURRENT PLACEABLE**

Copies the current placeable (tag, graphic, field, hyperlink, or other non-translatable element) to the target field at the cursor position. You recognise the current placeable element by the bold blue bracketed underlining.

GET CURRENT TERM

Transfers the translation of the currently highlighted term (bold red bracketed line) to the target field.

GET NEXT PLACEABLE

Copies the next placeable (tag, graphic, field, hyperlink, or other non-translatable element) to the target field at the cursor position. You recognise placeable elements by a blue bracketed underlining.

GET NEXT TERM

Transfers the translation of the next term to the target field.

GET PREVIOUS PLACEABLE

Copies the previous placeable (tag, graphic, field, hyperlink, or other non-translatable element) to the target field at the cursor position. You recognise placeable elements by a blue bracketed underlining.

GET PREVIOUS TERM

Transfers the translation of the previous term from the MultiTerm database to the target field.

GET TRANSLATION

Transfers the translation currently displayed in Workbench's Translation Memory window to your document. This is useful if you would like to transfer a fuzzy match other than the one initially suggested by the Open/Get function.

O**OPEN (IN TRADOS MENU OR TOOLBAR)**

When you are using Translator's Workbench the term Open refers to the translation unit rather than the translation memory. Opens the current sentence and searches for potential matches in translation memory.

OPEN/GET

This refers to the command Open Translation Unit and Get Best Match From Translation Memory. Open/Get opens the current segment, searches for potential matches in the translation memory and transfers the translation—if any—to your document.

PLACEABLE

A placeable refers to a part of a segment which has been identified as a non-text item which does not require translation but which must be 'placed' in the correct location in the target segment, for example, a number, or a hyperlink.

R**RESTORE SOURCE**

Undoes the last translation and restores the original source sentence. This is useful if you would like to get your source text back without having to enter a translation.

S**SEGMENT**

A segment is a piece of text which in itself represents a logical unit. A segment is most often a sentence, but can also be another part of speech or a heading.

SET/CLOSE

Closes the currently open translation unit and saves it in translation memory. This command will also close the translation window.

SET/CLOSE NEXT OPEN/GET

This means that you wish to confirm the translation and move on to the next sentence. The command closes the currently open translation unit, saves it in the translation memory, opens the next sentence and transfers the translation—if any—to your document.

SOURCE

Refers to the original language segment, or the source language window.

T**TARGET**

Refers to the language the text is being translated into.

TRANSLATION UNIT

A translation unit refers to a segment and its corresponding translation as they occur in the TM database.

TRANSLATE TO FUZZY

Translates all 100% matches automatically, starting from the currently open translation unit, and stops at the next fuzzy match.

