

1. Color scheme: **Options > Translated Text Colours... > Source colour > Blue** (or whatever you prefer).
2. Minimum match value: **Options > Translation Memory Options... > General**
3. Reference translation memory: **Options > Translation Memory Options... > Concordance**
4. Substitutions: **File > Setup... > Substitutions**
5. Segmentation rules: **File > Setup... > Segmentation Rules**
6. Shrinking and Expanding Segments: **Alt+Ctrl+Page Up / Alt+Ctrl+Page Down**
7. File analysis: **Tools > Analyse... > Add [files] > Analyse > Log File > View...**
 - Word count with and without placeables (such as tags)
 - Use the “**Use TM from previous analysis**” feature to compare old and new source file(s) to determine whether it is worth creating a translation memory from files previously translated without Trados Workbench.
8. **Translation Memory maintenance**
 - **Editing individual TU's:** right click on the TU flag and select **Edit Translation Unit**
 - This can be done in Translation memory window, Concordance window and Search window.
 - **Editing groups of TU's:** select **File > Maintenance... > Find and Replace...**
 - Use filters, if needed.
 - **TM reorganization:** **File > Properties... / File > Reorganize / File > Export/Import**

9. TagEditor

- **Basics:** Open file in TagEditor and save it as bilingual ttx file before starting translation (**File > Save Bilingual as**)
- Differences between translating in TagEditor and Word
- **Commenting feature:** Document level comments (**File > Document Comments**) and TU level comments (click the right mouse button and select **Comments** from the shortcut menu). Comments can be viewed, edited, deleted and shared. Note also Message toolbar (**View > Toolbars > Messages**).
- TagEditor doesn't have a "Track changes" function, but edited and non-edited files can be compared by using a freeware tool called ApSIC Comparator (http://www.apsic.com/en/products_comparator.html).
- **AutoText:** Create entry by selecting text in TagEditor first and then pressing **Alt F3**. Entry can be inserted into text later by typing the name of the entry and pressing **F3** or **Enter**.
- **Verification plug-ins:** Select the ones you want to run (**Tools > Plug-ins > Verifiers**) and run them (**Tools > Verify** or **F8**).
- **Tag Settings Manager** and DTD files: **Tools > Tag Settings**. In our example, we want to change a tag called "LINK" from external to internal so that it wouldn't break the sentence incorrectly during segmentation. Go to **Tools > Tag Settings**, select the appropriate DTD file, click **Properties**, select **Elements** tab, look for the problem tag and select it, click **Properties** and change properties to "internal".
- Problem with keyboard shortcuts on laptops: For a solution, see <http://tinyurl.com/ydlgtg>. Alternative keyboard shortcuts:
 - [Alt] + [Num +] = [Alt] + [Ctrl] + [N]
 - [Alt] + [Num *] = [Alt] + [Ctrl] + [Z]

This and other TRADOS handouts are available at <http://www.finntranslations.com/tradoshelp>.