

# TRADOS WORKSHOP FOR BEGINNERS

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## A. SDL TRADOS 2007

SDL Trados is a software suite that includes the following components:

- **Trados Translator's Workbench:** your interface to the translation memory
- **TagEditor:** text editor for translating tagged text file formats
- **WinAlign:** for creating translation memory from existing translations
- **Synergy:** a new Trados component for project management
- **Filters:** for converting FrameMaker and Interleaf files for translation in Trados
- **Trados Glue:** for "gluing" multiple source files into one Trados TagEditor file
- **T-Window for Clipboard:** for translating clipboard content
- **MultiTerm:** terminology management program
- **SDLX:** another translation memory tool; can be used instead of Trados

## B. THE VERY BASICS

### 1. Arrange desktop

- Open Trados Workbench and Word. Trados Workbench should be on the top, filling about 1/3 of the screen and Word below it filling the rest 2/3 of the screen. If you need more space in Word, hide unnecessary Word toolbars (right click on the toolbar area).

### 2. Prepare Word

- Open your document in Word. Select normal layout (**View > Normal**). Check that the ¶ button is on the Word toolbar. If not, add it (**View > Toolbars > Standard**). Click ¶ button to display the hidden characters. Save the document with a new name.

### 3. Open or create a translation memory (TM)

- If you are using a previously created TM select in Trados Workbench **File > Open...**
- If you want to create a new TM select **File > New...** Choose source and target language and click **Create**. Name the file and save it in a folder of your choice.

### 4. Start translating

- Place your cursor within the first sentence to be translated. Click **Open/Get** on the Trados toolbar in Word, or press Alt+Home keyboard shortcut. Type the translation into the yellow target field in Word.
- When you are done translating the sentence click **Set/Close Next Open/Get** (or Alt+Num + or Alt+Ctrl+N). This sets the open translation unit (TU) into the TM and

closes the translation unit and opens the next one (and gets a translation for it from the TM, if available). Note that only one TU should be open at a time.

- If you need to stop translating before reaching the end of the document you can close the translation unit currently open by clicking either
  - **Set Close** (Alt+End): TU is saved and closed, translation mode ends
  - **Close** (Alt+Shift+End): TU is closed, translation mode ends
  - **Restore Source** (Alt+Del): Translation is undone and source sentence restored.
- You may save your document while a TU is open, but you need to close the open TU before closing the document.
- DO NOT delete or otherwise damage the hidden segment markers that are around source and target segments. If this happens, see item #7.
- Terms: translation memory, translation unit, fuzzy match, exact match, placeable, concordance

## 5. Editing translated text

- You can edit your translation either directly in Word without Trados, or by opening the sentence in Trados. If you use Trados, remember to close the open TU before opening the next one. If you edit directly in Word, keep the hidden characters visible so that you don't accidentally delete segment markers or source text.

## 6. Clean up the translated file

- The clean up process removes all hidden characters, updates the memory and creates an uncleaned backup file (\*.bak).
- Save and close the translated file in Word.
- In Trados Workbench, select **Tools > Clean Up > Add....** Select file or files that need to be cleaned up and click **Clean Up**. Verify that the process was completed without errors by checking the Log file (**Log File > View**).
- If errors are present, search for the error marker (bright green double arrow « [Alt]+[0171] and/or » [Alt]+[0187]) in the translated document. These markers point to where the error occurred. You can also search them by their character style called *tw4winError*. Errors are usually caused by missing or damaged segment markers. Repair the markers by copying and pasting or typing, and then delete the error markers and clean up the file again.
- No errors: {0>Source language sentence.<}40{>Target language sentence.<0}
- Error: {0>Source language sentence.<}40{>»Target language sentence.}

## 7. What to do if you damage segment markers while translating?

- If you notice that you just deleted part of a marker or a whole marker and haven't executed any Trados commands after that, you can try to undo your mistake by using Word's undo command (**Edit > Undo Typing**) repeatedly until the error has been fixed.
- However, if you have already executed a Trados command, **don't** try to use the undo command. Trados commands are Word macros and consist of numerous "invisible" Word commands, and there is no way you can backtrack to the correct spot. Use the "Fix Document" command (**Trados > Fix Document**) instead. Depending on your error, you may be able to continue translating right away after this, or you may first need to delete the damaged target segment and the segment

markers around the source segment. In order to delete the remaining/damaged markers, you need to switch the “Tag Protection” feature off (**Trados > Toggle Tag Protection**).

- You might encounter these errors frequently with your first few files. However, these are typical beginners’ errors and they should not be a problem anymore after you learn to work with Trados.

#### **8. Trados, you and the client**

- Discounts for fuzzy matches (75/85 - 99 %), 100 % matches and repetitions
- What to deliver?
- Client’s own translation memory
- MultiTerm glossaries

#### **9. Where is the memory?**

- When you create a new TM (see #3 above) pay attention to the target folder. You might want to create a “Translation Memory” folder where you save all your Trados memories so that they are easy to locate.
- Each Trados TM consists of five different files (\*.tmw, \*.mdf, \*.mtf, \*.mwf, \*.iix) – all five files are needed for the TM to function.
- A TM can be copied and moved as a set of the above five files, or as one .txt (or .tmx) file. The .txt (or .tmx) memory file is created by exporting the memory, and it needs to be imported to an existing TM before use (see #8 on the next page).
- A TM consists of translation units (TU). Each TU consists of a source segment, target segment, system fields (date, time, creator, etc.) and translation memory fields (user-defined).

## **B. THE NEXT LEVEL**

### **1. Change color scheme:**

- **Options > Translated Text Colours... > Source colour > Blue** (or whatever you prefer).

### **2. Minimum match value:**

- **Options > Translation Memory Options > General > Minimum match value % > 40.**

### **3. TU setup:**

- **File > Setup > Substitutions.** Select “Automatic substitutions” that you want to use.

### **4. Substitution localization:**

- **Options > Translation Memory Options > Substitution Localisation.** Select the variables that you want to have automatically localized, and verify that the suggested formats are correct.

### **5. Concordance:**

- **Options > Translation Memory Options > Concordance.** Select reference TU, if needed, and set switches per your preferences.

### **6. Shrinking and expanding segments that Trados offers for translation:**

- Shrink: Alt+Ctrl+Page Up
- Expand: Alt+Ctrl+Page Down

### **7. File analysis:**

- **Tools > Analyse...** Select file or files that you want to analyze and click Analyse. More detailed results can be found in the log file (**Log File > View**). Use these word count results for planning and rate calculations.

### **8. Translation Memory Management**

- editing and deleting translation units (using concordance)
- translation memory maintenance (**File > Maintenance...**)
- translation memory reorganization (**File > Reorganise**)
- importing and exporting memories (**File > Import.../Export...**)

## **C. BEYOND THE BASICS**

1. Translation memory fields and filters
2. Segmentation rules
3. Non-translatable text
4. Pretranslation
5. MultiTerm and Term Recognition
6. WinAlign
7. TagEditor
8. Filters

## **D. COMMON PROBLEMS AND SOLUTIONS**

- Translator's Workbench toolbar or menu is not displayed in Word.  
See: <http://tinyurl.com/bxa37>
- Font and/or formatting changes unexpectedly during translation.  
See: <http://tinyurl.com/ys9d6j>
- Problem with keyboard shortcuts on laptops. Use alternative keyboard shortcuts:

[Alt] + [Num +] = [Alt] + [Ctrl] + [N]

[Alt] + [Num \*] = [Alt] + [Ctrl] + [Z]

You can also customize keyboard shortcuts (see <http://tinyurl.com/ydlqtg>).

## **E. SOURCES OF TRADOS INFORMATION**

### **Trados Tutorials**

- Very useful tutorials on various topics; available from **Start > Programs > SDL International > SDL Trados 2007 > Tutorials**, or in the Tutorial subfolder of your SDL Trados 2007 installation folder.

### **Tech Support Links and Discussion Groups**

- <http://sdl.custhelp.com>
- <http://support.trados.com/search.asp>
- <http://groups.yahoo.com>
- [http://groups.yahoo.com/group/TW\\_Users/](http://groups.yahoo.com/group/TW_Users/)
- <http://www.proz.com/>
- <http://www.finntranslations.com/tradoshelp>

**SDL Trados Translator's Workbench - NCTA Workshop March 2006**

File Settings View Options Tools Help

Created on: 2/21/2007, 16:25  
 Created by: TUOMAS  
 Changed on:  
 Changed by:

This is a practice sentence 3. **Red overhead bracket indicates that the term is in the MT glossary**

**Source window**

practice Workshop demo  
 harjoitus **Current term and its translation**

**Terminology window**

**Match value of the current translation unit**

This is a practice sentence one.  
 Tämä on harjoituslause yksi. **Blue underline indicates a placeable**

**Translation memory window**

< 86% > 72% **Match value of the next best match**

86% Fuzzy Match **Trados menu in Word** **MultiTerm menu in Word**

Match 1 of 2

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**Trados Training text 1 - Microsoft Word**

File Edit View Insert Format Tools Table Window Help Trados MultiTerm

150% English Finnish 25

**MultiTerm toolbar** **Workbench toolbar**

Type a question for help **Number of matches found in the memory**

**Text-1**

**Main segment start marker**

{0} This is a practice text. <0> Tämä on harjoitusteksti. <0>

{0}

This is a practice sentence 3. **Source field (blue)**

<> 86% <> **Fuzzy match value and source target delimiting marks**

Tämä on harjoituslause yksi. **Target field (yellow or green)**

<0> **Main segment end marker**

This is a practice sentence.

This is a short text. This text is easy. This text is green. This text is simple and short. This is a short and simple practice text. We need to practice. Practice makes perfect. Did I also mention that this is fun? This is so much fun that we could go on forever...