The purpose of translation memory fields is to allow you to label all translation units (TU) with pertinent additional information, such as a project number, subject and client’s name. These labels can then be used as filter criteria when searching translation memory during translation (translation and concordance searches) as well as in translation memory maintenance (search, find & replace, export, import).

Studio offers four types of translation memory fields, namely text, number, date/time, and list. An example of a text field could be a project number or another piece of information that is used only once. A project number is used only for that project. List fields, on the other hand, will be used repeatedly later on with other projects. An example of a list field could be a subject (medical, legal, etc.) or client name (Client A, Client B, etc.). Text, number and date/time field values are typed in when a new translation project is started. List field values are added in advance and then selected from a picklist when a new translation project is started.

Defining TM Fields
1. TM fields are TM-specific, so you need to set them separately for each TM you want to use them with.
2. Open the Fields and Settings page of the TM (see Figure 1).
   a. Right-click the TM in the Translation Memories view and select Settings and then Fields and Settings. You can also open the same page while opening a document for translation by highlighting your update TM in the Open Document dialog box and then selecting the Settings... button.
   b. When creating a new TM, you will be presented the Fields and Settings page after you have given a name to your new TM.
3. Go to the Fields section on the right, click the gray cell in the column under Name and type in the name of your new field (such as “Client”). Select the type from the Type column (“List”). Click the field below Picklist and type the client name(s) in the list each on its own line.
4. Select Allow Multiple Values (if needed).
5. Add any additional fields, as needed. Note that the Picklist option is available only for List fields.
6. When finished, click OK.

Figure 1. Defining Field Values for a TM.
Applying Fields to Translation Units

1. When opening a document for translation, click the **Advanced...** button in the **Open Document** dialog box and drill down to your language pair and **Translation Memory and Automated Translation > Update**. If the document has already been opened, open **Project Settings** and locate the Update option (**Project Settings > Language Pairs > [Your Language Pair] > Translation Memory and Automated Translation > Update**). See Figure 2.

2. **NOTE:** If you set the **Field Values** using the **Tools > Options** route, they will be automatically applied to all future files/projects. You probably don’t want this to happen, so use one of the above methods.

3. Select your fields and their values on the right in the **Field Values** section. List field values are selected from the picklist and all the others need to be typed in. Note that the list of available field values includes values from all the “enabled” TMs and not just those of your “update” TM. This is confusing and misleading because only those values that are included in the setup of your “update” TM will actually be applied to translation units.

4. If you need to add a new field or a list-type field value, you need to do it by one of the methods described earlier (**Defining TM Values**). Note that the new field/value might not be available until you have restarted Studio.

5. After you have selected all desired fields and their values, click **OK** to close the dialog box.

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**Figure 2.** Selecting Field Values for a project.

Using Fields for Filtering During Translation

**A. Filter penalties**

1. Filter penalties penalize translation units whose field values don’t match the filter by lowering their fuzzy match value. This also applies to concordance searches.

2. To select, go to **Project Template Settings** (when opening a document for translation) or to **Project Settings** (if document has already been opened) and drill down to your
language pair and Translation Memory and Automated Translation > Filters. Click the Add... button on the right side, type a name in the Name field, click Add. Select the conditions (Field, Operator and Value) in the Add Condition dialog box and click OK. See Figure 3.

3. **NOTE:** If you set a filter using the Tools > Options route, it will be automatically applied to all future files/projects. You probably don’t want this to happen, so use one of the above methods.

4. Note the Penalty value box, NOT check box, AND/OR selection and the Add, Insert and Edit buttons in the Add Filter and Edit Filter dialog boxes.

5. When finished, click OK.

Figure 3. Selecting and editing Filter Penalties.

**B. Hard filters**

1. Hard filters hide any TM matches that don’t match the specified filter.

2. To set up a hard filter, select Edit in the Hard Filter area and define the filter as described above.

**C. Displaying Fields**

1. You can control the number of fields that are displayed in the Translation Results Window (Tools > Options > Translation Results Window > Show translation unit field values / Number of field values to show) and the Concordance Search Window (Tools > Options > Concordance Search Window > Show translation unit field values / Number of field values to show).

2. Field values can be edited in the Edit Translation Unit window that opens up when you right-click a translation unit in Translation Results or Concordance Search window and select Edit Translation Unit.
TM maintenance

A. Searching TM Content
1. With a TM open in the Translation Memories view, click the Add Filter button, name the filter and define conditions. See Figure 4.
2. Add Source/Target Text, if needed.
3. Click Perform Search.
4. You can undo the filtering by selecting <no filter> from the TM Filter pull-down menu and clicking Perform Search again.
5. You can control the number of fields that are displayed in the Translation Memories view (Tools > Options > Translation Memories View > Number of field values to show).
6. Field values can be edited and added in the Field Values window. System Fields cannot be changed.

Figure 4. TM maintenance and creating a filter for searching the TM.

B. Importing
1. TM fields of the target Studio TM are available for filtering for TMX file imports (in addition to many other filter criteria).
2. Field filtering is not available for other import file types (TTX, ITD, SDLXLIFF).
3. You can also apply existing TM fields to the imported TUs (Apply Field Values in the General Import Options dialog box).

C. Exporting
- You can limit the exported TUs by using filters (such as TM fields).

D. Creating AutoSuggest dictionaries
- Filters (such as TM fields) can also be used to limit the used TUs when creating AutoSuggest dictionaries from SDLTM files.