

# TRADOS WINALIGN BASICS

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These instructions are meant to give you a simple basic outline on how to create translation memory from your existing translations that were done without using Trados. For complete instructions and additional features, see the *WinAlign User Guide* that is located in your Trados installation folder. You can also access the WinAlign Help in every dialog box by clicking the **Help** button.

## 1. Open WinAlign

- **Start > All Programs > SDL International > SDL Trados 2007 > WinAlign.**

## 2. Create a project

- Select in WinAlign **File > New Project...** (or the **New Project** button on the toolbar). This opens the **New WinAlign Project** dialog box with the **General** tab open.
- Click **Source Language... > OK** to select the source language and **Target Language... > OK** to select the target language, if languages are not correct.
- Select the correct file type from the pull-down menu under **File Type**.
- Select the **Files** tab. Add source file(s) to the source file list by clicking **Add...** button on the left side. Browse to the correct folder and select the source file(s) to be aligned and click **Open**. Then do the same to the target files by clicking the **Add...** button on the right side.
- Click **Align File Names** to align the file names. If you have several files on the list, and they don't align correctly you can also align them manually by dragging a line from one green file symbol of the source language file to a green symbol of the corresponding target file (or vice versa).
- The other tabs offer ways to utilize document structure and formatting for improving alignment results, if needed.
- If you want to include attribute and text fields in the new translation units go to the **Export** tab, click **User Defined Fields...** button and enter the needed information in the corresponding text boxes. For example, first type the name of an attribute field into the **Attribute Fields** text box (such as Subject), click **Add** and type the value of the attribute field into the **Attribute Value** text box. Repeat for possible other attribute or text fields. Click **OK** in the **Text and Attribute Fields** dialog box. Note that this can also be done after the alignment has been done (before step #4).
- When you have defined all needed project settings click **OK** to close the **Text and Attribute Fields** dialog box.

## 3. Review and edit the aligned file(s)

- Once the alignment is done, WinAlign opens the file pair in the alignment editor.
- Open the aligned file pair in the alignment editor by double-clicking it, or highlight and right-click the file name and then select **Review File Pair(s)** from the shortcut menu.
- Maximize the size of the window so that you see as much of the aligned text as possible. This makes your alignment work easier.

- Source language segments are listed on the left in the “source segments frame”, and the target language segments are listed on the right in the “target segments frame”. Between these two frames is the “segment link frame” that includes segment links and icons.
- Verify that segments have been linked correctly. If you find an incorrectly linked segment pair, point to the green icon, right-click and select **Disconnect** from the shortcut menu. Then create a new link between the correct segments by dragging a line from the icon of the source (or target) segment to the matching icon of the target (or source) segment. Note that you can link a source (or target) segment to several different target (or source) segments, and vice versa, if needed. You can also leave segments unlinked if you don't want to include them in the translation memory.
- You can also split, join, edit and insert segments, as needed.
- Splitting segments:
  - Select a segment by double-clicking it and place the cursor on the location where the split should occur and then select **Split Segment** from the shortcut menu (right-click) – NOTE: hold the cursor on the split location when opening the shortcut menu.
- Joining segments
  - Select the segments to be joined by clicking them one by one while holding the Ctrl key down. Select **Join Segments** from the shortcut menu.
- Editing segments
  - Select a segment by double-clicking it. You can now directly edit the selected (black) segment. You can also open a separate **Advanced Edit** window by selecting **Edit Segment > Advanced Edit...** from the shortcut menu.
- Inserting new segments
  - You can insert a new empty source or target segment, if needed. Select a segment by clicking it, open shortcut menu and select **Insert Segment > Above Current Segment** or **Below Current Segment**.
- If it looks like there are a lot of misaligned segments, try to figure out the reasons why this happens and edit the original source and target files accordingly outside WinAlign (for example in Word) and then redo the alignment project from the start.

#### 4. Export project

- When all segments have been aligned correctly you are ready to export the project as a text file and then import the file into your Trados translation memory.
- Select **File > Export Project** (or **Export File Pair**). Select **Export Project** if you aligned more than one file pair and want to export them all. Select **Export File Pair** if you want to export only one file pair. If you aligned only one file pair it doesn't matter which one of the two options you choose.
- Locate the target folder and name the export file. Note the location so that you remember it when exporting the file into Trados translation memory. Click **Save**.

#### 5. Import the alignment file

- Open Trados Workbench and the memory to which you want to import the alignment file.
- Import the alignment file as you would import any other TM import file (**File > Import...**).