SIX THINGS TO MAKE YOU A BETTER TRADOS STUDIO USER

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Abstract: It's easy for translators to get lost in the jungle of functions and settings in modern CAT tools. However, if users can't find the efficiency-enhancing features and don't know how to fine-tune them, they lose the major benefits these tools offer. This presentation concentrates on six Trados Studio functions that many translators frequently don't use to their fullest extent or have difficulties in using correctly.

NOTE: These instructions apply to both Trados Studio 2011 and 2014. When the interface of the two versions differs, Studio 2014 menu items are mentioned in [square brackets]. All hyperlinks to the Studio Help site are for the 2014 version. The most up-to-date handout is available at http://www.finntranslations.com/downloads.

1. Global and Project settings

The **Options** (**Tools [File] > Options**) and **Project Settings** (**Project > Project Settings…**) dialog boxes look very similar and have several identical settings. However, it's important to understand their difference. The **Project Settings** are project-specific whereas the settings in the **Options** dialog box function as default settings for all future projects/files. The **Project Settings** override the **Options** settings. So, if you want to change a setting for a current project, you need to do it through the **Project Settings** dialog box if the setting is available there. Note that some settings, such as **Editor** settings, are only in the **Options** dialog box and affect the current project as well as all future projects. For details, see this blog article.

- **Project Settings** affect only your active project.
- The three "shared" items in **Tools [File] > Options** dialog box (**File Types, Verification** and **Language Pairs**) affect only future projects. These are your "global" settings for future projects. See Figure 1 (page 4).
- The other nine items in **Tools [File] > Options** dialog box affect active, past and future projects. They are not really project settings but affect other, more general preferences, such as font sizes, color, spell checker, keyboard shortcuts, etc. that control how Studio functions, regardless of any project-specific settings.

2. Translation Memory Usage

- You can use several TMs at the same time and decide individually which ones to use for searching, concordance and updating.
- You can also easily pre-translate a file using the client's TM and then lock the 100% matches before starting to translate using your own TM.
- Compatible file types: SDLTM, TMW, MDB, TMX, TXT.

- [AnyTM Translation Provider](#) (Open Exchange app) allows the use of any TM as a reference TM regardless of the languages.

3. AutoSuggest

AutoSuggest suggestions come from three different sources: AutoSuggest dictionaries, Termbases and AutoText entries. For settings, go to **Tools [File]** > **Options** > **[AutoSuggest](#)**.

- **AutoSuggest dictionary:** needs to be created separately from a large TM; offers sentence fragment level autosuggestions.
- **MultiTerm termbase:** a glossary in MultiTerm format; offers term and phrase level translation suggestions from the termbase.
- **AutoText:** user-defined target language words/phrases that appear as AutoSuggest suggestions (similar to the AutoText feature in Word).

4. Display filter

You can filter segments based on, for example, their translation status or source/target content (incl. regular expressions) in the **Editor** view.

- Studio 2011: **Display Filter** toolbar (**View** > **Toolbars** > **Display Filter**)
- Studio 2014: **Review** > **Display Filter**

5. Verification and quality assurance

[Verification](#) (QA Checker and/or Terminology Verifier) includes checks for items like forgotten/empty/inconsistent translations, length comparison/verification, repeated words, double spaces, numbers, units, punctuation, capitalization, quotation marks, brackets, trademarks, terminology, spelling, and tags.

Run by pressing **F8** (or **Tools [Review]** > **Verify**) and check spelling by pressing **F7** (or **Tools [Review]** > **Check Spelling**).

- For project-specific **Verification** settings, go to **Project > Project Settings…** > **Verification**. Only a few options have been activated by default so it makes sense to review the settings and select those that are the most useful for your project and language.
- If you want to set default **Verification** settings for all later projects/files, go to **Tools [File] > Options > Verification**. Note that the **Project Settings** apply only to the current project and override the settings in the **Options** dialog box.
- For **Spelling** settings, go to **Tools [File]** > **Options** > **Editor** > **[Spelling](#)**.

6. Termbases
Very easy to create, manage and use in Trados Studio.

- Creating termbases
  - o Create a new termbase in MultiTerm Desktop.
  - o Convert an Excel table to MultiTerm format easily with the [Glossary Converter](#) app.
- Termbase activation in Studio
  - o Select termbases either during project creation or afterwards from the **Editor** view by selecting the **Project Termbase Settings** button in the **Term Recognition** window. You may use several termbases at the same time.
- Termbase use during translation
  - o Term Recognition is an automatic function and the results (hits) are shown in the **Term Recognition** window (upper right corner by default). Term translations are entered into translation using the AutoSuggest feature by typing the first letter(s) of the translated term, or by using the **Insert term translation** button (in the **Term Recognition** window).
  - o Further details about the active term can be viewed by clicking the **View term details** button. It opens the **Termbase Viewer** at the lower part of the screen (Studio 2011) or on the left (Studio 2014).
- Adding new terms to the termbase
  - o Select a source term and the matching target term in the Editor, right-click one of the terms and select **Add New Term**. This opens the **Termbase Viewer** with the new term pair ready for editing. You may edit it, if needed, and then accept it by clicking the **Save this Entry** button in the **Termbase Viewer** (or by pressing the **F12** key). This new term is now included in the default termbase.
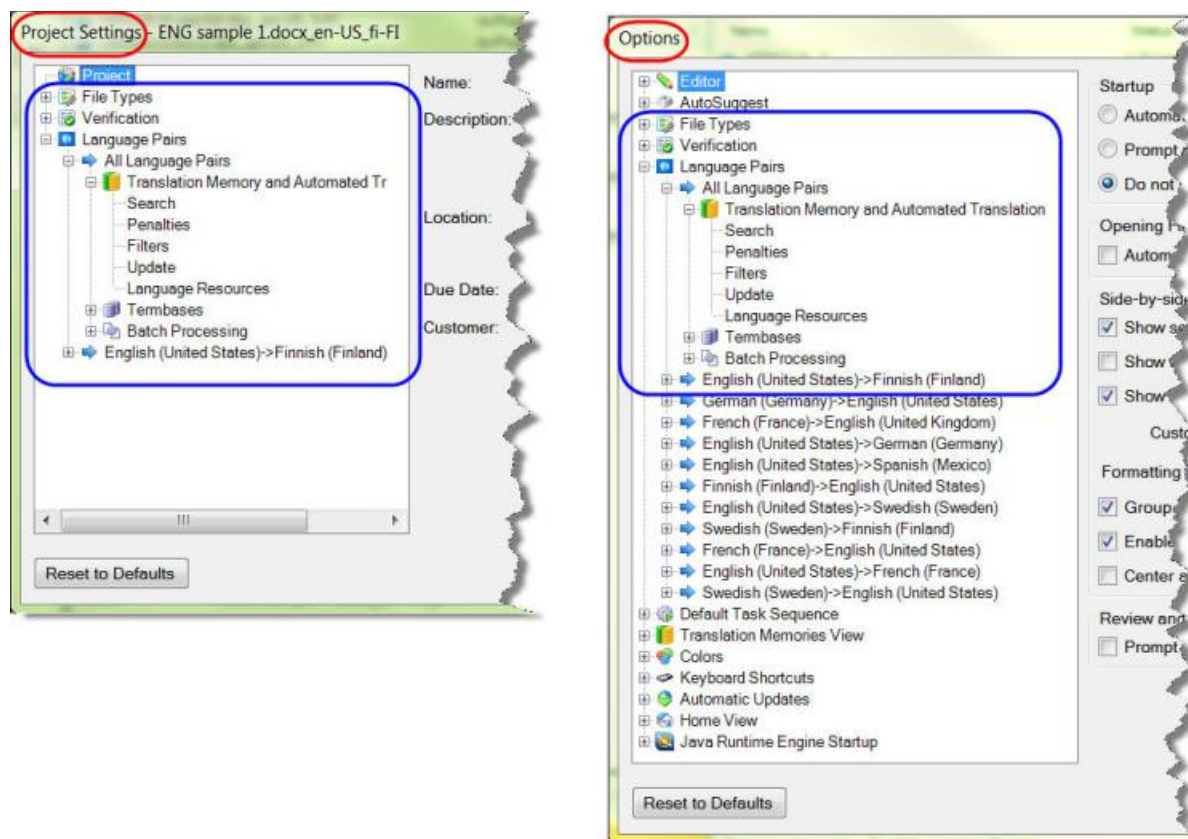
Figure 1. Comparison of Project Settings and Options settings. Identical parts are marked with a blue frame.