TRANSLATION MEMORY FIELDS – WHAT, WHERE, WHY AND HOW?

Tuomas Kostiainen (tuomas@jps.net)
www.finntranslations.com

The purpose of translation memory (TM) 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 a 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 Translation Memory 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 **Translation Memory and Document Settings** dialog box and then selecting the **Settings...** button.
    b. When creating a new TM, you will be presented with 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.
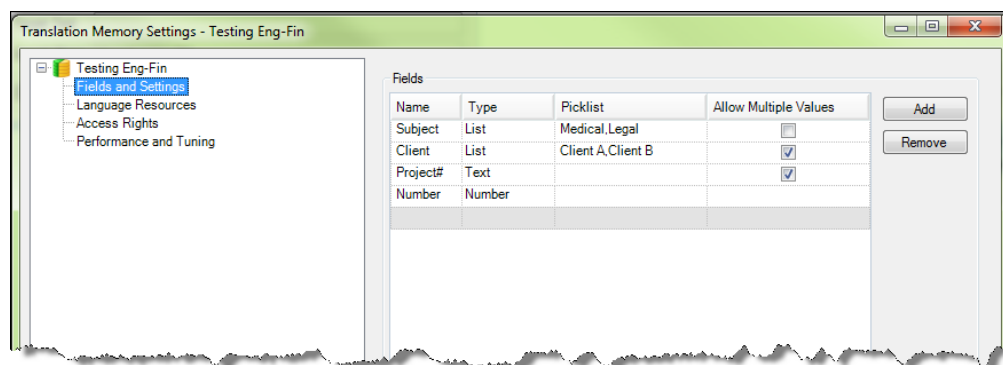6. When finished, click **OK**.

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 **All Language Pairs** (or 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 > All Language Pairs** (or your language pair) **> Translation Memory and Automated Translation > Update**). See Figure 2.
2. **NOTE:** If you set the **Field Values** using the **File > Options** route or the **Advanced...** button, the values will be automatically applied to all future files/projects. You probably **don't** want this to happen, so use the above **Project Settings** route.
3. Select your fields and their values on the right in the **Field Values** section. **List**-type 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 "update" TMs.
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*).
5. After you have selected all desired fields and their values, click **OK** to close the dialog box.
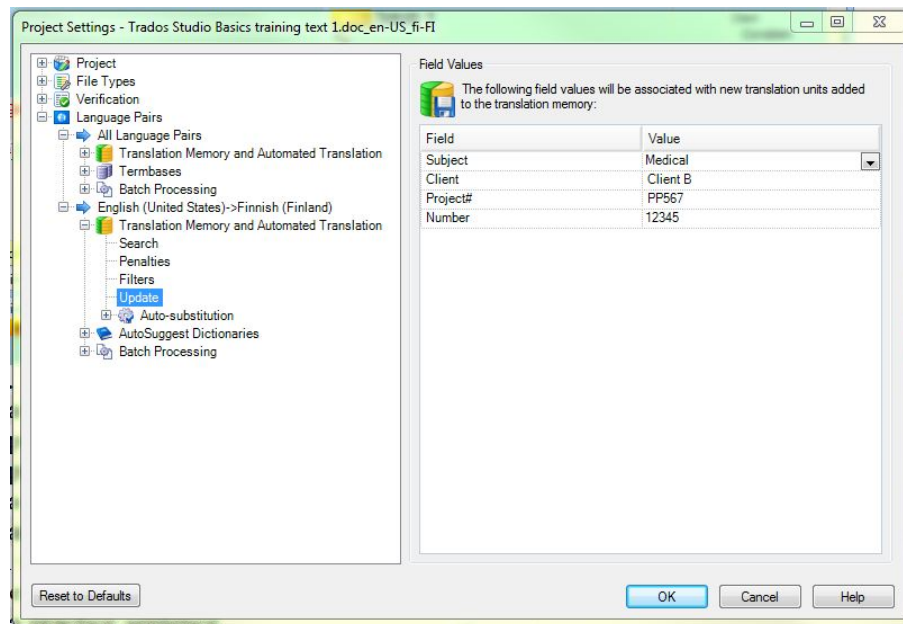6. An additional method to add fields and field values is to use the Record Source TU app.

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 Settings** (after document has already been opened) and drill down to **All Language Pairs** (or 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 **File > Options** route or the **Advanced...** button (**Project Template Settings**), it will be automatically applied to all future files/projects. You probably **don't** want this to happen, so use the **Project Settings** 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.
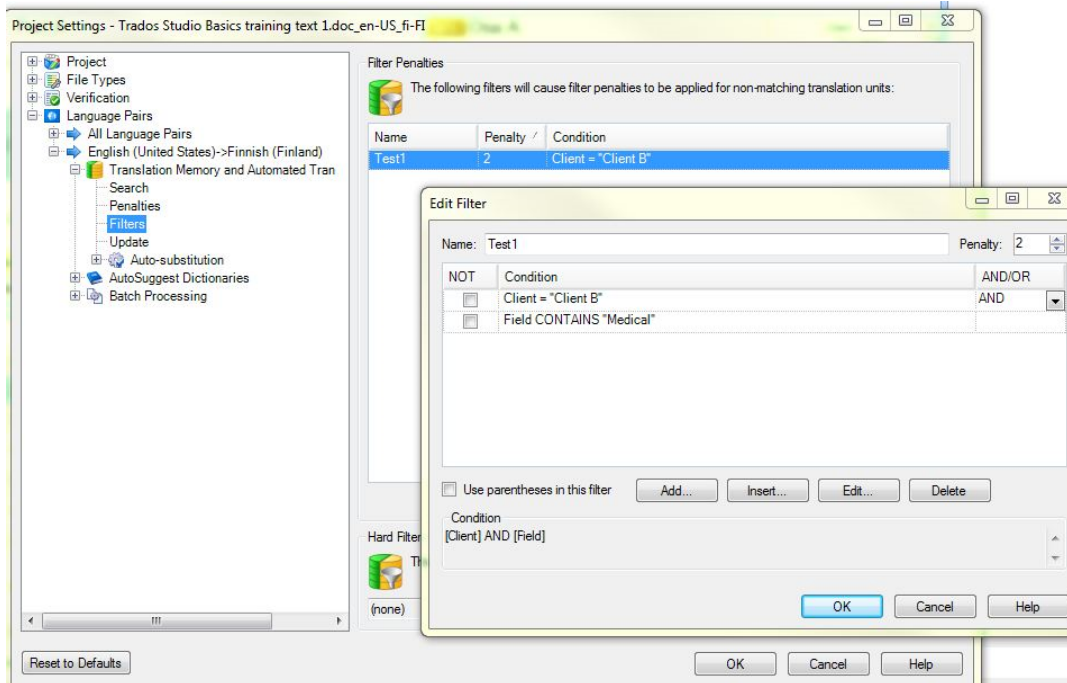5. When finished, click **OK**.

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** (**File > Options > Editor > Translation Results Window > Show translation unit field values** / **Number of field values to show**) and the **Concordance Search Window** (**File > Options > Editor > 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**.

Translation Memory 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 (**File > Options > Editor > 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.
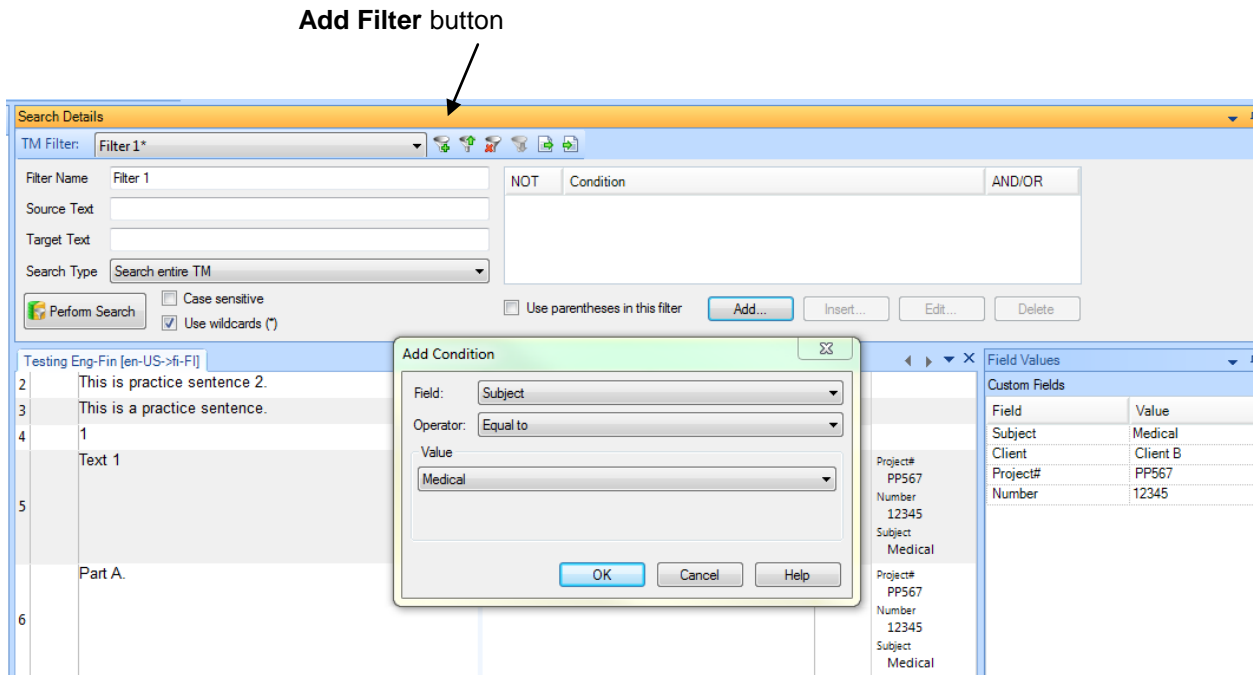
Add Filter button

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

B. Importing
1. TM fields of the <u>target</u> 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.

For more information about fields and attributes in Trados Studio, see this blog article.