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SDL Trados Studio – A Practical Guide

Learn how to translate more efficiently with SDL Trados Studio 2014

Foreword by Daniela Ford, Dipl.-Fachübersetzerin, MITI, Managing Director of Softrans Ltd, Lecturer in Translation Technology at UCL and Imperial College London

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Foreword

Life as a professional translator today is a completely different kettle of fish to what it was only 25 years ago. Translators are no longer "just" linguists—many have to embrace translation technology in order to remain competitive or to even simply get that in-house or freelance translation job.

One of the major developments in translation technology has been Translation Memory Tools—software programs that became commercially available in the mid-1990s and started out as mere databases, which a translator could "fill" with original texts and their corresponding translations, and which would then serve as the translator's memory. If the translator translated another text that contained identical or even similar sentences, the translation memory would search automatically (in the background) whether a translation already existed, and if so, would insert this translation automatically into the new file for translation. It all seemed magical at the time, although it obviously wasn't!

Back in the day, Translation Memory software was small, shipped on 3.5-inch floppy disks, and the user guide consisted of some 30 pages, which a fairly computer-literate translator could peruse and then proceed to use the software straight away. Times have changed since then; there are now a lot of different Translation Memory tools from a number of vendors on the market. The software tends to be available for download only, and most tools no longer come with a printed user guide but a massive online help consisting of thousands of pages. The software itself has become a full-blown tool in many cases, with features such as terminology management, project management, and so forth added on.

Many Translation Memory tool vendors now offer online and face-to-face training sessions in order to assist users to learn how to use the tool. Similarly, many universities all over the world have recognized that their translation students need to know what a Translation Memory tool is and how to use it, and have therefore included translation memory in their curricula.

This book has a really practical focus and fills a big gap in the market. I can see the book being used by both fledgling and experienced translators to learn how to use SDL Trados Studio at their own pace. I can also see the book on the virtual and real bookshelves of university libraries and as a companion/reader on every university course that teaches SDL Trados Studio.

London, February 2014

Daniela Ford

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About the Author

Andy Walker has worked for many years as a translator and is an experienced trainer and teacher of translation technology. He combines his work as a freelance translator (working from Japanese, French, and German into English) and Japanese-English interpreter with the post of a Senior Lecturer in Translation Technology at the University of Roehampton in London. As well as being a Member of the Institute of Translation and Interpreting (MITI), he is an Approved Trainer for SDL Trados Studio and currently one of SDL's Lecturer Champions.

I would like to thank my family, my colleagues at the University of Roehampton, and the staff of SDL for their support with the writing of this book. In particular, I would like to acknowledge the role of the technical reviewers Alison Field, Jerzy Czopik, and Daniela Ford. Their numerous insights, corrections, and suggestions have resulted in great many improvements to the content of the book.

About the Reviewers

Jerzy Czopik, born in Cracow, studied Mechanical Engineering at the Cracow Technical University. He finished his studies after relocating to Germany in 1986 at the University Dortmund. Since 1990, he has been a full-time translator and interpreter for German and Polish. He is a user of many CAT tools and trainer for SDL Trados products. He is an LICS auditor for the translation standard EN 15038.

He is the author of the manual *SDL Trados Studio 2009 dla (nie)wtajemniczonych*, published by *Biuro Marketingowe Adebik, 2011*, ISBN 8362134097.

Alison Field is a freelance technical translator, proofreader/reviewer, and trainer. She has worked in linguistics for some considerable time, covering virtually all aspects of the translation chain at some point in her career, seasoned with teaching French for enjoyment.

For many years, Alison worked for Balthasar Ltd, a small translation agency based in Herefordshire. This is a company that has built its success, firstly on the strength of a gifted, committed team, and secondly, by never compromising on its watchword: quality.

Through this experience and her own ongoing professional development, Alison became increasingly conversant, first with Trados, then SDL Studio, and of course MultiTerm. She progressed to becoming an invaluable member of the SDL beta testing team, which she finds highly rewarding.

Alison loves nothing better than "playing" with languages, especially using computer software to do so. She happily spends hours troubleshooting others' issues with CAT software, displaying all the tenacity of a Yorkshire terrier with a bone. When presented with an apparently insoluble problem, Alison's usual response is "hmm, that's interesting…", following which she might not surface again for a few hours until she has got right to the root of the problem, and probably solved several others along the way!

I would like to thank Andy for the honor of performing a technical review of his book, which I have thoroughly enjoyed.

Daniela Ford has an MSc in Technical Translation from the University of Hildesheim, Germany. She started her professional career in London where she worked for 5 years as an in-house translator (French/English into German) before going freelance in 1999 and then forming her own limited company. Her main subject areas are technical and software localization, and she works for many international blue-chip companies.

She has been teaching MSc Translation part-time at Imperial College London since 2001 (when the course was launched) and is continuing to teach it since the course was transferred to University College London, in 2013. She has also been involved in teaching a module on translation memory and machine translation at the University of Westminster in London, and is currently still teaching Translation Technologies at the University of Westminster as a visiting lecturer, as well as several other universities in and outside of London, including Doha (Qatar). She was involved in a three-year EU-funded project on creating e-learning courses for translators, and is the author and moderator of the e-learning course on Software Localization at Imperial College London, which is currently running for the 16th time and attracts participants from all over the world.

Daniela Ford is an SDL-certified trainer for SDL Trados technologies and has also given several talks at international conferences including Aslib Translating and The Computer (London) and the ITI (Institute of Translation & Interpreting) Conference in the UK. She is also a committee member of the London Regional Group of the ITI.

A keen reader and language enthusiast, she has learned around 10 languages so far in her life, and has a passion for everything related to language technologies including software development and localization.

Daniela Ford is married and lives and works in London.

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Table of Contents

Preface **1**

Chapter 1: Getting Started with SDL Trados Studio **7**

- **Installing SDL Trados Studio** **7**
  - Selecting languages when installing the Freelance version 8
- **Running SDL Trados Studio for the first time** **8**
- **Navigating the interface** **11**
  - The Navigation pane 12
    - OpenExchange apps 12
    - The navigation buttons 12
  - The application ribbon 13
    - The File menu 13
    - Ribbon tabs and groups 13
- **Customizing the interface** **14**
- **Getting help** **15**
- **Summary** **16**

Chapter 2: Creating and Using Translation Memories **17**

- **Creating a folder structure** **17**
- **Creating a translation memory** **18**
- **Selecting a translation memory** **20**
  - Using automated translation providers 22
- **Working with more than one translation memory** **23**
  - Adding a further translation memory 23
    - Options in the Open Document dialog box 24
    - Working with the translation memories list 25
- **Organizing your translation memories** **25**
- **Summary** **26**

Chapter 3: Translating a File 27
- **The Editor view 28**
  - The Editor view ribbon 28
- **Translating a file in SDL Trados Studio 28**
  - Opening an individual document for translation 29
  - Translating in the side-by-side editor 30
    - Translating the text 31
    - The Translation Results window 32
    - Inserting matches from the TM 33
    - No matches from your TM? 34
    - Editing a confirmed segment 35
    - Clearing the target segment 35
    - Tracking your progress 35
  - Saving your bilingual document 36
    - AutoSave 37
  - Closing and reopening a bilingual file 37
  - Concordance – searching inside the TM 38
    - Automatic concordance searches 39
  - An easy way to insert numbers 40
  - Auto-propagating segments 40
  - Auto-propagated 100% matches with placeables 41
  - Standard Windows shortcuts 42
  - Splitting and merging segments 42
    - Splitting a segment into two 42
    - Adding line breaks inside segments 42
    - Editing the source segment 43
    - Merging two or more consecutive segments 44
    - Merging segments over hard returns 44
  - Customizing the keyboard shortcuts 45
  - Standard formatting and special characters 46
  - Automated translation 46
- **Previewing your translation 47**
- **Generating the translated document 48**
- **AutoSuggest technologies 48**
  - AutoText 48
  - AutoSuggest dictionaries 49
    - Generating an AutoSuggest dictionary 50
- **Customizing the Editor view 51**
- **Summary 52**

Chapter 4: Formatting and Tags 53
- **Different formatting penalty 54**
- **Inserting formatting 54**

Inserting and working with tags **55**
  Inserting single tags 55
  Inserting tag pairs 56
  Displaying information about tags 57
    Displaying Tag Id numbers 57
  Dealing with tag-heavy segments 57
    Copy Source to Target commands 58
  Removing formatting and tags 58
  Ghost tags 60
  Tag verification 60
Summary **61**
Chapter 5: Word Counts and Billing Information **63**
About word counts **63**
Using the sample file **64**
Performing an analysis **64**
  Analyzing an individual document 64
  Analyzing files in a project 65
Configuring the settings **66**
The Analyze Files report **68**
  Match types 70
  Saving the report 71
  Aggregating the figures 71
Analyzing files without a TM **72**
Summary **72**
Chapter 6: Editing and Quality Assurance **73**
Working in Review mode **73**
  Opening a file for review 74
  The Review tab 75
  Approving and rejecting segments 75
Moving through a document **76**
Interpreting the fuzzy match icons **77**
Checking the spelling **77**
Working with comments **78**
Tracking your changes **80**
  Activating Track Changes 81
  Editing your work with Track Changes 81
  Preserving tracked changes in translated documents 82
  Previewing the effect of tracked changes 82
  What if your source file already contains tracked changes? 83

Find and Replace **84**
The Display Filter **85**
Quality assurance checks **86**
  Configuring the QA Checker 86
  Verifying a file 88
  Keeping a record of mistakes reported 89
  Correcting reported mistakes 90
Auto-propagate settings **92**
Converting SDLXLIFFs to Word documents **94**
Summary **96**
Chapter 7: Working with Projects **97**
Working in a project **97**
  Reasons to use a project 98
  Creating a project 98
    About file usage 101
  Translating files in a project 102
  Opening an existing project 103
  Global profile settings versus active project settings 104
  Reusing your project settings 106
  Useful options in the Projects view 107
  Adding files to an existing project 107
  Generating and locating translated documents 108
  Useful batch tasks 109
  Finding and replacing text in multiple SDLXLIFFs 110
  Merging files into one SDLXLIFF 112
    Merging files during project creation 112
    Merging files on the fly with QuickMerge 113
Tools for project managers **113**
  PerfectMatch 114
  Project packages 115
    How project packages work 116
    Creating a project package 116
    Opening a project package 117
    Returning translated or reviewed files 118
    Opening a return package 118
  About project translation memories 118
Summary **119**
Chapter 8: Managing Terminology **121**
Managing terminology in MultiTerm **121**
  Essential information about MultiTerm termbases 122
  Creating a simple termbase 123

Modifying an existing termbase 126
Using termbases in SDL Trados Studio 127
Selecting termbases in SDL Trados Studio 127
Using termbases during translation 129
Adding entries to a termbase during translation 129
Inserting termbase matches into your translation 130
Configuring how termbase matches are displayed 132
Converting terminology between MultiTerm and Excel 133
Glossary Converter tool 134
Preparing your terminology before import 134
Converting from Excel to MultiTerm 135
Converting from MultiTerm to Excel 137
Converting glossaries with MultiTerm Convert 138
Preparing your terminology before import 138
Stage 1 – running MultiTerm Convert 138
Stage 2 – creating a new termbase from your structure file 141
Stage 3 – importing the content 142
Importing into an existing termbase 143
Summary 143
Appendix A: Working with Files from Earlier Versions of Trados 145
Converting SDL Trados 2007 memories 145
Importing TTX and ITD files 147
Opening TTX and ITD files in the Editor 148
Opening bilingual Word files in the Editor 148
Summary 148
Appendix B: Managing Translation Memories 149
Maintaining translation memories 149
Opening a TM 149
Finding and replacing text in a TM 150
Standard find and replace operations 150
Finding text in both source and target 151
Running multiple find and replace operations 152
Filtering text to find and replace 153
Applying filters when searching TMs 154
Editing and deleting TUs 154
Importing and exporting TMs 155
Exporting a TM 156
Importing a TM 156
Merging memories with different sublanguages 157
Working with TM fields 157
Using TM fields during translation 157
Filtering on TM fields during translation 158
Using a filter to modify fields in the TM 159

Alignment **161**
Aligning files 162
Alignment penalty 167
Summary **167**
Index **169**

Preface

SDL Trados Studio – A Practical Guide is intended to be a practical guide to the use of **SDL Trados Studio 2014** which is both accessible to the novice and detailed enough to help more experienced users develop their knowledge further. Our intention has been to write in plain English, avoiding the use of unnecessary jargon, and to present information and instructions in self-contained sections corresponding to the tasks that users will likely need to perform in practice. For several chapters, we have created downloadable sample files so that readers can work along with the instructions, but the material in this book is equally intended as a source of reference for readers to use in their learning. The key tasks are organized into eight chapters, with topics for further exploration in two appendices. SDL Trados Studio 2014 is a tool that is rich in features, and much of the information presented in one chapter will of course apply equally in situations described in others. We hope that you will enjoy using this book.

What this book covers

Chapter 1, *Getting Started with SDL Trados Studio*, shows how to install and run SDL Trados Studio 2014 for the first time, navigate your way around the SDL Trados Studio 2014 interface, and customize it to your own way of working.

Chapter 2, *Creating and Using Translation Memories*, explains how to create a translation memory and select translation memories to use when you open a document for translation.

Chapter 3, *Translating a File*, shows how to translate a file in SDL Trados Studio, from opening a document to generating the translated version, including lots of practical tips and tricks for getting the best out of SDL Trados Studio while you translate. This chapter has a downloadable sample file to work along with.

Chapter 4, *Formatting and Tags*, explains how to work with visual formatting and tags to ensure that the formatting and functionality of your translated document is the same as that of the original. This chapter has a downloadable sample file to work along with.

Chapter 5, *Word Counts and Billing Information*, demonstrates how to produce a report showing the word count broken down into various types of match and use this information for quoting and billing. This chapter has a downloadable sample file to work along with.

Chapter 6, *Editing and Quality Assurance*, shows how to make the best of SDL Trados Studio during the review process using features designed specifically to help you edit and check your work, such as Review mode, the Display Filter, Track Changes, Comments, and the QA Checker. This chapter has a downloadable sample file to work along with.

Chapter 7, *Working with Projects*, explains how to use a project both to preserve and re-use your translation settings and to translate a set of files as a part of the same job. This chapter also shows how to use project packages to share the material in a project with another person.

Chapter 8, *Managing Terminology*, shows how to create a termbase for storing terminology and other chunks of text, which can then be used to recognize and display term matches automatically during translation.

Appendix A, *Working with Files from Earlier Versions of Trados*, indicates how to upgrade SDL Trados 2007 translation memories and use bilingual Translator's Workbench and TagEditor files in SDL Trados Studio.

Appendix B, *Managing Translation Memories*, explains how to import and export translation memory data in SDL Trados Studio translation memories and selectively modify or delete their content. This chapter also explains how to use the alignment feature to recycle content from existing pairs of documents (source and translation) that were translated without using a translation memory tool by aligning them for use in an SDL Trados Studio translation memory.

What you need for this book

To follow the guidance and instructions in this book, you will need a functioning copy of SDL Trados Studio 2014 and SDL MultiTerm 2014.

Version of SDL Trados Studio used in this book

In this book, we work with SDL Trados Studio 2014 - 11.0.3636.0, the latest version of the software at the time of writing. We refer to the Professional and Freelance versions of SDL Trados Studio and indicate the relevant differences between them at the appropriate points in the book. For information on the available versions of SDL Trados Studio and the differences between them, please visit the SDL website at `http://www.sdl.com/products/sdl-trados-studio/index-tab4.html#10-1808`.

System requirements for SDL Trados Studio

"As a minimum requirement, we recommend a recent Microsoft Windows-based computer (including Intel-based Apple Mac computers running Windows as an operating system) with 2 GB RAM and a screen resolution of 1280x1024. For optimum performance on 64-bit operating systems, we recommend 4 GB RAM or more and a higher screen resolution."

SDL, `http://www.sdl.com/products/sdl-trados-studio/faqs.html#tag13` (February 2014)

Who this book is for

This book is designed both for new users and those who already have some knowledge of SDL Trados Studio. Its aim is to acquaint you with the key features of the program quickly and to help you enhance your knowledge through more in-depth exploration. No previous experience of translation memory programs is required, although it is assumed that readers will be comfortable working with standard MS Windows applications.

Conventions

In this book, you will find a number of styles of text that distinguish between different kinds of information. Here are some examples of these styles, and an explanation of their meaning.

Code words in text, database table names, folder names, filenames, file extensions, pathnames, dummy URLs, user input, and Twitter handles are shown as follows: "In the project folder, select the blue project file (`sdlproj`)".