



**QUICK START GUIDE**

**SDL TRADOS STUDIO 2009  
TRANSLATING AND REVIEWING  
DOCUMENTS**

**INNOVATION DELIVERED.**

**SDL** | Trados Studio  
2009

## COPYRIGHT

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SDL Trados Studio Translating and Reviewing Documents Quick Start Guide  
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This guide ships with SDL Trados Studio 2009.

February 2010

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# About this Quick Start Guide

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## ***Who is This Guide For?***

This guide is for translators and reviewers. It focuses on how to translate and review files. These can be single files you have opened for translation or files that you have opened from a project or project package.

## ***How to Use this Guide***

You can use the sample files to complete the exercises. Each exercise builds on the last so if you are using the sample files you need to follow through the instructions step-by-step.



This symbol indicates there are sample files available to complete the exercise and their location.



This symbol indicates that there is tip providing additional information on the task you are performing.

### **NOTE**

This symbol indicates that there is an important piece of information you need to know for the task you are performing.

**Keyboard Shortcuts** Any keys that you need to press on your keyboard are displayed in the following font: `Ctrl+Enter`.

## ***Other Information Sources***

Here are some other sources of information you can access:

- *SDL Trados Studio Help*
- *SDL Trados Studio Migration Guide*
- *Project Management Quick Start Guide*
- *Translation Memory Management Quick Start Guide*

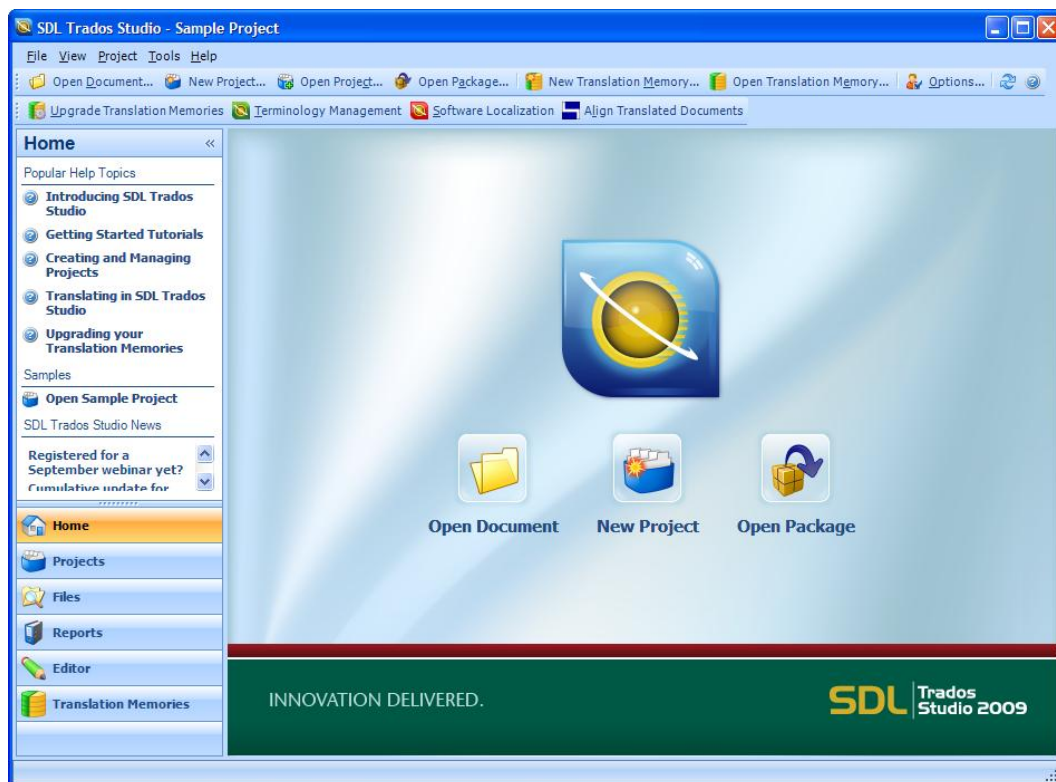
# Introducing SDL Trados Studio







## Description

SDL Trados Studio enables organizations to effectively manage all aspects of translation projects. SDL Trados Studio incorporates project management and computer-aided translation (CAT) tools for use by project managers, translators, editors, proofreaders and other language professionals. These are presented in easy-to-use views which you can arrange to look and work the way that you prefer.

## The Views

To display a view in SDL Trados Studio, click the button that bears the name of the view or the icon for that view. The view navigation buttons appear at the bottom of the navigation pane.



View	Description
 <b>Home</b>	<p>These are some of the commands you can access from this view:</p> <ul style="list-style-type: none"> <li>• Open a document for translation.</li> <li>• Open packages.</li> <li>• Define default global settings.</li> </ul> <p>Selecting any of these commands will switch you to the appropriate view in SDL Trados Studio or open another application where you can perform the action.</p>
 <b>Projects</b>	<p>This is where you view and work with projects. You can select a project to view detailed project and file information and track project and file status.</p>
 <b>Files</b>	<p>This is where you work with project files. From here you can:</p> <ul style="list-style-type: none"> <li>• Open files for translation.</li> <li>• Open files for review.</li> <li>• Perform batch processing on files.</li> <li>• You can also view word counts and translation progress for these files.</li> </ul>
 <b>Reports</b>	<p>This is where you view project reports. The reports provide detailed translation analysis figures which feed directly into the project planning and budgeting process.</p>
 <b>Editor</b>	<p>This is where documents are translated and reviewed.</p>
 <b>Translation Memories</b>	<p>This is where you create and manage translation memories.</p>

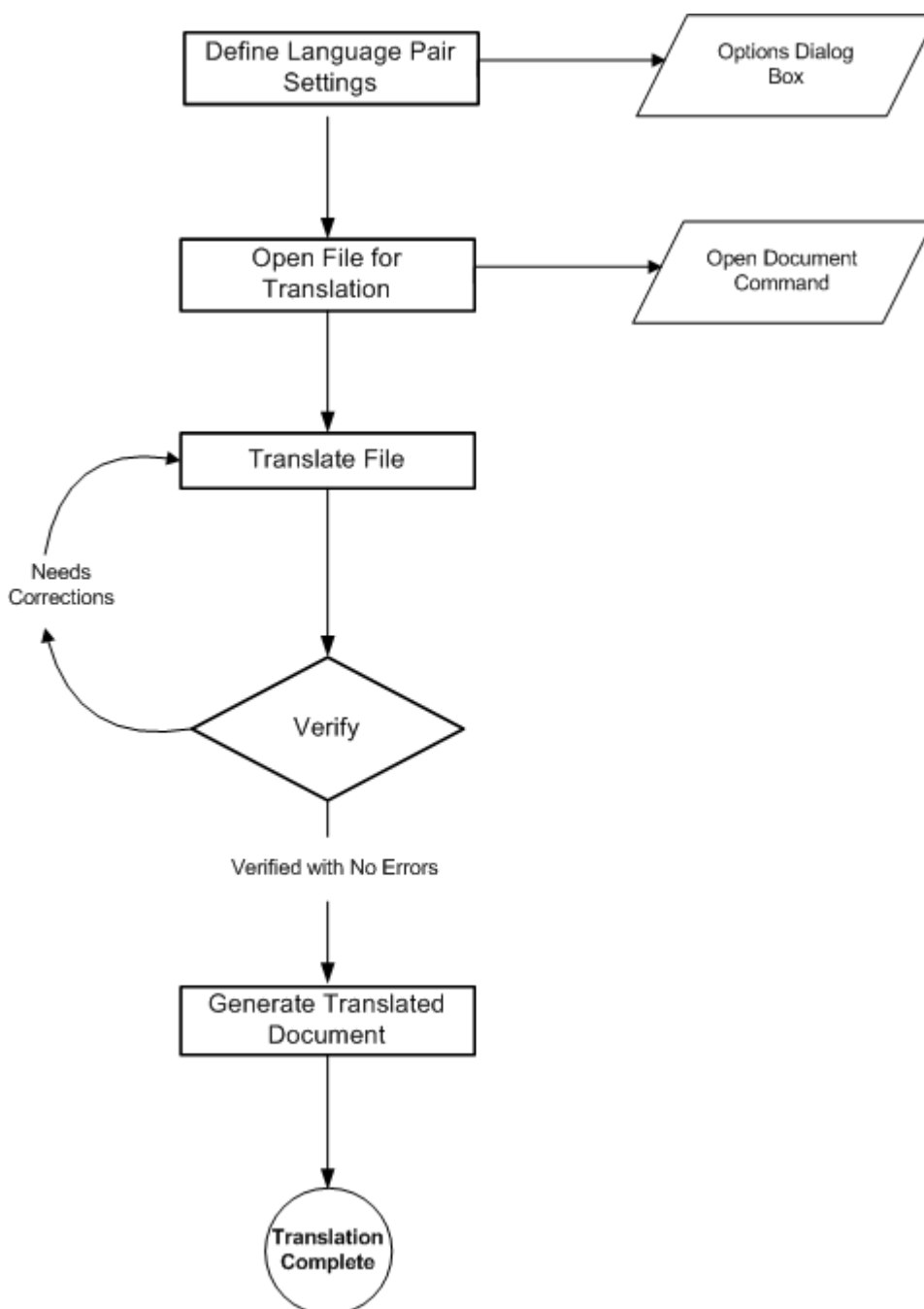
## Workflows

There are two potential workflows that you can follow in SDL Trados Studio. These are workflows that you control and can be changed to suit your needs.

- Single-file Translation
- Project Package Translation

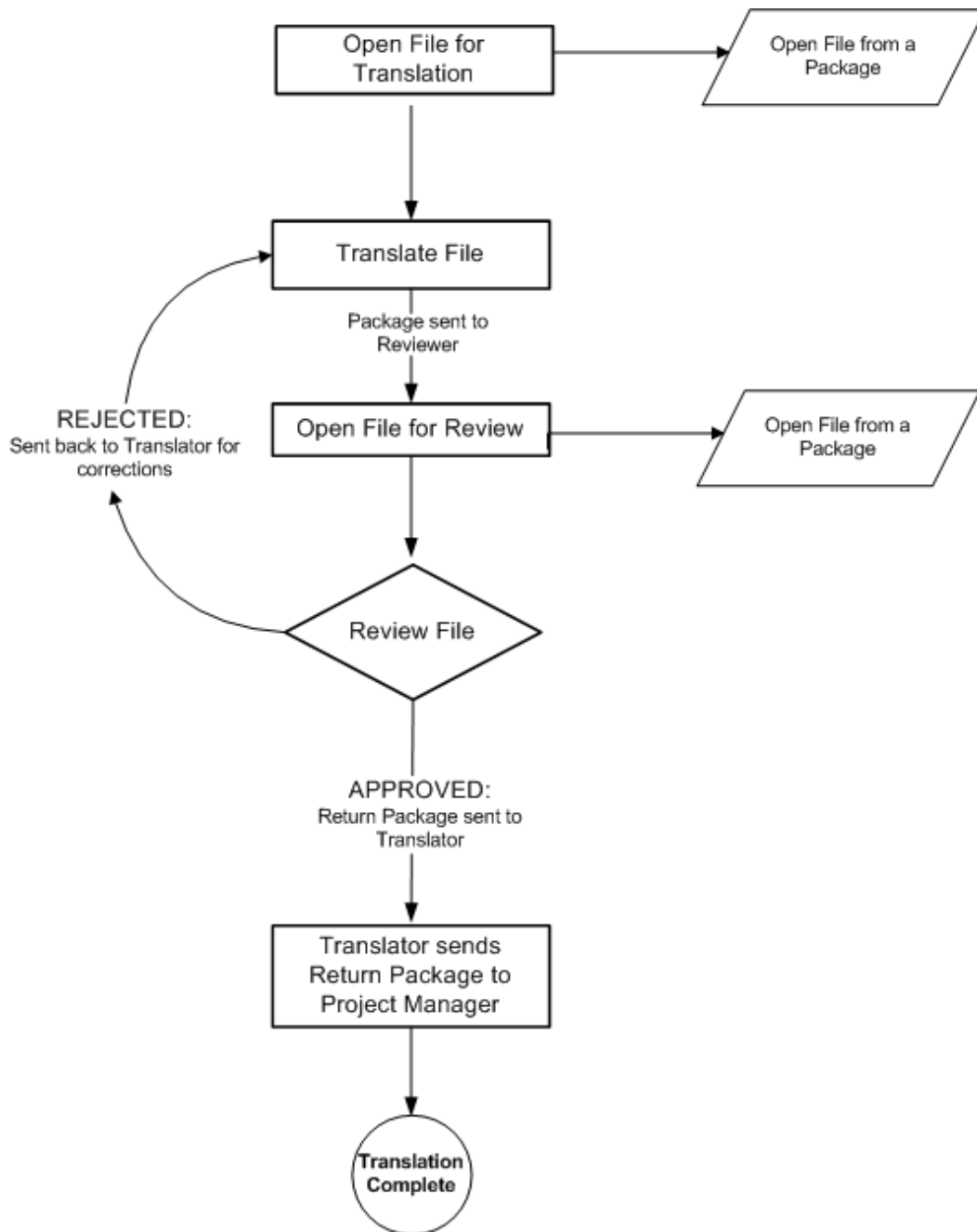
### ***Single-File Translation Workflow***

The following diagram shows one potential way of translating in a single-file translation workflow:



## Project Package Translation Workflow

The following diagram shows one potential way of translating in project package workflow:

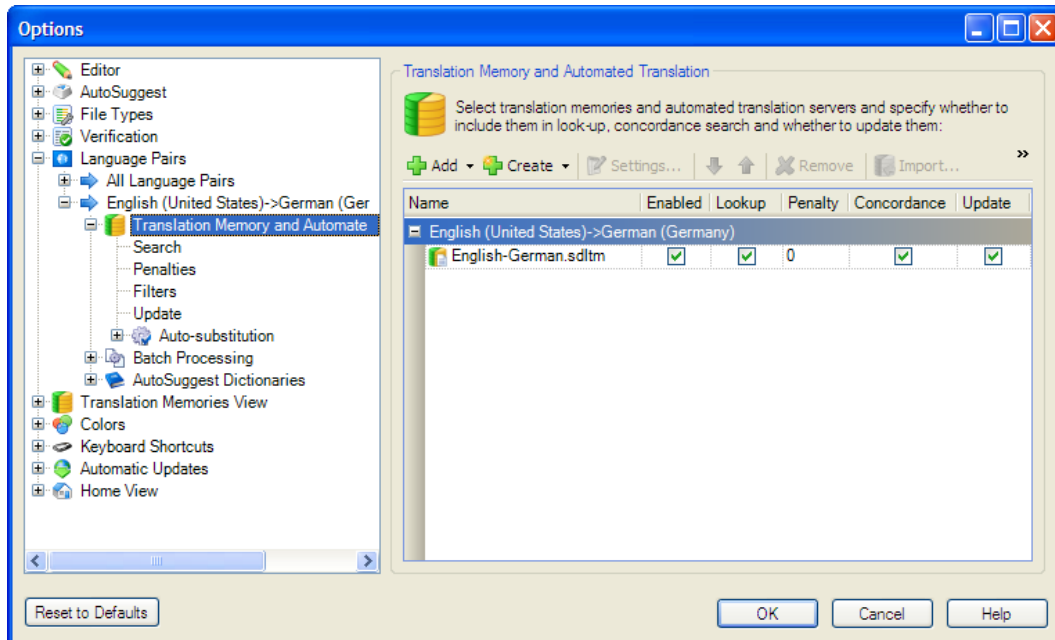


# Default Language Pair Settings

## Options Dialog Box

You may want to set up your default settings for a language pair prior to translating documents. This allows you to use the same settings and resources for all your translations for that language pair.

For example, suppose you translate from English to German, you may want to specify which translation memory, termbase and other resources to use. You can define default settings for use in your translation in the **Options** dialog box.



## Resources

You can select the following resources:

Resource	Description
<b>Translation Memories</b>	<p>The SDL Trados Studio translation memory format is <i>.sdltm</i>. If you have a translation memory from a previous version of SDL Trados or SDLX, refer to the online help or the <i>SDL Trados Studio 2009 Migration Guide</i> for details of how to upgrade the translation memory to the current format.</p> <p>You can also connect to server-based translation memories.</p>
<b>Automated Translation Server</b>	<p>Automated translation is translation performed by computer software. The application that provides the automated translation is installed on a server and is accessed in a similar way to a server-based translation memory. SDL offers a default Automated Translation Server for selection or you can add your own.</p>
<b>Termbases</b>	<p>SDL MultiTerm 2009 (<i>.sdltb</i>) termbases are used in SDL Trados Studio 2009. In addition, you can use the following legacy termbase formats.</p> <ul style="list-style-type: none"> <li>• SDL MultiTerm 2007 (version 7.5) and previous 7.x releases</li> <li>• SDL MultiTerm iX (version 6.x).</li> </ul> <p>When you open legacy termbases, they are automatically upgraded to SDL MultiTerm 2009 (<i>.sdltb</i>) format.</p> <p>You can also connect to sever-based termbases.</p>
<b>AutoSuggest Dictionaries</b>	<p>AutoSuggest editing is an important new feature which can be used to speed up manual translation. AutoSuggest monitors what you are typing and, after you have typed the first few characters of a word, presents you with a list of suggested words and phrases from the translation memory in the target language that start with the same characters. You can use the following as sources for AutoSuggest:</p> <ul style="list-style-type: none"> <li>• AutoSuggest dictionaries - create a new or select an existing AutoSuggest dictionary created by yourself or another user. This dictionary contains words and phrases extracted from translation memories (<i>.sdltm</i>) or <i>.tmx</i> files.</li> <li>• An SDL MultiTerm termbase selected in your project.</li> <li>• AutoText entries - create a list of words and phrases manually by typing them into SDL Trados Studio.</li> </ul>

## How to Define your Default Language Pair Settings

Follow these instructions to set up your default translation memories, termbases and AutoSuggest dictionaries for translating from English (United States) to German (Germany). You can follow the same procedure for setting up default resources for other language pairs. In this example, you will use the sample project in SDL Trados Studio. Once you are familiar with these steps, you can then use them to specify your own default resources for all language pairs with which you are working.

1. Select **Tools > Options** from the menu bar. The **Options** dialog box is displayed.
2. Select **Language Pairs > All Language Pairs > Translation Memory and Automated Translation** from the navigation tree.
3. On the **Translation Memory and Automated Translation** page, you can select file-based and server-based translation memories. Select the sample translation memory file, *English-German.sdltm*.

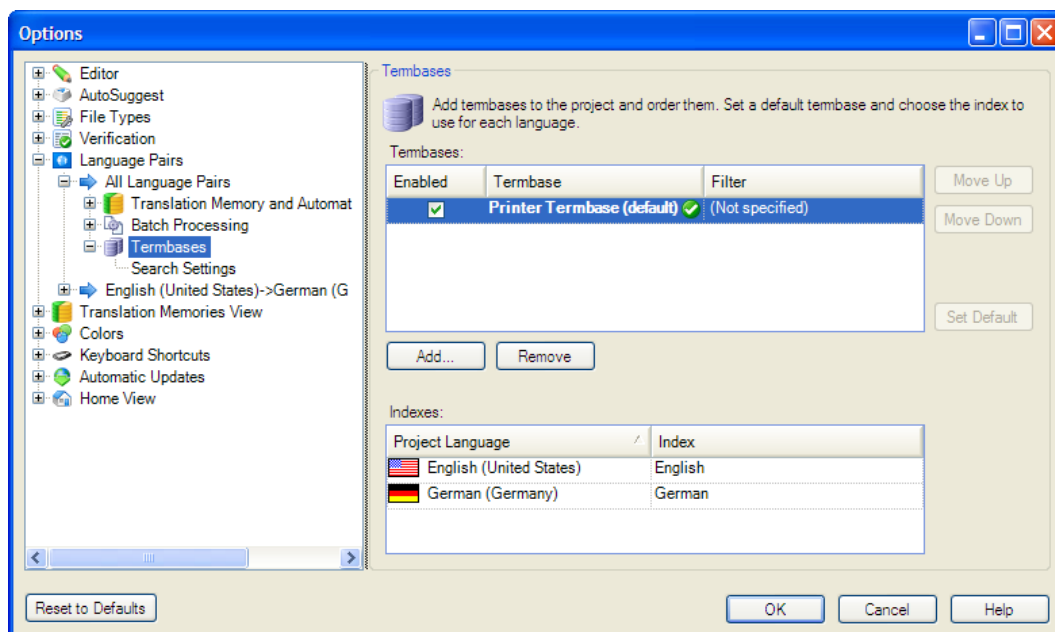


...My Documents\SDL Trados Studio\Projects\Samples\SampleProject\TMs\English-German.sdltm

- If your setup does not include any default options for the language pair, *English (United States) - German (Germany)*, you are prompted to add this language pair. Click **Yes**.
4. Select **Language Pairs > All Language Pairs > Termbases** from the navigation tree.
  5. On the **Termbases** page, you can select SDL MultiTerm termbases. Select the sample termbase file, *Printer.sdltb*.



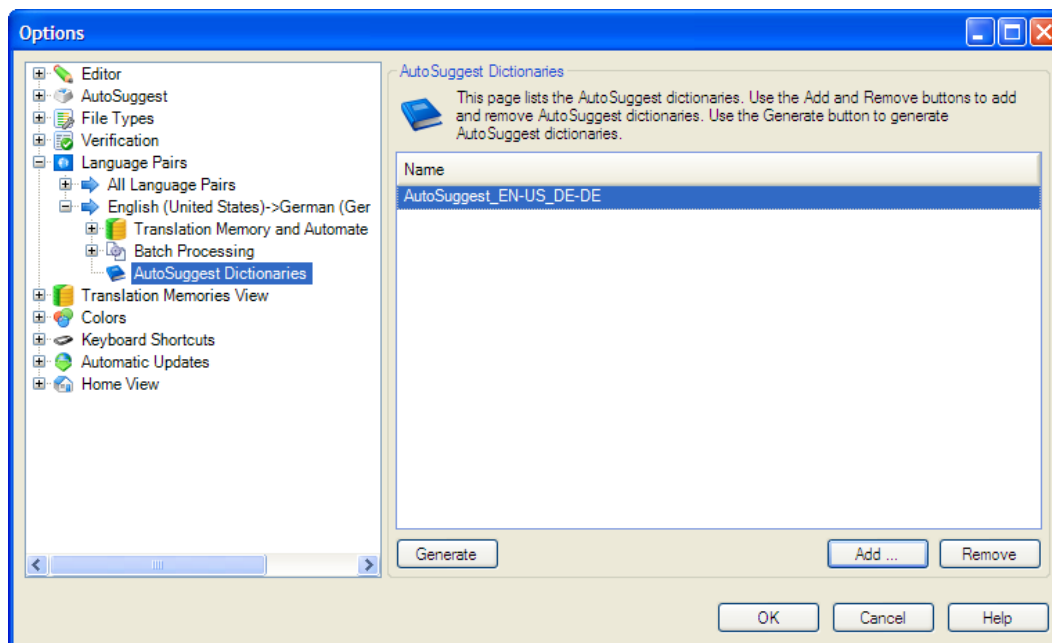
...My Documents\SDL Trados Studio\Projects\Samples\SampleProject\Termbase\Printer.sdltb



6. Select **Language Pairs > English (United States)->German (Germany) > AutoSuggest Dictionaries** from the navigation tree.
7. On the **AutoSuggest Dictionaries** page, you can select AutoSuggest dictionaries. Select the sample AutoSuggest dictionary file, *AutoSuggest\_EN-US\_DE-DE.bpm*.



...My Documents\SDL Trados Studio\Projects\Samples\SampleProject\AutoSuggest\AutoSuggest\_EN-US\_DE-DE.bpm



8. Click **OK** to save your default settings.

From now on, whenever you translate a document from English to German, these default resources will be used.



**Tip** Click through the tree structure inside your language pair to define additional settings, such as minimum fuzzy match values and auto-substitution for each translation memory and termbase.

# Translating in SDL Trados Studio

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## *How to Open a File for Translation*

In SDL Trados Studio, you can open a file for translation using two different methods. One method is for single-file translation and the other method is for opening files from a project or project package.

Open Method	Description
<b>Open a Single File for Translation</b>	Use the <b>Open Document</b> command in the <b>Home</b> view or from the <b>File</b> menu.
<b>Open a File from a Project or Package for Translation</b>	Right-click on the file name in the <b>Files</b> view and select the <b>Open for Translation</b> command.  Any translation memories, termbases, AutoSuggest dictionaries and settings associated with the package are opened automatically.

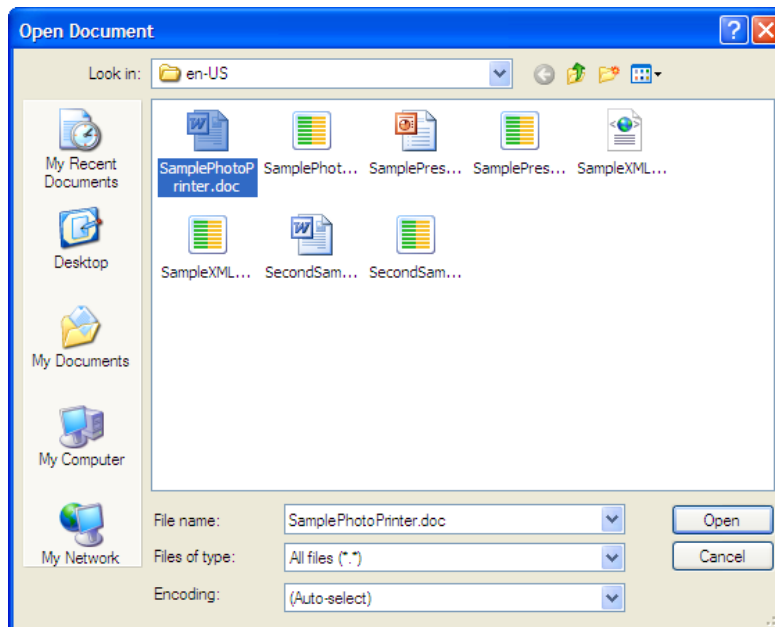
## How to Open a Single File for Translation

Assume you want to translate the *SamplePhotoPrinter.doc* from English (United States) to German (Germany). Follow these instructions to open the file and apply the settings you defined in the **Options** dialog box in the section above.

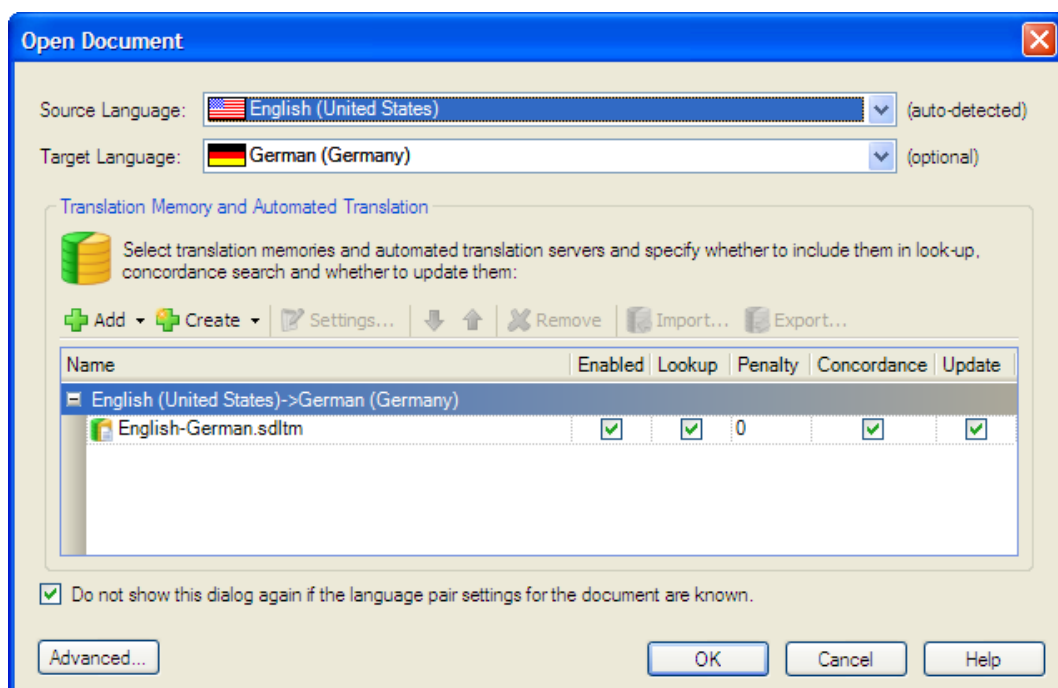
1. Click **Open Document** on the **Standard** toolbar in any view. The **Open Document** dialog box is displayed.



...My Documents\SDL Trados Studio\Projects\Samples\SampleProject\en-US\SamplePhotoPrinter.doc



2. Select the sample file and click **Open**. The **Open Document** dialog box is displayed.



The translation memory you selected for this language pair in the previous section, is automatically displayed under **Translation Memory and Automated Translation**.

**Tip** Click **Advanced** to specify advanced settings. This will also display the termbase and AutoSuggest dictionary that you selected in the **Options** dialog box as well as many other settings related to the resources used during translation (such as, minimum fuzzy match values, custom fields for updated translation units with metadata during translation and concordance search settings).

3. Click **OK**. The translatable content of the source language document is identified, segmented and placed in a bilingual SDLXLIFF file. The file is opened in the Editor window in the **Editor** view for translating and a project is automatically created with the same name as the document.

Your default translation memories, termbases and AutoSuggest dictionaries that you defined in the previous section are automatically opened. Any other settings that you specified in the **Options** dialog box are also automatically applied.

## Changing your Project Settings

Use the **Project Settings** dialog box to change the settings that are applied to the file after you open it.

Assume you want your minimum match value for fuzzy matches to 65%. This is the degree of match that must exist between a source document segment and a translation memory segment in order for the segment translation to be offered as a match. The default is 70%.

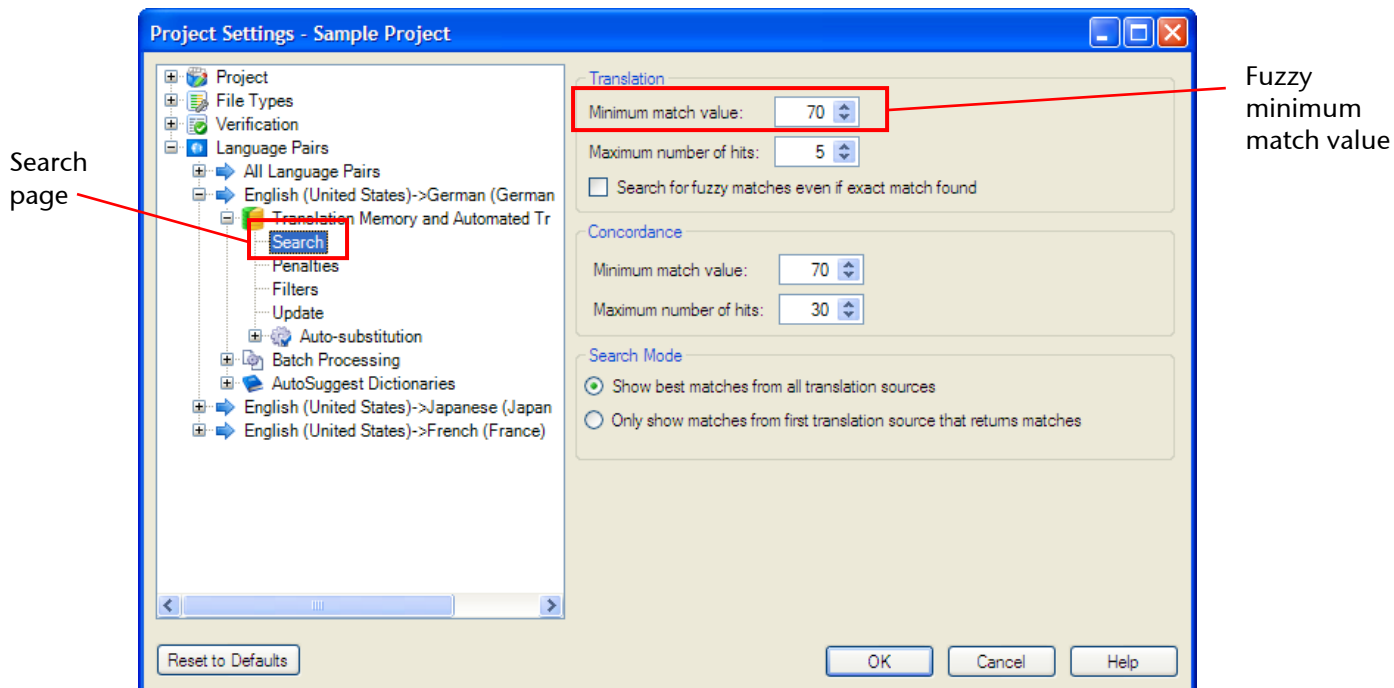
To change the minimum match value:


1. Click the **Project Settings** button in the **Translation Results** window.

Project Settings button

Segment	Source Text	Target Text	Match Type
1	Getting Started	Erste Schritte	H
2	Finding a location for your photo printer		H
3	Place the photo printer on a flat, clean and dust-free surface, in a dry location, and out of direct sunlight.		LI
4	Allow at least 12 cm clearance from the back of the photo printer for the paper to travel.		LI
5	When connecting power or USB cables,		LI

- The **Project Settings** dialog is displayed on the **Translation and Automated Translation** page.
- Select the **Search** page from the navigation tree.



- Change the **Minimum match value** under **Translation** to 65.
- Click **OK** to apply your search settings to the document that is currently open.
- Click **Save Document**  on the toolbar:
  - The **Save As** dialog box is displayed. You are prompted to save your document as *SamplePhotoPrinter.doc\_en-US\_de-DE.sdlxliff*. Click **Save** to save your document with this name.
  - A project is automatically created for this file called *SamplePhotoPrinter.doc\_en-US\_de-DE*.
- Select **File > Close** from the menu bar to close the file.

**Tip**

For instructions on how to translate the document, see [A First Look at the Translation Environment in SDL Trados Studio](#).

## How to Open a File for Translation from a Project or Project Package

Assume you have received a project package from your customer that contains files that need to be translated or reviewed. Follow these steps to open the package and start translating its contents.

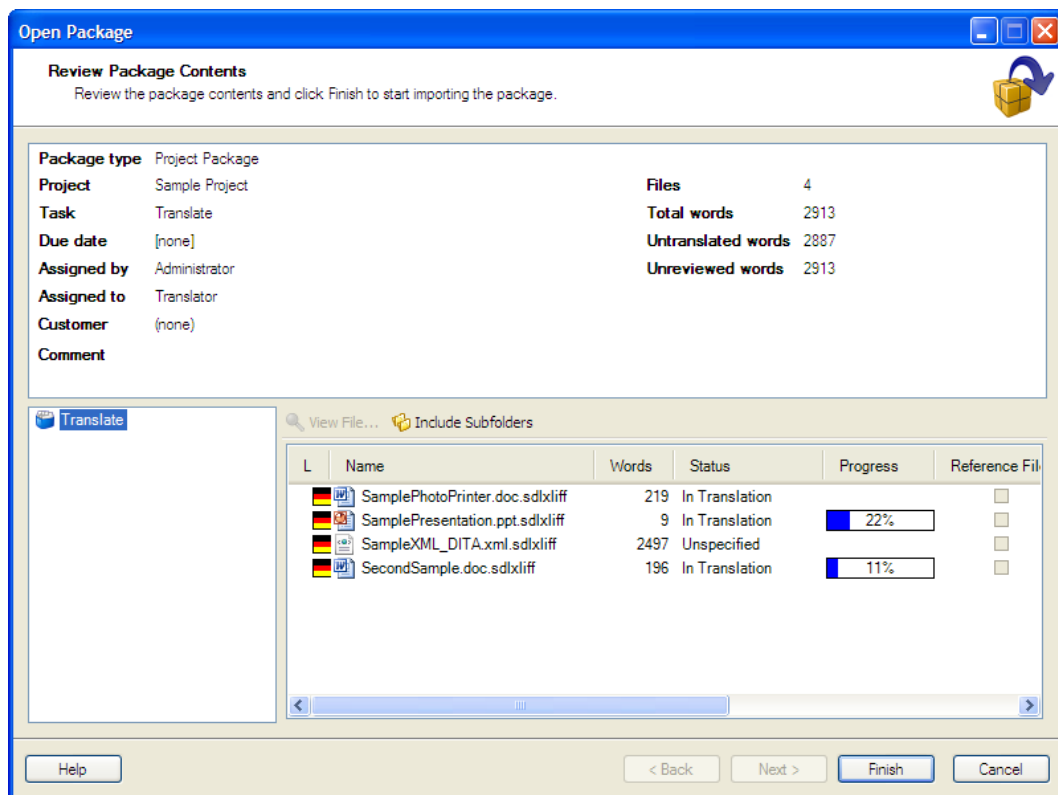
### Open a Project Package

1. Select **Open Package** from the **Standard** toolbar in any view. The **Open Package** dialog box is displayed.



If you want to follow along with this part of the exercise, ask another user of SDL Trados Studio to create a project package that you can use to open in SDL Trados Studio.

2. Select the project package to be opened and click **Open**. The **Open Package** wizard opens on the **Review Package Contents** page.



3. Click **Finish** to import the package. The **Importing Package** page is displayed.
4. If this is the first package for this project that you have ever opened, the **Browse For Folder** dialog box is displayed. Select a folder in which you would like to store the contents of the package and click **OK**. This defaults to a newly created project folder labeled with the name of the project to which the package is associated.
5. When the import is complete, click **Close** to close the **Open Package** wizard. A project corresponding to the project details in the package has been created and opened in SDL Trados Studio.

Open a Project File

The project associated with the project package you just opened becomes the active project. You can now open the project files for translation.

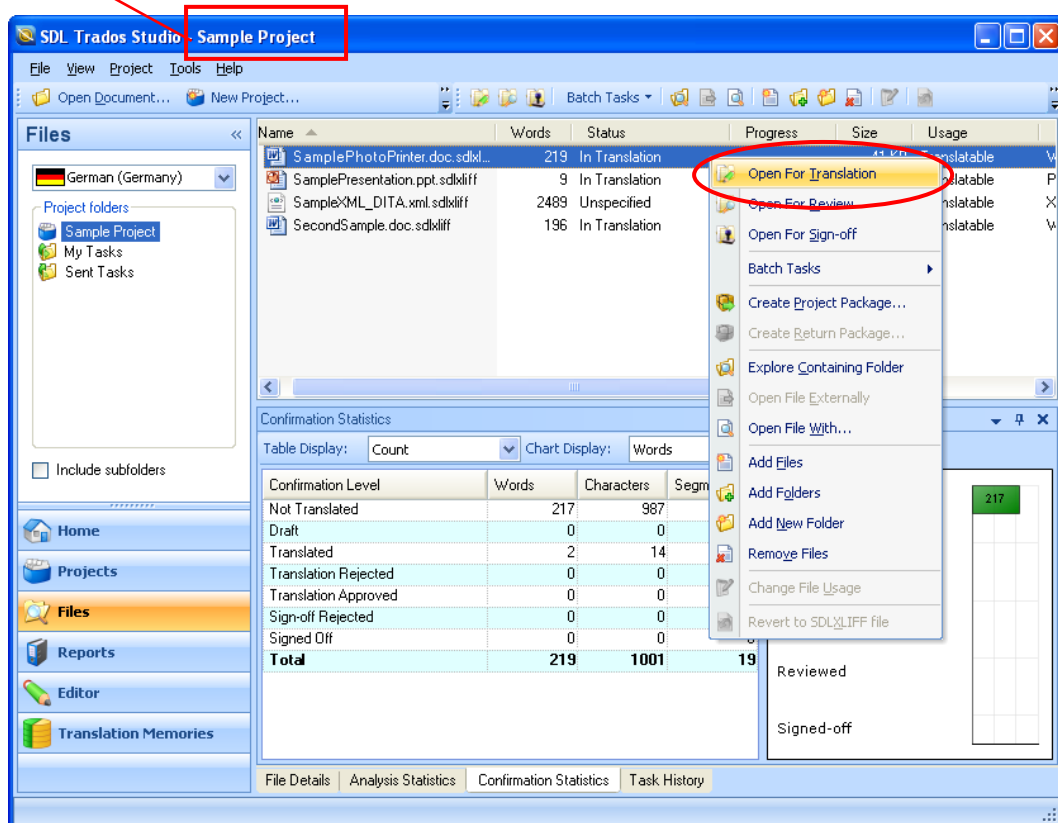


To follow along with this exercise in the application, use the *Sample Project*. If this project is not the active (currently selected) project, display the **Projects** view and double-click on *Sample Project*.

...My Documents\SDL Trados Studio\Projects\Samples\SampleProject\Sample Project.sdlproj

1. Click the **Files** button in the navigation pane to display the **Files** view. This displays all files from the project package you have just opened.

The **active project** name is displayed on the title bar:  
*Sample Project*



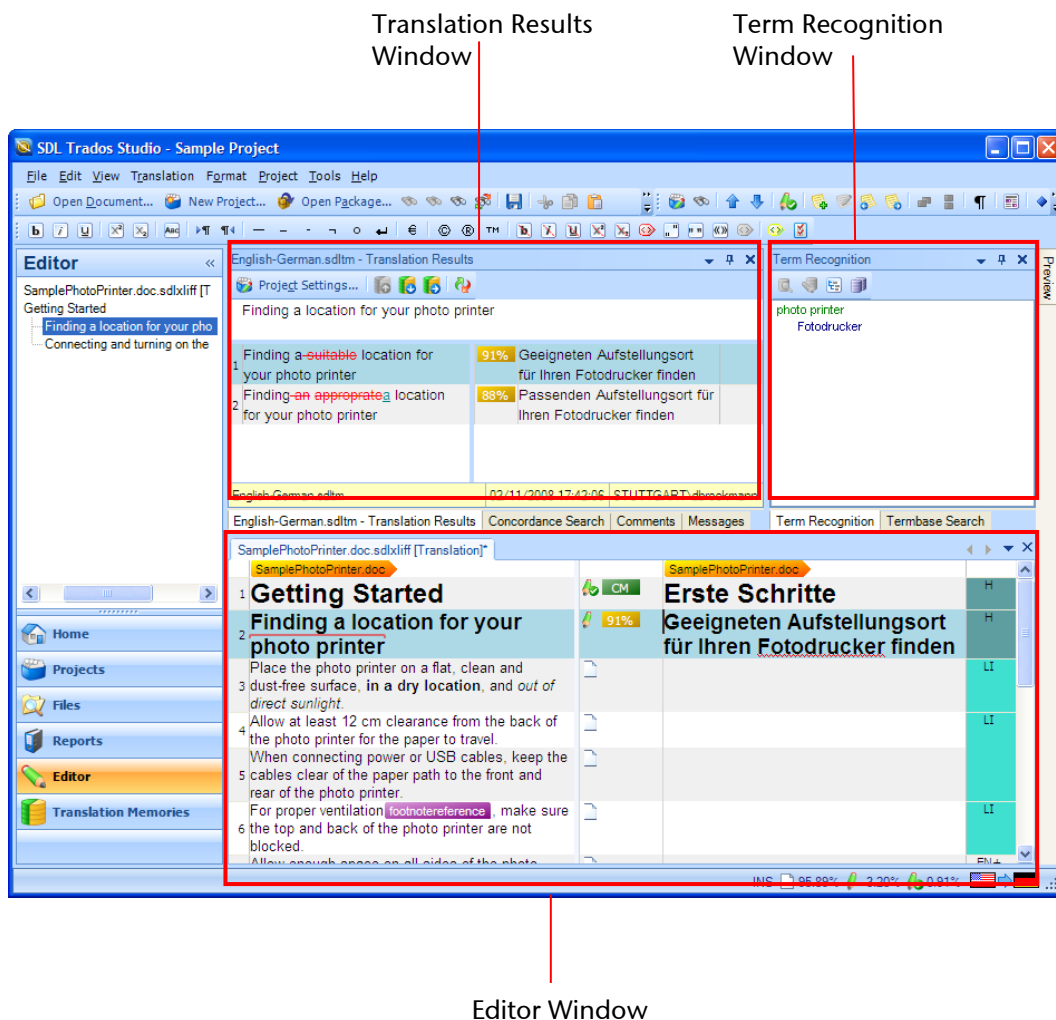
2. Double-click the *SamplePhotoPrinter.doc.sdlxliiff* file. The file is automatically opened in the **Editor** view with the associated translation memories, termbases and AutoSuggest dictionaries that were included in the project or project package.

**NOTE** You can also right-click and select **Open For Translation** from the shortcut menu to open the file, as shown in the screenshot above.

## A First Look at the Translation Environment in SDL Trados Studio

In SDL Trados Studio, documents are reviewed and translated in the **Editor** view. This view contains the following components:

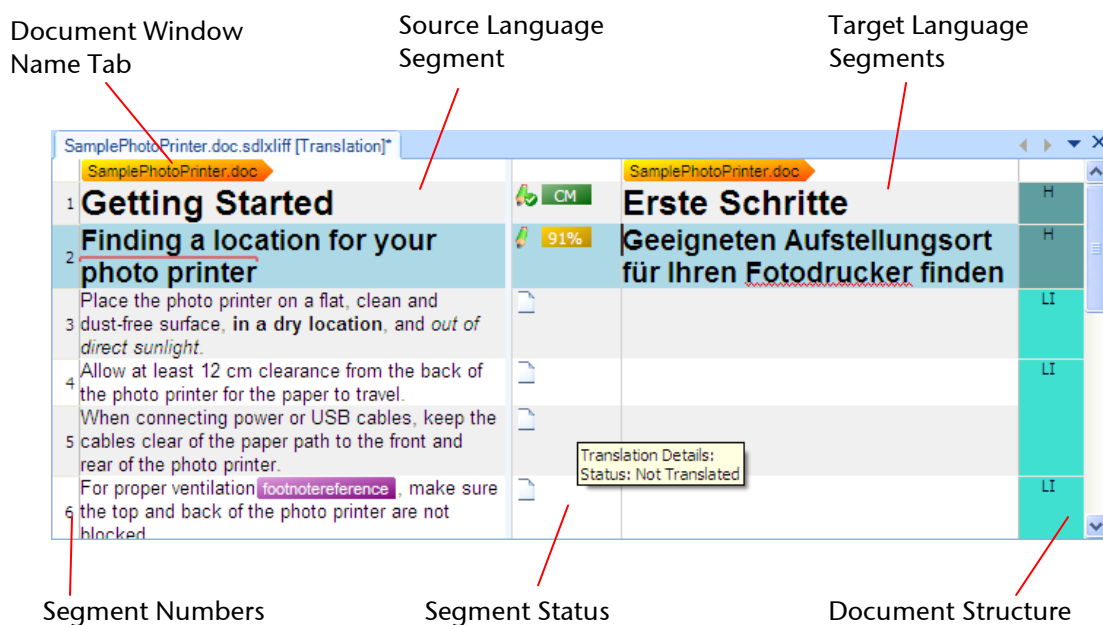
- Navigation pane, where you can see the documents that are currently open and navigate between them.
- Menus and toolbars containing editing tools.
- Editor window where you perform translation or review.
- **Translation Results** window - This window displays the results of translation memory lookups and creating draft automated translations. From here you can apply one of the results to the current segment if you are not happy with the result that is automatically applied.
- **Term Recognition** window - This window displays the results of the termbase lookups.



## A Closer Look at the Editor Window

The Editor window in the **Editor** view is where you translate documents. The bilingual SDL XLIFF document containing the text to be translated and the translation are displayed in the window, side by side. The source language text appears on the left and the target language version on the right. The content of the document is broken down into segments (typically sentences). The target language segments can be edited.

- The first column displays segment numbers. You can choose not to display segment numbers. The source and target segments can also be worked with as two separate lists.
- Between the source and target segment columns is the segment status column. This column is very important as it indicates the current translation status of the segment and its translation origin. For example, if the translation is approved and if a 100% match was found in the translation memory for this segment.
- To the right of the target language segments is the document structure column. It displays a code that tells you where in the original document the segment text appears. Hover over the code or click on the code in this column to display a description telling you where the segment appears in the source document.



## How to Translate the Sample Document in SDL Trados Studio

This section describes how to translate the *SamplePhotoPrinter.doc* in the Sample Project into German in SDL Trados Studio. First you must open the sample file, see [Open a Project File](#) for details on how to open this file.



*SamplePhotoPrinter.doc.sdlxliff* in the Sample Project

...My Documents\SDL Trados Studio\Projects\Samples\SampleProject\  
Sample Project.sdlproj

To translate your sample document:

### Context Matches

1. When you open the sample document, a lookup is automatically performed in the first segment. In the example below:

- The results of the translation memory search are displayed in the **Translation Results** window and the best result is placed in the target segment of the document.
- A context match has been found in the translation memory and automatically confirmed. The match type **CM** is displayed in the segment status column and the symbol indicates the segment is confirmed.

A context match is a 100% match that also has context, for example, it has the same preceding segment in the translation memory as in does in the document. Context match in this case means that this sentence has been translated at the beginning of a document before. The context in the translation memory is assumed to be the same as in our example where it is also the first sentence pair. No editing is required for a context match.

Translation  
Results Window

The screenshot shows the SDL Trados Studio interface. The 'Translation Results' window is open, displaying a table with the following data:

Segment	Source	Match Type	Target	Status
1	Getting Started	CM	Erste Schritte	H

The 'Segment Status Column' is highlighted in the main document window, showing the following data:

Segment	Source	Match Type	Target	Status
1	Getting Started	CM	Erste Schritte	H
2	Finding a location for your photo printer			H
3	Place the photo printer on a flat, clean and dust-free surface, in a dry location, and out of direct sunlight.			LI
4	Allow at least 12 cm clearance from the back of the photo printer for the paper to travel.			LI
	When connecting power or USB cables,			LI

Segment Status  
Column

## Fuzzy Matches

- Place your cursor in the target segment in segment 2.
  - Two fuzzy matches (91% and 88%) are found in the translation memory and are displayed in the **Translation Results** window.
  - The fuzzy match of 91% is the best match and is automatically inserted into the target segment of the document.



**Tip** You can change the setting that automatically inserts the best fuzzy match into the document in the **Options** dialog box under **Editor > Automation**. Select **Tools > Options** to display this dialog box.

The screenshot displays the Translation Results window for 'English-German.sdltm'. It shows two fuzzy matches:

Match Percentage	Source Text	Target Text
91%	Finding a <del>suitable</del> location for your photo printer	Geeigneten Aufstellungsort für Ihren Fotodrucker finden
88%	Finding an <del>appropriate</del> location for your photo printer	Passenden Aufstellungsort für Ihren Fotodrucker finden

The Term Recognition window shows the terms 'photo printer' and 'Fotodrucker'. The main document window shows the 91% match being automatically applied to the target segment:

Segment	Source Text	Target Text	Match
1	Getting Started	Erste Schritte	H
2	Finding a location for your photo printer	Geeigneten Aufstellungsort für Ihren Fotodrucker finden	H
3	Place the photo printer on a flat, clean and dust-free surface, in a dry location, and out of direct sunlight.		LI
4	Allow at least 12 cm clearance from the back of the photo printer for the		LI

Annotations in the image indicate that the 91% match is automatically applied to the target segment.


## Termbases Matches

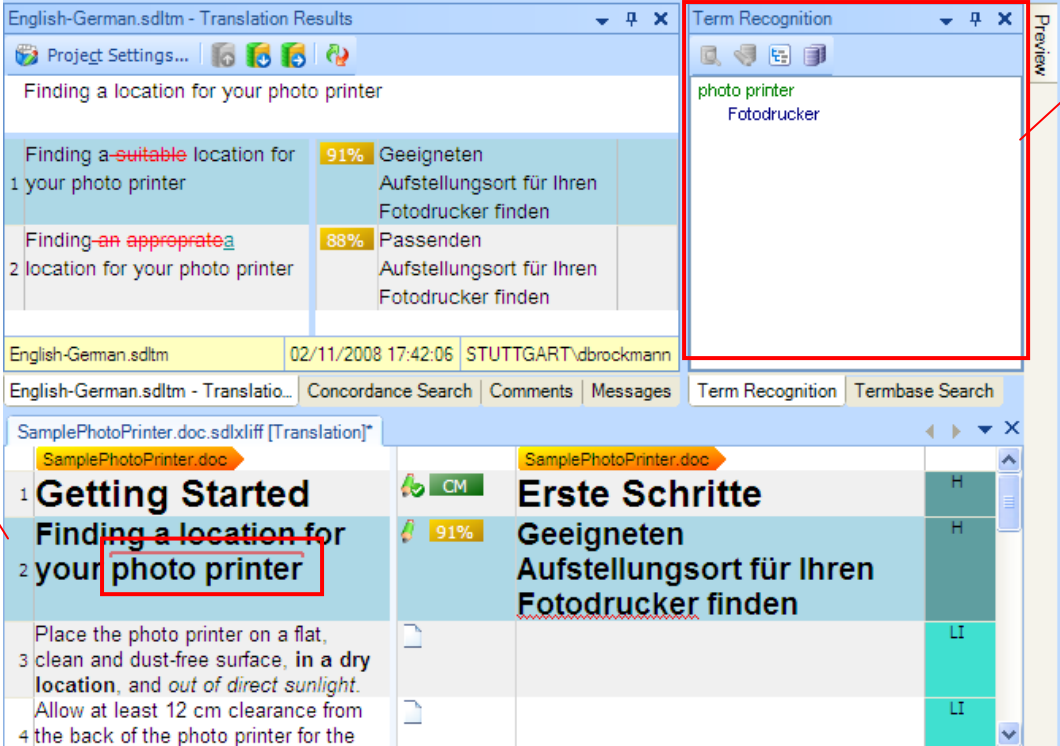
When you placed your cursor in segment 2, a termbase lookup was also performed. *Photo printer* has been found in the termbase and is highlighted by a red bracket in the source segment.

**photo printer**

The translation for the term, *Fotodrucker*, is displayed in the **Term Recognition** window. This translation is already in the target segment as it was found in the translation memory.

NOTE

- To insert a term translation, press **Ctrl+Shift+L**, click **Insert term translation**  in the **Term Recognition** window or select **Translation > Show Translated Terms** from the menu bar.



The screenshot displays the SDL Trados Studio interface. The main window shows a translation project for 'English-German.sdltm'. The source text is 'Finding a location for your photo printer'. The target text is 'Erste Schritte Geeigneten Aufstellungsort für Ihren Fotodrucker finden'. The term 'photo printer' is highlighted in the source text. The 'Term Recognition' window is open, showing the term 'photo printer' and its translation 'Fotodrucker'. The 'Highlighted Term' label points to the red bracket around 'photo printer' in the source text. The 'Term Recognition Window' label points to the 'Term Recognition' window.

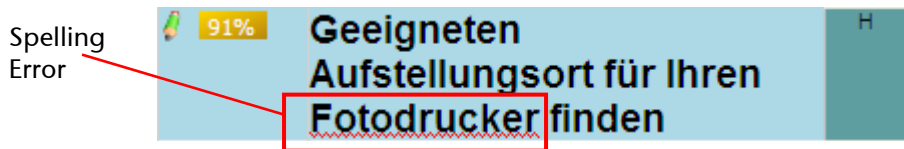
Source Segment	Source Text	Match %	Target Text
1	Finding a suitable location for your photo printer	91%	Geeigneten Aufstellungsort für Ihren Fotodrucker finden
2	Finding an appropriate location for your photo printer	88%	Passenden Aufstellungsort für Ihren Fotodrucker finden

## Editing your Translation

- Edit the text in segment 2 to say *Aufstellungsort für Ihren Fotodrucker finden*. To do this, click inside the target segment. You can use standard windows text editing functionality to edit the segment and delete the word *Geeigneten*.

## Spelling Errors

Spelling errors are displayed as a red wavy line underneath misspelled words. In segment 2, the word *Fotodrucker* has a red wavy line underneath.




4. Assume that *Fotodrucker* is the spelling that you want to use for this translation. Right-click and select **Add to Dictionary** from the shortcut menu. The term is now added to your custom dictionary and the wavy red line disappears.




**Tip**

You can view your custom dictionaries and the words they contain by clicking **Custom Dictionaries** in the **Options** dialog box under **Editor > Spelling**. Select **Tools > Options** to display this dialog box.

## Confirming your Translation


5. Now that your translation for segment 2 is complete, press **Ctrl+Enter** or click the **Confirm (Translated)**  button on the **Translation and Review** toolbar to confirm your translation. This indicates that the translation is completely finished. When you confirm a translation:

- The segment status is changed to **Translated** and the following icon is displayed in the segment status column: 
- The translation is automatically added to the translation memory. If you are using a project translation memory, the translation is added to the project translation memory and not the main translation memory.

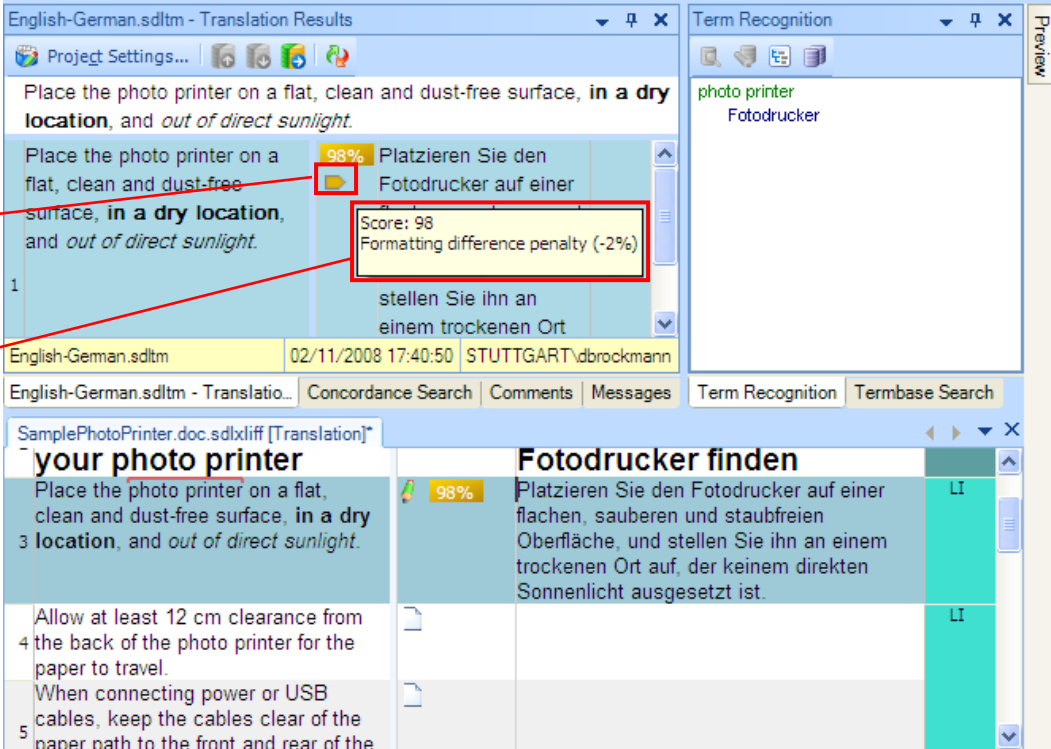
**NOTE** For more information, see [About Updating a Translation Memory](#) in the *SDL Trados Studio Help*.

## Formatting Penalties

When you confirmed your translation in the last step, your cursor was automatically placed in the next unconfirmed segment. In segment 3 there is a 98% match for this segment in the translation memory. The text found in the translation memory is the correct translation but because the new source segment in the document also has formatting applied, a 2% penalty was applied in the translation memory because it does not have the same formatting.

- The symbol  in the **Translation Results** window indicates that there is a formatting penalty. Hover over the symbol to see the details of the penalty.

**NOTE** By default, SDL Trados Studio settings specify that recognized formatting tags (such as bold and italics in this example) are hidden, therefore tags remain hidden when inserted and instead the text is formatted in the style shown in the Editor window.



The screenshot displays the SDL Trados Studio interface. The main window shows the 'Translation Results' for 'English-German.sdltm'. The source text is 'Place the photo printer on a flat, clean and dust-free surface, **in a dry location**, and out of direct sunlight.' The target text is 'Platzieren Sie den Fotodrucker auf einer flachen, sauberen und staubfreien Oberfläche, und stellen Sie ihn an einem trockenen Ort auf, der keinem direkten Sonnenlicht ausgesetzt ist.' A yellow arrow icon indicates a formatting penalty. A tooltip shows 'Score: 98' and 'Formatting difference penalty (-2%)'. The 'Term Recognition' window shows the term 'photo printer' translated as 'Fotodrucker'.

Annotations in the image:

- Formatting Penalty Symbol:** Points to the yellow arrow icon in the Translation Results window.
- Penalty Details:** Points to the tooltip showing 'Score: 98' and 'Formatting difference penalty (-2%)'.

The bottom window shows the 'SamplePhotoPrinter.doc.sdlxliff [Translation]' with the following segments:

Segment	Source Text	Target Text	Match
3	your photo printer Place the photo printer on a flat, clean and dust-free surface, <b>in a dry location</b> , and out of direct sunlight.	Fotodrucker finden Platzieren Sie den Fotodrucker auf einer flachen, sauberen und staubfreien Oberfläche, und stellen Sie ihn an einem trockenen Ort auf, der keinem direkten Sonnenlicht ausgesetzt ist.	98%
4	Allow at least 12 cm clearance from the back of the photo printer for the paper to travel.		LI
5	When connecting power or USB cables, keep the cables clear of the paper path to the front and rear of the		LI

## Applying Formatting

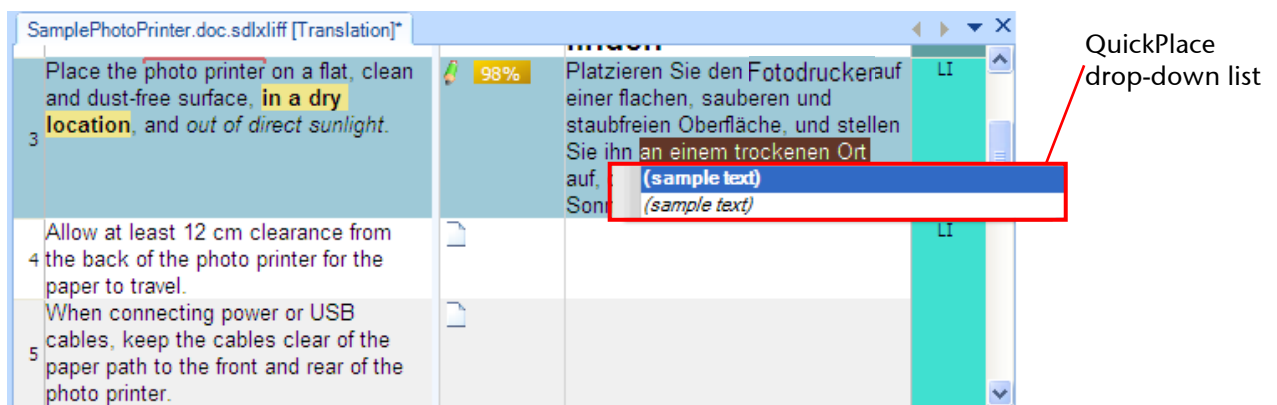
7. Source segment 3 contains some text formatted in bold, **in a dry location**, and some text formatted in italics, *direct sunlight*. Use one of the following methods to apply formatting to the text in the translation:

### Method 1

You can select the required formatting from the QuickPlace drop-down list. The QuickPlace list is called QuickPlace because it allows you to quickly place elements from the source segment into the target, for example formatting, numbers, dates and other types of placeables. For more information about placeables, see [Inserting Placeables](#).

To apply formatting from a QuickPlace drop-down list:

- Select the text **an einem trockenen Ort** in the target segment and press **Ctrl+,** (comma). A QuickPlace drop-down list of formatting is displayed below the target segment and the text with the formatting applied in the source segment is highlighted in gold.



- Press **Enter** or **Tab** to select the first sample text on the list which is formatted in bold.



- Repeat the same steps above to apply italics formatting to *keinem direkten Sonnenlicht*. This time select the sample text formatted in italics from the QuickPlace drop-down list.

### Method 2

You can also select formatting from the QuickInsert toolbar. This allows you to apply formatting to the translation even if it does not exist in the source segment.

- Select the text **an einem trockenen Ort** in the target segment and click **b** on the **QuickInsert** toolbar or press **Ctrl+B**.
- Select the text *keinem direkten Sonnenlicht* in the target segment and click **i** on the **QuickInsert** toolbar or press **Ctrl+I**.



8. Press **Ctrl+Enter** to confirm the translation.

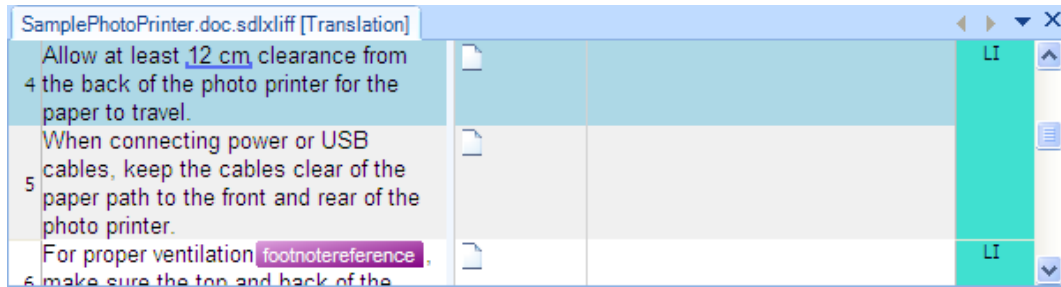
## Performing Verification

SDL Trados Studio includes verification tools that check translated text for errors and inconsistencies. Verification is automatically performed when you confirm the segment translation and errors are displayed in the **Messages** window.

The following verification checks are included in SDL Trados Studio:

Verification	Description
<b>Tag Verification</b>	Tag verification compares the tag content of target text with the tag content of the original source text and identifies any changes that were made. Changes in the target text are acceptable provided that the syntax of tags remains intact and that the translated document can be converted back to its original format. Tag verification helps to ensure that only acceptable changes are made. The settings for this verifier are defined for each individual file type.
<b>QA Check 3.0</b>	QA Checker 3.0 incorporates a suite of quality assurance checks. The checks are broken down into the following areas: Segment Verification, Segments to Exclude, Punctuation, Numbers, Regular Expressions, Word List, Inconsistencies, Trademark Check and Advanced.
<b>Terminology Verifier</b>	Terminology Verifier checks your current document to ensure that the target terms contained in the SDL MultiTerm termbase have been used during translation or to verify whether forbidden terms have been used.

- In segment 4 there is no match in the translation memory so the target segment remains blank. For the purpose of this example, enter the following incorrect translation with a wrong number, *Lassen Sie 11 cm Abstand* and press **Ctrl+Enter** to confirm the translation and perform verification.



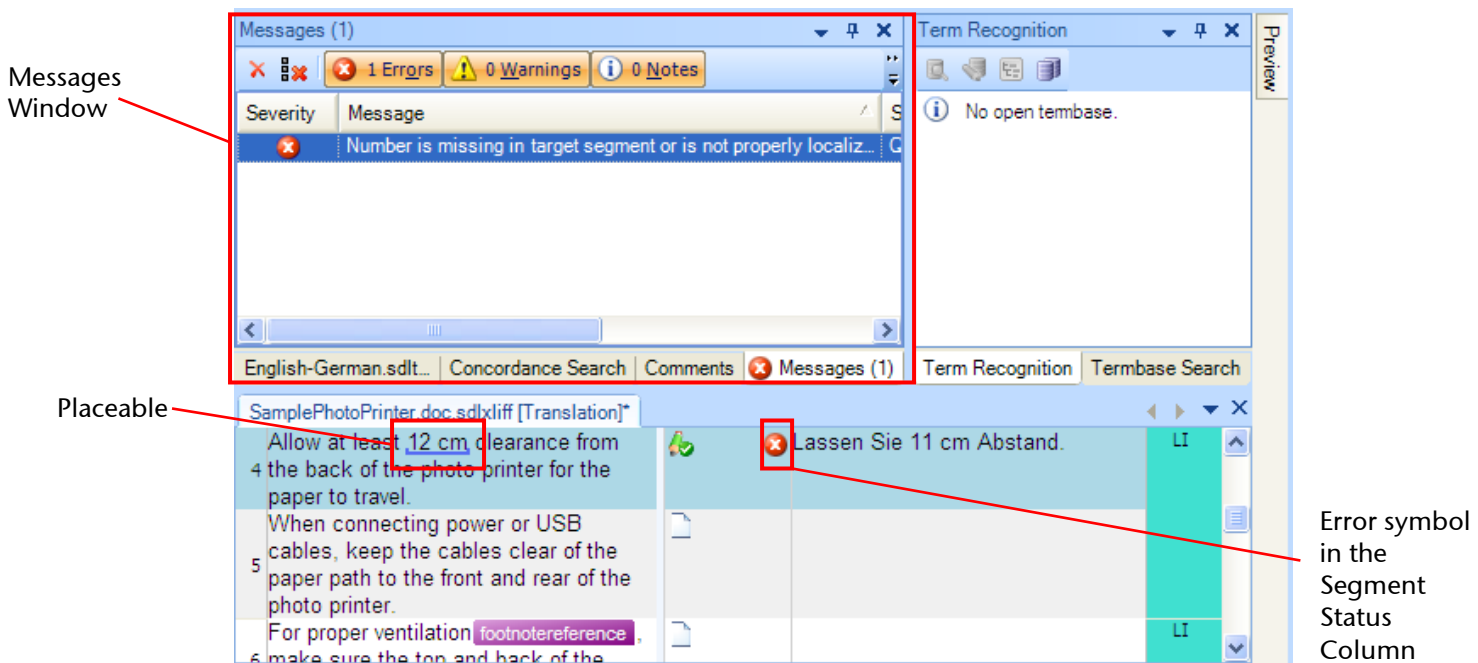
An error has been found and the symbol is displayed in the segment status column and on the **Messages** tab.

- Click on the **Messages** tab to display the **Messages** window which contains the error details.

**Tip** You can also hover over the symbol to display the error details.

The error indicates that a number (**Inserting** Placeables) from the source segment is missing in your translation. Your translation has the number *11 cm* when it should be the same as the source segment *12 cm*.

**NOTE** Verification can also be performed on the whole document by pressing **F8**.

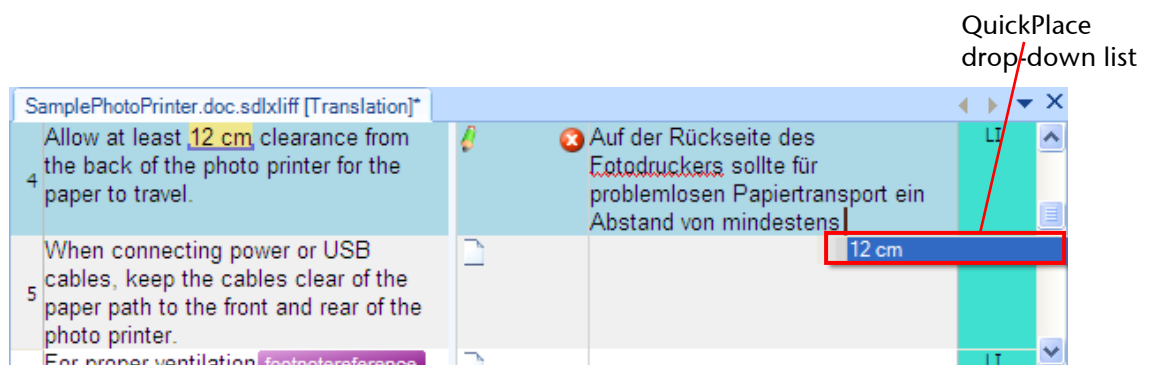


## Inserting Placeables

Placeables are source document content that has been recognized as content not requiring translation and/or content which can be automatically localized by applying a translation memory. Placeables are identified in the Editor window by a blue square-bracket underline. 12 cm

11. Edit the translation in segment 4 and insert the correct placeable (12 cm):

- Delete the text from the target segment.
- Copy or type the following text into the target segment: *Auf der Rückseite des Fotodruckers sollte für problemlosen Papiertransport ein Abstand von mindestens*
- Press **Ctrl+,** (comma). The QuickPlace drop-down list is displayed. In an earlier example, the QuickPlace drop-down list showed formatting; now it displays the number from the source segment for you to place it into the target segment.




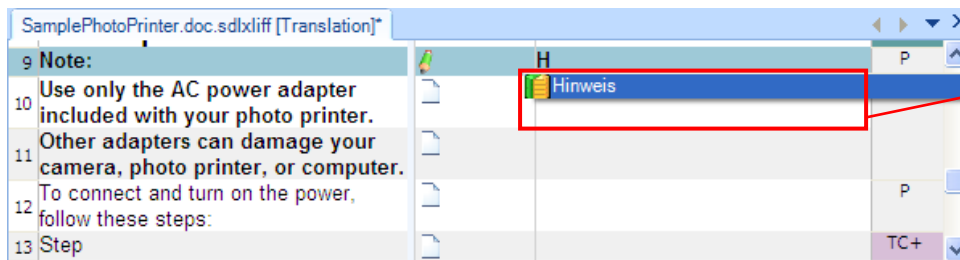
- Press **Enter** or **Tab** to select *12 cm* from the list.
- Copy or type the rest of the translation: *gelassen werden.*
- Press **Ctrl+Enter** to confirm the translation. This time there are no verification errors.

## Using AutoSuggest

AutoSuggest editing monitors what you are typing and, after you have typed the first few characters of a word, presents you with a list of suggested words and phrases from the AutoSuggest sources in the target language that start with the same characters. AutoSuggest uses the following sources: termbases, AutoSuggest dictionaries (bilingual sentence fragments from translation memories) and AutoText entries. For more information, see [Resources](#).


### 12. Use AutoSuggest to translate segment 9:

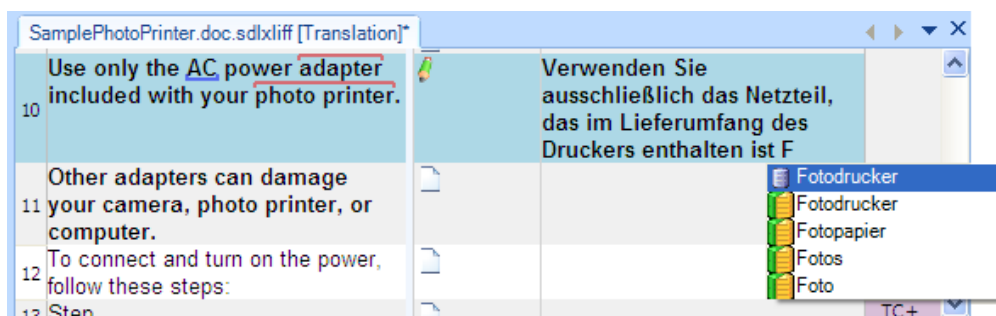
- Place your cursor in segment 9. Type H. The AutoSuggest list is displayed below the segment. It suggests using *Hinweis*. The symbol  indicates that this suggestion comes from the translation memory. Press Enter to insert the suggestion.



- Enter a colon **:** and press **Ctrl+Enter** to confirm the segment.

### 13. Your cursor is automatically placed in segment 10. Translate the segment using AutoSuggest:

- Type the following translation using the suggested words that are displayed on the AutoSuggest list (bold letters indicate words or fragments that you can insert from the AutoSuggest list after typing the first letter): **V**erwenden Sie **a**usschließlich das **N**etzteil, das im Lieferumfang des **D**ruckers **e**nthalten ist.
- Type the **F** for **F**otodrucker. The following suggestions are displayed. This list includes a suggestion from a termbase and from a translation memory. The symbol  indicates that a suggestion comes from a termbase. In this case, you see *Fotodrucker* twice on the suggestions list as it has been found both in the termbase and in the translation memory. Finding a suggested translation in two sources can provide a more accurate translation for you to use.
- Use your arrow keys to select either version of *Fotodrucker* and then press **Enter** to insert the suggestion.



- Press **Ctrl+Enter** to confirm the segment.

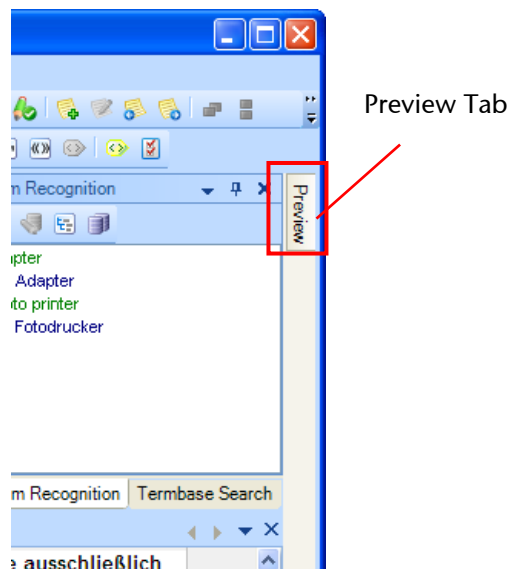
## Previewing your Translation


You can preview the translations as you work. Real-time preview reflects the changes as you type. The preview is updated every time you confirm a segment. This type of preview is available for frequently used file formats, such as Microsoft Word and HTML.

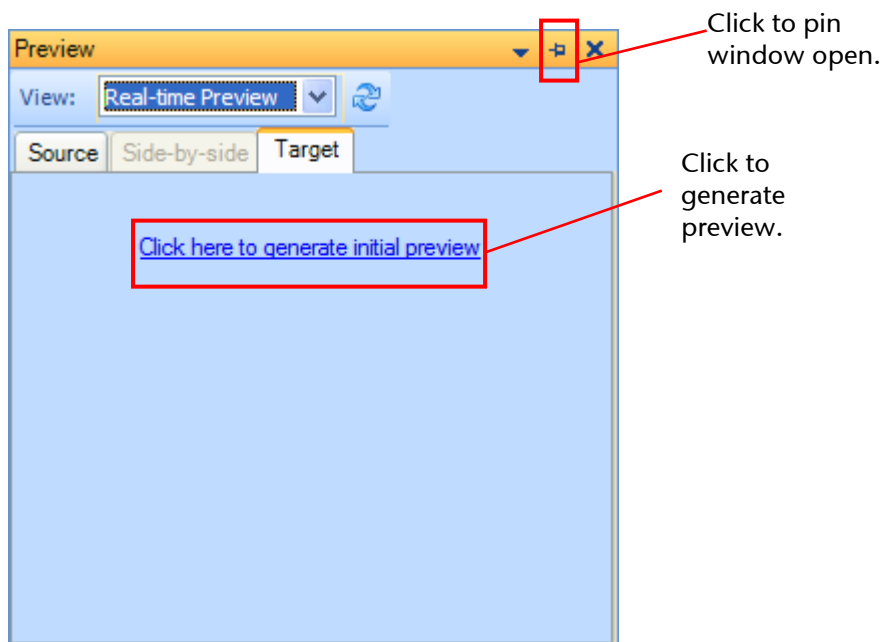
**NOTE** You can also preview documents in the application in which they were created or print preview them as a bilingual document in your browser. For more information, see the *SDL Trados Studio Help*.

14. Preview your translation:

- Hover over the **Preview** tab on the right-hand side of the application.

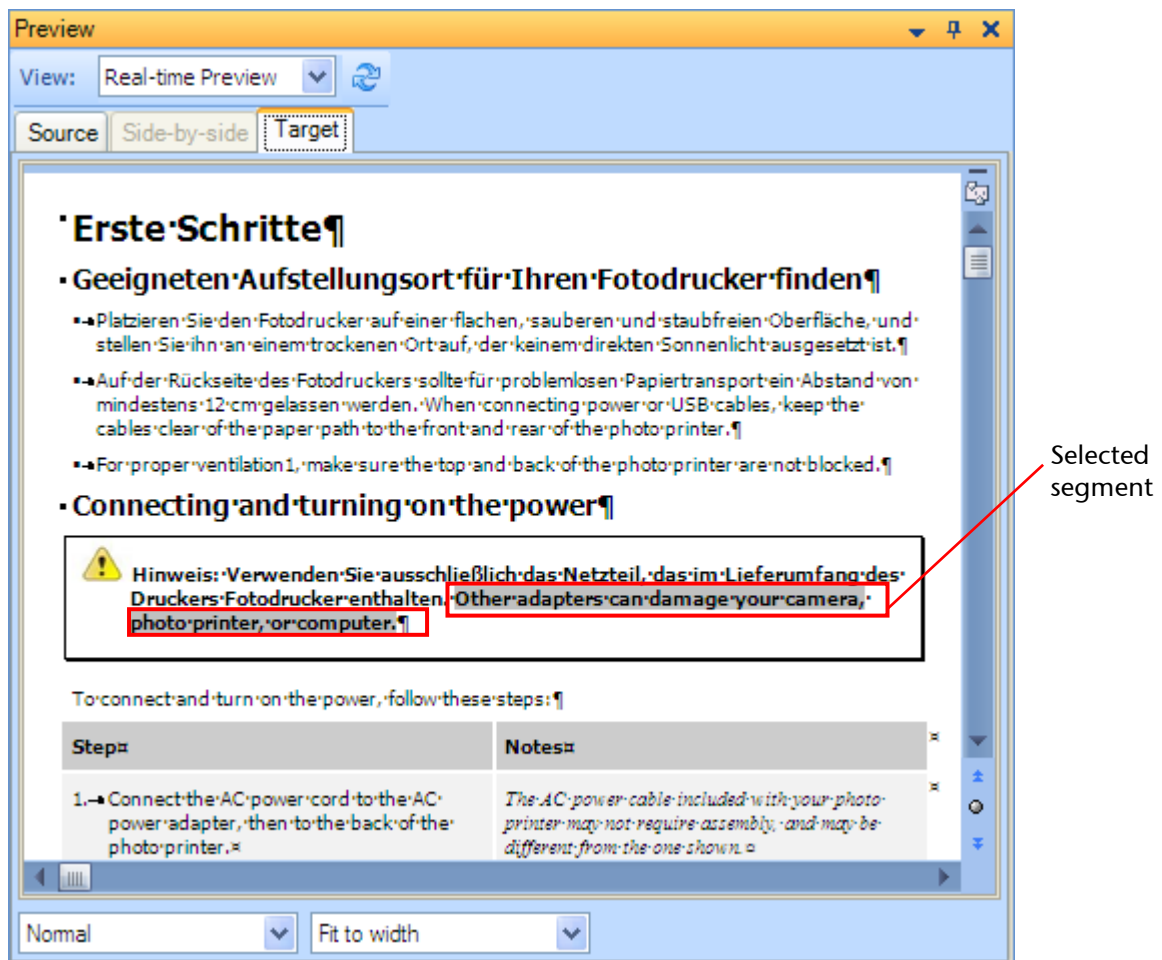


- The **Preview** window is displayed. Click the pin symbol  to keep the window displayed. The preview window is docked on the bottom right-hand side.



- In the **Preview** window, click the link **Click here to generate initial preview**. The document is previewed in the **Preview** window.

The **Preview** window contains the content you have translated and confirmed. It also displays the English content that has not yet been translated and confirmed. The segment you currently have selected (Segment 11) is highlighted in gray. This shows the English source text since you have not yet translated the segment.



- Copy or type the following translation into segment 11 in the target segment, using AutoSuggest as you go along (bold letters indicate words or fragments that you can insert from the AutoSuggest list after typing the first letter):

Andere **Adapter** können Ihre **Kamera**, **Fotodrucker** bzw. **Computer** beschädigen.

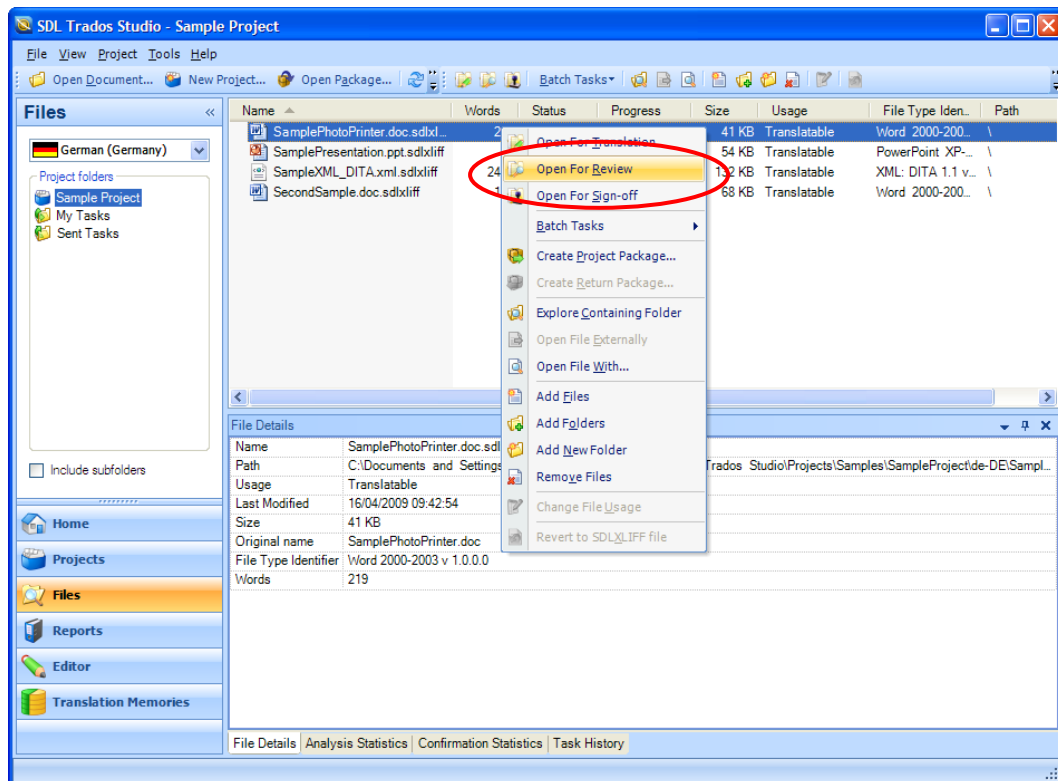
- Press **Ctrl+Enter** to confirm the translation. The **Preview** window is updated with the new translation.

## Reviewing in SDL Trados Studio

After translating the photo printer document, you or a dedicated reviewer may want to review the translations. If you still have the document open from the previous section, save and close the document now.

### How to Open and Review the Sample File

1. Click the **Files** button in the navigation pane to display the **Files** view.



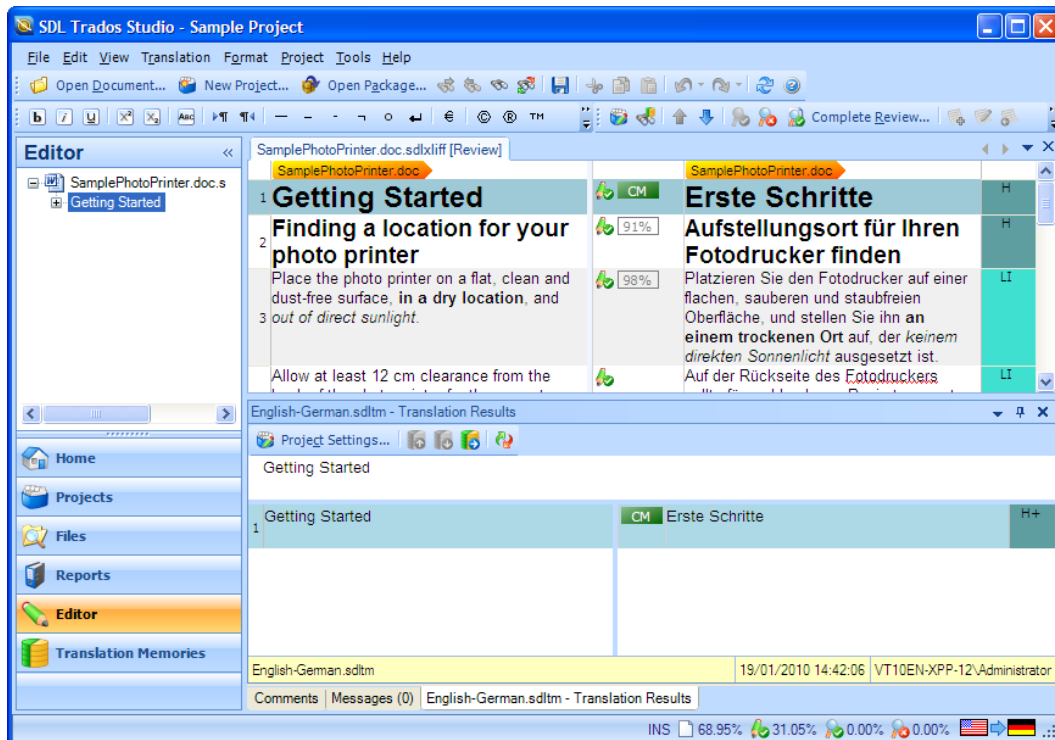
2. Right-click on the *SamplePhotoPrinter.doc.sdlxlf* file and select **Open for Review** from the shortcut menu. The file is automatically opened in the **Editor** view.



*SamplePhotoPrinter.doc.sdlxlf* in the *Sample Project*

...My Documents\SDL Trados Studio\Projects\Samples\SampleProject\  
Sample Project.sdlproj

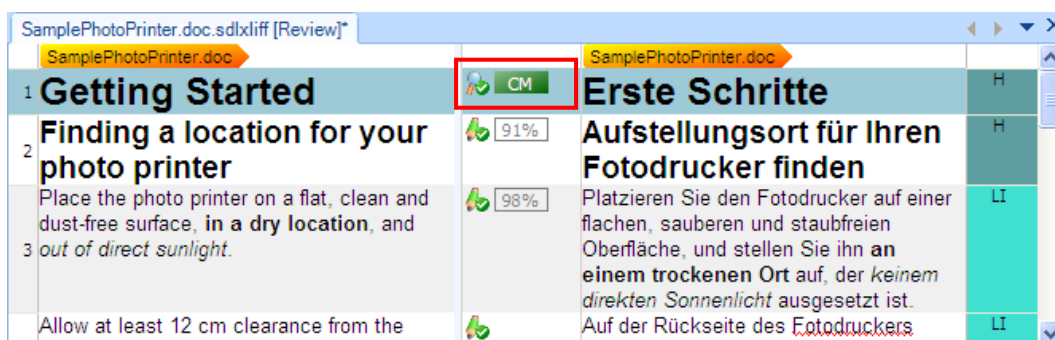
When you open a file for review the screen layout in the **Editor** view changes to the review layout and the list of statuses available to apply to segments changes to show review statuses only.



## Approving Translations

When you have finished reviewing a segment you should confirm the segment to indicate that the translation is approved or reject the translation.

- Place your cursor in the target translation in segment 1 and press **Ctrl+Enter** or click the **Confirm (Translation Approved)** button on the **Translation and Review** toolbar to approve the translation. When you approve a translation:
  - The segment status is changed to **Approved** and the following icon is displayed in the segment status column:
  - Segment verification is also performed. Segment verification errors are displayed in the **Messages** window.




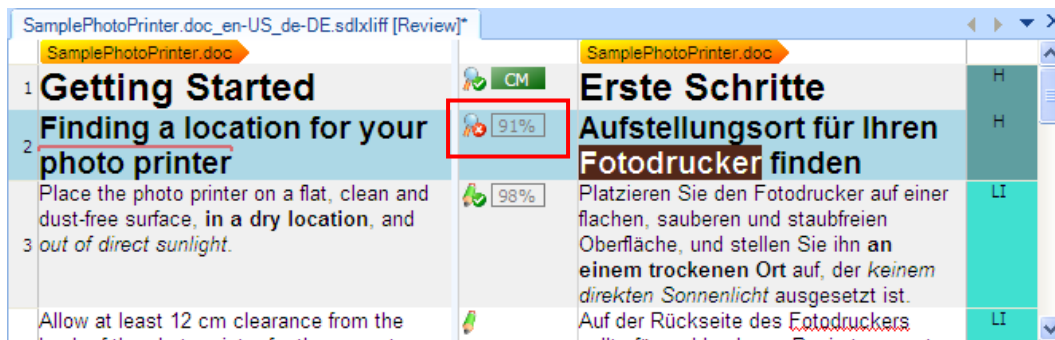
## Rejecting Translations

When you approved the translation in the last step, your cursor was automatically placed in the next unconfirmed segment which is segment 2.

The current translation for *photo printer* in segment 2 is *Fotodrucker*. Assume the customer has asked you to change the translation to *Drucker* instead. Reject the translation so that the translator can change the terminology used in this segment.

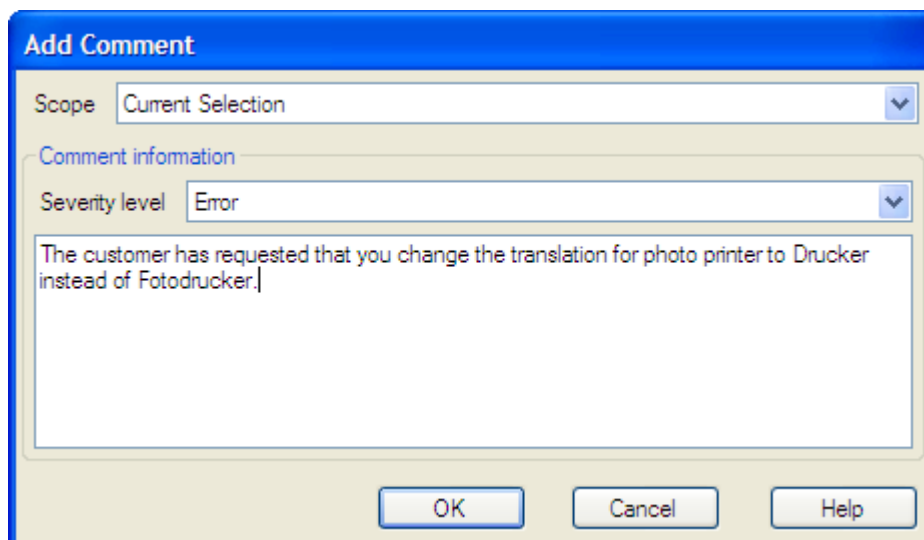
- Press **Ctrl+Shift+Enter** or click the **Reject (Translation Rejected)**  button on the **Translation and Review** toolbar to reject the translation.

The segment status is changed to **Rejected** and the following icon is displayed in the segment status column: .



## Inserting Comments

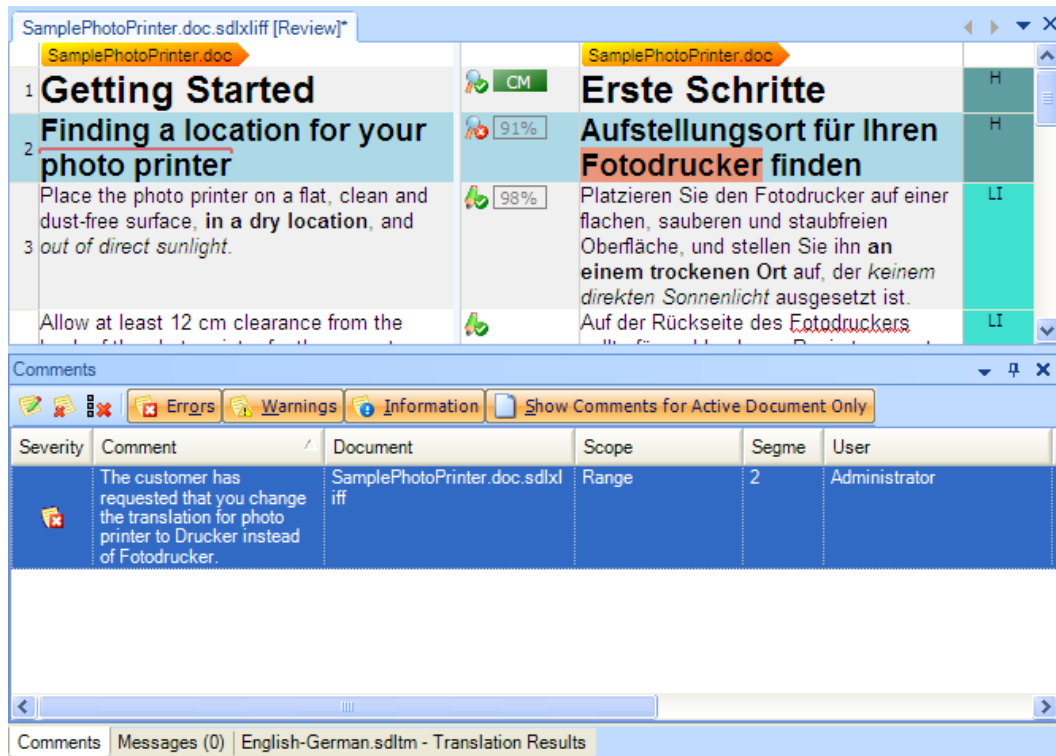
- Now that you have rejected the translation in segment 2, add a comment to explain why you have rejected the translation.
  - In the translation in segment 2, select the term *Fotodrucker* by highlighting it.
  - Press **Ctrl+Shift+N** or right-click and select **Add Comment** from the shortcut menu. The **Add Comment** dialog box is displayed.
  - Complete the dialog box with the selections and text below:



- Click **OK** to save and add the comment.

**Tip:** You can also enter a comment for the current segment or the whole document. The comment now appears in the **Comments** window and the text to which you attached the comment is highlighted in **pale red**, which indicates the severity level of the comment.

Text with an attached comment can also be highlighted in **pale yellow** if it has an information severity level or **pale orange** if it has a warning severity level.



## Approving Remaining Segments

Assume you have finished reviewing the entire document and that you have not rejected any of the other translations. You can approve all of the remaining segments at the same time.

6. To approve all translations that have not already been rejected or approved:

- Click .
- A prompt is displayed. Review the message and then click **Yes**.
- Any translations that do not have a status of **Translation Approved** or **Translation Rejected** are now changed to **Translation Approved** and the document is saved and closed.

## Generate Translated Document

Assume you have completed the translation of the sample document. Generate the final version of the translated document.

7. Open the file in the **Editor** view.

8. Select **File > Save Target As** from the menu bar.

Save the final word document, for instance as *SamplePhotoPrinter-Translated.doc*

## Return Work

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Assume you have completed the translation of all files sent to you in a package and now want to return your work to your customer (typically your project manager). To do this, you return your work in a return package. Once the package is created, you can send it by email, post on an FTP site or use any other method that you prefer.

**NOTE** This method of returning work is only used if you have received files for translation in a project package.

### How to Create a Return Package

1. Select **Project > Create Return Package** from the menu bar. The **Create Return Package** wizard is displayed on the **Select Files** page. All files in the project are included in the list apart from reference files.



The option to create a return package is not available in the Sample Project because you have not originally received any files in a project package.

2. Click **Next** to go to the **Return Package Options** page.
3. Click **Browse** to open the **Save Return Package** dialog box. Browse to the location where you want to save the return package, enter *SampleProjectReturn* as the return package name for the return package in the **File name** box and click **Save**.
4. If you want to add a comment to the return package, enter it in the **Comment** box.
5. Click **Finish** to create the package and go to the **Creating Return Package** page.
6. Once the package creation is complete, the status next to the package name changes to **Completed**.
7. You can choose to send the return package by email to the appropriate team member by clicking **Send Packages by Email**.
8. Alternatively, to send the package by a different method such as placing it on a FTP site, click **Open Target Folder** to open the folder where your return package is saved.
9. Click the **Close** button to close the **Create Return Package** wizard.

## End of Quick Start Guide

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Now you know how to translate and review documents in SDL Trados Studio. For additional information about translating and reviewing documents in SDL Trados Studio, see the *SDL Trados Studio Help*. You can access this help system by selecting **Help > Help Topics** from the menu bar in the SDL Trados Studio application.

**SDL is the leader in Global Information Management (GIM) solutions that empower organizations to accelerate the delivery of high-quality multilingual content to global markets. Its enterprise software and services integrate with existing business systems to manage the delivery of global information from authoring to publication and throughout the distributed translation supply chain.**

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