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SDL Trados Studio 2015 SR2 Translation Memory Management

SDL Trados Studio 2015

Quick Start Guide

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Translation Memory Management
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This guide ships with SDL Trados Studio 2015 SR2.

March 2016

Contents

4 **About this Quick Start Guide**
5 **About the Translation Memories View**
6 A first look at the Translation Memory view in SDL Trados Studio
7 **Creating and Maintaining Translation Memories**
7 How to create a file-based translation memory
12 Creating a translation memory from alignment results
12 Editing translation memory settings
16 **Managing Translation Memory Data**
14 Opening a translation memory
17 A closer look at the TM side-by-side editor
18 Searching, editing and saving changes in the translation memory
19 Editing a translation unit
20 Filters and batch editing
24 About importing data into a translation memory

About this Quick Start Guide

Who is this guide for and what does it cover?

This guide is for project managers. It focuses on the project lifecycle, starting with creating a project and then managing that project through the use of packages.

NOTE For information about online workflows using SDL GroupShare Project Server, see to the videos and information in the SDL Trados Studio Help.

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.

The paths specified are based on a Microsoft Windows 7 or Vista operating system. If you are using Windows XP, the same files can be found in the *My Documents* folder.

This symbol indicates that there is a 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 GroupShare Help
- SDL GroupShare Installation Guide
- SDL Trados Studio Migration Guide
- Translating and Reviewing Documents Quick Start Guide
- Translation Memory Management Quick Start Guide

About the Translation Memories View

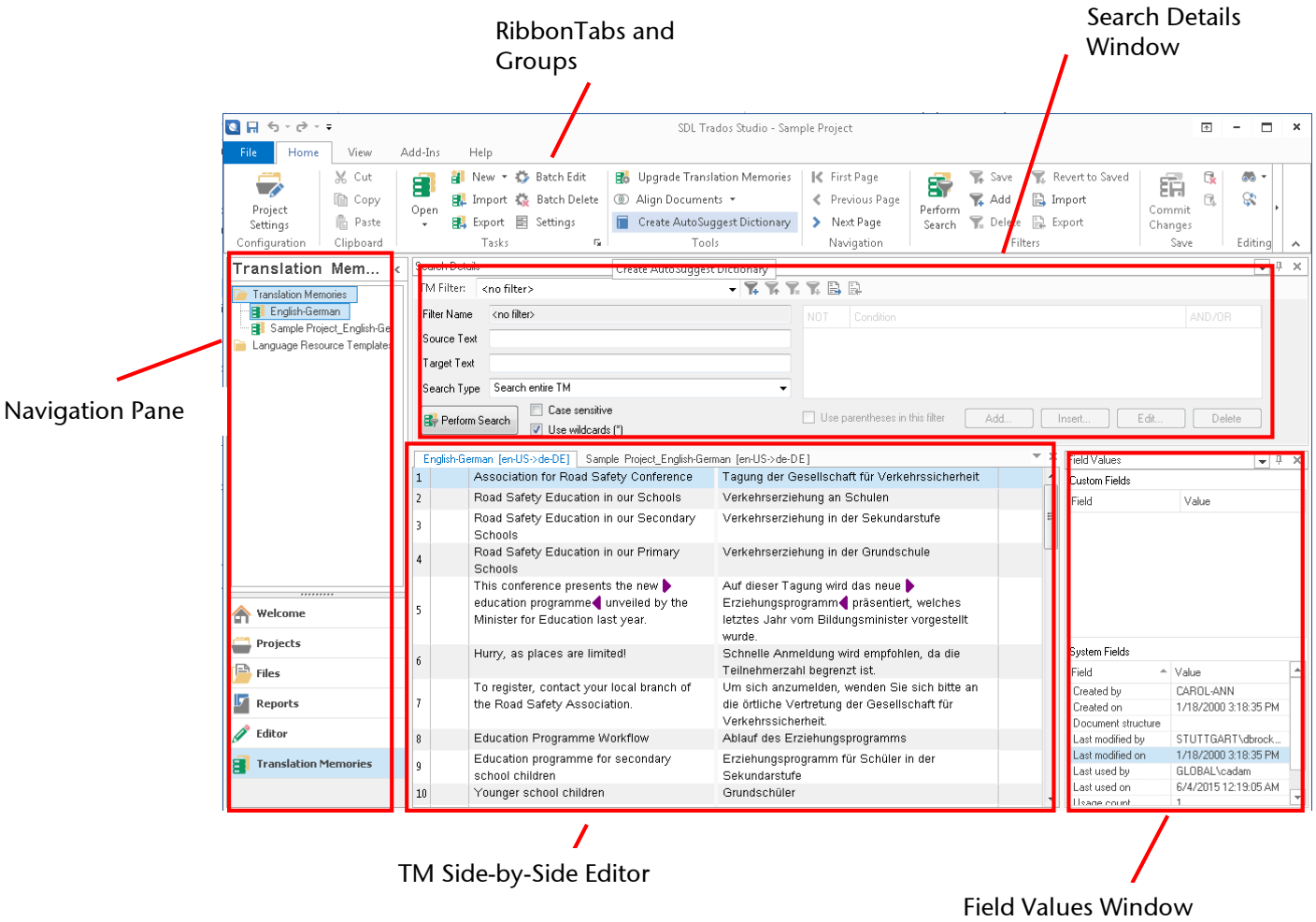
Translation memories are created and maintained in the **Translation Memories** view in SDL Trados Studio. Depending on your level of access, you can perform the following tasks in the **Translation Memories** view:

- Create a translation memory
- Open a translation memory
- Edit and delete translation units in the translation memory
- Assign custom field values to translation units
- Search and filter the translation memory data
- Import content into a translation memory
- Export content from a translation memory
- Create language resource templates
- Upgrade translation memories from SDL Trados 2007 and SDLX 2007

A first look at the Translation Memory view in SDL Trados Studio

The **Translation Memories** view contains the following components:

- Navigation pane, where you can see the file-based and server-based translation memories that are currently open and navigate between them. You can also see language resource templates.
- Ribbon tabs and groups containing maintenance tools.
- TM side-by-side editor window, where you perform maintenance on your translation memories.
- **Search Details** window, where you create and apply filters to your translation memories.
- **Field Values** window, where you view and edit field values for the selected translation unit.



Creating and Maintaining Translation Memories

You can create both file-based (local) and server-based translation memories in the **Translation Memories** view. Assume you want to create a file-based English-German translation memory in this exercise.

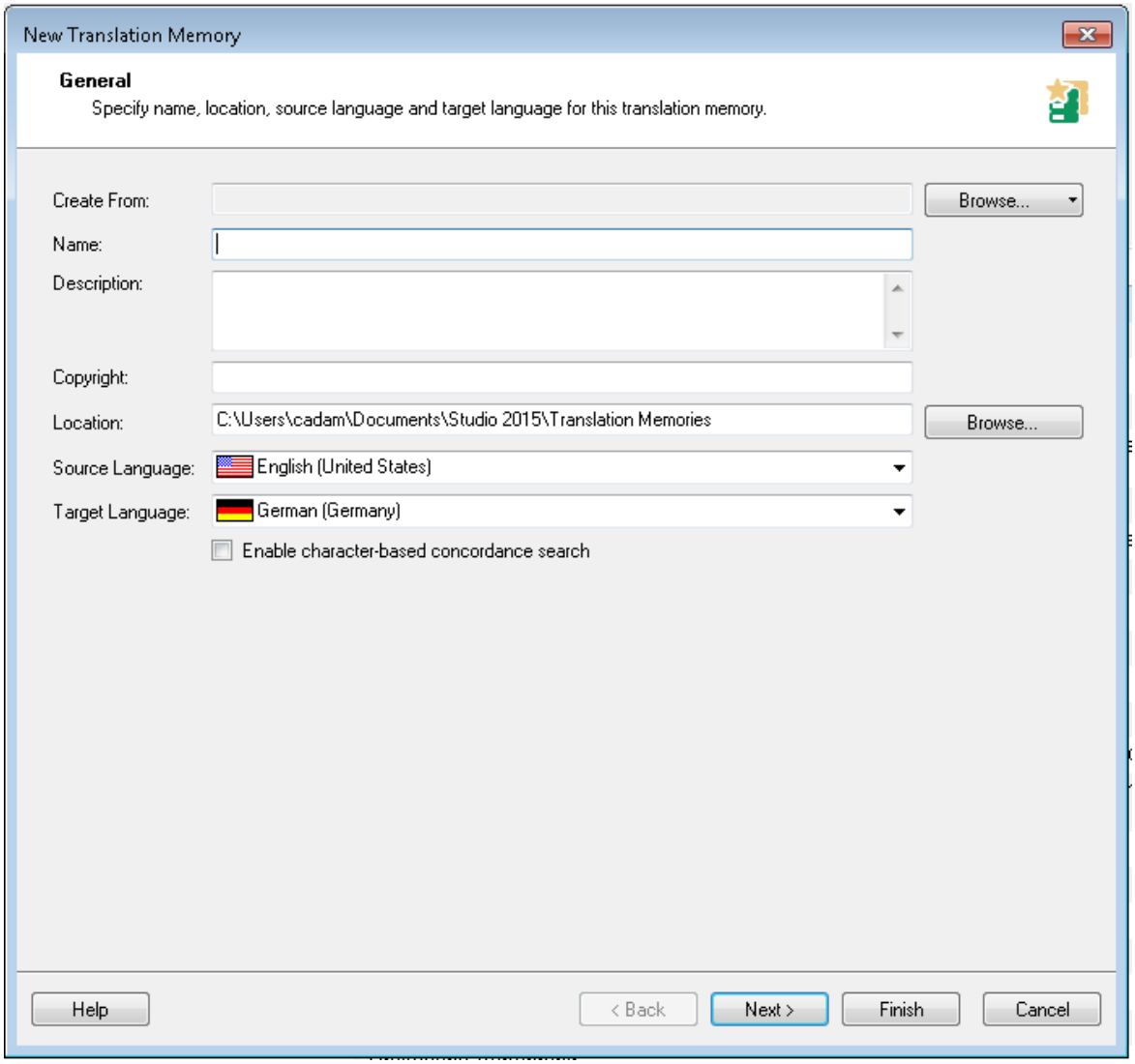
NOTE For detailed information on server-based translation memories, refer to the SDL Trados Studio Help and the SDL GroupShare Help.

How to create a file-based translation memory

To create your English-German file-based translation memory:

1. Click **Translation Memories** in the views navigation pane to display the **Translation Memories** view.

2. Press *Alt+Shift+N* or click **New** in the **Tasks** group on the **Home** tab. The **New Translation Memory** wizard is displayed on the **General** page.

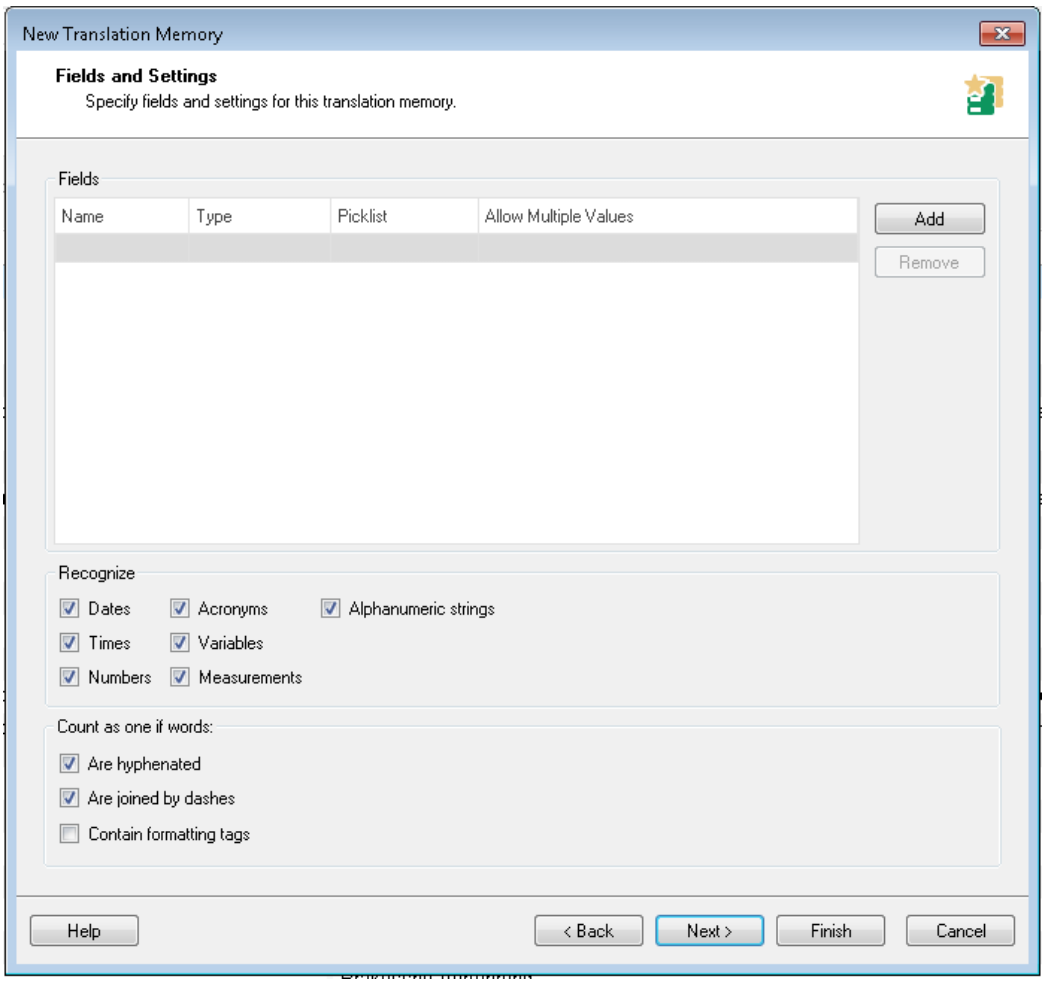


3. Complete the **General** page:

- In the **Name** box, enter the name, *Sample EN-DE*.
- Check and if necessary, select *English (United States)* and *German (Germany)* from the **Source Language** and **Target Language** drop-down lists.
- Click **Next**.

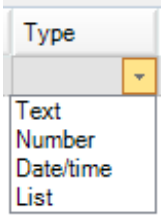
Tip You can also base the new translation memory on an existing translation memory by clicking the **Browse** button next to the **Create From** box. This can be useful when you want to copy the setup form the other translation memory (for example, custom fields and segmentation rules).

The **Fields and Settings** page is displayed. This page is used to create custom fields and values. These allow you to further describe the translation units (TU) that are stored in your translation memory.



4. Create a text field called *Project*. This will allow you to specify which project a translation unit is associated with.

- Place your cursor in the **Name** column and type *Project*.
- Hover over the **Type** field and an arrow is displayed. Click the arrow to display the drop-down list and select *Text*.



Tip You can also create date, number and time fields.

- Select the **Allow Multiple Values** check box. This allows you to specify more than one project to which a translation unit can be associated.

The **Settings** at the bottom of the **Fields and Settings** page are used to identify elements that do not change during translation. When the recognition settings are enabled these items are identified as recognized tokens

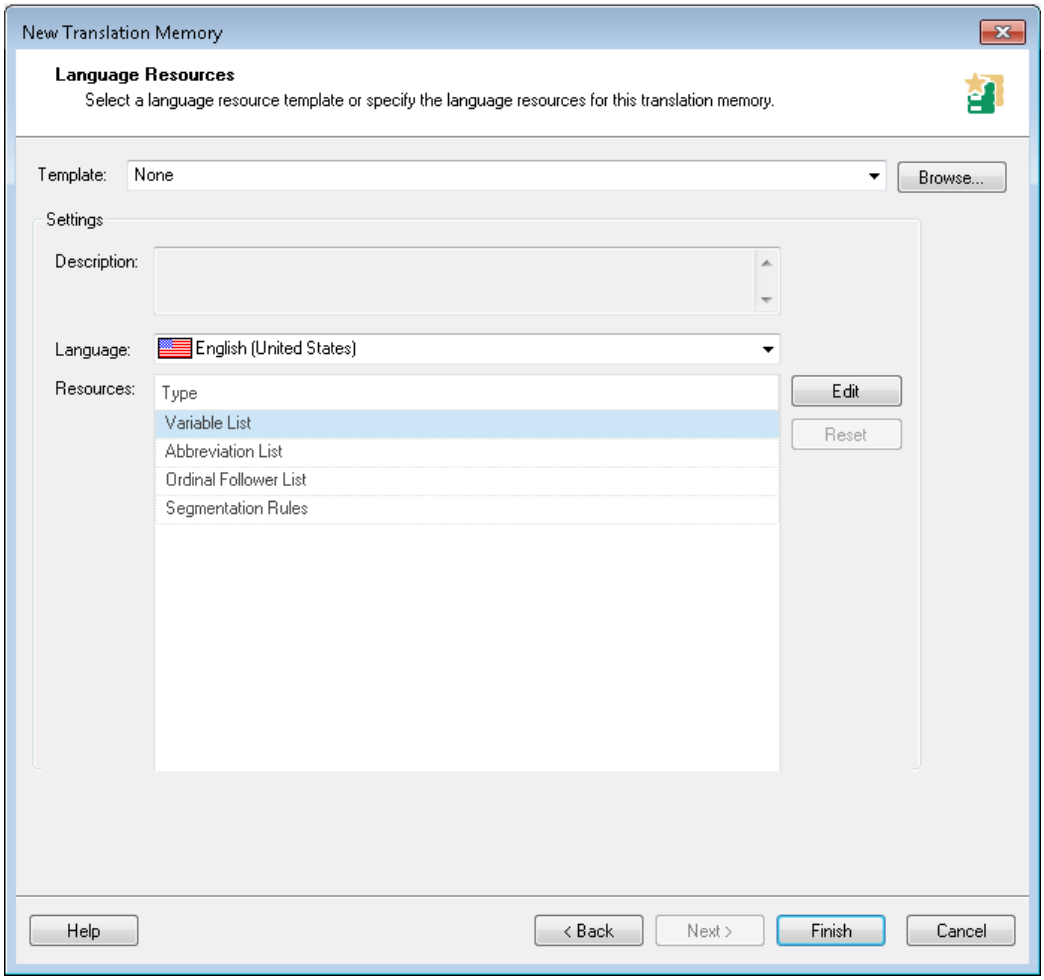
You can display the QuickPlace drop-down list during translation, select recognized tokens from the current source segment and insert them into the target translation. This list is called QuickPlace because it allows you to quickly place elements from the source segment such as the formatting, acronyms, numbers, dates and other types of recognized tokens into the target.

5. Assume that you want all acronyms to be spelled out in the translation rather than transferred using QuickPlace. In this case you would clear the check box next to **Recognize acronyms** so that they are not recognized as recognized tokens during translation.

6. Set how the word count engine reports words that are separated by hyphens, dashes or formatting tags for your translation memory in the **Count as one if words** section.

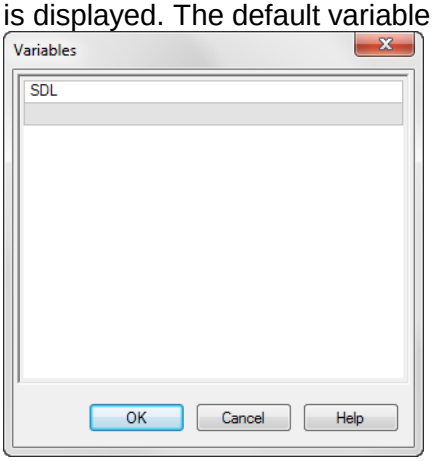
7. Click **Next**.

The **Language Resources** page is displayed. This is where you can create or modify lists of language resources. These lists are used in conjunction with the segmentation rules in translation memory processing and to identify untranslatable content. The default language resource settings are automatically applied.



8. Assume this translation memory will be used for translating the content of the SDL website into German. Since you do not want the company name to be translated, enter SDL as a variable.

   - Double-click on **Variable List** in the **Resources** section. The **Variables** dialog box is displayed. The default variable list does not contain any values.



   - Double-click on the first line and type *SDL*.
   - Click **OK** to close the dialog box.

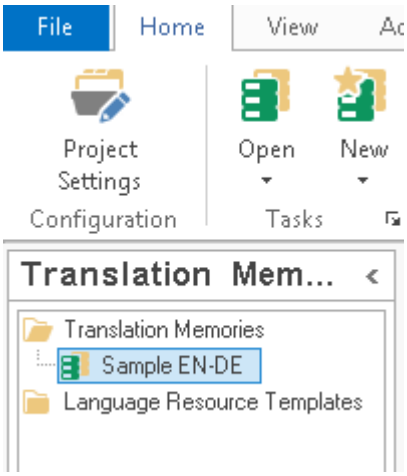
NOTE If you based your new translation memory on an existing translation memory, the language resources in the selected translation memory are applied to the new translation memory

You can also select language resources templates that you created prior to creating this translation memory. For more information on language resources, see the SDL Trados Studio Help.

9. Click **Finish** to create the translation memory. The **Creating** page is displayed.

10. When the status of the items on the **Creating** page changes to **Completed**, click **Close** to save the newly created translation memory.

The translation memory is saved with an .sdltm extension to the following default location:
…Documents\ Studio 2015\Translation Memories



The translation memory is added to the navigation pane in the **Translation Memories** folder.

Creating a translation memory from alignment results

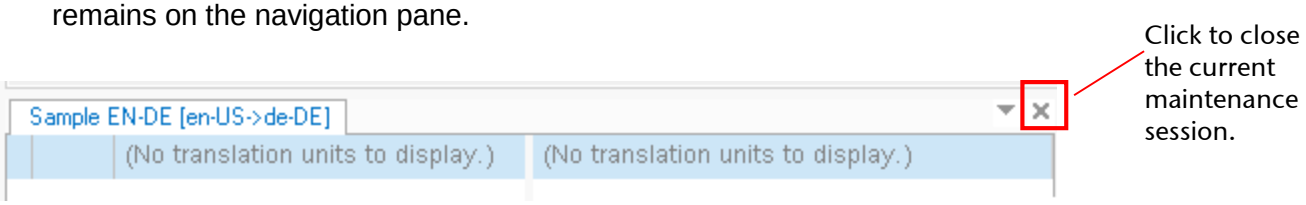
You can also create translation memories for importing the translation units generated after aligning the source and target files of an existing translation. For more information, see the **Aligning Existing Translated Files** chapter in the SDL Trados Studio Help.

Editing translation memory settings

Assume you now want to edit the translation memory settings to create a field that specifies whether the translation unit is used in publications that you print or in online publications. You can edit the translation memory in the **Translation Memory Settings** dialog box.

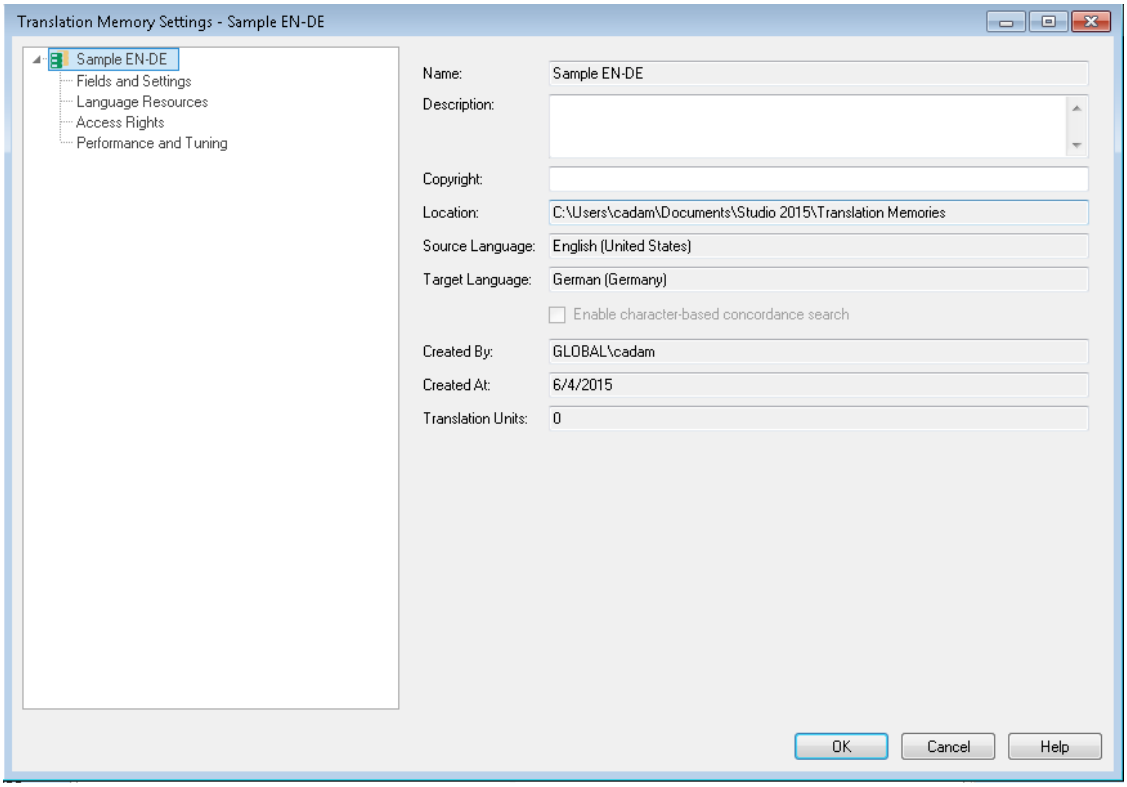
Use the *Sample EN-DE* translation memory that you created in the last exercise.

1. To edit translation memory settings, the translation memory must be closed in the TM side-by-side editor. If your translation memory is still open for maintenance, click the **X** in the top right corner of the TM side-by-side editor to close the current maintenance session. The translation memory is closed in TM Side-by-side editor but remains on the navigation pane.



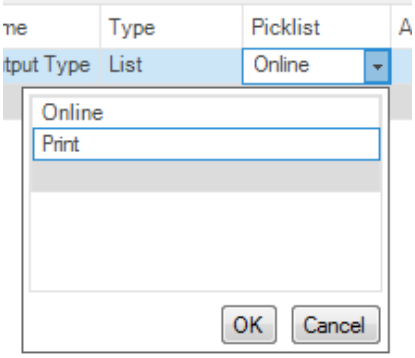
2. Right-click on the translation memory, *Sample EN-DE* in the navigation tree under **Translation Memories** and select **Settings** from the shortcut menu or click **Settings** in the **Tasks** group on the **Home** tab. This is the translation memory that you created in the last exercise.

   The **Translation Memory Settings** dialog box is displayed.



3. Create a list field called Output Type.

- Select the **Fields and Settings** page.
- Place your cursor in the first empty field under the **Name** column and type *Output Type*.
- Hover over the **Type** field and an arrow is displayed. Click the arrow to display the drop-down list and select *List*.
- Hover over the **Picklist** field and an arrow is displayed. Click the arrow to display the box where you can add the two field values: *Print* and *Online*.



- Select the **Allow Multiple Values** check box. This allows you to choose both values if the translation unit is used in print and online.
- Click **OK** to apply the new settings.

NOTE

You can also specify settings on the following pages:

- *[TM Name]* - This is where you can view general details of the translation memory.
- **Language Resources** - This is where you can modify language resource lists in your translation memory. These lists are used in conjunction with the segmentation rules in translation memory processing and are also used to identify untranslatable content.
- **Access Rights** - This is where you can protect file-based translation memories by defining passwords that are linked to translation memory maintenance or user rights.
- **Performance and Tuning** - This is where you can use different tools to improve the performance of server-based translation memory searches. This does not apply to file-based translation memories.

Managing Translation Memory Data

Translation memory data is managed in the **Translation Memories** view. All translation memories that are currently available for editing appear in the navigation tree in the **Translation Memories** view.

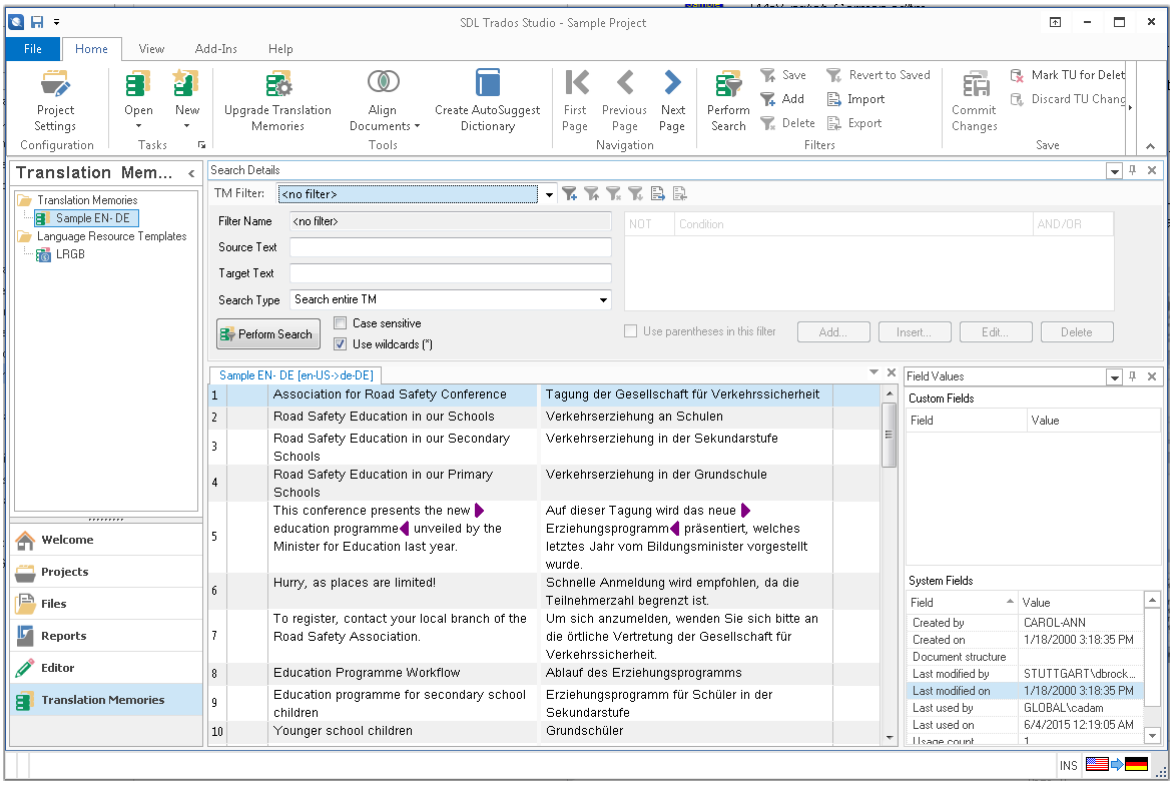
Maintenance Options

Assume that you want to make the following changes to your translation memory to ensure that when the translation memory is used during translation, the translator receives quality matches.

…Documents\Studio 2015\Projects\Samples\SampleProject\TMs\English-German.sdltm

- Search for source segments that contain incorrect spellings and correct them.
- Save changes to edited translation units.
- Create filters to find all translations added by a particular user so that you can review the translations.
- Use batch editing to modify the spelling in more than one translation at the same time.
- Import translation units from previously translated bilingual documents so that you can use them in future translations of updated content.

You can also perform additional maintenance on a translation memory, for example, assigning or changing custom field values, exporting and importing filters, and exporting translation memory data.



Opening a translation memory

Assume you want to perform the maintenance options listed above on the sample translation memory. To do this, open the translation memory for maintenance in the TM side-by-side editor.

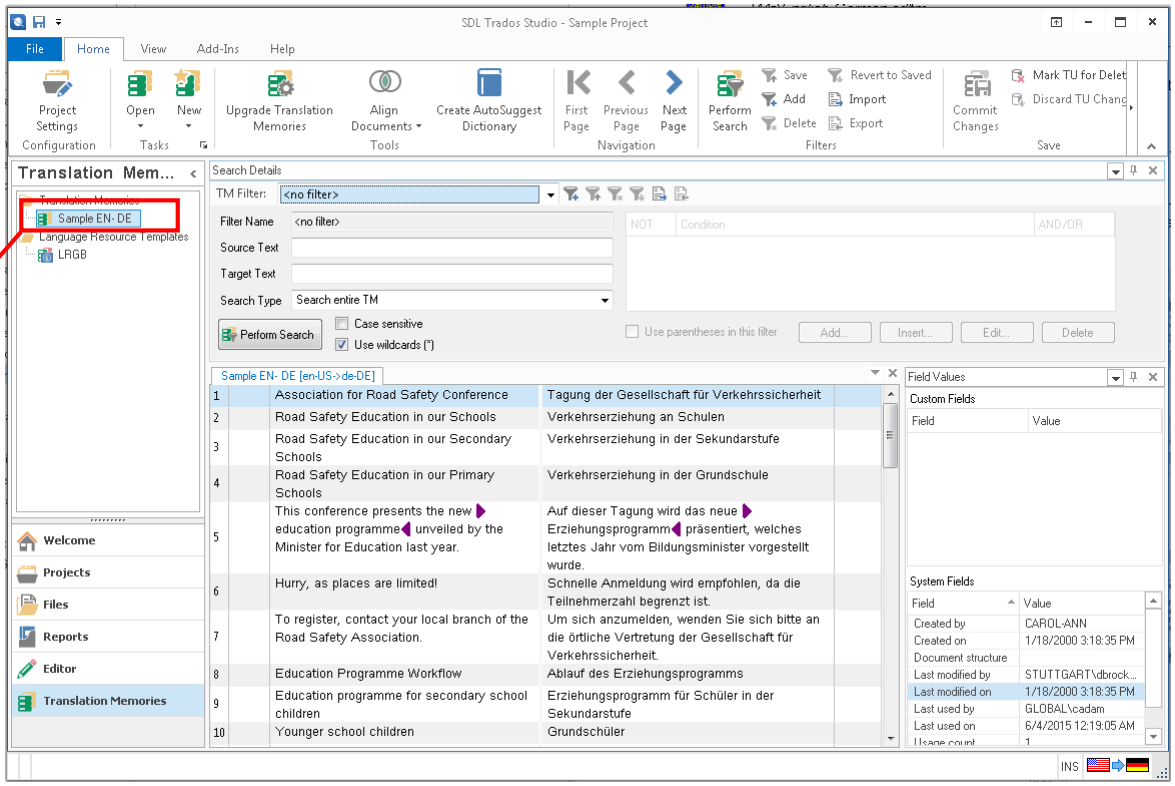
1. In the **Translation Memories** view, click **Open** in the **Tasks** group on the **Home** tab. The **Open File-based Translation Memory** dialog box is displayed.

2. Select the *English-German.sdltm* sample translation memory that is provided with SDL Trados Studio.

   …Documents\ Studio 2015\Projects\Samples\SampleProject\ TMs\English-German.sdltm

   If the translation memory is already in the navigation tree, double-click the translation memory or right-click the translation memory and select **Open** from the shortcut menu.

The translation memory is opened for editing in the TM side-by-side editor window and becomes the active translation memory. When you select a row, any system and custom field values that are assigned to that translation unit are displayed in the **Field Values** window.



English-German.sdltm is opened for maintenance.

A closer look at the TM side-by-side editor

You can use the TM Side-by-Side Editor to display search results and edit translation units.

Columns

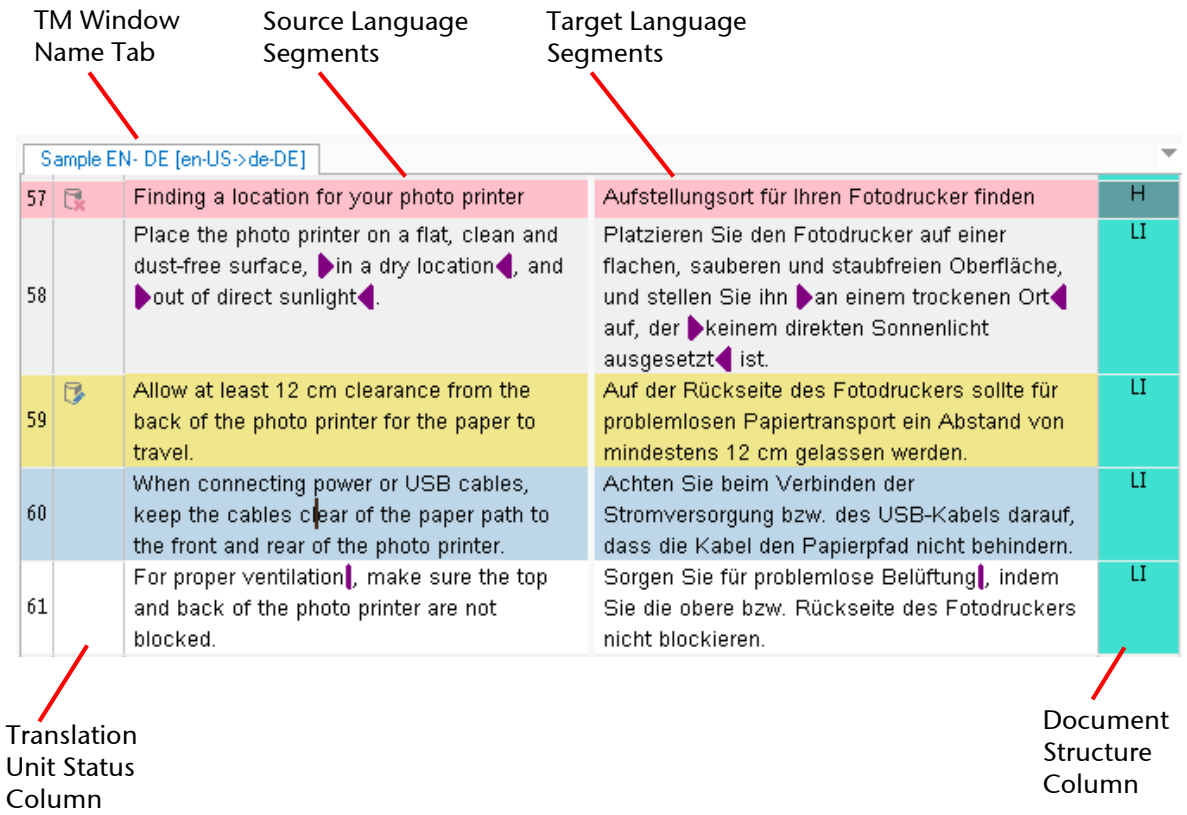
- The translation unit status column indicates the status of the translation unit. For example, if it is marked for deletion or has been edited. This is also indicated by the color in which the translation unit is highlighted.
- To the right of the target language segments is the document structure column. It displays a code that tells you where the segment text appeared in the source document from which it was extracted. For example, TC = table cell and H1 = header 1.
- The final column, custom field values, displays any field values assigned to the translation unit. This column is only displayed if there are custom field values assigned to the translation units.

Colors

This color indicates that the column is currently selected.

This color indicates that the translation unit has been modified and that changes to the translation unit are pending and have not yet been committed (saved).

This color indicates that the translation unit is marked for deletion and that this deletion has not yet been committed (saved).



Searching, editing and saving changes in the translation memory

…Documents\ Studio 2015\Projects\Samples\SampleProject\ TMs\English-German.sdltm

Searching the Translation Memory

Assume that you just imported translation units into this translation memory that were from an English (United Kingdom) – German (Germany) bilingual document. However, your translation memory is an English (United States) - German (Germany) translation memory.

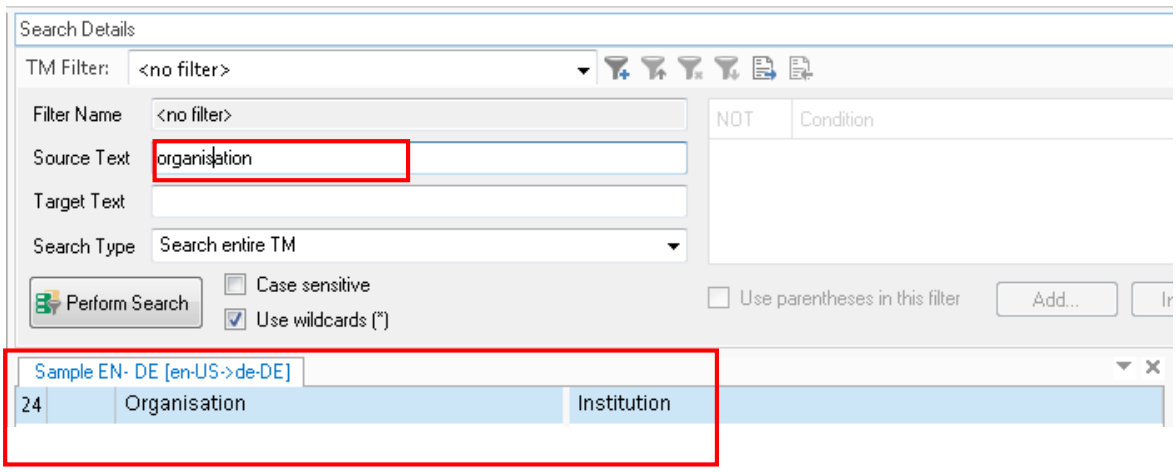
You want the imported source text in this translation memory to use United States spelling. Search for the English spelling of *organisation* in the source text and change it to the United States spelling *organization*.

1. Search for *organisation*:
   - Enter *organisation* in the **Source Text** box in the **Search Details** window.
   - Clear the **Case sensitive** check box.
   - Click **Perform Search**.

One translation unit has been found containing organisation and is displayed in the TM side-by-side editor.

Enter *organisation*

Search results in the TM side-by-side editor



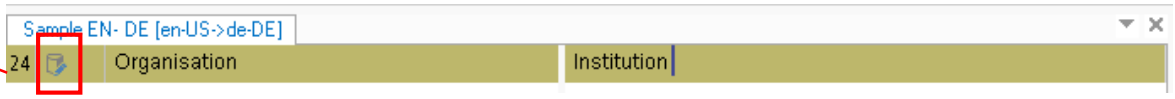
Editing a translation unit

Now that you have located the United Kingdom spelling of the word *organisation*, change it to the United States spelling *organization*.

2. Click in the source segment and type or paste the United States spelling of *Organization*.

The color of the translation unit changes to dark yellow and the following icon is displayed in the translation unit status column. The icon indicates that the translation unit has pending changes that have not yet been saved.

Translation unit status



You can also edit translation units in the following ways:

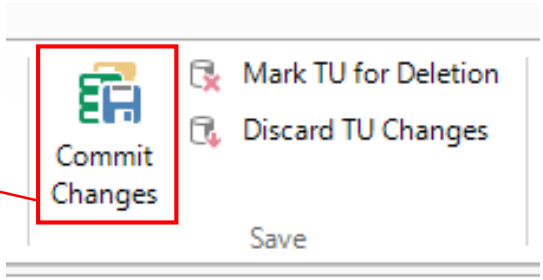
To	Do the following
Mark a translation unit for deletion,	Click in the **Save** group on the **Home** tab.
Assign custom field values to the translation unit,	Use the **Field Values** window.

Saving pending changes

Once you have corrected the text in the translation unit, you next need to save your changes.

3. Click the **Commit Changes** button in the **Save** group on the **Home** tab. The translation unit is now saved with the new spelling.

Commit (Save) changes



Filters and batch editing

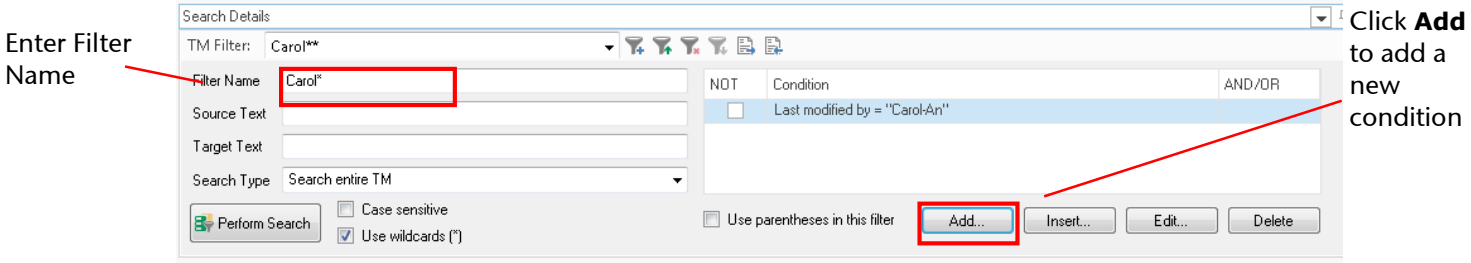
…Documents\ Studio 2015\Projects\Samples\SampleProject\ TMs\English-German.sdltm

Creating and applying a filter

As well as being able to search the source and target text, you can also use filters in combination with the search feature or by themselves to find certain translation units. This filters out the translation units that do not match the conditions of the filter.
Assume you only want to view all translations modified by Carol-Ann to ensure the translations are correct.

NOTE If you still have search criteria in the **Source Text** box, delete it now.

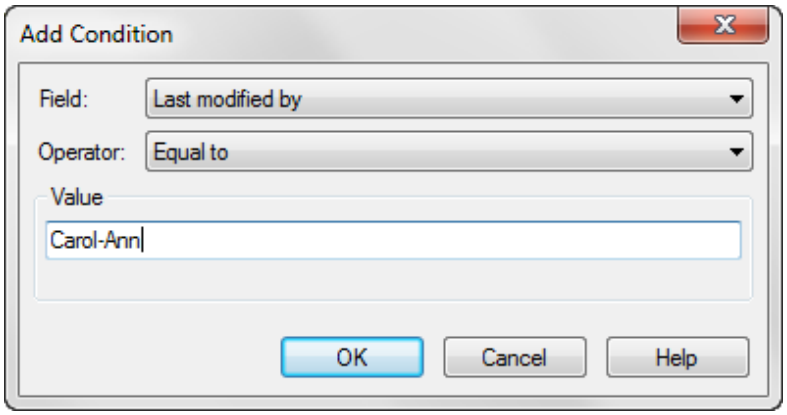
1. In the **Search Details** window, click the **Add Filter** icon to add a filter.



2. Enter the name of the filter, *Carol*, in the **Filter Name** box. The new name is automatically displayed in the **TM Filter** box with an * asterisk next to it to indicate this filter is not saved.

3. Click **Add** to add a new condition to the filter and open the **Add Condition** dialog box.

4. Complete the dialog box with the settings below and click **OK** to add the condition.



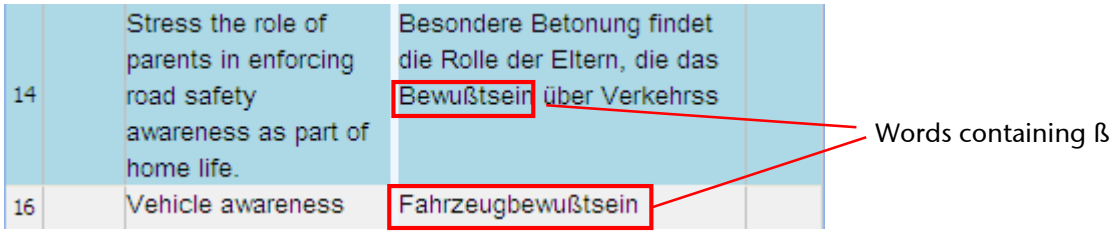
5. Click the **Save** icon to save the filter. The filter is now saved with the translation memory.

6. Click **Perform Search**. The translation units that were last updated during translation by Carol-Ann are displayed.

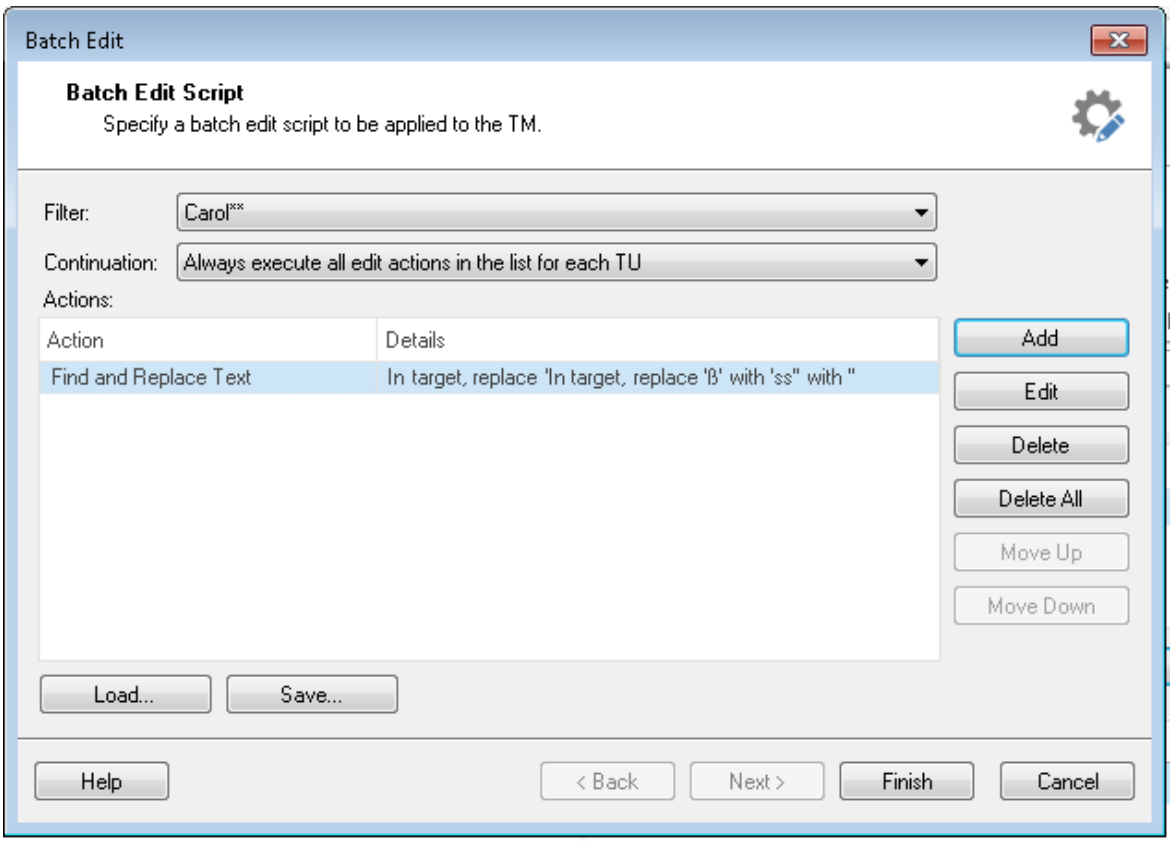
Batch editing translation units

In Carol-Ann's translations that were displayed when you applied the filter in the last section, there are several words that use the old German spelling which contains the character *ß*. Assume you want to change those translations to the new spelling ss. To do this, batch edit a group of translations at the same time.

NOTE There are some German spellings that still contain this character *ß*. Assume for the purposes of this example though, that the new spelling applies to all Germans words containing *ß*.



7. Right-click on the *English-German* translation memory in the navigation tree and select **Batch Edit** from the shortcut menu. The **Batch Edit** wizard is displayed on the **Batch Edit Script** page.

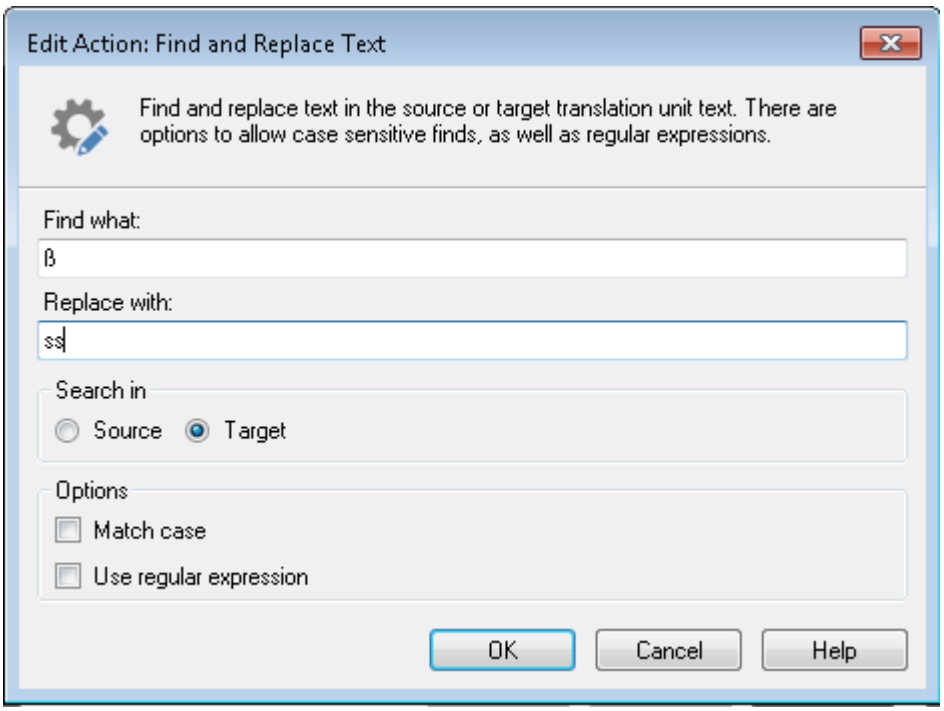


8. Select the *Carol* filter from the **Filter** drop-down list. This will only apply the batch edit to translation units that were last modified by Carol-Ann during translation.

9. Click **Add** and select **Find and Replace Text** from the drop-down list.

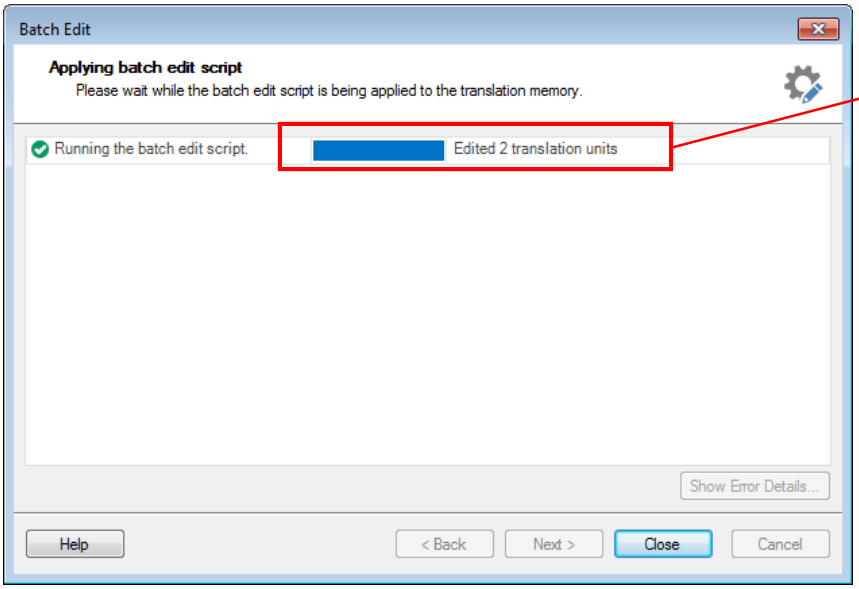
Tip You can also use Batch Edit to change field values assigned to translation units and to delete tags in a group of translation units.

10. The **Edit Action: Find and Replace Text** dialog box is displayed. Complete this dialog box with the following settings:
    - **Find what**: ß (You can copy and paste this character into the box or press Alt + 0223 (on the numeric keypad)).
    - **Replace with**: ss (Enter these as lowercase letters)
    - If necessary, change the additional settings to match the dialog box below.



11. Click **OK** to add the edit action to the list in the **Actions** box.

12. Click **Finish**. The **Applying batch edit script** page is displayed.



Two translation units have been updated.

13. Click **Close** to close the wizard.

NOTE Changes made by a batch edit are automatically committed and cannot be canceled.

The words in translation unit 14 and translation unit 15 now have the new German spelling.

14		Stress the role of parents in enforcing road safety awareness as part of home life.	Besondere Betonung findet die Rolle der Eltern, die das Bewusstsein über Verkehrss	
16		Vehicle awareness	Fahrzeugbewusstsein	

ß has change to ss

About importing data into a translation memory

You can import translation units and their associated data into a translation memory. The translation units are always imported but the associated data that is imported varies depending on the file type from which it was extracted.

Supported import types include:

- Translation Memory Exchange Documents (*.tmx, *. tmz.gz)
- SDL XLIFF Bilingual Documents (*.sdlxliff)
- TRADOStag Documents (*.ttx)
- SDL Edit Documents (*.itd)
- Alignment Files (*.sdlalign)

NOTE For detailed information on how to upgrade your SDL Trados 2007 and SDLX 2007 translation memories, see the *SDL Trados Studio Migration Guide*.

Importing TMX Files

The following data can be imported from a TMX file:

- Translation units
- Custom fields and their values
- System fields

Importing bilingual files (*.sdlxliff, *.ttx,* .itd)

The following data can be imported from a bilingual file:

- Translation units
- Context information (bilingual files contain a sequence of translation units that is used for creating context matches in the translation memory based on this sequence)

NOTE If you are importing data from SDL Trados 2007 and SDLX 2007, it is often better to import bilingual files instead of TMX files so that you can import the information needed to create context matches.

Importing alignment result files (*.sdlalign)

*.Sdlalign files are alignment result files that contain translation units generated after aligning the source with the target file of an existing translation.
When you import *.sdlalign data, you can tell Studio to triage only the translation units that meet a certain quality value threshold. You can also add custom field values to the imported translation units and specify other TM import options.

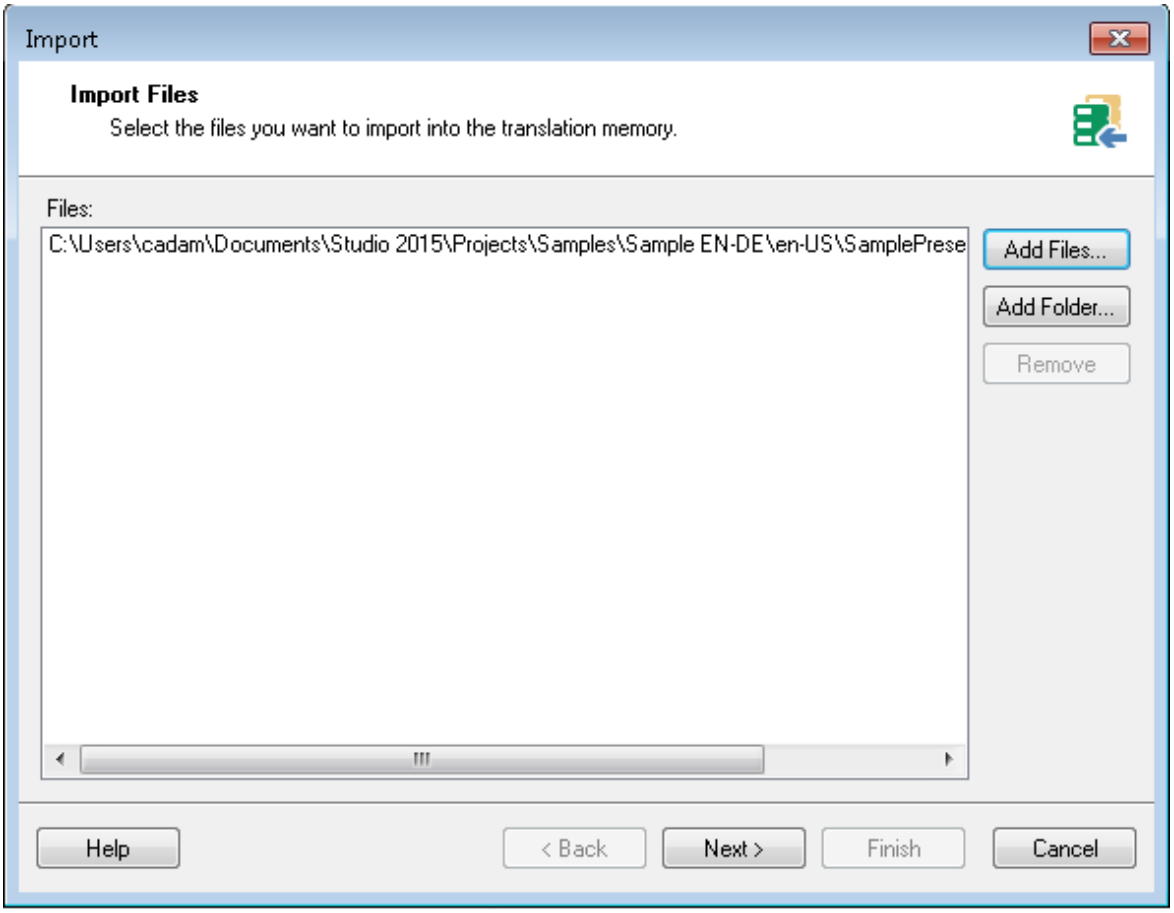
Importing a sample bilingual file

Assume a customer has asked you to prepare a translation memory for a project. The project is an update to previously translated documents. They do not have a translation memory from the project but they do have the bilingual translated files. Import the data into your sample translation memory so that the content can be leveraged for translating the updated documents.

1. Open the *Sample EN-DE.sdltm* translation memory.

   …Documents\ Studio 2015\Translation Memories\Sample EN-DE.sdltm (This is the sample translation memory you created in an earlier exercise.)

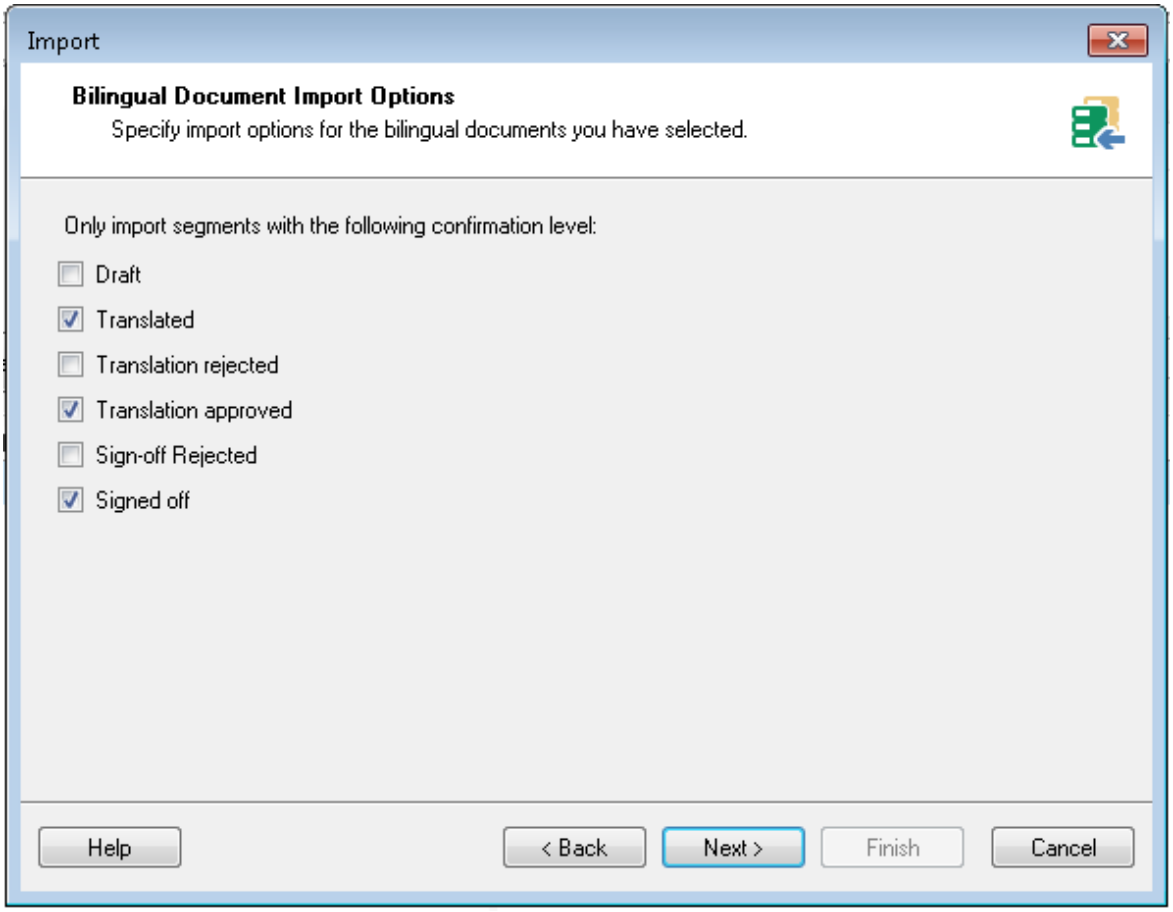
2. Right-click on the *Sample EN-DE* translation memory in the navigation tree and select **Import** from the shortcut menu. The **Import** wizard is displayed on the **Import Files** page.



3. Click **Add Files** and select the *SecondSample.doc.sdlxliff*.

…Documents\Studio 2015\Projects\Samples\Sample Project\de-DE\SecondSample.doc.sdlxliff.

4. Click **Next**. The **Bilingual Document Import Options** page is displayed.

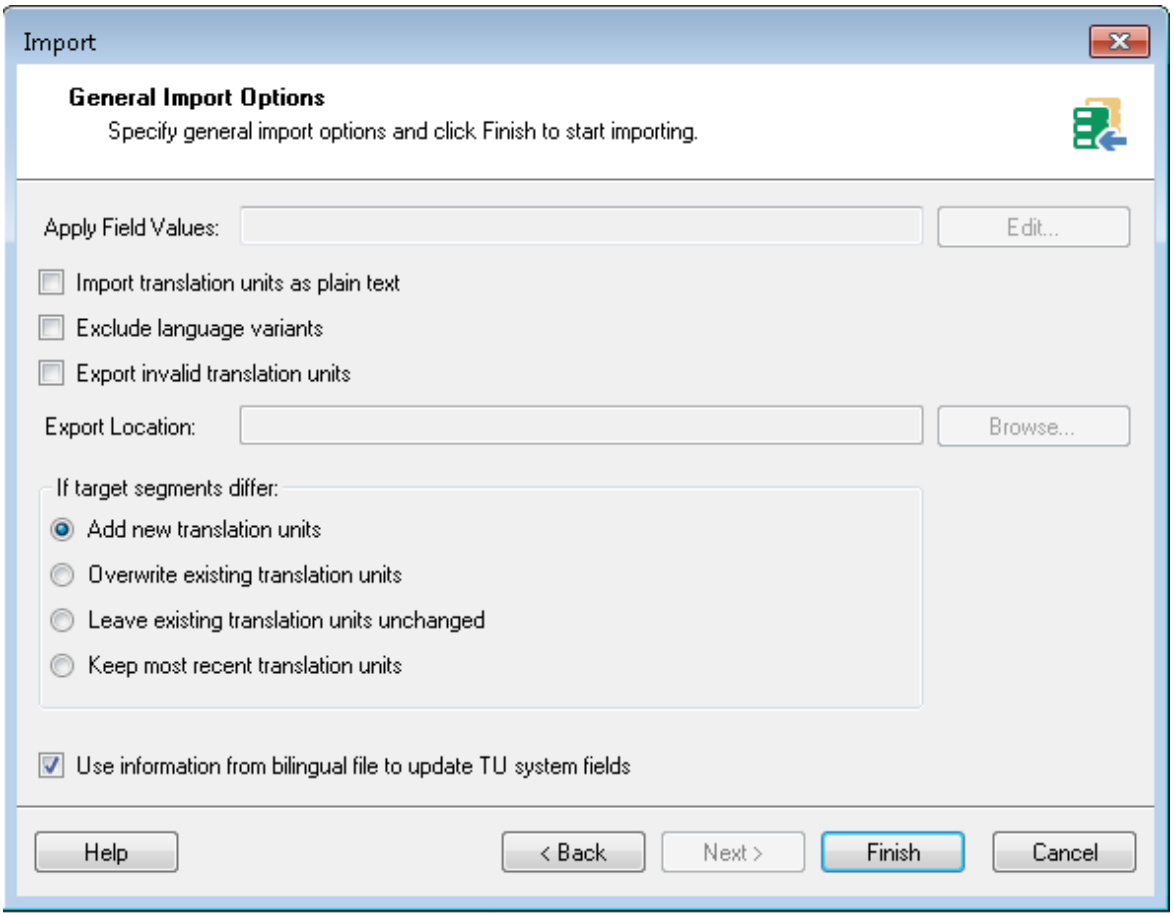


This page identifies the segments you want to import by their confirmation level (status). The currently selected statuses indicate that the imported translations must have one of these statuses.

- **Translated** – This translation has been confirmed as complete.
- **Translation approved** – The translation has been approved by the reviewer.
- **Signed off** – The translation has been signed off. This is another level of approval by a reviewer.

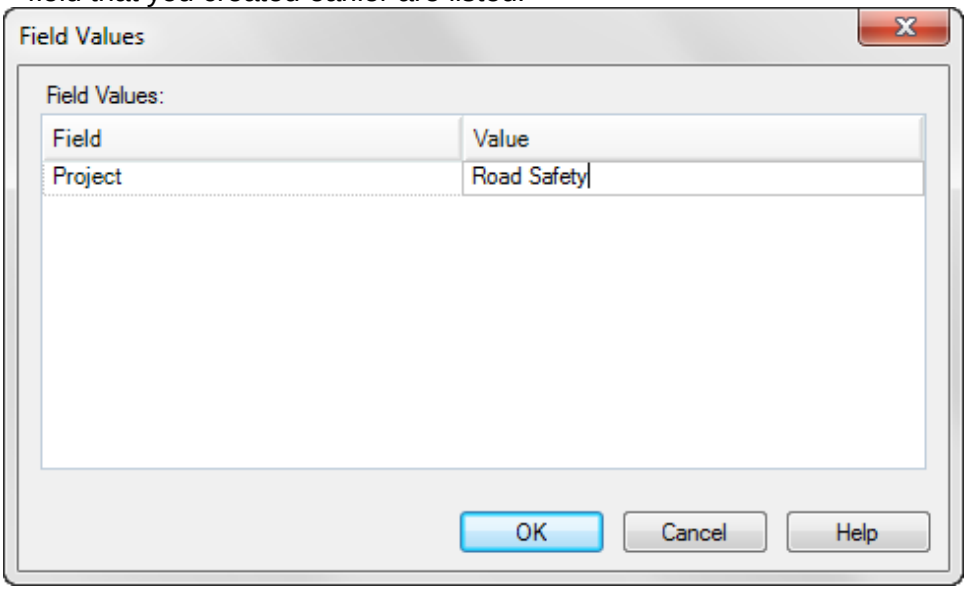
5. Accept the defaults on this page and click **Next**.

The **General Import Options** page is displayed.



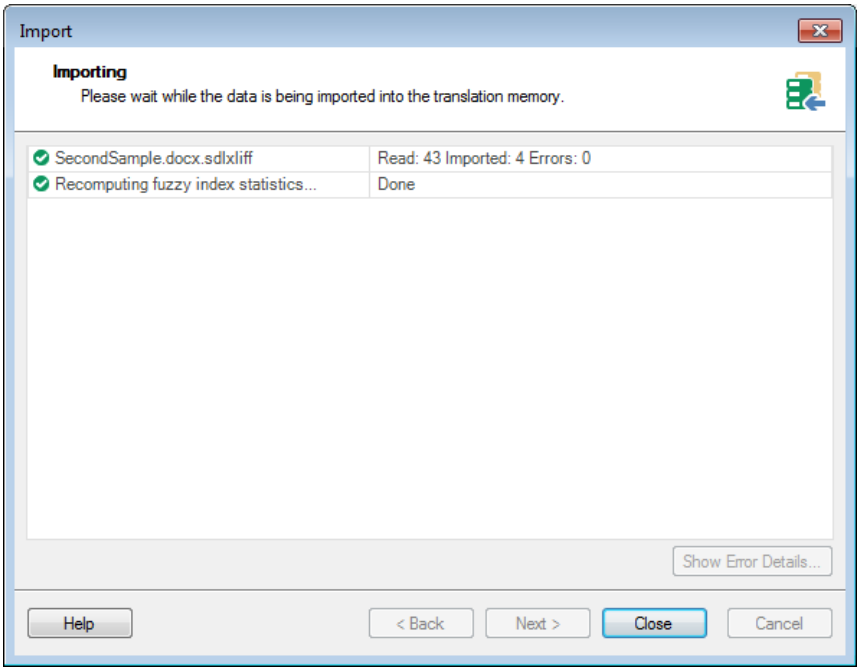
6. Add a field value that indicates that the imported translation units are for the Road Safety project. The value will be assigned to all imported translation units.

- Click **Edit**. The **Field Values** box is displayed. The *Project* field and *Output Type* field that you created earlier are listed.



- Enter *Road Safety* in box next to *Project* in the **Value** column.
- Click **OK** to close the **Field Values** dialog box and display again the **General Import Options** page.

7. Click **Finish**. The **Importing** page is displayed.



This page displays each file being imported and indicates the status of each import. When the import has finished, the items on this page are listed as **Complete**. The results of the import indicate:

- *Read 43*: This indicates that 43 segments were read in the bilingual file during the import.
- *Imported 4*: This indicates that out of the 43 translation units that were read, only 4 of them were imported. This is because only 4 of the translations have a status of Translated, Translation Approved or Signed off.
- *Errors 0*: This indicates that there were no errors during the import.

NOTE If you have modified the sample file that you imported, your results may be different to these.

8. When the import is complete, the **Close** button becomes available. Click **Close** to close the wizard.

   The results of the import are displayed in the TM side-by-side editor. Even though 4 translation units were imported, only 3 appear in the translation memory. This is because 2 of the imported translation units had the exact same source text and translation. Therefore, they were merged into 1 translation unit.

End of Quick Start Guide

Now you know how to create and manage your translation memories in SDL Trados Studio. For additional information about translation memories in SDL Trados Studio, see:

- SDL Trados Studio Help - This provides additional information about translation memories. You can access this help system by selecting **Help Topics** from the **Online Help** group on the **Help** tab in the SDL Trados Studio application.
- SDL Trados Studio Migration Guide - This provides information about converting or upgrading existing translation resources from SDL Trados 2007 and SDLX so that you can work with them in SDL Trados Studio. You can access this guide from the **Start** menu under **Programs > SDL > SDL Trados Studio 2015 > Documentation**.
- *SDL GroupShare Installation Guide* – This provides information about upgrading server-based translation memories from SDL TM Server 2009 to SDL TM Server 2014.
- *SDL GroupShare Help* – This provides information on how to manage your server-based translation memories in TM Server. You can access this help system by clicking **Help** from the SDL GroupShare application.

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