

**SDL Trados Studio 2015 SR2
Project Management
Quick Start Guide**

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This guide ships with SDL Trados Studio 2015 SR2.

March 2016

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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 specified paths are based on Microsoft Windows Vista or later operating system.



Tip

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](#)

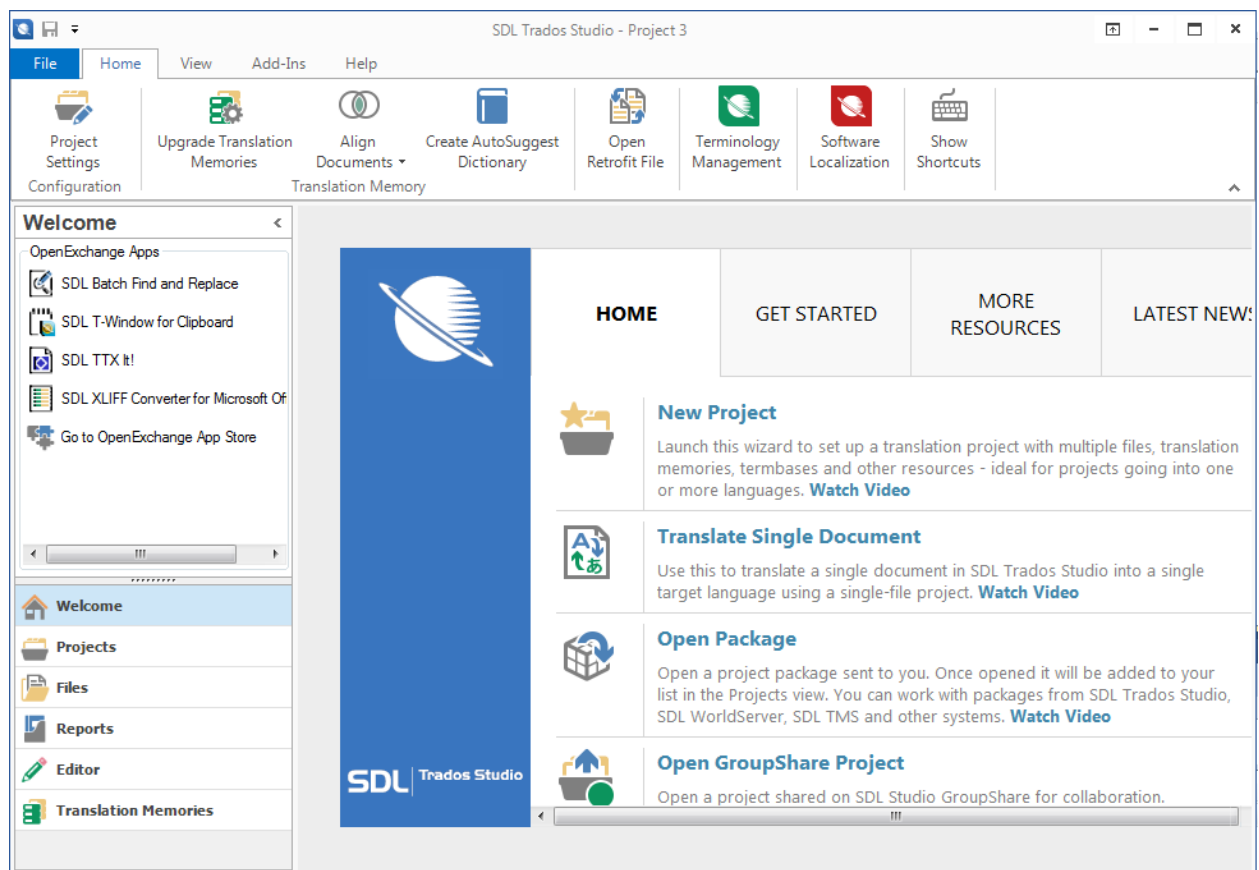
About SDL Trados Studio








Description

SDL Trados Studio enables organizations to effectively manage all aspects of their 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 in whichever way 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.

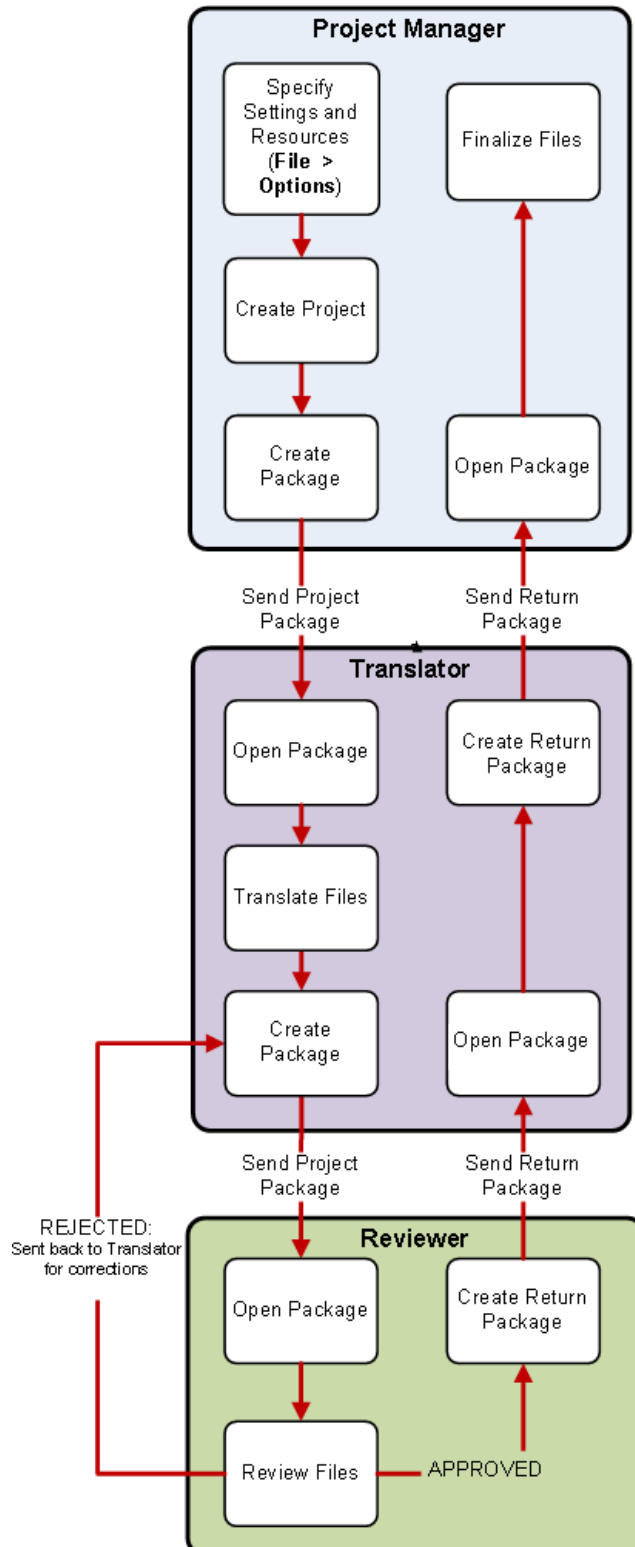


View	Description
 Welcome	<p>This is where you can:</p> <ul style="list-style-type: none"> • Access popular Help videos and documentation • Read the latest SDL Trados Studio news • Create a new project • Translate a single document • Open a package • Open a GroupShare project • Access your SDL Language Cloud account information and manage subscriptions to Language Cloud machine translation engines <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>
 Projects	<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>
 Files	<p>This is where you work with project files. From here you can:</p> <ul style="list-style-type: none"> • Open files for translation • Open files for review • Perform batch processing on files • You can also view word counts and translation progress for these files
 Reports	<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>
 Editor	<p>This is where documents are translated and reviewed.</p>
 Translation Memories	<p>This is where you create and manage translation memories.</p>
 Alignment	<p>This is where you can align existing translated documents to generate translation memory content or review retrofit alignment files before updating the project file. This view is only available when you open an alignment result file (*.sdlalign) or a retrofit file (*.sdlretrofit).</p>

Offline project workflow with project packages

SDL Trados Studio allows you to use the workflow that suits your needs. The following diagram shows a typical workflow if you are working with projects and packages in SDL Trados Studio.

NOTE For information about single-user workflows and online workflows using Project Server (SDL GroupShare), see the videos and information in the [Studio Help](#).



Default Language Pair Settings

Language pairs

A language pair is used to store settings relating to translation from a specific source language into a specific target language. Resources and options are typically configured for use across all language pairs to which they apply. Multilingual resources, such as termbases and server-based translation memories, may apply to more than one language pair. Bilingual resources, such as file-based translation memories, only apply to a specific language pair.

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

For example, if you always have translation projects that are translated from English to German, you may want to specify which translation memory, termbase and other resources to use.

Options dialog box

You can define default settings for use in your translation projects in the **Options** dialog box. When you define settings here, it automatically updates the default project template which you can then select when creating your project. The default project template is stored in:

...Documents\Studio 2015\Projects\Samples\Project Templates\Default.sdltpl



Tip

Alternatively, you can use project templates to define your settings for customers for whom you need to create several projects. Select **File > Setup > Project Template** from the Ribbon to create a template.

All Language Pairs

Typically, you configure translation resources (even if they are bilingual) and edit settings at the **All Language Pairs** level. The settings then apply to all language pairs and the translation resources apply to the all language pairs to which they are relevant.

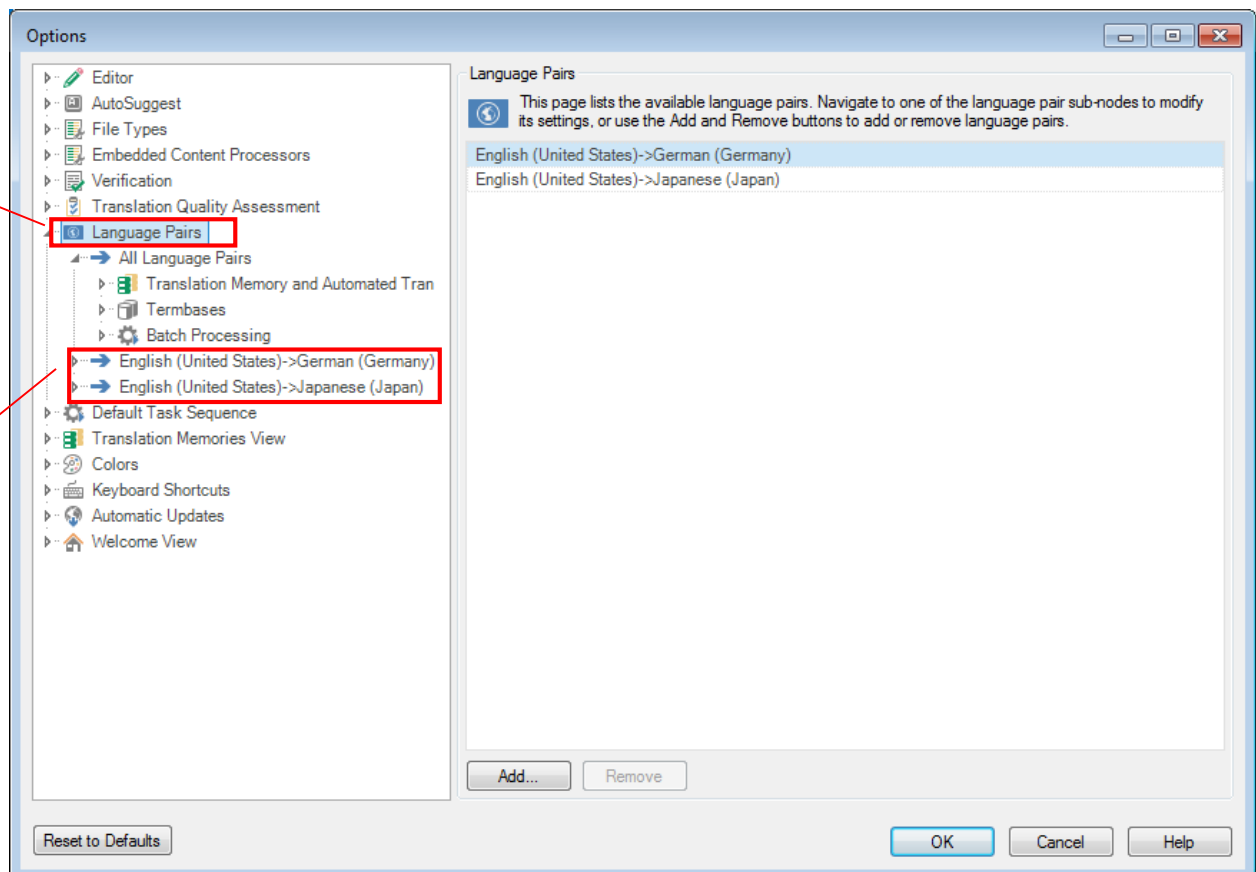
For example:

- If you select a multilingual server-based translation memory at the **All Language Pairs** level that contains *English to German* and *English to French* language pairs, this translation memory is automatically selected for *English to German* and *English to French* projects.
- If you change the minimum match value to 65% at the **All Language Pairs** level, it will apply to all language pairs.



Tip

Individual exceptions to these settings can be defined for each language pair. For example, if you wanted the *English to German* language pair to have a different minimum match value, you could change it at the individual language pair level.



Resources

You can select the following resources for a language pair:

Resource	Description
Translation Memories	<p>The SDL Trados Studio translation memory file-based format is <i>*.sdltm</i>. You can use translation memories from any version of SDL Trados Studio 2009, 2011 and 2014. If you have a translation memory from a previous version of SDL Trados or SDLX, refer to the SDL Trados Studio 2015 Migration Guide for details of how to upgrade the translation memory to the current format.</p> <p>You can also connect to server-based translation memories from SDL TM Server 2009 SP3, SDL TM Server 2011, SDL TM Server 2014 and SDL WorldServer 10.1 -10.4.</p>
Automated Translation Server	<p>Automated translation is translation performed by computer software without human interaction. 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. You can connect to the following automated translation servers:</p> <ul style="list-style-type: none"> • SDL Language Cloud • SDL's Default Automated Translation Server • SDL BeGlobal Enterprise • Google Translate <p>You can also add your own custom automated translation server.</p>
Termbases	<p>SDL MultiTerm 2009, 2011, 2014 and 2015 (<i>*.sdltb</i>) file-based termbases are used in SDL Trados Studio 2015 SR2. In addition, you can use the following legacy termbase formats.</p> <ul style="list-style-type: none"> • SDL MultiTerm 2007 (version 7.5) and previous 7.x releases • SDL MultiTerm iX (version 6.x). <p>When you open legacy termbases, they are automatically upgraded to SDL MultiTerm 2015 (<i>*.sdltb</i>) format.</p> <p>You can also connect to server-based termbases from MultiTerm Server 2009 SP3, MultiTerm Server 2011 and MultiTerm Server 2014.</p>
AutoSuggest Dictionaries	<p>AutoSuggest editing is an important 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"> • 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). • An SDL MultiTerm termbase selected in your project. • AutoText entries - create a list of words and phrases manually by typing them into SDL Trados Studio.

How to define your default language pair settings

Follow these instructions to set up your default translation memories, termbases and AutoSuggest dictionaries for your translations projects for English (United States) to German (Germany).

NOTE These settings should be defined at the **All Language Pairs** level where possible.

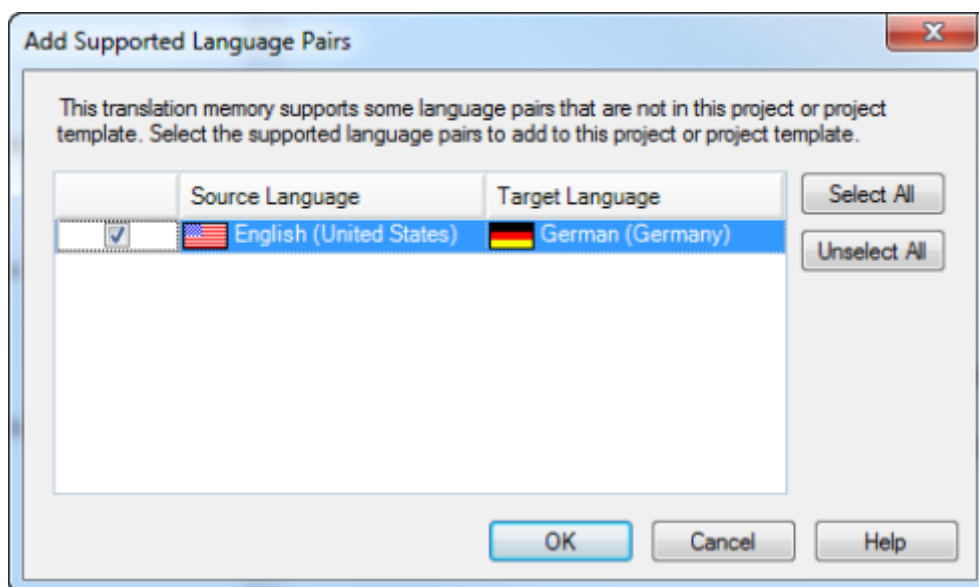
You can follow the same procedure for setting up default resources for other language pairs. In this example, you will use the sample project in SDL Trados Studio. Once you are familiar with these steps, you can then use them to specify your own default resources for all language pairs with which you are working.

1. Select **File > Options** from the Ribbon. 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*.



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

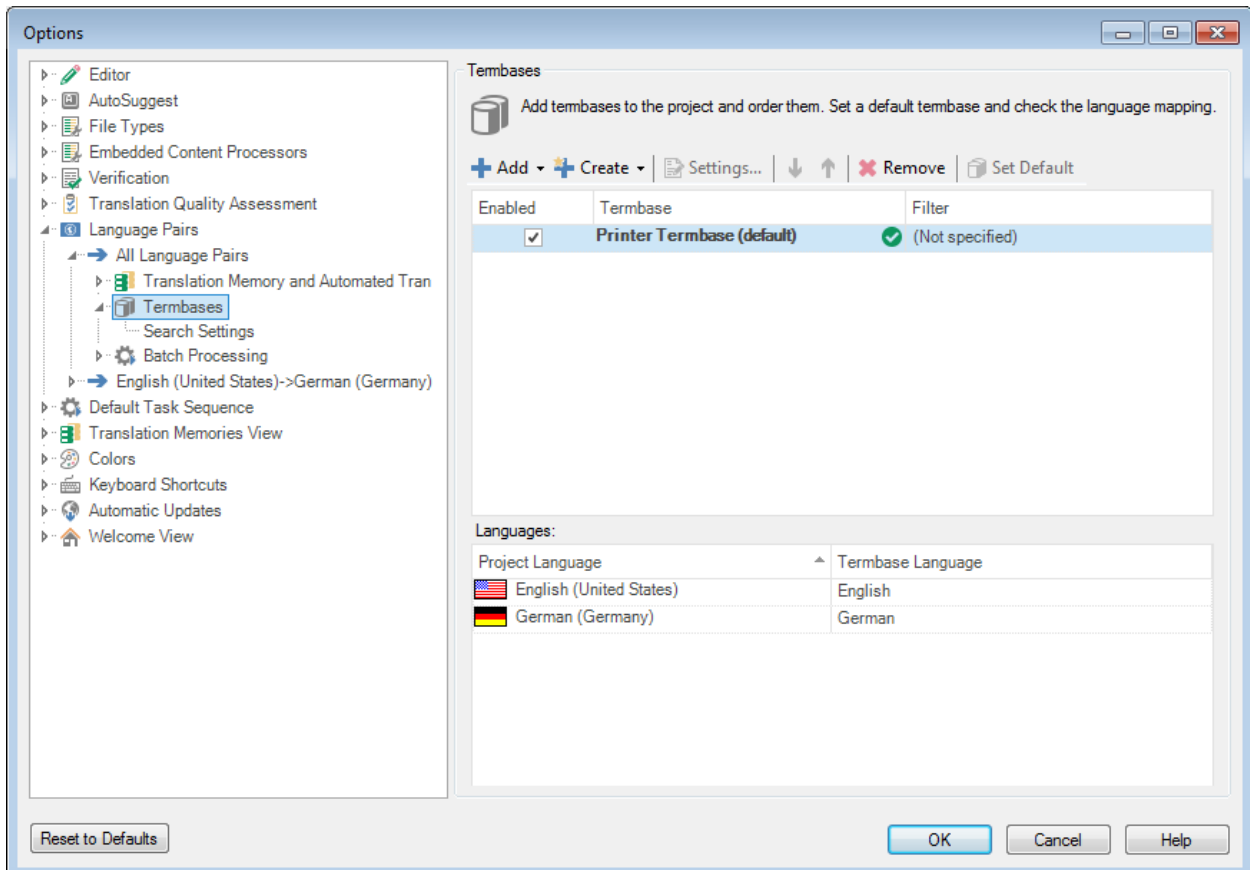
If your setup does not include any default options for the language pair, *English (United States) - German (Germany)*, the **Add Supported Language Pairs** dialog box is displayed. Select the check box next to the language pair and click **OK**.



4. Select **Language Pairs > All Language Pairs > Termbases** from the navigation tree.
5. On the **Termbases** page, you can add SDL MultiTerm termbases. Select the sample termbase file, *Printer.sdltb*.



...Documents\Studio 2015\Projects\Samples\SampleProject\ Termbase\Printer.sdltb



6. Select **Language Pairs > English (United States) > German (Germany) > AutoSuggest Dictionaries** from the navigation tree.

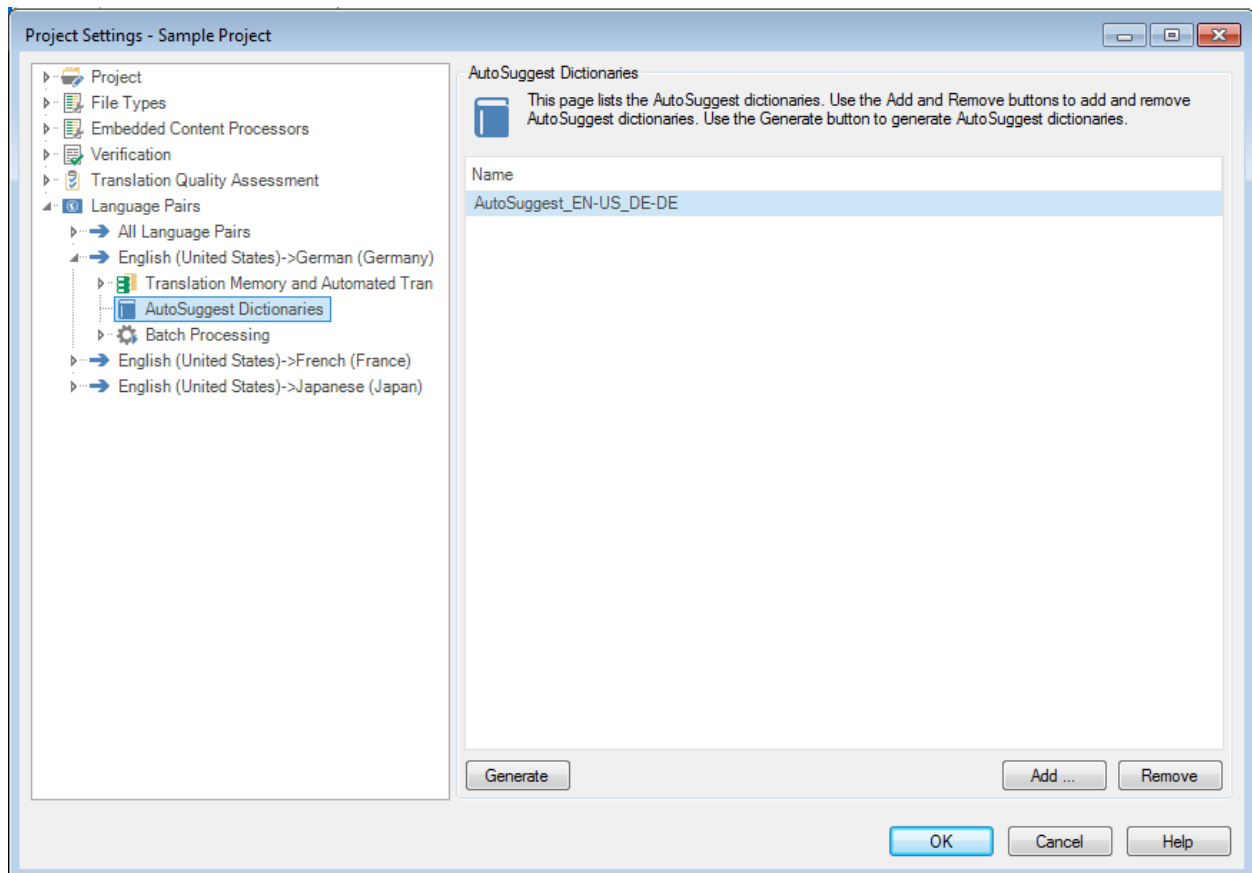
NOTE

AutoSuggest dictionaries can only be defined at the individual language pair level.

7. On the **AutoSuggest Dictionaries** page, you can select AutoSuggest dictionaries. Select the sample AutoSuggest dictionary file, *AutoSuggest_EN-US_DE-DE.bpm*.



...Documents\Studio 2015\Projects\Samples\SampleProject\ AutoSuggest\AutoSuggest_EN-US_DE-DE.bpm



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

From now on these default resources will be used whenever you create an English to German translation project using the default project template.



Tip

Click through the tree structure under **All Language Pairs** to define additional settings, such as minimum fuzzy match values and auto-substitution. Remember these settings will apply to all of the language pairs. If you want to specify settings that are specific only to the English to German language pair, do this under **Language Pairs > English United States > German (Germany)**.

Project Concepts

Before you create a project, review the project concepts below.

Concept	Description
Language Pairs	<p>A source language and a target language (language into which you are translating). Some resources and settings can be selected for use across all language pairs, for example termbases which are multilingual. Translation memories and AutoSuggest dictionaries are selected for a specific language pair as they are bilingual. However, you can define the settings of a translation memory for all language pairs.</p> <p>For example, you could specify 70% as the minimum match value for fuzzy matches at the <i>All Language Pairs</i> level. This setting is then applied to every translation memory selected for each language pair.</p>
Project	<p>All files are translated and managed as part of a project. A project may contain a single file or many files for translation into one language or several languages. It may also contain reference material, translation memories, termbases, AutoSuggest dictionaries and instructions for translators. Once a project has been created, the project manager can manage all aspects of project effort and monitor project progress using the project management tools in SDL Trados Studio.</p>
Project Package	<p>A project package is a file structure which contains all the files that need to be sent to a project team member to enable them to commence work on the project. For example, files to be translated or reviewed.</p> <p>Once the project package is created, you can send it by email, post on an FTP site or use any other method that you prefer to send it to the team member who will be working on the project files. This eliminates the need to send multiple files or multiple emails and enables all project information to be sent with project files in a coherent structure.</p>
Return Packages	<p>A return package contains project files for which a specific manual task has been completed. For example, project files that have been translated or reviewed. It can also contain files for which further work needs to be completed. For example, a reviewer may want to return a translated file because of an incorrect translation which the translator needs to fix.</p> <p>When you create a return package it only includes the project files and not the translation memory, termbases or AutoSuggest dictionaries.</p>

<p>PerfectMatch</p>	<p>A PerfectMatch is a form of context match that compares updated source files to a corresponding set of existing bilingual documents rather than to a translation memory. Segment matches, known as PerfectMatches, are checked for context, that is, the surrounding entries are checked to ensure that they are the same. They are then extracted from the existing bilingual documents and transferred to the updated source files. Because the PerfectMatch segment matching process includes a check for context, PerfectMatch units typically need no further translation or editing during translation.</p>
<p>Batch Task</p>	<p>A task is a process that is performed on an individual file or on a group of files (for example, an entire project). Batch tasks are performed by the system. For example, the Word Count batch task performs a word count for selected files and the word count results can be seen in the SDL Trados Studio views and reports. Batch tasks can be put into a task sequence. All tasks in the sequence are performed (in the order in which they appear in the sequence) on all selected tasks.</p>
<p>Task Sequence</p>	<p>A task sequence contains multiple batch tasks. When you run a task sequence, all tasks in the sequence are performed on all selected files: the tasks are performed in the order in which they appear in the sequence. A number of batch task sequences are provided for you and if you have the Professional version you can also create new ones.</p>

Creating Projects

Assume you have been asked by a customer (SDL) to translate a group of files from English to German. First, create a project using the **New Project** wizard. This allows you to:

- Produce translation analysis figures for viewing on screen in SDL Trados Studio and in SDL Trados Studio reports.
- Convert project files to SDL XLIFF format.
- Pre-translate project files by applying translations from translation memories.
- Create a file-based project translation memory for distribution with project files.



Tip

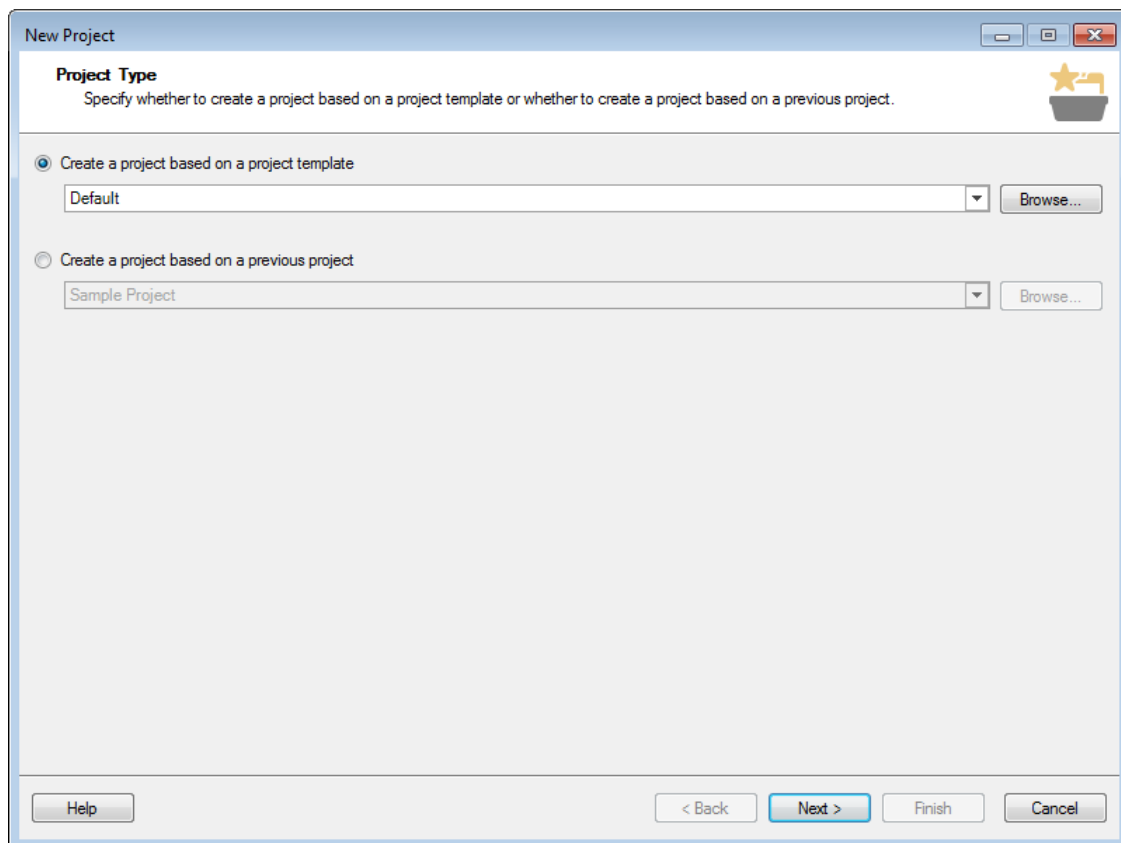
If you do not select a task to be performed during project creation, you can perform that task after the project is created. For example, you may initially only want to analyze files when you create a project in order to get analysis figures to provide a quote for a customer.

How to create a project

1. Either: Select **File > New > New Project** or **Projects** view > **Home** tab > **New Project** from Tasks group.
2. On this page, if it is not already selected, select **Create a project based on project template** and select **Default** (*Default.sdtlpl*) from the drop-down list. This selects the default project template which was updated with your default settings and resources when you defined them in the **Options** dialog box.



...Documents\Studio 2015\Projects\Samples\Project Templates\Default.sdtlpl



3. Click **Next**.

Entering basic project details

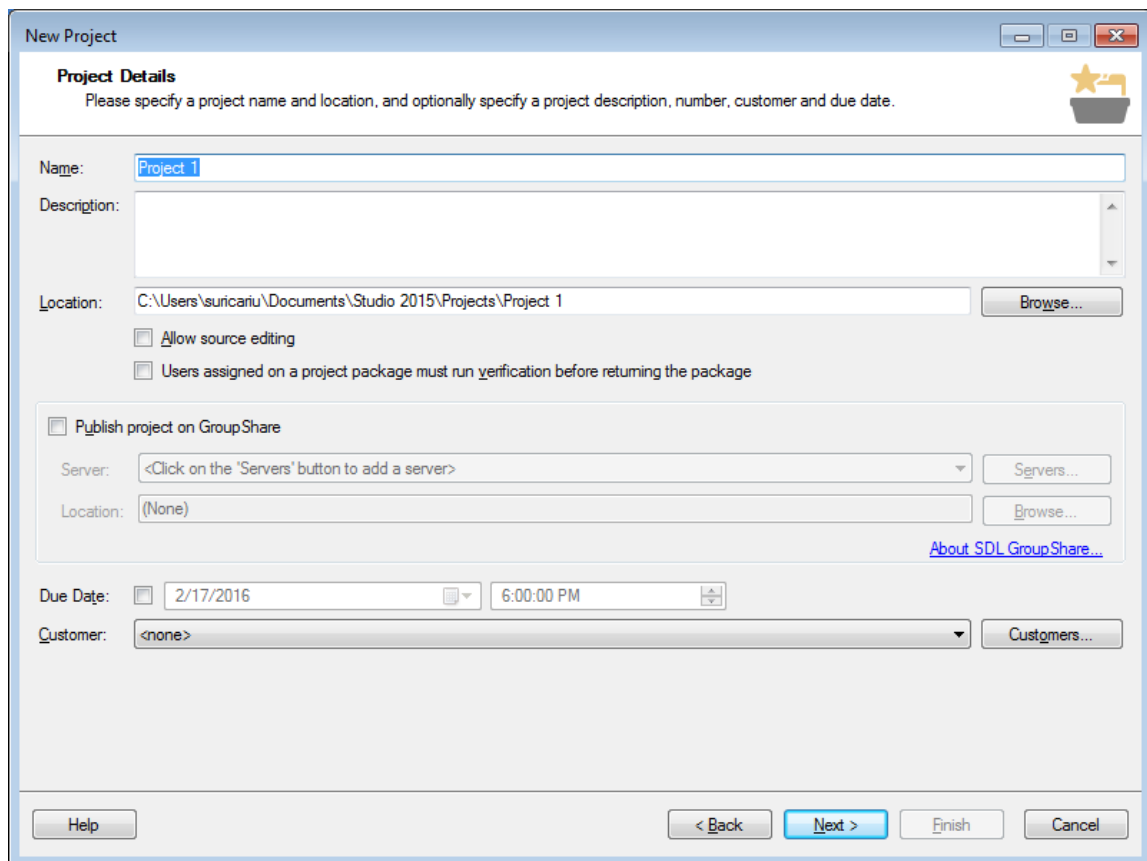
4. The **Project Details** page is displayed. Specify the following settings:

- **Name:** *Sample EN-DE*
- **Location:** The project is automatically saved to the *Documents\Studio 2015\Projects* folder. Leave the default location.
- Click the **Customers** button and create *SDL* as a customer. Then, select *SDL* from the **Customer** drop-down list.



Tip

You can also share your project online with other team members by selecting **Publish project on GroupShare**. This publishes the project on Project Server (SDL GroupShare). For information, refer to the videos and information in the [SDL Trados Studio Help](#).



5. Click **Next**. The **Project Languages** page is displayed. On this page, select *English (United States)* as your source language and *German (Germany)* as your target language.

NOTE You can select multiple target languages for a project.

6. Click **Next**.

Selecting project files

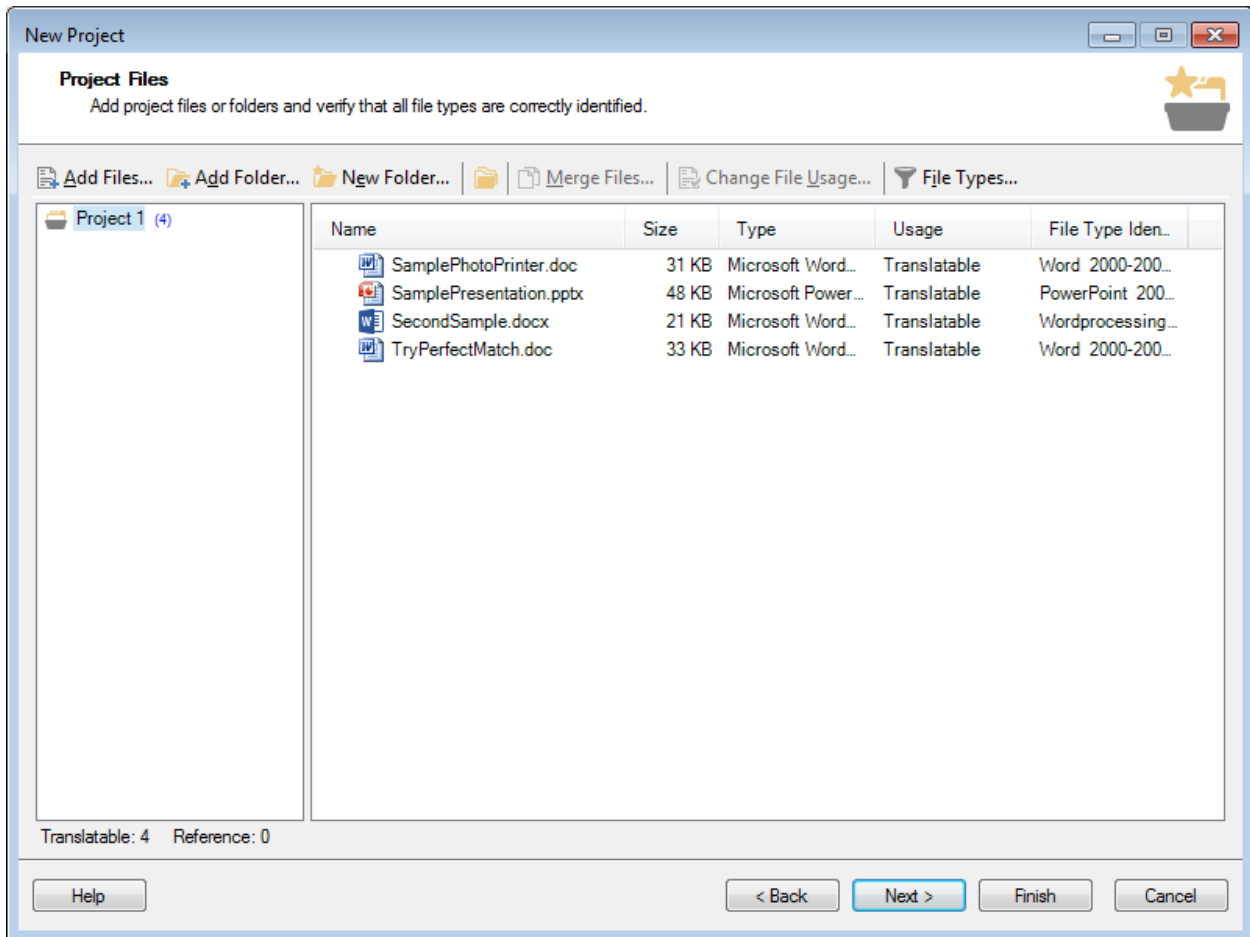
7. The **Project Files** page is displayed. On this page, select the files for translation:

- Click **Add Files** and select the four sample documents.



...Documents\Studio 2015\Projects\Samples\SampleProject\en-US:

- *SamplePhotoPrinter.doc*
- *SamplePresentation.pptx*
- *SecondSample.docx*
- *TryPerfectMatch.doc*



The files you added are scanned to determine their usage and to designate the appropriate file type settings.

- The **Usage** column indicates three sample files are **Translatable**. You can specify usage by clicking the **Change File Usage** button. This allows you to also define files as reference files.
- The file filter that will be used to process this file is listed in the **Type** column. You can view or update file filter settings by clicking the **File Types** button.

8. Click **Next**.

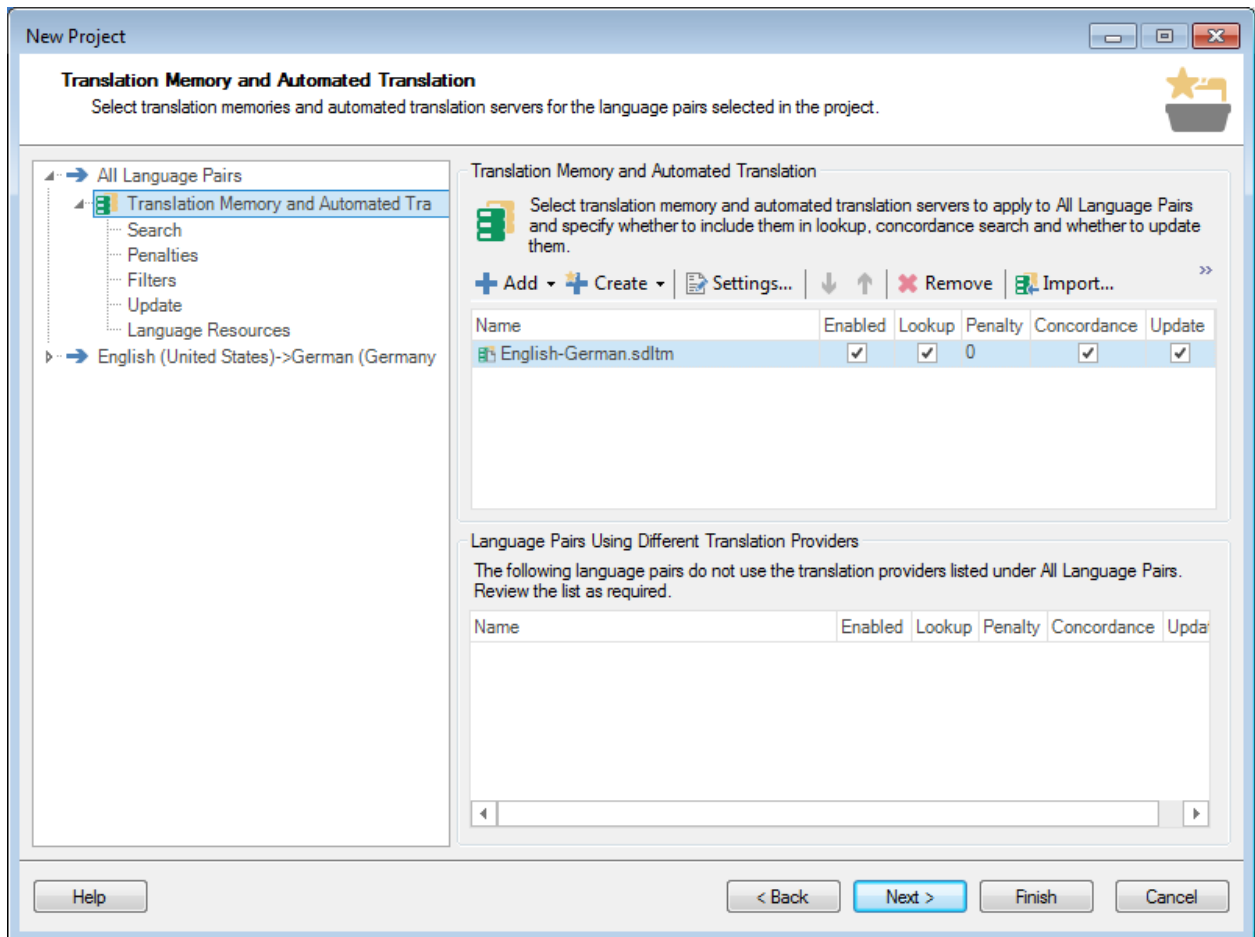
Selecting translation memories

The **Translation Memory and Automated Translation** page is displayed. The translation memory you selected when you set up your default options is automatically selected for this project.



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

NOTE You can add multiple translation memories and also connect to automated translation servers (machine translation).



9. Click **Next**.

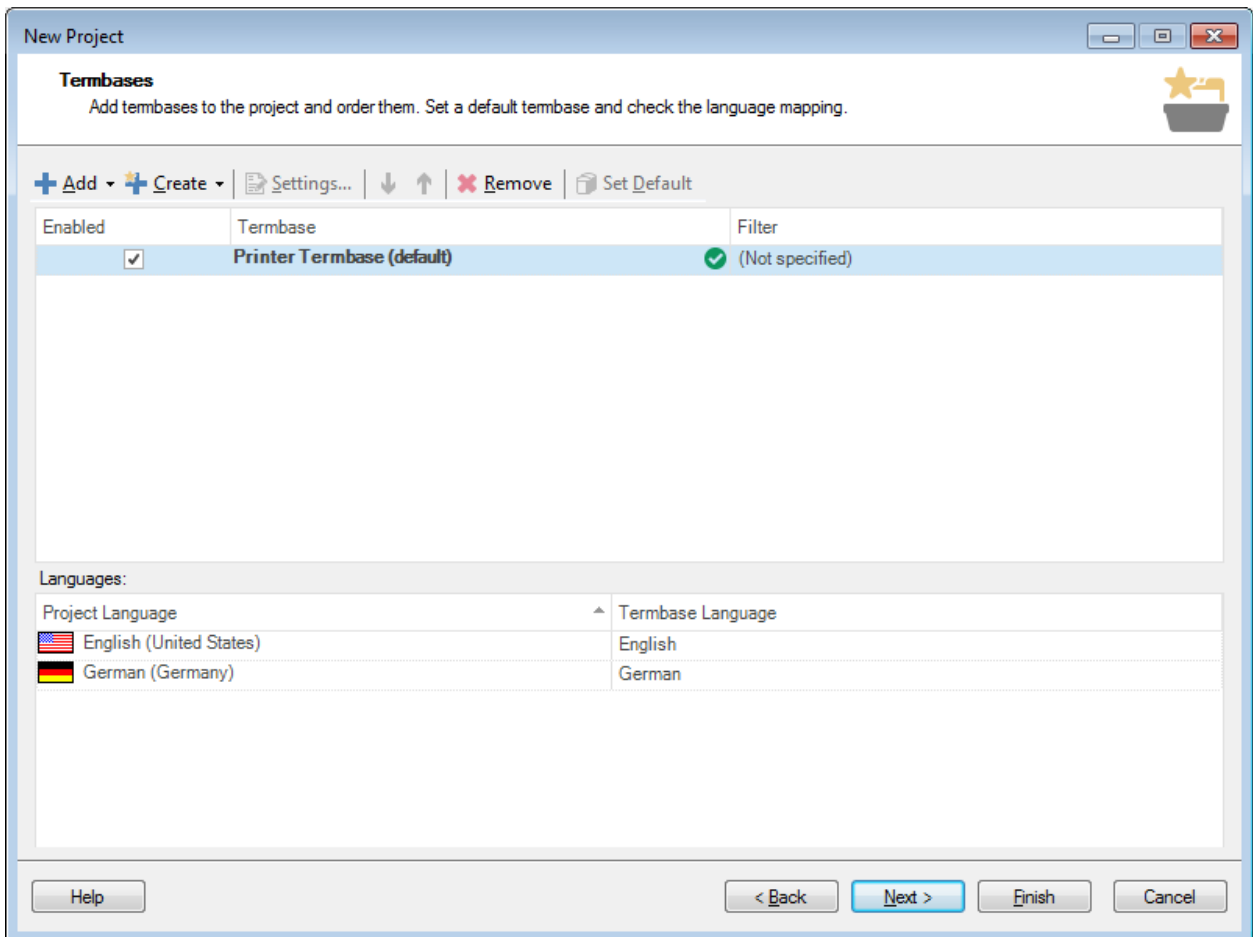
Selecting termbases

The **Termbases** page is displayed. The termbase you selected when you set up your default options is automatically selected for this project.



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

NOTE You can add multiple termbases.



10. Click **Next**.

Reusing previously translated documents to apply PerfectMatch

The **SDL PerfectMatch** page is displayed. On this page, you can select previously translated documents to be used for [PerfectMatch](#). This allows you to transfer the translations from the previous set of SDL XLIFF, SDL Edit (ITD) or Tradostag (TTX) bilingual documents to the new project files.

NOTE Your license for SDL Trados Studio may or may not include this feature. See the *About Editions and Licensing* topic in the [SDL Trados Studio Help](#) for information about your license features.

Why should you use PerfectMatch?

There are 2 main scenarios when you can leverage previous translations by applying PerfectMatch. For a list of additional scenarios, see the SDL Trados Studio Help.

Pre-Project scenario

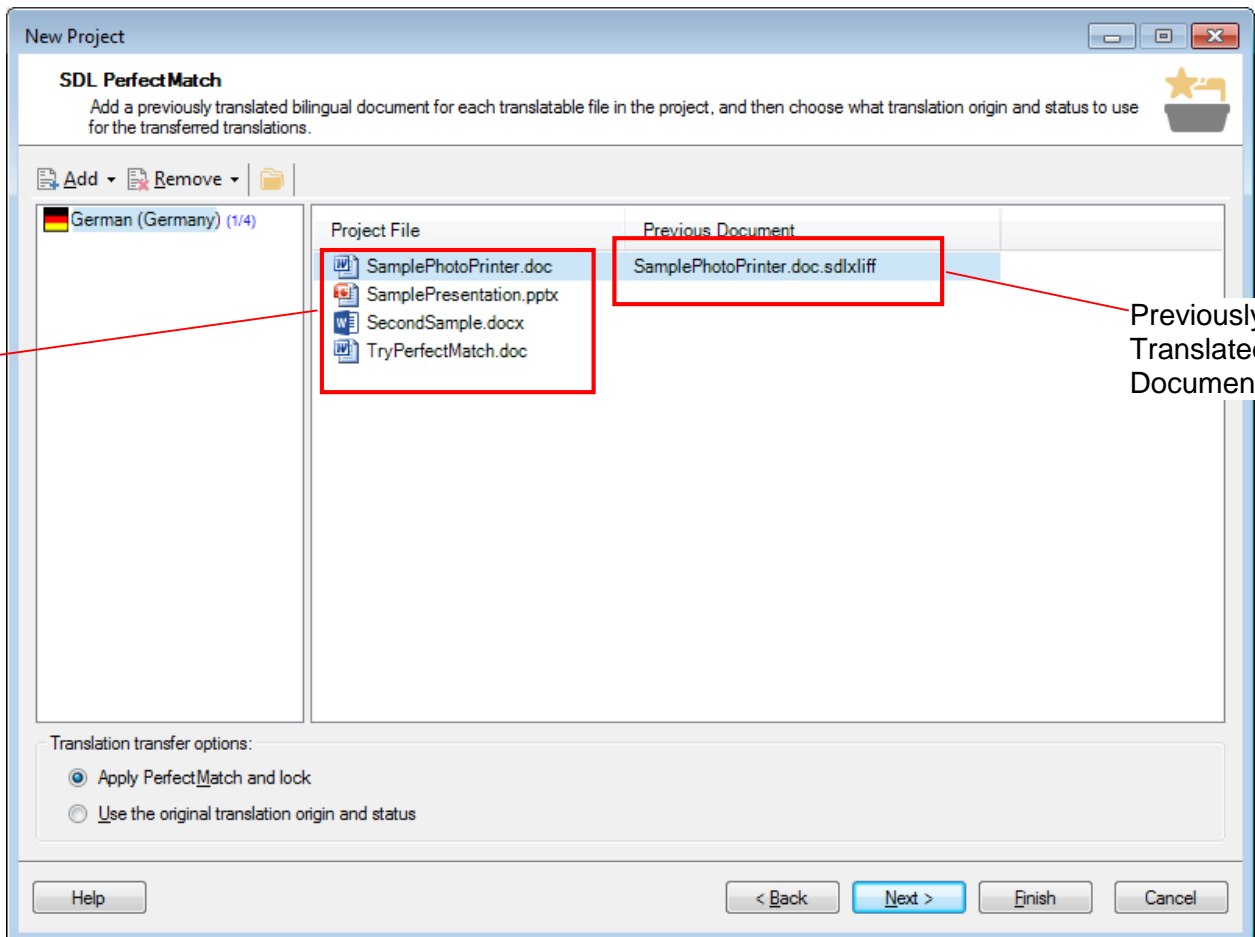
At the start of a project, you can base a new project on an existing project that has been fully reviewed. This will use the translated documents from the previous project for PerfectMatch.

This could be useful, for example, if you are starting translation on a technical manual for a second version of a product where the product is almost the same as the first version.

Mid-Project scenario

If you are part of the way through translating a project and you receive a new set of source files that have been slightly modified, you can use PerfectMatch to easily apply the work you have already translated to the new set of documents.

This can be accomplished by creating a new project with the new set of files and basing it on the project you are in the middle of translating. PerfectMatch will then automatically apply all of your existing work to the new set of files.

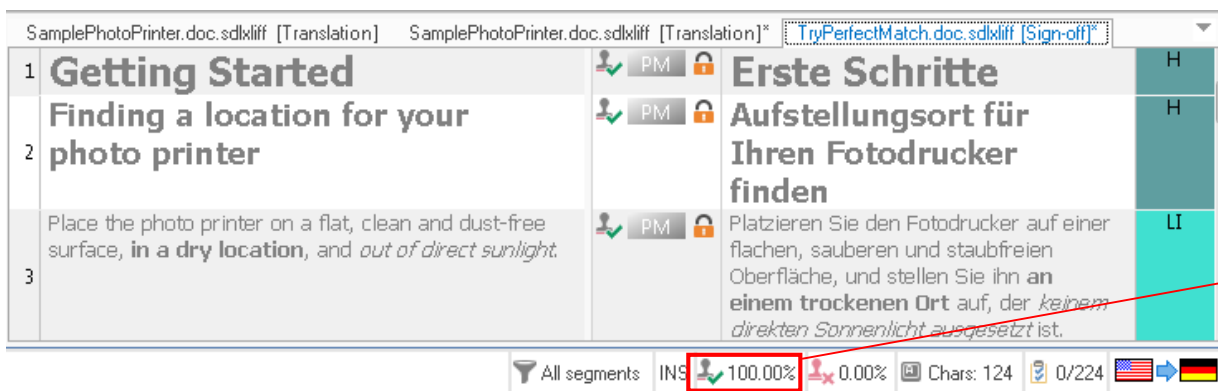


New Project Files

Previously Translated Documents

Assume that the SamplePhotoPrinter.doc has a version 1 of the document that was fully translated and reviewed in a previous project.

SamplePhotoPrinter-Version1.doc

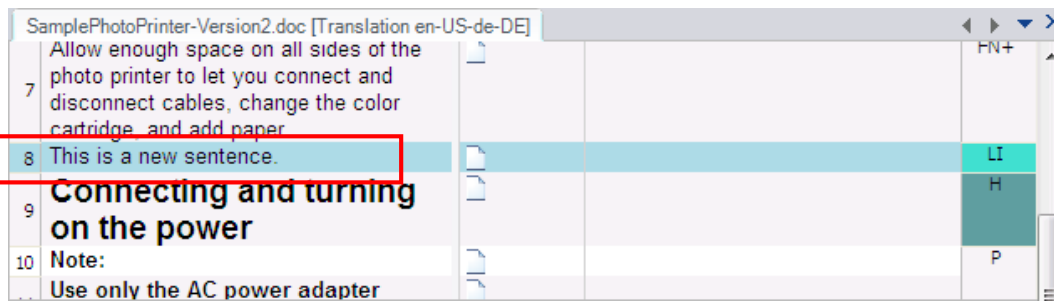


All Segments are Translated and Reviewed

In your current project, you have selected version 2 of this document which has some additional text that has been added for this release

SamplePhotoPrinter-Version2.doc

New Content
in Version 2



Since the document is primarily the same as the previous document, you can extract the translations from the previous document and transfer them to the new version of the document as PerfectMatches.

11. On the **SDL PerfectMatch** page, select the previous document to use for PerfectMatch:

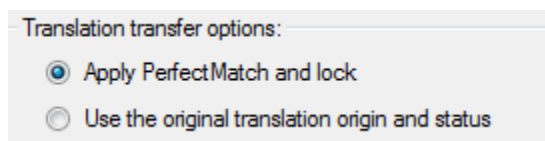
- Click **Add** and select **Specific Previous Document** from the drop-down list.
- Select the previously translated version of the document.



The previously translated version of the sample document is not included in the Studio sample documents. However, you can see the results of applying PerfectMatch on the next page.

Since the previous document had been fully translated and reviewed, any translations that are transferred to the new project file do not need any further translation or review.

12. To indicate that no further work is needed on the transferred translations, select **Apply PerfectMatch and lock**.



Selecting this option will transfer all of the translations to new document with the following displayed in the **Segment Status** column:

- - Indicates that the match type is PerfectMatch.
- - Indicates that the segment status is **Signed off**. This means that the translations need no further translation or review.
- - Indicates the translations are locked. This avoids anyone accidentally editing them since no further work is needed.



To see the results, open *TryPerfectMatch.doc.xliff* from the *Sample Project* in the Editor.

13. Return to the **New Project** wizard and click **Next** on the **SDL PerfectMatch** page.

Results of applying PerfectMatch

PerfectMatches in the Segment Status Column

The new content that needs translation

97.72% is already translated and reviewed

Segment	Source Text	Target Text	Status
6	<footnotereference style="Footnote Reference" autonur , make sure the top and back of the photo printer are not blocked.	<footnotereference style="Footnote Reference" aut , indem Sie die obere bzw. Rückseite des Fotodruckers nicht blockieren.	PM
7	Allow enough space on all sides of the photo printer to let you connect and disconnect cables, change the color cartridge, and add paper.	Lassen Sie genügend Abstand zu allen Seiten des Fotodruckers, damit Sie jederzeit Kabel verbinden und trennen, die Farbpatrone auswechseln bzw. Papier hinzufügen können.	PM
8	This is a new sentence.		
9	Connecting and turning on the power	Verbinden und Anschließen	PM
10	Note:	Hinweis:	PM
11	Use only the AC power adapter included with your photo printer.	Verwenden Sie ausschließlich das Netzteil, das im Lieferumfang des Fotodruckers enthalten ist.	PM
12	Other adapters can damage your camera, photo printer, or computer.	Andere Adapter können Ihre Kamera, Fotodrucker bzw. Computer beschädigen.	PM

All segments | INS | 2.23% | 0.00% | 97.72% | Chars: 169 | 0/224

Selecting tasks and task settings

The **Project Preparation** page is displayed. On this page, you select the preparation steps that you want to be performed on the files in the newly created project. The task sequence contains batch tasks that prepare your project files. For more information, see [Batch Tasks](#).

Default task sequence

Depending on which edition of SDL Trados Studio you are using, a different task sequence is selected by default:

- *Prepare*
- *Prepare without Project TM*

Both of these task sequences prepare the files for translation by converting them to the bilingual SDLXLIFF format, pre-translating them and analyzing them. The only difference is that the *Prepare without Project TM* does not create a project translation memory.

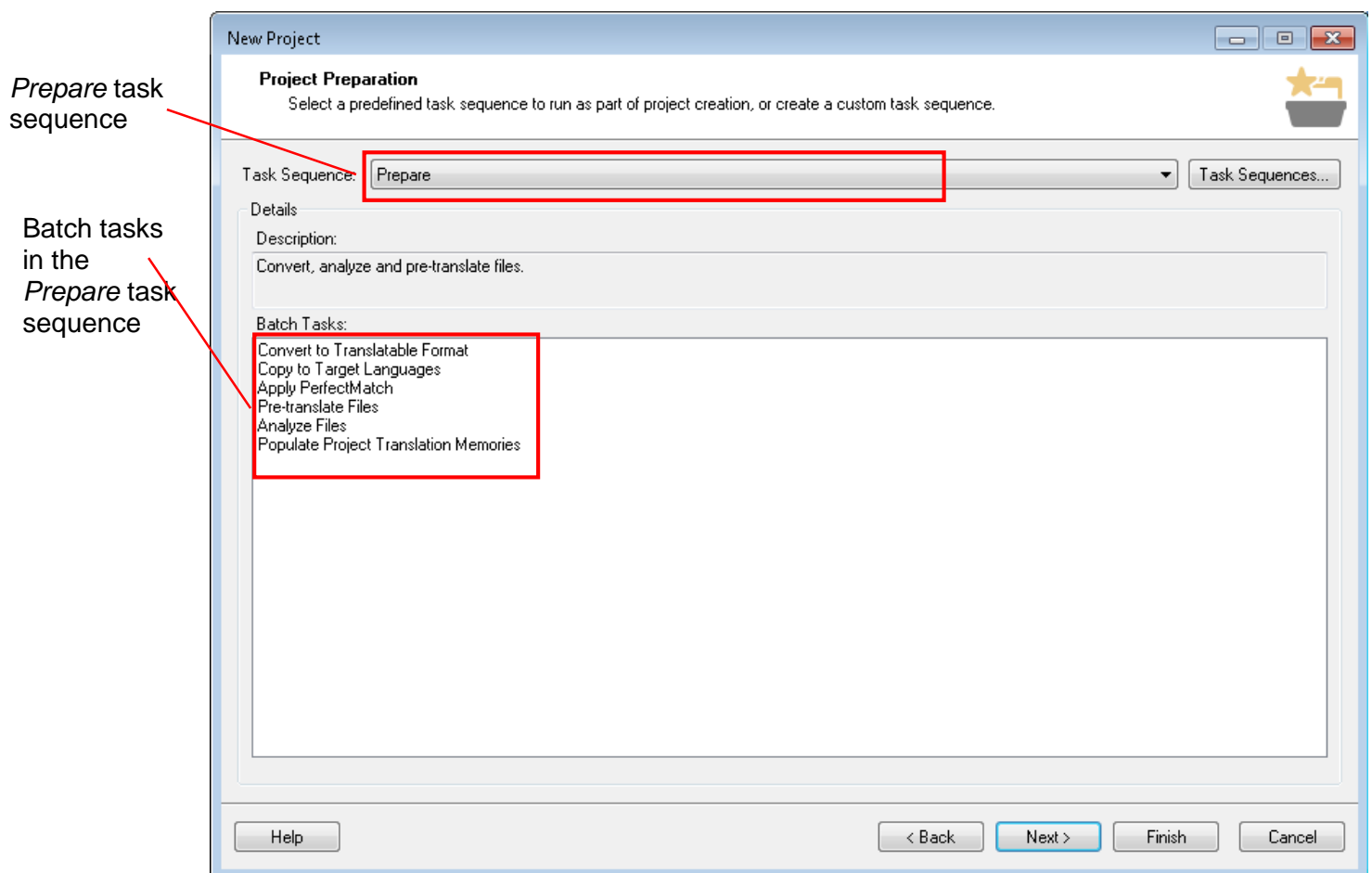
NOTE A project translation memory contains translations that have been taken from the main translation memories that you selected for a project. Only translations where there is a degree of match that at least meets the minimum match requirement you have specified will be retrieved into the project translation memory.

Why use the Prepare task sequence?

You may want to use this task sequence to create a project translation memory if you do not want translators updating the main translation memory during translation but still want to allow them to leverage translations from one document to another or from other translators working on the same project.

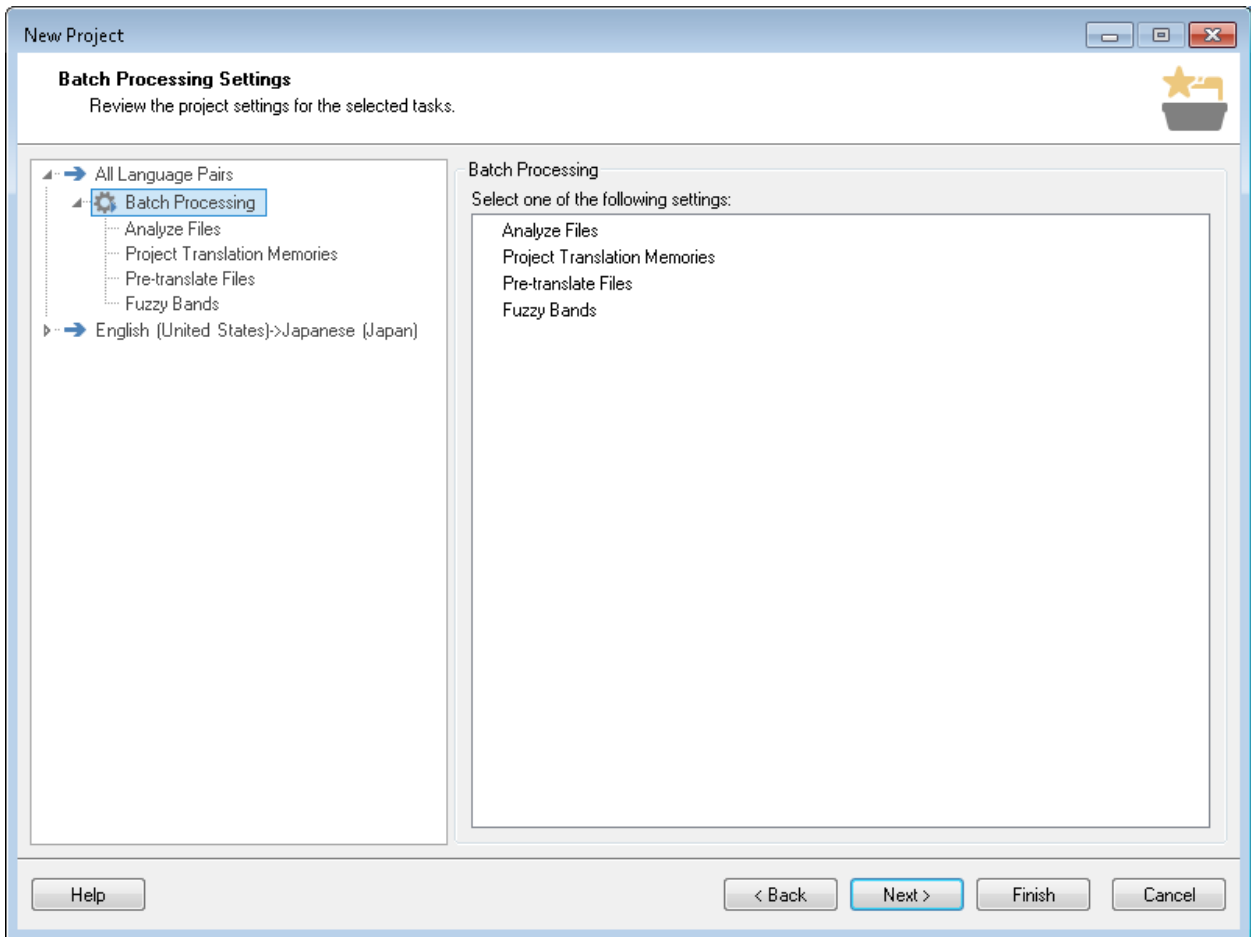
Why use the Prepare without Project TM task sequence?

You may want to use this task sequence that does not create a project translation memory if you are a freelance translator and you want to update the main translation memory during translation instead of the project translation memory.



- If necessary, select the *Prepare* task sequence from the **Task Sequence** drop-down list and then click **Next**.

The **Batch Processing Settings** page is displayed. On this page, you specify batch processing settings. These settings are applied when the tasks selected on the **Project Preparation** page are performed.



The settings available are determined by the batch tasks you chose on the previous page. For example, *Analyze Files* is selected on the previous page and therefore is one of the options on the navigation tree on this page.

15. Select the **Project Translation Memories** page. On this page you can specify if you want the project translation memory to be created as file-based on your computer or on a server that translators can connect to at the same time.
16. Keep the default settings to create the project translation memory as file-based and click **Finish**.
17. The **Preparing Project** page is displayed while your project is being created. Progress bars indicate what task the process has reached.
18. When all of the tasks have been completed, click **Close** to close the **New Project** wizard. The project you created, *Sample EN-DE*, is automatically opened in SDL Trados Studio and becomes the active project.

Active project

You can have several projects listed in the **Projects** view at the same time. However, only one of these can be open in SDL Trados Studio at any time and this project is known as the active project. When you created a project in the last exercise it automatically became the active project.

- The name of the active project is displayed on the title bar of the application.
- The files for the project are displayed in the **Files** view.
- The reports that have been generated for that project are displayed in the **Reports** view.

Translation File status

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

All of the files that you added to the project are listed here. They all have a status of *In Translation*.

2. Click on the different files and select the **Confirmation Statistics** tab at the bottom of the screen to see how many segments were translated during pre-translation.

Active Project:
Sample EN-DE

Files in project

Confirmation
Statistics
Tab

The screenshot shows the SDL Trados Studio interface. The title bar indicates the active project is 'DL Trados Studio - Sample Project'. The 'Files' view displays a table of files with their status and progress. The 'Confirmation Statistics' tab is selected at the bottom of the interface.

Name	Words	Status	Progress	Size	Usage	File Type	Iden.	Path
SamplePhotoPrinter.doc.sd...	219	In Translat...	8%	49 KB	Translatable	Word 2000-200...	\	
SamplePresentation.pptx.s...	9	In Translat...	22%	64 KB	Translatable	PowerPoint 200...	\	
SampleXML_DITA.xml.sdlx...	2497	Unspecified		132 KB	Translatable	XML: DITA 1.1 v...	\	
SecondSample.docx.sdlxli...	183	In Translat...	12%	72 KB	Translatable	Word 2007 v 2.0...	\	
TryPerfectMatch.doc.sdlxli...	224	In Review	97%	61 KB	Translatable	Word 2000-200...	\	

The 'File Details' tab shows the following information for the selected file:

Name	Value
Name	TryPerfectMatch.doc.sdlxli...
Path	C:\Users\cadam\Documents\Studio_2015\Projects\Samples\SampleProject\de-DE\TryPerfectMatch.doc.sdlxli...
Usage	Translatable
Last Modified	7/19/2011 10:50:59 AM
Size	61 KB
Original Name	TryPerfectMatch.doc
File Type Identifier	Word 2000-2003 v 1.0.0.0
Words	224

Working with Packages

Project package

A project package is a single zipped file that contains all of the files that need to be sent to a project team member in order for them to commence work on the project.

It can contain:

- Project files: Bilingual SDL XLIFF files and reference files
- The project translation memory
- File-based termbases, translation memories and AutoSuggest dictionaries
- Connection details for server-based translation memories, server-based termbases or automated translation providers
- Project settings

Return package

A return package contains project files for which a specific manual task has been completed. For example, project files that have been translated or reviewed. It can also contain files for which further work needs to be completed. For example, a reviewer may want to return a translated file because of an incorrect translation which the translator needs to fix.

When you create a return package it only includes the project files and not the translation memory, termbases or AutoSuggest dictionaries.

Recommended package use

There are two recommendations about how you work with packages in your workflow:

- Always create a package for every task you want to be completed.
- Always create a return package for every task you have completed and send to the person who gave you the task.

For more information about recommended workflows, see [Offline project](#) workflow.

How to create a package

Now that you have created your project, the next step is to create a project package. Then you can send it to a translator so that they can translate the files it contains and use the resources that you selected during project creation to assist the translation.



...Documents\SDL Trados Studio\Projects\Sample EN-DE\Sample EN-DE.sdlproj
(This is the project you created in the last section.)

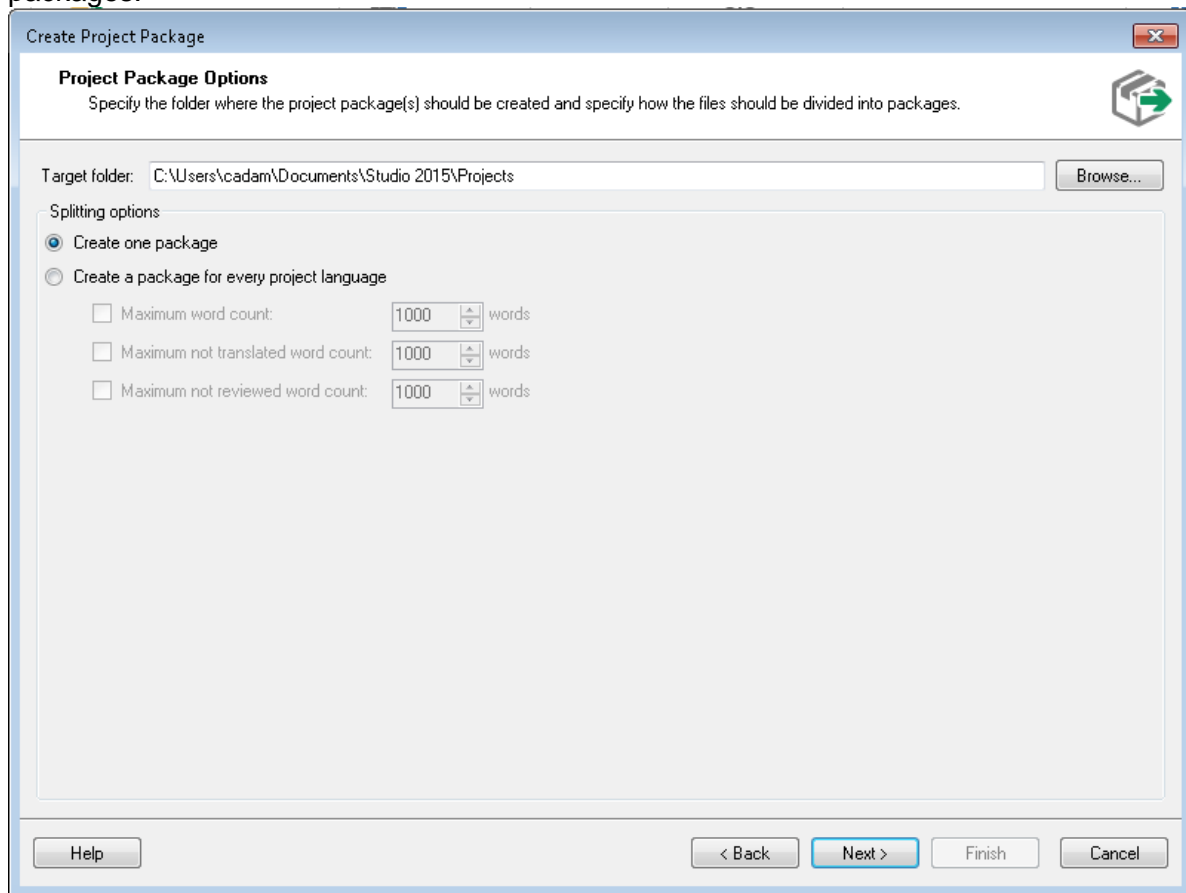
1. Select the three files in this project in the **Files** view and right-click and select **Create Project Package** from the shortcut menu. You can also select **Create Project Package** from on **Home** tab.

Name	Words	Status	Progress	Size	Usage
SamplePhotoPrinter.doc.sd...	219	In Translat...	8%	49 KB	Translatable
SamplePresentation.p...			0%	64 KB	Translatable
SampleXML_DITA.xr...			0%	132 KB	Translatable
SecondSample.docx.sc...			0%	72 KB	Translatable
TryPerfectMatch.doc.s...			7%	61 KB	Translatable

Open For Translation
Open For Review
Open For Sign-off
Batch Tasks
Create Project Package
Create Studio 2009 Package
Create Return Package

2. The **Create Project Package** wizard is displayed on the **Select Files** page. Click **Next** to include all three files in the package.

The **Project Package Options** page is displayed. On this page, specify where you want to save the project package and if you want to create one package or to split the files into multiple packages.



3. Leave the default selections on this page and click **Next**:

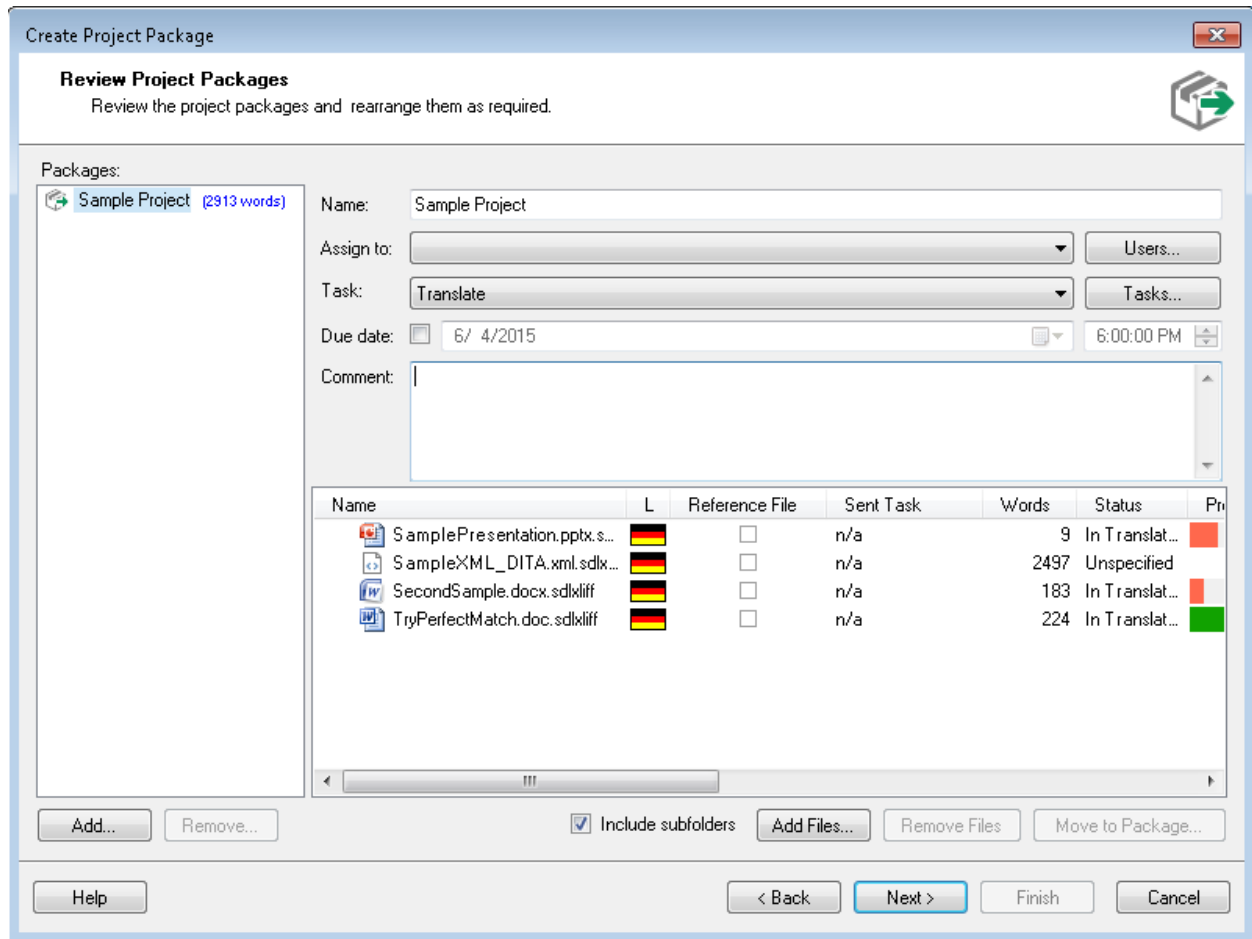
- The package is saved to *...Documents\SDL Trados Studio\Projects* by default.
- One project package is created containing all three files.



Tip If your project has more than one language, you can choose to create a package for every project language and then send each package to the appropriate translator.

You can also further split a package by the number of words that have not yet been translated. This allows you to assign the work for one language pair to multiple translators.

The **Review Project Packages** page is displayed.



Create Project Package

Review Project Packages
Review the project packages and rearrange them as required.

Packages:

- Sample Project (2913 words)

Name: Sample Project

Assign to: [Dropdown] Users...

Task: Translate Tasks...


Due date: 6/ 4/2015 6:00:00 PM

Comment: [Text Area]

Name	L	Reference File	Sent Task	Words	Status	Pr
SamplePresentation.pptx.s...		<input type="checkbox"/>	n/a	9	In Translat...	
SampleXML_DITA.xml.sdx...		<input type="checkbox"/>	n/a	2497	Unspecified	
SecondSample.docx.sdlxli...		<input type="checkbox"/>	n/a	183	In Translat...	
TryPerfectMatch.doc.sdlxli...		<input type="checkbox"/>	n/a	224	In Translat...	


Include subfolders

4. Assign the work of translating these files to a user:
 - Click the **Users** button to the right of **Assign To** box.
 - Create a user called *Tom Translator* with a description of *EN-DE Translator*.
 - Select *Tom Translator* from the **Assign To** drop-down list.
5. Since the files you are sending need to be translated, ensure that *Translate* is selected from the **Task** drop-down list.

 **Tip** If you were sending files for review, you can select the *Review* task or any custom tasks that you want to create.

6. In the **Comment** box, enter the following instructions for *Tom Translator*:

Please translate these files and then send them in a project package to Ralph Reviewer. When you receive the reviewed files in a return package, open the package in SDL Trados Studio and then create a new return package to send to me (project manager).

7. Click **Next**.
8. The **Additional Options** page is displayed. On this page, specify other resources to be included in the package:
 - **Project Translation Memory:** Leave the default selection, **Create a new file-based project translation memory for every package**. The new project translation memory contains information only relevant to the files in the package.
 -  **Tip** You might want to select this option if the contents of the package are small compared to the project itself. Including the entire project translation memory for a large project would create large packages.
 - **File-based Resources:** Select the **AutoSuggest dictionaries** check box and **Termbases** check box to include these resources from the project in the package.
 - Click **Finish**.

NOTE For information about all of the options on this page, see the [SDL Trados Studio Help](#).

9. The **Creating Packages** page is displayed. On this page, the packages are created and you can choose to send the project packages by:
 - Email to the appropriate team members by clicking **Send Packages by Email**.
 - Another method such as placing it on an FTP site. Click **Open Target Folder** to open the folder where your return package is saved.
10. Click the **Close** button to close the **Create Project Package** wizard.

Assume that the package has now been sent to the translator. When the translator opens the package, all of the resources included are automatically opened during translation.

How to open a return package

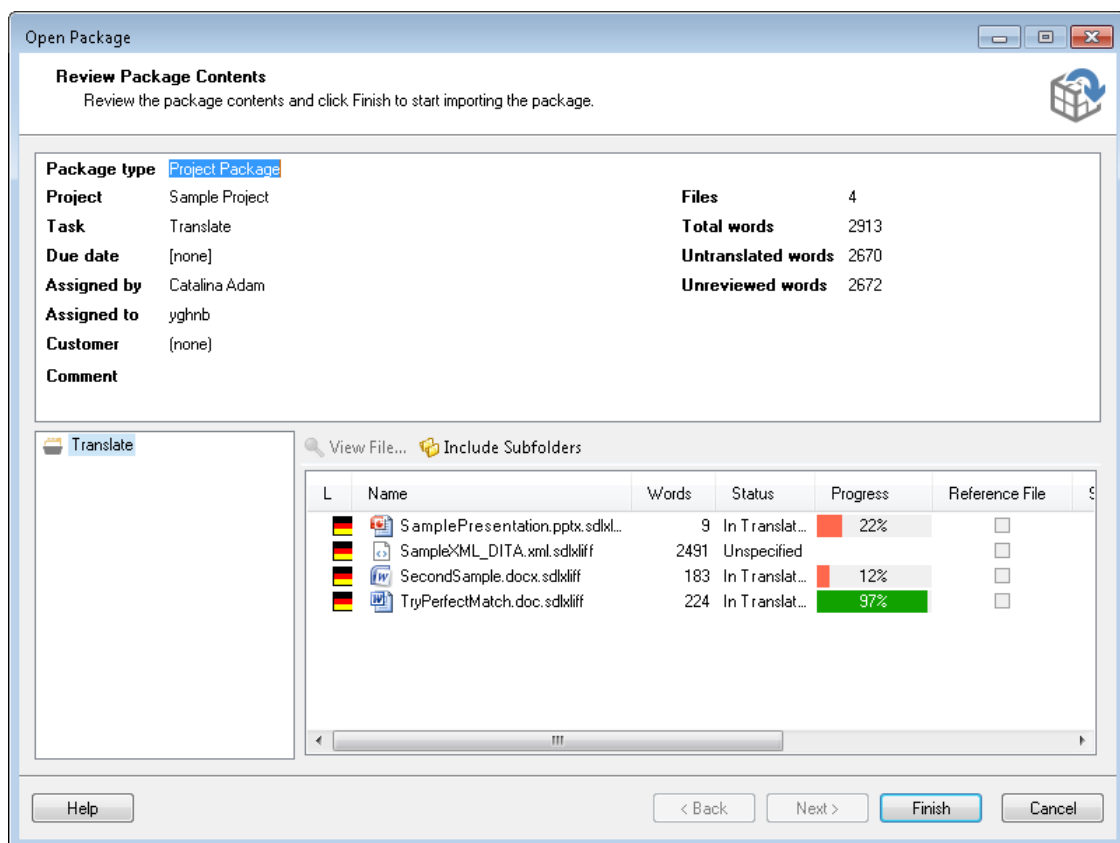
Assume that the translator (*Tom Translator*) has completed the translation and that the reviewer (*Ralph Reviewer*) has approved all of the translations. You receive a return package from *Tom Translator* containing the translated and reviewed project files.

To open the return package:

1. Click **Open Package** on **Home** tab when you are in the **Projects** view. The **Open Package** wizard is displayed.
2. Select the return package and click **Open**. The **Open Package** wizard opens on the **Review Package Contents** page.



You cannot import the return package content into the project that you have not created yourself.



3. Review the package details and select folders from the bottom left-hand pane to view the files within that folder in the bottom-right hand pane.
4. Click **Finish** to import the package. The **Importing Package** page is displayed.
5. When the import is complete, click **Close** to close the **Open Package** wizard.

The corresponding project is updated with the completed manual task information in SDL Trados Studio.

Tracking Project Status

Some reports are automatically generated during project creation. For example, the Analyze Files report is always created. Depending on which tasks you choose to perform pre-translation or apply PerfectMatch during project creation, the Pre-translated Files and Apply PerfectMatch reports are also generated.

At any time during a project's lifecycle, you can use batch tasks to generate updated or new reports that give you information about the status of the translations in a project. You may want to do this after you have received completed work in a return package.

The Translation Count report provides details about the status of the translations in a project. For example, the status may be **Translated** or **Translation Approved**. This is useful if you want to view the progress of the translation project.

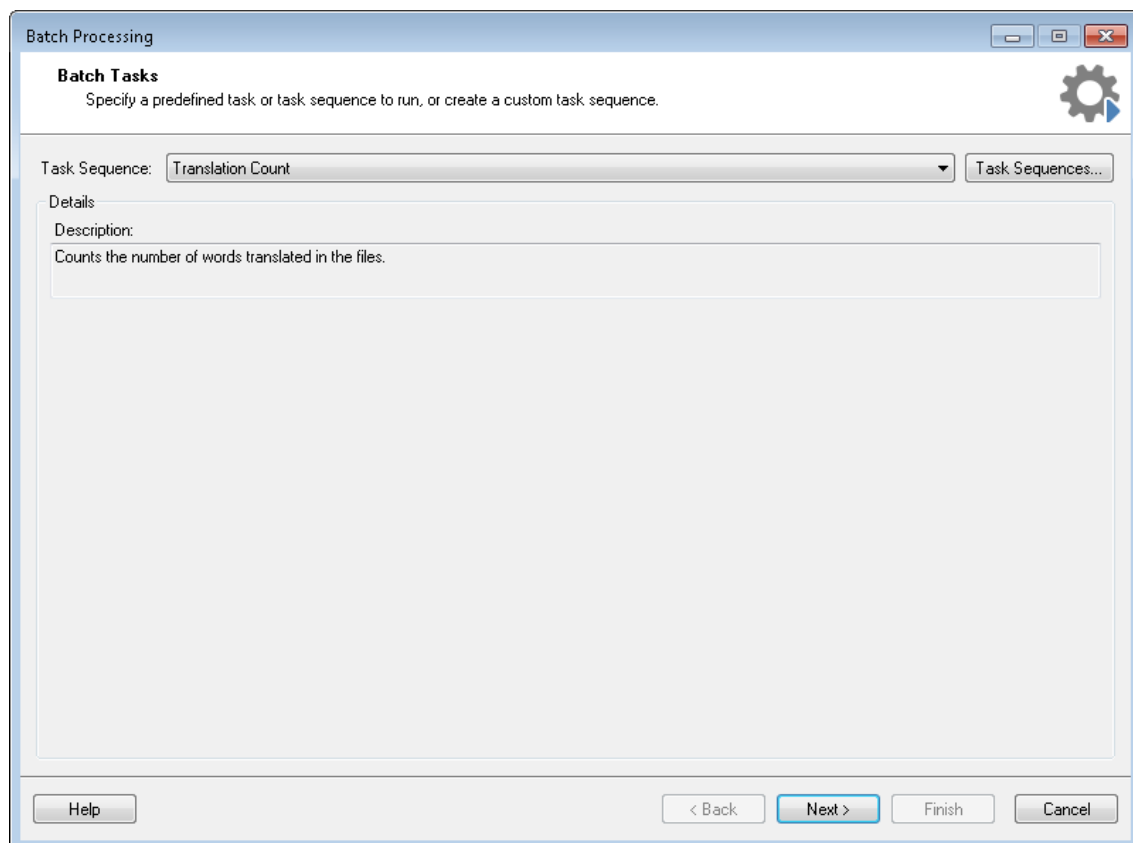
Generating a report

Generate the Translation Count report for the *Sample EN-DE.sdlproj* project you created:



...Documents\SDL Trados Studio\Projects\Sample EN-DE\Sample EN-DE.sdlproj

1. In **Projects** view select **Batch Tasks > Translation Count** on the **Home** tab. The **Batch Processing** wizard is displayed on the **Batch Tasks** page.




2. Click **Next**. The **Files** page is displayed. All files for the active project are listed here.
3. Click **Next**. The **Settings** page is displayed.
4. There are no settings that you need to specify to perform this batch task. Click **Finish** to generate the report. The **Performing Tasks** page is displayed. When the task is complete, the Translation Count report can be viewed in the **Reports** view.
5. Display the report by closing the wizard and displaying the **Reports** view or by clicking **Task Results** and selecting to view the report from the **Task Results** dialog box.

The report data is split into three parts:

- **Summary:** This displays a summary of information, for example, the project name and how many files on which this report is based.
- **Totals:** This displays status information about all files on which the report is based.
- **File Details:** This displays information per file. Since this project has three files, they each have a section indicating the status of their translations.

Translation Count Report



Summary

Task:	Translation Count
Project:	Sample EN - DE
Language:	German (Germany)
Files:	3
Created At:	9/18/2013 12:24:44 PM
Task Duration:	Less than 1 second

Totals

Total	Status	Segments	Words	Characters	Recognized Tokens	Tags
Files: 3	Not Translated	54	356	1813	49	15
	Draft	0	0	0	0	0
	Translated	10	68	355	4	2
	Translation Rejected	0	0	0	0	0
	Translation Approved	0	0	0	0	0
	Sign-off Rejected	0	0	0	0	0
	Signed Off	0	0	0	0	0
	Total	64	424	2168	53	17

File Details

Total	Status	Segments	Words	Characters	Recognized Tokens	Tags
SamplePhotoPrinter.doc	Not Translated	15	182	825	10	5
	Draft	0	0	0	0	0
	Translated	4	37	176	2	0
	Translation Rejected	0	0	0	0	0
	Translation Approved	0	0	0	0	0
	Sign-off Rejected	0	0	0	0	0
	Signed Off	0	0	0	0	0
	Total		19	219	1001	12
SamplePresentation.pptx	Not Translated	0	0	0	0	0
	Draft	0	0	0	0	0
	Translated	2	9	49	0	0

Finalizing your Project Files

Assume that all the files in the project have now been translated and reviewed. The next step is to finalize your files. When you finalize your files, SDL Trados Studio performs the following tasks:

- Updates the Main Translation Memories (This will update the *English-German.sdltm* translation memory that was added to your project. This does not update the [project translation memory](#) that was created when the project was created.)
- Generates Target Translated Files (This converts the SDL XLIFF files back to their original formats and places them into the German language subfolder)

...Documents\SDL Trados Studio\Projects\Sample EN-DE\DE-DE

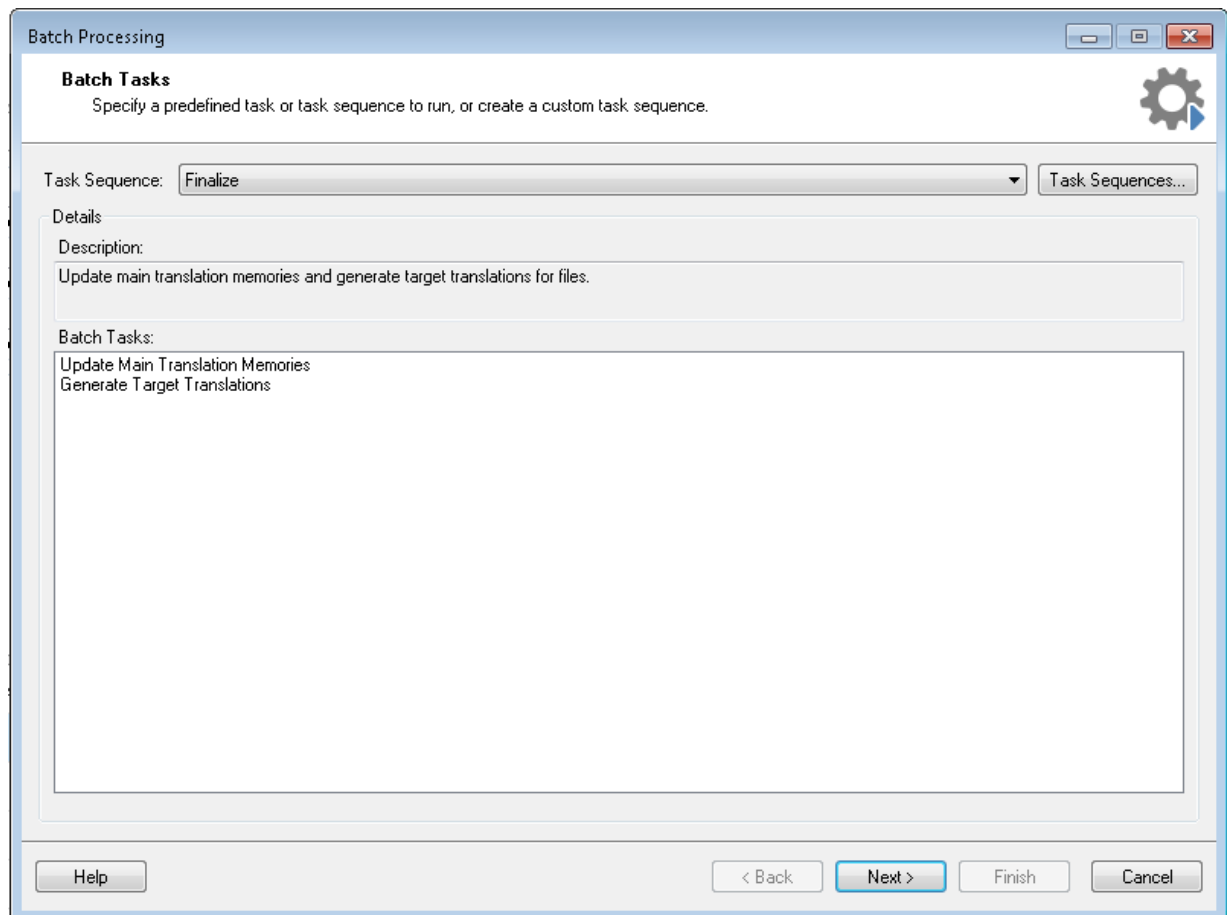
How to finalize your project files

To finalize your project files:



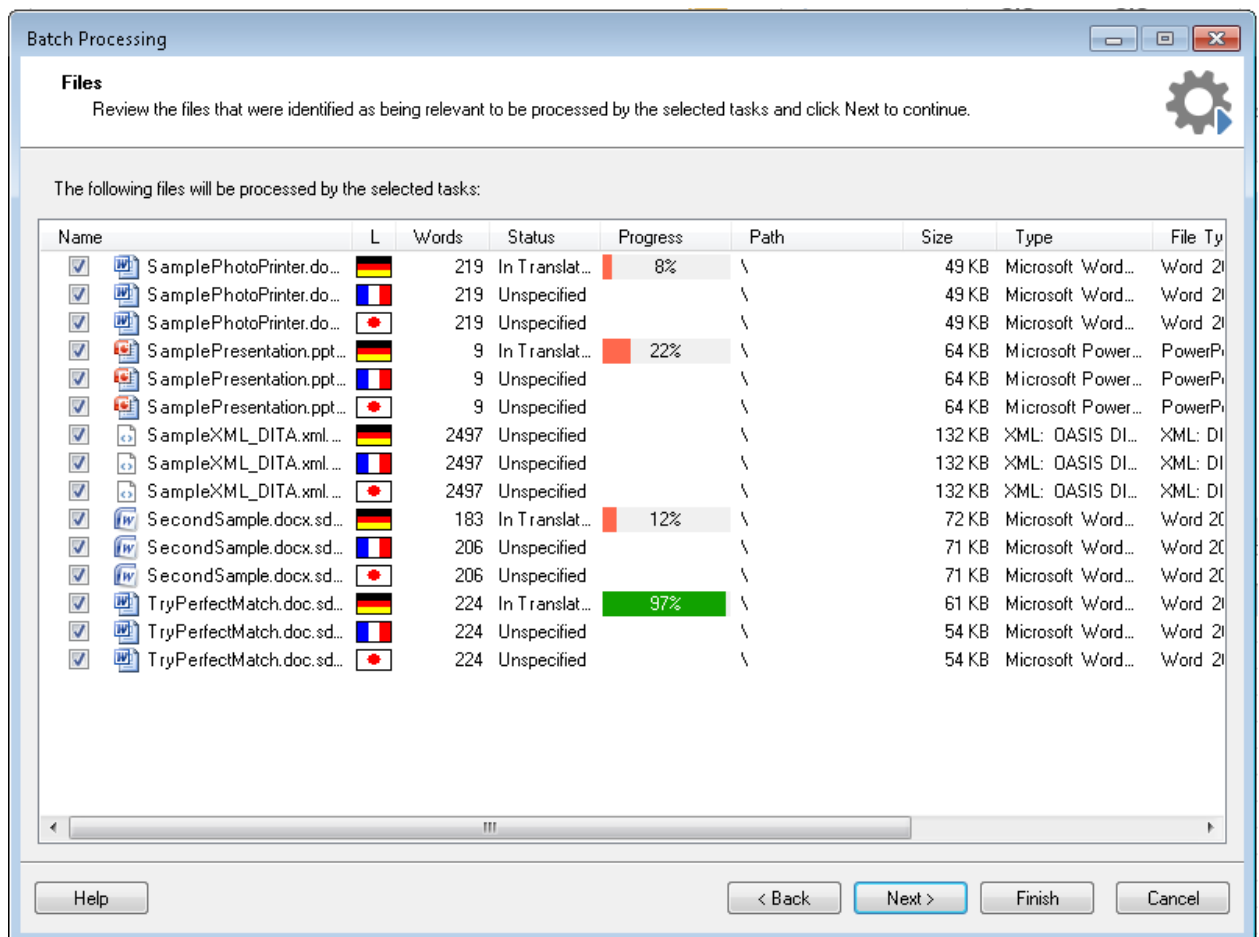
...Documents\SDL Trados Studio\Projects\Sample EN-DE\Sample EN-DE.sdlproj

1. In **Projects** view select **Batch Tasks > Finalize** from the **Home** tab. The **Batch Processing** wizard is displayed on the **Batch Tasks** page.



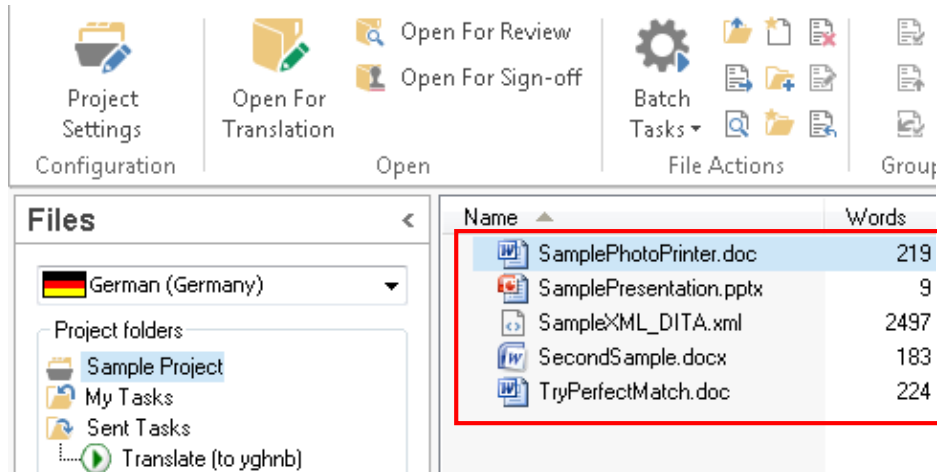
2. Click **Next**. The **Files** page is displayed. All files for the active project are listed here.

3. Click **Next**. The **Settings** page is displayed.
4. Select **All Language Pairs > Batch Processing > Translation Memory Updates** from the navigation tree. This page shows the status that the translations must have in order for them to be added to the main translation memory. By default, only translations that have a status of **Translated**, **Translation Approved** or **Signed Off** are added to the main translation memory. In the **If target segments differ** section, select how Studio treats new translation units that have the same source segment as an existing translation unit.
5. Assume that you only want translations that have been reviewed to be added to the translation memory. Clear the check box next to **Translated**. When the batch task is performed, only translations that have been reviewed and approved update the translation memory.

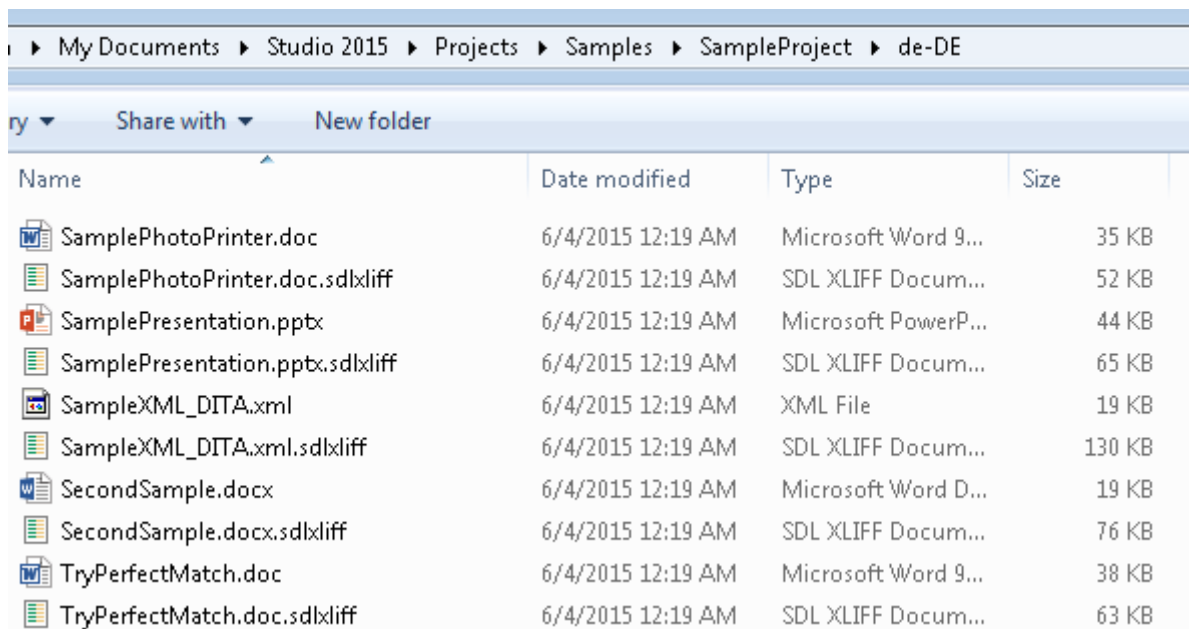


6. Click **Finish** to update the main translation memory and generate the target translated files. The **Performing tasks** page is displayed.

- Click **Close** when the tasks have finished. The files in the **Files** view have now been converted back to their original formats and are no longer listed as SDL XLIFF files.



- Select a file in the **Files** view and right-click and select **Explore Containing Folder** from the shortcut menu. Your translated files are placed in the German language subfolder *de-DE* of your project and saved with their original file names. This is the same folder that also contains the SDL XLIFF bilingual files.



Now your project is complete, the translated files can be given to the customer.

End of Quick Start Guide

Now you know how to create and manage projects in SDL Trados Studio. For additional information about creating and managing projects in SDL Trados Studio, see the *SDL Trados Studio Help*. You can access this Help system by selecting **Help Topics** on the **Help** tab in the SDL Trados Studio application.