

# Project Management

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***Trados Studio 2024***

**June 2024**

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# **About this Quick Start Guide**

This guide is for Trados users that want to leverage the cloud capabilities of the Trados product family. It focuses on the how to create and set up your cloud project, going through the whole cloud onboarding process.

## Cloud references

In this guide, the term "cloud" covers all Trados product offerings powered by our cloud platform:

- Trados Studio's cloud capabilities (formerly known as Trados Live Essential)
- Trados Team
- Trados Accelerate
- Trados Enterprise
- Trados Terminology

However, all the examples illustrate working with cloud projects using a cloud account with Trados Studio's built in cloud capabilities.

## Reference info

### 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 in both local and cloud workflows.

Project management refers to all operations involved in a project lifecycle, which includes:

- Project creation
- Project translation
- Project reporting
- Project monitoring
- Project delivery



This guide covers the basics for the three major project workflows:

- Local workflow - all aspects of project management are done from within Trados Studio
- Cloud workflow - you can manage projects in the cloud exclusively or in conjunction with Trados Studio
- Server workflow - project management is done in collaboration with Trados GroupShare.

For more in-depth information about Trados Studio integration workflows, see [Trados Studio integration workflows](#) in the online 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 10 or later operating system.
<b>Note</b>	This indicates that there is a tip providing additional information on the task you are performing.
<b>Keyboard shortcuts</b>	This symbol indicates that there is an important piece of information you need to know for the task you are performing. Any keys that you need to press on your keyboard are displayed in the following font: <code>Ctrl+Enter</code> .

## Other information sources

Here are some other sources of information you can access:

- [Trados Studio 2024 Help](#)
- [Trados GroupShare Help](#)
- [Trados GroupShare Installation Guide](#)
- [Trados Studio 2024 Migration Guide](#)
- [Translating and Reviewing Documents Quick Start Guide](#)
- [Translation Memory Management Quick Start Guide](#)
- [Trados Studio's built in cloud capabilities documentation](#)
- [Trados Team documentation](#)
- [Language Cloud Translation Management documentation](#)

## Project concepts

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

Concept	Description
<b>Language pairs</b>	<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 <b>All Language Pairs</b> level. This setting is then applied to every translation memory selected for each language pair.</p>
<b>Project</b>	<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.</p> <p>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 Trados Studio.</p>
<b>Cloud project</b>	<p>A cloud project is a translation project published on cloud, the translation productivity cloud from RWS. Cloud projects enable you to upload your TMs and termbases into your own secure cloud space and use them in Studio, along with cloud-based neural machine translation.</p>
<b>Project package</b>	<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>
<b>Return packages</b>	<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>

Concept	Description
<b>PerfectMatch</b>	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.
<b>Batch task</b>	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 <b>Word Count</b> batch task performs a word count for selected files and the word count results can be seen in the 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.
<b>Task sequence</b>	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.



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## **About Trados Studio**

Trados Studio enables organizations to effectively manage all aspects of their translation projects. Trados Studio incorporates project management and computer-aided translation (CAT) tools for use by project managers, translators, editors, proofreaders and other language professionals. These tools are provided through a highly customizable user interface and it is easy to add on features from the RWS AppStore.

## Workflows overview

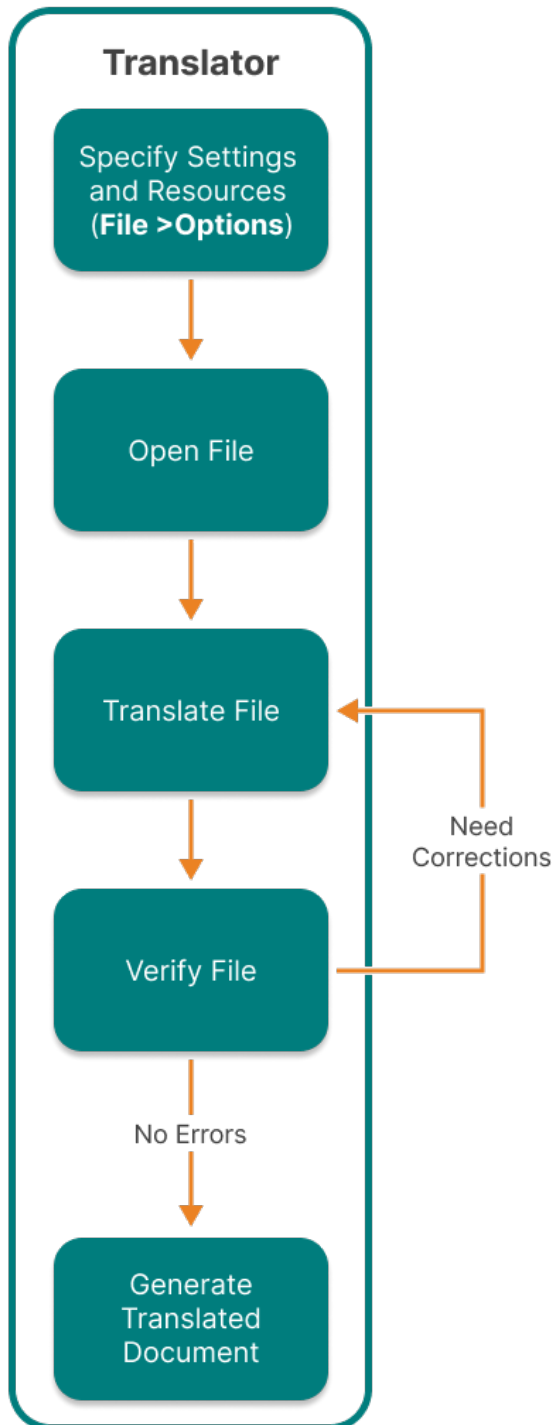
The Trados translation tool set was created with flexibility in mind. Because of this, you have the option to combine offline workflows in Trados Studio and online workflows in the cloud in any manner that you see fit.

This section offers an overview of commonly used project workflows, although you can mix and match any aspect of the following scenarios to meet your own project's needs.

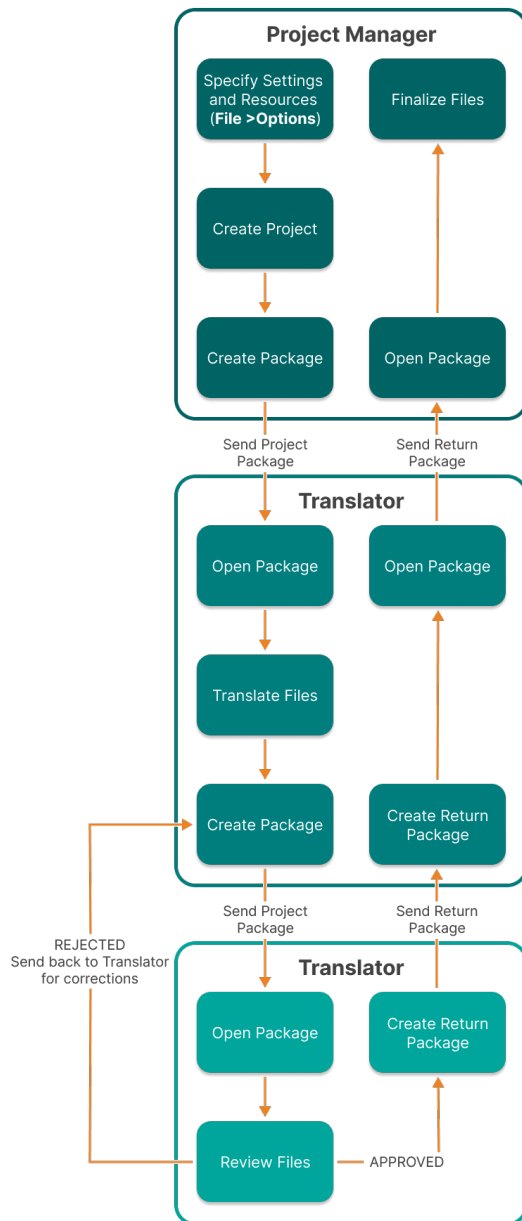
### Local only workflows

- **Single-file translation workflow:** This is an example of a workflow for translating a file. This simply allows you to translate, verify and then generate your translated document. If this is your first time using Trados Studio, you should specify your settings, translation memories, AutoSuggest dictionaries and termbases before you start.
- **Project package translation workflow:** The project package translation workflow is an offline workflow in which project work is distributed among team members for translation, review and final submission. This is an example of one way in which you can work with projects through the use of project packages.

The following diagram shows a possible workflow when translating a single file:



The following diagram shows a possible workflow when working with project packages:



## Cloud only workflows

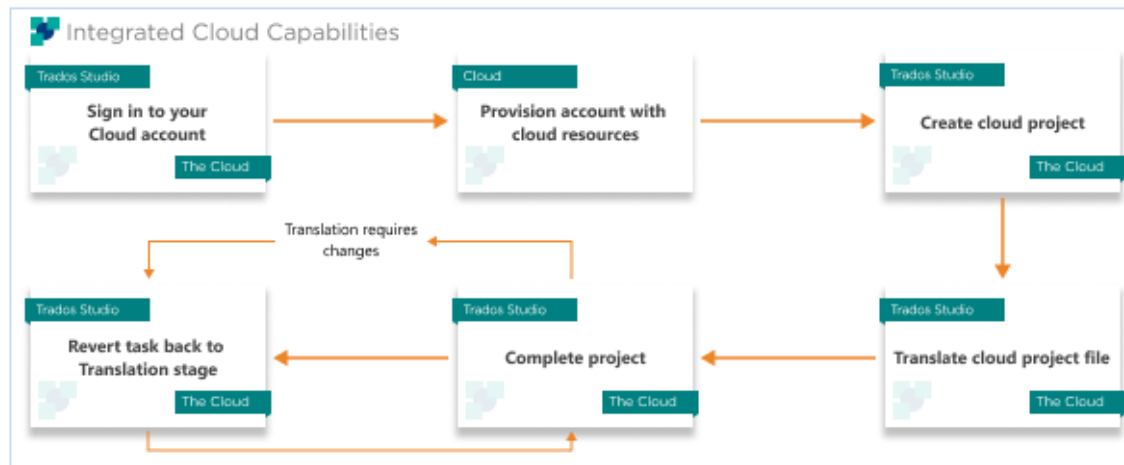
In this workflow you can create, translate and review cloud projects directly from a browser.

The work required for creating and working on a cloud project is controlled by workflows and divided into tasks. Workflows control which cloud project tasks are executed in which order, and specify the users, groups or vendors assigned for each task.

You might prefer working with cloud projects from a browser if you are using a MAC or a tablet where you cannot install Trados Studio.

The following diagram shows a potential workflow when working with cloud projects:





## Mixed workflows

In complex scenarios, Project Managers may need to coordinate and split the work among users of Trados Studio or the cloud.

In this workflow you have the option to:

- Create a local project from Trados Studio and later save it to the cloud.
- Create a cloud project directly from Trados Studio.
- Create a cloud project from a browser and later sync it with Trados Studio.

Once a project is linked between the two platforms, all the changes made on either platform are automatically synced to the cloud. This allows you to move seamlessly between the two.

## Server workflows

The server project translation workflow is an online workflow in which project work is published on the Trados GroupShare server. This is an example of one way in which you can work with a shared project you start in Trados Studio.

Project Managers assign work, resources and users to various phases. When the work reaches a particular phase, the user assigned to that phase (translator or reviewer) is automatically given access and permission to work.



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## **Manage local projects**

## Project settings

There is a multitude of settings that you can customize to improve Trados Studio behavior or adapt it to your needs.

This guide covers the basic settings you can leverage to improve translation efficiency. For more information about customizing Trados Studio functionality see [Preferences and defaults](#) in the online help.

## 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 these default settings prior to translating documents. This allows you to use the same settings and resources for all your translations. For example, you may want to specify which translation memory, termbase and other resources to use to translate from English to German.

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

You can define default settings for use in your translation projects in the Options dialog. 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 :

`Documents\Studio 2024\Projects\Samples\Project Templates\Default.sdltp1`

💡 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.

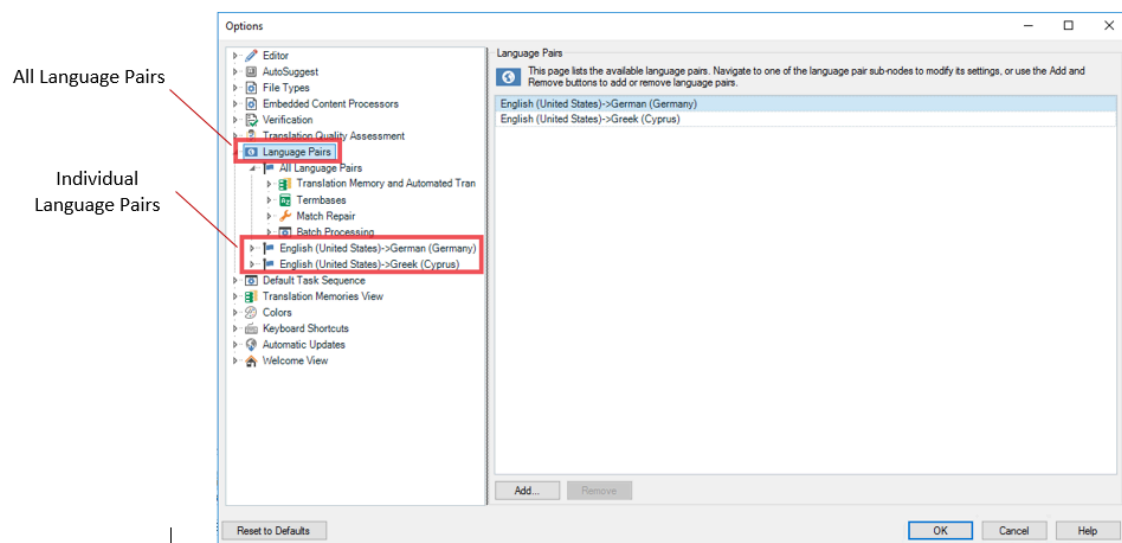
For example:

- 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.

! 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
<b>Translation memories</b>	<p>The Trados Studio translation memory file-based format is *.sdltm. You can use translation memories from any version of Trados Studio 2009 and later. If you have a translation memory from a previous version of SDL Trados or SDLX, refer to the <a href="#">Trados Studio 2024 Migration Guide</a> 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 Trados GroupShare 2017-2020.</p> <p>To connect to WorldServer 11.x and 10.4.5 Live TM, go to the <b>Add-instab &gt;RWS AppStore</b> and install the free <b>WorldServer Compatibility Pack for Studio</b>.</p>
<b>Neural machine translation providers</b>	<p>Trados Studio can connect to Language Weaver via Trados Team to generate automated translations. You can access many other Automated Translation providers, including Google Cloud Translation and DeepL, from the RWS AppStore.</p> <p>To find and install third-party AT providers, go to the <b>Add-ins</b> tab &gt; <b>RWS AppStore</b> and search for apps in the Automated Translation category.</p> <p>You can also add your own custom automated translation server.</p>
<b>Termbases</b>	<p>Trados Studio 2024 is compatible with file-based termbases created in MultiTerm 2017 and later. In addition, you can use the following legacy termbase formats:</p> <ul style="list-style-type: none"> <li>• MultiTerm 2007 (version 7.5) and previous 7.x releases</li> <li>• MultiTerm iX (version 6.x).</li> </ul> <p>When you open legacy termbases, they are automatically upgraded to MultiTerm 2024, *.sdltb format. You can also connect to server-based termbases in Trados GroupShare 2017 and later.</p> <p>A convenient way of adding terminology assets to your project is using termbases in your Trados Team account. If you have these configured in your Trados Team account, you can use them just like any other termbase.</p>
<b>AutoSuggest dictionaries</b>	<p>AutoSuggest editing is an important feature which can be used to speed up manual translation. AutoSuggest monitors what you are typing. After you have typed the first few characters of a word, AutoSuggest 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 (*.sdltm) or *.tmx files.</li> <li>• A MultiTerm termbase selected in your project.</li> <li>• AutoText entries - create a list of words and phrases manually by typing them into Trados Studio.</li> </ul>

The AnyTM translation providers for local TMs, server-based TMs and machine translation providers allow you to leverage translations from TMs with different source or target language than the ones you have set in your project.

## Defining your default language pair settings

Before starting to translate local projects, you may want to set up default language pair settings. This allows you to use the same settings and resources for all your local translations. For example, you may want to specify which translation memory, termbase and other resources to use to translate local projects from English to German.

### About this task

Follow these instructions to set up your default translation memories, termbases and AutoSuggest dictionaries for translating from 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 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.

### Procedure

1. Select **File > Options** from the Ribbon. The Options dialog 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 **Use > File-based Translation Memory** and browse for the sample translation memory file.

 ...Documents\Studio2024\Projects\Samples\SampleProject\TMs\English-German.sdltm

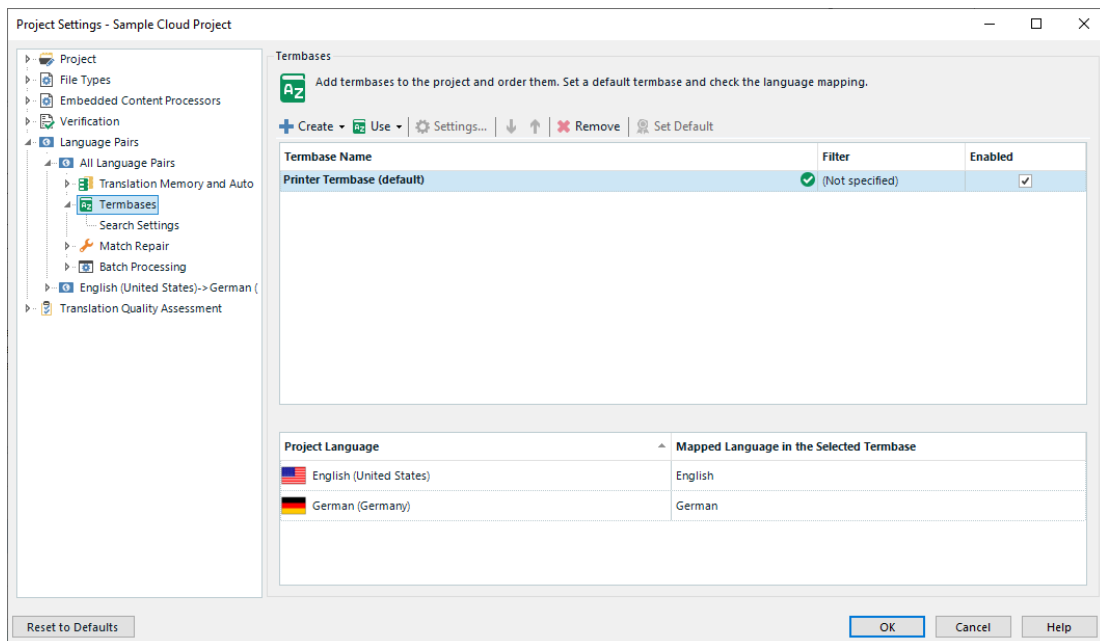
- If your setup does not include any default options for the language pair English (United States) - German (Germany), the Add Supported Language Pairs dialog is displayed. Select the check box next to the language pair and click **OK**.

### 3 Manage local projects



4. Select **Language Pairs > All Language Pairs > Termbases** from the navigation tree.
5. On the Termbases page, you can select MultiTerm termbases. Select **Use > File-based MultiTerm Termbase** and browse for the sample termbase file.

! ...Documents\Studio2024\Projects\Samples\SampleProject\Termbase\Printer.sdltb



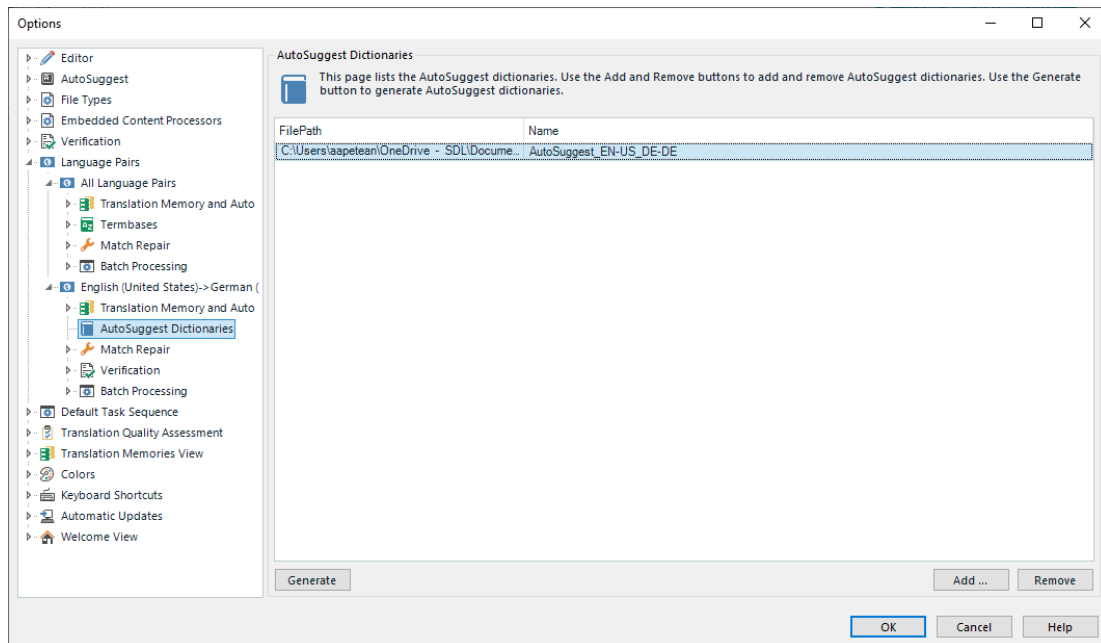
6. Select **Language Pairs > English (United States) - German (Germany) > AutoSuggest Dictionaries** from the navigation tree.

**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 **Add** and browse for the sample AutoSuggest dictionary file.

...Documents\Studio2024\Projects\Samples\SampleProject\AutoSuggest\AutoSuggest\_EN-US\_DE-DE.bpm



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

These resources will now be used whenever you translate a document from English to German.

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

## Creating projects

Let us assume that you have been asked by a customer to translate a group of files from English to German.

You translate the files as part of a local or a cloud project. Projects enable you to:

- Produce translation analysis figures for viewing on screen in Trados Studio and in reports.
- Convert project files to \*.sdlxliff format.
- Pre-translate project files by applying translations from translation memories.
- Create a project translation memories.

❗ 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.

## Creating a local project

Create a translation project that you can work with and save locally, on your computer.

### About this task

If you want to work with online projects instead, you can either:

- create cloud projects in the cloud, in your own secure cloud account. For information on cloud projects, see the *"Creating a cloud project"* on page 42 section in this guide.
- publish local projects on an Trados GroupShare server. For information on Trados GroupShare projects, see the videos and information in the [Trados Studio Help](#).
- save local projects to cloud. For information on how to do that, see [Save local projects to cloud](#).

You can create new local projects either from **Projects** view > **New Project** > **New Local Project**, from the **Welcome** view where you can drag and drop your translation files, or from the **Manager** view > **Add Project** > **New Project**. The Create a New Project wizard takes you through all the steps needed to create a translation project.

### Procedure

1. Go to the **Welcome** view and drag the following files to translate on the Welcome screen:

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

 ...Documents\Studio2024\Projects\Samples\SampleProject\en-US

2. In the Translate dialog, select **Create new project**.
3. In the **Use Settings from** drop-down list on the first page of the Create a New Project wizard, if not already selected, select the **Default** project template. The default project template is updated with your default settings and the resources you defined in the Options dialog.

 ...Documents\Studio 2024\Projects\Samples\Project Templates\Default.sdltpl

Create a New Project

1 One Step 2 General 3 Translation Resources 4 Termbases 5 Trados GroupShare 6 PerfectMatch 7 Batch Tasks 8 Summary 9 Preparation

1 of 9 completed

## One Step

You can create a project using just the options on this wizard page.  
If you want to manually configure more advanced options, select Next and go through all the steps.

Use Settings from **1**  
 SDL Trados (Default project template for Trados users) Browse

Project Name  
 Project 1

Location Path ☒ Autofill  
 C:\Users\laapetean\OneDrive - SDL\Documents\Studio 2021\Projects\ Browse

Source Language  
 English (United States)

Target Languages Clear all (1 Selected)  
 German (Germany)

Project Files (4 total, 4 translatable, 0 reference) ☐ Include subfolders

<input type="checkbox"/>	Files in Selected Folder	Size	Usage	File Type	File Type Identifier
<input type="checkbox"/>	SamplePhotoPrinter.doc	31 KB	Translatable	Microsoft Word 97-2003	DOC v 2.0.0.0
<input type="checkbox"/>	SamplePresentation.pptx	48 KB	Translatable	Microsoft PowerPoint 2007-2019	PresentationML v. 1
<input type="checkbox"/>	SecondSample.docx	21 KB	Translatable	Microsoft Word 2007-2019	WordprocessingML v. 2
<input type="checkbox"/>	TryPerfectMatch.doc	33 KB	Translatable	Microsoft Word 97-2003	DOC v 2.0.0.0

Help Back Next Finish Cancel

- Fill in a project name (e.g. Sample EN-DE). The project is automatically saved to the ...Documents\Studio 2024\Projects folder. Leave the default location.
- You are now ready to create your project with the One Step workflow. However, you can further customize the project settings by going through the other pages of the Create New Project wizard.
  - Select **Finish** to start the project creation and jump to the Summary page of the Create New Project wizard.
  - Select **Next** to further customize your project settings.

## Specifying project details

### Procedure

- In the General wizard page, fill in a **Project Description**.

### 3 Manage local projects

Create a New Project - General

Progress: 3 of 9 completed

Project Description

Source Text

- ☐ Allow source editing
- ☐ Enable merging segments across paragraphs

Asian Projects

- ☐ Use word-based tokenization for Asian source text

Customer: RWS (Customers button)

Due Date: No date set up yet (No specific time button)

Verification

- ☐ Users assigned to a project package must run verification before returning the package

Buttons: Help, Back, Next, Finish, Cancel

2. Click **Customers** and create RWS as a customer.
  - a. Fill in the **Name** - "RWS"
  - b. Fill in the **Email** - for example "rws@rws.com"
  - c. Click the **+** icon.
3. Select RWS from the **Customer** drop-down list.
4. Click **Next**.

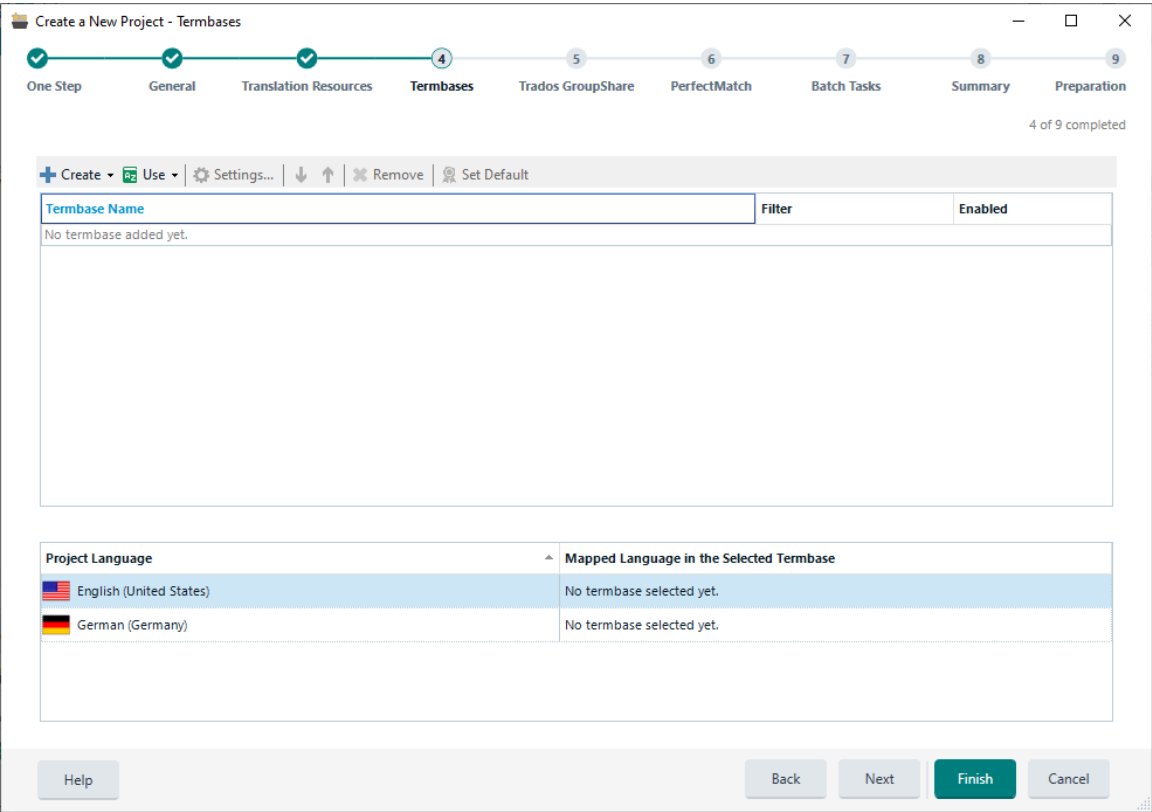
## Selecting termbases

On the Termbases page, the termbase you selected when you set up your default options is automatically selected for this project.

### About this task

...Documents\Studio2024\Projects\Samples\SampleProject\Termbase\Printer.sdltb

**Note:** You can add multiple termbases.



Procedure

1. Add other termbases to your project (see the *Translating and reviewing documents* quick start guide).
2. Select **Next**.

Selecting translation memories

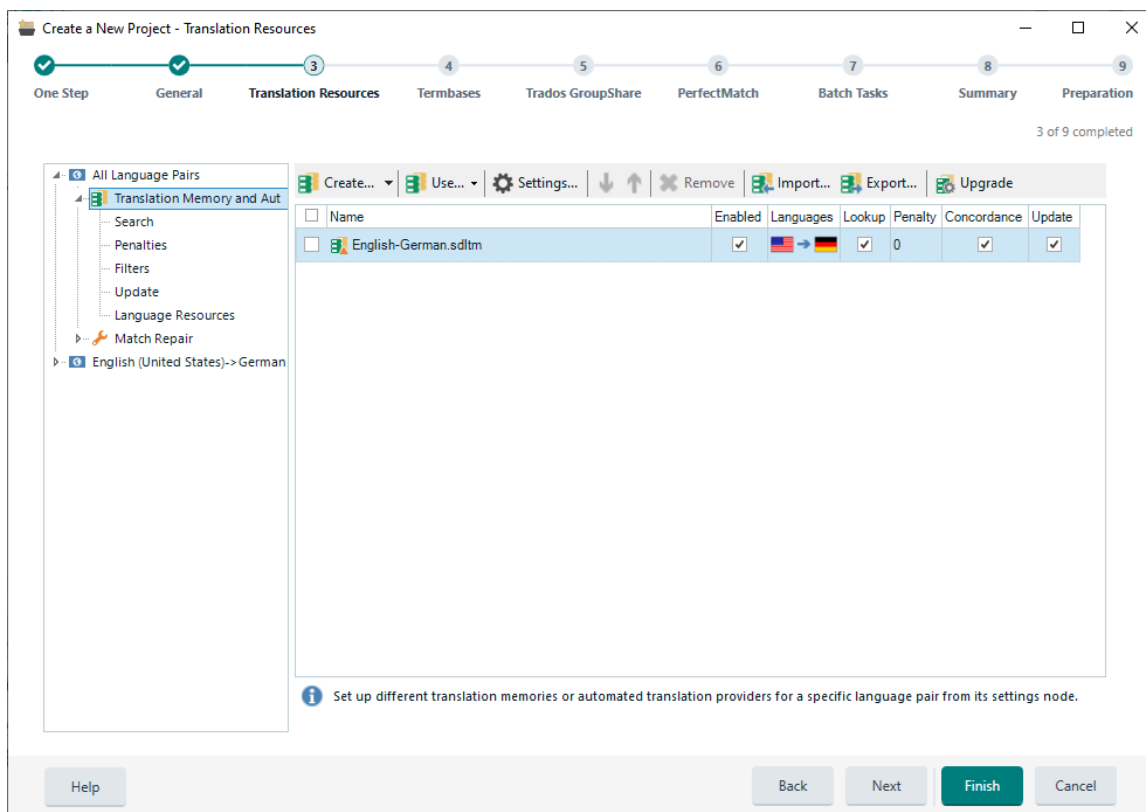
In the Translation resources page, the translation memory you selected when you set up your default options is automatically selected for this project.

About this task

...Documents\Studio2024\Projects\Samples\SampleProject\TMs\English-German.sdltm

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

### 3 Manage local projects



#### Procedure

1. Add other translation resources to your project (see the Translating and reviewing documents guide).
2. Select **Next**.

## Reusing previously translated documents to apply PerfectMatch

On the PerfectMatch page, you can select previously translated documents to be used for PerfectMatch.

PerfectMatch allows you to transfer the translations from the previous set of \*.sdlxliff, SDL Edit (ITD) or Tradostag (TTX) bilingual documents to the new project files.

**Note:** Your license for Trados Studio may or may not include this feature. See the *About Editions and Licensing* topic in the [Trados Studio 2024 Help](#) for information about your license features.

## Why should you use PerfectMatch?

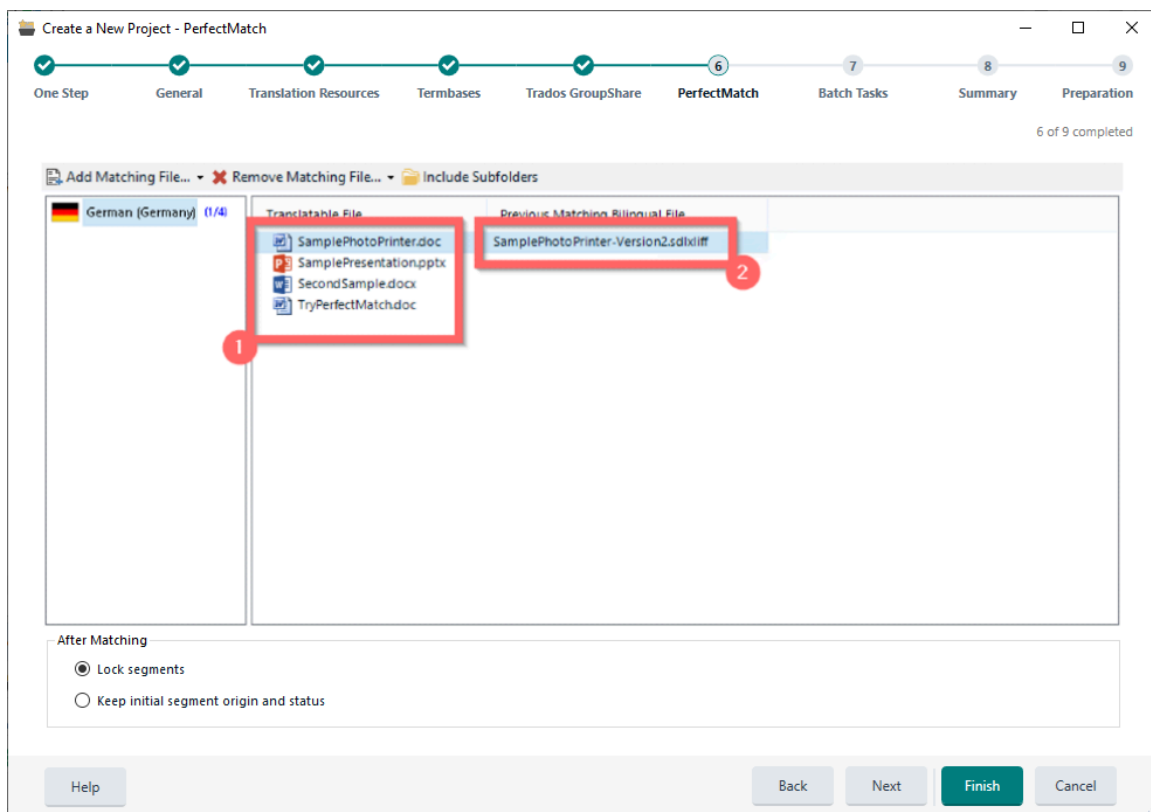
There are two main scenarios when you can leverage previous translations by applying PerfectMatch. For a list of additional scenarios, see the [Trados Studio 2024 Help](#).

### 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.

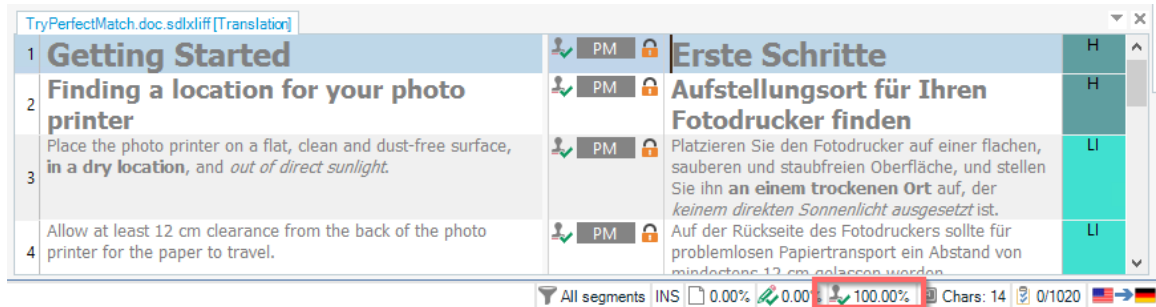


1. New project files
2. Previously translated documents

### 3 Manage local projects

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

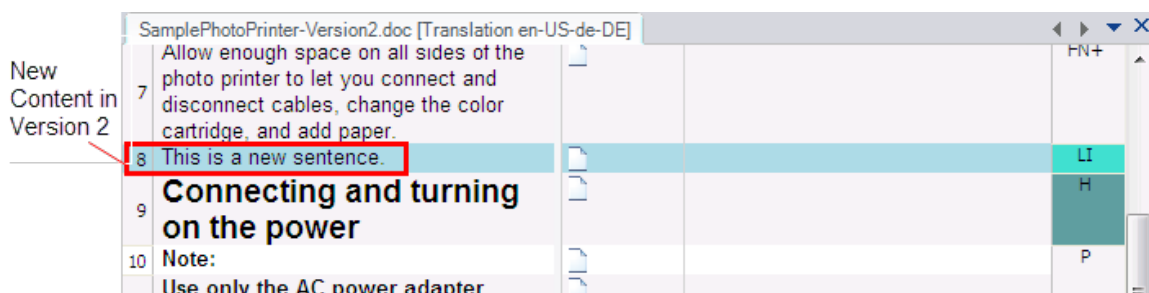


This means that all segments are translated and reviewed.

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

### About this task



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.



### Procedure


1. On the 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 Trados 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.
2. To indicate that no further work is needed on the transferred translations, select to **Lock segments** after matching.



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

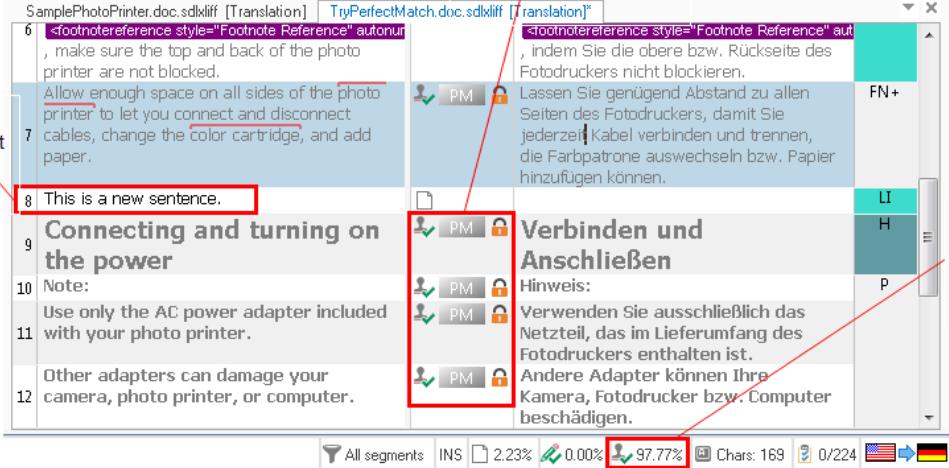
- **PM** - Indicates that the match type is PerfectMatch.
-  - Indicates that the segment status is **Signed off**. This means that the translations need no further translation or review.
-  - Indicates the translations are locked. This avoids anyone accidentally editing them since no further work is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

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

3. Return to the New Project wizard and click **Next** on the 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

## Selecting tasks and task settings

On the Project Preparation 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.

## Default task sequence

Depending on which edition of 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.

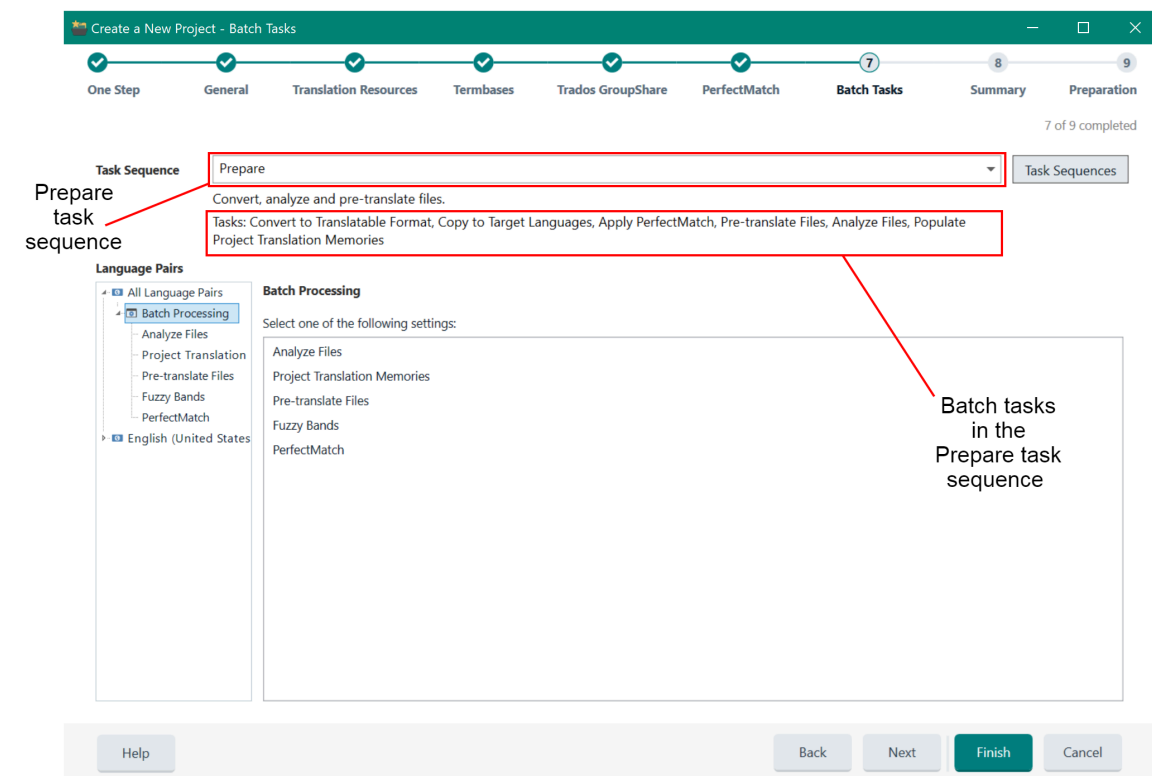
## Why use the Prepare task sequence?

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.

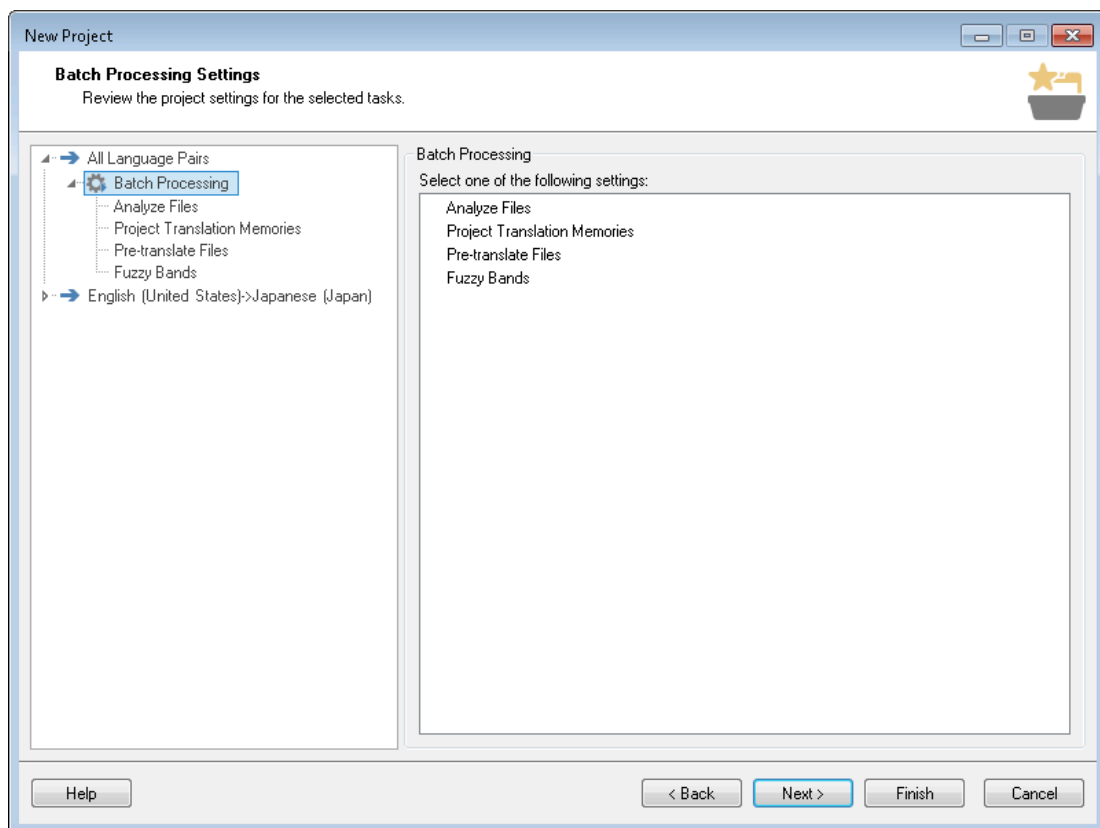
### About this task



## Procedure

1. 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.

2. 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.
3. Keep the default settings to create the project translation memory as file-based and click **Finish**.
4. The Preparing Project page is displayed while your project is being created. Progress bars indicate what task the process has reached.
5. 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 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 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

### Procedure

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

Trados Studio - Sample Project

File Home View Add-Ins Help

Project Settings Configur... Open For Translation Open For Sign-off Explore Containing Folder Open File Externally Batch Tasks Open File With Add Files Add Folders Add New Folder Add New Folder Revert to SDI/LIFF Tados Gr Cloud P Create Project Package Create Return Package Packages Layout Sign In

Files

Filter Files

File name:

Language: German (v)

Project folders

Sample Project My Tasks Sent Tasks

Name	Words	File Status	Progress	Size	Usage	File Type Ident.	Path	Cloud Task	Due date	Assigned To
Sample\HelloPrinter.doc.sdliff	219	In Translation	0%	34 KB	Translatab...	DOC v2.0.0.0	\	none	[none]	n/a
Sample\Presentation.pptx.sdliff	9	In Translation	22%	56 KB	Translatab...	PresentationML v...	\	none	[none]	n/a
SampleXML_DITA.xml.sdliff	2491	Unspecified		100 KB	Translatab...	XML DITA 1.3 v...	\	none	[none]	n/a
SecondSample.docx.sdliff	183	In Translation	12%	65 KB	Translatab...	Wordprocessing...	\	none	[none]	n/a
TryPerfectMatch.doc.sdliff	224	In Translation	97%	46 KB	Translatab...	DOC v 2.0.0.0	\	none	[none]	n/a

Project Files

File Details window

Confirmation Statistics

Table Display: Count Chart Display: Words (sox)

Confirmation Level	Words	Characters	Segments
Not Translated	217	987	18
Draft	0	0	0
Translated	2	14	1
Translation Rejected	0	0	0
Translation Approved	0	0	0
Sign-off Rejected	0	0	0
Sign-off	0	0	0
Total	219	1001	19

Not Translated 217

Draft

Translated

Reviewed

Sign-off

File Details Analysis Statistics Confirmation Statistics Task History File Attributes

## Work with local project packages

You can send translation or review work to another Trados Studio user, by creating project packages in an offline workflow. You must first open the package in Trados Studio to update the files or to access the files for translation or review.

Packages contain files that you need to translate or review, or files that have been translated and reviewed.

Opening a project packages enables you to receive all files for translation or review, and all related files. Once you have opened a package in Trados Studio, the files, translation memories, termbases and AutoSuggest dictionaries included in the package are immediately available to be used. When you receive a project package from your project manager, save the package to a suitable location.

### 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.

## Creating a package for a local project

After creating a local 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.

### About this task

 ...Documents\Studio 2024\Translation Memories\Sample EN-DE.sdltm (This is the project you created in the last section.)

### Procedure

1. Select the three files in the local 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.
2. The Create Project Package wizard is displayed on the Select Files page. Select **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.

**Create Project Package**

## Project Package Options

Specify the folder where the project package(s) should be created and specify how the files should be divided into packages.

Target folder:

**Splitting options**

☒ Create one package

☐ Create a package for every project language

☐ Maximum word count:  words

☐ Maximum not translated word count:  words

☐ Maximum not reviewed word count:  words

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

- The package is saved to `Documents/Studio 2024/Projects` by default.
- One project package is created containing all three files.
  - ❗ 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:**

- My Project (635 words)

**Name:** My Project

**Assign to:** Tom Translator Users...

**Task:** Translate Tasks...

**Due date:** ☐ 4/11/2018 6:00:00 PM

**Comment:**

Name	L	Reference File	Sent Task	Checked Out To
SamplePhotoPrinter.docx...	DE	<input type="checkbox"/>	n/a	(none)
SamplePresentation.pptx...	DE	<input type="checkbox"/>	n/a	(none)
SecondSample.docx.sdlxliff	DE	<input type="checkbox"/>	n/a	(none)
TryPerfectMatch.docx.sdlxliff	DE	<input type="checkbox"/>	n/a	(none)


☐ Include subfolders Add Files... Remove Files Move to Package...

Help Back Next Finish Cancel

4. Assign the work of translating these files to a user:
  - Select **Users** next to the **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.
 

❗ 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 Trados Studio and then create a new return package to send to me (project manager).
7. Select **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.



 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.
- Select **Finish**.

---

**Note:** For information about all of the options on this page, see the [Trados Studio 2024 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 selecting **Send Packages by Email**.
  - Another method such as placing it on an FTP site. Select **Open Target Folder** to open the folder where your return package is saved.

10. Select **Close**.


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.

## Opening 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.

### Procedure

1. To open the return package:
2. Select **Open Package** on **Home** tab when you are in the **Projects** view. The Open Package wizard is displayed.
3. 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 Manage local projects

**Open Package**

**Review Package Contents**  
Review the package contents and click Finish to start importing the package.

<b>Package type</b>	Project Package	<b>Files</b>	4
<b>Project</b>	My Project	<b>Total words</b>	635
<b>Task</b>	Translate	<b>Untranslated words</b>	567
<b>Due date</b>	[none]	<b>Unreviewed words</b>	593
<b>Assigned by</b>	System Administrator		
<b>Assigned to</b>	Tom Translator		
<b>Customer</b>	SDL (contact@SDL.com)		
<b>Comment</b>			

Project Folder: C:\Users\suricariu\My Project Browse...

☒ Append project name to project folder  
☐ Use default Studio project location

**Translate**

View File... Include Subfolders

L	Name	Words	Status	Progress	Reference File
🇩🇪	SamplePhotoPrinter.doc.sdlxliff	219	In Translat...	19%	<input type="checkbox"/>
🇩🇪	SamplePresentation.pptx.sdlxliff	9	In Translat...	22%	<input type="checkbox"/>
🇩🇪	SecondSample.docx.sdlxliff	183	In Translat...	12%	<input type="checkbox"/>
🇩🇪	TryPerfectMatch.doc.sdlxliff	224	In Translat...	0%	<input type="checkbox"/>

Help < Back Next > Finish Cancel

4. 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.
5. Select **Finish** to import the package. The Importing Package page is displayed.
6. When the import is complete, select **Close**.  
The corresponding project is updated with the completed manual task information in Trados Studio.

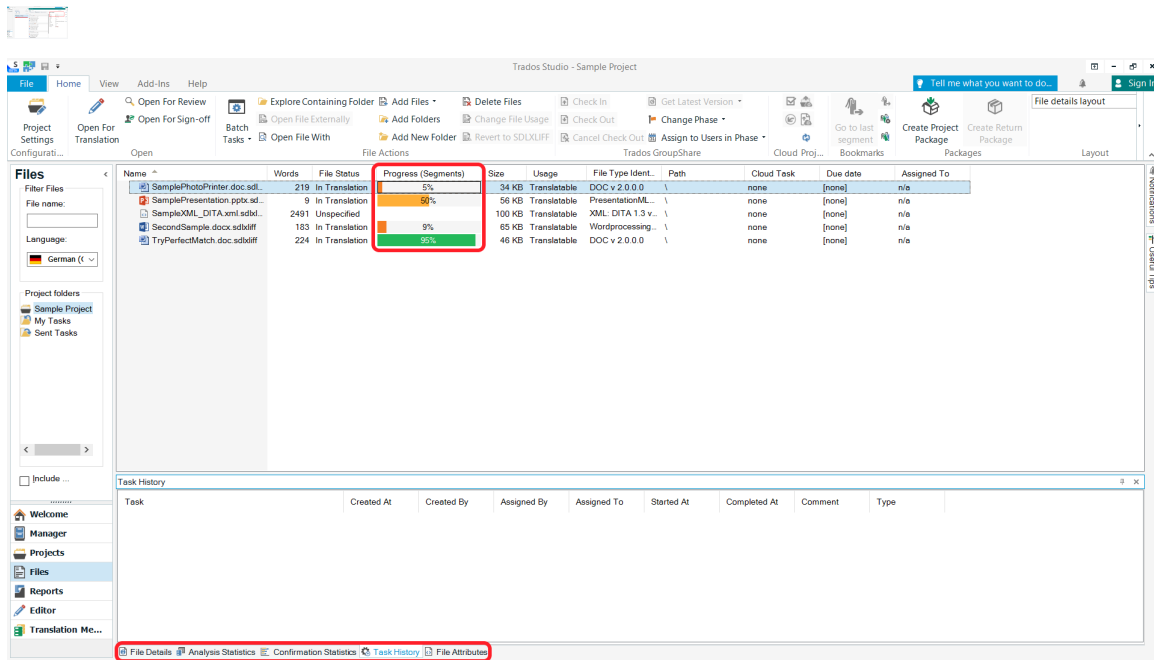
## Tracking project status

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.

You can also check project progress in the Manager view, Files view and File view windows:



## Generating a report

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

### About this task

...Documents\Studio 2024\Projects\Sample EN-DE\Sample EN-DE.sdlproj

### Procedure


1. In **Manager** or **Projects** view select **Batch Tasks** > **Translation Count** on the **Home** tab.
2. On the Batch Tasks page of the Batch Processing wizard select **Next**.
3. All files for the active project are listed on the Files page. Select **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.

### 3 Manage local projects

Translation Count Report


Trados Studio

Summary

Task:

Project:

Language:

Files:

Created At:

Task Duration:

Translation Count

Sample Project

German (Germany)

5

9/15/2021 5:38:45 PM

1 seconds

Totals

Total	Status	Segments	Words	Characters	Placeables	Tags
Files: 5	Not Translated	204	2812	14900	140	24
	Draft	0	0	0	0	0
	Translated	6	26	158	2	2
	Translation Rejected	1	11	53	1	0
	Translation Approved	7	60	278	6	5
	Sign-off Rejected	0	0	0	0	0
	Signed Off	18	217	987	14	7
	Total	236	3126	16376	163	38

File Details

Total	Status	Segments	Words	Characters	Placeables	Tags
SamplePhotoPrinter.doc	Not Translated	11	148	670	7	2
	Draft	0	0	0	0	0
	Translated	0	0	0	0	0
	Translation Rejected	1	11	53	1	0
	Translation Approved	7	60	278	6	5
	Sign-off Rejected	0	0	0	0	0
	Signed Off	0	0	0	0	0
	Total	19	219	1001	14	7
SamplePresentation.pptx	Not Translated	1	7	35	0	0

## Finalizing local project files

Assume that all the files in the project have now been translated and reviewed. The next step is to finalize your files. To finalize files, perform the following tasks:

### About this task

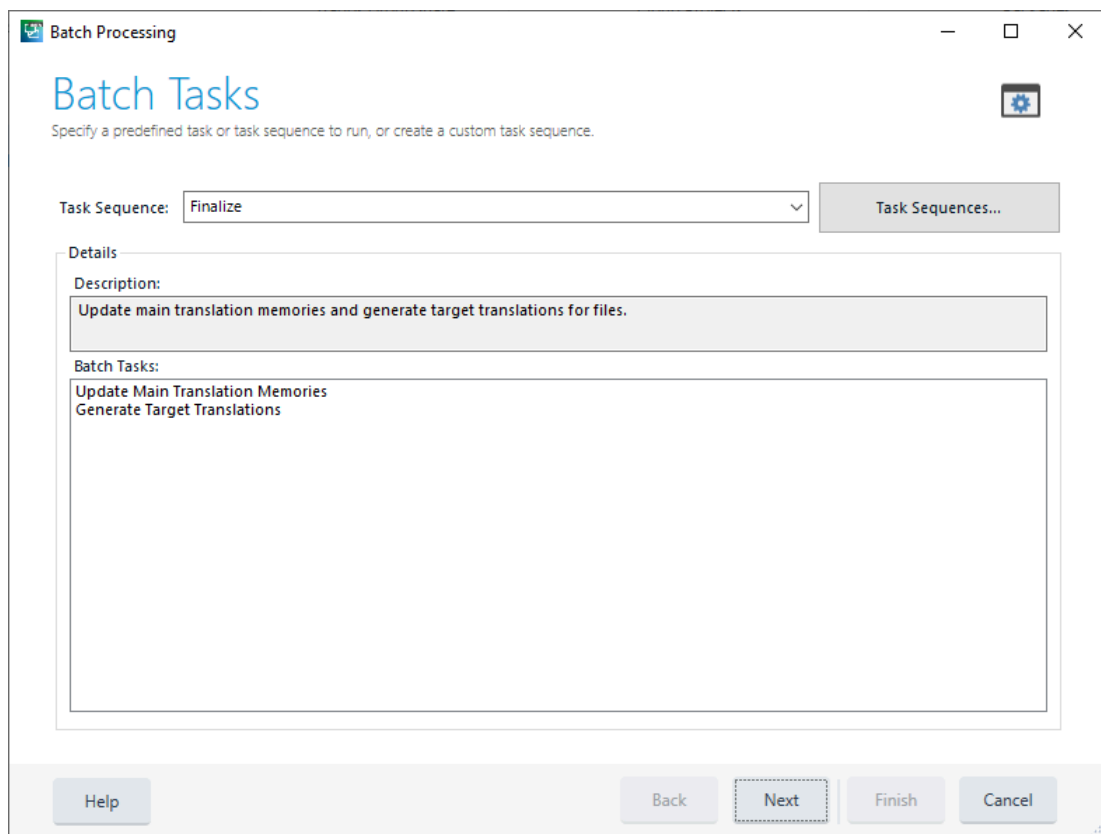
- **Update Main Translation Memories** to update the English-German.sdltm translation memory that was added to your project. This does not update the project translation memory that was created when the project was created.
- **Generate Target Translations** to convert the \*.sdlxliff files back to their original formats and places them into the German language subfolder.



...Documents\Studio 2024\Projects\Samples\SampleProject

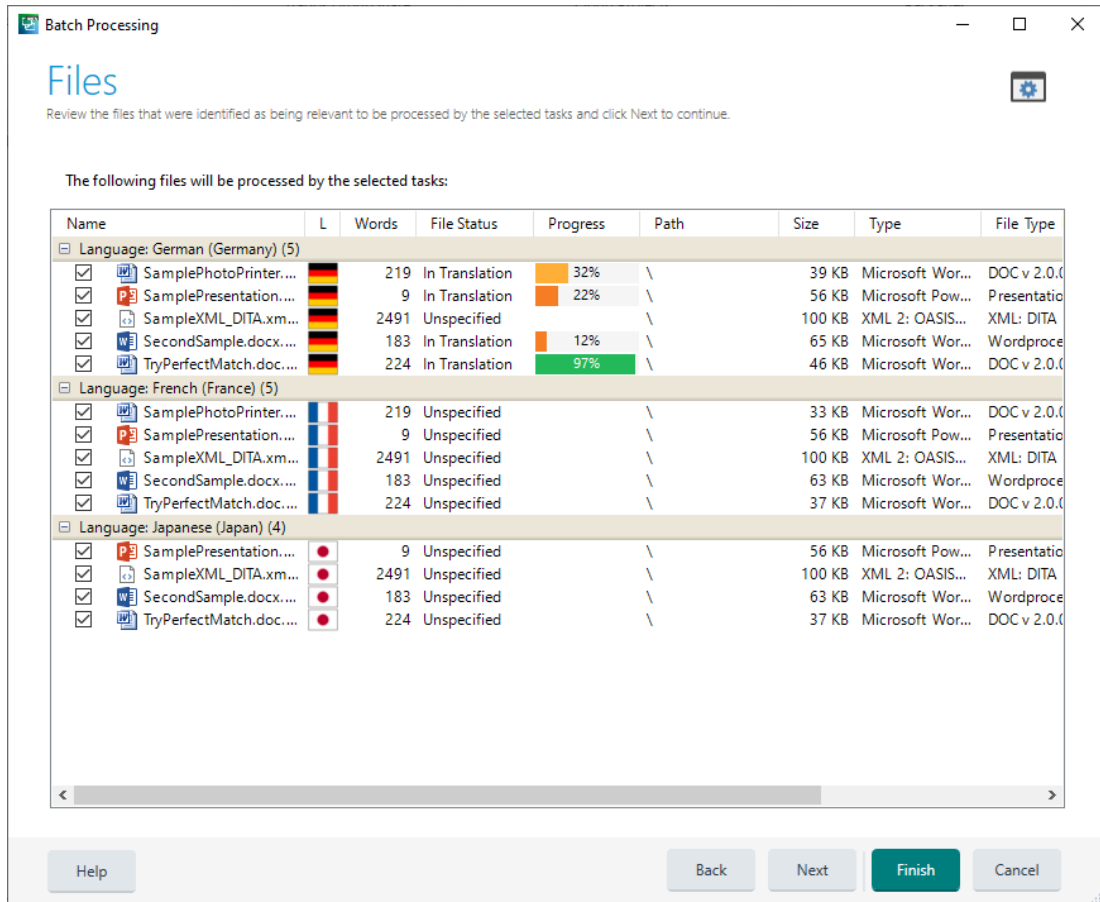
### Procedure

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

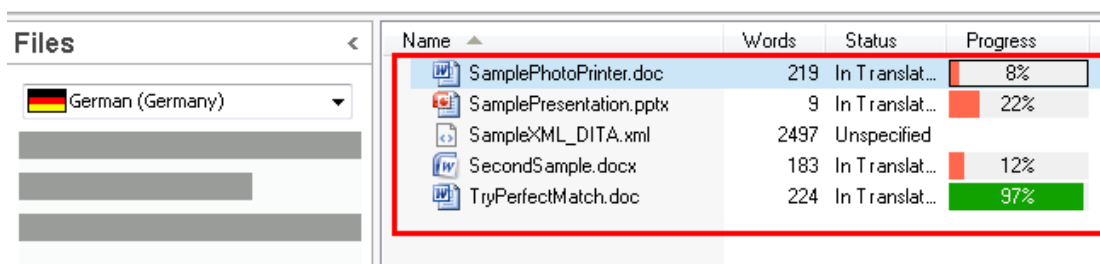


2. Click **Next**. The Files page is displayed. All files for the active project are listed here.
3. Click **Next**. The Settings page is displayed.
4. Select **All Language Pairs > Batch Processing > Translation Memory Updates** from the navigation tree. This page shows the status that the translations 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 Trados 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.

### 3 Manage local projects



- 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 \*.sdlxliiff 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 \*.sdlxliiff bilingual files.  
Your project is now complete and the translated files can be given to the customer.

**4**

## **Manage cloud projects**

## Prerequisites for working with cloud projects

With the free Trados Studio's cloud capabilities subscription, you create your own cloud projects that you can then translate in the Editor view or in the Online Editor. This helps you familiarize yourself with working on cloud projects using both your desktop as well as an online editing environment, depending on your needs and project flows.

The following section of this quick start guide assumes you have read and completed the "[Cloud onboarding Quick StartGuide](#)" or you already have an onboarded cloud account.

If you don't have an onboarded cloud account see "[Onboarding your cloud account](#)".

### Cloud references

In this guide, the term "cloud" covers all Trados offerings powered by RWS Language Cloud:

- Trados Studio's cloud capabilities (formerly known as Trados Live Essential)
- Trados Team
- Trados Accelerate
- Trados Enterprise
- Trados Terminology

All the examples illustrate working with cloud projects using a cloud account with Trados Studio's cloud capabilities.

## Create a cloud project

You can create, translate and review cloud projects both from Trados Studio and from a browser. Because your work is synced to the cloud, you can move seamlessly between the two.

You might prefer working with cloud projects from Trados Studio if you are multitasking on local and cloud projects and do not want to switch applications. Trados Studio also enables you to work on cloud projects without an internet connection as it syncs any offline changes to the cloud when you get back online.

### Creating cloud projects from a browser

To create a new cloud project from a browser:

1. Once you are logged in into your account from a browser, click **Projects > + New Project** to display the cloud project creation wizard from the browser.
2. Add the general project details: Name, Due date and an optional Description.  
In this example, we are creating a new project with the sample files shipped with Trados Studio:



The screenshot shows the 'New Project' wizard in Trados Studio, specifically the 'General' tab. The form is divided into several sections for project configuration. On the right, a table lists files to be added to the project.

NAME	PATH	TYPE	USAGE	STATUS
<input type="checkbox"/> SamplePhotoPrinter.docx.sdliff		sdliff	Translatable	✓
<input type="checkbox"/> SamplePresentation.pptx.sdliff		sdliff	Translatable	✓
<input type="checkbox"/> SecondSample.docx.sdliff		sdliff	Translatable	✓
<input type="checkbox"/> TryPerfectMatch.docx.sdliff		sdliff	Translatable	✓

3. Add the project files from *...Documents\Studio 2024\Projects\Samples\SampleProject/en-us*. Trados automatically identifies the files as **Translatable** or **Reference**, according to specifications of your selected file type configuration. In the **Usage** column, you can change which files are translatable and which ones should be used as reference only.
4. Select the location in your cloud account where you want to save the new project.
5. Select a project template to pre-fill the project settings and cloud resources from the template.
6. Click **Next** to go to the **Translation Engine** page to add an engine if you do not have one specified in the project template.

If you are logged in as an Administrator, Project Manager or Lead Project Manager with a Trados Team, Trados Enterprise or Trados Accelerate subscription, the wizard also displays the Workflow page. Administrators and Lead Project Managers with a Trados Enterprise or Trados Accelerate subscription also see the Pricing Models page before the Summary page.

7. Click **Create and Start** to finalize creating the new project with default settings, or click **Next** to specify the TM and verification settings for your project. You can also change these project settings after creating the project.

Most of these project settings can also be edited when opening the project in Trados Studio. However, Penalties, Filter Penalties, Field values and Verification settings for cloud projects are read-only in Trados Studio. These settings can only be edited when accessing your Cloud account from a browser, in the **Settings > Configuration** area of the selected project.

For more information on creating cloud projects from a browser see the "Project creation" topic in the [Trados Studio's cloud capabilities documentation](#).

## Creating cloud projects from Trados Studio

You can create cloud projects both from Trados Studio and from a browser. You might prefer creating cloud projects from Trados Studio when you plan to start translating or reviewing in Studio's Editor view right away and you want to use a simpler workflow.

To create cloud accounts, make sure you have already onboarded your cloud account as explained in the section **Prerequisite: Onboard your cloud account**.

1. Select **New Project > New Cloud Project** or press **Ctrl+Alt+N**. Trados Studio displays the Create New Language Cloud Project on the General page.
2. Enter a name for your project. The maximum length for project names is 50 characters.
3. Select a date and time by which the project must be completed.
4. In the **Location** field, select the folder in your cloud account where you want to store the project. For this exercise, you can use **Globex** if you have completed the *Onboarding Quick Start Guide* or create a new customer.
5. Optionally, select a template available in the location that you have specified for your project above.
6. From the **File Type Configuration** list, select an existing configuration available in the selected location. Custom configurations enables you to specify exactly the type of files that can be processed as translatable files, and the type of text that can be extracted from the files.

In this example, we are using the Template for Sample Resources created in the previous section which automatically adds the configuration included in the template:

1 of 5 completed

**Project Name \***  
Sample Cloud Project

**Due \***  
10/31/2023 06:00 PM

**Location \***  
Demo

**Project Template**  
Default Project Template

**File Type Configuration \***  
Default File Type Configuration

☒ Allow source editing

**Source Language \***  
English (United States)

**Target Languages \***  
German (Germany)

**Description**

Files in Selected Folder	Size	Usage
SamplePhotoPrinter.doc	31 KB	Translatable
SamplePresentation.pptx	48 KB	Translatable
SecondSample.docx	21 KB	Translatable
TryPerfectMatch.doc	33 KB	Translatable

Buttons: Help, Back, Next, Finish, Cancel

7. Add the project files. Click **Add Files** to add individual files. To add a set of files, drag a

- folder or an archive. For \*.sdlxliff files, the source and target languages are automatically detected when the files are added.
8. In the **Usage** column, specify which files are **Translatable** and which ones should be used as **Reference** only. Trados Studio automatically identifies the files as Translatable or Reference, according to specifications of your selected file type configuration.
  9. Specify one **Source Language** and one or more **Target Languages** for your project. The language fields are pre-populated with the default languages specified under **File > Options > Editor > Languages**.
  10. In the **Description** box, enter some relevant details about your project. The maximum description length is 200 characters.
  11. Click **Next** to go to the Translation Resources page and select a translation engine to use for your project. cloud translation engines include translation memories, termbases and Neural Machine Translation.
  12. Select an existing translation engine available in your cloud account.  
In this example, we are adding the sample engine created in the previous section. This automatically applies the translation resources and the language processing rule available in the engine.

Create New Cloud Project

General Translation Resources Pricing Models Workflow Summary

2 of 3 completed

Translation Engines \*

Demo Translation Engine

Language Processing Rules

Default language processing rule

Languages

Source Language	Target Languages
English (United States)	German

Resources

Resource Name	Type	Languages
Demo Translation Memory	Translation Memory	English (United States) → German
Demo Termbase	Termbase	German, English (United States), Spanish

Help Back Next Finish Cancel

The resources available in the selected translation engine are not editable. However, you can add additional, local translation resources when you download the project in Trados Studio and go to Project Settings.

13. Click **Next** to go to the Summary page of the wizard and consult the project details. If you are logged in as an Administrator, Project Manager or Lead Project Manager with a Trados Team, Trados Enterprise or a Trados Accelerate subscription, the wizard also displays the Workflow page. Administrators and Lead Project Managers with a Trados

Enterprise or Trados Accelerate subscription also see the Pricing Models page before the Summary page.


14. Select **Finish** to create and start the new cloud project. Trados Studio uploads the project to your cloud account and starts preparing the project files. The  Notifications tab shows a **We are preparing your cloud project** message in, on the right-hand side of the screen.

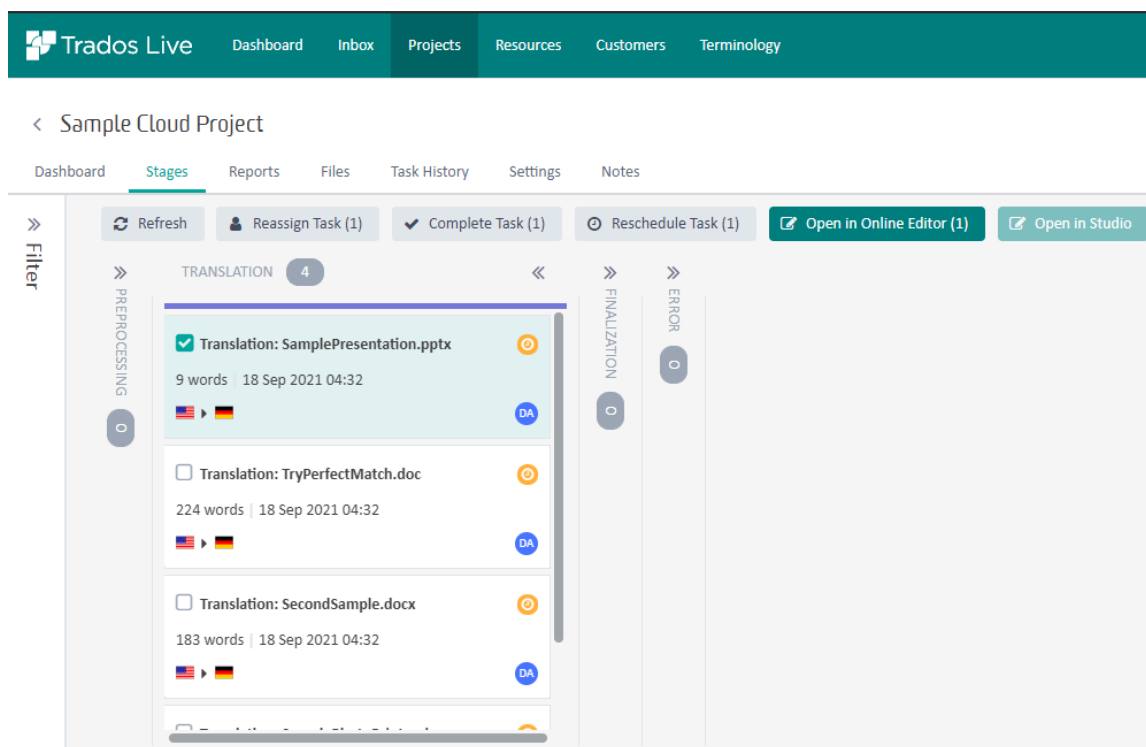
You can also create a new cloud project from the **Manager** view under the **Add Project** button, and then following the same steps as above.

## Monitor project preparation

The processing of cloud project files is handled in the cloud. This frees all Trados Studio resources for any local projects you might be working on in parallel.

Newly created cloud project are available in Trados Studio only after the cloud has finished pre-processing the files. To monitor project preparation from Trados Studio:

1. In the  Notifications tab, go to the **We are preparing your cloud project** message displayed after you have finished creating the new cloud project.
2. Click **Open in Language Cloud** in this notification to check the project preparation in the **Stages** tab.
3. Once the files have been pre-processed and have reached the first Translation, Linguistic Review or Implement Customer Review task in the workflow. With a Trados Studio's cloud capabilities subscription, the only manual task in the workflow is the **Translation** task:



When the files reach the Translation stage, Trados Studio displays the projects files in the Files view. The new project is also immediately available in the **Projects** tab of your cloud account.

You can now start translate or review either in the Online Editor or in Trados Studio's Editor view.

For more information, see the [Translating and reviewing Quick Start Guide](#).

## Saving local projects to cloud

Saving local projects and project packages to cloud is useful if you want to you can tweak your files locally or apply apps, PerfectMatch or NMT then you can upgrade them with cloud capabilities such as automated translation workflows, access to the Online Editor, frequent back-ups and syncing across devices.




### Before you begin

Before you begin, make sure that you are logged into your cloud account.

### About this task

To save your local project or project package to cloud:

### Procedure

1. Select your project from the **Projects** view and click on  **Save to Cloud** on the ribbon. Alternatively, you can select your project, right-click on it and select **Save to Cloud**. This displays the Save to Cloud wizard. You can also perform this action in the **Manager View** by opening the  **kebab menu** for your project and then clicking on  **Save to Cloud**.
2. On the first page of the wizard, configure the following:
  - Choose a **Project Name** for your cloud project. By default, the wizard will automatically complete the field with the name of the local project, but you are free to choose your desired project name.
  - In the **Due** drop-down menu, choose the project's due date. When saving project packages to cloud, LC also adds a due date for each Human task in the cloud workflow. The due dates for the tasks are estimated based on the time required to complete the project by your specified due date. If you want, you can later [edit the due dates](#) of these tasks to better suit your needs.
  - In the **Location** field, select the folder in the cloud account where you want to save your project. If you are logged in with an Administrator account, you can also click **New customer** to create a new location in your cloud account.
  - Select a **Project Template** previously configured in your cloud account. Project templates give you control over how cloud translation resources are applied during cloud pre-processing and also provide specific cloud quality checking settings. Project templates can also be shared with your team, if you are part of one.
  - Select one of the **Translation Engines** available on your cloud account. Translation engines include translation memories, termbases and Neural Machine Translation. Note that your Translation Engines need to contain at least one language pair present in your project, otherwise they will not show up in the list.

- If you have a Trados Enterprise subscription, you can also set a **Pricing Model**. Pricing models determine price estimates for each project language and calculate additional costs. If you are logged in with an Administrator or Lead Project Manager you can also click **+ New Pricing model** to go to your cloud account and add a new one.
  - Under **Workflow**, choose an existing workflow from your cloud account. If you are logged in with an Administrator, Project Manager or Lead Project Manager you can also click **+ New Workflow** to go to your cloud account and add a new one.
3. Click **Next**.  
This displays the Summary page. Here you can review your specifications.
  4. Click **Finish** to complete the wizard and save your project to the cloud. Your project will be grayed out and disabled until the process is complete. You can follow the progress by checking the **Notifications** tab.

## Working with project packages saved to cloud

You can leverage cloud functionality when working with project packages by saving them to cloud. This creates a new project package type, which you can work on with your peers in a browser.

### Before you begin

Before you begin, make sure that you are logged into your cloud account. It is also important that your project package includes the native files for each target bilingual files. If the native files are embedded in the *.xliff* file, Trados Studio automatically extracts the native files from the embedded content. If your native files are linked as dependency files, you will still be able to save the package to cloud, but the **Preview** and **Generate Target** functions will not work. If neither are available, you will not be able to save the project package to cloud.

### About this task

Project package saved to cloud workflow

### Procedure

1. Save your project package to cloud.  
You will find your project package saved to cloud in the **Projects** view.
2. Work on it in Trados Studio, or select your package and click **Open in Cloud** to work on it in a browser where you can use the Online Editor and customize your workflows to collaborate with your peers.  
Your work will be synchronized across platforms and devices. Any changes that your peers make will be tracked both in Trados Studio and on the web application.
3. Once you complete your tasks, create a return package from the Trados Studio instance that saved the project package to cloud by clicking **Create Return Package**.  
Trados Studio will synchronize your local content with the cloud, since it creates return packages based on the cloud version of the project package. Trados Studio completes the return package with local data if you lose connection to Language Cloud or if you cancel the synchronization.
4. Send the return package back to the package sender.

## Backing up your local project or project package files

Trados Studio automatically creates a back-up of your local project or project package when you save it to cloud. The backed-up project file will appear in the same path as the original project file and will have the additional extension ".bkp".

### About this task

To use your backup file

### Procedure

1. Go to the project folder for the project backup you want to recover. Locate your project file.
2. Delete the ".bkp" extension of the file.
3. Open Trados Studio, go to the Projects view, and click **Open Project**. Select the file as usual.

## Packages for cloud projects

Cloud project files are synced to your cloud account whenever you save your changes in the Editor view. Because cloud projects are always online, you do not need to create packages for further work on the cloud projects.

### About this task

However, you can download cloud project files to work offline, in the following workflows:

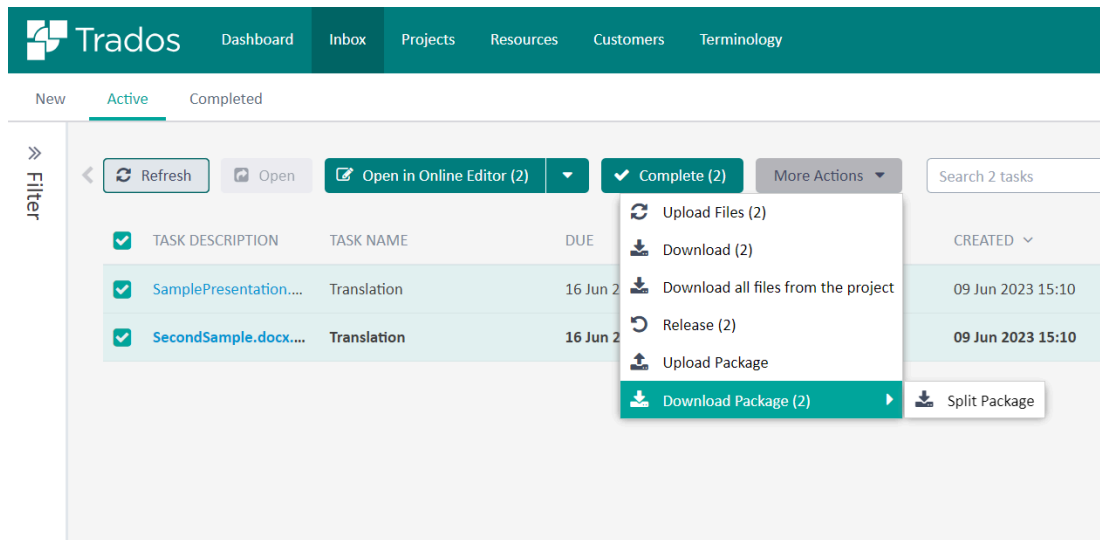
- upload package offline in Trados Studio. This workflow is especially if you are working with Trados Studio 2017. This Trados Studio version that can open cloud projects but do not include the **Open in Studio** option.
- upload offline cloud packages to a third-party CAT tool that support Trados Studio .SDLPPX packages.
- publishing cloud packages on an Trados GroupShare server.

To download cloud project packages from your cloud account:

### Procedure

1. Select your active cloud file tasks that you want to add to a package.
2. Click **More Actions > Download Package > Split Package**. You can choose to split this into a specified number of packages. The number of files to be included in each package will be displayed based on the number of packages specified.

## 4 Manage cloud projects



3. Upload the downloaded .SDLPPX package into Trados Studio or a third-party CAT tool, translate the files, then create a return package to upload back to your cloud account. This will move the uploaded cloud project files to the **Completed** stage.

## Tracking cloud project status

When working with cloud projects, you can find detailed information on the overall status of your project, as well as project-specific analytics from the **Dashboard** and **Projects** tab:

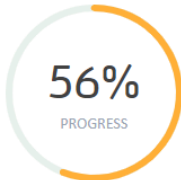


Trados Live
Dashboard
Inbox
Projects
Resources
Customers
Terminology
?
🔄
🔔
DA

< Sample Cloud Project
Complete Project

Dashboard
Stages
Reports
Files
Task History
Settings
Notes

Statistics



56%  
PROGRESS

TYPE	WORDS	CHARACTERS	SEGMENTS
Not Translated	180	1,094	43
Draft	12	73	2
Locked	0	0	0
Translated	0	0	0
Translation Rejected	0	0	0
Translation Approved	0	0	0
Sign-Off Rejected	0	0	0
Sign-Off	0	0	0
<b>Total</b>	<b>192</b>	<b>1,167</b>	<b>45</b>

Tasks Overview

New tasks: -  
Active tasks: 1  
Completed tasks: 3

Details

Due: 21 Sep 2021 17:15  
Created: 14 Sep 2021 16:22  
Files: 2  
Words: 192  
Location: /Root/Customers/Demo  
ID: 6140a213d52f1b566979a002  
Created by: Demo Account

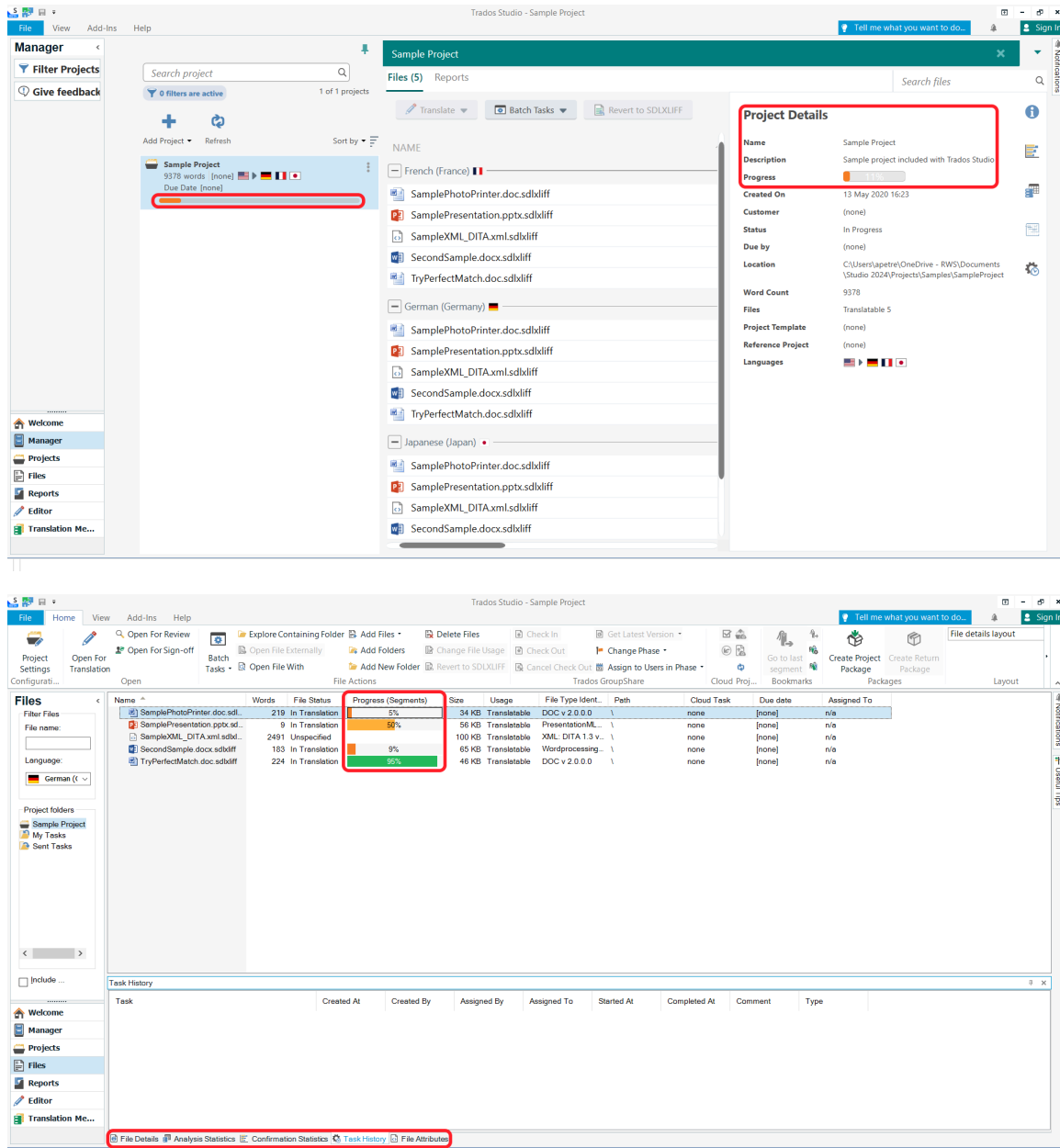
Languages

Description

This is a sample project.

If your project is synced with Trados Studio you can also check project progress in the Manager view, Files view and File view windows:

## 4 Manage cloud projects



## Finalizing cloud project files

Generate the target translated files to finalize cloud project files. The **Update Main Translation Memories** batch task is not necessary for cloud projects. This is because cloud TMs are updated in the background when you manually save your changes in Trados Studio and automatically, when you translate in the Trados Online Editor.

### From Trados Studio

Click **Batch Tasks > Generate target files (cloud projects)** from the ribbon in the Projects, Files or Editor view.

---

### From a browser

1. Go to your cloud account and click the **Projects** tab.
2. Select the project for which you want to download the translated files and click **Open**.
3. Click **Files** tab > **Download all**.
4. From the **Download Project Files** menu, select the **Target Files** check box. Download the latest available translated content in one of the available formats: **Current version** (an \*.sdlxliff with the latest translated content) or **Native version** (the native file format with the latest translated content).
5. Save the \*.zip archive and unpack it to get the file.



**5**

## **Manage server projects**

## Publish local projects on GroupShare

You can publish your local project on Trados GroupShare to share it with other team members and assign work as necessary.

### Procedure

1. Select **Publish project on Trados GroupShare**. This publishes the project on Trados GroupShare. For information, refer to the videos and information in the [Trados Studio 2024 Help](#).

# 6

## End of Quick Start Guide

Now you know how to create and manage projects in Trados Studio.

For additional information about creating and managing projects in Trados Studio, see the [Trados Studio 2024 Help](#).





# Acknowledgments

Trados Studio includes open source or similar third-party software.

### **Autofac**

Version: 4.8.1

Vendor: Autofac

Copyright: Copyright © 2015 Autofac Contributors

License type: MIT

License details: "<https://github.com/autofac/Autofac/blob/v4.8.1/LICENSE>" on page 0

### **Azure.Core**

Version: 1.38.0

Vendor: Microsoft, azure-sdk

Copyright: © Microsoft Corporation. All rights reserved.

License type: MIT

License details: "<https://github.com/Azure/azure-sdk-for-net/blob/main/LICENSE.txt>" on page 0

### **Azure.Identity**

Version: 1.11.1

Vendor: Microsoft, azure-sdk

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License type: MIT

License details: "<https://github.com/Azure/azure-sdk-for-net/blob/main/LICENSE.txt>" on page 0

### **CachedImage**

Version: 1.0.1

Vendor: Hari Pachuveetil

Copyright: MIT © Haridas Pachuveetil 2014

License type: MIT

License details: "<https://github.com/floydpink/CachedImage/blob/main/LICENSE>" on page 0

### **ControlzEx**

Version: 4.4.0

Vendor: Jan Karger, Bastian Schmidt

Copyright: Copyright © 2015 - 2020 Jan Karger, Bastian Schmidt, James Willock

License type: MIT

License details: "<https://github.com/ControlzEx/ControlzEx/blob/4.4.0/LICENSE>" on page 0

**Crc32.NET**

Version: 1.2.0

Vendor: force

Copyright:

License type:

License details: "<https://github.com/force-net/Crc32.NET/blob/develop/LICENSE>" on page 0

**DocumentFormat.OpenXml**

Version: 2.15.0

Vendor: Microsoft

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License type: MIT

License details: "<https://github.com/OfficeDev/Open-XML-SDK/blob/v2.15.0/LICENSE>" on page 0

**Flee**

Version: 1.2.2

Vendor: Muhammet Parlak

Copyright: Copyright 2017 Muhammet Parlak

License type: L-GPL

License details: "<https://github.com/mparlak/Flee>" on page 0

**HtmlAgilityPack**

Version: 1.11.16

Vendor: ZZZ Projects

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License type: MIT

License details: "<https://github.com/zzzprojects/html-agility-pack/blob/v1.11.16/LICENSE>" on page 0

**Hunspellx86**

Version: 1.7.2

Vendor: Crawler-Lib

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License type: L-GPL

License details: "<https://github.com/hunspell/hunspell/blob/v1.7.2/license.hunspell>" on page 0

**ICSharpCode.Decompiler**

Version: 7.1.0.6543

Vendor: Daniel Grunwald, Siegfried Pammer

Copyright: Copyright 2011-2021 AlphaSierraPapa

License type:

License details: "<https://github.com/icsharpcode/ILSpy/blob/v7.1/doc/license.txt>" on page 0

**icu.net**

Version: 2.9.0

Vendor: SIL International

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License type: MIT

License details: "<https://github.com/sillsdev/icu-dotnet/blob/v2.9.0/LICENSE>" on page 0

**Icu4c.Win.Full.Lib**

Version: 59.1.15

Vendor: SIL International

Copyright: Copyright (c) 2016-2017 SIL International

License type: ICU

License details: "<https://github.com/unicode-org/icu/blob/release-59-1/icu4c/LICENSE>" on page 0

**log4net**

Version: 2.0.16

Vendor: Cincura.net, Apache.Logging

Copyright: Copyright 2004-2017 The Apache Software Foundation

License type: Apache 2.0

License details: "<https://github.com/apache/logging-log4net/blob/rel/2.0.14/LICENSE>" on page 0

**MahApps.Metro**

Version: 2.4.10

Vendor: Jan Karger, Dennis Daume

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License type: MIT

License details: "<https://github.com/MahApps/MahApps.Metro/blob/2.4.10/LICENSE>" on page 0

**Markdig.Signed**

Version: 0.31.0

Vendor: Alexandre Mutel

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License type: BSD-2-Clause

License details: "<https://github.com/xoofx/markdig/blob/master/license.txt>" on page 0

**MaterialDesignColors**

Version: 3.0.0

Vendor: James Willock

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License type: MIT

License details:

"<https://github.com/MaterialDesignInXAML/MaterialDesignInXamlToolkit/blob/v4.3.0/LICENSE>" on page 0

**MaterialDesignThemes**

Version: 5.0.0

Vendor: James Willock

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**MaterialDesignThemes.MahApps**

Version: 1.0.0

Vendor: James Willock

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**Microsoft.ApplicationInsights**

Version: 2.22.0

Vendor: Microsoft

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"<https://github.com/microsoft/ApplicationInsights-dotnet/blob/v2.2.0/LICENSE>" on page 0

**Microsoft.AspNet.WebApi.Client**

Version: 6.0.0

Vendor: Microsoft

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License type: Apache 2.0

License details:

"<https://www.nuget.org/packages/Microsoft.AspNet.WebApi.Client/6.0.0/License>" on page 0

**Microsoft.AspNetCore.Connections.Abstractions**

Version: 8.0.3

Vendor: Microsoft, aspnetcore

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License type: MIT

License details: "<https://github.com/dotnet/aspnetcore/blob/v8.0.3/LICENSE.txt>" on page 0

**Microsoft.AspNetCore.Http.Connections.Client**

Version: 8.0.3

Vendor: Microsoft, aspnet

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**Microsoft.AspNetCore.Http.Connections.Common**

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**Microsoft.AspNetCore.JsonPatch**

Version: 8.0.3

Vendor: Microsoft

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**Microsoft.AspNetCore.SignalR.Client**

Version: 8.0.3

Vendor: Microsoft

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**Microsoft.AspNetCore.SignalR.Client.Core**

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**Microsoft.AspNetCore.SignalR.Common**

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**Microsoft.AspNetCore.SignalR.Protocols.Json**

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**Microsoft.Bcl.AsyncInterfaces**

Version: 8.0.0

Vendor: Microsoft

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License type: MIT

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### **Microsoft.Bcl.HashCode**

Version: 1.1.1.0

Vendor: Microsoft, dotnetframework

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### **Microsoft.Bcl.TimeProvider**

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### **Microsoft.CSharp**

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### **Microsoft.Extensions.Configuration**

Version: 8.0.0

Vendor: Microsoft

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### **Microsoft.Extensions.Configuration.Abstractions**

Version: 8.0.0

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**Microsoft.Extensions.Configuration.Binder**

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**Microsoft.Extensions.DependencyInjection**

Version: 8.0.0

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**Microsoft.Extensions.DependencyInjection.Abstractions**

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**Microsoft.Extensions.DependencyModel**

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**Microsoft.Extensions.Features**

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**Microsoft.Extensions.Http**

Version: 8.0.0

Vendor: Microsoft, aspnet, dotnetframework

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### **Microsoft.Extensions.Logging**

Version: 8.0.0

Vendor: Microsoft, aspnet, dotnetframework

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### **Microsoft.Extensions.Logging.Abstractions**

Version: 8.0.1

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### **Microsoft.Extensions.Options**

Version: 8.0.2

Vendor: Microsoft, aspnet, dotnetframework

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### **Microsoft.Extensions.Primitives**

Version: 8.0.0

Vendor: Microsoft, aspnet, dotnetframework

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### **Microsoft.Identity.Client**

Version: 4.60.3

Vendor: Microsoft, AzureAD

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License details:

"<https://github.com/AzureAD/microsoft-authentication-library-for-dotnet/blob/4.60.3/LICENSE>" on page 0

**Microsoft.Identity.Client.Extensions.Msal**

Version: 4.60.3

Vendor: Microsoft, AzureAD

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**Microsoft.Identity.Client.NativeInterop**

Version: 0.16.0

Vendor: Microsoft, AzureAD

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License details: "" on page 0

**Microsoft.IdentityModel.Abstractions**

Version: 7.4.1

Vendor: Microsoft, AzureAD

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"<https://github.com/AzureAD/azure-activedirectory-identitymodel-extensions-for-dotnet/blob/dev/LICENSE>"  
on page 0

**Microsoft.IdentityModel.JsonWebTokens**

Version: 7.4.1

Vendor: Microsoft, AzureAD

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License type: MIT

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"<https://github.com/AzureAD/azure-activedirectory-identitymodel-extensions-for-dotnet/blob/dev/LICENSE>"  
on page 0

**Microsoft.IdentityModel.Logging**

Version: 7.4.1

Vendor: Microsoft, AzureAD

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### **Microsoft.IdentityModel.Tokens**

Version: 7.4.1

Vendor: Microsoft, AzureAD

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### **Microsoft.Office.Interop.Outlook**

Version: 15.0.4797.1004

Vendor: Camron Bute

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### **Microsoft.Office.Interop.Word**

Version: 15.0.4797.1004

Vendor: Camron Bute

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### **Microsoft.Web.WebView2**

Version: 1.0.2210.55

Vendor: Microsoft, webview

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License details:

"<https://www.nuget.org/packages/Microsoft.Web.WebView2/1.0.2210.55/License>" on page 0

### **Microsoft.Xaml.Behaviors.Wpf**

Version: 1.1.77

Vendor: Microsoft, xamlxperienceteam

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License details: "<https://github.com/microsoft/XamlBehaviorsWpf/blob/v1.1.77/LICENSE>" on page 0

**murmurhash-signed**

Version: 1.0.2

Vendor: Darren Kopp

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License details:

"<https://github.com/darrenkopp/murmurhash-net/blob/master/LICENSE.md>" on page 0

**NETStandard.Library**

Version: 2.0.3.0

Vendor: Microsoft, dotnetframework

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License type: MIT

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**Newtonsoft.Json**

Version: 13.0.3

Vendor: James Newton-King

Copyright: Copyright (c) 2007 James Newton-King

License type: MIT

License details:

"<https://raw.githubusercontent.com/JamesNK/Newtonsoft.Json/master/LICENSE.md>" on page 0

**Nlog**

Version: 4.6.7

Vendor: Jarek Kowalski, Kim Christensen, Julian Verdurmen

Copyright: Copyright (c) 2004-2020 NLog Project - <https://nlog-project.org/>

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**Sdl.MultiSelectComboBox**

Version: 1.0.77

Vendor: RWS

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License type: Apache 2.0

License details: "<https://github.com/RWS/Multiselect-ComboBox/blob/master/LICENSE>" on page 0

### **Sharpcompress**

Version: 0.36.0

Vendor: Adam Hathcock

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License type: MIT

License details:

"<https://github.com/adamhathcock/sharpcompress/blob/0.36.0/LICENSE.txt>" on page 0

### **SharpZipLib**

Version: 1.4.1.0

Vendor: ICSharpCode

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### **SimpleInjector**

Version: 5.4.4

Vendor: Simple Injector Contributors

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### **SmartThreadPool**

Version: 2.3.0

Vendor: Ami Bar

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### **System.Buffers**

Version: 4.5.1

Vendor: Microsoft

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**System.Collections.Immutable**

Version: 8.0.0

Vendor: Microsoft, dotnetframework

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**System.IdentityModel.Tokens.Jwt**

Version: 7.4.1

Vendor: Microsoft, AzureAD

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**System.IO.Abstractions**

Version: 4.2.17

Vendor: Tatham Oddie

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**System.IO.Pipelines**

Version: 8.0.0

Vendor: Microsoft, aspnet, dotnetframework

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**System.Memory**

Version: 4.5.5

Vendor: Microsoft

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**System.Net.Http**

Version: 4.3.4

Vendor: Microsoft

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**System.Numerics.Vectors**

Version: 4.5.0

Vendor: Microsoft

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**System.Reactive**

Version: 6.0.0

Vendor: .NET Foundation and Contributors

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**System.Reflection.Metadata**

Version: 5.0.0

Vendor: Microsoft, dotnetframework

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**System.Reflection.TypeExtensions**

Version: 4.7.0

Vendor: Microsoft, dotnetframework

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**System.Runtime.CompilerServices.Unsafe**

Version: 6.0.0

Vendor: Microsoft

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### **System.Text.Encoding.CodePages**

Version: 8.0.0

Vendor: Microsoft, aspnet, dotnetframework

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### **System.Text.Encodings.Web**

Version: 8.0.0

Vendor: Microsoft, dotnetframework

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### **System.Text.Json**

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### **System.Threading.RateLimiting**

Version: 8.0.0

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### **System.Threading.Channels**

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**System.Threading.Tasks.Extensions**

Version: 4.5.4

Vendor: Microsoft

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**YamlDotNet**

Version: 8.1.0

Vendor: Antoine Aubry

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**ZstdSharp.Port**

Version: 0.7.4

Vendor: oleg-st

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