

Translating and Reviewing Documents

Trados Studio 2024

June 2024

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About this Quick Start Guide

This guide is for translators and reviewers. It focuses on the how to translate local and cloud projects, going through the whole translation workflow until review and sign-off.

Note: For information about on-premise server workflows using Trados GroupShare, see to the videos and information in the Trados Studio Help available at: <https://docs.rws.com/TradosStudio>

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.
Note	This indicates that there is a tip providing additional information on the task you are performing.
Keyboard Shortcuts	This 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> .

Cloud references

In this guide, the term "cloud" covers all 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

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

The cloud sections of this quick start guide assume 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](#)".

Other information sources

Here are some other sources of information you can access:

- [Trados Studio 2024 Help](#)
- [Trados GroupShare 2020 SR1 Help](#)
- [Trados GroupShare 2020 SR1 Installation Guide](#)
- [Trados Studio 2024 Migration Guide](#)
- [Project Management 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](#)

2

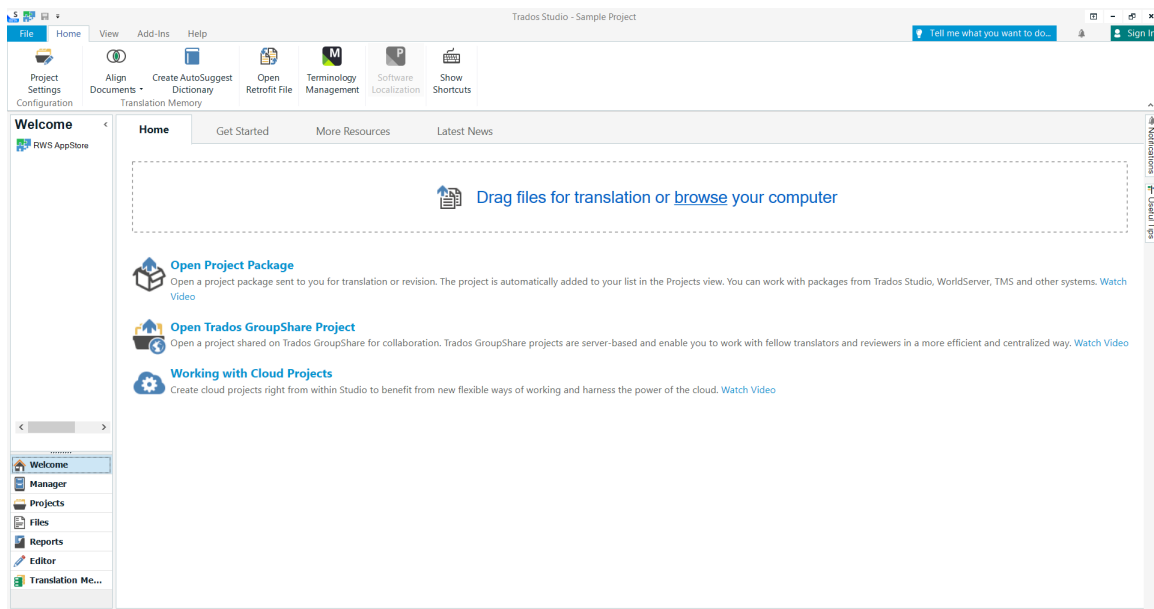
About Trados Studio

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.

Trados Studio views

The features in Trados Studio are grouped together in thematic views. (e.g. there is a view for managing translation projects and another one for performing the translation).

The view navigation buttons are located at the bottom of the navigation pane. To access a certain view, select one of the view buttons.



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 Trados Studio news • Create a new project • Translate a single document • Open a package • Open a Trados GroupShare project • Access your 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 Trados Studio or open another application where you can perform the action.</p>
Manager	This is where you manage and work with your translation projects and files. The Manager view offers you the best features of both the Projects and Files view combined.
Projects	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.
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	This is where you view project reports. The reports provide detailed translation analysis figures which feed directly into the project planning and budgeting process.
Editor	This is where documents are translated and reviewed.
Translation Memories	This is where you create and manage translation memories.
Alignment	This is where you can align existing translated documents to generate translation memory content. This view is only available when you open an alignment result file (*.sdlalign).

3

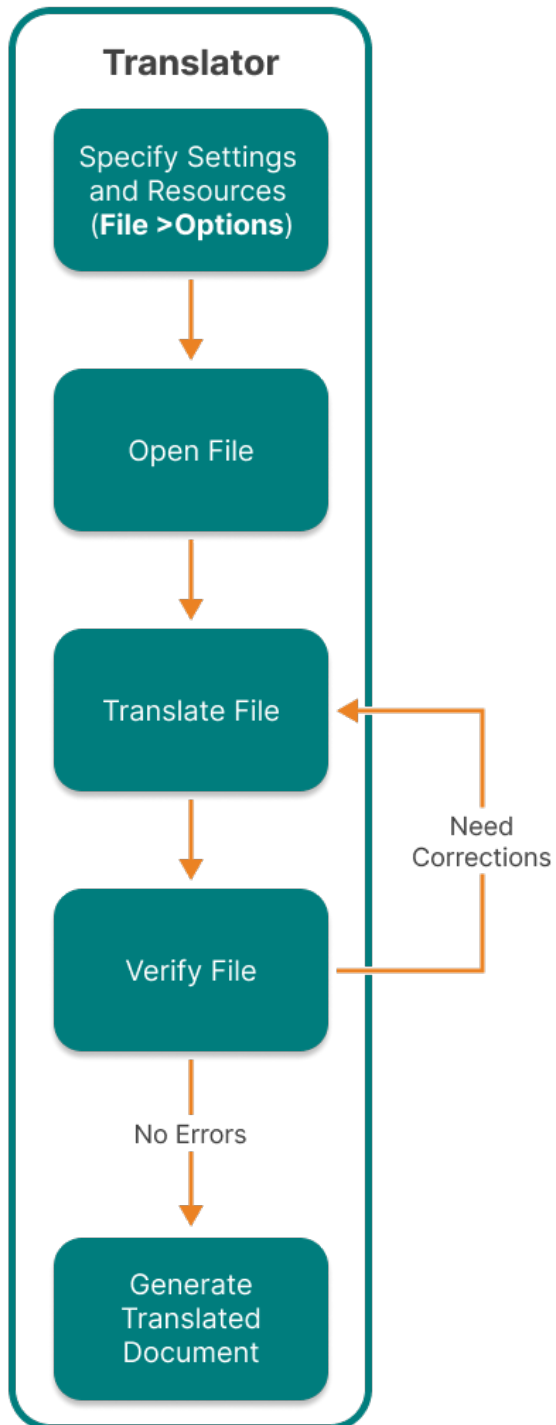
Translation workflows

Local translation workflow for single-files

Use the **Translate Single Document** command to initiate a translation and start working on it quickly.

Starting a translation using this method bypasses the selections you make when using the New Project wizard. For example, you do not specify settings for pre-translation. Using the **Translate Single Document** command, you can create and save an *.sdlxliff file which contains source language segments only and then, from this, create further *.sdlxliff files which have a target language assigned to them. After you are done translating you can quickly and easily generate the target files and finish the translation project.

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



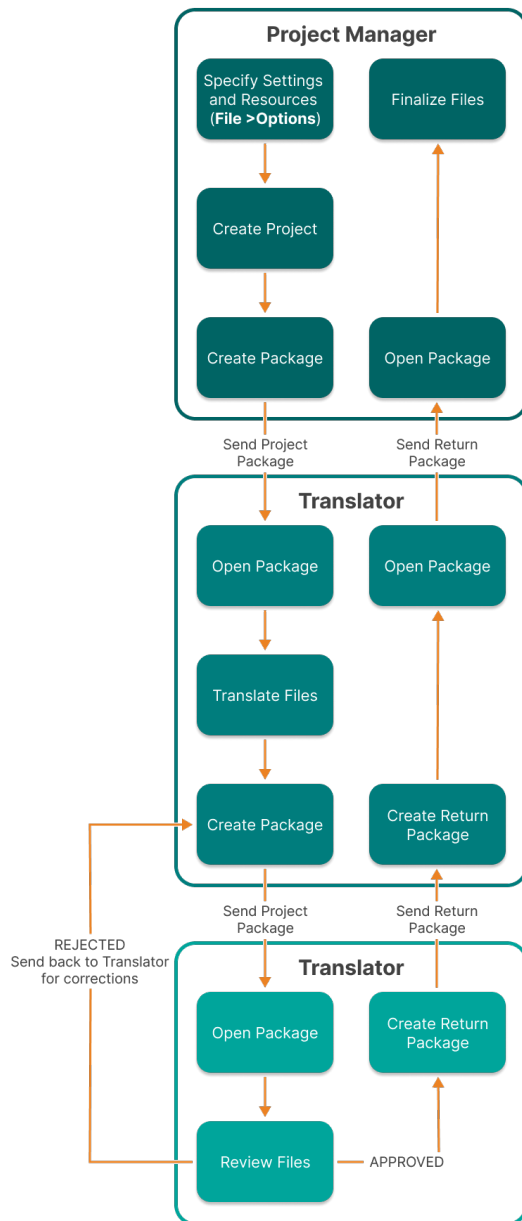
Project package translation workflow

A package is a file structure which contains all the files that need to be sent to a project team member in order for them to work on the project. When translators or reviewers finish their work, they send their work back to the person who assigned it to them, in return packages.

Packages are used to send work to other team members when you are working in an offline workflow.

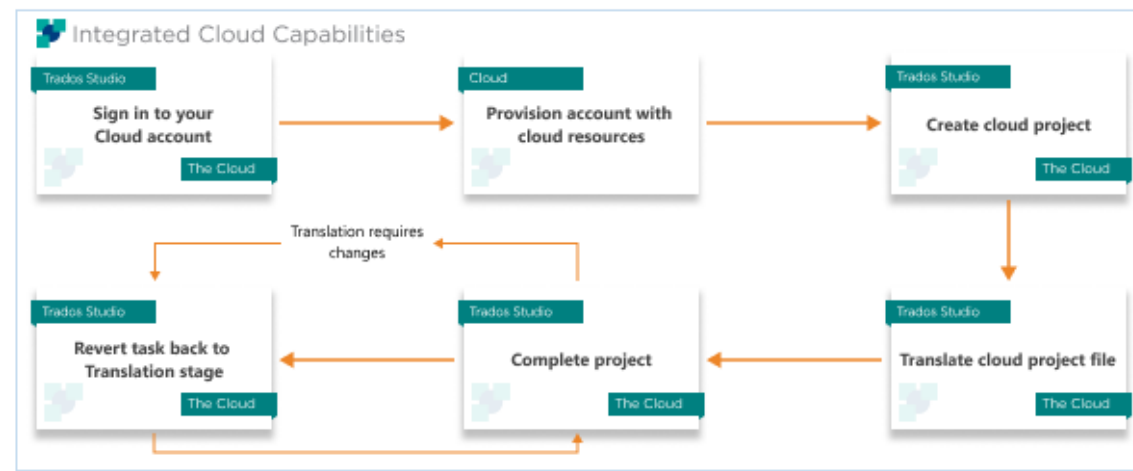
Once the package is created, you can send it by email, post on an FTP site or use any other method that you prefer to send it to the team member who will be working on the project files. This eliminates the need to send multiple files or multiple emails and enables all project information (files, translation memories (TMs), termbases (TBs) and AutoSuggest dictionaries) to be sent with project files in a coherent structure.

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



Cloud translation workflow

The following diagram shows the workflow for translating a cloud project file when using Studio with its included cloud capabilities. Trados Team and Trados Enterprise subscriptions give you access to more complex workflows and more account resources.



Other online workflows

For information about online workflows, refer to the videos and information in the [Trados Studio 2024 Help](#).

4

Translating and Reviewing in Trados Studio

Opening project files

This section provides an overview of the options Trados Studio provides to open resources for translation.

Opening a single file for translation

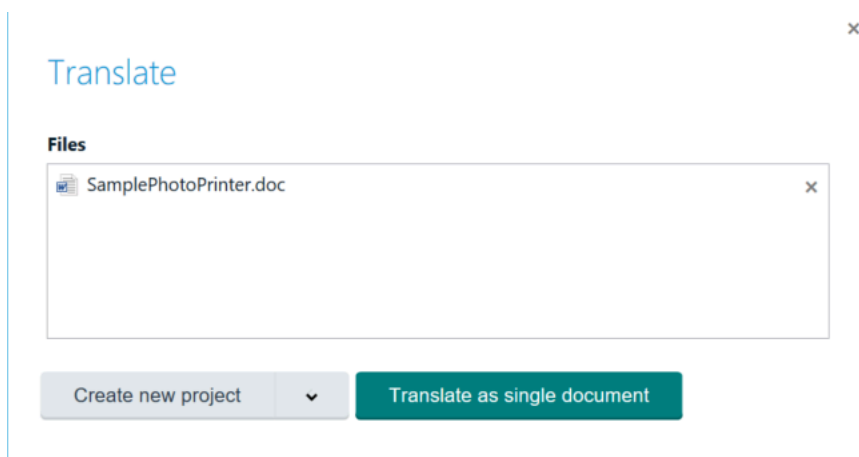
Assume you want to translate the SamplePhotoPrinter.doc from English (United States) to German (Germany). Follow these instructions to open the file and apply the settings you previously defined in the Options dialog box.

Procedure

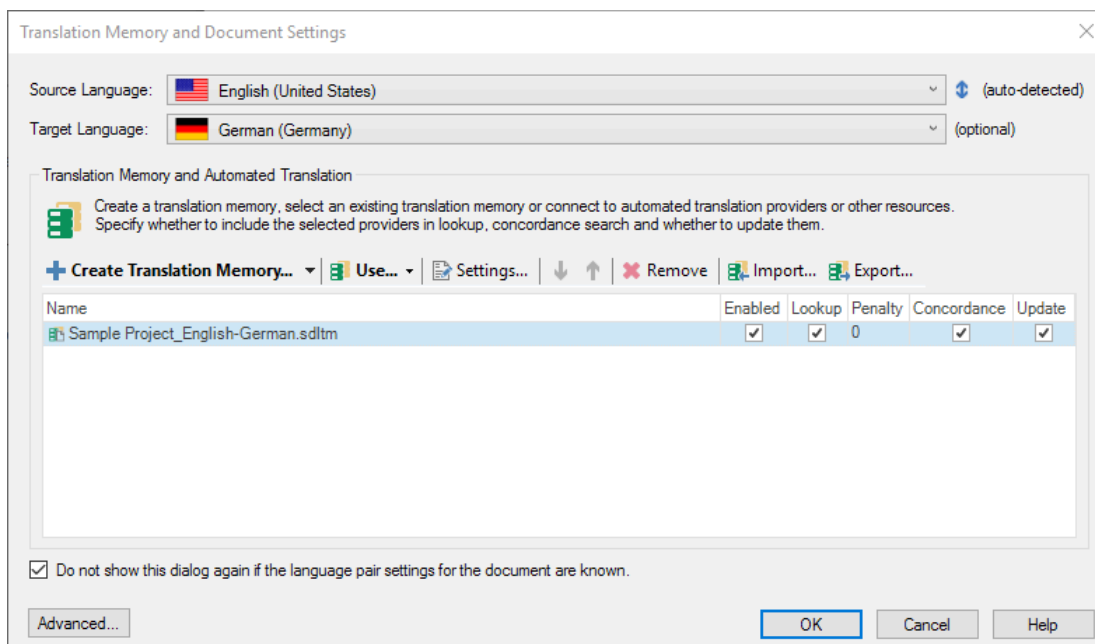
1. On the Welcome tab, drag the file or browse for it.

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

2. Select **Translate single document**.



3. In the Translation Memory and Document Settings dialog, you can see that the translation memory you selected in the previous section is automatically displayed.



❗ Select **Advanced** to specify advanced settings. This will also display the termbase and AutoSuggest dictionary that you selected in the Options dialog as well as other settings related to the resources used during translation (such as, the minimum fuzzy match value, what metadata to use when updating the TM and concordance search settings).

4. Select **OK**:

- The translatable content of the source language document is identified, segmented and placed in a bilingual *.sdlxlf file. The file is opened in the Editor window in the **Editor** view for translating.
- Your default translation memories, termbases and AutoSuggest dictionaries that you previously defined are automatically opened. Any other settings that you specified in the Options dialog are also automatically applied.

5. Select **File > Save**:

- The Save As dialog is displayed. Trados Studio prompts you to save your document as SamplePhotoPrinter.doc_en-US_de-DE.sdlxlf. Select **Save** to save your document with this name.
- A project is automatically created with the same name as the document: SamplePhotoPrinter.doc_en-US_de-DE.

Opening a local project file

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

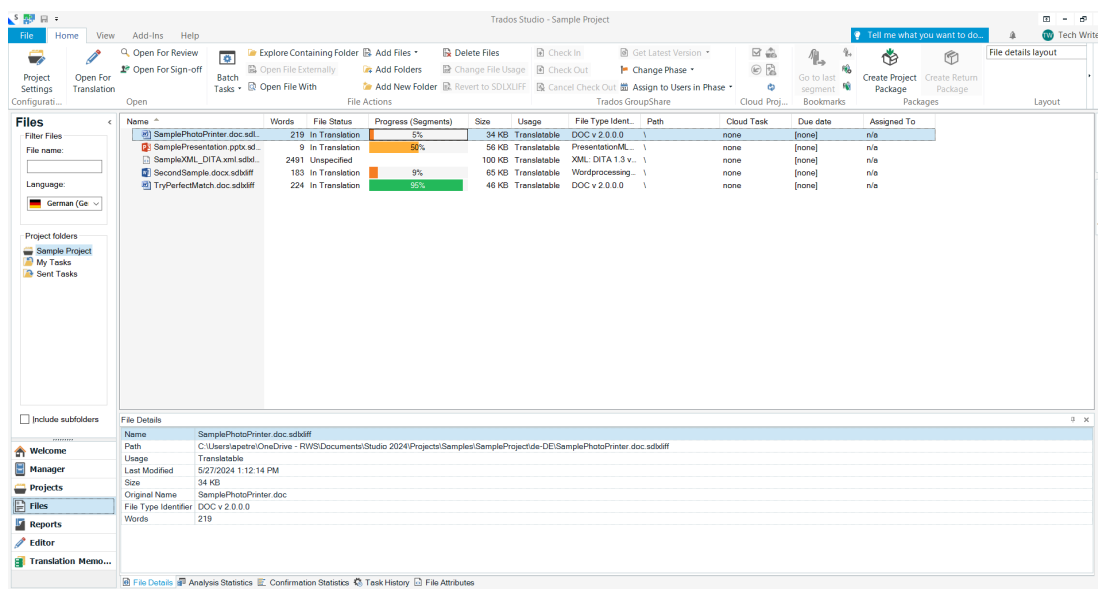
About this task

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

...Documents\Studio 2024\Projects\Samples\SampleProject\Sample Project.sdlproj

Procedure

1. Go to the **Files** view. This displays all files from the project package you have just opened.



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

Note: You can also right-click and select **Open For Translation** from the shortcut menu to open the file.

Alternatively, you can open a project in the **Manager** view by clicking on the **Add Project** button, selecting **Open Project** from the drop-list, and browsing to your project's location.


Opening a file for translation from a local project or project package

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

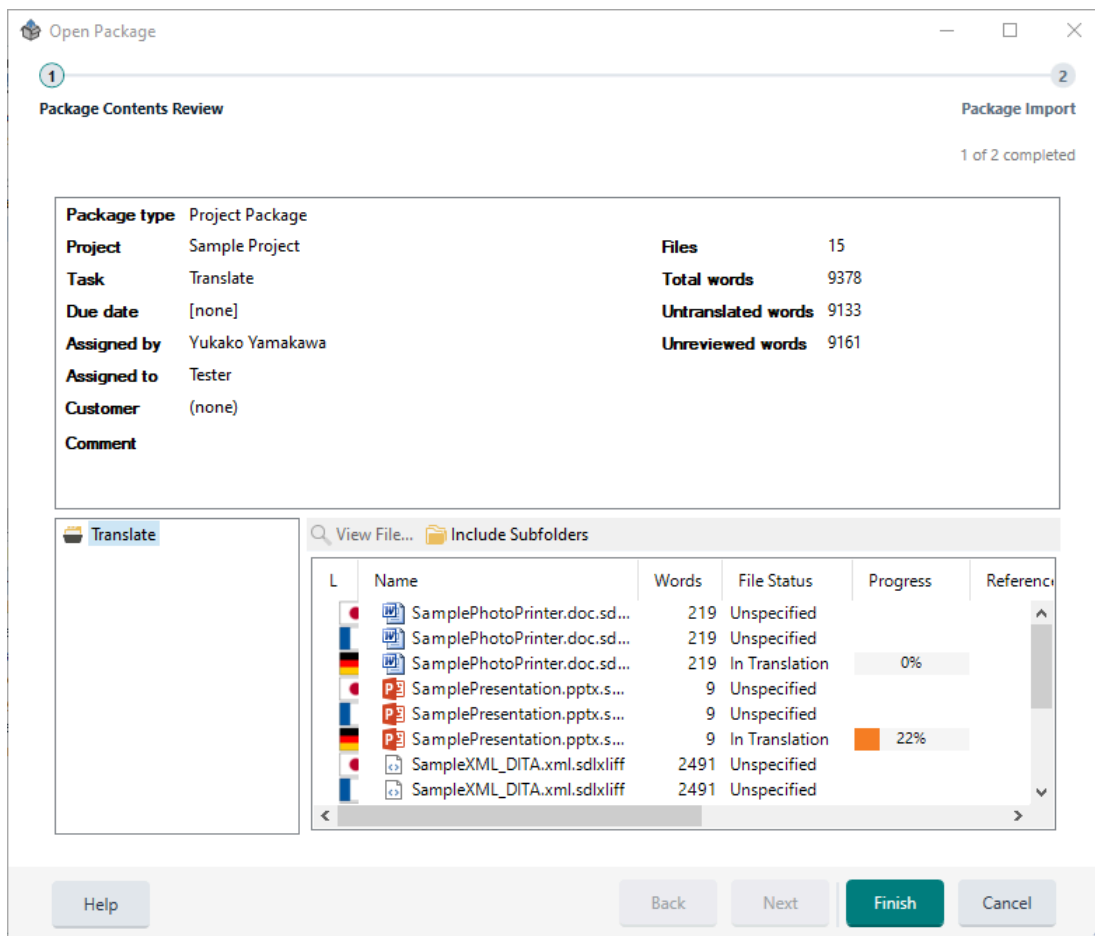
Open a project package

Procedure

1. Select **File > Open > Open Package**.

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

2. In the Open Package dialog, browse for the package you've received and select **Open**.



3. In the Review Package Contents page, select **Finish** to import the package. The Importing Package page is displayed.
4. If this is the first package for this project that you have ever opened, Trados Studio will, by default, create a folder for this project under **My Documents**. This folder is labeled with the name of the project to which the package is associated. You can choose to save the project to a different folder, by selecting **Browse** in the Review Package Contents window.
5. When the import is complete, select **Close** to close the Open Package wizard. A project corresponding to the project details in the package has been created and opened in Trados Studio.

Local project settings

Options dialog

You can define default settings in the Options dialog.

When you start translating a local project, the default translation memories and termbases are automatically opened and the default settings applied.

Language pair settings

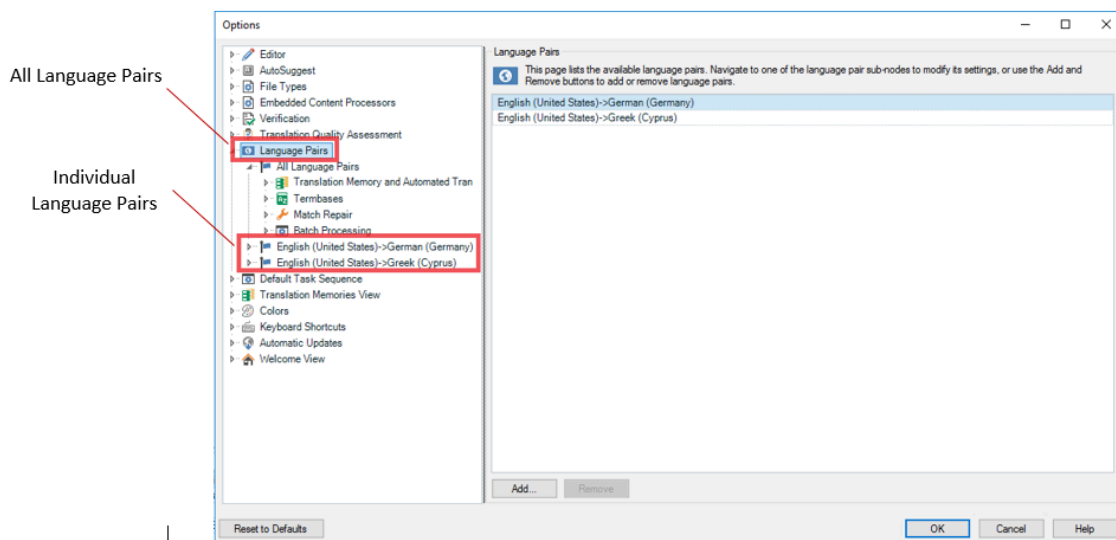
Language pairs store settings relating to translation from a specific source language into a specific target language. Resources and options are typically configured for use across all language pairs to which they apply. Multilingual resources, such as termbases and server-based translation memories,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

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 used for translation for both language pairs.
- 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.



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.

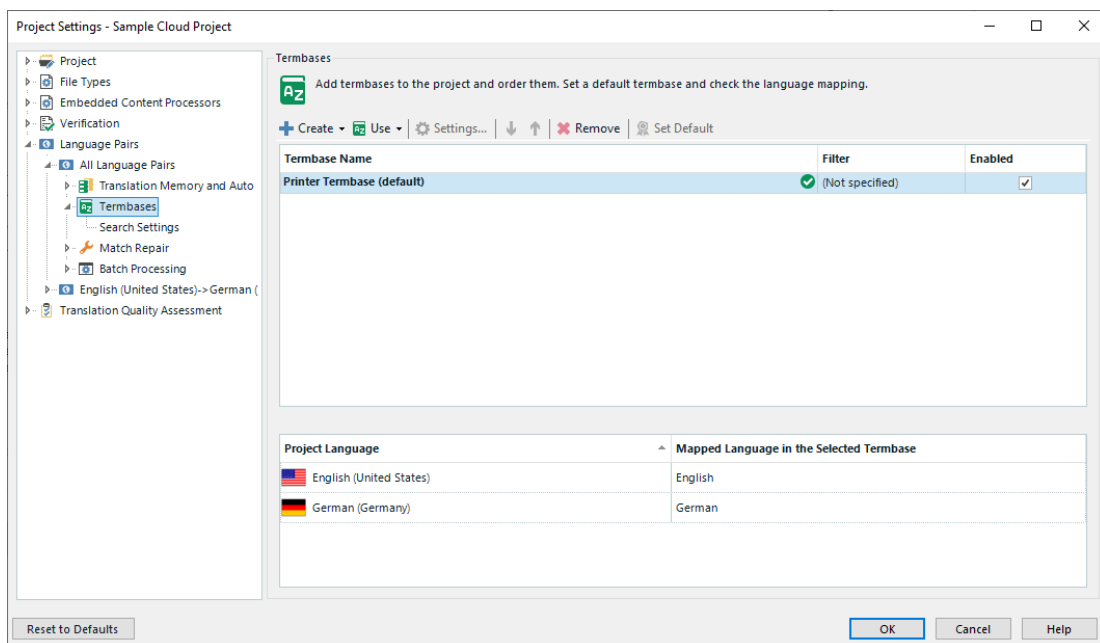
...Documents\Studio2024\Projects\Samples\SampleProject\TMs\English-German.sdltm

- 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**.



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

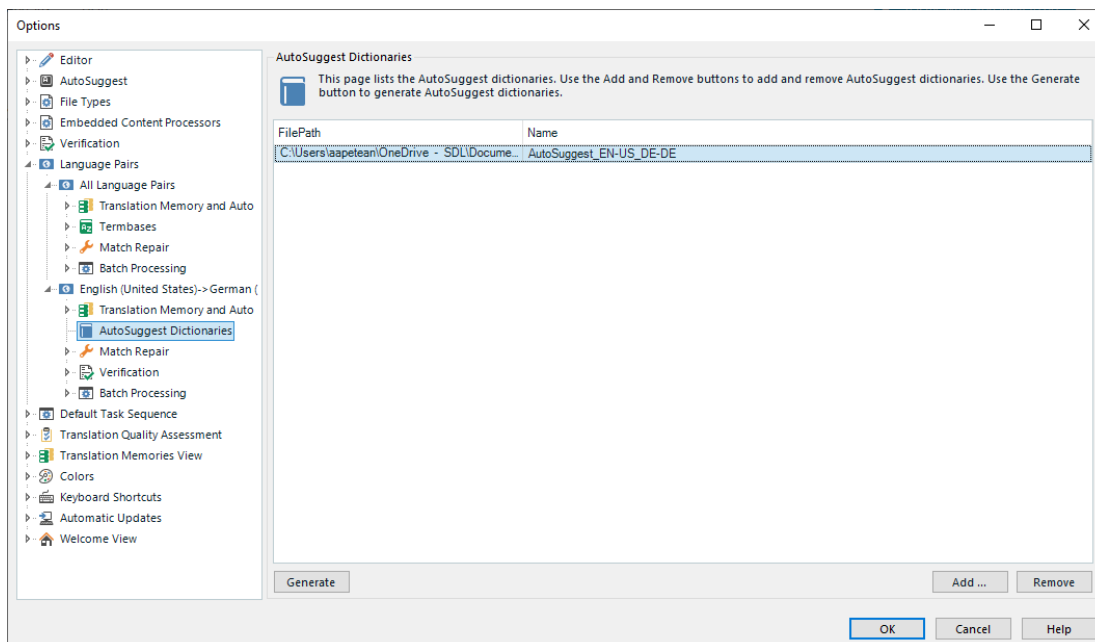


6. Select **Language Pairs > English (United States) - German (Germany) > AutoSuggest Dictionaries** from the navigation tree.

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)**.

Resources

You can select the following resources for a language pair:

Resource	Description
Translation memories	<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 Trados Studio 2024 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 Trados GroupShare 2017-2020.</p> <p>To connect to WorldServer 11.x and 10.4.5 Live TM, go to the Add-instab >RWS AppStore and install the free WorldServer Compatibility Pack for Studio.</p>
Neural machine translation providers	<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 Add-ins tab > RWS AppStore and search for apps in the Automated Translation category.</p> <p>You can also add your own custom automated translation server.</p>
Termbases	<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"> • MultiTerm 2007 (version 7.5) and previous 7.x releases • MultiTerm iX (version 6.x). <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>
AutoSuggest dictionaries	<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"> • 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. • A MultiTerm termbase selected in your project. • AutoText entries - create a list of words and phrases manually by typing them into Trados Studio.

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.

Changing your project settings

Change the settings that are applied to the file after you open it in the Project Settings dialog. For cloud projects, Penalties, Filters and Field values can only be edited from your cloud account.


About this task

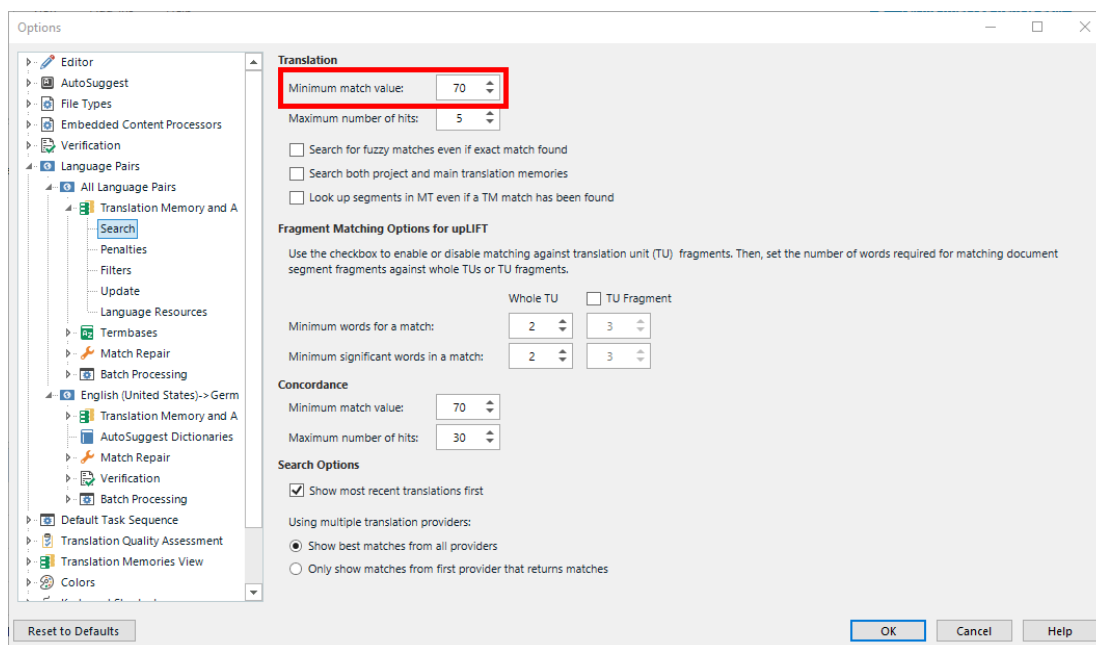
When you change project settings, you typically change settings at the *“All Language Pairs”* on page 20 level as you did when you set up your default settings in the Options dialog.

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

To change the minimum match value:

Procedure

1. Select **Project Settings** on the Ribbon, or under the  kebab menu if you have the **Manager** view active.
2. Select **Language Pairs > All Language Pairs > Search** from the navigation tree.
3. Change the **Minimum match value** under **Translation** to 70.



4. Select **OK** to apply your search settings to the document that is currently open.

Note: For instructions on how to translate the document, see “A First Look at the Translation Environment in Trados Studio ” on page 26.

Translating documents in Trados Studio

This section describes how to translate the SamplePhotoPrinter.doc in the Sample Project into German in Trados Studio. While this example uses a local file, very similar steps would apply to the other ways of working, for example cloud workflows or GroupShare workflows.

About this task

First you open the sample file. See “**Open a Project File** ” on page 17 for details.

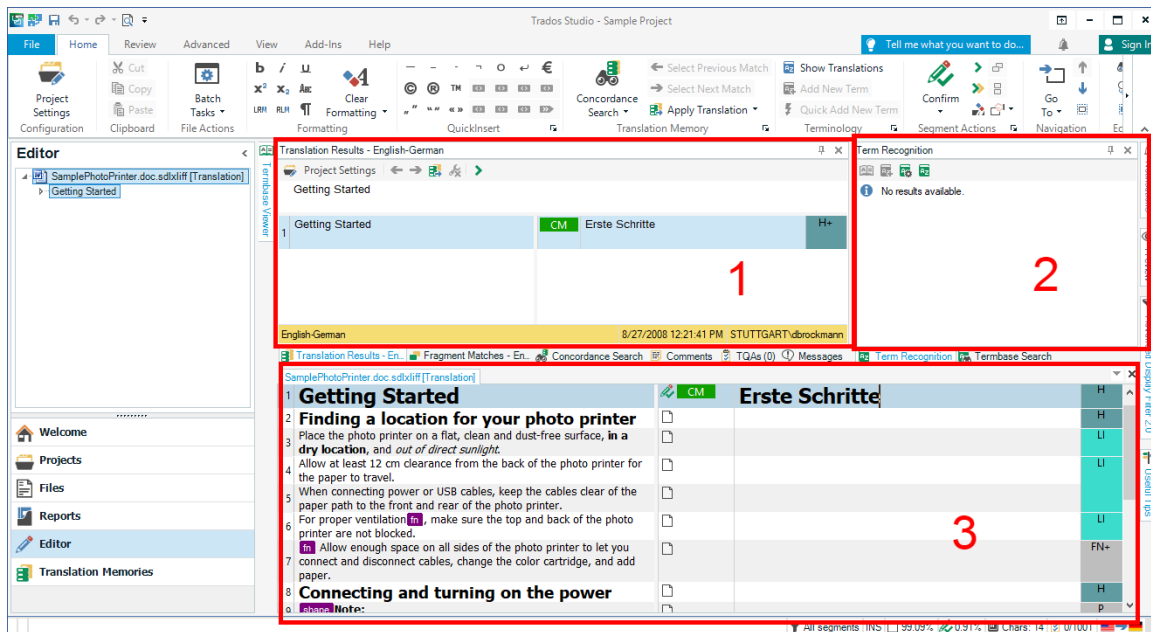
 SamplePhotoPrinter.doc.sdlxliff in the Sample Project

...Documents\Studio 2024\Projects\Samples\SampleProject\Sample Project.sdlproj

A first look at the translation environment in Trados Studio

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

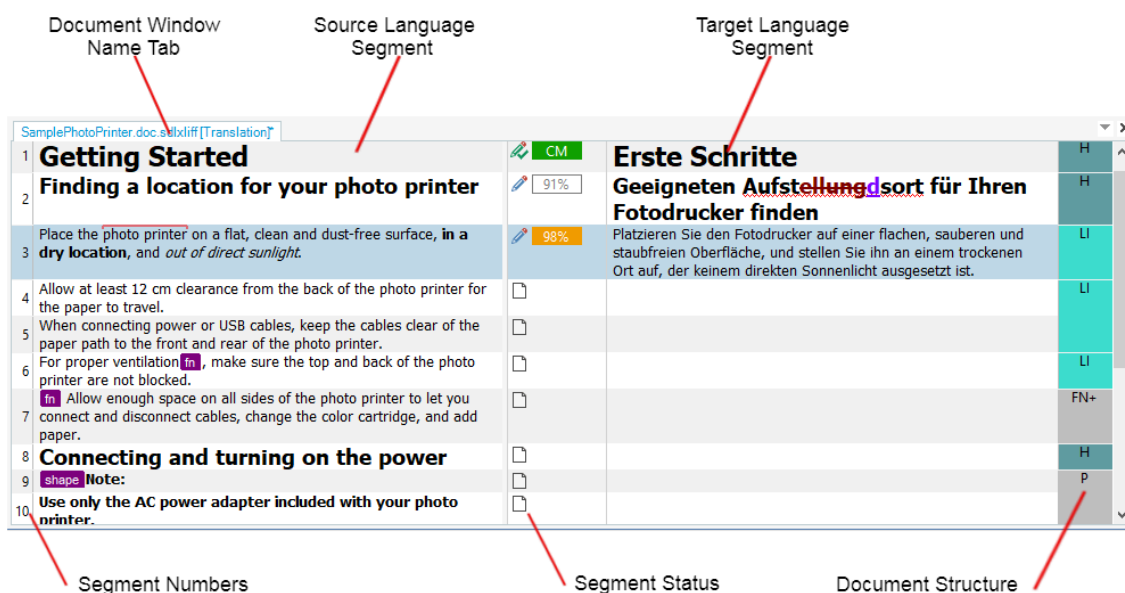
- Navigation pane, where you can see the documents that are currently open and navigate between them.
- Ribbon tabs and groups containing editing tools.
- **Editor** window - this is where you perform translation or review (#3 in image below).
- **Translation Results** window - This window displays the results of translation memory lookups and creates draft automated translations. From here you can apply one of the results to the current segment if you are not happy with the result that is automatically applied (#1 in image below).
- **Term Recognition** window - This window displays the results of the termbase lookups (#2 in image below).



A closer look at the Editor window

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


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



Context Matches

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

About this task

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

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

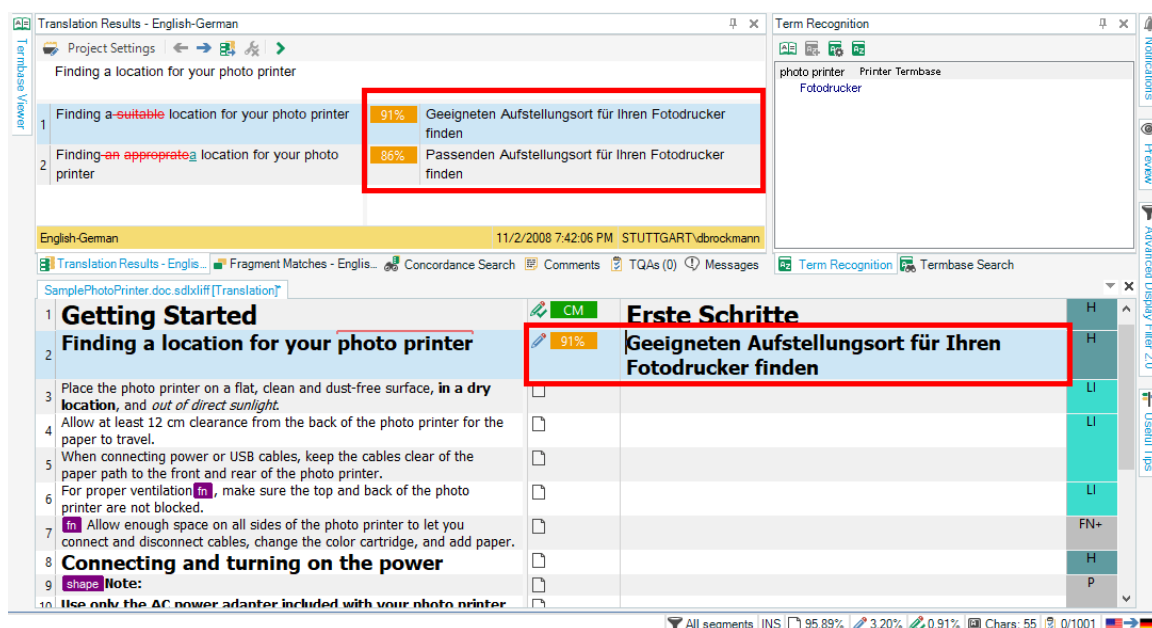


Fuzzy Matches

Place your cursor in the target segment in segment 2.

About this task

- Two fuzzy matches (91% and 86%) are found in the translation memory and are displayed in the Translation Results window.
- The fuzzy match of 91% is the best match and is automatically inserted into the target segment of the document.



❗ You can change the setting that automatically inserts the best fuzzy match into the document from **File > Options > Editor > Automation**.

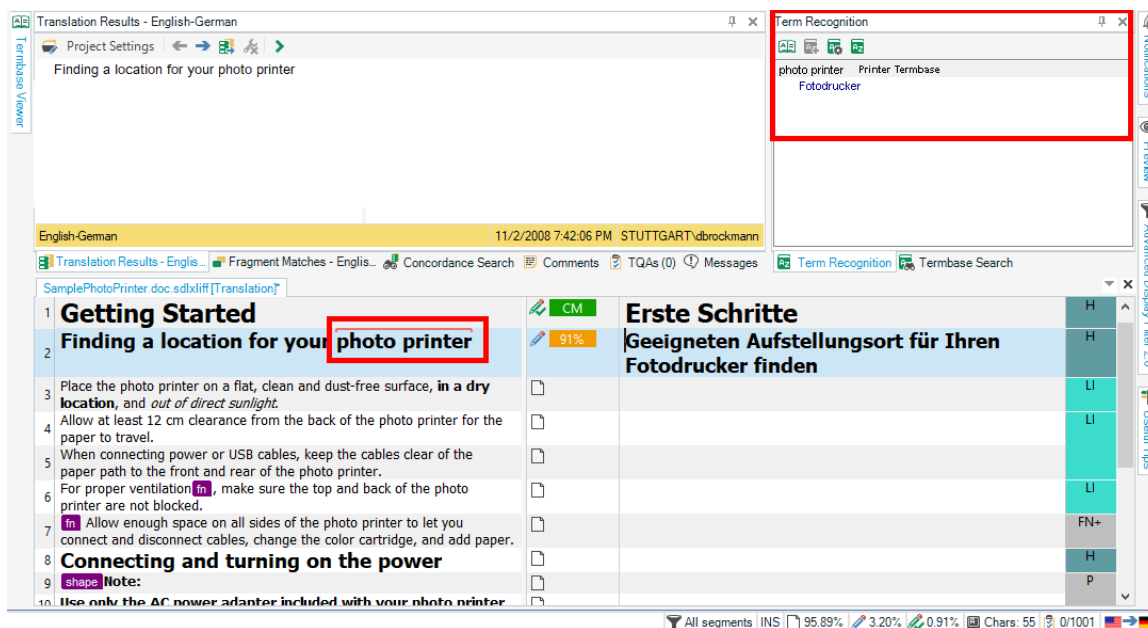
Termbases matches

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

photo printer

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

Note: To insert a term translation, press **Ctrl+Shift+L**, click Insert term translation in the Term Recognition window or go to **Home tab > Terminology group > Show Translations** in the **Editor** view.



Leveraging previously translated content with upLIFT

As you get more advanced with using Trados Studio and your translation memories get larger, you can take advantage of the upLIFT technology for TMs, which leverages previously translated segment fragments to increase translation productivity and speed.

With TMs that have over 1000 translation units, Trados Studio can create a correspondence between parts of source and target sentences and then suggests those fragments during translation. Learn more about this in the [Trados Studio 2024 Help](#).

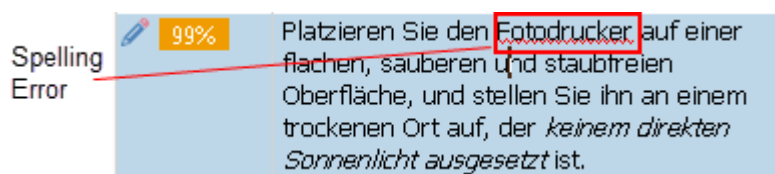
Editing your translation

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

Spelling Errors

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


About this task



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

🔗 To customize dictionaries and the words they contain, go to **File > Options** and click **Editor > Spelling > Custom Dictionary**.

Confirming your translation

Now that your translation for segment 2 is complete, press **Ctrl+Enter** or click the **Confirm (Translated)**  button on the **Home** tab of the **Editor** view to confirm your translation. This indicates that the translation is completely finished. When you confirm a translation:

About this task

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

The translation is automatically added to the enabled translation memory. If you are using a project translation memory, the translation is added to the project translation memory and not the main translation memory.

Note:


For more information, see the *About Updating a Translation Memory* topic in the [Trados Studio 2024 Help](#).

Formatting Penalties

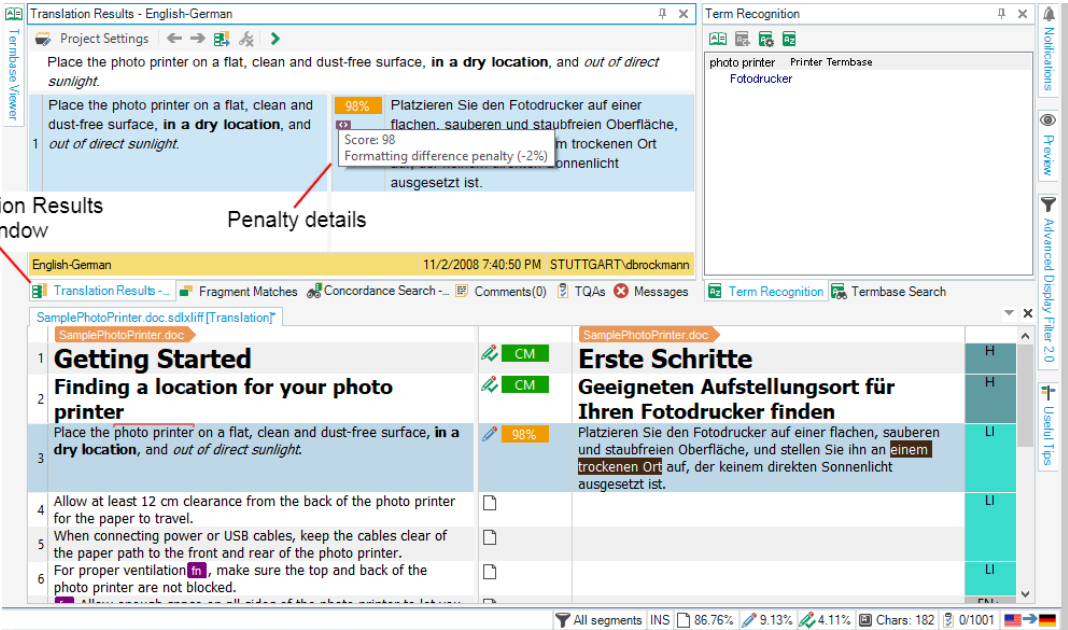
By default, when you confirmed your translation in the last step, your cursor was automatically placed in the next unconfirmed segment. You can ask Trados Studio to jump to a different segment from **Home** tab > **Confirm**.

About this task

Segment 3 has a 98% match in the translation memory. The text found in the translation memory is the correct translation but because the new source segment in the document also has formatting applied, a 2% penalty was applied in the translation memory because it does not have the same formatting.

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

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



The screenshot displays the Trados Studio interface. The **Translation Results** window is open, showing a 98% match between the source and target segments. A tooltip indicates a **Formatting difference penalty (-2%)**. The **Editor** window shows the source text with formatting (bold, italics) and the target text with the same formatting applied. The **Term Recognition** window is also visible, showing the term **Fotodrucker**.

Translation Results window

Penalty details

Editor window

Segment	Source Text	Target Text	Score	Penalty
1	Getting Started	Erste Schritte	CM	
2	Finding a location for your photo printer	Geeigneten Aufstellungsort für Ihren Fotodrucker finden	CM	
3	Place the photo printer on a flat, clean and dust-free surface, in a dry location , and <i>out of direct sunlight</i> .	Platzieren Sie den Fotodrucker auf einer flachen, sauberen und staubfreien Oberfläche, und stellen Sie ihn an seinem trockenen Ort auf, der keinem direkten Sonnenlicht ausgesetzt ist.	98%	2%
4	Allow at least 12 cm clearance from the back of the photo printer for the paper to travel.			
5	When connecting power or USB cables, keep the cables clear of the paper path to the front and rear of the photo printer.			
6	For proper ventilation in , make sure the top and back of the photo printer are not blocked.			

Applying formatting

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

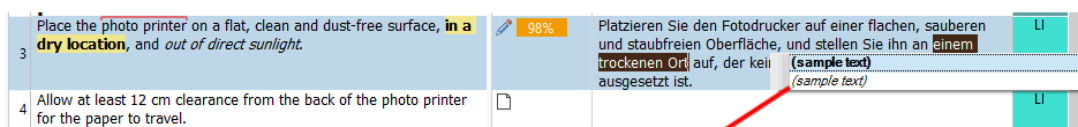
Method 1

About this task

You can select the required formatting from the **QuickPlace** drop-down list. The **QuickPlace** list is so-called because it allows you to quickly place elements from the source segment into the target, for example formatting, numbers, dates and other types of placeables (recognized tokens). For more information about placeables, see “Inserting placeables” on page 36.

To apply formatting from a **QuickPlace** drop-down list:

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



QuickPlace drop-down

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



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

Method 2

About this task

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

- Select the text **an einem trockenen Ort** in the target segment and click **b** from the QuickInsert group on the **Home** tab or press **Ctrl+B**.
- Select the text *keinem direkten Sonnenlicht* in the target segment and click **i** from the QuickInsert group on the **Home** tab or press **Ctrl+I**.
- Press **Ctrl+Enter** to confirm the translation.

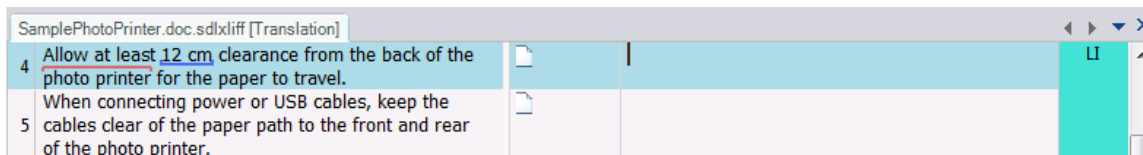
Performing verification


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

About this task

Verification	Description
Tag Verification	<p>Tag verification compares the tag content of target text with the tag content of the original source text and identifies any changes that were made. Changes in the target text are acceptable provided that the syntax of tags remains intact and that the translated document can be converted back to its original format.</p> <p>Tag verification helps to ensure that only acceptable changes are made. The settings for this verifier are general, applicable to all file types that you open in Trados Studio.</p>
QA Check 3.0	<p>QA Checker 3.0 incorporates a suite of quality assurance checks. The checks are broken down into the following areas: Segment Verification, Segments to Exclude, Punctuation, Numbers, Regular Expressions, Word List, Inconsistencies, Trademark Check and Advanced.</p> <p>Starting with WorldServer 10.4, all WorldServer packages include the QA Checker Profile configurations set in WorldServer. This ensures that Studio uses the same quality settings for all the files belonging to that WorldServer project.</p>
Terminology Verifier	<p>Terminology Verifier checks your current document to ensure that the target terms contained in the MultiTerm termbase have been used during translation or to verify whether forbidden terms have been used.</p>

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



- An error has been found and the  symbol is displayed in the segment status column. Hover over the symbol to for a quick explanation of the error.

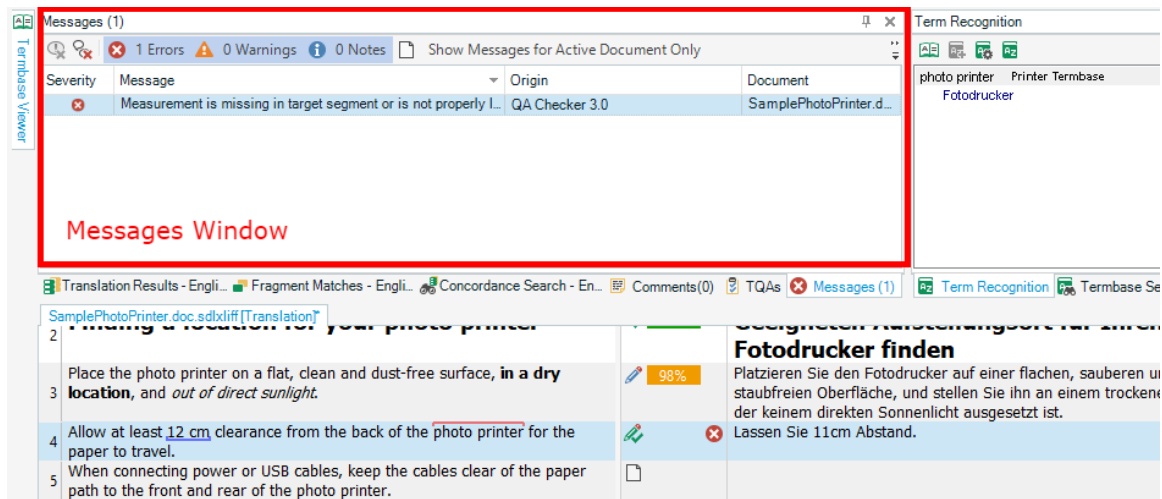
Recognized token	3	Place the photo printer on a flat, clean and dust-free surface, in a dry location , and <i>out of direct sunlight</i> .	99%	Platzieren Sie den Fotodrucker auf einer flachen, sauberen und staubfreien Oberfläche, und stellen Sie ihn an einem trockenen Ort auf, der <i>keinem direkten Sonnenlicht</i> ausgesetzt ist.	LI
	4	Allow at least 12 cm clearance from the back of the photo printer for the paper to travel.	100%	Lassen Sie 11cm Abstand.	LI
		When connecting power or USB cables, keep the		Achten Sie beim Verbinden der Stromversorgung	

Error symbol in the Segment Status Column

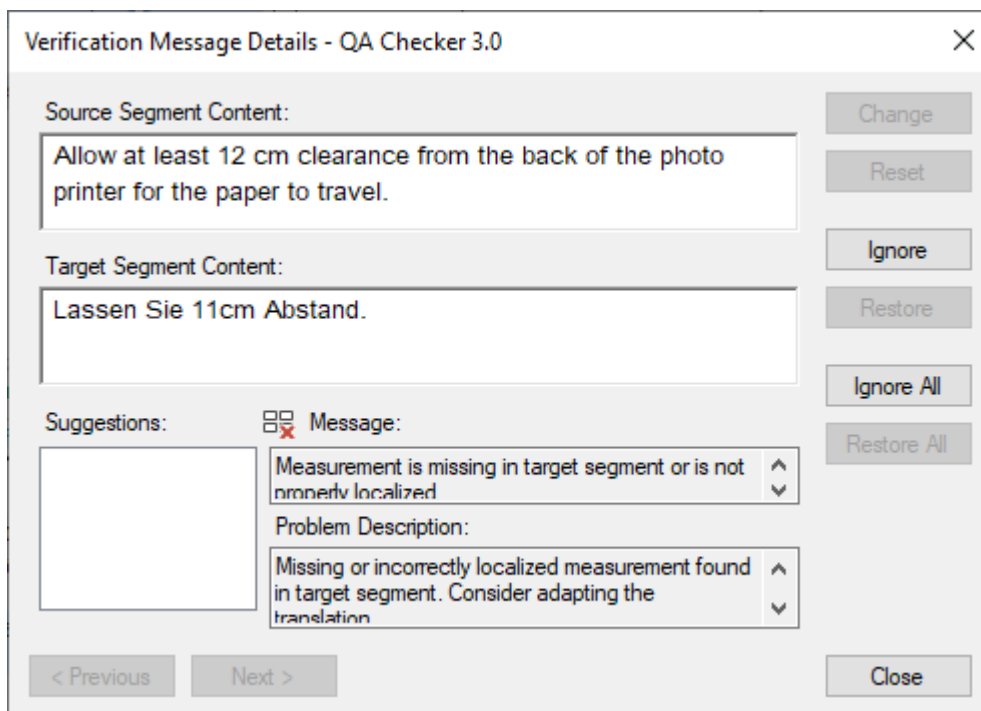
The error indicates that a number from the source segment is missing in your translation. Your translation has the number 11 cm when it should be the same as the source segment 12 cm.

To view detailed information about the error:

- Click on the **Messages** tab to display the Messages window.



- Right-click on the error message and select **Show Message Details...**



The **Problem Description** box provides additional detail and a suggestion of how to fix the problem by adapting the measurement.

- Click **Close** to return to the **Editor** and fix the problem in the example on the next page.

💡 Verification can also be performed on the whole document by pressing **F8**. You can then use the Verification Message Details dialog box to review and sometimes automatically fix those errors. For more details, see the [Trados Studio 2024 Help](#).

Inserting placeables

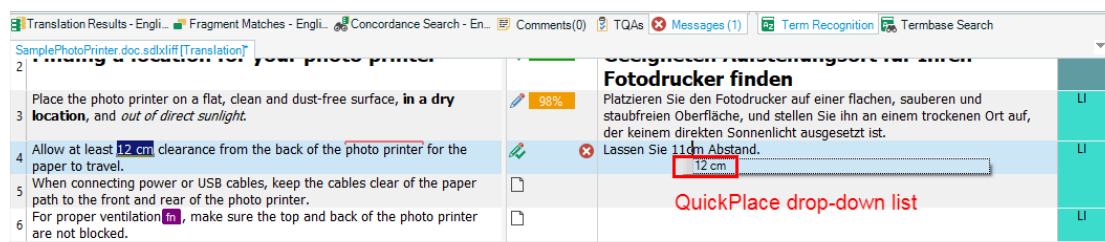
Placeables are source document content that has been recognized as content not requiring translation and/or content which can be automatically localized by applying a translation memory. Placeables are identified in the Editor window by a blue square-bracket underline.

12 cm

About this task

Edit the translation in segment 4 and insert the correct placeables (12 cm):

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



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

Using AutoSuggest


AutoSuggest editing monitors what you are typing and, after you have typed the first few characters of a word, presents you with a list of suggested words and phrases from the AutoSuggest sources in the target language that start with the same characters. AutoSuggest uses the following sources:

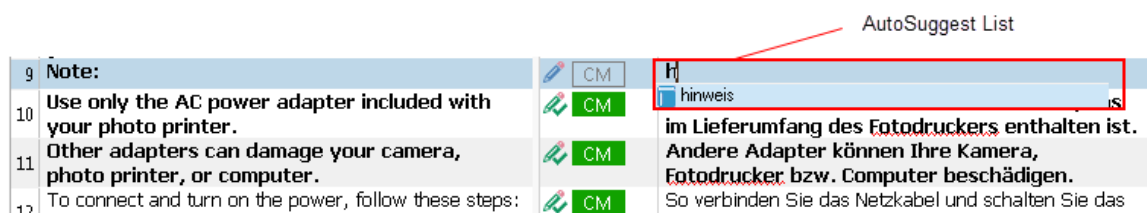
About this task

- termbases
- AutoSuggest dictionaries (bilingual sentence fragments from TMs)
- AutoText entries
- translation memories, automated translation providers and concordance search matches.

For more information, see “Resources” on page 0.


Use AutoSuggest to translate segment 9:

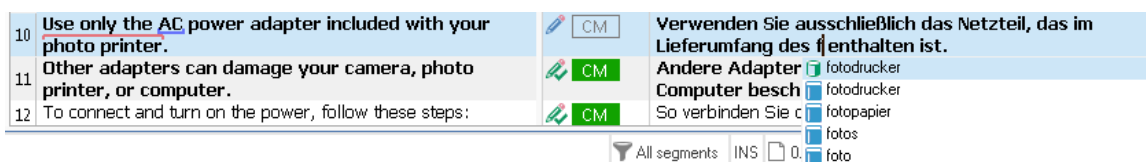
- Place your cursor in segment 9. Type **H**. The AutoSuggest list is displayed below the segment. It suggests using *Hinweis*. The symbol  indicates that this suggestion comes from the AutoSuggest Dictionary. Press **Enter** to insert the suggestion.



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

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

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



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

Using AutoSuggest with machine translation

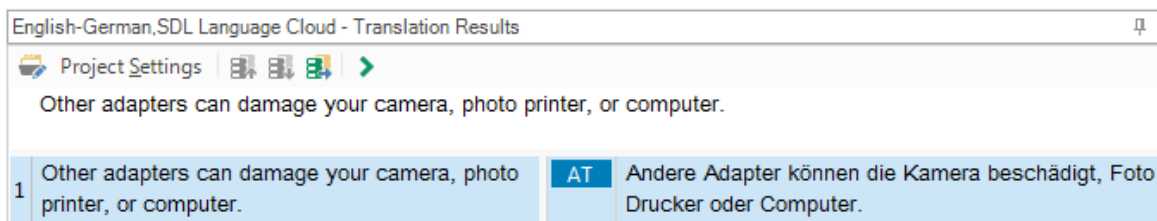
The AutoSuggest feature paired with a machine translation provider can prove a powerful tool for those that just started to work with a small translation memory or termbase.

About this task

To make proper use of this feature, you must:

- enable **Translation Memory and Automated Translation** as a AutoSuggest provider in **File > Options > AutoSuggest**.
- enable the **Automated translations** match type from **File > Options > AutoSuggest > Translation Memory and Automated Translation**.
- disable the **Apply automated translation** when no TM match is found option from **File > Options > Editor > Automation**.

You will now get real-time control over the translation process straight the **Editor**. You preview the result from the machine translation (MT) provider in the Translation Results window without it being inserted in your target segment so you can make an idea of what the final translation might look like:



In segment 11, when you start typing, you get suggestions from the MT provider and you can choose to insert the ones you find appropriate.

11	Other adapters can damage your camera, photo printer, or computer.		Ande
12	To connect and turn on the power, follow these steps:		Andere Adapter können die Kamera beschädigt
13	Step		Andere Adapter können die Kamera
14	Notes		Andere Adapter können
15	Connect the AC power cord to the AC power adapter, then to the back of the photo printer.		Andere Adapter
			Andere

You can also quickly edit translation fragments immediately after inserting them into the target segment as opposed to post-editing an entire segment if you would have chosen to insert the MT match entirely.

Using Language Cloud with Neural Machine Translation Engines (NMT)

Language Weaver is a cloud-based machine translation solution for enterprise users. Language Weaver can be accessed via a web browser with your cloud account. You can link your Language Weaver account to your cloud account, to use the Language Weaver Neural MT language pairs (also called NMT Models) during automated machine translation tasks. NMT Models can also be used for interactive lookups while segments are translated in Online Editor and in Trados Studio.

Before you begin

To use NMT models, enable the **Apply automated translation when no TM match is found** option from **File > Options > Editor > Automation**.

For this example, we are using Language Cloud as an NMT provider, but you can choose from the 60+ other NMT providers available in the App Store.

About this task

To configure the cloud resources provider:

Procedure

1. GO to **Project Settings > Language Pairs > All Language Pairs > Translation Memory and Automated Translation**.
2. Select **Use cloud-based resources**.
If you are not already logged in, Trados Studio prompts you to log into your cloud account.
3. Log in from a browser to check that your cloud account is linked to a [Language Weaver account](#) with available NMT engines:
 - a. Click on your initials in the top right corner of your browser and select **Manage Account**.
 - b. Under **Language Weaver**, add the credentials of your Machine Translation account to bring your machine translation resources in your cloud account.
 - c. Click **Resources > NMT Models** tab and check the resources in your Machine Translation account.
4. Go back to Trados Studio > **Project Settings > Language Pairs > All Language Pairs >**

Translation Memory and Automated Translation select Language Cloud in the list of providers and click **Settings**.

5. Add an available NMT engine for the *English (United States) - German (Germany)* language pair.
6. Go to the Editor view and continue translating the project file. When not TM match is available, Trados Studio applies the MT suggestion and you can further improve upon it:

15	Connect the AC power cord to the AC power adapter, then to the back of the photo printer.	✓ NMT	Schließen Sie das Netzkabel an das Netzteil und dann an die Rückseite des Fotodruckers an.	U+
16	The AC power cable included with your photo printer may not require assembly, and may be different from the one shown.	□		TC+

Previewing your translation

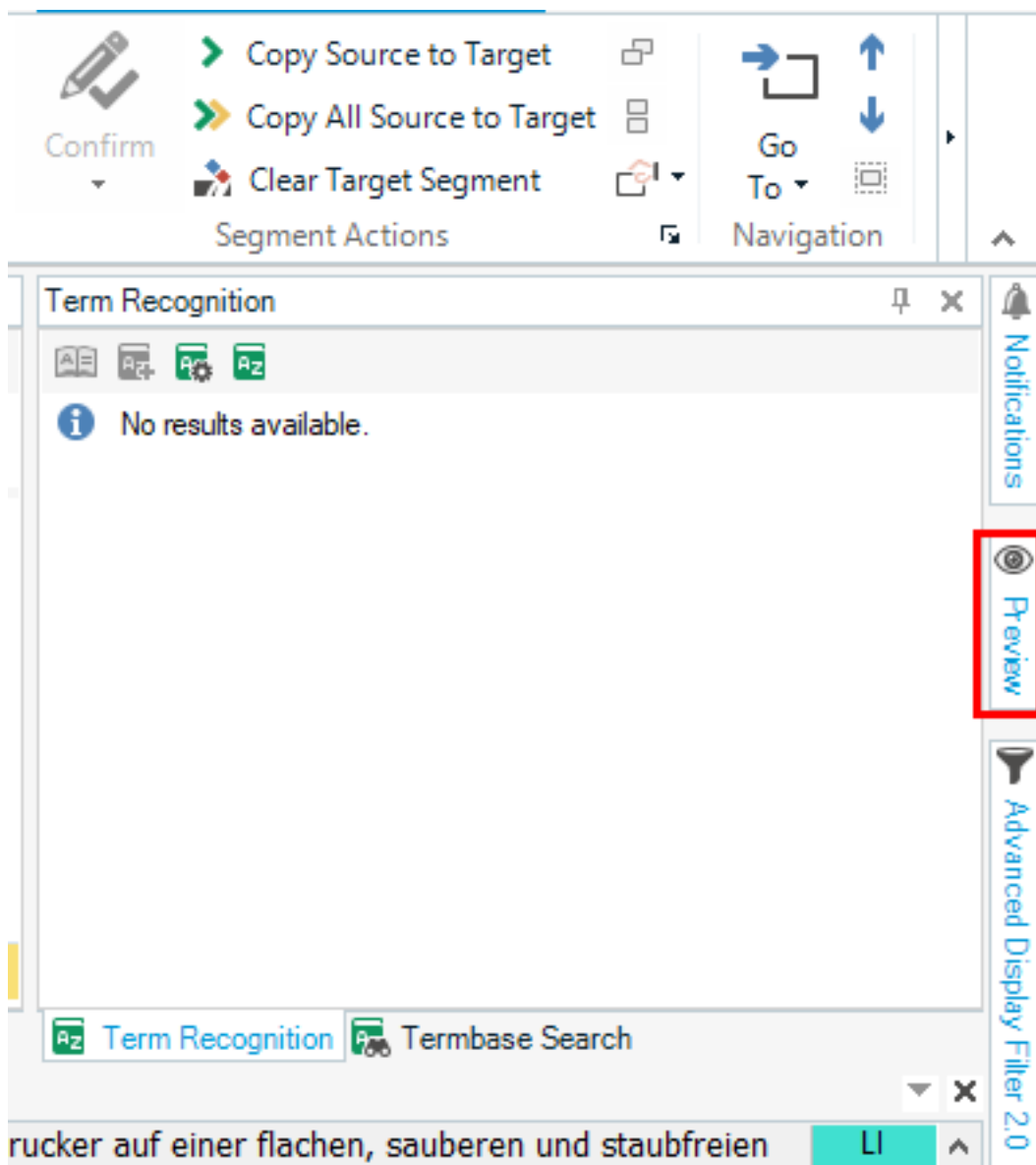
You can preview the translations as you work. Real-time preview reflects the changes as you type. The preview is updated every time you confirm a segment. This type of preview is available for frequently used file formats, such as Microsoft Word and HTML.


About this task

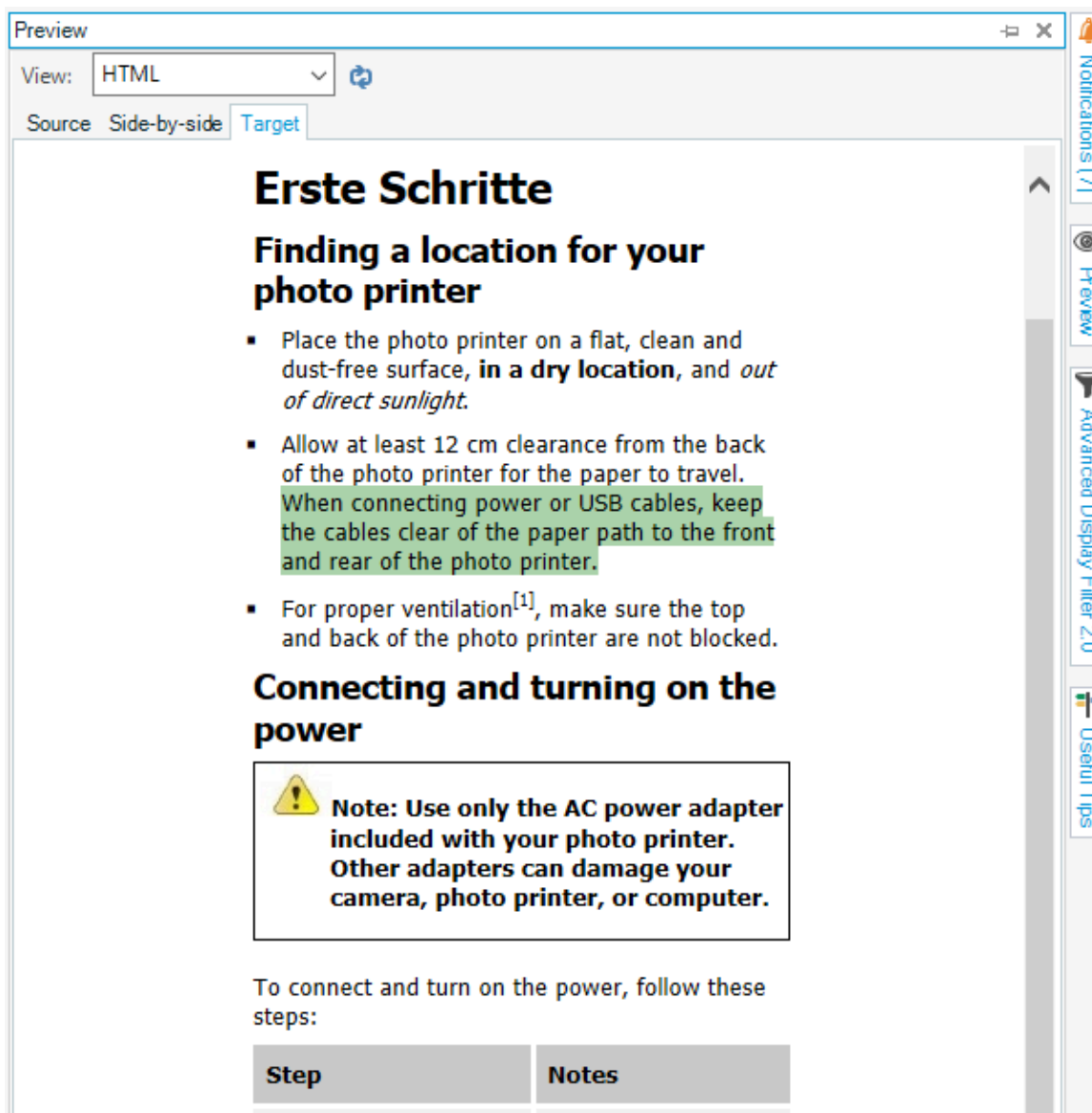
Note: You can also preview documents in the application in which they were created or print preview them as a bilingual document in your browser. For more information, see the [Trados Studio 2024 Help](#).

Preview your translation:

- Hover over the **Preview** tab on the right-hand side of the application. The Preview window is displayed.



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



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

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

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

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

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

Translating with PerfectMatches





Assume that the SamplePhotoPrinter document that you translated in the previous example was fully translated and reviewed. Version 2 of the photo printer is being released and some additional text has been added to the document for this release.

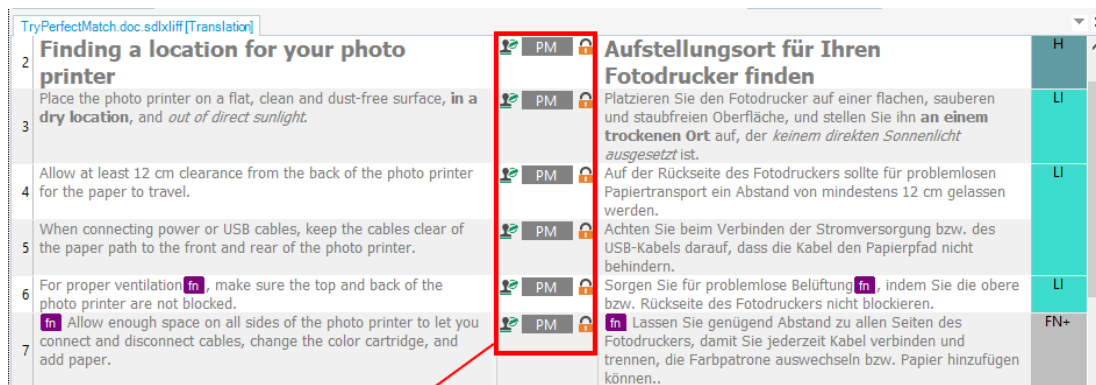
About this task

Since the new document is primarily the same as the previous document, the project manager applied PerfectMatch when pre-translating the file. This extracted the translations from the previously translated document and transferred them to the new version of the document as PerfectMatches.

Procedure

1. Click the **Files** button in the bottom left navigation pane to display the **Files** view. Alternatively go to the **View** tab and click **Files**.
2. Right-click on the TryPerfectMatch.doc.sdlxliff file and select **Open for Translation** from the shortcut menu. The file is automatically opened in the **Editor** view.

 To follow along with this exercise in the application, use the Sample Project. If this project is not the active (currently selected) project, display the **Projects** view and double-click on **Sample Project**.
3. A PerfectMatch has been found for a majority of the segments in the document. PerfectMatch translations:
 -  - Show a translation origin that indicates that the match type is PerfectMatch.
 -  - Have a segment status of **Signed off**. This means that the translation needs no further translation or review.
 -  - Are locked to avoid accidentally editing them since no further work is needed.



Locked and Signed Off PerfectMatch translations

Translating the sample document with PerfectMatch applied

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.

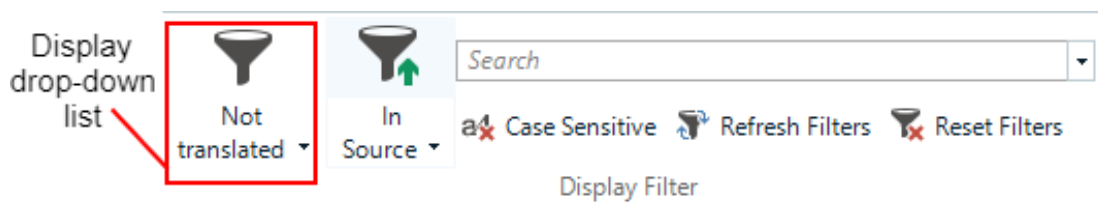
Segment matches, known as PerfectMatches, are checked for context, that is, the surrounding entries are checked to ensure that they are the same. They are then extracted from the existing bilingual documents and transferred to the updated source files. Because the PerfectMatch segment matching process includes a check for context, PerfectMatch units typically need no further translation or editing during translation.

Using the display filter to find new content

To find the new content in the document that has not been translated by PerfectMatch, you can use a display filter:

Procedure

1. Go to the **Display Filter** group by selecting **Review** tab in the **Editor** view.



2. Select **Not Translated** from the **Display** drop-down list.
Segment 8 is displayed. This is the only new content that needs to be translated in this document.
3. Enter the following translation *Dies ist ein neuer Satz.*



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

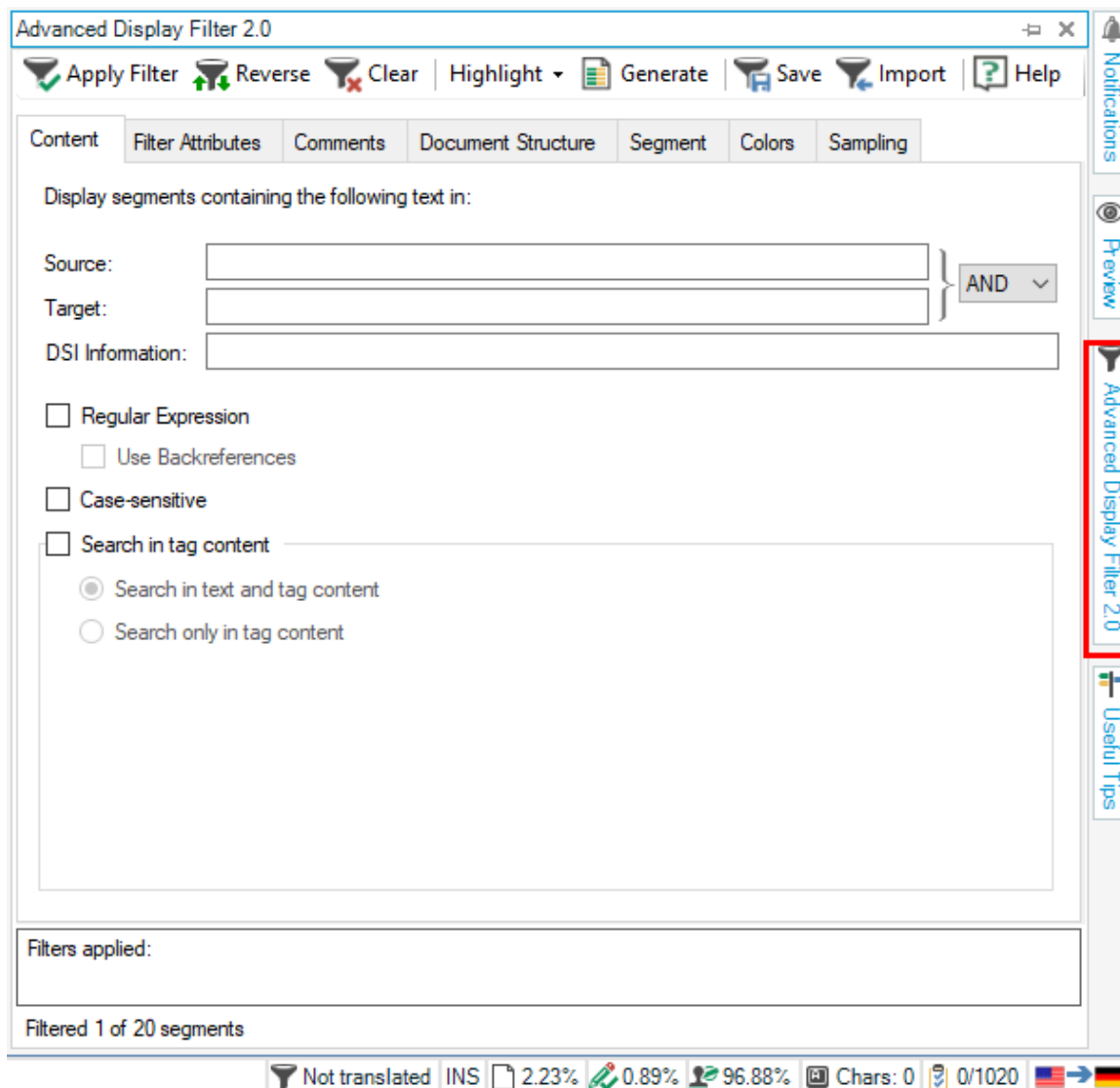
Results

You have now finished translating this document. Click **Save** to keep your changes and then close the document.

The reviewer now only needs to review the new content in segment 8 since all of the PerfectMatches have already been through the review process.

Advanced Display Filter 2.0

If you need more powerful search criteria for filtering in the Editor view, open the Advanced Display Filter 2.0 pane:



For information on working with the Advanced Display Filter, see [Editing with Advanced Display Filter 2.0](#) in the Trados Studio online Help.

Reviewing in Trados Studio

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

Note: If you have a reviewer that does not have Trados Studio, for example a subject matter expert, you can also export for external review in Word. For more information, see the [Trados Studio 2024 Help](#).

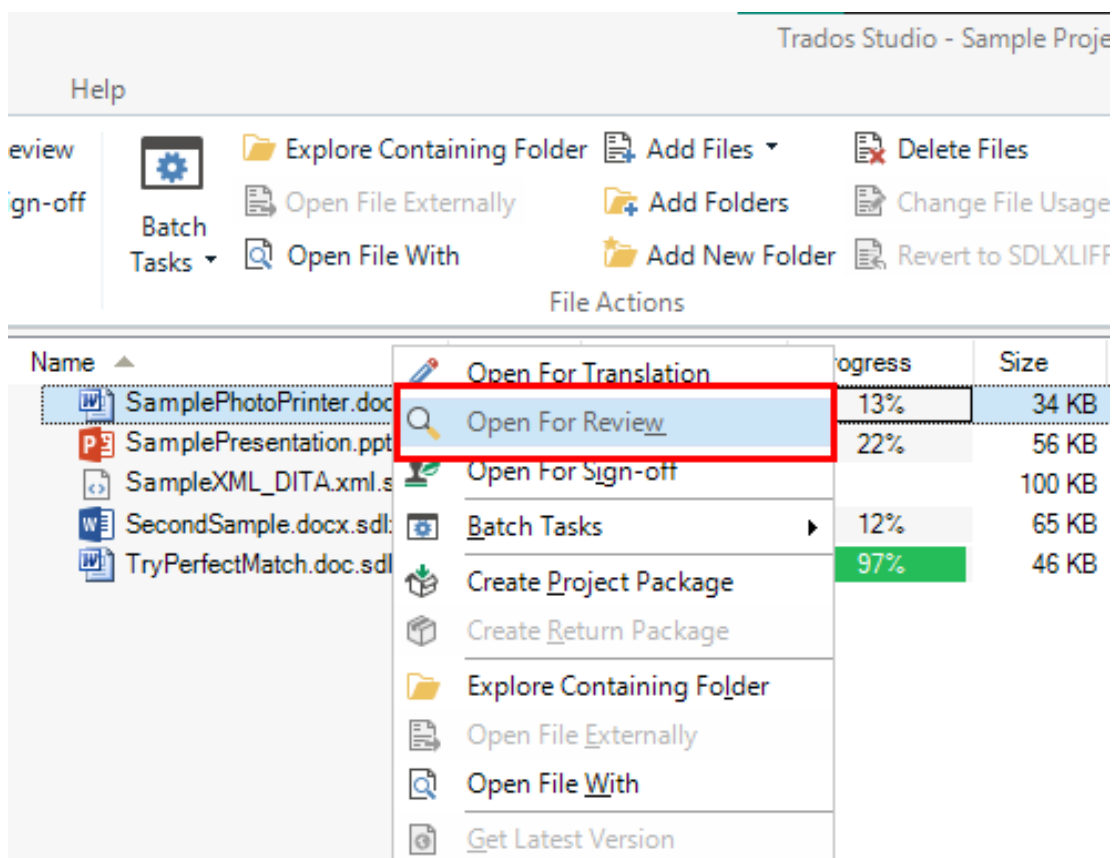
Opening and reviewing the sample file

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

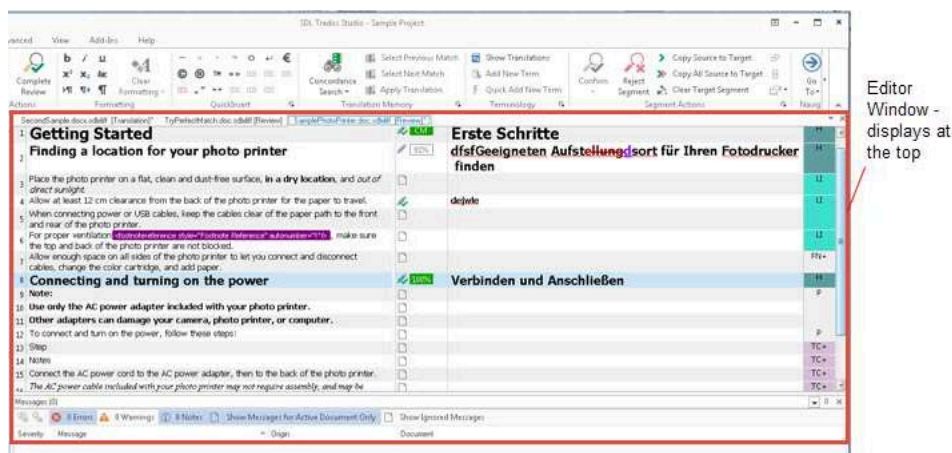
About this task

Procedure

1. Click the **Files** button in the views navigation pane to display the **Files** view.
2. Right-click on the `SamplePhotoPrinter.doc.sdlxliff` file and select **Open for Review** from the shortcut menu. The file is automatically opened in the **Editor** view.



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



Approving Translations

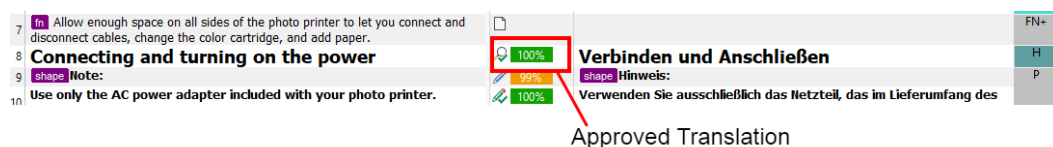
When you have finished reviewing a segment, you should confirm the segment to indicate that the translation is approved or reject the translation.

Procedure

1. Place your cursor in the target translation in segment 1 and press **Ctrl+Enter** or click the **Confirm (Translation Approved)** button in the **Segment Actions** group on the **Home** tab of the **Editor** view.

When you approve a translation:

- The segment status is changed to **Approved** and the following icon is displayed in the segment status column:
- Segment verification is also performed. Segment verification errors are displayed in the Messages window.




Rejecting translations using tracking changes

The **Track Changes** feature allows you to see any changes that you make to the translated text alongside the original text. This allows your suggestions to be compared to the original text. This feature is automatically turned on when you choose the **Open for Review** command with a document for the first time.

About this task

The current translation for photo printer in segment 2 is *Fotodrucker*. Assume the customer has asked you to change the translation to *Drucker* instead. Use the **Track Changes** feature to suggest the replacement word for *Fotodrucker*.

Procedure

- When you approved the translation in the last step, your cursor was automatically placed in the next unapproved segment which is segment 2. Delete the term *Fotodrucker* and then type the replacement term, *Drucker*. When you do this:
 - Fotodrucker* is displayed in red with a line through it to indicate that you have deleted this word. *Drucker* is now displayed in purple with a line underneath to show that you inserted this word. When the document is sent back to the translator they can right-click on each suggestion and accept or reject your changes.
 - The segment status is changed to **Rejected** and the following icon is displayed in the segment status column: 



Rejecting translation using comments

Adding comments allows you to explain what is wrong with a translation. You can add a comment to the current target segment, selected text in the target segment or the whole document.

About this task

Add a comment to explain why you replaced the term *Fotodrucker* with *Drucker* in segment 2.

Procedure

- In the translation in segment 2, select *Fotodrucker* *Drucker* by highlighting it and then press **Ctrl+Shift+N** or right-click and select **Add Comment** from the shortcut menu. Complete the dialog box as shown below and click **OK** to add the comment:

The comment now appears in the Comments window. When you added this comment:

- The text to which you attached the comment is highlighted in **pale red**, which indicates the severity level of the comment is an **Error**.
- If the segment is not already rejected, the segment status is changed to **Rejected** and the following icon is displayed in the segment status column:
- Text with an attached comment can also be highlighted in **pale yellow** if it has a warning severity level or **pale orange** if it has a warning severity level.

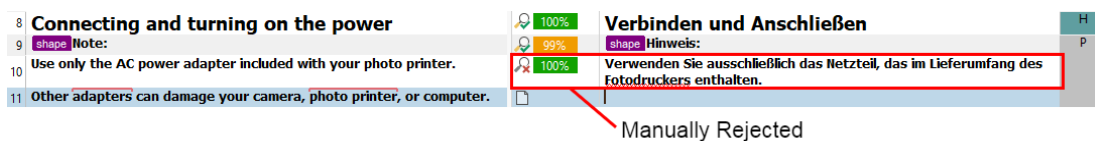


Rejecting translations manually

You can also choose to manually reject segments. Since you inserted a comment above to indicate that you want to use the term *Drucker* instead of *Fotodrucker*, reject any other translations that are using the term.

Procedure

1. Place your cursor in segment 3, press **Ctrl+Shift+Enter** or click the **Reject (Translation Rejected)** button on button in the **Segment Actions** group on the **Home** tab of the **Editor** view.
2. The segment status is changed to **Rejected** and the **Reject** icon is displayed in the segment status column.



Rejecting translation using TQA

As a more advanced review mode, you also have the possibility to use the Translation Quality Assurance (TQA) to measure the quality of the translation using custom quality criteria.

About this task


Set up quality metrics that matter to you, weigh their importance and set up a TQA framework. This framework guides the reviewers when evaluating translations and enables Trados Studio to determine the quality of a translation automatically.

For more information, see [How to work with TQA](#).

Approving remaining segments

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

Procedure

1. To approve all translations that have not already been rejected or approved:
 - Click .
 - A prompt is displayed. Review the message and then click **Yes**.
 - Any translations that do not have a status of **Translation Approved** or **Translation Rejected** are now changed to **Translation Approved** and the document is saved and closed.

Entering corrections

When you are reviewing a document or entering corrections for a document that has been reviewed, you can use the display filters to filter out the translations that still need to be reviewed or to find translations that need corrections.

Segment review display filters

About this task

Trados Studio includes filters that allow you to only display the translations that you want to review and filter out the rest. When you are reviewing a document or entering corrections based on reviewer feedback, there are two key categories.

Review Filter Categories	Description
Segment Review Statuses	Use this to view translations based on the segment status. For example, you can choose to only display segments with a status of Translation rejected . This would allow you to review all segments with this status that have corrections that need to be made.
Segment Review	Use this to view translations that have: <ul style="list-style-type: none"> • Comments with feedback • Tracked changes • Messages with details of verification errors

You can apply these filters using the **Display Filter** group available on the **Review** tab in the **Editor** view.




Using the display filters

Assume that you have received corrections back from the reviewer. Use display filters to find the translations that need corrections.

About this task

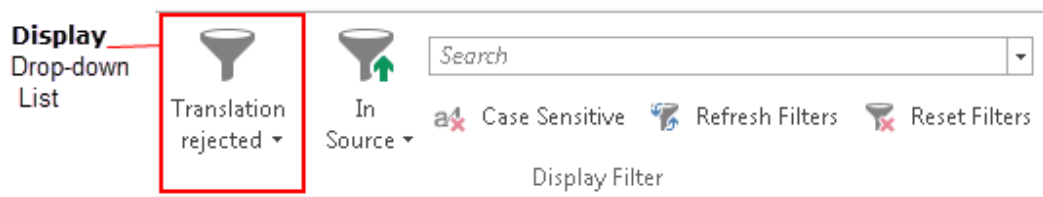
If you still have the document open from the previous section, save and close the document now.

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

...Documents\Studio 2024\Projects\Samples\SampleProject\Sample Project.sdlproj

Procedure

1. In the **Files** view, right-click on the `SamplePhotoPrinter.doc.sdlxliff` file and select **Open for Translation** from shortcut menu. The file is automatically opened in the **Editor** view.
2. To display any content that needs corrections; filter to only show translations with a status of **Translation Rejected**.
 - Click **Translation rejected** in the **Display Filter** group on the **Review** tab.



Segments 2 and 3 are displayed. These were both rejected by the reviewer in the last exercise because the customer wants to use the term *Drucker* instead of *Fotodrucker*.

3. If you need to filter segments by additional criteria, go to the **View** tab > **Advanced Display Filter 2.0** > **Filter Attributes** and combine the filters **Translation Rejected** and **Translation Approved** with other available criteria.

Accepting suggested changes (Track Changes)

Accept the suggested changes:

Procedure

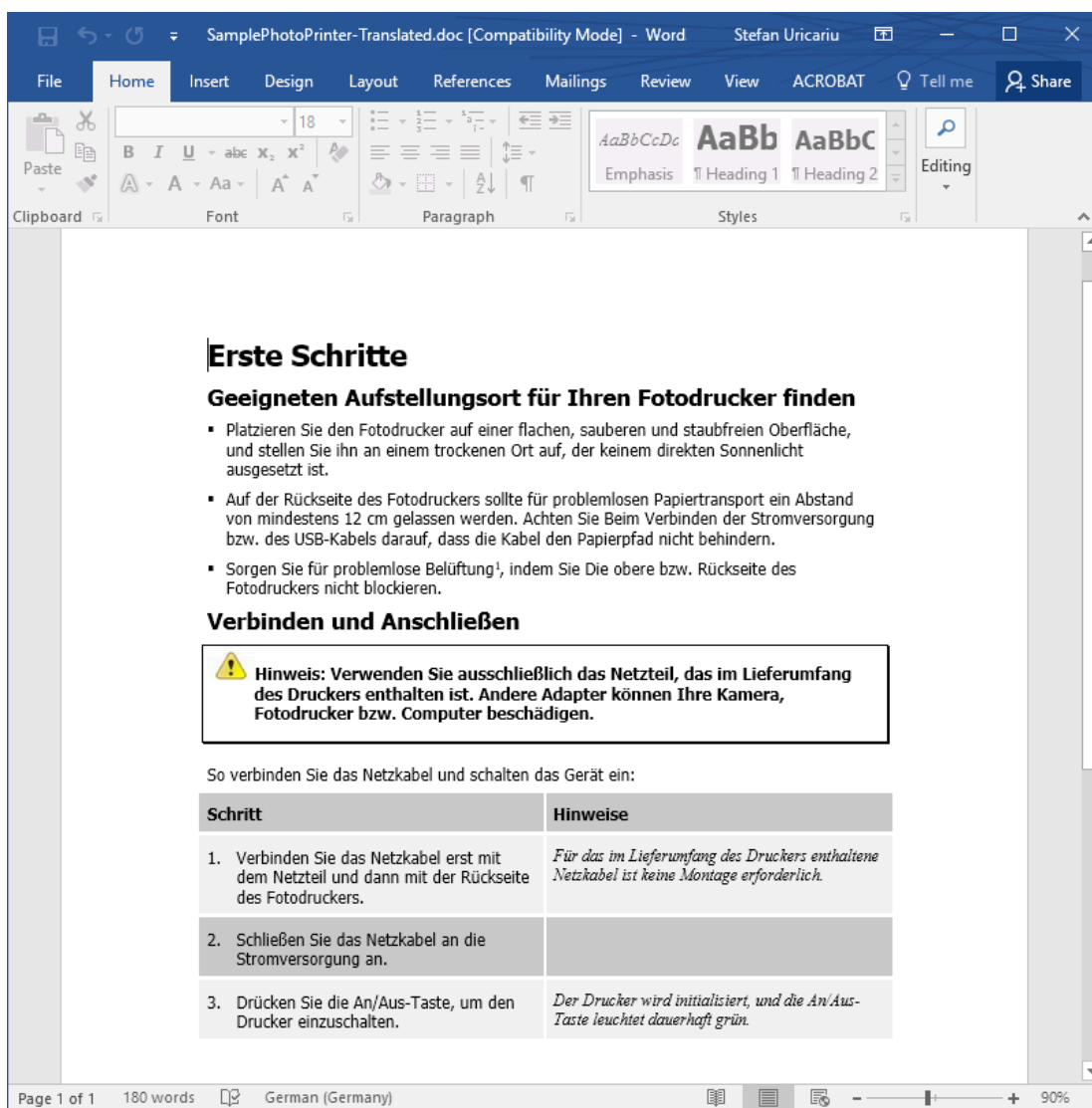
1. Place your cursor in the middle of the term *Fotodrucker* and press **Ctrl+Shift+F9** or right-click and select **Accept Change**. The word is removed from the translation.
2. Perform the same action with the other tracked change *Drucker*. Press **Ctrl+Enter** to confirm the translation.

Generating the translated document

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

Procedure

1. If you have closed the `SamplePhotoPrinter.doc.sdlxliff` file, open the file again in the **Editor** view.
2. Select **File > Save Target As**.
Save the final word document, for instance as `SamplePhotoPrinter-Translated.doc`.



Return packages

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


Note: Returning work in return packages is only used if you have received files for translation in a project package.

WorldServer return packages

WorldServer return packages can be uploaded directly from WorldServer. To work with WorldServer packages in WorldServer, you first need to install the **WorldServer Compatibility Pack for Studio**. To add this app, go to the **Add-Ins** tab > **RWS AppStore**.

Creating a return package

Procedure

1. In the **Project** view, select **Home** tab > **Packages** group > **Create Return Package**. The Create Return Package wizard is displayed on the Select Files page. All files in the project are included in the list apart from reference files.
 The option to create a return package is not available in the **Sample Project** because you have not originally received any files in a project package.
2. Select or clear the check boxes next to the file names on the **Select Files** page to include or exclude them from the package. If you have previously included any of the files displayed in another return package, those files will not be selected by default.
3. Click **Next** to go to the Return Package Options page.
4. Click **Browse** to open the Save Return Package dialog box. Browse to the location where you want to save the return package, enter **Sample Project Return** as the return package name for the return package in the **File name** box and click **Save**.

Note: If you have installed the WorldServer Compatibility Pack for Studio are returning an WorldServer package, you can choose the **Server** option on the Return Package Options page to upload the package directly to WorldServer.

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

10. Click the **Close** button to close the Create Return Package wizard.

5

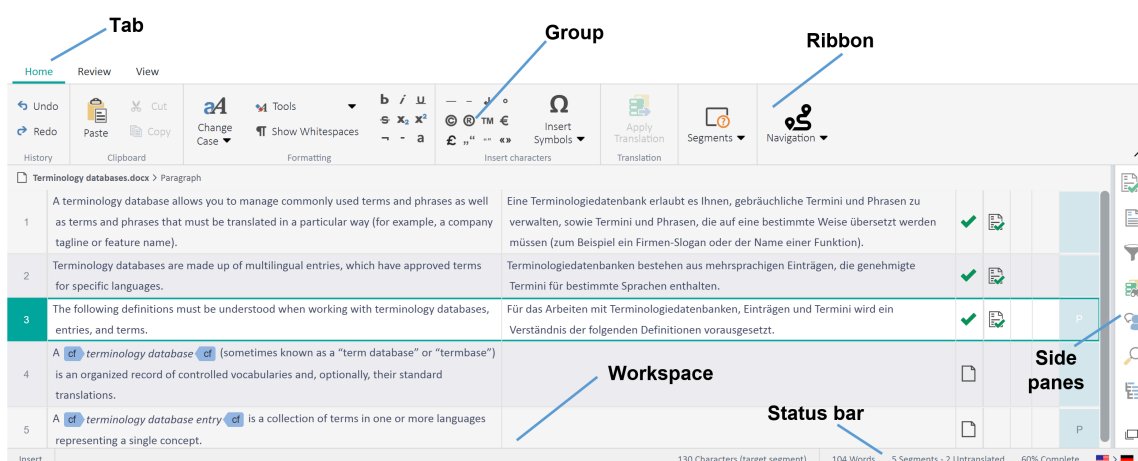
Working with Online Editor

Online Editor is an online tool that you can use to translate and review files online. Online Editor is a scalable, cost-effective component that combines the core capabilities of a modern desktop translation tool with a friendly interface designed to boost productivity and to ensure a positive user experience.

Navigating the Online Editor user interface

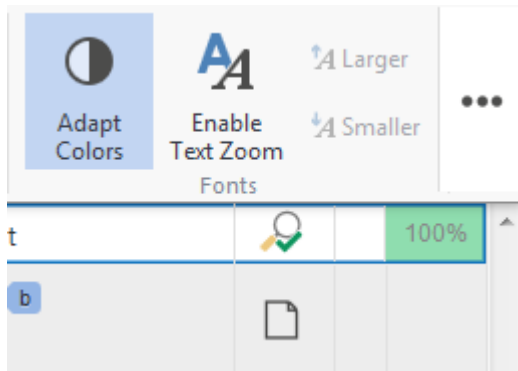
The Online Editor user interface consists of multiple elements designed to help you focus on your work and make each interaction meaningful.

These elements include tabs, groups, the ribbon, the workspace, and the status bar, as shown in the following image:



The number of words displayed in the status bar is the total number of words in the source text. On the other hand, the number of characters refers to the total number of characters in the segment that you are currently editing; this can be the source segment or the target segment. If you select only a part of the source or the target segment, the number of characters in the selected text is displayed. **91 Characters (selection)**

The Online Editor interface is context-sensitive. Therefore, when you resize the page, its elements are adjusted automatically to the new height and width. If the buttons on the ribbon do not fit on the entire width of the page, only part of them are displayed and you can access the rest by selecting **...**.

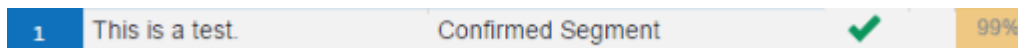


Modifying the layout of the workspace

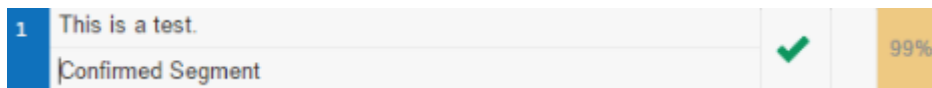
The way segments are displayed during translation helps you focus on your task differently. In Online Editor, you can choose between two layout options: vertical (the source and target segments are displayed in two columns, one next to the other) or horizontal (each target segment is displayed under its corresponding source segment).

Procedure

1. Open the appropriate file in Online Editor.
2. On the **View** tab, in the **Layout** group, do one of the following:
 - To have the source and target segments displayed in two separate columns, one next to the other, select **Vertical**.




- To have each target segment in the workspace displayed under its corresponding source segment, select **Horizontal**.



Modifying the layout of the ribbon

Maximize your workspace and focus more on what matters by choosing the right Online Editor ribbon layout for you.

Procedure



1. Open the appropriate file in Online Editor.
2. In the top-right corner of the ribbon, select , and then do the following:
 - Choose whether you want to use the classic ribbon layout or the simple, minimalistic one.
 - Choose whether you want the ribbon to be displayed all the time or to be hidden automatically when you are not using it.

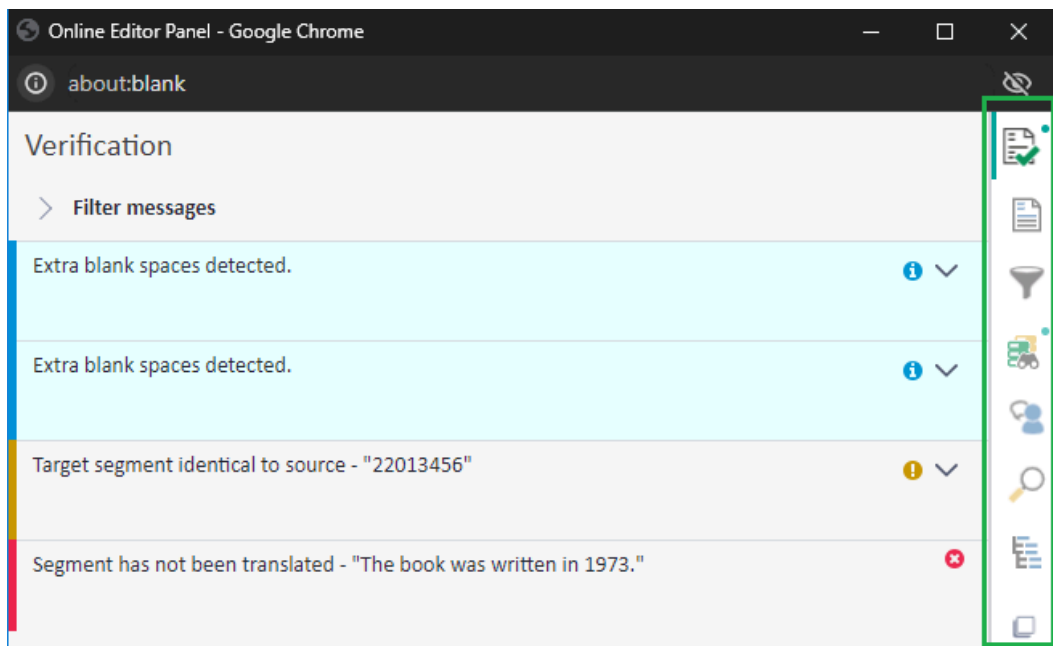
Tip: If you select **Automatically hide**, the ribbon will still show up whenever you place your cursor in the row where the tab names are displayed.


Detaching the side panel

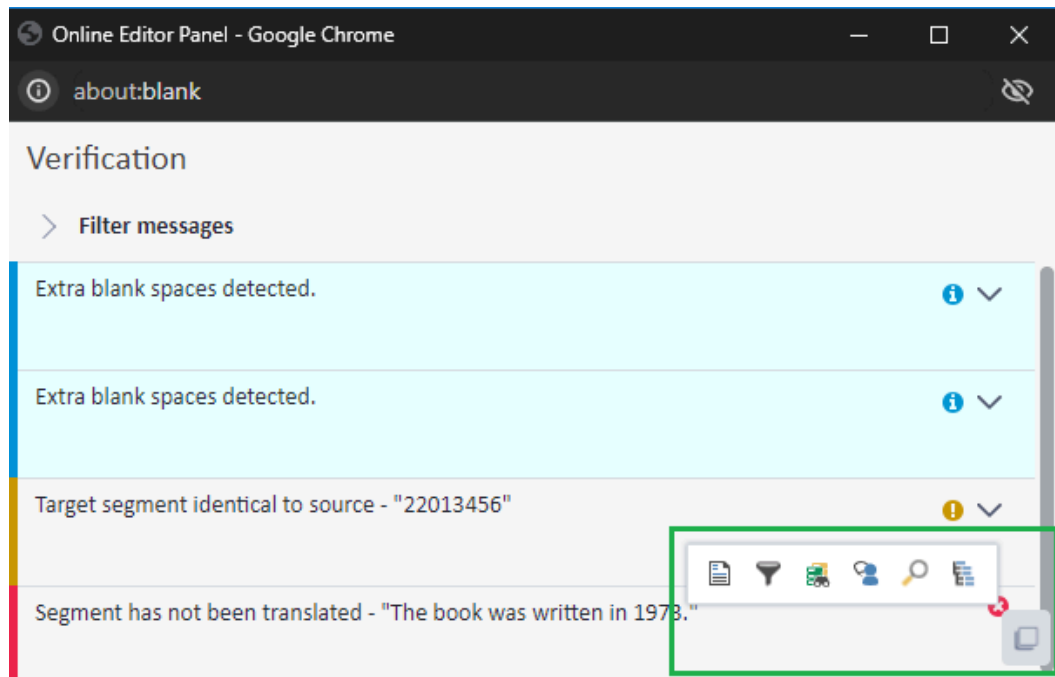
Detaching the side panel in Online Editor means opening it in a different window. This can be particularly useful if you are working with two monitors, because it makes the translation area larger and it separates the actual translation of content from other operations, such as working with revisions, lookups, or comments.

Procedure

1. Open the appropriate file in Online Editor.
2. Select **Detach Panel** , and then do one of the following:
 - Select **Detach All**  to move all the side panels from the workspace to a separate browser window. From here, you can switch between panels as you would in the workspace.



- Select **Detach Active Panel**  to move only the currently selected side panel to a separate browser window. In this case, all the other panels are still available in the workspace. From the newly opened window, you can switch between panels by selecting **Detach Panel**, and then selecting the icon corresponding to the appropriate panel.



Note: You can only open one panel at a time. When you switch to a new panel, the previous one is no longer displayed.

Viewing navigation information about a file

Navigation information consists in the name and path of the file, as well as in details about whether the segment you are working on is part of a header, a footer, or a paragraph, for example.

Procedure

1. Open the appropriate file in Online Editor.
2. On the **View** tab, in the **Navigation** group, select **Show Navigation**.

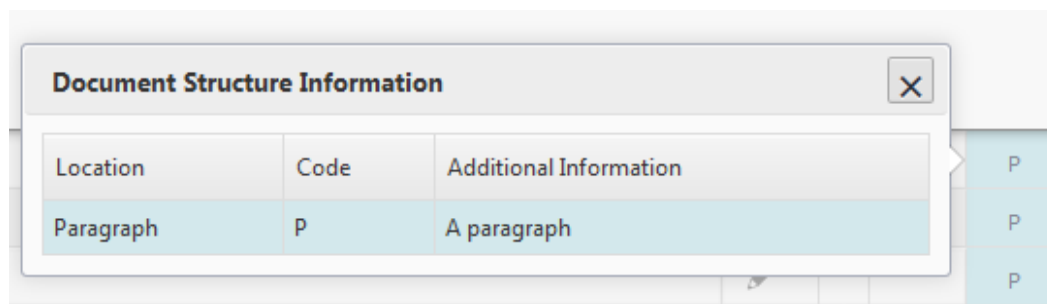
Viewing information about the structure of a file

This information indicates where each segment is located in the structure of the source file; for example, in a paragraph or in a header or footer.


Procedure

1. Open the appropriate file in Online Editor.
2. Do one of the following:
 - To view the document structure in a column on the right side of the workspace, on the **View** tab, in the **Navigation** group, select **Show Document Structure**. Then, in the newly displayed column, select the cell corresponding to the segment about which you want to view information.

The available information about the location of the segment and about the meaning of the code is displayed in the **Document Structure Information** box.



- To view the document structure in a separate panel, on the right side of the screen, select **Show Document Structure Information Panel** .

Tip: If you choose to view information about the document structure in this way, you can also select **Detach Panel**  to open the panel in a separate window and move it to another part of your screen or to another screen.

Consulting cloud project details

If you have a file open in the browser, you can easily check what project it belongs to and what its location is. This is particularly useful when you work on multiple files at the same time.

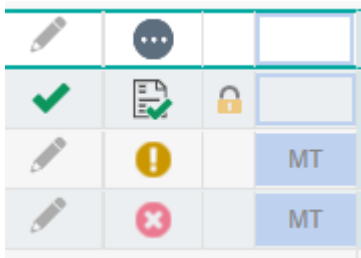
Procedure

1. Open the appropriate file in Online Editor.
2. On the header, in the top right-hand corner, hover over the information icon. Check the project name and its location.

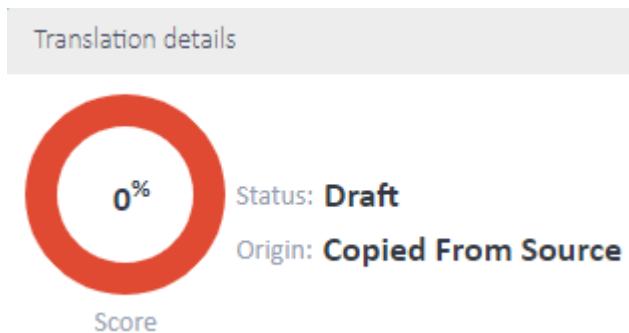
Details about segments and translations

These details consist in: the current status of the translation, information about the results of verification actions (if applicable), information about whether each segment is locked or not, as well as the percentage of the translation memory match applied to the translation.

They are displayed in the last few columns of the workspace:



If you point to the status column, the **Translation details** box is displayed, containing information about the status, origin, and score of the translation:



Verification









The icons in the verification column indicate the results of the latest verification actions performed for each segment:

Icon	Description
(none)	The segment has not been verified.
	No issues were found for this segment.
	An issue with the Note severity was found as part of the verification.
	An issue with the Warning severity was found as part of the verification.
	An issue with the Error severity was found as part of the verification.
	Multiple issues were found for this segment.

You can find specific details about each verification message by expanding the **Verification** side panel.








Status

The translation status expresses the progress made with each segment:

Status	Icon	Description
Not Translated		The segment has not been translated at all.
Draft		Scenario 1: Someone has started translating the segment. It is still a work in progress. Scenario 2: A translation memory match was applied to the segment at first, but the translation has been modified since.
Translated		The segment has been translated and confirmed.
Translation Rejected		A reviewer has rejected the translation of this segment.
Translation Approved		A reviewer has approved the translation of this segment.
Sign-off Rejected		The translation of this segment has been rejected during the sign-off process.
Signed Off		The translation of this segment has been approved and signed off.
Locked		The segment is locked.






Origin

The translation origin expresses the way in which each segment has been translated:

Origin	Icon	This segment has been translated by...
Interactive	None.	Typing text in the target area.
Copied from Source	None.	Copying the source content to the target area (Ctrl+Insert).
100% Match		Applying a translation unit (100% match) from the translation memory.
Context Match		Applying a translation unit (context match) from the translation memory.
Perfect Match		The surrounding text is also checked to ensure that it is the same as in the bilingual file.
Auto-propagated		Auto-propagation—after someone modified and confirmed another segment that was identical with the current one.
TM with Rejected changes		Matches originating from segments that have been translated and saved to the TM, but whose changes were rejected later on by a linguistic reviewer.
Automated Translation		Applying a translation unit from an automated translation server.
Fuzzy Match		Applying a translation unit (fuzzy match) from the translation memory.
Neural Machine Translation	NMT	This target segment has been changed by applying a TU from Machine Translation.

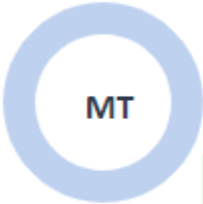
Score

The translation score expresses the translation memory leverage of each segment:

Score	Icon	Description
100%	  	The segment has been retrieved from a translation memory (100% match or context match) or auto-propagated.
Less than 100%		The segment has been retrieved from a translation memory (fuzzy match).
0%	 or none at all.	The target segment has the Draft status or the Automated Translation origin. No score is displayed in the score column and 0% is displayed as a score in the Translation details box.

If a translation was applied from a translation memory, information about the system (translation provider) is also displayed in the **Translation details** box:

Translation details



Status: **Draft**

Origin: **Machine Translation**

System: **Translation Service Provider**

Score

More

Adapting the contrast of colored text

If the file you are working on contains text formatted with very light colors, you can change the way in which it is displayed without affecting its formatting in the output.

Procedure

1. Open the appropriate file in Online Editor.
2. On the **View** tab, in the **Fonts** group, select **Adapt Colors**.

Making text larger or smaller

Adjust the size of the text in the Online Editor workspace by making it larger or smaller. You can do this either temporarily, by zooming in or out, or permanently, by configuring a minimum and a maximum font size. In either case, the adjustments only have to do with the way the text is displayed in Online Editor. They do not affect the size of the text in the output.

Procedure

1. Open the appropriate file in Online Editor.
2. On the **View** tab, do one of the following:
 - To zoom in or out, select **Enable Text Zoom**, and then select **Smaller** or **Larger** as many times as necessary.

Tip: After zooming in or out, you can go back to default text size by selecting **Enable Text Zoom** again.

- To configure a minimum and a maximum font size for segments, select **Options**, and then, under **Font Adaptation**, specify a minimum and a maximum value. Select the **Adapt font sizes** checkbox for the settings to be applied immediately after saving, and then select **Save**.

Note: When you configure a minimum and a maximum font size, any segment whose font size is smaller than the minimum value or larger than the maximum value will be adapted to fit the values you configured. Segments whose font size falls in between the minimum and the maximum values will not be affected.

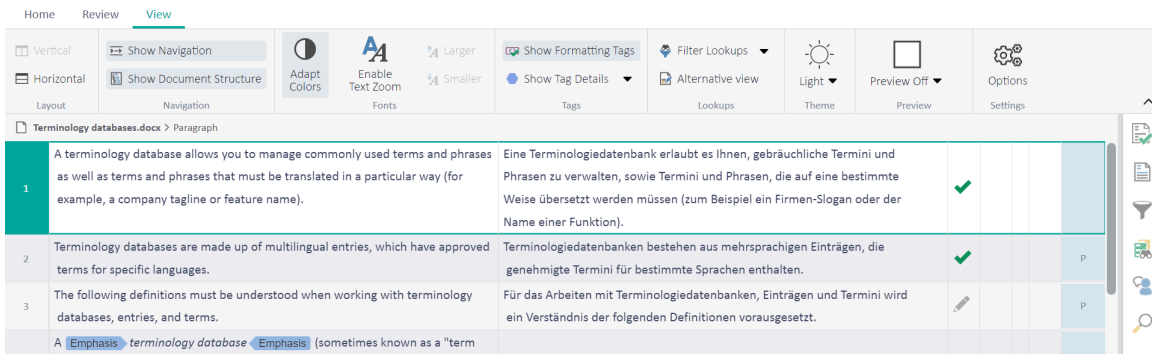
Once you save your configuration, these values are linked to your account and will be applied every time you open a file in Online Editor.

Navigation themes

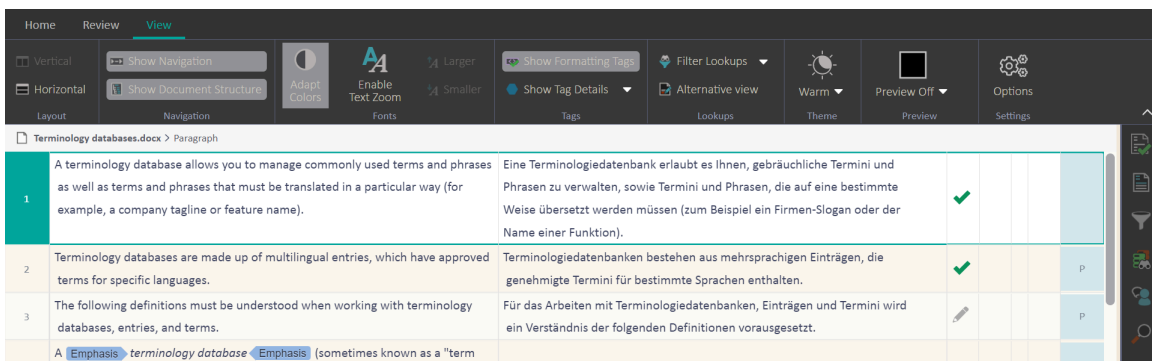
Navigation themes are a series of accessibility options developed in accordance with the Web Content Accessibility Guidelines (WCAG) standard. There are three navigation themes available on the Online Editor user interface: Light, Warm, and Dark. You can find them on the **View** tab, in the **Theme** group.

The Light theme is the one displayed by default.

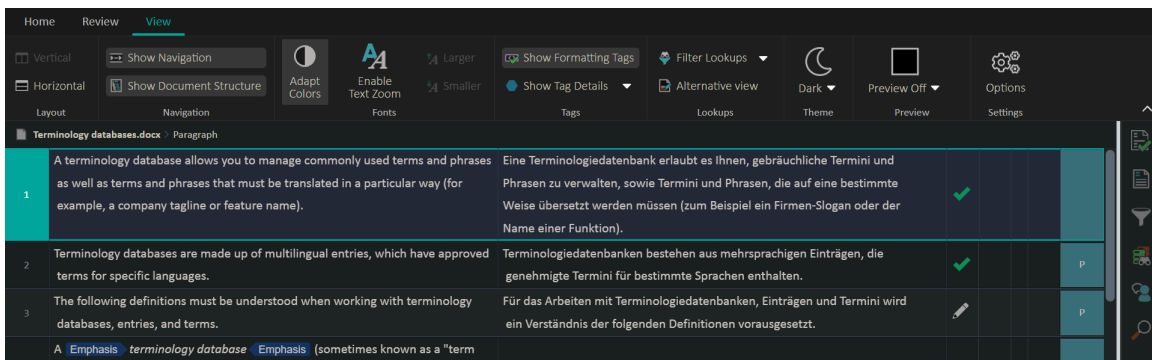
5 Working with Online Editor



The Warm theme includes warmer colors for the workspace and darker colors for the elements on the ribbon.



The Dark theme includes darker colors for both the workspace and the elements on the ribbon.



Navigating between segments

You can navigate between segments either one by one (forwards or backwards) or by going directly to specific segments, according to their number.

Procedure

1. Open the appropriate file in Online Editor.
2. On the **Home** tab, in the **Navigation** group, do one of the following:
 - To return to the previous segment, select **Previous**.
 - To move on to the next segment, select **Next**.
 - To navigate to a specific segment, enter the number of the segment in the **Go To** box, and then select Enter.

Tip: If you want to navigate to a specific segment while a segment filter is applied, you can only do so if the segment matches the criteria specified through that filter. For example, if you apply a filter to see only segments with the Translated status and the segment to which you want to navigate has a different status, the `Invalid segment number` message is displayed. In such a situation, you have to remove the filter to navigate to that segment.

Cutting, copying, and pasting text

You can select fragments of text and copy them somewhere else in the file or move them there altogether.

Before you begin

Before you cut text from a source segment or paste text to a source segment, you need to enable source editing (**Other Actions > Edit Source**). However, you do not have to do this if you only want to copy text from a segment or to paste text to a target segment.

Procedure

1. Open the appropriate file in Online Editor.
2. Select the text that you want to cut or copy.
3. On the **Home** tab, in the **Clipboard** group, select **Cut** or **Copy**, depending on what you want to do.
4. Click the exact place where you want to paste the text.
5. Select Ctrl+V.

Tip: You can also select **Paste** on the Online Editor user interface, but some browsers do not support this action.

Support for right-to-left scripts

If you select a display language that uses a right-to-left script (for example, Arabic) before opening a file in Online Editor, the options on the Online Editor user interface will be displayed in that language from right to left.



Dictation in Online Editor

Use your voice to translate and review content in Online Editor.

Activating dictation in Online Editor

Make sure that your browser has access to your microphone and that dictation is available for the target language of the file you are working on.

About this task

At the moment, dictation is available for the following target languages, as well as their language variants:

- Chinese (Simplified)
- Czech
- English
- French
- German
- Italian
- Japanese
- Romanian
- Spanish

Note: Make sure you block out any background noise while you dictate. Position your microphone or your device close to your mouth and utter the commands clearly. Do not forget to stop the dictation when you are finished.

Also, dictation is not available when opening Online Editor with Firefox, regardless of the target language of the file; use Google Chrome or Microsoft Edge instead.

Procedure

1. Open the appropriate file in Online Editor.

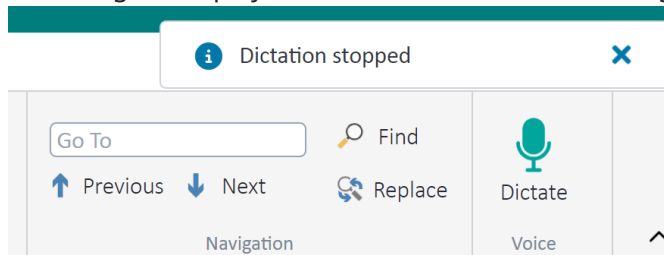
2. On the **Home** tab, select **Dictation**.

A red circle is displayed as part of the tab in which Online Editor is open. This indicates that your microphone is in use.



3. Use the available commands to dictate.

A message is displayed each time Online Editor recognizes a command.



Inserting commands as plain text

By default, Online Editor executes commands as soon as you dictate them. However, in some situations, you might need to spell out these commands.

For example, in the following sentence, you want the term *space* to be spelled out instead of being executed as a command: A satellite was launched into outer space. To achieve this in English, say *literal* before the actual command. For example:

Prompt	Text added to the active segment
space	(space character)
literal space	space
question mark	?
literal question mark	question mark

Tip: This example applies to English. In Italian, for example, you would use *spazio* and *letterale spazio*. For more details, see the **Special commands** section of the command list corresponding to your target language of choice.

Dictation commands for Chinese (Simplified)

A list of commands that you can use for dictation when working with files whose target language is set to Chinese (Simplified).

Area	Action	Command
	Turn off dictation	停止听写
Punctuation	Insert a period (.)	句号
	Insert a comma (,)	逗号
	Insert an exclamation mark (!)	感叹号
	Insert a question mark (?)	问号
	Insert a hyphen (-)	连字符
	Insert an em dash (—)	长破折号
	Insert an en dash (–)	短破折号
	Insert a colon (:))	冒号
	Insert a semicolon (;)	分号
Special characters	Insert a pair of single quotation marks (")	单引号
	Insert a new line	换行符
	Insert a tab	制表符
	Insert a space	空格符
	Insert a non-breaking hyphen	不间断连字符
	Insert an optional hyphen	可选连字符
	Insert a non-breaking space	不间断空格
	Insert a copyright symbol (©)	版权符号
	Insert a registered symbol (®)	注册符号
	Insert a trademark symbol (™)	商标符号
	Insert a euro symbol (€)	欧元符号
	Insert a pound symbol (£)	英镑符号
	Insert a pair of German quotation marks („")	德语引号
	Insert a pair of English quotation marks ("")	英语引号

Area	Action	Command
	Insert a pair of angular quotation marks (« »)	角引号
	Insert an apostrophe (')	撇号
	Insert a micro symbol (μ)	微符号
	Insert an approximation symbol (\approx)	近似符号
	Insert a tilde (~)	波浪符号
	Insert a not equal symbol (\neq)	不等号
	Insert a degree symbol ($^{\circ}$)	度数符号
	Insert a less than or equal symbol (\leq)	小于等于号
	Insert a greater than or equal symbol (\geq)	大于等于号
	Insert a lowercase alpha symbol (α)	小写阿尔法符号
	Insert a lowercase beta symbol (β)	小写贝塔符号
	Insert a capital delta symbol (Δ)	大写德尔塔符号
	Insert a lowercase gamma symbol (γ)	小写伽马符号
	Insert a lowercase pi symbol (π)	小写派符号
	Insert a plus or minus symbol (\pm)	加减号
	Insert a sum symbol (Σ)	求和符号
	Insert a multiplication symbol (\times)	乘号
	Insert an infinite symbol (∞)	无限符号
	Insert a slash (/)	斜杠
	Insert a backslash (\)	反斜杠
	Insert an at sign (@)	艾特符号
	Insert a percentage character (%)	百分比符号
	Insert a round opening bracket	左括号
	Insert a round closing bracket	右括号

Area	Action	Command
	Insert an opening square bracket ([)	左方括号
	Insert a closing square bracket (])	右方括号
	Insert an opening angle bracket (<)	左尖括号
	Insert a closing angle bracket (>)	右尖括号
	Insert an underscore symbol (_)	下划线
	Insert an equal sign (=)	等号
	Insert an asterisk (*)	星号
Selection and segment editing	Select the content of the entire segment	全选
	Select the word after the caret	选择下一个单词
	Select the word before the caret	选择上一个单词
	Select the character after the caret	选择下一个
	Select the character before the caret	选择上一个
	Remove the selection by using backspace	退格
	Remove the selection by using delete	删除所选
	Clear (unselect) any selected characters or text	取消选择
	Remove the character before the caret (when no text is selected)	退格
	Remove the character after the caret (when no text is selected)	删除所选
Navigation	Move the caret to the start of the segment	转到句段开头
	Move the caret to the end of the segment	转到句段末尾
	Go to the next segment	转到下一个句段
	Return to the previous segment	转到上一个句段

Area	Action	Command
	Move the caret forwards by one character	向前移动
	Move the caret backwards by one character	向后移动
	Scroll up the workspace	向上滚动
	Scroll down the workspace	向下滚动
	Select the Page up key	上一页
	Select the Page down key	下一页
	Select the Home key	起始
	Select the End key	结束
Copying and pasting	Copy the currently selected content	复制
	Paste the currently selected content to the clipboard	粘贴
	Cut the currently selected content	剪切
Formatting	Apply bold formatting	应用粗体
	Apply italic formatting	应用斜体
	Apply underline formatting	应用下划线
	Apply strikethrough formatting	应用删除线
	Apply subscript formatting	应用下标
	Apply superscript formatting	应用上标
	Apply small caps formatting	应用小型大写字母
	Show whitespace characters	显示空格符
	Hide whitespace characters	隐藏空格符
	Remove all the tags from the current selection	清除格式
	Remove all the tags from the entire segment	清除所有格式
Undo and redo	Undo the last action	撤消
	Redo the last action	恢复
Segment actions and confirmation	Clear the content of the active target segment	清除译文
	Copy the source content to the active target segment	复制原文
	Lock the active segment	锁定句段

Area	Action	Command
	Unlock the active segment	解锁句段
	Confirm the active segment and move to the next unconfirmed segment	确认
	Confirm the active segment and move to the next segment, regardless of its status	确认并转到下一句段
	Confirm the active segment and do not move to the next segment	确认并停留在当前句段
	Add the active segment as a new translation unit into the translation memory	作为新翻译单元添加
	Set the status of the active segment to Sign-off Rejected. Only available to certain users.	拒绝句段
Smart actions	Open the smart actions menu	显示智能操作
	Select the insert tags action in the smart actions menu	显示标记菜单
	Select the terminology action in the smart actions menu	显示术语菜单
	Select the fragment matches action in the smart actions menu	显示片段菜单
	Select the placeables action in the smart actions menu	显示占位符菜单
	Select the TQA action in the smart actions menu	选择质量评估菜单
	Select the comments action in the smart actions menu	显示备注菜单
Sidebar interaction	Collapse the side panel	折叠侧面板
	Expand the Verification panel	展开验证面板
	Expand the Revisions panel	展开修订面板
	Expand the TQA panel	展开质量评估面板
	Expand the Filters panel	展开筛选器面板
	Expand the Lookups panel	展开搜索面板
	Expand the Comments panel	展开备注面板

Area	Action	Command
	Expand the Navigation panel with the Find tab selected	展开查找面板
	Expand the Navigation panel with the Replace tab selected	展开替换面板
Track Changes	Enable the Track Changes functionality	启用跟踪修订
	Disable the Track Changes functionality	禁用跟踪修订
Revisions (only if the Revisions panel is expanded)	Accept all the revisions in the current document	接受所有修订
	Reject all the revisions in the current document	拒绝所有修订
	Move to the next revision	下一个修订
	Return to the previous revision	上一个修订
	Accept the currently selected revision	接受此修订
	Reject the currently selected revision	拒绝此修订
Verification messages (only if the Verification panel is expanded)	Move to the next verification message	下一条消息
	Return to the previous verification message	上一条消息
	Ignore the active verification message	忽略此消息
Comments (only if the Comments panel is expanded)	Move to the next comment	下一条备注
	Return to the previous comment	上一条备注
	Delete the currently selected comment	删除此备注
	Edit the currently selected comment	编辑此备注

Special commands

Command	Description
文字	Use before another command to insert that command as text instead of executing it

Dictation commands for Czech

A list of commands that you can use for dictation when working with files whose target language is set to Czech.

Area	Action	Command
	Turn off dictation	konec diktování
	Select the last text inserted by using dictation	vyber poslední
Punctuation	Insert a period (.)	tečka
	Insert a comma (,)	čárka
	Insert an exclamation mark (!)	vykřičník
	Insert a question mark (?)	otazník
	Insert a hyphen (-)	pomlčka
	Insert an em dash (—)	em pomlčka
	Insert an en dash (–)	en pomlčka
	Insert a colon (:)	dvojtečka
	Insert a semicolon (;)	středník
Special characters	Insert a pair of single quotation marks (")	jednoduché uvozovky
	Insert a new line	nový řádek
	Insert a tab	tabulátor
	Insert a space	mezera
	Insert a non-breaking hyphen	pevný rozdělovník
	Insert an optional hyphen	volitelný rozdělovník
	Insert a non-breaking space	pevná mezera
	Insert a copyright symbol (©)	znak copyright
	Insert a registered symbol (®)	znak registrováno

Area	Action	Command
	Insert a trademark symbol (™)	znak značka
	Insert a euro symbol (€)	znak euro
	Insert a pound symbol (£)	znak libra
	Insert a pair of German quotation marks („")	uvozovky
	Insert a pair of English quotation marks ("")	uvozovky anglické
	Insert a pair of angular quotation marks (« »)	uvozovky francouzské
	Insert an apostrophe (')	apostrof
	Insert a micro symbol (μ)	znak mikro
	Insert an approximation symbol (≈)	znak zhruba
	Insert a tilde (~)	znak vlnovka
	Insert a not equal symbol (≠)	znak nerovná se
	Insert a degree symbol (°)	znak stupeň
	Insert a less than or equal symbol (≤)	znak menší nebo rovno
	Insert a greater than or equal symbol (≥)	znak větší nebo stejný
	Insert a lowercase alpha symbol (α)	znak alfa
	Insert a lowercase beta symbol (β)	znak beta
	Insert a capital delta symbol (Δ)	znak delta
	Insert a lowercase gamma symbol (γ)	znak gama
	Insert a lowercase pi symbol (π)	znak Pí
	Insert a plus or minus symbol (±)	znak plus mínus
	Insert a sum symbol (Σ)	znak suma
	Insert a multiplication symbol (×)	znak krát
	Insert an infinite symbol (∞)	znak nekonečno
	Insert a slash (/)	lomítko

Area	Action	Command
	Insert a backslash (\)	zpětné lomítko
	Insert an at sign (@)	zavináč
	Insert a percentage character (%)	procento
	Insert a round opening bracket	otevírací závorka
	Insert a round closing bracket	uzavírací závorka
	Insert an opening square bracket ([)	otevírací hranatá závorka
	Insert a closing square bracket (])	uzavírací hranatá závorka
	Insert an opening angle bracket (<)	menší než
	Insert a closing angle bracket (>)	větší než
	Insert an underscore symbol (_)	podtržítko
	Insert an equal sign (=)	rovná se
	Insert an asterisk (*)	hvězdička
Selection and segment editing	Select the content of the entire segment	označ(it) vše
	Select the word after the caret	označ(it) následující slovo
	Select the word before the caret	označ(it) předcházející slovo
	Select the character after the caret	označ(it) další
	Select the character before the caret	označ(it) předcházející
	Remove the selection by using backspace	backspace
	Remove the selection by using delete	smaž
	Clear (unselect) any selected characters or text	zrušit výběr
	Remove the character before the caret (when no text is selected)	backspace
	Remove the character after the caret (when no text is selected)	smaž

Area	Action	Command
Navigation	Move the caret to the start of the segment	jdi na začátek
	Move the caret to the end of the segment	jdi na konec
	Go to the next segment	jdi do dalšího segmentu
	Return to the previous segment	jdi do předcházejícího segmentu
	Move the caret forwards by one character	posuň dopředu
	Move the caret backwards by one character	posuň dozadu
	Scroll up the workspace	posuň nahoru
	Scroll down the workspace	posuň dolů
	Select the Page up key	strana nahoru
	Select the Page down key	strana dolů
	Select the Home key	domů
	Select the End key	konec
Copying and pasting	Copy the currently selected content	zkopíruj to
	Paste the cut or copied content	vlož to
	Cut the currently selected content	vyjmi to
Formatting	Apply bold formatting	formátuj tučné
	Apply italic formatting	formátuj kurzíva
	Apply underline formatting	formátuj podtržené
	Apply strikethrough formatting	formátuj dvojté podtržení
	Apply subscript formatting	formátuj dolní index
	Apply superscript formatting	formátuj horní index
	Apply small caps formatting	formátuj velká písmena
	Show whitespace characters	aktivuj neviditelné znaky
	Hide whitespace characters	deaktivuj neviditelné znaky
	Remove all the tags from the current selection	zruš formátování
	Remove all the tags from the entire segment	zruš všechno formátování

Area	Action	Command
Undo and redo	Undo the last action	zpět
	Redo the last action	znovu
Segment actions and confirmation	Clear the content of the active target segment	vymaž překlad
	Copy the source content to the active target segment	zkopíruj zdroj
	Lock the active segment	zamkni segment
	Unlock the active segment	odemkni segment
	Confirm the active segment and move to the next unconfirmed segment	potvrď
	Confirm the active segment and move to the next segment, regardless of its status	potvrď a další
	Confirm the active segment and do not move to the next segment	potvrď a zůstaň
	Add the active segment as a new translation unit into the translation memory	nový překlad
	Set the status of the active segment to Sign-off Rejected. Only available to certain users.	zamítnout segment
Smart actions	Open the smart actions menu	ukaž akce
	Select the insert tags action in the smart actions menu	tagy
	Select the terminology action in the smart actions menu	pojmy
	Select the fragment matches action in the smart actions menu	části
	Select the placeables action in the smart actions menu	rozeznané
	Select the TQA action in the smart actions menu	vyhodnocení
	Select the comments action in the smart actions menu	komentář
Panel interaction	Collapse the side panel	zavři boční panel
	Expand the Verification panel	ukaž panel kontroly

Area	Action	Command
	Expand the Revisions panel	ukaž revizí
	Expand the TQA panel	ukaž panel vyhodnocení
	Expand the Filters panel	ukaž panel filtrů
	Expand the Lookups panel	ukaž panel překladů
	Expand the Comments panel	ukaž panel komentářů
	Expand the Navigation panel with the Find tab selected	ukaž panel hledání
	Expand the Navigation panel with the Replace tab selected	ukaž panel nahrazování
Track Changes	Enable the Track Changes functionality	zapni revize
	Disable the Track Changes functionality	vypni revize
Revisions (only if the Revisions panel is expanded)	Accept all the revisions in the current document	potvrdit všechny revize
	Reject all the revisions in the current document	zamítnout všechny revize
	Move to the next revision	další revize
	Return to the previous revision	předchozí revize
	Accept the currently selected revision	potvrď
	Reject the currently selected revision	zamítni
Verification messages (only if the Verification panel is expanded)	Move to the next verification message	další chyba
	Return to the previous verification message	předchozí chyba
	Ignore the active verification message	ignoruj
Comments (only if the Comments panel is expanded)	Move to the next comment	další komentář
	Return to the previous comment	předchozí komentář
	Delete the currently selected comment	vymaž to

Area	Action	Command
	Edit the currently selected comment	uprav to

Special commands

Command	Description
doslova	Use before another command to insert that command as text instead of executing it

Dictation commands for English

A list of commands that you can use for dictation when working with files whose target language is set to English.

Area	Action	Command
	Turn off dictation	stop dictation
	Select the last text inserted by using dictation	select last
Punctuation	Insert a period (.)	period
	Insert a comma (,)	comma
	Insert an exclamation mark (!)	exclamation mark
	Insert a question mark (?)	question mark
	Insert a hyphen (-)	hyphen
	Insert an em dash (—)	em dash
	Insert an en dash (–)	en dash
	Insert a colon (:)	colon
	Insert a semicolon (;)	semicolon
Special characters	Insert a pair of single quotation marks (")	single quote
	Insert a new line	new line
	Insert a tab	tab
	Insert a space	space
	Insert a non-breaking hyphen	non-breaking hyphen
	Insert an optional hyphen	optional hyphen

Area	Action	Command
	Insert a non-breaking space	non-breaking space
	Insert a copyright symbol (©)	copyright symbol
	Insert a registered symbol (®)	registered symbol
	Insert a trademark symbol (™)	trademark symbol
	Insert a euro symbol (€)	euro symbol
	Insert a pound symbol (£)	pound symbol
	Insert a pair of German quotation marks („")	German quotation marks
	Insert a pair of English quotation marks ("")	English quotation marks
	Insert a pair of angular quotation marks (« »)	angle quotation marks
	Insert an apostrophe (')	apostrophe
	Insert a micro symbol (μ)	micro symbol
	Insert an approximation symbol (≈)	approximately symbol
	Insert a tilde (~)	tilde symbol
	Insert a not equal symbol (≠)	not equal symbol
	Insert a degree symbol (°)	degree symbol
	Insert a less than or equal symbol (≤)	less than or equal symbol
	Insert a greater than or equal symbol (≥)	greater than or equal symbol
	Insert a lowercase alpha symbol (α)	lowercase alpha symbol
	Insert a lowercase beta symbol (β)	lowercase beta symbol
	Insert a capital delta symbol (Δ)	capital delta symbol
	Insert a lowercase gamma symbol (γ)	lowercase gamma symbol
	Insert a lowercase pi symbol (π)	lowercase pi symbol
	Insert a plus or minus symbol (±)	plus or minus symbol
	Insert a sum symbol (Σ)	sum symbol

Area	Action	Command
	Insert a multiplication symbol (×)	multiplication symbol
	Insert an infinite symbol (∞)	infinite symbol
	Insert a slash (/)	slash
	Insert a backslash (\)	backward slash
	Insert an at sign (@)	at sign
	Insert a percentage character (%)	percent
	Insert a round opening bracket	open bracket
	Insert a round closing bracket	close bracket
	Insert an opening square bracket ([)	open square bracket
	Insert a closing square bracket (])	close square bracket
	Insert an opening angle bracket (<)	open angle bracket
	Insert a closing angle bracket (>)	close angle bracket
	Insert an underscore symbol (_)	underscore
	Insert an equal sign (=)	equal
	Insert an asterisk (*)	asterisk
Selection and segment editing	Select the content of the entire segment	select all
	Select the word after the caret	select next word
	Select the word before the caret	select previous word
	Select the character after the caret	select next
	Select the character before the caret	select previous
	Remove the selection by using backspace	backspace
	Remove the selection by using delete	delete
	Clear (unselect) any selected characters or text	clear selection

Area	Action	Command
	Remove the character before the caret (when no text is selected)	backspace
	Remove the character after the caret (when no text is selected)	delete
Navigation	Move the caret to the start of the segment	go to the beginning
	Move the caret to the end of the segment	go to the end
	Go to the next segment	go to next segment
	Return to the previous segment	go to previous segment
	Move the caret forwards by one character	move forward
	Move the caret backwards by one character	move back
	Scroll up the workspace	scroll up
	Scroll down the workspace	scroll down
	Select the Page up key	page up
	Select the Page down key	page down
	Select the Home key	home
	Select the End key	end
Copying and pasting	Copy the currently selected content	copy that
	Paste the currently selected content to the clipboard	paste that
	Cut the currently selected content	cut that
Formatting	Apply bold formatting	apply bold
	Apply italic formatting	apply italic
	Apply underline formatting	apply underline
	Apply strikethrough formatting	apply strikethrough
	Apply subscript formatting	apply subscript
	Apply superscript formatting	apply superscript
	Apply small caps formatting	apply small caps
	Show whitespace characters	show whitespaces

Area	Action	Command
	Hide whitespace characters	hide whitespaces
	Remove all the tags from the current selection	clear formatting
	Remove all the tags from the entire segment	clear all formatting
Undo and redo	Undo the last action	undo that
	Redo the last action	redo that
Segment actions and confirmation	Clear the content of the active target segment	clear target
	Copy the source content to the active target segment	copy source
	Lock the active segment	lock segment
	Unlock the active segment	unlock segment
	Confirm the active segment and move to the next unconfirmed segment	confirm
	Confirm the active segment and move to the next segment, regardless of its status	confirm and next
	Confirm the active segment and do not move to the next segment	confirm and stay
	Add the active segment as a new translation unit into the translation memory	new translation unit
	Set the status of the active segment to Sign-off Rejected. Only available to certain users.	reject segment
Smart actions	Open the smart actions menu	show smart actions
	Select the insert tags action in the smart actions menu	show tags menu
	Select the terminology action in the smart actions menu	show terms menu
	Select the fragment matches action in the smart actions menu	show fragments menu
	Select the placeables action in the smart actions menu	show placeables menu
	Select the TQA action in the smart actions menu	show quality assessment menu

Area	Action	Command
	Select the comments action in the smart actions menu	show comments menu
Panel interaction	Collapse the side panel	collapse side panel
	Expand the Verification panel	expand verification panel
	Expand the Revisions panel	expand revisions panel
	Expand the TQA panel	expand quality assessment panel
	Expand the Filters panel	expand filters panel
	Expand the Lookups panel	expand lookups panel
	Expand the Comments panel	expand comments panel
	Expand the Navigation panel with the Find tab selected	expand find panel
	Expand the Navigation panel with the Replace tab selected	expand replace panel
Track Changes	Enable the Track Changes functionality	enable track changes
	Disable the Track Changes functionality	disable track changes
Revisions (only if the Revisions panel is expanded)	Accept all the revisions in the current document	accept all revisions
	Reject all the revisions in the current document	reject all revisions
	Move to the next revision	next revision
	Return to the previous revision	previous revision
	Accept the currently selected revision	accept this
	Reject the currently selected revision	reject this
Verification messages (only if the Verification panel is expanded)	Move to the next verification message	next message
	Return to the previous verification message	previous message
	Ignore the active verification message	ignore this

Area	Action	Command
Comments (only if the Comments panel is expanded)	Move to the next comment	next comment
	Return to the previous comment	previous comment
	Delete the currently selected comment	delete this
	Edit the currently selected comment	edit this

Special commands

Command	Description
literal	Use before another command to insert that command as text instead of executing it

Dictation commands for French

A list of commands that you can use for dictation when working with files whose target language is set to French.

Area	Action	Command
	Turn off dictation	arrêter la dictée
	Select the last text inserted by using dictation	sélectionner en dernier
Punctuation	Insert a period (.)	point
	Insert a comma (,)	virgule
	Insert an exclamation mark (!)	point d'exclamation
	Insert a question mark (?)	point d'interrogation
	Insert a hyphen (-)	trait d'union
	Insert an em dash (—)	tiret cadratin
	Insert an en dash (–)	tiret demi-cadratin
	Insert a colon (:)	deux points
	Insert a semicolon (;)	point virgule
Special characters	Insert a pair of single quotation marks (")	guillemet simple

Area	Action	Command
	Insert a new line	nouvelle ligne
	Insert a tab	espace
	Insert a space	tabulation
	Insert a non-breaking hyphen	trait d'union insécable
	Insert an optional hyphen	trait d'union conditionnel
	Insert a non-breaking space	espace insécable
	Insert a copyright symbol (©)	symbole copyright
	Insert a registered symbol (®)	symbole marque déposée
	Insert a trademark symbol (™)	symbole marque de commerce
	Insert a euro symbol (€)	symbole euro
	Insert a pound symbol (£)	symbole livre sterling
	Insert a pair of German quotation marks („")	guillemets allemands
	Insert a pair of English quotation marks ("")	guillemets anglais
	Insert a pair of angular quotation marks (« »)	guillemets chevrons
	Insert an apostrophe (')	apostrophe
	Insert a micro symbol (μ)	symbole micro
	Insert an approximation symbol (≈)	symbole environ
	Insert a tilde (~)	symbole tilde
	Insert a not equal symbol (≠)	symbole pas égal à
	Insert a degree symbol (°)	symbole degré
	Insert a less than or equal symbol (≤)	symbole inférieur ou égal à
	Insert a greater than or equal symbol (≥)	symbole supérieur ou égal à
	Insert a lowercase alpha symbol (α)	symbole alpha minuscule
	Insert a lowercase beta symbol (β)	symbole bêta minuscule
	Insert a capital delta symbol (Δ)	symbole delta majuscule

Area	Action	Command
	Insert a lowercase gamma symbol (γ)	symbole gamma minuscule
	Insert a lowercase pi symbol (π)	symbole pi minuscule
	Insert a plus or minus symbol (\pm)	symbole plus ou moins
	Insert a sum symbol (Σ)	symbole somme
	Insert a multiplication symbol (\times)	symbole multiplication
	Insert an infinite symbol (∞)	symbole infini
	Insert a slash (/)	barre oblique
	Insert a backslash (\)	barre oblique inversée
	Insert an at sign (@)	arobase
	Insert a percentage character (%)	pourcentage
	Insert a round opening bracket	parenthèse ouvrante
	Insert a round closing bracket	parenthèse fermante
	Insert an opening square bracket ([)	crochet ouvrant
	Insert a closing square bracket (])	crochet fermant
	Insert an opening angle bracket (<)	chevron ouvrant
	Insert a closing angle bracket (>)	chevron fermant
	Insert an underscore symbol ($_$)	tiret du bas
	Insert an equal sign (=)	égal
	Insert an asterisk (*)	astérisque
Selection and segment editing	Select the content of the entire segment	tout sélectionner
	Select the word after the caret	sélectionner le mot suivant
	Select the word before the caret	sélectionner le mot précédent
	Select the character after the caret	sélectionner le caractère suivant

Area	Action	Command
	Select the character before the caret	sélectionner le caractère précédent
	Remove the selection by using backspace	retour arrière
	Remove the selection by using delete	annuler
	Clear (unselect) any selected characters or text	annuler la sélection
	Remove the character before the caret (when no text is selected)	retour arrière
	Remove the character after the caret (when no text is selected)	supprimer
Navigation	Move the caret to the start of the segment	aller au début
	Move the caret to the end of the segment	aller à la fin
	Go to the next segment	aller au segment suivant
	Return to the previous segment	aller au segment précédent
	Move the caret forwards by one character	avancer
	Move the caret backwards by one character	reculer
	Scroll up the workspace	faire défiler vers le haut
	Scroll down the workspace	faire défiler vers le bas
	Select the Page up key	page précédente
	Select the Page down key	page suivante
	Select the Home key	début
	Select the End key	fin
Copying and pasting	Copy the currently selected content	copier
	Paste the cut or copied content	coller
	Cut the currently selected content	couper
Formatting	Apply bold formatting	mettre en gras
	Apply italic formatting	mettre en italique
	Apply underline formatting	souligner

Area	Action	Command
	Apply strikethrough formatting	barrer
	Apply subscript formatting	mettre en indice
	Apply superscript formatting	mettre en exposant
	Apply small caps formatting	utiliser des petites majuscules
	Show whitespace characters	afficher les espaces blancs
	Hide whitespace characters	masquer les espaces blancs
	Remove all the tags from the current selection	effacer le formatage
	Remove all the tags from the entire segment	effacer tout le formatage
Undo and redo	Undo the last action	annuler
	Redo the last action	rétablir
Segment actions and confirmation	Clear the content of the active target segment	effacer la cible
	Copy the source content to the active target segment	copier la source
	Lock the active segment	verrouiller le segment
	Unlock the active segment	déverrouiller le segment
	Confirm the active segment and move to the next unconfirmed segment	confirmer
	Confirm the active segment and move to the next segment, regardless of its status	confirmer et passer au suivant
	Confirm the active segment and do not move to the next segment	confirmer sans passer au suivant
	Add the active segment as a new translation unit into the translation memory	nouvelle unité de traduction
	Set the status of the active segment to Sign-off Rejected. Only available to certain users.	rejeter le segment
Smart actions	Open the smart actions menu	afficher les actions intelligentes
	Select the insert tags action in the smart actions menu	afficher le menu des balises

Area	Action	Command
	Select the terminology action in the smart actions menu	afficher le menu des termes
	Select the fragment matches action in the smart actions menu	afficher le menu des fragments
	Select the placeables action in the smart actions menu	afficher le menu des éléments transposables
	Select the TQA action in the smart actions menu	afficher le menu d'évaluation de la qualité
	Select the comments action in the smart actions menu	afficher le menu des commentaires
Panel interaction	Collapse the side panel	réduire le volet latéral
	Expand the Verification panel	développer le volet des vérifications
	Expand the Revisions panel	développer le volet des révisions
	Expand the TQA panel	développer le volet de l'évaluation de la qualité
	Expand the Filters panel	développer le volet des filtres
	Expand the Lookups panel	développer le volet des concordances
	Expand the Comments panel	développer le volet des commentaires
	Expand the Navigation panel with the Find tab selected	développer le volet Rechercher *
	Expand the Navigation panel with the Replace tab selected	développer le volet Remplacer
Track Changes	Enable the Track Changes functionality	activer le suivi des modifications
	Disable the Track Changes functionality	désactiver le suivi des modifications
Revisions (only if the Revisions panel is expanded)	Accept all the revisions in the current document	accepter toutes les révisions
	Reject all the revisions in the current document	rejeter toutes les révisions
	Move to the next revision	révision suivante
	Return to the previous revision	révision précédente
	Accept the currently selected revision	accepter

Area	Action	Command
	Reject the currently selected revision	rejeter
Verification messages (only if the Verification panel is expanded)	Move to the next verification message	message suivant
	Return to the previous verification message	message précédent
	Ignore the active verification message	ignorer
Comments (only if the Comments panel is expanded)	Move to the next comment	commentaire suivant
	Return to the previous comment	commentaire précédent
	Delete the currently selected comment	supprimer
	Edit the currently selected comment	modifier

Special commands

Command	Description
littéral	Use before another command to insert that command as text instead of executing it

Dictation commands for German

A list of commands that you can use for dictation when working with files whose target language is set to German.

Area	Action	Command
	Turn off dictation	Diktieren beenden
	Select the last text inserted by using dictation	zuletzt auswählen
Punctuation	Insert a period (.)	Punkt
	Insert a comma (,)	Komma
	Insert an exclamation mark (!)	Ausrufezeichen
	Insert a question mark (?)	Fragezeichen

Area	Action	Command
	Insert a hyphen (-)	Bindestrich
	Insert an em dash (—)	Geviertzeichen
	Insert an en dash (–)	Halbgeviertzeichen
	Insert a colon (:)	Doppelpunkt
	Insert a semicolon (;)	Semikolon
Special characters	Insert a pair of single quotation marks (")	Einfaches Anführungszeichen
	Insert a new line	Neue Zeile
	Insert a tab	Tabulator
	Insert a space	Leerzeichen
	Insert a non-breaking hyphen	Geschützter Bindestrich
	Insert an optional hyphen	Optionaler Bindestrich
	Insert a non-breaking space	Geschütztes Leerzeichen
	Insert a copyright symbol (©)	Copyrightzeichen
	Insert a registered symbol (®)	Zeichen für eingetragene Marke
	Insert a trademark symbol (™)	Warenzeichen
	Insert a euro symbol (€)	Eurozeichen
	Insert a pound symbol (£)	Pfundzeichen
	Insert a pair of German quotation marks („")	deutsche Anführungszeichen
	Insert a pair of English quotation marks ("")	englische Anführungszeichen
	Insert a pair of angular quotation marks (« »)	Chevron Anführungszeichen
	Insert an apostrophe (')	Apostroph
	Insert a micro symbol (μ)	Mikro Zeichen
	Insert an approximation symbol (≈)	Ungefähr Zeichen
	Insert a tilde (~)	Tilde
	Insert a not equal symbol (≠)	Ungleich
	Insert a degree symbol (°)	Gradzeichen
	Insert a less than or equal symbol (≤)	Kleiner gleich Zeichen

Area	Action	Command
	Insert a greater than or equal symbol (\geq)	Größer gleich Zeichen
	Insert a lowercase alpha symbol (α)	Kleines Alpha Zeichen
	Insert a lowercase beta symbol (β)	Kleines Beta Zeichen
	Insert a capital delta symbol (Δ)	Großes Delta Zeichen
	Insert a lowercase gamma symbol (γ)	Kleines Gamma Zeichen
	Insert a lowercase pi symbol (π)	Kleines pi Zeichen
	Insert a plus or minus symbol (\pm)	Plusminus zeichen
	Insert a sum symbol (Σ)	Summenzeichen
	Insert a multiplication symbol (\times)	Multiplikationszeichen
	Insert an infinite symbol (∞)	Unendlich Zeichen
	Insert a slash (/)	Schrägstrich
	Insert a backslash (\)	Umgekehrter Schrägstrich
	Insert an at sign (@)	At Zeichen
	Insert a percentage character (%)	Prozent
	Insert a round opening bracket	Klammer auf
	Insert a round closing bracket	Klammer zu
	Insert an opening square bracket ([)	Eckige Klammer auf
	Insert a closing square bracket (])	Eckige Klammer zu
	Insert an opening angle bracket (<)	Spitze Klammer auf
	Insert a closing angle bracket (>)	Spitze Klammer zu
	Insert an underscore symbol ($_$)	Unterstrich
	Insert an equal sign (=)	Gleich
	Insert an asterisk (*)	Sternchen

Area	Action	Command
Selection and segment editing	Select the content of the entire segment	Alles auswählen
	Select the word after the caret	Nächstes Wort auswählen
	Select the word before the caret	Vorheriges Wort auswählen
	Select the character after the caret	Nächstes auswählen
	Select the character before the caret	Vorheriges auswählen
	Remove the selection by using backspace	Rücktaste
	Remove the selection by using delete	entfernen
	Clear (unselect) any selected characters or text	auswahl aufheben
	Remove the character before the caret (when no text is selected)	Rücktaste
	Remove the character after the caret (when no text is selected)	entfernen
Navigation	Move the caret to the start of the segment	Gehe zum Anfang
	Move the caret to the end of the segment	Gehe zum Ende
	Go to the next segment	Gehe zum nächsten Segment
	Return to the previous segment	Gehe zum vorherigen Segment
	Move the caret forwards by one character	Vorwärts
	Move the caret backwards by one character	Zurück
	Scroll up the workspace	Nach oben scrollen
	Scroll down the workspace	Nach unten scrollen
	Select the Page up key	Bild auf
	Select the Page down key	Bild ab
	Select the Home key	Pos1
	Select the End key	Ende
Copying and pasting	Copy the currently selected content	Kopiere das

Area	Action	Command
	Paste the cut or copied content	Füge das ein
	Cut the currently selected content	Schneide das aus
Formatting	Apply bold formatting	Fett formatieren
	Apply italic formatting	Kursiv formatieren
	Apply underline formatting	Unterstrichen formatieren
	Apply strikethrough formatting	Durchgestrichen formatieren
	Apply subscript formatting	Tiefgestellt formatieren
	Apply superscript formatting	Hochgestellt formatieren
	Apply small caps formatting	Kapitälchen formatieren
	Show whitespace characters	Leerzeichen anzeigen
	Hide whitespace characters	leerzeichen ausblenden
	Remove all the tags from the current selection	Formatierung löschen
	Remove all the tags from the entire segment	Alle Formatierungen löschen
Undo and redo	Undo the last action	Mache das rückgängig
	Redo the last action	Wiederhole das
Segment actions and confirmation	Clear the content of the active target segment	Zielsegment löschen
	Copy the source content to the active target segment	Ausgangssatz kopieren
	Lock the active segment	Segment sperren
	Unlock the active segment	Segment entsperren
	Confirm the active segment and move to the next unconfirmed segment	Bestätigen
	Confirm the active segment and move to the next segment, regardless of its status	Bestätigen und nächstes Segment
	Confirm the active segment and do not move to the next segment	Bestätigen und hierbleiben
	Add the active segment as a new translation unit into the translation memory	Neue Übersetzungseinheit

Area	Action	Command
	Set the status of the active segment to Sign-off Rejected. Only available to certain users.	Segment ablehnen
Smart actions	Open the smart actions menu	Smart Actions anzeigen
	Select the insert tags action in the smart actions menu	Menü Tags anzeigen
	Select the terminology action in the smart actions menu	Term Menü anzeigen
	Select the fragment matches action in the smart actions menu	Menü Fragmente anzeigen
	Select the placeables action in the smart actions menu	Menü für platzierbare Elemente anzeigen
	Select the TQA action in the smart actions menu	Menü Qualitätsbewertung anzeigen
	Select the comments action in the smart actions menu	Kommentarmenü anzeigen
Panel interaction	Collapse the side panel	Seitenbereich ausblenden
	Expand the Verification panel	Überprüfungsmeldungen einblenden
	Expand the Revisions panel	Nachverfolgte Änderungen einblenden
	Expand the TQA panel	Qualitätsbewertungen einblenden
	Expand the Filters panel	Filter einblenden
	Expand the Lookups panel	Suchergebnisse einblenden
	Expand the Comments panel	Kommentare einblenden
	Expand the Navigation panel with the Find tab selected	Suche einblenden
	Expand the Navigation panel with the Replace tab selected	Ersetzen einblenden
Track Changes	Enable the Track Changes functionality	Änderungsnachverfolgung an
	Disable the Track Changes functionality	Änderungsnachverfolgung aus
Revisions (only if the Revisions panel is expanded)	Accept all the revisions in the current document	Alle nachverfolgten Änderungen annehmen

Area	Action	Command
	Reject all the revisions in the current document	Alle nachverfolgten Änderungen ablehnen
	Move to the next revision	Nächste nachverfolgte Änderung
	Return to the previous revision	Vorherige nachverfolgte Änderung
	Accept the currently selected revision	Nehme das an
	Reject the currently selected revision	Lehne das ab
Verification messages (only if the Verification panel is expanded)	Move to the next verification message	Nächste Meldung
	Return to the previous verification message	Vorherige Meldung
	Ignore the active verification message	Ignoriere das
Comments (only if the Comments panel is expanded)	Move to the next comment	Nächster Kommentar
	Return to the previous comment	Vorheriger Kommentar
	Delete the currently selected comment	Lösche das
	Edit the currently selected comment	Bearbeite das

Special commands

Command	Description
Literalwort	Use before another command to insert that command as text instead of executing it

Dictation commands for Italian

A list of commands that you can use for dictation when working with files whose target language is set to Italian.

Area	Action	Command
	Turn off dictation	sospendi dettato
	Select the last text inserted by using dictation	selezionare ultimo
Punctuation	Insert a period (.)	punto
	Insert a comma (,)	virgola
	Insert an exclamation mark (!)	punto esclamativo
	Insert a question mark (?)	punto interrogativo
	Insert a hyphen (-)	segno meno
	Insert an em dash (—)	lineetta
	Insert an en dash (–)	trattino
	Insert a colon (:)	due punti
	Insert a semicolon (;)	punto e virgola
Special characters	Insert a pair of single quotation marks (")	virgoletta singola
	Insert a new line	a capo/nuova riga
	Insert a tab	tabulazione
	Insert a space	spazio
	Insert a non-breaking hyphen	trattino unificatore/trattino d'unione
	Insert an optional hyphen	segno meno facoltativo
	Insert a non-breaking space	spazio unificatore
	Insert a copyright symbol (©)	simbolo di copyright
	Insert a registered symbol (®)	simbolo registrato
	Insert a trademark symbol (™)	simbolo di marchio
	Insert a euro symbol (€)	simbolo di euro
	Insert a pound symbol (£)	simbolo di sterlina
	Insert a pair of German quotation marks („")	virgolette tedesche
	Insert a pair of English quotation marks ("")	virgolette inglesi
	Insert a pair of angular quotation marks (« »)	virgolette francesi
	Insert an apostrophe (')	apostrofo

Area	Action	Command
	Insert a micro symbol (μ)	simbolo di micro
	Insert an approximation symbol (\approx)	simbolo di circa
	Insert a tilde (\sim)	tilde
	Insert a not equal symbol (\neq)	diverso da
	Insert a degree symbol ($^\circ$)	simbolo di grado
minore o uguale a	Insert a less than or equal symbol (\leq)	minore o uguale a
	Insert a greater than or equal symbol (\geq)	maggiore o uguale a
	Insert a lowercase alpha symbol (α)	alfa minuscolo
	Insert a lowercase beta symbol (β)	beta minuscolo
	Insert a capital delta symbol (Δ)	delta maiuscolo
	Insert a lowercase gamma symbol (γ)	gamma minuscolo
	Insert a lowercase pi symbol (π)	pi minuscolo
	Insert a plus or minus symbol (\pm)	simbolo più o meno
	Insert a sum symbol (Σ)	simbolo di somma
	Insert a multiplication symbol (\times)	simbolo di moltiplicazione
	Insert an infinite symbol (∞)	simbolo di infinito
	Insert a slash (/)	barra
	Insert a backslash (\)	barra rovesciata
	Insert an at sign (@)	chiocciola
	Insert a percentage character (%)	percentuale
	Insert a round opening bracket	parentesi aperta
	Insert a round closing bracket	parentesi chiusa
	Insert an opening square bracket ([)	apri parentesi quadra
	Insert a closing square bracket (])	chiudi parentesi quadra

Area	Action	Command
	Insert an opening angle bracket (<)	apri angolata
	Insert a closing angle bracket (>)	chiudi angolata
	Insert an underscore symbol (_)	trattino basso/underscore
	Insert an equal sign (=)	uguale a
	Insert an asterisk (*)	asterisco
Selection and segment editing	Select the content of the entire segment	seleziona tutto
	Select the word after the caret	seleziona parola successiva
	Select the word before the caret	seleziona parola precedente
	Select the character after the caret	seleziona successivo
	Select the character before the caret	seleziona precedente
	Remove the selection by using backspace	backspace
	Remove the selection by using delete	cancella
	Clear (unselect) any selected characters or text	cancella selezione
	Remove the character before the caret (when no text is selected)	backspace
	Remove the character after the caret (when no text is selected)	cancella
Navigation	Move the caret to the start of the segment	inizio segmento
	Move the caret to the end of the segment	fine segmento
	Go to the next segment	segmento successivo
	Return to the previous segment	segmento precedente
	Move the caret forwards by one character	avanti di uno
	Move the caret backwards by one character	cursore indietro di uno
	Scroll up the workspace	scorri verso l'alto

Area	Action	Command
	Scroll down the workspace	scorri verso il basso
	Select the Page up key	pagina precedente
	Select the Page down key	pagina successiva
	Select the Home key	tasto Inizio
	Select the End key	tasto Fine
Copying and pasting	Copy the currently selected content	copia negli appunti
	Paste the cut or copied content	incolla dagli appunti
	Cut the currently selected content	taglia negli appunti
Formatting	Apply bold formatting	grassetto
	Apply italic formatting	corsivo
	Apply underline formatting	sottolinea
	Apply strikethrough formatting	
	Apply subscript formatting	pedice
	Apply superscript formatting	apice
	Apply small caps formatting	maiuscoletto
	Show whitespace characters	mostra spaziatura
	Hide whitespace characters	nascondi spaziatura
	Remove all the tags from the current selection	cancella formattazione selezione
	Remove all the tags from the entire segment	cancella formattazione
Undo and redo	Undo the last action	annulla
	Redo the last action	ripeti
Segment actions and confirmation	Clear the content of the active target segment	cancella destinazione
	Copy the source content to the active target segment	copia origine
	Lock the active segment	blocca segmento
	Unlock the active segment	sblocca segmento
	Confirm the active segment and move to the next unconfirmed segment	conferma

Area	Action	Command
	Confirm the active segment and move to the next segment, regardless of its status	conferma e successivo
	Confirm the active segment and do not move to the next segment	conferma e rimani
	Add the active segment as a new translation unit into the translation memory	nuova unità di traduzione
	Set the status of the active segment to Sign-off Rejected. Only available to certain users.	rifiuta segmento
Smart actions	Open the smart actions menu	mostra azioni smart
	Select the insert tags action in the smart actions menu	mostra menu tag
	Select the terminology action in the smart actions menu	mostra menu termini
	Select the fragment matches action in the smart actions menu	mostra menu frammenti
	Select the placeables action in the smart actions menu	mostra menu posizionabili
	Select the TQA action in the smart actions menu	mostra menu tqa
	Select the comments action in the smart actions menu	mostra menu commenti
Panel interaction	Collapse the side panel	comprimi riquadro
	Expand the Verification panel	amplia riquadro verifica
	Expand the Revisions panel	amplia riquadro revisioni
	Expand the TQA panel	amplia riquadro tqa
	Expand the Filters panel	amplia riquadro filtri
	Expand the Lookups panel	amplia riquadro ricerca
	Expand the Comments panel	amplia riquadro commenti
	Expand the Navigation panel with the Find tab selected	amplia riquadro trova

Area	Action	Command
	Expand the Navigation panel with the Replace tab selected	amplia riquadro sostituisci
Track Changes	Enable the Track Changes functionality	abilita revisioni
	Disable the Track Changes functionality	disabilita revisioni
Revisions (only if the Revisions panel is expanded)	Accept all the revisions in the current document	accetta tutte le revisioni
	Reject all the revisions in the current document	rifiuta tutte le revisioni
	Move to the next revision	revisione successiva
	Return to the previous revision	revisione precedente
	Accept the currently selected revision	accetta
	Reject the currently selected revision	rifiuta
Verification messages (only if the Verification panel is expanded)	Move to the next verification message	messaggio successivo
	Return to the previous verification message	messaggio precedente
	Ignore the active verification message	ignora
Comments (only if the Comments panel is expanded)	Move to the next comment	commento successivo
	Return to the previous comment	commento precedente
	Delete the currently selected comment	elimina commento
	Edit the currently selected comment	modifica commento

Special commands

Command	Description
letterale	Use before another command to insert that command as text instead of executing it

Dictation commands for Japanese

A list of commands that you can use for dictation when working with files whose target language is set to Japanese.

Area	Action	Command
	Turn off dictation	ディクテーションを停止
Punctuation	Insert a period (.)	ピリオド
	Insert a comma (,)	コンマ
	Insert an exclamation mark (!)	感嘆符
	Insert a question mark (?)	疑問符
	Insert a hyphen (-)	ハイフン
	Insert an em dash (—)	エムダッシュ
	Insert an en dash (–)	エヌダッシュ
	Insert a colon (:)	コロソ
Special characters	Insert a semicolon (;)	セミコロソ
	Insert a pair of single quotation marks (")	一重引用符
	Insert a new line	改行
	Insert a tab	タブ
	Insert a space	スペース
	Insert a non-breaking hyphen	固定ハイフン
	Insert an optional hyphen	任意指定のハイフン
	Insert a non-breaking space	固定スペース
	Insert a copyright symbol (©)	著作権記号
	Insert a registered symbol (®)	登録商標記号
	Insert a trademark symbol (™)	商標記号
	Insert a euro symbol (€)	ユーロ記号
	Insert a pound symbol (£)	ポンド記号
	Insert a pair of German quotation marks („")	ドイツ語の引用符
	Insert a pair of English quotation marks ("")	英語の引用符

Area	Action	Command
	Insert a pair of angular quotation marks (« »)	フランス語の引用符
	Insert an apostrophe (')	アポストロフィ
	Insert a micro symbol (μ)	マイクロ記号
	Insert an approximation symbol (\approx)	アプロクシメトリ
	Insert a tilde (~)	チルダ
	Insert a not equal symbol (\neq)	ノットイコール
	Insert a degree symbol ($^{\circ}$)	度記号
	Insert a less than or equal symbol (\leq)	小なりイコール
	Insert a greater than or equal symbol (\geq)	大なりイコール
	Insert a lowercase alpha symbol (α)	小文字アルファ記号
	Insert a lowercase beta symbol (β)	小文字ベータ記号
	Insert a capital delta symbol (Δ)	大文字デルタ記号
	Insert a lowercase gamma symbol (γ)	小文字ガンマ記号
	Insert a lowercase pi symbol (π)	小文字パイ記号
	Insert a plus or minus symbol (\pm)	プラマイ記号
	Insert a sum symbol (Σ)	シグマ記号
	Insert a multiplication symbol (\times)	かける記号
	Insert an infinite symbol (∞)	無限大記号
	Insert a slash (/)	スラッシュ
	Insert a backslash (\)	バックスラッシュ
	Insert an at sign (@)	アットマーク
	Insert a percentage character (%)	パーセント記号
	Insert a round opening bracket	かっこ開く
	Insert a round closing bracket	かっこ閉じる

Area	Action	Command
	Insert an opening square bracket ([)	角カッコ開く
	Insert a closing square bracket (])	角カッコ閉じる
	Insert an opening angle bracket (<)	山カッコ開く
	Insert a closing angle bracket (>)	山カッコ閉じる
	Insert an underscore symbol (_)	アンダースコア
	Insert an equal sign (=)	イコール記号
	Insert an asterisk (*)	アスタリスク
Selection and segment editing	Select the content of the entire segment	すべて選択
	Select the word after the caret	次の単語を選択
	Select the word before the caret	前の単語を選択
	Select the character after the caret	次の文字を選択
	Select the character before the caret	前の文字を選択
	Remove the selection by using backspace	バックスペース
	Remove the selection by using delete	削除
	Clear (unselect) any selected characters or text	選択をクリア
	Remove the character before the caret (when no text is selected)	バックスペース
	Remove the character after the caret (when no text is selected)	削除
Navigation	Move the caret to the start of the segment	最初に移動
	Move the caret to the end of the segment	最後に移動
	Go to the next segment	次の分節に移動
	Return to the previous segment	前の分節に移動

Area	Action	Command
	Move the caret forwards by one character	ひと文字前に移動
	Move the caret backwards by one character	ひと文字後ろに移動
	Scroll up the workspace	上にスクロール
	Scroll down the workspace	下にスクロール
	Select the Page up key	前のページ
	Select the Page down key	次のページ
	Select the Home key	ホームキー
	Select the End key	エンドキー
Copying and pasting	Copy the currently selected content	それをコピー
	Paste the cut or copied content	それを貼り付け
	Cut the currently selected content	それを切り取り
Formatting	Apply bold formatting	太字の適用
	Apply italic formatting	斜体の適用
	Apply underline formatting	下線の適用
	Apply strikethrough formatting	取り消し線の適用
	Apply subscript formatting	下付き文字の適用
	Apply superscript formatting	上付き文字の適用
	Apply small caps formatting	小文字の適用
	Show whitespace characters	空白文字を表示
	Hide whitespace characters	空白文字を非表示
	Remove all the tags from the current selection	書式をクリア
	Remove all the tags from the entire segment	すべての書式をクリア
Undo and redo	Undo the last action	それを元に戻す
	Redo the last action	それをやり直す
Segment actions and confirmation	Clear the content of the active target segment	分節のクリア
	Copy the source content to the active target segment	原文をコピー
	Lock the active segment	分節のロック

Area	Action	Command
	Unlock the active segment	分節のロック解除
	Confirm the active segment and move to the next unconfirmed segment	確定
	Confirm the active segment and move to the next segment, regardless of its status	確定して次
	Confirm the active segment and do not move to the next segment	確定して移動しない
	Add the active segment as a new translation unit into the translation memory	新しい翻訳単位
	Set the status of the active segment to Sign-off Rejected. Only available to certain users.	リリース却下
Smart actions	Open the smart actions menu	スマートアクションを表示
	Select the insert tags action in the smart actions menu	タグメニューを表示
	Select the terminology action in the smart actions menu	用語メニューを表示
	Select the fragment matches action in the smart actions menu	フラグメントメニューを表示
	Select the placeables action in the smart actions menu	固定要素メニューを表示
	Select the TQA action in the smart actions menu	品質評価メニューを表示
	Select the comments action in the smart actions menu	コメントメニューを表示
Panel interaction	Collapse the side panel	サイドパネルを非表示
	Expand the Verification panel	検証パネルを表示
	Expand the Revisions panel	変更履歴パネルを表示
	Expand the TQA panel	品質評価パネルを表示
	Expand the Filters panel	フィルタパネルを表示
	Expand the Lookups panel	ルックアップパネルを表示
	Expand the Comments panel	コメントパネルを表示

Area	Action	Command
	Expand the Navigation panel with the Find tab selected	検索パネルを表示
	Expand the Navigation panel with the Replace tab selected	置換パネルを表示
Track Changes	Enable the Track Changes functionality	変更履歴有効
	Disable the Track Changes functionality	変更履歴無効
Revisions (only if the Revisions panel is expanded)	Accept all the revisions in the current document	変更をすべて反映
	Reject all the revisions in the current document	変更をすべて拒否
	Move to the next revision	次の変更
	Return to the previous revision	前の変更
	Accept the currently selected revision	これを反映
	Reject the currently selected revision	これを拒否
Verification messages (only if the Verification panel is expanded)	Move to the next verification message	次のメッセージ
	Return to the previous verification message	前のメッセージ
	Ignore the active verification message	これを無視
Comments (only if the Comments panel is expanded)	Move to the next comment	次のコメント
	Return to the previous comment	前のコメント
	Delete the currently selected comment	これを削除
	Edit the currently selected comment	これを編集

Special commands

Command	Description
リテラル	Use before another command to insert that command as text instead of executing it

Dictation commands for Romanian

A list of commands that you can use for dictation when working with files whose target language is set to Romanian.

Area	Action	Command
	Turn off dictation	opreste dictarea
	Select the last text inserted by using dictation	selectează ultimul text
Punctuation	Insert a period (.)	punct
	Insert a comma (,)	virgulă
	Insert an exclamation mark (!)	semnul exclamării
	Insert a question mark (?)	semnul întrebării
	Insert a hyphen (-)	cratimă
	Insert an em dash (—)	linie de dialog
	Insert an en dash (–)	linie de pauză
	Insert a colon (:)	două puncte
	Insert a semicolon (;)	punct si virgulă
Special characters	Insert a pair of single quotation marks (")	ghilimele simple
	Insert a new line	linie nouă
	Insert a tab	tab
	Insert a space	spatiu
	Insert a non-breaking hyphen	cratimă fără pauză
	Insert an optional hyphen	cratimă opțională
	Insert a non-breaking space	spatiu fără pauză
	Insert a copyright symbol (©)	simbol drepturile de autor
	Insert a registered symbol (®)	simbol marcă înregistrată

Area	Action	Command
	Insert a trademark symbol (™)	simbol marcă comercială
	Insert a euro symbol (€)	simbol euro
	Insert a pound symbol (£)	simbol liră
	Insert a pair of German quotation marks („")	ghilimele germane
	Insert a pair of English quotation marks ("")	ghilimele englezesti
	Insert a pair of angular quotation marks (« »)	ghilimele frantuzesti
	Insert an apostrophe (')	apostrof
	Insert a micro symbol (μ)	simbol micro
	Insert an approximation symbol (≈)	simbol aproximativ
	Insert a tilde (~)	simbol tildă
	Insert a not equal symbol (≠)	simbol diferit
	Insert a degree symbol (°)	simbol grad
	Insert a less than or equal symbol (≤)	simbol mai mic sau egal
	Insert a greater than or equal symbol (≥)	simbol mai mare sau egal
	Insert a lowercase alpha symbol (α)	simbol alfa
	Insert a lowercase beta symbol (β)	simbol beta
	Insert a capital delta symbol (Δ)	simbol delta
	Insert a lowercase gamma symbol (γ)	simbol gama
	Insert a lowercase pi symbol (π)	simbol pi
	Insert a plus or minus symbol (±)	simbol plus sau minus
	Insert a sum symbol (Σ)	simbol sumă
	Insert a multiplication symbol (×)	simbol înmultire
	Insert an infinite symbol (∞)	simbol infinit
	Insert a slash (/)	slash

Area	Action	Command
	Insert a backslash (\)	backslash
	Insert an at sign (@)	a rond
	Insert a percentage character (%)	procent
	Insert a round opening bracket	paranteză deschisă
	Insert a round closing bracket	paranteză închisă
	Insert an opening square bracket ([)	paranteză dreaptă deschisă
	Insert a closing square bracket (])	paranteză dreaptă închisă
	Insert an opening angle bracket (<)	paranteză unghiulară deschisă
	Insert a closing angle bracket (>)	paranteză unghiulară închisă
	Insert an underscore symbol (_)	bară jos
	Insert an equal sign (=)	egal
	Insert an asterisk (*)	asterisc
Selection and segment editing	Select the content of the entire segment	selectează tot
	Select the word after the caret	selectează cuvântul următor
	Select the word before the caret	selectează cuvântul precedent
	Select the character after the caret	selectează caracterul următor
	Select the character before the caret	selectează caracterul precedent
	Remove the selection by using backspace	backspace
	Remove the selection by using delete	sterge
	Clear (unselect) any selected characters or text	sterge selectia
	Remove the character before the caret (when no text is selected)	backspace
	Remove the character after the caret (when no text is selected)	sterge

Area	Action	Command
Navigation	Move the caret to the start of the segment	mergi la început
	Move the caret to the end of the segment	mergi la final
	Go to the next segment	mergi la segmentul următor
	Return to the previous segment	mergi la segmentul precedent
	Move the caret forwards by one character	mergi înainte
	Move the caret backwards by one character	mergi înapoi
	Scroll up the workspace	derulează în sus
	Scroll down the workspace	derulează în jos
	Select the Page up key	pagină sus
	Select the Page down key	pagină jos
	Select the Home key	acasă
	Select the End key	final
Copying and pasting	Copy the currently selected content	copiază
	Paste the cut or copied content	lipește
	Cut the currently selected content	taie
Formatting	Apply bold formatting	aplică bold
	Apply italic formatting	aplică italic
	Apply underline formatting	aplică subliniere
	Apply strikethrough formatting	aplică tăiere text
	Apply subscript formatting	aplică indice
	Apply superscript formatting	aplică exponent
	Apply small caps formatting	aplică litere mici
	Show whitespace characters	arată spațiile libere
	Hide whitespace characters	ascunde spațiile libere
	Remove all the tags from the current selection	sterge formatarea
	Remove all the tags from the entire segment	sterge toată formatarea

Area	Action	Command
Undo and redo	Undo the last action	anulează
	Redo the last action	reface
Segment actions and confirmation	Clear the content of the active target segment	sterge segmentul
	Copy the source content to the active target segment	copiază sursa
	Lock the active segment	blochează segmentul
	Unlock the active segment	deblochează segmentul
	Confirm the active segment and move to the next unconfirmed segment	confirmă
	Confirm the active segment and move to the next segment, regardless of its status	confirmă și mergi la următorul
	Confirm the active segment and do not move to the next segment	confirmă și stai
	Add the active segment as a new translation unit into the translation memory	memorează segmentul
	Set the status of the active segment to Sign-off Rejected. Only available to certain users.	refuză segmentul
Smart actions	Open the smart actions menu	arată acțiuni inteligente
	Select the insert tags action in the smart actions menu	afisează meniul de etichete
	Select the terminology action in the smart actions menu	afisează meniul de termeni
	Select the fragment matches action in the smart actions menu	afisează meniul de fragmente
	Select the placeables action in the smart actions menu	afisează meniul de opțiuni
	Select the TQA action in the smart actions menu	afisează meniul de evaluare a calității
	Select the comments action in the smart actions menu	afisează meniul de comentarii
Panel interaction	Collapse the side panel	închide panoul lateral
	Expand the Verification panel	deschide panoul de verificare

Area	Action	Command
	Expand the Revisions panel	deschide panoul de revizie
	Expand the TQA panel	deschide panoul de evaluare a calității
	Expand the Filters panel	deschide panoul de filtre
	Expand the Lookups panel	deschide panoul de căutări
	Expand the Comments panel	deschide panoul de comentarii
	Expand the Navigation panel with the Find tab selected	deschide panoul de căutare
	Expand the Navigation panel with the Replace tab selected	deschide panoul de înlocuire
Track Changes	Enable the Track Changes functionality	activează track changes
	Disable the Track Changes functionality	dezactivează track changes
Revisions (only if the Revisions panel is expanded)	Accept all the revisions in the current document	acceptă toate modificările
	Reject all the revisions in the current document	refuză toate modificările
	Move to the next revision	modificarea următoare
	Return to the previous revision	modificarea precedentă
	Accept the currently selected revision	acceptă modificarea
	Reject the currently selected revision	refuză modificarea
Verification messages (only if the Verification panel is expanded)	Move to the next verification message	mesajul următor
	Return to the previous verification message	mesajul precedent
	Ignore the active verification message	ignoră mesajul
Comments (only if the Comments panel is expanded)	Move to the next comment	comentariul următor
	Return to the previous comment	comentariul precedent
	Delete the currently selected comment	sterge comentariul

Area	Action	Command
	Edit the currently selected comment	editează comentariul

Special commands

Command	Description
literal	Use before another command to insert that command as text instead of executing it

Dictation commands for Spanish

A list of commands that you can use for dictation when working with files whose target language is set to Spanish.

Area	Action	Command
	Turn off dictation	parar dictado
	Select the last text inserted by using dictation	seleccione el último
Punctuation	Insert a period (.)	punto
	Insert a comma (,)	coma
	Insert an exclamation mark (!)	signo de exclamación
	Insert a question mark (?)	signo de interrogación
	Insert a hyphen (-)	guion
	Insert an em dash (—)	guion largo
	Insert an en dash (–)	guion corto
	Insert a colon (:)	dos puntos
	Insert a semicolon (;)	punto y coma
Special characters	Insert a pair of single quotation marks (")	comilla simple
	Insert a new line	nueva línea
	Insert a tab	tabulación
	Insert a space	espacio
	Insert a non-breaking hyphen	guion sin salto
	Insert an optional hyphen	guion opcional

Area	Action	Command
	Insert a non-breaking space	espacio sin salto
	Insert a copyright symbol (©)	símbolo copyright
	Insert a registered symbol (®)	símbolo registrado
	Insert a trademark symbol (™)	símbolo marca registrada
	Insert a euro symbol (€)	símbolo euro
	Insert a pound symbol (£)	símbolo libra
	Insert a pair of German quotation marks („“)	comillas alemanas
	Insert a pair of English quotation marks ("")	comillas inglesas
	Insert a pair of angular quotation marks (« »)	comillas españolas
	Insert an apostrophe (')	apóstrofo
	Insert a micro symbol (μ)	símbolo micro
	Insert an approximation symbol (≈)	símbolo aproximadamente
	Insert a tilde (~)	símbolo tilde
	Insert a not equal symbol (≠)	símbolo no igual
	Insert a degree symbol (°)	símbolo grado
	Insert a less than or equal symbol (≤)	símbolo menor o igual que
	Insert a greater than or equal symbol (≥)	símbolo mayor o igual que
	Insert a lowercase alpha symbol (α)	símbolo alfa minúscula
	Insert a lowercase beta symbol (β)	símbolo beta minúscula
	Insert a capital delta symbol (Δ)	símbolo delta mayúscula
	Insert a lowercase gamma symbol (γ)	símbolo gamma minúscula
	Insert a lowercase pi symbol (π)	símbolo pi minúscula
	Insert a plus or minus symbol (±)	símbolo más menos
	Insert a sum symbol (Σ)	símbolo suma

Area	Action	Command
	Insert a multiplication symbol (×)	símbolo multiplicación
	Insert an infinite symbol (∞)	símbolo infinito
	Insert inverted question mark (¿). Spanish only.	signo de interrogación de apertura
	Insert inverted exclamation mark (!). Spanish only.	signo de exclamación de apertura
	Insert a slash (/)	barra diagonal
	Insert a backslash (\)	barra diagonal inversa
	Insert an at sign (@)	arroba
	Insert a percentage character (%)	porcentaje
	Insert a round opening bracket	abrir paréntesis
	Insert a round closing bracket	cerrar paréntesis
	Insert an opening square bracket ([)	abrir corchete
	Insert a closing square bracket (])	cerrar corchete
	Insert an opening angle bracket (<)	abrir corchete angular
	Insert a closing angle bracket (>)	cerrar corchete angular
	Insert an underscore symbol (_)	guion bajo
	Insert an equal sign (=)	igual
	Insert an asterisk (*)	asterisco
Selection and segment editing	Select the content of the entire segment	seleccionar todo
	Select the word after the caret	seleccionar la palabra siguiente
	Select the word before the caret	seleccionar la palabra anterior
	Select the character after the caret	seleccionar siguiente
	Select the character before the caret	seleccionar anterior
	Remove the selection by using backspace	retroceso

Area	Action	Command
	Remove the selection by using delete	eliminar
	Clear (unselect) any selected characters or text	borrar selección
	Remove the character before the caret (when no text is selected)	retroceso
	Remove the character after the caret (when no text is selected)	eliminar
Navigation	Move the caret to the start of the segment	ir al principio
	Move the caret to the end of the segment	ir al final
	Go to the next segment	ir al segmento siguiente
	Return to the previous segment	ir al segmento anterior
	Move the caret forwards by one character	avanzar
	Move the caret backwards by one character	retroceder
	Scroll up the workspace	desplazar hacia arriba
	Scroll down the workspace	desplazar hacia abajo
	Select the Page up key	retroceder página
	Select the Page down key	avanzar página
	Select the Home key	inicio
	Select the End key	fin
Copying and pasting	Copy the currently selected content	copiar eso
	Paste the cut or copied content	pegar eso
	Cut the currently selected content	cortar eso
Formatting	Apply bold formatting	aplicar negrita
	Apply italic formatting	aplicar cursiva
	Apply underline formatting	aplicar subrayado
	Apply strikethrough formatting	aplicar tachado
	Apply subscript formatting	aplicar subíndice

Area	Action	Command
	Apply superscript formatting	aplicar superíndice
	Apply small caps formatting	aplicar versales
	Show whitespace characters	mostrar espacios en blanco
	Hide whitespace characters	ocultar espacios en blanco
	Remove all the tags from the current selection	borrar formato
	Remove all the tags from the entire segment	borrar todo el formato
Undo and redo	Undo the last action	deshacer eso
	Redo the last action	rehacer eso
Segment actions and confirmation	Clear the content of the active target segment	borrar texto de destino
	Copy the source content to the active target segment	copiar texto de origen
	Lock the active segment	bloquear segmento
	Unlock the active segment	desbloquear segmento
	Confirm the active segment and move to the next unconfirmed segment	confirmar
	Confirm the active segment and move to the next segment, regardless of its status	confirmar y siguiente
	Confirm the active segment and do not move to the next segment	confirmar y quedarse
	Add the active segment as a new translation unit into the translation memory	nueva unidad de traducción
	Set the status of the active segment to Sign-off Rejected. Only available to certain users.	rechazar segmento
Smart actions	Open the smart actions menu	mostrar acciones inteligentes
	Select the insert tags action in the smart actions menu	mostrar menú de etiquetas
	Select the terminology action in the smart actions menu	mostrar menú de términos
	Select the fragment matches action in the smart actions menu	mostrar menú de fragmentos

Area	Action	Command
	Select the placeables action in the smart actions menu	mostrar menú de variables
	Select the TQA action in the smart actions menu	mostrar menú de evaluación de calidad
	Select the comments action in the smart actions menu	mostrar menú de comentarios
Panel interaction	Collapse the side panel	contraer panel lateral
	Expand the Verification panel	expandir panel de verificación
	Expand the Revisions panel	expandir panel de revisiones
	Expand the TQA panel	expandir panel de evaluación de calidad
	Expand the Filters panel	expandir panel de filtros
	Expand the Lookups panel	expandir panel de búsquedas
	Expand the Comments panel	expandir panel de comentarios
	Expand the Navigation panel with the Find tab selected	expandir panel buscar
	Expand the Navigation panel with the Replace tab selected	expandir panel reemplazar
Track Changes	Enable the Track Changes functionality	activar control de cambios
	Disable the Track Changes functionality	desactivar control de cambios
Revisions (only if the Revisions panel is expanded)	Accept all the revisions in the current document	aceptar todas las revisiones
	Reject all the revisions in the current document	rechazar todas las revisiones
	Move to the next revision	revisión siguiente
	Return to the previous revision	revisión anterior
	Accept the currently selected revision	aceptar esto
	Reject the currently selected revision	rechazar esto
Verification messages (only if the Verification panel is expanded)	Move to the next verification message	mensaje siguiente

Area	Action	Command
	Return to the previous verification message	mensaje anterior
	Ignore the active verification message	ignorar esto
Comments (only if the Comments panel is expanded)	Move to the next comment	comentario siguiente
	Return to the previous comment	comentario anterior
	Delete the currently selected comment	eliminar esto
	Edit the currently selected comment	editar esto

Special commands

Command	Description
literal	Use before another command to insert that command as text instead of executing it

Translating content

You can translate content in Online Editor using the translation resources (TMs, terminology, MT) originating in the application Online Editor integrates with.

Online Editor can integrate with: Trados Studio, Trados GroupShare, Managed Translation, WorldServer, cloud products (Trados Enterprise, Trados Team, Trados Studio cloud capabilities).

Copying source content to target segments

If a source segment contains long numbers or other characters which are easily mistyped, you can copy the entire content of a source segment into the target segment and translate around those characters. Do the same if the segment translation is the same in both the source and in the target language.

About this task

You can copy a source segment or all the source content.

Procedure

1. Open the appropriate file in Online Editor.
2. Select the target segment to which you want to copy source content.
3. On the **Home** tab, in the **Segments** group, do one of the following:
 - To copy source content only to that particular target segment, select **Copy Source to Target > Copy Source to Target**.

Note: If the segment already contains some content, the source content overwrites the current content in the target segment. If the segment has already been confirmed, the source content also overwrites the current content and the status of the segment is changed to **Draft**.

- To copy all the content in the source segments to all the target segments, select **Copy Source to Target > Copy All Source to Target**.

Note: When copying all the source content, the content is added only to empty segments that have the **Draft** or the **Not Translated** status and that are not locked.

Source content copying for segments with revisions

Several changes are made to the information in target segments if you copy source content to target segments that already contain revisions made with Track Changes.

In target segments, when copying source content:

- All the revisions (insertions and deletions) are accepted and the resulting text is displayed as a deleted revision.
- The source content is copied as an inserted revision.
- The revisions made to the source content are accepted and displayed as plain text.
- The comments inserted in the source content are displayed as plain text.
- The deleted comments (from the source content) is not displayed at all.

Modifying source segments

If some of the source segments you are working on contain mistakes, you can modify them and correct the mistakes.

About this task

Modify source segments only after you get confirmation from your customer.

Procedure

1. Open the appropriate file in Online Editor.
2. Select the target area of the source segment that you want to modify.
3. On the **Home** tab, in the **Segments** group, select **Other Actions > Edit Source**.
4. Make the necessary changes in the source segment, and then select another target row.

Results

Your changes are saved automatically.

Copying content in target segments

If copying content to and from source segments is disabled, you can still copy external content to target segments.

Splitting segments

If the initial segmentation of a file contains source segments that are too long (perhaps as a result of improper formatting in the source text) and that should be split, you can correct the segmentation and split the segments.

Before you begin

The project which the file belongs to must have the **Allow editing of source text in segments** setting enabled.

About this task

Changing the initial segmentation of a file may affect the matches delivered by a translation memory, because the segmentation in the translation memory might become different from the one in the file. You can revert to the initial segmentation of a split segment by merging it.

Procedure

1. Open the appropriate file in Online Editor.
2. Select the target area of the segment that you want to split.
3. On the **Home** tab, in the **Segments** group, select **Other Actions > Edit Source**.
4. In the source segment, click in front of the word that should start the next segment.
5. Select **Other Actions > Split Segment**.

Results

The segment is split. If the segment already has a translation, that translation is now placed in the first split segment.

Merging segments

If the initial segmentation of a file contains source segments that were split unnaturally (perhaps as a result of improper formatting in the source text) and that should be merged, you can correct the segmentation and merge the segments.

Before you begin

The project which the file belongs to must have the **Allow editing of source text in segments** setting enabled.

About this task

You can only merge consecutive segments that are part of the same paragraph.

Procedure

1. Open the appropriate file in Online Editor.
2. Select the target area of the segment that you want to merge.
3. On the **Home** tab, in the **Segments** group, select **Other Actions > Edit Source**.
4. Click inside the first source segment you want merged with a consecutive segment.
5. On the **Home** tab, in the **Segments** group, select **Other Actions > Merge Segments**.

Results

The two segments are merged, along with their translations (if available).

Formatting segments

When working with segments, you can perform multiple actions to make sure that the formatting in your target text is consistent with the one in the source text.

These actions include:

- Viewing white spaces in both the source and the target text
- Viewing formatting tags in both the source and the target text
- Copying formatting from the source text to the target text
- Copying tag pairs
- Changing the capitalization of a selected fragment
- Clearing the formatting of a selected fragment or of the entire target text

Viewing white spaces and other non-printing characters

Viewing white spaces is particularly useful if you want to remove unnecessary non-printing characters from your text.

Procedure

1. Open the appropriate file in Online Editor.
2. On the **Home** tab, in the **Formatting** group, select **Show Whitespaces**.

Viewing formatting tags

By viewing formatting tags, you can see information about how source segments are formatted. This is also useful if you want to copy tag pairs from the source segment to the target segment.

Procedure

1. Open the appropriate file in Online Editor.
2. On the **View** tab, in the **Tags** group, select **Show Formatting Tags**.

Options for displaying tags

In Online Editor, you can choose between multiple ways of having tags displayed.

The following options are available on the **View** tab, in the **Tags** group, in the **Show Tag Details** list:

- **No Tag Text** – If you choose this option, no text is displayed within tags. To see the entire content of a tag, place the cursor over it.
- **Partial Tag Text** – If you choose this option, text is displayed only partially within tags. To see the entire content of a tag, place the cursor over it.
- **Full Tag Text** – If you choose this option, all the available content is displayed within tags.
- **Tag Id** – If you choose this option, only IDs are displayed within tags. Tag IDs are unique identifiers assigned automatically to each tag pair and placeholder tag in the asset. To see the entire content of a tag, place the cursor over it.

Copying formatting from the source text to the target text

If you prefer to format segments only after you have translated them, you can do so more quickly by copying formatting from the source text directly to fragments of the target text.

Procedure

1. Open the appropriate file in Online Editor.
2. In a target segment of your choice, select the text to which you want to copy source formatting.
3. On the **Home** tab, in the **Formatting** group, select **Apply Formatting**.
4. In the source text, select the formatting you want to apply to the selected target text.

Copying tag pairs

If you prefer to format target segments before you translate them, copying tag pairs from the source text to the target text helps you to be more efficient.

Procedure

1. Open the appropriate file in Online Editor.
2. In a target segment of your choice, click the place where you want to copy a tag pair.
3. Select Ctrl+Comma, and then, in the list, select the tag pair that you want to add.

What to do next

Write the appropriate content inside the newly copied tag pair.

Clearing segment formatting

You can remove the formatting from an entire target segment or only from a part of it if that target segment no longer needs to contain the same formatting tags as its corresponding source segment.

Procedure

1. Open the appropriate file in Online Editor.
2. Do one of the following:
 - To clear the formatting of a certain part of a target segment, select the part whose formatting you want to clear, and then, on the **Home** tab, in the **Formatting** group, select **Clear Formatting > Clear Formatting**.
 - To clear all the formatting of an entire target segment, select the segment whose formatting you want to clear, and then, on the **Home** tab, in the **Formatting** group, select **Clear Formatting > Clear All Formatting**.

Inserting symbols and special characters

If your translation needs to contain symbols and special characters, you can insert them directly from the Online Editor user interface. These include em dashes (—), en dashes (–), copyright (©) and trademark (™) symbols, as well as various types of quotation marks.

Procedure

1. Open the appropriate file in Online Editor.
2. In the target segment, click the place where you want to add a symbol or a special character.
3. On the **Home** tab, in the **Insert characters** group, select the symbol or the special character that you want to add. Select **Insert Symbols** to access even more symbols.

Overwriting content in segments

If you copy the content of source segments to target segments, you do not need to delete all the copied content when you start translating; you can simply overwrite it.

Enable Overwrite mode

To turn on content overwriting, click the segment whose content you want to overwrite and press Insert.

What does Overwrite mode do?

- Overwrite writes over existing text when you start typing.
- Overwrite inserts revisions if **Track Changes** is enabled.

What doesn't Overwrite do?

- Overwrite does not affect locked content.
- Overwrite does not affect revision content if **Track Changes** is disabled.

Clearing the content of target segments

You can remove the entire content of a target segment, regardless of whether it contains revisions or not, and then start translating again from scratch.

Procedure

1. Open the appropriate file in Online Editor.
2. Select the target segment whose content you want to clear.
3. On the **Home** tab, in the **Segments** group, do one of the following:
 - To clear the content of that particular segment, select **Clear Target > Clear Target** or Alt+Delete.
 - To clear the content of all the segments having the Draft status, select **Clear Target > Clear Draft Segments** or Alt+Shift+Delete.

The TU status changes to **Not Translated**.

Working with translation memories and terminology

Keeping previously translated content in translation memories and enforcing terminology are best practices for reusing content and reducing translation costs.

Performing concordance searches in the translation memory

When you perform a concordance search, you search through a translation memory (TM) for words or fragments within translation units (TUs).

About this task

Procedure

1. Open the appropriate file in Online Editor.

If you have the required permissions, the **Lookups**  panel is displayed on the right side of the screen.

2. Select the target area of the segment for which you want to find translations and press F3.

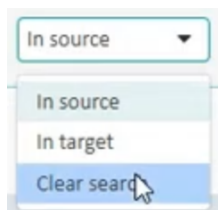
The translations available for that segment are displayed in the **Lookups** panel, along with their corresponding scores.

Tip: In the lower part of each entry, you can view details such as the date and time when they were added to the translation memory.

3. In the search box, enter a word, and select whether you want to search for it in the source text or in the target text. Press Enter.

Note: To get the best results, make sure that you enter the entire word that you want to search for, not just a part of it. For example, enter `office` instead of `offic`.

You can also clear your search history by selecting **Clear search** in the list:



Results

The results are displayed in the **Lookups** panel.


Viewing differences between translation memory matches

In Online Editor, you can use the Alternative view to see the differences between source segments and their fuzzy matches from the translation memory. These differences have to do with words or characters that are either included in source segments, but missing from their matches or vice versa.

Procedure

1. Open the appropriate file in Online Editor.
2. Select the target row of the segment for which you want to view differences between matches.
3. On the **View** tab, in the **Lookups** group, select **Alternative view**.

Results

The differences between the source segment and its matches in the translation memory are highlighted in the **Lookups**  pane.

Consulting details for translation memory lookups

You can consult the details of a translation memory (TM) lookup in the **Lookups** panel: the content, the match percentage, the TM it is part of, the fields, the person who added the translation unit (TU) and the time it was added.

Procedure

1. Open the appropriate file in Online Editor.
2. Select a segment.
3. In the **Lookups** panel, consult the available matches. Each match (TU) consists of:
 - the actual text
 - the match percentage
 - the TM it is part of
 - the fields
 - the person who added the TU
 - the time the TU was added

Blurring or hiding unfiltered translations

If you start translating a segment and you want to see whether there are translations in the translation memory that start with the text you entered, you can do so by blurring or hiding the translations that do not match that text.

Procedure

1. Open the appropriate file in Online Editor.
2. Enter some text in the target segment of your choice.
3. While searching for translation memory matches, on the **View** tab, in the **Lookups** group, do one of the following:
 - To blur the translations that do not start with that text, select **Filter Lookups > Blur mismatches**.
 - To hide the translations that do not start with that text, select **Filter Lookups > Hide mismatches**.
 - To see all the available translations for that segment, select **Filter Lookups > Show All**.

Applying translations


You can apply the results retrieved from the TMs (translation memories) included in your project to the target segment. Context matches, 100% matches, and fuzzy matches are applied automatically to target segments when you select these target segments.

About this task

The TM, terminology, and MT (if applicable) results are available in the **Lookups** panel.

If your TM contains multiple translations for the same segment, you can choose which one to apply.

Procedure

1. Open the appropriate file in Online Editor.
2. Select the target segment to which you want to apply an existing translation. The available translations are automatically displayed in the **Lookups**  panel.
3. Do one of the following:
 - Select the segment you want to edit. From the **Lookups** panel, double-click the translation you want to apply or press Ctrl+Shift+A. Note that fragment matches are highlighted in yellow.

Tip: Suggestions can include full matches, fragment matches or terms. Fragment matches are marked with a vertical yellow line, while terms are marked with a vertical red line.

Tip: Alternatively, you can press Ctrl+<digit>, where <digit> represents the order of that particular translation in the **Lookups** panel. For example, press Ctrl+1 to apply the first translation from the **Lookups** panel or Ctrl+9 to apply the ninth one.

- Edit the target segment. When AutoSuggest detects already translated content, a box is displayed below the segment you are editing. Use the key arrows to navigate the suggestions. Choose a suggestion and either press Enter or double-click it.

Results

The translation is applied to the target segment. Until you confirm it, the target segment has the **Draft** status.

Applying terminology

You can apply the existing terminology to translate segments in the current file consistently.


About this task


The TM, terminology, and MT (if applicable) results are available in the **Lookups** panel.

If your terminology includes fields, you can check them in the **Lookups** panel, below the actual term.

Procedure

1. Open the appropriate file in Online Editor.

In the workspace, recognized terms are marked with a red line above their corresponding words. Also, if you have the required permissions, the **Lookups** () panel is displayed on the right side of the screen.

2. Select a term and check its translated versions in the **Lookups** panel, under **Terms**. At this point, you can:
 - Select the  icon next to a term to open that term in the terminology editor. Thus, you can edit the term and make changes to the termbase directly from Online Editor.
 - Apply the most suitable entry by double-clicking it in the **Lookups** pane.

Tip: When AutoSuggest detects existing terminology, a box is displayed below the segment you are editing. Use the key arrows to navigate the suggestions. Choose a suggestion and either press Enter or double-click it.

Note: Terms marked as **Forbidden** are not available as part of smart actions. **Forbidden** terms can only be consulted in the **Lookups** pane for reference purposes.

Results

The terminology is applied to the target segment. Until you confirm it, the target segment has the **Draft** status.

Using smart actions




Smart actions are actions designed to boost your productivity while updating target segment in Online Editor. These actions include adding terms to a termbase and inserting tags, placeables, terms, or fragment matches.

About this task

Placeables are elements which can be copied from the source segment to the target segment exactly as they are – for example, a phone number or the year in which a book was written. Insert tags and placeables directly from the source text to make sure they are rendered correctly in the final translation.

Fragment matches are parts of previously translated segments that are analyzed and suggested as possible translations in certain parts of the target text.


Procedure

1. Open the appropriate file in Online Editor.
 2. Select a target segment.
If its corresponding source segment contains any tags, placeables, terms, or fragment matches, their corresponding symbols are displayed.
 3. Do one of the following:
 - To add a term to a termbase, select the term that you want to add, and then select **Add term** . In the quick add dialog box, choose the termbase where you want to add the term and whether or not you want to create the term based on an existing entry template. Then, select the rectangle next to the other language  and select the equivalent of the term in the other language. Finally, select **Add term** to add the term directly or **Add and edit term** to edit fields related to that term after adding it to the termbase.
-
- Note:** If the term you are trying to add already exists in the termbase, you have the following options:
- To create a duplicate entry, select **Edit Term**, and then select **Create duplicate entry > Finish**.
 - To merge it with an existing entry, select **Edit Term**, and then select **Merge with existing entry**. Choose the entry you want to merge it with. On the preview screen, consult the details of the merged entry and remove any attributes or attribute values that you do not want to be a part of the merged entry. When finished, select **Finish**.
 - To stop adding it, select **Cancel**. Termbase entries added from Online Editor automatically receive the Draft system status in Trados Enterprise.
-
- To insert a tag into the target segment, select **Insert Tag** , and then select the appropriate tag or tag pair.




Tip: Tags and tag pairs are displayed in the order of their relevance based on your position within the source segment. For example, if a term in the target segment is written in bold and you select its correspondent in the source segment, the bold tag pair will be displayed first. Also, tags and tag pairs which have already been used are displayed last; however, you can select them again if necessary.

Also, you can move tags around in the target segment by using drag-and-drop.


- To insert a placeable into the target segment, select **Insert Placeables** , and then select the appropriate placeable.

Note: Terms marked as **Forbidden** are not available as part of smart actions. **Forbidden** terms can only be consulted in the **Lookups** pane for reference purposes.

In the source segment, placeables are underlined in blue.

- To insert a term into the target segment, select **Terms** , and then select the appropriate term.

In the source segment, terms have a red line above them.

- To insert a fragment match into the target segment, select **Fragment Matches** , and then select the appropriate match.

You can bring up the smart action menu at any time by selecting Ctrl + Comma.

Interpreting translation unit matches and penalties


When you perform translation memory (TM) lookups, the resulting translation units (TUs) are displayed in the Lookups panel together with details such as: match percentage, fields, the person who added the TU to the TM, the date when the TU was added. The match percentage is influenced by the penalty values specified in the main application using Online Editor.

About this task

Match percentages reflect the translation origin of the TU. Matches can have one of the following values:

- **100% Match** - This target segment has been changed by applying a TU, with 100% match, from a TM.
- **Context Match** - This target segment has been changed by applying a TU, with context match, from a TM (the preceding source and target segments are identical).
- **Fuzzy Match** - This target segment was translated by applying a TM match ranging from 1%-99%, and then by editing and confirming the translation. The match is below 100% because one or more penalties were applied.

Procedure

1. Open the appropriate file in Online Editor.
2. Select the target segment to which you want to apply an existing translation. The available translations are automatically displayed in the **Lookups**  panel.
3. Check the TU details: fields, the person who added the TU to the TM, the date when the TU was added.
4. Check the TU match percentage and the applied penalties:
 - Missing formatting
 - Different formatting
 - Multiple translations
 - Auto-localization
 - Text replacement
 - Alignment
 - Character-width difference

Updating existing translation units

While translating, you may find that some translation units (TUs) in your translation memory (TM) contain mistakes. In such cases, you can update the existing TUs in the TM.

Procedure

1. Open the appropriate file in Online Editor.
2. Select the target segment whose translation you want to update.
3. Search for TUs and apply the appropriate translation.
4. Make the necessary changes directly in the target segment.
5. Confirm the translation.

Results

The TU is updated in the TM. These updates are also reflected in the **Lookups**  panel.

Adding translation units

If you confirm a segment, you can add it as a new translation unit (TU) in your TM.

Procedure

1. Open the appropriate file in Online Editor.
2. Select the target segment and edit it.
3. Select **Confirm > Add as new Translation Unit** or press **Ctrl+Shift+U**.

Results

The translation unit is updated in the translation memory. These updates are also reflected in the **Lookups**  panel.

Changing segment statuses

You can change the status of a segment if you want to mark a confirmed segment as Draft or if you want to approve, reject, or sign off translated segments during the review process.

About this task

The available translation statuses are: **Not Translated**, **Draft**, **Translated**, **Translation Rejected**, **Translation Approved**, **Sign-off Rejected**, **Signed Off**. The translation status is indicated by the icon displayed in the **Segment Status** column. When changing the segment status, a new translation origin is created.

The segment statuses do not change in Online Editor in several situations:

- The segment status does not change when you merge segments in Online Editor. The status of the new segment keeps the status of the first segment.
- The segment status does not change when you accept revisions in Online Editor.
- The segment status does not change when you reject revisions in Online Editor.
- The segment status does not change when you add comments to segments in Online Editor.
- The segment status does not change when you update the comments made on segments in Online Editor.
- The segment status does not change when you delete the comments made on segments in Online Editor.
- The segment status does not change when you lock or unlock segments in Online Editor.
- When you clear a target segment, the system automatically marks the segment as having **Draft** status.

Procedure

1. Open the appropriate file in Online Editor.
2. Select the target segment whose status you want to change.
3. On the **Home** tab, in the **Segments** group, select **Change Segment Status**, and then select a new status for the target segment.

Reviewing translated content

You can review translations in Online Editor by managing comments, tracking changes, and using other advanced options.

Reviewing content increases the quality of your translated content.

Revision modes

Whether you are reviewing a translation or integrating reviews in your translation, there are multiple ways in which you can view the revisions made with tracked changes.

Revision modes are especially useful for previewing purposes and have no impact on the actual content of the revisions. For example, if you choose a revision mode that displays changes as accepted, this does not mean that the changes are accepted in the target document, only that they are displayed as such.

You can choose between the following revision modes:

- **Original:** The file is displayed in the workspace with all the revisions rejected.
- **Final:** The file is displayed in the workspace with all the revisions accepted.
- **All Markup:** All the revisions are displayed in the workspace. This mode is selected by default when you enable change tracking.

To choose how revisions are displayed, on the **Review** tab, select **Revision Mode**, and then select the mode of your choice.

Reviewing content with Track Changes

You can track all the changes you make to a text, which is useful especially when reviewing translations.

About this task


Reviewing content increases the quality of your translated content.

Procedure

1. Open the appropriate file in Online Editor.
2. On the **Review** tab, in the **Tracking** group, select **Track Changes**.
3. Edit the segments. If you add something, the word **Inserted** is placed after the user who made the change. If you delete something, the word **Deleted** is placed after the user who made the change.

Results

All the changes you make from this point on are tracked.

You can view all of your changes by selecting the **Revisions**  panel on the right side of the screen. When the file you are working on contains revisions, a small dot is displayed on the **Revisions** button.

Username for tracked changes

If you are logged into cloud, this username is taken from your cloud account name. The cloud account name is generated from the First Name and the Last Name information available on your cloud user profile.


If you are not logged into cloud, Trados Studio uses your Windows username instead. You first set this ID after installing Trados Studio and you can change it at any time from **File > Setup > Users**.

Moving from one revision to another

When you receive a reviewed translation, you can move from one revision to another to make sure that you cover all the revisions before submitting the final translation.

Procedure

1. Open the appropriate file in Online Editor.
2. On the **Review** tab, do one of the following:
 - To filter through the available revisions, choose one of the available options: **All Revisions**, **Source Revisions**, **Target Revisions**, **Current Segment Revisions**.
 - To move to the next segment containing revisions, select **Next**. If you applied a filter, you can navigate only through the filtered content.
 - To move to the previous segment containing revisions, select **Previous**. If you applied a filter, you can navigate only through the filtered content.

Tip: If you select **Next** and **Previous** without any segments being displayed, it means that the file you are working on no longer contains revisions. If your asset still contains revisions, a small dot is displayed next to the **Revisions Panel** button on the right side of the screen: .

Accepting revisions

After you receive a reviewed file, you can directly accept the revisions you agree with.

Procedure

1. Open the appropriate file in Online Editor.
2. Find the revision that you want to accept and select it.
3. On the **Review** tab, in the **Tracking** group, select **Accept**.
4. Optional: To accept all the revisions at once, on the right side of the screen, select the **Revisions** panel, and then select **Accept All**.

Modifying revisions

You can modify your revisions if they are no longer relevant. To modify other users' revisions, you must enable Track Changes first.

Procedure

1. Open the appropriate file in Online Editor.
2. Select the **Revisions** panel.
3. Find the revision that you want to modify.
 - If it is your revision (edited in the current session), edit it.
 - If it is a revision added by another user, go to the **Review** tab, select **Track Changes** to enable it, and then edit the revision. In the **Revisions** panel, check each revision. If you add something, the word **Inserted** is placed after the user who made the change. If you delete something, the word **Deleted** is placed after the user who made the change.

Rejecting revisions

After you receive a reviewed file, you can directly reject the revisions you do not agree with.

Procedure

1. Open the appropriate file in Online Editor.
2. Find the revision that you want to reject and select it.
3. On the **Review** tab, in the **Tracking** group, select **Reject**.
4. Optional: To reject all the revisions at once, on the right side of the screen, select the **Revisions** panel, and then select **Reject All**.

Revision color markup

When multiple users review files collaboratively, the system automatically assigns a color to individual users, so that they can differentiate their comments from the ones introduced by other users.

When users open a file, the system randomly assigns colors to individual users. All revisions made by the same user are marked with the same color.


Working with comments

Comments enable you to offer more context for the changes or revisions you apply to target segments.

Viewing comments

You can view the comments added by all users to a specific file, segment, or selection. When you open a file, segments or selections that have comments are highlighted in yellow.

Procedure

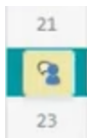
1. Open the appropriate file in Online Editor.
2. On the right side of the screen, select **Comments** .

Results

All the comments are displayed for that file. You can view the specific segment or selection to which each comment applies by selecting the text of the comment. To further filter comments, expand the **Show All** menu, and select the comments of interest according to the available criteria: **Current Segment**, **Segment**, **Selection**, **File**.

Tip: When the file you are working on contains comments, a small dot is displayed on the **Comments** button.


Also, segment-level comments are marked with an icon next to the segment number. For example, in the following image, there is a segment-level comment on segment 22:



Adding comments

By adding comments, you can make suggestions to translators and reviewers and help improve the overall quality of the translation. You can add comments only to target segments.

Procedure

1. Open the appropriate file in Online Editor.
2. On the right side of the screen, select **Comments** .
The **Comments** panel is displayed.
3. In the **Comments** panel, in the text box, enter your comment.
4. Do one of the following:

Scope	Action
Add a comment to the current selection, to the current segment, or to the entire file.	Select a fragment of text in the target segment. You cannot add comments over locked segments. If a segment contains a combination of locked and non-locked content, you can add comments over the latter. After you select a fragment of text, under Applies to select one of the options: Current Selection , Current Segment , or File .
Add a comment to the current segment or to the entire file.	Click anywhere inside a target segment that has text in it, and under Applies to select either Current Segment or File.

Scope	Action
Add a comment to the entire file.	Click anywhere inside an empty target segment, and under Applies to select File.

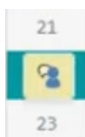
- In the **Severity** list, select the severity level (or importance) of your comment: **Information, Warning, Error**.
- Select **Add**.

Results

If you added a comment to a selection or to a segment, that selection or segment is highlighted. If you select a segment with comments, you can see all the users who added comments for that segment.

Tip: When the file you are working on contains comments, a small dot is displayed on the **Comments** button.


Also, segment-level comments are marked with an icon next to the segment number. For example, in the following image, there is a segment-level comment on segment 22:



Modifying comments

You can modify previously added comments if you feel that they are not clear enough or if you forgot to make an important point about something. You can also modify the severity levels of comments.



Procedure

- Open the appropriate file in Online Editor.
- On the right side of the screen, select **Comments** .
- In the **Comments** panel, find the comment that you want to modify.
- Select the current text of the comment.
- Make changes to the text or to the severity level of the comment.
- Select an area outside the comment to save your changes.

Deleting comments

You can delete comments after their corresponding issues have been solved or if the information in them is no longer relevant.


Procedure

1. Open the appropriate file in Online Editor.
2. On the right side of the screen, select **Comments** .
3. In the **Comments** panel, find the comment that you want to delete.
4. Place your cursor on the comment, go to the end of the comment row, hover over , and then select **Delete Comment**.

Filtering segments

Filtering segments is particularly useful, for example, in making sure that there are no untranslated segments left in a file.

Procedure

1. Open the appropriate file in Online Editor.
2. On the right side of the screen, select **Filters** .
3. In the **Filters** panel, select the **Enable Filters** checkbox.
4. Do one or more of the following:
 - To filter segments according to their status, *origin*, or *origin before adaptation*, expand the **Segment Attributes** node and select the appropriate attributes in the **Status**, **Origin**, and **Origin Before Adaptation** lists.

Tip: The origin of a segment refers to the way in which it was populated—whether by typing a translation manually, copying it from the source segment, or applying a translation unit from a translation memory or from an automated translation server. On the other hand, the origin before adaptation applies to segments which have been changed multiple times and refers to the previous origin of the segment. For example, if a segment was machine-translated initially, but you made a few corrections later on, its current origin is Interactive (you performed the last change by typing a translation manually) and its origin before adaptation is Automatic Translation (the origin before the last change).

The distinction between origin and origin before adaptation is helpful because a new translation origin is created when you change the segment status.

- To filter segments according to the changes suggested during the review phase, expand the **Review** node and select the appropriate check boxes or provide the relevant information:
 - Segments with track changes
 - Segments with verification messages
 - Segments with comments
 - Segments with TQA (quality assessments)
 - Revisions mismatch - This filter displays segments that contain revision mismatches between source and target. More specifically, the filter makes a comparison between the deleted and inserted characters in a segment's source and target. In order for these segments to be displayed in the list, there have to be differences like: the source has two inserted characters and the target one

inserted character, or the source contains a revision and the target does not.

- Revisions from - Specify a start date and an end date.
- Revisions added by - From the list, select the user who performed the revisions.
- To filter locked or unlocked segments, expand the **Segment Locking** node and select the appropriate checkbox.

The filters are applied as soon as you select them and the number of segments that match the filtering attributes is displayed at the top of the **Filters** pane, in a form such as *Filtered 16 of 184 segments*. If the file you are working on contains segments with comments, only the comments of the segments that match the filtering attributes are displayed in the **Comments** pane. Similarly, if the file you are working on contains segments with revisions, only the revisions of the segments that match the filtering attributes are displayed in the **Revisions** pane.

Results

When you filter segments, a small dot is displayed on the **Filters** button. This is helpful especially if you collapse the **Filters** panel, because it helps you remember that you are working with a filtered list of segments, not with all the segments in the text.

Using Smart Review

Trados Copilot Smart Review (further referred to as **Smart Review**) provides an AI-based translation quality review to guide linguists in their activity. **Smart Review** rates translated segments on a scale of 0 to 100.

Before you begin

To work with the **Smart Review** feature, make sure you “setup an LLM model correctly in Azure OpenAI” on page 0. **Smart Review** is an optional functionality which must be enabled on your account based on a contractual agreement.

About this task


You can use **Smart Review** to assess active segments automatically or manually.

To generate an assessment of your translation, **Smart Review** uses Azure OpenAI LLMs, while at the same time considering, as point of reference, confirmed translations from the current document or similar Translation Memory matches. If there are no confirmed translations, **Smart Review** uses the LLM as initial point of reference, and gradually improves, as translated segments are confirmed.

The assessment provided by **Smart Review** consists of:

1. A score and an explanation for the score
 - Segments are marked Green if they score between 67-100.
 - Segments are marked Amber if they score between 34-66.
 - Segments are marked Red if they score between 0-33.
2. Translation suggestions

Procedure

1. Open the appropriate file in Online Editor.
2. On the right side of the screen, select **Smart Review** ()
The **Smart Review** panel is displayed.
3. To have active segments evaluated automatically, keep **Always evaluate active segment** toggled on. For each active segment, check the evaluation score and the suggestions. Change the content and then select **Evaluate again** until you are satisfied with the result of your translation.
4. To have active segments evaluated manually, toggle off **Always evaluate active segment**. Select a segment to make it the active segment, and then select **Evaluate segment**. For each active segment, check the evaluation score and the suggestions. Change the content and then select **Evaluate again** until you are satisfied with the result of your translation. Do this for all segments of interest.

Undoing or redoing actions

You can undo or redo actions to make sure that the asset you submit does not contain any errors.

Procedure

1. Open the appropriate file in Online Editor.
2. On the **Home** tab, in the **History** group, do one of the following:
 - To undo your last action, select **Undo**.
 - If you undid your last action and you decide to redo it, select **Redo**.









Note: **Replace** or **Replace All** operations cannot be undone.





Performing batch operations on segments

You can perform several batch operations if you select multiple segments.

Procedure

1. Open the appropriate file in Online Editor.
2. Select multiple segments by pressing Ctrl+Click (on the segment number) or Shift+Click (on the segment number).
3. Perform one of the allowed batch actions:


No	Operation	Enabled / Disabled
1.	Clear formatting	
2.	Change case	
3.	Copy source to target	
4.	Clear target segment	
5.	Lock segment	
6.	Change segment status	
7.	Undo / Redo	
8.	Copy / Paste / Cut	
9.	Apply formatting	
10.	Insert symbols and special characters	
11.	Apply translation	
12.	Confirm translation (all options)	
13.	Copy all to target	
14.	Clear draft segments	
15.	Segment actions (various)	

No	Operation	Enabled / Disabled
16	Quality Assessment options	
17	Accept revision	
18	Reject revision	
19	Verify translations	

Finding and replacing text

Search for words, strings, or expressions in source or target segments and replace existing occurrences with up-to-date text.

Procedure

1. Open the appropriate file in Online Editor.
2. Do one of the following:
 - On the **Home** tab, in the **Navigation** group, select **Find**.
 - Select **Show Find and Replace Panel** .

The **Navigation** panel is displayed and the **Find** tab is selected by default.

3. In the **Search** box, enter the text you want to search for and select the appropriate search options.

The available options are:

- **In source** – Search in the source segments of the file.
- **In target** – Search in the target segments of the file.
- **Text in tags** – Search for text within tags in the source segments, in the target segments, or in both. For this option to work, select either one or both of the **In source** and **In target** options.
- **Match case** – Search for text that has the exact letter case as the text you entered in the **Search** box.
- **Whole word** – Search for an entire word.
- **Regular expression** – Search for regular expressions.

The search results are displayed automatically.

4. To replace the text you entered with a different text, select the **Replace** tab.

Note: **Replace** or **Replace All** operations cannot be undone.

5. In the **Replace with** box, enter the text that will replace the existing text, and then do one of the following:
 - If you want to replace the text in one occurrence at a time, select the occurrence where you want to replace the text, and then select **Replace**.
 - If you want to replace the text in all occurrences at the same time, select **Replace All**.

Tip: If you are in TQA mode and you want to replace all the occurrences of the same text, a new dialog box is displayed when you select **Replace All**. Enter a comment and select the appropriate category, subcategory, and severity before selecting **Replace All** again.

When you view the translation quality assessments, the first occurrence of the replaced text has the severity that you selected earlier. However, all other occurrences of the replaced text will have the Repeated severity.

Configuring user settings in Online Editor

Configure Online Editor settings related to font adaptation, auto-propagation, and lookups.

About this task

Auto-propagation is the process whereby the confirmed translation from one segment is copied to other segments within the same file that have identical source content. By default, when you confirm a segment that has the Not Translated or Draft status, its translation is copied automatically to all the other segments with identical source content in the file you are working on.

Procedure

1. Open the appropriate file in Online Editor.
2. On the **View** tab, under **Settings**, select **Options**.
3. To configure a minimum and a maximum font size for segments, expand the **Font Adaptation** section, and then specify a minimum and a maximum value. Select the **Adapt font sizes** checkbox for the settings to be applied immediately after saving.

Note: When you configure a minimum and a maximum font size, any segment whose font size is smaller than the minimum value or larger than the maximum value will be adapted to fit the values you configured. Segments whose font size falls in between the minimum and the maximum values will not be affected.

4. To configure auto-propagation behavior, expand the **Auto-propagation** section, and then do the following:
 - a. Select the **Auto-propagate exact matches to confirmed segments** checkbox if you want previously confirmed translations to be updated whenever you confirm a newer translation of a segment that has the same source content. If you clear this checkbox, the newly confirmed translation will only be auto-propagated to

- same-source segments that have the Not Translated or Draft status; it will not be auto-propagated to previously confirmed translations.
- b. Select the **Confirm segment after auto-propagating an exact match** checkbox if you want auto-propagated translations to also be confirmed automatically for all the segments with an exact match.
 - c. To control where you would like auto-propagation to start, in the **Start propagation from** list, select one of the available options: **Start of document** or **Next segment**. **Start of document** means that auto-propagation will take place throughout the entire file (same-source segments both before and after the confirmed segment). On the other hand, **Next segment** means that auto-propagation will only affect same-source segments after the confirmed segment; in this case, the segments before the confirmed one will not be affected.
5. To configure lookup settings, expand the **Lookups** section, and then do the following:
 - a. Under **Minimum match value**, specify the minimum threshold for suggested translation memory matches. The default value is 70%. Lowering the value under 70% can have a negative impact on translation memory performance.
 - b. Under **Maximum number of hits**, specify the maximum number of suggested translation memory matches. The default value is 5.
 6. When finished, select **Save**

Timeout interval in Online Editor

Online Editor times out after 30 minutes of inactivity.

Saving behaviour in Online Editor

Your edits are saved permanently as you progress through the file and there is no need to save your changes explicitly.

Known issues in Online Editor

Consult the list of known issues and limitations.

- Opening a file for review with Track Changes on via Google Chrome results in Google Chrome overriding the revision formatting performed in Online Editor. Consult [this KB article](#) to learn how to troubleshoot this behavior.


6

Switching environments

Switching to the Online Editor

About this task

Because your work is synced to the cloud, you can move seamlessly between Trados Studio and the Online Editor.

To switch to the Online Editor, click  **Open in Online Editor** in the Files view and continue translating and reviewing the selected file from your browser.

If you make changes to the file in the Online Editor and then move back to Trados Studio, Trados Studio detects the file updates you made in the cloud. Before opening the updated project file, Trados Studio asks you whether you want to overwrite the existing local version of the file with the latest file version available in the cloud. This ensures that projects are in sync, wherever you work from.

Switching to Trados Studio

About this task

If you need to work offline, translate your cloud file in the Editor view and sync your offline changes to the cloud as soon as you get back online.

To switch to Trados Studio for translating in the Editor view:

Procedure

1. Go back to the project tab and click **Open in Studio**.
2. Confirm that you want to switch application in the prompt that is displayed.
3. Once Trados Studio finishes preparing the file tasks, click **Start work** in the **Notifications** panel to open the file in the Editor view.

Working offline in Trados Studio

If you need to work offline, translate your cloud file in the Editor view and sync your offline changes to the cloud as soon as you get back online.

For information on translating in the Editor view, see the previous chapter “Translating the sample file in the Editor view” on page 26.

Synchronizing changes and version conflicts

The changes you make to cloud project files in Trados Studio are automatically synced to the cloud when you save your file changes. In the Online Editor, changes are automatically saved and synchronized to the cloud.

Trados Studio detects if a downloaded cloud file does not match the version stored in the cloud. This can happen when you are trying to open a cloud file which is already available in Trados Studio and contains unsaved changes. In this case, you are prompted to synchronize your local changes to the cloud or replace the local version with the cloud version.

How Studio displays cloud resources inside Translation Engines

The offline and online way of working in Trados Studio is different when it comes to how cloud linguistic resources are displayed in the UI. Note that the way cloud linguistic resources are displayed in the Trados Studio UI does not impact the way lookups are retrieved.

Cloud translation packages manually uploaded to Studio always list the individual TMs and termbases inside the translation engine. Conversely, projects opened from the cloud using the **Open in Studio** option only show the name of the translation engine available for the project. To check the termbases and translation memories inside a translation engine, open your cloud account in a browser and check the resources attached to the translation engine from the **Resources** tab.

7

End of Quick Start Guide

Now you know how to translate and review documents in Trados Studio. For additional information, see the [Trados Studio 2024 Help](#). You can access this help system by selecting **Help** tab > **Help Topics** in any view of inside Trados Studio.

8

Acknowledgments

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

Autofac

Version: 4.8.1

Vendor: Autofac

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Azure.Core

Version: 1.38.0

Vendor: Microsoft, azure-sdk

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License type: MIT

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Azure.Identity

Version: 1.11.1

Vendor: Microsoft, azure-sdk

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License type: MIT

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CachedImage

Version: 1.0.1

Vendor: Hari Pachuveetil

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License type: MIT

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ControlzEx

Version: 4.4.0

Vendor: Jan Karger, Bastian Schmidt

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Crc32.NET

Version: 1.2.0

Vendor: force

Copyright:

License type:

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DocumentFormat.OpenXml

Version: 2.15.0

Vendor: Microsoft

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Flee

Version: 1.2.2

Vendor: Muhammet Parlak

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HtmlAgilityPack

Version: 1.11.16

Vendor: ZZZ Projects

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Hunspellx86

Version: 1.7.2

Vendor: Crawler-Lib

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License type: L-GPL

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ICSharpCode.Decompiler

Version: 7.1.0.6543

Vendor: Daniel Grunwald, Siegfried Pammer

Copyright: Copyright 2011-2021 AlphaSierraPapa

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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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Icu4c.Win.Full.Lib

Version: 59.1.15

Vendor: SIL International

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log4net

Version: 2.0.16

Vendor: Cincura.net, Apache.Logging

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License type: Apache 2.0

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MahApps.Metro

Version: 2.4.10

Vendor: Jan Karger, Dennis Daume

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Markdig.Signed

Version: 0.31.0

Vendor: Alexandre Mutel

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MaterialDesignColors

Version: 3.0.0

Vendor: James Willock

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MaterialDesignThemes

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MaterialDesignThemes.MahApps

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Microsoft.ApplicationInsights

Version: 2.22.0

Vendor: Microsoft

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Microsoft.AspNet.WebApi.Client

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Vendor: Microsoft

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"<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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Microsoft.AspNetCore.Http.Connections.Client

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Microsoft.AspNetCore.Http.Connections.Common

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Microsoft.AspNetCore.JsonPatch

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Microsoft.AspNetCore.SignalR.Client

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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

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Microsoft.Bcl.HashCode

Version: 1.1.1.0

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Microsoft.Bcl.TimeProvider

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Microsoft.CSharp

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Microsoft.Extensions.Configuration

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Microsoft.Identity.Client

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Microsoft.Identity.Client.Extensions.Msal

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Microsoft.Identity.Client.NativeInterop

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Microsoft.IdentityModel.JsonWebTokens

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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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Microsoft.Xaml.Behaviors.Wpf

Version: 1.1.77

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murmurhash-signed

Version: 1.0.2

Vendor: Darren Kopp

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NETStandard.Library

Version: 2.0.3.0

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Newtonsoft.Json

Version: 13.0.3

Vendor: James Newton-King

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Nlog

Version: 4.6.7

Vendor: Jarek Kowalski, Kim Christensen, Julian Verdurmen

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Sdl.MultiSelectComboBox

Version: 1.0.77

Vendor: RWS

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Sharpcompress

Version: 0.36.0

Vendor: Adam Hathcock

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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

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System.Collections.Immutable

Version: 8.0.0

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System.IdentityModel.Tokens.Jwt

Version: 7.4.1

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System.IO.Abstractions

Version: 4.2.17

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System.IO.Pipelines

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System.Memory

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System.Net.Http

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System.Numerics.Vectors

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System.Reactive

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System.Reflection.Metadata

Version: 5.0.0

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System.Reflection.TypeExtensions

Version: 4.7.0

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System.Runtime.CompilerServices.Unsafe

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System.Text.Encoding.CodePages

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System.Text.Json

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System.Threading.RateLimiting

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System.Threading.Channels

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System.Threading.Tasks.Extensions

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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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