

Translation Memory Management

Trados Studio 2024

June 2024

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About this Quick Start Guide

Who is this guide for and what does it cover?

This guide is for project managers and translators alike. It focuses on creating and maintaining a translation memory both in Trados Studio and the cloud.

Note: For information about online workflows using Trados GroupShare, see to the videos and information in the Trados Studio Help available at: [Trados Studio Help](#).

How to use this guide

	You can use the sample files to complete the exercises. Each exercise builds on the last so if you are using the sample files you need to follow through the instructions step-by-step.
	This symbol indicates there are sample files available to complete the exercise and their location. The paths specified are based on a Microsoft Windows 10 or later operating system.
Note	This symbol indicates that there is a tip providing additional information on the task you are performing.
Keyboard Shortcuts	This symbol indicates that there is an important piece of information you need to know for the task you are performing. Any keys that you need to press on your keyboard are displayed in the following font: <code>Ctrl+Enter</code> .

Other information sources

Here are some other sources of information you can access:

- [Trados Studio Help](#)
- [Trados GroupShare Help](#)
- [Trados GroupShare Installation Guide](#)
- [Trados Studio Migration Guide](#)
- [Translating and Reviewing Documents Quick Start Guide](#)
- [Project Management Quick Start Guide](#)

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About Trados Studio

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

3

Working with Translation Memories locally

About the Translation Memories view

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

- Create a translation memory
- Open a translation memory
- [Migrate local translation memories to cloud](#)
- [Migrate local termbases to cloud](#)
- Edit and delete translation units in the translation memory
- Assign custom field values to translation units
- Search and filter the translation memory data
- Import content from .SDLTM files into an existing translation memory
- Export content from a translation memory
- Create language resource templates

Additional functionality provided via add-on Trados Compatibility and Migration Power Pack

Install the **Trados Compatibility and Migration Power Pack** app to add the infrastructure required to work with the following legacy files in Trados Studio 2021 and later: S-tagger, Bilingual Workbench, *.TMW, *.MDB, *.ITD, *.TTX, *.TMX.

The app also adds the **Upgrade Migration Wizard** to the Translation Memories view. This wizard was available out-of-the box in Trados Studio 2019 and earlier, but has moved to this dedicated app in order to declutter the Trados Studio user interface.

The powerful **Upgrade Migration Wizard** enables the following batch-oriented use cases:

- Combine multiple Trados Studio translation memories (TMs) into one
- Upgrade Translator's Workbench and SDLX TMs to Trados Studio translation memory format: .TMW and .MDB format to .SDLTM
- Migrate TMs from TMX to Trados Studio format in batch mode
- Migrate file-based to server-based TMs in Trados GroupShare and vice versa

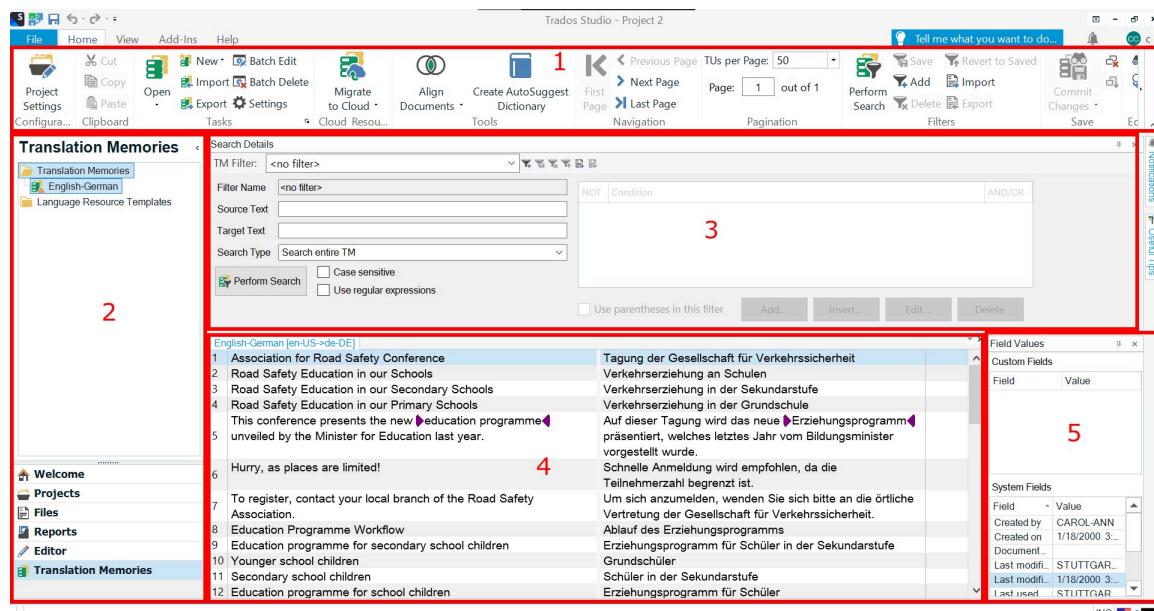
To add this app to Trados Studio 2021, go to the **Add-Ins** tab > **RWS AppStore** and search for **Trados Compatibility and Migration Power Pack** in the RWS AppStore.

The import functionality is enabled for any Trados Studio license. However, the **Upgrade Migration Wizard** is only enabled if you have an active Trados Studio subscription or a perpetual license for the Professional, Freelance or Express edition.

A first look at the Translation Memory view in Trados Studio

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

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



Creating and maintaining translation memories

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

Note: For detailed information on server-based translation memories, refer to the [Trados Studio Help](#) and the [Trados GroupShare Online Help](#).

Creating a file-based translation memory

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

Procedure

1. Click **Translation Memories** in the views navigation pane to display the **Translation Memories** view.
2. Press **Alt+Shift+N** or click **New** in the **Tasks** group on the **Home** tab. The New Translation Memory wizard is displayed on the General page.

3. Complete the General page:
 - In the **Name** box, enter the name, Sample EN-DE.
 - Check and if necessary, select **English (United States)** and **German (Germany)**.
 - Click **Next**.

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

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

New Translation Memory

2 of 4 completed

Name	Type	Values
Start typing...	Text	
Project	List	

Help Back Next Finish Cancel

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

- Place your cursor in the **Name** column and type `Project`.
- Hover over the **Type** field and an arrow is displayed. Click the arrow to display the drop-down list and select **List**. This allows you to specify more than one project to which a translation unit can be associated.

! You can also create Text, Text (Multiple), Date/Time, List (Multiple) and Number fields.

5. Click **Next**.

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

The **Settings** section on the Language Resources page dictate how Trados Studio identifies and localizes elements that do not change during translation.

3 Working with Translation Memories locally

New Translation Memory

General Fields **Language Resources** Finish

3 of 4 completed

Template: None [Browse...](#)

Settings

Description:

Recognize: ☐ Dates ☐ Times ☐ Numbers ☐ Acronyms ☐ Variables ☐ Measurements ☐ Alphanumeric strings [Edit](#)

Count as one if words: ☐ Are hyphenated ☐ Are joined by dashes ☐ Contain apostrophes [Edit](#)

Language	Variabl...	Abbrev...	Ordinal...	Segme...	Dates	Times	Numbers	Measur...	Currency		
English (United States)	Default	Default	Default	Default	Default	Default	Default	Default	Default		
German (Germany)	Default	Default	Default	Default	Default	Default	Default	Default	Default		

[Help](#) [Back](#) [Next](#) [Finish](#) [Cancel](#)


- In the **Recognize** section, enable all the elements that Trados Studio identifies as placeables (recognized tokens).
- In the **Count as one if words** section, set how the word count engine reports words that are separated by hyphens, dashes, formatting tags or apostrophes for your translation memory
- In source language of the table, specify the formats Trados Studio identifies as placeables. For example, "15.2 in" may not be recognized as a measurement, but a numbered followed by a word. In the target language of the table, specify the formats that Trados Studio uses for auto-localizing placeables. For example, change the default French localization of numbers from standard "x xxx,x" to custom "x'xxx.X".
- Prioritize your own patterns so that Trados Studio can use them when generating QuickPlace and Automatic Translation (AT) suggestions and when auto-substituting values in TM matches.

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

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

6. Assume this translation memory will be used for translating the content of the RWS

website into German. Since you do not want the company name to be translated, enter RWS as a variable.

- Double-click on **Variable List** for the source language. The Variables dialog is displayed. The default variable list does not contain any values.
- Double-click on the first line and type RWS.
- Click the Add icon , then click **OK** to close the dialog.

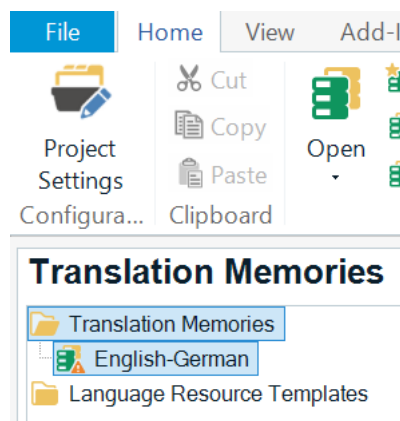
Note: If you based your new translation memory on an existing translation memory, the language resources in the selected translation memory are applied to the new translation memory.

You can also select language resources templates that you created prior to creating this translation memory. For more information on language resources, see the [Trados Studio Online Help](#).

- Click **Finish** to create the translation memory. The Creating page is displayed.
- When the status of the items on the Creating page changes to **Completed**, click **Close** to save the newly created translation memory.

The translation memory is saved with an *.sdltm extension to the following default location:

Documents\Studio 2024\Translation Memories



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

Creating a translation memory from alignment results

You can also create translation memories for importing the translation units generated after aligning the source and target files of an existing translation.

For more information, see [this chapter in the Trados Studio Online Help](#).

Editing translation memory settings

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

About this task

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

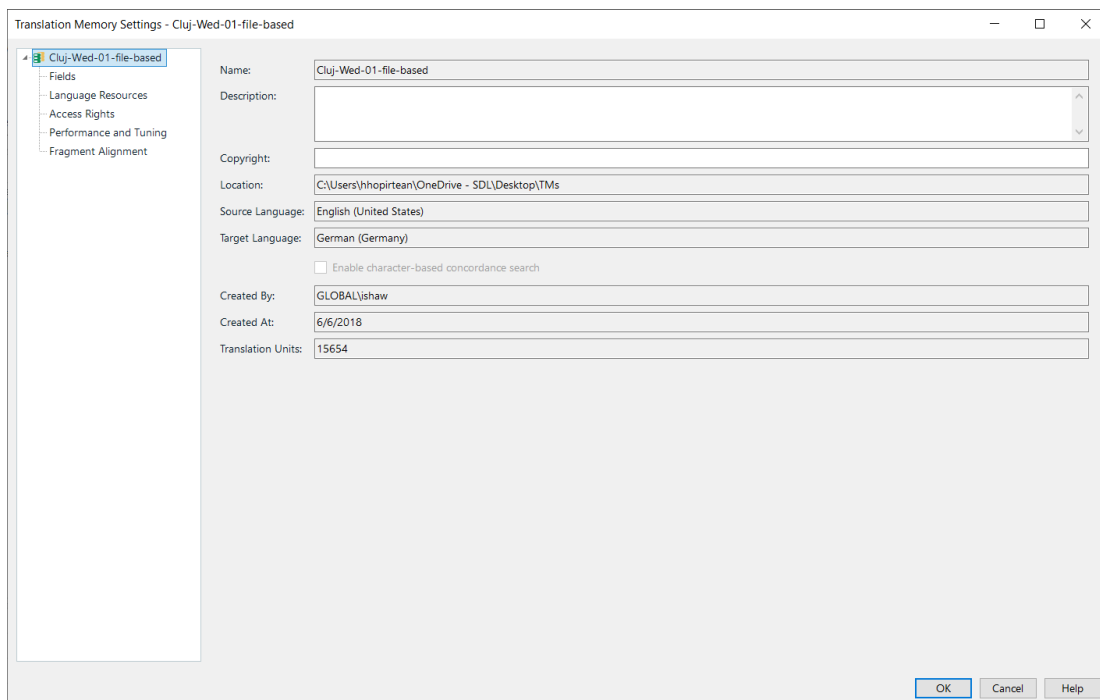
Procedure

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



2. Select the Sample EN-DE translation memory (the translation memory that you created in the last exercise) in the navigation tree under **Translation Memories** and click **Settings** in the **Tasks** group on the **Home** tab.

The Translation Memory Settings dialog is displayed.



3. Create a list field called **Output Type**:
 - Select the Fields page.
 - Place your cursor in the first empty field under the **Name** column and type **Output Type**.

- Hover over the **Type** field and an arrow is displayed. Click the arrow to display the drop-down list and select **List**.
- Hover over the **Values** field and an arrow is displayed. Click the arrow to display the box where you can add the two field values: Print and Online.

The screenshot shows a web interface for managing translation memories. At the top, there's a header 'Values'. Below it, a table-like structure is visible. The first row has a cell containing 'Print' with a small downward arrow to its right. A second row is expanded, showing a text input field containing 'Online'. Below the input field, there's a prompt: 'Type and press Enter to add a new value'. At the bottom of the expanded section, there's a label 'VALUES' followed by the word 'Print'.

- Press Enter to apply the new settings.

Note: You can also specify settings on the following pages:

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

Managing translation memory data

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

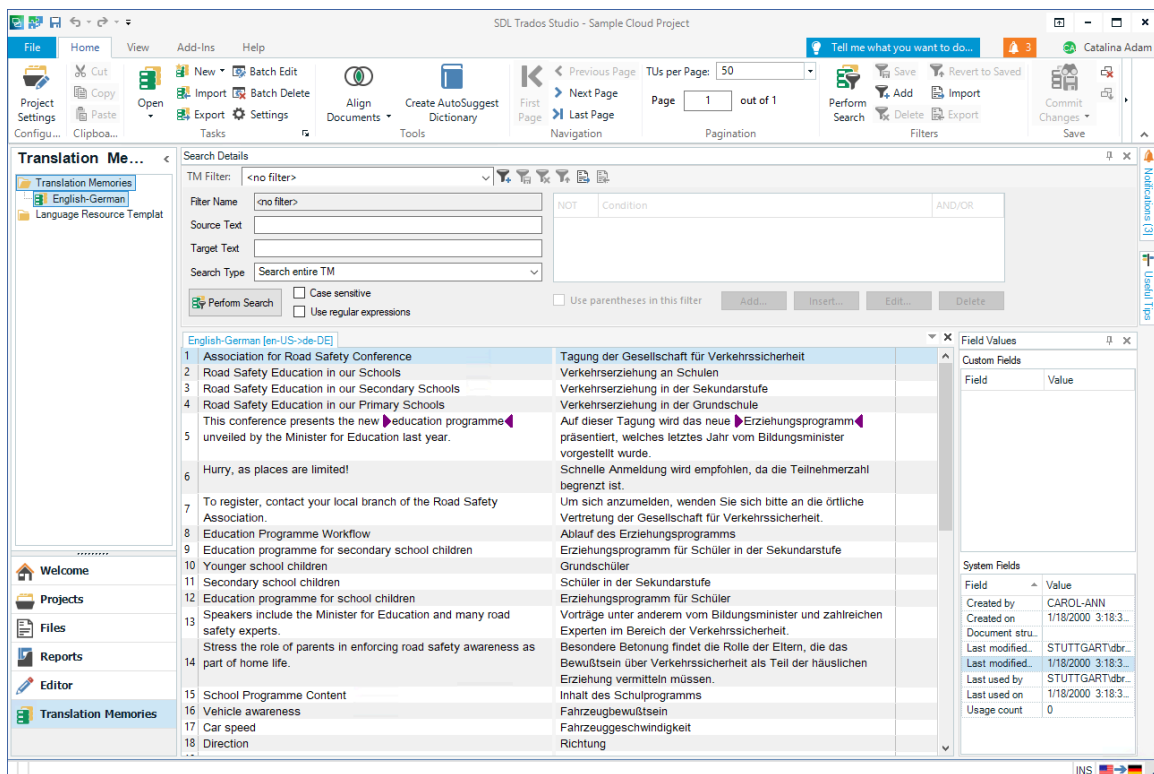
Maintenance options

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

...Documents\Studio 2024\Projects\Samples\SampleProject\TMs\English-German.sdltm

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


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



Opening a translation memory

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

Procedure

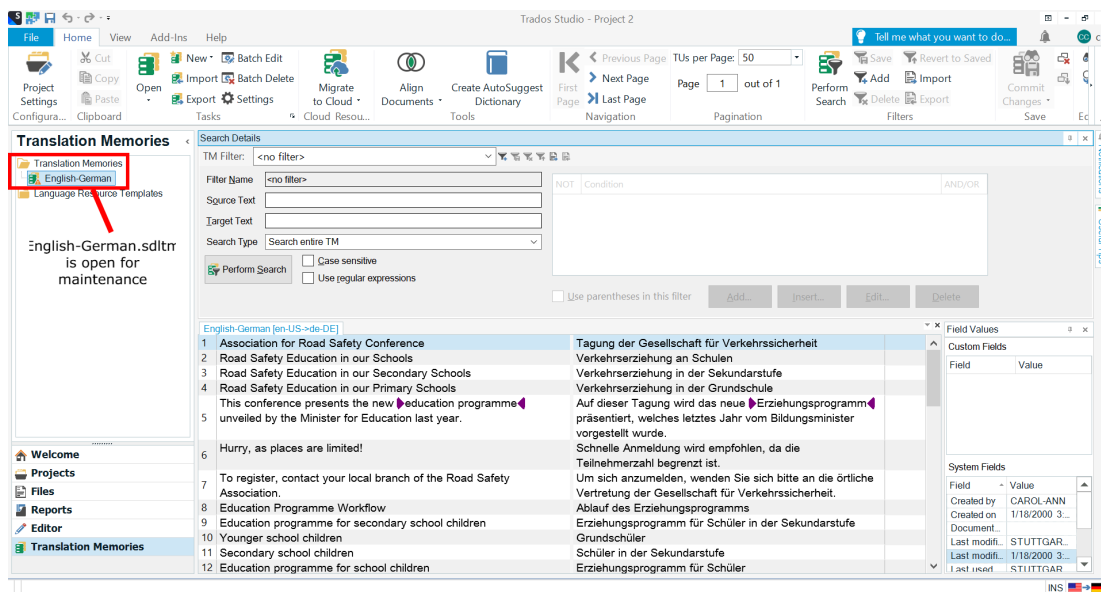
1. In the **Translation Memories** view, click  **Open** in the **Tasks** group on the **Home** tab. The Open File-based Translation Memory dialog box is displayed.
2. Select the English-German.sdltm sample translation memory that is provided with Trados Studio.

 ...Documents\Studio 2024\Projects\Samples\SampleProject\TMs\English-German.sdltm

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

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

3 Working with Translation Memories locally






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



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

Columns

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

Colors

-  This color indicates that the column is currently selected.
-  This color indicates that the translation unit has been modified and that changes to the translation unit are pending and have not yet been committed (saved).
-  This color indicates that the translation unit is marked for deletion and that this deletion has not yet been committed (saved).

TM Window Name Tab		Source Language Segments	Target Language Segments	
Sample EN- DE [en-US->de-DE]				
57		Finding a location for your photo printer	Aufstellungsort für Ihren Fotodrucker finden	H
58		Place the photo printer on a flat, clean and dust-free surface, ► in a dry location ◀, and ► out of direct sunlight ◀.	Platzieren Sie den Fotodrucker auf einer flachen, sauberen und staubfreien Oberfläche, und stellen Sie ihn ► an einem trockenen Ort ◀ auf, der ► keinem direkten Sonnenlicht ausgesetzt ◀ ist.	LI
59		Allow at least 12 cm clearance from the back of the photo printer for the paper to travel.	Auf der Rückseite des Fotodruckers sollte für problemlosen Papiertransport ein Abstand von mindestens 12 cm gelassen werden.	LI
60		When connecting power or USB cables, keep the cables clear of the paper path to the front and rear of the photo printer.	Achten Sie beim Verbinden der Stromversorgung bzw. des USB-Kabels darauf, dass die Kabel den Papierpfad nicht behindern.	LI
61		For proper ventilation, make sure the top and back of the photo printer are not blocked.	Sorgen Sie für problemlose Belüftung, indem Sie die obere bzw. Rückseite des Fotodruckers nicht blockieren.	LI

Searching, editing and saving changes in the translation memory

...Documents\Studio 2024\Projects\Samples\SampleProject\TMs\English-German.sdltm

Searching the translation memory

About this task

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

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

Procedure

1. Search for organization:

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

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

Search Details

TM Filter: <no filter>

Filter Name: <no filter>

Source Text: **organisation**

Target Text:

Search Type: Search entire TM

☐ Case sensitive

☐ Use regular expressions

☐ Use parentheses in this filter

Perform Search

English-German [en-US->de-DE]

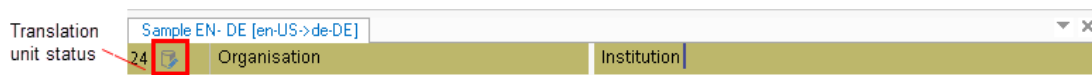
24 Organisation Institution

Editing a translation unit


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

Procedure

1. Click in the source segment and type or paste the United States spelling of Organization. The color of the translation unit changes to dark yellow and the following icon is displayed in the translation unit status column. The icon indicates that the translation unit has pending changes that have not yet been saved.



You can also edit translation units in the following ways:


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

Saving pending changes

About this task

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

Procedure

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

Filters and batch editing

About this task

 ...Documents\Studio 2024\Projects\Samples\SampleProject\TMs\English-German.sdltm

Batch editing translation units

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

About this task

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

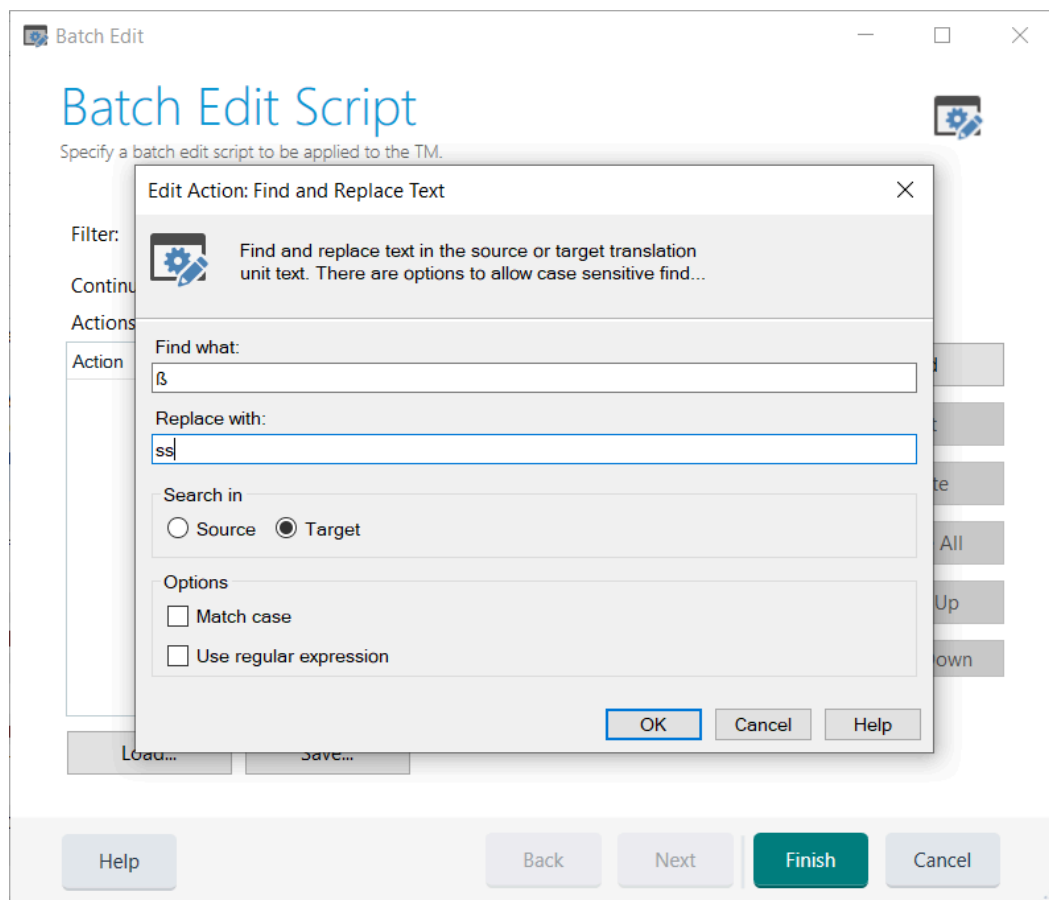
14	Stress the role of parents in enforcing road safety awareness as part of home life.	Besondere Betonung findet die Rolle der Eltern, die das Bewußtsein über Verkehrss
16	Vehicle awareness	Fahrzeugbewußtsein

Words containing ß

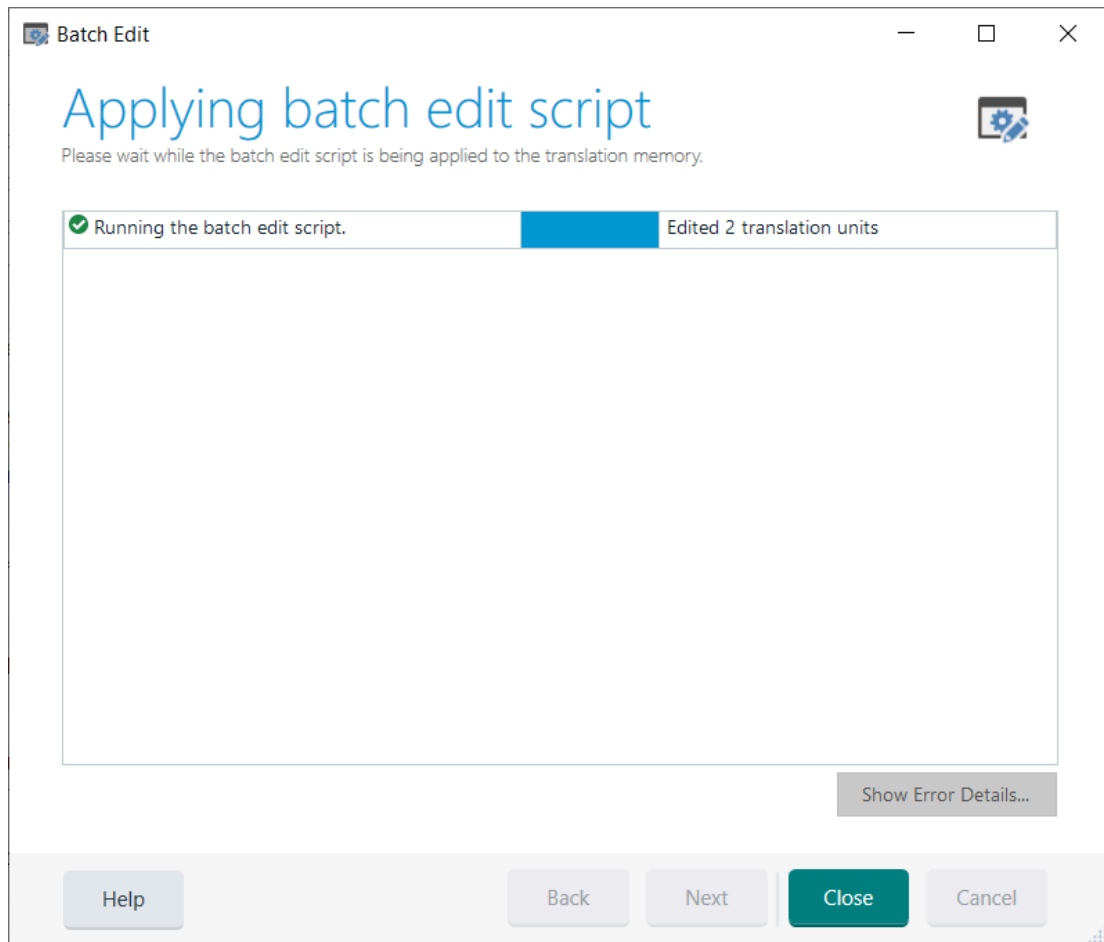
Procedure

1. Right-click on the English-German translation memory in the navigation tree and select **Batch Edit** from the shortcut menu. The Batch Edit wizard is displayed on the Batch Edit Script page.
2. Click **Add** and select **Find and Replace Text** from the drop-down list.
 - **Find what:** ß (You can copy and paste this character into the box or press **Alt + 0223** (on the numeric keypad)).
 - **Replace with:** ss (Enter these as lowercase letters)
 - If necessary, change the additional settings to match the dialog box below.

3 Working with Translation Memories locally



3. Click **OK** to add the edit action to the list in the **Actions** box.
4. Click **Finish**. The **Applying** batch edit script page is displayed.



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

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

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

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

B has change to ss

Creating and applying a filter


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

About this task

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

Procedure

1. Select **Add** on the Filters group in the Ribbon to add a filter.
2. Enter the name of the filter, Carol, in the **Filter Name** box. The new name is automatically displayed in the **TM Filter** box with an * asterisk next to it to indicate this filter is not saved.
3. Select **Add** in the Search Details window to add a new condition to the filter and open the Add Condition dialog.
4. Fill in the settings below and select **OK** to add the condition.

5. Select  **Save** to save the filter. The filter is now saved with the translation memory.
6. Select **Perform Search**. The translation units that were last updated during translation by Carol-Ann are displayed.

Importing data into a translation memory

Import translation units and their associated data into a translation memory. The translation units are always imported but the associated data that is imported varies depending on the file type from which it was extracted. Trados Studio offers out-of-the box support for importing TM data in .TMX and SDLXLIFF in .SDLALIGN files. To import TM data from ITD, TTX and BilingualWorkbench files, first install the Trados Legacy Compatibility Pack app.

Import types supported out-of-the box

About this task

By default, Trados Studio supports importing TM data from the following file types, in addition to TMX:


- SDL XLIFF Bilingual Documents (*.sdlxliff)
- Alignment Files (*.sdlalign)

Importing a sample bilingual file

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

Procedure

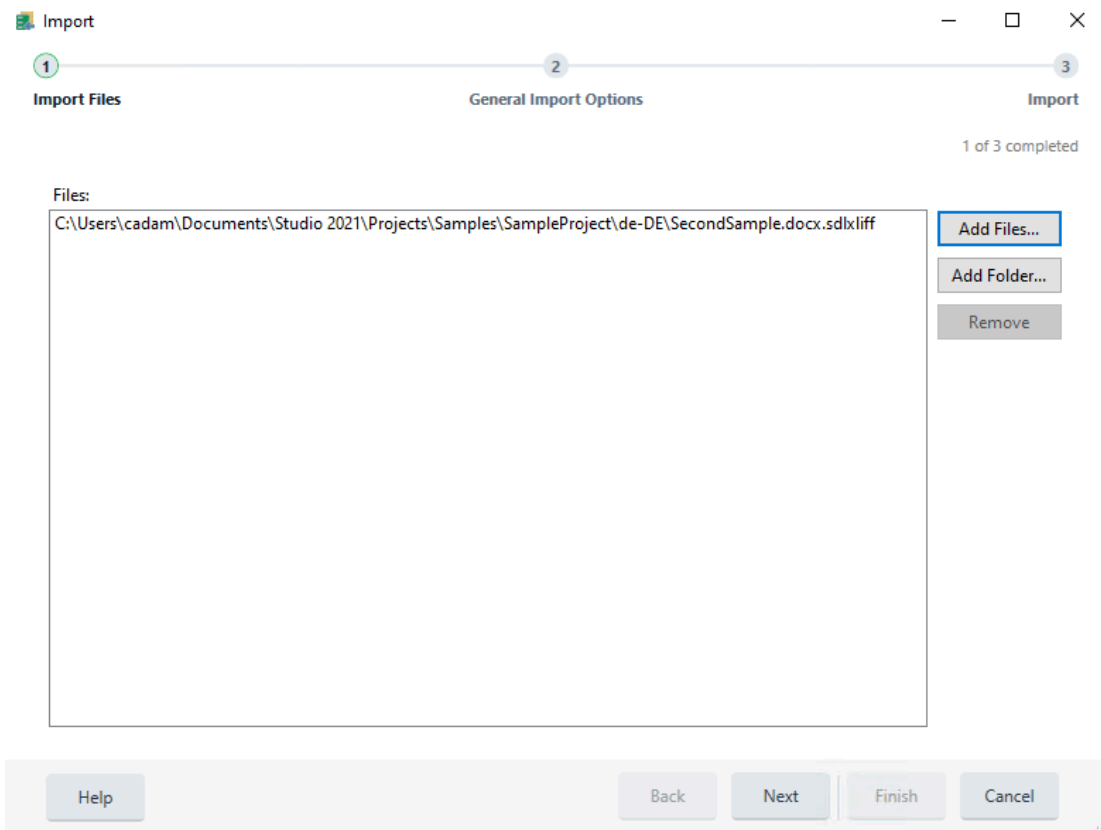
1. Open the Sample EN-DE.sdltm translation memory.

 ...Documents\Studio 2024\Translation Memories\Sample EN-DE.sdltm (This is the sample translation memory you created in an earlier exercise.)

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

 ...Documents\Studio 2024\Projects\Samples\Sample Project\de-DE\SecondSample.doc.sdlxliff

3 Working with Translation Memories locally



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

Import

2 of 4 completed

Only import segments with the following confirmation level:

- ☐ Draft
- ☒ Translated
- ☐ Translation rejected
- ☒ Translation approved
- ☐ Sign-off Rejected
- ☒ Signed off

Help Back Next Finish Cancel

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

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

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

The General Import Options page is displayed.

3 Working with Translation Memories locally

The 'Import' dialog box is shown with four steps: 1. Import Files, 2. Bilingual Document Import Options, 3. General Import Options (current), and 4. Import. A progress bar at the top indicates '3 of 4 completed'.

Apply Field Values: Edit...

☐ Import translation units as plain text

☐ Exclude language variants

☐ Export invalid translation units

Export Location: Browse...

If target segments differ:

- ☒ Add new translation units
- ☐ Overwrite existing translation units
- ☐ Leave existing translation units unchanged
- ☐ Keep most recent translation units

☒ Use information from bilingual file to update TU system fields

Help Back Next Finish Cancel

6. Add a field value that indicates that the imported translation units are for the Road Safety project. The value will be assigned to all imported translation units.
 - Click **Edit**. The **Field Values** box is displayed. The **Project** field and **Output Type** field that you created earlier are listed.

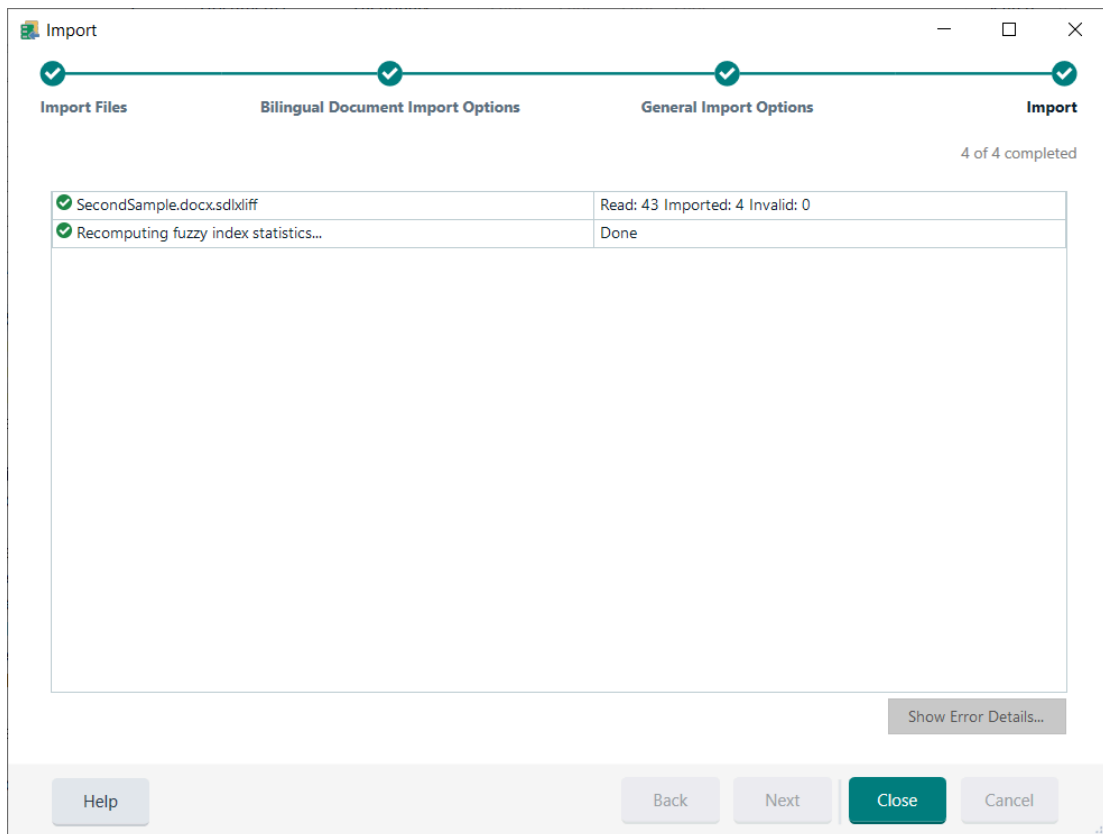
The 'Field Values' dialog box contains a table with two columns: 'Field' and 'Value'.

Field	Value
Project	Road Safety

OK Cancel Help

- Enter **Road Safety** in box next to **Project** in the **Value** column.

- Click **OK** to close the Field Values dialog box and display again the General Import Options page.
7. Click **Finish**. The Importing page is displayed.



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

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

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

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

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

Importing alignment result files (*.sdlalign)

.SDLALIGN files are alignment result files that contain translation units generated after aligning the source with the target file of an existing translation.

When you import *.sdlalign data, you can tell Trados Studio to triage only the translation units that meet a certain quality value threshold. You can also add custom field values to the imported translation units and specify other **TM import** options.

Additional imports support via add-on app

About this task

Install the **Trados Compatibility and Migration Power Pack** from the RWS AppStore to add support for importing the following additional types of files:

- Translation Memory Exchange Documents (*.tmx, *.tmz.gz)
- TRADOStag Documents (*.ttx)
- SDL Edit Documents (*.itd)

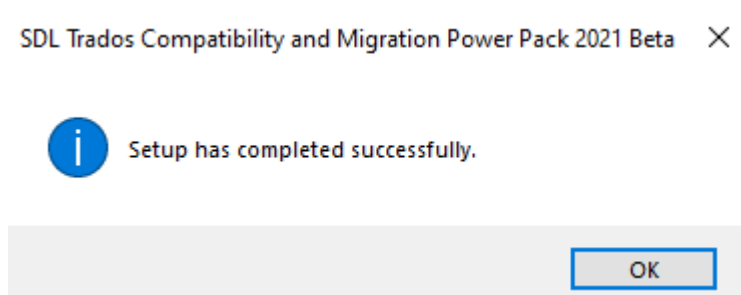
These are legacy file types created SDLX, Trados 2007 and Translator'sWorkbench. Starting with the 2021 release, Trados Studio supports these file types only via the Trados Legacy Compatibility Pack app.

To install the Trados Compatibility and Migration Power Pack:

Procedure

1. Open the **Add-ins** tab Trados Studio and select **RWS AppStore**.
This opens the RWS AppStore on the **Installed Plug-ins** page.
2. Type **Trados Compatibility and Migration Power Pack** in the search box and press Enter.
3. Select the app and click the **Download** icon in the app description on the right-hand side of the RWS AppStore page.
4. When Trados Studio finishes downloading the app, the following confirmation message is displayed: Download complete. Restart Trados Studio to finish installing the plug-ins. Click this confirmation message to go to your specified Downloads location and run the app installer.
5. Double-click on the downloaded **Trados Compatibility and Migration Power Pack** app and run the installer.

The following message is displayed when the app is successfully installed:



6. Restart Trados Studio after closing all active sessions.

7. Go to the Translation Memories view check that the **Upgrade Translation Memories** option has been added to the **Tools** group. You can now also start opening and importing the following legacy file types:
 - SDL Edit Documents (.ITD)
 - TRADOStag Documents (.TTX)
 - Translation Memory Exchange Documents (.TMX, .TMX.GZ)
 - S-tagger
 - Bilingual Workbench
 - .TMW
 - .MDB

Importing TM data from legacy files

.TMX files

The following data can be imported from a .TMX file after installing the Trados Compatibility and Migration Power Pack:

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

.TTX and .ITD files

The following data can be imported from legacy bilingual files:

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

Note: If you are importing data from SDL Trados 2007 and SDLX 2007, it is often better to import bilingual files instead of TMX files so that you can import the information needed to create context matches. For detailed information on how to upgrade your SDL Trados 2007 and SDLX 2007 translation memories, see the [Trados Studio Migration Guide](#).

4

Working with Translation Memories in the cloud

This section guides you through the procedures of managing your translation memories from a browser. It assumes all the scenarios from the previous chapter. To follow along with the procedures you have to be logged in to your cloud account from a browser. Each procedure assumes the starting point is the cloud **Dashboard**.

Migrate local Translation Memories to cloud

This section describes how to migrate local TMs to cloud and convert them to cloud TMs to use them in your translation engines. This allows you to share your TMs with your team in cloud projects, for example. You can also merge multiple local TMs into cloud TMs during the conversion wizard. This procedure covers the dedicated migration functionality in Studio. You can also migrate/import data in the browser.

Before you begin

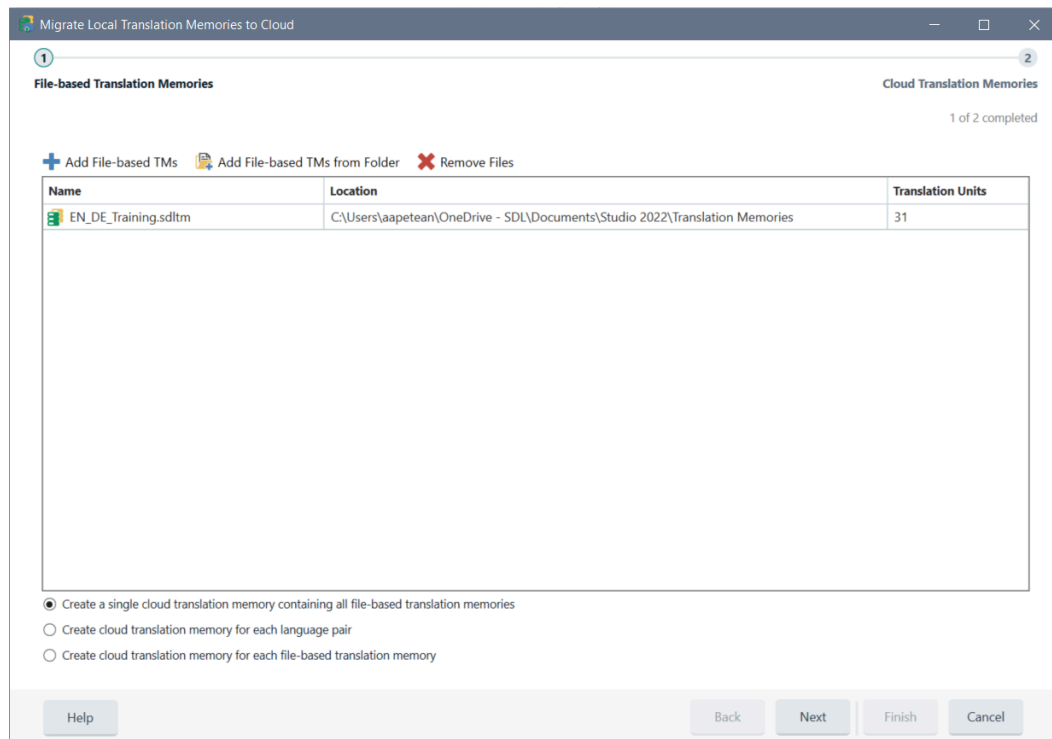
Before you begin, make sure that you are logged in to your cloud account from within Studio.


About this task

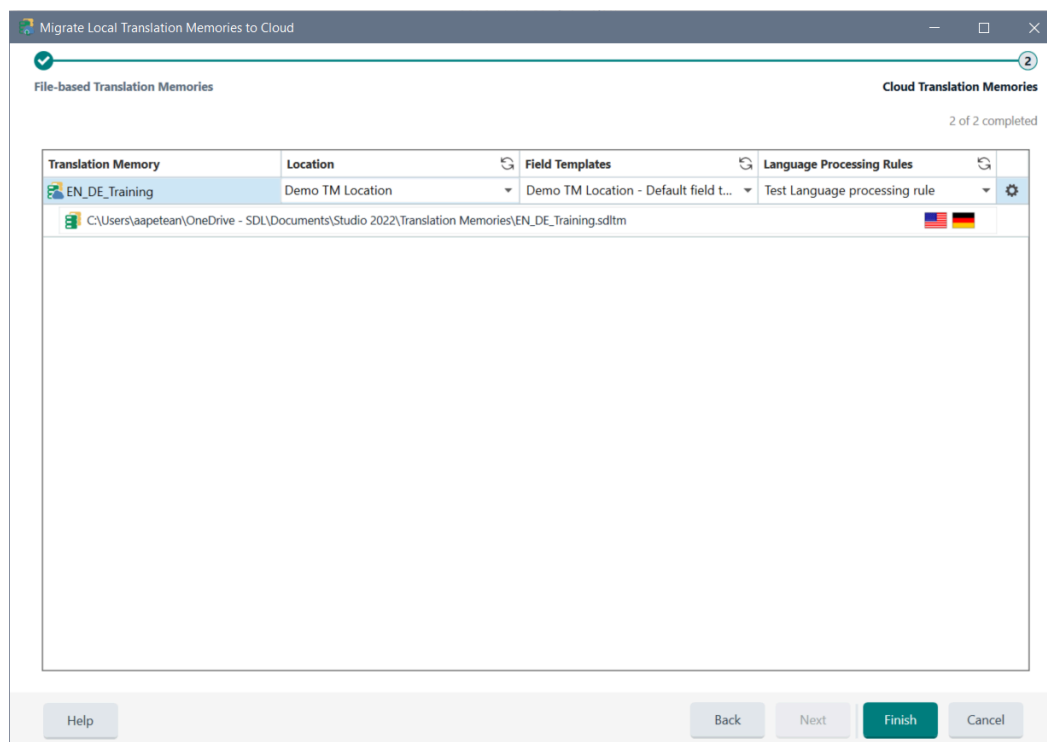
To migrate your local TMs to cloud:


Procedure

1. In the **Translation Memories** view, click **Migrate to Cloud > Migrate Local Translation Memories to Cloud** drop-down menu on the ribbon. This displays the conversion wizard.
2. On the first page of the wizard, first add your desired local TMs to the conversion list. You can either:
 - Click **Add File-based TMs** to browse your local storage and choose a TM file.
 - Click **Add File-based TMs from Folder** and select a folder containing multiple TM files. This will add all of them to the conversion list
 - Drag-and-drop your TM files to the list.
 - Remove any of the added termbases by selecting them and clicking **Remove Files**.
3. Configure how the wizard will process the TMs you selected for conversion by choosing one of the following options:
 - **Create a single cloud translation memory containing all file-based translation memories** - merges all the TMs in the conversion list into a single cloud TM.
 - **Create cloud translation memory for each language pair** - creates cloud TMs based on matching language pairs. This means that TMs that have the same language pairs will get merged into a single cloud TM.
 - **Create cloud translation memory for each file-based translation memory** - creates a cloud TM for each local TM you added to the list.



4. Click Next to proceed to the next page of the wizard and configure the following properties and settings for your cloud TMs:
 - If you want, you can edit the name of the resulting cloud TMs by clicking on the  icon next to their name.
 - In the **Location** field, select the location in the cloud account where you want to save your cloud TM. If you are logged in with an Administrator account, you can also click **New customer** to create a new location in your cloud account.
 - Choose a **Field Template** for each cloud TM. Field templates allow you to work consistently across your TMs and create TMs that share the same fields faster. TM fields hold descriptive data for each Translation Unit (TU) in a TM. You can also select **New Field Template** to create a new one.
 - Select **Language Processing Rules** for your cloud TMs. Language processing rules contain information about the following elements in a TM: compounds treated as one word, segmentation rules and placeables. If you don't have one, you can create it by selecting **New Language Processing Rule**.



5. Configure your **Import Settings** by clicking on the  icon:
 - Choose a **Description** and **Copyright** for your cloud TMs. Note that these fields are optional and they will be populated with the description and copyright of the first listed TM, if available.
 - Check the box under **Import** if you want to import TUs as plain text.
 - Choose how the wizard should process TUs **if the target segments differ**.
6. Click **Save** then **Finish** to complete the wizard.

Creating a translation memory in the cloud

Create TMs to store your translated content and reuse it.

When you create TMs, you use the following component resources created beforehand: language processing rules, field templates. For this example we will use the default resources that are already available.

1. Go to the **Resources** view.
2. Select the **Translation Memories** tab.
3. Click **New Translation Memory**
4. Enter the following details:
 - a. Enter a name for your TM.
 - b. (Optional) Enter a copyright.

- c. Select a location for your TM.
 - d. (Optional) Enter a description detailing the context where your TM is used or any other relevant information.
5. Under **Languages**:
- a. Select the source language column and choose a language from the list. Select the target language column and choose a language from the list.
 - b. In the **Language Processing Rules** box, select the default language processing rule.
 - c. In the Field Template box, select the default field template.

6. Click **Create**.

Deleting translation memories in the cloud

You can delete TMs if they are not used in a project which is in progress.

1. Go to the **Resources** view.
2. Select the **Translation Memories** tab.
3. Select the checkbox corresponding to the TM you want to delete.

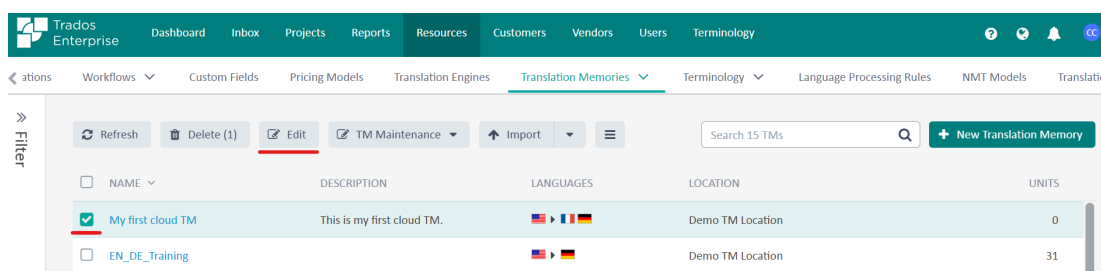
NAME	DESCRIPTION	LANGUAGES	LOCATION	UNITS
<input checked="" type="checkbox"/> My first cloud TM	This is my first cloud TM.	English (United States) - French (France)	Demo TM Location	0
<input type="checkbox"/> EN_DE_Training		English (United States) - German (Germany)	Demo TM Location	31

4. Click **Delete**.

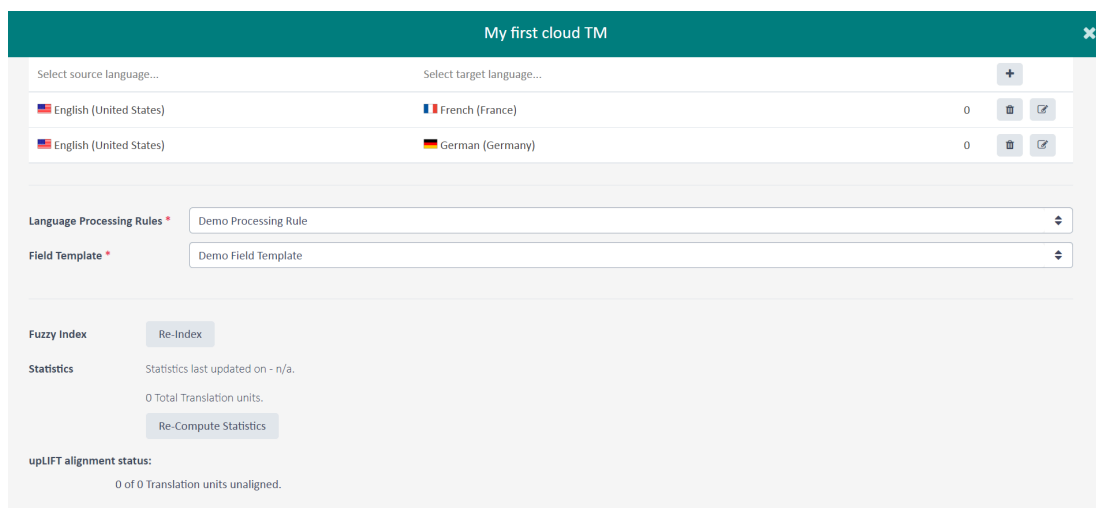
Editing cloud translation memory settings

You can edit TM settings any time, but be aware that the changes you make to an existing TM affect both the current and the future projects which reference the TM.

1. Go to the **Resources** view.
2. Select the **Translation Memories** tab.
3. Select the TM you want to change and click **Edit**.



4. In the **[translation memory name]** dialog, make the necessary changes in terms of details, languages, language processing rule, field template.
5. To re-index the TM in terms of speed, click **Re-Index**. Click **Re-Compute Statistics** to get an overview of the total number of TUs the TM contains, and consult whether the TUs are aligned.



6. Click **Save**.

Applying filters to find cloud translation memories faster

If you configured several translation memories (TMs) and would like to quickly identify a particular one, filter your TM list.

1. Go to the **Resources** view.
2. Select the **Translation Memories** tab.
3. On the left-hand side of the page, expand the **Filter** menu (»).

The screenshot shows the Trados Enterprise interface with the 'Resources' tab selected and the 'Translation Memories' sub-tab active. On the left, the 'Filter' menu is expanded, showing options for 'Location' (set to 'Demo TM Location') and 'Languages' (Source and Target languages are both set to '0 selected'). The main table displays two translation memories:

NAME	DESCRIPTION	LANGUAGES	LOCATION	UNITS
<input type="checkbox"/> My first cloud TM	This is my first clou...	US > FR, DE	Demo TM Location	0
<input type="checkbox"/> EN_DE_Training		US > DE	Demo TM Location	31

4. Apply one or all of the available filters: source language, target language, location. When you expand the **Location** list, the folder structure of your account is displayed.

The screenshot shows the Trados Enterprise interface with the 'Resources' tab selected and the 'Translation Memories' sub-tab active. On the left, the 'Filter' menu is expanded, showing options for 'Location' (set to 'Demo TM Location') and 'Languages' (Source language is '0 selected', Target language is '1 selected' with 'French (France)' selected). The main table displays one translation memory:

NAME	DESCRIPTION	LANGUAGES	LOCATION	UNITS
<input type="checkbox"/> My first cloud TM	This is my first clou...	US > FR, DE	Demo TM Location	0

Importing translation memory content

You can import TM content from other TMs. In some scenarios you might want to simply save a local TM to cloud but for this example we will go through the importing process.

Before you begin

- Ensure that the TM content you want to import is stored in *.tmx, *.sdlx, *.zip, *.tmx.gz, *.sdlxliff format.
- Ensure that the *.zip consists only of *.tmx files.
- Ensure that each file you import has a maximum size of 1 GB, if you upload individual files. If you upload a *.zip archive, the individual files inside the archive can exceed 1 GB, but the *.zip archive must not exceed 1 GB.

About this task

Usage:

You can import TM content in a TM even if the TM is currently in use in a started project.

Process:

TMs are applied on the source files of projects automatically during the **Preprocessing** stage of a workflow, and more specifically during the **Translation Memory Matching** task. If the project is started and you imported content in a TM which that project uses:

- The newly updated TM is applied on the source files if the project has not reached the **Translation Memory Matching** task yet.
- The newly updated TM is not applied on the source files if the project has already moved beyond the **Translation Memory Matching** task. However, the newly imported content will be returned during lookup or concordance search.

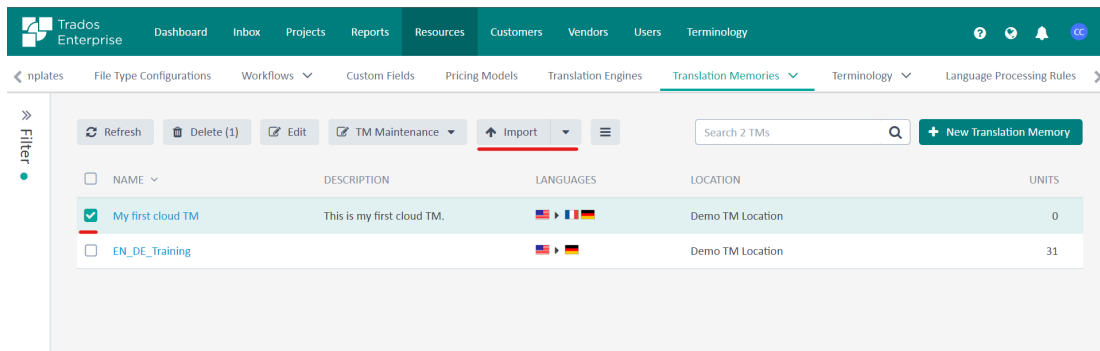
Restrictions:

Importing a *.tmx file into a cloud TM - The *.tmx is imported correctly if it has the same source-target languages as the destination TM. If there are source-target language mismatches, the import completes, but the mismatched language pairs are not imported. This, however does not apply to language families. For example, if you are importing a TMX that has en-GB into a TM that has en-US, the import will succeed because it can recognize language families.

Importing an *.sdlxliff file or an *.sdlx file into a cloud TM - The *.sdlxliff and the *.sdlx files are imported correctly only if they have the same source-target languages as the TM.

Procedure

1. Go to the **Resources** view.
2. Select the **Translation Memories** tab.
3. Select the check box corresponding to the TM you want to import content to.



4. Click **Import**.
5. On the **Import into [TM name]** page:
6. Under **General Options**:

General Options

Import File

English-German.sdltm

Choose a valid file (with a .tmx, .sdltm, .zip, .tmx.gz, .sdlxiff file name extension) to import into your TM.
Select one file at a time.
The maximum file size is 1000 MB.

Language Direction * English (United States) - German (Germany)

Options Export invalid translation units

If target segments differ * Add new translation units

Advanced Options

Unknown Fields * Add to translation memory

Add to translation memory - When this option is selected, the TU and the unknown fields are added to the TM. The field is added to the TM settings and becomes available for all TUs in the TM.

SDL XLIFF Document Options

Only import segments with the following confirmation levels

Translated ☒ Translation approved ☒ Signed-off ☒

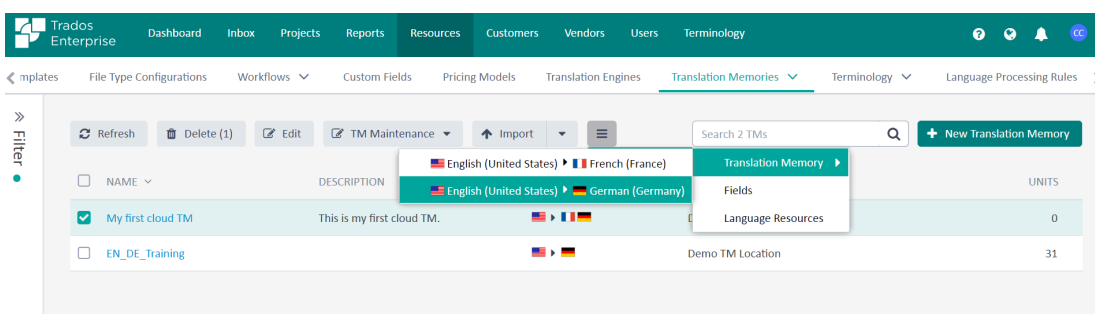
Finish **Cancel**

- a. Click **Browse** to upload the files you want to import.
- b. In the **Language Direction** box, check that the language pair is correct.
- c. Under **Options**, select or clear the check boxes: **Import translation units as plain text**, **Export invalid translation units**, **Recompute fuzzy index statistics**.
- d. Under **If target segments differ**, select one of the available options: **Add new translation units**, **Overwrite existing translation units**, **Leave existing translation units unchanged**, **Keep most recent translation units**.
7. Under **Advanced Options**:
 - a. If you import content from a *.TMX file, decide how you want unknown fields to be handled. From the **Unknown Fields** box, choose an option: **Add to translation memory**, **Ignore**, **Skip translation unit**, **Fail translation unit import**.
 - b. If you import content from an *.XLIFF file, decide which units will be imported based on their status: **Translated**, **Translation approved**, **Signed-off**, **Draft**, **Translation rejected**, **Sign-off rejected**.
8. Click **Finish**.

Exporting translation memory content

When you export your TM content, you download it as an *.TMX.GZ which you can store locally or re-import into another TM later on.

1. Go to the **Resources** view.
2. Select the **Translation Memories** tab.
3. Select the checkbox corresponding to the TM you want to delete.
4. Select **Export > Translation Memory > [language pair]**.



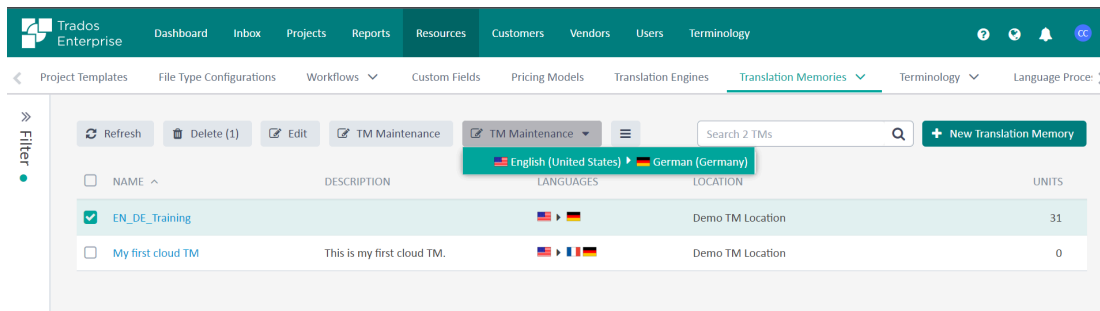
5. Check the progress of your TM download in the upper right-hand corner of the page and select the **Click here to download** link when prompted.
6. Save the *.TMX.GZ file.

Tip: Depending on the browser you are using, the file is saved in a location specified by you or it is automatically saved in the **Downloads** folder.

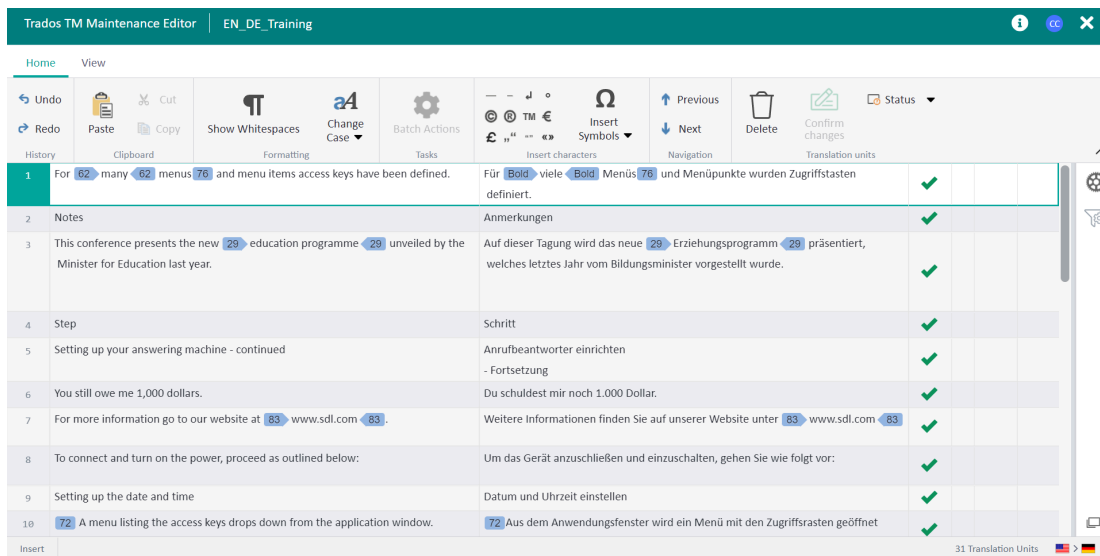
Maintaining translation memory content

You can search and edit translation units (TUs) in the TM Maintenance Editor. You can edit TUs at any time except during TM import. The editor is shaped after the Studio editor to facilitate easy editing of TMs.


1. Go to the **Resources** view.
2. Select the **Translation Memories** tab.
3. Select the check box corresponding to the TM you want to maintain.
4. Expand the **TM Maintenance** menu and select the language pair for which you want to perform maintenance operations.



5. In the TM Maintenance Editor, you can perform any of the following:



- Check the TM details on the banner: the TM name (and its language directions if you hover over the TM name), and the TM location, creation date, and reindex date (if you hover over the information icon)
- Specify a theme - Go to the **View** tab and choose one of the options: **Light** (default), **Warm**, **Dark**.
- Navigate the content - Select a TU, go to the **Home** tab, and use the **Next** and **Previous** options.
- Overwrite TU content - Press the Insert key and enter your new content.
- Manage tag pairs - To insert a tag from the source TU to the target TU, hold the Ctrl key and then select the source tag.
- Edit TU - Select a TU and:
 - Insert characters or symbols - Go to the **Home** tab, and use the options in the **Insert Characters** group.
 - Copy content
 - Delete content
 - Change display formatting - Go to the **Home** tab, and use the **Show Whitespaces** and **Change Case** menus.
 - Zoom in on content - Go to the **View** tab, and in the **Fonts** group select **Enable Text Zoom**. Select **Larger** or **Smaller**.

- Change TU status - Select a segment, go to the Home tab, expand the Status list and select a value: **Not Translated**, **Draft**, **Translated**, **Translation Approved**, **Translation Rejected**, **Sign-off Rejected**, **Signed Off**.
 - View and edit TU fields.
 - Delete TUs - Select a TU, go the **Home** tab, and select **Delete**.
 - Undo or redo any operation.
6. When finished with all your changes, check your TUs for this symbol . These segments were edited or their status was changed, but these segments are not confirmed yet. To confirm a segment, select it and then select **Confirm changes**. If you do not select **Confirm changes**, the segments are not updated in the TM with the latest changes.
 7. Close the TM Maintenance Editor.
 8. In the [translation memory name] dialog, select **Save**.

Shortcuts in TM Maintenance Editor

You can use several built-in shortcuts for more productivity when working with the TM Maintenance Editor.

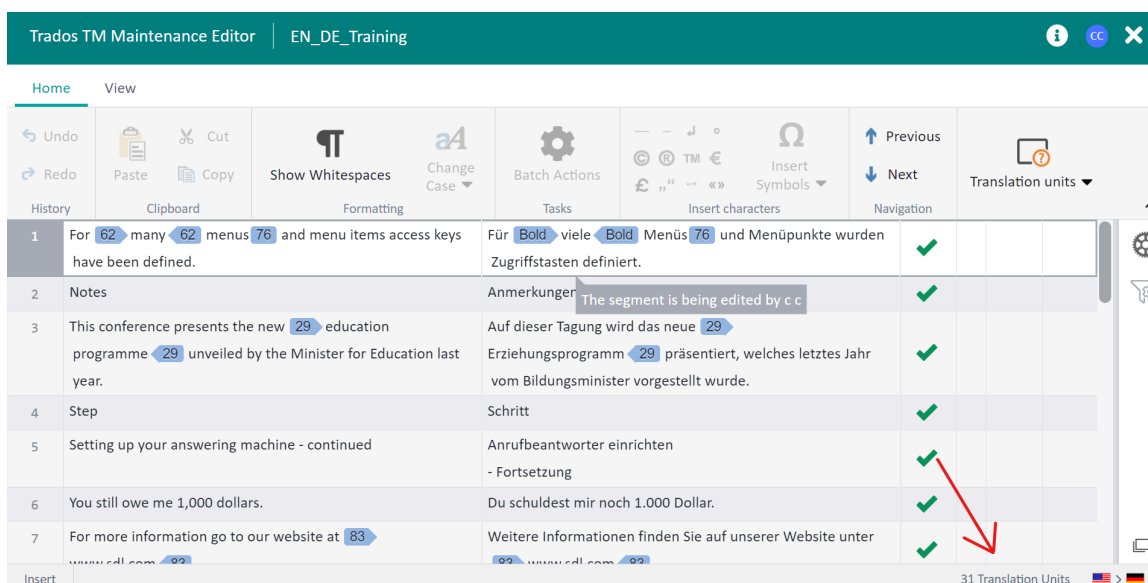
Command	Windows Shortcut	Mac Shortcut
Navigate to the previous translation unit.	Ctrl+Up Arrow	Command+Up Arrow
Navigate to the next translation unit.	Ctrl+Down Arrow	Command+Down Arrow
Delete the next word.	Ctrl+Delete	Control+Fn+Backspace
Delete the previous word.	Ctrl+Backspace	Control+Backspace
Undo your last action.	Ctrl+ Z	Command+Z or Control+Z
Redo your last action (if you undid it).	Ctrl+Y	Command+Y or Control+Y
Change the casing of a selected translation unit or text.	Shift+F3	Shift+Fn+F3
Select the entire content of the current translation unit.	Ctrl+A	Command+A or Control+A
Reload the current translation unit.	Ctrl+R	Control+R
Clear all translation unit.	Ctrl+Alt+Space	Control+Option+Space
Move to first translation unit in the translation memory.	Ctrl+Home	Command+Fn+Left Arrow
Move one page up.	PageUp	Command+Fn+Up Arrow
Move one page down.	PageDown	Command+Fn+Down Arrow

Command	Windows Shortcut	Mac Shortcut
Move cursor to next word.	Ctrl+Right Arrow	Command+Right Arrow
Move cursor to previous word.	Ctrl+Left Arrow	Command+Left Arrow
Select the word after the cursor, including the whitespace after it.	Ctrl+Shift+Right Arrow	Command+Shift+Right Arrow
Select the word before the cursor.	Ctrl+Shift+Left Arrow	Command+Shift+Left Arrow
Delete the previous character.	Backspace	Backspace
Delete the next character.	Delete	Fn+Backspace
Add a soft break to the current translation unit.	Shift+Enter	Shift+Enter
Add German quotation marks to the current translation unit.	Ctrl+Shift+4	Control+Shift+4
Add English quotation marks to the current translation unit.	Ctrl+Shift+5	Control+Shift+5
Add angular (French) quotation marks («») to the current translation unit.	Ctrl+Shift+6	Control+Shift+6
Add a non-breaking space to the current translation unit.	Ctrl+Shift+Space	Command+Shift+Space
Add the euro symbol (€) to the current translation unit.	Ctrl+Shift+E	Command+Shift+E
Add the copyright symbol (©) to the current translation unit.	Ctrl+Shift+C	Command+Shift+C
Add the registered symbol (®) to the current translation unit.	Ctrl+Alt+R	Control+Option+R
Add the trademark symbol (™) to the current translation unit.	Ctrl+Alt+T	Control+Option+T
Add an em dash (—) to the current translation unit.	Ctrl+Alt+Minus Sign	Control+Option+Minus Sign
Add an en dash (–) to the current translation unit.	Ctrl+Minus Sign	Command+Minus Sign or Control+Minus Sign
Add the pound symbol (£) to the current translation unit.	Ctrl+Shift+P	Command+P or Control+P
Show the Home tab.	Alt+H	(Not available on Mac)
Show the View tab.	Alt+V	(Not available on Mac)

Viewing translation unit count

You can check the number of total TUs in your TM. The count is updated automatically when TUs are added or deleted. The language pair is displayed next to the TU count.

1. Go to the **Resources** view.
2. Select the **Translation Memories** tab.
3. Select the check box corresponding to the TM you want to maintain.
4. Expand the **TM Maintenance** menu and select the language pair for which you want to perform maintenance operations.
5. Check the TU count in the lower left corner.




Navigating TM content

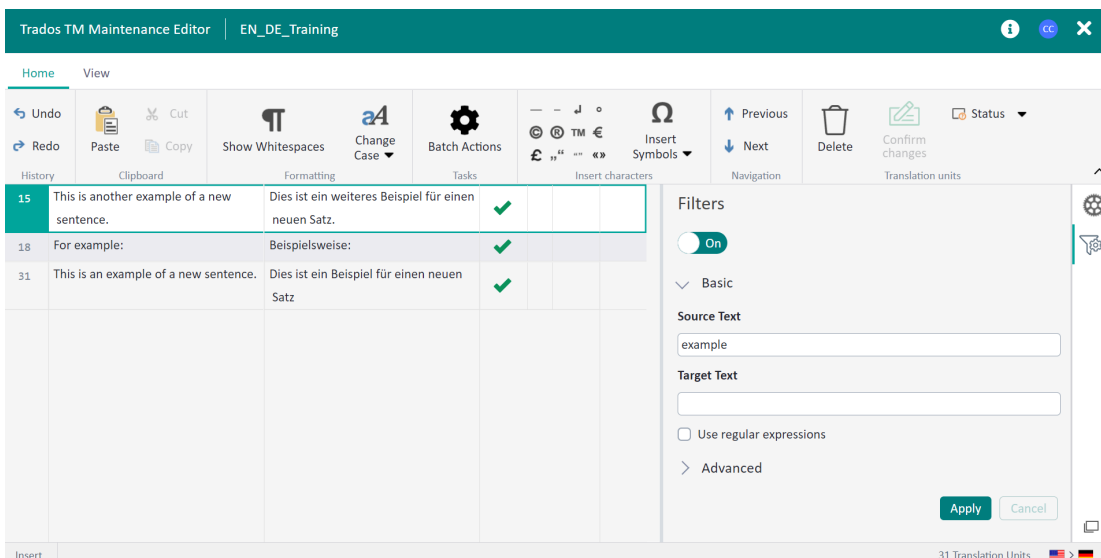
You can navigate TM content using the ribbon options, the arrow keys or the available shortcuts.

1. Go to the **Resources** view.
2. Select the **Translation Memories** tab.
3. Select the check box corresponding to the TM you want to maintain.
4. Expand the **TM Maintenance** menu and select the language pair for which you want to perform maintenance operations.
5. In the **TM Maintenance Editor**, do one or more of the following:
 - Select a segment, select the **Home** tab, and use the **Next** and **Previous** options.
 - Select a segment and use the Up and Down arrows.
 - Select a segment and use the shortcuts: Ctrl+Up arrow (for the previous segment), Ctrl+Down arrow (for the next segment).
6. Close the TM Maintenance Editor.

Searching for segments

You can search for TM segments or words in both the source and the target.

1. Go to the **Resources** view.
2. Select the **Translation Memories** tab.
3. Select the check box corresponding to the TM you want to maintain.
4. Expand the **TM Maintenance** menu and select the language pair for which you want to perform maintenance operations.
5. From the right-hand side pane, select .
6. Toggle the filter on if not already so.
7. Expand the **Basic** menu.
8. Do one of the following:
 - To search for segments or words in the source, type your text in the **Source Text** field.
 - To search for segments or words in the target, type your text in the **Target Text** field.
 - To search for segments or words via regular expressions, select the **Use regular expression** check box. Then, enter your regular expression in the **Source Text** field, the **Target Text** field, or both.
9. Click **Apply**.



The screenshot shows the Trados TM Maintenance Editor interface. The title bar indicates the project is 'EN_DE_Training'. The main window is divided into a list of segments and a right-hand pane for filters.

History	Clipboard	Formatting	Tasks	Insert characters	Navigation	Translation units
15	This is another example of a new sentence.	Dies ist ein weiteres Beispiel für einen neuen Satz.	✓			
18	For example:	Beispielsweise:	✓			
31	This is an example of a new sentence.	Dies ist ein Beispiel für einen neuen Satz	✓			


The right-hand pane is titled 'Filters' and contains the following options:

- On** (toggle switch)
- Basic** (expanded)
- Source Text**: example
- Target Text**: (empty field)
- ☐ Use regular expressions
- Advanced** (collapsed)
- Apply** and **Cancel** buttons

The status bar at the bottom indicates '31 Translation Units' and shows flags for English and German.

Editing segments

When you edit TM content, you can change segments and their content in various ways.

1. Go to the **Resources** view.
2. Select the **Translation Memories** tab.
3. Select the check box corresponding to the TM you want to maintain.
4. If your TM is multilingual, expand the **TM Maintenance** menu and select the language pair for which you want to perform maintenance operations.
5. In the **TM Maintenance Editor**, select a segment and edit it:
 - Edit content- Select some source or target content and edit it.
 - Copy content- Select some source text, copy it, and paste it the target or select some target text, copy it, and paste it in the target.
 - Delete content - Delete word forward using Ctrl+Delete or delete word backwards using Ctrl+Backspace.
 - Tags - To insert a tag from the source segment to the target segment, hold the Ctrl key, and then select the source tag. You can delete the entire tag pair or only one of the tags (either the end or the start tag). When you delete one tag, the other tag pair is automatically deleted.
 - Formatting and case - Select a TU, go to the **Home** tab, and in the **Formatting** group use the **Show Whitespaces** and **Change Case** menus. You can also change case by selecting a segment and pressing Shift+F3.
 - Characters or symbols - Select a TU, go to the **Home** tab, and use the options in the **Insert Characters** group.
 - Whitespaces - Go to **Home**, and in the **Formatting** group select **Show Whitespaces**.
6. When finished with all your changes, check your segments for this symbol . These segments were edited or their status was changed, but these segments are not confirmed yet. To confirm a segment, select it and then select **Confirm changes**. If you do not select **Confirm changes**, the segments are not updated in the TM with the latest changes.
7. Close the TM Maintenance Editor.
8. In the **[translation memory name]** dialog, click **Save**.

Concurrent editing

Multiple users are able to open and edit the same translation memory (TM) at the same time, for maintenance purposes.



The rules for concurrent editing are:

- When more users open the same TM and position themselves on the same segment, a tooltip informs them that the segment is being edited by another user.
- A segment can be edited by one user at a time, namely by the user who positions themselves on that segment first. The rest of the users who subsequently select that segment cannot edit it, because the segment is locked for editing. All edit actions in the ribbon and the

Fields panel are disabled for locked segments.


Editing translation unit fields

Translation units have metadata attached to them. There are 2 types of segment fields: system fields (generated automatically by the application) and custom fields (defined by you)

1. Go to the **Resources** view.
2. Select the **Translation Memories** tab.
3. Select the check box corresponding to the TM you want to maintain.
4. Expand the **TM Maintenance** menu and select the language pair for which you want to perform maintenance operations.
5. Select a segment, select , and:
 - Consult the system fields: **Created by, Created on, Last modified by, Last modified on, Last used by, Last used on, Usage count**. System fields are not editable.
 - Edit the custom fields if necessary. You can have custom fields of the following types:
 - Text (maximum 255 characters)
 - Multiple text (multiple text strings)
 - Number
 - Data and time
 - Single picklist (choose one option out of all the available options)
 - Multiple picklist (choose several options out of all the available options)
6. When finished with all your changes, check your segments for this symbol . These segments were edited or their status was changed, but these segments are not confirmed yet. To confirm a segment, select it and then select **Confirm changes**. If you do not select **Confirm changes**, the segments are not updated in the TM with the latest changes.
7. Close the **TM Maintenance Editor**.
8. In the **[translation memory name]** dialog, click **Save**.

Enabling Overwrite mode

When Overwrite mode is enabled, you can write text over existing text.

1. Go to the **Resources** view.
2. Select the **Translation Memories** tab.
3. Select the check box corresponding to the TM you want to maintain.
4. Expand the **TM Maintenance** menu and select the language pair for which you want to perform maintenance operations.
5. In the **TM Maintenance Editor**, press the **Insert** key and make your changes.
6. When finished with all your changes, check your segments for this symbol . These segments were edited or their status was changed, but these segments are not confirmed yet. To confirm a segment, select it and then select **Confirm changes**. If you

do not select **Confirm changes**, the segments are not updated in the TM with the latest changes.

7. Close the **TM Maintenance Editor**.
8. In the **[translation memory name]** dialog, click **Save**.

Batch editing translation units

When you batch edit TUs you delete their tags or field values, change their field values, or replace text. You cannot revert any batch edit action.

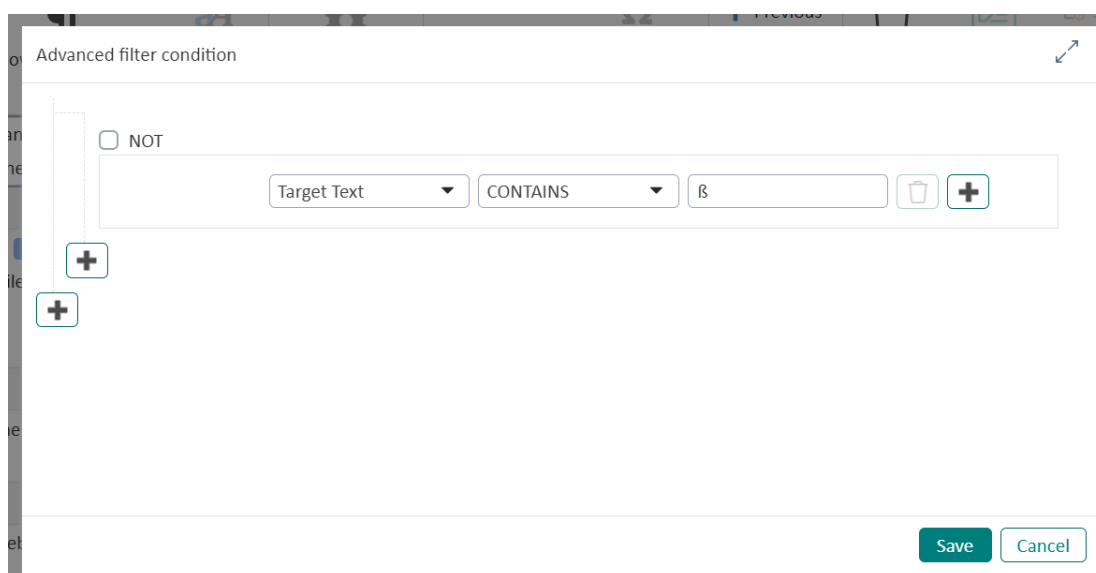
Before you can batch edit TUs, you must filter them. Only filtered segments can be batch edited. See "Applying filters" on page 0

For this example we're going to edit a German TM so let's create a filter.

If you don't have a cloud TM with the "de-DE" language pair you can import or save to cloud one of the sample TMs that ship with Studio.

 ..\Documents\Studio 2024\Projects\Samples\SampleProject\TMs\English-German.sdltm

1. Go to the **Resources** view.
2. Select the **Translation Memories** tab.
3. Select the check box corresponding to the TM you want to maintain.
4. Expand the **TM Maintenance** menu and select the language pair for which you want to perform maintenance operations.
5. Go to **Filters > Advanced** and click the filter icon next to the **Advanced filter condition** textbox.
6. Set the filter settings as shown below:



7. You can copy and paste this character into the textbox: "ß", then click **Apply**.
You should now see the segments filtered.

8	To connect and turn on the power, proceed as outlined below:	Um das Gerät anzuschließen und einzuschalten, gehen Sie wie folgt vor:	✓		
22	An application icon represents an application that was minimized and is still running.	Ein Anwendungssymbol steht für eine Anwendung, die minimiert wurde und noch ausgeführt wird.	✓		
24	Association for Road Safety Conference	Tagung der Gesellschaft für Verkehrssicherheit	✓		
27	Connecting	Anschließen	✓		
33	Connecting and turning on the power	Verbinden und Anschließen	✓		
35	Finding an appropriate location for your photo printer	Passenden Aufstellungsort für Ihren Fotodrucker finden	✓		
39	Vehicle awareness	Fahrzeugbewußtsein	✓		
47	Stress the role of parents in enforcing road safety awareness as part of home life.	Besondere Betonung findet die Rolle der Eltern, die das Bewußtsein über Verkehrssicherheit als Teil der häuslichen Erziehung vermitteln müssen.	✓		
52	When connecting power or USB cables, keep the cables clear of the paper path to the front and rear of the photo printer.	Halten Sie beim Anschließen von Strom- oder USB-Kabeln die Kabel vom Papierpfad aus Vorder- und Rückseite des Fotodruckers fern.	✓		

8. In the **Batch Actions** wizard:
 - a. Under **Choose Operation**, choose **Edit translation units**.
 - b. Under **Operation Details** expand the **Find and replace text** section:
 - In the **Find what** textbox paste the "ß" character.
 - In the **Replace with** textbox enter "ss".
 - Set the **Search in** parameter to **Target**.

Batch Actions

Operation Details

Confirmation

Find what

ß

Replace with

ss

Search in

☐ Source
 ☒ Target

Options

☐ Match case
 ☐ Use regular expression

Back

Next

Confirm

Cancel

- c. Under **Confirmation**, clear the **Reset current filter for Translation Memory** check box, and then select **Confirm**.

All occurrences of "ß" should now be replaced by "ss".

Home View		TM batch edit operation completed. X	
Undo	Paste	Show Whitespaces	Batch Actions
Redo	Cut	Change Case	Insert Symbols
History	Clipboard	Formatting	Navigation
8	To connect and turn on the power, proceed as outlined below:		Um das Gerät anzuschliessen und einzuschalten, gehen Sie wie folgt vor:
22	An application icon represents an application that was minimized and is still running.		Ein Anwendungssymbol steht für eine Anwendung, die minimiert wurde und noch ausgeführt wird.
24	Association for Road Safety Conference		Tagung der Gesellschaft für Verkehrssicherheit
27	Connecting		Anschliessen
33	Connecting and turning on the power		Verbinden und Anschliessen
35	Finding an appropriate location for your photo printer		Passenden Aufstellungsort für Ihren Fotodrucker finden
39	Vehicle awareness		Fahrzeugbewusstsein
47	Stress the role of parents in enforcing road safety awareness as part of home life.		Besondere Betonung findet die Rolle der Eltern, die das Bewusstsein über Verkehrssicherheit als Teil der häuslichen Erziehung vermitteln müssen.
52	When connecting power or USB cables, keep the cables clear of the paper path to the front and rear of the photo printer.		Halten Sie beim Anschliessen von Strom- oder USB-Kabeln die Kabel vom Papierpfad zur Vorder- und Rückseite des Fotodruckers fern.
55	Present the continuing cooperation between the Department of Education and the Road Safety Authority.		Darstellung der kontinuierlichen Zusammenarbeit zwischen dem Bildungsministerium und der Verkehrssicherheitsbehörde.
56	Reporting in Essentials 2007		Berichte in Essentials 2007
68	Essentials 2007 provides the following capabilities with Reporting:		Essentials 2007 stellt die folgenden Berichtsfunktionen zur Verfügung:
Insert		82 Translation Units	

Changing translation statuses






You can change the translation unit status by choosing one of the available values.

1. Go to the **Resources** view.
2. Select the **Translation Memories** tab.
3. Select the check box corresponding to the TM you want to maintain.
4. Expand the **TM Maintenance** menu and select the language pair for which you want to perform maintenance operations.
5. In the **TM Maintenance Editor**, select a segment, go to the **Home** tab, expand the **Status** list and select a value: **Not Translated**, **Draft**, **Translated**, **Translation Approved**, **Translation Rejected**, **Sign-off Rejected**, **Signed Off**.

Translation statuses

A source segment and a target segment unit form a translation unit (TU). TUs are displayed on one row in the Online Editor. Each TU has a translation status depending on how complete the translation is.

TUs can have one of the following translation statuses at a time:

- **Not Translated** () - This target segment has not been translated or edited yet.
- **Draft** () - This target segment may have been changed, but it is not yet considered fully translated, or a translation memory (TM) match was applied to the segment but the segment text has since been edited.
- **Translated** () - This target segment translation has been confirmed.
- **Locked** () - This target segment translation is locked.
- **Translation Rejected** () - This target segment translation was rejected by the reviewer.

- **Translation Approved** () - This target segment translation was approved by the reviewer.
- **Sign-off Rejected** () - This translation has been rejected during the sign-off process.
- **Signed Off** () - The translation has been approved and signed-off. This translation is ready to be released to the customer.

Deleting translation units

You can delete TUs if they are no longer necessary.

1. Go to the **Resources** view.
2. Select the **Translation Memories** tab.
3. Select the check box corresponding to the TM you want to maintain.
4. Expand the **TM Maintenance** menu and select the language pair for which you want to perform maintenance operations.
5. Select a TU, go to the **Home** tab, and select **Delete**. TU deletion is not reversible and it is immediately reflected in the TU count.

Batch deleting translation units

You can batch delete the TUs you no longer need. You cannot revert any batch delete action.

Before you can batch delete segments TUs, you must filter them. Only filtered segments can be batch deleted. Therefore, create a filter and apply it before you follow the procedure below.


1. Go to the **Resources** view.
2. Select the **Translation Memories** tab.
3. In the **TM Maintenance Editor**, go to the **Home** view, and in the **Tasks** group select **Batch Actions**.
4. In the **Batch Actions** wizard:
 - a. Select **Choose Operation**, and then **Delete** translation units.
 - b. Select **Operation Details** and consult the message informing you that all the filtered segments will be deleted after you confirm the operation.
 - c. Select **Confirmation**, clear the **Reset** current filter for **Translation Memory** check box, and then select **Confirm**.

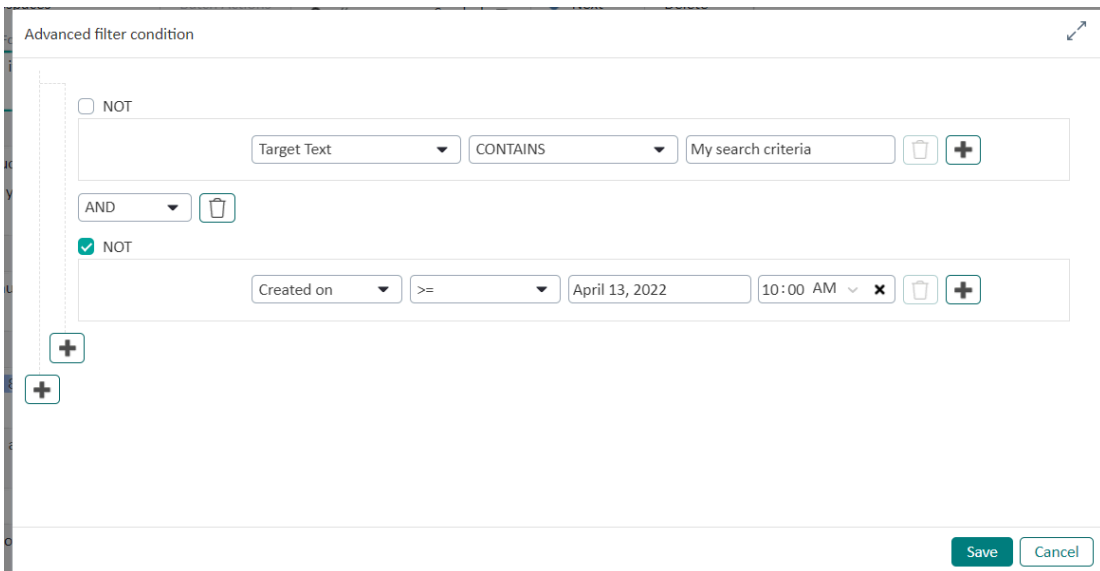
Filters

TM Maintenance filters help you search through your source and target segments, and perform batch operations on segments.

Creating filters

You can create filters to quickly identify all the segments which have the same metadata in common.

1. Go to the **Resources** view.
2. Select the **Translation Memories** tab.
3. Select the check box corresponding to the TM you want to maintain.
4. Expand the **TM Maintenance** menu and select the language pair for which you want to perform maintenance operations.
5. From the right-hand side pane, select .
6. Toggle the filter on if not already so.
7. Expand the **Advanced** menu.
8. Enter a filter name.
9. Expand the **Advanced filter condition** pane, select your criteria (segment status, creation date and so on), and if several criteria apply, link these via operators.



Advanced filter condition

☐ NOT

Target Text CONTAINS My search criteria

AND

☒ NOT

Created on >= April 13, 2022 10:00 AM x


Save Cancel

10. Click **Save**.
11. Expand the right-hand side menu of the **Saved filters** field, and click **Create**.
12. Click **Apply**.

Editing filters


You can edit your filter details if no longer necessary.

1. Go to the **Resources** view.
2. Select the **Translation Memories** tab.
3. Select the check box corresponding to the TM you want to maintain.
4. Expand the **TM Maintenance** menu and select the language pair for which you want to perform maintenance operations.

5. From the right-hand side pane, select .
6. Toggle the filter on if not already so.
7. Expand the **Advanced** menu.
8. Under **Saved filters**, select a filter.
9. Expand the **Advanced filter** condition pane and modify the criteria.
10. Expand the right-hand side menu of the **Saved filters** field, and click **Update**.
11. Click **Apply**.


Deleting filters

You can delete filters if no longer necessary.

1. Go to the **Resources** view.
2. Select the **Translation Memories** tab.
3. Select the check box corresponding to the TM you want to maintain.
4. Expand the **TM Maintenance** menu and select the language pair for which you want to perform maintenance operations.
5. From the right-hand side pane, select .
6. Toggle the filter on if not already so.
7. Expand the **Advanced** menu.
8. Under **Saved filters**, select a filter you want to delete.
9. Expand the right-hand side menu of the **Saved filters field**, and click **Delete**.

Deleting translation units via filters

Once you create a filter for the quick retrieval of a set of translation units, you can batch delete these translation units.

1. Go to the **Resources** view.
2. Select the **Translation Memories** tab.
3. Select the check box corresponding to the TM you want to maintain.
4. Expand the **TM Maintenance** menu and select the language pair for which you want to perform maintenance operations.
5. From the right-hand side pane, select .
6. Toggle the filter on if not already so.
7. Expand the **Advanced** menu.
8. Enter a filter name.
9. Expand the **Advanced filter condition** pane, select your criteria (segment status, creation date and so on), and if several criteria apply, link these via operators. Click **Save**.
10. Expand the right-hand side menu of the **Saved filters** field, and click **Create**.
11. From the ribbon, select **Batch Actions**.

12. On the **Choose Operation** page, select **Delete translation units**.
13. On the **Operation Details** page, read about the effects of the batch delete you are about to perform.
14. Select **Confirmation**, and then **Confirm**.

5

End of Quick Start Guide

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

- [Trados Studio Online Help](#) - This provides additional information about translation memories. You can access this help system by selecting **Help Topics** from the **Online Help** group on the **Help** tab in the Trados Studio application.
- [Trados Studio 2024 Migration Guide](#) - This provides information about converting or upgrading existing translation resources from SDL Trados 2007 and SDLX so that you can work with them in Trados Studio.
- [Trados GroupShare Installation Guide](#) - This provides information about upgrading server-based translation memories from SDL TM Server 2009 to SDL TM Server 2020.
- [Trados GroupShare Help](#) - This provides information on how to manage your server-based translation memories in TM Server. You can access this help system by clicking **Help** from the GroupShare application.

6

Acknowledgments

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

Autofac

Version: 4.8.1

Vendor: Autofac

Copyright: Copyright © 2015 Autofac Contributors

License type: MIT

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

Azure.Core

Version: 1.38.0

Vendor: Microsoft, azure-sdk

Copyright: © Microsoft Corporation. All rights reserved.

License type: MIT

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

Azure.Identity

Version: 1.11.1

Vendor: Microsoft, azure-sdk

Copyright: © Microsoft Corporation. All rights reserved.

License type: MIT

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

CachedImage

Version: 1.0.1

Vendor: Hari Pachuveetil

Copyright: MIT © Haridas Pachuveetil 2014

License type: MIT

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

ControlzEx

Version: 4.4.0

Vendor: Jan Karger, Bastian Schmidt

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

License type: MIT

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

Crc32.NET

Version: 1.2.0

Vendor: force

Copyright:

License type:

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

DocumentFormat.OpenXml

Version: 2.15.0

Vendor: Microsoft

Copyright: © Microsoft Corporation. All rights reserved.

License type: MIT

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

Flee

Version: 1.2.2

Vendor: Muhammet Parlak

Copyright: Copyright 2017 Muhammet Parlak

License type: L-GPL

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

HtmlAgilityPack

Version: 1.11.16

Vendor: ZZZ Projects

Copyright: Copyright © ZZZ Projects Inc.

License type: MIT

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

Hunspellx86

Version: 1.7.2

Vendor: Crawler-Lib

Copyright: Copyright (C) 2002-2017 Németh László

License type: L-GPL

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

ICSharpCode.Decompiler

Version: 7.1.0.6543

Vendor: Daniel Grunwald, Siegfried Pammer

Copyright: Copyright 2011-2021 AlphaSierraPapa

License type:

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

icu.net

Version: 2.9.0

Vendor: SIL International

Copyright: Copyright © 2007-2019 SIL International

License type: MIT

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

Icu4c.Win.Full.Lib

Version: 59.1.15

Vendor: SIL International

Copyright: Copyright (c) 2016-2017 SIL International

License type: ICU

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

log4net

Version: 2.0.16

Vendor: Cincura.net, Apache.Logging

Copyright: Copyright 2004-2017 The Apache Software Foundation

License type: Apache 2.0

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

MahApps.Metro

Version: 2.4.10

Vendor: Jan Karger, Dennis Daume

Copyright: Copyright © 2021 .NET Foundation and Contributors. All rights reserved.

License type: MIT

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

Markdig.Signed

Version: 0.31.0

Vendor: Alexandre Mutel

Copyright: Copyright (c) 2018-2019, Alexandre Mutel. All rights reserved.

License type: BSD-2-Clause

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

MaterialDesignColors

Version: 3.0.0

Vendor: James Willock

Copyright: Copyright 2015 James Willock/Mulholland Software Ltd

License type: MIT

License details:

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

MaterialDesignThemes

Version: 5.0.0

Vendor: James Willock

Copyright: Copyright 2015 James Willock/Mulholland Software Ltd

License type: MIT

License details:

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

MaterialDesignThemes.MahApps

Version: 1.0.0

Vendor: James Willock

Copyright: Copyright 2015 James Willock/Mulholland Software Ltd

License type: MIT

License details:

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

Microsoft.ApplicationInsights

Version: 2.22.0

Vendor: Microsoft

Copyright: Copyright (c) 2015 Microsoft

License type: MIT

License details:

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

Microsoft.AspNet.WebApi.Client

Version: 6.0.0

Vendor: Microsoft

Copyright: © Microsoft Corporation. All rights reserved.

License type: Apache 2.0

License details:

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

Microsoft.AspNetCore.Connections.Abstractions

Version: 8.0.3

Vendor: Microsoft, aspnetcore

Copyright: © Microsoft Corporation. All rights reserved.

License type: MIT

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

Microsoft.AspNetCore.Http.Connections.Client

Version: 8.0.3

Vendor: Microsoft, aspnet

Copyright: © Microsoft Corporation. All rights reserved.

License type: MIT

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

Microsoft.AspNetCore.Http.Connections.Common

Version: 8.0.3

Vendor: Microsoft, aspnet

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License type: MIT

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Microsoft.AspNetCore.JsonPatch

Version: 8.0.3

Vendor: Microsoft

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License type: MS-PL

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

Microsoft.AspNetCore.SignalR.Client

Version: 8.0.3

Vendor: Microsoft

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License type: MIT

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Microsoft.AspNetCore.SignalR.Client.Core

Version: 8.0.3

Vendor: Microsoft

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Microsoft.AspNetCore.SignalR.Common

Version: 8.0.3

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Microsoft.AspNetCore.SignalR.Protocols.Json

Version: 8.0.3

Vendor: Microsoft

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Microsoft.Bcl.AsyncInterfaces

Version: 8.0.0

Vendor: Microsoft

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License type: MIT

License details: "<https://github.com/dotnet/runtime/blob/v8.0.0/LICENSE.TXT>" on page 0

Microsoft.Bcl.HashCode

Version: 1.1.1.0

Vendor: Microsoft, dotnetframework

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License type: MIT

License details: "<https://github.com/dotnet/runtime/blob/main/LICENSE.TXT>" on page 0

Microsoft.Bcl.TimeProvider

Version: 8.0.1

Vendor: Microsoft

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License type: MIT

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Microsoft.CSharp

Version: 4.7.0

Vendor: Microsoft

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Microsoft.Extensions.Configuration

Version: 8.0.0

Vendor: Microsoft

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Microsoft.Extensions.Configuration.Abstractions

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Microsoft.Extensions.Configuration.Binder

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Microsoft.Extensions.DependencyInjection

Version: 8.0.0

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Microsoft.Extensions.DependencyInjection.Abstractions

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Microsoft.Extensions.DependencyModel

Version: 7.0.0

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Microsoft.Extensions.Features

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Microsoft.Extensions.Http

Version: 8.0.0

Vendor: Microsoft, aspnet, dotnetframework

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Microsoft.Extensions.Logging

Version: 8.0.0

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Microsoft.Extensions.Logging.Abstractions

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Microsoft.Extensions.Options

Version: 8.0.2

Vendor: Microsoft, aspnet, dotnetframework

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Microsoft.Extensions.Primitives

Version: 8.0.0

Vendor: Microsoft, aspnet, dotnetframework

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Microsoft.Identity.Client

Version: 4.60.3

Vendor: Microsoft, AzureAD

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Microsoft.Identity.Client.Extensions.Msal

Version: 4.60.3

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Microsoft.Identity.Client.NativeInterop

Version: 0.16.0

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Microsoft.IdentityModel.Abstractions

Version: 7.4.1

Vendor: Microsoft, AzureAD

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Microsoft.IdentityModel.JsonWebTokens

Version: 7.4.1

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Microsoft.IdentityModel.Logging

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

Microsoft.Xaml.Behaviors.Wpf

Version: 1.1.77

Vendor: Microsoft, xamlxperienceteam

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murmurhash-signed

Version: 1.0.2

Vendor: Darren Kopp

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NETStandard.Library

Version: 2.0.3.0

Vendor: Microsoft, dotnetframework

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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

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

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Sdl.MultiSelectComboBox

Version: 1.0.77

Vendor: RWS

Copyright: Copyright © RWS

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

Sharpcompress

Version: 0.36.0

Vendor: Adam Hathcock

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SharpZipLib

Version: 1.4.1.0

Vendor: ICSharpCode

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SimpleInjector

Version: 5.4.4

Vendor: Simple Injector Contributors

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SmartThreadPool

Version: 2.3.0

Vendor: Ami Bar

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System.Buffers

Version: 4.5.1

Vendor: Microsoft

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System.Collections.Immutable

Version: 8.0.0

Vendor: Microsoft, dotnetframework

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System.IdentityModel.Tokens.Jwt

Version: 7.4.1

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System.IO.Abstractions

Version: 4.2.17

Vendor: Tatham Oddie

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System.IO.Pipelines

Version: 8.0.0

Vendor: Microsoft, aspnet, dotnetframework

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System.Memory

Version: 4.5.5

Vendor: Microsoft

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System.Net.Http

Version: 4.3.4

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System.Numerics.Vectors

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System.Reactive

Version: 6.0.0

Vendor: .NET Foundation and Contributors

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System.Reflection.Metadata

Version: 5.0.0

Vendor: Microsoft, dotnetframework

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System.Reflection.TypeExtensions

Version: 4.7.0

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System.Runtime.CompilerServices.Unsafe

Version: 6.0.0

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System.Text.Encoding.CodePages

Version: 8.0.0

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System.Text.Encodings.Web

Version: 8.0.0

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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

Version: 4.5.4

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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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