

Translating and reviewing documents

Trados Studio 2021 SR2

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Table of Contents

Legal notice	3
1 About this Quick Start Guide	7
Who is this guide for and what does it cover?	7
How to use this guide	7
Cloud references	7
Other information sources	7
2 About Trados Studio	8
Trados Studio views	8
3 Working with local projects	10
3.1 Workflows.....	10
Single-File translation workflow.....	10
3.2 Project package translation workflow.....	11
3.3 Options dialog	13
3.4 Language pair settings.....	13
3.5 Defining your default language pair settings	14
3.6 Resources	16
4 Opening local project files in Trados Studio.....	18
Open a file from a local project or package.....	18
Open a single file in a local project.....	18
4.1 Opening a local project file	18
4.2 Opening a single file for translation.....	19
4.3 Changing your project settings.....	21
4.4 Opening a file for translation from a local project or project package	22
4.5 Translating the sample document in the Editor view	23
A first look at the translation environment in Trados Studio.....	24
A closer look at the Editor window	24
Context Matches.....	25
Fuzzy Matches.....	26
Termbases matches.....	26
4.6 Leveraging previously translated content with upLIFT.....	27
4.7 Editing your translation.....	27
Spelling Errors	27
4.8 Confirming your translation	28

Formatting Penalties.....	28
4.9 Applying formatting.....	29
Method 1	29
Method 2	30
4.10 Performing verification	30
4.11 Inserting placeables.....	33
4.12 Using AutoSuggest with machine translation.....	34
4.13 Using Language Cloud with Neural Machine Translation Engines (NMT)	35
4.14 Translating the sample document with PerfectMatch applied.....	38
4.15 Translating with PerfectMatches	39
4.16 Using the display filter to find new content	40
5 Reviewing in Trados Studio.....	42
5.1 Opening and reviewing the sample file	42
5.2 Approving Translations	43
5.3 Rejecting translations using tracking changes	43
5.4 Rejecting translation using comments.....	44
5.5 Rejecting translations manually.....	45
5.6 Rejecting translation usingTQA.....	46
5.7 Approving remaining segments	46
5.8 Entering corrections	46
Segment review display filters	46
5.9 Using the display filters	47
5.10 Accepting suggested changes (Track Changes)	48
5.11 Generating the translated document.....	48
6 Return packages.....	50
WorldServer return packages.....	50
6.1 Creating a return package	50
7 Working with cloud projects	51
More Help resources	51
7.1 Cloud translation workflow.....	52
7.2 Opening a cloud project file.....	52
Pre-requisite: Sign in to your cloud account	53
Switching to the Online Editor.....	58
7.3 Translating in the Online Editor	59
Adding termbase entries.....	61

Running QA checks	61
Previewing the translation in the Online Editor	62
Previewing files in the original application.....	62
Completing the Translation task.....	62
Reverting completed tasks	63
7.4 Switching to Trados Studio	64
Working offline in Trados Studio	64
7.5 Synchronizing changes and version conflicts	64
7.6 Download cloud project packages for offline workflows	65
8 End of this Quick Start Guide.....	65
9 Acknowledgements.....	66

1 About this Quick Start Guide



Who is this guide for and what does it cover?

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 online workflows using Trados GroupShare Project Server, see to the videos and information in the Trados Studio Help available at:

<https://docs.rws.com/TradosStudio>.

How to use this guide

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

Cloud references

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

- Trados Live Essential
- Trados Live Team
- Trados Enterprise (formerly RWS Language Cloud Translation Management)

However, all the examples illustrate working with cloud projects using a cloud account with a Trados Live Essential subscription.

Other information sources

Here are some other sources of information you can access:

- [Trados Studio 2021 SR2 Help](#)
- [Trados GroupShare Help](#)
- [Trados GroupShare Installation Guide](#)

- [Trados Studio 2021 Migration Guide](#)
- [Translation Memory Management Quick Start Guide](#)
- [Trados Live Essential documentation](#)
- [Trados Live Team documentation](#)
- [Language Cloud Translation Management documentation](#)

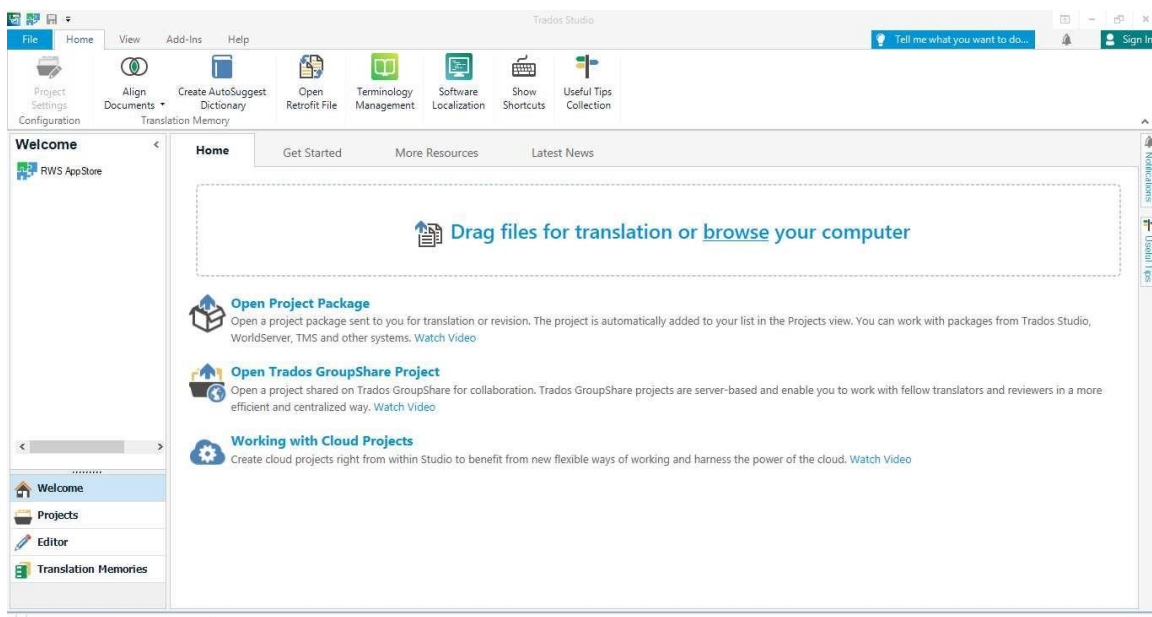
2 About Trados Studio

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 RWS 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>
Projects	<p>This is where you view and work with projects. You can select a project to view detailed project and file information and track project and file status.</p>
Files	<p>This is where you work with project files. From here you can:</p> <ul style="list-style-type: none"> • Open files for translation • Open files for review • Perform batch processing on files • You can also view word counts and translation progress for these files
Reports	<p>This is where you view project reports. The reports provide detailed translation analysis figures which feed directly into the project planning and budgeting process.</p>
Editor	<p>This is where documents are translated and reviewed.</p>
Translation Memories	<p>This is where you create and manage translation memories.</p>
Alignment	<p>This is where you can align existing translated documents to generate translation memory content. This view is only available when you open an alignment result file (*.sdlalign).</p>

3 Working with local projects

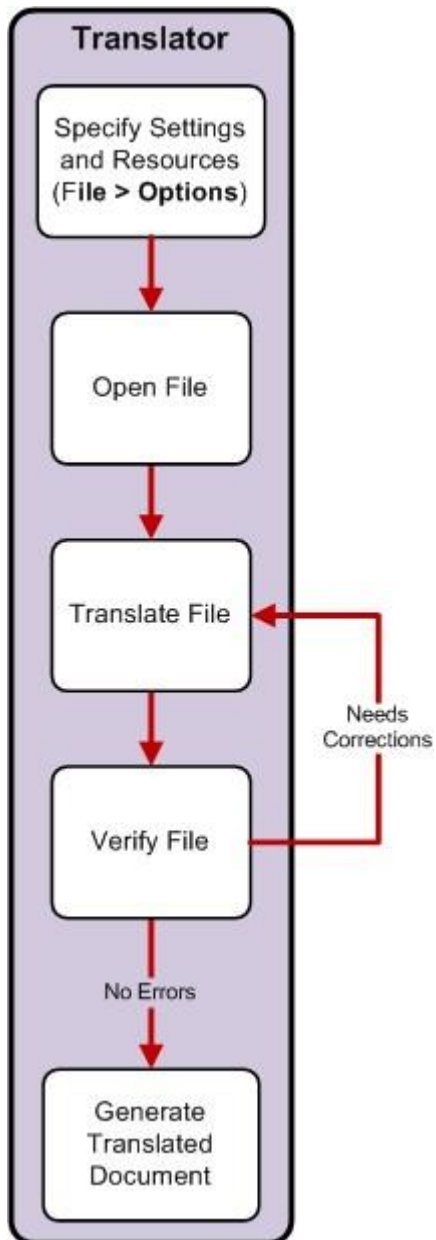
3.1 Workflows

There are two main workflows for working with local projects in Trados Studio:

- Single-file translation
- Project package translation

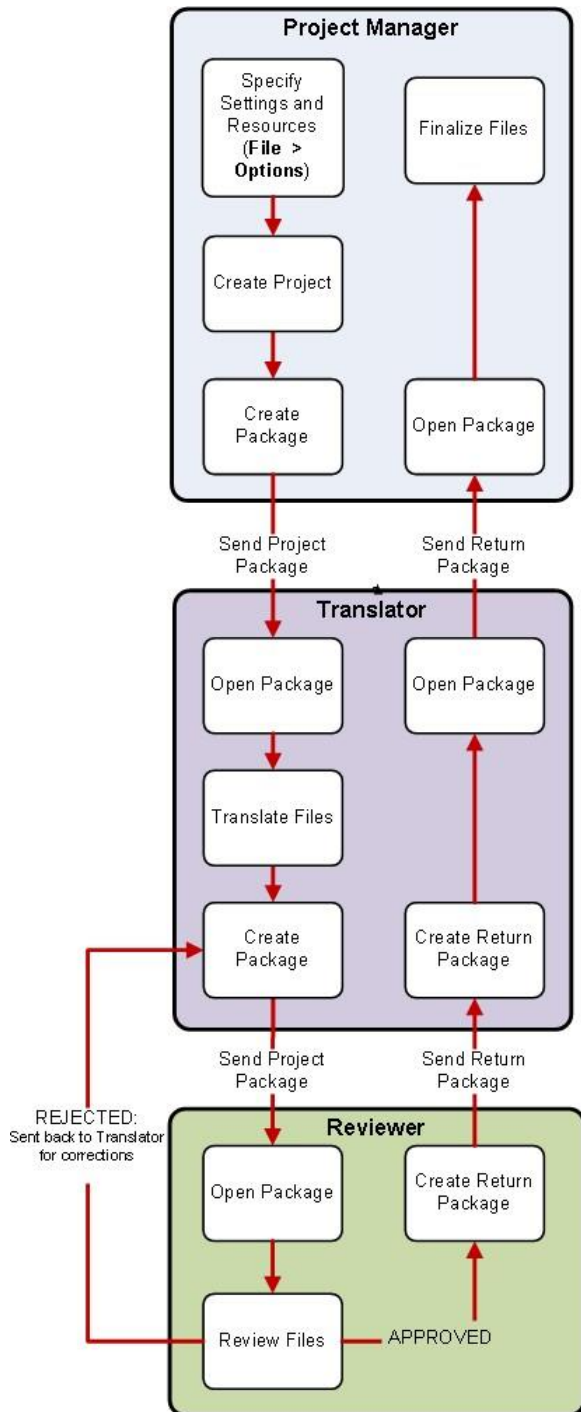
Single-File translation workflow

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



3.2 Project package translation workflow

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



3.3 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.

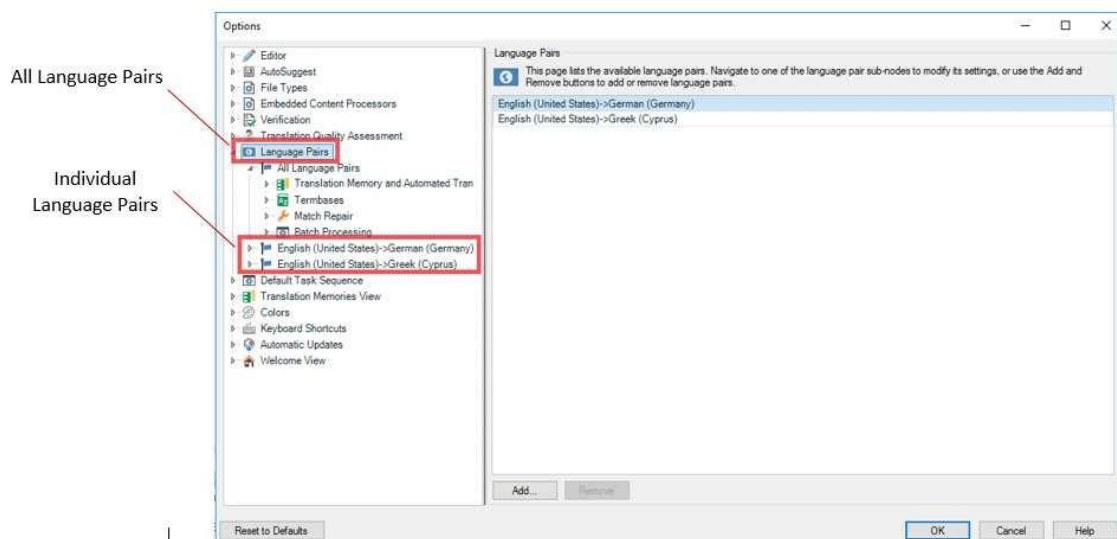
3.4 Language pair settings

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

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.

- 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.



3.5 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\Studio2021\Projects\Samples\SampleProject\TMs\English-German. sdltm

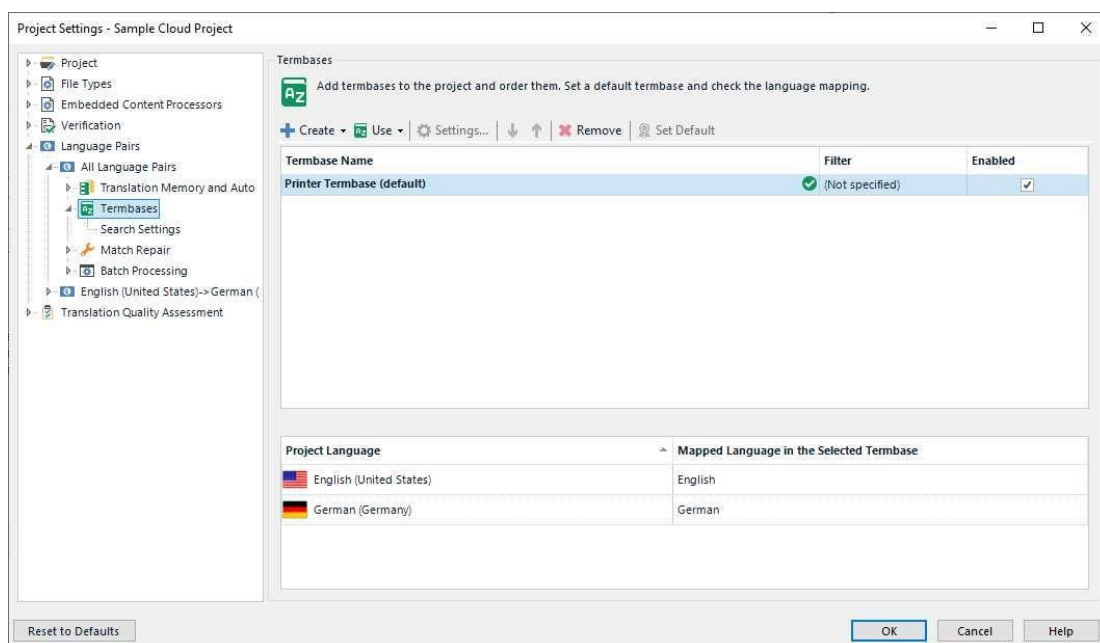
- If your setup does not include any default options for the language pair English (United States) - German (Germany), the Add Supported Language Pairs dialog is displayed. Select the check box next to the language pair and click **OK**.



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

 ...Documents\Studio2021\Projects\Samples\SampleProject\Termbase\Printer.

sdltb

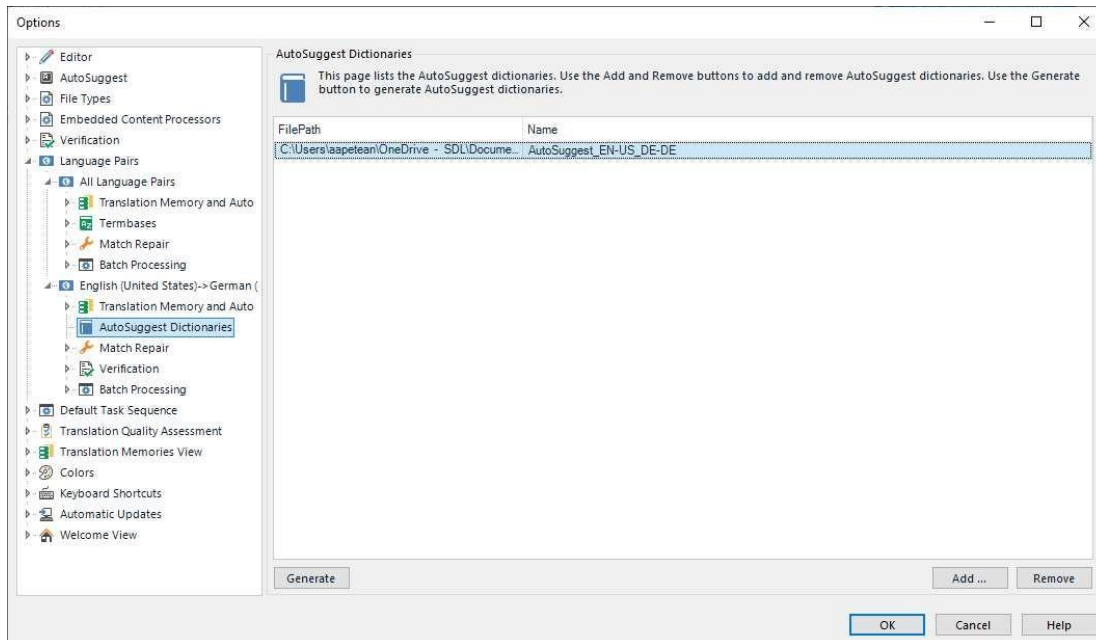


3. Select Language Pairs > English (United States) - German (Germany) > AutoSuggest Dictionaries from the navigation tree.

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

4. On the AutoSuggest Dictionaries page, you can select AutoSuggest dictionaries. Select **Add** and browse for the sample AutoSuggest dictionary file.

...Documents\Studio2021\Projects\Samples\SampleProject\AutoSuggest\AutoSuggest_EN-US_DE-DE.bpm



5. 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 auto-substitution. 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)**.

3.6 Resources

You can select the following resources for a language pair:

Resource	Description
Translation memories	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 2021 Migration Guide for details of how to upgrade the translation memory to the current format. You can also connect to server-based translation memories from Trados GroupShare 2017-2020.

	<p>To connect to WorldServer 11.x and 10.4.5 Live TM, go to the Add-ins tab > RWS AppStore and install the free WorldServer Compatibility Pack for Studio.</p>
<p>Termbases</p>	<p>Trados Studio 2021 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 2021, *.sdltb format. You can also connect to sever-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 Language Cloud account. If you have these configured in your Language Cloud account, you can use them just like any other termbase</p>
<p>AutoSuggest dictionaries</p>	<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.

4 Opening local project files in Trados Studio

Depending on the type of project you are working on, you can use one of the following workflows to open project files for translation:

Open a file from a local project or package

Right-click on the file name in the **Files** view and select **Open for Translation**. Any translation memories, termbases, AutoSuggest dictionaries and settings associated with the package are opened automatically.

Open a single file in a local project


In the Welcome view, drag a file for translation or browse your computer.

The drag-and-drop functionality only works on computers with Internet Explorer 10 or later installed. If you have an older Internet Explorer version, select **Files > Open > Translate Single Document**.

4.1 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.

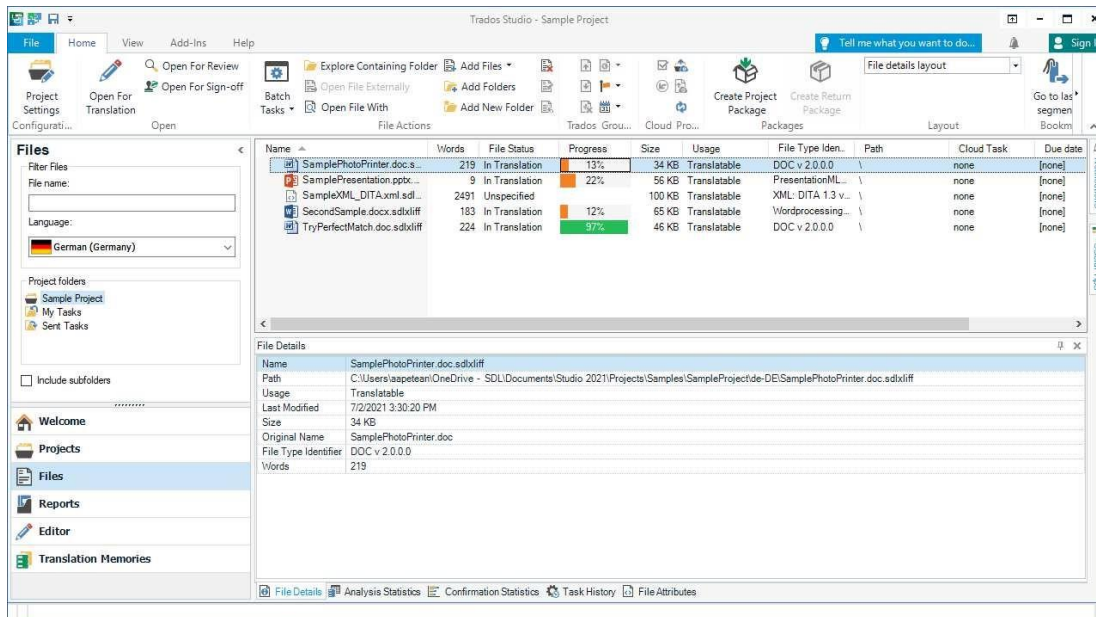
About this task

 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 2021\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.sdlxiff 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.

4.2 Opening a single file for translation

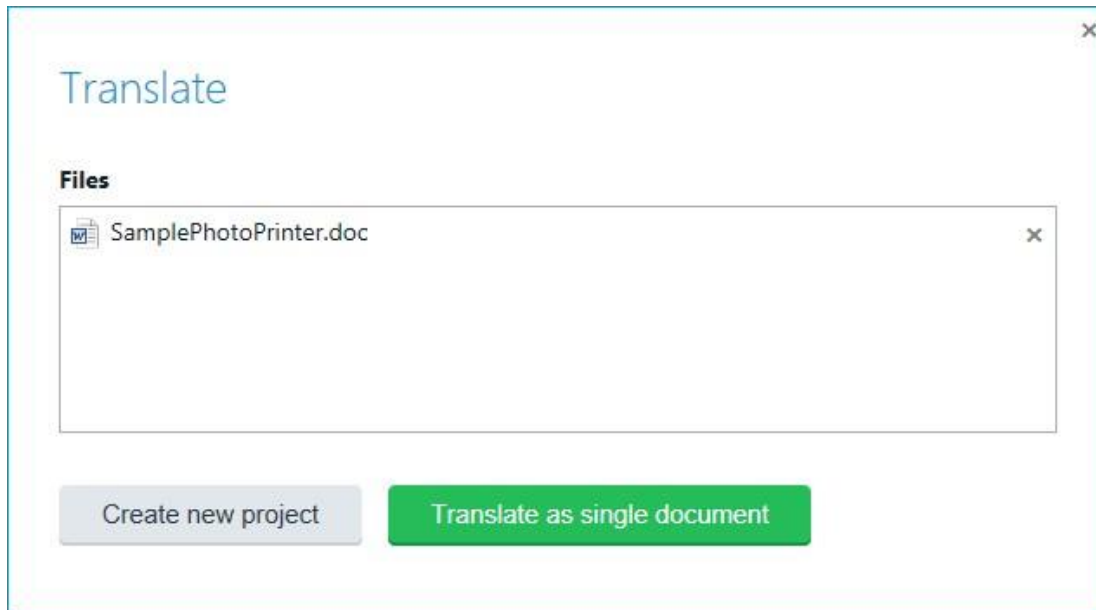
Assume you want to translate the SamplePhotoPrinter.doc from English (United States) to German (Germany). Follow these instructions to open the file and apply the settings you previously defined in the Options dialog box.

Procedure

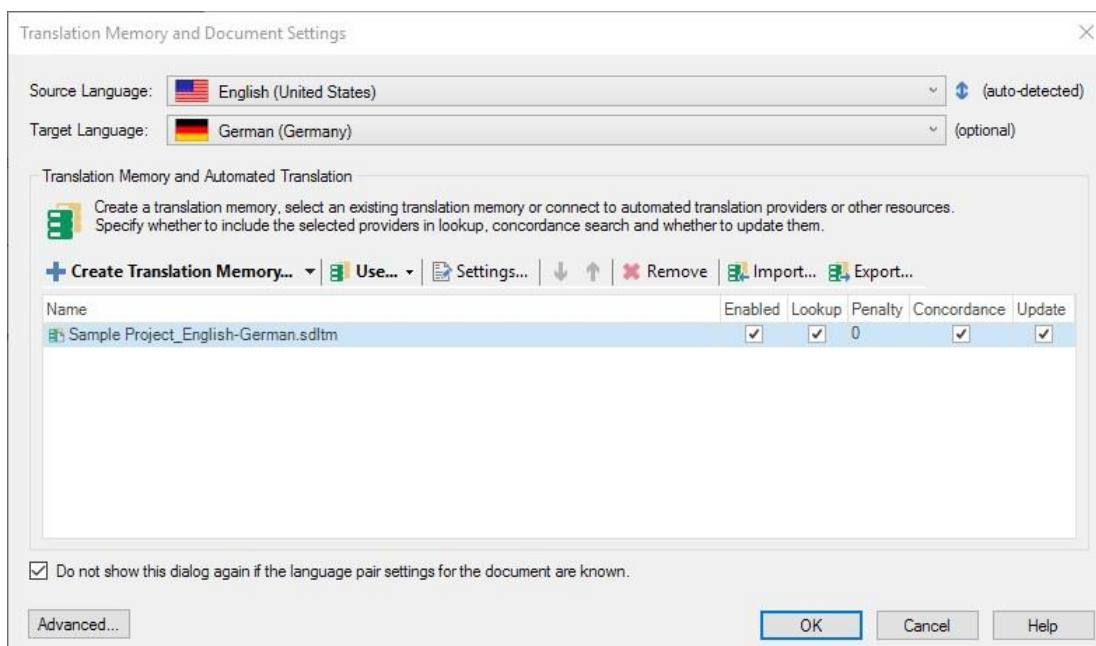
1. On the Welcome tab, drag the file or browse for it.


 ...Documents\Studio2021\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.



 Click **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. Click **OK**:
 - The translatable content of the source language document is identified, segmented and placed in a bilingual *.sdlxliff 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. Click **File > Save**:
 - The Save As dialog is displayed. Trados Studio prompts you to save your document as SamplePhotoPrinter.doc_en-US_de-DE.sdlxliff. 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.

4.3 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 RWS Language Cloud account.

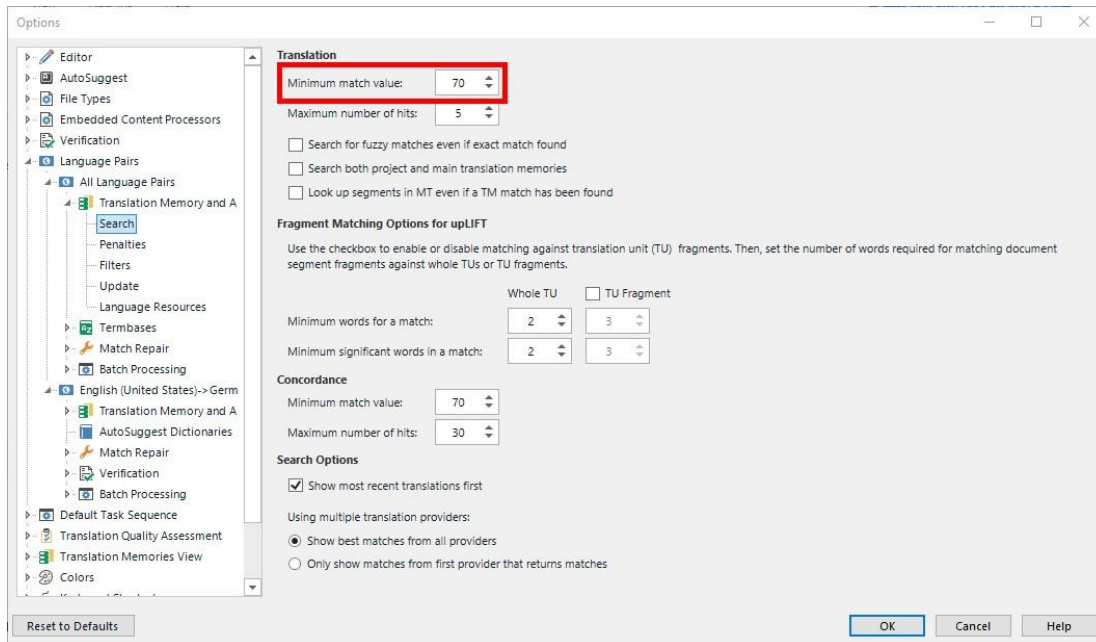
About this task

When you change project settings, you typically change settings at the “[All Language Pairs](#)” on page 11 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:

1. Select **Project Settings** on the Ribbon.
2. Select **Language Pairs > All Language Pairs > Search** from the navigation tree.
3. Change the **Minimum match value** under **Translation** to 70.




4. Click **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 22.

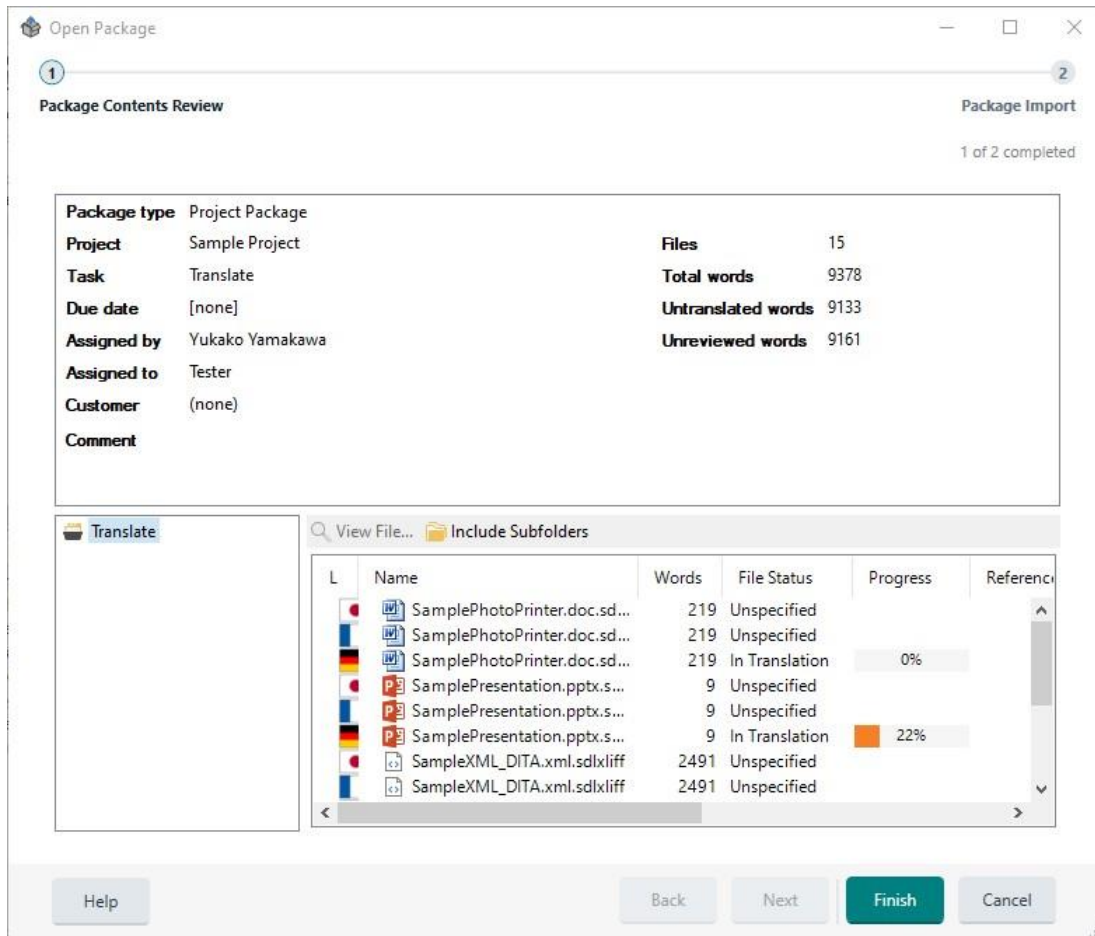
4.4 Opening a file for translation from a local project or project package

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

4.5 Translating the sample document in the Editor view

This section describes how to translate the SamplePhotoPrinter.doc in the Sample Project into German in Trados Studio. First you open the sample file. See "[Open a Project File](#)" on page 16 for details.

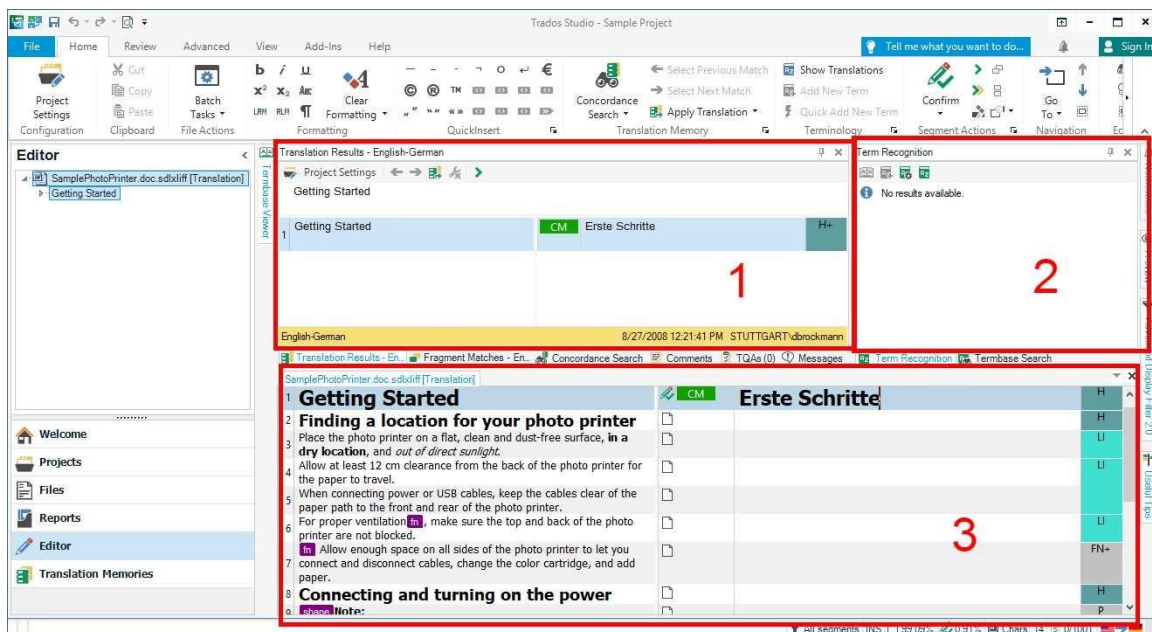
About this task

 SamplePhotoPrinter.doc.sdlxliff in the Sample Project

...Documents\Studio 2021\Projects\Samples\SampleProject\Sample Project.sdlproj

A first look at the translation environment in Trados Studio

- 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).



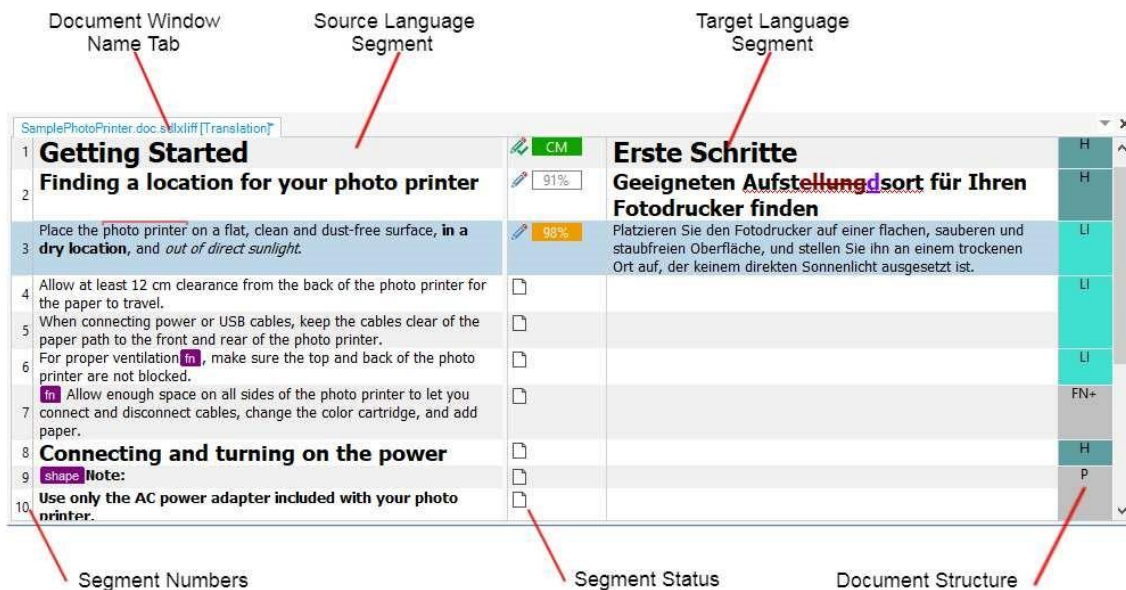
A closer look at the Editor window

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.

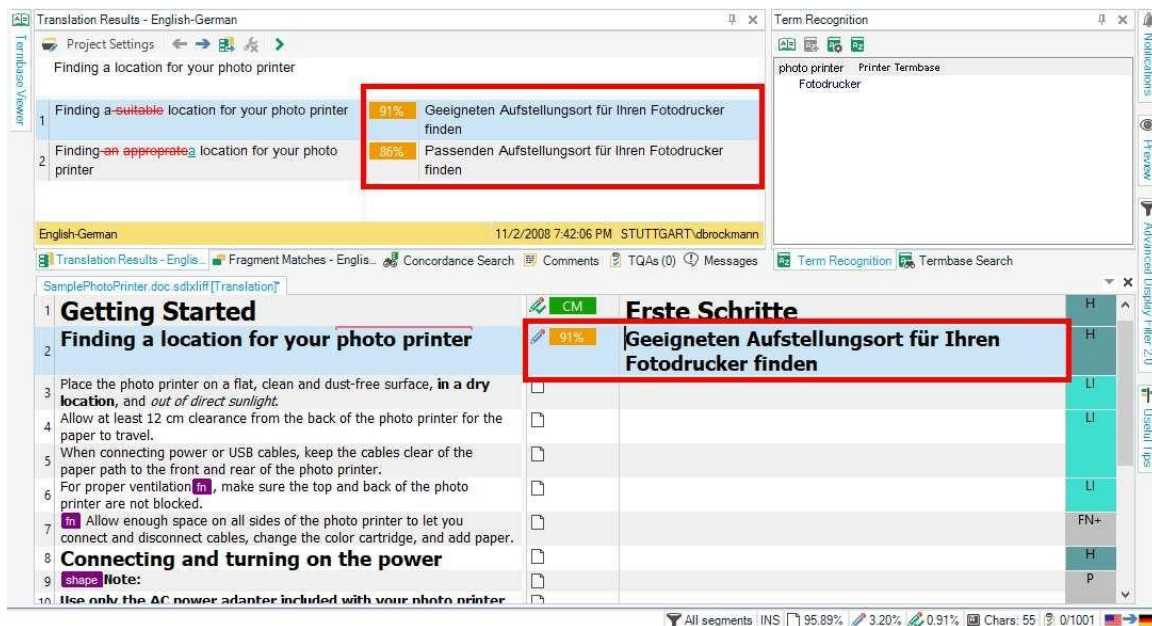



Fuzzy Matches

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.



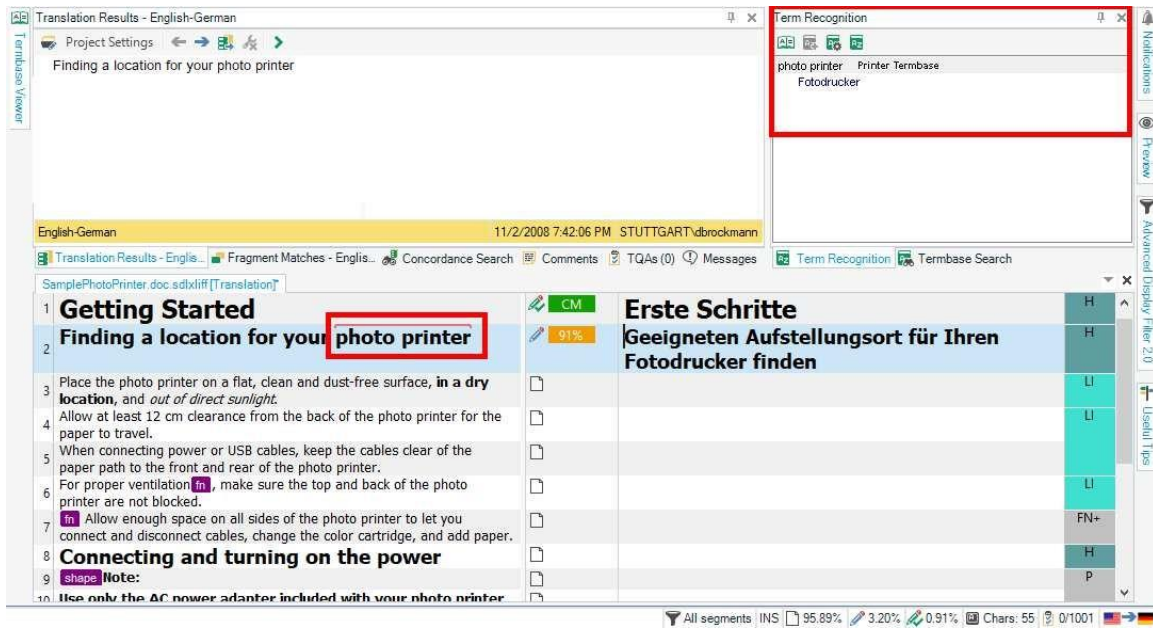
 You can change the setting that automatically inserts the best fuzzy match into the document from **File > Options > Editor > Automation**.

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 > **ShowTranslations** in the **Editor** view.



4.6 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.

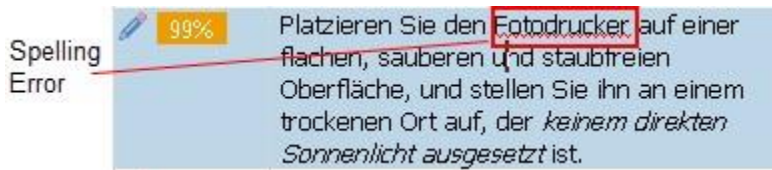
With TMs that have over 1000 translation units, Trados Studio can create a correspondence between parts of source and target sentences and then suggests those fragments during translation. Learn more about this in the [Trados Studio 2021 Help](#).

4.7 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.



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**

4.8 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:

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 2021 Help](#)

Formatting Penalties

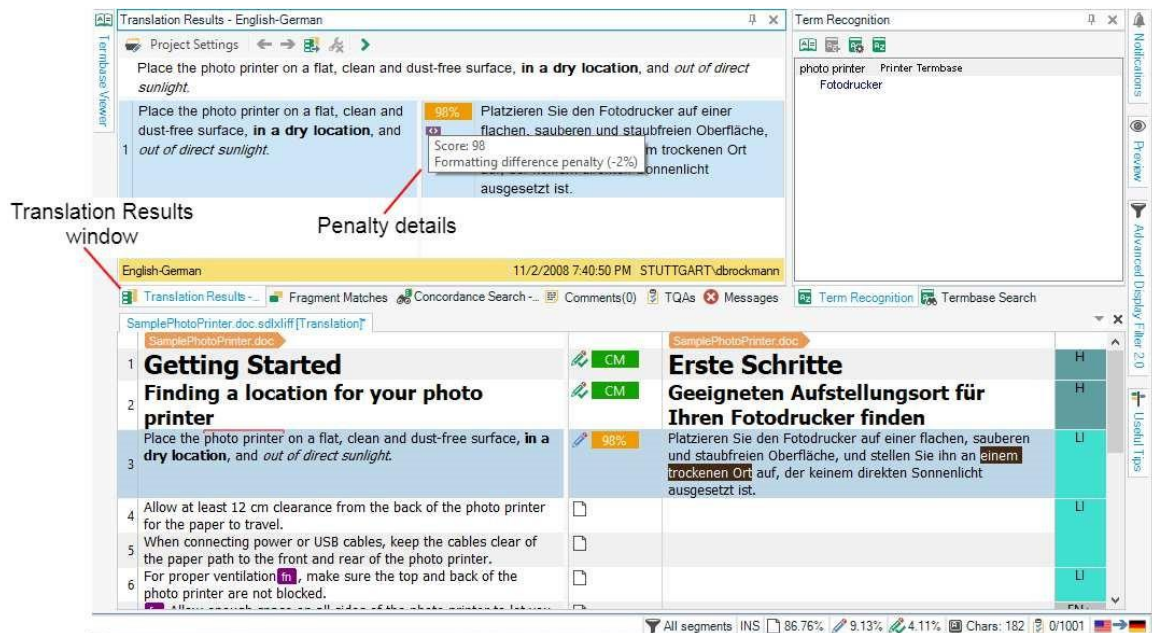
By default, when you confirmed your translation in the last step, your cursor was automatically placed in the next unconfirmed segment. You can ask Trados Studio to jump to a different segment from **Home** tab > **Confirm**.

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.



4.9 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

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 31.

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

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

4.10 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:

Verification	Description
TagVerification	<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 files type 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: SegmentVerification, Segments to Exclude, Punctuation, Numbers, Regular Expressions, Word List,</p>

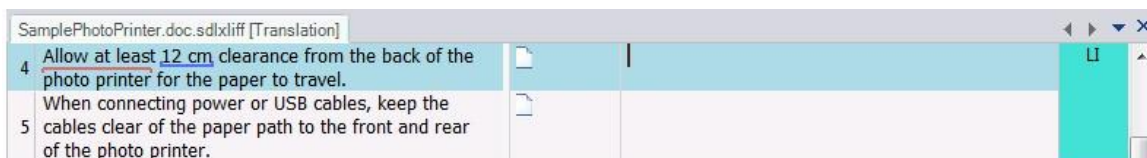
Inconsistencies, Trademark Check and Advanced.


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.

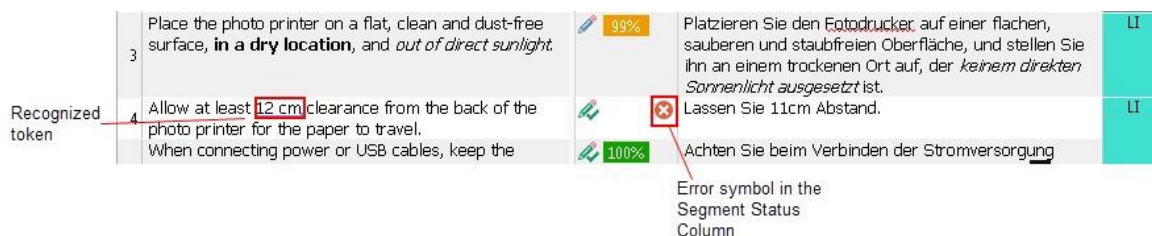
TerminologyVerifier

TerminologyVerifier 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.

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.



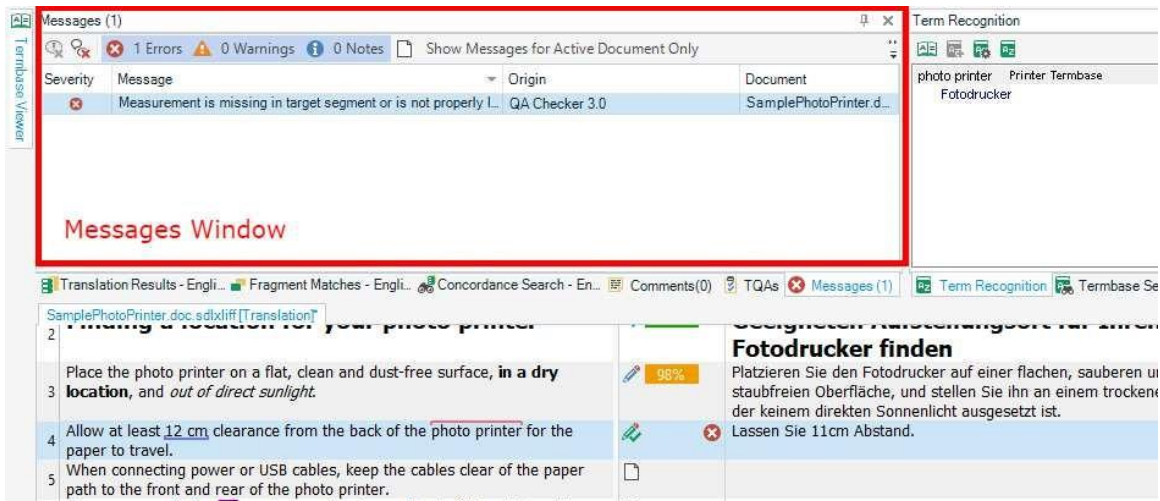
- An error has been found and the  symbol is displayed in the segment status column. Hover over the symbol to for a quick explanation of the error.



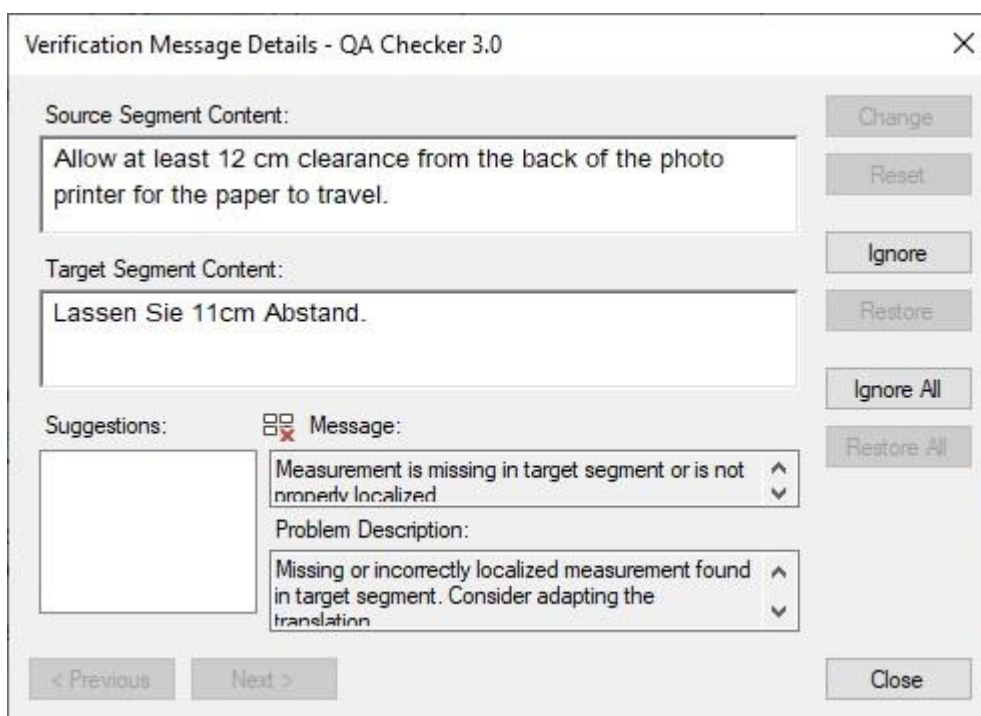
The error indicates that a number from the source segment is missing in your translation. Your translation has the number 11 cm when it should be the same as the source segment 12 cm.

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 Detail**.



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 2021 SR2 Help](#) .

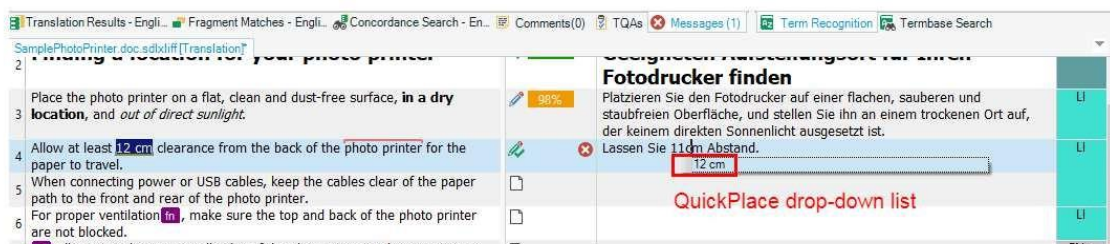
4.11 Inserting placeables

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

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:

- 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 14.


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.

4.12 Using AutoSuggest with machine translation

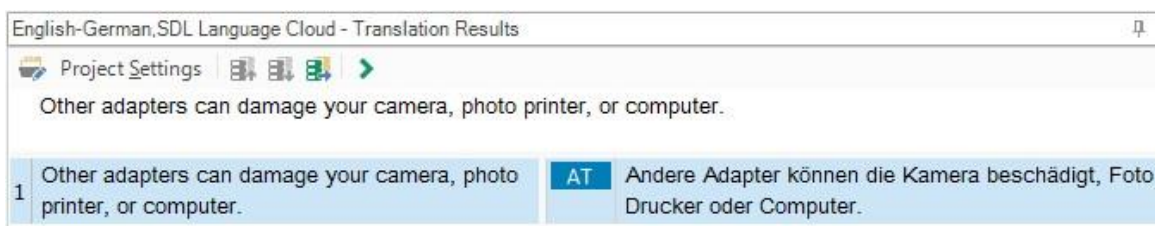
The AutoSuggest feature paired with a machine translation provider can prove a powerful tool for those that just started to work with a small translation memory or termbase.

To make proper use of this feature, you must:

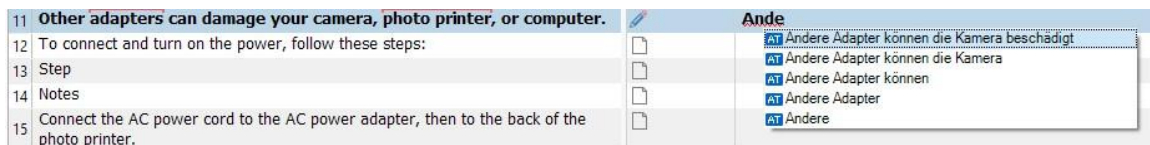
- enable Translation Memory and Automated Translation as a AutoSuggest provider in File > Options > AutoSuggest.

- enable the Automated translations match type from File > Options > AutoSuggest > Translation Memory and AutomatedTranslation.
- 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.



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.

4.13 Using Language Cloud with Neural Machine Translation Engines (NMT)

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 MT 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 noTM match is found** option from **File > Options > Editor > Automation**.

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 **LanguageWeaver**, 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 RWS 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:
- 7.

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.	LI+
16	The AC power cable included with your photo printer may not require assembly, and may be different from the one shown.			TC+

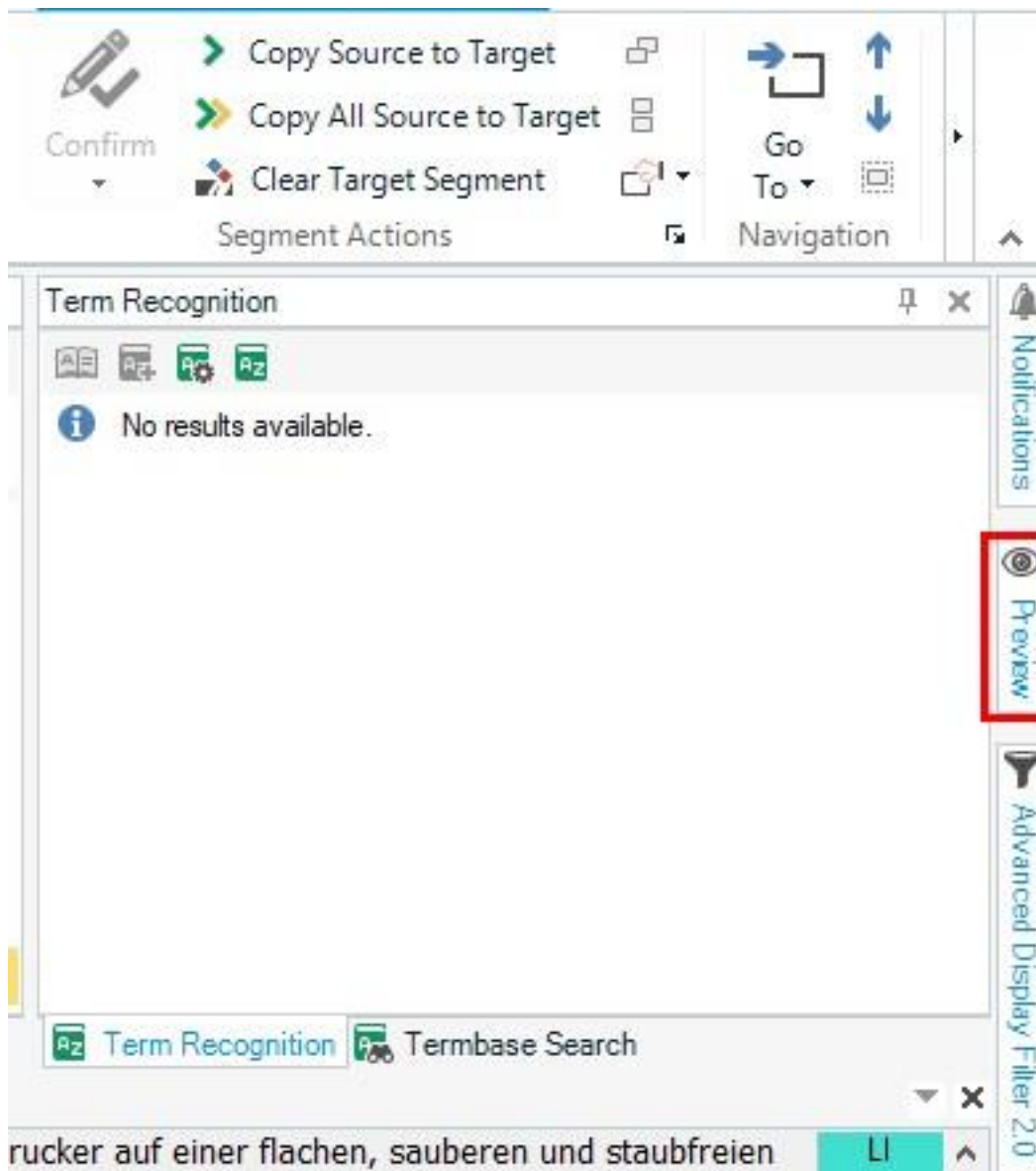
Previewing your translation


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.

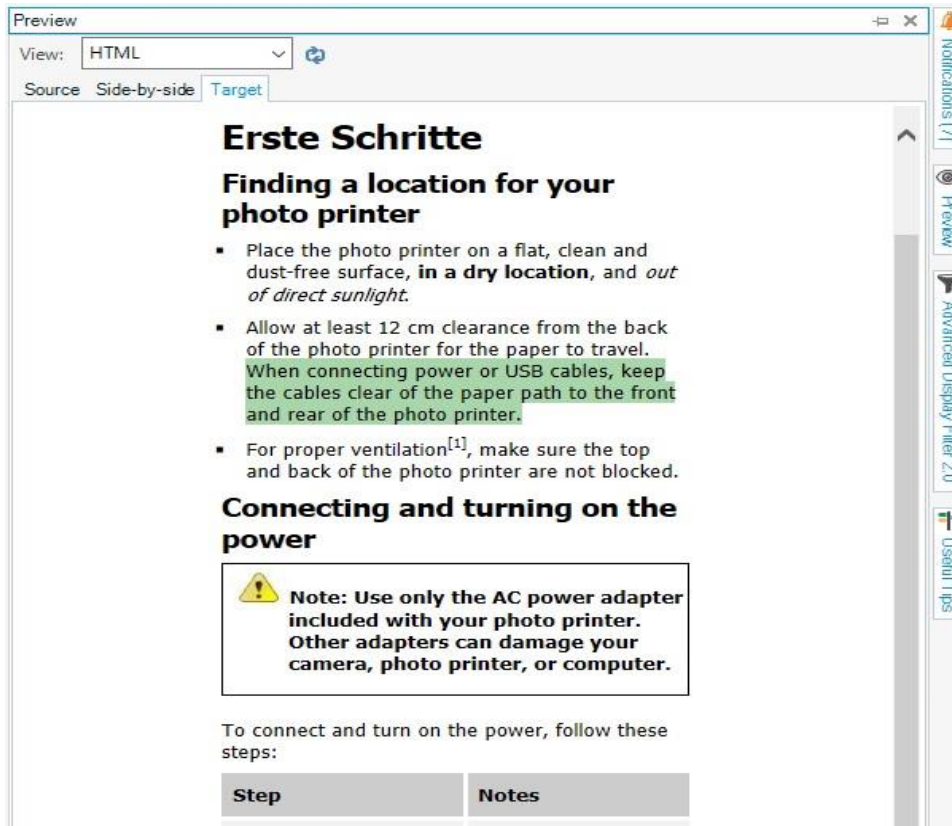
Note: You can also preview documents in the application in which they were created or print preview them as a bilingual document in your browser. For more information, see the [Trados Studio 2021 Help](#).

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



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.

4.14 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.





4.15 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

- Click the **Files** button in the bottom left navigation pane to display the **Files** view. Alternatively go to the **View** tab and click **Files**.
- 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**.
- A PerfectMatch has been found for a majority of the segments in the document. PerfectMatch translations:
 -  - Indicates that the match type is PerfectMatch.
 -  - Indicates that the segment status is **Signed off**. This means that the translations need no further translation or review.
 -  - Indicates the translations are locked. This avoids anyone accidentally editing them since no further work is needed.



Locked and Signed Off PerfectMatch translations

4.16 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

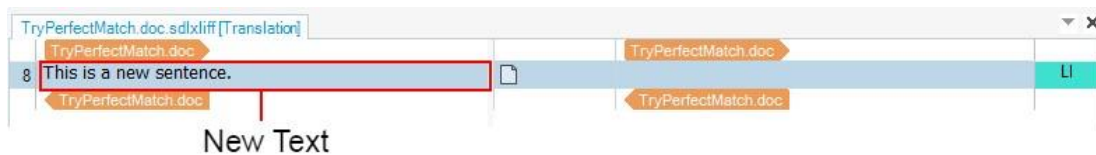
1. Go to the **Display Filter** group by selecting **Review** tab in the **Editor** view.



2. Select **NotTranslated** 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.

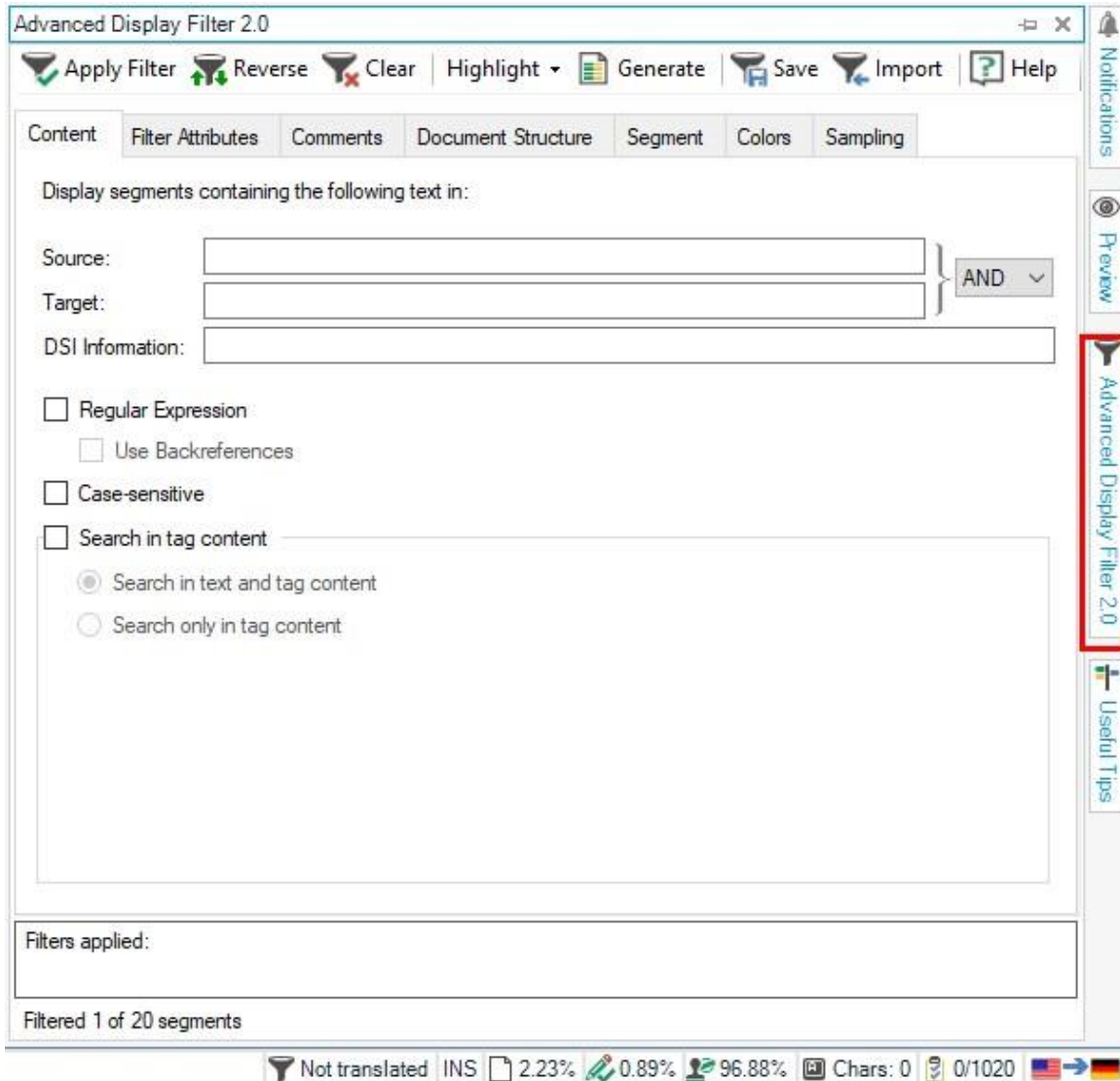
Results

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.

5 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.

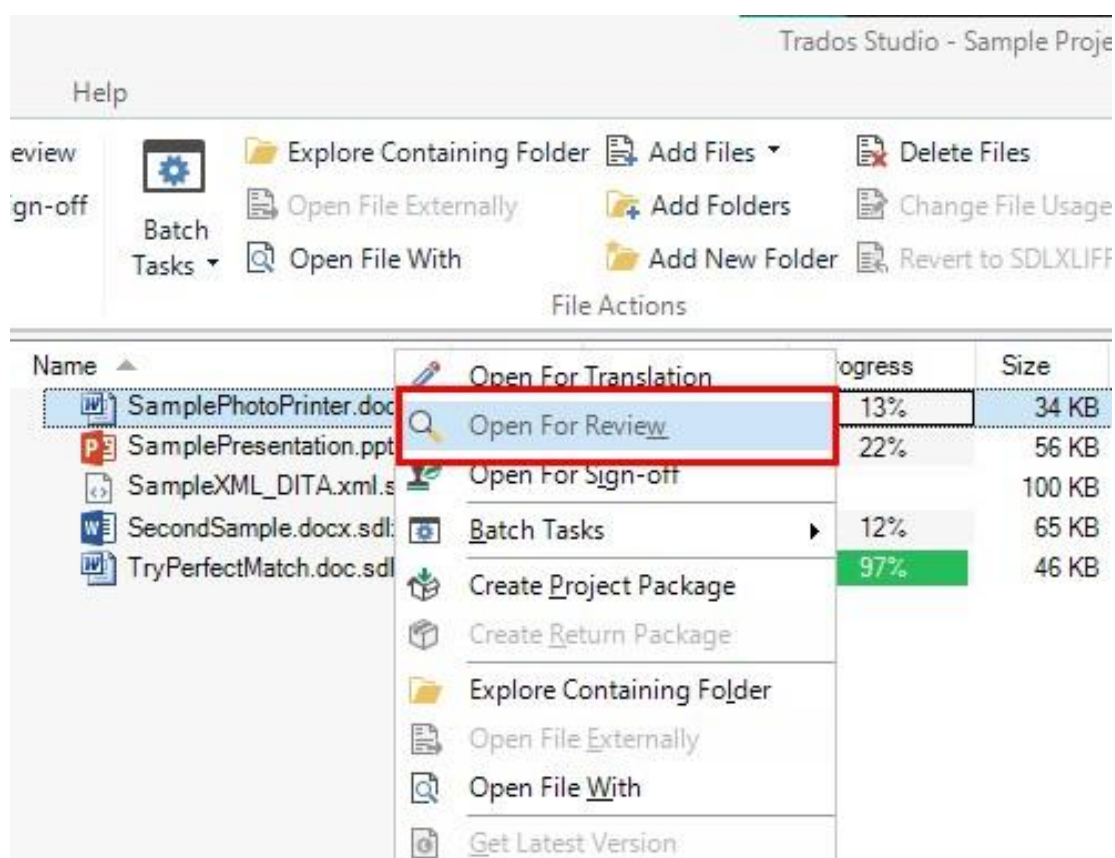
Note: If you have a reviewer that does not have Trados Studio, for example a subject matter expert, you can also export for external review in Word. For more information, see the [Trados Studio 2021 Help](#) .

5.1 Opening and reviewing the sample file

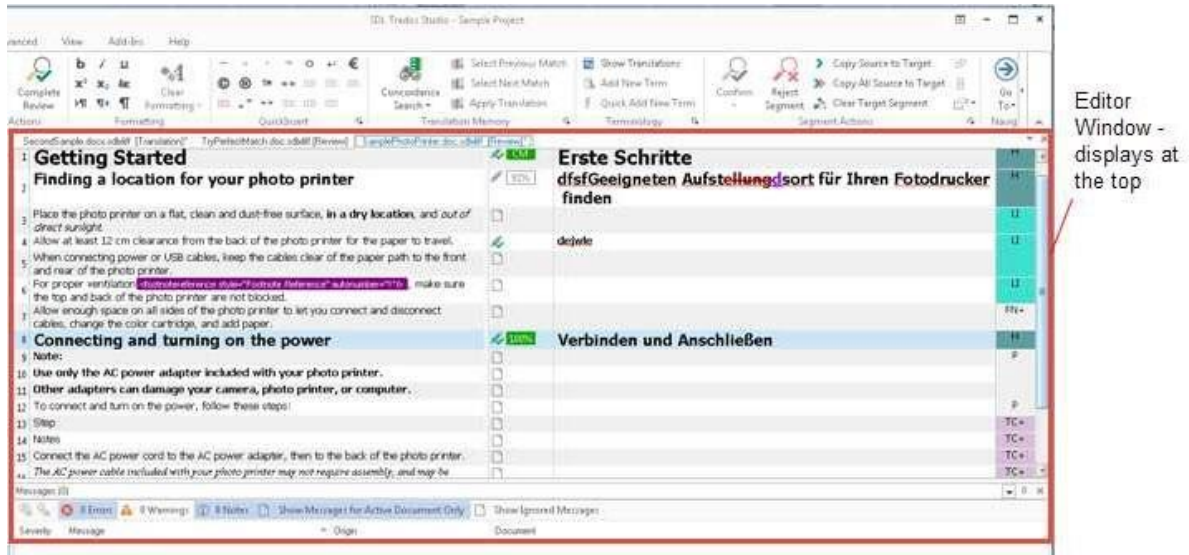
To follow along with this exercise in the application, use the **Sample Project**. If this project is not the active (currently selected) project, display the **Projects** view and double-click on **Sample Project**.

Procedure

1. Click the **Files** button in the views navigation pane to display the **Files** view.
2. Right-click on the SamplePhotoPrinter.doc.sdlxiff 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.




5.2 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

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.


5.3 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: 



5.4 Rejecting translation using comments

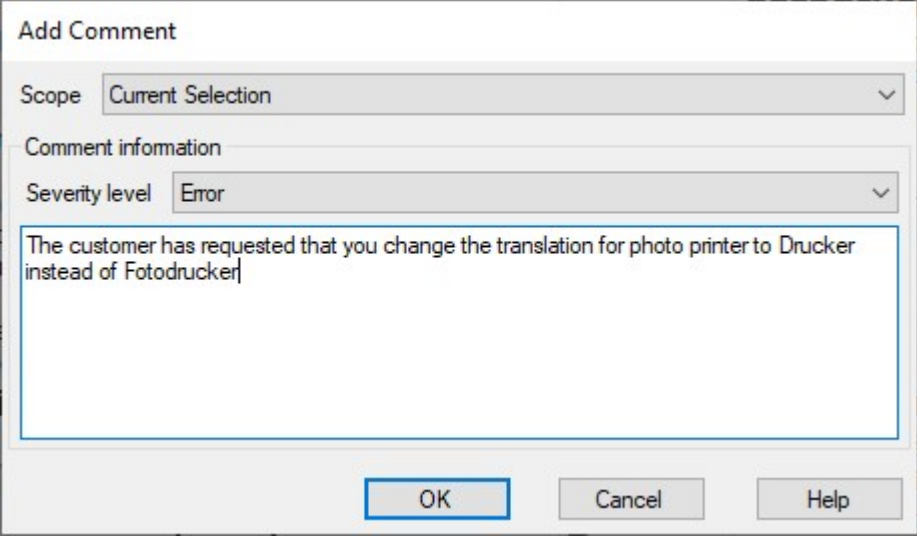
Adding comments allows you to explain what is wrong with a translation. You can add a comment to the current target segment, selected text in the target segment or the whole document.

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 For your information severity level or **pale orange** if it has a warning severity level.



5.5 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.

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.



5.6 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](#).

5.7 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

2. 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.

5.8 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 Category	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.




5.9 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 2021\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.

5.10 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.

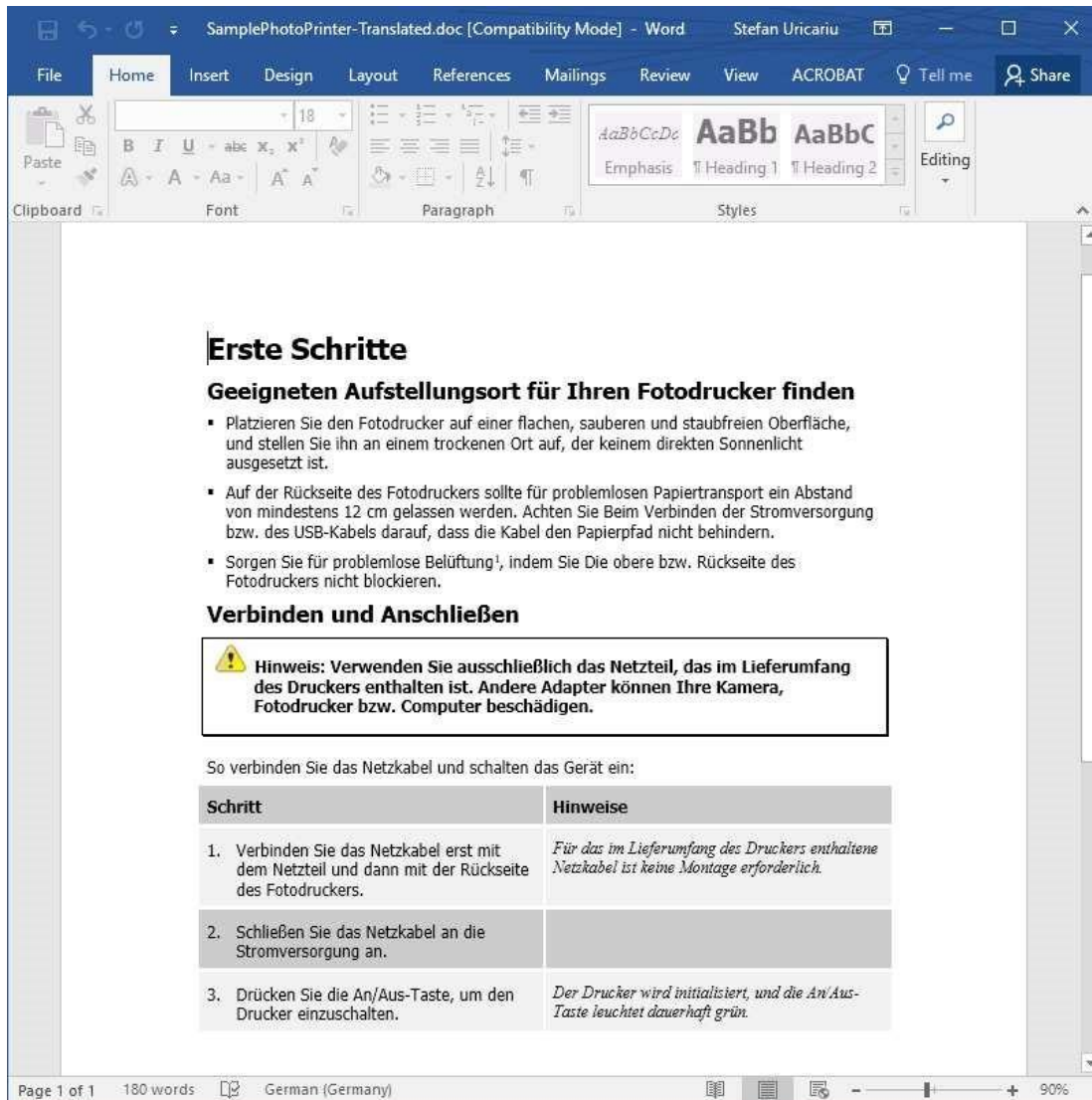
5.11 Generating the translated document

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.sdlxiff 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.



6 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**.

6.1 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.

7 Working with cloud projects

In Trados Studio 2021 and later you can upload your projects, translation memories and termbases into your own secure cloud space and use them in Trados Studio, along with neural machine translation.

You can also migrate your local projects to cloud by saving them to cloud. For information see the **Save local projects to cloud topic** in the [Online Help](#).

With cloud projects, you enjoy the security of knowing that your work is synced to the cloud all the time and your projects are backed up in a secure environment.

Cloud projects and resources are saved and synced to Trados Live , the innovative translation productivity cloud from RWS.

You can create and access cloud projects with an RWS Language Cloud account and an active subscription for one of the following cloud offerings:

- Trados Enterprise
- Trados Live Team
- Trados Live Essential

This guide shows how to translate an existing cloud project using an Trados Live Essential subscription.

More Help resources

To learn how to onboard your cloud account and creating a new cloud project, see the [Trados Studio 2021 Project Management Quick Start Guide](#).

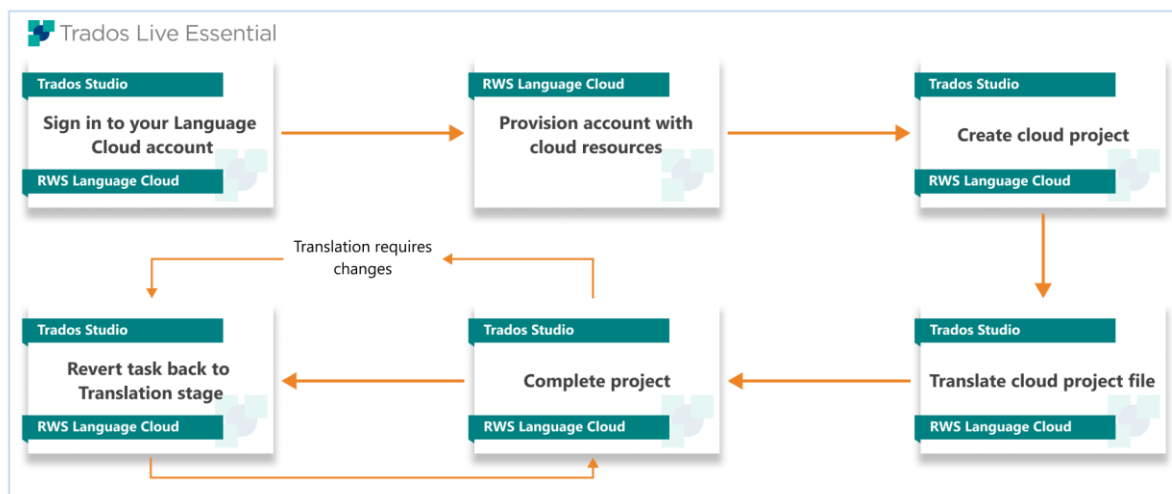
For more information on working with cloud projects, see:

- [How to work with cloud projects video](#)
- [Trados Studio documentation](#)

- [Trados Live Essential documentation](#)
- [Trados Live Team documentation](#)
- [Trados Enterprise documentation](#)

7.1 Cloud translation workflow

The following diagram shows the workflow for translating a cloud project file when using a Trados Live Essential subscription type. Trados Live Team and Trados Enterprise subscriptions give you access to more complex workflows and more account resources.



Other online workflows

For information about online workflows using , refer to the videos and information in the [Trados Studio 2021 Help](#).

7.2 Opening a cloud project file

You can open cloud projects available in your cloud account both from Trados Studio and from a browser. Move seamlessly between the two to translate or review cloud project files. To learn how to create a cloud project in your account or migrate an already existing local project to cloud, see the [Project Management Quick Start Guide](#) or the [online Help](#)

Pre-requisite: Sign in to your cloud account

With an Trados Live Essential subscription, you translate your own cloud projects in Trados Studio's Editor view, or in the Online Editor. Before you open cloud projects for translation, first log into your cloud account from Trados Studio or from a browser to download cloud projects available on your account.


About this task

To work with cloud projects, make sure that your account has an active subscription for one of the following cloud offerings:

- Trados Live Essential
- Trados Live Team
- Trados Enterprise

This guide details the workflow for translating cloud projects using a Trados Live Essential subscription. Trados Live Team and Trados Enterprise subscriptions give you access to more complex workflows for translation. For more information, see [Cloud offerings and subscriptions](#) in the Trados Studio online Help.

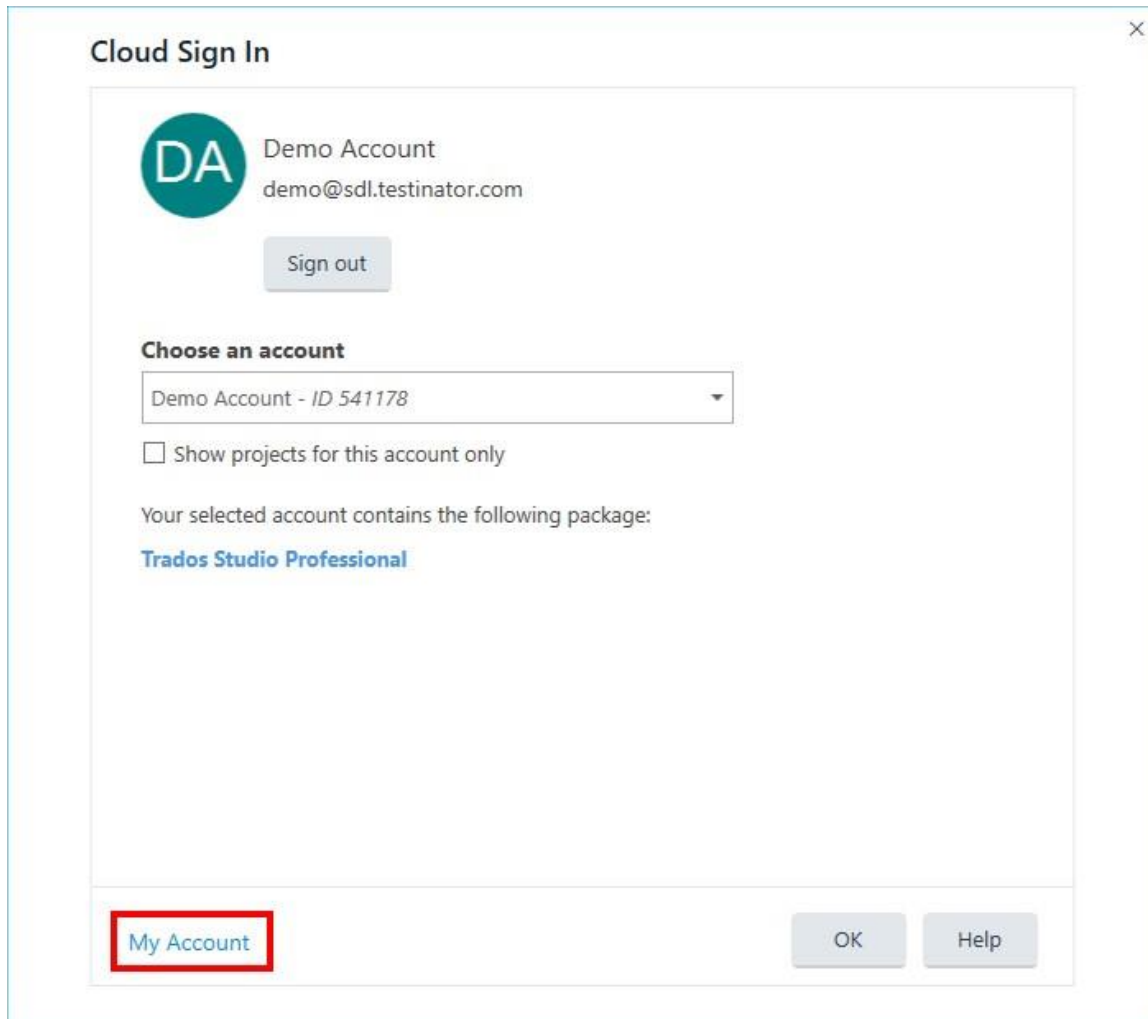
To sign in to your cloud account from Trados Studio, if you are not signed in already:

1. Open Trados Studio.
2. Select the  area from the upper-right hand corner.
3. Go to the **Log in** tab.
4. Enter your username and password, and click **Log In**.
5. Click **My Account** on the **Language Cloud Sign In** page to also open your account in a browser. From here you can start onboarding your cloud account.

You can also sign in to your account directly from a browser, by accessing the [RWS ID webpage](#).

Multiple accounts

Your cloud credentials can be linked to more than one cloud account. This happens when multiple project managers add you as a member of their account. When you sign in to RWS Language Cloud with your cloud credentials, Trados Studio shows all the cloud accounts that you are a member of.



Different cloud accounts give you access to different resources. Depending on the subscription available for your selected account, you may be able to also activate Trados Studio before starting to work on cloud projects:

Your selected account contains the following package:

Trados Studio Professional



This package entitles you to activate Trados Studio.
Do you want to activate it now?



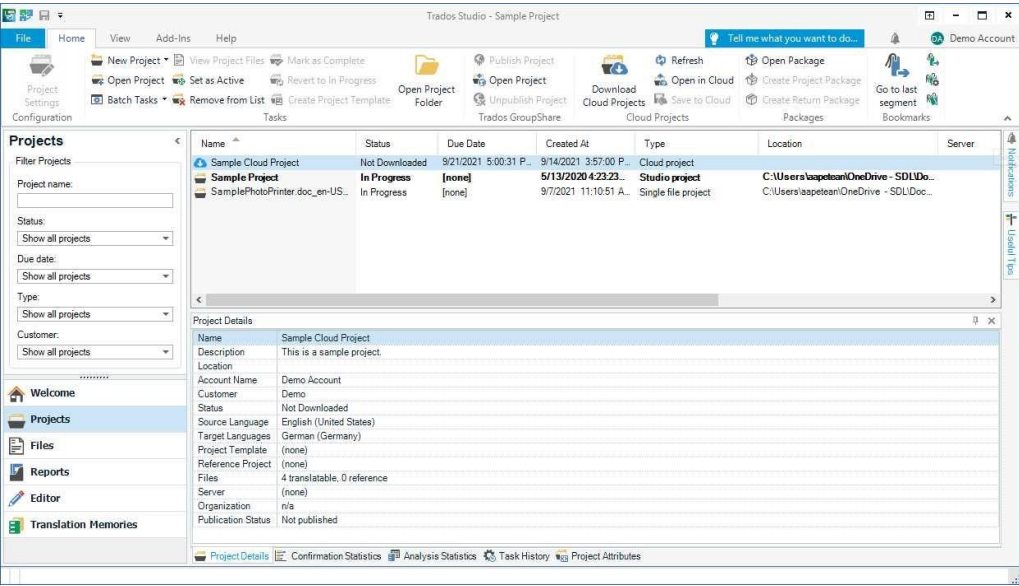
Translating cloud project files in the Editor view

When you sign in to your cloud account from Trados Studio, the Projects view is populated with all the cloud projects available for your account. To start working on an existing cloud project, first download the projects to make them available in Trados Studio.

Procedure

1. In the Projects view, click  **Refresh** on the **Home** tab to update the list of cloud projects available for your account. Cloud projects available for download are marked with .



In this example, we are downloading the Sample Cloud Project that we created in the [Project Management Quick Start Guide](#).



The screenshot shows the Trados Studio interface with the 'Projects' view active. The 'Sample Cloud Project' is selected in the project list, and its details are displayed in the 'Project Details' pane.

Name	Status	Due Date	Created At	Type	Location	Server
Sample Cloud Project	Not Downloaded	9/21/2021 5:00:31 P...	9/14/2021 3:57:00 P...	Cloud project	C:\Users\aspelara\OneDrive - SDL\Do...	
Sample Project	In Progress	[none]	5/13/2020 4:23:23...	Studio project		
SamplePhotoPrinter.doc_en-US...	In Progress	[none]	9/7/2021 11:10:51 A...	Single file project	C:\Users\aspelara\OneDrive - SDL\Doc...	

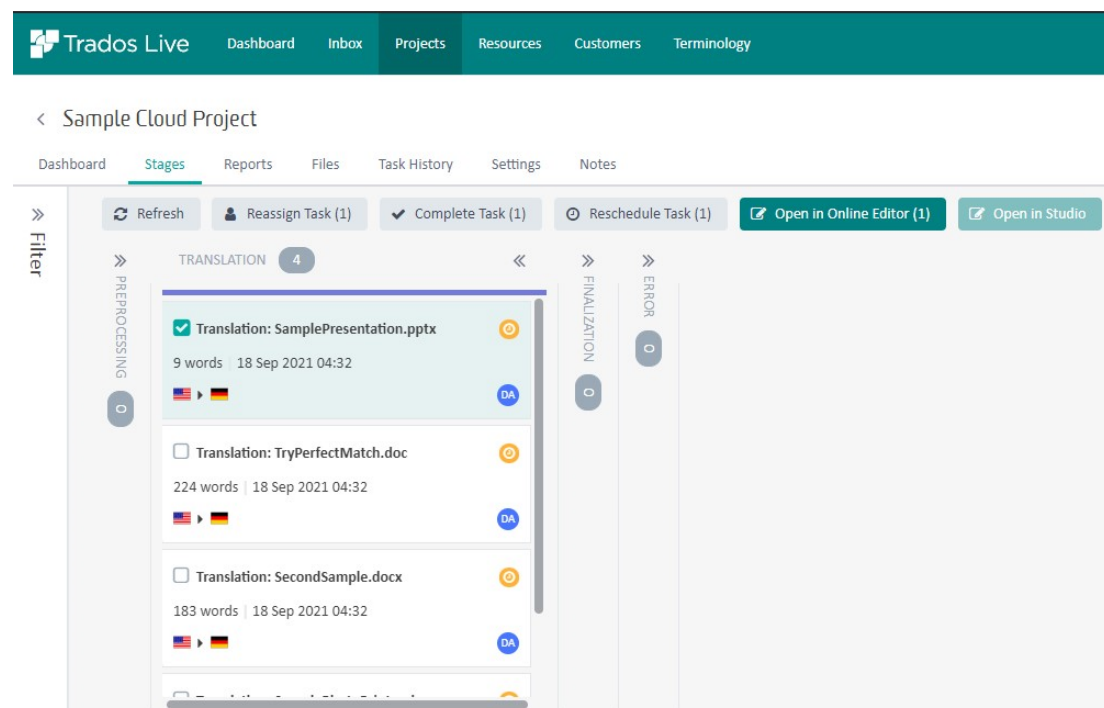
Project Details	
Name	Sample Cloud Project
Description	This is a sample project.
Location	
Account Name	Demo Account
Customer	Demo
Status	Not Downloaded
Source Language	English (United States)
Target Languages	German (Germany)
Project Template	(none)
Reference Project	(none)
Files	4 translatable, 0 reference
Server	(none)
Organization	n/a
Publication Status	Not published

2. Select the cloud project and click  **Download Cloud Projects** on the Ribbon. Once the project is available in Trados Studio, the project icon updates to  and a notification message is displayed in the **Notifications** tab on the right side of the screen.

Tip: Use a keyboard shortcut to download cloud projects faster. Go to **File > Options > Keyboard Shortcuts > Keyboard Shortcuts** and assign a custom shortcut for the **Download Cloud Projects** action.

3. Double-click on one of the downloaded projects or click **Start work** in the message displayed in the **Notifications** tab. This opens the project files in the Files view.

Newly created cloud projects are available in Trados Studio only after the RWS Language Cloud has finished pre-processing the files. If you are trying to open a project that you have just finished creating, Trados Studio shows a **We are preparing your cloud project** notification. Click **Open in Language Cloud** in this notification to check the project preparation in the **Stages** tab. Once the pre-processing tasks are finished and the project files have reached the first Translation, Linguistic Review or Implement Customer Review task in the workflow, the project files are displayed in Trados Studio's Files view. With a Trados Live Essential subscription, the only manual task in the workflow is the **Translation** task:



4. In the Files view layout, check the information available in the **Status, Cloud Task, Due date, Assigned To** columns and all other details available for the cloud file that you want to work on. As an Administrator of your cloud account with a Trados Live Essential subscription, all tasks are automatically assigned to you, as you are the only user working on your cloud projects. With a Trados Live Team or a Trados Enterprise subscription, file tasks can go through more complex workflows and be assigned to different users for different stages.
5. Select one or more project files, right-click and chose **Open for Translation**. The cloud project file is opened in the Editor view where you can start translating it. Cloud project files can also be open for review or sign off, especially if they are part of a workflow that includes Linguistic Review or Implement Customer Review tasks. Review tasks are available with Trados Live Team or a Trados Enterprise subscriptions.
6. Click **Project Settings** on the **Home** tab, and check the cloud translation settings and resources included in the project. You can add and use additional local termbases and translation memories or automated translation providers. Your additional resources will not be uploaded along with the cloud project when you complete the translation tasks.
7. Translate the file in the Editor view and save your work to sync your changes back to the cloud.
8. After confirming all the segments, go back to the **Files** view > **Home** tab, and click **Complete task** for the selected file.

Trados Studio notifies you once the file has been uploaded back to your cloud account.

9. If you need to make further changes to the file after completing the task, double-click again on the file in the Files view. Trados Studio displays a message asking you whether you want to revert the **Completed** status and create a new Translation task for the file. Reverted tasks are automatically accepted for you.


With a Trados Live Team or Trados Enterprise subscription, completed tasks move to the next task in the workflow and assigned users are notified that they can start working on the files. This is because these subscriptions support complex workflows with Review tasks and multiple users working on the same cloud project.

10. To check the translated file in the native document format, click **Batch Tasks>Generate target files (Cloud projects)** from the ribbon. Once the target files are available, click **Open Folder** in the Notifications pane to go the location on where the files are generated on your computer and open them in the relevant application.

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.

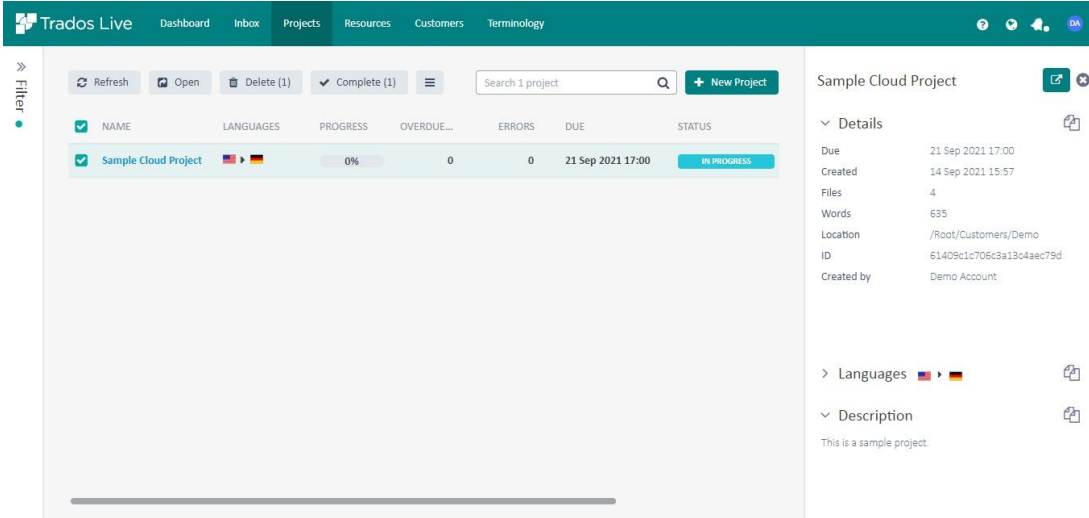
Opening cloud projects from a browser

Log in to your cloud account from a browser to work online with cloud projects outside Trados Studio. From the browser, you can check detailed project progress information in the **Dashboard** tab and start translating in the Online Editor.

Procedure

1. Go to the [RWS ID webpage](#) in your browser, enter your credentials and click **Log in**.
2. In the **Projects** tab, click **Refresh** to update your list of cloud projects.
3. Select the project you want to work on and click **Open**.

In this example, we are downloading the Sample Cloud Project that we created in the [Project Management Quick Start Guide](#).



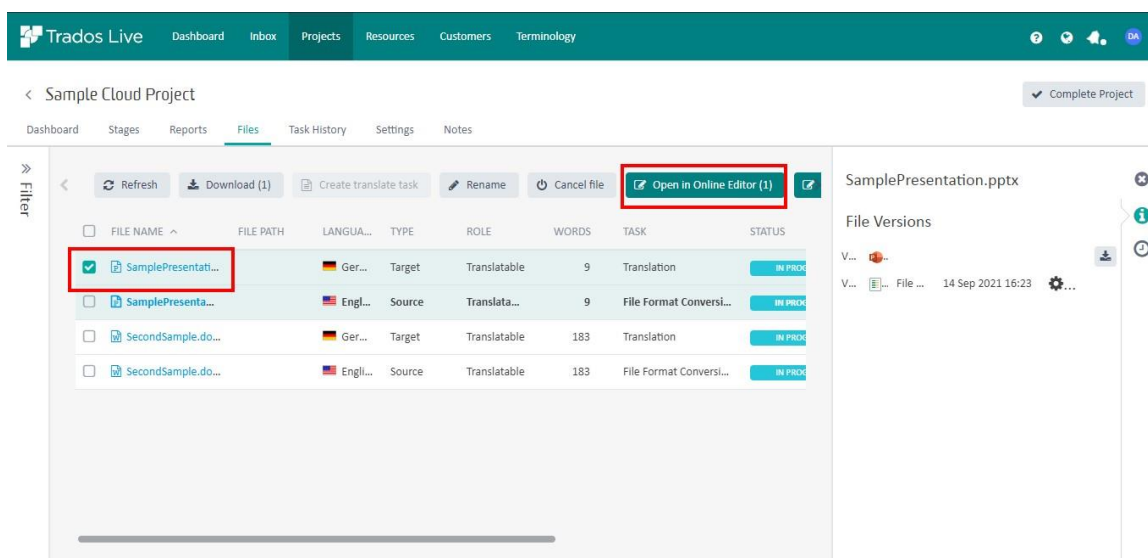
The screenshot shows the Trados Live web interface. The top navigation bar includes 'Trados Live', 'Dashboard', 'Inbox', 'Projects', 'Resources', 'Customers', and 'Terminology'. The main content area is divided into two sections. On the left, there is a table of projects with columns for NAME, LANGUAGES, PROGRESS, OVERDUE..., ERRORS, DUE, and STATUS. A single project, 'Sample Cloud Project', is listed with a progress of 0% and a due date of 21 Sep 2021 17:00. On the right, the details for the 'Sample Cloud Project' are shown, including Due date (21 Sep 2021 17:00), Created date (14 Sep 2021 15:57), Files (4), Words (635), Location (/Root/Customers/Demo), ID (61409c1c706c8a13c4aec79d), and Created by (Demo Account). Below the details, there are sections for Languages (English and German) and Description (This is a sample project).

NAME	LANGUAGES	PROGRESS	OVERDUE...	ERRORS	DUE	STATUS
Sample Cloud Project	English, German	0%	0	0	21 Sep 2021 17:00	IN PROGRESS

4. Check the project details in the **Dashboard** tab and the status of the project files in the **Stages** tab. You can start working on your project as soon as the project files reach the **Translation** stage.
5. Go to the **Inbox** tab where you can see all your current and completed project file tasks. All your new project file tasks appear in the **New** tab. Accept them to set them to **Active** and start working on them.
6. Click **Refresh** to see the up-to-date list of active tasks available for you.
7. Select the cloud project file that you want to start translating and click **Open in Online Editor**.

This opens your project file in a separate browser tab where you can start translating in the Online Editor. All your changes are automatically saved and synced in the cloud.

In this example, we open the SecondSample.docx file for translation on the Editor view:



For information on translating in the Editor view, see "[Translating the sample document in the Editor view](#)" on page 21.

7.3 Translating in the Online Editor

The Online Editor is a powerful online editing environment with enhanced commenting, tracked changes and online review capabilities. Use it as a companion to for translating and reviewing cloud project files in a browser.

You can open cloud projects files in the Online Editor after logging in to your cloud account:

- from a browser, by clicking **Open in Online Editor** after selecting a file task under **Inbox > Active**.

- from Trados Studio, by clicking **Open in Online Editor** in the Files or Editor view.

Translating in the Online Editor is similar to translating in the Trados Studio's Editor view so that it is intuitive and simple to navigate when moving from Trados Studio. The functionalities available in Trados Studio's Editor view are also available in the Online Editor, including terminology lookups and upLIFT fragment matching with AutoSuggest, rich Find & Replace, extensive filtering and commenting capabilities.

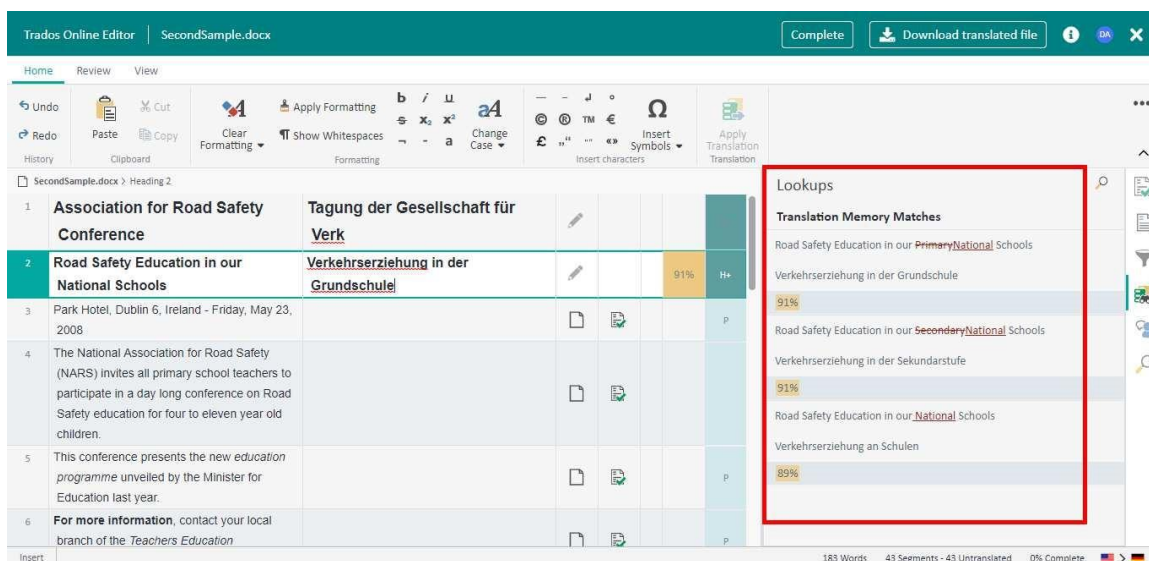


All the standard translation editing options are available in the **Home** tab on the ribbon, like Undo/Redo, Apply Translation, clipboard and formatting options, insert characters and actions applied to segments. You can also navigate to specific segments, just like in Trados Studio.

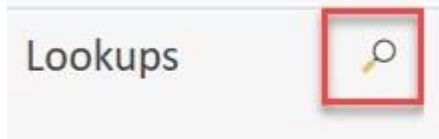
In the **View** tab, you have the option to switch between Horizontal and Vertical editing views as well as other functionalities like filtering the segments by status and origin.

In the **Review** tab, you can access the review functionalities including tracked changes and comments.

The Online Editor is fully integrated with translation memories, and supports auto-propagation of repeated segments. Open the **Lookups** pane on the right-side to show results from the translation resources added to your project (TMs, termbases and machine translation engines):



You can also perform a concordance search by clicking the Search icon in the Lookups pane:



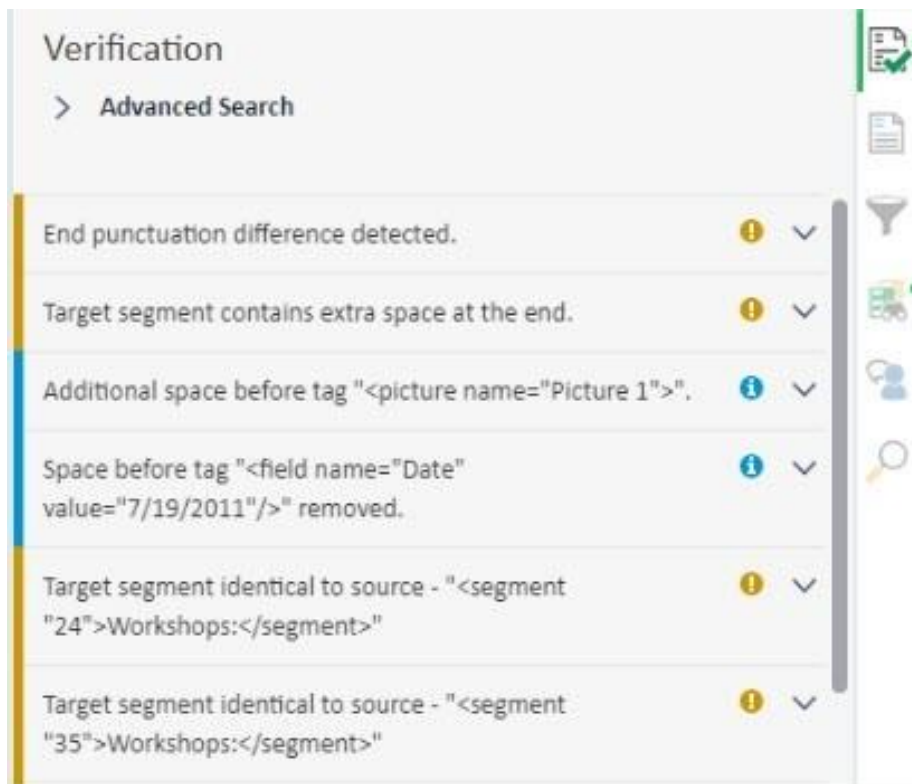
Adding termbase entries

Add new terms to the project termbase while working. Open two tabs in the browser: one with the termbase, one with the edited document and copy/paste new terms into the termbase and get them recognized straight away. The Online Editor picks up new terms right away to use in the next segment where the term occurs.

Working with a termbase tab and one for translation editing enables you to replicate online an environment where you have both MultiTerm Desktop and Trados Studio open on your computer.

Running QA checks

To run a QA check click **Review > Verify in Online Editor**:



To customize the settings for QA checking, go to the **Project** tab, select the project and click **Settings > Configuration > QA Checker**. You can also configure these in the project template to save time and reuse the settings for future cloud projects.

Previewing the translation in the Online Editor

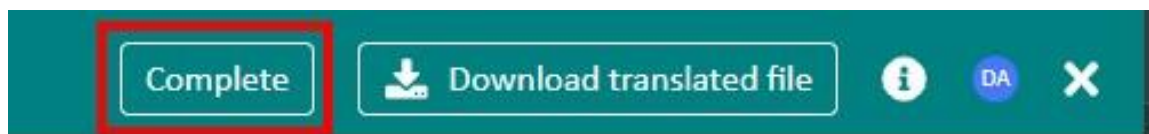
1. Go to the **View** tab after opening the file in the Online Editor.
2. Click **Preview Mode** group on the ribbon, and select one of the options from the drop-down menu:
 - **Side-by-side** to show the document preview on the right-hand side of the editor
 - **Below** to show the document preview at the bottom of the editor
3. Check the preview:
 - You can check target segment edits in real time. When you edit a target segment in the editor, the segment is highlighted in green in the preview.
 - You can always refresh the preview to ensure you see the latest version of the translated content.
4. When finished, you can disable the preview: **View > Preview Mode > Disable Preview**.
- 5.

Previewing files in the original application

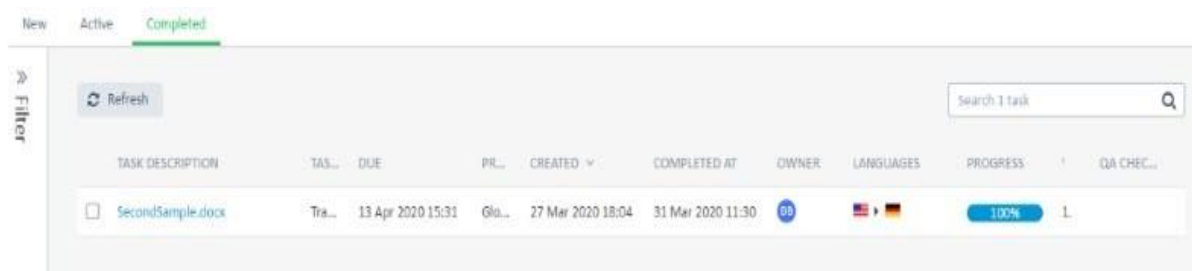
Preview your translation at any time by downloading the file into its original format. Any track changes and comments left in the file are shown when you preview the file in the native application or when you open the file in Trados Studio.

Completing the Translation task

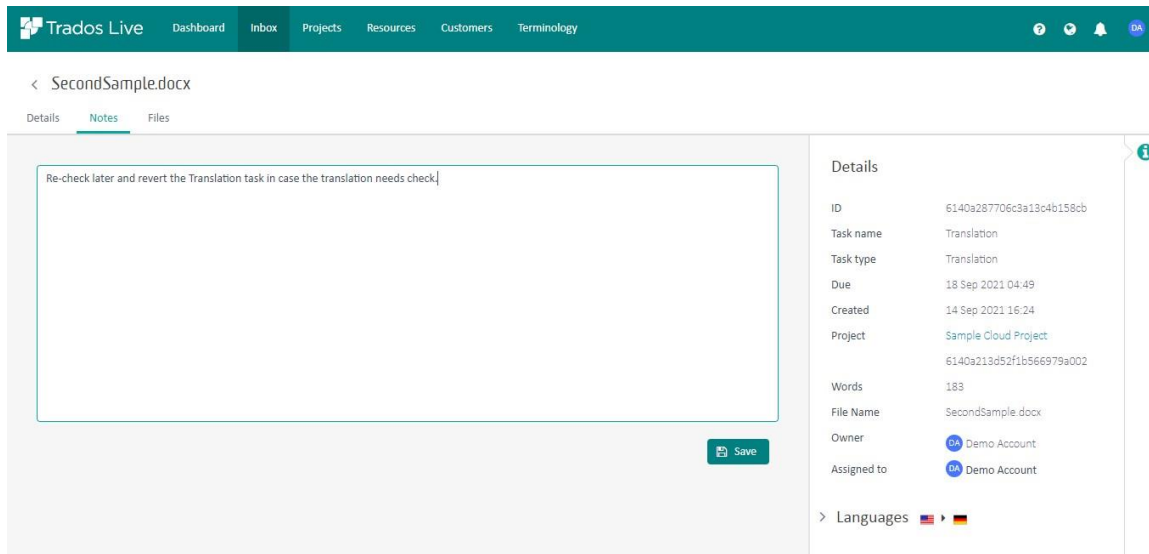
Once you have finished translating the file click **Complete** on the ribbon:



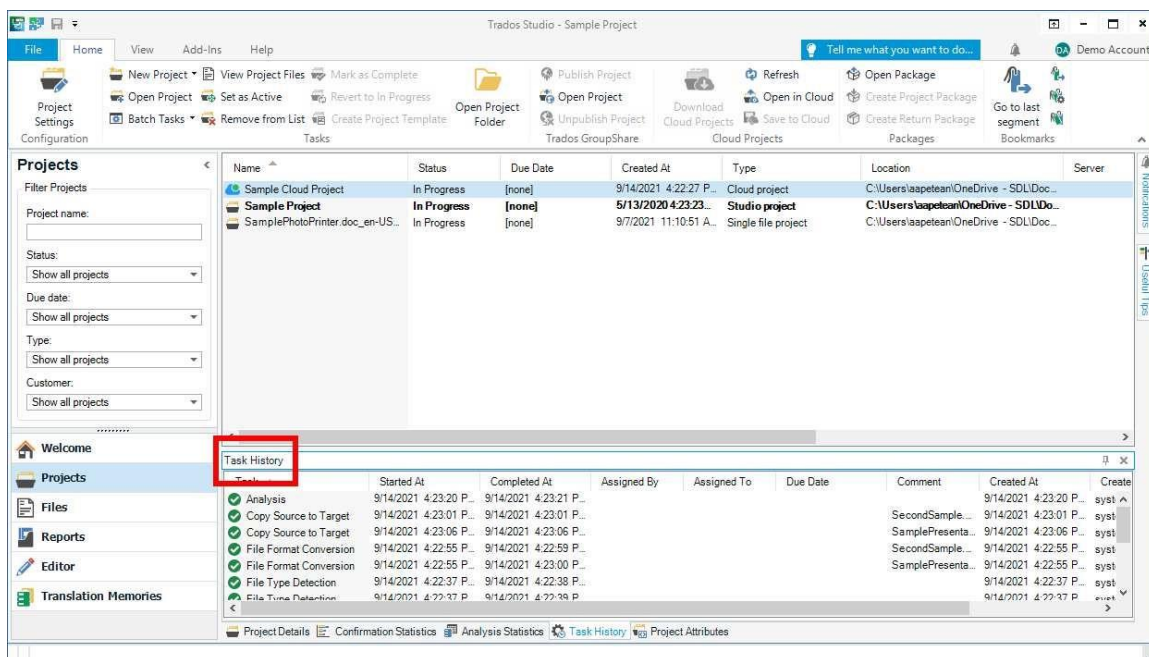
In the background, this moves the task to the **Completed** tab in the Inbox.



You can still open the file task in your cloud account and check file details or add notes:

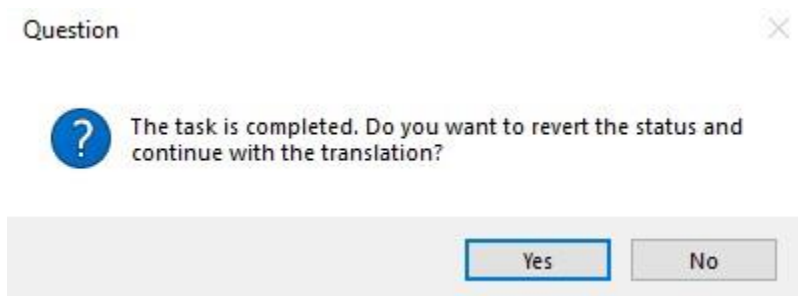


The changes to the project status also reflect in Trados Studio. The Completed task is marked with a green check mark in the Files view. You can find more information about the task in the Task History window:



Reverting completed tasks

If you need to make further changes to the file after completing the task, double-click again on the file in the **Files** view. Trados Studio displays a message asking you whether you want to revert the **Completed** status and create a new Translation task for the file.



To revert a task from the browser, go to the **Files** tab, select the completed target file and click **Create new Translation** task.

Reverted tasks are automatically accepted if your account has an active Trados Live Essential subscription. With a Trados Live Team or Trados Enterprise subscription, you must accept any new tasks assigned to you. This is because these subscriptions support multiple users working on the same cloud project.

7.4 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 21.

7.5 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.

7.6 Download cloud project packages for offline workflows

About this task

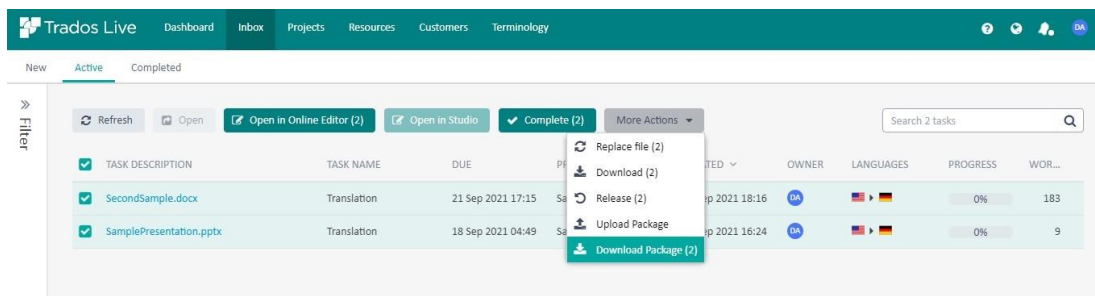
You can also download cloud project files to work offline, in the following workflows:

- upload package offline in Trados Studio. This workflow is especially if you are working with Trados Studio 2017 or 2019. These are the previous versions of Trados Studio that can open cloud projects but do not support the latest refinements introduced in the 2021 release.
- upload offline cloud packages to a third-party CAT tool that support Trados Studio .SDLPPX packages.
- publishing cloud packages on an Trados GroupShare server.

To download cloud project packages from your cloud account:

Procedure

1. Select the active cloud file tasks that you want to add to a package.
2. Click **More Actions** > **Download Package**.



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

8 End of this Quick Start Guide

Now you know how to translate and review documents in Trados Studio. For additional information about Trados Studio, see the [Trados Studio 2021 Help](#).

9 Acknowledgements

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

[#ziplib](#)

#ziplib (SharpZipLib, formerly NZipLib) is a Zip, GZip, Tar and BZip2 library written entirely in C# for the .NET platform. It is implemented as an assembly (installable in the GAC), and thus can easily be incorporated into other projects (in any .NET language).

[Apache log4net](#)

The Apache log4net library is a tool to help the programmer output log statements to a variety of output targets. log4net is a port of the Apache log4j™ framework to the Microsoft® .NET runtime.

[Hunspell](#)

Hunspell is the spell checker of LibreOffice, OpenOffice.org, Mozilla Firefox 3 & Thunderbird, Google Chrome, and it is also used by proprietary software packages, like Mac OS X, InDesign, MemoQ, Opera and Trados Studio.

[ICU \(International Components for Unicode\)](#)

ICU is a mature, widely used set of C/C++ and Java libraries providing Unicode and Globalization support for software applications. ICU is widely portable and gives applications the same results on all platforms and between C/C++ and Java software.

[SafeNet Sentinel](#)

SafeNet's Sentinel software licensing products and software protection solutions provides software publishers control and visibility into how their applications are deployed and used.

[Spring.NET](#)

Spring.NET is an application framework that provides comprehensive infrastructural support for developing enterprise .NET applications. It allows you to remove incidental complexity when using the base class libraries makes best practices, such as test driven development, easy practices.

[WiX](#)

The WiX toolset builds Windows installation packages from XML source code. The toolset integrates seamlessly into build processes.

[Xerces-C++](#)

Xerces-C++ is a validating XML parser written in a portable subset of C++.

About RWS

RWS Holdings plc is the world's leading provider of technology-enabled language, content management and intellectual property services. We help our clients to connect with and bring new ideas to people globally by communicating business critical content at scale and enabling the protection and realization of their innovations.

Our vision is to help organizations interact effectively with people anywhere in the world by solving their language, content and market access challenges through our collective global intelligence, deep expertise, and smart technology.

Clients include 90 of the globe's top 100 brands, the top 10 pharmaceutical companies and approximately half of the top 20 patent filers worldwide. Our client base spans Europe, Asia Pacific, and North and South America across the technology, pharmaceutical, medical, legal, chemical, automotive, government and telecommunications sectors, which we serve from offices across five continents.

Founded in 1958, RWS is headquartered in the UK and publicly listed on AIM, the London Stock Exchange regulated market (RWS.L).

For further information, please visit: www.rws.com

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