



## USER MANUAL

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## Presentation

Wordfast is a Computer-Aided Translation (CAT) program that combines two technologies: segmentation and Translation Memory (TM). The reader who is not familiar with these concepts should read [Appendix I](#) for a brief introduction.

Wordfast includes a real-time quality-check ([QC](#)) tool that includes a typography checker and an advanced [glossary](#) function. The client's critical terminology can easily be entered in Wordfast, and all segments will be checked for terminology consistency during the translation process. Furthermore, documents can be quality-checked in batch mode so that project managers can have a detailed report on the typography/terminology quality of the documents they receive after translation. Wordfast directly reads tab-delimited (TXT) glossaries, Excel (XLS) glossaries and Trados MultiTerm™ (MTW) glossaries.

Wordfast works from within Ms-Word, but [Ms-Office](#)™ documents such as Ms-Excel™, Ms-Access™, Ms-PowerPoint™ and HTML files can be translated as well. Wordfast's TM format is open - it can be viewed and/or edited with Ms-Word™, Excel™, Access™ and many other popular programs. Furthermore, Wordfast opens **TMX**-compliant TMs like those of **TWB** (Trados Translator's Workbench™), DéjàVu™, Star Transit™, SDLX™ etc. Wordfast is also compatible with the industry-standard tagged formats, making it the tool of choice for translating files prepared with [RWS' Rainbow](#)™ tagging utility, the Trados suite of tagging tools, etc.

All this power is packed into a compact template. Wordfast works with Ms-Word 97, 2000 & 2002 (XP) for PC, Ms-Word 98 & 2001 for MacIntosh (MacIntosh compatibility must be assessed on your system; tune-up may be required as outlined in the [troubleshooting](#) section). Up to 20 users can share the same translation memory and/or background memory over a local area network. Wordfast can also be linked to a [Machine translation](#) (MT) program or server (locally or through a network) to provide MT when no match is found in the TM.

Tools and extensions allow advanced users to perform complex, industrial tasks such as extracting segments from a Ms-Word, Access, PowerPoint or Excel file, pre-translate them, optimize translation memories, analyse projects, monitor terminology use among different translators. Translation agencies and large accounts can develop project-specific extensions to meet specific requirements thanks to Ms Office's programming platform (VBA) used by Wordfast.

We sincerely hope this professional tool will help you increase productivity and provide a better work environment.

The Wordfast Team  
[www.wordfast.net](http://www.wordfast.net)

## Installing Wordfast

### Automatic installation

*With versions of Ms-Word higher than Ms-Word 97, use Ms-Word's Tools/Macros/Security dialog box, set security to "low" then close Ms-Word before automatic installation can be done.*

To perform an automatic installation, start Ms-Word, open the wordfast.dot template using Ms-Word's File/Open dialog box (as when opening regular documents), enable macros if prompted to do so, and press Ctrl+F2.

Automatic installation is the only case when you actually open wordfast.dot as a document. After installation, wordfast.dot has been added as a startup template (see Tools/Templates & Add-Ins). Wordfast.dot does not need to be opened as a document.

### Manual installation

*Manual installation should be used if the automatic installation fails. When performing a manual installation, Wordfast.dot should not be opened as a document, but added to Ms-Word's list of templates, as follows:*

Close Ms-Word. Copy the file wordfast . dot into your Ms-Word *Startup* folder. Here are the *typical* locations for such folders (yours may be different):

```
Ms-Word 97: ... \Program files\Microsoft Office\Office\Startup
Ms-Word 2000: ... \Windows\Application Data\Microsoft\Ms-Word\Startup
Windows NT: ... \WinNt\Profiles\User name\Application data\Microsoft\Startup
Windows 2000: ... \Documents and settings\User name\Application data\Microsoft\Ms-
Word\Startup
Windows XP: ... \Documents and settings\User name\Application data\Microsoft\Ms-Word\
Startup
Mac: ...:Microsoft Office 98:Startup
```

The exact location of your Startup folder is given by Ms-Word in the Tools/Options/Default folders (or Edit/Preferences/Default folders on a Mac) dialog box. If you cannot see your Ms-Word *Startup* folder in your hard disk, see the note below on [hidden folders](#).

Another manual installation (if the above method fails): Start Ms-Word. Use Ms-Word's Tools/Templates & Add-Ins dialog box. Click the "Add" button, find then add wordfast.dot.

*Note 1: If you have difficulty locating Ms-Word's Startup folder: start Ms-Word, see Tools/Options then Default folders. Make a note of the startup folder's full name.*

*Note 2: If, at any time, Ms-Word asks you whether you want to "save" changes made to the Wordfast template, answer no. The Wordfast template should stay unchanged.*

*Note 3: Having Wordfast.dot in Startup will activate Wordfast every time Ms-Word is started. If Wordfast.dot is copied into Templates, you will have to open the Tools/Templates dialog box, click the Add button, select Wordfast.dot and press OK. You should never open Wordfast.dot as a document.*

*Note 4: **Mac** users, please read the note on [allocating sufficient memory](#) to Ms-Word, in the troubleshooting section, as well as the note on the PPC registration database preference file.*

*Note 5: Ms-Word 2000 or above: use the Tools/Macro/Security menu to set the security level to low, then restart Ms-Word.*

*Note 6: **Ms-Word 97** users: see the troubleshooting section on Ms-Word 97*

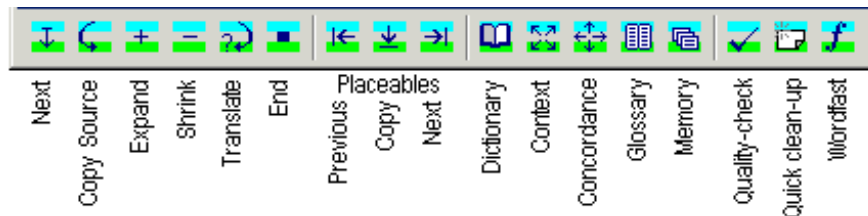
*Note 7: If you have two different versions of Ms-Word on the same hard disk, have two copies of Wordfast, one in each "Startup" or "Templates" folder for each version of Ms-Word. This way, each wordfast.dot will have its own INI file, where*

its own license number will be kept. Apply twice to receive a license number for each version of Ms-Word, since each version of Ms-Word will make Wordfast produce a different Install number.

Click the  icon in Ms-Word's toolbar area.

If this icon does not appear, use the Tools/Templates & Add-ins menu. In the Templates dialog box, click the "Add" button, find Wordfast.dot in your hard disk and open it. Close the Templates dialog box.

A toolbar with blue/green icons should appear:



## Removing Wordfast

### Manual removal

Close Ms-Word. Using your system's file search utility (Windows: "Windows" key + F) search for `wordfast.*` then delete all wordfast files that appear.

Wordfast does not modify your system in any way, does not add/remove entries to your registry base, does not add/remove fonts, does not create hidden files for protection or hidden purposes, does not add/delete folders, does not add/remove any DLL etc.

**Important note:** most recent systems have "hidden" or "system" folders, and Ms-Word's Startup folder may be located in a hidden folder (perhaps like C:\Documents and Settings\...). If this is the case, set your Windows Explorer or your File search utility to browse hidden or system folders. To do so in Windows Explorer or in Windows' File search utility, use the *Tools/Folder Options* menu, then *View* then *Hidden files and folders* and make hidden files and folders visible. Other systems may have slightly different methods for making hidden files and folders visible to the disc browser.

Some systems have drastic Read/Write restrictions on system folders. Some anti-virus software, or very strict network administrators, may impose such restrictions, making it impossible to add startup templates and add-ins to MsWord, by fear of macro-viruses. Although this fear and restriction may be legitimate (most network administrators and antivirus packages don't use such restrictions and live happily), it makes Wordfast operation impossible. To solve this problem, create a folder in an unprotected part of your hard disc (anywhere you can create a folder is, by definition, unprotected). Then, in Ms-Word, use the Tools/Options menu, then "Default folders", to assign the folder you just created as startup folder. Copy Wordfast.dot into this folder, close and restart Ms-Word.

## Upgrading Wordfast

### Automatic upgrade

After downloading the most recent wordfast.zip, repeat the installation procedure.

## Manual upgrade

1. Close Ms-Word.
2. Replace your existing wordfast.dot with the newer one.

*I advise keeping your existing wordfast.ini during this operation, so that the previous setup (including your license number) is preserved. Also, you may wish to actually rename your previous wordfast.dot (to wordfast.old, for example) so that you may fall back on it in case of problems.*

Regularly visit [www.wordfast.net](http://www.wordfast.net) to make sure you are using the latest version.


## Using this manual

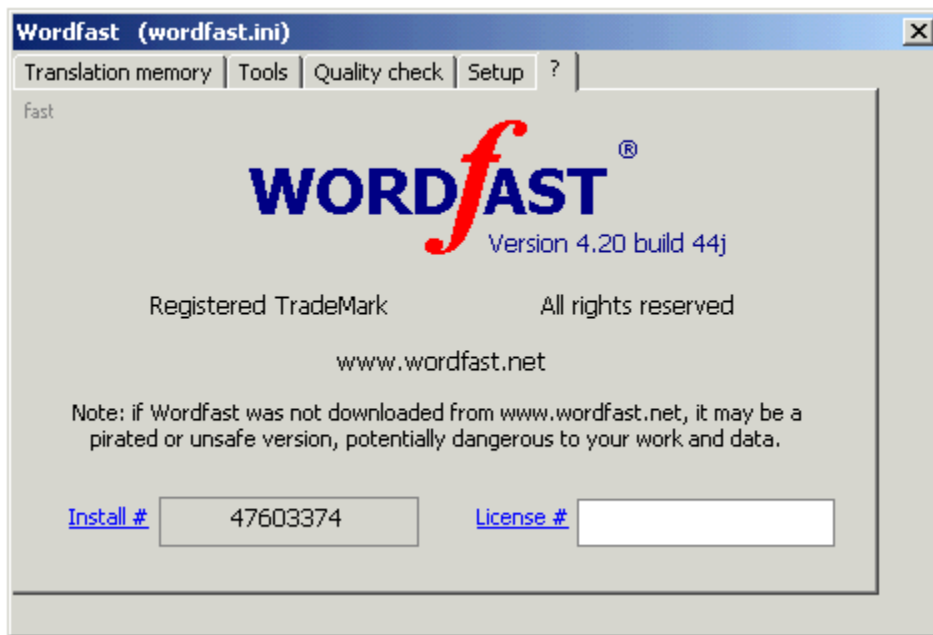
As with all Ms-Word documents, you can quickly find information in this manual using Ms-Word's "Find" feature. For example, to find help on setting up Quotes/Apostrophes/Dashes preferences, press Ctrl+F (the shortcut for the "Find" dialog box), then type "quotes" and press Enter.

We are reluctant to answer hotline calls if the answer is easily and obviously found in the manual, or if the answer is related to the use of the OS and/or Ms-Word rather than Wordfast.

## Buying a license

An unlicensed copy of Wordfast is limited to approximately 500 Translation Units, sometimes more. Note that, without a valid license, Wordfast *may* accept larger translation memories, but at some point above 500 TUs, Wordfast may halt. All your work and data (Translation memories, glossaries, documents etc) are safe – but Wordfast may refuse to go any further.

To buy a license, click the  icon to launch Wordfast and note the eight-figure install # (it's 47603374 on the figure below, but yours will be different).



Visit [www.wordfast.net](http://www.wordfast.net) and go to the "buy" page. You will be asked for your install number, and a payment. To keep prices low, refunds are not possible after a license purchase. After payment, you will receive a license number by e-mail, together with an invoice. Type the license number in the white, empty license# textbox next to the install number and close Wordfast. Open Wordfast again, then reorganise your translation memory with Wordfast's Translation Memory/Service/Reorganise button. You can now continue using Wordfast.

If you intend to use Wordfast for professional activity, do not wait until the last minute to buy a license, as this process may take a day to complete (credit card) or a week (bank payment).

If the license number is correct, the limitation on TM size will be lifted. *The only limitation of an unlicensed Wordfast is the TM size. All other features are functional.* There is no "full" or "limited" version of Wordfast. There is only one `wordfast.dot` application, the only difference being the presence, or absence, of a valid license number.

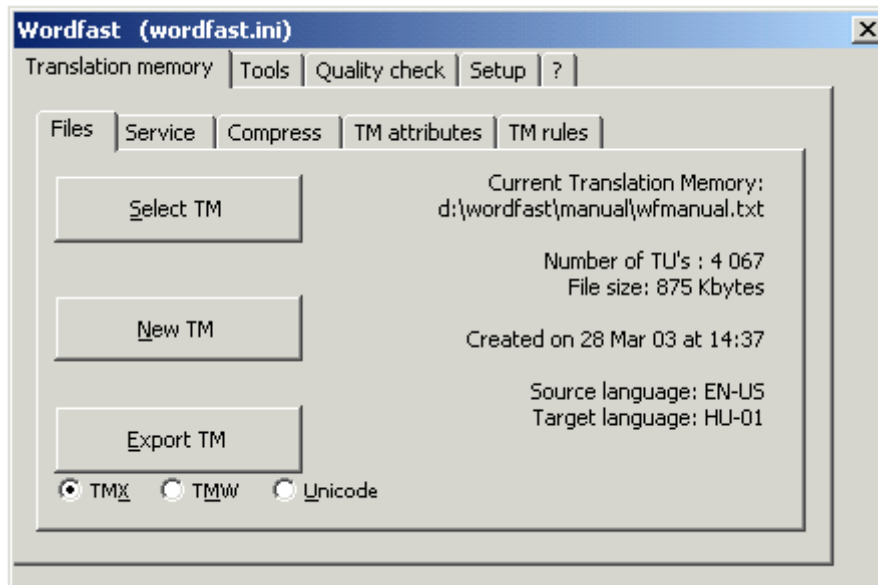
The entire Wordfast application is in one single template (`wordfast.dot`) and this file is the same for all platforms (PC/Windows, Mac, Linux etc). It is the full version. Of course, you can check [www.wordfast.net](http://www.wordfast.net) from time to time or join the mailing list (see the *community* link in the website) to see if an upgrade has been released.

**DISCLAIMER:** The author or distributor(s) of Wordfast do not accept liability for the use or misuse of Wordfast. When buying a license, users recognise they had sufficient time to try and test Wordfast on their particular system and are willing to use it as it is, however imperfect Wordfast may be. Specifications outlined in this manual may be changed at any time without prior warning, and are not binding.

## Instructions for use

### Setting up Wordfast for the first use

Click the last icon () on the Wordfast toolbar. In the window that opens, click the "Translation memory" tab.




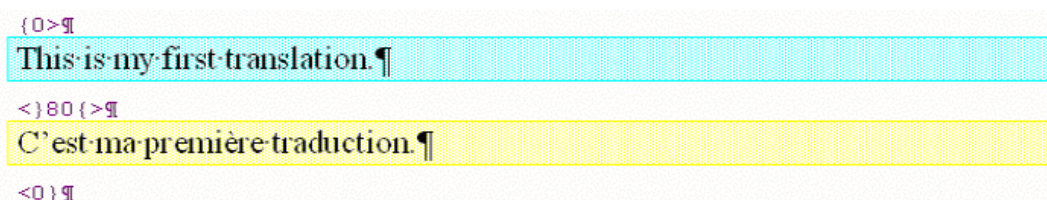
Click the "New TM" button to create a new translation memory. You will be prompted to give the [ISO](#) codes of the source and target language used in your TM. Once Wordfast has created the TM (which is a Ms-Word document in text-only format) you will be prompted to name and save it. Finally, close the Wordfast window.

*You can keep this TM for as many jobs as you wish, but I recommend using separate TMs for separate subjects and/or clients, as explained in the [TM management](#) section.*

A basic translation session consists of two steps.

### 1. Translation:


- A. Open the document to be translated, click the **Next**  icon.
- The first source segment appears against a blue background (note that segments are delimited with purple markers such as {0>, which should not be deleted or edited). The lower box (either green, yellow, or grey) is the target segment. If Wordfast finds an exact or approximate translation, it will be displayed against a green or yellow background; otherwise, the lower box will be empty and grey. Type your translation in the target segment, that is, only in the lower (green, yellow, or grey) box and nowhere else.*





Click the **Next** icon or press *Alt+down* to validate the current segment and move to the next one. Please note: you should never hit the Enter key (nor press Tab) to validate your translation. Source and target segments should never contain paragraph marks (carriage returns), tabulator characters or page breaks.

- B. Translate the document, clicking **Next** to validate segments.

To end translation, click the **End**  icon (Alt+End) (if you validate the last segment of a document, Wordfast will end the translation session automatically).

- C. When the entire document has been translated, it can be revised (proof-read, spell-checked, post-edited). See the **note #2** below. To edit a segment, press Alt+Down to open it, edit it, then close it with Alt+End.

**2. Clean-up:** When proof-reading is complete, click the **Wordfast** icon, click the Tools tab, select the translated document in the *Files* list and click the "Clean-up" button (if you work for a translation agency, you may be required to skip this step, i.e., send back the segmented document before clean-up). Answer "Yes" to the "Update memory" question only if you have proof-read or edited your document without opening/closing segments.

**Note:**












1. Backup your original (source) document before translating it.
2. **Always have hidden text visible**, so that the source text and segment delimiters are visible, when revising (post-editing, proof-reading, spell-checking) a document. **Ctrl+Comma** provides a quick way to toggle hidden text off/on to "preview" the final translation; but always make hidden text visible again before you resume revision. Get accustomed to Ms-Word's Tools/Options/View dialog box and its various options.
3. See Pandora's box "ProcessQuotes" command to set up the way you want Wordfast to handle quotes. You may postpone this feature until you're more comfortable with Wordfast, but it is highly recommended to use it (as well as "ProcessApostrophes" and "ProcessDashes"). The TM's quotes, apostrophes and dashes/hyphens are not always in tune with the particular requirements of your current project and/or client, which may vary. "ProcessQuotes" will make you save time, and keep your TM streamlined.
4. During a session, you can force Wordfast to use the currently selected text as the next segment by pressing Shift+Alt+Down. This is useful when, for example, you need to skip part of a document. The selection will normally be somewhere further down in the document. But note that the selection can even be *within* the source segment, in which case you are actually *shrinking* your segment.  
Wordfast does not consider isolated numbers as translatable items, and does not segment them. You can select such isolated numbers and force Wordfast to segment them. Finally, remember that [Pandora's box](#) has a switch ("SegmentAll") that will force Wordfast to segment isolated numbers.
5. Wordfast will always propose the TU that has the highest analogy rate, if it finds more than one matching TU. The Alt+right/left shortcut will display the next/previous matches by order of analogy, among the top 10 matches found in the TM.
6. If the computer or Ms-Word were accidentally turned off during a translation, see the [Troubleshooting](#) section.
7. It is possible to work without the TM (when, for any reason, you do not wish to have propositions, or to have Wordfast update the TM). The Shift+Alt+M shortcut will deactivate/reactivate the TM at any time.
8. If the source segment contains bookmarks, red markers will be positioned at the bookmark's beginning and end. See the [Bookmarks](#) section for more details.






Beside **Alt+End** (validate + close the current segment, and End session), there are two other ways of closing the current segment and ending a session:

**Shift+Alt+End** closes the current segment without writing it into the TM.  
**Alt+Delete** deletes the contents of the target segment, then closes the segment (and the session) and restores the source segment as it was before segmentation.

Other icons/shortcuts (*Mac users: Ctrl replaces Alt in shortcuts*)

<b>Expand</b>		(Alt+PgDn) expands a segment, when the sentence actually extends beyond a final punctuation mark. Note that a segment cannot be extended beyond a paragraph mark, page break, tabulator or table cell.
<b>Shrink</b>		(Alt+PgUp) reverses any use of the <i>Expand segment</i> command.
<b>Copy</b>		(Alt+Ins) copies the source segment over the target segment.
<b>Translate</b>		Translates until a non-exact match is found.
<b>Contexts</b>		(Ctrl+Alt+C) scans the BTM & TM and displays all TUs containing a specific word. By default, the search for contexts is done in the TMs <i>source</i> segments. However, if, during a translation session, the selected expression is in the <i>target</i> segment, Wordfast will search contexts in the TMs <i>target</i> segments.
<b>Concordance</b>		(Ctrl+Alt+N) scans the files located in the folder specified with Wordfast/Files/Set concordance folder.
<b>Dictionary1</b>		(Ctrl+Alt+D) looks up a word/expression in the currently active external dictionary#1.
<b>Dictionary2</b>		(Ctrl+Alt+F) looks up a word/expression in the currently active external dictionary#2.
<b>Glossary</b>		(Ctrl+Alt+G) looks up a word/expression in glossaries.
<b>Memory</b>		(Ctrl+Alt+M) displays the contents of the relevant TU above a proposed segment.
<b>Quality Check</b>		(Shift+Ctrl+Q) toggles real-time QC on/off during translation.
<b>Quick-clean</b>		(Ctrl+Alt+Q) cleans up a document without updating the memory (the real, full clean-up is performed from Wordfast's Tools tab). Quick-clean can be used if you revised the document by re-opening segments, so that changes are recorded in the TM. If Wordfast proposes to process bookmarks without cleaning up the document, see the note on <a href="#">Bookmarks</a> .
<b>Ctrl+Alt+L</b>		Shrinks your segment from the left, skipping the first word or number. For example, if your segment begins with a numbered list such as 1.0 Section one then this feature would skip the first number and your segment would be: Section one
<b>Ctrl+Alt+X</b>		Deletes the contents of the target segment.
<b>Ctrl+Alt+Ins</b>		Copies the source segment's text attributes/style to the target segment. This is useful if, on an opened segment, you have pasted

		text that has a different font or style.
<b>Shift+Alt+Down</b>		Forces Wordfast to segment the text you selected.
<b>Shift+Ctrl+G</b>		Loads the glossaries into the toolbar, if their size is less than 200 Kbytes.
<b>F6/Shift F6</b>		Performs a new search/find again in the toolbar glossary
<b>Alt+Up</b>		Can be used to return to the previous segment.
<b>Alt+right/left</b>		If more than one match was found in the TM, this shortcut will display the next/previous TU found, by order of analogy rate.
<b>Ctrl+Alt+left/right</b>		Selects the next/previous placeable (in the source segment);
		<b>Ctrl+Alt+Down</b>  copies the selected placeable at the position of the cursor (in the target segment). A placeable is an untranslatable element which is simply copied from source to target.
<b>F10</b>		Marks a segment as <i>provisional</i> . Read the note on <a href="#">provisional segments</a> for this important feature.
<b>Ctrl+Comma</b>		Toggles hidden text on/off. This lets you "preview" the final translation, then get back to full view. All editing, spell-checking, revision, etc should be done in "full view", i.e. with hidden text visible.
<b>Alt+F12</b>		Copies any selection of text (from <i>any</i> Ms-Word document) into the current target segment, if a session is opened. If, in the target segment, the selection has a zero length (it's just an insertion point), the selected text will be pasted at the insertion point. If the selection has any length, or if the selection (or insertion point) is outside the target segment, the text will be pasted at the end of the target segment. If the newly pasted text has a format or style that is different from the target segment's general style, remember that the Ctrl+Alt+Ins shortcut can copy the source segment's style and format to the target segment.

#### Notes:

1. TWB accepts files translated with Wordfast for clean-up (and vice-versa); Wordfast TM files can be shared with TWB, DéjàVu™, CypressSoft™, Transit™ etc using the TMX standard.
2. When a TU is displayed above the current segment, use Shift+Alt+Insert to copy the TMs target segment into the document's target segment.
3. If you wish to exclude some portions of the document from the translation process: create a new style, for instance "Untranslatable". Apply that style to untranslatable portions of the document. Enter that style in the External style textbox, in Wordfast's Setup/Extend tab. Another, simpler way, is to select one text attribute (either DoubleStrikeThrough, Grey highlight or Animation/Marching Red Ants), apply it to the untranslatable text, then check the corresponding option in Wordfast/Setup/Ext/"Untranslatable font attribute" option.

## Provisional segments

If you want to move through a segment that has not been completely translated (because its translation requires knowledge you will receive only later, or because you're missing some specific terminology), press F10 on the segment while it is opened. This will mark the current segment as provisional with a pink marker, and move to the next segment. Later (the

translation session being closed, i.e., no segment being opened), pressing F10 again will take you back to the provisional segment and open it again to finalize it.

A provisional segment can be finalized (its translation completed) at any time, even days after you marked it with F10. Cleaning-up a document will be impossible as long as the document still contains at least one provisional segment.

## Functionalities

### Translation Memory

#### Files

This section lets you **select** a TM or create a **new** one, service TMs and define attributes or rules. When creating a new TM, Wordfast will ask you for ISO-compliant language codes for the source and target languages. These codes consist of 5 characters (2 characters for the language, a dash, and 2 characters for the local variant, or "01" if no local variant exists). See the important remark 3 below for TMX interchange with other translation tools, like Trados. If you use Cancel after having used the **Select TM** button, Wordfast will ask if you want to unselect the current file. If you answer yes, no translation memory will be selected. It is possible to start a translation session without the use of a translation memory, but Wordfast will remind you that no TM is currently selected.

Here are a few language codes. A more complete list of ISO-compliant language codes can be found on the [www.lisa.org](http://www.lisa.org) web site (search for TMX or go to <http://www.lisa.org/tmx/tmx.htm> and click "References") or on [http://www.wordfast.net/lang\\_frame.html](http://www.wordfast.net/lang_frame.html).

AF-01 (Afrikaans)	FA-01 (Farsi)	NO-NY (Norwegian)
AR-01 (Arabic)	FI-01 (Finnish)	PL-01 (Polish)
BE-01 (Byelorussian)	FR-CA (French, Canada)	PT-BR (Portuguese, Brazil)
BG-01 (Bulgarian)	FR-FR (French, France)	PT-PT (Portuguese, Portugal)
CA-01 (Catalan)	HR-01 (Croatian)	RO-01 (Romanian)
CS-01 (Czech)	HU-01 (Hungarian)	RU-01 (Russian)
DA-01 (Danish)	IN-01 (Indonesian)	SH-01 (Serbo-Croatian)
DE-AT (German, Austria)	IS-01 (Icelandic)	SK-01 (Slovak)
DE-CH (German, Switzerland)	IT-CH (Italian, Switzerland)	SL-01 (Slovenian)
DE-DE (German, Germany)	IT-IT (Italian, Italy)	SO-01 (Sorbian)
EL-01 (Greek)	IW-01 (Hebrew)	SQ-01 (Albanian)
EN-CA (English, Canada)	JA-01 (Japanese)	SV-SE (Swedish)
EN-GB (English, UK)	KO-01 (Korean)	TR-01 (Turkish)
EN-US (English, USA)	LT-01 (Lithuanian)	UK-01 (Ukrainian)
ES-AR (Spanish, Argentina)	LV-01 (Latvian)	VI-01 (Vietnamese)
ES-CL (Spanish, Chile)	MK-01 (Macedonian)	ZH-CN (Chinese, PRC)
ES-ES (Spanish, Spain)	MT-01 (Maltese)	ZH-SG (Chinese, Singapore)
ET-01 (Estonian)	NL-BE (Dutch, Belgium)	ZH-TW (Chinese, Taiwan)
EU-01 (Basque)	NL-NL (Dutch, Netherlands)	

Beside its own native format, Wordfast can open TMX translation memories TWB's (Trados Translator's Workbench) TXT export format, and IBM Translation Manager EXP files. These last two formats require the freeware "PlusTools" to be installed on your computer. PlusTools is found at <http://www.wordfast.net>.

For example, to re-use a Wordfast TM with TWB: 1. In Wordfast, click the Export button to create a TMX export of your current TM. 2. In TWB, create a new TM, with the correct

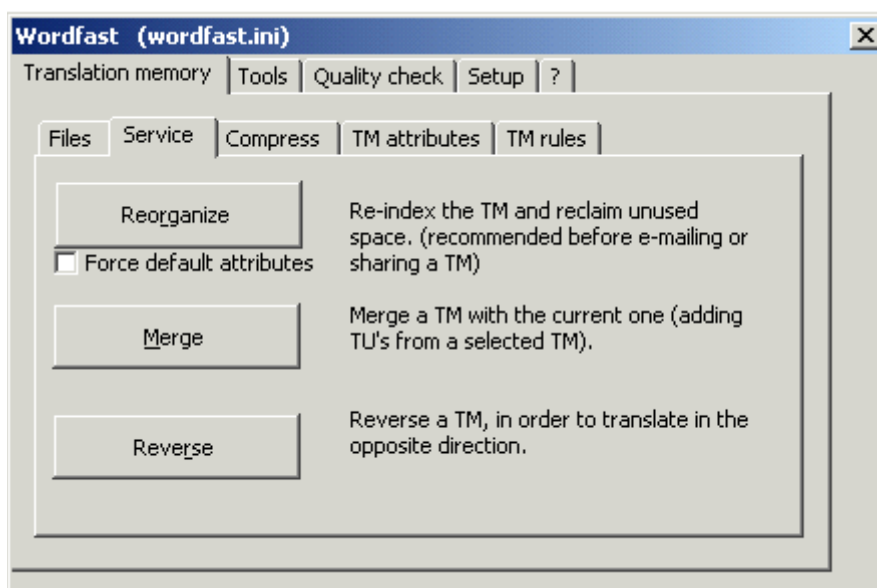
languages. Use TWB's File/Import menu to import the TMX file into the newly created TM (see note 2 below).

**Note 1:** If a TMX translation memory is opened, Wordfast will ask you whether you want to convert it into a Unicode Wordfast TM. The normal answer is no (press OK). Use a Unicode translation memory only if you need Unicode. **Most alphabetical latin-based languages don't need Unicode.**

**Note 2:** When importing a Wordfast-generated TMX TM into a TWB TM, the usual reason for failure on the TWB side is that the ISO language codes in the Wordfast TMX file do not fit the ISO TMX language codes for the particular Trados version you use (there were changes between Trados 2, 3, and 5 in this respect, due to ISO standard changes. For instance, the code for Swedish changed from SV-01 to SV-SE, etc). To know exactly which ISO language codes your version of Trados expects, generate a small TMX export from a Traods-exported TM created with the intended language codes, open this TMX export with Ms-Word, then look at language codes. If language codes differ from the codes used in the Wordfast TMX export, they can easily be search-replaced in Ms-Word (for example, search for "SV-01", replace with "SV-SV", with quotes, using the "Match case" option in Ms-Word's search-replace options).

## Service

The Service tab provides three tools for translation memory management:

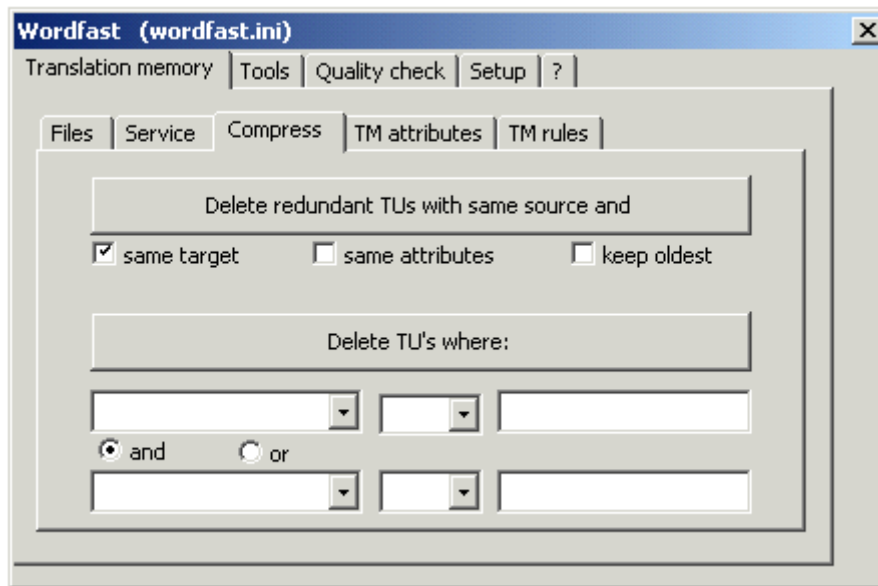


1. The *Reorganise* button will reorganise and index a TM. Since this will usually reduce the size of the TM by reclaiming unused space, it is advised to perform this reorganization before e-mailing or archiving a TM. If you check "Force default attributes", then the attributes which are currently the default attributes for Wordfast (which can be different from the attributes of the current TM, displayed in the TM Attributes section) will replace the attributes in the TM which you reorganise.
2. The *Merge* button is used to add a Wordfast TM to the current TM. The TM that was added may have contained TUs that were also found in the current TM (duplicate TUs). This is why, during the reorganization that is performed immediately after

merging, Wordfast will delete all redundant (duplicate) TUs. *If you wish to delete duplicate TUs from an existing TM (which, for instance, you manually created), simply merge it with a newly created (empty) TM.*

3. The *Reverse* button will reverse a TM, so it can be used to translate in the reverse direction. This button does not overwrite the existing TM, but creates a new TM where the language direction is reversed.

## Translation Memory Compress



You can delete TUs that are considered redundant in the current TM. Redundancy is defined as TUs that have the same source segment. Note that this definition is case-unsensitive and number-unsensitive so that *go to section 1* and *Go to Section 2* are considered redundant. If you check "same target" then TUs will be considered redundant if both source and target segments are identical.

If you check "same attributes" then only TUs that have the same attributes (in addition to the same source segment) will be considered redundant.

If you check "keep oldest" then, when redundant TUs are found, the oldest one will be kept. If this option is left unchecked, which is the default setting, then the youngest TU will be kept.

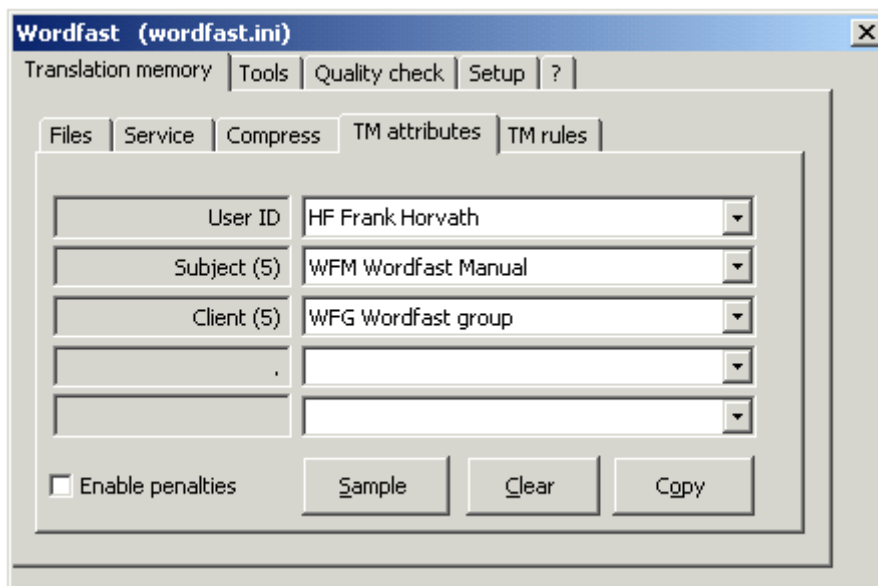
The next feature ("Delete TUs where...") is used to selectively delete unwanted TUs from the currently active TM according to certain logical criteria.

Immediately before compressing/reorganising/merging a TM, a BAK file is generated. Still, it is recommended to service copies of TMs, not originals.

## Translation Memory Attributes

The *TM Attributes* tab displays five attributes, four of which can be customised, the first attribute being reserved for the User ID (User initials and name). *I recommend reserving attribute #2 for Subject, and attribute #3 for Client, as in the example provided in Wordfast, to facilitate the interchange of TMs. You remain free, however, to define attributes according to your own needs.* Use the *Sample* button to load a set of typical attributes, which you can then customise.

The first attribute (User ID) is read-only. This attribute is actually set up in the Wordfast/Setup/Gen tab. If the TM was used by other users, the drop-down list will show you all the translators who have used the TM in the past. If your workgroup, this feature lets you see the TM's pedigree.



Enter the attribute name in the caption area (left of the drop-down list). Click in the caption area and edit the caption.

Click in a drop-down list and add attribute *items* (also called attribute *values*) using the following keys:

- Insert or +, to add an entry;
- Enter, to edit an entry;
- Delete or -, to delete an entry.

The **active** attribute value is the one currently displayed by the drop-down list.

*Entries consist of a mnemonic (an abbreviation, made of 2, 3 or 4 letters) followed by a space, then the narrative. Wordfast will record only the mnemonic in the individual TUs, to minimise redundancy.*

Attributes are stored in the TM's header. When working in a translation session, Wordfast will record the mnemonics of the set of the currently active attribute values into any new, or updated, TU. If you stop the translation session, open Wordfast and change active attributes values, the TUs generated in the next translation session(s) will receive the new set of attributes values, but the attribute values of the previously existing TUs are not affected.



If you have defined a set of attributes for TM1, and want to **copy-paste** them into an already existing TM called TM2: with TM1 being the currently active TM in Wordfast, click *Copy*. Select TM2 and make it the currently active TM by using the Select TM button. Click *Paste*. Note that any previously existing TU in TM2 will not be affected by this change: this update of attributes' definition (written in TM2's header) will affect only TUs created in subsequent translation sessions carried out using TM2.

Once you have copied a set of attributes, it will be remembered by Wordfast as the **default** set of attribute values, stored in the setup's INI file, and written into any newly created TM.

It is possible to rewrite all the TUs of an entire TM with one specific set of attribute values. To do so, set the attributes in Wordfast, click the *Copy* button, check the "Force default attributes" checkbox in the "Service" tab, then click the "Reorganise" button. This will reorganise the entire TM and apply Wordfast's default set of attributes to every TU.

### **Applying penalties based on attributes.**

Penalties are numbers entered between parentheses (see the sample attributes for examples). A penalty lowers the percentage of analogy of a TU when it is found in the TM (if Wordfast finds a 100% match in the TM, but one of the TUs attribute values has a penalty of 5, the analogy rate will be lowered to 95%).

There are two types of penalties: *absolute* penalties and *relative* penalties.

**Absolute penalties:** are defined for attribute values (i.e., items in the drop-down list). When Wordfast proposes a TU which has that attribute value, it will receive the corresponding penalty.

Example: your translator ID is JB John Bisham. You import, in your TM, 200 TUs coming from another translator whose ID is MT Mark Tweed. You wish to unconditionally apply a penalty of 5 to propositions coming from TUs created by Mark Tweed. Create or edit the MT Mark Tweed attribute entry so it reads MT Mark Tweed (5). From then on, every time a proposition comes from a TU created by Mark Tweed, it will have a penalty of 5. As a result, a Mark Tweed TU will never appear green.

**Relative penalties:** are defined per attribute (in the attribute caption). These penalties will be applied if the particular TUs attribute value is different from the attribute value of the current session (as you defined it in Wordfast's TM Attributes section).

Example: you apply a relative penalty of 8 to the User ID attribute. Edit the User ID caption so it reads User ID (8). From then on, if a TU's User ID is different from the one currently defined - supposedly your ID - then the TU will receive a penalty of 8, regardless of which translator it is.

Absolute and relative penalties are cumulative. So, if Mark Tweed already has an absolute penalty of 5, and the entire User ID category has a relative penalty of 8, then a TU with Mark Tweed will receive a total penalty of 13.

The basic purpose of penalties is that a TU, which would otherwise appear green, does not appear green but yellow, so that the translator's attention is drawn at that point. Penalties should be modest (a penalty of 2 is enough to prevent a TU from appearing green), because, if

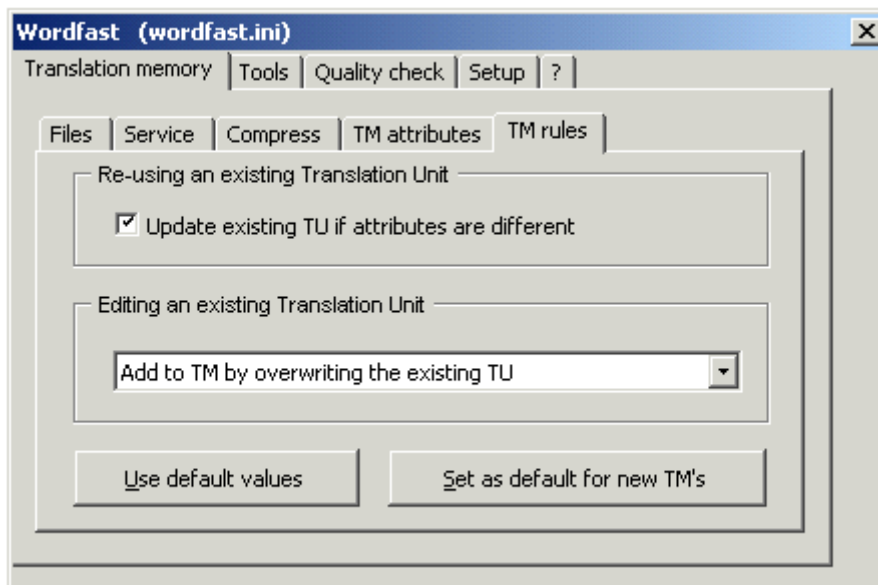
they are cumulated, they may actually bring the analogy rate below the fuzzy threshold. Penalties for TUs created by machine translation, however, are traditionally strong (10 to 15).

One other purpose of the Attribute system, using the Compress utility in the "Service" tab is to manage (extract, merge, classify) TMs by taking into account their TUs individual attributes.

## Translation Memory Rules

Caution: use these rules only when really necessary. They introduce complexity in TM management.

These rules apply when an **existing TU** is re-used, or edited, after Wordfast has proposed it as a 100% match. A TU is **re-used** if you validate a proposed 100% (green) TU without editing (modifying) the target segment (the translation). A TU is **edited** if you edit (modify) the target segment. The following rules apply immediately after you validate such "100% match" TUs, to control the way they are stored into the TM.



Like the attributes, these rules are stored in the TM, not in Wordfast's local (INI) setup.

**Re-using an existing TU:** if the currently active attributes are different from the TUs own attributes, you may choose to update the TU in the TM with the new set of attributes. Check the "Update existing TU if attributes are different" checkbox. The usage counter will be incremented, and the new set of attributes will replace the TUs existing attributes; source and target text remain the same.

**Editing an existing TU:** this feature offers 4 choices:

- **Add to TM by overwriting the existing TU:** the existing TU will be deleted and the edited TU added to the TM, i.e., the edited TU replaces the existing TU;
- **Add to TM; overwrite existing TU if attributes are identical:** the edited TU is added to the TM, but the existing TU will be deleted only if all its attribute values (like User ID, Client, Subject etc) are identical to the newly created TU;

- **Add to TM; do not overwrite existing TU:** the edited TU will be added to the TM and the existing one will not be deleted from the TM, even if attributes are identical. Normally, this option should not be used, except in very specific projects, because it generates real redundancies.
- **Do not add to TM:** the edited TU will not be added to the TM at all, and the existing TU will not be deleted.

When Wordfast finds more than one possible translation for a source segment, the match value appears in blue, followed by a + sign. Using the Alt+Left shortcut at that point will generate a window that contains all matches found, with their attributes.

In the translation session window, use Alt+Right/Left to cycle through all proposed translations.

The first match proposed by Wordfast is the most recent one.

## Miscellaneous

A translation memory (e.g. WfMemory) generates the following files:

WfMemory.Txt	This is the translation memory. Do not delete it unless you want to discard it.
WfMemory.Itx	This is the TM's index. <b>Deletion not a problem</b> , since Wordfast re-creates it automatically when needed.
WfMemory.Net	This file is generated for networked sessions, but it is also generated during non-networked sessions. Wordfast re-creates it at every session. <b>Deletion not a problem.</b>
WfMemory.Bak	This is a copy of the TM before any Reorganisation, Merge or Compress operation. <b>Deletion not a problem.</b>

If you need to archive a TM, or send it to a colleague, the only necessary file is the .TXT file.

If a translation memory is lost, remember that (if you keep copies of your translated, segmented files) cleaning up the segmented files that produced this TM will recreate the corresponding TM with its translation units.

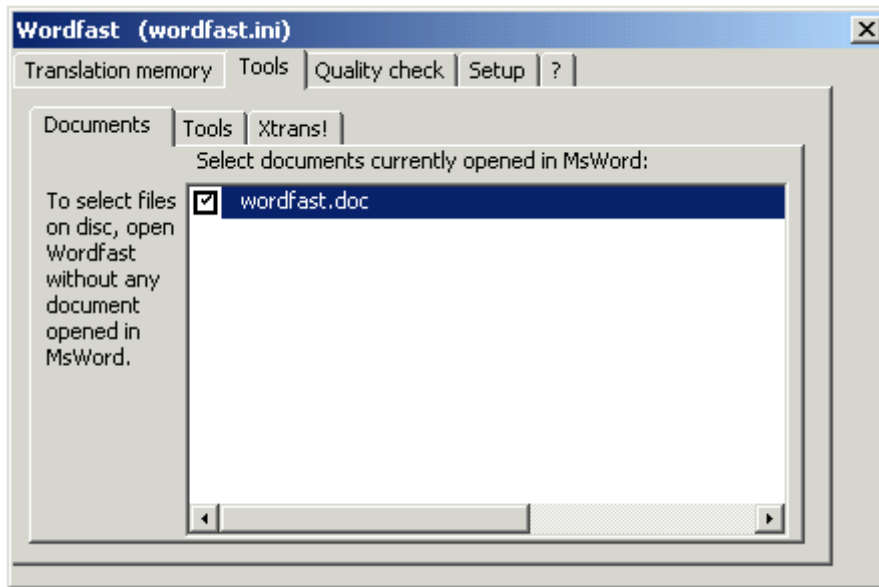
## Working in network mode

The same translation memory can be shared by up to 20 simultaneous users over a LAN (Local Area Network). Check the "Share TM through LAN" checkbox under the "Select TM" button in Wordfast/Translation memory, then open the same translation memory through the network. One limitation is that Wordfast will forbid TM servicing (reorganisation, compression, merging, tools) as long as the TM is shared.

Every user should have a different set of User initials.

For sharing a TM over the web, refer to the ["Share"](#) section.

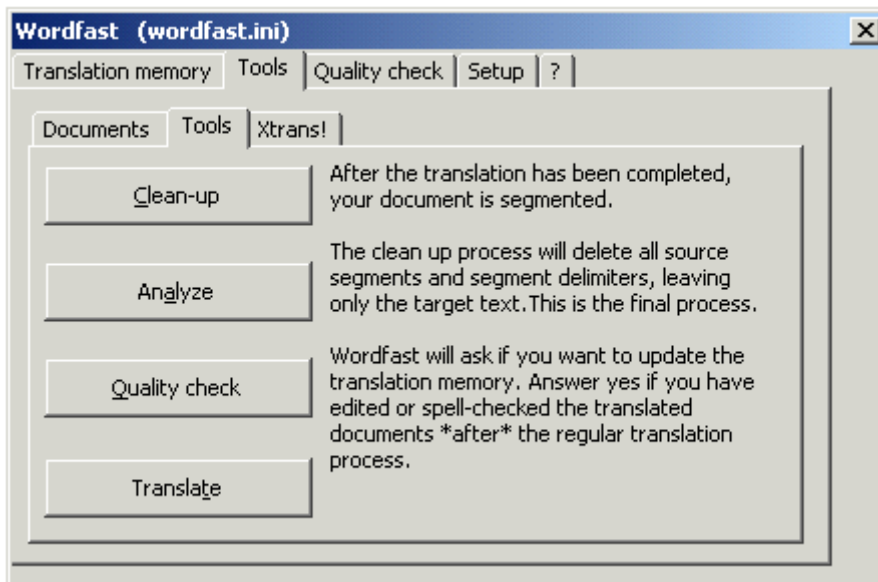
## Tools



When starting Wordfast, if documents are already opened in Ms-Word, they will appear in the "Documents" list. Otherwise (no document open in Ms-Word when you start Wordfast), the files present in the current folder are listed. Click the Folder button to change folder.

**Clean up** deletes all segmentation marks and source segments from the selected files, leaving only the translated text. The TM is updated if the target segment has been edited *after* it was created.

*Note: **Ctrl+Alt+Q** (the Quick-clean icon in the Wordfast toolbar) will clean up a document much faster, but without updating the TM, and without producing a report.*



**Analyze** gives an analysis of selected document(s) before translation, reporting the number of segments and words, with the analogy ratings of the segments in relation to the current TM. If the document is already translated and segmented, *Analyze* will report the same statistics, based on the document itself, i.e., without reference to the TM.

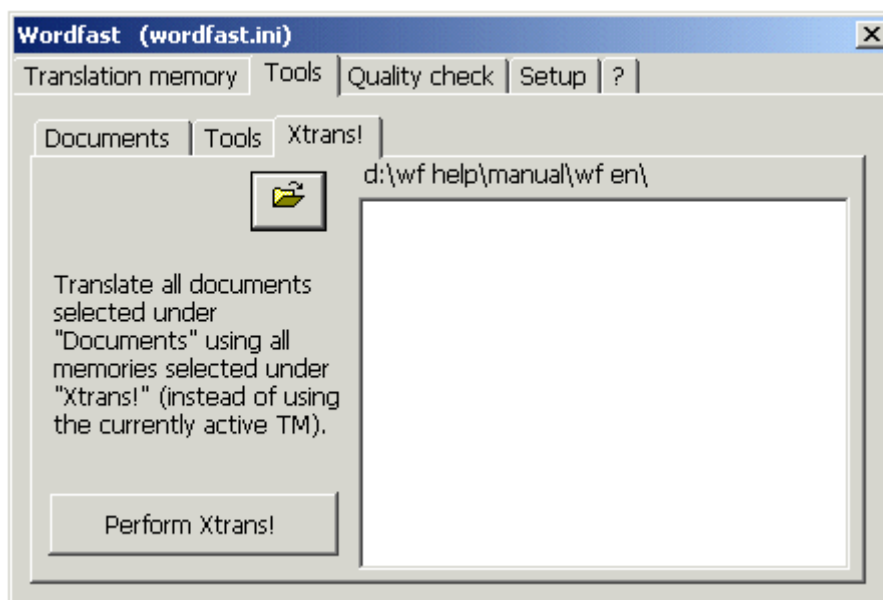
**Translate** will pre-translate the selected document(s), with the use of the current translation memory. Unknown (no-match) segments will be copied over the target segment if you specified "CopySourceWhenNoMatch" in [Pandora's box](#). However, if a link with a machine translation program is activate (see [MT](#)), unknown segments will be machine translated. Once pre-translation is done, start a regular Wordfast session and translate your document(s) as usual. Work will be faster, because segmentation and matching have already been done. When cleaning up such a document, use the regular clean-up tool, and answer "yes" at the question "Update translation memory?".

*Note: If this function is started over an empty document with either Excel, Access or PowerPoint running in the background, the Excel/Access/PowerPoint document will be translated. If this function is started with the MT settings activated, machine translation will be provided on unknown segments.*

**Quality-check** will perform a quality check on all selected files; a detailed report is given for each file, with an overall summary of QC errors found on all files. Set up the required QC options in the Wordfast/Quality check tab before running this tool.

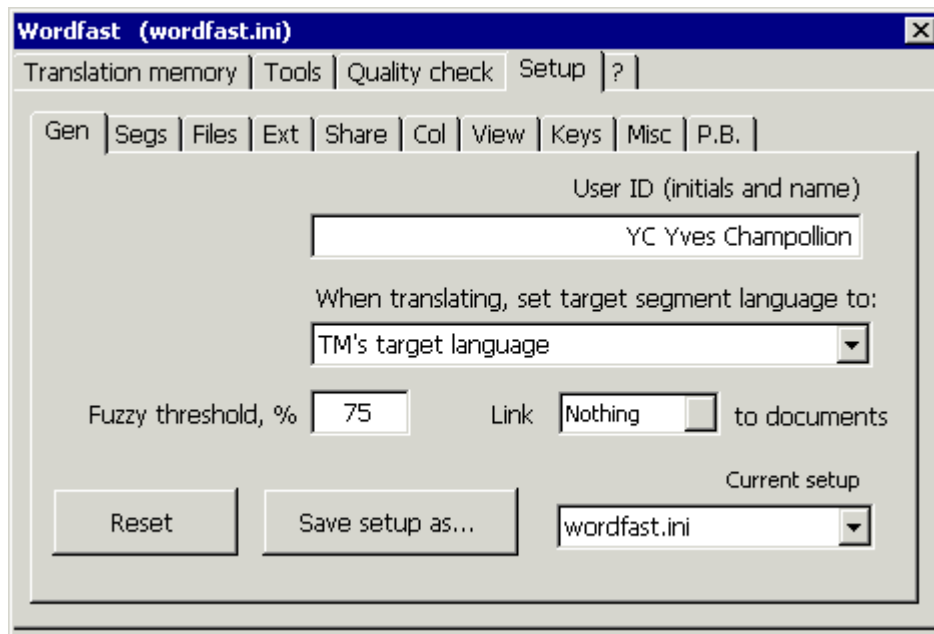
**XTrans!** is the same as the regular Translate tool, but multiple TMs (located in the same folder) can be selected. This allows you to pretranslate documents using all your available stock of TMs.

In case a match exists in more than one TM, the first encountered match is retained. For example, if you have TM1.txt, TM2.txt and TM3.txt, if the same segment exists in all three TMs, only the first one (found in TM1.txt) will be used. In other words, as it re-translates the same document with multiple TMs, Wordfast will replace an existing translation with another one found in another TM only if its match value is strictly *greater than* the initial match. TMs are used in the order they appear in Wordfast's dialog box (see below). TMs are sorted alphabetically.



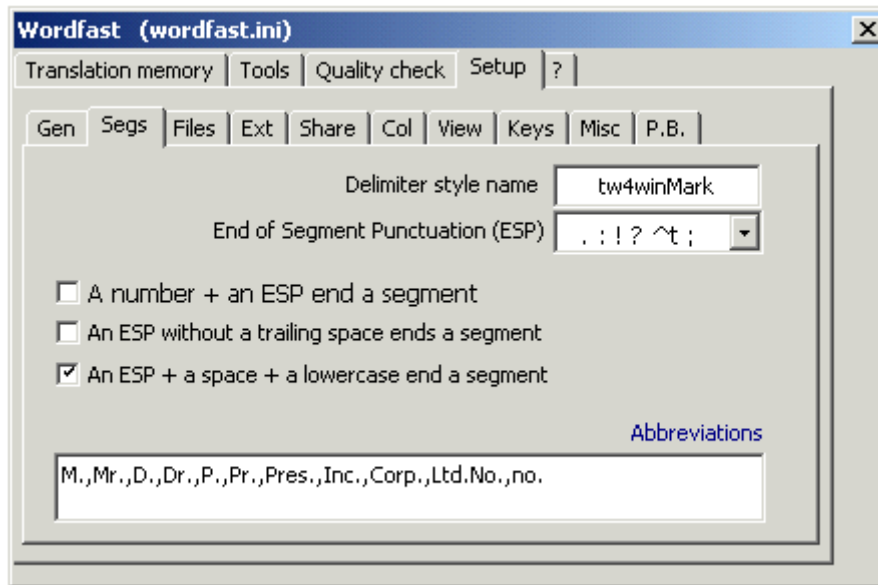
## Setup

### Gen (General):



- ❑ **When translating, set target segment language to:** Wordfast's QC options can require that the target segment be spell-checked before validation. If you select "*with target language*", Wordfast will apply the current TM's target language to each target segment (just as if you were opening the *Tools/language...* menu and applying a language to the target segment yourself), so that, if spell checking is done, the right language is used. However, if your target language is not in Wordfast's list of languages, or if for some other reason Wordfast cannot recognise your specific language: select "*with default language*", get back to Ms-Word, set the target language as default language in Ms-Word (menu *Tools/Language*): Wordfast will apply that default language to target segments. If you select "*leave unchanged*", then Wordfast will **not** apply a language definition to the target segments during sessions. See [Appendix II](#) for a brief discussion on this subject.
- ❑ **Fuzzy threshold:** This is the minimum percentage for a fuzzy match to be considered fuzzy, and under which it will be considered unknown (or "no-match"). The default value is 75. Values can range from 50 to 99%. I don't recommend using a low value.
- ❑ **Link (Nothing, TM, Setup) to document.** It is possible to link documents (but only documents of Ms-Word's native format – DOC ) to a particular TM or setup. If this is done, and a later session is opened with either a different TM, or a different setup, Wordfast will give you the choice of using the different TM or setup (the document's link will then be modified accordingly), or loading the original TM or setup. Use the Wordfast menu option "Unlink" on a document to unlink it, or "Relink" to re-link it.
- ❑ **Reset:** will reset all settings to the Wordfast's default values.
- ❑ **Save setup as...** saves the current setup to an INI file. Ini files are saved in the same folder as the folder where wordfast.dot is located. This folder is usually Ms-Word's startup folder (If you cannot locate your Ms-Word *Startup* folder, see the note on [hidden folders](#)). Using the *browse...* option lets you open an ini file anywhere, including network folders or floppy disks.

## Segs (Segments):



- ❑ **Delimiter style name:** choose a segment delimiter style name. If you plan to share files with other translators, I recommend clicking the Reset button to use an industry-standard compatible delimiter style name.
- ❑ **End of Sentence Punctuation (ESP):** choose the punctuations that end a sentence. The default setting is `. : ! ? ^t ^l`, where ^t means tabulator and ^l manual line break. You can also choose `paragraph`, to have a paragraph-based segmentation. Choosing `sentence` will segment the document using Ms-Word's definition of a sentence. **Note:** The sentence mode is to be used only for very specific, rare languages where there is no punctuation - the first option, or the paragraph options, should be used. The sentence mode is a rarity. Using either *paragraph* or *sentence* mode disables the 3 segmentation rules that follow.
- ❑ **A number + an ESP end a segment:** normally, Wordfast will not consider a number followed by an ESP as ending a sentence. Checking this option will disable this rule.
- ❑ **An ESP without a trailing space ends a segment:** normally, Wordfast will consider an ESP as ending a sentence only if it is followed by at least one space. Checking this option will disable this rule.
- ❑ **An ESP + a space + a lowercase end a segment:** normally, Wordfast will consider that an ESP followed by a space followed by a lower-case letter do not end a sentence. Checking this box will disable this rule.

**Abbreviations:** enter the most common abbreviations in your language. Wordfast will not end a sentence at a word belonging to this list. Separate abbreviations with a comma:

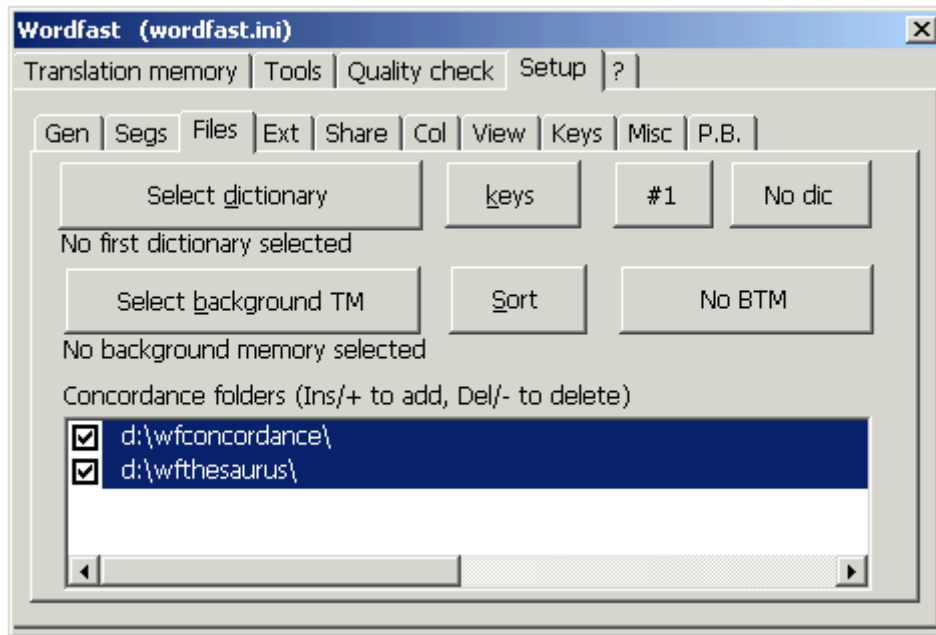
D.,Dr.,M.,Mr.,Mrs.,P.,Pr.,Pres.

Remember that the Expand function can expand a segment to fit the actual sentence, even if an unknown abbreviation ends the segment too soon, and that Shift+Alt+Down will force Wordfast to segment the text you selected.

An abbreviation must be shorter than 16 characters.

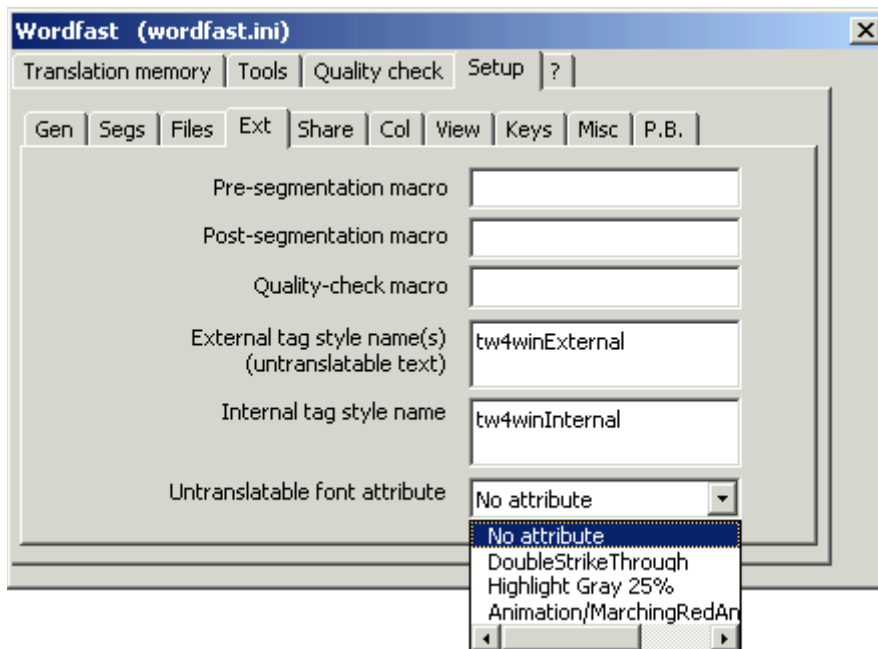
## Files:





- **Select Dictionary (PC only):** Wordfast can be linked to external dictionaries. You can select an external dictionary application (like Trados MultiTerm™, the Harrap's Shorter™, the Collins™ version 100, Microsoft Encarta™ etc). The *Keys* button is used to define the keystrokes used to interrogate the dictionary (see the [Dictionary](#) section below for details). During a translation session, or at any other time, place the cursor on a word, or select an expression, and press Ctrl+Alt+D or click the Dictionary icon.
- **Select Background memory:** A background translation memory (BTM) is a read-only translation memory which Wordfast will scan for an exact (case-insensitive) match before scanning the current TM. If a match is found in the BTM, Ms-Word's status bar and a beep sound will inform the translator that the proposition comes from the BTM. It is still possible to check whether a match exists in the regular TM (using the Ctrl+Alt+M shortcut or the Memory icon) and, if such a match exists, to have it copied (Shift+Alt+Insert) into the target segment.

## Ext



The pre-segmentation macro is executed during a translation session *before* the segment is presented to the translator, the post-segmentation macro is executed at validation time - immediately *after* the user has pressed Alt+down or clicked the Next segment icon, but *before* the unit is stored in the TM.

The Quality-check macro is executed during QC (whether during a translation session or not). If you start QC over an entire document, your macro will be executed on all segments, one by one.

Use the *Project.Module.Macro* standard to name macros, e.g.

```
Normal.Module1.MyNewMacro
```

See [Appendix III](#) for examples of macros.

**Note (PC only):** if instead of a macro name, you enter "Keys=" followed by a string of text similar to the one described in the [Dictionary keys](#) section, then Wordfast will execute the keystrokes you have defined. For example,

```
Keys=L&H;^a{Delete}{SourceSegment}{Home}%tt{Ms-Word}
```

in conjunction with the English version of L&H's Power Translator 7 text-to-speech function, this example will read aloud your source segment at the time it is presented for translation.

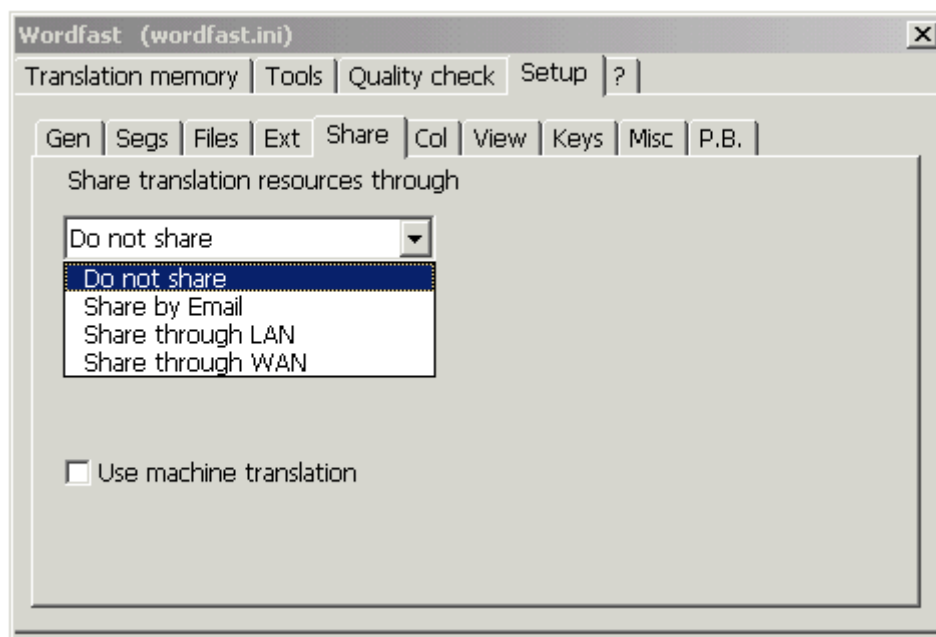
**External styles** (also known as untranslatable styles). The text having any of these styles will not be included in the translation process. Separate style names with a carriage return (press Shift+Enter).

**Internal styles.** These styles are used in tagged files to mark untranslatable items that may be found *within* translatable text.

See the section on [Tags](#) for a more thorough discussion of how to translate tagged documents.

**Untranslatable font attribute.** Rather than defining an external *style* that excludes text from the segmentation/translation process, you can choose a font *attribute*. Select one font attribute that defines text *not to be translated*. Remember to set the Untranslatable font attribute back to "No attribute" after use, otherwise, it may remain active.

## Share



### Sharing translation resources

*Note: to share a common TM through a Local Area Network (LAN), users only need to open the same TM through the network. See [Working in Network mode](#).*

**E-mail sharing:** workgroups can opt for an email TM sharing. In this mode, you work as usual, but your local Wordfast will keep adding a copy of each newly created TUs to a local .SND file. This .SND file is located in the same folder as the current TM. Each member of the workgroup should regularly (once a day, for example), send this small file to all other members of the workgroup (in your mailing software, create a group, so sending the update by email to the group can be done in one operation). Important: after mailing your SND file to the workgroup, delete your .SND file.

.SND files have the current TM's name, followed by your user initials. All members of the group should have different initials (use more than 2 characters if needed). If your TM is WfMemory.txt and your initials are MLM, your SND file is named WfMemory\_MLM.snd. This is the file you send to other members of the workgroup, and which you delete after sending.

When you receive .SND files from other members of the group, simply save them in the same folder as your current TM. When you start the next translation session, Wordfast will

automatically look for all .SND files, and if they come from other users, Wordfast will append their contents to the current TM, then delete these .SND files. This way, the entire workgroup remains regularly updated, and only newly created TUs are exchanged, minimizing internet traffic.

### **LAN translation resource sharing**

Simply agree on a common LAN folder for the server and the clients. To start a Wordfast LAN Translation Server, simply click the "Start translation server", then OK, and leave the machine running. For client setup, select the shared folder in Wordfast/setup/Share, close the Wordfast setup window and start translating as usual.

The Wordfast client also uses its own local TM, which is queried first. If no match is available locally and only in this case, Wordfast will send a request to the remote server. Note that it is possible to work locally *without* a local TM (use Wordfast's "Select TM" button, then cancel the Open dialog box. Wordfast will ask you whether you want to work without a TM: answer Yes). In this way, your session relies solely on the remote server.

When the remote translation server has sent you a proposition (for example, a Machine-translated proposition), you edit it and produce a finalised, correct translation. When you validate, or commit, your segment, you may wish to update:

1. only the remote server's TM;
2. only the local TM;
3. both.

Use the "Update" drop-down list in Wordfast/Setup/Share to specify which behaviour you wish.

### **Machine Translation setup**

During a translation session, when no match is found in the translation memory, Wordfast can request an on-the-fly translation from a translation program, such as Systran™, PowerTranslator™, Reverso™ etc. This is possible only with a MT program that adds its own menu in Ms-Word, making it possible to translate a selection and/or sentence/paragraph/document.

Setting up the MT mode:

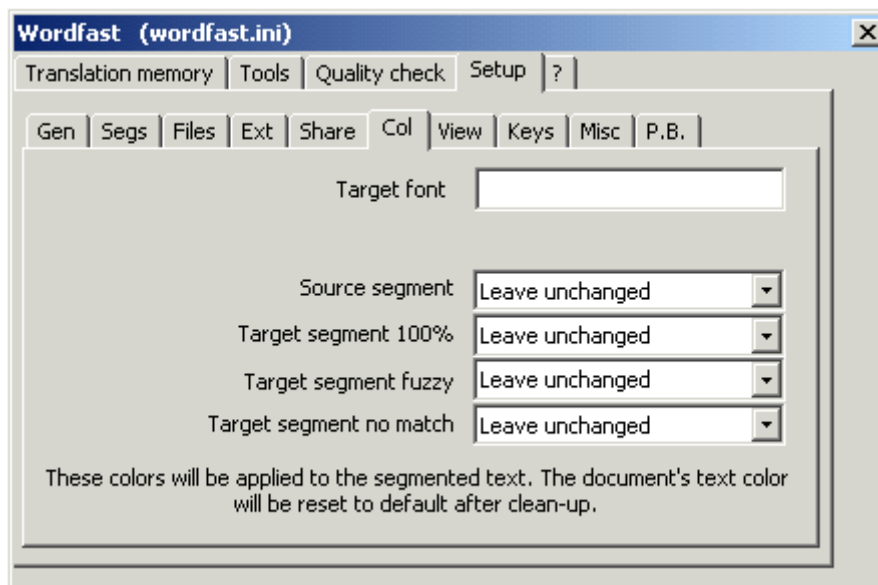
1. Check the "Menu, sub-menu for MT..." checkbox.
2. In the textbox next to it, enter the menu and submenu which, in Ms-Word, are used to translate a selection or the current sentence/phrase/paragraph. This could be: `Translate,Selection` or `Systran,Translate` or `Translate,Sentence` etc.  
*Do not enter a space after the comma. The comma is a delimiter between the menu and submenu. If you work on tagged files with an MT package that does not support tags, check the "Remove tags" option (if you are not sure what this means, check "Remove tags").*
3. Close Wordfast. In Ms-Word, test your translation package on a short sentence to see if it is correctly set up and running.

*This is the normal procedure, and it works with Systran, PowerTranslator and most other packages. Some trial-and-error may be required to have it run. If all efforts to make this procedure work fail (Wordfast produces a message saying "Could not find or activate the following menu + submenu..."), do as follows:*

1. *Setup your translation software and test it. Select a portion of text.*
2. *Start recording a macro (Tools/Macro/Record new macro). Name the new macro WFMT.*
3. *Perform the click(s) or menu operations that are required to translate the current selection.*
4. *Stop recording the macro.*
5. *In Wordfast's Setup/MT tab, enter WFMT in the box where the menu+submenu is normally entered*

**Important Note:** *on systems running Systran, the Systran add-on that links Ms-Word to the Systran engine must be in Ms-Word's "Startup" folder (as is the case after Systran's regular installation procedure is carried out), so that it is loaded on startup. Systran may not work if its add-on is simply activated after startup.*

## Colours

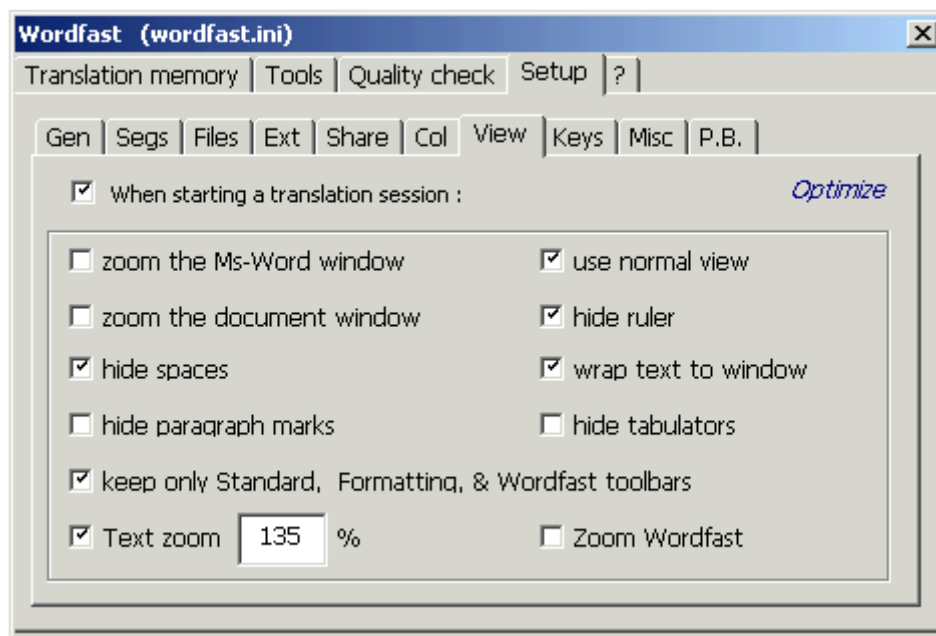


This section will set up colours that will be applied to the segmented text, at validation time. These colours will be reset to the default ("Auto") colour at clean-up time.

**Whoops** - If you started to translate with colours set, and realized after a few segments that you should *not* have used colours at all (as this is the case if the source text has colours that have to be preserved in the translated text), please note that, at clean-up time, Wordfast will reset the cleaned, target text to the "Auto" color, which appears black on most systems. In such a case, enter the parameter "LeaveColours" in [Pandora's box](#) to instruct Wordfast *not* to reset colours after clean-up.

The **Target font** defines the font used for target segments. This is particularly useful when the target segment cannot use the same font as the source document, like translating from English to Russian, French to Greek, Italian to Hebrew, Chinese, etc.

## View



This dialog box is used to optimize Ms-Word's view & display parameters when translation begins, to ensure a comfortable visual environment. Do not underestimate this part. Visual strain coming from a mediocre work setup takes its toll on translators. Unfortunately, it can take years before one realizes the strain he/she has put on his/her eyes. The following parameters will setup your display & view environment every time you start a translation session. However, if the "When starting a translation session:" checkbox is unchecked, Wordfast will leave the display & view setup unchanged, except for hidden text, which needs to be visible.

*Zoom the Ms-Word window:* it is recommended to zoom (maximise, or enlarge) the Ms-Word window for resolutions up to 800x600 (i.e., VGA & SVGA). For higher resolutions (XGA, UXGA), you should decide what's best for your eyes, based on physical screen size (15, 16, 17 inches etc).

*Zoom the document window:* recommended at all times, but then again, you may need to override this function if you have to use multiple documents.

*Text zoom:* Wordfast will propose a zoom factor of 120 (for resolutions up to SVGA) and 140 for higher resolutions, for optimum visibility. Of course, this is based on a normal text sized 10 to 12. You may have to adjust this parameter for other text sizes.

*Do not show spaces:* since segmentation requires to show all hidden characters, I found that not displaying spaces is quite a relief, because those little dots are really tiring. But then again, if you have to pay special attention to unbreakable spaces, for instance, you may need to switch this off (i.e., show spaces).

*Use normal view:* If you have a high resolution (say XGA, 1024x768) and a 17" monitor, plus a fast machine, yes, the Page view is great. In all other cases (and even with a fast machine and a big screen), I see no reason for that, and I believe that normal view is still, by far, much more comfortable, especially when jumping from page to page, scrolling through long

documents etc. Normal view offers much smoother scrolling, and jumpy scrolling really damages eyesight. However, turn this switch off (i.e., leave view mode unchanged) if page layout and design is a must.

*Wrap text to window* is essential (but available only in normal view) to avoid scrolling horizontally every time a line is wider than the screen.

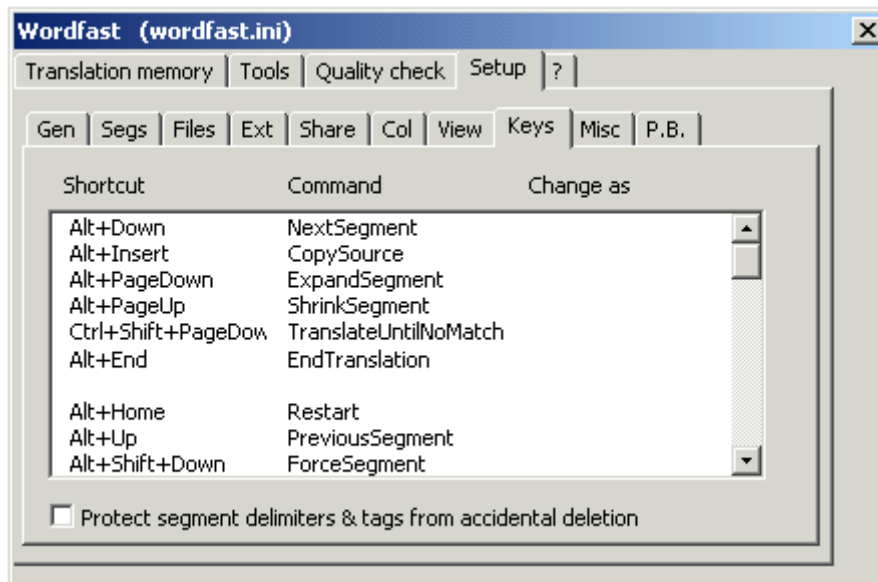
*Hide ruler* in most cases, the ruler is not essential, but takes up space, which is a problem on small screens. Override this if required.

*Keep only Standard, Formatting & Wordfast toolbars* use this function if you wish to automatically hide unwanted toolbars taking up space.

The *Optimise* button will automatically setup the best possible display for your screen resolution.

Remember that you can modify your display options *during* a translation session.

## Keys



This section is used to customise Wordfast's shortcuts. Since nearly every different platform has specific requirements, some trial-and-error is needed to find suitable shortcuts. I recommend customizing shortcuts only when this is really necessary (as on some laptops, most Macs, or any other *force majeure* situation)

Keys are named as follows: a...z, 0...9, f1...f12, numeric0...numeric9, return, ctrl, shift, alt, tab, numericadd, numericsubtract, numericdivide, numericmultiply, numericdecimal, period, comma, semicolon, insert, equals, backspace, slash, backslash, singlequote, backsinglequote, opensquarebrace, closesquarebrace, spacebar, down, up, right, left, pageup, pagedown, home, end, delete.


Mac users can also use Command and Option in addition to Ctrl, Alt, and Shift.

The "Protect segment delimiters from Delete and Backspace" checkbox actually commands a feature that re-routes the Deletion keys to a routine that prevents accidental deletion of



segment delimiters. This feature is active only when the Wordfast toolbar is expanded. When this feature is activated, one limitation is that the use of Delete or Backspace inside some of Ms-Word's dialog boxes can cause a problem. This feature does not protect segment delimiters from being overwritten by other means, so one should remain careful anyway.

*If some shortcuts do not respond any more, the major causes are:*

- A problem with permanent shortcuts assignments. Use Ms-Word's View menu, then "Toolbars/Customise/Keyboard/Reset all" to reset your shortcuts to default values.
- Another template (see Tools/Templates & Add-ins) is active and uses the same shortcut.
- Make sure this shortcut was not accidentally re-assigned in Wordfast/Setup/Keys.
- Another application (like a virtual screen driver) uses the same shortcut.
- Many translators have multiple keyboards (usually, the language code is visible in the taskbar like this: ) , and the system uses an Alt combination to toggle keyboards. If this is the case, in Windows, use the Control panel, then "Keyboard", then look at the shortcuts used to change keyboard: turn them off (this is recommended since keyboards are better changed with the mouse, willingly) or adapt them. Keyboard-changing shortcuts that work in combination with the Alt key interfere with Wordfast.

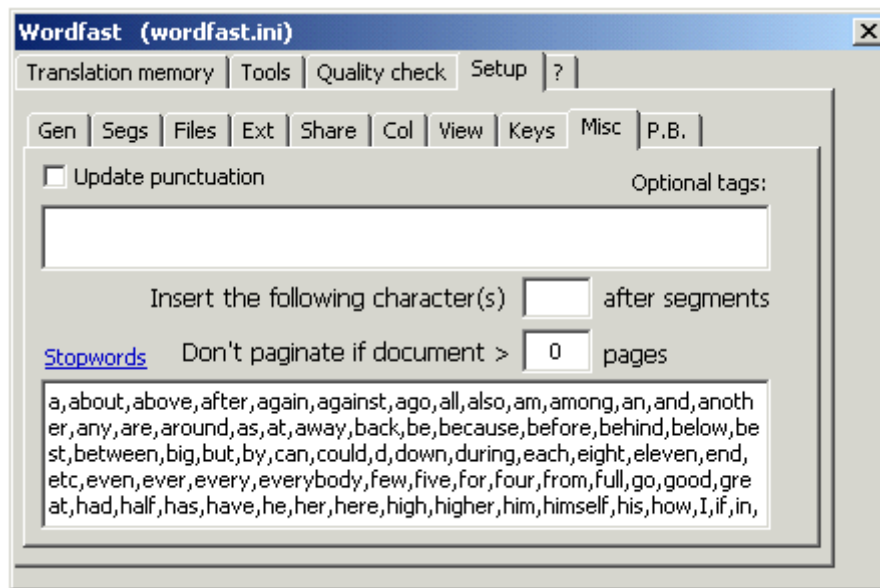
If you tried all methods described above and shortcuts are not functional, exit Ms-Word, search for, then rename all `Normal.dot` files to `Normal.old` and restart Ms-Word.

A useful tip. You may have noticed that, every time the Wordfast toolbar is expanded, Wordfast loads all shortcuts. This is because Wordfast tries to be a "well-behaved" template. Most other templates have their shortcuts active at all times, thereby hijacking precious shortcuts, of which there is a limited number. Wordfast can be visible (the unique icon visible to remind you it's there ready to go to work), but its shortcuts and macros are actually not activated.

Loading shortcuts every time you expand the Wordfast toolbar can be time-consuming on certain systems. There is a way to have Wordfast always have its toolbar expanded, and its shortcuts activated, ready for use. Here is the procedure:

1. Unzip Wordfast from the ZIP you downloaded, to start from a pristine, new `wordfast.dot` file. Open it with Ms-Word, as when performing an installation. Select all visible text (the text with "pre-requisites..."), delete it. `Wordfast.dot` should be empty. Press `Ctrl+F2` and do **not** install Wordfast (press `Escape`).
2. At this point, the toolbar must be expanded. Press `Ctrl+F2` again and this time, ask for an installation.

## Misc



**Update punctuation:** if a match is proposed, where there is a difference in the trailing punctuation between the document and the TMs source segments, an automatic update of the proposed target segment will be done, using the document's source segment's punctuation rather than the TMs.

This feature should be disabled when Chinese or Japanese is used as source or target language.

**No pagination:** this feature will suspend pagination for documents larger than n pages. To turn off this feature, enter zero. For very large documents, repagination at every segment can slow down the entire process. Pagination is restored to its original value, at session's end.

Unfortunately, headers/footers can be accessed only in Page view, which, for obvious reasons, requires pagination. Manual editing will usually not add a significant number of lines to a header, rarely causing pagination activity. Segmentation will. This may cause intense pagination. We are aware of the problem. In difficult cases, it may be necessary to manually translate the headers/footers by overwriting the original text.

**Insert after each segment:** the text entered here will be inserted after every segment. A space can be specified, or any other character or text.

### Stopwords

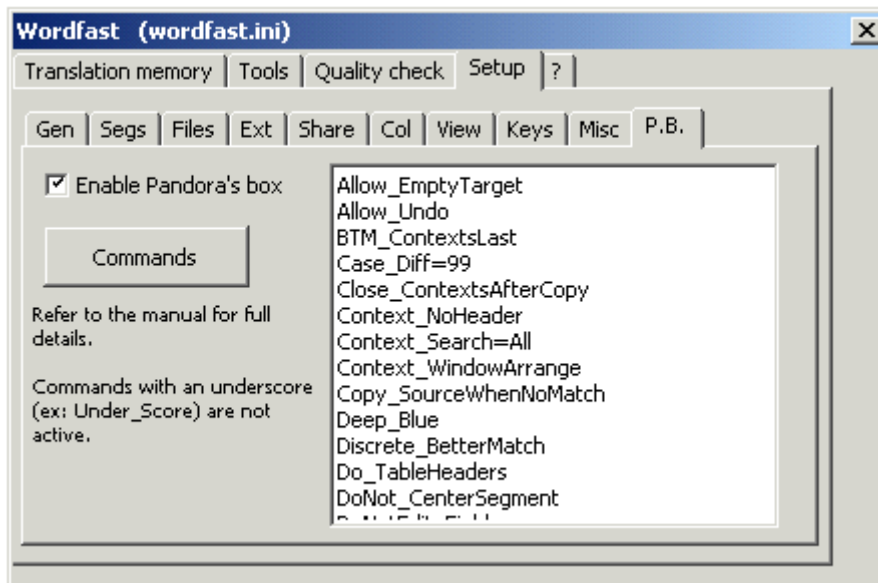
Stopwords are used to accelerate glossary search. There is no need to search for stopwords, and a good half of all words are stopwords (but this depends on the language). In "There is no need to search for stopwords", there are actually 5 stopwords (there, is, no, to, for) against 3 "heavy" words.

Stopwords, however, can be glossary entries. But Wordfast's Quality-check/Glossary/Sort utility solves this potential problem by writing special instructions in the glossary's header;

Keep the stopword list short (under 200 words). An oversized stopword list is counterproductive.

Having the Stopword textbox empty disables the feature.

## P.B. (Pandora's box).



Wordfast tries to cover the essential needs of everyday translation, but there are countless special situations that require specific features. Rather than multiplying endless setups with buttons and checkboxes, I use a raw but efficient "un-natural" interface to activate some rarely used features. Just enter one of the following commands in Pandora's box, to obtain a particular behaviour from Wordfast. Commands are case-insensitive, separated with a paragraph mark (use Shift+Enter to enter paragraph marks).

During a translation session, Ctrl+Alt+P will turn off (and toggle back on) all the commands entered in Pandora's box.

AllowEmptyTarget	Allows Wordfast to validate a segment with an empty target. Empty targets do not pose any particular problem, but in regular mode (especially for beginners), there's a warning that prevents the user from validating an empty segment.
AllowUndo	Wordfast empties the "Undo" queue immediately before presenting a segment for translation. Of course, Ms-Word's Undo function is available for all that you type or do within a segment. But using Undo (especially for beginners) to undo all the steps that are necessary to produce a segment can be catastrophic. This command lets you undo all that Wordfast does - but make sure you know what you're doing.
BTMContextsLast	When searching the BTM for contexts (if a BTM is selected), the BTM is searched last, not first.
CleanUpOnlyBookmarks	When this command is active, the Wordfast / Tools / Clean up tool will process bookmarks (remove the red bookmark markers and move actual bookmarks to the target segment), but the document(s) will not be cleaned up. If this command is not active, documents are cleaned up, and bookmarks are processed (this is the normal procedure).
CloseContextsAfterCopy	Closes the context search window when you use the Alt+F12

	shortcut (copy-paste into target segment).
ContextNoHeaders	Turns off the display of TU creator, date and attributes when displaying contexts, so that more entries can be visible on one page.
ContextSearch=X where X can be <i>All</i> , <i>Source</i> or <i>Target</i>	<p>During sessions, if you select a term in a <i>source</i> segment, Wordfast will execute a context search in the TMs <i>source</i> segments only. If you select a term in a <i>target</i> segment, Wordfast will execute a context search in the TMs <i>target</i> segments only.</p> <p>ContextSearch=All will force Wordfast to search all segments (source and target), regardless of where you selected a term.</p> <p>ContextSearch=Source will force Wordfast to search only source segments of the TM.</p> <p>ContextSearch=Target will force Wordfast to search only target segments of the TM.</p> <p>If this command is not enabled, Wordfast searches contexts in target segments only.</p>

ContextWindowArrange	When the Context window is created, an "Arrange" (Ms-Word's Window/Arrange All menu) is executed to display the document and the contexts side by side.
CopySourceWhenNoMatch	Is equivalent to using the Copy source icon in Wordfast when no match is proposed by the translation memory.
CopyTermsWithCase	When the Ctrl+Alt+down shortcut is used to paste a glossary term's translation into the target segment, this command instructs Wordfast to apply the source segment's term's case to the pasted term.
DifferentCase=99 DifferentNumbers=99 DifferentTags=99 DifferentFormat=99	This command will force Wordfast to downgrade to 99% segments that would otherwise be considered 100%. The condition is that there is a difference in case, or numbers, or tags, between the document's source segment and the TMs source segment. DifferentFormat=99 attempts to detect a difference in format (like font name or font colour) between the document's source segment and the proposed 100% segment coming from the TM.
DoShowInfo DoNotShowInfo	This will force Wordfast to display (or not display) information in a dedicated toolbar (the same information is displayed in the bottom status bar, but it is not available to Ms-Word XP users, and in other versions it disappears at the first keystroke).
DoTableHeaders	Normally, Wordfast does not segment tables that are found in any other places than the main document (like headers, footers, notes etc), because experience shows that tables in those places are responsible for crashes. You may use this command to force Wordfast to segment such tables, but be cautious.
DropGlossary	When using Ctrl+Alt+G or the Glossary icon to search a term in the glossary(ies), if a match is found and there appear to be similar-looking entries around it, the glossary drop-down list is left opened for better visibility. Hit Enter on the list to close it and get back to the document.
DropGlossaryAlways	Same as above, but the glossary list will be always left opened after a search.
IncludeListNumbers	Normally, Wordfast does not include numbers (followed by a full stop) that begin a sentence, because they are usually part of a list numbering system. This command will include them. Note that the Ctrl+Alt+L shortcut will exclude them, if needed.
KeepTemplate=addin.dot	When you expand the Wordfast template, Wordfast deactivates any template or add-in found in Tools/Templates & Add-Ins. Many templates have shortcuts or macros that conflict with Wordfast's. If you want to keep a template which can work together with Wordfast, enter its name. The example provided here would keep the template named "addin.dot" active together with Wordfast.

	To keep all templates, use <code>KeepTemplate=All</code>
<code>KeepCaseAlways</code>	If the document's source segment is all uppercase, then Wordfast will change the target match of the TU it may find to uppercase as well - because this is usually necessary. However, this command will inhibit this behavior.
<code>KeepPdfFonts</code>	When Wordfast <i>attempts</i> to import text from a <a href="#">PDF file</a> , the original PDF document's fonts will be preserved. Bear in mind that these fonts may not necessarily be present in your Windows installation.
<code>LatinFont="MyFont,12"</code>	When the target segment is in CJK characters, but contains some text written in latin characters, the MyFont font, and the specified size, will be applied to the target segment's latin-character text.
<code>LeaveColours</code>	At clean-up time, if colours were specified in Wordfast/Setup/Col, colours are reset by applying the "Auto" colour to the entire document. This option inhibits this general colour reset.
<code>MaxContexts=X</code>	Where X is a number. Limits the number of contexts found to X.
<code>NeedForSpeed</code>	This command can noticeably speed up the segmentation process. With this command present in Pandora's box: 1. terminology recognition is performed, as usually, on opening new segments; but it is not performed again when re-opening existing segments. Most translators find it unnecessary, if not annoying, to again highlight known terminology when, for example, proof-reading an already segmented document; 2. scanning the TM to find matches is of course performed as usual when opening new segments, but not when re-opening existing segments. Thus, a re-opened segment's background colour will reflect the original match value (the analogy rate) written in the segment, rather than the fact that the source segment is again found (or not found) in the TM. Thus, NeedForSpeed is a recommended setting for most jobs.
<code>NoContextsInBTM</code>	Instructs Wordfast not to look for contexts in the BTM.
<code>NoFuzzyContexts</code>	Disables the "Fuzzy context search" feature (the fuzzy context search feature is activated if your start a context search when no selection is made).
<code>NoPowerPointNotes</code>	When working on a PowerPoint presentation, this command will force Wordfast to skip the notes that are attached to slides.
<code>NoPrompts</code>	Inhibits prompts when doing a "RestoreSegment".
<code>NoSubFuzzy</code>	This command concerns short segments (2, 3 or 4 words). Wordfast will try to propose short segment that "seem" to contain useful words, even if their fuzzy rate is below the fuzzy threshold. Using NoSubFuzzy will turn this behaviour off. In case the proposition is not relevant at all, simply use Ctrl+Alt+X to clear the target segment and translate.

OptimisticPDF	When Wordfast <i>attempts</i> to <a href="#">import text from a PDF file</a> , this command will cause Wordfast to delete <i>more</i> paragraph marks rather than <i>fewer</i> . By default (this command not active), Wordfast will take a more strict approach and delete paragraph marks less liberally.
PlaceablePlusSpace	Forces Wordfast to add a space after a tag, when the tag is copied using the Ctrl+Alt+Down shortcut or "CopyPlaceable" icon.
Placeable=Between([ ])	Instructs Wordfast to consider words comprised between [ and ] as placeables. [ ] can be changed to any other set of two characters. Do not use Placeable=Between(<>) or Placeable=Between(&:)with tagged files.
Placeable=Contains(#@=+:)	Instructs Wordfast to consider words containing the characters listed between parenthesis as placeables. Here, for example, the A+B expression will be considered a placeable.

Placeable=FirstCap Placeable=AllCap	Instructs Wordfast to consider words with a capitalised first letter, or entirely capitalised, as placeables. This simply means that the Ctrl+Alt+Right/Left shortcuts can “grab” the source placeable and copy it (Ctrl+Alt+Down) at the insertion point (cursor location) in the target segment. For instance, Placeable=AllCap allows you to easily grab/copy any source text entirely in capital letters, rather than manually retype it.
ProcessDiacritics	This command is used in conjunction with a CE character set (with diacritic letters), to minimise TM matching mishaps due to diacritic letters.
ProcessExtended	If "ProcessNoDiacritics" does not give satisfaction, use this command.
ProcessQuotes=147,148	<p>This command will force Wordfast to always use the required quotes when proposing a possible target segment, regardless of what sort of quotes are in the translation memory. Possible values are:</p> <p>ProcessQuotes=171+160,160+187 will force French-style quotes (with the required unbreakable spaces) as in « example ». <i>Mac syntax: ProcessQuotes=199+202,202+200</i></p> <p>ProcessQuotes=147,148 will force curly double quotes (up) as in “example” <i>Mac syntax: ProcessQuotes=210,211</i></p> <p>ProcessQuotes=145,146 will force curly single quotes as in ‘example’ <i>Mac syntax: ProcessQuotes=212,213</i></p> <p>ProcessQuotes=132,147 will force curly double quotes of another sort (up/down) as in „example“. PC only. <i>Mac: no equivalent, but note that 227 is for closing curly double quotes.</i></p> <p>ProcessQuotes=34,34 will force straight quotes as in "example"</p> <p>ProcessQuotes=Source will replicate the source segment's quote style</p> <p>Note: in case isolated segments should not receive the quotes you specified, but re-use the source segment's quotes (this may be the case for technical parameters), use the Ctrl+Alt+U shortcut or the Wordfast/Misc/CopyQuotes menu to copy source quotes to the target segment.</p>



ProcessApostrophes=39	<p>Similar to “ProcessQuotes”. This command will force a certain style of apostrophes, regardless of what the TM has. Possible values are:</p> <p>ProcessApostrophe=39 will force straight apostrophes as in l'exemple</p> <p>ProcessApostrophe=146 will force curly apostrophes as in l'exemple <i>Mac syntax: ProcessApostrophe=213</i></p> <p>ProcessApostrophe=Source will replicate the source segment's apostrophe style Ctrl+Alt+U will replicate the source segment's apostrophe style.</p>
ProcessDashes=45	<p>Similar to “ProcessQuotes”. This command will force a certain style of dashes, regardless of what the TM has. Possible values are:</p> <p>ProcessDashes=45 will force simple dashes (minus sign) as in attaché-case</p> <p>ProcessDashes=150 will force the endash (short) as in attaché-case <i>Mac syntax: ProcessDashes=208</i></p> <p>ProcessDashes=151 will force the emdash (long) as in attaché—case <i>Mac syntax: ProcessDashes=209</i></p> <p>ProcessDashes=Source will replicate the source segment's dash style. Ctrl+Alt+U will replicate the source segment's dash style.</p>
Propagate1	<p>When using CopySource, all known terminology (but only if terminology recognition is turned on) in the target segment is replaced by its translation. Also active with the "Translate" tool, but only for unknown segments (which are replaced by the source segment using the CopySource function). This command uses glossary #1. This command is often associated with CopySourceWhenNoMatch.</p>
Propagate2 Propagate3	<p>Same as above, but using glossary #2, or #3. The three commands can be used together.</p>
PropagateAndHighlight	<p>When propagation is done, propagated terms in the target segment are highlighted.</p>
PropagateCase=X	<p>Where X can be 0, 1, 2, 3. 0 is the default setting: the glossary's case is propagated as it is. 1 forces a <i>propagation</i> of the target term in all lower-case. 2 forces a <i>propagation</i> of the target term in all upper-case 3 tries to re-use the source term's case.</p>

PropagateOnlyKnown	Normally, <i>propagation</i> will be done on a <i>copy</i> of the source segment. In contrast, this command will insert all known terminology (separated with a space) in the <i>empty</i> target segment.
PropagateWhole	If arecognised single term ends with a wildcard, the whole word is replaced, rather than just its root. Thus, if the glossary has affect* = affecter and the source text has affection, the final result will be affecter rather than affection.
ReportFolder="C:\MyFolder"	This commands tells Wordfast in which folder the various reports (Cleanup, Analyse, Translate etc) should be saved.
ReportMany	Normally, all reports have the same name, and new reports overwrite previous ones. This command tells Wordfast to add a time stamp in the report's name, so that they all have unique names.
ReportWithTabs	This command instructs Wordfast to separate elements of the report with tabs rather than spaces, so that they can be copied into an Excel worksheet.
ReversePropagate	Propagates terms in reverse orders (used by language pairs that have a reverse syntax order).
SegmentAll	Normally, Wordfast does not segment isolated numbers, or other pieces of text that do not contain any alphabetical letter. This command forces Wordfast to segment everything.
ShowBetterMatch WriteBetterMatch DiscreteBetterMatch	<p>When revising a segmented, bilingual document (translated with TM1), using another TM (such as TM2), this can be useful to receive propositions from TM2, if they are rated higher than the ones originally proposed by TM1. If a better match exists, it will be displayed above the segment (Shift+Alt+Insert will copy TM2's proposition to the target segment).</p> <p>WriteBetterMatch: same as ShowBetterMatch, but the better match will directly replace the existing target segment with the better proposition. The analogy rate is also replaced with the new analogy rate.</p> <p>DiscreteBetterMatch : same as WriteBetterMatch, but the existing analogy rate will not be replaced with the new analogy rate.</p>
ShowMemoryAtStart	This command will enable TM display (for exact or fuzzy matches) from the start of the session. It's equivalent to clicking the " Memory" icon right after starting a translation session.
Skip>99	In an already segmented, bilingual document, all segments that have an analogy rate highter than 99 will be skipped. Any other value can be specified, with an < or > operator, like, for example, Skip<80.

<p>TargetFindReplace="Stext","Rtext",/wc,/mc,/ww,/x</p> <p>Short syntax:</p> <p>FR="Stext","Rtext",/wc,/mc,/ww,/x</p>	<p>This command will execute a find-replace operation in the target segment, as if Ms-Word's Find-replace dialog box was used. Stext is the text to find, Rtext is the replacement text.</p> <p>Switches:</p> <p>/wc turns on the <i>Use wildcards</i> option</p> <p>/mc turns on the <i>Match case</i> option</p> <p>/ww turns on the <i>Whole word</i> option</p> <p>/x, where /x can be:</p> <p>/1 means that this command will be executed when a proposition comes from the TM;</p> <p>/2 means that this command will be executed when the CopySource icon or shortcut is used (or when Pandora's box CopySourceWhenNoMatch is used, see above)</p> <p>/3 means that this command will be executed in both cases 1 and 2.</p> <p>/4 means that this command will be executed at validation time (after the translation has been entered, when the user moves to the next segment).</p> <p>/5 means that this command will be executed in cases 3 and 4.</p> <p>You can have as many TargetFindReplace as you want in Pandora's box. The syntax TargetFindReplace= may actually be replaced by FR= (case-sensitive).</p> <p>Thoroughly test your TargetFindReplace parameters (using Ms-Word's Find-replace dialog box) on a test file. Wordfast's sample shows two Find-replace commands that are designed to change US-style thousand/decimal separators (comma/dot) into their French equivalents (non-breaking space/comma) in financial documents.</p> <p>Here is a sample that shows how to force a non-breaking space before : ; ! ? in the target segment:</p> <p>FR="([a-z,A-Z,0-9])([\\:;\\!\\?])","\\1\\2",/wc/3</p> <p>FR="([a-z,A-Z,0-9])([\\:;\\!\\?])","\\1^s\\2",/wc/3</p>
<p>TermFont="MyFont"</p>	<p>Specifies which font is used in the display of context search, glossaries edit by Ms-Word or by PlusTools. Replace MyFont with the required font.</p>
<p>ToolBar=0000000000000000</p>	<p>Hides or displays icons in the Wordfast toolbar. Each number refers to an icon, from left to right. 0 hides the icon, 1 makes the icon visible. The example provided here hides all icons except the last one. The first icon remains visible is the toolbar is shrunk; the last icon is always visible when the toolbar is expanded.</p>
<p>ToolsTranslateSkipUnknown</p>	<p>Skips unknown segments when Wordfast's Tools/Translate tool is being used.</p>

TranslateIgnoreBookmarks	When using the Wordfast / Tools / Translate tool, this command will prevent Wordfast from marking bookmarks with red markers.
TransparentSegment	Displays segments without a background colour (for damaged, or very dark, screens)



If QC is activated during translation, target segments are QC'ed before validation (this is the real-time mode), i.e., immediately after the user has pressed "NexSegment", but immediately before the segment is stored in the TM.

Remember that you can associate your own macro to QC, by entering it in Setup/Ext. See [Appendix III](#) for examples.

If Quality-check is started outside a translation session:

1. If the document is segmented, Wordfast will check target segments for target-only errors (typography, blacklisted terms), and compare source/target segments for possible translation errors (glossary, untranslatable terms).
2. If the document is not segmented, Wordfast will check sentences for target-only errors (typography, blacklisted terms).
3. In both cases: if the cursor is in the first sentence of the document, Wordfast will ask whether you want to QC the entire document and produce a report, or QC one segment at a time, stopping at every problem so that you may correct errors step-by-step. If the cursor is not in the first sentence of the document, the second option (step-by-step QC) will be assumed.

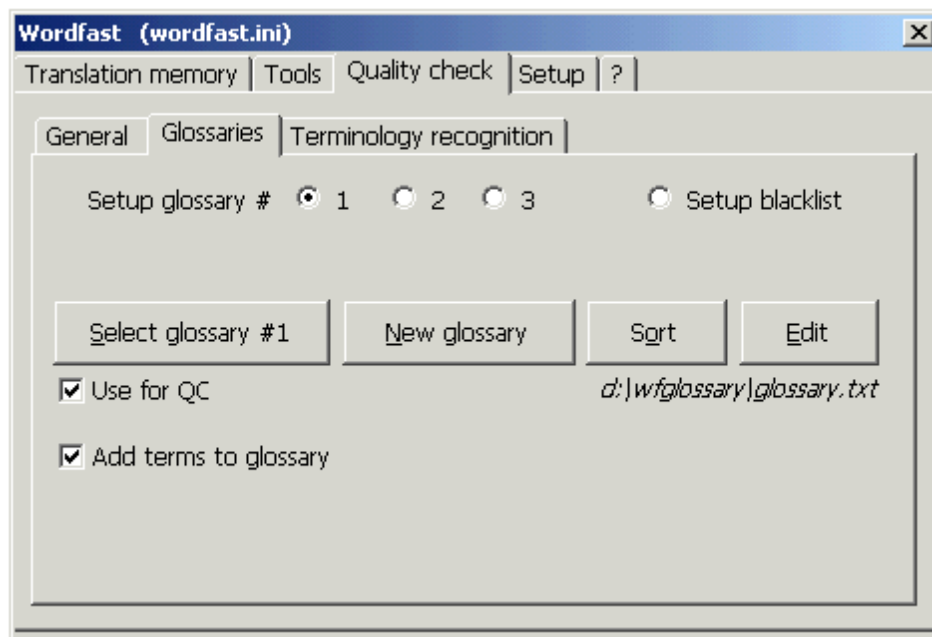
Spell/grammar check are available only in real-time quality-check mode (during translation sessions), but not in batch mode, when a report has to be produced.

**Identical untranslatables.** Wordfast can ensure that untranslatable terms (such as parameters, like "Part # MMX-XZ00") are identical in source and target segment. Untranslatable terms, in this particular case, are any sequence of letters or characters that contain at least one number.

**Identical tags.** Wordfast can ensure that internal tags are consistent between source and target segments.

**Identical bookmarks.** Wordfast can check whether there is the same number of bookmark markers (red brackets like [ or ]) in source and target segments. This is useful when the client wants source bookmarks to be transferred into the translated text. If bookmarks must be preserved during translation, please refer to the special [section on bookmarks](#).

## Glossaries



### Getting started

Create a new document. In this new document, type a short series of source terms followed by a tabulator, followed by their translation, then Enter, as in the following example:

```
work   travailler
Country   pays
Money    argent
```

Name and Save the new document as "Text-only" (or Unicode or Encoded Text if you need) using the File/Save as... menu. Congratulations, you have created a Wordfast glossary. Close the glossary document.

In Wordfast, go to the dialog box shown above (Quality check/Glossary). Click the "Select glossary" button, find and open the glossary you just created (in the "File type" list, select "Text", or "All files"). Click the "Index" button.

Go to the "Quality check/Terminology recognition" tab in Wordfast. Check the "Enable terminology recognition" checkbox, then check the "Search glossary... #1" checkbox. Close Wordfast.

In a new document with some text that includes any of the source terms listed above (like "work, "country" etc), start a translation session. Normally, these terms should be highlighted in light blue when a source segment includes them. This means that Wordfast has recognised that these terms are present in the glossary #1. You can select blue-highlighted terms with the Ctrl+Alt+left/right shortcuts and see their translation in the status bar, or copy their translation at insertion point in the target segment with Ctrl+Alt+down. If you place the cursor on a blue-highlighted term and press Ctrl+Alt+G, the glossary drop-down list will open and show the glossary entry. This same toolbar also enables you to open the glossary editor window.

The "use for QC" checkbox instructs Wordfast to perform a terminology consistency check when the segment is validated, to make sure the proper terms are used in the translation. If any doubt exists, Wordfast will prompt you to either edit the current target segment, or move on to the next segment.

## Glossary format

A Wordfast glossary is a tab-delimited, text-only file containing 2 or 3 columns (source term, target term, optional comment). Additional columns can be present. Unicode text is accepted. "Columns" in a tab-delimited text-only file are items separated by tabulators. If opened with Excel, the items in such a tab-delimited TXT file will be neatly distributed into columns. If opened with Ms-Word, you would need to select the text and use the *Table/Convert text to table* menu to actually see items in a table format, with visible columns (but, before saving the text document, you would need to convert the table back to tab-delimited text).

Beside the universal tab-delimited TXT format, Wordfast directly opens glossaries in **Excel** format, where the first column contains source terms, the second column contains target terms; and an optional third column, if found, will be considered as comments.

Wordfast also directly opens **Trados MultiTerm™** (MTW) glossaries. Using the Ctrl+Alt+G shortcut twice on a term will pop up a window displaying the entire MultiTerm record, graphics included. When you use the "Select glossary" button to open a MTW glossary, Wordfast creates a separate TXT export of the MTW file and uses it; all original MultiTerm files remain unchanged and untouched.

### Format when saving:

If the glossary is a **Ms-Word table**, immediately before saving it, select the entire table (with the *Table/Select table* menu), use the *Table/Convert to text* menu and convert the table to text, with the tabulator set as delimiter. Save your document as Text-only, or Unicode text if needed.

If the glossary is an **Excel spreadsheet**, save it as Tab-delimited text with Excel.

## Terminology format

Terms can use upper and/or lower case. Avoid unnecessary characters like brackets, quotes etc unless absolutely necessary. The \* wildcard can be used at the end of a term, if different forms of a term are possible. Here is a sample english-french glossary:

Maintenance*	Entretien*
Interview*	Entrevue*
minimum wage*	salaire* minim*

During a translation session, press Shift+Ctrl+G to load glossaries into a toolbar drop-down list for better visibility. Note that glossaries of more than 5,000 entries, or more than 200 Kbytes, cannot be loaded into a toolbar drop-down list. But when looking up terms, Wordfast will load the term, plus 50 terms before and after the found term, for reference. These large glossaries can nevertheless be used for all other operations: QC, terminology recognition, etc. They are fully opened and editable using the glossary editor (the first icon after the glossary drop-down list).

## Blacklist

Wordfast can check target segments for unwanted words or expressions. As for the glossary feature, the check is not case-sensitive and the \* wildcard can be used to end a word. The format is Text-only, in one column.



### How to load a glossary

Three glossaries can be chosen in Wordfast/Quality check/Glossaries. Click the "Select glossary" button to find and specify the glossary you want to use (TXT, XLS, and MTW formats accepted). Then click the Index button to have the glossary indexed by Wordfast. You can view/edit the glossary with Ms-Word.

### QC use of a glossary

Check the Use for QC checkbox immediately under a Select glossary button. From then on, during a translation session, when the translator validates a translation, Wordfast will look for each source term in the source segment. If a source term is found in the source segment, Wordfast will expect to find the corresponding target term in the target segment. If it fails to do so, it will warn the user, giving a choice of editing the translation or ignoring the warning.

### Adding terminology

Use the Ctrl+Alt+T shortcut (select source expression, press Ctrl+Alt+T; select target expression and press Ctrl+Alt+T again) to add terms to a glossary during, or outside, translation sessions.

### Quick search

Put the cursor on a word then use Ctrl+Alt+G to search a term in both glossaries during, or outside, a translation session (if it's an expression, select it). The glossaries will be loaded in the toolbar drop-down list if their size is less than 200 Kbytes.

### Activate/deactivate glossaries

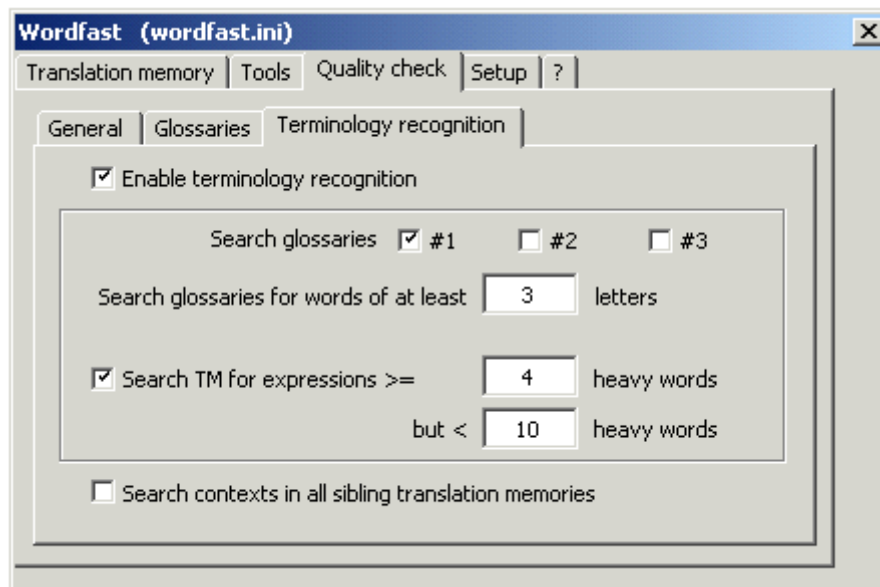
Use the "Select glossary" button to select a glossary. If you use the Cancel key in the File/Open dialog box, Wordfast will ask you if you want to unselect the current file (the current glossary).

For *terminology recognition* to occur, the corresponding "Search glossary#" checkbox must be checked in "terminology recognition" – see below.

For *propagation* to occur, the corresponding "*Propagate*" command must be activated in [Pandora's box](#).

For the Quality-check terminology warnings to occur, the "Use for QC" checkbox under the glossary's path and name must be checked in the "Quality check" tab.

## Terminology recognition



Terminology recognition can be performed on any, or both, glossaries. You can set a minimum size, in characters, for words to be looked up (I recommend a value of 3).

The terminology recognition feature will search all words or expressions present in the source segment, during translation, in the specified glossary. If any word or expression is found in the glossary, it will be **highlighted in blue**. At that point, using Ctrl+Alt+left/right will select recognised terms (and/or untranslatable items) in the source segment. When a term is selected, a **red box** is drawn around it (you can then look at the status bar to see the term's translation). Using the Ctrl+Alt+down shortcut will paste the term's translation at the insertion point (cursor position).

### Expression search

If Wordfast does not find an exact or fuzzy match in the TM, it will perform an *expression search* in the current TM. Set the minimum number of *heavy* words (a *heavy* word has more than 3 characters) that define an expression. 0 turns off this function; values can range from 3 to 9, with 4 as the recommended setting.

If *Expression search* yields a result, Wordfast will display the TU that produced the result, and highlight the source expression in light blue as if it were a recognised term. You will know that it's not a recognised glossary entry because: 1. it's usually a rather long expression; 2. when using Ctrl+Alt+left/right to select this item, no translation will appear in the status bar; 3. normally, you've translated it not long ago.

The purpose of *Expression search* is to avoid re-typing long expressions that are repetitive in a project. You can copy-paste the expression's translation into the target segment.

## Ms-Word count & billing

Wordfast's way of counting words is slightly different from Ms-Word's statistics (Tools/Wordcount or Tools/Statistics). For example, in the following text:

L'argent de Louis-Philippe

Ms-Word will find 3 words, while Wordfast will find 5 words (a very similar word count is upheld by most translation tools). On average, Wordfast will find from 5 to 10% more words than Ms-Word, depending on the language. I recommend that you discuss the word count issue with your client *before* starting working on a project; furthermore, always make clear whether the word count is based on source or target language.

On tagged documents, tags are counted as one word (regardless of their number of characters or words) and included in the final word count. A tag is defined as any contiguous series of characters (spaces included) that have the tw4winInternal style.

Note that (as opposed to word count), tags are **not** included in the character count. Since the tag count is reported separately, you can bill your client for tag processing.

## Excel, Access, Powerpoint, Html & PDF files

**HTML** - Wordfast can be used to translate Html files (and Sgml/XML files - see +Tools). The +Tools utility must be installed beforehand.

Immediately before starting a translation session, Wordfast will detect if the current document is in Html format and ask the user whether the document should be tagged. Answer yes.

Wordfast will tag the document and launch the translation session. *If you have never worked on a tagged file before, please read the section on [Tagged files](#).*

When the entire translation process is complete, you will finally need to clean up the document. At this stage, Wordfast will sense that the document was originally an Html file, un-tag it and restore it to its original format, ready for use.

### Excel, PowerPoint & Access

*This feature should be tested before use, because Wordfast may have difficulties initiating the necessary Ms-Office links.*

1. Start Excel (or PowerPoint or Access), open the sheet (or presentation or table), place the cursor in the cell (or slide/shape or record/field) where the translation should begin (note: do not actually *enter* the cell/shape/field, as when you want to edit it - just position the cursor on it).
2. Go back to Ms-Word, start a Wordfast translation session on an empty Ms-Word document.

If you resume translation after having closed the translation session, re-open the last segment in the Ms-Word document and click the Next segment icon. This allows Wordfast to "know" from which slide, shape or record to resume working.

Note:

1. There should be no read/write restrictions on the remote document.
2. This feature can be combined with Wordfast's Translate tool, Xtrans! tool, or the MT facility.
3. With **Excel**, if you wish to exclude columns/lines from the translation, give them a width/height of 0.
4. With **PowerPoint**, I recommend using Word2000, which is compatible with PowerPoint's colour scheme (with Word97, you risk reducing the number of colours used in the PPT presentation).  
If you wish to exclude slide notes from the translation, enter "NoPowerPointNotes" in Pandora's box.
5. A document used to translate an Excel/PowerPoint/Access file is linked to that application. Use the Wordfast menu option "Unlink" on a document to unlink it, or "Relink" to re-link it to the source application and file. This may be useful if, for example, the translated file has to be revised in the absence of the source application.

## PDF files

When a PDF file is opened by Acrobat Reader, and you start a session on an empty Ms-Word document, Wordfast will *attempt* to import the textual content of the PDF file. Wordfast tries to import the entire PDF document. If you need to import only a fraction of the PDF file, use the same method as described for Mac users (below), and copy/paste only the parts you need.

***Mac users:** go to the PDF document, click the Text tool in the Acrobat toolbar, then use the Edit/Select All to select the entire PDF file. Go to Ms-Word, and paste the clipboard content into the empty document. Use Alt+F8 (or Tools/Macro/Macros) to open the list of currently available macros, and execute the WfTextToDoc macro, which will attempt to reconstruct paragraphs.*

Limitations: This feature does not convert text carried in graphical form (images of text), which are commonly found in PDF files; furthermore, paragraphs may appear cut at the wrong place, since PDF imports have a hard return (paragraph mark) at the end of each line, and it is impossible to accurately determine how paragraphs should be rebuilt; finally, the order in which the text appears is not necessarily the order in which it is displayed in the PDF format.

Enter "KeepPDFFonts" in Pandora's box to keep original PDF fonts in Ms-Word (but note that your OS may not have the same fonts as the ones found in the PDF file).

The PDF format is very translation-unfriendly, to say the least. There are two main reasons why the PDF format is used: 1. Cross-platform compatibility; 2. Document protection. Unfortunately, the second reason is predominant (because many formats today are read by both PC and Macs anyway). Many PDF documents are password-protected, and even if they are not, they just can't be edited in their native format. A format that refuses to be edited is not a candidate for CAT translation: it should be printed then translated the "old way". It is the client's, or the author's, responsibility to provide the translator with an editable document if a CAT tool is to be used at all.

## Special care

### Non-latin languages

You may work with or without the support of Unicode. To use Unicode TMs and glossaries, see the section below on 16-bit languages.

If you do not use Unicode, and your system is Windows NT4, Windows95, or Windows98, then the display of characters in the glossaries and in message boxes may perhaps not be possible, which is a minor annoyance.

I recommend using Windows 2000 (or a higher OS) and Ms-Word 2000 (or a higher version) with Unicode translation memories, although other platforms *may* behave well.

### 16-bit languages (Chinese, Japanese, Korean)

The following discussion concerns the *internal data* used by Wordfast (translation memories and glossaries). It does not concern documents, which are of the "Word" format and should display well in any version of Word, provided the correct font is applied.

If your system is a Chinese, Japanese, or Korean (CJK) Windows 95/98/NT4, it is possible to use translation memories and glossaries in double-byte (**DBCS**) mode (this means choosing "Text-only" when creating/saving TMs and glossaries).

However, **Unicode** translation memories and glossaries are recommended on all platforms, most especially Windows 98 SE, Windows 2000, Windows XP on all setups.

If given the choice of Unicode flavour when you save a TM or glossary, select the simple "Unicode" setting, not a language-specific encoding.

If you use Ms-Word XP (Word 2002), note that a famous Ms-Word 2002 glitch prevents it from saving documents as Unicode (unless you specifically added that feature at installation time). In this case, use Wordfast's "Translation memory/Export/Unicode" facility. Another workaround is to open a copy of an existing Unicode document, paste your data into it, save it then rename it.

## Notes:

- For Japanese and Chinese, make sure the full stop is visible in the Wordfast/Setup/Seg tab. It should be automatically added there when you create a translation memory with JA, KO, or ZH in the source language (for example, JA-01). If you do not see the Japanese or Chinese full stop, select your language's full stop in a document in your language. Copy it (Ctrl+C). Open Wordfast. In Wordfast/Setup/Seg, paste your full stop before the existing punctuations there (I advise not to delete the existing, latin punctuation).
- For Japanese and Chinese, check at least the second rule in Wordfast/Setup/Seg, so that end-of-sentence punctuations that are not followed by a space may still be recognised as ending a sentence. This too is normally done automatically by Wordfast.
- In both standards (Unicode or DBCS), to have all target segments receive a specific font (a font that can display CJK characters), use Wordfast/Setup/Col to specify the target font. But this is not necessary if your platform adapts fonts automatically to languages.
- To have both Context search and glossaries displayed using a specific font, go to Wordfast/Setup/Misc/Pandor's box. Add the parameter *TermFont="MyFont"* with the required font instead of *MyFont*.

## Tagged files

Some translation agencies, which are equipped with tagging software to prepare documents, can ask free-lance translators to work on tagged files. Both agencies and free-lance translators should know that Wordfast is **compatible with the most current tag formats, such as Trados and RWS Rainbow**. Here is some advice for translating tagged documents. Please pay special attention to the following advice, because tagged files that are not properly handled can cause problems.

*(Agencies that entrust tagged files to a translator for the first time should review the first translated file immediately after the translator has completed it, to make sure tags have been properly handled. If necessary, adjustments should be made before going any further into the project.)*

### Internal tags

The red tags (usually with the style **tw4winInternal**) are internal and can be found within the translation.

Example:                   The **<B>final</B>** document.  
 translates into           Le document **<B>final</B>**.

In this example, **<B>** and **</B>** are tags that command the bold type. The translator has positioned the red tags at the right position in the translated sentence. The translated text does not have a **tw4winInternal** (neither a **tw4winExternal**) style, so it remains in black (with a "Normal" or "Translatable" style). Only the tags have a tag style, red or grey. Styles are important, because tagging/untagging software relies on style to differentiate tags from translated text.

***Internal tags must never be modified, edited or translated.*** Some tags can be added or omitted if the translation requires it. Otherwise, the golden rule is that **all internal tags**

(usually enclosed between < and >) present in the source segment must be **duplicated in the target segment**, and positioned correctly.

To duplicate these internal tags, Wordfast provides a set of shortcuts. **Ctrl+Alt+left/right** will select the next/previous internal tag (in the source segment); **Ctrl+Alt+down** will duplicate ("bring down") the selected tag at the insertion point, in the target segment. You should get used to these shortcuts. Not only do they save time, but they also make the translation process much more reliable.

If you copy the source target into the target segment and translate by overwriting it, or if you edit an existing target segment, make sure the translated text does not have a tag (red or grey) style. If the cursor is immediately after a red (or grey) tag, whatever you type will also be red (or grey), and this causes problems later on. To avoid this, remember that if your cursor is immediately after a red tag, pressing Ctrl+Spacebar will restore the normal style at that point, and the text you type will not have a tag style. Ctrl+Spacebar is an Ms-Word shortcut.

Here are examples of correct and uncorrect translation units:

Examples of translation units	Notes
<p>The <b>final</b> document is here.</p> <p>Le document <b>final</b> est ici.</p>	This TU is OK.
<p>The <b>final</b> document is here.</p> <p>Le document <b>final</b> est ici.</p>	Problem: the target word "final" has an internal tag style
<p>The <b>final</b> document is here.</p> <p>Le document <b>final</b> est ici.</p>	Problem: the target segment's first tag has lost its internal (red) tag style.
<p>The <b>final</b> document is here.</p> <p>Le document <b>final</b> est ici.</p>	Problem: the target segment's second tag is missing (it should be <b>final</b> , with an internal tag style).

Wordfast has a quality-check option called "Identical tags in source/target segments". I recommend turning this QC option on. To avoid having false alerts for tags that are actually optional, enter these optional tags in Wordfast/Setup/Misc/Optional tags.

Optional tags are tagged items (like the unbreakable space, quotes, ampersand etc) that look like `&amp;` or `<:hs>` or `&nbsp;`; etc. You may have them in the source segment but not in the target segment, or the reverse, according to the translation's needs. Thus, the following segment:

The R&D department is **ready**.

Le Département "Recherche et Développement" est **prêt**.

is valid, even if there are three internal tags in the source segment and two in the target. The source segment's ampersand has not been re-used. There may be other exceptions where even non-optional tags must be added or omitted.

### External tags

External tags (`tw4winExternal` style) are kept out of the translation. Like internal tags, they must not be edited, translated etc.

**In case of doubt, stop and ask the client or the agency.** Do not proceed if you are not sure you handle tags correctly. If you start working on a project with tags for the first time, submit your first translated file for review and approval before going any further.

### Jumps

Some files contain so-called *jumps*, consisting of a caption followed by a jump. The caption is in green text, simple- or double-underlined. This caption is immediately followed by an expression (no space) in hidden characters:

For more information, see the [Customer Care SectionJump\\_To\\_CCS.](#)



where Customer Care Section is the caption, immediately followed by the hidden, spaceless expression `Jump_To_CCS`. Note that the final full stop is not hidden, so it does not belong to the jump.

The caption can be translated, but the hidden text should not be translated, because it is the jump's address. If no match exists for the caption (empty target segment), I recommend copying the source segment and translating by overwriting it in the target segment to re-use existing styles. However, if Wordfast finds a match, the styles should be correctly applied and this procedure is not necessary.

## Help files

Some help files use footnotes to store certain elements, like keywords etc. To translate footnotes, open the footnote pane. Place the cursor in the footnote pane and start a translation session as usual with `Alt+down`. *Important note:* footnotes that follow a `#` (not a number, but a `#` sign) should **not** be translated, this is why Wordfast ignores them.

## Footnotes

When a source segment contains a footnote reference (a number that looks like this: <sup>1</sup> and which, if double-clicked, opens the corresponding footnote), start translating the target segment as usual. At the point where the footnote reference should appear in the translated text, use `Ctrl+Alt+left/right` to select the footnote reference (it should be boxed in red), then transfer it into the target segment using `Ctrl+Alt+down`. If these shortcuts are not available, you can use the corresponding icons (Next/Previous/Copy Placeable) in the Wordfast toolbar.

You can also manually select the footnote reference, cut it (not copy it) and paste it into the target segment. The important point is to actually cut (not copy) then paste the footnote reference, otherwise you would duplicate notes.


When the document's translation is over, double-click any footnote reference to open the footnote pane (the current window will split and the bottom half will show footnotes) to translate the actual footnotes. Simply put your cursor in a footnote and start translating as usual with Wordfast. You can translate footnotes immediately after a segment, by closing it then opening the footnote pane and translating the footnote. But I recommend translating all footnotes when the document's translation is over.

After you transfer a footnote reference, Wordfast will replace the source segment's original footnote reference with a "dummy" footnote reference number, so the revisor can know where the original footnote reference position was.

Note that when there are multiple footnotes references in the same segment, they will appear wrongly numbered after you transfer the *first* footnote reference. The correct numbering will be restored when you transfer the segment's last footnote reference.

*In case of mistake, use Ms-Word's undo function.*

## Fields and objects

A Ms-Word document can contain fields or objects like hypertext links, buttons, graphics etc. Normally, fields should **not** be translated (unless specifically required by your client, like index fields, for example), but **copy-pasted** into the translation. Note that the display options in *Tools/Options/View* can toggle the two views of fields: either the **result** of the field (a field is an instruction processed by Ms-Word, usually resulting in some displayed text - the result), or **field codes**, which look like `{ DATECREATION \* FUSIONFORMAT }`. I recommend using the icon that toggles the two views (use the *View/Toolbars/Customise* menu, click the *Commands* tab, then *View* in the list, then drag-drop the  icon into the toolbar of your choice), or the Alt+F9 Ms-Word shortcut.

To graphically understand this concept, press Alt+F9 now a few times to grasp the concept behind fields (the table of contents is a TOC field), and the two ways to look at fields (result or code). The following "Today's date" field: 4/18/2021 should toggle between the two views. This manual's Table of Contents is actually a TOC field. If you were to translate this manual, you would **not** translate the Table of Contents, but merely update it by having the cursor anywhere in the Table of Contents and pressing Ms-Word's F9 shortcut once the entire manual has been translated and cleaned-up.

When fields are present in the source text and no proposition comes from the TM, you may consider using Wordfast's *Copy source* icon to copy the source segment into the target segment, and translate by overwriting it, leaving fields or objects unchanged. Otherwise, individual fields and objects should be copy-pasted carefully into the target segment's translation, at the appropriate location.

## Translatable fields

*Read the general introduction to fields (above), if this is not yet done.*

### Fields where the result (not the code) must be translated.

Hyperlinks are a good example. These fields should be manually copied from source to target, then manually translated - toggle the field's view with Alt+F9 as necessary, so you can edit the translatable element (the result).



*With Ms-Word 2000 or higher, right-click the field, click "Hyperlink", then "Edit hyperlink". The translatable item is at the very top of the "Edit hyperlink" dialog box.*


### Fields where part of the code must be translated.


The code for most fields cannot, and should not, be translated. There are a few exceptions to this rule, like index fields ("EX", "XE"). Such fields have a translatable item, contained between quotes as in the following example:

```
{XE "Translatable text:Page 4 Figure 5" \b \r }
```

Make sure Ms-Word's View options (Tools/Options/View or the Alt+F9 shortcut) are set to display field codes and hidden text.

When you open a segment with translatable fields (and the TM does not bring any match), you can use the Previous/Next Placeable utility (either the  and  icons in the toolbar, or

the Ctrl+Alt+left/right shortcut) to select the field in the source segment, then copy it down  (Ctrl+Alt+down) at the proper position in the target segment. At this moment, Wordfast will display a text input dialog box containing the translatable part of the field and will wait for the translation (if a match is found in the TM, it will be proposed).

Another way is to use the CopySource icon  or shortcut. When Wordfast copies a source segment with translatable fields, it will take you to each translatable field and prompt you for translation.

It is also possible to directly edit the editable part of the field in the document, if the field codes are made visible (Alt+F8). This is recommended if the above method fails for some reason.

## Bookmarks

See the [glossary of terms](#) if you are not sure what a bookmark is.

Normally, bookmarks found in the source text should be transferred into the target text, over the corresponding span of translated text.

One important point is, since not two bookmarks can have the same name in the same document, bookmarks must be transferred (moved), not copied, into the target text.

Before starting a translation session over a document that contains bookmarks, Wordfast will warn of the presence of bookmarks and propose to mark them using conspicuous red markers positioned at the beginning and end of the bookmark, like this: [ and ]. If a bookmark has a null length, you would see [ ]. Answer "Yes" to have bookmarks thus marked.

Wordfast will prompt you only once (per document) for marking bookmarks. If you answer "No", then Wordfast will not prompt you anymore for marking bookmarks on the current document. If you answered "No" by mistake, or if you want to mark bookmarks at a later stage, use the *Wordfast* menu, select the *Miscellaneous* submenu and run "Unlink". Once the document has been "unlinked", Wordfast will prompt you again for marking bookmarks if you start a translation session.

During translation, if a source segment contains red markers, all you need to do is use the *Next/Previous/Copy Placeable* icons or shortcuts (Ctrl+Alt+Left/right/down) to select or box the red bookmark marker, then transfer the red marker at the appropriate location in the target segment using Ctrl+Alt+down.

When cleaning up a document, Wordfast will remove the source segments as usual then replace the red markers in the target segments with the appropriate bookmarks.

Wordfast's *Quick-clean* function will propose an option for processing (restoring) bookmarks without cleaning up the document. This is useful for translators who are required by the client to send back "uncleaned" or "bilingual" documents (for example, because the client wants to clean up the documents with a different tool, not with Wordfast). In this case, the document is not cleaned up, but all bookmark markers are removed, and bookmarks are re-assigned to the target text.

Pay attention to the bookmark question before beginning a project, because handling bookmarks takes time; if the problem is overlooked, reconstructing bookmarks manually on a translated document can take a long time.

The Wordfast *Translate* tool's default behaviour is to mark bookmarks. If you want to prevent this, add "TranslateIgnoreBookmarks" in Pandora's box.

The Wordfast *Clean up* tool's default behaviour is to clean up documents and process bookmark markers (remove bookmark markers and move actual bookmarks to the target segments). If you just want to have bookmarks processed without cleaning up documents, add "CleanUpOnlyBookmarks" in Pandora's box.

Bookmarks can be found in many different types of documents, but documents that contain hyperlinks, indexes, or Tables of Contents usually make considerable use of bookmarks.

Normally, your client should inform you of the presence of bookmarks and give you instructions (transfer them or ignore them), since it is the client, or the author, who has introduced the bookmarks in the first place. However, your client may not be the author of the document(s) they ask you to translate, and they may not even know what a bookmark is... In this last case, use tact and wisdom to make sure what should be done.

## Dictionary

(PC only) Wordfast can be linked to virtually any external dictionary application, such as the Collins™ On-line, Harrap's™ Shorter, Merriam Webster's™, Microsoft Encarta™, any web-based dictionary or database, Trados Multiterm™ etc, using the *Select dictionary* button of the *Setup/Files* tab.

The access keystroke (Keys button) defines the keystrokes used for accessing an external dictionary, where some fields are replaced by values as in the following table:

Field	will be replaced by Wordfast with	Example
{SearchWord}	the word you are searching for	house
{SourceSegment}	the text of the source segment (without tags, if any)	
{TargetSegment}	the text of the target segment (without tags, if any)	
{SL-CD}	The source language code with local variant	EN-US
{SL}	The source language code, in 2 characters	EN
{TL-CD}	The target language code with local variant	FR-FR
{TL}	2-character target language code	FR
{pause}	Pauses the execution for 200 milliseconds	
{PAUSE}	Pauses the execution for 4 seconds	
{pause=Harraps}	Pauses until the application's window caption contains the string "Harraps". Case-insensitive. 10-second timeout.	
{Ms-Word}	Returns the focus to the Ms-Word application	


To set up the "Access" parameter, start your dictionary, then note the sequence of keystrokes necessary to perform a word search. Once this is done, click the Keys button and enter the caption of the dictionary application window, followed by a semi-colon, followed by the keys you noted. For example,

```
MyDic;{pause}{F3}{Escape}%e{SearchWord}{Enter}
```


will instruct Wordfast to look for an application whose window name begins with MyDic, activate it, pause for 200 milliseconds, then type an F3 key, followed by an Escape Key, then Alt+E, then the searched-for word, then an Enter key.

All typable keys are simply entered as they are, in lowercase. Function keys and other special keys are entered as follows:

A, B, C etc	a, b, c etc	F1 etc	{F1} etc
Enter	{Enter}	End	{End}
Escape	{Escape}	Tabulator	{Tab}
Alt	%	Shift	+
Ctrl	^	Up	{Up}
Down	{Down}	PageUp	{PgUp}
PageDown	{PgDn}	Home	{Home}

Once the dictionary has been setup, close Wordfast. Position the cursor on a word, or select an expression, and click the Dictionary icon  (or press Ctrl+Alt+D. For the dictionary #2, use the Ctrl+Alt+F shortcut). Wordfast will launch the dictionary application (or activate the relevant window if the application is already running) and execute the sequence of keystrokes you defined.

## Context search

The search for contexts will be done first in the background translation memory (if applicable), then in the regular translation memory. The purpose of Context search is to find Translation Units (TUs) that contain a given word or set of words. The Ctrl+Alt+C shortcut or the Context icon  launches the search. The search will bring results on words that begin like the searched-for item, case-insensitive. Searching for *cat* will bring TUs that contain *cat*, or *catering* or *caterpillar*, etc, but not *bobcat* or *supercat*.

Searching for *\*cat* will bring TUs that contain words like *bobcat* or *supercat* etc.

The OR/AND operators can be used. Searching for *cat+dog* will bring TUs where either *cat* OR *dog* are found; searching for *cat&dog* will bring TUs where both *cat* AND *dog* are found.


Note that to open the dialog box that lets you specify such extended search options, you must start context search when no selection is made; if a selection is made (for example, one word is selected in the source segment), then Wordfast assumes that the selected word has to be searched and will directly search for it, without offering the extended search dialog box. This allows very fast searches with minimal clicks or shortcuts.

The same rules apply for Concordance searches as well.

If you check the "Search sibling translation memories" option in Wordfast/Quality check/terminology recognition, the context search will be extended to other TMs present in the same folder as the currently active TM.

It is possible to cancel a Context search with the Escape key, or with the same shortcut that started the search (i.e., Ctrl+Alt+C).

## Concordance search

A concordance search is like a context search, but it is done on any sort of documents (not only TMs). The Ctrl+Alt+N shortcut or the icon  launches the Concordance search.

All the material (usually of monolingual contents) to be used for concordance searches should be saved in simple Text format (but most text-based formats are all right, such CSV, RTF, HTML etc) in a specific folder. Use Wordfast/Setup/Files to specify that folder.

Rules for searches are the same as for Context search (see above). All Pandora's Box commands concerning the behaviour of the Context window apply to the Concordance window.

Wordfast will run the concordance search on *all* textual documents present in the folder specified for concordance material. As with Context search, it is possible to use the Escape key (or the same shortcut, i.e. Ctrl+Alt+N) to cancel a search.

## TM Management

The TMX norm is a great step forward when compared to the outlandish, proprietary formats of the prevalent TM packages, but remains difficult to maintain.

Wordfast follows a power-to-the-people philosophy and has opted for the tab-delimited text format, which is arguably the most user-friendly database format on Earth. For example, Excel™ will open a Wordfast TM and naturally recognise it as a tab-delimited text file (if the TM is too large for Excel™, Ms-Access™, Ms-Word, FileMakerPro™, dBase™ 1, 2, 3, 4, FoxPro™, Paradox™ etc will open it anyway). You can proof-read, edit, add, delete, sort, cut, copy, paste, merge etc TMs or portions of TMs. Even the diminutive Notepad™, JustWrite™, WordPad™, SideKick™, XyWrite™... can open small to medium TMs.

I advise creating TMs for a particular language pair, and a particular subject or client.

Wordfast provides a tool for deleting certain TUs from a TM. A regular diet or trimming exercise keeps a TM fast and efficient (and its author as well). Here are some useful points of advice for doing so:

1. At chosen intervals (such as once a month, or at project's end) it is advised to delete TUs that have a usage count of 0 (TUs that have never been re-used) and that are older than one month. Statistics show that it's basically the same TUs that are re-used time and again, while others are almost never re-used.
2. Make a copy of your favourite, most effective TM, then delete all TUs that have a usage count of less than 3. This TM can then be used as a primer - if you need to create a new, empty TM, better use a copy of that TM instead, because it contains a "Top 50" of your previous work. It's like priming a pump with a cup of water.

A Wordfast TM may contain TUs where the first two figures of the date (like "20") are replaced with "xx". This means the TU was re-used and edited, so it was re-written at the end of the TM, and marked as deleted. Reorganization permanently deletes these TUs.

## Troubleshooting

### *I installed Wordfast but I don't see the toolbar*

- If no document is open, open a document.
- Use the *Tools/Templates & AddIns...* menu to Add the Wordfast template to your list of templates.
- In the View/Toolbars menu, click Wordfast.
- See [Wordfast refuses to start](#).



***Ms-Word97***

One known bug, documented by Microsoft at <http://support.microsoft.com/default.aspx?scid=kb;EN-US;q162349> is that, if the document has graphics that were pasted into it (as it is often the case with screenshots), Ms-Word97 may not have the resources needed to display them, and the graphics could be changed into empty boxes containing a red cross. All subsequent efforts to restore the graphics will fail.

This is likely to happen if the document was created, or manipulated, with a non-SR1 Ms-Word97 (SR-1 being a bug fix, or patch, distributed by Microsoft - see Microsoft, not Wordfast, support). Furthermore, having the "Allow fast save" option checked in Tools/Options/Save aggravates the situation.

I recommend turning off "Allow fast save" (and do frequent manual saves using Ctrl-S) with Ms-Word97, because this feature is known to drain resources and create problems.

***The main Wordfast setup window does not display any text***

Make sure the Tahoma font is available in your system. Normally, when Ms-Word is installed, the Tahoma font is automatically added to your system by Microsoft.

***I see lots of blue, or red, text with ~~a line through in the middle~~***

Turn off the revision ("Track changes") mode. Remove the protection, if there is one (Tools/Remove protection) before translation. Normally, documents in revision or "Track changes" mode should not be translated.

***Wordfast says "Sorry, this file is read-only"***

This means your translation memory has a read-only attribute. This usually happens if the TM was intentionally read-protected, or if the TM comes from a CD-ROM. With your disc explorer, right-click the file, click Property and uncheck the read-only checkbox.

Also, on some recent systems, certain folders are write-protected. Make sure your TM is not located in an MsOffice folder, or in any system folder. Ideally, create a folder for translation memories.

***Erratic behaviour during translation sessions***

Some Pandora's box commands need to be turned off after use, like WriteBetterMatch, Skip commands etc, because they may produce unwanted results on documents other than the ones on which they were used. The same consideration applies to macros: turn them off when they're no longer needed. If you never used Pandora's box commands however, there is no need to check this point.

Remember that some options set in Tools/Options and Tools/Autocorrect may also cause erratic behaviour (such as replacing quotes, changing text automatically etc).

Make sure some of Wordfast's shortcuts are not hijacked by another template.

See the point on [invalid or corrupted normal.dot](#).

See the point on [multiple keyboards](#).

***My keyboard keeps changing***

- See the point on [multiple keyboards](#).
- Make sure you are not on "Automatic language recognition". This option can create problems and make Ms-Word "panic" during translation. Use Ms-Word's Tools/Language menu to make sure.



***"Ms-Word does not look the same , or "After a translation session, Ms-Word displays paragraph marks or field codes or a strange font, or pictures are not displayed etc."***

During translation, Wordfast has to modify some display options in order to function properly. When a translation session ends, your previous display setup should normally be restored. If this is not the case, don't panic - just click Ms-Word's Tools menu, then Options (Edit/Preferences in some Mac versions), click the View tab and check/uncheck the necessary options to restore your usual display setup.

You may also have to use Ms-Word's View menu and change from/into the "Page" view.

### ***Shortcuts don't respond***

See the [Keys section](#).

### ***Ill-behaved documents***

1. Some customers send documents that were originally attached to a template (this can be checked by opening the document, then using the Tools/Templates & Add-Ins menu and looking at the top textbox). If a reference is made to a template that is not present in your hard disc, expect trouble. Contact your customer. *Deleting the reference to a non-existent template will usually solve the problem, but should be done with the customer's consent and knowledge, so that the template attachment can later be restored.*
2. If the Ms-Word document has many fields (Tools/Options/View or Alt+F9 can be used to display field codes) that refer to non-existent graphics, indexes, links etc, you can have erratic document behaviour. If your customer cannot provide you with the referenced objects, make sure that Tools/Options/General does not require Ms-Word to update links when opening the document.
3. Large RTF files with complex layout and/or fields, which were created with a different software, or even with just another version of Ms-Word, can behave strangely and cause Ms-Word to crash. In desperate cases, try importing a problem document into a new, empty document, (using copy-paste or Insert/file), with the client's consent.

Always inform the client if you have to fiddle with documents.

The bottom line is that the customer should provide the translator with a clean, stable document. A good third of service calls to the Wordfast hotline are actually caused by ill-behaved documents, and another third to systems, or Ms-Word installations, that are not stable.

### ***Ill-behaved templates***

You are welcome to run Wordfast together with other templates or Ms-Word add-ins, but please understand that I cannot guarantee the reliability of such a practice. A lot of shortcut conflicts or mysterious behaviours with Ms-Word and Wordfast are simply due to the presence of other templates or Ms-Word add-ins that monopolise shortcuts.

*Ms-Word templates and add-ins are programs that usually contain VBA code. There are many ways of writing VBA, some of which are not really professional, resulting in poorly engineered applications.*

*Microsoft has introduced a much more reliable and modern environment with the 32-bit VBA architecture of Word97 and higher versions. Unfortunately, many programmers still use antiquated techniques dating back to Ms-Dos (8-bit architecture), or Windows 3 (16-bit architecture) using, for example, absolute I/O file numbers, instead of using the FreeFile function offered by Microsoft, or WORDBASIC functions.*

*Even templates from seemingly "reliable" translation tool makers can be poorly engineered. Normally, the mere presence of a template should not monopolise shortcuts - shortcuts should be activated only when you specifically use that template's services. Unfortunately, most templates do not have this elementary civic sense and monopolise the entire Ms-Word workspace as soon as they are loaded.*

***A document was closed with an open segment:***

Try starting a session by opening the segment that was left opened. If this does not solve the problem, close the document without saving it, go to the segment that was left opened and do the following:

1. Open the *Bookmark* dialog box from the *Insert* menu. Delete all bookmarks that begin with Wf (such as WfTU, WfSource, WfTarget etc).
2. Delete all paragraph marks **within** the problem segment. As a result, the coloured backgrounds disappear. If they don't, select the paragraph then use Ctrl-Q or Format/Borders and shadings to remove backgrounds.

Make sure the delimiters (the little purple symbols) are correctly set.

Save your document and resume the translation session.

***I want to service my TM, but I keep getting the message "This file is used by another process."***

Most likely, the TM is being shared through a network, or in two simultaneous Ms-Word sessions, or the previous translation session was not terminated properly. Do not service a TM currently used across a network. If you're not networking, close Ms-Word. With your disc Explorer, find the folder where the translation memory is, and delete the translation memory file that has the ".net" extension - and only this file.

***Terminology recognition does not work:***

Run the following checklist:

- Your glossaries are **text-only** or **Unicode text** files (they have been sorted using the Wordfast/Quality check/Glossaries/Sort button), where source and target entries (and optional comments) are separated with tabulators.
- In Wordfast/Quality-check/Terminology recognition, all necessary checkboxes are checked.
- If you use Japanese or Chinese, set the Wordfast/Quality-check/Terminology recognition/"Search terms of at least..." option to "1".

***Slow performance or frequent "out of memory messages":***

Most systems are overloaded with fonts. Many applications add unwanted fonts to your system without telling you. In Windows, see the \Windows\Fonts (or \Winnt\Fonts) folder. If you have more than 50 fonts, consider the following. Create a \Windows\Font2 folder and drag-drop into this new folder all the fonts that are found in \Windows\Fonts and that are not vital. If these fonts are later required, you can drag them back into the \Windows\Fonts (or \Winnt\Fonts) folder. Note that any font that is located in the \Windows\Font folder burdens your system, gobbling RAM and resources. There are many other ways to make sure your system is streamlined for optimal professional use, but this is beyond the scope of this manual. In any case, if your system is used for games or other purposes, especially by other people, expect trouble. You cannot use a workstation for gaming, or heavy graphical/multimedia applications, *and* expect it to be utterly stable with the full Microsoft Office environment.

On slower computers (less than 200 MHz and/or less than 32 Mb RAM, and/or very slow video cards), I recommend using some or all of the following methods:

1. Turn off spell/grammar check *during* the translation session (make spell-check an after-translation task).
2. Decrease the colour depth of your display to 16 or 256 colours, at least during translation sessions.
3. Using Tools/Options, uncheck the "Paginate" option to prevent Ms-Word from constantly re-paginating your document. Work always in Normal view mode, not Page or Print view.
4. Turn off the "Autosave" function in Tools/Options or Preferences. *During translation, press Ctrl+S once in a while to save your document.* Autosave is known to drain resources.
5. In extreme cases, use the *Draft font* option in the *View* tab of the *Tools/Options* menu in Ms-Word; in the *View* menu, select *Normal* rather than *Page*.
6. With large TMs (over 50,000 TUs), reorganise the TM at least once a week with the Reorganise button in Wordfast/Translation memories/Service. Do some [TM maintenance](#).
7. Uncheck "Allow fast save" in Tools/Options/Save.
8. Desperate cases: pre-translate (Wordfast/Tools/Translate) the document before working on it.

### ***Bugs and Crashes***

Windows 9.xx, Millenium (and 2000 to some extent), as well as Mac OS 7, 8, 9, are not "mission-critical", or bullet-proof OSs like Unix or Linux, for example. They're variations of earlier OSs that were running with typical "late XXth century" limited resources, over a rather primitive architecture.

All applications, but especially Ms-Word, keep robbing more RAM resources to display fonts, graphics, temporary text editing etc as you open documents, scroll, type, edit etc.

Furthermore, Ms-Word does many tasks in the background, while those OSs are not *really* multi-tasking.

If Ms-Word crashes while Wordfast is active: re-start your system and try the same task again with a "fresh" system. Temporarily turn off fancy system add-ons that are supposed to miraculously guard your system from crashes, boost power, enhance the desktop, defragment in the background etc. Just keep the antivirus, but temporarily turn it off for testing purposes. In Ms-Word, turn off any **template or add-in** other than Wordfast (go to Tools/Templates & add-ins, uncheck templates and add-ins). If you can duplicate the same crash (or freezing) on a bare system, Wordfast *may* be the cause of the crash. In case of freezing, try pressing Ctrl+Pause (or Ctrl+Break on some keyboards), then click End if a dialog box appears. If you have the chance, try executing the same job or task with Wordfast on another computer before concluding that Wordfast is responsible for the crash.

In such a case, make sure you have the latest version of Wordfast (compare your version with the one in [www.wordfast.net](http://www.wordfast.net)). If the crash persists with the latest version of Wordfast, use the hotline on [www.wordfast.net](http://www.wordfast.net) to let us know. We will process the report as quickly as possible. *The Windows 2000+Ms-Word 2000 (or higher versions) combination is known to be significantly more stable.*

***Wordfast refuses to start***

This could be due to one of the following reasons:

1. Your Ms-Word installation is not complete, although Ms-Word works fine. VBA modules could be outdated or missing. Refer to your Ms-Word manual for a proper and full installation of Ms-Word. You can also press Alt+F11 in Ms-Word to open the Visual Basic window. In the Tools menu, click the first sub-menu and make sure that the following 4 references are checked:
  - Visual Basic for Applications
  - Ms-Word X Object library (*where X can be 7 or greater*)
  - Microsoft Forms 2.0 Object library
  - Microsoft Office X Object library (*where X can be 7 or greater*)
  
2. Invalid Normal.Dot. Close Ms-Word. With your system disc browser (like Windows Explorer) find your installation folder (it could be "Startup" or "Templates" - to know where this folder is located, see the menu *Tools/Options, Default folders* tab. In case of difficulty, see the note on [finding your startup folder](#)). Rename Normal.Dot into Normal.Bak. Re-start Ms-Word and start Wordfast. If this does not solve the problem, close Ms-Word, delete the newly created Normal.Dot and rename Normal.Bak into Normal.Dot.

***MacIntosh***

*Problems often appear with insufficient memory allocated to Ms-Word. Click the Ms-Word application (selecting it, but not starting it) on the hard disk. Pull down the File Menu, click the Read Infos sub-menu. Allocate at least 32000 to Ms-Word (64000 if you can afford it).*

Remember that Wordfast is used on both PCs and Macs. Use simple folder and file names for TMs and glossaries, without accented letters or extended symbols, less than 32 characters in length. This point does not concern documents, but TMs and glossaries.

If Wordfast is in your startup folder and you don't see the toolbar: use Tools/Templates & Addins to add the Wordfast template and activate it. Alternatively, follow the following advice (courtesy of Edward L. from Fukuoka, Japan): *"The Wordfast file in the Startup folder has a simpletext data fork on the Mac, so I changed the Type to W8TN and the Creator to MSWD (the settings used for Ms-Word templates). Now it launches automatically when Ms-Word is launched, as it is supposed to. I used FileBuddy to make the change.*

Deborah S. writes: *"I can only tell you about Office 98 - as quoted from Microsoft Support article Q179217 "Using First Run Installation to Troubleshoot Mac Office":*

*Quote:*

*«When you use the first run installation process to troubleshoot problems with starting Office programs, it is often useful to remove more than one file, because there may be file damage. It is recommended that you delete all of the following from the System folder:*

- *Embedding Preferences (Preferences)*
- *PPC Registration Database (Preferences)*
- *Microsoft Component Library (Extensions)*
- *Microsoft OLE Automation (Extensions)*

- *Microsoft OLE Library (Extensions)*
- *Microsoft Structured Storage (Extensions)»*

*End quote.*

*Plus, empty Wordfast files out of the Startup or Templates folder; delete the Normal template. Then launch any Office program which will automatically reconfigure the above components. I read in a MacFixit forum that Internet Explorer 5 installs a different (earlier) version of the Component Library than the one needed by Office 98, and I suspect some similar interference with Outlook Express (from problems I have been having).*

*In other words, one set of preferences for so many different programs might be the problem. Whatever's going on, Wordfast is not necessarily to blame but just highlights the problem because it makes intensive use of those particular components."*

## Glossary of terms used in this manual

*(Terms that are already part of the Ms-Word environment are treated briefly - Refer to Ms-Word's Help or Manual for a more complete definition)*

**Microsoft Word (Ms-Word):** The application (or software) with which you are currently reading this manual. Ms-Word is generally used at 10% of its capacities by untrained office people. A professional translator will gain a lot by learning a few advanced functions, such as smart Find-replace (see the [Appendix IV](#) below), customizing toolbars and shortcuts etc. Consider seeking expert help or training: this investment in time or money will be recouped very quickly.

**Microsoft Office:** a collection of applications, usually sold and installed together, of which Ms-Word is a member. Ms Office includes Ms-Word, Excel, PowerPoint, Access, FrontPage etc, although the restricted version of Ms Office usually offers only Ms-Word and Excel.

**VBA (Visual Basic for Applications)** is a programming language shared by all Ms Office applications. Wordfast is written in pure, original VBA, without any calls to outside APIs, add-ons, DLLs, etc - this is why it runs on both Windows and Mac, and is ready to be ported to other platforms.

**Macro.** An intensive use of Ms-Word can sometimes lead to highly repetitive tasks (imagine you have to change the first paragraph font on a hundred documents). The macro recorder can record a series of actions done in Ms-Word into a macro named by you; from then on, you can execute this macro as many times as necessary by simply calling the macro dialog box (Alt+F8) and executing the macro, or better, by [assigning the macro a shortcut](#). Macros are written in VBA. Press Alt+F11 or use Tools/Macro/Visual Basic Editor to open the VBA editor window, where your recorded macros will appear, in the code module(s) of your "Normal" template.

**Macroviruses, or Ms-Word viruses.** Any piece of executable code, in practically any language, is a potential virus. The only difference between an application and a virus is the fact that a virus was created to hurt, harm or destroy. Both Ms-Word documents and Ms-Word templates can contain VBA code, as well as many other formats, like graphics etc. Use a recent, and if possible "major", antivirus application that handles "Ms-Word", "Office", "Macro", or "VBA" viruses. Serious antivirus developers will offer you regular updates through the web. They will also listen to you, since it is by listening to users under attack and finding answers that they can maintain their database of viruses.

Every release of Wordfast is scanned before being put on download. As of February 2003, over 10,000 registered users are using Wordfast, over 2,000 of them contribute daily to a public discussion group. If Wordfast were infected, this would be known immediately.

*If your Antivirus reports that Wordfast is a virus.* This happens with roughly 1 antivirus in 20. Wordfast holds lots of VBA code and antivirus applications with a shallow or unreliable virus-detection algorithm can falsely report Wordfast as virus. You should do any, or all, of the following:

1. Immediately test Wordfast with another antivirus - perhaps by asking a colleague equipped with a different brand of antivirus. If another antivirus of another brand also reports Wordfast a virus, then the matter is serious: Wordfast has perhaps been infected by an infected document or template. Report this immediately [info@wordfast.net](mailto:info@wordfast.net).
2. Contact the maker of your antivirus, report the alarm, ask them to download Wordfast as you have done, so they can also test it. Then they should (if they are serious and honest) modify their antivirus software, or prove that Wordfast is a virus - one of the two.
3. Contact the Wordfast hotline at [info@champollion.net](mailto:info@champollion.net). No need to post panicking mails in the mailing list: all such mails until now were proved to be false alarms.

**Documents and Templates:** A document holds contents, i.e., text.

A Template is a *model* of document that proposes a preset layout, so that the user can concentrate on contents rather than on appearance. Templates can also be used as Add-Ins, extending Ms-Word's capacities. Wordfast is an Add-In.

Normally, a template is not opened as a document: it is either used to create new documents with a certain preset appearance, or it is added to Ms-Word's list of templates, using the Tools/Templates & Add-Ins menu. Wordfast belongs to this last category.

**Toolbars:** Ms-Word, as all well-born applications, makes extensive use of toolbars and lets the user customise them. It is essential for a translator who is using Ms-Word extensively to know how to customise toolbars.

Ms-Word's "View" menu has a "Toolbars" option (right-click in the toolbar area to get there quickly) that lets you turn toolbars off and on. Turn off toolbars you are not using: they take up space and load the visual field, creating confusion. Use the same menu's "Customise" option to customise toolbars.

In the "Customise" dialog box, go to the "Commands" tab (the second one). Experiment by clicking in the list of commands, holding the button down, dragging a command. Drop its icon in a toolbar of your choice. You have just added a icon to your toolbar. If you make intensive use of a Ms-Word function and keep using menus, it is recommended to drop the corresponding command in a toolbar for quick access.

To remove an icon from a toolbar (the "Customise" dialog box being visible), drag its icon and drop it outside the toolbar: it will be removed.

I encourage Wordfast users to add the following two icons in either the "Standard" or the "Formatting" toolbar: Format/PasteFormat (play with it to learn how powerful it is. The icon looks like a brush, or a short broomstick); View/FieldCodes. Do not customise Wordfast's toolbars.

**Selection.** Dragging the mouse over text in a document while holding the left button (Windows) or the single button (Mac) will select a portion of the document, which then appears in reverse video, usually white on black. The insertion point (the blinking cursor)



disappears when a selection is made. A selection can also be made by holding either Shift key down and moving the cursor by means of the arrow keys.

When a selection is cancelled, the insertion point, or cursor, appears again.

**Bookmarks.** A bookmark, as in a paper book, is inserted at some position in the document so that we can get back there quickly at a later time. Use the Insert menu to insert bookmarks over the current selection, or at the insertion point. The bookmark has to be given a name. The bookmark will "remember" the selection's position and extent in the document.

Bookmarks are saved together with a document.

Ms-Word's Tools/Options/View dialog box can be used to have bookmarks made visible with special, grey, [brackets].

Bookmarks are part of the document, and play a crucial role in documents that have links, automatic indexes, table of contents etc. The translation process may require bookmarks to be transferred into the translated text, at the appropriate position, extending over a corresponding length of text, retaining the same bookmark name. Since two bookmarks cannot have the same name in the same document, Wordfast proposes ways to handle them during the translation process. Refer to the [Bookmarks](#) section.

Refer to Ms-Word's Help or Manual for more information on bookmarks.

**Fields** Fields can be inserted into a document using the Insert/Field... menu. A field usually contains a code that has to be calculated, computed or in some way, processed by Ms-Word. Thus, there are two ways of looking at fields: the *code*, or the *result*. Use Tools/Options/View to toggle field display modes, or use the Alt+F9 shortcut.

Note that fields are calculated at the moment when they were created. Placing the cursor over a field and pressing F9 will force the update (the recalculation) of the field.

A field that has not been updated may perhaps not show a correct value. For example, a Table of Contents, which is produced by a TOC field, may not necessarily be up-to-date.

If the update produces an error, the field will display an error message.

Refer to Ms-Word's Help or Manual for more information on fields.

**Tags** See the [section on Tags](#) for a thorough presentation of tags. This term refers only to special untranslatable elements (usually grey or red) found in a particular category of files known as "tagged files", pre-processed for translation with adequate software (Rainbow Horizon, PlusTools, Trados Stagger etc).

**Delimiters** should not be confused with tags. Delimiters are the purple symbols that delimit the beginning and end of both source and target segments, such as *{0>*.

A *bad segment* is a segment where delimiters have suffered from deletion, addition, or editing. Bad segments create problems at cleanup time

**Segment** A segment is an elementary unit of translation. Segments are usually sentences. In some cases, it may be necessary to translate entire paragraphs rather than sentences, but this is rarely the case. Furthermore, Wordfast's "Sentence" segmentation mode should be used only in very rare, specific situations, like languages that do not use any punctuation. Most languages should not use the "Sentence" mode.

When you are translating during a session, the current segment (with the coloured background for source and target segments) is said to be *opened*. When you have finished translating it,

you *validate* the segment (a database term is also used: *commit*, i.e., write the data into the database, or TM), and the segment is closed; Wordfast moves to the next segment and opens it.

**Source, target.** Translation is done *from* a source language *into* a target language. A translation project may have one source language and many target languages. Most translators, however, deal with one source language and one target language, in which case, we speak of a **language pair**.

**Translation Unit (TU).** A TU is a set of source and target segments. A TU also records creation date, plus optional attributes (see below).

**Translation Memory (TM).** A TM is a set of TUs - a database of TUs. Practically every translation tool has its own format. Wordfast has its own format but, unlike most other tools, it's an open format, which can be edited with a wide variety of editors. The TMX translation memory format is a gateway between different TM formats. Wordfast supports TMX.

**Attributes.** Each TU may receive attributes (up to 5 with Wordfast). A typical attribute is the identity of the translator who generated the TU. Other attributes can be subject, client, etc. Each of the 5 attributes can have many values, stored in a drop-down list, visible in the Wordfast/Translation memory/Attributes tab. For example, the "Subject" attribute could have three possible values, such as "Scientific", "Literary" and "Business". The value that is visible in the drop-down list is said to be the "active" value.

Attributes can help organizing TMs. See the [Attributes section](#) for more information.

**Match.** One purpose of a translation tool is to find "matches" in the TM for the source segment you are currently translating. When a match is found, the segment will display a little number rating the match's degree of **analogy** with the TMs reference source segment. This value ranges from 0 to 100.

**Penalty.** When a match value is being calculated, penalties can be applied to lower the match's analogy value. Usually, these penalties are based on an attribute variance. See the relevant section on [penalties](#).

## Appendix I - Understanding segmentation & TM

### Segmentation

Wordfast considers a document as a set of segments, a segment being usually a sentence, ending with an end-of-segment punctuation (ESP) such as full stop, question mark etc (the ESPs are customizable in Wordfast's Setup/Segs tab). Paragraph marks, page breaks, end of cell, tabulators etc will always end a segment. I have highlighted the 10 segments present in the following example:

The mark-ups for retail are as follows: for class A stores, 10%. For class B stores, 15%. Please observe the following chart:

Class	Class A	Class B
-------	---------	---------



Mark-up. No exceptions.	10%	15%
-------------------------	-----	-----

**THESE MARK-UPS MUST BE APPLIED AT ALL TIMES.**

Note that the isolated 10% and 15% are not considered segments. A segment must have at least one translatable item (at least one letter). See the [segment example](#). *It is possible, however, to force Wordfast to segment such untranslatable text: see Pandora's Box "SegmentAll" command.*

Even in the absence of translation memory, a segmenter saves time and boosts productivity. The problems, when translating from a printed document, are:

1. **Eye strain.** You will constantly move back and forth between the paper document and the computer screen. Your eyes will have to re-focus many times every minute. A lot of translators end up, after a number of years, with severe sight problems.
2. **Brain strain.** After having translated a sentence, you will have to look again at your paper sheet and locate the exact position of the last sentence and read the next one. This exercise requires attention and drains intellectual power.
3. **Professional errors.** Because of problem 2, it regularly happens that we skip a sentence, not to mention an entire paragraph, which is a serious professional error. Perhaps the document is made of a series of 100 nearly identical sentences, with slightly different numerical parameters, like

Please apply the following mark-up for Class A: 10%  
 Please apply the following mark-up for Class B: 12% but exclude zone TT-001  
 Please apply the following mark-up for Class C: 11.5%  
 Please apply the following mark-up for Class F: 13%  
 Please apply the following mark-up for Class P: 9%

*etc for 3 pages!*

If one line is forgotten, the translator becomes responsible for a serious professional error. Working with a segmenter on an electronic original, you will not have to worry a second. The segmenter will faithfully segment the document and ask you to translate every segment, without forgetting a drop. Furthermore, in the above example, once you have translated the first line, Wordfast will actually recognise the next lines and pre-translate them for you.

4. **More professional errors.** Look at the second line, with the TT-001 parameter. This parameter should not be translated, but faithfully copied. Now, make sure you type Zero-Zero-One and not O-O-I. Seems easy? Technical documents are full of such Byzantine parameters. To us, they're annoying. To the customer, they're vital. Mis-type just one, and the customer ends up with a faulty manual.  
 Wordfast has a quality-check algorithm that will warn you if the untranslatable parameters are not faithfully copied from source to target. It also has QC functions to help respect the customer's specs on typography.
5. **Document layout.** Look again at the above example on segmentation. If you translate from paper, you will have to re-create that fancy layout, fiddling with formats, tables, borders, colours, fonts etc. With Wordfast, every target segment is formatted like the source segment (this is true at segment level, the first source character defining the format of the target segment. Wordfast makes every effort to duplicate the styles of, for example,

untranslatable elements; in some cases, you may have to manually apply bold, italic etc within the segment).

6. **Terminology consistency.** Over a large project (say you receive 50 pages every month, so you work for this particular customer 5 days a month, for 12 months), every time you work, you will have to remember the customer's glossary. With Wordfast, you create and save a particular setup for each customer, which remembers TM and glossaries. Wordfast will warn you every time the translation's terminology is in conflict with the customer's glossary.

## Translation Memory

The natural complement of a segmenter is translation memory. Every time a segment is translated, it is stored in the TM. Thus, a TM is a database of Translation Units (TU). A TU records source & target segments, date of creation, languages used, and the ID of the TU's creator. It also has a usage counter that records how many times a TU was re-used. The more a TU is re-used, the more it is valuable.

Translation memory, mostly on technical documents, can save a lot of time, because Wordfast will recognise segments that were already translated and propose them - you only have to check, validate and move on.

When Wordfast has delimited a segment, it will scan the TM, searching for an exact or approximate match to the source segment. If a match is found, the TU's target segment (the recorded translation) is proposed. Wordfast will display a number, ranging from 0 to 100, that rates the degree of similarity between the document's source segment and the TU's source segment. A 100% match is considered exact. A match under 100% but equal to or above the (user-definable) [fuzzy threshold](#) is considered fuzzy; beneath that value, it is considered a no-match and will not be proposed.

If a translation is proposed, pressing Ctrl+Alt+M (Memory) will display the TU that was found during the TM's scan. In the case of a fuzzy match, differences between the document's source segment and the TU's source segment are highlighted. The [TM management](#) section contains valuable supplementary information.

If Wordfast has found many matches, pressing Alt+Right/Left will display matches with lower/greater analogy value.

## Appendix II - language & spell check settings

A document can contain text written in different languages. In Ms-Word, the language is a text attribute, just as font, colour, etc. The Tools/Language menu is used to apply a certain language to a selection. This language setting is important, for example, when spell-checking. Usually, the client will send you a document where all the text has the source language (e.g. "English") as attribute. When translating, it is important that the target text receives the target language (e.g. "French") as attribute. This allows you to spell-check the target segments using the proper dictionary. This should be set up in Wordfast's Setup/Gen tab.

Wordfast will apply the specified target language (or default language, as specified in Setup/Gen) to the target segment. If, however, you have chosen the "*leave unchanged*" setting, Wordfast will not redefine the target language.

## Appendix III - Macro samples

Macros should normally be entered in Normal.dot. To do so: in Ms-Word, use Tools/Macro/Visual basic editor (or press Alt+F11) to open the VBA window. In the left side of the window, double-click "Normal". If there is no module, use the Insert menu to add a module. Usually, a new module called "Module1" is added. Double-click it. A window should open to the right: this is where you should copy-paste the macros given below, and edit them as needed. These macros will be saved with Normal.dot when you exit Ms-Word.

The Wordfast hotline does not offer support on VBA and macros. Refer to your Ms-Word manual, or to literature on the subject.

In Wordfast/Setup/Ext, you should enter "Normal.Module1.CheckLength" if, for example, you want to try the first macro described below (either as a QC macro, or as a post-segmentation macro).

To associate a macro with a shortcut: use the View/Toolbars/Customise menu. Click "Keyboard". In the leftmost list, choose "Macros" as category. In the rightmost list, click the macro name. Enter the Shortcut in the textbox, then click "Assign". Close the dialog box.

You should never use the following statements or instructions in macros you intend to use with Wordfast:

End (this ends all VBA processes, including Wordfast)

Close (Close followed by a file number opened by you is all right, but Close alone closes all opened I/O files, including Wordfast's)

Reset (closes all opened I/O files, including Wordfast's)

If you need to open and close I/O files on disk, remember to use the `FreeFile()` function to ask VBA for an available I/O file number. Otherwise, your macro may conflict with a file already in use by Wordfast.

If you want your QC or post-segmentation macro to refuse to validate the segment and prompt the user to correct the translation, your macro should add a "WfStop" bookmark anywhere in the document (simply insert a `Selection.Bookmarks.Add "WfStop"` instruction before ending the macro). If Wordfast finds such a bookmark, it will cancel segment validation, remove the bookmark and take the user back to the target segment.

### Checking segment character count

Here is a typical QC macro using the interactive mode just described above. It checks the target segment to make sure it's not longer than 80 characters (spaces included). If it is, it warns the user and sends him/her back to the segment:

```
Sub CheckLength()
If Not ActiveDocument.Bookmarks.Exists("WfTarget") Then Exit Sub
If Len(ActiveDocument.Bookmarks("WfTarget").Range.Text) > 80 Then
    If MsgBox("Target > 80 signs! Stop and edit?", vbYesNo, "Wordfast") = vbYes Then
        Selection.Bookmarks.Add "WfStop"
    End If
End If
End Sub
```

## Checking segment visible length

The following macro does the same as the previous macro, but this time, the visible length of text is compared rather than just the number of characters. Note that a segment's visible length depends on its font.

```
Sub CheckRealLengthOfText()
'This macro warns the user if the target segment is over 130% of the source's length.
'The *real* visible length of text is compared, not just character count
'(Of course we assume both source and target have the same font and size)

Dim I As Integer, Segment As Range
Static L(1) As Long

For I = 0 To 1
  If I = 0 Then
    Set Segment = ActiveDocument.Bookmarks("WfSource").Range
  Else
    Set Segment = ActiveDocument.Bookmarks("WfTarget").Range
  End If
  Selection.Start = Segment.Start: Selection.End = Selection.Start
  Do While Selection.Start < Segment.End - 2
    Selection.MoveStart wdLine: Selection.MoveEnd , -1
    L(I) = L(I) + Selection.Information(wdHorizontalPositionRelativeToTextBoundary)
    Selection.MoveStart , 1
  Loop
Next

'Here, "1.3" means 130%. Change this figure as needed.
If (L(1) > L(0) * 1.3) Then
  If MsgBox("Target is over 130% of source target." + vbCr + vbCr + "Get back to the segment
and correct it?", vbYesNo, "Wordfast") = vbYes Then
    Selection.Bookmarks.Add "WfStop"
  End If
End If
End Sub
```

## Checking quotes consistency

The following macro compares source/target segment to make sure quotes are consistent (same types and numbers of quotes used). Add this macro to Wordfast/Setup/Ext, as a QC macro, or as a Post-segmentation macro.

When a quote discrepancy is found, Wordfast will warn the user, with a choice of getting back to the segment and correcting the problem, or just moving on to the next segment.

```
Sub CheckQuotes()
If Not ActiveDocument.Bookmarks.Exists("WfSource") Then Exit Sub
Dim I As Integer, Src As String, Trg As String, Quotes As String, Uq As String

Quotes = Chr(34) + Chr(171) + Chr(187) + Chr(147) + Chr(148)

Src = ActiveDocument.Bookmarks("WfSource").Range.Text
Trg = ActiveDocument.Bookmarks("WfTarget").Range.Text

For I = 1 To Len(Quotes)
  Uq = Mid(Quotes, I, 1)

  If (InStr(Src, Uq) > 0 And InStr(Trg, Uq) = 0) Or (InStr(Src, Uq) = 0 And InStr(Trg, Uq) > 0) Then
    If MsgBox("Possible problem with quotes (" + Uq + ".) Fix it?", vbYesNo, "Wordfast") = vbYes Then
      Selection.Bookmarks.Add "WfStop"
    End If
    Exit Sub
  Else
    If InStr(Src, Uq) > 0 Or InStr(Trg, Uq) > 0 Then
      If InStr(Src, Uq) > 0 Then Mid(Src, InStr(Src, Uq), 1) = "*"
    End If
  End If
Next
End Sub
```

```

        If InStr(Trg, Uq) > 0 Then Mid(Trg, InStr(Trg, Uq), 1) = "*"
        I = I - 1
    End If
End If
Next
End Sub

```

## Highlighting text with Shading

**Q:** I would like to highlight selected text, not using highlight, but Borders and Shading/Shade/Yellow instead. However, this is really slow because I have to use the menus each time.

**A:** Associate the following macro to Alt+H. See the part on [associating macros to a shortcut](#).

```

Sub HighLight()
    Selection.Font.Shading.BackgroundPatternColorIndex = wdYellow
End Sub

```

## Extracting the contents of textboxes into a new document

**Q:** I want to run a word count of all the text contained in textboxes in my document.

**A:** Run the following macro. It will create a new document containing all text found in textboxes.

```

Sub ExtractFromTextBoxes()
Dim I As Integer, J as Integer, Boite As Variant, ThisDoc As Document

ActiveWindow.View.Type = wdPrintView
Set ThisDoc = ActiveDocument
DocName = ThisDoc.FullName
Documents.Add

On Local Error Resume Next

' Convert InlineShapes (anchored shapes) to regular shapes
For Each Boite In ThisDoc.InlineShapes
    Boite.ConvertToShape
Next

' I > 0 indicates there are still ungrouped textboxes to process
' J is just a security to avoid looping endlessly.

I = 1: J = 0
While I > 0 And J < 10000

    ' Ungroup grouped shapes
    For Each Boite In ThisDoc.Shapes
        Boite.Ungroup
    Next

    ' make sure all textboxes were ungrouped
    ' (embedded groupings may need more than one pass to be ungrouped)
    For Each Boite In ThisDoc.Shapes
        I = 0: I = Boite.GroupItems.Count
        If I > 0 Then Exit For
    Next
    J = J + 1
Wend

For Each Boite In ThisDoc.Shapes

    With Boite.TextFrame
        ' If a textbox has text, copy it into the empty document

        If .HasText Then
            Selection.InsertAfter .TextRange
            Selection.InsertParagraphAfter

```

```

        Selection.Start = Selection.End
    End If
End With

Next

' Ungrouping usually creates a mess:
' close the original document without saving it
ThisDoc.Close 0

End Sub

```

## From Text to Doc: a smarter approach

The following macro attempts to rebuild a DOC-like document from a TXT document where all lines unconditionally end with a paragraph mark.

Text copied from the Internet, or from PDF files, suffer from this common problem. Note that there is no sure-fire way of "guessing" how paragraphs should be rebuilt. The following macro uses a few methods that usually give good results, rebuilding most paragraphs correctly. But the final result must be visually checked before professional use.

```

Sub TextToDoc()

Dim S As Selection, D1 As Range, D2 As Range, IsPara As Boolean, T As String

If Windows.Count = 0 Then MsgBox "Sorry, no document open": Exit Sub

Set S = ActiveWindow.Selection: Set D1 = S.Range: Set D2 = S.Range
S.End = 0

Do While S.Start < S.StoryLength - 1

    ' Turn off screen refresh for better speed
    Application.ScreenUpdating = False
    IsPara = False

    ' We store the last letter of the line into the string T
    S.MoveEndUntil vbCr: T = Trim(S.Text): T = Right(T, 1)

    ' A first attempt to determine if we do have an end of paragraph:
    ' the line ends with an end-of-sentence

    If InStr("!.?", T) > 0 Then IsPara = True

    If S.End < S.StoryLength - 3 Then
        D1.SetRange S.End + 1, S.End + 2

        If IsPara Then D2.SetRange S.End - 1, S.End Else D2.SetRange S.End - 2, S.End - 1

        ' If the last character of the line is lowercase and the first character of the next
        line is uppercase,
        ' we'll assume we've got a real paragraph.
        ' Disable this for languages that capitalize a lot, like German etc.

        If D2.Characters(1).Case = wdLowerCase And D1.Characters(1).Case = wdUpperCase Then
            IsPara = True

            ' if the font name or size varies from the current line to the next, we'll also assume
            ' there's a new paragraph. Very often the case with text copied from PDF; not
            ' relevant with Txt files.

            If S.Font.Name <> D1.Font.Name Then IsPara = True
            If S.Font.Size <> D1.Font.Size Then IsPara = True

        End If

    ' If we do not have a paragraph, then join the two lines into one and move on

    If Not IsPara Then
        S.Start = S.End: S.Delete: S.InsertAfter " "
    End If
End While

```

```

Else
  S.InsertParagraphAfter: S.MoveStart wdParagraph, 1: S.MoveStart wdParagraph, 1
End If

Loop

S.End = 0

MsgBox "Text to Doc conversion finished. Please check the document."
End Sub

```

## Appendix IV - Advanced Find/Replace

Ms-Word's Find/Replace feature (FR) accepts wildcards and advanced features. A good understanding of FR can save the day on numerous occasions. I had to oversee translation projects where, to my astonishment, translators were spending hours executing visual/manual Find-Replace actions that could have been safely executed automatically.

Sure, FR actions can be destructive if they're not executed properly, since they can modify unwanted parts of the document. On a short document, a visual/manual FR can be preferred, since setting up and testing a smart and safe FR can take a little while.

Note that PlusTools offers a FR feature that can be run over many files, both in manual and automatic mode, with the possibility to edit the document and restart the FR where it was interrupted.

### Back to source

Q: Whoops! My documents have been pretranslated, and I don't have access to the originals. But now I would like to have the originals back, unsegmented. Apparently, it takes a lot of successive Find-Replace passes to un-segment documents...

A: Quite the contrary. It takes only one FR pass to do that.

```

Find what      (\{0\>)(*)(\<\})(*)(\{>)(*)(\<0\})
Replace with   \2
Use Wildcards
Set the replacement font format to "not hidden" (check, then uncheck, the "Hidden" checkbox).

```

The only limitation is, make sure source segments do not contain hidden text. But they rarely do.

### Turning US financial number formatting into French

This means changing US thousand separators (commas) into non-breaking spaces, and US decimal separators (full stops) into commas. Here is a two-pass method:

```

Find what      .([0-9][0-9])>
Replace with   ,\1
Use Wildcards

```

then,

```

Find what      ([0-9]),([0-9][0-9][0-9])
Replace with   \1^s2
Use Wildcards

```

This method is offered as sample in Wordfast's Pandora box commands. Note that Wordfast's "TargetFindReplace" command executes FR actions *only in the current target segment*, at segment validation time.

Use this FR in automatic mode ("Replace all") if the figures and numbers in your document are essentially financial. If, however, your document mixes scientific figures with financial figures, I recommend using this FR method with a visual confirmation for each replacement (click "Find Next" and "Replace" rather than "Replace all").

## From Text to Doc

Q: In my document, all lines end with a carriage return, even if they don't end a paragraph. What can I do to reconstruct a normal text flow?

A: There is no absolute answer, but a global FR can do most of the job; a last manual verification will restore paragraphs that are unduly cut. See the other, smarter, macro-based alternative in Appendix III, "[Text to Doc](#)".

```
Find what      ^p^p
Replace with   <!?!a$
```

The above FR will preserve double paragraph marks (replacing them into a very unlikely sequence of characters, which we here call a code)

```
Find what      ^p
Replace with
```

The above FR will turn all single paragraph marks into a space. A space has to be entered in the "Replace with" argument.

```
Find what      <!?!a$
Replace with   ^p^p
```

The above FR will restore double hard carriage returns.

This is a typical three-pass FR example. Note that when using wildcards, Ms-Word no longer accepts some characters such as ^p (hard carriage return), so two- or three-pass FR actions are often necessary to bypass this limitation.

But hey, wait a minute...

Actually, a one-pass FR can achieve just the same result, but don't tell anyone, because it's a secret:

```
Find what      ([!^0013])([^0013])([!^0013])
Replace with   \1\3
Use Wildcards
```

(*Note the space after \1*) Amazing, right? Be cautious though – on some Ms-Word versions, ^0013 introduces a new line but not necessarily a *paragraph*, as surprising as this may seem... Use this geeky method if you're a geek yourself and know what you're doing.



## Replacing numbers

A segmentation problem had produced segments where match values were often over 100. So the documents had such match values as <833> or <944> etc. It appeared that the last figure of the match value had been duplicated (these two segments should have been <83> and <94>). How could this be fixed in many documents, in one pass, making sure other figures are not modified by the procedure?

The answer is:

Find what	(\<})([1-9])(?)(\>)
Replace with	\1\2\4\5
Use Wildcards	

Explanation: When the "Match wildcards" checkbox is checked, "expressions" are anything contained within parentheses. The "Replace with" numbers actually refers to expressions located in the "Find what" argument.

The ([1-9]) expression in the "Find what" argument, for example, refers to any number in the range 1 - 9. In the "Replace with" argument, it is referred to as \1, meaning, "expression 2".

So the FR action can be read as:

Look for chunks of text made of the following 5 contiguous expressions:

1. < followed by
2. *Any number between 1 and 9* followed by
3. *any character* followed by
4. *any character* followed by
5. >

If such a chunk of text is found, replace the entire chunk with expressions 1, 2, 3, 5.

As a result, the redundant number (expression 4) is deleted from match values, with no risk of upsetting the rest of the document. An added safety measure could be to set the style for the Search parameter to "tw4winMark".

## Delete target segments that are just a copy of the source segment

Q: I have a segmented document, where the source segment was copied over the target segment when there were no matches (0%). Now I would like the target segments to be empty instead, but of course, leaving fuzzy and exact matches in place, untouched.

A: a find-replace can, in one pass, transform zero matches where the source has been copied to target into no-matches with an empty target.

Find what	(\<)\0\>*(\<0\>)
Replace with	\1\2
Use wild cards	

## Associating macros to a shortcut.

Use the View/Toolbars menu, click the customise submenu. Click "Keyboard". In the "Categories" list, click "Macros". Select the macro. Enter the shortcut in the Shortcut text box, then click "Assign" then "Close".

## Credits

Screenshots courtesy of Horváth "Frank" Ferenc.  
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