



# USER MANUAL

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## Introduction

Wordfast is a Computer-Aided Translation (CAT) program designed as a Microsoft Word™ add-on. Its primary purpose is to help translate Ms-Word documents (the *DOC* format). Wordfast combines three technologies: segmentation and Translation Memory (TM). The reader who is not familiar with these concepts should read [Appendix I](#) for a brief introduction.

Wordfast also offers advanced terminology functions: three simultaneous glossaries, concordance search in unlimited numbers of TMs, reference search in unformatted documents, links to external, third-party dictionaries or web-based terminology databases etc. The client's critical terminology can easily be entered in a Wordfast glossary, usually by copy-pasting; all segments will be checked for terminology consistency during the translation process.

Wordfast includes real-time Quality Assurance ([QA](#)) functions that include a typography checker, a terminology compliance checker, etc. Documents can be verified 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'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™, MemoQ, etc.

All this power is packed into a compact Ms-Word template. Wordfast works with Ms-Word 97, Ms-Word 2000 & 2002 (a.k.a. Word "XP"), Ms-Word 2003, Ms-Word 2007, Ms-Word 2010 for PC, Ms-Word 98, 2001 for MacIntosh OS Classic and Ms-Word X, 2004, 2011 for OSX (MacIntosh compatibility must be assessed on your system; tune-up may be required as outlined in the [troubleshooting](#) section. Note that Word 2008 for the Mac has no VBA support and does not run Wordfast). An unlimited number of 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.

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)

## Disclaimer

If you start using Wordfast, take time to get acquainted with it before engaging in large or complex projects. Make sure you test Wordfast on your system and are aware of its limitations. Not *all* projects or documents can be translated with Wordfast. There is a level of complexity (in layout, formatting, embedded objects, dynamic documents linked to sophisticated templates, documents with very large tables, etc.) beyond which Wordfast, and any CAT tool, will give up. Reason commands that large or complex documents be *prepared* for translation, for example, by separating them into smaller, more manageable sub-documents, removing large graphics, etc.

When you consider starting a translation project where there are formats or layouts you have not handled before, test-drive Wordfast on sample paragraphs to make sure it will behave correctly before accepting the job. Proceed with caution when there are technicalities you are not comfortable with.

Wordfast does not replace the translator's or the client's technical ability to handle documents. Like all tools, Wordfast requires skills - it does not replace them.

The Wordfast website ([www.wordfast.net](http://www.wordfast.net)) download page has **training guides** that are illustrated, step-by-step methods for beginners. Do not attempt to use Wordfast unless you learned the basics with the training guide level 1. The short [\*instructions for use\*](#) further below assume you're already comfortable with basic Ms-Word operation.

## 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 (or any shortcut for Ms-Word's "Find" dialog box), then type "quotes" and press Enter.

This is why printing the manual on paper is not the best idea: you will find information in an electronic version of the manual much faster than flipping through a hundred pages.

To follow hyperlinks (marked in blue) or move from the Table of Contents to chapters and sections, some versions of Ms-Word may require that you press the Ctrl key while the mouse hovers over the hyperlink.

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

## Special versions: Mac, Word 2007 & 2010, Linux.

### Mac

Due to limitations in the way Microsoft implemented the macro-language (VBA, Visual Basic for Applications) on all Mac versions of Ms-Word, some features are not available when Wordfast runs on a Mac, third-party dictionaries are not available.

Word 2011 is recommended for optimal performance on a Mac. Do not use Word 2004 or older versions of Word: Wordfast works on them, but those versions of Ms-Word are just too slow.

## Word 2007, 2010

With Office 2007, Microsoft has put an end to classic toolbars, the way we have known them since the first Word for Windows. This move has been criticized for the last two years by nearly everybody, even by those who never indulged in Microsoft bashing, the author included. A totally redesigned Wordfast toolbar has been created, which can be docked to Ms-Word's top right corner, or floated somewhere on the desktop, outside Ms-Word. Glossary toolbars, if used, are attached to that new toolbar.

## Linux

Ms-Word works under Linux just as in a Windows machine, to the possible exception of VLTM and web-based machine translation support.

## Technical specifications

### Translation memory (TM)

**Size:** up to 1,000,000 Translation Units (TU) per single TM. You can create and maintain as many TMs as you want, in as many languages as you want.

**Format:** Wordfast uses TMs in either plain text format (ANSI), or Unicode format (UTF-16 only, on Mac or PC). The Wordfast TM format is open, straightforward, easy to read, maintain, share, and store. It is fully described in this manual in the [Wordfast TM format](#) section. Any text editor can open a Wordfast TM for viewing, editing, merging, proof-reading etc. Microsoft Word can be used to manage TMs, but Wordfast itself offers tools to edit TMs. This format guarantees robust data, superior versatility and compatibility. It is probably the most compact format in the industry: a Wordfast TM is typically three to four times less bulky than its competitors. This is important when vast collections of TMs are considered.

The Wordfast TM format has never changed: Wordfast versions 1, 2, 3, 4, 5 all share the same format. This format is extensible for future features without destroying compatibility with previous versions.

**Compatibility:** Wordfast can read and write (import from, export to) the TMX format.

**TM engine performance:** The Wordfast TM engine is built to spot exact and/or fuzzy matches in less than half a second in most cases.

In case no fuzzy or exact match exists, Wordfast can retrieve expressions or text that has a relevance to the source segment being translated.

**Integration:** The Wordfast TM engine is *totally integrated* in Ms-Word: you don't need to run another application.

**Networking:** An unlimited number of users can share the same TM over a LAN (Local Area Network).

## Glossaries

Wordfast can use up to three simultaneous glossaries.

**Size:** the size of a glossary in Wordfast has been voluntarily limited to 250,000 entries. Most project-specific glossaries supplied by clients have far less than 10,000 entries - closer to 1000 for most.

**Format:** like the TM format, the glossary format is plain text (Unicode or not), tab-delimited. It is therefore easy to feed terminology into a Wordfast glossary by simply copy-pasting it from a client's glossary, combine glossaries, etc.

**Features:** Wordfast glossaries offer a full range of services, from querying a term or expression, to full-fledged terminology recognition that highlights known terms in the source segment in real-time.

**Fuzzy terminology recognition:** Wordfast can recognize exact or fuzzy terminology in glossaries. Glossaries can be used as they are, or fine-tuned with the use of wildcards to meet special requirements.

**Integration:** Wordfast glossaries are *totally integrated* in Ms-Word - you don't need to run yet another application.

**Networking:** An unlimited number of users can share the same glossaries over a LAN (Local Area Network).

## Supported languages

Wordfast can be used to translate any of the languages supported by Ms-Word. This includes all European, Latin-based languages, Chinese/Japanese/Korean, right-to-left languages (Arabic, Hebrew), Cyrillic, in addition to Central European, Greek, various forms of Hindi, numerous minority languages, etc.

## Document format

Wordfast uses Ms-Word as text editor, thereby taking all formats recognised by Ms-Word. Wordfast can handle files that have been *tagged*. Wordfast is compatible with the "tagged" format produced by RWS Rainbow, Trados Stagger etc., so Wordfast can easily be integrated in a Trados-based architecture to translate tagged files for FrameMaker, SGML, Quark Xpress, PageMaker, InDesign, etc.

## System requirements

The system (Windows 95...Window XP, Mac OS7...Mac OSX, Linux+Ms-Office) is not relevant.

Wordfast will operate smoothly on any system that comfortably runs Microsoft Word 97 or higher.

Supported Ms-Word versions are: Word 97, Word 2000, Word 2002 (a.k.a. XP), Word 2003 as well as Word 98, Word 2001, Word X, Word 2004, and Word 2011 on the MacIntosh; 2011 is strongly recommend on a Mac. The better Ms-Word works (in speed and reliability), the better Wordfast works. Even a modest 120-Mhz PC/Windows running Ms-Word 97 will do fine. For the MacIntosh, a medium processor (500 MHz) is recommended with OS7-9, and a fast one (1 GHz) is recommended for OSX.

## 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". If you see a "Trusted sources" pane, check all options*

*present in it. Then close Ms-Word and open it again before automatic installation can be done.*

**Mac Word 2011:** No automatic installation is available at this time. Do not open wordfast.dot in Ms-Word. Drop wordfast.dot in a folder of your choice (preferably not the desktop!). In Word 2011, use the Tools/Templates & Add-Ins to open (select) wordfast.dot.

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 click the "Install Wordfast" button.

Systems using Unicode, like Chinese, Japanese, Korean, Russian, CE, Arabic, Hebrew etc should read the note on using [latin-character path \(folder\) names and file names](#).

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 and resides in Ms-Word's Tools/Templates & Add-Ins dialog box. Wordfast.dot does not need to be opened as a document again.

## 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 (all systems)**

\Program files\Microsoft Office\Office\Startup

### **Ms-Word 2000 and above:**

Windows 9x: \Windows\Application Data\Microsoft\Word\Startup

Windows NT: \WinNt\Profiles\User name\Application data\Microsoft\Startup

Windows 2k, XP: \Documents and settings\User name\Application data\Microsoft\Word\Startup

### **Windows Vista, Seven:**

\User name\AppData\Roaming\Microsoft\Word\Startup

### **MacIntosh:**

Microsoft Office 98:Startup

Applications:Microsoft Office X:Office:Startup:Word

Note that the exact location of your Startup folder is given by Ms-Word in the Tools/Options/Default folders (or Preferences/Default folders on Mac versions) dialog box. If no startup folder is specified in this dialog box, please specify one. Ms-Word must have a startup folder for add-ons to be loaded at startup time. If you cannot see your Ms-Word *Startup* folder in your hard disk, see the note below on [hidden folders](#).

Systems using Unicode, like Chinese, Japanese, Korean, Russian, CE, Arabic, Hebrew etc should read the note on using [latin-character path \(folder\) names and file names](#).

Open Ms-Word. If you do not see the Wordfast icon, use Word's View/Toolbars menu to check the Wordfast toolbar. If this menu does not have a "Wordfast" option, see below.

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 Ms-Word, 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. The bottom line is: Wordfast is entirely written in Ms-Word macro language, and if your network administrator, or your antivirus, refuses the installation of any macro-based program, then running Wordfast is impossible.

**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 that every time you start Ms-Word, you will have to use the same dialog box, and check the "Wordfast" template.

If no automatic and no manual installation works:

1. Create a new folder at the root of your hard disk, for example C:\Wordfast or C:\Program files\Wordfast. Copy wordfast.dot into that newly-created folder.
2. Start Ms-Word. Use the Tools/Options/Default folders, click the Startup folder, then click the change button and specify the newly-created folder so it becomes the new Startup folder. Close and re-start Ms-Word. If the Wordfast toolbar does not appear, use the View/Toolbars menu to activate it.
3. If step 2 still does not work, in Ms-Word, use the Tools/Templates & Add-Ins dialog box, click the "Add" button to add the wordfast.dot template just copied in step 2. If the Wordfast toolbar does not appear, use the View/Toolbars menu to activate it.

*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 "classic" OS 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 blue/green icon in Wordfast's toolbar.

*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 a single blue/green icon should appear. Click it: the full toolbar should expand, and look like this on Word 97, 2000, 2002 (XP), 2003, and on 2011 (Word for Mac):



The toolbar will look like this with Word 2007 and Word 2010 on Windows:



Note that the default toolbar, as it appears after a fresh installation, has less icons. The following two groups of three icons:



must be enabled using the Wordfast > Setup > UI dialog box. The first group of icons are used to turn "companions" on or off. The second group of icons are used to turn three features on or off during translation without opening the Wordfast dialog box.

## Removing Wordfast

### Automatic removal

Start the main Wordfast window by clicking the last icon in the toolbar, or press **Ctrl+Alt+W**. In the last tab (the "About Wordfast" tab, which has a question mark ? as name), click the *Remove Wordfast* button. Only the *program* (wordfast.dot and WfRelay.dll, when applicable) is removed.

### 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. You're done.

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 for hidden purposes, does not add/delete folders, does not add/remove any DLL etc. Thus, all it takes to un-install Wordfast is to delete `wordfast.dot`.

**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 and display 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.

## Upgrading Wordfast

Download the most recent version of Wordfast from [www.wordfast.net](http://www.wordfast.net).

## Automatic upgrade

Repeat the automatic installation procedure.

## Manual upgrade

Repeat the manual installation procedure, or:

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

*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. Upgrade to newer versions of Wordfast preferably between jobs, when you are not under pressure, unless you really need a new feature found only in a newer version.

## 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 will halt. All your work and data (Translation memories, glossaries, documents etc) is safe – but Wordfast may refuse to go any further.

You will find FAQs on this topic at <http://www.wordfast.net/?whichpage=faqbuying> and a complete description of the licensing scheme at Wordfast's knowledge base at <http://www.wordfast.net/know.php?ToDo=view&questId=43&catId=16>

You will find the Wordfast End User License Agreement at  
<http://www.wordfast.net/?whichpage=agreement>

You must have downloaded and installed Wordfast before buying a license. You should have tried Wordfast on your system before you decide buying it.

If your computer is connected to the Internet, Wordfast should automatically recognize whether it is licensed or not. This automatic licensing method works even if your internet connection is intermittent. Wordfast needs to connect to its centralized licensed server at least once every fortnight, or once every 10 days, on the average.

If automatic licensing is successful, the ? ("About Wordfast") tab in Wordfast's setup window displays the number of logical drives on which Wordfast has been installed so far. A *logical drive* is a formatted partition in a hard disk, like C:\ or D:\ on Windows, or MyDisk: or MyMac: on a Mac; reformatting a hard disk results in a new *logical drive* being created). After four different installations or re-installations in the same year, we require a simple email communication to the [Wordfast hotline](#). Simply state why there were four installations in the same year on four different drives. The reasons can be that you moved to four new or different computers in the same year, or you had to frequently format your hard disk. Your counter will be reset, and you will be able to license Wordfast again for other drives. We reserve the right to block further licensing in case of abuse of this liberal relicensing policy. Note that, as per the End User License Agreement (<http://www.wordfast.net/?whichpage=agreement>), licenses can be used only by the buyer, and cannot be given to, sold to, transferred to used by, any third party.

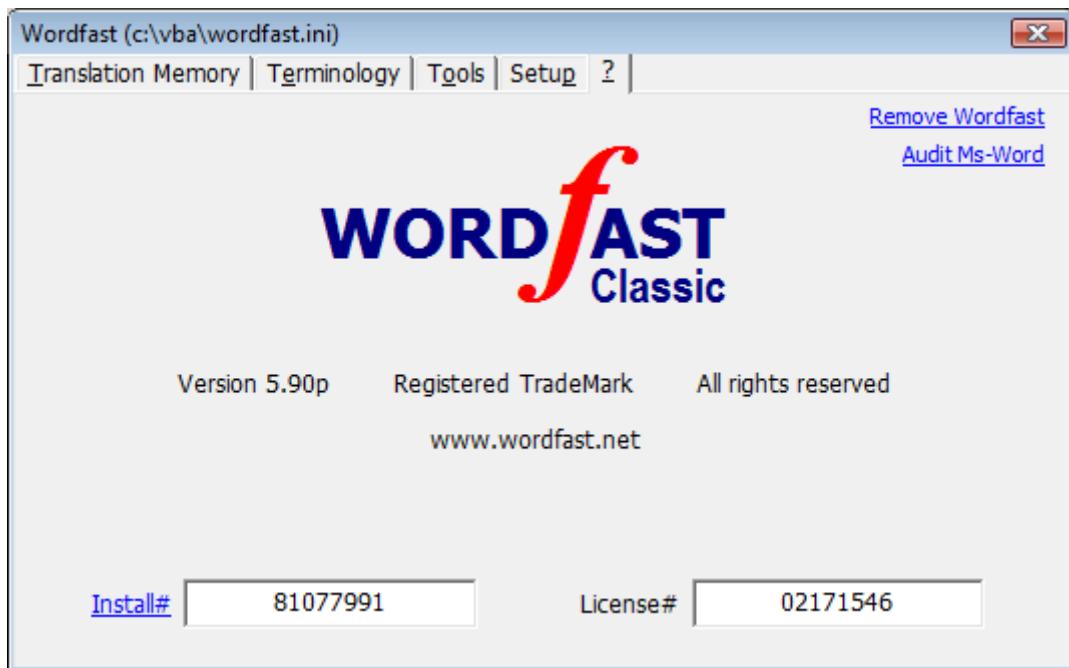
During the automatic internet licensing, Wordfast sends the license server an encrypted string of characters that contain Wordfast's unique serial number, as well as a so-called "Install number" which reflects a few non-confidential, anonymous characteristics of the local hard disk. Here is a sample of what that encrypted number looks like:

09876543azKmù%\*µ;hgs(=q+Q?,wjk.m=@

The license server decrypts the identifier, verifies the corresponding license validity, and sends back a yes/no reply, plus the number of times Wordfast was installed on a different logical drive. Note that great care is exercised to avoid sending any confidential or personal information (such as names, email address, etc.) over the interne. The automatic licensing

process only uses information that is not relevant or meaningful outside the Wordfast-to-server communication.

If no internet connection is found, a manual licensing operation is needed. 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, included in an invoice (you may receive an invoice or receipt from our secure payment website partner, but what you need is the invoice from the Wordfast distributor, with the license number quoted in it). 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/TM/Reorganise button. You can now continue using Wordfast. If other TMs ask for a license number, simply reorganise them.

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 few hours to complete (credit card) or a week (bank wire, cash transfer, cheque etc).

If the license number is correct, the limitation on TM size will be lifted after the TM has been reorganised. *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 with all features, the only difference being the presence, or absence, of a valid license number.

The entire Wordfast application is contained 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 a mailing list (see the [community](#) page in the website) to see if an upgrade has been released. Once you own a license, you can

upgrade to newer versions of Wordfast for free during three years. You only need to download Wordfast and install it - it will replace the existing version.

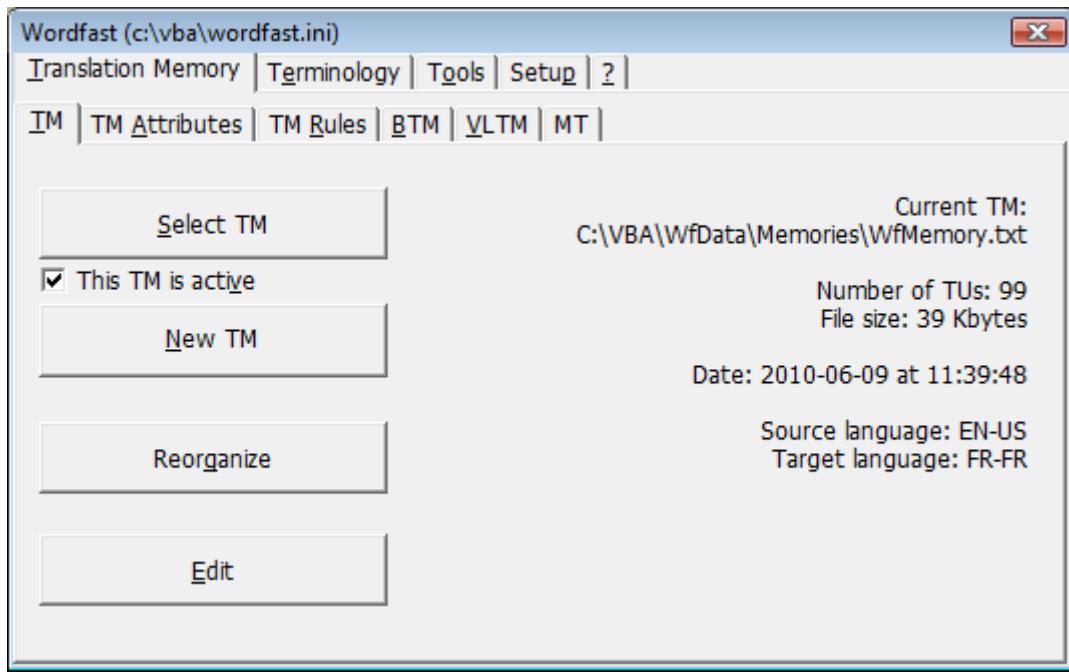
**DISCLAIMER:** The author or distributor(s) of Wordfast do not accept any liability for the use or misuse of Wordfast. When buying a license, users recognise they had sufficient time to try and test Wordfast on their particular system and are willing to use it as it is, however imperfect Wordfast may 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

If the Wordfast toolbar has only one visible icon, click it to expand the toolbar.

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



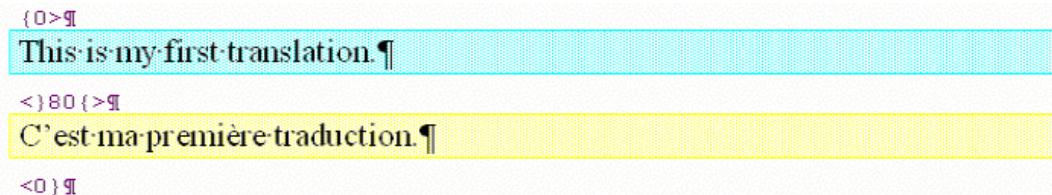
Click the "New TM" button to create a new translation memory. You will be prompted to give TMX-compliant [ISO](#)-based codes of the source and target language used in your TM. Once Wordfast has created the TM (which is a Ms-Word document in text-only format) you will be prompted to name and save it.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

- Open the document to be translated, click the  icon.   
*The first source segment appears against a blue background (note that segments are delimited with purple markers such as <10>, 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 *Select documents* 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. Never translate originals.
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 save you time, and keep your TM streamlined.
4. During a session, you can select text further down in the document and force Wordfast to use that 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 proposes the TU that has the highest match rate, if it finds more than one matching TU. The Alt+right/left shortcut will display the next/previous matches by order of match value, 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.

**Alt+Home** can be used to resume a translation session. It will re-open the segment that was last closed. If **Alt+Home** is used when the last document is not yet opened (as when you simply launch Ms-Word), it will re-open the last closed document, and resume translation at the last closed segment.

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:

<b>Shift+Alt+End</b>	Closes the current segment without writing it into the TM.
<b>Alt+Delete</b>	<p>When a segment is opened (the source segment appears against a pale blue background), this shortcut deletes the contents of the target segment, then closes the segment (and the session) and restores the source segment as it was before segmentation.</p> <p>When no segment is opened, unsegments the entire document (returns the document to a source-text-only state).</p>

Other icons/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 Source</b>	 (Alt+Ins) copies the source segment over the target segment.
<b>Translate</b>	 Translates until a non-exact match is found.
<b>Concordance</b>	 (Ctrl+Alt+C) scans the BTM & TM and displays all TUs containing a specific word. By default, the search for concordance 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 for concordance in the TMs <i>target</i> segments.
<b>Reference</b>	 (Ctrl+Alt+N) scans the files located in the folder specified with <i>Wordfast/TerminologyReference/Reference search folders</i> to retrieve and display reference material.
<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 assurance</b>		(Shift+Ctrl+Q) toggles real-time QA 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.
<b>Ctrl+Alt+X</b>		If Wordfast proposes to process bookmarks without cleaning up the document, see the note on <a href="#">Bookmarks</a> .
<b>Ctrl+Alt+Ins</b>		Deletes the contents of the target segment.
<b>Shift+Alt+Down</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+Ctrl+G</b>		Forces Wordfast to segment the text you selected.
<b>Alt+Up</b>		Loads the glossaries into the toolbar, if their size is less than 200 Kbytes.
<b>Alt+right/left</b>		Can be used to return to the previous segment.
<b>Ctrl+Alt+left/right</b>	 	If more than one match was found in the TM, this shortcut will display the next/previous TU found, by order of match rate.
		Selects the next/previous placeable (in the source segment);
<b>F10</b>		<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>Ctrl+Comma</b>		Marks a segment as <i>provisional</i> . Read the note on <a href="#">provisional segments</a> for this important feature.
<b>Alt+F12</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.
		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.

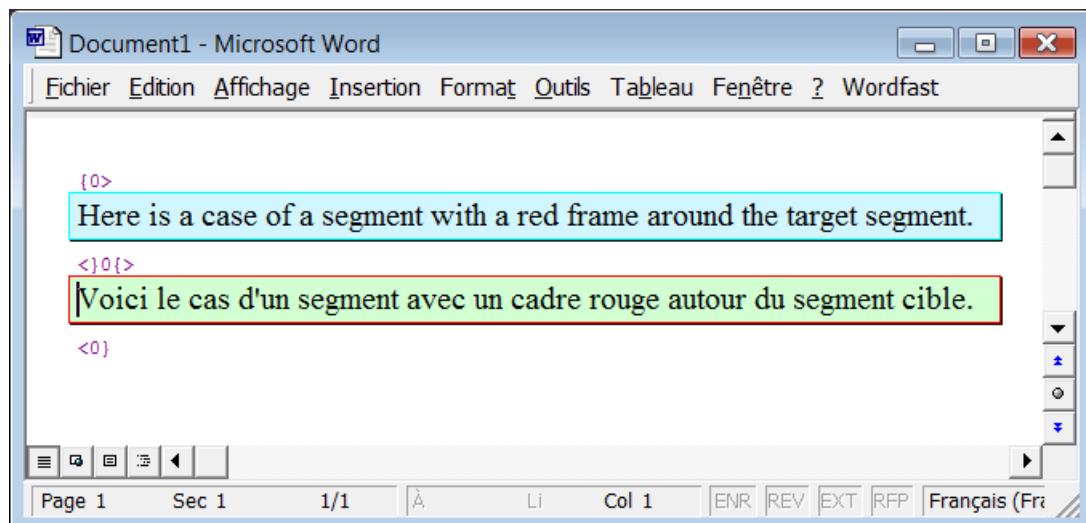
**Notes:**

1. Trados Translator's Workbench (TWB, all versions) accepts documents translated with Wordfast for clean-up (and vice-versa); Wordfast TM files can be shared with tools from Trados™, DéjàVu™, CypressSoft™, Star Transit™ etc using the TMX standard.
2. When a TU is displayed above the current segment, use Shift+Alt+Insert to copy the TM's target segment into the document's target segment.

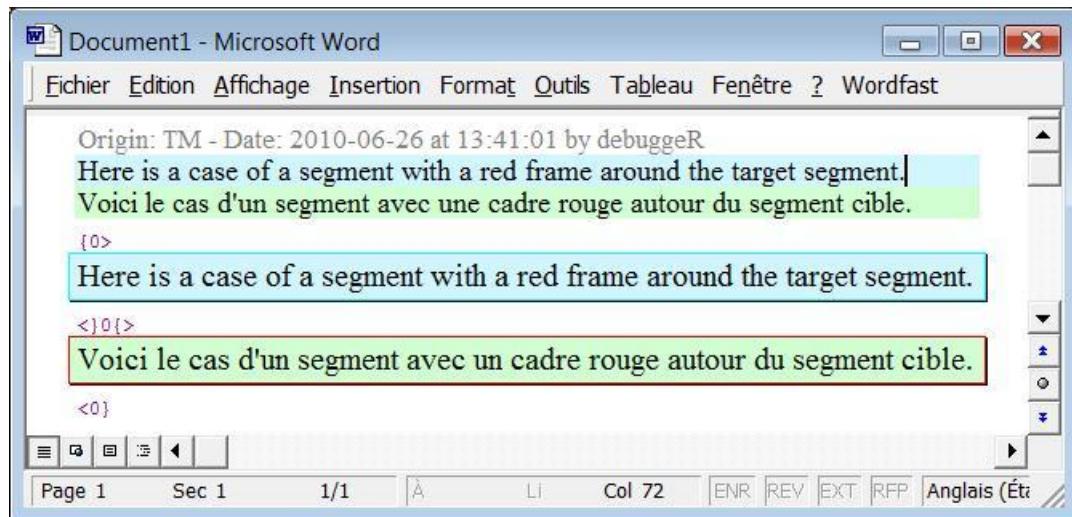
3. If you wish to exclude some portions of the document from the translation process: create a new style named "tw4winExternal". Apply that style to untranslatable portions of the document. Another, simpler way, is to choose one text attribute (either DoubleStrikeThrough, Gray highlight or Animation/Marching Red Ants), apply it to the untranslatable text, then check the corresponding option in Wordfast/Setup/Segments/"Use ... as untranslatable attribute" option.

## Segments with a red frame

When opening an already-segmented segment, where the contents of the *target* segment does not correspond 100% to the one in the TM, the target segment will be framed in red. This can occur if you translate a document, then manually edit typos in some target segments (without opening the segments with Wordfast for edition - *manually* here means you directly edit the text in Ms-Word). The red frame around the target segment indicates that the target text has been changed since the time the segment was originally written into the TM.



Pressing **Ctrl+Alt+M** and inspecting the target segment thus displayed should bring up the difference - which is usually minor typo edition. In the example below, the French article "une" in the original target segment - as it was registered in the TM - had been corrected to "un". Committing the red-frame segment (moving out of it with **Alt+Down** or properly ending the session with **Alt+End**) will stamp the corrected version of the TU (source+target segment) into the TM, and erase the existing TU which caused the red frame. When re-opening the segment, the red frame should be gone.



## Provisional segments

If you want to leave a segment in a temporary, "provisional" state because it 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 first provisional segment in the current document and open it again so you can finalize it. When you close (validate, or commit) the segment by pressing Alt+Down *Next segment* or Alt+End *End translation session*, the segment will lose its provisional segment status, and the pink marker will be removed.

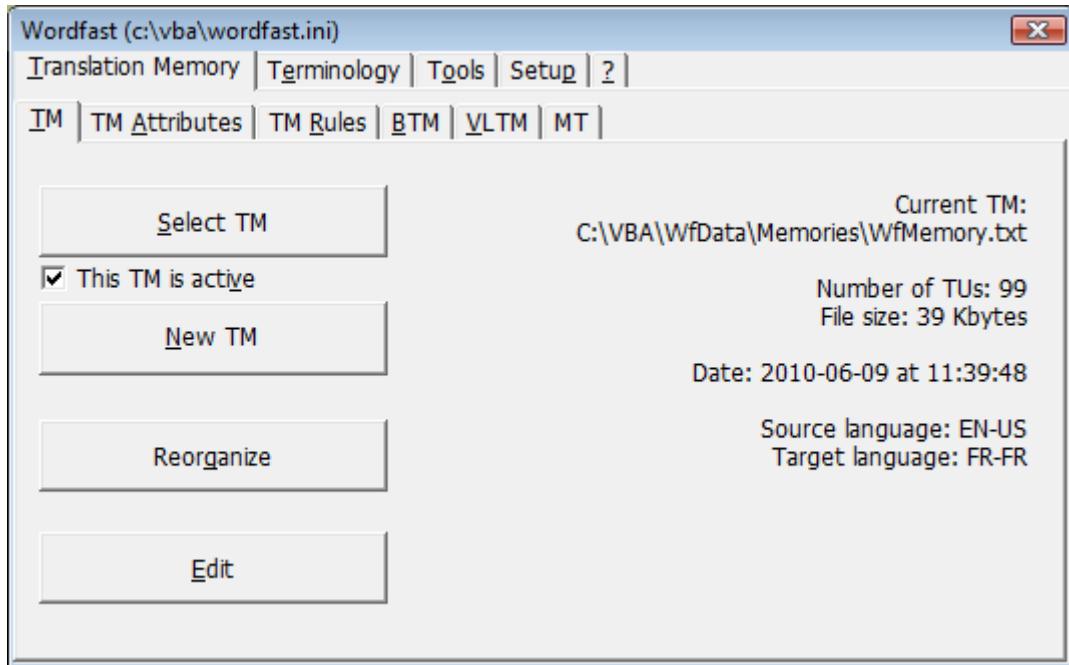
A provisional segment can be finalized (its translation completed) at any time, even days after you marked it with F10. Cleaning-up a document will be impossible as long as the document still contains at least one provisional segment.

If you deliver uncleaned (segmented, or bilingual) documents, make sure they do not contain provisional segments. Simply press F10 on a document to see if it contains any provisional segment.

## Functionalities

### Translation Memory

#### TM



This section lets you **select** a TM or create a **new** one, define TM attributes, set TM rules, set up a Background TM, set up Wordfast Server (PC only), and setup machine translation if you have purchased and installed an MT engine that works with Ms-Word (*like Systran, PowerTranslator, ProMT Reverso etc. Most translators do not use MT*).

When creating a new TM, Wordfast will ask you for TMX-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 TMX-compliant language codes can be found on the [www.lisa.org](http://www.lisa.org) web site (search for TMX or at <http://www.lisa.org/tmx/tmx.htm> and click "References") or at [http://www.wordfast.net/html/lang\\_frame.html](http://www.wordfast.net/html/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. TMX is the standard format for Translation Memory eXchange. If your client supplies you with TM data, ask for a TMX export.

For example, to re-use a Wordfast TM with Trados Translator's Workbench (TWB): 1. On Ms-Word's Wordfast toolbar, click the TM/Glossary editor button, click the Tools button, select the "Export to TMX" special filter 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).

**Reorganise.** The *Reorganise* button will reorganise and index a TM. Since this will usually reduce the size of the TM by permanently erasing TUs that were marked for deletion, it is advised to perform this reorganization before e-mailing or archiving a TM, or before sharing it with another translator.

**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 (West and North Europe) don't need Unicode.*

**Note 2:** *When importing a Wordfast-generated TMX TM into a TWB (Trados Translator's Workbench) TM, the usual reason for failure on the TWB side is that the TMX language codes in the Wordfast TMX file do not fit the TMX language codes for the particular Trados version you use (there were changes between Trados 2, 3, and 5 in this respect, due to TMX and/or ISO standard changes. For instance, the code for Swedish changed from SV-01 to SV-SE, etc). To know exactly which TMX language codes your version of Trados expects, generate a small TMX export from a Trados 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-SE", with quotes, using the "Match case" option in Ms-Word's search-replace options). Save as Unicode Text on exit.*

## Working in network mode

The same translation memory can be shared by an unlimited number of users over a LAN (Local Area Network). Every Wordfast user that shares a TM over a LAN should simply open the shared translation memory through the network. All users that share a TM over a LAN should use the same version of Wordfast (same version and same build number).

Windows users: use mapped networked drives/folders rather than long network drive/folder names. To map a network drive, use Windows Explorer's Tools/Map Network Drive menu and assign a volume letter to the drive (or even to the drive + folder) where the shared TM is located. As a result, the TM's path would be perhaps Q:\MyFolder\MyTm.Txt rather than \\BillysMachine\MyFolder\MyTm.Txt.

Every user should have a different set of User initials.

A short checklist:

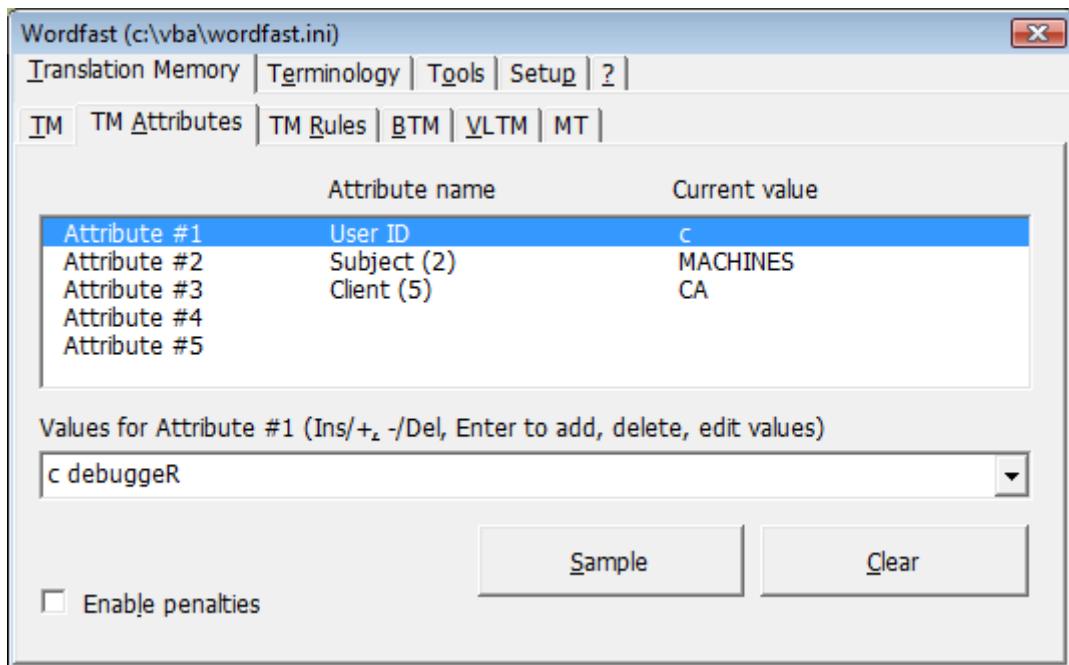
1. Same Wordfast version and build;
2. All users have a different "User ID";
3. Map network drives.

Glossaries can be shared over a LAN. Proceed as with TMs. Check this option even if only one out of the three glossaries is shared. But uncheck this option if none of the glossaries is shared, because sharing glossaries can make terminology recognition a little slower.

Do not index a glossary when it is shared (Wordfast will prevent you from doing so anyway). As with TMs (see above), use mapped networked drives.

## 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.



Click in the desired attribute list to customize an attribute's name using the Enter key to change values.

Click in the lower drop-down list to 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 lower 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.*

**!** Note: The first attribute is always the "User ID" attribute. By default (if you don't specify a User ID or name), the value for this attribute is the current Ms-Word user initials and name, as they are found in Ms-Word/Tools/User info. You can, however, customize this User ID as you wish. If the TM was used by other users, the drop-down list will show all the translators who have used the TM in the past (maximum number of translators: 60). If you workgroup, this feature lets you see the TM's pedigree.

Attributes are stored in the current Wordfast setup - the INI file. 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.

### Applying penalties based on attributes.

Penalties are numbers entered between parentheses (see the sample attributes for examples). A penalty lowers the percentage of match rate 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 match 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 match 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 TM/glossary editor utility is to manage (extract, merge, classify etc) TMs by taking into account their TUs' individual attributes.

## Translation Memory Rules

Translation Memory (TM) rules are used to fine-tune Wordfast's TM engine. The TM engine's task is to find the best suitable match for the source segment you are currently translating when a segment is opened. Unfortunately, in many instances, there is no "perfect match", or objective identity between the source segment in your document, and the closest candidate in the TM. In this situation, the TM engine has to draw a subjective match through a process that uses artificial intelligence to "figure out" whether the degree of fuzziness makes the candidate TU a good choice. In some cases, Wordfast uses a substitution algorithm to update the proposed segment and bring it closer to an exact match. The elements that are updated or substituted are typically untranslatable items (like numbers, fields, tags), also called placeables. The goal is to relieve the translator from the chore of spotting and updating placeables.

This is obvious when numbers are involved. Wordfast will consider the following two sentences to be "exact" matches:

The net weight is 1,000 Kg.  
The net weight is 2,000 Kg.

because Wordfast can easily detect numbers and carry out a substitution. In this situation, numbers like 1,000 or 2,000 are considered *placeables* by the TM engine, and they are updated to reflect the document's reality rather than the TM.

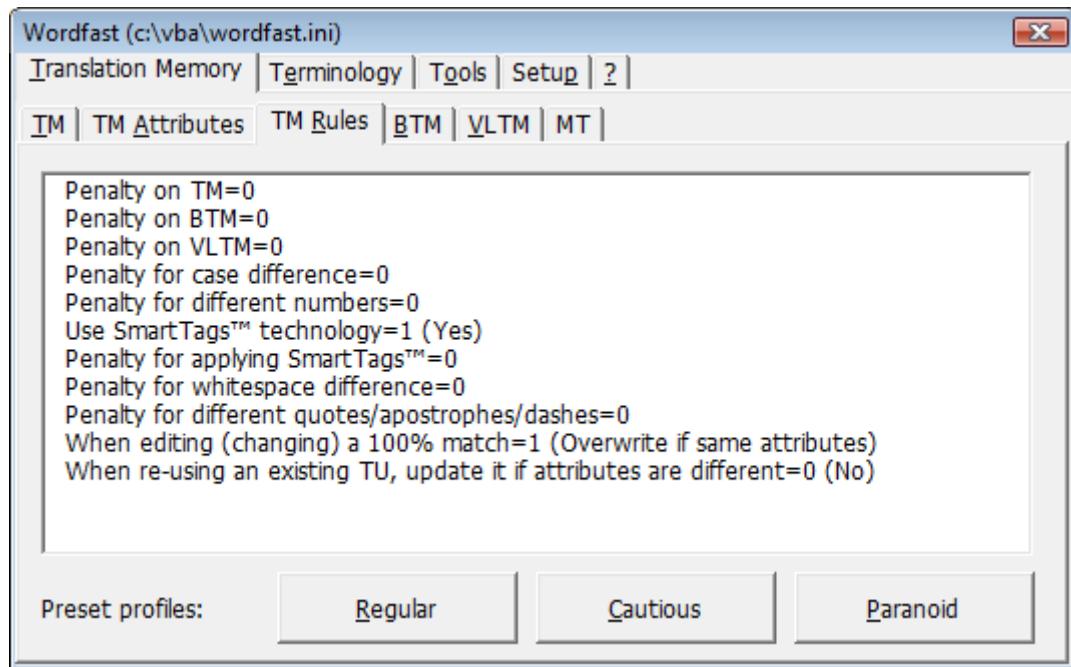
The method is a great help and time-saver in *most* situations. *Most* here is so overwhelming that, by default, most translation tools are set to automatically substitute placeables like numbers, or fields.

This method can fail in the rare cases where the placeable substitution would require a grammatical or syntactical update of the target segment - a task which Wordfast, not a linguistic tool, cannot perform. In the following example:

The process takes 2 years to complete.  
The process takes 8 years to complete.

the substitution process (replacing 2 with 8) would work flawlessly with *most* languages, but would produce a grammatically incorrect sentence in a few languages, like Russian.

The TM rules tab offers a high level of customization in this respect.



Some penalties apply only to exact (so-called 100%) matches, others on lower values of match values, exact or fuzzy.

**!** Note: The three penalties below (on TM, BTM, and VLTM) are made visible to the translator, and constitute a *temporary* penalty. The match rate (the small purple number between the two segments) will appear bold and red to warn the translator that a temporary penalty has been applied (as is the case with attribute-based penalties). Contrary to other penalties further below, those three penalties do not turn a 100% match into a "real" fuzzy match, which means that if a penalized 100% proposition is accepted *as is* by the translator, the translation unit is not written into the TM or VLTM.

**Penalty on TM:** (100% and fuzzies) this penalty is applied when a proposed match is drawn from the TM.

**Penalty on BTM:** (100% and fuzzies) this penalty is applied when a proposed match is drawn from the BTM.

**Penalty on VLTM:** (100% and fuzzies) this penalty is applied when a proposed match is drawn from the VLTM.

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! Note: In all cases below, a penalty of 1 point or more would produce a so-called *fuzzy match*. If the translator accepts the translation *as is*, Wordfast will write the (now new) translation unit into the TM, therefore adding an additional version of the previously existing TU, this time with a different case. It is important to note that although penalties produce a more strict TM engine, they tend to populate TMs with more translation units.

**Penalty for case difference:** (100% only) this penalty is applied when an exact match is found in the TM, but case is the only difference. Example:

Meet us at the ATA!  
MEET US AT THE ATA!

**Penalty for different numbers:** (100% only) this penalty is applied when different numbers are found in a segment. Example:

The process takes 2 years to complete.  
The process takes 8 years to complete.

The last two items 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.

**Penalty for applying SmartTags:** (100% only) this penalty is applied when SmartTags has added/stripping tags to produce a 100% match.

**Turn SmartTags on:** This feature attempts to produce 100%-rated propositions with segments where the only difference is in tags, and where adding or stripping tags appears to be safe. Example:

<p>The bold text is here.	in the TM
The bold text is here.	in the document

In the example above, Wordfast will ignore the first `<p>` tag in the TM to propose a 100% match.

The brown fox and the white cat.	in the TM
The brown fox and the white cat.<nbs>	in the document

In the example above, Wordfast will add a `<nbs>` tag in the proposed segment from the TM.

To be or not to be <emdash> that is the question.	in the TM
To be or not to be - that is the question.	in the document

In the example above, Wordfast will ignore the `<emdash>` tag in the TM to propose a 100% match.

**Penalty for whitespace difference:** (100% only) this penalty is applied when an exact match is found in the TM, but the only difference is in spaces found at either beginning or end of the segment, or where there is a different number of repeated spaces within the segment.

Example:

Meet us at the ATA!  
Meet us at the ATA!

**Penalty for different quotes/apostrophes/dashes:** (100% only) this penalty is applied when an exact match is found in the TM, but the types of Quotes, Apostrophes, or Dashes (QADs), are different.

Different quotes are:	" " ` ` , , ,
Different apostrophes are:	' '
Different dashes are:	- - — -

Note that ' is sometimes used as a closing quote, sometimes as an apostrophe. Wordfast assumes it is a quote when the same segment contains ' before '.

Wordfast is "blind" to QADs when a 100% match is found, and when, in the TM's segment, the only difference is made of different QADs which Wordfast can substitute without any ambiguity, as in:

This is a "quoted sentence".  
This is a “quoted sentence”.

This penalty will force Wordfast's TM engine to consider the two segments above as not being 100% matches.

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

1. **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;
2. **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;
3. **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.
4. **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.

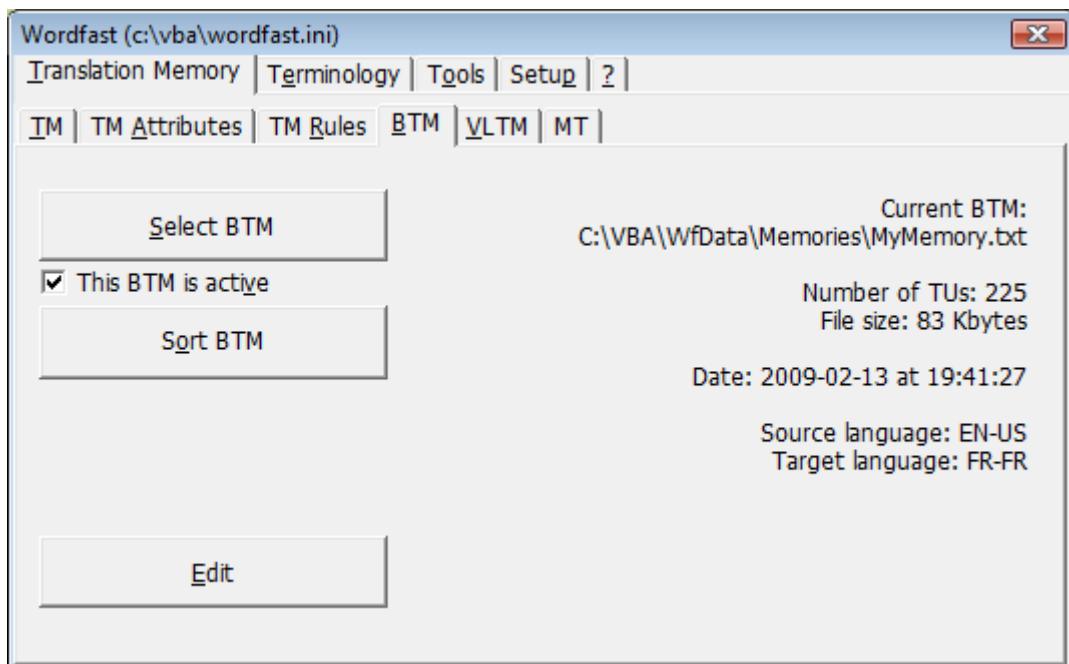
When Wordfast finds more than one possible translation for a source segment, the match value appears with a blue and bold type. Using the Alt+Left shortcut at that point will generate a window that contains all matches found, with their attributes. The Alt+Right shortcut will show the other possible translations – the proposed translation will be displayed

one after the next in the target segment. Alt+Right/Left will let you cycle through all proposed translations.

In case there are many identical translation units in the TM, the first match proposed by Wordfast should be the most recent one, based on its date stamp.

**When re-using an existing TU, update if attributes are different:** if the currently active attributes (as set in Wordfast > Translation Memory > Attributes) are different from the candidate TU's own attributes (as found in the TM), you may choose to update the TU in the TM with the new set of attributes (the TU will be rewritten "as is", but the current set of attributes will replace the existing ones). 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 TU's existing attributes; source and target text remain the same.

## Background Translation Memory (BTM)



**Select BTM:** 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.

Make sure the "**This BTM is active**" checkbox is checked for the BTM to be used.

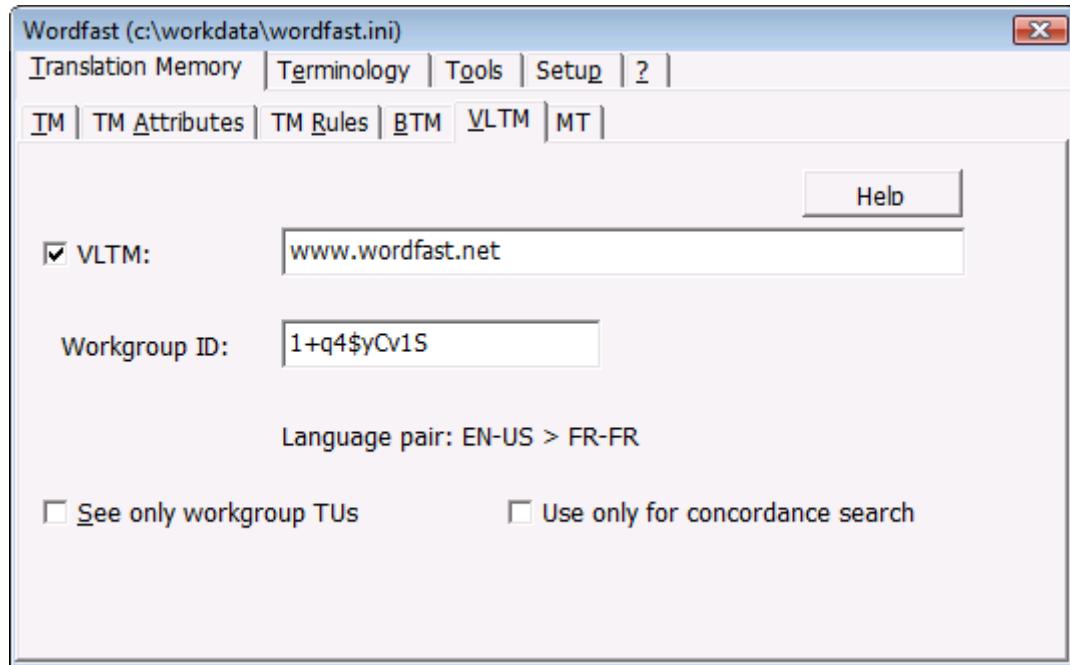
**Sort BTM:** This button must be clicked at least once before the BTM is used. BTMs must be sorted before use.

### *Which TM comes first?*

If the BTM *and* the TM (and the VLT as well, when applicable) yield Translation Units (TUs or "matches") with the same match rate, the BTM's TU will be displayed. The Alt+right/left shortcuts can be used to display other TUs. The Pandora's Box command

"[TranslationMemoryOrder](#)" can be used to specify/change the order of preference, for example, having the TM, or the VLTM, come before the BTM.

## VLTM



### Important note to users of the Wordfast 4 & 5 VLTM service with private TUs (using a WorkGroup ID).

All Wordfast 4 & 5 "private" TUs (generated with a WorkGroup ID) are now handled by Wordfast Anywhere. To move your existing private TUs from the older VLTM service to the fast-growing Wordfast Anywhere repository of private TMs:

1. Create an account at Wordfast Anywhere. This is free and immediate.
2. In the Setup > General > TM, check the "Use my TMs" radio button. Click "setup". Set up your own TM, with your usual language codes.
3. Click "Use VLTM", then "Details". Enter your Wordfast 4/5 "Workgroup ID" code there, and select the proper language code. Your Wordfast 4/5 VLTM private TUs will be extracted and delivered to you as a TM.
4. Upload that TM to your Anywhere TM workspace if you want to use it there in read/write mode, or use it locally with Wordfast Classic or PRO.

Note that the Wordfast Anywhere repository where you can store your own TMs is much more flexible than the previous Wordfast Classic VLTM scheme. For example, you could not download your own TM after generating it. It is now possible to do that. You can also upload TM content to your private workspace at Anywhere. You can easily share TMs with other translators you designate, and revoke that right to share at any time.

Note that the same overall principles (sterling confidentiality, etc.) applies with Wordfast Anywhere TM workspaces as it applied with the VLTM project. If you created private TUs,

defined and protected by your own "WorkGroup ID" (acting as a long, safe password), and if that Workgroup ID was lost, we cannot regenerate that password.

The VLTM is the first public, open, unrestricted, free, anonymous TM server that serves matches from a set of large TMs. While matches may not be very frequent, you can use the VLTM only for ***Concordance search*** which, given the size of the TMs, can bring very valuable results. The VLTM does **not** record your translation - the VLTM is in read-only mode by default. This means your work (your translation) is not recorded in the VLTM. This way, confidentiality is assured. The VLTM only serves, or gives, translations. However, the VLTM is seamlessly integrated with Wordfast in "push" mode, bringing you matches or concordance searches the usual way without hassle, without changing your translation habits, without the need to go visit some website.

You can opt to have your translations recorded in the VLTM if you obtain a Workgroup ID. Those "private" TUs are and remain yours, private, confidential, at all times. The WorkGroup ID is provided at Wordfast Anywhere. You must have an account at <http://anywhere.wordfast.net> (it's free, confidential, immediate). After setting up your TM, click "setup", then "details". Your WorkGroup ID appears there. Please note: click "setup" then "details" at the TM (not VLTM!) setting.

See <http://www.wordfast.net/> > VLTM for a more complete and up-to-date overview of the VLTM concept. Both individual freelance translators working alone, or agencies/groups of translators can greatly benefit from the VLTM initiative.

Whatever the VLTM setting is, your own local database (TMs, BTMs, glossaries) remains completely protected and private. Wordfast takes your privacy and the confidentiality of your work very seriously.

To enable the VLTM service, simply click the "VLTM" checkbox - that's all. Your computer must be connected to the Internet.

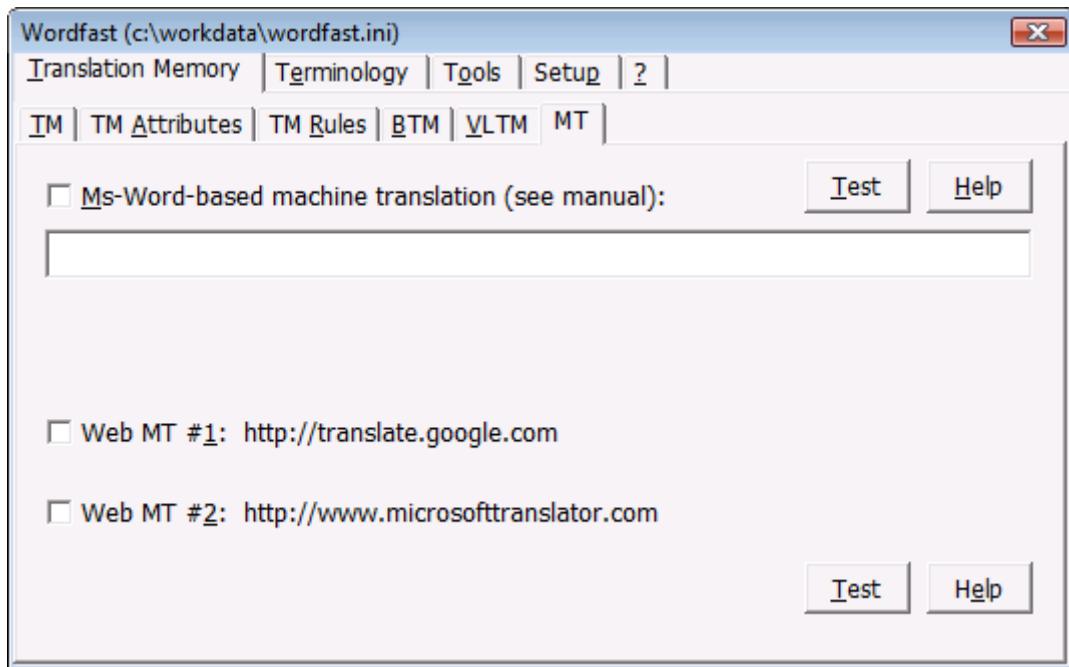
The "Use only for concordance searches" checkbox disables the automatic "push" mode that scans the VLTM and serves matches every time you open a segment, but preserves the (on-demand, or "pull") ***Concordance search*** facility using the VLTM.

The "No VLTM when proofreading" checkbox disables VLTM service when you are passing over already-segmented segments. This allows you to move faster in the proofreading mode.

### ***Which TM comes first?***

If the VLTM *and* the TM (and the BTM as well, when applicable) yield Translation Units (TUs or "matches") with the same match rate, the TM's TU will be displayed. The Alt+right/left shortcuts can be used to display other TUs. The Pandora's Box command "[TranslationMemoryOrder](#)" can be used to specify/change the order of preference, for example, having the VLTM, or the BTM, come before the TM.

## Machine Translation (MT)



### Using a local (installed) MT resource

During a translation session, when no match is found in the translation memory, Wordfast can request an on-the-fly translation from a installed translation program, such as Systran™, Power Translator Pro™, PROMT Reverso™, etc. After purchase and installation, these MT programs act as Ms-Word add-ons, just like Wordfast. There are four ways your Ms-Word MT add-operates to have the document, or a selection of text, or the current paragraph, machine-translated:

1. By adding a menu in Ms-Word. The user uses this menu to request the translation;
2. by adding a toolbar in Ms-Word. The user clicks an icon to request the translation;
3. by adding a contextual menu. The user selects a portion of text then right-clicks the selected text with the mouse and chooses a sub-menu to have the selection translated;
4. by adding a macro. The user executes the macro to have the currently selected text translated.

For each method, you will need to provide two parameters that tell Wordfast how to request the translation. These two parameters are entered with a comma a separator. Here are the parameters you will have to provide for each situation:

1. The menu name, then the sub-menu that triggers the translation of the selection or the current paragraph (not the entire document's translation). This could be "Systran,Selection" or "Translate,Selection" for example, with Systran 3, Systran 4, Power Translator pro 6 and 7.
2. The toolbar name and the icon name. Your MT add-on's toolbar name is found in Ms-Word's "View/Toolbars" menu. You don't need to quote the entire toolbar's name, just a keyword that is special to this toolbar's name (maybe like "PROMT" or "Systran"). The icon name appears as "tip" when the mouse hovers over the icon. Note this icon

name. This could be "Translate paragraph" for example. So the entire parameter could be "PROMT,Translate paragraph".

3. Select a portion of text and right-click on it. Note the name of the contextual menu that's used to translate the current paragraph (this could be "Translate paragraph", for example). The parameter to enter would then be "Contextual,Translate paragraph".
4. Note the macro's exact name (like "MTMacro"). The parameter to enter would be "Macro,MTMacro".

To set up MT activation:

1. Go to Wordfast's *Translation memory/MT* tab. Check the "Menu, sub-menu for MT" checkbox.
2. In the text box immediately after the checkbox, enter the parameter as defined above. *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, Power Translator Pro, PROMT Reverso on all versions, and most other packages. Some trial-and-error may be required to have it run.

*On systems running Systran4, 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.*

### **Using a remote, Web-based MT resource**

Choose one of the two available web-based MT sources. Wordfast can connect to the *Google Translate*, or to the *Microsoft Bing translation* service. Only one of the two services can be used on a Mac

The two services can be used simultaneously with Windows. If used in combination with AC (check "Use AC " and "Suggest Machine Translation"), you can see both translations. Sometimes one service will translate a segment better than the other, sometimes the reverse. It's an exciting way to have two giants compete to offer you a service.

Note that Pandora's Box offers alternate settings for other MT sources, provided those sources can be queried via URL. A query via URL means that an URL can contain everything the web engine needs to provide MT: source language code, target language code, source segment to translate. One example is provided, which works with BabelFish.

As is obvious, using a remote MT resource means that each source segment, as you translate, travels over the web to a service that will machine-translate it, then send back the proposed translation, usually of questionable quality. There are two important things to note:

- Make sure that this method does not infringe the level of confidentiality that your client expects of you. The source segments will be entrusted to a third party (the machine translation service). Some machine translation services will not stock and reuse source segments submitted for MT; some may.
- Wordfast only sends source segments to the distant MT service. It does **not** send back the final, corrected target segment once you have worked on it. In other words, the (your) corrected translation is not supplied to the distant MT service to make their MT engine better. Some MT providers may request a "*Suggest a better translation*" scheme - Wordfast does not engage in that scheme.

## Miscellaneous

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

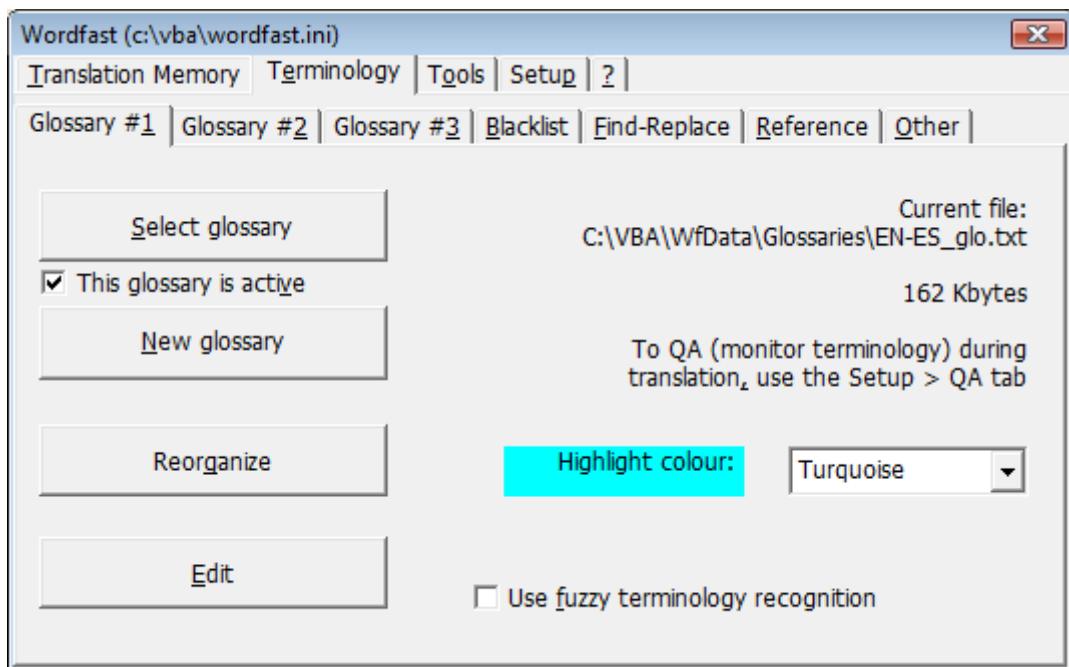
WfMemory.Txt	This <i>is</i> the translation memory. <b>Do not delete</b> it unless you want to discard it.
WfMemoryXXX.Itx	This is the TM's index. <b>Deletion not a problem</b> , since Wordfast recreates it automatically when needed.
WfMemory.Bak	This is a copy of the TM before any Reorganisation, Merge or Sort operation. <b>Deletion not a problem</b> .
WfMemory.Old	When a new BAK file is created and replaces an existing BAK file, Wordfast renames the existing WfMemory.Bak file WfMemory.Old if the existing BAK file appears <i>larger</i> than the new BAK file that overwrites it. <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. It is recommended to reorganise a TM before sending it to someone (using the Wordfast/Translation memory/TM/Reorganise button).

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.

## Terminology

### Glossaries



## Getting started

In Ms-Word, create a new document. In this new document, type a short series of source terms followed by a tabulator (press the tabulator key), followed by their translation, then Enter, as in the following example:

```
work  travailleur
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 (Terminology/Glossary X). 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 "Reorganise" button. This will make Wordfast sort the glossary on source terms, and index all entries.

Make sure the "This glossary is active" checkbox is checked, so Wordfast performs terminology recognition using this glossary during translation sessions. If you uncheck this checkbox, terminology recognition is suspended.

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 QA verification" 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 accept terminology *as is* and 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). Glossaries can be created or edited using Microsoft Excel. The first column (column A) should contain source terms, the second column (column B) should contain target terms, the third column should contain comments, if any. The Excel spreadsheet thus created should be saved as "Tab-delimited text" using Excel's File/Save as... menu.

### 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's File/Save as... menu. The *Tab-delimited Text* format is selected in the "File type" drop-down option list.

### Terminology format

Terms can use upper and/or lower case. Avoid unnecessary characters like brackets, quotes, slashes, dashes, etc. unless absolutely necessary. The \* wildcard can be used at the end of a term, if different endings of a term are possible (this is called MFTR and is described below). Here is a sample English-French glossary:

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

Do not place the \* wildcard less than four characters from the beginning of an entry. So, pa\* the bill\* is not valid; use three entries like pay the bill\*, pays the bill\* and paid the bill\*.

During a translation session, press Shift+Ctrl+G to load glossaries into a toolbar drop-down list for better visibility. Outside sessions, use Ctrl+Alt+Left/Right to display/hide the glossary lists. 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: QA,

terminology recognition, etc. They are fully opened and editable using the glossary editor (the icon after the glossary drop-down list).

### Multiple glossary entries

Wordfast accepts multiple glossary entries as follows:

avocat	attorney
avocat	barrister
avocat	lawyer
etc.	

Add {preferred} to either the *Comment* field, or any of the three *Note* fields to show Wordfast which entry is preferred when propagation is used.

### Fuzzy Terminology Recognition (FTR)

FTR in Wordfast can be automatic (AFTR), or manual (MFTR).

MFTR is done by manually adding asterisk wildcards (\*) at the end of words *in the glossary* so that most, inflections of the glossary entry will be recognized *in the document*. For example, a glossary source entry like

**Digital Analog\* Converter\***  
(red colour added for emphasis)

will allow Wordfast to recognize, in the document, various approaching forms such as

**Digital Analog Converters**  
**Digital Analogic Converter**  
*etc*

if they are found in the source segment.

The asterisk wildcard (\*) can also be placed at the beginning of a source glossary entry in case the beginning of the word is what changes with inflections. For example, if the following entry is in the glossary:

**\*Работа\***  
(red colour added for emphasis)

it will match **Поработает**, **Поработала**, etc, in the document.

The asterisk can also be placed inside a word. For example, if the following entry is in the glossary:

**Methyl\*one**  
(red colour added for emphasis)

it will match methyl*isothiazolinone*, methyl*prednisolone*, etc, in the document, but it will **not** match methyl*isoline*

The pipe (|) can be placed inside a term, and is equivalent to an ending asterisk: anything after the pipe will be ignored.

The question mark (?) can replace any single character:

**Methyl?one**  
(red colour added for emphasis)

will match **Methyl~~e~~one** or/and **Methyl~~h~~one**, but not **Methyl~~h~~eone**

The sharp sign (#) can replace figures:

**\$#-fine**  
(red colour added for emphasis)

will match **\$200,000-fine** or/and **\$200-fine**.

If more than one asterisk is placed in a glossary source entry, two asterisks should be separated with at least four letters, otherwise, terminology recognition can become unreliable and slow. Entries like **if\*le\*** will not yield reliable results. In any case, the primary purpose of glossaries is to recognize technical jargon that a translator is not comfortable with; attempts to use glossaries as some sort of machine translation is a loss of time and may lead to frustration. Do not overload glossaries with common source language terms.

AFTR is useful on raw glossaries, where the translator has no time to manually place asterisks as explained above. Wordfast uses various techniques that *attempt* to automatically make up for the possible inflections of terms found in the document's source text.

Note that glossaries can be hybrid: they can contain both AFTR (raw) and MFTR (asterisked) entries. If any entry has an asterisk, Wordfast will not attempt AFTR on that entry, but make use of the asterisk. If two entries match the same queried term, the MFTR entry will be chosen rather than the match brought up by AFTR. However, if an un-asterisked glossary entry *perfectly* matches a queried term (no AFTR neither MFTR needed) then of course this entry will prevail over all others.

Wordfast can use more than one glossary. This enables you to simultaneously use both client terminology and your own, homegrown terminology, in two distinct glossaries. You can even set color schemes to immediately spot from which glossary a term has been recognised.

Client terminology is usually rushed together with the job, and in some cases, it can even be rushed *after* the job started, by overworked project managers. Manually fuzzing-up a glossary takes time and is best done between jobs, on spare time, this is why AFTR is best for RRR client terminology, in the heat of a live project.

AFTR attempts to recognize *most* inflections. AFTR is by nature an imprecise (fuzzy) process, and may bring up occasional mismatches, which should simply be ignored, or, if time permits, lead to manual fixing/fuzzing (MFTR) in the glossary. Here are a few observations:

- AFTR fares poorly on single, short words.
- The longer a word, the better AFTR stands a chance to correctly recognize it.
- AFTR is better on expressions of 2 or more words.
- AFTR may be defeated by large glossaries that have many terms, especially made of single, short words, that look similar.

The conclusion is that AFTR should not be attempted on large glossaries with many similar entries. And in no case can AFTR be used for "autoassembly" schemes, or be a substitute for machine translation.

Typical client-supplied terminology look like this (target terms omitted):

two-way multiplexed autoresponder  
 double furnace boiler  
 dichotomic search  
 DOS-based application  
 etc.

This is where AFTR really helps, and yields best results. Once the job is completed, and you have a spare hour, you may consider integrating client terminology into one of your existing glossaries, and manually add asterisks as follows:

two-way multiplexed autoresponder\*  
 double furnace boiler\*  
 dichotomic search\*  
 DOS-based application\*

This way, your homegrown glossary runs on MFTR rather than AFTR.

The essence of AFTR is to determine what is a word's stem by gradually stripping letters from the word's end. Note that we deal here with statistics - there are exceptions to this rule, and every language has its requirements. The verb *go*, for example, will change into *went* in the past tense, thereby defeating any AFTR attempt. By chance, client terminology is primarily made of technical words and expressions, where nouns outnumber verbs by a clear margin, thereby minimizing the problem of verbs, which tend to change far more than nouns - in most languages. And technical jargon (some of which is imported) is a less prone to wild variations than common, classic terms. Glossaries are primarily used for jargon, and more precisely, client jargon: the translator is supposed to understand common language.

Stripping is done gradually, by increments of one trailing letter, to maximum of four letters. A word like **applications** (found in the source segment) will first be reduced to **application**, then to **applicatio**, then **applicati** etc. Obviously, the first attempt (producing **application**) would hit a match in the glossary, provided the glossary has an entry for **applicatio\***.

## How to load a glossary

Three glossaries can be selected in the Wordfast/Terminology/Glossary tabs. Click the "Select glossary" button to find and specify the glossary you want to use (Wordfast glossaries ahve a TXT extension). Then click the "Reorganise" button to have the glossary sorted and indexed by Wordfast. You can view/edit the glossary with Ms-Word.

## Using glossaries for QA

Check the appropriate option in the QA pane in Wordfast > Setup. 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.

The Terminology addition dialog box has three "Fields" that are made to receive codes or special mentions that do not belong in "Source entry", "Target entry", or "Comment" fields.

Many translators add codes to glossary entries so they can later sort glossaries and extract selected terms.

For example, if you work on a project for a certain client, you may wish to add a client code to each glossary entry you create for this client, so that later you may distinguish them from other entries.

Since entering these codes is usually a repetitive task, two automatic features are added here:

1. Enter text in a "field" area. Right-click the "Field" caption right before the textbox. Wordfast will ask you whether you want to have this text be entered by default every time you will enter new terms and see this dialog box pop up again .
2. Enter special codes that will automatically be replaced with certain values when you validate the new entry. These codes are:

Code	Meaning
{Doc}	The current document's name
{Today}	The current date
{Today=yyymmdd}	The current date, formatted as you specify, where: yy is the year in two digits; yyyy is the year in four digits; mm is the month in two digits; mmm is the month's abbreviated name; mmmm is the month's full name;

	dd is the day of the month in two digits; ddd is the weekday's abbreviated name; dddd is the weekday's full name.
{TM}	The name of the TM currently in use
{User}	The current user's initials
{SrcLang}	The current source language TMX code
{TrgLang}	The current target language TMX code
{SrcTerm}	The term currently in the "Source" textbox
{TrgTerm}	The term currently in the "Target" textbox

## Quick search

Put the cursor on a word then use Ctrl+Alt+G to search a term in all three glossaries during, or outside, a translation session (if it's an expression, select the entire expression before pressing Ctrl+Alt+G). The glossaries will be loaded in the toolbar drop-down list if their size is less than 200 Kbytes. If their size is larger, Wordfast will load the nearest 100 entries before/after the found item.

## Select/deselect glossaries

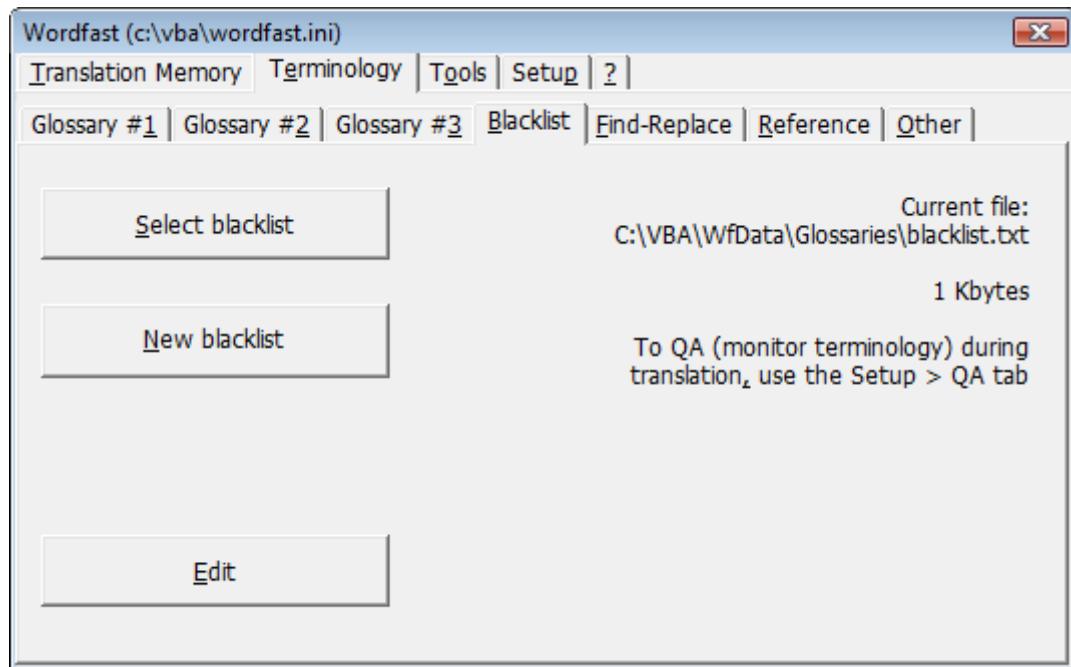
Use the "Select glossary" button to select a glossary. If you use the Cancel key in the File/Open dialog box, Wordfast will ask you if you want to unselect the current glossary.

If you want to keep a glossary selected, but don't want this glossary to be active, i.e., if you do not want Wordfast to perform terminology recognition on this glossary, uncheck the "This glossary is active" checkbox. Otherwise, keep this checkbox checked. This checkbox is automatically checked each time you use the "Select glossary" button.

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

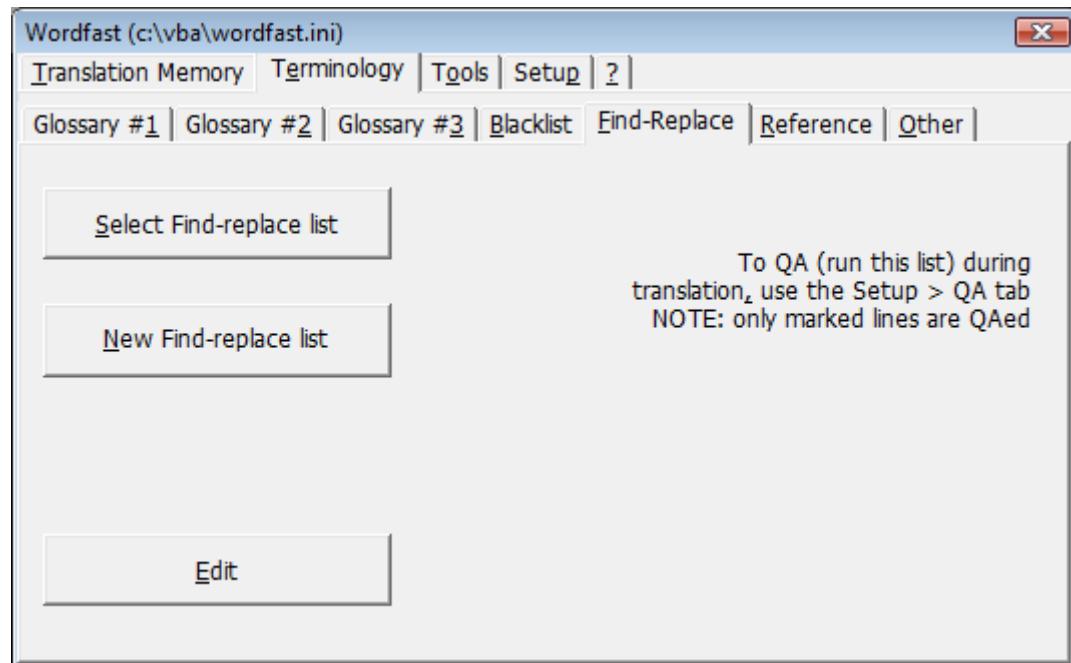
For the Quality Assurance terminology warnings to occur, the "Use for QA verification" checkbox must be checked.

## 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. There is no AFTR on blacklists.

## Find-Replace list



The FR (Find-Replace) list contains lines that make Wordfast execute a Find-replace action on the target segment before it is committed.

The first two fields of the list contain the text that one would enter in the "Find" and the "Replace with" fields of Ms-Word's own Find-Replace dialog box, to effect some find-replace action. The *Find* and *Replacement* actions are limited to the target segment.

If no replacement text is specified, only a "Find" action is performed, and the translator is warned if the *Find* is positive.

FR commands are executed only on new segments, or on text newly added to a target segment. FR actions are not performed on existing segments, unless the translator presses the Ctrl+Alt+H shortcut.

Ctrl+Alt+H triggers a FR action on the target text in a currently opened segment. If no segment is currently opened, the action is performed on the entire document.

Note that only marked lines are executed. A line is marked if there is a check sign, or a # character appearing to the far left of the line, in the very first, thin column.

FR commands are useful for Quality Assurance purposes, verification, etc. The versatility of Ms-Word's Find-Replace facility makes this feature very powerful, and practically unfound in other translation tools.

The Find and the Replace texts are exactly what you would write in Ms-Word's Find-Replace dialog box in the Find or Replace fields.

A note (comment) field is offered to comment the line. The next three columns are used to activate three standard Ms-Word Find/Replace switches: the /wc switch turns on the *Use wildcards* option, the /mc switch turns on the *Match case* option, the /ww switch turns on the *Whole word* option. Any text in those fields is taken as activating the corresponding switch. Leave those fields empty to disable the corresponding switch.

The /warn switch, if present in the Note field switch, prompts the translator for a confirmation before the replacement is done.

When no replacement is required (the Replace argument is empty), the translator is always warned if the command has found the desired text.

You can add basic formatting options to the Find or the Replace fields, such as +{tw4winInternal}, which will be interpreted as a "tw4winInternal" style in the Find or Replace argument. Likewise, +{<b>}, +{<i>}, +{<u>} will be interpreted as bold, italic, or underlined font attributes.

Refrain from having hundreds of active FR lines at any given time: do not use FR as a substitute for machine translation, text processing, etc. FR is offered as a way to convert financial formats, and make up for common typos.

Thoroughly test your FR parameters (using Ms-Word's Find-replace dialog box) on a test file. FR can backfire. The sample list which is provided when you create a new Find-replace list in the Wordfast user interface under > Terminology > Find-replace contains a few example. Here are a few more examples:

Replace `<Tag1>` with `<Tag2>` - but only if they have the `tw4winInternal` style:

Find: `<Tag1>+{tw4winInternal}`  
 Rep: `<Tag2>+{tw4winInternal}`

How to make sure the target segment has no more than 100 signs or characters, including spaces:

Find: `?{100}`  
 Rep:  
 Note: `/warn (> 100 signs)`  
 Swit: `/wc`

Reverse "David John" into "John David" in the target segment:

Find: `(John) (David)`  
 Repl: `\2 \1`  
 Swit: `/wc`

Replace endashes (–) and emdashes (—) with simple dashes (minus signs, -) in the target segment:

Find: `[^0150-^0151]`  
 Repl: `-`  
 Swit: `/wc`

Force a non-breaking space before : ; ! ? in the target segment (two passes):

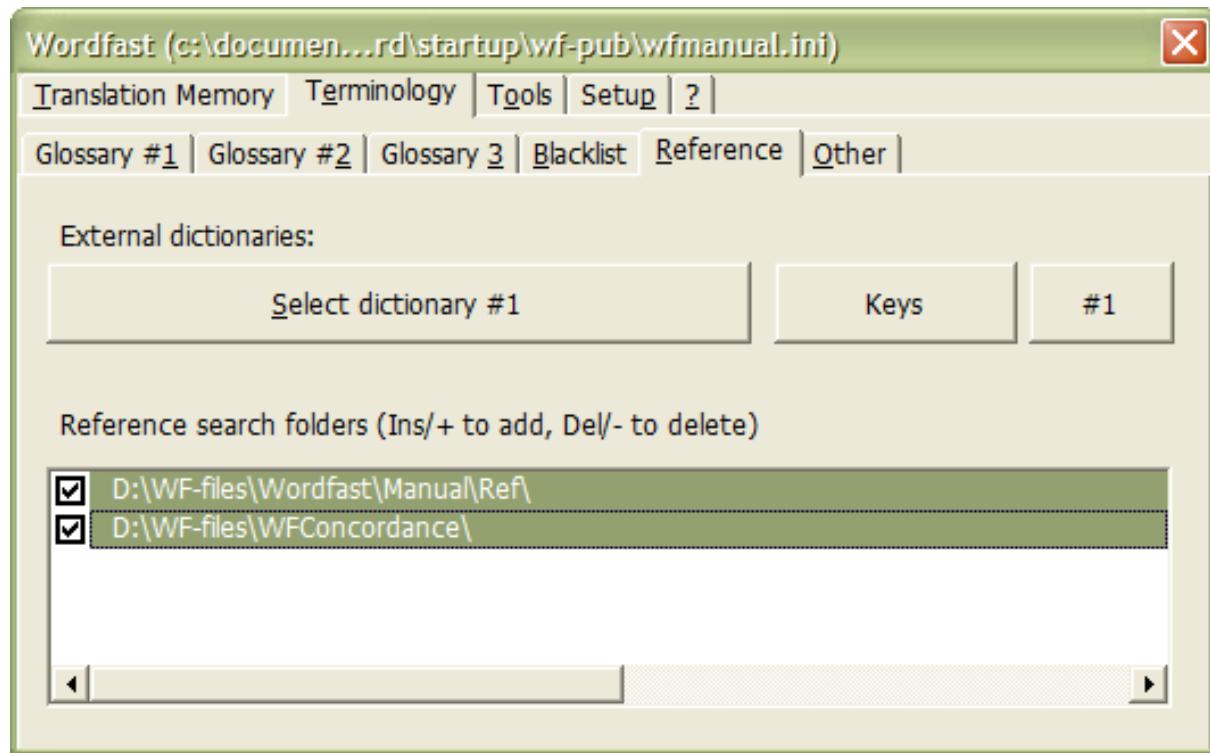
Find: `([a-z,A-Z,0-9]) ([\:\!;\!\?])`  
 Repl: `\1\2`  
 Swit: `wc`

Find: `([a-z,A-Z,0-9])([\:\!;\!\?])`  
 Repl: `\1^s\2`  
 Swit: `wc`

Warn me if "Unwanted Co" is found in the source segment:

Find: `Unwanted Co`

## Reference



**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.

## Reference

A reference search is like a concordance search, but it is done on any sort of documents (not only TMs). The **Ctrl+Alt+N** shortcut or the icon  launches the Reference search from a document, just like **Ctrl+Alt+C** launches a concordance search.

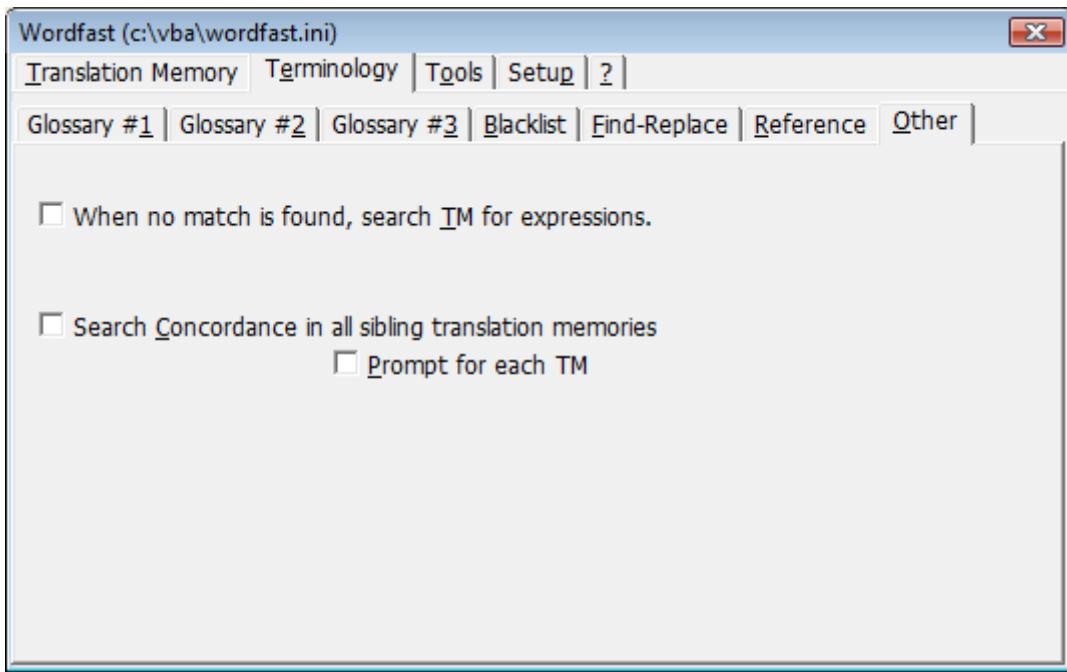
The material is usually of monolingual content. The following formats can be searched by Wordfast: DOC, RTF, TXT, HTML, SGML, XML, MIF, CSV. Other formats need to be saved as (or converted to) a text format. For example, if you have PDF material, export is a Text using PlusTools (a free utility distributed at [www.wordfast.net](http://www.wordfast.net)), or by copy-pasting the PDF file into a Word document.

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

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

Use the Insert (or +) key or the Delete (or -) key to add or remove folder(s) where the "raw material" for Reference search is located.

## Other



### Search TM for expressions

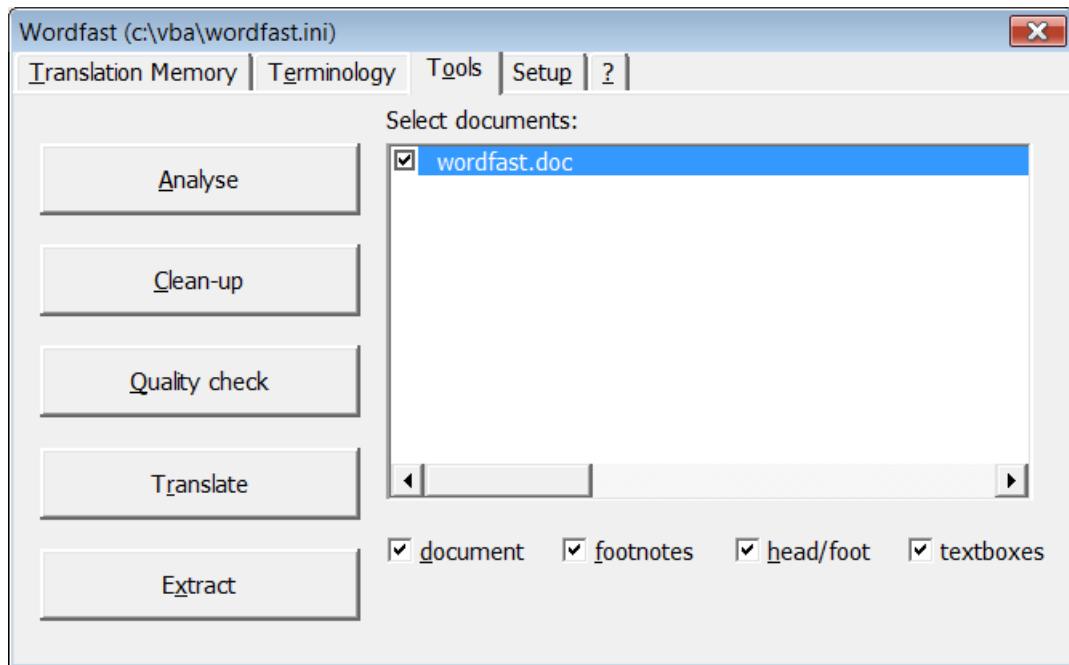
During a translation session, if Wordfast does not find an exact or fuzzy match in the TM, it can perform a search for expressions in the current TM.

If the 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 this 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.

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

## Tools



When starting Wordfast, if documents are already opened in Ms-Word, they will appear in the "Tools" tab 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 "..." sign 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 manually edited after it was created. Manual edition means you edited the segment without actually opening it.

*Note: the Quick-clean icon in the Wordfast toolbar will let you clean up a document much faster, but without updating the TM, and without producing a report.*

**Analyse** gives an analysis of selected document(s) before translation, reporting the number of segments and words, with the match ratings of the segments in relation to the current TM. If the document is already translated and segmented, *Analyse* will not be carried out.

The analysis report created after analysis details the following points:

ANALYSIS REPORT	16:48:49	11-22-2007		
Scanned: document, footnotes, headers/footers, textboxes.				
=====				
C:\VBA\Document1.doc				
Match rate segments words char. %				
-----				
Repetitions	1	10	72	34%
100%	0	0	0	0%
95%-99%	0	0	0	0%
85%-94%	0	0	0	0%
75%-84%	0	0	0	0%
00%-74%	2	19	140	66%
Total	3	29	212	
=====				
Note: The character count includes spaces.				

*Repetitions* : this term refers to repetitions found within the document(s) that was/were analyzed (this does not concern the translation memory). For example, if a same sentence (segment) appears 3 times in the set of analyzed documents, the repetition counter will show 2 repetitions.

Match rate per percentage: this is a comparison made between the segments that are found in the documents and any source segment found in the translation memory that Wordfast deems analogous.

Segments reported in the "100%" category are not always perfectly *identical*. In that case, a 100% match is "considered" as such by Wordfast. Wordfast may have to overlook case differences, differences in quotes/apostrophes styles, and more important, differences in tags or numbers. Wordfast computes a sophisticated substitution of numbers, or tags, or quotes, or apostrophes, in order to justify its claims. When the substitution is not totally reliable, Wordfast makes every effort to detect the ambiguity, and presents the purported "exact match" against a yellow background to raise the translator's attention.

TM rules can be used so that Wordfast enforces a more strict definition of what a 100% match is.

Note that all character counts include spaces.

**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 activated (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.*

*Note: if propagation must be active during the pretranslation of documents (using Wordfast's Translate tool), see the command "ToolsTranslateWithTR" in the Pandora's Box section.*

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

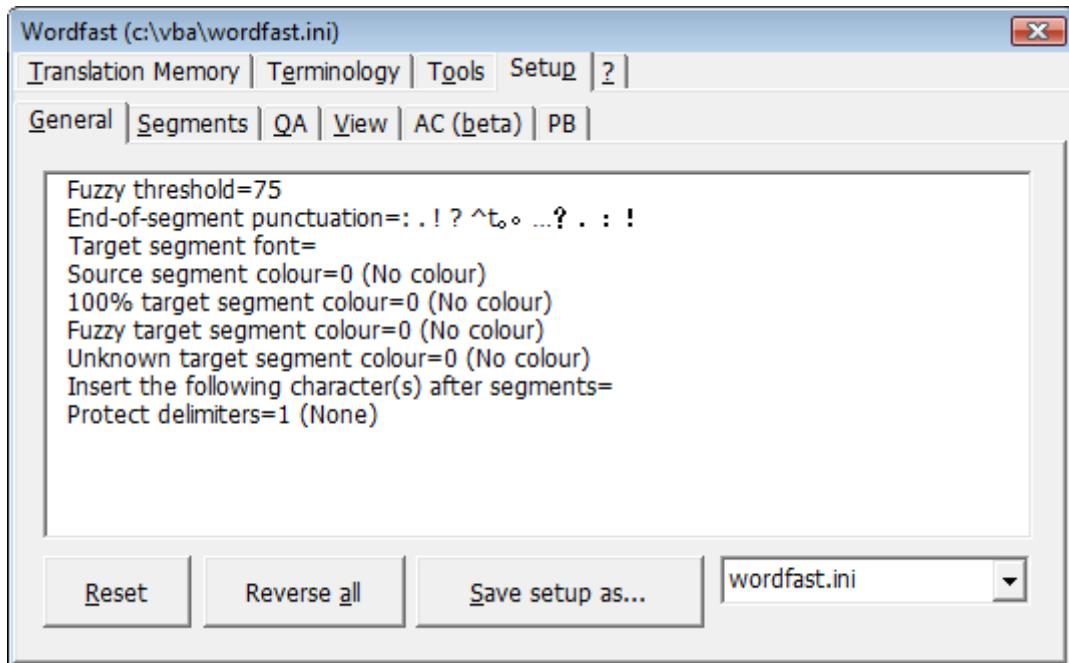
**Extract** This tool opens all selected documents and extracts all segments into a text document named "WfExtracted.txt". This document in text mode is presented to you so you can save it under a different name and/or folder if needed (save the document as Unicode if your language requires unicode).

For example, when preparing the extracted text to be used during alignment with PlusTools, this extraction process should be performed twice, once for each set of documents in each of the two languages. Each of the text document should then be named and saved separately (like "source.txt" and "target.txt") so they can be specified in PlusTools..

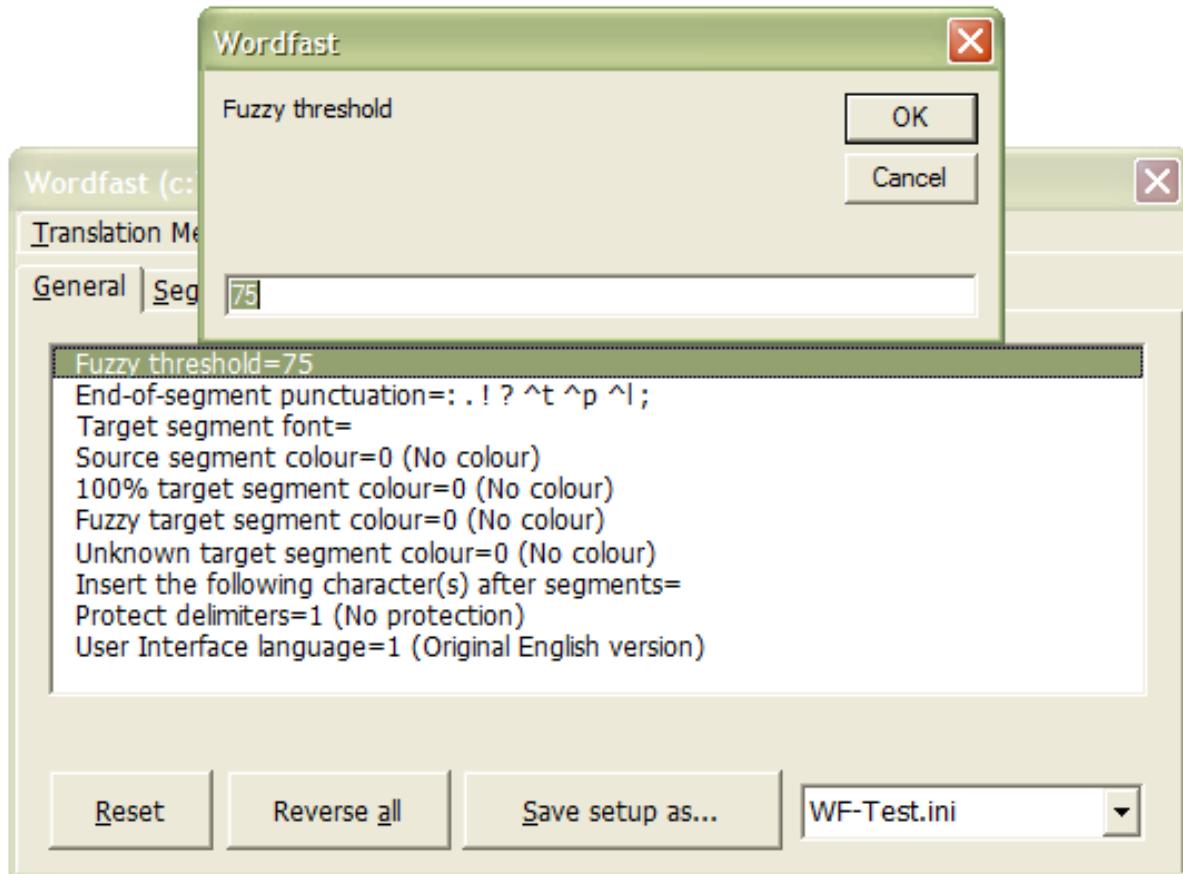
The Extract tool also produces a second file named WfRepetitions.txt, located in the same folder as WfExtracted.txt, which contains all segments that were found repeated more than once. This allows a project manager to have repetitions translated before the project starts, and to add these translated repetitions to the TM being distributed to translators. This method ensures consistency across the project, and further cost-cutting.

## Setup

### General



Note: some options must simply be checked or unchecked. Some options must receive a value (a number or some text). This is the case if the option has an equal (=) sign. In this case, press Enter on the option to create/edit/delete the value.



### 1. Fuzzy threshold=75

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%. Values lower than 75 are not recommended, because you may receive very fuzzy propositions. Remember that the Ctrl+Alt+X shortcut deletes the contents of the target segment (the proposed translation) quickly and safely.

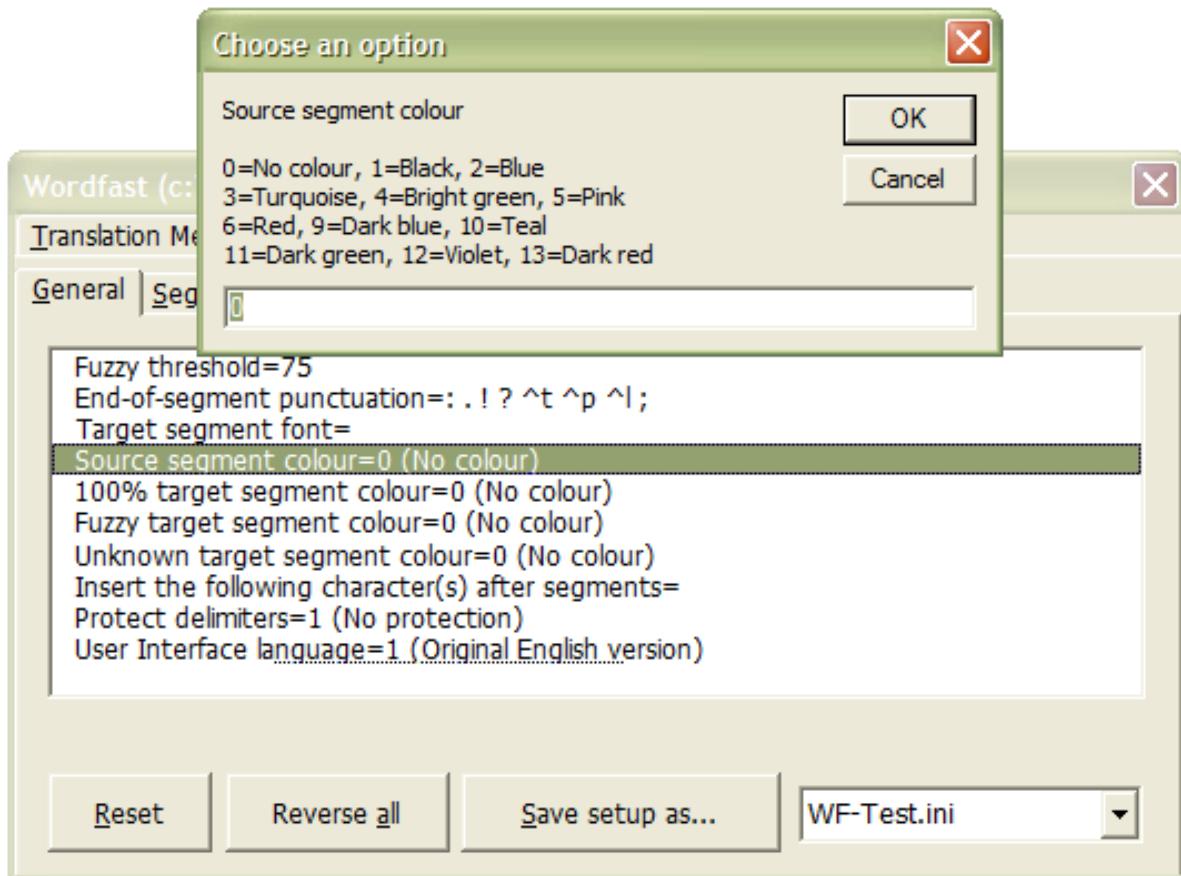
### 2. End of Segment Punctuation=. : ? ! ^t ^l

Choose the punctuations that end a sentence. Default values are strongly recommended. The default setting is `. : ? ! ^t ^l`, where `^t` means tabulator and `^l` manual line break.

### 3. Target segment 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.

#### 4. Colours



These values 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.

#### 5. Insert the following character(s) after segment=

This option sets the characters, or short text, which can be added right after every segment. Note the following convention for specifying some special characters:

- {space} for a space;
- {tab} for a tabulator;
- &'AA; any character where AA is the hexadecimal code of the character;  
example: &'AB; for ANSI 171
- &#00; any character where 00 is the decimal code of the character;  
example: &#171; for ANSI 171

Unicode values are also accepted (ranging from 256 to 65535).

#### 6. Protect delimiters

This option sets the strength of delimiter protection. Delimiter and segment/tags protection is strong inside an opened segment (a segment is opened when the source segment is visible against a light blue background and you type in the target segment) and weak outside an opened segment. The default level, on installation, is 3 (regular).

**The regular level:**

- Protects delimiters or tags from the Delete and Backspace keys.
- Blocks the Return key inside the target segment.
- Attempts to keep the cursor inside the target segment.
- Causes Ctrl+A (Select all) to select all target segment rather than all document.
- Protects tw4winInternal tags against most accidental deletions/editions.

**The Low protection level:**

- Protects delimiters or tags from the Delete and Backspace keys.
- Blocks the Return key inside the target segment.

Level 3 is designed to help beginners by preventing most common accidents. Experienced users can use the low level. Note that Ctrl+Alt+F12 toggles protection between whatever level you have set (regular or low) and the “No protection” level for the segment you are currently working on. The protection you have set will resume at the next segment. Thus, Ctrl+Alt+F12 allows you to temporarily act on delimiters or tags, which would otherwise be protected or blocked. To permanently change a protection level, use the Wordfast User Interface.

## 7. User Interface Language=

This option can disable the localized User Interface (UI), so that the user can fall back on the original (English) UI. A localized UI is available if a `wordfast.txt` file is located in the same folder as `wordfast.dot`, and contains a translated version of Wordfast's User Interface. A localized UI can be downloaded separately at any time from [www.wordfast.net](http://www.wordfast.net). It is best downloaded and installed together with Wordfast, as a single package.

### Reset

Will reset all settings to Wordfast's default values.

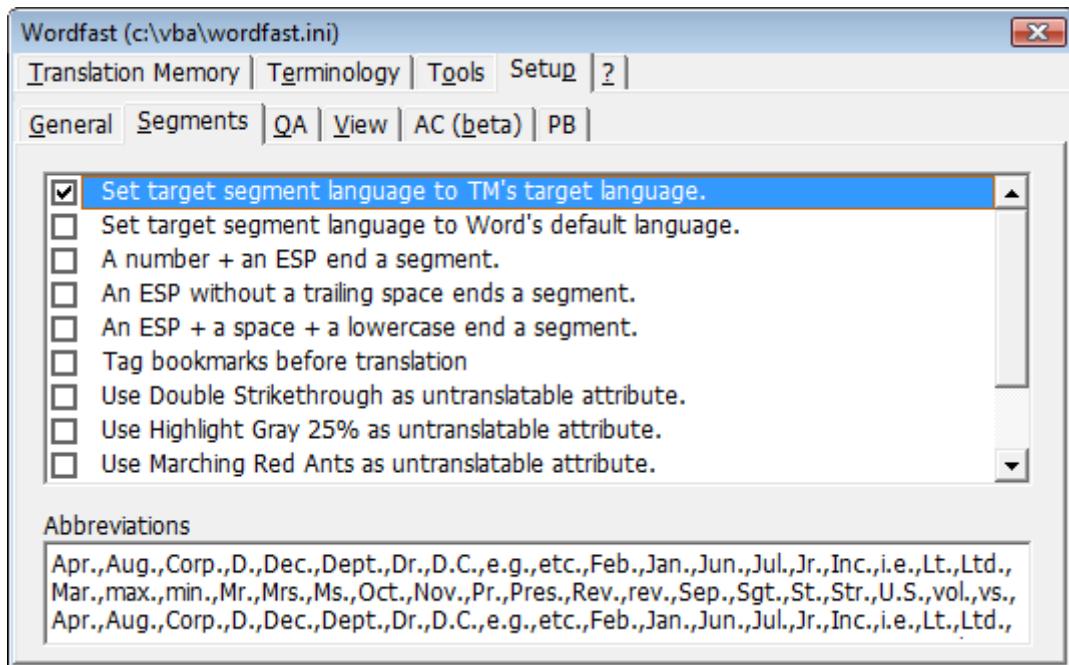
### Reverse all

Reverses the Translation Memories (TM and BTM), as well as the glossaries, in one pass. Note that TMs and glossaries are reversed, keeping their own names: original files are rewritten. If you need to keep a version of those files before they are reversed, you must manually back them up.

### 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.

## Segments



- **Set target segment language to TM's target language**  
Wordfast's QA options can require that the target segment be spell-checked before validation. If you select this option (the default one), 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.
- **Set target segment language to Word's default language**  
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 this option, 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.
- **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 lowercase letter do not end a sentence. Checking this box will disable this rule.
- **Tag bookmarks before translation**  
When a translation session begins on a document that contains bookmarks, this will pop up a reminder that special steps must be taken to have bookmarks tagged before the translation process and that bookmarks must be transferred to the target segment during the translation process.
- **Use DoubleStrikethrough as untranslatable attribute**  
~~This is a DoubleStrikethrough text example.~~  
Rather than defining an external *style* that excludes text from the segmentation/translation process, you can choose a font *attribute*. Choose one font attribute that defines text *not to*

be translated. Remember to uncheck this feature after use, otherwise, it may remain active and produce unexpected results. This feature slightly reduces segmentation speed.

**Use Highlight Gray 25% as untranslatable attribute**

This is a Highlight Gray 25% text example

Same as above. This effect is visible only if Tools/Options/View/Highlights is checked.

**Important:** the use of this text attribute (Highlight Gray 25%) should be limited to documents that have no highlighted text at all before translation.

**Use Marching Red Ants as untranslatable attribute**

This is a Marching Red Ants text example

Same as above.

This effect is visible only if Tools/Options/View/Animations is checked in Ms-Word.

**Protect segment delimiters from Delete and Backspace.** When checked, this option 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.

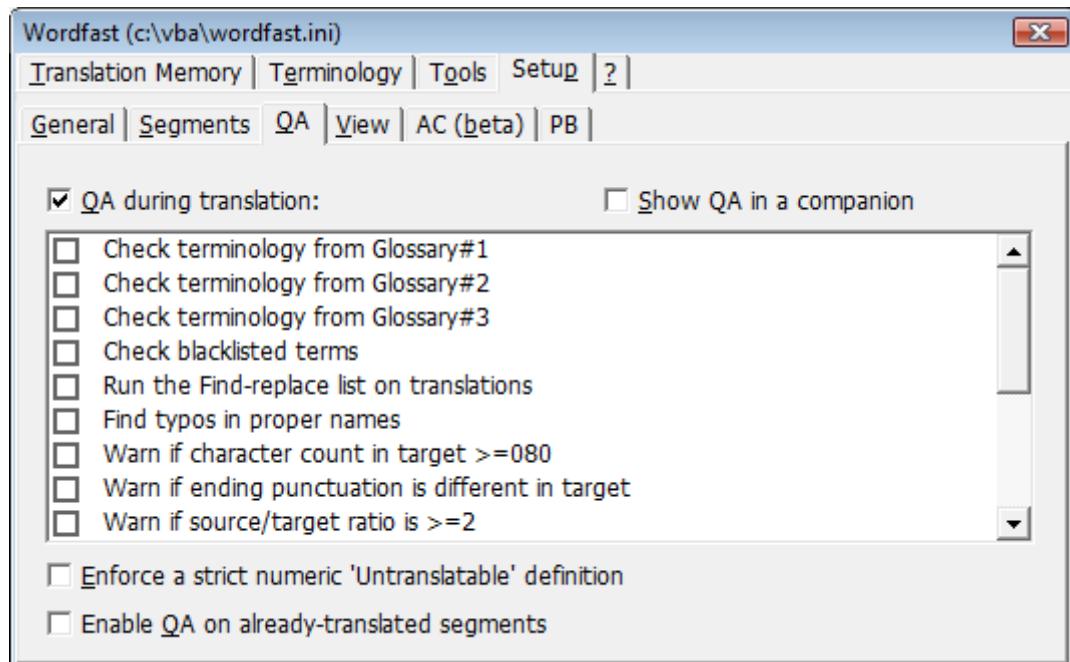
**Abbreviations:** enter the most common abbreviations in your language. Wordfast will not end a sentence at a word belonging to this list. Separate abbreviations with a comma:

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 have less than 16 characters.

## Quality Assurance



This part of Wordfast is used to setup the actions performed during quality assurance. If QA is activated during translation, target segments are QA'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 QA, by entering it in Pandora's Box [MacroQualityCheck](#) command. See [Appendix III](#) for examples.

If Quality Assurance 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 QA the entire document and produce a report, or QA 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 QA) will be assumed.

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

### **Check terminology from Glossary #1, 2, 3**

This option lets Wordfast monitor the use of terminology in the translation process. If glossary terms are found in the target segment, the corresponding target term (or at least one of the target terms when one source glossary entry has multiple translations).

### **Check blacklisted terms**

This option lets Wordfast monitor the target segment to make sure no blacklisted terms are used.

### **Run the Find-Replace list on translations**

Wordfast can maintain a list of find-replace actions to be performed on target segments when translations are added to it (either because the TM has a proposition, or because the translator entered a translation). Find-replaces are exactly equivalent to a manual use of Ms-Word's own "Find-replace" dialog box.

The Find-Replace operation is carried out on:  
any term or placeable that is being placed in the target segment using Wordfast shortcuts (Ctrl+Alt+Down, the tabulator, the Enter key with AC);  
the target segment when it is about to be committed, that is, when the translator presses Alt+Down or Alt+End.

### **Find typos in proper names**

This feature attempts to spot proper names in the source segment, and verifies whether they are found "as is" in the target segment. False positives are rare but possible. This feature should not be used with languages that inflect or modify proper names.

**Warn if character count >=N**

Wordfast can ensure that the length (in characters including spaces) of the target segment is not greater than a given quantity

**Warn if ending punctuation is different in target**

Wordfast can ensure that both source and target segments have the same ending punctuation. This is useful to verify that the ending punctuation is not missing in target segments - a common typo.

**Warn if source/target ratio >=N**

This verification will statistically detect possible cases where the target segment is empty, or nearly non-existent.

**Warn if first source/target letters have different case**

This verification will statistically detect cases where the first letter in source and target segments have a different cases. It is mostly used to detect a missing uppercase initial letter when it should be expected. False positives are rare, because the source segment is taken as clue to the expected target initial letter case.

**Source untranslatables must be found in target**

Untranslatables are figures (any combination of figures and letters, or any contiguous series of figures and letters, are considered as untranslatables). URLs and email addresses, as well as fields (to the exception of index fields and hyperlinks), are also considered as being untranslatable. Wordfast can ensure that all source untranslatables are found in the target segment.

**Target untranslatables must be found in source**

Same as above - but this time, the other way.

**Source tags must be found in target**

Wordfast can ensure that source internal tags are found in the target segment.

**Target tags must be found in source**

Wordfast can ensure that target internal tags are found in the source segment.

**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](#).

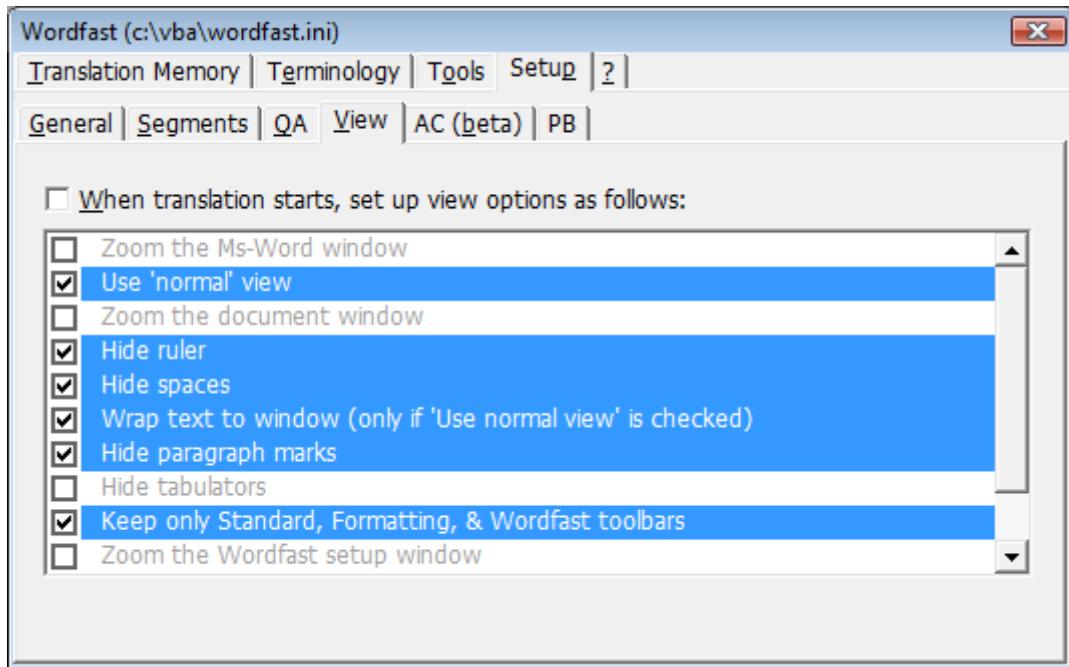
**Enforce a strict numeric "Untranslatable" definition**

QA attempts to spot discrepancies in source/target numbers. A "number" or "numeric placeable" here means any series of characters that contain at least a number. The problem is that translation may alter those numbers (23rd turning into 23<sup>ème</sup>, or 23<sup>ste</sup>), so that QA will bring up "false positive" warnings. Without this option, both 23 and 23rd will match 23, 23<sup>ème</sup>, and 23<sup>ste</sup>. With this option checked, 23 will only match 23, and 23rd will only match 23rd.

**Enable QA on already-translated segments**

This option will force Wordfast to QA existing segments. That may be necessary when working on a document that has been already segmented by the client. In other cases, systematically running QA when reopening an existing segment (which has been already translated and already QAed) can slow down Wordfast.

## View



This dialog box is used to optimize Ms-Word's view and 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 and view environment every time you start a translation session. However, if the "*When translation starts...*" checkbox is unchecked, Wordfast will leave the view and display 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 with Word 97, 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 SXGA, 1280x1024) and a 17" monitor, plus a fast machine, the Page view can be considered although it is not recommended. Page view forces constant repagination, offers a hectic scrolling from page to page and quickly exhausts your system's resources. It is better to *occasionally* use Page view for those rare documents where the page layout is of prime importance and falls in the translator's responsibility. In all other cases (and even with a fast machine and a big screen), normal view is still, by far, much more comfortable, especially when jumping from page to page, scrolling through long documents etc. Normal view offers a much smoother scrolling, and a jumpy scrolling really damages eyesight and causes migraines. However, turn this switch off (i.e., leave view mode unchanged) if page layout and design is a must.

**Wrap text to window**

This feature 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.

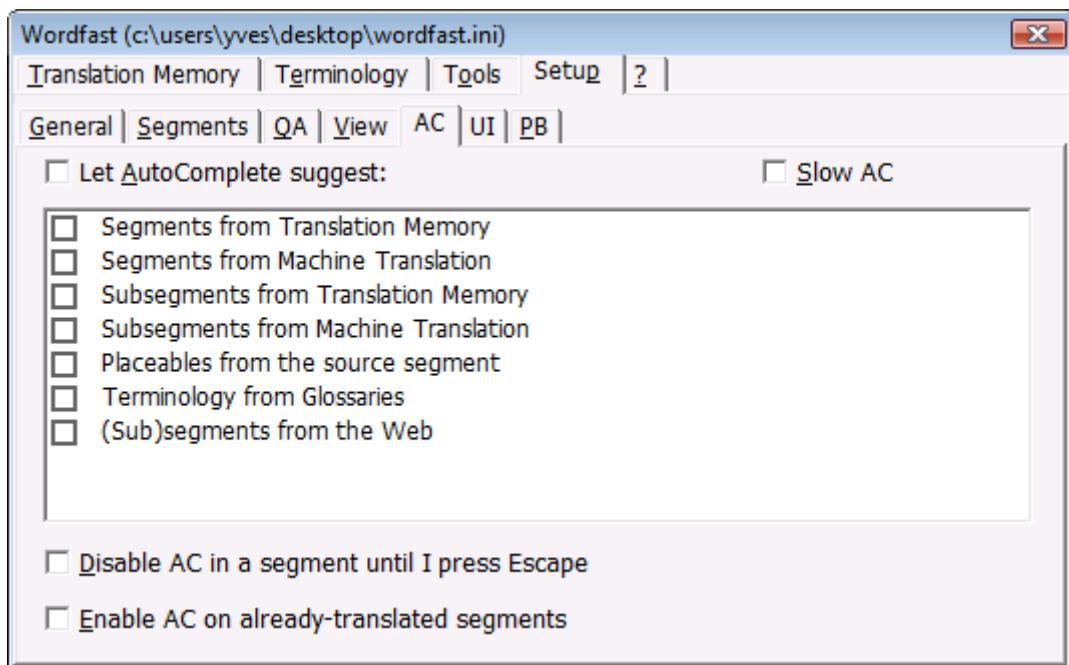
**Keep only Standard, Formatting & Wordfast toolbars**

Use this function if you wish to automatically hide unwanted toolbars taking up space.

Remember that you can manually modify your display options *during* a translation session using Ms-Word's own Tools/Options/View (Or Preferences/View with most Macs).

Note that Wordfast forces the display of hidden text, because using Wordfast without hidden text visible can be dangerous, since delimiters would be invisible and easily deleted.

## AC (AutoComplete)



AutoComplete (AC) suggests TM matches and placeables in a drop-down list. You can continue typing and ignore the suggestion, or press Enter to "grab" the suggestion. Suppose the source segment contains proper names like "Zbigniew Brzeziński" or "Grossbliederstroff": AC will suggest those names as soon as a capital A or G is typed. Speed and reliability are the two advantages of AC.

At this time, TM and MT propositions can be proposed, as well as "placeables". Placeables comprise known terminology ("known" terminology is highlighted in the source segment if a glossary is active and contains one or more source terms), and elements in the source segment that could be untranslatable.

**Segments from the Translation Memory**

This option will pop up a list of TM matches, 100% or fuzzy, as soon as a new segment opens. Other shortcuts and methods (Alt+left/right to cycle through the various segment propositions, if applicable, or Ctrl+Alt+M to display more detail from the TM) remain effective.

**Segments from Machine Translation**

If MT is set up in the Translation Memory / MT pane, machine-translated segments will appear in the AC drop-down list.

**Subsegments from Translation Memory**

Subsegments from the TM will be proposed whenever possible.

**Subsegments from Machine Translation**

Subsegments from MT will be proposed whenever possible.

**Placeables from the source segment**

If Wordfast senses that some source terms are likely to be untranslatables (because they begin with a capital letter, contain figures, etc.), they will be suggested as soon as you begin to type them in the target segment.

**Terminology from glossaries**

If you begin to type two or more letters that match a source or target terminology that Wordfast has recognized in the source segment, a suggestion for autocomplete will pop up.

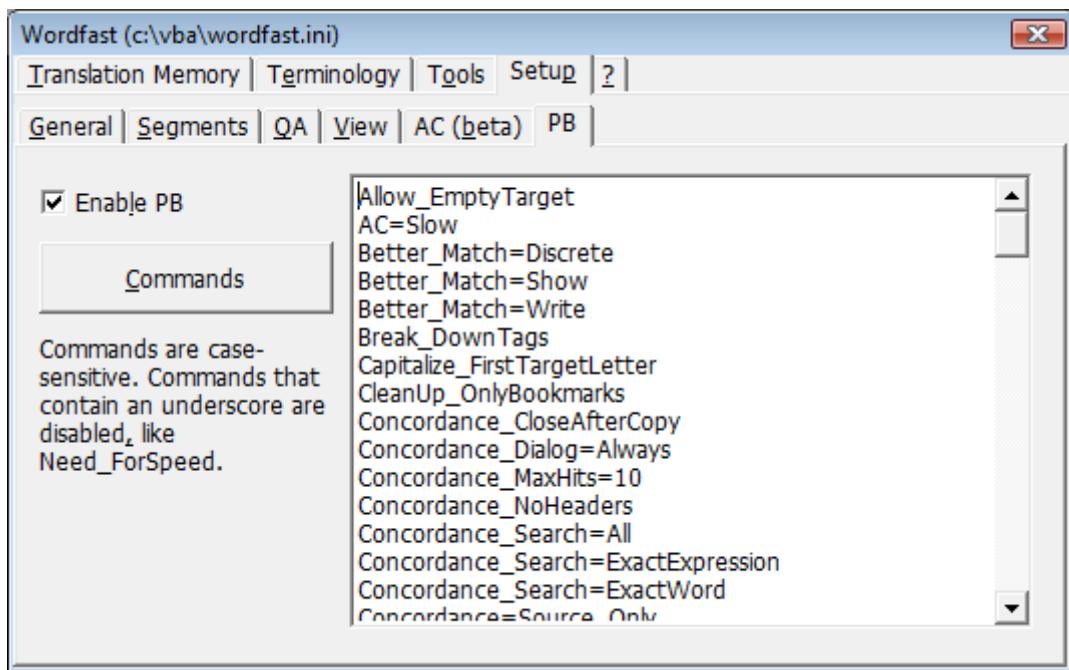
**Disable AC until I press Escape (AC on-demand)**

If AC is annoying, check this option. AC will be active only when you press Escape, and only for the duration of the currently opened segment.

**Enable AC on already-translated segments**

By default, AC is active only on new segments at the moment when they are created. This option will enable AC even when you revise, or open again existing segments. Check this option if, for example, your client sends you already-segmented documents for revision or post-edition.

## PB (*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, a raw but efficient "un-natural" interface is used 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 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*.

**Important:** PB commands are case-sensitive: use them the way they are produced when clicking the "Commands" button, or the way they are written in this manual. Adding or removing the \_ (underscore) character makes them inactive or active. The underscore character can be located anywhere within the command. Thus,

AllowEmptyTarget is **active**;  
Allow\_EmptyTarget is **not active**;  
AllowEmpty\_Target is **not active**;  
\_AllowEmptyTarget is **active** because the underscored is not within the command;  
Allowemptytarget is **ignored** because its case is not correct.

**Right-clicking** the list of commands will toggle between the display of *all* commands, and only *active* commands.

AllowEmptyTarget	Allows Wordfast to validate a segment with an empty target. Empty targets do not pose any particular problem, but in
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	regular mode (especially for beginners), there's a warning that prevents the user from validating an empty segment.
BetterMatch=Show	Suppose a document that has been translated with a TM called TM1. The document is now segmented, or bilingual. Suppose that TM1 is not used anymore. Instead, another TM, called TM2, is now selected and made active (TM2 is not a BTM, it's a TM used in replacement of TM1). When revising the segmented document, BetterMatch=Show can be used 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).
BetterMatch=Write	BetterMatch=Write: same as BetterMatch=Show, but the better match will directly replace the existing target segment with the better proposition. The match rate is also replaced with the new match rate.
BetterMatch=Discrete	BetterMatch=Discrete: same as BetterMatch=Write, but the existing match rate will not be replaced with the new match rate.
CapitalizeFirstTargetLetter	This command is useful when a dictation ("Voice Recognition", VR) program is used, and the VR program fails to capitalize the first letter of a dictated sentence. When the segment is committed, Wordfast will make sure the target segment's first letter is uppercase.
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).
ConcordanceDialog=Always	Forces Wordfast to always display the Concordance/Reference input dialog box, even when Ctrl+Alt+C or Ctrl+Alt+N is pressed without text being selected.
ConcordanceCloseAfterCopy	Closes the concordance search window when you use the Alt+F12 shortcut (copy-paste into target segment).
ConcordanceMaxHits=X	Where X is a number. Limits the number of concordances found to X. The maximum value is 4096.
ConcordanceNoHeaders	Turns off the display of TU creator, date and attributes when displaying concordances, so that more entries can be visible on one page.
ConcordanceSearch=X where X can be <i>All</i> , <i>Source</i> or <i>Target</i>	During sessions, if you select a term in a <i>source</i> segment, Wordfast will execute a concordance search in the TMs <i>source</i> segments only. If you select a term in a <i>target</i> segment, Wordfast will execute a concordance search in the TMs <i>target</i> segments only. ConcordanceSearch=All will force Wordfast to search all

	<p>segments (source and target), regardless of where you selected a term.</p> <p>ConcordanceSearch=Source will force Wordfast to search only source segments of the TM.</p> <p>ConcordanceSearch=Target will force Wordfast to search only target segments of the TM.</p> <p>If this command is not enabled, Wordfast searches concordances in target segments only.</p>
ConcordanceSearch=ExactExpression	With this command active, when you select an expression in a document and press Ctrl+Alt+C, Wordfast will assume that the exact expression is searched, as if you had provided the expression between quotes. If this command is not active, Wordfast assumes that you are searching for all the unique words in the expression and their possible ending inflections, with the AND operator.
ConcordanceSearch=ExactWord	With this command active, when you select a single word or term in a document and press Ctrl+Alt+C, Wordfast will search for this exact term, not looking for beginning or ending inflections. When this command is not active, a search for cat will bring cat and cats (but not bobcat).
ConcordanceWindowArrange	When the Concordance window is created, an "Arrange" (Ms-Word's Window/Arrange All menu) is executed to display the document and the concordances side by side.
CopySearchWord	Copies into the clipboard the term that is selected for search when a Concordance or Reference search is done.
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.
Custom_DataEditor=CustomDataEditor=NotePad CustomDataEditor=Word CustomDataEditor=C:\...\app.exe	Defines the application that opens a TM or a glossary when you right-click the "Select TM" or "Select Glossary" button in the Wordfast user interface. "NotePad" is recommended.
Custom_Shortcut=NextSegment:Alt+NumericPlus	Defines custom shortcuts. The name of the macro to call (NexSegment in the example) is the name of the Wordfast menu item, in an English user interface.
Disable_MouseWheel	If Word crashes precisely when you start the data editor (or within a second of using the mouse roller to scroll down lines in the data editor), this means your system is not compatible with the mouse roller in a VBA form. This command will disable that feature. It's very rare. This command does not alleviate other crashes that are bound to occur for various reasons - refer to the hotline from <a href="http://www.wordfast.net">www.wordfast.net</a> or seek help from <a href="http://www.yahoogroups.com/wordfast">www.yahoogroups.com/wordfast</a>
DoHeaderTables	Some versions of Ms-Word have a tendency to crash or freeze if tables are used in headers or footers, especially

	when the document is a converted RTF file. If this is the case with your version of Ms-Word, use this command to prevent Wordfast from entering into headers or footers that contain table(s).
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).
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.
ExcelByColumns	When translating an Excel sheet, the regular order is one row after the next from top to bottom (translating one cell after the next on each row, from left to right). With this command, the order will be one column (cells translated from top to bottom) after the next.
FirstKeyControl FirstKeyShift	With some versions of Ms-Word 2003, the very first character typed after a segment opens is "mute". Enable any of these commands (only one at a time) to cure the problem. They simulate the press of a "mute" key to work around the problem.
FirstKeyDNS	Solves a problem caused by some versions of the DNS dictation software that makes the cursor jump a few lines up or down after a segment opens.
KeepTemplate=addin.dot	When you expand the Wordfast template, Wordfast de-activates 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 KeepTemplate=All. This setting, however, may cause problems with templates that rely on shortcuts used by Wordfast.
KeepLineSpacing	When translating a table, if the table row has a fixed line spacing (or "height"), it may be impossible to display an opened segment. Opened segments use 7 lines, and the cell may be too narrow, vertically speaking, to display the segment. Wordfast dynamically sets line spacing to "Automatic" in tables, and restores it to its original value when the segment is closed. This feature disables this behaviour.
KeepCaseAlways	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.
GlossaryList1=Hide	The glossary (1, 2, or 3) will not be displayed in a drop-down list in the Wordfast toolbar. Ctrl+Alt+G opens or hides the drop-down lists that contain the glossaries.
LatinFont="MyFont,12"	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.
LeaveColours	At clean-up time, if colours were specified in Wordfast/Setup/General, colours are reset by applying the "Auto" colour to the entire document. This option inhibits this general colour reset.
LinkSetupToDocument	<p>It is possible to link documents (but only documents of Ms-Word's native format – DOC ) to a particular setup. If this is done, and a later translation session is opened with a different setup, Wordfast will issue a warning. This warning gives you the choice of using the new setup (the document's link will then be modified accordingly), or loading the original setup.</p> <p>The same warning will be issued at cleanup time, on some conditions.</p> <p>Use the Wordfast menu option "Unlink" on a document to unlink it, or "Relink" to re-link it. See the important note below.</p>
LinkTMToDocument	<p>It is possible to link documents (but only documents of Ms-Word's native format – DOC ) to a particular TM. If this is done, and a later session is opened with a different TM, Wordfast will issue a warning. This warning gives you the choice of using the new TM (the document's link will then be modified accordingly), or loading the original TM.</p> <p>Use the Wordfast menu option "Unlink" on a document to unlink it, or "Relink" to re-link it.</p> <p>The same warning will be issued at cleanup time, on some conditions.</p>
! Note on the "Link" settings.	<p>The "Link" feature stamps documents with a marker that links them to a TM or Setup, when opening a translation session. Any Wordfast, with any setting (even if the two "Link" setting are not checked) will issue a warning if another <i>translation session</i> is started on the linked document with a different TM or setup.</p> <p><i>Cleanup</i>, however, will issue a warning only if the Wordfast/Tools/Cleanup button is used and "Update TM" is required <i>and</i> the corresponding Wordfast "Link" setting is currently checked.</p> <p>In other words, a linked document will trigger a warning at all times when starting a translation session, regardless of the local and current Wordfast setup, but the same document will trigger a warning at cleanup time only if the local and current Wordfast setup's "Link" option is checked.</p>

	The reason is that many translators <i>translate</i> , but send uncleaned documents to the client or agency, and the cleanup is performed there. This prevents cleanup on a different computer (like the client's or the agency's) from triggering the warning.
MacroEndSession=XXX	Where XXX is an Ms-Word macro name. The EndSession macro is executed when a translation session ends, with Alt+End, or when closing a segment in any other way.
MacroPreSegmentation=XXX	Where XXX is an Ms-Word macro name. The PreSegmentation macro is executed when a segment is opened, right before the segment is turned over to the translator for translation or edition. See <a href="#">Appendix III</a> for more info on macros.
MacroPostSegmentation=XXX	Where XXX is an Ms-Word macro name. The PostSegmentation macro is executed when the translator "closes" a segment, immediately before closure. "Closing" a segment happens if you press Alt+Down on an opened segment, or Alt+Up, or Alt+End, or any other shortcut that closes the currently opened segment. That macro us typical meant to check for errors and warn the user. See <a href="#">Appendix III</a> for more info on macros.
MacroMaiden=XXX	Where XXX is an Ms-Word macro name. The Maiden macro is executed only once, the very first time a Wordfast translation session is started on a document. If your macro ends with a Visual Basic "End" instruction, this will also halt the Wordfast translation session opening, and the document will remain "virgin". Running the Wordfast menu "Misc/Unlink" option renders the active document "virgin" again. See <a href="#">Appendix III</a> for more info on macros.
MacroRetire=XXX	Where XXX is an Ms-Word macro name. The Retire macro is executed right before a clean-up is attempted on a Wordfast-translated document. See <a href="#">Appendix III</a> for more info on macros.
MacroStartSession=XXX	Where XXX is an Ms-Word macro name. The StartSession macro is executed when a translation session begins.
MacroQualityCheck=XXX	Where XXX is an Ms-Word macro name. The QualityCheck macro is executed right before a MacroPostSegmentation, that is, when the translator closes an opened segment (by using Alt+Down, Alt+Up, Alt+End, or any other shortcut that closes the currently opened segment). See the note on <a href="#">QA macro interactive mode</a> . See <a href="#">Appendix III</a> for more info on macros.
NeedForSpeed	This command can noticeably speed up the segmentation process. With this command present in <i>Pandora's box</i> : 1. Terminology recognition is performed, as usually, on opening new segments; but it is not performed again when

	<p>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;</p> <p>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 match rate) written in the segment, rather than the fact that the source segment is again found (or not found) in the TM. NeedForSpeed is a recommended setting for jobs where speed is essential.</p>
NoPowerPointNotes OnlyPowerPointNotes	When working on a PowerPoint presentation, this command will force Wordfast to ignore the notes that are attached to slides, or to <i>only</i> translate notes.
NoPrompts	Inhibits prompts when doing a "RestoreSegment".
NoPromptToSaveIni	Inhibits prompts to save settings when closing the Wordfast setup window. All changes are saved automatically.
NoSendKeys	Wordfast sends a dummy Control key after opening a segment on Ms-Word 2003 because of a VBA bug. Use this command to prevent this behaviour, if you have no problem opening segments with Word 2003. The most common symptom of the problem is that the first character you type remains blank - but only with an unpatched Word 2003.
NoSmartMessage	The QA warnings or messages in Wordfast slide to the top right position on the screen so you can see both the message and the document's text to which it refers. NoSmartMessage will disable this feature.
OptionalTags	<p>Enter a list of tags, separated with commas, after the equal sign.</p> <p>These tags are ignored when Wordfast performs QA to verify that tags are identical in source and target. See the section on tagged documents for more information.</p>
PlaceablePlusSpace	Forces Wordfast to add a space after a placeable, when the placeable is copied using the Ctrl+Alt+Down shortcut or "CopyPlaceable" icon.
PlaceablePlusSpaces	In the plural form, PlaceablePlusSpaces also adds a space <i>before</i> a placeable, if none is found there.
PlaceableBetween=[],(),{}@=+:	<p>Instructs Wordfast to consider text comprised between [ and ], ( and ), { and } as placeables. You can specify other sets of two characters. Separate pairs of characters with commas.</p> <p>It is not recommended to use PlaceableBetween=&lt;&gt; or PlaceableBetween=&amp;; with tagged files.</p>
PlaceableContains=#@=+:	Instructs Wordfast to consider words containing the characters appearing after the equal sign as placeables. Here, for example, the I+YOU expression would 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.
Placeable=None	Unconditionally disables all placeables.
Placeable=MixedCase	Instructs Wordfast to consider words with a mixed case format (excluding the first letter) as placeables. In other words, terms like "DosAppName" or "en_LangID" will be considered placeables.
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 ».</p> <p><i>Mac syntax: ProcessQuotes=199+202,202+200</i></p> <p>ProcessQuotes=147,148 will force curly double quotes (up) as in “example”</p> <p><i>Mac syntax: ProcessQuotes=210,211</i></p> <p>ProcessQuotes=145,146 will force curly single quotes as in ‘example’</p> <p><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.</p> <p><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</p>

	Ctrl+Alt+U shortcut to copy source quotes to the target segment.
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</p> <p><i>Mac syntax: ProcessApostrophe=213</i></p> <p>ProcessApostrophe=Source will replicate the source segment's apostrophe style</p> <p>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</p> <p><i>Mac syntax: ProcessDashes=208</i></p> <p>ProcessDashes=151 will force the emdash (long) as in attaché—case</p> <p><i>Mac syntax: ProcessDashes=209</i></p> <p>ProcessDashes=Source will replicate the source segment's dash style.</p> <p>Ctrl+Alt+U will replicate the source segment's dash style.</p>
Propagate1	<p>When using CopySource, all recognized terminology (if terminology recognition is turned on) in the target segment is replaced with its translation. This command is also active with the "Translate" tool, but only for unknown segments which are replaced with the source segment using the CopySource function. This command uses glossary #1. This command is often associated with CopySourceWhenNoMatch.</p> <p>When a propagate command is used, the Alt+Insert (Alt+S on a Mac) shortcut has a toggling effect between A. <i>CopySource and propagate.</i> B. <i>Just CopySource without propagation.</i></p> <p><b>Important note:</b> if propagation must be active during the pretranslation of documents (using Wordfast's <i>Translate</i> tool), see the command "ToolsTranslateWithTR" further below.</p>

Propagate2	Same as above, but using glossary #2, or #3. The three commands can be used together.
Propagate3	
PropagateAndHighlight	When propagation is done, propagated terms in the target segment are highlighted.
PropagateCase=X	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.
PropagateInReverse	Propagates terms in reverse order (useful by language pairs that have a reverse syntax order), when PropagateOnlyKnown (see below) is activated.
PropagateMethod=[],many,add	Determines the method for the propagation of recognized terms. The first two characters (here, [ and ]) specify the characters that are added around propagated terms. The <i>many</i> switch determines whether all possible glossary entries are propagated, in case the glossary has multiple entries for the same source term (i.e., one given source term is repeated, with different target terms). The <i>add</i> switch determines whether propagated terms are <i>added</i> to the target segment, or whether they <i>replace</i> the target term, which is the regular method.
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. When this command is active, the CopySource (Alt+Ins on a PC, Alt+S on a Mac) shortcut toggle effect will have three states: A. CopySource and propagate in the desired order (see above); B. CopySource and propagate in the opposite order; C. Just CopySource with no propagation.
PropagatePlusSpace	When propagartion is done, this command adds a space after the propagated term, if no space is found after the term.
PropagatePlusSpaces	In the plural form, PropagatePlusSpaces also adds a space <i>before</i> a propagated term, if no space is found there.
PropagateWhole	If a recognised 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. <i>If CleanUp, Analyse, Translate fail, make sure this setting points to a valid folder.</i>
ReportMany	Normally, all reports (for the Cleanup, Analyse, Translate functions) have the same name, and new reports overwrite previous ones. This command instructs Wordfast to add a

	time stamp in the report's name, so that they all have unique names.
Right_Click=IE/http://iate.europa.eu/iatediff/SearchByQuery.do?method=search&saveStats=true&query={SearchedWord}&sourceLanguage={sl}&targetLanguages={tl}&domain=0&typeOfSearch=s	When a segment is opened, this command activates a smart right-click on a source segment term. The right-click will direct Microsoft Internet Explorer (sorry, other browsers are not supported yet) to a URL that queries terminology, and bring the browser to the front.  Two examples are provided here. Other URLs can be used to access other terminology resources. The line must begin with <b>Right_Click=IE/</b> .
Right_Click=IE/http://www.eu rotermbank.com/Search.aspx?text={SearchedWord}&langfrom={sl}&langto={tl}	The rest is a URL, where {SearchedWord} will be replaced with the term to look for. {sl} and {tl} are replaced with your source and target language codes - but you can hard-code your own language codes instead.
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.
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.
Segment_Style=HideHiddenText Segment_Style=Light Segment_Style=Transparent Segment_Style=Shaded Segment_Style=UnShaded Segment_Style=VGA	This give the opened segment different styles or shades. If you are not happy with the way segments appear on your monitor, or if your monitor's colours are washed away, you may find your happiness here.
SetReference=Paragraph	When a search for Reference is done, results are limited to the sentence where the searched expression is found. This command displays the entire paragraph.
ShowGlossaryAlways	When using Ctrl+Alt+right/left to cycle through recognized terms in the source segment, these terms are looked up in the relevant glossary and displayed in the glossary toolbar.
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.
ShowMemoryIf<100	Will display the contents of the TM above the currently opened segment if the match rate (the match percentage) verifies the value range (here it is "<100"). You could use ">80" or "<99" as well: the operator can be < or > and the value can be any number.
ShrinkTags	Shrinks all tags to a short, numbered tag system to shorten segments with long tags and make them more legible. This is done as a visual aid; actual tags are actually preserved.
SkipSegment>99	In an already segmented, bilingual document, all segments that have a match rate higher than 99 will be skipped. Any

	other value can be specified, with an < or > operator, like, for example, <code>SkipSegment&lt;80</code> .
<code>TermFont="MyFont"</code>	Specifies which font is used in the display of concordance search, glossaries edit by Ms-Word or by PlusTools. Replace <code>MyFont</code> with the required font.
<code>TMX_TW4WIN</code>	Produces a TMX export that's compatible with TWB version 2.0. Be patient with TMX, the format has evolved over time, and translation tool editors have implemented various levels of tolerance. Mailing lists and discussion groups usually have a resident nerd that'll help for the love of it.
<code>Toolbar=000000000000000000001</code>	( <i>only active with versions of Word up to Word 2003</i> ). 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 if the toolbar is shrunk; the last icon is always visible when the toolbar is expanded. <i>Not applicable to the Word 2007/2010 toolbars</i> .
<code>ToolsTranslateSkipUnknown</code>	Skips unknown segments when Wordfast's Tools/Translate tool is being used.
<code>ToolsTranslateWithTR</code>	Wordfast's <i>Translate</i> tool is slow because it segments documents from within Ms-Word. This is why terminology recognition (TR) is turned off during this process, because there is no need to highlight known terminology. Terminology recognition can be even more time-consuming than segmentation or translation memory operation. However, translators who want to have <i>propagation</i> occur when using the <i>Translate</i> tool (this action is often referred to as the "pretranslation" of documents) should activate this command, because propagation requires terminology recognition.
<code>TranslateIgnoreBookmarks</code>	When using the Wordfast / Tools / Translate tool, this command will prevent Wordfast from marking bookmarks with red markers.
<code>TranslationMemoryOrder=BTM,TM,VLTM</code>	This command determines the order in which Translation Units (TUs) are proposed when multiple TMs are used, and TUs are found with the same match rate (a.k.a. the "match" value, expressed in %). In the absence of this command, Wordfast's natural order is <code>TranslationMemoryOrder=BTM,TM,VLTM</code> In other words, if three TUs with a 100% match rate are found, one from the BTM, one from the TM, and one from the VLTM, the TU from the BTM will be proposed; pressing the Alt+right/left shortcut will toggle between other "matches" in the BTM/TM/VLTM order. You can rearrange the order to suit your needs, placing the VLTM, or the TM, in first or second position: <code>TranslationMemoryOrder=VLTM,TM,BTM</code> , <code>TranslationMemoryOrder=TM,VLTM,BTM</code> , etc.

TransparentSegment	Displays segments without a background colour (for damaged, or very dark, screens, or the nostalgics of the white-on-blue Word era).
UpdateOfficeWhenTranslate	When Wordfast's "Translate" tool is used to pretranslate an MsOffice document (Excel, PowerPoint, Access), the translation process does not send back translated target segments to the Office document (i.e., does not update the Office document), as would be the case in a "live" translation session. This command will force it to do so.
UpdateWithQuickClean	Before a Quick-clean operation, you will be asked if you just want to update your TM, without cleaning-up. If you say no, you can go on and proceed with Quick-clean anyway, so the regular use of Quick-clean is not affected.
WaitForMT=X	Where X is, for example, 5. Instructs Wordfast to pause X seconds while a segment is being machine-translated.
WfToolbarPosition=A,B,C WfToolbarPosition=1,0,0	<p>(only active with versions of Word up to Word 2003).</p> <p>This command will make Wordfast position its toolbar as follows, replacing A,B,C with numbers:</p> <p>A is for the position style where 1 is horizontal top (regular), 0 is vertical left, 2 is vertical right, 3 is horizontal bottom, 4 is floating;</p> <p>B is the vertical position, in pixels, from the top of the Word window;</p> <p>C is the horizontal position, in pixels, from the left of the Word window.</p> <p>The example (WfToolbarPosition=1,0,0) is for a "regular" position, docked top left.</p> <p><i>Note that Office X/Mac and later tend to force a vertical position for custom and add-on toolbars.</i></p>

The syntax of these commands is complex. Thus, rather than writing them into, and deleting them from, *Pandora's box*, you may consider leaving them in *Pandora's box*. To turn off a command, just insert an underscore in the command. In other words, SegmentAll is active, but Segment\_All is not active. The underscore can be positioned anywhere inside the command.

## Word/character 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. The difference is more striking with French, more modest with other languages. This way of counting is in keeping with most translation syndicates and unions in most countries using alphabetic languages.

Discuss the word count issue with your client *before* starting working on a project.

On tagged documents, tags are counted as one word (regardless of their number of characters or words) and their number is also reported in the analysis final report. 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, because a tag is counted as one word; tags are included in the word count.

The Wordfast word/character count, as with all CAT tools, is based on what the tool considers to be *translatable* text. This can depend on the way you set up your tool. For example, the use of the "[SegmentAll](#)" command will force Wordfast to consider any text as translatable, including isolated fields, figures, etc. which would otherwise be left out of the translation process.

The Wordfast word/character count includes all headers and footers, footnotes, but not fields. Pay attention to word count when auditing a project, or producing an estimate. Ask yourself the question (if applicable) of whether the document(s) contains bookmarks, and if it does, what the author/client wants to do of them; whether graphics or textboxes should be translated, whether headers and footers should be translated, whether the word count is based on *source*, or *target (translated)*, text, how to count tags, if any (per piece? per word? per character? at what rate?), etc.

## Languages that require Unicode

Latin-1 is a character set used for most West-European languages, including Scandinavian languages. It includes all English letters, plus a large number of accented letters. East-European languages like Polish, Czech, Hungarian, etc. use another character set known as CE or Latin-2 and do not fall in the Latin-1 group.

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), or Mac OSX, with Unicode translation memories, although older platforms *may* behave well.

## CJK (Chinese, Japanese, Korean)

The following discussion concerns the Wordfast-generated data (like translation memories and glossaries). It does not concern documents. Ms-Word documents always support Unicode, and do not lose encoding. *If there are issues, those are font (rendering) issues, or material brought into Ms-Word by copy-pasting alien material.*

**Unicode** translation memories and glossaries should be used for translation where one of the two languages (source or target) is CJK. All versions of Wordfast after the year 2007 use only Unicode TMs and glossaries, so that should not be a worry.

Use path names and file names with latin, non-accented (English) letters only for TMs and glossaries. Try to keep file names (including document names if possible) under 32 letters, using English non-accented letters, and without spaces. Wordfast may not support folder and file names with unicode characters. If Wordfast malfunctions, this could be due to the Ms-Word Startup path containing unicode characters. If this is the case, create a folder, for example C :\Startup, and copy wordfast.dot there. Start Ms-Word, use the

Tools/Options/Default folders dialog box to change Ms-Word's Startup folder to the one you just created. Close and restart Ms-Word.

If given the choice of Unicode flavour when you save a TM or glossary, select the simple "Unicode" (this can be just Unicode, or UTF-16) setting, not a language-specific encoding.

If you use Ms-Word XP (Ms-Word 2002), note that a notorious Ms-Word 2002 glitch prevents it from saving documents as Unicode (unless you specifically added that feature at installation time). In this case, export the TM to unicode. To do so, start the TM/Glossary editor, click "Tools", and run the "Rewrite as Unicode" special filter. Another workaround is to open an existing Unicode document, delete all its contents, paste your data into it, save it then rename it directly on disk.

In Wordfast's main window, next to the translation memory path and name, you should see the (CJK) mention. This mention appears if the source language code begins with either ZH-, JA-, or KO-. This mention is essential for Wordfast to switch to a mode compatible with Chinese, Japanese, or Korean.

## Notes:

- For Japanese and Chinese, make sure the full stop is visible in the Wordfast/Setup/General "*End-of-segment punctuation*" setting. It should be automatically added there when you create a translation memory with JA, KO, or ZH in the source language (for example, JA-JP, JA-01, ZH-CN, etc.). If you do not see the Japanese or Chinese full stop, select your language's full stop in a document. Copy it (Ctrl+C). Open Wordfast. In the Wordfast/Setup/General "*End-of-segment punctuation*" setting, press Enter to edit the value, then 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 "*An ESP without a trailing space ends a segment*" 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 when the TM is CJK.
- To have all target segments receive a specific font (a font that can display CJK characters), use the Wordfast/Setup/General "*Target font*" setting to specify the target font. But this is not necessary if your platform automatically adapts fonts to languages.
- To have both Concordance search and glossaries displayed using a specific font, go to Wordfast/Setup/Pandor'as box. Add the parameter *TermFont="MyFont"* with the required font instead of *MyFont*.

If you open a glossary or a translation memory with Ms-Word and cannot read the text: select all text then apply a font that can display your language (a specific font, or a generic Unicode font).

If you still cannot see text properly displayed, and all you see are question marks (????) then perhaps, at some stage, the file was saved as (rewritten) using a text-only format rather than Unicode. There is no way back. Make sure Unicode files remain Unicode at all times. *This concerns the Text format used for translation memories and glossaries, not Ms-Word documents. Unicode is not relevant with the DOC file format.*

If an Ms-Word document does not display your language properly, it's a font problem. Target segments must receive the proper font; see above for automatically applying a certain font to target segments.

## Special care

This section deals with expert uses of Wordfast for tasks that require special attention. Wordfast does not guarantees operation because of its very nature. Wordfast is an add-on to a complex program (Ms-Word) that handles documents which, in the course of their lives, have been handled very differently by different people using different version of Ms-Word (on PCs or Macs), through different formats (DOC, RTF, HTML, etc.) and sometimes very ill-conceived (many people use textboxes when tables, or a much simpler layout, should be used).

The **special care** section deals with tasks that are possible with Wordfast, but which need special attention in their execution, as well as a good knowledge of Ms-Word. Beginners should train themselves, or seek professional training, before engaging in projects outlined in the Special Care section. It is out of question for any translator to accept a "Special care" job without a prior understanding of the risks involved.

## HTML files

**HTML** - Wordfast can be used to translate HTML files.

Open the HTML file with Ms-Word.

Start a translation session (Alt+Down). Immediately before starting the translation session, Wordfast will detect that the current document is in HTML format and ask the user whether the document should be tagged. Click "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 and Powerpoint

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

*Note that complex or ill-written PowerPoint presentation may cause Wordfast to stall. Those are presentations, where, for example, many small textboxes have been used to mimick a table layout; where too many pictures have been piled up on the same page; note that embedded objects (Excel spreadsheets for example) will not be offered for translation: the embedded object must be translated with the original tool, then reimported in the presentation.*

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. Create a new, empty document. Start a Wordfast translation session on the empty Ms-Word document.

Wordfast will "pull" translatable items from the PowerPoint presentation or from the Excel worksheet. You translate them one after the next in Ms-Word. When an item has been translated, it is pasted back into the PowerPoint, or Excel, document. You only work and translate inside Ms-Word.

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.

With Excel, you can translate only one sheet at a time. If you need to translate other sheets, start a new translation session on a new, empty document for each sheet.

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 in Excel.
4. With **PowerPoint**, I recommend using Word 2000, or a later version, which are compatible with PowerPoint's colour scheme (with Word 97, you risk reducing the number of colours used in the PPT presentation).  
If you wish to exclude slide notes from the translation, activate "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 "Miscellaneous/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.

## Tagged files

Wordfast Classic is designed to translate the Word native "DOC" format. Tagged files are better translated with programs that were designed from the ground up to handle tagged files, like Wordfast PRO.

Wordfast Classic retains the capability to translate "tagged" files, but it should be noted that an Ms-Word tool cannot efficiently handle or protect tags. Translating tagged files with Ms-Word requires expertise, should things go wrong at any stage.

Some translation agencies, which are equipped with tagging software to prepare documents, may ask free-lance translators to work on tagged files. 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 attention to the following advice, because tagged files that are not properly handled can cause serious 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 are mostly found within the text to be translated, and in the translation.

Example:                   The **final** document.  
translates into           Le document **final**.

In this example, **<B>** and **</B>** are tags that command the bold type in HTML. 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 colour (with a "Normal" or "Translatable" style). Only tags have a tag style, red or grey.

Styles are important, because tagging/untagging software relies on style, not colour, to differentiate tags from translated text.

**!** **Internal tags must normally not 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 text 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
The <B>final</B> document is here. Le document <B>final</B> est ici.	This TU is OK.
The <B>final</B> document is here. Le document <B>final</B> est ici.	Problem: the target word "final" has an internal tag style
The <B>final</B> document is here. Le document <B>final</B> est ici.	Problem: the target segment's first tag has lost its internal (red) tag style.
The <B>final</B> document is here. Le document <B> final est ici.	Problem: the target segment's second tag is missing (it should be </B>).

Wordfast has a Quality Assurance option called "Identical tags in source/target segments". I recommend turning this QA option on. To avoid having false alerts for tags that are actually optional, use Pandora Box' "OptionalTags" command in Wordfast/Setup/PB.

Most optional tags are tagged items (like the unbreakable space, quotes, ampersand etc) that look like & 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 <B>ready </B>.

Le Département "Recherche et Développement" est <B>prêt</B>.

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.

**Long tags.** Wordfast considers any contiguous text with an Internal style as a one tag. So for example

```
<p align="left" font="Times New Roman" size="12"><strong><table align="center">
```

is considered one tag.

If this contiguous stretch of text actually contains more than one tag, and if these tags have to be handled separately, use the Ctrl+Alt+Up shortcut to make Wordfast treat this tag as separate placeables. The pairs of characters < and > as well as & and ; will be considered as tag beginning and tag ending.

Note that the PB option "BreakDownTags" will translate tags into symbolic, short entities such as <1>, <2>, etc. in any opened segment. When validating the segment, tags will be restored to their original syntax. This allows you to have shorter and more readable segments

when long tags are present. When such a tag is selected as a placeable, the tag's full syntax appears in the status bar.

### External tags

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

## PDF

**Important note:** *Wordfast Anywhere (<http://anywhere.wordfast.net>) can convert a PDF document into a Word document, for free as of Spring 2011. This even concerns "dead PDFs", i.e., PDF documents that contain screenshots of text, or scanned text.*

The PDF (Portable Document File) format was designed at an age when fonts were scarce and expensive. Many systems lacked fonts, or were equipped with very different fonts. The PDF format contained the fonts it used, making it very portable.

Unfortunately for us translators, the success of PDF is found in another feature: the difficulty (or the near impossibility for most people) to alter PDF *content*. As a consequence, one cannot directly edit or translate a PDF file: text has to be extracted from it. To make things even more complicated, many PDF documents (so-called "*Dead PDFs*") either lock their content, or worse, only contain graphics (screenshots) of text, not actual, selectable text.

The bottom line is that there is no tool that will let you translate a PDF "from within", and deliver a translated PDF at the push of a button. PDFs must be converted to another format, and even that process is hazardous.

Wordfast can convert most "live" PDF documents into Word documents, in the Windows environment, provided:

- You have Adobe (PDF) Reader version 7, 8, 9, or above, installed (note: Adobe Reader is free, and found on most systems).
- The PDF document is not password-protected again copy/pasting (to verify: in Adobe Reader, use the Edit menu: if *Copy* and *Paste* are greyed out, the document is locked).
- The PDF document actually contains text, not pictures of text, or screenshots.

There are two methods to import PDF into a Word document with Wordfast:

- Drag-drop the PDF file straight into Ms-Word (drop it in Ms-Word's window title bar, not inside the Ms-Word window). Wordfast should detect the **.pdf** extension and start the import process.
- Open the PDF file with Adobe Reader (double-click the PDF file). In Adobe Reader's Preferences / Display (View) options, set the mode to the "One page" view, **not** the "One page continuous" view. In the PDF document, make sure that text (like individual words) can be selected with the mouse.

Get back to Ms-Word, create a new, blank document, press Alt+Down (this is the same process as with Excel and PowerPoint files).

## 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 (*move* 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 the segment then opening the footnote pane and translating the footnote. But I recommend translating all footnotes in a separate translation session 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

An 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, set your current View mode to "Normal" with the View menu in Ms-Word. Press Alt+F9 right now a few times to grasp the concept behind fields (this manual's table of contents is a TOC field), and the two ways to look at fields (result or code). The following "Today's date" field: [28/01/2026](#) 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 carefully copy-pasted 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). Another approach is to right-click the hyperlink, then select "Edit" and translate the field's displayed text.

*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+F9). 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.

Handling bookmarks, or not handling bookmarks, is a question to be discussed with the client. In many projects, the author or the client may *not* need bookmarks to be positioned in the translated text. This is simply due to the fact that in many cases, bookmarks are part of a complex, carefully engineered scenario, and the document's owner may rather wish an engineer, or a technician, to re-position bookmarks on the translated document, then test the entire document again. In this situation (the translator not being required to position bookmarks in the translated document), simply click "No" when Wordfast prompts you to have bookmarks prepared for translation.

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), and the client may not even know what a bookmark is. In this last case, use tact and wisdom to make sure what should be done. The bottom line is: do not transfer bookmarks - a complex task at times - unless your client asks you to do so; but if you have to handle bookmarks, carefully weigh and estimate the extra workload. A bookmark, at the very least, should be billed as two words, although it usually takes longer to correctly position the two ends of a bookmark than to translate two words.

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 two bookmarks cannot have the same name in the same document, bookmarks must be *transferred* (moved), not *copied*, into the target text. In other words, you cannot duplicate or copy bookmarks as you would, for example, duplicate or copy fields.

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 *unless you open a translation session with the cursor at the very top of the 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 markers (they always come in pairs, opening and closing), then transfer the red marker(s) 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, bookmarks are correctly 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, and they are put to many different uses. Documents that contain hyperlinks, indexes, or Tables of Contents usually make considerable use of bookmarks.

## 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 *Terminology/Reference* tab.

The access keystroke (Keys button) defines the keystrokes used for accessing an external dictionary, where some fields are replaced with 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 "Keys" parameter, start your dictionary application, 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,

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

will instruct Wordfast to look for an application whose window name begins with Harraps, 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.

## Concordance search

The search for concordance will be done first in the background translation memory (if applicable), then in the regular translation memory. The purpose of Concordance search is to find Translation Units (TUs) that contain a given word or a set of words. The Ctrl+Alt+C shortcut or the Concordance 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 AND operator can be used. Searching for *cat+dog* will bring TUs where the two words *cat* AND *dog* are found. If words are simply separated with spaces, the OR operator is assumed, so searching for *cat dog* will bring TUs where either *cat* OR *dog* are found. To search for an exact phrase, have it contained within straight quotes, so searching for "*The cat chases the dog*" will bring results where the phrase "*The cat chases the dog*" is literally found, regardless of case.

Note that to open the dialog box that lets you specify such extended search options, you must start concordance 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 fast searches with minimal clicks or shortcuts.

The same rules apply for Reference searches as well.

If you check the "Search concordances in all sibling translation memories" option in Wordfast/Terminology/Other, the concordance search will be extended to other TMs present in the same folder as the currently active TM.

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

## TM and glossary management

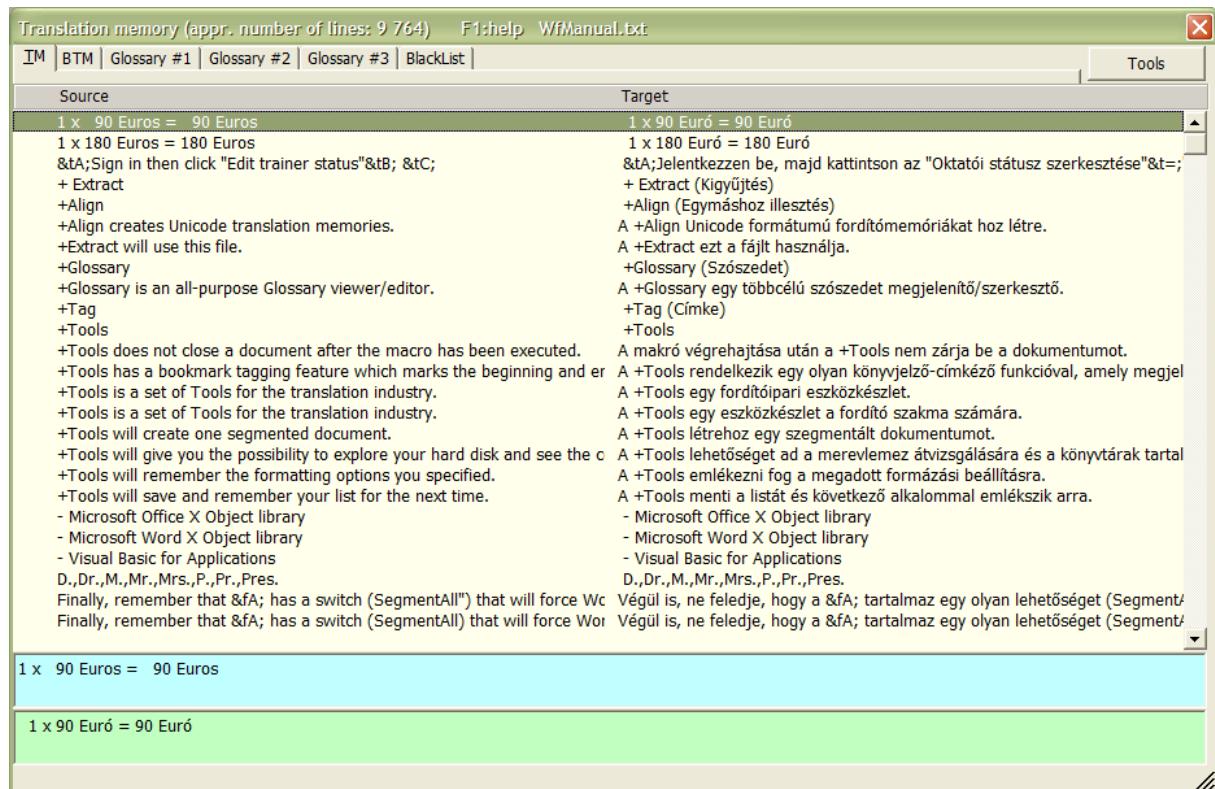
### Introduction

Wordfast translation memories and glossaries share the same format: tab-delimited text. This format is perhaps the most simple database format you can find - most other translation tools use proprietary formats that render direct data maintenance difficult (illustrating the concept of "captive market"). Wordfast remains committed to user-friendly formats, and to the competition's sustained astonishment, performance is not hampered at all by Wordfast using open formats.

To make a long story short, you can consider that both your TMs and glossaries are regular Ms-Word documents and use Ms-Word to maintain them: edit, proof-read, cut, paste, merge, etc. Countless other popular software can be used to maintain Wordfast data, and should any ad-hoc tool be developed for specific purposes, the openness of the Wordfast format is a welcome simplification for engineers. If the TM is too large for Excel™, then Ms-Access™, Ms-Word, FileMakerPro™, dBase™, FoxPro™, Paradox™ etc will open it anyway. Even the diminutive Notepad™, JustWrite™, WordPad™, SideKick™, XyWrite™... can open small to medium TMs.

### The TM/Glossary editor

Click the "TM/Glossary editor"  icon in Wordfast's main toolbar, or the last icon in any of the glossary toolbars to start the TM/Glossary editor. Outside a translation session, glossary toolbars can be opened using the Ctrl+Alt+Right shortcut (and closed using the Ctrl+Alt+Left shortcut). During a translation session, the Ctrl+Alt+G shortcut pressed on a word or selection will open the glossary toolbar(s) of the glossary(ies) where the term was found. Glossary toolbars open only on glossaries that were specified in Wordfast/Terminology.



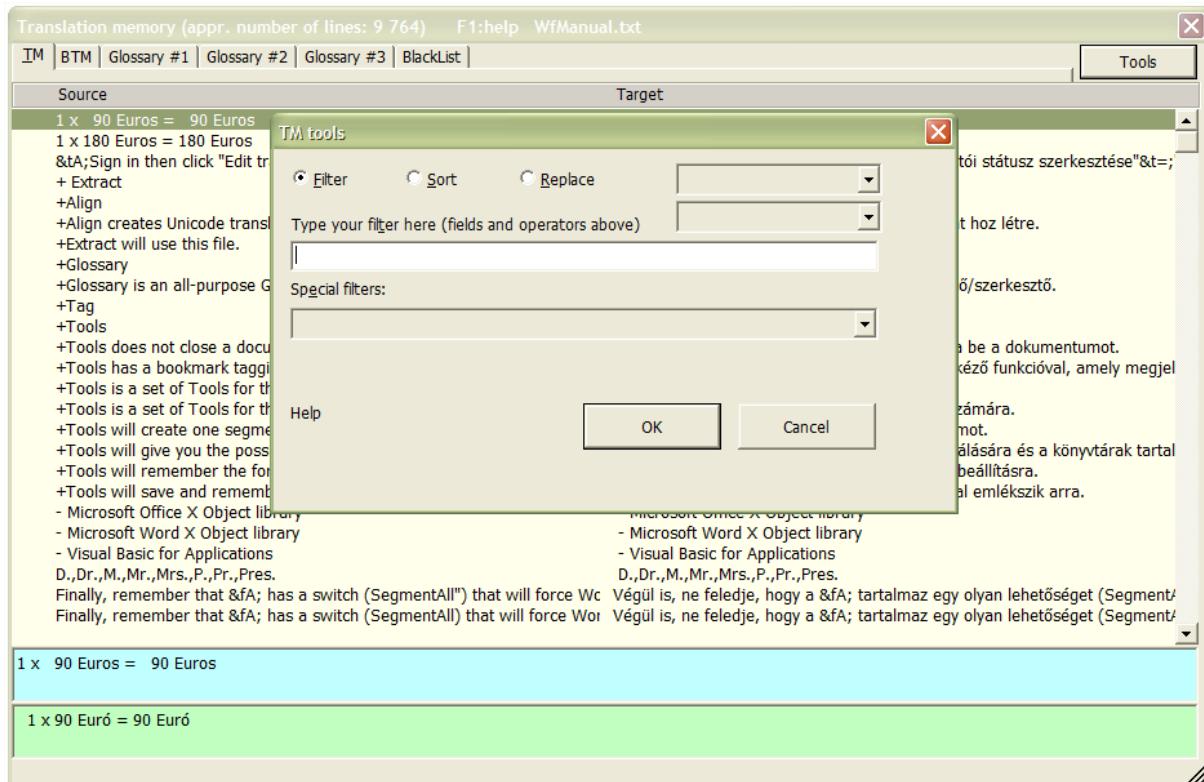
Wordfast's TM/Glossary editor is intended to make maintenance easy and intuitive, and offers practically identical methods for TMs and glossaries. Once the editor is opened, you can scroll up/down the data, edit/delete/add entries.

Shortcut	Effect
Space bar	mark/unmark entries
Ctrl+A	mark/unmark all entries
Shift+Ctrl+A	reverse the current marking
Ctrl+X	cut all marked entries
Ctrl+Y	undo the previous cut operation
Ctrl+C	copy all marked entries to Wordfast's own clipboard
Ctrl+V	paste Wordfast's clipboard's contents to the end of the file
Ctrl+D (right-click)	Toggle the display of all, or only marked, TUs.
F7 or Click the column header area	Open the "Filter or sort" dialog box.
Ctrl+O	Open another file (another glossary or another TM).

Note: cutting (deleting) a single line (or entry, or TU) is a *soft* operation, meaning it can be reversed or undone (press Delete twice on an entry to see the toggling effect). When an entry is cut (or soft-deleted), it appears as a blank line, but when it is selected, the source and target data appears in the editor's bottom blue/green display. Ctrl+Delete will permanently erase cut entries by "packing", i.e. rewriting, the entire TM or glossary.

The editor's *Filter or Sort* dialog box (Press F7 or click the column header area) gives access to three types of operation on data: *Filter*, *Sort* and *Special filters*.

## Filtering



Filtering means you define a condition with a Field Condition Argument format. For example:

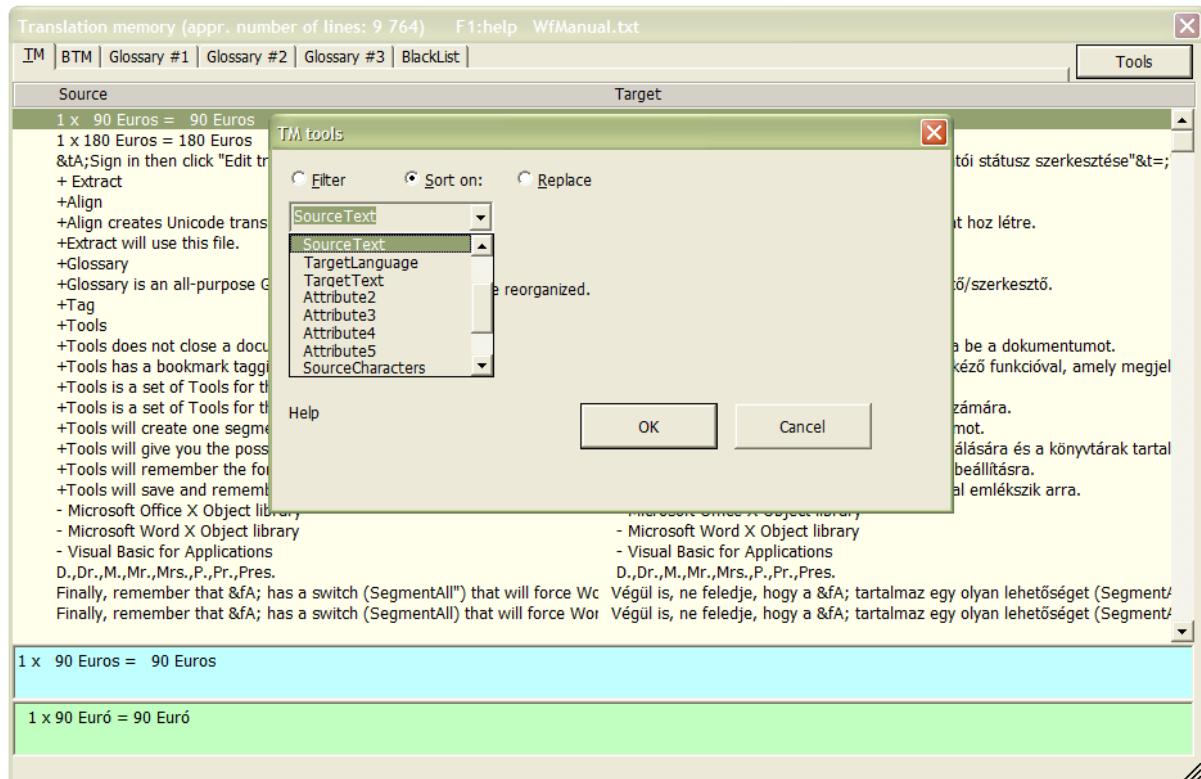
```
SourceText & "MyText"
where & means "contains", or
Counter = 0
```

See more examples in the *Filter or Sort* dialog box' Help.

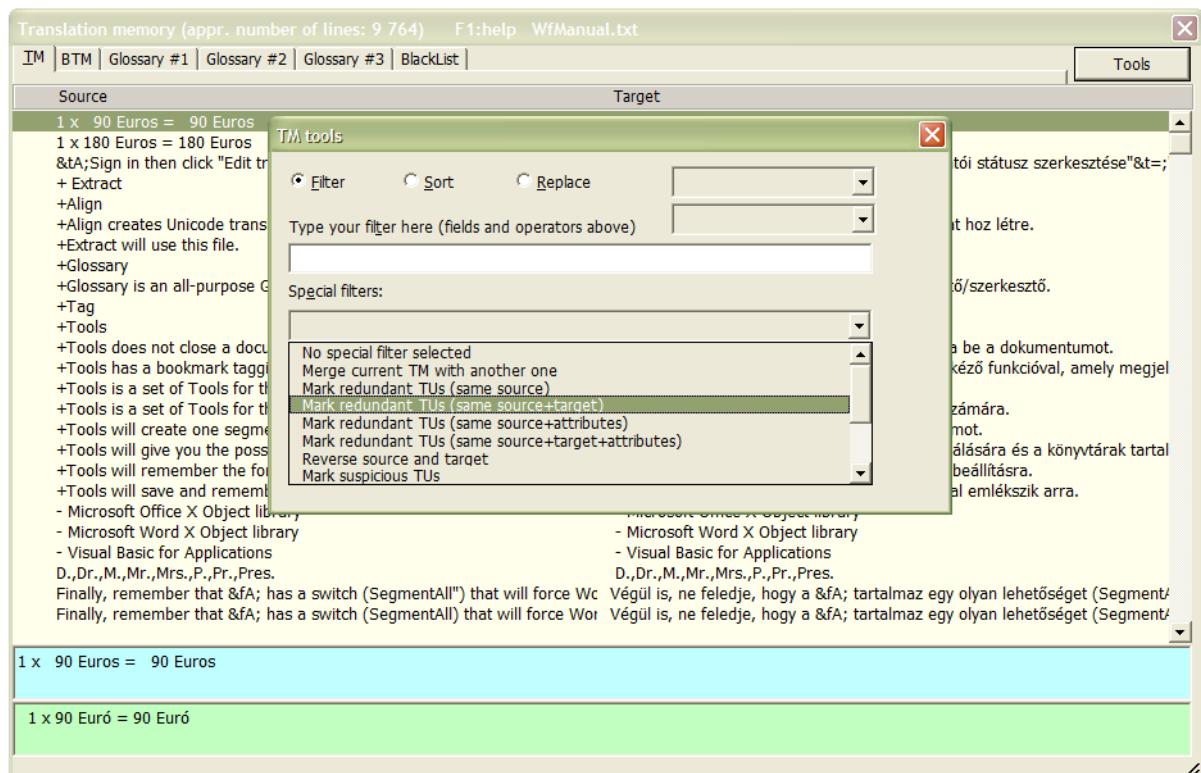
When Argument is made of text, it must be enclosed in straight quotes like this: "MyText".

The effect of a filter is that only the entries that conform to the filter's condition(s) will be made visible in the glossary editor. When a filter has been set, using the *Mark* methods (mark, unmark, copy, paste, cut) will operate only on visible entries. Use the F8 shortcut to cancel a filter.

## Sorting



Sorting can take some time, because the entire file is actually (*physically*) sorted, not just the display of the file. Sort when necessary. Wordfast adds the convenience of being able to sort source or target text on *word* or *character* number. This can be useful for terminology extraction.



Special filters are meant to perform operations that would be difficult or impossible to perform with just filtering and sorting. These operations are:

**Mark redundant entries** (there are various types of definition for a redundant entry, depending on whether you use a TM or a glossary). This feature marks entries that are considered duplicates. Once the marking is done, you can review them, then delete them all by using the Cut shortcut (Ctrl+X) followed by a hard-delete command (Ctrl+Delete). Of course, with a TM, such entries are grouped if the TM is sorted on the source segment.

**Reverse source and target** This will rewrite the current file and reverse source and target fields.

**Export to Unicode** Exports the current file to a unicode format.

**Export to TMX (TM only)** Exports the current file to the TMX format. The TM is not overwritten - a new file is created, and it has a .tmx extension.

**Remove tags** This special filter removes tags from a TM. This is recommended after finishing a project with tagged files. The leverage of TUs *with tags* is precious within the scope of a particular project. Tagged leveraged outside a project is an extreme rarity. This is why it is recommended to remove tags from a TM that will be used on different translation projects. Tags bloat TMs to a ridiculous extent.

### **Rewrite Entries with a Mask**

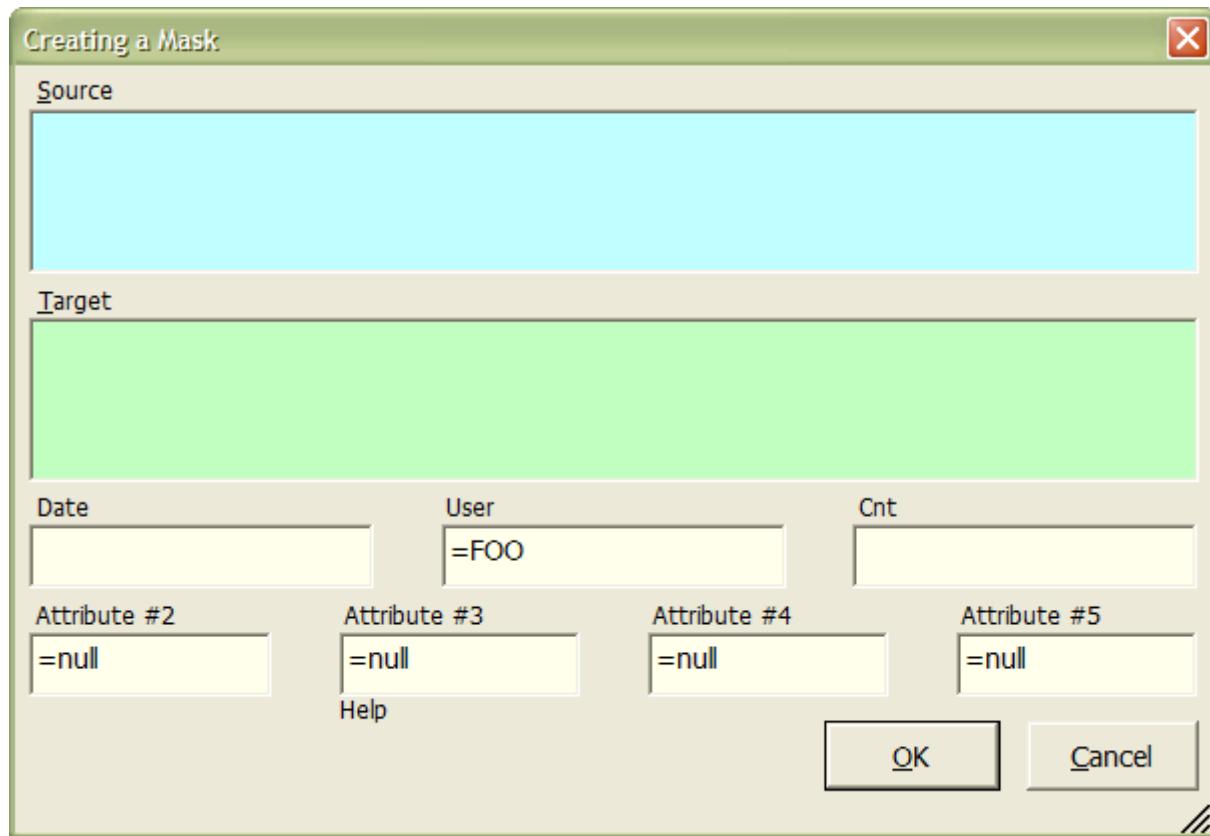
This powerful feature is used to replace a particular field, or many fields, with some given value, or erase the content of the fields, in all visible entries. *Visible* entries are those that are displayed in the editor. If a filter is set, only some entries are *visible*.

You are first presented with an empty entry (a mask). You can:

- enter an equal sign (=) followed by some text in any field, in which case, the text after the equal sign will replace whatever is found in the corresponding fields in all visible entries in the file (TM or glossary);
- enter "=null" in a field to erase the content of that field.

All fields that are left blank in the mask will remain untouched in the file.

The following mask would replace all *User* fields with "FOO", and erase *Attribute* fields 2, 3, 4 in the entire TM:



**Practical example:** "I have that older, bulky TM that combines TUs from various translators. I want these entries grouped by user (translator) name. I want to delete all entries that have a usage counter of less than 2, and that are older than August 31, 2004. Then I want to review them one by one and perhaps have some entries not marked for deletion if I think they're useful after all. Only then will I erase all marked entries that remain".

1. Start the TM/Glossary editor, click the *Tools* button.
2. Sort on "User".
3. Set the following filter: `Counter < 2 AND Date < 20040831`.
4. Press **Ctrl+D** to view only marked entries.
5. Review marked entries, un-mark the ones you wish to keep.
6. Press **Ctrl+X** to cut all marked entries.
7. Press **Ctrl+Delete** to permanently erase all marked entries.
8. Sort on Date to revert to a "natural" order in the TM.

Note that all operations except #7 can be undone.

TMs and glossaries must be created for one language pair only. I also advise keeping separate TMs for different subject (domain) and client, and having them in dedicated folders so that keeping track of them, and especially backing them up, remains easy.

TMs keep growing all the time. Simple statistics show that a majority of TUs will never be re-used (or are very unlikely to be re-used), while a minority of them will. Since Wordfast keeps track of how many times a TU is re-used in the *usage counter* field, it is advised, when a TM reaches a large size (over 100,000 TUs), or when finishing a large translation project, to perform a compression by eliminating all TUs that have never been re-used. As a result, the

TM's size will be considerably reduced, while its overall efficiency will be preserved. To do so:

1. Start the TM/glossary editor on the required TM.
2. Press F7, and set the following filter: **Counter = 0**. Click OK.
3. Mark all (Ctrl+A). Cut marked (Ctrl+X). Hard-delete (Ctrl+Delete).

**Creating a startup TM.** Create one single, large TM by combining all the TMs you have. Delete all TUs that have a usage counter of less than 3. To compress further, you can visually review the TM and delete TUs that are unlikely to pop up again. To do so, sort the TM on "SourceWords", go to the end of it and review the TUs that are the longest, where there are likely "ghost" candidates, longish TUs that are unlikely to show up again. Delete them. 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*" or perhaps a "*Top 1000*" of your previous work. It's like priming a pump with a cup of water.

A Wordfast TM may contain TUs where the first figure of the date (normally "2", but it can be "1" for TMs created in the previous millennium) is replaced with "x", and which, as a consequence, appear to be "cut" in the editor. This is because, in the course of a translation session, the TU was proposed as 100% match on a green background, but the target segment was edited, so Wordfast has deleted the original version of the TU in the TM and has re-written the TU's edited version at the end of the TM. This is normal. Do not "resurrect" or undelete such TUs: their correct version appears further down in the TM. During translation sessions, Wordfast is blind to TUs that are marked "x". As a rule of thumb, perform a "Reorganisation" of the TM before working on it. This is done with the Wordfast > Translation memory > TM "*Reorganise*" button and it erases all TUs that were marked as "Deleted" with an "x" mark in the course of previous translation sessions.

### Sharing TMs with other Wordfast users, or with other CAT tools.

Sharing TMs with other Wordfast users: always reorganise (use the Translation memory/TM/Reorganise button in Wordfast) before sharing a TM with another Wordfast user.

Sharing TMs with other CAT tools: open the TM with the TM/Glossary editor, click Tools, apply the "Export TM as TMX" special filter. The TM will be re-written as TMX and the file's extension will be changed to .tmx.

## Wordfast segmentation rules

The largest possible unit of segmentation with Wordfast, as with most translation tools, is the paragraph. Paragraphs end with a paragraph mark (ANSI 13 with or without page feed ANSI 10), page feed (ANSI 12), end of cell (ANSI 7). Note that the manual line feed (ANSI 11) does not end a paragraph. Nevertheless, Wordfast can be set up to consider the manual line feed as ending a segment: see the section on [customizing ESPs](#), or the note further below.

Wordfast attempts to recognize individual segments within a paragraph by parsing the paragraph and looking for End of Segment Punctuations (ESPs). The default ESPs used by Wordfast are **. : ! ?** as well as the tabulator mark, noted **^t** by Wordfast, and the manual line feed, noted **^1**. Users can edit the list of ESPs to fine-tune segmentation, although that is not recommended, as it breaks their TM compatibility with most other TMs.

If *all* ESPs are deleted, Wordfast segments at the whole paragraph level. This is not recommended, as some paragraphs may exceed the acceptable segment limit of 8,000 characters (nearly two large pages!) imposed by Wordfast, although segments of that size are very rare. If a segment is larger than 8,000 characters, Wordfast ignores the extra characters, which can be segmented with the "ForceSegment" shortcut.

To remain compatible with most other tools, Wordfast does not consider the manual line feed (noted `^1`) as ending a segment. Users can add `^1` to the user-defined list of ESPs in Wordfast to break segments when a manual line feed (ANSI code 11, decimal) is encountered, which is generally considered more logical. However, by default, Wordfast does not end a segment at a manual line feed.

Within a paragraph, Wordfast will consider that it has reached the end of a segment if:

1. the said segment ends with an ESP, AND
2. a space is immediately after the ESP, AND
3. the letter following that space is a capital letter, AND
4. the character immediately before the ESP is not a number.

Rules 2, 3, 4 can be disabled by the user in the Wordfast > Setup > Segments pane. With CJK languages, rule 2 is always disabled, and the "wide-character" equivalent punctuations are also used.

the following sequence	example	produces
full stop, space, uppercase.	Hello world. Hello world.	2 segments
full stop, space, lowercase.	Hello world. hello world.	1 segment
full stop, space, number.	Hello world. 10 Hello world.	1 segment
full stop, no space, upper/lowercase.	Hello world.Hello world.	1 segment

### Rule concerning the beginning of a segment

If a segment begins with a series of numbers (or combination of numbers and full stops) followed by a full stop, Wordfast assumes that it's a numbering scheme, and skips the apparent numbering scheme. With the following text:

10. This is text

the segment will begin with "This is text", skipping the initial "10.". If the initial number is actually part of the segment, translators can press Alt+Delete (*Unsegment*), then select the entire sentence and press Shift+Alt+Down (*ForceSegment*). Translators can also set Wordfast to *always* override the number-skipping behaviour with the "[SegmentAll](#)" command in Pandora's Box.

### Parts of text not considered as segments.

Isolated series/combinations of numbers, spaces, punctuation do not constitute a segment. For example,

100  
100.89.67.90  
100 (9078) // 67-56

will be skipped by Wordfast as being "numbers". But

100a  
100.89.67ö90  
100 (9078) // 67-56 é

will all be segmented, because at least one letter is present in each series of numbers/punctuations. The "[SegmentAll](#)" command in Pandora's Box will force Wordfast to segment isolated series of numbers/spaces/punctuation at all times.

### Abbreviations

Users can specify a list of abbreviations in Wordfast > Setup > Segments. Wordfast will not end a segment if its last series of characters matches any of the abbreviations, case-sensitive. For example, if "Pr ." is listed in the user-specified abbreviations, which is the case by default, the following sentence will be considered as making up a whole segment...

Here is Pr. Johnson.

... although "Pr ." is followed by a full stop, a space, and a capital letter.

There are many translation-time shortcuts and options that let the translator fine-tune segments to expand them, shrink them, or force a selection of text to be considered a whole segment, regardless of rules. However, translators should remember to prefer default segmentation whenever possible, to remain compatible with other TMs.

## The Wordfast Translation memory format

A Wordfast translation memory is a tab-delimited text file. It's the simplest of all formats - it can be opened with text editors, like Notepad, or unicode-compliant word processors, as well as with Excel. Wordfast TMs can be regular ANSI (8-bit) text, or Unicode UTF-16 (both little-endian and big-endian).

A Translation Memory (TM) is a set of lines (paragraphs) of text. In a pure text file where the display does not wrap, lines *are* paragraphs. The very first line is a header, and all other lines are TUs (Translation Units), sometimes called "entries". Lines/Entries/TUs are sets of fields, a field being any text (even lack of text, which denotes an empty field) followed by a tabulator. In other words, the Wordfast TM format is *Tab-delimited Text*, which is arguably one of the oldest, most robust, open, easy to manipulate data format ever. In the header (the very first line in a TM), each field begins with a % (per cent) mark.

### Fields making up a TU:

Field	Example	Format	Remark
Date	20041231~165410	yyyymmdd~hhmmss - the example here means 31 December 2004, at 16:54:10, local time. See note on the tilde ~ character further below.	Optional field: can be empty
User ID (Attribute #1)	YAC, Yves A. Champollion	Initials, followed by full name, like YAC for Yves A. Champollion.	Optional field: can be empty
Counter	5	A number between 0 and 9999 that records how many times this TU was proposed as a 100% match and accepted, or re-used, <i>as it is</i> .	Optional field: can be empty
Source language	EN-US	TMX-compliant language code (but case-insensitive with Wordfast). It is made of a two-letter ISO language code, a dash, and a two-letter local variant.	Optional field: can be empty. Rule: field cannot be

			longer than 5 characters.
Source segment	Red Riding Hood was walking in the woods.	The source segment. Maximum size: 8000 Unicode characters.	Should contain at least one character.
Target language	FR-FR	Language code, TMX-compliant	Optional field: can be empty. Rule: field cannot be longer than 5 characters.
Target segment	Le Petit Chaperon Rouge se promenait dans les bois.	The target segment. Maximum size: 8000 Unicode characters.	Optional field: can be empty
Attribute #2 (optional)	EL	A mnemonic (maximum length=64 characters; no space allowed) for user-defined attribute #1. See Wordfast's "Sample" attributes.	Optional field: can be empty+tabulator omitted
Attribute #3 (optional)	PS		Optional field: can be empty+tabulator omitted
Attribute #4 (optional)			Optional field: can be empty+tabulator omitted
Attribute #5 (optional)			Optional field: can be empty+tabulator omitted

Here are the first two paragraphs (the TM's header and first Translation Unit) of a TM where the TU is defined as in the table above. Paragraphs are long, so they may wrap in your display - but there are only two paragraphs:

```
%20041231~160445      %YAC, Yves A. Champollion %TU=00000000  %EN-US %Wordfast TM v5.0      %FR-
FR      %87412764
20041231~165410 YAC      5      EN-US  Red Riding Hood was walking in the woods.      FR-FR      Le
Chaperon Rouge se promenait dans les bois.      EL      PS
```

When reading a TU, Wordfast defaults on the side of optimism in case the TU does not look correct or canonical. When in a TU:

- *the date is missing*: if Wordfast is executing a loop that parses TUs, then it will take the previous TU's date and increment it with one second, otherwise, it will take the local machine's current date and time;
- *the user ID is empty*, Wordfast will assume the TM header's user ID. If it is missing, Wordfast will use the user's identity as defined in Ms-Word. If it is missing, Wordfast will use XX;
- *a language code is missing or incorrect - but less than 6 characters*: Wordfast will use the current TM's header language code (the code in the first line of the TM).

**Fault detection** (Wordfast considering that a TU is a bad one) is based on counting how many tabulators are in a line of text. A line of text with less than 6 tabulators cannot form a valid TU. Another fault-detection method used by Wordfast is that language codes should not be no longer than 5 characters. When language codes of more than 5 characters are encountered during a TM reorganisation, it is an indicator that something is amiss with that particular TU, and it is assumed to be faulty.

Remarks:

1. The date does not necessarily have a tilde (~) separating date and time. Any printable character can be used there, except a number. Wordfast uses the tilde (~), and the equal (=) sign. The equal sign, in the Wordfast editor, means the TU was "marked" (flagged). This has no consequence at all on the TU's status: it remains fully valid. Although Wordfast always records the date and time when writing a TU, the date and time are optional and could be empty (or even made of an invalid date) in which case Wordfast would simply assume the current date and time. All dates and times are "local", taken from the local computer's clock.

2. If any optional field is left empty, its trailing tabulator should be present. For a TU to be valid, there must be at least six tabulators, with the fifth field (the source segment, located between the fourth and the fifth tabulator) made of at least one printable character.
3. The date's first character (a number from 0 to 9, usually, a number 2 if the TU was created in the current millennium) can appear to be "x". This means that this TU is not valid anymore. The first full reorganisation of the TM by Wordfast will erase this TU. Do not remove the "x", or replace it with a number, unless you know what you are doing.

## Encoded characters

Encoded characters have the following format: `&tX;` where X can take various values:  
`&t=;` `&tA;` `&t1;` `&t';` etc.

### Note to engineers

The ampersand is not considered an escaping character, as in SGML/XML, so it is not escaped (it used to be encoded &'26; in Wordfast versions 1 to 5; Wordfast 6 does the conversion if an older TM is opened for the first time. Note that if older versions of Wordfast use a WF 6 TM, this does not pose any particular problem, because ampersands that were not followed by a well-formed entity were assumed to be literal ampersands anyway). Entities with the `&tX;` format are always interpreted by Wordfast as placeholders.

## Tags in a Wordfast TM

When dealing with so-called *tagged documents*, a Wordfast TM records placeholders for tags. Those tags are encoded using the `&tX;` format, where X is the order of appearance of tags in the source segment. The X order is noted A (ANSI decimal 65), B, C, etc., up to ANSI decimal code 165. Thus, there can be no more than 100 tags in a Wordfast segment.

For example, the following tagged source segment:

```
<FONT FACE="Helvetica">This is some text.</FONT>
```

would appear, in a Wordfast TM as:

```
&tA;This is some text.&tB;
```

At translation time, when Wordfast pulls a TU from the TM and is about to propose the TU's target segment as a translation candidate, Wordfast uses a substitution algorithm to dress the proposed target segment with the full "real" tags, taken from the *document's* (not the TM's) source segment, using a triangulation method:

Document's source segment <→> TM's source segment <→> TM's target segment

The triangulation can be successful only if all target tags have a "parent" tag in the source segment. This is because, at translation time, only the new source segment, and the target has to be worked out by the machine. In other words, it's not a problem if the TM's source segment contains tags that do not appear in the TM's target segment. The reverse is a problem, however. If the TM's target segment has tags that do not appear in the TM's source segment

(*orphaned* tags), Wordfast records the full syntax of these orphaned tags at TU *creation time*, so that they can be restored properly at *translation time*, when the target segment must be proposed with the correct format. If we have, at TU creation time:

In source segment:    <FONT FACE="Arial">This is some text:  
 In target segment:    <FONT FACE="Arial">Voici du texte : :

then the target segment would be recorded in the TM as:

&tA;Voici du texte&t=; &nbsp; &t=; :

where &t=; opens *and* closes the original tag syntax (&nbsp; in our example).

Other examples of segments:

In source segment:    <FT>This is some text<AR> here<FT>.  
 In target segment:    <AR>Voici du texte<FT> ici.  
 In TM TU source:    &tA;This is some text&tB; here&tA;.  
 In TM TU target:    &tB;Voici du texte&tA; ici.

In source segment:    <FT>This is some text<AR> here.  
 In target segment:    <AR>Voici du<AR> texte<X;X> ici<FT>.  
 In TM TU source:    &tA;This is some text&tB; here.  
 In TM TU target:    &tB;Voici du&tB; texte&t=;<X;X>&t=; ici&tA;..

In most translation memory systems, TMs are overloaded with tags that *do not belong there*. A TM only takes significance when its content is put to (re-) use i.e., when its past translations are "leveraged" in a new translation project. Re-using TM content is only done in the presence of a new document to be translated. In other words, at *use* time, we can operate a triangulation between a document's new source segment which contains the *new formatting*, and an existing TM source/target pair which contains formatting placeholders.

<author's opinion> While tags are useful within the scope of one single translation project, they lose most of their value outside that particular project. The limited benefits of keeping tags forever do not outweigh the benefit of lightweight, highly portable translation memories.  
 </author's opinion>

Only orphaned (unknown) target-side tags need to store the complete tag syntax. All the rest is unnecessary information.

## Troubleshooting

*Note: the Wordfast Knowledge Base, accessible from <http://www.wordfast.net> has more searchable contents.*

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

- Press Ctrl+Alt+W.
- If no document is open, open a document.

- If the *View/Toolbars* menu has a "Wordfast" item, click it. Otherwise, use the *Tools/Templates & AddIns...* menu to Add the wordfast.dot (**dot**, not doc) template to your list of templates.
- See [Wordfast refuses to start](#).

***Some, or all shortcuts, do not respond any more***

The major causes are:

1. 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.
2. Another template (see Tools/Templates & Add-ins) is active and uses the same shortcut you're trying to use. Possible add-ons include ABBYY fine reader, PDF Writer, and a few others. Try disabling those concurrent add-ons in Ms-Word's Tools/Templates & Add-Ons dialog box, then reset shortcuts as explained in point 1 above, to see if your shortcuts are available again.
3. Another application uses the same shortcut, and that application is active in the background. If that is the case, you must make a choice as to which application should use which shortcuts.
4. A system utility (like a virtual screen driver) uses the same shortcut. Intel graphic cards, and other brands, use shortcuts such as Ctrl+Alt+left/right to rotate the screen (the screen may not rotate because no external monitor is detected, but the graphic driver still hijacks the shortcuts). This can be verified by right-clicking in an empty zone of your desktop and choosing *Properties* or *Graphic properties* (or starting the system's Control Panel, then Display), clicking on the "Advanced" button. Every graphic card designer has its own user interface; just look at the various tabs or submenus, trying to locate the one that sets up keyboard shortcuts that drive the graphic options, and disable them.
5. 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 that 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. *You can also right-click the  icon in the taskbar, choose "Properties" to access keyboard settings and disable the Alt-based shortcuts.. On some systems, this setting could be in the Control Panel's "Regional options".*

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.

***With Word 2002.2003, the first key I type when a segment opens does not respond***  
See the ["FirstKeyControl" command](#) in Pandora's Box section.

***My keyboard keeps changing (shifts from one language to another)***

See the previous point on shortcuts, list item 4.

If the first key you type when a segment opens does not respond, see the previous item.

***I can't type special, or accented, characters any more***

Same as above.

### ***My Antivirus says Wordfast is, or contains, a virus***

See the relevant section on [macro viruses](#) in the *Glossary of terms used in the manual* section.

### ***Ms-Word 97***

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.

### ***Microsoft Outlook***

Some versions of Outlook can be a problem if they are set to use Ms-Word as email editor. If this is the case, uncheck the "Protect delimiters..." checkbox in Wordfast/Setup/Segments.

Then, in Ms-Word, use View/Toolbars/Customize/Keyboard/Reset all to reset shortcuts.

Close Ms-Word and Outlook and try again. If this does not solve the problem, you may have to either not use Wordfast and Outlook at the same time, or use Outlook's HTML-mode edition (not Ms-Word as an email editor), which offers most of the facilities provided by Ms-Word.

### ***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 with a CAT tool until this mode is turned off.

### ***Wordfast (not Ms-Word) says "Sorry, this file is read-only"***

This means your *translation memory* (not your document) 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 (with a Mac, use Option+i) 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 Ms-Office folder, or in any system folder. Create a folder for translation memories.

*Do not confuse this message with Ms-Word warning you that a document is in read-only mode.*

### ***Erratic behaviour during translation sessions***

Some *Pandora's box* commands need to be turned off after use, like "BetterMatch=Write", "Skip" commands etc, because they may produce unwanted results on documents other than

the ones for which they were set. 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.

If the first key you type when a segment opens does not respond, see the "[FirstKeyControl command](#)" in Pandora's Box section.

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. Get acquainted with the "Options" dialog box and the various View settings.

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

### ***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/Field codes 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.*

### ***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. If this does not work, reboot your system.

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

Run the following checklist:

- your glossaries are **text-only** or **Unicode text** files where source and target entries (and optional comments) are separated with tabulators;
- your glossary has been *reorganised* using the relevant Wordfast/Terminology/Glossary/Reorganise button;
- the relevant Wordfast/Terminology/Glossary/"This glossary is active" checkbox is checked.

### ***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 intensive multimedia activities, 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 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.*
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/TM. Do some [TM maintenance](#).
7. Uncheck "Allow fast save" in Tools/Options/Save (or "Preferences" in a Mac). "Allow fast save" is known to drain resources and may cause Word to crash.
8. Desperate cases: pre-translate (Wordfast/Tools/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 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, undo information, 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. **Invalid Normal.Dot.** Close Ms-Word. Search for all files named "Normal.dot" and rename them all "Normal.old", or delete them all. If no file named "Normal.dot" comes up, see the point on [hidden folders](#), then search for Normal.dot files again. Start Ms-Word and Wordfast again.
2. **Ms-Word installation problem.** 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*)

### ***MacIntosh***

Classic mode (OS 7, 8, 9): 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, spaces, punctuation, or 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 when Word starts (and assuming that Word's View/Toolbar menu has no "Wordfast" toolbar to check): 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 [the same applies to OSX] - 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. Most users generally use Ms-Word at a fraction of its capacities. A professional translator will gain a lot by learning a few advanced functions, such as smart Find-Replaces (see the [Appendix IV](#) below), customizing toolbars and shortcuts, and essential macro knowledge. 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, Publishe, 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, add-ons, OCX, 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 June 2010, over 20,000 registered users are using Wordfast, over 6,000 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 one 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 to [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@wordfast.net](mailto:info@wordfast.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 a bookmark 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 the position and span of bookmarks made visible with 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 (segment 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 [{10}>](#).

A *bad segment* is a segment where delimiters have suffered from deletion, addition, or edition. Bad segments create problems at cleanup time. They can be manually fixed by reproducing the set of delimiters found in a healthy segment. The protection of delimiters may have to be turned off (the shortcut is Ctrl+Alt+F12) before you fix delimiters.

**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.

During a translation session, the current segment (with the coloured background for source and target segments) is said to be ***opened***. Segments should be left opened only for the duration of the translation process. If you need to make a break, complete your current segment then press Alt+End to close both the segment and the translation session.

**Commit a segment:** A segment is committed when the translator presses Alt+Down or Alt+End on an opened segment during a translation session, thereby "closing" the currently opened segment. At that moment, if the source/target pair does not exist in the TM, the pair of sentences will be added to the TM (subject to TM rules). Shift+Alt+End (*Close segment*) will close a segment without committing it to the TM.

**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:** A TU is a pair of source and target sentences. TUs have built-in attributes that record information (creation date, languages codes, etc.). 5 user-definable attributes can be customized. A typical attribute is the identity of the translator who generated the TU. Other attributes can be subject, client, job number, etc. Each of the 5 attributes can have many values, stored in a drop-down list, visible in the Wordfast/Translation memory/TM 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 resemblance 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 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/General 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 Assurance algorithm that will warn you if the untranslatable parameters are not faithfully copied from source to target. It also has QA 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 match 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/Segments tab.

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

## Appendix III - Macro samples

*Note: the Wordfast Knowledge Base, accessible from <http://www.wordfast.net> has more contents on this topic.*

### About all macros entered with Pandora's Box "Macro..." commands

**(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, using

```
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, will read aloud your source segment at the time it is presented for translation.

### Creating macros

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/PB/Macro..., you should enter "Normal.Module1.CheckLength" if, for example, you want to try the first macro described below (either as a QA 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 refrain from using the following statements or instructions in macros you intend to use with Wordfast:

End (this ends all VBA processes, including Wordfast). You can use End in a "MacroMaiden" macro to stop a translation session from being started on certain conditions.  
 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 QA 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 QA 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 text length is over 130% that 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/General, as a QA 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) = "***"
            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 with 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.TextLength - 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 " "
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

*Note: the **Wordfast Knowledge Base**, accessible from <http://www.wordfast.net> has more contents on the following topic.*

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	<code>(\{\0\&gt;)(*)(\&lt;\})(*)(\{\&gt;)(*)(\&lt;\0\})</code>
Replace with	<code>\2</code>
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.

**Note:** the the same result can be achieved with the [Alt+Delete shortcut](#), pressed when no segment is opened.

## 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	<code>.([0-9][0-9])&gt;</code>
Replace with	<code>,\1</code>
Use Wildcards	

then,

Find what	<code>([0-9]),([0-9][0-9][0-9])</code>
Replace with	<code>\1^s\2</code>
Use Wildcards	

This method is offered as sample in Wordfast's *Pandora's box* commands. Note that Wordfast's "FR" 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 (in Ms-Word's "Find" dialog box, 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	<code>^p^p</code>
Replace with	<code>&lt;!?a\$</code>

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 <1833> or <1944> etc. It appeared that the last figure of the match value had been duplicated (these two segments should have been <183> and <194>). 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\3\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	<code>(\&lt;\}\0\{)\*</code>
Replace with	<code>\1\2</code>
Use wild cards	

## Associating macros with 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 (<http://www.franxerve.kft.hu/>)

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