

source: www.techscribe.co.uk/techw/GettingStartedwithSDLX.pdf

Getting Started with SDLX

Published by SDL International
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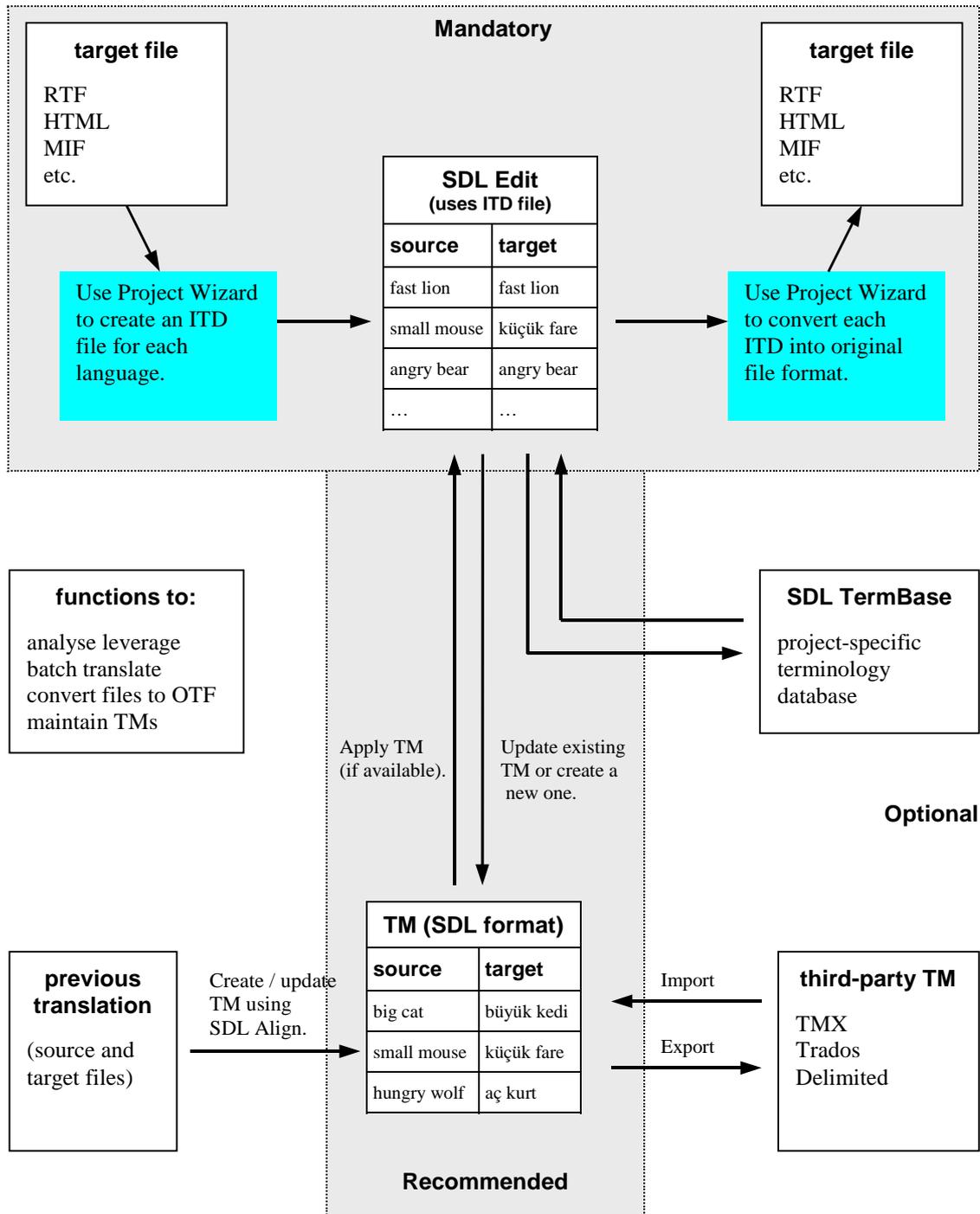
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Documentation produced May 2001.

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Conceptual Overview of the SDLX System



CHAPTER 1

Introduction to SDLX

This guide assumes that you are familiar with Microsoft Windows. It does not explain things such as how to use dialogue boxes, wizards, or the Windows Explorer.

This guide shows you how to get started with SDLX. It explains

- Important concepts.
- The overall processes you must perform.
- Basic information about the most important tasks you must perform.

Full details about advanced tasks and the dialogue boxes are available in the online help.

The SDLX System

A translator converts a *source* language file into another language (called the *target* language). One source file may be translated into many different target languages.

Typically, in a source file many phrases and sentences (called *segments*) are the same, or nearly the same. Using SDLX, the translation of segments can be saved, and later re-used. The matching pairs of source and target translations are saved in a database called a *Translation Memory* (TM).

When you translate a file, any segment in the source that is the same as, or similar to, a segment in the TM is automatically translated. You can then either use the automatic translation, or modify it. This results in less work for translators and consistency of translation in a single file and across an entire set of files.

The diagram on the previous page shows how the parts of the SDLX system are used to translate source files into target files.

Source and target files are organised into projects. A *project* consists of a collection of files that will be translated, along with all the target files and any intermediate files. All the source files are in one folder (directory), which may contain sub-folders, and for each target language there is a sub-folder that contains the translated files. “Organising the Project Folders” on page 4 contains details.

SDLX Products

There are two different SDLX software products, plus a demonstration version.

- SDLX Professional. Typically used by large corporations and agencies.
- SDLX Standard. Typically used by freelance translators. It does not include SDL Analyse or SDL Apply.

- SDLX demonstration software. This is SDL Edit, SDL Align and Project Wizard. Files can contain a maximum of 1000 words.

There is a fully functional evaluation version of SDLX Professional which can be downloaded from the SDL web site. Thirty days after download it reverts to demonstration mode. It cannot be downloaded again until the next major release.

The remainder of this chapter explains what you can do, starting with the core task of translating files. Options that are only available with a particular version are clearly labelled.

Translating Files

The core of the SDLX system is the SDL Edit module, which you use to translate a source file. The source file can be, for example, an RTF file, an HTML file, a FrameMaker MIF file and so on. We strongly recommend that all source files are processed through the Project Wizard.

The text in the source file is split into segments (which typically are equivalent to sentences). You translate the source segments and then save them. SDL Edit uses a special SDLX file called an Intermediate Translation Document (ITD) to store the segments. You can save a partially complete translation as an ITD file and then resume the translation later by opening the ITD file.

When the translation is complete, you export the file from the project (that is, you create a target file). The segments in the ITD are used to create this target file, which is usually in the same file format as the source file. For example, if the source file is an RTF, then the target is also an RTF. Any formatting and graphics in the source file appear in the target file.

HTML files are often small, and a single project may contain hundreds of such files. To make translation simpler, optionally the files can be collected (glued) into a single large file. This one file can be translated, and then, when the file is exported, it can be unglued, that is, the individual target files can be generated.

Applying a TM to a Batch of Files

**Prof.
only**

If a TM exists, or if FOU's (see "Analysing Files for Statistics" on page 3) have been extracted from the source files and translated, then a faster way is to use SDL Apply. This applies a TM to all files in a project, automatically translates the files in a batch using the TM and then saves each file in ITD format. Each of the automatically translated files can then be checked using SDL Edit and any additional changes that are required can be made.

Using TMs

If a TM is available, then you would normally use it when you translate a file. There are three ways to create an SDLX TM:

- From an existing translation using the old source file and the old target (that is, translated) file. Do this with SDL Align (see the next section).
- Whilst you translate a file using SDL Edit.
- Import a third-party TM using SDL Maintain.

An SDLX TM can contain translations for one or more languages. The translations are entirely separate and do not affect each other in any way. However, if you have source files that you want to translate into many languages, we recommend that you use one TM for each language, because the larger the TM, the slower the processing.

SDLX TMs are stored as Microsoft Access databases. Access does not need to be installed, but we recommend that it is. SDLX TMs can be copied and sent to colleagues and they can be used on different projects, if appropriate.

Aligning a Previous Translation

If a previous translation already exists, you can use the source file and the translation file to create (or update) a TM. The TM can then be applied to your new files, so you don't need to translate all of the segments in any new translations.

SDLX can't automatically take your original source file and its translation and create a TM from this. You must match the target segments with the source segments (technically, this is called *aligning*) using the SDL Align module. For example, there might be an alphabetically ordered list:

Source	Translation
<p>An alphabetic list of animals:</p> <ul style="list-style-type: none"> • cat • mouse 	<p>Hayvanları listesi (alfabe sırasına göre):</p> <ul style="list-style-type: none"> • fare • kedi

The correct translation of “cat” is “kedi”, but unless you tell it so, SDLX would use “fare”. If you saved a TM from this, it would be wrong. To ensure that each translation segment matches a source segment exactly, you can move, join, split or delete segments.

Like the SDL Edit module, the source file can be, for example, an RTF file, an HTML file, a FrameMaker MIF file and so on. The file that SDL Align uses for the alignment is a special SDLX file called an *Intermediate Alignment Document (IAD)*.

After you have aligned a file, you can either add the alignment to an existing TM, or you can create a new TM from the alignment.

Analysing Files for Statistics

**Prof.
only**

Use the SDL Analyse module to obtain statistics about files. This is useful for costing purposes. For example, you can:

- Find the amount of repetition in a file or a set of files (see the definitions of auto-propagation and frequently occurring unit below).
- Estimate the benefits of using an existing TM with a new project.

- (If there is an existing translation and if there is no existing TM), determine whether it is better to create a TM from an old translation, and then translate the new files, or whether it is better to create a new TM from the new translations.
- Find the best order for the translations to minimise the work done by translators (that is, gain the maximum leverage).

If a segment is translated in a file, and if that segment, or one similar to it, appears later in the same file, *auto-propagation* can be used so that the later occurrence of the segment is automatically translated.

A *frequently occurring unit* (FOU) is a segment that appears in at least two of the source files of a project. Often it is useful to export those FOU's to an ITD file. They can then be translated, and saved to a TM, thus reducing the total translation work load.

Using a Terminology Database

Terminology databases are used by SDL Edit to suggest translations for a segment or part of a segment. Typically, a terminology database contains project-specific terminology. There are two main differences between terminology databases and TMs:

- Terminology database entries typically are just a few words at most.
- Additional information about the terminology database entry is available. For example, you could store gender, product code or whatever is appropriate to your requirements.

Terminology databases are managed using SDL TermBase. For more information, refer to the online help.

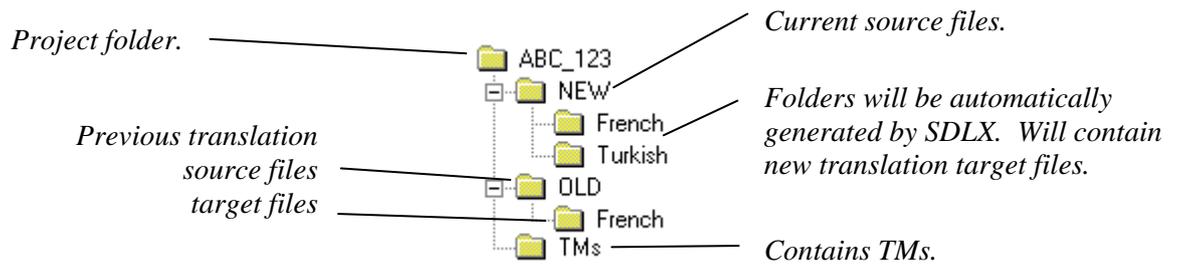
Organising the Project Folders

Exactly how you organise your folders depends on the nature of the projects you are dealing with. Here we give some suggestions.

Create folders for the following:

- The project.
- The source files. When you use SDLX, it will automatically create a folder for each of the languages into which the source will be translated.
- Old translations if they exist.
- Translation Memories.

For example, you could use this structure:



The structure you use should fit in with the way you work with projects. For example, each project may use a different TM, or there may be one TM for all projects. In the latter case, it would be appropriate for the TM folder to be a level above the individual projects.

The source files for some projects may be in a multi-level folder structure. In this case, for each target language, the folders that SDLX creates will match the folders for the source files.

CHAPTER 2

Installing, Upgrading and Registering SDLX

Operating system:	Windows 95 or above, Windows NT
Minimum RAM:	64 MB
Minimum free disk space:	40 MB

Upgrade note: A dongle is no longer necessary. We recommend that you purchase a Flexible Software Licence (requires Internet connectivity) to enable full functionality of the software. However, dongle-protected software is available if required. Rainbow dongles are no longer supported and have been replaced by HASP dongles. Please either contact productsupport@sdlintl.com or obtain further information from the Support page on the SDLX web site (<http://www.sdlx.com>).

The overall process for installation (or upgrading) and registration using a Flexible Software Licence is:

1. Install or upgrade the software.
2. Obtain the Registration dialogue box and
 - a Purchase a Flexible Software Licence. Normally, this step is not necessary, because you will already have purchased a licence when you bought the software.
 - b Register the software.

Before you can use SDLX, for each language that you will translate with SDLX, the correct fonts must be installed and the keyboard properties must be set correctly. Refer to Windows help and the SDLX online help.

To install or upgrade the software

- 1 Close all programs.
- 2 Run the software by double-clicking the file.
- 3 Follow the on-screen instructions.
- 4 Register the software (see below).

Flexible Software Licence

Each Flexible Software Licence enables you to run the software on one machine. To transfer a licence between different machines you must first de-register on one machine and then register on another machine. There are no limits on the number of times that you can do this.

If you regularly use different machines, then you should consider purchasing one licence for each machine to avoid repeated registering and de-registering.

There are two methods of registering and de-registering:

- Directly using a web connection. This is the recommended method. It is fully automated and will give you the fastest results.

- Sending a registration request to SDLX. This is not recommended.

The software creates a registration request (*.RRQ file) that you send to SDL by email. A member of the support staff then uses this file to update the status of your Flexible Software Licence (that is, from not registered to registered). A registration key (*.RKY file) is then sent to you (this may take up to two working days). Import this to register the software.

To register on a different machine you must first de-register from one machine and send the de-registration request (*.DRQ file) to SDL. From the other machine, send a registration request, and when the registration key is sent to you, import it.

Registering and de-registering requires Internet connectivity. If your computer cannot connect to the Internet, then you cannot use a Flexible Software Licence. In this case, you must use a dongle-protected version of the software.

Caution

The status of your Flexible Software Licence is recorded in the licence server that is maintained on SDL premises. Because we have no control over your machines, it is possible to create a state in which the software is registered according to the SDL licence server (and hence cannot be registered again), but where you do not have software that is registered. This occurs when a registered version of the software is removed from a machine without first de-registering it. Remember also, if you format the hard disk, de-register first. You do not need to de-register if you are upgrading the software.

If you cannot de-register (for example, if your hard disk breaks), then contact SDL support who will manually re-set your registration status.

To obtain the Registration Wizard

- 1 Start SDLX (from the **Start** menu choose **Programs, SDLX, SDLX**).
- 2 The very first time that you open SDLX, this message appears:
Would you like to start the translation wizard when you start SDLX?

The Translation Wizard (Start Translation dialogue box) is a quick method of selecting a single file and specifying the source and translation language and any TM that will be used. Its use is not recommended, so choose **No** in response to the question. (You can change the setting later using the Options dialogue box on the SDLX Switchboard.)
- 3 This step only applies if you chose **Yes** in the previous step. The Start Translation dialogue box appears. Choose **SDLX** to close the dialogue box and obtain the SDLX Switchboard.
- 4 The SDLX Switchboard appears (see page 9 for a picture).
- 5 Establish an Internet connection using your preferred method. For example:
 - Open a web browser and connect to a web site (e.g. <http://www.sdlx.com>).
 - Using Windows Explorer, navigate to “Dial-Up Networking” and double-click on an entry.
- 6 Choose **Tools, Registration** from the SDLX menu bar.

- 7 The first screen of the Registration Wizard appears. The options that appear depend upon the registration status. This is what you see if the software is not registered:

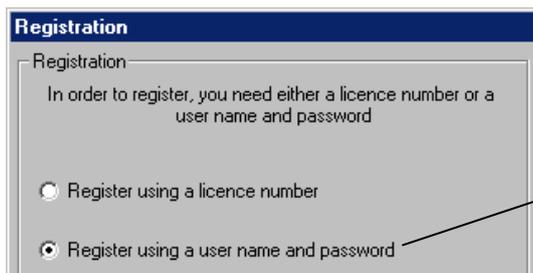


*This is the preferred registration method. If it is greyed out, close the dialogue box (**Cancel**) and establish an Internet connection (as explained earlier).*

*If you do not yet have a Flexible Software Licence, select this option, choose **Next** and follow the on-screen instructions.*

To register the software using a Flexible Software Licence

- 1 From the first Registration screen select “Register ... via the web”. This screen appears:

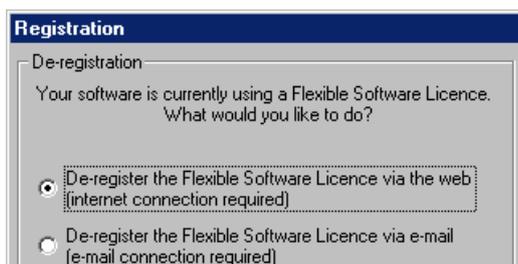


Your user name and password are contained in the email that was sent to you after you purchased a Flexible Software Licence.

- 2 Select “Register using a user name and password”. Choose **Next**.
- 3 Type your user name and password in the fields. Choose **Next**.
- 4 A message appears stating the registration was successful. Choose **OK**.
- 5 The software is registered and can be used in full working mode.

To de-register a Flexible Software Licence

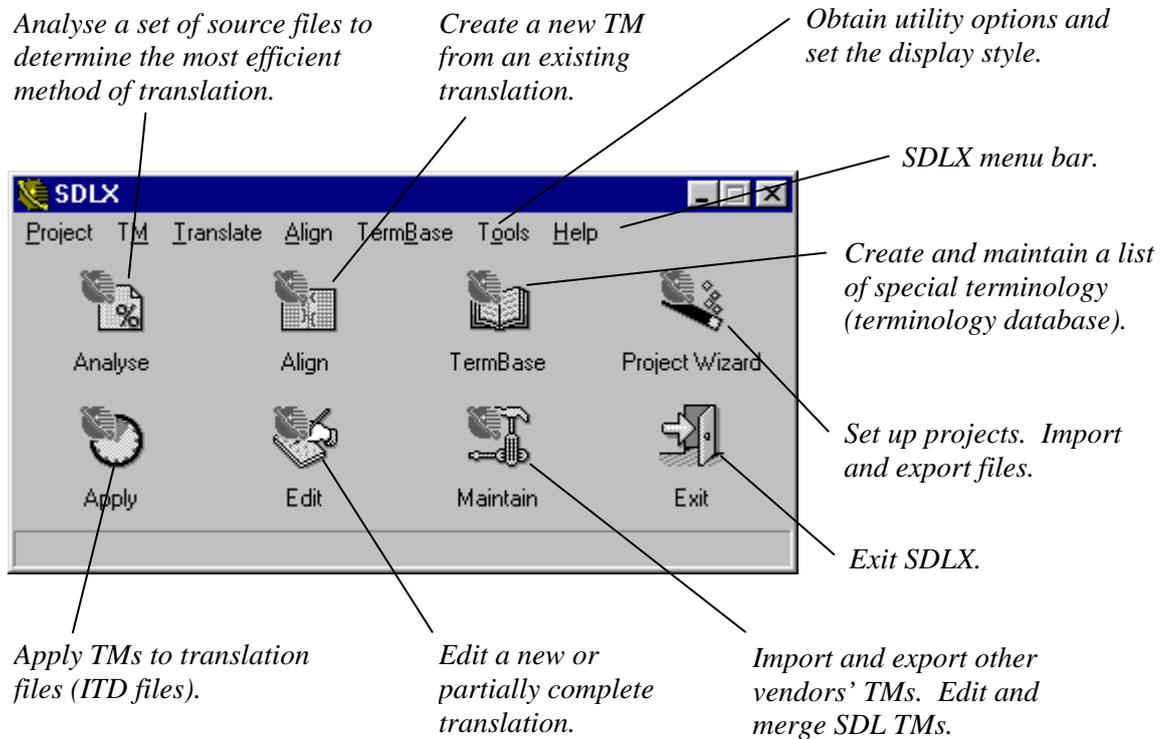
- 1 Obtain the Registration Wizard. Since the software is registered, this screen appears:



- 2 Choose **Next** and follow any further instructions.

CHAPTER 3

Overview of SDLX



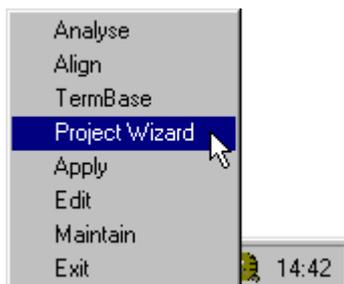
The buttons on the SDLX switchboard (above) are shortcuts to modules that are also available through the menus. The menu options are based on functions that you perform, rather than being organised purely by module.

To start a module using the status area icon

- 1 Right-click on the status area of the Windows taskbar.



- 2 A menu appears. Select the option you require.



Recommended Steps

For convenience, we say there are three types of user of SDLX:

- Translators. These people perform the translation of files. They may be freelance translators, or they may be part of an in-house translation team.
- Project managers. These people are in charge of projects. For example, they will review the translation requirements, estimate the cost of the job, and assign files for translation.
- Engineers. These people deal with the preparation of files and with post-production.

Typically, translators use the functions provided by SDLX Standard. Project managers and engineers use the functions provided by SDLX Professional. There are many ways of using SDLX, since it is a modular product. Here we present two recommended options.

This Getting Started guide explains the basic options. The online help contains additional information.

SDLX Standard / Translators

1. Organise your folders. See “Organising the Project Folders” on page 4.
2. Create a new project and import files into it. See “Working with Projects using the Wizard” on page 12.
3. Optional step. Import a third-party TM into an SDLX TM. See “Importing and Exporting TMs using SDL Maintain” on page 27.
4. Optional step. Align a previous translation. Add the alignment to an existing TM or create a new TM. See “Aligning a Previous Translation using SDL Align” on page 16.
5. Translate the files using SDL Edit. See “Translating Files using SDL Edit” on page 21.
6. Export files from the project. See “Working with Projects using the Wizard” on page 12.

SDLX Professional / Project Managers

1. Organise your folders. See “Organising the Project Folders” on page 4.
2. Create a new project and import files into it. See “Working with Projects using the Wizard” on page 12.
3. Optional step. Import a third-party TM into an SDLX TM. See “Importing and Exporting TMs using SDL Maintain” on page 27.
4. Optional step. Obtain statistics about the files using SDL Analyse. Then export FOU's if it is cost effective to do this. See “Obtaining Statistics using SDL Analyse” on page 30.
5. Optional step. Align a previous translation if SDL Analyse indicated that it is cost-effective to do this. Add the alignment to an existing TM or create a new TM. See “Aligning a Previous Translation using SDL Align” on page 16.
6. Use SDL Apply to translate all the source files using an existing TM. See “Batch Translating Source Files using SDL Apply” on page 33.

7. Check each translation using SDL Edit. Make any necessary changes. See “Translating Files using SDL Edit” on page 21.

Typically, you would send these files to freelance or in-house translators who would make these changes for you. You need a procedure to update TMs. Here is one suggestion:

- a ITD files are returned by freelancers. These ITD files contain the “confirmed” (blue) segments.
 - b The returned files are sent to a reviewer who checks the work of the translator.
 - c The appropriate TM is updated.
8. Export files from the project. See “Working with Projects using the Wizard” on page 12.

CHAPTER 4

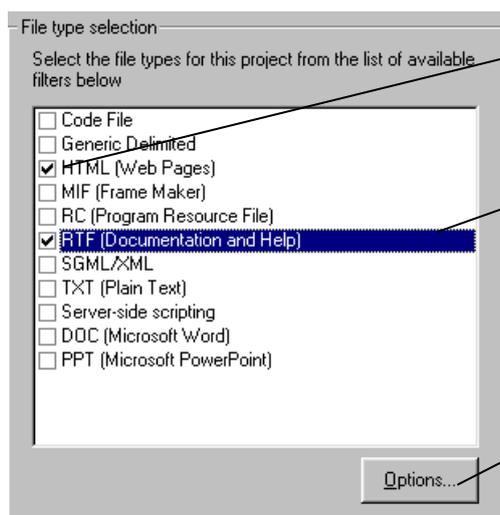
Working with Projects using the Wizard

Before performing any of the steps shown here, ensure that the project folder has been set up (see “Organising the Project Folders” on page 4).

We strongly recommend that all source files are prepared using the Project Import Wizard before they are used in SDLX. The reason for this is that by importing a file into a project, if the file imports successfully, it is guaranteed to work correctly in all the modules.

To create a new project and import files into it

- 1 Choose the **Project Wizard** button on the SDLX Switchboard.
- 2 The Select Wizard Mode dialogue box appears. Select the option to import files. Choose **OK**.
- 3 The SDLX Project Import wizard appears. The first screen is *File type selection*. For each type of file in the project, select the file type from the list.



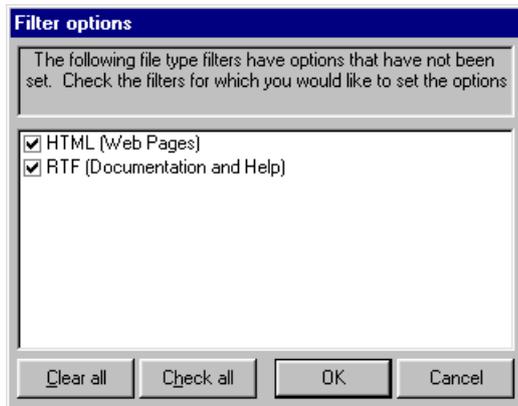
A tick indicates that a file type has been selected.

*If additional options apply to a file type, when that file type is highlighted (not necessarily selected), the **Options** button is available.*

If available, click to obtain the relevant dialogue box for the file type. Refer to the online help for details.

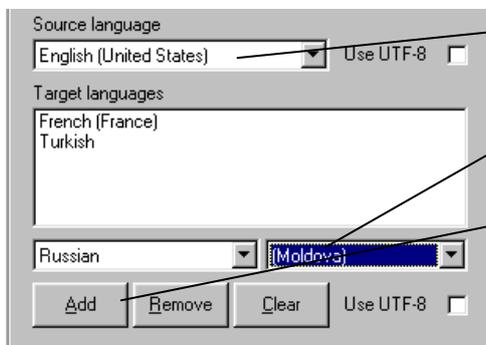
- 4 Choose **Next** (not shown).

- 5 If any of the file types that you selected have options, and if you did not choose **Options** for that file type, then the Filter Options dialogue box appears. It lists all the file types for which the **Options** button was not used. This acts as a safety check to ensure that you did not forget to specify any options.



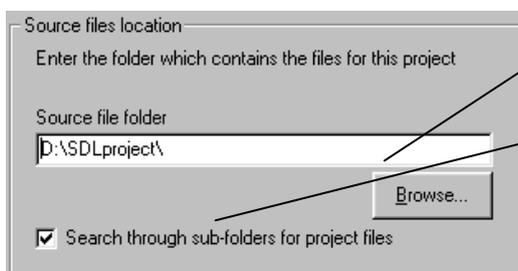
Do one of these:

- If you are sure that you do not need to specify any options, choose **Cancel**.
 - For each file type for which you want to specify options, ensure that the file type is selected. Then choose **OK**. A dialogue box will appear for the first file type. After you specify the required options and close the dialogue box, a dialogue box will appear for the next file type and so on until all the file types in the list have been dealt with.
- 6 The *Source and target languages* options appear. Select one source language, and one or more target languages.



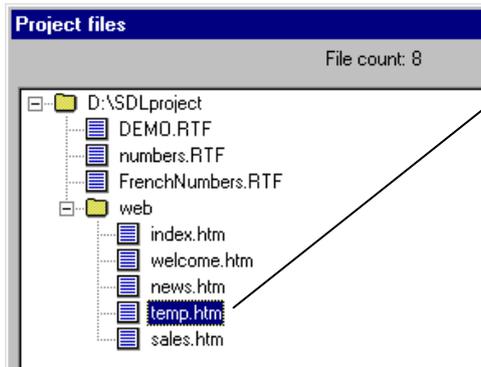
- a Select the source language.
- b Select a target language. In some cases, select a variant.
- c Click **Add**. The language is added to the box.
- d When you have added all the target languages, click **Next** (not shown).

- 7 The *Source files location* options appear.



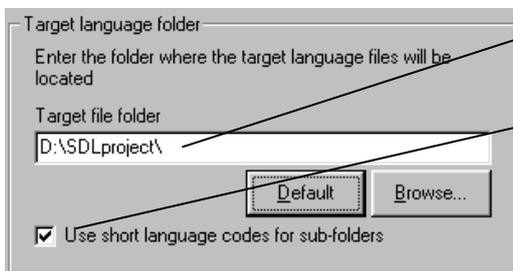
- a Use **Browse** to enter the location of the source file folder.
- b If there are any sub-folders, ensure this is selected.
- c Click **Next** (not shown).

- 8 The Project Files dialogue box appears showing the files and sub-folders (if any) that will be imported into the project.



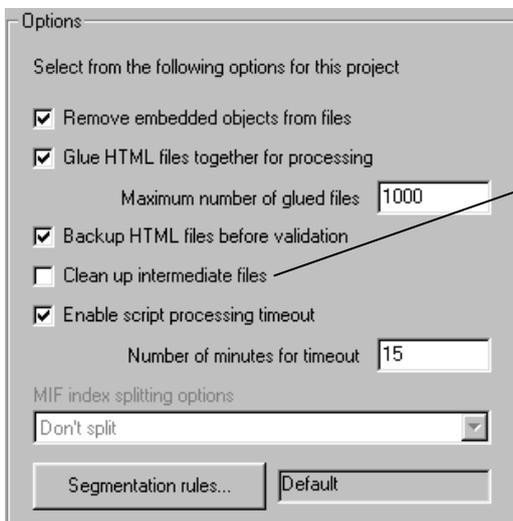
- a Optionally, exclude any files (or an entire folder) that should not be processed by selecting each file and clicking **Exclude from processing**. The file is removed from the list only, not from the project folder.
- b Click **OK**.

- 9 The *Target language folder* options appear.



- a Choose **Default**. Target folders will be placed under the project folder.
- b Optional. If selected, folder names will be abbreviated (for example, FR for French).
- c Click **Next** (not shown).

- 10 The *Options* box appears.



- a In general, accept the default values. Refer to the online help for a full explanation of each item.
- b If you are using SDLX Professional, we recommend that *Clean up intermediate files* is not selected. A consequence of selecting the option is that OTF files will not be generated. Therefore, if you want to use these files in SDL Analyse or SDL Align, the option must not be selected.

- 11 Choose **Next**. The *Confirm* options appear.

- 12 Optionally, use **Save Defaults** to save the settings that have been selected in the Project Import Wizard dialogue boxes. The next time that you open the Project Import Wizard, these settings will appear by default.

- 13 Choose **Next**. The files are processed, and then the *Complete* options appear.

- 14 SDLX can save information about the original folder structure, file types and languages in a project file. This will simplify the process of merging translated files back to their original format. To create a project file:

- a Choose **Save Project**
- b The Save As dialogue box appears. Type a name for the project file (we suggest you use the same name as the project folder). You do not need to type the SPJ extension.
- c Choose **Save**. The *Complete* box re-appears. (Do not delete, modify or move the SPJ file after it has been created.)

15 Choose **Close** to return to the SDLX switchboard.

For each language that you selected in the Project Import Wizard, there will be a folder, and each folder will contain ITD files that can be translated using SDL Edit.

To export files from a project

- 1 Choose the **Project Wizard** button on the SDLX Switchboard.
- 2 The Select Wizard Mode dialogue box appears. Select the option to export files. Choose **OK**.
- 3 The SDLX Project Export wizard appears. Select the option to use an existing project file. Choose **Next**.
- 4 The *Select SDLX project file* options appear. Use **Browse** to locate the SPJ file. Choose **Next**.
- 5 The *Target language selection* options appear. Select one or more languages. If a language is not selected, then you cannot export files for that language.
- 6 The Project Files dialogue box appears showing the files and sub-folders (if any) that will be exported from the project.
- 7 Optionally, remove any files that should not be exported (perhaps because they are not fully translated) by selecting the file and choosing **Exclude from processing**. The files are removed from the list only, not from the project folder.
- 8 Choose **OK**. The *Confirm* options appear.
- 9 Optionally, use **Save Defaults** to save the settings that have been selected in the Project Export Wizard dialogue boxes. The next time that you open the Project Export Wizard, these settings will appear by default.
- 10 Choose **Next**. The *Complete* options appear.
- 11 Choose **Close** to return to the SDLX switchboard.

Aligning a Previous Translation using SDL Align

If you use SDLX Professional, then you can use SDL Analyse to determine whether or not it will be worthwhile to align a previous translation to produce a new or updated TM which you can then use in the translation of new files.

If you do not have access to SDL Analyse, you can still make a reasonable estimation. For example, if you previously translated some files for a client, and if the client now wants an updated translation, then you should align the files, because they will probably contain much material that is very similar to the new files that will be translated.

However, say you had translated some files into French for a client in the transport industry, and say another client also requires a translation into French. There would be little point in aligning the first set of files if the second client were in the pharmaceuticals industry.

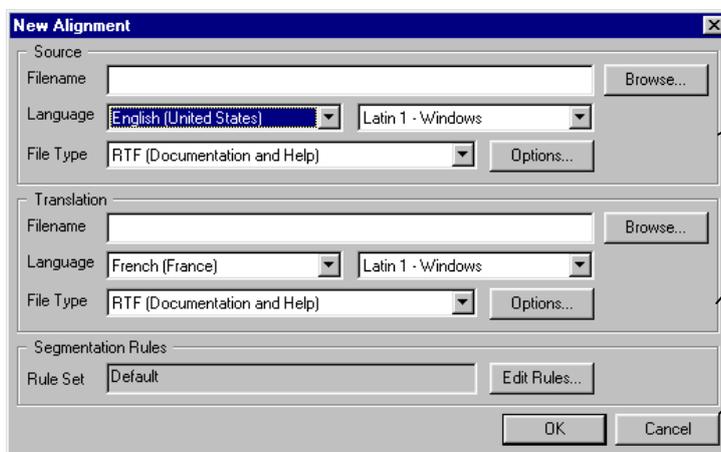
SDL Align uses an IAD file to store the alignment. When the alignment is complete, you must update the segments to a TM. When this has been done, the IAD is no longer needed for the alignment process. You can keep it, or you can delete it. One advantage of keeping the file is that if the TM were to become corrupted, you could use the IAD file to re-create it without having to align the files again. We recommend that you keep the IAD file.

These are the recommended steps that you should perform:

1. Create a new alignment file (IAD file) or open an existing alignment.
2. Open an existing TM or create a new one.
3. Align the segments. See “Checking Alignment Details” on page 18.
4. Update the TM. As a precautionary measure, you should update the TM approximately once every five minutes (you can set the software to do this automatically — see the online help for details). Always update the TM before closing SDL Align. See “To update a TM” on page 18.

To create a new alignment file (IAD file)

- 1 Choose **Align, Create a new alignment from existing files** from the SDLX menu bar. The New Alignment dialogue box appears (the SDL Align window appears behind it).



Source file information.

Target file information.

Segmentation rules specify how segments are split. This is an advanced topic — see the online help.

- 2 Select the source file information in this order:
 - a File Type. The **Options** button is available when RTF, Code File or Generic Delimited is selected. In these cases, select the appropriate options for the file that you will select (next step). See the online help for more information.
 - b Filename. Use **Browse** to locate the file.
 - c Language. Select the source file language from the list on the left. If the encoding on the right changes, then do not change the new value.
- 3 Select the target file information in a similar manner.
- 4 Choose **OK**. The SDL Align dialogue box appears.
- 5 Choose **File, Save As**. The Save As dialogue box appears. Navigate to the folder in which the IAD file should reside (we suggest you use separate folder to contain all your IAD files).
- 6 Optionally, rename the IAD file. Save the IAD file.

Note You can now exit SDL Align, and resume later.

To open an existing alignment

- 1 Choose **Align, Open an existing alignment** from the SDLX menu bar.
- 2 The Windows Open dialogue box appears. Use this to navigate to the IAD file and then select it.

To create a new TM from an alignment

- 1 Choose **Translation Memory, New** from the menu bar.
- 2 The New Translation Memory dialogue box appears.
 - a Navigate to the folder in which the TM should be stored.
 - b Type the file name of the TM (you do not need to type the MDB extension).
 - c Choose **Create**.

Note 1. This may trigger a warning with some anti-virus software. You should ignore this warning.

Note 2. The newly created TM is empty. You must update it to fill it with segments.

To open an existing TM

- 1 Choose **Translation Memory, Open** from the menu bar.
- 2 The Open dialogue box appears. Use this to navigate to the TM and then select it.

To update a TM

Choose **Translation Memory, Update** from the menu bar.

Note 1. This may trigger a warning with some anti-virus software. You should ignore this warning.

Note 2. To specify which segments are updated, choose **Tools, Options**. On the Alignment tab select whether all segments or just those before the alignment marker are updated.

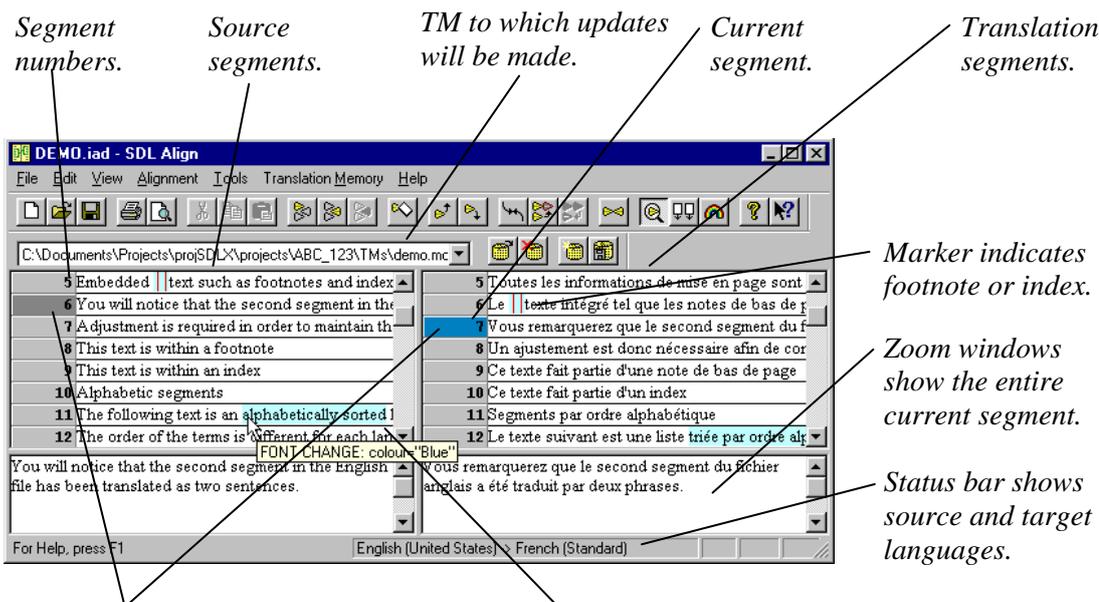
Note 3. To automatically update the TM at regular intervals, choose **Tools, Options**. On the Automation tab select the option for automatic saving. Choose **OK**.

Checking Alignment Details

There **must be** an exact match between each source segment and each translation segment. If there is not, then when you update a TM, it will not be accurate.

Any editing that you do here affects the IAD file only. The original source and target files are not affected.

Highlighted text in the window indicates formatting information. Markers indicate index entries, footnotes and so on. In both cases, to see details, place the pointer over the highlighted text or marker.



Incorrect alignment (source and translation segment numbers are different).

Highlighted text indicates formatting information. (Bold, italic and underlined text is shown normally).

To check and save an alignment

- 1 Ensure that the zoom windows are open (**View, Show Zoom Windows**).
- 2 Check the segments starting from the first. Edit the segments (see next section) to ensure that:
 - Each translation segment is an exact translation of the source segment.
 - For each source and translation segment, the segment numbers match.
- 3 When the alignment is complete, update the TM (see page 18).
- 4 Optional, but recommended step. Save the IAD file (**File, Save**).

Note If changes have been made, and if you exit SDL Align without updating the TM and saving the IAD file, then you are asked for confirmation. You can save one or both of the files, or you can exit without saving the changes.

Main Editing Options

To select a segment, left click on the number next to the segment, or on the segment itself.

To	Do this
Edit the target text in the zoom window (you cannot edit the source text).	Ensure that the correct language is selected on the status area in the Windows taskbar. Edit the text. To cut, copy and paste text use standard Windows techniques.
Join translation segments.	Select the segments, then Edit, Join Segments .
Delete one or more source or translation segments.	Select the segments, then Edit, Remove Segments .
Match a source and a translation segment. Typically, this is used with alphabetically ordered lists where the translation is correct, but the segment numbers do not match.	Select the source and target segments. Choose Edit, Match Segments .
Move one or more segments to the top or the end of the file.	Choose the option from the Edit menu.
Change the size of text.	Choose Set Source Font or Set Translation Font from the View menu. Set options, then choose OK .

Useful Window Options

To	Do this
Scroll source and translation segments together.	Choose View, Synchronised Mode .
Show or hide toolbars	Choose View, Toolbars , then select option.
Show or hide zoom windows	Choose View, Show Zoom Windows .
Line up source and translation segments	Choose View, Synchronise Display .

Translating Files using SDL Edit

Use SDL Edit to create a translation of each source segment that is contained in an ITD file. ITD (Intermediate Translation Document) files are generated by SDLX from the source files. If you used the Project Import Wizard (page 12), then ITD files should already exist.

These are the recommended steps that you should perform:

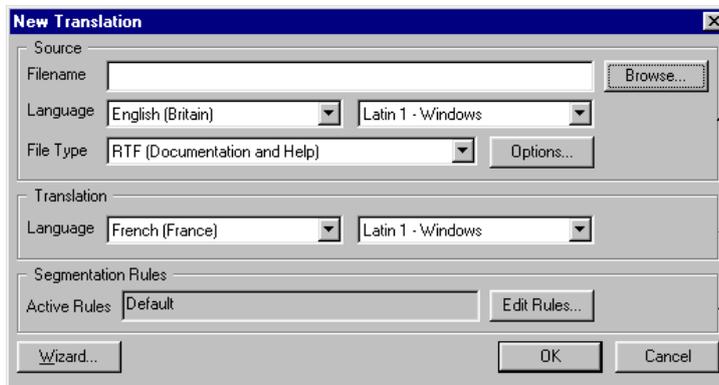
1. The first time that you use SDL Edit you should set some options. See “Specifying How SDL Edit Operates” on page 26.
2. Do one of these:
 - If an ITD file exists, then open it. See “To open an ITD file” on page 21. (If you used SDL Apply, then the ITD file may already contain translated segments.)
 - If an ITD file does not exist, then select the source file and save it as an ITD file. See “To select a source file and save it as an ITD file” on page 22.
3. Do one of these:
 - If there is an existing TM, then open it. (**Translation Memory, Open**. The Windows Open dialogue box appears. Use this to navigate to the TM and then select it).
 - Create a new TM. (**Translation Memory, New**. Identical operation to SDL Align, see “To create a new TM” on page 18 for details).
4. Open the New Translation dialogue box and use it to specify how segments are put into the translation segments list (see “To apply a TM or copy source segments” on page 22).
5. Edit the translation segments. See “Editing a Translation” on page 23.
6. Update the TM (**Translation Memory, Update** — see “To update a TM” on page 18).
7. Save the ITD file. As a precautionary measure, you should do this approximately once every five minutes (you can set the software to do this automatically — see the online help for details).

To open an ITD file

- 1 Choose **File, Open Translation** from the SDL Edit menu bar.
- 2 The Windows Open dialogue box appears. Navigate to the location of the ITD file, highlight the file and choose **Open**.
- 3 The SDL Edit window now contains source segments in the left list, and translation segments in the right list (see page 23 for a picture).

To select a source file and save it as an ITD file

- 1 Choose **File, New Translation** from the SDL Edit menu bar. The New Translation dialogue box appears (the SDL Edit window appears behind it).



Source file information.

Translation information.

Segmentation rules specify how segments are split. This is an advanced topic — see the online help.

- 2 Select the source file information in this order:
 - a File Type. The **Options** button is available when RTF, Code File or Generic Delimited is selected. In these cases, select the appropriate options for the file that you will select (next step). See the online help for more information.
 - b Filename. Use **Browse** to locate the file. (The Windows Open dialogue box appears. Navigate to the location of the source file, highlight the file and choose **Open**.)
 - c Language. Select the source file language from the list on the left. The encoding on the right appears automatically. Check that it is correct.
- 3 Select the translation language. The encoding on the right appears automatically. Check that it is correct.
- 4 The SDL Edit window appears. The source segments are contained in the left list, and the translation segments are contained in the right list (see page 23 for a picture).

To apply a TM or copy source segments

- 1 Choose **Translation Memory, Apply**. The New Translation dialogue box appears.

- If the TM contains segments (that is, if it is a previously created TM), then we recommend these values:
 - Select the *Apply Translation Memory* option
 - Type **75** in the *Minimum Match Value* box (so fuzzy matching is performed)
 - Select the *Copy source when no translation exists* option
- If the TM is a new one that you just created, then we recommend these values:
 - Ensure that the *Apply Translation Memory* option is not selected.
 - Select the *Copy source when no translation exists* option.

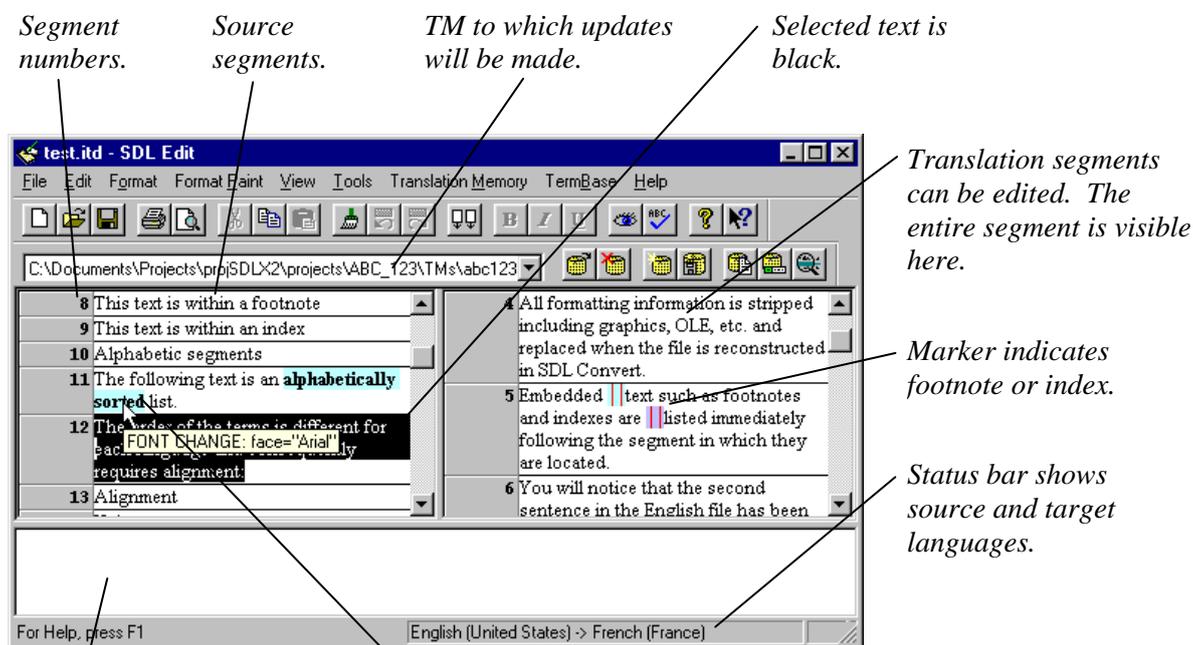
- 2 Choose **OK** on the New Translation dialogue box.

Note This may trigger a warning with some anti-virus software. Ignore this warning.

- 3 A message appears showing some statistics. Close this. The translation segment list is now filled.

Editing a Translation

Any editing that you do here affects the ITD file only. The original source file is not affected.



TM and TermBase window.

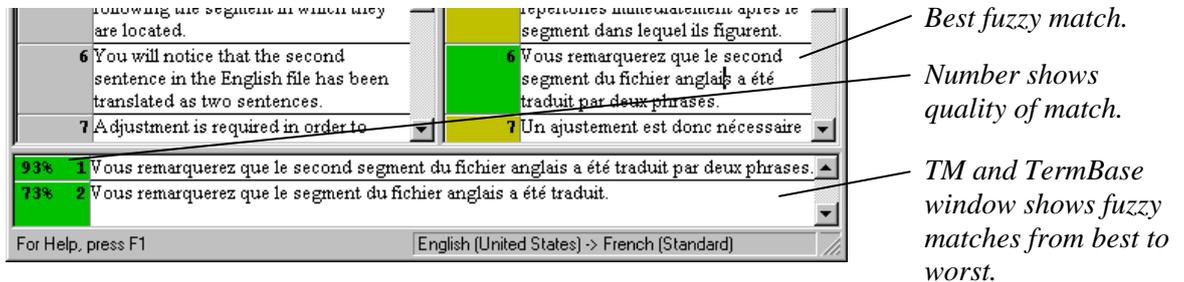
Highlighted text indicates formatting information. Use pointer to see details. (Bold, italic and underlined text is shown normally).

To translate a file

- 1 Ensure that the correct language is selected on the status area in the Windows taskbar.
- 2 Check the translation segments starting from the first, and edit as appropriate in the translation window. To cut, copy and paste text use standard Windows techniques.
 - Yellow (gold) translation segments contain translations from the TM which exactly match the source segment. Generally, editing is not required.
 - Grey translation segments have not been translated. They may contain a copy of the source segment text or they may be empty, depending on the option selected when the TM was applied (see page 22).
 - Green translation segments contain translations from the TM which are a partial match for the source segment. See “Fuzzy Matching” on page 24.
 - Green source segments indicate that format painting is required. See “Format Painting” on page 25.
- 3 Confirm the translation of a segment by placing the insertion point (cursor) anywhere in the translation segment and pressing the ENTER key. The segment turns blue. To remove the confirmation, repeat the process.
- 4 When the translation is complete, update the TM (**Translation Memory, Update**).
- 5 Save the ITD file (**File, Save**).

Fuzzy Matching

Green translation segments indicate that a segment has been selected from the TM, but that it is not a 100% match for the source segment. This fuzzy matching only ever occurs if the *TM minimum match value* option on the Options dialogue box is less than 100%.



Use the TM Difference View window to see the differences between the source segment (in the file) and the source segment (in the TM) for a fuzzy match.



In the example above there are two differences. The highlight colours have the following meanings:

- Blue indicates a changed word
- Pink indicates a deleted word
- Yellow indicates an inserted word

If the window overlaps the main SDL Edit window by more than a very small amount, it becomes incorporated into the SDL Edit window (this is known technically as “docking”). If this is inconvenient, restore it outside the main window by selecting an edge with the pointer and dragging the pointer out of SDL Edit. Alternatively, close, and then re-open SDL Edit.

To check fuzzy matches

- 1 Ensure the TM Difference View window is available (**Translation Memory, View Source Differences** or right click in the TM and TermBase window and select the menu option).
- 2 Select a fuzzy match segment in the SDL Edit window. The TM and TermBase window shows one or more partial matches.
- 3 Optionally, right click on a segment in the TM and TermBase window to see the differences between the source segment in the file and the source segment of the selected fuzzy match.
- 4 To paste a segment from the TM and TermBase window into the translation segment, choose **Translation Memory, Paste Option *n***, where *n* is the number that corresponds to the segment in the TM and TermBase window.
- 5 Make any other changes to the text, then press the ENTER key to confirm the changes.

Format Painting

Format painting is used to

- Apply any text formatting in a source segment to the corresponding text in a translation segment.
- Move footnotes, index markers and other stand-alone formatting.

It should be performed after a segment has been translated. We recommend that you format paint as you translate each segment. Keep the formatting the same as the source as far as possible.

A green source segment indicates that format painting is required.

To format paint

- 1 Switch to format paint mode (**Format Paint, Format Paint Mode**). The pointer changes to a paintbrush.
- 2 Click on the highlighted text in a green segment. The entire formatted text is selected (the highlight changes to black).



- 3 Select the corresponding text in translation segment using the mouse or the keyboard.
- 4 If the *Press <enter> to confirm format paste* option is selected in the Format Paint tab on the Options dialogue box, then press the ENTER key to apply formatting to the selection.

Otherwise, the formatting is automatically applied. (If you made a mistake, re-select the text to move the formatting.)

- 5 Switch back to normal mode (**Format Paint, Format Paint Mode**).

To move footnotes and index markers

Perform the same operations as for format painting text, except select the marker in the source segment and select the position of the marker in the translation segment.

Useful Options

To	Do this
Scroll source and translation segments together.	Choose View, Synchronised Mode .
Show or hide toolbars.	Choose View, Toolbars , then select option.
Line up source and translation segments.	Choose View, Synchronise Display .
Change the size of text.	Choose Set Source Font or Set Translation Font from the View menu. Set options, then choose OK .

Specifying How SDL Edit Operates

The first time that you use SDL Edit you should set the options that specify how the module operates. These remain until you change them.

To set options

- 1 Choose **Tools, Options**. The Options dialogue box appears.
- 2 For each of the tabs, enter or select the appropriate values (shown below).
- 3 Choose **OK**.

These are the options that we recommend you use initially. (Options which you do not need to select are not shown. See the online help for more details):

Format Paint Tab Option	Value
Next format paint for required only	Select this.
Double click to format paint word	Select this.

Translation Memory Tab Option	Value
Minimum match value (%)	75.
Maximum number of hits	4.
Use AutoMatch	Select this.

Auto-propagate Tab Option	Value
Enable Auto-propagate	Select this.
Minimum match value (%)	75.
(Propagate from) Next segment	Select this.

Automation Tab Option	Value
Automatic Save Every	5 Minutes.
Automatic TM Lookup After	500 Milliseconds.
Automatic TM Apply	Do not select this.
Automatic TM Update	Do not select this.

Concordance Tab Option	Value
Minimum match value (%)	70.
Maximum number of hits	10.

Advanced Steps

This chapter briefly explains some of the more important advanced steps. Full details are available in the online help.

Importing and Exporting TMs using SDL Maintain

Use SDL Maintain to import and export TMs in these *text-based* formats:

- **TMX** (Translation Memory eXchange). This is a standard format that allows TMs to be exchanged between different vendors. Files have a TMX extension by default.
- **Delimited**. Any delimiter can be used. The file can optionally contain column headings. Segments may optionally be enclosed in double quotes. Files have a TXT extension by default.
- **Trados**. This is the import format for Translator's Workbench 2.0. Files have a TXT extension by default.

Additionally, you can import SDLX IAD and ITD files and export ITD files using the processes described here.

You can import more than one file, so this effectively allows you to merge many files into a single TM.

The screens that appear on the Import Wizard depend upon the type of file that you are importing. You can import and export using the **TM** menu option on the SDLX switchboard, or from within SDL Maintain. Here we show how to import using the **TM** menu option and how to export from within SDL Maintain.

To import a TM into SDLX

- 1 Choose **TM, Import a Translation Memory** from the SDLX menu bar on the switchboard. The Import Wizard - Translation Memory screen appears.
- 2 Do one of these by selecting the appropriate button:
 - **Create a new Translation Memory**. The New Translation Memory dialogue box appears (this is identical to a Windows Save As dialogue box). Use this to specify the name and location of the new TM file. Do not change the MDB extension. Some anti-virus software may generate a message. Ignore this. Choose **Next**.
 - **Open an existing Translation Memory**. The Windows Open dialogue box appears. Use this to select the file. The Open Translation Memory dialogue box appears. Select the source and target languages. Choose **OK**.
- 3 The Format screen appears. Select what type of files will be imported. Choose **Next**.
- 4 This step applies to SDLX files only (MDB TMs, ITD files, IAD files). The Translation Memories screen appears. Optionally, choose **Add** to select any SDLX TMs that will be imported and then specify the languages. Choose **Next**.

- 5 The Files screen appears. Select the files that will be imported. Choose **Next**. (For SDLX there are two screens corresponding to ITD files and IAD files.)
- 6 This step applies to TMX, delimited and Trados import. The Languages & Encodings screen appears. Do one of these:
 - For TMX, select the source language and encoding. Choose **Next**.
 - For Delimited, select both the source and target languages and encodings. Choose **Next**. Specify the delimiter (for example, tab character), whether the first line is a column header, and whether the segments are contained in quote marks. Choose **Next**. Select the fields that are contained in the files that are being imported. Choose **Next**.
 - For Trados, select both the source and target languages and encodings. (Optionally, choose **Analyse import files for available languages** to obtain the Select Languages dialogue box. Use this to select the source and target languages.) Choose **Next**.
- 7 The General Options screen appears. Use this to specify the action that should take place if any imported segment is identical to a segment that already exists in the TM. Choose **Finish**.
- 8 This step applies if you created a new TM.
 - a The Import dialogue box appears. Select the languages that should be indexed (without an index, you cannot search for text or perform a concordance search in SDL Edit). Choose **OK**.
 - b The Select Default Languages dialogue box appears. Select the languages that should be displayed in the SDL Maintain window (you can change them later). Choose **OK**.
- 9 The files are imported and a message appears in the lower part of the SDL Maintain window. Optionally, choose **Close** to permanently hide the message.

To export a TM out of SDLX (from within SDL Maintain)

- 1 Start SDL Maintain.
- 2 Open an existing Translation Memory (**TM, Open**). The Windows Open dialogue box appears. Use this to select the file.
- 3 Choose **TM, Export**, and then select the sub-menu that corresponds to the type of file to import.
- 4 The Export Wizard - Languages screen appears. Select the languages that will be exported. (With SDL and TMX you can export either the entire TM, or just a pair of languages.) Choose **Next**.
- 5 The Conditions screen appears. Optionally, use this to specify conditions about the segments that will be exported (for example, created after a particular date). Choose **Next**.

- 6 This step applies to delimited export only.
 - a The Format Options screen appears. Specify the delimiter (for example, tab character), whether the first line is a column header, and whether the segments are contained in quote marks. Choose **Next**.
 - b The Field Order screen appears. Specify which fields should be exported, and their order. For example, in addition to the source and target fields for the segments themselves, you could export a field which lists the creator of each pair of segments. Choose **Next**.
- 7 The Destination screen appears. Do one of these:
 - For SDLX TM export either create a new TM or select an existing TM using the buttons. Choose **Finish**.
 - For TMX, delimited and Trados, type the folder and file name (or use the **Browse** button). Choose **Finish**.
- 8 The files are exported and a message appears in the lower part of the SDL Maintain window. Optionally, choose **Close** to permanently hide the message.

Obtaining Statistics using SDL Analyse

Prof.
only

Use SDL Analyse to:

- Obtain statistics about the files in a project. This can help you to determine whether it is cost-effective to perform various operations such as creating a TM from a previous translation.
- Export frequently occurring units (FOUs) from a file.

Use the analysis to answer questions such as:

1. Is it cost-effective to create a TM from a previous translation?

You previously translated files for a client, and the client now has new work for you. You have the source and target files for the first project, but no TM exists (perhaps because you were not using SDLX at that time). If the source files for the new project contain much material that is similar to the source files for the previous translation, then it would be cost-effective to create a TM from the original files by using SDL Align, and then apply this to the files in the new project.

2. How much leverage can be gained by using an existing TM?

You previously translated files for a client, and the client now has new work for you. A TM exists, and you need to know how useful it will be for the new project.

3. How much repetition is there in a set of files?

Knowing how much repetition there is enables you to accurately predict your costs.

To obtain statistics on files using the wizard

- 1 Choose **Project, Analyse leverage statistics** from the SDLX switchboard.
- 2 The SDL Analyse Wizard - Old Files screen appears. Optionally, to analyse old files (that is, to answer question 1 above), select the file type, the files that will be analysed, and the language and encoding. Choose **Next**.

Note The old files are the old source files. You are comparing the content of the old source files with the new source files that will be translated.
- 3 The SDL Analyse Wizard - New Files screen appears. This applies to the new source files that you will translate. It answers question 3 above. Select the file type, the files that will be analysed, and the language and encoding. Choose **Next**.
- 4 The SDL Analyse Wizard - Translation Memories screen appears. Optionally, to analyse the effect of using existing TMs with a new translation (that is, to answer question 2 above), select the TM language and the TMs that will be used. Choose **Next**.
- 5 The SDL Analyse Wizard - Options screen appears.
 - a *Minimum match value: 75.* This is the recommended fuzzy match value that is used when comparing any old files or using TMs.
 - b *Simulate Auto-propagation.* Select this if you will use auto-propagation when the files are translated (recommended). *Minimum match value: 75.* This recommended fuzzy match value applies to the auto-propagated segments only.

- c** In general, you would not need to change the temporary directory that SDL Analyse uses.
 - d** Choose **Next**.
- 6** The SDL Analyse Wizard - Reporting screen appears.
 - a** Use the top **Browse** button to specify the name and location of the log file that will contain the analysis results.
 - b** Optionally, you can also export the results as a CSV file. The online help contains more information.
 - c** Choose **Next**.
- 7** The SDL Analyse Wizard - Frequently Occurring Units screen appears. Use this to export FOU's.
 - a** Do one of these:
 - In general, you won't know whether or not it is useful to do this until after you have interpreted the results, therefore ignore this screen. If the analysis shows that FOU's should be exported, you can do so later.
 - If you expect that it will be worthwhile exporting FOU's, then you can do so here (the online help contains information about the options).
 - b** Choose **Next**.
- 8** The SDL Analyse Wizard - Finish screen appears. Choose **Finish**. The files and TMs are analysed (this may take many minutes).
- 9** When processing is complete, dismiss the message. SDL Analyse appears.
- 10** Select the Reporting tab and choose the **View** button which is in the *Log File* box. The log file appears. Analyse the results (see the next section).

Interpreting the Results

SDL Analyse log files are text files with a LOG file extension. You can read them in any text editor, or directly from the Reporting tab.

A log file contains:

- General information about the files, TMs and values used in the analysis.
- For each file analysed, information about the matched words from any TMs and from auto-propagation. See the next section.
- Information about FOU's (if there are any). See "Information about FOU's" on page 32.
- Batch statistics for all the files (similar to individual file statistics).

The following sections give a few simple examples. The online help contains more information.

Information about Individual Files

```
File :   C:\<path>\<new filename> _____ Path and file name of the
                                         new source file being
                                         analysed.

File Statistics:
           TM          AP          Total
Words Replicated :           -           0           0
Words 100% matched :         270           -          270
Words 95% to 99% matched :           9           0           9
Words 85% to 94% matched :          17           0           17
Words 75% to 84% matched :          38           0           38
Words 50% to 74% matched :           0           0           0
Words Untranslated :           -           -           23
Totals :                   334           0          357

Time taken to process file :   0 minutes, 7 seconds
```

Fuzzy matches.

The TM column shows the number of matched segments from:

- Any TMs that were applied to the analysis.
- Any old source files that were analysed.

In the example above, a TM was not used in the analysis, but because there was an existing translation, the TM column contains entries for the number of matched segments. In this case, it would be advantageous to align the old translation files (because out of a total of 357 words in the new file, 270 are matched 100% in the old translation).

The AP column shows the number of auto-propagated matches in the file. In this example, there are none.

The Total column shows the total number of matches for the TM and AP columns.

Information about FOU's

If there are any FOU's in the files, then you will see a section similar to this.

Files containing frequently occurring units (by number of segments).....

Segments	Words	Filename
153	681	C:\Documents\Demo\Basics.RTF
111	226	C:\Documents\Demo\Intro.RTF
106	730	C:\Documents\Demo\Advanced.RTF
34	203	C:\Documents\Demo\Testing.RTF

Each of the files that contains FOU's is listed. Each line shows you how many segments and words would be translated in that file if the TM generated from a FOU file were applied to it. For example, in the file Basics.RTF, 153 segments containing a total of 681 words would be translated.

In this example, there is much repetition, so it would be worthwhile to export the FOU's to an ITD file. The ITD file could then be translated, and the translation could then be applied to all the files.

Batch Translating Source Files using SDL Apply

Prof.
only

When you use SDL Edit to translate a source file, you first open the file and apply a TM. Then you check the translation segments and modify them appropriately.

When there are many files, a much faster method is to use SDL Apply to apply one or more TMs to the files in a batch. Do this for each translation language in the project.

To batch translate project source files

- 1 Choose **Translate, Apply TMs in batch mode** from the SDLX menu bar.
- 2 The SDL Apply Wizard (Files screen) appears.
 - a Select “SDLX Translation Files (ITD)” from the list of file types.
 - b Choose **Add**. The Windows Open dialogue box appears. Use this to select the ITD files.
 - c Choose **Next**.
- 3 The Language & Encoding screen appears. Assuming you selected ITD files in the previous step, the options cannot be changed. Choose **Next**.
- 4 The Translation Memories screen appears.
 - a Choose **Add**. The Windows Open dialogue box appears. Use this to select one or more TMs that will be applied to each file.
 - b Choose **Next**.
- 5 The Options screen appears.
 - a Set the *Minimum match value* (for fuzzy matching) to 75 and select the *Copy to source if no translation found* box and use the default *Required AutoMatching options*.
 - b Choose **Next**.
- 6 The Reporting screen appears.
 - a Specify the location and name of a log file (top box) by choosing **Browse**. The Windows Save As dialogue box appears. Use this to specify the folder and file name.
 - b Choose **Next**.
- 7 The Finish screen appears. Choose **Finish**.
- 8 SDL Apply window appears. When processing is complete (this may take a few minutes), a message appears. Choose **OK**.

List of Important Terms

The online help contains a complete list of terms. These are the ones you should be familiar with.

align

When you create a TM from an existing translation, you check that each *segment* in the target corresponds to a source segment. To do this, you can move segments up and down, split or merge them, and delete them. This is called aligning.

alignment

An alignment is the file you use whilst *aligning* segments. Alignments are stored as special files called *IAD files*.

auto-propagate

To apply a new translation of a *segment* in a single file to other similar segments that occur in the same file. That is, repetitions and similar segments in one file are automatically translated. Do not confuse auto-propagated segments with *frequently occurring units*.

format painting

This is the method by which formatting (such as a change of font or colour) in a source segment is applied to the translation segment.

frequently occurring unit (FOU)

A *segment* that occurs in at least two of the *source files* in a *project*. Do not confuse FOU's with *auto-propagated* segments.

fuzzy match

A fuzzy match is the matching of a source segment in a new translation with a previously translated source segment. The two segments do not match exactly, but are close. The translation of the original source segment is offered as a possible translation of the new source segment.

IAD file

IAD (Intermediate Alignment Document) is the SDL file format that is used by SDL Align when you *align* a previous translation.

ITD file

ITD (Intermediate Translation Document) is the SDL file format that is used by SDL Edit.

leverage

This is the amount of material that already has been translated when compared with the content of a new file.

project

A batch of files that requires translation. For convenience, these files are grouped into projects. This allows you to deal easily with a set of files.

segment

A unit of translation. Typically, this is a sentence or a phrase. Other possible segments are words in a cell of a table or words in a list.

source

A *source file* contains text that will be translated. The text is in the *source language*. The resultant translation is stored in a file called a *target file* (or a *translation file*), and the language is the *target language* (or *translation language*).

SPJ file

A text file that contains settings for an *SDLX project*. You should not delete or modify this file.

target

See under *source*.

translation

See under *source*.

Translation Memory (TM)

A database that consists of a set of phrases and sentences (segments) in a source language. Each *segment* has a corresponding translation in a *target* language. When a new source file is being translated, any segments that exist in the TM are automatically translated. The translator can accept the translation, or modify it. *SDLX* TMs are stored as Microsoft Access databases (these have an *MDB* file extension).

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