Translate a File
in 10 Easy Steps

SDL* Trados Studio

1 Open file

Click **File** > **Translate Single Document** and select the file you want to translate in Studio.

2 Use a TM

In the **Open Document** dialog box, use or create a new translation memory (TM). A TM stores all your translations.

3 Change settings

If you don't want to use the default Studio settings, click **Home** tab > **Project Settings.** Here you can also add additional translation resources like termbases, AutoSuggest dictionaries or Machine Translation.
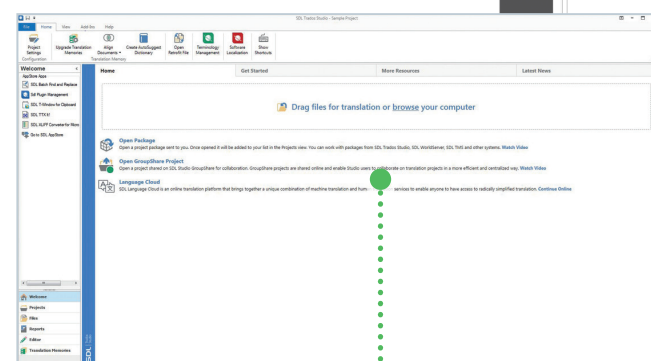
4 Check translation matches

Studio automatically checks your translation memory (TM) and termbase for matching content. Any TM matches are inserted into the target column, next to the compatibility score: **91%**

Termbase matches are highlighted with a red bracket. The termbase entry is displayed in the **Term Recognition** window. To insert the term, start typing it in the target segment.

5 Insert recognized tokens

Recognized tokens are items that do not need translation such as TAGS, NUMBERS, DATES, MEASUREMENTS, etc. Press Ctrl + , to insert tokens into the target segments. Studio can automatically localize some of these tokens.

6

footnotereference

Transfer source tags

Tags show information about the structure or the formatting of the source text. Insert the source tags into your translation to make sure your document looks just like the original. Click **Ctrl** + **,** to easily transfer tags via the **QuickPlace** drop-down menu.

Home Screen

7 Translate and confirm

When you finish translating a segment, click Ctrl + Enter to confirm it. This changes the status of the segment to **Translated** and **Confirmed** and sends your translation to the TM.

8 Preview translation

Click the **Preview** button to generate an initial preview of your translated document in Studio. To open the document in its native application, click **File** > **Print & View** > **View In**.

9 Verify translation

When you finish translating, run a QA Check. Click the **Review** tab and choose **Check Spelling**, then **Verify**. Any translation issues are indicated as errors or warnings in the **Messages** window.
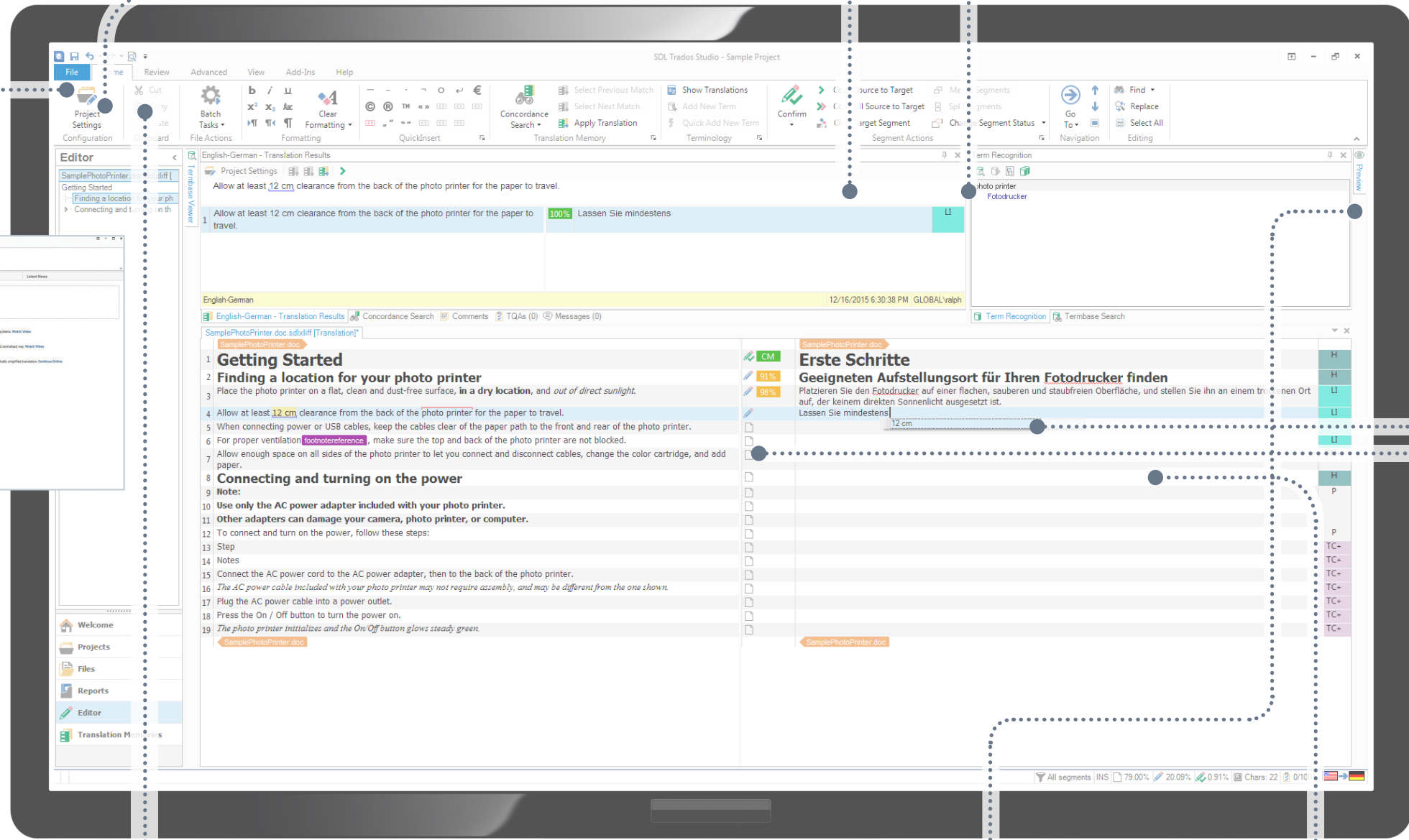
10 Save translation

To save the Studio project as a bilingual file, click **File** > **Save**. To generate the final translated document, click **File** > **Save Target As**.

Warning: Rename the document to avoid overwriting the original.

Essential keyboard shortcuts

To speed up your translation, keep your hands on the keyboard! Here are some great shortcuts:

`Ctrl` + `,`	**Show QuickPlace drop-down menu** Displays the numbers, abbreviations, text formatting and tags available for the active segment.
`Ctrl` + `Enter`	**Confirm segment** Confirms your translated segment and sends your translation to the translation memory.
`Ctrl` + `Shift` + `F2`	**Update your termbase** You can add terms to your attached termbase by selecting the source word and your target term and clicking **Quick Add New Term**
`Ctrl` + `T`	**Insert Match** Applies the results of the translation memory. Use `Ctrl` + `1` , `Ctrl` + `2` , etc. to select the result you want to insert.
`F3`	**Run Concordance search** Highlight a source or target term to start a concordance search for it. Studio displays the results in the **Concordance Search** window and highlights your terms in yellow.
`Ctrl` + `Ins`	**Transfer source text** Copy the source segment into the target. Particularly useful if the source contains many tags.
`Shift` + `F3`	**Toggle case** Toggles lowercase, uppercase and initial capitals in the selected words.
`F7`	**Spellcheck** Spellchecks the document. **File** > **Options** > **Editor** > **Spelling** changes the default spell checker.
`Shift` + `F12`	**Show Save As dialog box** Display the **Save Target As** dialog to save your translation in its native format.
PRINT full list	To view or print the complete list of Studio shortcuts, click **Welcome** view > **Home** tab > **Show shortcuts**.
CUSTOMIZE list	You can customize any of the keyboard shortcuts from **File** > **Options** > **Keyboard Shortcuts**.

Quick Tips

Use AutoSuggest

AutoSuggest helps you translate faster by showing suggestions as you type in the target segments. These suggestions can come from your translation memory, termbases, machine translation and AutoSuggest dictionaries.

- To create an AutoSuggest dictionary, click **Translation Memories** view > **Create AutoSuggest dictionary**.
- To add an AutoSuggest dictionary to your project, click **Project Settings** > **Language Pairs** > [your language pair].
- To customize AutoSuggest results, go to **File** > **Options** > **AutoSuggest**.

Use the Concordance search

Use Concordance search to look up a particular word, word sequence or phrase in the translation memory. Concordance searching tries to match parts of the selected text or segment even if the words appear in a different context or order in the translation unit. Click `F3` to run a concordance search.

Transfer text formatting

You can use the QuickPlace drop-down menu to quickly apply formatting from the text of the source segment to the target. Select the target text, then click `Ctrl` + `,` to apply any special formatting available.

Update your termbase

You can add terms to your attached termbase by selecting the source word and your target term and clicking Quick Add New Term.

Project Settings vs. File > Options

To change the translation options for the current project only, configure the settings from Projects view > Home tab > Project Settings. To change the default Studio settings and use them for every future project that you create in Studio, configure the translation settings under File > Options.

Drag-and-drop file in the Editor

You can quickly open files for translation by drag-and-dropping them directly from your computer into the Editor Navigation Pane or into the Editor Window.

Customize your Studio environment

You can customize the Ribbon to add your preferred tabs, group and commands by going to View tab > User Interface group > Ribbon Customization. You can also resize and rearrange the windows displayed in the Projects, Files, Editor and Translation Memories views.