



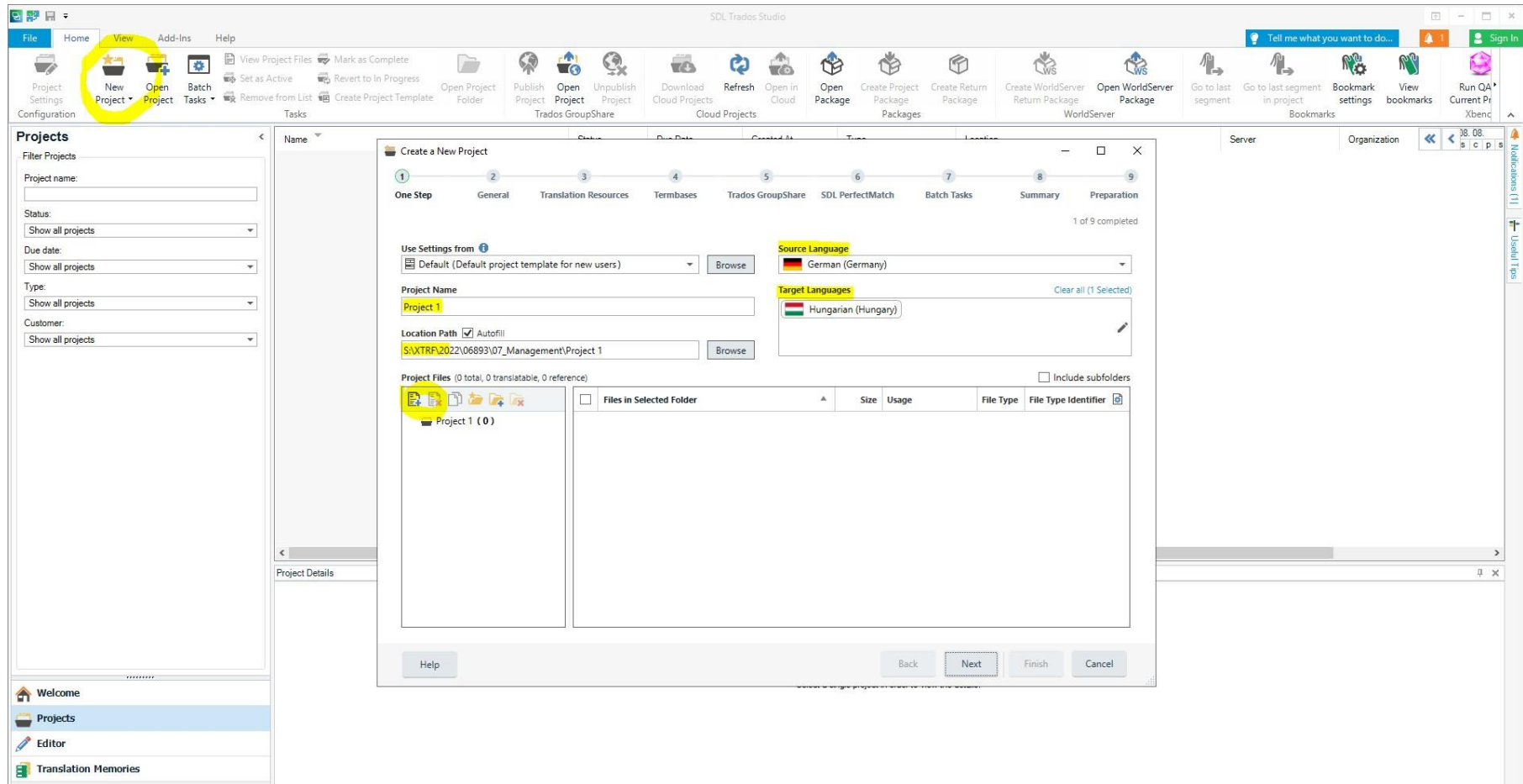
Hunnect's guide to working in Trados Studio

1) Creating a project

When translating and proofreading, it is required from the linguist to not just simply open the sdxliff file, but to create a project with the received files.

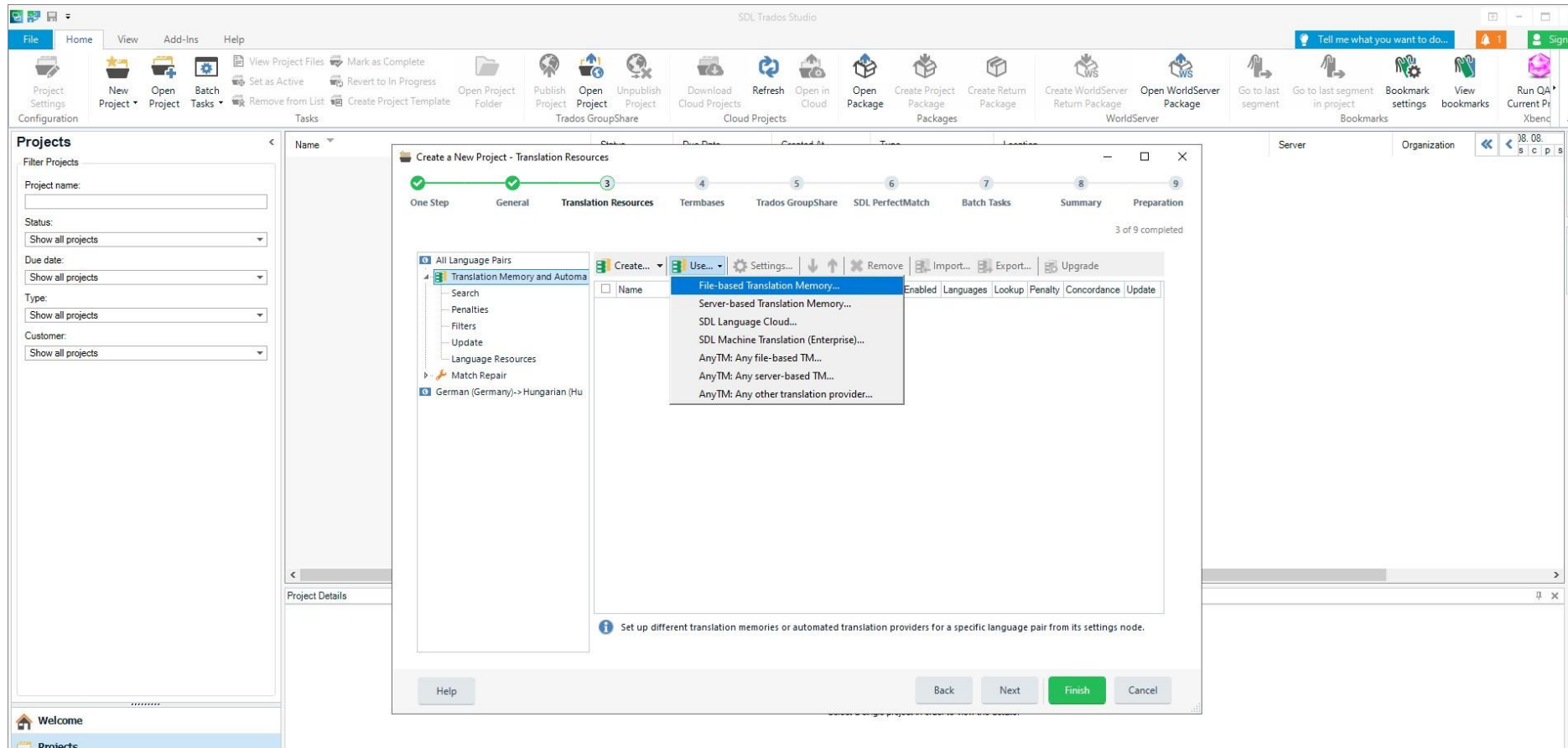
When clicking the **New Project** icon, the following window appears. Here, it is very important to specify the *source and target languages*; also, you can name the project and specify where you want to place the project files and the associated folder system. It is important to note that *only empty folders* can be used for project creation. You can create, for example, a new folder with Hunnect's project number.

Under the Project Files menu, a little icon with a plus sign (see the round highlight in the image) allows you to add the bilingual (usually sdlxliff) files.



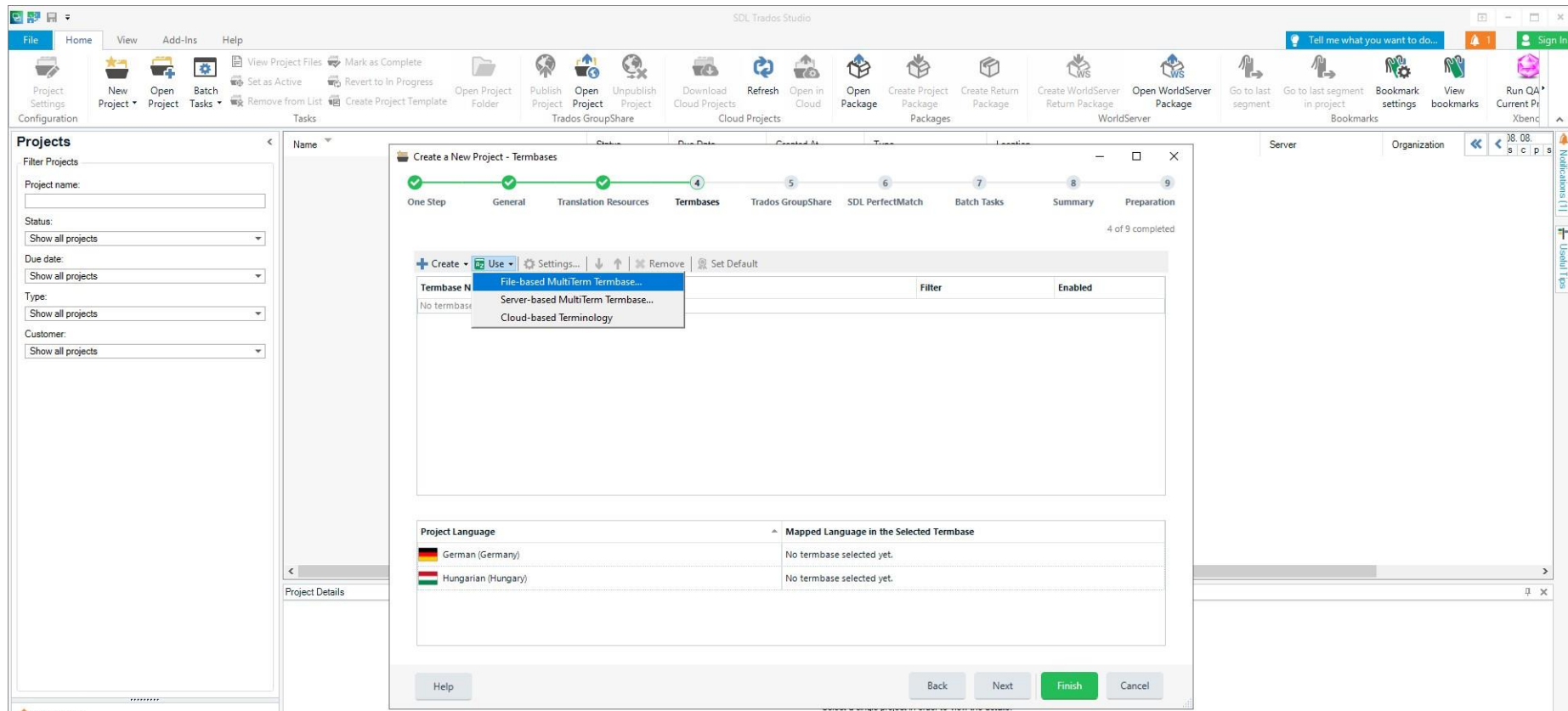
When all translatable files are added and you are done with all the settings, click the **Next** button. You can skip the “**General**” tab and go directly to the next one with the **Next** button.

Here, by selecting **Use... > File-based Translation Memory** and by choosing the right translation memory (TM) file, you can add the TM received for the given project from the Project Manager (PM). **It is FORBIDDEN to add your own TM**. Not because our PMs are mean, but because many of our clients do not allow it. If you wish to add your own TM, please ask the PM about it; but by default, it is not allowed.



Move on with the **Next** button.

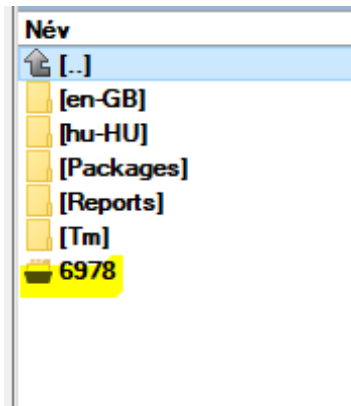
If you received a termbase, add it to the project as well on the next tab. If not, you can create the project by choosing **Finish**.



If you received a termbase, and have added it already, you can click Finish.

If you received several versions of the termbase from the PM, please choose the sdltb file. The tbx file is needed for Xbench 2.9. Eventually, if there is a version in Excel spreadsheet format, it can contain some additional useful information.

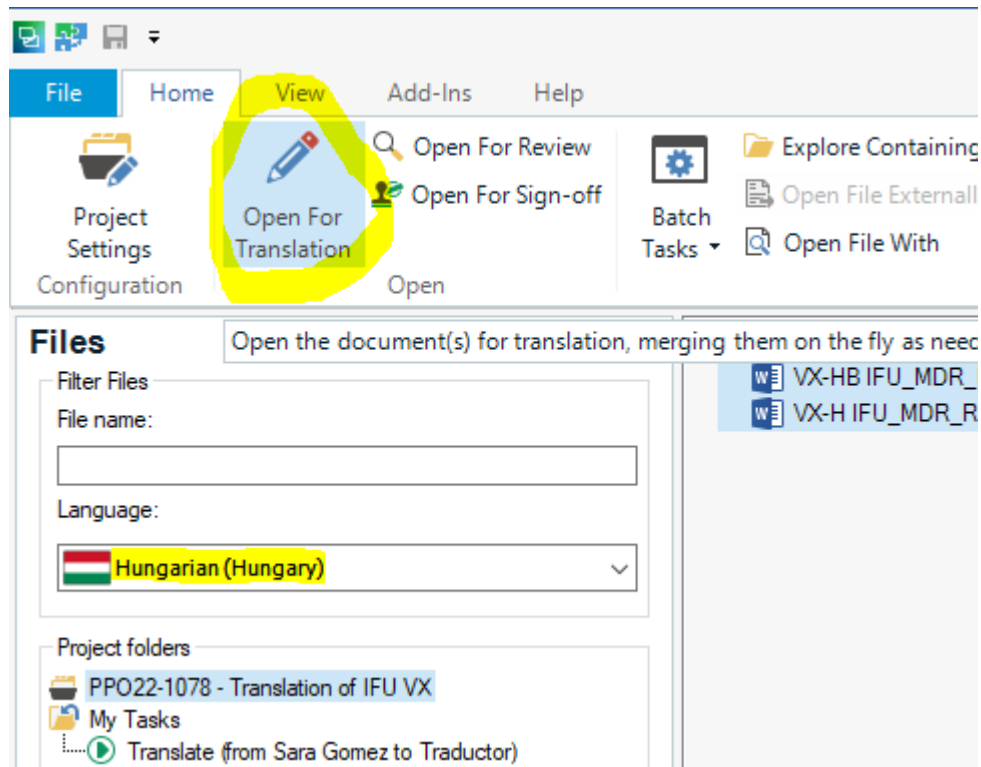
Trados Studio now runs some processes and finally creates the project. As a result, you will see a folder structure that should look like this:



From then on, the project can be opened with the file highlighted in yellow, which serves as sort of a shortcut. **You should always deliver the sdlxiff files in the TARGET LANGUAGE folder**, so if you translated from English to Hungarian, then choose the files from the hu-HU folder; if you translated into English, deliver the contents of the en-GB or en-US folder.

If you did not receive sdlxiff files but you worked in Trados Studio, always deliver in the same file format that you received. If you need help in this, please ask the PM in charge.

After opening the project (with the “shortcut” highlighted in yellow), you can choose the given project from the project list, then double click on it and you will see the list of bilingual files. We *highly encourage you* to open them at once by selecting them all (**Ctrl + A**) and choosing the **Open for Translation** option. It is important to select the “Include Subfolders” option, so if there are several folders containing translation files, all of them can be viewed and opened at once. There is one setting that can go wrong: the target language must be selected (!) on the left side, please see the image below.



2) Confirming segments

The translated segments always have to be confirmed, the simplest way to do so is to use “**Ctrl + Enter**”.

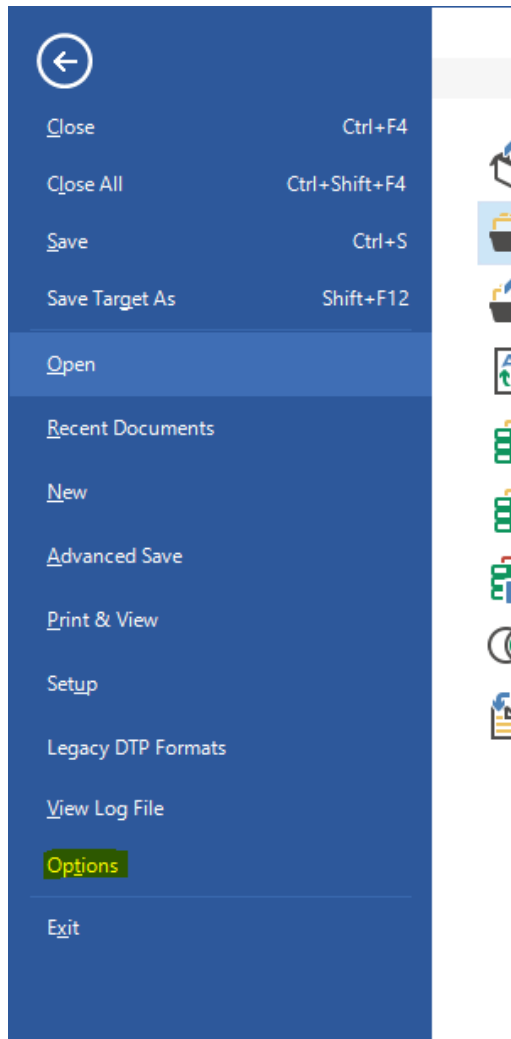
Every segment must be confirmed, unless some specific instruction asks otherwise. No segment can be left empty.

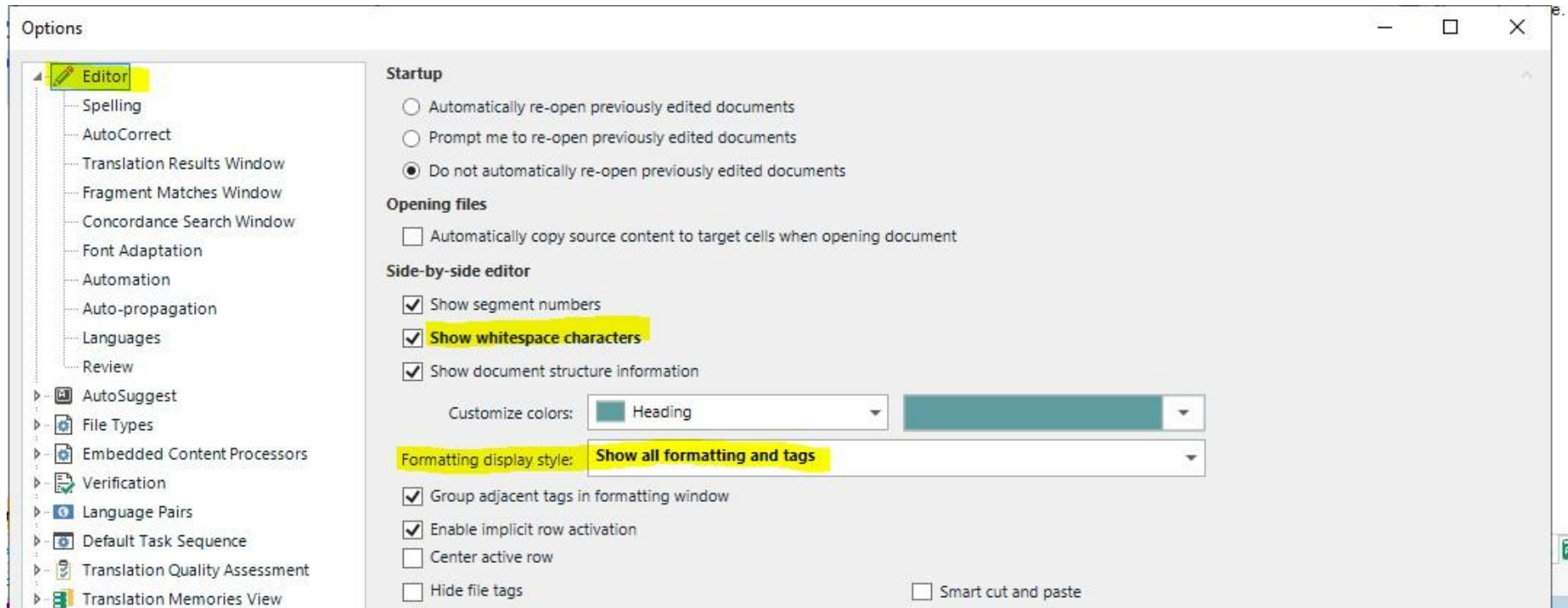
3) Merging segments

In Trados Studio, **segments should not be merged**, as our clients do not allow it. In specific cases, you can contact the PM to ask for the client’s permission, but they cannot guarantee that it will be allowed. Thus, this function will not be further explained.

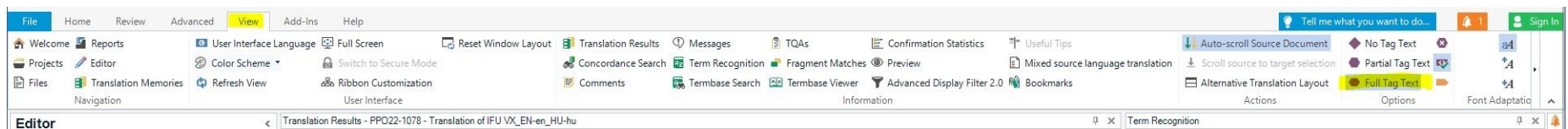
4) Tag settings and their meaning:

In the **File > Options > Editor** menu, choose the setting which allows you to see all tags and whitespaces. See the images below.





The **View > Full Tag Text** option allows you to see the full text of the tags, which, in 90% of cases, will give you a good idea about the meaning of the tag.



Tags with angle brackets pointing at each other are usually the beginning and the end points of a formatting tag, while square tags are so-called placeholder tags (e.g. nbs = non-breaking space, nbh = non-breaking hyphen, etc., but they can also replace fragments of text or product names).

It is very important to always copy the tags from the given source segment to the given target segment. Moreover, if there are more, seemingly identical tags in a segment, they must all be used one by one (and we cannot insert the same tag more than once into the target segment). For example, even if two tags represent the same formatting, Xbench and some similar QA software can tell them apart based on the metadata of the tags, and list them as a **Tag Mismatch**. We are usually not allowed to deliver projects with **Tag Mismatches** indicated as false positives.

We can see an example for this below:

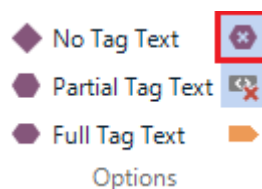
Tag Mismatch

100%	Press <code><g id="1667">'F5'</g></code> to return to the previous screen	Pritisnite <code><g id="Bold">F5</g></code> kako biste se vratili na prethodni ekran.
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While in Xbench we can clearly see the problem, the same segment appears in Studio as follows when using the recommended setting for showing tags ("Full Tag Text"):

217	Press <code><cf bold=True>'F5'</cf></code> to return to the previous screen	100%	Pritisnite <code><cf bold=True>F5</cf></code> kako biste se vratili na prethodni ekran.
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If we want to make sure that Xbench indicates a real error, we can temporarily change the setting for showing tags to the following:



Using this setting we can clearly tell that there is a different tag in the source and in the target segment (Hovering over the tag in the source segment, we can see it is a "bold" tag indeed.)

217	Press <code><cf bold=True>'F5'</cf></code> to return to the previous screen	100%	Pritisnite <code><Bold>F5</Bold></code> kako biste se vratili na prethodni ekran.
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As an important note, we can have this problem when dealing with repetitions:

213	Press: F5 to return to the previous screen		Pritisnite: F5 kako biste se vratili na prethodni ekran.
217	Press: F5 to return to the previous screen	100%	Pritisnite: F5 kako biste se vratili na prethodni ekran.

We have to aim for inserting the exact tags from the source segment (regarding the quality and quantity) into the target segment. To make our lives easier, we can copy-paste the content of the source segment into target segment, and then overwrite the text.

Sometimes we desperately need more formatting tags than what is available in the source. In such cases, we should indicate so in the delivered Xbench report.

Furthermore, it is also possible that we do not need some of the source tags in the target language. A typical example of this is the "superscript" tag pair for dates:

Tag Mismatch			
	0%	17<g id="138">th</g> February 2021	17. februar 2021.
17	<cf superscript=True> th </cf>	February 2021	17. februar 2021.

As we can see, Xbench lists this problem, and the lack of the tag pair is obvious in Studio, too.

Unfortunately, often we cannot leave an empty tag pair in the translation, because Studio is inclined to delete it automatically after confirmation.

17	<cf superscript=True> th </cf>	February 2021	17. februar 2021. <cf superscript=True> </cf>
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Dealing with this situation, the best practice is to surround a normal space with the unnecessary tag pair:

17	<cf superscript=True> th </cf>	February 2021	17. <cf superscript=True> </cf> februar 2021.
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This way, we can avoid the **Tag Mismatch** error, and the target text will appear okay.