



# WORD*f*AST<sup>5.5</sup>

## *Migrating from Trados Translator's Workbench to Wordfast*

**Wordfast LCC**  
**Translation Technology**  
**Development & Consulting**  
**2711 Centerville Road, Suite 400**  
**Wilmington, DE 19808**  
**United States**

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## Overview

Changing work habits is a daunting prospect for any professional. Fortunately, migrating from Trados Workbench to Wordfast is simple.

This guide will assist in the migration process. Four areas are presented: migrating to the new workbench (MS-Word™, in its role as translation editor), migrating memories, migrating terminology, and maintaining work product.

## The Workbench

Both Trados Workbench and Wordfast use MS-Word® as their translation editor. This causes a high degree of overlap in both the look and feel in the two programs. This similarity makes migration very easy.

All shortcuts in both programs are indicated by informative “cue cards” that pop up when the mouse hovers over icons in the toolbar. Both programs add a drop-down menu in MS-Word that displays shortcuts to an exhaustive list of additional functions.

Unlike Trados Workbench, Wordfast is completely contained within MS-Word. This means there is no need to learn and memorize the Graphical User Interface (GUI) for Trados Workbench’s stand-alone program, which typically occupies one-third of the screen space, and displays information such as Translation Units, concordance searches, etc. Trados Workbench users also typically run an instance of MultiTerm, which is yet another application with its own GUI, shortcuts, menus, and interface. With Wordfast, these two additional programs are not required. Because everything happens within MS-Word, and all shortcuts are tailored to follow a unified logic (most shortcuts are based on a Ctrl+Alt+ sequence).

For example, a concordance search in Wordfast produces results in a standard MS-Word document, from which useful material can be simply copy/pasted into the work document, or saved if necessary.

## Essential Utilities - Translating a Document

### Opening the first segment / Moving to the next segment

In Wordfast, Alt+Down is the same shortcut for both starting a session, and moving to the next segment.

Note the Alt+Up shortcut lets you revert to the previous segment.

### Copy the source segment to the target segment

Shortcut For Windows: Alt+Insert (Same as with Trados Workbench)

Shortcut For Mac: Ctrl+S

### Expand/shrink a segment

Shortcut: Alt+PageDn/PgUp (Very similar to Trados Workbench)

### Concordance search

Shortcut: Ctrl+Alt+C

The concordance search result will appear in a new Word document.

Note the Alt+F12 shortcut, which copies any selected text directly from any MS-Word window into the current target segment.

## **Stop the translation session / Close the current segment**

Shortcut: Alt+End

## **Re-starting a translation session**

Shortcut: Alt+Home

This shortcut opens the last document used and goes to the last segment opened in that document. This saves the time typically spent searching for document segments.

## ***Essential Utilities - Translation Memory***

### **Display the Translation Memory when a segment is opened**

Shortcut: Ctrl+Alt+M. This will display the contents of the TM, such as the Translation Unit that produced the current "match", when applicable.

### **Open the Translation Memory editor**

The toolbar's "TM editor" icon will open a TM editor that displays the current TM in a table format. The TM editor has advanced TM management functions.

## ***Essential Utilities - Terminology***

### **Look up a term in the glossary**

Select term with the mouse or keyboard; press Ctrl+Alt+G

### **Select recognized terminology**

Shortcut: Ctrl+Alt+left/right

### **Paste selected terminology into the target segment**

Shortcut: Ctrl+Alt+Enter

### **Open the glossary editor on a selected term**

Shortcut: Ctrl+Alt+Enter

### **Add a pair of terms to a glossary**

Select source term. Press Ctrl+Alt+T. Observe MS-Word's status bar.

Select target term. Press Ctrl+Alt+T.

## ***Essential utilities - Before/After translation***

### **Analyzing a document or a set of documents**

Open the document(s) in MS-Word. Start Wordfast (click Wordfast toolbar's "Last" icon), go to the "Tools" tab, and click the "Analyze" button.

### **Cleaning up a document after translation/revision**

Open the document(s) in MS-Word. Start Wordfast (click Wordfast toolbar's "Last" icon), go to the "Tools" tab, and click the "Clean up" button.

## ***The Work Document***

Both Trados Workbench and MS-Word use the same segmentation. This is why a translation job can be completed in MS-Word, then cleaned up "as is" with Trados Workbench, or vice versa. One can even start a translation job in Trados Workbench, and move half way through it to Wordfast. Large projects run by agencies or large clients can easily support a blend of Trados Workbench and Wordfast. This is why there are no special guidelines in this respect.

## ***Translation Memories***

TMX is the universal format for exchanging translation memory files between different TM tools. To import different TM files into the Wordfast environment you simply need to export these as TMX files.

With Wordfast:

To import a TMX file, simply "open" it in Wordfast/Translation memories by using the "Select TM" button. To export the current TM to TMX: Use the TM/Glossary editor > Tools > Special filters > Export to TMX.

With Trados Workbench:

To export a TM to the TMX format in Trados Workbench, use the File/Export menu. Say "OK" in the first dialog box if you want to export the entire TM. Select the "TMX" format in the "Save as type" list in the last dialog box named "Create export file", and then export.

Importing is a little trickier but poses no problem, once you know what follows. Basically, Trados does not "Open" a TMX file, but "Imports" it into an existing TM. You would first need to create a new TM (or open an existing one) and import the TMX file into it.

## ***Possible Issues***

### **1. Languages codes do not agree.**

This is the major cause of TMX incompatibly when importing into Trados. ISO language codes have evolved through the ages, so language codes may not be matching between what the TMX files has and what Trados is able to accept. This is enough to make Trados walk out. It will not pop up a warning with a possible language code conversion. It just quits. Fortunately there are ways to get through this.

- Create a new, empty Trados TM with the required language codes
- Populate it with at least one new segment
- Export it from Trados as TMX
- Open that TMX with MS-Word (see note on opening XML with MS-Word). Look at language codes in a TU. There they will be in the way Trados can accept them.
- Open the other TMX (the one you want to import into Trados) with MS-Word to search-replace the language codes so you end up with the proper ones. When doing a search-replace, use the quotes around the language codes, and use the "match case" options, to make sure you will not accidentally replace text within segments.

## 2. Invalid TUs.

Trados may reject a TU if the target segment is empty, or if it contains only characters that Trados “thinks” do not constitute a valid segment. The problem is, Trados usually cancels the entire import if only one TU is not valid. This can be extremely frustrating. You would need to open the TMX file, for example with Ms Word (see note on opening XML with MS-Word), and locate the “invalid” TU, which can be time-consuming. Typically an invalid TU usually has an empty target segment, or one containing only a full stop, or a number as in the following example:

```
<tu creationdate="20010911T203505Z" creationid="ME" usagecount="0">
<tuv lang="EN-US">
<seg>Some source text here.</seg>
</tuv>
<tuv lang="FR-FR">
<seg>.</seg>
</tuv>
</tu>
```

Wordfast can help locate invalid TUs by using the “Mark Suspicious TUs” special filter in the TM Editor.

Delete the entire TU, from the opening tag <tu to the closing tag </tu>. Save as Unicode text, try to import again.

## Glossaries

Wordfast uses simple, tab-separated text as its glossary format. When migrating MultiTerm IX glossary files from Trados into Wordfast, you will need to perform a quick file conversion.

1. In MultiTerm IX, use the “File/Export” menu, then export the current glossary as a CSV (Excel-friendly) file.
2. Open the exported CSV file in Excel. Make sure source terms are in the A column, target terms in the B column, and any other information (definitions, comments) are in columns C, D, E, or F. With Excel, go to File->Save as. Save the spreadsheet as “Tab-delimited text” text. You have a Wordfast glossary.
3. In Wordfast, press F2, or start the Wordfast interface. In the “Terminology” tab, choose one of the three glossary tabs, then use the “Select glossary” button to open the TXT export you just created.

## Conclusion

Similarities in short-cuts to Trados Workbench and compatibility with TMX files brings a level of comfort to long-time Trados users when migrating to Wordfast. Easing the migration further is the fact that Wordfast is contained completely within MS-Word and does not require the extra software that Trados typically does. Learning a few of the short-cut functions outlined in this document and knowing how to address potential issues early and easily, makes transitioning from Trados to Wordfast, a very simple process.