

Translate a file in 10 easy steps



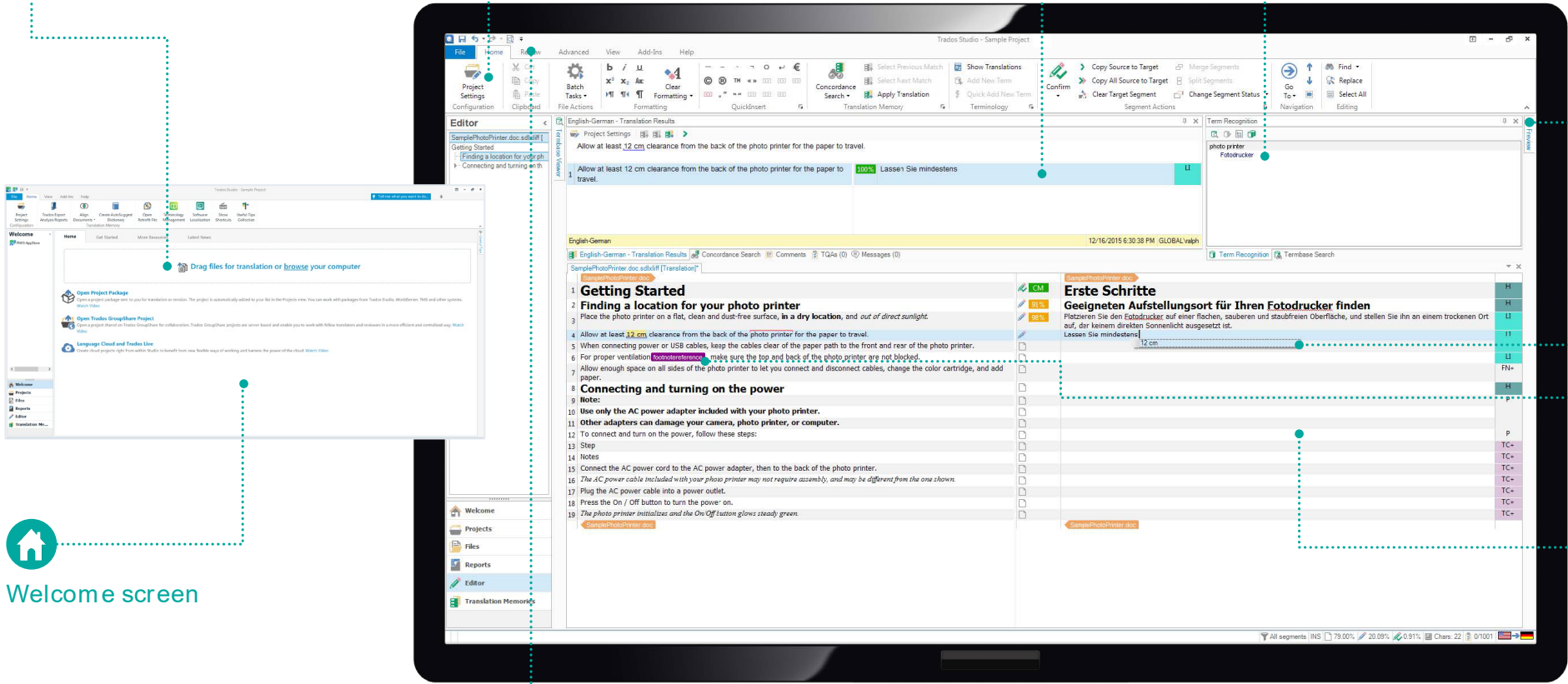
1 Open
 Drag and drop your file into the Studio **welcome screen**. In the **Translate** dialog box, select **Translate as single document**.

2 Use a TM
 In the **Translation Memory** and **Document Settings** dialog box, set your language pair and use or create a new translation memory (TM). A TM stores all your translations.

3 Change settings
 Your file will then open in the Studio Editor. 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.



Welcome screen

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

6 Transfer source tags
 Tags show information about the structure or the formatting of the source text and, as mentioned in step 5, can be recognized as placeables. 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** dropdown menu.

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.

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.

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**.

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.

Essential keyboard shortcuts

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

Ctrl + **,**

Show QuickPlace dropdown 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 + **Insert**

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**

Save As...

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** dropdown 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.

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**. Resize and rearrange the windows displayed in the Projects, Files, Editor and Translation Memories views. You can also download an app from the RWS AppStore from **Add-Ins > RWS Appstore** to further extend the functionality of your Studio application.

Work with cloud projects

Combine desktop ways of working with the cloud to achieve maximum efficiencies. Create, translate and review cloud projects in Trados Studio or work directly in a browser. Find out more about Trados cloud capabilities [here](#).

About RWS

RWS Holdings plc is the world's leading provider of technology-enabled language, content management and intellectual property services. We help our customers to connect with and bring new ideas to people globally by communicating business critical content at scale and enabling the protection and realization of their innovations. Our vision is to help organizations interact effectively with people anywhere in the world by solving their language, content and market access challenges through our collective global intelligence, deep expertise and smart technology. Customers include 90 of the globe's top 100 brands, the top 10 pharmaceutical companies and approximately half of the top 20 patent filers worldwide. Our client base spans Europe, Asia Pacific, and North and South America across the technology, pharmaceutical, medical, legal, chemical, automotive, government and telecommunications sectors, which we serve from offices across five continents. Founded in 1958, RWS is headquartered in the UK and publicly listed on AIM, the London Stock Exchange regulated market (RWSL). For further information, please visit: www.rws.com

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