

# Practical Trados Manual

A Beginners' Guide

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# Introduction

## **For whom is this manual intended?**

This manual is intended for users who have bought the program but never used it, as well as for those who have neither the time nor the patience to read the official manual. It is also intended for translators who, after first attempting to use the program, have encountered problems that they have been unable to solve, and have consequently consigned their dongle to a drawer.

The time has come to retrieve that dongle and take full advantage of this fantastic tool, a tool that will allow you to save large amounts of time and multiply your earnings.

Mastering Trados actually takes no more than five short hours.

## **Who am I?**

I have been an official Trados trainer and in charge of Trados support in Spain and Portugal for four years. In this capacity I have had the opportunity to give many Trados training courses, not only to independent translators but also to large companies and organizations. These courses have allowed me to become intimately acquainted with all aspects of this translation tool, and to develop a practical method whereby the basics of this extraordinary application may be grasped quickly.

In addition to this, I am a professional translator, and for five years now I have been a member of a group of 20 translators who use a network version of Trados. I was charged with the administration of Trados for this network and with the management of all the various translation memories that the company sent to the individual independent translators. Three years ago, I decided to set up my own company and began to work as an independent translator myself.

My professional path has allowed me to explore the entire gamut of possibilities that the program offers (whether working in a network or not, maintenance, management of memories between several offices, etc.) and I have performed all possible functions in the world of translation (independent translator, group translator, project manager, company director, computer administrator, terminologist). My wide range of experience grants me unique insight into the possibilities of the application and allows me to understand what every professional expects from the program.

## **Convention**

In order to optimize the use of Trados and to accelerate your work, I recommend that you always use the keyboard. I will not be using the arrows that appear in the Translator's Workbench bar except in a single, exceptional case. In due course you will thank me for this tip.

Good luck!

# So, how the devil do I install this thing?

## 1. The Dongle

A dongle is a security key that prevents the unauthorised use of this software. When you connect the dongle, you are able to use all Trados functions. If you do not connect it, Trados works in Demonstration Mode only.

Note: The latest version sold by Trados no longer employs dongles. If you've bought this version (since version 6.5.5) and are therefore operating without a dongle, please go directly to Point 2 of this lesson.

### 1.1 How do I connect the dongle?

First of all, it is important to note that there are two types of dongles:

- parallel port dongles (on the left in Figure 1)
- USB dongles (on the right in Figure 1)



Figure 1

#### 1.1.1 Dongle for parallel port

The parallel port dongle connects to the printer port of the computer. It's very easy to insert: go to the back of your computer box and look for the only pin connector that your dongle fits into.

If you have a printer connected directly to your computer, don't panic. Just loosen the printer connector, replace with the dongle, tighten its screws, and then connect the printer connector to the dongle, daisy-chain fashion.

#### 1.1.2 USB dongle

The USB dongle connects, as its name would indicate, to the USB port (which is a small rectangular socket at the back of your machine or on the side of laptops).

## 2. Installation of software

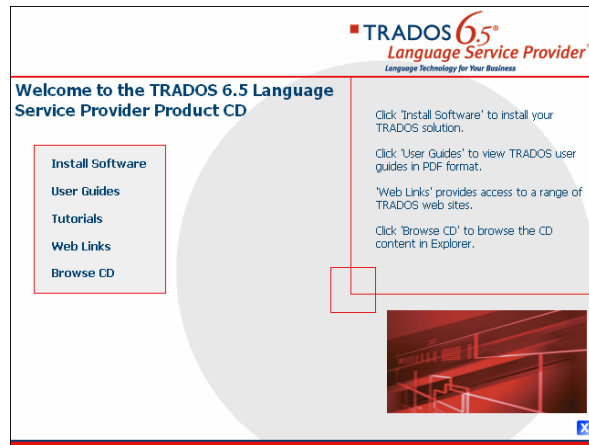
If you have never installed a program before, don't worry: Trados is very easy to install.

In the earliest versions, Trados sent an installation CD through the mail. Now you have to download the software directly from the Trados web site.

If you have the installation CD, insert it in the drive and wait until the installation window appears. If the window does not appear after one minute, find your CD drive using Windows Explorer and use the Start.exe file that is in the root directory of the CD.

If you have downloaded the program from the Trados site, look for it on your hard disk and execute it.

A window of the following type appears (this varies according to the different versions):



Select **Install Software** (or **Install**) and in the following window select **Install Trados**. From this point on, accept all windows as they come up (using the **Next** button). At some point, you will have to tick that you accept the Agreement Contract before being able to click on the **Next** button. Finally, select the **Finish** button to finish the installation.

# Intro 1: I've installed it but... where on earth is it?

## 1. Trados is a program that offers a suite of applications

Trados is the name of a package of applications, amongst them Translator's Workbench, MultiTerm, TagEditor, the S-Taggers, TermExtract, T-Windows, and a series of filters for specific DTP programs. In this manual, however, I am only going to be dealing with Translator's Workbench, TagEditor, and MultiTerm. These programs are sufficient to handle 99% of the translations you will receive.

## 2. To open Trados

### 2.1 From Start

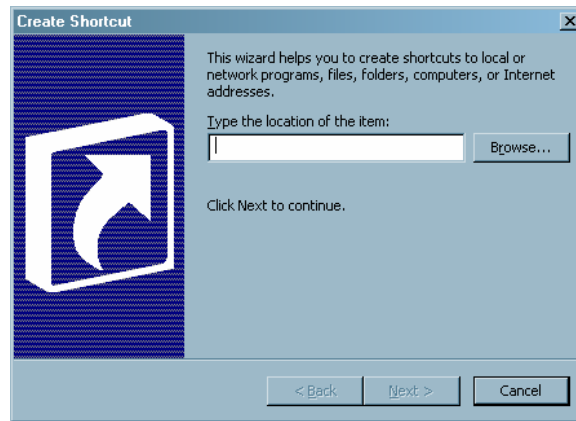
Select **Start-All Programs**, look for **Trados (5, 5.5, or 6.5, depending on your version)**, and select **Translator's Workbench** from the pop-up menu (in some versions it's in a submenu called **Translation**).




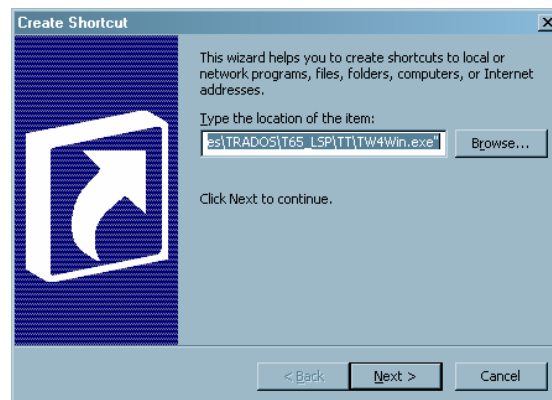
### 2.2 With a shortcut

In order to access Translator's Workbench (henceforth referred to as TWB) easily, you can create a shortcut on your desktop. You will need to open Translator's Workbench several times a day, so I highly recommend that you do this.

In order to create a shortcut, right click on the desktop. In the pop-up menu, select **New Shortcut**, whereupon the following window appears:



Select **Browse**, and the **Browse For Folder** window will open. Look in **My PC/C:/Program Files/Trados/T5 (or T55 or T65, or something similar)/TT** for a file called *TW4Win.exe* marked with the symbol . Double click on it and select **OK**. This causes the following window to open:



Now select **Next**, **Next**, and **Finish**.

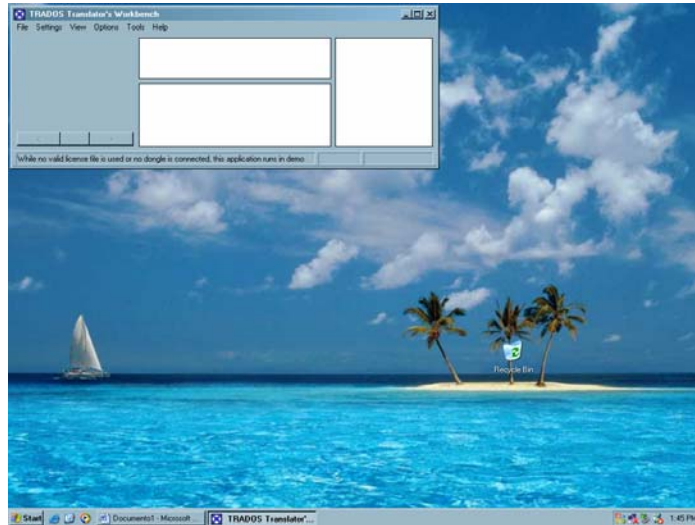
Your shortcut to TWB should now appear on your desktop. From now on, a simple double click on this shortcut will allow you to open TWB.

### 3. Window layout

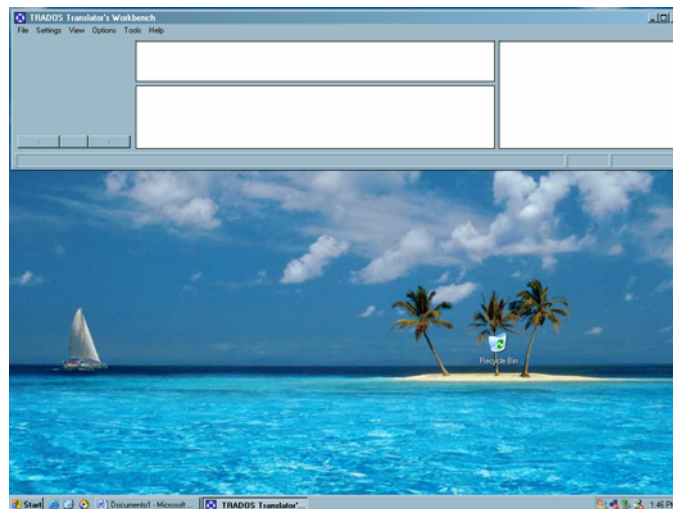
Before being able to work with TWB we need to customize the TWB window as well as the window for Microsoft Word.

### 3.1 TWB window

Open TWB if it is not already open. A window of the following kind should open on your desktop:






TWB should occupy the entire upper third of your screen. In order to move it into this position, place the mouse pointer on the right lower corner of the window and stretch the window until you reach the right hand edge of the screen so that TWB occupies the whole upper third. It should end up looking like this:



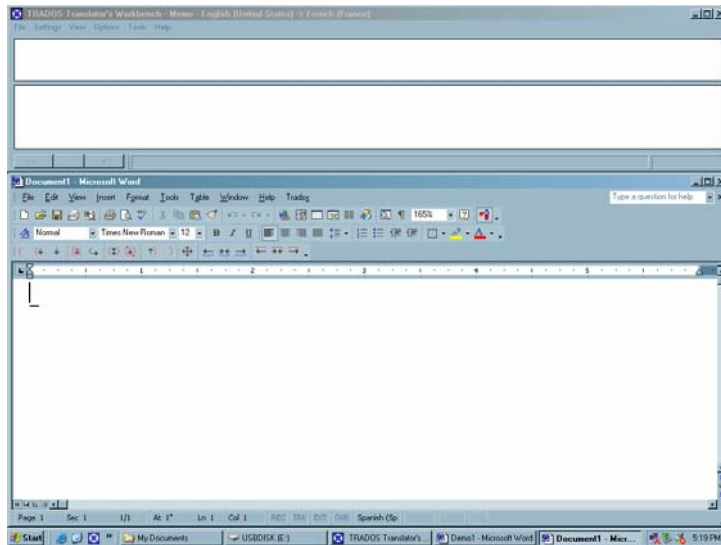


### 3.2 Word window

In the same way that we modified the position of TWB, we have to modify the position of the Microsoft Word window to be able to see both windows simultaneously.

Open Word (**Start-All Programs- (Office) - Microsoft Word**). Word opens as a full screen. Click on **Maximise** (the second button of the three that are in the top right-hand corner of the Word window:   ). Next, stretch Word by its corners until it occupies the lower two-thirds of the screen.

It should then look something like this:



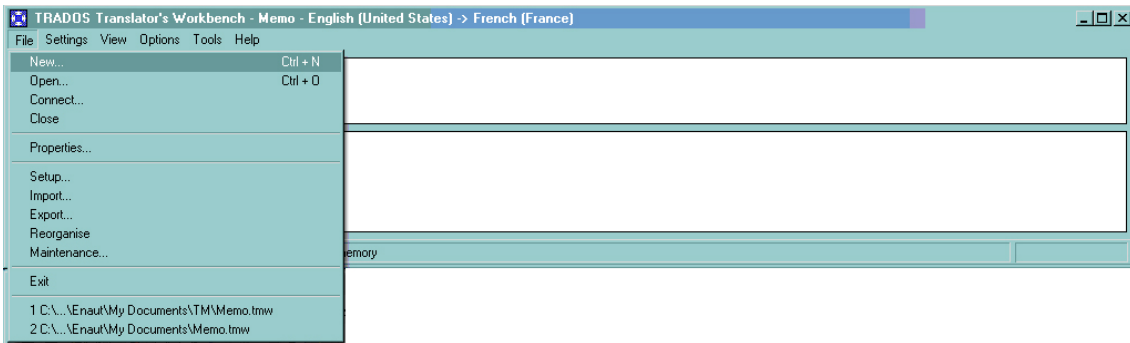
# Intro 2: Preparing TWB

## 1. Creating a memory

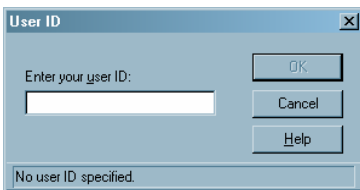
The database in which our translations will be stored is called a “translation memory” (TM).

In order to begin to work, we must first create a translation memory.

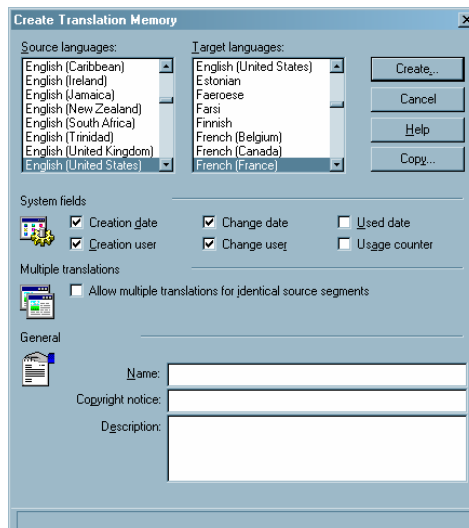
To do this, first select **File-New** in the TWB window (which, you may remember, is the uppermost window!).



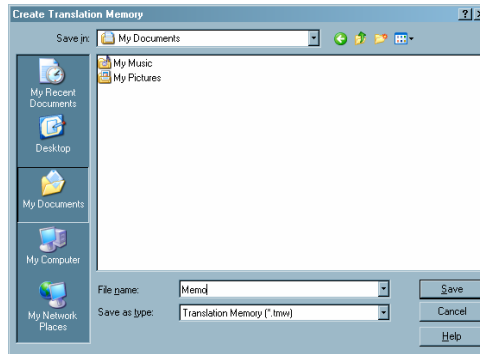
This opens the following window:



Please note, this window only appears the first time you use Trados. Enter your name or your initials in the empty field and press **OK**. At this point the translation memory creation window opens.



Select in the first column the source language (English) and the target language in the second column (French or any other). Then click on **Create**.



Now give your translation memory a name (*Memo*, for instance) and save it in a folder of your choice (*My Documents*, for example).

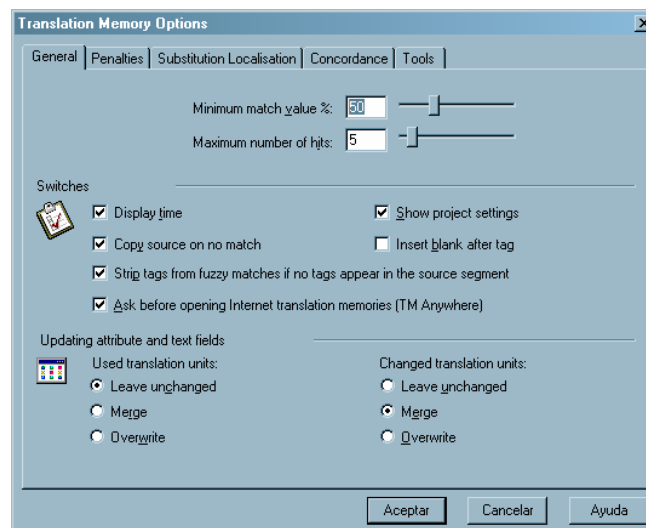
**Note:** We will ignore the other possibilities offered by this window for the purposes of this short beginners' course.

The memory that we've just created is now open. And how exactly do I know this? Because at the top, in the title line, you can read "*Memo*".

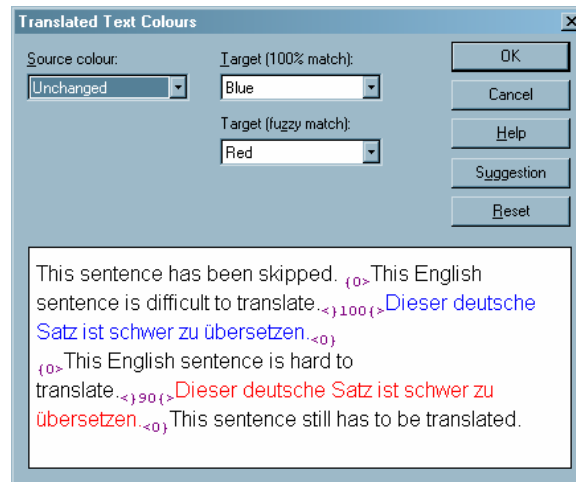
## 2. Adjusting the options

Before beginning work, we need to adjust the TM options to facilitate our work.

2.1. In the TWB **Options** menu, select **Translation Memory Options**. Under the **General** tab, deactivate the **Copy source on no match** check box if it is activated (further on, we will change this option) and confirm that the "**Minimum match value %**" is set to "**50**".




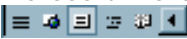
2.2. In the TWB **Options** menu, select **Translated text colours**. We will assign the colour blue to **Target (100% match)** and the colour red to **Target (fuzzy match)**.



2.3. To see all the possibilities that the program offers, we will extend its windows to their maximum size. To do this, select **View-Big Windows**.

2.4. If you prefer, you can change the interface language to Spanish, German, or French, using the **User Language Interface** option of the **View** menu. In this manual, I will continue to use and refer to the English version of the menu, so I recommend that you change the interface language only after finishing this short course.

2.5. In Microsoft Word, make sure that the option **Show/Hide**  is deactivated (i.e. there should be no small dots between all the words).

2.6. In Microsoft Word, select **View-Normal** or click on the first icon of the five on the left: . The Normal view mode is the recommended view mode for translation. At the end of the translation we will be returning to the Page Layout view mode to confirm that we have translated all the elements.

**End of the sample of this Practical Trados Manual.**  
**To buy the complete manual, please order it on**  
[www.ittranslations.com](http://www.ittranslations.com).