

Translating a Single Document on SDL Trados Studio 2014

- I. Create a folder with your name on the Desktop. Put the document that you are going to be translating, the translation memory, and the term base, after you create them.
- II. Preparing the program before translating

1. Once you open SDL Trados Studio from the Taskbar , click on 'Welcome'  and a menu will appear
2. Click on the 'Translate a Single Document'  or **Translate Single Document** and Choose your **(* .pdf) file, (* .doc) file, or (* .rtf) file** to translate

Note: In this SDL Trados version (2014), Word files are acceptable as long as they are Word 97-2003 documents.

3. Once you choose the document, a 'SDL Language Cloud' window will pop up. Click on 'Log in with API key'

SDL Language Cloud

Enter your SDL My Account email address

Enter your SDL My Account password

Log in

Remember me Log in with API key

[Learn more about Language Cloud](#)

4. Make sure the API code is filled in and click **Log in**
Note: If the API code is not filled in, please insert the following code:
`ZrqfdHVfWR0drjLF0vZxHQ%3D%3D`

5. Choose a 'Source Language' (the language of the document you are translating from) and a 'Target Language' (translating to).

Source Language:  Spanish (Spain, International Sort) ▾

Target Language:  English (United States) ▾

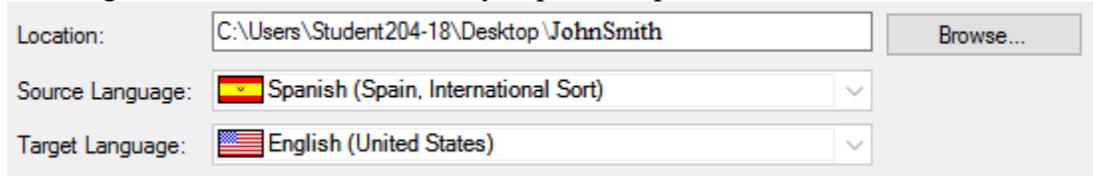
6. Use an existing Translation Memory (*skip this step if you don't have a translation memory*)

- (i) Click on  **Add** and choose **File-based Translation Memory...**
- (ii) Navigate to your translation memory file, pick the file, and then on 'Open'

7. Create a translation memory (*skip this step if you already have a translation memory*):

- (i) Click on  **Create** and pick **New File-based Translation Memory...**
- (ii) Type in a **Name:** for your new Translation Memory (i.e. Spanish to English)
- (iii) **Browse** the location to store it in your folder at the desktop

- (iv) Choose a **'Source and Target language'**
Warning: make sure it matches what you put in step 5.



- (v) Click on **'Next'** on the **Fields and Settings** window and **'Finish'** on **Language Resources** window
(vi) A screen will pop up and inform you that the process of creating a new Translation Memory is complete. Click **'Close'**



8. Click on  and then 

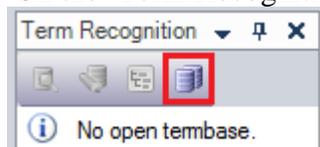
9. Click on **'Next'** and then **'Finish'**:

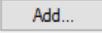
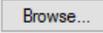
10. Set Percentage of Accuracy for Translation ('fuzzy match')

- (i) Click on  tab (top left) and then on  (lower left)
(ii) Double click on 
(iii) Click on , and then on 
(iv) Click on **'Search'** and change **'Minimum match value'** to **'70'**
(v) Click **'OK'**

11. Add a Termbase:

- (i) Open Multiterm, file, new, create termbase, choose your folder on desktop for location and name the file.
(ii) Termbase definition: bilingual glossary template
(iii) Keep clicking through
(iv) Return to editing window on Trados, and click on termbase search on the right.
(v) On the 'Term Recognition' window, click on the following figure: 



- (vi) Click on , and then on 
(vii) Navigate to the termbase that you created:



Stop and wait for directions!

III. Start Translating

1. Now, the program is separated into two columns, in which your document appears on the left your translation on the right



2. The automatic translation () will suggest you a translation. If you accept the translation, click  at the top of the page. **If needed**, edit the translation first and then click .

Example:

- (a) Before translating, the automated translator will suggest a translation:



- (b) We will edit the translation and correct it:



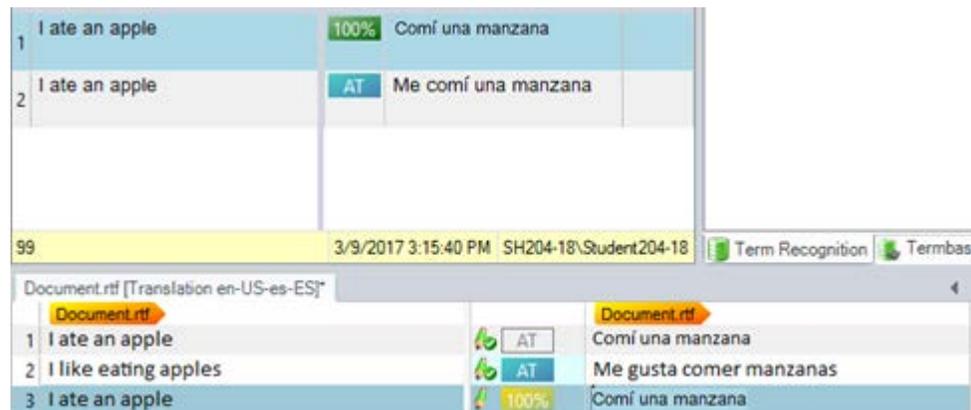
- (c) Then, we click .

- (d) After confirming, the system will continue to the next sentence

3. Continue to translate the entire document

4. Repetitive sentences:

If the system recognizes a sentence that you have already translated, it will be shown as follows:



- (a) The system will first offer your previous translation (100%), and then the automatic translation (AT)

- (b) In case one of the options fits your translation, pick it and click  . If not, make correction and then confirm.

- (c) You have successfully translated by using Translation Memory

IV. Finish Translating

1. Save your work and continue later

Save your work

- (i) Click on **'File'** and then on **'Save as'**
- (ii) Navigate to your folder on the desktop
- (iii) If needed, Rename the file
- (iv) Click on **'Save'**

Continue an existing work

- (v) From your folder, choose the SDL XLIFF document type ()
- (vi) Double click

2. Save the document as a Word file

- (i) Click on **'File'** and then on **'Save Target As'**
- (ii) Navigate to the file that you would like to save your work
- (iii) If needed, Rename the file
- (iv) Click on **'Save'**

3. Save the document as a PDF file

- (i) First, save the document as a Word file (Step III-2)
- (ii) Open the word file
- (iii) Click on **'File'** and then on **'Save As Adobe PDF'**
- (iv) Navigate to the file that you would like to save your work
- (v) If needed, Rename the file
- (vi) Click on **'Save'**

4. Printing your Document

- (i) Click on **'File'** and then on **'Print & View'**
- (ii) Click on **'Print Review'** and wait for web page to be uploaded
- (iii) In the web page, click on  at the top right of the page
- (iv) Click on  and then on 

Short Cut

- (i) Press **'Control + P'** and wait for a web page to be uploaded
- (ii) Click anywhere on the webpage document, and then press **'Control + P'**
- (iii) Click on 

Copy your folder (Project, Translation memory, Word/PDF files etc.) on a Flash Drive for future use!!