



# Introduction to Idiom<sup>®</sup> WorldServer<sup>™</sup> Desktop Workbench for Trados Users

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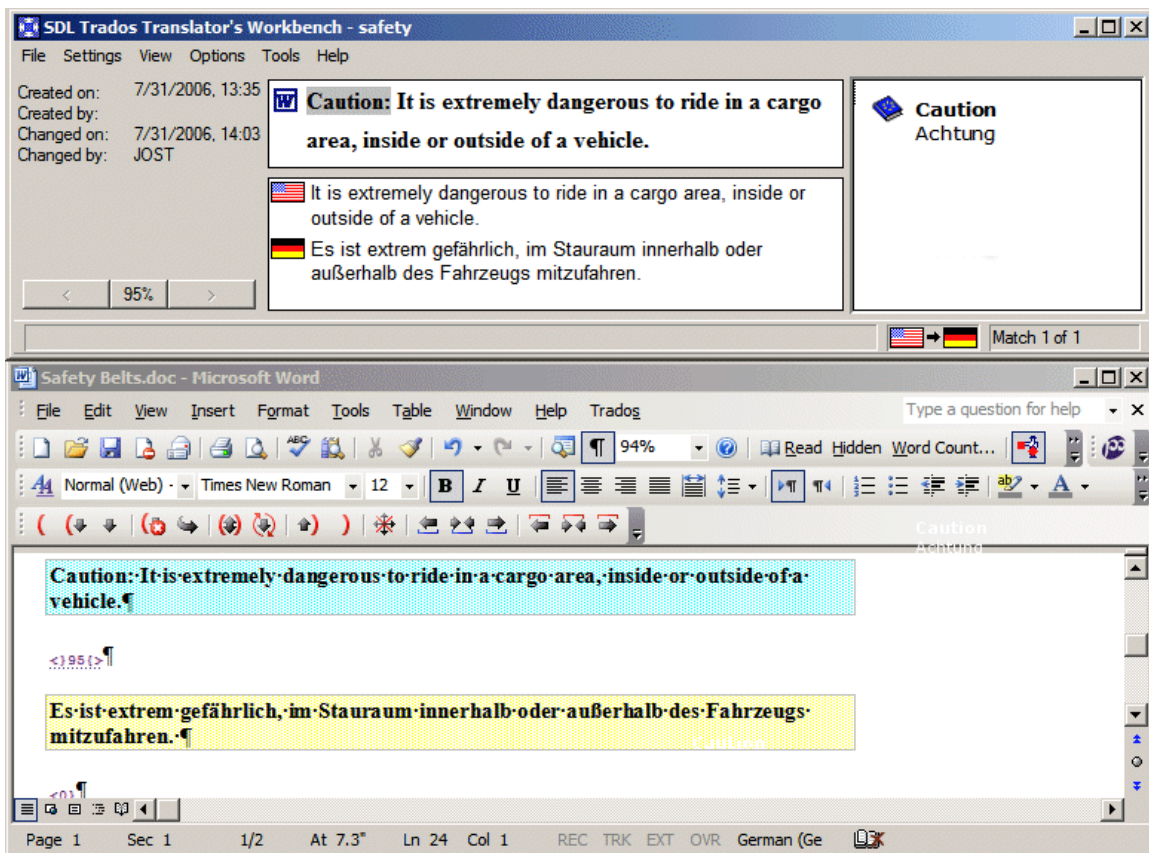
## Introduction to Idiom® WorldServer™ Desktop Workbench for Trados Users

There are some fundamental differences between the way that *Trados* and *WorldServer Desktop Workbench* function. The purpose of this document is to help the experienced *Trados* user understand those differences and adapt to them quickly. For a more complete introduction to working with *WorldServer Desktop Workbench*, see the online help installed with *WorldServer Desktop Workbench*.

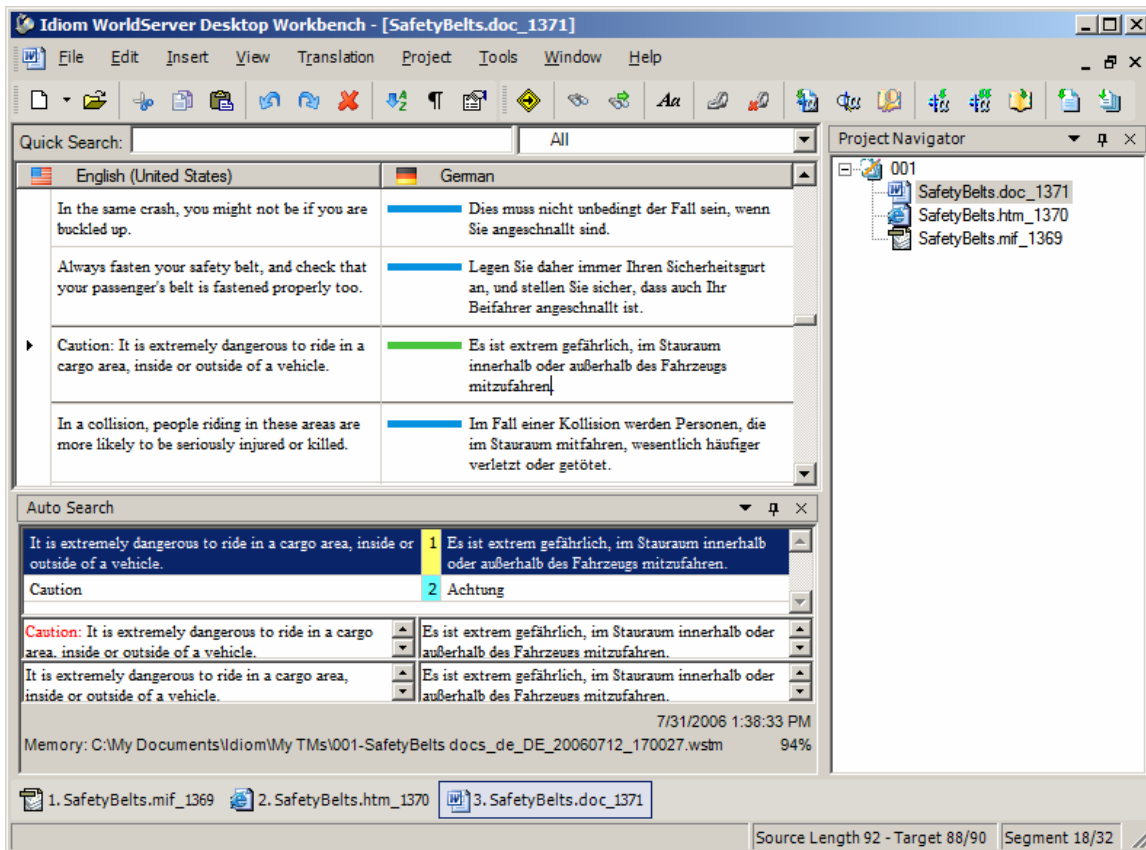
### *Trados vs. WorldServer Desktop Workbench Display*

The initial displays of *Trados* and *WorldServer Desktop Workbench* vary greatly. We will touch on some finer points later in this document, but here is a general overview.

This is what a typical Trados project looks like:



The translatable content is displayed within the actual file in bilingual mode. Between the source and target segments, a number displays the level of fuzziness as a percentage. The Workbench display on the top shows the match from the translation memory and highlights the difference (added source term: "Caution") as well as on the far right any possible matches from the termbase.



In *WorldServer Desktop Workbench* the display is quite different. The translatable content is displayed in tabular form, outside the actual file, as part of a project. Source text is displayed in the left column and target in the right column. The colored bars to the left of the target segments indicate the status of the row (for example, green – manual translation; orange – fuzzy match; light blue – 100% match).

The window on the lower left is the **Auto Search** window (activated under *View > Auto Search*). It automatically displays matches from the translation memory (highlighted in yellow) and termbase (highlighted in blue). The numbers that are associated with the entries allow you to enter them directly into the target column by pressing **Ctrl+ <number>**.

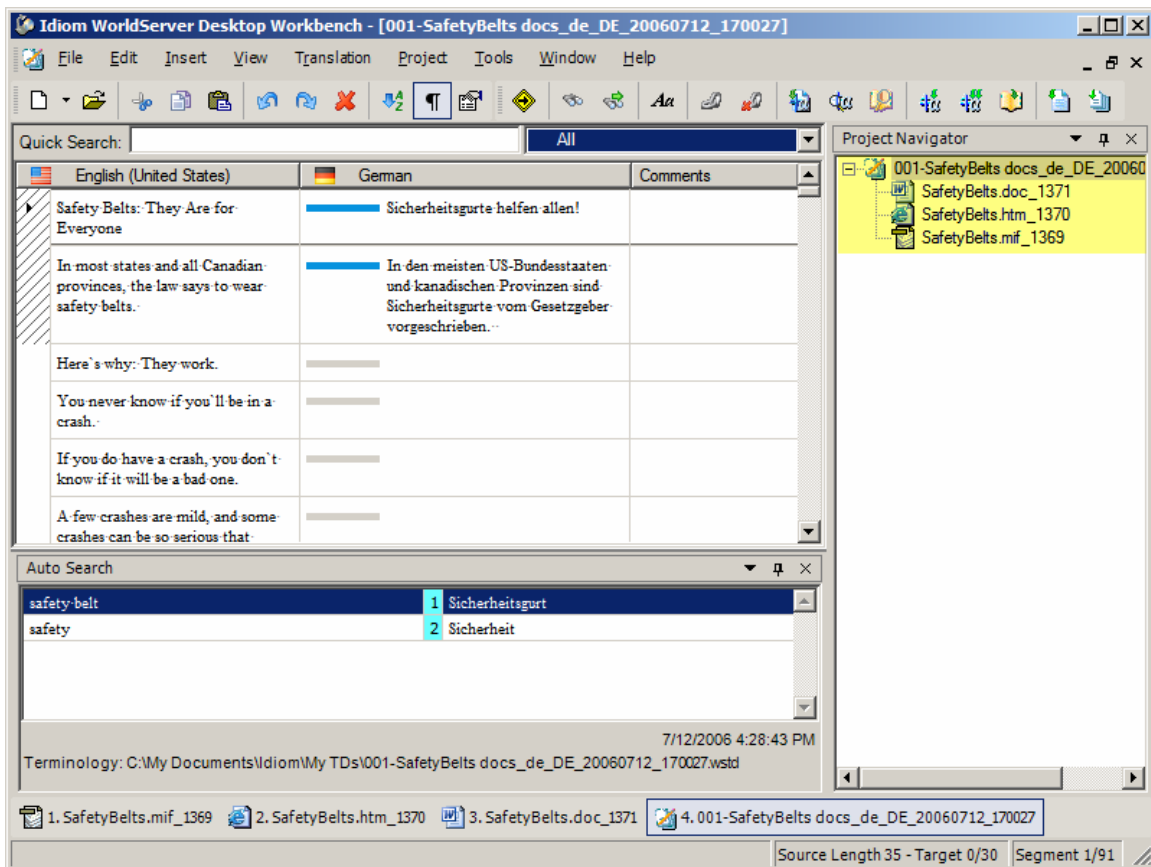
In the lower part of the **Auto Search** section, you can see where the match in the translation memory differs from the newly found segment ("Caution" is highlighted in red).

The pane on the right is the **Project Navigator** (activated or deactivated under *View > Project Navigator*). You can use it to navigate to individual files (we actually refer to a file as an "asset") within the project by double-clicking on the file names or, to display the complete project as one continuous table, by double-clicking on the project name.

## File vs. Project

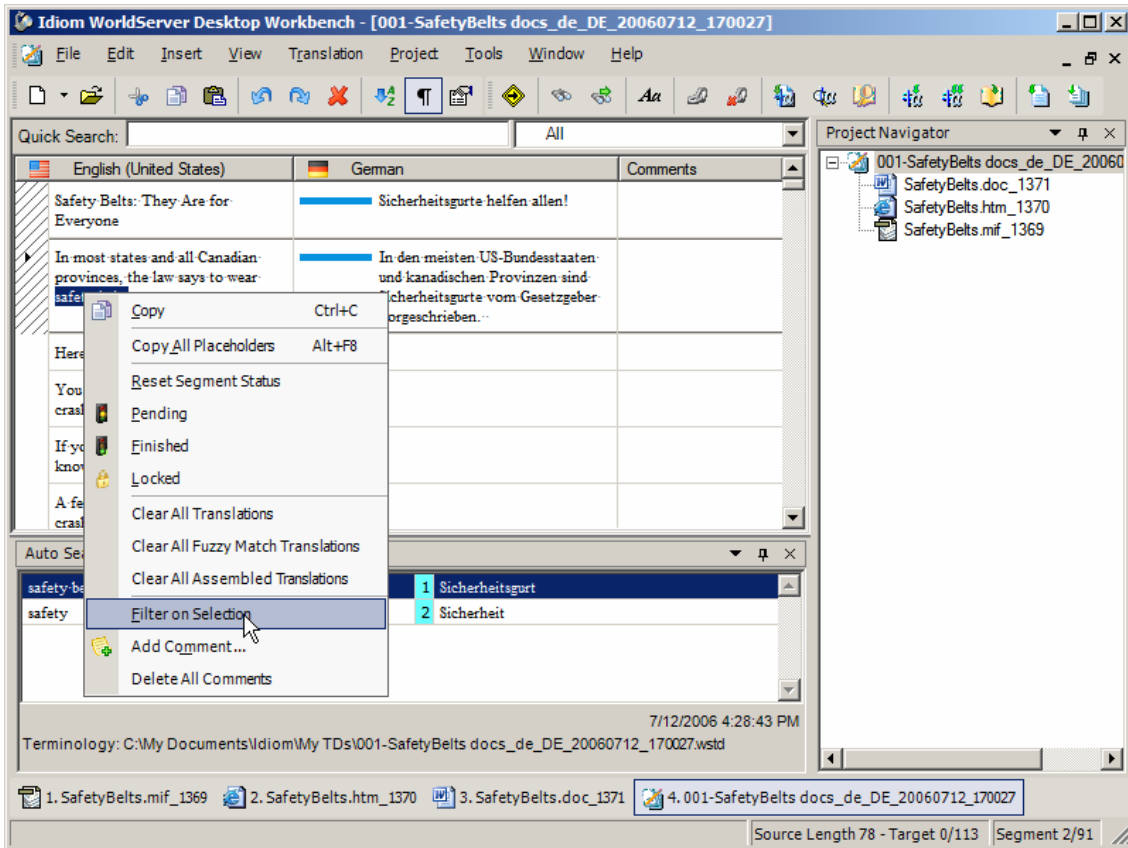
*Trados* is a file-based program. *TRADOS Workbench* actions like **Analysis**, **Clean-Up**, or **Pretranslate** can be performed on several files at the same time, but the actual translation is performed on a file-by-file basis. Word- or RTF-based documents are processed in *Microsoft Word*; in the latest *Trados* versions, most other file types are processed in TagEditor.

On a translation level, *WorldServer Desktop Workbench* does not pay much attention to the file. We focus on translatable text within files. So no matter what the number or the original format(s) of the translatable files, they all become part of a project. A project is like a container consisting of one or many files with only translatable text to worry about.

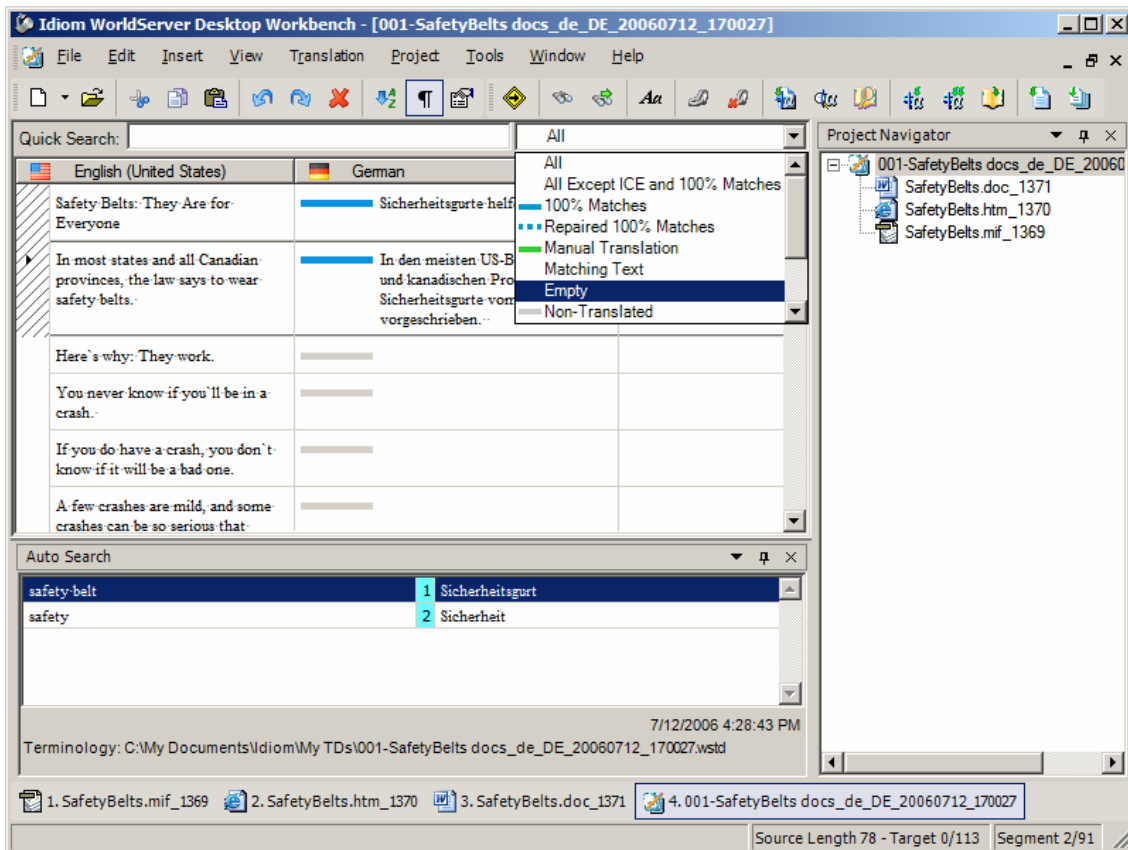


And because it is like a container, you can sort and filter the data within a *WorldServer Desktop Workbench* file (extension: .wsprj) in many different ways.

Here are some examples: If you would like to see how a particular term has been translated throughout the 78 files (or 780 or 7800 files) of your project, you just need to display the entire project (double-click on the project icon in the **Project Navigator** on the right-hand side), double-click on that term, right-click, and select **Filter on Selection**. Now you will see only the segments in your project with that particular term.



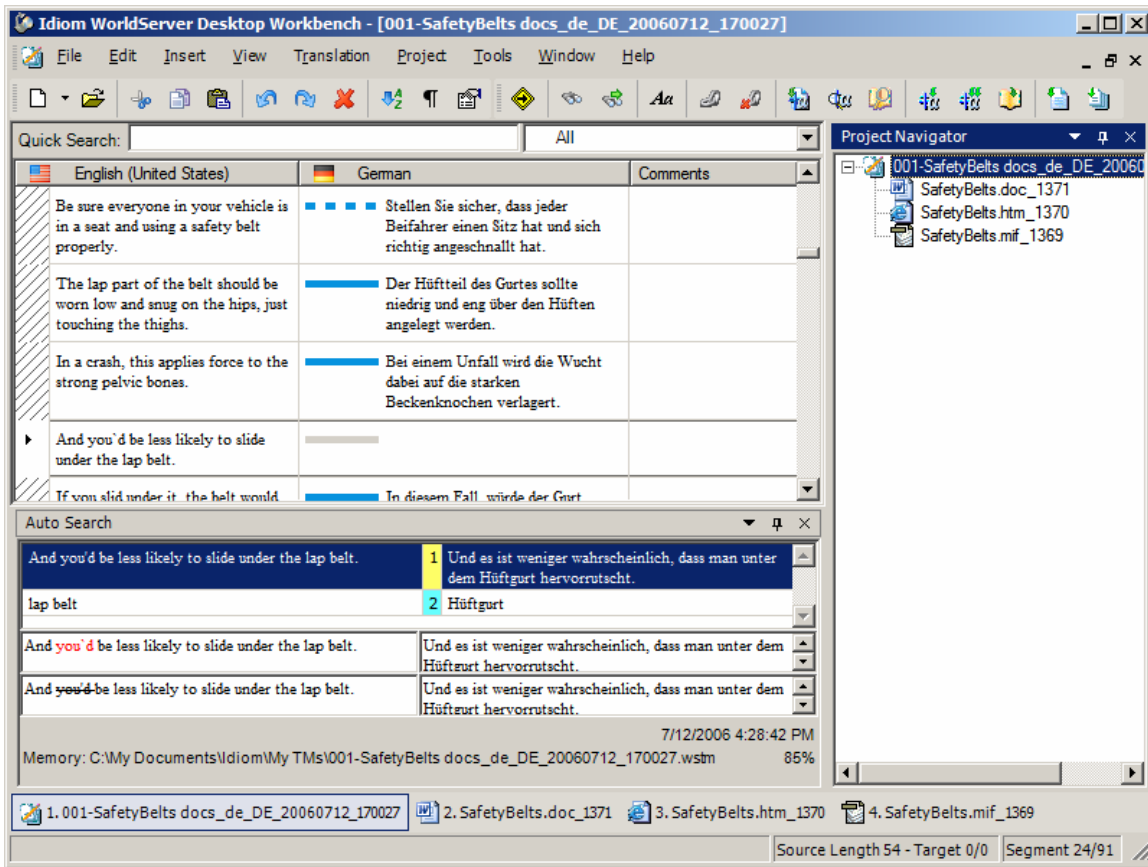
Or imagine you want to display only the empty lines. Just select the segment filter dropdown list in the upper right corner of the screen (it presently displays **ALL**), and select **Empty**. *WorldServer Desktop Workbench* instantaneously displays only empty lines for you.



## ***Environment of Various Interacting Programs vs. Integrated Translation Environment***

*Trados* consists of a variety of programs that interact with each other to translate (*TagEditor* or *Word*), store and maintain translation memories (*Trados Workbench*), and store and maintain termbases (*MultiTerm*) as well as various other filters, *T-Windows* applications, and font mappers. To successfully work with *Trados* you must have at least a basic idea of most of these applications as well as some knowledge of how they communicate with each other.

*WorldServer Desktop Workbench* uses a very different approach. In its integrated translation environment, you naturally have access to the text that needs to be translated, the translation memories, and the terminology databases, but you don't need to know how they cooperate with each other. All you need to know is how to send information to the translation memories (automatically done when you select Ctrl+Down after you finish the translation of a segment) and to the terminology databases (highlight source and target terms and press Ctrl+F11 – note that this only works for the local terminology database), and the content of the databases is automatically displayed in the **Auto Search** window at the bottom of the screen.



## Saving vs. Safe

Because *Trados* is a file-based program, the progress of translation in your current file is only as safe as the last time you saved it. Anything from a computer crash to a crash in *Word* or *TagEditor* may result in a loss of data.

*WorldServer Desktop Workbench* .wspj files are actually databases. This makes a lot of sense since they are project-based containers. Our underlying database system saves every entry as it is made. So there is nothing that can be lost. In fact, there is not even a **Save** command.

## ***WYSIWYG vs. Placeholders***

The *MS Word* interface of *Trados* displays some texts in a so-called WYSIWYG style. WYSIWYG stands for "What you see is what you get" and means that the display of the formatting will be very similar or identical to the way the file will eventually be printed.

While *WorldServer Desktop Workbench* preserves the formatting between source and target documents, it attempts to minimize the formatting burden for the translator. This is why *WorldServer Desktop Workbench* hides virtually all formatting elements. Only if it is necessary to maintain formatting within a segment will you see the so-called "placeholders" in the text. These consist of curly braces that surround a number – {1} – and are write-protected. All you need to do is place them at the same relative position in the target (e.g., if the source says "The {1}cat{2} is black" the word that corresponds to "cat" in your language needs to be enclosed with these placeholders).

Of course, if you prefer to see the actual tags, you can select **Display Tags** in the **View** menu. If the above example came from an HTML file, the segment would be displayed as:

The **b** cat **b** is black.

Since most of the important actions can be achieved through the use of keyboard shortcuts in *WorldServer Desktop Workbench*, you can simply press F8 to enter the next placeholder or tag that needs to be added.

And should you forget to add a placeholder, *WorldServer Desktop Workbench* will do its best to remind you by adding an ugly stop sign at that particular segment.

### **Keyboard Shortcut Reference Map**

The following list presents a comparison of keyboard shortcuts where Trados and *WorldServer Desktop Workbench* offer access to similar actions through different keyboard shortcuts or menu commands.

<b>Intended Action</b>	<b>Trados Shortcut</b>	<b>WorldServer Desktop Workbench Shortcut</b>
<b>Analysis</b>	<i>Tools&gt; Analyse (Trados Workbench)</i>	<i>Tools&gt; Word Count Tools&gt; Scoping</i>
<b>Check Spelling</b>	F7	F7
<b>Concordance</b>	ALT+UP	CTRL+L
<b>Copy Source</b>	ALT+INSERT	F5
<b>Expand Segment</b>	ALT+CTRL+PAGEDOWN	<i>Edit&gt; Merge Segment</i>
<b>Fix Document</b>	ALT+CTRL+U	not necessary
<b>Get Previous (Current, Next) Placeable</b>	ALT+CTRL+LEFT (DOWN, RIGHT)	F8
<b>Get Previous (Current, Next) Term</b>	ALT+LEFT (DOWN, RIGHT)	CTRL+NUMBER in <i>Auto Search</i> window
<b>Get Translation</b>	ALT+SHIFT+INSERT	CTRL+E
<b>Open/Get</b>	ALT+HOME	CTRL+E
<b>Save Document</b>	CTRL+S	not necessary
<b>Send To Terminology Database</b>	Highlight source term and press CTRL+SHIFT+S	Highlight source and target terms and press CTRL+F11
<b>Set/Close Next Open/Get</b>	ALT+NUM +	CTRL+DOWN
<b>Show Whitespace</b>	<i>View&gt; Show Whitespace (TagEditor)</i> CTRL+* ( <i>Word</i> )	<i>View&gt; Invisible Characters</i>
<b>Shrink Segment</b>	ALT+CTRL+PAGEUP	<i>Edit&gt; Split Segment</i>
<b>Translate</b>	<i>Tools&gt; Translate (Trados Workbench)</i>	CTRL+R
<b>View Tag Text</b>	<i>View&gt; Tag Text (TagEditor)</i>	<i>View&gt; Display Tags</i>

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