

# TIPS & TRICKS

## TO GET THE MOST OUT OF YOUR COMPUTER/CAT TOOLS

### Windows 7

#### Setting keyboard shortcuts to open programs faster

A longstanding but little-known feature of Windows is the possibility to launch frequently used programs with keyboard shortcuts.

1. On the **Start** menu, right-click on a program and select **Properties**.
2. Click in the **Shortcut key** field, and enter the key combination you would like to use to run the program.

You will then be able to access the program from anywhere.

N.B.: This feature also works with folders in Windows Explorer.

#### Renaming multiple files or folders quickly

To rename multiple files or folders simply:

1. Select a file or folder in Windows Explorer.
2. Press **[F2]**.
3. Enter the new file name.
4. Then press the **[Tab]** key instead of Enter.

Windows Explorer moves to the next file and selects the file name to change.

### Word 2010

#### Deleting double spaces using the grammar checker

Double spaces between words crop up over and over. On screen, they are barely visible on the preview, even when display of non-printing characters is activated. You can quickly track down any double spaces using the grammar checker.

##### **Grammar settings:**

1. On the **File** menu, click on the **Options** button.
2. Choose the **Proofing** option.
3. Click on the **Settings** button in the middle of the window to open the grammar settings dialogue.
4. Under **Grammar**, tick the **Punctuation** option.
5. Click **OK** to close the dialogue window.
6. Activate the Word option **Mark grammar errors as you type**. The grammar checker will now mark problem points with a wavy green line under the text as you type. If this bothers you as you write, you can switch this setting off.
7. Click **OK** to close the **Options** window.

##### **Grammar check:**

- If you have selected the grammar check during typing, you will see where corrections are needed as you enter the text. Right-click on the wavy green line. If double spaces have been found, Word will propose the two words in the menu, separated by a single space. To correct, click on this menu option.

- If you dislike the checking of grammar during typing, you can start the grammar checker once you have finished entering text by pressing the **[F7]** key. Double spaces between words are marked here too, and you can correct them by clicking on the **Change** button.

### **Black bars in place of bullets and numbers**

When opening Word documents, bullet points and automatic numbering are often suddenly replaced by black bars, even though the styles are correct.

This is caused by a bug in the software. In most cases, the following approach helps:

1. Place the cursor behind the first black bar and press the left arrow key.
2. Press **[Ctrl]+[Shift]+[S]** simultaneously.
3. The **Apply Styles** dialogue will open.
4. Click on the **Reapply** button.

The automatic bullet points and numbers will reappear.

Tip: Avoid formatting automatic numbers and bullet points separately. The font and text size should come from the associated style.

## **SDL Trados Studio 2014**

### **The project list contains a damaged project that stops SDL Trados Studio from opening.**

1. Open Windows Explorer.
2. Go to the folder `<user name>\My Documents\Studio2014\Projects`.
3. Delete the file `projects.xml`.

SDL Trados Studio should run now, but all the projects will have been removed from the project list.

### **Error message: "Object reference not set to an instance of an object"**

This error message can be caused by a number of things. Try the following series of solutions:

1. In SDL Trados Studio, reset the window layout: **View** ribbon > **Reset Window Layout** button.
2. Close and reopen SDL Trados Studio.
3. Restart your computer.
4. Close SDL Trados Studio and, in Windows Explorer, go to the folder `User\<user name>\AppData\Roaming\SDL\SDL Trados Studio\[XX.0.0.0]`.

Delete the following files:

- `BaseSettings.xml`
- `plugincache.xml`
- `UserSettings.xml`

Reopen SDL Trados Studio.

N.B. This process will reset any user-specified settings (window positions, colours, text size, etc.).

5. Close SDL Trados Studio. In Windows Explorer, go to the folder `<user name>\Documents\Studio 2014\Projects`. Delete the file `projects.xml`. Reopen SDL Trados Studio.

N.B. All projects will have been removed from the list.