KÜDES | Konferenz der Übersetzungsdienste europäischer Staaten
COTSOES | Conference of Translation Services of European States
CST | Conférence des Services de Traduction des Etats Européens

TIPS & TRICKS

TO GET THE MOST OUT OF YOUR COMPUTER/CAT TOOLS

Windows 10

Startup folder

The Startup folder, for programmes that should start automatically when the operating system is launched, still exists in Windows 10, although it is generally not visible. There are different ways to open the folder:

Via the File Explorer address line

1. Place the cursor in the File Explorer address line.
2. Enter the command "**shell:startup**".

File Explorer will open the Startup folder immediately.

Via the File Explorer folders tree

1. Click on the **View** tab in the File Explorer ribbon.
2. Click on the **Options** button.
   ↳ The **Folder Options** dialogue will open.
3. Switch to the **View** tab.
4. In the **Advanced settings** list, select the option **Show hidden files, folders and drives**.
5. Click on the **OK** button.
   ↳ The **Folder Options** dialogue will close.
6. You will now find the Startup folder in the system drive at
   C:\Users\<username>\AppData\Roaming\Microsoft\Windows\Start Menu\Programs\Startup

Restoring folder windows on login

When you shut down the computer, Windows closes all the windows you have been working on. It is possible to change one of the folder options settings so that the current session with all open windows will be saved and reopened when you log in:

1. Click on the **View** tab in the File Explorer ribbon.
2. Click on the **Options** button.
   ↳ The **Folder Options** dialogue will open.
3. Switch to the **View** tab.
4. In the **Advanced settings** list, select the option **Restore previous folder windows at logon**.
5. Click on the **OK** button.
   ↳ The **Folder Options** dialogue will close.

From now on, Windows will now keep track of the last windows opened and will restore them the next time you log in.

Word 2016

Editing password-protected Word Documents

Documents are often protected from editing using a password. If the password is unavailable, this workaround can often be useful:

1. Save the document using the **Save As** function.
   In the **Save as type** list, select the option **OpenDocument Text (*.odt)**.
2. Open the new document with the ***.odt** extension in Word.
3. Save the opened document again using the **Save As** function.

In the **Save as type** list, select the option **Word Document (*.docx)**.

The document can now be edited.

SDL Trados Studio

A saved target text in Word format will not open

Sometimes Word cannot open the target text of a translation, giving the following error message:

The file xxx.docx cannot be opened because there are problems with the contents.

If you click on the **Details** button in the message window, an error description similar to this will appear:

The name in the end tag of the element must match the element type in the start tag. Location: Part: \word\document.xml, Line: 2, Column: 2260

According to SDL, the new file filter for Office 2016 formats is very sensitive to repeated overwriting of target texts. This is not a bug in the program, but does give an insight into the future. The intention is that, in a future Studio version, it will be impossible to overwrite an existing Microsoft Word document using the Save Target As function.

To get around this problem, you can try the following workarounds:

Workaround 1

Delete the existing saved target text before saving a new version.

Workaround 2

Give your target text a new version number each time you save it.

Workaround 3

Assign another file filter to the project:

1. Delete the corrupt target text.
2. In the ribbon **Home** tab, click on the **Project Settings** button.
   ↳ The **Project Settings** dialogue will open.
3. Select **File Types** in the menu list.
   ↳ The list of file types will appear on the right.
4. Deselect the file type **Microsoft Word 2007-2016**.
5. Select the file type **Microsoft Word 2007-2013**.
6. Click on the **OK** button.
   ↳ The **Project Settings** dialogue will close.
7. Switch to **Projects View**.
8. Right-click on your current project.
9. In the context menu, choose **Mark as Complete**.
10. Studio will ask if you are sure. Click on the **Yes** button.
    ↳ The project will now be marked as **Completed**.
11. Now right-click on the completed project again.
12. In the context menu, choose **Revert to In Progress**.
13. Studio will ask if you are sure. Click on the **Yes** button.
    ↳ The project will now be marked as **In Progress**.
14. Open the project in the Editor.
15. Save a new target text. With the older filter, this text can now be overwritten again without problems.

The workarounds work the same way for PowerPoint presentations.