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

TIPS & TRICKS

TO GET THE MOST OUT OF YOUR COMPUTER/CAT TOOLS

Windows 7

Closing an unresponsive programme with a mouse click

A programme has crashed and is blocking several processes. If the programme stops responding, you can shut it down without going through the Task Manager:

1. Right-click on a free area of the Desktop.
2. In the context menu, choose "**New**" > "**Shortcut**".
3. In the "**Create Shortcut**" dialogue, enter the following text in the "**Type the location of the item**" field:
   `taskkill /F /FI "STATUS eq NOT RESPONDING`
4. Click on the "**Next**" button.
5. Choose a recognizable name for your shortcut (eg. "**End unresponsive processes**").
6. Click on the "**Finish**" button.

Now you will be able to stop all unresponsive processes by clicking this shortcut.

NB.
Any unsaved files in the programme will be lost!

Word 2010

The line over footnotes is missing

The line between main text and footnotes can be lost during formatting or when you merge documents.

The following steps will allow you to restore the line:

1. Open the "**View**" tab of the ribbon, and click on the "**Draft**" button in the "**Document Views**" group.
2. Open the "**References**" tab of the ribbon, and click on the "**Show Notes**" button in the "**Footnotes**" group.
3. In the "**Footnotes**" dropdown menu that appears at the bottom of the screen, select the option "**Footnote Separator**".

SDL Trados Studio 2014

The "Confirm and Translate until Next Fuzzy Match" function isn't working properly

If you have to set up your project again or if, for whatever reason, the target segments have to be filled in from the translation memory again, SDL Trados Studio has a function called "Confirm and Translate until Next Fuzzy Match" (ribbon "**Home**" tab > "**Segment Actions**" group > dropdown menu under the "**Confirm**" button).

This function looks for matches in the translation memory. If a 100% match is found, then it will be inserted into the target segment, the segment will be confirmed, and the next segment will be opened. If no 100% match is found in the translation memory, then the cursor will stop.

Unfortunately, the function does not always work smoothly. There are two options to get around this:

Option 1

1. Open SDL Trados Studio.
2. On the "**File** menu, click on the "**Options**" button.
3. In the "**File**" > "**Options**" dialogue, go to "**Editor**" > "**Automation**" in the menu.
4. Select the "**Apply best match after successful lookup**" option.
5. Select the "**Confirm segment after applying an exact match**" option.
6. Click on "**OK**" to safe these new settings.
7. Open your document in SDL Trados Studio.
8. Place the cursor in the first target segment.
9. Confirm the first match applied.

From now on, all applied 100% matches and context matches will automatically be applied and confirmed.

If a lower quality match is inserted, you will have to confirm it manually before moving on.

NB.
After finalizing the project, remember to go back to the "**Options**" dialogue and deactivate the "**Confirm segment after applying an exact match**" option again.

Option 2

1. Open your document in SDL Trados Studio.
2. Open the "**Home**" tab of the ribbon, and click on the "**Batch Tasks**" button in the "**File Actions**" group.
3. Select the "**Pre-translate Files**" option in the dropdown menu.
4. Click on the "**Next**" button in the "**Batch Processing**" dialogue.
5. In the menu, go to "**Language Pairs**" > "**All Language Pairs**" > "**Translation Memory and Automated Translation**".
6. If not available, add the translation memory you would like to insert matches from.
7. Tick the "**Lookup**" box for this translation memory.
8. Go to "**Language Pairs**" > "**All Language Pairs**" > "**Batch Processing**" > "**Pre-translate Files**" in the menu.
9. Set the "**Minimum match value**" to **100**.
10. Make sure the "**Confirm 100% matches**" and "**Confirm context matches**" options are selected.
11. Under "**When no match found**", select "**Leave target segment empty**".
12. Click on the "**Finish**" button. The pre-translation will begin.
13. When the pre-translation is complete, click on the "**Close**" button.
14. When Trados asks whether you want to reopen the file, click on "**Yes**".

The document will be opened in the Editor with the pre-translated segments.