CAT TOOLS: Translation environment software that helps facilitate, speed up and organize translation files.

* Opens a file to be translated ( original file)
* Screen is split into two parts- to the left is the original file with source language- right side is the target language ( translated by the translator)
* The text is separated by sentences/line by line.
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* Translations are also saved into a file called TM- Translation memory
* Translation Memory is used to suggest translation based on your past translations of similar text.
* TM allows for consistency in translations, particularly if there are several translators working in the same file-
* Clients might send you their own translation memory file so you translation is consistent across their products.

Types of CAT tools:

* SDL TRADOS ( most used)
* WORDFAST
* memorQ
* XTM
* Transit
* Idio
* PoEDIT

WORDFAST- Start a new translation

1. Open wordfast
2. Under file/ open new project
3. Create a new project ( give it a name/ select source and target languages for you project)
4. Go to translation memory tab
5. If you have a a translation memory already created, you can select that.
6. if don’t have one, than you can create one new TM for your new project.
7. Click on create TM
8. Select a location for when that translation memory will be stored on your computer ( like inside a translation folder/TM folder/
9. Once you you have created that file under that location, you will appear under the list of your translation memories. Select it from the list and press aply/ok.

So at this point you created a project, selected a TM, and now you will open a file to translate.

1. Under FILE select open file
2. The file will be open in wordfast/ the window will be split into two colums
3. Source language on the left and target language ( where you will be translating, to the right)
4. Translate the first line- Once done, press alt + arrow down, to move to the next line down.
5. Tip- press alt + S to copy the column you will translate into the right so you don’t miss any special characters, like the ones inside brackets.
6. Copy Alt+s
7. Go down next: alt +page down

When you are done, hit save, then save translated document to save your file

In case you receive a file + a TM from a company

1. Save those files on your computer
2. Open wordfast and Go to: file- select an existent project or create one
3. Once you selected your project- go to Translation Memory
4. You need to select your clients TM file by:

* Clicking on Add TM
* Browse to your client’s TM file
* Select the file
* Apply

Then go to file: open the client s file

Work on the file by translating each sentence

Once done, go back to first column and press F7 or spell check ( corrector autografico)

Save – you don’t have to save a translated filed if yo udon’t have the original file.

Just do a normal save to save the file.