User manual

Heartsome Translation Studio Release 8

Publication date 2013-8-16

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1. New Features

Heartsome Translation Studio Release 8 provides a range of exciting new features. Some of the major new features are listed below:

1. *All-new integrated interface*

   Centralized implementation of the entire workflow from file preparation to post-translation processing, all within the same integrated interface.

2. *All-new project management features*

   Centralised management of project-related files including source files, target files, intermediate XLIFF working files, TMX translation memory exchange files and word-count analysis reports. This enables systematic management of projects files for improved working and management efficiency.

3. *Ability to open multiple XLIFF files as a merged set*

   Multiple XLIFF files can be easily combined and opened in one editing window as if working with a single file. This eliminates the need to frequently merge or split the files and so achieves a greater level of freedom and flexibility.

4. *All-new XLIFF editor*

   The form-style XLIFF editor enables a full view of the entire file. Two views available: portrait and landscape.

5. *Integrated interface for translation memory (TM) and termbase management*

   All your TMs and termbases can be managed in one interface, with all your database server connection history saved automatically.

6. *More file formats supported*

   Heartsome Translation Studio Release 8 supports an additional range of file formats including MIF files from various versions of (Adobe FrameMaker 7/8/9/10), Adobe InDesign IDML files, and SDL Trados XLIFF, Déjà Vu XLIFF files and Wordfast Pro TXML. Also, its converter has been redeveloped for such files as Microsoft Office 2007/2010 files, HTML, and SDL Trados TagEditor TTX files, enabling more accurate extraction of translatable texts into XLIFF and thereby improving the quality of localisation projects. With improved file format support in Heartsome Translation Studio, users can easily and painlessly migrate to Heartsome's working environment.

7. *All-new efficient XML parser*

   Significantly speeds up opening and processing of files, and reduces waiting time leading to greater productivity.

8. *Batch conversion of files*

   When converting source files to or from XLIFF, it is possible to choose a single file to convert or multiple files for batch conversion.

9. *Innovative machine translation (MT) pre-saving feature*

   Supports pre-translation of multiple XLIFF files and can directly pre-save MT results in XLIFF files: an industry first. Pre-saved machine translations are similar to TM matches in that they are used as reference during translation. Users do not have to wait for web-returned machine translation (MT) or pay for the extra traffic costs associated with repeated access to MT.

10. *More MT engines supported*

    At present, the two MT engines supported are Google Translate API v2 and Bing Translator, with more options to be supported in the future.

11. *Visible and text segment based segmentation*

    Text segments can be viewed in the XLIFF editor to help decide where the file can be further segmented into even smaller pieces. This means the localisation project may be more easily assigned based on chapters or sections.

12. *Enhanced quick translation functionality, supporting replacement of multiple terms*

    Enhanced Example Based Machine Translation (EBMT), supporting replacement of multiple terms all at once from one match.

13. *More flexible QA checks*

    Settings can be adjusted to automatically perform certain QA checks on completed or approved translations, or to manually go through single or multiple QA checks. This feature caters for users whose needs and roles may vary.

14. *External proofreading support*

    It is now possible to export XLIFF content to DOCX files for external proofreading and then import the updates back into the XLIFF.

15. *Locking repetitions and translation propagation with one-click.*

    Intelligently identifies and automatically locks repeated text segments with one-click while keeping the first occurrence unlocked. This eliminates the need for manual selection and avoids mistakes that can otherwise be caused by manual operation. Upon completion of translation, locked segments can be unlocked at any time and the propagation function can be used to apply the translation to all repetitions.

16. *Detailed Word Count Statistics*

    Statistics can be provided based on text segments or word count, including internal and external repetitions, fuzzy matches and equivalent word counts. The data is categorized and clearly displayed, which facilitates assigning a project based on workload.

17. *License management*

    Activation and deactivation of licenses can be performed without external help. This is highly convenient for users who need to frequently use different computers (e.g., home desktop or work laptop) with just one license.

2. Conventions and Glossary

1. *Conventions*

   Below are the text styles used in this Help manual:

   - Button
   - Icon
   - Text labels
   - Menu
   - Menu items
   - Submenu
   - Dialog title
   - **Button name**
   - *Emphasis*
   - “Quote”
   - Product name
   - Version number
   - File Types

2. *Glossary*

   Terms and acronyms used in the Help manual:

Glossary

HSTS	Abbreviation of Heartsome Translation Studio.
CAT	Abbreviation of Computer-Assisted Translation, or Computer-Aided Translation. Heartsome Translation Studio is an example of a CAT tool.
Project	A translation assignment that involves phased work, or a series of relevant translation assignments are referred to as a project in Heartsome Translation Studio. A project consists of at least three elements, namely: an input (source file), an intermediate working file (XLIFF) and an output (target file). There might be auxiliary elements such as a translation memory (TMX file), a termbase (TBX file) and reports (word count statistics).
Source File	In a translation project, the source file contains the content to be translated, and is written in the source language. The content of the source file is translated into one or more target languages throughout the project.
XLIFF Files	This is a bilingual file in an open standard localisation file format. It is the major file format used in Heartsome Translation Studio and all source files are converted to XLIFF files. Apart from source content, XLIFF files also contain the complete translation workflow data, which includes the processing status

	of translated text and text segments. This is the output as translation results and are converted as a target file upon completion of a project.
Target file	Once the source file has been translated, the target file is created by converting the bilingual file back into the source file format, but with translated text instead of the source text.
Translation memory	A database where source text and the respective translations are saved. This is abbreviated as TM.
Termbase	A database where source terminology and the respective translations are saved.
Databases	The collective term for both translation memory and termbases.
Database Server	A separate hardware/software platform that runs a database system such as MySQL, PostgreSQL, Oracle, Microsoft SQL Server. This can be used by HSTS to create TM and termbase databases.
TMX files	A translation memory exchange file based on the TMX open standard. When TM segments and their respective translations are exported to a TMX file, it is possible to import the TM and then use it across different CAT tools.
TBX files	A termbase exchange file based on the TBX open standard. When termbase terms and their respective translations are exported to a TBX file, it is possible to import the termbase and then use it across different CAT tools.
Segment	A translation unit in an XLIFF file, consisting of the source text (e.g., a sentence), the translation (can be empty), notes and the relevant status (draft, translated, etc.). A source or target text segment is usually a complete sentence, but can be several sentences or table cell, etc.
Match rate	The similarity of two text segments measured by a percentage between 0% and 101%.
Match	A text segment in the TM, satisfying specific match rate criteria. Attributes of a match include the source text, the translation, match rate, date created, etc.
Exact Matches	A 100% match.
Context Matches	A match where the context (usually based on the previous and following sentence) also matches, on top of a perfect match (100% match) of the text segment itself. A context match is defined as a 101% match.
Pre-translate	Automatic translation utilising matches found in the TM. It is usually performed prior to manual translation by the translator. Although lower match rates can be specified, pre-translation is usually used to apply 100% and 101% matches from the TM.
Fuzzy match	A match at a lower rate than 100% (not including 100%).
Internal Repetitions	A text segment which is repeated two or more times within one project (within one file or across multiple files).
Exact Match Segments	A text segment that has a 100% match in the TM.
Context Match Segments	A text segment that has a context match (101% match) in the TM.
Fuzzy Match Segments	A text segment that has a fuzzy match in the TM.

3. License

Procedures for purchasing and using a Heartsome Translation Studio license include the following:

1. *Overview of the overall process*

   Users should follow one of these two license procedures depending on whether it has been newly purchased or not:

   a. *New purchase*

      This is the procedure for all users who have purchased a license for the first time. Please see the chart below for details.

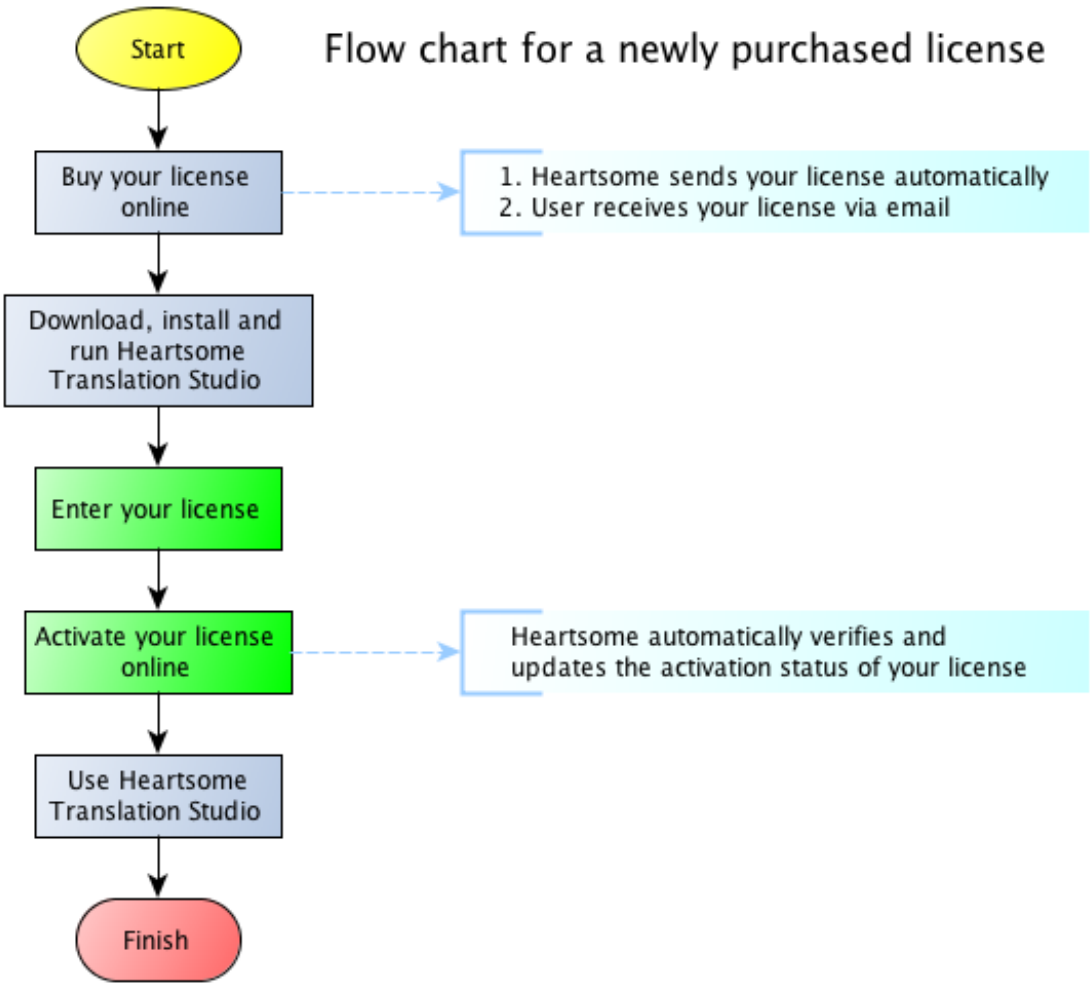


Figure 3.1. Flow chart for a newly purchased license

   b. *Reactivation*

      For users who want to re-install their operating system or use Heartsome Translation Studio on a different computer, the following flow chart shows the steps to be followed in order to reactivate their license.

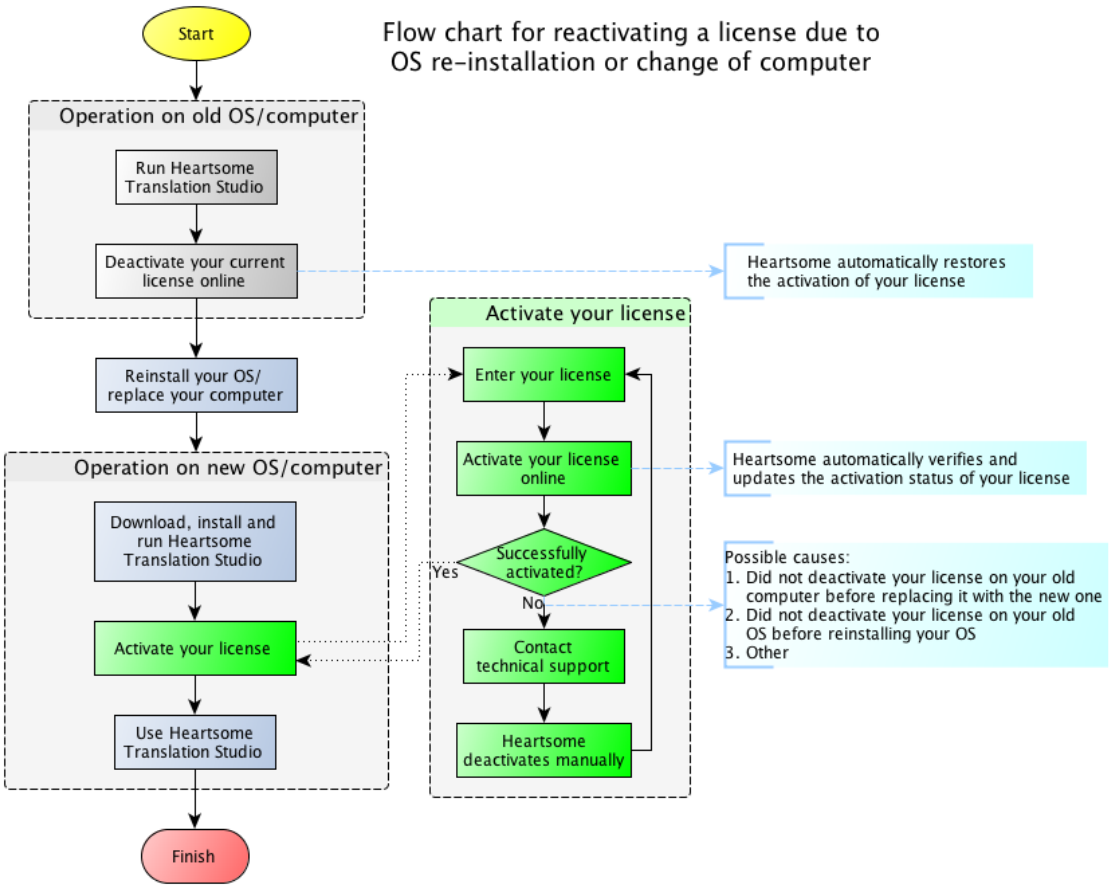


Figure 3.2. Flow chart for reactivating a license due to re-installation or change of computer

2. *How to purchase*

Translation Studio R8 licenses can be purchased online at the official Heartsome website by following these steps:

a .Go to www.heartsome.net [http://www.heartsome.net/CN/purchase.html] and click the Buy Now button.

b .Enter your name, e-mail, and other optional information;

c .Choose the product, version and type you want to buy, and then enter the quantity you want to buy.

d .Click Submit Button. when you confirm the order information is correct, click Via Paypal button and press corresponding prompt for payment;

e .After successful payment, Heartsome will automatically send the license to the email address you have provided.

3. *Activate license*

Note

. If you are a Windows Vista/7/8 user, right-click “Heartsome Translation Studio.exe” or its shortcut, choose to run as administrator, and enter your username and password when prompted to. *You must do this to properly activate your license.*

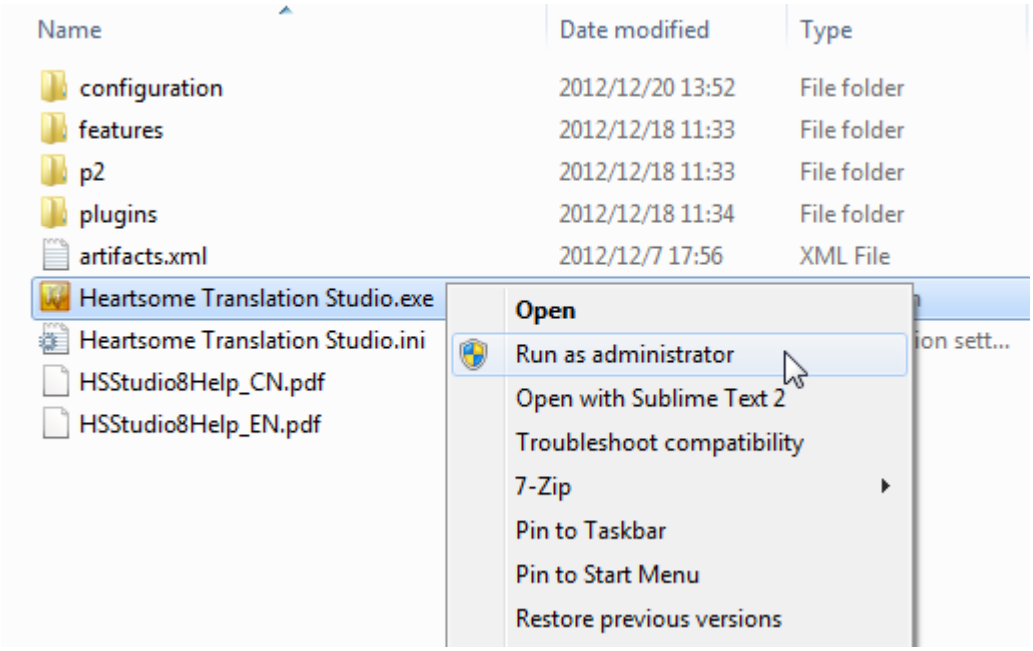


Figure 3.3. Run as administrator

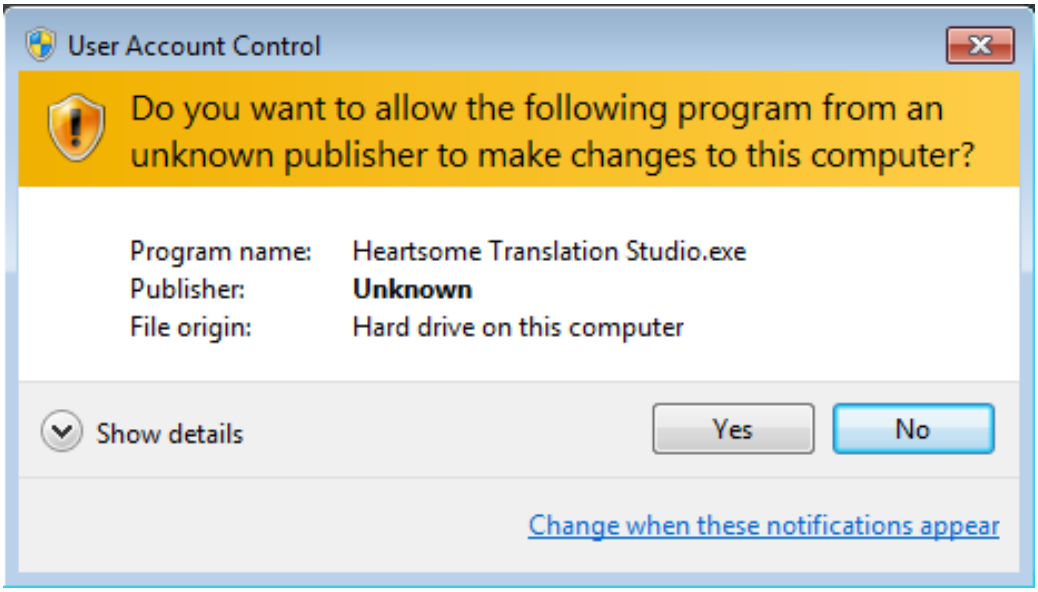


Figure 3.4. Make sure to run as administrator

If there is no activated license found for HSTS, or if the activated license has expired, the EULA User License Agreement and License Management dialog will pop up when HSTS is run. To change a Trial license that has not yet expired to a Commercial license, you must first deactivate the Trial license.

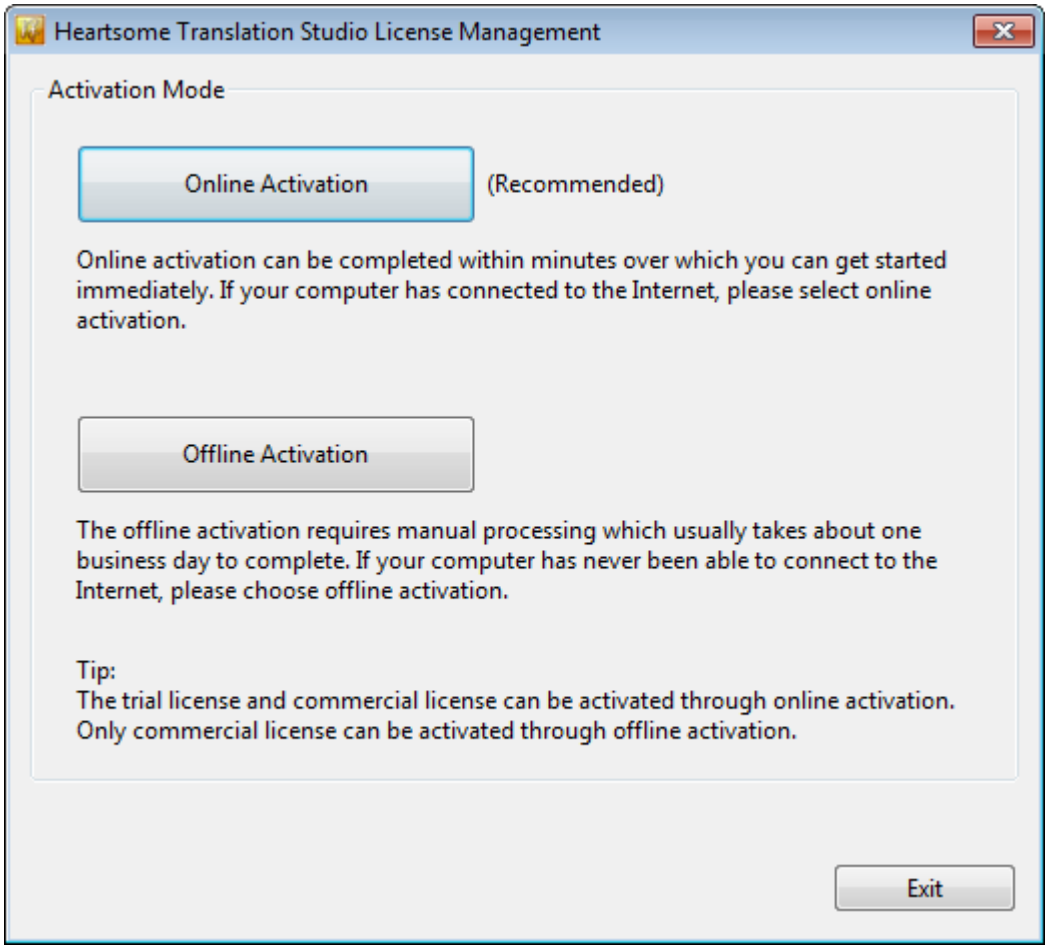


Figure 3.5. Activation

To immediately start using the software, we recommende you activate the software through online activation which is full self-service operation without any manual review or processing, and can be completed within a few minutes. For offline activation which only apply to commercial license, One working day may required to complete due to manual processing.

I. Online Activation:

a .In theLicense Management dialog, copy the license number from the email and paste it into the first text field.

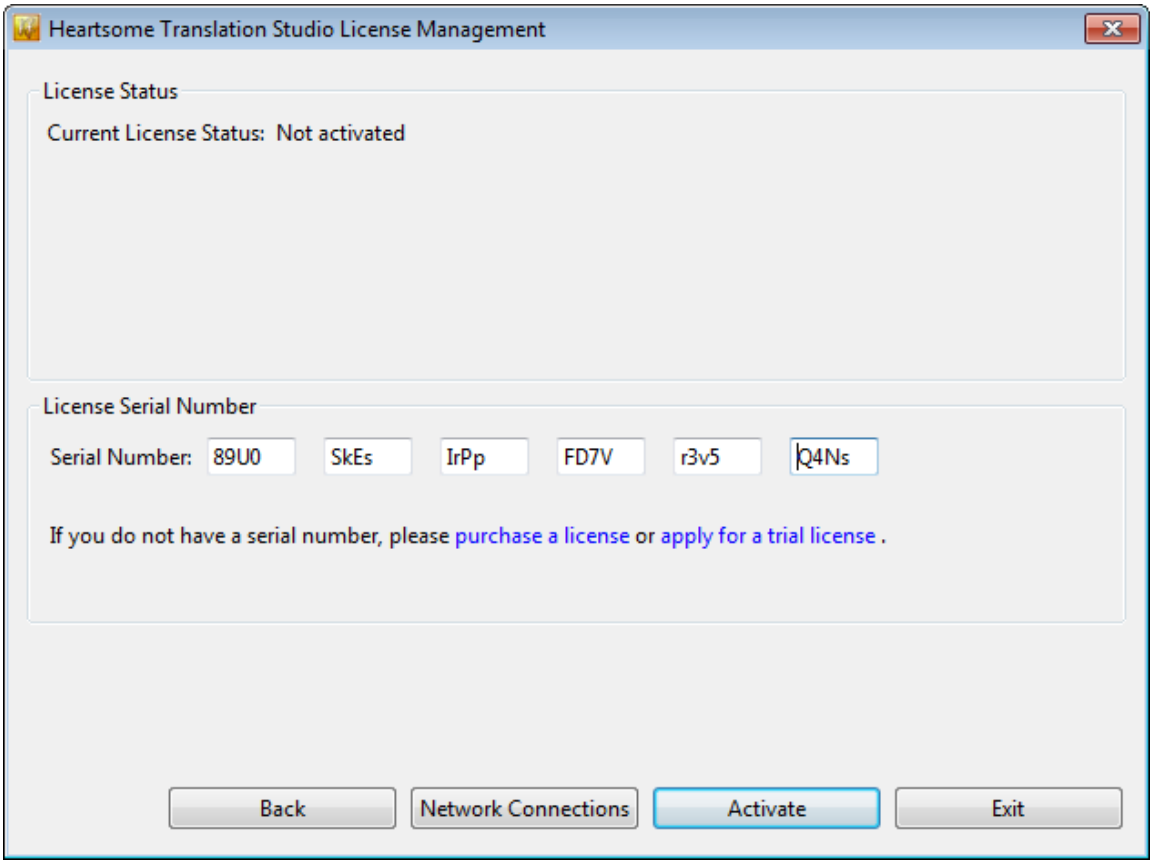


Figure 3.6. Enter serial number

b .Check that you are connected to the Internet. If you connect to Internet through a proxy server, click Network Connections button to open the setting interface as follows:

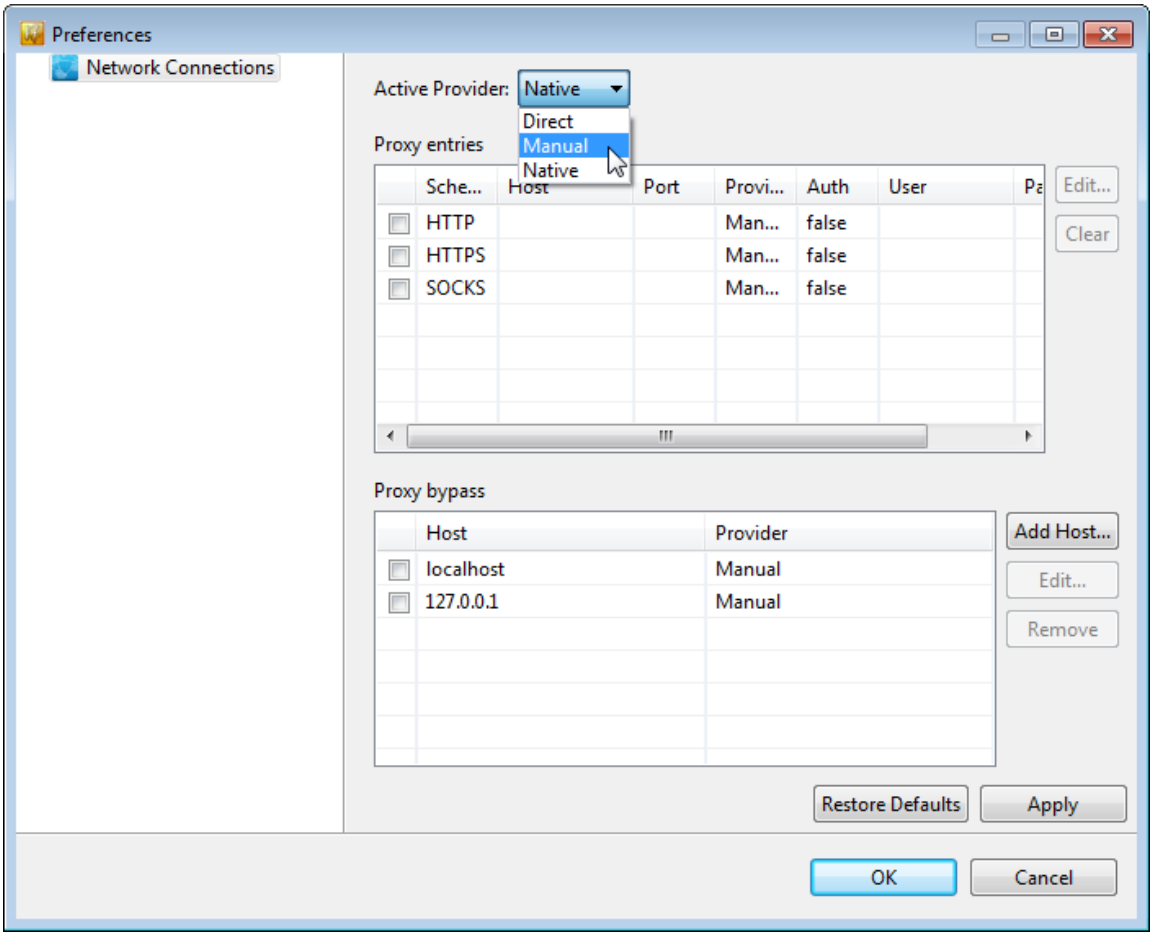


Figure 3.7. Options: Network Connections

Set up a proxy server according to your actual situation:

- If a proxy server has been configured in your operating system, Please select it as “Native”.
- If you want to set up a proxy server specifically for HSTS, Please select “`Manual`”, `then` double-click proxy server type (HTTP, HTTPS or SOCKS) for configuration in proxy server list, then enter the proxy server's host address, port and optional username and password depend on whether your proxy server requires authentication.

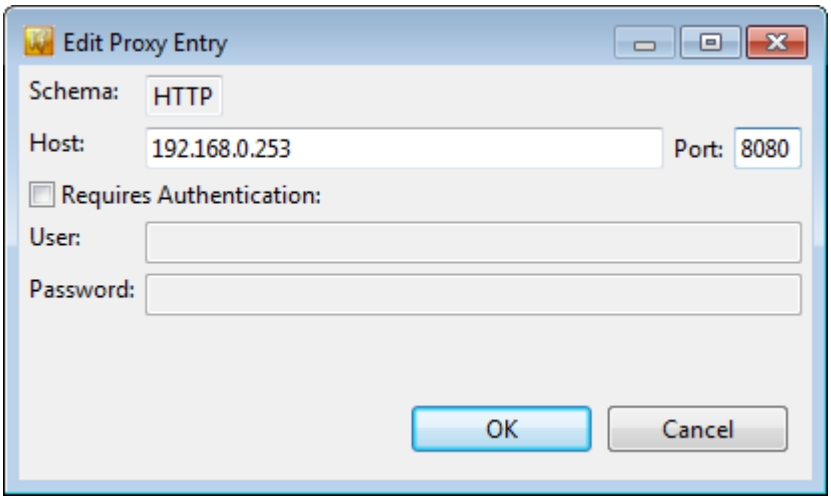


Figure 3.8. Options: Network Connections – custom proxy

In addition, you can add some exceptional host address, to which you access directly without proxy server, for custom proxy. The exceptional circumstances usually apply to the local host (localhost, 127.0.0.1) and local area network (192.168. *. *) address.

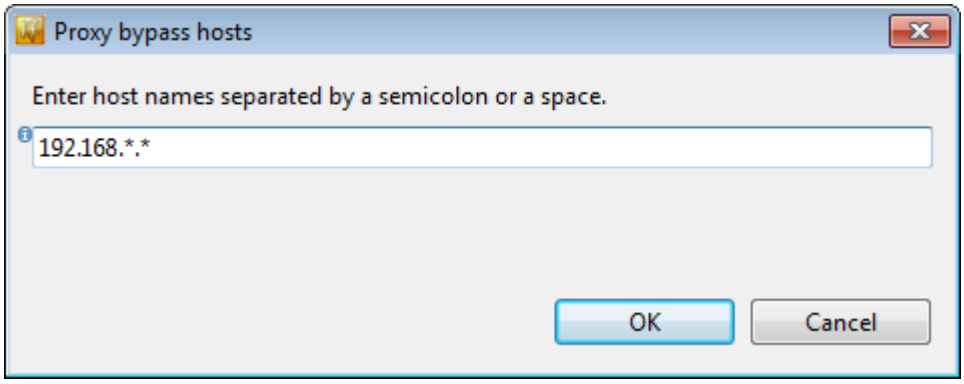


Figure 3.9. Options: Network Connection - Bypass host address

- If you want to disable the proxy server, Please select the configuration for direct connection.

After configured a proxy server, click theOK button to return to the License Managementdialog box.

c .Click the Activate button.

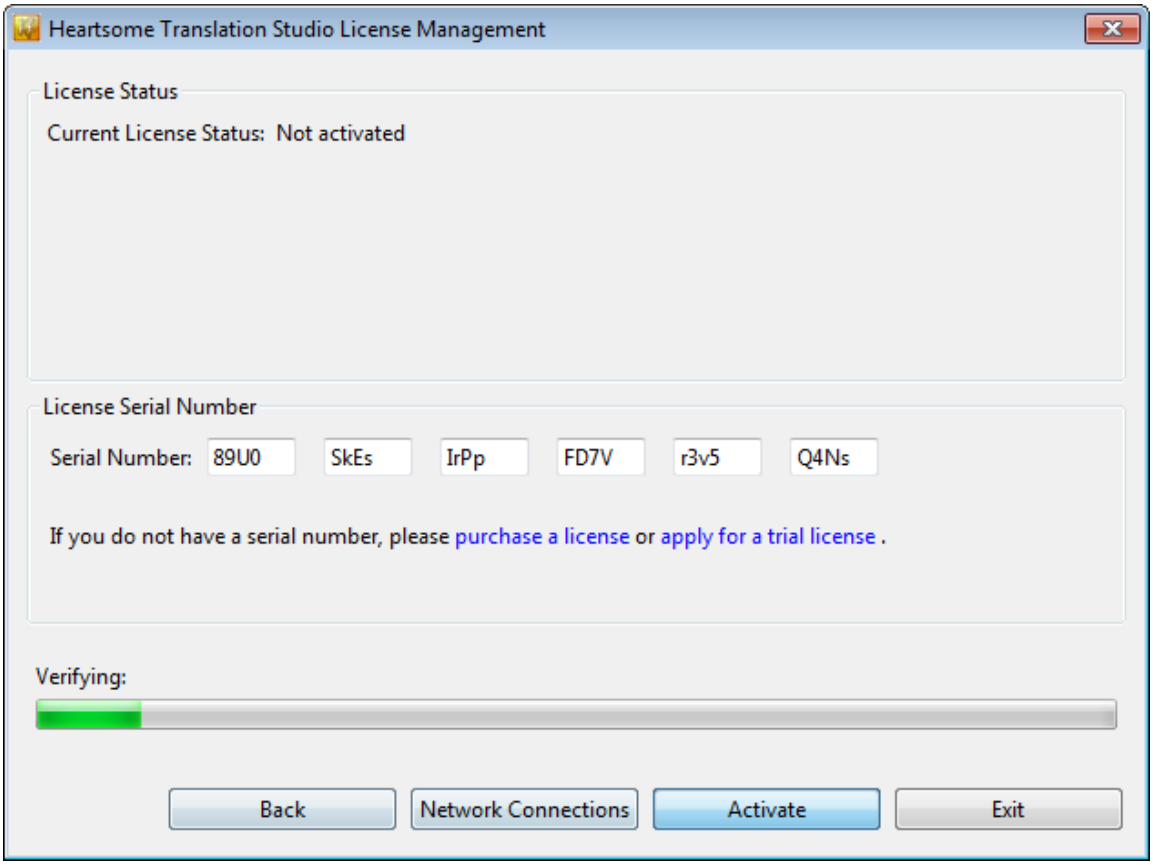


Figure 3.10. Activate your license via Internet

d .If no exceptions occurred, you will be prompted to activate your license successfully. When you re-open the Help > License Management, the license status has changed to be *activated*.

II. Offline activation

Before perform the offline activation, make sure you have purchased a commercial license instead of trial license. Take the following four steps to complete the offline activation:

a .Enter serial number

Enter commercial license serial number you have purchased as shown in the following figure. Click Next button.

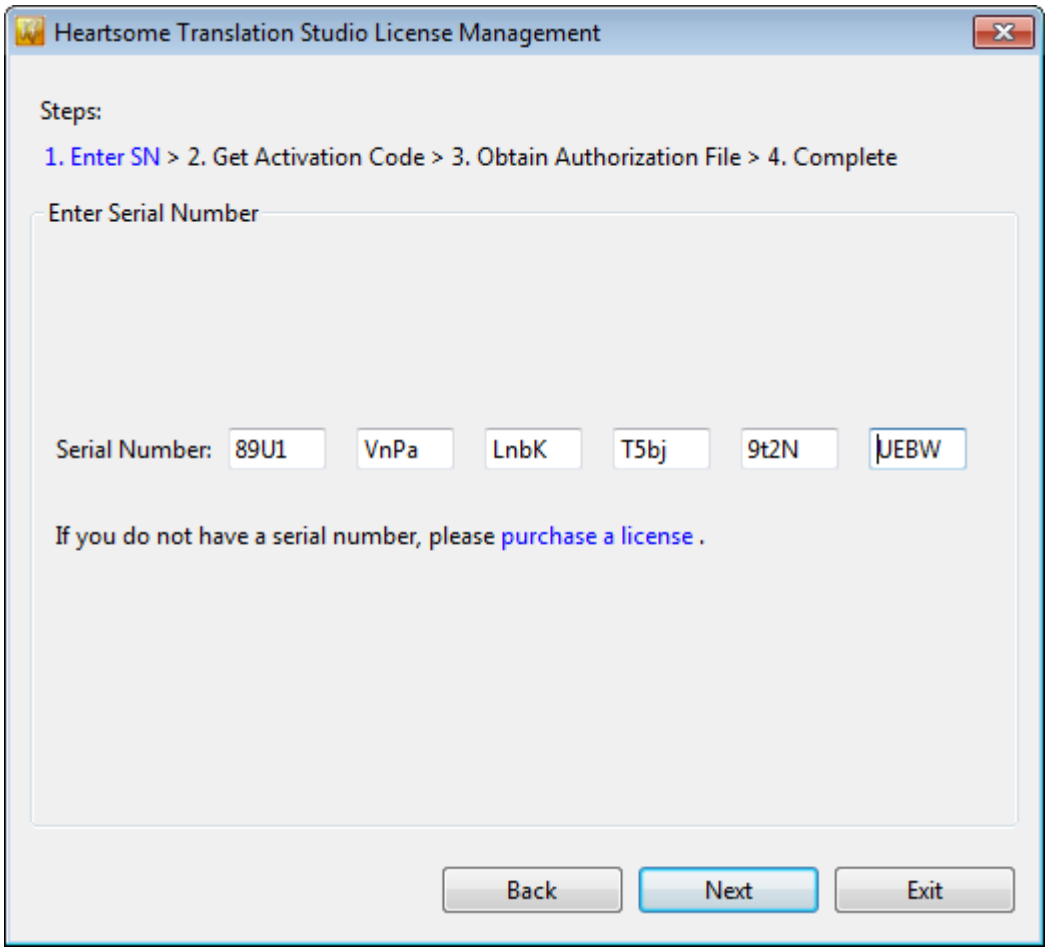


Figure 3.11. Offline activation: enter serial number

b .Obtain the activation code

The following figure shows the activation code generated by the software. You need to copy it to the e-mail or a text file, then send it to licensing@heartsome.net. The rest leaves to Heartsome. After this, you can exit from the software.

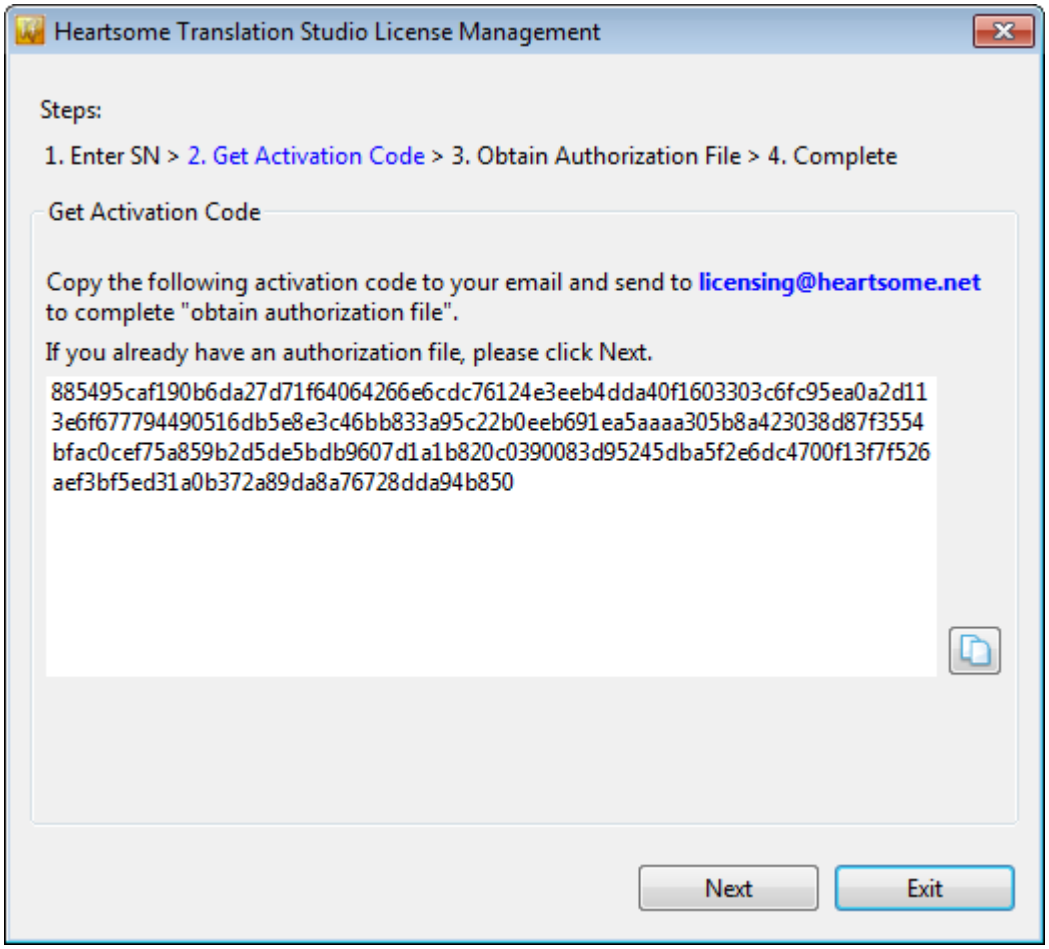


Figure 3.12. Offline activation: Obtain the activation code

c .Obtain an License file

Once received your activation code, Heartsome will send you license file (the file name is "your serial number.lic") as an attachment to your e-mail address. When you get the email sent by Heartsome, you can save the license file to your local hard disk, and then repeat the above two steps, and click the Next button on the interface.

If you want to activate multiple licenses one-time through offline activation, you can put all activation codes in Excel file (.xls*) starting from very first column of Excel spreadsheet, each line only put one activation code.* To facilitate the identification and management of multiple licenses, you can add more information, such as serial number, user name or computer name, in the second and third column, but only the activation code in the first column is required.

d .To complete the activation

Click Browse button and select received .lic file, then click Activate button.

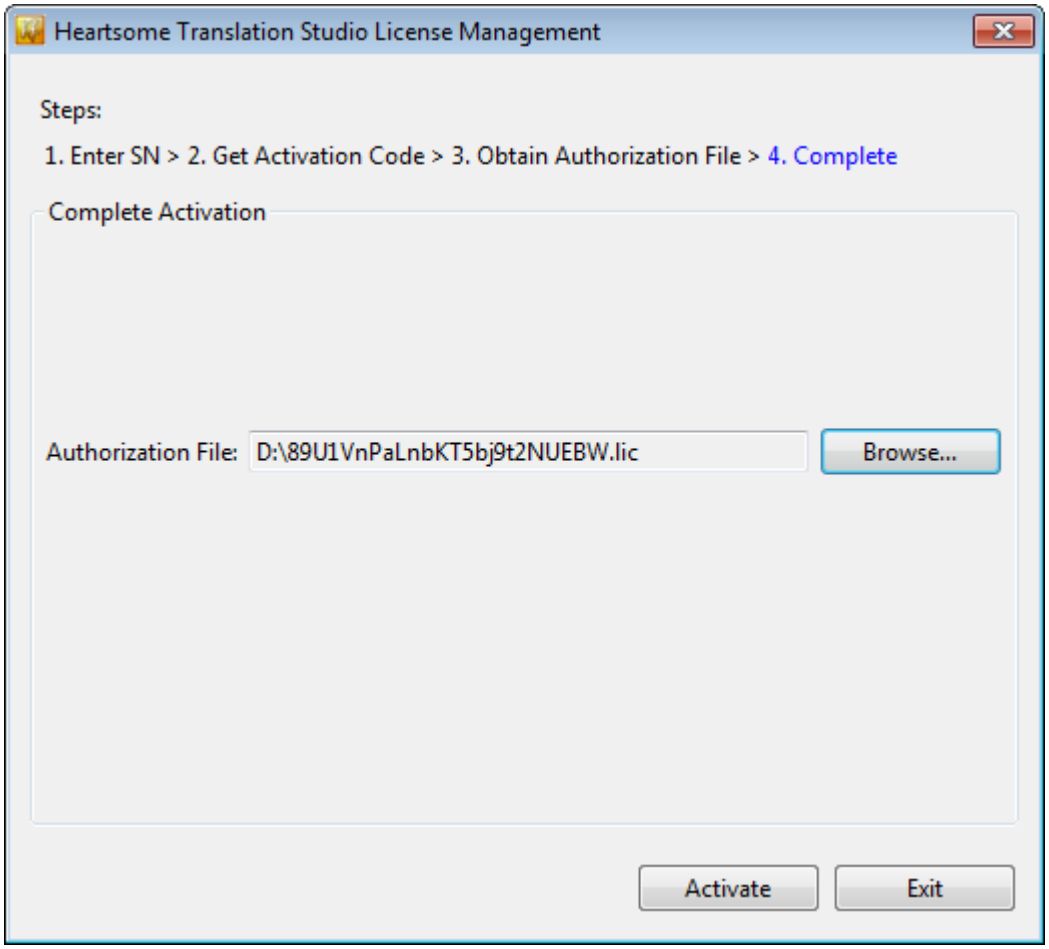


Figure 3.13. Offline activation: complete the activation

if no exception happens, it will prompt that the software has been successfully activated.

4. *Deactivating a license*

You need to first deactivate your license in one of the following situations:

- You want to change the current “Trial license” to a purchased “Commercial license”.
- You want to reinstall your operating system.
- You want to move the current license to a different computer.

Follow these steps to deactivate your license:

a .Run HSTS (Windows Vista/7/8 users still need to run it as administrator), click on the Help menu > License Management;

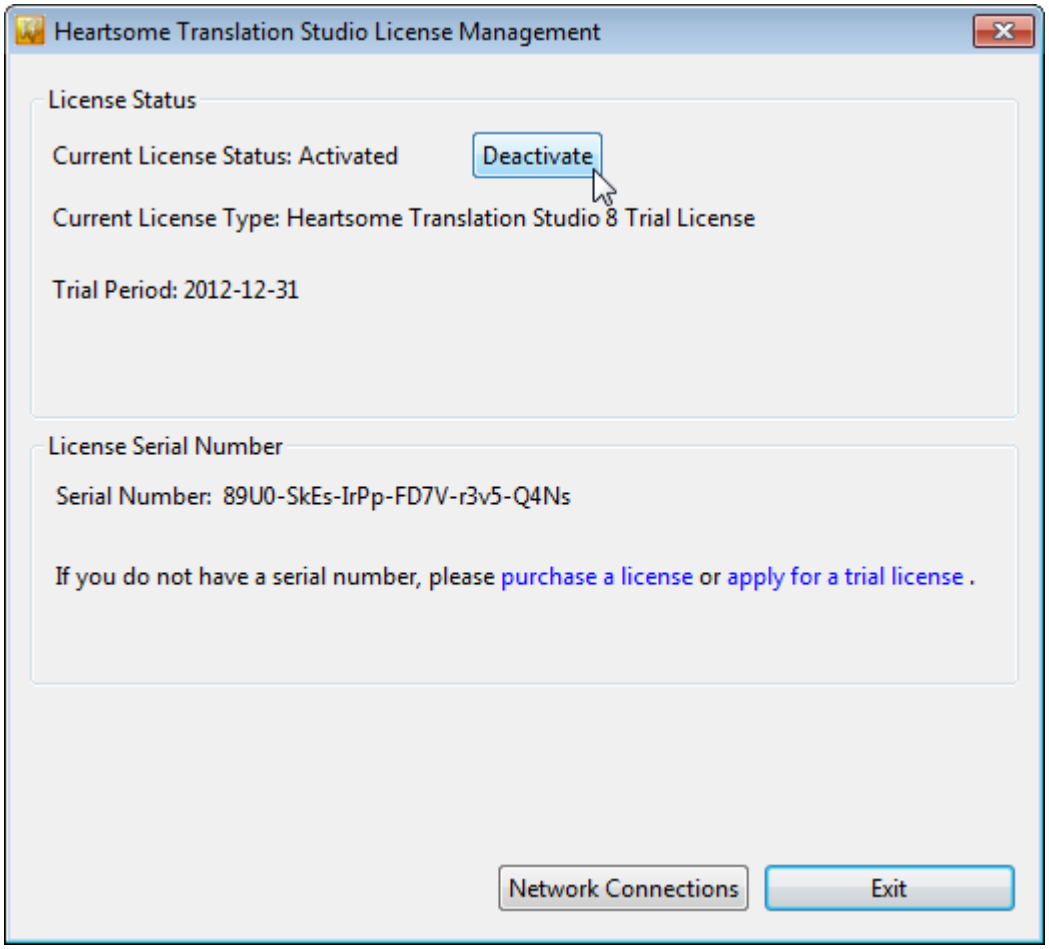


Figure 3.14. License management

b .Make sure to connect the network. To set up a proxy server, please refer to the previous section;

c .After License Status, click the Deactivate button and confirm.

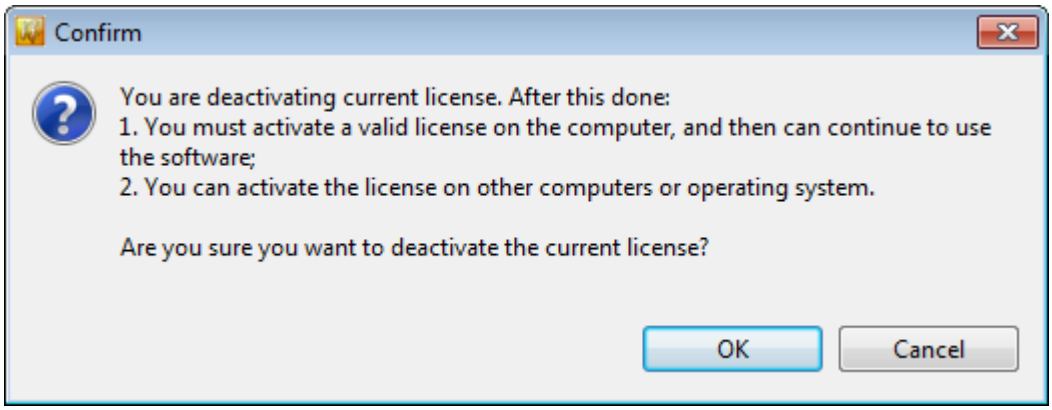


Figure 3.15. Check for deactivation

d .Once the operation has finished, the software will automatically restart. After it has restarted, the License Status changes to No License.

4. Overview of the interfaces

4.1. Main interface

Heartsome Translation Studio's main interface is shown below:

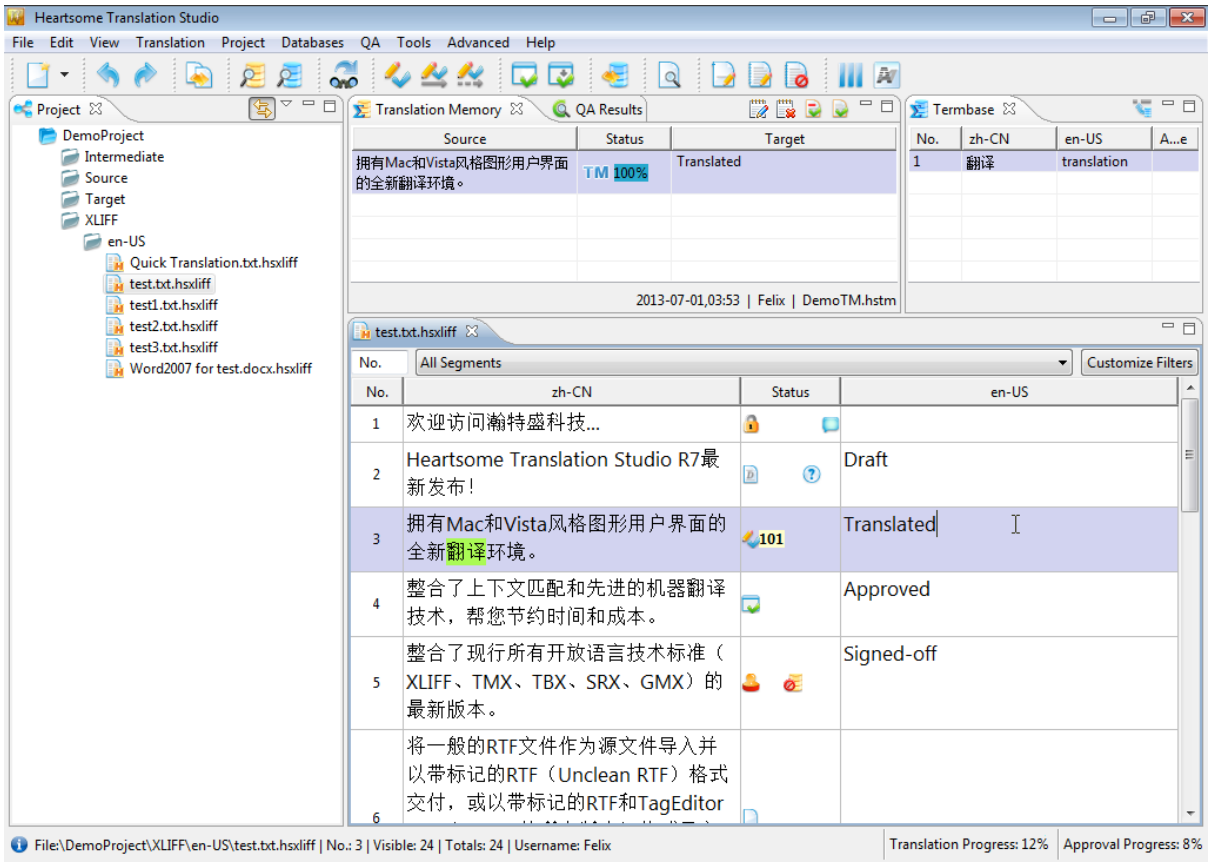


Figure 4.1. Heartsome Translation Studio's main interface

HSTS's interface is divided into the following sections:

1. Main menu

   This is where you can access all features and commands.

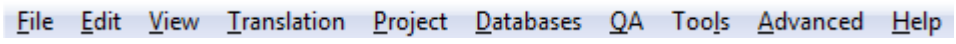


Figure 4.2. Main menu

2. Toolbar

   The toolbar provides most of the common commands. When you put the mouse over each icon, you can see its corresponding function and shortcut keys.

Figure 4.3. Toolbar

3. View

   Different views offer different features. See the next section for details.

4. XLIFF Editor

   All text entry and editing is done in the XLIFF editor. See Section 4.3, “XLIFF Editor” for details.

5. Status Bar

   Status BarShows the basic information about current file and text segment, as well as progress on file translation and editing. If task is being executed in the background, the status bar will also display corresponding progress information.

Figure 4.4. Status Bar

For the content cannot be displayed completely due to the limited screen area, you can put the mouse over it for tooltip.

Figure 4.5. Status bar prompts

- Current file

  This is the XLIFF file currently open in the editor, shown as a path, where the first level of the directory is the project.

- No.

  Ordinal number of each text segment

- Visible segments

  The number of text segments displayed after filtering based on the “text segment filter rule”

- Totals

  Total number of text segments in the currently open XLIFF file(s). If it is an individual XLIFF file, this is the number of text segments contained in that XLIFF file; if multiple XLIFF files have been opened as a file set, then this is the total number of text segments contained in all of the XLIFF files combined.

- Username

  This is the Username set in Tools menu > Options > System, and will display by default the same username that was used to log in to the operating system.

- Translation Progress

  The percentage of text segments with the status “Translated”, “Approved” and “Signed-off”, relative to the total number of text segments.

- Approval Progress

  The percentage of text segments with the status “Approved” and “Signed-off”, relative to the total number of text segments.

4.2. View

Windows and viewers in HSTS can be displayed like a normal floating dialog box. Users can also dock or tile them in the main interface, change their size and position, maximise or minimise them, or stack them on top of each other. There are many different ways windows can be displayed so users can customize their own interface layout. Some windows also have such features as toolbars, right-click context menus and status menus, making it easier for users to use common features.

Learn about the different window components

The view window components currently provided by HSTS include Project, Translation Memory, Terms, QA Check Results and an XLIFF editor, which is similar to a view. These are detailed below.

Project

The Project window provides features for managing projects, project folders and files. These features are mainly performed using drag-and-drop, shortcuts and right-click menus.

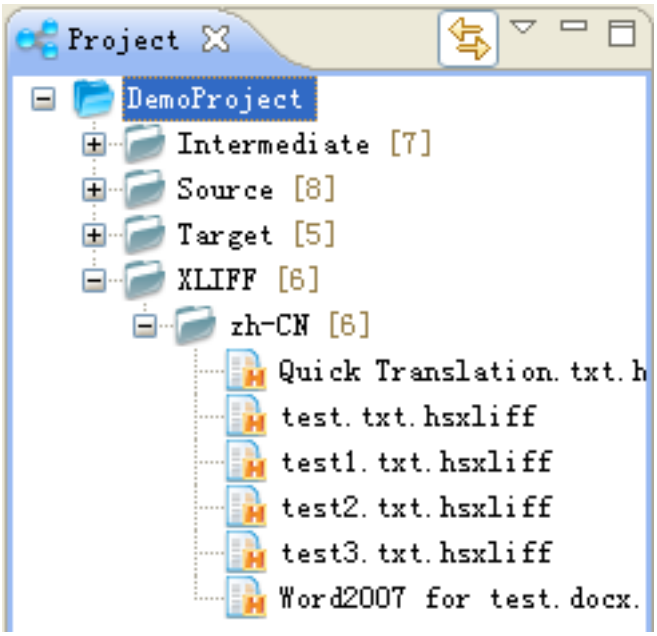


Figure 4.6. Project

Translation Memory

Translation Memory View used to display current segment's matches obtaining from translation memory automatically, as well as the matches of rapid translation and machine translation. You can apply these matches directly to the target.

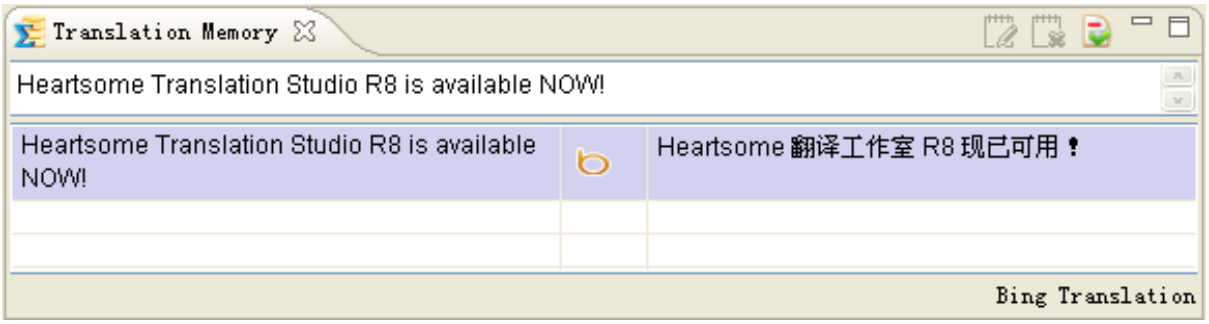


Figure 4.7. Translation Memory

Termbase

Termbase view automatically display current segment's all term matches obtaining from termbase. These term matches can be easily inserted into the target.

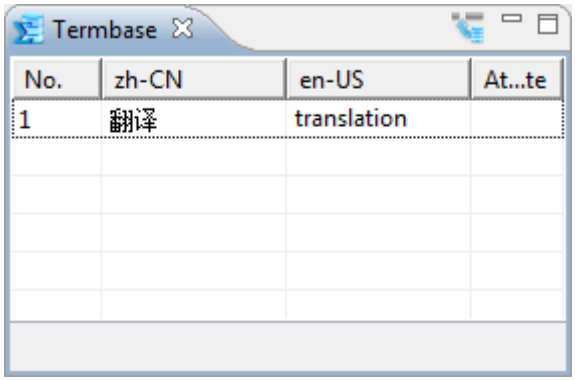


Figure 4.8. Termbase

Tip

Go to Tools menu > Options > System to set font for TM and Termbase matches.

QA Results

QA Results view lists all QA results. You can click any link to go to the potentially erroneous segment.

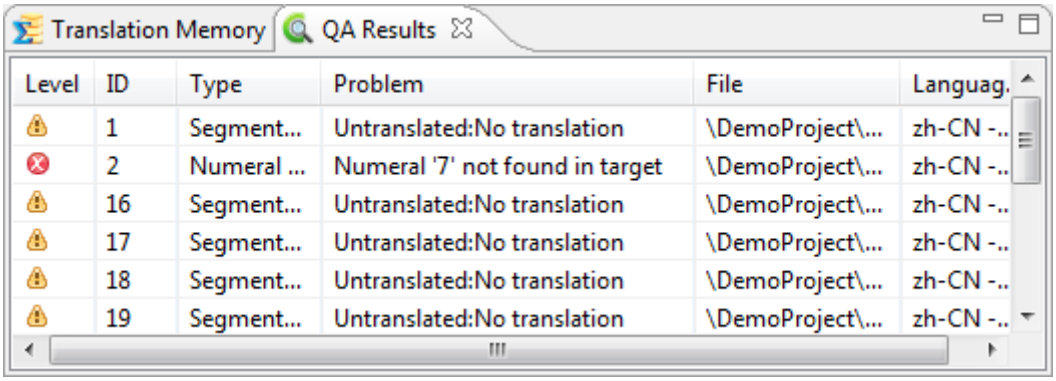


Figure 4.9. QA Results

Using windows

Display/hide windows

Select/deselect windows in the View menu to display/hide them. From the View menu, you can also display/hide the toolbar and status bar.

For a window that is already displayed, you can also close it (i.e. hide it) by clicking the button to the right of the window title.

Change window size

Place the cursor on the window border. When the cursor turns into or , press the left mouse button and drag. Now you can change the width or height of the window.

Minimise or maximise windows

By clicking the button in the upper right corner of the window you can minimise or maximise it. You can also switch between maximised and regular size by double-clicking the title bar.

Change window position

On the window title bar, click the left mouse button and drag to a different position. A dotted line frame appears indicating the new position of the window.

4.3. XLIFF Editor

The XLIFF editor is the most common UI component in HSTS, and all operations to source and target text are performed in this editor.

Operations such as changing the editor size, maximising or minimising the editor, and dragging it to a different position are similar to the operations with other windows. For more details, please see above section.

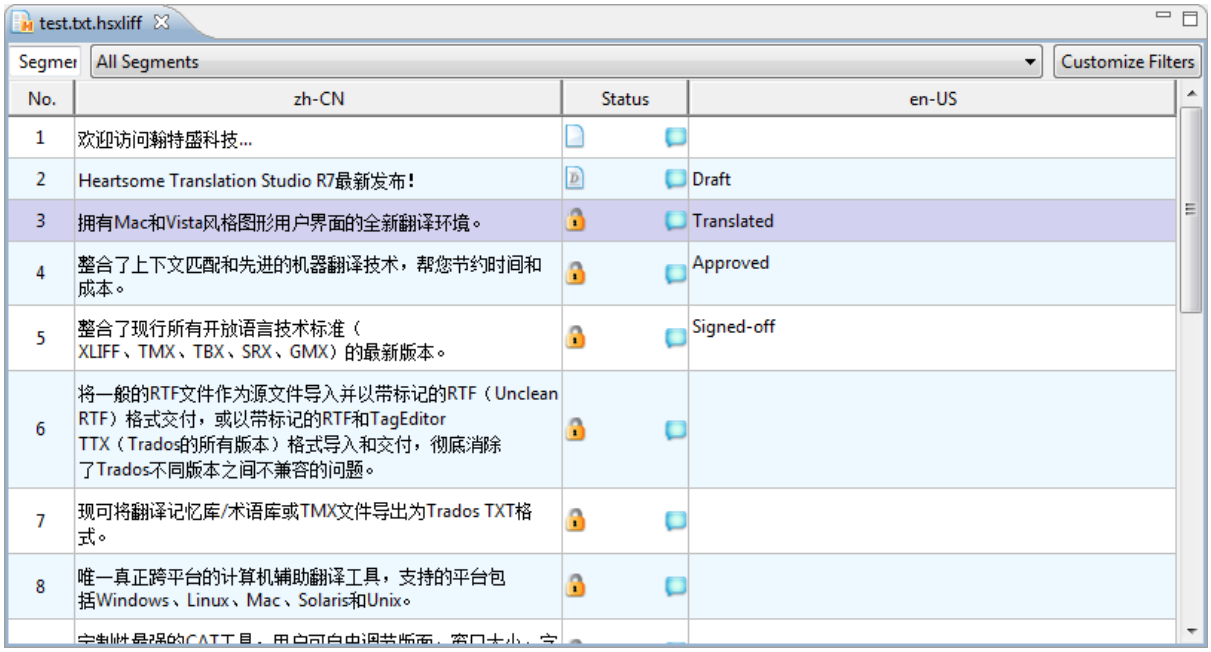


Figure 4.10. XLIFF Editor

Have two layout, the above picture is the *horizontal layout* , and the following picture is the *vertical layout* . You can switch between the two layout.

Figure 4.11. XLIFF editor: vertical layout

You can sort segments on source, target etc. by clicking XLIFF editor column top. There are four possible icons in the Status column, indicating:

- *Segment Status*

  There are six progress status of the segment in the translation process, indicating:

  - Untranslated

    The default status is when there no translation has been entered.

  - Draft

    The default status after a translation has been added or edited.

  - Translated

    The status after the Confirm Translation operation has been performed. The segment will be saved in the memory after this operation. This operation is usually performed by the translator.

  - Approved

    The status after the Approved operation has been performed. The segment will be saved in the memory after this operation. This operation is usually performed by the person who edits/proofreads the translation.

  - Signed-off

    The status after the Signed-off operation has been performed. This indicates that the translation of the segment has been approved and finalized.

  - Locked

    The status following locking segments. Locking segments can prevent accidental modification to the contents, such as segments that do not require translating. When a segment is locked, it is temporarily impossible to see its progress status before it is locked. Once the segment is unlocked, it will automatically return to that status.

- *Not Sent to TM*

The status after a segment is flagged as Not Sent to TM. All segments are added to the TM by default, so you can use this flag to prevent certain text from being added to the TM.

- *Pending*

  The status after a segment is flagged as Pending. This flag can be used when in doubt about the source or translated text in a particular segment and need further clarification. These flags make it easier to filter and deal with these segments at a later stage.

- *Segments with Comments*

  A segment with comments is displayed with this icon.

Tip

Go toTools menu > Options > System to set font for editor.

5. Workflow

The Heartsome Translation Studio translation workflow is as follows:

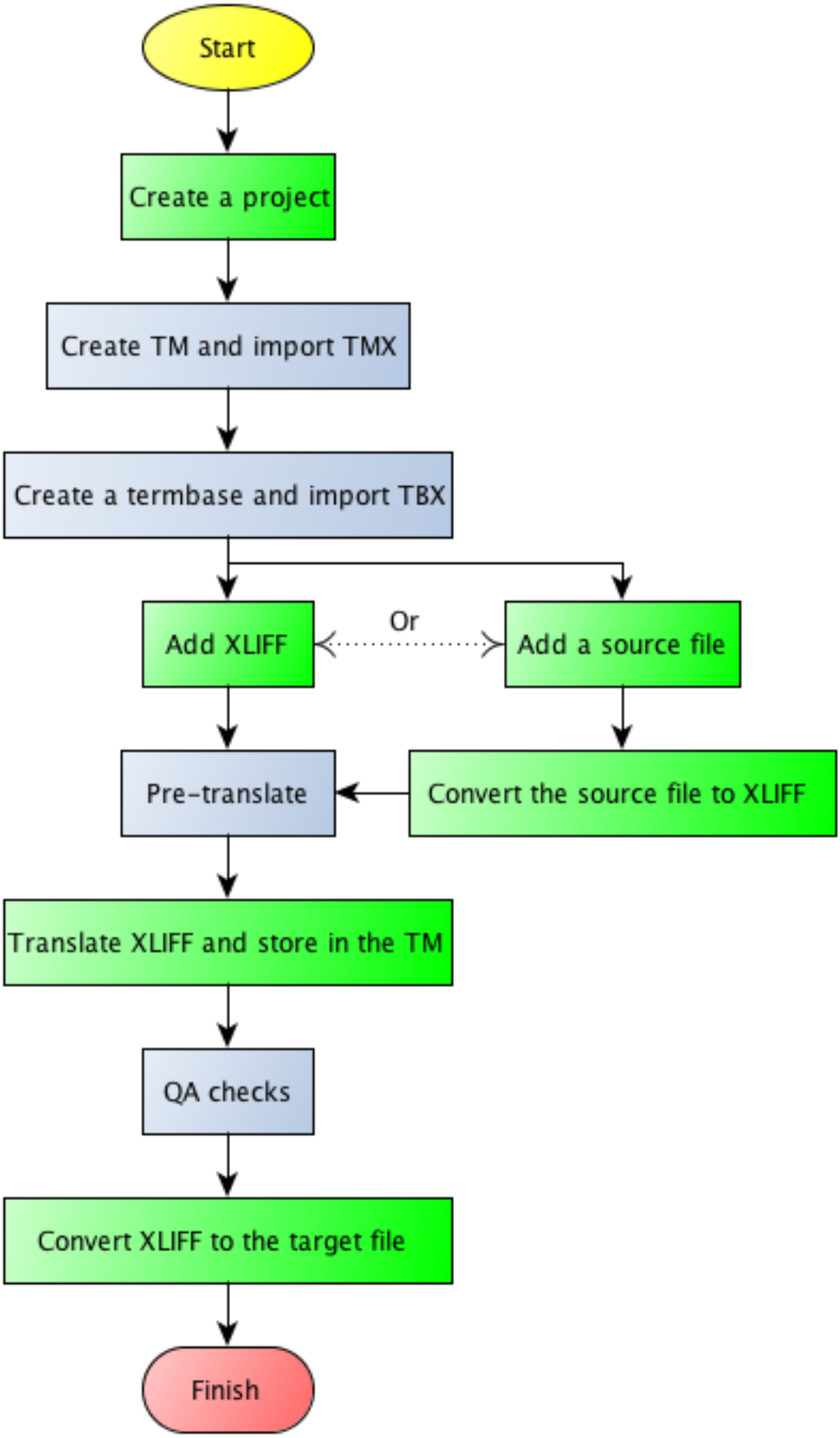


Figure 5.1. Translation Workflow for Heartsome Translation Studio Projects

5.1. Project Preparation

Before starting work on a translation project using Heartsome Translation Studio, users need to complete some preparation work outside HSTS as described below.

Source File

In a translation project, the source file to be translated usually comes in particular defined style settings, such as font, size, colour, and paragraph layout, etc. When a CAT tool is used to process such files, it needs to extract the specific text that requires translation so that the translator will be able to focus on the text without being distracted by the style settings.

Clients typically provide one of these two types of files: an original source file that has not been converted, or one that has been converted from a source file into a bilingual document. If their of the latter type, they need to be in SDL Trados, Déjà Vu, Wordfast Pro and MemoQ bilingual file formats.

Heartsome Translation Studio supports source files in the following formats:

- .docx, .xlsx, .pptx

  Microsoft Office files

- .docx, .xlsx, .pptx

  Microsoft Office 97--2004 files

- .html, .htm

  Web files

- .idml

  Adobe InDesign tags

- .inx

  Adobe InDesign interchange files

- .js

  JavaScript scripts

- .mif

  Adobe FrameMaker interchange format

- .odt, .ods, .odp, .odg

  OpenOffice files

- .po

  GNU gettext portable objects

- .properties

  Java resource files

- .rc

Windows C/C++ resource files

- .resx

  Windows .NET resource files

- .rtf

  Rich Text Format

- .rtf

  SDL Trados bilingual RTF files

- .txt

  Text files

- .xml

  XML files

HSTS supports the following bilingual file formats:

- .mqxlz

  MemoQ 6.x files

- .sdlxliff

  SDL Trados XLIFF files

- .ttx

  SDL Trados TagEditor TRADOStag bilingual files

- .txml

  Wordfast Pro TXML bilingual file

- .xlf

  Déjà Vu XLIFF files

HSTS can also directly open the following file formats:

- .hsxliff

  Heartsome Translation Studio R8 XLIFF files

- .xlf, .xliff

  Standard XLIFF files

Note

If the XLIFF file was not generated by HSTS R8, some features of HSTS R8 may not be available. It is recommended that HSTS be used to open only XLIFF files (with .hsxliff extension) that were created with the same version of the program.

If your source file is in none of the formats listed above, you may need to convert it first or process the files manually before beginning to translate with HSTS. For any project, you will need source files in any one or any combination of the formats listed above, *and source files in their original formats are recommended over bilingual files*.

When there is a large number of source files within a particular directory structure, users do not have to manually move files or change the save path. HSTS is able to process such source files so that the fixed directory structure is maintained. Convenient batch operations are also available.

TMX files

Tip

Optional

If you have or are provided with a TMX file, it must be properly prepared prior to creating a project so that the file can be imported to the translation memory of the new project. TMX files imported into HSTS should be encoded in UTF-8 in order for them to be recognised correctly.

TBX files

Tip

Optional

If you have or are provided with a TBX file, it must be properly prepared prior to creating a project so that the file can be imported to the termbase of the new project. TMX files imported into HSTS should be encoded in UTF-8 in order for them to be recognised correctly.

Database Server

Tip

Optional

HSTS Personal and higher editions provide a built-in file based database that can be used to create translation memories and termbases, while Professional and Ultimate editions provide additional support for server databases. Using an server database not only brings a better database experience but also enables teamwork and collaboration by allowing all team members to share TMs and termbases over the network.

HSTS currently support four types of server database:

- MySQL

  Free, open source, and cross-platform, supports Windows, Mac OS, and Linux. Website: www.mysql.com [http://www.mysql.com/]

- PostgreSQL

  Free, open source, and cross-platform, supports Windows, Mac OS, and Linux. Website: www.postgresql.org [http://www.postgresql.org/]

- Microsoft SQL Server

  Business software, supports Windows only. Website: www.microsoft.com/sqlserver [http://www.microsoft.com/sqlserver/]

- Oracle

  Business software, supports Windows and Linux. Website: www.oracle.com [http://www.oracle.com/]

To use any of these databases in HSTS for TMs or termbases, users must first download and install the respective database server software (native or specified server) on their computers, and then create a database user with the

authority to create a database. A password should also be created for this user. Please refer to official documents provided by the websites listed above for detailed steps on installation and configuration.

Apart from installing and configuring one of these databases as a TM or termbase server, you may also choose to use cloud databases, such as Amazon RDS or ClearDB. Please visit the respective website for details about these products.

5.2. Creating projects

HSTS provides an easy-to-use wizard to guide users in creating projects. From the File menu or the Project view 's context menu, click New > Project and the New Project will be opened.

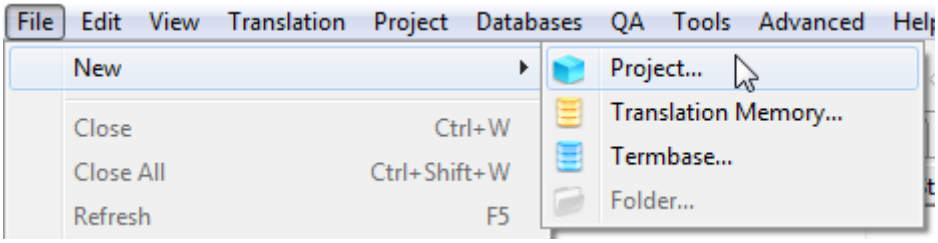


Figure 5.2. Create a project from the main menu

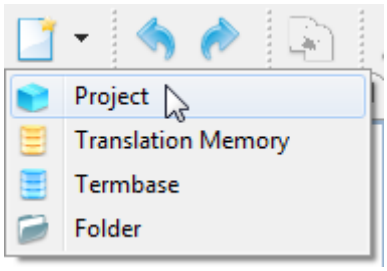


Figure 5.3. Create a project from the toolbar

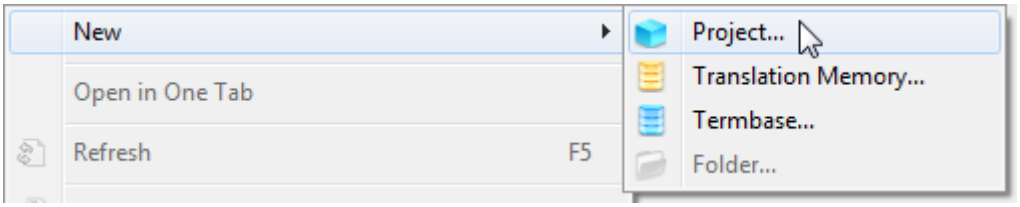


Figure 5.4. Create a project from the right-click menu

Tip

All information in the New Project can be modified or added after the project is created. Therefore, you will always have the chance to change a setting later if you skip any step.

The entire New Project involves five steps as follows:

Project Information

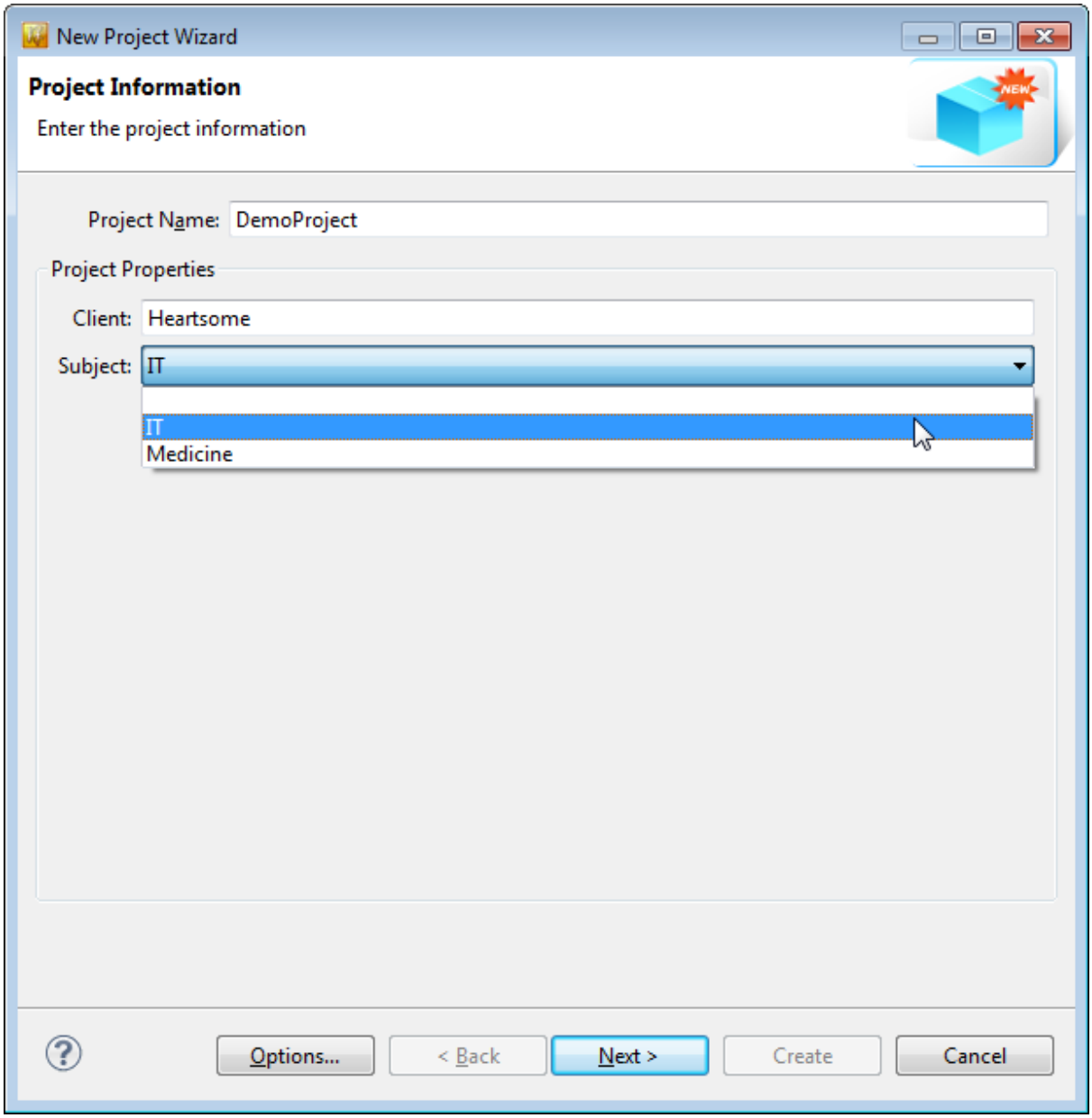


Figure 5.5. Create new project: project information

By default, the name you enter in Project Name will be used as the project's basic information. If you need to specify additional properties for the project, you can click the Options button and add custom attribute information to the project:

- Text Field

  Specify the field name.

- Attribute Field

  Set the field name, and specify its value.

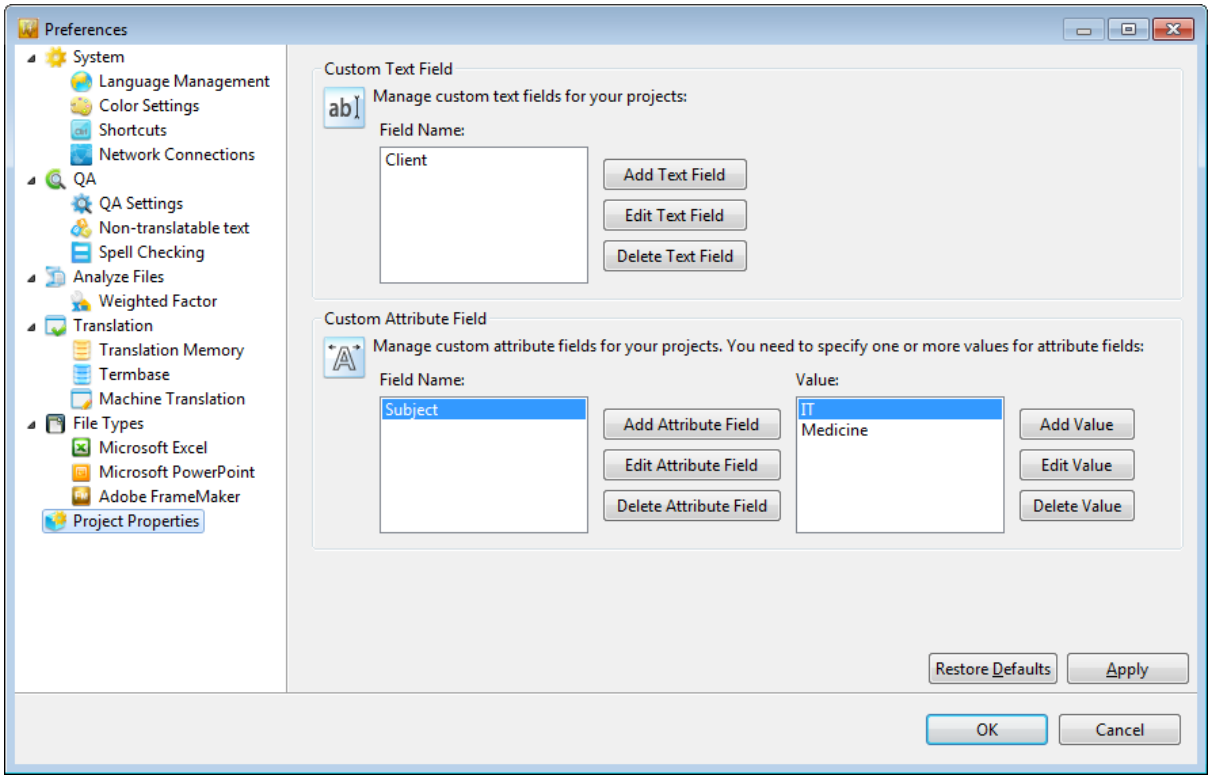


Figure 5.6. Options: Project Properties

Custom project properties added to the project information will be saved to the translation memory as additional information for each segment.

Language Pairs

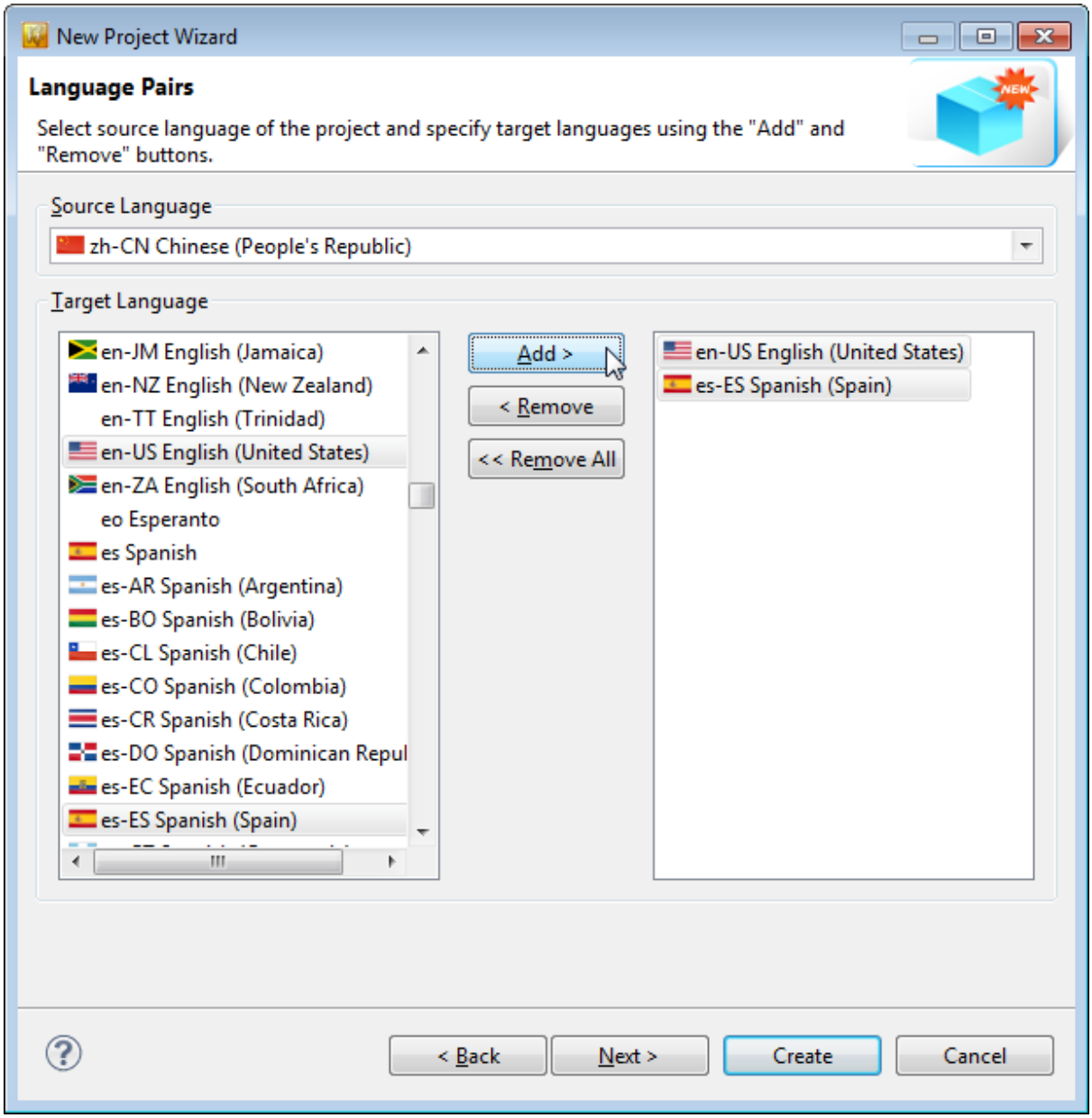


Figure 5.7. Create new project: language pairs

The languages that you will be translating from and to, namely, the:

- Source Language
- Target Language

While source language can only be one language there can be multiple target languages. If the source language or target language of your project is not included in the list you can go to Tools menu > Options > Language Management and add it.

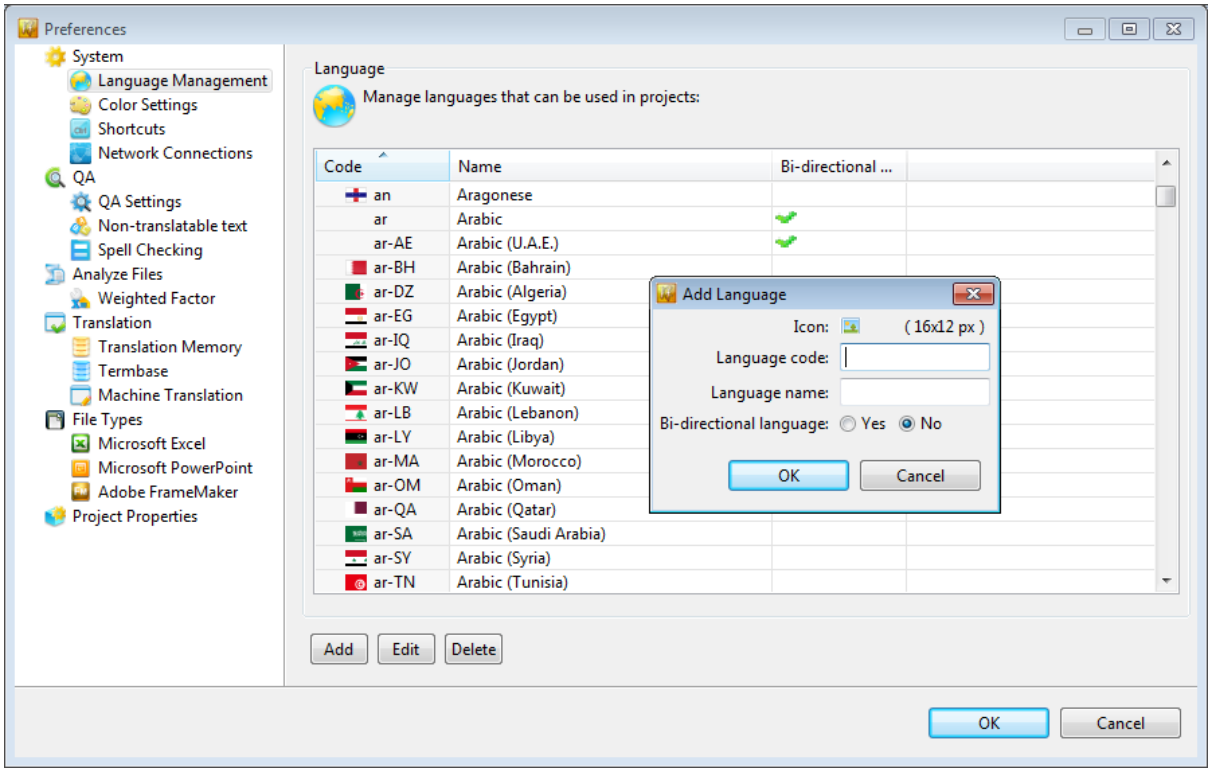


Figure 5.8. Options: Language Management

Translation Memory

Tip

You can skip this step if you want to finish the process.

To specify the TMs to be used by the project, you can:

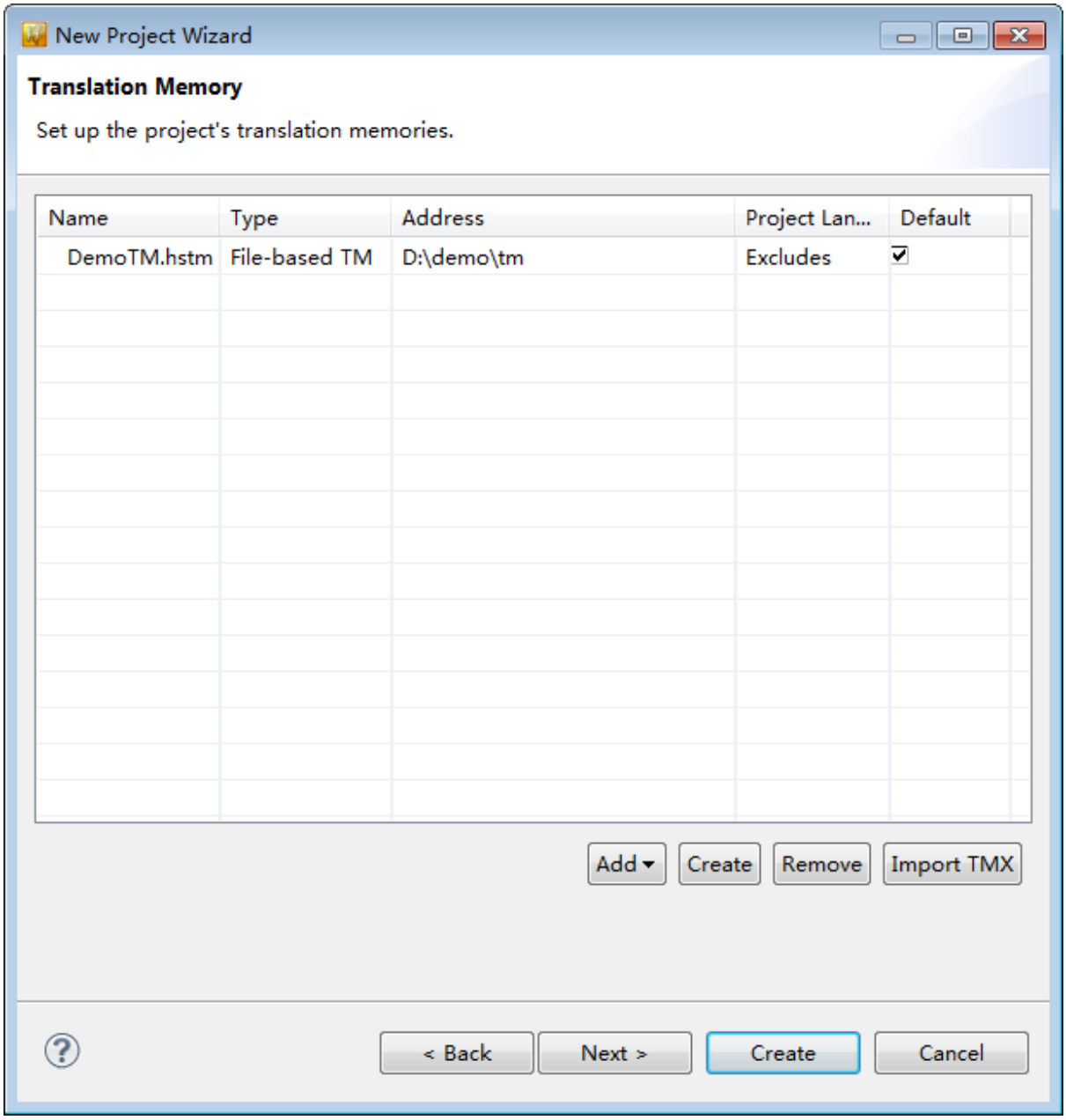


Figure 5.9. Create new project: TM

- Add

  Add an existing TM

- Create

  Open New Translation Memory Wizard and create a new TMFor specific steps, see belowthe section called “New Translation Memory Wizard”.

- Remove

  This will remove the selected TM from the current project without deleting the actual TM or any data within it. This operation simply means that this TM is not to be used in this project.

- Import TMX

  Import a TMX file into the selected TM.

- Set as the default Termbase

  By default, the first TM added to the project will be automatically set as the default TM (i.e. read-write). Any others will be read-only. When multiple TMs are added, you can use the Default check boxes in the TM list to choose one of them as the default TM.

Termbase

Tip

You can skip this step if you want to finish the process.

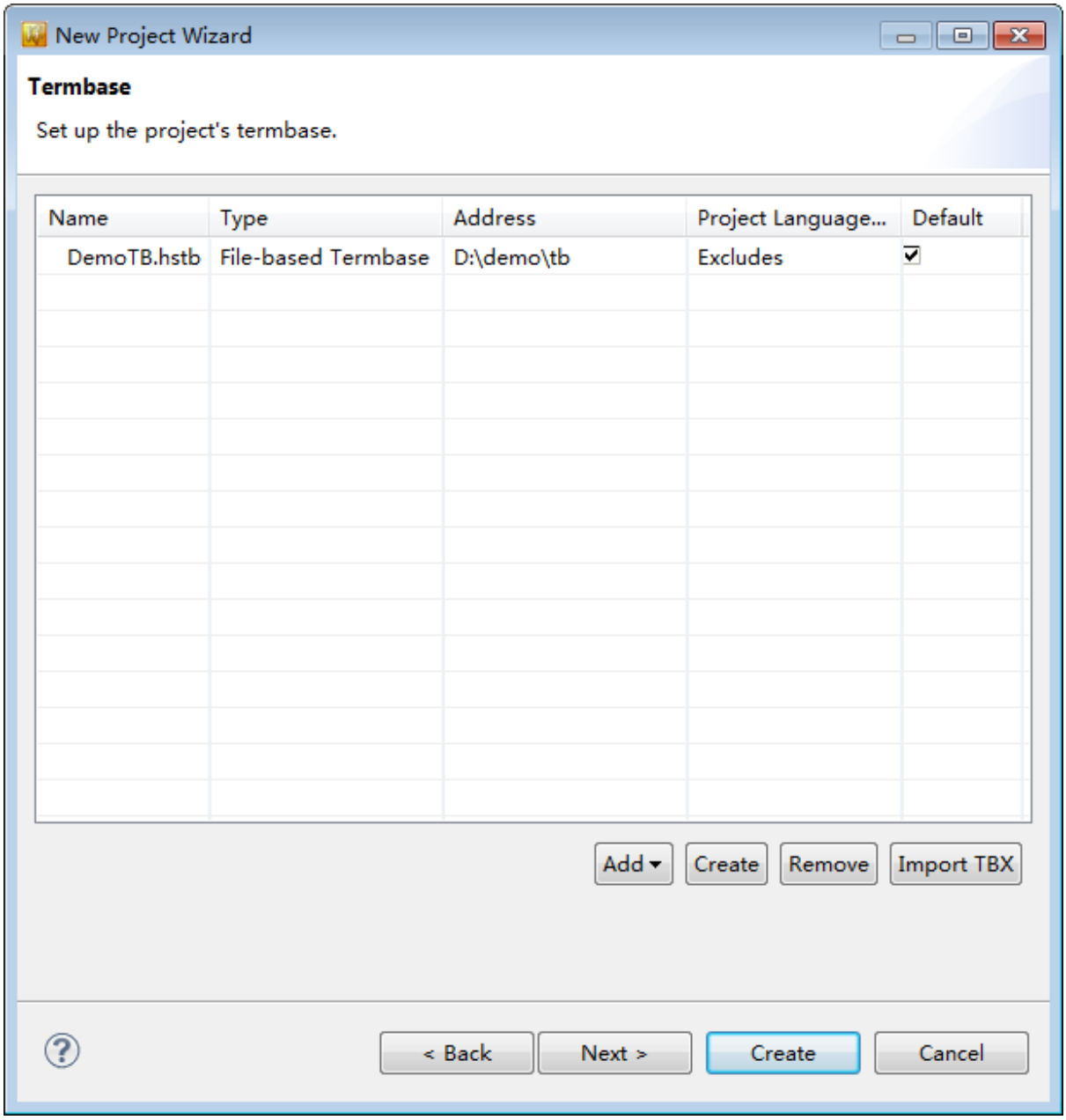


Figure 5.10. Create new project: Termbase

Similar to the TM step, this step is used to specify and manage the termbases to be used for the project:

- Add

  Add an existing termbase

- Create

  Open New Termbase Wizard and create a new termbase. For specific steps, see belowthe section called “Termbase”.

- Remove

  This will remove the selected termbase from the current project without deleting the actual termbase or any data within it. This operation simply means that this termbase is not to be used in this project.

- Import TBX

  Import a TBX file into the selected termbase.

- Set as the default Termbase

  By default, the first termbase added to the project will be automatically set as the default termbase (i.e. read-write). Any others will be read-only. When multiple termbases are added, you can use the Default check boxes in the termbase list to choose one of them as the default termbase.

Source File

Tip

This step can be skipped

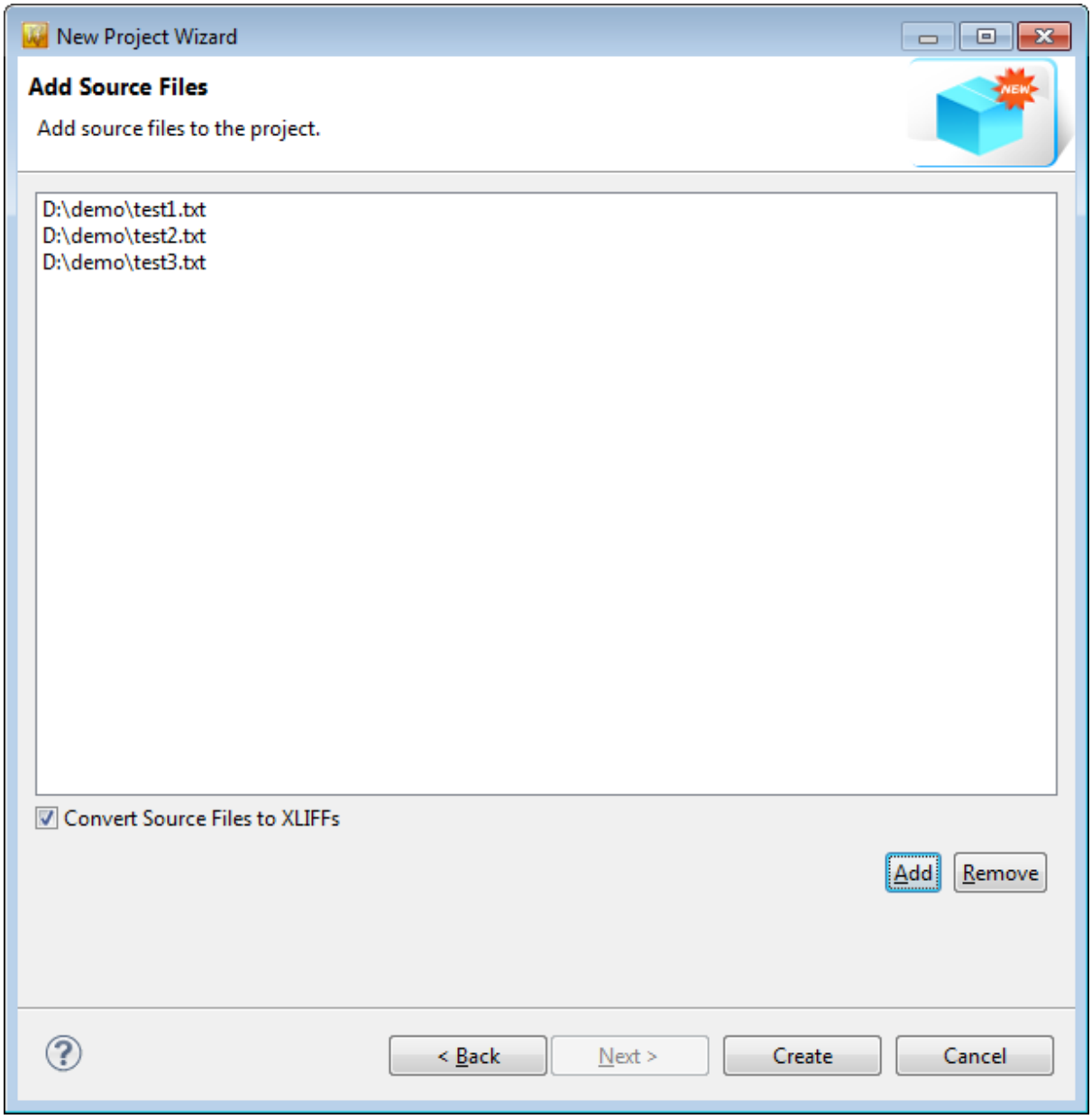


Figure 5.11. Create new project: Add source files

The last step in creating a project is adding a source file or files to the project. This is how:

- Add

  Choose the source file and add it to the project.

- Remove

  This will remove a source file from the project.

- Convert Source Files to XLIFFs

  This will convert the source file to XLIFF once the project has been created.

Note

Source files added here are ones without a particular folder structure. To add source files with a particular folder structure, skip this step and add files to the project using drag-and-drop after the project has been created. See details herethe section called “Add Source Files”.

When a new project is created, some predefined folders will be automatically generated. What they do:

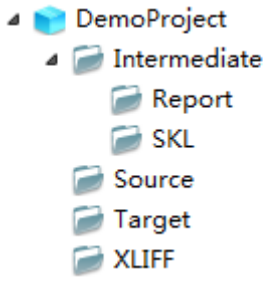


Figure 5.12. Project folders

- Intermediate

  This folder is where process documentation for project processing is saved. These two sub-folders are created by default:

  - Report

    In this folder, report files (.html) are saved, which are generated upon completion of word count analysis, translation or approving progress analysis.

  - SKL

    In this folder, skeleton files are saved, which are generated upon conversion of source files into XLIFF files. Skeleton files are needed during conversion of XLIFF into target files.

- Source

  The source files to be translated are saved in this folder. We recommend keeping the original folder structure as is.

- Target

  The target files that have been translated are saved in this folder. The first sub-folder under this folder will be the language code of the target language, and the folder structure of the source files will be inside that.

- XLIFF

  The XLIFF files are saved in this folder. Again, the first sub-folder will be the language code of the target language and the folder structure of the source files will be inside this folder.

5.3. Prepare before translating

Before proceeding with translation, you should properly prepare the project to help you work efficiently:

New Translation Memory Wizard

It is recommended that TMs are always used for translation projects in order to make full use of CAT tool features. If no TM was created or added during project creation, it can be done after the project has been created, by going to the File menu or context menu > New > Translation Memory to open New Translation Memory Wizard.

TM basic information

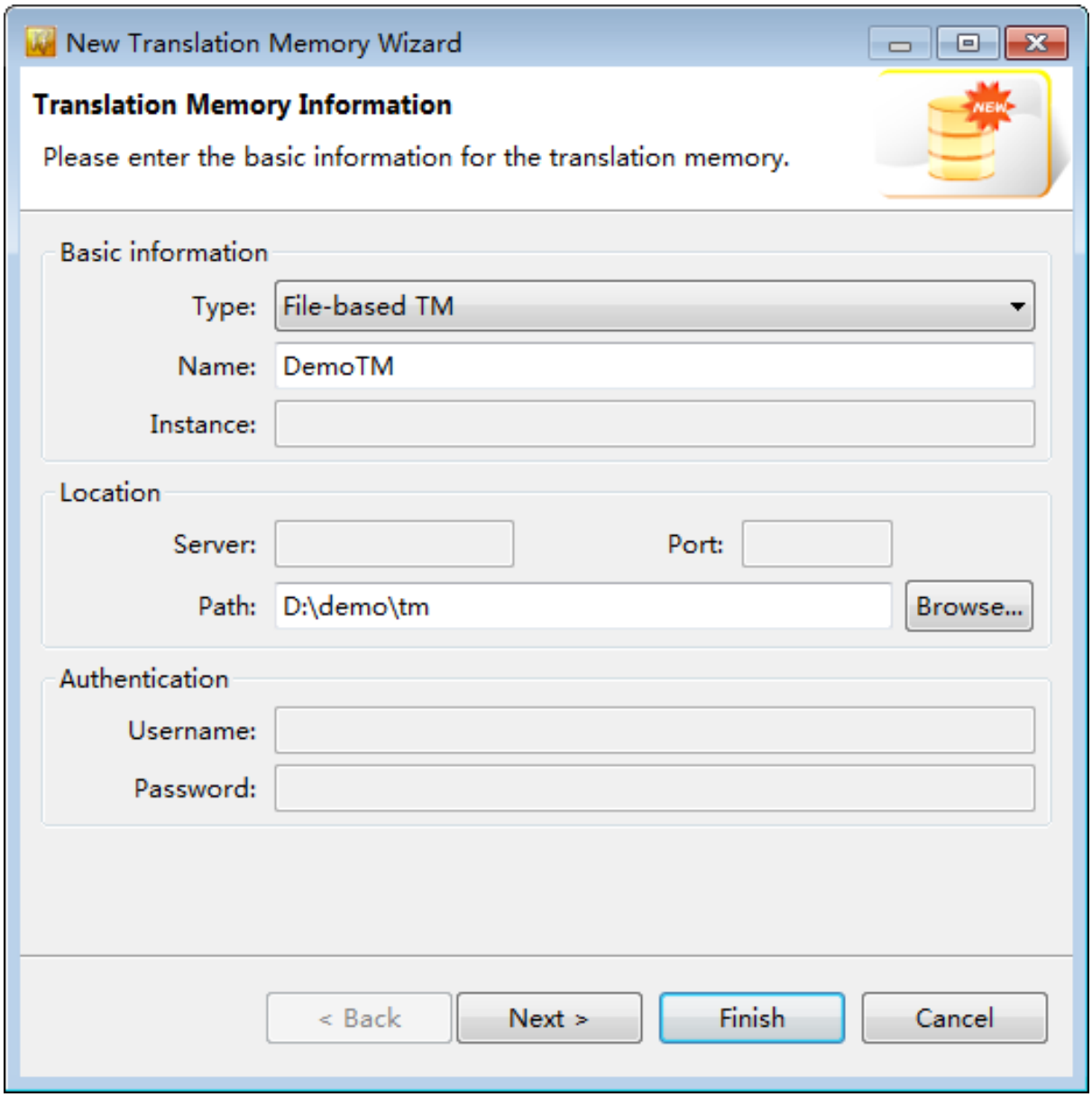


Figure 5.13. Create a new TM: TM information

In the first step of the Create A New TM wizard, you need to choose the type of TM to be created. Different database types require different basic information to be entered. The differences are detailed as follows:

File based TM

- Path

  The path where the .hstm will be saved.

- Name

  Name of the TM.

MS SQL Server

Tip

To get the following information, you might need to ask relevant IT personnel for assistance or refer to the user documentation for the respective database server software.

- Address

  The MS SQL Server's host name, domain name, or IP address.

- Port

  The MS SQL Server port, which is 1433 by default.

- Username

  The username required to access the MS SQL Server. Authority for creating a database needs to be granted to this user.

- Password

  The password for the respective user.

- Name

  Name of the TM.

MySQL

- Address

  The MySQL Server's host name, domain name, or IP address.

- Port

  The MySQL Server port, which is 3306 by default.

- Username

  The username required to access the MySQL Server. Authority for creating a database needs to be granted to this user.

- Password

  The password for the respective user.

- Name

  Name of the TM.

Oracle

- Address

  The Oracle Server's host name, domain name, or IP address.

- Port

  The Oracle Server port, which is 1521 by default.

- Instance

An Oracle database instance.

- Username

  The username required to access the MySQL Server. Authority for creating a database needs to be granted to this user.

- Password

  The password for the respective user.

- Name

  Name of the TM.

PostgreSQL

- Address

  The PostgreSQL Server's host name, domain name, or IP address.

- Port

  The PostgreSQL Server port, which is 5432 by default.

- Username

  The username required to access the MySQL Server. Authority for creating a database needs to be granted to this user.

- Password

  The password for the respective user.

- Name

  Name of the TM.

Internal DB

- Path

  The path where the TM will be saved.

- Name

  Name of the TM.

Note

For each type of database above, users are allowed to create multiple TMs/termbases on one server (path, server + port, server + port + instance).

Import TMX/TXT/EXCEL files

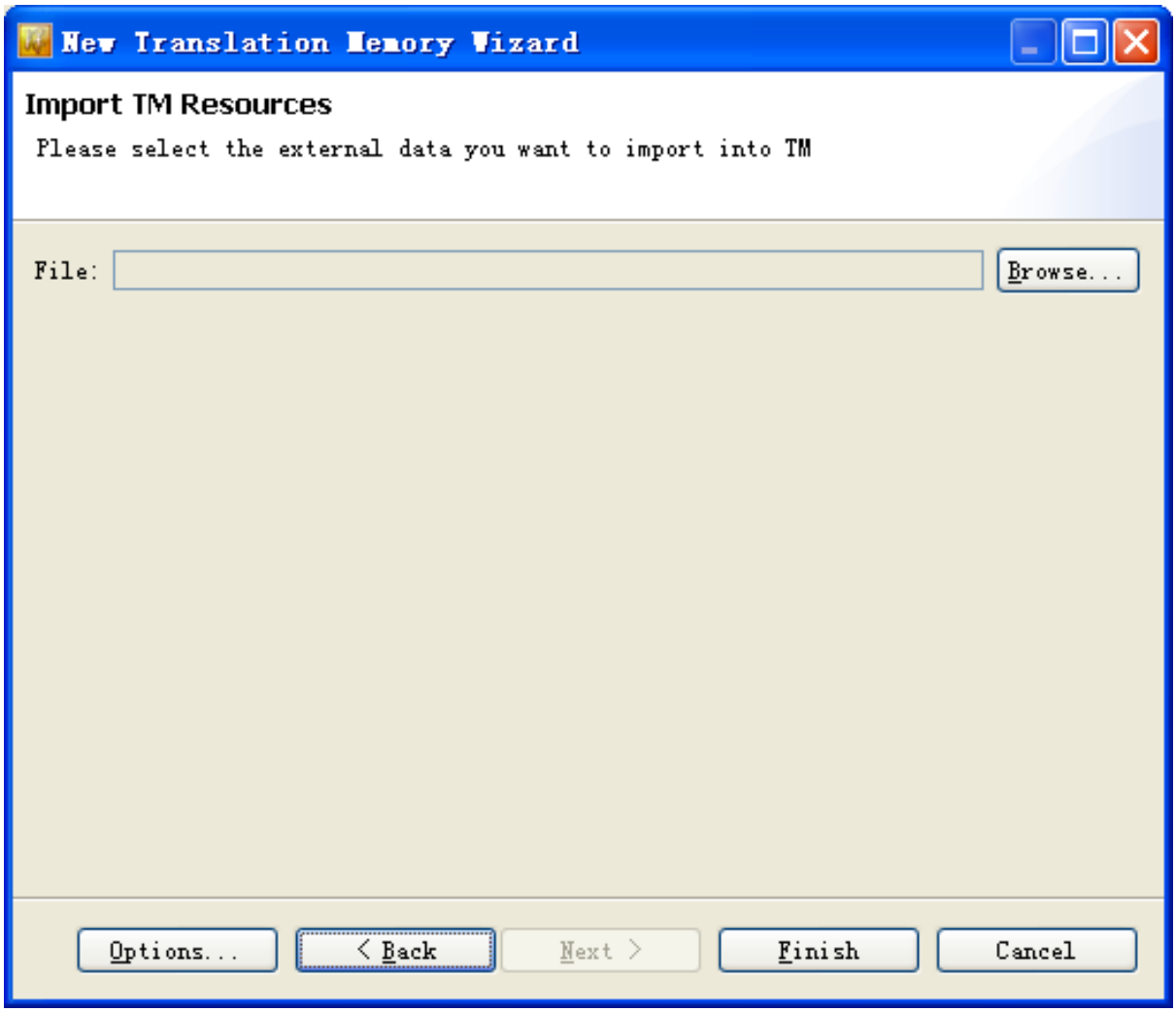


Figure 5.14. Create new TM: Import TMX/TXT/EXCEL file

- TMX files

  TMX 1.4 and lower can be imported.

- TXT file

  Support importing TXT with multiple languages. The first line of the file should be "language code". The first column defaults to the source language. All columns shall be separated with tab. As shown below:

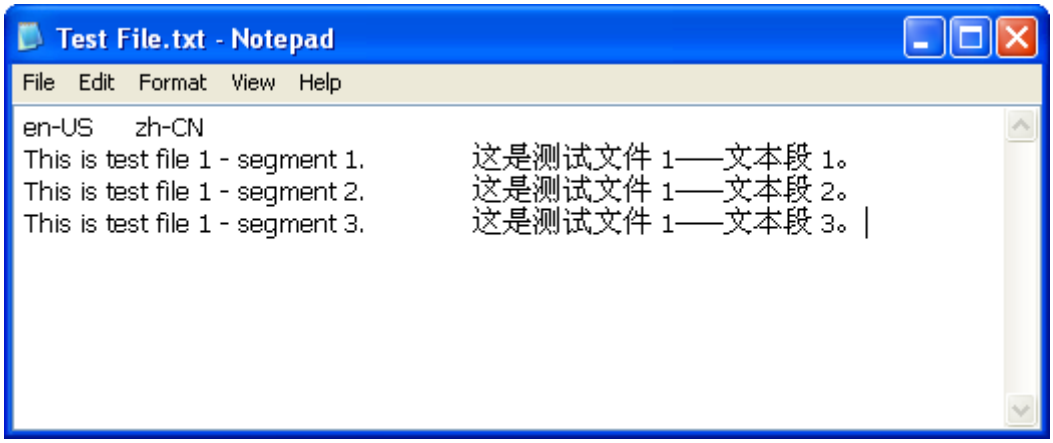


Figure 5.15. Example of supported TXT file

- EXCEL file

  Support importing EXCEL with multiple languages as well. The first line of the file should be "language code". The first column defaults to the source language. The content of each language lists in columns. As shown below:

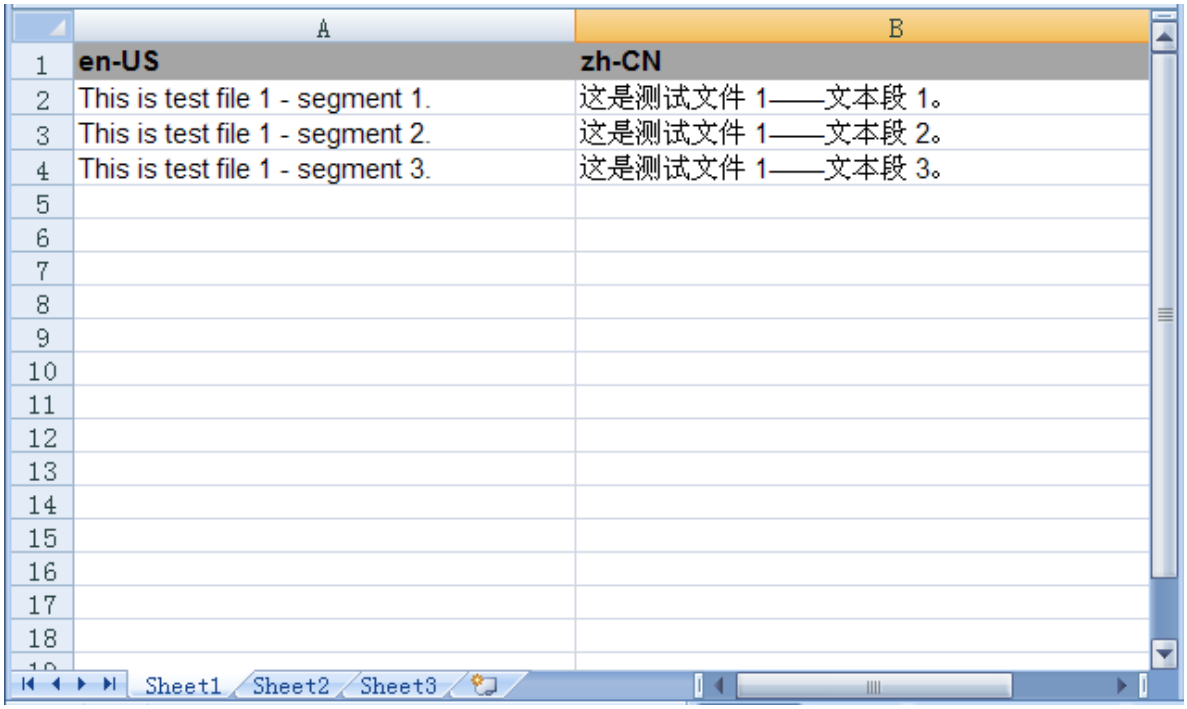


Figure 5.16. Example of supported EXCEL file

In the second step of the Create A New TM wizard, you may choose to import a TMX file into the newly created TM. By clicking the Options button, define how duplicate entries will be handled.

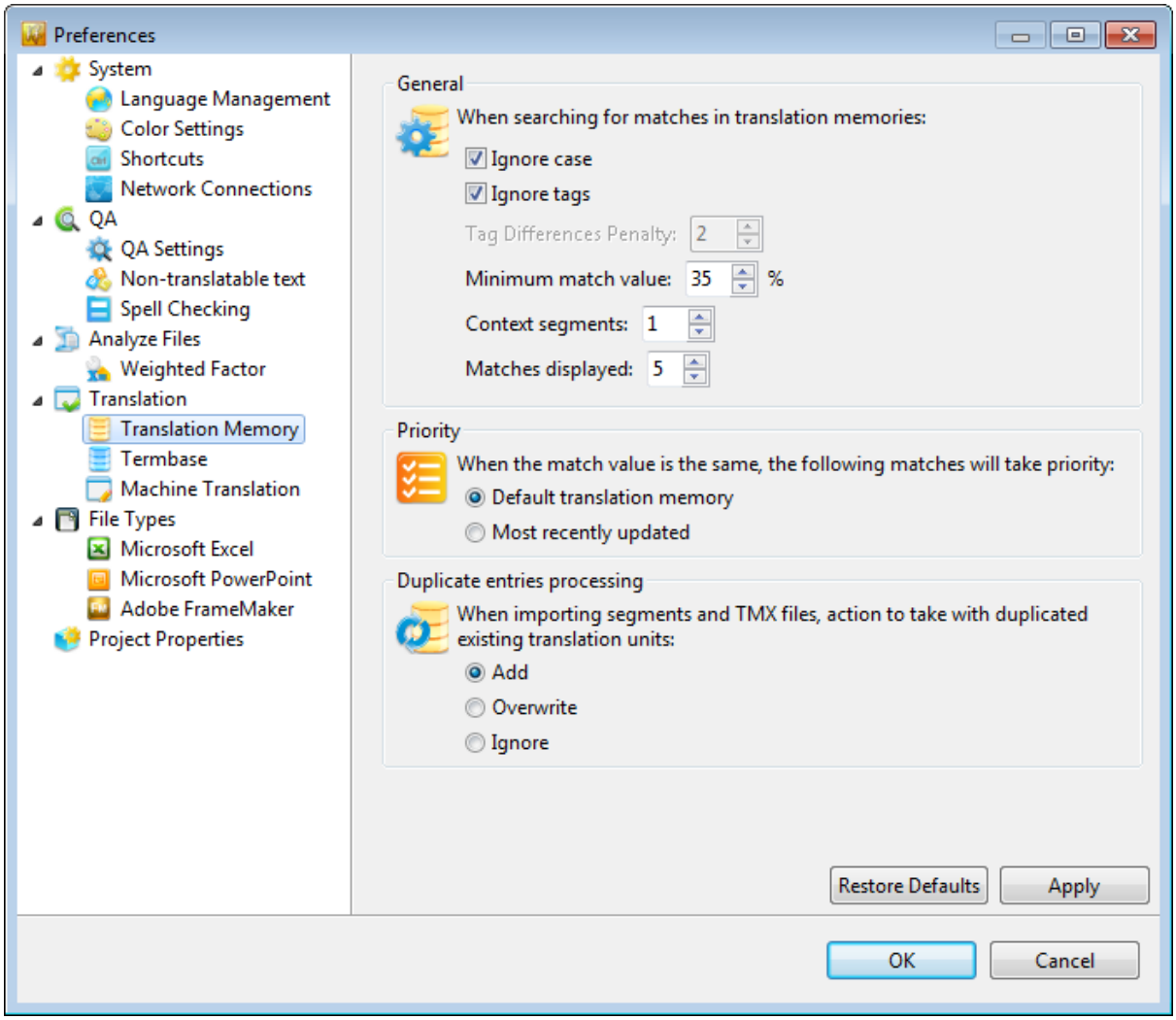


Figure 5.17. Option: TM - Handling duplicate entries

- Repetitions processing
  - Add

    Offering the fastest import speed, this is the best option when there are no duplicate entries between the existing TM and the TMX being imported, or when all duplicates need to be retained.

  - Overwrite

    Offering a slower import speed, this is the best option when the TMX being imported contains more up-to-date content than the existing TM.

  - Ignore

    Offering a moderate import speed, this is the best option when the existing TM contains more up-to-date content than the TMX being imported.

New Terbase Wizard

Termbase basic information

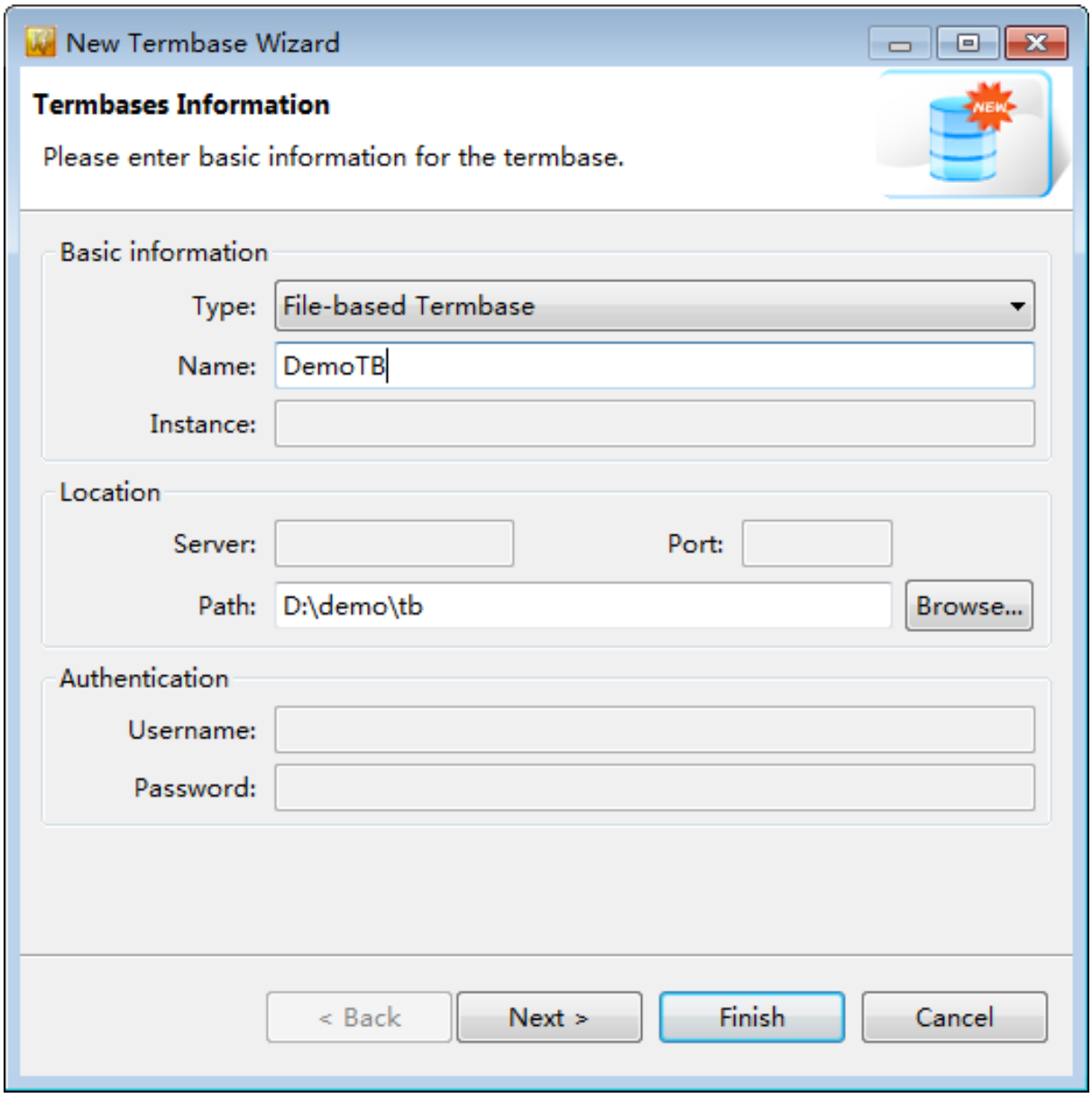


Figure 5.18. Create new termbase: Basic information

Similar to the procedure of creating a new TM, the first step in the Create A New Termbase wizard is choosing from the different types of termbase. For details about the information required for each database type, please see the section called “New Translation Memory Wizard”. The extension of file-based termbase is .hstb.

Import TBX files

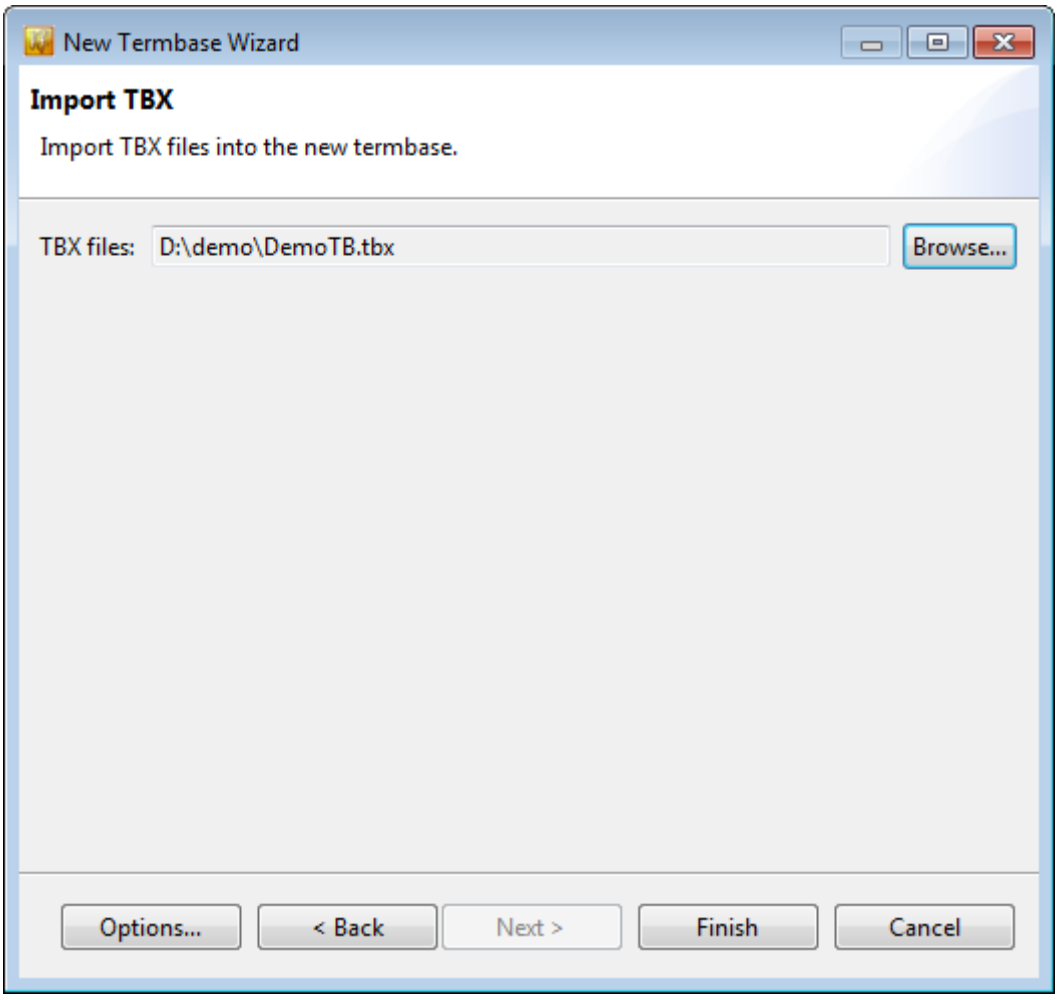


Figure 5.19. Create new termbase: Import TBX file

In the second step of the Create A New Termbase wizard, you can choose to import a TBX file into the newly created termbase. By clicking the Options button, define how duplicate entries will be handled.

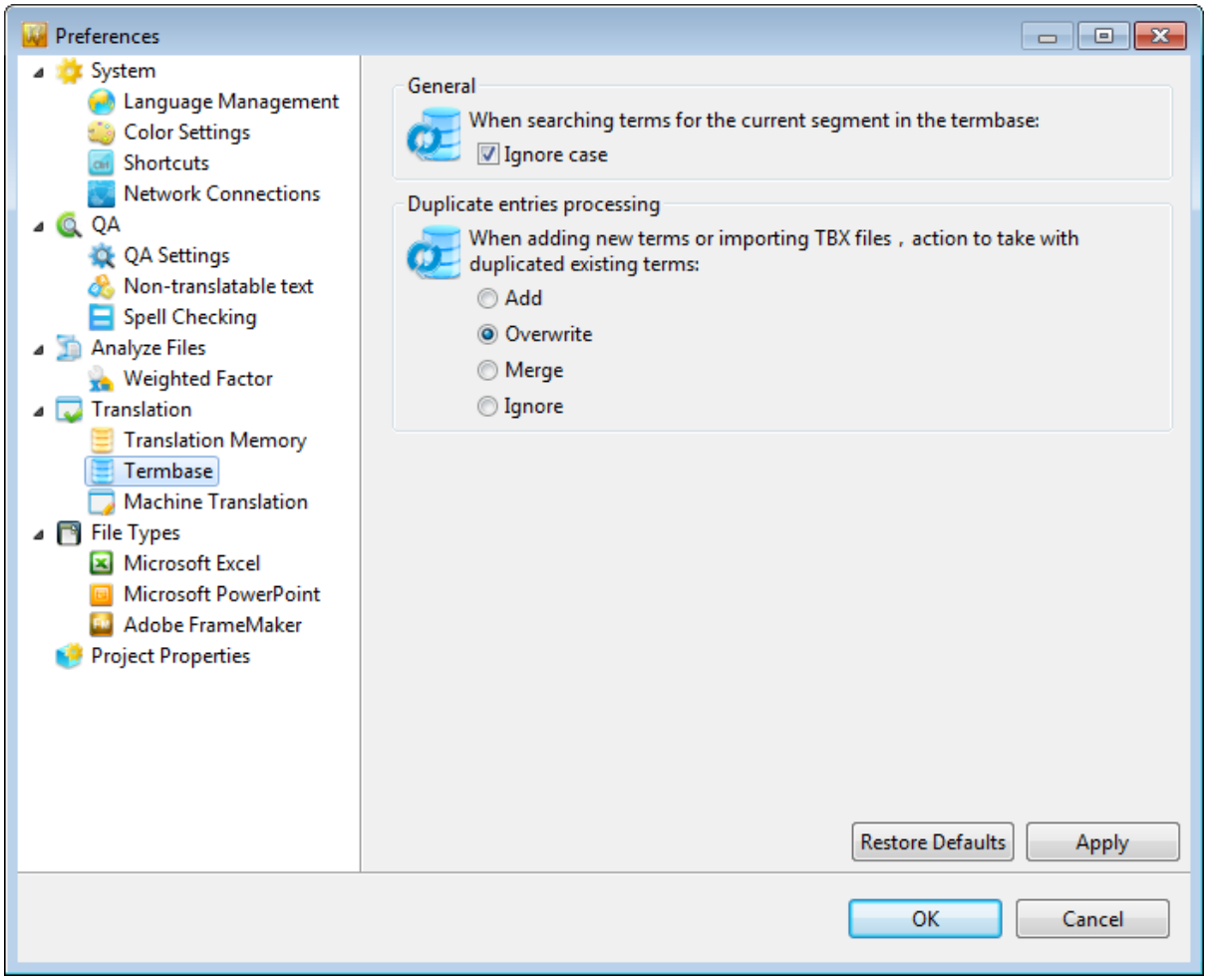


Figure 5.20. Option: Termbase - Handling duplicate entries

- Repetitions processing
  - Add

    Offering the fastest import speed, this is the best option when there are no matching repetitions between the existing termbase and the TBX being imported, or when all duplicates need to be retained.
  - Overwrite

    Offering a slower import speed, this is the best option when the TBX being imported contains more up-to-date content than the existing termbase.
  - Merge

    Offering a slower import speed, this is a suitable option when the contents in both the imported TBX and the existing termbase need to be retained.
  - Ignore

    Offering a moderate import speed, that is the best option when the existing termbase contains more up-to-date content than the TBX being imported.

Add Source Files

If the "add source file" step was skipped or not all source files were added during the creation of the project, you can do so after the project has been created by simply dragging the source file (one or multiple files/folders) from your

computer's file manager and dropping it (or them) into the “Source” folder for the project. If a folder was added, then the entire sub-folder structure within it will also be retained. See the figure below illustrating the drag-and-drop operation:

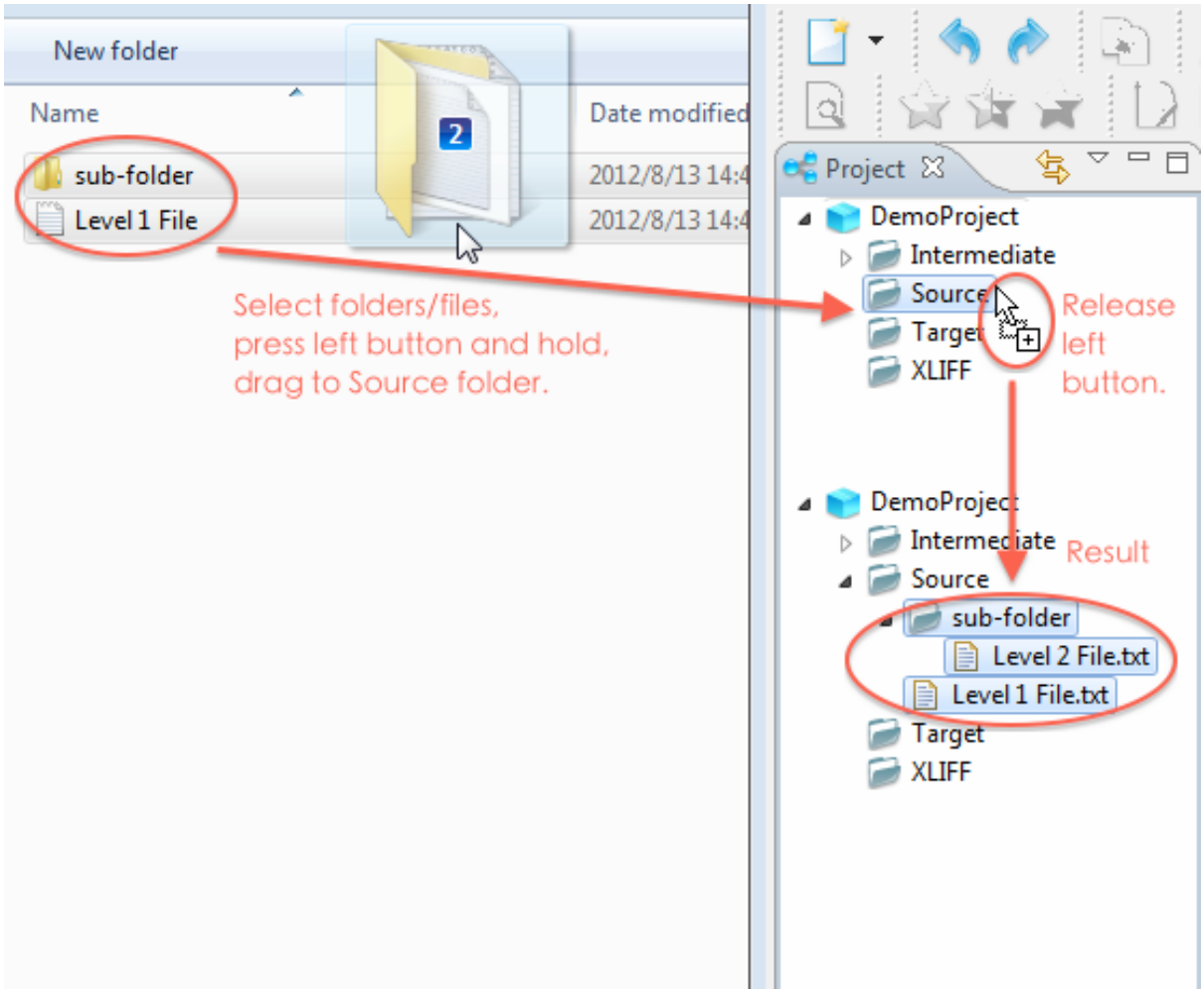


Figure 5.21. Drag-and-drop a folder

Other than drag-and-drop, you can also add source files by directly copying one or multiple files or folders from your computer's file manager to the Source folder in the Project window. “”

To delete source files, just select one or multiple files/folders and click Edit menu > Delete, or simply press **Delete** on your keyboard.

Convert Source Files to XLIFFs

Since HSTS can be used to directly edit XLIFF files, only source files in other formats have to be converted into XLIFF format before they can be translated with HSTS. You will be directed to this step automatically in the final step of project creation after adding source files and chosen Convert source files to XLIFF after the project is created. Alternatively, you can expand the project folder and select the “Source” folder, or any other files/folders in the Source folder. Following this, choose Convert to XLIFF Files from context menu or File menu.

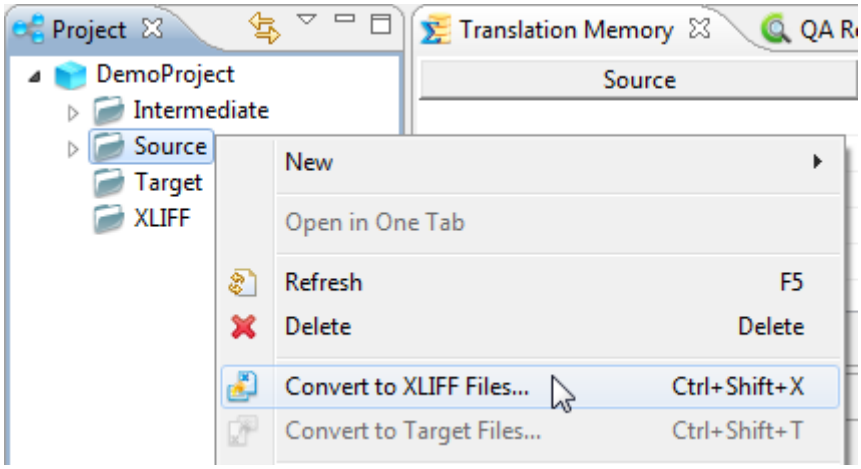


Figure 5.22. Convert Source Files to XLIFFs

In Convert Source Files to XLIFFs dialog box, there are following parameters available for configuration in:

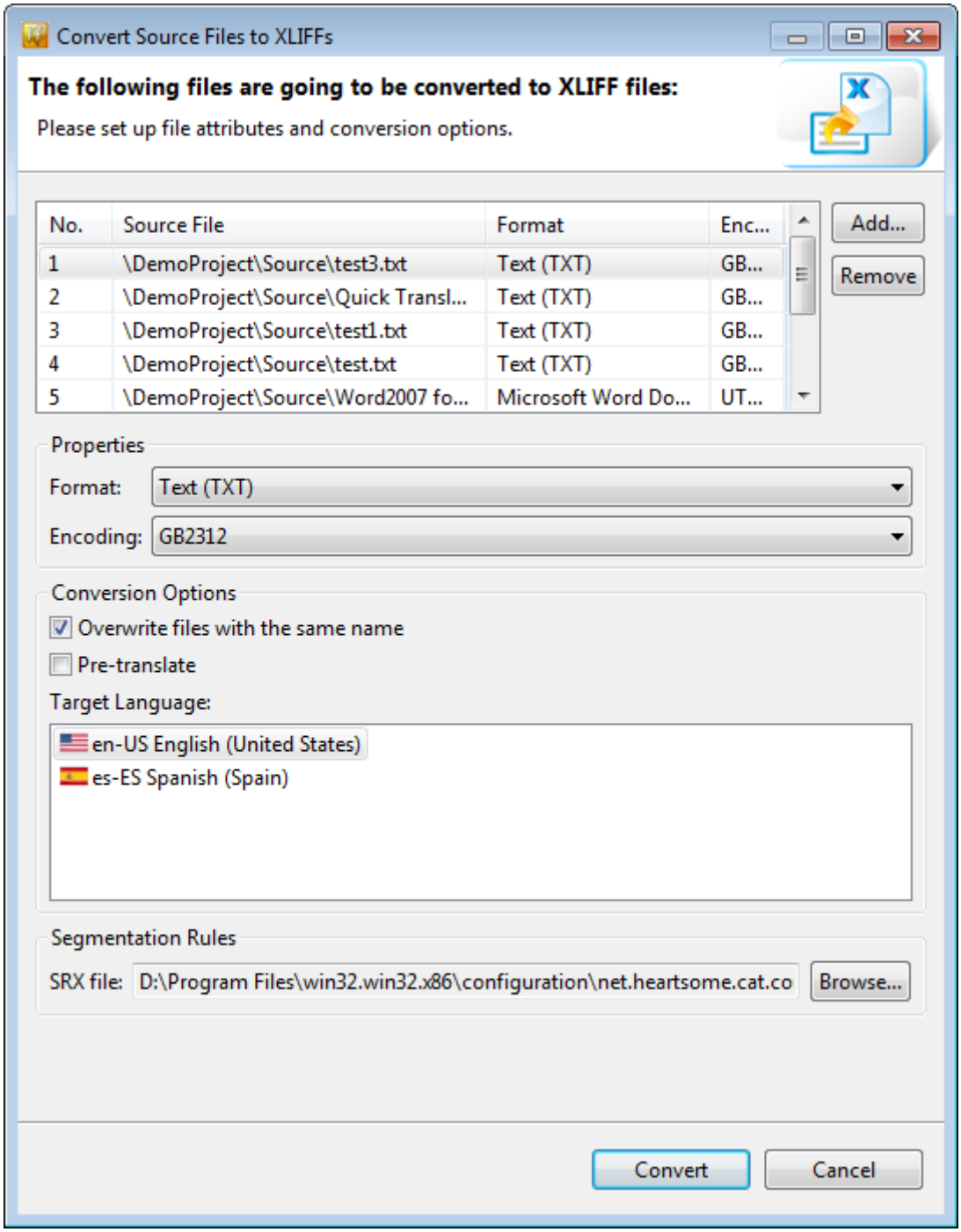


Figure 5.23. Convert Source Files to XLIFFs dialog box

- Properties
  - Format

    The format of the source files.
  - Encoding

    The encoding of the source files.
- Conversion Options
  - Overwrite files with the same name

HSTS will not overwrite existing files by default. If the XLIFF file that needs to be generated already exists, the only way to continue the conversion is to overwrite the existing file. Before choosing this option make sure that the file to be overwritten does not contain useful data. Back it up first if it does.

- Pre-translate

  This will enable pre-translation of the XLIFF file after conversion, which can facilitate the translation process.

- Target Language

  This will convert your source files to XLIFF files with multiple target languages. Here, the option can be selected by pressing **Ctrl**/**Shift** plus the left mouse button.

- Segmentation Rules

  SRX (Segmentation Rules eXchange) files define how a paragraph will be split up into sentences. Users can choose different segmentation rules to meet the particular requirements of clients, languages or files. For custom segmentation rules, you can refer to "Configure segmentation rules".

Lock Repetitions

Some sentences (text segments) might appear in one project repeatedly. To provide consistent translation for these repeated text segments and to also save time handling them, it is recommended that these repetitions are locked and that the "duplicate translation" feature is used after translation has been completed. In this way, identical translations will be applied to the repetitions.

HSTS enables automatic locking of repetitions. This convenient feature keeps the first occurrence of the segment unlocked, but locks the second and later occurrences (the repetitions). This makes it easy to translate the first occurrence, while preventing inconsistent translations for the repetitions. The step-by-step procedure is described as follows:

1. Select one or more files/folders in the project's “XLIFF” folder, then from the right-click menu or Translation menu, select Lock Repetitions.

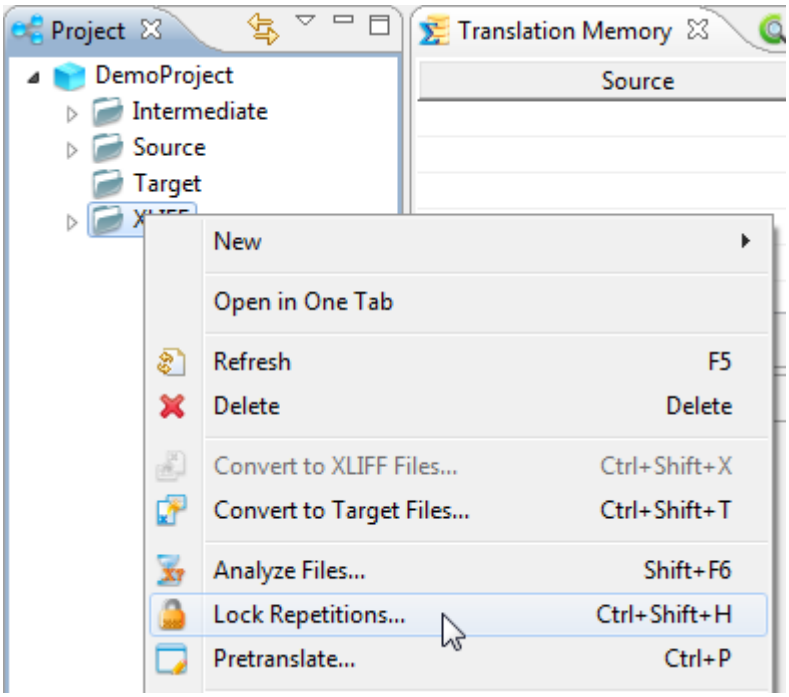


Figure 5.24. Lock Repetitions

2. Lock Repetitionsdialog box is displayed in which list all selected files just now, select segment status level you want to `lock`:

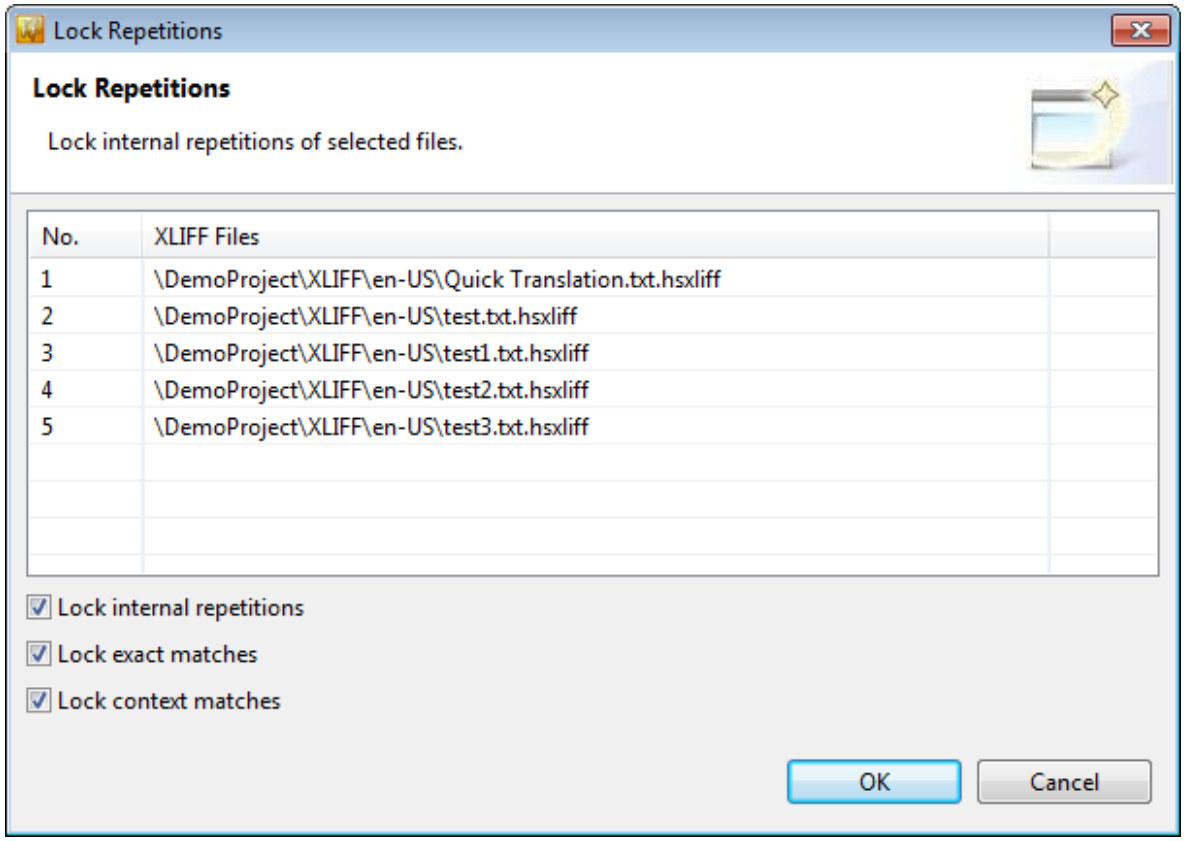


Figure 5.25. Lock Repetitions dialog box

- Internal Repetitions

  Segments with identical source text within the same file or across multiple files will be locked.

- Exact Matches

  Segments with a 100% match in the TM will be locked.

- Context Matches

  Segments with a 101% match in the TM will be locked.

3. Click the OK button to start locking the repetitions and the result will be shown at the end.

Pre-translate

Pre-translation will automatically translate all segments in the selected XLIFF where matches are found in the TM. It also facilitates more accurate implementation of matches-based features, such as word count analysis or the “repetitions” in the segment filter of the editor. How it works:

1. Before pre-translating from a TM, at least one TM should be added to the project. The TM cannot be empty (matches must have been added by importing TMX or translated segments to the TM).

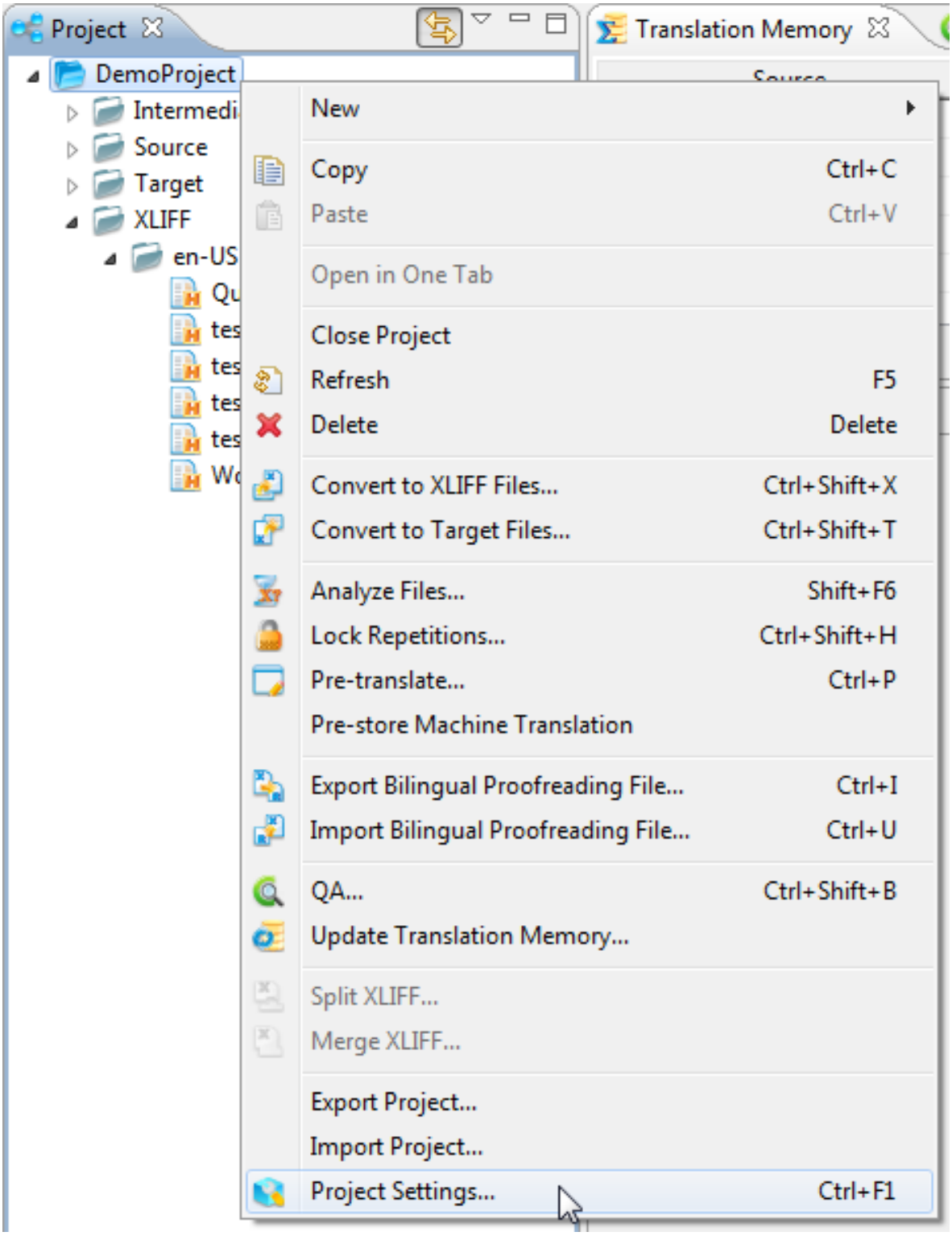


Figure 5.26. Open Project Settings

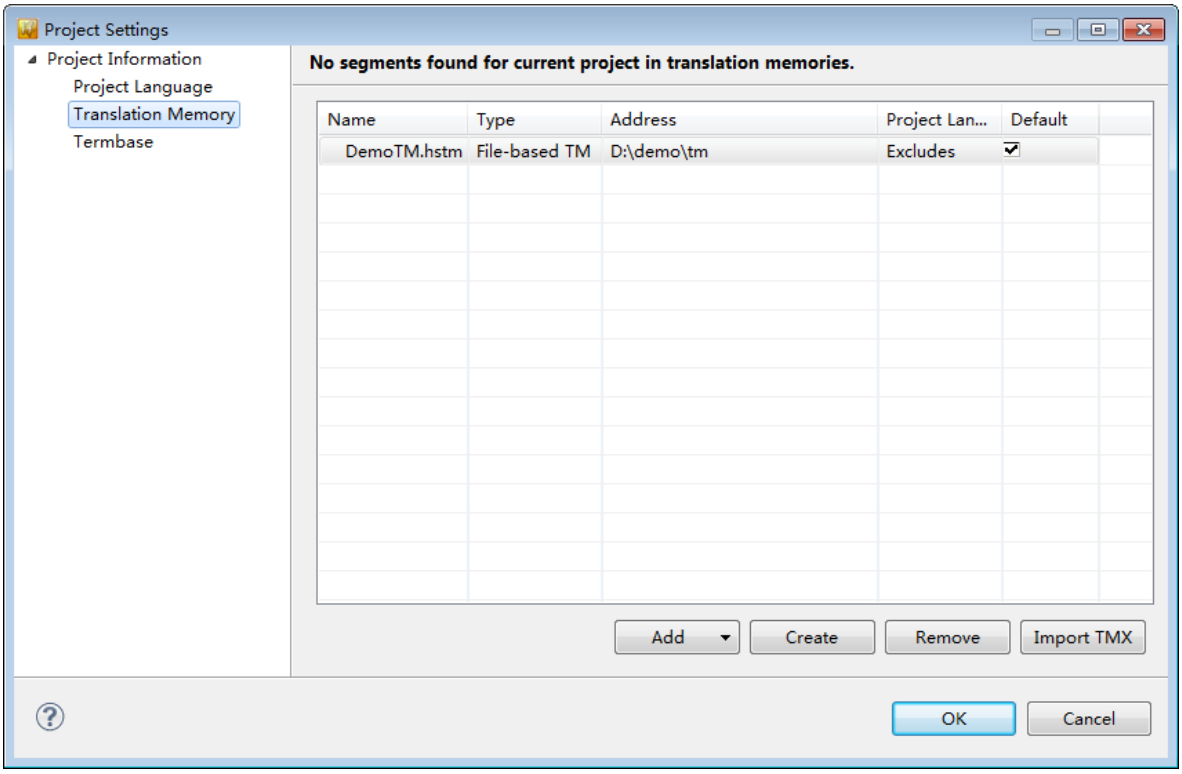


Figure 5.27. Project Settings: TM

2. Select one or more files/folders in the project's “XLIFF” folder, then from the right click menu or Translation menu, select Pretranslation.

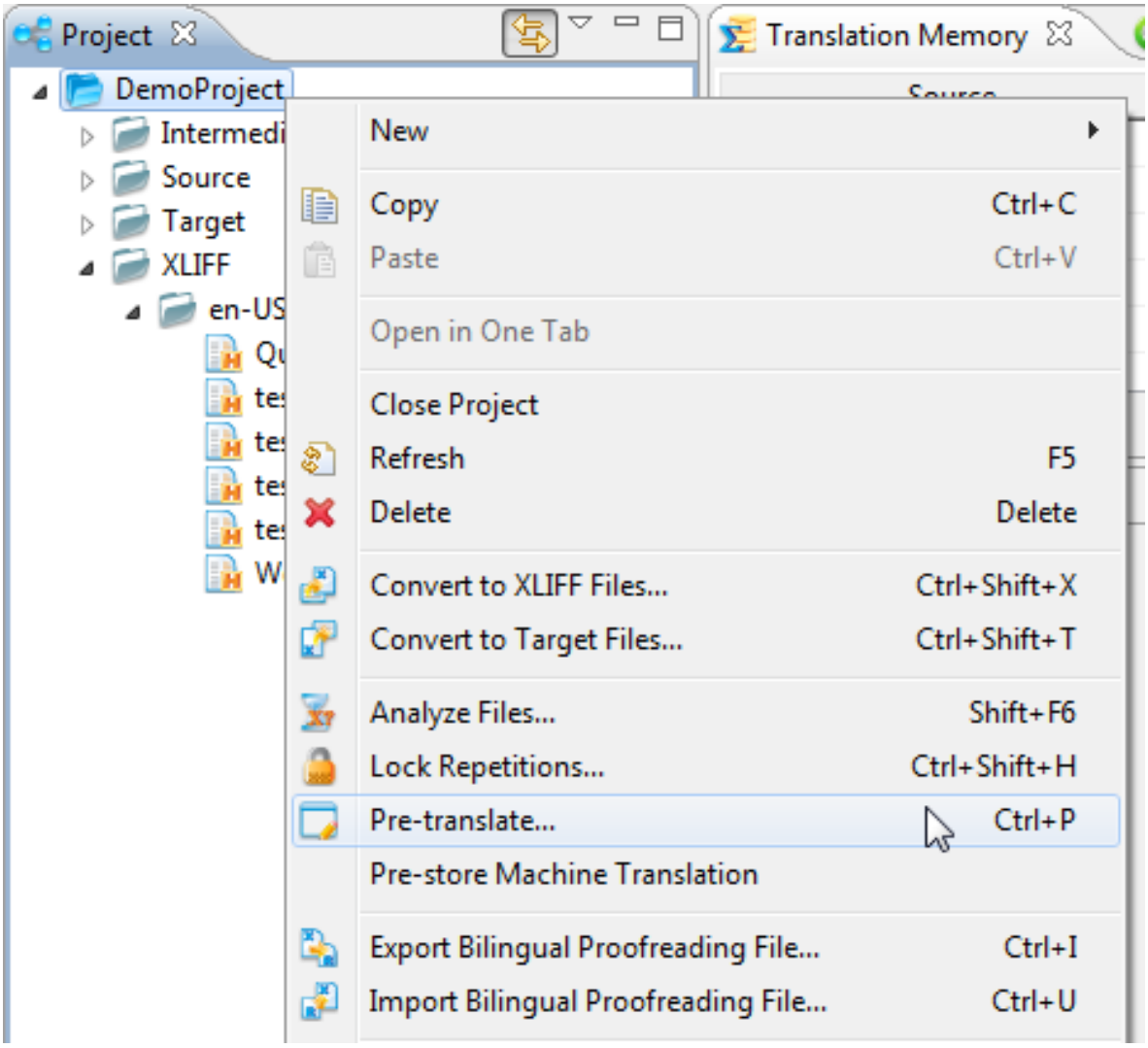


Figure 5.28. Pre-translate

3. The Pretranslation dialog will pop up listing all of the selected XLIFF files. You can set the following options for the pre-translation:

   - Pre-translation options:
     - Minimum match value
     - Ignore case
     - Ignore tags
       - Tag Differences Penalty

       If you *do not check*Ignore tags, Tag Differences Penalty will be activated.即对于源文的纯文本内容相同、而标记不同的 TM 匹配，其匹配率应减去指定的百分点。这些选项的设置和记忆库匹配是一样的，只是二者的作用范围不同。
   - Lock the following segments:
     - Exact Matches
     - Context Matches

- Overwrite existing translations:
  - Do not overwrite
  - Overwrite only if higher match rate found
  - Always overwrite

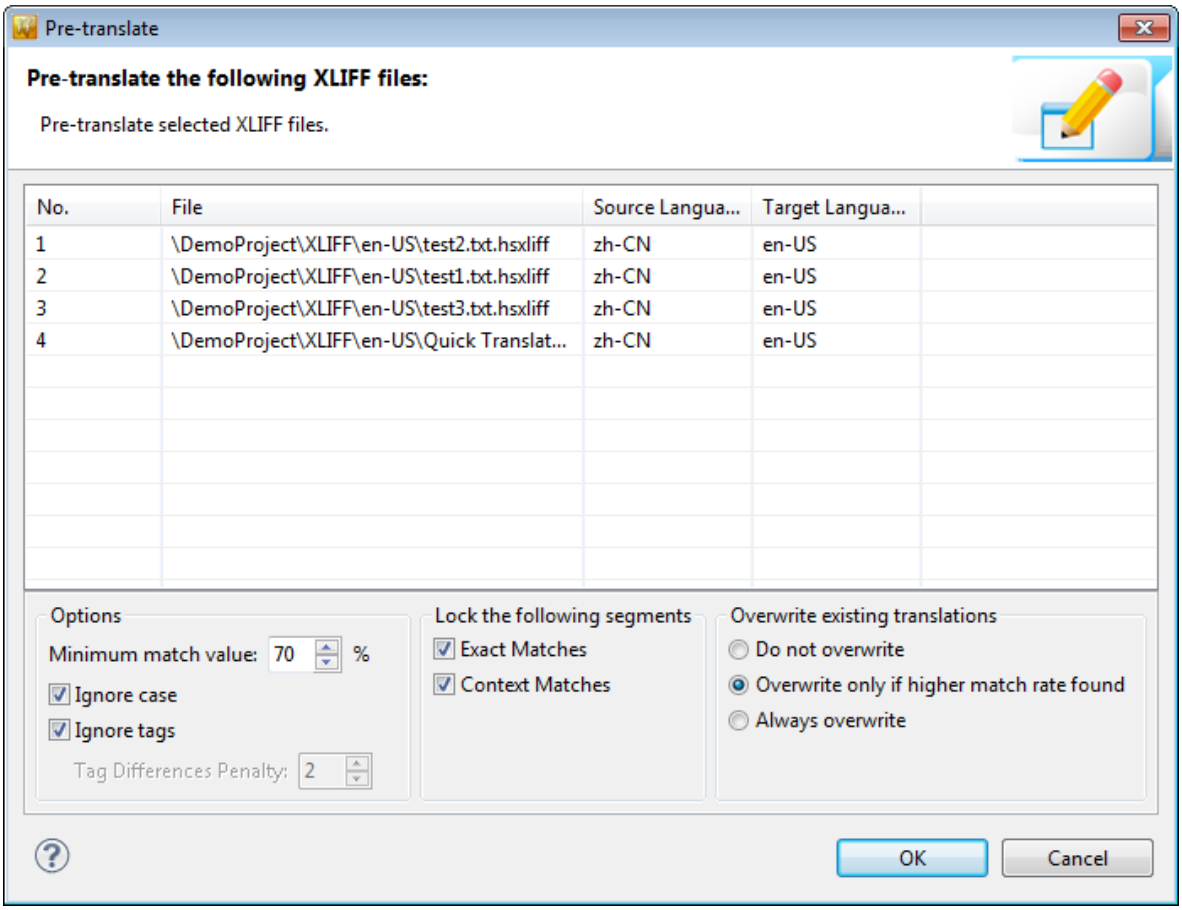


Figure 5.29. Pretranslation dialog box

4. Click the OK button to start pre-translation. The operation may take some time to complete depending on the volume of segments in the XLIFF and whether MT has been used for pre-storage. Once the pre translation has finished, the results dialog box will appear, as shown below.

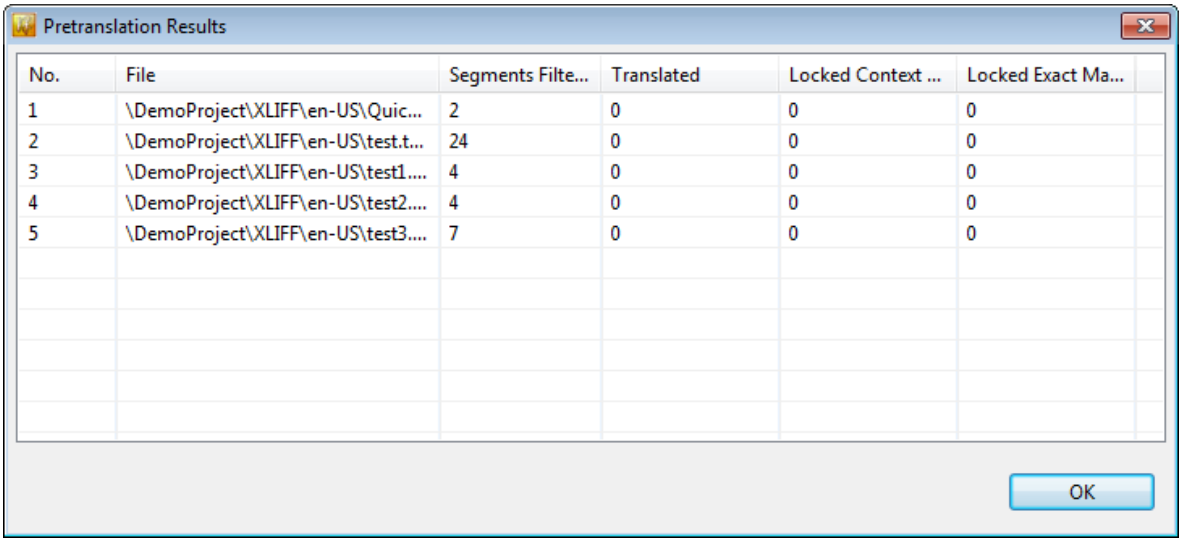


Figure 5.30. Pre-translation Results

Pre-store Machine Translation

Compared to the access to the machine translation engine in real-time, there are two major advantages as for pre-storing translation: First, avoid access to machine translation engine repeatly, which resulting in unnecessary traffic costs. Second, you can immiatedly get access to the translaitons from you selected MT engines, regard of your network situation, or you are online or even offline.

To pre-storing machine translation:

1. Please select Tools > Options > Machine Translation and enter your Google Translate/Bing Translator Client ID and/or key.

   - Google Translate
     - Key

       Need to purchase from Google, please refer to Q: 9.1.2.
   - Bing Translator
     - Client ID
     - Key

       These be requested from Microsoft for free, please refer toQ: 9.1.2.

     After enter your ID/key respectively, you need to click on the Testbutton to make sure that they are available, otherwise you will not be able to use them.
   - Ignore the following segments
     - Exact Matches/Context Matches
     - Locked

     The above text segments will be ignored in clicking the text segment or pre-storing machine translation.
   - Automatic Machine Translation

     You can set to retrieve and pre-store translations from the active MT engines, if no pre-stored machine translations are found when you turn to a segment.

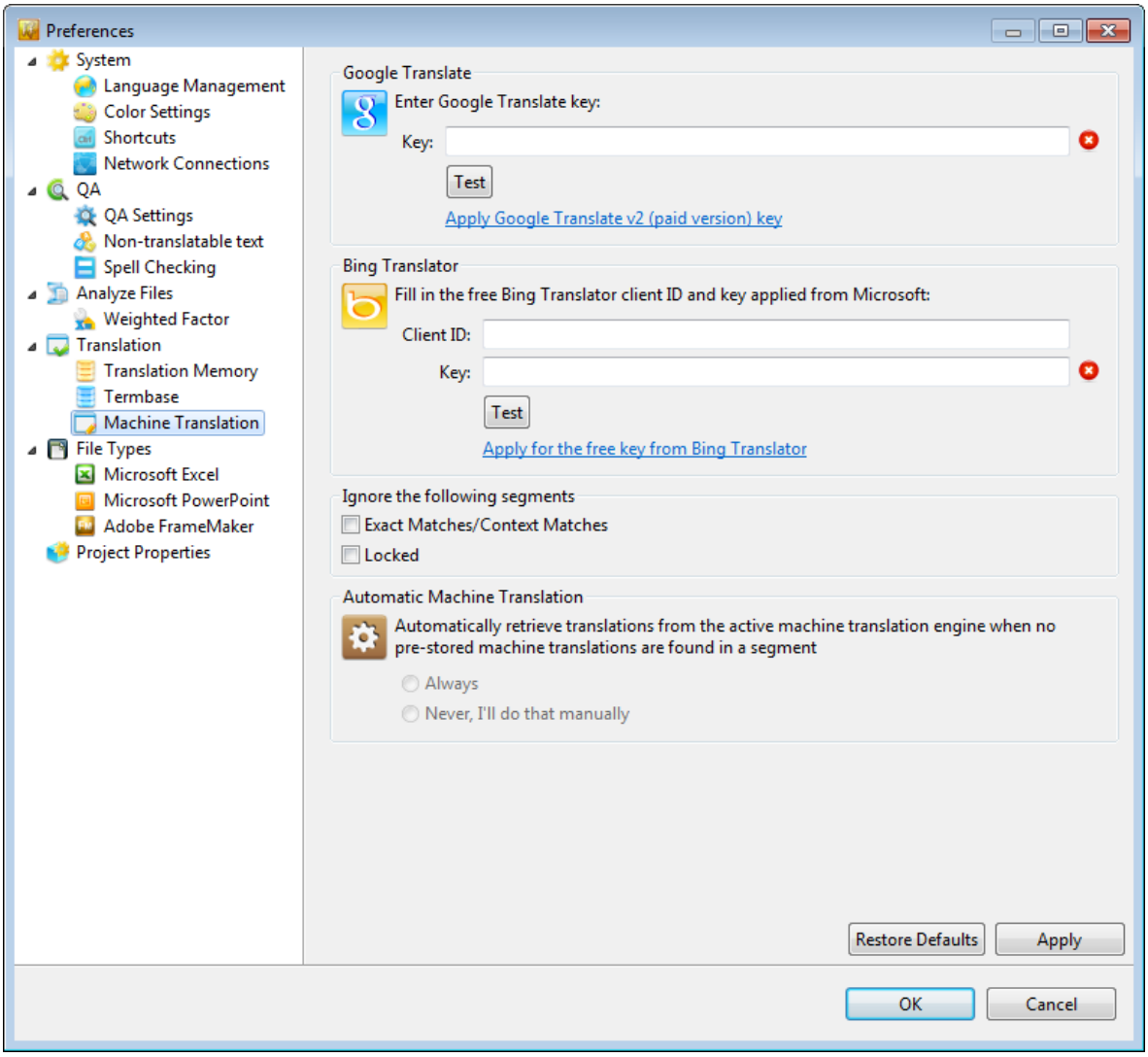


Figure 5.31. Options: Machine translation

2. Select one or more files/folders from the XLIFF folder under the Project window, then from the right click menu or Translation menu, select Pre-store Machine Translation.

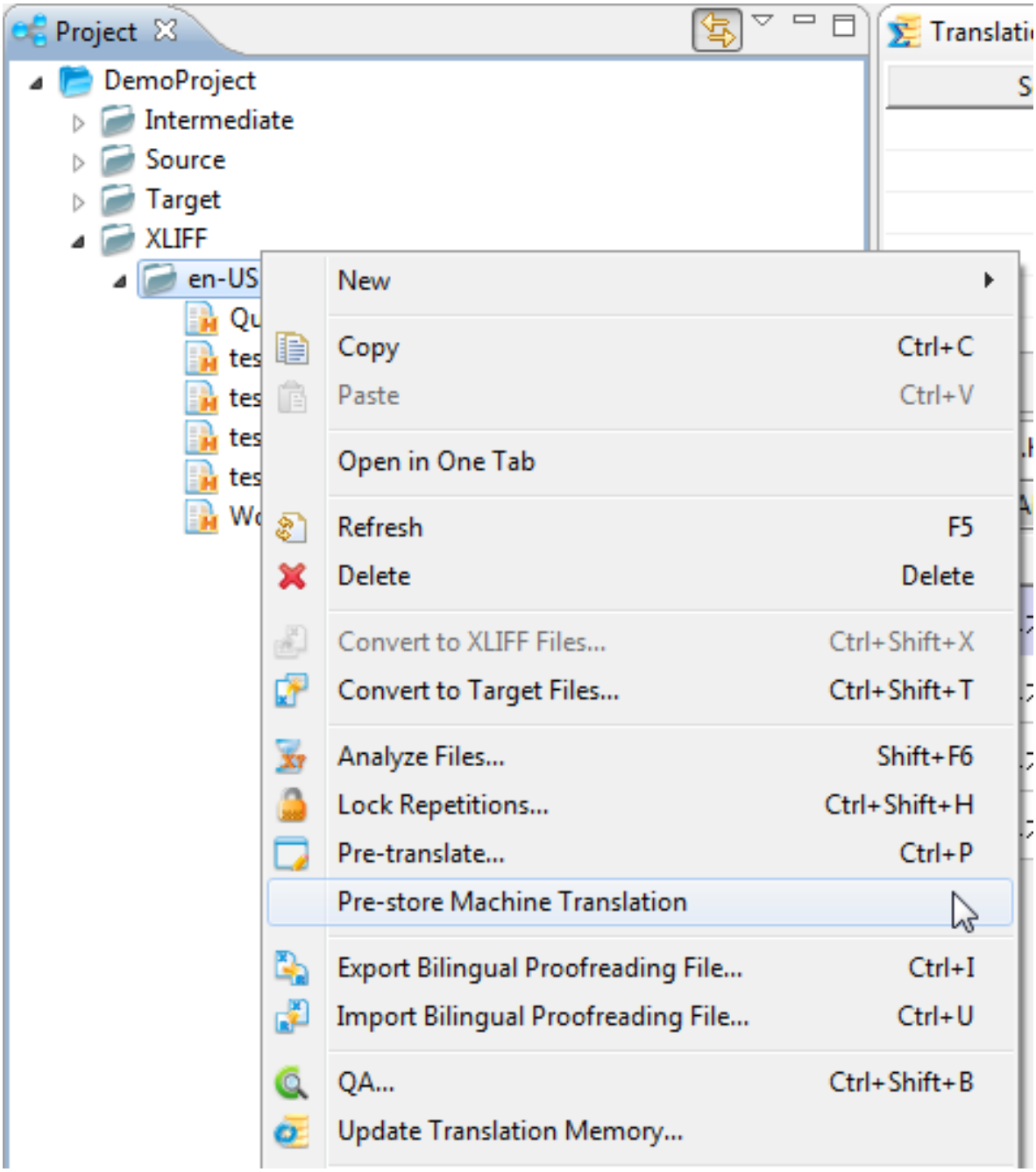


Figure 5.32. Pre-store Machine Translation

3. In the Pre-store Machine Translation dialog box, set the following options:

   - Type of MT engines, you can check any MT engines:

     - Google Translate
     - Bing Translator

     If the selected MT engines did not be configured, please click Options button below for `setup`。

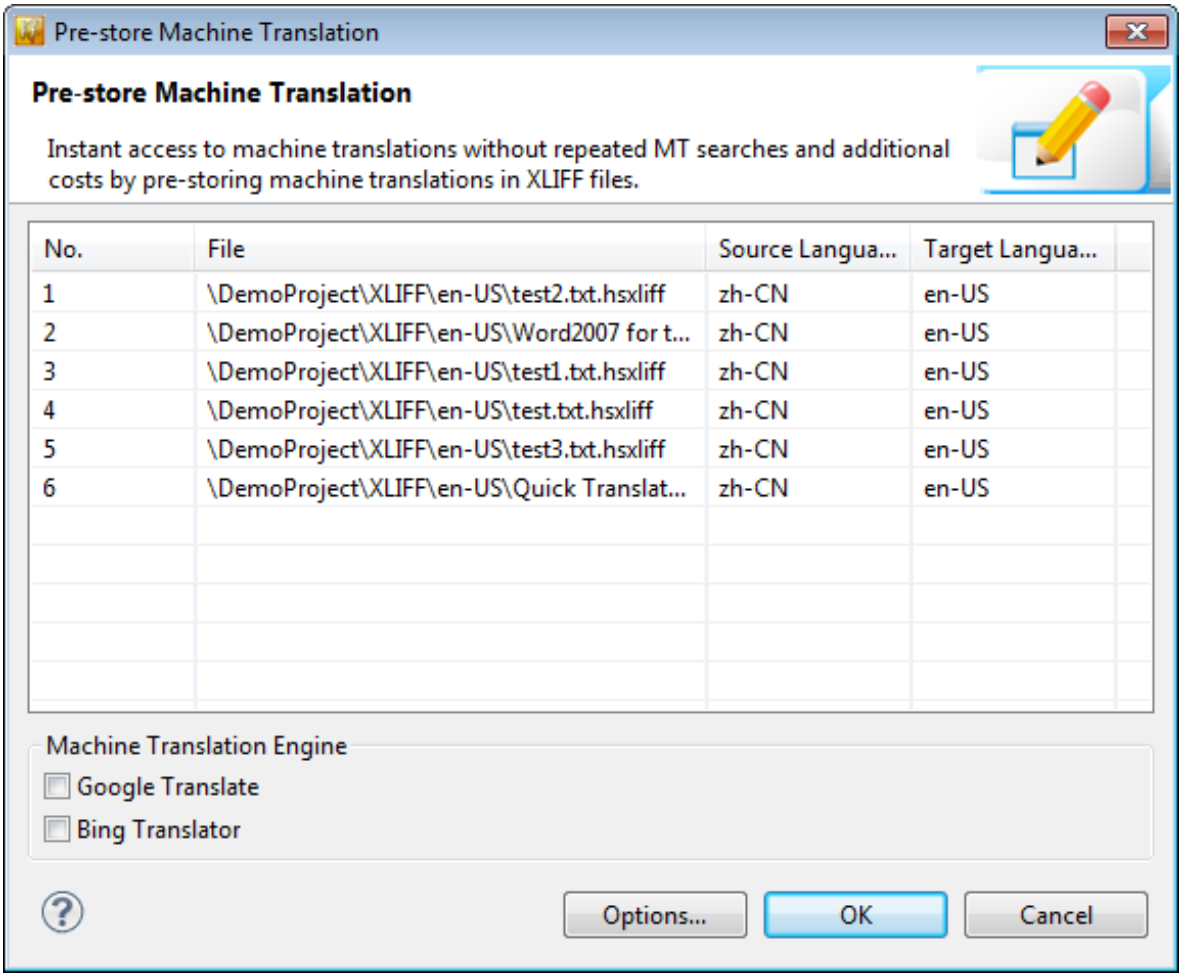


Figure 5.33. Pre-storing machine translation dialog box

4. After the preceding option is set, click the OK button to start pre-storing machine translation. The length of time required will depend on network conditions and the number of text segments. After the process is done, the results will be displayed.

Analyze Files

A word count analysis give users an idea of the volume of the translation project, which helps with billing or with project management when translation assignments have to be split between different translators. HSTS can also calculate equivalent word counts, or "weighted word counts," for a given translation project. This is based on the match values and the corresponding equivalents set by users, and the software will then automatically sum up results across all folders. To do a word count analysis, please follow these steps:

1. Select Project in the project window, and then from the right-click menu or the Project menu, open Project Settings > Translation Memory to check that a non-empty TM has been created. Create an empty TM if this has not been done. For details, see Figure 5.27, “Project Settings: TM”.

2. From the “Project” or XLIFF sub-folder, choose one or multiple .hsxliff files, and from either the right-click menu or the Project menu, select Analyze Files.

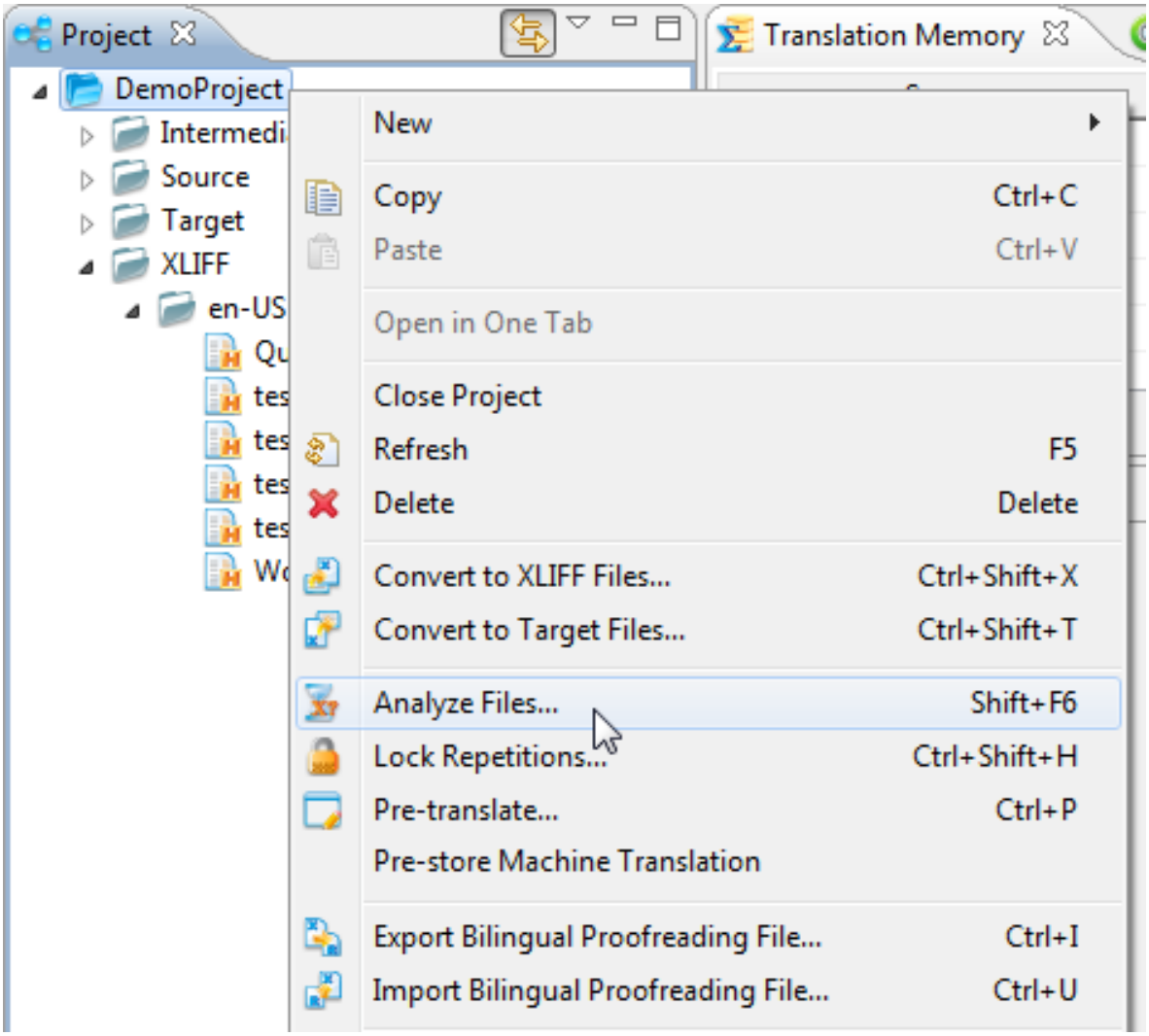


Figure 5.34. Analyze Files

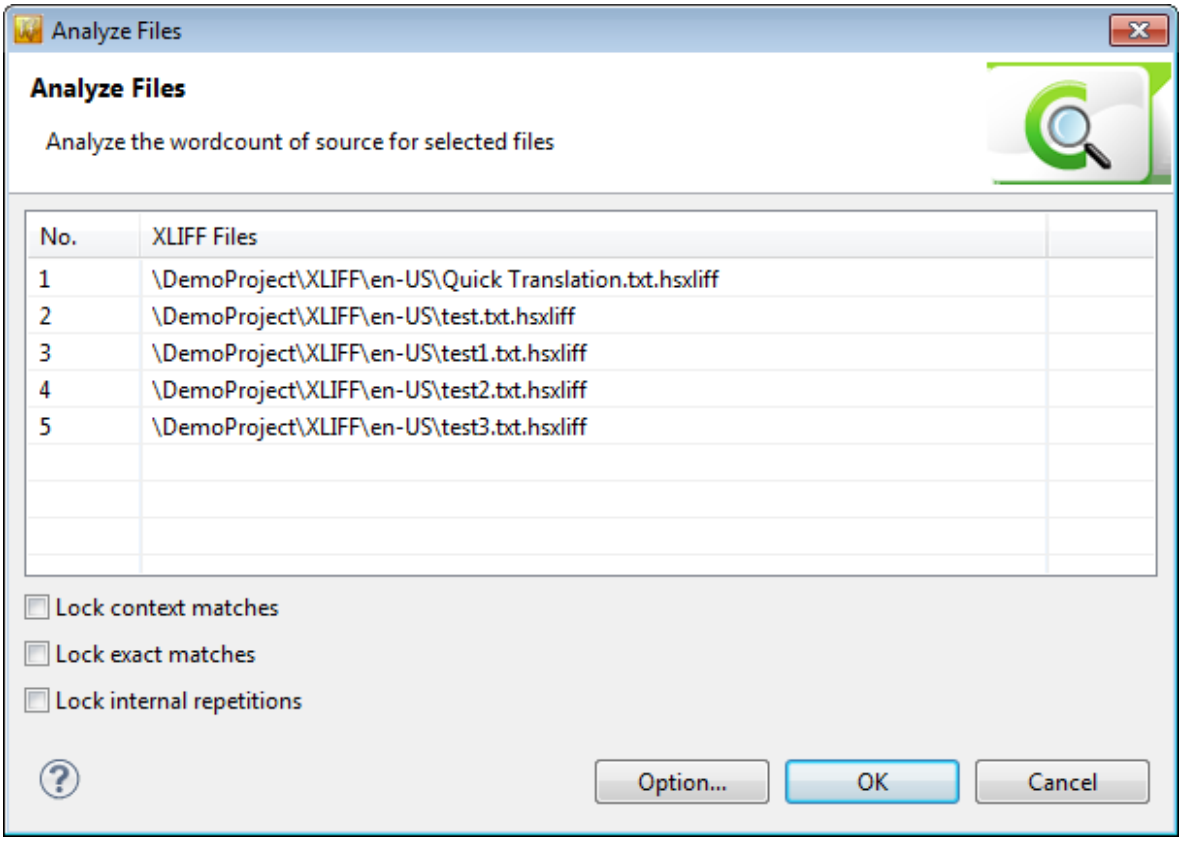


Figure 5.35. Analyze Files dialog box

3. From the Analyze Files dialog box, you may also choose from these additional options:
   - Lock context matches
   - Lock exact matches
   - Lock Repetitions
4. Click the Options button to change settings for the word count analysis:

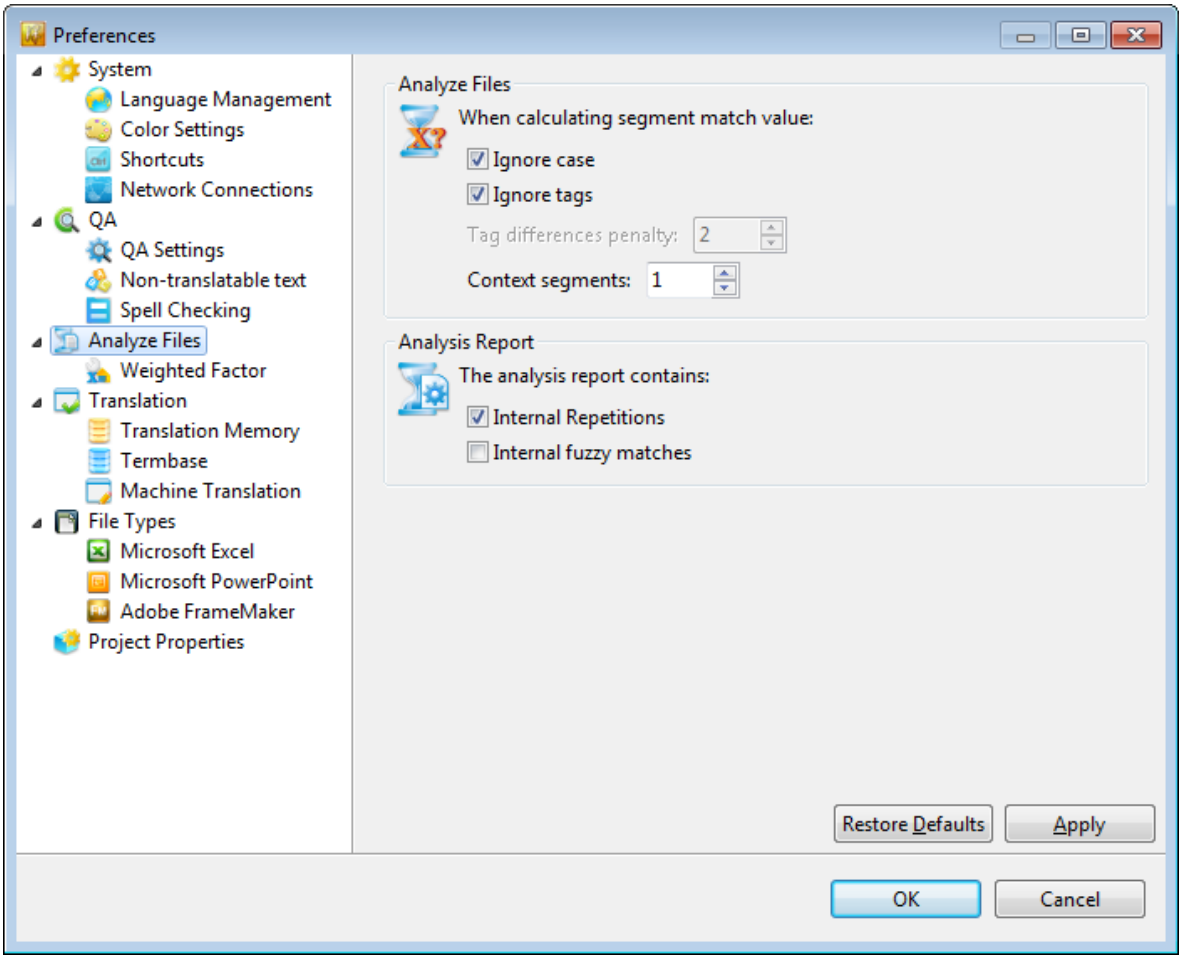


Figure 5.36. Options: Word count analysis

- Ignore case

  Ignore by default.

- Ignore tags

  Ignore by default.

- Number of context segments

  Valid values range from 1 to 100. The default value is 1. The previous segment and following segment (if neither are empty) are taken into account for context matching.

- Analysis Report

  Whether contains internal repetitions and fuzzy matches in analysis report.

  - Internal Repetitions
  - Internal fuzzy Matches

- Equivalent values

  Match value range and equivalent values. This setting converts the word counts of specific match values into equivalent word counts. For example, a repeated word may be counted as the equivalent of 0.5 of a word. Settings for this may vary from client to client or agency to agency, and users can change these values as appropriate.

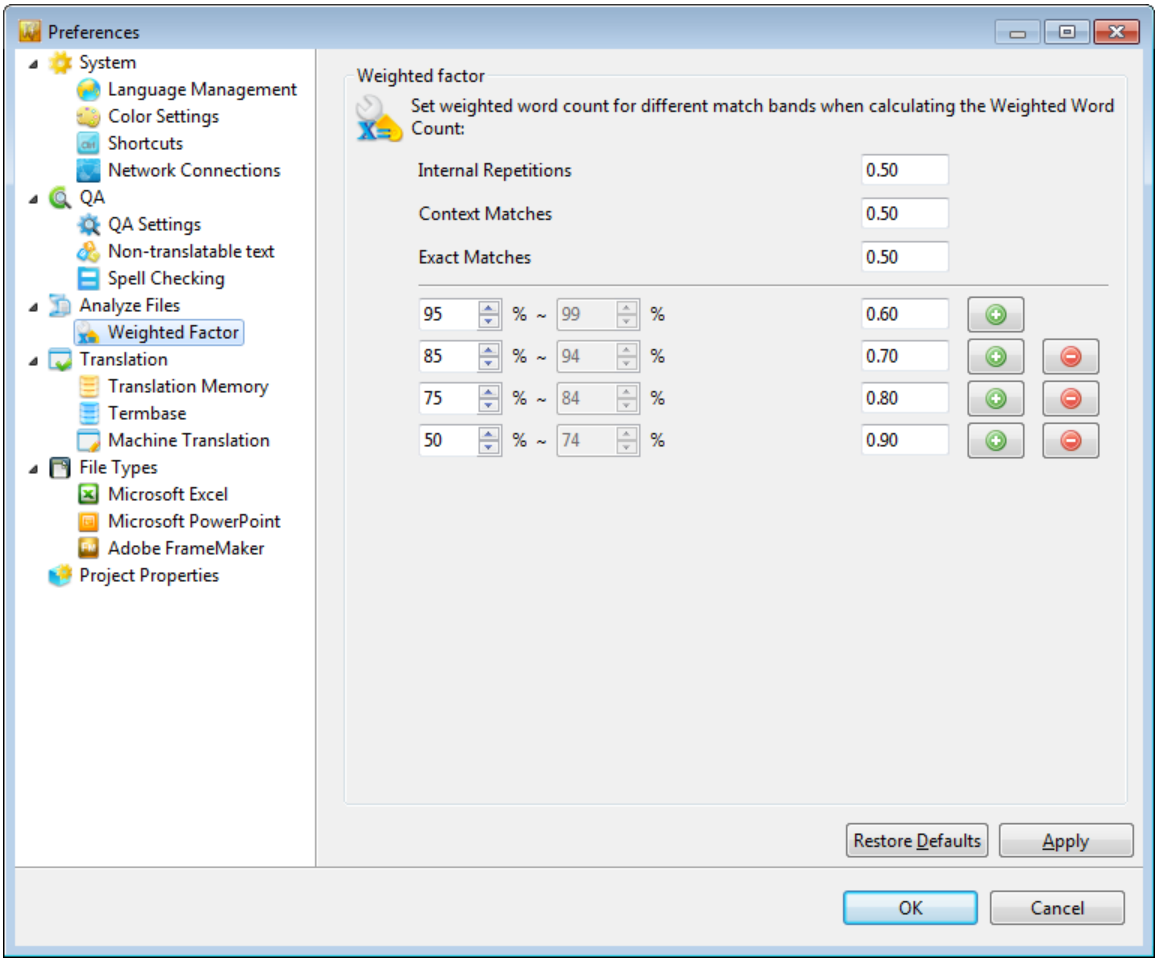
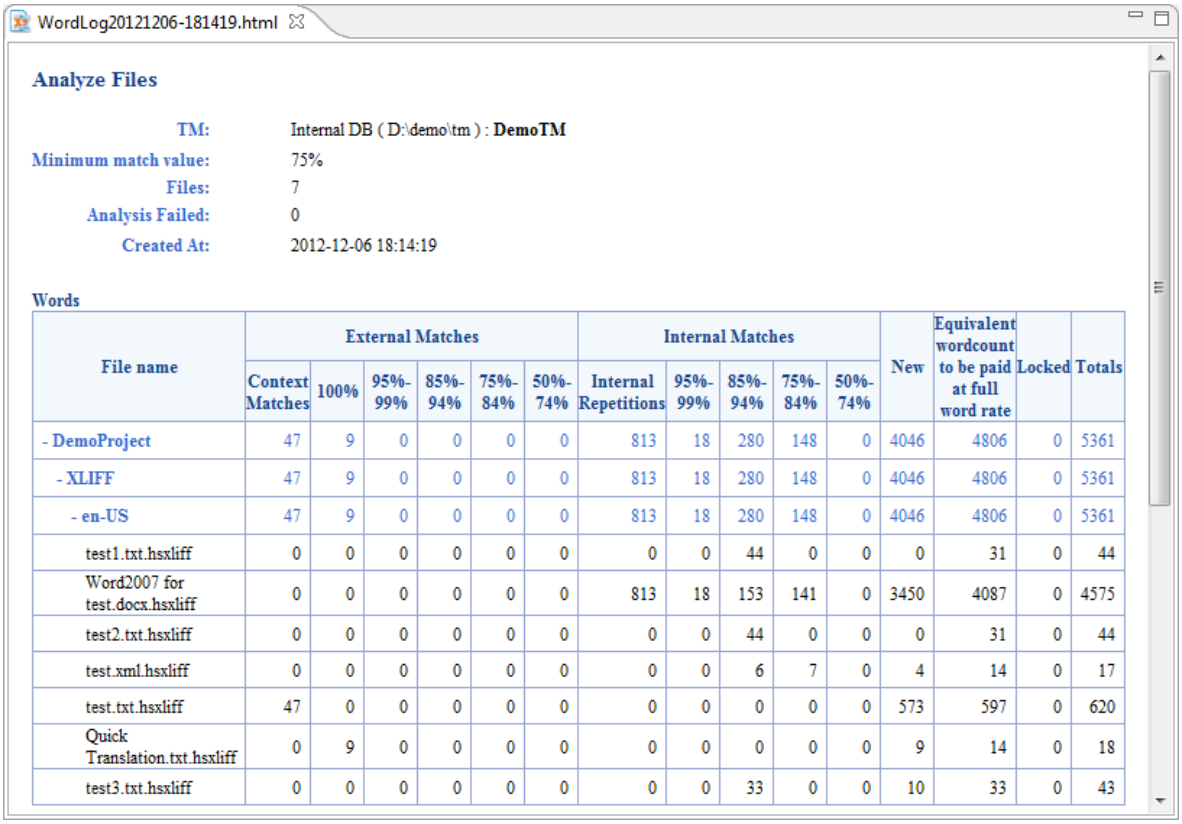


Figure 5.37. Options: Equivalent values

Note

The lower limit in the matching range will be minimum match value for analyzing files.

5. Once you have finished choosing settings, click the OK button and an analysis report in HTML format will be created in the “Intermediate/Report” folder and automatically opened.



WordLog20121206-181419.html

Analyze Files

TM:	Internal DB (D:\demo\tm) : **DemoTM**
Minimum match value:	75%
Files:	7
Analysis Failed:	0
Created At:	2012-12-06 18:14:19

Words

File name	External Matches						Internal Matches					New	Equivalent wordcount to be paid at full word rate	Locked	Totals
	Context Matches	100%	95%-99%	85%-94%	75%-84%	50%-74%	Internal Repetitions	95%-99%	85%-94%	75%-84%	50%-74%				
- DemoProject	47	9	0	0	0	0	813	18	280	148	0	4046	4806	0	5361
- XLIFF	47	9	0	0	0	0	813	18	280	148	0	4046	4806	0	5361
- en-US	47	9	0	0	0	0	813	18	280	148	0	4046	4806	0	5361
test1.txt.hsxliff	0	0	0	0	0	0	0	0	44	0	0	0	31	0	44
Word2007 for test.docx.hsxliff	0	0	0	0	0	0	813	18	153	141	0	3450	4087	0	4575
test2.txt.hsxliff	0	0	0	0	0	0	0	0	44	0	0	0	31	0	44
test.xml.hsxliff	0	0	0	0	0	0	0	0	6	7	0	4	14	0	17
test.txt.hsxliff	47	0	0	0	0	0	0	0	0	0	0	573	597	0	620
Quick Translation.txt.hsxliff	0	9	0	0	0	0	0	0	0	0	0	9	14	0	18
test3.txt.hsxliff	0	0	0	0	0	0	0	0	33	0	0	10	33	0	43

Figure 5.38. Results of word analysis

Split up a file

If an individual file is very large, it can be converted to XLIFF and then split up into multiple smaller files. These can then be assigned to different translators to work on at the same time in order to shorten the project cycle. With other CAT tools, files are usually split up by specifying a certain number of segments, but HSTS takes a more customizable and visible approach: Split file by setting the split point. HSTS not only supports setting **split points manually**, but also support **setting split points intelligently** by your specified number of words.

1. Before you perform the split operation, you need to set the split point.

   - Set the split point manually

     I. Based on the context, decide which segment the file needs to be split from. Select that segment and use the XLIFF Split Point command in the right-click menu to add a split tag to the segment.

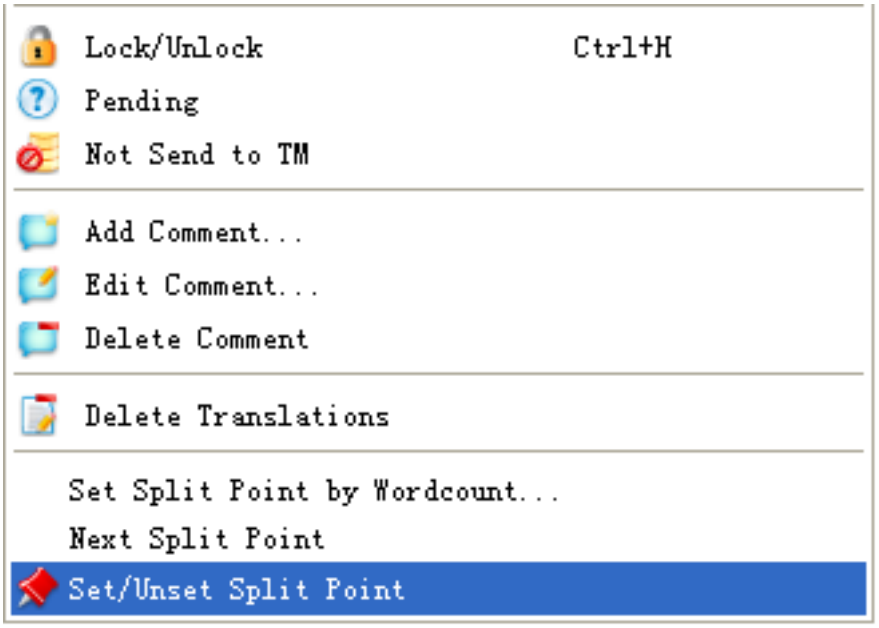


Figure 5.39. Set the split point manually

II. Repeat the step above until all split tags have been added at the desired points.

- Set split point by word count

  I. Select the HSXLIFF file to be split. Then select File > Set Split Point by Word Count, or right-click and select Set Split Point by Word Count from the context menu. The split point will be set up by the program.

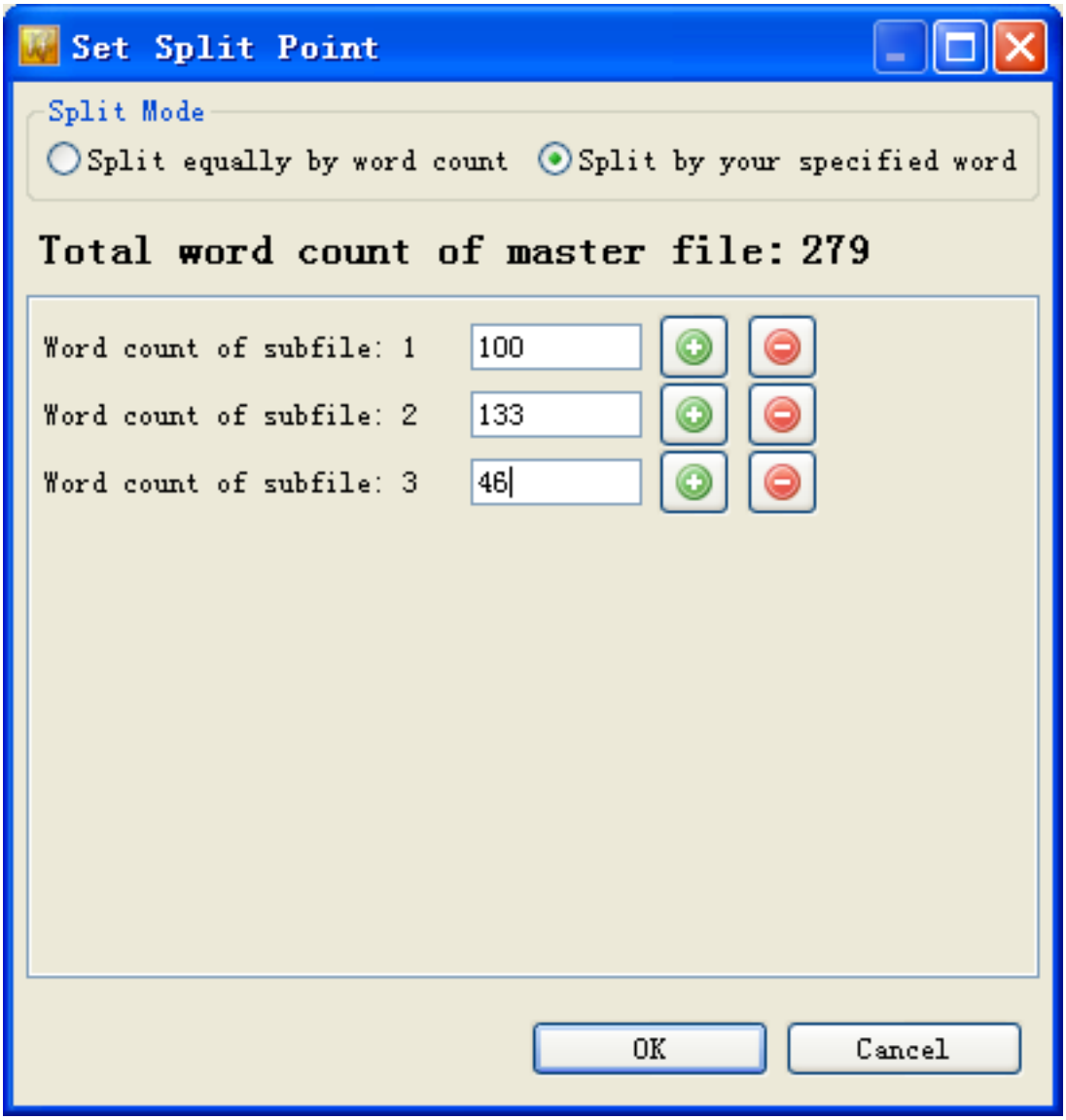


Figure 5.40. Set split point by word count

II. You can check "Split equally by word count" and set the number of subfiles split from the master file; you can also check “Split by your specified word count” and set the word count of each subfiles.

2. After the split point setting is done, choose this XLIFF file in the Project window and then, in the right-click menu or the File menu, click Split XLIFF.

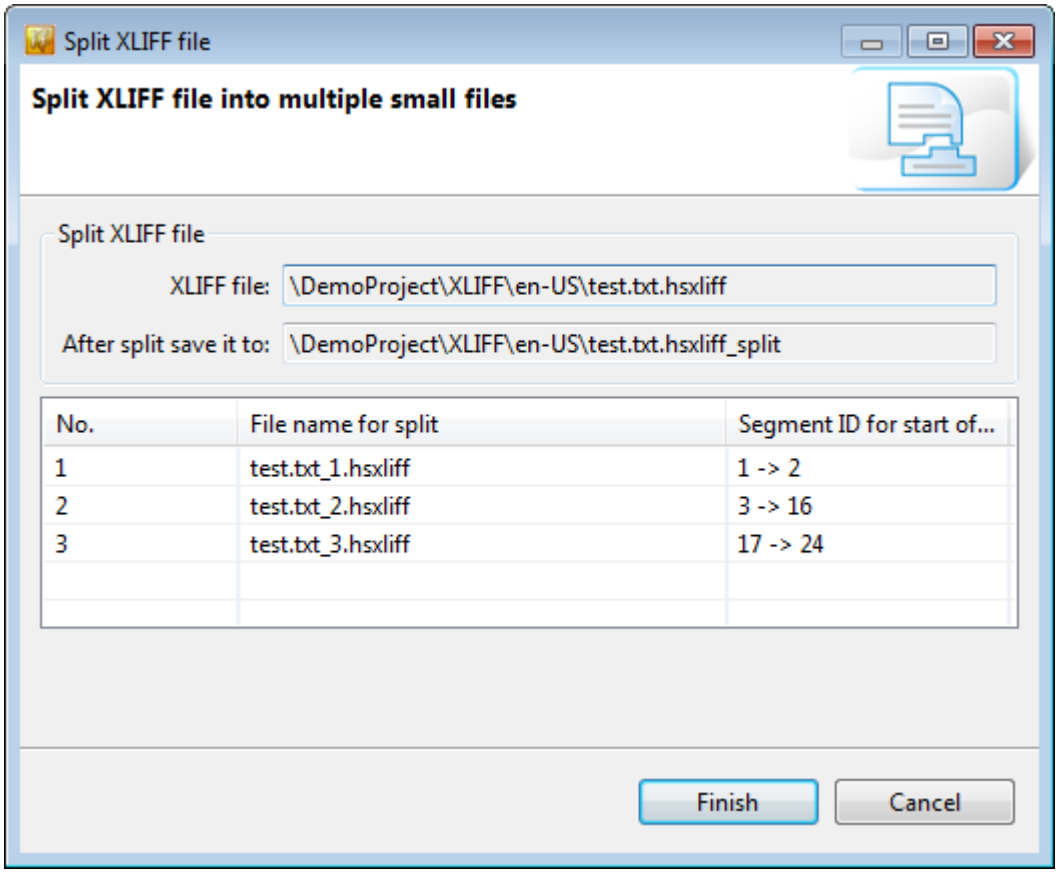


Figure 5.41. Split XLIFF file

3. When the Split XLIFF dialog box pops up, check that the split information is correct, then click the OK button to finish splitting up the XLIFF file. The split XLIFF files will be saved in the same folder where the original XLIFF file was saved. The new folder is renamed with "_split" as a suffix to the original file name. The split files can be found in this folder and assigned to different translators.

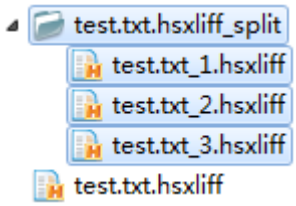


Figure 5.42. Results of Splitting up XLIFF

Split XLIFF files need to be merged at the end of the project in order to be converted to the final target file. For details please see the section called "Merge files".

Project Settings

Data that has been skipped or not entered during New Project Wizard can be added or changed after project creation is done. Follow these steps:

1. Choose the project whose settings you want to change from the Project window, then from the right-click menu or the Project menu, open Project Settings.

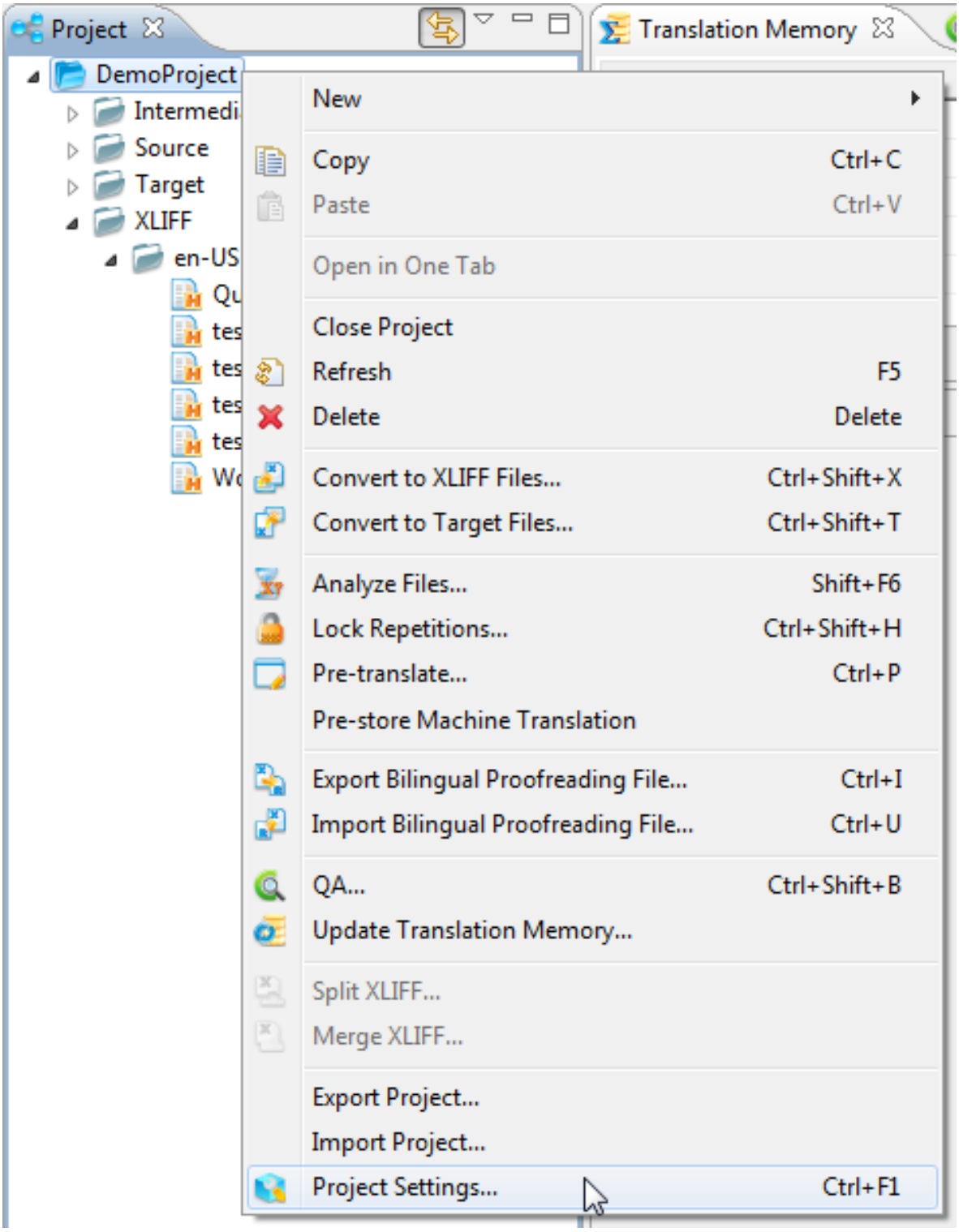


Figure 5.43. Project Settings

2. The Project Settings dialog box shows most of the same information that was previously shown in the New Project Wizard:

   - Project Information(Note: the Client, Subject in the following figure are customized project properties. For more information, Please see the section called “Project Information”)

   - Project Language

- Translation Memory
- Termbase

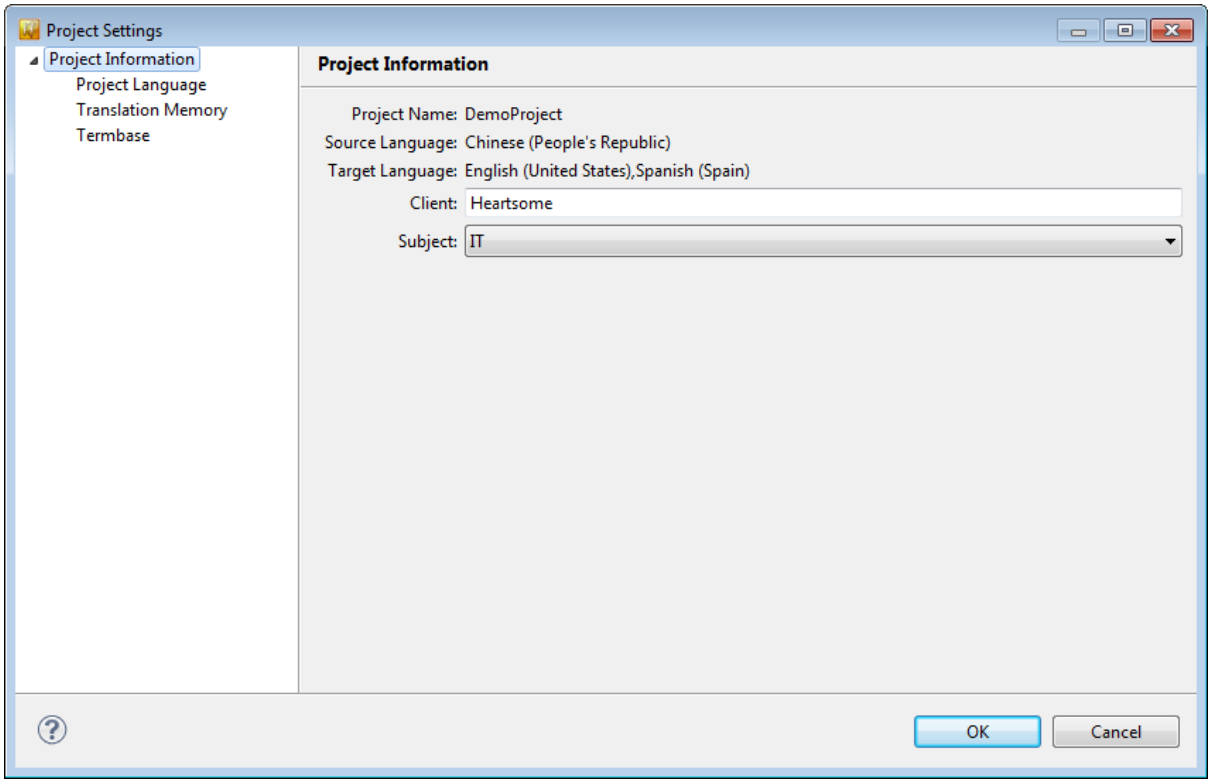


Figure 5.44. Project Settings: Project information

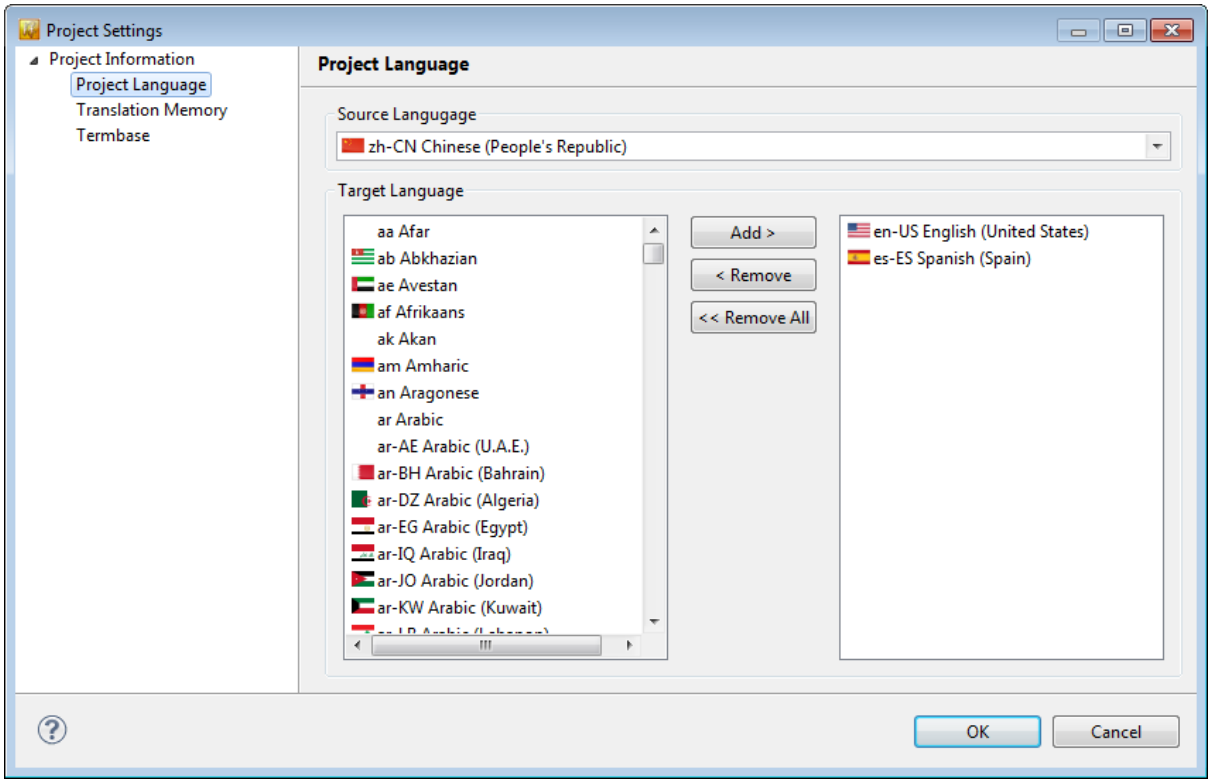


Figure 5.45. Project Settings: Project language

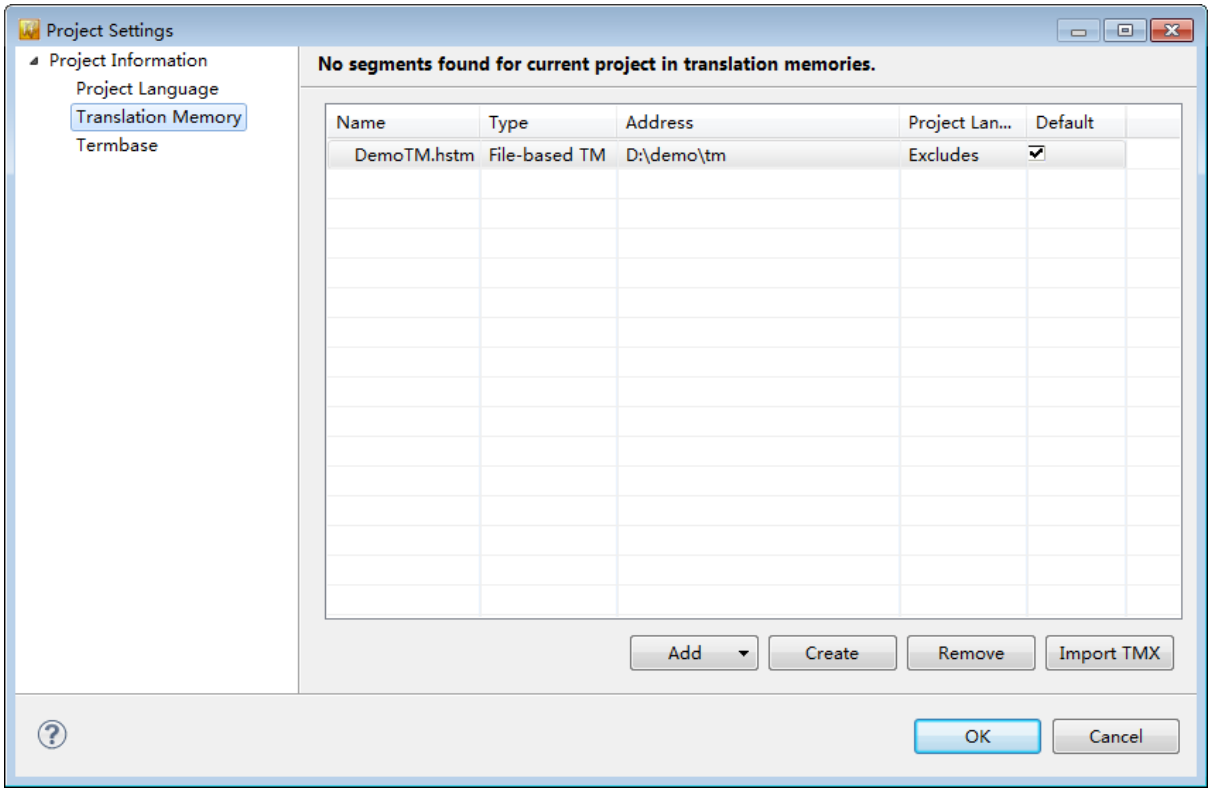


Figure 5.46. Project Settings: TM

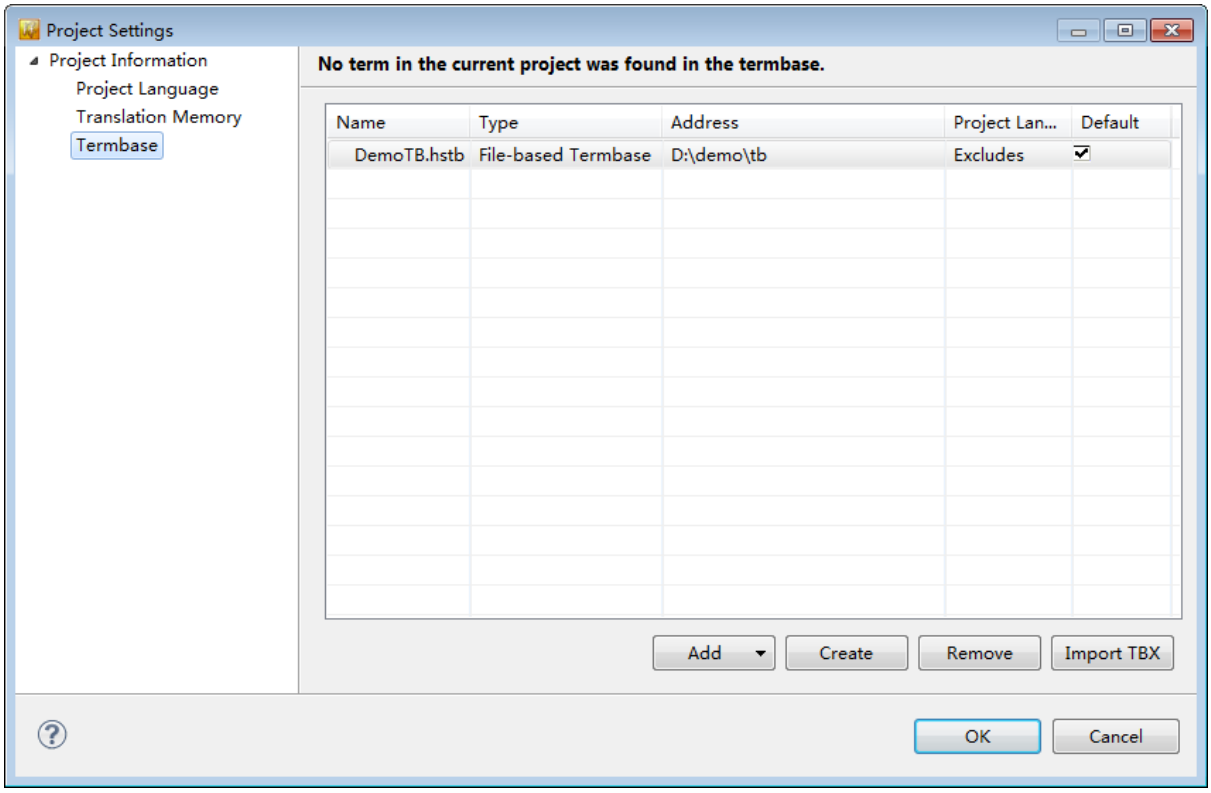


Figure 5.47. Project Settings: Termbase

These items can be modified or set in the same way as in New Project Wizard, therefore the instructions are not repeated here.

There are two features that are present in New Project Wizard but not in Project Settings: *Change project name* and *Add/delete source file*. The "Add/delete source file" feature has been detailed previously in the section called

“Add Source Files”. The project name can be changed by selecting the project that needs to be renamed and then going to the Edit menu and using the Rename feature.

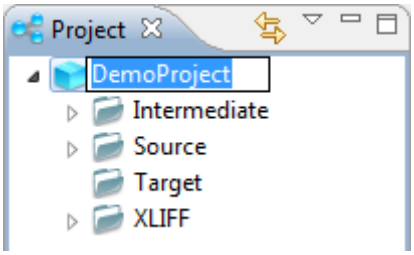


Figure 5.48. Rename Project

5.4. Translation

Translation is obviously the most important part of a translation project. It is also where CAT tools are at their most useful. As soon as the aforementioned preparation work has been done, you are ready to start translating. The preparation steps are just suggestions and you may choose to adapt them to your particular needs, or go back to perform those steps any time during the translation process.

Open

In HSTS, an XLIFF file (with an .hsxliff extension) can be opened in one of two ways:

- Open separately

  Double-click the file you want to open, or select one or multiple files and use the right-click menu to open them. You can open individual XLIFF files one after another in XLIFF editor.

- Open in One Tab

  Select two or more XLIFF files, one or more folders containing at least two XLIFF files each, or a combination of files and folders. Then click Open in One Tab in the right-click menu to open and merge all selected XLIFF files in just one XLIFF editor as if they were a single XLIFF file.

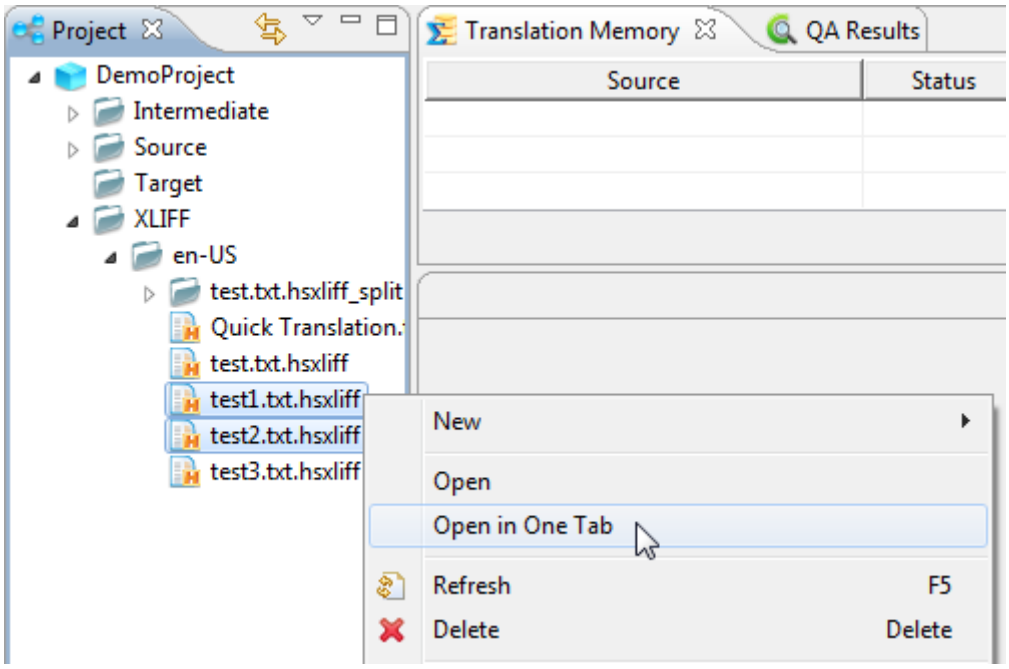


Figure 5.49. Open in One Tab

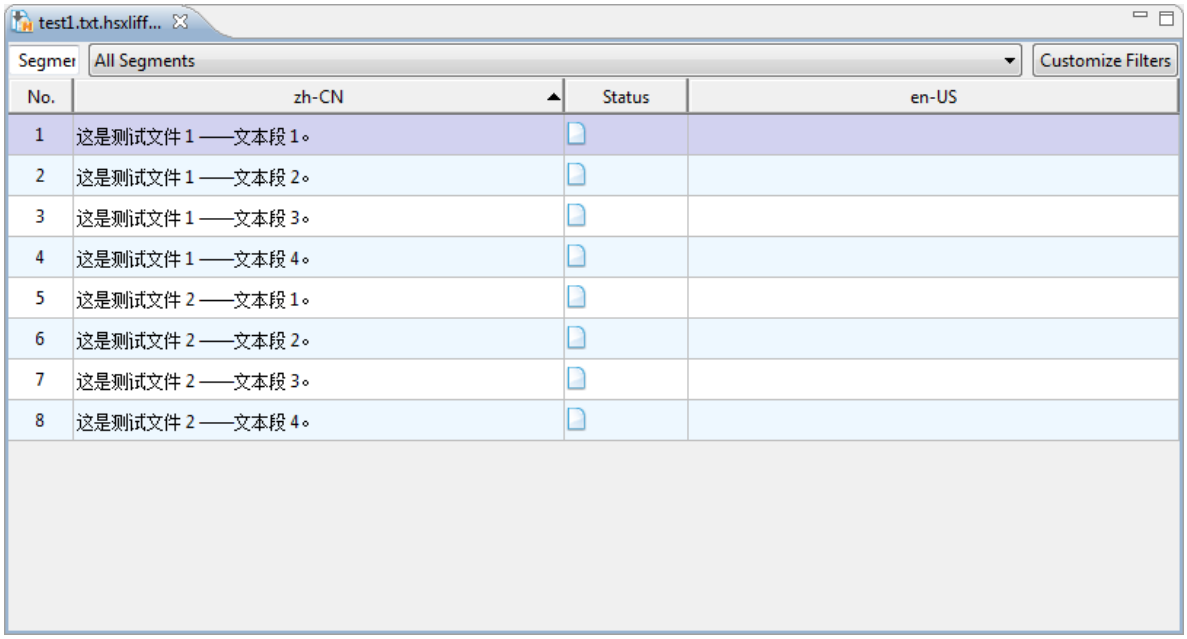


Figure 5.50. The effect of opening files in one tab

Opening files separately is the best option for a translation project consisting of just a few files, while the merge and open option is ideal for a project where there are a large number of small files and multiple folder levels.

Enter translation

Click any target segment, a flashing cursor appears and you can enter your translation. When you have finished typing, click an area outside the input box, or press arrow keys (↑ 、 ↓) to go to previous segment or next segment, the content you have just entered will be saved automatically in the Heartsome XLIFF.

Inserting tags into the translation

Some formatting elements (e.g., bold, italic, underlined, foreground color, background color, etc.) will be saved as internal tags when the file is converted to XLIFF. This means the original formatting will be restored when the translated file is converted to a target file.

Therefore, internal tags in the source text have to be inserted in the translated text at the appropriate places. HSTS's tags are numbered according to the order in which they appear in the source, and tags inserted into the translation are identified by these same ordinal numbers.

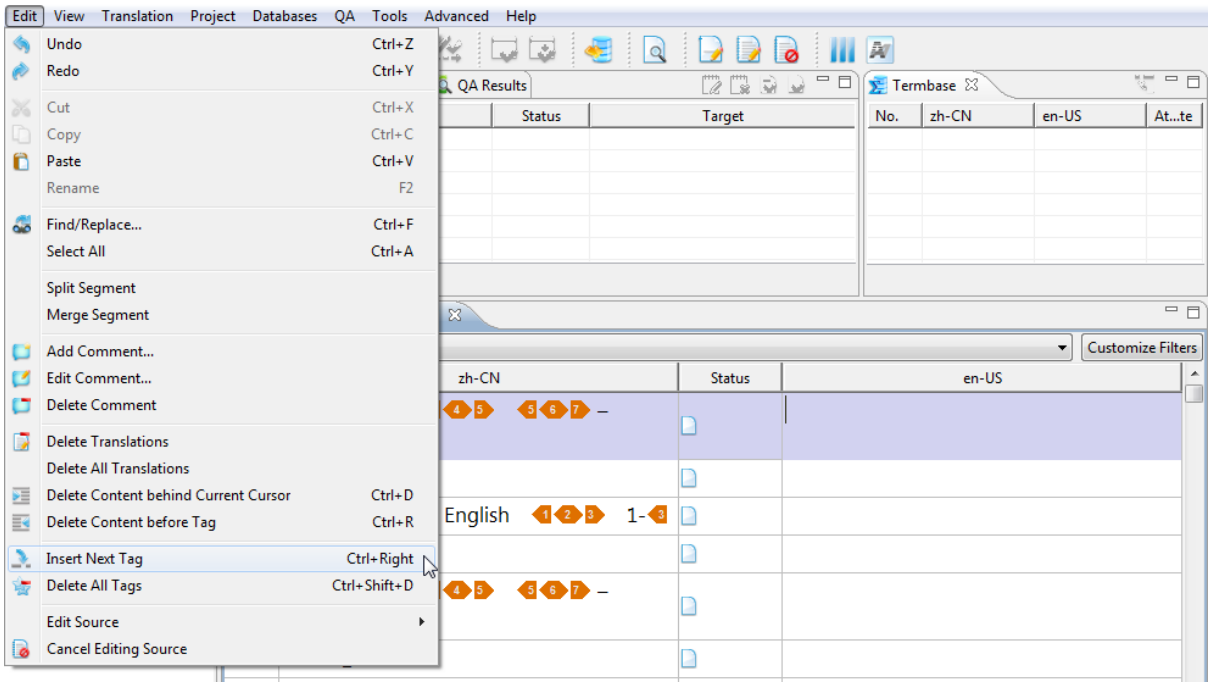


Figure 5.51. Insert internal tags

Insert Next Tag refer to inserting the tag in natural order from source to target.*it is strongly recommended to use the respective hot keys*, which will improve efficiency significantly.

Some internal tags *come in pairs*. The first one is called the “opening tag” and the second one is called the “closing tag” (like the starting and finishing points of the bold text in this sentence). Between the “opening tag” and “closing tag” of such a pair, other tags might also be embedded (e.g., within a bold section of text, some of the bold words might also appear as italics). A tag pair share the same ordinal number.

Other than these two types of tags (*tag pairs* and *embedded tags*), there are no strict ordinal restrictions for other tags, *meaning that the tags in the translation do not have to be in exactly the same order as they are in the source*. Where a tag should be placed depends mainly on how the source and the translation correspond. If the word surrounded by the tags is at the beginning of the sentence in the source, while the translated word is at the end of the target sentence, then the tags should also be added at the end of the translation (generally speaking, the same word should be surrounded by the tags, no matter where in the sentence it appears).

Tip

If you select part of the translation and insert a *tag pair* , `the` selected text will be automatically placed in the middle of this tag pair. If you did not choose the translation while inserting a tag pair,the cursor will be placed in the middle of the tag pair, in which you can enter your translation.

Tip

To change the color of tags, go toTools > Options > Color Settins. Tag error means tags in target does not appear in source, you may need to remove these tags.

Change segment status

The segment status is used to indicate what stage the segment is at in relation to the overall translation process. Below are the different statuses a segment can have in HSTS:

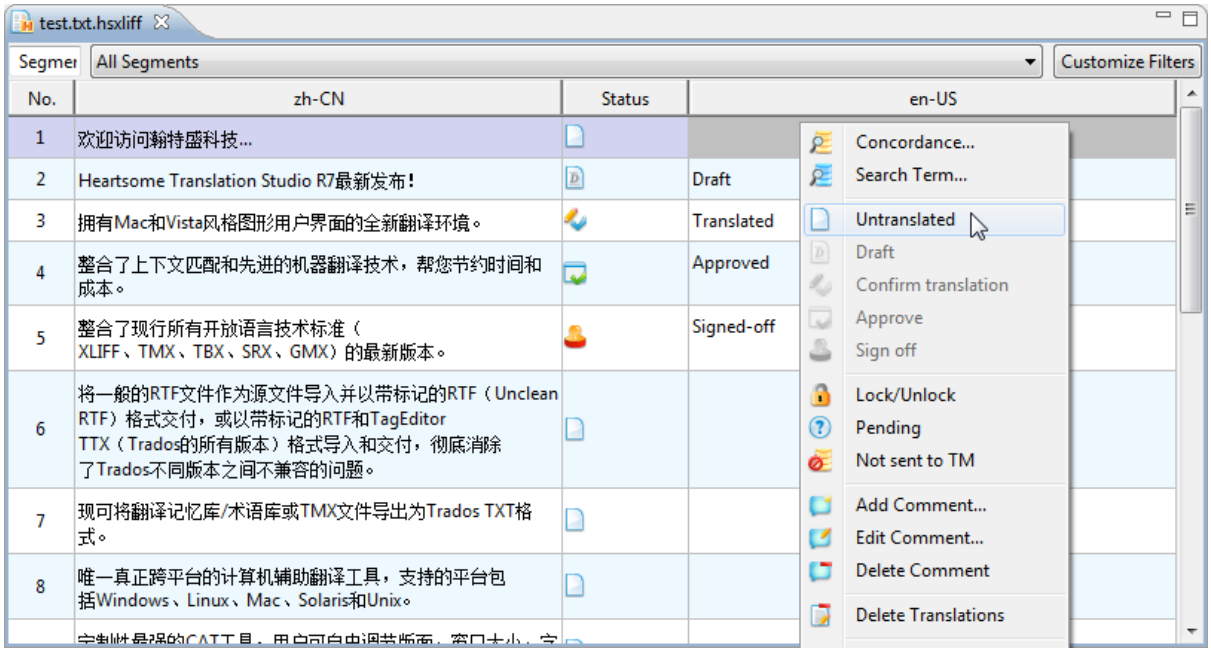


Figure 5.52. Right-click menu: Segment status

- Untranslated

  A segment where no translation has been added. When you delete or clear the translation in a segment with a different status, it will automatically take on this status.

- Draft

  A segment where a translation has been added, but not yet confirmed as the final translation. When a segment, with a status other than "draft", gets changed but is not empty, it will automatically take on this status.

- Translated

  A segment where a translation has been added and confirmed by the translator as the final translation. Users can use the Confirm Translation feature to change a segment to this status from a different status, except when it is "not translated".

- Approved

  A segment where the translation has been edited or tentatively confirmed by a proofreader as correct, *implying that it has been translated*. Users can use the Approve Translation feature to change a segment to this status from a different status, except when it is "not translated".

- Signed-off

  A segment where the translation has been edited or confirmed by a proofreader and therefore the *translation is considered final*. Users can use the Sign off feature to change a segment to this status from "Approved".

If the default TM has been set up correctly, when the segment status is changed to “Translated” or “Approved”, *Auto-sending segments to TM* will also be implemented at the same time. Otherwise, the status of the translated segment will change but the text will not be saved in the TM.

Translation Memory

During translation, the most frequently used functions related to translation memory is as follows:

Send segments to TM

This feature saves the source text and translated text in the TM. Once saved in the TM, it enables repeated use of the translation for a similar sentence and therefore keeps translation as consistent as possible across files and projects.

As mentioned earlier, if the default TM has been set up correctly, when the segment status is changed to “Translated” or “Approved”, the text segment will be automatically saved in the TM. Otherwise, the status of the translated segment will change but the text will not be saved in the TM. If you would like to save all segments in the TM all at once upon completion of the project, please refer to Section 6.1, “Update Translation Memory”.

When saving segments in the TM in any of the ways described above, entries identified as repetitions (i.e. having identical sources) can be handled using the same options that are available for importing TMX files. For details please see the section called “Import TMX/TXT/EXCEL files”.

Get match for current segment

When the TM has been correctly set up, every time you select a segment HSTS will automatically retrieve a match (if available) from the TM and display it in the Translation Memory window. By selecting a match, you can see information about the match in Translation Memory window status bar: modification date and time, modified by, name of the TM.

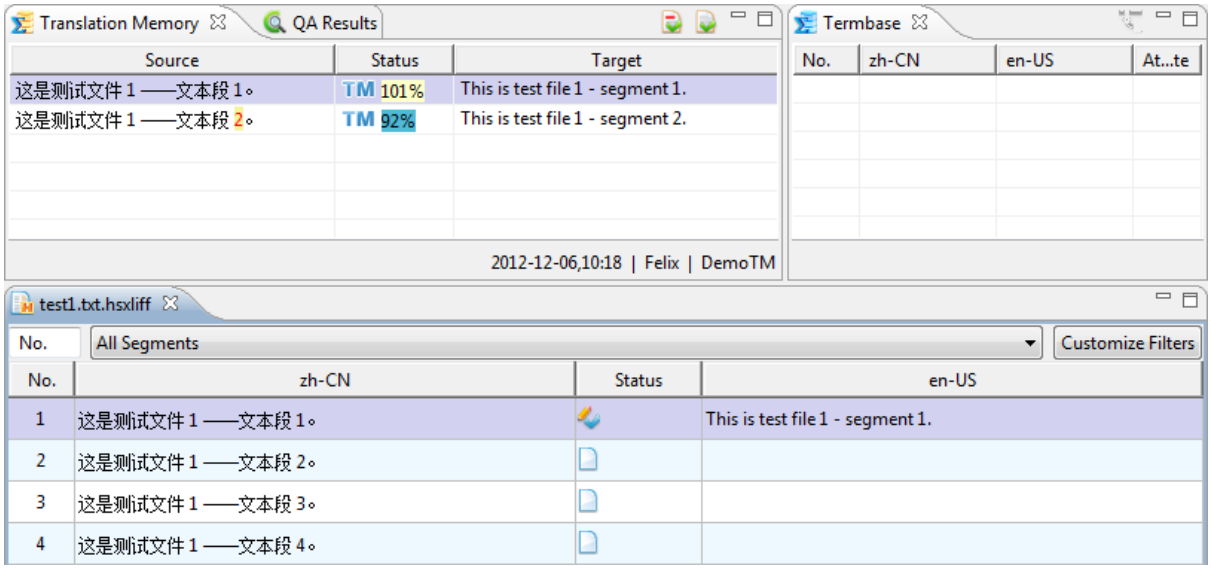


Figure 5.53. Translation Memory Match

When you mouse over the status bar, more attribute information will pop up: created by, created on, custom attributes (please see the section called “Project Information”, the section called “Project Settings”for how to set this).

Users can go to Tools menu > Options > Translation > Translation Memory to configure settings for TM searches:

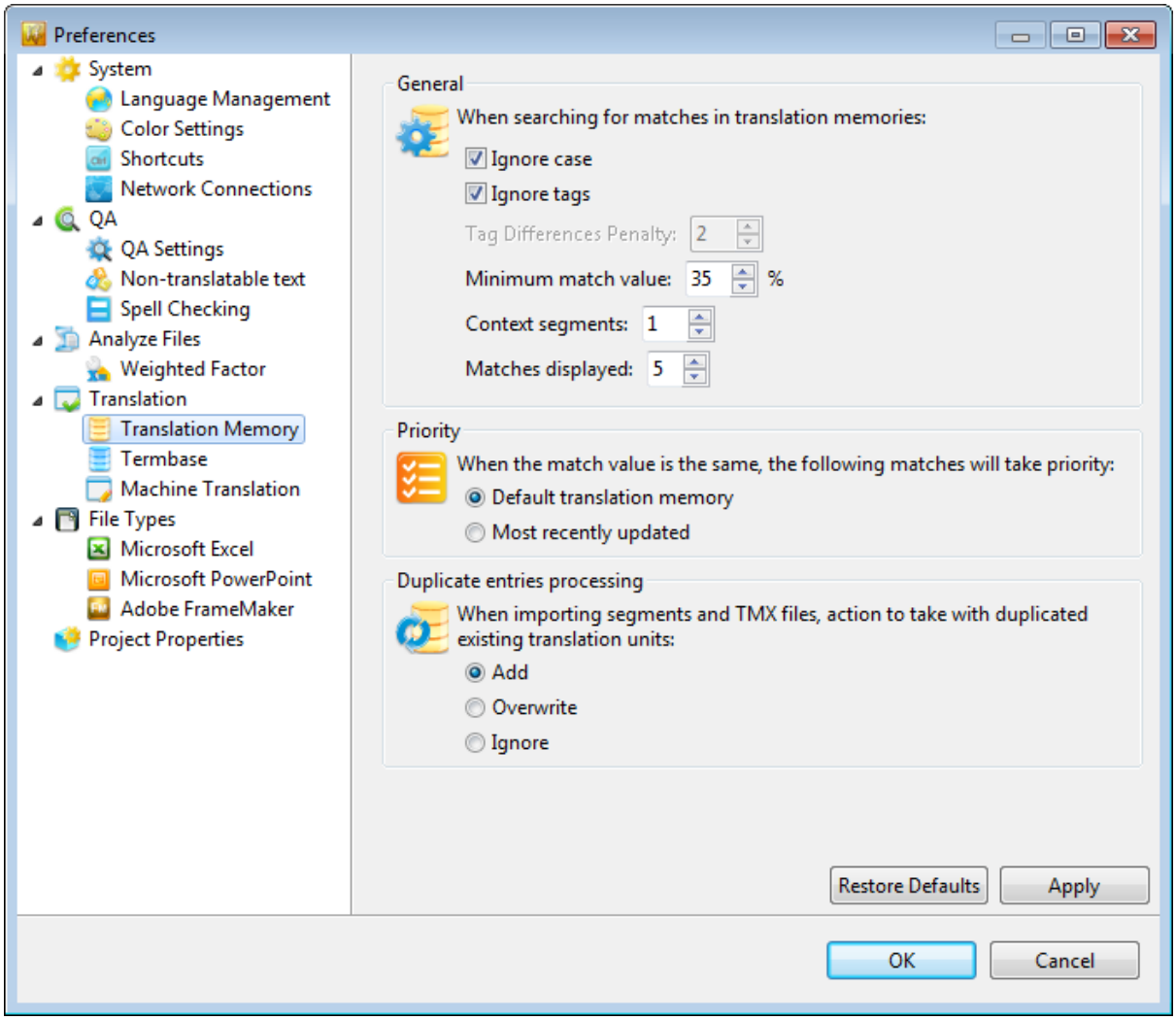


Figure 5.54. Options: TM

- Case-sensitive
- Ignore tags
- Minimum match value

  Matches with lower match values in the TM than this will not be displayed.

- Number of context segments

  The number of segments that are taken into account when calculating context matches.

- Number of matches displayed

  Once the number of matches meeting the specified minimum match value reaches the value entered here, the search will stop.

- Priority
  - Default translation memory

    Matches from default translation memory will take priority over the matches from non-default translation memory.

  - Most recently updated

More recent translations are shown closer to the top.

In the Translation Memory window, different types of matches are displayed in different colors, which makes it easier for users to identify them. These color settings can be changed in Tools menu > Options > System > Color Settings.

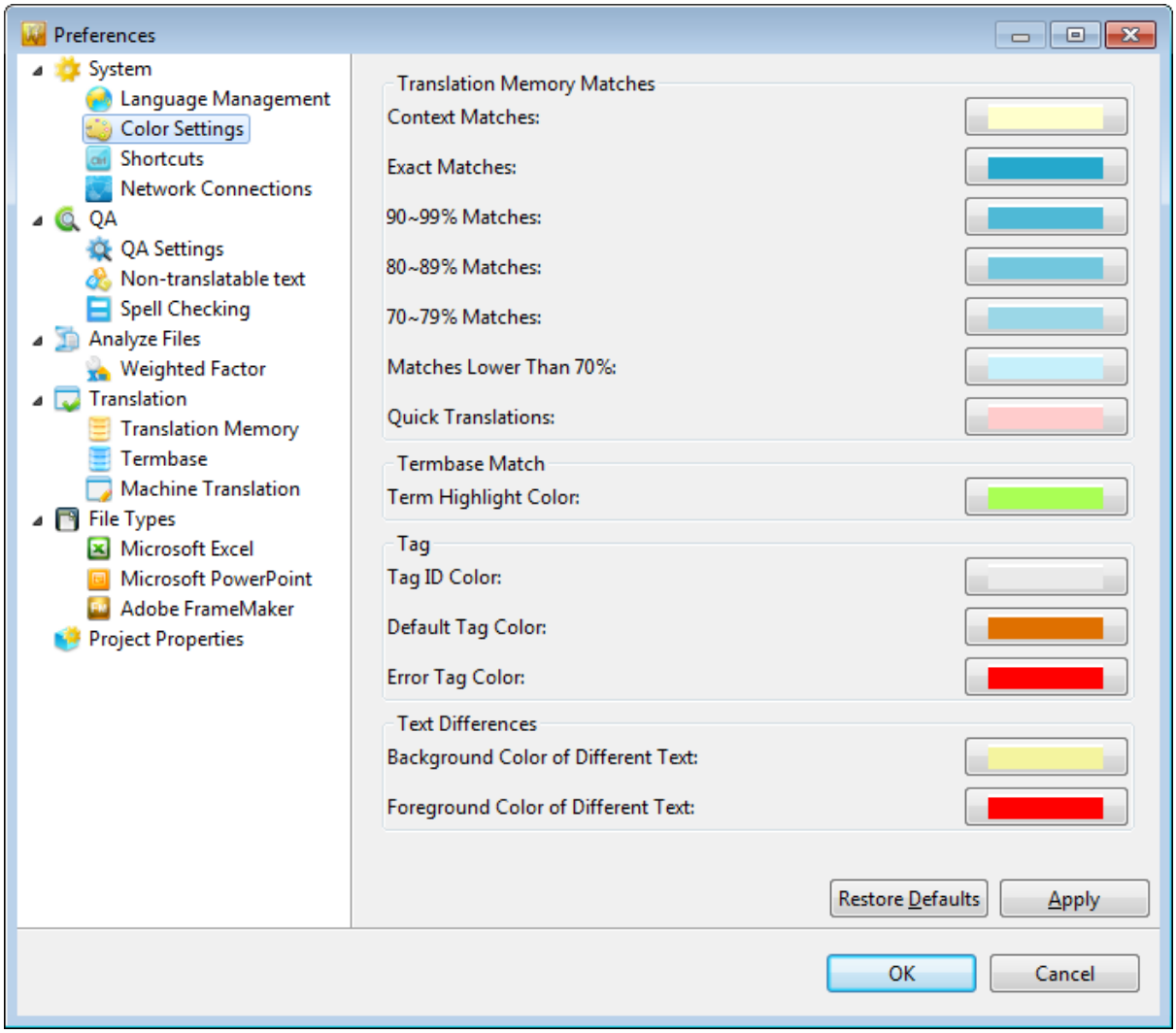


Figure 5.55. Options: Color Settings

Apply match to translation

In the Translation Memory window, double-clicking on a match will apply the translation to the current segment. At the same time, the background color of match value of the segment will change to be the same as the match. In addition, you can also use shortcut keys **Alt** + **1**, **Alt** + **2**, **Alt** + **3** to get the first, second and third match from the translation memory window.

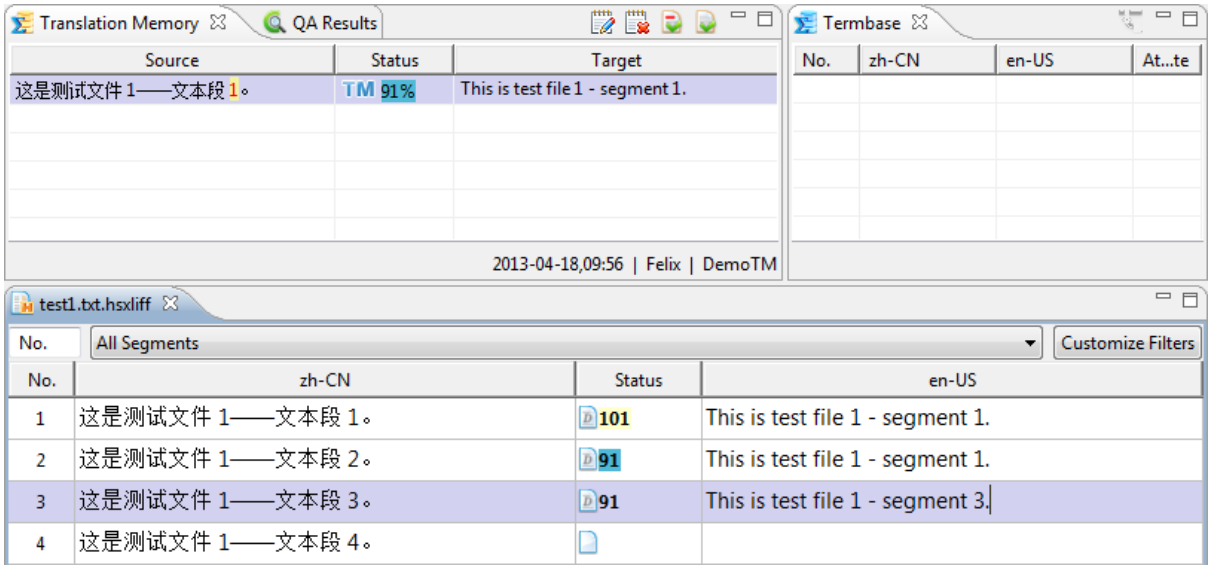


Figure 5.56. Accept match

Tip

When you applied match to target and changes the translation, then backgrou color of the match value of the segment will disappear.

If you want to copy and paste any portion of matches to target, you can select part of mathces, then press **Ctrl/Command+C** and **Ctrl/Command+V** to copy and paste it to the `target`。

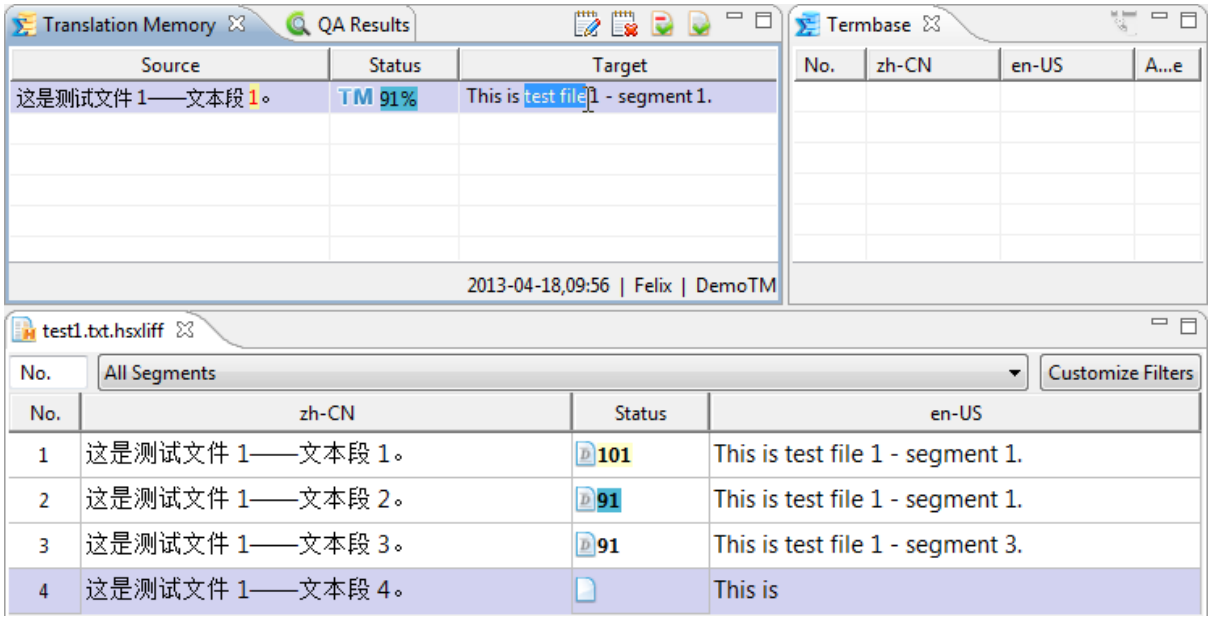


Figure 5.57. TM Match: select the part of the translation

Edit match, delete match

If you find wrong sentence or repeated sentence in Translaiton Memory panel, you can edit them with Edit Match and Delete Match `button`。

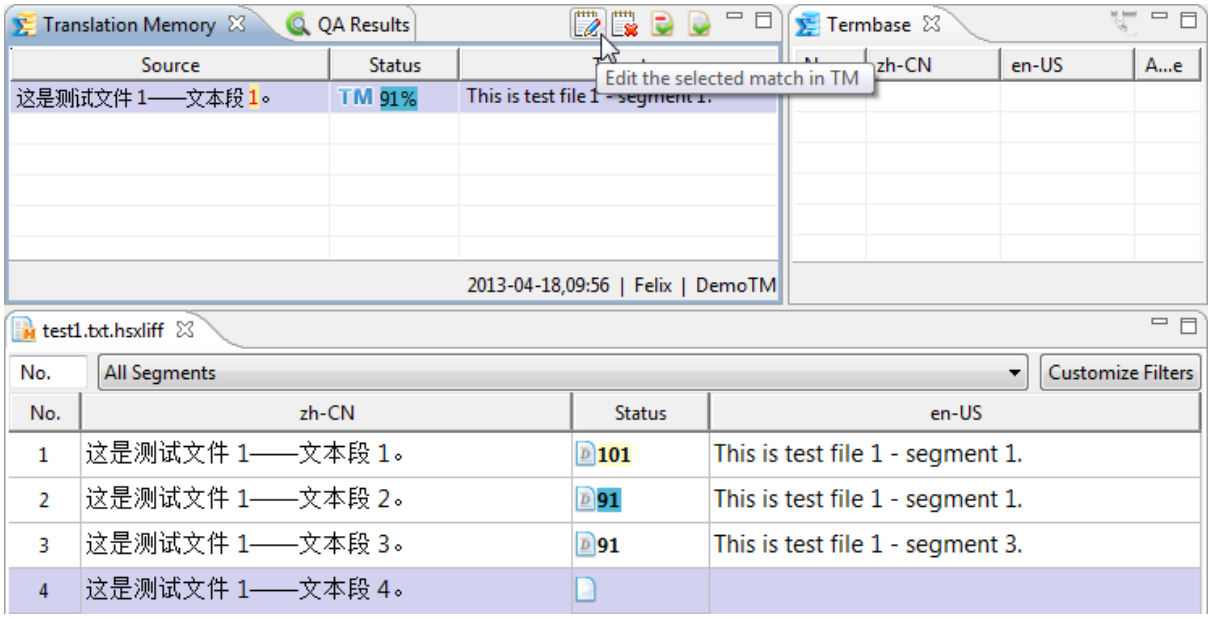


Figure 5.58. TM: editing match

Select desired match in Translation Memory and clickEdit Match button, the Edit Match dialog will pop up.

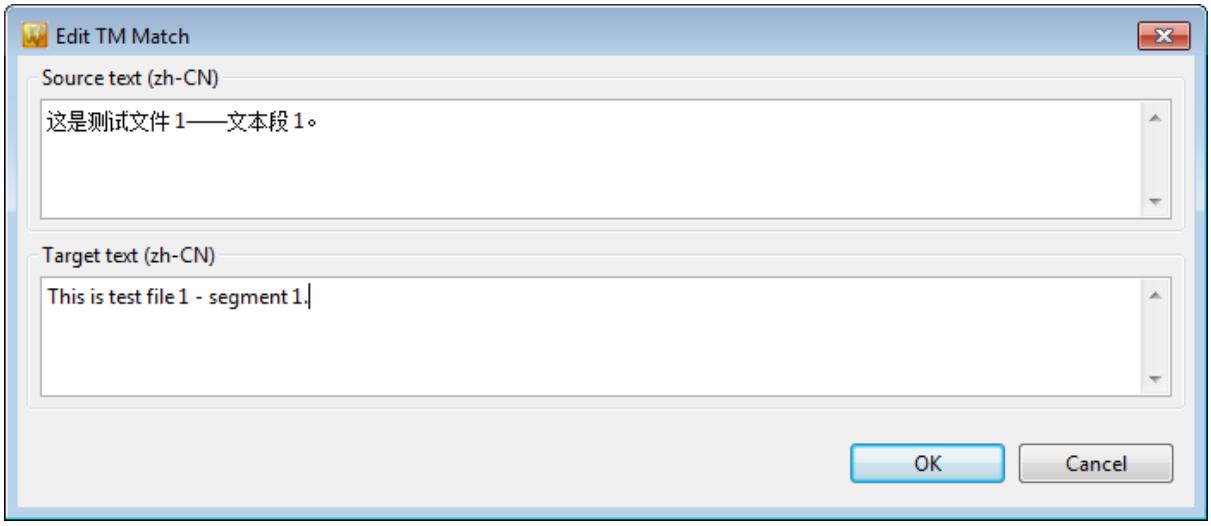


Figure 5.59. Edit Match

Once finish editing, click OK to save changes into TM in real-time.

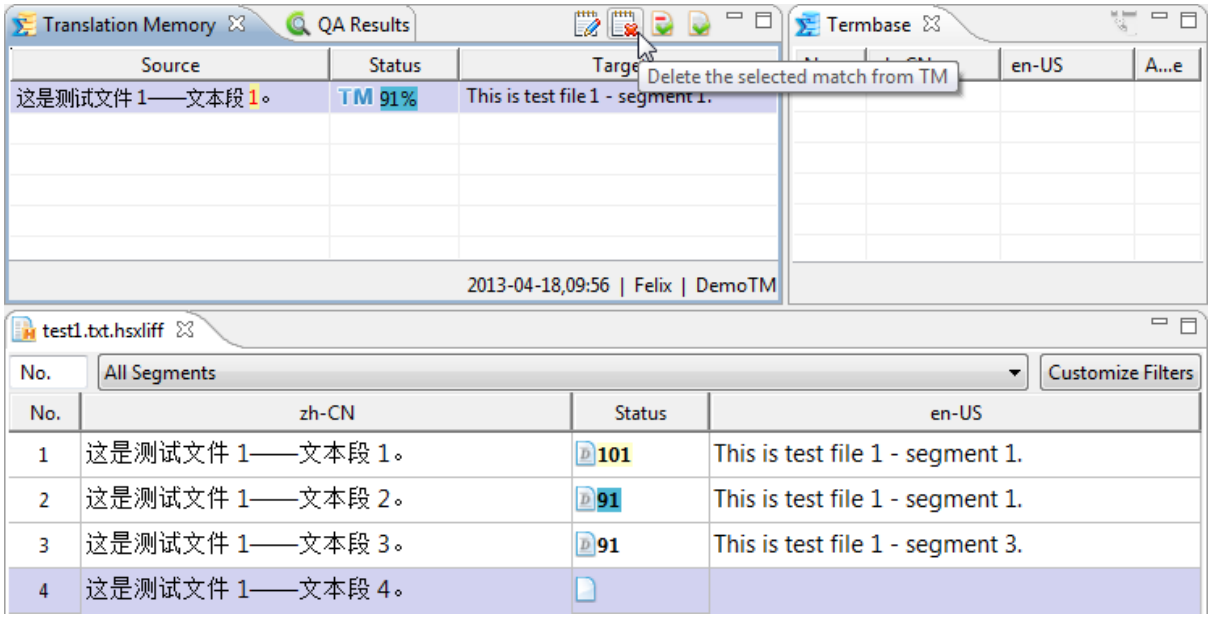


Figure 5.60. TM: Delete Match

To delete a match, select it and click Delete Match button, and finally click OK.

Tip

You can only edit the match retrieved from TM in real-time, rather than *pre-stored*TM `match`、`MT` match or QT match.

Warning

Editing match *can not be undone*. Please keep cautious for this.

Concordance

Concordance is mainly used to search for translations that are relevant to specific source text. This is how it works:

1. Check that the TM has been set up correctly for the project. For details about this, please see Figure 5.27, “Project Settings: TM”;
2. Select text in either the source or translation column, use the Context Menu or the Translationmenu and click Concordance;

Tip

The selected text will also be automatically copied to the system clipboard. If you do not find the results in TM, and want to continue to search it in the Internet, you can paste the selected text to browser's search box directly by **Ctrl/Command+V**.

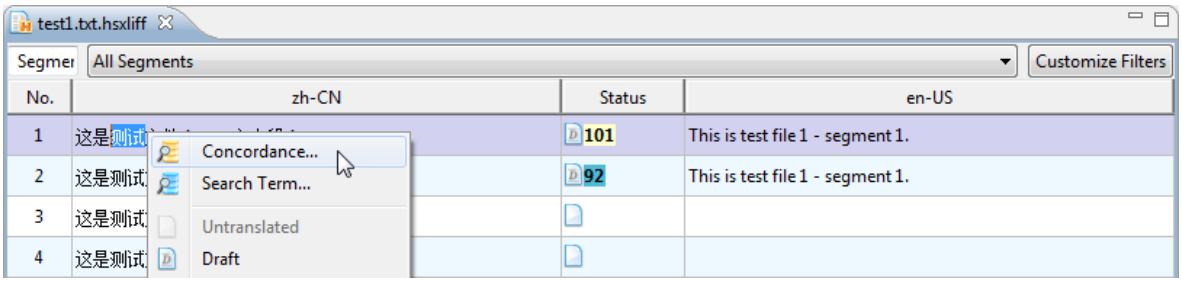


Figure 5.61. XLIFF editor: Select text to search

3. In the Concordance dialog box that pops up, adjust the following settings as appropriate:

   - Case-sensitive
   - Ignore tags

     This means to skip tags in segments during the search.
   - Regular expressions
   - Translation Memory

     This is the TM you want to conduct the search in.
   - Target Language

     This limits the search to finding source text in the current XLIFF file and only text in the chosen target language will be displayed. It is also possible to show translated text in different language locales for reference.
   - Add Filters
     - Source/Target
     - Contain/Exclude
     - Text content

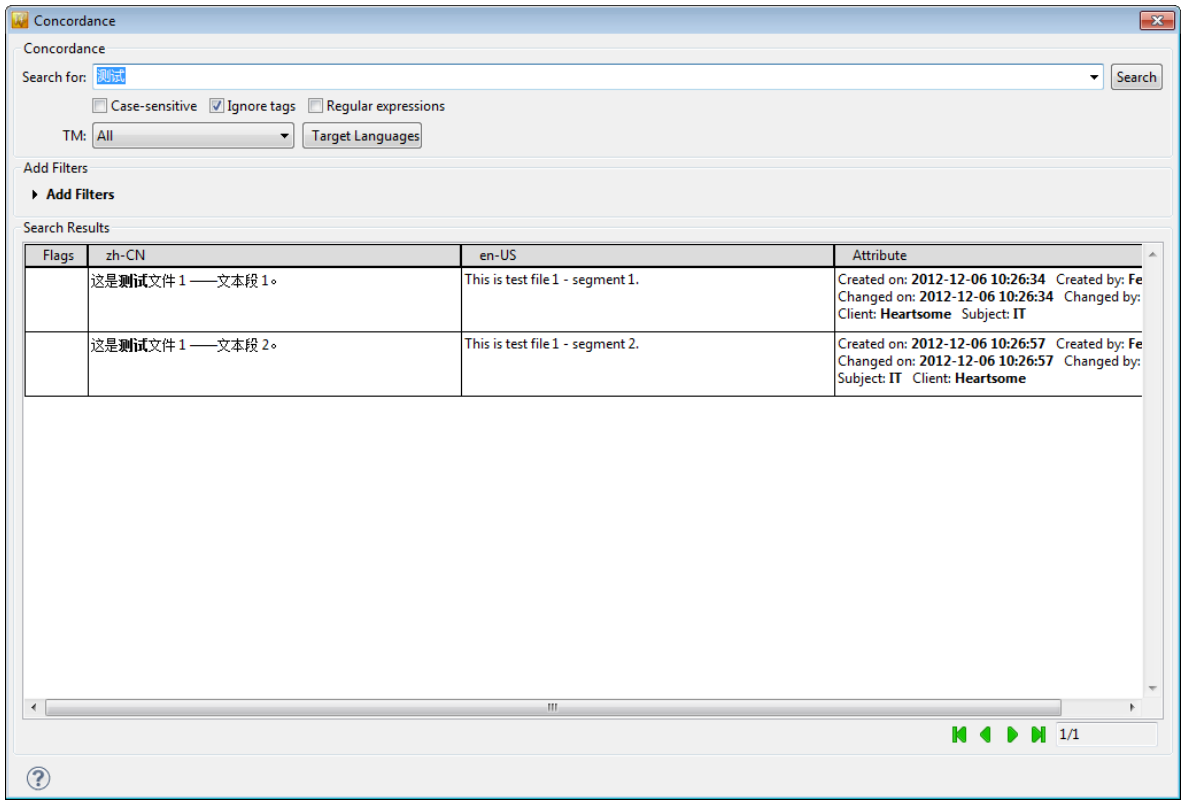


Figure 5.62. Concordance

4. Click the Search button to see results.

Double-click translation on conconrdance search dialoge to select part of its content to copy to the clipboard for later use.

Termbase

Most termbase features work in a similar way to a TM.

Add Term

To add a term to your termbase, follow these steps:

1. Check that the default termbase has been set up for the project. For details about this, please see Figure 5.47, “Project Settings: Termbase
   ”:

2. Select source term and target term *at the same time*in one opened XLIFF.

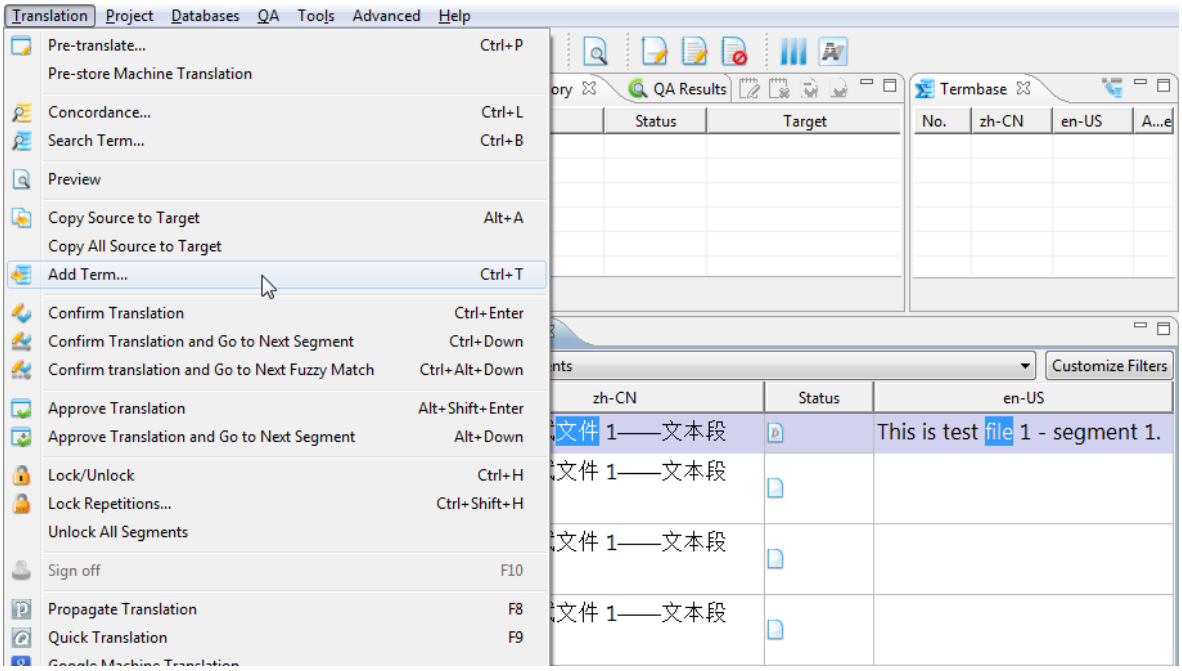


Figure 5.63. Add Term

3. Click Translation menu > Add Term (Or use the shortcut keys**Ctrl/Command+T**); In the Add Terms to Termbasedialog box, the selected source term and target term will be automatically entered in the corresponding field;

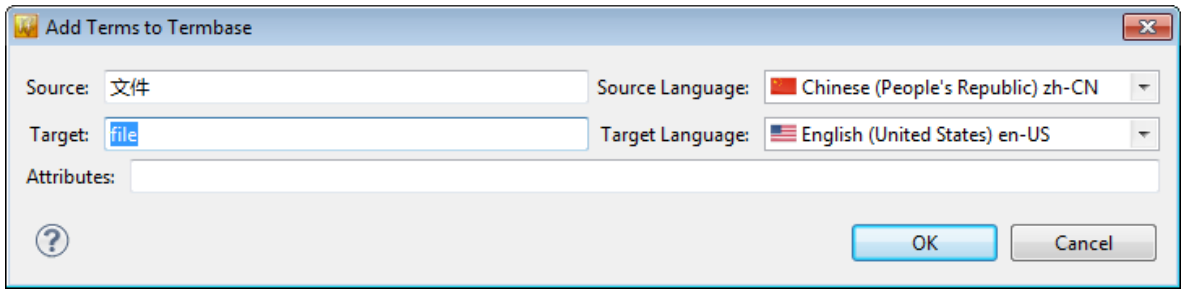


Figure 5.64. Add Term dialog box

4. You can also fill in the Attribute field, so that it is easier to distinguish the different translations for one term depending on the client or subject matter.

5. Finally, click OK to finish adding the term.

Users can go to Tools menu > Options > Translation > Termbase to change settings for term repetitions. Details can be found at the section called “Import TBX files”.

Get term for current segment

When the termbase has been correctly set up, every time a segment is selected, HSTS will automatically retrieve terms from the termbase and display them in the Termbase window.

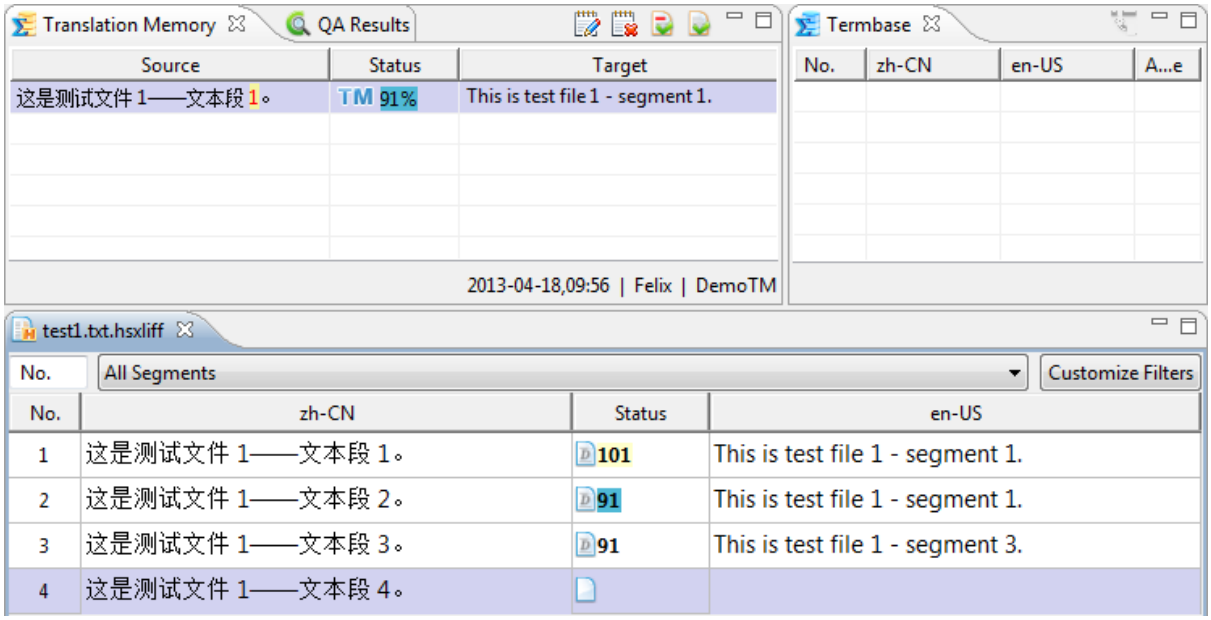


Figure 5.65. Term match

Insert term into translation

Place the cursor in the translation field and double-click the term in the Termbase window. The translation for the term will be inserted where the cursor is. In addition, you can also use shortcut keys **Ctrl** + **Shift** + **1** ~ **0** to insert the term 1 ~ 10.

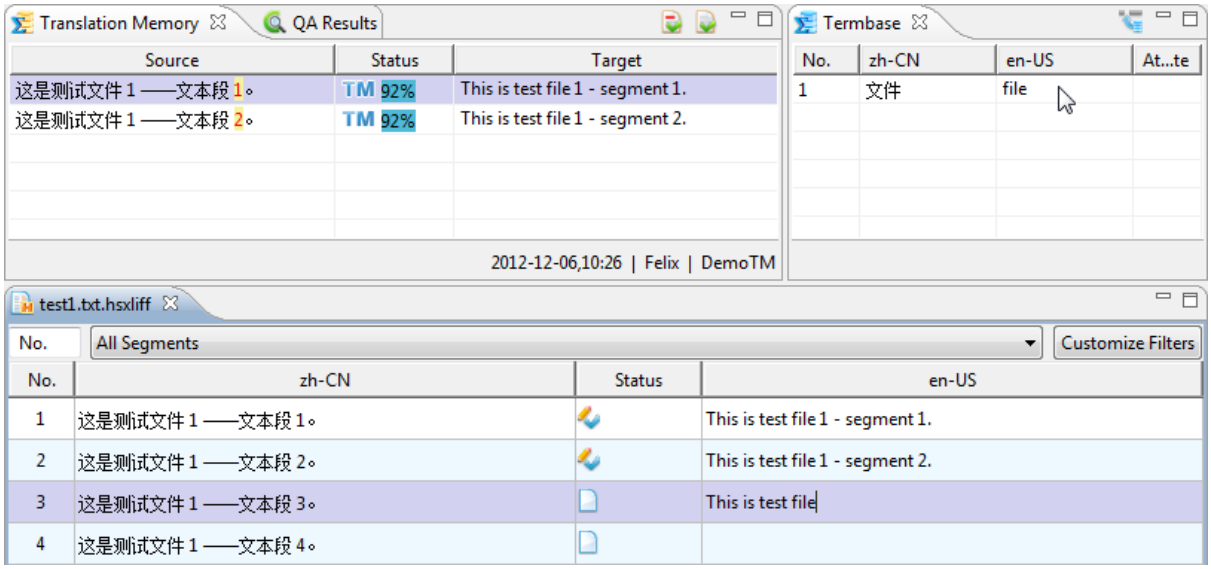


Figure 5.66. Insert term

Search term

Follow these steps to search for a term in the termbase:

1. Check that the termbase has been set up for the project. For details about this please see Figure 5.47, “Project Settings: Termbase

”.

2. Select the term you would like to search for in either the source or translation column of the opened XLIFF file.

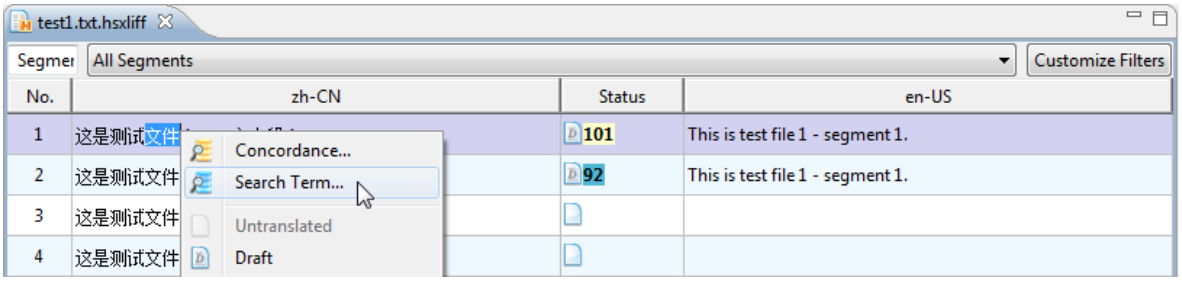


Figure 5.67. XLIFF editor: Select text to search

3. Click Translation menu > Search Term.

4. In the Search Term dialog box that pops up, type in the term in the search box. If you had previously selected the term, it will be automatically filled in the search box. You may also need to configure the following settings as appropriate:

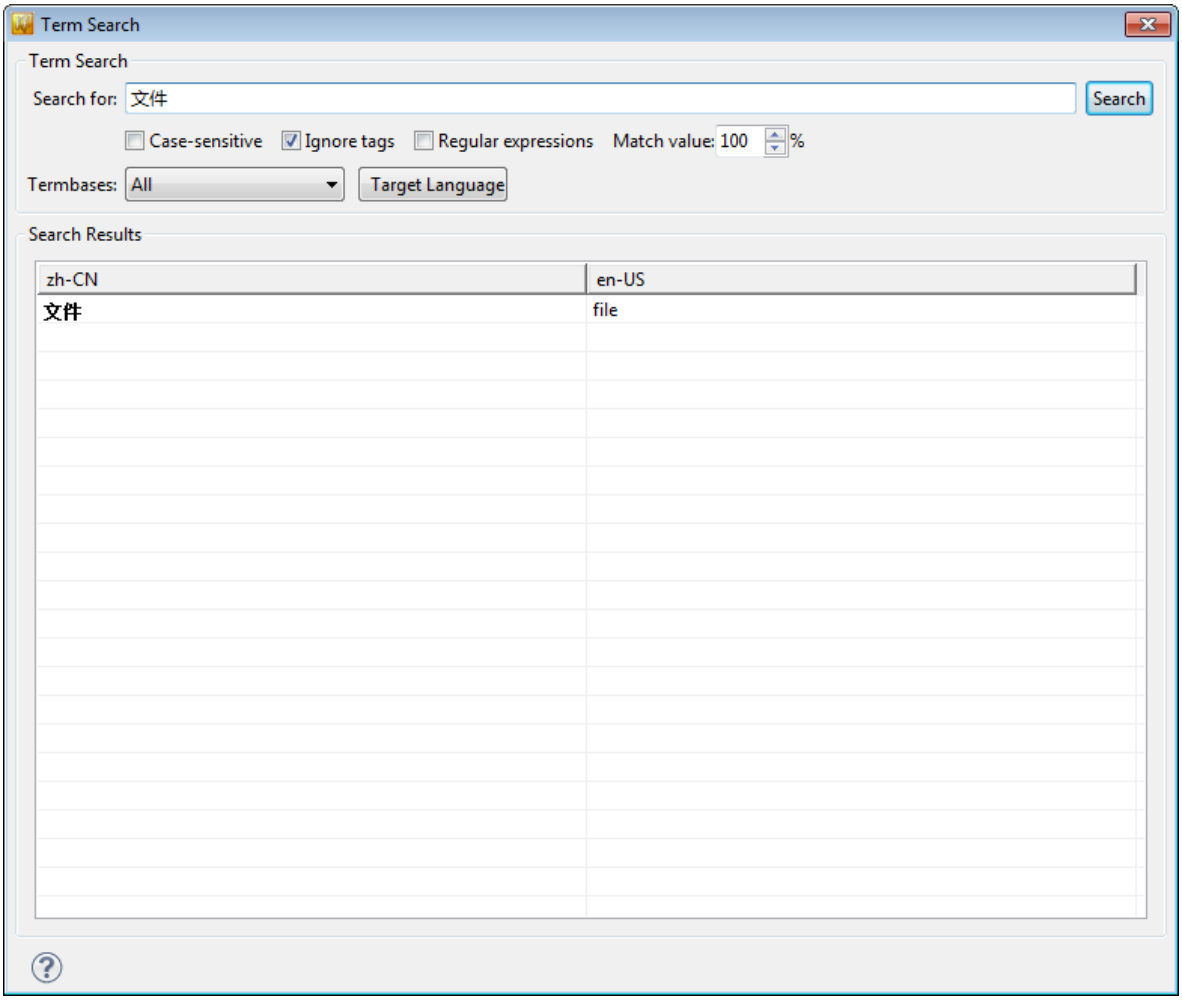


Figure 5.68. Search term

- Case-sensitive
- Ignore tags
- Regular expressions

- Match value

  Similarity to the searched term in terms of match value.

- Termbase

- Target Language

5. Click the Search button to see results.

QA

HSTS provides a wide range of QA features to help users improve translation quality in various ways. From Tools > Options > QA > QA, you can activate the following QA items:

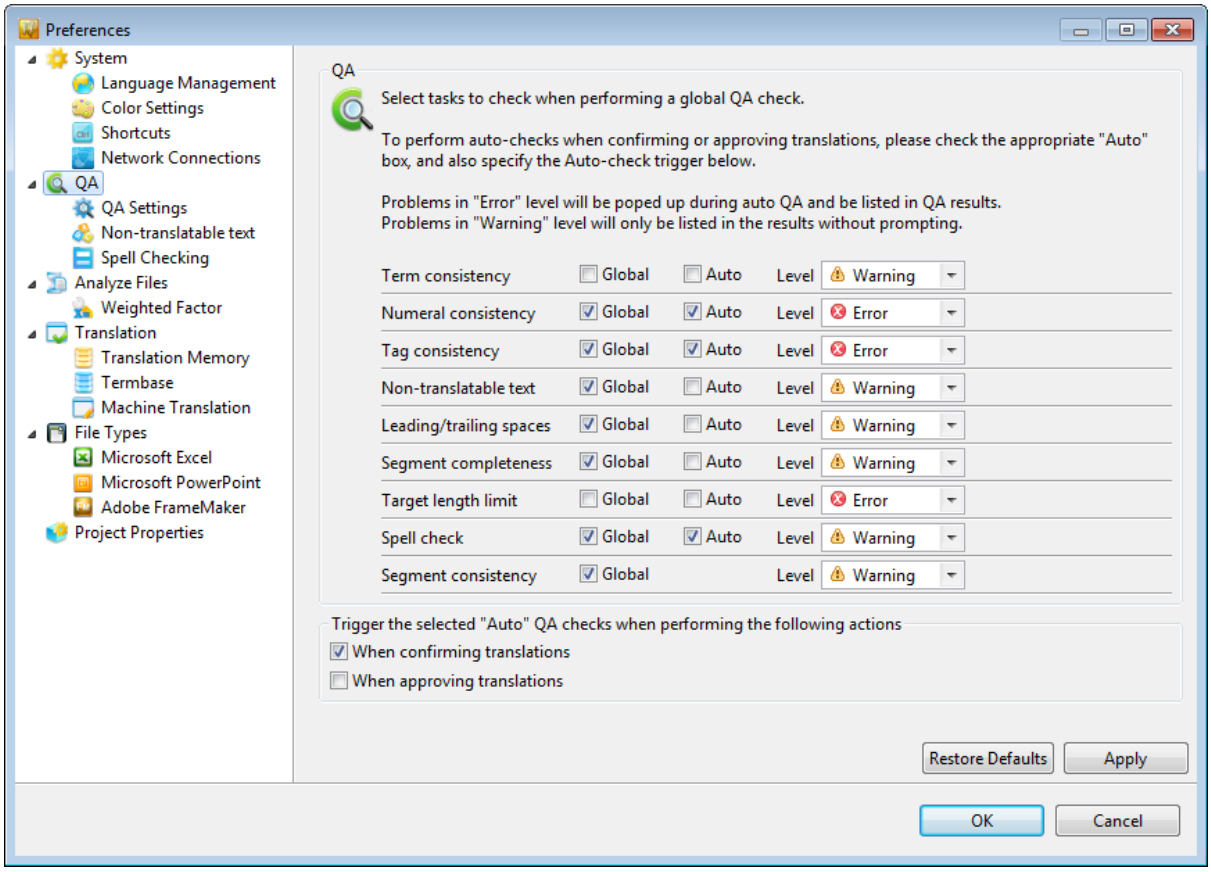


Figure 5.69. Options: QA

- Term consistency

  Check that terms are translated correctly as per the termbase.

- Numeral consistency

  Check that numerals in the source are correctly transferred to the translation.

- Tag consistency

  Check that tags in the source are correctly transferred to the translation.

- Non-translatable text

  Check that placeables in the source are correctly transferred to the translation.

- Leading/trailing spaces

  Check that spacing at the beginning/end of the translation is consistent with the source.

- Segment completeness

  Check that there are no empty translation fields or different fields from the source.

- Target length limit

  Check that the translation is within the word count limit. This is typically a requirement for software UIs or subtitles for videos, etc.

- Spell check

  Check that there are no spelling mistakes in the translation.

- Segment consistency

  Check for translation consistency and inconsistency.

Among these QA items, all except Segment consistency can be checked using “Auto-check Policy”. This means you can choose to automate one or multiple QA checks upon completing or approving segments. We recommend activating automatic QA checks during translation, in order to identify problems immediately and to solve them as soon as possible.

Segments that fail to pass the QA checks will be displayed in the QA Results window. A double-click on a QA issue will direct you to that particular segment. Each line in the results corresponds to one problem. Therefore, there will be multiple results shown for one segment if it is found to have multiple QA problems. In addition, you can also export QA results as necessary for delivery to other ones, please see the the section called “Export QA Report”.

Note

After QA is completed, there may be some false positives. You can ignore them as appropriate. For example, spaces at the beginning and ends of paragraphs are necessary in Latin languages, but not in Asian languages. Therefore, translators should decide whether the QA problems identified need to be corrected depending on the particular requirements of the target language.

Quick Translation

HSTS's quick translation feature is called *Example Based Machine Translation* (EBMT). This feature can replace terms in the current segment with matching terms from the TM, automatically making a fairly good translation. When combining TM matches and terms, quick translation can produce as high quality translation as a TM, while reducing the cumbersome job of replacing terms manually. The example below shows a scenario where fast translation can be of use:

- Precondition

  1. The segment “This is a black keyboard. ”and its translation “这是一只黑色的键盘。 both exist in the TM.”

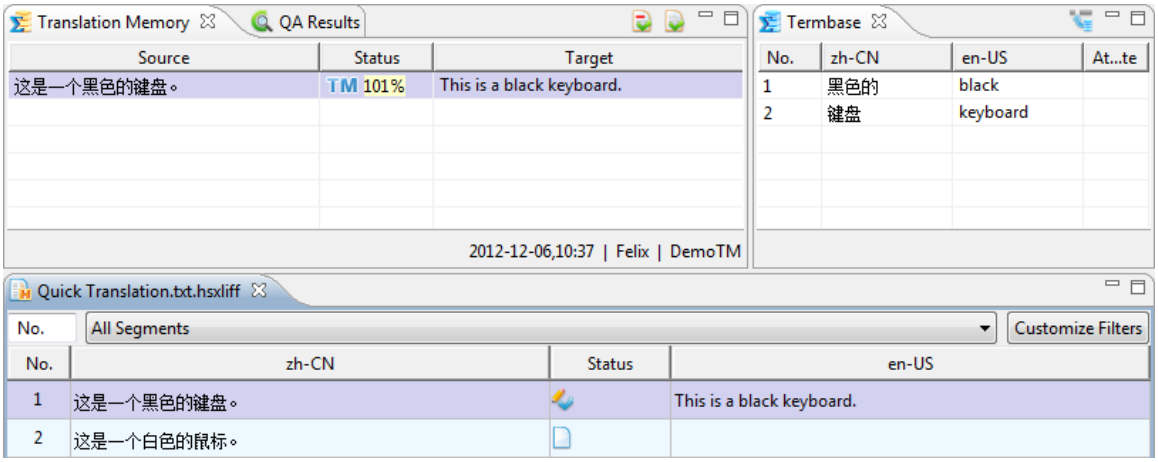


Figure 5.70. Quick translation: TM

2. These terms exist in the termbase: “black-黑色的”, “keyboard-键盘”, “white-白色的” and “mouse-鼠标”

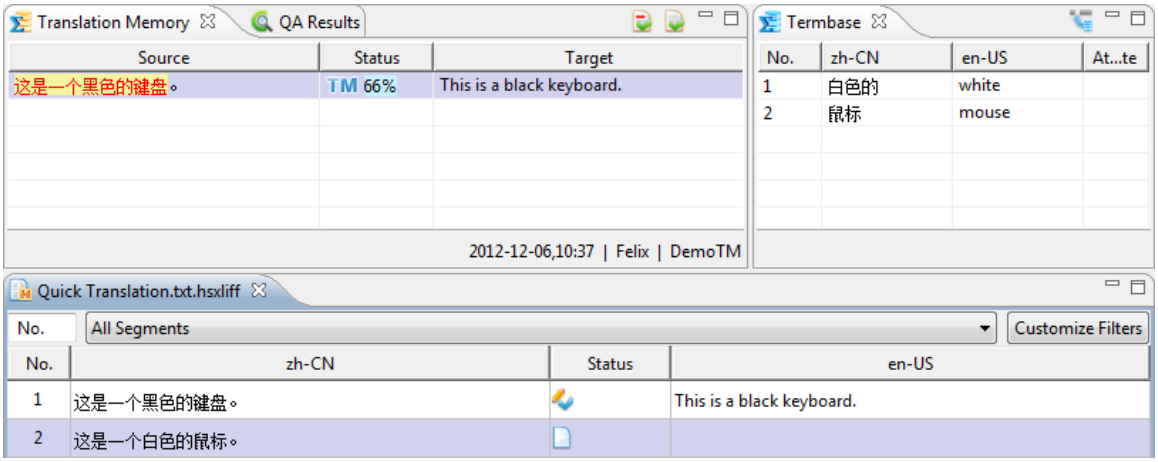


Figure 5.71. Quick translation: Termbase

- Source of current segment

  “This is a white mouse.”

- Translation generated through quick translation

  “这是一只白色的鼠标。”

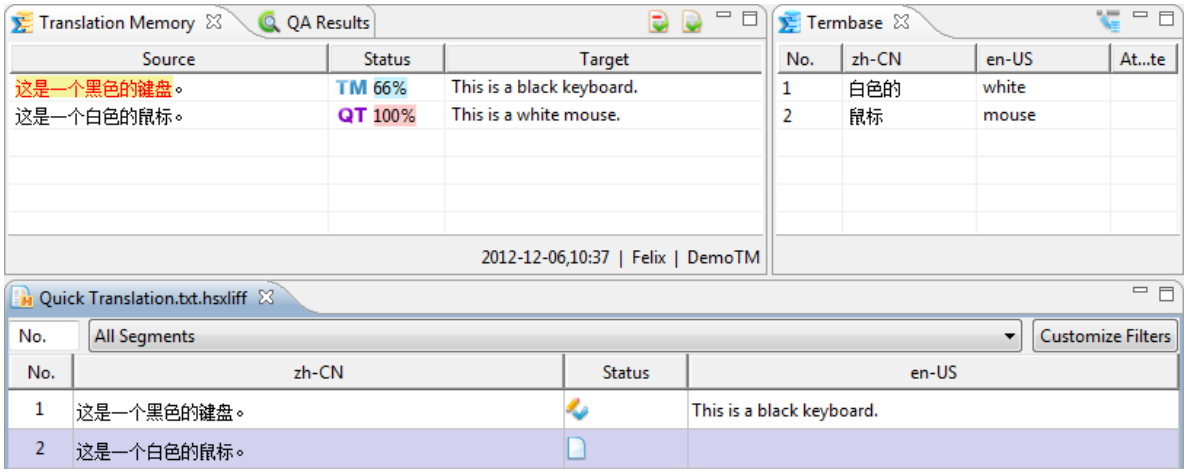


Figure 5.72. Quick Translation

There are two prerequisites for quick translation:

1. There is a match in TM for the current segment (meeting the minimum match value set in Tools menu > Options > Translation > Translation Memory, which was set at 35% in the example above).

2. Apart from TM matches, the rest of the current source text has matching terms in the termbase.

We recommend going to Tools menu > Options > Translation and activating the Auto Quick Translation feature. If this has not been activated, it is also possible to implement quick translation manually by going to Translation menu > Quick Translation.

Note

If the current segment does not meet the prerequisites for quick translation, activating this feature will not bring any visible results.

Machine Translation

HSTS provides support for Bing Translator and Google Translate for machine translation (MT). The former MT engine can be used for free while the latter requires payment. For more information about machine translation please refer to the section called “Pre-store Machine Translation” and Q: 9.1.2.

Filter segments

Sometimes during translation, it is necessary to filter segments by certain characteristics (e.g. statuses, matches) so as to narrow down the search scope, eliminate interruptions and facilitate batch operations. HSTS provides following segment filter:

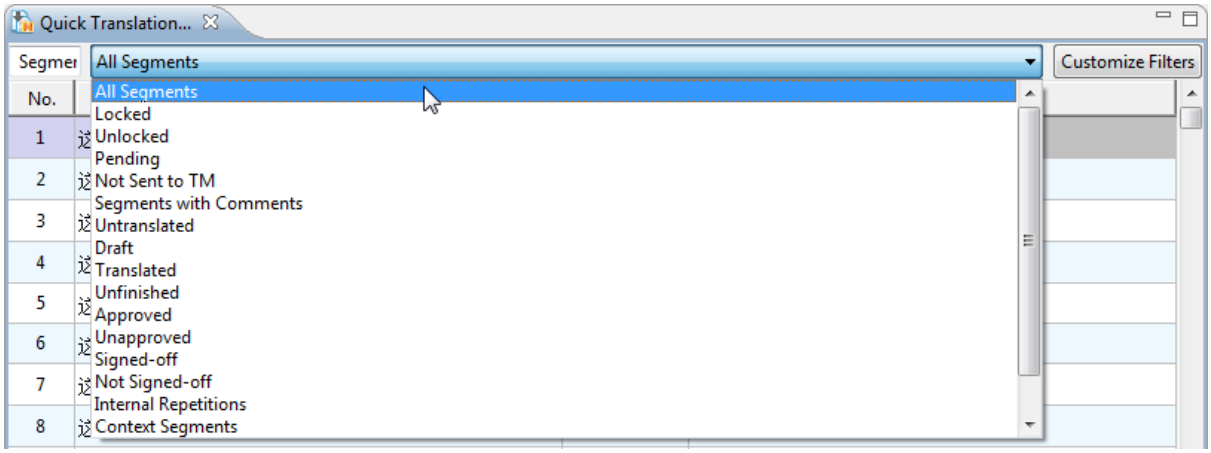


Figure 5.73. XLIFF editor: Segments filter

- Locked
- Unlocked
- Pending
- Not Sent to TM
- Segments with comments
- Untranslated
- Draft
- Translated
- Unfinished
- Approved
- Unapproved
- Signed-off
- Not Signed-off
- Internal repetitions
- Context Matches
- Exact Matches
- Fuzzy match

In addition, you can also click on Customize Filters button on the right of segment filter drop-down list to add a custom filter:

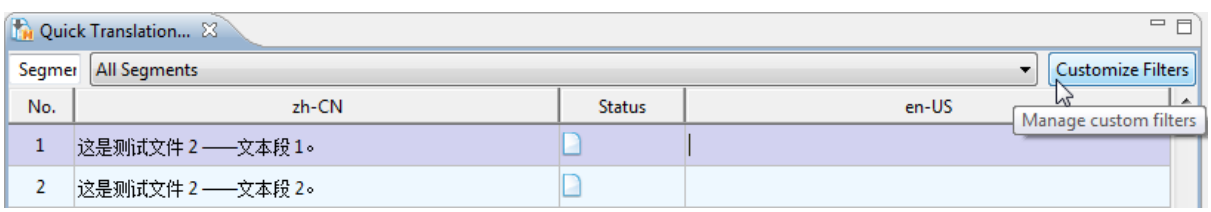


Figure 5.74. XLIFF editor: Add your own custom segment filter

You can add *custom filter* as following conditions:

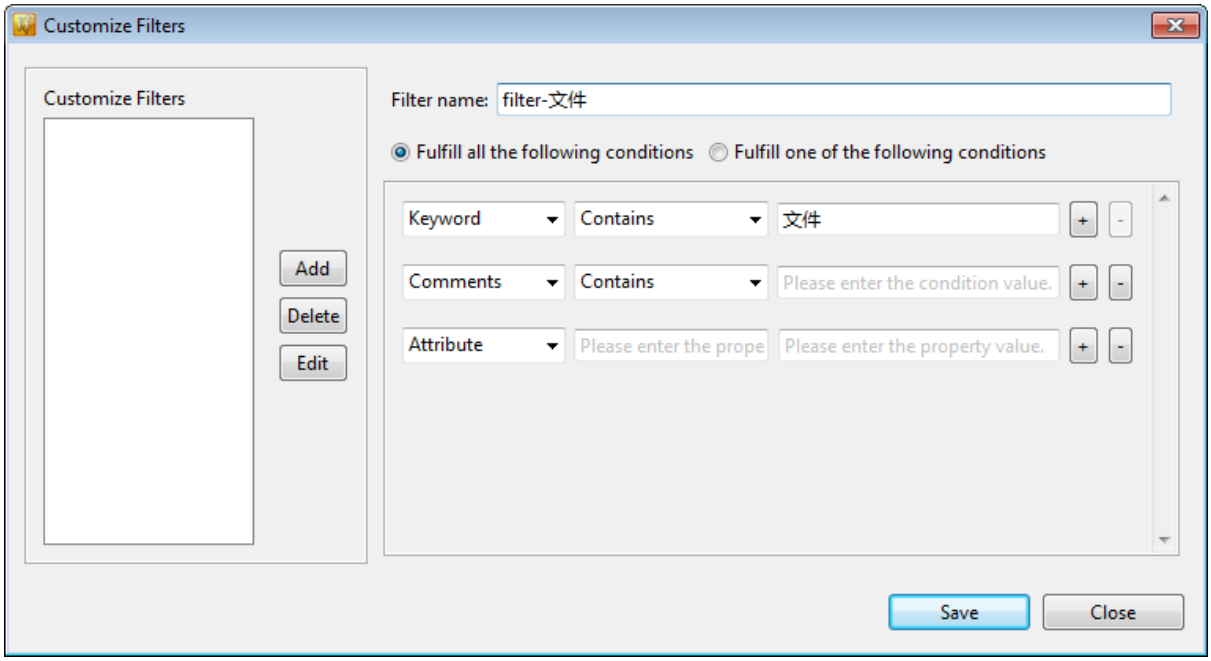


Figure 5.75. Manage custom filters

- Combination of the following types of criteria

  Meet all of the following conditions, meet one of the following conditions

- Keyword

  Contain/Exclude: Specified text

- Comments

  Contain/Exclude/Equal/Not Equal To: Specified text

- Attribute

  Property name*equals* specified text and property value *equals* specified text

Successfully added new segment filter will display at the bottom of the segment filter list.

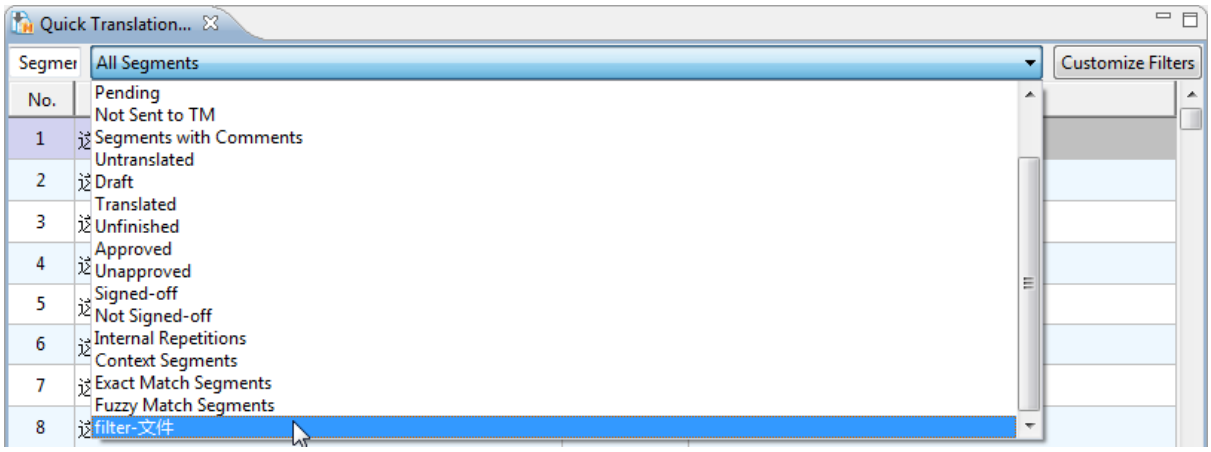


Figure 5.76. Segment custom filters

Translation Progress Analysis

Translation progress analysis is performed in a similar way to the word count analysis:

1. From the “Project” or XLIFF sub-folder, choose one or multiple .hsxliff files/folders, and from either the right-click menu or the Project menu, select Translation Progress Analysis;

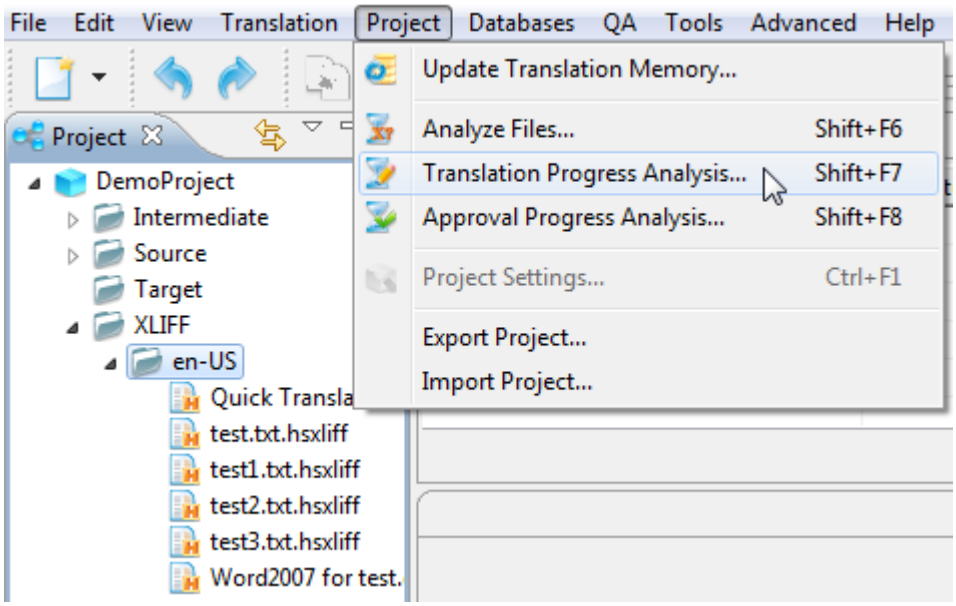


Figure 5.77. Translation Progress Analysis.

2. To confirm the files you want to analyze, click OK `button`。

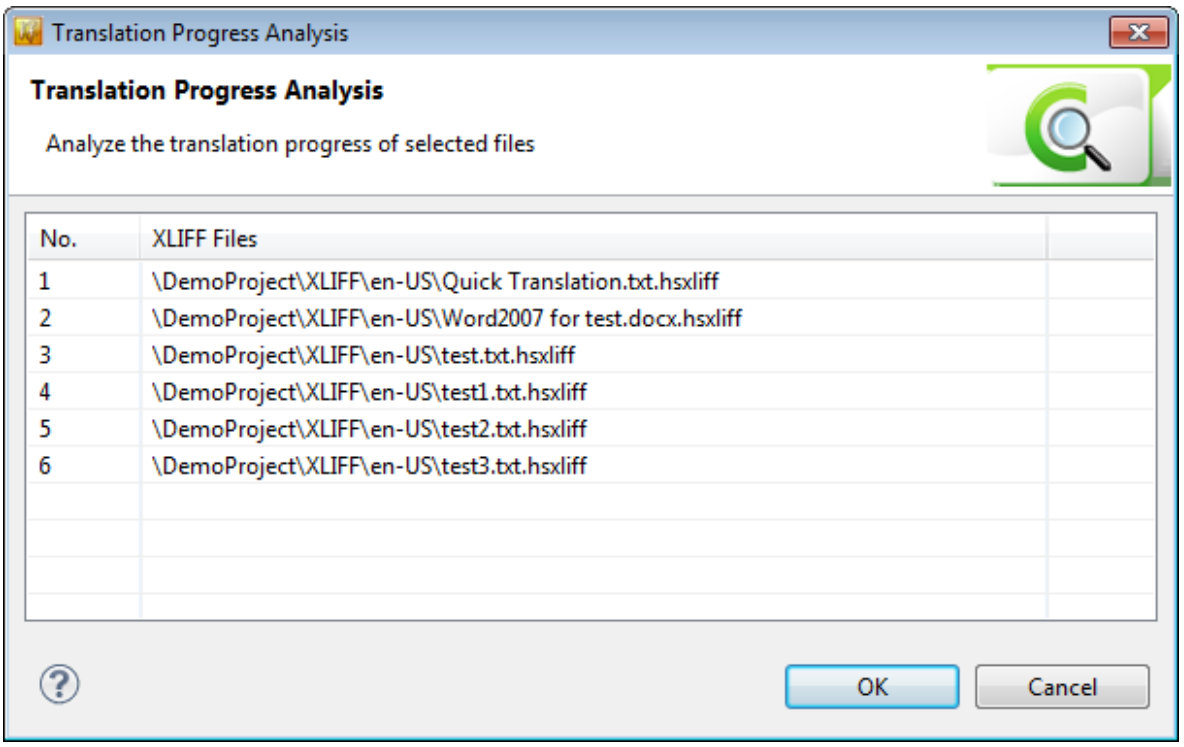
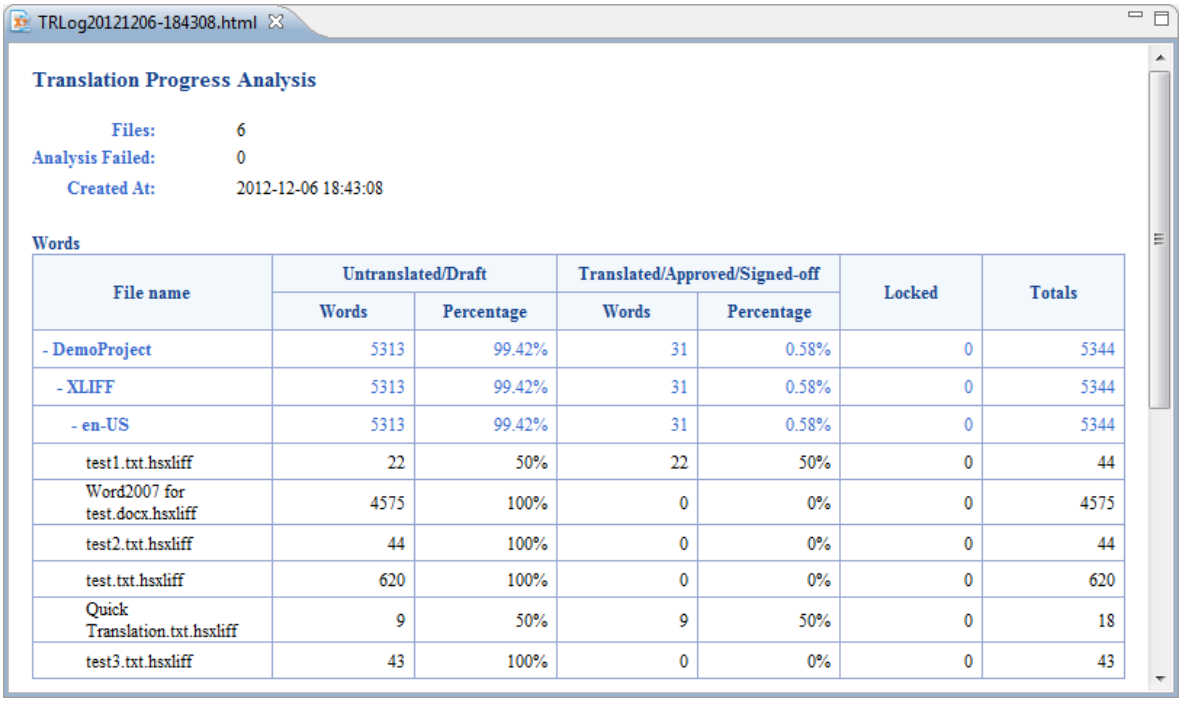


Figure 5.78. Translation progress analysis

3. When the analysis has finished, a report of the analysis results will open automatically.



TRLog20121206-184308.html

Translation Progress Analysis

Files: 6
Analysis Failed: 0
Created At: 2012-12-06 18:43:08

Words

File name	Untranslated/Draft		Translated/Approved/Signed-off		Locked	Totals
	Words	Percentage	Words	Percentage		
- DemoProject	5313	99.42%	31	0.58%	0	5344
- XLIFF	5313	99.42%	31	0.58%	0	5344
- en-US	5313	99.42%	31	0.58%	0	5344
test1.txt.hsxliff	22	50%	22	50%	0	44
Word2007 for test.docx.hsxliff	4575	100%	0	0%	0	4575
test2.txt.hsxliff	44	100%	0	0%	0	44
test.txt.hsxliff	620	100%	0	0%	0	620
Quick Translation.txt.hsxliff	9	50%	9	50%	0	18
test3.txt.hsxliff	43	100%	0	0%	0	43

Figure 5.79. Results of translation progress analysis

5.5. Edit & QA

Open

The "Open file" operation for Edit & QA is the same as for "Translate". For details, please see the section called “Open”.

Change segment status

The "Change segment status" operation for Edit & QA is the same as for "Translate", except that the specific status values vary a little. For details, please see the section called “Change segment status”.

Edit translation

The "Edit translation" operation for Edit & QA is the same as for "Translate". For details, please see the section called “Enter translation”.

Comments

Any opinions or notes on source or translated text can be added as segment comments. A segment with a comment will have a comment icon shown in the status column. To process comment, you can:

Add

Select one or multiple segments, go to the right-click menu or Edit menu to open Add Comment and enter a comment:

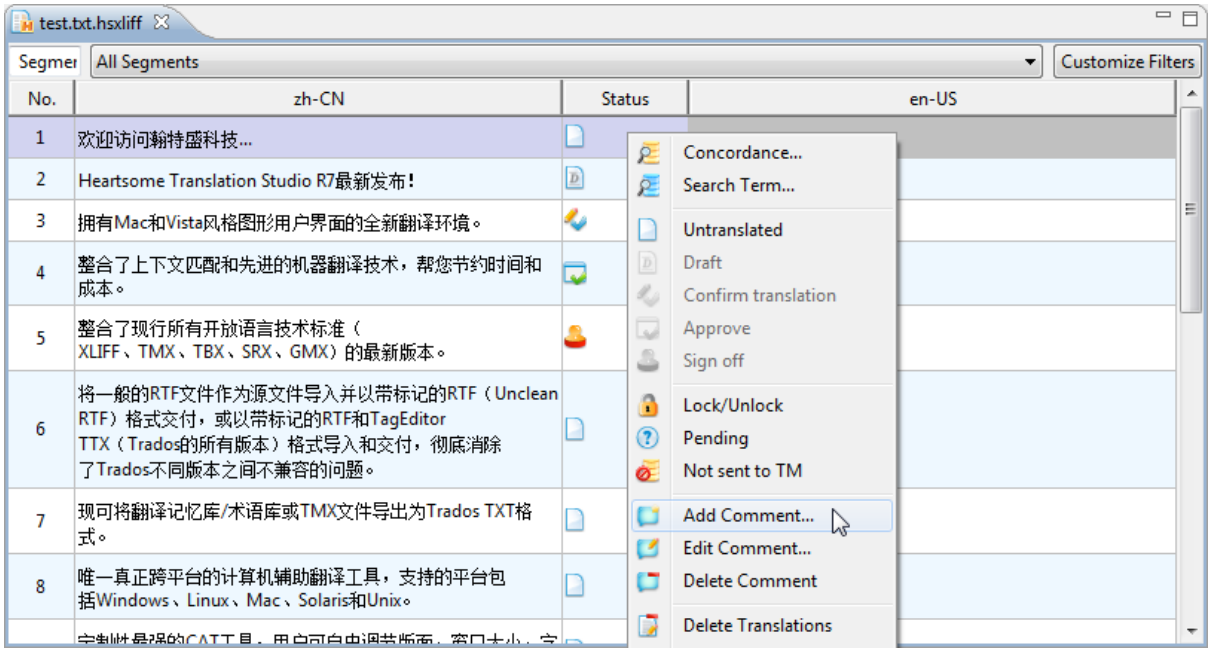


Figure 5.80. Add Comment

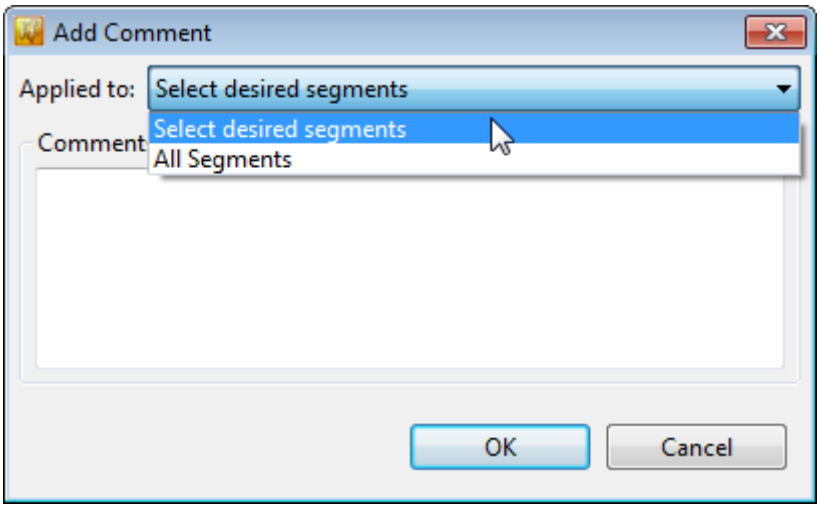


Figure 5.81. Add Comment dialog box

- Apply to:
  - Select desired segments

    The comment will only be added to the segment(s) selected.
  - All Segments

    The comment will be added to all segments.
- Comments

  The comment message.

HSTS allows multiple comments to be added to one segment.

Edit

Select a segment and go to the right-click menu > Edit Comment. When the Edit Comment dialog box opens, select the comment entry you would like to edit. Click the Edit Comment button to edit the comment. If the comment being edited was added to “All Segments”, then edits to the comment will apply to all other segments.

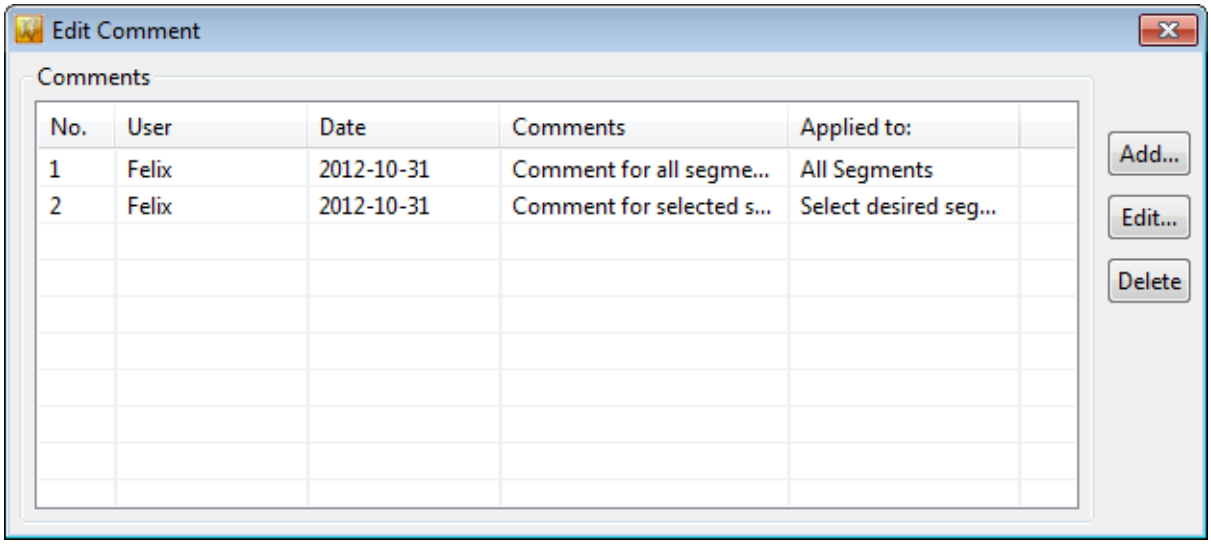


Figure 5.82. Edit Comment

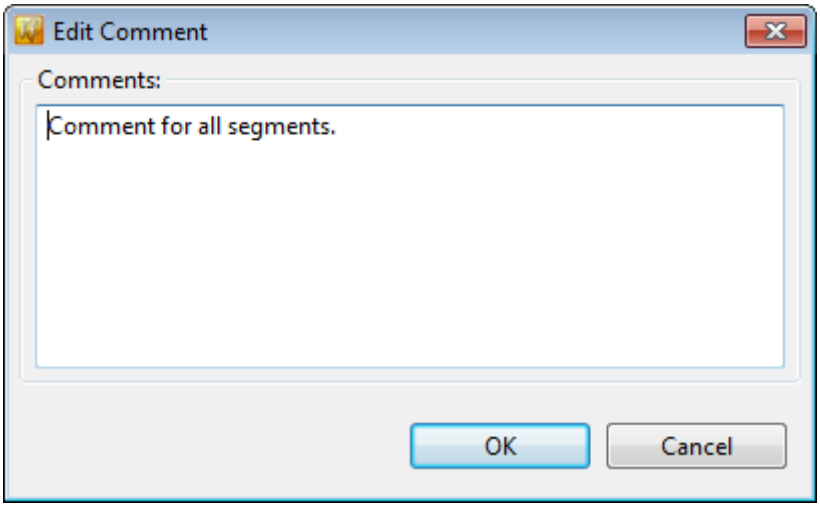


Figure 5.83. Edit Comment dialog box

Delete

Select one or multiple segments and go to the right-click menu or Edit menu > Delete Comment. Once confirmed, all comments for the selected segments will be deleted. If the deleted comment was added to “All Segments”, then deleting any one occurrence of this comment will also delete all other occurrences.

Approval Progress Analysis

The "Approval progress analysis" operation is the same as "Translation progress analysis". For details please see the section called “Translation Progress Analysis”.

External proofreading

Some editors or proofreaders may prefer to do their job using Word or similar text editing tools, and HSTS has provided the bilingual word export/import feature to meet their needs. Prior to editing/proofreading, export the

XLIFF file to an DOCX file and use any tool that supports DOCX file editing (e.g., Word) to do the editing/proofreading. When finished, import the updated DOCX back to XLIFF. The specific procedure is as follows:

Export Bilingual Proofreading File

Please see Export Heartsome Bilingual Proofreading File.

Import Bilingual Proofreading File

Please see "Import external file".

QA

HSTS's QA features have been introduced in the previous the section called “QA”section. We recommend activating “automatic QA check” during translation, but users can always choose to perform individual QA checks at any time.

Individual QA check

You can perform individual QA checks for a single or multiple XLIFF files currently open in the editor (including “separately opened”, and “merged and opened” ones), checking “numeral consistency” or “tags consistency”. Problems will be shown in the QA Results list.

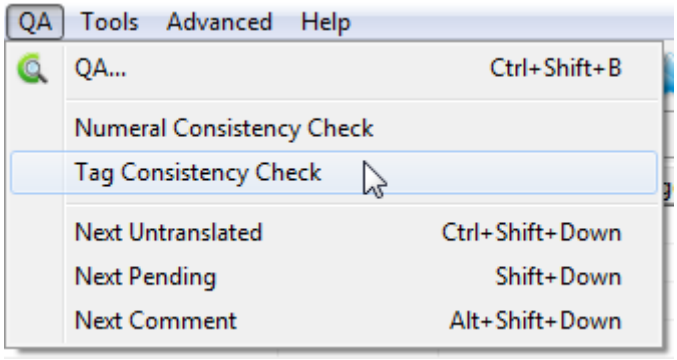


Figure 5.84. Individual QA check

Global QA

A global QA check will run QA checks on multiple XLIFF files all at once, helping users to perform final quality checks on their own assignment, task or even the whole project. The procedure is detailed below:

1. Select the project or open the XLIFF(s) to be checked, then go to QA or the right-click menu to open QA.

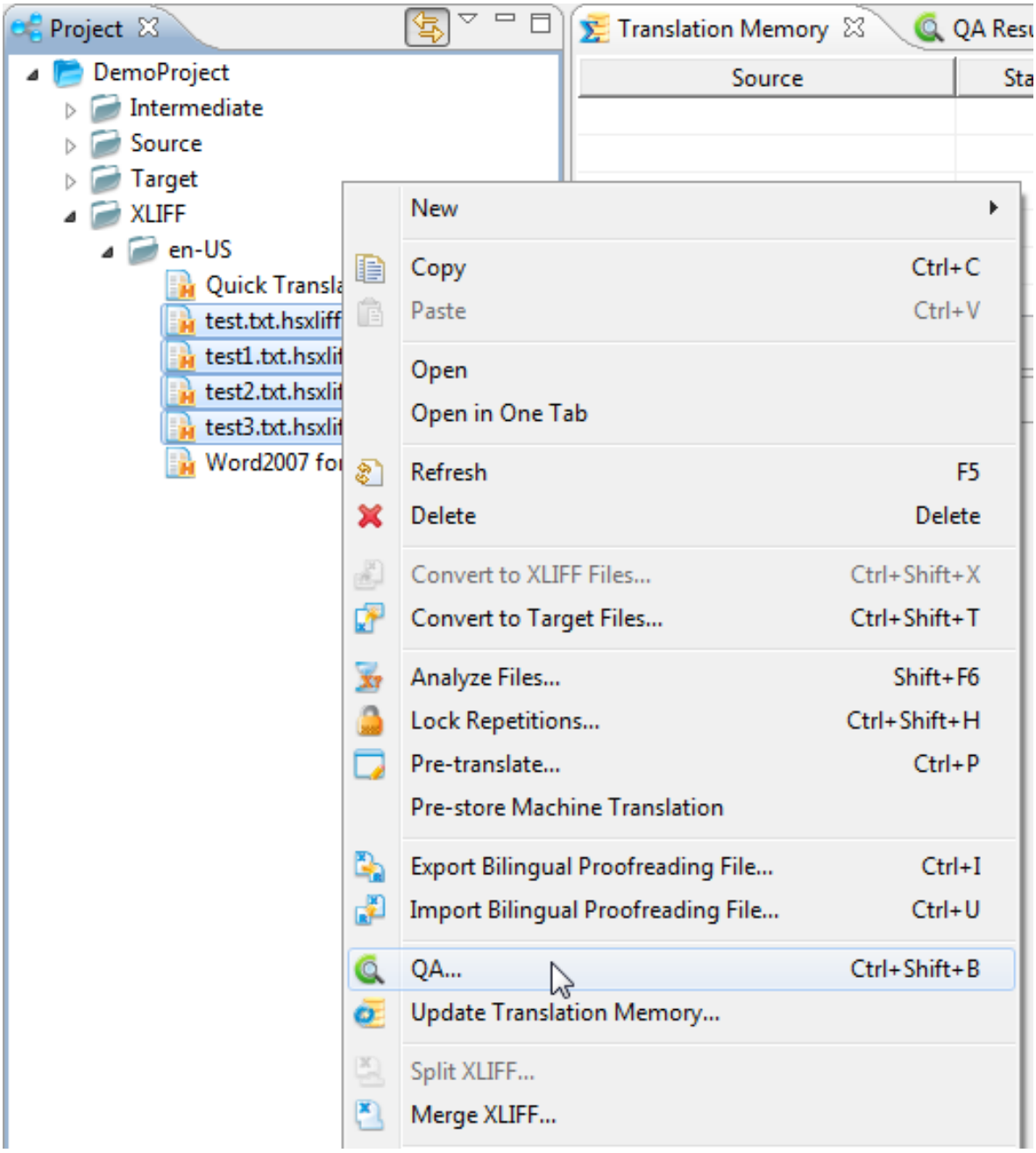


Figure 5.85. QA

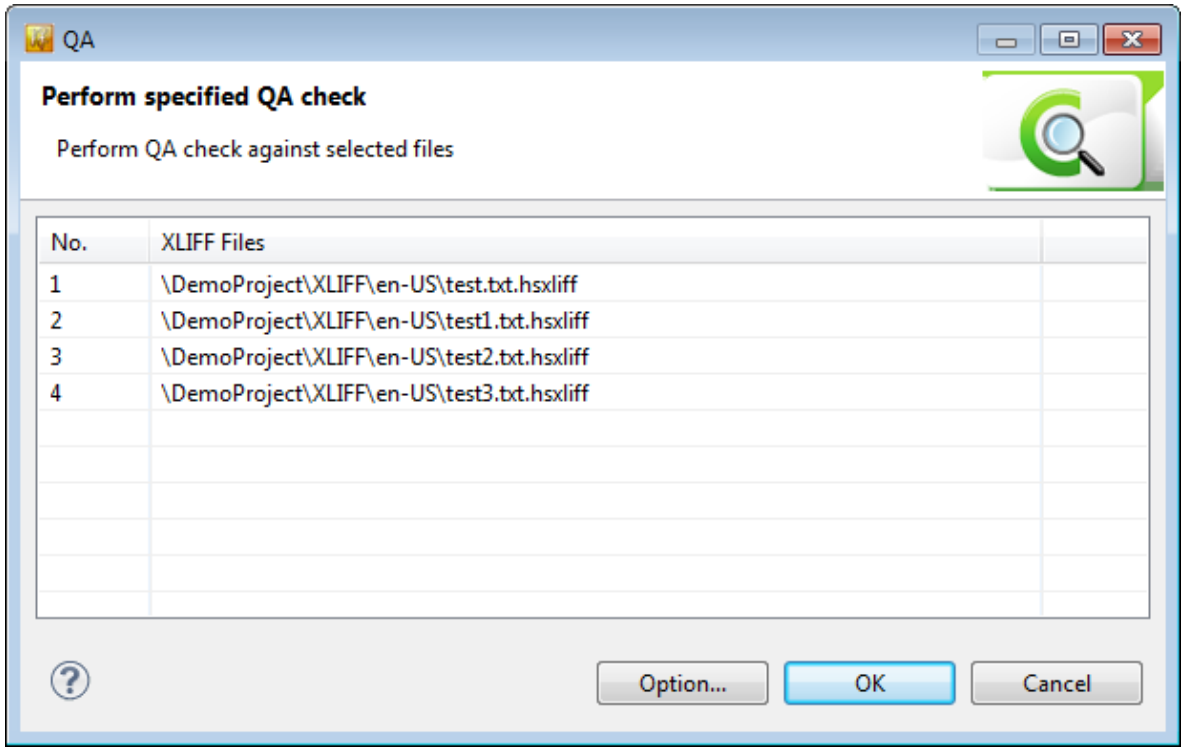


Figure 5.86. QA dialog

2. Click the Options button to select the QA items to be checked and configure the relevant settings for each item.

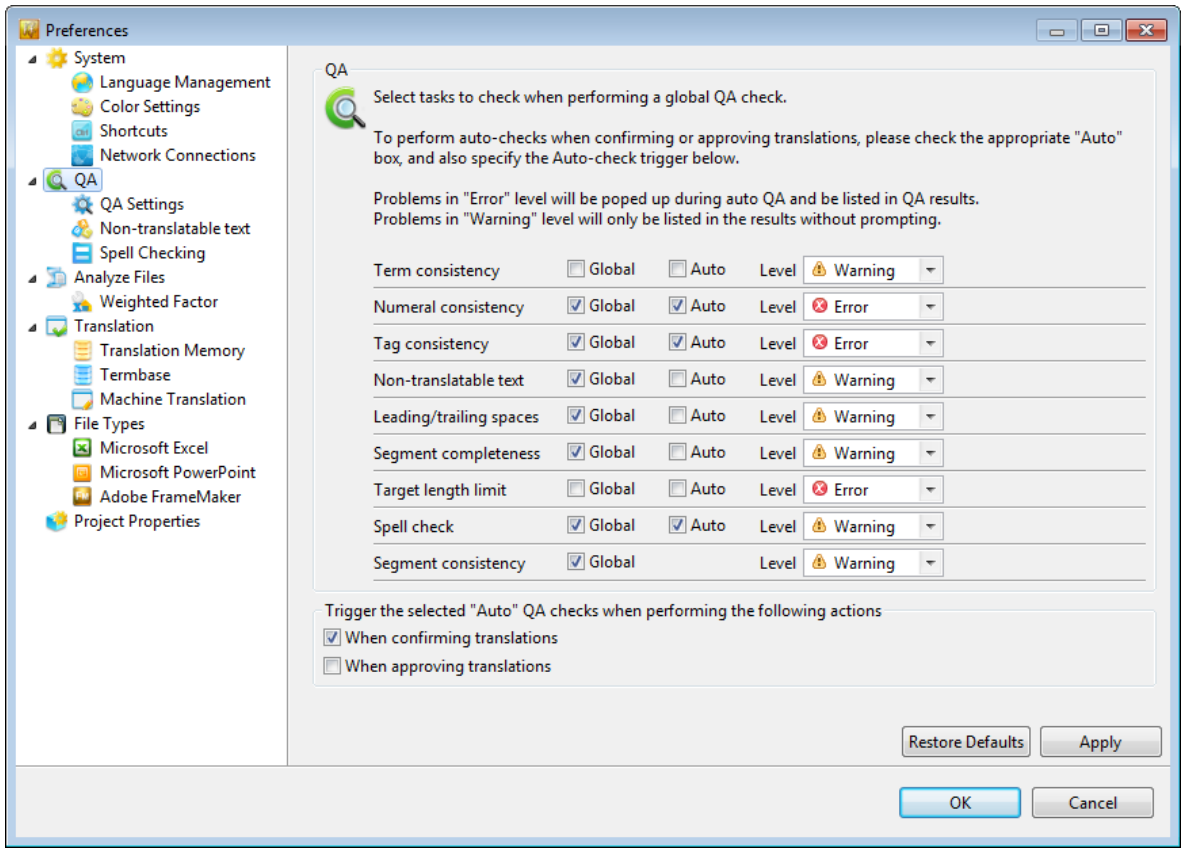


Figure 5.87. Options: QA

3. Go back to the QA dialog box and click OK to start the QA check. The results of the QA check will be displayed in the QA Results window as shown below:

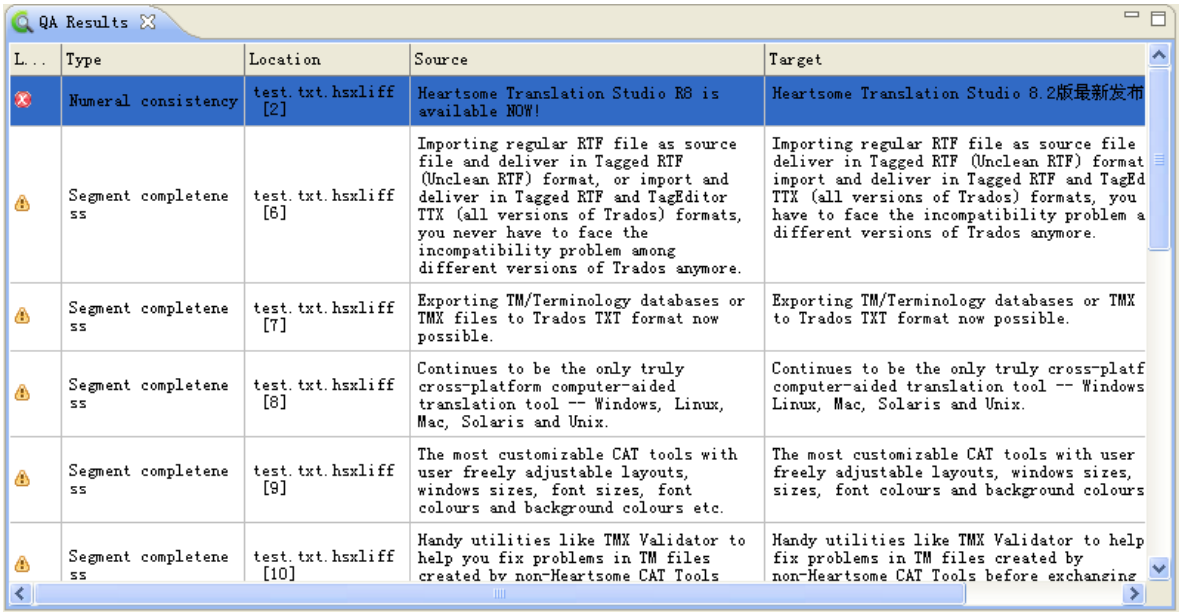


Figure 5.88. QA Results

Export QA Report

QA results can be exported to an Excel format for your customer or team member's reference. To export QA report:

1. For global QA, please see above sections;

2. Switch to QA Results window, right-click and select Export QA `Report`;

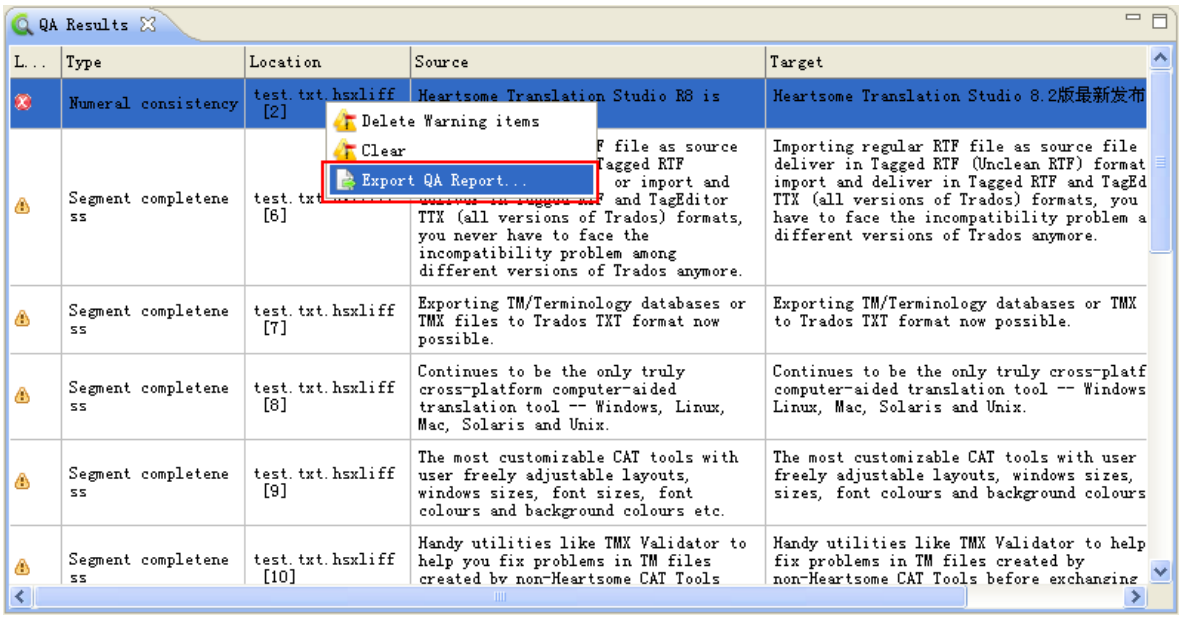


Figure 5.89. Export QA Report

3. Click Browse and select the desired path and file name of your QA report.

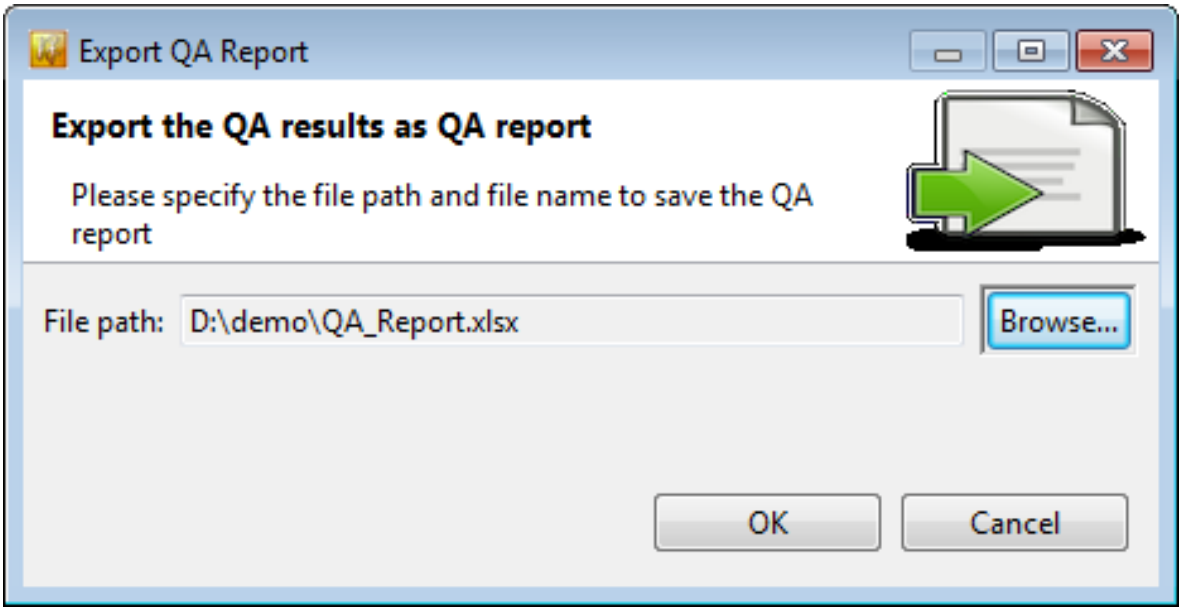


Figure 5.90. Exporting QA dialog box

4. After setting is done, click the OK button to export the QA report.

Heartsome Translation Studio QA Report

Level	QA Type	Location	Source	Target
Error	Numeral consistency	test.txt.hsxliff [2]	Heartsome Translation Studio R8	Heartsome Translation Studio 8.2版最新
Warning	Segment completeness	test.txt.hsxliff [6]	Importing regular RTF file as source file and deliver in Tagged RTF (Unclean RTF) format, or import and deliver in Tagged RTF	Importing regular RTF file as source file deliver in Tagged RTF (Unclean RTF) fo import and deliver in Tagged RTF and T TTX (all versions of Trados) formats, yo
Warning	Segment completeness	test.txt.hsxliff [7]	Exporting TM/Terminology databases or TMX files to Trados	Exporting TM/Terminology databases or to Trados TXT format now possible.
Warning	Segment completeness	test.txt.hsxliff [8]	Continues to be the only truly cross-platform computer-aided	Continues to be the only truly cross-platf computer-aided translation tool -- Windo
Warning	Segment completeness	test.txt.hsxliff [9]	The most customizable CAT tools with user freely adjustable layouts,	The most customizable CAT tools with u freely adjustable layouts, windows sizes
Warning	Segment completeness	test.txt.hsxliff [10]	Handy utilities like TMX Validator to help you fix problems in TM files	Handy utilities like TMX Validator to help problems in TM files created by non-Hea
Warning	Segment completeness	test.txt.hsxliff [11]	Improved batch processing feature.	
Warning	Segment completeness	test.txt.hsxliff [12]	Easy tracking of translation unit properties like Project reference,	
Warning	Segment completeness	test.txt.hsxliff [13]	Genuinely supportive of the latest in publishing and documentation formats including among others	
Warning	Segment completeness	test.txt.hsxliff [14]	Plus, our commitment to remain independent!	
Warning	Segment completeness	test.txt.hsxliff [15]	Click here to view major changes in R8!	
Warning	Segment completeness	test.txt.hsxliff [16]	Buy now!	

QA Report

Figure 5.91. QA Report

Preview

This allows the translator to preview what the translated file will look like when the XLIFF file is converted to the target file. How to preview a translation: Open (either separately or merge and open) the XLIFF file, and then simply click Translation > Preview.

Warning

If the source file is in an XML-based format (including .docx and other XML-based compressed formats), missing or wrong tags in the translation are likely to result in an improperly structured XML file being generated when previewing. This could mean that the preview may fail to open. Therefore, *it is highly recommended to run a tag consistency check before previewing the translation*, and fix all problems about tags.

When previewing a translation, the default associated program with the file type will be used to open and preview the file. If the particular application is not installed, an error message will appear and the preview will be aborted. You can copy the preview file generated under the "/Intermediate/Other" folder to a computer where the required application has been installed. You can then preview the translation from there.

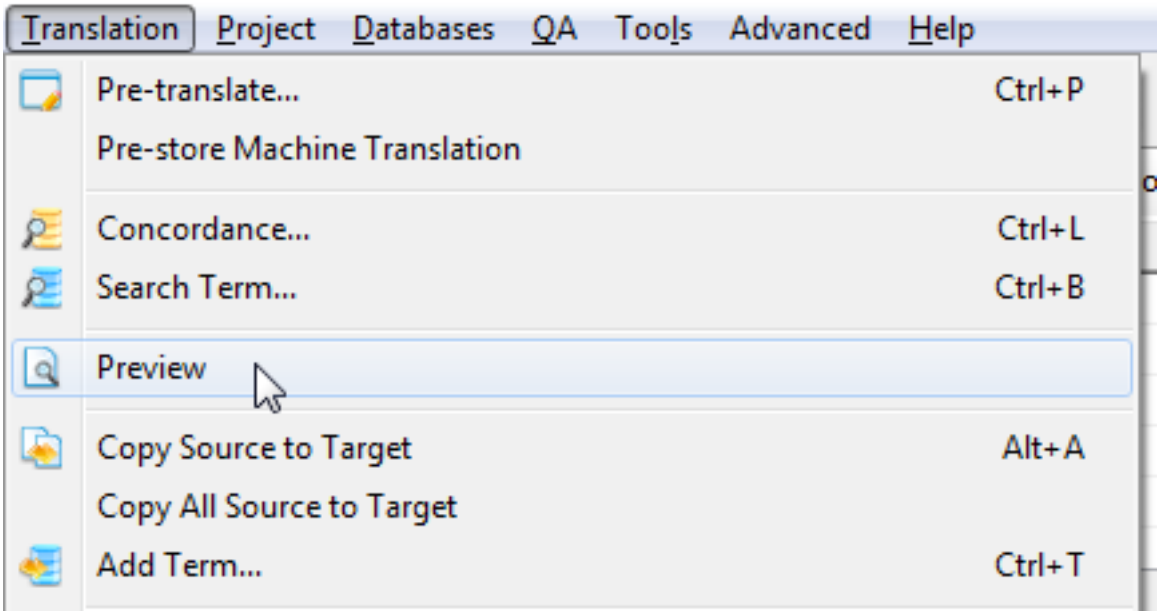


Figure 5.92. Preview

5.6. Finish project

When all segments have been translated following the aforementioned steps, and after QA checks have been performed, the project is nearly complete. Complete the below steps to finish the project.

Merge files

If the translation project included files that needed to be split up earlier on during the preparation stage using the Split up file feature, the split XLIFF files need to be merged back into one file. The procedure is detailed below:

1. In the project, select *the multiple XLIFF files that were split up from one XLIFF file.*

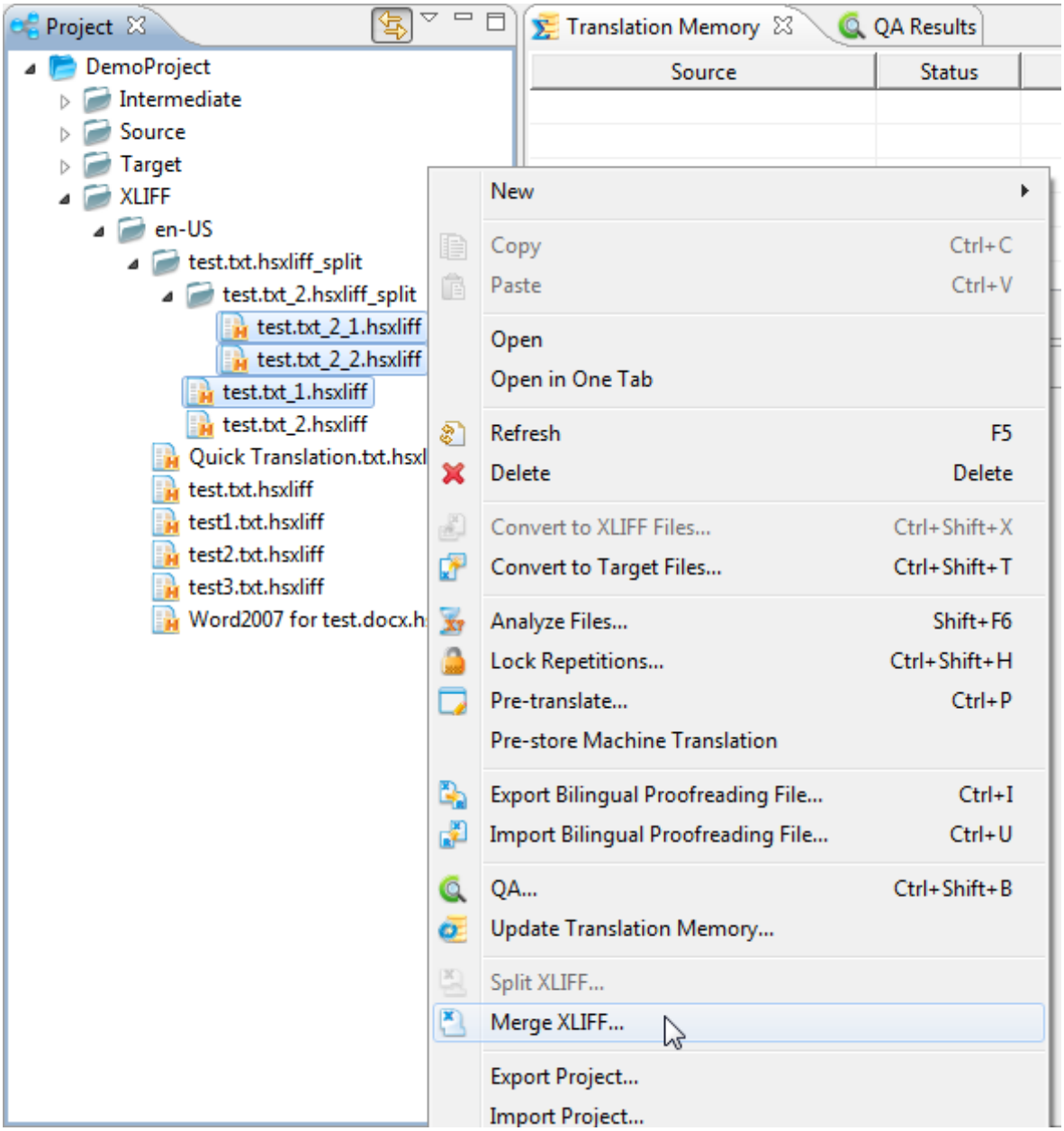


Figure 5.93. Merge XLIFF files

2. Make sure the XLIFF files to be merged are indeed from the same original XLIFF file and that there are *no duplicate or missing parts*. See the example below:

   For example, where we are merging two split up files:

   a. A file named “File.hsxliff” is first split up into two files, named “File_1.hsxliff” and “File_2.hsxliff”.

   b. The file “File_2.hsxliff” is further split up into two smaller files, named “File_2_1.hsxliff” and “File_2_2.hsxliff”.

   c. To do the merge, just select all three files including “File_1.hsxliff”, “File_2_1.hsxliff”, and “File_2_2.hsxliff”.

Example 5.1 Merge XLIFF files

3. Click Finish button.

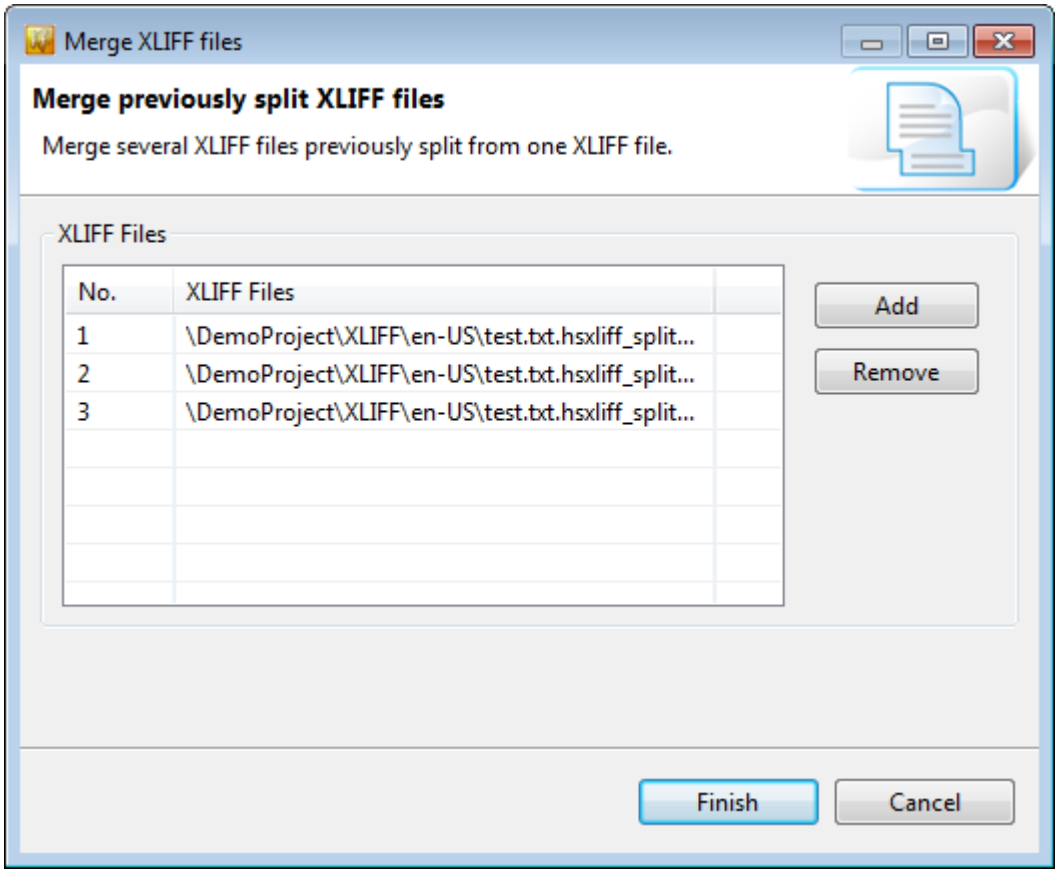


Figure 5.94. Merge XLIFF files

4. The successfully merged XLIFF file will be saved in the same folder it was in before splitting. The file name of the merged file is suffixed with "_merged" for the users' convenience.

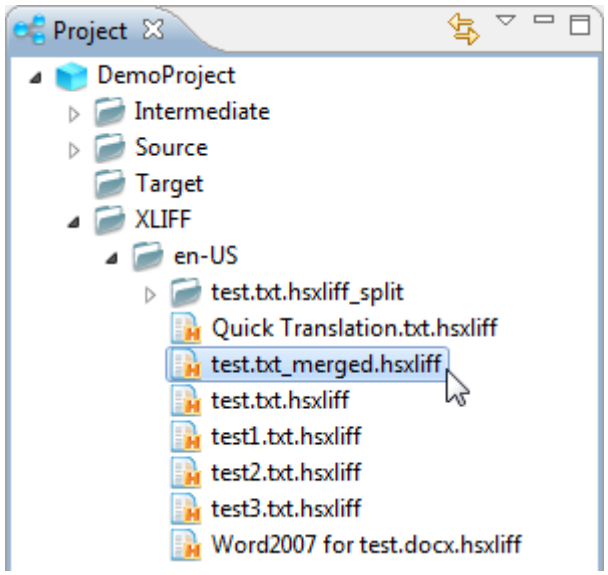


Figure 5.95. The merged XLIFF file

Unlock repetitions

Unlocking repetitions is the reverse operation of locking repeated segments during preparation of the translation project. The purpose of unlocking of previously locked repetitions is to apply translations to these repeated

segments. For the procedure to apply translations to repeated segments after they have been unlocked, please see duplicate translation.

All locked segments can be unlocked in a few simple steps as follows:

1. Open or "merge and open" the XLIFF file(s) to be unlocked.

2. In the editor, filter the segments by “locked segments”.

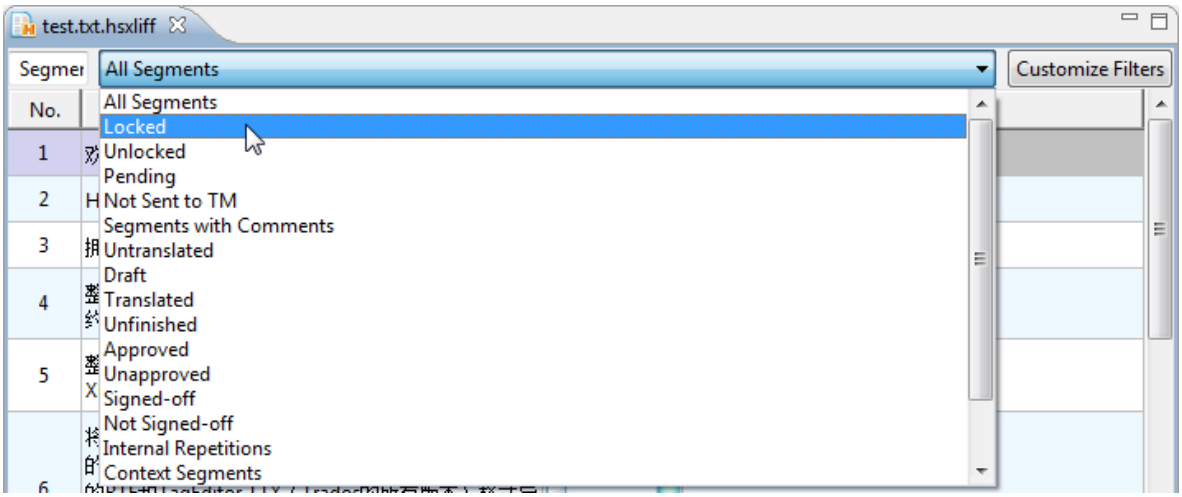


Figure 5.96. Unlock segments: Filter locked segments

3. Select the segments to be unlocked.

Tip

You can use **Ctrl**/**Shift** and the left mouse button to select multiple segments.

4. Right-click > `Lock`。

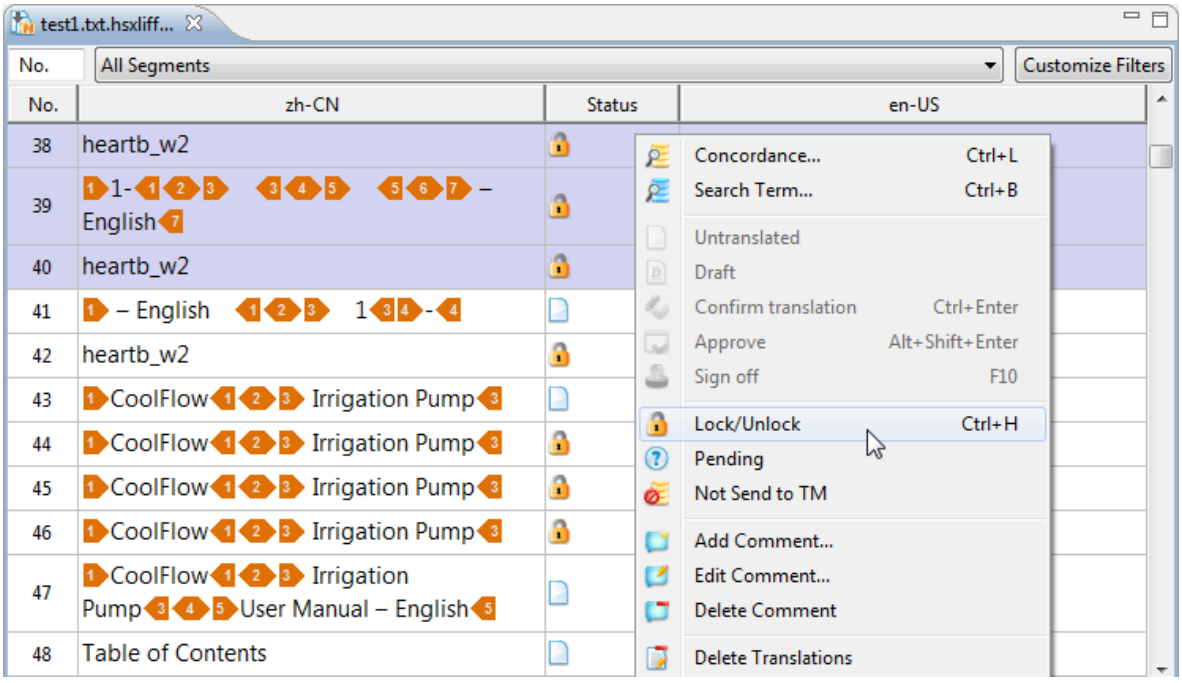


Figure 5.97. Unlock segments

Propagate Translation

Propagate Translation is mainly used to handle repetitions by applying the translation of a segment to all other segments that share the same source text. This feature is commonly used in combination with the "lock/unlock repeated segments" feature previously mentioned. Follow these steps:

1. Open or “merge and open ”the XLIFF file that contains the repetitions to which you want to apply translations.

2. Click Translation > Propagate `Translation`;

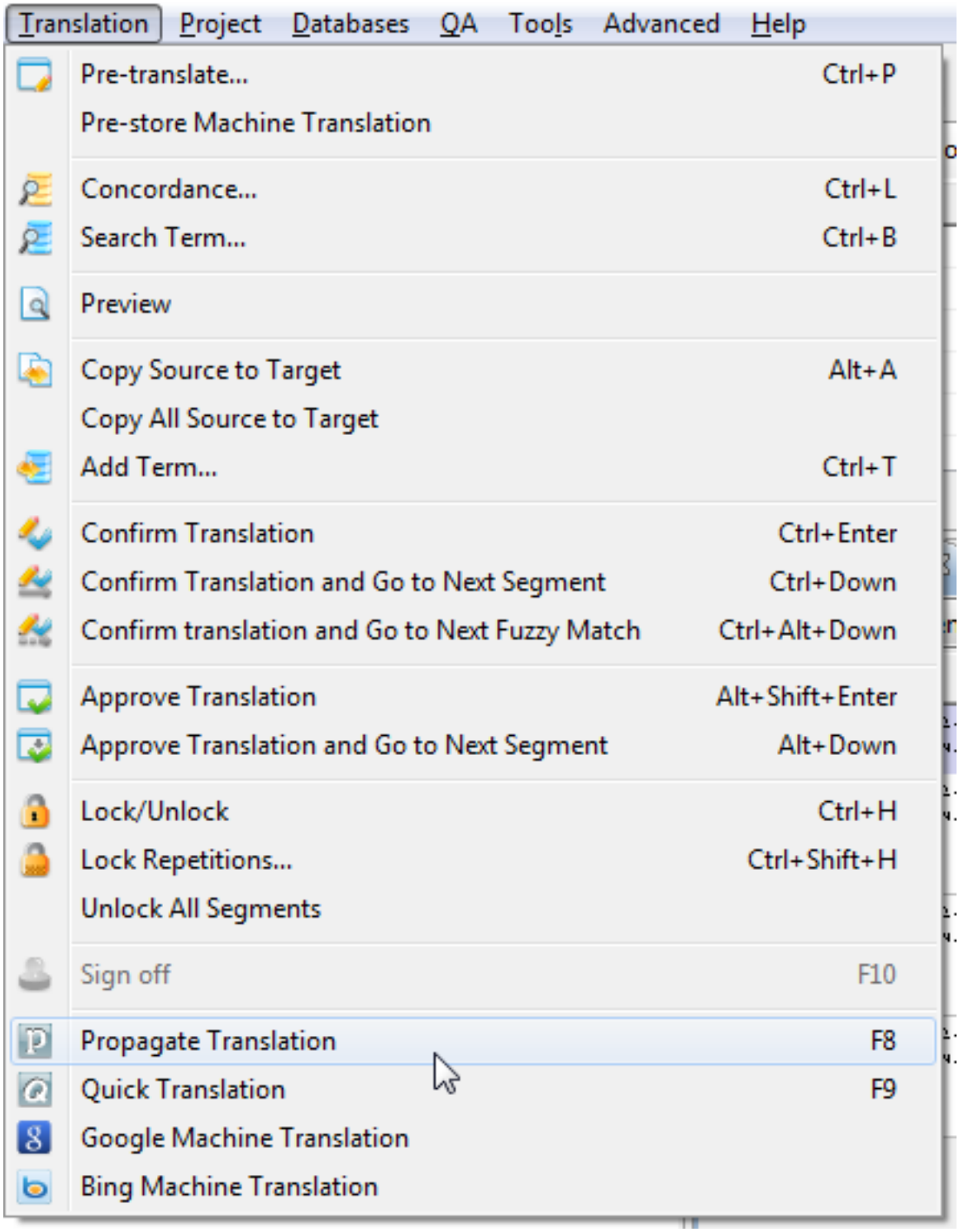


Figure 5.98. Propagate Translation

3. In the editor, filter the segments by Internal Repetitions.

4. Check if the segments require internal tags to be adjusted manually.

Note

By default, Propagating Translation will *not* overwrite any existing translations. If the existing translation is no longer needed, it should be deleted first using the Edit > Delete Translation feature before the Propagate Translation feature is implemented.

Convert XLIFF to target file

When all these steps have been completed, we recommend running another QA to make sure there are no obvious mistakes (especially with internal tags) in the translation. After that, you are ready to generate the target file. The procedure to generate translated target files is as follows:

1. In the project, select the XLIFF file(s)/folder(s) to be converted to target file(s).

2. Use the right-click menu or File menu > Convert to Target Files.

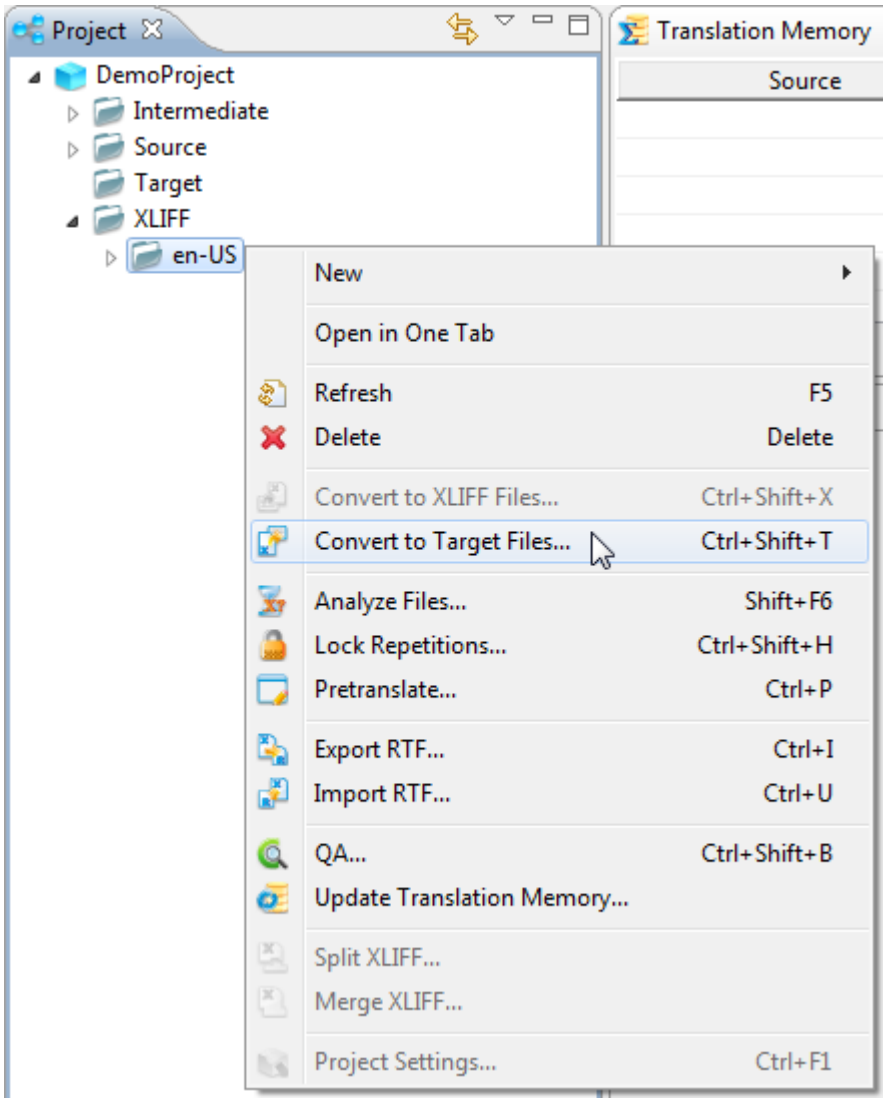


Figure 5.99. Convert XLIFFs to Target Files

3. In the Convert XLIFFs to Target Files dialog box, confirm the following settings:

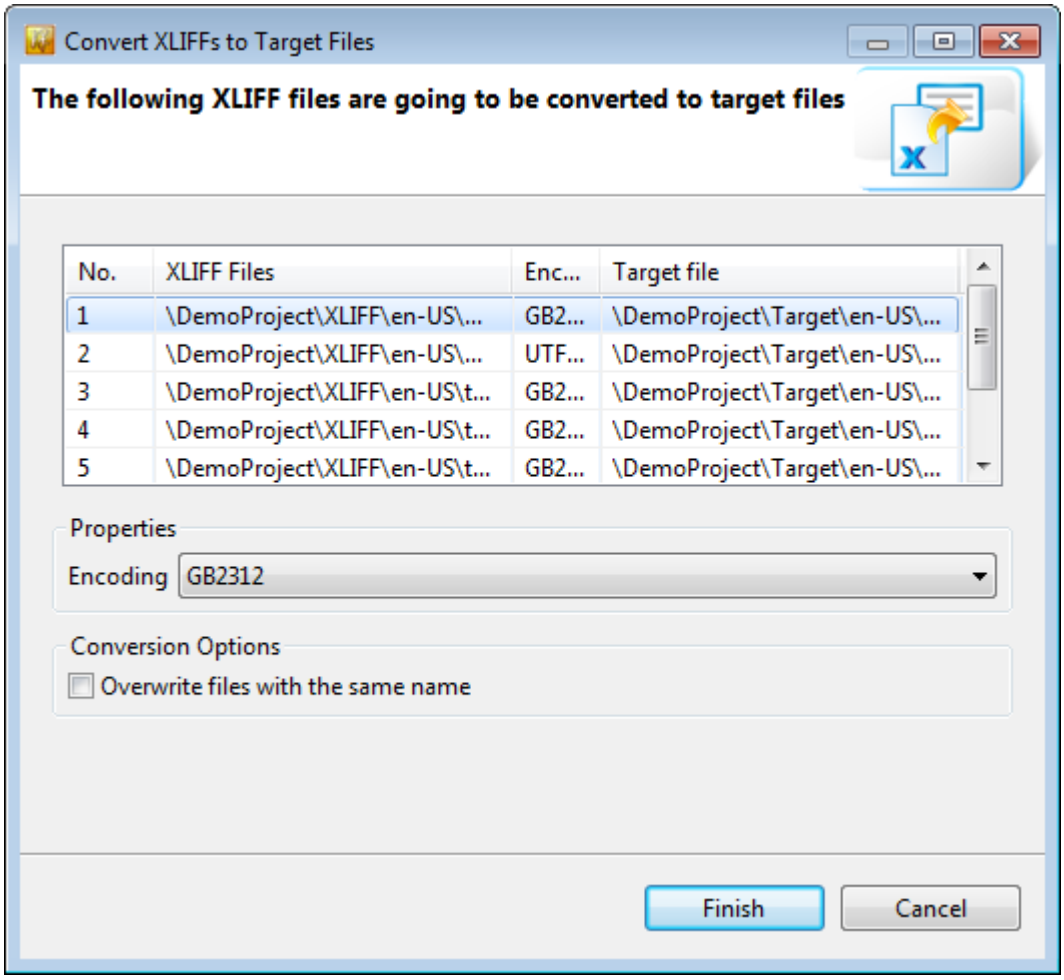


Figure 5.100. Convert XLIFFs to Target Files

- Encoding

  The target file's encoding needs to be specified. When *non*-“Unicode” encoding is used, some characters in the target language may not display properly. Example:

  If the source file is an English file with “ASCII” encoding, the file cannot use “ASCII” after it has been translated into Chinese. Instead, the target file should be saved using “UTF-8” or “GBK” encoding.

  Example 5.2 Choose encoding for target file

- Overwrite files with the same name

  If there is an existing file sharing the same name as the target file to be generated, the conversion cannot continue. Users can select this option if they are sure that the existing target file with the same name is *no longer needed*. Otherwise, users should move or rename the existing target file before continuing with the conversion.

4. Click the OK button. The target file will be converted as as follows:

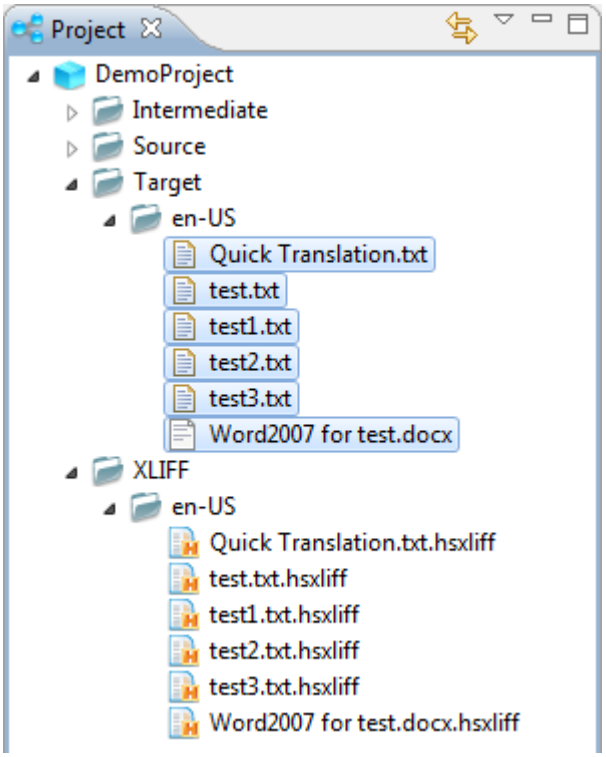


Figure 5.101. Target file converted from XLIFF

The converted target file will stay in the same folder structure in the “XLIFF” folder (this directory structure is inherited from that of the “source file”), saved under “/Target/target language code”.

6. Maintenance and management of TMs and termbases

Databases (including TMs and termbases) are among the most essential components of CAT tools. Their function is to store all translated content (including sentences and terms) and to display them for users' reference when appropriate. Databases keep a record of a user's translation history and associated expertise. Maintenance and management of databases is therefore an important task.

With regard to maintenance and management of databases, we suggest the following:

1. Distinguish between a *final database* and a *draft database*.

   A final database is a collection of finalized translations that have been delivered to clients after thorough translation, editing and proofreading. This database represents higher translation quality and greater value for reference. These finalized translations should be saved and backed up for long-term archival. *A final database* is one way these translations can be saved. Such translations can also be saved as TMX/TBX files or other formats, and backed up for future use.

   An draft database is used to keep the draft translations done by translators throughout the project. Since they are not yet approved, these translations might include some improperly translated text or mistakes. However, a draft database can be more useful than a final database in the sense that the draft database may contain translations that are more relevant to the current project and more up to date.

2. Categorise databases

   Final databases can be divided into various categories by industry sector, subject matter, language pair or project, etc. Translations that fall into the same category can be saved in the same database. During a translation project, final databases of the same category can be provided to translators for reference.

   Draft databases can be created based on the project and made available to all translators, editors and proofreaders to refer to and make changes to over the project life cycle. The finalized translations can be obtained at the end. When the finalized translations have been saved in the final databases, the draft databases can be saved or deleted.

6.1. Update Translation Memory

Updating a TM means to save all the source segments and corresponding translations from a bilingual XLIFF file into the TM upon translation completion. Usually this is to save all final translations of a project into the final database. Follow these steps:

1. Select the project, from the right-click menu/Project menu, select Project Settings > Translation Memory. Make sure a *default TM* has been set for the project (for details, see Figure 5.27, “Project Settings: TM”).

   ### Tip

   For finalized translations, *we recommend creating a new database or using an existing final database to save them instead of using an draft database*.

2. Select one or multiple XLIFF files/folders from the project, from the right click menu/Project menu, click Update Translation Memory.

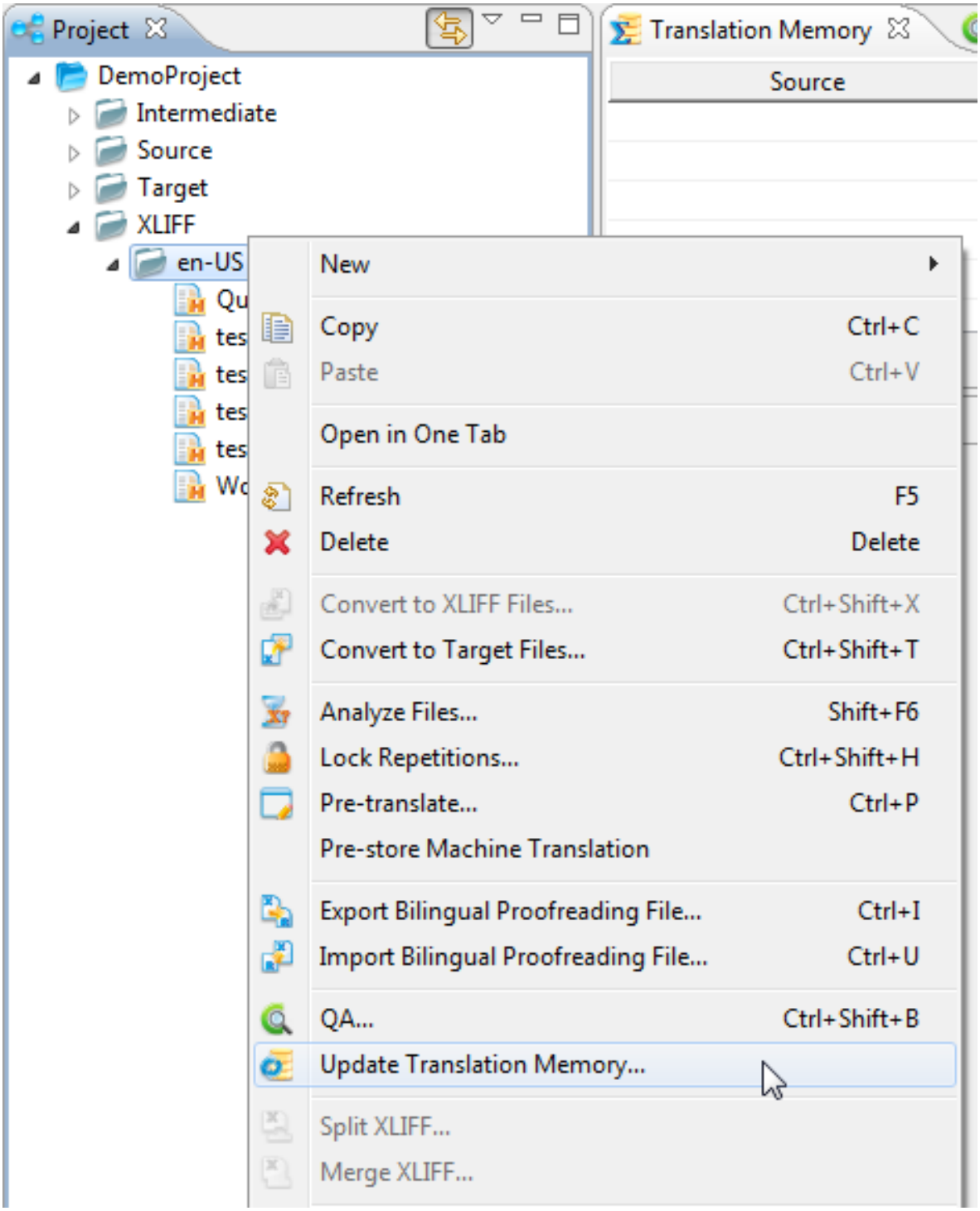


Figure 6.1. Update Translation Memory

3. In the Update Translation Memory dialog box, configure the following settings as appropriate:

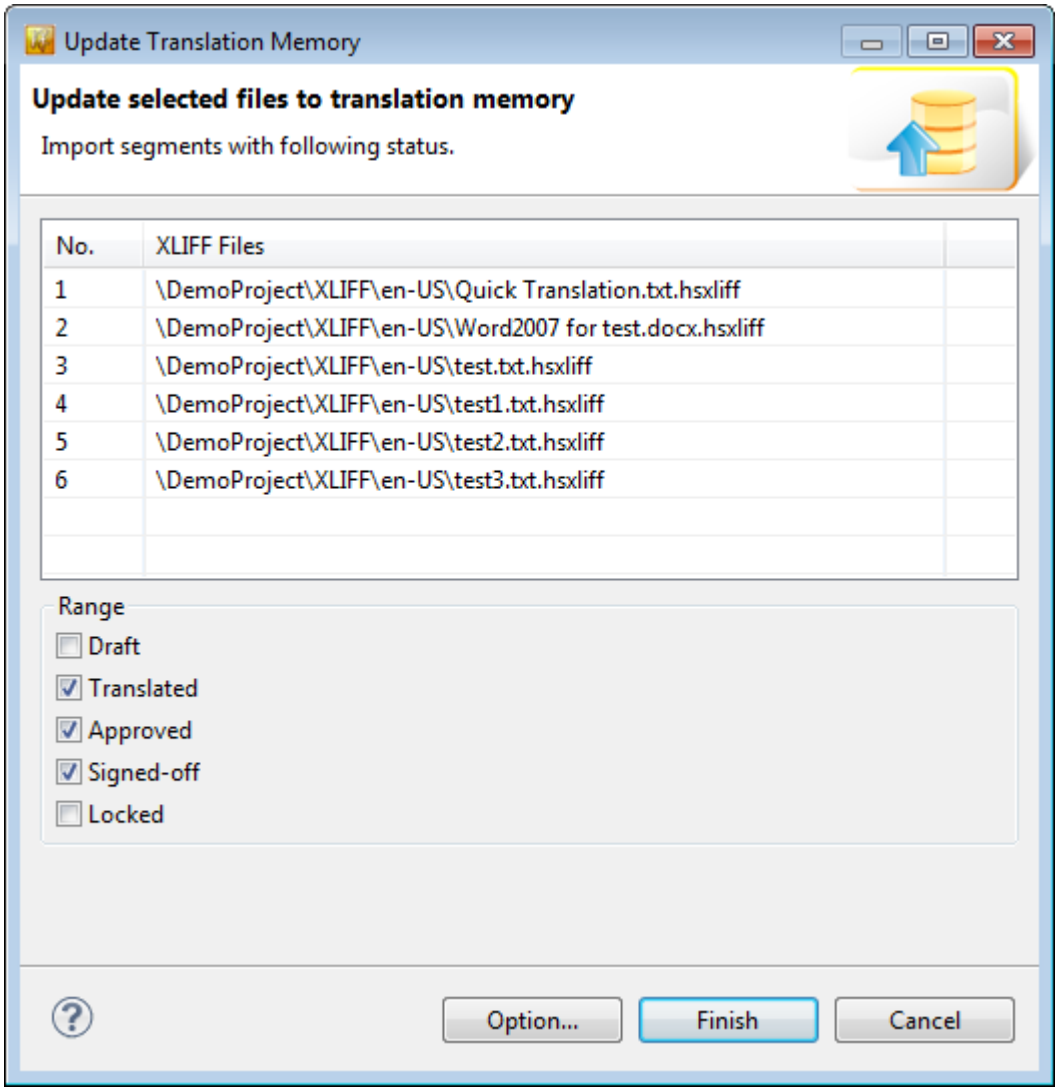


Figure 6.2. Update Translation Memory

- Range

  The segment status(es) to be saved in the database

  - Draft
  - Translated
  - Approved
  - Signed-off
  - Locked
- Options
  - Repetitions processing: Please see the section called “Import TMX/TXT/EXCEL files”.

4. Click the OK button.

6.2. Translation Memory Management

TMs can be created during project creation, but HSTS also has a specialized TM management feature that helps users to create or delete TMs on database servers without having to open projects. The TM management interface can be opened by going to Databases > Translation Memory Management.

Note

File-based TM is independent .hstm file which can be moved, renamed or deleted as common file.

Create

Follow these steps to create a TM from the Translation Memory Management dialog box:

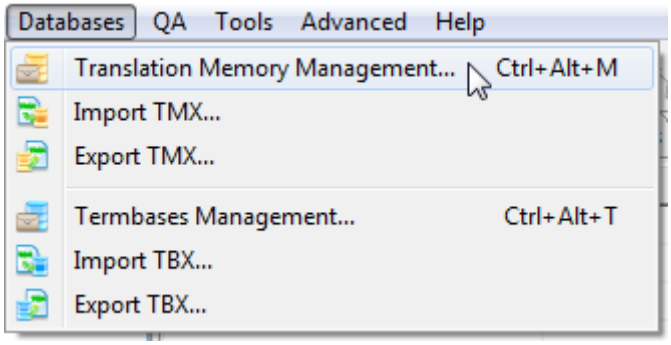


Figure 6.3. Translation Memory Management

1. Select database server type in the left side.

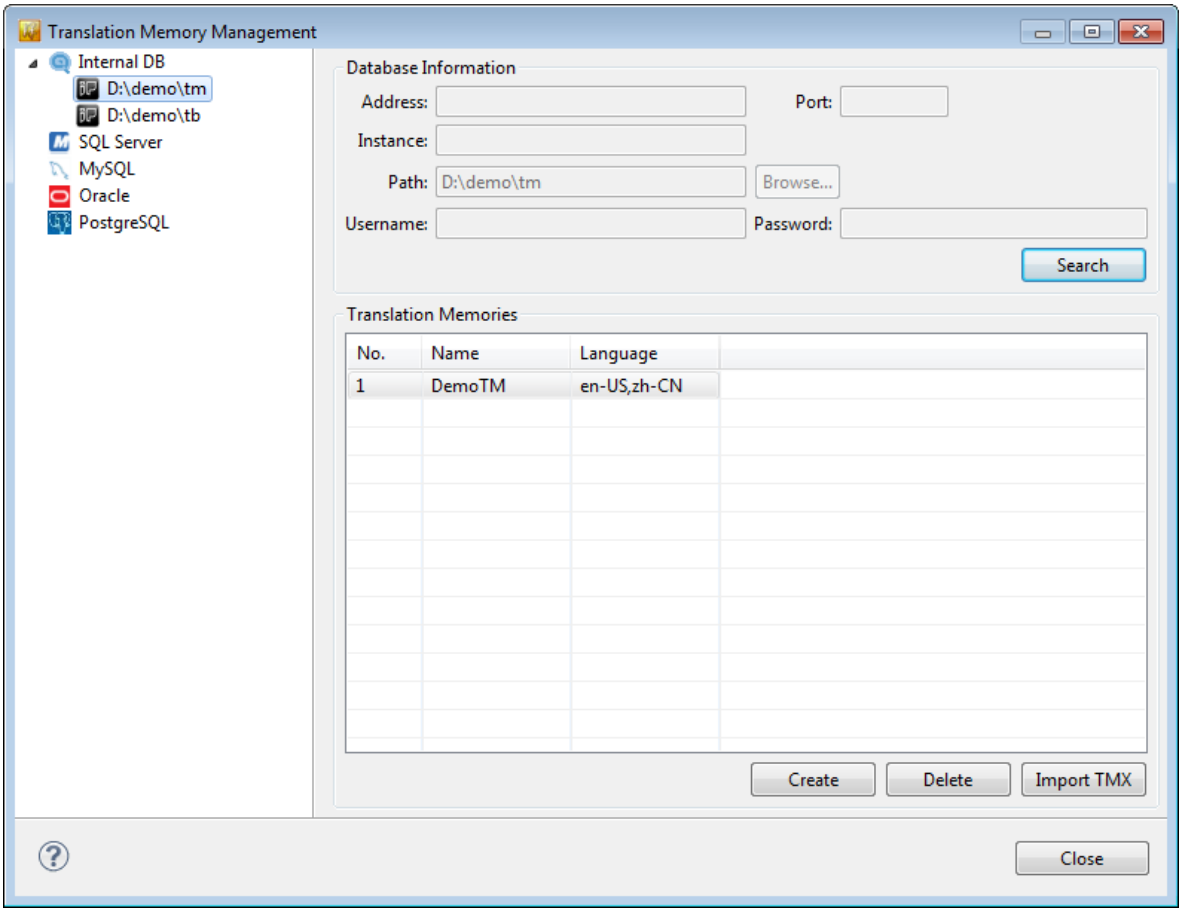


Figure 6.4. Translation Memory Management

2. Enter connection information for the relevant database server on the right, and click the Search button.

3. A list of TMs on this database server will be displayed, as long as the database information entered is correct and that both the server and the network are running.

4. Click the Create button, enter the name of the TM and click OK.

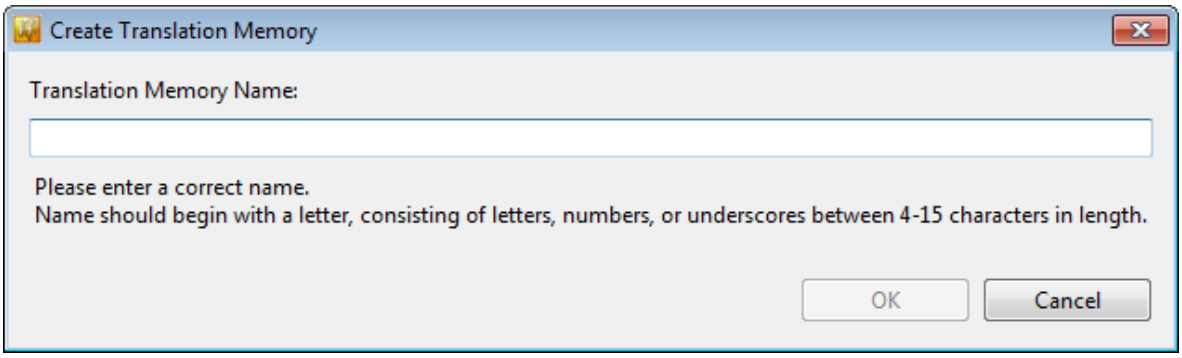


Figure 6.5. Create Translation Memory

In step 3, upon successful connection, the database information will be automatically saved in the respective database type to the left of the dialog box. When you want to search in this database server, simply click the appropriate database without having to enter the database information again.

Delete

The steps for deleting a database from the Translation Memory Management dialog box are similar to the steps for creating it, except that the last step should be to click the Delete button and then OK.

Warning

Once a TM has been deleted, it *cannot be restored*. Therefore, please make sure that a TMX back-up has been exported for the TM, or that the content in the TM is no longer needed prior to deleting a TM.

6.3. Export TM as TMX

TMX files are widely used across different CAT tools for exchanging TMs, and HSTS supports both import and export of TMX files. Importing TMX files is detailed in the project creation section (see the section called “Import TMX/TXT/EXCEL files”). The procedure for exporting TMs as TMX files is detailed below:

1. Click Databases > Export TMX.

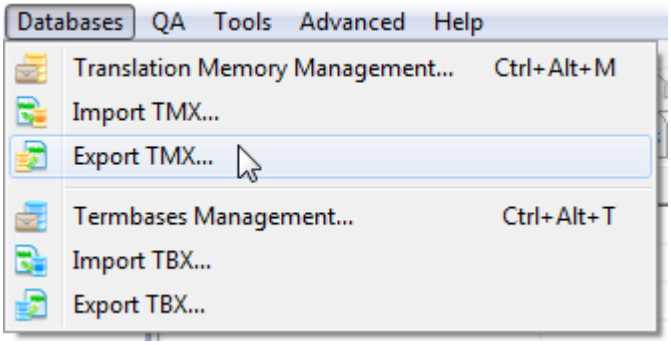


Figure 6.6. Export TM as TMX

2. In the Export TM To TMX files dialog box, the following settings need to be configured:

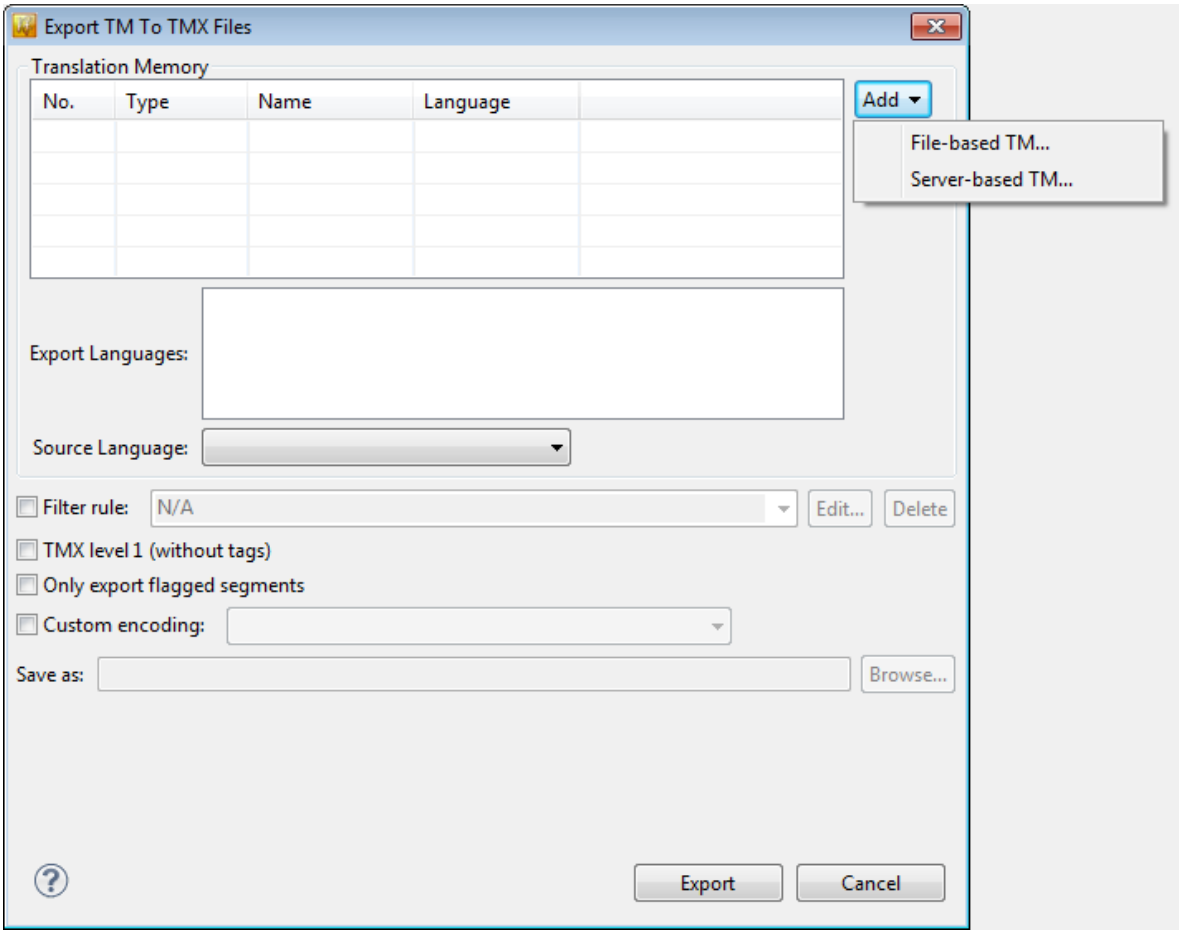


Figure 6.7. Export TM To TMX files

- Translation Memory
  - Add

    Click the button, then select the type of TM to add.

    If you choose file-based TM, the Open dialog will pop pu. Then browse to and select .hstm file to be exported.

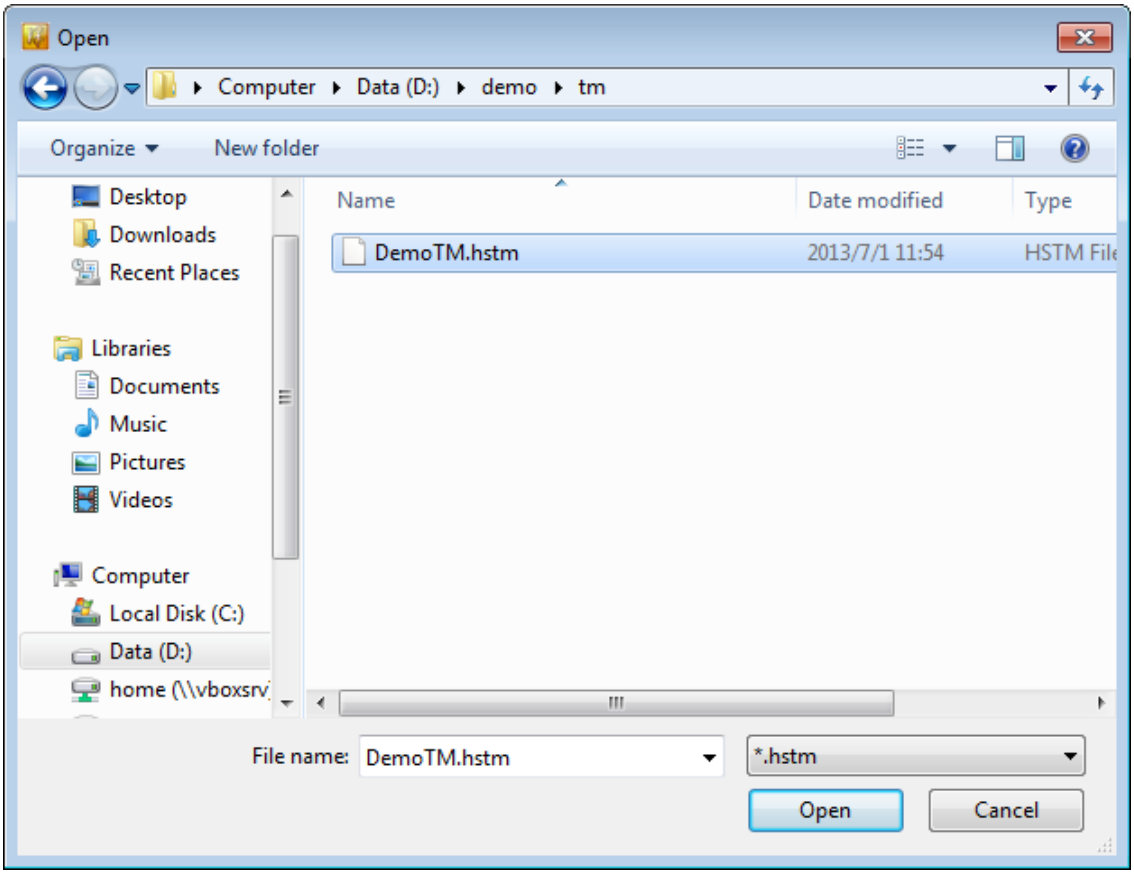


Figure 6.8. Select file-based TM

If you select server-based TM, Translation Memory Management dialog box will pop up. From there, select the TM to be exported and click OK.

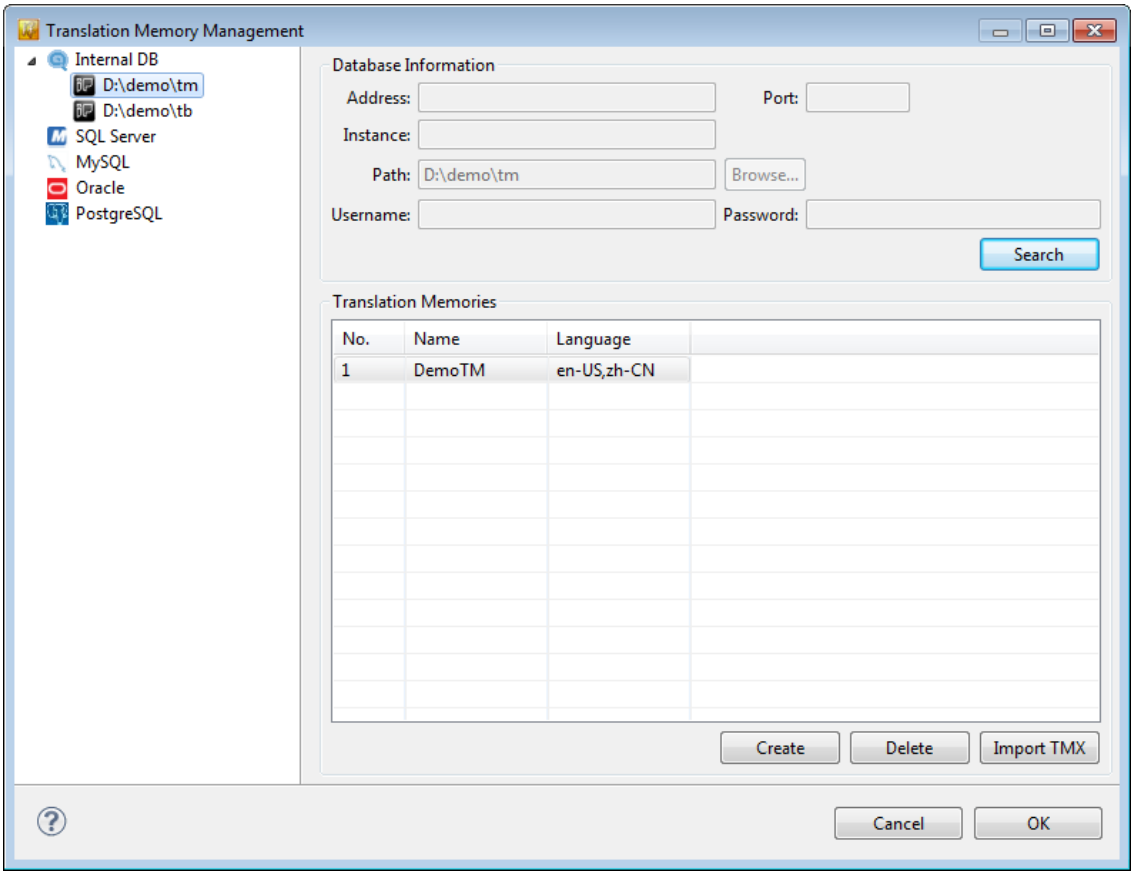


Figure 6.9. Select server-based TM

- Remove

  Remove a TM from the list of "TMs to be exported".

- Export Languages

  When a TM from the list is selected, the languages of the TM will be shown here. You must select at least two languages to export the TM. Select all by default.

- Source Language

  If you are not sure about the source language of the exported TMX file you may select “*all*”.

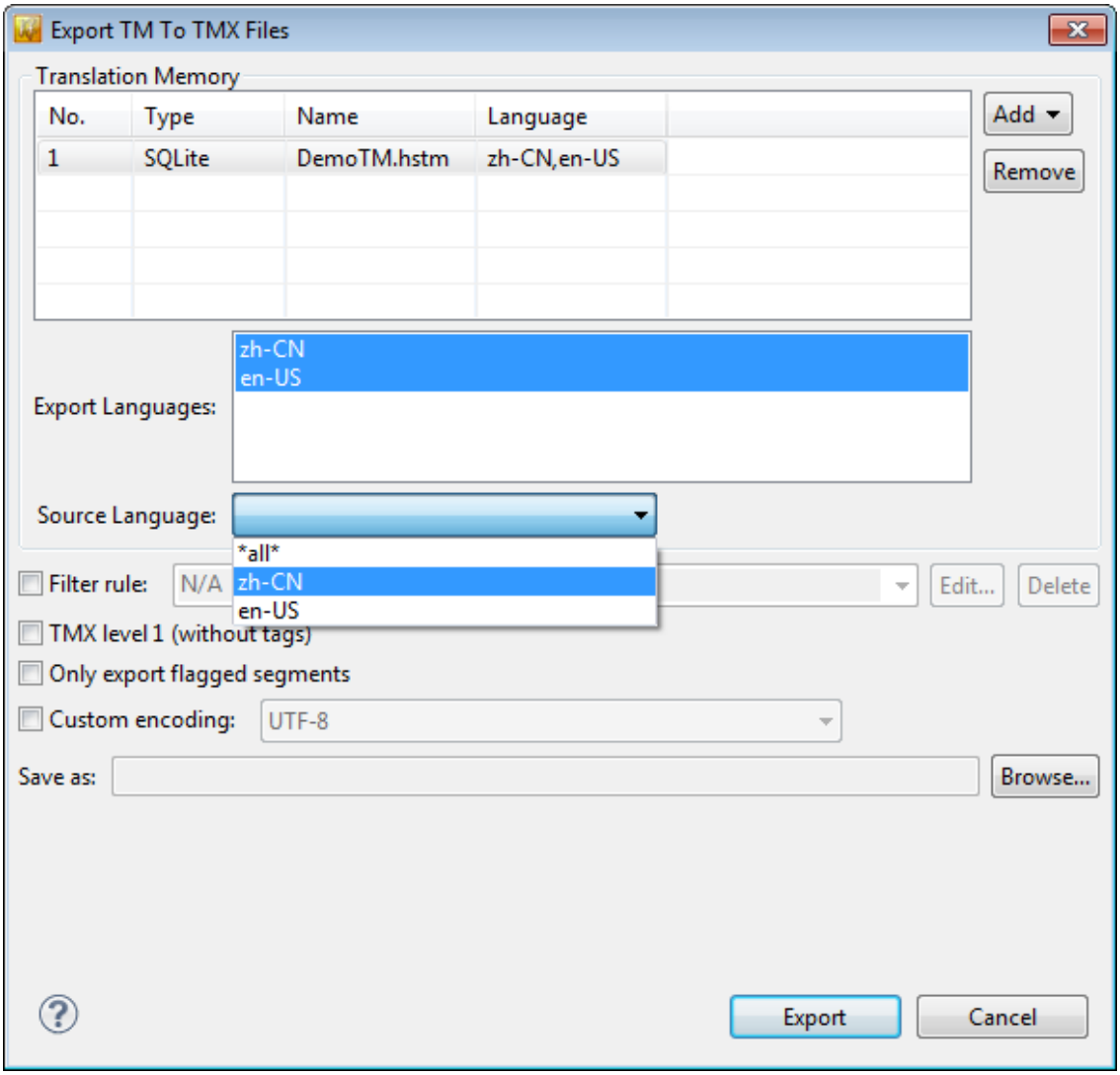


Figure 6.10. Export TMX options

- Filter Rules
  - Add

    When the selected filter rule is “N/A”, click Edit to add a new filter rule. A filter rule includes the following information:

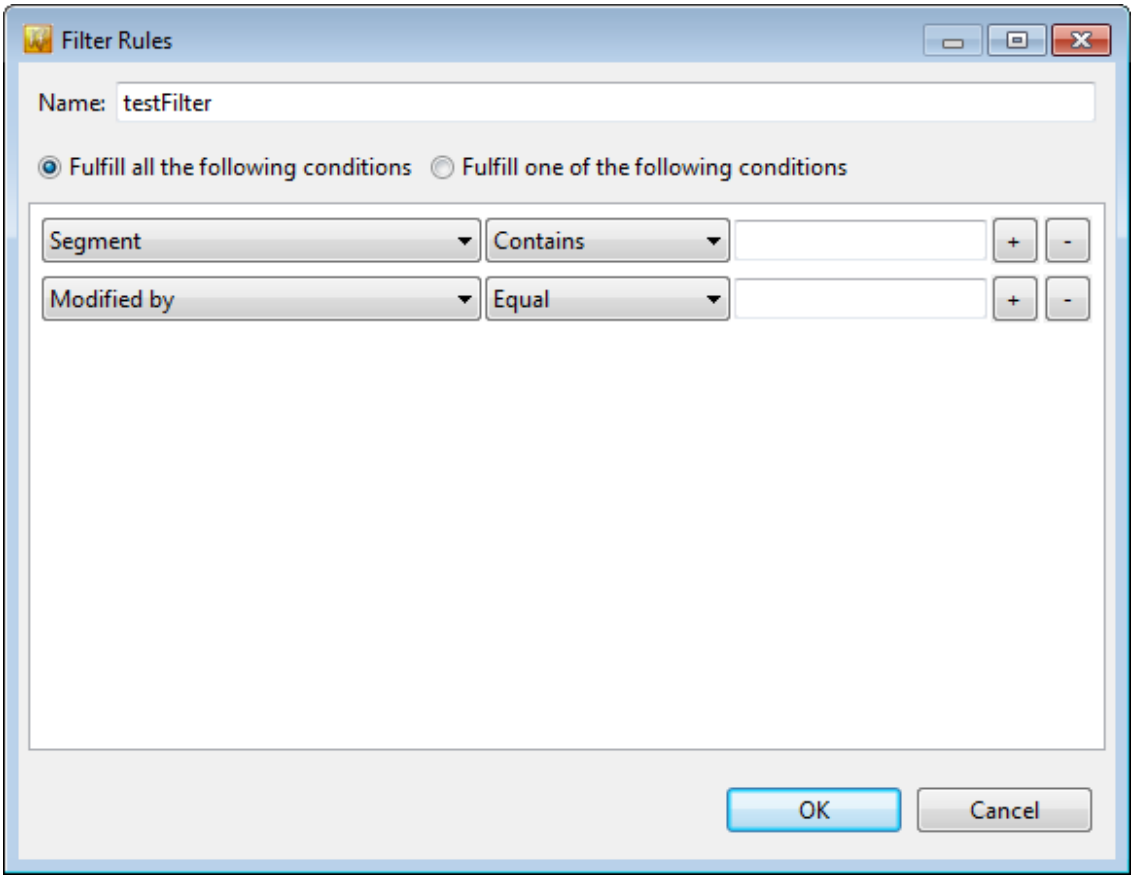


Figure 6.11. Export TMX: Filter rules

- Name
- Type of criteria combination

  Meet all of the following conditions, meet one of the following conditions
- Criteria
  - Segment
  - Created on
  - Modified on
  - Created by
  - Modified by
  - Comments

- Edit

  When you select a filter rule that has already been saved, you can click the Edit button to edit the rule.
- Delete

  Delete the selected filter rule.
- Only export flagged segments

Only export flagged segments that meet the criteria of the specified filter rules.

- Export Options
  - TMX level 1

    Remove all internal tags. The options should be enabled if you want to import the exported TMX into Trados.

  - Custom Coding

    Specify the encoding used for TMX files. The default coding is “UTF-8” and usually does not need to be changed. If you want to import the exported TMX into Trados, custom encoding “UTF-16LE” should be selected.
- TMX save path

6.4. Termbase Management

The Termbases Management interface features and operations are almost the same as those of the Translation Memory Management dialog box and therefore not repeated here.

Note

File-based termbase is independent .hstb file which can be moved, renamed or deleted as common file.

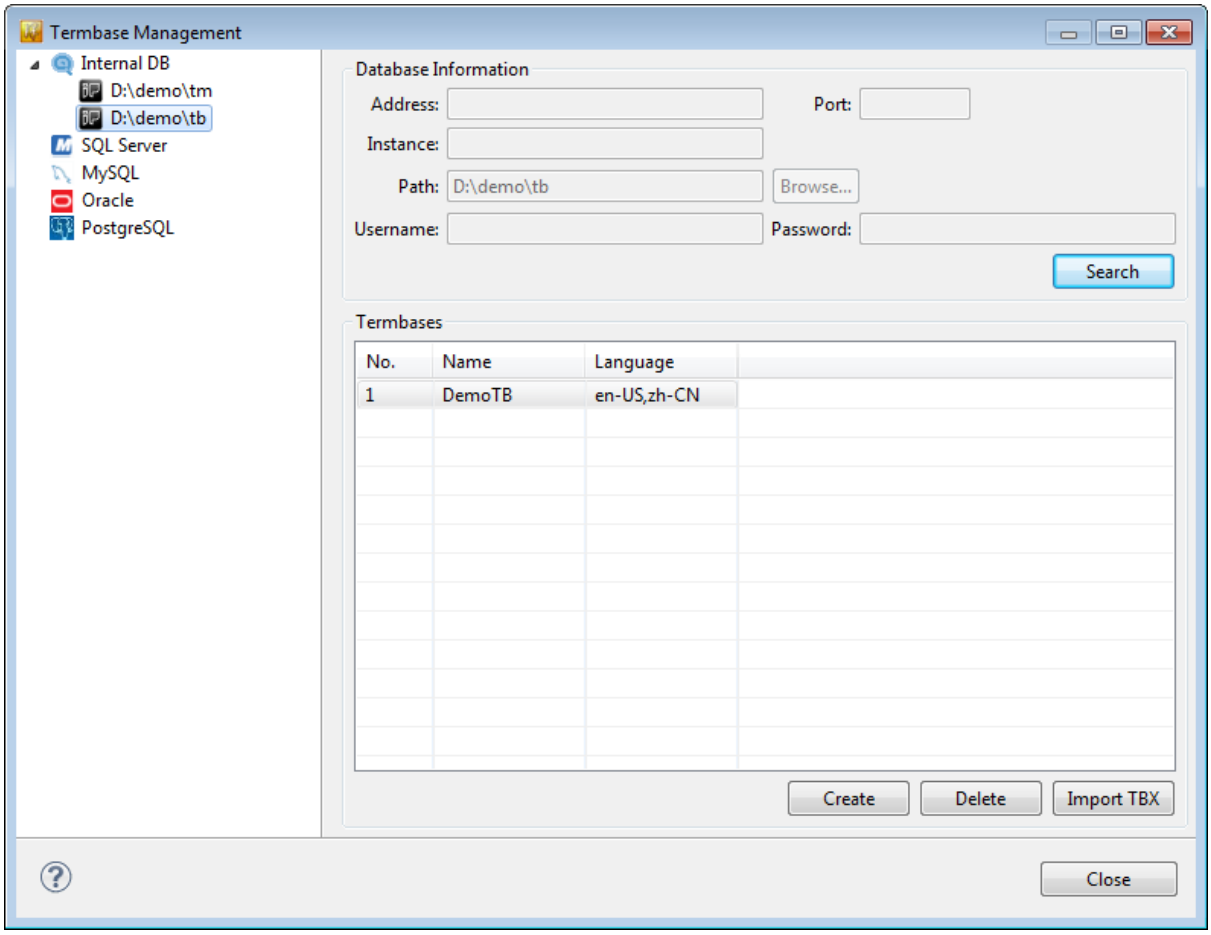


Figure 6.12. Termbase Management dialog box

6.5. Export TM as TBX

Just a TMs can be exported and imported as TMX files, termbase data can be exchanged across different CAT tools by exporting and importing TBX files. Here is how:

1. Click Databases > Export TBX,

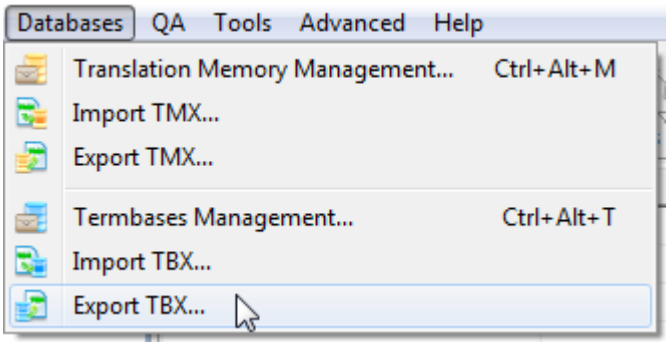


Figure 6.13. Export Termbases as TBX Files

2. In the Export Termbases as TBX Files dialog box, the following settings need to be configured:

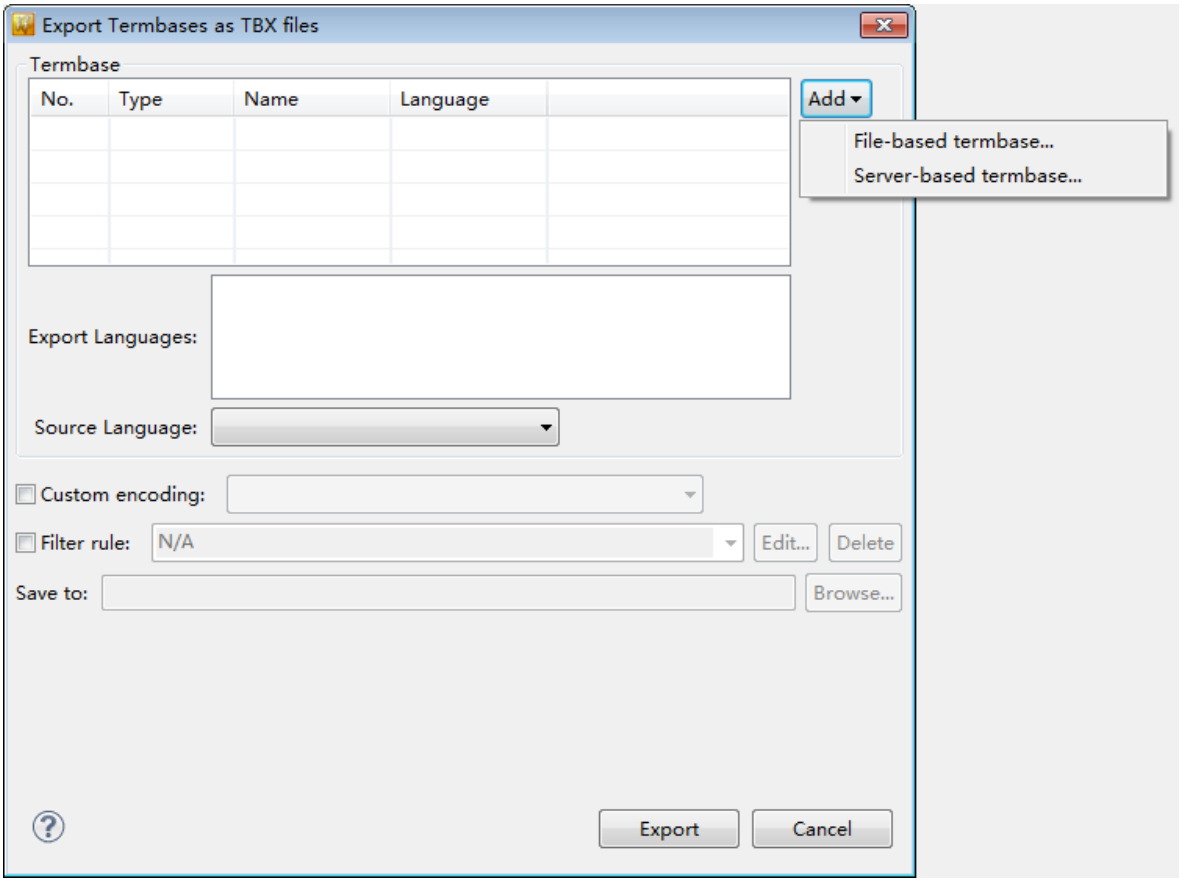


Figure 6.14. Export termbase as TBX

- Termbase
  - Add

    Click the button, then select the type of TM to add.

    If you choose file-based TM, the Open dialog will pop pu. Then browse to and select .hstm file to be exported.

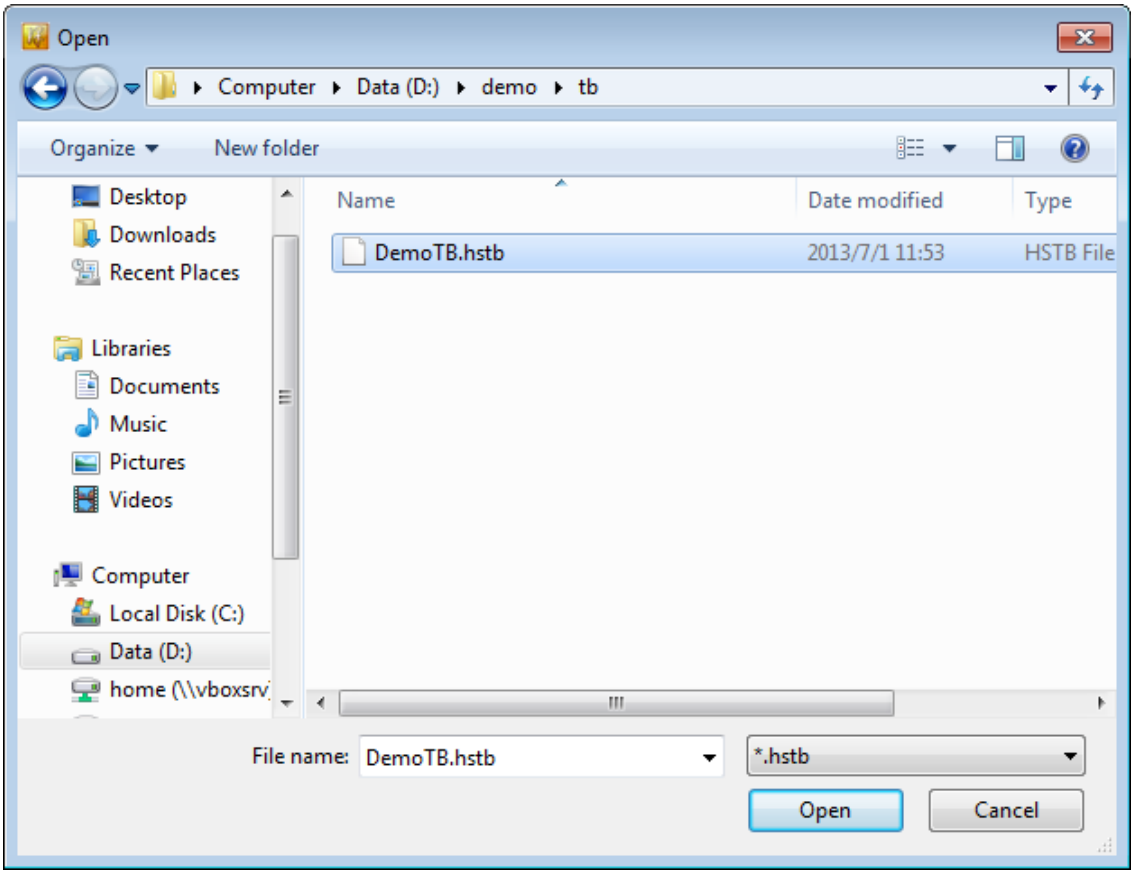


Figure 6.15. Select file-based termbase

If you select server-based termbase, Termbase Management dialog box will pop up. From there, select the termbase to be exported and click OK.

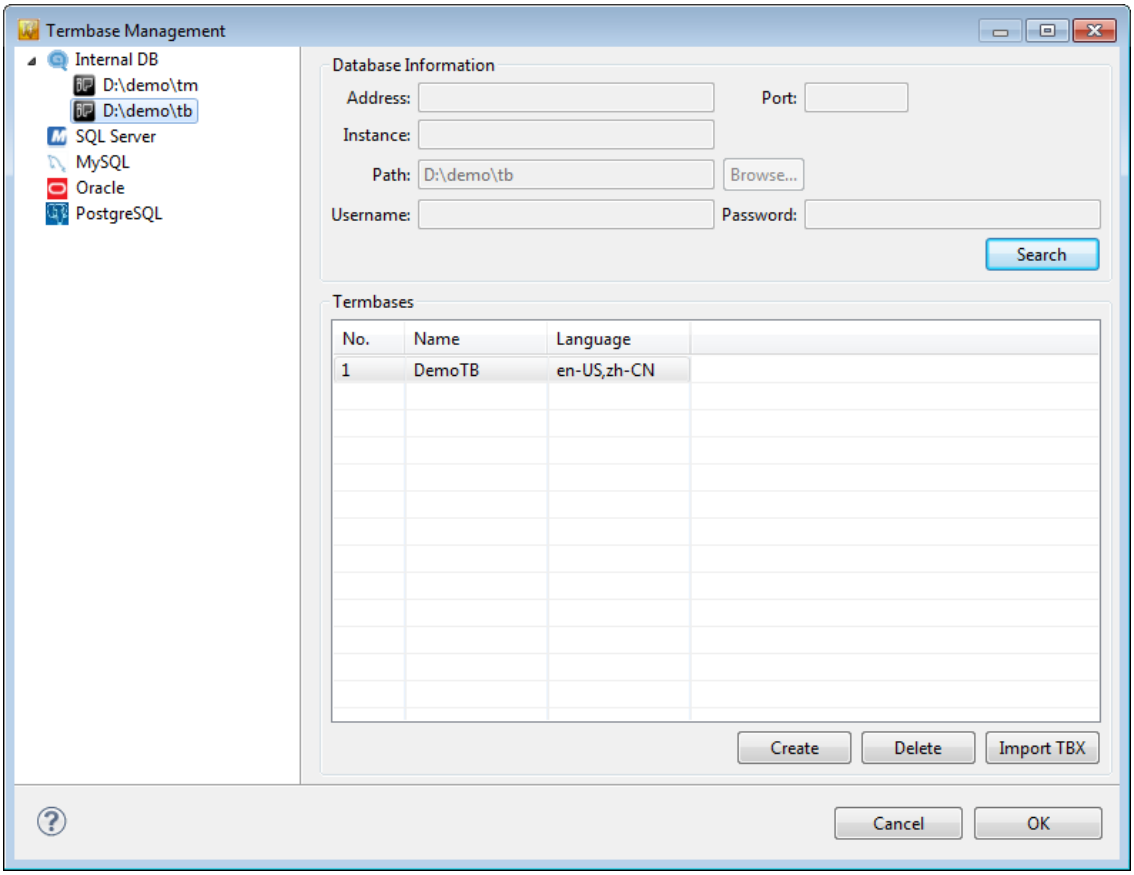


Figure 6.16. Select server-based termbase

- Remove

  Remove a termbase from the list of "termbases to be exported".

- Export Languages

  When a termbase from the list is selected, the languages of the termbase will be shown here. You must select at least two languages to export the termbase. Select all by default.

- Source Language

  Specify the source language for the TBX export.

- Filter Rules

  - Add

    When the selected filter rule is “N/A”, click Edit to add a new filter rule. A filter rule includes the following information:

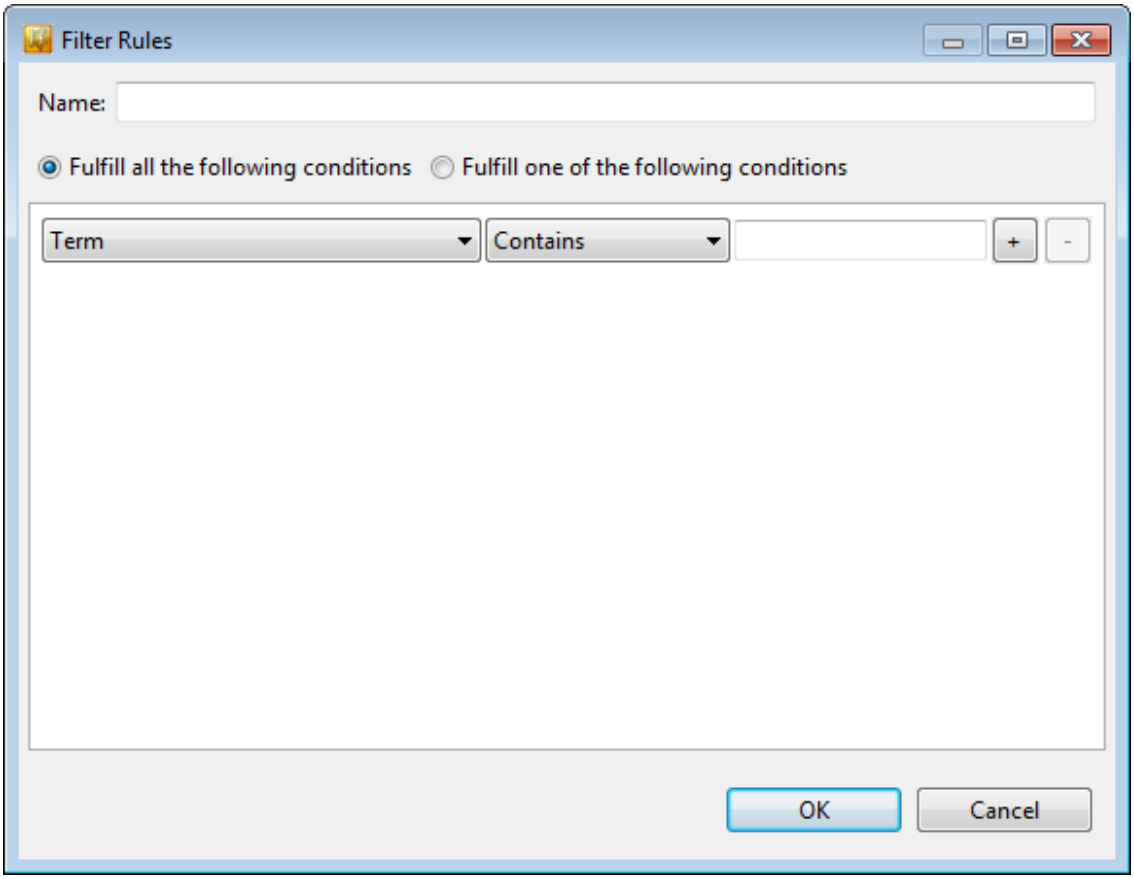


Figure 6.17. Export TBX: Filter rules

- Name
- Type of criteria combination

  Meet all of the following conditions, meet one of the following conditions
- Criteria
  - Term

- Edit

  When you select a filter rule that has already been saved, you can click the Edit button to edit the rule.
- Delete

  Delete the selected filter rule.

- Custom Coding

  Specify the encoding used for TMX files. The default coding is “UTF-8” and usually does not need to be changed.
- TBX save path

7. Collaborating with teams

A translation project is often completed by a team of people and therefore inevitably involves teamwork. HSTS provides good support for collaborating with teams.

7.1. Sharing databases

Unlike most CAT tools where server-based features are offered as separate products and sold at high prices, HSTS "Professional" and "Ultimate" editions support database servers (for a detailed list of supported database types, please refer to the section called "New Translation Memory Wizard") and allow team members to share TMs and termbases on these servers.

By following the instructions and recommendations on maintenance and management of databases detailed earlier, users can create "final databases" and "draft databases" (both including TMs and termbases) on any computer functioning as a server. Members of the translation team simply need to add these TMs/termbases to their project.

If your team needs to share TMs or termbases but are located in different parts of the world, a cloud database might be a good option. HSTS supports both Amazon RDS and ClearDB. For more information, please see the product websites of the respective suppliers.

Note

Differences between default and non-default databases

In HSTS, each project can have one "default" TM/termbase, and an unlimited number of "non-default databases" (also called "reference databases"). Default and non-default databases are different in that *reference databases are read-only*, meaning you can search for matches in these databases but you can't save segments in them. On the other hand, *default databases are used for searching and for saving segments*.

Access to databases can also be controlled with the user management system that comes with the database server. Please see the management documents of the appropriate database servers for more details.

7.2. Export Project

Exporting a project means to export a project as a compressed ZIP package (the extension is. .hszip by default), making it easy for team members to exchange projects. Using this approach, a project can be passed between people for the different stages of the process, or split up and assigned to many team members. Exchanging projects also avoids the duplication of effort involved with creating projects, entering project information and setting up TMs/termbases. The steps for exporting a project are described below, for two different scenarios:

Passing the different stages of the process between team members

When the different stages of the project process are shared between team members, it is usually necessary to export the entire project. This can be done following these steps:

1. Select the project to be exported from the Project window.

2. Click Project > Export Project.

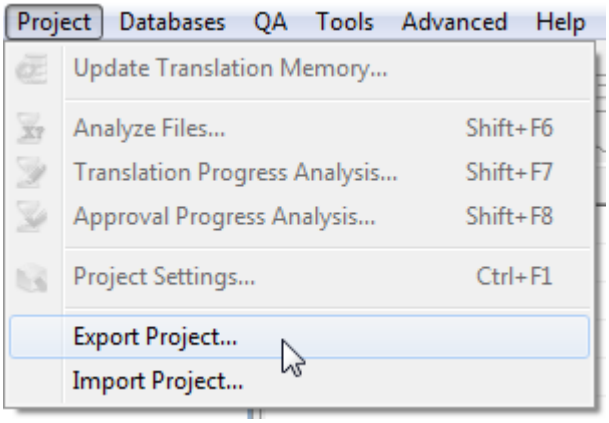


Figure 7.1. Export whole project

3. If no project was selected in step 1, it can be selected now in the Export Project dialog box. If you want to export only certain file formats, you can do so by clicking the Filter Types button and then selecting or entering the desired file extensions.

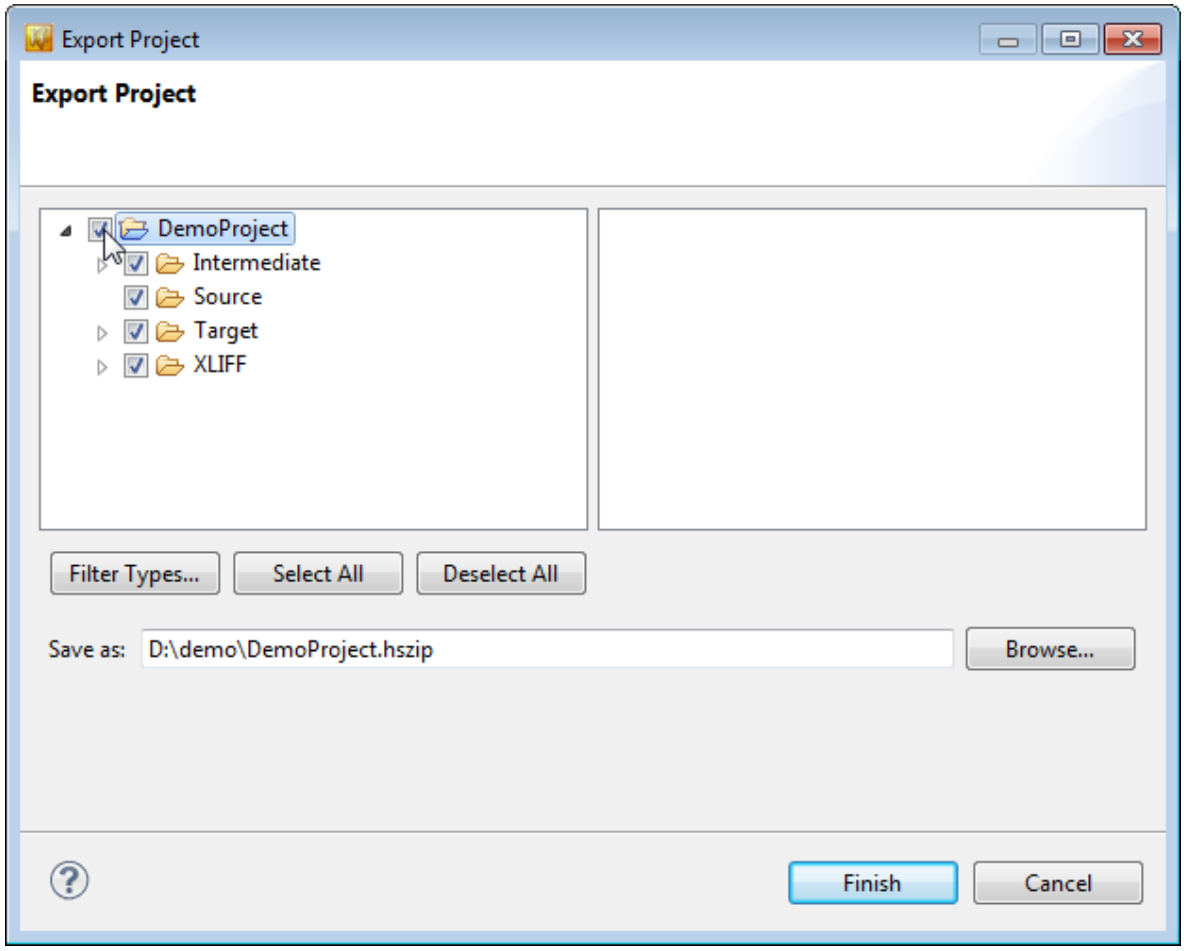


Figure 7.2. Export project dialog

4. Click Browse and select the desired path and file name.

5. Click OK to start exporting the selected project.

Assign project

For easier operation when assigning a project to various team members, we recommend first saving the files for the various members in different folders and then taking the following steps:

1. Click Project > Export Project.

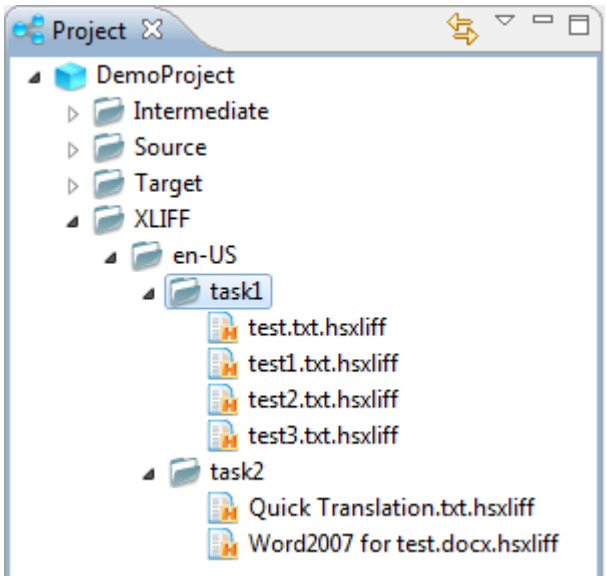


Figure 7.3. Export specific project files

2. In the Export Project dialog box, select only the file/folder for the first team member, including any references to be shared for the project.

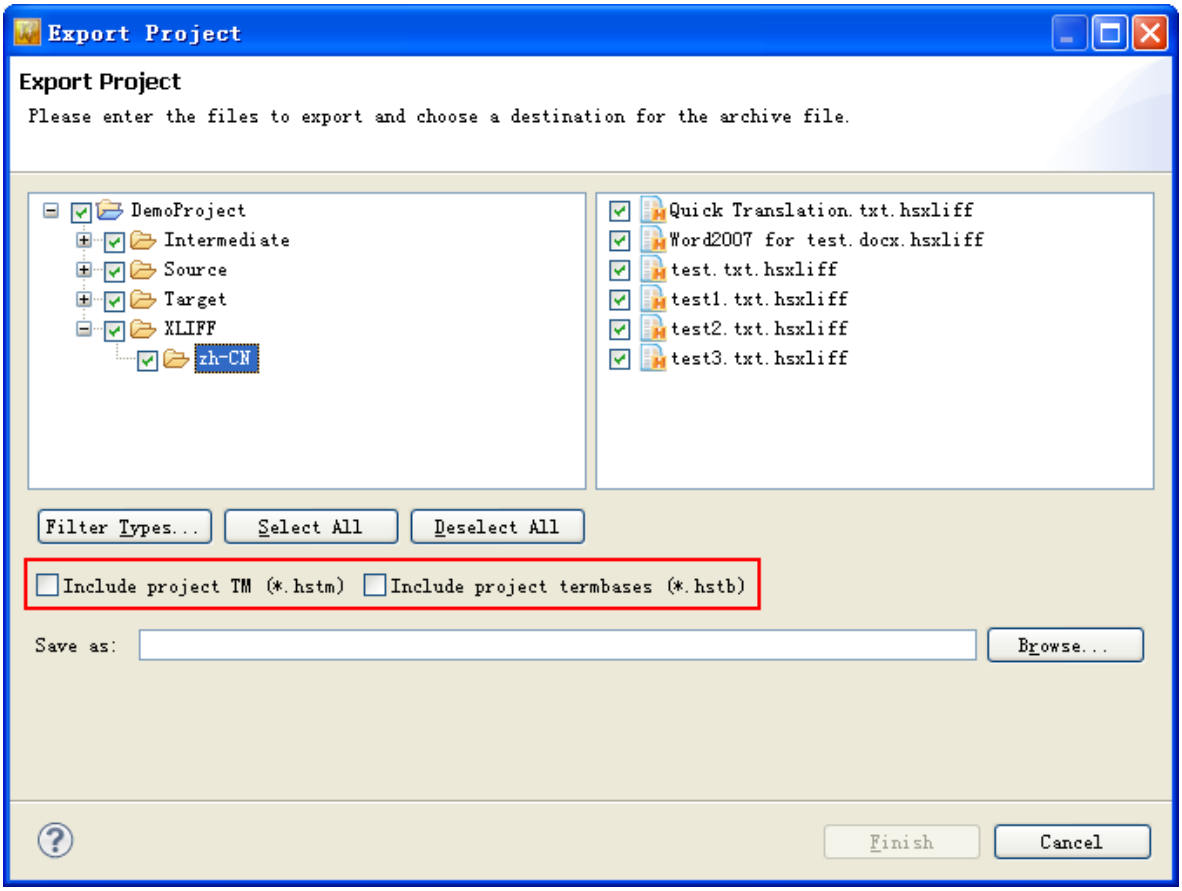


Figure 7.4. Export specific project files

3. You can also "**Include project TM (*.hstm)**" or"**Include project termbases (*.hstb)**" when exporting project. If exported along with the file-base TM, others who import the project package will not need to set the TM connection again, because the attached TM is connected with the imported project by default.(The TM connection information of server-based TM is kept while exporting.)

4. Click Browse and select the desired path and file name.

5. Click OK to start exporting the selected project. The exported project package format is .hszip.

6. Repeat steps 1 to 4 to export the files for each of the team members.

7.3. Import Project

Depending on the goal of importing a project, the ways to perform the import vary:

Passing the different stages of the process between team members

When a project is passed between stages of the process, the team member dealing with the next stage will not need to create a project. Instead, by importing the project exported by the previous member, they can continue the work from there. Follow these steps:

1. Click Project > Import Project.

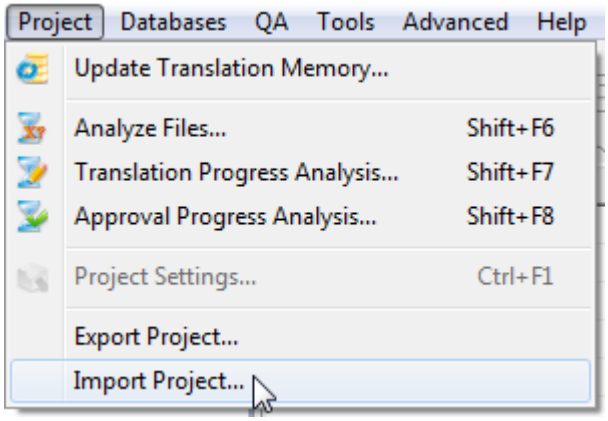


Figure 7.5. Import project

2. Click Browse button, select the .hszip file to import project.

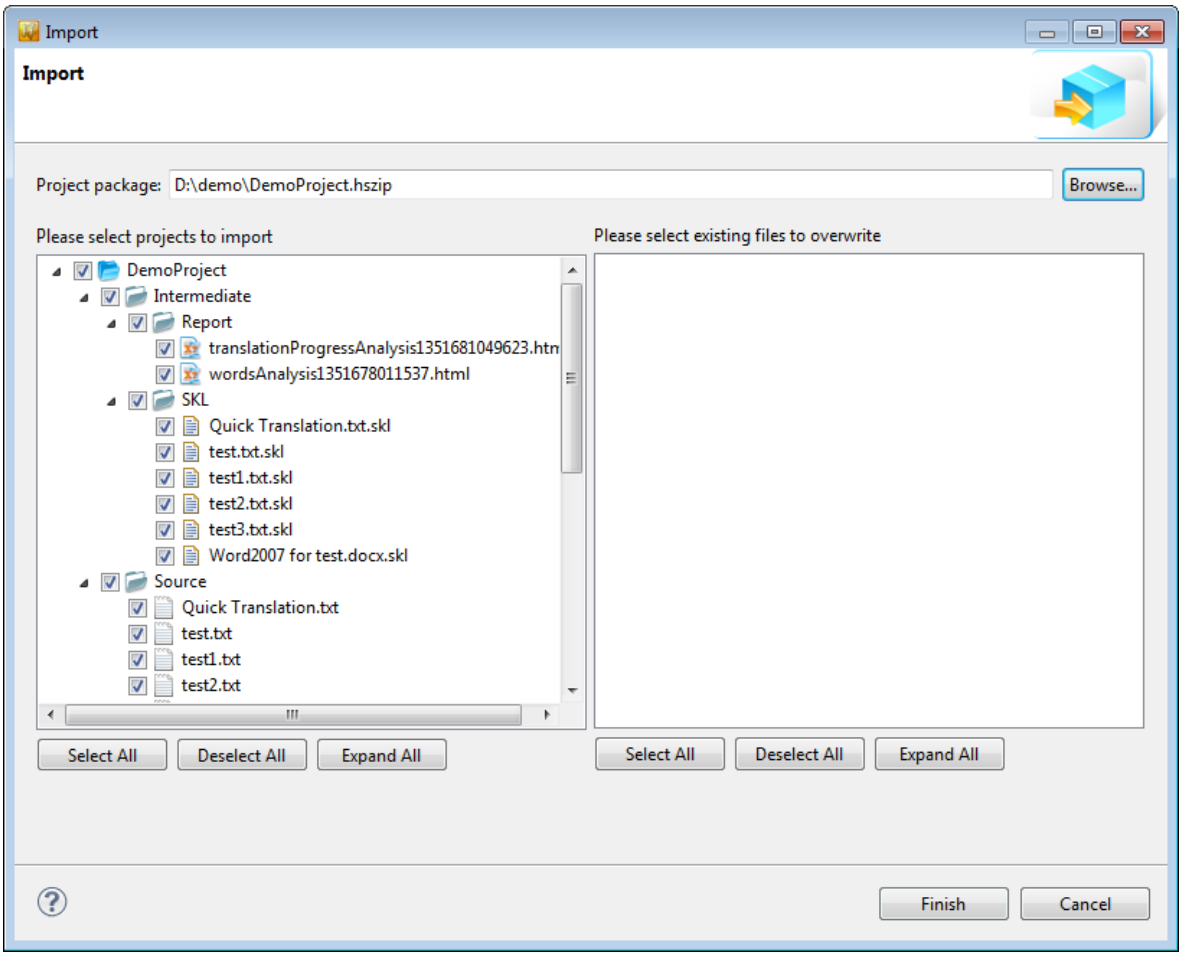


Figure 7.6. Import project dialog

3. By default, all items in the project package will be automatically selected and prepared for import. Double-check and then click the Finish button.

Warning

If you import the project package back to original project, you can select items to be *updated*(overwritten).

Integrate and update

Before finishing a project that has been assigned to multiple members, all completed files have to be integrated into a certain member's existing project. This member is usually the person who assigned the project (e.g., the Project Manager). Once the person who assigned the project get returned project package, one can import and update current project (overwrite the all files under XLIFF foler).

7.4. Export external file

HSTS support exporting external files in multiple formats, such as: Heartsome bilingual proofreading files, Trados Unclean files, TMX files, etc., and can interact with other CAT tools with these file formats easily.

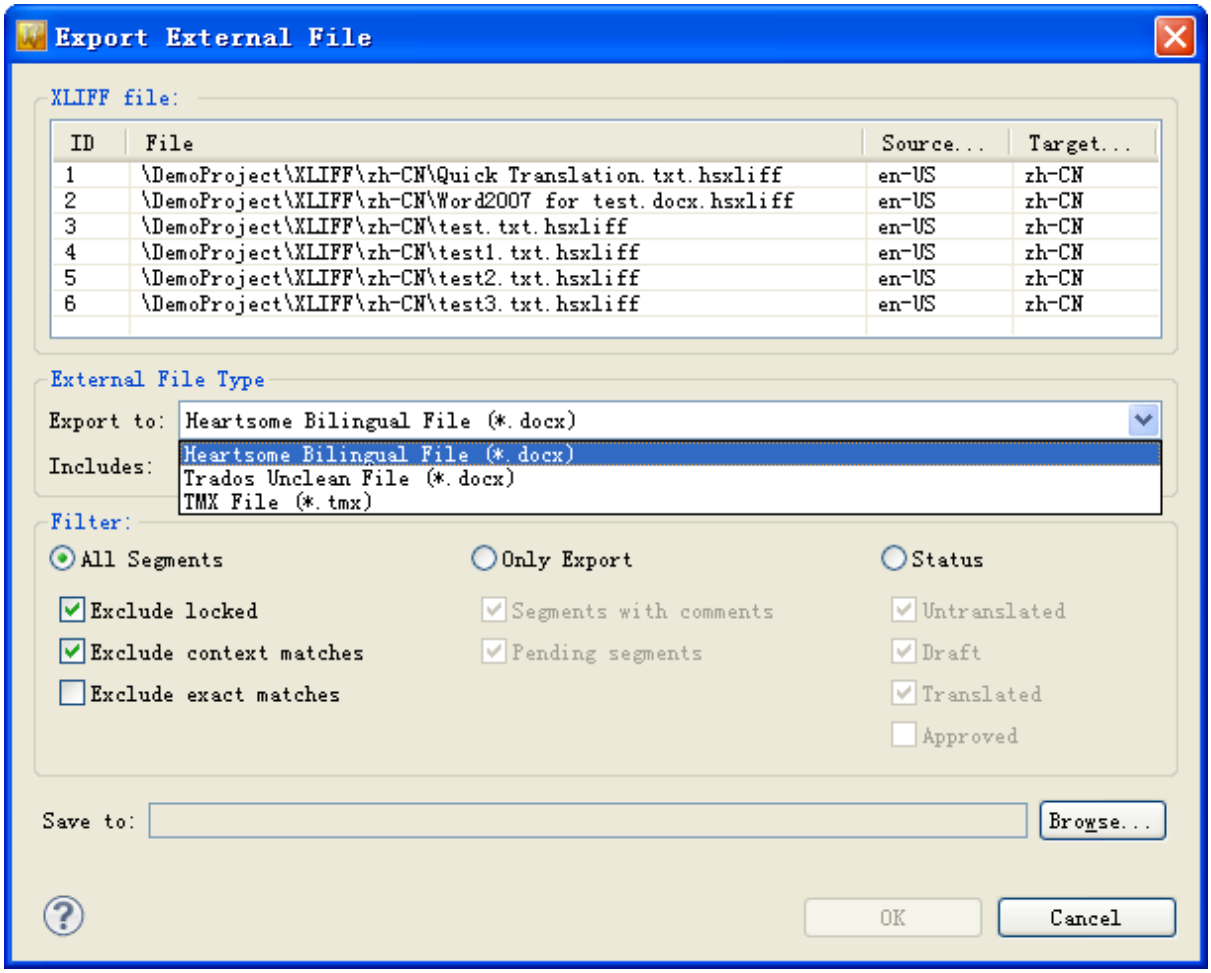


Figure 7.7. Export external file

1. Export Heartsome bilingual proofreading file

   1) You can select the entire project, multiple or single XLIFF file, then from main menu select File > Export External File, or right-click on the selected objects, then select Export External File.

   2) From the "Export to" drop-down list, select Heartsome Bilingual File (*.docx).

   3) After set the Filter condition, you can perform the export operation.

2. Exporting Trados unclean file

   1) Select the entire project, multiple or single XLIFF file, then from main menu select File > Export External File, or right-click on the selected objects, then select Export External File.

2) From the "Export to" drop-down list, select Trados Unclean File (*.docx).

3) Select the Filter condition, then perform the export operation.

3. Export TMX file

1) You can select the entire project, multiple or single XLIFF file, then from main menu select File > Export External File, or right-click on the selected objects, then select Export External File.

2) From the "Export to" drop-down list, select TMX File (*.tmx).

3) Select the Filter condition, then perform the export operation.

7.5. Import external file

Exported TMX file can not be imported. Exported Heartsome bilingual proofreading file and Trados Unclean file can be used to update the master file.

Figure 7.8. Import external file

8. Handling different file formats

1. *Microsoft Office 2003 files*

   Microsoft Office 2003 files and earlier versions are examples of source files that are *indirectly supported*. Please go to www.openoffice.org [http://www.openoffice.org/] to download and install OpenOffice for free. After that, go to Tools > Options > Translation to set the installation path for OpenOffice and select the Enable checkbox (For Windows, the path is C:\Program Files\OpenOffice.org 3\program\soffice.exe by default). Now you can convert Microsoft Office 2003 files the way you convert directly supported formats. For detailed conversion procedures, please see the section called “Convert Source Files to XLIFFs”.

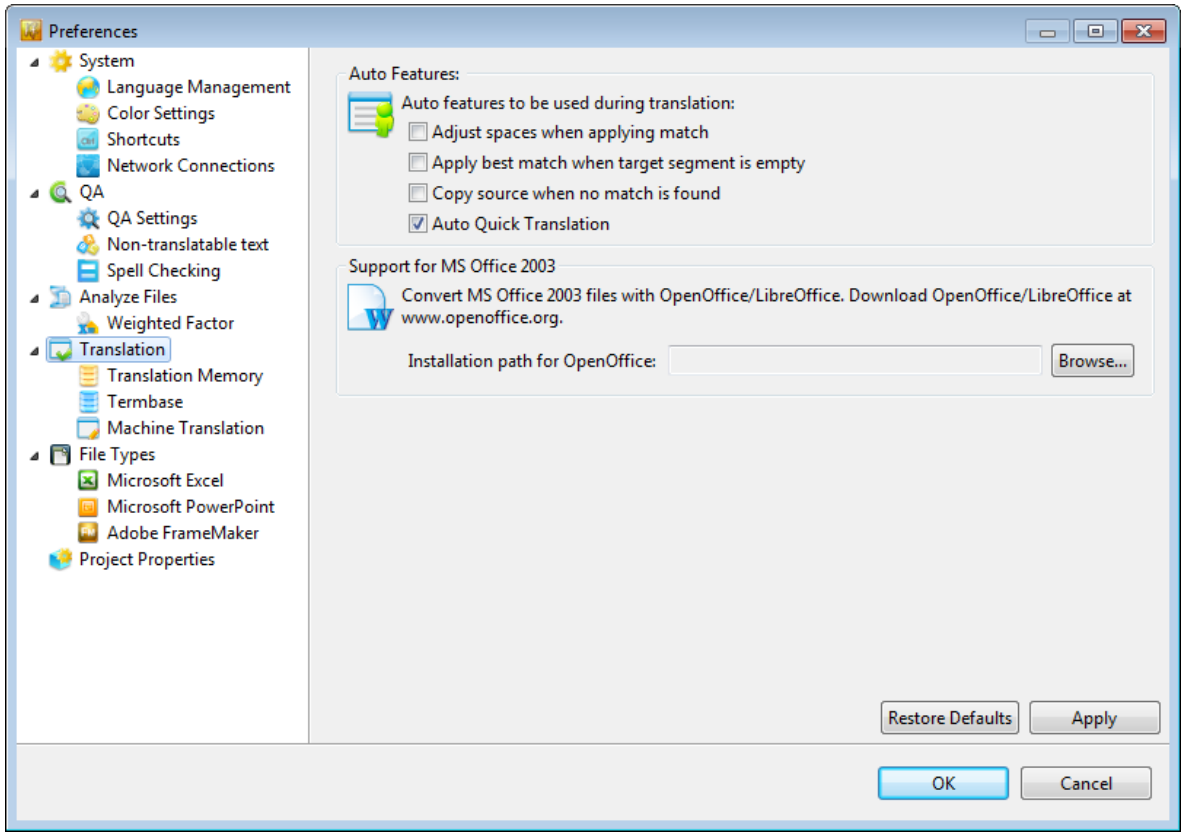


Figure 8.1. Options: Translate

2. *Microsoft Office 2007/2010 files*

   HSTS directly supports Microsoft Office 2007 (including Word, Excel, and PowerPoint) files and later versions as source files. For detailed conversion procedures, please see: the section called “Convert Source Files to XLIFFs”.

   For Microsoft Excel 2007 / 2010, you can also choose whether to exclude Red font cells or not:

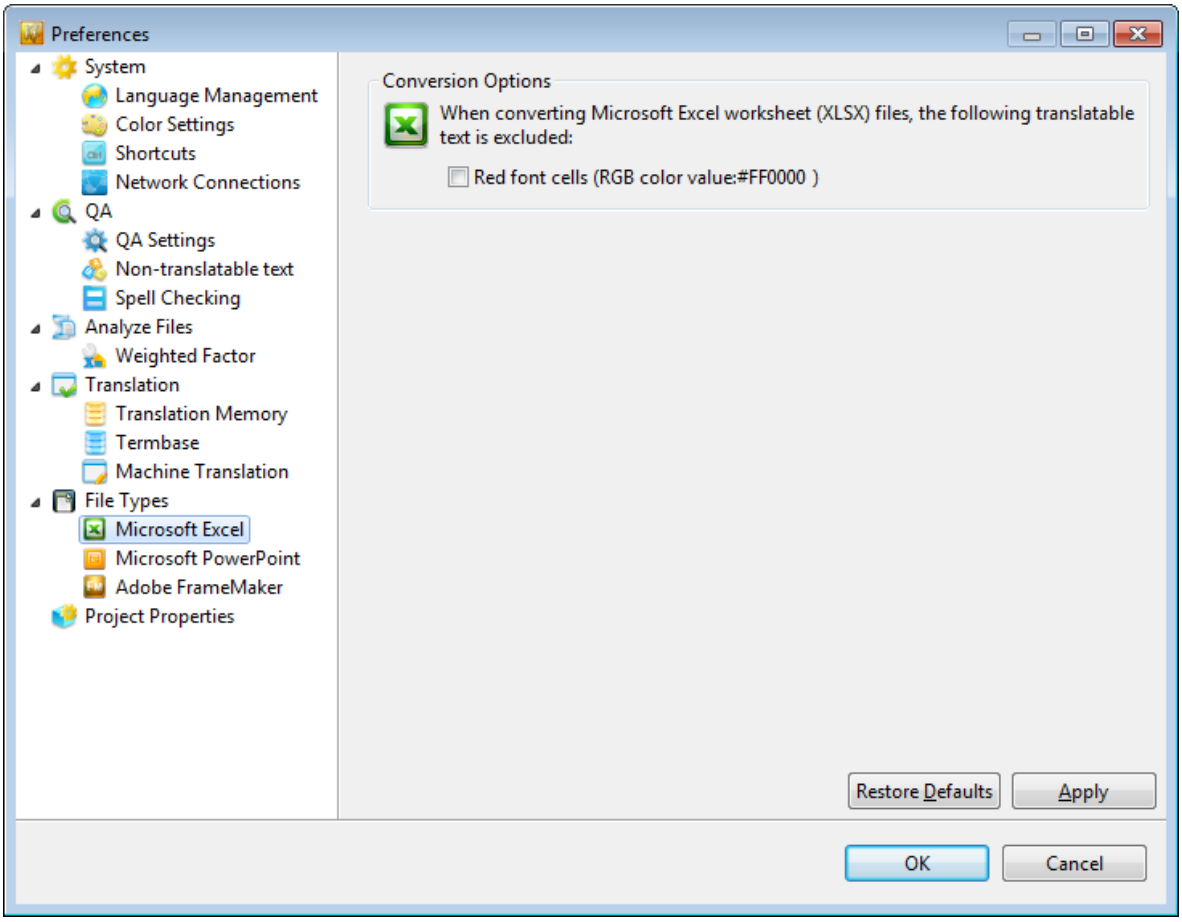


Figure 8.2. Options: Excel conversion settings

For Microsoft PowerPoint 2007 / 2010, you can also choose whether to exclude Notesor not (at this point, masters and image paths are not handled):

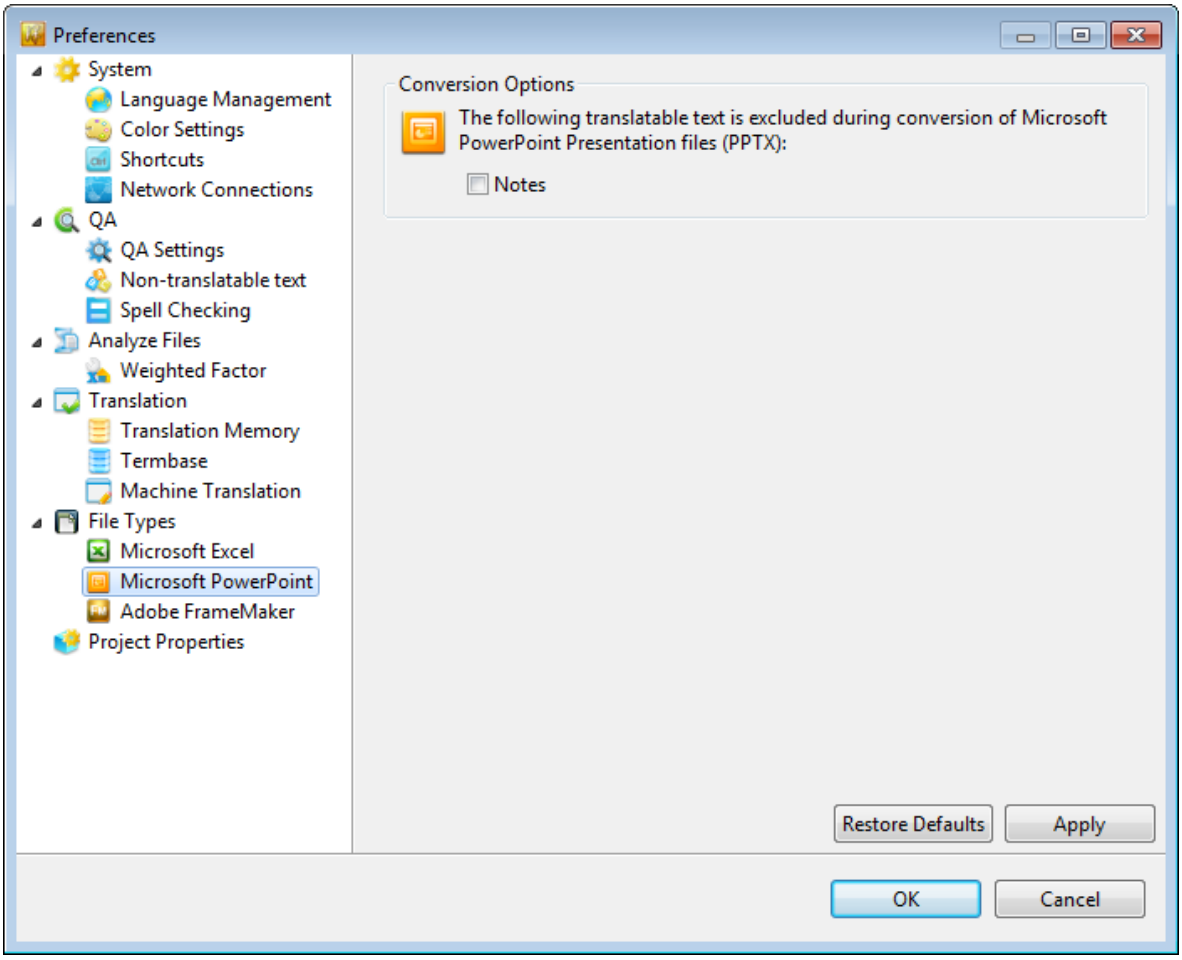


Figure 8.3. Option: PowerPoint conversion settings

3. *TTX*

   For Trados 2007 bilingual file formats, HSTS only supports *segmented TTX files* as source files. For detailed conversion procedures, please see: the section called “Convert Source Files to XLIFFs”.

4. *SDLXLIFF*

   HSTS directly supports bilingual XLIFF files from SDL Trados 2009/2011 as source files. For detailed conversion procedures, please see: the section called “Convert Source Files to XLIFFs”.

5. *Déjà Vu XLIFF*

   HSTS directly supports bilingual XLIFF files exported from Déjà Vu as source files. For detailed conversion procedures, please see: the section called “Convert Source Files to XLIFFs”.

6. *MemoQ XLIFF*

   HSTS directly supports bilingual XLIFF files from MemoQ as source files. For detailed conversion procedures, please see: the section called “Convert Source Files to XLIFFs”.

7. *Wordfast Pro TXML*

   HSTS directly supports Wordfast Pro bilingual TXML files as source files. For detailed conversion procedures, please see: the section called “Convert Source Files to XLIFFs”.

8. *MIF*

HSTS directly supports MIF files from Adobe Frame-Maker 7 and later versions as source files. For detailed conversion procedures, please see: the section called “Convert Source Files to XLIFFs”. If errors occur when MIF files saved in FrameMaker 7 are being converted or processed using HSTS, please use FrameMaker 8 or 9 to to save the MIF files again before processing them with HSTS. If clients require FrameMaker 7 deliverables, then the translated files need to be saved again as FrameMaker 7 MIF files.

In Options, you can set whether to exclude Master content or not during MIF conversion:

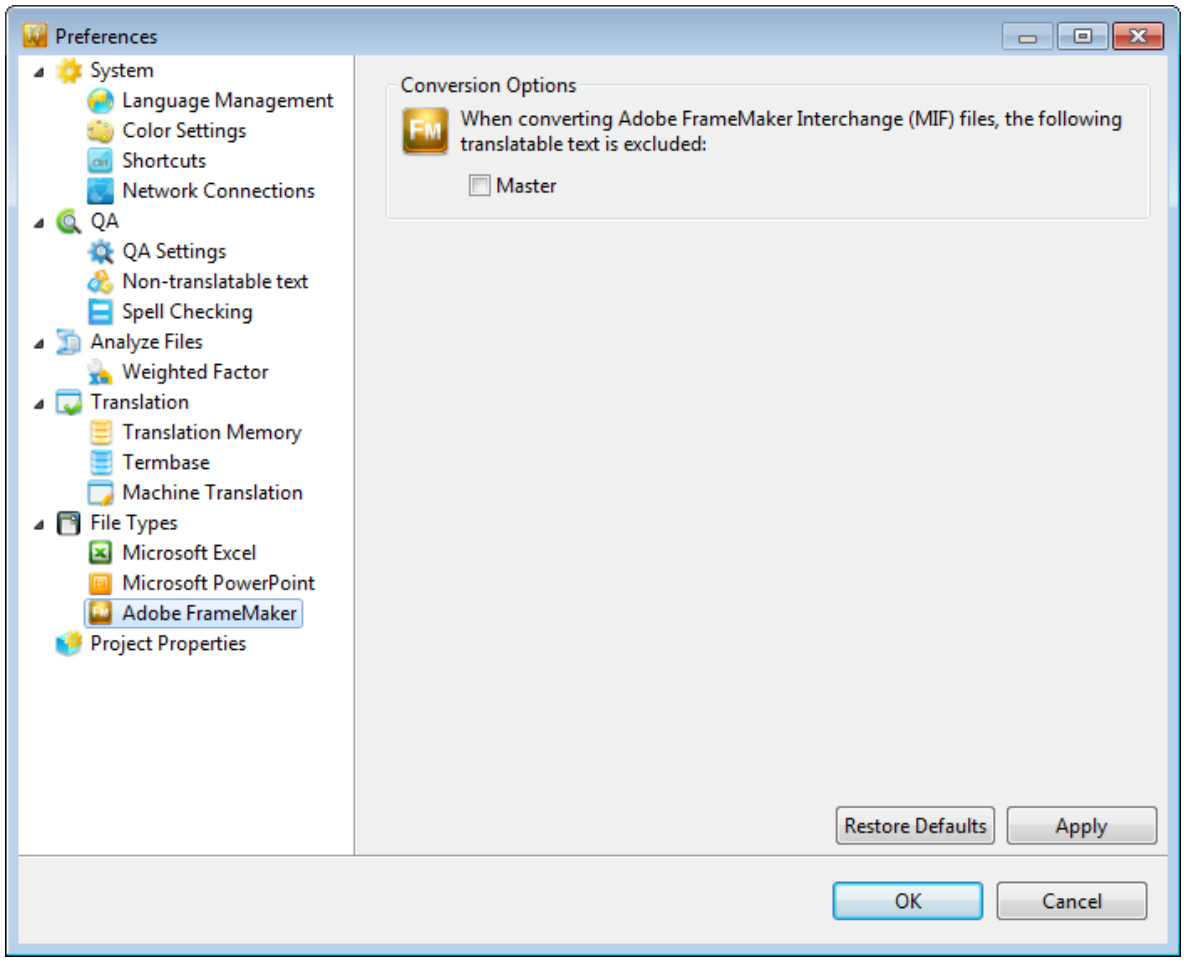


Figure 8.4. Options: MIF conversion settings

9. *IDML*

   HSTS directly supports IDML files from Adobe InDesign CS 5.0.1 and later versions as source files. For detailed conversion procedures, please see: the section called “Convert Source Files to XLIFFs”.

10. *RTF*

    HSTS directly supports RTF files as source files. For detailed conversion procedures, please see: the section called “Convert Source Files to XLIFFs”.

11. *HTML*

    HSTS directly supports HTML files as source files. For detailed conversion procedures, please see: the section called “Convert Source Files to XLIFFs”.

12. *XML*

    HSTS directly supports XML files as source files. For detailed conversion procedures, please see: the section called “Convert Source Files to XLIFFs”.

- *Configure XML Converter*

  For certain XML files, HSTS “Professional” and “Ultimate” editions allow you to define how to deal with each element and attribute value. See details below:

  a .Click Advanced > Configure XML Converter.

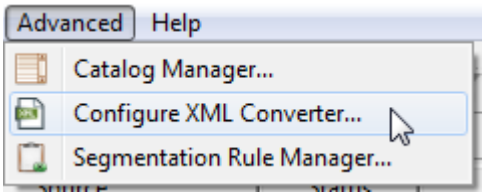


Figure 8.5. Configure XML Converter

  b .Click Analyze XML sample, select the XML file to analyze.

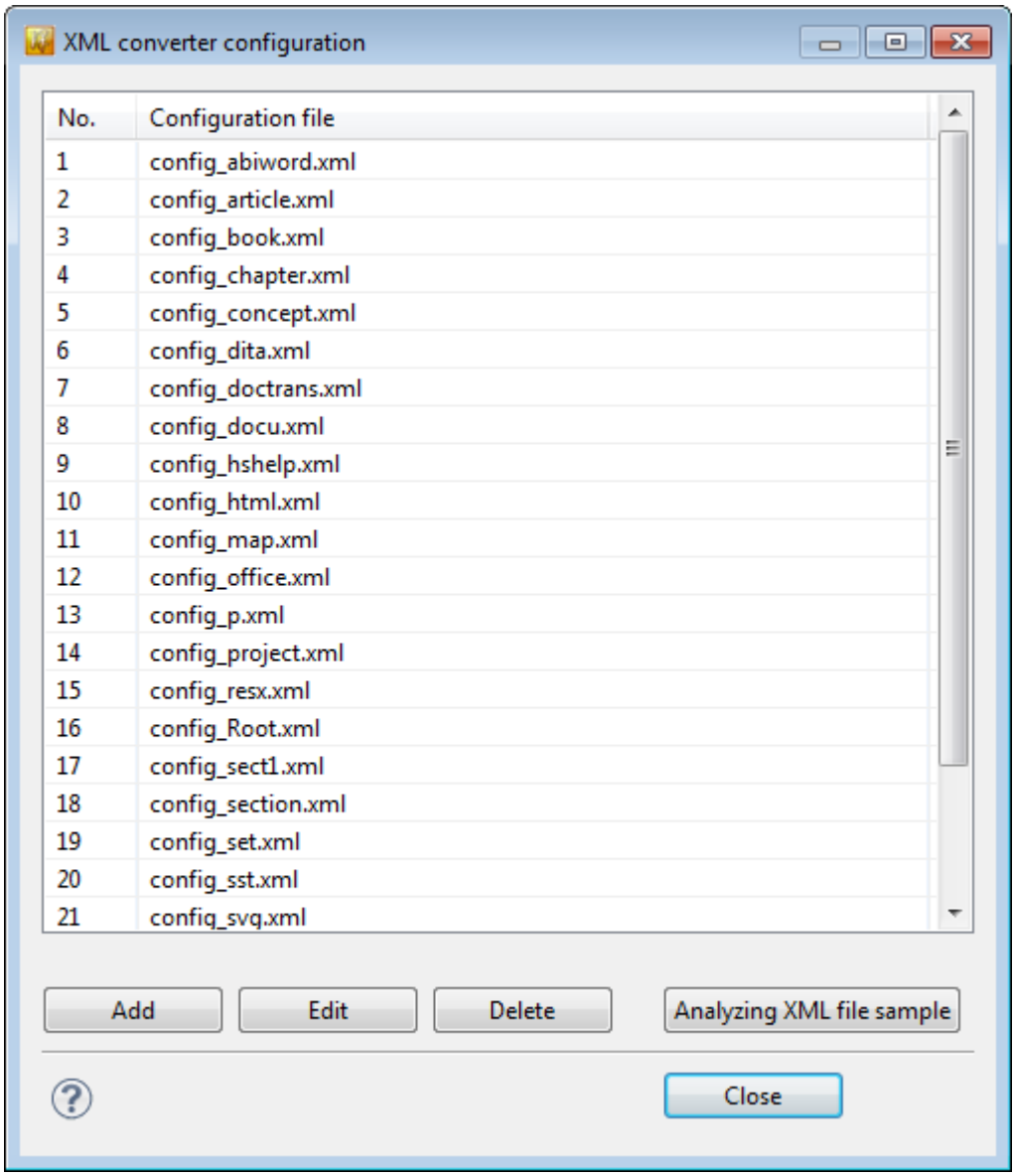


Figure 8.6. Configure XML Converter

  c .Change the analyzed configuration if needed:

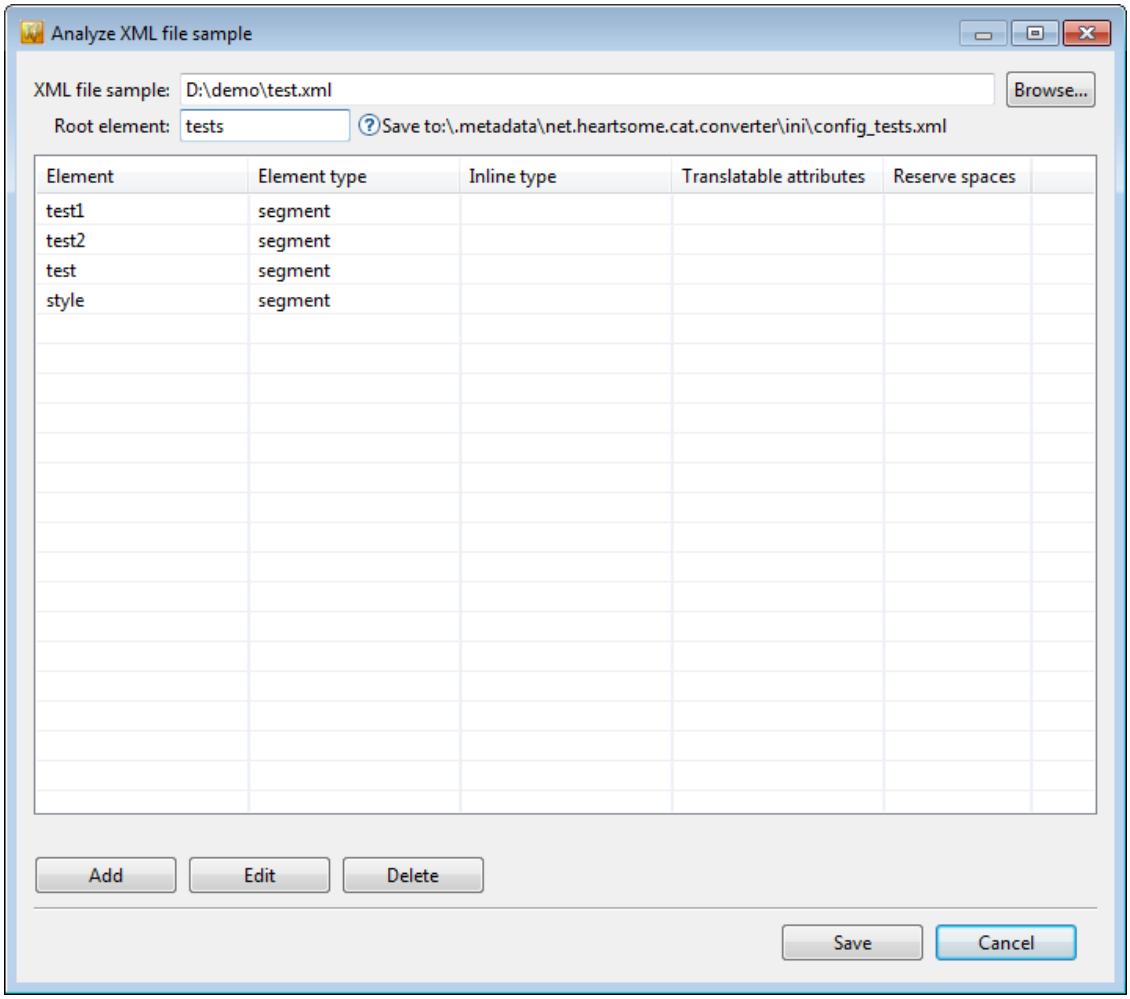


Figure 8.7. Configure XML Element

d .Select the element needs to configure, click Edit button, you can configure the following settings:

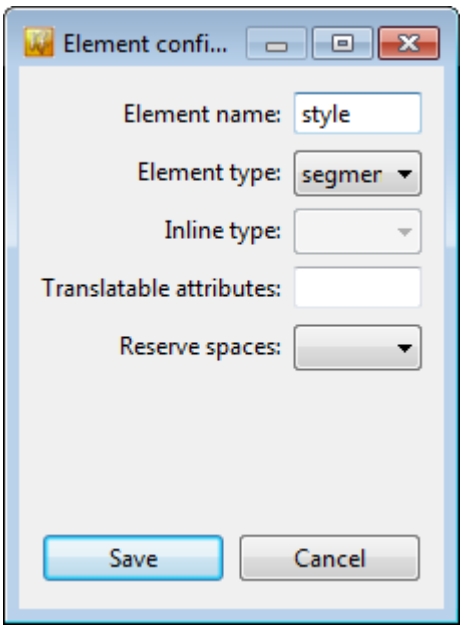


Figure 8.8. Element configuration

- Element name
- Element type
  - Segment

    Extract as segment
  - Inline

    Extract as internal tags
  - Ignore

    Ignore
- Inline type

  The option only available when element type is “inline”, the value can be: image, pb, lb, x-bold, x-entry, x-font, x-italic, x-link, x-underlined, x-other
- Translatable attributes

  Name of the translation attribute to be extracted in the element
- Reserve spaces

9. FAQ

9.1.1. What if the default segmentation is incorrect?

If there are just a few instances of incorrect segmentation occurs and there is no obvious pattern, this can be fixed using “merge segments” or “split segments”. If the incorrect segmentation occurs frequently and follows a certain pattern, the problem can be fixed using “segmentation rules” instead.

- Merge Segment

  In cases where text has been over segmented, use **Ctrl**/**Shift** and the left mouse button to select the consecutive segments to be merged, then click Edit > Merge Segment. Every two segments merged will be connected by a newly generated “internal tag” between the original source text segments.

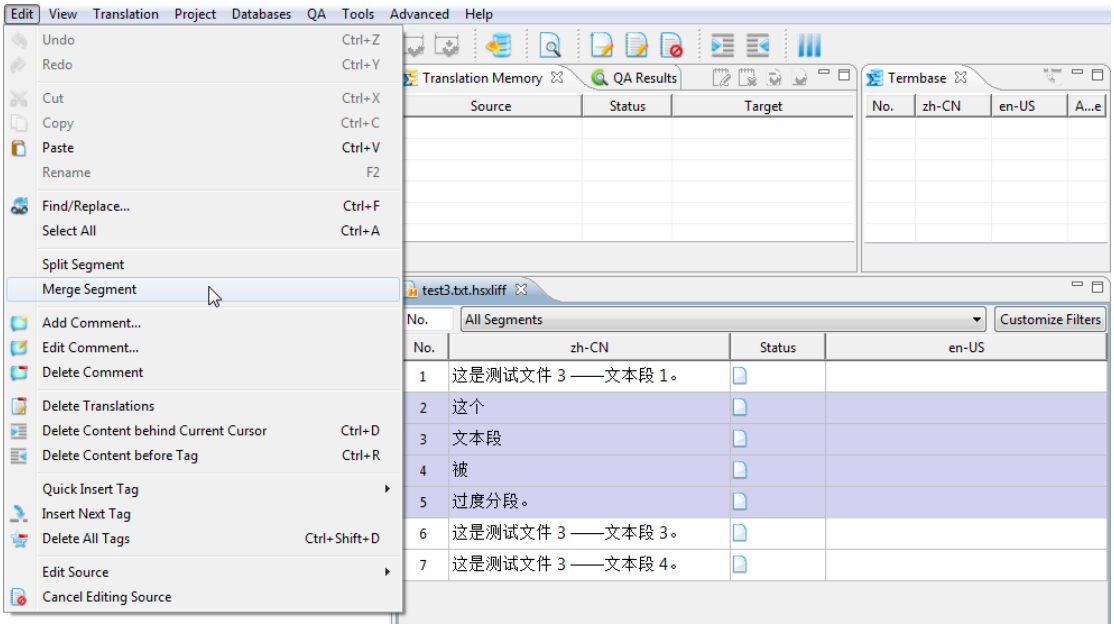


Figure 9.1. Merge Segment

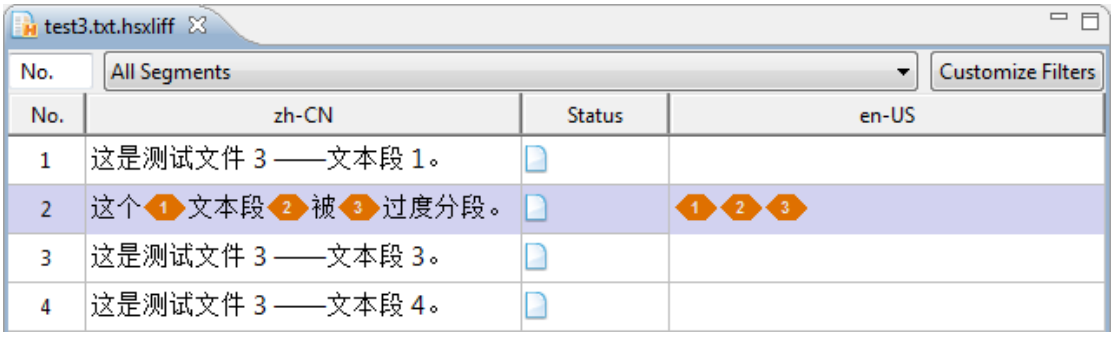


Figure 9.2. Merge segments

- Split Segment

  In cases where text has not been segmented enough, place the cursor at the point where you want the text to be segmented and then click Edit > Split Segment.

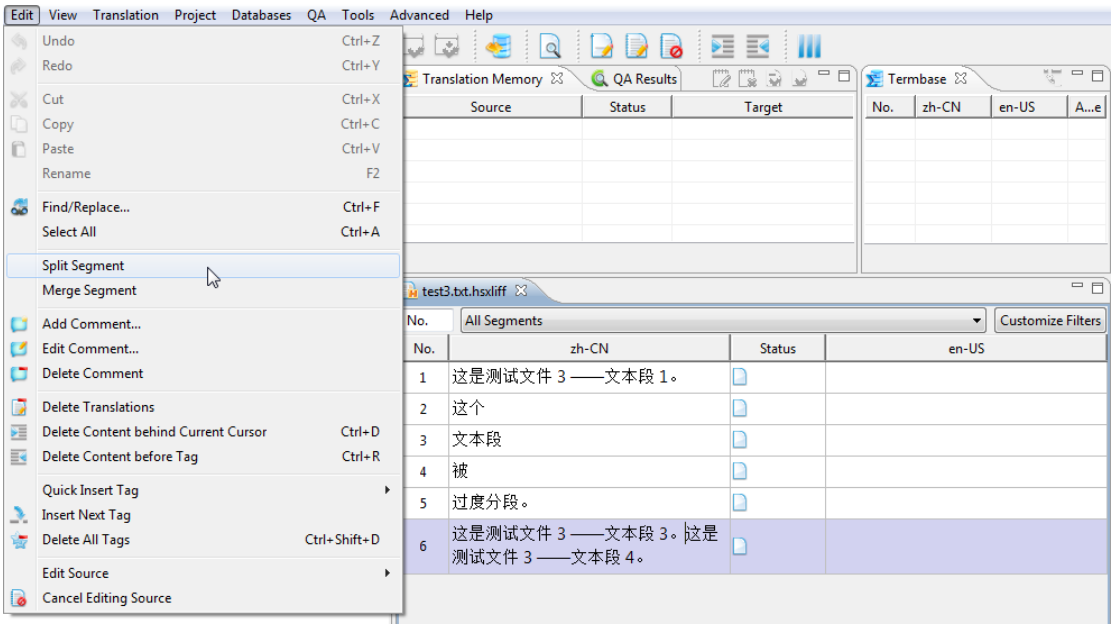


Figure 9.3. Split Segment

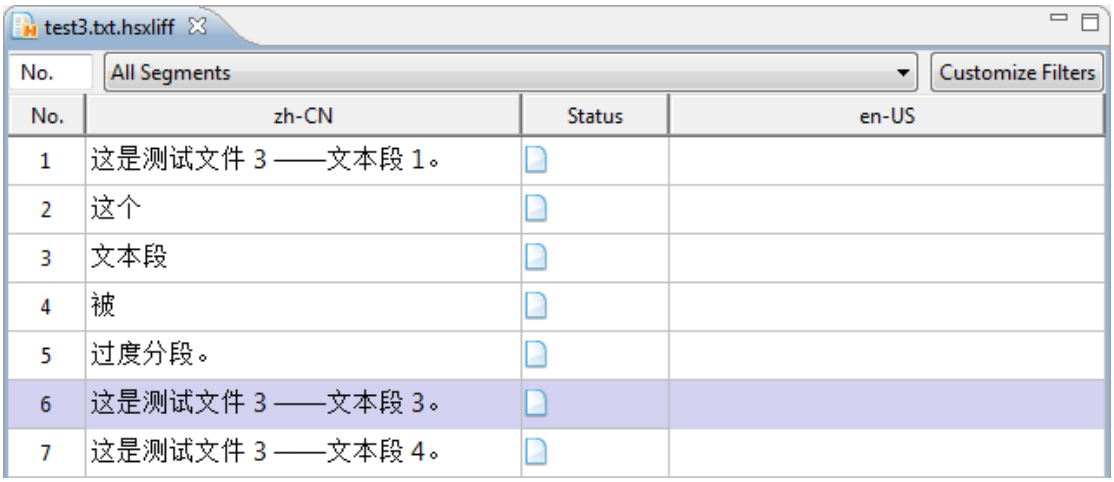


Figure 9.4. Split segments

Note

Only unlocked segments can be merged or split.

- Segmentation Rule Configuration

  Segmentation rules configuration can be done using the Segmentation Rule Manager, a feature only available in the “Professional” and “Ultimate” editions. To open Segmentation Rules Manager, please click Advanced menu > Segmentation Rules Manager.

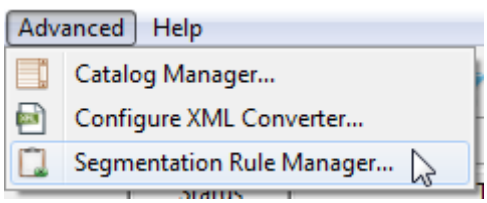


Figure 9.5. Segmentation Rule Manager

Every SRX file can save many segmentation rules, and SRX files can be added and edited here. Configuration of segmentation rules in SRX files involves two parts:

- Language Rules

  These are the segmentation rules for a specific language (e.g., Chinese) and usually deal with the punctuation, symbols or characters specific to that language.

  1. Select the SRX file to be edited and click the Edit button.

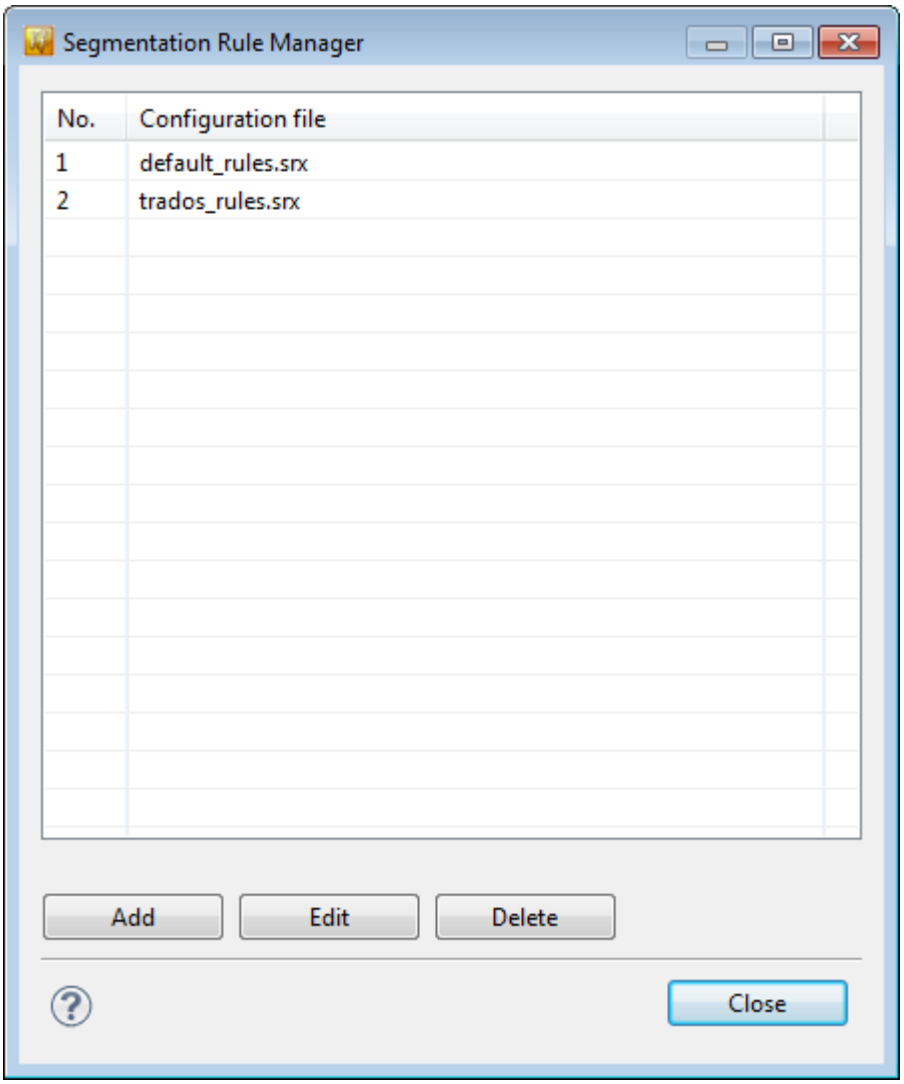


Figure 9.6. Segmentation Rule Manager

  2. If you do not intend to change the Segmentation rule Name, just click the OK.

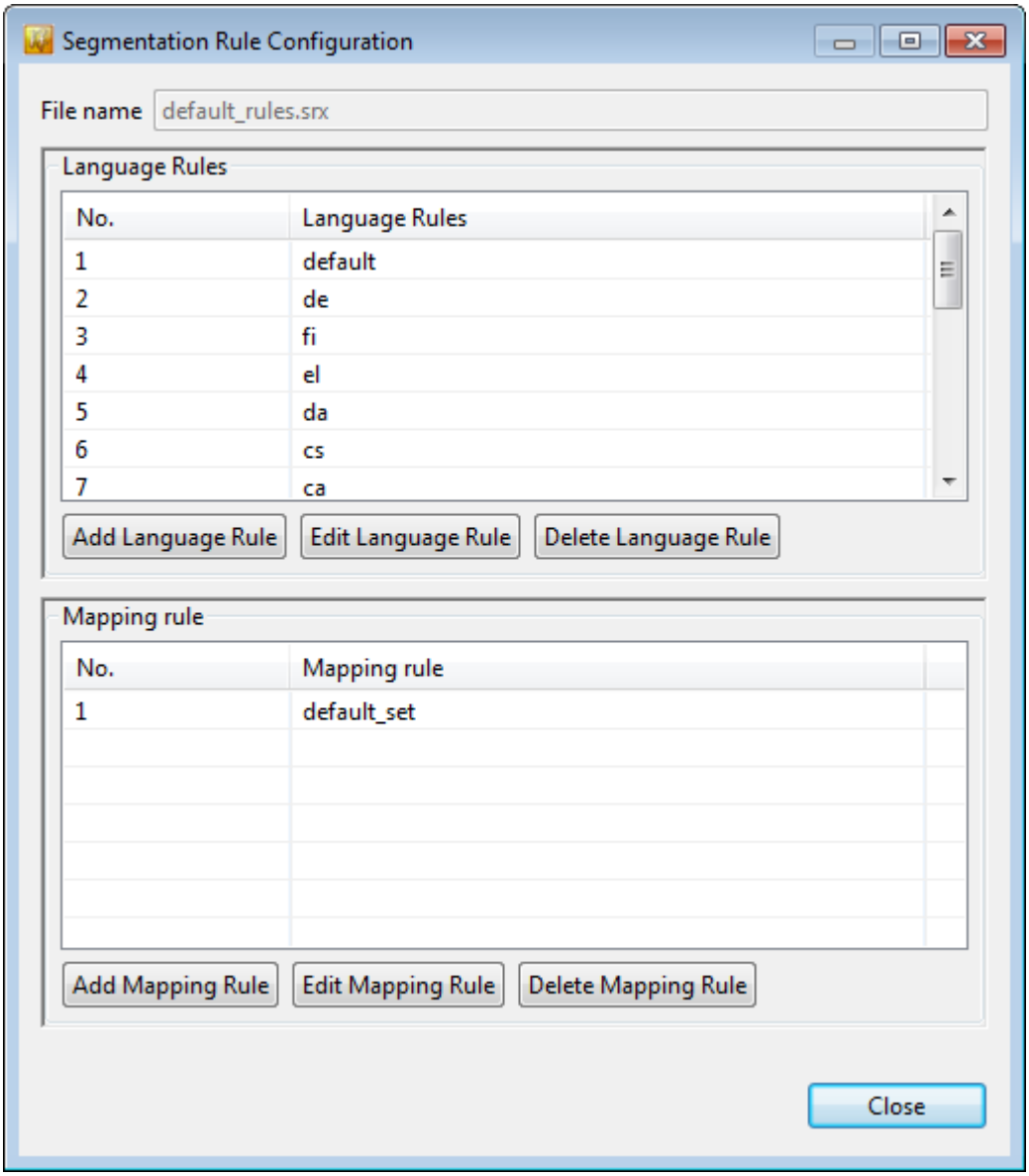


Figure 9.7. Segmentation Rule

3. In “Language rules”, select the language to edit, and click the Edit Language Rule button to configure the following settings:

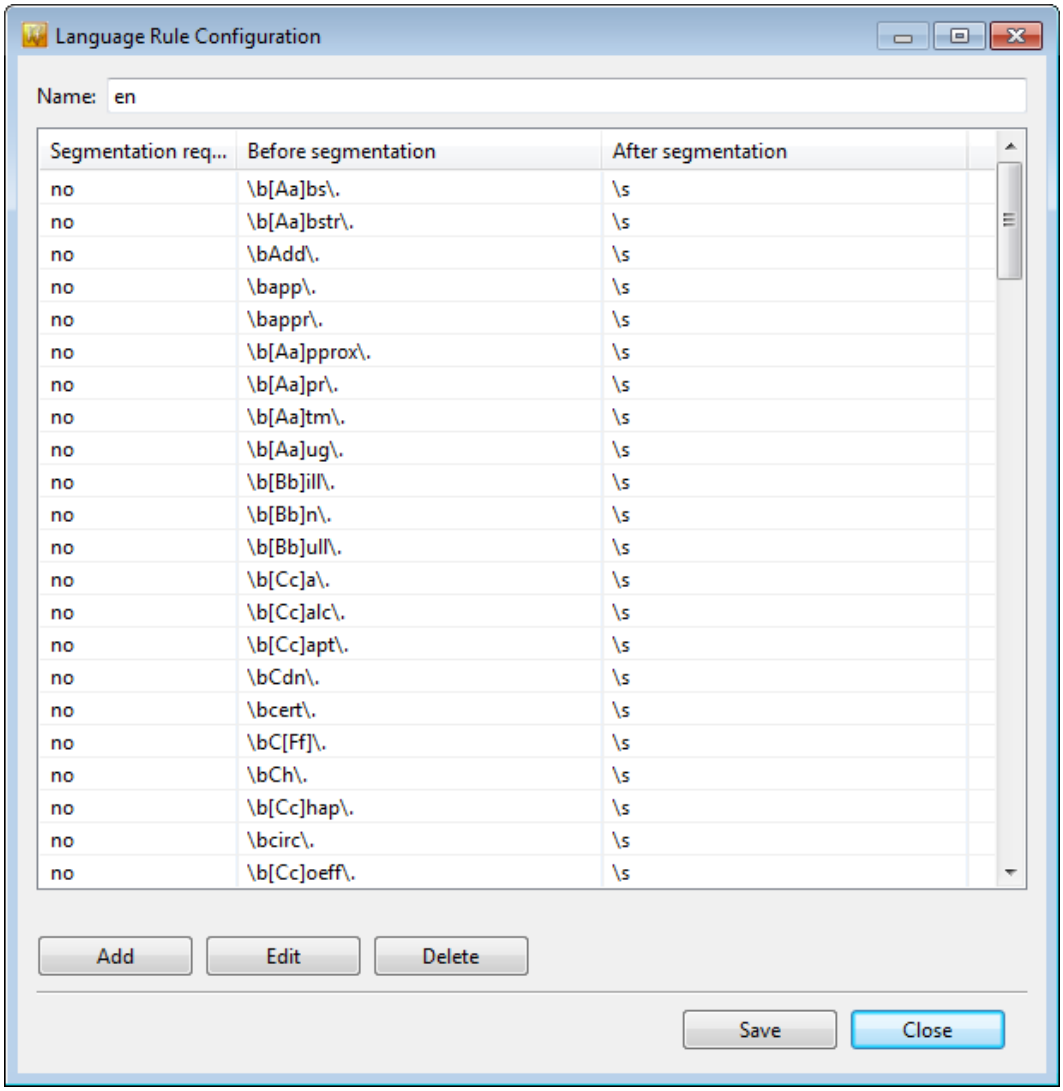


Figure 9.8. Language Rule Configuration

- Segmentation required

  Whether segmentation is required or not when the rule is satisfied (if not required, it is usually an exception to the rule).

- Before segmentation

  Segmentation/no segmentation after the character (regex)

- After segmentation

  Segmentation/no segmentation before the character (regex)

4. Click OK and then Save.

- Mapping rule

  Language mapping rules, e.g., can be configured so that zh-CN, zh-HK, and zh-TW all use zh rules.

  1. The first two steps are the same as with language rules:

  2. In “mapping rules”, select the rule to be edited and click the Edit Mapping Rule button.

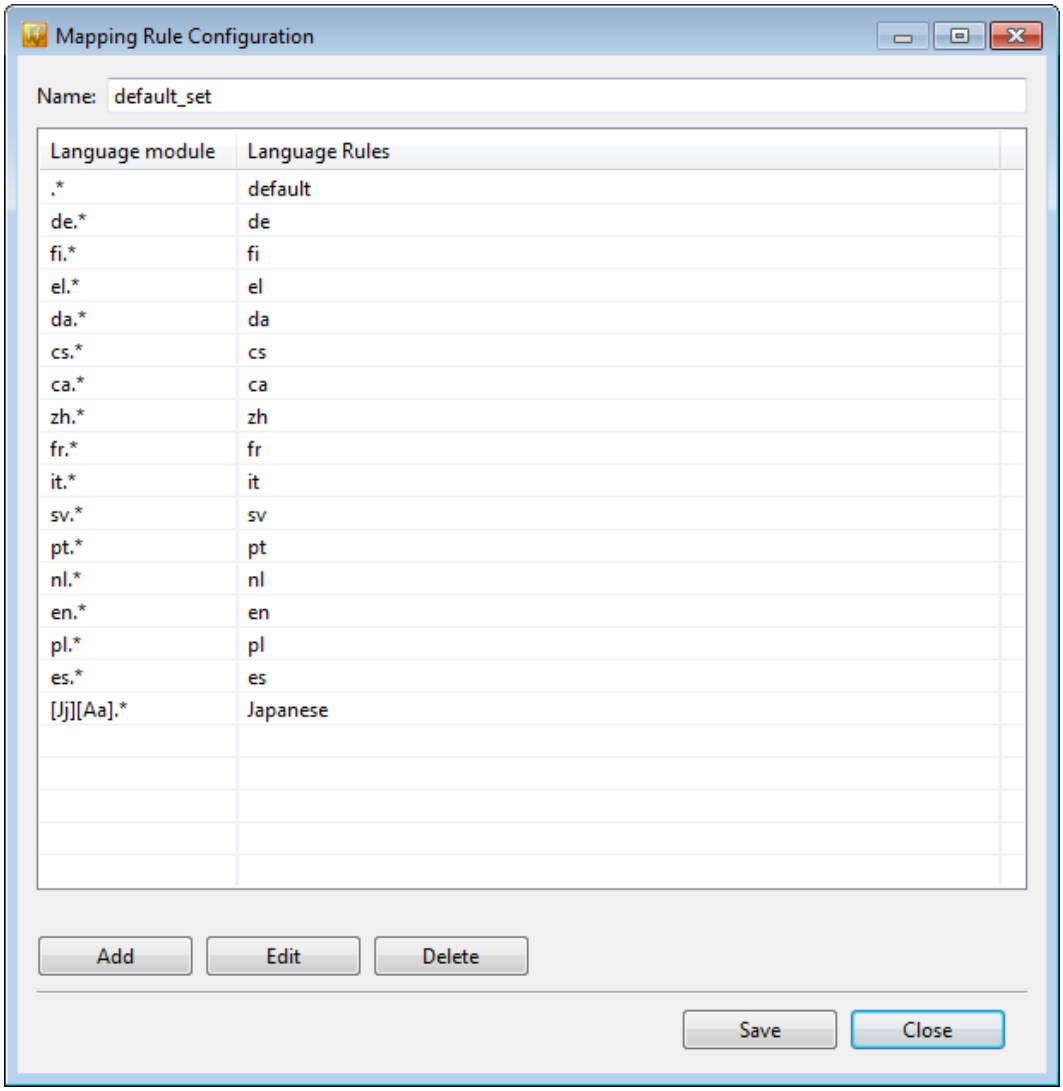


Figure 9.9. Mapping Rule Configuration

3. Select the specific mapping rule and click the Edit button to proceed with the following settings:

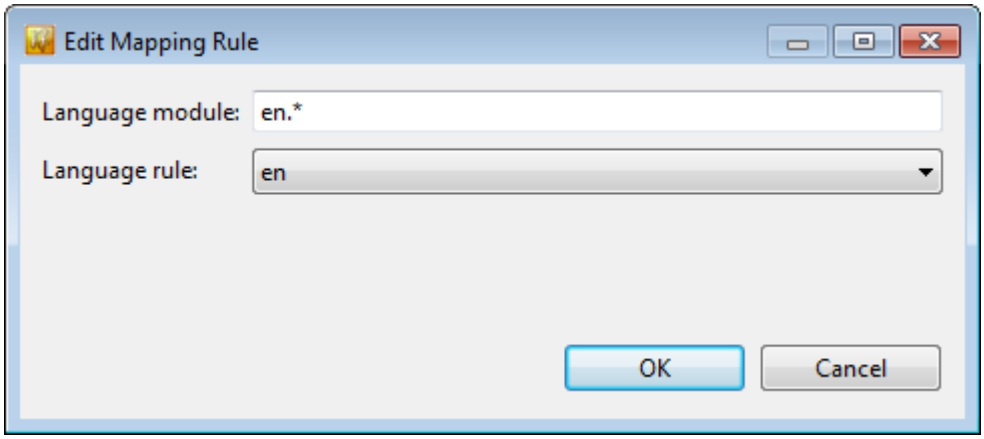


Figure 9.10. Edit mapping rules

- Language module

  Enter the regular expression for the language code to be matched

- Language Rules

  Select the language rules that have been added

4. When you are done, save all the settings and close unwanted dialog boxes.

To use SRX files you have added or edited, select the appropriate SRX files when you convert source files to XLIFF.

9.1.2. How can I use machine translation?

HSTS currently supports Google Translate and Bing Translator as machine translation engines. Both engines require a private key and can only be used after configuring the appropriate settings in HSTS.

- Google Translate

  At present, Google only provides Google Translate v2 as a paid service, so you need to purchase the service first.

  - How do I buy it?

    1. If you don't have a Google account, please sign up for one at https://accounts.google.com/SignUp
    2. Visit https://code.google.com/apis/console#:billing and click the Create Project button to create a project.
    3. Find “Translate API” from the list of services and click the “Activate” button next to it, which is shown as OFF. Click to agree the two sets of Terms of Use that pop up one after the other.
    4. Select the “Billing” category to the left or visit the above website [https://code.google.com/apis/console#:billing] again and click Google Checkout to pay. Follow instructions to add your payment method, e.g., by entering your credit card information.
    5. After the payment is made, select the “API Access” category to the left. Select and copy the value after the API Key for later use.

  - Settings

    1. Run HSTS and then open Tools > Options > Translation > Machine Translation.
    2. In the Key field of Google Translate, paste the API Key you copied earlier on, then click the “Test” button.
    3. In addition, you can also set the following automatic machine translation policy (this policy also applies to all machine translation engine):

       - Automatic

         This option saves traffic-based costs associated with MT by only implementing MT translations for segments that have not yet been translated by MT without submitting the same segments repeatedly.

       - Manual

         This option does not automatically implement MT translation, but allows manual implementation when needed.

    4. Click the OK button when you finished configuring settings.

  If machine translation is not set to be implemented manually, you will get Google-translated results when moving between segments. If this does not happen, you may click Translation > Google Machine

Translation to manually get translations by Google Translate. Regardless of machine translation results are obtained automatically or manually, it will be automatically stored up for reference without repeatedly access a machine translation engine.

- Bing Translator

  Bing Translator is a service provided by Microsoft which offers 2,000,000 characters of free translation per month.

  - Sign up

    1. Visit http://msdn.microsoft.com/en-us/library/hh454950.aspx, and click the Sign In button in the upper right corner to log in or sign up for a Microsoft Live account.
    2. When logged in you will be automatically directed back to the last screen. From there, click the Azure Marketplace [http://go.microsoft.com/?linkid=9782667] link and then the Sign Up button to subscribe to the Windows Azure Marketplace.
    3. Enter the required information, go to Country / Region and select “Worldwide (English)” and then click the Continue button.
    4. Agree to the Windows Azure Marketplace Terms of Use and click the Register button.
    5. Agree to the Microsoft Translator Terms of Use and click Register to subscribe to the Microsoft Translator service.
    6. Go to https://datamarket.azure.com/developer/applications/ and click the Register button.
    7. Enter the required information as you like except that you should not change the Client key. Copy the Client ID and Key separately and save them for later use. Click the Create button.

  - Settings

    Bing Translator is configured and used in HSTS in the same way as Google Translate. The only difference is that Bing Translator requires a Client ID and Key, while Google Translate only requires the private key. Please refer to the Google Translate settings [144] for details.

9.1.3. How do I correct source text mistakes?

By default HSTS does not allow editing of source text in order to avoid incorrect operation. However, if there are source text mistakes that have to be corrected, you can go to the Edit menu > Edit Source > Edit Current Source or Edit All Source to temporarily unlock the source text. If you choose Edit Current Source, you will be automatically prevented from editing source text when you finish editing the current source text segment. If you choose Edit All Source, then you will need to manually disable editing source text, otherwise all source text segments will remain editable.

9.1.4. The default segmentation filter rules are not enough, what can I do?

You can add custom filter rules by clicking the Customize Filters button to the right of the segment filter. For details, please see the section called “Filter segments”.

9.1.5. How do I find out what encoding my file is in?

The following types of text-based files can be opened using EmEditor, or any other text editors that support a variety of encodings:

- .html, .htm
- .inx
- .js

- .mif
- .po
- .properties
- .rc
- .resx
- .rtf
- .sdlxliff
- .ttx
- .txt
- .xlf
- .xml

The following XML-based compressed formats are usually UTF-8:

- .doc, .ppt, .xls (converted using OpenOffice for indirect support)
- .docx, .pptx, .xlsx
- .idml
- .odt, .odp, .ods

9.1.6. What if my license doesn't work after I replace my computer or reinstall the operating system?

Before replacing your computer or reinstalling the operating system, you should use Help > License Management > Deactivate on your old computer/system to deactivate your license. When you finish the replacement/re-installation, you will be prompted to activate your license the first time you run the software. Simply follow the instructions in the wizard.

If you have finished replacing your computer or installing the system without first deactivating your license, please contact technical support [mailto:tech_support@heartsome.net] who will need to deactivate your license from the old computer/system *manually* before you can activate the license again in your new computer/system. For details, see Chapter 3, *License*.

9.1.7. Is there any easier way to add or copy project files?

HSTS's Project window is similar to Windows “Explorer”,Mac OS's “Finder”, or Linux's “Nautilus” (all referred to as a “file manager” hereinafter). Operations in a project such as creating, renaming, and deleting sub-folders work the same way as in the file managers mentioned above.

Therefore, files from the operating system's “file manager” can be copied into a project by directly *dragging and dropping* them into the project. Likewise, to move files to a file manager, you can copy or paste project files or drag-and-drop them to the desired location. You can also directly move files/folders between projects by dragging and dropping. In addition, you can use the Edit menu > Copy, Cut, Paste and other functions to organize files/folders.

Note

When files are dragged from a project and if the target location is in the same disk partition as “Heartsome Workspace”, the *default operation will be to move* rather than to copy the files.

Therefore, it is recommended to use the hotkeys **Ctrl/Command+C** and **Ctrl/Command+V** to copy files from the project to avoid accidentally removing files from the project.

9.1.8. Sometimes file operations work on the file(s) selected in Project view, and at other times they only work on the file currently being edited. How do I tell?

When the Project window is active (title bar and frame have a different color), operations will work on the file(s) selected in the Project window; when the editor is active, operations work on the one being edited.

9.1.9. Can I apply batch operations to segments?

Most segment-specific features in the Edit and Translation menus (e.g., change segment status, add/delete comments, etc.) can be applied to multiple segments as a batch operation. To do this, use **Ctrl** or **Shift** + left mouse button to select segments and complete the desired function, which will then apply to all selected segments.

9.1.10. What's the best way to deal with segments that do not need to be translated?

Users with experience of other CAT tools might choose to use features like “copy source to target” and then “approve segment” to get the desired result. In HSTS, however, we recommend an easier way: lock the segments that do not need to be translated, and keep their translations empty. When the XLIFFs are converted to target files, HSTS will automatically extract the source text for segments with empty translations.

9.1.11. When I get a “resource out of sync” message during a certain operation (e.g., exporting a project), what can I do to fix it?

In the Project window, select the project the current file belongs to, then from the right-click menu choose Refresh before starting the operation (e.g., exporting file) again.

9.1.12. Where does HSTS save my project files?

When HSTS is run for the first time, a folder named “Heartsome Workspace” will be created in the current user directory (which is the folder path the system environment variable “%USERPROFILE%” in Windows points to [“$HOME” in MAC OS / Linux]). The directory is referred to as the “Heartsome Workspace folder”. All projects and all of its sub-folders/files created in HSTS are saved in this folder.

9.1.13. How do I get help from Heartsome when I have problems using HSTS?

You may e-mail Heartsome technical support at <tech_support@heartsome.net> providing as much of the following information as possible in your email, so that support staff can understand your issues more effectively:

1. Your operating system and its version, e.g., Windows XP 32-bit SP3
2. Your Java Runtime Environment (JRE) version, e.g., Java 1.7.0_05-b05
3. Your Heartsome product type and edition, e.g., Translation Studio Ultimate 8.0.0 Build 20120907
4. Detailed steps that led to the problem
5. Actual results
6. Expected/desired results
7. Sample files (as some problems only occur in certain files)
8. Screenshots of errors
9. Any other information that may help support staff identify the problems

9.1.14. What versions of the XLIFF, TMX, and TBX standards are supported by HSTS?

HSTS supports the following versions of these standards:

- XLIFF v1.2
- TMX v1.4 and v1.4b
- TBX v0.2

9.1.15. With a TMX file exported from HSTS, how do I import it to Trados?

When you are using HSTS to export a TM as a TMX file, please select the TMX level 1 (without tags) and Custom Encoding check boxes, select UTF-16LE from the drop down list, and use Tools > TMX Validator > File menu > Clean TMX file. When you are finished, import the file to Trados.