

Project Management

Trados Studio 2021 SR2

November 2021

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1 About this Quick Start Guide

Who is this guide for and what does it cover?

This guide is for project managers. It focuses on the project lifecycle, starting with creating a project and then managing that project through the use of packages.

Note: For information about online workflows using Trados GroupShare Project Server, see to the videos and information in the Trados Studio Help available at: <https://docs.rws.com/TradosStudio>.

How to use this guide

	You can use the sample files to complete the exercises. Each exercise builds on the last so if you are using the sample files you need to follow through the instructions step-by-step.
	This symbol indicates there are sample files available to complete the exercise and their location. The paths specified are based on a Microsoft Windows 10 or later operating system.
Note	This indicates that there is a tip providing additional information on the task you are performing.
Keyboard shortcuts	This symbol indicates that there is an important piece of information you need to know for the task you are performing. Any keys that you need to press on your keyboard are displayed in the following font: Ctrl+Enter .

Cloud references

In this guide, the term "cloud" covers all RWS product offerings powered by RWS Language Cloud:

- Trados Live Essential
- Trados Live Team
- Trados Enterprise (formerly RWS Language Cloud Translation Management)

However, all the examples illustrate working with cloud projects using a cloud account with a Trados Live Essential subscription.

Other information sources

Here are some other sources of information you can access:

- [Trados Studio 2021 SR2 Help](#)
- [Trados GroupShare Help](#)
- [Trados GroupShare Installation Guide](#)
- [Trados Studio 2021 Migration Guide](#)

- [Translation Memory Management Quick Start Guide](#)
- [Trados Live Essential documentation](#)
- [Trados Live Team documentation](#)
- [Trados Enterprise documentation](#)

2 About Trados Studio

Trados Studio enables organizations to effectively manage all aspects of their translation projects. Trados Studio incorporates project management and computer-aided translation (CAT) tools for use by project managers, translators, editors, proofreaders and other language professionals. These tools are provided through a highly customizable user interface and it is easy to add on features from the RWS AppStore.

3 Default Language Pair Settings

3.1 Language pairs

A language pair is used to store settings relating to translation from a specific source language into a specific target language. Resources and options are typically configured for use across all language pairs to which they apply. Multilingual resources, such as termbases and server-based translation memories, may apply to more than one language pair. Bilingual resources, such as file-based translation memories, only apply to a specific language pair.


You may want to set up these default settings prior to translating documents. This allows you to use the same settings and resources for all your translations. For example, you may want to specify which translation memory, termbase and other resources to use to translate from English to German.

For example, if you always have translation projects that are translated from English to German, you may want to specify which translation memory, termbase and other resources to use.

3.2 Options dialog

You can define default settings for use in your translation projects in the Options dialog. When you define settings here, it automatically updates the default project template which you can then select when creating your project. The default project template is stored in:

`Documents\Studio 2021\Projects\Samples\Project Templates\Default.sdltpl`

 Alternatively, you can use project templates to define your settings for customers for whom you need to create several projects. Select **File > Setup > ProjectTemplate** from the Ribbon to create a template.

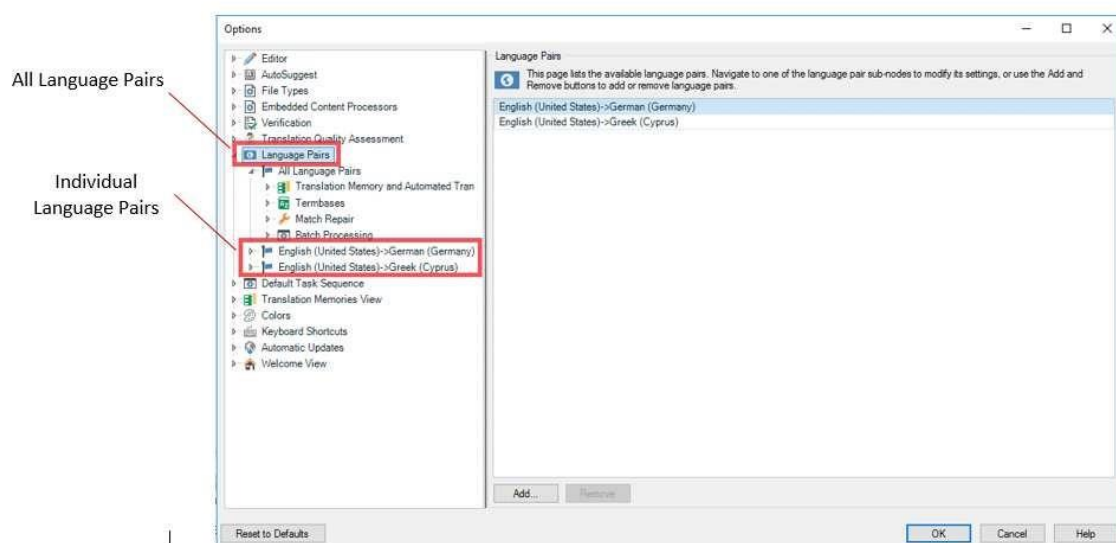
3.3 All Language Pairs

Typically, you configure translation resources (even if they are bilingual) and edit settings at the **All Language Pairs** level. The settings then apply to all language pairs and the translation resources apply to the all language pairs to which they are relevant.

For example:

- If you select a multilingual server-based translation memory at the **All Language Pairs** level that contains English to German and English to French language pairs, this translation memory is automatically selected for English to German and English to French projects.
- If you change the minimum match value to 65% at the All Language Pairs level, it will apply to all language pairs.

Individual exceptions to these settings can be defined for each language pair. For example, if you wanted the English to German language pair to have a different minimum match value, you could change it at the individual language pair level.



3.4 Resources

You can select the following resources for a language pair:

Resource	Description
Translation memories	The Trados Studio translation memory file-based format is *.sdltm. You can use translation memories from any version of Trados Studio 2009 and later. If you have a translation memory from a previous version of SDL Trados or SDLX, refer to the Trados Studio 2021 Migration Guide for details of how to upgrade the translation memory to the current format.

	<p>You can also connect to server-based translation memories from Trados GroupShare 2017-2020.</p> <p>To connect to WorldServer 11.x and 10.4.5 Live TM, go to the Add-ins tab > RWS AppStore and install the free WorldServer Compatibility Pack for Studio.</p>
Termbases	<p>Trados Studio 2021 is compatible with file-based termbases created in MultiTerm 2017 and later. In addition, you can use the following legacy termbase formats:</p> <ul style="list-style-type: none"> • MultiTerm 2007 (version 7.5) and previous 7.x releases • MultiTerm iX (version 6.x). <p>When you open legacy termbases, they are automatically upgraded to MultiTerm 2021, *.sdltb format. You can also connect to sever-based termbases in Trados GroupShare 2017 and later.</p> <p>A convenient way of adding terminology assets to your project is using termbases in your Language Cloud account. If you have these configured in your Language Cloud account, you can use them just like any other termbase</p>
AutoSuggest dictionaries	<p>AutoSuggest editing is an important feature which can be used to speed up manual translation. AutoSuggest monitors what you are typing. After you have typed the first few characters of a word, AutoSuggest presents you with a list of suggested words and phrases from the translation memory in the target language that start with the same characters. You can use the following as sources for AutoSuggest:</p> <ul style="list-style-type: none"> • AutoSuggest dictionaries - create a new or select an existing AutoSuggest dictionary created by yourself or another user. This dictionary contains words and phrases extracted from translation memories (*.sdltm) or *.tmx files. • A MultiTerm termbase selected in your project. • AutoText entries - create a list of words and phrases manually by typing them into Trados Studio.

The AnyTM translation providers for local TMs, server-based TMs and machine translation providers allow you to leverage translations from TMs with different source or target language than the ones you have set in your project.

3.5 Defining your default language pair settings

Before starting to translate local projects, you may want to set up default language pair settings. This allows you to use the same settings and resources for all your local translations. For example, you may want to specify which translation memory, termbase and other resources to use to translate local projects from English to German.

About this task

Follow these instructions to set up your default translation memories, termbases and AutoSuggest dictionaries for translating from English (United States) to German (Germany).

Note: These settings should be defined at the **All Language Pairs** level where possible.

You can follow the same procedure for setting up default resources for other language pairs. In this example, you will use the sample project in Trados Studio. Once you are familiar with these steps, you can then use them to specify your own default resources for all language pairs with which you are working.

Procedure

1. Select **File > Options** from the Ribbon. The Options dialog is displayed.
2. Select **Language Pairs > All Language Pairs > Translation Memory and Automated Translation** from the navigation tree.
3. On the Translation Memory and Automated Translation page, you can select file-based and server-based translation memories. Select **Use>File-based Translation Memory** and browse for the sample translation memory file.

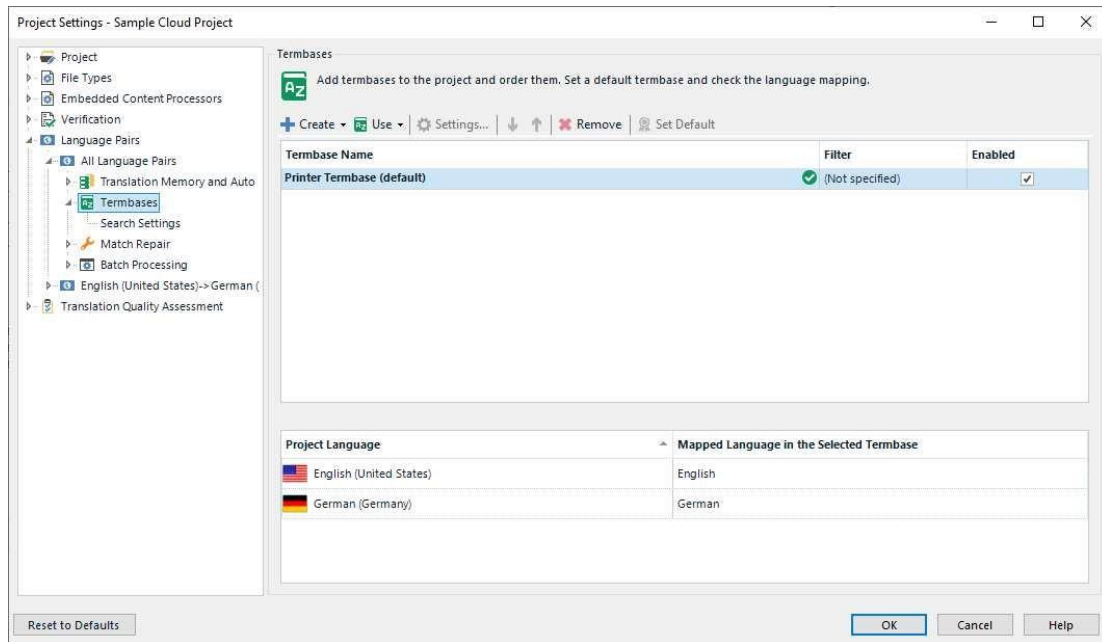
 ...Documents\Studio2021\Projects\Samples\SampleProject\TMs\English-German.sdltm

- If your setup does not include any default options for the language pair English (United States) - German (Germany), the Add Supported Language Pairs dialog is displayed. Select the check box next to the language pair and click **OK**.



4. Select **Language Pairs > All Language Pairs > Termbases** from the navigation tree.
5. On the Termbases page, you can select MultiTerm termbases. Select **Use>File-based MultiTerm Termbase** and browse for the sample termbase file.

 ...Documents\Studio2021\Projects\Samples\SampleProject\Termbase\Printer.sdltb

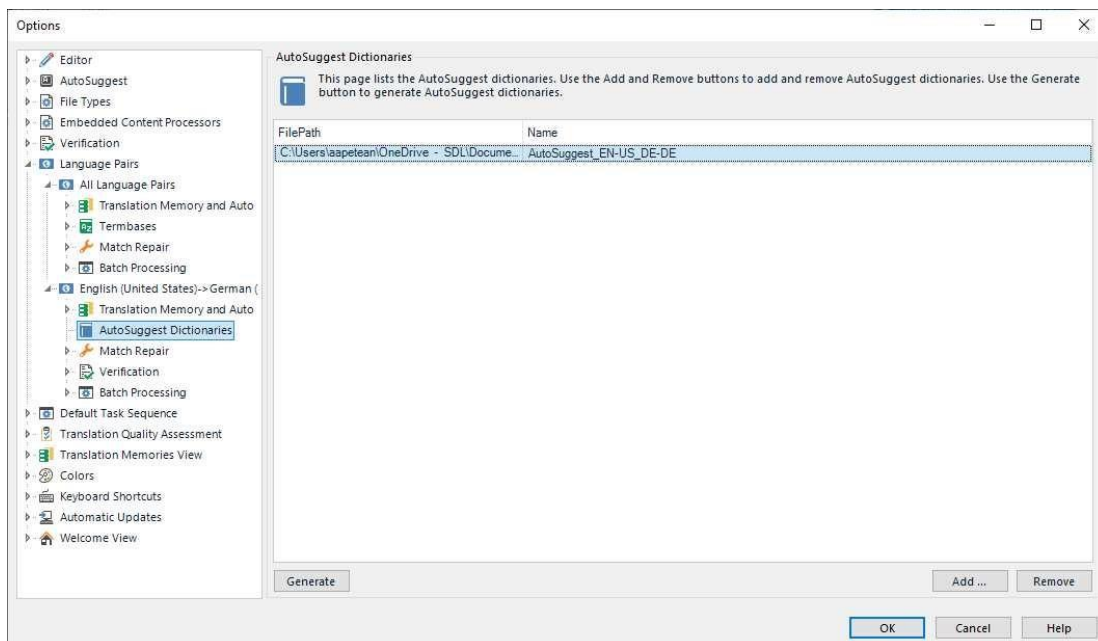


6. Select Language Pairs > English (United States) - German (Germany) > AutoSuggest Dictionaries from the navigation tree.

Note: AutoSuggest dictionaries can only be defined at the individual language pair level.


7. On the AutoSuggest Dictionaries page, you can select AutoSuggest dictionaries. Select **Add** and browse for the sample AutoSuggest dictionary file.

...Documents\Studio2021\Projects\Samples\SampleProject\AutoSuggest\AutoSuggest_EN-US_DE-DE.bpm



8. Select **OK** to save your default settings.

These resources will now be used whenever you translate a document from English to German.

 Click through the tree structure under **All Language Pairs** to define additional settings, such as minimum fuzzy match values and auto-substitution. Remember these settings will apply to all of the language pairs. If you want to specify settings that are only specific to the English to German language pair, do this under **Language Pairs > (English United States) - German (Germany)**.

4 Project concepts

Before you create a project, review the project concepts below.

Concept	Description
Language pairs	A source language and a target language (language into which you are translating). Some resources and settings can be selected for use across all language pairs, for example termbases which are multilingual. Translation memories and AutoSuggest dictionaries are selected for a specific language pair as they are bilingual. For example, you could specify 70% as the minimum match value for fuzzy matches at the All Language Pairs level. This setting is then applied to every translation memory selected for each language pair. However, you can define the settings of a translation memory for all language pairs.
Project	All files are translated and managed as part of a project. A project may contain a single file or many files for translation into one language or several languages. It may also contain reference material, translation memories, termbases, AutoSuggest dictionaries and instructions for translators. Once a project has been created, the project manager can manage all aspects of project effort and monitor project progress using the project management tools in Trados Studio.
Cloud project	A cloud project is a translation project published on RWS Language Cloud, the translation productivity cloud from RWS. Cloud projects enable you to upload your TMs and termbases into your own secure cloud space and use them in Studio, along with cloud-based neural machine translation.
Project package	A project package is a file structure which contains all the files that need to be sent to a project team member to enable them to commence work on the project. For example, files to be translated or reviewed. Once the project package is created, you can send it by email, post on an FTP site or use any other method that you prefer to send it to the team member who will be working on the project files. This eliminates the need to send multiple files or multiple emails and enables all project information to be sent with project files in a coherent structure.
Return packages	A return package contains project files for which a specific manual task has been completed. For example, project files that have been translated or reviewed. It can also contain files for which further work needs to be completed. For example, a reviewer may want to return a translated file because of an incorrect translation which the translator needs to fix. When you create a return package it only includes


	the project files and not the translation memory, termbases or AutoSuggest dictionaries.
PerfectMatch	A PerfectMatch is a form of context match that compares updated source files to a corresponding set of existing bilingual documents rather than to a translation memory. Segment matches, known as PerfectMatches, are checked for context, that is, the surrounding entries are checked to ensure that they are the same. They are then extracted from the existing bilingual documents and transferred to the updated source files. Because the PerfectMatch segment matching process includes a check for context, PerfectMatch units typically need no further translation or editing during translation.
Batch task	A task is a process that is performed on an individual file or on a group of files (for example, an entire project). Batch tasks are performed by the system. For example, the Word Count batch task performs a word count for selected files and the word count results can be seen in the Trados Studio views and reports. Batch tasks can be put into a task sequence. All tasks in the sequence are performed (in the order in which they appear in the sequence) on all selected tasks.
Task sequence	A task sequence contains multiple batch tasks. When you run a task sequence, all tasks in the sequence are performed on all selected files: the tasks are performed in the order in which they appear in the sequence. A number of batch task sequences are provided for you and if you have the Professional version you can also create new ones.

5 Creating projects

Let us assume that you have been asked by a customer to translate a group of files from English to German.

You translate the files as part of a local or a cloud project. Projects enable you to:

- Produce translation analysis figures for viewing on screen in Trados Studio and in reports.
- Convert project files to *.sdlxliff format.
- Pre-translate project files by applying translations from translation memories.
- Create a project translation memories.

 If you do not select a task to be performed during project creation, you can perform that task after the project is created. For example, you may initially only want to analyze files when you create a project in order to get analysis figures to provide a quote for a customer.

5.1 Creating a local project

Create a translation project that you can work with and save locally, on your computer.

About this task

If you want to work with online projects instead, you can either:

- create cloud projects in the cloud, in your own secure cloud account. For information on cloud projects, see the [Creating a cloud project](#) chapter in this guide on page 31.
- publish local projects on an Trados GroupShare server. For information on Trados GroupShare projects, see the videos and information in the [Trados Studio Help](#).
- save local projects to cloud. For information see the **Save local projects to cloud** in the [Online Help](#).

You can create new local projects either from **Projects** view > **New Project** > **New Local Project** or from the **Welcome** view where you can drag and drop your translation files. The Create a New Project wizard takes you through all the steps needed to create a translation project.

Procedure

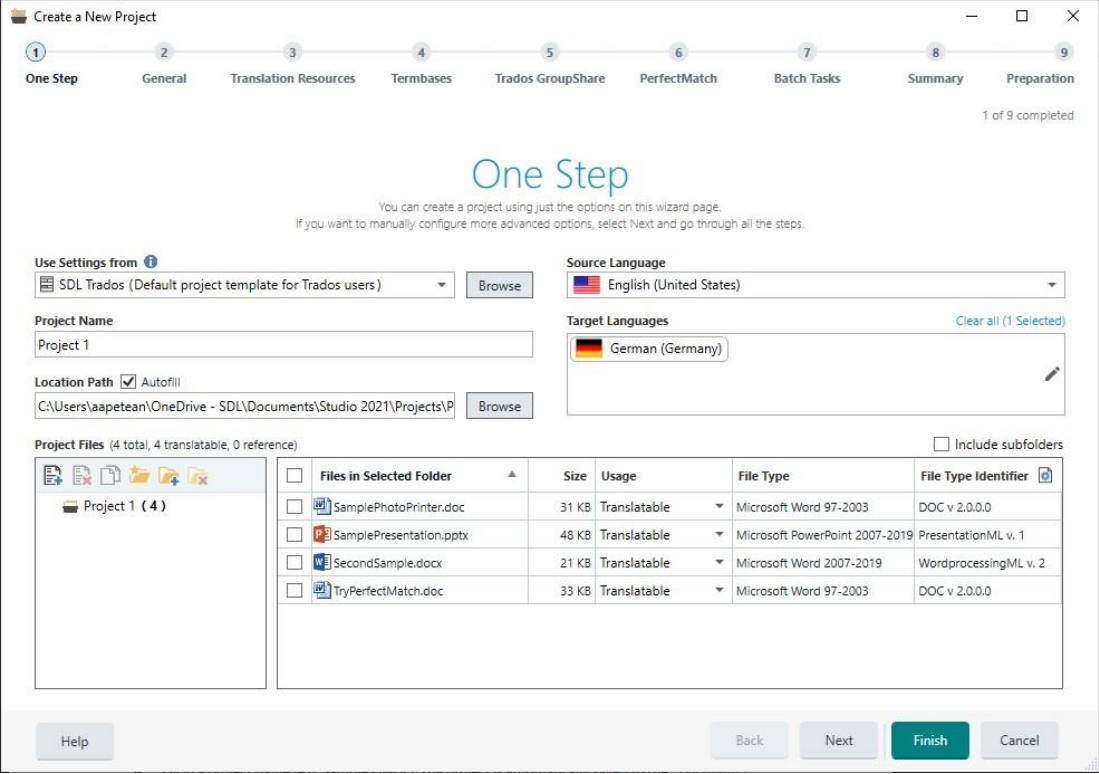
1. Go to the **Welcome** view and drag the following files to translate on the Welcome screen:

- SamplePhotoPrinter.doc
- SamplePresentation.pptx
- SecondSample.docx
- TryPerfectMatch.doc

 ...Documents\Studio2021\Projects\Samples\SampleProject\en-US

2. In the Translate dialog, select **Create new project**.
3. In the Use Settings from drop-down list on the first page of the Create a New Project wizard, if not already selected, select the Default project template. The default project template is updated with your default settings and the resources you defined in the Options dialog.

 ...Documents\Studio 2021\Projects\Samples\Project Templates\Default.sdltpl





Create a New Project

1 One Step 2 General 3 Translation Resources 4 Termbases 5 Trados GroupShare 6 PerfectMatch 7 Batch Tasks 8 Summary 9 Preparation


1 of 9 completed


One Step


You can create a project using just the options on this wizard page.
If you want to manually configure more advanced options, select Next and go through all the steps.

Use Settings from  **SDL Trados** (Default project template for Trados users) 

Project Name
Project 1






Location Path ☒ **Autofill**
C:\Users\vaapetean\OneDrive - SDL\Documents\Studio 2021\Projects\P 

Source Language
 English (United States)

Target Languages  German (Germany) [Clear all \(1 Selected\)](#)

Project Files (4 total, 4 translatable, 0 reference) ☐ Include subfolders

<input type="checkbox"/> Files in Selected Folder	Size	Usage	File Type	File Type Identifier
<input type="checkbox"/> SamplePhotoPrinter.doc	31 KB	Translatable	Microsoft Word 97-2003	DOC v 2.0.0.0
<input type="checkbox"/> SamplePresentation.pptx	48 KB	Translatable	Microsoft PowerPoint 2007-2019	PresentationML v. 1
<input type="checkbox"/> SecondSample.docx	21 KB	Translatable	Microsoft Word 2007-2019	WordprocessingML v. 2
<input type="checkbox"/> TryPerfectMatch.doc	33 KB	Translatable	Microsoft Word 97-2003	DOC v 2.0.0.0

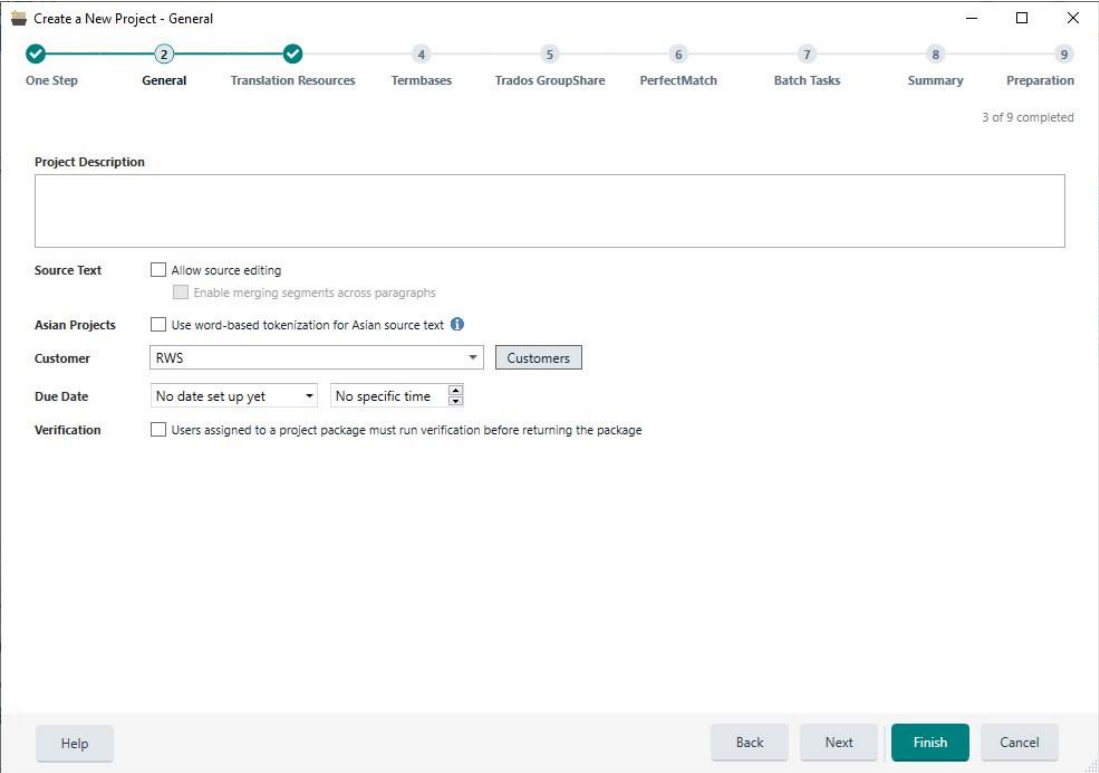
    

4. Fill in a project name (e.g. Sample EN-DE). The project is automatically saved to the ...Documents \Studio2021\Projects folder. Leave the default location.
5. You are now ready to create your project with the One Step workflow. However, you can further customize the project settings by going through the other pages of the Create New Project wizard.
 - Click **Finish** to start the project creation and jump to the Summary page of the Create New Project wizard.
 - Click **Next** to further customize your project settings.

5.2 Specifying project details

Procedure

1. In the General wizard page, fill in a **Project Description**.




2. Click **Customers** and create RWS as a customer. Then, select RWS from the **Customer** drop-down list.
3. Click **Next**.

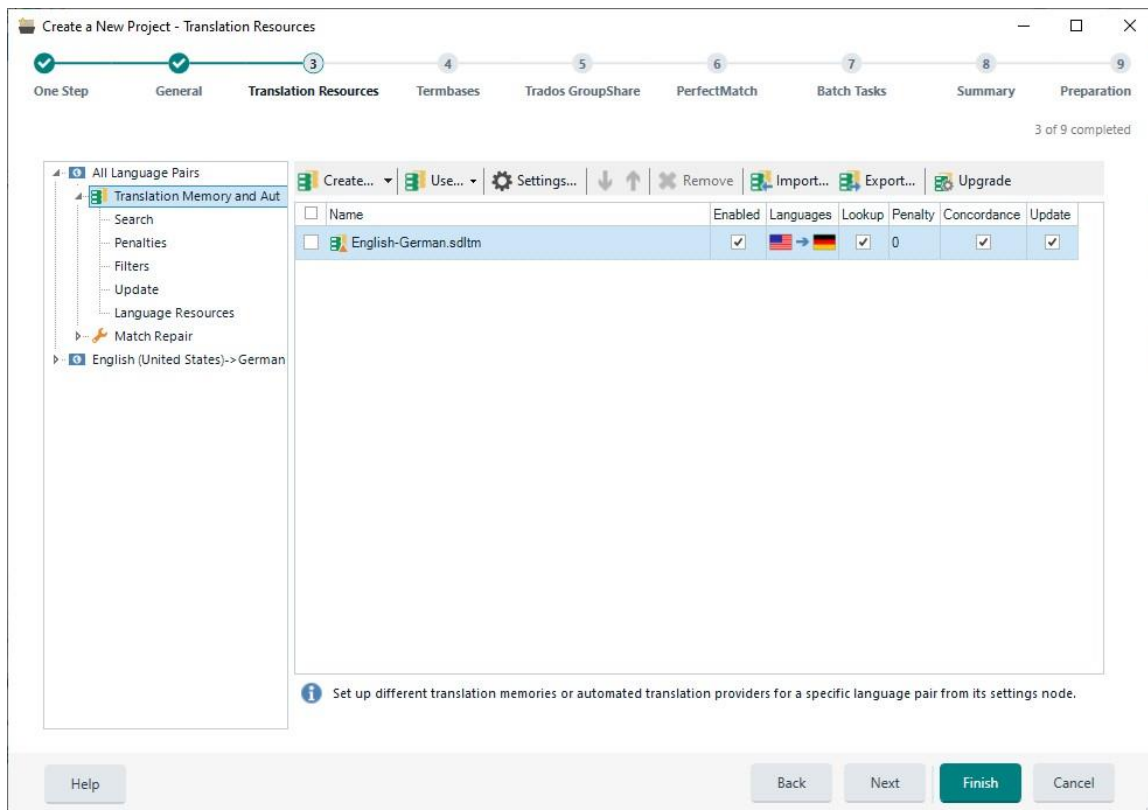
5.3 Selecting translation memories

In the Translation resources page, the translation memory you selected when you set up your default options is automatically selected for this project.

About this task

 ...Documents\Studio2021\Projects\Samples\SampleProject\TMs\English-German.sdltm

Note: You can add multiple translation memories and also connect to automated translation servers (machine translation).



Procedure

4. Add other translation resources to your project (see the [Translating and reviewing documents](#) guide).
5. Click **Next**.

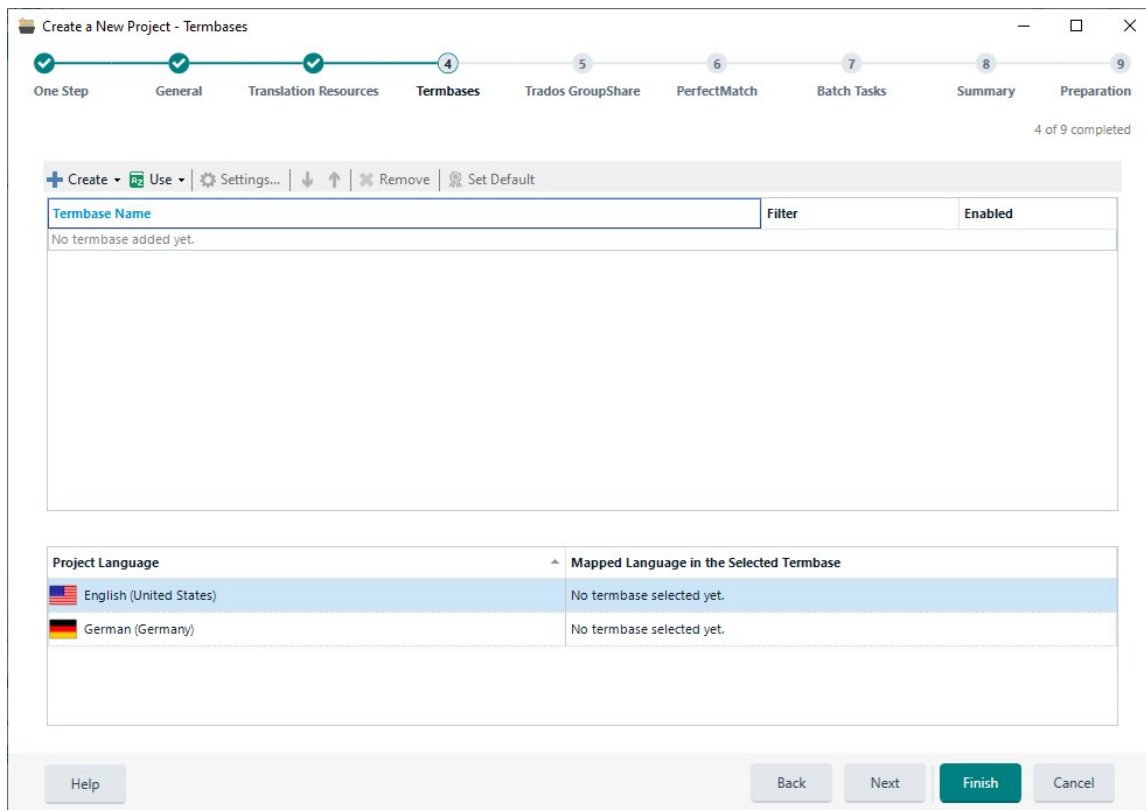
5.4 Selecting termbases

On the Termbases page, the termbase you selected when you set up your default options is automatically selected for this project.

About this task

 ...Documents\Studio2021\Projects\Samples\SampleProject\Termbase\Printer.sdltb

Note: You can add multiple termbases



Create a New Project - Termbases

One Step General Translation Resources **Termbases** Trados GroupShare PerfectMatch Batch Tasks Summary Preparation

4 of 9 completed

+ Create Use Settings... Remove Set Default

Termbase Name	Filter	Enabled
No termbase added yet.		

Project Language	Mapped Language in the Selected Termbase
English (United States)	No termbase selected yet.
German (Germany)	No termbase selected yet.

Help Back Next Finish Cancel

Procedure

1. Add other termbases to your project (see the [Translating and reviewing documents quick start guide](#)).
2. Click **Next**.

5.5 Publish local projects on GroupShare

You can publish your local project on Trados GroupShare to share it with other team members and assign work as necessary.

Procedure

1. Select **Publish project on Trados GroupShare**. This publishes the project on Trados GroupShare. For information, refer to the videos and information in the [Trados Studio 2021 Help](#).

5.6 Reusing previously translated documents to apply PerfectMatch

On the PerfectMatch page, you can select previously translated documents to be used for PerfectMatch.

“[PerfectMatch](#)” on page 11 allows you to transfer the translations from the previous set of *.sdlxliff, SDL Edit (ITD) or Tradostag (TTX) bilingual documents to the new project files.

Note: Your license for Trados Studio may or may not include this feature. See the *About Editions and Licensing* topic in the [Trados Studio 2021 Help](#) for information about your license features.

5.7 Why should you use PerfectMatch?

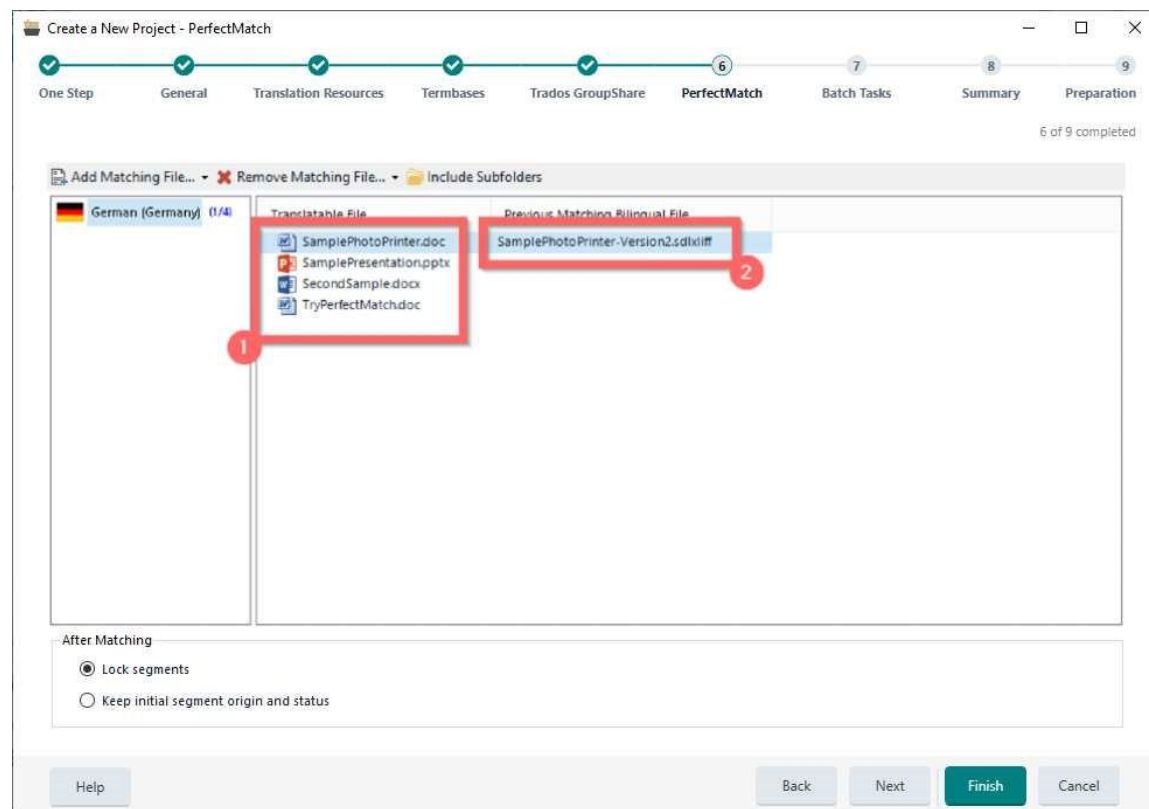
There are two main scenarios when you can leverage previous translations by applying PerfectMatch. For a list of additional scenarios, see the [Trados Studio 2021 Help](#).

Pre-Project scenario

At the start of a project, you can base a new project on an existing project that has been fully reviewed. This will use the translated documents from the previous project for PerfectMatch. This could be useful, for example, if you are starting translation on a technical manual for a second version of a product where the product is almost the same as the first version.

Mid-Project scenario

If you are part of the way through translating a project and you receive a new set of source files that have been slightly modified, you can use PerfectMatch to easily apply the work you have already translated to the new set of documents. This can be accomplished by creating a new project with the new set of files and basing it on the project you are in the middle of translating. PerfectMatch will then automatically apply all of your existing work to the new set of files.



1. New project files
2. Previously translated documents

Assume that the SamplePhotoPrinter.doc has a version 1 of the document that was fully translated and reviewed in a previous project.

SamplePhotoPrinter-Version1.doc



This means that all segments are translated and reviewed.

In your current project, you have selected version 2 of this document which has some additional text that has been added for this release.

SamplePhotoPrinter-Version2.doc


About this task



Since the document is primarily the same as the previous document, you can extract the translations from the previous document and transfer them to the new version of the document as PerfectMatches.

Procedure



1. On the PerfectMatch page, select the previous document to use for PerfectMatch:
 - Click Add and select Specific Previous Document from the drop-down list.
 - Select the previously translated version of the document.

 The previously translated version of the sample document is not included in the Trados Studio sample documents. However, you can see the results of applying PerfectMatch on the next page.

Since the previous document had been fully translated and reviewed, any translations that are transferred to the new project file do not need any further translation or review.

2. To indicate that no further work is needed on the transferred translations, select to Lock segments after matching.

Selecting this option will transfer all of the translations to new document with the following displayed in the Segment Status column:

- **PM** - Indicates that the match type is PerfectMatch.
-  - Indicates that the segment status is **Signed off**. This means that the translations need no further translation or review.
-  - Indicates the translations are locked. This avoids anyone accidentally editing them since no further work is needed.

3. Return to the New Project wizard and click **Next** on the PerfectMatch page.

Results of applying PerfectMatch

PerfectMatches in the Segment Status Column



The new content that needs translation

97.72% is already translated and reviewed

5.8 Selecting tasks and task settings

On the Project Preparation page, you select the preparation steps that you want to be performed on the files in the newly created project.

The task sequence contains batch tasks that prepare your project files. For more information, see "[Batch Task](#)" on page 11.

Default task sequence

Depending on which edition of Trados Studio you are using, a different task sequence is selected by default:

- Prepare
- Prepare without Project TM

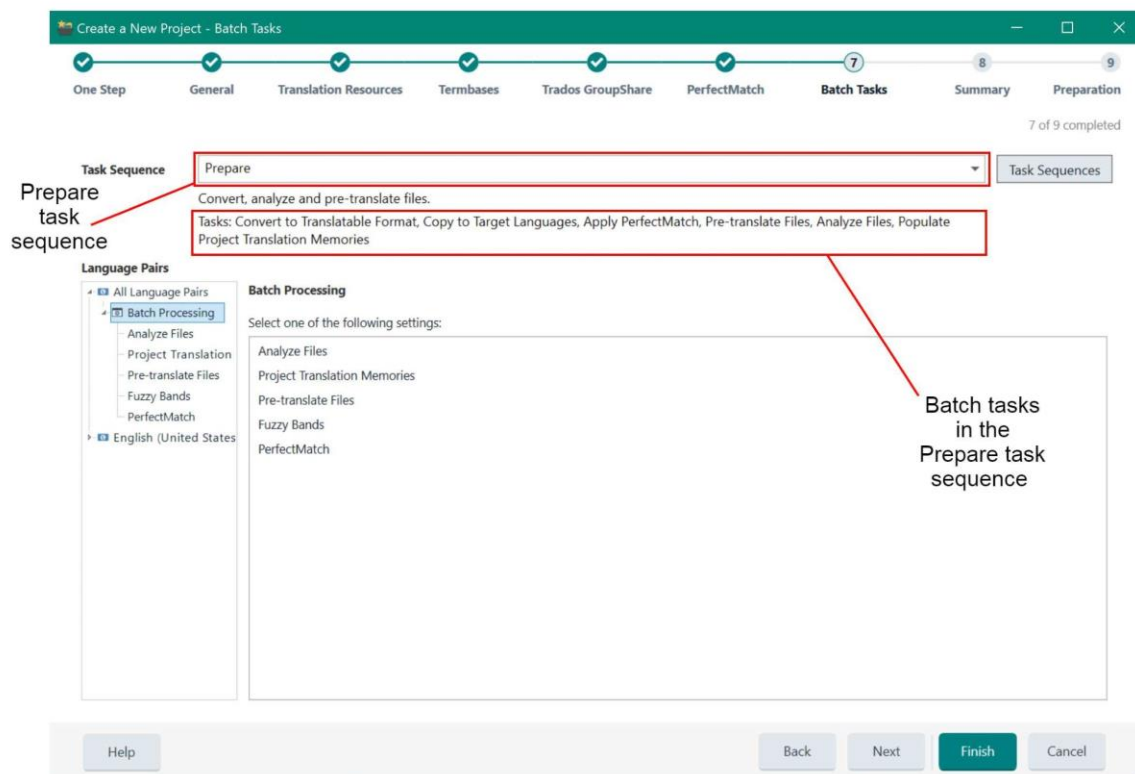
Both of these task sequences prepare the files for translation by converting them to the bilingual *.sdlxliff format, pre-translating them and analyzing them. The only difference is that the **Prepare** without **ProjectTM** does not create a project translation memory.

Note: A project translation memory contains translations that have been taken from the main translation memories that you selected for a project. Only translations where there is a degree of match that at least meets the minimum match requirement you have specified will be retrieved into the project translation memory.

Why use the Prepare task sequence?

You may want to use this task sequence to create a project translation memory if you do not want translators updating the main translation memory during translation but still want to allow them to leverage translations from one document to another or from other translators working on the same project.

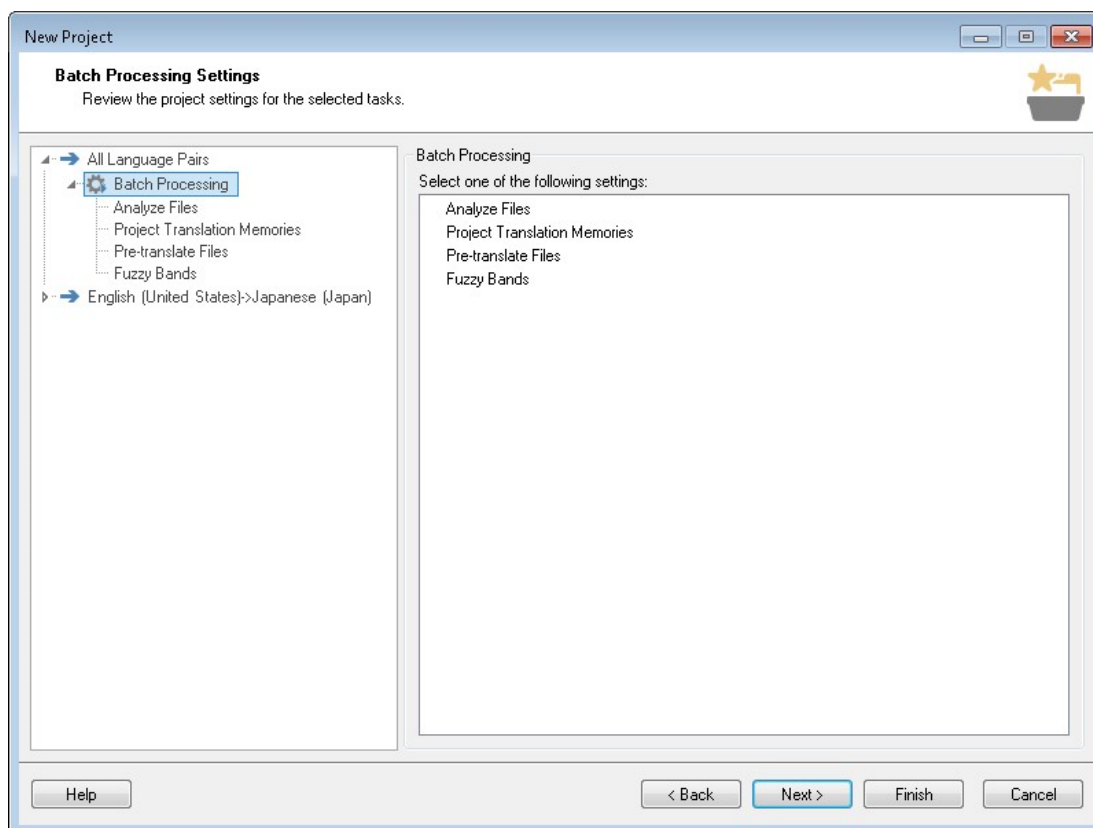
About this task



Procedure

1. If necessary, select the **Prepare** task sequence from the **Task Sequence** drop-down list and then click **Next**.

The Batch Processing Settings page is displayed. On this page, you specify batch processing settings. These settings are applied when the tasks selected on the Project Preparation page are performed.



The settings available are determined by the batch tasks you chose on the previous page. For example, Analyze Files is selected on the previous page and therefore is one of the options on the navigation tree on this page.

2. Select the Project Translation Memories page. On this page you can specify if you want the project translation memory to be created as file-based on your computer or on a server that translators can connect to at the same time.
3. Keep the default settings to create the project translation memory as file-based and click **Finish**.
4. The Preparing Project page is displayed while your project is being created. Progress bars indicate what task the process has reached.
5. When all of the tasks have been completed, click **Close** to close the New Project wizard. The project you created, Sample EN-DE, is automatically opened in Trados Studio and becomes the active project.

Active project

You can have several projects listed in the Projects view at the same time. However, only one of these can be open in Trados Studio at any time and this project is known as the active project. When you created a project in the last exercise it automatically became the active project.

- The name of the active project is displayed on the title bar of the application.
- The files for the project are displayed in the **Files** view.
- The reports that have been generated for that project are displayed in the **Reports** view.

Translation file status

Procedure

Click the **Files** button in the navigation pane to display the Files view.

1. All of the files that you added to the project are listed here. They all have a status of **In Translation**.
2. Click on the different files and select the **Confirmation Statistics** tab at the bottom of the screen to see how many segments were translated during pre-translation.

Active project:
Sample DE - EN

SDL Trados Studio - Sample Project

Project files

Files

Name	Words	Status	Progress	Size	Usage	File Type	Ident.	Path	Cloud Task	Due date
SamplePhotoPrinter.docx	219	In Translat.	0%	34 KB	Translatable	DOC v 2.0.0.0	C:\Users\cadam\I...	none	[none]	
SamplePresentation.pptx	9	In Translat.	22%	56 KB	Translatable	PresentationML	C:\Users\cadam\I...	none	[none]	
SampleXML_DITA.xml	2481	Unspecified		100 KB	Translatable	XML DITA 1.3 v...	C:\Users\cadam\I...	none	[none]	
SecondSample.docx	183	In Translat.	12%	65 KB	Translatable	Wordprocessing...	C:\Users\cadam\I...	none	[none]	
TryPerfectMatch.docx	224	In Translat.	97%	46 KB	Translatable	DOC v 2.0.0.0	C:\Users\cadam\I...	none	[none]	

File Details window

Confirmation Statistics

Table Display: Count Chart Display: Words (source)

Confirmation Level	Words	Characters	Segments
Not Translated	217	987	18
Draft	0	0	0
Translated	2	14	1
Translation Rejected	0	0	0
Translation Approved	0	0	0
Sign-off Rejected	0	0	0
Signed Off	0	0	0
Total	219	1001	19

File Details Analysis Statistics Confirmation Statistics Task History File Attributes

5.9 Creating a cloud project

You can also create translation projects directly in your cloud account to sync them automatically to your own, secure cloud space. You can create cloud projects either from Trados Studio or from a browser. Alternatively, convert local projects to cloud projects by saving them to cloud. For more information see the **Save local projects to cloud** topic in the [Online Help](#).

Pre-requisites for creating cloud projects

With a Trados Live Essential subscription, you create your own cloud projects that you can then translate in the Editor view or in the Online Editor. This enables you to work on cloud projects using both your desktop as well as an online editing environment, depending on your needs and project flows.

Before you create cloud projects, first onboard your account and create all the resources required for working with translation projects in the cloud.


Sign in to your cloud account to onboard your account

To work with cloud projects, make sure that your account has an active subscription for one of the following cloud offerings:

- Trados Live Essential
- Trados Live Team
- Trados Enterprise (formerly RWS Language Cloud Translation Management)

This guide details the workflow for creating cloud projects using a Trados Live Essential subscription. Trados Live Team and Trados Enterprise (formerly RWS Language Cloud Translation Management) subscriptions give you access to more complex workflows and more account resources. For more information, see [Cloud offerings and subscriptions](#) in the Trados Studio online Help.

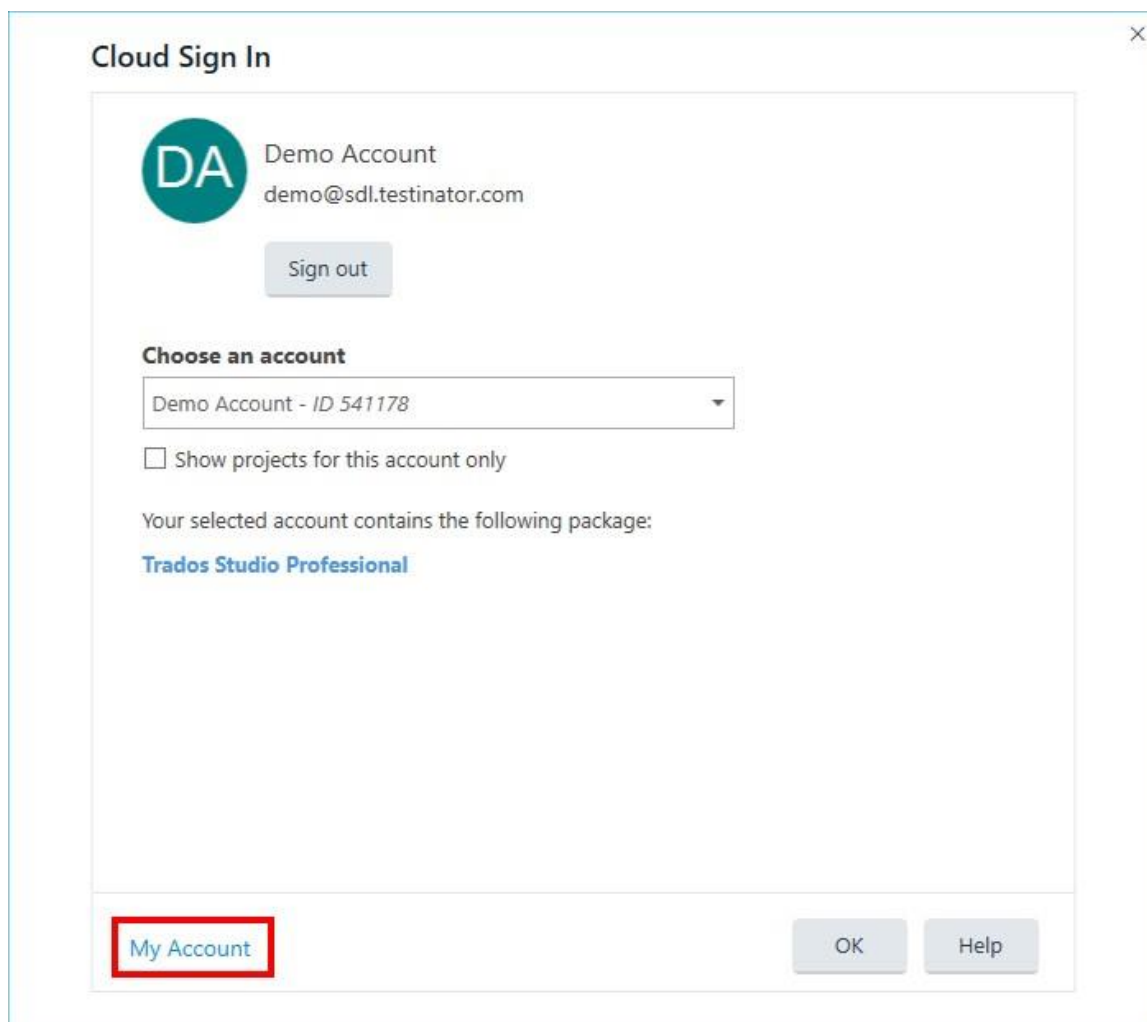
To sign in to your cloud account from Trados Studio, if you are not signed in already:

3. Open Trados Studio.
4. Select the  area from the upper-right hand corner.
5. Go to the **Log in** tab.
6. Enter your username and password, and click **Log In**.
7. Click **My Account** on the **Language Cloud Sign In** page to also open your account in a browser. From here you can start onboarding your cloud account.

You can also sign in to your account directly from a browser, by accessing the [RWS ID webpage](#).

Multiple accounts

Your cloud credentials can be linked to more than one cloud account. This happens when multiple project managers add you as a member of their account. When you sign in to RWS Language Cloud with your cloud credentials, Trados Studio shows all the cloud accounts that you are a member of.



To filter out the projects available on your other accounts, enable **Show projects for this account only**.

Different cloud accounts give you access to different resources. Depending on the subscription available for your selected account, you may be able to also activate Trados Studio before starting to work on cloud projects:

Your selected account contains the following package:

Trados Studio Professional

This package entitles you to activate Trados Studio.
Do you want to activate it now?



5.10 Prerequisite: Onboard your cloud account

After logging into your cloud account, set up the structure of your account and prepare all the cloud resources required for creating cloud projects: project locations, customers, file type configurations, translation engines (translation memories, termbases, Machine Translation connections).

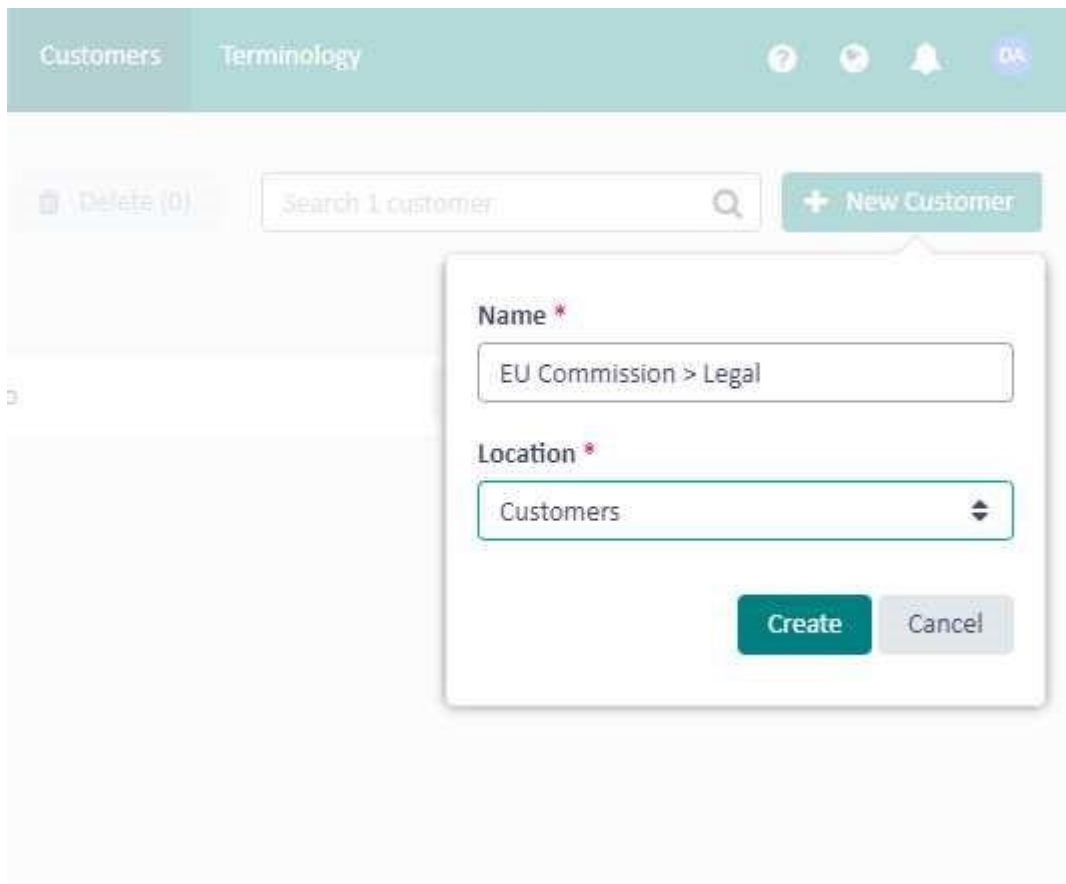
1. Add customers

Set up customers to define the structure of your cloud account. Cloud projects are always mapped to a customer in your account. For each customer that you add to your account, a dedicated customer location folder is automatically created. This enables you can organize the workspace in your account based on your customer folders.

1. Go to the **Dashboard** tab in your cloud account and click **Add Customers > Add**.
2. Select **New Customer** and enter the name of the customer that you want to add. Use the customer locations to map your cloud project to a folder in your cloud account.

In this example, we are creating a new customer location called **EU Commission > Samples**. This is added in the default **Root > Customers** location as this is the only location available initially. You can then add subsequent customers under your other customer folders.

For more information on working with users, see the **Customers and customer users** topic in the [Trados Live Essential documentation](#).



The screenshot shows the 'Customers' tab in the RWS interface. A modal form for creating a new customer is open. The form has two required fields: 'Name' and 'Location'. The 'Name' field contains the text 'EU Commission > Legal'. The 'Location' field is a dropdown menu currently showing 'Customers'. At the bottom of the modal are 'Create' and 'Cancel' buttons. In the background, the main interface shows a search bar with 'Search 1 customer' and a '+ New Customer' button.

2. Add other users

With a Trados Live Essential subscription, you can add other Administrator users to your account. Each Administrator user has a separate space in the cloud account where they can create and work with their cloud projects individually.

With a subscription for Trados Enterprise (formerly RWS Language Cloud Translation Management) or Trados Live Team, you can share projects and resources as well as add the following additional user types to your account:

- Project Manager
- Lead Project Manager
- Customer Requester
- Translator (a role dedicated to translators and reviewers)
- Engineer
- Terminologist

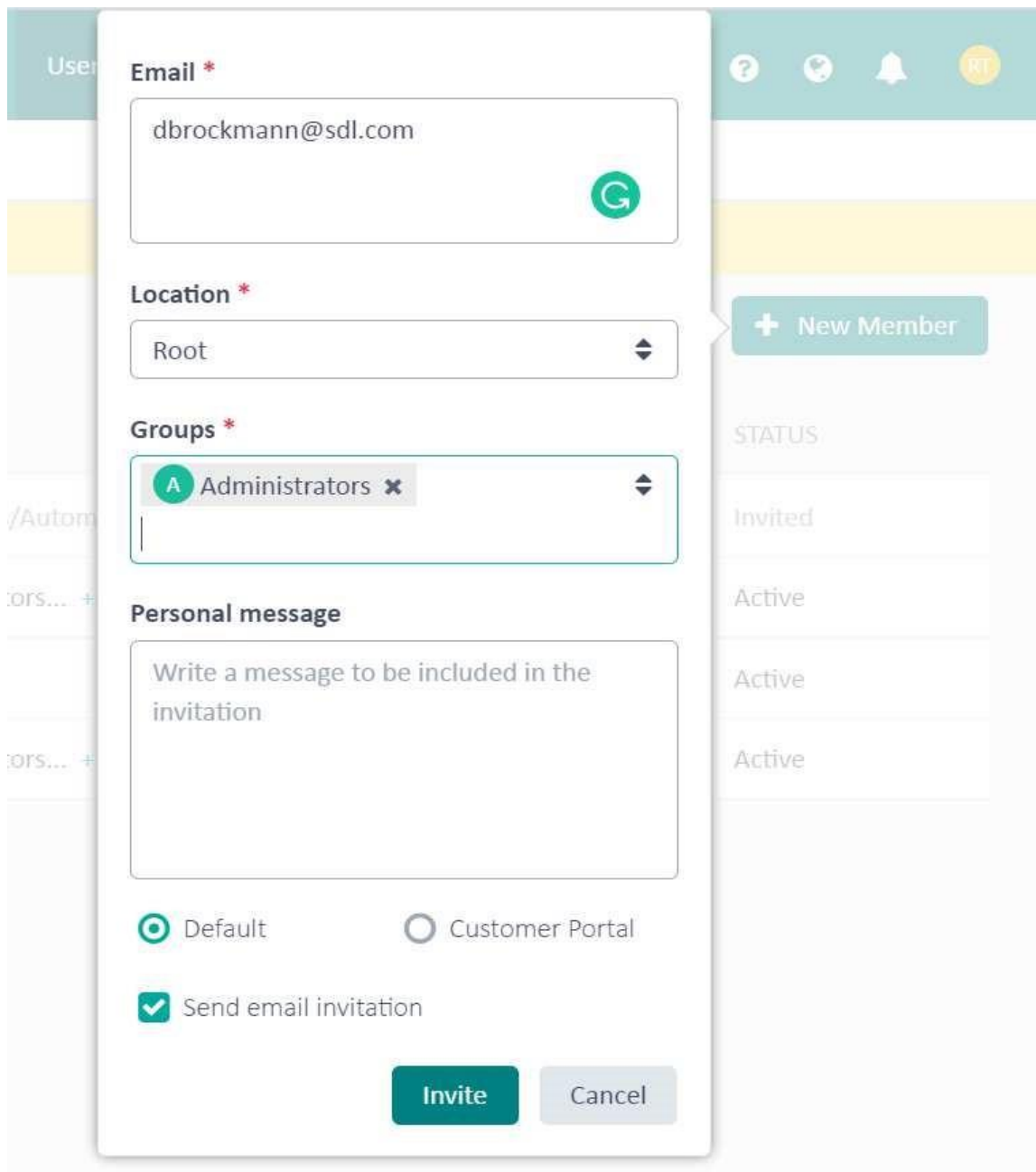
Note: Only Administrator users have the permission to add other users to a cloud account.

To add additional users:

1. Go to the **Dashboard** tab in your cloud account and click **Add Users > Add**.
2. Click **+New Member** in the **Members** sub-tab.
3. In the pop-up window, enter the valid email addresses of the users you want to invite and the account location where you want to add the user. With a Trados Live Essential subscription, you can only add users to the Administrators group in the **Root** location which enables them to create and work with their cloud projects individually.

With a subscription for Trados Enterprise (formerly RWS Language Cloud Translation Management) or Trados Live Team, you can add the users to additional groups to create complex hierarchies in your account.

Optionally, you can send a message along with the invitation in the **Personal message** box.



Email *

dbrockmann@sdl.com

Location *

Root

Groups *

A Administrators x

Personal message

Write a message to be included in the invitation

☒ Default ☐ Customer Portal

☒ Send email invitation

Invite **Cancel**

+ New Member

STATUS

Invited

Active

Active

Active

For more information on working with users, see **the Customers and customer users** topic in the [Trados Live Essential documentation](#).

3. Configure resources

Go to Resources tab in your cloud account and configure translation resources to use when creating cloud projects or project templates. These resources will be available when you translate the cloud project files in the Editor view or in the Online Editor.

Tip: For initial onboarding, start configuring items in the **Resources** tab from right to left. This means you will define resources starting with the last option on the right, and ending with the **Project Templates** option.

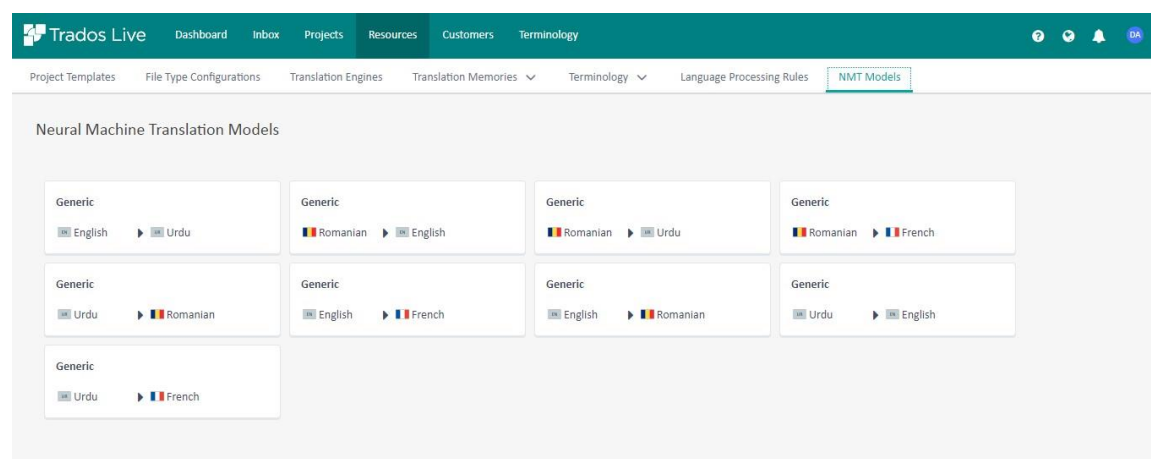
3.1 Add Neural Machine Translation (NMT) engines

Add NMT engines to your account to make them available for future cloud projects. NMT engines are used during automated translation tasks and interactive lookups when translating and reviewing in the Online Editor and in Trados Studio's Editor view.

To link your cloud account to your [Language Weaver account](#):

1. Click on your initials in the top right corner of your browser and select **Manage Account**.
2. Under **Language Weaver**, add the credentials of your Machine Translation account to bring your machine translation resources in your cloud account.
3. Click **Resources > NMT Models** tab and check the resources in your Machine Translation account. You can then add these resources to new cloud projects or templates.

In this example, we have linked a Language Weaver account with the following engines:



For more information on configuring and using NMT models, see the **Language Cloud MT** topic in the [Trados Live Essential documentation](#).

3.2 Create Language Processing Rules

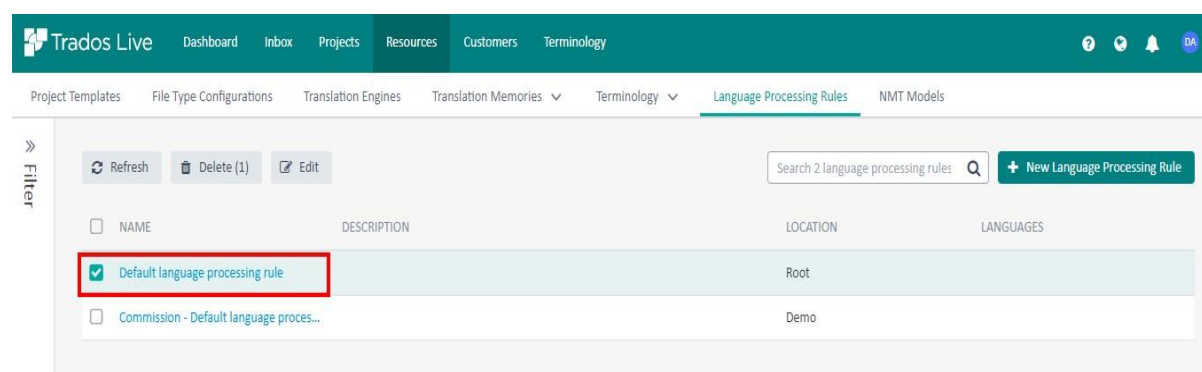
Language processing rules contain information about the following elements in a TM: compounds treated as one word, segmentation rules and recognized tokens: Numbers, Dates & Times, Measurements, Variables, Abbreviations, Ordinal followers.

When you create new cloud-based TMs, you can select a language processing rule to add to the new TM the settings stored in the rule. You can use the default language processing rule or create a custom one. Custom rules enable you to specify custom settings and formats for the items in the TM that are recognized as non-translatable items.

To add a custom Language Processing Rule:

1. Go to your cloud account, **Resources tab > Language Processing Rules > New Language Processing Rule**.
2. Specify a name, the location on your account where you want to add the rule and customize the settings for identifying and localizing placeables in your TMs.
3. Click **Create**.

In this exercise, we are using the default Language Processing Rule available in the account as this uses relevant language resources and settings for most TMs:



For more information on configuring and using NMT models, see the **Language Processing Rules** topic in the [Trados Live Essential documentation](#).

3.3 Create cloud termbases

Create termbase templates to easily apply the same settings to future cloud termbases. Cloud termbases can be created from scratch, from a template, or from an existing MultiTerm termbase definition. You can also import and export termbase entries or download the termbase definition to use it for creating termbase templates.

Go to the **Terminology** tab and choose whether you want to create a new termbase or a new termbase template:

1. Click Resources tab > Terminology > Termbases and click + NewTermbase.
2. Fill in the details for the page wizard and click Create.

In this example, we are creating a new termbase from an existing Trados Studio termbase definition (.XDT file) exported from MultiTerm Desktop:

New Termbase Wizard

- Termbase information
- Termbase definition**
- Language fields
- Fields and structure
- Summary

Termbase definition

Specify whether you wish to create a termbase from scratch, use a predefined termbase template or choose an existing MultiTerm definition.

☐ Create a new termbase from scratch

☐ Use a termbase template

☒ Load an existing MultiTerm termbase definition (XDT file)

3. Select the new termbase and click **Import**. Upload termbase content from a .xml, .tbx , .xlsx , .csv file. In this example we are importing termbase entries from an XML file:

Trados Live Dashboard Inbox Projects Resources Customers Terminology

Upload file

DemoTermbase.xml

☒ Strict import

[Learn more](#)

What do you want to do with duplicated entries?

☐ Ignore
 The content of the current entry with the same ID will be kept, and the new entry will be ignored.

☐ Merge
 The content of the current entry with the same ID will be merged with the imported entry.

☒ Overwrite
 The content of the current entry with the same ID will be replaced by the imported entry.

For more information on configuring and using NMT models, see the **Language Cloud termbases** topic in the [Trados Live Essential documentation](#).

3.4 Create cloud translation memories

1. Go to the **Translation Memories** tab and choose whether you want to create a new cloud TM or a new cloud field template:

Create new **Translation Memories** to add to future cloud projects. You can access the cloud TMs when translating or reviewing cloud project files in the Online Editor and inTrados Studio's Editor view.

You can create TMs from scratch or import TM content from existing, local TMs.

The structure of cloud TMs is based on language processing rules and field templates: text, list, date/time, numbers.

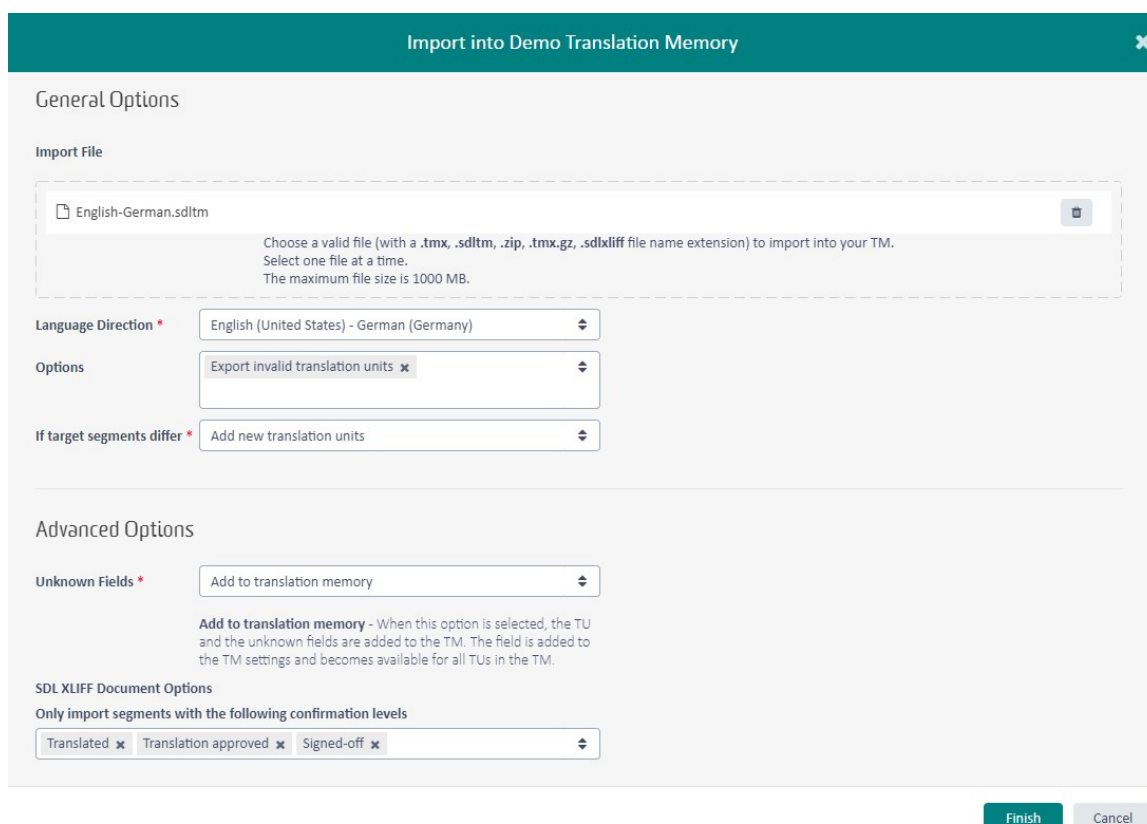
Field templates enable you to work consistently across your TMs and create TMs that share the same fields faster. TM fields hold descriptive data for each translation unit (TU) in a TM.

Cloud accounts with a Trados Live Essential subscription include a general default Field Template, default Language Processing Rule and Default File Type Configuration that you can use for all customers. Cloud accounts with Trados Live Team or Trados Enterprise (formerly RWS Language Cloud Translation Management) subscriptions include these default resources for each customer that you create. When creating cloud TMs, you can use these defaults resources as they are or you can customize to use custom TM settings.

2. Enter the details of your new cloud TM, the Language Processing Rules and Field Template to apply to the new TM, and click **Create**.

In this example, we are creating an English to German TM that uses default Field Template and the default Language Processing Rule.

3. After creating the TM, you can also import the translation units from an existing TM by selecting the newly created TM, and clicking **Import**. Browse to an .SDLTM, .TMX or .SDLXLIFF file, edit the general TM options and click **Finish**:



For more information on configuring and using NMT models, see the **Language Cloud TMs** topic in the [Trados Live Essential documentation](#).

3.5 Configure translation engines

Create a translation engine that combines TMs, termbases and Machine Translation engines. A translation engine enables you reuse all these resources across projects without having to specify them for each new similar project.

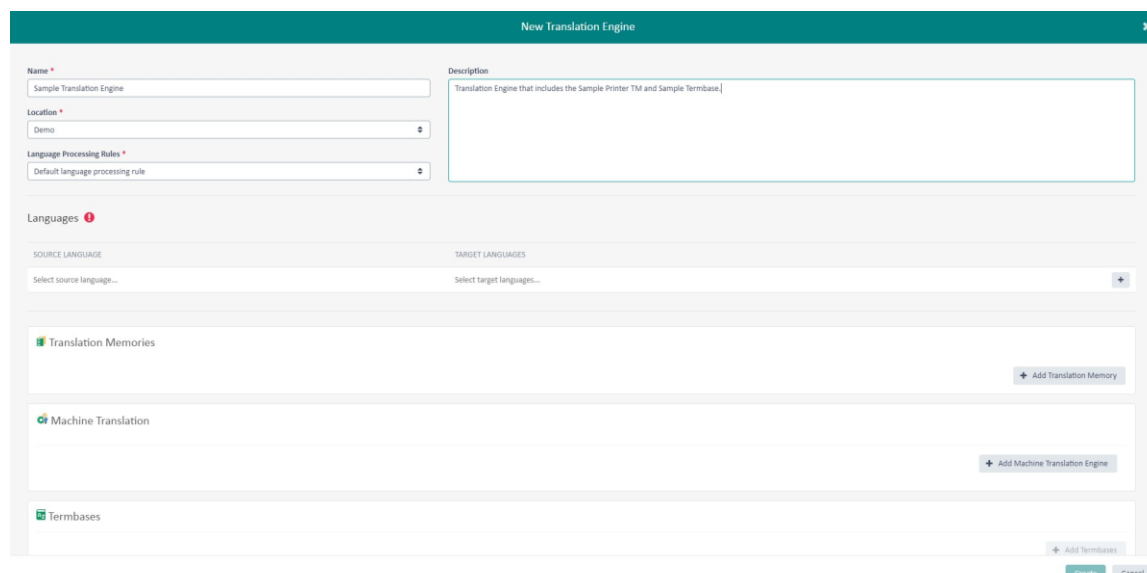
Configuring all resources from one central location instead of specifying each resource separately saves you time, especially if you work with translation projects that share similar subject fields.

To create and configure a new translation engine:

1. Go to the Resources tab > Translation Engines > + New Translation Engine.
2. Enter the general details of your new engine, specify the location where you want to store the engine in your cloud account and the project languages to which the new engine can apply.

Tip: Type ISO language codes to quickly add source and target language to your translation engine. For example, type *de-de* for German (Germany).

3. Add the TMs and Machine Translation engines that will be included in your engine. In this example, we are adding the Sample termbase and Sample Printer TM created in the previous steps:



For more information on configuring and using NMT models, see the **Language Cloud Translation Engines** topic in the [Trados Live Essential documentation](#).

3.6 Create FileType configurations

File type configurations specify which types of files in a cloud project can be processed for translation and how translatable content inside these files is extracted for translation. Your account includes a default configuration that extracts regular translatable content from most file types.

If you plan to use custom file type settings for your cloud projects, edit the default file type configuration in your cloud account, or create new custom file type configurations. For example, you can create a custom configuration by editing the default one to also extract comments from PDF files. You can attach your custom configuration to future cloud projects to speed up project creation.

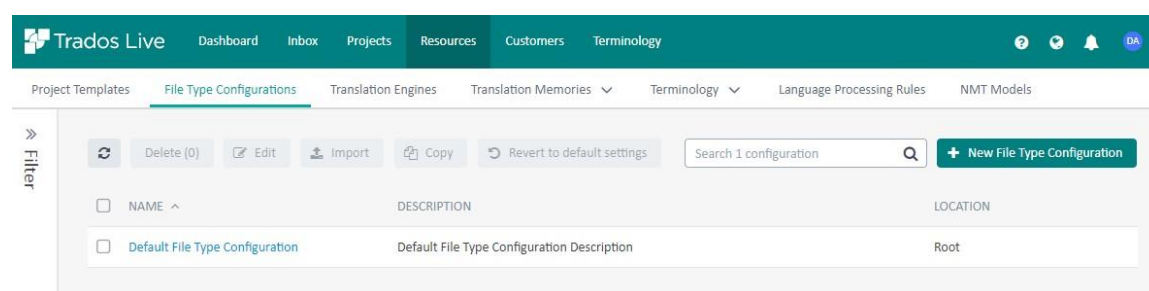
If a cloud project includes file types that are not enabled in the configuration, these file types will not be processed for translation.

If you have custom file types created in Trados Studio, you can import these here to leverage existing file type settings.

To create a new file type configuration:

1. Go to the **Resources** tab > **FileType Configurations** and enter the general details of your file type configuration.
2. Select your newly created configuration and click **Edit**.
3. Click on each file type in the configuration, and edit the available settings. If you are an expert user, click **Advanced Settings** to configure more file type properties.
4. Click **Save**.

For this exercise, we are using the existing, default file type configuration



For more information on configuring and using NMT models, see the **File Types** topic in the [Trados Live Essential documentation](#).

3.7 Create project templates

Project templates bring together a translation engine (termbase, TM, Automated Translation engine), a file type configuration and a set of project settings. Projects templates for accounts with a Trados Live Team subscription also include workflows. Projects templates for Trados

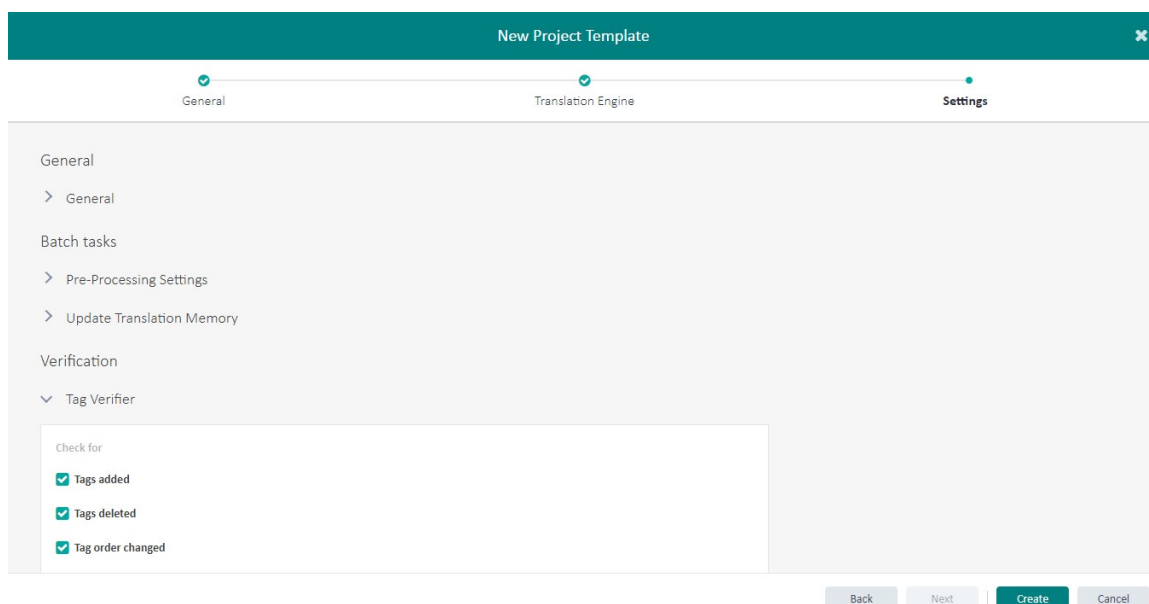
Enterprise (formerly RWS Language Cloud Translation Management) subscriptions also include workflows and pricing models.

Create projects based on a project template to automatically populate the project creation wizard with all the resources and settings available in the template. The project templates in your cloud account are available when creating projects from Trados Studio or from a browser.

To create a new cloud project template:

1. Go to the **Resources** tab > **Project Templates** and click **New Project Template**.
2. Enter the general details and update the Translation Engine and Settings page of the wizard, then click **Create**.

In this example, we are creating a template that uses all the resources configured so far. This can be applied to future English to German projects to speed up project creation:



For more information on configuring and using NMT models, see the **Project Templates** topic in the [Trados Live Essential documentation](#).

5.11 Creating cloud projects from Trados Studio

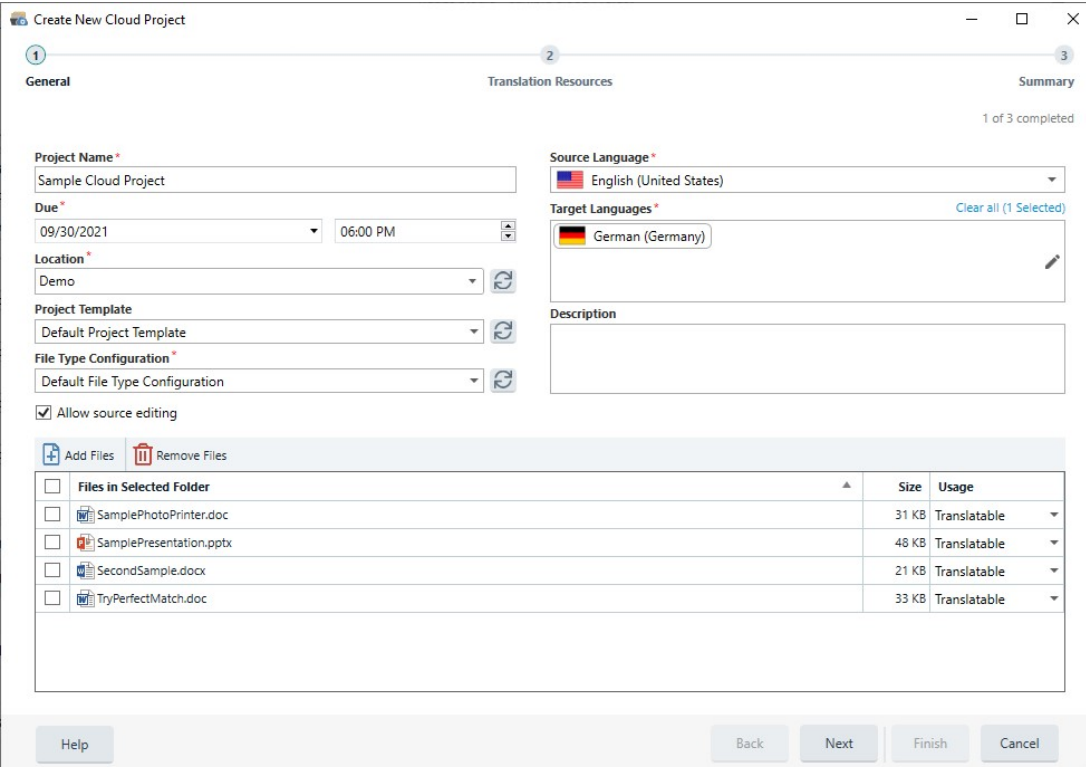
You can create cloud projects both from Trados Studio and from a browser. You might prefer creating cloud projects from Trados Studio when you plan to start translating or reviewing in Studio's Editor view right away and you want to use a simpler workflow.

To create cloud accounts, make sure you have already onboarded your cloud account as explained in the section **Prerequisite: Onboard your cloud account**.

1. Select **New Project > New Cloud Project** or press *Ctrl+Alt+N*. Trados Studio displays the Create New Language Cloud Project on the General page.

2. Enter a name for your project. The maximum length for project names is 50 characters.
3. Select a date and time by which the project must be completed.
4. In the **Location** field, select the folder in your cloud account where you want to store the project. For this exercise, this is the **EU Commission > Legal** created in the "Add Customer" section of this guide.
5. Optionally, select a template available in the location that you have specified for your project above.
6. From the **File Type Configuration** list, select an existing configuration available in the selected location. Custom configurations enables you to specify exactly the type of files that can be processed as translatable files, and the type of text that can be extracted from the files.

In this example, we are using the Template for Sample Resources created in the previous section which automatically adds the configuration included in the template:



Create New Cloud Project

1 General 2 Translation Resources 3 Summary

1 of 3 completed

Project Name *
Sample Cloud Project

Due *
09/30/2021 06:00 PM

Location *
Demo

Project Template
Default Project Template

File Type Configuration *
Default File Type Configuration

☒ Allow source editing

Source Language *
English (United States)

Target Languages *
German (Germany)

Description

Files in Selected Folder

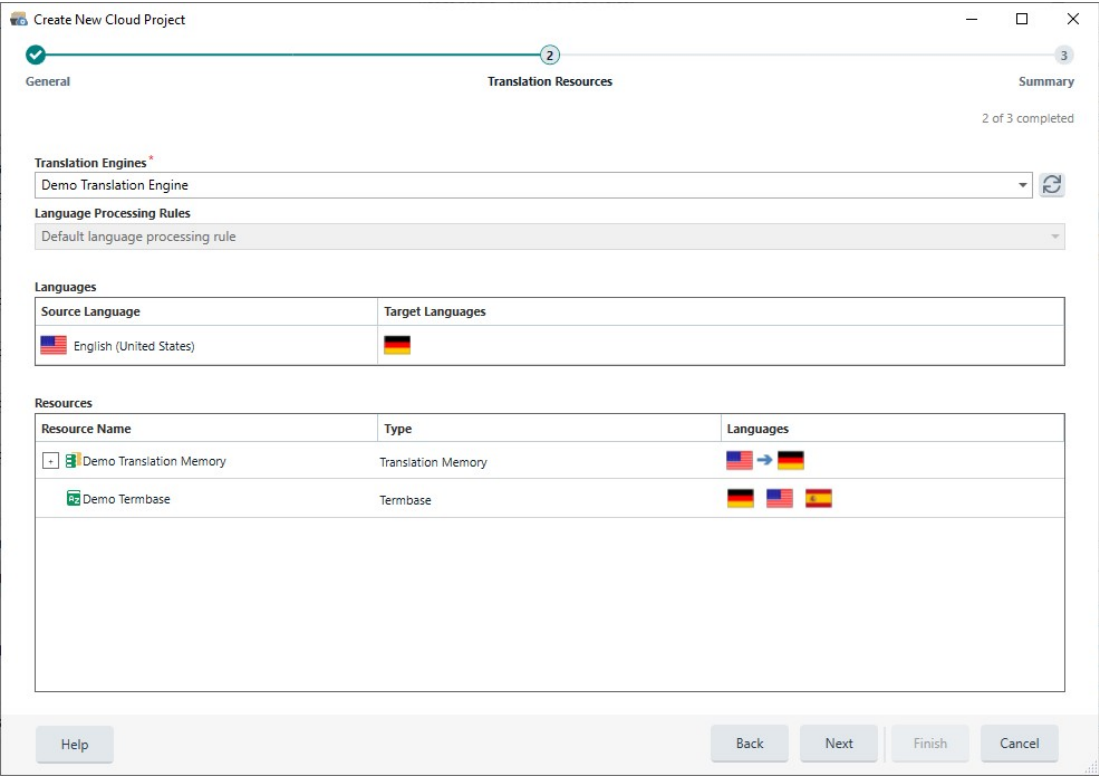
	Size	Usage
SamplePhotoPrinter.doc	31 KB	Translatable
SamplePresentation.pptx	46 KB	Translatable
SecondSample.docx	21 KB	Translatable
TryPerfectMatch.doc	33 KB	Translatable

Help Back Next Finish Cancel

7. Add the project files. Click **Add Files** to add individual files. To add a set of files, drag a folder or an archive. For *.sdlxliff files, the source and target languages are automatically detected when the files are added.
8. In the **Usage** column, specify which files are **Translatable** and which ones should be used as **Reference** only. Trados Studio automatically identifies the files as Translatable or Reference, according to specifications of your selected file type configuration.

9. Specify one **Source Language** and one or more **Target Languages** for your project. The language fields are pre-populated with the default languages specified under **File > Options > Editor > Languages**.
10. In the **Description** box, enter some relevant details about your project. The maximum description length is 200 characters.
11. Click **Next** to go to the Translation Resources page and select a translation engine to use for your project. RWS Language Cloud translation engines include translation memories, termbases and Neural Machine Translation.
12. Select an existing translation engine available in your cloud account.

In this example, we are adding the sample engine created in the previous section. This automatically applies the translation resources and the language processing rule available in the engine.



Create New Cloud Project

General Translation Resources Summary

2 of 3 completed

Translation Engines*

Demo Translation Engine

Language Processing Rules

Default language processing rule

Languages

Source Language	Target Languages
English (United States)	German


Resources

Resource Name	Type	Languages
Demo Translation Memory	Translation Memory	English (United States) → German
Demo Termbase	Termbase	German, English (United States), Spanish

Help Back Next Finish Cancel

The resources available in the selected translation engine are not editable. However, you can add additional, local translation resources when you download the project in Trados Studio and go to Project Settings.


13. Click **Next** to go to the Summary page of the wizard and consult the project details. If you are logged in as an Administrator, Project Manager or Lead Project Manager with a Trados Live Team or a Trados Enterprise (formerly RWS Language Cloud Translation Management) subscription, the wizard also displays the Workflow page. Administrators with a Trados Enterprise (formerly RWS Language Cloud Translation Management) subscription also see the Pricing Models page before the Summary page.

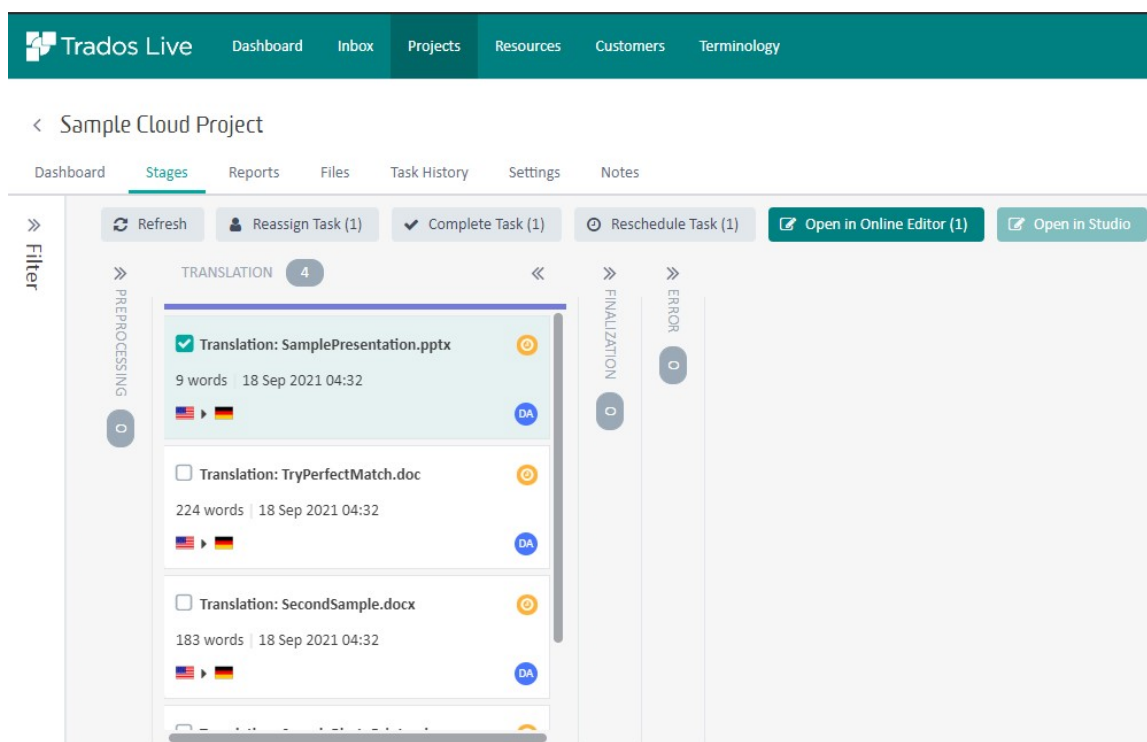
14. Select **Finish** to create and start the new cloud project. Trados Studio uploads the project to your cloud account and starts preparing the project files. The  Notifications tab shows a **We are preparing your cloud project** message in, on the right-hand side of the screen.

Monitor project preparation

The processing of cloud project files is handled in the cloud. This frees all Trados Studio resources for any local projects you might be working on in parallel.

Newly created cloud project are available in Trados Studio only after the RWS Language Cloud has finished pre-processing the files. To monitor project preparation from Trados Studio:

1. In the  Notifications tab, go to the **We are preparing your cloud project** message displayed after you have finished creating the new cloud project.
2. Click **Open in Language Cloud** in this notification to check the project preparation in the **Stages** tab.
3. Click **Refresh** in the **Stages** tab to update the project status and check that the files have been pre-processed and have reached the first Translation, Linguistic Review or Implement Customer Review task in the workflow. With a Trados Live Essential subscription, the only manual task in the workflow is the **Translation** task:



When the files reach the Translation stage, Trados Studio displays the projects files in the Files view. The new project is also immediately available in the **Projects** tab of your cloud account.

You can now start translate or review either in the Online Editor or in Trados Studio's Editor view.

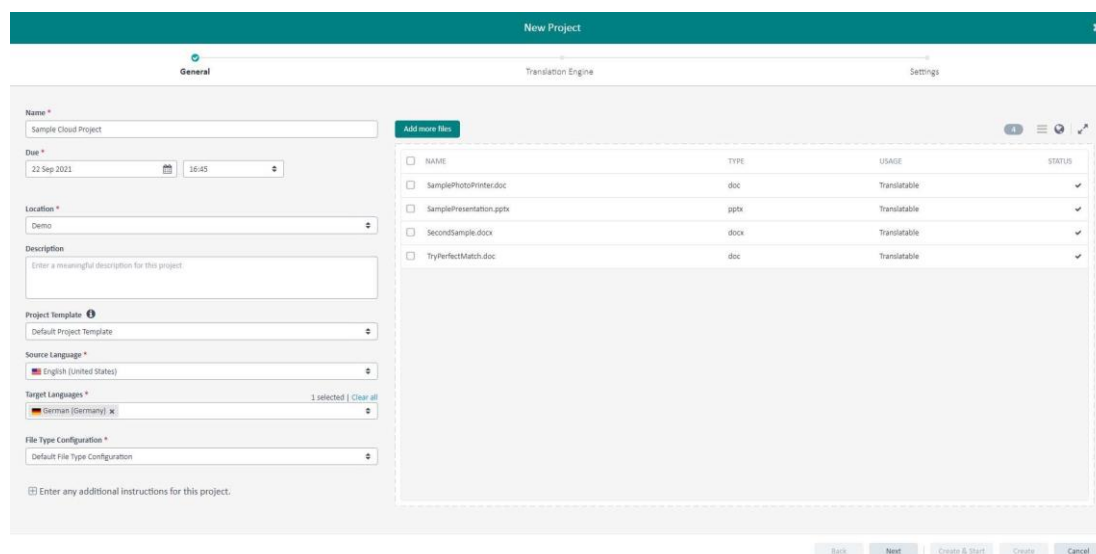
For more information, see the [Translating and reviewing Quick Start Guide](#) .

5.12 Creating cloud projects from a browser

To create a new cloud project from a browser:

1. Once you are logged in into your account from a browser, click **Projects** > **+ New Project** to display the cloud project creation wizard from the browser.
2. Add the general project details: Name, Due date and an optional Description.

In this example, we are creating a new project with the same cloud resources used in the project created previously from Trados Studio:



NAME	TYPE	USAGE	STATUS
SamplePhotoPrinter.doc	doc	Translatable	✓
SamplePresentation.pptx	pptx	Translatable	✓
SecondSample.docx	docx	Translatable	✓
TryPerfectMatch.doc	doc	Translatable	✓

3. Add the project files. RWS Language Cloud automatically identifies the files as **Translatable** or **Reference**, according to specifications of your selected file type configuration. In the **Usage** column, you can change which files are translatable and which ones should be used as reference only.
4. Select the location in your cloud account where you want to save the new project.
5. Select a project template to pre-fill the project settings and cloud resources from the template.
6. Click **Next** to go to the **Translation Engine** page to add an engine if you do not have one specified in the project template.

If you are logged in as an Administrator, Project Manager or Lead Project Manager with a Trados Live Team or a Trados Enterprise (formerly RWS Language Cloud Translation Management) subscription, the wizard also displays the Workflow page.

Administrators with a Trados Enterprise (formerly RWS Language Cloud Translation Management) subscription also see the Pricing Models page before the Summary page.

7. Click **Create and Start** to finalize creating the new project with default settings, or click **Next** to specify the TM and verification settings for your project. You can also change these project settings after creating the project.

Most of these project settings can also be edited when opening the project in Trados Studio. However, Penalties, Filter Penalties, Field values and Verification settings for cloud projects are read-only in Trados Studio. These settings can only be edited when accessing your Cloud account from a browser, in the **Settings > Configuration** area of the selected project.

For more information on configuring and using NMT models, see the **Project creation** topic in the [Trados Live Essential documentation](#).

5.13 Saving local projects to cloud

Save your local projects and project packages to cloud to upgrade them with cloud capabilities such as automated translation workflows, access to the Online Editor, frequent back-ups and syncing across devices. You can also use your local TMs by saving them to cloud. For more information on how to save your local TMs to cloud, see [Save TMs to Cloud](#).

Before you begin


Before you begin, make sure that you have an active subscription for one of the following cloud offerings:

- Trados Enterprise
- Trados Live Team
- Trados Live Essential.

About this task

To save your local project to cloud:

Procedure

1. Select your project from the **Projects** view and click on  **Save to Cloud** on the ribbon. Alternatively, you can select your project, right-click on it and select **Save to Cloud**. This displays the Save to Cloud wizard.
2. On the first page of the wizard, configure the following:
 - Choose a **Project Name** for your cloud project. By default, the wizard will automatically complete the field with the name of the local project, but you can overwrite it.
 - Under **Due**, choose the due date of the project. If the project already had a due date, the wizard will automatically complete the field with the due date of the local project, but you can change it to a new due date.

- In the **Location** field, select the folder in the cloud account where you want to save your project. If you are logged in with an Administrator account, you can also click **New customer** to create a new location in your cloud account.
 - Select one of the **Translation Engines** available on your cloud account. Translation engines include translation memories, termbases and Neural Machine Translation. Note that your Translation Engines need to contain at least one language pair present in your project, otherwise they will not show up in the list.
 - If you have a Trados Enterprise subscription, you can also set a **Pricing Model**. Pricing models determine price estimates for each project language and calculate additional costs. If you are logged in with an Administrator or Lead Project Manager you can also click + **New Pricing model** to go to your cloud account and add a new one.
 - Under **Workflow**, choose an existing workflow from your cloud account. If you are logged in with an Administrator, Project Manager or Lead Project Manager you can also click + **New Workflow** to go to your cloud account and add a new one.
3. Click **Next** to go to the Summary page. Here you can review your specifications.
 4. Click **Finish** to complete the wizard and save your project to the cloud. Your project will be grayed out and disabled until the process is complete. You can check the progress in the **Notifications** tab.

6 Working with packages

6.1 Project package

A project package is a single zipped file that contains all of the files that need to be sent to a project team member in order for them to commence work on the project.

It can contain:

- Project files: Bilingual SDL XLIFF files and reference files
- The project translation memory
- File-based termbases, translation memories and AutoSuggest dictionaries
- Connection details for server-based translation memories, server-based termbases or automated translation providers
- Project settings

6.2 Return package

A return package contains project files for which a specific manual task has been completed. For example, project files that have been translated or reviewed. It can also contain files for which further work needs to be completed. For example, a reviewer may want to return a translated file because of an incorrect translation which the translator needs to fix.

When you create a return package it only includes the project files and not the translation memory, termbases or AutoSuggest dictionaries.

6.3 Recommended package use


There are two recommendations about how you work with packages in your workflow:

- Always create a package for every task you want to be completed.
- Always create a return package for every task you have completed and send to the person who gave you the task.

6.4 Creating a package for a local project

After creating a local project, the next step is to create a project package. Then you can send it to a translator so that they can translate the files it contains and use the resources that you selected during project creation to assist the translation.

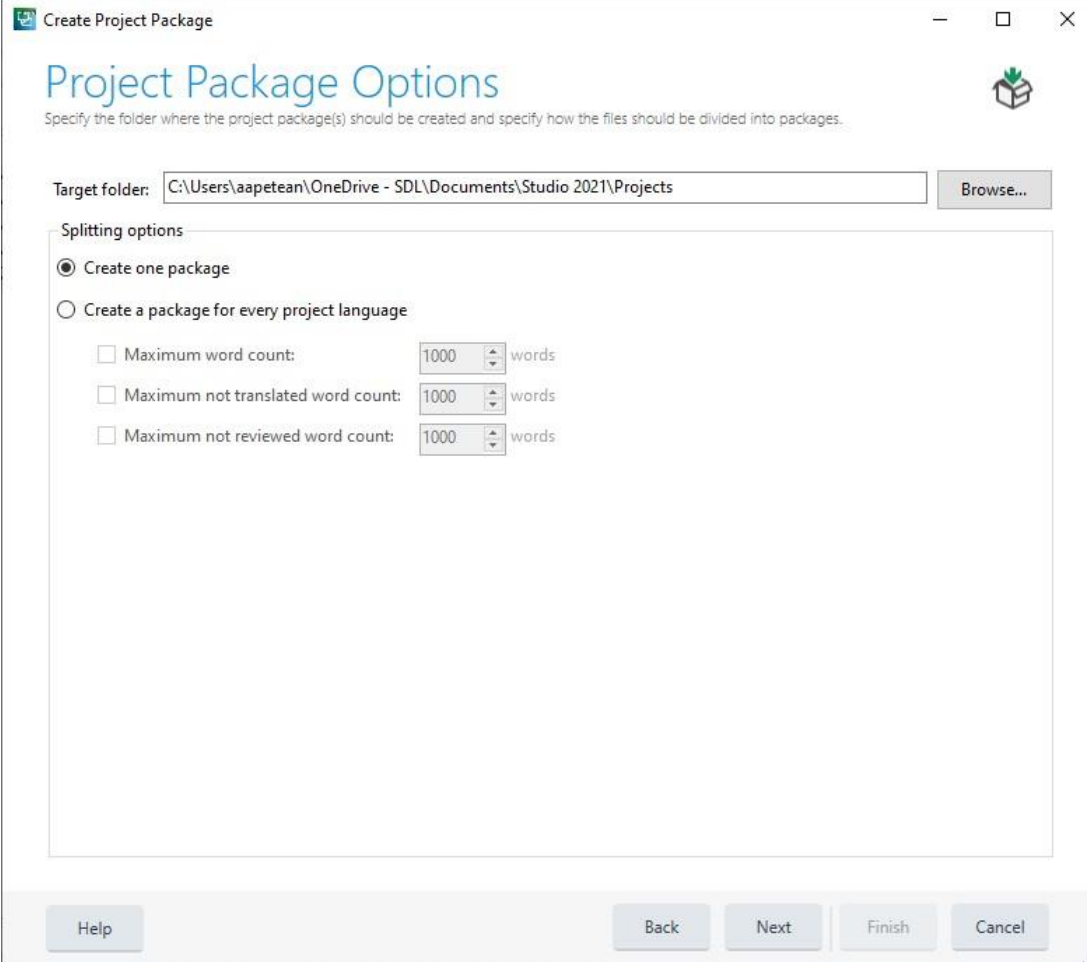
About this task

 ...Documents\Studio2021\TranslationMemories\SampleEN-DE.sdltm (This is the project you created in the last section.)

Procedure


1. Select the three files in the local project in the **Files** view and right-click and select **Create Project Package** from the shortcut menu. You can also select **Create Project Package** from on **Home** tab.
2. The Create Project Package wizard is displayed on the Select Files page. Select **Next** to include all three files in the package.

The Project Package Options page is displayed. On this page, specify where you want to save the project package and if you want to create one package or to split the files into multiple packages.



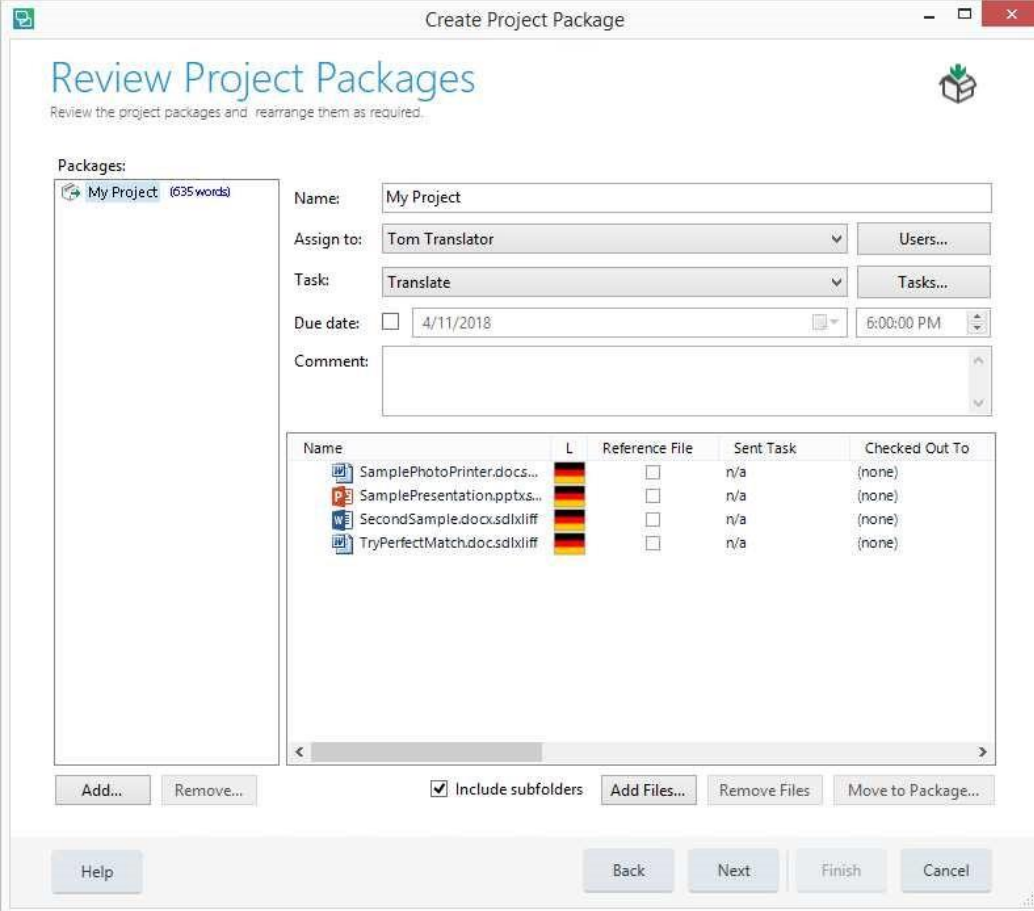
3. Leave the default selections on this page and select **Next**:

- The package is saved to **Documents/Studio2021/Projects** by default.
- One project package is created containing all three files.

 If your project has more than one language, you can choose to create a package for every project language and then send each package to the appropriate translator.

You can also further split a package by the number of words that have not yet been translated. This allows you to assign the work for one language pair to multiple translators.

The Review Project Packages page is displayed.



Review Project Packages
Review the project packages and rearrange them as required.

Packages:

- My Project (635 words)

Name: My Project

Assign to: Tom Translator Users...

Task: Translate Tasks...

Due date: ☐ 4/11/2018 6:00:00 PM


Comment:

Name	L	Reference File	Sent Task	Checked Out To
SamplePhotoPrinter.docx...	DE	<input type="checkbox"/>	n/a	(none)
SamplePresentation.pptx...	DE	<input type="checkbox"/>	n/a	(none)
SecondSample.docx.sdlxliff	DE	<input type="checkbox"/>	n/a	(none)
TryPerfectMatch.doc.sdlxliff	DE	<input type="checkbox"/>	n/a	(none)

Add... Remove... ☒ Include subfolders Add Files... Remove Files Move to Package...


Help Back Next Finish Cancel

4. Assign the work of translating these files to a user:
 - Select **Users** next to the **AssignTo** box.
 - Create a user called TomTranslator with a description of EN-DE Translator.
 - Select TomTranslator from the **Assign To** drop-down list.
5. Since the files you are sending need to be translated, ensure that **Translate** is selected from the **Task** drop-down list.

 If you were sending files for review, you can select the **Review** task or any custom tasks that you want to create.

6. In the **Comment** box, enter the following instructions for *TomTranslator*:
Please translate these files and then send them in a project package to Ralph Reviewer. When you receive the reviewed files in a return package, open the package in Trados Studio and then create a new return package to send to me (project manager).
7. Select **Next**.
8. The Additional Options page is displayed. On this page, specify other resources to be included in the package:

- **Project Translation Memory:** Leave the default selection, **Create a new file-based project translation memory for every package**. The new project translation memory contains information only relevant to the files in the package.

 You might want to select this option if the contents of the package are small compared to the project itself. Including the entire project translation memory for a large project would create large packages.

- **File-based Resources:** Select the AutoSuggest dictionaries check box and **Termbases** check box to include these resources from the project in the package.
- Click **Finish**.

Note: For more information about all of the options of this page, see the [Trados Studio 2021 Help](#).

9. The Creating Packages page is displayed. On this page, the packages are created and you can choose to send the project packages by:
 - Email to the appropriate team members by selecting **Send Packages by Email**.
 - Another method such as placing it on an FTP site. Select **OpenTarget Folder** to open the folder where your return package is saved.
10. Click **Close**.

Assume that the package has now been sent to the translator. When the translator opens the package, all of the resources included are automatically opened during translation.


6.5 Opening a return package

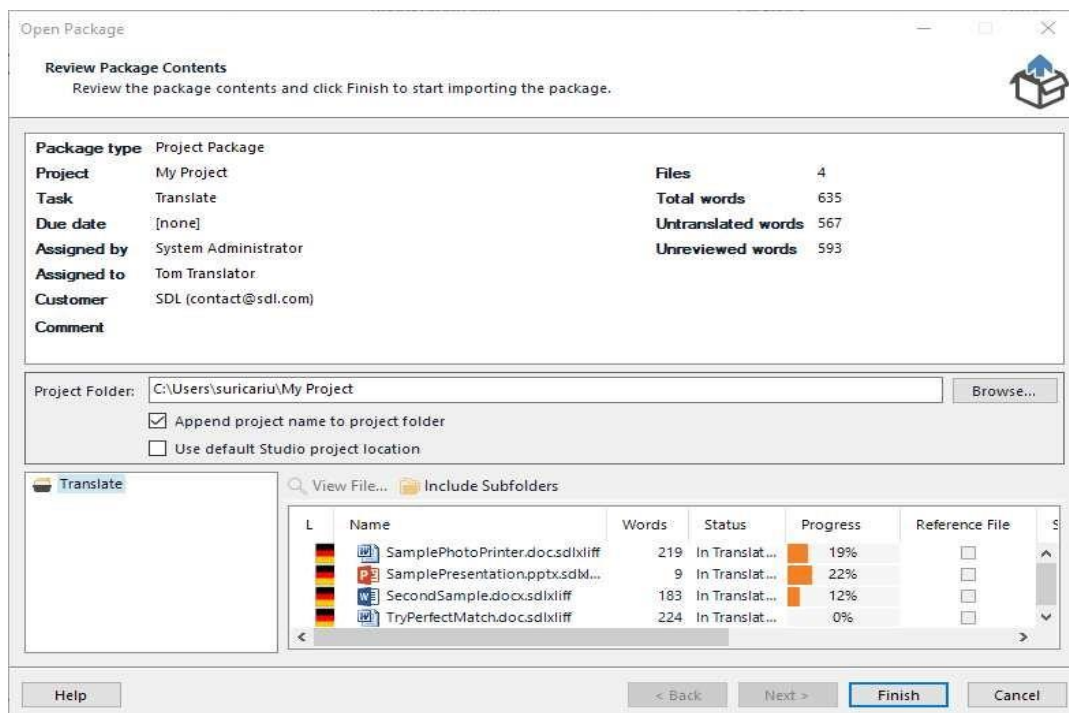
Assume that the translator (Tom Translator) has completed the translation and that the reviewer (Ralph Reviewer) has approved all of the translations. You receive a return package from Tom Translator containing the translated and reviewed project files.

Procedure

To open the return package:

1. Select **Open Package** on **Home** tab when you are in the **Projects** view. The Open Package wizard is displayed.
2. Select the return package and click **Open**. The Open Package wizard opens on the Review Package Contents page.

 You cannot import the return package content into the project that you have not created yourself.



3. Review the package details and select folders from the bottom left-hand pane to view the files within that folder in the bottom-right hand pane.
4. Select **Finish** to import the package. The Importing Package page is displayed.
5. When the import is complete, select **Close**.

The corresponding project is updated with the completed manual task information in Trados Studio.

6.6 Packages for cloud projects

Cloud project files are synced to your cloud account whenever you save your changes in the Editor view. Because cloud projects are always online, you do not need to create packages for further work on the cloud projects.

About this task

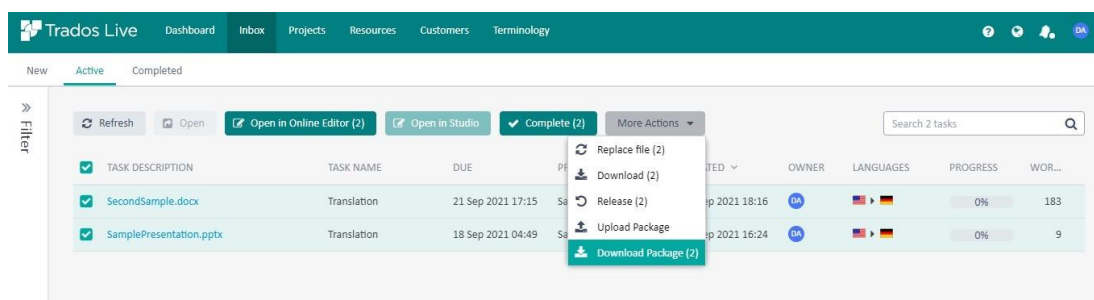
However, you can download cloud project files to work offline, in the following workflows:

- upload package offline in Trados Studio. This workflow is especially if you are working with Trados Studio 2017. This Trados Studio version that can open cloud projects but do not include the **Open in Studio** option.
- upload offline cloud packages to a third-party CAT tool that support Trados Studio .SDLPPX packages.
- publishing cloud packages on an Trados GroupShare server.

To download cloud project packages from your cloud account:

Procedure

1. Select your active cloud file tasks that you want to add to a package.
2. Click **More Actions > Download Package**.



3. Upload the downloaded .SDLPPX package into Trados Studio or a third-party CAT tool, translate the files, then create a return package to upload back to your cloud account.

This will move the uploaded cloud project files to the **Completed** stage.

7 Tracking project status


Some reports are automatically generated during project creation. For example, the **Analyze Files** report is always created. Depending on which tasks you choose to perform pre-translation or apply PerfectMatch during project creation, the **Pre-translated Files** and **Apply PerfectMatch** reports are also generated.

At any time during a project's lifecycle, you can use batch tasks to generate updated or new reports that give you information about the status of the translations in a project. You may want to do this after you have received completed work in a return package.

The **Translation Count** report provides details about the status of the translations in a project. For example, the status may be **Translated** or **Translation Approved**. This is useful if you want to view the progress of the translation project.

Tracking cloud project status

When working with cloud projects, you can find detailed information on the overall status of your project, as well project-specific analytics from the **Dashboard** and **Projects** tab:


Trados Live

Dashboard
Inbox
Projects
Resources
Customers
Terminology

?
🔍
🔔
DA

< Sample Cloud Project

✔ Complete Project

Dashboard
Stages
Reports
Files
Task History
Settings
Notes

Statistics

56%
PROGRESS

TYPE	WORDS	CHARACTERS	SEGMENTS
Not Translated	180	1,094	43
Draft	12	73	2
Locked	0	0	0
Translated	0	0	0
Translation Rejected	0	0	0
Translation Approved	0	0	0
Sign-Off Rejected	0	0	0
Sign-Off	0	0	0
Total	192	1,167	45

Tasks Overview

New tasks: -
Active tasks: 1
Completed tasks: 3

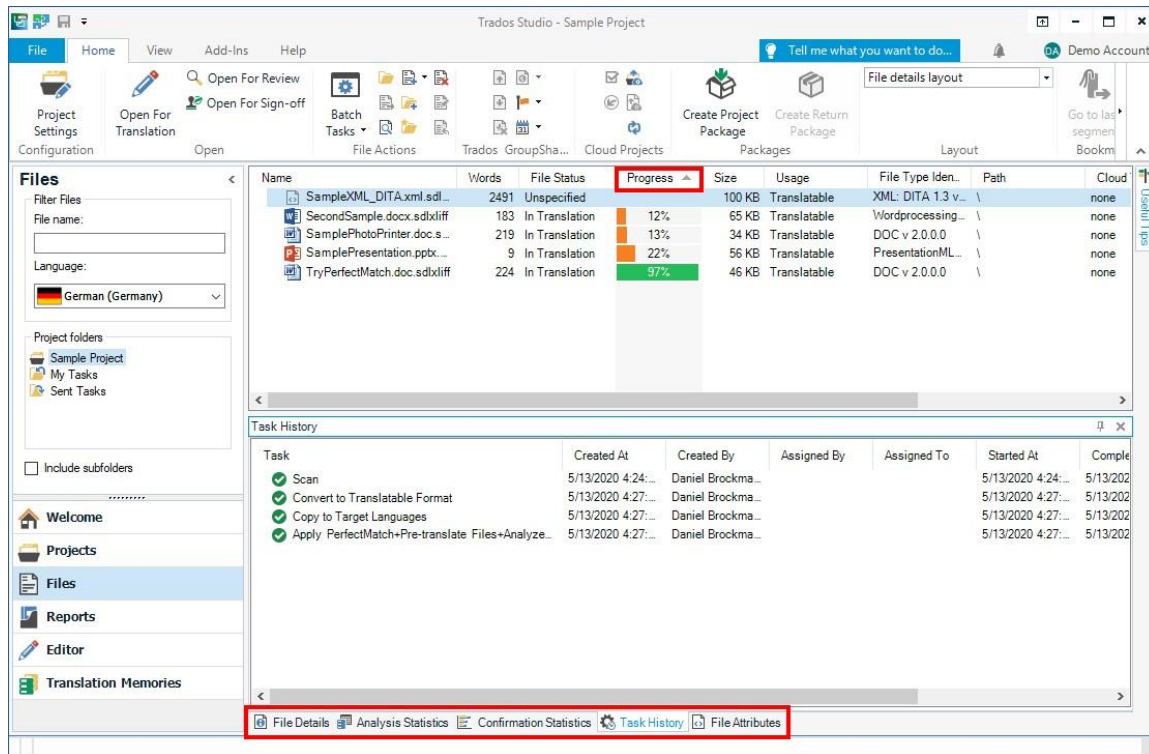
Details

Due: 21 Sep 2021 17:15
Created: 14 Sep 2021 16:22
Files: 2
Words: 192
Location: /Root/Customers/Demo
ID: 6140a213d52f1b566979a002
Created by: Demo Account

Languages
🇺🇸 → 🇩🇪

Description
This is a sample project.

You can also check project progress in Trados Studio, in the Files view and File view windows:



7.1 Generating a report

Generate the Translation Count report for the Sample EN-DE.sdlproj project you created:

About this task

...Documents\Studio 2021\Projects\Sample EN-DE\Sample EN-DE.sdlproj

Procedure


1. In **Projects** view select **Batch Tasks** > **Translation Count** on the Home tab.
2. On the Batch Tasks page of the Batch Processing wizard click **Next**.
3. All files for the active project are listed on the Files page. Click **Next**. The Settings page is displayed.
4. There are no settings that you need to specify to perform this batch task. Click **Finish** to generate the report. The **Performing Tasks** page is displayed. When the task is complete, the **Translation Count** report can be viewed in the **Reports** view.
5. Display the report by closing the wizard and displaying the **Reports** view or by clicking Task Results and selecting to view the report from the Task Results dialog box.

The report data is split into three parts:

- **Summary:** This displays a summary of information, for example, the project name and how many files on which this report is based.

- **Totals:** This displays status information about all files on which the report is based.
- **File Details:** This displays information per file. Since this project has three files, they each have a section indicating the status of their translations.

Translation Count Report


Trados Studio

Summary

Task:

Project:

Language:

Files:

Created At:

Task Duration:

Translation Count

Sample Project

German (Germany)

5

9/15/2021 5:38:45 PM

1 seconds

Totals

Total

Files: 5

Status

Segments

Words

Characters

Placeables

Tags

Not Translated

204

2812

14900

140

24

Draft

0

0

0

0

0

Translated

6

26

158

2

2

Translation Rejected

1

11

53

1

0

Translation Approved

7

60

278

6

5

Sign-off Rejected

0

0

0

0

0

Signed Off

18

217

987

14

7

Total

236

3126

16376

163

38

File Details

Total

SamplePhotoPrinter.doc

Status

Segments

Words

Characters

Placeables

Tags

Not Translated

11

148

670

7

2

Draft

0

0

0

0

0

Translated

0

0

0

0

0

Translation Rejected

1

11

53

1

0

Translation Approved

7

60

278

6

5

Sign-off Rejected

0

0

0

0

0

Signed Off

0

0

0

0

0

Total

19

219

1001

14

7

SamplePresentation.pptx

Status

Segments

Words

Characters

Placeables

Tags

Not Translated

1

7

35

0

0

8 Finalizing your project files

Assume that all the files in the project have now been translated and reviewed. The next step is to finalize your files. To finalize files, perform the following tasks:

- **Update Main Translation Memories** to update the English-German.sdltm translation memory that was added to your project. This does not update the project translation memory that was created when the project was created.
- **Generate Target Translations** to convert the *.sdlxliff files back to their original formats and places them into the German language subfolder.

 ...Documents\Studio 2021\Projects\Sample EN-DE\Sample EN-DE.sdlproj

8.1 Finalizing local project files

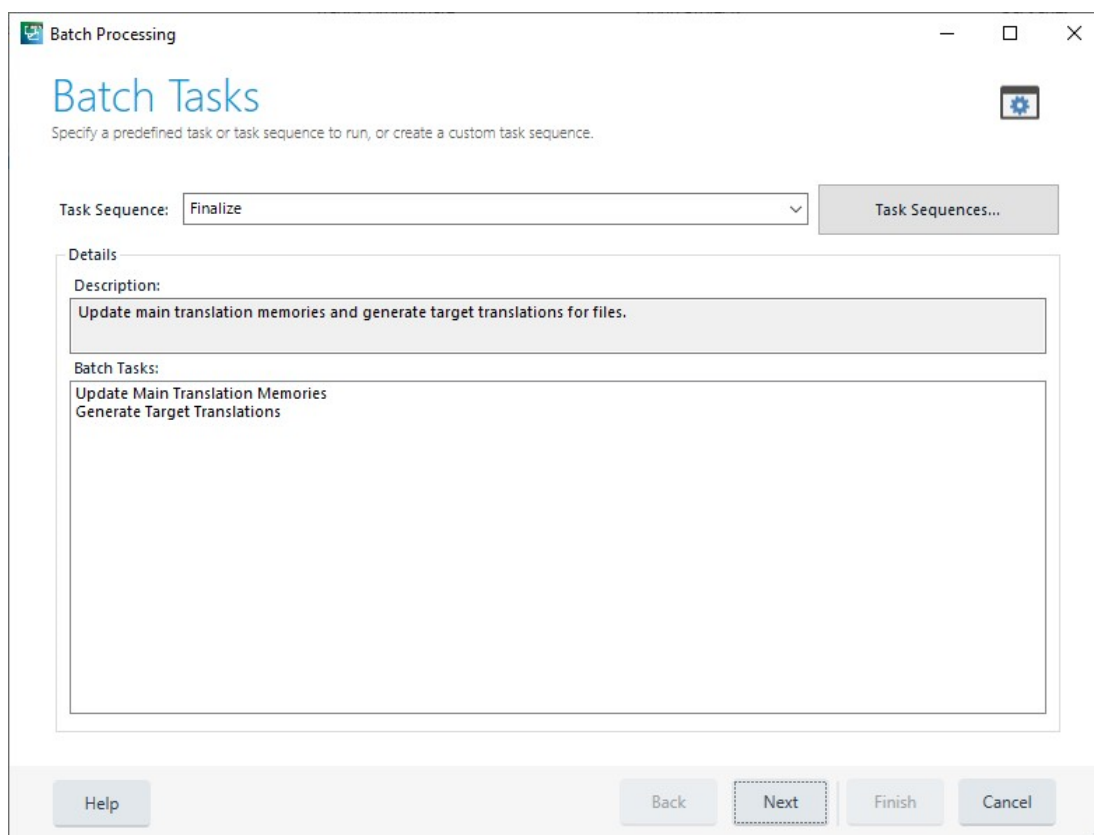
To finalize the files in a local project:

About this task

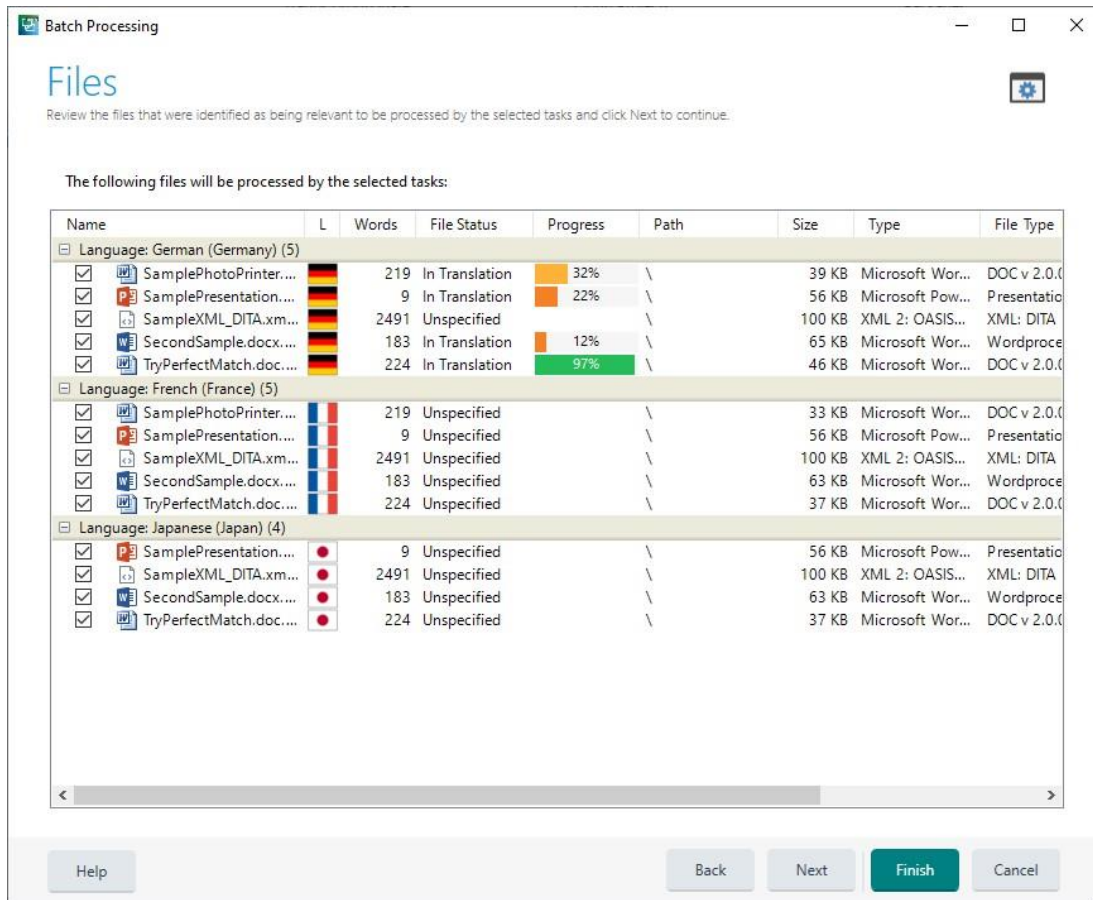
 ...Documents\Studio 2021\Projects\Samples\SampleProject

Procedure


1. In **Projects** view select **BatchTasks>Finalize** from the **Home** tab. The Batch Processing wizard is displayed on the Batch Tasks page.



2. Click **Next**. The Files page is displayed. All files for the active project are listed here.



3. Click Next. The Settings page is displayed.
4. Select **All Language Pairs > Batch Processing > Translation Memory Updates** from the navigation tree. This page shows the status that the translations must have in order for them to be added to the main translation memory. By default, only translations that have a status of Translated, **Translation Approved** or **Signed Off** are added to the main translation memory. In the **If target segments differ** section, select how Trados Studio treats new translation units that have the same source segment as an existing translation unit.
5. Assume that you only want translations that have been reviewed to be added to the translation memory. Clear the check box next to **Translated**. When the batch task is performed, only translations that have been reviewed and approved update the translation memory.
6. Click **Finish** to update the main translation memory and generate the target translated files. The Performing tasks page is displayed.
7. Click **Close** when the tasks have finished. The files in the **Files** view have now been converted back to their original formats and are no longer listed as **.sdlxiff* files.

Files		Name	Words	Status	Progress
<div>  German (Germany) </div>		SamplePhotoPrinter.doc	219	In Translat...	8%
		SamplePresentation.pptx	9	In Translat...	22%
		SampleXML_DITA.xml	2497	Unspecified	
		SecondSample.docx	183	In Translat...	12%
		TryPerfectMatch.doc	224	In Translat...	97%

8. Select a file in the **Files** view and right-click and select **Explore Containing Folder** from the shortcut menu. Your translated files are placed in the German language subfolder de-DE of your project and saved with their original file names. This is the same folder that also contains the *.sdlxliff bilingual files.

Your project is now complete and the translated files can be given to the customer.

8.2 Finalizing cloud project files

Generate the target translated files to finalize cloud project files. The **Update Main Translation Memories** batch task is not necessary for cloud projects. This is because cloud TMs are updated in the background when you manually save your changes in Trados Studio and automatically, when you translate in the Online Editor.

From Trados Studio

1. Click **Batch Tasks > Generate target files (cloud projects)** from the ribbon in the Projects, Files or Editor view.

From a browser

1. Go to your cloud account and click the **Projects** tab.
2. Select the project for which you want to download the translated files and click Open.
3. Click **Files** tab > **Download** all.

9 End of this Quick Start Guide

Now you know how to create and manage projects in Trados Studio. For additional information about creating and managing projects in Trados Studio, see the [Trados Studio 2021 Help](#).

10 Acknowledgements

Trados Studio includes open source or similar third-party software.

[#ziplib](#)

#ziplib (SharpZipLib, formerly NZipLib) is a Zip, GZip, Tar and BZip2 library written entirely in C# for the .NET platform. It is implemented as an assembly (installable in the GAC), and thus can easily be incorporated into other projects (in any .NET language).

[Apache log4net](#)

The Apache log4net library is a tool to help the programmer output log statements to a variety of output targets. log4net is a port of the Apache log4j™ framework to the Microsoft® .NET runtime.

[Hunspell](#)

Hunspell is the spell checker of LibreOffice, OpenOffice.org, Mozilla Firefox 3 & Thunderbird, Google Chrome, and it is also used by proprietary software packages, like Mac OS X, InDesign, MemoQ, Opera and Trados Studio.

[ICU \(International Components for Unicode\)](#)

ICU is a mature, widely used set of C/C++ and Java libraries providing Unicode and Globalization support for software applications. ICU is widely portable and gives applications the same results on all platforms and between C/C++ and Java software.

[SafeNet Sentinel](#)

SafeNet's Sentinel software licensing products and software protection solutions provides software publishers control and visibility into how their applications are deployed and used.

[Spring.NET](#)

Spring.NET is an application framework that provides comprehensive infrastructural support for developing enterprise .NET applications. It allows you to remove incidental complexity when using the base class libraries makes best practices, such as test driven development, easy practices.

[WiX](#)

The WiX toolset builds Windows installation packages from XML source code. The toolset integrates seamlessly into build processes.

[Xerces-C++](#)

Xerces-C++ is a validating XML parser written in a portable subset of C++.

About RWS

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