

TRADOS TRANSLATOR'S WORKBENCH

Quick Reference Card

This document provides a summary of the commands that are available on the Workbench toolbar and the **Workbench** menu in TagEditor.

Translator's Workbench Toolbar

The Workbench toolbar in TagEditor acts as an interface between Translator's Workbench and TagEditor. The table below lists the button commands that are available on this toolbar, and briefly explains their purpose. All the commands found in the toolbar are also available in the Workbench menu.

| Button | Shortcut | Explanation |
|---|--|--|
|  Open | | Opens the current segment and searches for potential matches in the translation memory. |
|  Open/Get | [Alt]+[Home] | Opens the current segment, searches for potential matches and transfers the translation to your document. Starts translation mode. |
|  Restore Source | [Alt]+[Del] | Undoes the last translation and restores the original source sentence. |
|  Copy Source | [Alt]+[Ins] | Copies the source sentence to the target field. |
|  Set/Close Next Open/Get | [Alt]+[+] on numeric keypad | Closes the open translation unit, saves it, opens the next sentence and transfers the translation to your document. |
|  Translate to Fuzzy | [Alt]+[x] on numeric keypad [Alt]+[*] on some systems | Translates all 100% matches automatically, starting with the currently open translation unit and stopping at the next fuzzy match. |
|  Set/Close | [Alt]+[End] | Closes the open translation unit, saves it and ends translation mode. |
|  Close | | Closes the open translation unit without saving and ends translation mode. |
|  Concordance | [Alt]+[↑] | Searches the translation memory for selected text. |
|  Get Previous Placeable | [Alt]+[Ctrl]+[←] | Copies the previous placeable to the target field at the cursor position. |
|  Get Current Placeable | [Alt]+[Ctrl]+[↓] | Copies the current placeable to the target field at the cursor position. |

| Button | Shortcut | Explanation |
|---|------------------|---|
|  Get Next Placeable | [Alt]+[Ctrl]+[→] | Copies the next placeable to the target field at the cursor position. |
|  Get Previous Term | [Alt]+[←] | Copies the previous term to the target field at the cursor position. |
|  Get Current Term | [Alt]+[↓] | Copies the current term to the target field at the cursor position. |
|  Get Next Term | [Alt]+[→] | Copies the next term to the target field at the cursor position. |

Workbench Menu

The Workbench menu in TagEditor includes all commands available on the Workbench toolbar and some additional items. The additional menu items are listed below, along with a brief explanation of each item.

| Menu Item | Shortcut | Explanation |
|--|--------------------------|---|
| Open Next no 100% Get | [Ctrl]+[Alt]+[Home] | Ignores all identical matches and opens the first less than 100% match. |
| Set/Close Next no 100% Open/Get | [Ctrl]+[Alt]+[+] | Closes the currently open translation unit, saves it, and ignores all identical matches until it finds the next less than 100% match. |
| Expand Segment | [Ctrl]+[Alt]+[Page Down] | Extends the current source segment by one sentence and searches the translation memory for a potential match. |
| Shrink Segment | [Ctrl]+[Alt]+[Page Up] | Reduces the current source segment by one sentence and searches the translation memory for a potential match. |
| Add as New Translation | [Ctrl]+[Alt]+[↑] | Adds an additional translation unit with different target text to a translation memory that has multiple translations enabled. |



TIP

When there are multiple matches in the translation memory for a source segment, use [Alt]+[Page Up] and [Alt]+[Page Down] to scroll through the matches.

TagEditor Standard Toolbar

The following buttons are available in TagEditor. There are no keyboard shortcuts available for these buttons, but there are menu equivalents. The Explanation column lists the menu where each command can be accessed.

| Button | Shortcut | Explanation |
|--|----------|---|
|  Check Spelling | [F7] | Starts the spelling checker from the cursor position in the active document. |
|  Verify Tags | [F8] | Verifies the tag content of the active document using the active verification plug-in and the current plug-in settings. |
|  Plug-in Settings | | Displays the Plug-ins dialog box where you can activate plug-ins and define plug-in settings. |
|  Tag Protection | | Adjusts the tag protection settings. |
|  Tag Text | | Displays tag text fully, partially or not at all, depending on which button you click. You can also select this command from the View menu. |
|  Connect to Workbench | | Launches Translator's Workbench if it is not already running. You can also select this command from the Tools menu. |
|  Show/Hide Whitespace | | Toggles the whitespace characters on and off. TagEditor shows spaces as middle dots and non-breaking spaces as small circles. You can also select this command from the View menu. |

The Messages Toolbar

To show or hide the Messages toolbar, select **Toolbars - Messages** from the **View** menu. The Messages toolbar features the following buttons:

| Button | Action |
|---|---|
|  | Shows/hides the Message pane. |
|  | Toggles applying the message filter for the current plug-in. |
|  | Moves the cursor to the location of the currently selected message. |
|  | Moves the cursor to the location of the previous message. |
|  | Moves the cursor to the location of the next message. |
|  | Displays the Message List Filters dialog box. |